

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Oct	27	Oct	28	Oct	29	Oct	30	Oct	31	Nov	1	Nov	2
				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		Certify cash deposit at CMCS the first business day the following month			
						Clear out C14000 Pay 4 Print		Interest distribution/bank charges fed to finance		Balance Expenses & Receipts with CMCS for 16075			
						Clear out C14000 P-Cards		Clear out 4% Withholding		Prepare Month End Journal Entries			
						Clear out C14000 Telephone billing		Clear out Payroll Clearing		Balance Transfers			
						Clear out C14000 Postage Billing		CI's closed and balance with CMCS		Balance Allotments			
						Monthly Payroll fed to finance		Post Indirect Cost to Grants					
Nov	3	Nov	4	Nov	5	Nov	6	Nov	7	Nov	8	Nov	9
		Double check with Janet that all feeds are posted						Negative Budget Clean up for 16075					
		BR feed to clear out account G11195, C33400						Verify all budget transactions fed to finance (email confirmation from budget office)					
Nov	10	Nov	11	Nov	12	Nov	13	Nov	14	Nov	15	Nov	16
						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					
Nov	17	Nov	18	Nov	19	Nov	20	Nov	21	Nov	22	Nov	23