## FEB 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>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 23</td>
<td>Feb 24</td>
<td>Feb 25</td>
<td>Feb 26</td>
<td>Feb 27</td>
<td>Feb 28</td>
<td>Feb 29</td>
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</tbody>
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### February
- **Feb 23**
  - All Inter-departmentals fed to Finance

### March
- **Mar 1**
  - Certified cash deposit at CMCS the first business day the following month
- **Mar 2**
  - Double check with Accounts Receivable that all feeds are posted
- **Mar 3**
  - All Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)
- **Mar 4**
  - Clear out C14000 Pay 4 Print
  - Interest distribution/bank charges fed to Finance
- **Mar 5**
  - Clear out C14000 P-Cards
  - Clear out 4% Withholding
- **Mar 6**
  - Clear out C14000 Telephone billing
  - Clear out Payroll Clearing
- **Mar 7**
  - Clear out C14000 Postage billing
  - Ci’s closed and balance with CMCS

<table>
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<tr>
<th>Mar 8</th>
<th>Mar 9</th>
<th>Mar 10</th>
<th>Mar 11</th>
<th>Mar 12</th>
<th>Mar 13</th>
<th>Mar 14</th>
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</thead>
</table>
- **Mar 8**
  - Monthly Payroll fed to Finance
  - All budget transactions fed to Finance
- **Mar 9**
  - Balance Transfers
  - Capital Asset Entry Processed
- **Mar 10**
  - Balance Transfers
  - Capital Asset Entry Processed
- **Mar 11**
  - Balance Allotments
  - Capital Asset Entry Processed
- **Mar 12**
  - Prepare Month End Reports 702, 802, 805
  - WURNCAS program, transmit to OSC
- **Mar 13**
  - Check CMCS to make sure it is up-to-date
  - AT quarter end, manually submit Allotment Reversion to NCAS
- **Mar 14**
  - 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

<table>
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<tr>
<th>Mar 15</th>
<th>Mar 16</th>
<th>Mar 17</th>
<th>Mar 18</th>
<th>Mar 19</th>
<th>Mar 20</th>
<th>Mar 21</th>
</tr>
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</table>

**Note:** The check list is aligned with the working day due dates, ensuring all tasks are completed according to the specified schedule.