

Jun 2023 Month End Close Check list according to working day due

Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	Jun 31	Jul 1
			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	
Jul 2	Jul 3	Jul 4	Jul 5	Jul 6	Jul 7	Jul 8
	Certify cash deposit at CMCS the first business day the following month	Independence Day	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					
Jul 9	Jul 10	Jul 11	Jul 12	Jul 13	Jul 14	Jul 15
	Negative Budget Clean up for 16075				Verify NCFs is 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	
Jul 16	Jul 17	Jul 18	Jul 19	Jul 20	Jul 21	Jul 22
	Run WURNCAS program, transmit to NCSF					
	Confirmation email received from Systems and Procedures to verify Banner Finance month has been closed. WURNCAS has been processed (submitted to OSC) and verify that WURNCAS is in balance (debits = credits)					
	Download reports from OSC to H: drive					
	Reconcile WURNCAS/BD 725 (Capital Improvements)					
	Reconcile WURNCAS/Banner BD 701 and 702 (State)					
	Pre-certify with OSC - Record ticket #					