

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

| Sunday 26-Sep | Monday 27-Sep | Tuesday Spt28 | Wednesday 29-Sep | Thursday 30-Sep | Friday 1-Oct | Saturday 2-Oct |
|------------------|---|------------------|---------------------|---|---|-------------------|
| | | | | 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-Oct | 4-Oct | 5-Oct | 6-Oct | 7-Oct | 8-Oct | 9-Oct |
| | 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-Oct | 11-Oct | 12-Oct | 13-Oct | 14-Oct | 15-Oct | 16-Oct |
| | | | | 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 | | |
| 17-Oct | 18-Oct | 19-Oct | 20-Oct | 21-Oct | 22-Oct | 23-Oct |
| | | | | | | |
| 24-Oct | 25-Oct | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct |
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