

Jun 2026 Month End Close Check list according to working day due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 21	Jun 22	Jun 23	Jun 24	Jun 25	Jun 26	Jun 27
					All Inter-departmentals to finance	
Jun 28	Jun 29	Jun 30	Jul 1	Jul 2	Jul 3	Jul 4
	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	Double check with Junet that all feeds are posted	Independence Day	
	Clear out C14000 Pay 4 Print	Interest distribution/bank charges fed to finance	Balance Expenses & Receipts with CMCS for 16075	BR feed to clear out accounts G11195, C33400		
	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			
Jul 5	Jul 6	Jul 7	Jul 8	Jul 9	Jul 10	Jul 11
			Negative Budget Clean up for 16075 Verify all budget transactions fed to finance (email confirmation from budget office)			
Jul 12	Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18
		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			
Jul 19	Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25