

Maintaining FFEL Account Mapping

Scope

The FFEL Account Mapping window is used to manage the Guaranty Agency's general ledger accounts by mapping Form 2000 entries to account codes. There is a separate Account Mapping table for each type of GA payment: Monthly, Quarterly, Annual, and NSLDS. When a GA Form 2000 Financial Report is accepted by the SFA Financial Partners or when an NSLDS file is received and loaded into SFA FMS, the AP/GL Load Processes use the data in the FFEL Account Mapping table to automatically create invoices and journal entries with the appropriate account codes. The SFA CFO Accounting Division, using the SFA CFO FP Accounting Super User responsibility, must maintain the data on the FFEL Account Mapping window to ensure that the invoices are created with proper account codes.

System References

N/A

Policy

N/A

Responsibility

SFA FP Accounting SuperUser, SFA FFEL DCS Account Mapping

Distribution

N/A

Ownership

N/A

Activity Preface

The SFA CFO Accounting Division will use the FFEL Account Mapping window in order to:

- Disable an item number
- Modify the SFA Account Code Combination for an item number
- Modify a value of a SFA Account Code Combination field that occurs on many item numbers

An audit trail is maintained whenever the FFEL Account Mapping data is updated. The SFA Form 2000 Account Mapping Report displays, which account codes, were effective at a particular point in time.

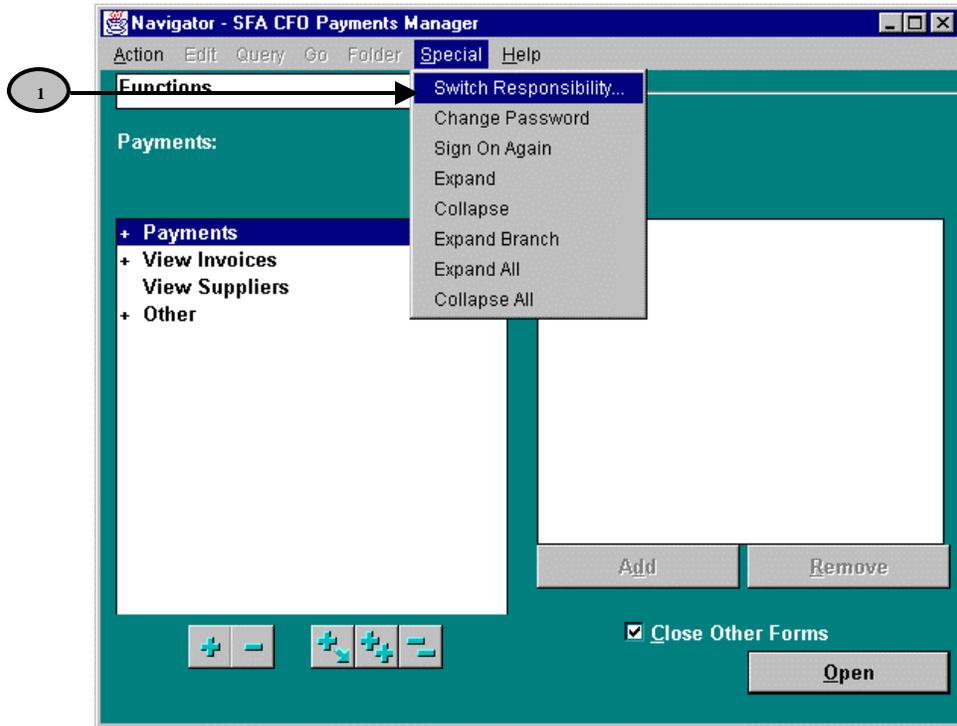
The table below describes the fields/columns on the FFEL Account Mapping window:

Field/Column	Description	Sample Value(s)
Subsystem	Identifies the type of report or payment that uses this account mapping table.	Monthly, Quarterly, Annual, NSLDS
Item No	For Monthly, Quarterly, or Annual subsystem account mapping, refers to the line number and column on the Form 2000 Financial Report. For NSLDS subsystem account mapping, identifies whether used for AMF or LPIF. <i>Note: The values of this column may not be changed.</i>	MR1_A_O, MR1_A_P, AMF, LPIF
Fund	Treasury Fund Account symbol. Fiscal Year indicates the initial year of the appropriation or the year in which funds originally become available. Year of appropriation / enactment.	0201A01 0201W00 4251XNY (no year)
Category	The Category code is a one position alphanumeric field and identifies the apportionment category, i.e. category A, category B, exempt from apportionment, etc. This segment permits the system to accommodate those funds that contain multiple apportionment categories and streamlines the processing of apportionment transactions (SF132)	A, B, C, 0, T
Budget Fiscal Year	Indicates the fiscal year in which the planned	01, 02, 03, 04

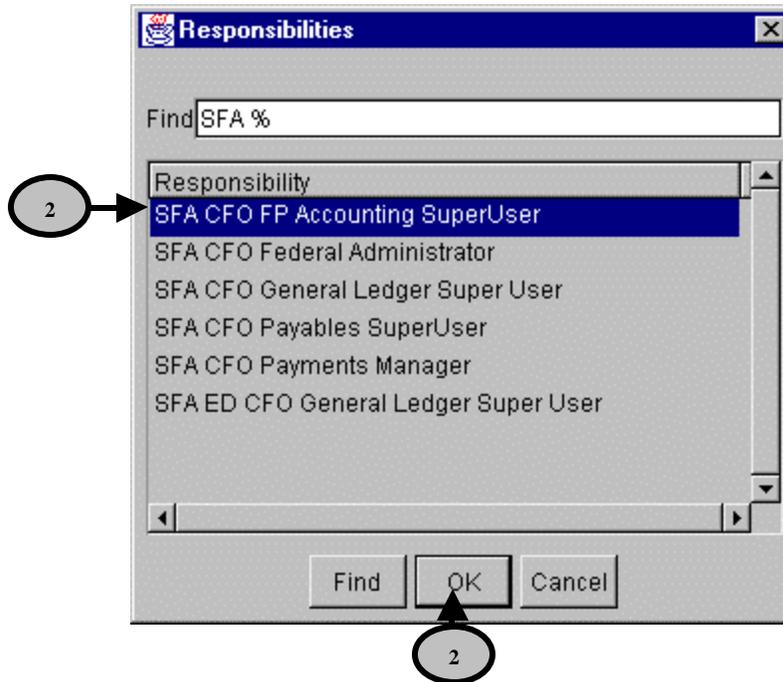
Field/Column	Description	Sample Value(s)
	budget will be executed. Year of apportionment / execution.	
Account	General Ledger account and sub-account. The first four digits are the USSGL account and the last two digits are the sub-account.	211001, 218001, 901011, 999001, 00000000
Organization	ED internal organization structure.	ENJB0000
Limitation	The limitation is the first three positions of the current project code. Maintaining the limitation as a separate data element from the rest of the current project code should greatly reduce table	BDC, BBK, B08
Object Class	Required for Federal expense categories. The object class is a method of classifying obligations and expenditures according to the nature of the service or articles procured.	44000, 3302C, 4201B, 69011
Activity	ED activity code to support the activity based budgeting model and performance measurement. Assigned to identify cross-cutting activities to track.	959, 000, 606
CFDA	The Catalog of Federal Domestic Assistance code represents the Federal program that gives out money and other forms of assistance.	032, 000
Cohort Year	Required for credit reform. Defined as the year in which the original loan was first disbursed (obligated). Subsidy estimate and re-estimates calculations required for credit reform use cohort year to determine risk calculations.	CY (default), 01, 02, 03, 04, PS (Pre-Splitter Cohort Year)
Sector	The sector code is a one position alphanumeric field used to distinguish governmental versus non-governmental transactions. The valid codes are G for governmental and N for non-governmental.	0 (default)
Source Code	Major Education Source Systems (e.g., Direct Loan, FFEL Loans, Campus-Based Programs, LEAPP, Pell).	GA, 0000
Cost Code	Identifier for SFA Cost Code Activities.	LRP0
Loan/Grant Type	Identifier for type of Loan or Grant (e.g., Direct Subsidized Loan, Direct Unsubsidized Loan, Direct PLUS Loan, Direct Consolidation Loan, FFEL Stafford Loans, FFEL Unsubsidized Stafford Loans, Perkins Loans, Pell Grants, SEOG Grants, etc.	00 (default), CL, PL
Destination	Controls whether the accounting entry goes to AP or GL. It is displayed to help the user know the destination for each line on the Form 2000.	AP GL GLREV
Transaction Code	Links the Form 2000 entry and the associated debit and credit accounts. These GL entries are in addition to the account code entry executed by the SFA Account Code Combination. <i>Note: You may select the Transaction Code from the List of Values. If the desired Transaction Code does not exist or the associated debit and credit account numbers are incorrect, the change can not be made from this window. The Transaction Code must be added or modified in the General Ledger.</i>	MR1_C_P_TC01

Field/Column	Description	Sample Value(s)
Debit	General Ledger account and sub-account. The first four digits are the USSGL account and the last two digits are the sub-account. <i>Note: This value defaults based on the Transaction Code selected. It can not be changed from this window. The Transaction Code must be modified in the General Ledger.</i>	490201
Credit	General Ledger account and sub-account. The first four digits are the USSGL account and the last two digits are the sub-account. <i>Note: This value defaults based on the Transaction Code selected. It can not be changed from this window. The Transaction Code must be modified in the General Ledger.</i>	461001

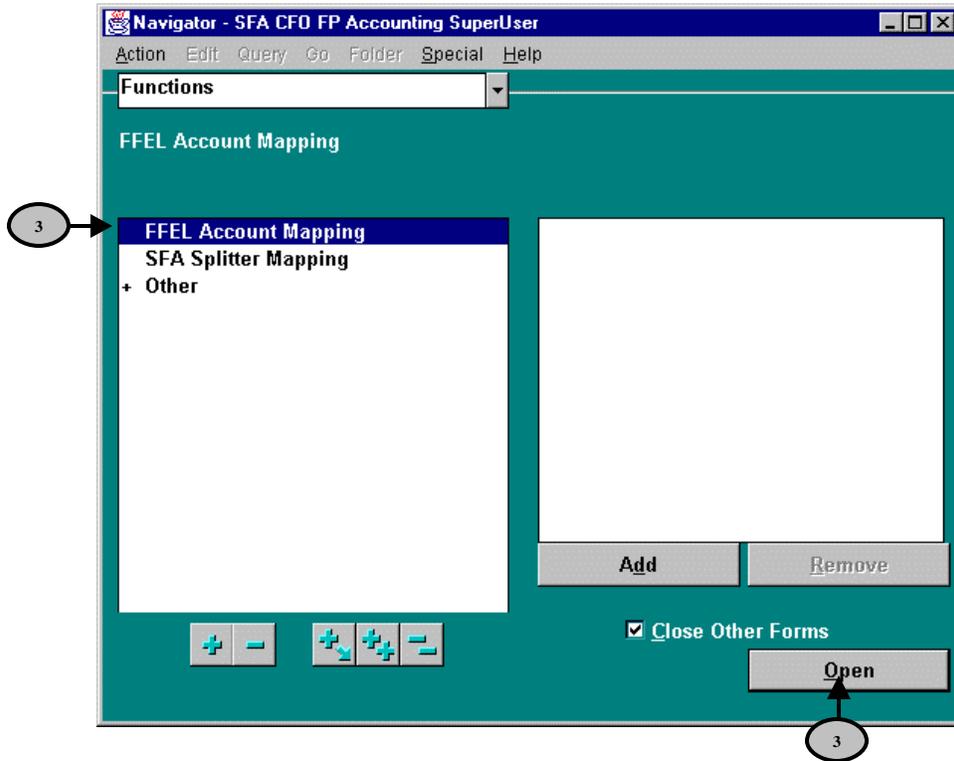
Disable an Item Number-SFA FP Accounting SuperUser; SFA FFEL DCS Account Mapping



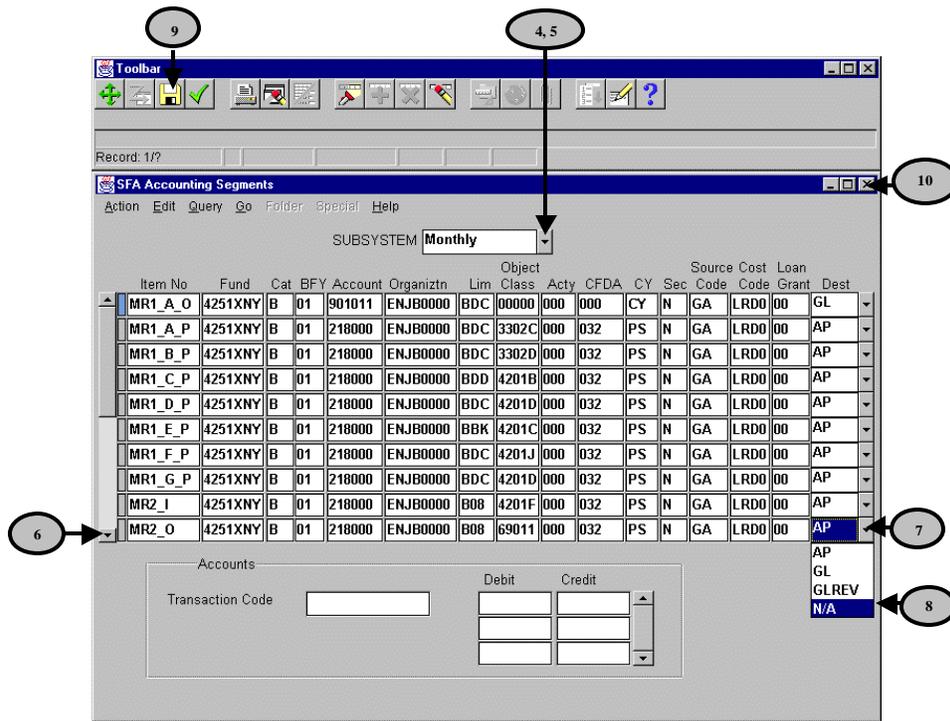
1. From the “Navigator” window, select **Switch Responsibility** from the **Special** menu. The “Responsibilities” window appears.



2. Click *SFA CFO FP ACCOUNTING SUPERUSER* and click the **OK** button. The “Navigator” window appears.



- Click **FFEL Account Mapping** and click the **Open** button. The “SFA Accounting Segments” window appears.

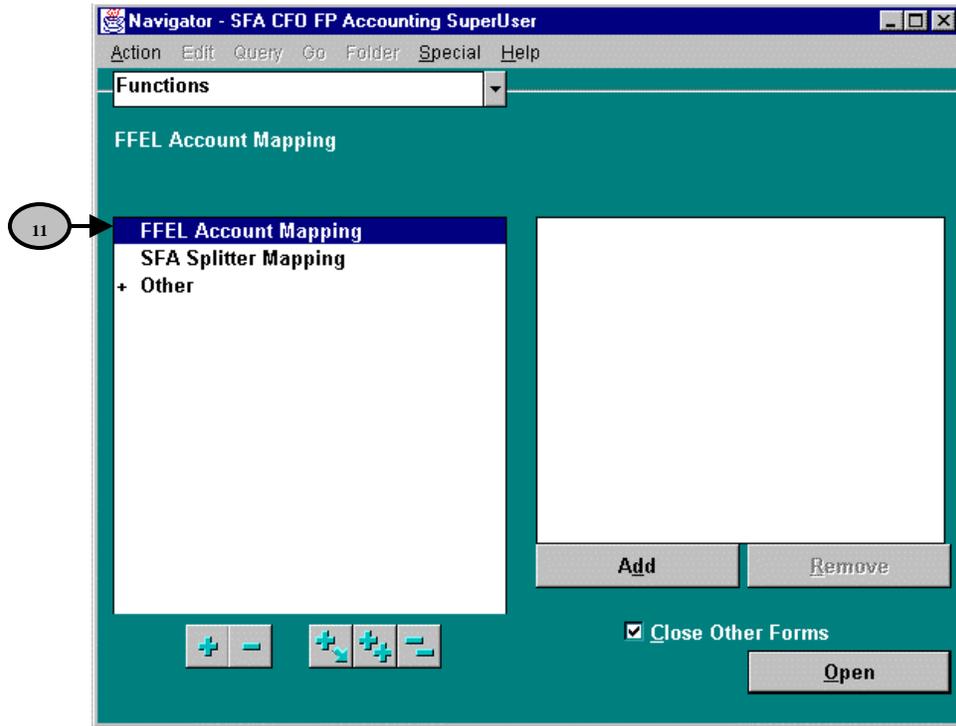


- Tab to the **Subsystem** field and click the dropdown arrow.
- Click the account mapping subsystem that needs to be modified. The FFEL Account Mapping table updates to display the account mapping for the selected subsystem.
- Use the **scroll bar** to locate the **Item Number** that needs to be modified.
- Tab to the **Destination** column for the appropriate **Item Number** and click the dropdown arrow.
- Click **N/A** from the dropdown list.
- Click the **Save** icon on the **Toolbar** to save your changes.

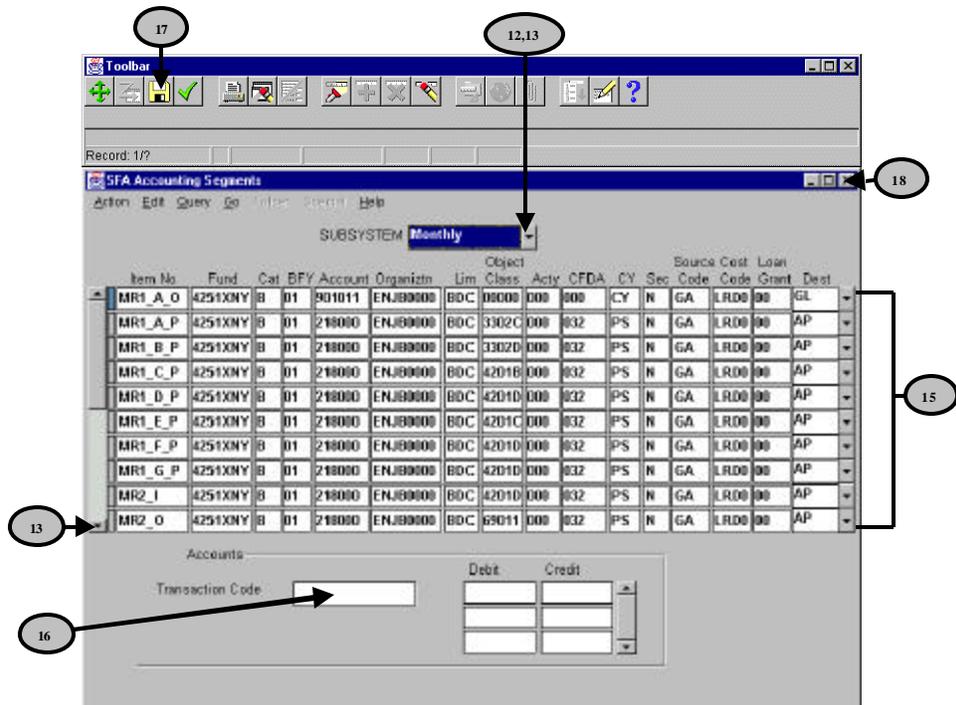
FYI: Disabling an item may have an accounting impact. You may re-enable an Item Number on the FFEL Account Mapping window by selecting AP or GL in the Destination field, as appropriate.

10. Click the **X** button on the “SFA Accounting Segments” window. The “Navigator” window appears.

Modify the SFA Account Code Combination for an Item Number--SFA CFO FP Accounting SuperUser



11. From the “Navigator” window, click **FFEL Account Mapping** and click the **Open** button. The “SFA Accounting Segments” window appears.

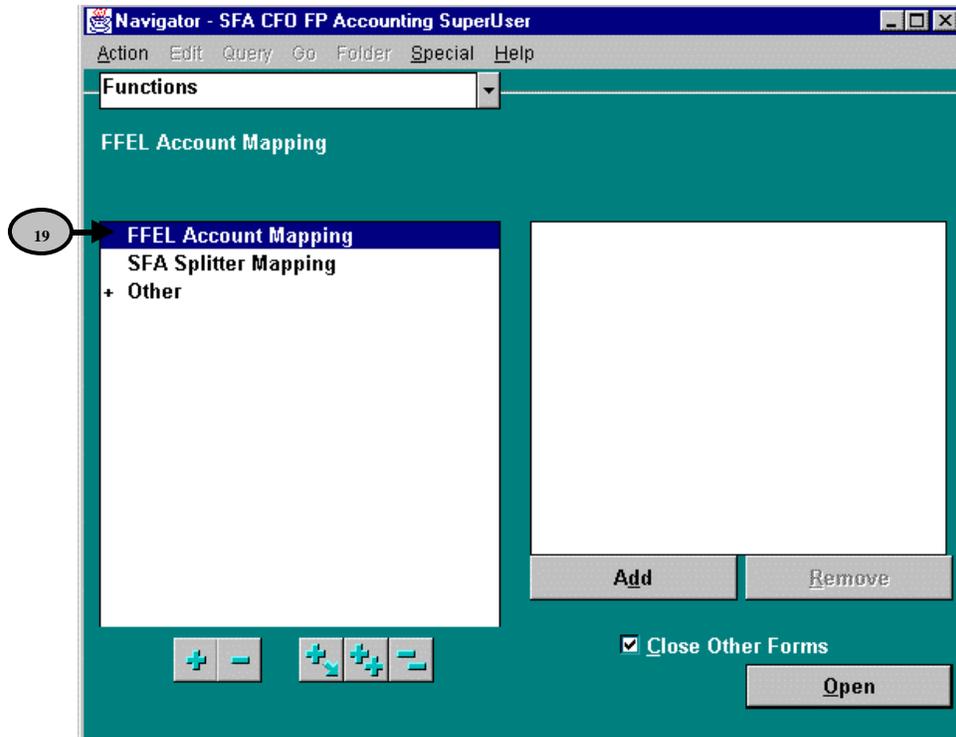


12. Tab to the **Subsystem** field and click the dropdown arrow.
13. Click the account mapping subsystem that needs to be modified.
14. Use the **scroll bar** to locate the **Item Number** that needs to be modified.
15. Tab to field that needs to be modified and click the **List of Values** icon to select from a list of valid values. The user may modify the value of any column/field except the Item Number column or Debit and Credit fields.
16. Tab to the **Transaction Code** field and click the **List of Values** icon to select the transaction code from a list of valid values. The **Debit** and **Credit** fields default with the debit and credit account numbers associated with the selected Transaction Code. *Note: If the desired Transaction Code does not exist or the associated debit and credit account numbers are incorrect, they cannot be changed on this window. The changes must be made in General Ledger.*

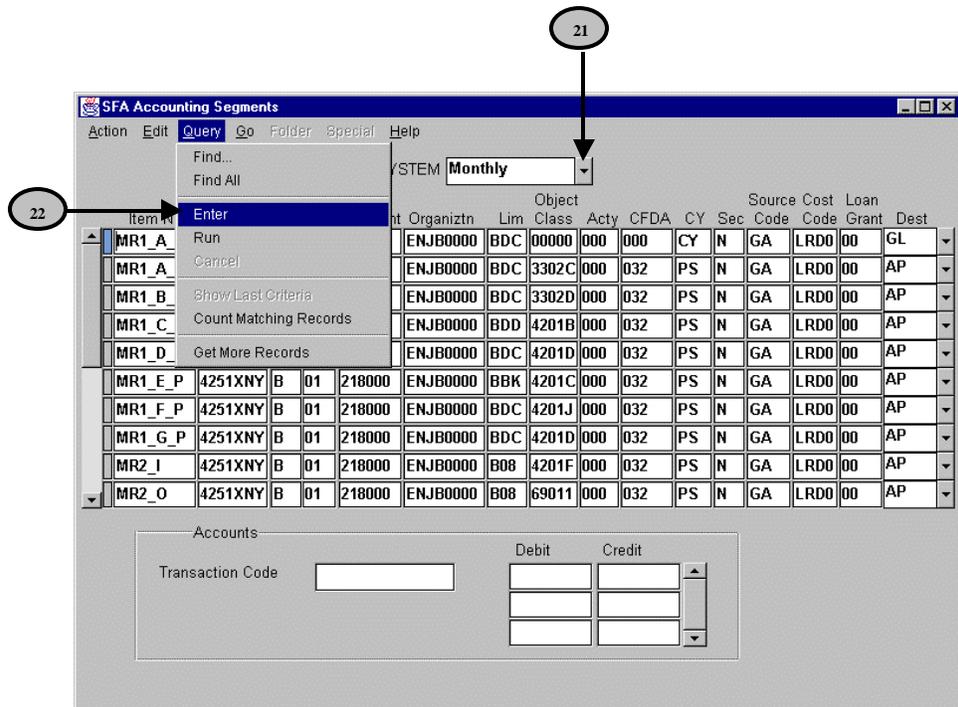
FYI: The balance of the natural account distribution influences the debit and credit entries. Where the natural account distribution is to a liability account, the account specified in the credit field is acting as a debit and the account specified in the debit field is acting as a credit.

17. Click the **Save** icon on the **Toolbar** to save the changes.
18. Click the **X** button to close the “SFA Accounting Segments” window. The “Navigator” window appears.

Modify An Account Code Value That Occurs On Many Item Numbers--SFA CFO FP Accounting SuperUser

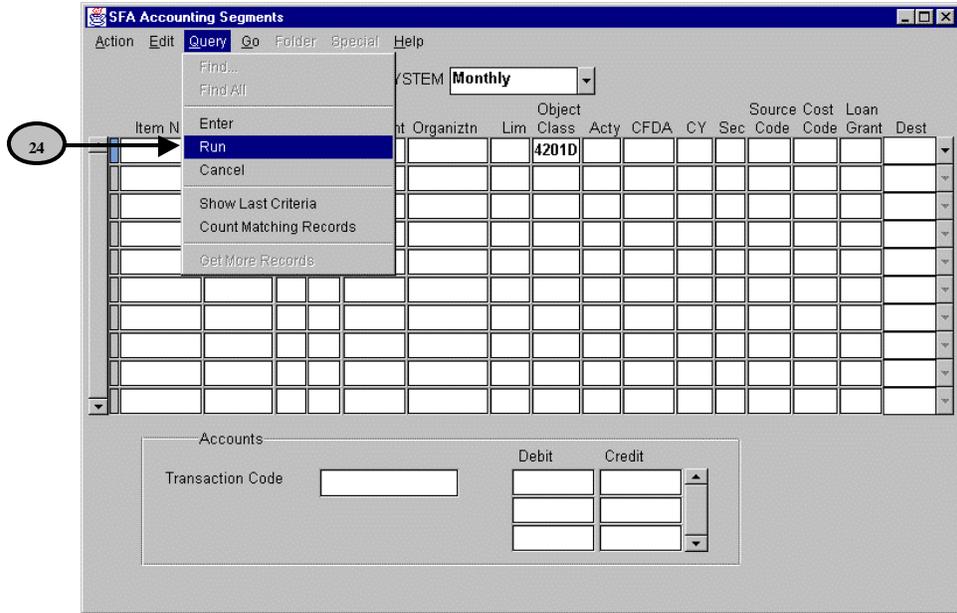


19. From the “Navigator” window, click **FFEL Account Mapping** and click the **Open** button. The “SFA Accounting Segments” window appears.



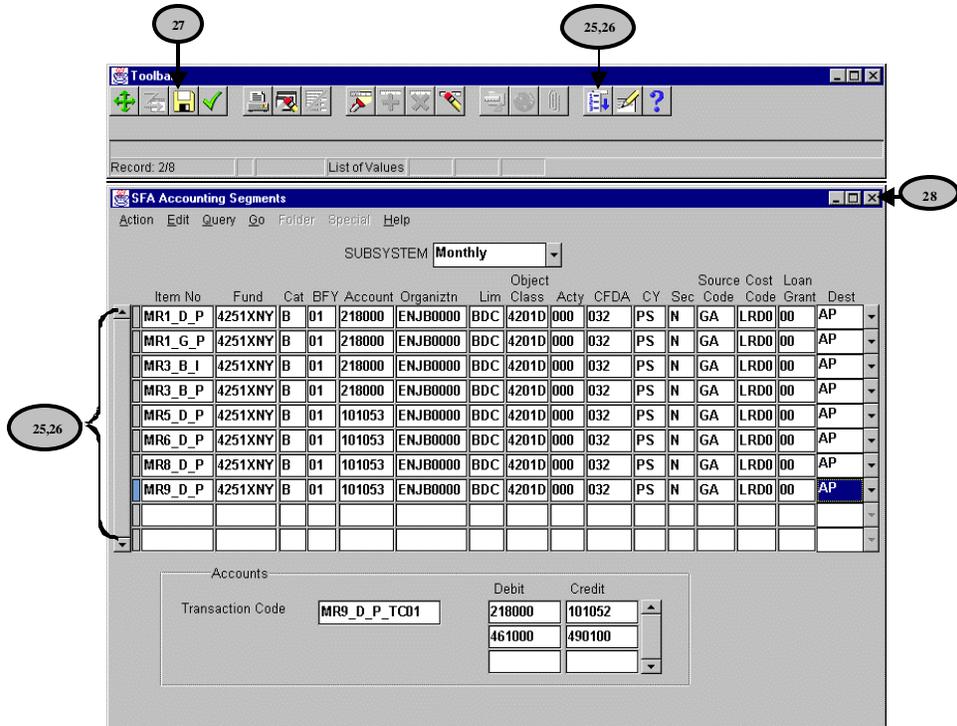
FYI: To modify a particular value of an Account Code field that occurs in many Item Numbers, you must modify the value for each occurrence. You will need to search to find all of the occurrences of the value that needs to be changed, and then make the update in each Item Number.

20. Tab to the **Subsystem** field and click the dropdown arrow.
21. Click the account mapping subsystem that needs to be modified.
22. Select **Enter** from the **Query** menu. The fields on the “SFA Accounting Segments” window are cleared.



23. Tab to the field with the value that needs to be modified and type the value that needs to be modified.

24. Select **Run** from the **Query** menu. All of the Item Numbers that have this value appear.



25. Beginning with the first Item Number, tab to field that needs to be modified and click the **List of Values** icon to select the new value from a list of valid values.
26. Repeat Step 7 for each Item Number until all values have been changed.
27. Click the **Save** icon on the **Toolbar** to accept the changes.
28. Click the **X** button to close the “SFA Accounting segments” window. The “Navigator” window appears.

End of activity.

