Apr2025 Month End Close Check list according to working day due
SundayMondayTuesdayWednesdayThursdayFridaySaturday
AprAprAprAprMayMayMay
All Inter-departmental to financeClear out Inter-departmental 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 Janet that
all feeds are posted
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 account G11195,
C33400
Clear out C14000 P-Cards Clear out 4% WithholdingPrepare Month End Journal Entries

Clear out C14000 Telephone billingClear out Payroll ClearingBalance Transfers

Clear out C14000 Postage Billing