

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27-Feb	28-Feb	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar
	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					
6-Mar	7-Mar	8-Mar	9-Mar	10-Mar	11-Mar	12-Mar
	Check CMCS to make sure it is up-to-date					
	Confirm all steps are complete					
13-Mar	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar
	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					
20-Mar	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar