

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27-Mar	28-Mar	29-Mar	30-Mar	31-Mar	1-Apr	2-Apr
				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-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr
	Double check with Accounts Receivable that all feeds are posted			Check CMCS to make sure it is up-to-date		
	BR feed to clear out account G11195			Confirm all steps are complete		
	Negative Budget Clean up for 16075					
	All budget transactions fed to Finance					
10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr
				Run WURNCAS program, transmit to OSC		
				At quarter end, manually submit Allotment Reversion to NCAS	Good Friday	
				Reconcile WURNCAS/Banner BD701, 702, 725 and Trust	Office Closed	
				Pre-certify with OSC - Record Ticket #		
				Close Banner month, notify Business Office personnel		
17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr