

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](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 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	22 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 <sup>nd</sup> Half Posting Telecomm 3 <sup>rd</sup> Party Posting	23 <b>J/E Cut-off</b>  <b>Draws to be recorded by Senior Accountants</b>	24  <b>Holiday Break</b>	25  <b>Holiday Break</b>	26
27	28 <b>Holiday Break</b>	29 <b>Holiday Break</b>	30 <b>Holiday Break</b>	31 <b>Holiday Break</b>		

**Dec 2020**

**The George Washington University  
Comptroller's Office  
December 2020 Monthly Closing Schedule**

<u>General Ledger</u>	<u>Time</u>	<u>Closing Dates</u>
Departmental Journal Entry and Approval Cut-off	-	12-23-20
<b>Dec Unprocessed Manual Departmental J/E's will be rejected</b>		<b>01-04-21</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	12-23-20
Credit Card Receipt	4:30pm	12-23-20
Student Account Cash Receipt	4:30pm	12-23-20
<b>CLOSE AND FINALIZE ALL CASHIERING</b>	-	12-23-20
<b>SESSIONS BY CLOSE OF BUSINESS</b>		

**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 31 <sup>st</sup>		01-04-21
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 1 <sup>st</sup> Half Posting	5:00pm	12-16-20
Facilities 2 <sup>nd</sup> Half Posting	5:00pm	12-22-20

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

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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 1 <sup>st</sup> Half	5:00pm	12-15-20
Facilities 2 <sup>nd</sup> 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 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.