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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept 27	Sept 28	Sept 29	Sept 30	Oct 1	Oct 2	Oct 3
	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	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		
Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10
				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	
Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17
Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24