Arizona State University

FMS 2019 Fiscal Year end deadlines and important dates

May	6	Service requests to FDM for FY 2019 need to be submitted by today. There is no guarantee that the expense will post in FY 2019.
June	3	Department deadline to submit FY 2019 Requisitions ≥ $50,000 or when one of the following conditions are met. See page two for more information.
	7	Purchasing Card transactions expensed are expected to post in FY 2019 if processed by today.
	10	Department deadline to submit FY 2019 Requisitions < $50,000.
	20	Final FY 2019 Gas Services cylinder rental interface.
	20	Payroll, encumbrances and expenses, interface for Pay Period Ending June 16, 2019.
	21	Department deadline is Noon for guaranteed AR transaction processing.
	24	Department deadline to submit change orders on issued Purchase Orders.
	24	Department deadline to submit supplier invoices with a "wire" payment type to A/P Wire.
	25	Deadline to submit FY 2019 Grant work tag payroll redistributions to Office for Research and Sponsored Projects Administration.
	26	Deadline for bulk mail to Mail Services.
	26	Deadline to submit FY 2019 Travel Expense Reports to the Travel Service Center; fully approved by 5 p.m.
	26	Final FY 2019 WebTMA interface.
	28	Deadline to submit requests to purchasing to close POs
	28	Deadline to process AP Manual Warrants for FY 2019 Supplier Invoices.
	28	Noon deadline for deposits and deposits related to Spend Authorizations to Cashiering Services for FY 2019.
	28	Final FY 2019 P-Card Interface.
	28	Final regular mail integration.
	29	FY 2019 Interim Allocation run.
	30	Final FY 2019 departmental A/R Interface.

FY 2019 Documents must have an Accounting Date of June 2019 to be processed correctly

July	1	Department deadline to request FY 2019 soft encumbrances.
	1	Department deadline for FY 2019 Receipts	Goods/services received by 6/30/19.
	1	Department deadline to submit Supplier Invoices to A/P for processing in FY 2019.
	1	Department deadline for department-approved Expense Reports for processing in FY 2019.
	2	Department deadline to request use tax reversals/corrections from Tax Services.
	3	Payroll expenses interface for Pay Period Ending June 30, 2019.
	5	Deadline for all FY 2019 payroll redistributions in PeopleSoft.
	5	Final FY 2019 Use Tax postings/corrections.
	5	Deadline for business process approvals on Supplier Invoices/Expense Reports for FY 2019 expense.
	5	Approved FY 2019 soft encumbrance request to be processed.
	5	Deadline for Internal Service Providers to process FY 2019 Internal Services Delivery document.
	5	Encumbrances/Pre-encumbrances Spend Authorizations roll from FY 2019 to FY 2020.
	5	FY 2019 remaining payroll encumbrances to un-encumber.
	6	FY 2019 Interim Allocation run.
	8	Departments to start using Year End Balancing report V2 for accurate General Operating Balancing.
	8	FY 2019 Interim Allocation run.
	9	Noon department deadline for FY 2019 Accounting Journals/Adjustments to Central Accounting.
	10	FY 2019 Interim Allocation run.
	11	Final Day for VP Offices to balance accounts.
	11	FY 2019 Interim Allocation run.
	12	Final FY 2019 Allocation run.
	12	Fiscal 2019 Year End Close.

Additional information for the June 3 requisition department deadline

The below conditions require a June 3rd Requisition deadline for expected FY 2019 processing:
- An alternate address has been used on the requisition
- When one, or more, of the following spend categories is on the requisition:
    - Abatement and decontamination services.
    - Ammunition.
    - Ammunition handling systems.
    - Arms and ammunition accessories.
    - Charity organizations.
    - Employee Moving Expenses Taxable.
    - Explosive materials.
    - Explosives control accessories and supplies.
    - Explosives control machinery and equipment Capital.
    - Firearms.
    - Floor coverings.
    - Floor laying services Capital.
    - Hotels, lodging and meeting facilities.
    - Incentives and gift cards.
    - Legal services.
    - Postage.
    - Software as a Service | SaaS.
    - Software as a Service SaaS Noncapital.
    - Software Licensing - Capital.
    - Software Licensing Noncapital.
    - Software maintenance and support services.
    - Software or Hardware Engineering Services - Capital.
    - Software Purchase | Boxed/Off the Shelf.
    - Surveillance, Detection and Security System Software.
    - Telecommunications - CenturyLink.
    - Window and door installation/erection services Capital.
    - Window treatments.
- When the supplier has been categorized with **Conflict of Interest**.
- When the requisition has a **Pay an Invoice** requisition type.
- When one, or more lines, on the requisition has $0 unit price or amount.
- When the requisition has one, or more lines, without a supplier.