

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Jul	28	Jul	29	Jul	30	Jul	31	Aug	1	Aug	2	Aug	3
		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		Certify cash deposit at CMCS the first business day the following month		Double check with Janet that all feeds are posted			
				Clear out C14000 Pay 4 Print		Interest distribution/bank charges fed to finance		Balance Expenses & Receipts with CMCS for 16075		BR feed to clear out account G11195, C33400			
				Clear out C14000 P-Cards		Clear out 4% Withholding		Prepare Month End Journal Entries					
				Clear out C14000 Telephone billing		Clear out Payroll Clearing		Balance Transfers					
				Clear out C14000 Postage Billing		CI's closed and balance with CMCS		Balance Allotments					
				Monthly Payroll fed to finance		Post Indirect Cost to Grants							
Aug	4	Aug	5	Aug	6	Aug	7	Aug	8	Aug	9	Aug	10
						Negative Budget Clean up for 16075							
						Verify all budget transactions fed to finance (email confirmation from budget office)							
Aug	11	Aug	12	Aug	13	Aug	14	Aug	15	Aug	16	Aug	17
				Verify NCF5 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							
Aug	18	Aug	19	Aug	20	Aug	21	Aug	22	Aug	23	Aug	24