


Biennium Close Overview 2021

PROCUREMENT SERVICES
WEBCAST TRAINING SERIES-4/28/2021

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We will
begin
shortly

Agenda

- What Biennium Close is
- Ariba Information
- MyFD Information
- Best Practices

What is Biennium?

A biennium is an accounting period made up of two fiscal years:

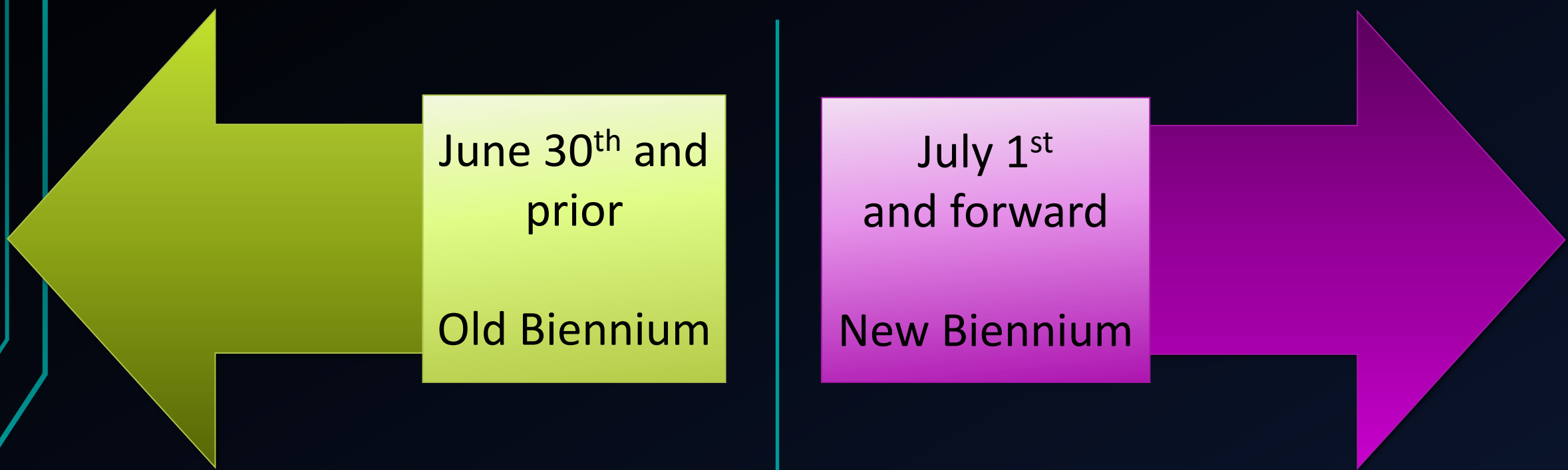
- Months 1-12: the first fiscal year
- Months 13-25: the second fiscal year
- Month 25 is an additional accrual period

Biennium Reporting Periods

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Special	July	Aug
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	1	2

Month 25 represents **2** open reporting periods. Transactions from the expiring biennium are posted to June (month 24) and transactions from the new biennium are posted to July (Month 1).

Biennium Reporting Periods



June 30th and
prior

Old Biennium

Goods and services received on, or before 6/30 and invoices dated 6/30 and prior are charged to old biennium.

July 1st
and forward

New Biennium

Goods and services received on, or after 7/1 and invoices dated 7/1 and after are charged to new biennium.

What is Biennium Close?

- Biennium starts 7/1 on an odd year and ends June 30 of the next odd year. Example: 7/1/2019-6/30/2021
- Biennium close processes affect all budgets, but state budgets are most impacted.
- Cutoff dates are published to indicate when transactions must be received or processed to be recorded for biennium business.

What is Biennium Close?

- For a couple weeks in July, expenses and revenue are still recorded to the old biennium. For this short period of time, two sets of records are open for old and new biennium. We call this the biennium crossover.
- Biennium Close occurs when transactions can no longer be included in the old biennium.
- At the end of the biennium, the records of the expiring biennium are closed

What is Biennium Crossover?

- Occurs when crossing the indexes (budgets), transactions etc from the old biennium to the new biennium
- This exists for the accrual of revenue and expense transactions to post to the expiring biennium. Not all transaction types can be processed during the crossover.
- The process starts in the Financial system 7/7
- New budgets are available 7/8

July 2021

Wk.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

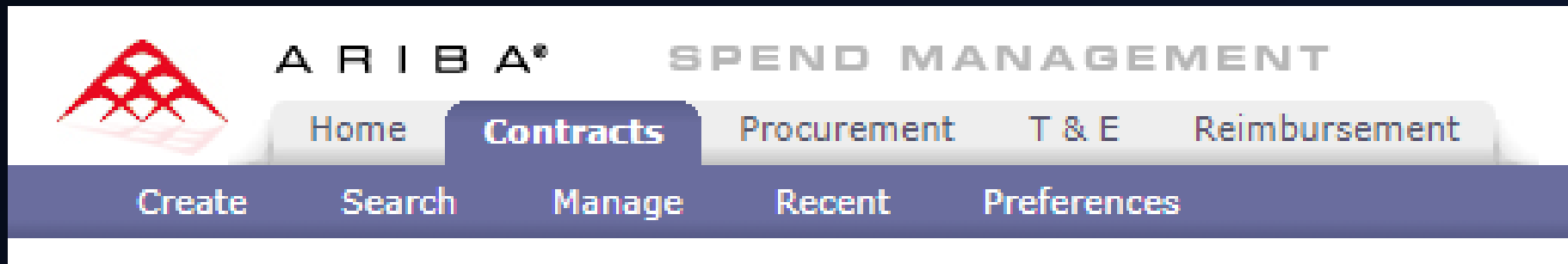
Ariba: Notable System Dates

- 7/5: PAS system unavailable, no payments issued on holiday
- 7/1-7/8: Only expiring biennium processing for Non-PO Invoice, Invoices on orders
- 6/29-7/7: No Expense Reports (ER), eReimbursements (XR) or Payments to Individuals (XP) processing
- 7/7: Ariba will be unavailable for biennium system updates
- 7/8: New biennium budgets available in Ariba
- 7/9: New biennium payment processing starts



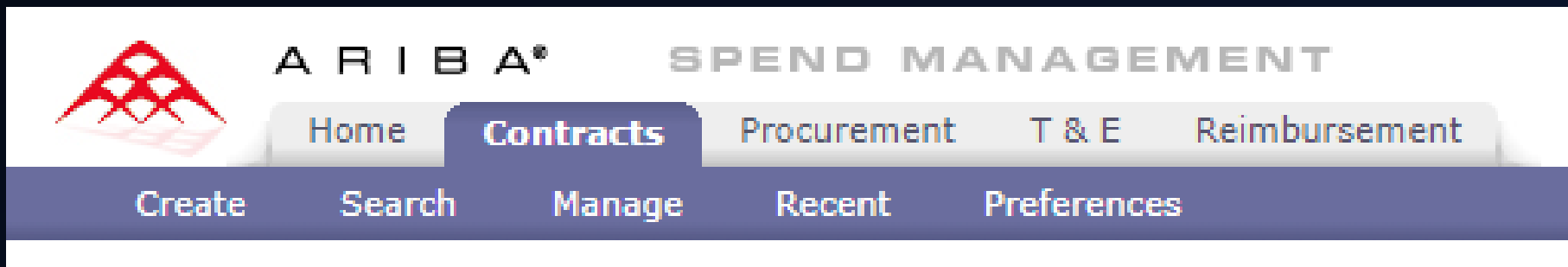
Ariba:

- Budgets expiring in 2019-2021 biennium (6/30/2021):
 - Are removed from Ariba default budget Preferences. Re-set your Preferences with a new 2021-2023 biennium on 7/8
 - Be cautious about creating transactions in June for budgets that expire on 6/30/2021.



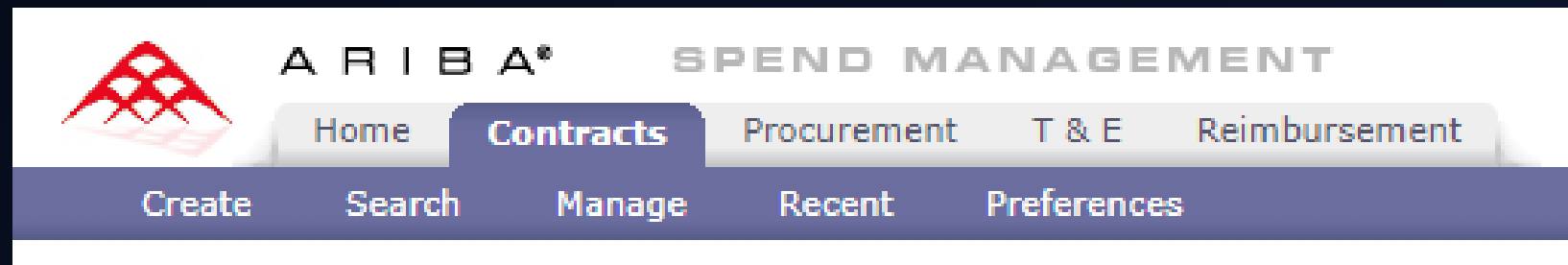
Ariba:

- Budgets that continue into the 2021-2023 biennium:
 - Will continue to have invoices paid under the same continuing budget number with no further action necessary
 - Requisitions (S), Contract Requests (CR), Non-PO Invoices (INV) and Expense Reports (ER) that were in a "Submitted" status on or prior to 7/7 will be automatically updated to the new 2021-2023 biennium with same budget number and no further action necessary



Ariba:

- Requisitions (S), Contract Requests (CR), Non-PO Invoices (INV) and Expense Reports (ER) that were in a *“Composing”* status on or prior to 7/7 will not be updated to the new 2021-2023 biennium; Preparers must Edit to select the 2021-2023 budget version and re-submit
- All Payments to Individuals (XP) and eReimbursements (XR) with either expired or continuing budgets, but showing the 2019-2021 budget version in either *“Composing”* or *“Submitted”* status, must use the Edit process to choose an active 2021-2023 budget, then re-submit



MyFinancial Desktop: Notable Dates

- MyFD Calendar found here: <https://finance.uw.edu/myfd/biennium-close>
- 7/15: Last day for campus to submit Expense Transfers that require Central Office approval
- 7/22: Final day for campus and Central Office to submit Expense Transfers and JVs
- 7/26: Deans Day: only users with ASTRA authorization of “Biennium Close JV/Transfer(Deans/VPs)” access can submit transfers and approve JVs through MyFD

Biennium Crossover Calendar: MyFD Expense Transfer & JV Cutoff Dates: July 2021						
SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
				1	2	3
4	5 HOLIDAY	6 Month 24	7 Biennium Crossover	8 Month 25 Recommended last day to transfer expenses requiring Central Office review*	9 Month 1	10
11	12 Month 25	13 Month 1	14 Month 25	15 Month 25 LAST DAY to submit expense transfers requiring Central Office review* (4pm cutoff)	16 Month 1	17
18	19 Month 25	20 Month 1	21 Month 25	22 Month 25 LAST DAY to submit expense transfers & JVs for posting to Biennium 2017 (4pm cutoff)	23 Month 1 Recommended Deans Day review (Deans may also take action)	24
25	26 Month 25 Deans Day (4pm cutoff)	27 Month 1	28 Central Office Only	29 Central Office Only	30 Final Close	31

On days marked as Month 24 or Month 25: Submitted expense transfers for transactions originally posted to June 2021 or earlier, and MyFD JVs marked for Prior Fiscal Year, will be uploaded to FAS for processing at 4:00 PM. Successful expense transfers and MyFD JVs will post to June 2021.

On days marked as Month 1: Submit expense transfers which originally posted on or after July 1, 2021, and MyFD JVs marked for the current period, will be processed by FAS for processing at 4:00 PM. Successful expense transfers and MyFD JVs will post to July 2021.

Last Days
July 15th is the last day to submit expense transfers that require Central Office review.
July 22nd is the absolute last day campus and Central Office can submit expense transfers or MyFD JVs for posting to the 2019-2021 biennium.
Exception: July 26th (Deans Day)

Deans Day
Transactions entered by July 26th (Deans Day) by individuals who have Deans/VPs/JV Transfer (Deans/VPs) access in ASTRA.
Deans may take action to occur after July 26th and may choose to review transactions beginning July 26th.
Deans Day should not be relied upon in exceptional circumstances.

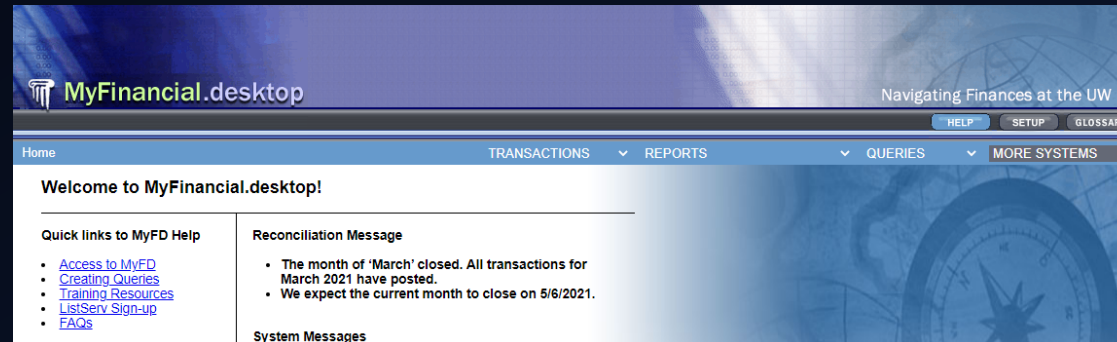
Recommendations
July 26th is the recommended last day to submit expense transfers requiring Central Office review.
It is strongly recommended that transfers be processed well before the cutoff dates as there is no guarantee you will succeed in entry to the 2019-2021 biennium after July 26th.

Important Notes
No processing of any transactions will occur on the day of Biennium Crossover, July 16.
Any expense transfers or MyFD JVs submitted after 4:00 PM on July 26th will post to the 2019-2021 biennium.
After July 26th, expense transfers of transactions in the old biennium must be either in or from a grant budget.

Resources
*Review a list of expense transfers which require Central Office review at: http://finance.uw.edu/myfd/instrum_cook_jul_26 page Deans and Presidents.
Review the Procurement Services website at: <http://procurement.uw.edu/>
Need help? Email myfd@uw.edu or Call 206-543-4300

MyFinancial Desktop:

- Expense Transfers done during crossover (July) will post in the biennium that the original posting occurred. i.e.: transfer of a May transaction during July crossover will post in expiring biennium (June)
- JVs will have a “Previous Biennium” option once the crossover begins
- Budgeted Amounts will not be available during the close
- Transfer expenses as soon as possible



Best Practices:

- Reconcile Early
- Check deadlines regularly
- Sign up for newsletters
- Check budgets regularly, data may not be as frequently updated as it normally would be in July
- Run the Receiving Exception Report in Ariba regularly for invoices pending on BPOs
- Run Open Balance Report in Ariba for open orders in Ariba
- Close any open orders that are no longer going to be used
- Encourage suppliers to bill your orders on expiring budgets as soon as possible

Resources

MyFinancial Desktop Biennium Information:

<https://finance.uw.edu/myfd/biennium-close>

Procurement Biennium Information and Deadlines

<https://finance.uw.edu/ps/reports-reconciliation/bienniumclose>

Office of Planning and Budgeting:


<https://www.washington.edu/opb/uw-budget/budget-processes/>

Grant and Contract Accounting:

<https://finance.uw.edu/gca/award-lifecycle/managing-your-award/biennium-crossover>

Procurement Services Campus Newsletter Signup

<https://mailman13.u.washington.edu/mailman/listinfo/procurementservicesnews>



Questions?
(remember to send to
“Everyone”)