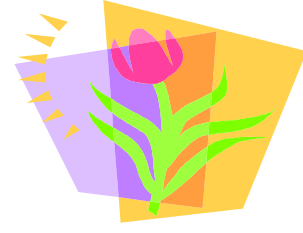
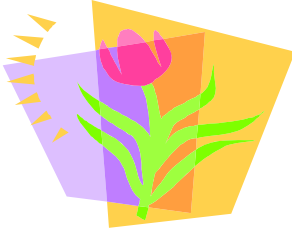


WESTERN MICHIGAN UNIVERSITY
Accounting/Data Processing Monthly Schedule
APRIL
2008



Process

Responsible Individual

Calendar Day

Journal Entries (JES)	Various	5/1 & 5/2
Microcomputer Repair Billing	Poole	5/2
Endowment Entries	Kurtz	5/2
Auxiliary Enterprises Inventory	Stepe	5/2
Dining Services Inventory	Quakenbush	5/2
Microcomputer Inventory	Halcomb	5/2
Reverse Prior Month's Inventory	Prichard/Puckett	5/2
Procurement Card	Fuss	5/2
Staples	Fuss	5/2
Telephone Billing	Bond	5/2
TMA/Physical Plant	Long	5/2
Sales/Use Tax Allocations	Prichard/Puckett	5/6
Internal Interest Allocations ACINTALL	Prichard/Puckett	5/7
Internal Interest Allocations Fund 63	Johnson	5/7
Close the Month	Prichard/Puckett	5/8
ACAFMBAL		
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	5/8
Monthly Financial Statements	Prichard/Puckett	5/15
Monthly Close-Carrie		

