



**Accounting Services Monthly Schedule  
November 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.

| <b>University Processes</b>                  | <b>Responsible Individual</b> | <b>Calendar Day</b> |
|--|-------------------------------|---------------------|
| Journal Entries (JES)-to Accounting Services | Various                       | 12/1 & 12/2         |
| Endowment Entries                            | Griffith                      | 12/2                |
| Dining Services Inventory                    | Kalmbach                      | 12/2                |
| Procurement Card                             | Nugteren                      | 12/2                |
| Travel                                       | Nugteren                      | 12/2                |
| Telephone Billing                            | Penskar                       | 12/2                |
| TMA/Physical Plant                           | Larson                        | 12/2                |
| TSA Report Cashiering                        | Fox                           | 12/2                |
| JEGS marked to post                          | Grants staff                  | 12/3                |
| Sales/Use Tax Allocations                    | Kniffin                       | 12/4                |
| Financial Statement Review                   | Renoos/Kniffin                | 12/6-12/10          |
| Close the Month (Month End Period 5)         | Renoos                        | 12/10               |