To: Managers and Oracle G/L Users

From: Cassandra West, Director
University Accounting Operations

Date: August 6, 2021

Subject: Monthly Closing Schedule (Aug 2021)

Attached you will find a schedule for the month of August 2021 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
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<thead>
<tr>
<th>Sunday</th>
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August 2021
The George Washington University  
Comptroller’s Office  
August 2021 Monthly Closing Schedule

<table>
<thead>
<tr>
<th>General Ledger</th>
<th>Time</th>
<th>Closing Dates</th>
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<tbody>
<tr>
<td>Departmental Journal Entry and Approval Cut-off</td>
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<td>08-31-21</td>
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<td><strong>Aug Unprocessed Manual Departmental J/E’s will be rejected</strong></td>
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<td><strong>09-01-21</strong></td>
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<td>Please delete journals and re-key into new period.</td>
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**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 08-31-21  
Credit Card Receipt                           4:30pm 08-31-21  
Student Account Cash Receipt                   4:30pm 08-31-21  
**CLOSE AND FINALIZE ALL CASHIERING**         - 08-31-21  
SESSIONS BY CLOSE OF BUSINESS

**Oracle Systems Closings**

Accounts Payable                              -  09-01-21  
Open Period (A/P Sep)                         5:00p 08-31-21  
Purchasing                                    -  09-01-21  
Open Period (Purchasing Sep)                  5:00pm 08-31-21  
Grants                                        09-01-21  
Accounts Receivable                           09-01-21  
General Ledger                                -  09-06-21  
Open Period (G/L Sep)                         5:00pm 08-31-21
Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle

GW Student Banner – Aug 31\textsuperscript{st} 09-01-21
Telecommunications Posting 5:00pm 08-27-21
Printing & Graphics Posting 5:00pm 08-27-21
Postage Posting 5:00pm 08-27-21
Bio-Med Posting 5:00pm 08-27-21
Facilities 1\textsuperscript{st} Half Posting 5:00pm 08-17-21
Facilities 2\textsuperscript{nd} Half Posting 5:00pm 08-27-21

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

Telecommunications 5:00pm 08-26-21
Printing & Graphics 5:00pm 08-26-21
Postage 5:00pm 08-26-21
Bio-Med 5:00pm 08-26-21
Facilities 1\textsuperscript{st} Half 5:00pm 08-16-21
Facilities 2\textsuperscript{nd} Half 5:00pm 08-26-21

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\textsuperscript{st} 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.