

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	May 27	May 28	May 29	May 30	May 31	Jun 1
			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 2	Jun 3	Jun 4	Jun 5	Jun 6	Jun 7	Jun 8
	Certify cash deposit at CMCS the first business day the following month	Double check with Mayet that all feeds are posted			Negative Budget Clean up for 16075	
	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out account G11195			All budget transactions fed to finance	
	Prepare Month End Journal Entries					
	Balance Transfers					
	Balance Allotments					
Jun 9	Jun 10	Jun 11	Jun 12	Jun 13	Jun 14	Jun 15
				Check CMCS to make sure it is up to date	Confirm all steps are complete	
				Confirm all steps are complete	Run WURNCAS program, transmit to OSC	
					At quarter end, manually submit Allotment Reversion to NCAS	
					Reconcile WURNCAS/Banner BD701, 702, 725 and Trust	
					Pre-certify with OSC – Record ticket #	
					Close Banner month, notify Business office personnel	
Jun 16	Jun 17	Jun 18	Jun 19	Jun 20	Jun 21	Jun 22
1						
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