

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27	Sep 28
				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	
Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4	Oct 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, C33400			
	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					
Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12
	Negative Budget Clean up for 16075				Verify NCFs in in balance with BD702 - State Funds	
	Verify all budget transactions fed to finance (email confirmation from budget office)				Send email to Systems and Procedures to close month and run WURNCAS process	
					Check CMCS to make sure it is up to date	
					Confirm all steps are complete	
Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19
	Confirm all steps are complete					
	Run WURNCAS program, transmit to OSC					
	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)					
	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					
Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26