Title IV Monthly Reconciliation Procedures

Overview:

Through the efforts of Financial Aid, the Controller’s Office and Student Accounts staff, Title IV programs are reconciled on a monthly basis. These reconciliations are necessary to ensure that Title IV funds received by the University from the U.S. Department of Education (via its G5 payment system) are substantiated in the University’s records [2]. The monthly reconciliation process also helps to identify and resolve discrepancies between the COD (Common Origination and Disbursement) system and the University’s records in Financial Aid, Student Financials, and the General Ledger on a timely basis [1][3].

Procedure:

The following steps illustrate the actions conducted by the University to insure compliance with federal rules and regulations regarding timely reconciliation of Title IV funds.

Step 1. Obtain transaction detail, authorization amounts and total drawn amounts from Department of Education’s G5 website

Step 2. Run General Ledger Activity for revenue (6XXXXX) and expenditures (7XXXXX)
  - Dept. 595000: Federal Direct Loan
  - Dept. 510524: Pell Grant
  - Dept. 550100: Perkins Loan (This program is serviced by Campus Partner; please refer to the following section for procedures)
  - Dept. 410452: Federal Work Study
  - Dept. 510100: SEOG

Step 3. Run the ITEM_LINE_SF query in Campus Solutions to tie amounts posted in Student Accounts to the General Ledger.
  - This will verify the accuracy of the General Ledger data
  - Federal Work Study does not post to Student Accounts; use HR data to verify

Step 4. Build the Reconciliation spreadsheet to verify the following:
  - All drawn amounts have been posted to the correct GL account
  - Funds are drawn in accordance with recorded disbursements
  - Disbursements do not exceed the total Authorized Amount

Step 5. Meet with the Financial Aid Office and Student Accounts monthly
  - Complete a reconciliation to tie all 3 areas (Financial Aid is to provide it’s amounts, along with the COD amounts provided via the Monthly Disbursement Summary)

Last Revision: April 2013
o Discuss any issues regarding discrepancies, disbursements which exceed the authorized amount, or refunds due to DOE

Perkins Loan Reconciliation Steps

Extract the following reports:

1) Campus Partners Accounting Report - NDSL/INST
2) Campus Partners Status Summary Report
3) Campus Partners New Loan and Advance Report
4) People Soft GL query: FAMGL_ALL_FUNDS_PROMPT_DEPT_RG
5) People Soft Student query: SF_ITEM_SF_PERKINS_PROMPT_JH

Recon Summary Sheet Steps

1) Use the GL query to update the GL Ending Balance and all unrecorded activity
2) Use the CP- Accounting Report to update the CP ending balance and all unrecorded activity

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Department Number</th>
<th>CP- Program Number</th>
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<tbody>
<tr>
<td>Perkins</td>
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<tr>
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Student Detail Steps

1) Pull the GL Student query and compare it to the CP-New loan and Adv report
2) Prior Month Balance
   +/- GL line amount
   +/- Perkins amount
   Total unrecorded loans
3) Prepare Recon journal