



Section	01	INTRODUCTION	Effective Date	10/1/2015
Sub-section	05	STAR Daily Processing Schedule	Revision Date	05/13/2019

BACKGROUND

This section outlines the STAR system daily processing schedule as it pertains to agency transactions and interfaces.

PROCEDURES

STAR Daily Processing Schedule

Time	System task
6:30 am	A/P Pay cycles Run by SCO (Checks, LGIP, ACH, Netting)
11:30 am	On-Demand Pay cycle Run by SCO
12:00 pm	Central Federal Draw Billing Worksheets Run by the SCO
12:00 pm	Checks returned to SCO (AP and SC) available for pick-up at SCO
2:00 pm	All cash receipts (regular deposit and A/R deposit entries) must be entered in STAR
3:00 pm	Interface files due
7:00 pm	Daily Batch Jobs

Other STAR Daily Processes:

Please see the [01-05a STAR Batch Schedule](#) document for module specific batches running

Other STAR Processing Schedules

- G/L Monthly Close: 3rd Business Day of the Month
- Travel and Expense: Tuesday, 7pm – week before payday
- P-Card: All must be approved – every other Tuesday

*Please contact SCO with any questions or concerns with processes and policy.
 Contact STAR Support if a batch appears to have failed or is “stuck”.*