

Title IV Reconciliation

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Agenda

- Reconciliation basics
- What to expect from FSA
 - How funds are initiated, increased, decreased, deadlines, etc.
- Tips for internal reconciliation
- COD and G5 website funding screens
- Selected COD reports
- Review of changes
- What's ahead?

Reconciliation Basics

- General definition-Reconcile: to bring into agreement or harmony; make compatible or consistent
- FSA definition- *The process by which Title IV aid (grants, loans and campus based aid) recorded on the Department of Education systems, is reviewed and compared with a school's internal records.*
- A school must
 - Identify and resolve discrepancies
 - Document reasons for any ending cash balances

Reconciliation Basics

- Internal reconciliation is matching business office, bursar office, and comptroller office data with financial aid system origination and disbursement data
- Disbursement definition
 - 34 CFR 668.164(a) “...an institution makes a disbursement of title IV, HEA program funds on the date that the institution credits a student’s account at the institution or pays a student or parent directly with (i) funds received from the Secretary;...(iii) institutional funds used in advance of receiving title IV, HEA program funds.”

Reconciliation Basics

- Ensure that...
 - What is posted to student accounts (i.e., amount and date) matches exactly the data found in the school financial aid software
 - Net Drawdowns (ND) = Net Accepted and Posted Disbursements (NAPD)
 - Cash is not held beyond cash management requirements
 - Internal cash transactions match school bank statements

Reconciliation Basics

- External reconciliation matches your internal reconciliation result to disbursement data in FSA systems, i.e., COD
 - Internal school disbursement data (both business office and financial aid office) match exactly to disbursement data in FSA systems, i.e., COD and FISAP
 - Net Drawdowns (ND) = Net Accepted and Posted Disbursements (NAPD)
 - Cash is not held beyond cash management requirements
 - Internal cash transactions match school bank statements

Reconciliation Basics

- Cash transactions
 - Drawdowns, drawdown adjustments, and refunds of cash transactions in school internal records match exactly with like transactions in COD, FISAP, and G5

Reconciliation Basics

- Monthly reconciliation **REQUIRED** for Direct Loans (recommended for all programs)
- FSA Handbook 2012-13 Volume 4-10
 - “A school must submit Federal Pell Grant, TEACH Grant, and Direct Loan disbursement records no later than 30 days after making a disbursement or becoming aware of the need to adjust a student’s disbursement.”
- All Title IV Aid 30 day disbursement/adjustment reporting requirement published annually in the Federal Register
 - <http://ifap.ed.gov/fregisters/FR062912AppReportRecord1112.html>

Reconciliation Basics

- Regulatory requirements
 - Perkins- 34 CFR 674.19 (d) (1)
 - FWS- 34 CFR 675.19 (b)(2)(iv)
 - SEOG- 34 CFR 676.19 (b)(2)
 - Direct Loan- 34 CFR 685.102 (b)
- Cash Management Regulations
 - 34 CFR 668.161-166 (SubPart K)

What to Expect from FSA

- Initial Authorizations
- Funding Increases
- Funding decreases
- Tools to assist with reconciliation
- Close out deadlines

Initial Authorizations

- **Campus Based**
 - Initial allocations based on prior year FISAP reporting announced Spring of each year
- **PELL**
 - No initial authorization- funding is increased by reporting, and having accepted by COD, actual disbursement records
- **Teach**
 - No initial authorization- funding is increased by reporting, and having accepted by COD, actual disbursement records
- **Direct Loan**
 - Initial authorization for Advance funded schools available in Spring

Funding Increases

- Campus Based-Supplemental Campus based awards, if available, announced in late summer
- Pell and Teach- increases made available only by reporting (and having accepted) actual disbursement records. Can report up to 7 days in advance of the actual disbursement date
- Direct Loans (advance funded schools only)
 - Additional CFL increase in November
 - Submit actual disbursement records up to 7 days in advance of actual disbursement date. Disbursements that exceed CFL will result in an automatic increase
 - Contact COD customer service to request an increase in CFL

Funding decreases

- Campus Based
 - Authorizations in G5 reduced to level of expenditures reported on FISAP
 - 2011/2012 award year scheduled for March 2013
- Direct Loans
 - Authorizations in G5 reduced to Net Draws (ND)
 - Immediately following the close of the award year
 - For example 2010/2011 DL was reduced August 2012

Funding decreases

- Pell
 - Authorizations in G5 reduced to Net Drawdown (ND)*
 - Pell 2009-2010 was reduced March 2012
 - Verification W Reduction
 - April, August and October 2012 for Pell 2011-2012

*Not scheduled to run for Pell 2010-2011 at this time

Funding Decreases

- Why are these decreases important to reconciliation?
 - Could influence how your Business Office views their being reconciled or not as they'll see a \$0 available balance
- The available balances in G5 for Campus Based programs may not match expenditures reported on FISAP
 - Did you draw down all the money you should have?

Funding Decreases

- The available balances in G5 for Grants and Direct Loans may not match the disbursements reported in COD
 - Direct Loan downward adjustments DO NOT impact the available balance on G5
 - Pell return of funds but downward adjustment not taken in COD
 - POP
- To properly reconcile YOU MUST ensure that net draws reflected in COD and $G5 = \text{Net Applied and Posted Disbursements}$

Deadlines

- **CLOSE OUT/ RECONCILIATION DEADLINES**
 - Campus Based - FISAP filing deadline September 30th
 - Pell - September 30th of the award year
 - Teach - September 30th of the award year
 - Direct Loan - July 31st of the year following the award year
 - The close out deadline for Direct Loans 2011-2012 will be July 31, 2013

NOTE - system processing deadlines may impact the actual date final disbursements are accepted

Deadlines

- You must follow all existing regulations for drawing funds and reporting disbursements and disbursement adjustments timely
- Most schools should be able to reconcile and complete processing well before close out deadlines
- You **MUST** monitor IFAP closely for announcements related to funding and reconciliation deadlines for ALL Title IV programs

Tools

- Pell
 - Electronic Statement of Account- cash (SAIG)*
 - Pending disbursement list (SAIG and Web)
 - Reconciliation Report - summary level disbursement totals (SAIG)*
 - Year to Date (YTD) file - detail disbursement data (SAIG)*

*Obtained via data request on the COD website

Tools

- Direct Loans and Teach
 - Pending disbursement list (SAIG and Web)
 - Actual disbursement list (SAIG and Web)
 - School Account Statement (SAS)- (SAIG)
 - **New for 2013: SAS Disbursement Detail on Demand (SAIG)**
 - Direct Loan Tools software - for DL SAS reconciliation assistance
- Pell, Direct Loan and Teach
 - COD school monitoring report (SAIG and Web)
 - COD Action Queue (Web)
 - COD reconciliation specialists

Tips for Internal Reconciliation

- Daily/weekly check in between Business Office and Financial aid office
 - Disbursements reported = disbursements posted?
 - Draws and returns of funds match disbursements
 - Does school banking information match G5 data
- Return funds appropriately to the correct program and award year
 - Electronically to G5
 - Adjustments only to correct errors

Tips for Internal Reconciliation

- Time frame for returning unclaimed funds (stale dated checks) no later than 240 days from the date check issued
 - 34 CFR 668.164(h)

Returning Funds

- Return of funds through G5 should be made electronically
 - Set up a “refund” bank account through G5
 - G5 hotline 888-336-8930
- If funds are being returned through G5 for regulatory reasons schools **MUST** send downward disbursement adjustments for Pell Grant and Direct Loan Program awards*

*For Grant programs, though money must still be returned, disbursement changes cannot be submitted after funding for the award year has been “canceled”

Returning Funds

- **Reminder!**
 - If returning funds from an audit or program review liability follow directions per the Final Audit or Program Review Determination letter
- **Reminder!**
 - DL 120 day rule does not apply when returning funds due to regulatory or statutory requirements

Returning Funds

- If exceptional circumstance require that you must return FSA funds via paper check
 - Note that there are TWO DIFFERENT addresses, one for Grants and one for Direct Loans
 - Please see sidebar instructions 2012-13 FSA Handbook Volume IV page 4-68
- Adjustments to Campus Based Funds
 - Amend FISAP
 - Return funds through G5
 - 2012-13 FSA Handbook Volume IV page 4-71
 - NO adjusting of funds between awards on G5
 - <http://ifap.ed.gov/eannouncements/062812G5SystemChangeCampusBaseProgAwards.html>

Reconciliation Tips

- Pay Attention to IFAP announcements and COD updates regarding funding reductions
- Once you have confirmed that Business office and Financial aid office records match (internal reconciliation) then...
- Begin the *regular and at least monthly* **external** reconciliation with COD and G5
- Daily/weekly monitor edit code rejects
 - Rejected disbursements: DL-unsubstantiated cash, Pell/Teach- no funding
- COD and G5 web screens
- COD and G5 reports

Edit Code Rejects/Warnings

- Warning edits alert you to a potential problem
- Edit rejects do not build on the COD system
- Monitor rejects by batch import results or by batch
- Set aside time to resolve edit code rejects daily/weekly
- Rejected Direct loan data can lead to unsubstantiated cash for advance funded schools
- Rejected Pell Grant and Teach records will not increase available funds in G5

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Program: All

School Reported Data

Document ID	Status	Total Students
2012-10-12T14:00:02.0062593277	Accepted	9696
Total Number of Awards	Award Amount	
9696	\$48,612,176.00	
Total Number of Disbursements	Disbursement Amount	
9726	\$13,713,193.00	
Batch Statistics		
Total Number of Awards Accepted	Award Amount Accepted	Total Students
9696	\$48,612,176.00	9696
Total Number of Awards Rejected	Award Amount Rejected	
26	\$141,800.00	
Total Number of Awards Accepted with Corrections	Corrections	
2	\$7,000.00	
Total Number of Duplicate Awards	Amount of Duplicate Awards	
0	\$0.00	
Total Number of Awards Accepted with Warnings	Award Amount Accepted with Warnings	
1069	\$5,505,602.00	
Total Number of Disbursements Accepted	Disbursement Amount Accepted	
9652	\$11,957,953.00	
Total Number of Disbursements Rejected	Disbursement Amount Rejected	
1086	\$1,974,186.00	
Total Number of Disbursements Accepted with Corrections	Disbursement Amount Accepted with Corrections	
0	\$0.00	
Total Number of Duplicate Disbursements	Amount of Duplicate Disbursements	
391	\$592,879.00	
Total Number of Disbursements Accepted with Warnings	Disbursement Amount Accepted with Warnings	
296	\$585,189.00	

- Search for batches by date range or SSN
- Pay attention to award and disbursement # rejected
- Also monitor duplicate records
- Scroll down and filter by rejects

Enter filter criteria here to narrow down your search.

SSN: Status: Rejected

Award Type: All

Award Year	Name	SSN	Award Type	Award No	Disb No
'12-'13			Accepted PEL	000 - Accepted	03 - Rejected
'12-'13			Accepted PEL	000 - Accepted	03 - Rejected
'12-'13			Accepted PEL	000 - Accepted	03 - Rejected
'12-'13			Accepted PEL	000 - Accepted	03 - Rejected

COD and G5 Web Screens

- COD
 - School menu/School Summary Information
 - School menu/School funding Information
 - School menu/Request Post deadline/ Extended Processing
 - Batch menu/Grant data request
 - Batch menu/action queue
- G5
 - External award activity report

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COMMON ORIGATION & DISBURSEMENT



Person

School

Batch

Award

Services

User

► **School Search**

School Summary Information

?HELP

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info

THOMAS JEFFERSON UNIVERSITY COLLEGE OF GRADUATE STUDIES ⓘ

Enter the default selections here for Program and Award Year:

Default Program		DIRECT LOAN		Default Award Year		'12-'13	
Contacts				Summary			
Type	Name	Phone	Award Year				
FINANCIAL AID ADMINISTRATOR	BATES BILL		'12-'13	Program	DIRECT LOAN		
<p>First place to check Program and award Year balances</p>				Cash > Accepted & Posted Disbursements & older than 30 days	\$34,374.67		
				% of Cash > Accepted & Posted Disbursements	100.0%		
				Cash > Accepted & Posted Disbursements	\$34,374.67		
				Current CFL	\$0.00		

Keep contacts current



- Relationships
- Balance Confirmation
- Request Post
- Deadline/Extended Processing
- Correspondence
- Report Selection



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Person

School

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Services

User

► **School Search**

School Funding Information

HELP

▼ **School Information**

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

THOMAS JEFFERSON UNIVERSITY COLLEGE OF GRADUATE STUDIES

Funding Information


Program **Award Year**

Entity ID	10000466
Initial CFL	\$0.00
Current CFL	\$0.00
Previous CFL	\$0.00
CFL Adjustment	\$0.00
Last CFL Change Date & Time	01/01/0001 00:00:00
Available Balance	(\$34,374.67)
Cash > Net Accepted & Posted Disbursements	\$34,374.67
Net Accepted & Posted Disbursements	\$0.00
Net Drawdowns	\$34,374.67
Date School Confirmed Program Year Closeout	
Date Department of Ed Confirmed Program Year Closeout	


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U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



Person
School
Batch
Award
Services
User

- ▶ **Batch Search**
- ▼ Action Queue
- ▶ **Grant Data Requests**
- ▶ **PLUS App Rsp Request**
- ▶ **FAC Rsp Request**
- ▶ **Rebuild Search**

Action Queue List ? HELP

School THOMAS JEFFERSON UNIVERSITY COLLEGE OF GRADUATE STUDIES ⓘ **Disb. Start Date** 10/18/2012 **Disb. End Date** 01/18/2013

Filter by Status **Filter by Program Type**

Filter by SSN **Filter by Last Name**

FILTER RESET

Records 1 to 2 of 2

Select	Name	SSN	School Enrollment Code	Prog.	Award Year	Disb. No.	Seq. No.	Disb. Amt.	Disb. Date	Status
<input type="checkbox"/>	ⓘ PAGENKOPF, DANIELE		00046600	DLUNSUB	'12-'13	1	01	\$990.00	11/04/2012	Pending
<input type="checkbox"/>	ⓘ PAGE, DANIELLE		00046600	TEACH	'12-'13	1	01	\$4,000.00	11/04/2012	Pending

Records 1 to 2 of 2 **Total Disb. Amount:** \$4,990.00

Select All Clear All

PROCESS SELECTED DISBURSEMENTS


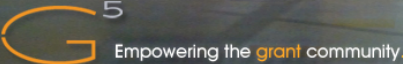
Should the disbursements have been made?
Reduced to \$0?

Jan 18 2013 14:31 EST
Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off

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Main

You are here: Home

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

[Login to G5](#)

Not registered? [Sign Up](#)
Forgot [Email ID](#) or [Password](#)

Help Desk

Help is available through e-mail or by calling the G5 Hotline.

- Hours Of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 202-245-6002
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

Related Links

Government

- U.S. Department of Education
- State Higher Education Agencies
- Office of Management & Budget

Higher Education Associations

- National Association of Student

G5 System Outages

Please be advised that the G5 website will be unavailable during the following times for fiscal year end maintenance:
From 9:00 P.M. (ET) on Sunday, September 30, 2012 through 6:00 A.M. (ET) on Tuesday, October 2, 2012, and
From 7:00 P.M. (ET) on Wednesday, October 3, 2012 through 6:00 A.M. (ET) on Thursday, October 4, 2012.

If you have any questions, please contact the G5 Hotline at 1-888-336-8930.

News and Events

- [10/09/12 NEW G5 Field Reader Webinar](#) - [more >](#)
- [08/22/12 Refund Functionality Now Available](#) - The refund functionality is now available... [more >](#)
- [08/10/12 Refunds Unavailable - Update](#) - The refund functionality is now available. Please retain the following message ... [more >](#)
- [07/30/12 End of Federal Fiscal Year 2012](#) - The G5 website will be unavailable from 9:00 P.M... [more >](#)
- [07/16/12 New Banking Policy](#) - The Department's Grants Management System (G5) contains financial data for thousands of Departmental recipients of financial assistance. In order to maintain the integrity of this data and to ensure that appropriate internal controls are in place to mitigate the likelihood of improper payments, the Office of the Chief Information Officer and the Office of the Chief Financial Officer have collaboratively established new policy... [more >](#)
- [06/26/12 Central Contractor Registry will be replaced by System for Award Management](#) - Please note that the Central Contractor Registry (CCR) website where all grantees/payees go to register their DUNS and Tax Identification Number (TIN) will no longer be available... [more >](#)
- [06/20/12 Drawdown Adjustments - Campus Based Awards](#) - Beginning June 18th, 2012 drawdown adjustment may not be processed against Campus Based Awards... [more >](#)
- [02/23/12 Grants.gov Submission Tips](#) - [more >](#)
- [02/21/12 NEW G5 Field Reader Webinar](#) - Training for Field Readers/Peer Reviewers... [more >](#)
- [11/22/11 International Payments](#) - Please note the cut off time for International payment requests will move from 1:00 PM EST to 12:00 PM EST on the following dates... [more >](#)
- [09/13/11 Refund Cancellation Functionality Disabled](#) - Beginning Thursday, September 15th, 2011, the option allowing users to cancel electronic refunds... [more >](#)
- [08/30/11 FSA Pell Grant Administrative Cost Allowance Processing](#) - Federal Student Aid began processing the second Pell ACA payments... [more >](#)
- [08/16/11 G5 Users Can Unlock Password Without Hotline Assistance](#) - Beginning August 22, G5 users will have the ability to unlock their own accounts via the password reset functionality... [more >](#)
- [07/12/11 G5 Accessibility Enhancement](#) - Beginning Monday, July 18th, 2011, the G5 Application will be modified to include accessibility enhancements that improve main menu navigation... [more >](#)
- [03/22/11 Delay in Posting Refunds](#) - Please be advised that technical difficulties caused the G5 system to experience a delay... [more >](#)
- [03/21/11 CCR Registration Delay](#) - Please note CCR is currently experiencing a delay... [more >](#)
- [01/30/12 Delay in Posting Refunds](#) - Please be advised that technical difficulties caused the G5 system to experience a delay in posting some refunds that payees processed to the Department on January 19th... [more >](#)
- [09/14/10 REMINDER - Central Contractor Registration \(CCR\) Requirements For](#)

Read only access is available for financial aid administrators

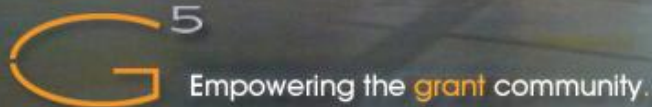
Use G5 to draw and refund cash

Monitor draws and refunds

Does NOT contain disbursement level data.

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[Main](#) [Grant Maintenance](#) [Payments](#) [G5 Admin](#) [Reports](#) [Logout](#)

You are here: **Reports**

Reports

Instructions

Select a report from the categories below and click "Continue".

Users of assistive technology should choose CSV format for best results.

To view reports in PDF format, you must have the free Adobe Reader software installed. It can be downloaded from the [Adobe downloads site](#)

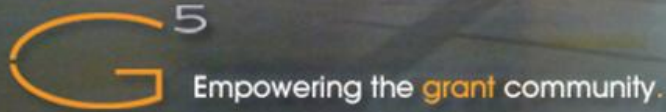
Payments

Payments

- Drawdown Adjustment
- External Award Activity

[Continue](#)

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[Main](#) [Grant Setup](#) [Grant Maintenance](#) [Payments](#) [G5 Admin](#) [Reports](#) [Logout](#)

You are here: [External Award Activity](#)

External Award Activity History Report

Browse the selected report below. You may search within certain sections of the report and use key terms, to view more specific report results.

Start Date (MM/YYYY)	<input type="text" value="11/2011"/>	End Date (MM/YYYY)	<input type="text" value="11/2012"/>
Search Report	<input type="text" value="Payee DUNS"/>	Key Terms	<input type="text" value="073460941"/>
<input type="button" value="Run Report"/>			



School DUNS number

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G5 Award Numbers

G5 Award Numbers are program
and award year specific

Direct Loan
TEACH
Pell
IASG
Campus Based

P268K13####
P379T13####
P063P12####
P408A12####
FWS: P033A12####
SEOG: P007A12####

Trailing Year
Trailing Year
Leading Year
Leading Year
Leading Year

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U.S. Department of Education - EDCAPS GS
GS - External Award Activity History Report
As of Mon Oct 15 10:13:15 EDT 2012

Award No.	Recipient Reference No	Net Authorizations*	Total Draws	Total Refunds	Total Returns	Net Adjustments**	Net Draws***	Last Date to Draw Funds	Current Available Balance
P375A10	ACG1011	\$68,512.00	-\$68,024.00	\$0.00	\$0.00	-\$487.00	-\$68,511.00	10/31/2016	\$1.00
P375A09	ACG0910	\$56,720.00	-\$57,208.00	\$0.00	\$0.00	\$488.00	-\$56,720.00	11/02/2015	\$0.00
P375A08	ACG0809	\$0.00	-\$1,100.00	\$0.00	\$0.00	\$0.00	-\$1,100.00	10/31/2014	\$0.00
P268K13		\$1,294,729.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	01/02/2018	\$1,294,729.00
P268K12	DirectLoan1112	\$3,448,757.00	-\$2,155,000.00	\$0.00	\$0.00	\$0.00	-\$2,155,000.00	01/31/2017	\$1,293,757.00
P268K11	DirectLoan1011	\$3,448,757.00	-\$3,429,533.00	\$0.00	\$0.00	-\$19,224.00	-\$3,448,757.00	02/01/2016	\$0.00
P268K10	DirectLoan0910	\$2,140,061.00	-\$2,570,621.00	\$0.00	\$0.00	\$19,224.00	-\$2,551,397.00	12/31/2014	\$0.00
P268K08	DirectLoan0809	-\$4,727.00	-\$20,153.00	\$0.00	\$0.00	\$0.00	-\$20,153.00	12/31/2013	\$0.00
P268K08	DirectLoan0708	-\$700,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	03/31/2014	\$0.00
P268K04	DirectLoan0304	-\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
P268K03	DirectLoan0203	-\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
P268K02	DirectLoan0102	\$84,775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
P268K01	DirectLoan0001	-\$2,937,354.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
P268K00		-\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	07/02/2001	\$0.00
P116G10	VETS1013	\$399,999.00	-\$229,972.00	\$0.00	\$0.00	\$0.00	-\$229,972.00	12/31/2013	\$170,027.00
P063Q11		\$25,385.00	-\$25,385.00	\$0.00	\$0.00	\$0.00	-\$25,385.00	10/30/2017	\$0.00
P063Q10		\$26,650.00	-\$26,650.00	\$0.00	\$0.00	\$0.00	-\$26,650.00	10/31/2016	\$0.00
P063Q09		\$21,075.00	-\$21,075.00	\$0.00	\$0.00	\$0.00	-\$21,075.00	11/02/2015	\$0.00
P063Q08	PELLACA0809	\$180.00	-\$180.00	\$0.00	\$0.00	\$0.00	-\$180.00	10/31/2014	\$0.00
P063P12	PELL1213	\$2,639,610.01	-\$1,945,000.00	\$0.00	\$0.00	\$0.00	-\$1,945,000.00	10/30/2018	\$1,182,305.01
P063P11	PELL1112	\$14,514,617.84	-\$14,105,000.00	\$0.00	\$0.00	\$0.00	-\$14,105,000.00	10/30/2017	\$409,617.84
P063P10	PELL1011	\$16,192,439.00	-\$16,112,504.00	\$0.00	\$0.00	-\$79,935.00	-\$16,137,414.00	10/31/2016	\$55,025.00
P063P09	PELLO910	\$7,161,023.00	-\$9,672,382.00	\$0.00	\$0.00	\$23,764.00	-\$9,648,618.00	11/02/2015	\$0.00
P063P08	PELL0809	-\$10,528.00	-\$300,408.94	\$0.00	\$0.00	\$0.00	-\$300,408.94	10/31/2014	\$0.00
P063P07	PELL0708	-\$9,512.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/31/2013	\$0.00
P033A12	FWS1213	\$193,327.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/01/2018	\$193,327.00

Notice all awards related to this school's duns number

Also note the available balance for the Pell 2009-10 award year



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Recipient Reference No. PELL0910
Net Draws -\$9,648,618.00
Last Date to Draw Funds 11/02/2015
Net Authorizations \$7,161,023.00
Total Draws -\$9,672,382.00
Total Refunds \$0.00
Total Returns \$0.00
Net Adjustments \$23,764.00

Pell 2009-2010

Award Transaction History

Total: 75

Transaction Date	Change In Authorization	Drawdowns	Refunds	Adjustments	Returns	Offsets
07/09/2012	\$676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07/09/2012	-\$676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07/09/2012	\$0.00	\$0.00	\$0.00	\$676.00	\$0.00	\$0.00
03/15/2012	-\$19,737.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/15/2012	-\$676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/15/2012	-\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/14/2012	\$0.00	-\$676.00	\$0.00	\$0.00	\$0.00	\$0.00
07/28/2011	\$0.00	\$0.00	\$0.00	\$20,893.00	\$0.00	\$0.00
03/16/2011	\$0.00	\$0.00	\$0.00	\$2,195.00	\$0.00	\$0.00
03/16/2011	-\$2,195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/16/2011	\$2,195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/06/2010	-\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/06/2010	-\$2,195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/05/2010	\$0.00	-\$133,441.00	\$0.00	\$0.00	\$0.00	\$0.00
09/28/2010	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note the amount of activity. This award year was supposed to be closed September 30, 2010.

Pell COD Reports

COD Reports

Below is a summary of all Pell Grant reports and available formats generated by the COD System.

Format and Delivery Methods			Data Request		SAIG Mailbox				COD Reporting Web Site	
			Batch	Web	Preformatted Text	Comma-Delimited	Pipe-Delimited	Fixed Length	PDF	Comma-Delimited
Report Name	Sort	Frequency								
Electronic Statement of Account (ESOA)		System Generated ¹ or By Request	✓	✓				✓		
Multiple Reporting Record (MRR)	SSN	Daily	✓	✓				✓		
Reconciliation Report	SSN	By Request	✓	✓				✓		
Year-to-Date (YTD) file	SSN	By Request	✓	✓				✓		
SSN/Name/Date of Birth Change Report – Pell, ACG, National SMART Grant	Last Name	Weekly ¹			✓					✓
Pending Disbursement List	Last Name	Weekly			✓					✓
Verification Status Report	Name	Monthly	✓	✓	✓					✓
Pell POP Report	Last Name	Weekly	✓	✓	✓					✓
Pell Lifetime Eligibility Used 2012-2013 Report	SSN	Weekly								✓

¹ If triggered by change

Pell COD Reports

- COD School monitoring report
 - Available weekly through SAIG and on the COD school newsbox
 - Number of Pell POPS
 - Unsubstantiated cash (positive values only) by program and award year
 - % of disbursement records reported timely
 - Will display in both the Pell and Direct Loan Newsboxes

Pell COD Reports

- Electronic Statement of Account (ESOA - SAIG)
 - Assist in monitoring of cash
- Reconciliation Report (SAIG)
 - Summary disbursement level data
- Year-To-Date File (YTD - SAIG)
 - Disbursement level data
- Multiple Reporting Record (MRR – SAIG)
 - Data request or COD generated and sent
- Pell POP Report (NewsBox & SAIG)
 - Resolve POPs before FSA reduces all disbursements to zero and reduces funding

COD Web Screens - Grant Data Request



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Person

School

Batch

Award

Services

User

- ▶ **Batch Search**
- ▶ **Action Queue**
- ▼ **Grant Data Requests**
- ▶ **PLUS App Rsp Request**

Grant Data Requests

HELP

Enter one or more of the following fields:

Entity ID Type Entity ID

Program

Report Type

Start Date

End Date

SEARCH

NEW REQUEST

COD Web Screens - Grant Data Request



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New Grant Data Request

? **HELP**

Entity ID Type	<input type="text" value="COD"/>	Entity ID	<input type="text"/>
Program	<input type="text" value="PELL"/>		
Report Type	<input type="text" value="Year to Date Record"/>		
Award Year	<input type="text" value="'09-'10"/>		
Request Type	<input type="text" value="All campuses"/>		
Data Type	<input type="text" value="School"/>		

SUBMIT

Direct Loan COD Reports

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

Format and Delivery Methods				SAIG Mailbox					COD Web Site	
				Preformatted Text	Comma-Delimited	Pipe-Delimited	Fixed Length	Do Not Distribute	PDF	Comma-Delimited
Report Name	Report Selection Web Page	Sort	Frequency							
30-Day Warning Report	✓	Award ID	Monthly	✓*	✓	✓		✓		✓
Direct Loan Rebuild File	✗ Separate Direct Loan Rebuild Page	SSN	By Request ¹				✓			
Duplicate Student Borrower Report	✓	SSN	Monthly	✓*	✓	✓		✓		✓
Inactive Loans Report	✓	Award ID	Monthly	✓*	✓	✓		✓		✓
Pending Disbursement Listing Report	✓	Last Name	Weekly	✓*	✓	✓		✓		✓
School Account Statement (SAS)	✓ Link to Separate SAS Page	SSN	Monthly		✓	✓	✓*			
SSN/Name/Date of Birth Change Report	✓	SSN	Weekly ²	✓*	✓	✓		✓		✓
MPN Discharge Report	✓	Last Name	Weekly		✓	✓	✓*			✓
Expired MPN Report	✓	Last Name	Weekly		✓	✓	✓*			✓
MPNs Due to Expire	✓	Last Name	Monthly		✓	✓	✓*			✓
Direct Loan Counseling Report (Note: This report only contains information from StudentLoans.gov)	✓	SSN	Weekly							✓
Direct Loan Actual Disbursement List	✓	SSN	Weekly		✓			✓		✓
Completed MPN Report	✗	SSN	Weekly							✓
Completed PLUS Application Report	✗	SSN	Weekly							✓

Pending disbursement list

Direct Loan Actual disbursement list

School Account Statement

Direct Loan COD Reports

- Pending Disbursement List (SAIG and COD web)
 - Identifies pending disbursements that should be actual disbursements, or that should be reduced to \$0
 - Consider using the Action Queue to run ad Hoc pending disbursement lists
- Actual Disbursement List (SAIG and COD web)
 - Monitor to ensure actual accepted disbursements and amounts match what was posted to student accounts
 - On a weekly basis
- School Account Statement (SAS) (SAIG only)
 - Generated monthly
 - Provides the official Ending Cash Balance (ECB)

Direct Loan School Account Statement

- Generated the first full weekend of the month and reflects data up to the end of the previous
- You **MUST** reconcile monthly to the balances reflected on the SAS and **MUST** document that you have done so
- Composed of 4 Sections
 - Cash summary
 - Cash detail
 - Disbursement Summary by loan type
 - Loan detail, loan level or detail disbursement activity level



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▶ **School Search**
SAS Options ?HELP

PINNACLE CAREER INSTITUTE i

Program	DIRECT LOAN <input type="button" value="v"/>	Award Year	'11-'12 <input type="button" value="v"/>
----------------	--	-------------------	--

SAS Options

Report Format	Fixed Length <input type="button" value="v"/>
Include Names of Borrowers	No <input type="button" value="v"/>
Report Activity Type	Year-to-Date <input type="button" value="v"/>

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 <input type="button" value="v"/>
-----------------------------	--------------------------------------

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

	Year-to-Date
Disbursement Detail	Yes <input type="button" value="v"/>
Loan Level (optional)	Yes <input type="button" value="v"/>

UPDATE

School Information

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

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Fixed Length YTD works best with most school software

YTD helpful for final end of year reconciliation


Cash Summary

- Reflects monthly and year to date draws/refunds and disbursement/adjustment SUMMARY level data
- If cash and disbursement summary totals match your FAA and Business Office records you are done - document for that month
- If the total's don't match due to timing differences with cash draws or refunds, or disbursements that have not yet posted in COD you are done – document for that month
- If neither you can move on to the cash detail or loan detail sections

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▶ School Search

School Summary Financial Information

Friendly State College

?HELP

Summary Financial Information

Program

DIRECT LOAN

Award Year

'12-'13

Entity ID		40323833
Beginning Cash Balance		\$0.00
Cash Receipts	\$65,706,832.00	
Refunds of Cash	(\$5,385,164.00)	
Net Drawdowns/Payments		\$60,321,668.00
Booked Disbursements	\$66,188,250.00	
Booked Adjustments	(\$5,970,847.00)	
Total Net Booked Disbursements		\$60,217,403.00
Ending Cash Balance		\$104,265.00
Unbooked Disbursements	\$3,136.00	
Unbooked Adjustments	\$0.00	
Total Net Unbooked Disbursements		\$3,136.00
Cash > Accepted and Posted Disbursements		\$101,129.00

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Mirrors the SAS cash summary layout but updates daily

Great way to monitor your daily cash and disbursement activity at the summary level

SAS Detailed Reports

- Use the Cash detail to ensure that cash and refunds post to the correct award year
- Use the loan detail, either loan level or disbursement level, to ensure that what is accepted on COD matches exactly to what is reflected in your school data
 - Both disbursement dates and amounts reported in COD must match what was posted to student accounts
- Direct Loan Tools
 - Can be used with all school software to compare the SAS to school records or print/view the SAS reports
 - Download for free from www.fsadownload.ed.gov

What's Ahead

- No Direct Loan initial funding authorization for HCM1 schools
 - Records first
 - HCM1 schools submit actual disbursement records up to 7 days in advance of disbursement date in order to generate a CFL and establish an available G5 balance
 - Same as Pell Grant and Teach Grant process
- New look for Grant data and DL report requests
- SAS Disbursement Detail on Demand
 - Available for both Direct Loans and Teach
 - Available with COD new award year release March 2013

Reconciliation Resources

- FSA handbook- Volume 4
- COD technical reference
 - Implementation guide, edit code rejects, reports, DL tools
- Blue Book
 - <http://ifap.ed.gov/ifap/BlueBook.jsp?year=2013>
 - Volumes 1 – 7 available now

Reconciliation Resources

- IFAP announcements- you must monitor IFAP to be considered administratively capable
 - Detailed recorded training materials available
- COD reconciliation team- contact via the main school services number 800-848-0978 or 800-474-7268
- Federal Loan School Support Team (FLSST)
 - dlops@ed.gov

QUESTIONS?



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