March 12, 2015

TO: Fiscal Officers, Delegates, Initiators, and Reviewers

FROM: Greg Deppong, Controller

SUBJECT: Fiscal Year End 2015 Cut-Off Procedures

Outlined in the following sections are the University's accounting procedures for the end of fiscal year 2014-15. Please refer to the Year-End 2015 Cut-Off Procedures web site at http://ctlr.msu.edu/cofa/YearEndCutoffProcedures.aspx frequently throughout the year end close process for updates and additional information.

Index: Year End 2015 Cut-Off Significant Dates Summary

Detail Sections:
Section A: Finance System Close Dates and New Year Activation Dates
Section B: Purchasing and Payments
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Section G: Capital Equipment/Assets
Section H: Budget Reallocations and Organization of Interest (OOI)
Section I: New Fiscal Year Information

Please direct questions to the Office of Financial & Cost Analysis at 355-5029.
SECTION A: FINANCE SYSTEM CLOSE DATES AND NEW YEAR ACTIVATION DATES OVERVIEW

A.1. Financial System fiscal period definitions:

Fiscal Period 12 – represents June monthly closing. In the legacy system, this period was referred to as June 1st Close.

Fiscal Period 13 – represents a period of time after Period 12 for units to make correcting entries for June transactions. In legacy system, this timeframe was referred to as the period between June 1st Close and June 2nd Close.

A.2. June 1st Close (End of Fiscal Period 12)

Fiscal Period 12 will close to campus users at 5:00 PM Tuesday, June 30, 2015. All financial documents must be in final status by this time for inclusion in Period 12 operating statements. See Sections B – I for each financial system document to determine corresponding due dates for initiating transactions to ensure inclusion in Period 12.

Period 12 will remain open for processing the following transactions only:

1. Accounts Payable processing until 5:00 PM, Monday, July 6, 2015. Payment Request financial documents (i.e. Purchase Order payments) processed during this timeframe will automatically post to either Period 12 of old year or Period 1 of the new year based on the invoice date being processed (i.e. Invoice dates of June 30 or before will post to Period 12).
2. 26th Bi-weekly payroll will post on Monday, July 6, 2015 representing the pay period ending June 27, 2015.

Operating reports related to Period 12 will be updated nightly and available for units’ daily review throughout Period 12 (June) and may be updated through July 6, 2015 if Payment Request financial documents are processed between July 1 – July 6, 2015 or bi-week payroll is funded by the account. Final Period 12 Operating Statements will be published on July 7, 2015, although Departments are encouraged to not delay reviewing their Period 12 Operating Statements until this date.

A.3. Endowment Spending Accounts:

The option to reinvest, or to hold, any unspent spending policy distributions must be completed in the Endowment/Scholarship system by 5:00 PM, Tuesday, June 30, 2015. The Endowment/Scholarship system link is: https://scholendow2.ais.msu.edu/Staff/MainMenu.asp

A.4. Maintenance of Finance System Pending Documents:

All financial system users must review their action lists and process all pending documents attributable to fiscal year 2014-15 by Tuesday, June 30, 2015. This includes all “FYI” and “Acknowledgement” notifications. The following financial system documents will be automatically processed as indicated.

Financial Processing Transaction documents (including: disbursement vouchers, general error corrections, internal billings, etc):

a. Saved documents – all transaction documents in “Saved” status since before January 1, 2015 will be cancelled.

b. Enroute for Approval documents – all transaction documents in “Enroute” status that have been awaiting approval since before January 1, 2015 will be disapproved.
c. **Enroute for Acknowledgement documents** – all transaction documents awaiting an “Acknowledgement” action since before January 1, 2015, will have this action automatically taken within the system.

d. **Enroute for FYI documents** – all transaction documents that have been awaiting a “FYI” action since before January 1, 2015, will have this action automatically taken within the system.

**Maintenance documents** (including: new/editing account requests, account delegate requests, project code requests, new vendor requests, sub-account requests, etc):

a. **Saved documents** – all maintenance documents in “Saved” status since before January 1, 2015 will be cancelled.

b. **Enroute for Approval documents** – all maintenance documents in “Enroute” status that have been awaiting approval since before January 1, 2015 will be disapproved.

c. **Enroute for Acknowledgement documents** – all maintenance documents awaiting an “Acknowledgement” action since before January 1, 2015, will have this action automatically taken within the system.

d. **Enroute for FYI documents** – all maintenance documents that have been awaiting a “FYI” action since before January 1, 2015, will have this action automatically taken within the system.

When the automatic action is taken, the corresponding documents will be removed from users’ action lists.

A.5. **June 2nd Close (Fiscal Period 13):**

Fiscal Period 13 will open to campus users beginning July 1, 2015 through 5:00 PM Tuesday, July 14, 2015 for correcting Period 12 balances. Please note, only financial system “Year End Transactions” documents are available for use during Period 13 and are limited to the following document types:

a. YE Budget Adjustments
b. YE Distribution of Income and Expense
c. YE General Error Correction
d. YE Transfer of Funds

These documents are located on the Main Menu, bottom of the middle section. YE documents must have all necessary departmental approvals by this date/time.

Fiscal Period 13 will remain open for Controller’s Office use throughout the year end closing process. All campus user-based YE financial documents submitted for Central processing after 5:00 PM Tuesday, July 14, 2015, as well as YE documents that did not receive departmental approval, will be cancelled. Requests for posting Year End documents after this deadline may be made via e-mail to accounting@ctrl.msu.edu and will be addressed on a case by case basis.

A.6. **Fiscal Period 1 of 2016 (new year) activation dates:**

Fiscal Period 1 of 2016 (new year) will open July 1, 2015. Please note, even though Fiscal Period 1 will open July 1, 2015, beginning balances will not be reflected in accounts until July 28, 2015. Also, General Fund carryforward balances from Fiscal Year 2014-15 will not be loaded until approximately August 20, 2015.
SECTION B: PURCHASING AND PAYMENTS

B.1. Furniture Requisitions:

Requisitions for furniture to be encumbered against funds for 2014-15 must be received by the Purchasing Department by 5:00 PM Friday, April 10, 2015, in order to ensure processing in this fiscal year.

B.2. Equipment Requisitions:

Requisitions for equipment to be encumbered against funds for 2014-15 must be received by the Purchasing Department by 5:00 PM Friday, May 1, 2015, in order to ensure processing in this fiscal year.

B.3. Professional Service Contracts (PSC):

Requisitions submitted with a PSC for inclusion in 2014-15 fiscal year activity must be received by the Purchasing Department by 5:00 PM Friday, May 29, 2015 in order to ensure processing in the 2014-15 fiscal year. Departments may contact Erin Lynch at lyncher@msu.edu regarding requisitions submitted with a PSC after this deadline. These requests will be evaluated and addressed on a case by case basis.

B.4. Purchasing Card Transactions (P-Card):

Departments are responsible for processing P-Card transactions timely. Waiting until late June will result in auto-approvals which may require additional correcting entries by users if accounting string information was not accurate or was incomplete. All Card transaction documents still pending approvals as of Monday, June 29, 2015 that were created in the finance system on or before June 15, 2015 will auto-approve as follows:

a. Cardholder – will auto-approve on Friday, June 19, 2015
b. Fiscal Officers – will auto-approve on Monday, June 29, 2015

Card transaction documents created between June 16 – June 30, 2015 will continue to be loaded into the finance system. These charges will be recorded in fiscal year 2014-15 if all approvals are obtained by 5:00 PM Tuesday, June 30, 2015. In the event all approvals are not obtained by this deadline, the transactions will be recorded in July of the new year (Fiscal Year 2015-16, Period 1).

B.5. Disbursement Vouchers:

Disbursement Vouchers must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Wednesday, June 24, 2015 for inclusion in fiscal year 2014-15. Payments to be charged to Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These disbursement vouchers must be awaiting CGA approval by 5:00 PM Tuesday, June 23, 2015. As a reminder, Disbursement Vouchers cannot be completed without an approved vendor listed within the financial system.

Payments for travel will be based upon the actual period of travel. Expenditures should be charged to the fiscal year in which the travel predominately takes place.
B.6. Travel Advance Payments:

Distribution of Income and Expense documents related to payments of travel advances must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Wednesday, June 24, 2015 for inclusion in fiscal year 2014-15. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Tuesday, June 23, 2015.

B.7. Non-Check Disbursements:

Non-Check Disbursements related to direct charges to MSU bank accounts incurred in June (Period 12) must have all departmental approvals and be awaiting central Accounting approval by 12:00 PM (noon) Tuesday, June 30, 2015 for inclusion in fiscal year 2014-15.

B.8. University Stores Warehouse Orders (not including Open Orders):

All orders/requisitions to be charged against funds for 2014-15 must be received by Stores by 12:00 PM (noon) Tuesday, June 30, 2015.

The monthly Service Billing charges related to Cylinder Demurrage, Lease/Purchase, Mail Services, Stores Open Orders, Print Procurement and Shipping charges will run on the normal cycle and post on June 26, 2015. Please note that Pager Rental and Cost Per Copy are no longer billed through the collector feed, but will be direct billed per the normal process.

A second Service Billing for Stores Open Orders, Print Procurement and Shipping will post on June 30, 2015 to charge departments for services rendered from June 25 to 12:00 PM (noon) on June 29, 2015.

A second Service Billing for Mail Services will post on June 30, 2015 to charge departments for services rendered from June 21, 2015 through June 25, 2015.

B.9. Invoice Payments/Accounts Payable:

Invoices to be paid against purchase orders issued in 2014-15 must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Tuesday, June 30, 2015. Invoices received by this date will be entered into the financial system by Accounts Payable through Monday, July 6, 2015. During this period, the financial system will automatically determine the fiscal year the payments will be allocated against based upon the invoice date. Please note, all purchase order amendments need to be approved by Fiscal Officers prior to an invoice being entered.
SECTION C: CASH RECEIPTS AND DEPARTMENTAL RECEIVABLES

C.1. Departmental Receivables:

Any amounts due to the University for goods or services rendered prior to July 1, 2015 that will be submitted to Departmental Receivables for invoicing must be reported to Departmental Receivables, 110 Administration Building, by 5:00 PM Thursday, June 25, 2015. Due to the routing requirements of the Distribution of Income and Expense documents related to Departmental Receivables, Fiscal Officers must not delay processing these transactions at the end of June. To ensure credit to department’s accounts for 2014-15 fiscal year, Departmental Receivable related documents submitted prior to June 30, 2015, but waiting for Fiscal Officer approval, will be auto-approved on June 30, 2015.

C.2. Cash and Check Receipts:

Cash and check deposits submitted as a Cash Receipt financial document must have all departmental approvals and be awaiting Cashiers Office approval by 5:00 PM Monday, June 29, 2015. Funds to be deposited must be delivered to the Cashiers Office by 5:00 PM Monday, June 29, 2015 as well. Any receipts received after this period will be processed beginning July 1, 2015 and will post to the new year (fiscal year 2015-16 – Period 1).

C.3. Credit Card Deposits:

Daily Credit card sales that are uploaded automatically by the Controller’s Office will be processed as follows for year-end cutoff: Credit card sales processed on Monday, June 29 will be recorded to the finance system via Journal Voucher document to Fiscal Period 12 on Wednesday, July 1. Credit Card sales processed on Tuesday, June 30 will be recorded via a Journal Voucher document to Fiscal Period 12 on Thursday, July 2, 2015.

All other manual credit card deposits initiated through the financial system via the Credit Card Receipt document must be approved and in “FINAL” status by 5:00 PM Tuesday, June 30, 2015.

C.4. Advance Deposits:

All financial documents for recording deposits made directly to University bank accounts in June (Fiscal Period 12), including lock box deposits, must be approved and in “FINAL” status by 5:00 PM Tuesday, June 30, 2015 for inclusion in fiscal year 2014-15.
SECTION D: INTRA-UNIVERSITY FINANCIAL DOCUMENTS

D.1. General Error Corrections:

General Error Corrections must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 29, 2015 for inclusion in fiscal year 2014-15. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Friday, June 26, 2015. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 14, 2015. Please reference Section A of the year end cutoff memos for further details.

D.2. Distribution of Income & Expense (DI’s) – Non Travel (see Section B for details on Travel Advance Payments):

Distribution of Income and Expense documents must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 29, 2015 for inclusion in fiscal year 2014-15. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Friday, June 26, 2015. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 14, 2015. Please reference Section A of the year end cutoff memos for further details.

D.3. Transfer of Funds:

Transfer of Funds must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 29, 2015 for inclusion in fiscal year 2014-15. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Friday, June 26, 2015. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 14, 2015. Please reference Section A of the year end cutoff memos for further details.

D.4. Internal Billings:

Internal Billings must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 29, 2015 for inclusion in fiscal year 2014-15.

D.5. Service Billings (including Auto/Collector Feed Units):

All service billings (including all auto/collector feed units) must be submitted and in “FINAL” status by 5:00 PM Monday, June 29, 2015 to be charged to fiscal year 2014-15. Service billing units may begin billing to the new year (July – Period 1) on July 1, 2015.

D.6. Intra-Account Adjustments:

All Intra-Account Adjustments must be submitted and in “FINAL” status by 5:00 PM Tuesday, June 30, 2015 to be recorded to fiscal year 2014-15.

D.7. Indirect Cost Adjustments:

All Indirect Cost Adjustments must be submitted and in “FINAL” status by 5:00 PM Tuesday, June 30, 2015 to be recorded to fiscal year 2014-15.
SECTION E: ACCOUNT MAINTENANCE AND ACCOUNTING STRING ELEMENTS

E.1. New and Editing Accounts:

To ensure accounts are active and available for fiscal year 2014-15 transactions, all new and editing account requests should be submitted by 5:00 PM Friday, June 12, 2015. All new/editing account requests must be in “FINAL” status by June 30, 2015 to be available for year-end processing and for proper rolling forward of account balances to the new fiscal year. New and editing account requests submitted after June 12, 2015 will be handled on a case by case basis.

For General Fund accounts, departments may not process new year (fiscal year 2015-16) account requests for new or editing General Fund accounts until August 21, 2015.

For all other accounts, departments may begin submitting new/editing account requests to be effective for the new fiscal year beginning July 1, 2015.

E.2. Closing Accounts:

All unused or otherwise obsolete accounts should be closed within the finance system. Close account requests must be finalized as follows:

a. General Fund accounts – closed by 5:00 PM Monday, June 15, 2015.
b. All other accounts – closed by 5:00 PM Friday, June 19, 2015.

Please direct questions related to closing accounts to Steve Ueberroth at ueberrot@msu.edu.

E.3. Sub-Accounts:

To be effective for fiscal year 2014-15, all sub-account requests must be in “FINAL” status by 5:00 PM Tuesday, June 30, 2015.

E.4. Sub-Object Codes:

All sub-object code requests must be in “FINAL” status by 5:00 PM Tuesday, June 30, 2015. All pending requests not finalized by this deadline will be disapproved and the request will need to be re-submitted in the new fiscal year (July).

E.5. Project Codes:

To be effective for fiscal year 2014-15, all project code requests must be in “FINAL” status by 5:00 PM Tuesday, June 30, 2015.
SECTION F: HUMAN RESOURCES AND PAYROLL

F.1. Human Resources – Personnel Actions:

The cutoff dates for personnel actions to be effective for June (Fiscal Period 12) payrolls are as follows:

a. Biweekly payroll – forms are due to Human Resources by 5:00 PM Friday, June 26, 2015 to be effective for the July 10, 2015 (pay date) payroll.

b. Monthly payroll – forms are due to Human Resources by 5:00 PM Friday, June 12, 2015 to be effective for the June monthly payroll.

F.2. Payroll – Salary Redistributions:

All salary redistributions (for posting to Fiscal Period 12) must be approved as follows:

a. Biweekly payroll – approved by 5:00 PM Wednesday, July 1, 2015.

b. Monthly payroll – approved by 5:00 PM Monday, June 22, 2015.

F.3. Payroll – Last Payroll posting for fiscal year 2014-15:

The last payrolls to post to fiscal year 2014-15 (Fiscal Period 12) will be as follows:

a. Biweekly payroll - for the work period of June 14 – June 27, 2015 (pay date of July 10) will post to the finance system on Monday evening, July 6, 2015 and will be available to view on Tuesday, July 7, 2015. For Labor Distribution, the posting date of the July 10, 2015 pay date will be June 27, 2014 (fiscal period 12).

b. Monthly payroll - the June 2015 monthly payroll will post to the finance system in Fiscal Period 12 on Wednesday evening, June 24, 2015 and be available to view on Thursday, June 25, 2015.
SECTION G: CAPITAL EQUIPMENT/ASSET MANAGEMENT

G.1. Equipment Requisitions:

Requisitions for equipment to be encumbered against funds for 2014-15 must be received by the Purchasing Department by 5:00 PM Friday, May 1, 2015, in order to ensure processing in this fiscal year.

G.2. Invoice Payments on Capital Equipment:

For all capital equipment received by June 30, 2015, invoices must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Tuesday, June 30, 2015, to ensure these are recorded within Fiscal Period 12.

G.3. Equipment/Asset Retirements:

All asset retirements must be approved and in “FINAL” status by 5:00 PM Tuesday, June 30, 2015. All enroute asset retirement documents, not in “FINAL” status at 5:00 PM Tuesday, June 30, 2015 will be disapproved.

The Asset Retirement Global document will be disabled for July of the new year (Fiscal Year 2015-16, Period 1) to allow for fiscal year end closing of capital equipment/asset information. During this time, departments will not be able to retire assets in the system. Departments may resume processing Asset Retirement Global documents beginning August 1, 2015 (Fiscal Period 2).

G.4. Equipment/Asset Transfers:

All asset transfers including transfers to the MSU Surplus Store for non-working or obsolete equipment must be approved and in “FINAL” status by 5:00 PM Tuesday, June 30, 2015. All enroute asset transfer documents, not in “FINAL” status at 5:00 PM Tuesday, June 30, 2015 will be disapproved and will need to be resubmitted in the new year, but not until August 1, 2015 (Fiscal Period 2) to allow for proper year end reporting.

G.5. Equipment/Asset Tagging:

All equipment/assets received and placed into service by June 30, 2015, must have a corresponding asset barcode tag assigned to the item, as well as the tag information entered into the asset record in the finance capital asset management system. Run “Cognos BI report FIN061 – Untagged Asset Aging Report” for your department to see if you have any untagged equipment.
SECTION H: BUDGET AND ORGANIZATION OF INTEREST (OOI)

H.1. Organization of Interest (OOI):

All organization relationship changes (i.e. change in Organization Codes) associated with accounts in the sub-funds listed below, need to be final by 5:00 PM Monday, June 15, 2015 to be effective for fiscal year end 2014-15. Further all changes to organization names that have a relationship to accounts within the below sub-funds need to be final by 5:00 PM Monday, June 15, 2015 as well.
   a. GA – General Fund Operations
   b. GD – General Fund Dean Contingency
   c. GU – General Fund General University

H.2. Budget Reallocations:

Budget Reallocations must have all departmental approvals and be awaiting central Office of Planning and Budgets approval by 5:00 PM Friday, June 26, 2015 for inclusion in fiscal year 2014-15. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 14, 2015. Please reference Section A of the year end cutoff memos for further details.

H.3 General Fund Special Carryforward Requests

Departments should frequently monitor the available balances of General Fund accounts as year end (June 30) approaches. As in previous years, units will be permitted to carry forward a certain percentage of general fund balances (when finalized, the carryforward percentage will be publicized). Departments will have the opportunity to submit special carryforward requests to the Office of Planning and Budgets beginning Wednesday, July 1, 2015 through Tuesday, July 14, 2015. Please visit the Office of Planning and Budgets website at http://opb.msu.edu for more information.
SECTION I: NEW FISCAL YEAR (FY 2015-16) INFORMATION

I.1. Fiscal Period 1 of 2016 (new year) activation dates:

Fiscal Period 1 of 2016 (new year) will open July 1, 2015. Please note, even though Fiscal Period 1 will open July 1, 2015, beginning balances will not be reflected in accounts until July 28, 2015. Also, General Fund carryforward balances from Fiscal Year 2014-15 will be loaded approximately August 20, 2015.

I.2. New and editing accounts:

For General Fund accounts, departments may not process new year (fiscal year 2015-16) account requests for new or editing General Fund from July 1, 2015 to August 21, 2015.

For all other accounts, departments may begin submitting new/editing account requests to be effective for the new fiscal year beginning July 1, 2015.

Please contact Steve Ueberroth at 353-3121 (x426) with questions.

I.3. Setup of Sub-Object Codes:

Sub-object codes that were generated in fiscal year 2014-15 and are “active” at June 30, 2015 will automatically be copied to fiscal year 2016 for continued use. Likewise, such items that you do not wish to use in fiscal year 2015-16 may be edited to “inactivate” now in both fiscal year 2014-15 and fiscal year 2015-16. This data will be copied to fiscal year 2015-16 on June 30, 2015. As an added reminder, unit-defined accounting string data is valid with an account and object code relationship. So, if an account or object code is closed or inactive, the unit-defined accounting string data will no longer be valid.

Please contact Mike Sawyer at 884-4189 with questions.

I.4. Human Resources/Payroll Information:

The first payrolls to post to the new fiscal year 2015-16 (Fiscal Period 1) will be as follows:

a. Biweekly payroll – for the work period of June 28 – July 11, 2015 (pay date of July 24, 2015) is anticipated to post to the finance system on Friday evening, July 17, 2015 and be available to view on Monday, July 20, 2015.

b. Monthly payroll – the July 2015 monthly payroll will post to the finance system in Fiscal Period 1.

Please refer to the following link for calendar-year payroll cutoffs and deadlines:
http://ctlr.msu.edu/COPayroll/payrollSchedules.aspx

I.5. Equipment/Asset Retirements and Equipment/Asset Transfers:

The Asset Retirement Global document will be disabled for July of the new year (Fiscal Year 2015-16, Period 1) to allow for fiscal year end closing of capital equipment/asset information. During this time, departments will not be able to retire assets in the system. Departments may resume processing Asset Retirement Global documents beginning August 1, 2015 (Fiscal Period 2).

Asset transfers will be disapproved during July. Processing of asset transfers will begin in the new year on August 1, 2015 (Fiscal Period 2).
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- **E.1 New and Editing Account Requests**
- **F.1 Personnel Actions - Monthly Payroll**
- **E.2 Closing Accounts - General Fund**
- **E.2 Closing Accounts - Non-General Fund**
- **F.1 Personnel Actions - Bi-Weekly Payroll**
- **C.1 Departmental Receivables**
- **C.2 Cash and Check Receipts**
- **D.1 General Error Corrections**
- **D.3 Transfer of Funds**
- **D.4 Internal Billings**
- **D.5 Service Billings (incl. auto feeds)**
- **B.6 Disbursement Vouchers**
- **B.5 Travel Advance Payments**
- **B.4 MSU P-Card Transactions**
- **B.3 Salary Distributions - Monthly Payroll**
- **B.2 Salary Distributions - Non-Weekly Payroll**
- **B.1 Furniture Requisitions**
- **G.1 Equipment Requisitions**
- **G.2 Invoice Payments/Accounts Payable**
- **B.7 Noncheck Disbursements**
- **B.8 NOON Non-Check Payments**
- **B.9 Invoice Payments/Accounts Payable**
- **B.10 Credit Card Deposits**
- **B.11 Advance Deposits**
- **B.12 Intra-Account Adjustments**
- **B.13 Indirect Cost Adjustments**
- **B.14 Setup of Sub-accounts**
- **B.15 Setup of Sub-object codes**
- **B.16 Setup of Project Codes**
- **B.17 Invoice Payments on Capital Equipment Received by June 30**
- **G.3 Asset Retirement Cut-off**
- **G.4 Asset Transfer Cut-off**

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**June 2015**

Last Updated: 3/18/2015

All times are 5:00pm unless otherwise stated.

See additional details for each section number provided.

Cut-off Dates Prior to June

- 4/10/15 B.1 - Furniture Requisitions
- 5/1/15 B.2 & G.1 - Equipment Requisitions
- 5/29/15 B.3 - Professional Service Contracts
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|        |        | 1       | A.5 8:00am Beginning of June 2nd Close (Fiscal Period 13)  
A.6 8:00am Beginning of July (Fiscal Period 1) of New Year  
F.2 Salary Redistributions - Bi-Weekly Payroll  
I.2 New and Editing Account Requests Non-General Fund (New Year)  
I.3 Setup of Sub-object Codes (New Year) | 2       | 3        | 4        | UNIVERSEY HOLIDAY |
| 5      | 6      | 7       | A.2 8:00am Final June 1st Close (Period 12) Operating Statements | 8        | 9        | 10       |
| 12     | 13     | 14      | 15       | 16       | 17      | 18       |
| 20     | 21     | 19      | 22       | 23       | 24      | 25       |
| 26     | 27     | 28      | 29       | 30       | 31      |          |

*All times are 5:00pm unless otherwise stated. See additional details for each section number.*

**Cut-off Dates Subsequent to July**
8/15 L.5 - Asset Retirements & Transfers
8/21 L.2 - New and Editing Account Requests - General Fund

**56789 1 0 1 1**

8/20 K.8 - Close Posting to KFS (26th Bi-Weekly)
A.2 Additional Accounts Payable Posting to Old Year (Accounts Payable Only)

**56789 2 0 1 1**

8/27 F.3 Last Bi-Weekly Payroll of FY 2014-15 Posting to KFS (26th Bi-Weekly)
A.2 Additional Accounts Payable Posting to Old Year (Accounts Payable Only)