



Financial Management System



Guaranty Agency Guide

Email Questions to:
osfa_gar@ed.gov

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Overview of new payment process

The Federal Family Education Loan (FFEL) - Guaranty Agency (GA) financial reporting process is based on Form 2000. The GA Financial Report, to request payments from and make payments to the Department of Education (ED) under the FFEL Program, is authorized by Title IV, Part B of the Higher Education Act of 1965, as amended (HEA). The Financial Management System (FMS) was created to enable GAs to electronically track and submit Form 2000 information online via the Internet.

Form 2000 submission process benefits

- Improves cash management
- Improves the accuracy of data
- Reduces the amount of manual data entry

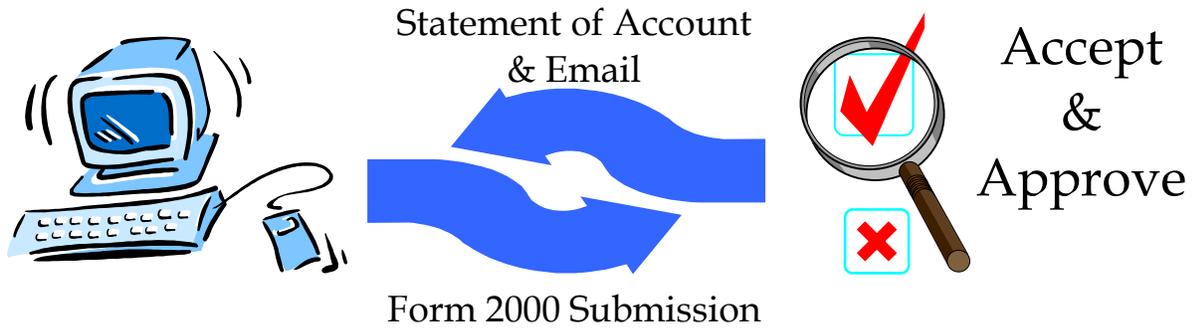
Form 2000 submission process

Beginning in FY2001 (October 2000), Form 2000 replaces the 1189, 1130, & 704 forms. At the end of each month, GAs will complete monthly reports for the FFEL loan program online using Form 2000. Although Form 2000 can be completed manually via paper hardcopy, FMS has been created to enable electronic form submission. Once the monthly data is submitted to Student Financial Assistance (SFA), GAs will receive a rejection Email from SFA if there is a question about the information contained on the form. If a submitted form is rejected, SFA will enter reasons for rejection in the ED Comments field of Form 2000. The monthly form should then be revised in FMS, based on the comments, and resubmitted to SFA. This cycle repeats until the submission is accepted.



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Once the form is accepted by SFA, an invoice is created in SFA FMS and the invoice goes through an approval process. When the invoice is approved for payment, a Statement of Account is created in FMS and an Email is sent to the GA contact notifying them of the approval. The Statement of Account can then be viewed in FMS.



Monthly/Quarterly and Annual reports can also be submitted electronically using FMS, and follow a similar reject, accept and approval process as Monthly reports.

Roles

There are three roles GA users can be assigned in FMS. Every system user is granted a role based on the Form 2000 responsibilities assigned by their GA. The FMS System Administrator links the role to each user's system logon ID in FMS. The following roles (accesses) are available in FMS:

SFA GA Inquiry

This role allows the user to view existing monthly, monthly/quarterly and annual reports.

SFA GA User

This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports.



SFA GA Manager

This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports. Additionally, this role also allows the user to submit monthly, monthly/quarterly and annual reports to SFA.

System Access

Software Installation

Two pieces of software (VPN and JInitiator) must be installed on every computer prior to gaining access to FMS via the Internet. Please have a technical representative refer to the *Financial Management System Setup and Configuration* document for instructions on how to download and install the free software. This document has been sent to all GAs. However, please send an Email to osfa_gar@ed.gov to request additional copies of the document, if desired. The GA technical representative should contact Katherine_Gardos@ed.gov (1-202-426-6361) for assistance with VPN and JInitiator installation.

User ID and Password

Access to FMS requires both VPN and FMS Oracle Applications User IDs and passwords. A VPN ID is required to gain access to the system via the Internet. Whereas, the FMS Oracle Applications User ID is required to gain access to the FMS application itself. Questions concerning VPN and FMS Oracle Application user IDs should be sent to: osfa_gar@ed.gov

Sign-on

The following instructions describe how to log onto FMS, and assume that the VPN and Jinitiator software installation and configuration has been completed prior to FMS sign-on.

1. Open Internet Explorer, or other Internet browser.
2. Type the following address into the Address line of the browser:

http://4.20.14.42:8000/PROD_j.htm

3. Press the **Enter** key. The “VPN-1 Secure Client Authentication” window appears.



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4. Type your Virtual Private Network (VPN) ID into the **User name** field.
5. Type your VPN password into the **Type in password now** field.
6. Click the **OK** button. A confirmation message appears.
7. Click **OK** on the confirmation message. The system loads, and the “Student Financial Assistance Financial Management System Logon” window appears.





8. Tab to the **User Name** field and type your FMS Oracle Applications username.
 9. Tab to the **Password** field and type your password.
 10. Press the **Enter** key.
- OR-
11. Click the **Connect** button. The “Navigator” window appears, with a toolbar above it.

FYI

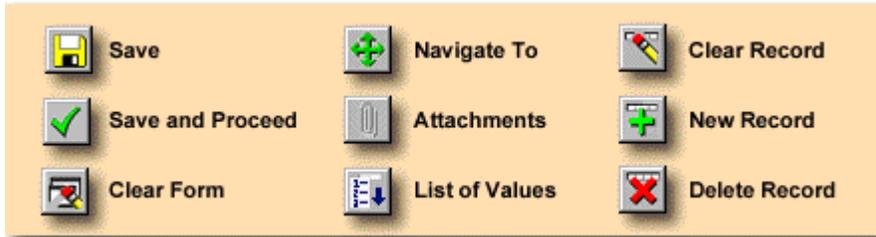
The first time the system is logged onto and every 90 days thereafter, a change password message will appear. The system will request the original password to be entered, and a new password to be entered and re-entered. The new password needs to have a minimum of 8 alphanumeric characters, and can be chosen by the user.



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Navigating in Oracle

The following icons are available on the toolbar, which appears above Oracle forms. The icons appear on the toolbar in color when available for use, and gray when unavailable.



Save: The Save icon saves any pending changes. This icon also changes report status to “In Process.”

Save and Proceed: The Save and Proceed icon saves any pending changes and prepares the window for the entry of a new record.

Clear Form: The Clear Form icon clears all data in the current window.

Navigate To: The Navigate To icon returns you to the Navigator window.

Attachments: The Attachments icon opens the Attachments window.

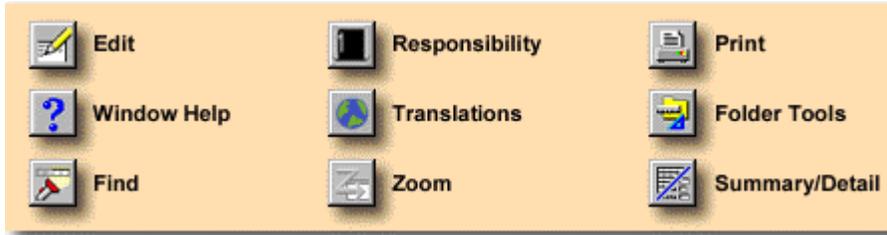
List of Values (LOV): The List of Values icon shows the list of values for the current (selected) field.

Clear Record: The Clear Record icon clears all data pertaining to the current record in the window.

New Record: The New Record icon creates a new record.

Delete Record: The Delete Record icon deletes the current record from the database.





Edit: The Edit icon opens the Editor window for the current field.

Window Help: The Window Help icon displays general help for the current application.

Find: The Find icon displays the Find window to search for data within a field.

Responsibility: The Responsibility icon displays other responsibilities and enables you to log on using a different responsibility.

Translations: The Translations icon opens the Translations window.

Zoom: The Zoom icon invokes a defined zoom and goes to that form.

Print: The Print icon prints the current screen to your assigned default printer.

Folder Tools: The Folder Tools icon displays the folder tool palette.

Summary/Detail: The Summary/Detail icon switches between the summary and detail views.



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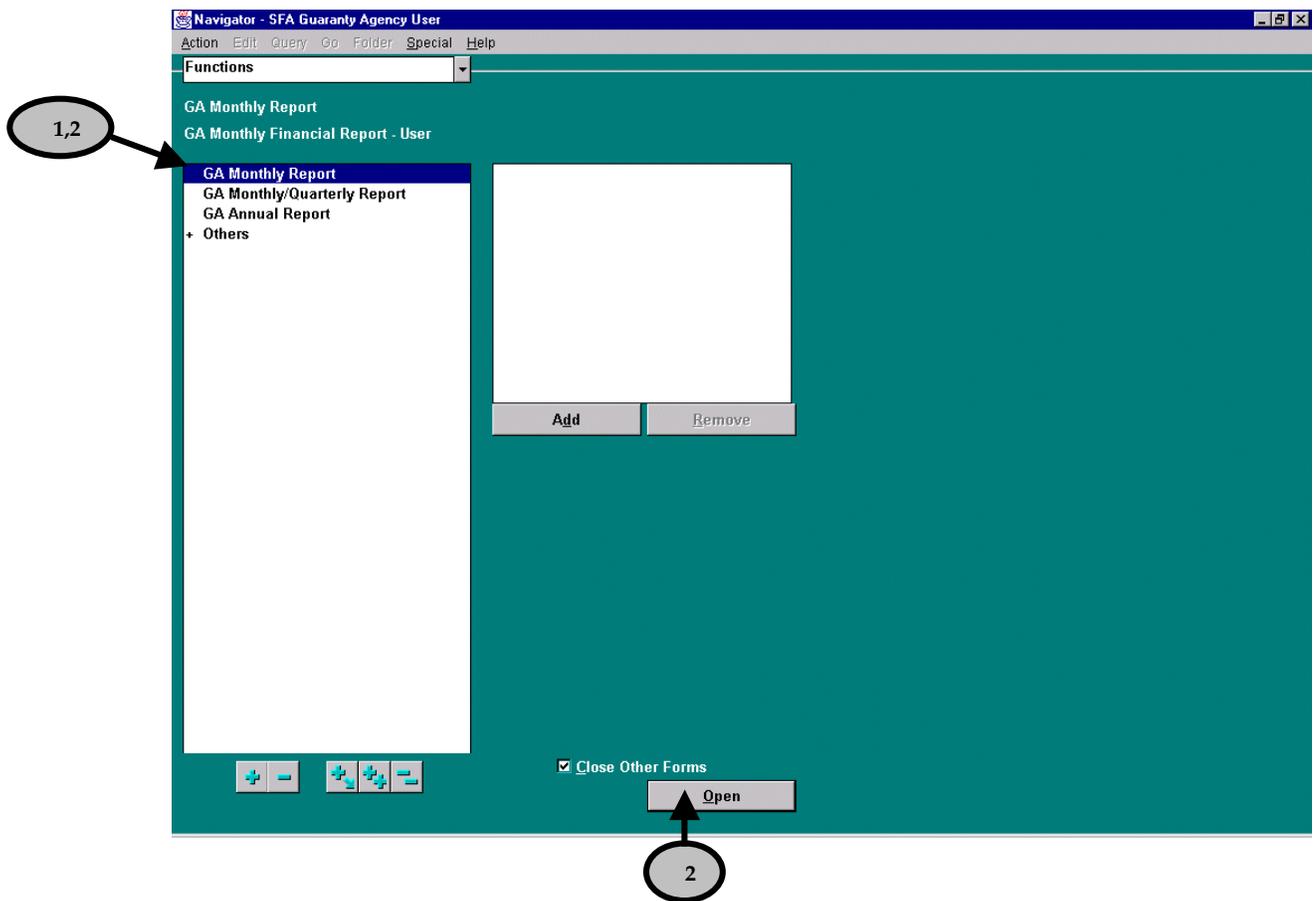
Monthly Report

Who: SFA GA User or SFA GA Manager

Frequency: Monthly

Situation: Beginning in FY2001 (October 2000) Form 2000 will replace the 1189, 1130, & 704 forms. At the end of each month, GAs will complete monthly reports for the FFEL loan program online using Form 2000.

Complete Monthly Report



1. From the "Navigator" window, Double-click GA Monthly Report.
-OR-



- 2. Highlight **GA Monthly Report** and click the **O**pen button. The “SFA GA Monthly Financial Report” window appears in New status.

The screenshot shows the 'SFA GA MONTHLY FINANCIAL REPORT' window. At the top is a 'Toolbar' with various icons. Below it is a 'Record: 1/1' and 'List of Values' section. The main form area contains fields for 'GA Code' (100), 'Status' (New), 'Source' (Form), and 'For Fiscal Month of' (with two empty input boxes). Below these are 'GA Name' (GA Institution Name 100), 'ED Comments', and 'GA Comments' text areas. A table with columns 'Item No', 'Category Detail', 'Amount DueTo/(From) Guarantor', 'Principal Amount', 'Interest Amount', and 'Other Amount' is displayed. A 'Submit' button is at the bottom right. Callouts are placed as follows: 8 points to the 'Open' icon in the toolbar; 4, 6 points to the 'Print' icon; 12 points to the window title bar; 3, 4 points to the 'For Fiscal Month of' label; 5, 6 points to the first empty input box; 7 points to the table rows; and 12 also points to the window's maximize and close buttons.

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	.00			
MR-1-A	Defaults-Net		0.00		0.00
MR-1-B	Exempt/Lender of Last Resort		0.00		
MR-1-C	Death/Disability		0.00		
MR-1-D	Closed School/False Certificat		0.00		
MR-1-E	Bankruptcy		0.00		
MR-1-F	Unpaid Refunds		0.00		
MR-1-G	Discharges		0.00		
MR-2	Borrower Payment Return (Clc	.00	0.00	0.00	0.00
MR-3	Status Changes	.00			

- 3. Tab to the first **F**or **F**iscal **M**onth **o**f field, and type the month into the first field.
-OR-



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4. Tab to the first **For Fiscal Month of** field, click the **List of Values** icon  on the **Toolbar**, select the appropriate month from a list of valid values, and click the **OK** button.
5. Tab to the second **For Fiscal Month of** field, and type the year using a four-digit format.
-OR-
6. Tab to the second **For Fiscal Month of** field, click the **List of Values** icon  on the **Toolbar**, select the appropriate year from a list of valid values, and click the **OK** button.

FYI

The GA Comments field can be used for any relevant comments. Comments can be updated or changed until the report is submitted to SFA, at which time the comments become permanent.

7. Complete the remaining lines of the Monthly Report, **MR-1** through **MR-23**. The fields that need to be completed are outlined in black. The fields without outlines are calculated fields that do not require data entry. Use the **Tab** key to move between fields. The **List of Values** icon  on the **Toolbar** appears enabled if the field has a list of valid values from which to choose. *For instructions on completing each line, see the [Forms 2000 Guaranty Agency Financial Report Instructions](#).*

FYI

Enter all dollar amounts greater than zero to the nearest cent, and include the decimal point for Monthly and Monthly/Quarterly reports. For Annual reports, provide whole numbers only (i.e., no cents). Do not enter either dollar signs or commas, as the system will automatically display them. Enter a negative sign before the number for all negative amounts.

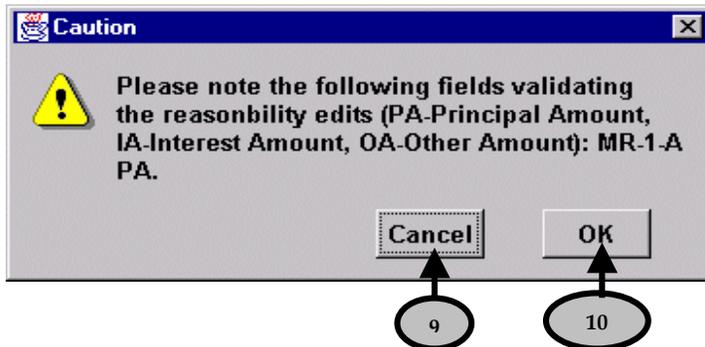
Save Monthly Report

8. Click the **Save** icon  on the **Toolbar** to save the report. When saved, reasonability edits are performed on the data and a "Caution" or "Note" window may appear. The "Caution" message indicates the line number and column in which the data does not pass the edits. Columns are indicated by: PA for Principal Amount, IA for Interest Amount, or OA for Other Amount. The "Note" window will appear if no data from the same month for the previous year exists to compare. Both messages are shown below.



FYI

The system validates against data for the same month for the previous year, +/- five percent.

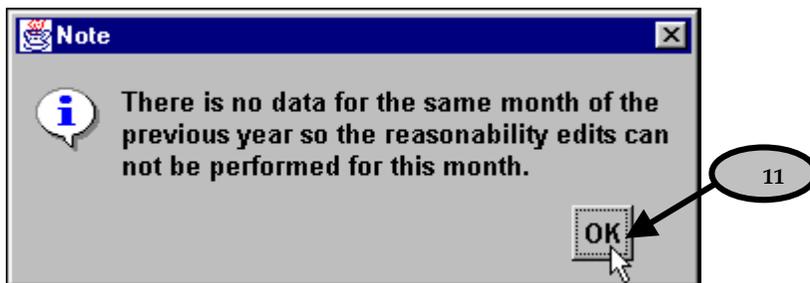


9. Click the **Cancel** button to return to the data without saving. Correct the data in the fields as needed.

-OR-

10. Click the **OK** button to ignore the edits and continue saving. Once the data has been saved, the **Status** field is updated to In Process.

-OR-



11. If there is no data to compare to from the previous month, click the **OK** button on the "Note" window. The **Status** field is updated to In Process. The Note window will appear for the first year, because the same month's data for the previous year will not exist in the system.

FYI

Once a Monthly, Monthly/Quarterly or Annual Report is saved, the status of the report changes to "In Process." The report can then be printed prior to submission, if desired.



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Reports with a status of “New” cannot be printed. Printing instructions are included as part of this guide.

12. Click the X button to close the “SFA GA Monthly Financial Report” window. The “Navigator” window appears.



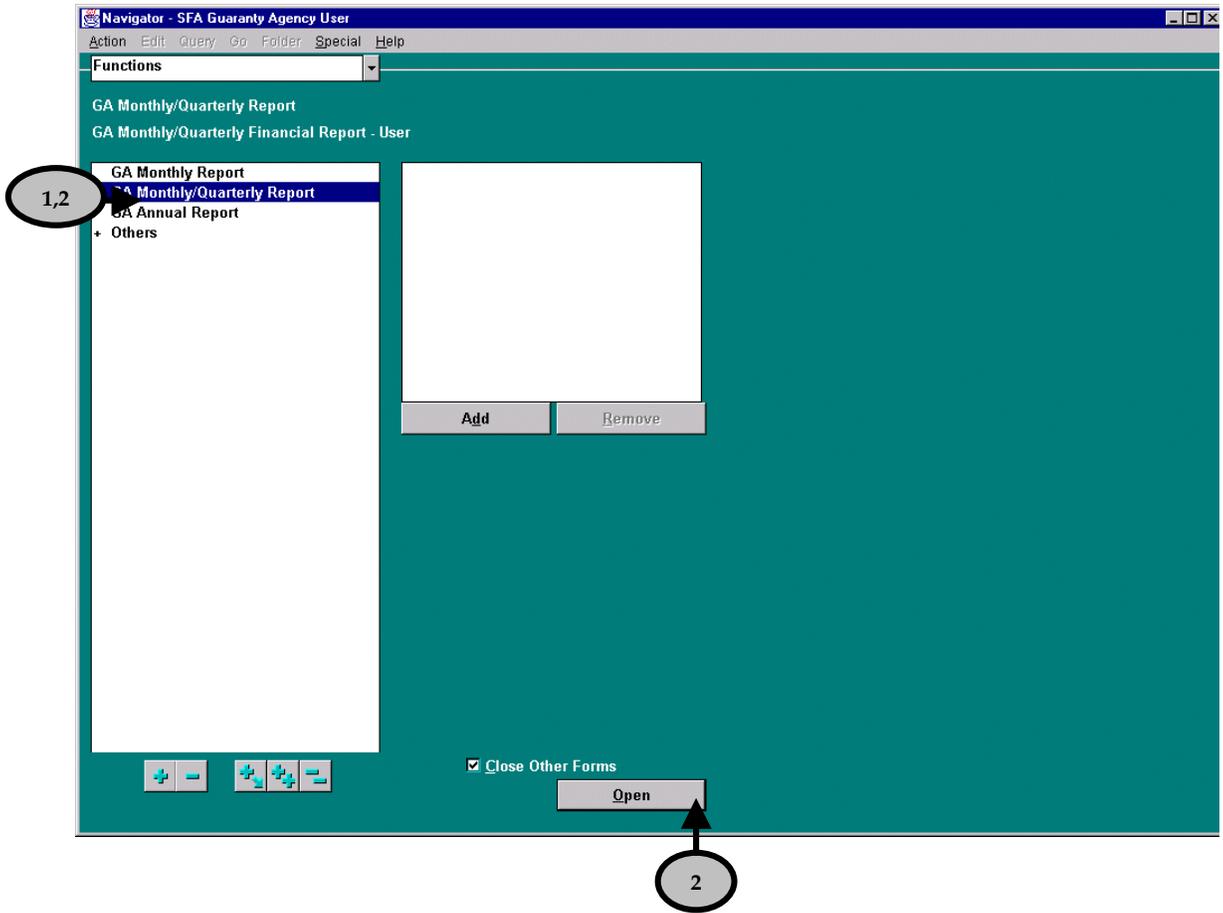
Monthly/Quarterly Report

Who: SFA GA User or SFA GA Manager

Frequency: Monthly / Quarterly

Situation: Beginning in FY2001 (October 2000), Form 2000 will replace the 1189, 1130, & 704 forms. At the end of each fiscal year, GAs will complete monthly/quarterly reports for the FFEL loan program online using Form 2000.

Complete Monthly/Quarterly Report



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1. From the "Navigator" window, double-click GA Monthly/Quarterly Report.
-OR-
2. Highlight GA Monthly/Quarterly Report and click the Open button. The "SFA GA Monthly/Quarterly Financial Report" window in New Status appears.

The screenshot shows the 'SFA GA MONTH/QUARTERLY FINANCIAL REPORT' window. At the top is a 'Toolbar' with various icons (10) and a menu bar (11). Below the menu bar are form fields for GA Code (100), Status (New), Source (Form), and For Fiscal Mon/Qtr (12, 2000). A table titled 'Agency Accruals' is displayed below, with columns for Item No, Category Detail, Amount DueTo/(From) Guarantor, Principal Amount, Interest Amount, and Other Amount. A 'Submit' button is at the bottom right. Numbered callouts (3, 4, 5, 6, 7, 8, 9, 10, 11) point to specific UI elements: 3 and 4 point to the menu bar; 5 and 6 point to the form fields; 7 and 8 point to the table; 9 points to the table rows; 10 points to the toolbar; and 11 points to the window title bar.

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
Non-Payment Activity					
Agency Accruals					
MR-24	Collection Terminations		-15690.00	4212.00	3705.00
MR-25	Compromises		-18592.00	248631.00	146805.00
MR-26	Agency Accruals			2515891.00	356700.00
MR-27	Default FFEL Consolidated by		1998445.00	645215.00	514321.00
MR-28	Subrogated Loans		0.00	0.00	0.00
MR-29	Default Loans Transferred Out		0.00	0.00	0.00
MR-30	Default Loans Transferred In		0.00	0.00	0.00
MR-31	Other Transactions Affecting F		0.00	0.00	0.00
MR-32	Ending Balance on Defaulted		0.00	0.00	0.00

FYI

The GA Code and GA Name default based on logon information. Therefore, for users that may enter GA Form 2000 information for multiple GAs (i.e., Service Bureaus), separate logon IDs and passwords are required for each GA.



3. Click the **Qtr** check box if the report will contain data for the entire quarter.
-OR -
4. Leave this check box blank if the report will contain data for one month.
5. Tab to the **For Fiscal Mon/Qtr** field, and type the month.
- OR -
6. Tab to the **For Fiscal Mon/Qtr** field, click the **List of Values** icon  on the **Toolbar**, select the appropriate month from a list of valid values, and click the **OK** button. The list of valid values will display quarters or months depending on what you have indicated in the **Qtr** check box.

FYI

If a Quarterly report exists, the system will not allow the submission of a Monthly/Quarterly report on a monthly basis within that quarter.

7. Tab to the **For Fiscal Mon/Qtr** field, and type the year.
-OR-
8. Tab to the **For Fiscal Mon/Qtr** field, click the **List of Values** icon  on the **Toolbar**, select the appropriate year from a list of valid values, and click the **OK** button.
9. Complete the lines of the Monthly/Quarterly Report, **MR-24** through **MR-42**. The fields that need to be completed are outlined in black. Use the **Tab** key to move between fields. The **List of Values** icon  on the **Toolbar** appears enabled if the field has a list of valid values from which to choose. *For instructions on completing each line, see the Forms 2000 Guaranty Agency Financial Report Instructions.*

Save Monthly/Quarterly Report

10. Click the **Save** icon  on the **Toolbar** to save the report. Once data has been saved, the **Status** field is updated to In Progress.



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FYI

Once a Monthly, Monthly/Quarterly or Annual Report is saved, the status of the report changes to "In Process." The report can then be printed prior to submission, if desired. Reports with a status of "New" cannot be printed. Printing instructions are included as part of this guide.

11. Click the X button to close the "GA Monthly/Quarterly Financial Report" window. The "Navigator - SFA Guaranty Agency" window appears.

Annual Report

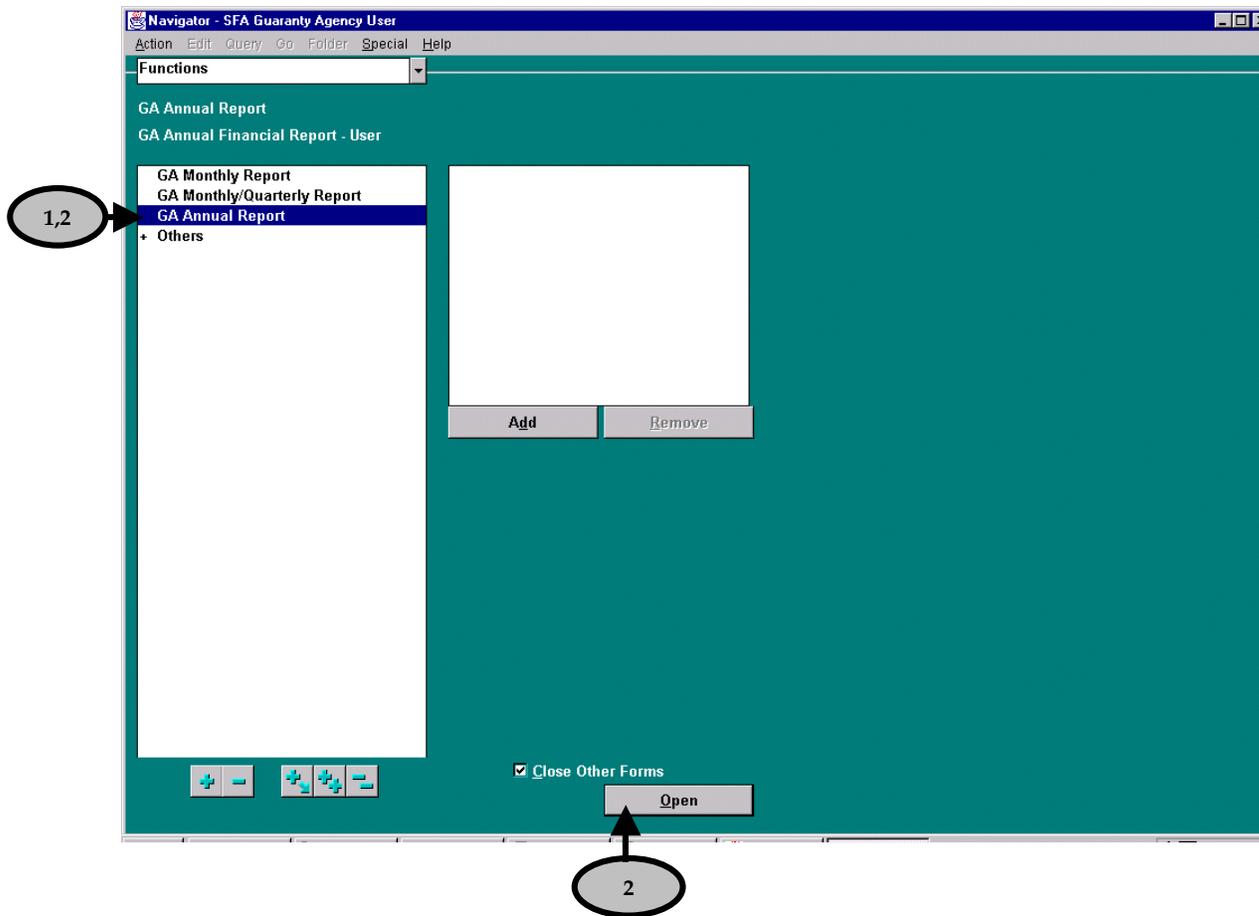
Who: SFA GA User or SFA GA Manager

Frequency: Annually

Situation: Beginning in FY2001 (October 2000), Form 2000 will replace the 1189, 1130, & 704 forms. At the end of each fiscal year, GAs will complete annual reports for the FFEL loan program using Form 2000.

Complete Annual Report





1. From the "Navigator" window, double-click **GA Annual Report**.
-OR-

2. Highlight **GA Annual Report** and click the **Open** button. The "SFA GA Annual Financial Report" window in New Status appears.



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Record: 1/1 List of Values

SFA GA Annual Financial Report

Action Edit Query Go Folder Special Help

GA Code Status Source Fiscal Year

GA Name

GA Comments

ED Comments

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
Loans in Repayment							
AR-1	Loans Guaranteed (E	167459791					
AR-2	All Loans Canceled i	25849450					
AR-3	Federal Consolidatic	15237615					
AR-4	Federal Consolidatic	107799					
AR-5	Uninsured Loans	0					
AR-6	Loans Transferred In	0					
AR-7	Loans Transferred O	0					
AR-8	Default Claims Paid	129211000					
AR-9	Bankruptcy Claims P	1307732					
AR-10	Death and Disability	0					

Submit

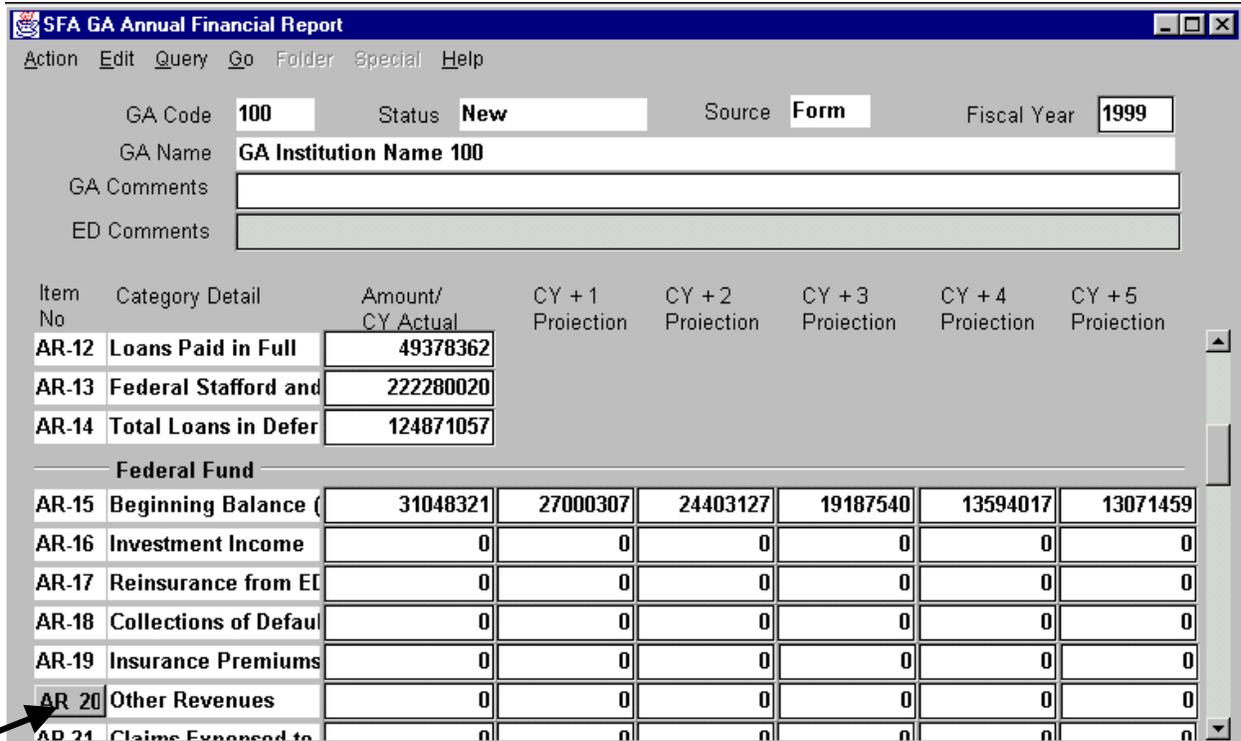
3. Tab to the **Fiscal Year** field, and type the year.

-OR-

4. Tab to the **Fiscal Year** field, click the **List of Values** icon  on the **Toolbar**, select the appropriate year from a list of valid values, and click the **OK** button.



5. Complete the lines of the Annual Report, **AR-1** through **AR-57**. The fields that need to be completed are outlined in black. Use the **Tab** key to move between fields. The **List of Values** icon  on the **Toolbar** will appear enabled if the field has a list of valid values from which to choose. For instructions on completing each line, see the *Forms 2000 Guaranty Agency Financial Report Instructions*.



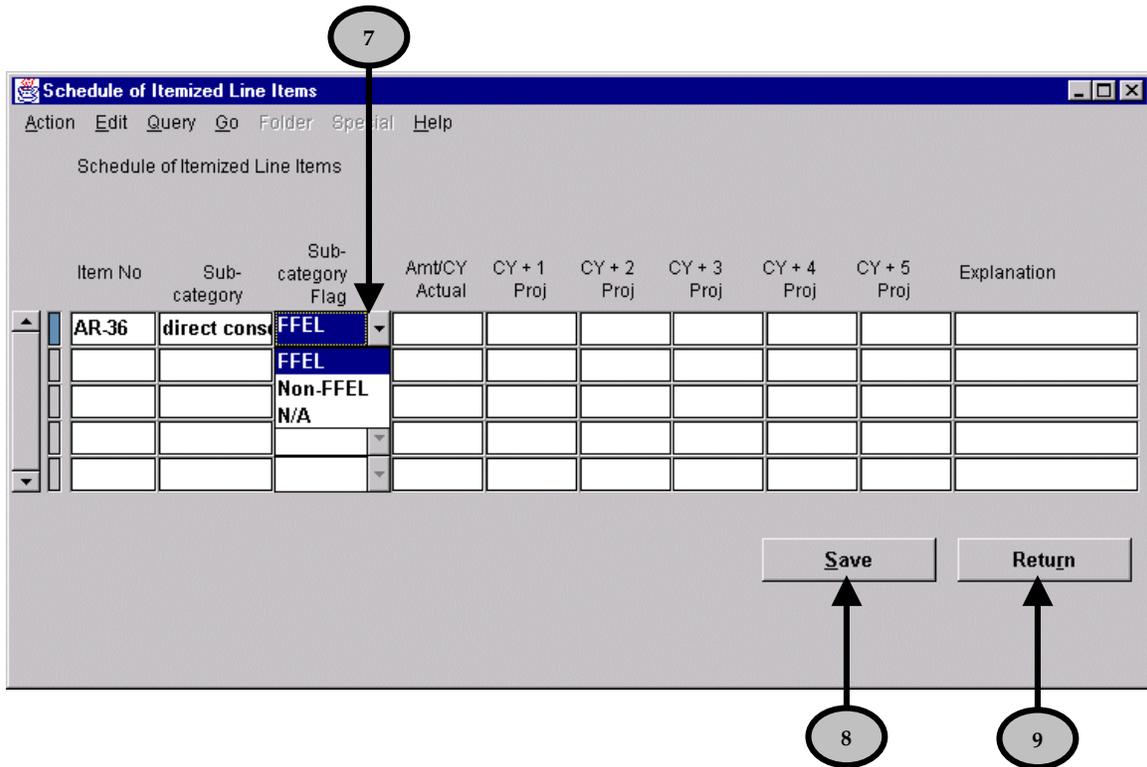
Item No	Category Detail	Amount/ CY Actual	CY +1 Projection	CY +2 Projection	CY +3 Projection	CY +4 Projection	CY +5 Projection
AR-12	Loans Paid in Full	49378362					
AR-13	Federal Stafford and	222280020					
AR-14	Total Loans in Defer	124871057					
Federal Fund							
AR-15	Beginning Balance (31048321	27000307	24403127	19187540	13594017	13071459
AR-16	Investment Income	0	0	0	0	0	0
AR-17	Reinsurance from EI	0	0	0	0	0	0
AR-18	Collections of Defaul	0	0	0	0	0	0
AR-19	Insurance Premiums	0	0	0	0	0	0
AR-20	Other Revenues	0	0	0	0	0	0
AR-21	Claims Expensed to	0	0	0	0	0	0

6

6. Line numbers that appear gray indicate that a **Drop Down** box exists to allow additional, more detailed information to be recorded for that line. Double-click on the line number to access the **Drop Down** box. The “Schedule of Itemized Line Items” window appears.



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7. Type information in each line. Use as many lines as necessary. Use the **Tab** key to move between fields. Click the **Arrow** icon next to the **Sub-Category Flag** field to select from a drop down list. For instructions on completing each line, see the [Forms 2000 Guaranty Agency Financial Report Instructions](#).



For fields that contain more text than can be viewed in the field, click the Edit icon  while the cursor is in the specific text. This will open the Editor window where all text is displayed. This functionality exists for all fields in the system.



8. Click the **Save** button to save the details in the "Schedule of Itemized Line Items" window. The report window returns.
9. Click the **Return** button. The "SFA GA Annual Financial Report" window reappears with the total from the **Drop Down** box automatically filled in the appropriate line.



If the Return button is clicked without first clicking the Save button, all changes are lost.

Save Annual Report

Item No	Category Detail	Amount/ CY Actual	CY + 1 Projection	CY + 2 Projection	CY + 3 Projection	CY + 4 Projection	CY + 5 Projection
Loans in Repayment							
AR-1	Loans Guaranteed (E	167459791					
AR-2	All Loans Canceled i	25849450					
AR-3	Federal Consolidatic	15237615					
AR-4	Federal Consolidatic	107799					
AR-5	Uninsured Loans	0					
AR-6	Loans Transferred In	0					
AR-7	Loans Transferred O	0					
AR-8	Default Claims Paid	129211000					
AR-9	Bankruptcy Claims P	1307732					
AR-10	Death and Disability	0					



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10. Click the **Save** icon  on the **Toolbar** to save the report. Once the data has been saved, the **Status** field is updated to In Progress.
11. Click the **X** button to close the “GA Annual Financial Report” window. The “Navigator” window appears.

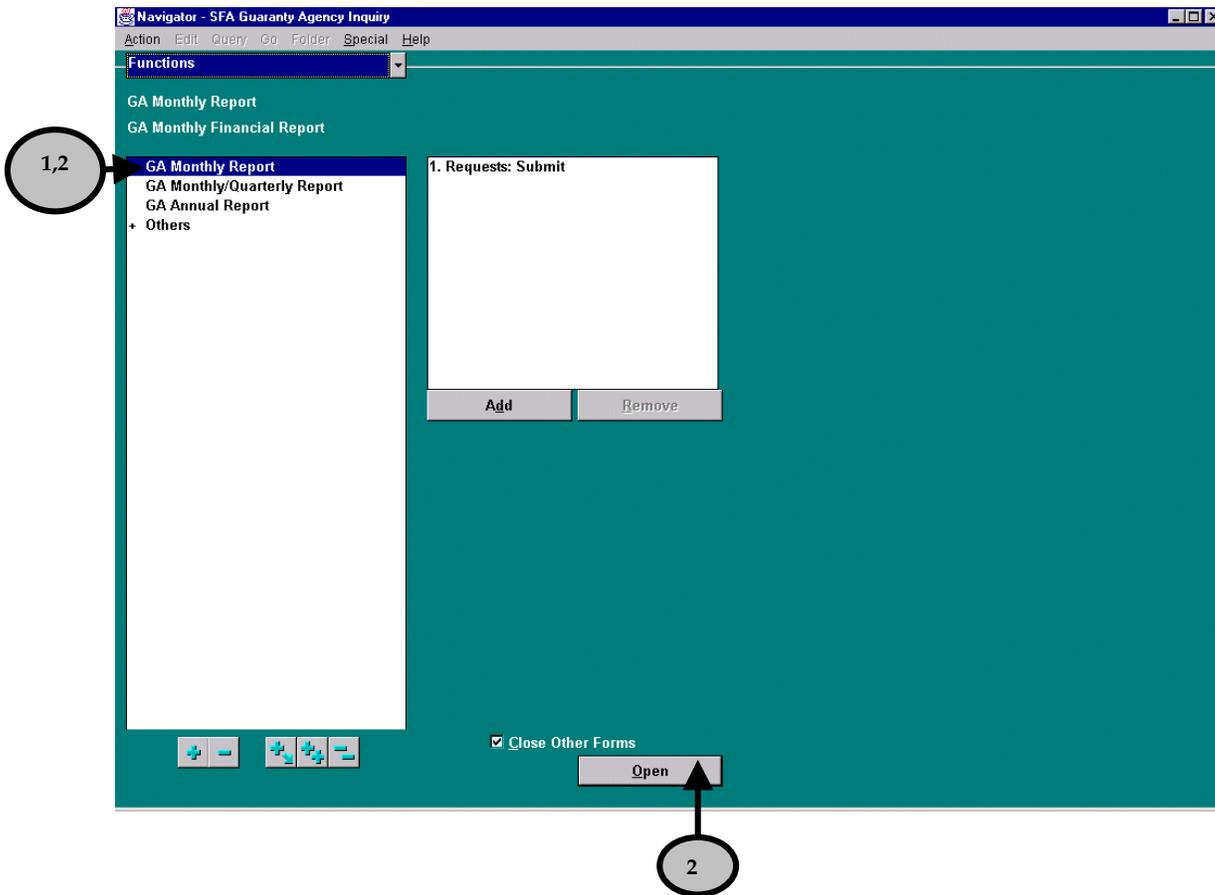
Query on Existing Monthly, Quarterly/Monthly and Annual Reports

Who: SFA GA Inquiry, SFA GA User, and SFA GA Manager

Frequency: As Needed

Situation: Beginning in FY2001 (October 2000), Form 2000 will replace the 1189, 1130, & 704 forms. GA user can query on their Monthly, Monthly/Quarterly or Annual Report data online. In the procedure steps below, the user is querying on the GA Monthly Report; however, the steps are the same for the Quarterly/Monthly and Annual reports.





1. Double-click the desired report, either **GA Monthly Report**, **GA Monthly/Quarterly Report** or **GA Annual Report**.

-OR-

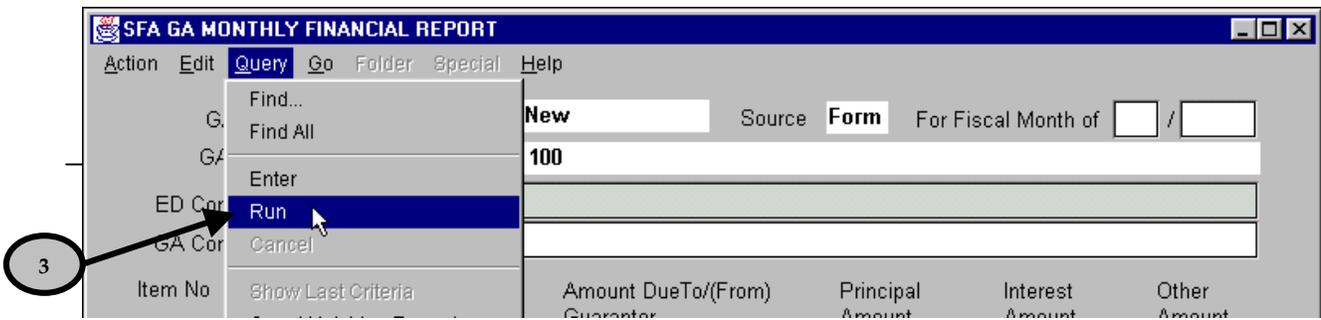
2. Highlight either **GA Monthly Report**, **GA Monthly/Quarterly Report** or **GA Annual Report** and click the **Open** button. The selected Report window appears.

FYI

The selections in the Query menu allow the following:

Run: Brings up all records for your GA code.

Enter: Clears the report window for new entry, or to enter a search in which to Query/Run against.



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3. Select Run from the **Query** menu. The “SFA GA Monthly Financial Report” window appears with all records for your GA listed in reverse chronological order by Fiscal Month and Year.



Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	6,105.00			
MR-1-A	Defaults-Net		555.00		0.00
MR-1-B	Exempt/Lender of Last Resort		0.00		
MR-1-C	Death/Disability		5550.00		
MR-1-D	Closed School/False Certificat		0.00		
MR-1-E	Bankruptcy		0.00		
MR-1-F	Unpaid Refunds		0.00		
MR-1-G	Discharges		0.00		
MR-2	Borrower Payment Return (Clc	.00	0.00	0.00	0.00
MR-3	Status Changes	.00			

4. Use the **Arrow** on the report to move within the displayed report, or use the keyboard **arrow keys** to move between report records.
5. Click the **X** button to close the "SFA GA Monthly Financial Report" window. The "Navigator" window returns.

FYI

To print a report prior to submission, the report must first be saved. Click on the Save icon  to update the report status to "In Process." Follow instructions on Printing a Report, covered later in this guide.

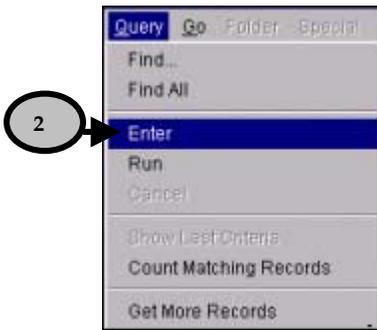


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Search for a Specific Monthly, Quarterly/Monthly or Annual Report

As reports continue to be created and submitted, it will become more and more important to be able to search for a specific report based on report status, date, etc.

1. From the “Navigator” window, double-click the **GA Monthly Report**. The “SFA GA Monthly Financial Report” window appears displaying a new report.
2. Select Enter from the **Query** menu to clear the window and query on a specific field. The fields in the Report window are cleared.



FYI

Once the Report window is cleared, by selecting Enter from the Query menu, the system is expects data entry and/or a search to be performed. To Cancel the search, select Cancel from the Query window.



3. Tab to the field in which you would like to query and type the data for the specific report(s) that you would like to find. Queries can be performed on the following fields: **Status**, **For Fiscal Month of** (includes month and year), **GA Comments**, **ED Comments**, or any of the numeric fields in lines **MR-1** through **MR-23**.

FYI

The status field indicates the current status of the Form 2000. The possibilities for status are the following:

- **New:** The report has not been saved or submitted.
- **In Process:** The report has been saved. Reports can be saved multiple times, which allows entry of report data over a period of time prior to submission to SFA. Use I% to search for all reports with the status of "In Process."



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- **Submitted:** The Submit button has been clicked, and the report has been sent electronically to SFA. Use S% to search for all reports with the status of "Submitted." At this point, no changes can be made.
 - **Accepted:** SFA has accepted the report. Use A% to search for all reports with the status of "Accepted." At this point, no changes can be made.
 - **Rejected:** The report has been submitted, and SFA has rejected it with comments specifying the reason(s) for the rejection. The report must be updated and re-submitted to SFA by the GA. Use R% to search for all reports with the status of "Rejected."
4. Select Run from the **Query** menu. The "SFA GA Monthly Financial Report" window appears with the records that match your search.

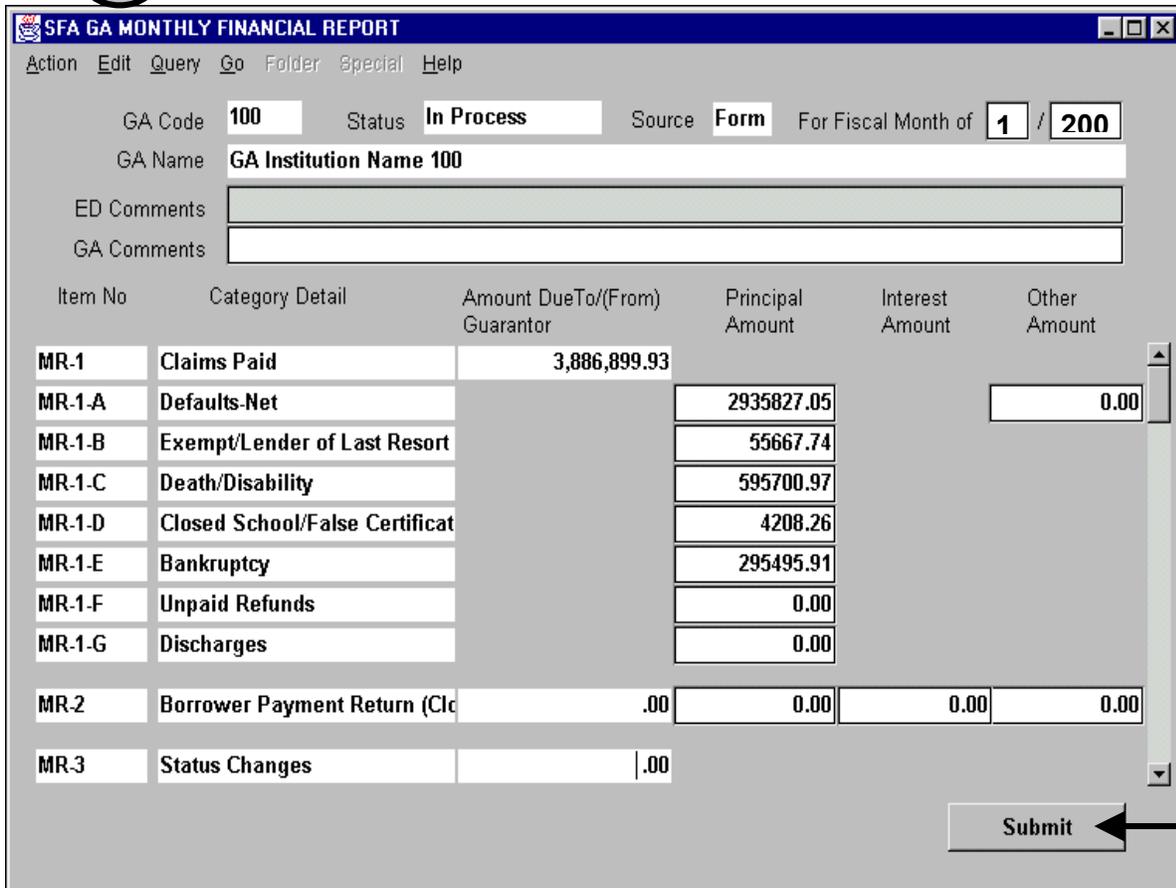
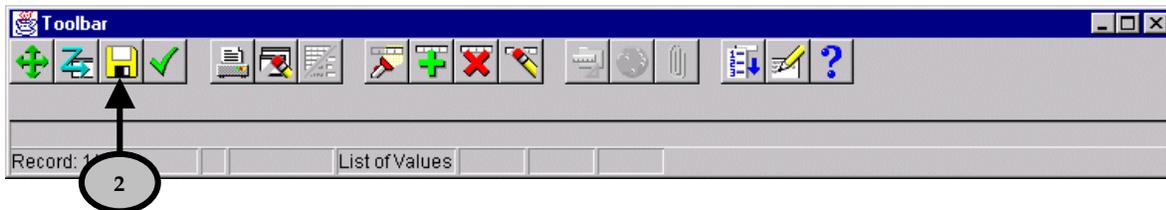


Submit Monthly, Monthly/Quarterly, and Annual Reports

Who: SFA GA Manager

Frequency: Monthly, Quarterly, and Annually

Situation: Beginning in FY2001 (October 2000), Form 2000 will replace the 1189, 1130, & 704 forms. The GAs will review and submit Monthly, Monthly/Quarterly and Annual reports for the FFEL loan program using Form 2000. The GA Manager submits Reports. The steps listed below show a Monthly report submission; however, the process is the same for the Quarterly/Monthly and Annual reports.

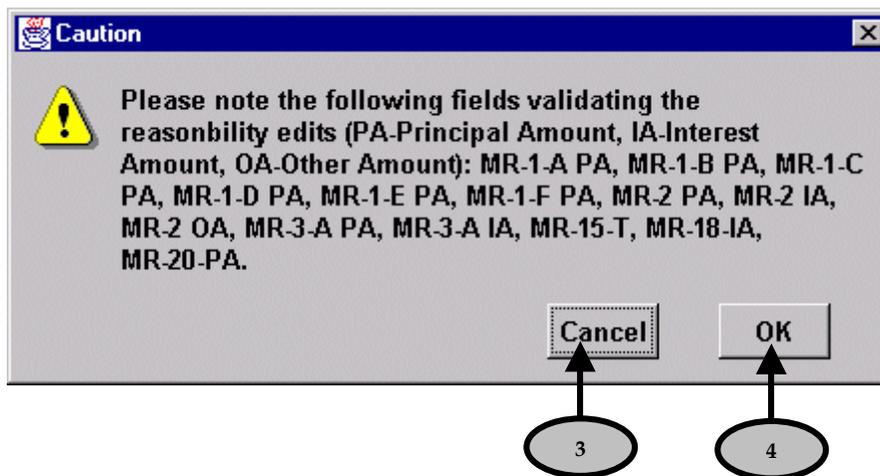


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1. With the report displayed on the "SFA GA Monthly Financial Report" window, Tab through fields to review the report. Type changes as needed.
2. Click the **Save** icon  on the **Toolbar** to save any changes made to the report.

FYI

If changes are made and saved, reasonability edits will be performed on the data and a "Caution" window may appear. The message indicates the line number and column in which the data does not pass the edits. Columns are indicated by: PA for Principal Amount, IA for Interest Amount, or OA for Other Amount.



FYI

The system validates against data from the previous year, +/- five percent.

3. Click the **Cancel** button to return to the data without saving. Correct the data in the fields as needed.

-OR-

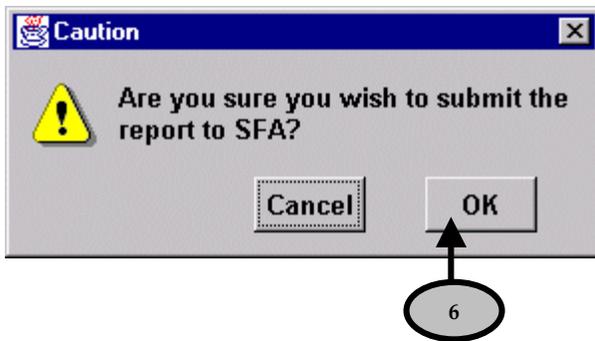


4. Click the **OK** button to ignore the edits and continue saving.

FYI

The first time a monthly, quarterly, or annual report is submitted, the system will be unable to compare the data to any previous period. Therefore, the Caution message will appear stating that no previous information exists to do a comparison. Be sure to review the data contained on the form carefully and save as necessary prior to submission to SFA.

5. Once the report has been thoroughly reviewed, Click the **Submit** button. A “Caution” window appears to verify that you want to submit the report to SFA.



6. Click the **OK** button. The **Status** field is updated to Submitted, and the report is submitted to SFA for review. The report status changes to “Submitted.”

FYI

Once a report has a Submitted status, an Email notification is sent to the GA contact listed in the system, and the report cannot be changed. If an error is discovered after submission, contact your Financial Partner. The Financial Partner can reject the submission, which will make the report editable again.



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Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	22,434,860.36			
MR-1-A	Defaults-Net		20011398.29		0.00
MR-1-B	Exempt/Lender of Last Resort		110.00		
MR-1-C	Death/Disability		1366899.42		
MR-1-D	Closed School/False Certificat		35500.32		
MR-1-E	Bankruptcy		1020702.00		
MR-1-F	Unpaid Refunds		250.33		
MR-1-G	Discharges		0.00		
MR-2	Borrower Payment Return (Clc	369.00	123.00	123.00	123.00
MR-3	Status Changes	1,443.25			

7. Click the X button to close the Report window. The “Navigator” window appears.



SFA will now review the report and either Accept or Reject the report.

If a report is accepted, the status will be updated to Accepted, and it will await approval. Once the report is approved by a Financial Partner, an Email is sent to the GA contact listed in the system stating that the report is approved. Additionally, a Statement of Account is made available in the system.

If a report is rejected, an Email is sent to the GA contact listed in the system, the report status changes and becomes editable once again. The report should be reviewed by the GA (including ED Comments on the report), edited, saved and re-submitted to SFA.



View and Print Reports and Statements of Account

Who: GA Inquiry, GA User, or GA Manager

Frequency: As Needed

Situation: When SFA has approved an invoice for payment, the GA will receive an Email notification that the Statement of Account is ready to be generated. After Email notification is received, the GA may view and print a Statement of Account report.

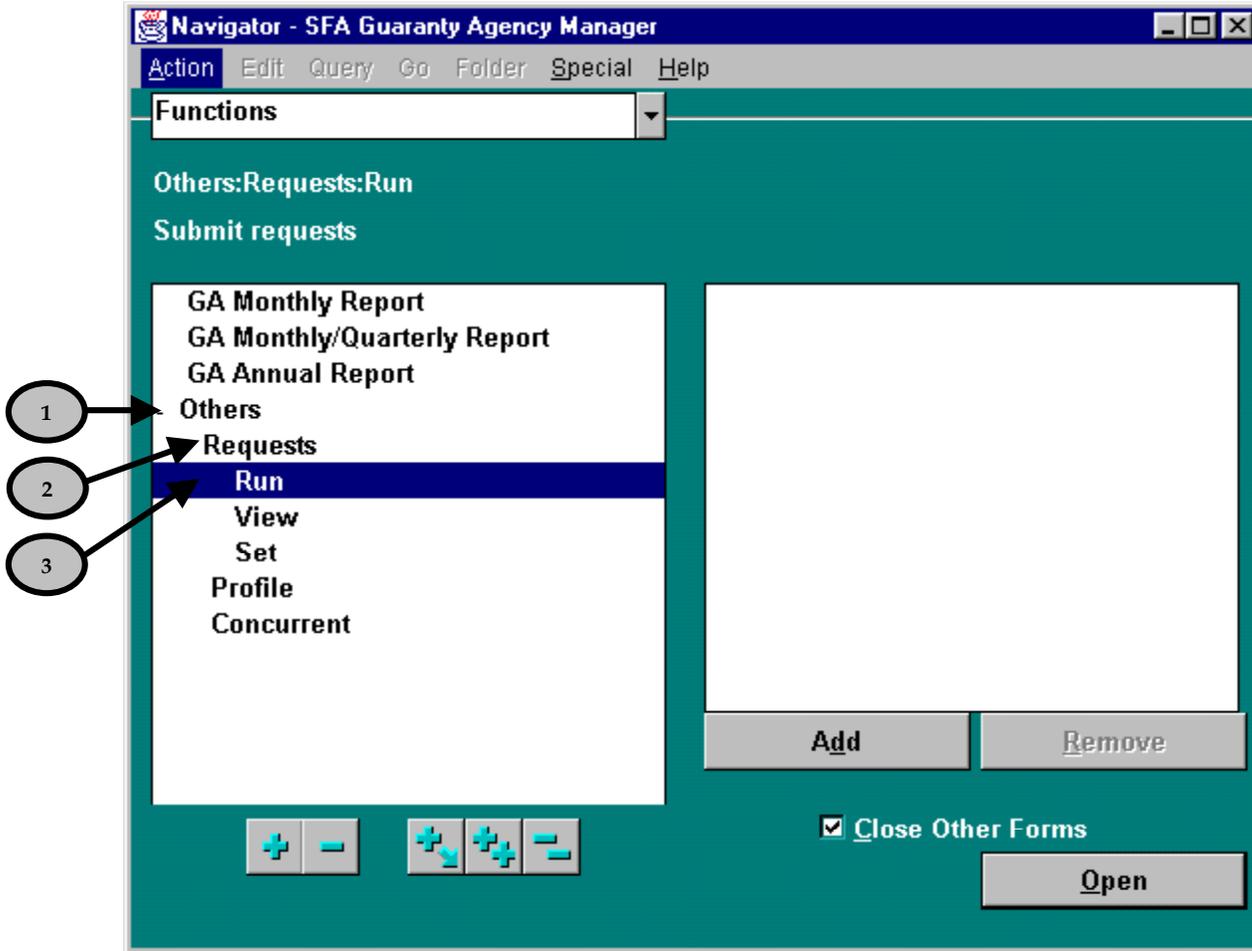
The following steps show how to view and print reports. The same steps are used for Monthly, Monthly/Quarterly, Annual reports and Statement of Account reports.

View Reports and Statements of Account

Monthly, Monthly/Quarterly, and Annual reports can be viewed and printed at any time, except when the status of the report is New. A Statement of Account can be viewed and printed after an Email notification of approval is received from SFA. The following steps show how to view and print a Statement of Account. However, the steps to print reports (Monthly, Monthly/Quarterly, and Annual) follow the same steps, except for steps 8-10, where the desired report should be selected and parameters for the report entered.

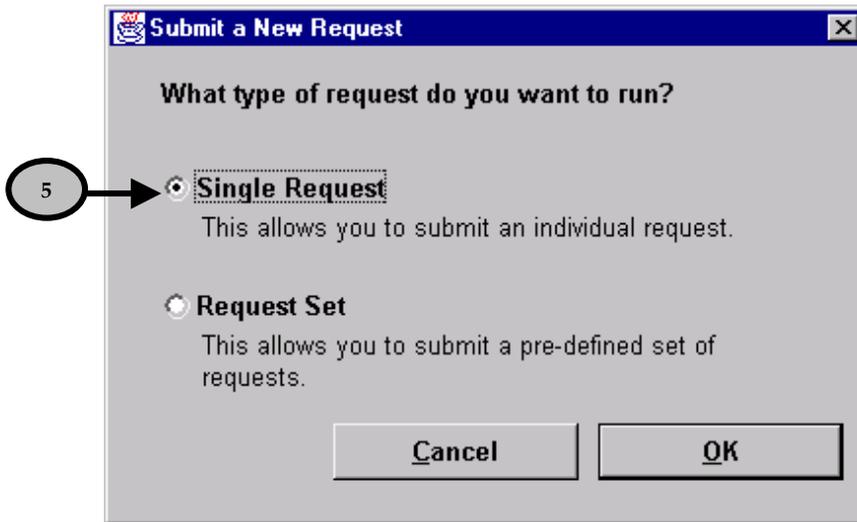


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1. From the “Navigator” window, Double-click **Others**.
 2. Double-click **Requests**.
 3. Double-click **Run**.
- OR-
4. Click **Run** and click the **Open** button. The “Submit a New Request” window appears.

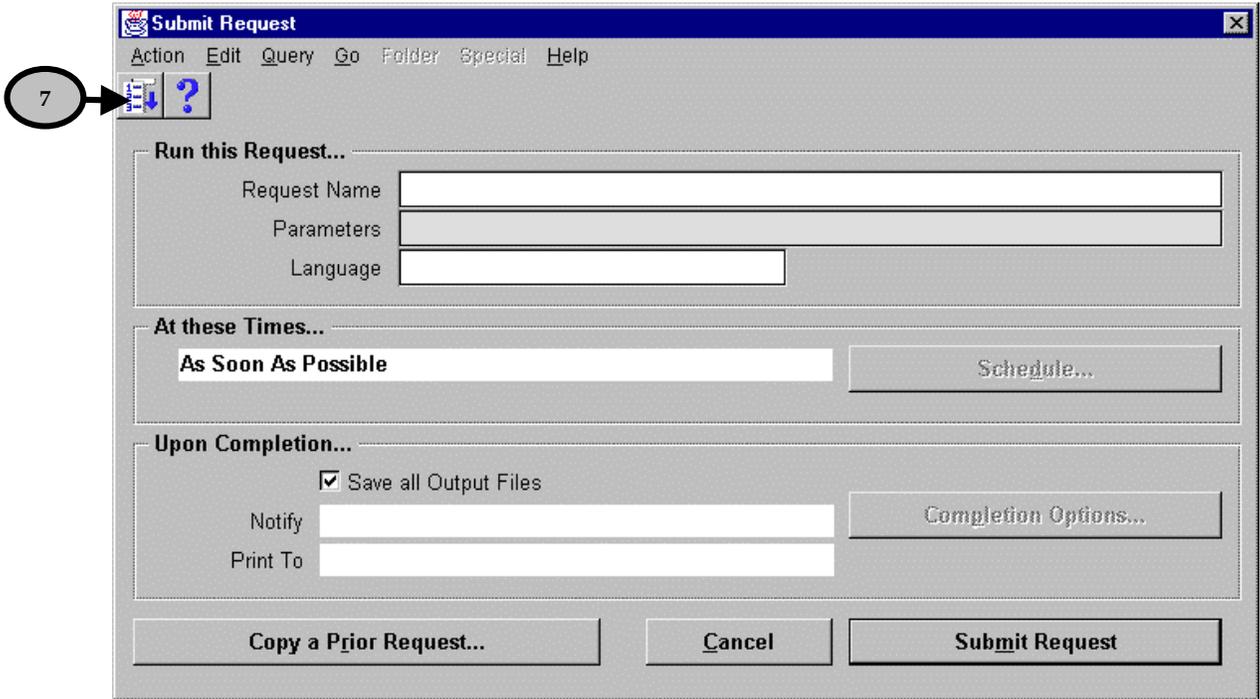




5. Click the **Single-Request** field.
6. Click the **OK** button. The "Submit Request" window appears.

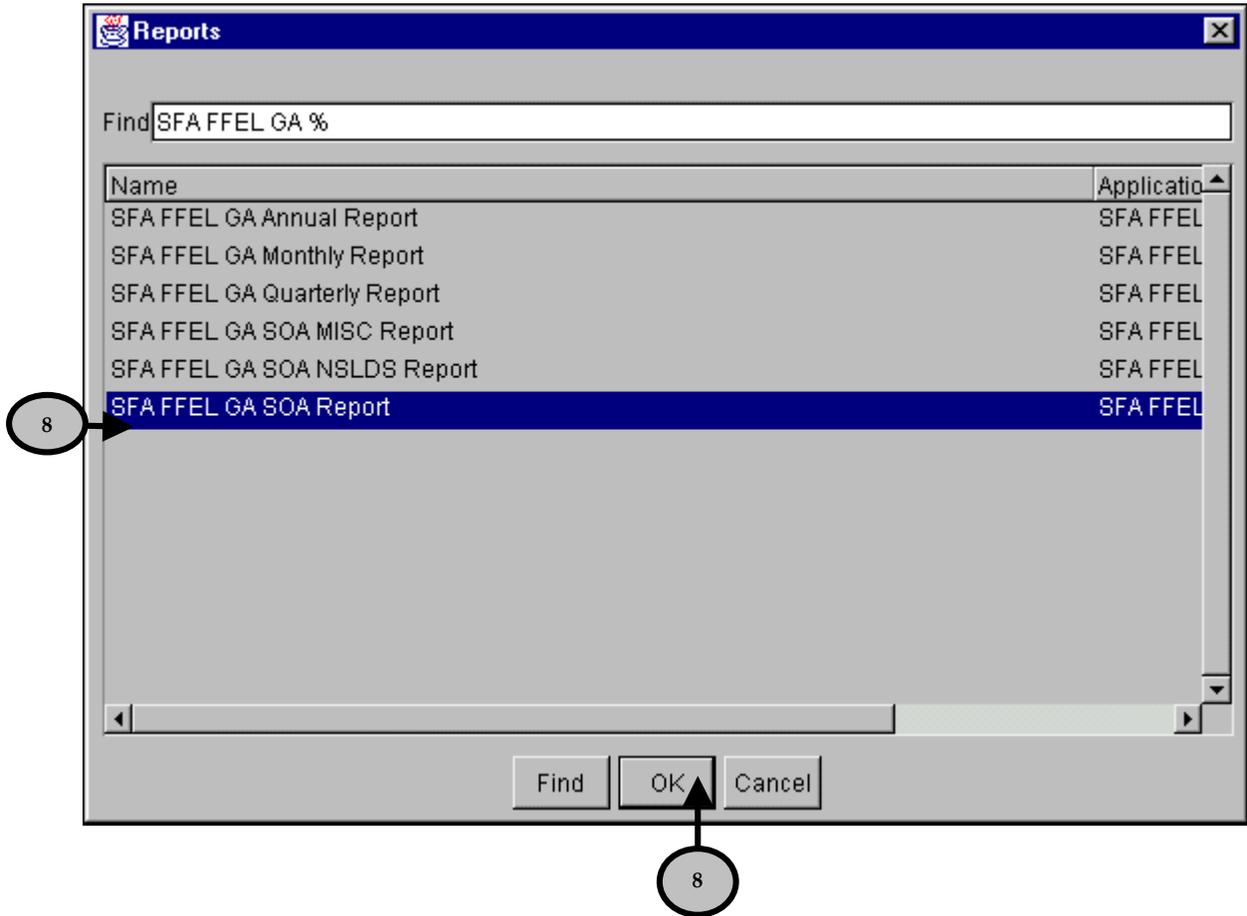


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7. Click the **List of Values** icon  to select from a list of valid values for the report **Request Name** field. The "Reports" window appears.





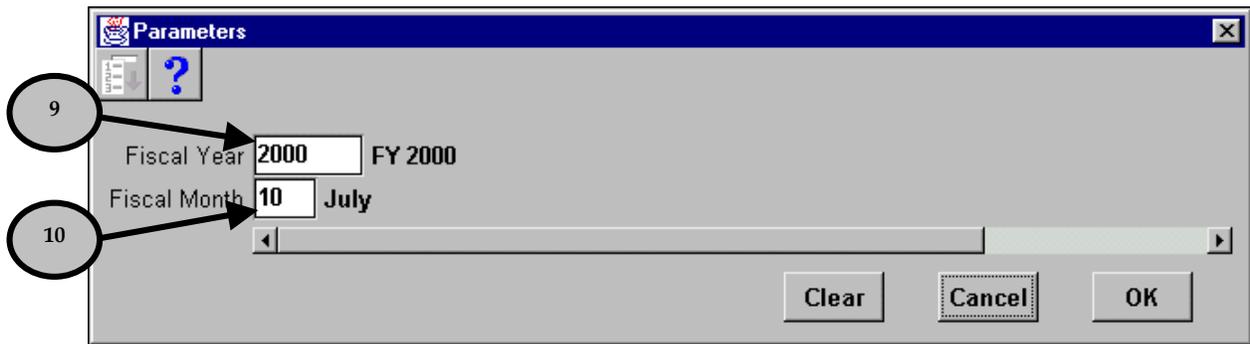
FYI

This example shows how to view and print a Statement of Account (SOA). To view and/or print monthly, monthly/Quarterly, or Annual reports instead of the SOA, select the desired report from the Reports Name listing instead of the SFA GA FFEL SOA Report.

8. Highlight **SFA GA FFEL SOA Report** and click the **OK** button. The “Parameters” window appears.



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9. Type the four-digit year in the **Fiscal Year** field. The Fiscal Year notation appears.

10. Type the month in the **Fiscal Month** field. The month appears.

FYI

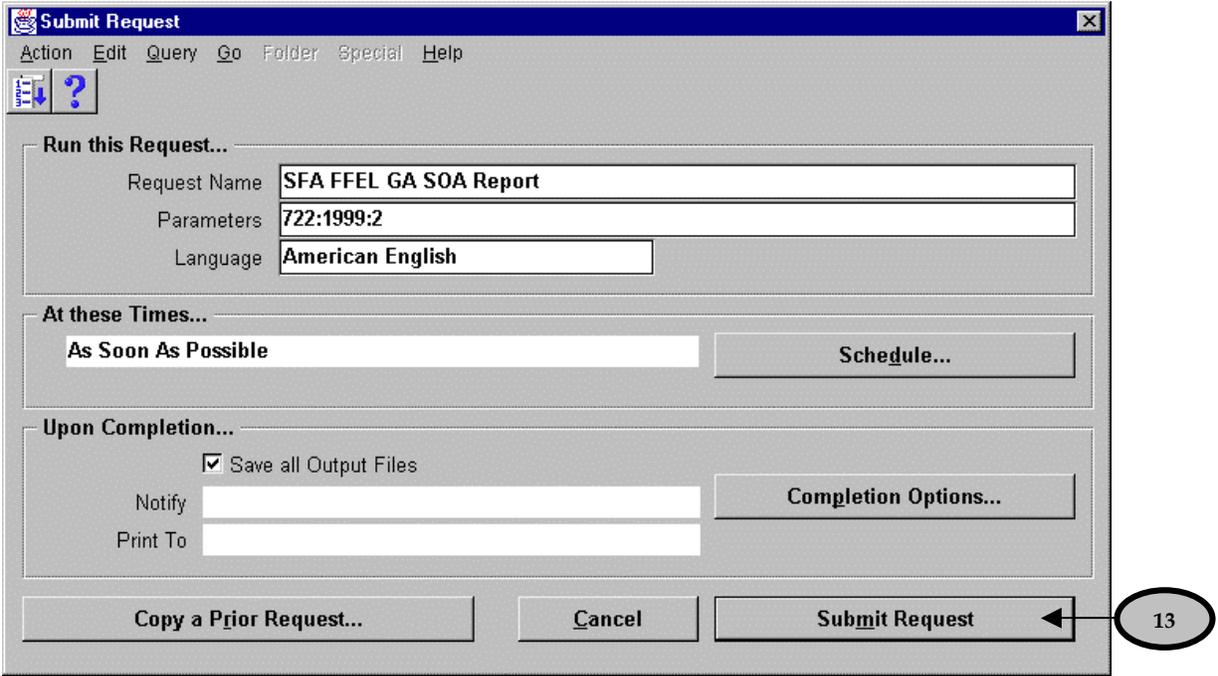
If a different report is selected from the Reports window, slightly different parameters may need to be entered into the fields of the Parameters window.

11. Press the **Enter** key.

-OR-

12. Click the **OK** button. The "Submit Request" window appears.





13. Click the **Submit Request** button. The “Requests” window opens.



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The screenshot shows the 'Requests' window with the following data:

Request ID	Name	Parent	Phase	Status	Parameters
18973	SFA FFEL GA SOA Report		Pending	Normal	722, 1999, 8
18972	SFA FFEL GA SOA Report		Completed	Normal	708, 1999, 8
18971	SFA FFEL GA SOA Report		Completed	Normal	708, 1999, 8
18970	SFA FFEL GA SOA Report		Completed	Normal	722, 1999, 2
18874	SFA FFEL GA SOA Report		Completed	Normal	708, 2000, 8
18845	SFA FFEL GA SOA Report		Completed	Normal	722, 1999, 2

Buttons visible in the window include: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, and View Log....

14. 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 shows "Completed" in the Phase column, as the information displayed on the "Requests" window is a snapshot in time.
15. Click the **View Output** button to view the report. The "Report: request ID - #" window appears.



Report: request ID - 18973

Action Edit Query Go Folder Special Help

Page 1 Font Size 10

Department of Education - Student Financial Assistance
Statement of Account FFEL

Ga Code 722 For the Month of: 8 / 1999 Date: 15/08/00

Category	Requested Amount Due To/From Guarantor
Loans In Repayment	\$.00
5% Trigger (In Repayment)	\$.00
9% Trigger (In Repayment)	\$.00
Amount Requested Fiscal Year To Date	\$.00
Dollars Paid Fiscal Year to Date	\$ 54,550.00
Rehabilitated Loans Applied	\$.00
Refunds Applied	\$ 25.00
Trigger Basis Amount	-\$ 25.00
Percent of Request Paid	\$.00
Trigger Rate	\$.00
Beginning Balance	\$.00
Outstanding Balance Interest	\$.00
Claims Paid Amount (All Claim Categories)	\$.00
Borrower Payment Returns	\$.00

Go To... < First < Previous Next > Last >|

16. Click the **Font Size** field to change the font size of the report, if desired.

17. Use the **scroll bar** to move through the report.

Print Reports and Statements of Account

Before a report or Statement of Account can be printed, it must first be viewed in the "Report: request ID - #" window. The following steps show how to copy a report to the Internet browser and print the report using the browser's print capability.



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1. With the report displayed on the "Report: request ID - #" window, select **Copy File** from the **Special** menu. The report is copied into the browser (i.e., Internet Explorer or Netscape), and can be printed using the print functionality of the browser being used.
2. Once the report prints, close the report displayed in the browser.
3. Click the **X** button to close the "Report: Request ID - #" window. The "Requests" window appears.
4. Click the **X** button to close the "Requests" window. The "Navigator" window appears.

Statement of Account Reports

There are three Statements of Account that GAs may receive through FMS. They are as follows:

- SFA FFEL GA SOA MISC REPORT
- SFA FFEL GA SOA NSLDS REPORT
- SFA FFEL GA SOA REPORT

SFA FFEL GA SOA MISC REPORT

The SFA FFEL GA SOA MISC REPORT is created by Financial Partners detailing any miscellaneous transactions. The GA contact listed in the system will receive Email notification of report available in FMS.

SFA FFEL GA SOA NSLDS REPORT

The SFA FFEL GA SOA NSLDS REPORT is created in FMS, and is available for GA users, and provides Loan Processing and Issuance Fee (LPIF) and Account Maintenance Fee (AMF) information.



SFA FFEL GA SOA REPORT

The SFA FFEL GA SOA MISC REPORT is created in FMS, and is available for GA users, each time a Monthly report is approved by a Financial Partner. This report contains the information supplied in Monthly report submissions. The GA contact listed in the system will receive Email notification of report available in FMS.

