

AR Feed Schedule FY 05/06

Mail, Great Plains, TNS and Intelisys feeds will all be processed through BSERVICES 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 2005						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4 HOL	5	6	7	8	9
10	11	12	13 CS	14	15	16
17	18	19	20 T	21	22 <i>Cashier's printing</i>	23
24	25	26	27	28	29 CS C/M/T	30
31						

KEY:

CL = Claim Schedules (ACCOUNTS PAYABLE)

MN = Manual Processing

GP = Great Plains feeds to GL (BUSINESS SERVICES)

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

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

*See end of document for more details.

AUGUST 2005						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11 MN	12	13
14	15	16	17	18	19 GP/T	20
21	22 <i>Cashier's Printing</i>	23	24	25 MN	26	27
28	29	30	31 GP C/M/T			

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SEPTEMBER 2005

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

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R = Reprographics feeds to GL

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OCTOBER 2005

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

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NOVEMBER 2005

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

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DECEMBER 2005

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

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JANUARY 2006

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

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FEBRUARY 2006

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

KEY:

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MARCH 2006

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

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APRIL 2006

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

KEY:

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

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JUNE 2006

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

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	On previous day, End of month on Pitney Bowes system is run and loaded into BSERVICES and BSERVICES validated.
R	Repro	Tam Ngo x40144 Scott Horvath x42100	Reprographics files are processed through BSERVICES and any problems are corrected or held.
T	TNS	Kathleen Sullivan x42293 Quinn Lee x41333	TNS files are processed through TNS and any problems are corrected or held for future processing.
C	CS Copier	Anna Ellrott x46114 Scott Horvath x42100	CS copier file is processed through BSERVICES and any problems are corrected or held for future processing.
MN	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.