

Important Cut Off Dates:

June 19th

All other Purchase Orders
(PAS)

June 23rd

Refund Check Requests

June 26th

Encumbrance
Liquidation Requests

June 30th

Cash Transmittals
eTravel (Ariba approvals)

July 1st

eCommerce

July 16th

Vendor Invoices (PAS)

July 21st

Last day to submit MyFD
expense transfers for Central
Office review
([MyFD](#) calendar)

July 22nd

Last day for Campus &
Central Office to submit
transfers for 07-09
biennium
([MyFD](#) calendar)

Please [register here](#)
if you would like to
attend one of the
three in house
Biennium Close
Q&A forums

Biennium Close Newsletter May 2009

Volume 1, Issue 2

May 2009

Welcome to the second edition of the Biennium Close eNewsletter!

We hope you find this communication mechanism valuable and informative. Our goal is to send out "special edition" biennium newsletters monthly to keep you apprised of system cut off dates, provide spotlight articles from various FM groups and provide learning opportunities to those who have never experienced a biennium close.

We highly encourage you to forward this to anyone you believe could benefit from the information.

In this issue....

....**Spotlight Article**: News from the Budget Office for those who manage a GOF, DOF-LFA, DOF-RCR or Self-Sustaining Budgets.

....**Biennium Close Calendars** are now online

....avoid last minute challenges by **transferring your expenditures in MyFD**

Coming soon....

Online Biennium Close Awareness Training (June 2009)

In House Biennium Forums with Subject Matter Experts (June 2009)

Spotlight Article — A Reminder from the Budget Office



If you manage a [GOF](#), [DOF-LFA](#), [DOF-RCR](#), or [Self-Sustaining](#) budget, please remember these three important biennium close rules:

1) **If you wish to request, change, or close a budget or organization code, please do so before the deadline of June 29.** And remember, before budgets can be closed, all encumbrances must be liquidated and budget balances cannot be in deficit. For complete guidelines, see [Budget Number Additions /](#)

[Changes and Organization Code Additions / Changes.](#)

2) **Ensure funds are available to cover deficits in GOF, DOF and RCR budget deficits.** If the budget is overspent, you may transfer the expenditures to a different budget using [MyFinancial.desktop \(MyFD\)](#). Is your GOF, DOF, or RCR budget *under* spent? No worries; this biennium only, GOF as well as DOF-LFA and DOF-RCR balances will carry over to the 2009-2011 biennium.

3) **Reverse any revenue transactions posted to**

GOF, DOF and RCR budgets using the [JV process](#). By policy, revenue is not to be deposited into these types of budgets; revenue inadvertently deposited into these budgets will be forfeited at biennium close, and reverse revenue will be deducted from the budget balance.

Want to learn more?

Read the comprehensive set of [Biennium Close Guidelines for the 2007-2009 Operating Budget](#) or contact the [Budget Office analyst](#) supporting your unit.



Announcing: The July / August 2009 Year-End Close

Financial Accounting has been diligently working on bringing you a more user friendly, text based Year-End close calendar.

Check out the [July Close Calendar](#) and the [August Close Calendar](#) on the [Financial Accounting website](#).

Here's a sneak peak of July's calendar!

JULY 2009

S	M	T	W	TH	F	S
			1 Mo. 24 eProcurement - last day to bill Campus for eProcurement Orders for '07-09 Biennium Procard / CTA - transactions post to the Procard System for '07-09 SFS Petty Cash: reimbursements for '07-09 due at 5 p.m.	2 Mo. 24 LA ST CHANCE: Processing of non-payroll transactions for Mo. 24 Financial Services: Revolving Fund reimbursements due by 5 p.m.	3 HOLIDAY	4 ESS, OPUS, HEPPS will not be available
5 ESS, OPUS, HEPPS will not be available	6 NO FAS RUN Only Mo. 24 Payroll calc will be run	7 Mo. 24 FINAL CLOSE Last day checks recorded in Month 24 will be issued PAS, FAS, BGT drivers will not be available after 3:00 p.m. For new biennium: Establish indices Reestablish allotments for new biennium Encumbrance crossover	8 Mo. 25 No checks will be issued on this date	9 Mo. 1 Checks for new biennium transactions will be issued starting today Transmit Mo. 24 to AFRS	10 Mo. 25	11
12	13 Mo. 25 Test TC 46	14 Mo. 1	15 Mo. 25 Reversal of RSTs prior to 12/3/08 due in Payroll Travel Expense Vouchers due in Travel by 5:00 p.m. LA ST CHANCE: Vendor invoices due in Accounts Payable by 5:00 pm	16 Mo. 25 AFRS deadline for Mo. 24 transactions Financial Services Batch (paper) ISD/CTIs for 2007-2009 - due by 5 p.m. LA ST CHANCE: JVs for State and self-sustaining budgets due by noon, AND Grant / Contract / Gift JVs due by noon	17 Mo. 25	18 LA ST CHANCE: Automated FAS TRANS ISD/CTIs for 2007-9 due by 5 p.m.
19	20 Mo. 25 Test TC 46	21 Mo. 1 Payroll load Payroll - new biennium LA ST CHANCE: Final Adjusting JVs (Unit Administrators only) due by 8 a.m. in Financial Services	22 Mo. 25 Payroll - old biennium / PAS global switch (TC 46 run) LA ST CHANCE: Last day to submit any transactions in MyFD	23 Mo. 1 Last day that Month 25 checks are issued	24 Mo. 25 Dean's JVs & Financial Accounting JVs only, due by noon Batch balance preview All transactions will be posted to FAS	25
26	27 Mo. 1	28 Mo. 25 BO/FA adjustments, only Preview Final close Run annual reports	29 Grants & Contracts Budget balances rolled forward (TC 20a) Transmit Mo. 25 to AFRS	30 Mo. 1	31 Mo. 1 AFRS end of Phase 1	

Avoid last minute challenges....

TRANSFER YOUR EXPENDITURES IN MYFD AS EARLY AS POSSIBLE

With the release of the MyFinancial.desktop Transactions Application, users across campus are experiencing the speed and efficiency of transferring posted expenditures online.

It's important that you transfer expenditure transactions as soon as possible, particularly during biennium close, to ensure transfers post in the correct biennium. It is important to note that transfers from a closed biennium

are not allowed, except in limited cases involving transfers to/from a grant budget.

We urge you to transfer as early as possible to avoid any confusion, last minute challenges, or missing important transfer deadlines.

MyFinancial.desktop's Biennium Cross-over Calendar is on the web at:

www.washington.edu/admin/finacct/office/fd/help/v2/biennium2009.pdf

Important MyFD Cut-Off's:

July 21st:

Last day to submit expense transfers requiring Central Office Review

July 22nd:

Last day for Campus & Central Office users to submit transfers for 07-09 Biennium