Issue DLS Refunds

Scope

This document covers the steps required to perform the automated Direct Loans refund vendor / invoice interface for the Direct Loans refund process in SFA FMS. The automated refund process includes extracting data from input files, entering vendor data, entering invoice data, and creating invoices. The interface is required to expedite the payment process for disbursing refund checks for borrower overpayments. The payments for borrower overpayment refunds are disbursed to both individual borrowers and lenders.

Responsibility

The **SFA DLS Invoice User** responsibility is responsible for creating and processing the invoice batches.

The **SFA DLS Invoice Manager** responsibility is responsible for reviewing and approving the invoice batches.

The **SFA DLS Payment Manager** responsibility is responsible for creating payment batches and sending the payment batches to Treasury.

The **SFA DLS Federal Administrator** responsibility is responsible for entering the Treasury confirmations.

Ownership

ACS/Rockville performs the **SFA DLS Invoice User** and **SFA DLS Invoice Manager** responsibilities.

SFA CFO Accounting Division performs the **SFA DLS Payment Manager** and **SFA DLS Federal Administrator** responsibilities.

Activity Preface

This section describes the detailed procedures for the following activities of the automated refund process:

1. Install and Initialize the Excel macro program.

2. Edit the TP200 and Consol files.

3. FTP TP200 and Consol files to SFA FMS production server.

4. Run Concurrent Programs to load files and process invoice batches.

The inbound interface from DLSS to SFA FMS allows the vendor and invoice data for Direct Loans refunds to be captured, processed, and recorded in SFA FMS. The data consists of the borrower overpayment refunds for individuals and lenders.

The vendor and invoice data originates at the Utica Payment Center. The payment center sends two types of files (TP 200 file and Consolidated file) to SFA FMS. Both files are sent as Excel files.

The SFA DLS Invoice User edits the Excel files using Excel macro programs. The files are formatted and saved as comma delimited files. The formatted files are used as input files.

Once the files are formatted, the SFA DLS Invoice User manually transfers the input files via FTP to the SFA FMS production server. The data on these files initially loads into a single staging table and, subsequently, into the interface table. The data on both files includes the filename, the vendor information (name, social security number, address), and the refund amount for each vendor.

Utica Payment Center will send each Excel file approximately 2 to 4 times a week. ACS/Rockville will create approximately one invoice batch on a weekly basis.

Installing the Excel Macro Program-SFA DLS Invoice User

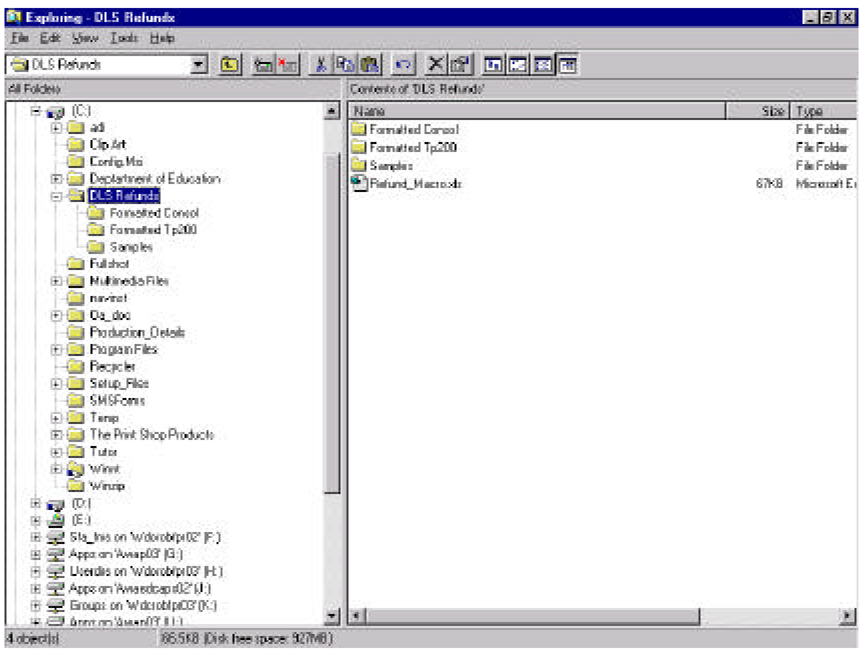
The files can be opened, viewed, and modified in Excel. A macro program will be used to edit the files. The following steps detail how to run the Macro Program for each file.

1. SFA DLS Invoice User receives Excel files from DLSS.

2. Save the file in the **E:/FARS/Refunds/Autolog** directory.

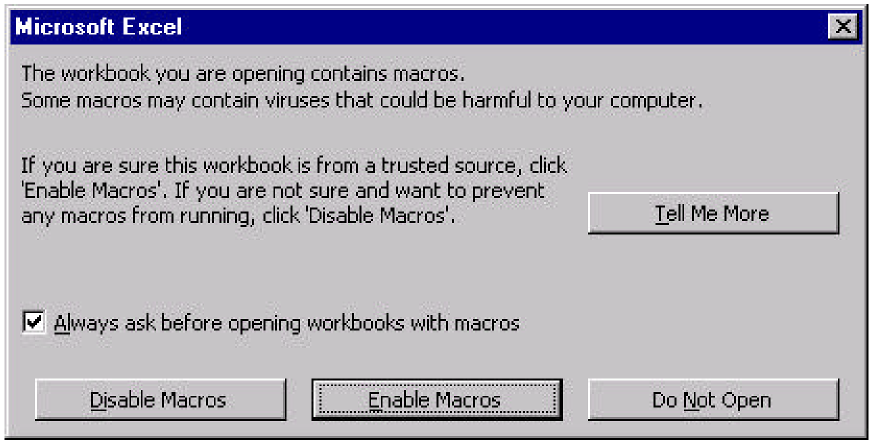
3. Open Windows Explorer.

4. Open the **C:/DLS Refunds** directory. The "DLS Refunds" folder opens.

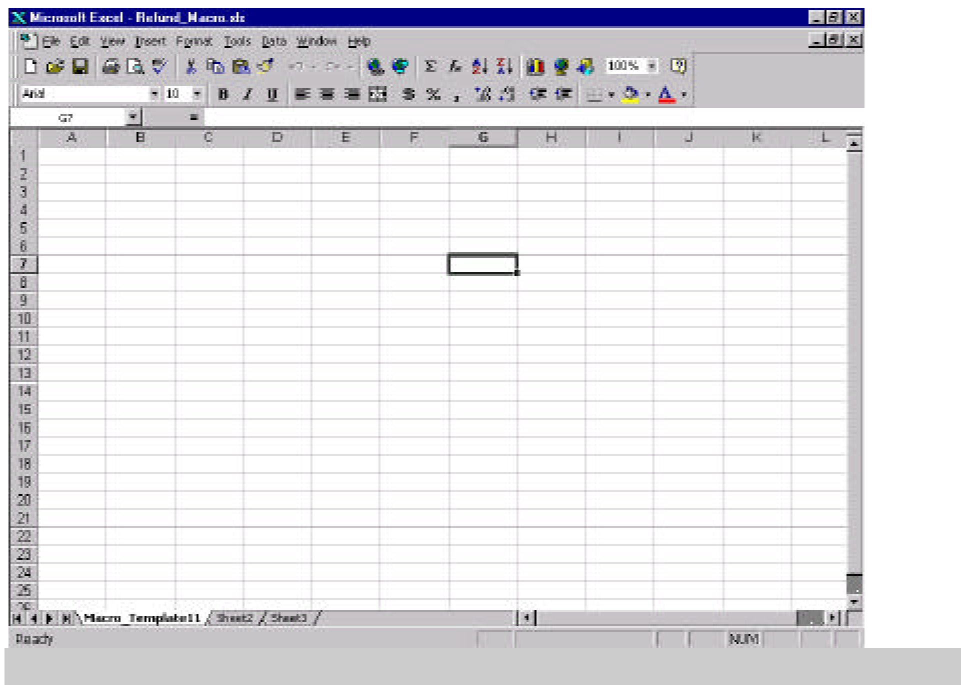


5. Copy and Paste the file into the **C:/DLS Refunds/Source Files** directory.

6. Open up the "Refund_Macro" Excel file from the **C:/DLS Refunds** directory. The "Microsoft Excel" window opens with a Macros message.

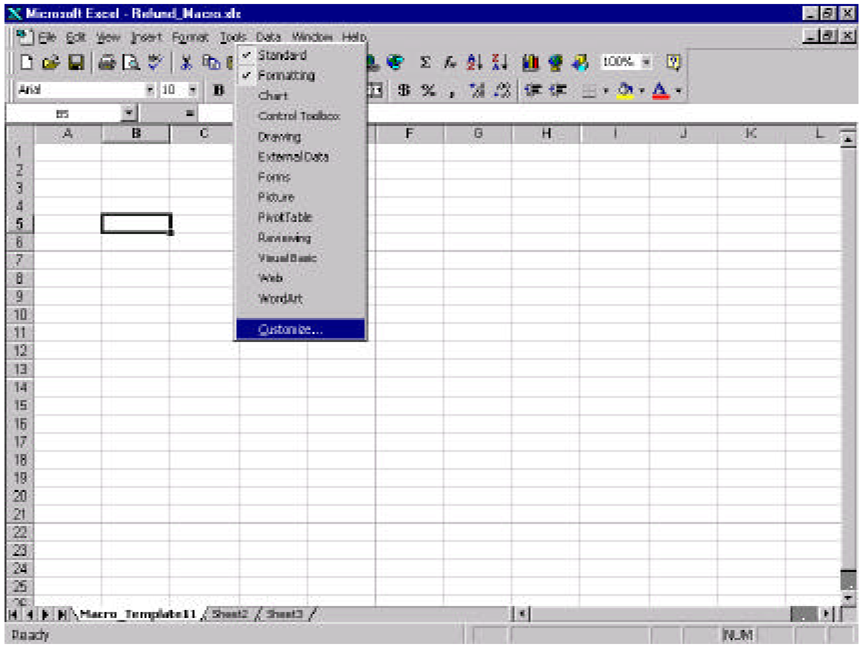


7. Click on Enable Macros button. The "Refund_Macro" spreadsheet opens.



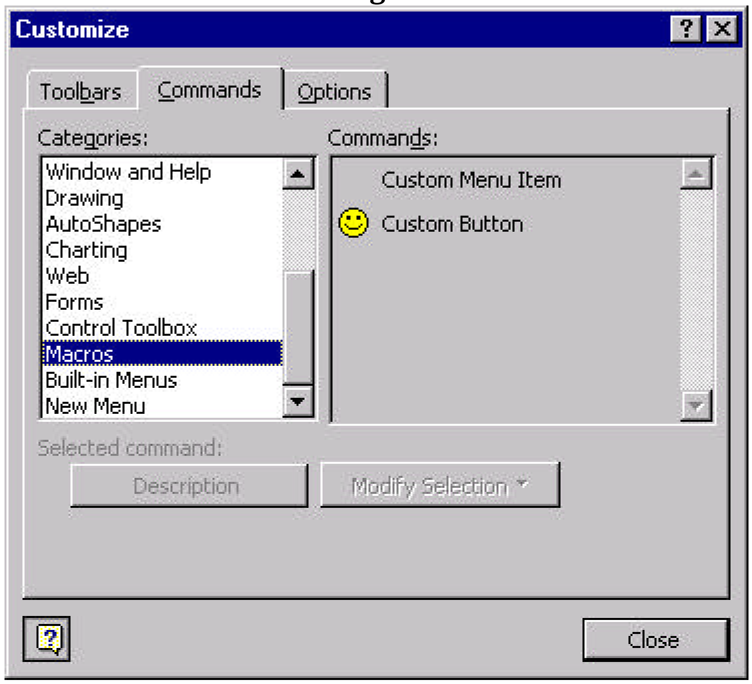
Initializing the Excel Macro Program-SFA DLS Invoice User

8. Right Click on **Tools** from the Menu List and select **Customize**.



9. Click on the **Commands** Tab.

10. Scroll down in the **Categories** section and Choose **Macros**.



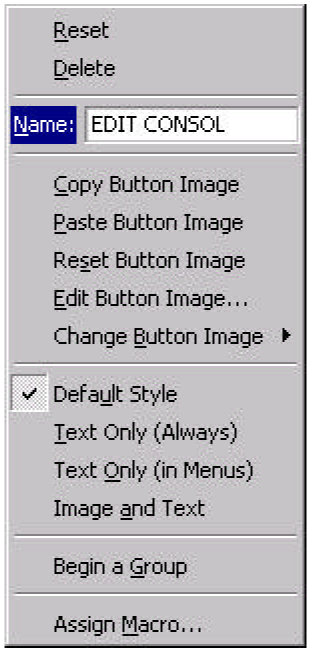
Create the EDIT CONSOL button-SFA DLS Invoice User

11. Drag the Custom Button, located under the **Commands:** section of the “Customize” window, and put it on your toolbar. Put next to the  button or any other convenient button on your toolbar by placing your cursor over the existing button. A smiley face button  appears.

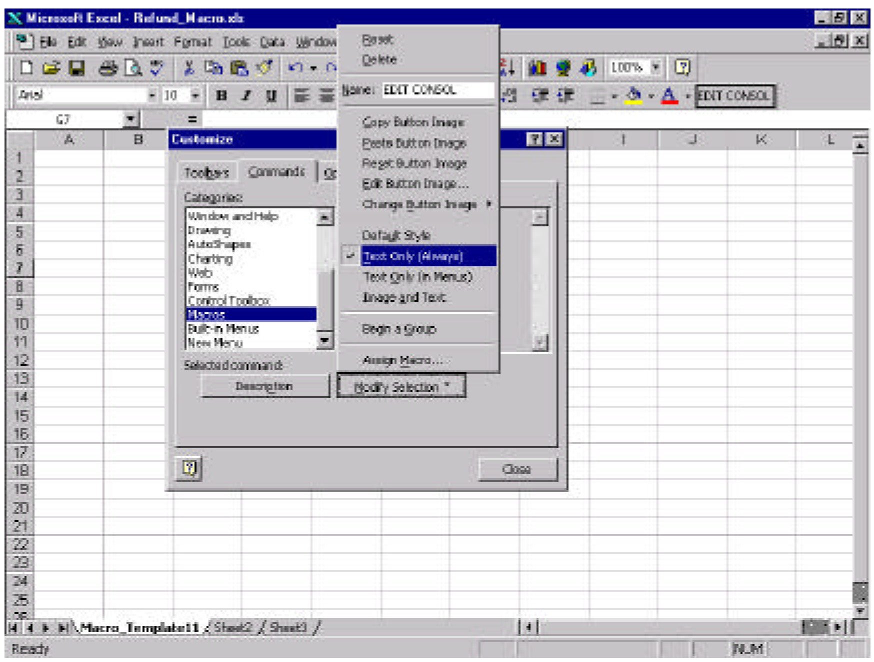
12. Click on the 

button.

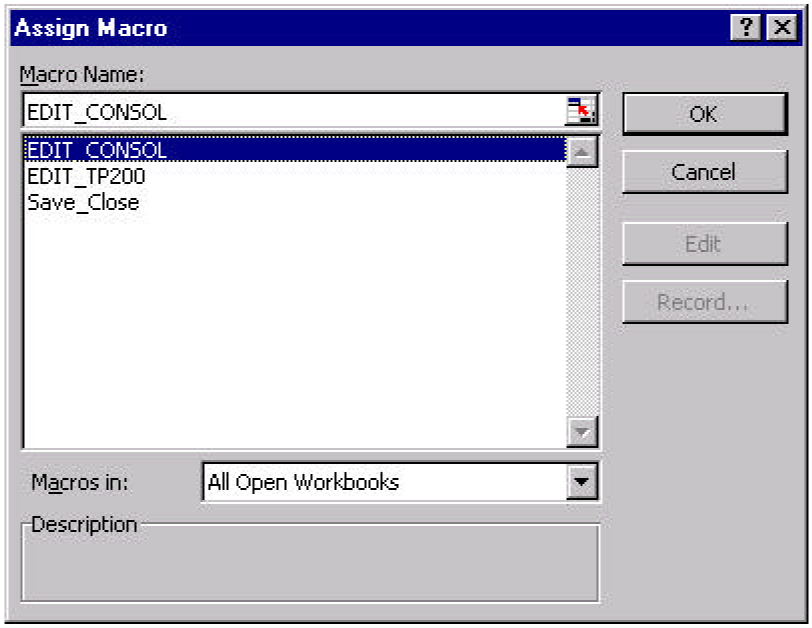
13. Enter “EDIT CONSOL” in the **Name** field.



14. Select **Text Only (Always)** from the Menu List.

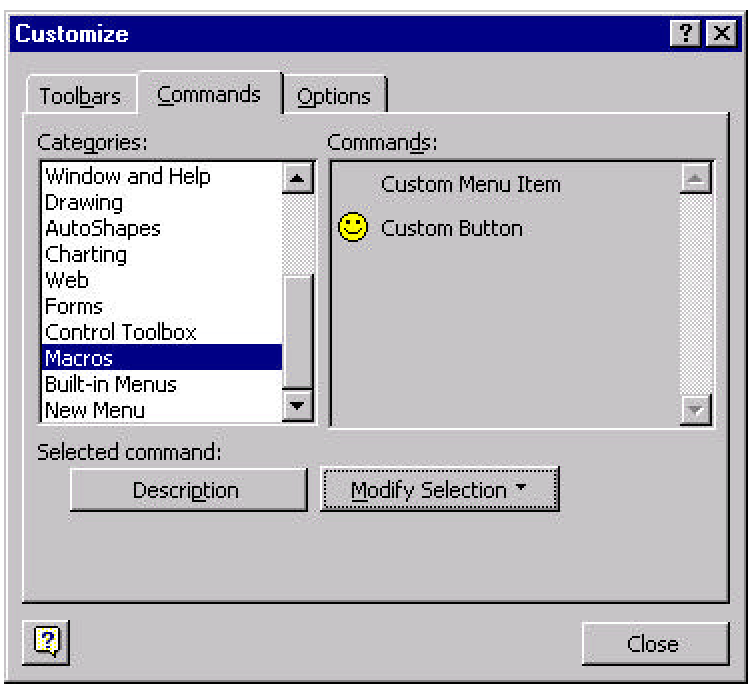


15. Click on the  button and Select **Assign Macro…** from the Menu List. The “Assign Macros” window opens.



16. Select "EDIT_CONSOL" from the **Macro Name:** field.

17. Click on the **OK** button. The "Customize" window appears.



Create the “EDIT TP200” button-SFA DLS Invoice User

18. Drag the Custom Button, located under the **Commands:** section of the “Customize” window, and put it on your toolbar. Put next to the 

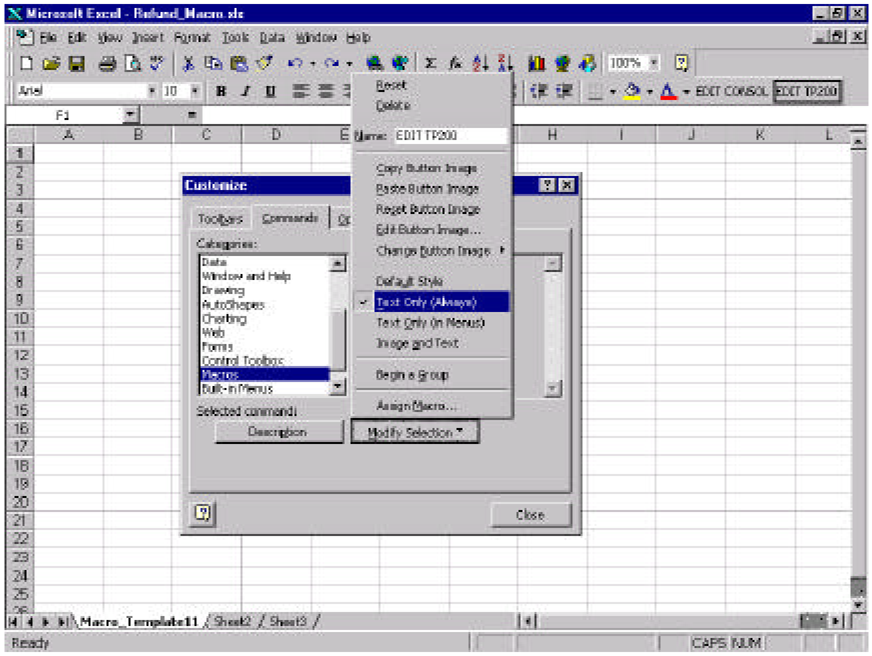
button by placing the cursor over it. A smiley face button  appears.

19. Click on the 

button.

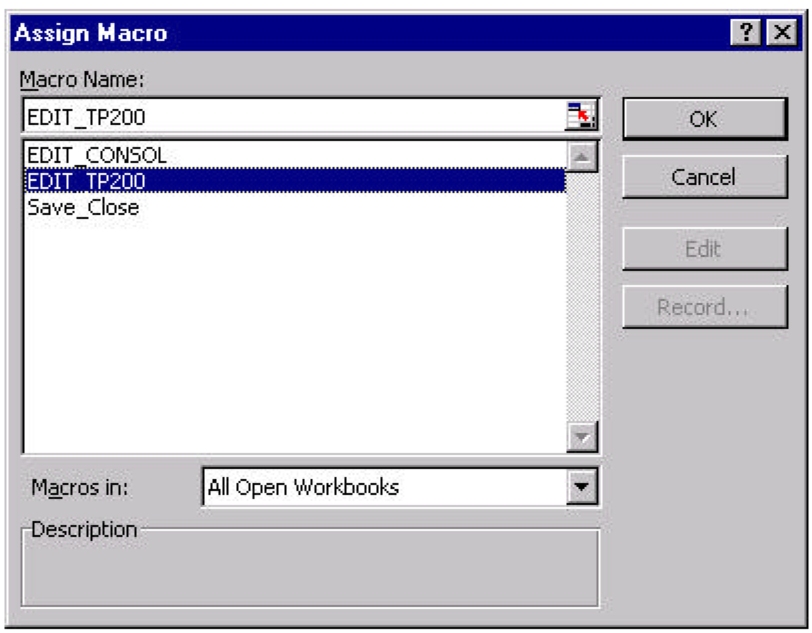
20. Enter “EDIT TP200” in the **Name** field.

21. Select **Text Only (Always)** from the Menu List.



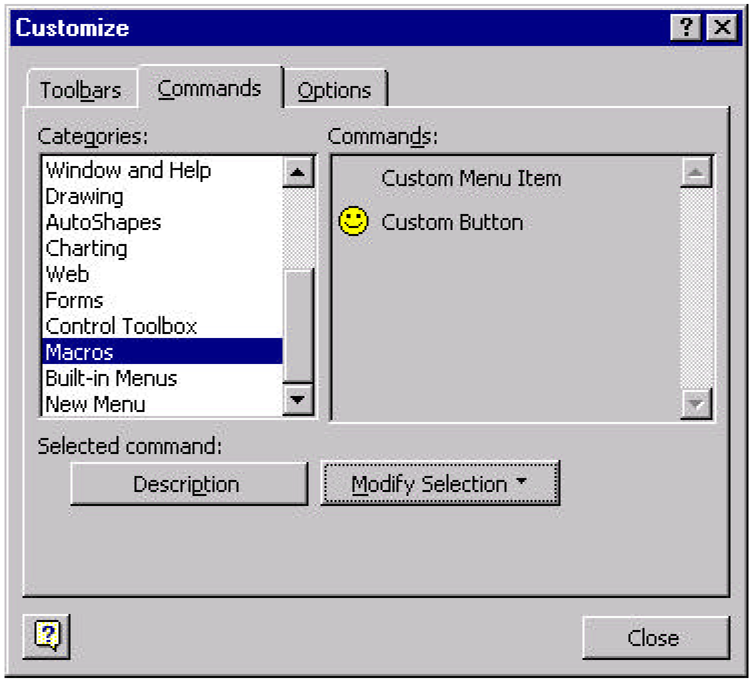
22. Click on the 

button and Select **Assign Macro…** from the Menu List. The "Assign Macros" window opens.

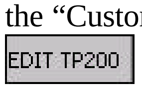


23. Select "EDIT_TP200" from the **Macro Name:** field.

24. Click on the **OK** button. The "Customize" window appears.



Create the "Save & Close" button-SFA DLS Invoice User

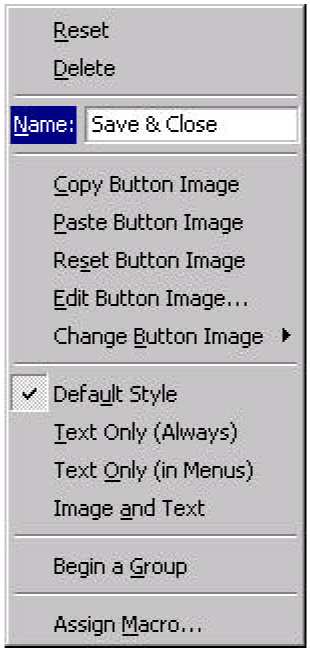
25. Drag the Custom Button, located under the **Commands:** section of the "Customize" window, and put it on your toolbar. Put next to the 

by placing cursor over this existing button. A smiley face button  appears.

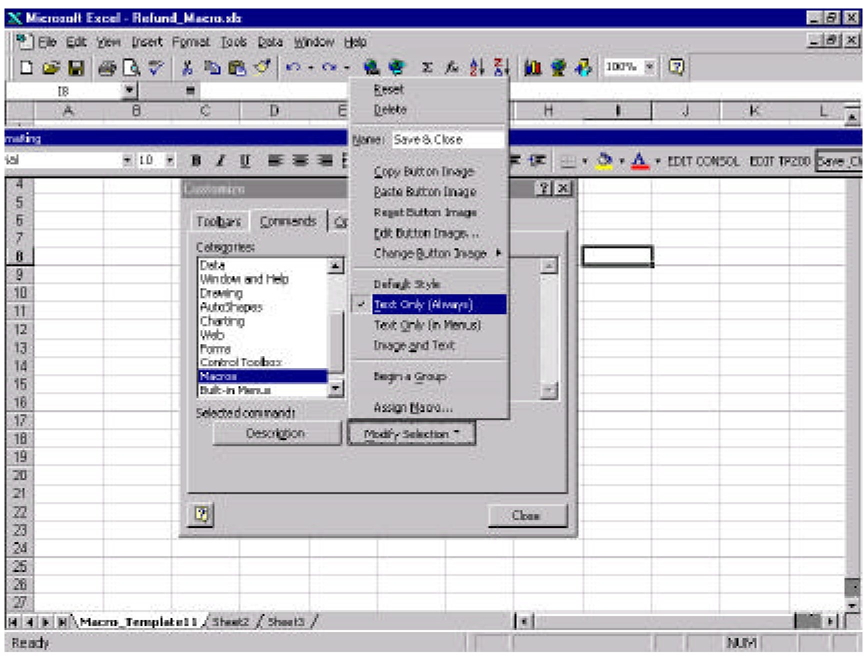
26. Click on the 

button.

27. Enter "Save & Close" in the **Name** field.

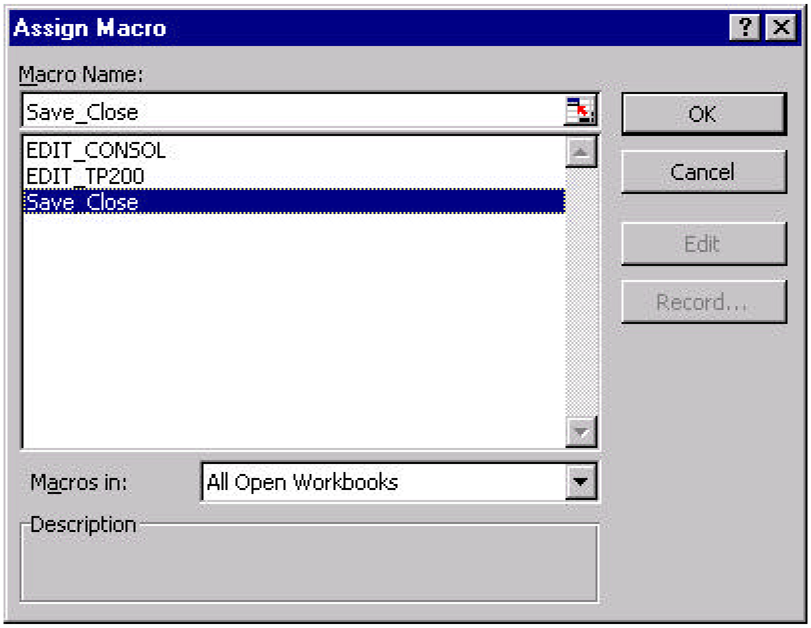


28. Select **Text Only (Always)** from the Menu List.



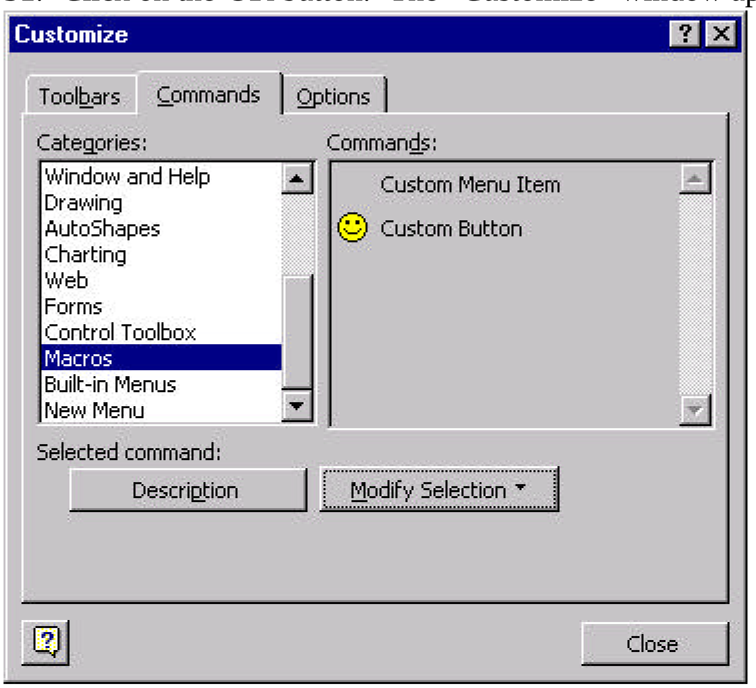
29. Click on the 

button and Select **Assign Macro…** from the Menu List. The "Assign Macros" window opens.

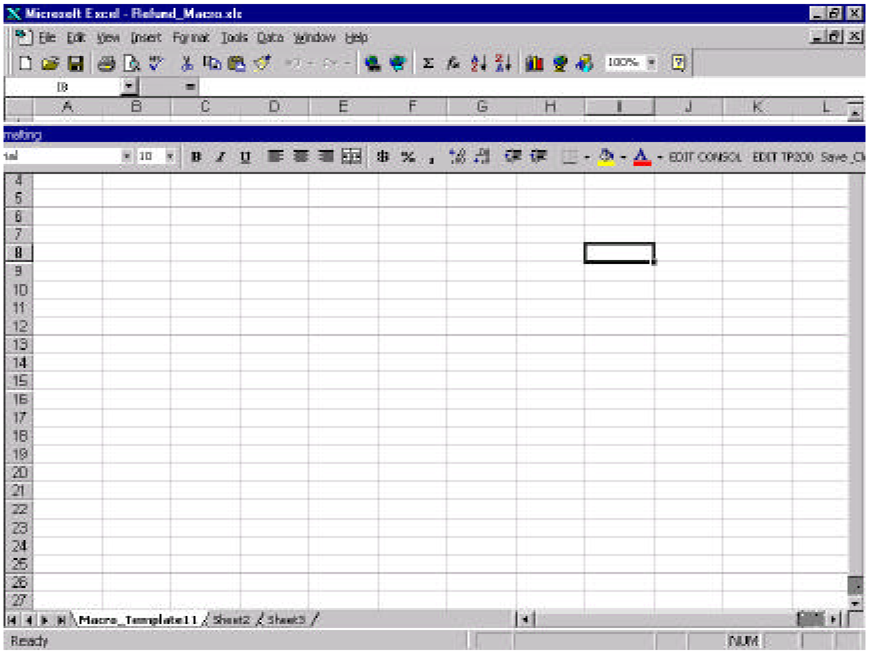


30. Select “Save_Close” from the **Macro Name:** field.

31. Click on the **OK** button. The “Customize” window appears.



32. Click on the **Close** button. The “Refund_Macro” worksheet appears.



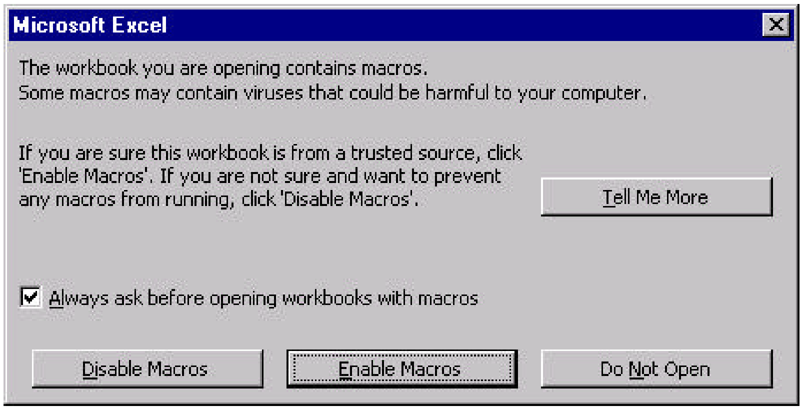
FYI: At this point, all three custom buttons used to run the Macro program should be completed and displayed in your "Formatting" toolbar. If you cannot see all three buttons, drag your "Formatting" toolbar and place it somewhere on your computer screen so that all three buttons are properly displayed.

Editing the Consol and TP200 files-SFA DLS Invoice User

33. Ensure that all Microsoft Excel programs are closed out prior to running the Refund Macro for a file.

34. Open Windows Explorer.

35. Open the "Refund_Macro" Excel file under the **C:/DLS Refunds** directory. The "Microsoft Excel" window opens with a Macros message.



36. Click on the **Enable Macros** button. The "Refund_Macro" spreadsheet opens.

37. Open up the appropriate Excel file (i.e., Consol or TP200 file) from the Macro program. Open the file you copied and pasted into the **C:/DLS Refunds/Source files** directory. Do not open the original file on the **E:/FARS/Refunds/Autolog** directory.

38. Click on the Custom Button for the appropriate refund file (i.e., **EDIT CONSOL** or **EDIT TP200** button). This runs the macro program that edits the file. The A1 field will be selected when the program is completed.

FYI: If you accidentally click on the custom button for the wrong program (e.g., you click on the **EDIT CONSOL** button when you have a TP200 file open), the program will not run. If both buttons do not work, check the file name to ensure that it begins with T or C. To ensure that you do not run the wrong program, the macro program checks the first character of the file name.

39. Column J tells all the alerts associated with the file. Scroll down this column to check alerts.

40. Clean the records that are flagged with an error message.

FYI: When duplicates, verify whether or not the record is supposed to exist. If you delete the record, note the change in the total amount, since it will now be different than Utica's total amount.

FYI: If there are any missing values, Verify them in Column J and Update appropriately.

41. Click on the Custom Button for the appropriate refund file again (i.e., **EDIT CONSOL** or **EDIT TP200** button). This runs the macro program that edits the file. The A1 field will be selected when the program is completed.

42. Verify that process was successful by Reviewing Column J.

FYI: All fields in Column J should be null except for duplicates.

43. To check totals of records before saving and closing, do a summation of Column C selecting all of Column C and Clicking on the **AutoSum** button in the standard toolbar. Verify this total with your records. Delete the summation total before closing.

44. When everything is clean with the files, except for the duplicates, manually remove these messages from Column J. Ensure that all fields are empty in this column.

45. Hit the **Save & Close** button.

46. If the file was a TP200 file, go to the **C:/DLS Refunds/Formatted/ TP200** directory. If the file was a Consol file, go to **C:/DLS Refunds/ Formatted Consol** directory**.**

47. Verify that the file has been stored and saved in the correct directory.

48. Delete the copy of the file in the **C:/DLS Refunds/Source Files** directory.

FYI: The edited spreadsheets will be saved as comma delimited format (CSV) files, which will be used as the input files for data loading.

FTP file to SFA FMS Production Server-SFA DLS Invoice User

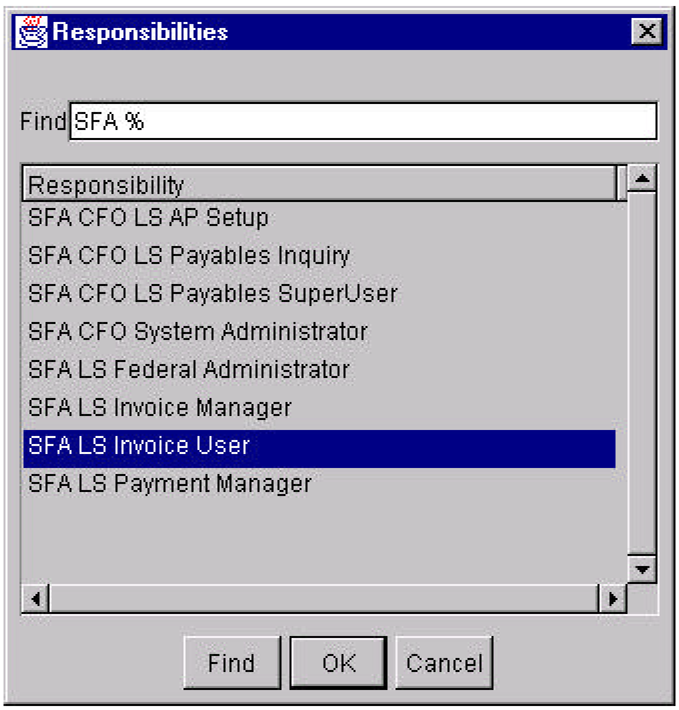
49. Transfer the input files and place them in a designated directory of the SFA FMS production server (hpl10).

FYI: To complete the transmission, the SFA DLS Invoice User responsible needs a valid FTP user id, password, and an IP address. Please contact the FMS help desk for assistance. The help desk can be reached at 1-800-433-7327, option 3.

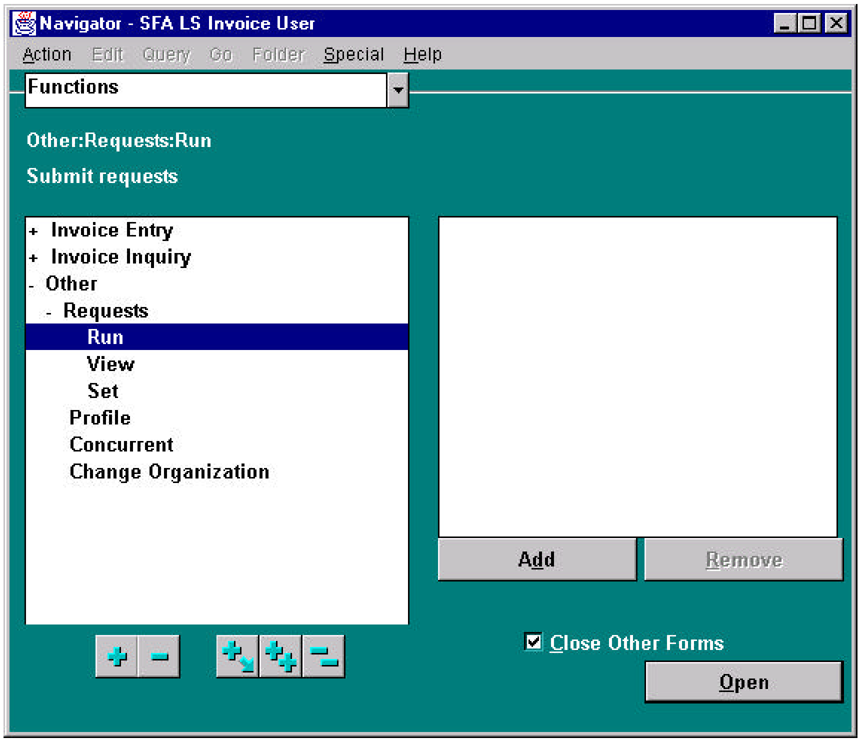
Load Records to Staging Tables-SFA DLS Invoice User

Once you have FTPed the files to the SFA FMS server, the SFA DLS Invoice user runs the manual concurrent program to sweep the data and populate the initial staging table.

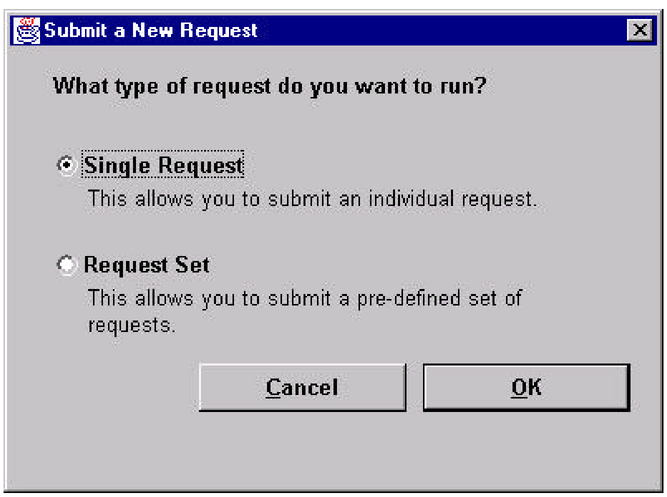
FYI: A single staging table will be created to hold records for the TP 200 file and the Consolidated file. The staging table will accumulate the records from different input files.



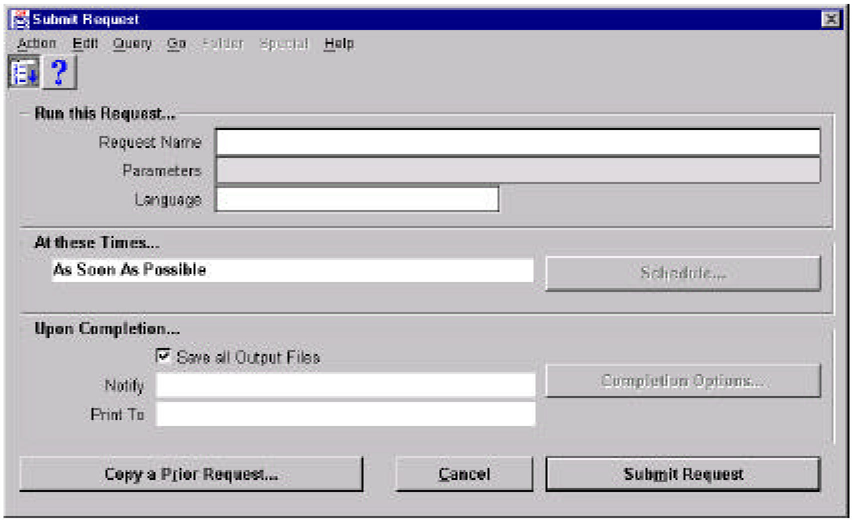
50. From the "Responsibilities" window, Select the *SFA DLS Invoice User* responsibility and Click on the **OK** button. The "Navigator" window appears.



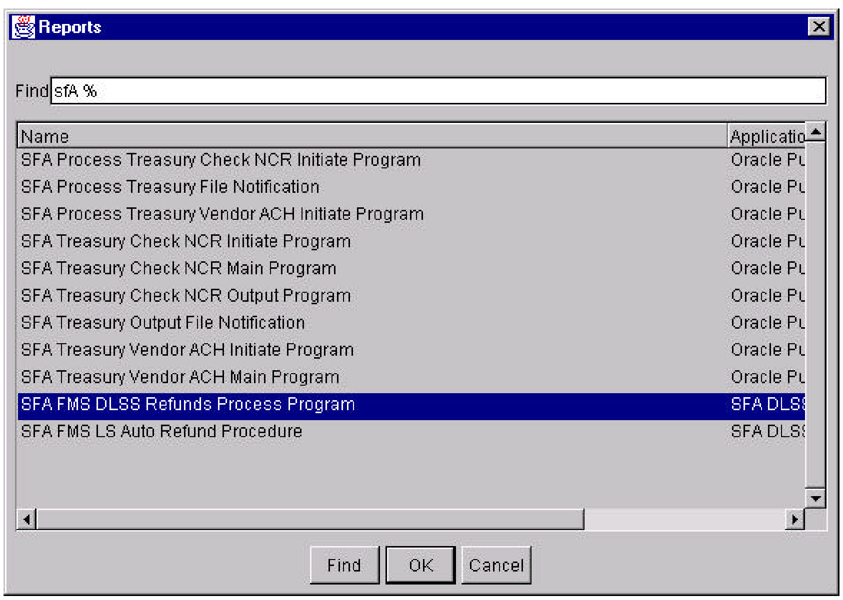
51. From the “Navigator” window, Double Click on **Other , Requests , Run.** The “Submit a New Request” window appears.



52. From the “Submit a New Request” window, Click on the **OK** button. The “Submit Request” window appears.



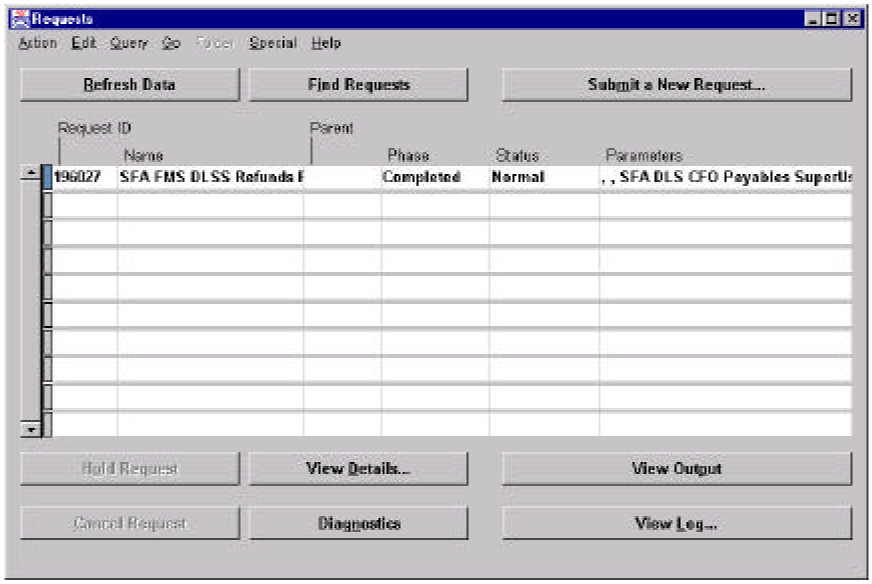
53. From the Submit Request window, Click on the LOV icon in the "Submit Request" window. The "Reports" window appears.



54. Select **SFA FMS DLS Refunds Process Program** from the "Reports" window.

55. Click on the **OK** button. The "Parameters" window appears.

56. Click on the **Submit Requests** button. The "Requests" window appears.



57. Generate Custom Report to verify successful processing and reconciliation. This report tells you what data is in the staging table.

FYI: For Error Handling and Reconciliation purposes, the SFA DLS Invoice User should run a custom report on the staging table each week. The report will indicate the vendor id, the vendor name, the refund amount for each vendor, the total number of records, and the total amount in the staging table.

A custom report can be used to pull the data based on the filename from the staging table. This will allow the user to verify the correct amount of records have been sent for a particular file.

There will be edit checks performed during the loading process.

Upon file rejection, the file will be placed in Bad File directory. An alert will be triggered, which will indicate the name of the file that is rejected, the reason for the rejection, and the record(s) that caused the rejection.

In the case of an error, SFA CFO Accounting Division, ACS/Rockville, and FMS Operations should communicate with one another to determine the source and resolution of the error.

Load Data to Interface Table and Create Invoice Batches in A/P-SFA DLS Invoice User

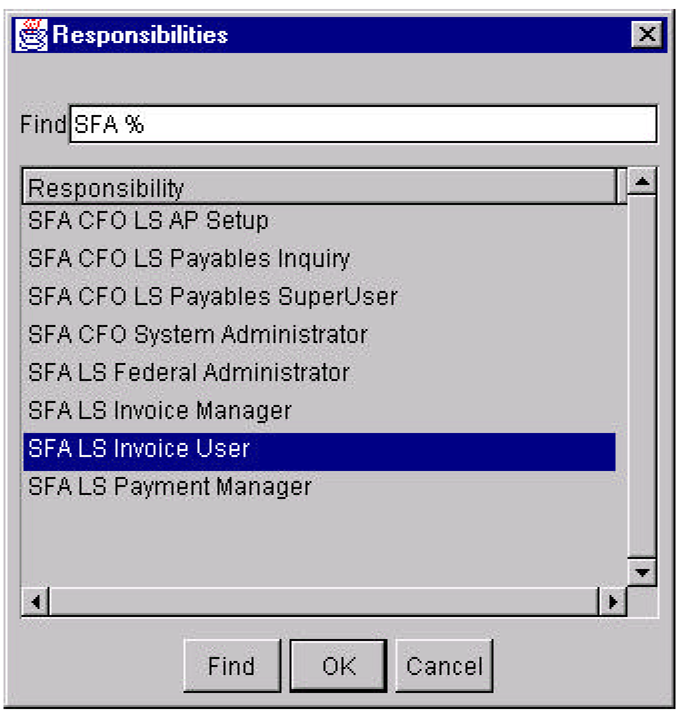
After loading the data into the FMS staging table, the SFA DLS Invoice User runs the manual concurrent program to load data from the staging table to the interface table. The program will create an invoice batch based on the data in the interface table.

FYI: There will be two parameters for this program. The first parameter will require the user to choose between the Consolidated value and TP 200 value. The appropriate records (Consolidated related or TP 200 related) will be loaded to the interface table from the staging table while the other records will continue to reside in the staging table. <u>The second parameter will require the user to provide the invoice batch name.</u>

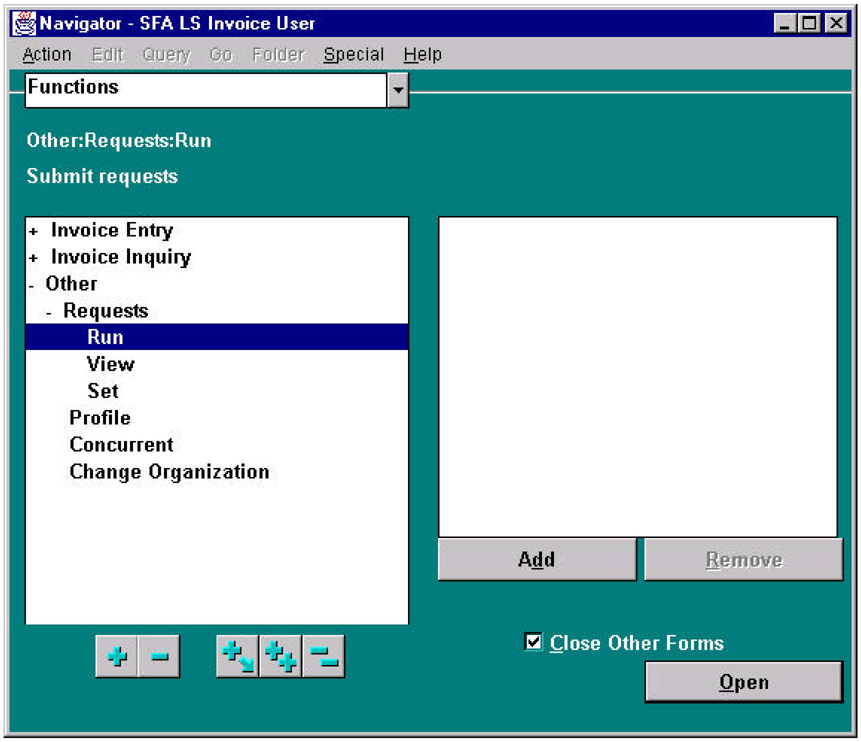
The nomenclature for the **invoice batch**:

- ROME*yxxx* (*y* represent the budget fiscal year and *xxx* represent the schedule number) - for both TP 200 refunds and Consolidated refunds

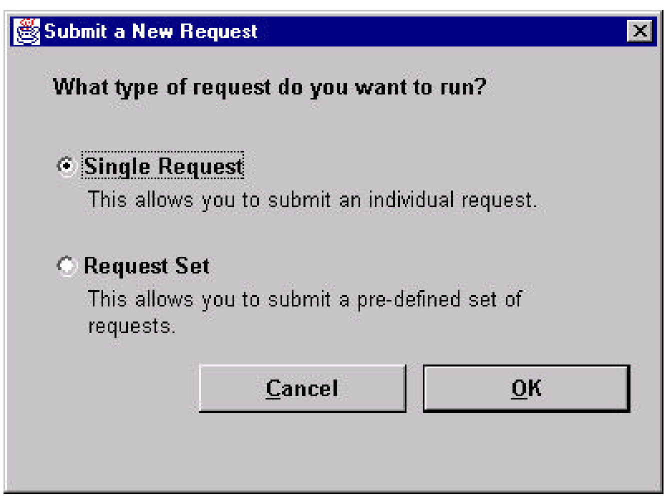
Create Invoices in Oracle A/P-SFA DLS Invoice User



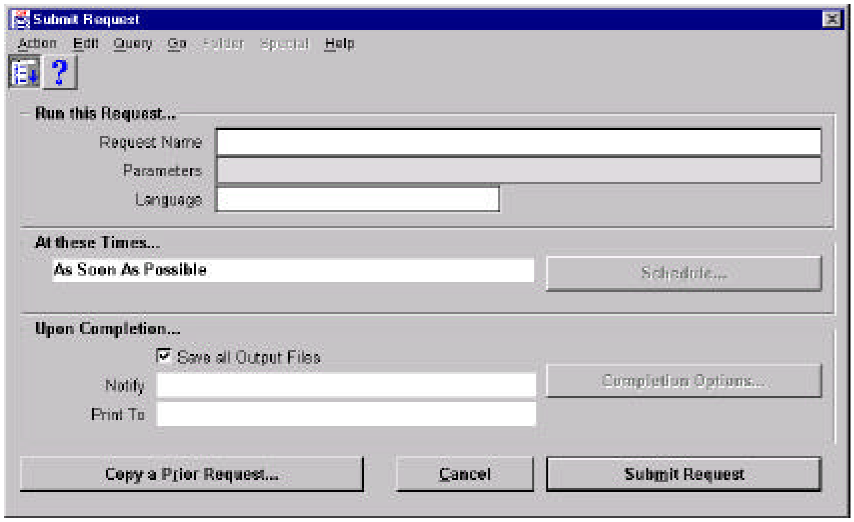
58. From the “Responsibilities” window, Select the *SFA DLS Invoice User* responsibility and Click on the OK button. The “Navigator” window appears.



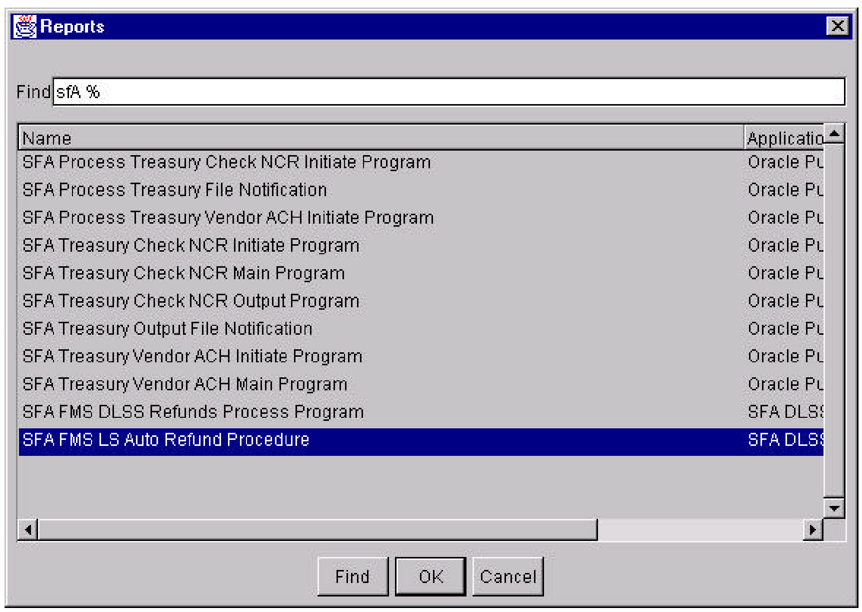
59. From the “Navigator” window, Double Click on **Other , Requests , Run.** The “Submit a New Request” window appears.



60. From the “Submit a New Request” window, Click on the OK button. The “Submit Request” window appears.



61. From the Submit Request window, Click on the LOV icon in the "Submit Request" window. The "Reports" window appears.



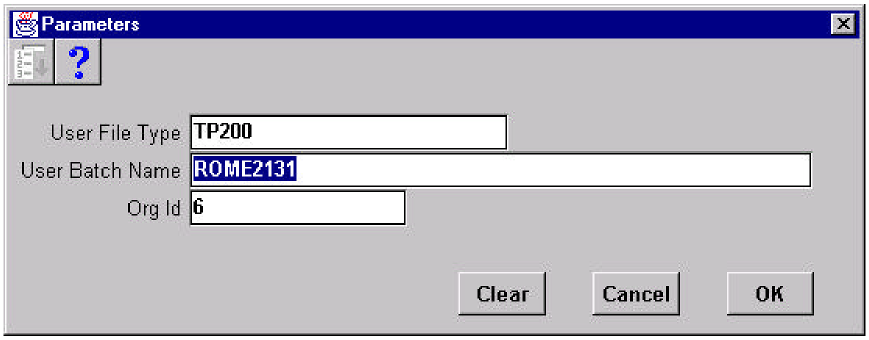
62. Select the SFA FMS DLS Auto Refunds Procedure request.

63. Click on the OK button. The "Parameters" window appears.

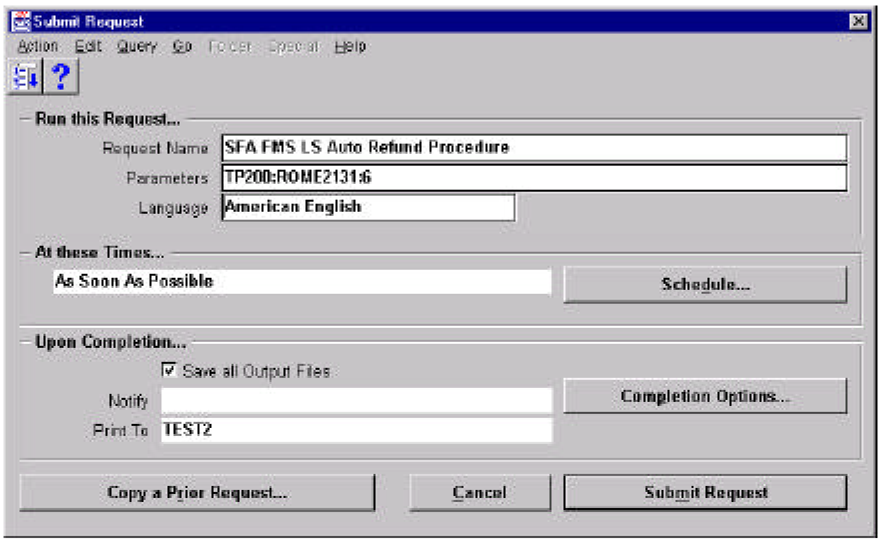
64. Click on the List of Values (LOV) icon in the "Parameters" window. Select TP200 or CONSOL in the User File Type field.

FYI: If you are processing the TP200 file, Select **TP200** for the **User File Type** field. If you are processing the CONSOL file, Select **CONSOL** for the **User File Type** field.

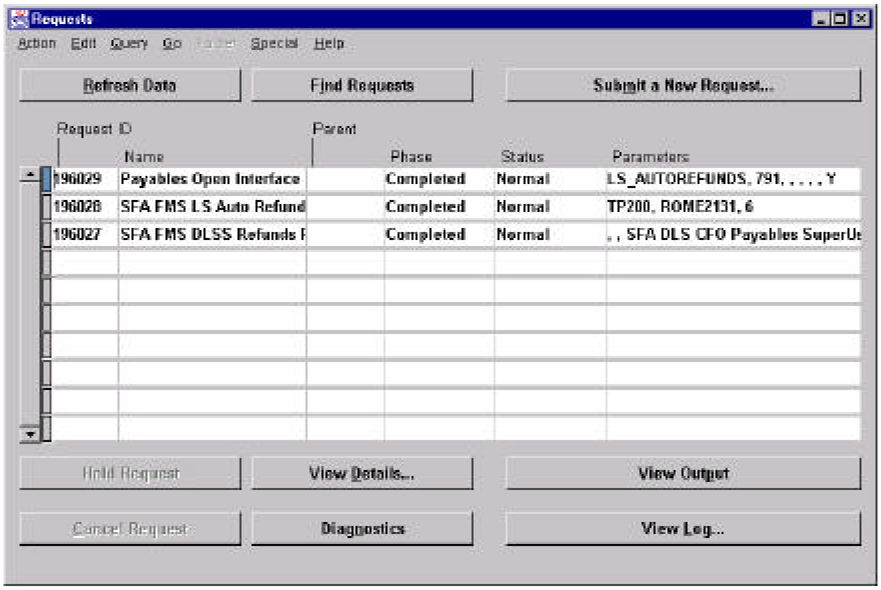
65. Enter the User Batch Name in the **User Batch Name** field (e.g., ROME2131).



66. Click on the **OK** button. The "Submit Requests" window appears.



67. Click on the **Submit Request** button. The "Requests" window appears.



68. Verify that the SFA FMS DLS Auto Refunds Procedure and Payables Open Interface requests complete with a Status of :Normal."

FYI: The Payables Open Interface request shows all the invoices that were created. To view, Click on the View Output button in the "Requests" window.

69. Print the Invoice Register and Approve the Invoices (See FMS Manual Entries User Guide, Part II, Steps Two, Three, and Four).

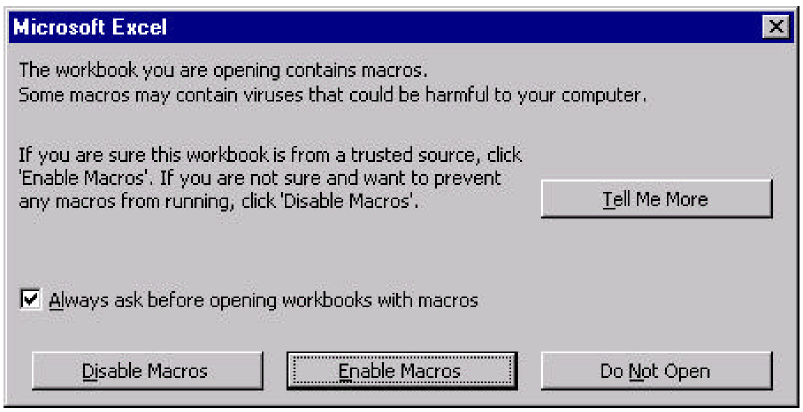
FYI: The user with a responsibility of SFA DLS Invoice Manager will run an invoice review report to verify that the data on the invoice batch matches the data on the TP 200 and the Consolidated files prior to approving the invoice batch.

If there are discrepancies with the invoice data, edits can be performed directly in the invoice batch using standard Oracle Forms. After review, the user will manually approve the invoice batch. The review process will determine whether the data is accurate. In addition, the review process will indicate whether or not the correct file has been processed.

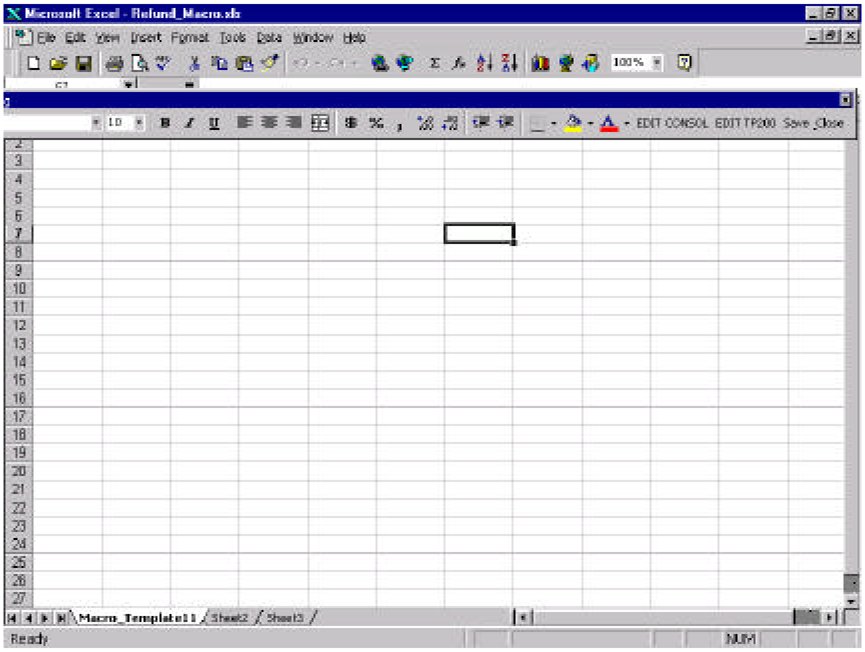
Uninstall the Macro program from a Computer- SFA DLS Invoice User

FYI: The following procedure is not part of the normal automated refund process. Uninstall the Macro Program when you no longer wish to perform the automated refunds tasks on a particular computer. Performing these steps will completely remove the Macro from a specific computer.

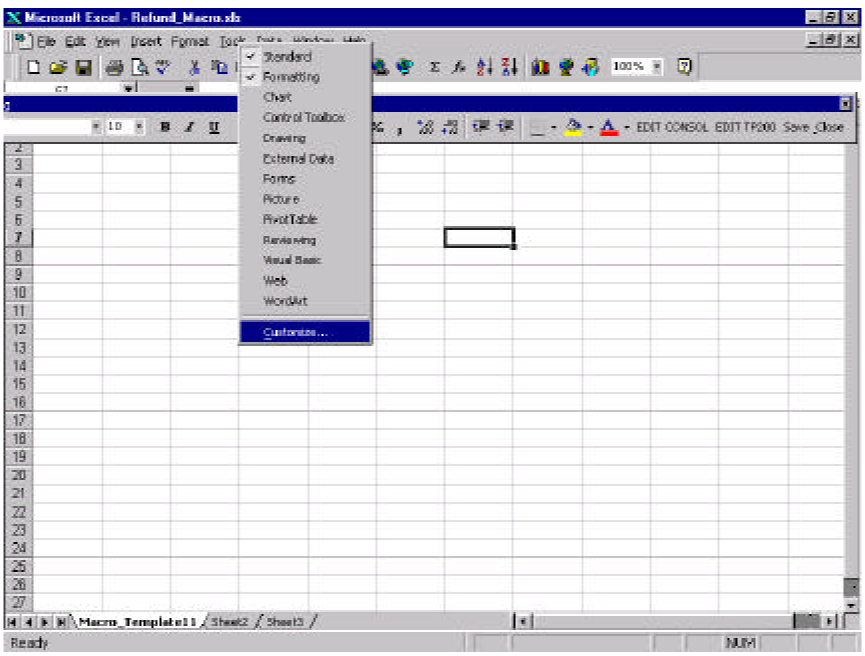
70. Open up the “Refund_Macro” Excel file from the **C:/DLS Refunds** directory. The “Microsoft Excel” window opens with a Macros message.



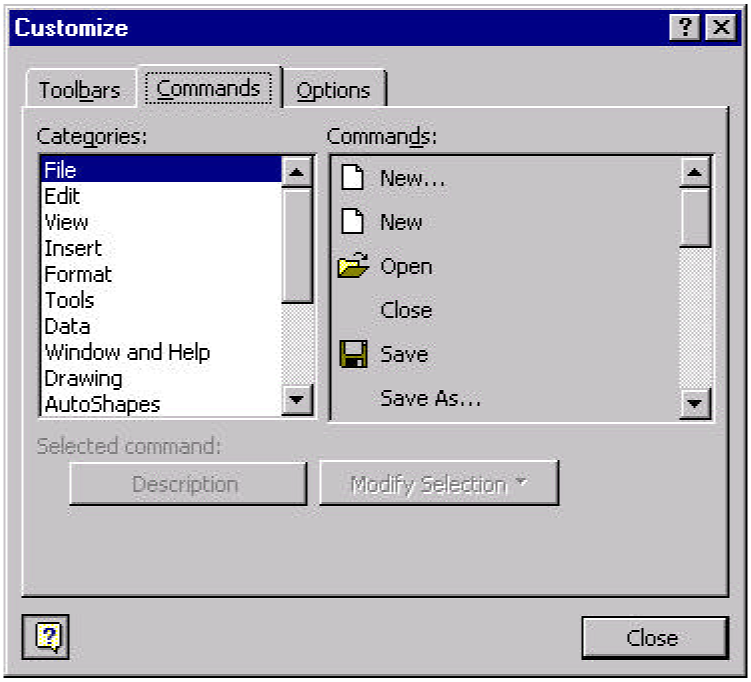
71. Click on Enable Macros button. The “Refund_Macro” spreadsheet opens.



72. Right Click on **Tools** from the Menu List and select **Customize**.

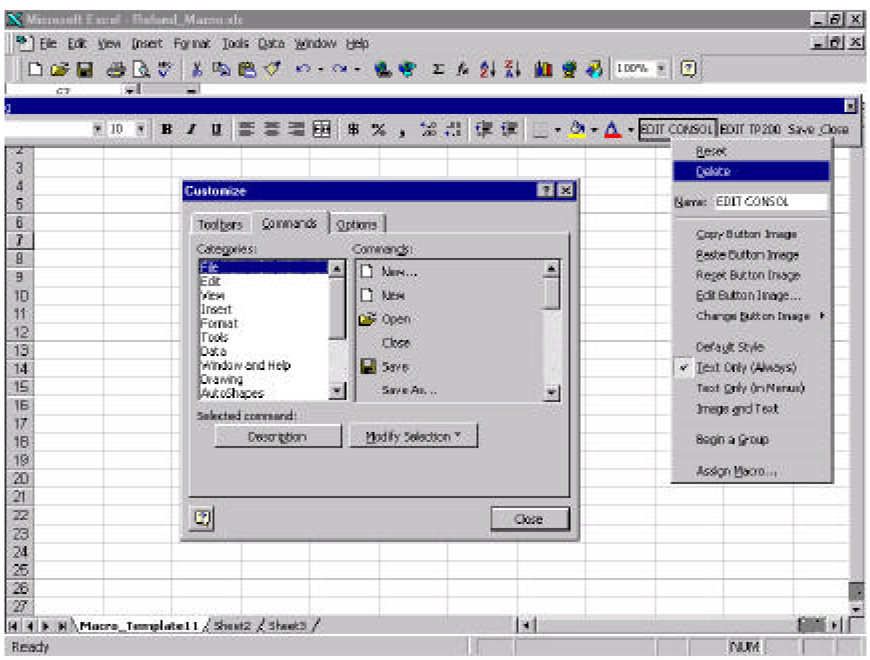


73. Click on the **Commands** Tab.



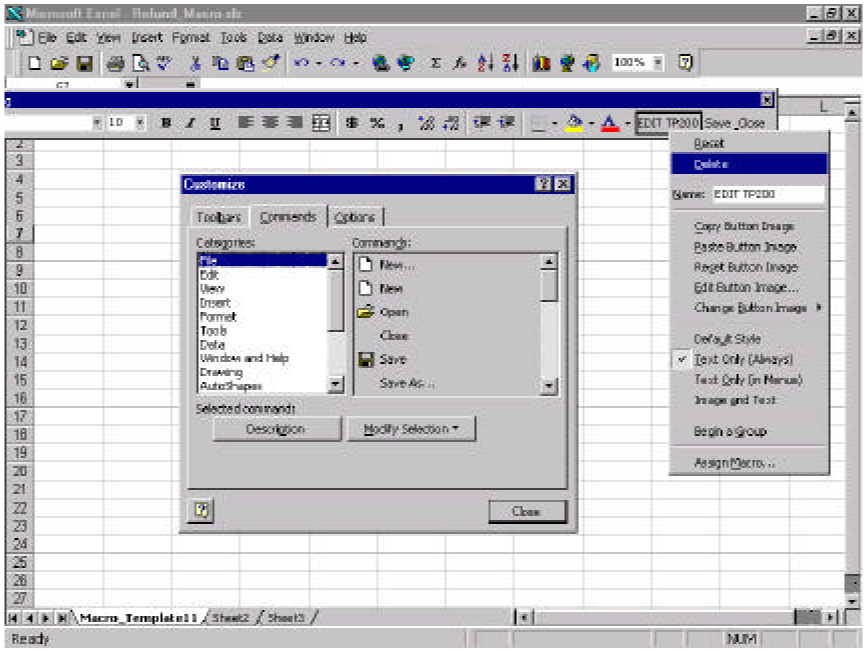
74. Right-Click on the **EDIT CONSOL** button.

75. Select **Delete** from the list of commands.



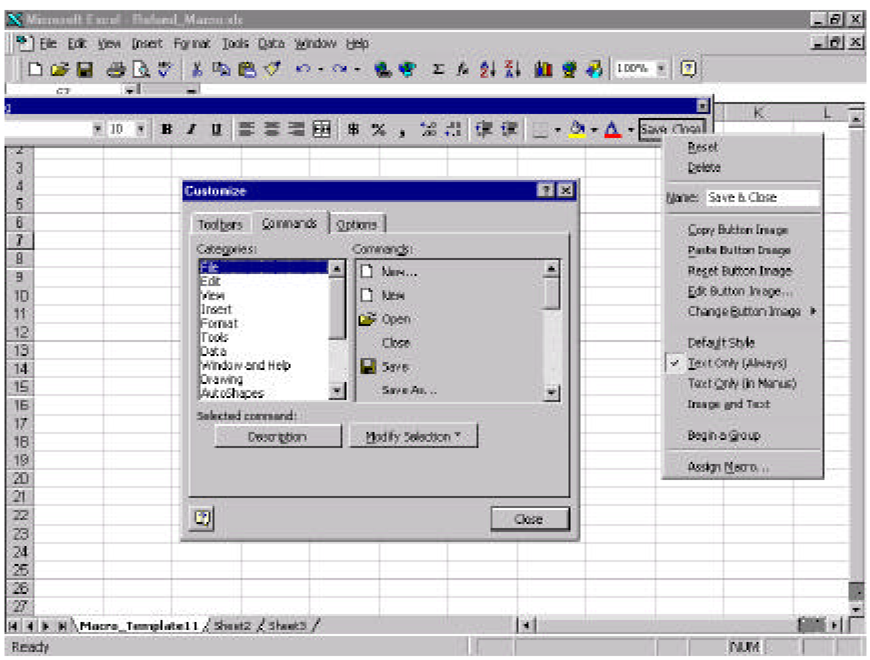
76. Right-Click on the **EDIT TP200** button.

77. Select **Delete** from the list of commands.

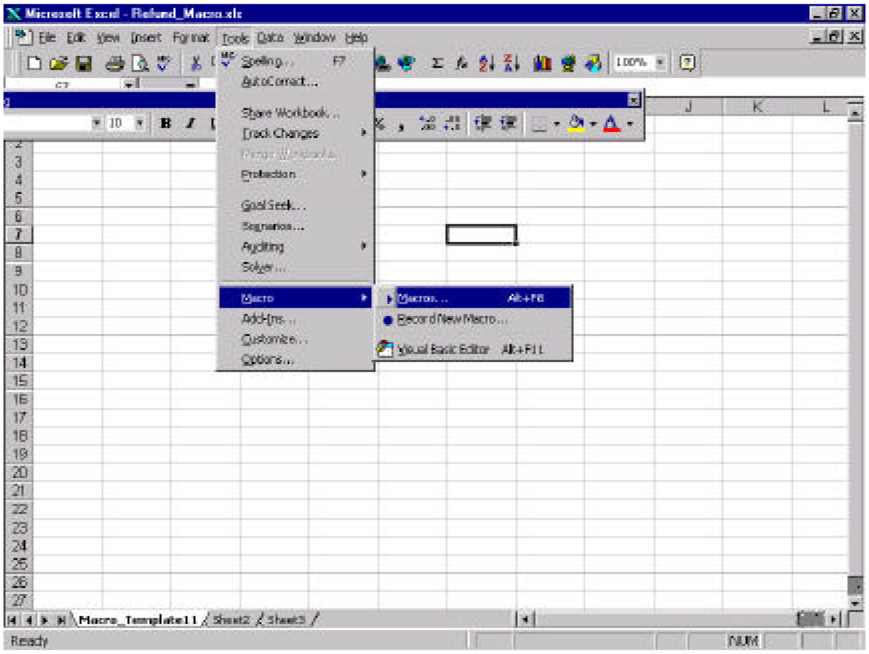


78. Right-Click on the **Save & Close** button.

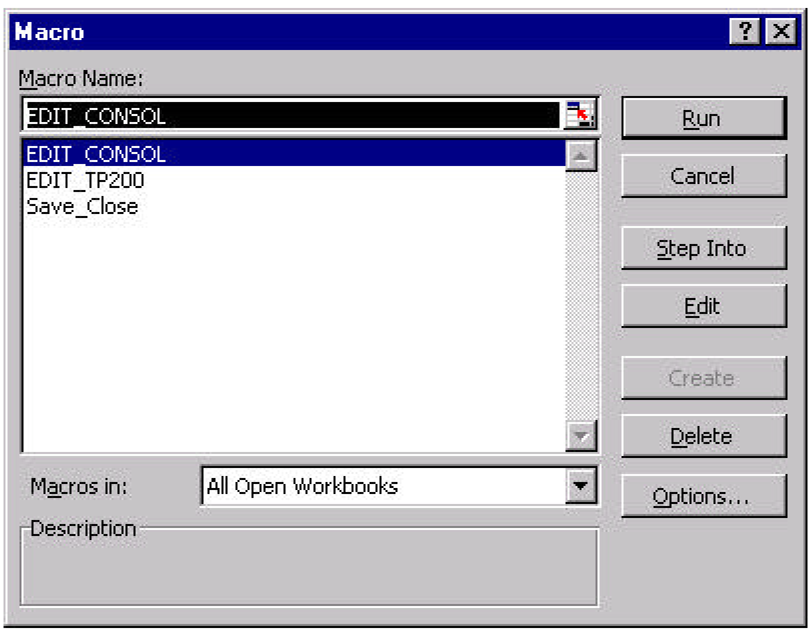
79. Select **Delete** from the Menu List.



80. Click on the **Close** button of the "Customize" window. The "Refund_Macro" worksheet appears with all the custom buttons deleted.



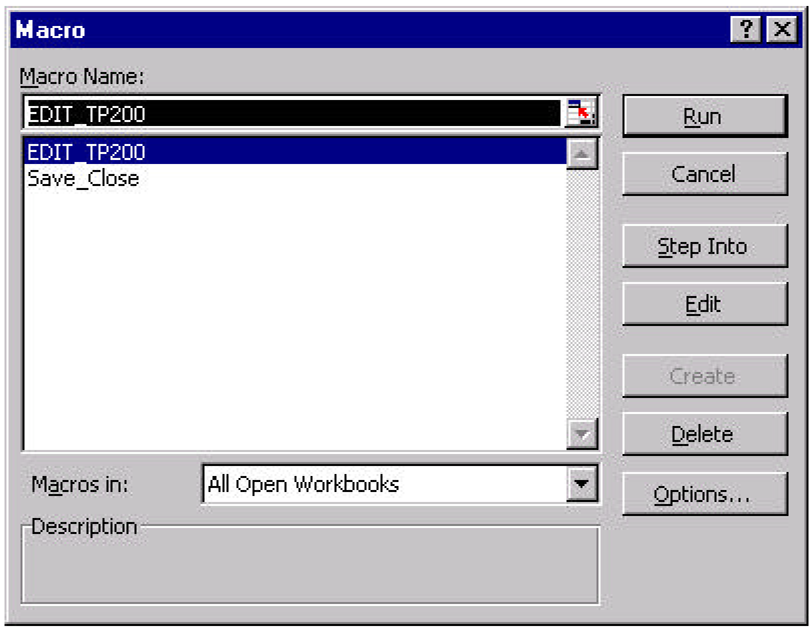
81. From the **Tools** Menu List, Select **Macro,Macros.** The "Macros" window appears.



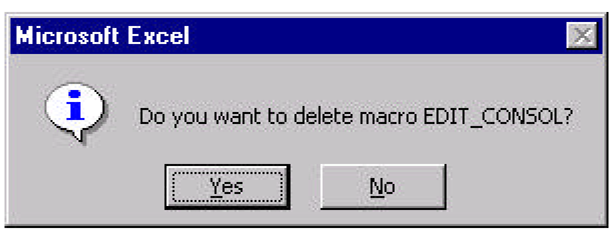
82. Select **EDIT_CONSOL** and Click on the **Delete** button. A "Microsoft Excel" message window appears.

83. Click the **Yes** button.

84. From the **Tools** Menu List, Select **Macro,Macros.** The "Macros" window appears.

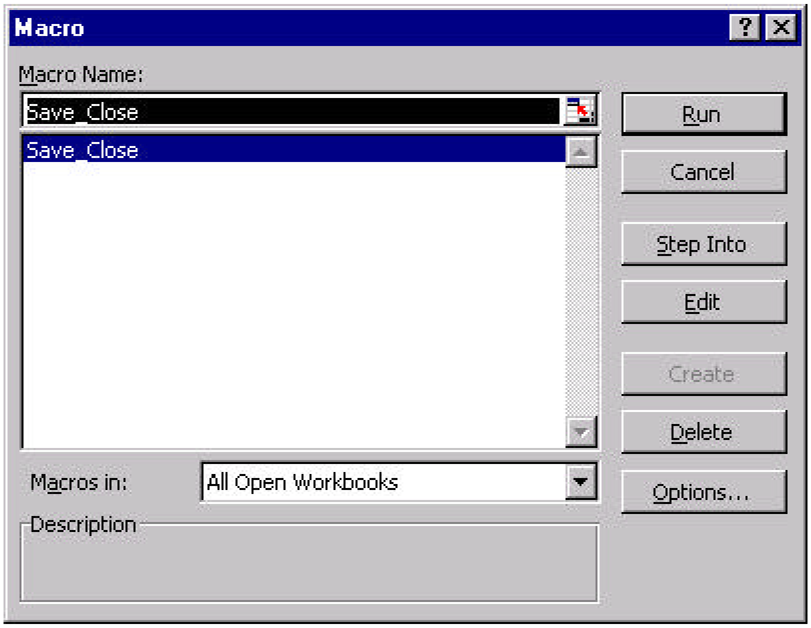


85. Select **EDIT_TP200** and Click on the **Delete** button. A "Microsoft Excel" message window appears.

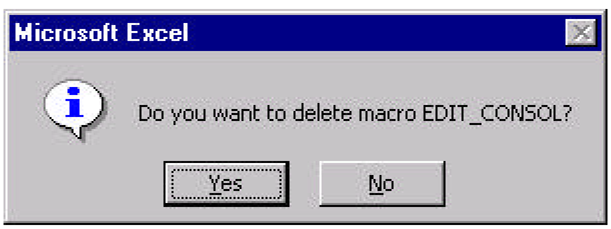


86. Click the **Yes** button.

87. From the **Tools** Menu List, Select **Macro,Macros.** The "Macros" window appears.



88. Select **Save_Close** and Click on the **Delete** button. A "Microsoft Excel" message window appears.



89. Click the **Yes** button.

90. Save the changes.

91. Exit Microsoft Excel.

End of activity.

B

SFA DLS Invoice User

- Select EDIT_TP200 & Click on Delete button. A “Microsoft Excel” message window appears. (85)
- Click Yes button. (86)
- From Tools Menu List, Select Macro(Macros. “Macros” window appears. (87)
- Select Save_Close & Click on Delete button. A “Microsoft Excel” message window appears. (88)
- Click Yes button. (89)
- Save changes. (90)
- Exit Microsoft Excel. (91)

End

Start

Installing Excel Macro Program-SFA DLS Invoice User

- SFA DLS Invoice User receives Excel files from DLSS. (1)
- Save file in E:/ FARS/Refunds/Autolog directory. (2)
- Open Windows Explorer. (3)
- Open C:/DLS Refunds directory. "DLS Refunds" folder opens. (4)
- Copy & Paste file into C:/DLS Refunds/ Source Files directory. (5)
- Open up "Refund_Macro" Excel file from C:/DLS Refunds directory. "Microsoft Excel" window opens with a Macros message. (6)
- Click on Enable Macros button. "Refund_Macro" spreadsheet opens. (7)

Initializing Excel Macro Program-SFA DLS Invoice User

- Right Click on Tools from Menu List & select Customize. (8)
- Click on Commands Tab. (9)
- Scroll down in Categories section & Choose Macros. (10)

Create EDIT CONSOL button-SFA DLS Invoice User

- Drag Custom Button, located under Commands: section of "Customize" window, & put it on your toolbar. Put next to button or an other convenient button on your toolbar by placing your cursor over existing button. A smiley face button appears. (11)

Create EDIT CONSOL button-SFA DLS Invoice User

- Click on button. (12)
- Enter "EDIT CONSOL" in Name field. (13)
- Select Text Only (Always) from Menu List. (14)
- Click on button & Select Assign Macro… from Menu List. "Assign Macros" window opens. (15)
- Select "EDIT_CONSOL" from Macro Name: field. (16)
- Click on OK button. "Customize" window appears. (17)

Create "EDIT TP200" button-SFA DLS Invoice User

- Drag Custom Button, located under Commands: section of "Customize" window, & put it on your toolbar. Put next to button by placin cursor over it. A smiley face button appears. (18)
- Click on button. (19)
- Enter "EDIT TP200" in Name field. (20)
- Select Text Only (Always) from Menu List. (21)
- Click on button & Select Assign Macro… from Menu List. "Assign Macros" window opens. (22)
- Select "EDIT_TP200" from Macro Name: field. (23)
- Click on OK button. "Customize" window appears. (24)

Create "Save & Close" button-SFA DLS Invoice User

- Drag Custom Button, located under Commands: section of "Customize" window, & put it on your toolbar. Put next to by placing curso over this existing button. A smiley face button appears. (25)
- Click on button. (26)
- Enter "Save & Close" in Name field. (27)
- Select Text Only (Always) from Menu List. (28)
- Click on button & Select Assign Macro… from Menu List. "Assign Macros" window opens. (29)
- Select "Save_Close" from Macro Name: field. (30)
- Click on OK button. "Customize" window appears. (31)
- Click on Close button. "Refund_Macro" worksheet appears. (32)

Editing Consol & TP200 files-SFA DLS Invoice User

- Ensure that all Microsoft Excel programs closed out prior to running Refund Macro for a file. (33)
- Open Windows Explorer. (34)
- Open "Refund_Macro" Excel file under C:/ DLS Refunds directory. "Microsoft Excel" window opens with a Macros message. (35)
- Click on Enable Macros button. "Refund_Macro" spreadsheet opens. (36)

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Editing Consol & TP200 files-SFA DLS Invoice User

- Open up appropriate Excel file (i.e., Consol or TP200 file) from Macro program. Open file you copied & pasted into C:/DLS Refunds/ Source files directory. Do not open original file on E:/FARS/Refunds/ Autolog directory. (37)
- Click on Custom Button for appropriate refund file (i.e., EDIT CONSOL or EDIT TP200 button). This runs macro program that edits file. A1 field will be selected when program is completed. (38)
- Column J tells all alerts associated with file. Scroll down this column to check alerts. (39)
- Clean records flagged with an error message. (40)
- Click on Custom Button for appropriate refund file again (i.e., EDIT CONSOL or EDIT TP200 button). This runs macro program that edits file. A1 field will be selected when program is completed. (41)
- Verify that process was successful by Reviewing Column J. (42)
- To check totals of records before saving & closing, do a summation of Column C selecting all of Column C & Clicking on AutoSum button in std toolbar. Verify this total with your records. Delete summation total before closing. (43)
- When everything is clean with files, except for duplicates, manually remove these messages from Column J. Ensure that all fields empty in this column. (44)

Editing Consol & TP200 files-SFA DLS Invoice User

- Hit Save & Close button. (45)
- If file was a TP200 file, go to C:/DLS Refunds/Formatted/ TP200 directory. If file was a Consol file, go to C:/DLS Refunds/ Formatted Consol directory. (46)
- Verify that file has been stored & saved in correct directory. (47)
- Delete copy of file in C:/DLS Refunds/ Source Files directory. (48)

FTP file to SFA FMS Production Server-SFA DLS Invoice User

- Transfer input files & place them in a designated directory of SFA FMS production server (hpl10). (49)

Load Records to Staging Tables-SFA DLS Invoice User

- From “Responsibilities” window, Select SFA DLS Invoice User responsibility & Click on OK button. “Navigator” window appears. (50)
- From “Navigator” window, Double Click on Other , Requests , Run. “Submit a New Request” window appears. (51)
- From “Submit a New Request” window, Click on OK button. “Submit Request” window appears. (52)
- From Submit Request window, Click on LOV icon in “Submit Request” window. “Reports” window appears. (53)
- Select SFA FMS DLS Refunds Process Program from “Reports” window. (54)

Load Records to Staging Tables-SFA DLS Invoice User

- Click on OK button. “Parameters” window appears. (55)
- Click on Submit Requests button. “Requests” window appears. (56)
- Generate Custom Report to verify successful processing & reconciliation. This report tells you what data is in staging table. (57)

Create Invoices in Oracle A/P-SFA DLS Invoice User

- From “Responsibilities” window, Select SFA DLS Invoice User responsibility & Click on OK button. “Navigator” window appears. (58)
- From “Navigator” window, Double Click on Other , Requests , Run. “Submit a New Request” window appears. (59)
- From “Submit a New Request” window, Click on OK button. “Submit Request” window appears. (60)
- From Submit Request window, Click on LOV icon in “Submit Request” window. “Reports” window appears. (61)
- Select SFA FMS DLS Auto Refunds Procedure request. (62)
- Click on OK button. “Parameters” window appears. (63)
- Click on List of Values (LOV) icon in “Parameters” window. Select TP200 or CONSOL in User File Type field. (64)
- Enter User Batch Name in User Batch Name field (e.g., ROME2131). (65)
- Click on OK button. “Submit Requests” window appears. (66)

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Create Invoices in Oracle A/P-SFA DLS Invoice User

- Click on Submit Request button. "Requests" window appears. (67)
- Verify that SFA FMS DLS Auto Refunds Procedure & Payables Open Interface requests complete with a Status of :Normal." (68)
- Print Invoice Register & Approve Invoices (See FMS Manual Entries User Guide, Part II, Steps Two, Three, & Four). (69)

Uninstall Macro program from a Computer-SFA DLS Invoice User

- Open up "Refund_Macro" Excel file from C:/DLS Refunds directory. "Microsoft Excel" window opens with a Macros message. (70)
- Click on Enable Macros button. "Refund_Macro" spreadsheet opens. (71)
- Right Click on Tools from Menu List & select Customize. (72)
- Click on Commands Tab. (73)
- Right-Click on EDIT CONSOL button. (74)
- Select Delete from list of commands. (75)
- Right-Click on EDIT TP200 button. (76)
- Select Delete from list of commands. (77)
- Right-Click on Save & Close button. (78)
- Select Delete from Menu List. (79)
- Click on Close button of "Customize" window. "Refund_Macro" worksheet appears with all custom buttons deleted. (80)

Uninstall Macro program from a Computer-SFA DLS Invoice User

- From Tools Menu List, Select Macro,Macros. "Macros" window appears. (81)
- Select EDIT_CONSOL & Click on Delete button. A "Microsoft Excel" message window appears. (82)
- Click Yes button. (83)
- From Tools Menu List, Select Macro,Macros. "Macros" window appears. (84)
- Select EDIT_TP200 & Click on Delete button. A "Microsoft Excel" message window appears. (85)
- Click Yes button. (86)
- From Tools Menu List, Select Macro,Macros. "Macros" window appears. (87)
- Select Save_Close & Click on Delete button. A "Microsoft Excel" message window appears. (88)
- Click Yes button. (89)
- Save changes. (90)
- Exit Microsoft Excel. (91)

End