

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 20	Dec 21	Dec 22	Dec 23	Dec 24	Dec 25	Dec 26
	All Inter -departmentals fed to Finance	Clear out inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop)	Clear Unidentified deposits clearing G22990, G22999	Christmas Eve	Christmas Day	
		Clear out C14000 Pay 4 Print	Interest distribution/bank charges fed to Finance			
		Clear out C14000 P-Cards	Clear out 4% Withholding			
		Clear out C14000 Telephone billing	Clear out Payroll Clearing			
		Clear out C14000 Postage billing	CI's closed and balance with CMCS			
		Monthly Payroll fed to Finance	Post Indirect Cost to Grants			
Dec 27	Dec 28	Dec 29	Dec 30	Dec 31	Jan 1	Jan 2
	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	New Year's Day!	
Jan 3	Jan 4	Jan 5	Jan 6	Jan 7	Jan 8	Jan 9
	Certify cash deposit at CMCS the first business day the following month	Double check with Accounts Receivable that all feeds are posted				
	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out account G11195				
	Prepare Month End Journal Entries	Negative Budget Clean up for 16075				
	Audit Void Check Register and balance with Banner (FARCHKR)	All budget transactions fed to Finance				
	Balance Transfers	Capital Asset Entry Processed				
	Balance Allotments					
Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16
	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				
Jan 17	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22	Jan 23