

# JAN 2020 Month End Close Check list according to working day due

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Jan	19	Jan	20	Jan	21	Jan	22	Jan	23	Jan	24	Jan	25
Jan	26	Jan	27	Jan	28	Jan	29	Jan	30	Jan	31	Feb	1
									Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)		Clear Unidentified deposits clearing G22990, G22999		
							All Inter -departmentals fed to Finance		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	2	Feb	3	Feb	4	Feb	5	Feb	6	Feb	7	Feb	8
			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										
Feb	9	Feb	10	Feb	11	Feb	12	Feb	13	Feb	14	Feb	15
			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								
Feb	16	Feb	17	Feb	18	Feb	19	Feb	20	Feb	21	Feb	22