

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 provided.</p> <p>Significant Dates Prior to June 4/17/17 B.1 - Furniture Requisitions 5/1/17 B.2 & G.1 - Equipment Requisitions 5/19/17 H.1 Organization of Interest Changes 5/26/17 B.10 - Software and Software Renewal Requisitions</p>				1	2 B.3 Professional Service Contracts	3
				4	5	6
11	12 E.1 New and Editing Account Requests E.2 Closing Accounts - General Fund	13	14	15 F.1 Personnel Actions - Monthly Payroll	16	17 B.4 MSU P-Card Transactions
18	19 E.2 Closing Accounts - Non-General Fund	20 F.1 Personnel Actions - Bi-Weekly Payroll	21	22 F.2 Salary Distributions - Monthly Payroll	23	24
25	26 B.5 Disbursement Vouchers B.6 Travel Advance Payments	27 C.1 Departmental Receivables D.9 & H.2 Budget Adjustment/Reallocations F.3 Last Monthly Payroll of FY 2015-16 (Available in BI reports) H.2 Budget Reallocations	28 F.2 Salary Redistributions - Bi-Weekly Payroll	29 D.1 General Error Corrections D.2 Distribution of Inc & Exp (non travel) D.3 Transfer of Funds D.4 Internal Billings	30 A.2 June 1st Close (End of Period 12) A.3 Endowment Spending - Hold/Reinvest A.4 Maintenance of Finance System Pending Documents B.7 NOON Non-check Disbursements B.8 NOON University Store Warehouse Orders (<i>not incl. open orders</i>) B.9 Invoice Payments/Accounts Payable C.2 10:00AM Cash and Check Receipts C.3 Credit Card Deposits C.4 Advance Deposits D.5 Service Billings (<i>incl. auto feeds</i>) 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 G.2 Invoice Payments on Capital Equipment Received by June 30 G.3 Asset Retirement Cut-off G.4 Asset Transfer Cut-off	

July 2017

Last Updated: 3/17/2017

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<p>All times are 5:00pm unless otherwise stated.</p> <p>See additional details for each section number.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>Significant Dates Subsequent to July 8/1/17 I.5 - Asset Retirements & Transfers 8/18/17 I.2 - New and Editing Account Requests - General Fund</p> </div>						<p>1</p> <p>A.5 8:00am Beginning of June 2nd Close (Fiscal Period 13)</p> <p>A.6 8:00am Beginning of July (Fiscal Period 1) of New Year</p> <p>I.2 New and Editing Account Requests Non-General Fund (New Year)</p> <p>I.3 Setup of Sub-object Codes (New Year)</p>
<p>2</p>	<p>3</p> <p>F.3 Last Bi-Weekly Payroll of FY 2016-17 Available in BI reports (26th Bi-Weekly)</p>	<p>4</p> <p>UNIVERSITY HOLIDAY</p>	<p>5</p>	<p>6</p> <p>A.2 Additional Accounts Payable Posting to Old Year (Accounts Payable Only)</p>	<p>7</p> <p>A.2 8:00am Final June 1st Close (Period 12) Operating Statements</p>	<p>8</p>
<p>9</p>	<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p> <p>A.5 June 2nd Close (Period 13) Campus Cut-off</p>	<p>14</p>	<p>15</p>
<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>
<p>23</p>	<p>24</p> <p>A.5 Central Processing of Period 13 Transactions Cut-off</p>	<p>25</p> <p>A.5 8:00am Final June 2nd Close (Period 13) Operating Statements</p>	<p>26</p>	<p>27</p> <p>A.6 8:00am Beginning Balances for July (Fiscal Period 1) Available</p>	<p>28</p>	<p>29</p>
<p>30</p>	<p>31</p>					