

WESTERN MICHIGAN UNIVERSITY  
 ACCOUNTING SERVICES MONTHLY SCHEDULE  
 NOVEMBER 2009



Process	Responsible Individual	Calendar Day
Journal Entries (JES)	Various	12/1 & 12/2
Microcomputer Repair Billing	Poole	12/2
Endowment Entries	Kurtz	12/2
Auxiliary Enterprises Inventory	Stepe	12/2
Dining Services Inventory	Quakenbush	12/2
Reverse Prior Month's Inventory	Prichard/Puckett	12/2
Procurement Card	McNees	12/2
Office Depot	McNees	12/2
AAA	McNees	12/2
Telephone Billing	Penskar	12/2
TMA/Physical Plant	Long	12/2
Sales/Use Tax Allocations	Prichard/Puckett	12/4
Internal Interest Allocations ACINTALL	Prichard/Puckett	12/7
Internal Interest Allocations Fund 63	Johnson	12/7
Close the Month	Prichard/Puckett	12/8
<b>Accounting Processes</b>		
Daily Posted Batches Reconciliation	Culver	Daily
ACAFMBAL	Culver	Daily
Non-Posted	Culver	Daily
WMU_JESBAL	Culver	Daily at month end
WMU_AC_4996TSO	Culver	Daily at month end
WMU_AC_9200'S	Culver	Daily at month end
WMU_GL_BANNER_INTERFACE_PROBS	Culver	Daily at month end
WMU_AC_ONLINE_ENTRIES	Culver	Daily at month end
Monthly Reports	Culver	12/8
Monthly Financial Statements	Prichard/Puckett	12/15
Monthly Close-Carrie		

