

# Production Schedule - January 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>11-Jan.</u> SSI/GSI Process (ck)	<u>12-Jan</u> No Manual SF Refunds after 2:00 PM	<u>13-Jan</u> Post SF Fin Aid Batches (No Manual SF Refunds)	<u>14-Jan</u> Fin Aid Checks Printed - dated 01/14/10  Ck-scribe Purge (mf) Speedtype Rpts (mf)  SF Bills  No Manual Refunds	<u>15-Jan</u> Furlough - Campus Closed
<u>18-Jan</u> <b>MLK Holiday</b>  1 <sup>st</sup> Spring '10 Ck Run	<u>19-Jan</u> SSI/GSI Process (ck)  Post SF Fin Aid Batches (No Manual SF Refunds)	<u>20- Jan</u>	<u>21- Jan</u> Fin Aid Checks Printed - dated 01/22/10  SF Bills	<u>22- Jan</u> <b>Compendium Rpt (mf)</b>
<u>25- Jan</u> SSI/GSI Process (ck)  <b>Suspend job SFRSCVW</b>	<u>26- Jan</u> No Manual SF Refunds after 2:00 PM	<u>27- Jan</u> Post SF Fin Aid Batches (No Manual SF Refunds)	<u>28- Jan</u> Fin Aid Checks Printed - dated 01/28/10  SF Bills  <b>Ck/Process LCD File</b>	<u>29- Jan</u> <b>CCR Trans. Deadline</b>  <b>CMS Month Date Roll</b> <ul style="list-style-type: none"> <li>▪ Verify SACFSRLL is scheduled to run</li> <li>▪ Verify SACFSJ01 is not scheduled to run</li> <li>▪ Send e-mail to Acctng</li> </ul>
<u>01-Feb</u> <b>Advance - (mf)</b> Pldg Rmdrs Audit Report Membership Rpts Membership Bills Script CAE Rpt (7/1 - 02/01/10)  <b>Suspend job SFRSCVW</b>  <b>Check for Files -</b> CD102 - AGYCLM SAM99 - FC310 BKR - CTS.PAIDS & TRTRUST	<u>02-Feb</u> No Manual SF Refunds after 2:00 PM  SACSF008 - ECSI Advances File  <b>LCD Target Date</b> <b>Jrnl &amp; Rpts</b>	<u>03-Feb</u> Post SF Fin Aid Batches (No Manual SF Refunds)	<u>04-Feb</u> Fin Aid Checks Printed - dated 2/04/10  <b>CCR Monthly Rpts</b> <b>CCR CMS Jrnl Post</b>  SF Bills	<u>05-Feb</u> Smartcall Expt (mf)  FTP Wells Fargo File  FTP ESP Files (ck)
SSI/GSI Process (ck)				
<u>08-Feb</u> SSI/GSI Process (ck)  <b>Add job SFRSCVW back in</b>  <b>CMS Month-End</b> <b>Target Date</b> Wait for notification SAM/nVision Reports A/R Billing Interf				