

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Feb	23	Feb	24	Feb	25	Feb	26	Feb	27	Feb	28	Mar	1
							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		
									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		
Mar	2	Mar	3	Mar	4	Mar	5	Mar	6	Mar	7	Mar	8
			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										
Mar	9	Mar	10	Mar	11	Mar	12	Mar	13	Mar	14	Mar	15
									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		
Mar	16	Mar	17	Mar	18	Mar	19	Mar	20	Mar	21	Mar	22