

Session #3

Title IV Reconciliation: What's In Your Toolkit?

Allison Richards and Lisa Howell
U.S. Department of Education

2019 FSA Training Conference *for Financial Aid Professionals*

Agenda

- Building a Framework: Key Concepts 
- Filling Your Toolkit: Tools and Resources 
- Managing Your Toolkit: What's the Right Tool for the Job? 
- Completing Your Toolkit: What's New? 
- Finishing Touches: Additional Resources 

Building a Framework: Key Concepts



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Key Concepts: Reconciliation

- (General) To bring into agreement or harmony; make compatible or consistent
- (Specific) The process by which *Title IV* financial aid (grants, loans, and campus-based aid) accepted on the Department of Education (ED) systems is reviewed and compared with a school's internal records; AND
 - Discrepancies are identified and resolved
 - Reasons for remaining cash balances are identified

Rules and Regulations: Reconciliation



- **Monthly reconciliation** is REQUIRED:
 - Direct Loan Program - 34 CFR 685.300(b) (5)
 - Federal Perkins - 34 CFR 674.19 (d) (1)
 - Federal Work-Study (FWS) - 34 CFR 675.19 (b)(2)(iv)
 - Federal Supplemental Educational Opportunity Grant (FSEOG) - 34 CFR 676.19 (b)(2)
- **Regular reconciliation** recommended for all programs
 - Identifies issues with meeting other cash management and disbursement reporting requirements
 - Demonstrates administrative capability
 - *FSA Handbook* Volume 4: Chapters 5 and 6

Rules and Regulations: Related Requirements

- Award Year Deadline Dates published annually
 - Includes award year deadline dates, disbursement reporting timelines, and references to additional requirements
 - 2018-19: Federal Register Notice dated [Dec. 4, 2018](#)
 - 2019-20: [Nov. 1, 2019](#)

Rules and Regulations: Related Requirements

- Definition of Disbursement - 34 CFR 668.164(a)
- Cash Management - 34 CFR 668 Subpart K
- Excess Cash – 34 CFR 668.166
 - Immediate need – three business days
 - Excess/Idle Cash – up to seven days

Rules and Regulations: Related Requirements

- Payment Methods - 34 CFR 668.162(a)
 - Advance Payment – school draws funds, disburses within 3 business days
 - Initial Authorization – school receives funding, then draws/disburses
 - Records First – school disburses, then draws funds
 - Heightened Cash Monitoring and Reimbursement

Key Concepts: What is Reconciliation?

- Ensuring that school's internal records match: amounts and disbursement dates

AND

- Ensuring that U.S. Department of Education (ED) systems match the school's data

AND

- Drawdowns = Disbursements
 - no funds are held beyond regulatory timelines and \$0 balance by end of program year processing



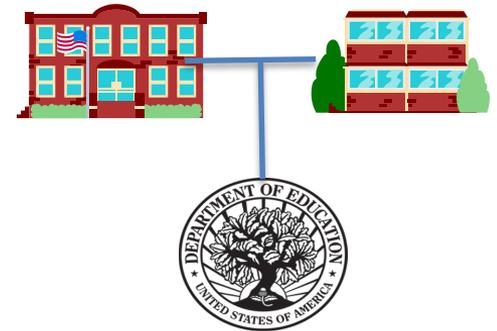
What is Reconciliation: Internal vs. External

- Internal Reconciliation

- Business/bursar/comptroller office records
- Financial aid system origination and disbursement records

- External Reconciliation

- School records
- U.S. Department of Education



What is Reconciliation: Internal Reconciliation



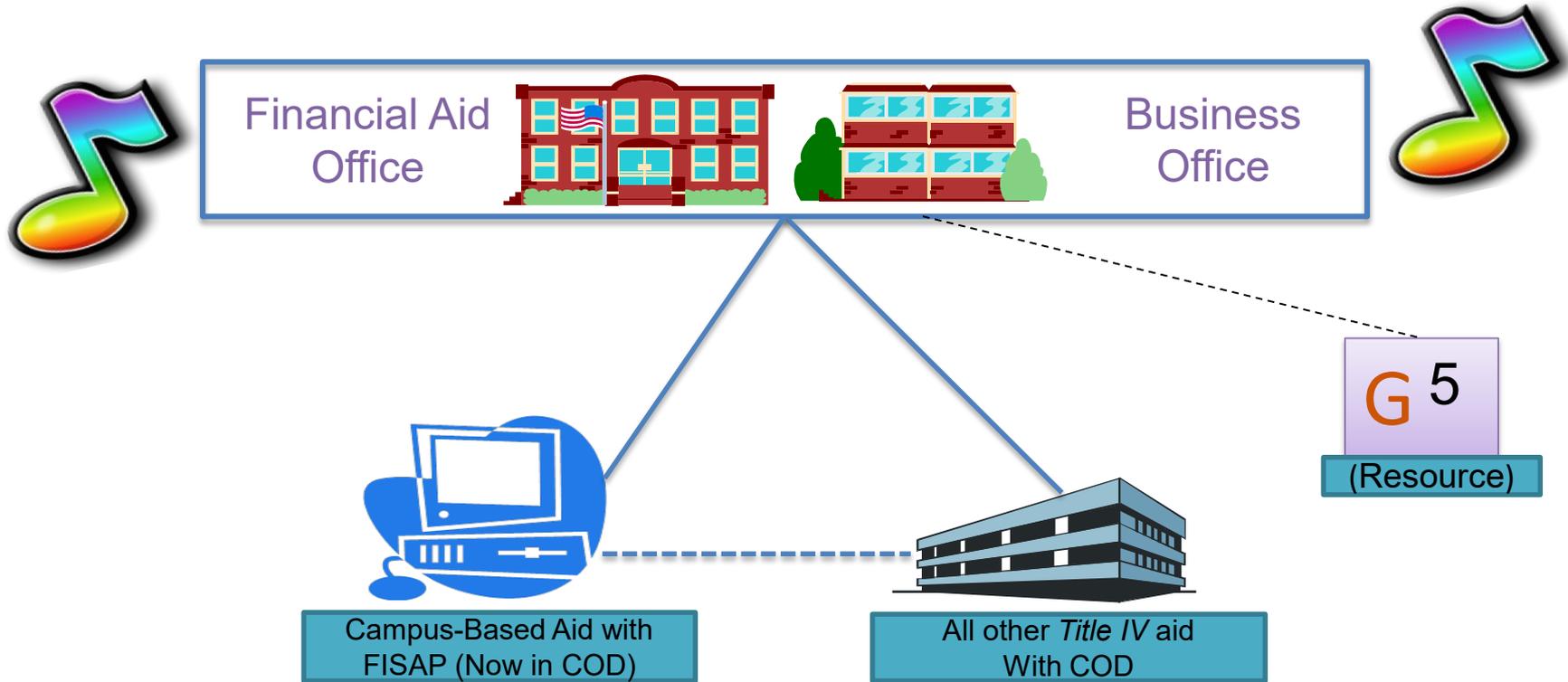
What is Reconciliation: Internal Reconciliation

- Ensure that:
 - What is posted to student accounts (i.e. amount and date) matches the data in the school's financial aid software
 - Net Drawdowns (ND) = Net Accepted and Posted Disbursements (NAPD)
 - Cash is not held beyond cash management requirements
 - Internal cash transactions (drawdowns, refunds of cash, and adjustments) match school bank statements
 - Records transmitted electronically between offices within the school environment match (run regular comparison)

What is Reconciliation: External Reconciliation

- Disbursement transactions
 - Internal school disbursement records (both business office and financial aid office) match disbursement records in FSA systems, including:
 - Common Origination and Disbursement (COD) or
 - Fiscal Operations Report and Application to Participate (FISAP)
- Cash transactions
 - Drawdowns, drawdown adjustments, and refunds of cash transactions in school internal records match transactions in COD/FISAP and G5

What is Reconciliation: External Reconciliation



Key Concepts: What is Closeout

The process by which schools complete processing at the end of an award year. This process should:

- Be an extension of regular reconciliation cycle (i.e., one final monthly reconciliation)
- Result in a \$0 cash balance (Net Drawdowns = Net Accepted and Posted Disbursements or Reported Campus-Based Expenditures) in **ALL** systems
- Occur shortly after final disbursements are made for a program and award year [or reported for Campus-Based (CB) Programs]
- Ensure that all cash management and disbursement reporting requirements have been met

What is Closeout: Data Submission Deadlines

- Pell/Iraq and Afghanistan Service Grant (IASG) – Last business day in September of the Award Year (AY)
 - <https://ifap.ed.gov/eannouncements/090919PellGrntlrqAfghnSerGrant1819AYProcDdln.html>
 - The deadline for Pell/IASG 2018-19 was Sept. 30, 2019
- TEACH Grant (TH) – Last business day in September of the AY
 - <https://ifap.ed.gov/eannouncements/090919AdditionalTEACHGrantCloseoutInfo201819AY.html>
 - The deadline for TEACH 2018-19 was Sept. 30, 2019
- Direct Loan (DL) – Last business day in July year following the AY
 - <https://ifap.ed.gov/eannouncements/070219Addtl1718DLProgramYearCloseoutInfo.html>
 - The closeout deadline for Direct Loan 2017-18 was July 31, 2019

Note: System processing deadlines may impact the actual date final disbursements are accepted

What is Closeout: Data Submission Deadlines

- Campus-Based – Fiscal Operations Report and Application to Participate (FISAP) filing deadline is midnight October 1
 - <https://ifap.ed.gov/fregisters/FR012419.html> - 2020-2021 FISAP Deadline is Oct. 1, 2019
 - FISAP expenditures must correspond to G5 draws (i.e. what you report as paid must equal what you drew)
 - FISAP Corrections must be made no later than Dec. 13, 2019
 - Campus-Based Closeout funding reduction occurs February following FISAP filing deadlines (February 2020 – reduce funding for 2018-19 awards)
 - Unprocessed de-obligations (negative G5 balance) that have not been refunded to G5 will result in an Accounts Receivable
 - Interest accumulates on the balance owed

What is Closeout: Funding Cancellation

For Federal Pell Grants and Campus-Based Programs, funding cancels five years after the data submission deadline

- Ex: 2014-15 Award Year closed effective 9/30/2015. Funding will be canceled effective 9/30/2020 (2015 + 5 = 2020; 9/30 is the last business day in September 2020)
- At that time:
 - No further award or disbursement data can be submitted to the COD system* (Pell)
 - Funding is no longer available in G5 for the program and award year (no drawdowns, drawdown adjustments, refunds of cash**)

*System processing deadlines may impact the actual date final disbursements are accepted

**Refunds of Cash may be made to miscellaneous account in G5 if specific award is no longer available

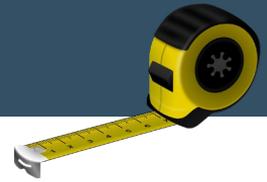
Filling Your Toolkit: Tools and Resources



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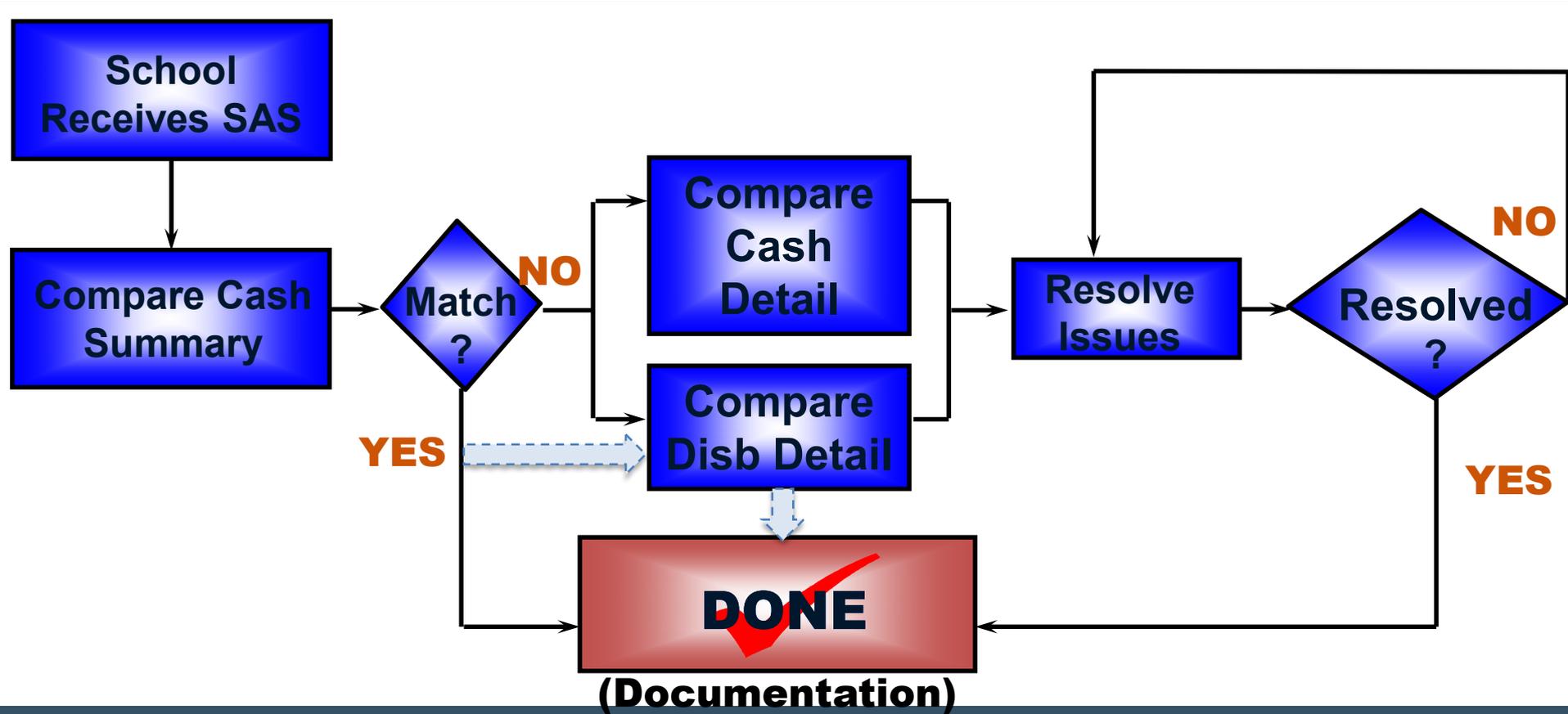
- **School Account Statement (SAS)**
 - Bank statement – summary balance and detail transaction information
 - Contains ED’s official cash balance for your school
 - Data is as of the end of the reported month
 - Separate SAS for each school, program, award year

This is your primary tool in your reconciliation toolkit

Your Toolkit: Reports for Pell, DL, TEACH

- Pell School Account Statement (SAS) - Award Year 2017-18 and forward
 - Comma Delimited with Headers
 - 3 sections (cash summary, cash detail, award summary or disbursement detail)
- DL and TEACH SAS – all Award Years
 - Fixed Length (DL) or Delimited (DL/TH)
 - 3-4 sections (cash summary, disbursement summary by loan type - DL, cash detail, loan/disbursement detail)

Your Toolkit: Reconciliation to the SAS



Your Toolkit: Reports for Pell, DL, TEACH

- **SAS Disbursement Detail on Demand**
 - Pell - Award Year 2017-18 and forward
 - DL and TEACH – All Award Years
 - Requested through COD Website Report Request
 - Delivered to SAIG Mailbox
 - Monthly, YTD, or Date Range

Your Toolkit: SAS Disbursement Detail on Demand

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Person School **Batch** Award Services User Program Support

▶ Batch Search
▶ Action Queue
▶ Anticip Disb Queue
▼ Report Requests
New Report Request Requests Search
▶ PLUS App Rsp Request
▶ Counseling Request
▶ Credit Status Request
▶ SULA Request

New Report Requests [? HELP](#)

Enter one or more of the following fields to request a new report:
* Note: Schools will continue to receive their full School Account Statement automatically every month via their SAIG mailbox, with their current SAS Options as selected on the Report Selection page.

Entity ID Type COD Entity ID
Request Type SAS Disbursement Detail on Demand Request

Program Direct Loan
Award Year '18 - '19
Report Format Comma Delimited with Headers
Include Names of Borrowers Yes
Report Activity Type Year-to-Date

Disbursement Booked Date Within:
End Date October 2 2018

SUBMIT



- **Warnings** indicate a potential problem
- **Rejects** indicate award/disbursement not built in COD
- Set aside time to resolve edit code rejects daily/weekly
- Rejected Direct Loan records can lead to unsubstantiated cash for advance funded schools
- Rejected Pell Grant, TEACH, and Direct Loan HCM1 school records will not increase available funds in G5
- Most school services calls - Edit code rejects

Your Toolkit: Edit code rejects

- Use your school's software reports
 - Ex: EDExpress List Status report - what's missing?
- COD Technical reference

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- System & Processing Links - Programs
- System & Processing Links - Transmission
- Participation Links - Application
- Participation Links - Audits
- Participation Links - Programs
- Funding Links

Federal Student Aid develops publications to assist in the Title IV federal student aid programs.

There are two types of publications - *General Publications* and *Processing Publications*. General program-related publications are under *General Publications*. Processing-related publications are under *Processing Publications*.

To access these resources, click on the applicable link below.

General Publications

- [Accrediting Agencies: List and Criteria for Recognition](#)
- [Audit Guidance](#)
- [Blue Book](#)
- [Campus-Based Awards](#)
- [Cohort Default Rate Guide](#)

Processing Publications

- [Application Processing System for Software Developers](#)
- [COD Technical Reference](#)
- [COD XML Schema](#)
- [EDE Technical Reference](#)
- [EFC Formula Guide](#)

Volume II: Common Record Technical Reference

[2018-2019 COD Technical Reference: Volume II: Common Record Technical Reference \(Master File\) in PDF Format, 9.73MB, 420 Pages](#)

[2018-2019 COD Technical Reference: Volume II, Table of Contents in PDF Format, 569KB, 8 Pages](#)

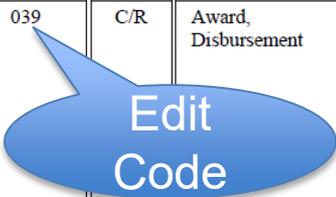
[2018-2019 COD Technical Reference: Volume II, Section 1 - Implementation Guide in PDF Format, 2.92MB, 294 Pages](#)

[2018-2019 COD Technical Reference: Volume II, Section 2 - Message Classes in PDF Format, 658KB, 12 Pages](#)

[2018-2019 COD Technical Reference: Volume II, Section 3 - Common Record Layout in PDF Format, 1.7MB, 70 Pages](#)

[2018-2019 COD Technical Reference: Volume II, Section 4 - Edits in PDF Format, 1.14MB, 36 Pages](#)

Your Toolkit: COD Technical Reference - Edits

COD Edits				Edits 039 - 041											
039	C/R	Award, Disbursement	Incorrect Award Amount	Award and/or Disbursement amount exceeds the maximum annual limit. For Pell: Refer to the Federal Student Aid Handbook for maximum annual limits.				Pell Grant Direct Loan IASG							
									<p>Pell: Review the maximum annual limit for this award. If appropriate, update this field and resubmit.</p> <p>Direct Loan: Review the maximum annual loan limit for this award. Also, review all sub/unsub awards and actual disbursements made for this student. If appropriate, update award and/or disbursement amount(s) and resubmit.</p> <p>IASG: Review the Sequester-Required Changes to the Title IV Student Aid Programs for the applicable award year(s) and ensure the award amount does not exceed the Sequester-Limited Scheduled Award.</p>						
										For Direct Loan: Grade Level	Subsidized Loan Limit	Combination Base Loan Limit	Combination Base Limit	PPCI Loan	HPPA (formerly)
										0, 1	\$3,500	\$5,500	\$9,500		
										2	\$4,500	\$6,500	\$10,500		
										3, 4	\$5,500	\$7,500	\$12,500		
										5	\$5,500	\$7,500	\$12,500	\$12,500	
6, 7	\$0	\$20,500			\$47,167										

Your Toolkit: COD Anticipated Disbursement Queue



Person School **Batch** Award Services User Program Support

▶ Batch Search
▶ Action Queue
▼ Anticip Disb Queue
▶ Report Requests
▶ PLUS App Rsp Request
▶ Counseling Request
▶ Credit Status Request
▶ SULA Request

Anticipated Disbursement Queue

Entity ID Type*	Entity ID*
OPE	11111111
Award Year*	Program*
Select	Select
'17 - '18	PELL
Disbursement Date Range*	Disbursement Status*
From: January 1 2017	Pending
To: October 1 2018	

Assists in identifying disbursements still in pending status

- Run monthly and at end of year
- Identify disbs to reduce or to report as actuals

Your Toolkit: COD Website



School Summary Information

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COMMON ORIENTATION & DISBURSEMENT

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Person **School** Batch Award Services User Program Support

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
- Account/Extended

School Summary Information

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Enter the default selections here for Program and Award Year:

Default Program: PELL Default Award Year: '18-'19

Contacts			Summary	
Type	Name	Phone	Award Year	Program
Direct Loan Financial Aid Officer	ALLISON RICHARDS	(303)844-3324	'18-'19	PELL
FINANCIAL AID ADMINISTRATOR	ALLISON RICHARDS	(303)844-3324		
Pell Financial Aid Officer	ALLISON RICHARDS	(303)844-3324		

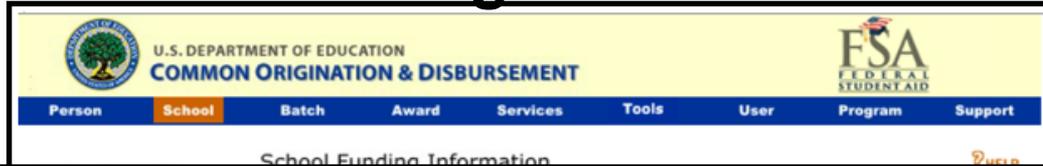
Cash > Net Accepted & Posted Disbursements & older than 30 days	\$0.00
% of Cash > Net Accepted & Posted Disbursements	-2.10652%
Cash > Net Accepted & Posted Disbursements	(\$271,066.32)
Current CFL	\$12,061,402.32
Net Disbursement to Net Drawdown Ratio	1.0

Check this page often to confirm prior years are reconciled to \$0

Keep contact information updated:
<http://eligcert.ed.gov>

Your Toolkit: COD Website

School Funding Information – DL



Initial CFL	\$1,969,278.00
Current CFL	\$106,140,454.00
Previous CFL	\$53,615,091.00
CFL Adjustment	\$52,525,363.00
Last CFL Change Date & Time	08/26/2019 11:00:00 AM
Available Balance	\$33,139,268.00
Cash > Net Accepted & Posted Disbursements	\$33,301.00
Net Accepted & Posted Disbursements	\$72,967,885.00
Net Drawdowns	\$73,001,186.00

Available Balance
= Funds Available
to Drawdown

CFL = Current
Funding Level

Cash > Net Accepted &
Posted Disbursements
= Net Drawdowns – Net
Accepted and Posted
Disbursements

- Positive = Funds owed or disb to report
- Negative = Disb Adj needed or funds to drawdown

Net Disbursement to Net Drawdown Ratio	1.0
Grace Period	30
Date School Confirmed Program Year Closeout	
Date Department of Ed Confirmed Program Year Closeout	
<input type="button" value="UPDATE"/>	

Disbursement To Drawdown Ratio excludes cash activity within Grace Period.

Generate the School Funding History Report by clicking the following link:
[School Funding History Report](#)

Your Toolkit: COD Website

School Funding Information- Pell

CFL (Pell/TEACH) is based on actual disbursements and adjustments

School Funding Information HELP

Funding Information

Program: PELL Award Year: '19-'20

Entity ID	
Initial CFL	\$29,216.00
Current CFL	\$11,999,768.00
Previous CFL	\$11,955,149.00
CFL Adjustment	\$44,619.00

Unduplicated Recipients

Total Unduplicated Recipients	5191
Total Unduplicated Recipients Paid	
Total ACA	\$0.00
Last ACA Payment Date	
ACA Payment History	
Date School Confirmed Program Year Closeout	
Date Department of Ed Confirmed Program Year Closeout	
<input type="button" value="UPDATE"/>	

Administrative Cost Allowance, ACA Payment History

Disbursement To Drawdown Ratio excludes cash activity within Grace Period.

Generate the School Funding History Report by clicking the following link:

[School Funding History Report](#)

Your Toolkit: COD Website

School Funding History Report

	A	B	C	D	E	F	G	H	
1	School Funding History Report								
2	School ID:	Program Type: PELL	Award Year: 2019-2020						
3	Date of Transaction	Authorization (CFL) Adjustment	Drawdowns/Payments	Returns of Cash	Drawdown Adjustments	Refunds of Cash	Drawdown Offsets	Unprocessed Deobligation	
4	9/27/2019	\$44,619.00							
5	9/27/2019		\$110,924.00						
6	9/26/2019	\$13,218.00							
7	9/25/2019	\$7,669.00							
8	9/24/2019	\$22,555.00							
9	9/23/2019	\$38,107.00							
10	9/23/2019		\$416,453.00						
11	9/20/2019	\$42,593.00							
12	9/19/2019	\$94,396.00							
13	9/18/2019	\$29,899.00							
14	9/17/2019	\$127,653.00							
15	9/16/2019	\$81,166.00							
16	9/13/2019	\$27,163.00							
17	9/12/2019	\$52,901.00							
18	9/12/2019		\$109,426.00						
19	9/11/2019	\$3,275.00							
20	9/10/2019	\$45,157.00							
21	9/10/2019	\$5,479.00							
22	9/9/2019		\$266,252.00						

Date

Amount (by type)

Your Toolkit: COD Website

School Summary Financial Information – DL and TEACH

School Summary Financial Information ? HELP

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Beginning Cash Balance			\$0.00
	Cash Receipts	\$76,339,365.00	
	Refunds of Cash	\$0.00	
Net Drawdowns/Payments			\$76,339,365.00
	Booked Disbursements	\$78,141,338.00	
	Booked Adjustments	(\$806,219.00)	
Total Net Booked Disbursements			\$77,335,119.00
Ending Cash Balance			(\$995,754.00)
	Unbooked Disbursements	\$838.00	
	Unbooked Adjustments	(\$838.00)	
Total Net Unbooked Disbursements			\$0.00
Cash > Net Accepted & Posted Disbursements			(\$995,754.00)

Mirrors the Cash Summary section of the SAS

Net Drawdowns/Payments

Total Net Booked Disbursements

Ending Cash Balance

Your Toolkit: COD Website

Balance Confirmation

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COMMON ORIENTATION & DISBURSEMENT

Person School Batch Award Services Tools User Program Support

School Search

School Information

School Summary
Financial Aid Contact
Eligibility
General
Options
Funding Info
Summary Financial Info
Refunds of Cash
Cash Activity
Events
Warnings
Yearly Totals
Relationships
Balance Confirmation
Request
Request Extended
Processing
Correspondence
File Sharing
Report Selects
Experimental
Initiative

PELL 18-19

The main purpose of this screen is to allow you to submit your confirmation and to enter the School Ending Cash Balance and the End Date of the School Balance.

Current Program Year Close Date

As of Date 08/31/2019

Net Drawdowns/Payments
Net Accepted & Posted Disbursements
Cash > Net Accepted & Posted Disbursements

Balance Confirmation Form

Request
School Name
Name of School Official

Last SAS Cash > Net Accepted & Posted Disbursements Balance	
Last SAS Date	08/31/2019
School Cash > Net Accepted & Posted Disbursements Balance	
End Date of School Balance	

To submit this form, please click button:
I Agree

I AGREE

Confirm Balance and Close Out for:

- Pell or TEACH (2016-17+)
- DL (all years)
- Balances should be \$0

Results:

- Closeout Letter
- Rejection of award/disbursement data (differs by program)
- Funding Reduction
- Turns off SAS (ends regular reconciliation unless balance changes)

Your Toolkit: COD Website

Request Reopen/Extended Processing (EP)

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Person **School** Batch Award Services User Program Support

► School Search

▼ School Information

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- Memos
- Yearly Totals
- Relationships
- Balance Confirmation
- Request
- Reopen/Extended Processing
- Correspondence
- File Share/Messages
- Report Selection

Request Reopen/Extended Processing [?HELP](#)

UNIVERSITY OF LIFELONG LEARNING

Program Award Year

NOTE: Award Year will appear in dropdown only if school has confirmed Closeout or if Award Year is past the Data Submission Deadline.
Complete the fields below. The fields marked with an asterisk (*) are required. Click "Submit" to submit the request for Post Deadline Processing.

* Requestor Name

* Requestor Email Address

* Requestor Phone Number () - ext.

* Reason Code

* Explain why you will need Extended Processing

*Do not include Personally Identifiable Information (PII) data in this field (i.e. SSNs, award identifiers, etc.)

SUBMIT

1

Two Functions:

Reopen confirmed closed award year (AY)

- DL (all AY)
- Pell or TEACH (AY 2016-17+)

2

Request EP once processing deadline has passed (All AY DL/Pell/TEACH) for:

- Pell increase disbursement data
- DL or TEACH increase/decrease disbursement data

Your Toolkit: G5

https://

G5 Empowering the grant community.

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UNITED STATES OF AMERICA

Main Grant Setup Grant Maintenance Payments G5 Admin Reports Help Logout

You are here: [Home](#)

My Quick View

My Quick View

[Click here](#) to view My Grant Awards.

Welcome

G5 Outage Oct. 1

The G5 system will be undergoing fiscal year-end maintenance on Monday, October 1, 2018 and will be UNAVAILABLE from 12:00 a.m. until 5:00 p.m. on that day.

Notice: All users requiring access to G5 must register with the U.S. Department of Education to obtain individual user IDs and passwords. In addition, all payees receiving grant award funds must submit signed and properly validated paperwork supporting their individual registrations. By applying for an ID, users must acknowledge that the data processed in G5 is sensitive financial data protected by the Privacy Act and other authorities. Users are not allowed to share passwords or login account information with anyone or access the G5 system using the credentials of others. **Any sharing of user account information or unauthorized access to G5 will result in a loss of system privileges.**

News and Events

10/24/17 Outdated Financial Guidance Documents - As part of the Department's ongoing effort to reduce burden on the American people through regulatory reform, the Department is removing from its website a number of outdated guidance... [more >](#)

Help Desk

Help is available via the e-mail and phone numbers below.

- Hours Of Operation: 8:00 AM to 6:00 PM EST, Monday - Friday, except on Federal holidays.
- Toll-Free: 1-888-336-8930
- TTY: 800-877-8339
- 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

- Individual users must register
 - Read only access available
- A bank account must be set up for your school
- A bank account for refunds should also be identified
- Regulations for maintaining and accounting for funds: 34 CFR 668.163

Your Toolkit: Understanding G5 Award Numbers

- G5 award numbers are school, program, and award year specific
- Example for 2019-20 award year

Program	G5 Award Number	Award Year
Direct Loan	P268K20####	Trailing Year
TEACH Grant	P379T20####	Trailing Year
Pell Grant	P063P19####	Leading Year
IASG	P408A19####	Leading Year
Campus-Based	FWS: P033A19#### SEOG: P007A19####	Leading Year

*#### represents each school's unique G5 Award ID

Your Toolkit: G5 Reports

The screenshot shows the G5 Reports web application interface. At the top left, there is a logo with a large orange 'G' and a smaller '5' next to it, followed by the text 'Empowering the grant community.' To the right of the logo is a circular seal for the 'DEPARTMENT OF EDUCATION UNITED STATES OF AMERICA' featuring a tree. Below the logo and seal is a blue navigation bar with the following menu items: 'Main', 'Grant Maintenance', 'Payments', 'G5 Admin', 'Reports', and 'Logout'. The main content area starts with 'You are here: Reports'. Below this is a section titled 'Reports' with a grid icon. Underneath is an 'Instructions' section with the following text: '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](#)'. A 'Payments' section is highlighted with a blue border and contains a sub-section titled 'Payments' with two radio button options: 'Drawdown Adjustment' and 'External Award Activity', where 'External Award Activity' is selected. Below the 'Payments' section is an orange 'Continue' button. In the bottom right corner of the main content area, there is a blue link that says '^ Back to Top'. The background of the interface features a blurred image of a classroom with bookshelves and a chalkboard.

Your Toolkit: G5 Reports

External Award Activity History

U.S. Department of Education - EDCAPS G5
G5 - External Award Activity History Detail Report
As of Tue Oct 02 16:02:24 EDT 2018

Parameters Entered: PR/Award No. 06211 Start Date: 10/2017 End Date: 10/2018

Award No.	Net Draws	-\$15,054,754.64
Recipient Reference No.	Last Date To Draw Funds	2023-10-02
Net Draws	Net Authorizations	\$14,963,939.00
Last Date To Draw Fund	Total Draws	-\$15,121,835.69
Net Authorizations	Total Refunds	\$67,081.05
Total Draws	Total Returns	\$0.00
Total Refunds	Net Adjustments	\$0.00
Total Returns		
Net Adjustments		

Transaction Date	Change In Authorization	Drawdowns	Refunds	Adjustments	Returns	Offsets
2018-10-01	-\$355.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-10-01	-\$468.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-28	\$37,838.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-28	\$0.00	-\$79,753.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-28	\$0.00	-\$37,902.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-27	\$0.00	\$0.00	\$2,096.00	\$0.00	\$0.00	\$0.00
2018-09-26	\$843.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-25	-\$843.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-21	\$79,753.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-21	\$0.00	-\$14,715.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-20	\$1,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-14	\$0.00	-\$25,798.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-14	-\$1,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-14	\$14,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018-09-13	\$155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Your Toolkit: Additional Pell Reports



- **Electronic Statement of Account (SAIG) - cash transactions**
 - Initial Obligation/Authorization, changes to obligation/authorization both by date and amount
 - Number of unduplicated YTD recipients

Your Toolkit: Additional Pell Reports

- **Reconciliation Report (SAIG) - summary disbursement**
 - Summary Pell Grant received YTD by each student
 - Includes verification and Pell Grant Overaward Project (POP) status as well as Life-Time Eligibility used (LEU)
- **Year to Date (YTD) file (SAIG) - detail disbursement level**
 - Contains complete year to date student/disbursement level data and can be used to help rebuild lost school data either by student or school

Your Toolkit: Additional Pell Reports Data Requests

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

Person School **Batch** Award Services

- ▶ Batch Search
- ▶ Action Queue
- ▶ Anticip Disb Queue
- ▼ Report Requests
 - New Report Request
 - Requests Search
- ▶ PLUS App Rsp Request
- ▶ Counseling Request
- ▶ Credit Status Request
- ▶ SULA Request

New Report Requests

Enter one or more of the following fields to request

Entity ID Type

Request Type

Program

Report Type

Award Year

Request Type

SUBMIT

- Electronic Statement of Account
- Multiple Reporting Record
- Reconciliation File
- Pell POP Report
- Year to Date Record
- Verification Status Report

Your Toolkit: EDEExpress Pell SAS Import/Compare

- Available 2018-2019 and forward
- Import and compare Pell SAS files to school data
- Works with existing EDEExpress database or imported school data (non-EDEExpress)
 - You do NOT need to process aid through EDEExpress to use this tool

For more information:

<https://ifap.ed.gov/eannouncements/081018AvailEDEExpressWindows20182019Rel3pt0.html>



– Actual Disbursement List

- Provides a list of actual disbursements accepted in COD for your school in the reported week (Saturday-Friday)
- Includes booked and unbooked (future-dated) disbursements
- Accessed through School Newsbox (services menu)

Your Toolkit: DL Tools SAS Import/Compare

- Available for all DL Award Years
- Includes Cash Management Tool
- Import and Compare DL SAS files to school data
- Works with existing EDEExpress database or imported school data (non-EDEExpress)
 - You do NOT need to process aid through EDEExpress to use this tool

For more information: COD Technical Reference, Volume IV: Direct Loan (DL) Tools

<https://ifap.ed.gov/codtechref/1920CODTechRef.html>

Your Toolkit: Campus Based Reports



- COD Campus-Based Website

The screenshot shows the Federal Student Aid Campus-Based System interface. At the top, it features the U.S. Department of Education logo and the text "COMMON ORIGATION & DISBURSEMENT" alongside the FSA Federal Student Aid logo. Below this is a navigation bar with "Person" and "School" tabs. The main content area is titled "Federal Student Aid | Campus-Based System" and includes a welcome message "Welcome to the Campus-Based System". A sidebar on the left lists various navigation options, with "Campus-Based Syst" highlighted by a red circle. The main content area also contains icons for home, school selection, and links to COD Web and COD Reporting. A contact box for the COD School Relations Center is visible on the right.

Your Toolkit: Campus Based Reports

- Campus-Based Statement of Account: lists funding transactions
 - Initial Obligation/Authorization, changes to obligation/authorization both by date and amount

The screenshot shows a web interface with a left-hand navigation menu. The menu items are: School, FISAP (with a right-pointing arrow), Self Service (with a downward-pointing arrow), Notifications, and Submission Log. The main content area on the right is titled 'Self Service' in orange, followed by 'Notifications' and '2017-2018 Campus-Based Documents'. Under the documents section, there is a button labeled 'Statement of Account'.

The screenshot displays a report titled 'Campus-Based Statement of Account - Application Year 2017-2018'. The report is for the University of Lifelong Learning and includes fields for Serial #, OPE ID, Grantee DUNS Number, City, and State. The award period is listed as July 1, 2017 - June 30, 2018. The report is for Federal Supplemental Educational Opportunity Grants (FSEOG) with a G5 Award Number of P007A. A table lists the following transactions:

Transaction Amount	Transaction Date
(\$1,583.00)	03/15/2018
(\$10,000.00)	03/15/2018
(\$561.00)	03/15/2018
\$561.00	03/12/2018
\$1,583.00	02/26/2018
\$10,000.00	07/11/2017

At the bottom of the report, it states: \$0.00 P007A17 authorization amount as of 10/02/2018.



- **COD School Monitoring Report**
 - Assists schools in identifying the following conditions:
 - Unsubstantiated Cash (Cash > NAPD & older than 30 days)
 - Pell Grant Potential Overaward Process (POP)
 - 30-Day Disbursement Reporting
 - Sent to school's SAIG mailbox (Preformatted Text) and available on COD Website (PDF)
 - Generated weekly if criteria are met

Your Toolkit: IFAP Announcements

The screenshot shows the IFAP website homepage. The browser address bar displays <https://ifap.ed.gov/ifap/>. The page header includes the text "Federal Student Aid" and "PROUD SPONSOR of the AMERICAN MIND®". A navigation menu contains links for Home, Getting Started, What's New, Calendar, iLibrary, Training, Help, and Feedback. An orange arrow points to the "iLibrary" link. On the left, a search bar is present, and a vertical menu lists various IFAP categories. The main content area features a section titled "Information for Financial Aid Professionals (IFAP)" with a description and a "What's New" section. The "What's New" section title is circled in red, and an "RSS" icon is next to it. To the right, there are "Hot Topics" and "Information Pages" sections, each with a list of links.

Search:
[Advanced Search](#)

My IFAP

- System & Processing Links - Application
- System & Processing Links - Programs
- System & Processing Links - Transmission
- Participation Links - Application
- Participation Links - Audits
- Participation Links - Programs
- Funding Links
- Resource Links
- Financial Partners Links
- Federal Loan Servicer Links
- Student & Parent Links - Application
- Student & Parent Links - Programs
- ED Links

Information for Financial Aid Professionals (IFAP)

The Information for Financial Aid Professionals (IFAP) website consolidates guidance, resources, and information related to the administration and processing of Title IV federal student aid into one online site for use by the entire financial aid community.

The most recent postings to the site are listed in the [What's New](#) section.

Tools for Schools
Click on this box to access online and computer-based training resources.

Worksheets, Schedules, & Tables
Click on this box to access worksheet, schedule, and table resources.

Publications
Click on this box to access program-related and processing-related publications.

Processing Resources
Click on this box to access program and system processing information and materials.

What's New

Below is an abbreviated list of the most recent postings to the IFAP website. Click [here](#) or on the "What's New" link in the top menu bar to view all recent postings.

Hot Topics

- [Active Phishing Campaign Targeting Student Email Accounts](#)
- [Information Regarding Supporting ITT Students](#)
- [Program Integrity Information - Questions and Answers](#)
- [Federal Student Aid Data Center](#)
- [Disaster Assistance](#)

Information Pages

- [FAFSA and the IRS DRT](#)
- [Gainful Employment](#)
- [150% Direct Subsidized Loan Limit](#)
- [Campus-Based Programs](#)
- [Cash Management](#)
- [Default Prevention](#)
- [DHS-SAVE, Eligible Noncitizen](#)
- [Foreign Schools](#)
- [Loan Servicing and Collection](#)
- [HEAL Program](#)
- [MSURSD Catalog Reference Documents](#)
- [Cybersecurity Compliance](#)

Managing Your Toolkit: What's the Right Tool for the Job?



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Your Toolkit: Tools for Internal Reconciliation

- Ensure business office and financial aid records agree with what the student requests and is eligible to receive
- Regularly compare **bank statements** to **internal summary cash and detail transactions**
- Return funds appropriately to the correct program and award year
- **Additional Tools: Internal Disbursement Reports and Comparisons; Bank Statements, Student Ledgers/Accounts**

Your Toolkit: Tools for Internal Reconciliation

- Daily/weekly **check-in** between Financial Aid Office and Business Office



- Do disbursements reported match disbursements posted (date and amount)?
- Do draws and refunds of cash match disbursements?
- Document and resolve any discrepancies

- Run **comparison reports** between your business office and financial aid office software



- Print/compare year to date disbursements by program and award year
- Important even if systems have direct interface/exchange data

Your Toolkit: Tools for External Reconciliation

- Keep school records in sync with COD records by resolving rejects timely (**Reject Reports**)
- Use **COD and G5 reports** to regularly ensure cash and disbursement data matches school records
- Use **COD web screens**
- Pay attention to **IFAP announcements** and **COD updates** regarding processing issues and any funding reductions



REMINDER: The SAS is your primary (required) tool for regular reconciliation for Pell, DL, TEACH. Supplemental tools may also be used.

Your Toolkit: Common Disbursement Discrepancies

- Unsent/unacknowledged disbursement batches
- Rejected disbursements
- Incorrect disbursement dates
- Disbursements recorded in Business Office – not in Financial Aid system
- Unbooked records (DL or TEACH only)
- School data loss (should be rare)

Your Toolkit: Tools for Disbursement Research

- **SAS** Summary and Detail or **SAS Disbursement Detail on Demand**
- **Disbursement Detail Comparison** Report (EDExpress/DL Tools or Internal Report)
- Financial Aid Office Disbursement Report
- Business Office Disbursement Report
- Student Account Files
- Business Office Ledgers/Statements of Account
- COD Website – Award/Disbursement Detail and Edit Code Rejects, **Anticipated Disbursement Queue**

Your Toolkit: Common Cash Discrepancies

- Timing issues
- Cash transactions in wrong year or split between years*
- Funds needing to be returned as refunds of cash
- Funds recycled for disbursement in a different award year

*Pell/TEACH funding is based on accepted actual disbursement records, making it less likely for drawdowns to occur in the wrong year. DL schools also have this option for records first (see What's New section)

Your Toolkit: Tools for Cash Research

- **SAS** Cash Summary or Cash Detail
- **Cash Detail Comparison** Report (EDExpress/DL Tools or Internal)
- COD Website (**School Funding**, Cash Activity, etc.)
- G5 Website (e.g. **External Award History Report**)
- Business Office Cash Report
- Bank Statements
- Cancelled Checks
- Student Ledgers and Accounts

Your Toolkit: Closeout Tools and Reminders

- **Regulations for cash management and reconciliation supersede close out processes**
- Most schools should be able to reconcile and complete processing well before closeout deadlines, after final disbursements are made **(SAS)**
- For Pell, DL, TEACH: Extensions to data submission deadlines are reviewed on case-by-case basis and must meet regulations **(Request Reopen/Extended Processing)**
- You must monitor **IFAP** closely for funding and reconciliation deadlines for all *Title IV* programs

Completing Your Toolkit: What's New?



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What's New: Direct Loan Funding

- Direct Loan Funding (current)
 - Initial Authorization + scheduled funding increases throughout the year, AND/OR
 - Records First processing – ensures funds are available when/if needed based on schools accepted actual disbursements

What's New: Direct Loan Funding

Did you know?

- DL Records First Processing is:
 - Available to all schools
 - Allows schools to process similarly to Pell and TEACH
 - Applies additional controls to prevent access to excess funds (funding is based on ACTUAL disbursement data)
 - Can simplify reconciliation

What's New: Direct Loan Funding

- DL Records First Processing:
 - Can begin automatically if initial authorization is exhausted (no need to request), OR
 - Can be requested at any time:
 - Contact your COD Reconciliation Coordinator at 1-800-848-0978 or codsupport@ed.gov
 - COD will forward your request to FSA

What's New: Unique Entity Identifier (UEI)

- December 2020: DUNS will no longer be used in government systems
 - Transition Period: July 2019-December 2020
- UEI will be issued by the System for Award Management (<https://sam.gov/SAM>) (MUST REGISTER)
 - 12 Character, alpha-numeric identifier
 - Future State: One-stop shop (register and receive UEI)

More Info: <http://gsa.gov/entityid>

What's New: Upcoming Data Submission Deadlines



- July 31, 2020 - DL 2018-19
- Sept. 30, 2020 - Pell/IASG 2019-20
- Sept. 30, 2020 – TEACH 2019-20
- Oct. 1, 2020 – FISAP 2021-2022
- Dec. 15, 2020 – FISAP 2021-2022 Corrections
- July 30, 2021 – DL 2019-20

Finishing Touches: Additional Resources



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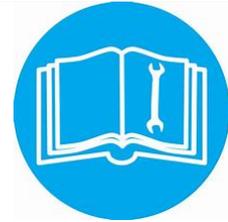
Finishing Touches: Resources

- Conference Sessions
 - 5 COD System Update
 - 8 Cash Management: Institutional Charges
 - 15 Reporting for Campus-Based Programs
 - 20 Return of *Title IV* Funds
 - HO2 Hands-On COD Basics
 - HO3 Hands-On COD Advanced



Finishing Touches: Resources

- *FSA Handbook* - Volume 4, Ch 5 & 6
- COD Technical Reference
 - Implementation guide, edit code rejects, reports, DL tools
- IFAP – Monitor frequently
 - Electronic Announcements
 - Federal Register Notices
 - Recorded conference sessions, training materials



Finishing Touches: Resources

- G5 Help Desk
 - **Phone:** 888-336-8930 / 8 a.m. - 6 p.m. (ET) M-F
 - **Email:** edcaps.user@ed.gov
 - **Website:** <https://www.g5.gov/>
- COD Help Desk
 - Primary CSR and Reconciliation Coordinator
 - **Phone:** 800-848-0978 / 8 a.m. - 11 p.m. (ET) M-F
 - **Email:** CODSupport@ed.gov
 - **Website:** <https://cod.ed.gov/>



Questions and Answers

Allison Richards

allison.richards@ed.gov

303-844-3324



Lisa Howell

lisa.howell@ed.gov

202-377-3399