SFS QUARTER SCHEDULE
SPRING 2025

Affixing will be run daily from account setup through the end of the quarter.

BEFORE QUARTER

MAR 24
- Send insurance file and payment to WPAS (Acct)
- Request fire.irs.gov password from Payroll

MAR 24-25
- Extended disbursement date

March 25
- **Pre-Account Setup Checklist**
- Change offset date from '1' to '7' days
- Verify that there are no errors on the SA80435 Control Report
- SA80305 & SA80310 – HFS & PCE **test** files
- Create 1098T e-file SA97040 **(Y, N, Y, Y)**

March 26
- **Account setup**
- **Remove any test files from charges upload before uploading today's files**
- SA80305 & SA80310 Upload HFS, PCE, ICA files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA50110 - ACH file created
- SA10105 Affixing 1 – daily through week 2
- SA70125
- Send 1098T file TO IRS, SA97040 runs normal (**Y,Y, N,Y**)

March 27
- Update charge code flags (for SA)(Comp) and Advance Calendar in SDB for Spring Quarter (M7-4, 5)
- **Post-Account Setup Checklist**
- ICA 1st fund file upload
- SA80105, 110, 115, 120 - GSA (TA/RA) Payroll Interface and SA70140-05 daily through 6/13
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA60207 Message 004 (outstanding STL loan) – file from Heather

March 28
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA70110-01 & 04 - Create Insurance File & Report (20yyyyq030 – 20yyyyq045)

March 31
- **First day of Spring Quarter**
- Change of registration period – no $20 fee
- $25 late registration fee begins
- SA80305 & SA80310 Upload HFS & ICA files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA70125
- SA60205 **#149** Ebill (#1)
  - **From Monthly Reports Schedule**
- SA70105   02,04,05,10,15,16,Disk
- SA70105   06   SA, 6000000100-same, 6000000620-same, 6000000700-same
- SA70105   14   SA, chargecode will default
- SA70125   N/A   No Parameters
- SA70140   02   ALL

April 1
- Get next year's Insurance Rates
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
  - **From Monthly Reports Schedule**
- SA70105   06 DET, SA, 0100000000-9999999999 (run last bus. day of prior month thru 1st bus. day of current month)
- SA70105   06 SUM, SA, 0000000001-9999999999
- SA70105   11, 14 000001 999999
- SA70110   04 9000000000-9099999999 (full year thru end of current month, ie 5/1/08 5/31/09)
- SA70111   01 Use normal ranges except 1st cat s/b 90 and seq s/b 010 080-FULL Month

April 2
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
  - **From Monthly Reports Schedule**
- SA70105   11, 14, & Download file SA, 330000-379999
- SA70105   11,14 SL, 700001-709999
- SA70115   Y, 01/01/13

April 3
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

April 4
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620242402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
  - **From Monthly Reports Schedule**
- SA70155   n/a DET, must run on a Friday, past due as of last day of prior month 000-000, 001-030, 031-060, 061-090, 091-999

April 7
- $20 add/drop fee begins
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

April 7 – April 29 50% tuition forfeiture period

April 8
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA60205 **#167** Ebill (#2)
- SA60207 Message 102 (Stale date checks) – File from accounting

April 9 – 10
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

April 11
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

WEEK 3

April 14
- $75 2nd Late Registration fee begins
- SA10105 [Affixing](#) 2 – daily
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

April 15
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA60205 #167 **Ebill** (#3)

April 16
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

April 17
- SA80305 & SA80310 Upload HFS, PCE, ICA files
- SA10105 – Cancel **PCE** charge code 1620242402 & **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)

April 18
- **Tuition, Insurance and U-Pass due date**
- Last day to change insurance
- SA80305 & SA80310 Upload HFS & PCE files
- SA10105 – Cancel **PCE** charge code 1620252402 & Last day for **HFS** 1900000900
- SA80315 – Create Affixed Payment File (HFS & PCE)
- SA70110-01 & 04 - Create Insurance File & Report (20yyyyq030 – 20yyyyq045)
- SA70125

WEEK 4

April 20
- Last day to add/register for classes

April 21
- SF50710 (DM901)
- Send insurance file and payment to WPAS (Acct)
- SA80305 & 80310 – upload last **PCE** file
- SA10105 – Cancel **PCE** charge code 1620252402
- SA80315 – Create Affixed Payment File (PCE)

April 22
- SA10105 & SA10125 - **late fees added**
- SA60207 Message 004 (outstanding STL loan) – Create file

April 24
- SA80305 & 80310 – upload 2nd **ICA** Charge

April 25
- 2nd **ICA** fund file upload
- SA60205 - #153 – Debit balance $5 or more

WEEK 5

April 28
- SL10210 – Exit match report
- SA70110   04 15xxxxx851-902, 16xxxxx400-807, 5000000950-5000000951 (Date Range = Account Setup through Friday Week 4 (03/26/25 – 04/25/25))

April 29
- **30th calendar day**
- SA60205 - #155, ALL students - Credit balance $5 or more
- SA70125
    - **From Monthly Reports Schedule**
- SA70110   04 DET, 16xxxxx501-503, 16xxxxx200-204, 16xxxxx605-606, 5000000950-951 (acct setup date - 30th calendar day) (03/26/25 – 04/29/25)

April 30
- **100% tuition fee forfeiture period begins**
- SA10105 – **Holds placed** on Registration and Transcripts
- Last day to run SA97040 (Y,Y,N,Y)
- SL30105 – Exits/grad – date a week from today (DL only, DM900)
- SA10105-04 cancel unpaid WashPIRG & WSA charges 20yyyyq100 & 20yyyyq200 & USAS 20yyyyq300
- SA60205 - #154 - holds – registered/withdrawn
    - **From Monthly Reports Schedule**
- SA70105   02,04,05,10,15,16,Disk
- SA70105   06   SA, 6000000100-same, 6000000620-same, 6000000700-same
- SA70105   14   SA, chargecode will default
- SA70125   N/A   No Parameters
- SA70140   02   ALL

May 1
- SA70125

    - **From Monthly Reports Schedule –**
- SA70105   06 DET, SA, 0100000000-9999999999 (run last bus. day of prior month thru 1st bus. day of current month)
- SA70105   06 SUM, SA, 0000000001-9999999999
- SA70105   11, 14 000001 999999
- SA70110   04 9000000000-9099999999 (full year thru end of current month, ie 5/1/08 5/31/09)
- SA70111   01 Use normal ranges except 1st cat s/b 90 and seq s/b 010 080-FULL Month
- SA70105   11,14 & Download file 330000 - 339999, Account setup date (1st acct setup if Aut) through 32nd day of the quarter – per Li (03/26/25 – 05/01/25)
-

May 2
    - **From Monthly Reports Schedule**
- SA70155   n/a DET, must run on a Friday, past due as of last day of prior month 000-000, 001-030, 031-060, 061-090, 091-999

WEEK 6

May 5
- Contact Insurance Office to get quarterly insurance dates for upcoming year. These dates are then entered on M7-22 (AUT2022).
- SA60150 Send to collections - past due last day of previous quarter 03/21/25; min balance $50, no max; **REPORT ONLY (Y, N, A, N, 00050, 0120251001-1620251499, 1620251601-8820251999)**
    - **From Monthly Reports Schedule**
- SA70105   11, 14, & Download file SA, 330000-379999
- SA70105   11,14 SL, 700001-709999
- SA70115   Y, 01/01/13

May 6
- SL60205 (#330) – N,Y,N

May 9
- Change Non-tuition Due Date M7 4

WEEK 7

May 13
- SA60207 Message 018 (outstanding STL loan) – Create file

May 14
- SA60207 Message 019 (outstanding STL loan) – Create file

May 15
- SA60207   Message 102 (Stale date checks) – File from accounting

May 16
- SA60165 Uncollectible Account Write-off 06/30/24 **(Report Only)**

WEEK 8

May 19
- SA60150 Send to collections - past due last day of previous quarter 03/21/25; min balance $50, no max; **ACTUAL REPORT (Y, N, A, N, 00500, 0120251001-1620251499, 1620251601-8820251999)**
- SF50710 (DM901)

May 20
- SA80305 & 80310 – 3rd **ICA** charge file upload

May 21
- 3rd **ICA** fund file upload
- SL10115 – Create STL file (run at least 26 days after last qtr's due date)

WEEK 9

May 26 Memorial Day Holiday

May 29
- Change due date offset from 7 to 1

May 30
- SA60165 Uncollectible Account Write-off 06/30/24 **(Actual Report)**
  - **From Monthly Reports Schedule**
- SA70105   02,04,05,10,15,16,Disk
- SA70105   06   SA, 6000000100-same, 6000000620-same, 6000000700-same
- SA70105   14   SA, chargecode will default
- SA70125   N/A   No Parameters
- SA70140   02   ALL

WEEK 10

June 2
- **Reminder: Make sure tuition files (from OPB & UWIT) are ready for Summer quarter**
  - **From Monthly Reports Schedule**
- SA70105   06 DET, SA, 0100000000-9999999999 (run last bus. day of prior month thru 1st bus. day of
- current month)
- SA70105   06 SUM, SA, 0000000001-9999999999
- SA70105   11, 14 000001 999999
- SA70110   04 9000000000-9099999999 (full year thru end of current month, ie 5/1/08 5/31/09)
- SA70111   01 Use normal ranges except 1st cat s/b 90 and seq s/b 010 080-FULL Month

June 3
- SL30105 – Exits/grad – date a week from today (Institutional loans only)
- SL10110 Create CP New/Adv files – SPRING 2025 – Perkins=**N - INSTITUTIONAL LOANS ONLY** Reports only Flag: N **(SPR/2025, N, N)**
  - **From Monthly Reports Schedule**
- SA70105   11, 14, & Download file SA, 330000-379999
- SA70105   11,14 SL, 700001-709999
- SA70115   Y, 01/01/13
- SA60207   Message 102 (Stale date checks) – File from accounting

June 6
  - **From Monthly Reports Schedule**
- SA70155   n/a DET, must run on a Friday, past due as of last day of prior month 000-000, 001-030, 031-060, 061-090, 091-999

WEEK 11

June 12
- SA60205 - #151 Past due & collections warning

June 13
- **Last day of Spring Quarter**
- Last day to run TA/RA
- Last day to cancel insurance with high override
- Send insurance file and payment to WPAS (Acct)
- SA70110-01& 04 - Create Insurance File & Report (20yyyyq030 – 20yyyyq045)
- SA60205 - #157 – Non-registered students with debit balance collection warning
- SF50710 (DM901)
  - **From Monthly Reports Schedule**
- SA70106   n/a no parameters
- SA70115   01 account setup date for 2 qtrs prior, $5 minimum
- SA70125   n/a no parameters

WEEK after quarter

June 16
- SA60160 Report uncollectables (day after last SA60160 through current date 03/18/25 – 06/16/25)

June 16 – 17 Extended disbursement date

June 18 Account setup for Summer Quarter 2025

Ebill/Email #	Program	Recipients / Purpose	Timing
# 004	SA60205	Registered/non-registered students with a short term loan due	Tuesday before quarter starts
# 149	SA60205	Registered/withdrawn students	First day of quarter
# 167	SA60205	Registered/withdrawn w/ debit balance of $5 or more	Week 2 – Tuesday
# 167	SA60205	Registered/withdrawn w/ debit balance of $5 or more	Week 3 - Tuesday
# 004	SA60207	Registered/non-registered students with a short term loan due	Week 4 – Tuesday
# 153	SA60205	Registered/withdrawn w/ debit balance of $5 or more	Week 4 – Friday
# 155	SA60205	ALL w/ credit balance of $5 or more	Week 5 – Monday
# 154	SA60205	Registered/withdrawn – holds placed	31st calendar day
# 330	SL60205	Registered/withdrawn – past due short term loan	Week 6 – Tuesday
#018	SA60207	Registered/withdrawn – past due short term loan already extended once	Week 7 – Tuesday
#019	SA60207	Registered/withdrawn – past due short term loan eligible for extension	Week 7 – Wednesday
# 151	SA60205	Registered/withdrawn – collection warning for debit balance $50 or more	Last Thursday of the quarter
# 157	SA60205	Non-registered students with debit balance collection warning	Last day of quarter