

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

Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
May 24	May	25	May	26	May	27	May	28	May	29	May 30
						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	
								Clear out C14000 Pay 4 Print		Interest distribution/bank charges fed to finance	
								Clear out C14000 P-Cards		Clear out 4% Withholding	
								Clear out C14000 Telephone billing		Clear out Payroll Clearing	
								Clear out C14000 Postage Billing		CI's closed and balance with CMCS	
								Monthly Payroll fed to finance		Post Indirect Cost to Grants	
May 31	Jun	1	Jun	2	Jun	3	Jun	4	Jun	5	Jun 6
		Certify cash deposit at CMCS the first business day the following month		Double check with Janet that all feeds are posted						Negative Budget Clean up for 16075	
		Balance Expenses & Receipts with CMCS for 16075		BR feed to clear out accounts G11195, C33400						Verify all budget transactions fed to finance (email confirmation from budget office)	
		Prepare Month End Journal Entries									
		Balance Transfers									
		Balance Allotments									
Jun 7	Jun	8	Jun	9	Jun	10	Jun	11	Jun	12	Jun 13
								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	
Jun 14	Jun	15	Jun	16	Jun	17	Jun	18	Jun	19	Jun 20