



TO: Vice Chancellors, Deans, Directors and Department Heads

FROM: Leanne Marden, Controller & Director of Fiscal Operations *Leanne Marden*

CC: Finance & Administration Advisory Group & Business Managers
All Finance Users

SUBJECT: OPENING DATES FOR FISCAL YEAR 2019

DATE: June 29, 2018

As you know, fiscal year 2019 officially begins on Sunday, July 1, 2018. In preparation for opening the university's financial system for FY 2019 business, key opening dates and activities are summarized below. Please note that these dates are based on the planned schedule for a university-wide calendar of activities. If the university-wide calendar changes, these dates may also change. If so, you will be informed.

<u>DATE</u>	<u>ACTIVITY</u>
Sunday, July 1	Funds will be initialized with \$0 budgets. GOF non-payroll departmental budgets to be loaded week of July 1 at VC/Dean level based on FY19 budget process. NTT, Lab Fees, Nantucket housing loaded at VC/Dean level based on FY19 budget process and Academic Affairs guidance. Income based funds loaded at VC/Dean level based on historical revenue/expense trends and FY19 budget process. State/Tuition/GOF payroll budgets will be loaded subsequently in July. RTF, Development, Gifts, and Admin Allowance will be loaded throughout the year using the historical process.
Monday, July 2	All purchase orders with an open balance (not paid) will be dis-encumbered from FY18 budgets and re-encumbered against FY19 base budgets. FY 2019 Requisitions may be initiated in BuyWays. FY 2019 Travel Authorizations & Expense Reports may be initiated 'on-line'.
Wednesday, July 18	FY 2019 ProCard transactions will be available for reallocation. (by fund and/or account code)
Monday, August 13	First FY 2019 (July) Month End Reports will be available.

Thank you for your assistance in the transition from FY 2018 to FY 2019. If you have specific questions, you may direct them to your usual contacts in the Office of Budget and Financial Planning, Controller's Office, Human Resources, Procurement and Office of Research and Sponsored Programs.