



**Accounting Services Monthly Close Schedule  
June 2026**

Please note that dates are estimated and are subject to change.  
The message in GLOW will be updated when the month is officially closed.

<b>University Processes</b>	<b>Responsible Individual</b>	<b>Calendar Day</b>
Postage-Final Batch	Davis	6/30
Manual write-offs detail to Accounting	Rogers	7/1
Journal Entries (JES)	Various	7/1-7/10
Vouchers submitted to Accounts Payable	Various	7/3
Endowment Batch #1	Griffith	7/6
Dining Services Inventory	Kalmbach	7/6
Procurement Card	Kirklin	7/6
Travel	Kirklin	7/6
Telephone Billing	Wessels	7/6
TMA/Physical Plant	Dantes	7/6
TSA Report Cashiering	Fox	7/6
JEGS marked to post	Grants & Contracts	7/10
Sales/Use Tax Allocations	Rogers	7/13
Accounts Payable Entry (Accrued Expenses)	Kirklin	7/13
Financial Statement Analysis	Rogers	7/15
Bank Reconciliations	Rogers	7/16
Grants Entry (F&A Allocation)	Mosher	7/17
Budget Entry	Puckett	7/17
Endowment Batch #2	Griffith	7/17
Cash Entry	Puckett	7/20
Cash Re-balance	Griffith	7/20
Trial Balance Prep	Rogers	7/21-7/23
Close the Month (Month End Period 12)	Rogers	7/27
Financial Statement Prep	Rogers	8/4
Auditors on campus	Plante Moran	7/27-8/7
Audit complete (tentative)	Plante Moran	9/21