

SECTION E: ACCOUNT MAINTENANCE AND ACCOUNTING STRING ELEMENTS**E.1. New and Editing Accounts:**

To ensure accounts are active and available for fiscal year 2016-17 transactions, all new and editing account requests should be submitted by 5:00 PM Monday, June 12, 2017. All new/editing account requests must be in "FINAL" status by June 30, 2017, to be available for year-end processing and for proper rolling forward of account balances to the new fiscal year. New and editing account requests submitted after June 12, 2017, will be handled on a case-by-case basis.

For General Fund accounts, departments may not process new year (fiscal year 2017-18) account requests for new or editing General Fund accounts until August 18, 2017.

For all other accounts, departments may begin submitting new/editing account requests to be effective for the new fiscal year beginning July 1, 2017. Please note, new accounts established between July 1 – July 13, 2017 for use in the new fiscal year (2017-18) should not be used to record entries in Period 13 (June 2nd close).

E.2. Closing Accounts:

All unused or otherwise obsolete accounts should be closed within the finance system. Close account requests must be finalized as follows:

- a. General Fund accounts – closed by 5:00 PM Monday, June 12, 2017.
- b. All other accounts – closed by 5:00 PM Monday, June 19, 2017.

Please direct questions related to closing accounts to Steve Ueberroth at ueberrot@msu.edu.

E.3. Sub-Accounts:

To be effective for fiscal year 2016-17, all sub-account requests must be in "FINAL" status by 5:00 PM Friday, June 30, 2017. Please note, new sub-accounts established between July 1 – July 13, 2017, for use in the new fiscal year (2017-18) should not be used to record entries in Period 13 (June 2nd close).

E.4. Sub-Object Codes:

All sub-object code requests must be in "FINAL" status by 5:00 PM Friday, June 30, 2017. All pending requests not finalized by this deadline will be disapproved and the request will need to be re-submitted in the new fiscal year (July).

E.5. Project Codes:

To be effective for fiscal year 2016-17, all project code requests must be in "FINAL" status by 5:00 PM Friday, June 30, 2017.