

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
4/16/18 B.1 - Furniture Requisitions

		1 B.2 & G.1 Equipment & PSC Requisitions H.1 Request for org. relationship changes	2	3	4	5
6	7	8	9	10 H.1 Organization of Interest Changes	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 B.10 Software and Software Renewal Reqs.	26
27	28	29	30	31		

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					3	4
10	11 E.1 New and Editing Account Requests E.2 Closing Accounts - General Fund	12	13	14	15	16 B.4 MSU P-Card Transactions
17	18 E.2 Closing Accounts - Non-General Fund	19 F.1 Personnel Actions - Bi-Weekly Payroll	20 F.2 Salary Distributions - Monthly Payroll	21	22	23
24	25 B.5 Disbursement Vouchers B.6 Travel Advance Payments	26	27 C.1 Departmental Receivables D.9 & H.2 Budget Adjustment/Reallocations F.2 Salary Redistributions - Bi-Weekly Payroll F.3 Last Monthly Payroll of FY 2017-18 (Available in BI reports) H.2 Budget Reallocations	28 D.1 General Error Corrections D.2 Distribution of Inc & Exp (non travel) D.3 Transfer of Funds D.4 Internal Billings	29 B.7 NOON Non-Check Disb B.8 NOON University Store Warehouse Orders (not incl. open orders) B.9 Invoice Payments/Accounts Payable C.2 10:00AM Cash and Check Receipts G.2 Invoice Payments on Capital Equipment Received by June 30 G.3 Asset Retirement Cut-off G.4 Asset Transfer Cut-off	30 A.2 June 1st Close (End of Period 12) A.3 Endowment Spending - Hold/Reinvest A.4 Maintenance of Finance System Pending Documents C.3 Credit Card Deposits 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 E.3 Setup of Sub-accounts E.4 Setup of Sub-object codes E.5 Setup of Project Codes

July 2018

Last Updated: 2/20/2018

Sunday

Monday

Tuesday

Wednesday

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Friday

Saturday

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Significant Dates Subsequent to July
8/1/18 I.5 - Asset Retirements & Transfers
8/17/18 I.2 - New and Editing Account Requests - General Fund

1	2	3	4	5	6	7
A.5 8:00am Beginning of June 2nd Close (Fiscal Period 13) 8:00am Beginning of July (Fiscal Period 1) of New Year A.6 & I.1 I.2 New and Editing Account Requests Non-General Fund (New Year) I.3 Setup of Sub-object Codes (New Year)	F.3 Last Bi-Weekly Payroll of FY 2018 Available in BI reports (26th Bi-Weekly)		UNIVERSITY HOLIDAY	A.2 Additional Accounts Payable Posting to Old Year (Accounts Payable Only)	A.2 8:00am Final June 1st Close (Period 12) Operating Statements	
8	9	10	11	12	13 A.5 June 2nd Close (Period 13) Campus Cut-off	14
15	16	17	18	19	20	21
22	23	24 A.5 Central Processing of Period 13 Transactions Cut-off	25 A.5 8:00am Final June 2nd Close (Period 13) Operating Statements	26	27 A.6 8:00am Beginning Balances for July (Fiscal Period 1) Available	28
29	30	31				