

## Mar 2025 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 23	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28	Mar 29
				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	
Mar 30	Mar 31	Apr 1	Apr 2	Apr 3	Apr 4	Apr 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					
Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11	Apr 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	
Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19
	Confirm all steps are complete					
	Run WURNCAS program, transmit to OSC				Good Friday	
	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					
Apr 20	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25	Apr 26