

PELL Job Aid Non-GAPS

Scope

The PELL Job Aid is intended to be the primary reference for any user needing to perform PELL Program specific tasks. Material covered in this Job Aid is **Non-GAPS** related and includes:

- Steps needed to monitor the automated process that transfers information from the PELL Program system into SFA FMS. The Concurrent Requests that need to be monitored from the “Request Window” are:
 1. SFA XVCI PELL Vendor Interface
 2. SFA Process PELL Data
 3. SFA PELL Data Import
 4. Journal Import
 5. Payables Open Interface Import
 6. Payables Transfer to GL
 7. Program Create Journals
 8. SFA Process PELL EX Records
- Steps needed to manually post a journal in GL.
- Steps needed to correct errors if they occur during the automated process.

This procedure does not cover the transfer of data from SFA FMS to GAPS, from GAPS back to SFA FMS, from SFA FMS back to the Pell Program, or Treasury Confirmations.

NOTE: Although the focus of this Job Aid is on the process being automated, each step can also be performed manually. For guidance on

System References

N/A

Policy

N/A

Pell Program Personnel Contact

The following table lists the names, phone numbers, and e-mail of Pell program personnel. These are the Pell Program contacts for error resolution.

Pell Program Personnel Contact Information		
Jana Henderson 202-377-3101 jana.henderson@ed.gov	Anthony Laing 202-377-3112 anthony.laing@ed.gov	Alexandra Pattaras 202-377-3120 alexandra.pattaras@ed.gov

Pell User Processes and Responsibilities Table

The Pell Program Non-GAPS processes and responsibilities table details if the process is automated or manual, the names of the processes that need to be monitored, and the SFA FMS responsibility necessary to monitor each process:

Key: X = Cross Program A = Automated M = Manual				
			Process	Responsibility
1		A	Monitor School Data File into FMS	SFA XVCI CFO Manager
2		A	Monitor Pell Transaction File into FMS	SFA Pell Manager SFA CFO GL SuperUser SFA CFO Payables SuperUser
3	X	M	Correct Journal Import Data	SFA CFO GL SuperUser
4	X	M		SFA PELL CFO Payables SuperUser
5	X	M	Post Journals	SFA CFO GL SuperUser
6		A	Monitor Pell EX Transactions	SFA Pell Manager

Pell Program Calendar of Events

The Pell Program calendar of events displays each event and when it will be accomplished:

Event	Timing of Events
School Data File	Daily (Must Occur First)
Pell Transaction File	Multiple Times Daily
Pell EX Transaction File	Daily (Evening)

Error Handling

The following matrix shows the file type received from the Pell Program; the different types of errors possible; and the different types of notification that are automatically received if applicable.

File Type	Frequency	Error Type	Automated Outcome
School Data File	Daily (Must Occur First)	Level 1-Physical Data Error	N/A
		Level 2-Logical Data Error	N/A
Pell Transaction File (SFA Process PELL Data; SFA PELL Data Import; Journal Import; Payables Open Interface Import; Payables Transfer to GL; Program Create Journals)	Multiple Times Daily		E-Mail Alert
		Level 2-Logical Data Error	E-Mail Alert
Pell EX Transaction File (SFA Process PELL EX Records)	Daily (Evening)	Level 1-Physical Data Error	N/A
		Level 2-Logical Data Error	N/A

Manual Procedures Matrix

The following matrix details the manual Pell functional tasks that must be performed in SFA's Oracle FMS. Each task is tied to an Oracle procedure and identifies the person responsible.

Task	Description	Oracle Procedure	Frequency	Person(s) Responsible
Correcting Journal Import Data	When a Level 2 Error occurs in the GL interface the user must determine how to correct the error, make the necessary corrections and re-import the Journal.	Import a Journal	As Needed	SFA CFO Accounting Division
Correcting Payables Open Interface Data	When a Level 2 Error occurs in the GL interface the user must determine how to correct the error, make the necessary corrections and re-import the Invoice.	Import an Invoice	As Needed	SFA CFO Accounting Division
Posting a Journal	When the Pell Transaction File is processed three Journals are created, and when the Pell EX Transaction File is processed one Journal is created. The user must post all four of these Journals.	Journals Post	As Needed	SFA CFO Accounting Division

Definitions List

The following are common Pell Program accounting definitions and terms:

Account Code Classification Structure (“ACCS”)

The accounting segments and values assigned to transactions within the Oracle Federal Financials system

Accounting Event

The detailed financial transactions (debits and credits) that occur as a result of Pell program business events

Administrative Cost Allowance (“ACA”) Payments

Payments of \$5.00 per student per Pell grant processed made to all schools participating in the Federal Pell Program. These payments are handled as Obligate & Pay transactions

Advances (or “Obligations”)

A Pell Program obligation to a school that is not supported by payments to students. For the purposes of this document, it is synonymous with the term Obligation

For Obligate-only schools/accounts, Obligations are computed by the RFMS DB2 system prior to the school having to submit student-level supporting documentation. For Obligate & Pay schools/accounts, Obligations are determined as schools submit student-level supporting documents

Allotments

Funds that are specified for the Federal Pell Program by the Department of Education

AP

The Oracle Financials Accounts Payable module

API

An acronym for Application Program Interface. An API is used to import data into Oracle Financials from another software package

Deobligations

Deobligations are transactions created in RFMS to reduce a school's Advance/Obligation (because the school is no longer eligible under the Pell Program, to reduce the school's Obligation down to the amount of its Expenses for a given year, etc). These Deobligations are passed to the GAPS system where they can cause "Negative Available Balances" (where a school's Obligation balance is less than its Drawdown balance)

Drawdowns

For Obligate-only schools/accounts, payments of Advance/Obligation amounts to schools through the GAPS system under the Federal Pell Program

Expenses

A Pell Program Obligation to a school that is supported by payments to students

Obligate-only schools/accounts are allowed to disburse Pell funds to students (obtained through drawdowns from the GAPS system) prior to submitting supporting documentation. The submission of this supporting documentation creates Expense transactions in RFMS DB2

For Obligate & Pay schools/accounts, the submission of student-level supporting documentation triggers the creation of Expense transactions in RFMS DB2 as well as the Obligate & Pay transaction pair in RFMS GL

FTP

A method of transferring data files known as "File Transfer Protocol"

GL

The Oracle Financials General Ledger module

Just-in-Time (“JIT”) Processing Method

Schools that submit student-level supporting documentation prior to receiving payments of Obligation amounts. Similar to the Reimbursement processing method

Obligate-only Schools/Accounts

Schools that are granted an initial annual Advance (or Obligation) and are allowed to drawdown funds against that Advance prior to submitting student-level supporting documentation. These schools are also called Obligate-only schools or accounts

Obligate & Pay Schools/Accounts

Schools (primarily JIT and Reimbursement) that submit student-level supporting documentation prior to receiving payments of Obligation amounts. This submission creates both Obligation and Payment transactions in RFMS, FMS, and GAPS

Reimbursement Processing Method

Schools that submit student-level supporting documentation prior to receiving payments of Obligation amounts. The supporting documentation is subject to additional administrative reviews prior to payments being approved and made to the schools. Similar to the Just-in-Time processing method

RFMS

An acronym for the Recipient Financial Management System. RFMS is the Pell feeder system and is made up of two components; the RFMS DB2 system and the RFMS General Ledger (“RFMS GL”)

Standard Processing Method

Utilized by Obligate-only schools or accounts. These schools that are granted an initial annual Advance (or Obligation) and are allowed to drawdown funds against that Advance prior to submitting student-level supporting documentation.

Distribution

N/A

Ownership

N/A

Activity Preface

System Access/Sign-on [PROX0003]

View Requests [PROX0007]

Inquiries (Query) [PROA0011]

Correcting Journal Import Data [PROP0002]

Correcting Payables Open Interface Data [PROP0003]

Post Journals [PROA0010]

XVCI School Data File

1. Select SFA XVCI CFO Manager as your responsibility and then select “Help ? View My Requests” from the menu bar. Click the “View Requests” Link in the Activity Preface Section.
2. From the Request window highlight **SFA XVCI PELL Vendor Interface** and click on the “View Log” button. If errors occurred, reference the Error Handling Matrix for directions.

Pell Transaction File

3. Verify that the School Data File has processed successfully.

4. Select SFA Pell Manager as your responsibility and then select “Help ? View My Requests” from the menu bar. Click the “View Requests” Link in the Activity Preface Section.
5. From the Request window, highlight **SFA Process PELL Data** and **SFA PELL Data Import**. Click on the “View Log” button for each and verify that no errors have occurred.
6. From the Request window, highlight the **Journal Import** and click on the “View Output” button. Verify that the status = “Success” and that no errors have occurred. Record the **Journal Batch Name** for use when posting the journals.
7. If errors did occur in the **Journal Import** (status = “Error”) click on the “Correcting Journal Import Data” Link in the Activity Preface Section. Also reference the Error Handling Matrix.
8. From the Request window, highlight the **Payables Open Interface** and click on the “View Output” button. Verify that no data exists in the “Payables Open Interface Rejections Report” and note the **Batch Name**, the **Group Number**, and the **Date**.
9. If errors did occur in the **Payables Open Interface** (data exists in the Payables Open Interface Rejections Report) click on the “Correcting Payables Open Interface Data” Link in the Activity Preface Section. Also reference the Error Handling Matrix.

NOTE: AP contains an automated payment process. This process approves invoices, creates payment batches, and creates a file that goes to GAPS for OB & PY transactions.

10. From the Request window, highlight the **Payables Transfer to GL**. Verify that the Phase = Completed and the Status = Normal. Click on the “View Output” button and verify that no errors have occurred.
11. The **Payables Transfer to GL** automatically creates a second **Journal Import**. From the Request window, highlight the **Journal Import** and click on the “View Output” button. Verify that the status = “Success” and no errors have occurred. Record the **Journal Batch Name** (format = PELL FINAL Payables #####) for use when posting the journals.
12. The **Program Create Journals** automatically creates a third journal. From the Request window, highlight the **Program Create Journals**

and click on the “View Output” button. Verify that no errors have occurred and record the **Journal Batch Name** (format = CJE: Payables #####) for use when posting the journals.

13. Post the three journals that have been created. Click on the “Post Journals” Link in the Activity Preface Section.

Pell EX Transaction File

14. Select SFA Pell Manager as your responsibility and then select “Help ? View My Requests” from the menu bar. Click the “View Requests” Link in the Activity Preface Section.
15. From the Requests window, highlight the **SFA Process PELL EX Records**. Click on the “View Log” button and verify that no errors occurred.
16. From the Request window, highlight the **Journal Import** and click on the “View Output” button. Verify that the status = “Success” and that no errors have occurred. Record the **Journal Batch Name** for use when posting the journal.
17. Post the journal. Click the “Post Journals” link in the Activities Preface section.

End of activity.

