

# ***Load COD Transactions into FMS***

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## **Scope**

This process loads the financial transactions from the FSA FMS transition tables into the FSA FMS system.

During the FMS COD automated process, GL transactions are processed directly into the GL, journals are created for posting, and GL files to be sent to GAPS are created. AP transactions are not processed directly into the AP module. Rather, this procedure loads them into the AP Open Interface table where the invoices then are executed in the FMS COD automated process (See **Activity Preface** below for a detailed, chronological list of these procedures).

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA CODX SuperUser

## **Distribution**

N/A

## **Ownership**

N/A

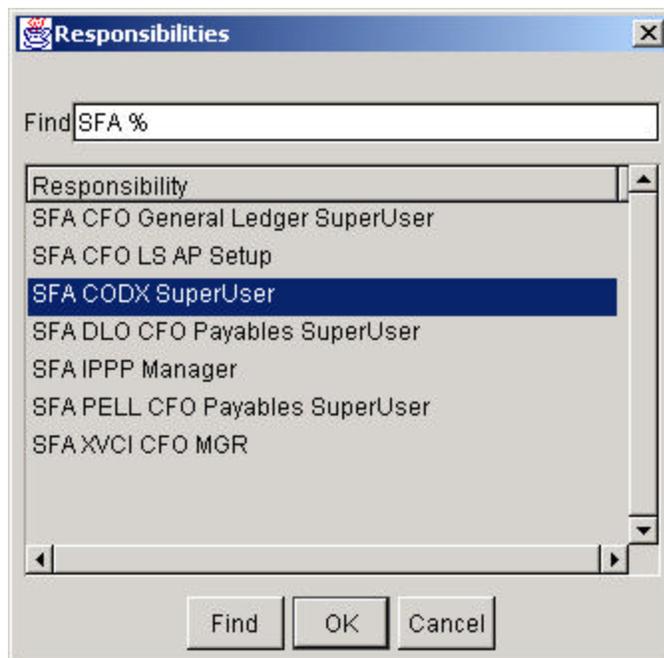
## Activity Preface

The procedure steps below describe how to process the COD transactions in FMS. FMS users perform this procedure in concert with the following procedures:

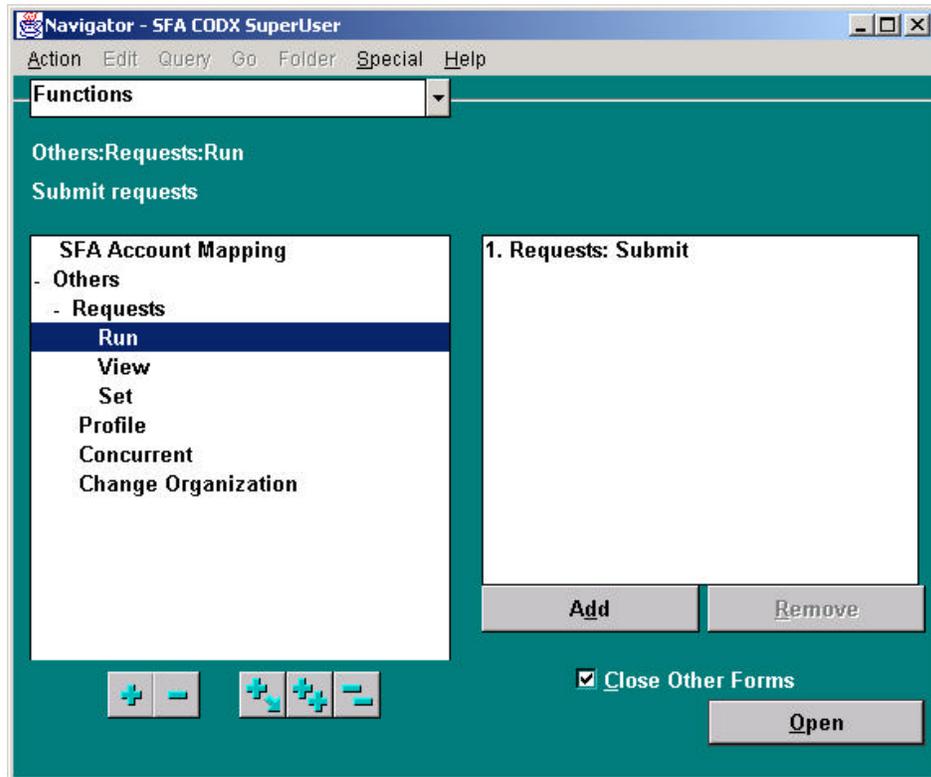
1. Load COD Transactions into FMS (documented in this procedure)
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

## SFA CODX SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



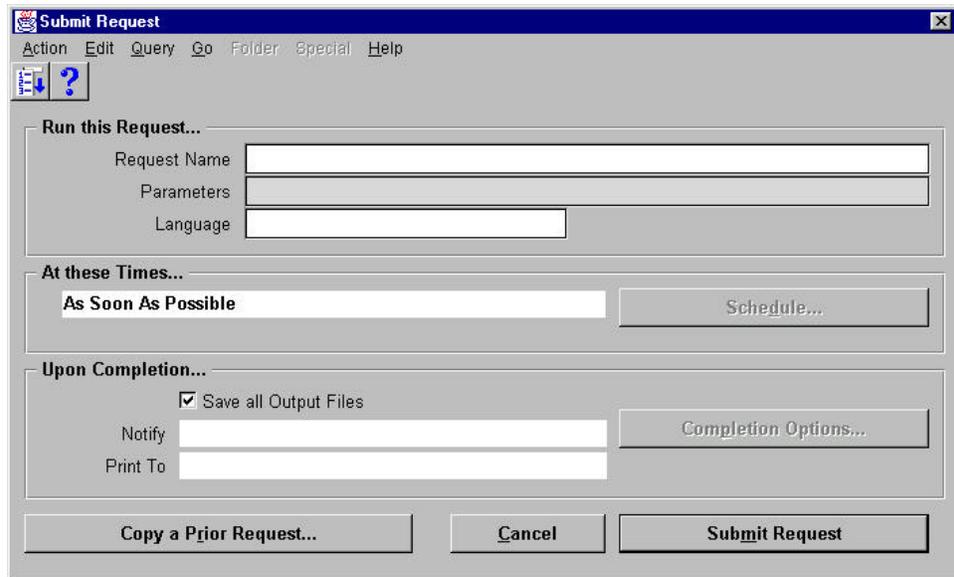
2. From the “Responsibilities” window, Select the **SFA CODX SuperUser** responsibility. The “Navigator” Window appears.



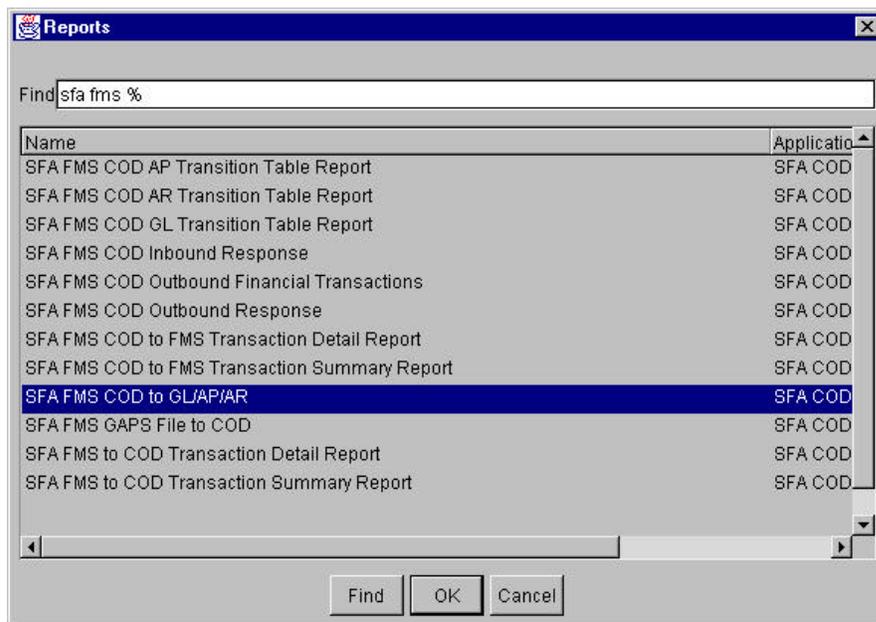
3. Double-click **Other**. The Other sub-menu appears.
4. Double-Click **Requests** and Click **Run**. The “Submit a New Request” window appears.



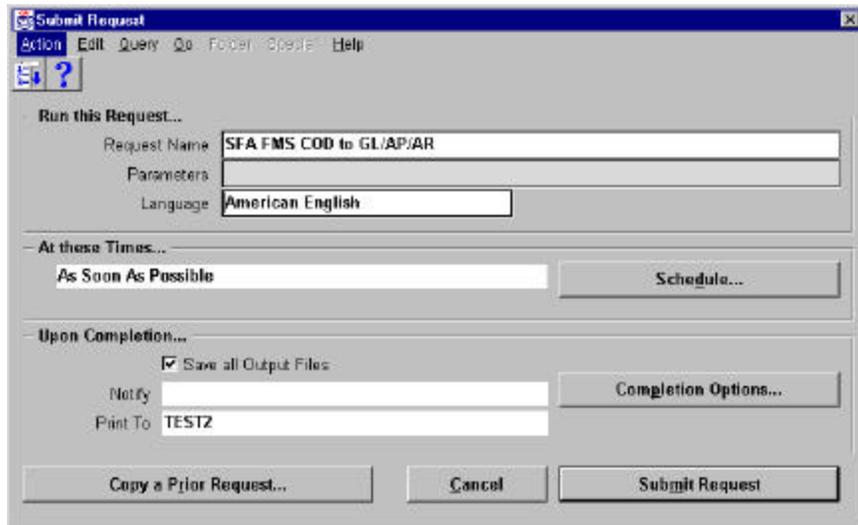
5. Click the Single Request radio button.
6. Click the **OK** button. The “Submit Request” window appears.



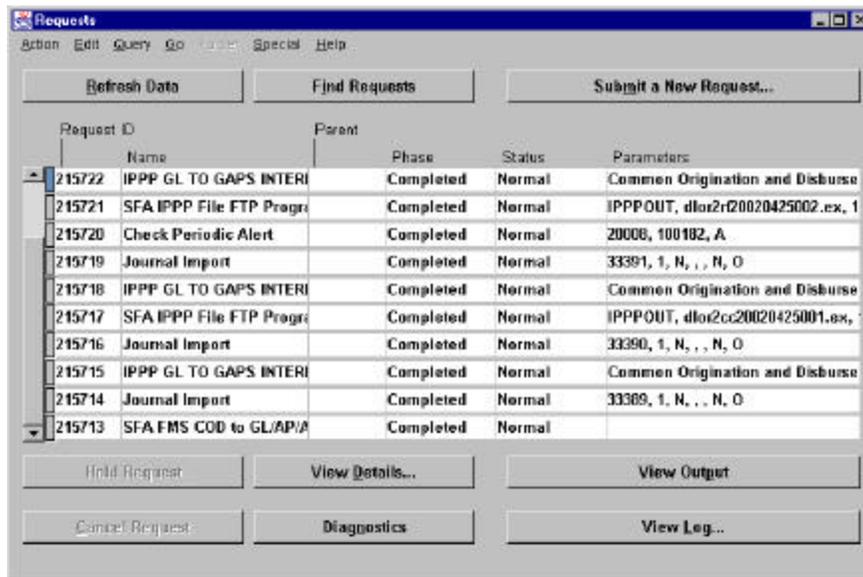
7. Click the **List of Values**  icon on the “Submit Request” window to select from a list of valid values for the **Request Name** field. The “Reports” window appears.



8. Select “SFA FMS COD to GL/AP/AR” request name and click the **OK** button. The “Submit Request” window appears.



9. Click the **Submit Request** button. The “Requests” window appears.



10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

11. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In

order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

**FYI:** There are three requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD to GL/AP/AR** – describes the file, the processes, and what happened (successes and errors). Click on “View Log” to view any processing errors.
  - **Journal Import** – describes the entries in GL. Click on “View Output” to view the Journal Import Exception Report. This will tell you the status of the journal import, gives the number of line entries, lists any specific errors that may have occurred in the import process, and gives the unique journal batch name, which is useful for querying the journal online in GL.
  - **IPPP GL TO GAPS INTERFACE** - describes the processing of the file to GAPS and what happened (successes and errors). Click on “View Log” to view any processing errors.
13. Assuming a GL journal(s) is created, review the output report to make sure it processed correctly (it will say “SUCCESS” if it did). If so, write down the request ID. You will need this later when you go to post the journals.

**End of activity.**