

Enter a Treasury Confirmation for Direct Loan Servicing

Scope

This procedure shows how to confirm a treasury payment for Direct Loan Servicing (DLS) and run the Treasury Confirmation Report.

System References

N/A

Policy

N/A

Responsibility

SFA DLS Federal Administrator.

Distribution

DLS Audience

Ownership

SFA CFO Accounting is responsible for entering all Treasury Confirmations into the Federal Administrator module of SFA FMS.

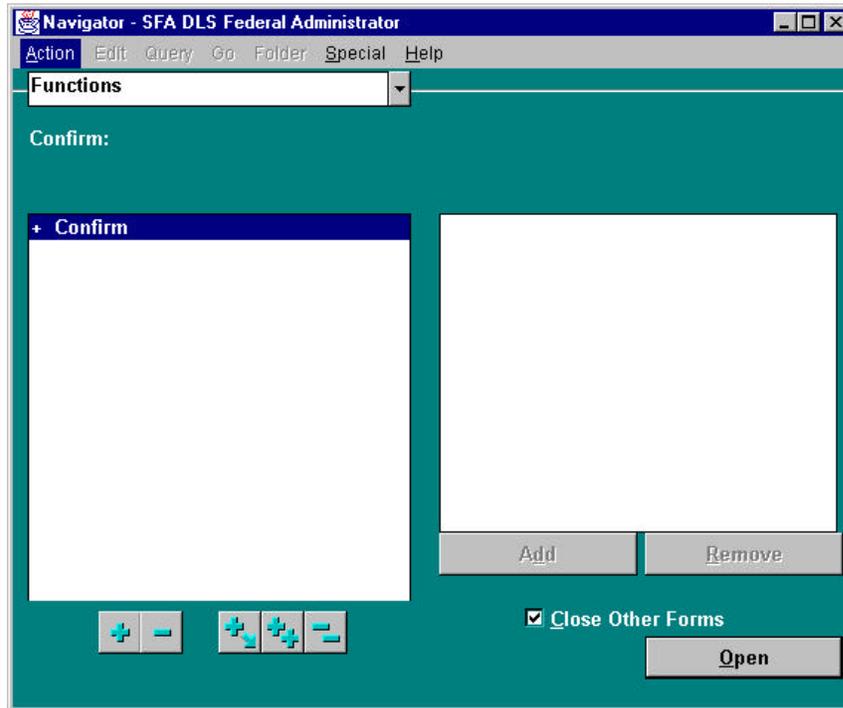
Activity Preface

This procedure is performed whenever SFA CFO Accounting Division needs to enter treasury confirmations for DLS and run a Treasury Confirmation Report.

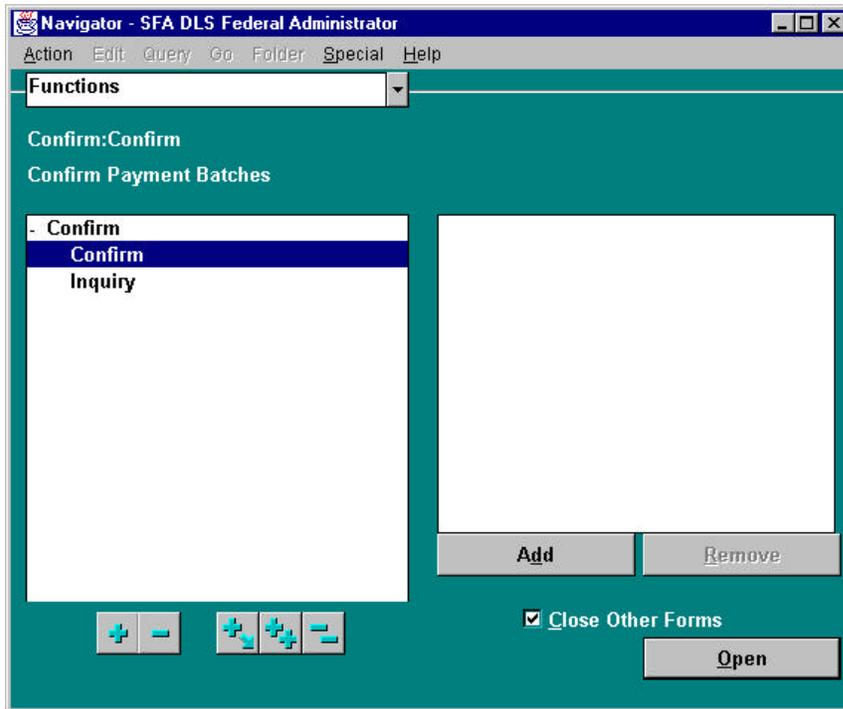
SFA DLS Federal Administrator

Enter a Treasury Confirmation

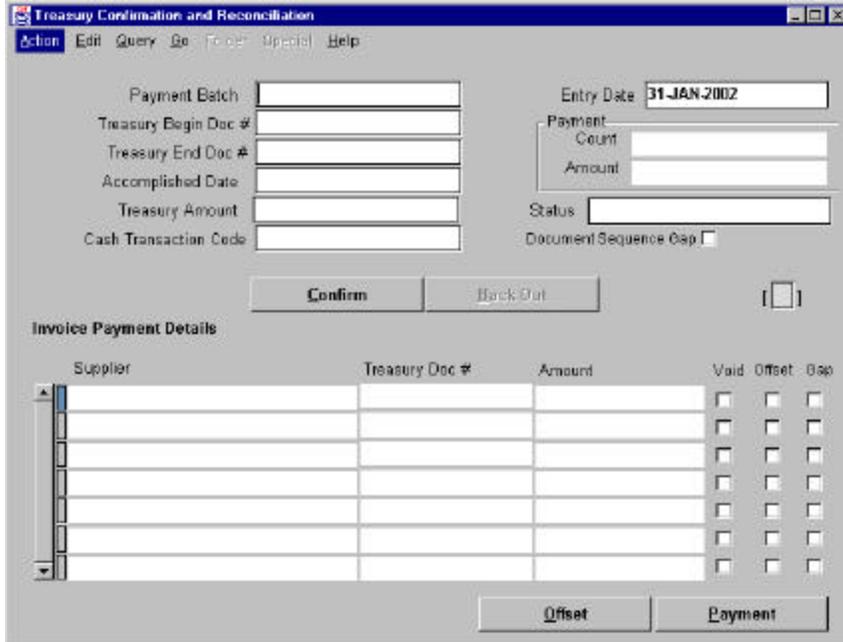
1. Sign in under the SFA DLS Federal Administrator Responsibility.
The following “Navigator – SFA DLS Federal Administrator”
Window appears:



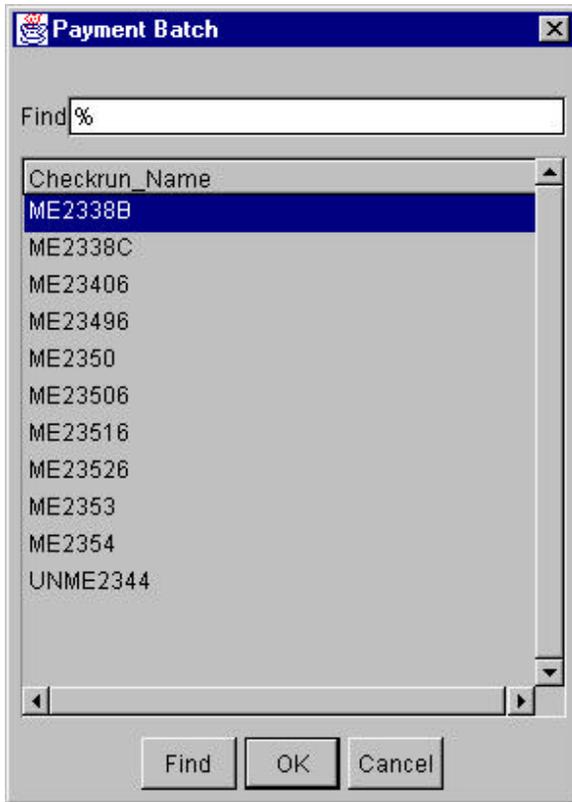
2. Double-click **Confirm** from the following “Navigator – SFA DLS Federal Administrator” Window, the Journal sub-menu appears.



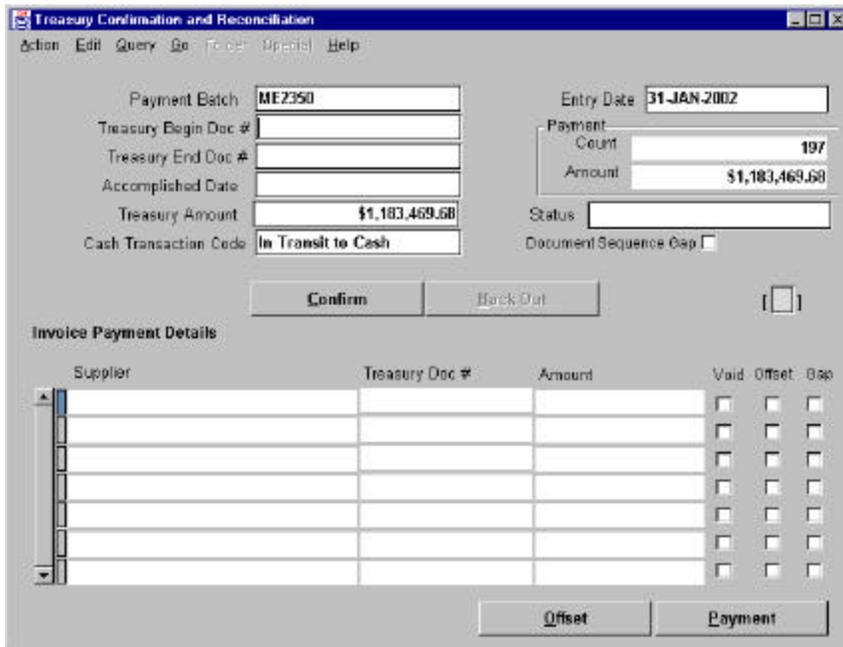
3. Double-click **Confirm** from the “Navigator – SFA DLS Federal Administrator” Journal sub-menu. The “Treasury Confirmation and Reconciliation” Window appears.



4. Click the “List of Values” (LOV) for the “Payment Batch” field. The “Payment Batch” window opens.



5. Select the appropriate payment batch from the “Payment Batch” window. The “Treasury Confirmation and Reconciliation” window appears with the **Payment Batch** populated.



6. Enter the **Document Number** in the “Treasury Begin Doc #” field.

FYI: The **Treasury Begin Doc #** and **Treasury End Doc #** are found in the Treasury Confirmation Report from Treasury. This information can be found online on GOALS or via fax from ED CFO.

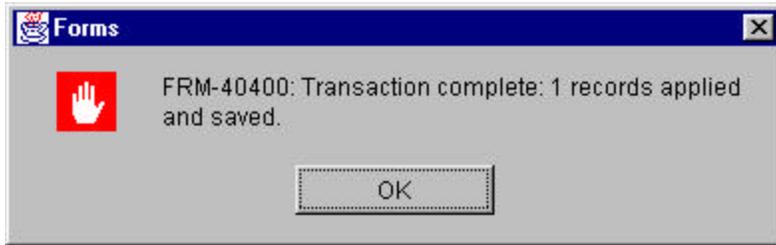
7. Enter the **Document Number** in the “Treasury End Doc #” field.
8. Click the “LOV” in the “Accomplished Date” field, a Calendar Window will appear with the current date highlighted. Click the “OK” button.
9. Verify the **Treasury Amount** in the “Treasury Amount” field. The **Treasury Amount** should equal the cash amount in the Treasury Confirmation Report.
10. Click the “LOV” icon from the “Cash Transaction Code” field. The Parameters window appears.
11. Select either **LS_TC006** or **LS_TC_007** for the **Cash Transaction Code**.

FYI: For the **Cash Transaction Code**, the default value is **In Transit to Cash**. For DLS Refunds only, this value must be changed to **LS_TC006** or **LS_TC_007** depending on the ALC. If not, the amount is posted to the wrong account.

If the payment batch being confirmed relates to a **Borrower Overpayment** or **Unapplied Refund**, the **Cash Transaction Code** is **LS_TC006**. If the payment batch being confirmed relates to an **EDS Refund**, the **Cash Transaction Code** is **LS_TC007**.

Contact ACS/Rockville if this information is not known.

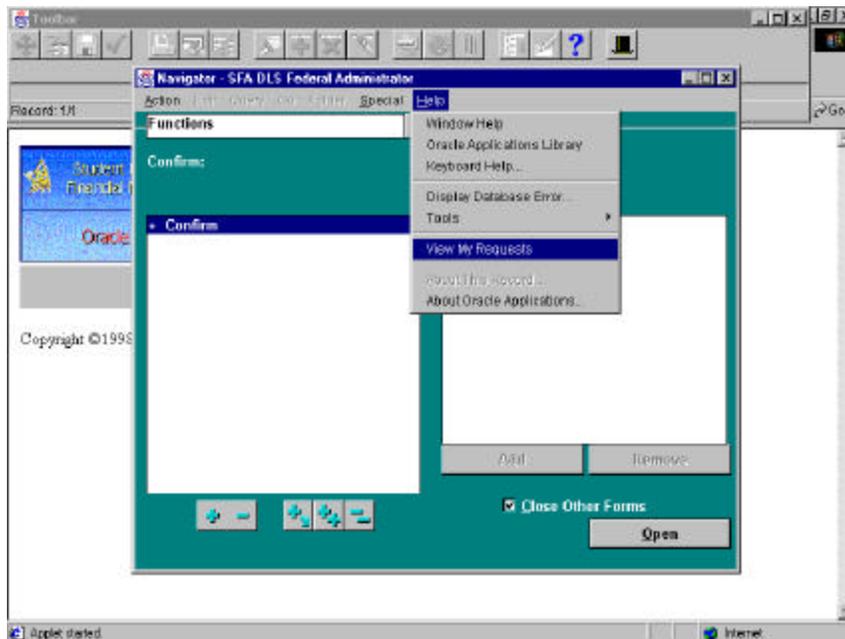
12. Click the “Confirm” button to complete the Treasury Confirmation process. The following “Forms” Window appears confirming the Transaction.



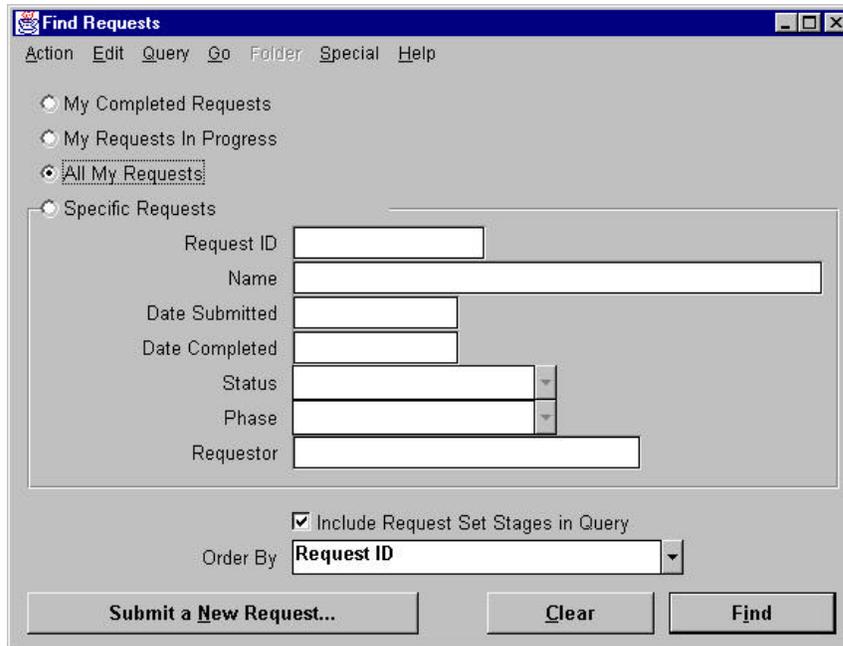
13. Close out of the “Treasury Confirmation and Reconciliation” window. The Navigator window appears.

Run the Treasury Confirmation Report

FYI: After you have confirmed a payment batch in the Federal Administrator, you can run a Treasury Confirmation Report.



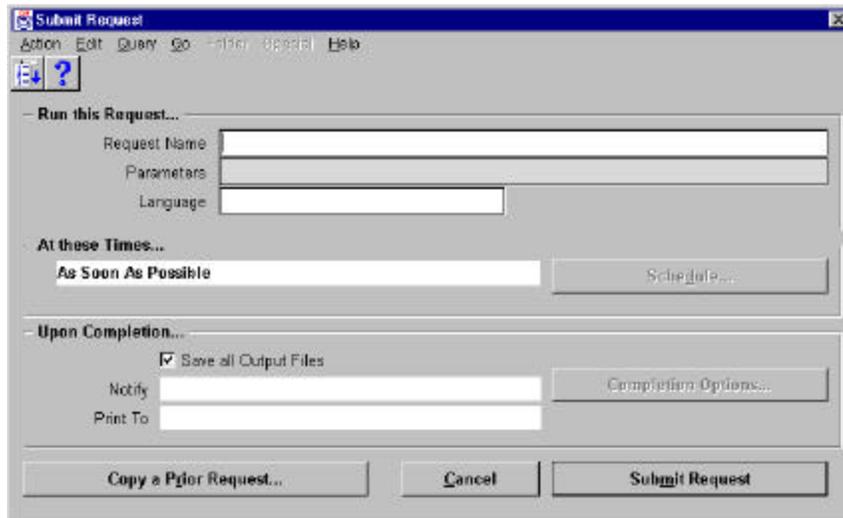
14. From the Navigator window, Select “Help,” “View My Requests” from the Menu List. The “Find Requests” window appears.



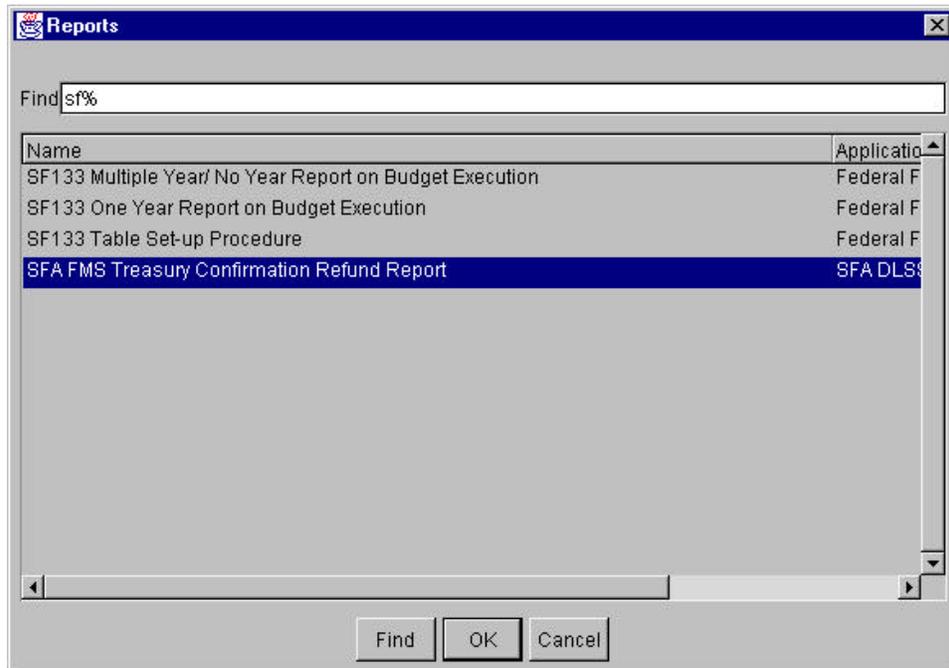
15. Click on the “Submit a New Request” button. The “Submit a New Request” window appears.



16. Click on the “OK” button. The “Submit Requests” window appears.



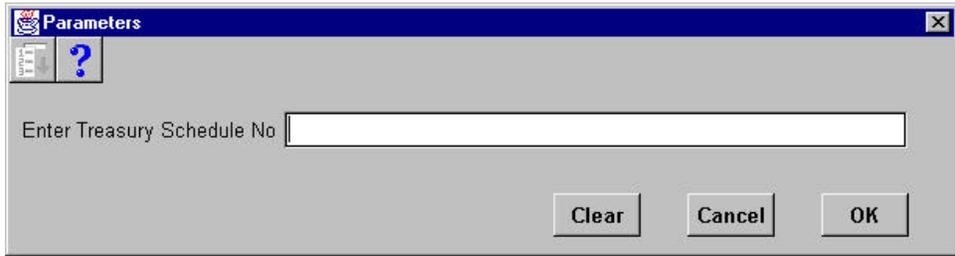
17. Click on the LOV icon. The “Reports” window appears.



18. Enter **SF** in the “Find” field and Click on the “Find” button.

19. Select the “SFA FMS Treasury Confirmation Refund Report.”

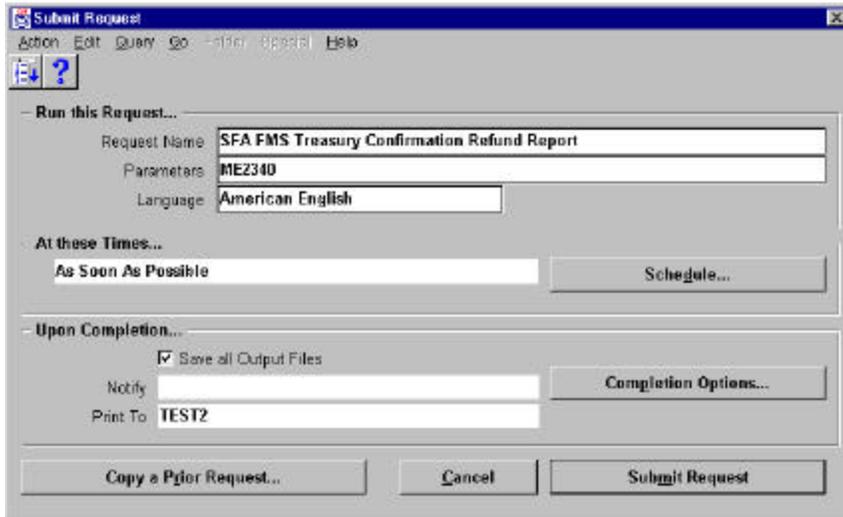
20. Click on the “OK” button. The “Parameters” window appears.



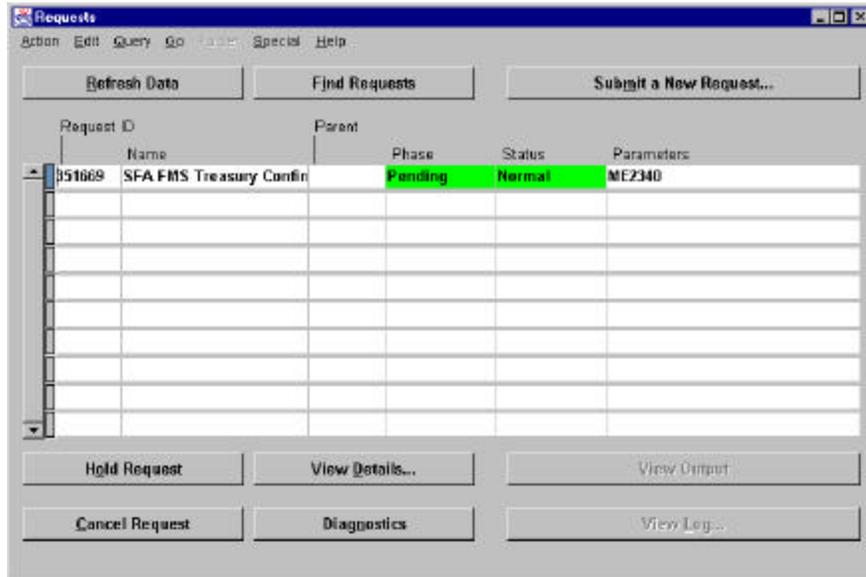
21. Enter the Treasury Schedule Number in the “Treasury Schedule No” field.

FYI: The Treasury Schedule Number is the name of the Payment Batch created in FMS (e.g., ME23406”).

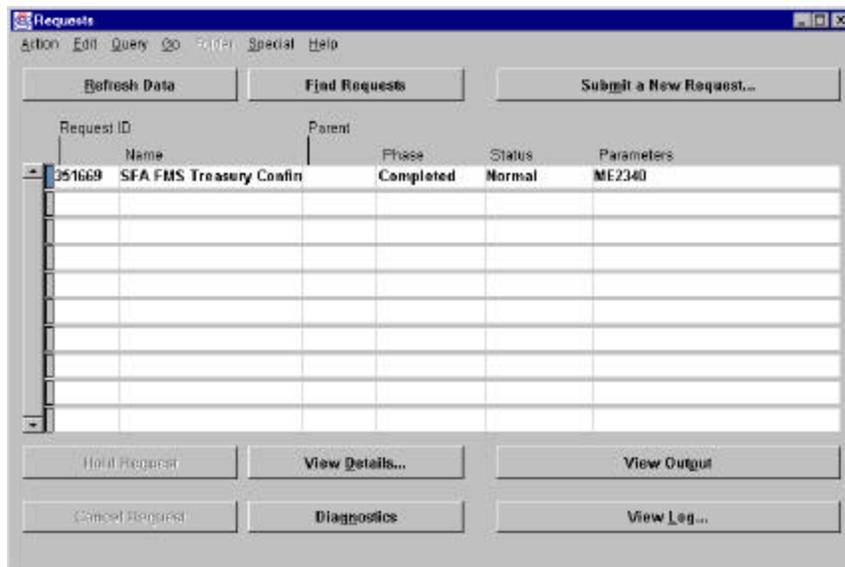
22. Click on the “OK” button. The “Submit Requests” window appears with the selected parameters (i.e., “Request Name” and “Parameters”) populated.



23. Click on the “Submit Requests” button. The “Requests” window appears.



24. Click on the “Refresh Data” button until the “Phase” is **Completed** and the “Status” is **Normal**.



25. Click on the “View Output” button. The “Report” window opens with the “Treasury Confirmation Information Report.”

FYI: To print and/or review the “Treasury Confirmation Information Report,” Select “Special,” “Copy File” from the Menu List. This copies the Report into your Internet Browser. From your Internet Browser, you can review and/or print the “Treasury Confirmation Information Report” in the same manner as any other Internet document.

26. When you are done reviewing and/or printing the “Treasury Confirmation Information Report,” Close all Oracle windows and Exit the FMS application.

End of activity.

