

NOVEMBER 2021 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21-Nov	22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov
				Thanksgiving		
28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec	4-Dec
		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				
5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	10-Dec	11-Dec
		Check CMCS to make sure it is up-to-date				
		Confirm all steps are complete				
12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec
		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				