

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

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Jun	22	Jun	23	Jun	24	Jun	25	Jun	26	Jun	27	Jun	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		
Jun	29	Jun	30	Jul	1	Jul	2	Jul	3	Jul	4	Jul	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					Fourth of July		
		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											
Jul	6	Jul	7	Jul	8	Jul	9	Jul	10	Jul	11	Jul	12
				Negative Budget Clean up for 16075									
				Verify all budget transactions fed to finance (email confirmation from budget office)									
Jul	13	Jul	14	Jul	15	Jul	16	Jul	17	Jul	18	Jul	19
		Verify NCF5 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									
Jul	20	Jul	21	Jul	22	Jul	23	Jul	24	Jul	25	Jul	26