Sunday		Monday			Tuosday		Wednesday	Thursday			Friday			aturday
<u> </u>		Monday Feb 26		Tuesday Feb 27		Wednesday Feb 28		Feb 29				_		
Feb	25	Feb	20	All Inter-departmental to finance		Clear out Inter-departmental against G16150 (motor pool, facilities management, work orders, print shop		Clear Unidentified deposits clearing G22990,G22999		Mar 1 Certify cash deposit at CMCS the first business day the following month		Mai	2	
				Clear out C14000 Pay 4 Print		Interest distribution/bank charges fed to finance		Balance Expenses & Receipts with CMCS for 16075						
				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			
						Monthly Payroll fed to finance		Post Indirect Cost to Grants						
Mar	3	Mar	4	Mar	5	Mar	6	Mar	7		Mar	8	Mai	9
		Double check with Febet that all feeds are posted						Negative Budget Clean up for 16075						
		BR feed to	o clear out account G11195					All bu	dget transactions fed to fir	ance				
Mar	10	Mar	11	Mar	12	Mar	13	Mar	14		Mar	15	Mai	16
						Check CMCS	to make sure it is up to date	Co	nfirm all steps are comple	te				,
						Confirm	n all steps are complete	Run WURNCAS program, transmit to OSC						
								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		ness				
Mar	17	Mar	18	Mar	19	Mar	20	Mar	21		Mar	22	Mai	23

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