

# JUNE/JULY 2025 (FY25) Year End Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	9	10	11	12	13	14
15	16	17 Final Endowment Distribution	18	19	20 *Post biweekly payroll (PE 6/14, checks dated 6/20)	21
22	23	24	25	26 * Post June Recurring Journals	27 *Nightly feed of ALL Satellite and Subsystems  *Post student payroll (PE 6/21, checks dated 6/27)	28
29	30 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	1 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries *Post monthly payroll (PE 6/30, checks dated 7/1)	2 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	3 <b>1st Close</b> *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries *Post June Mass Allocation Journals *LAST DAY for FY2025 deposits of checks dated 6/30 or prior	4 <b>4th of July Holiday</b>  *Post biweekly payroll (PE 6/28, checks dated 7/4)	5
6	7 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	8 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	9 *Post Manual Journal Entries *LAST DAY to process SPUD Journal Entries *LAST FY25 nightly feed of Satellite and Subsystems *OGA Final Close for FY25	10 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon)	11 <b>2nd Close</b> *Fiscal Officers only able to upload manual journal entries until Noon  *Reverse June Mass Allocations Posted on 7/3 *Post final June Mass Allocations	12 <b>Open New Year FY2026 in GL</b>
13	14 *FY25 Open for Manual Journal Entries by Fiscal Officers Only  *Begin FY26 Nightly Posting of Satellite & Subsystem Feeds	15 *FY25 Open for Manual Journal Entries by Fiscal Officers Only	16 *FY25 Open for Manual Journal Entries by Fiscal Officers Only	17 *FY25 Open for Manual Journal Entries by Fiscal Officers Only	18 <b>FINAL FY 2025 CLOSE</b> *LAST DAY for FY25 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	19
20	21	22	23	24	25	26