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 or contact me at extension 3-4054
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<th>Sunday</th>
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*Facilities 1st Half Cut-off*

*Facilities 1st Half Posting*

*Facilities 2nd Half Cut-off*

*Facilities 2nd Half Posting*

*Telecomm 3rd Party Cut-off*

*Telecomm 3rd Party Posting*

*J/E Cut-off*

*Bio-Med Cut-off*

*Bio-Med Posting*

*Printing & Graphic Cut-off*

*Printing & Graphic Posting*

*Postage Cut-off*

*Postage Posting*
### General Ledger

<table>
<thead>
<tr>
<th>Departmental Journal Entry and Approval Cut-off</th>
<th>Time</th>
<th>Closing Dates</th>
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<tbody>
<tr>
<td>Jul Unprocessed Manual Departmental J/E’s will be rejected</td>
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<td>08-01-24</td>
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<td>Please delete journals and re-key into new period.</td>
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</tbody>
</table>

#### Accounts Payable

Stipend authorization form due *(See calendar on A/P website)*

#### Payroll

*(See calendar on Payroll website)*

#### Student Accounts Office

- Cash Receipt - University: 4:30 pm, 07-31-24
- Credit Card Receipt: 4:30 pm, 07-31-24
- Student Account Cash Receipt: 4:30 pm, 07-31-24

**CLOSE AND FINALIZE ALL CASHIERING SESSIONS BY CLOSE OF BUSINESS**

#### Oracle Systems Closings

- Accounts Payable: - , 08-01-24
- Open Period (A/P Aug): 5:00 pm, 07-31-24
- Purchasing: - , 08-01-24
- Open Period (Purchasing Aug): 5:00 pm, 07-31-24
- Grants: 08-01-24
- Accounts Receivable: 08-01-24
- General Ledger: - , 08-04-24
- Open Period (G/L Aug): 5:00 pm, 07-31-24
**Non-Oracle Subsystems data files due to Comptroller’s Office/Oracle**

GW Student Banner – Jul 31\(^{st}\)  
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\(^{st}\) Half Posting 5:00pm 07-16-24  
Facilities 2\(^{nd}\) Half Posting 5:00pm 07-26-24

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

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\(^{st}\) Half 5:00pm 07-15-24  
Facilities 2\(^{nd}\) 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\(^{st}\) 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.