To: Managers and Oracle G/L Users
From: Cassandra West, Assistant Director
       Financial Accounting Operations
Date: November 7, 2016
Subject: Monthly Closing Schedule (Nov 2016)

Attached you will find a schedule for the month of November 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
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tr>
<td>13</td>
<td>14</td>
<td>15 Facilities 1st Half Cut-off</td>
<td>16 Facilities 1st Half Posting</td>
<td>17</td>
<td>18</td>
<td>19</td>
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<tr>
<td>20</td>
<td>21</td>
<td>22 Treasury provide info to Accountant on draw</td>
<td>23 Telecom Cut-off Printing &amp; Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2nd Half Cut-off Telecom 3rd Party Cut-off</td>
<td>24 Thanksgiving Holiday</td>
<td>25 Thanksgiving Holiday</td>
<td>26</td>
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<tr>
<td>27</td>
<td>28</td>
<td>29 30 J/E Cut-off</td>
<td>30 J/E Cut-off</td>
<td>31</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

Nov 2016

Info provided to Treasury on proposed draws for plant project to be funded from debt

Draws to be recorded by Senior Accountant in G/L
The George Washington University  
Comptroller’s Office  
November 2016 Monthly Closing Schedule

<table>
<thead>
<tr>
<th>General Ledger</th>
<th>Time</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Journal Entry and Approval Cut-off</td>
<td>-</td>
<td>11-30-16</td>
</tr>
<tr>
<td>Nov Unprocessed Manual Departmental J/E’s will be rejected</td>
<td></td>
<td>12-02-16</td>
</tr>
<tr>
<td>Please delete journals and re-key into new period.</td>
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<td></td>
</tr>
</tbody>
</table>

**Accounts Payable**

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

**Payroll**

- Payroll BW 21: 11-04-16
- Payroll BW 22: 11-18-16
- Payroll Monthly: 11-30-16

**Cashier Offices**

- Cash Receipt-University: 4:30pm 11-30-16
- Credit Card Receipt: 4:30pm 11-30-16
- Student Account Cash Receipt: 4:30pm 11-30-16

**CLOSE AND FINALIZE ALL CASHIERING**

**SESSIONS BY CLOSE OF BUSINESS**

**Oracle Systems Closings**

- Accounts Payable: 12-01-16
- Open Period (A/P Dec): 5:00p 11-30-16
- Purchasing: 12-01-16
- Open Period (Purchasing Dec): 5:00pm 11-30-16
- Grants: 12-01-16
- Accounts Receivable: 12-01-16
- General Ledger: 12-06-16
- Open Period (G/L Dec): 5:00pm 11-30-16
Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle

GW Student Banner – Nov 30th
Telecommunications Posting 5:00pm 11-28-16
Printing & Graphics Posting 5:00pm 11-28-16
Postage Posting 5:00pm 11-28-16
Bio-Med Posting 5:00pm 11-28-16
Facilities 1st Half Posting 5:00pm 11-16-16
Facilities 2nd Half Posting 5:00pm 11-28-16

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

Telecommunications 5:00pm 11-23-16
Printing & Graphics 5:00pm 11-23-16
Postage 5:00pm 11-23-16
Bio-Med 5:00pm 11-23-16
Facilities 1st Half 5:00pm 11-15-16
Facilities 2nd Half 5:00pm 11-23-16

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.