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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	Sat	turday
	3 Jan		Jan		Jan	31	Feb	1	Feb	2	Feb	3
		All Inter-departmental to finance G16150 (motor pool, facilities management, work orders, print shop		Clear Unidentified deposits clearing G22990,G22999		Certify cash deposit at CMCS the first business day the following month		Double check with Janet that all feeds are posted				
		Clear out C14000 Pay 4 Print			Interest distribution/bank charges fed to finance		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						
			Monthly Payroll fed to finance		Post Indirect Cost to Grants							
Feb 4	Feb	5	Feb	6	Feb	7	Feb	8	Feb	9	Feb	10
					Negative	Budget Clean up for 16075						
					All budget transactions fed to finance							
	_											
Feb 11	Feb	12	Feb	13	Feb	14	Feb	15	Feb	16	Feb	17
			Check CMCS	to make sure it is up to date		m all steps are complete						
			Confirm	n all steps are complete	Run WUF	RNCAS program, transmit to OSC						
						rter end, manually submit ment Reversion to NCAS						
						e WURNCAS/Banner BD701, 702, 725 and Trust						
					Pre-certif	y with OSC – Record ticket #						
					Close Bar	nner month, notify Business office personnel						
Feb 18	Feb	19	Feb	20	Feb	21	Feb	22	Feb	23	Feb	24