

**Pell Grants Program – Reconciling Recipient Financial Management System (RFMS) to Grant Administration and Payment System (GAPS)**

**How does reconciling RFMS to GAPS work?**

The process involves 9 basic steps:

1. Run required obligation reports and queries thru Discovery for RFMS
2. Run required obligation reports and queries thru COGNOS
3. Via online interface, go into GAPS
4. Obtain required obligation balances in FMSS for required award years needed thru the web
5. Convert both RFMS & GAPS files from CSV format thru Access
6. Format reconciliation file thru Excel
7. Make any necessary adjustments
8. Obtain supervisor & CFO/AD review and approval
9. Maintains copies of the reconciliation

**What does this document do?**

This document establishes the policy and procedures governing the reconciliation of obligations in RFMS to GAPS. The reconciliation is prepared for the tracking of the obligations that support the Pell Grant Program.

**What is the policy on reconciling the RFMS to GAPS?**

RFMS should be reconciled to GAPS as verification that the obligation transactions are accurately posted, and that any differences encountered are noted and corrected.

This reconciliation should be prepared monthly.

**Who must follow the procedures in this document?**

All members in the Chief Financial Office (CFO) – Accounting Division (AD) and Pell Grant – Operations must comply with these procedures for the process to which it relates.

**9 Basic steps for reconciling the RFMS to GAPS:**

**As a Pell Grant Operations Staff you must:**

**When?**  
Monthly

**1) Run required obligation reports and queries thru Discovery for RFMS**

**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Get RFMS obligation balances for year and amount by award number
- b) Run a Budgetary Trial Balance from RFMS production

**2) Run required obligation reports and queries thru COGNOS**

**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Get GAPS obligation amounts by project codes
- b) Get obligation balance by award number and year
- c) Save all files in CSV format on “K” drive

**3) Via online interface, go into GAPS**  
**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Get GAPS Error File

**4) Obtain required obligation balances in FMSS for required award years needed thru the web**  
[\(http://edcapsrpt:90/\)](http://edcapsrpt:90/)

**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Get balance in FMSS for comparison for required award year only
- b) Request Data by entering the correct fields of information that are necessary to obtain the information needed

**5) Convert both RFMS & GAPS files from CSV format thru Access**  
**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Open RFMS file and convert from DSV format
- b) Convert GAPS file from CSV format
- c) Compare the RFMS and GAPS files and save in differences tables as an Excel file

**6) Format reconciliation file thru Excel**  
**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Take saved data and apply it to template already in use by Pell Grant Operations

**7) Make necessary adjustments**  
**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Adjustments or corrections are generally made from Step 6, which is done by an individual in the Pell Grant Operations team.
- b) If a manual adjustment has to be made to the Excel file the individual will prepare an adjustment with the adequate explanation.
- c) Obtain the supervisory approval prior to submitting to GAPS

**8) Obtain supervisor & CFO/AD review, approval and sign**  
**As a Pell Grant Operations or AD Staff you must**

**When?**  
Monthly

- a) Provide supervisor with reconciliation and all other supporting documentation for review and signature.
- b) The supervisor reviews and signs the reconciliation worksheet for mathematical accuracy, supporting documentation for differences, and reasonableness.
- c) The supervisor forwards all documents to CFO/AD for approval.

**9.) Maintain copies of the reconciliation**  
**As a Pell Grant Operations Staff you must**

**When?**  
Monthly

- a) Maintain copies of the reconciliation worksheets, support for differences and all other related documentation, in which CFO/AD reviews periodically.