

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Aug	23	Aug	24	Aug	25	Aug	26	Aug	27	Aug	28	Aug	29
								All Inter-departmentals fed to Finance		Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)			
										Clear out C14000 Pay 4 Print			
										Clear out C14000 P-Cards			
										Clear out C14000 Telephone billing			
										Clear out C14000 Postage billing			
										Monthly Payroll fed to Finance			
Aug	30	Aug	31	Sept	1	Sept	2	Sept	3	Sept	4	Sept	5
		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							
		Interest distribution/bank charges fed to Finance		Balance Expenses & Receipts with CMCS for 16075		BR feed to clear out account G11195							
		Clear out 4% Withholding		Prepare Month End Journal Entries		Negative Budget Clean up for 16075							
		Clear out Payroll Clearing		Audit Void Check Register and balance with Banner (FARCHKR)		All budget transactions fed to Finance							
		CI's closed and balance with CMCS		Balance Transfers		Capital Asset Entry Processed							
		Post Indirect Cost to Grants		Balance Allotments									
Sept	6	Sept	7	Sept	8	Sept	9	Sept	10	Sept	11	Sept	12
		Labor Day				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					
Sept	13	Sept	14	Sept	15	Sept	16	Sept	17	Sept	18	Sept	19
Sept	20	Sept	21	Sept	22	Sept	23	Sept	24	Sept	25	Sept	26