

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
May	24	May	25	May	26	May	27	May	28	May	29	May	30
		Memorial Day				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			
								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		CI's closed and balance with CMCS			
								Monthly Payroll fed to Finance		Post Indirect Cost to Grants			
May	31	June	1	June	2	June	3	June	4	June	5	June	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											
June	7	June	8	June	9	June	10	June	11	June	12	June	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									
June	14	June	15	June	16	June	17	June	18	June	19	June	20