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

<table>
<thead>
<tr>
<th>Accounting Processes</th>
<th>Responsible Individual</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Posted Batches Reconciliation</td>
<td>Kniffin</td>
<td>Daily</td>
</tr>
<tr>
<td>ACAFMBAL</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_AC_JOURNAL_UNPOSTED</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_JESBAL</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_AC_TSO_NON_TSO_ACCTS</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_AC_4996TSO</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_AC_9200's</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_GL_BANNER_INTERFACE_PROBS</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_AC_MONTHLY_SUMMERY_1011</td>
<td>Kniffin</td>
<td>Weekly/Daily at month end</td>
</tr>
<tr>
<td>WMU_AC_OFFSETTING_ENTRY_003CJP</td>
<td>Kniffin</td>
<td>2nd day at month end - email to Jennifer</td>
</tr>
</tbody>
</table>

Monthly Close-Josh

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