

**MICHIGAN STATE UNIVERSITY
YEAR END CUT-OFF INFORMATION INDEX
SIGNIFICANT DATES SUMMARY
FOR FISCAL YEAR 2023-24**

SECTION	DESCRIPTION	CUT-OFF DATE	CUT-OFF TIME	OTHER INFORMATION
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WHAT'S NEW: SUMMARY OF NEW OR CHANGED YEAR END CUTOFF PROCEDURES

OVERVIEW

A.1.	FISCAL PERIOD DEFINITIONS	N/A		
A.2.	JUNE 1ST CLOSE (END OF FISCAL PERIOD 12)	6/30/2024	5:00PM	
	ADDITIONAL ACCOUNTS PAYABLE POSTING PERIOD TO OLD YEAR	7/5/2024	5:00PM	ACCOUNTS PAYABLE ONLY
	FINAL JUNE 1ST CLOSE (PERIOD 12) OPERATING STATEMENTS	7/10/2024	8:00AM	
A.3.	ENDOWMENT SPENDING ACCOUNTS - OPTION TO REINVEST OR HOLD	6/28/2024	5:00PM	
A.4.	MAINTENANCE OF FINANCE SYSTEM PENDING DOCUMENTS	6/30/2024	5:00PM	
A.5.	BEGINNING OF JUNE 2ND CLOSE (FISCAL PERIOD 13)	7/1/2024	8:00AM	
	JUNE 2ND CLOSE (PERIOD 13) - CAMPUS CUT-OFF	7/12/2024	5:00PM	
	CENTRAL PROCESSING OF PERIOD 13 TRANSACTIONS CUT-OFF	7/23/2024	5:00PM	
	FINAL JUNE 2ND CLOSE (PERIOD 13) OPERATING STATEMENTS	7/24/2024	8:00AM	
A.6.	BEGINNING OF JULY (FISCAL PERIOD 1) OF NEW YEAR	7/1/2024	8:00AM	

SECTION B: PURCHASING AND PAYMENTS

B.2.	PURCHASING REQUISITIONS	4/12/2024	5:00PM	
B.3.	MSU PURCHASING CARD (P-CARD) TRANSACTIONS	6/30/2024	5:00PM	
B.4.	DISBURSEMENT VOUCHERS AND CONCUR TRAVEL EXPENSE REPORTS	6/21/2024	5:00PM	
B.5.	NON-CONCUR ADVANCE PAYMENTS	6/24/2024	5:00PM	
B.6.	NON-CHECK DISBURSEMENTS	6/28/2024	NOON	
B.7.	SPARTAN MARKETPLACE (NON-UNIVERSITY STORES ORDERS)	6/30/2024	5:00PM	
B.8.	SPARTAN MARKETPLACE (UNIVERSITY STORE ORDERS - EXCLUDING OPEN ORDERS)	6/27/2024	NOON	
B.9.	INVOICE PAYMENTS/ACCOUNTS PAYABLE	6/28/2024	5:00PM	

SECTION C: CASH RECEIPTS AND DEPARTMENTAL RECEIVABLES

C.1.	RECEIVABLES	6/24/2024	5:00PM	
C.2.	CASH AND CHECK RECEIPTS	6/28/2024	10:00AM	
C.3.	CREDIT CARD DEPOSITS	6/28/2024	5:00PM	
C.4.	ADVANCE DEPOSITS	6/30/2024	5:00PM	

SECTION D: INTRA-UNIVERSITY FINANCIAL DOCUMENTS

D.1.	GENERAL ERROR CORRECTIONS	6/27/2024	5:00PM	
D.2.	DISTRIBUTION OF INCOME & EXPENSE (DI'S) - NON TRAVEL	6/27/2024	5:00PM	
D.3.	TRANSFER OF FUNDS	6/27/2024	5:00PM	
D.4.	INTERNAL BILLINGS	6/27/2024	5:00PM	
D.5.	SERVICE BILLINGS (INCLUDING AUTO/COLLECTOR FEED UNITS)	6/30/2024	5:00PM	
D.6.	INTRA-ACCOUNT ADJUSTMENTS	6/30/2024	5:00PM	
D.7.	INDIRECT COST ADJUSTMENTS	6/30/2024	5:00PM	
D.8.	SERVICE PROVIDER BILLINGS	6/30/2024	5:00PM	
D.9.	BUDGET ADJUSTMENT/REALLOCATIONS	6/28/2024	5:00PM	
D.10.	STUDENT SYSTEM BILLINGS	6/30/2024	5:00PM	

SECTION E: ACCOUNT MAINTENANCE AND ACCOUNTING STRING ELEMENTS

E.1.	NEW AND EDITING ACCOUNT REQUESTS	6/10/2024	5:00PM	
E.2.	CLOSING ACCOUNTS	6/28/2024	5:00PM	
E.3.	SETUP OF SUB-ACCOUNTS	6/30/2024	5:00PM	
E.4.	SETUP OF SUB-OBJECT CODES	6/30/2024	5:00PM	
E.5.	SETUP OF PROJECT CODES	6/30/2024	5:00PM	

SECTION F: HUMAN RESOURCES AND PAYROLL

F.1.	PERSONNEL ACTIONS - MONTHLY PAYROLL	5/31/2024	5:00PM	
	PERSONNEL ACTIONS - BI-WEEKLY PAYROLL	5/31/2024	5:00PM	
F.2.	SALARY REDISTRIBUTIONS - MONTHLY PAYROLL	6/20/2024	5:00PM	
	SALARY REDISTRIBUTIONS - BI-WEEKLY PAYROLL	6/24/2024	5:00PM	
F.3.	LAST MONTHLY PAYROLL OF FY 2023-24 (date available in BI reports)	6/26/2024	8:00AM	
	LAST BI-WEEKLY PAYROLL OF FY 2023-24 (date available in BI reports)	7/9/2024	8:00AM	

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SECTION	DESCRIPTION	CUT-OFF DATE	CUT-OFF TIME	OTHER INFORMATION
SECTION G: CAPITAL EQUIPMENT/ASSET MANAGEMENT				
G.1.	EQUIPMENT REQUISITIONS	4/12/2024	5:00PM	
G.2.	INVOICE PAYMENTS ON CAPITAL EQUIPMENT RECEIVED BY JUNE 30	6/28/2024	5:00PM	
G.3.	ASSET RETIREMENT CUT-OFF	6/28/2024	5:00PM	(Must be with CAM by 6/24/2024)
G.4.	ASSET TRANSFER CUT-OFF	6/28/2024	5:00PM	(Must be with Surplus by 6/24/2024)
G.5.	ASSET TAGGING INFORMATION	6/30/2024	5:00PM	
SECTION H: BUDGET REALLOCATIONS AND ORGANIZATIONAL CHANGES				
H.1.	ORGANIZATIONAL CHANGES	N/A		
H.2.	BUDGET ADJUSTMENT/REALLOCATIONS	6/27/2024	5:00PM	
H.3.	GENERAL FUND SPECIAL CARRYFORWARD REQUESTS	SEE OFPB WEBSITE		
SECTION I: NEW FISCAL YEAR (FY2023-24) INFORMATION				
I.1.	BEGINNING OF JULY (FISCAL PERIOD 1) OF NEW YEAR	7/1/2024		START DATE
I.2.	SETUP OF SUB-OBJECT CODES	7/1/2024		START DATE
I.3.	HUMAN RESOURCES/PAYROLL INFORMATION	N/A		
I.4.	ASSET RETIREMENTS & TRANSFERS	8/1/2024		START DATE
SECTION J: KFS ACCESS/ROLE REVIEW				
J.1.	PERIOD REVIEW OF USER ACCESS/ROLES	ANNUALLY		