

AR Feed Schedule FY 06/07

Mail, Copier, Reprographics and TNS feeds will all be processed through pre-autoinvoice and then passed to AR for processing on the following schedule. The dates listed below are when these feeds will be posted into the General Ledger. This schedule will be followed as closely as possible. **On the dates indicated below, manual AR entry must be suspended starting at 1pm** (except for Cashier's Printing).

JULY 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 HOL	5	6 MN	7	8
9	10	11	12	13 R	14	15
16	17	18	19	20 T/CL	21	22
23	24 <i>Cashier's Printing</i>	25	26	27	28 C/R/M/ T	29
30	31					

KEY:

CL = Claim Schedules (ACCOUNTS PAYABLE)

MN = Manual Processing

T = TNS feeds to GL

C = Copier feed to GL

M = Mail feeds to GL; month will be closed in Pitney Bowes on previous day

R = Reprographics feeds to GL

Cashier's Printing = Date to print student's invoices (from CashNet)

*See end of document for more details.

AUGUST 2006

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3 MN/CL	4	5
6	7	8	9	10 MN	11	12
13	14	15	16	17 <i>(Cathleen runs claims)</i>	18 T/R	19
20	21 <i>Cashier's Printing</i>	22	23	24 MN	25	26
27	28	29	30 C/M/R/ T	31		

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SEPTEMBER 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4 HOL	5	6	7 MN/CL	8	9
10	11	12	13	14 R	15	16
17	18	19 T	20 <i>Cashier's Printing</i>	21 <i>(Cathleen runs claims)</i>	22	23
24	25	26	27	28 C/M/R/ T	29	30

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OCTOBER 2006

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5 MN/CL	6	7
8	9	10	11	12 MN	13	14
15	16	17	18	19 R/T/CL	20 <i>Cashier's Printing</i>	21
22	23	24	25	26	27	28
29	30 C/M/R/ T	31				

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NOVEMBER 2006

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2 <i>(Cathleen runs claims)</i>	3	4
5	6	7	8	9 MN	10 HOL	11
12	13	14	15	16 <i>(Cathleen runs claims)</i>	17 T/R	18
19	20 <i>Cashier's Printing</i>	21	22	23 HOL	24 HOL	25
26	27	28	29	30 C/M/R/ T		

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DECEMBER 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7 MN/CL	8	9
10	11	12	13	14 R	15	16
17	18	19 T	20 <i>Cashier's Printing</i>	21 C/M/R/ CL	22	23
24	25 HOL	26 HOL	27 HOL	28 HOL	29	30
31						

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JANUARY 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1 HOL	2	3 T	4 <i>(Cathleen runs claims)</i>	5	6
7	8	9	10	11 MN	12	13
14	15 HOL	16	17	18 <i>(Cathleen runs claims)</i>	19 T/R	20
21	22 <i>Cashier's Printing</i>	23	24	25 MN	26	27
28	29	30 C/M/R T	31			

KEY:

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FEBRUARY 2007

SUN	MON	TUES	WED	THUR	FRI	SAT
				1 <i>(Cathleen run claims)</i>	2	3
4	5	6	7	8 MN	9	10
11	12	13	14	15 R/CL	16	17
18	T	19 <i>Cashier's Printing</i>	20	21	22	23
25	26	27 C/M/R/ T	28			

KEY:

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MARCH 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1 <i>(Cathleen runs claims)</i>	2	3
4	5	6	7	8 MN	9	10
11	12	13	14	15 R/CL	16	17
18	T 19	20 <i>Cashier's Printing</i>	21	22	23	24
25	26	27	28 C/M/R/ T	29	30 HOL	31

KEY:

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APRIL 2007

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5 MN/CL	6	7
8	9	10	11	12 MN	13	14
15	16	17	18	19 R/T/CL	20 <i>Cashier's Printing</i>	21
22	23	24	25	26	27 C/M/R/ T	28
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MAY 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3 MN/CL	4	5
6	7	8	9	10 MN	11	12
13	14	15	16	17 <i>(Cathleen runs claims)</i>	18 T/R	19
20	21 <i>Cashier's Printing</i>	22	23	24 MN	25	26
27	28 HOL	29	30 C/M/R/ T	31		

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JUNE 2007

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7 MN/CL	8	9
10	11	12	13	14 R	15	16
17	18	19 T	20 <i>Cashier's Printing</i>	21 <i>(Cathleen runs claims)</i>	22 C/M/R	23
24	25	26	27 T	28	29	30

MASTER KEY

Key:	Department	Contact/Number	Process
CL	Acct Payable	Cathleen Austin X45289	Acct. Payable run claim schedules every other Thursday of each month, effective 9/1/2005.
M	Mail Services	David Del Rio X40950 Jeff Seabrook X40890	On previous day, End of month on Pitney Bowes system is run and loaded into BSERVICES and BSERVICES validated.
R	Reprographics	Tam Ngo X40144 Jeff Seabrook X40890	Reprographics file is processed through BSERVICES and any problems are corrected and held for future processing.
T	TNS	Kathleen Sullivan x42293 Quinn L. Gallo x41333 Sheryl Bonit x44154	TNS files are processed by TNS through the pre-auto-invoice process and any problems are corrected before Accounting continues with their processing.
C	CS Copier	Anna Ellrott x46114 Jeff Seabrook X40890	CS copier file is processed through BSERVICES and any problems are corrected or held for future processing.
	Accounting	Soheyla Akhlaghi x44859 Jeff Wal x44865 Dana McCoy x44593	Files are posted into the GL via the auto-invoice process. This will occur at 1:00pm of the day that is listed on the calendar. ALL manual entry into the Oracle application (AR) will need to be suspended during this time. Also, the auto-invoice rejection report and the CashNet extract rejection report need to be distributed to the appropriate departments.

