



OFFICE OF THE COMPTROLLER

FISCAL YEAR 2025 CLOSING CALENDAR BY FUNCTIONAL GROUP*

PAYROLL			GENERAL		
Weekly Payroll for the Period Ending June 22nd, 2025			Thurs	Jul 10 th , 8 p.m.	Last day to process all ADJ-25 manual JEs directly to ADJ-25.
Mon	Jun 23 rd , 4 p.m.	Final FY25 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.	Thurs	Jul 10 th , 8 p.m.	Record all final Health System interfund transactions.
Wed	Jun 25 th , 12 p.m.	Final FY25 Weekly Payroll Cycle is complete. Any payments completed after will be processed in FY26.	Thurs	Jul 17 th , 5 p.m.	Final School/Center closing entries recorded by Senior Business Officer, cleared w/Budget Office, given to Comptroller's to post.
Monthly Payroll for the Period Ending June 30th, 2025			Thurs	Jul 17 th , 5 p.m.	Signed School/Center internal representation letter emailed to Comptroller's no earlier than July 10 th , but no later than July 17 th . (Hard copy <i>not</i> required.)
Sun	Jun 1 st	Final FY25 Monthly Payroll Cycle Begins.	BEN FINANCIALS CLOSINGS		
Tues	Jun 24 th , 4 p.m.	All payroll adjustments for current periods must be submitted.	Sat	Jun 7 th	Data Center Maintenance
Wed	Jun 25 th , 3 p.m.	Final FY25 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY26.	Sat	Jun 14 th	Load of FY26 Original Budget to BEN Financials/Warehouse
Merit Increase Program via Workday@Penn			Mon	Jun 30 th , 8 p.m.	BEN closed for JUN-25
Mon	May 12 th	Merit Increase Program via Workday opens.	Tues	Jul 1 st , 7 a.m. – 12 p.m.	FY25 Year End Processing
Fri	Jun 6 th	Merit Increase Program via Workday closes.	Fri	Jul 18 th , 8 p.m.	BEN closed for all ADJ-25 activity
ACCOUNTS PAYABLE			BEN ASSETS		
Fri	Jun 13 th , 5 p.m.	Final day to request Final Closing of POs in FY25.	Mon	Jun 13 th	Last day to enter FY25 asset retirements/reversals.
Fri	Jun 13 th , 5 p.m.	Purchase Order invoices to be processed in FY25.	Mon	Jun 13 th	Report any in-process equipment placed in service to Acct Ops.
Fri	Jun 13 th , 5 p.m.	Requests to correct and reverse receipts for FY25.	Thurs	Jun 26 th	Last day to submit FY25 funding certs to Treasurer's Office.
Fri	Jun 13 th , 5 p.m.	Foreign Currency Non-PO Payment Requests submission deadline to be processed in FY25.	Fri	Jun 27 th	Last day for FY25 Capital Project funding entries. No capital funding entries recorded in the ADJ period.
Mon	Jun 30 th , 3 p.m.	Fully Approved Non-PO payment requests to be recorded in FY25.	INVESTMENT SERVICES/GAA		
PURCHASING CARD			Fri	May 30 th	Last day to submit manual buys or liquidations of Investments to be processed in FY25.
Fri	Jun 13 th	Batches that were available for reallocation from June 7 th - June 13 th will be posted to JUN-25	Tues	Jul 1 st	Posting of final TIF income distribution.
Fri	Jun 20 th	Batches that were available for reallocation from June 14 th – June 20 th will be posted to JUN-25.	Mon	Jul 7 th	Last date to deliver FY25 gift and pledge documentation (must have Jun 30 or prior postmark) to GAA for recording in ADJ-25.
Fri	Jun 27 th	Batches that were available for reallocation from June 21 st – June 27 th will be posted to JUN-25.	Tues	Jul 8 th	Last day to clear operating gift funds with overdrafts.
Fri	Jul 4 th	Batches that were available for reallocation from June 28 th – July 4 th will be posted to ADJ-25.	Thurs	Jul 10 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Fri	Jul 11 th	Batches that were available for reallocation from July 5 th – July 11 th will be posted to JUL-25.	Fri	Jul 11 th	Final FY25 gift and pledge accruals posted to GL by GAA.
FEEDERS			Mon	Jul 14 th	Endowment income overhead and endowment income prorate posts back to JUN-25. No gift/endowment entries will be recorded after Jul 14th.
Mon	Jul 7 th	Last day to transmit ADJ-25 feeders for FY25 activity.	STUDENT FINANCIAL SERVICES		
CASH AND CHECK DEPOSITS			Mon	Jun 16 th	Pennant closes.
Mon	Jun 30 th , 3 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-25.	Tues	Jun 17 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.
PENNTM – TRAVEL AND EXPENSE MANAGEMENT			Mon	Jun 30 th	Last day for Grad Funding through BEN Financials for FY25 terms {credit to clearing account}
Fri	Jun 27 th , 5 p.m.	Last day for 'approved' Concur expense reports posted in FY25.			

*This document does not include all FY25 closing dates. For the comprehensive FY25 closing calendar, go to the [Closing Schedule and Procedures](#) on the DOF Website.