

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29
			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	
Jun 30	Jul 1	Jul 2	Jul 3	Jul 4	Jul 5	Jul 6
	Certify cash deposit at CMCS the first business day the following month	Double check with Junet that all feeds are posted		Independence Day		
	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out account G11195				
	Prepare Month End Journal Entries					
	Balance Transfers					
	Balance Allotments					
Jul 7	Jul 8	Jul 9	Jul 10	Jul 11	Jul 12	Jul 13
	Negative Budget Clean up for 16075				Check CMCS to make sure it is up to date	
	All budget transactions fed to finance				Confirm all steps are complete	
Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	Jul 20
	Confirm all steps are complete					
	Run WURNCAS program, transmit to OSC					
	At quarter end, manually submit Allotment Reversion to NCAS					
	1 Reconcile WURNCAS/Banner BD701, 702, 725 and Trust					
	3 Pre-certify with OSC – Record ticket #					
	Close Banner month, notify Business office personnel					
Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	Jul 27