

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Apr	19	Apr	20	Apr	21	Apr	22	Apr	23	Apr	24	Apr	25
Apr	26	Apr	27	Apr	28	Apr	29	Apr	30	May	1	May	2
				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			
May	3	May	4	May	5	May	6	May	7	May	8	May	9
		Double check with Accounts Receivable that all feeds are posted								Prepare Month End Reports 702, 802, 805			
		BR feed to clear out account G11195								Check CMCS to make sure it is up-to-date			
		Negative Budget Clean up for 16075								Confirm all steps are complete			
		All budget transactions fed to Finance											
		Capital Asset Entry Processed											
May	10	Mat	11	May	12	May	13	May	14	May	15	May	16
		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											
May	17	May	18	May	19	May	20	May	21	May	22	May	23