

Aug 2024 Month End Close Check list according to working day due

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|---|----------|
| Aug 25 | Aug 26 | Aug 27 | Aug 28 | Aug 29 | Aug 30 | Aug 31 |
| | | | All Inter-departmental to finance | Clear out Inter-departmental against G16150 (motor pool, facilities management, work orders, print shop billing) | Clear Unidentified deposits clearing G22990,G22999 | |
| | | | | Clear out C14000 Pay 4 Print | Interest distribution/bank charges fed to finance | |
| | | | | Clear out C14000 P-Cards | Clear out 4% Withholding | |
| | | | | Clear out C14000 Telephone billing | Clear out Payroll Clearing | |
| | | | | Clear out C14000 Postage Billing | CI's closed and balance with CMCS | |
| | | | | Monthly Payroll fed to finance | Post Indirect Cost to Grants | |
| Sep 1 | Sep 2 | Sep 3 | Sep 4 | Sep 5 | Sep 6 | Sep 7 |
| | Labor Day | Certify cash deposit at CMCS the first business day the following month | Double check with Janet that all feeds are posted | | | |
| | | Balance Expenses & Receipts with CMCS for 16075 | BR feed to clear out account G11195, C33400 | | | |
| | | Prepare Month End Journal Entries | | | | |
| | | Balance Transfers | | | | |
| | | Balance Allotments | | | | |
| Sep 8 | Sep 9 | Sep 10 | Sep 11 | Sep 12 | Sep 13 | Sep 14 |
| | Negative Budget Clean up for 16075 | | | | Verify NCFs in in balance with BD702 - State Funds | |
| | Verify all budget transactions fed to finance (email confirmation from budget office) | | | | Send email to Systems and Procedures to close month and run WURNCAS process | |
| | | | | | Check CMCS to make sure it is up to date | |
| | | | | | Confirm all steps are complete | |
| Sep 15 | Sep 16 | Sep 17 | Sep 18 | Sep 19 | Sep 20 | Sep 21 |
| | Confirm all steps are complete | | | | | |
| | Run WURNCAS program, transmit to OSC | | | | | |
| | Confirmation email received from Systems and Procedures to verify Banner Finance month has been closed, WURNCAS hs been processed to OSC and verify that WURNCAS is in balance (debits = credits) | | | | | |
| | At quarter end, manually submit Allotment Reversion to NCAS | | | | | |
| | Download reports from OSC to H-Drive | | | | | |
| | Reconcile WURNCAS/BD 725 (Capital Improvements) | | | | | |
| | Reconcile WURNCAS/BD 701 and 702 (State) | | | | | |
| | Pre-certify with OSC – Record ticket # | | | | | |
| | Close Banner month, notify Business office personnel | | | | | |