## JAN 2014 Month End Close Check list according to working day due

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<th>Sunday</th>
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<td>Jan 26</td>
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- **Jan 26**: All Inter-departmental fed to Finance
- **Jan 27**: Clear out Inter-departmental against G16150 (motor pool, facilities management, work orders, print shop billing)
- **Jan 28**: Clear Unidentified deposits clearing G22990, G22999
- **Jan 29**: Clear out C14000 Pay 4 Print
- **Jan 30**: Interest distribution/bank charges fed to Finance
- **Jan 31**: Clear out C14000 P-Cards
- **Feb 01**: Clear out 4% Withholding
- **Feb 02**: Clear out C14000 Telephone billing
- **Feb 03**: Clear out Payroll Clearing
- **Feb 04**: Clear out C14000 Postage billing
- **Feb 05**: CI’s closed and balance with CMCS
- **Feb 06**: Monthly Payroll fed to Finance
- **Feb 07**: Post Indirect Cost to Grants
- **Feb 08**: Certify cash deposit at CMCS the first business day the following month
- **Feb 09**: Double check with Accounts Receivable that all feeds are posted
- **Feb 10**: Prepare Month End Reports 702, 802, 805
- **Feb 11**: BR feed to clear out account G11195
- **Feb 12**: Negative Budget Clean up for 16075
- **Feb 13**: Check CMCS to make sure it is up-to-date
- **Feb 14**: Confirm all steps are complete
- **Feb 15**: Run WURNCAS program, transmit to OSC
- **Feb 16**: AT quarter end, manually submit Allotment Reversion to NCAS
- **Feb 17**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **Feb 18**: Pre-certify with OSC - Record Ticket #
- **Feb 19**: Close Banner month, notify Business Office personnel
- **Feb 20**: Balance Transfers
- **Feb 21**: Capital Asset Entry Processed
- **Feb 22**: Balance Allotments