OCT 2014 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>Oct 19</td>
<td>October 20</td>
<td>October 21</td>
<td>October 22</td>
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<td>October 24</td>
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<td>Oct 26</td>
<td>October 27</td>
<td>October 28</td>
<td>October 29</td>
<td>October 30</td>
<td>October 31</td>
<td>Nov 1</td>
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</tbody>
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- **Monday**:
  - All inter-departmentals fed to Finance
  - Clear out inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)
  - 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 billing
  - Clear out Payroll Clearing
  - Clear out C14000 Postage billing
  - CI's closed and balance with CMCS
  - Monthly Payroll fed to Finance

- **Tuesday**:
  - Post Indirect Cost to Grants

- **Wednesday**:
  - Post Indirect Cost to Grants

- **Monday**:
  - 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

- **Tuesday**:
  - Balance Allotments

- **Wednesday**:
  - 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

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