

Reconcile Student Accounts – Standard Operating Procedures

Reconcile Your Student Accounts

- Schools should be paid in full by **April 1st** of the current school year.
- Schools that are not completely paid by **May 1st** of the school year are at risk for not receiving funds for those student(s).
- SEAA will not disburse funds after **June 1st**.

How Schools Reconcile Accounts

1. Confirm the school year that is selected (shown in the bottom left corner and in the toolbar at the top of MyPortal). Use the toolbar to select and change the displayed school year.
2. Go to **Rosters** in MyPortal and select “*All Terms*” as the term.
3. View the **Not Yet Certified** and **Not Yet Endorsed** Rosters in the “*Online*” view.

If there are any students on either of these Rosters, **action is required** from the school. Once the school completes the endorsements, please advise the parents to complete the endorsements in their MyPortal account.



The **Action Required** Rosters should not have students listed once a school fully completes Certification and Endorsement. The message, “*No students were found for the roster you selected*” will show when there are currently no actions to complete for the term selected. Some rosters and terms will become

available later on during the school year. Students may also show up on these rosters at a later point if a family changes their school of choice or completes required actions in their MyPortal account. Schools are responsible for ensuring that every expected student has been Certified and Endorsed.

No students were found for the roster you selected.
You are currently working with the **2019-2020** Academic Year.

Term:

Rosters - Action Required

	View and Print (PDF)	Update Online	Download File (CSV)
 Not Yet Certified	PDF	Online	Download
 Not Yet Endorsed	PDF	Online	Download

Cross Checking Payments

4. View the **Endorsed** roster in the “*Online*” view (with “*All Terms*” selected as the term). This roster shows which parents have completed the endorsement for each semester (“Parent Endorsed” will be listed next to the student’s name on the roster).
5. **Contact SEAA immediately** if a student is not appearing on a roster in the school's MyPortal account who should be listed. Students who have completed all required processes and have received an award should be showing up on a roster for your school. Depending on the reason, it may be too late for those students to use their award offer. Students may not appear on the roster if the family has the incorrect school of choice selected, did not accept the award offer, did not complete verification, or was deemed ineligible after verification was completed.

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Clicking “*expand all*” in the **Endorsed** roster will show the “*status*” of each student. A green dollar icon next to a blue check mark indicates the student is in “Paid” status; the disbursement process has started and your school should anticipate to receive funds in 1-2 weeks. Schools should monitor their bank account regularly and contact us if they feel a payment is missing.

A pink key icon next to a blue check mark indicates that the disbursement process has not started for this student yet. We run disbursements once a week, if a record shows that the parent has endorsed but still has the pink key icon, this is likely due to the parent having completed endorsement after our disbursement process was run for the week. You can anticipate this student’s payment will be processed when we run our next disbursement.

Payment Processing

6. Check the **Disbursements / Refunds** section to view the date SEAA has sent payment information, and for which students, to our accounting office. From the date displayed, funds are generally disbursed to the school within 1-2 weeks.

Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
Opportunity	\$4,200.00	04/07/2020		Electronic Funds Transfer (EFT)	View	Print	Download File

PID	Last Name	First Name	Term	Year	Amount	Program
777006321	Student	Test	Fall	2019-2020	\$2,100.00	Opportunity
777006321	Student	Test	Spring	2019-2020	\$2,100.00	Opportunity

7. Use both the **Endorsed** roster and the **Disbursements/Refunds** section to complete your account reconciliation. Use the **Endorsed** roster to view which parents have endorsed and whether the endorsement has been processed for disbursement. Use the **Disbursements/Refunds** section to determine when disbursements were made to your school and which students were included in each payment. These two tools will help you determine whether you have received all anticipated program funds for your students.