

## Oracle Tutor Phase III HTML Exact File Names

File Name	Exact Procedure Name	Responsibility(s)
PROA0001	Entering Journals Using ADI	SFA CFO General Ledger SuperUser SFA (Program) GL User
PROA0002	Create Journals	SFA CFO General Ledger SuperUser SFA (Program) GL User
PROA0003	Create a Payment Batch	SFA CFO (Program) Payment Manager
PROA0004	Modify a Payment Batch	SFA CFO (Program) Payment Manager
PROA0005	Format a Payment Batch	SFA CFO (Program) Payment Manager
PROA0006	Confirm a Payment Batch	SFA CFO (Program) Payment Manager
PROA0007	Transfer Treasury Disbursement File to FTP Site	SFA CFO (Program) Payment Manager
PROA0008	Cancel a Payment Batch	SFA CFO (Program) Payment Manager
PROA0010	Post Journals	SFA CFO General Ledger SuperUser
PROA0011	Confirm Account Balance	SFA CFO General Ledger SuperUser
PROA0012	Approving an Invoice	SFA (Program) Payables SuperUser
PROA0013	Enter a Treasury Confirmation	SFA (Program) Federal Administrator
PROA0014	Run, View, and Print a Trial Balance	SFA CFO General Ledger SuperUser SFA (Program) GL User
PROA0015	AP Transfer to GL	SFA (Program) Payables SuperUser
PROA0016	Review a Journal Entry	SFA CFO General Ledger SuperUser SFA (Program) GL User
PROA0017	Enter or Update Supplier Information	SFA (Program) Vendor User
PROA0018	Create an Invoice and Print an Invoice Register	SFA (Program) Invoice User SFA (Program) Invoice Manager
PROA0019	Create/Build, Format, and Confirm a Payment Batch	SFA (Program) Payables SuperUser
PROA0020	Approve and Review an Invoice Batch	SFA (Program) Invoice Manager
PROA0021	Review and Post a Journal Entry	SFA CFO General Ledger SuperUser, SFA (Program) GL User
PROA0022	Review and Post a Journal Batch	SFA CFO General Ledger SuperUser, SFA (Program) GL User
PROA0023	Review a Journal Entry	SFA GL Inquiry
PROB0001	Campus Based Job Aid - Non GAPS	All Campus Based Responsibilities
PROB0002	Correcting Journal Import Data (Campus Based)	SFA CFO General Ledger SuperUser
PROB0003	Correcting Payables Open Interface Data (Campus Based)	SFA CBS Payables SuperUser

## Oracle Tutor Phase III HTML Exact File Names

File Name	Exact Procedure Name	Responsibility(s)
PROC0001	DCS/FFEL Lender Job Aid	All DCS/FFEL Lender Responsibilities
PROC0002	Load Raytheon Accounting File into SFA FMS	SFA FFEL DCS Manager
PROC0003	Maintaining FFEL Account Mapping	SFA FP Accounting SuperUser SFA FFEL DCS Account Mapping
PROD0001	ACS Direct Loan Job Aid	SFA DLS Vendor User SFA DLS Invoice User SFA DLS Invoice Manager
PROD0002	Direct Loan Job Aid - GAPS	All Direct Loan Responsibilities
PROD0003	Direct Loan Job Aid - Non GAPS	All Direct Loan Responsibilities
PROD0004	Delete or Cancel an Invoice	SFA DLS Invoice User SFA DLS Invoice Manager
PROD0005	Issue DLS Refunds	SFA DLS Invoice User
PROD0006	Enter Lockbox Deposits using ADI	SFA CFO General Ledger SuperUser
PROD0007	Enter NSFs using ADI	SFA CFO General Ledger SuperUser
PROD0008	Enter Unapplied Entries using ADI	SFA CFO General Ledger SuperUser
PROD0009	Enter Misdirected Entries using ADI	SFA CFO General Ledger SuperUser
PROD0010	Enter Cancelled Checks using ADI	SFA CFO General Ledger SuperUser
PROD0011	Enter DCS Refunds using ADI	SFA CFO General Ledger SuperUser
PROD0012	Enter Treasury Confirmation for Direct Loan Servicing	SFA DLS Federal Administrator
PROF		
PROG0001	FFEL-GA Financial Partners Users Guide	NA
PROG0002	Review, Accept, or Reject Form 2000 Reports	SFA Financial Partner Manager
PROG0003	Access GA Monthly/Quarterly Reports	SFA Financial Partner Manager
PROG0004	Accept GA Reports	SFA Financial Partner Manager
PROG0005	Reject GA Reports	SFA Financial Partner Manager
PROG0006	Review and Approve Form 2000 Invoice for Payment	SFA Financial Partner Manager
PROG0007	Search for Invoices	SFA Financial Partner Manager
PROG0008	Approve Invoice	SFA Financial Partner Manager
PROG0009	Place an Invoice on Hold	SFA FFEL GA Payables
PROG0010	Release a Hold	SFA FFEL GA Payables
PROG0011	System Holds	SFA FFEL GA Payables SuperUser
PROG0012	Create and Approve Miscellaneous Invoices for Payment	SFA Financial Partner Manager
PROG0013	Review and Approve LPIF Invoices for Payment	SFA FFEL GA Payables

## Oracle Tutor Phase III HTML Exact File Names

File Name	Exact Procedure Name	Responsibility(s)
PROG0014	Create and Approve AMF Invoices	SFA FFEL GA Payables
PROG0015	Maintain GA Information	SFA Financial Partner Manager
PROG0016	Report Descriptions	All FFEL Responsibilities
PROG0017	View and Print GA Statement of Account	SFA Financial Partner Manager
PROL0001	Overview of the SFA LEAP/SLEAP Financial Partners Channel	NA
PROL0002	Search for a Submitted Application Form 1288	SFA LEAP Manager
PROL0003	Review, Approve, and Reject the Application Form 1288	SFA LEAP Manager
PROL0004	Complete the SFA Directory Maintenance Form	SFA LEAP Manager
PROL0005	View and Edit SFA LEAP/SLEAP State Forms Listing	SFA LEAP Manager
PROL0006	Form Certification and Running the Award Calculation Program	SFA LEAP Manager
PROL0007	Create and View Reports (including the Award Notification)	SFA LEAP Manager
PROL0008	Printing LEAP/SLEAP Forms and Reports	SFA LEAP Manager
PRON		
PRO0001	Load COD Transactions into FMS	SFA CODX SuperUser
PRO0002	Create COD Invoices in FMS	SFA DLO CFO Payables SuperUser      SFA Pell CFO Payables SuperUser
PRO0003	Approve COD Invoices in FMS	SFA DLOR Manager      SFA Pell Manager
PRO0004	Create Journals in GL for AP Transactions	SFA CFO General Ledger SuperUser
PRO0005	Load GAPS to FSA FMS Transactions	SFA IPPP Manager
PRO0006	Send GAPS Transactions to COD	SFA CODX SuperUser
PRO0007	Load COD to FSA FMS Vendor Updates	SFA COD Vendor Interface
PRO0008	Send FSA FMS Responses to COD	SFA CODX SuperUser
PRO0009	Process COD Responses to FSA FMS	SFA CODX SuperUser
PROP0001	Pell Job Aid - Non GAPS	All PELL Responsibilities
PROP0002	Correcting Journal Import Data (PELL)	SFA CFO General Ledger SuperUser
PROP0003	Correcting Payables Open Interface Data (PELL)	SFA PELL Payables SuperUser
PROS		
PROV		

## Oracle Tutor Phase III HTML Exact File Names

File Name	Exact Procedure Name	Responsibility(s)
PROX0001	User Name and Password Information	All Users
PROX0002	First Time Sign-On--Installing Jinitiator	All Users
PROX0003	SFA FMS Sign-On	All Users
PROX0004	Navigating in SFA FMS	All Users
PROX0005	Run, View and Print Reports	All Users
PROX0006	SFA FMS Sign-Off (Use PROG0018)	All Users
PROX0007	View Requests	All Users
File Name	Exact Reference Name	
REFA0001	SFA General Ledger Reconciliation Guide	NA
REFA0002	SFA FMS Reporting	

## Oracle Tutor Phase III Standard File Naming Convention

<b>File Name Heading</b>	<b>Procedure Name</b>
PROA	SFA CFO Accounting Division Procedures
PROB	Campus Based
PROC	DCS/FFEL Lender
PROD	Direct Loan
PROF	
PROG	FFEL GA Financial Partners
PROL	LEAP/SLEAP
PRON	
PROO	
PROP	PELL
PROS	
PROV	
PROX	SFA FMS Cross Program Functions
<b>File Name Heading</b>	<b>Reference Name</b>
REFA	SFA CFO Accounting Business Processes

File Name	Exact Procedure Name
PROA0001	Entering Journal Entries Using ADI
PROA0002	Entering Manual Journal Entries Using Oracle GL
PROA0003	Create a Payment Batch
PROA0004	Modify a Payment Batch
PROA0005	Format a Payment Batch
PROA0006	Confirm a Payment Batch
PROA0007	Transfer Treasury Disbursement File to FTP Site
PROA0008	Cancel a Payment Batch
PROA0009	Maintaining Account Mapping
PROA0010	Posting Manual Journal Entries Using Oracle GL
PROA0011	Confirming Account Balances in Oracle GL
PROA0012	Approving an Invoice (Cross-Program)
PROA0013	Treasury Confirmation
PROA0014	View and Print Trial Balance
PROA0015	AP Transfer to GL
PROA0016	Review a Journal Entry in GL
PROA0017	Enter Manual Supplier Information
PROA0018	Create an Invoice
PROA0019	Process a Payment Batch
PROA0020	Approve and Review an Invoice Batch
PROB0001	Campus Based Job Aid - Non GAPS
PROB0002	Correcting Journal Import Data (Campus Based)
PROB0003	Correcting Payables Open Interface Data (Campus Based)
PROC0001	DCS/FEEL Lender Job Aid
PROC0002	Load Raytheon Accounting File onto FMS
PROD0001	ACS FARS Job Aid
PROD0002	Direct Loan Job Aid - GAPS
PROD0003	Direct Loan Job Aid - Non GAPS
PROD0004	Delete or Cancel an Invoice
PROF	
PROG0001	FFEL-GA Financial Partners Users Guide
PROG0002	Review, Accept, or Reject Form 2000 Reports
PROG0003	Access GA Monthly/Quarterly Reports
PROG0004	Accept GA Reports
PROG0005	Reject GA Reports
PROG0006	Review and Approve Form 2000 Invoice for Payment
PROG0007	Search for Invoices
PROG0008	Approve Invoice
PROG0009	Place an Invoice on Hold
PROG0010	Release a Hold
PROG0011	System Holds
PROG0012	Create and Approve Miscellaneous Invoices for Payment
PROG0013	Review and Approve LPIF Invoices for Payment
PROG0014	Create and Approve AMF Invoices
PROG0015	Maintain GA Information
PROG0016	Run Reports

File Name	Exact Procedure Name
PROG0017	View and Print GA Statement of Account
PROG0018	Sign Off
PROL0001	Overview of the SFA LEAP/SLEAP Financial Partners Channel
PROL0002	Search for a Submitted Application Form 1288
PROL0003	Review, Approve, and Reject the Application Form 1288
PROL0004	SFA Directory Maintenance Form
PROL0005	View and Edit SFA LEAP/SLEAP State Forms Listing
PROL0006	Form Certification and Running the Award Calculation Program
PROL0007	Create and View Reports (including the Award Notification)
PROL0008	Printing LEAP/SLEAP Forms and Reports
PRON	
PROO	
PROP0001	Pell Job Aid - Non GAPS
PROP0002	Correcting Journal Import Data (PELL)
PROP0003	Correcting Payables Open Interface Data (PELL)
PROS	
PROV	
PROX0001	System Access/User Name and Password
PROX0002	First Time Sign-On--Installing Jinitiator
PROX0003	System Access/Sign-On
PROX0004	Navigating in Oracle
PROX0005	Run, View and Print Reports
PROX0006	Sign-Off
PROX0007	View Requests
File Name	Exact Reference Name
REFA0001	SFA General Ledger Reconciliation Guide

File Name Heading	Procedure Name
PROA	CFO Accounting
PROB	Campus Based
PROC	DCS/FFEL Lender
PROD	Direct Loans
PROF	FARS
PROG	FFEL GA Financial Partners
PROL	LEAP/SLEAP FPO
PRON	Direct Loan Consolidation
PROO	Direct Loan Origination & Disbursement
PROP	PELL
PROV	Direct Loan Servicing
PROX	Applicable To All Internal SFA Users
File Name Heading	Reference Name
REFA	SFA Accounting Business Processes