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**THE GEORGE  
WASHINGTON  
UNIVERSITY**

WASHINGTON, DC

To: Managers and Oracle G/L Users

From: Cassandra West, Director  
University Accounting Operations

Date: March 18, 2022

Subject: Monthly Closing Schedule (March 2022)

Attached you will find a schedule for the month of March 2022 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<br>Facilities 1 <sup>st</sup> Half<br>Cut-off  | 16<br>Facilities 1 <sup>st</sup> Half Posting | 17  | 18     | 19       |
| 20     | 21  | 22  | 23  | 24  | 25     | 26       |
| 27     | 28<br>Telecomm Cut-off<br>Printing & Graphic Cut-off<br>Postage Cut-off<br>Bio-Med Cut-off<br>Facilities 2 <sup>nd</sup> Half Cut-off<br>Telecomm 3 <sup>rd</sup> Party Cut-off | 29<br>Telecomm Posting<br>Printing & Graphic Posting<br>Postage Posting<br>Bio-Med Posting<br>Facilities 2 <sup>nd</sup> Half Posting<br>Telecomm 3 <sup>rd</sup> Party Posting | 30  | 31<br><b>J/E Cut-off</b><br><br>Draws to be recorded by<br>Senior Accountant in G/L |        |          |

**Mar 2022**

**The George Washington University  
Comptroller's Office  
March 2022 Monthly Closing Schedule**

| <u>General Ledger</u>  | <u>Time</u> | <u>Closing Dates</u> |
|--|-------------|----------------------|
| Departmental Journal Entry and Approval Cut-off  | -           | 03-31-22             |
| <b>Mar Unprocessed Manual Departmental J/E's will be rejected<br/>Please delete journals and re-key into new period.</b> |             | <b>04-01-22</b>      |

**Accounts Payable**

Stipend authorization form due (See calendar on A/P website)

**Cashier Offices**

|  |        |          |
|--|--------|----------|
| Cash Receipt-University  | 4:30pm | 03-31-22 |
| Credit Card Receipt  | 4:30pm | 03-31-22 |
| Student Account Cash Receipt   | 4:30pm | 03-31-22 |
| <b>CLOSE AND FINALIZE ALL CASHIERING<br/>SESSIONS BY CLOSE OF BUSINESS</b> | -      | 03-31-22 |

**Oracle Systems Closings**

|                              |        |          |
|------------------------------|--------|----------|
| Accounts Payable             | -      | 04-01-22 |
| Open Period (A/P Apr)        | 5:00pm | 03-31-22 |
| Purchasing                   | -      | 04-01-22 |
| Open Period (Purchasing Apr) | 5:00pm | 03-31-22 |
| Grants                       |        | 04-01-22 |
| Accounts Receivable          |        | 04-01-22 |
| General Ledger               | -      | 04-06-22 |
| Open Period (G/L Apr)        | 5:00pm | 03-31-22 |

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

|   |        |          |
|---|--------|----------|
| GW Student Banner – Mar 31st            |        | 04-01-22 |
| Telecommunications Posting              | 5:00pm | 03-29-22 |
| Printing & Graphics Posting             | 5:00pm | 03-29-22 |
| Postage Posting                         | 5:00pm | 03-29-22 |
| Bio-Med Posting                         | 5:00pm | 03-29-22 |
| Facilities 1 <sup>st</sup> Half Posting | 5:00pm | 03-16-22 |
| Facilities 2 <sup>nd</sup> Half Posting | 5:00pm | 03-29-22 |

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

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|                                 |        |          |
|---------------------------------|--------|----------|
| Telecommunications              | 5:00pm | 03-28-22 |
| Printing & Graphics             | 5:00pm | 03-28-22 |
| Postage                         | 5:00pm | 03-28-22 |
| Bio-Med                         | 5:00pm | 03-28-22 |
| Facilities 1 <sup>st</sup> Half | 5:00pm | 03-15-22 |
| Facilities 2 <sup>nd</sup> Half | 5:00pm | 03-28-22 |

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.