To: Managers and Oracle G/L Users

From: Cassandra West, Assistant Director
      Financial Accounting Operations

Date: December 7, 2020

Subject: Monthly Closing Schedule (December 2020)

Attached you will find a schedule for the month of December 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>13</td>
<td>14</td>
<td>15 Facilities 1st Half Cut-off</td>
<td>16 Facilities 1st Half Posting</td>
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<td>19</td>
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<tr>
<td>20</td>
<td>21</td>
<td>22 Telecomm Posting Printing &amp; Graphic Posting Postage Posting</td>
<td>23 J/E Cut-off Draws to be recorded by Senior Accountants</td>
<td>24</td>
<td>25</td>
<td>26</td>
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<td>27</td>
<td>28</td>
<td>29 Holiday Break</td>
<td>30 Holiday Break</td>
<td>31 Holiday Break</td>
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Dec 2020
The George Washington University  
Comptroller’s Office  
December 2020 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>12-23-20</td>
</tr>
<tr>
<td>Dec Unprocessed Manual Departmental J/E’s will be rejected</td>
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<td>01-04-21</td>
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<tr>
<td>Please delete journals and re-key into new period.</td>
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</table>

**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 | 12-23-20 |
Credit Card Receipt | 4:30pm | 12-23-20 |
Student Account Cash Receipt | 4:30pm | 12-23-20 |
CLOSE AND FINALIZE ALL CASHIERING SESSIONS BY CLOSE OF BUSINESS | - | 12-23-20 |

**Oracle Systems Closings**

Accounts Payable | - | 01-04-21 |
Open Period (A/P Jan) | 5:00p | 12-23-20 |
Purchasing | - | 01-04-21 |
Open Period (Purchasing Jan) | 5:00pm | 12-23-20 |
Grants | | 01-04-21 |
Accounts Receivable | | 01-04-21 |
General Ledger | - | 01-07-21 |
Open Period (G/L Jan) | 5:00pm | 12-23-20 |
**Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle**

GW Student Banner – Dec 31st  
Telecommunications Posting  5:00pm 12-22-20  
Printing & Graphics Posting  5:00pm 12-22-20  
Postage Posting  5:00pm 12-22-20  
Bio-Med Posting  5:00pm 12-22-20  
Facilities 1st Half Posting  5:00pm 12-16-20  
Facilities 2nd Half Posting  5:00pm 12-22-20

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

Telecommunications  5:00pm 12-21-20  
Printing & Graphics  5:00pm 12-21-20  
Postage  5:00pm 12-21-20  
Bio-Med  5:00pm 12-21-20  
Facilities 1st Half  5:00pm 12-15-20  
Facilities 2nd Half  5:00pm 12-21-20

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.**