FY 2024 fiscal year end deadlines and important dates

May
3  Service requests to Facilities Development and Management hoping to be charged in FY 2024 must be submitted by today. There is no guarantee the expense will post in FY 2024.
20  Department deadline to submit FY 2024 requisitions > $25,000 or when one of the following conditions are met (A).
29  Department deadline to submit FY 2024 requisitions < $25,000.

June
7  Purchasing Card transactions expensed are expected to post in FY 2024 if processed by today.
8  FY 2024 interim allocation run.
10  Department deadline to submit change orders on issued purchase orders.
10  Department deadline to submit supplier invoices with a wire payment type to Accounts Payable wire.
11  Payroll — encumbrances and expenses — interface for the pay period ending June 9, 2024.
14  Procurement deadline to approve FY 2024 requisitions.
14  Deadline for bulk mail to Mail Services.
15  FY 2024 interim allocation run.
17  Deadline to submit requests in ServiceNow to close Pos if the end user does not have the Department Data Entry Specialist — Spend role.
17  Department deadline is noon for guaranteed AR transaction processing.
18  Deadline to submit FY 2024 grant worktag payroll redistributions to the Office for Research and Sponsored Projects Administration.
19  Department deadline to submit supplier invoices to Accounts Payable for processing in FY 2024.
19  Department deadline to request transfers from the ASU Foundation to ASU.
20  Maintenance Supply closed for inventory.
20  Final FY 2024 WebTMA interface.
21  Department deadline to submit FY 2024 travel expense reports to the Travel Science Center — fully approved by 5 p.m.
21  Materials Management — paper and supplies closed for inventory.
21  Deadline to process AP manual warrants for FY 2024 supplier invoices.
21  Final regular mail integration.
21  P-Card transaction with a “posted date” in PaymentNet by today will interface in FY 2024.
22  Accounts Payable deadline for entering FY 2024 supplier invoices.
22  Department deadline for department-approved expense reports.
22  FY 2024 interim allocation run.
25  Gas cylinder closed for inventory.
27  Payroll expenses interface for the pay period ending June 23, 2024.
27  Final FY 2024 Gas Services cylinder rental interface.
28  Noon deadline for deposits and deposits related to spend authorizations to Cashiering Services for FY 2024.
28  Final FY 2024 P-Card interface to be posted tonight.
28  Travel Service Center deadline to process FY 2024 travel expense reports — fully approved by 5 p.m.
28  Procurement deadline for approving change orders on FY 2024 purchase orders.
28  Deadline for departments and FMS Support to close POs submitted through ServiceNow.
28  Department deadline for FY 2024 receipts — for goods and services received by June 30, 2024.
28  Deadline for business process approvals on supplier invoices and expense reports for FY 2024 expense posting — fully approved by 5 p.m.
28  Deadline for Internal Revenue Service providers to process FY 2024 internal services delivery documents — fully approved by 5 p.m.
28  Spend, or procurement-related activities switched to “close in progress.”
28  Final FY 2024 departmental AR interface.
28  All change orders in progress will be canceled.
28  Encumbrances and pre-encumbrances — spend authorizations — roll from FY 2024 to FY 2025 after the close of business.
29  FY 2024 interim allocation run.

FY 2024 documents must have an accounting date of June 2024 to be processed correctly.

July
1  Department deadline to request FY 2024 soft encumbrances.
1  FY 2024 interim allocation run.
2  Department deadline to request use tax reversals and corrections from Tax Services.
2  FY 2024 interim allocation run.
3  Payroll accrual for June 24–30 will be posted in FY 2024.
3  FY 2024 remaining payroll encumbrances to unencumber.
3  Approved FY 2024 soft encumbrance requests to be processed.
3  FY 2024 interim allocation run.
5  Departments will start using the Uncommitted General Operating Summary — Actuals/Soft Encumbrances report in Workday.
5  Final FY 2024 use tax postings and corrections.
5  Deadline for all FY 2024 payroll redistributions in PeopleSoft.
5  FY 2024 interim allocation run.
6  FY 2024 interim allocation run.
7  FY 2024 interim allocation run.
8  Noon department deadline for FY 2024 accounting journals and adjustments to central accounting.
8  FY 2024 interim allocation run.
9  FY 2024 interim allocation run.
10  FY 2024 interim allocation run.
11  Final day for the vice president’s offices to balance accounts.
11  FY 2024 interim allocation run.
12  Final FY 2024 Financial Services general operating balancing.
12  Final FY 2024 allocation run.
16  Fiscal 2024 year-end close.
The below conditions require a May 20 requisition deadline for expected FY 2024 processing:

- An alternate address was used for the requisition.
- When one or more of the following spend categories is on the requisition:
  - Abatement and decontamination services.
  - Abatement and decontamination services capital.
  - Acoustical and insulation services capital.
  - Ammunition.
  - Ammunition and handling systems.
  - Architects, engineers and design professionals — building capital.
  - Architects, engineers and design professionals — infrastructure capital.
  - Architects, engineers and design professionals — noncapital.
  - Arms and ammunition accessories.
  - Athletic and recreational facility construction services capital.
  - Building and construction machinery and equipment capital.
  - Building and facility renovations — noncapital.
  - Building and facility renovations capital.
  - Building construction capital.
  - Building site preparation services — noncapital.
  - Building site preparation services capital.
  - Case good, freestanding furniture and non-modular systems.
  - Charity organizations.
  - Concrete installation and repair services capital.
  - Construction retention — noncapital.
  - Cost of goods sold — CenturyLink.
  - Detention facility construction and repair services capital.
  - Employee moving expenses taxable.
  - Explosive materials.
  - Explosives control accessories and supplies.
  - Explosives control machinery and equipment capital.
  - Firearms.
  - Floor coverings.
  - Floor laying services capital.
  - Furniture capital.
  - Furniture, fixtures and equipment installation.
  - Highway and road construction services capital.
  - Honorarium, speaker, presenter fees and professional services.
  - Hotels, lodging and meeting facilities.
  - Housings, cabinets and casings.
  - Infrastructure — tunnels, utility delivery systems, roads, sidewalks, etc. — capital.
  - Infrastructure building, surfacing and paving services capital.
  - Interior finishing materials.
  - Interior finishing, furnishing and remodeling services capital.
  - Legal services.
  - Non-residential building construction services capital.
  - Painting and paper hanging services capital.
  - Permanent buildings and structures capital.
  - Plastering and drywall services capital.
  - Plumbing construction services capital.
  - Portable buildings and structures capital.
  - Postage.
  - Prefabricated buildings and structures capital.
  - Professional engineering services.
  - Residential building construction services capital.
  - Security and control equipment capital.
  - Service station equipment installation and maintenance services.
  - Software or hardware engineering services capital.
  - Speaker or presenter — reimbursed expense.
  - Speaker or presenter airfare.
  - Structural building products.
  - Structural components.
  - Structural materials.
  - Structural steel erection services capital.
  - Surveillance and detection machinery and equipment capital.
  - Surveillance, detection and security system software.
  - Telecommunications — CenturyLink.
  - Till, marble and mosaic services capital.
  - Wall covering construction services capital.
  - Window and door installation or erection services capital.
  - Window treatments.
- When the supplier has been categorized as having a conflict of interest.
- When the requisition has a "pay an invoice," "ARFQ," "JOC," or "SCP" 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.
- When the supplier on one or more requisition lines is Canon Solutions America Inc.
- When the requisition is being charged to a centrally managed project.