To:    Managers and Oracle G/L Users

From:    Cassandra West, Assistant Director
         Financial Accounting Operations

Date:  February 6, 2020

Subject:  Monthly Closing Schedule (February 2020)

Attached you will find a schedule for the month of February 2020 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Facilities 1st Half Cutoff</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Facilities 1st Half Posting</td>
<td>Info provided to Treasury on proposed draws for plant project to be funded from debt</td>
<td></td>
<td></td>
<td>Treasury provide info to Accountant on draw</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telecomm Cut-off</td>
<td>Telecomm Posting</td>
<td>J/E Cut-off</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printing &amp; Graphic Cut-off</td>
<td>Printing &amp; Graphic Posting</td>
<td>Draws to be recorded by Senior Accountant in G/L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Postage Cut-off</td>
<td>Postage Posting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bio-Med Cut-off</td>
<td>Bio-Med Posting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Facilities 2nd Half Cut-off</td>
<td>Facilities 2nd Half Posting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telecom 3rd Party Cut-off</td>
<td>Telecom 3rd Party Posting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Feb 2020
The George Washington University  
Comptroller’s Office  
February 2020 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>02-28-20</td>
</tr>
<tr>
<td>Feb Unprocessed Manual Departmental J/E’s will be rejected</td>
<td></td>
<td>03-02-20</td>
</tr>
<tr>
<td>Please delete journals and re-key into new period.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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  02-28-20  
Credit Card Receipt     4:30pm  02-28-20  
Student Account Cash Receipt  4:30pm  02-28-20  
CLOSE AND FINALIZE ALL CASHIERING  -  02-28-20  
SESSIONS BY CLOSE OF BUSINESS

**Oracle Systems Closings**

Accounts Payable  -  03-02-20  
Open Period (A/P Mar)  6:00pm  02-28-20  
Purchasing  -  03-02-20  
Open Period (Purchasing Mar)  6:00pm  02-28-20  
Grants  03-02-20  
Accounts Receivable  03-02-20  
General Ledger  -  03-05-20  
Open Period (G/L Mar)  6:00pm  02-28-20  

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

GW Student Banner – Feb 28th                      03-02-20
Telecommunications Posting      5:00pm 02-26-20
Printing & Graphics Posting      5:00pm 02-26-20
Postage Posting                  5:00pm 02-26-20
Bio-Med Posting                  5:00pm 02-26-20
Facilities 1st Half Posting      5:00pm 02-18-20
Facilities 2nd Half Posting      5:00pm 02-26-20

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

Telecommunications      5:00pm 02-25-20
Printing & Graphics      5:00pm 02-25-20
Postage                  5:00pm 02-25-20
Bio-Med                  5:00pm 02-25-20
Facilities 1st Half      5:00pm 02-14-20
Facilities 2nd Half      5:00pm 02-25-20

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.