

Advantage 2008 Fiscal Year End
Deadlines and Important Dates

May 13 Deadline to submit FY08 Sponsored Account PS Expense Transfers to Office for Research and Sponsored Projects Administration (ORSPA)
23 Computer Store FY08 Software License Order deadline

June 2 Users may begin processing FY09 PO and RX documents (7/1/08 date in Advantage)
3 Advantage May FY08 Month-end close
3 Deadline for Print Request Forms
5 Tempe Bookstore closed for inventory
6 Tempe Bookstore closed for inventory
6 Petty Cash Rollover forms (originals w/ signatures) due in Student Business Services before 4:00 p.m.
6 Deadline for FY08 RXs
6 Deadline for Quick Turnaround forms for Copy Centers
9 West Bookstore closed for inventory
11 Downtown Phoenix Bookstore closed for inventory
12 Deadline for FY08 PO internal documents – this includes modifying existing FY08 POs
13 Polytechnic Bookstore closed for inventory
13 Computer Store FY08 Deadline for Apple/Dell and special orders
13 Deadline to submit non-stock orders to Lab Stores
13 Deadline to submit FY08 Travel Authorizations (TEs)
16 Sparky Shop closed for inventory
17 Purchasing Card transactions expensed in FY08 if processed by today
19 MU Union Station closed for inventory
20 Maintenance Stores closed for inventory
20 Facilities Management closed for fiscal year end for financial processing
23 Final FY08 Facilities Management interface run
23 Deadline for Staples orders using StaplesLink
24 Lab Stores closed for inventory
24 Final FY08 Telephone Services Interface
25 Deadline for online stock requisitions (SR) for stock orders to ASU Stores
25 Deadline for FY08 Bulk Mail to Mail Services
25 Final FY08 Mail Services Interface
26 Deadline to walk through stock orders at ASU Stores
26 Deadline for All Form Transactions to HRIS for pay period ending 6/29/2008, pay day of 7/03/2008
27 ASU Stores closed for inventory
27 Deadline for FY08 PDLVPOs
27 Final Lab Stores Cylinder Rental Interface
27 Computer Store closed for inventory
27 12:00 noon deadline to submit AR documents for guaranteed FY08 processing
30 IDC and ASC Interface for FY08
30 Deadline for FY08 PC and SC creation and increases
30 Bookstore Quick Turnaround form deadline for Computer Store
30 FY08 Bookstore Quick Turnaround form deadline to Tempe, West, Polytechnic, and Phoenix Downtown campuses
30 Deadline to process Manual Warrants for FY08 PVs
30 Deadline for Cashiering Services to process deposits and cash receipt documents in FY08
30 Final FY08 departmental A/R Interface

Documents to be processed against FY08 must have 06/30/08 in the Date of Record and 12/08 in the Accounting Period fields.

July 1 Users may begin submitting FY09 orders to ASU Stores
1 Users may do FY09 walk through orders at ASU Stores
1 Travel Reimbursements begins entering FY09 TEs and TPs
2 Deadline to submit FY08 Travel Claims to the Travel Office
2 Deadline to submit FY08 PVs and Petty Cash reimbursements to Accounts Payable
2 Deadline for FY08 RC documents (for goods received by 6/30/08)
2 Deadline for FY08 PC, SC and PDLVPO Vendor Invoices
2 Deadline for FY08 Service Department II billings
3 Payroll (encumbrances and expenses) interface for Pay Period ending June 29th
7 Final FY08 data entry by Payables and Reimbursements
7 Deadline for FY08 PC and SC modifications (decreases only)
7 PO disencumbrance in FY08
7 PC, SC, and PD document disencumbrance in FY08 and reencumbrance in FY09
7 Travel Document disencumbrance in FY08 and reencumbrance in FY09
7 IDC and ASC Interface FY08
7 Special A/P Check run (no check run on July 4 holiday)
7 Demand Interim 1
8 Interim report distribution begins
8 Departments to start using USR4 to determine state account balance
8 PO reencumbrance in FY09
8 Service Departments begin billing FY09 IIs
11 Payroll redistributions deadline in PS in order to be recorded in FY08
11 IDC and ASC Interface FY08
17 Payroll interface for Pay Period ending July 13th (June 30th will be recorded in FY08; the July activity will be recorded in FY09)
17 IDC and ASC Interface
18 IDC and ASC Interface
18 Deadline for FY08 A1, J1, IX, and TV documents
18 Demand Interim 2
21, 22, 23 IDC and ASC Interface
23 Final Day for VP Offices to balance accounts
24 Final IDC and ASC Interface for FY08
25 FY08 Year-end Close
28 Final ADVANTAGE FY08 report distribution begins

May 2008
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