



## FY 2025 fiscal year-end deadlines and important dates

- May**
- 2 Service requests to Facilities Development and Management that are hoping to be charged in fiscal year 2025 must be submitted by today. There is no guarantee the expense will post in FY 2025.
  - 19 Department deadline to submit FY 2025 requisitions > \$25,000 or when one of the following conditions are met (A).
  - 28 Department deadline to submit FY 2025 requisitions < \$25,000.
- June**
- 7 FY 2025 interim allocation run.
  - 9 Department deadline to submit change orders on issued purchase orders.
  - 9 Department deadline to submit supplier invoices with a wire payment type to Accounts Payable wire.
  - 10 Payroll — encumbrances and expenses — post for the pay period ending June 8, 2025.
  - 13 Procurement deadline to approve FY 2025 requisitions.
  - 13 Deadline for bulk mail to Mail Services.
  - 14 FY 2025 interim allocation run.
  - 16 Deadline to submit requests in ServiceNow to close POs if the end-user does not have the Department Data Entry Specialist — Spend role.
  - 16 Department deadline is noon for guaranteed AR transaction processing.
  - 18 Department deadline to submit supplier invoices to Accounts Payable for processing in FY 2025.
  - 19 Deadline to submit FY 2025 grant worktag payroll redistributions in PeopleSoft and payroll accounting adjustments in Workday to the Office for Research and Sponsored Projects Administration.
  - 20 Final FY 2025 WebTMA interface.
  - 20 Department deadline to request transfers from the ASU Foundation to ASU – subject to change.
  - 20 Deadline to process AP manual warrants for FY 2025 supplier invoices.
  - 20 Final regular mail integration.
  - 20 Accounts Payable deadline for entering FY 2025 supplier invoices.
  - 20 Department deadline for department-approved expense reports.
  - 21 FY 2025 interim allocation run.
  - 23 Department deadline to submit FY 2025 travel expense reports to the Travel Service Center — fully approved by 5 p.m.
  - 23 Materials Management — paper and supplies closed for inventory.
  - 23 Maintenance Supply closed for inventory.
  - 23 Purchasing Card transactions are expected to integrate into Workday if swiped by today. All PCD transactions for FY 2025 must be completed by noon on July 7, 2025.
  - 24 Payroll expenses post for the pay period ending June 22, 2025.
  - 24 Payroll accrual for June 23–30 will be posted in FY 2025.
  - 24 FY 2025 remaining payroll encumbrances to unencumber.
  - 24–30 MRO stock rooms will be closed for inventory.
  - 26 Gas cylinder closed for inventory.
  - 26 Final FY 2025 Gas Services cylinder rental interface.
  - 27 Deadline to approve all FY 2025 payroll redistributions in PeopleSoft.
  - 30 Final FY 2025 P-Card interface to be posted tonight.
  - 30 Noon deadline for deposits and deposits related to spend authorizations to Cashiering Services for FY 2025.
  - 30 Travel Service Center deadline to process FY 2025 travel expense reports — fully approved by 5 p.m.
  - 30 Procurement deadline for approving change orders on FY 2025 purchase orders.
  - 30 Deadline for departments and FMS Support to close POs submitted through ServiceNow.
  - 30 Department deadline for FY 2025 receipts — for goods and services received by June 30, 2025.
  - 30 Deadline for business process approvals on supplier invoices and expense reports for FY 2025 expense posting — fully approved by 5 p.m.
  - 30 Deadline for Internal Service providers to process FY 2025 internal service delivery documents — fully approved by 5 p.m.
  - 30 Spend or procurement-related activities switched to “close in progress.”
  - 30 Final FY 2025 departmental AR interface.
  - 30 All change orders in progress will be canceled.
  - 30 Encumbrances and pre-encumbrances — spend authorizations — roll from FY 2025 to FY 2026 after the close of business.
  - 30 FY 2025 interim allocation run.

### FY 2025 documents must have an accounting date of June 2025 to be processed correctly.

- July**
- 1 Department deadline to request FY 2025 soft encumbrances.
  - 1 FY 2025 interim allocation run.
  - 2 Department deadline to request use tax reversals and corrections from Tax Services.
  - 2 FY 2025 interim allocation run.
  - 3 Approved FY 2025 soft encumbrance requests to be processed.
  - 3 FY 2025 interim allocation run.
  - 5 FY 2025 interim allocation run.
  - 6 FY 2025 interim allocation run.
  - 7 Departments will start using the Uncommitted General Operating Summary — Actuals/Soft Encumbrances report in Workday.
  - 7 Final FY 2025 use tax postings and corrections.
  - 7 FY 2025 interim allocation run.
  - 8 Noon department deadline to complete all FY 2025 PCD transactions.
  - 8 Noon department deadline for FY 2025 accounting journals, accounting adjustments and payroll adjustments to central accounting.
  - 8 FY 2025 interim allocation run.
  - 9 FY 2025 interim allocation run.
  - 10 FY 2025 interim allocation run.
  - 11 Final day for the vice president's offices to balance accounts.
  - 11 FY 2025 interim allocation run.

- 14 Final FY 2025 Financial Services general operating balancing.
- 14 Final FY 2025 interim allocation run.
- 15 Fiscal 2025 year-end close.

The below conditions require a May 19, 2025, requisition deadline for expected FY 2025 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.
  - 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.
  - Land preparation services – noncapital.
  - Land preparation 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.
  - Portable structure building components.
  - 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.