

# Apr 2026 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	May 1	May 2
		All Inter-departmentals to finance	Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)	Clear Unidentified deposits clearing G22990,G22999	Certify cash deposit at CMCS the first business day the following month	
			Clear out C14000 Pay 4 Print	Interest distribution/bank charges fed to finance	Balance Expenses & Receipts with CMCS for 16075	
			Clear out C14000 P-Cards	Clear out 4% Withholding	Balance Expenses & Receipts with CMCS for 16075	
			Clear out C14000 Telephone billing	Clear out Payroll Clearing	Prepare Month End Journal Entries	
			Clear out C14000 Postage Billing	CI's closed and balance with CMCS	Balance Transfers	
			Monthly Payroll fed to finance	Post Indirect Cost to Grants	Balance Allotments	
May 3	May 4	May 5	May 6	May 7	May 8	May 9
	Double check with Apret that all feeds are posted BR feed to clear out accounts G11195, C33400			Negative Budget Clean up for 16075		
				Verify all budget transactions fed to finance (email confirmation from budget office)		
May 10	May 11	May 12	May 13	May 14	May 15	May 16
			Check CMCS to make sure it is up to date	Confirm all steps are complete		
			Verify NCFs is in balance with BD702 - State Funds	Run WURNCAS program, transmit to OSC		
			Send email to Systems and Procedures to close month and run WURNCAS process	Confirmation email received from Systems and Procedures to verify Banner Finance month has been closed, WURNCAS has been processed (submitted 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/Banner BD 701 and 702 (State)		
				Pre-certify with OSC – Record ticket #		
				Close Banner month, notify Business office personnel		
May 17	May 18	May 19	May 20	May 21	May 22	May 23