Attached you will find a schedule for the month of May 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
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4</td>
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<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Facilities 1st Half Posting</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>
|        |        | Telecomm Cut-off
Printing & Graphic Cut-off
Postage Cut-off
Bio-Med Cut-off
Facilities 2nd Half Cut-off
Telecomm 3rd Party Cut-off | Telecomm Posting
Printing & Graphic Posting
Postage Posting
Bio-Med Posting
Facilities 2nd Half Posting
Telecomm 3rd Party Posting | J/E Cut-off
Draws to be recorded by Senior Accountant in G/L | |
| 30     | 31     |         |           |          |        |          |
|        | Memorial Holiday |         |           |          |        |          |

May 2021
The George Washington University
Comptroller’s Office
May 2021 Monthly Closing Schedule

<table>
<thead>
<tr>
<th>General Ledger</th>
<th>Time</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Journal Entry and Approval Cut-off</td>
<td>-</td>
<td>05-28-21</td>
</tr>
<tr>
<td>May Unprocessed Manual Departmental J/E’s will be rejected</td>
<td>-</td>
<td>06-01-21</td>
</tr>
<tr>
<td>Please delete journals and re-key into new period.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accounts Payable**

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

**Cashier Offices**

Cash Receipt-University  4:30pm  05-28-21
Credit Card Receipt     4:30pm  05-28-21
Student Account Cash Receipt  4:30pm  05-28-21
**CLOSE AND FINALIZE ALL CASHIERING**  -  05-28-21
**SESSIONS BY CLOSE OF BUSINESS**

**Oracle Systems Closings**

Accounts Payable                -              06-01-21
Open Period (A/P Jun)           5:00pm          05-28-21
Purchasing                     -              06-01-21
Open Period (Purchasing Jun)    5:00pm          05-28-21
Grants                        06-01-21
Accounts Receivable            06-01-21
General Ledger                 -              06-04-21
Open Period (G/L Jun)          5:00pm          05-28-21
**Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle**

GW Student Banner – May 28th  
Telecommunications Posting  5:00pm  05-26-21  
Printing & Graphics Posting  5:00pm  05-26-21  
Postage Posting  5:00pm  05-26-21  
Bio-Med Posting  5:00pm  05-26-21  
Facilities 1st Half Posting  5:00pm  05-17-21  
Facilities 2nd Half Posting  5:00pm  05-26-21  

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Posting Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications</td>
<td>5:00pm</td>
<td>05-25-21</td>
</tr>
<tr>
<td>Printing &amp; Graphics</td>
<td>5:00pm</td>
<td>05-25-21</td>
</tr>
<tr>
<td>Postage</td>
<td>5:00pm</td>
<td>05-25-21</td>
</tr>
<tr>
<td>Bio-Med</td>
<td>5:00pm</td>
<td>05-25-21</td>
</tr>
<tr>
<td>Facilities 1st Half</td>
<td>5:00pm</td>
<td>05-14-21</td>
</tr>
<tr>
<td>Facilities 2nd Half</td>
<td>5:00pm</td>
<td>05-25-21</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 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.