THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

To:            Managers and Oracle G/L Users

From:          Cassandra West, Director
               University Accounting Operations

Date:          September 15, 2021

Subject:       Monthly Closing Schedule (September 2021)


Attached you will find a schedule for the month of September 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

## 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 1st Half Cut-off | 16<br>Facilities 1st Half Posting | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27<br>Telecomm Cut-off<br>Printing & Graphic Cut-off<br>Postage Cut-off<br>Bio-Med Cut-off<br>Facilities 2nd Half Cut-off<br>Telecomm 3rd Party Cut-off | 28<br>Telecomm Posting<br>Printing & Graphic Posting<br>Postage Posting<br>Bio-Med Posting<br>Facilities 2nd Half Posting<br>Telecomm 3rd Party Posting | 29 | 30<br>**J/E Cut-off** | | |

**Sept 2021**

**The George Washington University**
**Comptroller's Office**
**September 2021 Monthly Closing Schedule**

| General Ledger | Time | Closing Dates |
|---|---|---|
| Departmental Journal Entry and Approval Cut-off | - | 09-30-21 |
| **Sept Unprocessed Manual Departmental J/E's will be rejected** | | **10-01-21** |
| **Please delete journals and re-key into new period.** | | |

**Accounts Payable**

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

**Payroll**

**(See calendar on Payroll website)**

**Student Accounts Office**

| | Time | Closing Dates |
|---|---|---|
| Cash Receipt-University | 4:30pm | 09-30-21 |
| Credit Card Receipt | 4:30pm | 09-30-21 |
| Student Account Cash Receipt | 4:30pm | 09-30-21 |
| **CLOSE AND FINALIZE ALL CASHIERING** | **-** | **09-30-21** |
| **SESSIONS BY CLOSE OF BUSINESS** | | |

**Oracle Systems Closings**

| | Time | Closing Dates |
|---|---|---|
| Accounts Payable | - | 10-01-21 |
| Open Period (A/P Oct) | 5:00p | 09-30-21 |
| Purchasing | - | 10-01-21 |
| Open Period (Purchasing Oct) | 5:00pm | 09-30-21 |
| Grants | | 10-01-21 |
| Accounts Receivable | | 10-01-21 |
| General Ledger | - | 10-06-21 |
| Open Period (G/L Oct) | 5:00pm | 09-30-21 |

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

| | | |
|---|---|---|
| Telecommunications Posting | 5:00pm | 09-28-21 |
| Printing & Graphics Posting | 5:00pm | 09-28-21 |
| Postage Posting | 5:00pm | 09-28-21 |
| Bio-Med Posting | 5:00pm | 09-28-21 |
| Facilities 1st Half Posting | 5:00pm | 09-16-21 |
| Facilities 2nd Half Posting | 5:00pm | 09-28-21 |
| GW Student Banner – Sept 30th | | 10-01-21 |

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

| | | |
|---|---|---|
| Telecommunications | 5:00pm | 09-27-21 |
| Printing & Graphics | 5:00pm | 09-27-21 |
| Postage | 5:00pm | 09-27-21 |
| Bio-Med | 5:00pm | 09-27-21 |
| Facilities 1st Half | 5:00pm | 09-15-21 |
| Facilities 2nd Half | 5:00pm | 09-27-21 |

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 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.