

## HOW TO IDENTIFY AND RECONCILE HESC PAYMENTS SUBJECT TO SUNY TRANSFER

HESC has created new reports to coincide with the new method by which monthly NYS award payments are made to most SUNY schools.

Below is guidance on using the new reports with your college accounting documents.

### BACKGROUND

The 2019-20 State Budget requires that payments for TAP and most scholarships to SUNY four-year, graduate, and agricultural and technical schools no longer be made directly to these colleges. Instead, HESC now transfers these funds to SUNY Central for distribution.

These monthly transfers represent the value of the prior month's TAP and Scholarship payments, with the exception of NYS Achievement and Investment in Merit Scholarships (AIMS) and Masters-in-Education Scholarships (MIE) which continue to be paid directly from HESC to schools.

SUNY community and statutory colleges will continue to receive all award payments directly from HESC.

### IDENTIFYING AND RECONCILING PAYMENTS

The best way to identify and reconcile payments is to compare the **SUNY Monthly report** (HE9191 – SUNY PAYMENT DETAILS – MONTHLY) with **HESC's Term Payment Accounting Reports** in PAYDOCS. It may also be helpful to consult the SUNY Daily (HE9381 – SUNY PAYMENT DETAILS – DAILY) which is generated whenever HESC processes payments subject to SUNY transfer.

These reports are available in HESCWeb Transaction Processing under "Details" to the left of each of the associated Form IDs.

This chart shows rosters and accounting reports for each program:

Roster/Manifest Type	Roster Range	Accounting Report
Tuition Assistance Program (TAP)	000 – 99	Term payment Accounting Report (HE8328)
Science Technology Engineering and Mathematics (STEM) Scholarship	200 – 299	STEM Term Payment Accounting Report (HE8937)
NYS Masters-In-Education Teacher Incentive Scholarship (MIE)	300 – 399	MIE Term Payment Accounting Report (HE8642)
NYS Achievement and Investment in Merit Scholarship (AIMS)	400 – 499	AIMS Scholarship Term Payment Accounting Report (HE8987)
NYS Part-Time Scholarship (PTS)	500 – 501	PTS Scholarship – Term Payment Accounting Report (HE9501)
Excelsior Scholarship Program Manifest	Excelsior Manifests	Excelsior Scholarship – Term Payment Accounting Report (HE9115)
Consolidated Scholarship Rosters (SU8069)	800 – 899	No college accounting available. Payments are reconciled to each individual roster using subsequent Consolidated Scholarship Remittance Advices for that roster.

**SAMPLE RECONCILIATION**

Below is a SUNY Monthly report for November 2019, produced at the end of the month, for a SUNY school showing payment amounts for various processing dates:

RUN DATE: 11/29/2019	New York State Higher Education Services Corporation	PAGE: 1
ACADEMIC YEAR: 2019	SUNY PAYMENT DETAILS - MONTHLY	
COLLEGE CODE: 1234	COLLEGE NAME: SUNY COLLEGE	

  

PAYMENT DATE	TERM	ROSTER NO	TAP AMOUNT	SCHOLARSHIP AMOUNT
11/01/2019	1	000	4,800.25	375.00
11/01/2019	2	000	1,637,503.56	14,871.44
11/01/2019	2	000	319.00	.00
11/06/2019	2	004	160,505.48	2,421.25
11/08/2019	2	806	.00	1,500.00
11/08/2019	2	806	.00	848.00
11/08/2019	2	806	.00	7,945.00
11/15/2019	1	000	2,507.75	500.00
11/15/2019	2	000	150,244.86	3,610.25
TAP AMOUNT TOTAL:		1,955,880.90		
SCHOLARSHIP AMOUNT TOTAL:		32,070.94		
MONTHLY GRAND TOTAL:		1,987,951.84		

HE9191 (08/2019)

**November 1, 2019 Entries**

In the three supplemental payment records following, created on November 1, you can reconcile the dollar amounts in the SUNY Monthly report above with the following accounting reports:

**Summer 2019 (1-19)**

11/01/19	RUN 0006	TERM PAYMENT ACCOUNTING REPORT	2019-20	PAGE 1
INSTITUTION: 1234 SUNY COLLEGE				
TERM: 1-19				

  

ACTIVITY DATE	ACTIVITY TYPE	REFERENCE NUMBER	-----PAYMENT AMOUNT-----		-----CERTIFIED VALUE-----		----- B A L A N C E -----	
			SCHOLARSHIP/TAP	TOTAL	SCHOLARSHIP/TAP	TOTAL	SCHOLARSHIP/TAP	TOTAL
11/01/19	RA05 ROST001				375.00	3,944.50	375.00-	3,944.50-
					3,569.50		3,569.50-	
11/01/19	RA05 ROST002				.00	1,230.75	375.00-	5,175.25-
					1,230.75		<del>4,800.25-</del>	
11/01/19	SUPPLEMENT	00805	375.00	5,175.25			.00	.00
			4,800.25				.00	
TOTAL			375.00	5,175.25	375.00	5,175.25	.00	.00
			4,800.25		4,800.25		.00	

HE8332

Fall 2019 (2-19)

11/01/19		RUN 0006		TERM PAYMENT ACCOUNTING REPORT				2019-20		PAGE 2	
INSTITUTION: 1234 SUNY COLLEGE											
TERM: 2-19											
ACTIVITY DATE	ACTIVITY TYPE	REFERENCE NUMBER	-----PAYMENT AMOUNT-----		-----CERTIFIED VALUE-----		----- B A L A N C E -----				
			SCHOLARSHIP/ TAP	TOTAL	SCHOLARSHIP/ TAP	TOTAL	SCHOLARSHIP/ TAP	TOTAL			
06/26/19	PRE-PAYMENT	00209	125,745.75 6,548,248.21	6,673,993.96			125,745.75 6,548,248.21		6,673,993.96		
10/16/19	PRE-PAYMENT	00528	38,003.88 2,102,309.30	2,140,313.18			163,749.63 8,650,557.51		8,814,307.14		
10/25/19	RA04 ROST002				143,221.07 7,659,554.22	7,802,775.29	20,528.56 991,003.29		1,011,531.85		
10/25/19	RA04 ROST003				750.00 7,708.50	8,458.50	19,778.56 983,294.79		1,003,073.35		
11/01/19	RA05 ROST002				.00 5,323.35	5,323.35	19,778.56 977,971.44		997,750.00		
11/01/19	RA05 ROST003				34,650.00 2,615,475.00	2,650,125.00	14,871.44- 1,637,503.56-		1,652,375.00-		
11/01/19	SUPPLEMENT	00806	14,871.44 1,637,503.56	1,652,375.00			.00 .00		.00		
TOTAL			178,621.07 10,288,061.07	10,466,682.14	178,621.07 10,288,061.07	10,466,682.14	.00 .00		.00		

HE8332

11/01/19		RUN 0006		AIMS SCHOLARSHIP TERM PAYMENT ACCOUNTING REPORT				2019-20		PAGE 1	
INSTITUTION: 1234 SUNY COLLEGE											
TERM: 2-19											
ACTIVITY DATE	ACTIVITY TYPE	REFERENCE NUMBER	-----PAYMENT AMOUNT-----		-----CERTIFIED VALUE-----		----- B A L A N C E -----				
			SCHOLARSHIP/ TAP	TOTAL	SCHOLARSHIP/ TAP	TOTAL	SCHOLARSHIP/ TAP	TOTAL			
06/26/19	PRE-PAYMENT	00082	4,550.00 10,894.00	15,444.00			4,550.00 10,894.00		15,444.00		
10/16/19	PRE-PAYMENT	00427	162.50 .00	162.50			4,712.50 10,894.00		15,606.50		
10/25/19	RA04 ROST402				5,250.00 11,213.00	16,463.00	537.50- 319.00-		856.50-		
11/01/19	SUPPLEMENT	00902	537.50 319.00	856.50			.00 .00		.00		
TOTAL			5,250.00 11,213.00	16,463.00	5,250.00 11,213.00	16,463.00	.00 .00		.00		

HE8986

Since AIMS award payments are not subject to the SUNY Transfer, an AIMS payment does not appear on the Monthly Report and will not be transferred; the \$537.50 in AIMS awards was paid directly to this school through the SFS system.

***November 6 2019 Entry***

Below is the entry for the prepayment of awards appearing on TAP Roster 004, reflecting the prepayment for the 2019-20 Fall term:

## November 8 Entry

Three payment records were written for Consolidated Scholarship Roster (CSR) 806 (Form ID SU8069). Schools can identify these payments by entering the roster number and date as parameters when they search for this SU8069.

Date 11/08/2019	New York State Higher Education Services Corporation		1010 - 2 - 2019-20 - 806		
College (1234) - SUNY COLLEGE	Consolidated Scholarship Roster				
Payment Type: 100% Pre-Pay			<b>Term: 2 - Fall 2019-20 (22019) Roster Number (806)</b>		
Student Data			Certification Data		
Name	Student ID	DOB			
-----					
<b>Totals for (1010) - SUNY BUFFALO Roster Number 806 for Academic Year of 2019-20</b>					
Program	Semester	Count	Payment	Ref No	Roster No
11-TAP Undergrad Award(TU)	2 - Fall	1	\$848.00	70682	806
32-SAE Scholarship (\$1500)(ME)	2 - Fall	2	\$1,500.00	70683	806
35-WTC Memorial Scholarship(WT)	2 - Fall	1	\$7,945.00	70684	806
<b>College Total</b>			<b>\$10,293.00</b>		

**Please send no money at this time; wait for Remittance Advice.**

TAP Certifying Officer

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

SU8069 10/2019

Supplemental payments for awards processed on CSRs (SU8069) will identify the originating CSR. The corresponding Consolidated Scholarship Remittance Advice (SU8071; CSRA) will be published on or before the Payment Date of the supplemental payment. Schools should refer to HESC's TAP Processing Schedule to help identify whether a payment is for a CSR or CSRA

## QUESTIONS?

Please direct questions regarding the SUNY Transfer to [payments@hesc.ny.gov](mailto:payments@hesc.ny.gov).