

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Nov	24	Nov	25	Nov	26	Nov	27	Nov	28	Nov	29	Nov	30
		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		Thanksgiving		Thanksgiving			
				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							
Dec	1	Dec	2	Dec	3	Dec	4	Dec	5	Dec	6	Dec	7
		Certify cash deposit at CMCS the first business day the following month		Double check with Janet 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, C33400						Verify all budget transactions fed to finance (email confirmation from budget office)			
		Prepare Month End Journal Entries											
		Balance Transfers											
		Balance Allotments											
Dec	8	Dec	9	Dec	10	Dec	11	Dec	12	Dec	13	Dec	14
								Verify NCFS 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			