



## Finance Closing Schedule For the Period Ending June 30, 2022



	Event	For assistance contact:
Wednesday, June 15 <sup>th</sup>	Deadline to submit purchase requisitions (4:00 PM)	<a href="mailto:PurchasingServices@vanderbilt.edu">PurchasingServices@vanderbilt.edu</a>
Friday, June 17 <sup>th</sup>	Deadline to submit cost transfer requests to AP (4:00 PM)	<a href="mailto:PurchasingServices@vanderbilt.edu">PurchasingServices@vanderbilt.edu</a>
Monday, June 27 <sup>th</sup>	Deadline to submit <u>and</u> approve expense reports, One Card transactions & Cash Advance Recons (4:00 PM)	Sarah Lidstone
Wednesday, June 29 <sup>th</sup>	Deadline to submit non-purchase order requisitions (4:00 PM)	<a href="mailto:PurchasingServices@vanderbilt.edu">PurchasingServices@vanderbilt.edu</a>
Wednesday, June 29 <sup>th</sup>	Deadline to submit encumbrance removal requests (4:00 PM)	<a href="mailto:PurchasingServices@vanderbilt.edu">PurchasingServices@vanderbilt.edu</a>
Thursday, June 30 <sup>th</sup>	<b>PAYABLES SUBLEDGER CLOSE</b>	Roger Herndon
Friday, July 1 <sup>st</sup>	<b>ASSETS SUBLEDGER CLOSE</b>	Kristy Stone
Thursday, July 7 <sup>th</sup>	<b>PROJECTS SUBLEDGER CLOSE</b>	Jana Blick
Thursday, July 7 <sup>th</sup>	Deadline to submit all AR transactions (4:00 PM)	Kristy Stone
Friday, July 8 <sup>th</sup>	Deadline to submit accrual request for un-received invoices to AP (4:00 PM)	Roger Herndon
Friday, July 8 <sup>th</sup>	<b>RECEIVABLES SUBLEDGER CLOSE (AM)</b>	<a href="mailto:gar@vanderbilt.edu">gar@vanderbilt.edu</a>
Monday, July 11 <sup>th</sup>	<b>Gael Close (NOON)</b>	Gena Coble
Monday, 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)	Kristy Stone
Monday, July 11 <sup>th</sup>	Deadlines to submit cash transactions (4:00 PM)	<a href="mailto:treasuryoracle@vanderbilt.edu">treasuryoracle@vanderbilt.edu</a>
Tuesday, July 12 <sup>th</sup> Wednesday, July 13 <sup>th</sup>	Central Finance Reporting Entries	Katie Janeway
Thursday, July 14 <sup>th</sup>	<b>GENERAL LEDGER CLOSE INTERCOMPANY SUBLEDGER CLOSE</b>	Kristy Stone
Friday, July 15 <sup>th</sup>	ePBCS updated with FY22 actuals	Kirk Stonecipher
Monday, July 18 <sup>th</sup>	Roll Encumbrances	Roger Herndon