

## JUL 2023 Month End Close Check list according to working day due

| Sunday |    | Monday  |    | Tuesday   |    | Wednesday   |    | Thursday                          |    | Friday   |  | Saturday |    |
|--------|----|---|----|---|----|---|----|-----------------------------------|----|--|--|----------|----|
| Jul    | 23 | Jul   | 24 | Jul   | 25 | Jul   | 26 | Jul                               | 27 | Jul  | 28                                       | Jul      | 29 |
|        |    |   |    |   |    |   |    | All Inter-departmental to finance |    | Clear out Inter-departmental against G16150 (motor pool, facilities management, work orders, print shop billing) |  |          |    |
|        |    |   |    |   |    |   |    |                                   |    | Clear out C14000 Pay 4 Print   |  |          |    |
|        |    |   |    |   |    |   |    |                                   |    | Clear out C14000 P-Cards   |  |          |    |
|        |    |   |    |   |    |   |    |                                   |    | Clear out C14000 Telephone billing   |  |          |    |
|        |    |   |    |   |    |   |    |                                   |    | Clear out C14000 Postage Billing   |  |          |    |
|        |    |   |    |   |    |   |    |                                   |    | Monthly Payroll fed to finance   |  |          |    |
| Jul    | 30 | Jul   | 31 | Aug   | 1  | Aug   | 2  | Aug                               | 3  | Aug  | 4  | Aug      | 5  |
|        |    | 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 |    |                                   |    |  |  |          |    |
|        |    | Interest distribution/bank charges fed to finance           |    | Balance Expenses & Receipts with CMCS for 16075                         |    | BR feed to clear out account G11195               |    |                                   |    |  |  |          |    |
|        |    | Clear out 4% Withholding                                    |    | Prepare Month End Journal Entries                                       |    |   |    |                                   |    |  |  |          |    |
|        |    | Clear out Payroll Clearing                                  |    | Balance Transfers   |    |   |    |                                   |    |  |  |          |    |
|        |    | CI's closed and balance with CMCS                           |    | Balance Allotments  |    |   |    |                                   |    |  |  |          |    |
|        |    | Post Indirect Cost to Grants                                |    |   |    |   |    |                                   |    |  |  |          |    |
| Aug    | 6  | Aug   | 7  | Aug   | 8  | Aug   | 9  | Aug                               | 10 | Aug  | 11                                       | Aug      | 12 |
|        |    | 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           |          |    |
| Aug    | 13 | Aug   | 14 | Aug   | 15 | Aug   | 16 | Aug                               | 17 | Aug  | 18                                       | Aug      | 19 |
|        |    | 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        |    |   |    |   |    |                                   |    |  |  |          |    |
| Aug    | 20 | Aug   | 21 | Aug   | 22 | Aug   | 23 | Aug                               | 24 | Aug  | 25                                       | Aug      | 26 |