

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

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