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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: July 5, 2024

Subject: Monthly Closing Schedule (July 2024)

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

**Jul 2024**

**The George Washington University  
Comptroller's Office  
July 2024 Monthly Closing Schedule**

| <u>General Ledger</u>   | <u>Time</u> | <u>Closing Dates</u> |
|---|-------------|----------------------|
| Departmental Journal Entry and Approval Cut-off                   | -           | 07-31-24             |
| <b>Jul Unprocessed Manual Departmental J/E's will be rejected</b> |             | <b>08-01-24</b>      |
| <b>Please delete journals and re-key into new period.</b>         |             |                      |
| <br>  |             |                      |
| <u>Accounts Payable</u>   |             |                      |
| Stipend authorization form due (See calendar on A/P website)      |             |                      |
| <br>  |             |                      |
| <u>Payroll</u>  |             |                      |
| (See calendar on Payroll website)                                 |             |                      |
| <br>  |             |                      |
| <u>Student Accounts Office</u>                                    |             |                      |
| Cash Receipt-University   | 4:30pm      | 07-31-24             |
| Credit Card Receipt   | 4:30pm      | 07-31-24             |
| Student Account Cash Receipt                                      | 4:30pm      | 07-31-24             |
| <b>CLOSE AND FINALIZE ALL CASHIERING</b>                          | -           | 07-31-24             |
| <b>SESSIONS BY CLOSE OF BUSINESS</b>                              |             |                      |
| <br>  |             |                      |
| <u>Oracle Systems Closings</u>                                    |             |                      |
| Accounts Payable  | -           | 08-01-24             |
| Open Period (A/P Aug)   | 5:00p       | 07-31-24             |
| Purchasing  | -           | 08-01-24             |
| Open Period (Purchasing Aug)                                      | 5:00pm      | 07-31-24             |
| Grants  |             | 08-01-24             |
| Accounts Receivable   |             | 08-01-24             |
| General Ledger  | -           | 08-04-24             |
| Open Period (G/L Aug)   | 5:00pm      | 07-31-24             |

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

|  |        |          |
|--|--------|----------|
| GW Student Banner – Jul 31 <sup>st</sup> |        | 08-01-24 |
| Telecommunications Posting               | 5:00pm | 07-26-24 |
| Printing & Graphics Posting              | 5:00pm | 07-26-24 |
| Postage Posting                          | 5:00pm | 07-26-24 |
| Bio-Med Posting                          | 5:00pm | 07-26-24 |
| Facilities 1 <sup>st</sup> Half Posting  | 5:00pm | 07-16-24 |
| Facilities 2 <sup>nd</sup> Half Posting  | 5:00pm | 07-26-24 |

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

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|                                 |        |          |
|---------------------------------|--------|----------|
| Telecommunications              | 5:00pm | 07-25-24 |
| Printing & Graphics             | 5:00pm | 07-25-24 |
| Postage                         | 5:00pm | 07-25-24 |
| Bio-Med                         | 5:00pm | 07-25-24 |
| Facilities 1 <sup>st</sup> Half | 5:00pm | 07-15-24 |
| Facilities 2 <sup>nd</sup> Half | 5:00pm | 07-25-24 |

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.