

October 2019 Oracle General Ledger (GL) Month End Close Schedule:

Last "Open" Business Day of Old Month October 31, 2019

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

First Business Day of New Month November 1, 2019

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

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

* Last posting of SPUD Journal Entries for October to GL and OGA (i.e. Reclasses, Cost Transfers, and Service Center charges) at 5:00.

Second Business Day of New Month November 4, 2019

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

Third Business Day of New Month November 5, 2019

* Cut off for October 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 October Month End Close.

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

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

* Close Oracle GL October period.

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

Fourth Business Day of New Month November 6, 2019

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