

I mportant Cut Off
Dates for the 07-09
Biennium:

June 26th

Encumbrance Liquidation
Requests (SAF)

June 30th

Cash Transmittals

July 1st

Post date in PaymentNet
(Procard & CTA) for
07-09 Biennium

July 2nd

Departmental
Revolving Funds

July 6th

eTravel approval in Ariba
eProcurement

July 15th

Travel Expense Vouchers
Check Requests
Vendor Invoices

July 21st

Final Adjusting JVs
(Unit Administrators only)

Last day to submit MyFD
expense transfers for cen-
tral office review
([MyFD](#) calendar)

July 22nd

Last day for campus &
central office to submit
transfers for 07-09
biennium
([MyFD](#) calendar)

Biennium Close Newsletter

June 2009

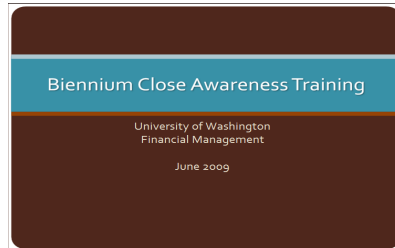
Volume 1, Issue 3

June 2009

Welcome to the third edition of the Biennium Close eNewsletter!



Spotlight:



New Online Biennium Close Training!

In an effort to provide you with training on biennium close issues, the Financial Desktop team has put together an online training which covers the basics of Biennium close.

Please go to http://www.washington.edu/admin/finserv/payables/BienniumCloseAwarenessTraining_files/frame.htm or click on the brown box to the left.

(Please note: this works best in Internet Explorer)

Have you seen MyFinancial.desktop's Special Edition Biennium Close eNewsletter?

Check it out at:

<http://www.washington.edu/admin/finacct/office/fd/help/v2/june09newsletter.html>

New Webpage:

Supplier Invoices over \$10,000

Do you have an invoice over \$10,000 waiting for your approval?

In preparation for the Biennium Close, UW Accounts Payable has published new web page with a list of all pending invoices in excess of \$10,000. These are invoices which require an authorized department approval before payment can be released.

Please check out <http://www.washington.edu/admin/finserv/payables/bienniumNonRIP.html> to see if you have a pending invoice for your department.

In this issue....

....**Spotlight Article:** Online Biennium Close Awareness training now available!

....New webpage:

Do you have an invoice over \$10,000 waiting for your approval?

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

....**Important information from GCA**

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



Important Grant & Contract Accounting Dates:

June 30th:

Last day to submit request form for advance budgets with a July 1 start date

Last day for any no-cost extension requirements to be processed.

July 6th & 7th:

FAS will be available for inquiry only
No new budgets or updates to budgets can be made

July 16th:

Last day to request transfer of deficits from GCA

July 17th & after:

Any CTI, ISD, JV transaction received will post to the new biennium

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

Keep These Handy!

The July & August 2009 Year-End Close Calendars

Financial Accounting has been diligently working on bringing you a more user friendly, text based Year-End close calendar. Click on the links below to open:

- the [July Close Calendar](#) and
- the [August Close Calendar](#)

MyFD (*MyFinancial.desktop*) has also provided a July calendar in two useful formats:

[A PDF version](#) –good for printing and hanging on your office wall for frequent reference

[An Interactive calendar](#) - good for users who want to know when an expense transfer will post to their budget.

Important Biennium Close Information from Grant & Contract Accounting

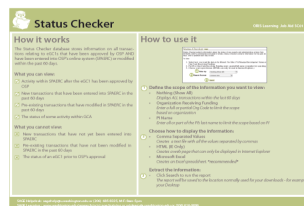
The University's Financial Accounting System will not be available for updates on Monday July 6th and Tuesday July 7th. As a result, **GCA will not be able to set up new budgets or make changes to existing budgets on July 6th or 7th.**

To avoid problems with payroll continuity, etc.:

- make sure all advance budget requests forms for advance budgets with a July 1 start date are sent to GCA by Tuesday June 30th.

- make sure any no-cost extension requirements are processed by June 30.

Monitor the progress of your awards with the Office of Sponsored Programs [\(OSP\) Status checker](#):



While grant budgets continue until the expiration date of the sponsored project, cash deposits and journal vouchers must be recorded in the proper accounting month.

Biennium Close cutoff dates for cash transmittals and journal vouchers for all transactions should be observed in order to ensure accurate reporting on June 2009 BARs and BSRs.

Please contact gcaques@u.washington.edu with any additional questions.

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.

