

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



DRAFT FACTS Tuition Reconciliation Process and Reports

January 2022

A reconciliation between PSA and FACTS is required to ensure accuracy, completeness, and transparency of FACTS billings and the financial statements. We continue to find students that are excluded from FACTS for various reasons. The following details the process that should be performed twice a year, once in September/October to ensure all students are being billed and at year-end prior to closing the financials to ensure accuracy of the financials.

This document has been compiled by an Internal Auditor to assist schools in the FACTS tuition reconciliation process. Included are step-by-step instructions for pulling the FACTS reports and Parishsoft Accounting (PSA) financials for comparison. Please note the student database information is also required to reconcile properly and Renweb is used in this example. While Blackbaud reports are not included in this example, the process would be similar. **NOTE:** In order to make the reconciliation process easier, we **highly recommend** that the Catholic, Non-Catholic, and financial aid s given per PSA **match the FACTS account (Catholic or Non-Catholic) and adjustment reason (specific financial aid/scholarship given description).**

Pulling Reports from the Student Database (Renweb)

In order to reconcile students in FACTS, we need to compare them to the student database as this system includes all students receiving grades from the school/teachers. The most important information from the student database in this process is the total number of students enrolled in the school. The following information can be tracked in the student database and should be used to reconcile FACTS:

- Total number of students
- Catholic versus non-Catholic, may be tracked in another format or just using the Parish verification forms.
- Multi child discounts, if given, a report of families with siblings can be run from the student database
- Students by grade as some schools bill pre-kindergarten, elementary, and middle school at different tuition rates or higher technology fees.

While Renweb is not used by all schools, it is the most commonly used school management system and included for your reference below: Please note that any school identifiers have been removed. This school uses the parish verification forms for Catholic and non-Catholic tuition verification and does not give multi-student discounts.

Current Year

SCHOOL						
Grade	Enrolled	Pre-Enrolled	Male	Female	Members	Non-Members
	0	29	15	14	0	29
01	28	0	14	14	15	13
02	32	0	18	14	21	11
03	30	0	15	15	15	15
04	31	0	14	17	15	16
05	30	0	16	14	12	18
06	29	0	13	16	12	17
07	29	0	8	21	14	15
08	26	0	6	20	21	5
K	27	0	15	12	8	19
PK	19	0	10	9	0	19
Total	281	29	144	166	133	177
Entire District						
Total	281	29	144	166	133	177

281# students compared to excel of 282.
*Variance explained below.

Creating the Tuition/Financial Aid Spreadsheet

All schools use an Excel spreadsheet for tracking various financial aid and discounts given. It is a work-in-progress during the financial aid award process and throughout the year as students are added and withdrawn. In some cases, the data is generated from the FACTS financial aid tracking as that report shows financial aid funds requested by family, FACTS calculated financial need, and family requested financial aid amount. The financial aid process should not be used to give teacher discounts. Financial aid should be given on a need basis and discounts (employee, multi-child, early pay, etc.) given consistently to all those that earn them.

We recommend the data is pulled from the student database to show all students and layer in the Catholic, non-Catholic, financial aid, and discounts given. Downloading from the FACTS financial aid module and only reconciling the students/families with financial aid does not provide a complete picture. Additionally, we understand that contracts are finalized by family, but have seen the data organized by student as well as financial aid given by student and not by family in FACTS. Either method is acceptable. The below examples have been run by student or family/contract and allows for reconciling Catholic tuition, non-Catholic tuition, financial aid by type, discounts by type, number of students, etc. and are just examples as there are many ways to report this information. School and family specific information have been removed.

1.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Contracts	Parent Name	Student Name	App Fee	Grade	Affiliation	Parish Verif	Need	Tuition	Block Grant	Local Aid	GRACE	WG & Other	Total Aid	Year balance Due
0	signed				k	Catholic		2,500	\$ 7,405	\$1,000	\$ -	\$ -	\$1,500	\$ 2,500	\$ 4,905
1	signed				3	Catholic		3,335	\$ 7,405	\$1,835	\$ -	\$ -	\$1,500	\$ 3,335	\$ 4,070
2	signed				7	Catholic		3,335	\$ 7,405	\$1,835	\$ -	\$ -	\$1,500	\$ 3,335	\$ 4,070
3	signed				5	Catholic		4,200	\$ 7,405	\$2,700	\$ -	\$ 1,500	\$0	\$ 4,200	\$ 3,205
4	signed				7	Catholic		4,200	\$ 7,405	\$2,700	\$ -	\$ 1,500	\$0	\$ 4,200	\$ 3,205
5	signed				7	Catholic		3,500	\$ 7,405	\$0	\$ -	\$ 3,500	\$0	\$ 3,500	\$ 3,905
6	signed				7	Catholic		1,500	\$ 7,405	\$0	\$ -	\$ -	\$1,500	\$ 1,500	\$ 5,905
7	Withdrawal				1	Non-Catholic		3,400	\$ 9,367	\$0	\$ 3,400	\$ -	\$0	\$ 3,400	\$ 5,967
8	signed			150	5	Catholic		1,500	\$ 7,405	\$1,500	\$ -	\$ -	\$0	\$ 1,500	\$ 5,905
9	signed			150	1	Non-Catholic		0	\$ 9,367	\$0	\$ -	\$ -	\$0	\$ -	\$ 9,367
0	signed			150	6	Catholic		3,600	\$ 3,600	\$1,800	\$ -	\$ -	\$0	\$ 1,800	\$ 1,800
1	signedmarch			150		Catholic		2,026	\$ 2,026	\$946	\$ -	\$ -	\$0	\$ 946	\$ 1,080
2	signed feb			150	3	Non-Catholic		0	\$ 2,965	\$0	\$ -	\$ -	\$0	\$ -	\$ 2,965
3	signed			150	4	Catholic		3,127	\$ 3,127	\$1,200	\$ -	\$ -	\$0	\$ 1,200	\$ 1,927
4															
5															
6				5850					\$ 994,874	\$227,363	\$ 58,575	\$ 106,425	\$33,000	\$ 425,363	\$ 569,511
7															
8	Total Students:130														

2.

	B	D	F	G	H	I	J	K	L	M	N	O
							New Student					
	Customer Name	Student Names	Grades	Non-Catholic Tuition	Catholic Tuition	Total Charges	Block Grant	Local Fin'l Aid	GRACE Scholarship	Staff Discount	Full Pay Discount	Deposit Applied
			5th									
3			7th		\$ 16,444	\$ 16,444						
4			8th	\$ 11,314		\$ 11,314		\$ 9,000				
5			8th		\$ 8,222	\$ 8,222		\$ 2,000	\$ 4,965			
5			2nd Kindergarten		\$ 16,594	\$ 16,594					\$ 300	\$ 820
7			Kindergarten									
			1st		\$ 16,444	\$ 16,444						\$ 820
3			6th		\$ 8,222	\$ 8,222						\$ 820
3			2nd		\$ 8,222	\$ 8,222					\$ 150	
0			6th		\$ 8,222	\$ 8,222		\$ 3,000				
1			2nd		\$ 8,419	\$ 8,419						
2	TOTALS	FACTS Balances with Adj Detail		\$ 996,984	\$ 3,229,321	\$4,226,306	\$125,000	\$287,500	\$ 91,164	\$12,610	\$11,700	\$ 54,120
3				Per Admission's File			\$122,500	\$281,000	\$ 91,164	\$12,610		

3.

	A	D	N	O	P	Q	R	S	T	V	X	Z	AB	AD	AF	AH	AJ	AL	AN	AO
	20-21 Contract Name	FACTS Account Name	Number of Students	Parish Verification Form Yes or N/A	Tuition Contract Yes or N/A	Catholic	Non Catholic	Tuition Amount	Arch Award	Redemptorist	Other	Goizueta	GRACE	St. Katharine Drexel	Welcome Grant	Wanstreet	Williamson	Employee Discount	Withdrawal Credit	Net Tuition
			2	Yes	Yes	16,708		16,708												\$16,708.00
			2	Yes	Yes	16,708		16,708												\$16,708.00
			2	Yes	Yes	16,708		16,708	9,500											\$7,208.00
			1	Yes	Yes	8,354		8,354	1,100											\$7,254.00
			1	Yes	Yes	8,354		8,354	4,500											\$3,854.00
			1	Yes	Yes	8,354		8,354												\$8,354.00
			1	N/A	Yes		9,922	9,922												\$9,922.00
			1	N/A	Yes		9,922	9,922					2,500					\$900.00		\$6,522.00
			1	Yes	Yes	8,354		8,354												\$8,354.00
			1	N/A	Yes		9,922	9,922												\$9,922.00
			1	Yes	Yes	8,354		8,354												\$8,354.00
			2	N/A	Yes		19,844	19,844												\$19,844.00
			1	Yes	Yes	8,354		8,354										\$507.00		\$7,847.00
			1	N/A	Yes		9,922	9,922												\$9,922.00
			1	N/A	Yes		9,922	9,922												\$9,922.00
			1	Yes	Yes	8,354		8,354												\$8,354.00
			282			1,670,800	888,019	2,558,819	417,866	4,260	17,545	15,000	62,000	16,708	10,000	\$4,811.88	\$12,000.00	\$4,332.00	\$54,060.34	\$1,940,235.93
	Net Tuition adjusted for withdrawals					1,654,793	849,966	2,504,759					\$564,522.73							
						2,504,759														

The 282 total on the Excel for FACTS account versus Renweb of 281 is due to the withdrawal of 1 student while the contract was paid 100%

Match FACTS download below:

Note: In the first example, you will note **tuition amounts in green** are much lower than standard as these students were added during the year at a pro-rata amount. In the third sample above, Arch Block and local aid were combined to \$417,866 to reduce identifying school factors. Also, some of these files are from years ago and don't reflect current tuition rates.

Pulling Reports from FACTS

Once you pull the students database information, have finalized the Excel spreadsheet, and entered everything into FACTS, you need to reconcile the FACTS billed information to the Excel and to the students in the student database. As noted above, it's not unusual to have more students in FACTS than in the student database; this is normally driven by split billings and payments via FACTS due to divorce, grandparents pay tuition while parents pay incidentals, parish or religious groups pay tuition while parents pay incidentals, etc. If tuition payments are made by others on behalf of the family via check at the school instead of through FACTS, one account is used for the parents and the tuition is applied manually to the account when it is paid.

If the above situations exist at your school, please look for the student twice in the student roster to verify that is the reason for the variance. If students show as active, but are not attending the school anymore, make sure to clean up the student roster by inactivating the student or removing as directed by FACTS support. If the student exists in the student database but not in FACTS, add the student to FACTS. ALL STUDENTS SHOULD BE IN FACTS! NO EXCEPTIONS! Students that pay in full prior to the beginning of school and are not billed incidentals due to lack of use or never pay their bills, should still be included in FACTS for proper tracking and record keeping.

Below details how to pull FACTS reports for reconciling, which always starts with the Adjustment report:

Payment Activity Reports ?



Customer Reports Includes all customers with payment plans and/or other billing

How much do customers owe and what is past due?

- ★ A/R Outstanding Balance
- ★ Unremitted Funds
- ★ Accounting Transaction Activity
- ★ Balances ?
- ★ Balances with Adjustment Detail
- ★ Delinquencies ?
- ★ Scheduled Payments

Dashboard

- ★ Dashboard Tiles
- ★ Financial Management
- ★ Net Payments ?
- ★ Payment Activity
- ★ Problem Activity
- ★ Transfers

Search [Advanced Search](#)

Click ☆ to mark your favorite reports

Which customers have scheduled termination dates?

- ★ Scheduled Termination Activity

Lists

- ★ Adjustments ?
- ★ Authorized Party Information
- ★ Auto Dialer / Recorded Messages - Do Not Allow
- ★ Demographic Changes
- ★ G/L Journal Entry
- ★ Invalid Correspondence Method
- ★ Notification Settings
- ★ Services

Select: Reports->
Payment Activity
Reports->
Adjustments

Next, select the correct fiscal school year to review under term and select *Catholic* and *Non Catholic* tuition under account (depending on how your billing is set up). YOU DO NOT WANT TO INCLUDE THE INCIDENTAL BILLING ACCOUNTS AT THIS TIME.

Adjustments Report

[^ Collapse Parameters](#)

Term: 1 of 10 Items Selected

Date Range: All

Account: 2 of 60 Items Selected

Transaction Status: ☒ Finalized ☐ Pending

Transaction Entered: ☒ Pre-Finalized ☒ Post-Finalized

Activity Type: ☒ Payment Plan ☒ Billing ☒ ePay

Report: ☐ Details ☒ Summary

[View Results](#)

Select current fiscal year:

Select Catholic AND Non-Catholic as applicable. CENGI schools may only have tuition and others may use other terms.

You can select everything in the transaction and activity type to ensure nothing is missing. Run the **detailed report while performing the reconciliation.**

The report should look like the following for the detail. Please note most of the name, charges, etc. has been redacted or hidden, but your report will have all columns. You will note that only **tuition and Catholic tuition appear under account** column. The **adjustment reason** column provides the **type of charge and varies by school** based upon your reason codes established. This example includes: *Charges added- the Tuition billed, Grace, Archdiocese Tuition Assistance and Other Aid/Scholarship.* If you have various small aid/scholarships, consider including them all under *Other Aid/Scholarships* in the adjustment reason and detail the specific aid/scholarship in the description.

Report ☒ Details ☐ Summary

Export Data [Group By](#) [Show/Hide](#) [Exit Full Screen](#) [Clear Sort/Filter](#) [Save Grid Settings](#) [Reset Grid](#)

Term Name	Customer Number	Date	Account	Adjustment Reason	Description	Charge	Credit
↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓
Choose	Choose	mm/dd/yyyy	Choose	Choose	Choose		
2021-2022 School Year	5207897157	04/18/2021	Catholic Tuition	Charges Added		17,160.00	0.00
2021-2022 School Year	5118928489	04/14/2021	Catholic Tuition	Charges Added		4,290.00	0.00
2021-2022 School Year	5089619810	04/22/2021	Catholic Tuition	Charges Added	2021-22	17,160.00	0.00
2021-2022 School Year	548503671	04/14/2021	Tuition	Charges Added		10,230.00	0.00
2021-2022 School Year	5170819097	04/22/2021	Catholic Tuition	Archdiocesan Tuition Assista	Archdiocesan Tuition Assista	0.00	3,000.00
2021-2022 School Year	5170819097	04/22/2021	Catholic Tuition	Charges Added	2021-22	8,580.00	0.00
2021-2022 School Year	5114348336	04/16/2021	Tuition	Charges Added	2021-22	10,230.00	0.00
2021-2022 School Year	5114348336	04/18/2021	Tuition	Wanstreet Foundation Awarc	Wanstreet Scholarship -	0.00	4,000.00
2021-2022 School Year	548453661	04/14/2021	Catholic Tuition	Charges Added		8,580.00	0.00
2021-2022 School Year	548453661	04/18/2021	Catholic Tuition	Employee Discount		0.00	900.00
2021-2022 School Year	548485788	04/19/2021	Catholic Tuition	Charges Added	2021-22	17,160.00	0.00
2021-2022 School Year	5055789738	04/18/2021	Tuition	Charges Added		10,230.00	0.00
2021-2022 School Year	5143542206	04/29/2021	Tuition	Charges Added	2021-22	10,230.00	0.00
2021-2022 School Year	5171030512	04/14/2021	Catholic Tuition	Charges Added		8,580.00	0.00
2021-2022 School Year	5204710056	04/22/2021	Tuition	Charges Added		10,230.00	0.00
2021-2022 School Year	5204710056	04/22/2021	Tuition	Grace Scholarship	GRACE Scholars -	0.00	2,400.00
2021-2022 School Year	5142754281	04/20/2021	Catholic Tuition	Charges Added	2021-22	17,160.00	0.00
2021-2022 School Year	5221422164	06/30/2021	Catholic Tuition	Charges Added		8,580.00	0.00
2021-2022 School Year	5138082283	04/18/2021	Catholic Tuition	Archdiocesan Tuition Assista	Archdiocesan Tuition Assista	0.00	3,000.00
2021-2022 School Year	5138082283	04/18/2021	Catholic Tuition	Archdiocesan Tuition Assista	Archdiocesan Tuition Assista	0.00	3,000.00

The above report can be exported to Excel and sorted by student/family alphabetically or by **adjustment reason**, then description, for reconciliation purposes. An example is below with the parameters from the FACTS download. This has been sorted by type of adjustment and subtotaled by type on the far side. Charges represent tuition billings and credits represent financial aid given.

Adjustments Report -								
Term Name	Customer Numbr	Name	Date	Account	Adjustment Reason	Description	Char	Cre
2020-2021 School Year	547781112		05/20/2020	Catholic Tuition	Wanstreet Foundation Award		0.00	1,000.00
2020-2021 School Year	549638542		07/08/2020	Catholic Tuition	Wanstreet Foundation Award		0.00	1,906.00
2020-2021 School Year	549638542		07/08/2020	Catholic Tuition	Wanstreet Foundation Award		0.00	1,906.00
								4,812.00
2020-2021 School Year	546648668		05/16/2020	Catholic Tuition	Williamson Scholarship		0.00	4,000.00
2020-2021 School Year	547781112		05/20/2020	Catholic Tuition	Williamson Scholarship		0.00	4,000.00
2020-2021 School Year	545315202		05/20/2020	Catholic Tuition	Williamson Scholarship		0.00	4,000.00
								12,000.00
Grand Totals:							2,504,758.66	564,522.85
Parameters/Filters								
Term: 2020-2021 School Year								
Date Range: All								
Account: Catholic Tuition, Tuition								
Display By: Finalized								
Display By: Pre-Finalized, Post-Finalized								
Display By: Payment Plan, Billing, ePay								

This is the same Excel, but shows the traditional Arch Block, employee discounts, and Grace. You may have 25 different adjustment reason codes or you may have only three: Grace, Block, and local aid.

Adjustments Report -								
Term Name	Customer Numbr	Name	Date	Account	Adjustment Reason	Description	Char	Cre
2020-2021 School Year	5070953319		05/20/2020	Catholic Tuition	Archdiocesan Tuition Assistance		0.00	4,750.00
2020-2021 School Year	5141888940		06/01/2020	Catholic Tuition	Archdiocesan Tuition Assistance		0.00	1,100.00
2020-2021 School Year	548334499		05/20/2020	Catholic Tuition	Archdiocesan Tuition Assistance		0.00	4,500.00
								417,866.00
2020-2021 School Year	548453661		05/20/2020	Catholic Tuition	Employee Discount		0.00	900.00
2020-2021 School Year	5110279949		05/20/2020	Catholic Tuition	Employee Discount		0.00	225.00
2020-2021 School Year	5138082283		05/16/2020	Catholic Tuition	Employee Discount		0.00	1,800.00
2020-2021 School Year	5140908608		05/20/2020	Tuition	Employee Discount		0.00	900.00
2020-2021 School Year	547884585		05/20/2020	Catholic Tuition	Employee Discount		0.00	507.00
								4,332.00
2020-2021 School Year	5110068110		05/20/2020	Tuition	Grace Scholarship		0.00	3,500.00
2020-2021 School Year	5170535354		05/26/2020	Tuition	Grace Scholarship		0.00	2,200.00
2020-2021 School Year	5055993454		05/22/2020	Tuition	Grace Scholarship		0.00	1,100.00
2020-2021 School Year	5086496600		05/26/2020	Tuition	Grace Scholarship		0.00	4,500.00
2020-2021 School Year	5057450917		05/28/2020	Tuition	Grace Scholarship		0.00	1,800.00
2020-2021 School Year	5057450917		05/28/2020	Tuition	Grace Scholarship		0.00	1,800.00

FACTS matches excel above:

You may need to pull the FACTS adjustment report a few times as you work through the reconciliation and make corrections. Once complete and reconciled, retain a principal signed copy of the student/family tuition/financial aid tracking Excel, the student data base detail showing the name/number of students, and a FACTS summary adjustment report showing the type of financial aid given in total. The FACTS summary should match the Excel spreadsheet by financial aid type and Catholic and non-Catholic tuition. Additionally, the Excel detailing each student should be matched to the student data base student number and the FACTS roster as detailed above. The below summary has redacted information, but gives you an idea of how to reconcile. **Green** are the **financial aid given** (selected tie to the above FACTS detail and financial aid tracking excel) and **yellow** is the **tuition charged**.

Report

Details

Summary

Export Data ▾ Group By ▾ Show/Hide Exit Full Screen Clear Sort/Filter Save Grid Settings Reset Grid

Term Name ↑↓	Reason ↑↓	Count ↑↓	Charges ↑↓	Credits ↑↓
Choose ▾	Choose ▾		Y	Y
2020-2021 School Year	Archdiocese Tuition Assistance	94	0.00	417,899.00
2020-2021 School Year	Charges Added	224	2,504,758.66	0.00
2020-2021 School Year	Eagle Scholarship	5	0.00	10,545.00
2020-2021 School Year	Employee Discount	5	0.00	4,332.00
2020-2021 School Year	General Scholarship Fund - G	2	0.00	4,500.00
2020-2021 School Year	Goizueta Scholarship	3	0.00	15,000.00
2020-2021 School Year	Grace Scholarship	23	0.00	61,500.00
2020-2021 School Year	Other Scholarship	4	0.00	10,000.00
2020-2021 School Year	Other Waived Late Fee	2	0.00	0.00
2020-2021 School Year	Redemptorist Award	5	0.00	4,259.85
2020-2021 School Year	St. Catherine Drexel	2	0.00	16,708.00
2020-2021 School Year	St. Theresa Scholarship	1	0.00	2,500.00
2020-2021 School Year	Wanstreet Foundation Award	3	0.00	4,912.00
2020-2021 School Year	Williamson Scholarship	3	0.00	12,000.00
Grand Totals:		376	\$2,504,758.66	\$564,022.85

<< < 1 > >>

500 ▾

Reporting Financial aid given to GRACE and the Superintendent

Each school is responsible for reporting the usage of Archdiocese Block, GRACE, Welcome Grants, etc. funds to the Superintendent's office as shown below. Totals by type should agree to both the Excel Tuition tracking spreadsheet AND to the FACTS download.

A	B	C	D	E	F
			TUITION ASSISTANCE AWARDS		
			BLOCK GRANT TO SCHOOLS		
			2020-21		
SCHOOL			PRINCIPAL		
Family / Number of Awards		Student Name	AMOUNT	PARISH	Free-Reduced
			4,500.00		
			3,000.00		
			5,000.00		
			3,000.00		
			3,000.00		
			5,300.00		
			2,500.00		
			4,000.00		
			4,000.00		
			4,272.00		
			4,272.00		
			4,272.00		
			2,500.00		

Reconciling Incidental Billings

In addition to the tuition and financial aid reconciliation at the end of the fiscal year, we also recommend reconciling incidental billings. This is a two-step process as first we reconcile PSA to FACTS and monthly we reconcile FACTS incidental billings to the support for billing. Both are reviewed below.

Reconciling PSA to FACTS: For those on Advanced Accounting, the journal entry created from FACTS should hopefully indicate there are no issues, but it is always good to check. For those not on Advanced Accounting, you should perform this to ensure revenue was correctly recorded. Please note for Advanced Accounting users, FACTS reports will include all items billed regardless of if they have been paid. However, non-Advanced Accounting users only record revenue when paid. Thus, to properly reconcile you would need to review FACTS incidental billings compared to the corresponding GL account plus any outstanding receivables related to those incidentals. For Advanced Accounting

users, the FACTS billing should match the GL directly each month as the monthly FACTS generated journal records the incidental billing to revenue when billed and not when payment is received.

We reconcile FACTS revenue including incidentals to the GL by using the FACTS adjustment report and the financial statements. Below is an example of using the adjustment report for the last fiscal year showing the detail of all types of billing and filtering on the incidental to reconcile, which is a technology fee in this example.

Adjustments Report

[Collapse Parameters](#)

Term: 1 of 10 Items Selected

Date Range: All

Account: 81 of 81 Items Selected

Transaction Status: ☒ Finalized ☐ Pending

Transaction Entered: ☒ Pre-Finalized ☒ Post-Finalized

Activity Type: ☒ Payment Plan ☒ Billing

[View Results](#)

Report: ☒ Details ☐ Summary

Export Data Group By Show/Hide Exit Full Screen Clear Sort/Filter Save Grid Settings Reset Grid

Term Name	Customer Number	Name	Date	Account	Adjustment Reason	Description	Charge
Choose	Choose	Choose	mm/dd/yyyy	1 of 23 selected	Choose	Choose	
2020-2021 School Year	5066527051		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5144531653		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5096755771		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5096755771		02/01/2021	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5063150572		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	530297597		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	579603226		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	530430115		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5077661931		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5093987708		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5093987708		02/01/2021	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	532696853		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5049108722		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	526955315		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5064994600		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5108726745		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5118001576		09/28/2020	Technology Fee	Charges Added	Orientation Fees	225.00
2020-2021 School Year	5124399196		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5060726972		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5138487029		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	529979478		09/28/2020	Technology Fee	Charges Added	Orientation Fees	225.00
2020-2021 School Year	5061233200		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5109411123		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5062675144		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	554387548		09/28/2020	Technology Fee	Charges Added	Orientation Fees	150.00
2020-2021 School Year	5294555693		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5171562605		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	553849993		09/28/2020	Technology Fee	Charges Added	Orientation Fees	75.00
2020-2021 School Year	5171478331		09/28/2020	Technology Fee	Charges Added	Orientation Fees	225.00
Filtered Totals:							\$15,975.00
Grand Totals:							\$1,987,900.36

While the report is run with all 81 accounts, the results are filtered on only one, Technology fee

You will notice the FACTS total technology fee of \$15,975 does not match the GL account of \$18,804.05 (detail below). This variance could be due to the class fees and technology fees being recorded in the same account.

Account Balance

July 1, 2020 - June 30, 2021

Date	Type	Num	Vendor/Customer	Debits	Credits	Balance	CLR	Comment
6800.031.01.00.00S Computer/Tech Fees				I-2-031-01-00-6800-00				
						0.00		
09/11/20	Dep	794		0.00	154.00	154.00	Yes	FACTS / Class Fees
09/17/20	Dep	797		0.00	14.00	168.00	Yes	Bank Deposit
09/18/20	Dep	799		0.00	126.00	294.00	Yes	FACTS
09/25/20	Dep	802		0.00	2,030.50	2,324.50	Yes	
10/02/20	Dep	804		0.00	154.00	2,478.50	Yes	FACTS
10/02/20	Dep	804		0.00	(14.00)	2,464.50	Yes	FACTS
10/09/20	Dep	808		0.00	84.00	2,548.50	Yes	FACTS / class fee
10/09/20	Dep	808		0.00	300.00	2,848.50	Yes	FACTS / Tech Fee
10/16/20	Dep	809		0.00	56.00	2,904.50	Yes	FACTS
10/16/20	Dep	809		0.00	675.06	3,579.56	Yes	FACTS / Tech Fee
10/23/20	Dep	813		0.00	24.44	3,604.00	Yes	FACTS / Class fee
10/23/20	Dep	813		0.00	11,024.94	14,628.94	Yes	FACTS / Tech Fee
10/26/20	Dep	817		0.00	14.00	14,642.94	Yes	Bank Deposit
10/26/20	Dep	817		0.00	150.00	14,792.94	Yes	Bank Deposit / Tech Fees
10/30/20	Dep	820		0.00	70.00	14,862.94	Yes	FACTS / class fee
10/30/20	Dep	820		0.00	1,350.00	16,212.94	Yes	FACTS / Tech fee
11/06/20	Dep	824		0.00	28.00	16,240.94	Yes	FACTS
11/06/20	Dep	824		0.00	225.00	16,465.94	Yes	FACTS / Tech fee
11/13/20	Dep	825		0.00	14.00	16,479.94	Yes	FACTS
11/13/20	Dep	825		0.00	375.00	16,854.94	Yes	FACTS / Tech Fee
11/20/20	Dep	830		0.00	225.00	17,079.94	Yes	Deposits / Tech Fee
11/30/20	Dep	835		0.00	75.00	17,154.94	Yes	FACTS / Tech Fee
12/03/20	Dep	839		0.00	28.00	17,182.94	Yes	
12/03/20	Dep	839		0.00	63.03	17,245.97	Yes	Tech fee
12/11/20	Dep	844		0.00	56.00	17,301.97	Yes	FACTS
12/11/20	Dep	844		0.00	225.00	17,526.97	Yes	FACTS / Tech Fee
12/24/20	Dep	849		0.00	75.00	17,601.97	Yes	FACTS / Tech fee
01/15/21	Dep	860		0.00	3.55	17,605.52	Yes	FACTS
01/15/21	Dep	860		0.00	138.27	17,743.79	Yes	FACTS / Tech Fee
01/22/21	Dep	865		0.00	86.97	17,830.76	Yes	FACTS / Tech Fee
01/29/21	Dep	868		0.00	28.00	17,858.76	Yes	Facts
01/29/21	Dep	868		0.00	314.75	18,173.51	Yes	Facts / Tech
02/05/21	Dep	869		0.00	28.00	18,201.51	Yes	FACTS
02/05/21	Dep	869		0.00	150.00	18,351.51	Yes	FACTS / Tech
02/26/21	Dep	882		0.00	28.00	18,379.51	Yes	FACTS / Class Fee
02/26/21	Dep	882		0.00	150.00	18,529.51	Yes	FACTS / Tech Fee
03/26/21	Dep	893		0.00	14.00	18,543.51	Yes	FACTS / Class fee
03/26/21	Dep	893		0.00	75.00	18,618.51	Yes	FACTS / Tech Fee
03/31/21	Dep	894		0.00	71.98	18,690.49	Yes	Bank Deposit / Tech fee
06/18/21	Dep	934		0.00	42.00	18,732.49	Yes	FACTS / Class Fee
06/18/21	Dep	934		0.00	71.56	18,804.05	Yes	FACTS / Tech Fee
Net Change:				0.00	18,804.05	18,804.05		

Thus, **class fee** billing would also need to be pulled from FACTS as those total **\$8,988** per the FACTS detail below.

Report

☒ Details ☐ Summary

Term Name	Customer Number	Name	Date	Account	Adjustment Reason	Description	Charge
Choose	Choose	Choose	mm/dd/yyyy	Choose	Choose	Choose	Choose
2020-2021 School Year	5086527051		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5144531653		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5086755771		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5086755771		02/01/2021	Class Fee	Charges Added		42.00
2020-2021 School Year	5083150572		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	530297597		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	579603226		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	530430116		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5077661931		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5083987708		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5083987708		02/01/2021	Class Fee	Charges Added		42.00
2020-2021 School Year	532696853		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5049108722		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	529855315		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5084994600		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5108726745		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5118001576		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	168.00
2020-2021 School Year	5124399186		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5080726972		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5138487029		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	529979478		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	126.00
2020-2021 School Year	5081233200		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5109411123		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	5082675144		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	554387548		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	84.00
2020-2021 School Year	529455893		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5171562605		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	553849993		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	42.00
2020-2021 School Year	5171478331		08/24/2020	Class Fee	Charges Added	Orientation Class Fees per st	126.00
Grand Totals:							\$8,988.00

However, the FACTS class fee and tech fees total \$24,963 versus \$18,804.05 in the GL. This could be due to outstanding fees that have not been received by the school as you will notice this location is NOT on Advanced Accounting as the deposits are made throughout the year, when the fees were billed in August and September. Additionally, the deposits may not have been consistently recorded to the same account all year. Upon further investigation in the GL, we find that it is due to class fees being recorded in these three accounts. Thus, the GL accounts total \$24,781.56 while the FACTS tech and class fees total \$24,963, resulting in a \$181 variance that should be investigated and may be found in AR in FACTS as the payments have not yet been received.

6800.031.01.00.00S Computer/Tech Fees	113.56	1,559.67	18,804.05
6800.031.02.00.00S Art Fees	42.00	247.25	3,023.00
6800.031.03.00.00S Music Fees	42.00	247.25	2,954.51
6800.031.04.00.00S PE Fees	0.00	0.00	1,377.00
6800.031.05.00.00S Field Trips	0.00	0.00	0.00
.....

Sum of tech, art, and music fees = \$24,781.56

Deposit Number:

Comment:

Account	Amount	Comment
6800.033.12.00.00S: ESC I-2-033-12-00-6800-00	1532.50	
6800.033.08.00.00S: Bus Fees I-2-033-08-00-6800-00	795.00	
6011.000.00.00.00S: Tuition - Catholic I-2-000-00-00-60	33926.34	
6011.000.00.00.00S: Tuition - Catholic I-2-000-00-00-60	-2105.87	Returns
6800.031.01.00.00S: Computer/Tech Fees I-2-031-01-00-6800-00	28.00	Class Fee
6800.031.02.00.00S: Art Fees I-2-031-02-00-6800-00	28.00	Class Fee
6800.031.03.00.00S: Music Fees I-2-031-03-00-6800-00	28.00	Class Fee
6800.000.00.00.00S: Other Income I-2-000-00-00-6800-00	44.00	Masks
6800.033.09.00.00S: Cafeteria-Food I-2-033-09-00-6800-00	463.75	
6800.038.01.00.00S: Athletic Boosters I-2-038-01-00-6800-00	255.00	
6800.031.01.00.00S: Computer/Tech Fees I-2-031-01-00-6800-00	150.00	Tech Fee
6012.000.00.00.00S: Tuition - Non-Catholic I-2-000-00-00-60	33519.08	
6140.039.02.00.00S: PTO-Used Uniforms I-2-039-02-00-6800-00	55.00	
6800.033.04.00.00S: Yearbook I-2-033-04-00-6800-00	105.00	
Total:		68,823.80

The above example is shown to encourage schools to utilize FACTS accounts one for one with the GL accounts. Thus, if you bill fieldtrips in FACTS, you should have a corresponding fieldtrips in the GL. Technology fees from FACTS should match Technology fees in the GL. Reconciling is much easier if both FACTS and the GL are set up to align. Additionally, identifying variances to correct potential issues remains a priority and the prime reason for revenue reconciliations. The GL should reflect what goes on in FACTS as that is what actually gets billed to parents and details what they paid.

Reconciling incidental billings per FACTS & GL to the support:

As we encourage schools to bill more incidentals through FACTS, it is more important to ensure accuracy of what is billed in FACTS. Thus, reconciliation of incidental billing should be performed. These could include student or technology fees, before and after school care, lunch, clubs, sports, enrichment programs, fieldtrips, etc. An example of incidental billing reconciliation to the source documented is show below. In this example, we are reviewing student fees, which are billed at different rates depending on the grade in this example. Below is the PSA report for student fee income as a starting point. This example also utilizes Advanced Accounting. The fees are entered in June and scheduled for collection in July. The Advanced Accounting process includes the fees as deferred income and provides a reclassification entry on July 1.

Account Audit

July 1, 2017 - July 31, 2017

			Beginning Balance	Ending Balance	Vendor/Customer	Check #
6020.000.02.00.00S Student Supply Fees I-2-000-02-00-6020-00						
Journal Entry	260	07/01/2017	28,330.00		FACTS Deferred Entries / FACTS Deferred Reclass	
Journal Entry	244	07/11/2017	195.00		FACTS	
Net Total for Period			28,525.00	0.00		28,525.00
Total Debits: 0.00			Total Credits: 28,525.00			

The total per PSA of \$28,525 needs to be compared to the number of students from the student database and rate charged by grade. Below is the reconciliation for July 2017 showing the PSA balance of \$28,525 as the starting point with any adjustments that were made in August (Adjustments in GL) or still need to be made (NEVER CHARGED).

G/L 6020.000.02.00.00 Student Supply Fee

July 2017

G/L Account

Ending Balance

28,525.00

Adjustments:

3rd Charged in August
PK Charged in August
7th Charged in August
K Charged in August
PK posted 8/1

90.00
95.00
100.00
95.00
95.00

Adjusted Ending Balance

29,000.00

Agrees to PSA
Account Audit
amount

These
adjustments
were recorded in
PSA in August
and get added to
the July balance
for reconciling.

Expected Income

Pre-K
K
1st
2nd
3rd
4th
5th
6thC
6thD
7th
8th

Students	Fee	
20	95.00	1,900.00
30	95.00	2,850.00
27	75.00	2,025.00
30	75.00	2,250.00
31	90.00	2,790.00
33	90.00	2,970.00
28	90.00	2,520.00
27	100.00	2,700.00
26	100.00	2,600.00
32	100.00	3,200.00
31	100.00	3,100.00
315		28,905.00

Adjustments:

K Withdrew before August 7th
5th Withdrew before August 7th
4th Never Charged

95.00
90.00
(90.00)

95.00

Adjusted Ending Balance

29,000.00

Difference

0.00

Students by grade
agree to the
student database
report shown
below.

These adjustments
reflect the
adjustments to the
student database...
Fees are not
refunded.

Below is the report from Ren web (the student database) detailing the students by grade that were used for billing in FACTS and the reconciliation. Keep in mind that students may fluctuate in July, August, and September so the student database will change as this happens. When reconciling, please always use the latest information, in this case, the student database. This allows us to know if we have additional adjustments to make (August adjustments or adjustments that need to be made).

Enrollment Summary Information 2017-2018						
	Grade Level	HR Class	HR Teacher	Female	Male	Total
Students By Grade:						
	01			15	12	27
	02			18	13	31
	03			18	13	31
	04			23	10	33
	05			21	7	28
	06			26	27	53
	07			13	19	32
	08			21	10	31
	K			13	17	30
	PK			8	12	20

**2nd Grade student was not removed from Renweb until August

Should you have any questions about compiling FACTS reconciliation related reports and reconciling, please contact the Archdiocese Office of Finance Director of Financial Services or any of the Internal Auditors that work with AoA schools.