As indicated on page 3.1.1, the following pages reflect details related to the high level business processes that the system must support.

Receive and Acknowledge Originations Requirements:

Description
Receive input records
Perform transmission and batch edits
Perform Processing Edits
A recipient may attend multiple attending campuses in one academic year.
Attending Campus must equal the reporting campus or be a branch campus of the reporting campus.
Reporting campus shall send and receive all data and payment of funds for the attending campuses it serves.
A recipient is identified by the original SSN and Name Code from the Eligible Applicant data.
Detail records must be either accepted, accepted with corrections, or rejected after processing.
An acknowledgment batch is returned to the reporting institution for each batch received upon completion of processing input records.
Reject reasons and warning codes are included in the detail acknowledgment record. Reject detail record acknowledgments shall contain the data reported on the incoming record. Warnings for Duplicates shall be provided on detail record acknowledgments w
Dollars and cents are gathered, processed and returned in all applicable amount fields. See the record layouts in Appendix F for specific fields including cents
Institution's identifier must be complete and valid.
Accepted data provided in Institution Data records updates the institution data fields in RFMS.
All fields used to identify the origination (Origination ID, Original SSN, Name Code, and Attending Campus) must be complete and valid.
Attending Campus for Origination record must be eligible and participating
Multiple Origination records may be accepted for the same recipient from multiple attended campuses.
An attending campus can only have one origination for a recipient.
Changes to fields other than Origination ID, Original SSN, Name Code, and Attending Campus update the current origination data.
An Origination record is considered a change if any field is different.
All fields must be valid or have a value corrected by the system in order to process the record.
Origination data applies to the entire award year.
Original SSN, Name Code, Transaction Number and EFC must match the Eligible Applicant data from CPS.
A recipient's academic calendar and payment methodology must be logically consistent with values defined in the record layouts.
Origination award amount must be validated or adjusted downward based on data provided in the origination. RFMS can never adjust the origination award amount upward. The Low Tuition Payment Schedule shall be used to validate the Scheduled Award and Annual award in cases where the standard payment schedule is not applicable.
All origination amount fields shall fill cents with zeros.
A recipient must have an origination for each attending institution for which payment is received.
Origination data does not obligate funds or post any transaction to the accounting subsystem.

Transmit Electronic Notifications/Correspondence Via TIV WAN Or To IFAP Requirements:

Description
Issue initial Statement of Account
Sent notifications of ACA
Send non response letters
Review and Approval by IPOS

Receive and Acknowledge Disbursements Requirements:

Description
Institutions designated by ED required to provide “special” reporting must submit Special Disbursement records instead of Disbursement records.
Any institution may submit Special Disbursement records in lieu of the Disbursement record at any time throughout the year.
Process input records
Perform processing edits on input records
Present input records for review and approval by IPOS
Perform Processing Edits
All required fields must be complete and valid.
An origination must be accepted for the recipient at the attending campus before disbursements will be accepted.
The recipient is not limited to the number of disbursements noted in origination data.
Each disbursement record received must have a unique disbursement reference number for that origination. Disbursements with a non-unique disbursement number are considered duplicate and rejected.
Rejected disbursements are acknowledged with the amount reported as the accepted disbursement amount.
The first disbursement amount received for an accepted origination must be greater than zero.
The disbursement amount plus other previously accepted or pending disbursements for an origination must be less than or equal to the origination award amount.
The sum of all accepted and pending disbursements cannot be reduced to less than zero.
A disbursement cannot be received more than N days prior to the disbursement date. N can be different for Just-In-Time and Advanced Funded institutions.
For Disbursements received 30 days after disbursement date, a warning message is sent in the acknowledgment.
Disbursements for amounts greater than zero must be submitted on or before the award year end date (September 30th of the last year in the award year) or the next business day.
Decrease award transactions are accepted for Post-Deadline processing without intervention. However, any disbursement received greater than zero shall be rejected and returned to the institution in the batch acknowledgment unless a waiver is in place or
For Batches of disbursement records which sum to a negative amount, a warning message is sent on the acknowledgment which states that unless positive offsetting disbursements are received within N days, an account receivable is posted to EDCAPS for the ne
Output from Receiving Input Records

Manage Cash With GAPS Requirements:

Description
Estimate funding needs for initial authorization and request apportionment and allotment
Test and apply algorithm, decide funding percentage
Establish initial funding
Estimate Funding Amounts
Calculate Initial Funding
Generate accounting transactions
Manage and adjust funding
Approve accounting transactions
Post internal accounting transactions
Create GAPS transactions
Reconcile with GAPS/FMSS (monthly)
Confirm all adjustments posted to GAPS
Reduce current year authorization to SAR level
Generate Accounting Transactions
Input into Accounting
Accounting Processing
Manage and Adjust Funding
The Pell Grant program follows a policy of top down fund control in which the sum of institution obligations must not exceed the total amount of funds allotted to a particular Project code, or ID's.
An institutions initial method of payment cannot change throughout the academic year unless it is designated to be changed by ED.
For Advance Funding institutions, RFMS must provide the capability to reduce the obligation amounts down to the sum of the accepted student level disbursements. These deobligations shall be posted and sent to GAPS.
For Advance Funding institutions, RFMS must provide the capability to reduce the obligation amount down to the GAPS Expenditure amount. (Pell Operations may adjust the obligation balance below the student disbursement balance.)
Approve Accounting Transactions
Institution DUNS Number is verified prior to posting
Post Internal Accounting Transactions
Create GAPS Transactions
Approved accounting transactions for JIT institutions generate two transactions, one Obligate and one Pay transaction for GAPS.
JIT is subject to top down fund controls and EOY processing adjustments. Sending payment transaction to GAPS may be delayed due to shortfall situations or during closeout of EOY accounting.
Positive disbursement transaction amounts do not create a new obligation for GAPS until the initial obligation ceiling is exceeded. The new obligation is generated for the amount exceeding the current obligation balance, posted, then sent to GAPS.
Negative disbursement transaction amounts immediately create a deobligation for GAPS.
Once the initial obligation has been exceeded, disbursements received create obligations.
IPOS approved accounting transactions for Reimbursements or Cash Monitoring institutions generate an Obligate and Pay transaction for GAPS.
GAPS shall notify RFMS of processing results which may include the Payment Control Number. Upon notification from GAPS, RFMS shall generate and send a current Statement of Account to the institutions electronically
The Pell Grant program follows a policy of top down fund control in which the sum of institution obligations must not exceed the total amount of funds allotted to a particular Project code, or ID's.
An institutions initial method of payment cannot change throughout the academic year unless it is designated to be changed by ED.
For Advance Funding institutions, RFMS must provide the capability to reduce the obligation amounts down to the sum of the accepted student level disbursements. These deobligations shall be posted and sent to GAPS.
For Advance Funding institutions, RFMS must provide the capability to reduce the obligation amount down to the GAPS Expenditure amount. IFMD may adjust the obligation balance below the student disbursement balance. These deobligations shall be sent to

Inter- and Intra-system Balancing and Reconciliation (On-going Reconciliation) Requirements:

Description
Run close-out log
Estimate unobligated funds
Process post deadline adjustments
Process audit adjustments
Reduce prior award year down to GAPS reported expenditure level
Reconciliation
Manage and Adjust Funding

Interface With Other Systems Requirements:

Description
Access input records via TIV WAN
RFMS Institution Interface
ED System Interfaces with RFMS - The RFMS interfaces with several other ED systems. Some of the systems remain the same, while others change dramatically. RFMS shall design the interfaces to be flexible and with increased automation. Interfaces with CP
ED User Interfaces with RFMS

Establish and Run Computer Production Cycles Requirements:

Description
Receiving Input Records
Input Records Received
Pull Down Records from TIV WAN
RFMS will be able to accept batches of different message classes. These can be sent in the same transmission or tape.
All batches go through the same transmission and batch edits for acceptance.
There is no limit to the number of batches an institution may send per award year.
Perform Transmission and Batch Edits
Each transmission must have a TIV WAN transmission header and TIV WAN transmission trailer record.
Each batch must have a Grant batch header and Grant batch trailer record.
All batches entering RFMS are accepted for further processing or rejected.
RFMS tracks accepted and rejected batches. See Appendix C for the detailed Transmission and Batch Edits.
Batch Numbers can only be processed by RFMS once, including batch numbers for rejected batches.
Batches received are processed in the following order: Institution Data, Origination, Special Disbursement, Disbursement, and Data Requests.
Each batch must contain at least one detail record.
Manual requests generate batch transactions.
Each batch must accurately reflect the transactions contained within.
Institution batch level data for negative amounts is held N days awaiting the offset of positive amounts before posting. A code will be placed on the Grant Header of the Disbursement or Special Disbursement record notifying the institution that the negat

Set Up New Schools and Maintain History Requirements:

Description
Update Institution Participation
PEPS provides RFMS with institution eligibility information. An institution's eligibility to participate in the Pell Grant Program can change anytime throughout the academic year. Therefore, updates must be provided to RFMS on a regular basis.
PEPS is the ED source for institution data. The PEPS file provides updates to the institution data on the RFMS database.
RFMS shall have automated updates of institution data from PEPS to reduce the manual data entry load and improve the accuracy and timeliness of the data.

Maintain System Requirements:

Description
The on-line funding adjustment capability shall be available for the entire Performance Period of the award year.
Only staff designated to adjust funding levels shall have access to Funding Adjustment GUI interface.
IFMD shall have the ability to globally or individually adjust N (number of days for transactions to be held before posting) as needed.
IFMD approves all transactions prior to posting. IFMD has the ability to approve, hold for future approval or reject transactions.
The on-line funding adjustment capability shall be available for the entire Performance Period of the award year.
Make changes for upcoming award year
Test system changes

Generate Reports/ Respond to Data Requests Requirements:

Description
Process decrease award reports
Prepare monthly funding report
Respond to inquiries/ customer service
Output from the Accounting function
Audit Adjustment Report (AAR) - A report that the school submits showing the student's award amount greater or lesser than the amount shown on the SPS or the students' payment dates appears on the institution's records but does not appear in the SPS.
Decrease Award Report (DAR) – A report that the school submits student's total payment amount less than the amount shown on the SPS showing or if the student received an overpayment
IPR Batch Report – Formerly known as IPS Batch Reports prior to 1996-97. A summary report produced by the Federal Pell Grant program for each batch of payment data submitted by an institution to the Department of Education. The report contains basic inf
Management Information System (MIS) – A series of reports which inform ED staff as well as project managers and staff of the status of all aspects of RFMS.
Statement of Account (SOA) - A report to an institution participating in the Federal Pell Grant program which summarizes the status of the institution's spending authorization versus amount expended to date for that award year.
MRR - Provide access to self-generate multiple reporting report to identify other institutions paying students they have originated/ disbursed.
YTD - If requested, supplies a year-to-date file to a school of all accepted transactions

Calculate and Process ACA Requirements:

Description
Calculate ACA
ACA transaction amounts shall be calculated for each unduplicated student with a disbursement approved by RFMS for the reporting institution or any of the branch campuses for that reporting institution.
ACA transactions shall not be calculated for non-participating or terminated institutions, as well as institutions requesting not to receive ACA.
Pell operations shall be able to calculate and process ACA transactions at anytime. RFMS shall be able to calculate payments for all institutions or for selected institutions.
Approved ACA accounting transactions generate an Obligate transaction and a Pay transaction for GAPS after posting.
ACA transactions must be able to be reversed after posting to GAPS.
ACA transaction amounts shall be calculated for each unduplicated student with a disbursement approved by RFMS for the reporting institution or any of the branch campuses for that reporting institution.
ACA transactions shall not be calculated for non-participating or terminated institutions, as well as institutions requesting not to receive ACA.
Pell operations shall be able to calculate and process ACA transactions at anytime. RFMS shall be able to calculate payments for all institutions or for selected institutions.
Approved ACA accounting transactions generate an Obligate transaction and a Pay transaction for GAPS after posting.
ACA transactions must be able to be reversed after posting to GAPS.