

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 22	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28
					All Inter-departmentals to finance	
Mar 29	Mar 30	Mar 31	Apr 1	Apr 2	Apr 3	Apr 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 Maret that all feeds are posted	Good Friday	
	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			
Apr 5	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11
			Negative Budget Clean up for 16075			
			Verify all budget transactions fed to finance (email confirmation from budget office)			
Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 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			
Apr 19	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25