Mar2025 Month End Close Check list according to working day due
SundayMondayTuesdayWednesdayThursdayFridaySaturday
MarMarMarMarMarMarMar All Inter-departmental to financeClear out Inter-departmental against
G16150 (motor pool, facilities
management, work orders, print shop
billing)

 Clear out C14000 Pay 4 Print

 Clear out C14000 P-Cards

 Clear out C14000 Telephone billing

 Clear out C14000 Postage Billing