### July 2013 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>July 21</td>
<td>July 22</td>
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<td>July 29</td>
<td>July 30</td>
<td>July 31</td>
<td>August 1</td>
<td>August 2</td>
<td>Aug 3</td>
</tr>
</tbody>
</table>

- **July 21**: All Inter-departmentals fed to Finance
- **July 22**: Clear out Inter-departmentals against G16150 (motor pool, facilities management, work orders, print shop billing)
- **July 23**: Clear out C14000 Pay 4 Print
- **July 24**: Clear out Inter-departmentals against G16150
- **July 25**: Clear out Inter-departmentals against G16150
- **July 26**: Clear out Inter-departmentals against G16150
- **July 27**: Clear out Inter-departmentals against G16150
- **August 1**: Clear out Inter-departmentals against G16150
- **August 2**: Clear out Inter-departmentals against G16150
- **August 3**: Clear out Inter-departmentals against G16150

- **July 21**: Clear out C14000 Pay 4 Print
- **July 22**: Clear out C14000 P-Cards
- **July 23**: Clear out C14000 Telephone billing
- **July 24**: Clear out C14000 Postage billing
- **July 25**: Clear out C14000 Pay 4 Print
- **July 26**: Clear out C14000 P-Cards
- **July 27**: Clear out C14000 Telephone billing
- **August 1**: Clear out C14000 Telephone billing
- **August 2**: Clear out C14000 Telephone billing
- **August 3**: Clear out C14000 Telephone billing

- **July 21**: Interest distribution/bank charges fed to Finance
- **July 22**: Interest distribution/bank charges fed to Finance
- **July 23**: Interest distribution/bank charges fed to Finance
- **July 24**: Interest distribution/bank charges fed to Finance
- **July 25**: Interest distribution/bank charges fed to Finance
- **July 26**: Interest distribution/bank charges fed to Finance
- **July 27**: Interest distribution/bank charges fed to Finance
- **August 1**: Interest distribution/bank charges fed to Finance
- **August 2**: Interest distribution/bank charges fed to Finance
- **August 3**: Interest distribution/bank charges fed to Finance

- **July 21**: Balance Expenses & Receipts with CMCS for 16075
- **July 22**: Balance Expenses & Receipts with CMCS for 16075
- **July 23**: Balance Expenses & Receipts with CMCS for 16075
- **July 24**: Balance Expenses & Receipts with CMCS for 16075
- **July 25**: Balance Expenses & Receipts with CMCS for 16075
- **July 26**: Balance Expenses & Receipts with CMCS for 16075
- **July 27**: Balance Expenses & Receipts with CMCS for 16075
- **August 1**: Balance Expenses & Receipts with CMCS for 16075
- **August 2**: Balance Expenses & Receipts with CMCS for 16075
- **August 3**: Balance Expenses & Receipts with CMCS for 16075

- **July 21**: Double check with Accounts Receivable that all feeds are posted
- **July 22**: Double check with Accounts Receivable that all feeds are posted
- **July 23**: Double check with Accounts Receivable that all feeds are posted
- **July 24**: Double check with Accounts Receivable that all feeds are posted
- **July 25**: Double check with Accounts Receivable that all feeds are posted
- **July 26**: Double check with Accounts Receivable that all feeds are posted
- **July 27**: Double check with Accounts Receivable that all feeds are posted
- **August 1**: Double check with Accounts Receivable that all feeds are posted
- **August 2**: Double check with Accounts Receivable that all feeds are posted
- **August 3**: Double check with Accounts Receivable that all feeds are posted

- **July 21**: Certify cash deposit at CMCS the first business day the following month
- **July 22**: Certify cash deposit at CMCS the first business day the following month
- **July 23**: Certify cash deposit at CMCS the first business day the following month
- **July 24**: Certify cash deposit at CMCS the first business day the following month
- **July 25**: Certify cash deposit at CMCS the first business day the following month
- **July 26**: Certify cash deposit at CMCS the first business day the following month
- **July 27**: Certify cash deposit at CMCS the first business day the following month
- **August 1**: Certify cash deposit at CMCS the first business day the following month
- **August 2**: Certify cash deposit at CMCS the first business day the following month
- **August 3**: Certify cash deposit at CMCS the first business day the following month

- **July 21**: BR feed to clear out account G11195
- **July 22**: BR feed to clear out account G11195
- **July 23**: BR feed to clear out account G11195
- **July 24**: BR feed to clear out account G11195
- **July 25**: BR feed to clear out account G11195
- **July 26**: BR feed to clear out account G11195
- **July 27**: BR feed to clear out account G11195
- **August 1**: BR feed to clear out account G11195
- **August 2**: BR feed to clear out account G11195
- **August 3**: BR feed to clear out account G11195

- **July 21**: Monthly Payroll fed to Finance
- **July 22**: Monthly Payroll fed to Finance
- **July 23**: Monthly Payroll fed to Finance
- **July 24**: Monthly Payroll fed to Finance
- **July 25**: Monthly Payroll fed to Finance
- **July 26**: Monthly Payroll fed to Finance
- **July 27**: Monthly Payroll fed to Finance
- **August 1**: Monthly Payroll fed to Finance
- **August 2**: Monthly Payroll fed to Finance
- **August 3**: Monthly Payroll fed to Finance

- **July 21**: Post Indirect Cost to Grants
- **July 22**: Post Indirect Cost to Grants
- **July 23**: Post Indirect Cost to Grants
- **July 24**: Post Indirect Cost to Grants
- **July 25**: Post Indirect Cost to Grants
- **July 26**: Post Indirect Cost to Grants
- **July 27**: Post Indirect Cost to Grants
- **August 1**: Post Indirect Cost to Grants
- **August 2**: Post Indirect Cost to Grants
- **August 3**: Post Indirect Cost to Grants

- **July 21**: Balance Allotments
- **July 22**: Balance Allotments
- **July 23**: Balance Allotments
- **July 24**: Balance Allotments
- **July 25**: Balance Allotments
- **July 26**: Balance Allotments
- **July 27**: Balance Allotments
- **August 1**: Balance Allotments
- **August 2**: Balance Allotments
- **August 3**: Balance Allotments

- **August 4**: Prepare Month End Reports 702, 802, 805
- **August 5**: Prepare Month End Reports 702, 802, 805
- **August 6**: Prepare Month End Reports 702, 802, 805
- **August 7**: Run WURNCAS program, transmit to OSC
- **August 8**: Run WURNCAS program, transmit to OSC
- **August 9**: Run WURNCAS program, transmit to OSC
- **August 10**: Run WURNCAS program, transmit to OSC

- **August 11**: Check CMCS to make sure it is up-to-date
- **August 12**: Check CMCS to make sure it is up-to-date
- **August 13**: Check CMCS to make sure it is up-to-date
- **August 14**: Check CMCS to make sure it is up-to-date
- **August 15**: Check CMCS to make sure it is up-to-date
- **August 16**: Check CMCS to make sure it is up-to-date
- **August 17**: Check CMCS to make sure it is up-to-date

- **August 18**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **August 19**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **August 20**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **August 21**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **August 22**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **August 23**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust
- **August 24**: Reconcile WURNCAS/Banner BD701, 702, 725 and Trust

- **August 25**: Pre-certify with OSC - Record Ticket #
- **August 26**: Pre-certify with OSC - Record Ticket #
- **August 27**: Pre-certify with OSC - Record Ticket #
- **August 28**: Pre-certify with OSC - Record Ticket #
- **August 29**: Pre-certify with OSC - Record Ticket #
- **August 30**: Pre-certify with OSC - Record Ticket #
- **August 31**: Pre-certify with OSC - Record Ticket #

- **September 1**: Close Banner month, notify Business Office personnel
- **September 2**: Close Banner month, notify Business Office personnel
- **September 3**: Close Banner month, notify Business Office personnel
- **September 4**: Close Banner month, notify Business Office personnel
- **September 5**: Close Banner month, notify Business Office personnel
- **September 6**: Close Banner month, notify Business Office personnel
- **September 7**: Close Banner month, notify Business Office personnel
- **September 8**: Close Banner month, notify Business Office personnel
- **September 9**: Close Banner month, notify Business Office personnel
- **September 10**: Close Banner month, notify Business Office personnel