December 2015 Oracle General Ledger (GL) Month End Close Schedule:

❖ We will be delaying the December OGA and GL closes by one day to allow time to process items from the winter break.

First Business Day of New Month January 4, 2016

* First business day of the new month, January, will be open for processing of GL transactions. In order to post to the correct period, care must be taken when processing transactions since both Old Month (December) and New Month (January) periods will be open in the GL.

Second Business Day of New Month January 5, 2016

* Last auto feed from satellite and Oracle Financial Module systems for December transactions to the GL at the end of the day.

* Last auto feed at 6PM to Oracle Grants Accounting (OGA) from Satellite and Oracle Financial Module Systems for December 2013 transactions.

* Last posting of SPUD Journal Entries for December to GL and OGA (i.e. Reclasses, Cost Transfers, and Service Center charges) at the end of the day.

* Manual WebADI Journal Entries can be uploaded with December Accounting (Period) Date.

Third Business Day of New Month January 6, 2016

* Manual WebADI Journal Entries can be uploaded with December Accounting (Period) Date.

Forth Business Day of New Month January 7, 2016

* Cut off for December WebADI Journal Entries - Entries must be submitted and uploaded to the GL no later than 10:00 AM.

* Review questions regarding any WebADI Journal Entry must be resolved by 1:00 PM to be included in the December Month End Close.

* Posting of December WebADI Journal Entries to the GL no later than 1:55 PM.

* Processes and posts to Oracle GL the Mass Allocation Journal Entries for December beginning at 3:00 PM.

* Close Oracle GL December period.

* Updating of IRA Data Warehouse for December GL close transactions begins at 11:00 PM.

Fifth Business Day of New Month January 8, 2016

* IRA Financial Reports for December month end will be available at the start of business at 8:00 AM