



Policy # 58001

G-FLEX RECONCILIATION POLICY

Effective Date: April 17, 2018
Responsible Office: Business Services
Division(s): Finance & Operations

Revised Date: March 24, 2022

I. PURPOSE/OBJECTIVE

The purpose of this policy is to outline the G-flex reconciliation process, as well as other stored value accounts, for Grambling State University.

It is the goal of this policy to ensure G-flex and other stored value account funds are accurately transmitted and accounted for within Grambling State University.

II. STATEMENT OF POLICY

A. Handling of Funds

1. The Tiger1 Card Office does not accept any money (cash, money orders, cashiers' checks, etc.), or process any transactions involving money (debit or credit cards). All funds loaded to the Tiger1 Card are through electronic methods that do not involve any form of money to be accessed by any personnel of the Tiger1 Card Office.
2. Any unusual circumstances or special projects not fully covered under this policy should be addressed to the Office of the Business Services.

For additional information, visit: www.gram.edu/tiger1card

B. Adding Funds to Stored Value Accounts

1. An electronic format for students to request G-flex and Bonus TigerBucks funds to be deposited to their Tiger1 card will be used. Students must complete the request online in their BannerWeb account during the allotted timeframe for G-flex to be transferred from their tuition. For additional G-flex funds (not transferred from tuition) and Bonus TigerBucks, students will complete the request online via eAccounts.
2. An electronic format for faculty/staff to request Faculty/Staff TigerBucks funds to be deposited to their Tiger1 card will be used. Faculty/Staff will complete the request online via eAccounts or by payroll deduction.

To add additional funds, visit:

<https://tiger1-gram-sp.transactcampus.com/eaccounts/AnonymousHome.aspx>

C. Reconciling G-flex

1. Each day at 2am an electronic file totaling all BannerWeb deposit requests for the day are transferred to Transact for deposit.

2. An automated daily report of the completed Banner transfers is sent to the Business Services Manager.
3. The Business Services Manager generates a Transact report of total daily deposits to reconcile against the Banner report.
4. Reconciliations will be completed and submitted both daily and monthly. Each semester during an allotted time frame (determined by Office of Finance), students are able to request G-flex deposits. Monthly reconciliations are completed, then submitted monthly for the months in which students are unable to request G-flex deposits.

D. Reconciling Other Stored Value Accounts

1. Monthly reconciliations of other stored value accounts (TigerBucks, Bonus TigerBucks, Faculty/Staff TigerBucks) will be conducted.
2. Reconciliations are completed by the Business Services Manager and submitted to the Associate Vice President of Finance or Vice President of Finance, Director of Strategic Partnerships, and Internal Auditor for approval.

E. Clearing Stored Value Account Balances of Withdrawn/Graduating Students and Faculty/Staff

1. Withdrawn students' remaining G-flex balances will be cleared in Transact (via the Business Services Manager) and Banner (via the University Bursar) each week. The official withdrawals report is provided by the Registrar.
2. Withdrawn students' remaining TigerBucks and Bonus TigerBucks balances will be cleared in Transact by dining administration each week. The official withdrawals report is provided by the Registrar.
3. Student graduates with remaining G-flex balances will be cleared in Transact (via the Director of Administrative Computing) and Banner (via the University Bursar) at the end of each semester. The graduation report is provided by the Registrar.
4. Student graduates with remaining TigerBucks and Bonus Tigerbucks balances will be cleared in Transact by dining administration at the end of each semester. The graduation report is provided by the Registrar.
5. Faculty/Staff members' remaining Faculty/Staff TigerBucks balances will be cleared in Transact by dining administration at the end of each semester.

F. G-flex Terminal Shut Down

1. G-flex terminals in all locations will shut down during an allotted timeframe (determined by Finance) at the end of each semester. This timeframe will be used to close out the semester, for reconciling, and processing returns.

III. REVISION/REVISED HISTORY

April 17, 2018- Effective Date