

To: Managers and Oracle G/L Users

From: Cassandra West, Director  
University Accounting Operations

Date: February 6, 2024

Subject: Monthly Closing Schedule (February 2024)

Attached you will find a schedule for the month of February 2024 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 Facilities 1 <sup>st</sup> Half Posting	17
18	19 President's Day	20	21	22	23	24
25	26 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	27 Telecomm Posting Printing & Graphic Posting Postage Posting Bio-Med Posting Facilities 2 <sup>nd</sup> Half Posting Telecomm 3 <sup>rd</sup> Party Posting	28	29 <b>J/E Cut-off</b>		

**Feb 2024**

**The George Washington University  
Comptroller's Office  
February 2024 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	-	02-29-24
<b>Feb Unprocessed Manual Departmental J/E's will be rejected</b>		<b>03-01-24</b>
<b>Please delete journals and re-key into new period.</b>		

**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	02-29-24
Credit Card Receipt Daily	4:30pm	02-29-24
Student Account Cash Receipt Daily	4:30pm	02-29-24

**Oracle Systems Closings**

Accounts Payable	-	01-01-24
Open Period (A/P Mar)	5:00pm	02-29-24
Purchasing	-	03-01-24
Open Period (Purchasing Mar)	5:00pm	02-29-24
Grants		03-01-24
Accounts Receivable		03-01-24
General Ledger	-	03-06-24
Open Period (G/L Mar)	5:00pm	02-29-24

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

GW Student Banner – Feb 29 <sup>th</sup>		03-01-24
Telecommunications Posting	5:00pm	02-27-24
Printing & Graphics Posting	5:00pm	02-27-24
Postage Posting	5:00pm	02-27-24
Bio-Med Posting	5:00pm	02-27-24
Facilities 1 <sup>st</sup> Half Posting	5:00pm	02-16-24
Facilities 2 <sup>nd</sup> Half Posting	5:00pm	02-27-24

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

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Telecommunications	5:00pm	02-26-24
Printing & Graphics	5:00pm	02-26-24
Postage	5:00pm	02-26-24
Bio-Med	5:00pm	02-26-24
Facilities 1 <sup>st</sup> Half	5:00pm	02-15-24
Facilities 2 <sup>nd</sup> Half	5:00pm	02-26-24

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.