

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

| Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | |
|--------|----|---|----------|---|----|---|----|---|----|---|----|----------|----|
| Jun | 20 | June | 21 | June | 22 | June | 23 | June | 24 | June | 25 | Jun | 26 |
| Jun | 27 | June | 28 | June | 29 | June | 30 | July | 1 | July | 2 | July | 3 |
| | | All Inter -departmentals fed to Finance | | Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing) | | 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 | | | |
| | | | | Clear out C14000 Pay 4 Print | | Interest distribution/bank charges fed to Finance | | Balance Expenses & Receipts with CMCS for 16075 | | BR feed to clear out account G11195 | | | |
| | | | | Clear out C14000 P-Cards | | Clear out 4% Withholding | | Prepare Month End Journal Entries | | Negative Budget Clean up for 16075 | | | |
| | | | | Clear out C14000 Telephone billing | | Clear out Payroll Clearing | | Audit Void Check Register and balance with Banner (FARCHKR) | | All budget transactions fed to Finance | | | |
| | | | | Clear out C14000 Postage billing | | CI's closed and balance with CMCS | | Balance Transfers | | Capital Asset Entry Processed | | | |
| | | | | Monthly Payroll fed to Finance | | Post Indirect Cost to Grants | | Balance Allotments | | | | | |
| July | 4 | July | 5 | July | 6 | July | 7 | July | 8 | July | 9 | July | 10 |
| | | | | | | | | Prepare Month End Reports 702, 802, 805 | | Run WURNCAS program, transmit to OSC | | | |
| | | Independence Day | | | | | | Check CMCS to make sure it is up-to-date | | AT quarter end, manually submit Allotment Reversion to NCAS | | | |
| | | Day | observed | | | | | 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 | | | |
| July | 11 | July | 12 | July | 13 | July | 14 | July | 15 | July | 16 | July | 17 |
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| | | | | | | | | | | | | | |
| July | 18 | July | 19 | July | 20 | July | 21 | July | 22 | July | 23 | July | 24 |