



## Finance Closing Schedule For the Period Ended June 30, 2017



### DEPARTMENTAL FIRST CLOSE

	Event	For assistance- Contact
Friday, June 16 (3:00 PM)	Deadline to submit purchase requisitions	Purchasing 2-2911
Monday, June 26 (5:00 PM)	Deadline to submit <u>and</u> ERA approval of Concur expense reports	Tiffany Gregory 2-1055
Friday, June 30 (2:00 PM)	Deadline to request payment cancellation (void check) for Accounts Payable and Check Requests	<a href="mailto:dspayments@vanderbilt.edu">dspayments@vanderbilt.edu</a>
Friday, June 30 (4:30 PM)	Deadline to submit encumbrance removal requests	<a href="mailto:Encumbrance_Removal@list.vanderbilt.edu">Encumbrance_Removal@list.vanderbilt.edu</a>
Friday, June 30 (1:00 PM)	Deadline to submit cash deposits for cash received PRIOR to July 1, 2017	Christopher Cook 2-4097
Friday, June 30 (5:00 PM)	Deadline to review, reallocate, and approve PCard transactions with a <u>post date</u> of 5/26/17-6/26/17	Sarah Lidstone 3-6697
Thursday, July 6 (5:00 PM)	Deadline for check requests/FY17 invoices to be <b>received in</b> Disbursement Services. (If using Campus Mail, please take delivery time into consideration.)	Tiffany Gregory 2-1055
Thursday, July 6	<b>ALL INTERFACES CLOSE</b> (except A/P, Check Requests, and ePAC entries)	Kristy Stone 5-5806
Monday, July 10 (Noon)	Deadline to submit inter-departmental purchases and journal entries	Rita Majors 2-1805
Monday, July 10	<b>** FIRST SYSTEM CLOSE **</b> <b>(Users off GL system by 10:00 pm)</b>	Kristy Stone 5-5806
Tuesday, July 11	First close reports, summary data and transactions available in eDog	<a href="mailto:finance@vanderbilt.edu">finance@vanderbilt.edu</a>

### DEPARTMENTAL FINAL CLOSE

Thursday, July 13 (5:00 PM)	Deadline for submitting manual accrual requests (must be greater than \$10,000)	Emma (DeKalb) Nichols 2-5341
Monday, July 17 (5:00 PM)	Deadline to submit journal entries	Rita Majors 2-1805
Monday, July 17 (9:00 PM)	<b>** DEPARTMENT FINAL CLOSE **</b> <b>(Users off GL system by 9:00 pm)</b>	Kristy Stone 5-5806
Tuesday, July 18	Second close reports, summary data and transactions available in eDog	<a href="mailto:finance@vanderbilt.edu">finance@vanderbilt.edu</a>

### CENTRAL ACCOUNTING OFFICES FINAL CLOSE

Thursday, July 20 (9:00 PM)	<b>** FINAL SYSTEM CLOSE **</b> <b>(Users off GL system by 9:00 pm)</b>	Kristy Stone 5-5806
Saturday, July 22	Final close reports, summary data and transactions available in eDog	<a href="mailto:finance@vanderbilt.edu">finance@vanderbilt.edu</a>