

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

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