

May 2025

Last Updated: 3/17/25

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 F.1 Personnel Actions - Monthly & Biweekly Payroll	31

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1	2	3	4	5	6	7
8	9 E.1 New and Editing Account Requests	10	11	12	13	14
15	16	17	18	19 F.2 Salary Redistributions - Monthly Payroll	20 B.7 Disbursement Vouchers and Concur Travel Expense Reports	21
22	23 B.8 Non-Concur Advance Payments C.1 Receivables F.3 Last Monthly Payroll of FY 2024-25 (Available in BI reports) G.3 Asset Retirements awaiting CAM G.4 Asset Transfer awaiting Surplus	24	25 B.5 Invoice Payments/Accounts Payable	26	27 B.2 NOON Spartan Marketplace (University Stores orders) D.1 General Error Corrections D.2 Distribution of Inc & Exp (non advance) D.3 Transfer of Funds D.4 Internal Billings H.2 Budget Adjustment/Reallocations	28
29	30 A.2 June 1st Close (End of Period 12) A.3 Endowment Spending - Hold/Reinvest A.4 Maintenance of Finance B.1 Spartan Marketplace (Non-University Stores order) B.3 MSU P-Card Transactions B.9 NOON Non-Check Disb 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 D.9 Budget Adjustment/Reallocations D.10 Student System Billings E.2 Closing Accounts 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 G.5 Asset Tagging Information System Pending Documents					

July 2025

Last Updated: 3/17/25

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

All times are 5:00pm unless otherwise stated.

See additional details for each section number.

Significant Dates Subsequent to July
8/1/25 I.4 - Asset Retirements & Transfers

		<p>1</p> <p>A.5 8:00am Beginning of June 2nd Close (Fiscal Period 13)</p> <p>A.7 & I.1 8:00am Beginning of July (Fiscal Period 1) of New Year</p> <p>I.2 Setup of Sub-object Codes (New Year)</p>			<p>4 UNIVERSITY HOLIDAY</p>	
	<p>7</p> <p>A.2 Additional Accounts Payable Posting to Old Year (Accounts Payable Only)</p> <p>F.2 Salary Redistributions - BiWeekly Payroll</p>		<p>9</p> <p>A.2 8:00am Final June 1st Close (Period 12) Operating Statements</p> <p>F.3 Last BiWeekly (26th BiWeekly) Payroll of FY 2024-25 (Available in BI reports)</p>			
	<p>14</p> <p>A.5 June 2nd Close (Period 13) Campus Cut-off</p> <p>F.4 Summer Retirement Contributions for AY Faculty and Staff</p>					
			<p>23</p> <p>A.6 Overdrawn Accounts</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>	