

## DECEMBER 2021 Month End Close Check list according to working day due

Sunday 19-Dec	Monday 20-Dec	Tuesday 21-Dec	Wednesday 22-Dec	Thursday 23-Dec	Friday 24-Dec	Saturday 25-Dec
				All Inter-departmentals fed to Finance		
				Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders,	Extended Winter	Christmas
				Clear out C14000 Pay 4 Print	Closing	
				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		
26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	1-Jan
	Extended Winter Closing	Extended Winter Closing	Extended Winter Closing	Extended Winter Closing	Extended Winter Closing	
2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan
	New Year's	Certify cash deposit at CMCS the first business day the following month	Double check with Accounts Receivable that all feeds are posted			
	Day	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out account G11195			
		Prepare Month End Journal Entries	Negative Budget Clean up for 16075			
		Balance Transfers	All budget transactions fed to Finance			
		Balance Allotments				
9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan
	Check CMCS to make sure it is up-to-date					
	Confirm all steps are complete					
16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan
	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					
23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan