## February 2015 Month End Close Check List according to Working Day Due

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 22</td>
<td>February 23</td>
<td>February 24</td>
<td>February 25</td>
<td>Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)</td>
<td>Clear Unidentified deposits clearing G22990, G22999</td>
<td>Feb 28</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Clear out C14000 Pay 4 Print</td>
<td>Interest distribution/bank charges fed to Finance</td>
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<td></td>
<td>Clear out C14000 P-Cards</td>
<td>Clear out 4% Withholding</td>
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<td></td>
<td></td>
<td>Clear out C14000 Telephone billing</td>
<td>Clear out Payroll Clearing</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td>Clear out C14000 Postage billing</td>
<td>CI’s closed and balance with CMCS</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Monthly Payroll fed to Finance</td>
<td>Post Indirect Cost to Grants</td>
<td></td>
</tr>
</tbody>
</table>

**February 26**
- All Inter-departmentals fed 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
- Clear out C14000 P-Cards
- Clear out C14000 Telephone billing
- Clear out C14000 Postage billing
- CI’s closed and balance with CMCS
- Clear out 4% Withholding
- Clear out Payroll Clearing
- Monthly Payroll fed to Finance
- Post Indirect Cost to Grants

**March 1**
- Certify cash deposit at CMCS the first business day of the following month
- Double check with Accounts Receivable that all feeds are posted
- Balance Expenses & Receipts with CMCS for 16075
- BR feed to clear out account G11195
- Prepare Month End Journal Entries
- Negative Budget Clean up for 16075
- Audit Void Check Register and balance with Banner (FARCHKR)
- All budget transactions fed to Finance
- Balance Transfers
- Capital Asset Entry Processed
- Balance Allotments

**March 2**
- Prepare Month End Reports 702, 802, 805
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete

**March 3**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 4**
- Prepare Month End Reports 702, 802, 805
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete

**March 5**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 6**
- Prepare Month End Reports 702, 802, 805
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete

**March 7**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 8**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 9**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 10**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 11**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 12**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 13**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 14**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 15**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 16**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 17**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 18**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 19**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 20**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

**March 21**
- Run WURNCAS program, transmit to OSC
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel