



Finance Closing Schedule For the Period Ended June 30, 2018



4:00 PM Cutoff unless otherwise noted

	Event	For assistance-Contact
Friday, June 15 th	Deadline to submit purchase requisitions	Purchasing 2-2911
Tuesday, June 26 th	Deadline to submit <u>and</u> approve expense reports	Sarah Lidstone 3-6697
Tuesday, June 26 th	Deadline to review and approve OneCard transactions	Sarah Lidstone 3-6697
Friday, June 29 th	Deadline to request payment cancellation (void check) for Accounts Payable and Check Requests	dspayments@vanderbilt.edu
Friday, June 29 th	Deadline to submit encumbrance removal requests	Encumbrance_Removal@list.vanderbilt.edu
Friday, June 29 th	Deadline to submit cash deposits for cash received PRIOR to July 1, 2017	Christopher Cook 2-4097
Saturday, June 30 th	PAYABLES SUBLEDGER CLOSE	Emma Nichols 2-5341
Friday, July 6 th	Deadline to submit VUMC SLA billings	gar@vanderbilt.edu
Friday, July 6 th	ASSETS SUBLEDGER CLOSE INTERCOMPANY SUBLEDGER CLOSE (transactions must be submitted and approved)	Kristy Stone 5-5806
Monday, July 9 th	PROJECTS SUBLEDGER CLOSE	Kristy Stone 5-5806
Tuesday, July 10 th	RECEIVABLES SUBLEDGER CLOSE	gar@vanderbilt.edu
Wednesday, July 11 th	Deadline to submit general ledger journal entries	
Wednesday, July 11 th	Deadlines to submit cash transactions (5:00 PM)	treasuryoracle@vanderbilt.edu
Thursday, July 12 th Friday, July 13 th	Central Finance Reporting Entries	Lindsey Osborne 5-5640
Monday, July 16 th	GENERAL LEDGER CLOSE	Jana Blick 2-7936