



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

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

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

SUBJECT: OPENING DATES FOR FISCAL YEAR 2024

DATE: June 26, 2023

As you know, fiscal year 2024 officially begins on Saturday, July 1, 2023. In preparation for opening the university's financial system for 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>
Saturday, July 1	Funds will be initialized with \$0 budgets. State/Tuition/GOF funded positions, NTT budgets, and GOF non-payroll (at VC/Director/Dean's office level) will be loaded week of July 3 rd based on the FY23 approved budget. Income-based funds are managed based on revenue generated, if budget loads are necessary, they will be loaded in July (at departmental level) based on historical revenue/expense trends and the approved FY24 budget. RTF is moving to the APPROP budget model in FY24, but timing of allocation will be in line with the historical process in cooperation with the Provost Office and ORSP.
Saturday, July 1	All purchase orders with an open balance (not paid) will be dis-encumbered from FY 2023 budgets and re-encumbered against FY2024 budgets
Saturday, July 1	FY 2024 Expense Reports may be initiated 'on-line'
Saturday, July 1	FY 2024 Requisitions may be initiated in BuyWays
Wednesday, July 12	FY 2024 ProCard transactions will be available for reallocation (By fund and/or account code)
Friday, August 11	First FY 2024 (July) month end, reports will be available Monday, August 13 th

Thank you for your assistance in the transition from FY 2023 to FY 2024. 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, UPST and Office of Research and Sponsored Programs.