



**Accounting Services Monthly Schedule  
October 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	11/2 & 11/3
Endowment Entries	Griffith	11/3
Dining Services Inventory	Kalmbach	11/3
Procurement Card	Nugteren	11/3
Travel	Nugteren	11/3
Telephone Billing	Penskar	11/3
TMA/Physical Plant	Larson	11/3
TSA Report Cashiering	Fox	11/3
JEGS marked to post	Grants staff	11/4
Sales/Use Tax Allocations	Kniffin	11/5
Financial Statement Review	Renoos/Kniffin	11/6-11/11
Close the Month (Month End Period 4)	Renoos	11/11