

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Mar	22	Mar	23	Mar	24	Mar	25	Mar	26	Mar	27	Mar	28
											All Inter-departmentals fed to Finance		
Mar	29	Mar	30	Mar	31	Apr	1	Apr	2	Apr	3	Apr	4
		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							
Apr	5	Apr	6	Apr	7	Apr	8	Apr	9	Apr	10	Apr	11
						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			GOOD		
						Confirm all steps are complete		Reconcile WURNCAS/Banner BD701, 702, 725 and Trust			FRIDAY		
								Pre-certify with OSC - Record Ticket #					
								Close Banner month, notify Business Office personnel					
Apr	12	Apr	13	Apr	14	Apr	15	Apr	16	Apr	17	Apr	18