

May 2024

Last Updated: 3/20/24

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

All times are 5:00pm unless otherwise stated.

See additional details for each section number provided.

Significant Date Prior to May

4/12/24 B.2 - Purchasing Requisitions

4/12/24 G.1. - Equipment Requisitions

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
						1		2		3		4	
5		6		7		8		9		10		11	
12		13		14		15		16		17		18	
19		20		21		22		23		24		25	
26		27		28		29		30		31	F.1 Personnel Actions - Monthly & Biweekly Payroll		

Sunday

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Tuesday

Wednesday

Thursday

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Saturday

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See additional details for each section number provided.

							1
2	3	4	5	6	7	8	
9	10 E.1 New and Editing Account Requests	11	12	13	14	15	
16	17	18	19	20	21 B.4 Disbursement Vouchers and Concur Travel Expense Reports	22	
23	24 B.5 Non-Concur Advance Payments C.1 Receivables G.3 Asset Retirements awaiting CAM G.4 Asset Transfer awaiting Surplus	25	26 F.3 Last Monthly Payroll of FY 2023-24 (Available in BI reports)	27 B.8 NOON University Store Warehouse Orders (not incl. open orders) D.1 General Error Corrections D.2 Distribution of Inc & Exp (non travel) D.3 Transfer of Funds D.4 Internal Billings H.2 Budget Adjustment/Reallocations	28 A.3 Endowment Spending - Hold/Reinvest B.6 NOON Non-Check Disb B.9 Invoice Payments/Accounts Payable C.2 10:00AM Cash and Check Receipts C.3 Credit Card Deposits D.9 Budget Adjustment/Reallocations E.2 Closing Accounts G.2 Invoice Payments on Capital Equipment Received by June 30 G.3 Asset Retirement Cut-off G.4 Asset Transfer Cut-off	29 F.2 Salary Redistributions - BiWeekly Payroll	

30	<ul style="list-style-type: none"> A.2 June 1st Close (End of Period 12) A.4 Maintenance of Finance B.3 MSU P-Card Transactions B.7 Spartan Marketplace C.4 Advance Deposits D.5 Service Billings (incl. auto feeds) D.6 Intra-Account Adjustments D.7 Indirect Cost Adjustments D.8 Service Provider Billings D.10 Student System Billings E.3 Setup of Sub-accounts E.4 Setup of Sub-object codes E.5 Setup of Project Codes F.2 Salary Redistributions - Monthly Payroll G.5 Asset Tagging Information System Pending Documents
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>All times are 5:00pm unless otherwise stated.</p> <p>See additional details for each section number.</p> <p>Significant Dates Subsequent to July 8/1/24 I.4 - Asset Retirements & Transfers</p>						
	<p>1</p> <p>A.5 8:00am Beginning of June 2nd Close (Fiscal Period 13)</p> <p>A.6 & I.1 8:00am Beginning of July (Fiscal Period 1) of New Year</p> <p>I.2 Setup of Sub-object Codes (New Year)</p>	2	3	4 UNIVERSITY HOLIDAY	5 A.2 Additional Accounts Payable Posting to Old Year (Accounts Payable Only)	6
7	8	9 F.3 Last BiWeekly (27th BiWeekly) Payroll of FY 2023-24 (Available in BI reports)	10 A.2 8:00am Final June 1st Close (Period 12) Operating Statements	11	12 A.5 June 2nd Close (Period 13) Campus Cut-off	13
14	15	16	17	18	19	20
21	22	23 A.5 Central Processing of Period 13 Transactions Cut-off	24 A.5 8:00am Final June 2nd Close (Period 13) Operating Statements	25	26	27
28	29	30	31			