<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>Apr 20</td>
<td>April 21</td>
<td>April 22</td>
<td>April 23</td>
<td>April 24</td>
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<td>Apr 26</td>
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<td>Apr 27</td>
<td>April 28</td>
<td>April 29</td>
<td>April 30</td>
<td>May 1</td>
<td>May 2</td>
<td>May 3</td>
</tr>
</tbody>
</table>

- 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
- Clear out C14000 Telephone billing
- Clear out C14000 Postage billing
- Monthly Payroll fed to Finance

- Clear Unidentified deposits clearing G22990, G22999
- Interest distribution/bank charges fed to Finance
- Clear out Payroll Clearing
- Ci’s closed and balance with CMCS
- Post Indirect Cost to Grants

- Certify cash deposit at CMCS the first business day the following month
- Balance Expenses & Receipts with CMCS for 16075
- Clear out Payroll Clearing
- Audit Void Check Register and balance with Banner (FARCHKR)
- Balance Transfers

- 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

- May 4
- Run WURNCAS program, transmit to OSC
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

- May 5
- Prepare Month End Reports 702, 802, 805
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust

- May 6
- Run WURNCAS program, transmit to OSC
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

- May 7
- Prepare Month End Reports 702, 802, 805
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust

- May 8
- Run WURNCAS program, transmit to OSC
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel

- May 9
- Prepare Month End Reports 702, 802, 805
- AT quarter end, manually submit Allotment Reversion to NCAS
- Reconcile WURNCAS/Banner BD701, 702, 725 and Trust

- May 10
- Run WURNCAS program, transmit to OSC
- Check CMCS to make sure it is up-to-date
- Confirm all steps are complete
- Pre-certify with OSC - Record Ticket #
- Close Banner month, notify Business Office personnel