

# How To

## Reconcile Accounting and Cash Activity Reports with Bank Statements

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Reconciling your bank statements with our *Accounting* and *Cash Activity* reports is essential to proper management of your loan portfolio. Here are steps you may take to successfully complete the task.

### **1. Compare daily deposits.**

On the *Cash Activity Report*, you will need to compare **Summary Totals — Cash** to the daily deposits described in your bank statement. If needed, a detailed listing of each day's payments also can be found within the *Cash Activity Report* and the *Accounting Report* supporting detail.

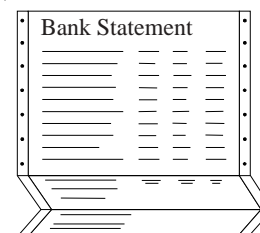
You may find that deposits made by Campus Partners on the last two or three days of the month (as shown on the *Cash Activity Report*) are not listed on your bank statement.

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The credit for these payments will be posted to your bank account during the first two or three business days of the next month.

**2. Record missing deposits.** You will need this information to balance with Campus Partners *Accounting Report* and/or *Cash Activity Report*. You may also need to account for the previous month's reconciliation items, such as deposits made by Campus Partners at the end of the previous month which are on your current month's bank statement.

**3. To reconcile the bank statement to Campus Partners' accounting records,** you will also need to take into account the items unrelated to borrower payments, such as service charges, interest earnings, and previous reconciling items. See the box on page 1 for a suggested procedure.



**4. If your institution sends noncash payments to Campus Partners** (either by payment transmittal or by posting payments online) and makes the corresponding deposits in this same bank account, the deposits shown on the bank statement must reconcile to both the cash and noncash entries reported by Campus Partners.

You will be able to identify Campus Partners deposits (or debits) by the message describing the transaction on your statement. The message will include at least:

- √ Source (Campus Partners);
- √ Entry Description (System III<sup>SM</sup> system);
- √ Identification (Program Number).

The message also may provide the transaction date (Post date on System III) or school name or both.

**5. Cash and noncash entries** may be reconciled separately. Use the above description to identify the deposits made by Campus Partners. The deposits you made for borrower payments received at your institution can be checked against the **Summary Totals--Noncash** on the *Cash Activity Report*.



**6. Customers** who send noncash payments to us also will have to reconcile noncash payment reversals against the debits reported on the bank statement, following the procedure suggestions in Number Three above.



**Need more information?  
Call your Customer Service Representative.**

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