

## WHAT'S NEW

The following information is provided to highlight new or changed year-end cutoff procedures compared to prior year. In addition, notable reminders related to certain cutoff procedures are provided for your reference. For complete information, please review the full year-end cutoff procedures documentation.

### New in fiscal year 2016-17:

1. *Requisitions for Software and Software Renewals*: New guidance related to software and software renewals is included in Section B – Purchasing and Payments (item B.10).
2. *Service Provider Billing Document*: Expanding upon prior years' introduction of the SPB document, various other units now utilize this billing document. Please reference item D.8 for complete information on year-end cutoff timing for processing and approvals.

### Notable reminders for fiscal year 2016-17:

1. Fiscal Period 12 will close to campus at 5:00 PM Friday, June 30, 2017. Period 12 will remain open for certain central processing of accounts payable, payroll, and credit card revenue. Period 12 operating statements will be updated nightly and available for units' daily review throughout Period 12 and may be updated through July 6, 2017. Final Period 12 operating statements will be published on July 7, 2017. Period 13 will remain open to campus users through July 13, 2017. See Section A for more details.
2. Fiscal Period 1 of 2018 (new year) will open July 1, 2017; however, beginning balances will not be reflected in accounts until July 27, 2017. Further, General Fund carryforward balances from fiscal year 2016-17 will be loaded approximately August 22, 2017. See Section I for more details.
3. New accounts and sub-accounts established between July 1 and July 13, 2017, for use in the new fiscal year (2017-18) should not be used to record entries in Period 13 (June 2<sup>nd</sup> close). Balances will not carryforward. See Section I for more details.