

Business Processes related to Pell

Process Major -	Process Minor (Description)	Questions / Comments	Responsibility (Operations / CFO)	Oracle Responsibility	FMS User Name	When does process occur
Feeder System to FMS to GAPS						
FMS will receive three types of feeds from Pell. The first feed contains the XVCI School Data File. The second feed contains the PELL Transaction File. The third feed contains the PELL EX Transaction. These files are automatically placed into the FMS Server and processed in FMS.						
<u>School Data File:</u>	This file contains the school updates from Pell. The Pell Transaction file is dependent on the School Data File; it is scheduled to run beforehand. Pell wants this file to run every 15 minutes.	CFO currently processes this file in FMS manually by submitting the following concurrent requests: ????????. There is a CR in now to automate this processing. How and under what user ID do we set up the auto-process for the files? Automatic - Concurrent Process	CFO/Operations	SFA Pell Manager or SFA XVCI Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	twice daily
<u>PELL Transaction File</u>	This file contains the school transactions that go to GAPS. This is the only file that creates an automated Alert message after processing in FMS.	CFO currently processes this file in FMS manually by submitting the following concurrent requests: ????????. There is a CR in now to automate this processing. How and under what user ID do we set up the auto-process for the files? GAPS RELATED Automatic - Concurrent Process	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	multiple daily
<u>PELL EX Transaction Data Extract (expenses)</u>	This data extract completes the accounting for Pell. The data extract runs from FMS and connects to Pell's RFMS, extracts the data, and creates a journal entry based on what it finds.	CFO currently processes this file in FMS manually by submitting the following concurrent requests: ????????. There is a CR in now to automate this processing. How and under what user ID do we set up the auto-process for the files? Non-GAPS Automatic - Concurrent Process	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	once daily in the evening
Verify that files are processed and output is created in FMS.						
School Data File	Process runs correctly without problems	FMS Operations monitors the technical aspects of processing the file. SFA CFO monitors the processing to validate the functional and accounting requirements.	CFO/Operations	SFA Pell Manager or SFA XVCI Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	twice daily

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	<p>- FMS Error Resolution process: Check Request Logs. No Alert message is automatically generated to notify users of error in processing. The processing of the School Data File is all or nothing; if there is an error in one transaction during the AP and/or GL import process, the whole file fails.</p>	<p>SFA CFO AD and FMS Operations will coordinate together to resolve any errors. From a technical perspective, Operations will contact the feeder system to work through any technical issues and re-submit the file. CFO is responsible for managing and monitoring the error resolution process. This involves notifying the Pell office, Pell Operations, and all other functional/operations stakeholders of the status and other key issues that should be communicated.</p>	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
Possible Error outcomes	<p><u>Invalid data (level 2): account codes such as transaction codes, school id, segment values, etc. are not recognized.</u></p>	<p>This step requires the CFO user to perform the "Correct GL Import Data" procedure. The user must review the Journal Import Log to discern the error and enter GL to update the Journal Import with the correct segment value(s).</p>	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<p><u>Validation (level 1): validating file records (i.e. - header record and trailer record (total amounts) do not match with system).</u></p>	<p>This step requires the feeder system personnel to re-create and re-submit the file.</p>	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
PELL Transaction File	<p>Process runs correctly without problems. CFO must review the Journal Import (GL) and Payables Open Interface (AP) import requests. Before paying the invoices, the user must confirm that FMS created the amount of invoices Pell sent. For example, if Pell sends 700 OB/PYs, CFO needs to confirm that 1400 lines exist in FMS GL and 700 lines exist in FMS AP.</p>	<p>FMS Operations monitors the technical aspects of processing the file. SFA CFO monitors the processing to validate the functional and accounting requirements. CFO will always need to take what Pell sent and compare to what FMS sends to GAPS (at the transaction level).</p>	CFO/Operations	SFA Pell Manager and SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily

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PELL EX Transaction Data Extract (expenses)	- FMS Error Resolution process: An Alert message is automatically generated to notify users of error in processing. Check Request Logs.fails. Note: The journal import fails if any one transaction fails.	SFA CFO AD and FMS Operations will coordinate together to resolve any errors. From a technical perspective, Operations will contact the feeder system to work through any technical issues and re-submit the file. CFO is responsible for managing and monitoring the error resolution process. This involves notifying the Pell office, Pell Operations, and all other functional/operations stakeholders of the status and other key issues that should be communicated.	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<i>Invalid data (level 2): account codes such as transaction codes, school id, segment values, etc. are not recognized.</i>	This step requires the CFO user to perform the " Correct GL Import Data " and the " Correct Payables Open Interface Data " procedures. The user must review the Journal Import Log and the Payables Open Interface Log to discern the error. After researching and verifying the error, the user must enter GL and AP to update the Imports with the correct segment value(s).	CFO/Operations	SFA Pell Manager and SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<i>Validation (level 1): validating file records (i.e. - header record and trailer record (total amounts) do not match with system).</i>	This step requires the feeder system personnel to re-create and re-submit the file.	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	Process runs correctly without problems	FMS Operations monitors the technical aspects of processing the file. SFA CFO monitors the processing to validate the functional and accounting requirements.	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
	Possible Error outcomes					

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Process Major -	Process Minor (Description)	Questions / Comments	Responsibility (Operations / CFO)	Oracle Responsibility	FMS User Name	When does process occur
Possible Error outcomes	- FMS Error Resolution process: Check Request Logs. No Alert message is automatically generated to notify users of error in processing.	SFA CFO AD and FMS Operations will coordinate together to resolve any errors. From a technical perspective, Operations will contact the feeder system to work through any technical issues and re-submit the file. CFO is responsible for managing and monitoring the error resolution process. This involves notifying the Pell office, Pell Operations, and all other functional/operations stakeholders of the status and other key issues that should be communicated.	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<u>Invalid data (level 2): The extract contains an exception.</u>	This step requires the CFO user to perform the "Correct GL Import Data" procedure. The user must review the Journal Import Log to discern the error and enter GL to update the Journal Import with the correct segment value(s).	CFO/Operations	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<u>Validation (level 1): FMS is unable to make a database connection with RFMS.</u>	This would be an Operations issue. This would occur when the network was down or some similar reason.	CFO/Operations	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed

GAPS RELATED - GOES THROUGH AP

Payment Process - CFO performs the following tasks to pay the Pell invoices.

CFO manually kicks off Automated Payment Process.	CFO will log on as AUTOPAY USER and run the automated payment process by submitting the ??????? concurrent request. In the case of any problems, SFA CFO will coordinate with all stakeholders (FMS Operations, feeder system personal, Pell Operations) and manage the resolution.	CFO	AUTOPAY USER / SFA Pell Payables SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
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	<p>Review the Payment Register Report (automatically generated after payment process runs) to Verify data in AP module. Ensure that payment batches were built, formatted, confirmed and sent to GAPS for disbursement. Verify that the amount of invoices sends to GAPS reconciles the amount of invoices Pell originally sent to FMS (Pell will send an email to CFO with each file detailing this information).</p>	<p>The automated payment process generates an Invoice Import, Payment Register, and FMS Alert message notifying users that the invoices went to GAPS for payment. In the case of any problems, SFA CFO will coordinate with all stakeholders (FMS Operations, feeder system personal, Pell Operations) and manage the resolution.</p>	CFO	AUTOPAY USER / SFA Pell Payables SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
	<p>Run the "Payables Transfer to GL" concurrent request.</p>	<p>CFO currently runs the Payables Transfer to GL concurrent request manually in FMS. How and under what user ID do we set up the auto-process for the files? In the case of any problems, SFA CFO will coordinate with all stakeholders (FMS Operations, feeder system personal, Pell Operations) and manage the resolution.</p>	CFO	SFA Pell Payables SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
	<p>Run the "Program: Create Journals" concurrent request.</p>	<p>This program blows out the transaction codes into debits and credits and ensures the correct accounting. In the case of any problems, SFA CFO will coordinate with all stakeholders (FMS Operations, feeder system personal, Pell Operations) and manage the resolution.</p>	CFO	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
NON-GAPS RELATED (AS WELL AS GAPS RELATED)						
<p>Certain records in the three Pell files are transferred into FMS General Ledger via journal import process. NOTE: Expenses will be transferred directly to GL upon interfacing into FMS (non-GAPS related)</p>						
	<p>- Review journal import process.</p>	<p>This involves reviewing and correcting exception/error report matters</p>	CFO	SFA CFO General Ledger User	Primary User: June Ritchie Backup User: Fiona Sekandi	daily

Business Processes related to Pell

Process Major -	Process Minor (Description)	Questions / Comments	Responsibility (Operations / CFO)	Oracle Responsibility	FMS User Name	When does process occur
Post journal entries to FMS Ledger.	Posting is currently manual - CFO can review and post journals throughout the day. This should be automated. If the accounts are stable, this does not need to be done manually because these key flexfields will be verified and reviewed at the end of the financial period when the financial statements are reviewed. When will this be automatically scheduled?					
	- Review Key Flexfields to validate that they are updated with appropriate data (These are the segment values).		CFO	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
	- Post journal and Review journal posting process		CFO	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
GAPS TO FMS TO FEEDER						
FMS will receive two types of feeds from GAPS. The first feed contains an Acknowledgement File. FMS will send the Acknowledgement file onto the Pell feeder system. The second feed is the Temporary File, which contains the treasury confirmations and unconfirmed deobligations (UDs). These files are automatically placed into the FMS Server which will be picked up automatically for processing. There are no Alert messages generated after processing these two files.						
Pell Acknowledgement File	This file contains ER (error) and DB (DUNS) records.	CFO currently runs the ?????? concurrent request manually in FMS to process the Pell Acknowledgement File. How and under what user ID do we set up the auto-process for the files? In the case of any problems, SFA CFO will coordinate with all stakeholders (FMS Operations, GAPS, and Pell Operations).	CFO/Operations	SFA IPPP Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
Temporary File	This file contains three records: treasury confirmations (TC), FR, and UD (+/-). UD are unprocessed deobligations: returns from Treasury (i.e., money coming back instead of going out). The UD's go to Pell, the treasury confirmations do not go to Pell. The Temporary file pertains to DPell, DLC, and Pell. It will eventually become part of the Common File.	CFO currently runs the ?????? concurrent request manually in FMS to process the Pell Acknowledgement File. How and under what user ID do we set up the auto-process for the files? In the case of any problems, SFA CFO will coordinate with all stakeholders (FMS Operations, GAPS, and Pell Operations).	CFO/Operations	SFA IPPP Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	daily

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<p>Verify that files are processed and output is created in FMS. An email Alert will be sent to CFO and Operations if an error has occurred. An email Alert will be sent to all stakeholders once the file has processed successfully.</p>						
<p>Pell Acknowledgement File</p>	<p>Process runs correctly without problems</p>	<p>FMS Operations monitors the technical aspects of processing the file. SFA CFO monitors the processing to validate the functional and accounting requirements.</p>	<p>CFO/Operations</p>	<p>SFA IPPP Manager</p>	<p>Primary User: June Ritchie Backup User: Fiona Sekandi</p>	<p>monthly</p>
	<p>- FMS Error Resolution process: Email alert - check Pellg for errors. CFO team will be responsible for getting key players in line to resolve error issues.</p>	<p>SFA CFO AD and FMS Operations will coordinate together to resolve any errors. From a technical perspective, Operations will contact the feeder system to work through any technical issues and re-submit the file. CFO is responsible for managing and monitoring the error resolution process. This involves notifying the Pell office, Pell Operations, and all other functional/operations stakeholders of the status and other key issues that should be communicated.</p>	<p>CFO/Operations</p>	<p>SFA IPPP Manager</p>	<p>Primary User: June Ritchie Backup User: Fiona Sekandi</p>	<p>as needed</p>
<p>Possible Error outcomes</p>	<p><u>Invalid data (level 2): account codes such as transaction codes, school id, segment values, etc. are not recognized.</u></p>		<p>CFO/Operations</p>	<p>SFA IPPP Manager</p>	<p>Primary User: June Ritchie Backup User: Fiona Sekandi</p>	<p>as needed</p>
	<p><u>Validation (level 1): validating file records (I.e. - header record and trailer record (total amounts) do not match with system).</u></p>		<p>CFO/Operations</p>	<p>SFA IPPP Manager</p>	<p>Primary User: June Ritchie Backup User: Fiona Sekandi</p>	<p>as needed</p>
<p>Temporary File</p>	<p>Process runs correctly without problems</p>	<p>FMS Operations monitors the technical aspects of processing the file. SFA CFO monitors the processing to validate the functional and accounting requirements.</p>	<p>CFO/Operations</p>	<p>SFA IPPP Manager</p>	<p>Primary User: June Ritchie Backup User: Fiona Sekandi</p>	<p>daily</p>

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Possible Error outcomes	- FMS Error Resolution process: Email alert - check Pellg for errors. CFO team will be responsible for getting key players in line to resolve error issues.	SFA CFO AD and FMS Operations will coordinate together to resolve any errors. From a technical perspective, Operations will contact the feeder system to work through any technical issues and re-submit the file. CFO is responsible for managing and monitoring the error resolution process. This involves notifying the Pell office, Pell Operations, and all other functional/operations stakeholders of the status and other key issues that should be communicated.	CFO/Operations	SFA IPPP Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<u>Invalid data (level 2): account codes such as transaction codes, school id, segment values, etc. are not recognized.</u>		CFO/Operations	SFA IPPP Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	<u>Validation (level 1): validating file records (I.e. - header record and trailer record (total amounts) do not match with system).</u>		CFO/Operations	SFA IPPP Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
Run and Review Transactional Assurance Report						
	This is a set of reports that CFO runs periodically to monitor the non-financial suspense accounts.	Talk to Gary Markle for the details and the processes of this task.	CFO/Operations	SFA IPPP Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
These files are transferred into FMS General Ledger via journal import process.						

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	- Review journal import process.		CFO	SFA CFO General Ledger User	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
Post journal entries to FMS Ledger.	Posting is currently manual - CFO can review and post journals throughout the day. This should be automated. If the accounts are stable, this does not need to be done manually because these key flexfields will be verified and reviewed at the end of the financial period when the financial statements are reviewed. When will this be automatically scheduled?					
	- Review Key Flexfields to validate that they are updated with appropriate data (These are the segment values).		CFO	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
	- Post journal and Review journal posting process		CFO	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	daily
Manual Journal Entries						
<u>Allotments and Adjustments</u>	- Enter a manual journal entry in GL - This includes creating journal batch, entering account values, DFF information, and amounts.	Who will be responsible for this?	CFO	SFA CFO General Ledger User	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
	- Post manual journal entry - This includes posting journal batch and reviewing data to ensure that transactions were posted correctly	Who will be responsible for this?	CFO	SFA CFO General Ledger SuperUser	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
Update Account Mapping						
	Maintain and Update the FMS Pell Account Mapping Form to reflect any applicable changes to Pell business processes and SFA CFO accounting		CFO	SFA Pell Manager	Primary User: June Ritchie Backup User: Fiona Sekandi	as needed
FMS to FMSS/GAPS activities						

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	- Resolve rejected file postings to FMSS & resubmit corrected files	Who will be responsible for this? How will lines of communication be established and carried out?	CFO			
	- Reconciling: G/L to G/L transfer from FMS to FMSS		CFO			
Reporting and Reconciliation items		Who will be responsible for this? What are we reconciling to? Module to module? Program to FMS? Big Ed to FMS?				
	- Reconciling: Pell to FMS Daily System Balancing		CFO			
	- Reconciling: FMS to FMSS/GAPS Daily System Balancing		CFO			
	- Reconciling: Pellg files transmitted to & posted by FMSS		CFO			
	- Reconcile budgetary funds (Apportioned, AIPelltted/UnalPelltted, Expended/Unexpended)		CFO			
Closing Process Activities		Although, processes may be run by Operations, who will close periods, reconcile modules, handle error/exception reports?	CFO			
	Concurrent process closing activities		CFO			
	- Reconciling: Pell to FMS Monthly Reconciliation		CFO			
	- Reconciling: FMS to FMSS/GAPS Monthly Reconciliation		CFO			
	- Reconciling: Pell FMS & FMSS month-end & year-end cPellsing synchronization		CFO			
Help Desk, Change Request Procedures			Operations	N/A	Todd Kaywood	as needed