To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
Financial Accounting Operations

Date: December 8, 2016

Subject: Monthly Closing Schedule (Dec 2016)

Attached you will find a schedule for the month of December 2016 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
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<thead>
<tr>
<th>Sunday</th>
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<td></td>
<td>20 Info provided to Treasury on proposed draws for plant project to be funded from debt</td>
<td>21</td>
<td>22 Treasury provide info to Accountant on draw</td>
<td>23 Christmas Break</td>
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<tr>
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<td></td>
<td>29 J/E Cut-off</td>
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<td>31</td>
</tr>
</tbody>
</table>

Dec 2016
## General Ledger

<table>
<thead>
<tr>
<th>Departmental Journal Entry and Approval Cut-off</th>
<th>Time</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec Unprocessed Manual Departmental J/E’s will be rejected</td>
<td>-</td>
<td>01-03-17</td>
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<tr>
<td>Please delete journals and re-key into new period.</td>
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</tbody>
</table>

## Accounts Payable

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

## Payroll

- Payroll BW 24: 12-02-16
- Payroll BW 25: 12-16-16
- Payroll BW 26: 12-29-16
- Payroll Monthly: 12-29-16

## Cashier Offices

- Cash Receipt-University: 4:30pm 12-29-16
- Credit Card Receipt: 4:30pm 12-29-16
- Student Account Cash Receipt: 4:30pm 12-29-16
- **CLOSE AND FINALIZE ALL CASHIERING**
- **SESSIONS BY CLOSE OF BUSINESS**

## Oracle Systems Closings

- Accounts Payable: 01-03-17
- Open Period (A/P Jan): 5:00p 12-29-16
- Purchasing: 01-03-17
- Open Period (Purchasing Jan): 5:00pm 12-29-16
- Grants: 01-03-17
- Accounts Receivable: 01-03-17
- General Ledger: 01-06-17
- Open Period (G/L Jan): 5:00pm 12-29-16
Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle

GW Student Banner – Dec 30th 01-03-17
Telecommunications Posting 5:00pm 12-28-16
Printing & Graphics Posting 5:00pm 12-28-16
Postage Posting 5:00pm 12-28-16
Bio-Med Posting 5:00pm 12-28-16
Facilities 1st Half Posting 5:00pm 12-16-16
Facilities 2nd Half Posting 5:00pm 12-28-16

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

Telecommunications 5:00pm 12-27-16
Printing & Graphics 5:00pm 12-27-16
Postage 5:00pm 12-27-16
Bio-Med 5:00pm 12-27-16
Facilities 1st Half 5:00pm 12-15-16
Facilities 2nd Half 5:00pm 12-27-16

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.