

Advantage 2007 Fiscal Year End
DEADLINES and IMPORTANT DATES


- May 15 Deadline to submit FY07 Sponsored Account HRMS Expense Transfers to Office for Research and Sponsored Projects Administration (ORSPA)
- 18 Computer Store FY07 Software License processing deadline
- June 1 Users may begin processing FY08 PO and RX documents (7/1/07 date in Advantage)
- 1 Polytechnic Bookstore closed for inventory
- 4 Advantage May FY07 Month-end close
- 4 Computer Store FY07 Deadline for Apple/Dell and special orders
- 4 Deadline for Quick Turnaround forms for Design Print Services
- 5 Downtown Phoenix Bookstore closed for inventory
- 6 Petty Cash Rollover forms (originals w/ signatures) due in Student Business Services before 4:00 p.m.
- 7 Tempe Bookstore closed for inventory
- 8 Tempe Bookstore closed for inventory
- 8 Deadline for FY07 RXs
- 8 Deadline for Quick Turnaround forms for Copy Centers
- 8 Deadline for Non-sponsored HRMS Expense Transfers
- 8 Sponsored HRMS Expense Transfers DUE TO PAYROLL (FROM ORSPA)
- 11 West Bookstore closed for inventory
- 14 Deadline for FY07 PO internal documents – this includes modifying existing FY07 POs
- 15 Deadline to submit non-stock orders to Lab Stores
- 15 Deadline to submit FY07 Travel Authorizations (TEs)
- 15 Facilities Management closed for fiscal year end for financial processing
- 15 Maintenance Stores closed for inventory
- 15 MU Union Station closed for inventory
- 18 Deadline for Bi-weekly PAFS: All transactions, including online HRMS entries & web time entry, for 6/17/07 pay period ending date, paid on 6/22/07, and 6/30/07 pay period ending date, paid on 6/29/07
- 18 Final FY07 Facilities Management interface run
- 18 Purchasing card transactions will be expensed in FY07 if processed by this date
- 19 Deadline for online stock requisitions (SR) for stock orders to ASU Stores
- 19 Sparky Shop closed for inventory
- 20 Final FY07 Bi-weekly Payroll Expense Interface
- 20 Deadline for Staples orders using StaplesLink
- 20 Deadline for Semi-monthly PAFS: All transactions, including online HRMS entries, for 6/30/07 pay period, paid on 6/29/07
- 20 Lab Stores closed for inventory
- 21 Deadline to walk through stock orders at ASU Stores
- 22 Final FY07 Payroll Encumbrance Reset
- 22 Final FY07 Semi-monthly Payroll Expense Interface
- 22 Deadline for FY07 Bulk Mail to Mail Services
- 22 ASU Stores closed for inventory
- 22 Deadline for FY07 PDLVPOs
- 22 Final Lab Stores Cylinder Rental Interface
- 22 Deadline for FY07 PC and SC creation and increases
- 26 12:00 noon deadline to submit AR documents for guaranteed FY07 processing
- 27 Final FY07 Telephone Services Interface
- 27 Final FY07 Mail Services Interface
- 28 Bookstore Quick Turnaround form deadline for Computer Store
- 29 FY07 Bookstore Quick Turnaround form deadline to Tempe, West, Polytechnic, and Phoenix Downtown campuses
- 29 Computer Store closed for inventory
- 29 IDC and ASC Interface for FY07
- 29 Deadline to process Manual Warrants for FY07 PVs
- 29 Deadline for Cashiering Services to process deposits and cash receipt documents in FY07
- 29 Final FY07 departmental A/R Interface

Documents to be processed against FY07 must have 06/30/07 in the Date of Record and 12/07 in the Accounting Period fields.

- July 2 Users may begin submitting FY08 orders to ASU Stores
- 2 Users may do FY08 walk through orders at ASU Stores
- 2 Deadline for FY07 RC documents (for goods received by 6/30/07)
- 2 Deadline to submit FY07 Travel Claims to the Travel Office
- 2 Travel Reimbursements begins entering FY08 TEs and TPs
- 2 Deadline to submit FY07 PVs and Petty Cash reimbursements to Accounts Payable
- 2 Deadline for FY07 PC, SC and PDLVPO Vendor Invoices
- 2 Deadline for FY07 Service Department II billings
- 3 Service Departments begin billing FY08 IIs
- 3 Demand Interim 1
- 3 Deadline for FY07 PC and SC modifications (decreases only)
- 3 Final FY07 data entry by Payables and Reimbursements
- 3 PO disencumbrance in FY07
- 3 PC, SC, and PD document disencumbrance in FY07 and reencumbrance in FY08
- 3 Travel Document disencumbrance in FY07 and reencumbrance in FY08
- 3 IDC and ASC Interface FY07
- 5 Interim report distribution begins
- 5 PO reencumbrance in FY08
- 5 Departments to start using USR4 to determine state account balance
- 6 IDC and ASC Interface FY07
- 6 Deadline for FY07 A1, J1, IX, and TV documents
- 11 Final Day for VP Offices to balance accounts
- 12 Final IDC and ASC Interface for FY07
- 13 FY07 Year-end Close**
- 16 Final ADVANTAGE FY07 report distribution begins

May 2007

FY 2007 Advantage Year End Deadlines and Important Dates

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