Please note the corrections below related to Biennium Close and things to know. Apologies for the miscommunication and thank you for your understanding.

**Reminder: 2015/2017 Biennium Close is June 30, 2017**

The 2015/2017 Biennium Close [website](#) lists the activities and cut-off dates to ensure all expenditures and revenue are recorded to the appropriate budgets for the closing biennium year. The 2015/2017 biennium will close on June 30, 2017; however, the University’s books of account will be held open for a limited time during the month of July to record transactions processed after June 30th relating to business of expiring biennium year.

**Things to know:**

- Biennium Close will be more complex than in prior years due to the timing of Workday go-live. For more information and important cutover dates please see the [HR-Payroll Change Network site](#). Additional information about Workday is also available at [www.myworkday.uw.edu](http://www.myworkday.uw.edu).
- MyFD will be not be available for use starting at 5:00 p.m. on Monday, June 26 through Wednesday, June 28.
- Salary Transfers will be held after 4:00 pm on Wednesday, July 5 to allow departments to review their budgets for the first Workday payroll data accuracy. We expect to post all held transfers approximately Thursday, July 13.

**BAR/BSR Retirement Update**

As a reminder, May 2017 is the final month of printed Budget Activity Report (BAR) and Budget Status Reports (BSR) reports. Read more about the change [here](#).

Please review the steps below to ensure you are ready to access and utilize these reports in MyFD.

**Review our Website, eLearning Tutorials and take a MyFD Class**

- Webpage: [Budget Summary](#) (BSR)
- eLearning tutorial: "[Introduction to the Budget Summary](#)"
- Webpage: [Transaction Summary](#) (BAR)
- eLearning tutorial: "[Transaction Summary Report](#)"

**Verify ASTR A Access**

Understand Inquiry or Expense Transfer Access [http://f2.washington.edu/fm/myfd/access](http://f2.washington.edu/fm/myfd/access)

Check your status here: [http://itconnect.uw.edu/security/uw-netids/astra/](http://itconnect.uw.edu/security/uw-netids/astra/)
Upcoming Classroom Trainings

The Basics: Introduction to MyFinancial.desktop on June 19

This introductory course is designed to educate and orient users on the basic functionality of MyFinancial Desktop. The material in this class will explore many of the available reports and provide an informational overview of reconciliation within MyFD. This class is delivered in a lecture-style format with system demonstrations and group activities. Click here to check course availability and register for class

FAQ of the Month

Dear MYFD Help, How do I close an Ariba Open Balance on my budget?

Dear Wanting to Close, it depends on the type of balance you want to close. Please see below for instructions on how to close each of the following order types:

- **Catalog and Non-Catalog Purchase Orders (EI)**
  Please visit the forms section of the Procurement Services website. Click on the Change / Close Request Form for EI Purchase Orders and be sure to select “Close” eProcurement as the type.

- **Blanket Purchase Orders (BPO)**
  Please see instructions on Procurement Services’ website to Close your BPO.

- **Old PAS POs (T)**
  Send an e-mail request to “liquidate the encumbrance” to saf@uw.edu.

Click here to view the MyFinancial.desktop FAQ library.