

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

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------|---------|---|---|---|----------|
| 28-Aug | 29-Aug | 30-Aug | 31-Aug | 1-Sep | 2-Sep | 3-Sep |
| | | | All Inter-departmentals fed to Finance | Certify cash deposit at CMCS the first business day the following month | Double check with Accounts Receivable that all feeds are posted | |
| | | | Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop) | Balance Expenses & Receipts with CMCS for 16075 | BR feed to clear out account G11195 | |
| | | | Clear out C14000 Pay 4 Print | Prepare Month End Journal Entries | Negative Budget Clean up for 16075 | |
| | | | Clear out C14000 P-Cards | Balance Transfers | All budget transactions fed to Finance | |
| | | | Clear out C14000 Telephone billing | Balance Allotments | | |
| | | | 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 | | | |
| 4-Sep | 5-Sep | 6-Sep | 7-Sep | 8-Sep | 9-Sep | 10-Sep |
| | Labor Day | | | Check CMCS to make sure it is up-to-date | | |
| | Office Closed | | | Confirm all steps are complete | | |
| 11-Sep | 12-Sep | 15-Sep | 14-Sep | 15-Sep | 16-Sep | 17-Sep |
| | | | | 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 | | |
| 18-Sep | 19-Sep | 20-Sep | 21-Sep | 22-Sep | 23-Sep | 24-Sep |