
**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

To: Managers and Oracle G/L Users

From: Cassandra West, Director
University Accounting Operations

Date: November 9, 2022

Subject: Monthly Closing Schedule (November 2022)

Attached you will find a schedule for the month of November 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 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 st Half Cut-off | 16 Facilities 1 st Half Posting | 17 | 18 | 19 |
| 20 | 21 | | 23 Telecomm Cut-off Printing & Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2 nd Half Cut-off Telecomm 3 rd Party Cut-off | 24 Thanksgiving Break | 25 Thanksgiving Break | 26 |
| 27 | 28 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 nd Half Posting Telecomm 3 rd Party Posting | 29 | 30 J/E Cut-off | | | |

Nov 2022

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

| <u>General Ledger</u> | <u>Time</u> | <u>Closing Dates</u> |
|---|-------------|----------------------|
| Departmental Journal Entry and Approval Cut-off | - | 11-30-22 |
| Nov Unprocessed Manual Departmental J/E's will be rejected | | 12-01-22 |
| Please delete journals and re-key into new period. | | |
| <u>Accounts Payable</u> | | |
| Stipend authorization form due (See calendar on A/P website) | | |
| <u>Payroll</u> | | |
| (See calendar on Payroll website) | | |
| <u>Cash Receipts/Credit Cards</u> | | |
| Cash Deposit Daily | 4:30pm | 11-30-22 |
| Credit Card Receipt Daily | 4:30pm | 11-30-22 |
| Student Account Cash Receipt Daily | 4:30pm | 11-30-22 |
| <u>Oracle Systems Closings</u> | | |
| Accounts Payable | - | 12-01-22 |
| Open Period (A/P Dec) | 5:00p | 11-30-22 |
| Purchasing | - | 12-01-22 |
| Open Period (Purchasing Dec) | 5:00pm | 11-30-22 |
| Grants | | 12-01-22 |
| Accounts Receivable | | 12-01-22 |
| General Ledger | - | 12-06-22 |
| Open Period (G/L Dec) | 5:00pm | 11-30-22 |

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

| | | |
|--|--------|----------|
| GW Student Banner – Nov 30 th | | 12-01-22 |
| Telecommunications Posting | 5:00pm | 11-28-22 |
| Printing & Graphics Posting | 5:00pm | 11-28-22 |
| Postage Posting | 5:00pm | 11-28-22 |
| Bio-Med Posting | 5:00pm | 11-28-22 |
| Facilities 1 st Half Posting | 5:00pm | 11-16-22 |
| Facilities 2 nd Half Posting | 5:00pm | 11-28-22 |

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

| | | |
|---------------------------------|--------|----------|
| Telecommunications | 5:00pm | 11-23-22 |
| Printing & Graphics | 5:00pm | 11-23-22 |
| Postage | 5:00pm | 11-23-22 |
| Bio-Med | 5:00pm | 11-23-22 |
| Facilities 1 st Half | 5:00pm | 11-15-22 |
| Facilities 2 nd Half | 5:00pm | 11-23-22 |

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 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.