## Jun 2024 Month End Close Check list according to working day due

All Inter-departmental to finance  Clear out inter-departmental against Clear out inter-departmental against Clear out inter-departmental against Clear out Cleavo Pay Interest distribution Pank charges fed to finance was provided in the provided of the payor of the	Sunday			Monday		Tuesday		Wednesday		Thursday		Friday		
Carring Carr	Jun	23	Jun	24	Jun	25	Jun	26	Jun	27	Jun	28	Jun	29
Clear out C14000 Potrage Billing Clear out C14000 Telephone billing Clear out C14000 Potrage Billin							All Inter-departmental to finance		G16150 (motor pool, facilities management, work orders, print shop		· · ·			
Clear out C14000 Telephone billing Clear out Payroll Clearing Clear out C14000 Postage Billing Clea											-			
Clear out C14000 Postage Billing   Cl's closed and balance with CMCS									Clear out C14000 P-Cards		Clear out 4% Withholding			
Monthly Payroll fed to finance   Post Indirect Cost to Grants														
Jul 30 Jul 1 1 Jul 2 Jul 3 Jul 4 Jul 5 Jul 5 Jul 5 Jul 16 Jul 17 Jul 18 Jul 19 Jul 2 Jul 17 Jul 18 Jul 19 Jul 2 Confirm all steps are complete  Run WURNCAS program, transmit to OSC  At quarter end, manually submit Allotment Reversion to NCAS Second Tust 10 Jul 17 Jul 18 Jul 19 Jul 2 Close Banner month, notify Business of Close Banner moth, notify Business of Close Banner mother and Close Banner mother a														
Certify cash deposit at CMCS the first business day the following month Balance Expenses & Receipts with CMCS for 16075  Prepare Month End Journal Entries  Balance Transfers  Balance Allotments  Jul 7 Jul 8 Jul 9 Jul 10 Jul 11 Jul 12 Jul 12 Jul 15 Jul 15 Jul 15 Jul 15 Jul 17 Jul 18 Jul 19 Jul 2 Confirm 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 of fitice personnel  Close Banner month, notify Business of fitice personnel									Monthly Payroll fed to finance		Post Indirect Cost to Grants			
business day the following month Balance Expenses & Receipts with CMCS for 16075  Prepare Month End Journal Entries  Balance Transfers  Balance Transfers  Balance Transfers  Balance Transfers  Balance Allotments  Jul 7 Jul 8 Jul 9 Jul 10 Jul 11 Jul 12 Jul 12  Negative Budget Clean up for 16075  All budget transactions fed to finance  Jul 14 Jul 15 Jul 16 Jul 17 Jul 18 Jul 19 Jul 2  Confirm all steps are complete  Run WURNCAS program, transmit to OSC  At quarter end, manually submit Allotment Reversion to NCAS  Reconcile WURNCAS/Banner BD701, 770, 725 and Trust  Pre-certify with OSC - Record ticket #  Close Banner month, notify Business office personnel  Close Banner month, notify Business office personnel	Jun	30	Jul	1	Jul	2	Jul	3	Jul	4	Jul	5	Jul	6
for 16075  Prepare Month End Journal Entries  Balance Transfers  Balance Allotments  Jul 7 Jul 8 Jul 9 Jul 10 Jul 11 Jul 12 Jul 12 Jul 15 Negative Budget Clean up for 16075  All budget transactions fed to finance  Confirm 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									Independence Day					
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Jul 14 Jul 15 Jul 16 Jul 17 Jul 18 Jul 19 Jul 2  Confirm all steps are complete  Run WURNCAS program, transmit to OSC  At quarter end, manually submit Allotment Reversion to NCAS  3 Reconcile WURNCAS/Banner BD701, 702, 725 and Trust  Pre-certify with OSC – Record ticket #  Close Banner month, notify Business office personnel			Negative Budget Clean up for 16075								Check CM	CS to make sure it is up to date		
Confirm 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			All budget	t transactions fed to finance							Confi	rm all steps are complete		
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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			Confir	m all steps are complete										
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702, 725 and Trust  Pre-certify with OSC – Record ticket #  Close Banner month, notify Business office personnel														
Pre-certify with OSC – Record ticket #  Close Banner month, notify Business office personnel														
office personnel				•										
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	Jul	21	Jul	22	Jul	23	Jul	24	Jul	25	Jul	26	Jul	27