February 2018 Oracle General Ledger (GL) Month End Close Schedule:

**Last "Open" Business Day of Old Month February 28, 2018**

* Last "Open" business day for the month of February for cashiering, inventory, payroll, and procurement transactions to be posted to the GL.

**First Business Day of New Month March 1, 2018**

* First business day of the new month, March, 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 (February) and New Month (March) periods will be open in the GL.

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

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

**Second Business Day of New Month March 2, 2018**

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

**Third Business Day of New Month March 5, 2018**

* Cut off for February 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 February Month End Close.

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

* Recurring Journal Entries and Mass Allocation Journal Entries for February are posted to GL after 3:00 PM.

* Close Oracle GL February period.

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

**Fourth Business Day of New Month March 6, 2018**

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