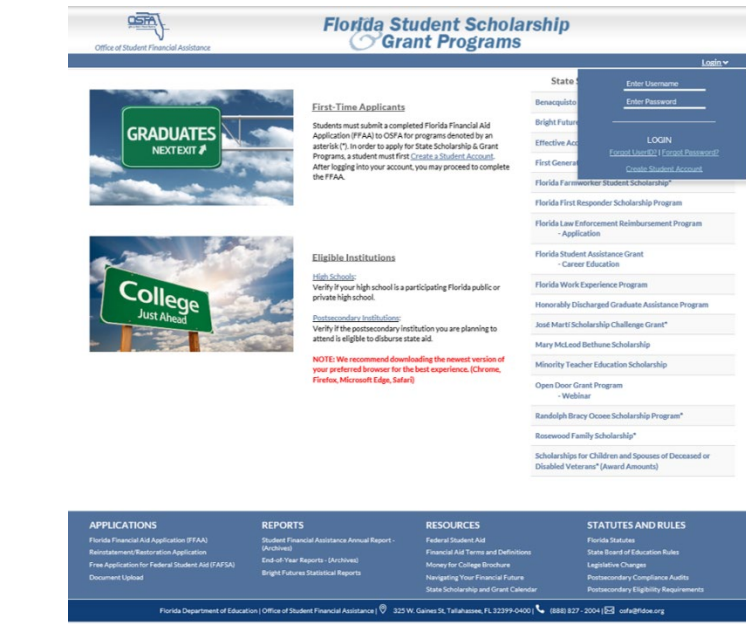


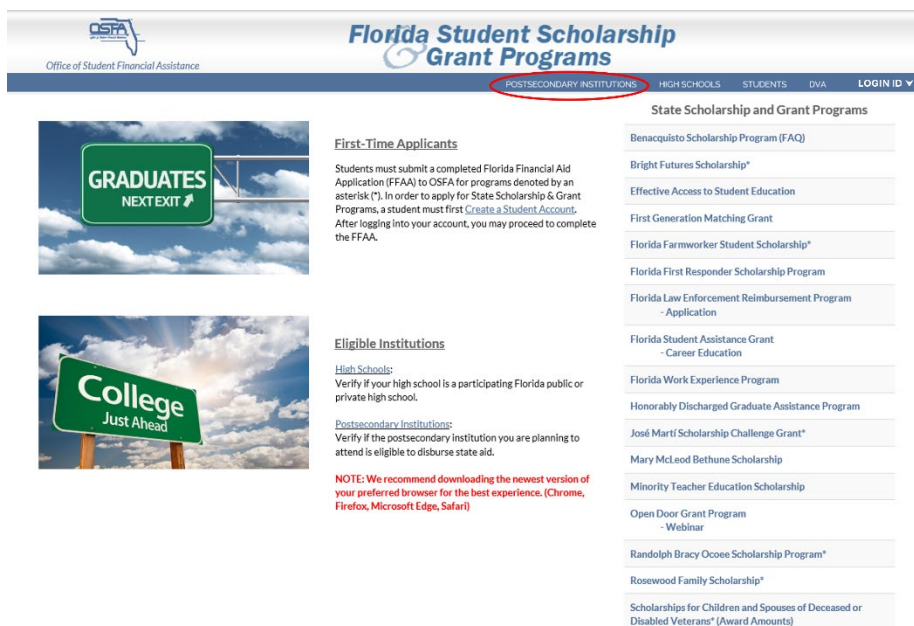
Postsecondary Institution Resources: Understanding the Reconciliation Report and Payment Summary

Florida Statutes, the Florida Department of Education (DOE), and the Office of Student Financial Assistance (OSFA) require reconciliation activities at the end of each term and by the end of the state fiscal year (June 30) for all entities receiving funds from the state.

To access the Reconciliation Report and Payment Summary visit the OSFA website at <https://www.FloridaStudentFinancialAidsg.org>.



Login and select **Postsecondary Institutions**.



Postsecondary Institution Resources: Understanding the Reconciliation Report and Payment Summary

Select either **Reconciliation Report** or **Payment Summary**.

The screenshot shows the Florida Student Scholarship Grant Programs interface. At the top, there is a header with the OSFA logo and the text "Office of Student Financial Assistance". Below this, the "Florida Student Scholarship Grant Programs" logo is displayed. The main section is titled "POSTSECONDARY INSTITUTIONS". There are search fields for "Name:" and "SSN:" with buttons for "Search Student" and "Clear Student". A "Collapse all" and "Expand all" link is also present. The main content area is divided into three sections: "Financial Aid Recipient History", "Eligibility Determination Reports", and "PSI Reporting". The "PSI Reporting" section is expanded, showing a list of reports: "Disbursement Eligibility Report (DER)", "Reimbursement Request Report (RRR)", "-SFTP Batch Log", "Payment Summary", "Reconciliation Report", "Initial/Renewal Reporting", "Grade & Hours Report (GRHR)", "FSAG Summer Disbursement Request", and "FWEP Reconciliation - Annual Financial Summary". The "Payment Summary" and "Reconciliation Report" options are circled in red.

Reconciliation Report: Institutions may view their Reconciliation Report history by academic year, program, and term. Set the required parameters and select **Search**.

The screenshot shows the Florida Student Scholarship Grant Programs interface for the "RECONCILIATION REPORT" section. The header is the same as the previous screenshot. Below the header, there is a "RECONCILIATION REPORT" title. A search form is displayed with the following fields: "Acad Yr" (set to 2024-), "From Date" (set to 07/01/2024), "To Date" (set to 06/30/2024), "Inst Code" (set to --Select--), "Inst Name" (set to --Select--), "Program" (set to --Select--), and "Term" (set to --Select--). There is a "Layout" link to the right of the search form. Below the search form, there are buttons for "Download", "Search", and "Clear". At the bottom, there is a message: "Your institution's Reconciliation Report File is available in your SFTP account. If your institution does not have an SFTP account, click the following link for instructions on how to create an SFTP account."

The resulting screen below displays the student's Social Security number (SSN), last name, first name, middle initial, disbursement amount, term dates, and the total for each student. The grand total disbursement amount and student count will be displayed at the bottom of the screen under Report Summary.

Office of Student Financial Assistance
Updated 4/7/2025

Postsecondary Institution Resources:

Understanding the Reconciliation Report and Payment Summary

Note: For the Bright Futures program, additional fields are included on the Reconciliation Report as they relate to dropped/withdrawn hours. Users are able to sort on all fields.

**Florida Student Scholarship
& Grant Programs**
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

RECONCILIATION REPORT

Acad Yr

From Date

To Date

Inst Code

Inst Name

Program

Term

[Layout](#)

Download

Q Search

Clear

Export Data to Excel

1

2

3

Report Summary

• GRAND TOTAL: \$65,423.58

- TOTAL DROP/WD AMOUNT: \$2,392.74
- TOTAL DROP/WD HOURS: 27

• STUDENT COUNT: 59

- STUDENTS WITH D/W HOURS: 5

Postsecondary Institution Resources:

Understanding the Reconciliation Report and Payment Summary

Payment Summary: Institutions may view their payment summary history by academic year, term, and program fund allowing the institution to acknowledge the accuracy of the funds. Set the parameters and select **Search**.

Note: While institutions may view a payment summary for ALL programs, refunds must be submitted to the DOE by individual program fund.



Office of Student Financial Assistance

Florida Student Scholarship & Grant Programs

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2024- ▼	--Sele ▼	--Select-- ▼	ALL ▼	ALL ▼	Live ▼

Q Search

Clear

The resulting screen displays the date, program fund, payment details, refunds received, disbursements, and the number of student awards funded.

Postsecondary Institution Resources: Understanding the Reconciliation Report and Payment Summary



Office of Student Financial Assistance

Florida Student Scholarship
Grant Programs

POSTSECONDARY INSTITUTIONS

LOGIN ID ▾

PAYMENT SUMMARY

Acad Yr

Insl Code

Insl Name

Term

Fund

Date

Q Search

Clear

SECTION I: Summary Report ▾

Total Disbursed to Students		\$22,822,403.17
Total Number of Student Awards Funded		12,141
Total Admin Cost Spent		\$0.00
Total Refunds from Institution		\$112,949.78
Total Current Year Funding from OSFA		\$22,723,454.07
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$104,870.14

SECTION II: Detailed Report ▾

Date (MM/DD/YYYY)	Program Code	Check Number	Warrant Amount	Refund Received	Amount Disbursed to Students	Number of Students Awards Funded
07/11/2023	*EPPAS		\$0.00	\$0.00	\$5,933.39	7
07/11/2023	*EPPAS		\$0.00	\$0.00	\$22,433.78	24
07/13/2023	*EPPAS		\$0.00	\$0.00	\$1,246.38	1
07/13/2023	*EPPAS		\$0.00	\$0.00	\$1,246.38	1
07/13/2023	*EPPAS		\$0.00	\$0.00	\$2,804.32	3
07/19/2023	*EPPAS		\$0.00	\$0.00	\$1,246.38	1
07/19/2023	*EPPAS		\$0.00	\$0.00	\$14,955.54	16
07/24/2023	*EPPAS		\$0.00	\$0.00	\$1,246.38	1
08/15/2023	*EF	80728	\$53,800.09	\$0.00	\$0.00	0
08/15/2023	*EF	89558	\$1,151,444.80	\$0.00	\$0.00	0
08/23/2023	*EPPAS		\$0.00	\$0.00	\$8,734.66	7
08/24/2023	*EPPAS		\$0.00	\$0.00	\$1,689.48	2
09/04/2023	PSAG		\$0.00	\$0.00	\$1,985,041.00	1,440
09/04/2023	*EPPAS		\$0.00	\$0.00	\$3,178,271.79	1,515
09/04/2023	*EPPAS		\$0.00	\$0.00	\$3,115,442.78	1,106
09/04/2023	*EPPAS		\$0.00	\$0.00	\$1,540.00	2
09/04/2023	*PGHG		\$0.00	\$0.00	\$16,000.00	16
09/04/2023	*CDOV		\$0.00	\$0.00	\$24,705.88	9
09/06/2023	*CDOV		\$326,219.00	\$0.00	\$0.00	0
09/10/2023	*EPPAS	128472	\$0.00	\$0.00	\$2,669.87	1
09/10/2023	*PGHG		\$0.00	\$0.00	\$10,000.00	1
09/10/2023	PSAG		\$0.00	\$0.00	\$20,425.00	16
09/10/2023	*EPPAS		\$0.00	\$0.00	\$2,980.01	2
09/11/2023	*EPPAS		\$0.00	\$0.00	\$3,115.95	1
09/11/2023	PSAGPU	131689	\$1,447,143.00	\$0.00	\$0.00	0
Totals:			\$22,723,454.07	\$112,949.78	\$22,822,403.17	12,141

Export Data to Excel

Total unduplicated student count for the selected academic year is: 5,892
Your Institution's refund is due 60 days following the drop/add date for the term.

Refund Transmittal Form

Student Refund Report

Reconciliation/Population Report

If you have any questions concerning your Payment Summary e-mail SABRINA.NORTON1@FLDOE.ORG

Postsecondary Institution Resources:

Understanding the Reconciliation Report and Payment Summary

After reviewing the payment summary, the user must check the **“I agree with OSFA’s Payment Summary”** to confirm reconciliation and select **Submit** for the individual term. Do not use the **“ALL”** term when requesting funds from OSFA or returning funds to OSFA.



Office of Student Financial Assistance

Florida Student Scholarship
Grant Programs

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

PAYMENT SUMMARY

Acad Yr

Inst Code

Inst Name

Term

Fund

Data

2024-25 ▼

▼

▼

1 ▼

BF ▼

Live ▼

Q Search

Clear

☐ I agree with OSFA's Payment Summary

☐ I agree that Dropped/Withdrawn (D04) Reporting is Complete.

Submit

SECTION I: Summary Report

▼

Total Current Year Funding from OSFA	\$285,557.84
Total Number of Student Awards Funded	266
Net Disbursed to Students	\$280,754.12
Subtotal: Cumulative D00+D01 Disbursed to Students	\$287,793.44
Subtotal: Cumulative D04 (Dropped/Withdrawn) Value	\$7,039.32
Total Refunds	\$2,981.34
Subtotal: Cumulative Undisbursed Refunds Received	\$0.00
Subtotal: Cumulative Dropped/Withdrawn (D04) Refunds Received	\$2,981.34
Amount OSFA Owes Institution	\$0.00
Amount Institution Owes OSFA	\$1,822.38

The Postsecondary Institution will be responsible for reviewing the dropped/withdrawn reporting. To confirm the reconciliation of dropped/withdrawn reporting is complete, check the **“I agree that Dropped/Withdrawn (D04) Reporting is Complete”** option.



Office of Student Financial Assistance

Florida Student Scholarship
Grant Programs

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

PAYMENT SUMMARY

Acad Yr

Inst Code

Inst Name

Term

Fund

Data

2024-25 ▼

▼

▼

1 ▼

BF ▼

Live ▼

Q Search

Clear

☐ I agree with OSFA's Payment Summary

☐ I agree that Dropped/Withdrawn (D04) Reporting is Complete.

Submit

SECTION I: Summary Report

▼

Total Current Year Funding from OSFA	\$285,557.84
Total Number of Student Awards Funded	266
Net Disbursed to Students	\$280,754.12
Subtotal: Cumulative D00+D01 Disbursed to Students	\$287,793.44
Subtotal: Cumulative D04 (Dropped/Withdrawn) Value	\$7,039.32
Total Refunds	\$2,981.34
Subtotal: Cumulative Undisbursed Refunds Received	\$0.00
Subtotal: Cumulative Dropped/Withdrawn (D04) Refunds Received	\$2,981.34
Amount OSFA Owes Institution	\$0.00
Amount Institution Owes OSFA	\$1,822.38

Postsecondary Institution Resources: Understanding the Reconciliation Report and Payment Summary

Any changes to the payment summary will uncheck the confirmation button. Changes cannot be made directly from this screen; rather, changes are done in the form of refunds, warrants received, disbursements, or other related procedures.

On the bottom of the Payment Summary screen are three links.



Florida Student Scholarship & Grant Programs

Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS
LOGIN ID ▾

Date (MM/DD/YYYY)	Program Code	Check Number	Warrant Amount	Refund Received	Amount Disbursed to Students	Number of Student Awards Funded
09/17/2024	*BFGSV		\$0.00	\$0.00	\$0.00	0
09/17/2024	*BFGSV		\$0.00	\$0.00	\$585.00	1
09/17/2024	*BFFMS		\$0.00	\$0.00	\$16,209.90	15
09/30/2024	*BFFMS		\$0.00	\$0.00	\$1,359.54	1
09/30/2024	*BFGSC		\$0.00	\$0.00	\$576.00	1
10/09/2024	*BF	0198101	\$23,465.08	\$0.00	\$0.00	0
10/15/2024	*BF	207923	\$2,563.02	\$0.00	\$0.00	0
11/26/2024	*BFFMS		\$0.00	\$0.00	\$732.06	1
01/02/2025	*BF	362896	\$118,720.00	\$0.00	\$0.00	0
01/07/2025	*BF	08541386	\$0.00	\$2,981.34	\$0.00	0
02/13/2025	*BFGSC		\$0.00	\$0.00	\$6,912.00	14
02/13/2025	*BFGSV		\$0.00	\$0.00	\$4,224.00	7
Totals:			\$285,557.84	\$2,981.34	\$280,754.12	266

[Export Data to Excel](#)

« < 1 2 > »

BF unduplicated student count for the selected academic year is: 152

Total unduplicated student count for the selected academic year is: 1,950

[Refund Transmittal Form](#)

[Student Refund Report](#)

[Reconciliation/Population Report](#)

- **Refund Transmittal Form:** The Refund Transmittal Form is for a program refund. All information must be completed on this form and returned with the funds.
- **Student Refund Report:** The Student Refund Report is required when a specific student's disbursement award is returned to the Florida Department of Education and requires OSFA to submit a prior year adjustment to the Disbursement Eligibility Report. This form must be accurately completed and returned with the funds.
- **Reconciliation/Population Report:** This link will take the user to the Reconciliation Report screen.

NOTE: The required *Refund Transmittal Form* and *Student Refund Report* are provided in PDF format for your convenience. These forms must be accurately completed and mailed as back-up documentation with any refund check sent to the DOE. The DOE, Comptroller's Office address is provided on the Refund Transmittal Form. These forms are required so that the refund from each postsecondary institution is accurately deposited into the appropriate program fund.