



**Office of Financial Affairs  
Year-End Closing Schedule  
For the Year Ended June 30, 2008**



**DEPARTMENTAL FIRST CLOSE**

Date	Event	For assistance-Contact
Tuesday, June 17 (3:00 PM)	Deadline to submit purchase requisitions and small purchase orders	Procurement 2-2911
Friday, June 27 (3:00 PM)	1 <sup>st</sup> PCard step - Deadline to review, redistribute and approve PCard transactions with a <u>post date</u> of 5/28/08-6/25/08 (bank statement cutoff, midnight, June 25 <sup>th</sup> )	Deborah Jamerson 2-4985
Monday, 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>
Tuesday, July 1 (2:00 PM)	Deadline to submit cash deposits for cash received PRIOR to July 1, 2008	Patsy Hudson 2-4097
Thursday, July 3 (3:00 PM)	2 <sup>nd</sup> PCard step - Deadline to review, redistribute and approve PCard transactions posted from 6/26/08-7/2/08 with a transaction date PRIOR to July 1, 2008	Deborah Jamerson 2-4985
Thursday, July 3, (4:30 PM)	Deadline for current year invoices to be <b>received in</b> Disbursement Services. (If using Campus Mail, please take delivery time into consideration.)	Keith Cribbs 3-2579
Thursday, July 3, (4:30 PM)	Deadline for requests for University demand check payments to be <b>received in</b> Disbursements Services. (If using Campus Mail, please take delivery time into consideration.)	Sarah Lidstone 3-6697
Monday, July 7	<b>ALL INTERFACES CLOSE</b> (except Medical Demand and ePAC entries)	Matthew McGlasson 3-6650
Tuesday, July 8 (Noon)	Deadline to submit 1180's and journal entries	Matthew McGlasson 3-6650
Tuesday, July 8	<b>** FIRST SYSTEM CLOSE **</b> <b>(Users off GL system by 9:00 pm)</b>	Matthew McGlasson 3-6650
Wednesday, July 9	First close reports, summary data and transactions available in eDog	<a href="mailto:ofa@vanderbilt.edu">ofa@vanderbilt.edu</a>

**DEPARTMENTAL FINAL CLOSE**

Monday, July 14 (12:00 Noon)	Deadline for submitting manual accrual requests (must be greater than \$10,000)	Keith Cribbs 3-2579
Saturday, July 19 (5:00 PM)	Deadline to submit journal entries	Matthew McGlasson 3-6650
Saturday, July 19 (6:00 PM)	<b>** DEPARTMENT FINAL CLOSE **</b> <b>(Users off GL system by 6:00 pm)</b>	Matthew McGlasson 3-6650
Sunday, July 20	Second close reports, summary data and transactions available in eDog	<a href="mailto:ofa@vanderbilt.edu">ofa@vanderbilt.edu</a>

**CENTRAL ACCOUNTING OFFICES FINAL CLOSE**

Wednesday, July 23 (9:00 PM)	<b>** FINAL SYSTEM CLOSE **</b> <b>(Users off GL system by 9:00 pm)</b>	Matthew McGlasson 3-6650
Friday, July 25	Final close reports, summary data and transactions available in eDog	<a href="mailto:ofa@vanderbilt.edu">ofa@vanderbilt.edu</a>