Mar 2024 Month End Close Check list according to working day due

Mar	-	Monday		Tuesday		Wednesday		Thursday		Friday	S	aturday
Clear United deposits clearing	-		Mar		Mar		Mar	_	Mar		Mar	_
Clear out C14000 P-Cards Clear out 4% Withholding Clear out 4% Withholding Clear out 4% Withholding Clear out C14000 F-Cards Clear out 4% Withholding Clear out Payroll Clearing Clear out Payroll Clearing Clear out Payroll Clearing Clear out Payroll Clear out Payroll Clearing Clear out Payroll Clear out Payroll Clearing Clear out Payroll Clear out Payro					Clear out Inter-departmental against G16150 (motor pool, facilities management, work orders, print shop		Clear Unidentified deposits clearing G22990,G22999 Interest distribution/bank charges fed to				- Iviui	50
Clear out C14000 Postage Billing									1			
Clear out C14000 Postage Billing Cl's closed and balance with CMCS Monthly Payroll fed to finance Post Indirect Cost to Grants Apr 1 Apr 2 Apr 3 Apr 4 Apr 5 Certify cash deposit at CMCS the first business day the following month Balance Expenses & Receipts with CMCS for 16075 Prepare Month End Journal Entries Balance Allotments Balance Allotments Apr 9 Apr 10 Apr 11 Apr 12 Check CMCS to make sure it is up to date Confirm all steps are complete Run WURNCAS program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCAS Program, transmit to OSC At quarter end, manually submit Allotment Reversion to NCAS Reconcile WURNCA					Cle	ear out C14000 P-Cards	Clear out 4% Withholding					
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Mar	_				Clear	out C14000 Postage Billing	CI's closed and balance with CMCS					
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