



## 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.
  - 13 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 PO's 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 Maintenance Supply closed for inventory.
  - 20 Final FY 2024 WebTMA interface.
  - 21 Department deadline to request transfers from the ASU Foundation to ASU.
  - 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.
  - 21 Accounts Payable deadline for entering FY 2024 supplier invoices.
  - 21 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 Service providers to process FY 2024 internal service 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.