

FEB 2021 Month End Close Check list according to working day due

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Feb	21	Feb	22	Feb	23	Feb	24	Feb	25	Feb	26	Feb	27
							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		
									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		Cl's closed and balance with CMCS		
									Monthly Payroll fed to Finance		Post Indirect Cost to Grants		
Feb	28	Mar	1	Mar	2	Mar	3	Mar	4	Mar	5	Mar	6
		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											
Mar	7	Mar	8	Mar	9	Mar	10	Mar	11	Mar	12	Mar	13
		Prepare Month End Reports 702, 802, 805		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									
Mar	14	Mar	15	Mar	16	Mar	17	Mar	18	Mar	19	Mar	20