THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

To: Managers and Oracle G/L Users

From: Cassandra West, Director
University Accounting Operations

Date: January 3, 2025

Subject: Monthly Closing Schedule (January 2025)

Attached you will find a schedule for the month of January 2025 that outlines key dates for closing the Oracle Financial System.

Because Oracle is such a powerful and flexible system, it is important that the monthly closing process be completed in a controlled and orderly manner. For this reason, we are providing you with a calendar that summarizes some of the key events and the order in which they must be completed.

Those persons who have ownership of Non-Oracle Subsystems (ex. Telecomm, Printing & Graphics, Postage, Bio-Med and Facilities) are required to submit their data file to the Comptroller's Office/Oracle by close of business on the due date per the attached schedule. Your cut-off date is the last date to process transactions in your system.

If you have any questions, you may e-mail me at cwest@gwu.edu or contact me at extension 3-4054

The George Washington University Monthly Closing Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Facilities 1st Half Cut-off	16 Facilities 1st Half Posting	17	18
19	20 MLK Holiday	21	22	23	24	25
26	27	28 Telecomm Cut-off Printing & Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2nd Half Cut-off Telecomm 3rd Party Cut-off	29 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2nd Half Posting Telecomm 3rd Party Posting	30	**31** **J/E Cut-off**	

Jan 2025

The George Washington University
Comptroller's Office
January 2025 Monthly Closing Schedule

General Ledger	**Time**	**Closing Dates**
Departmental Journal Entry and Approval Cut-off	-	01-31-25
Feb Unprocessed Manual Departmental J/E's will be rejected		**02-03-25**
Please delete journals and re-key into new period.		

Accounts Payable

Stipend authorization form due **(See calendar on A/P website)**

Payroll

(See calendar on Payroll website)

Cash Receipts/Credit Cards

Cash Deposit Daily	4:30pm	01-31-25
Credit Card Receipt Daily	4:30pm	01-31-25
Student Account Cash Receipt Daily	4:30pm	01-31-25

Oracle Systems Closings		
Accounts Payable	-	02-03-25
Open Period (A/P Feb)	6:00pm	01-31-25
Purchasing	-	02-03-25
Open Period (Purchasing Feb)	6:00pm	01-31-25
Grants		02-03-25
Accounts Receivable		02-03-25
General Ledger	-	02-06-25
Open Period (G/L Feb)	6:00pm	01-31-25

Non-Oracle Subsystems data files due to Comptroller's Office/Oracle

GW Student Banner – Jan 31st		02-03-25
Telecommunications Posting	5:00pm	01-29-25
Printing & Graphics Posting	5:00pm	01-29-25
Postage Posting	5:00pm	01-29-25
Bio-Med Posting	5:00pm	01-29-25
Facilities 1st Half Posting	5:00pm	01-16-25
Facilities 2nd Half Posting	5:00pm	01-29-25

Non-Oracle Subsystem Cut-off dates for processing transactions for the month

Telecommunications	5:00pm	01-28-25
Printing & Graphics	5:00pm	01-28-25
Postage	5:00pm	01-28-25
Bio-Med	5:00pm	01-28-25
Facilities 1st Half	5:00pm	01-15-25
Facilities 2nd Half	5:00pm	01-28-25

There is a one-day lag time for posting GW Student. The last day of the month posting will be done manually, which will occur on the 1st business day of the following month.

PLEASE NOTE THAT AP/NBPRCSS DATE PARAMETER MUST BE CHANGED AFTER THE CLOSING OF THE GRANTS AND A/R MODULES.