



FMS 2023 fiscal year end deadlines and important dates

- May 5 Service requests to Facilities Development and Management that hope to be charged in fiscal year 2023 must be submitted by today. There is no guarantee that the expense will post in FY 2023.
- 22 Department deadline to submit FY 2023 requisitions ≥ \$25,000 or when a section A condition is met.
- 31 Department deadline to submit FY 2023 requisitions < \$25,000.
- June 9 Purchasing Card transactions expenses are expected to post in FY 2023 if processed by today.
- 12 Department deadline to submit change orders on issued purchase orders.
- 12 Department deadline to submit supplier invoices with a “wire” payment type to AP Wire.
- 15 Payroll — encumbrances and expenses — interface for the pay period ending June 11, 2023.
- 16 Maintenance Supply closed for inventory.
- 16 Procurement deadline to approve FY 2023 requisitions.
- 16 Deadline for bulk mail to Mail Services.
- 19 Deadline to submit requests to Purchasing to close POs.
- 19 Department deadline is noon for guaranteed AR transaction processing.
- 20 Deadline to submit FY 2023 grant work tag payroll redistributions to the Office for Research and Sponsored Projects Administration.
- 21 Final FY 2023 WebTMA interface.
- 21 Department deadline to submit supplier invoices to AP for processing in FY 2023.
- 21 Department deadline to submit request transfers from the ASU Foundation to ASU.
- 23 Department deadline to submit FY 2023 travel expense reports to the Travel Service Center — fully approved by 5 p.m.
- 23 Materials Management — paper and supplies closed for inventory.
- 23 Deadline to process AP manual warrants for FY 2023 supplier invoices.
- 23 Final regular mail integration.
- 23 P-Card transactions with a posted date in PaymentNet by today will interface in FY 2023.
- 23 AP deadline for entering FY 2023 supplier invoices.
- 23 Department deadline for department-approved expense reports.
- 24 FY 2023 interim allocation run.
- 27 Gas cylinder closed for inventory.
- 28 Final FY 2023 Gas Services cylinder rental interface.
- 29 Payroll expenses interface for the pay period ending June 25, 2023.
- 30 Noon deadline for deposits and deposits related to spend authorizations to Cashiering Services for FY 2023.
- 30 Final FY 2023 P-Card interface to post tonight.
- 30 Travel Service Center deadline to process FY 2023 travel expense reports — fully approved by 5 p.m.
- 30 Procurement deadline for approving change orders on FY 2023 purchase orders.
- 30 Procurement deadline to close POs requested by departments.
- 30 Department deadline for FY 2023 receipts — for goods or services received by June 30, 2023.
- 30 Deadline for business process approvals on supplier invoices and expense reports for FY 2023 expense posting — fully approved by 5 p.m.
- 30 Deadline for internal service providers to process FY 2023 internal services delivery documents — fully approved by 5 p.m.
- 30 Spend or Procurement-related activities switched to “Close in Progress.”
- 30 Final FY 2023 departmental AR interface.
- 30 All change orders in progress will be canceled.
- 30 Encumbrances and pre-encumbrances — spend authorizations — roll from FY 2023 to FY 2024 after the close of business.

**FY 2023 documents must have an accounting date of June 2023 to be processed correctly.**

- July 1 FY 2023 interim allocation run.
- 3 Department deadline to request FY 2023 soft encumbrances.
- 3 FY 2023 interim allocation run.
- 3 Department deadline to request use tax reversals or corrections from Tax Services.
- 5 Payroll accrual for June 26–30 will post in FY 2023.
- 5 FY 2023 remaining payroll encumbrances to unencumber.
- 5 Approved FY 2023 soft encumbrances to be processed.
- 5 FY 2023 interim allocation run.
- 6 Departments start using Uncommitted General Operating Summary — Actuals/Soft Encumbrances report in Workday.
- 6 Final FY 2023 use tax postings or corrections.
- 6 FY 2023 interim allocation run.
- 7 Deadline for all FY 2023 payroll redistributions in PeopleSoft.
- 7 FY 2023 interim allocation run.
- 8 FY 2023 interim allocation run.
- 10 Noon department deadline for FY 2023 accounting journals and adjustments to central accounting.
- 10 FY 2023 interim allocation run.
- 11 FY 2023 interim allocation run.
- 12 Final day for vice president offices to balance accounts.
- 12 FY 2023 interim allocation run.
- 13 Final FY 2023 allocation run.
- 13 Final FY 2023 Financial Services general operating balancing.
- 17 **Fiscal 2023 year-end close.**



The below conditions require a May 22 requisition deadline for expected FY 2023 processing:

- An alternate address has been used on the requisition.
- When one or more of the following spend categories are on the requisition:
  - Abatement and decontamination services.
  - Ammunition handling systems.
  - Ammunition.
  - Arms and ammunition accessories.
  - Charity organizations.
  - Cost of goods sold — CenturyLink.
  - Data storage, transfer, exchange, recovery and conversion services.
  - Employee moving expenses taxable.
  - Explosive materials.
  - Explosives control accessories and supplies.
  - Explosives control machinery and equipment capital.
  - Firearms.
  - Floor coverings.
  - Floor laying services capital.
  - Honorarium, speaker, presenter fees and professional services.
  - Hotels, lodging and meeting facilities.
  - Internet services.
  - Legal services.
  - Postage.
  - Software as a service noncapital.
  - Software as a service.
  - Software licensing — capital.
  - Software licensing.
  - Software maintenance and support services.
  - Software or hardware engineering services — capital.
  - Software purchase — boxed or off the shelf.
  - Speaker or presenter — reimbursed expense.
  - Subscriptions.
  - Surveillance, detection and security system software.
  - Telecommunications — CenturyLink.
  - Window and door installation or 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 have a \$0 unit price or amount.
- When the requisition has one or more lines without a supplier.