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**THE GEORGE  
WASHINGTON  
UNIVERSITY**

WASHINGTON, DC

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](mailto: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 <sup>st</sup> Half Cut-off	16 Facilities 1 <sup>st</sup> 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 Treasury provide info to Accountant on draw	25 Telecomm Cut-off Printing & Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2 <sup>nd</sup> Half Cut-off Telecomm 3 <sup>rd</sup> Party Cut-off	26
27	28 <b>Memorial Holiday</b>	29 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 <sup>nd</sup> Half Posting Telecomm 3 <sup>rd</sup> Party Posting	30	31 <b>J/E Cut-off</b>  Draws to be recorded by Senior Accountant in G/L		

**May 2018**

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

<u>General Ledger</u>	<u>Time</u>	<u>Closing Dates</u>
Departmental Journal Entry and Approval Cut-off	-	05-31-18
<b>May Unprocessed Manual Departmental J/E's will be rejected Please delete journals and re-key into new period.</b>		<b>06-01-17</b>

**Accounts Payable**

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

**Cashier Offices**

Cash Receipt-University	4:30pm	05-31-18
Credit Card Receipt	4:30pm	05-31-18
Student Account Cash Receipt	4:30pm	05-31-18
<b>CLOSE AND FINALIZE ALL CASHIERING SESSIONS BY CLOSE OF BUSINESS</b>	-	05-31-18

**Oracle Systems Closings**

Accounts Payable	-	06-01-18
Open Period (A/P Jun)	5:00pm	05-31-18
Purchasing	-	06-01-18
Open Period (Purchasing Jun)	5:00pm	05-31-18
Grants		06-01-18
Accounts Receivable		06-01-18
General Ledger	-	06-06-18
Open Period (G/L Jun)	5:00pm	05-31-18

**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 1 <sup>st</sup> Half Posting	5:00pm	05-16-18
Facilities 2 <sup>nd</sup> Half Posting	5:00pm	05-29-18

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

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Telecommunications	5:00pm	05-25-18
Printing & Graphics	5:00pm	05-25-18
Postage	5:00pm	05-25-18
Bio-Med	5:00pm	05-25-18
Facilities 1 <sup>st</sup> Half	5:00pm	05-15-18
Facilities 2 <sup>nd</sup> Half	5:00pm	05-25-18

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 1<sup>st</sup> 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.