To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
      Financial Accounting Operations

Date: May 3, 2018

Subject: Monthly Closing Schedule (May 2018)

Attached you will find a schedule for the month of May 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
<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>
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<td>1</td>
<td>2</td>
<td>3</td>
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<td>26</td>
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<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31 J/E Cut-off</td>
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</tr>
</tbody>
</table>

**May 2018**

- **Monday, May 1**: Facilities 1st Half Cut-off
- **Tuesday, May 2**: Facilities 1st Half Posting
- **Wednesday, May 3**: Treasury provide info to Accountant on draw
- **Thursday, May 4**: Treasury Cut-off
- **Friday, May 5**:
- **Saturday, May 6**:

**Monday, May 7**:
- **Monday, May 8**:
- **Tuesday, May 9**:
- **Wednesday, May 10**:
- **Thursday, May 11**:
- **Friday, May 12**:
- **Saturday, May 13**:

**Monday, May 14**:
- **Thursday, May 17**:
- **Friday, May 18**:
- **Saturday, May 19**:

**Monday, May 21**:
- **Tuesday, May 22**:
- **Wednesday, May 23**:
- **Thursday, May 24**:
- **Friday, May 25**:
- **Saturday, May 26**:

**Monday, May 28**:
- **Tuesday, May 29**:
- **Wednesday, May 30**:
- **Thursday, May 31**:

**Wednesday, May 30**:
- **Thursday, May 31**:

**Friday, May 25**:
- **Saturday, May 26**:

**Sunday, May 27**:
- **Monday, May 28**:
- **Tuesday, May 29**:
- **Wednesday, May 30**:
- **Thursday, May 31**:

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**Notes:**
- Treasury provide info to Accountant on draw.
- Treasury Cut-off includes:
  - Printing & Graphic Cut-off
  - Postage Cut-off
  - Bio-Med Cut-off
  - Facilities 2nd Half Cut-off
  - Telecomm 3rd Party Cut-off

**Monday, May 21**: Info provided to Treasury on proposed draws for plant project to be funded from debt.

**Monday, May 28**: Memorial Holiday

**Monday, May 29**:
- Telecomm Posting
- Printing & Graphic Posting
- Postage Posting
- Bio-Med Posting
- Facilities 2nd Half Posting
- Telecomm 3rd Party Posting

**Monday, May 30**:
- J/E Cut-off
- Draws to be recorded by Senior Accountant in G/L

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The George Washington University
Comptroller’s Office
May 2018 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>05-31-18</td>
</tr>
<tr>
<td>May Unprocessed Manual Departmental J/E’s will be rejected</td>
<td>06-01-17</td>
<td></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)

**Cashier Offices**

<table>
<thead>
<tr>
<th>Cashier Offices</th>
<th>Time</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipt-University</td>
<td>4:30pm</td>
<td>05-31-18</td>
</tr>
<tr>
<td>Credit Card Receipt</td>
<td>4:30pm</td>
<td>05-31-18</td>
</tr>
<tr>
<td>Student Account Cash Receipt</td>
<td>4:30pm</td>
<td>05-31-18</td>
</tr>
<tr>
<td><strong>CLOSE AND FINALIZE ALL CASHIERING SESSIONS BY CLOSE OF BUSINESS</strong></td>
<td>-</td>
<td>05-31-18</td>
</tr>
</tbody>
</table>

**Oracle Systems Closings**

<table>
<thead>
<tr>
<th>Oracle Systems Closings</th>
<th>Time</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>-</td>
<td>06-01-18</td>
</tr>
<tr>
<td>Open Period (A/P Jun)</td>
<td>5:00pm</td>
<td>05-31-18</td>
</tr>
<tr>
<td>Purchasing</td>
<td>-</td>
<td>06-01-18</td>
</tr>
<tr>
<td>Open Period (Purchasing Jun)</td>
<td>5:00pm</td>
<td>05-31-18</td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td>06-01-18</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td>06-01-18</td>
</tr>
<tr>
<td>General Ledger</td>
<td>-</td>
<td>06-06-18</td>
</tr>
<tr>
<td>Open Period (G/L Jun)</td>
<td>5:00pm</td>
<td>05-31-18</td>
</tr>
</tbody>
</table>
Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle

GW Student Banner – May 31st       06-01-18
Telecommunications Posting         5:00pm  05-29-18
Printing & Graphics Posting        5:00pm  05-29-18
Postage Posting                    5:00pm  05-29-18
Bio-Med Posting                    5:00pm  05-29-18
Facilities 1st Half Posting        5:00pm  05-16-18
Facilities 2nd Half Posting        5:00pm  05-29-18

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Close Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications</td>
<td>5:00pm</td>
<td>05-25-18</td>
</tr>
<tr>
<td>Printing &amp; Graphics</td>
<td>5:00pm</td>
<td>05-25-18</td>
</tr>
<tr>
<td>Postage</td>
<td>5:00pm</td>
<td>05-25-18</td>
</tr>
<tr>
<td>Bio-Med</td>
<td>5:00pm</td>
<td>05-25-18</td>
</tr>
<tr>
<td>Facilities 1st Half</td>
<td>5:00pm</td>
<td>05-15-18</td>
</tr>
<tr>
<td>Facilities 2nd Half</td>
<td>5:00pm</td>
<td>05-25-18</td>
</tr>
</tbody>
</table>

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.