

APRIL 2022 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr
					All Inter-departmentals fed to Finance	
					Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)	
					Clear out C14000 Pay 4 Print	
					Clear out C14000 P-Cards	
					Clear out C14000 Telephone billing	
					Clear out C14000 Postage billing	
					Monthly Payroll fed to Finance	
					Clear Unidentified deposits clearing G22990, G22999	
					Interest distribution/bank charges fed to Finance	
					Clear out 4% Withholding	
					Clear out Payroll Clearing	
					CI's closed and balance with CMCS	
					Post Indirect Cost to Grants	
1-May	2-May	3-May	4-May	5-May	6-May	7-May
	Certify cash deposit at CMCS the first business day the following month	Double check with Accounts Receivable that all feeds are posted			Check CMCS to make sure it is up-to-date	
	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out account G11195			Confirm all steps are complete	
	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					
	Balance Allotments					
8-May	9-May	10-May	11-May	12-May	13-May	14-May
					Run WURNCAS program, transmit to OSC	
					AT quarter end, manually submit Allotment Reversion to NCAS	
					Reconcile WURNCAS/Banner BD701, 702, 725 and Trust	
					Pre-certify with OSC - Record Ticket #	
					Close Banner month, notify Business Office personnel	

