

To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
Financial Accounting Operations

Date: December 6, 2018

Subject: Monthly Closing Schedule (December 2018)

Attached you will find a schedule for the month of December 2018 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
2	3	4	5	6	7	8
9	10	11	12	13	14 Facilities 1 st Half Cut-off	15
16	17 Facilities 1 st Half Posting	18 Treasury provide info to Accountant on draw	19 Info provided to Treasury on proposed draws for plant project to be funded from debt	20 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	21 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 nd Half Posting Telecomm 3 rd Party Posting J/E Cut-off Draws to be recorded by Senior Accountant in G/L	22
23	24 Winter Holiday Break	25 Winter Holiday Break	26 Winter Holiday Break	27 Winter Holiday Break	28 Winter Holiday Break	29
30	31 Winter Holiday Break					

Dec 2018

**The George Washington University
Comptroller's Office
December 2018 Monthly Closing Schedule**

<u>General Ledger</u>	<u>Time</u>	<u>Closing Dates</u>
Departmental Journal Entry and Approval Cut-off	-	12-21-18
Dec Unprocessed Manual Departmental J/E's will be rejected		01-02-19
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	12-21-18
Credit Card Receipt	4:30pm	12-21-18
Student Account Cash Receipt	4:30pm	12-21-18
CLOSE AND FINALIZE ALL CASHIERING	-	12-21-18
SESSIONS BY CLOSE OF BUSINESS		

Oracle Systems Closings

Accounts Payable	-	01-02-19
Open Period (A/P Jan)	5:00p	12-21-18
Purchasing	-	01-02-19
Open Period (Purchasing Jan)	5:00pm	12-21-18
Grants		01-02-19
Accounts Receivable		01-02-19
General Ledger	-	01-07-19
Open Period (G/L Jan)	5:00pm	12-21-18

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

GW Student Banner – Dec 31 st		01-02-19
Telecommunications Posting	5:00pm	12-21-18
Printing & Graphics Posting	5:00pm	12-21-18
Postage Posting	5:00pm	12-21-18
Bio-Med Posting	5:00pm	12-21-18
Facilities 1 st Half Posting	5:00pm	12-17-18
Facilities 2 nd Half Posting	5:00pm	12-21-18

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

Telecommunications	5:00pm	12-20-18
Printing & Graphics	5:00pm	12-20-18
Postage	5:00pm	12-20-18
Bio-Med	5:00pm	12-20-18
Facilities 1 st Half	5:00pm	12-14-18
Facilities 2 nd Half	5:00pm	12-20-18

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.