



**Accounting Services Monthly Schedule
August 2020**

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

University Processes	Responsible Individual	Calendar Day
Journal Entries (JES)-to Accounting Services	Various	9/1 & 9/2
Endowment Entries	Griffith	9/2
Auxiliary Enterprises Activity	Pennock/Reed	9/2
Dining Services Inventory	Kalmbach	9/2
Procurement Card	Nugteren	9/2
Travel	Nugteren	9/2
Telephone Billing	Penskar	9/2
TMA/Physical Plant	Larson	9/2
TSA Report Cashiering	Fox	9/2
JEGS marked to post	Grants staff	9/3
Sales/Use Tax Allocations	Kniffin	9/4
Financial Statement Review	Renoos/Kniffin	N/A
Close the Month (Month End Period 2)	Renoos	9/4

Accounting Processes	Responsible Individual	Frequency
Daily Posted Batches Reconciliation	Kniffin	Daily
ACAFMBAL	Kniffin	Weekly/Daily at month end
WMU_AC_JOURNAL_UNPOSTED	Kniffin	Weekly/Daily at month end
WMU_JESBAL	Kniffin	Weekly/Daily at month end
WMU_AC_TSO_NON_TSO_ACCTS	Kniffin	Weekly/Daily at month end
WMU_AC_4996TSO	Kniffin	Weekly/Daily at month end
WMU_AC_9200's	Kniffin	Weekly/Daily at month end
WMU_GL_BANNER_INTERFACE_PROBS	Kniffin	Weekly/Daily at month end
WMU_AC_MNTHLY_SUMMERY_1011	Kniffin	Weekly/Daily at month end
WMU_AC_OFFSETTING_ENTRY_003CJP	Kniffin	2nd day at month end - email to Jennifer

Monthly Close-Josh