



Finance Closing Schedule For the Year Ending June 30, 2025

Date	Event	For assistance contact:
Thursday, June 12 th	Deadline to submit purchase requisitions (4:00 PM)	PurchasingServices@vanderbilt.edu
Friday, June 13 th	Deadline to submit Payables RCTs to Payment Services (4:00 PM)-means the RCT has already made it through all other approvals	PaymentServices@vanderbilt.edu
Friday, June 20 th	Deadline to submit Salary RCTs to Research Finance (4:00 PM)-means the RCT has already made it through all other approvals	ResearchFinance@vanderbilt.edu
Tuesday, June 24 th	Deadline to submit <u>and</u> approve expense reports, One Card transactions & Cash Advance Recons (4:00 PM)	Sarah Lidstone
Thursday, June 26 th	Deadline to submit Salary RCTs to Payroll (4:00 PM)-means the RCT has already made it through all other approvals	Courtney Vogelpohl
Thursday, June 26 th	Deadline to submit non-purchase order requisitions (4:00 PM)	PurchasingServices@vanderbilt.edu
Thursday, June 26 th	Deadline to submit encumbrance removal requests (4:00 PM)	PurchasingServices@vanderbilt.edu
Monday, June 30 th	PAYABLES SUBLEDGER CLOSE	Roger Herndon
Tuesday, July 1 st	ASSETS SUBLEDGER CLOSE	Maragret Germano
Tuesday, July 8 th	PROJECTS (PPM) SUBLEDGER CLOSE	Jana Blick
Tuesday, July 8 th	Deadline to submit all AR transactions (4:00 PM)	gar@vanderbilt.edu
Tuesday, July 8 th	Deadline to submit accrual request for un-received invoices to AP (4:00 PM)	Roger Herndon
Wednesday, July 9 th	RECEIVABLES SUBLEDGER CLOSE (AM)	Margaret Germano
Friday, July 11 th	GAEL CLOSE (NOON)	Gena Coble
Friday, July 11 th	Deadline to submit general ledger journal entries (4:00 PM) Deadline to submit and approve all ICT transactions (4:00 PM)	Margaret Germano
Friday, July 11 th	Deadlines to submit cash transactions (4:00 PM)	treasuryoracle@vanderbilt.edu
Monday, July 14 th	Central Finance Reporting Entries	Katie Christman
Tuesday, July 15 th	GENERAL LEDGER CLOSE INTERCOMPANY SUBLEDGER CLOSE	Margaret Germano
Wednesday, July 16 th	ePBCS updated with FY25 actuals	Kirk Stonecipher