

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

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