To: Managers and Oracle G/L Users

From: Cassandra West, Director
                 University Accounting Operations

Date: October 4, 2023

Subject: Monthly Closing Schedule (October 2023)

Attached you will find a schedule for the month of October 2023 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	16 Facilities 1st Half Cut-off	17 Facilities 1st Half Posting	18	19	20	21
22	23	24	25	26 Telecomm Cut-off Printing & Graphic Cut-off Postage Cut-off Bio-Med Cut-off Facilities 2nd Half Cut-off Telecomm 3rd Party Cut-off	27 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2nd Half Posting Telecomm 3rd Party	28
29	30	**31 J/E Cut-off**				

Oct 2023

The George Washington University
Comptroller's Office
October 2023 Monthly Closing Schedule

General Ledger	**Time**	**Closing Dates**
Departmental Journal Entry and Approval Cut-off	-	10-31-23
Oct Unprocessed Manual Departmental J/E's will be rejected		**11-01-23**
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)

Cash Receipts/Credit Cards

Cash Deposit Daily	4:30pm	10-31-23
Credit Card Receipt Daily	4:30pm	10-31-23
Student Account Cash Receipt Daily	4:30pm	10-31-23

Oracle Systems Closings

Accounts Payable	-	11-01-23
Open Period (A/P Nov)	5:00pm	10-31-23
Purchasing	-	11-01-23
Open Period (Purchasing Nov)	5:00pm	10-31-23
Grants		11-01-23
Accounts Receivable		11-01-23
General Ledger	-	11-06-23
Open Period (G/L Nov)	5:00pm	10-31-23

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

Telecommunications Posting	5:00pm	10-27-23
Printing & Graphics Posting	5:00pm	10-27-23
Postage Posting	5:00pm	10-27-23
Bio-Med Posting	5:00pm	10-27-23
Facilities 1st Half Posting	5:00pm	10-17-23
Facilities 2nd Half Posting	5:00pm	10-27-23
GW Student Banner – Oct 31th		11-01-23

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

Telecommunications	5:00pm	10-26-23
Printing & Graphics	5:00pm	10-26-23
Postage	5:00pm	10-26-23
Bio-Med	5:00pm	10-26-23
Facilities 1st Half	5:00pm	10-16-23
Facilities 2nd Half	5:00pm	10-26-23

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.