### JUL 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>Jul 19</td>
<td>July 20</td>
<td>July 21</td>
<td>July 22</td>
<td>July 23</td>
<td>July 24</td>
<td>Jul 25</td>
</tr>
<tr>
<td>Jul 26</td>
<td>July 27</td>
<td>July 28</td>
<td>July 29</td>
<td>July 30</td>
<td>July 31</td>
<td>Aug 1</td>
</tr>
</tbody>
</table>

- **July**
  - All Inter-departmentals fed to Finance
  - Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)
  - Clear out Inter-departmentals against G22990
  - Clear unidentified deposits clearing G22999
  - Clear out C14000 Pay 4 Print
  - Clear out C14000 P-Cards
  - Clear out C14000 Telephone billing
  - Clear out Payroll Clearing
  - Clear out C14000 Postage billing
  - Cl's closed and balance with CMCS

- **August**
  - Certify cash deposit at CMCS the first business day 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
  - 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
  - Prepare Month End Reports 702, 802, 805
  - Check CMCS to make sure it is up-to-date
  - Confirm all steps are complete

---