JUNE
2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 -Purchase Requisitions Due (4:00 PM)	13 -Payables RCTs due to Payment Services queue by 4:00 PM	14
15	16	17	18	19	20 -Payroll RCTs to be submitted to Research Finance's queue by 4:00 PM	21
22	23	24 -Submit and Approve Expense Reports, One Card Transactions & Cash Advance Recons (4:00 PM)	25	26 -Payroll RCTs due to payroll's queue (4:00 PM) -NPO Requisitions Due (4:00 PM) -Encumbrance removal deadline (4:00 PM)	27 -Payroll Accruals	28
29	30 -Payroll retro costing process run **Payables Close** **Student Accounts (PeopleSoft) Close**	1	2	3	4	5

JULY
2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 **-Payroll retro costing process run** **Payables Close** **Student Accounts (PeopleSoft) Close**	1 -Open July Period **Assets Close**	2	3 -1st A/P accrual entry due (4:00 PM)	4 HOLIDAY	5
6	7 -GAEL Load to PPM (PM)	8 **PPM Close** -Submit Accrual request for un-received invoices to AP A/R Transactions due (4:00 PM)	9 **Receivables Close (AM)**	10 -2nd A/P accrual entry due (4:00 PM) -VUMC June invoice to be sent	11 -GL transactions (4:00 PM) -Cash transactions (4:00 PM) **GAEL Close (Noon)** -"Day 3" Allocations run after GAEL closed	12
13	14 Reporting entries	15 **GL Close** **ICT Close** -Open 13th period on an as needed basis going forward	16 -ePBCS updated with FY25 actuals	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2