As of July 26, 2001

REF. NUMBER	DESCRIPTION OF RECONCILIATION ITEMS	Assigned To	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	COMMENTS	ACCOUNTS RECONCILED FROM	ACCOUNTS RECONCILED TO
RECONCILIATION PROCEDURES UNASSIGNED – FFEL, 2001 SFA/CFO/ACCOUNTING DIVISION/FFEL TEAM																		
GENERAL FFEL ACCOUNTS																		
FFEL00100	Monthly GA Form 2000 to SFA Trial Balance	Candice		X												*		
FFEL00101	Quarterly GA Form 2000 to SFA Trial Balance	Candice														*		
FFEL00200	SFA Trial Balance to FMSS. These include Student Loan Default Claims, Death&Disability Claims, Ch7&Ch11 Bankrupcy Claims, Closed Schools & False Cert. Claims, Unpaid Refunds, Estimate of Interest on Bad Debt, Accrued Interest, Other Fees, FFEL Misc. Income, Collection-Principles, Rehab Loans, Receipts of FFEL Consolidation by Sallie Mae.	Candice	x	x	x	x	x	x	x	x						Each accounts are covered under these Object Classes: 69036 69360 3302C 3320C 4201B 4210B 4201C 4210C 4201D 4210D 4201J 4210J 65011 65110 74011 74110 74017 74170 74018 74180	FMS: *101052, 101053, 135000, 139900, 211000, 212000, 218000, 406000, 451000, 459000, 461000, 490100, 490200, 497200*	FMSS: *1010027, 1010037, 1350007, 1399007, 2110007, 2120007, 2180007, 4060007, 4510007, 4590007, 4610007, 4901007, 4902007, 4972007*
FFEL00300	Account Maintenance Fee to FMSS (Qtr.)	Candice	x	x	x	x	x	x	x	x						All one reconciliation that is done all at the same time	FMS: 101052, 101053	FMSS: 1010027, 1010037
FFEL00400	LPIF (Loan Processing Issuance Fee) to FMSS (Qtr.) This is a fee that is required by law for Dept of Ed to pay the GA's (Guarantee Agencies) for the processing of its student loans.	Candice	x	x	x	x	x	x	x	x							211000, 212000, 218000	2110007, 2120007, 2180007
FFEL00500	VFA Great Lake Performance Fees to FMSS as needed (Qtr). Dept. of ED has an agreement with TX, CA, The Great Lakes & MA where for a fee, these states will keep the loans from going into a default status. The fees paid are reconciled with ieFARS.	Candice	x	x	x	x	x	x	x	x						All one reconciliation that is all done at the same time.	406000, 451000, 459000, 461000, 490100, 490200, 497200	4060007, 4510007, 4590007, 4610007, 4901007, 4902007, 4972007
FFEL00501	VFA Texas Default Prevention Fees	Candice	x	x	x	x	x	x	x	x								
FFEL00502	VFA Texas Aversion Fees	Candice	x	x	x	x	x	x	x	x								
FFEL00600	SF215 Deposit to FMSS (Interest + Special Allowances). This is the reconciliation of payment received from Schools. When a schools program is deficient, the school pays the Department a refund of interest & special allowance. Money is deposited into the Treasury with deposits reported on the SF215 report. Deposit Ticket No.'s are pulled up in Cognos & compared to the deposits to Treasury keyed into the FMS system.	Shawna	x	x	x	x	x	x	x							*	1010, 4210, 4250	
FFEL00700	Borrowers payment to FMSS. Receive checks from borrowers loan balance. Checks sent to National Payment Center (NPC). Reconcile the checks sent to NPC with the General Ledger.	Mary / Shawna														No accounts are affected on the SFA end	*	
FFEL00800	MA Schedules' SF1081 to FMSS. Loans the Direct Loan program has consolidated (includes principal, reversal of principal, interest & reversal of interest). Verification and posting of SF1081 (Voucher & Schedule of Withdrawals and Credits) transactions to FMSS. Transactions processed on the SF1081 are intra-agency transfers; do not involve actual checks.	Shawna	x	x	x	x	x	x	x	x						Object Classes: 3318 & 6525	1013, 1014, 1313, 1351, 4250, 4210, 4612, 4920	

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																	FROM	*TO*
FFEL00900	EFT receipts to FMSS. SFA collections to ieFARS. Receive money in the form of EFT from Guarantee Agencies. Reconcile EFT with FMSS.	Candice	X	X	X	X	X	X								10 Recon Issues Pending	FMS: 101052, 101053,	FMSS: 1010027, 1010037,
FFEL01000	SFA Collections to FMSS. Receive money in the form of checks from Guarantee agencies. Deposit checks and reconcile deposit tickets with FMSS.	Candice														Candice needs to speak with Spencer on this issue		
FFEL01100	Treasury Offset Fees to FMSS. Treasury maintains a government-wide delinquent debtor database containing all qualified delinquent non-tax debts. Treasury charges an 'Administrative Fee' for collecting any delinquent debts for the Dept. of Ed minus any reversals. A detailed list of administrative fees is provided by Raytheon for FARS. This is reconciled with the list of Administrative fees sent by Treasury. A copy of the reconciliation is then sent to OCFO to enter into FMSS.	Quang	X	X	X	X	X	X	X	X						Error correction still needed by Treasury.	1010033, 1350013, 1350053, 1399013, 1399053, 2180000, 4060000, 4262000, 4510040, 4590000	
FFEL01200	DL Monthly Reconciliation. The DCS Direct Loans Default Balance Report provides monthly activity for Direct Loans which have been transferred to DCS. The report is used to forecast the budget for DL defaults. The following activities are included in the report: 'Activity Summaries for Principal, Interest, & Fees', 'Principal&Interest Amounts transferred to DCS within the month', 'Monthly accrual of Interest&Fees', and 'Amounts written-off & collected for Principal, Interest, & Fees'.	Quang	X	X	X	X	X									*	*FMS: 1310, 1340, 1415, 1416*	FMSS: 135005
FFEL01400	Net to Gross to FMSS; a weekly matching of Interest Benefit and Special Allowance to Loan Origination Fees and Lender Loan Fees. Raytheon sends up balances twice a week whereas, it is matched by the end of the week to FMSS.	Peter	X	X	X	X	X	X	X	X	X					Object Classes: 4110H, 4110G, 4137, 4136, 63110 & 63140	1010027, 1010037, 2180007	
FFEL01475	799 to FMSS (Twice/week). (includes Interest + Special Allowance). Reconciliation of the 799 Check Deposit Record & MIDAS Transmittal Report to FMSS. Raytheon receives and deposits payments from the Guarantee Agencies (GA), records the transactions and creates the MIDAS Transmittal Report that includes these deposits. Reconciliations are prepared for the cash account (1010) of the deposit ticket numbers received throughout the month. The 799 Check Deposit Record and MIDAS Transmittal Report should be reconciled to FMSS as verification that the transactions are being accurately posted. This reconciliation should be conducted upon receipt.	Shawna	X	X	X	X	X	X								*	1010	

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																	FROM	*TO*
RECONCILIATION PROCEDURES																		
Student Credit Management/Collections																		
Debt Collection Service (DCS)																		
Description	The DCS is responsible for providing the Department of Education a means of reporting & collecting on student accounts assigned to them. Debt Collections receive accounts from the following ED programs: (*NOTE* : The DCS sub-system should be reconciled to FMSS as verification that the transactions are being accurately posted).																	
FFEL02100	Direct Loans are broken into two groups (1) William D. Ford Federal Direct Loans (DL) *also known as Direct Stafford Loan* . Funds loaned to students directly by the US Government. (2) FFEL Stafford Loans. Funds are loaned to the student either thru a bank, credit union, or other lender that participates in the FFEL program.	Accenture	X	X	X											Reconciliation in progress.	1310	1310007
FFEL02200	Federal Insured Student Loan (FISL). Payment of claims.	Accenture	X	X	X	X	X	X								Reconciliation in progress.	1310	1310007
FFEL02300	National Defense Student Loans (Perkins). A low-interest (5%) loan for both undergraduate & graduate students with exceptional financial need. The school is the lender. The loan is made with government funds with a share contributed by the school. The student must repay this loan to the school.	Accenture	X	X	X	X	X	X								Reconciliation in progress.	1310	1310007
FFEL02400	Pell Overpayments. When a student receives toom much money or drops out of school after receiving a Pell grant, this money needs to be paid back to the Dept. of Ed.	Accenture	X	X	X	X	X	X								Reconciliation in progress.	1010	10100027
FFEL02500 (Activity)	Ensure compliance with financial aspects of DCS support contract (i.e. subledger balancing).	Quang	**N/A**													*	*	
FFEL02600 (Activity)	Monitor flow of accounting activity within the DCS system and the flow of transactions to the general ledger.	Quang	**N/A**													*	*	
FFEL02700 (Activity)	Represent the financial interests of CFO in regards to all systems problem logs, work orders, task orders, etc.	Quang	**N/A**													*	*	
FFEL02800 (Activity)	Maintain all DCS accounting tables and correct errors within the tables.	Quang	**N/A**													*	*	
FFEL 02900 (Activity)	Establish/Maintain crosswalks between "feeder" systems and ED general ledger. Accounting should reflect Generally Accepted Accounting Principles and be U.S. Standard General Ledger compliant. Research & correct problem transactions that do not crosswalk directly.	Quang	**N/A**													*	*	

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																	FROM	*TO*
RECONCILIATION PROCEDURES - DIRECT LOAN – FFEL, 2001 SFA/CFO/ACCOUNTING DIVISION/FFEL TEAM																		
Direct Loan (DL)																		
DL0001000	Reconciling ADVANCES (including GAPS) from FARS General Ledger Accounts to FMSS General Ledger Accounts.	Winston	X	X	X	X										*	*1413, 1414, 1415, 1416*	135003
DL0002000	Loan Servicing records - Principle to SFA/FARS FARS/SVC System Balance - Principle	Contractor														*		
DL0003000	Loan Servicing records - Principle to SFA/FARS FARS/SVC System Balance - Interest	Contractor														*		
DL0005000	Loan Receivables - Principle to FMSS; The Loan receivable is reconciled between the subledger (FARS) and the general ledger (FMSS). Affiliated Computer Systems (ACS), who maintains FARS and forwards a query of the transactions and a trial balance for the month to be reconciled. DL Accounting uses the FARS query and trial balance to rteconcile with the FMSS query and trial balance. The information from each query is entered into a spreadsheet prepared by DL Accounting. The spreadsheet is then forwarded to ACS for resolution of any discrepancies between FARS and FMSS. ACS prepare	Charlene														*	FMS: 101003, 134001, 135003, 135005, 139900, 219000, 426200, 406000, 459000, 451000	FMSS: 1010037, 1340017, 1350037, 1350057, 1399007, 2190007, 4262007, 4060007, 4590007, 4510007
DL0006000	Reconciling ADVANCES (including GAPS) from FARS General Ledger Accounts to FMSS General Ledger Accounts.	Charlene														*	FMS: 101003, 134004, 135001, 139900, 426300, 406000, 459000, 451000, 531000	FMSS: 1010037, 1340047, 1350017, 1399007, 4263007, 4060007, 4590007, 4510007, 5310007
DL0008000	Loan Receivable-Unapplied. This is revenue that has been collected but has yet to be applied to the various accounts. FMS Trial Balance (collected from ACS) is compared with FMSS Trial Balance. Loan receivable-unapplied include Direct Loans, Loan Origination & Loan Consolidation. Variances are due mostly to timing differences.	Jenny														*	*FMS: 1357, 1358, 1359*	FMSS: 135006
DL0009000	DCS - Transfers - Principle from FARS to DCS to FMSS on Collections and Write Offs	Shawna	X	X	X	X	X	X	X	X						*	FMS: 135005	FMSS: 1350057

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																	FROM	*TO*
DL0012000	1081 Adjustment records to Budgetary Accounts in FMSS	Geeta														This reconciliation is a new process that has yet to have been done. No formal processes have been established as of yet.	FMS: 101052, 101053, 406000, 451000, 459000, 461000, 490100, 490200, 497200	FMSS: 1010027, 1010037, 4060007, 4510007, 4590007, 4610007, 4901007, 4902007, 4972007
DL0013000	System Balancing - LO (Loan Orignation) /SVC (Servicing); this is a process (communication tool that enables the Dept. of Ed to perform effective oversight of financial transactions that are transmitted between various operating systems, in this case between LO and SVC. This ensures the integrity of the financial data generated and exchanged, with results being more accurate and timely transmission of financial data for further financial reporting to Treasury.	EDS	X	X	X	X	X	X	X							The different schedules that are generated as a result of the Automated System Balancing process are sent on a daily basis to Jenette Johnson here at CFO/AD	No individual accounts are affected; this reconciliation involves the two operating systems.	
DL0013100	System Balancing - GAPS/LO; this is a process (communication tool that enables the Dept. of Ed to perform effective oversight of financial transactions that are transmitted between various operating systems, in this case between GAPS and LO. This ensures the integrity of the financial data generated and exchanged, with results being more accurate and timely transmission of financial data for further financial reporting to Treasury.	EDS	X	X	X	X	X	X	X							The different schedules that are generated as a result of the Automated System Balancing process are sent on a daily basis to Jenette Johnson here at CFO/AD	No individual accounts are affected; this reconciliation involves the two operating systems.	
DL0013200	System Balancing - LC (Loan Consolidation) /SVC; this is a process (communication tool that enables the Dept. of Ed to perform effective oversight of financial transactions that are transmitted between various operating systems, in this case between LC and SVC. This ensures the integrity of the financial data generated and exchanged, with results being more accurate and timely transmission of financial data for further financial reporting to Treasury.	EDS	X	X	X	X	X	X	X							The different schedules that are generated as a result of the Automated System Balancing process are sent on a daily basis to Jenette Johnson here at CFO/AD	No individual accounts are affected; this reconciliation involves the two operating systems.	
DL0013300	System Balancing - SVC-FARS; this is a process (communication tool that enables the Dept. of Ed to perform effective oversight of financial transactions that are transmitted between various operating systems, in this case between SVC and FARS. This ensures the integrity of the financial data generated and exchanged, with results being more accurate and timely transmission of financial data for further financial reporting to Treasury.	ACS	X	X	X	X	X	X								The different schedules that are generated as a result of the Automated System Balancing process are sent on a daily basis to Jenette Johnson here at CFO/AD	No individual accounts are affected; this reconciliation involves the two operating systems.	

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REF. NUMBER	DESCRIPTION OF RECONCILIATION ITEMS	Assigned To	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	COMMENTS	ACCOUNTS RECONCILED FROM	ACCOUNTS RECONCILED TO
DL0014000	Account 2190 - refunds to FMSS (D/L Liability Acct)															Currently, no recon is needed for this account; Activity is being tracked and monitored over at Big Ed under Catherine Nocera's group	*	

RECONCILIATION PROCEDURES - Grants-Campus Based/Pell, 2001
SFA/CFO/ACCOUNTING DIVISION/GRANT TEAM

General Grant Accounts

GRT001000 (Description)	Federal Pell Grants (unlike loans) do not have to be repaid by the recipient. These are grants awarded only to undergraduate students who have not earned a bachelor's or professional degree.																	
GRT001100	SFA(Pell) TB to FMSS	Contractor															*	
GR001200	RFMS (Recipient Financial Management System) Disbursements to GAPS (Grant Administration Payment System). This reconciliation is prepared for the tracking of the obligations that support the Pell Grant Program.	Anthony Laing	X	X	X	X	X	X	X	X	X					Jeanette Johnson will need to receive documents from Anthony to confirm reconciliation.	No individual accounts are affected by this reconciliation	
GRT002000	Campus-Based (SEOG) - Supplemental Education Opportunity Grant SFA (SEOG) TB to FMSS	TBD															*	
GRT002200	FISAP (Fiscal Operations Report & Application to Participate) to GAPS	TBD															*	
GRT003000	Campus-Based (College Work Study)	TBD															*	
GRT003100	SFA (CWS) TB to FMSS	TBD															*	
GRT004000	Campus-Based (Perkins Loan Program)	TBD															*	
GRT004100	SFA (Perkins) TB to FMSS	TBD															*	
GRT004200	DCS Collections of Perkins Loans (Admin Fees/Interest/Principle)	TBD															*	
GRT004300	FISAP to GAPS	TBD															*	
GRT005000	Cash-Budgetary to Proprietary (Grants)	TBD															*	
GRT006000	LEAP/SLEAP	TBD															*	

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																	FROM	*TO*
GRT006100	SFA TB to FMSS	TBD														*		
GRT006200	GAPS to SFA	TBD														*		

RECONCILIATION PROCEDURES - DEBT COLLECTION SYSTEM (DCS) , 2001
SFA/CFO/ACCOUNTING DIVISION/FFEL TEAM

DC0010000	DCS - Transfers - Interest from FARS to DCS to FMSS on Collections and Write Offs	Shawna	X	X	X	X	X	X	X	X						*	FMS: 134004	FMSS: 1340047
DC0011000	DCS - Transfers - Fees from FARS to DCS to FMSS on Collections and Write Offs	Shawna	X	X	X	X	X	X	X	X						*	FMS: 131004	FMSS: 1310047

REF. NUMBER	Description of RECONCILIATION ITEM	Assigned To	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	COMMENTS
RECONCILIATION PROCEDURES UNASSIGNED – FFEL, 2001 SFA/CFO/ACCOUNTING DIVISION/FFEL TEAM																
	GENERAL FFEL ACCOUNTS															
FFEL00100	Monthly GA Form 2000 to SFA Trial Balance	Candice		X												*
FFEL00101	Quarterly GA Form 2000 to SFA Trial Balance															*
FFEL00200	SFA Trial Balance to ieFARS. These include Student Loan Default Claims, Death&Disability Claims, Ch7&Ch11 Bankrupcy Claims, Closed Schools& False Cert. Claims, Unpaid Refunds, Estimate of Interest on Bad Debt, Accrued Interest, Other Fees, FFEL Misc. Inc, Collection-Principles, Rehab Loans, Receipts of FFEL Consolidation by Sallie Mae.	Candice	X	X	X	X	X	X	X	X						*
FFEL00300	Account Maintenance Fee to ieFARS (Qtr.)	Candice														

FFEL00600	SF215 Deposit to ieFARS. This is the reconciliation of monies received from Students, Guaranters & Lenders. Money is deposited into the Treasury with deposits reported on the SF215 report. Deposit Ticket No.'s are pulled up in Cognos & compared to the deposits to Treasury keyed into the FMS system.	Perry														*
FFEL00700 ?	Borrowers payment to ieFARS	Perry														*
FFEL00800	'MA Schedules' SF1081 to ieFARS. Data received from Raython. Contains all the loans the Guarantee Agent has lent out (includes pricipal & interest).	Perry														*
FFEL00900	EFT Receipts to ieFARS	Candice														

REF. NUMBER	Description of RECONCILIATION ITEM	Assigned To	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	COMMENTS
FFEL01100	Treasury Offset Fees to ieFARS. Treasury maintains a government-wide delinquent debtor database containing all qualified delinquent non-tax debts. Treasury charges 'Administrative Fee Charges' for collecting any delinquent debts to the Dept. of Ed. minus any reversals. A detailed list of administrative fees is provided by Raython. This is reconciled with the list of Administrative fees sent by Treasury. A copy of the reconciliation is then sent OCFO to enter into FMSS.	Quang	X	X	X											Error correction needed by Treasury.
FFEL01200	DL Monthly Reconciliation. The DCS Direct Loans Default Balance Report provides mo. activity for Direct Loans which have been transferred to DCS. The report is used to forecast the budget for DL defaults. The following activities are included in the report: 'Activity Summaries for Principal, Accrued Interest, & Fees', 'Principal & Interest Amounts transferred to DCS within the month', 'Monthly accrual of Interest & Fees', and 'Amounts written off & collected for Principal, Interest, & Fees'.	Quang	X	X	X											*
FFEL01475	799 to FMSS (Twice a week). This is money being paid out to lenders (includes interest + Special Allow.) Reconciling the check deposit register amounts (records received from Financial Partners) with the Deposit Ticket No. amounts in Cognos.	Perry	X	X	X	X	X	X	X							*

RECONCILIATION PROCEDURES - *DIRECT LOAN* – FFEL, 2001
SFA/CFO/ACCOUNTING DIVISION/DIRECT LOAN TEAM

DL0008000	Loan Receivable - Unapplied. Monies that have been collected but have yet to be applied to the various accounts. FMS Trial Balance (collected from ACS) is compared with ieFARS Trial Balance. Variances that occur are mostly from timing differecnes.	Jenny	X	X	X	X	X	X								*