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 or contact me at extension 3-4054
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- **President’s Day**
- **Telecomm Cut-off**
- **Printing & Graphic Cut-off**
- **Postage Cut-off**
- **Bio-Med Cut-off**
- **Facilities 2nd Half Cut-off**
- **Telecomm 3rd Party Cut-off**
- **Telecomm Posting**
- **Printing & Graphic Posting**
- **Postage Posting**
- **Bio-Med Posting**
- **Facilities 2nd Half Posting**
- **Telecomm 3rd Party Posting**

**Feb 2024**

- **Facilities 1st Half Cut-off**
- **Facilities 1st Half Posting**
General Ledger

Departmental Journal Entry and Approval Cut-off - 02-29-24
Feb Unprocessed Manual Departmental J/E’s will be rejected 03-01-24
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 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\textsuperscript{th}  
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\textsuperscript{st} Half Posting 5:00pm 02-16-24  
Facilities 2\textsuperscript{nd} Half Posting 5:00pm 02-27-24

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

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\textsuperscript{st} Half 5:00pm 02-15-24  
Facilities 2\textsuperscript{nd} 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\textsuperscript{st} 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.