

DECEMBER 2022 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 23-Dec	Saturday 24-Dec
					All Inter-departmentals fed to Finance	
					Clear out Inter-departmentals against G16150 (motor pool,	Christmas
					Clear out C14000 Pay 4 Print	Eve
					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	
25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec
CHRISTMAS	Extended Winter Closing	Extended Winter Closing	Extended Winter Closing	Extended Winter Closing	Extended Winter Closing	
1-Jan	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-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	HOLIDAY	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				
8-Jan	9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan
	Check CMCS to make sure it is up-to-date					
	Confirm all steps are complete					
15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-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					
22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan