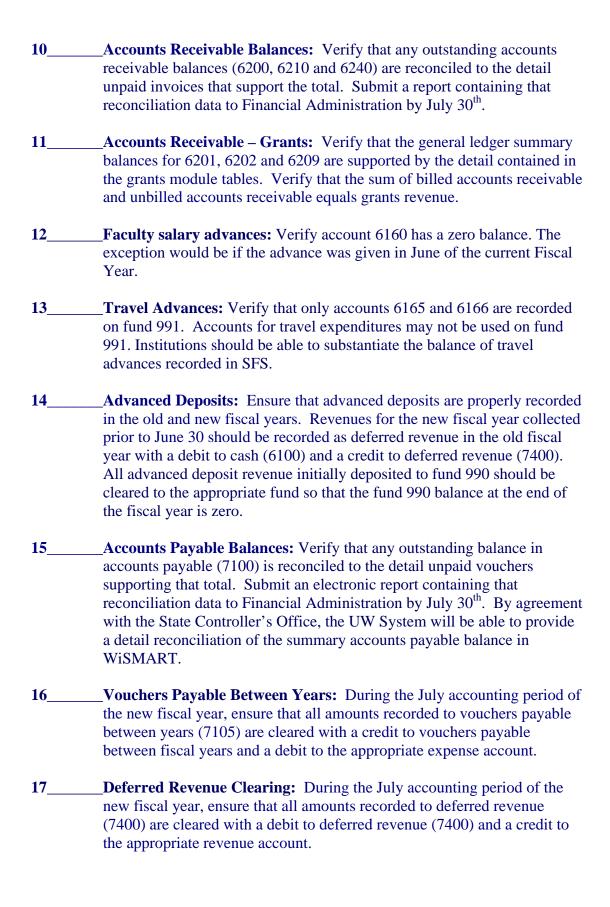
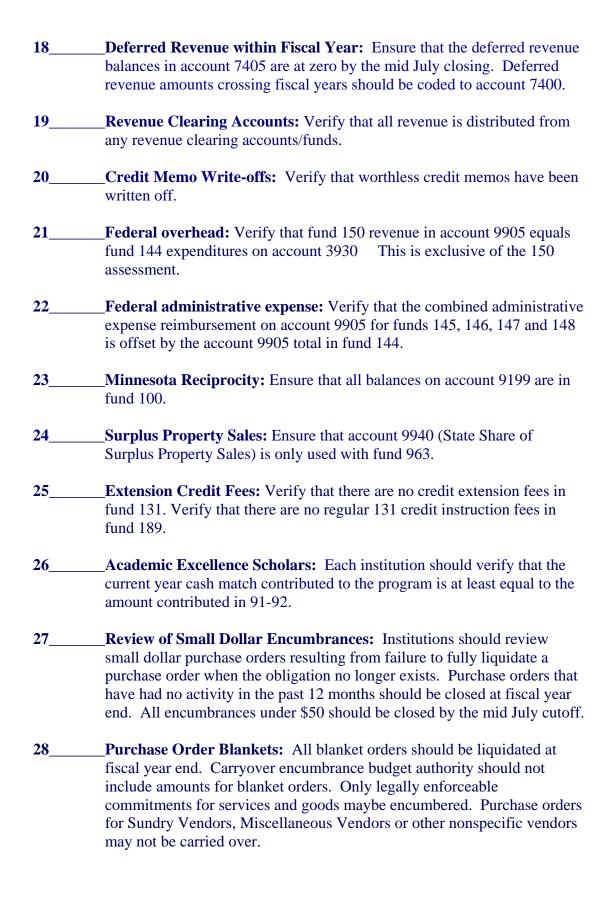
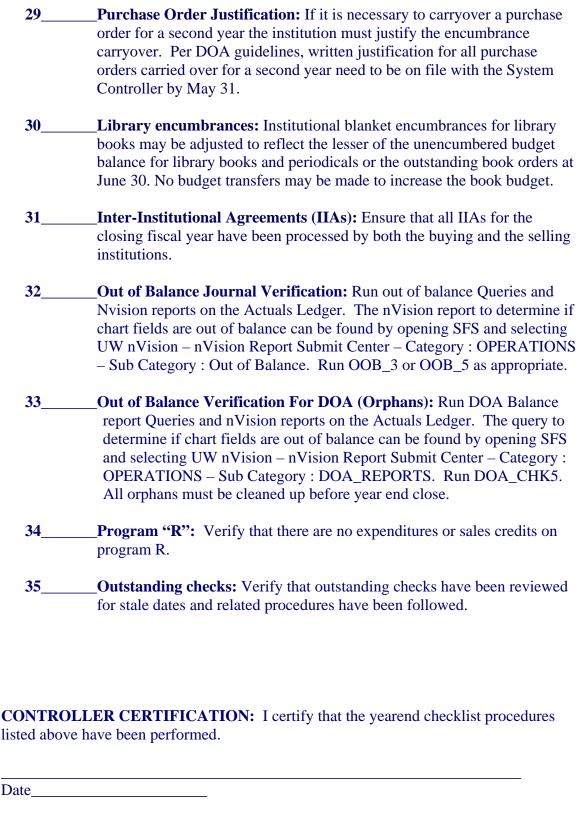
## UW System Fiscal Year Closing Process Checklist Fiscal 2013 - 2014

1	Funds 123: Cash balance must be positive. Revenue to cover all expenditures must be transferred from fund 128 or from other PR funds.
2	Fund 128 Seg Fee Distributions: Ensure netting to zero.
3	Fund 128 payroll default coding (PRDFLT), (PRSUSP), and account 1000 (All Funds): Must be zero.
4	Funds 132 and 189 De-pooling: Verify that fund 104 expenditures equal budget and that there are no program /activity 2 expenditures on fund 104. De-pooled institutions record all program 2 expenditures directly on fund 189.
5	Fund 133 / Account 3930 expenditures: Must net to zero.
6	Fund 136 Ensure That Pass Through Loans are Cleared Out: Pass through loan programs such as Stafford and Great Lakes Higher Education should come in and go out on the same account code to eliminate double counting of revenue and expenditure. Revenue from pass through loan programs will be coded to revenue in fund 131 when students pay tuition and fees.
7	Fund 145 Work Study Fringes: Verify that fringe benefits are not charged to fund 145.
8	Fund 990 Clearing: Ensure that the cash balance in fund 990 is zero before the mid July cutoff. All revenue should initially be deposited to fund 990 and should be coded to 9198. Amounts should be cleared from 990 on account 9182. Since the recommended accounts for deposit and clearing crosswalk to the same DOA code, the activity for 990 nets to \$0 as required by the State Controller's Office. Institutions that need to record other account codes in fund 990 for deposit and clearing must consult the DOA crosswalk table on the SFS website to ensure that deposi and clearing occur on the same DOA account code.
9	Accounts Receivable Write-offs: Verify that uncollectable accounts receivable have been written off.







Due date for submission of the completed checklist to the UW System controller's office is July 16, 2014.