To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
Financial Accounting Operations

Date: June 6, 2017

Subject: Monthly Closing Schedule (June 2017)

Attached you will find a schedule for the month of June 2017 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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- **Jun 2017**

- **Monday, June 5th:**
  - Info provided to Treasury on proposed draws for plant project to be funded from debt
  - Treasury provide info to Accountant on draw

- **Wednesday, June 7th:**
  - Telecom Cut-off
  - Printing & Graphic Cut-off
  - Postage Cut-off
  - Bio-Med Cut-off
  - Facilities 2nd Half Cut-off
  - Telecom 3rd Party Cut-off
  - Telecom Posting
  - Printing & Graphic Posting
  - Postage Posting
  - Bio-Med Posting
  - Facilities 2nd Half Posting
  - Telecom 3rd Party Posting

- **Thursday, June 8th:**
  - Draws to be recorded by Senior Accountant in G/L
## General Ledger

| Departmental Journal Entry and Approval Cut-off | - | 06-30-17 |

**Jun Unprocessed Manual Departmental J/E’s will be rejected**

Please delete journals and re-key into new period.

### Accounts Payable

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

### Payroll

- **Payroll BW 11**
  - 06-02-17
- **Payroll BW 12**
  - 06-16-17
- **Payroll BW 13**
  - 06-30-17
- **Payroll Monthly**
  - 06-30-17

### Cashier Offices

- **Cash Receipt-University**
  - 4:30pm
  - 06-30-17
- **Credit Card Receipt**
  - 4:30pm
  - 06-30-17
- **Student Account Cash Receipt**
  - 4:30pm
  - 06-30-17

**CLOSE AND FINALIZE ALL CASHIERING SESSIONS BY CLOSE OF BUSINESS**

### Oracle Systems Closings

- **Accounts Payable**
  - -
  - 07-03-17
- **Open Period (A/P Jul)**
  - 5:00p
  - 06-30-17
- **Purchasing**
  - -
  - 07-03-17
- **Open Period (Purchasing Jul)**
  - 5:00pm
  - 06-30-17
- **Grants**
  - 07-03-17
- **Accounts Receivable**
  - 07-03-17
- **General Ledger**
  - -
  - 07-07-17
- **Open Period (G/L Jul)**
  - 5:00pm
  - 06-30-17
Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle

GW Student Banner – Jun 30th 07-03-17
Telecommunications Posting 5:00pm 06-28-17
Printing & Graphics Posting 5:00pm 06-28-17
Postage Posting 5:00pm 06-28-17
Bio-Med Posting 5:00pm 06-28-17
Facilities 1st Half Posting 5:00pm 06-16-17
Facilities 2nd Half Posting 5:00pm 06-28-17

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

Telecommunications 5:00pm 06-27-17
Printing & Graphics 5:00pm 06-27-17
Postage 5:00pm 06-27-17
Bio-Med 5:00pm 06-27-17
Facilities 1st Half 5:00pm 06-15-17
Facilities 2nd Half 5:00pm 06-27-17

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.