

To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director  
Financial Accounting Operations

Date: November 6, 2018

Subject: Monthly Closing Schedule (November 2018)

Attached you will find a schedule for the month of November 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 Info provided to Treasury on proposed draws for plant project to be funded from debt	20	21 Treasury provide info to Accountant on draw	22 <b>Thanksgiving Holiday</b>	23 <b>Thanksgiving Holiday</b>	24
25	26	27 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	28 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 <sup>nd</sup> Half Posting Telecomm 3 <sup>rd</sup> Party Posting	29	30 <b>J/E Cut-off</b>  Draws to be recorded by Senior Accountant in G/L	

**Nov 2018**

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

<u>General Ledger</u>	<u>Time</u>	<u>Closing Dates</u>
Departmental Journal Entry and Approval Cut-off	-	11-30-18
<b>Nov Unprocessed Manual Departmental J/E's will be rejected</b>		<b>12-03-18</b>
<b>Please delete journals and re-key into new period.</b>		

**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	11-30-18
Credit Card Receipt	4:30pm	11-30-18
Student Account Cash Receipt	4:30pm	11-30-18
<b>CLOSE AND FINALIZE ALL CASHIERING</b>	-	11-30-18
<b>SESSIONS BY CLOSE OF BUSINESS</b>		

**Oracle Systems Closings**

Accounts Payable	-	12-03-18
Open Period (A/P Dec)	5:00p	11-30-18
Purchasing	-	12-03-18
Open Period (Purchasing Dec)	5:00pm	11-30-18
Grants		12-03-18
Accounts Receivable		12-03-18
General Ledger	-	12-06-18
Open Period (G/L Dec)	5:00pm	11-30-18

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

GW Student Banner – Nov 30 <sup>th</sup>		12-03-18
Telecommunications Posting	5:00pm	11-28-18
Printing & Graphics Posting	5:00pm	11-28-18
Postage Posting	5:00pm	11-28-18
Bio-Med Posting	5:00pm	11-28-18
Facilities 1 <sup>st</sup> Half Posting	5:00pm	11-16-18
Facilities 2 <sup>nd</sup> Half Posting	5:00pm	11-28-18

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

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Telecommunications	5:00pm	11-27-18
Printing & Graphics	5:00pm	11-27-18
Postage	5:00pm	11-27-18
Bio-Med	5:00pm	11-27-18
Facilities 1 <sup>st</sup> Half	5:00pm	11-15-18
Facilities 2 <sup>nd</sup> Half	5:00pm	11-27-18

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.