

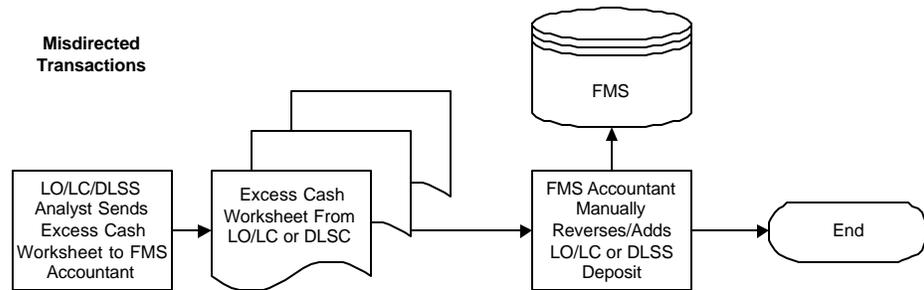
Enter Misdirected Payments using ADI

Scope

This procedure details the steps to manually enter misdirected payments into Oracle GL using ADI.

Process Flow

The following flow details the beginning-to-end process for misdirected. This procedure details the steps ACS/Rockville and SFA CFO perform to upload the DLSS data into the SFA FMS.



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 whenever SFA CFO needs to manually book a misdirected payment. There are five types of misdirected payments:

1. Payment to EC
2. EC to Payment
3. CONSOL Payment
4. Payment to CONSOL
5. CONSOL Interest

ACS/Rockville Accountant

Create a Journal Entry

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



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

	Batch Description	Journal Name	Journal Description	Line Description	Line DFF
	Text	Text	Text	Text	Text
29	MMM Misdirected - Consol Pymt	CONSOL PYMT	TREASURY #	Old FARS TC (4141R1)	TREASUR
30					
31	MMM Misdirected - Pymt to Consol	PYMT TO CONSOL	TREASURY #	Old FARS TC (4141R1)	TREASUR
32	MMM Misdirected - Pymt to Consol	PYMT TO CONSOL	TREASURY #	Old FARS TC (4141R1)	TREASUR
33	MMM Misdirected - Pymt to Consol	PYMT TO CONSOL	TREASURY #	Old FARS TC (4141R1)	TREASUR
34	MMM Misdirected - Pymt to Consol	PYMT TO CONSOL	TREASURY #	Old FARS TC (4141R1)	TREASUR
35	MMM Misdirected - Pymt to Consol	PYMT TO CONSOL	TREASURY #	Old FARS TC (4141R1)	TREASUR
36	MMM Misdirected - Pymt to Consol	PYMT TO CONSOL	TREASURY #	Old FARS TC (4141R1)	TREASUR
37					
38	MMM Misdirected - Consol Intrst	CONSOL INTRST	TREASURY #	Old TC if Avail (3233A3)	TREASUR
39	MMM Misdirected - Consol Intrst	CONSOL INTRST	TREASURY #	Old TC if Avail (3233A3)	TREASUR
40	MMM Misdirected - Consol Intrst	CONSOL INTRST	TREASURY #	Old TC if Avail (3233A3)	TREASUR
41	MMM Misdirected - Consol Intrst	CONSOL INTRST	TREASURY #	Old TC if Avail (3233A3)	TREASUR
42	MMM Misdirected - Consol Intrst	CONSOL INTRST	TREASURY #	Old TC if Avail (3233A3)	TREASUR
43	MMM Misdirected - Consol Intrst	CONSOL INTRST	TREASURY #	Old TC if Avail (3233A3)	TREASUR
44					
45					

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

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Category	ALPHANUMERIC - CONSTANT	DL Misdirected
Source	ALPHANUMERIC - CONSTANT	Spreadsheet
Currency	ALPHANUMERIC - CONSTANT	USD
Fund	ALPHANUMERIC - CONSTANT	4253XNY
Fund Category	ALPHANUMERIC - CONSTANT	B
Organization	ALPHANUMERIC - CONSTANT	ENJB0000
Limitation	ALPHANUMERIC - CONSTANT	A10
Object Class	ALPHANUMERIC - CONSTANT	69022
Activity	ALPHANUMERIC - CONSTANT	000
CFDA	ALPHANUMERIC - CONSTANT	268
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

All other field values are unique and must be individually entered in the template. For each misdirected journal line entry, the following fields are not constant. The unique values for misdirected receipts 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>
Account	NUMERIC	SEE STEP 11 FOR ACCOUNT INFO.
Debit	NUMERIC	<Debit Amount>
Credit	NUMERIC	<Credit Amount>
Batch Name	ALPHANUMERIC	<Batch Name>
Batch Description	ALPHANUMERIC	<Batch Description>
Journal Name	ALPHANUMERIC	<Misdirected Type>
Journal Description	ALPHANUMERIC	<Treasury Schedule #>
Line Description	ALPHANUMERIC	<Old FARS TC>
Line DFF 1	ALPHANUMERIC	<Treasury Schedule #>
Line DFF 3	DATE	<Treasury Confirmation Date DD-MMM-YYYY>

3. Click on the first white line of the **Category** column.
4. Verify “DL Misdirected” 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 misdirected payments, there are five types which drive the accounts that should be debited and credited:

1. Payment to EC

Debit	Credit
135006	101063
406000	426600
451000	459000

2. EC to Payment

Debit	Credit
101063	135006
426600	406000
459000	451000

3. CONSOL Payment

Debit	Credit
101063	135006
426600	406000
459000	451000

4. Payment to CONSOL

Debit	Credit
135006	101063
406000	426600
451000	459000

5. CONSOL Interest

Debit	Credit
101063	531000
426300	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 “00000000000” 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>.
25. Tab to the **Batch Description** column and enter the <Batch Description>.
26. Tab to the **Journal Name** column and enter the <Misdirected Type>.
27. Tab to the **Journal Description** column and enter < Treasury Reference #>.
28. Tab to the **Line Description** and enter the <Old FARS TC>.
29. Tab to the **Line DFF1** column and enter the < Treasury Reference #>.
30. Tab to the **Line DFF2** column and verify “91020006” is entered.
31. Tab to the **Transaction Date** or **Line DFF3** column and enter the Treasury Confirmation Date in the following format: ‘DD-MMM-YYYY. (e.g., ‘01-JAN-2002). **Note:** Ensure there is an apostrophe before the date and that the month is in all CAPS.
32. The **Line DFF4** column should be blank.
33. Repeat Steps 3-32 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.

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

Use the following naming convention:

Manual Entry	Naming Convention	Example
Unapplied Receipts	<i>MMMDLMISDIRECTEDMMDDY Y.xls</i>	JANDLMISDIRECTED010402.xls

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

35. Email the completed worksheet to the following people:
- Lolita Caburian at lolita.caburian@ed.gov
 - Geeta Gupta at Geeta.gupta@ed.gov
 - Charlene Faunteroy at charlene.faunteroy@ed.gov
 - Cheryl Carrington AT cheryl.carrington@ed.gov
 - Ryan Townsend at ryan.townsend@ed.gov

SFA CFO General Ledger SuperUser

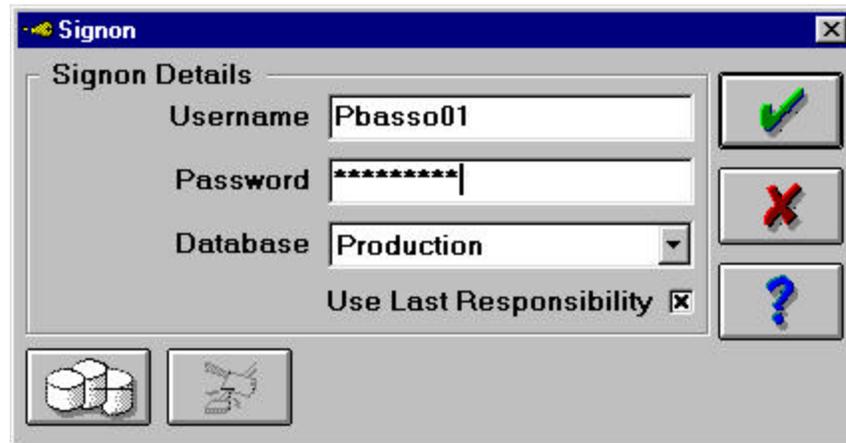
Once the journal entries have been created in the template, they need to be uploaded into the SFA FMS manually for processing. SFA CFO Accounting Division performs the manual upload using Oracle's Application Desktop Integrator (ADI).

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

Getting Started with ADI

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

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



The screenshot shows the "Signon" window with the following details:

- Signon Details**
- Username:** Pbasso01
- Password:** *****
- Database:** Production
- Use Last Responsibility:**

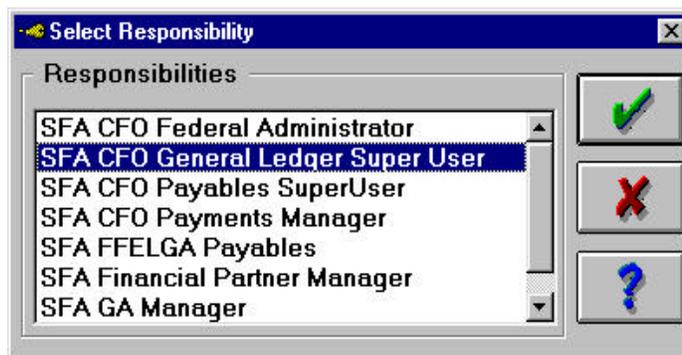
Buttons on the right: Green checkmark, Red X, Blue question mark.

Buttons at the bottom: Database icon, Signon icon.

38. Tab to the **Username** field and type your Oracle Applications username.
39. 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.

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



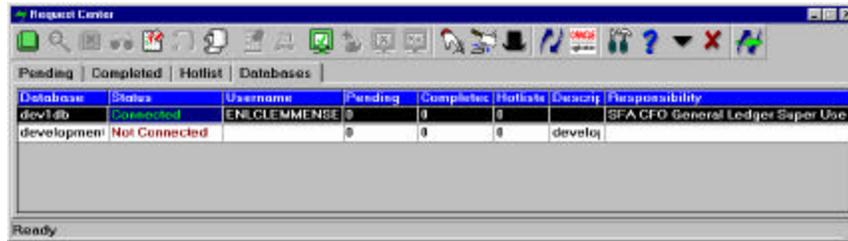
The screenshot shows the "Select Responsibility" window with the following details:

- Select Responsibility**
- Responsibilities:**
- SFA CFO Federal Administrator
- SFA CFO General Ledger Super User** (highlighted)
- SFA CFO Payables SuperUser
- SFA CFO Payments Manager
- SFA FFELGA Payables
- SFA Financial Partner Manager
- SFA GA Manager

Buttons on the right: Green checkmark, Red X, Blue question mark.

41. Select your assigned GL responsibility.

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



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

Import a Journal into SFA FMS using ADI

44. Open the temporary worksheet which ACS/Rockville sent to SFA CFO Accounting Division.
45. Validate the journal entries.

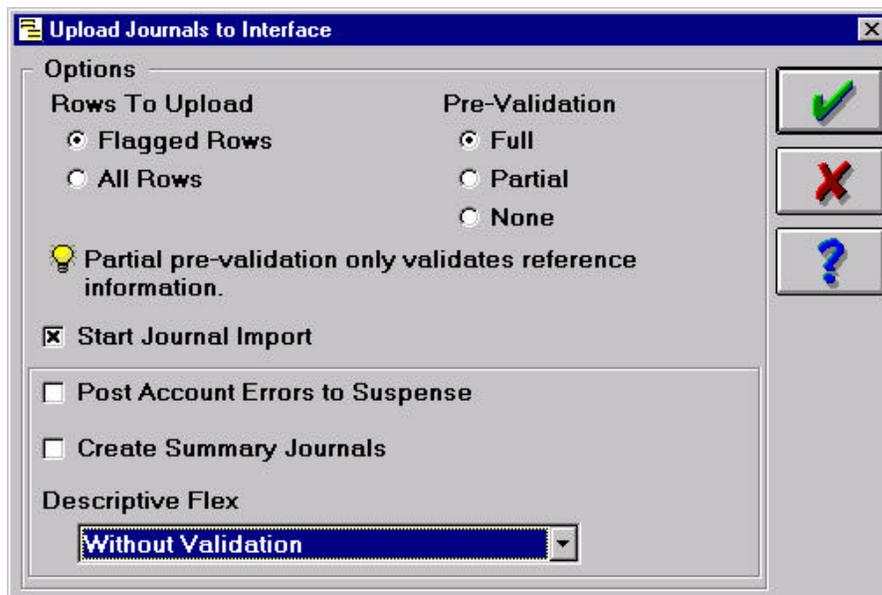
FYI: When logged into ADI, you may double-click on a cell to bring up a List of Values for the specific field.

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.

46. Click the  Icon on the **ADI** Toolbar.

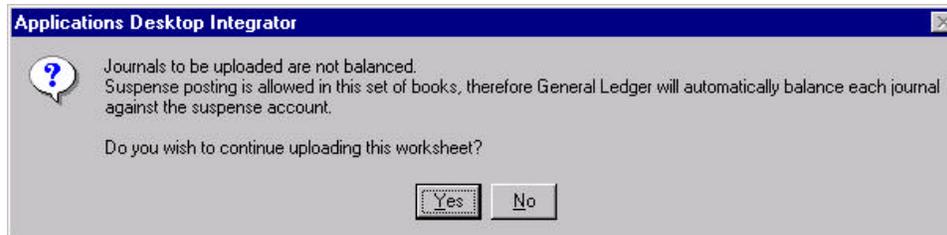
47. Select the **Upload to Interface** icon. The “Upload Journals to Interface” window appears.



48. Ensure that the default values, **Rows to Upload: All Rows** and **Pre-Validation: Full**, are selected.

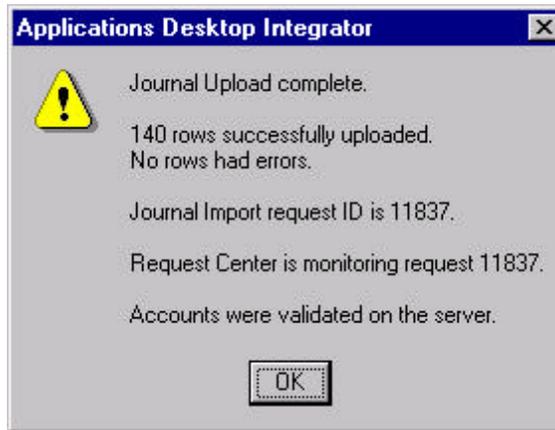
49. Select **Without Validation** from the **Descriptive Flex** dropdown.

50. 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.



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

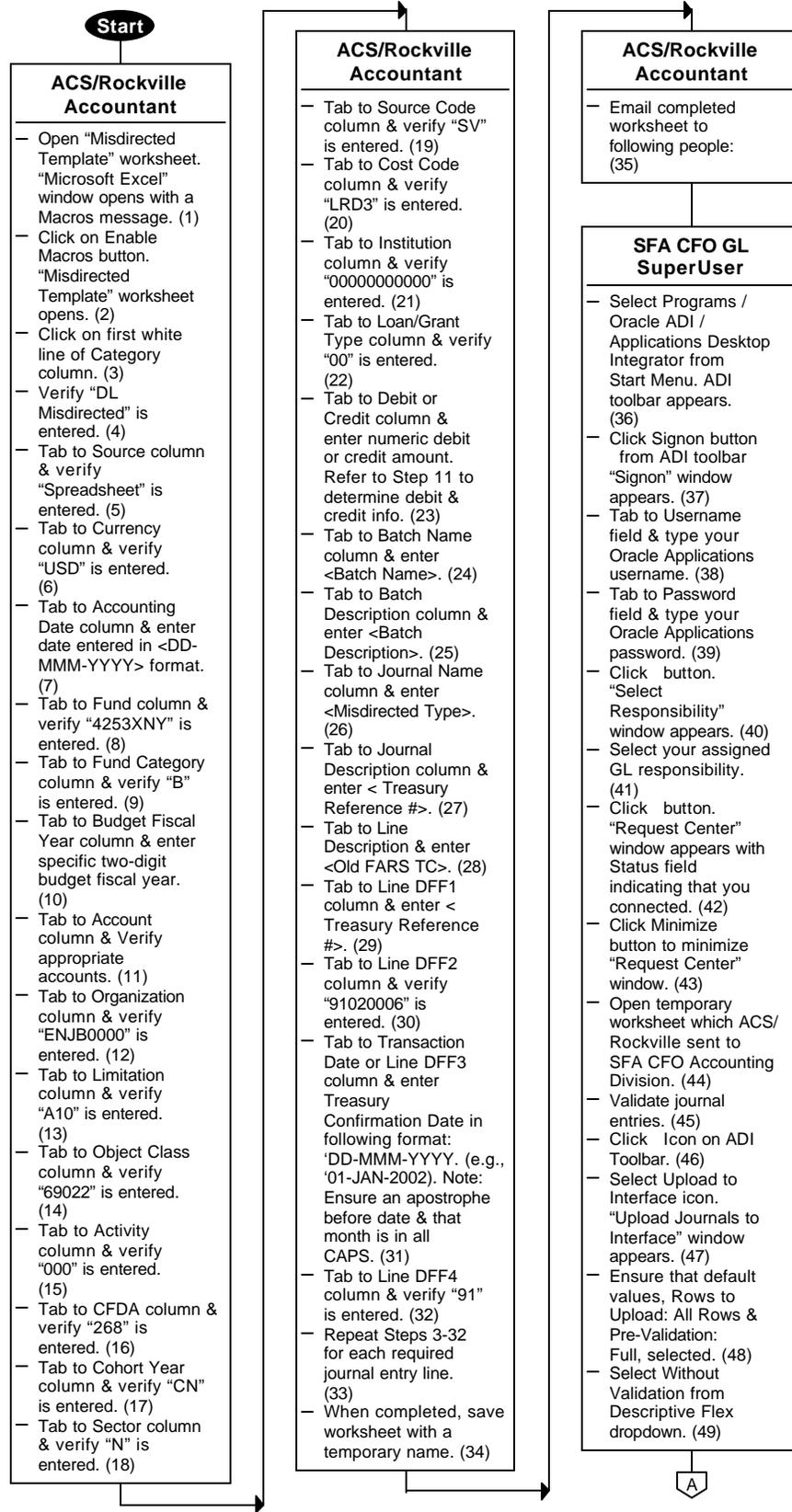
52. Click **Yes** to continue importing the journal. An “Applications Desktop Integrator” window will appear that states that the Journal has been successfully uploaded and identifying the Journal Import request ID #.



53. Click the **OK** button.

54. Rename the worksheet with the Journal Import request ID # (e.g. 11837.xls) and save it the appropriate directory.

End of activity.



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**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. (50)
- Click No to return to Journal worksheet. (51)
- 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 #. (52)
- Click OK button. (53)
- Rename worksheet with Journal Import request ID # (e.g. 11837.xls) & save it appropriate directory. (54)

End