

Apr 2025 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 27	Apr 28	Apr 29	Apr 30	May 1	May 2	May 3
	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	Certify cash deposit at CMCS the first business day the following month	Double check with Janet that all feeds are posted	
		Clear out C14000 Pay 4 Print	Interest distribution/bank charges fed to finance	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out account G11195, C33400	
		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			
May 4	May 5	May 6	May 7	May 8	May 9	May 10
			Negative Budget Clean up for 16075			
			Verify all budget transactions fed to finance (email confirmation from budget office)			
May 11	May 12	May 13	May 14	May 15	May 16	May 17
		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			
May 18	May 19	May 20	May 21	May 22	May 23	May 24