

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 26	Jan 27	Jan 28	Jan 29	Jan 30	Jan 31	Feb 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	
Feb 2	Feb 3	Feb 4	Feb 5	Feb 6	Feb 7	Feb 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					
Feb 9	Feb 10	Feb 11	Feb 12	Feb 13	Feb 14	Feb 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	
Feb 16	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22