

MAY 2022 Month End Close Check List According to Working Day Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22-May	23-May	24-May	25-May	26-May	27-May	28-May
29-May	30-May	31-May	1-Jun	2-Jun	3-Jun	4-Jun
		All Inter-departmentals fed to Finance Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop)	Certify cash deposit at CMCS the first business day the following month Balance Expenses & Receipts with CMCS for 16075	Double check with Accounts Receivable that all feeds are posted BR feed to clear out account G11195		
	Memorial Day	Clear out C14000 Pay 4 Print	Prepare Month End Journal Entries	Negative Budget Clean up for 16075		
	Office Closed	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				
5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun
		Check CMCS to make sure it is up-to-date				
		Confirm all steps are complete				
12-Jun	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun
		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				
19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun