



**Accounting Services Monthly Close Schedule  
June 2024**

Please note that dates are estimated and are subject to change.  
The message in GLOW will be updated when the month is officially closed.

<b>University Processes</b>	<b>Responsible Individual</b>	<b>Calendar Day</b>
Postage-Final Batch	Davis	6/30
Manual write-offs detail to Accounting	Renoos	7/1
Journal Entries (JES)	Various	7/1-7/9
Vouchers submitted to Accounts Payable	Various	7/5
Endowment Batch #1	Griffith	7/5
Dining Services Inventory	Kalmbach	7/5
Procurement Card	Bettis-Cooper	7/5
Travel	Bettis-Cooper	7/5
Telephone Billing	Penskar	7/5
TMA/Physical Plant	Dantes	7/5
TSA Report Cashiering	Fox	7/5
JEGS marked to post	Grants & Contracts	7/10
Sales/Use Tax Allocations	Renoos	7/11
Accounts Payable Entry (Accrued Expenses)	Bettis-Cooper	7/11
Financial Statement Analysis	Renoos	7/12
Bank Reconciliations	Renoos	7/15
Grants Entry (F&A Allocation)	Jacobs	7/17
Budget Entry	Puckett	7/17
Endowment Batch #2	Griffith	7/17
Cash Entry	Puckett	7/18
Cash Re-balance	Griffith	7/18
Trial Balance Prep	Renoos	7/22-7/24
Close the Month (Month End Period 12)	Renoos	7/29
Financial Statement Prep	Renoos	8/5
Auditors on campus	Plante Moran	7/29-8/9
Audit complete (tentative)	Plante Moran	9/21