

Statement Cycle Calendar

Cardholder / Delegate Review	Due 3 rd Business Day of Month
Approval Deadline	Due 5 th Business 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.

These are hard deadlines and will be strictly enforced.

Best Practice is to code and approve purchases as soon as they show up in WellsOne Expense Manager. You receive weekly email reminders. Please do not wait until the end of the month to begin your review of current transactions.

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SEPTEMBER 2026 <div> <div>12345</div> <div>6789101112</div> <div>13141516171819</div> <div>20212223242526</div> <div>27282930</div> </div>	OCTOBER 2026 <div> <div>123</div> <div>45678910</div> <div>11121314151617</div> <div>18192021222324</div> <div>25262728293031</div> </div>	NOVEMBER 2026 <div> <div>1234567</div> <div>891011121314</div> <div>15161718192021</div> <div>22232425262728</div> <div>2930</div> </div>	DECEMBER 2026 <div> <div>12345</div> <div>6789101112</div> <div>13141516171819</div> <div>20212223242526</div> <div>2728293031</div> </div>
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
JANUARY 2027 <div> <div>12</div> <div>3456789</div> <div>10111213141516</div> <div>17181920212223</div> <div>24/31252627282930</div> </div>	FEBRUARY 2027 <div> <div>123456</div> <div>78910111213</div> <div>14151617181920</div> <div>21222324252627</div> <div>28</div> </div>	MARCH 2027 <div> <div>123456</div> <div>78910111213</div> <div>14151617181920</div> <div>21222324252627</div> <div>28293031</div> </div>	APRIL 2027 <div> <div>123</div> <div>45678910</div> <div>11121314151617</div> <div>18192021222324</div> <div>252627282930</div> </div>
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
MAY 2027 <div> <div>1</div> <div>2345678</div> <div>9101112131415</div> <div>16171819202122</div> <div>23/3024/312526272829</div> </div>	JUNE 2027 <div> <div>12345</div> <div>6789101112</div> <div>13141516171819</div> <div>20212223242526</div> <div>27282930</div> </div>	JULY 2027 <div> <div>123</div> <div>45678910</div> <div>11121314151617</div> <div>18192021222324</div> <div>25262728293031</div> </div>	AUGUST 2027 <div> <div>1234567</div> <div>891011121314</div> <div>15161718192021</div> <div>22232425262728</div> <div>293031</div> </div>
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
SEPTEMBER 2027 <div> <div>1234</div> <div>567891011</div> <div>12131415161718</div> <div>19202122232425</div> <div>2627282930</div> </div>	OCTOBER 2027 <div> <div>12</div> <div>3456789</div> <div>10111213141516</div> <div>17181920212223</div> <div>24/31252627282930</div> </div>	NOVEMBER 2027 <div> <div>123456</div> <div>78910111213</div> <div>14151617181920</div> <div>21222324252627</div> <div>282930</div> </div>	DECEMBER 2027 <div> <div>1234</div> <div>567891011</div> <div>12131415161718</div> <div>19202122232425</div> <div>262728293031</div> </div>