

**Advantage 2009 Fiscal Year End  
Deadlines and Important Dates**

**May**

- 13 Deadline to submit FY09 Sponsored Account PS Expense Transfers to Office for Research and Sponsored Projects Administration (ORSPA)
- 22 Computer Store FY09 Software License Order deadline

**June**

- 1 Users may begin processing FY10 PO and RX documents (7/1/09 date in Advantage)
- 5 Advantage May FY09 Month-end close
- 5 Deadline for Print Request Forms
- 5 Deadline for FY09 RXs
- 5 Deadline for Quick Turnaround forms for Copy Centers
- 5 Petty Cash Rollover forms (originals w/ signatures) due in Student Business Services before 4:00 p.m.
- 11 Deadline for FY09 PO internal documents – this includes modifying existing FY09 Pos
- 11 Tempe Bookstore closed for inventory
- 12 Tempe Bookstore closed for inventory
- 12 Computer Store FY09 Deadline for Apple/Dell and special orders
- 12 Deadline to submit non-stock orders to Lab Stores
- 12 Deadline to submit FY09 Travel Authorizations (TEs)
- 15 Downtown Phoenix Bookstore closed for inventory
- 17 West Bookstore closed for inventory
- 19 Maintenance Stores closed for inventory
- 19 Polytechnic Bookstore closed for inventory
- 19 Facilities Management closed for fiscal year end for financial processing
- 22 Final FY09 Facilities Management interface run
- 22 Purchasing Card transactions expensed are expected to post in FY09 if processed by today
- 22 Sparky Shop closed for inventory
- 23 Sparky Shop closed for inventory
- 23 Lab Stores closed for inventory
- 24 Deadline for FY09 Bulk Mail to Mail Services
- 24 Final FY09 Mail Services Interface
- 25 MU Union Station closed for inventory
- 25 Deadline for All Form Transactions to HRIS for pay period ending 6/28/2009, pay day of 7/03/2009
- 26 Deadline for online stock requisitions (SR) for stock orders to ASU Stores
- 26 Deadline for FY09 PDLVPOs
- 26 12:00 noon deadline to submit AR documents for guaranteed FY09 processing
- 26 Final Lab Stores Cylinder Rental Interface
- 26 Deadline for Staples orders using StaplesLink
- 29 Deadline to walk through stock orders at ASU Stores
- 29 Bookstore Quick Turnaround form deadline for Computer Store
- 30 Computer Store closed for inventory
- 30 ASU Stores closed for inventory
- 30 Final FY09 Telephone Services Interface
- 30 IDC and ASC Interface for FY09
- 30 Deadline for FY09 PC and SC creation and increases
- 30 FY09 Bookstore Quick Turnaround form deadline to Tempe, West, Polytechnic, and Phoenix Downtown campuses
- 30 Deadline to process Manual Warrants for FY09 PVs
- 30 Deadline for Cashiering Services to process deposits and cash receipt documents in FY09
- 30 Final FY09 departmental A/R Interface

**Documents to be processed against FY09 must have 06/30/09 in the Date of Record and 12/09 in the Accounting Period fields.**

**July**

- 1 Users may begin submitting FY10 orders to ASU Stores
- 1 Users may do FY10 walk through orders at ASU Stores
- 1 Travel Reimbursements begins entering FY10 TEs and TPs
- 1 Deadline to submit FY09 Travel Claims to the Travel Office
- 1 Deadline to submit FY09 PVs and Petty Cash reimbursements to Accounts Payable
- 1 Deadline for FY09 RC documents (for goods received by 6/30/09)
- 1 Deadline for FY09 PC, SC and PDLVPO Vendor Invoices
- 2 Deadline for FY09 Service Department II billings
- 6 Payroll (encumbrances and expenses) interface for Pay Period ending June 28
- 6 Final FY09 data entry by Payables and Reimbursements
- 6 Deadline for FY09 PC and SC modifications (decreases only)
- 6 PO disencumbrance in FY09
- 6 PC, SC, and PD document disencumbrance in FY09 and reencumbrance in FY10
- 6 Travel Document disencumbrance in FY09 and reencumbrance in FY10
- 6 Special A/P Check run (no check run on July 4 holiday)
- 7 Departments to start using USR4 to determine state account balance
- 7 Interim report distribution begins
- 7 PO reencumbrance in FY10
- 7 Service Departments begin billing FY10 IIs
- 7 Departments electing to accrue student payroll for June 29<sup>th</sup> & 30<sup>th</sup> must submit information to Financial Services
- 7 Payroll redistributions deadline in PS in order to be recorded in FY09
- 8 Payroll accruals for June 29<sup>th</sup> & 30<sup>th</sup> post to departmental accounts (excluding sponsored accounts).
- 8 Demand Interim
- 8 IDC and ASC Interface FY09
- 9 IDC and ASC Interface FY09
- 10 IDC and ASC Interface FY09
- 10 Departmental deadline for FY09 A1, J1, IX, and TV documents
- 13 IDC and ASC Interface FY09
- 14 IDC and ASC Interface FY09
- 15 IDC and ASC Interface FY09
- 15 Final Day for VP Offices to balance accounts
- 16 Final IDC and ASC Interface FY09
- 17 Fiscal 2009 Year End Close
- 22 Final ADVANTAGE FY09 report distribution begins

# May 2009

## Year End Deadlines and Important Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13 -Deadline to submit FY09 Sponsored Account PS Expense Transfers to Office for Research and Sponsored Projects Administration (ORSPA)	14	15	16
17	18	19	20	21	22 -Computer Store FY09 Software License Order deadline	23
24	25	26	27	28	29	30
31						

# June 2009

## Year End Deadlines and Important Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> -Users may begin processing FY10 PO and RX documents (7/1/09 date in Advantage)	2	3	4	<b>5</b> -Deadline for Print Request Forms -Advantage May FY09 Month-End Close  -Deadline for FY09 RXs -Deadline for Quick Turn-around forms for Copy Centers -Petty Cash Rollover forms (originals w/ signatures) due in Student Business Services before 4:00 p.m.	6
7	8	9	<b>10</b> -Tempe Bookstore closed for inventory  -Deadline for FY09 PO internal documents- this includes modifying existing FY09 POs	<b>11</b> -Tempe Bookstore closed for inventory  -Deadline for FY09 PO internal documents- this includes modifying existing FY09 POs	<b>12</b> -Tempe Bookstore closed for inventory -Computer Store FY09 Deadline for Apple/Dell and special orders -Deadline to submit non-stock orders to Lab Stores -Deadline to submit FY09 Travel Authorizations (TEs)	13
14	<b>15</b> -Downtown Phoenix Bookstore closed for inventory	16	<b>17</b> -West Bookstore closed for inventory	18	<b>19</b> -Polytechnic Bookstore closed for inventory -Maintenance Stores closed for inventory -Facilities Management closed for fiscal year end for financial processing	20
21	<b>22</b> -Sparky Shop closed for inventory -Final FY09 Facilities Management interface run -Purchasing Card transactions expensed are expected to post in	<b>23</b> -Sparky Shop closed for inventory -Lab Stores closed for inventory	<b>24</b> -Deadline for FY09 Bulk Mail to Mail Services  -Final FY09 Mail Services Interface	<b>25</b> -Deadline for All Form Transactions to HRIS for pay period ending 6/28/2009, pay day of 7/03/2009 -MU Union Station closed for inventory	<b>26</b> -Deadline for online stock requisitions (SR) for stock orders to ASU Stores -Deadline for FY09 PDLVPOs -12:00 noon deadline to submit AR documents for guaranteed FY09 processing -Final Lab Stores Cylinder Rental Interface -Deadline for Staples orders using StaplesLink	27
28	<b>29</b> -Deadline to walk through stock orders at ASU Stores  -Bookstore Quick Turnaround form deadline for Computer Store	<b>30</b> -ASU Stores closed for inventory -Computer Store closed for inventory -Final FY09 Telephone Services Interface -IDC and ASC Interface for FY09 -Deadline for FY09 PC and SC creation and increases  -FY09 Bookstore Quick Turnaround form deadline to Tempe, West, Polytechnic, and Phoenix Downtown Campuses -Deadline to process Manual Warrants for FY09 PVs -Deadline for Cashiering Services to process deposits and cash receipt documents in FY09 -Final FY09 departmental A/R Interface				

# July 2009

## Year End Deadlines and Important Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<p><b>1</b></p> <ul style="list-style-type: none"> <li>-Users may begin submitting FY10 orders to ASU Stores</li> <li>-Users may do FY10 walk through orders at ASU Stores</li> <li>-Travel Reimbursements begins entering FY10 TEs and TPs</li> <li>-Deadline to submit FY09 Travel Claims to the Travel Office</li> <li>-Deadline to submit FY09 PVs and Petty Cash reimbursements to Accounts Payable</li> <li>-Deadline for FY09 RC documents (for goods received by 6/30/2009)</li> <li>-Deadline for FY09 PC, SC and PDLVPO Vendor Invoices</li> </ul>	<p><b>2</b></p> <ul style="list-style-type: none"> <li>-Deadline for FY09 Service Department II billings</li> </ul>	<p><b>3</b></p>	<p><b>4</b></p>
<p><b>5</b></p>	<p><b>6</b></p> <ul style="list-style-type: none"> <li>-Payroll (encumbrances and expenses) interface for Pay Period ending June 28</li> <li>-Final FY09 data entry by Payables and Reimbursements</li> <li>-Deadline for FY09 PC and SC modifications (decreases only)</li> <li>-PO disencumbrance in FY09</li> <li>-PC, SC, and PD document disencumbrances in FY09 and reencumbrance in FY10</li> <li>-Travel Document disencumbrance in FY09 and reencumbrance in FY10</li> <li>-Special A/P Check run (no check run on July 4 holiday)</li> </ul>	<p><b>7</b></p> <ul style="list-style-type: none"> <li>-Departments to start using USR4 to determine state account balance</li> <li>-Interim report distribution begins</li> <li>-PO reencumbrance in FY10</li> <li>-Service Departments begin billing FY10 IIs</li> <li>-Departments electing to accrue student payroll for June 29th &amp; 30th must submit information to Financial Services</li> <li>-Payroll redistributions deadline in PS in order to be recorded in FY09</li> </ul>	<p><b>8</b></p> <ul style="list-style-type: none"> <li>-Payroll accruals for June 29th &amp; 30th post to departmental accounts (excluding sponsored accounts)</li> <li>-IDC and ASC Interface FY09</li> <li>-Demand Interim</li> </ul>	<p><b>9</b></p> <ul style="list-style-type: none"> <li>-IDC and ASC Interface FY09</li> </ul>	<p><b>10</b></p> <ul style="list-style-type: none"> <li>-IDC and ASC Interface FY09</li> <li>-Departmental deadline for FY09 A1, J1, IX, and TV documents</li> </ul>	<p><b>11</b></p>
<p><b>12</b></p>	<p><b>13</b></p> <ul style="list-style-type: none"> <li>-IDC and ASC Interface FY09</li> </ul>	<p><b>14</b></p> <ul style="list-style-type: none"> <li>-IDC and ASC Interface FY09</li> </ul>	<p><b>15</b></p> <ul style="list-style-type: none"> <li>-IDC and ASC Interface FY09</li> <li>-Final Day for VP Offices to balance accounts</li> </ul>	<p><b>16</b></p> <ul style="list-style-type: none"> <li>-Final IDC and ASC Interface FY09</li> </ul>	<p><b>17</b></p> <ul style="list-style-type: none"> <li>-Fiscal 2009 Year End Close</li> </ul>	<p><b>18</b></p>
<p><b>19</b></p>	<p><b>20</b></p>	<p><b>21</b></p>	<p><b>22</b></p> <ul style="list-style-type: none"> <li>-Final ADVANTAGE FY09 report distribution begins</li> </ul>	<p><b>23</b></p>	<p><b>24</b></p>	<p><b>25</b></p>
<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p>	<p><b>31</b></p>	