

To: Managers and Oracle G/L Users

From: Cassandra West, Director  
University Accounting Operations

Date: September 2, 2022

Subject: Monthly Closing Schedule (September 2022)

Attached you will find a schedule for the month of September 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 <b>LABOR DAY</b>	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	22	23	24
25	26	27 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	28 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 <sup>nd</sup> Half Posting Telecomm 3 <sup>rd</sup> Party Posting	29	30 <b>J/E/ CUT-OFF</b>	

**Sept 2022**

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

<b><u>General Ledger</u></b>	<b><u>Time</u></b>	<b><u>Closing Dates</u></b>
Departmental Journal Entry and Approval Cut-off	-	09-30-22
<b>Sept Unprocessed Manual Departmental J/E's will be rejected Please delete journals and re-key into new period.</b>		<b>10-03-22</b>

**Accounts Payable**

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

**Payroll**

(See calendar on Payroll website)

**CASH DEPOSITS (DAILY)**

**Oracle Systems Closings**

Accounts Payable	-	10-03-22
Open Period (A/P Oct)	5:00p	09-30-22
Purchasing	-	10-03-22
Open Period (Purchasing Oct)	5:00pm	09-30-22
Grants		10-03-22
Accounts Receivable		10-03-22
General Ledger	-	10-06-22
Open Period (G/L Oct)	5:00pm	09-30-22

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

Telecommunications Posting	5:00pm	09-28-22
Printing & Graphics Posting	5:00pm	09-28-22
Postage Posting	5:00pm	09-28-22
Bio-Med Posting	5:00pm	09-28-22
Facilities 1 <sup>st</sup> Half Posting	5:00pm	09-16-22
Facilities 2 <sup>nd</sup> Half Posting	5:00pm	09-28-22
GW Student Banner – Sept 30 <sup>th</sup>		10-03-22

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

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Telecommunications	5:00pm	09-27-22
Printing & Graphics	5:00pm	09-27-22
Postage	5:00pm	09-27-22
Bio-Med	5:00pm	09-27-22
Facilities 1 <sup>st</sup> Half	5:00pm	09-15-22
Facilities 2 <sup>nd</sup> Half	5:00pm	09-27-22

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.