



Finance Closing Schedule For the Year Ending June 30, 2026

Date	Event	For assistance contact:
Thursday, June 11 th	Deadline to submit purchase requisitions (4:00 PM)	PurchasingServices@vanderbilt.edu
Friday, June 12 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 19 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 23 rd	Deadline to submit <u>and</u> approve expense reports, One Card transactions & Cash Advance Recons (4:00 PM)	Sarah Lidstone
Thursday, June 25 th	Deadline to submit Salary RCTs to Payroll (4:00 PM)-means the RCT has already made it through all other approvals	Ben Morse
Thursday, June 25 th	Deadline to submit non-purchase order requisitions (4:00 PM)	PurchasingServices@vanderbilt.edu
Thursday, June 25 th	Deadline to submit encumbrance removal requests (4:00 PM)	PurchasingServices@vanderbilt.edu
Tuesday, June 30 th	PAYABLES SUBLEDGER CLOSE	Roger Herndon
Wednesday, July 1 st	ASSETS SUBLEDGER CLOSE	Maragret Germano
Wednesday, July 8 th	PROJECTS (PPM) SUBLEDGER CLOSE	Jana Blick
Wednesday, July 8 th	Deadline to submit all AR transactions (4:00 PM)	gar@vanderbilt.edu
Wednesday, July 8 th	Deadline to submit accrual request for un-received invoices to AP (4:00 PM)	Roger Herndon
Thursday, July 9 th	RECEIVABLES SUBLEDGER CLOSE (AM)	Margaret Germano
Monday, July 13 th	GAEL CLOSE (NOON)	Gena Coble
Monday, July 13 th	Deadline to submit general ledger journal entries (4:00 PM) Deadline to submit and approve all ICT transactions (4:00 PM)	Margaret Germano
Monday, July 13 th	Deadlines to submit cash transactions (4:00 PM)	treasuryoracle@vanderbilt.edu
Tuesday, July 14 th	Central Finance Reporting Entries	Ben Goodwin
Wednesday, July 15 th	GENERAL LEDGER CLOSE INTERCOMPANY SUBLEDGER CLOSE	Margaret Germano
Thursday, July 16 th	ePBCS updated with FY26 actuals	Kirk Stonecipher