

Enter Lockbox Deposits using ADI

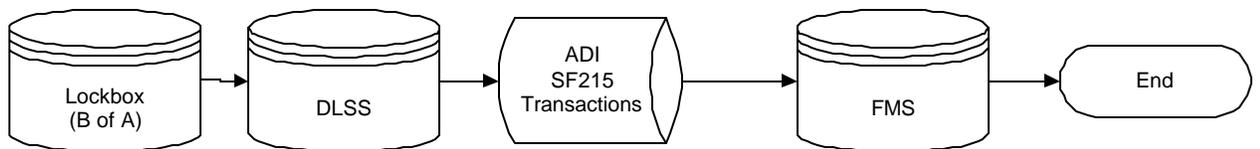
Scope

This temporary procedure details the steps to enter Lockbox Deposits into Oracle GL using ADI. This temporary manual procedure will be automated in mid-March, 2002.

Process Flow

The following flow details the beginning-to-end process for Lockbox Deposits. This temporary procedure details the steps ACS/Rockville and SFA CFO perform to upload the DLSS data into the SFA FMS. The manual upload of data into FMS will be replaced in mid-January, 2002, with an automated GREC interface.

Daily SF215 (Deposits) Transaction Transfer



Ownership

ACS/Rockville is responsible for receiving the data from DLS Center in Utica, NY, populating it in the Excel template worksheet, and sending it onto SFA CFO Accounting Division.

SFA CFO Accounting Division is responsible for validating the data and manually uploading the template into FMS using ADI.

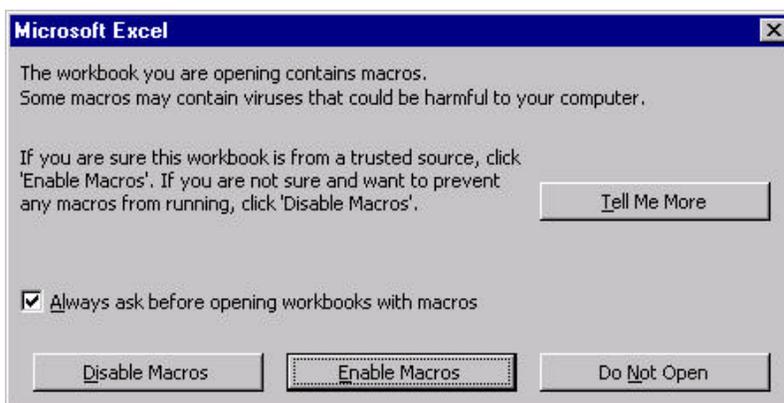
Activity Preface

This activity is performed when ACS/ Rockville needs to enter Lockbox Deposit entries into FMS.

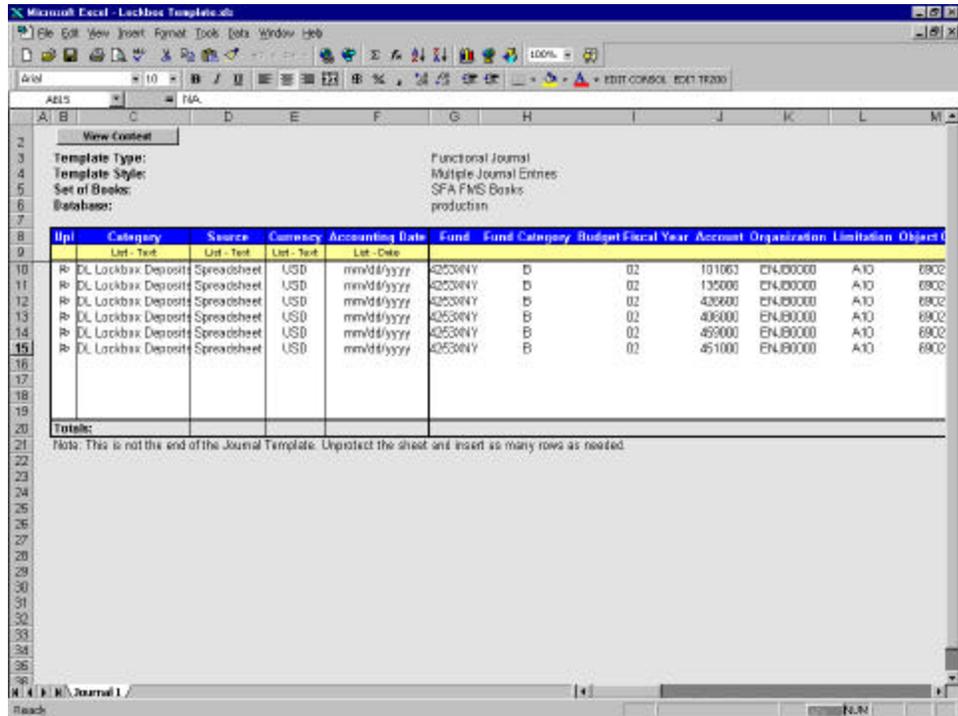
ACS/Rockville Accountant

Create a Journal Entry

1. Open the “Lockbox Template” worksheet. The “Microsoft Excel” window opens with a Macros message.



2. Click on the **Enable Macros** button. The “Lockbox Template” worksheet opens.



FYI: For each lockbox deposit journal line entry, the following fields are constant. These fields are pre-populated in the “Lockbox Template”. The constant values for lockbox deposits are the following:

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Category	ALPHANUMERIC - CONSTANT	DL Lockbox Deposits
Source	ALPHANUMERIC - CONSTANT	Spreadsheet
Currency	ALPHANUMERIC - CONSTANT	USD
Fund	ALPHANUMERIC - CONSTANT	4253XNY
Fund Category	ALPHANUMERIC - CONSTANT	B
Organization	ALPHANUMERIC - CONSTANT	ENJB0000
Account	NUMERIC – CONSTANT	101063, 426600, 459000, 135006, 406000, 451000
Limitation	ALPHANUMERIC - CONSTANT	A10
Object Class	ALPHANUMERIC - CONSTANT	69022
Activity	ALPHANUMERIC - CONSTANT	000
CFDA	ALPHANUMERIC - CONSTANT	268

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Cohort Year	ALPHANUMERIC - CONSTANT	CN
Sector	ALPHANUMERIC - CONSTANT	N
Source Code	ALPHANUMERIC - CONSTANT	SV
Cost Code	ALPHANUMERIC - CONSTANT	LRD3
Institution	ALPHANUMERIC - CONSTANT	00000000000
Loan/Grant Type	ALPHANUMERIC - CONSTANT	00
Line DFF 2	ALPHANUMERIC - CONSTANT	91020006
Line DFF 4	ALPHANUMERIC - CONSTANT	91

All other field values are unique and must be individually entered in the “Lockbox Template”. For each lockbox deposit journal line entry, the following fields are not constant. The unique values for lockbox deposits are the following:

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Upl	N/A	N/A
Accounting Date	DATE	<Transaction Date MM/DD/YYYY - Posting Date>
Budget Fiscal Year	ALPHANUMERIC	<Budget Fiscal Year>
Debit	NUMERIC	<Debit Amount>
Credit	NUMERIC	<Credit Amount>
Batch Name	ALPHANUMERIC	<Batch Name>
Batch Description	ALPHANUMERIC	<Batch Description>
Journal Name	ALPHANUMERIC	<Treasury Deposit Number>
Journal Description	ALPHANUMERIC	<LB Deposit - Deposit #>
Line DFF 1	ALPHANUMERIC	<Treasury Deposit Number>
Line DFF 3	DATE	<Transaction Date DD-MMM-YYYY>

3. Click on the first white line of the **Category** column.
4. Verify “DL Lockbox Deposits” is entered.
5. Tab to the **Source** column and verify “Spreadsheet” is entered.
6. Tab to the **Currency** column and verify “USD” is entered.

7. Tab to the **Accounting Date** column and enter the date entered in <DD-MMM-YYYY> format.
8. Tab to the **Fund** column and verify “4253XNY” is entered.
9. Tab to the **Fund Category** column and verify “B” is entered.
10. Tab to the **Budget Fiscal Year** column and enter the specific two-digit budget fiscal year.
11. Tab to the **Account** column and Verify the appropriate accounts.

FYI: For Lockbox deposits, the following six accounts should be debited and credited:

Debit	Credit
101063	135006
426600	406000
459000	451000

Note: Each account debited and credited requires a line entry.

12. Tab to the **Organization** column and verify “ENJB0000” is entered.
13. Tab to the **Limitation** column and verify “A10” is entered.
14. Tab to the **Object Class** column and verify “69022” is entered.
15. Tab to the **Activity** column and verify “000” is entered.
16. Tab to the **CFDA** column and verify “268” is entered.
17. Tab to the **Cohort Year** column and verify “CN” is entered.
18. Tab to the **Sector** column and verify “N” is entered.

19. Tab to the **Source Code** column and verify “SV” is entered.
20. Tab to the **Cost Code** column and verify “LRD3” is entered.
21. Tab to the **Institution** column and verify “000000000000” is entered.
22. Tab to the **Loan/Grant Type** column and verify “00” is entered.
23. Tab to the **Debit** or **Credit** column and enter the numeric debit or credit amount. Refer to Step 11 to determine debit and credit information.
24. Tab to the **Batch Name** column and enter the <Batch Name>.

General Ledger Batch Naming Convention

Program	Description for NewBatch	Example for New Batch (I.e., Allotment)
Direct Loan Servicing	The following naming convention should be used for manual batch entries that do not relate to other existing batches: (Program Name Reference)(Creation Date: DDDMMYY)(2-digit Sequential Number)	DLSS25OCT0101 where: DLSS is Program Name Reference, 25OCT01 is the Creation Date, and 01 is the 2-digit Sequential Number

25. Tab to the **Batch Description** column and enter the <Batch Description>. Use a descriptive reference, such as the Category or specific type of manual adjustment.
26. Tab to the **Journal Name** column and enter the Treasury Deposit Number.
27. Tab to the **Journal Description** column and enter the Treasury Confirmation Number in the following format: LB Deposit - Deposit #.
28. Tab to the **Line DFF1** column and enter the <Treasury Deposit Number>.
29. Tab to the **Line DFF2** column and verify “91020006” is entered.

30. Tab to the **Transaction Date** or **Line DFF3** column and enter the Treasury Confirmation Date in the following format: ‘DD-MMM-YYYY. (e.g., ‘01JAN2002). Note: Ensure there is an apostrophe before the date and that the month is in all CAPS.

31. Tab to the **Line DFF4** column and verify “91” is entered.

32. Repeat Steps 3-31 for each required journal entry line.

FYI: See tables in Step 2 to identify which fields are constant and which fields are unique for each journal line entry. To minimize manual data entry, copy the original journal line entry and paste it into the next journal line fields. Update any unique field values for that journal entry line.

33. When completed, save the worksheet with a temporary name.

Use the following naming convention:

Manual Entry	Naming Convention	Example
Lockbox Deposits	<i>MMMDLLOCKBOXMMDDYY.xls</i>	JANDLLOCKBOX010402.xls

The *MMDDYY* used in the name should be the date of entry.

34. Email the completed worksheet to the following people:

- Lolita Caburian at lolita.caburian@ed.gov
- Cheryl Carrington AT cheryl.carrington@ed.gov
- Shirley Singleton at shirley.singleton@ed.gov
- Jennifer Alden at jennifer.alden@ed.gov
- Ryan Townsend at ryan.townsend@ed.gov

SFA CFO General Ledger SuperUser

Once the journal entries have been created in the template, they need to be uploaded into the SFA FMS manually for processing. SFA CFO Accounting Division performs the manual upload using Oracle’s Application Desktop Integrator (ADI).

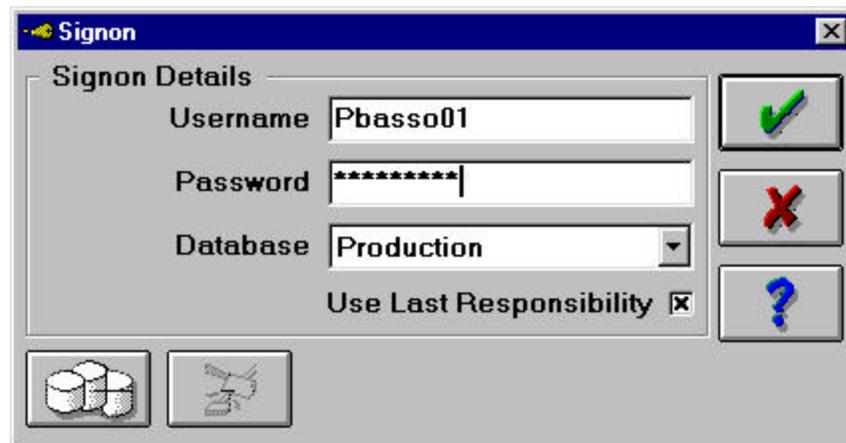
This activity shows how to upload the ADI Excel template into SFA FMS.

Getting Started with ADI

35. Select Programs / Oracle ADI /Applications Desktop Integrator from the Start Menu. The ADI toolbar appears.



36. Click the **Signon** button from the **ADI** toolbar. The “Signon” window appears.

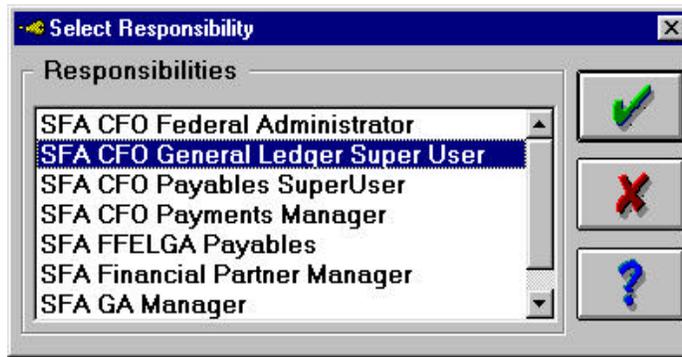
A screenshot of the Signon window. The window title is "Signon". It contains a "Signon Details" section with three input fields: "Username" with the value "Pbasso01", "Password" with masked characters "*****", and "Database" with a dropdown menu showing "Production". Below these fields is a checkbox labeled "Use Last Responsibility" which is checked. To the right of the input fields are three buttons: a green checkmark, a red X, and a blue question mark. At the bottom of the window are two icons: a database cylinder and a hand cursor.

37. Tab to the **Username** field and type your Oracle Applications username.
38. Tab to the **Password** field and type your Oracle Applications password.

FYI: The first time you sign-on to ADI, you will need to have your application set-up in the production database. Please contact the FMS help desk for assistance. The help desk can be reached at 1-800-433-7327, option 3.

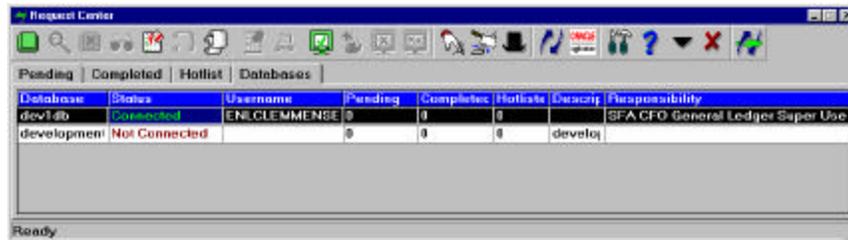


39. Click the button. The “Select Responsibility” window appears.



40. Select your assigned GL responsibility.

41. Click the  button. The “Request Center” window appears with the **Status** field indicating that you are connected.



42. Click the **Minimize** button to minimize the “Request Center” window.

Import a Journal into SFA FMS using ADI

43. Open the temporary worksheet which ACS/Rockville sent to SFA CFO Accounting Division.

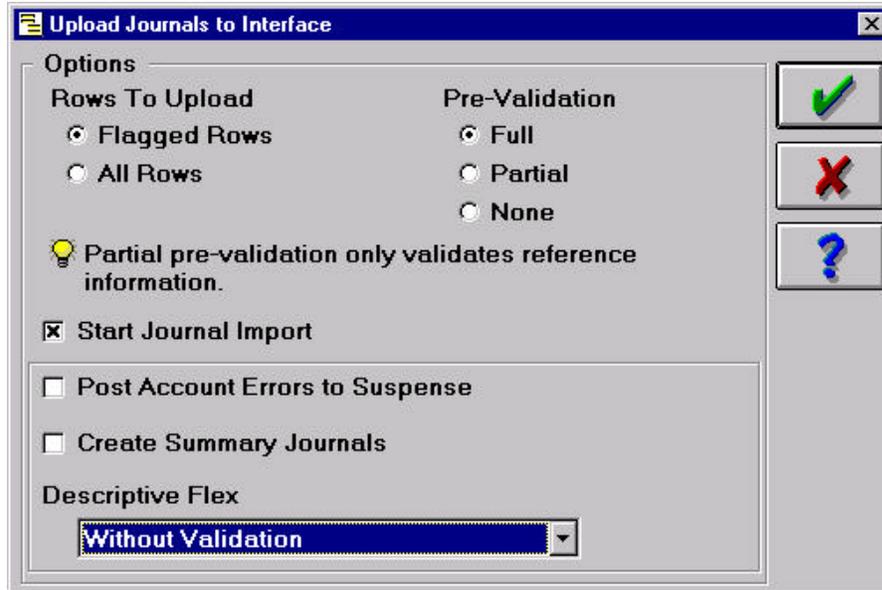
44. Validate the journal entries.

FYI: When logged into ADI, you may double-click on a cell to bring up a List of Values for the specific field.

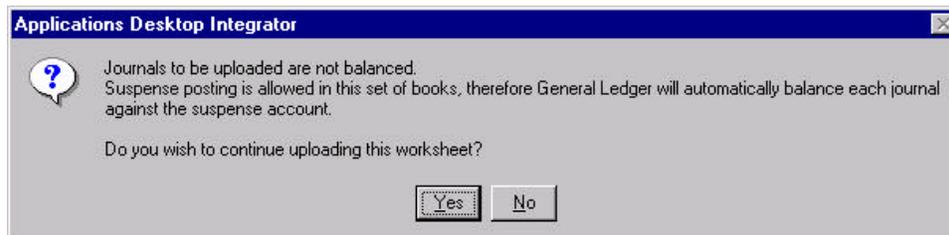
FYI: Excel templates contain macros that users cannot see. Be careful when formatting cells and making significant changes.

FYI: The SFA FMS General Ledger supervisor should review and approve all journal entries prior to importing the worksheet into Oracle.

45. Click the  Icon on the **ADI** Toolbar.
46. Select the **Upload to Interface** icon. The “Upload Journals to Interface” window appears.



47. Ensure that the default values, **Rows to Upload: All Rows** and **Pre-Validation: Full**, are selected.
48. Select **Without Validation** from the **Descriptive Flex** dropdown.
49. Click the  button to initiate the Journal Import process via Oracle Applications Desktop Integrator. If the credits and debits in the journal are not balanced, an “Applications Desktop Integrator” window appears prompting the user whether to continue.



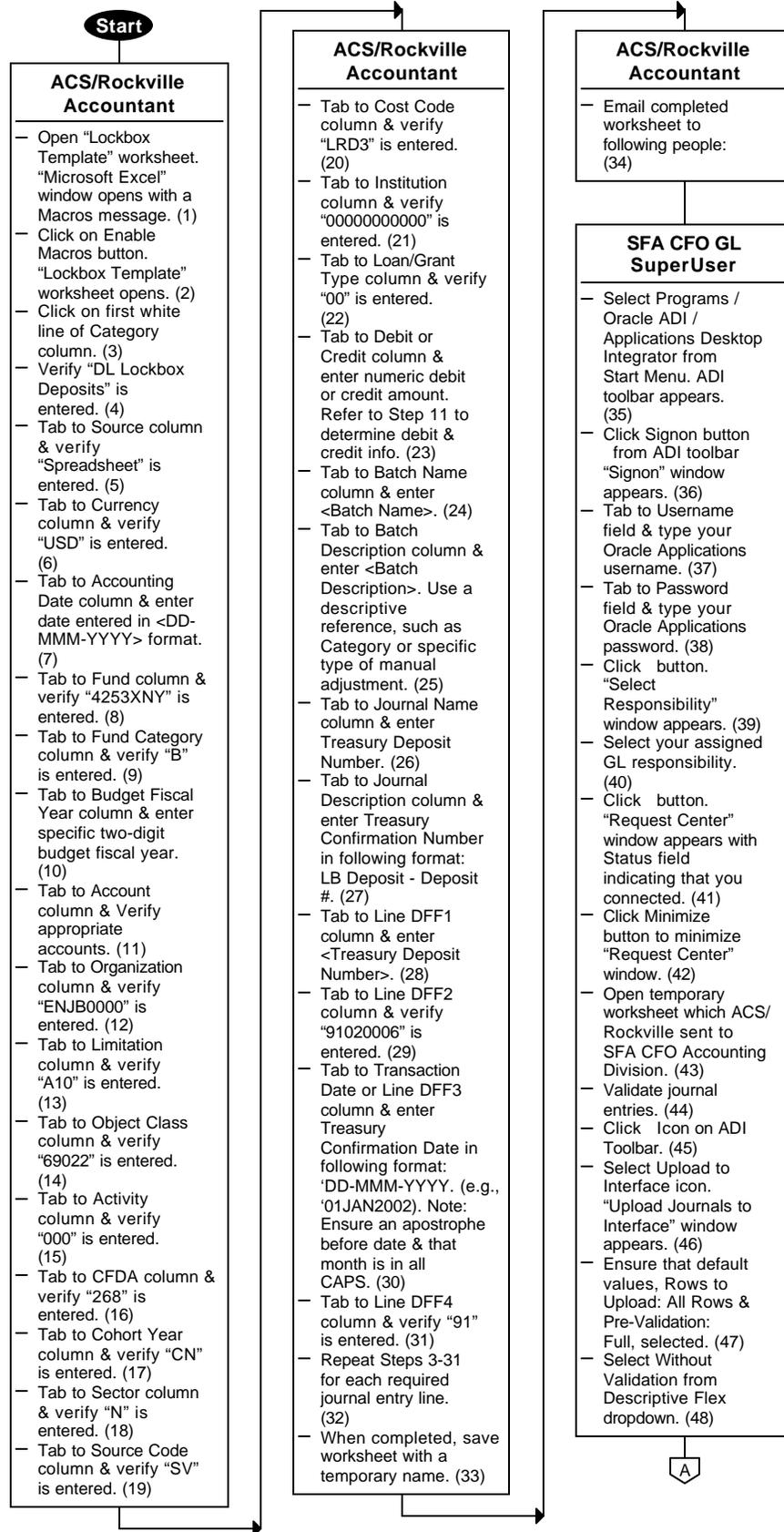
50. Click **No** to return to the Journal worksheet.

51. Click **Yes** to continue importing the journal. An “Applications Desktop Integrator” window will appear that states that the Journal has been successfully uploaded and identifying the Journal Import request ID #.



52. Click the **OK** button.
53. Rename the worksheet with the Journal Import request ID # (e.g. 11837.xls) and save it the appropriate directory.

End of activity.



A

**SFA CFO GL
SuperUser**

- Click button to initiate Journal Import process via Oracle Applications Desktop Integrator. If credits & debits in journal not balanced, an "Applications Desktop Integrator" window appears prompting user whether to continue. (49)
- Click No to return to Journal worksheet. (50)
- Click Yes to continue importing journal. An "Applications Desktop Integrator" window will appear that states that Journal has been successfully uploaded & identifying Journal Import request ID #. (51)
- Click OK button. (52)
- Rename worksheet with Journal Import request ID # (e.g. 11837.xls) & save it appropriate directory. (53)

End