

To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
Financial Accounting Operations

Date: August 7, 2017

Subject: Monthly Closing Schedule (August 2017)

Attached you will find a schedule for the month of August 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

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 1 st Half Cut-off	16 Facilities 1 st Half Posting	17	18	19
20	21 Info provided to Treasury on proposed draws for plant project to be funded from debt	22	23	24	25 Treasury provide info to Accountant on draw	26
27	28 Telecomm Cut-off Printing & Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2 nd Half Cut-off Telecomm 3 rd Party Cut-off	29 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 nd Half Posting Telecomm 3 rd Party Posting	30	31 J/E Cut-off Draws to be recorded by Senior Accountant in G/L		

Aug 2017

**The George Washington University
Comptroller's Office
August 2017 Monthly Closing Schedule**

<u>General Ledger</u>	<u>Time</u>	<u>Closing Dates</u>
Departmental Journal Entry and Approval Cut-off	-	08-31-17
Aug Unprocessed Manual Departmental J/E's will be rejected		09-01-17
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)

Cashier Offices

Cash Receipt-University	4:30pm	08-31-17
Credit Card Receipt	4:30pm	08-31-17
Student Account Cash Receipt	4:30pm	08-31-17
CLOSE AND FINALIZE ALL CASHIERING	-	08-31-17
SESSIONS BY CLOSE OF BUSINESS		

Oracle Systems Closings

Accounts Payable	-	09-01-17
Open Period (A/P Sept)	5:00p	08-31-17
Purchasing	-	09-01-17
Open Period (Purchasing Sept)	5:00pm	08-31-17
Grants		09-01-17
Accounts Receivable		09-01-17
General Ledger	-	09-07-17
Open Period (G/L Sept)	5:00pm	08-31-17

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

GW Student Banner – Aug 31 st		09-01-17
Telecommunications Posting	5:00pm	08-29-17
Printing & Graphics Posting	5:00pm	08-29-17
Postage Posting	5:00pm	08-29-17
Bio-Med Posting	5:00pm	08-29-17
Facilities 1 st Half Posting	5:00pm	08-16-17
Facilities 2 nd Half Posting	5:00pm	08-29-17

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

Telecommunications	5:00pm	08-28-17
Printing & Graphics	5:00pm	08-28-17
Postage	5:00pm	08-28-17
Bio-Med	5:00pm	08-28-17
Facilities 1 st Half	5:00pm	08-15-17
Facilities 2 nd Half	5:00pm	08-28-17

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.