

***Financial Management System
Guaranty Agency Reporting System***

Pay.gov Funds Remittance Guide

December 2012

Version – 2.0

Contents

ACH Funds Remittance	3
Process Overview	3
Pre-Requisites	3
Forms Overview	4
Login Process	4
Select “FSA FFEL GA Payment Submission”	6
FFEL GAFR (ED Form 2000) Remittance Procedures Cont’d	8
FFEL GAFR (ED Form 2000) Remittance Query Procedures	11
GA Recall Remittance Form Procedures	14
GA Recall Remittance Query Procedures	17

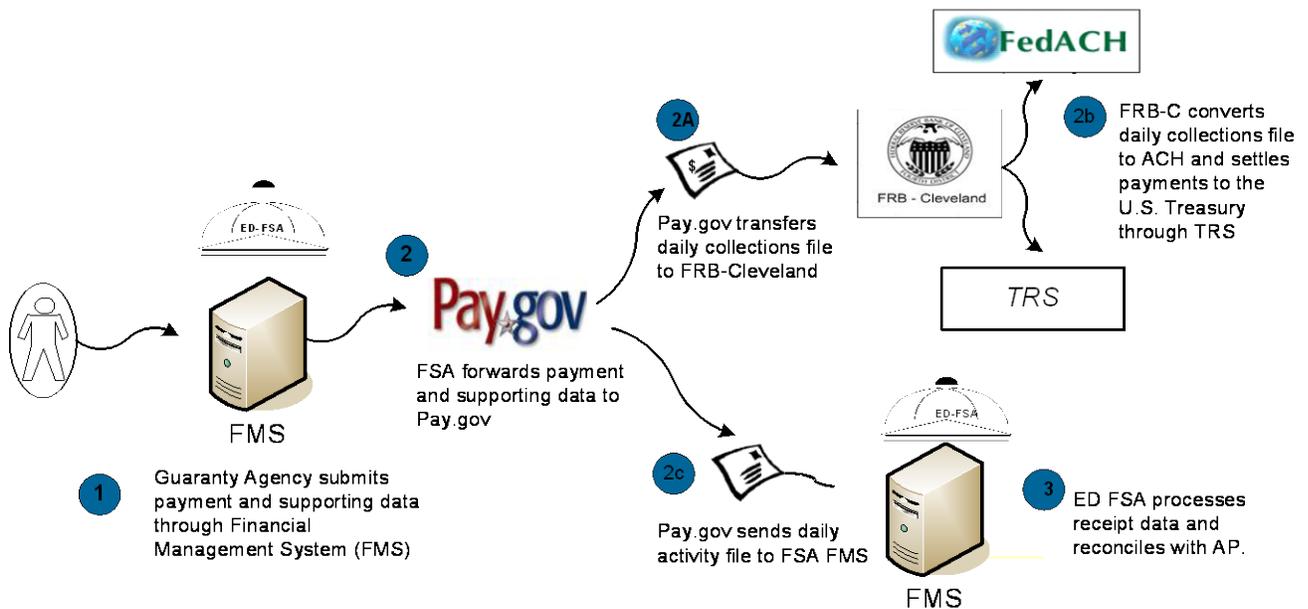
Introduction

The purpose of this document is to provide an overview of the Pay.gov ACH Funds Remittance process for Guaranty Agencies participating in the Federal Family Education Loan Program (FFEL). This process facilitates the collection of the following fees:

- GAFR (ED Form 2000)
- GA Recall Fee (ECMC Only)

ACH Funds Remittance

Process Overview



Pre-Requisites

All users must be active in the ED FSA Financial Management System (FMS) and have the “FSA FFEL GA Payment Submission” responsibility. The FSA/FMS Security access forms are available under the GA section at: <http://www.fp.ed.gov/fms.html>.

Users with additional questions should contact the FMS Help Desk at 1-800-433-7327, option 3.

Forms Overview

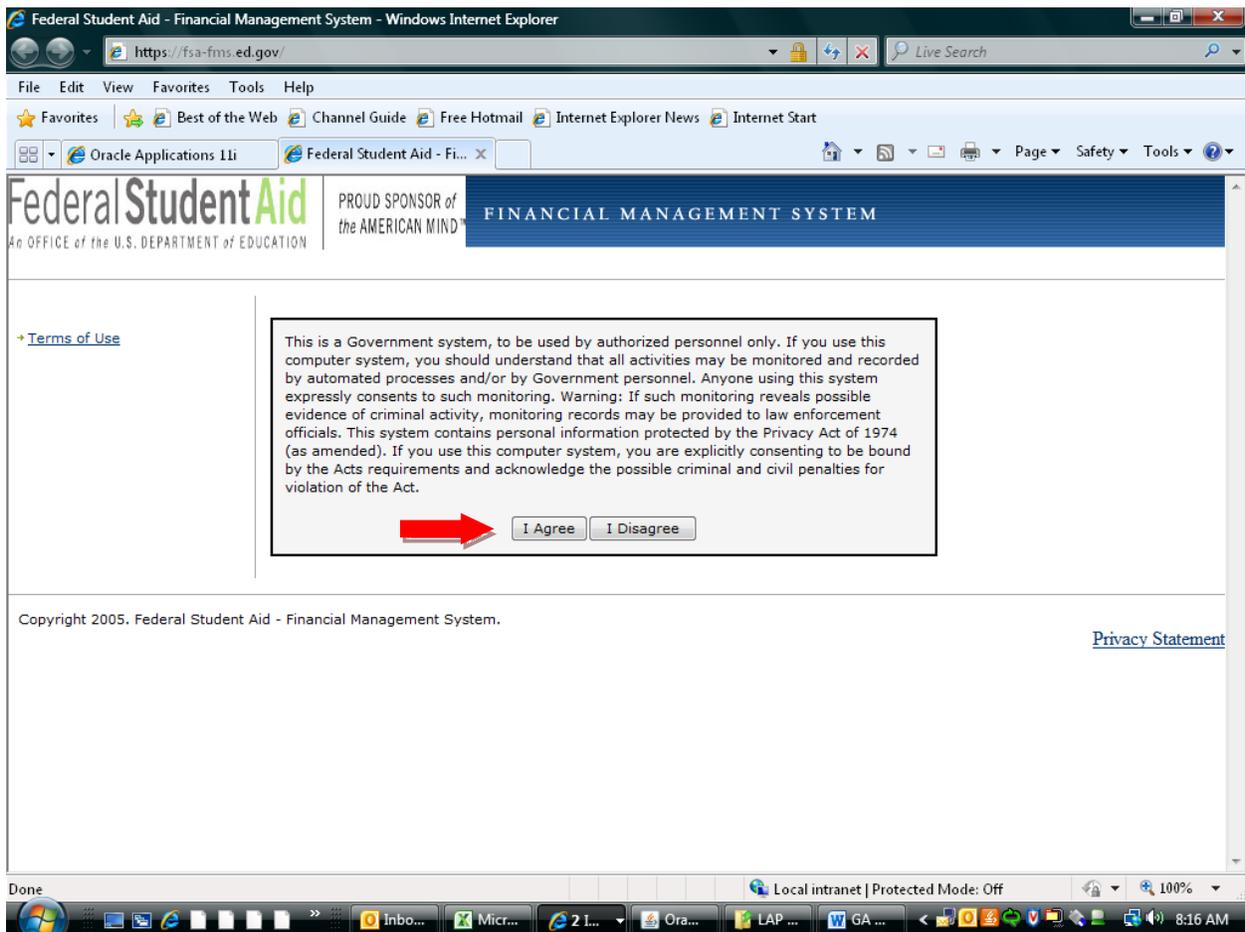
FFEL GAFR (ED Form 2000) Remittance Form Overview

Education (ED) will normally offset the amount that a guaranty agency (GA) owes ED against the amount ED owes the agency. In most cases, this will result in the GA receiving a payment for the difference. In the event that the GA still owes ED money, the GA must remit payment immediately. With the Pay.gov feature, the GA representative will log into FMS and select the FSA FFEL GA Payment Submission responsibility to access the FFEL GAFR (ED Form 2000) Remittance Form to initiate an ACH payment.

Login Process

Open an Internet session, and navigate to the “FSA-FMS Oracle Application Links” page:

<https://fsa-fms.ed.gov/>



Click “I Agree”

If your connectivity is fine and you have accessed FMS before, but you cannot access the FMS website now: Please make sure that you have internet connectivity and make sure that you are accessing the FMS through the following URL: <https://fsa-fms.ed.gov>.

If you receive the error message: *‘Login failed. Please verify your login information or contact the system administrator’*, you may be entering an incorrect User Name or password. Please try again. If you do not remember your user name or password, call the FMS Help Desk at 1-800-433-7327 Option #3 or email fms.operations@ed.gov so that they can help you.

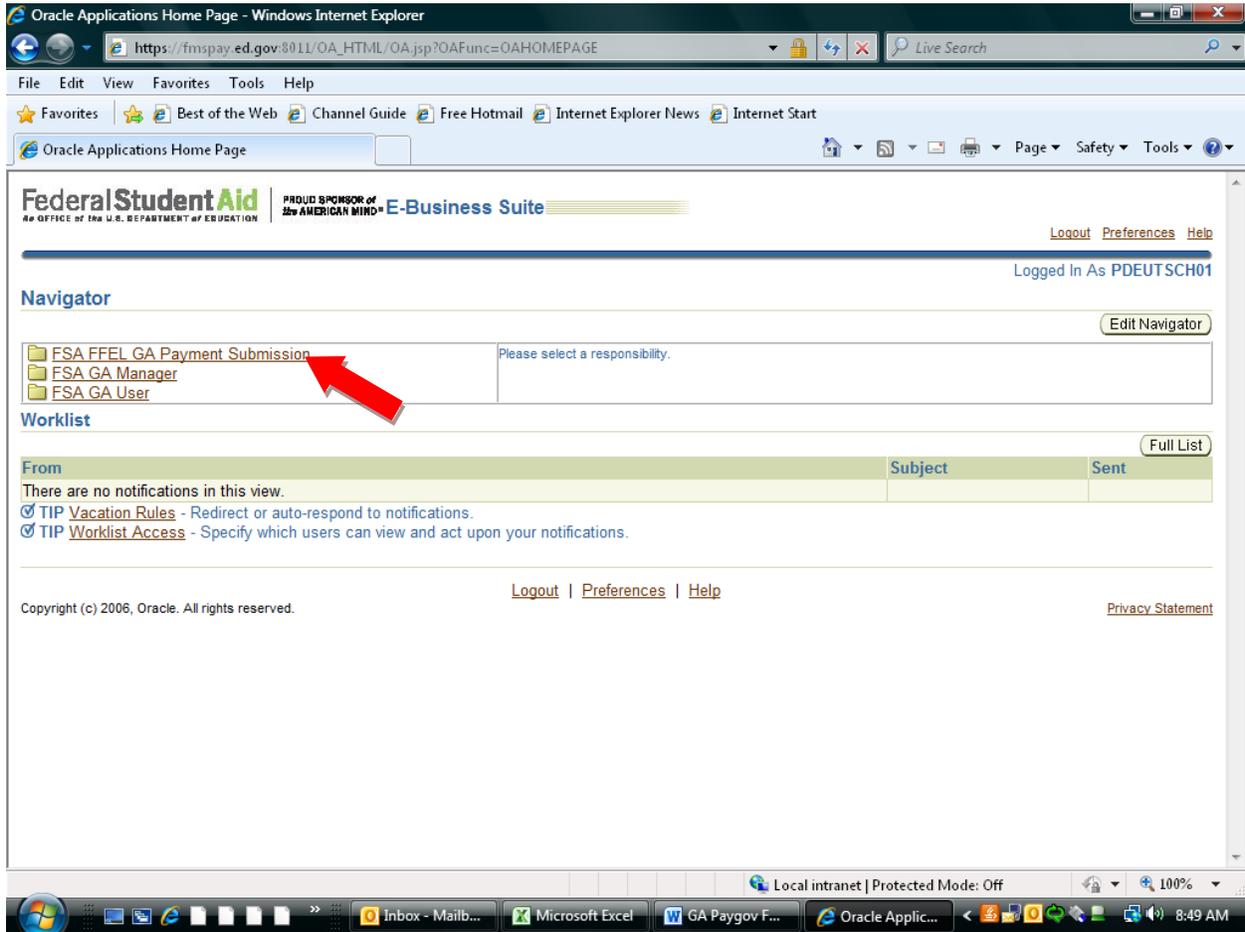
For password resets, you will be required to provide your response to the “Shared Secret” question that was requested on the form.

Login form will open:

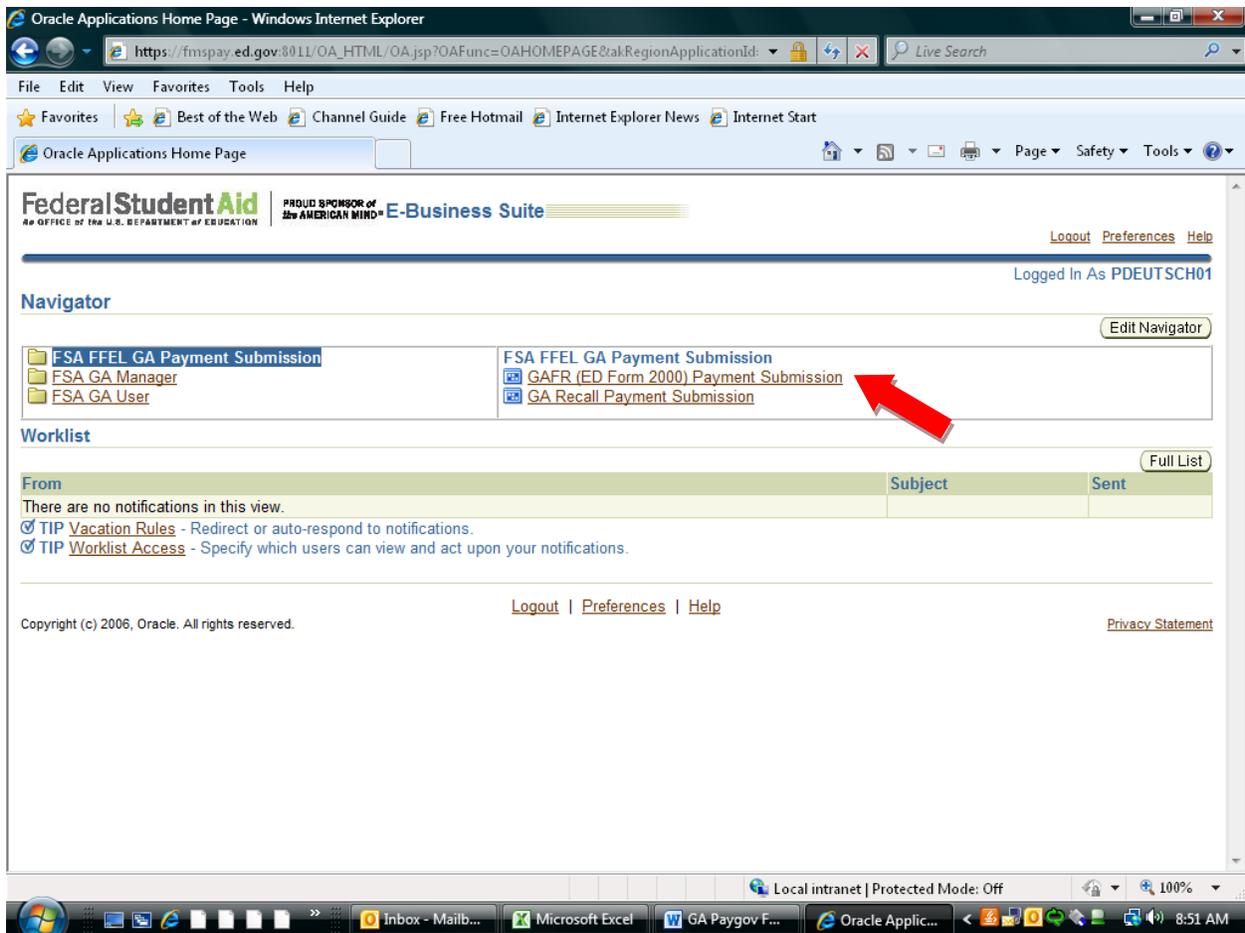
The screenshot shows a web browser window displaying the login page for the Financial Management System. The browser's address bar shows the URL https://fsa-fms.ed.gov/OA_HTML/AppsLocalLogin.jsp?requestUrl=APPSHOMEPAGE&cancelUrl=https%3A%2F. The page features the Federal Student Aid logo and the text 'PROUD SPONSOR of the AMERICAN MIND'. A blue banner at the top right reads 'FINANCIAL MANAGEMENT SYSTEM'. A disclaimer box contains the following text: 'You are accessing a U.S. government information system, which includes this computer session, this computer network, all computers connected to this network session. This information system is provided for U.S. government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. Personnel using remote access shall not download or store government information on private equipment, optical or digital media. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting this information system. At any time, the government may monitor, intercept, search and seize any communication or data transiting this information system. Any communications or data transiting this information system may be disclosed or used for any purpose. By logging on, I agree and consent to these terms and conditions.' Below the disclaimer is a 'Login' section with two input fields: 'Username' and 'Password'. A red arrow points to the 'Username' field. A 'Login' button is located below the password field. The footer of the page includes 'Copyright (c) 2006, Oracle. All rights reserved.' and a link to the 'Privacy Statement'.

Enter your User Name and Password, Click “Login”

The **Navigator** page will open allowing the user to select *FSA FFEL GA Payment Submission*:



Select “FSA FFEL GA Payment Submission”



Select “GAFR (ED Form 2000) Payment Submission” to open the remittance form.

FFEL GAFR (ED Form 2000) Remittance Procedures Cont'd

Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012

File Edit View Folder Tools Window Help

ORACLE

GA Name Payment Status

Period Name GA Code Confirmation Number

Transaction Date Settlement Date

Payer Name

Check Type Account Type

Routing Number

Account Number

Check Number

Error Code

Error Details

Payment Amount

Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012

8:53 AM

Enter the following fields into the form.

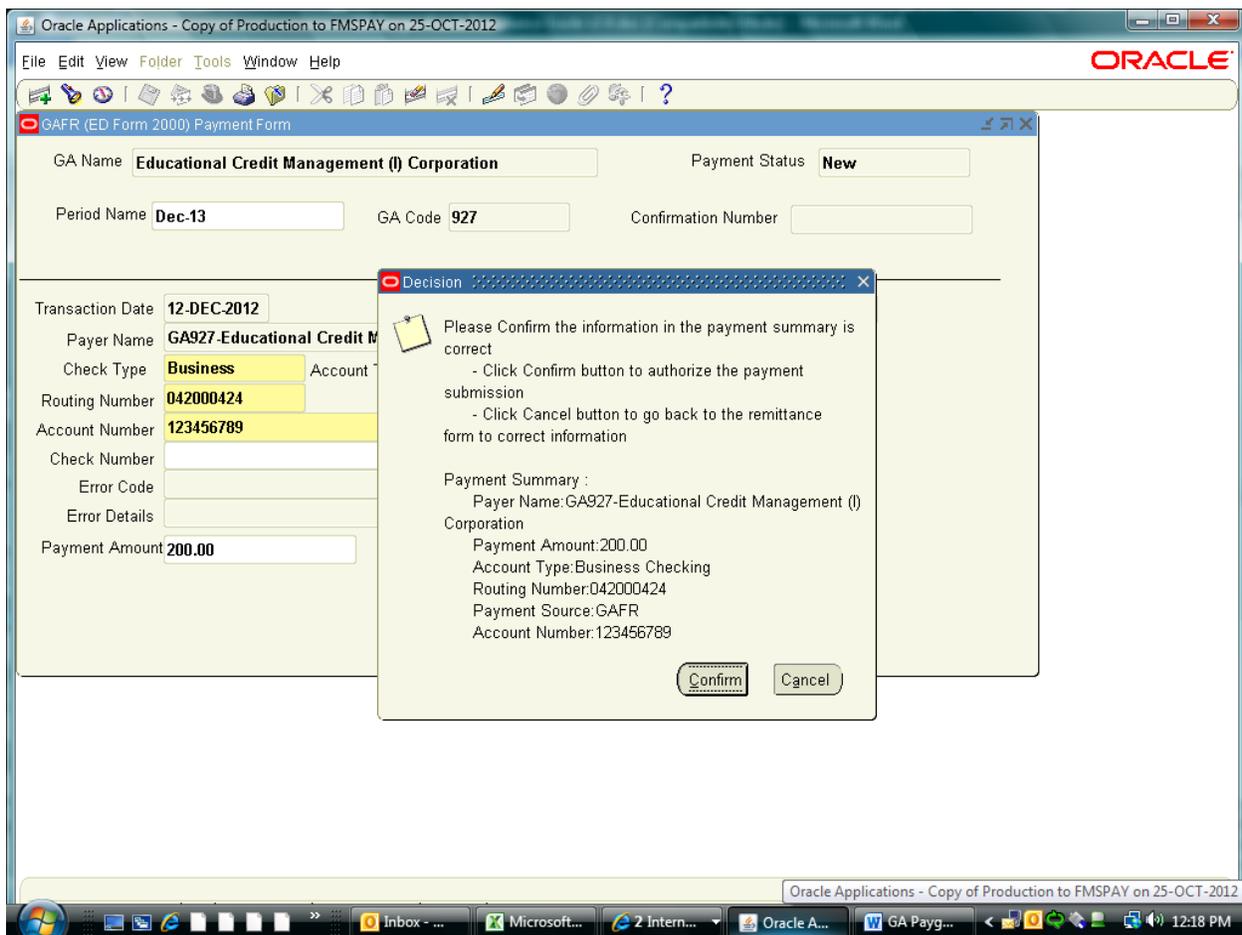
Field Definition

1. **GA Name:** This field is pre-populated based on user login credentials. If you have access to multiple GA codes you may select your GA name using the drop-down box. The three-digit GA Code will automatically populate.
2. **Payment Status:** This system-populated field tracks the status of each GA payment. Values include Submitted, In-Transit, Accepted, Returned, or Retired.
3. **Period Name:** The applicable fiscal month associated with the payment.
4. **Confirmation Number:** FMS assigns a Confirmation Number to each payment upon submission.
5. **Transaction Date:** This field is populated with the System Date for each new payment.
6. **Settlement Date:** This field will be populated once a payment clears and settlement information is provided to FMS by Pay.gov
7. **Payer Name:** This field is system-populated.
8. **Check Type and Account Type:** These fields are defaulted to Business/Checking.
9. **Routing Number:** Mandatory free entry field. An incorrect Routing Number will result in validation failure upon submission. Entries must be 9 digits.

10. **Account Number:** Mandatory free entry field. Incorrect Account Number will result in return of settlement – Lender will be notified upon retirement of payment. Maximum field size = 24 characters.
11. **Check Number:** Optional free entry field
12. **Error Code and Message:** This field will display the specific failure type if a payment is rejected.
13. **Error Detail:** This field will provide additional error information for rejected payments.
14. **Payment Amount:** Enter the amount of the payment.

Click “**Submit Payment**” button.

Payment Confirmation Summary window will be displayed:



Read and confirm the Payer Name, Payment Amount, Routing Number and Account Number fields are correct. To return to the remittance form and adjust payment details, click on the “**Cancel**” button. Otherwise, click on “**Confirm**”.

The Payment Confirmation Summary window will close and Remittance form will reopen:

Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012

GA Name Payment Status

Period Name GA Code Confirmation Number

Transaction Date Settlement Date

Payer Name

Check Type Account Type

Routing Number

Account Number

Check Number

Error Code

Error Details

Payment Amount

FRM-40400: Transaction complete: 1 records applied and saved.

Note the following:

- Payment Status will change to “In Transit”;
- Confirmation Number will be generated; please write this number down for future reference.
- Account Number will be partially masked, showing only the last 4 digits; and
- Submit button will be disabled.

FFEL GAFR (ED Form 2000) Remittance Query Procedures

Enter into Query mode through the following steps: *View; Query by Example; Enter (or press F11)*

The Form will enter query mode:

The screenshot shows the Oracle Applications interface for the GAFR (ED Form 2000) Payment Form. The window title is "Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The Oracle logo is in the top right corner. The form contains several input fields for data entry:

- GA Name
- Payment Status
- Period Name
- GA Code
- Confirmation Number
- Transaction Date
- Settlement Date
- Payer Name
- Check Type
- Account Type
- Routing Number
- Account Number
- Check Number
- Error Code
- Error Details
- Payment Amount

A "Submit Payment" button is located at the bottom of the form. At the bottom of the window, a status bar reads "Enter a query; press Ctrl+F11 to execute, F4 to cancel." The Windows taskbar at the bottom shows the system clock as 11:32 AM and several open applications including "2 Micr...", "Microsof...", "GA Payg...", and "2 Inter...".

Enter a Confirmation Number and run query through the following steps: *View; Query by Example; Run (or press 'Ctrl' F11)*:

Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012

File Edit View Folder Tools Window Help ORACLE

GAFR (ED Form 2000) Payment Form

GA Name **Educational Credit Management (I) Corporation** Payment Status **Completed**

Period Name **Dec-13** GA Code **927** Confirmation Number **GAFR20121212448**

Transaction Date **12-DEC-2012** Settlement Date

Payer Name **GA927-Educational Credit Management (I) Corporation**

Check Type **Business** Account Type **Checking**

Routing Number **042000424**

Account Number *******6789**

Check Number

Error Code

Error Details

Payment Amount **200**

Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012

Inbox - ... Microsoft... 2 Intern... Oracle A... GA Payg... 12:20 PM

Payment information and Payment Status will appear.

FFEL GA Recall Remittance Form Overview (ECMC FSB)

ECMC is required to remit monthly 100% of the Federal Service Bureau Federal Reserve Fund. The supporting documentation should be sent to the GAR mailbox, but payment shall be remitted using pay.gov.

From the **Navigator** page:

The screenshot shows the Oracle Applications Home Page in Internet Explorer. The browser address bar displays the URL: https://fmspay.ed.gov:8011/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionApplicationId=. The page header includes the Federal Student Aid logo and the text "PROUD SPONSOR of the AMERICAN MIND® E-Business Suite". The user is logged in as "PDEUTSCH01".

The **Navigator** section contains a tree view with the following items:

- FSA FFEL GA Payment Submission
 - FSA GA Manager
 - FSA GA User
- FSA FFEL GA Payment Submission
 - GAFR (ED Form 2000) Payment Submission
 - GA Recall Payment Submission

A red arrow points to the "GA Recall Payment Submission" link. Below the Navigator is the **Worklist** section, which is currently empty. The page footer includes "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

Select “GA Recall Payment Submission”, click to open the remittance form.

GA Recall Remittance Form Procedures

The screenshot shows the Oracle Applications interface for submitting a GA Recall Payment. The window title is "Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The Oracle logo is in the top right corner. The form is titled "GA Recall Payment submission" and contains the following fields:

- GA Name: Educational Credit Management (I) Corporation
- Payment Status: New
- Period Name: Nov-12
- GA Code: 927
- Confirmation Number: (empty)
- Transaction Date: 11-DEC-2012
- Settlement Date: (empty)
- Payer Name: GA927-Educational Credit Management (I) Corporation
- Check Type: Business
- Account Type: Checking
- Routing Number: (empty)
- Account Number: (empty)
- Check Number: (empty)
- Error Code: (empty)
- Error Details: (empty)
- Payment Amount: (empty)

A "Submit Payment" button is located at the bottom of the form. The taskbar at the bottom shows various applications including "Inbox - ...", "Microsoft...", "GA Payg...", "2 Inter...", and "Oracle A...". The system clock shows 9:02 AM.

Enter the following fields into the form:

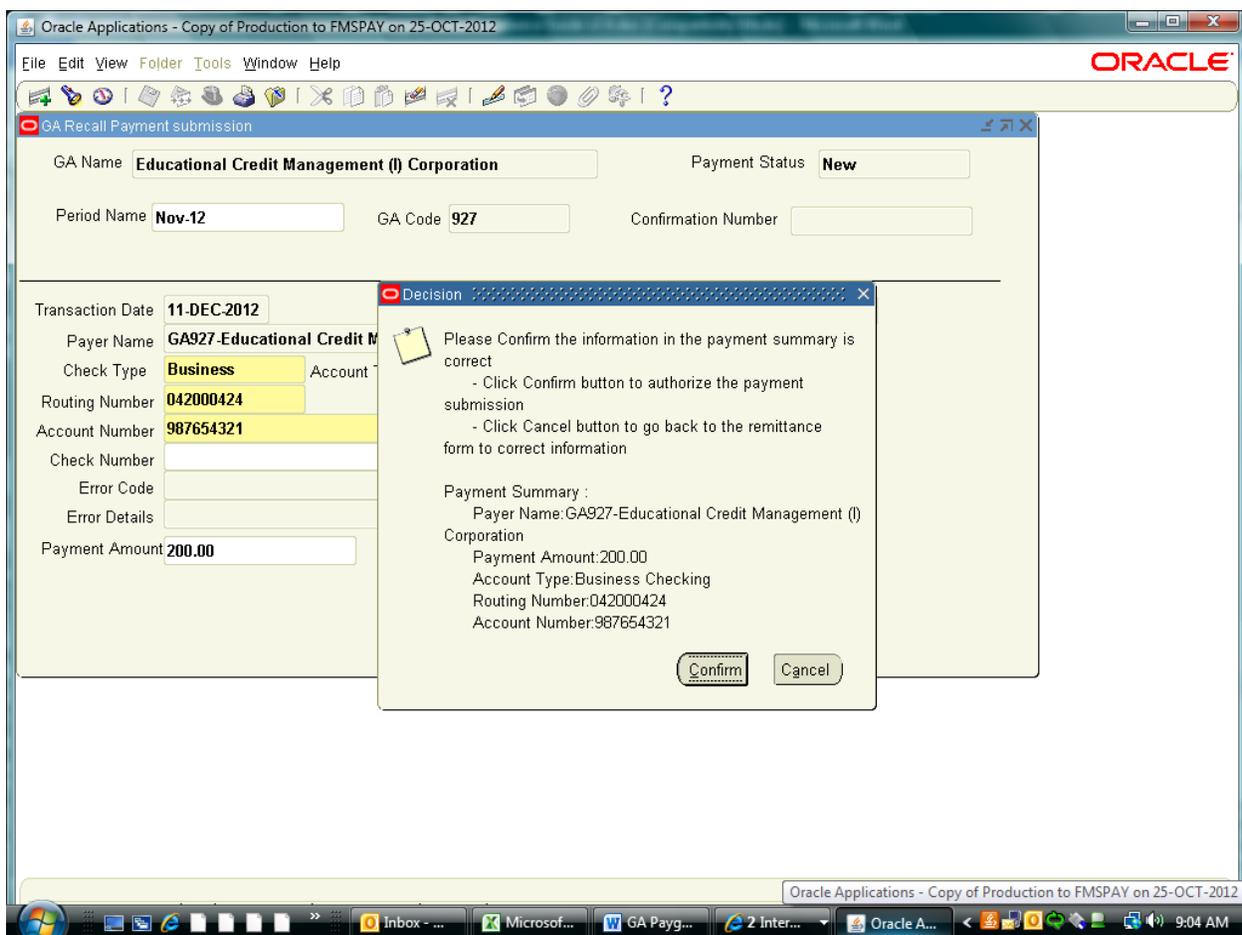
Field Definition

1. **GA Name:** This field is pre-populated based on user login credentials. If you have access to multiple GA codes you may select your GA name using the drop-down box. The three-digit GA Code will automatically populate.
2. **Payment Status:** This system-populated field tracks the status of each GA Recall payment. Values include Submitted, In-Transit, Accepted, Returned, or Retired.
3. **Period Name:** The applicable month in which ECMC is reimbursing ED.
4. **Confirmation Number:** FMS assigns a Confirmation Number to each payment upon submission.
5. **Transaction Date:** This field is populated with the System Date for each new payment.
6. **Settlement Date:** This field will be populated once a payment clears and settlement information is provided to FMS by Pay.gov.
7. **Payer Name:** This field is system populated.
8. **Check Type and Account Type:** These fields are defaulted to Business/Checking.
9. **Routing Number:** Mandatory free entry field. An incorrect Routing Number will result in validation failure upon submission. Entries must be 9 digits.

10. **Account Number:** Mandatory free entry field. An incorrect Account Number will result in return of settlement – GA will be notified upon retirement of payment. Maximum field size = 24 characters.
11. **Check Number:** Optional free entry field.
12. **Error Code and Message:** This field will display the specific failure type if a payment is rejected.
13. **Error Detail:** This field will provide additional error information for rejected payments.
14. **Payment Amount:** Please enter the amount of the payment being made.

Click “**Submit Payment**” button.

Payment Confirmation Summary window will be displayed:



Read and confirm the Payer Name, Payment Amount, Routing Number and Account Number fields are correct. To return to the remittance form and adjust payment details, click on the “**Cancel**” button. Otherwise, click on “**Confirm**”.

The Payment Confirmation Summary window will close and Remittance form will reopen:

The screenshot shows a web browser window titled "Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012". The browser address bar shows "GA Recall Payment submission". The main content area contains a form with the following fields:

GA Name	Educational Credit Management (I) Corporation	Payment Status	In-Transit
Period Name	Nov-12	GA Code	927
		Confirmation Number	GARC20121211445
Transaction Date	11-DEC-2012	Settlement Date	
Payer Name	GA927-Educational Credit Management (I) Corporation		
Check Type	Business	Account Type	Checking
Routing Number	042000424		
Account Number	*****4321		
Check Number			
Error Code			
Error Details			
Payment Amount	200.00		

At the bottom of the form is a "Submit Payment" button. The status bar at the bottom of the window displays "FRM-40400: Transaction complete: 1 records applied and saved." and "Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012". The Windows taskbar at the bottom shows the time as 9:04 AM.

Note the following:

- Payment Status will change to “In Transit”;
- Confirmation Number will be generated; please write this number down for future reference.
- Account Number will be partially masked, showing only the last 4 digits; and
- Submit button will be disabled.

GA Recall Remittance Query Procedures

Enter into Query mode through the following steps: **View; Query by Example; Enter (or press F11)**

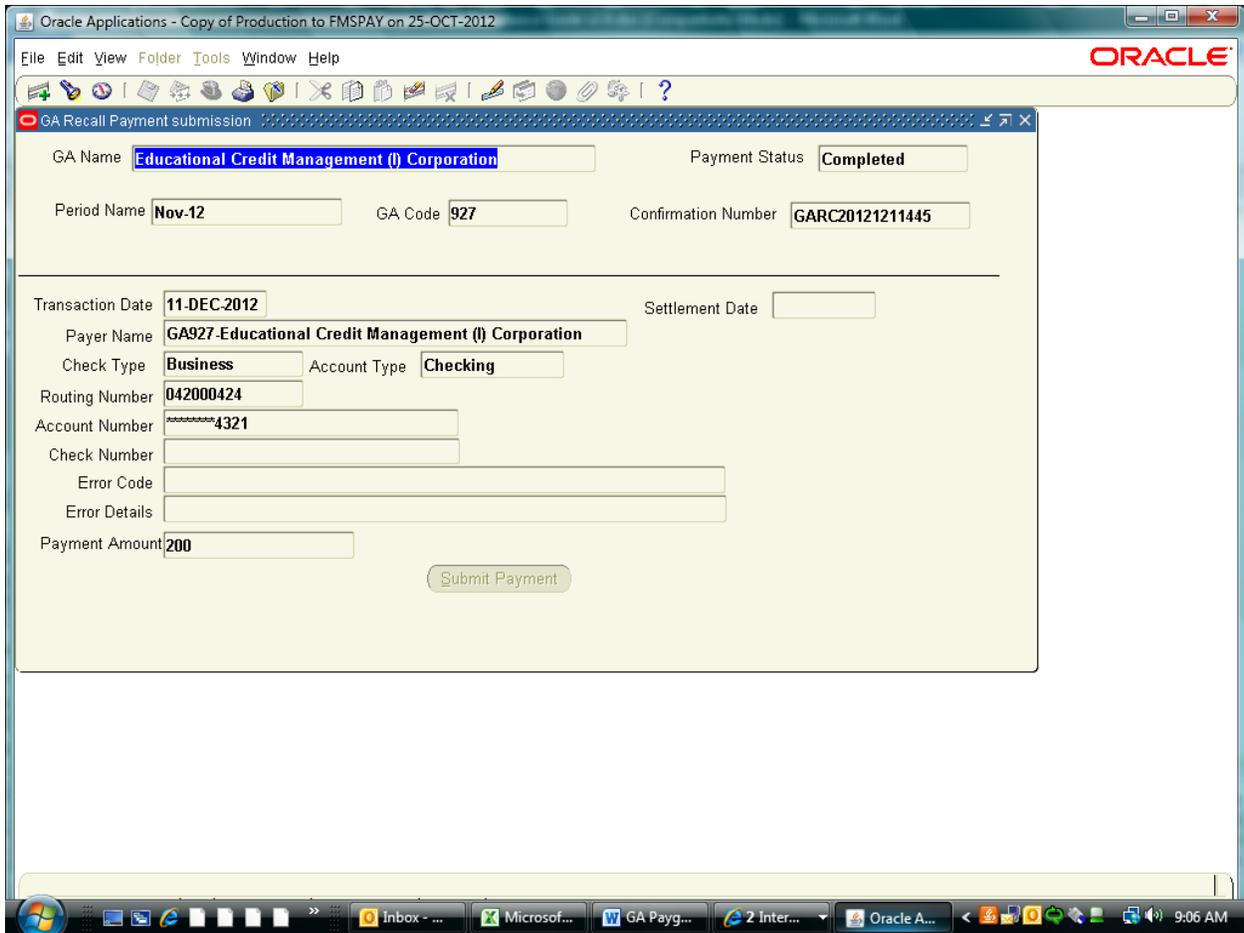
The Form will enter query mode:

The screenshot shows the Oracle Applications interface for the GAFR (ED Form 2000) Payment Form. The window title is "Oracle Applications - Copy of Production to FMSPAY on 25-OCT-2012". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The Oracle logo is in the top right corner. The form contains several input fields for data entry:

- GA Name
- Payment Status
- Period Name
- GA Code
- Confirmation Number
- Transaction Date
- Settlement Date
- Payer Name
- Check Type
- Account Type
- Routing Number
- Account Number
- Check Number
- Error Code
- Error Details
- Payment Amount

A "Submit Payment" button is located at the bottom of the form. At the bottom of the window, a status bar reads: "Enter a query; press Ctrl+F11 to execute, F4 to cancel." The Windows taskbar at the bottom shows the time as 11:32 AM and includes icons for various applications like Microsoft Word and Internet Explorer.

Enter a Confirmation Number and run query through the following steps: **View; Query by Example; Run (or press 'Ctrl' F11)**:



Payment information and Payment Status will appear.

Questions? – Please send all questions to the FSA_GAR@ed.gov mailbox.