

**MICHIGAN STATE UNIVERSITY  
YEAR END CUT-OFF INFORMATION INDEX  
SIGNIFICANT DATES SUMMARY  
FOR FISCAL YEAR 2016-17**

LAST UPDATED: 3/17/2017

SECTION	DESCRIPTION	CUT-OFF DATE	OTHER INFORMATION
---------	-------------	--------------	-------------------

**WHAT'S NEW: SUMMARY OF NEW OR CHANGED YEAR END CUTOFF PROCEDURES**

**SECTION A: FINANCE SYSTEM CLOSE DATES AND NEW YEAR ACTIVATION DATES OVERVIEW**

A.1.	FISCAL PERIOD DEFINITIONS	N/A	
A.2.	JUNE 1ST CLOSE (END OF FISCAL PERIOD 12)	6/30/2017 - 5:00PM	
	ADDITIONAL ACCOUNTS PAYABLE POSTING PERIOD TO OLD YEAR	7/6/2017 - 5:00PM	ACCOUNTS PAYABLE ONLY
	FINAL JUNE 1ST CLOSE (PERIOD 12) OPERATING STATEMENTS	7/7/2017 - 8:00AM	
A.3.	ENDOWMENT SPENDING ACCOUNTS - OPTION TO REINVEST OR HOLD	6/30/2017 - 5:00PM	
A.4.	MAINTENANCE OF FINANCE SYSTEM PENDING DOCUMENTS	6/30/2017 - 5:00PM	
A.5.	BEGINNING OF JUNE 2ND CLOSE (FISCAL PERIOD 13)	7/1/2017 - 8:00AM	
	JUNE 2ND CLOSE (PERIOD 13) - CAMPUS CUT-OFF	7/13/2017 - 5:00PM	
	CENTRAL PROCESSING OF PERIOD 13 TRANSACTIONS CUT-OFF	7/24/2017 - 5:00PM	
	FINAL JUNE 2ND CLOSE (PERIOD 13) OPERATING STATEMENTS	7/25/2017 - 8:00AM	
A.6.	BEGINNING OF JULY (FISCAL PERIOD 1) OF NEW YEAR	7/1/2017 - 8:00AM	
	BEGINNING BALANCES FOR JULY (FISCAL PERIOD 1) AVAILABLE	7/27/2017 - 8:00AM	

**SECTION B: PURCHASING AND PAYMENTS**

B.1.	FURNITURE REQUISITIONS	4/17/2017 - 5:00PM	
B.2.	EQUIPMENT REQUISITIONS	5/1/2017 - 5:00PM	
B.3.	PROFESSIONAL SERVICE CONTRACTS	6/2/2017 - 5:00PM	
B.4.	MSU PURCHASING CARD (P-CARD) TRANSACTIONS	6/17/2017 - 5:00PM	
B.5.	DISBURSEMENT VOUCHERS	6/26/2017 - 5:00PM	
B.6.	TRAVEL ADVANCES PAYMENTS	6/26/2017 - 5:00PM	
B.7.	NON-CHECK DISBURSEMENTS	6/30/2017 - NOON	
B.8.	UNIVERSITY STORE WAREHOUSE ORDERS (NOT INCLUDING OPEN ORDERS)	6/30/2017 - NOON	
B.9.	INVOICE PAYMENTS/ACCOUNTS PAYABLE	6/30/2017 - 5:00PM	
B.10.	REQUISITION FOR SOFTWARE AND SOFTWARE RENEWALS	5/26/2017 - 5:00PM	

**SECTION C: CASH RECEIPTS AND DEPARTMENTAL RECEIVABLES**

C.1.	DEPARTMENTAL RECEIVABLES	6/27/2017 - 5:00PM	
C.2.	CASH AND CHECK RECEIPTS	6/30/2017 - 10:00AM	
C.3.	CREDIT CARD DEPOSITS	6/30/2017 - 5:00PM	
C.4.	ADVANCE DEPOSITS	6/30/2017 - 5:00PM	

**SECTION D: INTRA-UNIVERSITY FINANCIAL DOCUMENTS**

D.1.	GENERAL ERROR CORRECTIONS	6/29/2017 - 5:00PM	
D.2.	DISTRIBUTION OF INCOME & EXPENSE (DI'S) - NON TRAVEL	6/29/2017 - 5:00PM	
D.3.	TRANSFER OF FUNDS	6/29/2017 - 5:00PM	
D.4.	INTERNAL BILLINGS	6/29/2017 - 5:00PM	
D.5.	SERVICE BILLINGS (INCLUDING AUTO/COLLECTOR FEED UNITS)	6/30/2017 - 5:00PM	
D.6.	INTRA-ACCOUNT ADJUSTMENTS	6/30/2017 - 5:00PM	
D.7.	INDIRECT COST ADJUSTMENTS	6/30/2017 - 5:00PM	
D.8.	SERVICE PROVIDER BILLINGS	6/30/2017 - 5:00PM	
D.9.	BUDGET ADJUSTMENT/REALLOCATIONS	6/27/2017 - 5:00PM	

**SECTION E: ACCOUNT MAINTENANCE AND ACCOUNTING STRING ELEMENTS**

E.1.	NEW AND EDITING ACCOUNT REQUESTS	6/12/2017 - 5:00PM	
E.2.	CLOSING ACCOUNTS - GENERAL FUND	6/12/2017 - 5:00PM	
	CLOSING ACCOUNTS - NON-GENERAL FUND	6/19/2017 - 5:00PM	
E.3.	SETUP OF SUB-ACCOUNTS	6/30/2017 - 5:00PM	
E.4.	SETUP OF SUB-OBJECT CODES	6/30/2017 - 5:00PM	
E.5.	SETUP OF PROJECT CODES	6/30/2017 - 5:00PM	

**SECTION F: HUMAN RESOURCES AND PAYROLL**

F.1.	PERSONNEL ACTIONS - MONTHLY PAYROLL	6/15/2017 - 5:00PM	
	PERSONNEL ACTIONS - BI-WEEKLY PAYROLL	6/20/2017 - 5:00PM	
F.2.	SALARY REDISTRIBUTIONS - MONTHLY PAYROLL	6/22/2017 - 5:00PM	
	SALARY REDISTRIBUTIONS - BI-WEEKLY PAYROLL	6/28/2017 - 5:00PM	

**MICHIGAN STATE UNIVERSITY  
YEAR END CUT-OFF INFORMATION INDEX  
SIGNIFICANT DATES SUMMARY  
FOR FISCAL YEAR 2016-17**

LAST UPDATED: 3/17/2017

SECTION	DESCRIPTION	CUT-OFF DATE	OTHER INFORMATION
F.3.	LAST MONTHLY PAYROLL OF FY 2016-17 (date available in BI reports)	6/27/2017 - 8:00AM	
	LAST BI-WEEKLY PAYROLL OF FY 2016-17 (date available in BI reports)	7/3/2017 - 8:00AM	

**SECTION G: CAPITAL EQUIPMENT/ASSET MANAGEMENT**

G.1.	EQUIPMENT REQUISITIONS	5/1/2017 - 5:00PM	
G.2.	INVOICE PAYMENTS ON CAPITAL EQUIPMENT RECEIVED BY JUNE 30	6/30/2017 - 5:00PM	
G.3.	ASSET RETIREMENT CUT-OFF	6/30/2017 - 5:00PM	
G.4.	ASSET TRANSFER CUT-OFF	6/30/2017 - 5:00PM	
G.5.	ASSET TAGGING INFORMATION	N/A	

**SECTION H: BUDGET REALLOCATIONS AND ORGANIZATION OF INTEREST (OOI) CHANGES**

H.1.	ORGANIZATION OF INTEREST CHANGES	5/19/2017 - 5:00PM	
H.2.	BUDGET ADJUSTMENT/REALLOCATIONS	6/27/2017 - 5:00PM	
H.3.	GENERAL FUND SPECIAL CARRYFORWARD REQUESTS	SEE OPB WEBSITE	

**SECTION I: NEW FISCAL YEAR (FY2017-18) INFORMATION**

I.1.	BEGINNING OF JULY (FISCAL PERIOD 1) OF NEW YEAR	START DATE: 7/1/2017	
I.2.	NEW AND EDITING ACCOUNT REQUESTS - GENERAL FUND	START DATE: 8/18/2017	
	NEW AND EDITING ACCOUNT REQUESTS - NON-GENERAL FUND	START DATE: 7/1/2017	
I.3.	SETUP OF SUB-OBJECT CODES	START DATE: 7/1/2017	
I.4.	HUMAN RESOURCES/PAYROLL INFORMATION	N/A	
I.5.	ASSET RETIREMENTS & TRANSFERS	START DATE: 8/1/2017	