

# ***Load Raytheon Accounting File Into SFA FMS***

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## **Scope**

The SFA CFO Accounting Division can manually kick off the load program to load the Raytheon Accounting File onto FMS.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA FFEL DCS Manager

## **Distribution**

N/A

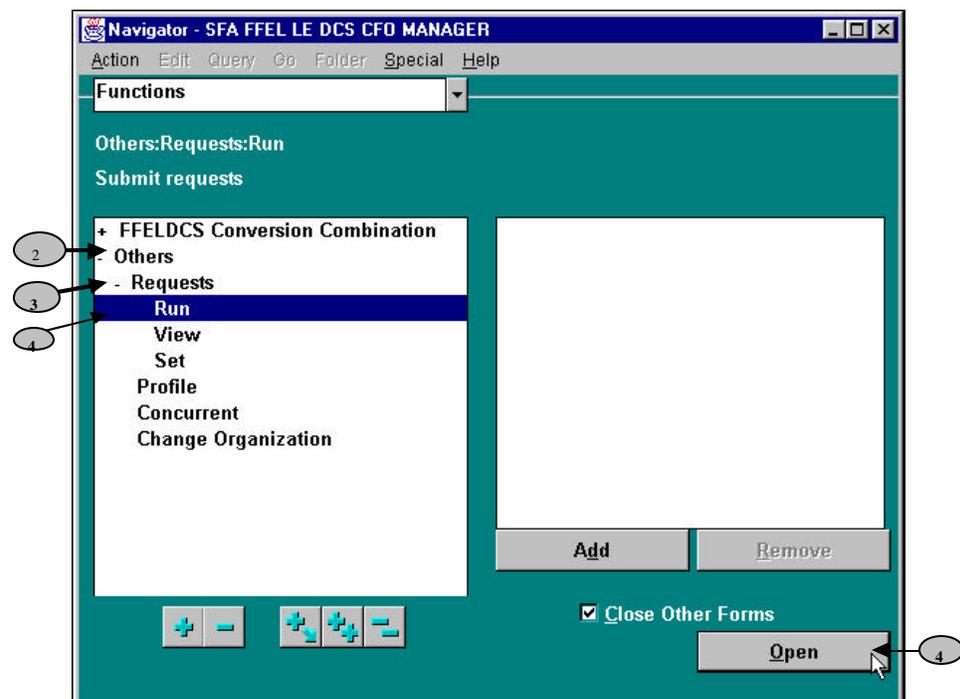
## **Ownership**

N/A

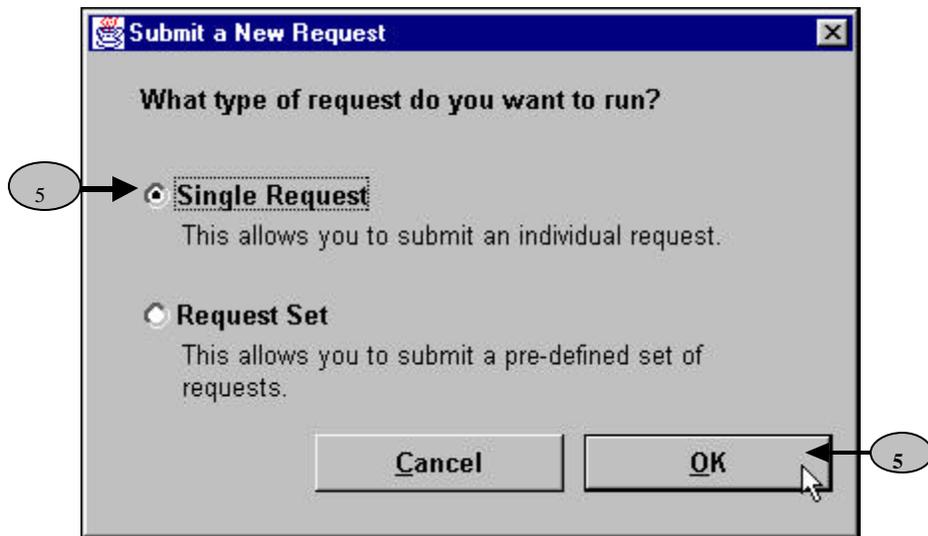
## Activity Preface

# Load Raytheon Accounting File into SFA FMS-SFA FFEL DCS Manager

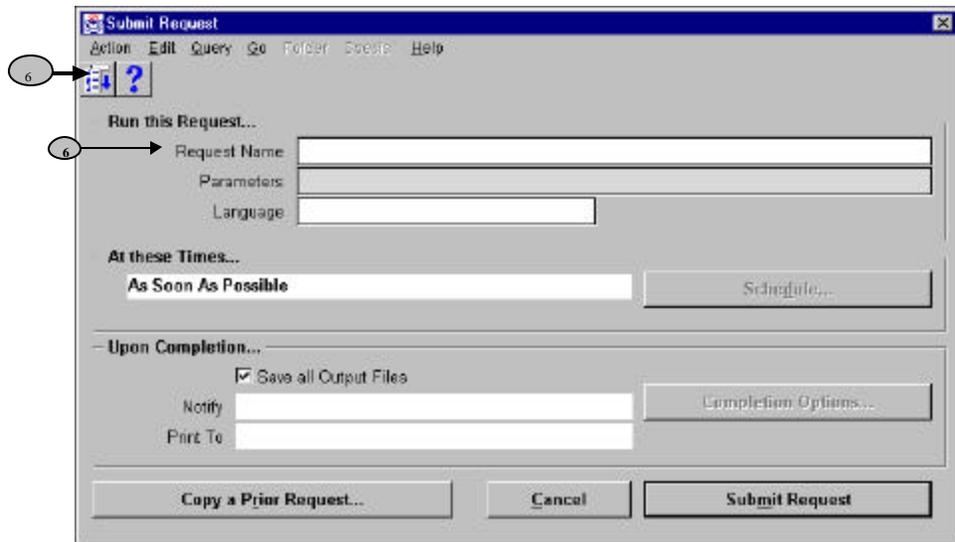
1. Login to SFA FMS using the SFA FFEL DCS MANAGER responsibility.



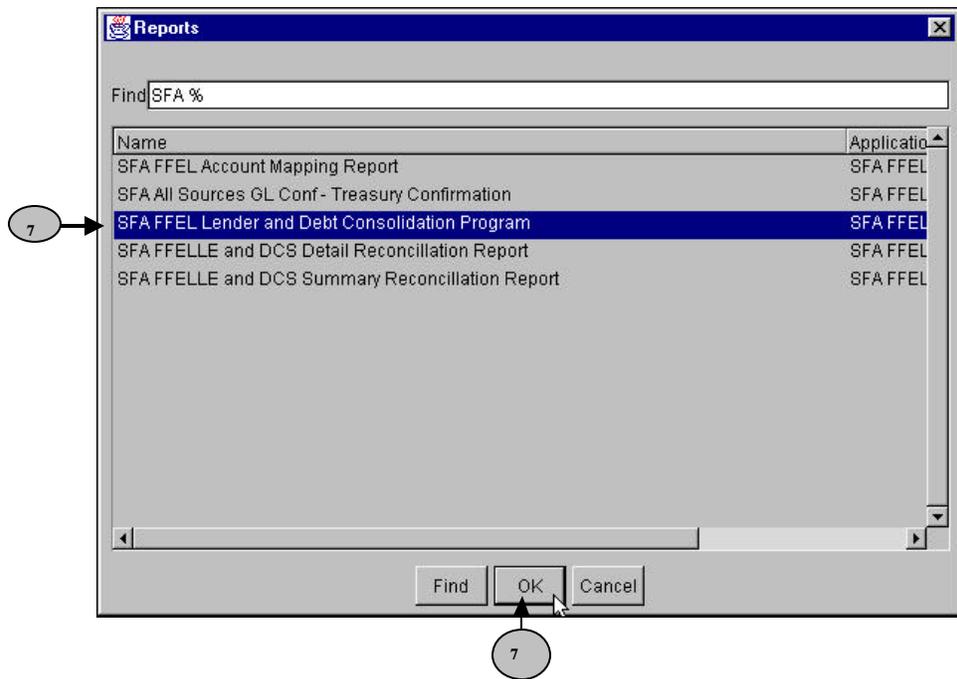
2. From the "Navigator" window, double-click **Others**. The Others sub-menu appears.
3. Double-click **Requests**. The Requests sub-menu appears.
4. Click **Run** and click the **Open** button. The "Submit a New Request" window appears.



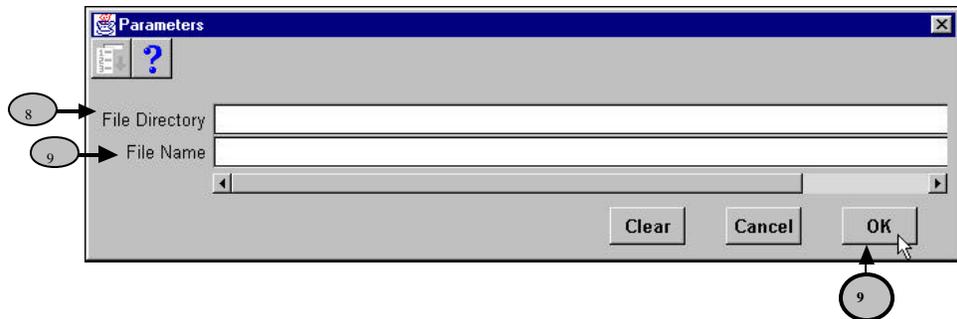
5. Verify that the **Single Request** option is checked and click the **OK** button. The “Submit Request” window appears.



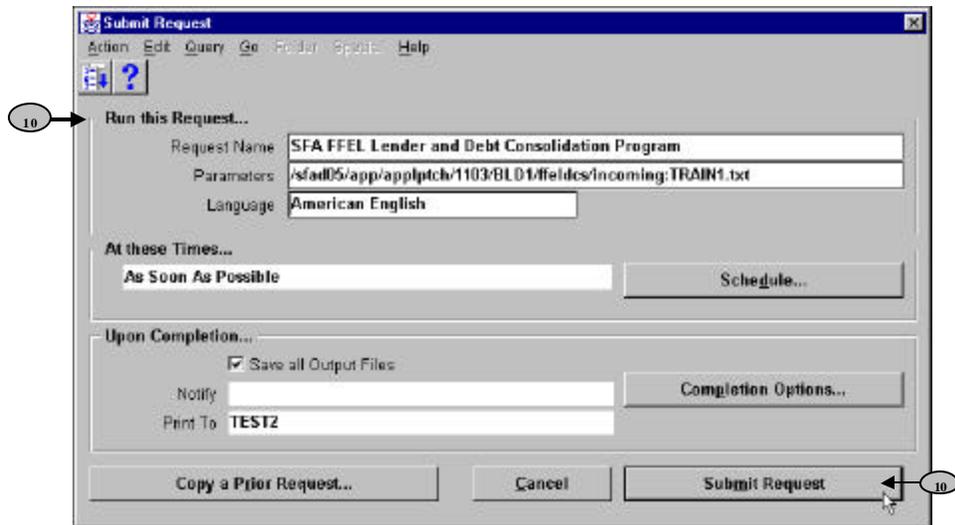
6. With the cursor in the **Request Name** field, click on the **List of Values** icon. The “Reports” window appears.



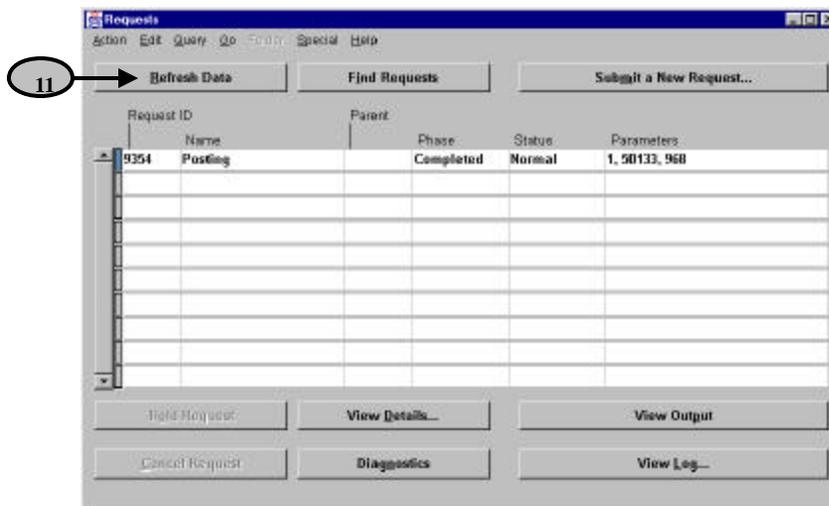
7. Select the **SFA FFEL Lender and Debt Consolidation Program** Report and click the **OK** button. The “Parameters” window appears.



8. Type the directory name in the **File Directory** field and tab to the File Name field when completed.
9. Type the file name in the **File Name** field and click the **OK** button. The “Submit Request” window appears with the “Run this Request....” Section populated.



10. Verify that the information in the “Run this Request” section is accurate and click the **Submit Request** button. The “Requests” window appears.



11. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal, Warning and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

**End of activity.**

