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**B.1** Furniture Requisitions
**B.2** & **G.1** Equipment Requisitions

**B.3** Professional Service Contracts

**E.1** New and Editing Account Requests

**E.2** Closing Accounts - General Fund

**E.3** Setup of Sub-accounts

**E.4** Setup of Project Codes

**E.5** Setup of Sub-object codes

**E.6** Travel Advance Payments

**E.7** NOON University Store Warehouse

**E.8** Invoice Payments/Accounts Payable

**E.9** Credit Card Deposits

**E.10** Advance Deposits

**E.11** Indirect Cost Adjustments

**E.12** Setup of Sub-accounts

**E.13** Setup of Project Codes

**E.14** Invoice Payments on Capital Equipment Received by June 30

**E.15** Asset Retirement Cut-off

**E.16** Asset Transfer Cut-off

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**F.1** Personnel Actions - Monthly Payroll

**F.2** Salary Distributions - Bi-Weekly Payroll

**F.3** Last Monthly Payroll of FY 2014-15

**F.4** Endowment Spending - Hold/Reinvest

**F.5** Maintenance of Finance System Pending Documents

**F.6** NOON Non-check Disbursements

**F.7** NOON University Store Warehouse Orders (not incl. open orders)

**F.8** Invoice Payments/Accounts Payable

**F.9** Credit Card Deposits

**F.10** Advance Deposits

**F.11** Indirect Cost Adjustments

**F.12** Setup of Sub-accounts

**F.13** Setup of Project Codes

**F.14** Invoice Payments on Capital Equipment Received by June 30

**F.15** Asset Retirement Cut-off

**F.16** Asset Transfer Cut-off

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**G.1** Invoice Payments/Accounts Payable

**G.2** Asset Retirement Cut-off

**G.3** Asset Transfer Cut-off

**G.4** Invoice Payments on Capital Equipment Received by June 30

**G.5** Asset Retirement Cut-off

**G.6** Asset Transfer Cut-off

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**H.1** Organization of Interest Changes

**H.2** Budget Reallocations

**H.3** Professional Service Contracts

**H.4** New and Editing Account Requests

**H.5** Closing Accounts - General Fund

**H.6** Closing Accounts - Non-General Fund

**H.7** Personnel Actions - Monthly Payroll

**H.8** Personnel Actions - Bi-Weekly Payroll

**H.9** Salary Distributions - Monthly Payroll

**H.10** Salary Distributions - Bi-Weekly Payroll

**H.11** Cash and Check Receipts

**H.12** Distribution of Inc & Exp (non travel)

**H.13** Transfer of Funds

**H.14** Internal Billings

**H.15** Service Billings (incl. auto feeds)

**H.16** Service Billings

**H.17** Salary Redistributions - Monthly Payroll

**H.18** Salary Redistributions - Bi-Weekly Payroll

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All times are 5:00pm unless otherwise stated.

See additional details for each section number provided.

Cut-off Dates Prior to June

*4/8/16 B.1 - Furniture Requisitions
5/2/16 B.2 & G.1 - Equipment Requisitions*
### July 2016

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**All times are 5:00pm unless otherwise stated.**

See additional details for each section number.

### Cut-off Dates Subsequent to July
- 8/19/15: 1.5 - Asset Retirements & Transfers
- 8/19/15: 1.2 - New and Editing Account Requests - General Fund

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<td>Beginning of June 2nd Close (Fiscal Period 13)</td>
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<td>A.6</td>
<td>8:00am</td>
<td>Beginning of July (Fiscal Period 1)</td>
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<td>June 2nd Close (Period 13) Campus Cut-off</td>
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<td>June 2nd Close (Old Year) (Accounts Payable Only)</td>
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<td>Final June 1st Close (Period 12) Operating Statements</td>
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<td>A.5</td>
<td>8:00am</td>
<td>Final June 2nd Close (Period 13) Operating Statements</td>
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<td>A.5</td>
<td>8:00am</td>
<td>Beginning Balances for July (Fiscal Period 1) Available</td>
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Last Updated: 3/17/2016