

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

Sunday 25-Sep	Monday 26-Sep	Tuesday 27-Sep	Wednesday 28-Sep	Thursday 29-Sep	Friday 30-Sep	Saturday 1-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	
2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
	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					
9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-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	
16-Oct	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