

## Dec 2024 Month End Close Check list according to working day due

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Dec	15	Dec	16	Dec	17	Dec	18	Dec	19	Dec	20	Dec	21
						All Inter-departmental to finance		Clear out Inter-departmental against G16150 (motor pool, facilities management, work orders, print shop)		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			
Dec	22	Dec	23	Dec	24	Dec	25	Dec	26	Dec	27	Dec	28
		Extended Winter Closing		Extended Winter Closing		Extended Winter Closing		Extended Winter Closing		Extended Winter Closing			
Dec	29	Dec	30	Dec	31	Jan	1	Jan	2	Jan	3	Jan	4
		Extended Winter Closing		Extended Winter Closing		New Year's 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					
Jan	5	Jan	6	Jan	7	Jan	8	Jan	9	Jan	10	Jan	11
						Negative Budget Clean up for 16075							
						Verify all budget transactions fed to finance (email confirmation from budget office)							
Jan	12	Jan	13	Jan	14	Jan	15	Jan	16	Jan	17	Jan	18
				Verify NCFS in in balance with BD702 - State Funds		Confirm all steps are complete							
				Send email to Systems and Procedures to close month and run WURNCAS process		Run WURNCAS program, transmit to OSC							
				Check CMCS to make sure it is up to date		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)							
				Confirm all steps are complete		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							
Jan	19	Jan	20	Jan	21	Jan	22	Jan	23	Jan	24	Jan	25
		Martin Luther King, Jr's Birthday											