

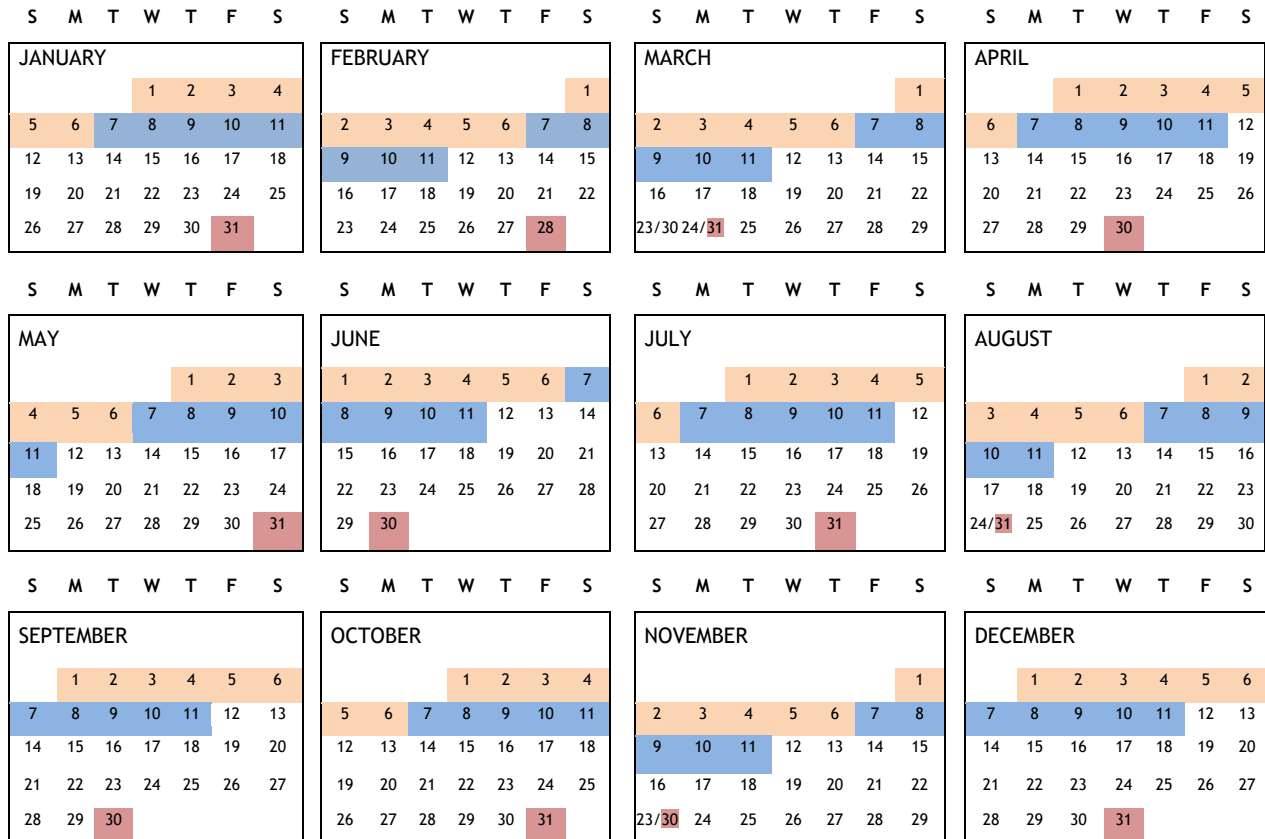
# Statement Cycle Calendar

Statement Review Period	6 days
Approval Period	5 days
Statement End Date	Last day of month

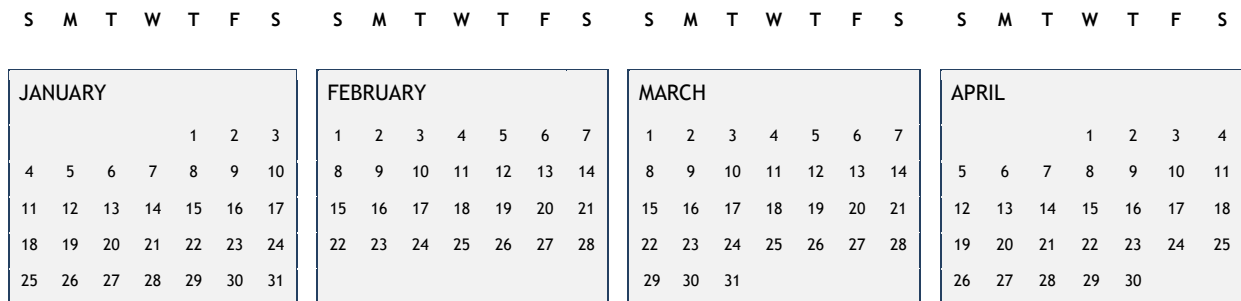
\*The highlighted periods are deadlines required for previous month's purchases to be reviewed in time to appear in PeopleSoft Budget Administration tool by the end of the following month.

Best Practice is to code and approve purchases as soon as they show up in WellsOne Expense Manager. You are no longer required to wait for the next period to begin your review of current transactions.

## 2025



## 2026



Questions? Contact [finance@pugetsound.edu](mailto:finance@pugetsound.edu)