



**Accounting Services Monthly Schedule
December 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	1/4 & 1/5
Endowment Entries	Griffith	1/5
Dining Services Inventory	Kalmbach	1/5
Procurement Card	Nugteren	1/5
Travel	Nugteren	1/5
Telephone Billing	Penskar	1/5
TMA/Physical Plant	Larson	1/5
TSA Report Cashiering	Fox	1/5
JEGS marked to post	Grants staff	1/6
Sales/Use Tax Allocations	Kniffin	1/7
Financial Statement Review	Renoos/Kniffin	1/8-1/13
Close the Month (Month End Period 6)	Renoos	1/13