

Guidance: When an Account Summary Item Is Has Amounts in Both the Expenses and Credits Columns

You may occasionally come across an account summary in which a single entry has amounts listed in both the credits and the charges/expenses column. For example, see the Austin Community College (ACC) account summary below.

Description	Code	Date	Charges	Credits/ Anticipated Credits
CRRSAA Lost Revenue	CRRSA	6/24/22	-	\$303.45
CRRSAA	SB	6/23/22	-	\$690.28
Federal Pell Grant	FPELL	5/23/22	\$1,172.93	\$2,436.00
Fee, General Use	FGNFC	2/15/22	\$195.00	\$31.50
Fee, Sustainability	FSSTN	2/15/22	\$9.00	\$2.10
Fee, Student Success Res 1	FSA1C	2/15/22	\$18.00	\$4.20
Fee, Student Accident Ins	FSIFC	2/15/22	\$3.00	\$0.70
Tuition, College Credit	TUITC	2/15/22	\$603.00	\$140.70
BKM-Fin Aid Refund	REF	1/28/22	\$1,566.52	-
FIRST DAY INCLUSIVE-CC,NO TAX	FDICC	12/16/21	\$93.75	-
FIRST DAY COLL CR SALES TAX	FDBCX	12/16/21	\$7.73	-
Total Charges:				\$3,608.93
Total Credits/Anticipated Credits:				\$3,608.93
Term Balance:				\$0.00

Note that there are amounts listed in both columns for some entries (highlighted). For example, the Federal Pell Grant has amounts listed in the **Charges** column and in the **Credits/Anticipated Credits** column.

This can cause confusion when preparing the Education Worksheet. Use this guidance:

IF THERE ARE...	AND...	THEN:
amounts in both the Charges and Credits column for a single line item	the line item is a SCHOLARSHIP OR GRANT	enter the amount in the CREDITS column as a scholarship entry on the Education Worksheet <u>and disregard the amount under CHARGES</u>
	the line item is a CHARGE	enter the amount in the CHARGES column as an expense entry on the Education Worksheet <u>and disregard the amount under CREDITS</u>