

AUGUST 2021 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29-Aug	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	4-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 billing)	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				
5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep
	Labor Day		Check CMCS to make sure it is up-to-date			
	Office Closed		Confirm all steps are complete			
12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-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			
19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep