



**Accounting Services Monthly Schedule
March 2021**

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 | 4/1 & 4/2 |
| Endowment Entries | Griffith | 4/2 |
| Dining Services Inventory | Kalmbach | 4/2 |
| Procurement Card | Nugteren | 4/2 |
| Travel | Nugteren | 4/2 |
| Telephone Billing | Penskar | 4/2 |
| TMA/Physical Plant | Larson | 4/2 |
| TSA Report Cashiering | Fox | 4/2 |
| JEGS marked to post | Grants staff | 4/5 |
| Sales/Use Tax Allocations | Kniffin | 4/6 |
| Financial Statement Review | Renoos/Kniffin | 4/7-4/12 |
| Close the Month (Month End Period 9) | Renoos | 4/12 |