


JUNE 2025

CALENDAR MONTH	JUNE
CALENDAR YEAR	2025
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	8	9	10	11	12	13
				-Purchase Requisitions Due (4:00 PM)	-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	25	26	27
			-Submit and Approve Expense Reports, One Card Transactions & Cash Advance Recons (4:00 PM)	-Payroll RCTs due to payroll's queue (4:00 PM) -NPO Requisitions Due (4:00 PM) -Encumbrance removal deadline (4:00 PM)	-Payroll Accruals	28
	29	30	1	2	3	4
	-Payroll retro costing process run Payables Close Student Accounts (PeopleSoft) Close					5

JULY 2025

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1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29 -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