



## Finance Closing Schedule For the Year Ending June 30, 2025

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