# JAN  2016 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>
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</thead>
<tbody>
<tr>
<td>Jan 17</td>
<td>January</td>
<td>18</td>
<td>January 19</td>
<td>January 20</td>
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<td>21</td>
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<td>Jan 24</td>
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<td>25</td>
<td>January 26</td>
<td>January 27</td>
<td>January</td>
<td>28</td>
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<tr>
<td>Jan 31</td>
<td>February</td>
<td>1</td>
<td>February 2</td>
<td>February 3</td>
<td>February</td>
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<td>8</td>
<td>February 9</td>
<td>February 10</td>
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<td>Feb 14</td>
<td>February</td>
<td>15</td>
<td>February 16</td>
<td>February 17</td>
<td>February</td>
<td>18</td>
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</tbody>
</table>

- **Jan**
  - 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
  - Monthly Payroll fed to Finance
  - Post Indirect Cost to Grants

- **Feb**
  - Certify cash deposit at CMCS the first business day the following month
  - Double check with Accounts Receivable that all feeds are posted
  - BR feed to clear out account G11195
  - Negative Budget Clean up for 16075
  - All budget transactions fed to Finance
  - Capital Asset Entry Processed
  - Balance Allotments

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

- **Other Activities**
  - 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