

WESTERN MICHIGAN UNIVERSITY  
 Accounting/Data Processing Schedule  
 May  
 2008



| Process                                | Responsible Individual | Calendar Day       |
|--|------------------------|--------------------|
| Journal Entries (JES)                  | Various                | 6/2 & 6/3          |
| Microcomputer Repair Billing           | Poole                  | 6/3                |
| Endowment Entries                      | Kurtz                  | 6/3                |
| Auxiliary Enterprises Inventory        | Stepe                  | 6/3                |
| Dining Services Inventory              | Quakenbush             | 6/3                |
| Microcomputer Inventory                | Halcomb                | 6/3                |
| Reverse Prior Month's Inventory        | Prichard/Puckett       | 6/3                |
| Procurement Card                       | Fuss                   | 6/3                |
| Staples                                | Fuss                   | 6/3                |
| Telephone Billing                      | Bond                   | 6/3                |
| TMA/Physical Plant                     | Long                   | 6/3                |
| Sales/Use Tax Allocations              | Prichard/Puckett       | 6/5                |
| Internal Interest Allocations ACINTALL | Prichard/Puckett       | 6/6                |
| Internal Interest Allocations Fund 63  | Johnson                | 6/6                |
| Close the Month                        | Prichard/Puckett       | 6/9                |
| 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                 | 6/9                |
| Monthly Financial Statements           | Prichard/Puckett       | 6/16               |
| Monthly Close-Carrie                   |                        |                    |

