

2024-2025 Accounts Payable - Check Run Calendar

WEST CONTRA COSTA USD

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY	
July 5,11,18,25	Batch Submit Deadline :12:00 PM
July 2,9,16,23,30	Accrual and Regular Check Run
July 30	Final AP Accrual Check Run
July 4	Holiday - Independence Day

AUGUST	
Aug 1,9	Batch Submit Deadline :12:00 PM
Aug 6,13	Accrual Direct Pay and Regular check Run
Aug 13	Final AP Accrual Direct Pay check Run
Aug 14-30	* Year-End Closing-No Entries Permitted

SEPTEMBER	
Sept 13,20,27	Batch Submit Deadline : 12:00 PM
Sept 10,17,24	Check Run
Sept 2-6	* Year-End Closing-No Entries Permitted
Sept 2	Holiday - Labour Day

OCTOBER	
Oct 4,11,18,25	Batch Submit Deadline : 12:00 PM
Oct 1,8,15,22,29	Check Run

NOVEMBER	
Nov 1,8,15,22	Batch Submit Deadline : 12:00 PM
Nov 5,13,19,26	Check Run
Nov 11,28-29	Holidays - Veterans' and Thanksgiving

DECEMBER	
Dec 6,13,20	Batch Submit Deadline : 12:00 PM
Dec10,17,31	Check Run
Dec 24-25	Holiday - Christmas Eve, Day

JANUARY	
Jan 3,10,17,24,31	Batch Submit Deadline :12:00 PM
Jan 7,14,22,28	Check Run
Jan 1,20	Holidays - New Year & Martin Luther King

FEBRUARY	
Feb 7,14,28	Batch Submit Deadline : 12:00 PM
Feb 4,11,25	Check Run
Feb 17-21	Holidays - Presidents' Week

MARCH	
Mar 7,14,21,28	Batch Submit Deadline : 12:00 PM
Mar 4,11,18,25	Check Run

APRIL	
Apr 4,11,18,25	Batch Submit Deadline : 12:00 PM
Apr 1,9,15,22,29	Check Run
Apr 7	Holiday - Easter Obsrvance

MAY	
May 2,9,16,23,30	Batch Submit Deadline : 12:00 PM
May 6,13,20,28	Check Run
May 26	Holiday - Memorial Day

JUNE	
Jun 6,13,20,27	Batch Submit Deadline : 12:00 PM
Jun 3,10,17,24	Check Run
Jun 16	Holiday - Juneteenth

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Legend	
	Holiday
	AP Batch Submit Deadline
	AP Accrual / Regular Check Run
	Hard Cap Invoice Import
	Hard Cap EFT / Check Run
	Payroll EFT / Vendor Check Run

Notes	
* Important : August 14 2024 - September 6 2024	
No entries permitted due to District Final	
Fiscal Year - End Closing	

AP Accrual Check Run for 2023-2024 -
Effective Date & Due Date : 06/30/24
Accrual Check Run Name :
AC070224 AC073024
AC070924 AC080624 (AC for Direct Pay)
AC071624 AC081324 (AC for Direct Pay)
AC072324