



**Accounting Services Monthly Close Schedule
Fiscal Year 2023-2024**

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

		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
University Processes	Responsible Individual	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
Journal Entries (JES) by 5:00pm	Various	8/1-8/2	9/1-9/5	10/2-10/3	11/1-11/2	12/1-12/4	1/3-1/4
Endowment Entries	Griffith	8/2	9/5	10/3	11/2	12/4	1/4
Dining Services Inventory	Kalmbach/DeWaters	8/2	9/5	10/3	11/2	12/4	1/4
Procurement Card	Bettis-Cooper	8/2	9/5	10/3	11/2	12/4	1/4
Travel	Bettis-Cooper	8/2	9/5	10/3	11/2	12/4	1/4
Telephone Billing	Penskar	8/2	9/5	10/3	11/2	12/4	1/4
TMA/Physical Plant	Dantes	8/2	9/5	10/3	11/2	12/4	1/4
TSA Report Cashiering	Fox	8/2	9/5	10/3	11/2	12/4	1/4
JEGS marked to post	Grants & Contracts	8/3	9/6	10/4	11/3	12/5	1/5
Sales/Use Tax Allocations	Kniffin	8/4	9/7	10/5	11/6	12/6	1/8
Financial Statement Review	Renoos/Kniffin	N/A	N/A	10/6-10/11	11/7-11/10	12/7-12/12	1/9-1/12
Close the Month	Renoos	9/30	9/30	10/11	11/10	12/12	1/12



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		Period 7	Period 8	Period 9	Period 10	Period 11
University Processes	Responsible Individual	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Journal Entries (JES) by 5:00pm	Various	2/1-2/2	3/1-3/4	4/1-4/2	5/1-5/2	6/3-6/4
Endowment Entries	Griffith	2/2	3/4	4/2	5/2	6/4
Dining Services Inventory	Kalmbach/DeWaters	2/2	3/4	4/2	5/2	6/4
Procurement Card	Bettis-Cooper	2/2	3/4	4/2	5/2	6/4
Travel	Bettis-Cooper	2/2	3/4	4/2	5/2	6/4
Telephone Billing	Penskar	2/2	3/4	4/2	5/2	6/4
TMA/Physical Plant	Dantes	2/2	3/4	4/2	5/2	6/4
TSA Report Cashiering	Fox	2/2	3/4	4/2	5/2	6/4
JEGS marked to post	Grants & Contracts	2/5	3/5	4/3	5/3	6/5
Sales/Use Tax Allocations	Kniffin	2/6	3/6	4/4	5/6	6/6
Financial Statement Review	Renoos/Kniffin	2/7-2/12	3/7-3/12	4/5-4/10	5/7-5/10	6/7-6/12
Close the Month	Renoos	2/12	3/12	4/10	5/10	6/12