



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 2023

DATE: June 28, 2022

As you know, fiscal year 2023 officially begins on Friday, July 1, 2022. In preparation for opening the university's financial system for FY 2023 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.

**Note on current inflationary conditions:** Please consider delaying any discretionary purchases that exhibit large price increases until later in the fiscal year and note them on quarterly budget variance reports.

<u>DATE</u>	<u>ACTIVITY</u>
Friday, 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 4 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 FY23 budget. RTF will be loaded using the historical process in cooperation with the Provost Office and ORSP.
Friday, July 1	All purchase orders with an open balance (not paid) will be dis-encumbered from FY 2022 budgets and re-encumbered against FY2023 s
Friday, July 1	FY 2023 Expense Reports may be initiated 'on-line'
Friday, July 1	FY 2023 Requisitions may be initiated in BuyWays
Wednesday, July 13	FY 2023 ProCard transactions will be available for reallocation (by fund and/or account code)
Monday, August 8	First FY 2023 (July) month-end reports will be available

Thank you for your assistance in the transition from FY 2022 to FY 2023. If you have specific questions, you may direct them to your usual contacts in Academic Affairs, Human Resources, and Administration & Finance offices.