



TO: Vice Chancellors, Deans, Directors, Department Heads & Principal Investigators

FROM: Chris Giuliani, Vice-Chancellor of Administration & Finance
Patricia Overko, Controller & Director of Fiscal Operations

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

SUBJECT: OPENING DATES FOR FISCAL YEAR 2020

DATE: June 21, 2019

As you know, fiscal year 2020 officially begins on Monday, July 1, 2019. In preparation for opening the university's financial system for FY 2020 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>
Monday, 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 1	All purchase orders with an open balance (not paid) will be dis-encumbered from FY19 budgets and re-encumbered against FY20 base budgets.
Monday, July 1	FY 2020 Requisitions may be initiated in BuyWays
Monday, July 1	FY 2020 Travel Authorizations & Expense Reports may be initiated 'on-line'.
Wednesday, July 17	FY 2020 ProCard transactions will be available for reallocation (by fund and/or account code)
Monday, August 12	First FY 2020 (July) Month End Reports will be available

Thank you for your assistance in the transition from FY 2019 to FY 2020. 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.