

# **SOUTHERN UNIVERSITY**

## **COMPTROLLER'S OFFICE**

### **POLICIES AND PROCEDURES GOVERNING PREPARING THE TOPS ELECTRONIC BILLING AND RECONCILIATION**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the TOPs electronic billing and reconciliation is prepared in a timely manner. This policy sets forth guidelines to insure that a journal entry is prepared to record system cost transfers are monitored timely to ensure compliance with university regulations.

#### **OVERVIEW**

The Budget Management Section of the Comptrollers Office has the vested responsibility for the financial administration of preparing the TOPs electronic billing and reconciliation in a timely manner within the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office functions as the financial liaisons between the faculty, staff, and other campus administrative offices on financial matters related to preparing the TOPs electronic billing and reconciliation in a timely manner.

#### **DEFINITION**

TOPS – Tuition Opportunity Program for Students. This program allows students that meet the qualifications to receive financial assistance for their education.

#### **AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION**

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Budget Management through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

## **RESPONSIBILITY FOR NOTIFICATION OF CHANGES**

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of Budget Management

## **DUTIES AND RESPONSIBILITIES**

The Budget Management Supervisor within the Comptroller's Office is responsible for the preparation of the TOPs electronic billing and reconciliation is prepared in a timely manner. The steps required for processing are outlined below.

### **PROCEDURES FOR PREPARING THE TOPS ELECTRONIC BILLING AND RECONCILIATION:**

#### **TOPS RECONCILIATION:**

1. Obtain the FOCUS report of all transactions that have been posted to students accounts validating that the students have tentatively qualified for their financial assistance from TOPs. The FOCUS report is generated to put the sub-code transactions in the proper format to send to LOSFA.
2. Obtain the sub-code select (BBR310) report from office zone for transaction 81888 the reconciliation period to compare to FOCUS report.
3. Compare the FOCUS report and sub-code report for accuracy. Both reports should have the exact same information just in a different format.

#### **TOPS BILLING:**

1. Using the schedule prepared during the reconciliation process above contact Financial Aid to get documentation to validate and make adjustments for differences. Adjustments could be different in timing of posting transactions, student changes hours, but mostly due to students registering for semester late.
2. Prepare invoice to Louisiana Student Financial Assistance Commission for the total amount on the schedule and attach reconciliation and support documentation as noted above.
3. Submit to Functional Manager for review with a transmittal.
4. Submit to Associate Comptroller for approval on the transmittal. Forward to Comptroller for signature on invoice.
5. Once the invoice is approved log on to LOSFA to submit invoice information by performing the following procedures:

- a. Go to [www.osfa.state.la.us](http://www.osfa.state.la.us)
  - b. Select TOPS Portal
  - c. Select College
  - d. Logon ID and Password available from Functional Manager.
  - e. Payment Batch File Transfer
  - f. Name of File (Browse if required)
  - g. Send
6. Once the check is received from LOSFA the following reconciliation is prepared.

**TOPS RECONCILIATION:**

7. Obtain the previously prepared reconciliation (see above) and compare to the list of payments as submitted by LOSFA with the check. To avoid manual input of transactions log on to LOSFA and retrieve the list of transactions electronically by performing the following:
  - a. Go to [www.osfa.state.la.us](http://www.osfa.state.la.us)
  - b. Select TOPS Portal
  - c. Select College
  - d. Logon ID and Password available from Functional Manager.
  - e. Payment Batch File Transfer
  - f. Name of File (Browse if required)
  - g. Send
8. Prepare the TOPS reconciliation by comparing the sub-code report transactions to the LOSFA report transactions.
9. Submit the TOPs reconciliation to Financial Aid to research discrepancies. LOSFA does submit an error report after sending the payment which is transmitted to Financial Aid.
10. Transmit the completed reconciliation and support documentation with a transmittal to the Functional Manager for review.
11. Transmit the completed reconciliation and support documentation with a transmittal to the Associate Comptroller for approval.

*Note: This is due 30 days after the semester begins.*

- ☐ Approved  
☐ Disapproved

Mrs. Gwendolyn A. Bennett