# May 2021 Month End Close Check list according to working day due

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Apr 16</td>
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- **Sunday**
  - **May 16**: All Inter-departmentals fed to Finance
- **Monday**
  - **May 17**: Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)
  - **May 18**: Clear out G22990, G22999
  - **May 19**: Clear Unidentified deposits clearing G14000 Pay 4 Print
  - **May 20**: Clear out G14000 P-Cards
  - **May 21**: Clear out 4% Withholding
  - **May 22**: Clear out G14000 Telephone billing
  - **May 23**: Clear out Payroll Clearing
  - **May 24**: Clear out G14000 Postage billing
  - **May 25**: Close Banner month, notify Business Office personnel

- **Tuesday**
  - **May 26**: Monthly Payroll fed to Finance
  - **May 27**: Post Indirect Cost to Grants

- **Wednesday**
  - **May 28**: Memorial Day
  - **May 29**: Double check with Accounts Receivable that all feeds are posted
  - **May 30**: Balance Expenses & Receipts with CMCS for 16075
  - **June 1**: BR feed to clear out account G11195
  - **June 2**: Negative Budget Clean up for 16075
  - **June 3**: All budget transactions fed to Finance
  - **June 4**: Capital Asset Entry Processed

- **Thursday**
  - **June 5**: Monthly Payroll fed to Finance

- **Friday**
  - **June 6**: WURNCAS program, transmit to OSC
  - **June 7**: AT quarter end, manually submit Allotment Reversion to NCAS
  - **June 8**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
  - **June 9**: Pre-certify with OSC - Record Ticket #

- **Saturday**
  - **June 10**: Close Banner month, notify Business Office personnel
  - **June 11**: Monthly Payroll fed to Finance
  - **June 12**: Post Indirect Cost to Grants

- **Sunday**
  - **June 13**: Memorial Day
  - **June 14**: Double check with Accounts Receivable that all feeds are posted
  - **June 15**: Balance Expenses & Receipts with CMCS for 16075
  - **June 16**: BR feed to clear out account G11195
  - **June 17**: Negative Budget Clean up for 16075
  - **June 18**: All budget transactions fed to Finance
  - **June 19**: Capital Asset Entry Processed
  - **June 20**: Monthly Payroll fed to Finance