

Approve COD Invoices in FMS

Scope

This procedure shows how to approve COD transactions for Pell and Direct Loan Origination in FMS.

System References

N/A

Policy

N/A

Responsibility

SFA DLOR Manager

SFA Pell Manager

Distribution

N/A

Ownership

N/A

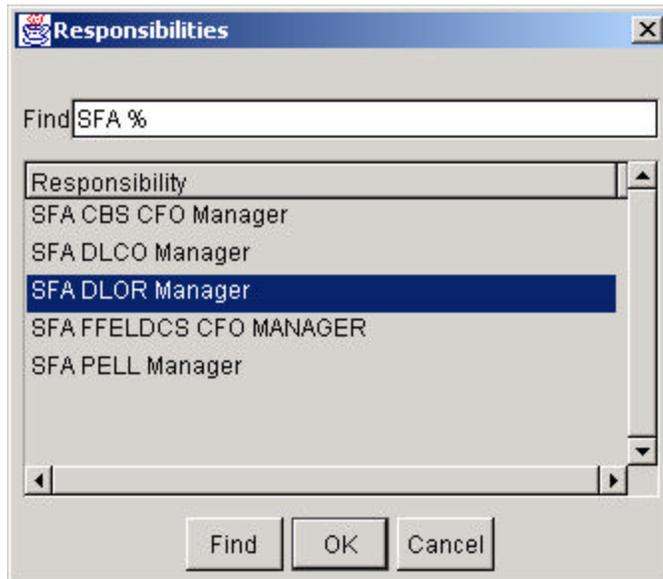
Activity Preface

The procedure steps below describe how to approve the COD invoices in FMS for Pell and Direct Loan Origination. The process is the same for each program. You simply need to sign in under the appropriate Oracle responsibility (i.e., Pell or DLO). FMS users perform this procedure in concert with the following procedures:

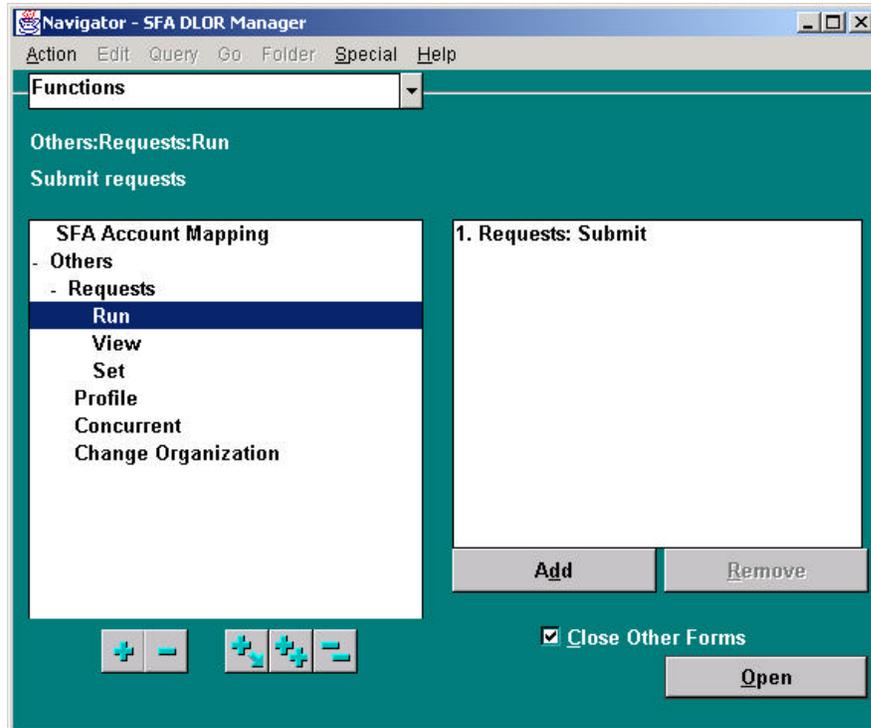
1. Load COD Transactions into FMS (documented in this procedure)
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS
5. Approve COD Invoices in FMS
6. Create Journals in GL for AP Transactions
7. Load GAPS to FSA FMS Transactions
8. Send GAPS Transactions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

SFA (Pell/DLOR) Manager

1. Sign onto FMS using “AUTOPAYUSER” as your User ID. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.



2. Select “SFA DLOR Manager” for Direct Loan Origination. Select “SFA Pell Manager” for Pell. The “Navigator” window appears.

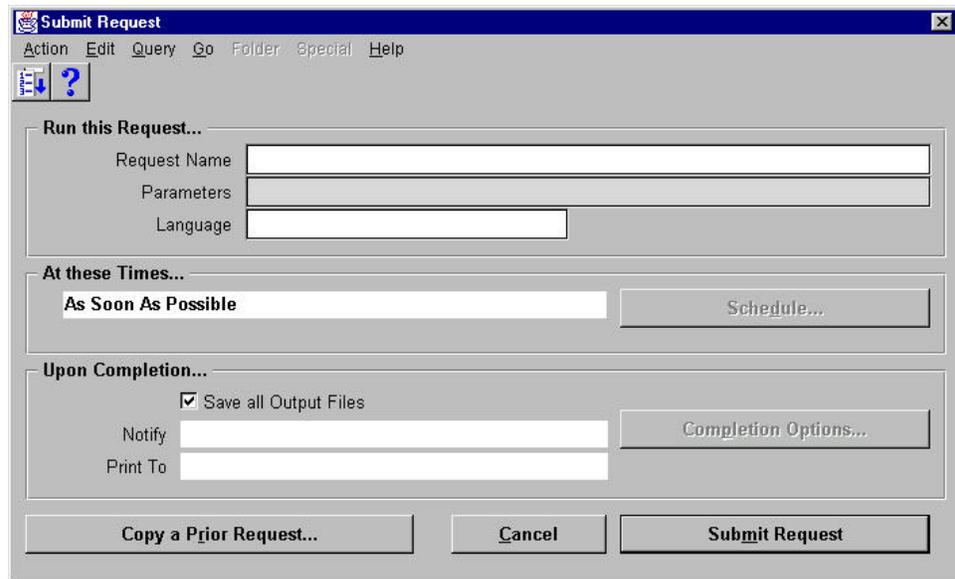


3. Double-click **Other**. The Other sub-menu appears.
4. Double-Click **Requests** and Click **Run**. The “Submit a New Request” window appears.

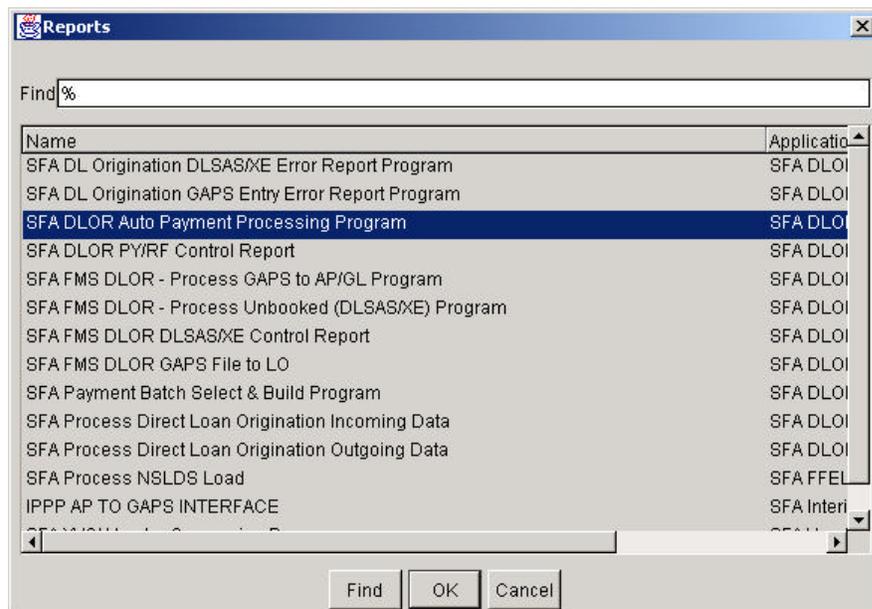


5. Click the Single Request radio button.

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

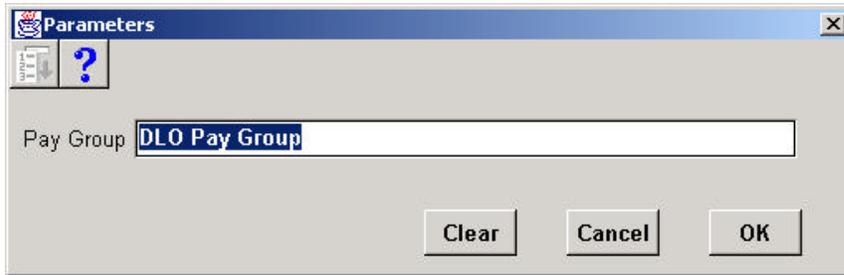


7. Click the **List of Values**  icon on the “Submit Request” window to select from a list of valid values for the **Request Name** field. The “Reports” window appears.



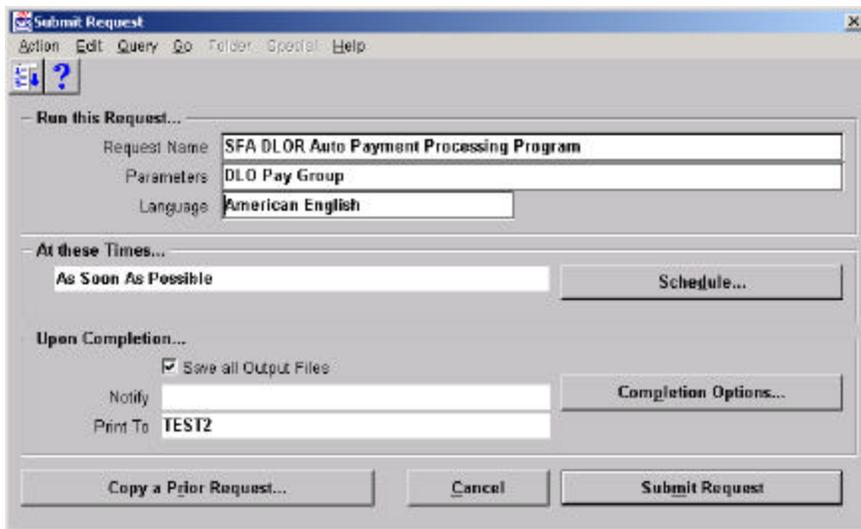
8. For DLO, Select “SFA DLOR Auto Payment Processing Program” request name. For Pell, Select “SFA Pell Auto Payment Processing Program” request name.

9. Click the **OK** button. The “Parameters” window appears.

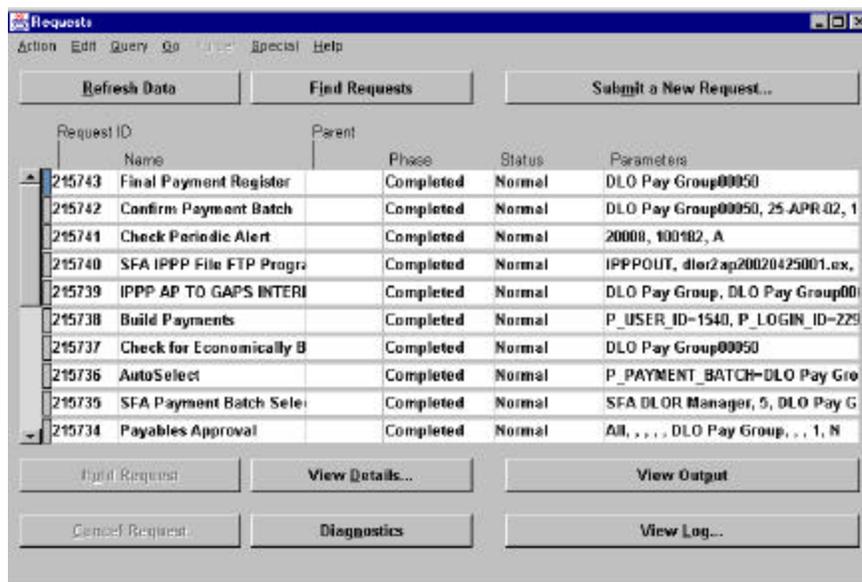


10. For DLO, Select the “DLO Pay Group” from the LOV icon. For Pell, Select the “Pell Pay Group” from the LOV icon.

11. Click the **OK** button. The “Submit Request” window appears.



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



- 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-

- 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.
- 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 five requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA DLOR Auto Payment Processing Program**– describes the processes and what happened (successes and errors). Click on “View Log” button to view any processing errors.

- **Payables Approval**– describes the invoices approved in AP. Click on the “View Output” button to view the Payables Approval Report, which details any holds on invoices.
 - **SFA Payment Batch Select & Build Program** - describes the processes and what happened (successes and errors) as the payment batch is being built, formatted, and confirmed. Click on “View Log” button to view any processing errors.
 - **IPPP AP TO GAPS INTERFACE** – describes the process of sending invoices to GAPS. Click on “View Log” button to view any processing errors.
 - **Final Payment Register** - describes the details of the payment batch. Click on the “View Output” button to view the Final Payment Register Report, which details any all the information on the confirmed payment batch.
16. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully.

End of activity.