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**THE GEORGE  
WASHINGTON  
UNIVERSITY**

WASHINGTON, DC

To: Managers and Oracle G/L Users

From: Cassandra West, Director  
University Accounting Operations

Date: December 1, 2023

Subject: Monthly Closing Schedule (December 2023)

Attached you will find a schedule for the month of December 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](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	6	7	8	9
10	11	12	13	14	15 Facilities 1 <sup>st</sup> Half Cut-off	16
17	18 Facilities 1 <sup>st</sup> Half Posting	19	20	21 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	22 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 <sup>nd</sup> Half Posting Telecomm 3 <sup>rd</sup> Party  <b>J/E CUT-OFF</b>	23
24	25 <b>CHRISTMAS BREAK</b>	26 <b>CHRISTMAS BREAK</b>	27 <b>CHRISTMAS BREAK</b>	28 <b>CHRISTMAS BREAK</b>	29 <b>CHRISTMAS BREAK</b>	30
31						

**Dec 2023**

**The George Washington University  
Comptroller's Office  
December 2023 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	-	12-22-23
<b>Dec Unprocessed Manual Departmental J/E's will be rejected</b>		<b>01-02-24</b>
<b>Please delete journals and re-key into new period.</b>		
<b><u>Accounts Payable</u></b>		
Stipend authorization form due (See calendar on A/P website)		
<b><u>Payroll</u></b>		
(See calendar on Payroll website)		
<b><u>Cash Receipts/Credit Cards</u></b>		
Cash Deposit Daily	4:30pm	12-22-23
Credit Card Receipt Daily	4:30pm	12-22-23
Student Account Cash Receipt Daily	4:30pm	12-22-23
<b><u>Oracle Systems Closings</u></b>		
Accounts Payable	-	01-02-24
Open Period (A/P Dec)	5:00pm	12-22-23
Purchasing	-	12-22-23
Open Period (Purchasing Dec)	5:00pm	12-22-23
Grants		01-02-24
Accounts Receivable		01-02-24
General Ledger	-	01-02-24
Open Period (G/L Dec)	5:00pm	12-22-23

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

Telecommunications Posting	5:00pm	12-22-23
Printing & Graphics Posting	5:00pm	12-22-23
Postage Posting	5:00pm	12-22-23
Bio-Med Posting	5:00pm	12-22-23
Facilities 1 <sup>st</sup> Half Posting	5:00pm	12-18-23
Facilities 2 <sup>nd</sup> Half Posting	5:00pm	12-22-23
GW Student Banner – Dec 31 <sup>th</sup>		01-02-24

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

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Telecommunications	5:00pm	12-21-23
Printing & Graphics	5:00pm	12-21-23
Postage	5:00pm	12-21-23
Bio-Med	5:00pm	12-21-23
Facilities 1 <sup>st</sup> Half	5:00pm	12-15-23
Facilities 2 <sup>nd</sup> Half	5:00pm	12-21-23

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 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.