



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 2018
DATE: June 28, 2017

As you know, fiscal year 2018 officially begins on Saturday, July 1, 2017. In preparation for opening the university's financial system for FY 2018 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 at this time. 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 | Unrestricted, budget-based funds used in FY 17—including state, tuition (in-state and out-of-state) GOF, ESS, RTF, Development—will be active and available for use in FY18. These funds will be initialized with \$0 budgets, with final allocations to be determined by the FY18 budget process. Balanced based funds—including faculty start-up projects, facilities projects, and other internal multi-year projects will also be active and available for use. |
| Monday, July 3 | All purchase orders with an open balance (not paid) will be dis-encumbered from FY17 budgets and re-encumbered against FY18 base budgets. |
| Monday, July 3 | FY 2018 Requisitions may be initiated in BuyWays |
| Monday, July 3 | FY 2018 Travel Authorizations & Expense Reports may be initiated 'on-line'. |
| Wednesday, July 19 | FY 2018 ProCard transactions will be available for reallocation (by fund and/or account code) |
| Monday, August 7 | First FY 2018 (July) Month End Reports will be available |

Thank you for your assistance in the transition from FY 2017 to FY 2018. 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.