# APR 2020 Month End Close Check list according to working day due

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Apr 19</td>
<td>Apr 20</td>
<td>Apr 21</td>
<td>Apr 22</td>
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<td>Apr 26</td>
<td>Apr 27</td>
<td>Apr 28</td>
<td>Apr 29</td>
<td>Apr 30</td>
<td>May 1</td>
<td>May 2</td>
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- **All inter-departmentals fed to Finance**
- **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**
- **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**
- **Audit Void Check Register and balance with Banner (FARCHKR)**
- **Clear out C14000 Postage billing**
- **Ci's closed and balance with CMCS**
- **Balance Transfers**
- **Monthly Payroll fed to Finance**
- **Post Indirect Cost to Grants**
- **Balance Allotments**

<table>
<thead>
<tr>
<th>May 3</th>
<th>May 4</th>
<th>May 5</th>
<th>May 6</th>
<th>May 7</th>
<th>May 8</th>
<th>May 9</th>
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- **Double check with Accounts Receivable that all feeds are posted**
- **BR feed to clear out account G11195**
- **Negative Budget Clean up for 16075**
- **All budget transactions fed to Finance**
- **Capital Asset Entry Processed**
- **Prepare Month End Reports 702, 802, 805**
- **Check CMCS to make sure it is up-to-date**
- **Confirm all steps are complete**

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<thead>
<tr>
<th>May 10</th>
<th>May 11</th>
<th>May 12</th>
<th>May 13</th>
<th>May 14</th>
<th>May 15</th>
<th>May 16</th>
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- **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**

<table>
<thead>
<tr>
<th>May 17</th>
<th>May 18</th>
<th>May 19</th>
<th>May 20</th>
<th>May 21</th>
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