June
1 Users may begin processing FY11 PO and RX documents (7/1/10 date in Advantage)
3 Advantage May FY10 Month-end close
4 Computer Store FY10 Software License Order deadline
4 Deadline for Print Request Forms
4 Deadline for FY10 RXs
4 Deadline for Quick Turnaround forms for Copy Centers
4 Petty Cash Rollover forms (originals w/ signatures) due in Student Business Services before 4:00 p.m.
10 Deadline for FY10 PO internal documents – this includes modifying existing FY10 Pos
11 Computer Store FY10 Deadline for Apple/Dell and special orders
11 Deadline to submit non-stock orders to Lab Stores
11 Deadline to submit FY10 Travel Authorizations (TEs)
17 Tempe Bookstore closed for inventory
18 Tempe Bookstore closed for inventory
18 Facilities Management closed for fiscal year end for financial processing
18 Maintenance Stores closed for inventory
21 Downtown Phoenix Bookstore closed for inventory
21 Final FY10 Facilities Management interface run
21 Purchasing Card transactions expensed are expected to post in FY10 if processed by today
23 West Bookstore closed for inventory
25 Polytechnic Bookstore closed for inventory
25 Deadline for FY10 PDLVPOs
25 12:00 noon deadline to submit AR documents for guaranteed FY10 processing
25 Deadline for Staples orders using StaplesLink
25 Computer Store closed for inventory
25 Final Lab Stores Cylinder Rental Interface
28 Deadline for online stock requisitions (SR) for stock orders to ASU Stores
29 Deadline to walk through stock orders at ASU Stores
29 Lab Stores closed for inventory
30 ASU Stores closed for inventory
30 Deadline for FY10 Bulk Mail to Mail Services
30 Final FY10 Mail Services Interface
30 IDC and ASC Interface for FY10
30 Deadline for FY10 PC and SC creation and increases
30 Bookstore Quick Turnaround form deadline for Computer Store
30 FY10 Bookstore Quick Turnaround form deadline to Tempe, West, Polytechnic, and Phoenix Downtown campuses
30 Deadline to process AP Manual Warrants for FY10 PVs
30 Deadline for Cashiering Services to process deposits and cash receipt documents in FY10
30 Deadline to submit FY10 Sponsored Account PS Expense Transfers to Office for Research and Sponsored Projects Administration (ORSPA)
30 Final FY10 departmental A/R Interface

**Documents to be processed against FY10 must have 06/30/10 in the Date of Record and 12/10 in the Accounting Period fields.**

July
1 Users may begin submitting FY11 orders to ASU Stores
1 Users may do FY11 walk through orders at ASU Stores
1 Travel Reimbursements begins entering FY11 TEIs and TPs
1 Deadline to submit FY10 Travel Claims to the Travel Office
1 Deadline to submit FY10 PVs and Petty Cash reimbursements to Accounts Payable
1 Deadline for FY10 RC documents (for goods received by 6/30/10)
1 Deadline for FY10 PC, SC and PDLVPO Vendor Invoices
1 Departments electing to accrue student payroll for June 29th, 29th & 30th must submit information to Financial Services
2 Deadline for FY10 Service Department II billings
2 Payroll (encumbrances and expenses) interface for Pay Period ending June 27
6 Deadline for FY10 PC and SC modifications (decreases only)
6 PO disencumbrance in FY10
6 PC, SC, and PO document disencumbrance in FY10 and reencumbrance in FY11
6 Final FY10 data entry by Payables and Reimbursements
6 Travel Document disencumbrance in FY10 and reencumbrance in FY11
6 Payroll accruals for June 28, 29 & 30 post to departmental accounts
6 IDC and ASC Interface FY10
7 Demand Interim 1 available on Control D (Report run on July 6 and available on Control D July 7)
7 Departments to start using USR4 to determine state account balance
7 IDC and ASC Interface FY10
7 Payroll redistributions deadline in PS in order to be recorded in FY10
7 PO re-encumbrance in FY11
8 Service Departments begin billing FY11 IIs
8 IDC and ASC Interface FY10
9 IDC and ASC Interface FY10
9 Departmental deadline for FY10 A1, J1, IX, and TV documents
12 IDC and ASC Interface FY10
13 IDC and ASC Interface FY10
13 Final Day for VP Offices to balance accounts
14 IDC and ASC Interface FY10
15 IDC and ASC Interface FY10
16 Fiscal 2010 Year End Close
19 Final ADVANTAGE FY 10 report available on Control D

Created 4/2910
## June 2010

### Year End Deadlines and Important Dates

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Users may begin processing FY11 PO and RX documents (7/11/10 date in Advantage)</td>
<td>- Computer Store FY10 Software license order deadline - Deadline to Print Request Forms - Deadline for FY10 RX’s - Deadline for Quick Turnaround forms for Copy Centers - Petty Cash rollover forms (orig. w/ signatures) due in SBS before 4pm</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Deadline for FY10 internal docs — this includes modifying existing FY10 Pos</td>
<td>- Computer Store FY10 deadline for Apple/Dell and special orders - Deadline to submit non-stock orders to Lab Stores - Deadline to submit FY10 Travel Authorizations (TEs)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Tempe Bookstore Closed for Inventory</td>
<td>- Tempe Bookstore Closed for Inventory - Facilities Management closed for fiscal year end - Maintenance Stores closed for inventory.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Downtown PHX Bookstore closed for Inventory - Final FY10 FACMAN interface run - Purchasing card transactions expense are expected to post in FY10 if processed by today</td>
<td>- West Bookstore closed for Inventory</td>
<td>- West Bookstore closed for Inventory</td>
<td>- Poly Bookstore closed for inventory - Deadline for FY10 PDLVPOs - 12 noon deadline to submit AR docs for FY10 processing - Deadline for Staples orders using StaplesLink - Computer Store Closed for inventory - Final Lab Stores cylinder rental interface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Deadline for online stock requisitions (SR) for stock orders at ASU boxes</td>
<td>- Deadline to walk through stock orders at ASU Stores - Lab Stores closed for inventory</td>
<td>- ASU Stores closed for inventory - Deadline for FY10 Bulk Mail to mail services - Final FY10 Mail Services interface - IDC and ASC interface for FY10 - Deadline for FY10 PC and SC creation and increases - Bookstore Quick Turnaround for deadline for Computer Store - FY10 Bookstore Quick Turnaround for Deadline, All Campuses - Deadline to process AP Manual Warrants for FY10 PV’s - Deadline for Cashiering Services to process deposits and cash receipts in FY10 - Deadline to submit FY10 Sponsored Account PS Expense Transfers to (ORSPA) - Final FY10 departmental A/R interface</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
<td>Wed</td>
<td>Thu</td>
<td>Fri</td>
<td>Sat</td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
|     |     |     | - Users may begin submitting FY11 orders to ASU Stores  
|     |     |     | - Users may do FY11 walk through orders, ASU Stores  
|     |     |     | - Travel Reimbursements begins entering FY11 TE’s & TP’s  
|     |     |     | - Deadline to Submit FY10 Travel claims  
|     |     |     | - Deadline, FY10 PV’s and Petty Cash Reimbursements to A/P  
|     |     |     | - Deadline, FY10 RC docs  
|     |     |     | - Deadline, FY10 PC, SC, and PDLVPO vendor invoices  
|     |     |     | - Deadline for requests to accrue student wages for June 28, 29 & 30  
|     |     |     | 2   | 9   | 10  |
|     |     |     | - Deadline for FY10 Service Department II billings  
|     |     |     | - Payroll (encumbrances and expenses) interface for pay period ending June 27  
|     |     |     | 3   |     |     |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
|     | Holiday | Deadline, FY10 PC and SC modification (decrease only)  
|     |     | -PO disencumbrance in FY10  
|     |     | -PC, SC, and PD Doc disencumbrance, FY10 and recumbrance in FY11  
|     |     | -Final FY10 data entry by payables and reimbursements  
|     |     | -Travel doc disencumbrance in FY10 and reen- 
|     |     | cunbrance in FY11  
|     |     | -Payroll accruals for June 28, 29, 30 post to depart- 
|     |     | mental accts.  
|     |     | - IDC and ASC interface FY10  
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
|     | IDC and ASC interface  
|     | -Final day for VP offices to balance accts  
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
|     | Final ADVANCE FY10 report avail on Control D  
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |
| 2010 |     |     |     |     |     |     |
| Year End Deadlines and Important Dates |     |     |     |     |     |     |