

Advantage 2006 Fiscal Year End
DEADLINES and IMPORTANT DATES

- May 19 Computer Store FY06 Software License processing deadline
- 31 Deadline to submit FY06 Sponsored Account HRMS Expense Transfers to Office for Research and Sponsored Projects Administration (ORSPA)

- June 1 Users may begin processing FY07 PO and RX documents (7/1/06 date in Advantage)
- 2 Advantage May FY06 Month-end close
- 2 Computer Store FY06 Deadline for Apple/Dell and special orders
- 2 Deadline for Quick Turnaround forms for Design Print Services
- 2 Polytechnic Bookstore closed for inventory
- 5 Union Station closed for inventory
- 7 Petty Cash Rollover forms due in Student Business Services (ADM A107) or by fax at 965-4587 before 4:00 p.m.
- 8 Tempe Bookstore closed for inventory
- 9 Tempe Bookstore closed for inventory
- 9 Deadline for FY06 RXs
- 9 Deadline for Quick Turnaround forms for Copy Centers
- 9 Deadline for Non-sponsored HRMS Expense Transfers
- 9 Sponsored HRMS Expense Transfers DUE TO PAYROLL (FROM ORSPA)
- 12 West Bookstore closed for inventory
- 13 West Bookstore closed for inventory
- 15 Sparky Shop closed for inventory
- 15 Deadline for FY06 PO internal documents – this includes modifying existing FY06 POs
- 16 Deadline to submit orders to Lab Stores
- 16 Deadline to submit Service Request (time and material) to Office Machines
- 16 Deadline to submit FY06 Travel Authorizations (TEs)
- 16 Facilities Management closed for fiscal year end for financial processing
- 16 Maintenance Stores closed for inventory
- 19 Final FY06 Facilities Management interface run
- 19 Purchasing card transactions will be expensed in FY06 if processed by this date
- 20 Deadline for online stock requisitions (SR) for stock orders to ASU Stores
- 20 Lab Stores closed for inventory
- 21 Deadline for Staples orders using StaplesLink
- 21 Deadline for Semi-monthly PAFS
- 21 Lab Stores closed for inventory
- 21 Deadline to walk through stock orders at ASU Stores
- 22 Deadline for Bi-weekly PAFS
- 22 ASU Stores closed for inventory
- 23 Deadline for FY06 Bulk Mail to Mail Services
- 23 ASU Stores closed for inventory
- 23 Deadline for FY06 PDLVPOs
- 23 Final Lab Stores Cylinder Rental Interface
- 23 12:00 noon deadline to submit AR interface documents for guaranteed FY06 processing
- 26 Deadline for FY06 PC and SC creation and increases
- 27 Final FY06 Semi-monthly Payroll Expense Interface
- 28 Final FY06 Bi-weekly Payroll Expense Interface
- 28 Final FY06 Telephone Services Interface
- 28 Final FY06 Mail Services Interface
- 29 Computer Store Quick Turnaround form deadline
- 30 Final FY06 Payroll Encumbrance Reset
- 30 FY06 Quick Turnaround form deadline to Tempe, West and Polytechnic Bookstores, Union Station and Sparky Shop
- 30 Computer Store closed for inventory
- 30 Fleet Services closed for fiscal year end and physical inventory
- 30 IDC and ASC Interface for FY06
- 30 Deadline to process Manual Warrants for FY06 PVs
- 30 Deadline for Cashiering Services to process deposits (C1s) in fiscal 2006
- 30 Final FY06 A/R Interface
- 30 Demand Interim 1

Documents to be processed against FY06 must have 06/30/06 in the Date of Record and 12/06 in the Accounting Period fields.

- July 3 Interim report distribution begins
- 3 Users may begin submitting FY07 orders to ASU Stores
- 3 Users may do FY07 walk through orders at ASU Stores
- 3 Deadline for FY06 RC documents (for goods received by 6/30/06)
- 3 Deadline for FY06 PC, SC and PDLVPO Vendor Invoices
- 3 Deadline to submit FY06 Travel Claims to the Travel Office
- 3 Deadline to submit FY06 PVs and Petty Cash reimbursements to Accounts Payable
- 3 Travel Reimbursements begins entering FY07 TEs and TPs
- 5 Deadline for FY06 PC and SC modifications (decreases only)
- 6 Deadline for FY06 Service Department II billings
- 6 Final FY06 data entry by Payables and Reimbursements
- 6 PO disencumbrance in FY06
- 6 PC, SC, and PD document disencumbrance in FY06 and reencumbrance in FY07
- 6 Travel Document disencumbrance in FY06 and reencumbrance in FY07
- 6 IDC and ASC Interface FY06
- 7 PO reencumbrance in FY07
- 10 IDC and ASC Interface FY06
- 10 Deadline for FY06 A1, J1, IX, and TV documents
- 10 Service Departments begin billing FY07 IIs
- 11 Final Day for VP Offices to balance accounts
- 13 Final IDC and ASC Interface for FY06
- 14 FY06 Year-end Close**
- 17 Final ADVANTAGE FY06 report distribution begins

May 2006

FY 2006 Advantage Year End Deadlines and Important Dates

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FY 2006 Advantage Year End Deadlines and Important Dates

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<div style="display: flex; justify-content: space-around;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <caption>Jun 2006</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <caption>Aug 2006</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> </div>						S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1
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2	<p>Deadline for FY06 PC, SC and PDLVPO Vendor Invoices</p> <p>Deadline for FY06 RC documents (for goods received by 6/30/06)</p> <p>Deadline to submit FY06 PVs and Petty Cash Reimbursements to Accounts Payables</p> <p>Deadline to submit FY06 Travel Claims to the Travel Office</p> <p>Interim report distribution begins</p> <p>Travel reimbursements begins entering FY07 TEs and TPs</p>	4	5		<p>Deadline for FY06 Service Department II Billings</p> <p>Final FY06 data entry by Payables and Reimbursements</p> <p>IDC and ASC Interface FY06</p> <p>PC, SC and PD document disencumbrance in FY06 and reencumbrance in FY07</p> <p>PO disencumbrance in FY06</p> <p>Travel document disencumbrance in FY06 and reencumbrance in FY07</p>	7	<p>PO reencumbrance in FY07</p>	8																																																																																		
9	<p>Deadline for FY06 A1, J1, IX and TV documents</p> <p>IDC and ASC Interface FY06</p> <p>Service Departments begin billing FY07 IIs</p>	11	12		13	14	15																																																																																			
16	<p>Final ADVANTAGE FY06 report distribution begins</p>	18	19	20	21	22	23	24	25	26	27	28	29																																																																													
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