Session #8

Direct Loan Reconciliation

Allison Richards
Ron Ackermann

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Agenda

- Reconciliation Overview
- Cash Summary Comparison
- Cash Detail Comparison
- Disbursement Detail Comparison
- Documentation

Reconciliation – A General Definition

The process by which records from one system are compared to records from another, and any discrepancies are identified and resolved.

Example: *Balancing a checkbook*

Direct Loan Reconciliation

The process by which the Direct Loan Cash Balance recorded on the Department of Education system is reviewed and compared with a school's internal records on a monthly basis. The school must:

- identify and resolve discrepancies, and
- document reasons for their Ending Cash Balance

Program Year Closeout

The process by which schools complete final processing at the end of a Direct Loan award year.

- Extension of the monthly reconciliation process
- $0 Ending Cash Balance

  (DL funds received = DL funds disbursed)
- Final deadline: July 31st of the year following end of the award year (7/31/2010 for 2008-2009).

Note: 30 Day reporting requirement supersedes both reconciliation and closeout requirements

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Ending Cash Balance (ECB)

Total Net Drawdowns
– Total Net Booked Disbursements

= Ending Cash Balance

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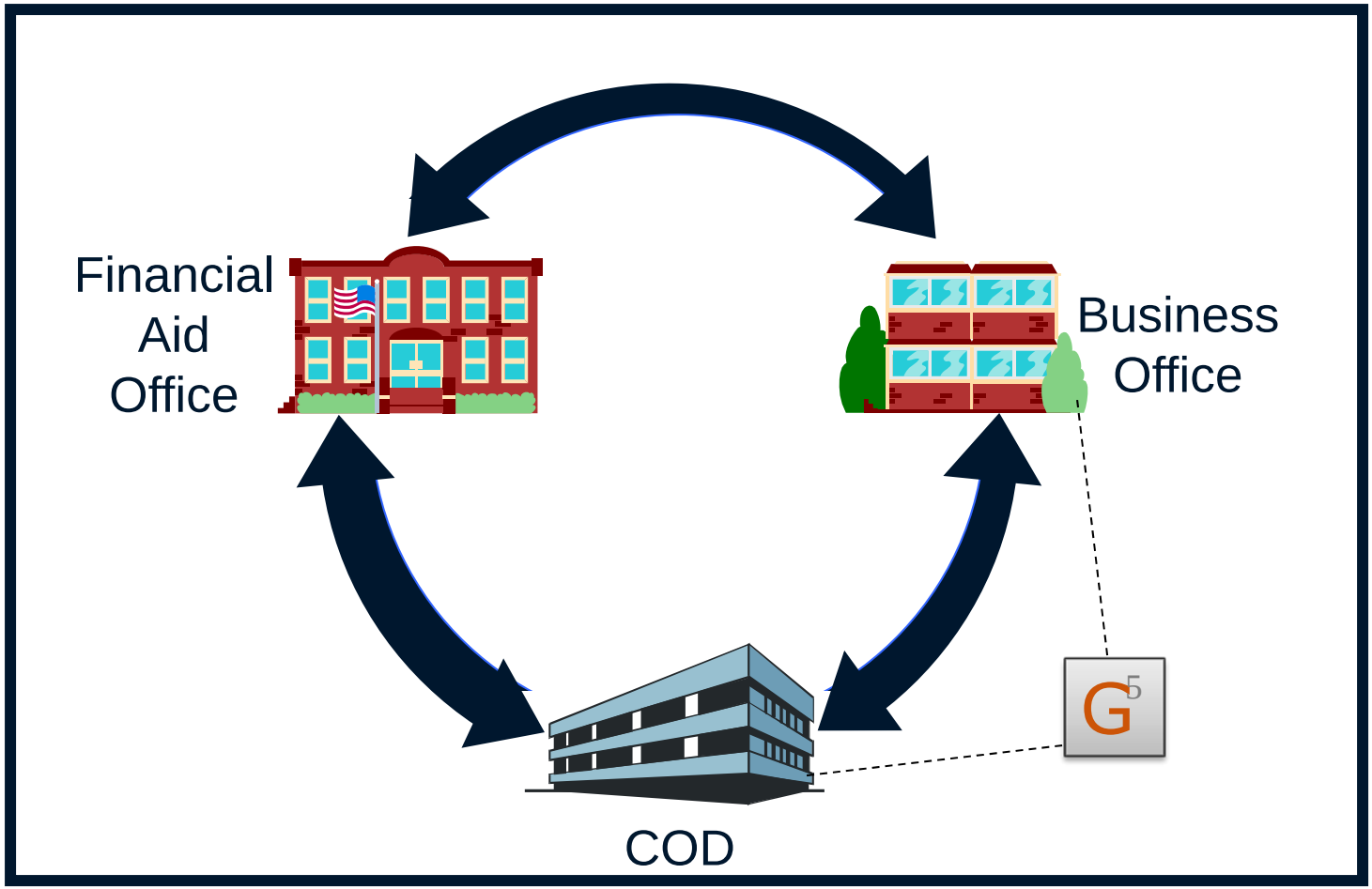
Reconciliation: Three Key Systems



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Reconciliation Tools and Resources

- School Account Statement
- COD Website
- DL Tools
- Student Files
- Financial Aid Office Reports
- Business Office Reports

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Reconciliation Tools and Resources

- COD Customer Service
  - Customer Service Representative
  - Reconciliation Team
  - Weekly monitoring e-mails

School Account Statement (SAS)

- Generated by COD on 1st weekend of the month
- Contains data through the end of the previous month
- Separate SAS for each open award year

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School Account Statement (SAS)

- Four Primary SAS Components
  - Cash Summary
  - Disbursement Summary by Loan Type
  - Cash Detail
  - Loan Detail (Loan or Disbursement Activity Level)
- Different Report Options
  - Format
  - Content

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SAS Options Screen

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User

- School Search
- School Information
  - School Summary
  - Financial Aid Contact
  - Eligibility
  - General
  - Options
  - Funding Info
  - Summary Financial Info
  - Refunds of Cash
  - Cash Activity
  - Events
  - Memos
  - Yearly Totals
  - Relationships
  - Balance Confirmation
  - Request Post
  - Deadline/Extended
  - Processing
  - Correspondence

SAS Options

HELP

Euclid University

Program DIRECT LOAN **Award Year** '09-'10

SAS Options

Report Format Fixed Length

Include Names of Borrowers No

Report Activity Type Both (Monthly / Year-to-Date / Both)

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash Detail if you choose Monthly activity and Year-to-Date Cash Detail if you choose Year-to-Date.

You will receive both the Monthly and Year-to-Date Cash Detail if you select Both as your option.

Sections of SAS to Receive

Summary by Loan Type Yes

If chosen, you will receive Monthly and Year-to-Date.

	Monthly	Year-to-Date
Disbursement Detail	Yes	No
Loan Level (optional)	N/A	No

Loan Level is only available for Year-to-Date.

UPDATE

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School Account Statement
Cash Summary - YTD

```
Report Date:      05/04/2010  U.S. Department of Education        Page 1
Report Time:      09:53:20    Direct Loan Tools - 2009-2010
                              SAS Year-To-Date Cash Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************
End Date:   04/30/2010

School Code:      G09009
Region Code:      02
State Code:       NJ


Beginning Balance:                                                      $0
      Cash Receipts:                        $13,074
      Refunds of Cash:                      -$1,350
Net Drawdowns/Payments:                                            $11,724

      Booked Disbursements:                  $5,721
      Booked Adjustments:                   -$1,250
Total Net Booked Disbursements:                                     $4,471

Ending Cash Balance:                                                $7,253

      Unbooked Disbursements Actual:         $3,264
      Unbooked Adjustments:                      $0
Total Net Unbooked Disbursements:                                   $3,264

Cash > Accepted and Posted Disbursements:                           $3,989
```

START HERE
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FEDERAL STUDENT AID

School Account Statement
Cash Summary - Monthly

```
Report Date:      05/04/2010  U.S. Department of Education        Page 1
Report Time:      09:59:50    Direct Loan Tools - 2009-2010
                              SAS Monthly Cash Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************
End Date:   04/30/2010

School Code:      G09009
Region Code:      02
State Code:       NJ


Beginning Balance:                                                  $3,264
      Cash Receipts:                        $4,089
      Refunds of Cash:                     -$1,350
Net Drawdowns/Payments:                                             $2,739

      Booked Disbursements:                     $0
      Booked Adjustments:                  -$1,250
Total Net Booked Disbursements:                                    -$1,250

Ending Cash Balance:                                                $7,253

      Unbooked Disbursements Actual:        $3,264
      Unbooked Adjustments:                     $0
Total Net Unbooked Disbursements:                                   $3,264

Cash > Accepted and Posted Disbursements:                           $3,989
```

START HERE
GO FURTHER
FEDERAL STUDENT AID

Disbursement Summary by Loan Type

Report Date: 05/04/2010 U.S. Department of Education Page 1
Report Time: 09:59:50 Direct Loan Tools - 2009-2010
SAS Monthly Disbursement Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****
End Date: 04/30/2010

School Code: G09009
Region Code: 02
State Code: NJ

	Subsidized	Unsubsidized	PLUS
Booked Gross	-$1,282	$0	$0
Booked Fee	-$52	$0	$0
Booked Interest Rebate	-$20	$0	$0
Booked Net	-$1,250	$0	$0
Unbooked Gross	$350	$2,962	$0
Unbooked Fee	$10	$88	$0
Unbooked Interest Rebate	$5	$45	$0
Unbooked Net	$345	$2,919	$0

	All Loans
Booked Gross	-$1,282
Booked Fee	-$52
Booked Interest Rebate	-$20
Booked Net	-$1,250
Unbooked Gross	$3,312
Unbooked Fee	$98
Unbooked Interest Rebate	$50
Unbooked Net	$3,264

Cash Detail

Report Date: 5/04/2010 U.S. Department of Education Page 1
Report Time: 10:18:06 Direct Loan Tools - 2009-2010
SAS Cash Detail
Sort By: Trans Type
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****

Date Range: Trans Type: All

School Code: G09009

End Date: 4/30/2010

Trans Type	Trans Date	Trans Amount	COD Process Date	Payment Control/ Check Number
Receipt	03/28/2010	$8,985	05/01/2010	2010032812345
Receipt	04/07/2010	$4,089	05/01/2010	2010040767890
Refund	04/15/2010	$1,000	05/01/2010	000000101100
Refund	04/18/2010	$350	05/01/2010	000000101101

Total Cash Receipt Records: 2
Total Refunds Cash Records 2
Total SAS Cash Detail Records 4

Total Cash Receipt Amount: $13,074
Total Refunds of Cash Amount: $1,350

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Loan and Disbursement Detail

```
Report Date:  05/04/2010        U.S. Department of Education                    Page 1
Report Time:  10:04:21          Direct Loan Tools - 2009-2010
                               SAS Loan and Disbursement Detail
                                                                  Sort By: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

School Code:                                          Booked Status: Unbooked

End Date:     04/30/2010

Student's Name
PLUS Borrower's Name          Record    Gross      Fee        Int Rebate     Net
  Loan ID                     Type      Amount     Amount     Amount         Amount
_____________________         ______    ______     ______     __________     ______
                      Disb #  Seq #  Type   Disb Date    Gross Amount      Net amount
                      ______  _____  ____   _________    ____________      __________


York, Charlotte
  222334444S10G09009001       Unbooked    $350       $10            $5        $345
                            1       1 D   05/05/2010            $350             $345

  222334444U10G09009001       Unbooked    $1,306     $39            $20       $1,287
                            1       1 D   05/05/2010          $1,306             $1,287


Hobbs, Miranda
  333445555S10G09009001       Unbooked     $1,656      $49           $25       $1,632
                            1       1 D   05/05/2010          $1,656             $1,632


Total Booked Loans:       0                $0
Total Unbooked Loans:     3            $3,312
Total Loans:              3            $3,312
Total Disbursements:      3            $3,312

Total Loan Gross Amount:  $3,312
Total Loan Net Amount:    $3,264
```

START HERE
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FEDERAL STUDENT AID

COD Web School Summary

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User | Program

- School Search
- School Information
  - School Summary
  - Financial Aid Contact
  - Eligibility
  - General
  - Options
  - Funding Info
  - Summary Financial Info
  - Refunds of Cash
  - Cash Activity
  - Events
  - Memos
  - Message List
  - Yearly Totals
  - Relationships
  - Balance Confirmation
  - Request Post
  - Deadline/Extended Processing
  - Correspondence
  - Report Selection

School Summary Financial Information

HELP

Electronic University

Summary Financial Information

Program: DIRECT LOAN Award Year: '09-'10

Entity ID		12345678
Beginning Cash Balance		$0.00
Cash Receipts	$13,074.00	
Refunds of Cash	($2,075.00)	
Net Drawdowns/Payments		$10,999.00
Booked Disbursements	$5,721.00	
Booked Adjustments	($1,250.00)	
Total Net Booked Disbursements		$4,471.00
Ending Cash Balance		$6,528.00
Unbooked Disbursements	$3,264.00	
Unbooked Adjustments	$0.00	
Total Net Unbooked Disbursements		$3,264.00
Cash > Accepted and Posted Disbursements		$3,264.00

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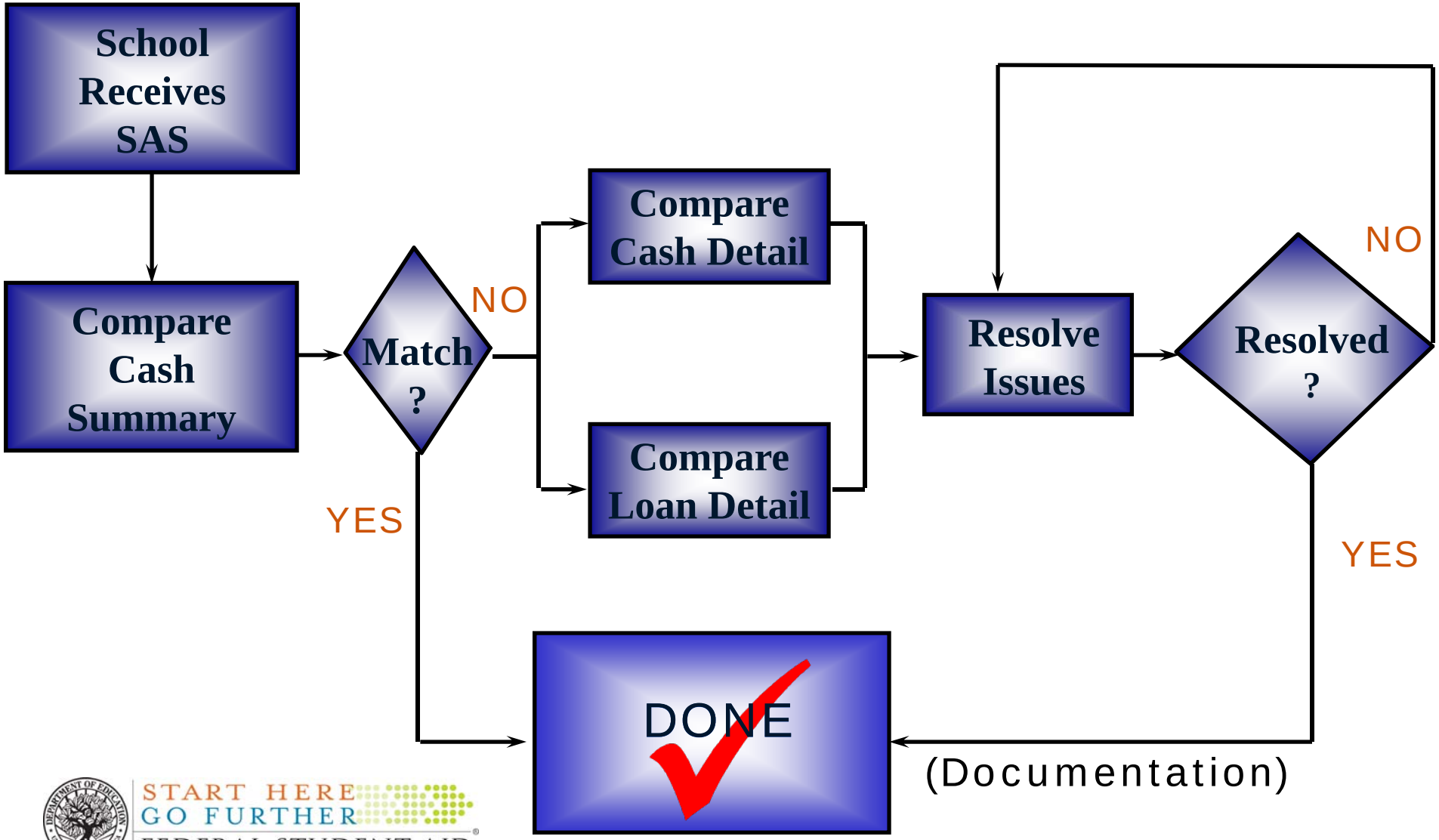
What Did You Find?

- SAS Shows:
  - Ending Cash Balance (ECB) = $7253
  - Total Net Unbooked = $3264

- Why?

Reconciliation: A Process Flow



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Cash Summary Comparison

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Cash Summary from School Records

Report Date: 5/04/2010 U.S. Department of Education Page 1
Report Time: 10:21:06 Direct Loan Tools - 2009-2010
Cash Report - Summary

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Date Range: 01/01/2010 to 04/30/2010

School Code: G09009

Cash Receipts:	$13,074	
Refund of Cash:	$2,075	
Total Cash (Receipts - Refunds of Cash):		$10,099
Total Disbursement Net Amount from EDExpress:		$9,847
Ending Cash Balance (Total Cash - Total Net Disbursements):		$1,152

Booked + Unbooked

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Compare School Records to SAS Cash Summary

Month Ending 4/30/2010

	SCHOOL'S FINAID SYSTEM:		COD SCHOOL ACCT STATEMENT (SAS):		DIFFERENCE:	
Beginning Balance		$0		$0		$0
Cash Receipts	$13,074		$13,074		$0	
Refunds of Cash	($2,075)		($1,350)		($725)	
Net Drawdowns/Payments		$10,999		$11,724		($725)
Booked Disbursements	$5,721		$5,721		$0	
Booked Adjustments	$0		($1,250)		$1,250	
Total Net Booked Disbs		$5,721		$4,471		$1,250
Ending Cash Balance		**$5,278**		**$7,253**		**($1,975)**
Unbooked Disbursements	$4,126		$3,264		$862	
Unbooked Adjustments	$0		$0		$0	
Total Net Unbooked Disbs		$4,126		$3,264		$862
Cash>Net Accepted and Posted Disbs		**$1,152**		**$3,989**		**($2,837)**

FEDERAL STUDENT AID

What Did You Find?

- Discrepancies:
  - Difference in Refund of Cash = ($725)
  - Difference in Booked Adj = $1250
  - Difference in Unbooked Disbs = $862
- Why?

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Cash Detail Comparison

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Cash Discrepancies: Common Causes

- Timing Issues
- Cash Transactions in wrong year or split between years
- Funds sent as refunds of cash that should have been a payment (or reverse)
- Funds recycled for disbursement in a different award year

Cash Discrepancies: Research Tools

- Cash Detail Comparison Report
- SAS Cash Detail
- Cash Management Tool
- COD Website
- Business Office Cash Report
- Bank Statements
- Cancelled Checks

Cash Detail Comparison

Report Date: 5/04/2010 U.S. Department of Education Page 1
Report Time: 10:22:14 Direct Loan Tools - 2009-2010
Cash Detail Comparison
Sort By: Trans Type
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****

Date Range: 01/01/2010 to 04/30/2010 Match Status: All

School Code: G09009

Tolerance (# of days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	03/28/2010	$8,985	Matched	COD
Receipt	04/01/2010	$8,985	Matched	School
Receipt	04/07/2010	$4,089	Matched	COD
Receipt	04/10/2010	$4,089	Matched	School
Refund	04/10/2010	$1,000	Matched	School
Refund	04/15/2010	$350	Matched	School
Refund	**4/29/2010**	**$725**	**Unmatched**	**School**

Totals:

Matched Records:	8
Unmatched Records:	1
COD Cash Detail Records:	4
School Cash Detail Records:	5

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FAO Cash Report

Report Date: 5/04/2010 U.S. Department of Education Page 1
Report Time: 10:33:54 Direct Loan Tools - 2009-2010
Cash Report - Detail
Sort By: Trans Type

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****

Date Range: 01/01/2010 to 04/30/2010

School Code: G09009

End Date: 4/30/2010

Trans Type	Date	Amount
Receipt	04/01/2010	$8,985
Receipt	04/10/2010	$4,089
Refund	04/10/2010	$1,000
Refund	**04/29/2010**	**$725**

Total Cash Receipt Records: 2
Total Refunds Cash Records 3

Total Cash Receipt Amount: $13,074
Total Refunds of Cash Amount: $2,075

FEDERAL STUDENT AID

COD Website Review

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User

- School Search
- School Information
  - School Summary
  - Financial Aid Contact
  - Eligibility
  - General
  - Options
  - Funding Info
  - Summary Financial Info
  - Refunds of Cash
  - Cash Activity
  - Events
  - Yearly Totals
  - Relationships
  - Balance Confirmation

Refunds of Cash Information

HELP

ELECTRONIC UNIVERSITY

Refunds of Cash Information

Program: DIRECT LOAN Award Year: '09-'10

Applied Date	Check Number	Amount Applied	Award Sequence	SF215/SF5515 Number	Comment
04/15/2010		$1000	0909	SF215	C
04/18/2010		$350	0909	SF215	C
05/01/2010		$725	0909	SF215	C

Processed 05/01/2010

GO FURTHER FEDERAL STUDENT AID

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User | Program

- School Search
- School Information
  - School Summary
  - Financial Aid Contact
  - Eligibility
  - General
  - Options
  - Funding Info
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  - Events
  - Memos
  - Message List
  - Yearly Totals
  - Relationships
  - Balance Confirmation
  - Request Post Deadline/Extended
  - Processing
  - Correspondence
  - Report Selection

Cash Activity

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Electronic University

Program/Year Selection

Program: DIRECT LOAN Award Year: '09-'10 Printer Friendly

Cash Activity Summary

Net Draws $10,999.00

Cash > Accepted & Posted Disbursements & older than 30 days $0.00

	Totals		
Date of Transaction		05/01/2010	04/18/
Time		9:50:29 AM	10:10:55 A
GAPS Debit Date			
Drawdowns/Payments	$13,074.00		
Drawdown Adjustments	$0.00		
Refunds of Cash	($2,075.00)	($725.00)	($1000
Returns of Cash	$0.00		
Drawdown Offsets	$0.00		
Days Since Net Draws Increase			
Days Left For On-time Reporting			
Payment Control Number			
Accepted & Posted Disbursements Applied	$7,735.00		

Explaining Discrepancies

School Finaid System to COD School Account Statem Reconciliation Report
As of Date: 4/30/2010

YTD For Month Ending: 4/30/2010

	School's Finaid System:		COD School Acct. Statement (SAS)		Difference	
Beginning Balance		$0		$0		$0
Cash Receipts	$13,074		$13,074		$0	
Refunds of Cash	($2,075)		($1,350)		($725)	
Net Drawdowns/ Payments		$10,999		$11,724		($725)
Booked Disbursements	$5,721		$5,721		$0	
Booked Adjustments	$0		($1,250)		$1,250	
Total Net Booked Disbs		$5,721		$4,471		$1,250
Ending Cash Balance		$5,278		$7,253		($1,975)
Unbooked Disbursements	$4,126		$3,264		$862	
Unbooked Adjustments	$0		$0		$0	
Total Net Unbooked Disbs		$4,126		$3,264		$862
Cash>Net Accepted and Posted Disbs		$1,152		$3,989		($2,837)

Sent Refund of Cash on 4/29/10 for $725 to COD. Processed on COD 5/1/10.

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Documenting Discrepancies

- 1 discrepancy – school sent refund of cash to COD on 4/29/10 for $725
- COD Received and Processed on 5/1/10
- Add to Action Item List:
  - Track refund of cash timing difference for May SAS Reconciliation

Disbursement Detail Comparison

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Disbursement Discrepancies: Common Causes

- Unsent/unacknowledged disbursement batches
- Rejected disbursements
- Disbursements recorded in Business Office – not in Financial Aid system
- Unbooked records
- School data loss

Disbursement Discrepancies: Research Tools

- Disbursement Detail Comparison Report
- Financial Aid Office Disbursement Report
- Business Office Disbursement Report
- SAS Disbursement Detail
- COD Website – Award/Disbursement Detail
- Student Account Files
- Business Office Ledgers/Statements of Account

Disbursement Detail Comparison

Report Date: 05/04/2010 U.S. Department of Education Page 1
Report Time: 10:27:11 Direct Loan Tools - 2009-2010
Disbursement Detail Comparison

Sort By: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

Date Range: 01/01/2010 to 04/30/2010

School Code: G09009 End Date: 04/30/2010

Booked Status: Both Booked and Unbooked Match Status: All

BOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
111223333S10G09009001	Jones, Samantha	1/1	$647/$647
111223333U10G09009001	Jones, Samantha	1/1	$985/$985
444556666P10G09009001	Bradshaw, Mister	1/1	$3,657/$3,657
444556666S10G09009001	Bradshaw, Carrie	1/1	$432/$432

START HERE GO FURTHER FEDERAL STUDENT AID

Disbursement Detail Comparison

```
Report Date:  05/04/2010        U.S. Department of Education                    Page 2
Report Time:  10:27:11          Direct Loan Tools - 2009-2010
                              Disbursement Detail Comparison
                                                                   Sort By: Loan ID
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************

Date Range:  01/01/2010 to 04/30/2010

School Code:  G09009                                          End Date:  04/30/2010

Booked Status: Both Booked and Unbooked                       Match Status:  All
```

BOOKED RECORDS THAT ARE UNMATCHED

```
  School   Disb#  Seq#  Date         Type   Gross   Fee   Rebate     Net     Net Adj
  COD      Disb#  Seq#  Date         Type   Gross   Fee   Rebate     Net     Net Adj
-------------------------------------------------------------------------------------

444556666P10G09009001  Bradshaw, Mister
              NO MATCHING SCHOOL DISBURSEMENT
               1    66    03/25/2010     A   $2,725  $109      $41  $2,675    -$1,000

444556666P10G09009001  Bradshaw, Mister
              NO MATCHING SCHOOL DISBURSEMENT
               1    67    03/25/2010     A   $2,468   $98      $37  $2,407      -$250
```

??

= ($1250)

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Disbursement Detail Comparison

Report Date: 05/04/2010 U.S. Department of Education Page 3
Report Time: 10:27:11 Direct Loan Tools - 2009-2010
Disbursement Detail Comparison
Sort By: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****

Date Range: 01/01/2010 to 04/30/2010

School Code: G09009 End Date: 04/30/2010

Booked Status: Both Booked and Unbooked Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
222334444S10G09009001	York, Charlotte	1/1	$345/$345
222334444U10G09009001	York, Charlotte	1/1	$1,287/$1,287
333445555U10G09009001	Hobbs, Miranda	1/1	$1,632/$1,632

= $3264

START HERE GO FURTHER FEDERAL STUDENT AID

Disbursement Detail Comparison

```
Report Date:  05/04/2010        U.S. Department of Education                    Page 4
Report Time:  10:27:11          Direct Loan Tools - 2009-2010
                               Disbursement Detail Comparison
                                                                   Sort By: Loan ID
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************************

Date Range:  01/01/2010 to 04/30/2010

School Code:  G09009                                          End Date:  04/30/2010
```

SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS

```
Loan ID                  Student's Name
  School   Disb#   Seq#   Date          Type   Gross   Fee   Rebate     Net     Net Adj
  COD      Disb#   Seq#   Date          Type   Gross   Fee   Rebate     Net     Net Adj

1112345678 10G09009001   James, Jesse L
                1     1    04/05/2010     D     $875   $26      $13    $862          $0
              NO MATCHING COD DISBURSEMENT
```

= $862

```
TOTAL BOOKED RECORDS THAT ARE MATCHED:                                              4
TOTAL BOOKED RECORDS THAT ARE UNMATCHED:                                            2
TOTAL UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING):                              3
TOTAL SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS:        1
TOTAL DISBURSEMENTS:                                                               10
```

START HERE GO FURTHER FEDERAL STUDENT AID

School Disbursement Report

```
Report Date:  05/04/2010          U.S. Department of Education                    Page 1
Report Time:  13:36:37            Direct Loan Tools - 2009-2010
                                    Actual Disbursements List
                                         (ALL RECORDS)                          Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************************

Student's Name                    Current SSN
PLUS Borrower's Name
  Loan ID                                          Amount            Disb        Booked
Disbursement Document ID          Disb#/Type       Gross             Status      Status
                                  Disb Date        Fee/Rebate
                                                   Net/Net Adj

_____________________________  ____________  ___________________  __________  ______
JAMES, JESSE                      111-23-4567

  111234567310G09009001
2010-04-05T12:14:34.3811111111 1          D       $   875              B        Unbooked
                                  03/25/2010      $    26/$12
                                                  $   862

                                  1          Q    $     0              R
                                  03/25/2010      $     0/$0
                                                  $     0
  Net Disbursement Total for Loan:                $   862

Net Disbursement Total for Student:               $   862
```

$862 Not at COD

GO FURTHER FEDERAL STUDENT AID

School Disbursement Report

```
Report Date:  05/04/2010          U.S. Department of Education                    Page 1
Report Time:  13:36:37            Direct Loan Tools - 2009-2010
                                    Actual Disbursements List
                                         (ALL RECORDS)                          Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************************

Student's Name                    Current SSN
PLUS Borrower's Name
  Loan ID                                          Amount            Disb        Booked
Disbursement Document ID          Disb#/Type       Gross             Status      Status
                                  Disb Date        Fee/Rebate
                                                   Net/Net Adj

_____________________________     __________       _________________  __________  ______
York, Charlotte                   222-33-4444

  222334444810G09009001
2010-03-24T12:54:08.1311111111  1          D       $   350              A         Unbooked
                                  05/05/2010       $    10/$5
                                                   $   345
  Net Disbursement Total for Loan:                 $   345

  222334444U10G09009001
2010-03-24T12:54:08.1311111111  1          D       $ 1,306              A         Unbooked
                                  05/05/2010       $    39/$20
                                                   $ 1,287
  Net Disbursement Total for Loan:                 $ 1,287

Net Disbursement Total for Student:                $ 1,632
```

$1632 Future Dated Disbs

START HERE GO FURTHER FEDERAL STUDENT AID

School Disbursement Report

```
Report Date:  05/04/2010        U.S. Department of Education                    Page 2
Report Time:  13:36:37          Direct Loan Tools - 2009-2010
                                  Actual Disbursements List
                                       (ALL RECORDS)                          Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

Student's Name                  Current SSN
PLUS Borrower's Name
  Loan ID                                          Amount            Disb        Booked
Disbursement Document ID        Disb#/Type         Gross             Status      Status
                                Disb Date          Fee/Rebate
                                                   Net/Net Adj

_____________________________   ___________        _________________ _________   ______
Hobbs, Miranda                  333-44-555

  333445555U10G09009001
2010-03-24T12:56:16.1511111111  1          D       $ 1.656             A         Unbooked
                                05/05/2010         $    49/$25
                                                   $ 1,632
  Net Disbursement Total for Loan:                 $ 1,632

Net Disbursement Total for Student:                $ 1,632

Bradshaw, Carrie                444-55-6666
Bradshaw, Mister
  444556666P10G09009001
2010-03-24T12:57:45.1111111111  1          D       $ 3,750             A
                                03/25/2010         $   150/$57
                                                   $ 3,657
  Net Disbursement Total for Loan:                 $ 3,657

  444556666S10G09009001
2010-03-24T12:57:45.1111111111  1          D       $   438             A         Booked
                                03/25/2010         $    13/$7
                                                   $   432
  Net Disbursement Total for Loan:                 $   432


Net Disbursement Total for Student:                $ 4,089
```

+$1632 Future Dated Disbs

= $3264

START GO FUR
FEDERAL STUDENT AID

Explaining Discrepancies

School Finaid System to COD School Account Statem Reconciliation Report
As of Date: 4/30/2010

YTD For Month Ending: 4/30/2010

	School's Finaid System:		COD School Acct. Statement (SAS)		Difference	
Beginning Balance		$0		$0		$0
Cash Receipts	$13,074		$13,074		$0	
Refunds of Cash	($2,075)		($1,350)		($725)	
Net Drawdowns/ Payments		$10,999		$11,724		($725)
Booked Disbursements	$5,721		$5,721		$0	
Booked Adjustments	$0		($1,250)		$1,250	
Total Net Booked Disbs		$5,721		$4,471		$1,250
Ending Cash Balance		$5,278		$7,253		($1,975)
Unbooked Disbursements	$4,126		$3,264		$862	
Unbooked Adjustments	$0		$0		$0	
Total Net Unbooked Disbs		$4,126		$3,264		$862
Cash>Net Accepted and Posted Disbs		$1,152		$3,989		($2,837)

FEDERAL STUDENT AID

Documenting Discrepancies

- 2 discrepancies
  - ($1250) in booked adjustments entered via COD web
  - $862 disbursement batched, not sent to COD (unbooked)
- Additional $3264 Unbooked on SAS
- Add to Action Item List:
  - Record ($1250) Adjustments at school
  - Send $862 Disbs for Jesse James to COD
  - Document booked $3264 amount in new month

Ending Cash Balance

START HERE GO FURTHER FEDERAL STUDENT AID

Documenting Reasons

School Finaid System to COD School Account Statem Reconciliation Report
As of Date: 4/30/2010

YTD For Month Ending: 4/30/2010

	School's Finaid System:		COD School Acct. Statement (SAS)		Difference	
Beginning Balance		$0		$0		$0
Cash Receipts	$13,074		$13,074		$0	
Refunds of Cash	($2,075)		($1,350)		($725)	
Net Drawdowns/ Payments		$10,999		$11,724		($725
Booked Disbursements	$5,721		$5,721		$0	
Booked Adjustments	$0		($1,250)		$1,250	
Total Net Booked Disbs		$5,721		$4,471		$1,250
Ending Cash Balance		$5,278		$7,253		($1,975
Unbooked Disbursements	$4,126		$3,264		$862	
Unbooked Adjustments	$0		$0		$0	
Total Net Unbooked Disbs		$4,126		$3,264		$862
Cash>Net Accepted and Posted Disbs		$1,152		$3,989		($2,837

SAS ECB $7253

-$725 RF Timing Diff

-$3264 Future Dated

-$862 Send Disb

$2402

What is the cause of remaining balance?

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Perform Internal Reconciliation

Compare Business Office and Financial Aid Office Records

- Develop procedures/schedule for internal reconciliation and assign responsibilities
- Compare based on overall cash/disbursement totals and/or student detail
- Troubleshoot discrepancies

Business Office Report

	Business Office Report	
	Direct Loan Cash at School - YTD	
	School Year 2009-2010	
	Report End Date: 4/30/2010	
	Drawdowns	$13,074.00
	Returns	($2,075.00)
	Net Cash (Credit)	**$10,999.00**
	Disbursements	$12,249.00
	Refunds	($1,250.00)
	Total Disbursed (Debit)	**$10,999.00**
	DL Cash at School	**$0.00**

ECB: Compare Business Office to Financial Aid Cash Summary

Internal Reconciliation at School
As of 4/30/2010

BOOKED & UNBOOKED	SCHOOL'S BUSINESS OFFICE:		SCHOOL'S FINAID SYSTEM:		DIFFERENCE:	
Beginning Balance		$0		$0		$0
Cash Recipts	$13,074		$13,074		$0	
Refunds of Cash	($2,075)		($2,075)		$0	
Net Drawdowns/Payments		$10,999		$10,999		$0
Disbursements	$12,249		$9,847		$2,402	
Adjustments	($1,250)		$0		($1,250)	
Total Disbursed		$10,999		$9,847		$1,152
Ending Cash Balance		**$0**		**$1,152**		($1,152)

START HERE GO FURTHER FEDERAL STUDENT AID

Business Office Disbursement Detail

Business Office Report
Direct Loan Disbursements -YTD
School Year 2009-2010

Report End Date: 4/30/2010

Loan ID	Trans Code	Description	Disb Num	Trans Date	Bus Office Net Disb Amt
444556666P10G09009001	DB	PLUS Loan Disb	1	3/23/2010	$3,657.00
444556666P10G09009001	RF	PLUS Loan Refund	1	3/24/2010	($1,000.00)
444556666P10G09009001	RF	PLUS Loan Refund	1	3/25/2010	($250.00)
444556666S10G09009001	DB	Stafford Sub Disb	1	3/25/2010	$432.00
111223333S10G09009001	DB	Stafford Sub Disb	1	3/25/2010	$647.00
111223333U10G09009001	DB	Stafford Unsub Disb	1	3/25/2010	$985.00
111234567S10G09009001	DB	Stafford Sub Disb	1	4/5/2010	$862.00
222334444S10G09009001	DB	Stafford Sub Disb	1	5/5/2010	$345.00
222334444S10G09009001	DB	Stafford Sub Disb	2	5/5/2010	$345.00
222334444U10G09009001	DB	Stafford Unsub Disb	1	5/5/2010	$1,287.00
222334444U10G09009001	DB	Stafford Unsub Disb	2	5/5/2010	$1,287.00
333445555U10G09009001	DB	Stafford Unsub Disb	1	5/5/2010	$1,632.00
333445555U10G09009001	DB	Stafford Unsub Disb	2	5/5/2010	$770.00

Disbursements:	**$12,249.00**
Refunds:	**($1,250.00)**
Total Disbursed:	**$10,999.00**

Compare School Disbursements

Business Office Report
Direct Loan Disbursements -YTD
School Year 2009-2010

Report End Date: 4/30/2010

	Loan ID	Trans Code	Description	Disb Num	Trans Date	Bus Office Net Disb Amt	FAO Net Disb Amt	Difference	Recon Flag	Explanation
	444556666P10G09009001	DB	PLUS Loan Disb	1	3/23/2010	$3,657.00	$3,657.00	$0.00	R	
	444556666P10G09009001	RF	PLUS Loan Refund	1	3/24/2010	($1,000.00)		($1,000.00)		Not on FAO, is at COD
	444556666P10G09009001	RF	PLUS Loan Refund	1	3/25/2010	($250.00)		($250.00)		Not on FAO, is at COD
	444556666S10G09009001	DB	Stafford Sub Disb	1	3/25/2010	$432.00	$432.00	$0.00	R	
	111223333S10G09009001	DB	Stafford Sub Disb	1	3/25/2010	$647.00	$647.00	$0.00	R	
	111223333U10G09009001	DB	Stafford Unsub Disb	1	3/25/2010	$985.00	$985.00	$0.00	R	
	111234567S10G09009001	DB	Stafford Sub Disb	1	4/5/2010	$862.00	$862.00	$0.00	R	
	222334444S10G09009001	DB	Stafford Sub Disb	1	5/5/2010	$345.00	$345.00	$0.00	R	
X	222334444S10G09009001	DB	Stafford Sub Disb	2	5/5/2010	$345.00		$345.00		Not on FAO, Not on Cod
	222334444U10G09009001	DB	Stafford Unsub Disb	1	5/5/2010	$1,287.00	$1,287.00	$0.00	R	
X	222334444U10G09009001	DB	Stafford Unsub Disb	2	5/5/2010	$1,287.00		$1,287.00		Not on FAO, Not on Cod
	333445555U10G09009001	DB	Stafford Unsub Disb	1	5/5/2010	$1,632.00	$1,632.00	$0.00	R	
X	333445555U10G09009001	DB	Stafford Unsub Disb	2	5/5/2010	$770.00		$770.00		Not on FAO, Not on Cod

Disbursements:	**$12,249.00**	**$9,847.00**	**$2,402.00**	**5/5/2010, FAO is Missing Disbursement Roster**
Refunds:	**($1,250.00)**	**$0.00**	**($1,250.00)**	**Web Disbs done on COD**

Explaining Reasons

School Finaid System to COD School Account Statem Reconciliation Report
As of Date: 4/30/2010

YTD For Month Ending: 4/30/2010

	School's Finaid System:		COD School Acct. Statement (SAS)		Difference	
Beginning Balance		$0		$0		$0
Cash Receipts	$13,074		$13,074		$0	
Refunds of Cash	($2,075)		($1,350)		($725)	
Net Drawdowns/ Payments		$10,999		$11,724		($725)
Booked Disbursements	$5,721		$5,721		$0	
Booked Adjustments	$0		($1,250)		$1,250	
Total Net Booked Disbs		$5,721		$4,471		$1,250
Ending Cash Balance		$5,278		$7,253		($1,975)
Unbooked Disbursements	$4,126		$3,264		$862	
Unbooked Adjustments	$0		$0		$0	
Total Net Unbooked Disbs		$4,126		$3,264		$862
Cash>Net Accepted and Posted Disbs		$1,152		$3,989		($2,837)

ECB $7253 =

-$725 RF Timing Diff

-$862 Send Disb

-$3264 Future Dated Disb

-$2402 Disb not in DL System and not at COD

GO FURTHER FEDERAL STUDENT AID

Documentation

Documenting Differences and Reasons for ECB

School Finaid System to COD School Account Statem Reconciliation Report

As of Date: 4/30/2010

YTD For Month Ending: 4/30/2010

	School's Finaid System:		COD School Acct. Statement (SAS)		Difference		Explain Differences &/OR Reasons for ECB
Beginning Balance		$0		$0		$0	
Cash Receipts	$13,074		$13,074		$0		
Refunds of Cash	($2,075)		($1,350)		($725)		Entered Refund of Cash on 4/29/10 for $725 on G5. Process on COD 5/1/10
Net Drawdowns/ Payments		$10,999		$11,724		($725)	
Booked Disbursements	$5,721		$5,721		$0		
Booked Adjustments	$0		($1,250)		$1,250		($1250) in adjustments done via COD web, not entered in school database.
Total Net Booked Disbs		$5,721		$4,471		$1,250	
Ending Cash Balance		$5,278		$7,253		($1,975)	Differences in ECB explained by issues listed above. SAS ECB due to $725 RF timing issue, 1 disb of $862 not sent to COD, disbs needing to book, on COD for $3264, and $2402 in disbs dtd 5/5/10 credited in BusOfc but not entered in EDExpress or sent to COD
							Explain Differences &/OR Reasons for Unbooked
Unbooked Disbursements	$4,126		$3,264		$862		Need send $862 Disb for Jesse James' Sub to COD
Unbooked Adjustments	$0		$0		$0		
Total Net Unbooked Disbs		$4,126		$3,264		$862	Difference in Unbooked explained by issue listed above. $3264 Future Dated Unbooked.
							Explain Differences &/OR Reasons for Cash> NAPD
							Difference in Cash>NAPD explained by issues listed above: ($1975)-$862=($2837)
Cash>Net Accepted and Posted Disbs		$1,152		$3,989		($2,837)	SAS Cash>NAPD explained by issues listed above ($725+$862+$2402=$3989).

Documenting Differences and Reasons

Explain Differences &/or Reasons for ECB

ECB Differences Financial Aid Office to SAS of ($1975):

- Entered Refund of Cash on 4/29/10 for ($725) on G5. Processed on COD 5/1/10
- ($1250) in adjustments done via COD web, not entered in school database.

Documenting Differences and Reasons

Explain Differences &/or Reasons for ECB

Reasons for SAS ECB of $7253:

- $725 RF timing issue
- $862 Disb not sent to COD
- $3264 Future Dated Disbursements
- $2402 Disbs credited in the Business Office, but not entered in FAO or sent to COD.

Documenting Differences and Reasons

Explain Differences &/or Reasons for Unbooked

Unbooked Differences FAO to SAS of $862:

- $862 Disb not sent to COD
- Additional $3264 Future Dated Disbursements on both systems

Reconciliation: Action Item List

Monthly Reconciliation Action Items

Month Ending: 4/30/2010 **Program Year: 2009-2010**

No.	Action Item	Date Due	Date Completed
1.	Track refund of cash timing difference of $725 for May SAS Recon. Refund made on 4/29/2010, processed 5/1/2010.	6/05/2010	
2.	Record ($1250) Adjustments on EDExpress for Bradshaw PLUS Loan.	5/06/2010	
3.	Send $862 Disbs for Jesse James to COD. Ensure disbursements are accepted and booked.	5/06/2010	
4.	Verify $3264 future-dated disbursements book on COD.	5/11/2010	
5.	Post 5/5 Disbursements totaling $2402 in EDExpress. Batch and Send to COD.	5/11/2010	

How Do I Know I Am Finished?

- All discrepancies have been identified and resolved
- Timing issues are tracked for reconciliation in next month's SAS
- Reasons for any Ending Cash Balance have been identified
- All monthly reconciliation efforts have been documented

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Additional Information

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Monthly Reconciliation: Other Reports and Tools

- 30 day Warning Report (COD)
- Booked Status Report (EDExpress or custom)
- Pending Disbursement List
  (EDExpress List – Anticipated Disbursements, Pending Actual Disbursements)
- Actual Disbursement List
  (EDExpress List – Actual Disbursements, Booked and Unbooked)
- Disbursement Measurement Tool Report (DL Tools)
- Cash Summary Report (DL Tools – optional)
- Ledgers, Bank Statements, Cancelled Checks
- Other Internal School Reports

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Monthly Reconciliation: Other Reports and Tools

- COD Resources and Tools
  - COD Customer Service:

    1-800-848-0978

    - Issue identification and resolution
    - Outreach emails
    - Adhoc Reports
  - COD website, https://cod.ed.gov

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Contact Information

We appreciate your feedback and comments. We can be reached at:

- allison.richards@ed.gov
- ron.ackermann@ed.gov

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