



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 2022

DATE: June 15, 2021

As you know, fiscal year 2022 officially begins on Thursday, July 1, 2021. In preparation for opening the university's financial system for FY 2022 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>
Thursday, 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 5 based on the FY22 approved budget. Income-based funds will be loaded in July (at departmental level) based on historical revenue/expense trends and the approved FY22 budget. RTF, Development, Gifts, and Admin Allowance will be loaded throughout the year using the historical process.  <b>Any currently proposed but as-yet unapproved positions or funding for non-personnel initiatives will be loaded when/if approved.</b>
Thursday, July 1	All purchase orders with an open balance (not paid) will be dis-encumbered from FY 2021 budgets and re-encumbered against FY2022 for critical services and supplies.
Thursday, July 1	FY 2022 Expense Reports may be initiated 'on-line'
Friday, July 2	FY 2022 Requisitions may be initiated in BuyWays
Wednesday, July 14	FY 2022 ProCard transactions will be available for reallocation (by fund and/or account code)
Monday, August 9	First FY 2022 (July) Month End Reports will be available

Thank you for your assistance in the transition from FY 2021 to FY 2022. 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.