



**Accounting Services Monthly Schedule**  
**June 2019**

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
Postage-Final Batch	Frybarger	6/28
Journal Entries (JES)-to Accounting Services	Various	7/1-7/8
Endowment Entries	Griffith	7/2
Auxiliary Enterprises Inventory	Albrant	7/2
Dining Services Inventory	Kalmbach	7/2
Procurement Card	Nugteren	7/2
Travel	Nugteren	7/2
Telephone Billing	Penskar	7/2
TMA/Physical Plant	Larson	7/2
TSA Report Cashiering	Fox	7/2
Payable Vouchers Submitted to Accounts Payable	Various	7/3
JEGS marked to post	Grants staff	7/9
Sales/Use Tax Allocations	Kniffin	7/10
Internal Interest Allocations (ACINTALL)	Kniffin	7/10
Internal Interest Allocations Fund 63	Hansen/Prichard	7/10
Budget Batch	Scarff	7/16
Close the Month (Month End Period 12)	Renoos	7/17

Accounting Processes	Responsible Individual	Frequency
Daily Posted Batches Reconciliation	Dillon	Daily
ACAFMBAL	Dillon	Weekly/Daily at month end
WMU_AC_JOURNAL_UNPOSTED	Dillon	Weekly/Daily at month end
WMU_JESBAL	Dillon	Weekly/Daily at month end
WMU_AC_TSO_NON_TSO_ACCTS	Dillon	Weekly/Daily at month end
WMU_AC_4996TSO	Dillon	Weekly/Daily at month end
WMU_AC_9200's	Dillon	Weekly/Daily at month end
WMU_GL_BANNER_INTERFACE_PROBS	Dillon	Weekly/Daily at month end
WMU_AC_MNTHLY_SUMMERY_1011	Dillon	Weekly/Daily at month end
WMU_AC_OFFSETTING_ENTRY_003CJP	Dillon	2nd day at month end - email to Jennifer

Monthly Close-Josh