



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 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.
- 19 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.
- 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 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.