



**WESTERN MICHIGAN UNIVERSITY
ACCOUNTING SERVICES MONTHLY SCHEDULE
OCTOBER 2009**



Process	Responsible Individual	Calendar Day
Journal Entries (JES)	Various	11/2 & 11/3
Microcomputer Repair Billing	Poole	11/3
Endowment Entries	Kurtz	11/3
Auxiliary Enterprises Inventory	Stepe	11/3
Dining Services Inventory	Quakenbush	11/3
Reverse Prior Month's Inventory	Prichard/Puckett	11/3
Procurement Card	McNees	11/3
Office Depot	McNees	11/3
AAA	McNees	11/3
Telephone Billing	Penskar	11/3
TMA/Physical Plant	Long	11/3
Sales/Use Tax Allocations	Prichard/Puckett	11/5
Internal Interest Allocations ACINTALL	Prichard/Puckett	11/6
Internal Interest Allocations Fund 63	Johnson	11/6
Close the Month	Prichard/Puckett	11/9
*Change date on deptclose.xnv after budget is booked		
Accounting Processes		
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	11/9
Monthly Financial Statements	Prichard/Puckett	11/16
Monthly Close-Carrie		

