Attached you will find a schedule for the month of April 2019 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>
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<td></td>
<td>Facilities 1st Half Cut-off</td>
<td>Facilities 1st Half Posting</td>
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</tr>
<tr>
<td></td>
<td>Info provided to Treasury on proposed draws for plant project to be funded from debt</td>
<td></td>
<td>Treasury provide info to Accountant on draw</td>
<td>Telecomm Cut-off Printing &amp; Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2nd Half Cut-off Telecomm 3rd Party Cut-off</td>
<td>Telecomm Posting Printing &amp; Graphic Posting Postage Posting Bio-Med Posting Facilities 2nd Half Posting Telecomm 3rd Party Posting</td>
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<td>30</td>
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<tr>
<td></td>
<td>J/E Cut-off</td>
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<td>Draws to be recorded by Senior Accountant in G/L</td>
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</tr>
</tbody>
</table>

**Apr 2019**
The George Washington University  
Comptroller’s Office  
April 2019 Monthly Closing Schedule

<table>
<thead>
<tr>
<th>General Ledger</th>
<th>Time</th>
<th>Closing Dates</th>
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</thead>
<tbody>
<tr>
<td>Departmental Journal Entry and Approval Cut-off</td>
<td>-</td>
<td>04-30-19</td>
</tr>
<tr>
<td>Apr Unprocessed Manual Departmental J/E’s will be rejected</td>
<td></td>
<td>05-01-19</td>
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<tr>
<td>Please delete journals and re-key into new period.</td>
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</tr>
</tbody>
</table>

**Accounts Payable**

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

**Cashier Offices**

- Cash Receipt-University: 4:30pm 04-30-19
- Credit Card Receipt: 4:30pm 04-30-19
- Student Account Cash Receipt: 4:30pm 04-30-19
- **CLOSE AND FINALIZE ALL CASHIERING**
- SESSIONS BY CLOSE OF BUSINESS

**Oracle Systems Closings**

- Accounts Payable: - 05-01-19
- Open Period (A/P May): 5:00pm 04-30-19
- Purchasing: - 05-01-19
- Open Period (Purchasing May): 5:00pm 04-30-19
- Grants: 05-01-19
- Accounts Receivable: 05-01-19
- General Ledger: - 05-06-19
- Open Period (G/L May): 5:00pm 04-30-19
Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle

GW Student Banner – Apr 30th 05-01-19
Telecommunications Posting 5:00pm 04-26-19
Printing & Graphics Posting 5:00pm 04-26-19
Postage Posting 5:00pm 04-26-19
Bio-Med Posting 5:00pm 04-26-19
Facilities 1st Half Posting 5:00pm 04-16-19
Facilities 2nd Half Posting 5:00pm 04-26-19

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

Telecommunications 5:00pm 04-25-19
Printing & Graphics 5:00pm 04-25-19
Postage 5:00pm 04-25-19
Bio-Med 5:00pm 04-25-19
Facilities 1st Half 5:00pm 04-15-19
Facilities 2nd Half 5:00pm 04-25-19

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.