

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



Process	Responsible Individual	Calendar Day
<b>Journal Entries (JES)</b>	Various	10/1 & 10/2
Microcomputer Repair Billing	Poole	10/2
Endowment Entries	Kurtz	10/2
Auxiliary Enterprises Inventory	Steppe	10/2
Dining Services Inventory	Quakenbush	10/2
Reverse Prior Month's Inventory	Prichard/Puckett	10/2
Procurement Card	Fuss	10/2
Office Depot	Fuss	10/2
AAA	Fuss	10/2
Telephone Billing	Penskar	10/2
TMA/Physical Plant	Long	10/2
Sales/Use Tax Allocations	Prichard/Puckett	10/6
Internal Interest Allocations ACINTALL	Prichard/Puckett	10/7
Internal Interest Allocations Fund 63	Johnson	10/7
Close the Month	Prichard/Puckett	10/8
<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
<b>Monthly Reports</b>	Culver	10/8
Monthly Financial Statements	Prichard/Puckett	10/15
Monthly Close-Lori		

