

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30-Jan	31-Jan	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb
	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-Feb	7-Feb	8-Feb	9-Feb	10-Feb	11-Feb	12-Feb
	Check CMCS to make sure it is up-to-date					
	Confirm all steps are complete					
13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb
	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-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb