

SFA FMS Reporting Procedures

Scope

{Define the scope of the document -- what it covers and what it does not cover.}

This document defines the reports that can be generated from SFA FMS using Oracle Federal Financials to meet the Office of Federal Student Aid (FSA) reporting requirements/needs for Federal financial reporting and SFA-wide user reporting. Federal financial reporting is defined as the reports that are required by an external entity (e.g. Office of Management and Budget (OMB) and the U.S. Department of Treasury, etc) that can be produced from an agency's core financial management system. SFA-wide user reporting is defined as any entity within the organizational structure, including Schools Channel, Students Channel, Financial Partners Channel, CIO, CFO, etc. Reports can either be standard reports provided by Oracle Federal Financials or custom reports (registered within Oracle Federal Financials and accessed through Oracle's menu path) such as Discover and Designer.

This document does not cover how to use Oracle's querying capabilities or custom-built views of Oracle tables. It also does not discuss the user access controls over the reports. User controls are described in the security strategy (?) documentation.

System References

{List the Oracle application screens that are referenced in the document.}

Policy

{List all policy statements that pertain to this activity.}

Responsibility

{Describe the primary responsibilities for each actor in the procedure.}

The Job Title is responsible for

Distribution

Ownership

The Job Title is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface

{Describe the trigger, or circumstance, that initiates this activity.}

This activity is performed whenever

{If the procedure includes a generic actor, identify the equivalent job titles below. For example:}

The job title Generic Actor refers to the following:

- Job Title
- Job Title
- Job Title

This procedure continues from:

Procedure Title [PRO#####]

Job Title

{Identify the actor associated with task #1, above. Use a valid job title. If multiple actors apply, use a generic actor (such as Requester) or list all of the applicable job titles. Separate multiple job titles with commas.}

{Begin writing tasks below. Be sure you use the Task 1 style for all primary tasks.}

- 1.
- 2.

End of activity.