

NOV 2020 Month End Close Check list according to working day due

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Nov	22	Nov	23	Nov	24	Nov	25	May	26	June	26	Jun	28
				All Inter -departmentals fed to Finance		Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)		Thanksgiving		Thanksgiving			
						Clear out C14000 Pay 4 Print		Day		Holiday			
						Clear out C14000 P-Cards							
						Clear out C14000 Telephone billing							
						Clear out C14000 Postage billing							
						Monthly Payroll fed to Finance							
Nov	29	Nov	30	Dec	1	Dec	2	Dec	3	Dec	4	Dec	5
		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							
		Interest distribution/bank charges fed to Finance		Balance Expenses & Receipts with CMCS for 16075		BR feed to clear out account G11195							
		Clear out 4% Withholding		Prepare Month End Journal Entries		Negative Budget Clean up for 16075							
		Clear out Payroll Clearing		Audit Void Check Register and balance with Banner (FARCHKR)		All budget transactions fed to Finance							
		CI's closed and balance with CMCS		Balance Transfers		Capital Asset Entry Processed							
		Post Indirect Cost to Grants		Balance Allotments									
Dec	6	Dec	7	Dec	8	Dec	9	Dec	10	Dec	11	Dec	12
				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							
				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							
Dec	13	Dec	14	Dec	15		16	Dec	17	Dec	18	Dec	19