



Monthly Reconciliation: SAS - What Do I Do with It?

SAS Cash Detail

Direct Loan Tools for Windows - [C:\DOCUME~1\ENARIC~1\LOCALS~1\Temp\ART51.tmp]

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Report Date: 10/03/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 09:59:47 DIRECT LOAN TOOLS - 2002-2003
 SAS Cash Detail

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: Trans Type: All

School Code: G01001

End Date: 04/10/2003

Trans Type	Trans Date	Trans Amount	COD Run Date	GAPS Control/Check Number
Receipt	04/05/2003	\$24,431	04/12/2003	1234567890123

Total Cash Receipt Records: 1
 Total Excess Cash Records: 0
 Total SAS Cash Detail Records: 1

Total Cash Receipt Amount: \$24,431
 Total Excess Cash Amount: \$0

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Monthly Reconciliation: SAS - What Do I Do with It?

SAS Loan Detail

Direct Loan Tools for Windows - [C:\DOCUME~1\ENARIC~1\LOCAL5~1\Temp\ART53.tmp]

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Report Date: 10/03/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 10:04:51 DIRECT LOAN TOOLS - 2002-2003
 SAS Loan Detail

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G01001 Booked Status: Booked and Unbooked
 End Date: 04/10/2003 Loan Type: All

Borrower's Name Loan ID	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount
LINDLEY, JENNIFER M					
066756265S03E99999001	Booked	\$1,833	\$54	\$27	\$1,806
066756265U03E99999001	Booked	\$1,167	\$35	\$18	\$1,150
GAMBLE, RITA L					
106811398P03E99999001	Booked	\$1,667	\$66	\$25	\$1,626
BORTON, MILDRED					
126815096P03E99999001	Booked	\$2,083	\$83	\$31	\$2,031
BORTON, WENDELL J					
126815096S03E99999001	Booked	\$875	\$26	\$13	\$862

Page 1 C:\PROGRAM FILES\FEDSUITE\DL TOOLS FOR WINDOWS\DL Tools.mdb

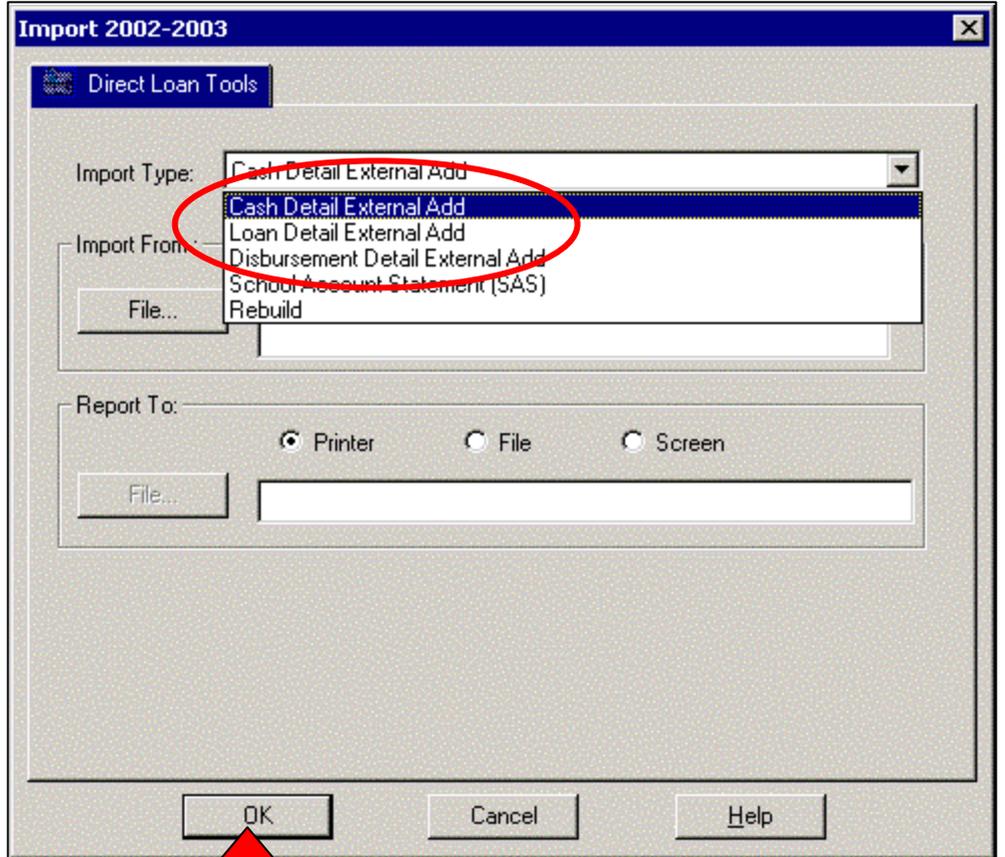
Monthly Reconciliation: SAS - What Do I Do with It?

Import School Data (Non-EDEExpress Schools)

1 Refer to 2002-2003 DL
Technical Reference
for file layouts.



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Monthly Reconciliation: **NEW** SAS - What Do I Do with It?

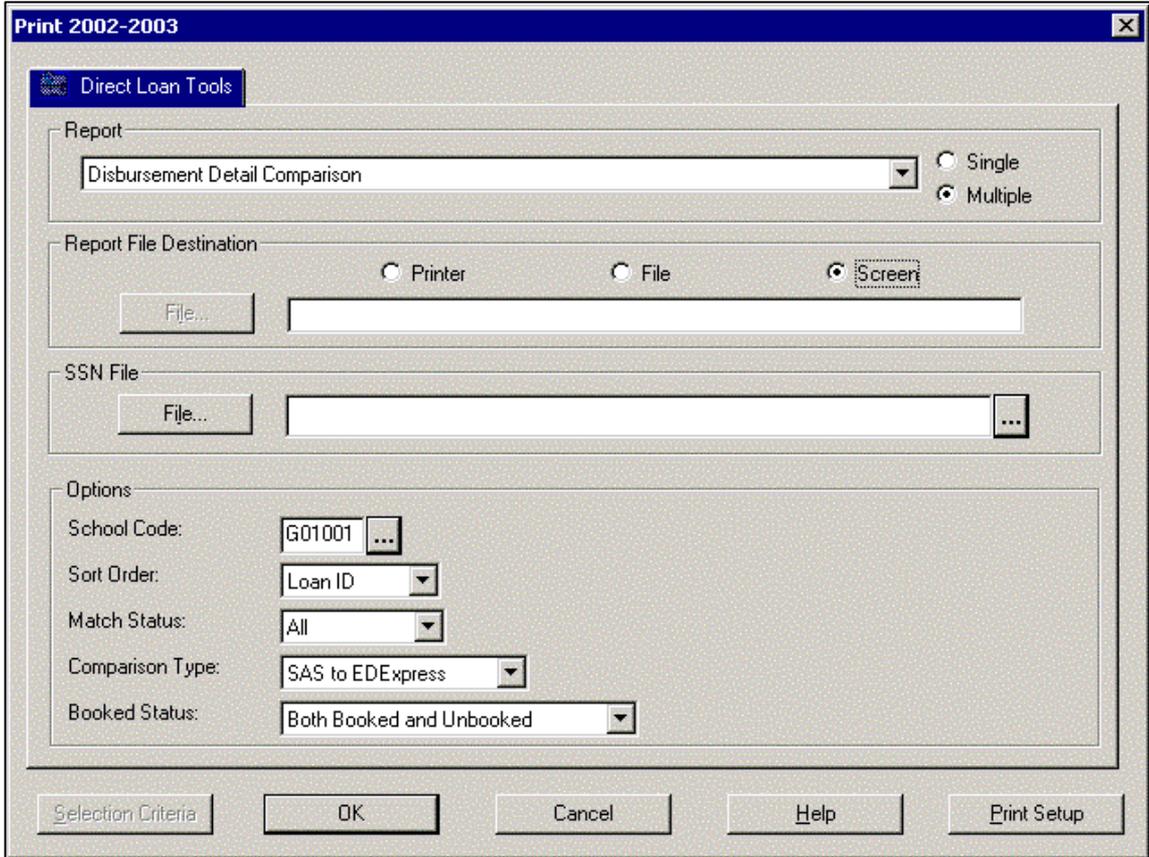
Comparing SAS to School Data

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- Cash Detail Comparison
- Loan Detail Comparison – Loan Level
- Disbursement Detail Comparison





Monthly Reconciliation: NEW SAS - What Do I Do with It?

Disbursement Detail Comparison

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 23 DIRECT LOAN TOOLS - 2002-2003
 Disbursement Detail Comparison
 Sort by: Loan ID
 CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G01224 End Date: 01/10/2001
 Booked Status: Both Booked and Unbooked Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

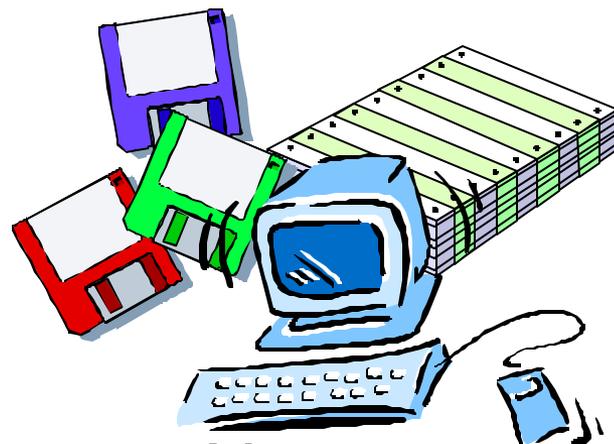
Loan ID	Student's Name									
SCHOOL	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj	
COD	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj	

001501948S02G01224001	LIVERNAG, ZSAELLA G									
	1	1	01/01/2002	D	\$99,500	\$1,400	\$1,599	\$95,677		
	1	1	01/02/2002	D	\$99,500	\$1,400	\$1,599	\$95,677		
001501948S02G01224001	LIVERNAG, ZSAELLA G									
	2	1	01/01/2002	D	\$99,500	\$1,400	\$1,599	\$95,677		
	2	1	01/01/2002	D	\$89,500	\$1,400	\$1,599	\$95,677		
001501948S02G01224001	LIVERNAG, ZSAELLA G									
	2	2	01/01/2002	A	\$2,500	\$90	\$99	\$2,377	\$97,500	
	2	2	01/01/2002	A	\$2,500	\$90	\$99	\$2,477	\$97,500	
001501948S02G01224001	LIVERNAG, ZSAELLA G									
	2	2	01/01/2002	A	\$2,500	\$90	\$99	\$2,377	\$97,500	

NO MATCHING COD DISBURSMENT EXISTS

Monthly Reconciliation: Other Reports and Tools

- DL System Reports
 - Cash Summary Report
 - Cash/Loan Detail Reports
 - Status Reports: Loan, Promissory Note, Disbursement
 - Pending and/or Accepted Disbursement Lists
 - Import edit error reports



Monthly Reconciliation: Other Reports and Tools

■ Business Office Records

- Bank Statements
- Canceled Checks
- Ledgers
- Cash Detail Reports
- Student Accounts or Account Cards
- Disbursement/Loan Detail Reports





Monthly Reconciliation: What Do I Look For?

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



Monthly Reconciliation: What Do I Look For?

- Loan Issues:
 - Unsent/unacknowledged disbursement batches
 - Rejected disbursements
 - Disbursements recorded in business office but not in DL/Financial Aid System
 - Unbooked Records

Monthly Reconciliation: 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
- All monthly reconciliation efforts have been documented





Award Year Closeout: What Is It?

Closeout – The process of reconciling all school information to the information contained in COD, and of bringing all ending cash balances to zero.

This means that:

- ECB = \$0
Unbooked Loans = \$0
- All discrepancies must be identified and tracked to resolution.

Closeout is just another month.



Award Year Closeout: When Should It Occur?

- One month after your last regular processing month of the award year, OR
- Within 120 days of your last loan period end date.

The Department's Official Award Year Closeout Date for 2002-2003 is July 31, 2004.



Other Resources



How do I become a COD Full Participant?

- Schools must register with COD to become a Full Participant in Award Year 2003-2004
- To register, contact COD School Relations
 - Email CODSupport@acs-inc.com
 - Indicate “2003-2004 Full Participant” in Subject Line
 - Call COD School Relations
 - Select Award Year 2002-2003 and express interest to COD CSR
- All EDEExpress Users must register as Full Participants for 2003-2004



How do I obtain access to the COD Web Site?

- Submit a Security Administrator Request Letter on school or corporate letterhead
 - Security Administrator is responsible for setting up additional users at your institution
 - Reporting/Attending school relationships in COD will automatically allow access to other school codes

- Refer to announcements on IFAP for detailed instructions and mailing address
 - 6/3/02 - Updated: COD Website Access for Schools
 - 6/3/02 - COD Website Access for Vendors/3rd Party Servicers



How do I contact COD Customer Service?

- Email CODSupport@acs-inc.com
- Call COD School Relations Center
 - 1-800-4-P-GRANT for Pell Grants
 - 1-800-848-0978 for Direct Loans
 - Enter Award Year 2002-2003
- COD Web Site (www.cod.ed.gov)



Where can I get more information?

- IFAP Web Site (www.IFAP.ed.gov)
 - Common Origination and Disbursement page
 - Announcements and FAQs
 - COD Technical Reference
- COD Web Site (www.cod.ed.gov)
 - Daily Processing Updates
 - School Funding and Processing Information
- Contact COD Customer Service



COD Sessions

- Session 19 – Cash Management A-Z
- Session 21 – What's New for Direct Loan Processing in 2003-2004?
- Session 22 – What's New for Pell Grant Processing in 2003-2004?
- Session 23 – COD and Pell Grants: Updates to Edits and Record Layouts for 2003-2004
- Session 24 – COD and Direct Loan: Updates to Edits and Record Layouts for 2003-2004
- Session 25 – Meet the COD Customer Service Team and Get Answers to Your COD Questions



COD Sessions

- Session 26 – COD: Using the New Web Site
- Session 27 – COD Full Participants for 2003 – 2004
- Session 28 – COD and Direct Loans: Balancing the Books
- Session 29 – COD, Pell, and Direct Loans: Funding for Schools
- Session 58 – Tribally Controlled Colleges: Operating as a Full Participant in the COD environment
- COD Customer Service Staff are available in the PC Lab



Electronic Access Conference

2002

Questions

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