Apr 2024 Month End Close Check list according to working day due

| Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | |
|--------|----|--|----------------------------|--|----------------------------------|---|------------------------------|-------------------------------------|---------------------------|-----------------------------|----|----------|----|
| Apr | 21 | Apr | 22 | Apr | 23 | Apr | 24 | Apr | 25 | Apr | 26 | Apr | 27 |
| • | | | | | • | | | | All Int | ter-departmental to finance | | | |
| Apr | 28 | | 29 | Apr | 30 | May | 1 | May | 2 | May | 3 | May | 4 |
| | | Clear out I | Inter-departmental against | | identified deposits clearing | | sh deposit at CMCS the first | | ole check with Apret that | - / | | | |
| | | G16150 (motor pool, facilities G22990,G22999 | | | business day the following month | | all feeds are posted | | | | | | |
| | | Clear out C14000 Pay 4 Print | | Interest distribution/bank charges fed to finance | | Balance Expenses & Receipts with CMCS for 16075 | | BR feed to clear out account G11195 | | | | | |
| | | Clear out C14000 P-Cards | | Clear out 4% Withholding | | Prepare Month End Journal Entries | | | | | | | |
| | | Clear out C14000 Telephone billing | | Clear out Payroll Clearing | | Balance Transfers | | | | | | | |
| | | Clear out C14000 Postage Billing | | CI's closed and balance with CMCS | | Balance Allotments | | | | | | | |
| | | | ly Payroll fed to finance | | Indirect Cost to Grants | | _ | | _ | | | | |
| May | 5 | May | 6 | May | 7 | May | 8 | May | 9 | May | 10 | May | 11 |
| | | | | Negative | Budget Clean up for 16075 | | | | | | | | |
| | | | | All budget transactions fed to finance | | | | | | | | | |
| | | | | | | | | | | | | | |
| May | 12 | May | 13 | May | 14 | May | 15 | May | 16 | May | 17 | May | 10 |
| iviay | | · | | | | iviay | 13 | iviay | 10 | Iviay | 17 | iviay | 10 |
| | | Check CMCS to make sure it is up to date | | Confirm all steps are complete | | | | | | | | | |
| | | Confirm all steps are complete | | Run WURNCAS program, transmit to OSC | | | | | | | | | |
| | | 1 | | At quarter end, manually submit Allotment Reversion to NCAS | | | | | | | | | |
| | | | | Reconcile WURNCAS/Banner BD701, 702, 725 and Trust | | | | | | | | | |
| | | | | Pre-certify with OSC – Record ticket # | | | | | | | | | |
| | | | | Close Banner month, notify Business office personnel | | | | | | | | | |
| May | 19 | May | 20 | May | 21 | May | 22 | May | 23 | May | 24 | May | 25 |
| | | | | | | | | | | | | | |