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 2015-16:

1. **Year End Intra-Account Adjustment Document:** Similar to the *Intra-Account Adjustment* document available throughout the fiscal year, this finance system document will enable departments to more efficiently record adjustments within the same account during Fiscal Period 13. Previously, all Fiscal Period 13 transactions required Accounting Office approval. See Section A.5 for more details.

2. **Service Provider Billing Document:** new in fiscal year 2015-16, Infrastructure Planning and Facilities (IPF) Service Provider Billing will be initiated on June 23, 2016. Units will have until 5:00 PM Tuesday, June 28, 2016 to add additional accounting string information, if necessary, at which time the Service Provider Billing will auto-approve. See Section D.8 for more details.

Notable reminders for fiscal year 2015-16:

1. Fiscal Period 12 will close to campus at 5:00 PM Thursday, June 30, 2016. 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, 2016. Final Period 12 operating statements will be published on July 7, 2016. Period 13 will remain open to campus users through July 13, 2016. See Section A for more details.

2. Fiscal Period 1 of 2017 (new year) will open July 1, 2016; however, beginning balances will not be reflected in accounts until July 27, 2016. Further, General Fund carryforward balances from fiscal year 2015-16 will be loaded approximately August 22, 2016. See Section I for more details.

3. New accounts established between July 1 and July 13, 2016 for use in the new fiscal year (2016-17) should not be used to record entries in Period 13 (June 2nd close). Balances will not carryforward. See Section I for more details.