

**Debt Collection System (DCS) – Balancing DCS to
Financial Management Servicing System (FMSS)**

How does the process for balancing DCS to FMS work?

The process involves 6 basic steps:

1. Merge the 741 Daily Posting Report, NEW785 New Debts Report, and Daily Suspense Reports.
2. Sort the 741 Daily Posting Reports with the Daily Suspense Reports.
3. Check to see if there is more than one Transaction Type within a document number on the 741 Daily Posting Report.
4. Calculate net totals on an SF1081 if there are RGs with AAs or BNs on the same document.
5. Pull the 21 and 22 Transaction Types from the 704 Subledger Entry Report and set aside for easy reference.
6. Pull the 706 Subledger Error Report and set aside for easy reference.

What does this document do?

This document establishes the policy and procedures governing the balancing of DCS to FMS.

What is the policy on balancing the DCS to FMS?

DCS should be reconciled to FMS as verification that the transactions are accurately posted. The balancing is prepared for the following reports to balance the DCS to FMS. These reports are listed along with a document type, which immediately follows the report, and if applicable, a transaction type will follow the document type, indicated in parentheses: *The Daily Posting Report, ACC741; The Daily Suspense Report, ACC741; The Subledger Error Report, SBL706; The Subledger Entry Report, SBL704, (GSLACC19 Format); The New Debts Report, NEW785, (Transaction Type 21)*. The last four reports are all *Subledger Entry Reports*, same doc type, SBL704, yet all differing in Transaction Type, in this order: Tran Type 21, 22, 31 and 32.

This balancing should be conducted *daily*.

Who must follow the procedures in this document?

All members of the Chief Financial Officer – Finance Division and Raytheon (as an agent for SFA), must comply with these procedures for the process to which it relates.

6 Basic steps for balancing the DCS to the Subledger:

**1) Merge the 741 Daily Posting Report, NEW785 New Debts Report, and Daily Suspense Reports
As a RAYTHEON member you must**

When?
Daily

- a) Match these reports by Document Date and Document Number, placing the Daily Posting Report on top of the Daily Suspense Report. ****There may be more than one page for each document****

**2) Sort the 741 Daily Posting Reports with the Daily Suspense Reports
As a RAYTHEON member you must**

When?
Daily

- a) Sort the 741 Daily Posting Reports with the Daily Suspense Reports attached by Document Type and Document Number.
- b) Place all of the same Document Types together (i.e., SF215, SF1081, etc...).

**Student Financial Assistance (SFA)
Chief Financial Officer (CFO)**

3) Check to see if there is more than one Transaction Type within a document number on the 741 Daily Posting Report

As a RAYTHEON member you must

When?
Daily

- a) If so, calculate the amounts for each Transaction Type on each 741 Daily Posting Report (e.g., an SF215 with DP, RG and SP batches).
- b) Add the amount of the DP batches and note the amount on the 741 Daily Posting Report
- c) Then, if necessary, add the RG and SP batches together and note the amount on the 741 Daily Posting Report. **Note: Some Transaction Types differ in appearance between the 741 Daily Posting Report and the 704 Subledger Entry Report.**
 - An SP on the 741 Daily Posting Report will appear as RG on the 704 Subledger Entry Reports.
 - An FF on the 741 Daily Posting Report will appear as IR on the 704 Subledger Entry Reports.
 - An FR on the 741 Daily Posting Report will appear as IJ on the 704 Subledger Entry Reports.

4) Calculate net totals on an SF1081 if there are RGs with AAs or BNs on the same document.

As a RAYTHEON member you must

When?
Daily

- a) Note the net total on the 741 Daily Posting Reports.
- b) This amount will be needed when balancing L1 for cash.
Note: SF5515 and SF1081 Document Totals on the 741 Daily Posting Reports take into account the sign of the amount of each batch, while the 704 Subledger Entry Reports for L1 cash do not.

5) Pull the 21 and 22 Transaction Types from the 704 Subledger Entry Report and set aside for easy reference

As a RAYTHEON member you must

When?
Daily

- a) The 21 and 22 Transaction Types are cash items going into suspense (21s) and coming out of suspense (22s) for that day.
- b) Pull the 31 and 32 Transaction types from the 704 Subledger Entry Report and set aside for easy reference. These are non-cash items going into suspense (31s) and coming out of suspense (32s) for that day. These will be needed to balance.

When?
Daily

6) Pull the 706 Subledger Error Report and set aside for easy reference.

Note: PAYTRX amounts on the 706 Subledger Error Report may be duplicated. This must be accounted for when adding up the amount of errors for a Transaction Type. Be sure to look for different Transaction Reasons for the same document.

**** Schedule A contains explanations on how to balance the different Transaction Types. ****

Schedule A:

Scenario 1:

To balance the ADs, CAs, CFs, COs, CRs, IAs, IRs, MAs, PEs, RIs, STs, and WOs on the 704 Subledger Entry Report to the 741 Daily Posting and 741 Daily Suspense Reports, find the Document Date, Document Number, and Document Type on the 704 Subledger Entry Report.

- If the action code is 'E', this indicates that the item is coming from a prior error report
- If the action code is 'P', find the corresponding 741 Daily Posting Report. The amount in the Document Subtotal on the 704 Subledger Entry Report should balance to the 741 Daily Posting Report for that type of transaction.
- If it does not balance, look at the 706 Subledger Error Report; see whether there are any of these transactions on the report for that Document Type, Document Number and Document Date. If so, use the PAYTRX Amount from the 706 Subledger Error Report and add them to the Document Subtotal.

NOTE: Amounts may be duplicated on the 706 Subledger Error Report. Be sure to look for different Transaction Reasons for the same Transaction Type for the same document for the same day (e.g., IA BA, IA CA)

Scenario 2:

To balance the BNs, BSs and SBs on the 704 Subledger Entry Report to the 741 Daily Posting and 741 Daily Suspense Reports, find the Document Date, Document Number and Document Type on the 704 Subledger Entry Report.

- If the action code is 'S', look for the document on the 22 Transaction Type (coming out of suspense) or on the 32 Transaction Type (coming out of suspense as no-cash) on the 704 Subledger Entry Report.
- If the action code is 'E', this indicates that the item is coming from a prior error report.
- If the action code is 'P', find the corresponding 741 Daily Posting Report. The amount used for CAN 5177 plus the amount for the FIS Document Subtotal should balance to the 741 Daily Posting Report.
- If it does not balance, look at the 706 Subledger Error Report to see whether there are any of these transactions on the report for that day. If so, add them to the CAN 5177 amount plus the FIS Document Subtotal. If it still does not balance, there may be an item going into suspense; check the 21s Transaction Type on the 704 Daily Posting Report, looking for the Document Date, Document Number and Document Type.

NOTE: Amounts may be duplicated on the 706 Subledger Error Report. Look for the same Transaction Type for same document for the same day (e.g., BN IF, BN UF).

NOTE: There may be more than one Transaction Type going into suspense on a single document. The amount of the 21s Transaction Type on the 704 Subledger Entry Report may comprise several Transaction Types; e.g., BN and BS on an SF5515.

Scenario 3:

To balance the AAs, CXs, DPs, ERs, IJs, RGs, and RPs on the 704 Subledger Entry Report to the 741 Daily Posting and 741 Daily Suspense Reports, find the Document Date, Document Number and Document Type on the 704 Subledger Entry Report.

- If the action code is 'S', look for the document on the 22 Transaction Type (coming out of suspense) or on the 32 Transaction Type (coming out of suspense as non-cash) on the 704 Subledger Entry Report.
- If the action code is 'E', this indicates that the item is coming from a prior error report.
- If the action code is 'P', find the corresponding 741 Daily Posting Report. If there is any amount in CAN 5177, use that amount plus any amount for the FIS Document Subtotal. This should balance to the 741 Daily Posting Report.
- If it does not balance, look at the 706 Subledger Error Report to see whether there are any of these transactions on the report for that day. If so, add them to the CAN 5177 amount plus the FIS Document Subtotal. If it still does not balance, there may be an item going into suspense; check

**Student Financial Assistance (SFA)
Chief Financial Officer (CFO)**

the 21 Transaction Type on the 704 Daily Posting, looking for the Document Date, Document Number and Document Type.

NOTE: There may be more than one Transaction Type going into suspense on a single document. The amount of the 21s may comprise several Transaction Types; e.g., DP and RG on an SF215.

Scenario 4:

To balance RSs on the 704 Subledger Entry Report, pull up the document on the A105 screen to see whether the amount is correct. These transactions may have an action code of S or P. RSs will never appear as a Transaction Type on the 741 Daily Posting Report, but will appear on the L1s Transaction Type on the 704 Subledger Entry Report.

Scenario 5:

To balance the RVs on the 704 Subledger Entry Report to the 741 Daily Posting and 741 Daily Suspense Reports, first find the Document Date, Document Number and Document Type on the 704 Subledger Entry Report.

- If the action code is 'S', look for the document on the 22 Transaction Type (coming out of suspense) or on the 32 Transaction Type (coming out of suspense as non-cash) on the 704 Subledger Entry Report.
- If the action code is 'E', this indicates that the item is coming from a prior error report.
- If the action code is 'P', **do not try to match to a Document Type, Document Date or Document Number.** Use all of the documents with the same transaction date. Be sure to look at the sign of the transaction, whether negative or positive. If there is any amount in CAN 5177, use that amount plus any amount for the FIS Document Subtotal. If there is no amount in CAN 5177, use the amount in Document Subtotals on the 704 Subledger Entry Report.
- If the RVs do not balance, check to see if there are different Transaction Types in a single document. If so, the tran amounts for each Transaction Type must also be added. Also check to see if the action code is "S" on the 704 Subledger Entry Report. If so, that amount must be subtracted out to balance with the 741 Daily Posting Report.

NOTE: The 706 Subledger Error Report may not have a separate RV section. Look through the entire report for the JV number. Check the line amount rather than the subtotal (the RV will show as the original Transaction Type).

- If it does not balance, then look at the 706 Subledger Error Report. See whether there are any transactions on the report for that JV number. If so, add them to CAN 5177 amount plus the FIS Document Subtotal or the Document Subtotal amount that was used. If it is still out of balance, there may be an item going into suspense. Check the 21-transaction type on the 704 Subledger Entry Report, looking for the Document Date, Document Number and Document Type.

Scenario 6:

To balance the L1s on the 704 Subledger Entry Report to the 741 Daily Posting and 741 Daily Suspense Reports, find the Document Date, Document Number and Document Type on the 704 Subledger Entry Report. The action code should always be 'P'. Find the corresponding 741 Daily Posting Report. Use the amount in CAN 5177. This should balance to the 741 Daily Posting Report.

**** Calculate a net total for each Transaction Type on an SF1081 in the 741 Daily Posting Report. The difference between this amount and the amount for each transaction type in the 704 Subledger Entry Report should add up to the amount in suspense on the 21s Transaction Type on the 704 Subledger Entry Report. If it does not balance, check the 706 Subledger Error Report. To balance with L1 cash, add up the 5177 amounts in the L1s, paying close attention to the reverse codes. This amount should match the 741 Daily Posting Report total.**