

Campus Based Job Aid Non-GAPS

Scope

The Campus Based Job Aid is intended to be the primary reference for any user needing to perform Campus Based Program specific tasks. Material covered in this Job Aid is **Non-GAPS** related and includes:

- Steps needed to monitor the automated process that transfers information from the Campus Based system into SFA FMS. The Concurrent Requests that need to be monitored from the “Request Window” are:
 1. SFA CBS Obligation Load Program
 2. Journal Import
 3. SFA CBS Teacher Cancellation Load Program
 4. Payables Open Interface Import
 5. Payables Transfer to GL
 6. Program Create Journals
 7. Journal Import for EX Transactions
 8. SFA CBS FISAP Expenditure Load Program
 9. Journal Import
 10. SFA CBS Perkins Balance Sheet Data Load Program
 11. Journal Import
- Steps needed to manually post a journal in GL.
- Steps needed to correct errors if they occur during the automated process.

System References

N/A

Policy

N/A

Program Reports

The following table lists the Programs and Reports that SFA CFO Accounting Division uses to monitor the Campus Based processes:

Report Name	Description	Time
Error report	This report tells the user what the error is. This report can be accessed by clicking on the view output button.	As needed
Account Analysis Report	Snapshot of accounts at a detail	As needed
Trial Balance	Snapshot of accounts at a summary level	As needed
Ad hoc reporting structure	TBD	As needed

Campus Based Program Personnel Contact

The following table lists the names, phone numbers, and e-mail of Campus Based program personnel for error resolution.

Name	Phone Number	Email Address
Rich Bennett	202-377-3177	Rich_Bennett@ed.gov

Campus Based User Processes and Responsibilities Table

The Campus Based Program Non-GAPS processes and responsibilities table details if the process is automated or manual, the names of the processes that need to be monitored, and the SFA FMS responsibility necessary to monitor each process:

Key:	Cross Program	Automated	Process	Responsibility
	1	X		Create Journals
2	X		Post Journals	SFA CBS CFO Manager SFA CFO General Ledger SuperUser
3		X	Create/Build Payment Batch	SFA CBS CFO Manager
4		X	Format Payment Batch	SFA CBS CFO Manager
5		X	Confirm Payment Batch	SFA CBS CFO Manager
6	X		Correcting Journal Import Data	SFA CFO General Ledger SuperUser
7	X		Correcting Payables Open Interface Data	SFA CFO General Ledger SuperUser
8		X	Approve an Invoice	SFA CBS CFO Manager
9		X	Awards Process	SFA CBS CFO Manager
10		X	Teacher Cancellation Payment Process	SFA CBS CFO Manager
11		X	FISAP Expenses	SFA CBS CFO Manager
12		X	Perkins Loan Balance Sheet	SFA CBS CFO Manager

Campus Based Program Calendar of Events

The Campus Based Program calendar of events displays each event and when it will be accomplished:

Event	Time of Event
CB Award file is sent to FMS	March – Final awards

	September -Reallocation De-Obligation September- Supplemental awards
Adjustments to Institutions award amounts loaded into FMS	As needed-at least once per week (10-20 transactions per file)
Closeout adjustments to an institutions award amounts will be loaded into Oracle FMS GL	June
Teacher cancellation payment amounts loaded in FMS	May
CBS Perkins Loan Balance Sheet sent to FMS	July
FISAP expenditures loaded in FMS	June
Cumulative Unpaid Teacher Cancellation Liabilities	Phase IV – July
Account Mapping form Modifications for Campus-Based	As needed
Institution demographics load to FMS	As needed

Error Handling

The following matrix shows the file types received from the Campus Based Program; the different types of errors possible; and the different types of notification that are automatically received if applicable.

File Type	Frequency	Error Type	Automated Outcome
CBS Award	Annual	Level 1- Entire rejection of file. Obligations exceed allotment	Email alert
		Level 2- Invalid Grantee Duns # or ACCS # is wrong	Email alert
Perkins Loan Balance Sheet	Annual	Level 1-Validations include: There is only 1 header record in file, there is only 1 trailer record in file, there is at least one detail record in file, record count and the record amounts in the trailer record matches the count and amounts of the detail records	Email alert
Teacher Cancellation Payment	Annual	Level 1-Entire rejection of file. Obligations exceed allotment.	Email alert

		Level 2-Invalid Grantee Duns # or ACCS # is wrong	Email alert
FISAP Expenses	Annual	Level 1-Entire rejection of file. Expenditures exceed obligations	Email alert
		Level 2-Invalid Grantee Duns # or ACCS # is wrong	Email alert
Note: All Level 1 errors will be stopped before processing into FMS			

Manual Procedures Matrix

The following matrix details the manual Campus Based functional tasks that must be performed in SFA's Oracle FMS. Each task is tied to an Oracle procedure and identifies the person responsible.

Task	Description	Oracle Procedure	Frequency	Person(s) Responsible
Post a Journal Entry	The FISAP Expenditures, Teacher Cancellation (Expenses, Invoices, or Payments), Awards File, or Perkins Loan Balance Sheet Information are processed and the user must manually post the journals. After budget information is entered it must be posted.	Post a Journal Entry	Whenever a CBS input file is processed	SFA CFO Accounting Division
Enter a Budgetary Journal Entry	To enter budget into the system, the user must enter a	Enter a Journal Entry	Annually, as needed	SFA CFO Accounting Division

	budgetary journal entry.			
Correcting Journal Import Data	When a Level 2 error occurs in the GL interface, the user must determine how to correct the error, make the necessary corrections, and re-import the journal.	Import a Journal	As needed	SFA CFO Accounting Division
Correcting Payables Open Interface Data	When a Level 2 error occurs in the AP interface, the user must determine how to correct the error, make the necessary corrections, and re-import the invoice.	Import an Invoice	As needed	SFA CFO Accounting Division

Definitions Table

The following are common accounting definition terms:

Account Code Classification Structure (“ACCS”)

The accounting segments and values assigned to transactions within the Oracle Federal Financials system.

Accounting Event

This term describes the detailed financial transactions (debits and credits) that occur as a result of business events.

Advances (or “Obligations”)

A Campus-Based Program obligation to a school that is not supported by payments to students. For the purposes of this document, it is synonymous with the term Obligation.

For Advance schools/accounts, Obligations are computed by the CBS feeder system prior to the school having to submit student-level supporting documentation. For Teacher Cancellation schools, Obligations are determined as schools submit student-level supporting documents.

Allotments

Funds that are specified for the Campus-Based Programs by the Department of Education

Application Desktop Integrator (ADI)

An Oracle spreadsheet-based extension used to transfer data (journal entries) to or from the Oracle General Ledger application.

AP

The SFA FMS Oracle Accounts Payable module.

Appropriation

Funds that are granted to the Campus-Based programs by Congress: Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), and/or Work College.

Award amount

Funds that are granted to an Institution for a Campus-Based program: Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study (FWS), and/or Work College. For the purpose of this document, it is synonymous with the term "Obligation".

CFDA

The acronym for the Catalog of Federal Domestic Assistance, which describes all Federal programs.

Deobligations

Deobligations are transactions created in CBS to reduce a school's Advance/Obligation (either because the school is no longer eligible under the Campus-Based Program or to reduce the school's Obligation down to the amount of its Expenses for a given year). These deobligations are passed to the GAPS system where they can cause "Negative Available Balances" (where a school's Obligation balance is less than its Drawdown balance)

Disbursement Offset

Disbursement offsets are payments applied to an account receivable that was established because a school owes money to the Department. The school agrees to settle the debt by allowing the Department to collect from current year grant funds. An offset schedule is created and, when a school receives its next grant payment, the amount owed is taken from the payment.

Drawdowns

Payments of Advance/Obligation amounts to schools through the GAPS system under the Campus-Based Program

Expenses

A Campus-Based Program obligation to a school that is supported by payments to students.

Advance schools/accounts are allowed to disburse Campus-Based funds to students (obtained through Drawdowns from the GAPS system) prior to submitting supporting documentation. The submission of this supporting documentation creates Expense transactions in CBS.

For Teacher Cancellation schools/accounts, the submission of student-level supporting documentation triggers the creation of Expense transactions as well as the Obligate & Pay transaction pair.

Expired Funds

Campus-Based funds are considered "expired" two years beyond the appropriation date. This means that no new obligations can be incurred against the Campus-Based program appropriation. For funds that have been obligated, Institutions have a period up to six years to actually draw down the funds.

Federal Perkins Loan program

A Federal Campus-Based program that provides low-interest loans to students with financial need who are attending schools of higher education to help pay the costs of their post-secondary education.

Federal Work-Study (FWS)

A Federal program within Campus-Based that provides part-time employment to students attending schools of higher education to help pay the costs of their post-secondary education.

FISAP

A software package containing the Application to Participate in the three Campus-Based programs (Federal Perkins Loan, FSEOG, and Federal Work-Study) and a Fiscal Operation Report that provides program expenditure information for the prior award year.

FSEOG

The Federal Supplemental Educational Opportunity Grant program within Campus-Based that provides grants to students with financial need who are attending schools of higher education to help pay the costs of their post-secondary education.

FTP

A method of transferring data files known as “File Transfer Protocol”.

GL

The SFA FMS Oracle General Ledger module.

Journal entry

A debit or credit to a general ledger account.

Return

An accounting transaction that records the receipt of funds for which the FRB could not deposit into a payee’s account. This may occur when, for

example, the payment is made to the wrong account number or when the payee name does not match the name on an account.

Reversal

This term refers to canceling a transaction by resubmitting it with the opposite operational sign attached to the amount.

SFA FMS

The Student Financial Assistance – Financial Management System organization.

Teacher Cancellation

A reimbursement of a cancellation of the Campus-Based Perkins Loan for teaching at a low-income elementary or secondary school; teaching in an elementary or secondary school system that has a shortage of teachers in a designated subject; or teaching disabled students in a public or other nonprofit elementary or secondary school.

Teacher Cancellation Schools/Accounts & Transactions

Schools that submit student-level supporting documentation prior to receiving payments of Obligation amounts. This submission creates both Obligation and Payment transactions in CBS, FMS, and GAPS.

Unused Funds

Campus-Based funds that an Institution anticipates not using for a given award year.

Distribution

N/A

Ownership

N/A

Activity Preface

[System Access/Sign-on \[PROX0003\]](#)

[View Requests \[PROX0007\]](#)

[Inquiries \(Query\) \[PROA0011\]](#)

[Correcting Journal Import Data \[PROB0002\]](#)

[Correcting Payables Open Interface Data \[PROB0003\]](#)

[Post Journals \[PROA0010\]](#)

[Enter Manual Journals \[PROA0002\]](#)

Awards, Perkins Loan Balance Sheet Information or FISAP Expenditures File

1. Select SFA CBS Manager as your responsibility and then select **Help® View My Requests** from the menu bar. Click the “View Requests” Link in the Activity Preface Section.
2. From the Requests window highlight the file load program (**ex. SFA CBS FISAP Expenditure Load Program**). Click on the “View Log” button and verify that no errors occurred.
3. From the Request window highlight the **Journal Import** and click on the “View Output” button. Verify that the status = success and that no errors have occurred. Record the **Journal Batch Name** for use when posting the journal.
4. If errors did occur in the **Journal Import** (status = error) click on the “Correcting Journal Import Data” Link in the Activity Preface Section. Also reference the Error Handling Matrix for directions.
5. Post the journal. Click the “Post Journals” link in the Activities Preface section.

Teacher Cancellation File

6. Select SFA CBS Manager as your responsibility and then select “Help→View My Requests” from the menu bar. Click the “View Requests” Link in the Activity Preface Section.
7. From the Request window highlight the **Payables Open Interface** and click on the “View Output” button. Verify that no data exists in the “Payables Open Interface Rejections Report” and note the **Batch Name**, the **Group Number**, and the **Date**.
8. If errors did occur in the **Payables Open Interface** (data exists in the Payables Open Interface Rejections Report) click on the “Correcting Payables Open Interface Data” Link in the Activity Preface Section. Also reference the Error Handling Matrix for directions. If no errors occurred, go to the next step.
9. From the Request window highlight the **Payables Transfer to GL** and click on the “View Output” button. Verify that no errors have occurred.

NOTE: AP contains an automated payment process. This process approves invoices, creates payment batches, and creates a file that goes to GAPS for OB & PY transactions.

10. The **Payables Transfer to GL** automatically creates another **Journal Import**. From the Request window highlight the **Journal Import** and click on the “View Output” button. Verify that the status = success and that no errors have occurred. Record the **Journal Batch Name** for use when posting the journals.
11. The **Program Create Journals** automatically creates a third journal. From the Request window highlight the **Program Create Journals** and click on the “View Output” button. Verify that no errors have occurred and record the **Journal Batch Name** (format = CJE: Payables #####) for use when posting the journals.
12. From the Requests window highlight the **Teacher Cancellation Load Program**. Click on the “View Log” button and verify that no errors occurred.
13. From the Request window highlight the **Journal Import** and click on the “View Output” button. Verify that the status = success and that

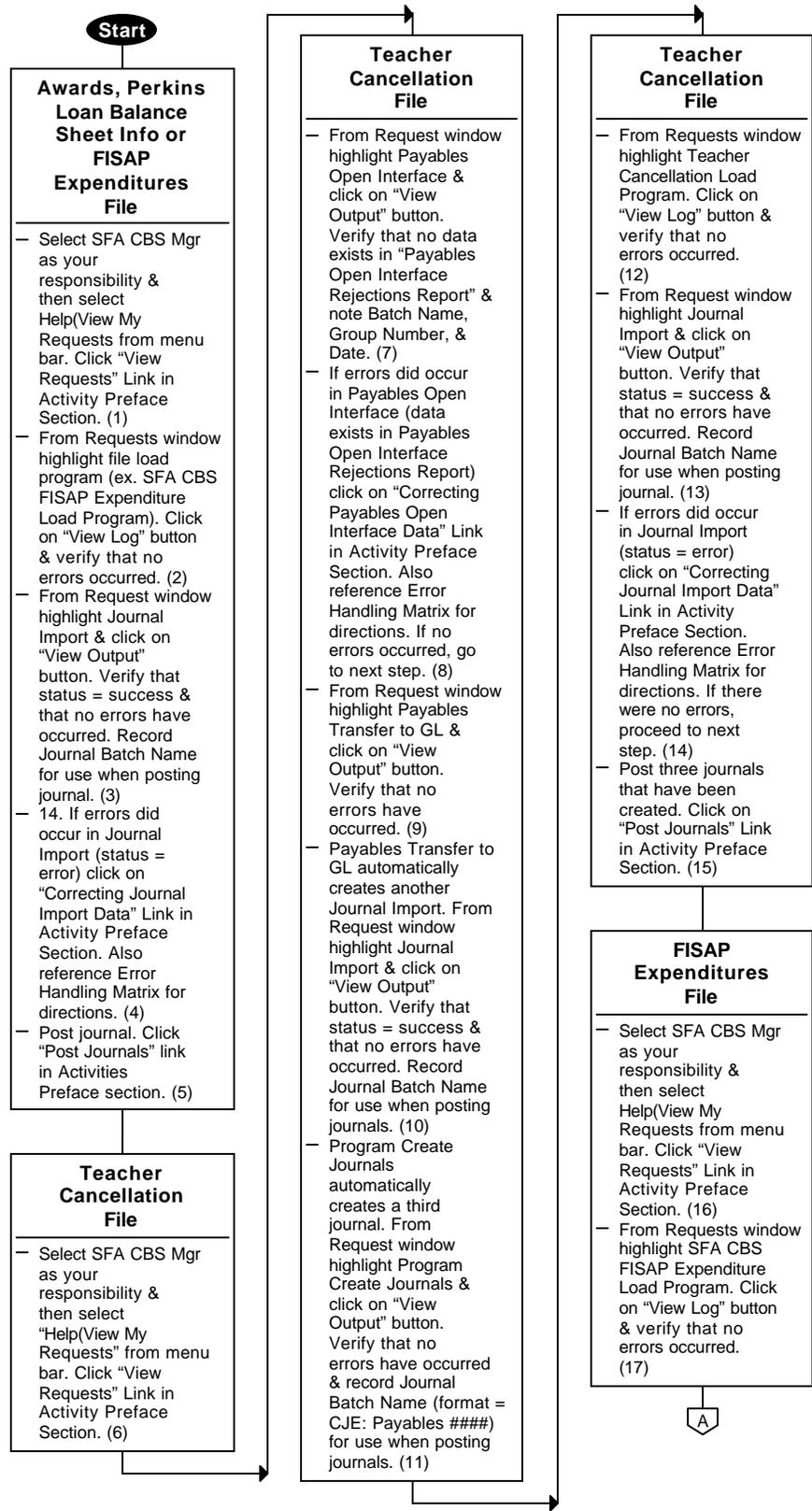
no errors have occurred. Record the **Journal Batch Name** for use when posting the journal.

14. If errors did occur in the **Journal Import** (status = error) click on the “Correcting Journal Import Data” Link in the Activity Preface Section. Also reference the Error Handling Matrix for directions. If there were no errors, proceed to the next step.
15. Post the three journals that have been created. Click on the “Post Journals” Link in the Activity Preface Section.

FISAP Expenditures File

16. Select SFA CBS Manager as your responsibility and then select **Help® View My Requests** from the menu bar. Click the “View Requests” Link in the Activity Preface Section.
17. From the Requests window highlight the **SFA CBS FISAP Expenditure Load Program**. Click on the “View Log” button and verify that no errors occurred.
18. From the Request window highlight the **Journal Import** and click on the “View Output” button. Verify that the status = success and that no errors have occurred. Record the **Journal Batch Name** for use when posting the journal.
19. Post the journal. Click the “Post Journals” link in the Activities Preface section.

End of activity.



A

**FISAP
Expenditures
File**

- From Request window highlight Journal Import & click on "View Output" button. Verify that status = success & that no errors have occurred. Record Journal Batch Name for use when posting journal. (18)
- Post journal. Click "Post Journals" link in Activities Preface section. (19)

End