

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

| Sunday |    | Monday       |    | Tuesday   |    | Wednesday   |    | Thursday  |    | Friday  |    | Saturday |    |
|--------|----|--------------|----|---|----|---|----|---|----|---|----|----------|----|
| Apr    | 16 | Apr          | 17 | Apr   | 18 | Apr   | 19 | Apr   | 20 | Apr   | 21 | Apr      | 22 |
| Apr    | 23 | Apr          | 24 | Apr   | 25 | Apr   | 26 | Apr   | 27 | Apr   | 28 | May      | 29 |
|        |    |              |    |   |    | 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  |    | Cl's closed and balance with CMCS                   |    |          |    |
|        |    |              |    |   |    |   |    | Monthly Payroll fed to Finance  |    | Post indirect Cost to Grants                        |    |          |    |
| May    | 30 | May          | 31 | June  | 1  | June  | 2  | June  | 3  | June  | 4  | June     | 5  |
|        |    | Memorial Day |    | 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   | 6  | June         | 7  | June  | 8  | June  | 9  | June  | 10 | June  | 11 | June     | 12 |
|        |    |              |    | 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   | 13 | June         | 14 | June  | 15 | June  | 16 | June  | 17 | June  | 18 | June     | 19 |