Jan2025 Month End Close Check list according to working day due
SundayMondayTuesdayWednesdayThursdayFridaySaturday
JanJanJanJanJanJanFeb 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

 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 billingClear out Payroll Clearing

 Clear out C14000 Postage Billing/͛ƐĐůŽƐĞĚĂŶĚďĂůĂŶĐĞǁŝƚŚD^

 Monthly Payroll fed to finance