

Enter DCS Refunds using ADI

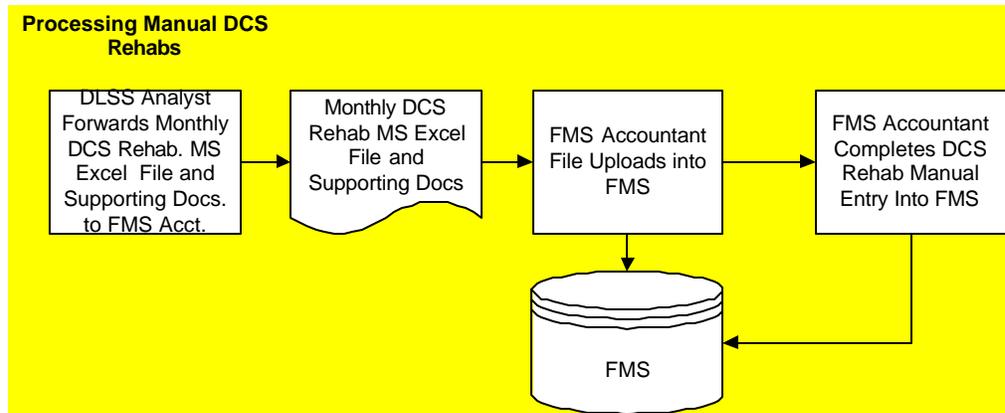
Scope

This procedure details the steps to manually enter DCS refunds into Oracle GL using ADI.

This activity is performed when money is sent to Direct Loan Servicing for loans that have already been turned over to DCS. ACS/Rockville creates a 1081 with borrower level details and sends it to DCS for application. This entry is at the summary level and represents the total dollar amount of the 1081 processed.

Process Flow

The following flow details the beginning-to-end process for DCS refunds. 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 creating a 1081 to send to DCS.

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

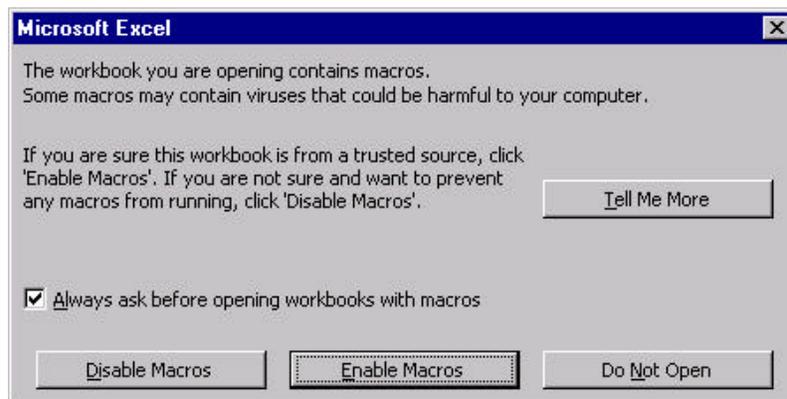
Activity Preface

This activity is performed whenever SFA CFO needs process DCS Refunds.

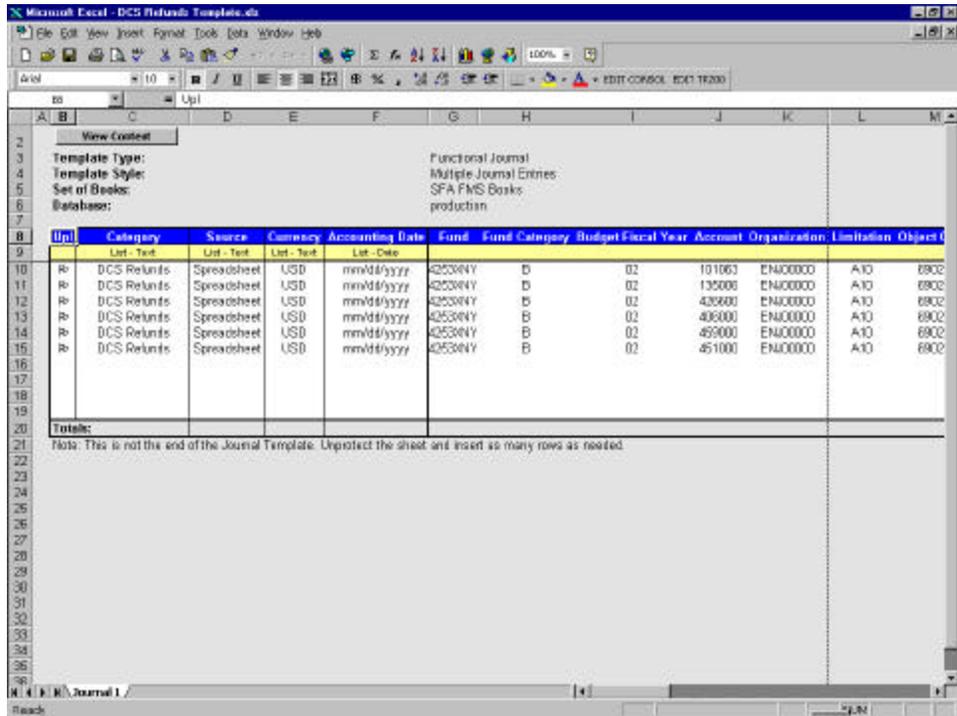
ACS/Rockville Accountant

Create a Journal Entry

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



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



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

All other field values are unique and must be individually entered in the template. For each DCS refund journal line entry, the following fields are not constant. The unique values for unapplied 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>
Debit	NUMERIC	<Debit Amount>
Credit	NUMERIC	<Credit Amount>
Batch Name	ALPHANUMERIC	<Batch Name>
Batch Description	ALPHANUMERIC	<MMM DCS Refund - 1081>
Journal Name	ALPHANUMERIC	<Treasury Reference #>
Journal Description	ALPHANUMERIC	<DCS Refund – Schedule #>
Line Description	ALPHANUMERIC	N/A
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 “DCS Refunds” 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 DCS Refunds, the following six accounts should be debited and credited:

Debit	Credit
135006	101063
406000	426600
451000	459000

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>.
25. Tab to the **Batch Description** column and enter <MMM DCS Refund – 1081>.
26. Tab to the **Journal Name** column and enter the <Treasury Number>.
27. Tab to the **Journal Description** column and enter <DCS Refund – Schedule #>.
28. Tab to the **Line DFF1** column and enter the < Treasury 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., ‘01-JAN-2002). **Note:** Ensure there is an apostrophe before the date and that the month is in all CAPS.
31. The **Line DFF4** column should be blank.
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
DCS Refunds	<i>MMMDCSREFUNDSMMDDYY.xls</i>	JANDCSREFUNDS010402.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
 - 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

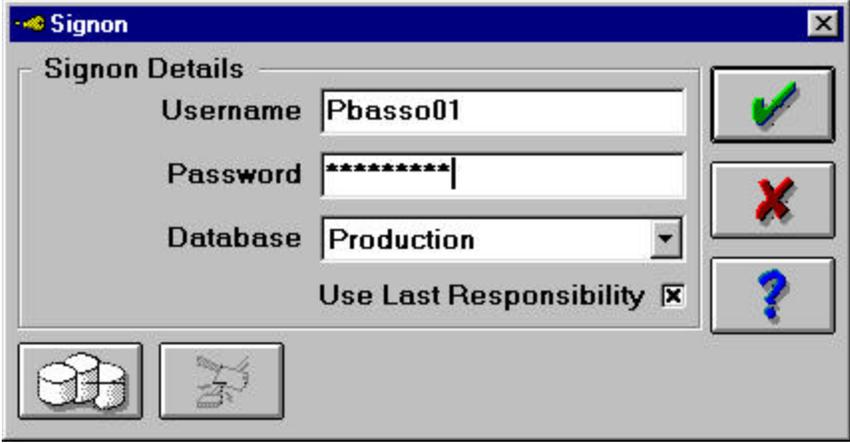
Once the journal entries have been created in the template, they need to be uploaded into the SFA FMS manually for processing. SFA CFO Accounting Division performs the manual upload using Oracle's Application Desktop Integrator (ADI).

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

Getting Started with ADI

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.



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

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

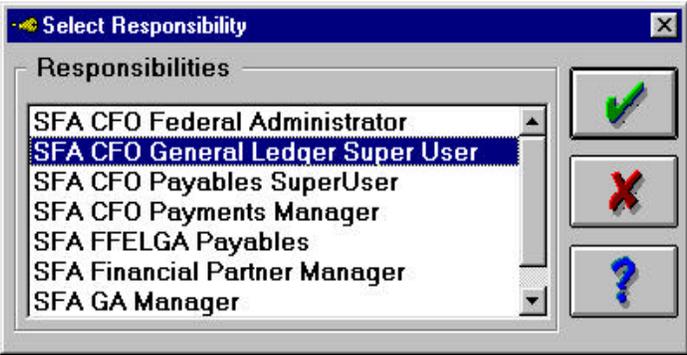
Buttons on the right: Green checkmark, Red X, Blue question mark.

Buttons at the bottom: Database icon, Signon icon.

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.



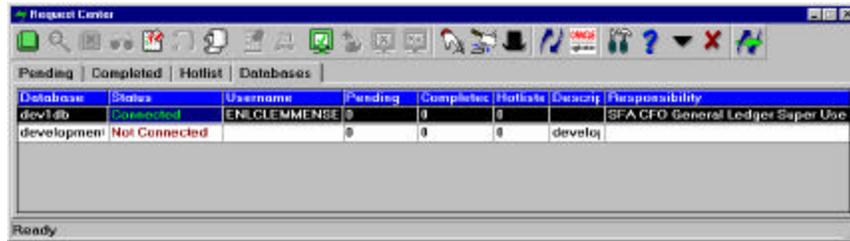
The screenshot shows the "Select Responsibility" window with the following details:

- Responsibilities**
- List of 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.

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.

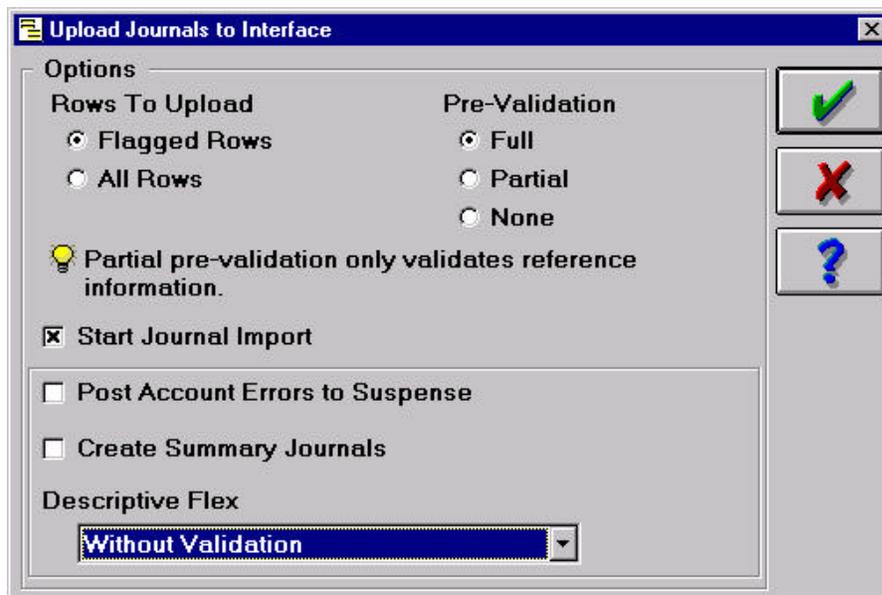
FYI: When logged into ADI, you may double-click on a cell to bring up a List of Values for the specific field.

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.

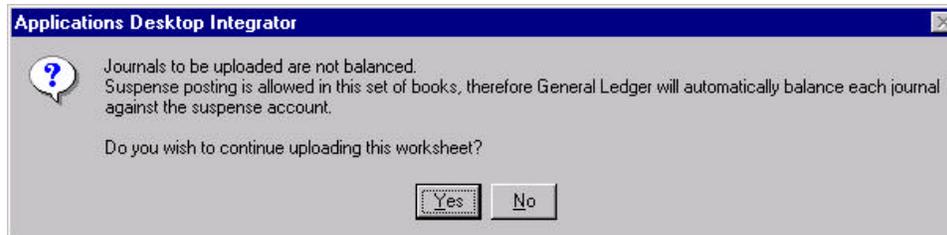
46. Select the **Upload to Interface** icon. The “Upload Journals to Interface” window appears.



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

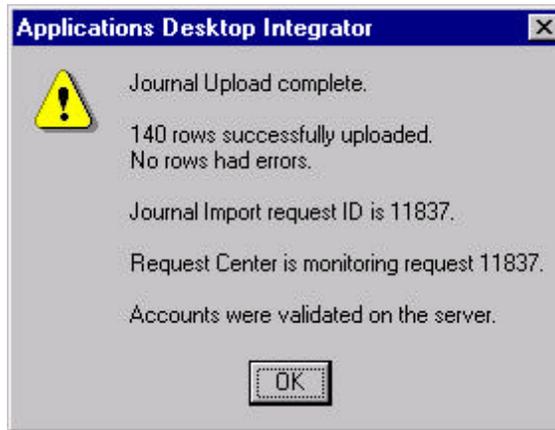
48. Select **Without Validation** from the **Descriptive Flex** dropdown.

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.