To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
Financial Accounting Operations

Date: August 10, 2020

Subject: Monthly Closing Schedule (Aug 2020)

Attached you will find a schedule for the month of August 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>
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<td></td>
<td>Facilities 1st Half Cut-off</td>
<td>Facilities 1st Half Posting</td>
<td>Telecomm Cut-off</td>
<td>Info provided to Treasury on proposed draws for plant project to be funded from debt</td>
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**August 2020**
General Ledger

Departmental Journal Entry and Approval Cut-off  -  08-31-20
Aug Unprocessed Manual Departmental J/E’s will be rejected  09-01-20
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  08-31-20
Credit Card Receipt  4:30pm  08-31-20
Student Account Cash Receipt  4:30pm  08-31-20
CLOSE AND FINALIZE ALL CASHIERING   -  08-31-20
SESSIONS BY CLOSE OF BUSINESS

Oracle Systems Closings

Accounts Payable  -  09-01-20
Open Period (A/P Sep)  5:00pm  08-31-20
Purchasing  -  09-01-20
Open Period (Purchasing Sep)  5:00pm  08-31-20
Grants  09-01-20
Accounts Receivable  -  09-01-20
General Ledger  -  09-04-20
Open Period (G/L Sep)  5:00pm  08-31-20
**Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle**

GW Student Banner – Aug 31<sup>st</sup>  
Telecommunications Posting  5:00pm  08-27-20  
Printing & Graphics Posting  5:00pm  08-27-20  
Postage Posting  5:00pm  08-27-20  
Bio-Med Posting  5:00pm  08-27-20  
Facilities 1<sup>st</sup> Half Posting  5:00pm  08-18-20  
Facilities 2<sup>nd</sup> Half Posting  5:00pm  08-27-20

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
<th>Date</th>
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<tbody>
<tr>
<td>Telecommunications</td>
<td>5:00pm</td>
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<tr>
<td>Printing &amp; Graphics</td>
<td>5:00pm</td>
<td>08-26-20</td>
</tr>
<tr>
<td>Postage</td>
<td>5:00pm</td>
<td>08-26-20</td>
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<tr>
<td>Bio-Med</td>
<td>5:00pm</td>
<td>08-26-20</td>
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<tr>
<td>Facilities 1&lt;sup&gt;st&lt;/sup&gt; Half</td>
<td>5:00pm</td>
<td>08-17-20</td>
</tr>
<tr>
<td>Facilities 2&lt;sup&gt;nd&lt;/sup&gt; Half</td>
<td>5:00pm</td>
<td>08-26-20</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 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.