FEB 2017 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 12	February 13	February 14	February 15	February 16	February 17	Feb 18
Feb 19	February 20	February 21	February 22	February 23	February 24	Feb 25
					All Inter -departmentals fed to Finance	
Feb 26	February 27	February 28	March 1	March 2	March 3	Mar 4
	Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)	Clear Unidentified deposits clearing G22990, G22999	Certify cash deposit at CMCS the first business day the following month	Double check with Accounts Receivable that 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	Negative Budget Clean up for 16075		
	Clear out C14000 Telephone billing	Clear out Payroll Clearing	Audit Void Check Register and balance with Banner (FARCHKR)	All budget transactions fed to Finance		
	Clear out C14000 Postage billing	CI's closed and balance with CMCS	Balance Transfers	Capital Asset Entry Processed		
	Monthly Payroll fed to Finance	Post Indirect Cost to Grants	Balance Allotments			
Mar 5	March 6	March 7	March 8	March 9	10	Mar 11
		Prepare Month End Reports 702, 802, 805	Run WURNCAS program, transmit to OSC			
		Check CMCS to make sure it is up-to-date	AT quarter end, manually submit Allotment Reversion to NCAS			
		Confirm all steps are complete	Reconcile WURNCAS/Banner BD701, 702, 725 and Trust			
			Pre-certify with OSC - Record Ticket #			
			Close Banner month, notify Business Office personnel			