PeopleSoft®

PeopleSoft Enterprise Financial Aid 8.9 PeopleBook

April 2005

PeopleSoft Enterprise Financial Aid 8.9 PeopleBook
SKU HRCS89MP1SFA-B 0405
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Equation Engine Programmer's Guide

About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Financial Aid Preface

This preface discusses:

- PeopleSoft Products.
- PeopleSoft Enterprise Campus Solutions Application Fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Financial Aid.

PeopleSoft Enterprise Campus Solutions Application Fundamentals

Additional, essential information describing the setup and design of your system appears in two companion volumes of documentation called *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*and *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise Campus Solutions Preface"

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook.

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements used in the PeopleBook, if necessary.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide modified navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains modified navigation pages, this chapter provides basic navigation information for these pages. **Note.** Not all applications have delivered modified navigation pages.
Understanding…	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. **Note.** Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Common Elements Used in This PeopleBook

Academic Career Designates all course work undertaken by a student at your academic institution that you group together in a single student record. For example, a university that has an undergraduate school, a graduate school, and several professional schools can define an undergraduate career, graduate career, and a separate career for each professional school.

Academic Institution A separate entity, such as a university or college, that runs independently from other like entities and has its own set of rules and business processes. Throughout your student administration system you will use Academic Institution as a key value to group data into tables and search against those tables to extract data.

Academic Plan An area or areas of study that a student declares once she is admitted to an academic program. Academic Plans are linked to Academic Career or Academic Programs.

Academic Program	The entity to which a student applies, is admitted, and ultimately graduates. Rules such as academic standing, honors/awards, and repeats are attached at the academic program level.
Academic Sub-plan	Academic sub-plans can be defined as minors, concentrations, or specializations. They are directly linked to an academic plan.
Academic Year	The period of time you define as one school year.
Aid Year	Used in Financial Aid to designate a year of accounting for financial aid awarding.
Career	See *Academic Career*.
Institution	See *Academic Institution*.
Item Type	Identifier that classifies an item on a customer's account. Item types enable schools to uniquely categorize a customer's bill.

CHAPTER 1

Getting Started with Financial Aid

This chapter provides an overview of Financial Aid and discusses:

- Financial Aid business processes.
- Financial Aid integrations.
- Financial Aid implementation.

Financial Aid Overview

Financial Aid automates federal and institutional financial aid processing for a more efficient operation. It provides flexibility and helps you manage financial aid activity for applicants and students.

With this application, you can:

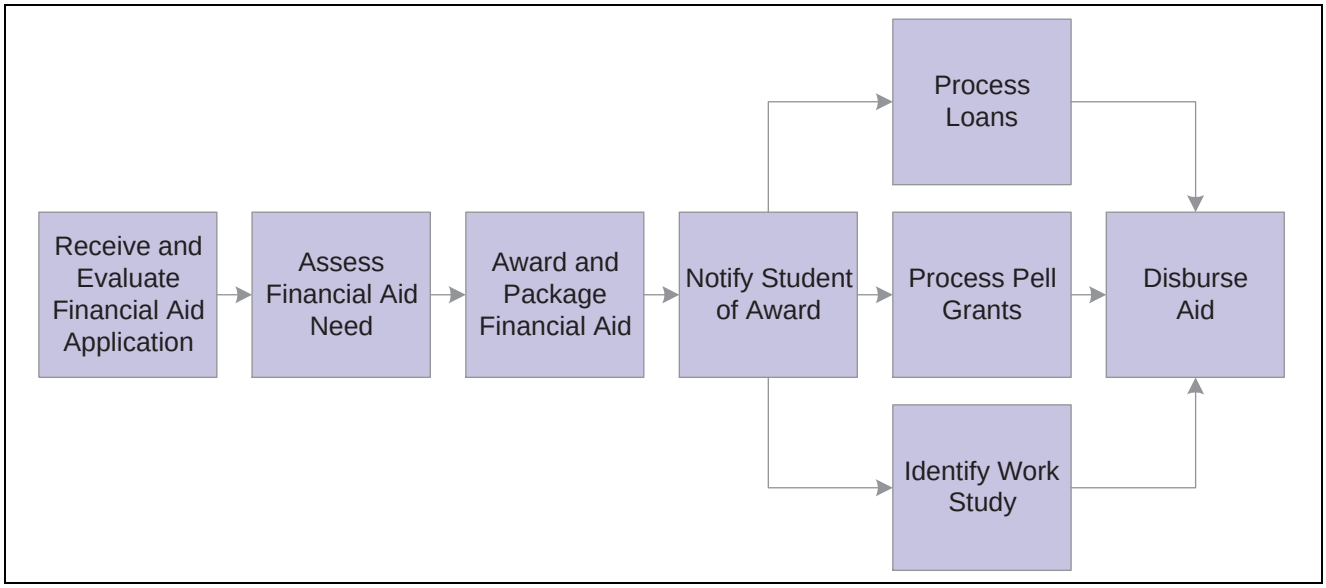
- Receive and track financial aid applications.
- Design cost of attendance assessment by defining budget categories, items, and formulas.
- Manage need analysis, packaging, disbursement, and loan processing.
- Process origination and disbursement for FFELP, Direct Loan, and Pell Grant programs.
- Calculate federal Pell awards.
- Use award plans to automatically package students.
- Match financial aid sources to eligible students.
- Modify financial aid notification letters.
- Maintain federal compliance with annual regulatory updates for ISIR, Pell, Direct Loan, FISAP, and other federal updates.
- Post financial aid to student accounts.
- Provide students with self-service access to view, accept, and decline awards.
- Manage student work-study programs.

Financial Aid Business Processes

Financial Aid supports local management and awarding of federal aid, state aid, institutional aid, departmental aid, and scholarship funds. After you set up the system based on your institution's rules and practices, you can begin to receive and track financial aid applications. The awarding practice takes place when your institution receives the ISIR, PROFILE, Need Access, or institutional application. After you load need analysis data, the system activates the student for the aid year. Activation of the aid year is the first step in updating student data for financial aid processing.

You can manually award a student or use award plans to automatically package a student. The packaging process finds the best combination of aid to meet a student's financial need. Disbursing aid to students involves authorizing each disbursement. The system checks the disbursement rules that you have defined and determines if a particular award can be disbursed. For the aid cycle to be successful, you must verify selected students, handle ISIR corrections, process budgets, track requested documents and loan applications, and monitor spending and reconciliation of funds.

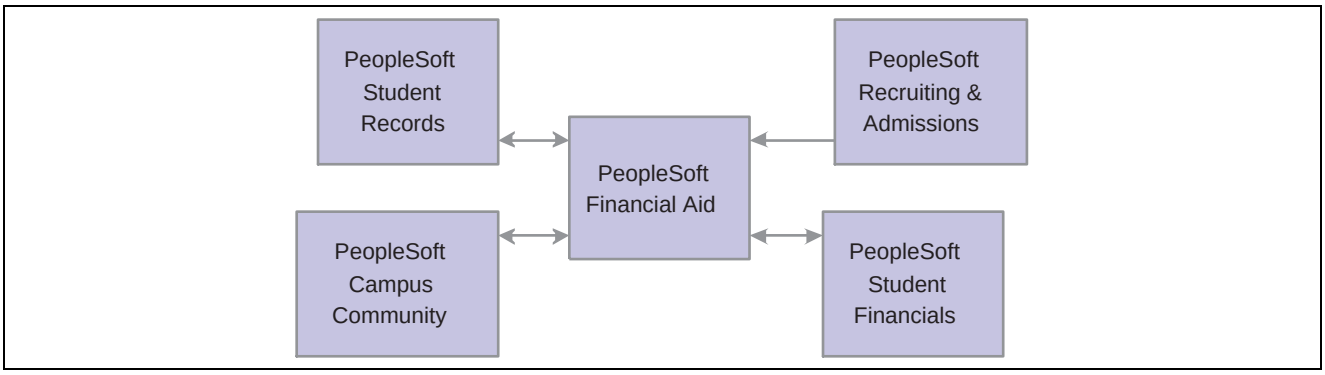
The following process flow illustrates the Financial Aid business process:



Financial aid business process

Financial Aid Integrations

Financial Aid integrates with the following applications within PeopleSoft Enterprise Campus Solutions:



Financial Aid integrations

PeopleSoft Enterprise Campus Community

Financial Aid integrates with Campus Community to receive personal, demographic, and relationship data.

PeopleSoft Enterprise Student Records

Financial Aid integrates with Student Records to create financial aid term data to determine financial aid eligibility.

PeopleSoft Enterprise Recruiting and Admissions

Financial Aid integrates with Recruiting and Admissions to create prospect data and provide early financial aid offers.

PeopleSoft Enterprise Student Financials

Financial Aid integrates with Student Financials to manage financial aid and track student disbursements, charges, and payments.

Financial Aid Implementation

Financial Aid enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Financial Aid also provides component interfaces to help you load data from your existing system into Financial Aid tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have setup component interfaces:

Component	Component Interface	References
AGGR_AID_TBL	SFAA_AGGR_AID_TBL	See Chapter 5, "Setting Up Packaging Basics," Setting Up Aggregate Aid, page 82.
AID_YEAR_CAR_TERM	SFAG_AID_YR_CAR_TERM	See Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Valid Terms for Careers, page 23.

Component	Component Interface	References
AWARD_MESSAGES	SFAA_AWARD_MESSAGES	See Chapter 5, "Setting Up Packaging Basics," Setting Up Award Messages, page 96.
BUDGET_GROUP_TABLE	SFAB_BUDGET_GROUP_TABLE	See Chapter 4, "Setting Up Student Budgets," Creating Budget Groups, page 59.
BUDGET_ITEM_TABLE	SFAB_BUDGET_ITEM_TABLE	See Chapter 4, "Setting Up Student Budgets," Defining Budget Items, page 51.
FINANCIAL_AID_ITEM	SFAG_FINANCIAL_AID_ITEM	See Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 99.
TIV_SCHOOL_CODE_TBL	SFA_TIV_SCHOOL_CODE	See Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Your School Code, page 11.

This following lists task that you should complete as part of setting up your financial aid system.

- Design your financial aid awarding cycle. Decide how you want to implement your operational structure, awarding practices, and institutional procedures to work with your system.
- Associate the financial aid year with your school code and identify all possible careers for each aid year and school code.
- Specify which academic careers qualify for financial aid and set up the valid terms for each financial aid career.
- Establish general financial aid processing defaults on the Financial Aid Defaults page. Default values can remain the same for many aid years and apply to students regardless of their career.
- Assign the appropriate rule sets for need analysis calculations and financial aid processing.
- Set up level/load rules with the student records staff. Set up and build financial aid terms.
- Set up student budgets. Create budget categories and budget items within each category. Use budget formulas and budget trees to set eligibility criteria for each budget item.
- Set up global application processing options.
- Set up financial aid item types and define packaging and awarding rules.
- Set up processing options for all loans awarded to your students by your institution.
- Define Pell installation defaults, Pell institution identification, and payment information.
- Establish disbursement rules.
- Define which financial aid item types are used for Return of Title IV Fund calculations.
- Set up self-service options.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft resources of information, including the installation documentation, data models, business process maps, and troubleshooting guidelines. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook* with information about where to find the most current version of each.

See Also

"PeopleSoft Enterprise Financial Aid Preface," page li

PeopleTools PeopleBook: PeopleSoft Component Interfaces

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

CHAPTER 2

Setting Up Your Financial Aid Awarding Cycle

This chapter provides an overview of the financial aid awarding cycle, lists prerequisites, and discusses how to:

- Establish aid years.
- Set up your school codes.
- Establish defaults.
- Establish careers and programs.
- Activate an aid year for a student.
- Review NSLDS Codes.
- Define aid year rollover.

Understanding the Financial Aid Awarding Cycle

The financial aid awarding cycle is a set of recurrent operations used as institutions process and manage student data to evaluate, award, and disburse federal, state, institutional, and private funding. The typical financial aid processing cycle may encompass multiple academic years. Institutions process continuing students for the current aid year and, at the same time, process applications for the upcoming aid year.

One of the first steps in setting up your awarding cycle is to define the boundaries of each financial aid year to maintain separate and unique financial aid years throughout a student's educational career. In addition to setting up the aid year, your institution must associate the financial aid year with your school code(s) and identify all possible careers for each aid year and school code. School codes are defined by the U.S. Department of Education and are used to track a student's aggregate aid history. Your institution may have a separate school code for your medical school or your law school. Because school codes do not share careers, you must link each school code and academic career separately.

You must specify which academic careers qualify for financial aid and set up the valid terms for each financial aid career. Doing so provides the general guidelines to award and process aid within the award year. For example, your institution may have an evening degree program that does not award financial aid or may not offer financial aid for all of its academic terms.

The actual awarding process takes place when your institution receives the first Institutional Student Information Records (ISIRs), PROFILE, Need Access, or institutional application. The ISIR is the need analysis form administered by the Department of Education to establish a student's need for financial aid. PROFILE and Need Access are two other types of need analysis forms that establish a student's need for financial aid that institutions may also use. Institutional applications are institution-specific need analysis forms. For new students, awards are made and notifications are sent on an ongoing basis up to the beginning and sometimes well into the award year for which the students are admitted. For continuing students, the goal is to mail notifications before the close of the academic year. The financial aid process of awarding entails need analysis, and, for continuing students, checking academic progress.

In addition to the awarding cycle, the following processes need to occur in the financial aid office for the aid cycle to be successful:

- Loading ISIRs and Profile or Need Access applicant data.
- Entering institutional application information.
- Verifying selected students.
- Handling ISIR corrections.
- Processing budgets for the current and upcoming award years.
- Tracking requested documents and loan applications.
- Monitoring all spending and reconciliation of funds.
- Managing origination and disbursement of Title IV/Campus Based programs.
- Providing ongoing loan entrance and exit counseling.
- Defining aid year rollover.

Prerequisites

Before implementing Financial Aid, examine how your financial aid office and your institution function operationally–how the actual work is done. To make the most of the flexibility of Financial Aid, decide how you want to implement your operational structure, awarding practices, and institutional procedures to work with the system.

You need to make some decisions as you prepare to set up Financial Aid.

- Decide what data elements you want converted for use in your new system if you are moving from a legacy system.
- Identify and decide which academic careers are valid for awarding and processing of financial aid once you establish your institution's academic structure.

  The creation and design of academic careers is carried out primarily by the staff that operates PeopleSoft Enterprise Student Records.

  See Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Creating Aid Processing Rule Sets, page 18.
- Identify which terms and sessions are valid for awarding and processing of financial aid after you establish your institution's academic structure.

  The design and creation of terms and sessions is carried out primarily by the staff that operates Student Records.

  See *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook*, "Establishing Terms and Sessions".
- Determine all aspects that need to be considered for the setup process.

  Consider your institutional and financial aid office needs in broad terms. This plan should include such items as your term structure, the Title IV school codes for your institution, your packaging policies, your disbursement patterns, financial aid fund information, and any business practices that are unique to your institution.

Establishing Aid Years

To set up aid years, use the Define Federal Aid Years component (FED_AID_YR_TBL) and Define Financial Aid Years component (AID_YEAR_TABLE).

This section discusses how to:

- Define federal aid years.
- Associate federal aid years with academic years.

Pages Used to Establish Aid Years

Page Name	Object Name	Navigation	Usage
Federal Aid Year Setup	FED_AID_YR_TBL	Set Up SACR, Product Related, Financial Aid, Aid Year, Define Federal Aid Year, Federal Aid Year Setup	Review the Federal Aid Year Table.
Financial Aid Year	AID_YEAR_TABLE	Set Up SACR, Product Related, Financial Aid, Aid Year, Define Financial Aid Years, Financial Aid Year	Associate a valid federal aid year with the academic year of your institution.

Defining Federal Aid Years

Access the Federal Aid Year Setup page.

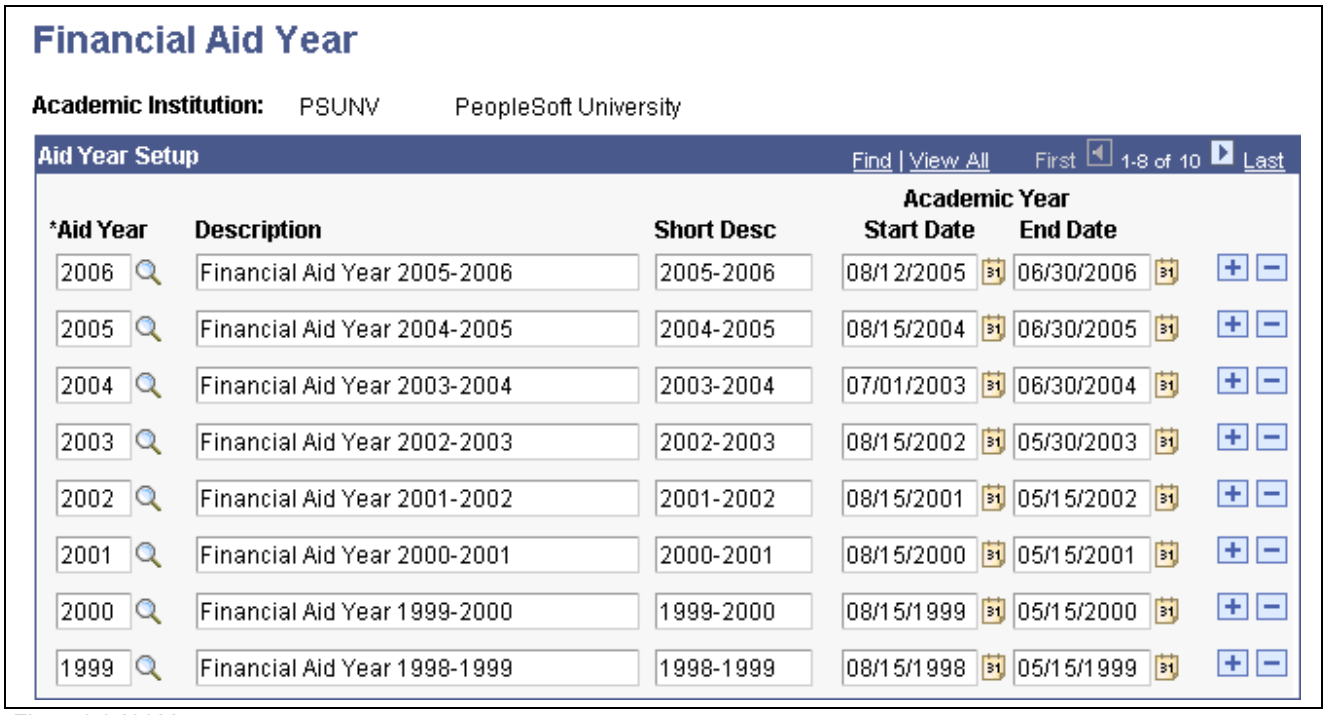
Federal Aid Year Setup page

This table defines the aid year according to the standards set by the U.S. Department of Education. You must define all aid years that you are processing in this table.

Start Date and **End Date** Enter the days that the aid year begins and ends.

Associating Federal Aid Years with Academic Years

Access the Financial Aid Year page.



Financial Aid Year page

Aid Year Select the federal aid year that you want to associate with your academic year start and end dates.

Academic Year Start Date and **Academic Year End Date** Enter the dates that your institution's academic year begins and ends. Academic Year Start and End dates are reported on the origination record to the COD system.

Setting Up Your School Codes

To set up school codes, use the School Code Table component (TIV_SCHOOL_CODE) and School Codes for Institutions component (INST_SCHOOL_CDS1). Use the TIV_SCHOOL_CODE_CI component interface to load the data into the tables for this component interface.

Title IV school codes are delivered in the first update for each aid year. The table is preloaded with the Title IV school codes as defined by the U.S. Department of Education. A school code is assigned to each institution participating with the Department of Education and is used as an identification code during Electronic Data Exchange (EDE). In addition to its use in EDE processing, the Title IV school code is used to track a student's aggregate aid history.

This section discusses how to:

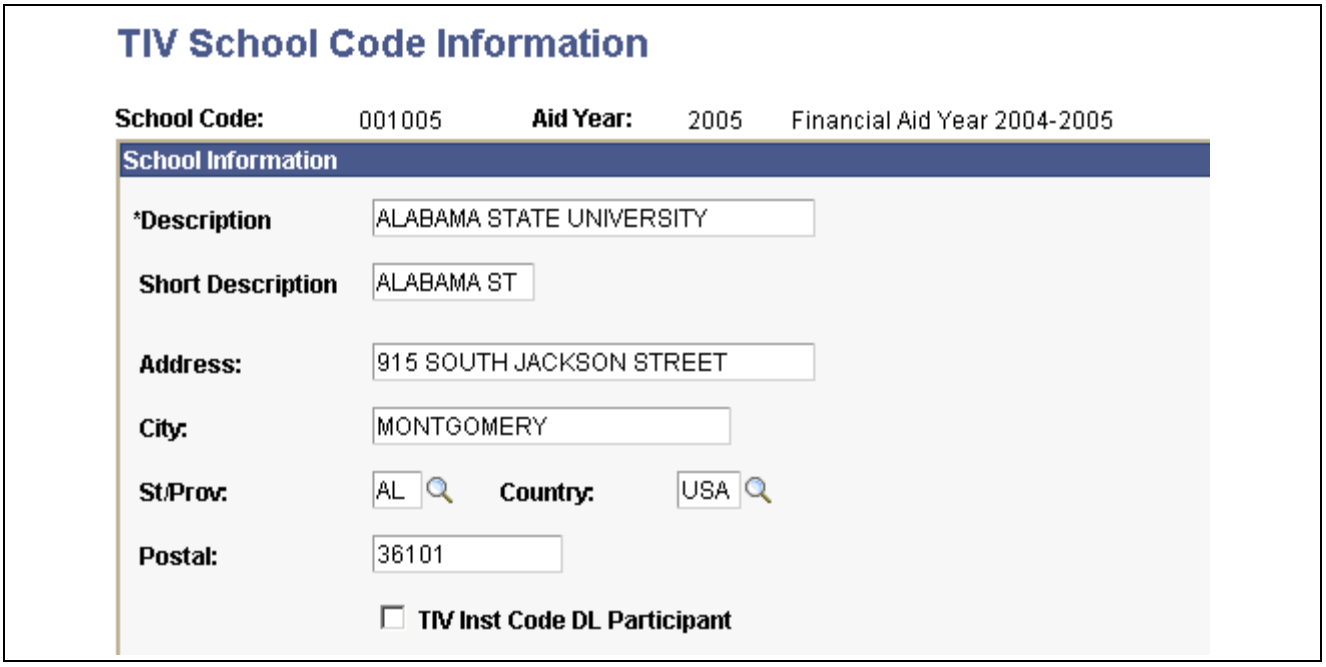
- Define your school code.
- Associate your school code with each aid year for which you plan to process financial aid.

Pages Used to Set Up School Codes

Page Name	Object Name	Navigation	Usage
TIV School Code Information	TIV_SCHOOL_TABLE	Set Up SACR, Product Related, Financial Aid, Aid Year, School Code Table, TIV School Code Information	Review the Title IV School Code Table and enter a description and address information for your school code.
School Codes for Institution	INST_SCHOOL_CDS	Set Up SACR, Product Related, Financial Aid, Aid Year, School Codes for Institution, School Codes for Institution	Link an aid year with the Department of Education Title IV school codes for your institution.

Defining Your School Code

Access the TIV School Code Information page.



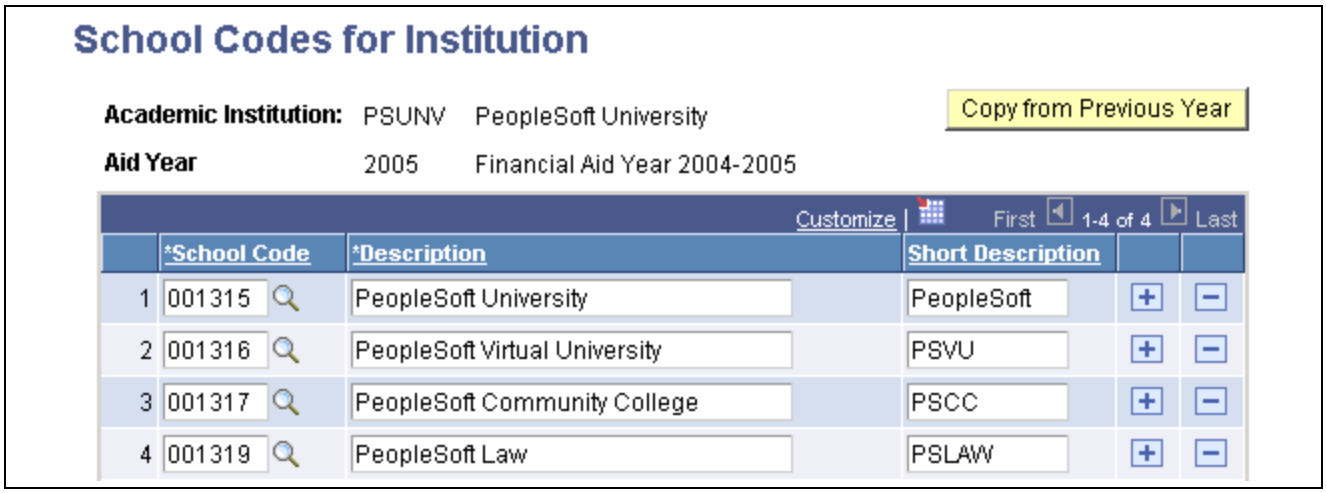
TIV School Code Information page

You can add or correct information on this page if the U.S. Department of Education has made an error or omission in the description or address information for your institution.

Title IV Inst Code DL Participant (Title IV institution code direct loan participant) Select if your institution participates in the federal Direct Lending Program. No processing is associated with this field.

Associating School Codes with an Aid Year

Access the School Codes for Institution page.



School Codes for Institution page

School Code Select the school code that you want to associate with the displayed aid year. If your institution has more than one school code, you can add rows and enter as many school codes as you need.

Copy from Previous Year Click to copy the school codes entered for the previous aid year to the current aid year. This process overrides any information that you have entered for the current aid year.

Establishing Defaults

To set up defaults, use the Installation Defaults component (INSTALLATION_FA) and Aid Processing Rule Setup component (FA_DFLT_RULE_SET).

This section provides an overview of defaults and discusses how to:

- Define installation level defaults.
- Create aid processing rule sets.
- Link aid processing rule sets to careers and programs.

Understanding Defaults

Many of the setup pages in Financial Aid are specific to an aid year or a career. However, the various processes in the system use certain general financial aid processing values as default values. These default values remain the same for many aid years and apply to students regardless of their career. Therefore, these defaults are established on one page, the Financial Aid Defaults page, which is not keyed by aid year or career, and are applied to all institutions in your system. When you establish your installation defaults, select the values that represent the majority of your institutions, careers, and programs.

Financial Aid provides additional flexibility in creating aid processing defaults. If certain careers or programs require default values that vary from the installation defaults, you can establish aid processing rule sets at either a career- or program-specific level to define alternate values for selected defaults. These default options are academic and nonstandard base weeks, Pell Grant eligibility calculation criteria, Grants Administration and Payment System (GAPS) financial aid item types, packaging data source defaults, institutional application source, and Pell number of terms. The aid processing rule set can then be associated with the career that varies from the installation defaults, or the program that varies from both the career and installation defaults.

Set up aid processing rule sets only for those combinations of aid year and career that differ from each other and from your installation defaults and for those combinations of aid year and program that differ from each other, from the associated career level defaults, and from your installation defaults. Associate these rule sets with the appropriate aid year and career combination on the Valid Careers for Aid Year page or with the appropriate aid year and program combination on the Valid Programs for Aid Year and Career page. If a career or program does not vary from the installation defaults, you *do not* need to establish and assign an aid processing rule set for that career or program.

Note. If no careers or programs differ from the installation defaults, you do not need to create aid processing rule sets, and you can leave the Aid Processing Rule Set column blank on both the Valid Careers for Aid Year page and the Valid Programs for Aid Year and Career page.

Because the default aid processing rules for an individual student may be defined at the program, career, or installation level, various financial aid processes check for defaults in the following order to ensure that the proper aid processing rules are used:

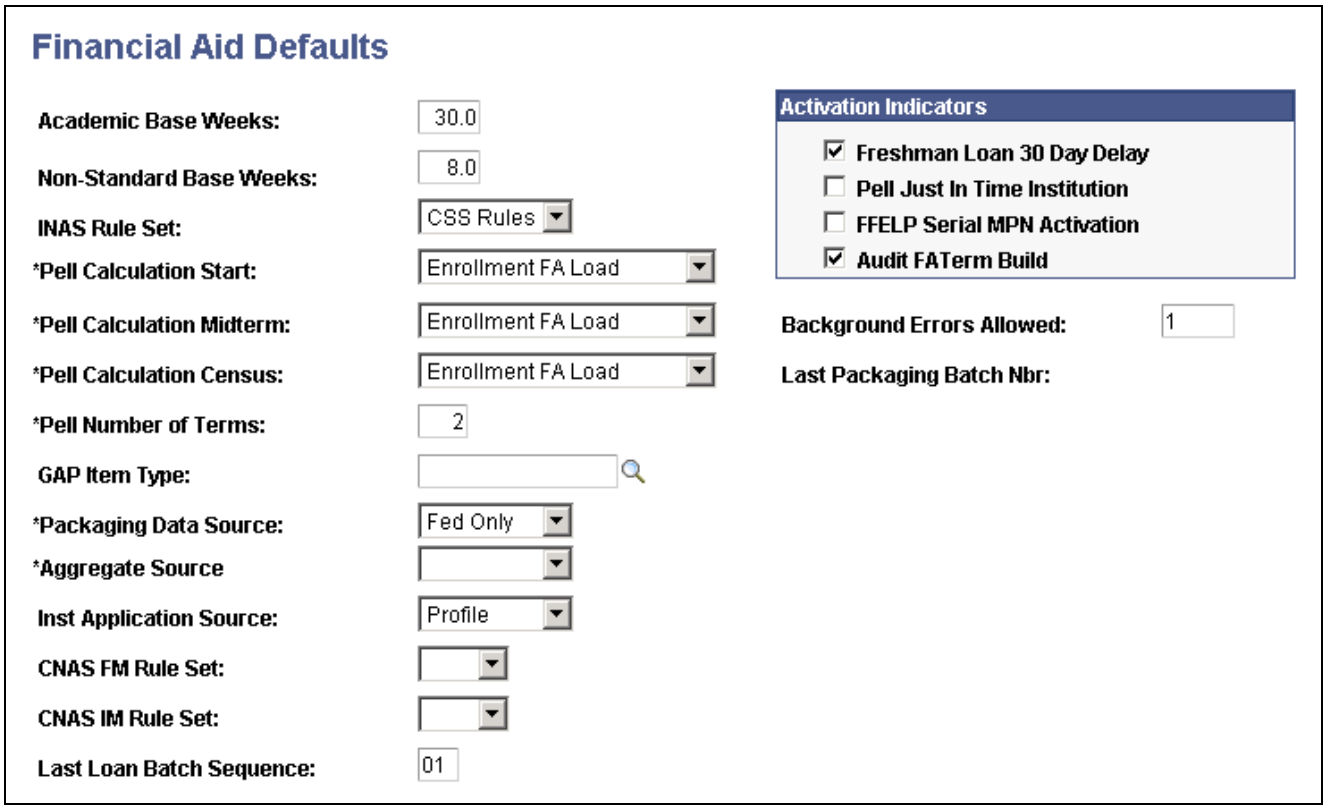
1. Aid processing rule set associated with the student's program.
2. Aid processing rule set associated with the student's career.
3. Installation defaults specified on the Financial Aid Defaults page.

Pages Used to Establish Defaults

Page Name	Object Name	Navigation	Usage
Financial Aid Defaults	INSTALLATION_FA	Set Up SACR, Install, Financial Aid Installation, Financial Aid Defaults	Define general financial aid processing defaults at the installation level.
Aid Processing Rule Setup	FA_DFLT_RULE_SET	Set Up SACR, Product Related, Financial Aid, Aid Year, Aid Processing Rule Setup	Create aid processing rule sets that you can use to define defaults at the career and program level that differ from the installation default values.

Defining Installation Level Defaults

Access the Financial Aid Defaults page.



Financial Aid Defaults page

Note. If your institution is upgrading, the upgrade script sets the Pell Calculation Start, Pell Calculation Midterm, and Pell Calculation Census fields equal to the current value of the Default Pell Award Rule (DFLT_PELL_AWD_RULE) found on the Installation FA table. After running the upgrade script, set the Pell Calculation Start, Pell Calculation Midterm, and Pell Calculation Census fields to the values that you want to use for the majority of your careers and programs. If you have careers and programs that require Pell calculation values that differ from the ones that you set here, you need to create aid processing rule sets for those careers and programs.

Academic Base Weeks Enter the number of weeks that define your institution's academic year. Several financial aid processes use this value to calculate eligibility and to calculate prorated expected family contribution (EFC).

Non-Standard Base Weeks Enter the number of weeks that define your institution's nonstandard terms. Several financial aid processes use this value to calculate eligibility and to calculate prorated EFCs. Nonstandard terms are usually summer terms or intersessions.

INAS Rule Set Select an Institutional Need Analysis (INAS) rule set to define need analysis calculation options for your student population that does not have an academic career specified in the Financial Aid Term record or in the Student Career Term table. You can use a different rule set for any career or program by establishing a relationship between the career and rule set on the Valid Careers for Aid Year page (AID_YEAR_CAREER) or the program and rule set on the Valid Programs for Aid Year and Career page (AID_YEAR_PROGRAM).

The INAS rule set value allows full flexibility to determine how need analysis is performed. The INAS Rule Set table is loaded into the system by using a data mover script delivered to your institution each year in a regulatory release.

Select the INAS Rule Set from the available options: *CSS Rules, Health Pro* (health professional), or *Ugrd/Grad* (undergraduate/graduate).

The INAS rule sets are delivered as translate values and should not be changed or altered in any way. Additional INAS rules sets can be created for your institution by creating additional translate values.

Pell Calculation Start

Enter the load value to use for Pell calculations made before the student's academic term start date.

Enrollment Current Load: Directs the Pell calculation to use the Current Load value from Financial Aid Term to determine which Federal Pell Grant disbursement schedule to use when calculating the student's eligibility for a Pell Grant. The Current Load value uses the number of units that the student is currently enrolled in, plus the number of units from already completed sessions in the term to determine the student's load for the term.

Enrollment FA Load: Directs the Pell calculation to use the FA Load value from Financial Aid Term to determine which Federal Pell Grant disbursement schedule to use when calculating the student's eligibility for a Pell Grant. The FA Load value uses the number of financial aid eligible units that the student is enrolled in for the term to determine the student's load.

Full Time: Directs the Pell calculation to always use the full time Federal Pell Grant disbursement schedule to determine the student's eligibility for a Pell Grant regardless of the student's enrollment.

Half Time: Directs the Pell calculation to always use the half time Federal Pell Grant disbursement schedule to determine the student's eligibility for a Pell Grant, regardless of the student's enrollment.

Pell Calculation Midterm

Enter the load value to use for Pell Grant calculations made on or after the student's academic term start date but before the student's term census date. The available values match those for Pell Calculation Start.

Pell Calculation Census

Enter the load value to use for Pell Grant calculations made on or after the student's term census date. The available values match those for Pell Calculation Start.

Pell Number of Terms

This field represents the term type numerically. If your institution has semesters, enter 2. If your institution has trimesters or quarters, enter 3. Although this value should match the TERM_TYPE on the ACAD_CAR_TBL, no automatic cross-check occurs between the two to ensure that these values correlate. The Packaging routine uses this value to distribute a Pell Grant properly between terms when making a Pell calculation using the *Full Time* or *Half Time* values.

Note. If your institution is upgrading, the upgrade script sets the Pell Number of Terms field automatically, based on the value for TERM_TYPE for the first record in the ACAD_CAR_TBL. Verify that the selected value is correct.

GAP Item Type

GAP is an artificial figure that instructs the Packaging routine to set aside an amount of unmet need to be funded later. It prevents full funding to any student to conserve funds or to allow room to award other types of aid in the future. The GAP financial aid item type that you enter in this field is used when you assign a GAP packaging rule in a packaging plan. Select the appropriate GAP financial aid item type that you have created in this field.

See Chapter 5, "Setting Up Packaging Basics," Defining GAP Financial Aid Item Types, page 115.

Packaging Data Source

Select which application data to use when packaging a student for financial aid. The system also instructs the Equation Processor which application data to gather for use in equations.

Fed Only (federal only): This is the default value. Instructs the Packaging routine to gather data from the ISIR_** records. When *Fed Only* is selected, students are packaged only if they have federal application data (ISIR) available. If *Fed Only* is selected and the student has no ISIR data, the student is *not* packaged and the following error message is displayed during packaging:

"Student has no ISIR data."

Fed, Inst (federal, institutional): Instructs the Packaging routine to gather federal application data (ISIR) if available. Otherwise the routine gathers institutional application data (PROFILE or Need Access). If neither federal nor institutional application data exists for the student, the student is *not* packaged and the following error message is displayed during packaging:

"'Student has neither ISIR nor Institutional data."

Inst Only (institutional only): Instructs the Packaging routine to gather data from the INST_** records. When *Inst Only* is selected students are packaged only if they have institutional application data (PROFILE, Need Access, or institutional application) available. If *Inst Only* is selected and the student has no PROFILE or Need Access data, the student is *not* packaged and the following error message is displayed during packaging:

"Student has no Institutional data."

Inst, Fed (institutional, federal): Instructs the Packaging routine to gather institutional application data (PROFILE, Need Access, or institutional application) if available. Otherwise the routine gathers federal application data (ISIR). If neither institutional nor federal application data exists for the student, the student is not packaged and the following error message is displayed during packaging:

"Student has neither ISIR nor Institutional data."

Aggregate Source

Select which source for aggregate lifetime totals packaging should reference when determining lifetime limits Select from the options:

NSLDS: Packaging uses National Student Loan Data System (NSLDS) aggregate history totals that have been pushed into the PeopleSoft aggregate tables for packaging. NSLDS aggregate history data can be loaded and pushed directly during ISIR and FAH data loads.

PS: This option is the default value. Packaging uses the existing undergraduate and graduate totals currently maintained by the institution on the aggregate tables for packaging.

Note: Aggregate Source is either set at the installation default level or individually for each student on the Packaging Status Summary or award page components.

Inst Application Source (institutional application source)

Enter the institutional application used when you select *Fed, Inst, Inst Only,* or *Inst, Fed* as the Packaging Data Source. You can select *Inst App* (institutional application), *NA* (Need Access), or *Profile.*

CNAS FM Rule Set (Canadian need analysis system federal methodology rule set)
Enter the rule set that defines the Canadian need analysis (CNAS) calculation guidelines using federal methodology.

CNAS IM Rule Set Canadian need analysis system institutional methodology rule set)
Enter the rule set that defines the Canadian need analysis (CNAS) calculation guidelines using institutional methodology.

Last Loan Batch Sequence
Enter a new sequence number of the last loan Batch ID code processed. The system automatically updates this field each time a CommonLine or Direct Loan transaction file is created You may need to update this if a conflict occurs.

Background Errors Allowed
Enter the number of background errors that your institution wants to allow during background processing before the system terminates the run. You may want to set this field to a number greater than one. If you do not increase this value, background processing stops after encountering only one error.

Last Packaging Batch Nbr (last packaging batch number)
The system generates this value when you run the Mass Packaging process.

Activation Indicators

Freshman Loan 30 Day Delay
Select to ensure loans awarded to first-time, first-year students are assigned to a disbursement plan with the 30 Day Delay Loan Plan option selected.

Pell Just In Time Institution
Select if your institution participates in the Just-In-Time program for Pell funding. This sets the Just-In-Time flag. When this flag is set, the Pell Disbursement Outbound process compares the disbursement date to the system date and does not process outbound records if the process date is more than three days from the disbursement date found on student award tables. Based on accepted origination and disbursement records, the funds for the requested disbursement are directly deposited into your institution's account.

FFELP Serial MPN Activation (federal family educational loan program serial master promissory note activation)
Select to indicate that your institution qualifies for serial master promissory note (MPN) processing. The field controls the default settings of the Serial MPN fields in the CommonLine loan destination profile components. Select even if you have groups within your institution that do not qualify for serial MPN processing based on a regulatory or school policy.

Audit FA Term Build (audit financial aid term build)
Select if you want the system to write a row to the audit table if any changes occur to audited fields when you rebuild an FA term. View changes to the audited fields for a student using the FA Term Field Audits page. If you clear this check box, you cannot view the FA Term Field Audits page.

See Also

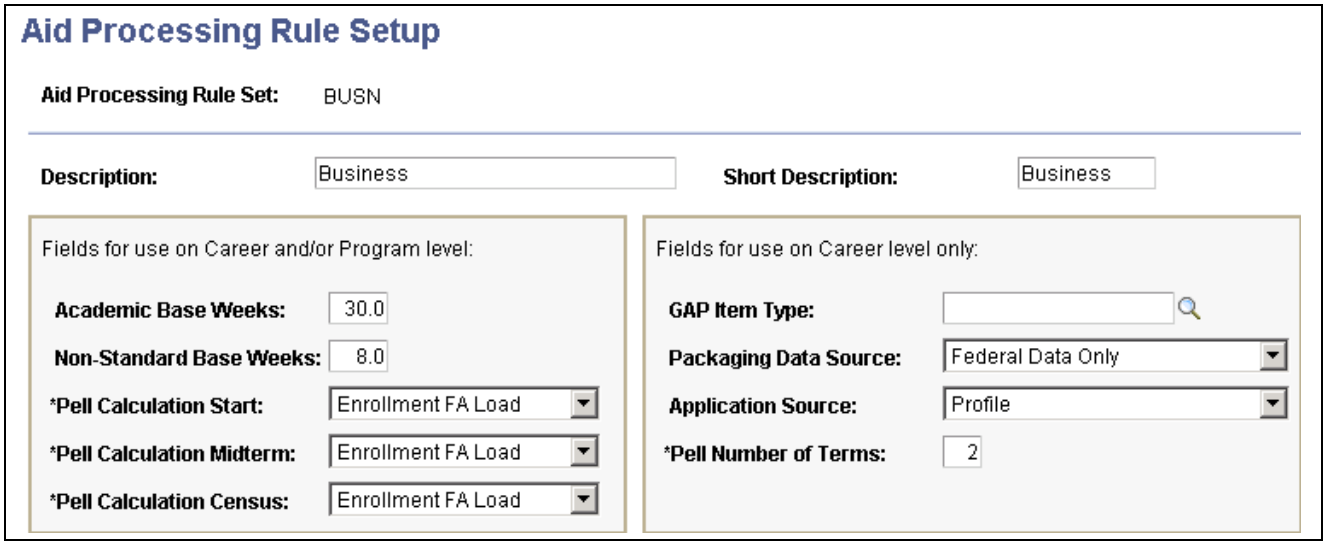
Chapter 21, "Preparing for Awarding and Packaging," Selecting Your Application Data Source for Awarding, page 726

Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Defining Packaging Plans, page 151

Chapter 23, "Special Cases and Considerations in Packaging," Awarding Pell Grants, page 859

Creating Aid Processing Rule Sets

Access the Aid Processing Rule Setup page.



Aid Processing Rule Setup page

Create as many different rule sets as necessary for your business practices. The aid processing rule sets created on this page can be associated with a combination of aid year and academic career or aid year and academic program .

Enter a value for all fields on this page. The fields in the Fields for use on Career level only region cannot differ for programs within the same career. If you are defining aid processing rule sets for multiple programs within a career, the values that you select in this region should be the same for both aid processing rule sets. If you select different values, the Packaging routine uses the values from the first aid processing rule set associated with the career for these fields.

The fields on this page correspond to those on the Installation Defaults – Fin Aid page (INSTALLATION_FA).

See Also

Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Defining Installation Level Defaults, page 13

Linking Aid Processing Rule Sets to Careers and Programs

Complete the Valid Career for Aid Year page.

See Also

Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Listing Valid Careers for the Aid Year, page 20

Establishing Careers and Programs

To set up careers and programs, use the Valid Careers for Aid Year component (AID_YEAR_CAREER), Valid Programs for Aid Year component (AID_YEAR_PROGRAM), Careers for School Codes component (SCHOOL_CAREER1), Valid Terms for Career component (AID_YR_CAR_TERM), and the Define Career Types component (CAREER_TYPE). Use the AID_YR_CAR_TERM_CI component interface to load the data into the tables for this component interface.

This section discusses how to:

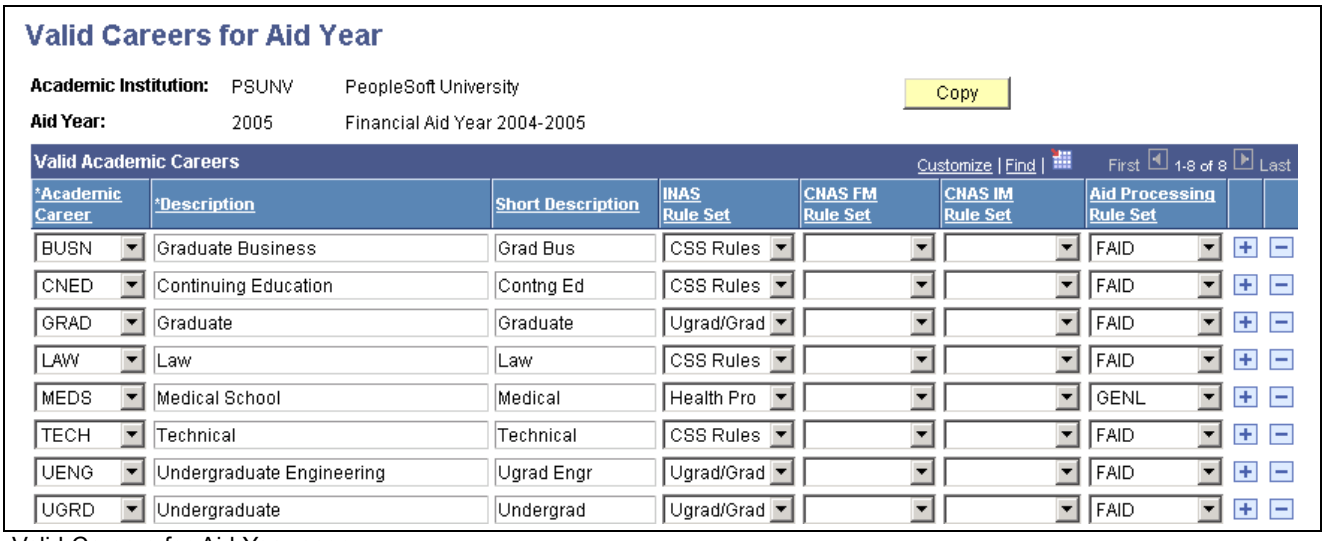
- List valid careers for each aid year.
- Define valid programs for aid year and career.
- Associate careers with school codes.
- Define valid terms for careers.
- Assign financial aid career types.

Pages Used to Establish Careers and Programs

Page Name	Object Name	Navigation	Usage
Valid Careers for Aid Year	AID_YEAR_CAREER	Set Up SACR, Product Related, Financial Aid, Aid Year, Valid Careers for Aid Year	List all academic careers eligible for financial aid during an aid year for an academic institution and assign the appropriate rule sets for need analysis calculations and for financial aid processing.
Copy Careers for Aid Year	AID_YR_CAR_COPY	Click the Copy button on the Valid Careers for Aid Year page.	Copy valid careers from one combination of academic institution and aid year to another.
Valid Programs for Aid Year and Career	AID_YEAR_PROGRAM	Set Up SACR, Product Related, Financial Aid, Aid Year, Valid Programs for Aid Year, Valid Programs for Aid Year and Career	Assign rule sets for need analysis calculations and assign financial aid processing rule sets specific to a program.
Copy Programs for Aid Year and Career	AID_YEAR_PROG_COPY	Click the Copy button on the Valid Programs for Aid Year and Career page.	Copy program-level defaults from one combination of academic institution, aid year, and career to another.
Careers for School Codes	SCHOOL_CAREER	Set Up SACR, Product Related, Financial Aid, Aid Year, Careers for School Codes	Specify the valid careers that exist for each Title IV school code at your institution.
Copy Careers for School Code	SCHOOL_CAR_COPY	Click the Copy button on the Careers for School Codes page.	Copy valid careers from one combination of academic institution, aid year, and school code to another.
Valid Terms for Careers	AID_YR_CAR_TERM	Set Up SACR, Product Related, Financial Aid, Aid Year, Valid Terms for Careers	Define the eligible financial aid terms for each combination of academic career and aid year after you have specified the valid careers for each aid year.
Financial Aid Career Type	CAREER_TYPE	Set Up SACR, Product Related, Financial Aid, Financial Aid Terms, Define Career Types, Financial Aid Career Type	Associate each of your academic careers with a financial aid career type.

Listing Valid Careers for the Aid Year

Access the Valid Careers for Aid Year page.



Valid Careers for Aid Year

Academic Institution: PSUNV PeopleSoft University Copy

Aid Year: 2005 Financial Aid Year 2004-2005

Valid Academic Careers Customize | Find | First 1-8 of 8 Last

*Academic Career	*Description	Short Description	INAS Rule Set	CNAS FM Rule Set	CNAS IM Rule Set	Aid Processing Rule Set
BUSN	Graduate Business	Grad Bus	CSS Rules			FAID
CNED	Continuing Education	Contng Ed	CSS Rules			FAID
GRAD	Graduate	Graduate	Ugrad/Grad			FAID
LAW	Law	Law	CSS Rules			FAID
MEDS	Medical School	Medical	Health Pro			GENL
TECH	Technical	Technical	CSS Rules			FAID
UENG	Undergraduate Engineering	Ugrad Engr	Ugrad/Grad			FAID
UGRD	Undergraduate	Undergrad	Ugrad/Grad			FAID

Valid Careers for Aid Year page

Insert additional rows for all academic careers for this aid year at your institution.

INAS Rule Set

Select an Institutional Need Analysis (INAS) rule set to define need analysis calculation options to associate with this career.

The INAS rule set value allows full flexibility to determine how need analysis is performed. The INAS Rule Set table is loaded into the system using a data mover script delivered to your institution each year in a regulatory release.

Select the INAS Rule Set from the available options: *CSS Rules, Health Pro* (health professional), or *Ugrd/Grad* (undergraduate/graduate).

The INAS rule sets are delivered as translate values and should not be changed or altered in any way. Additional INAS rules sets can be created for your institution by creating additional translate values.

CNAS FM Rule Set (CNAS federal methodology rule set)

Select the Canadian Need Analysis System (CNAS) rule set that defines general need analysis calculation guidelines to use for processing using federal methodology. This value is whatever your institution set up as CNAS rule sets such as CSL (Canada Student Loan) and OSL (Ontario Student Loan).

CNAS IM Rule Set (CNAS institutional methodology rule set)

Select the CNAS rule set that defines general need analysis calculation guidelines to use for processing using institutional methodology. This value is whatever your institution set up as CNAS rule sets such as CSL (Canada Student Loan) and OSL (Ontario Student Loan).

Aid Processing Rule Set

For careers that have different default processing values than those specified at the installation level (on the Financial Aid Defaults page), select the aid processing rule set that you created that contains the correct default processing values for this career.

Copy

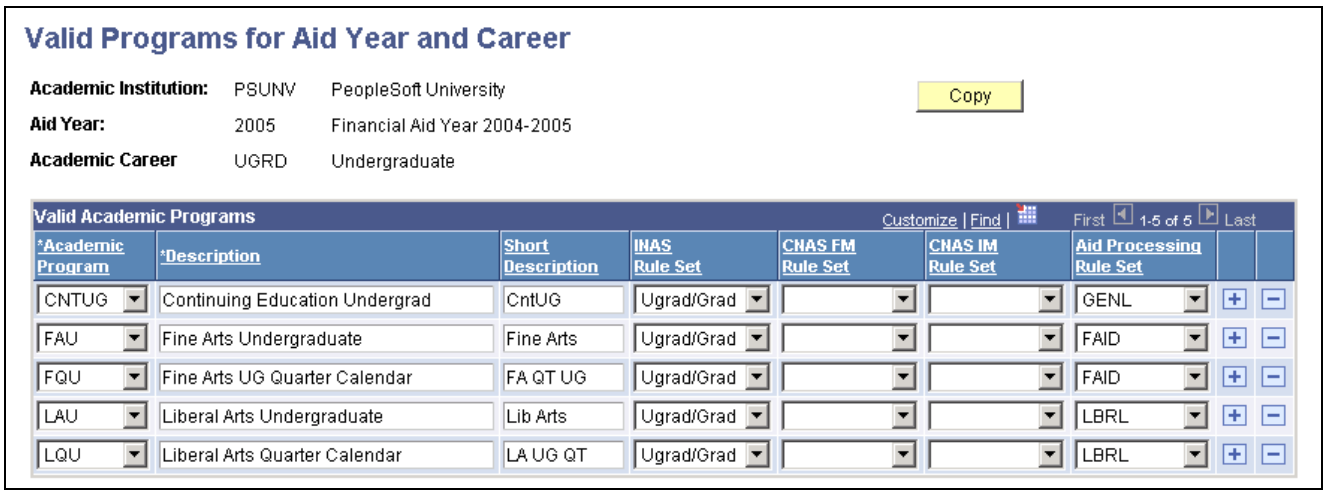
Click to access the Copy Careers for Aid Year page and copy valid careers from one combination of academic institution and aid year to another.

See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 12

Defining Valid Programs for Aid Year and Career

Access the Valid Programs for Aid Year and Career page.



Valid Program for Aid Year and Career page

Enter only those programs that require a different need analysis or aid processing rule set than the installation defaults or the rule sets assigned to the program's career. If none of the academic programs within a career requires rule sets that differ from the career's rule sets, do not set up any programs for that career on this page.

For each academic program that you enter on this page, enter only those fields that differ from the career's value or the installation default value. For example, if the academic program uses the same INAS rule set as the career, but requires a different aid processing rule set, populate only the Aid Processing Rule Set field on this page.

Click the Copy button to access the Copy Programs for Aid Year and Career page and copy program-level defaults from one combination of academic institution, aid year, and career to another.

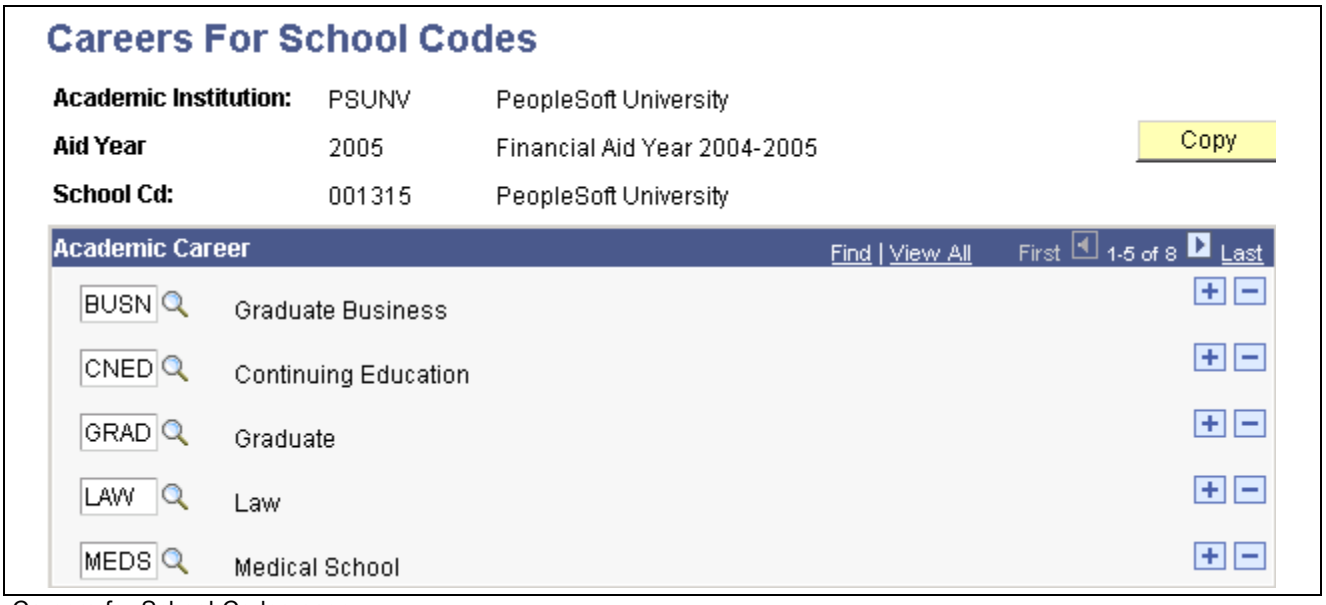
See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Listing Valid Careers for the Aid Year, page 20

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 12

Associating Careers with School Codes

Access the Careers for School Codes page.



Careers for School Codes page

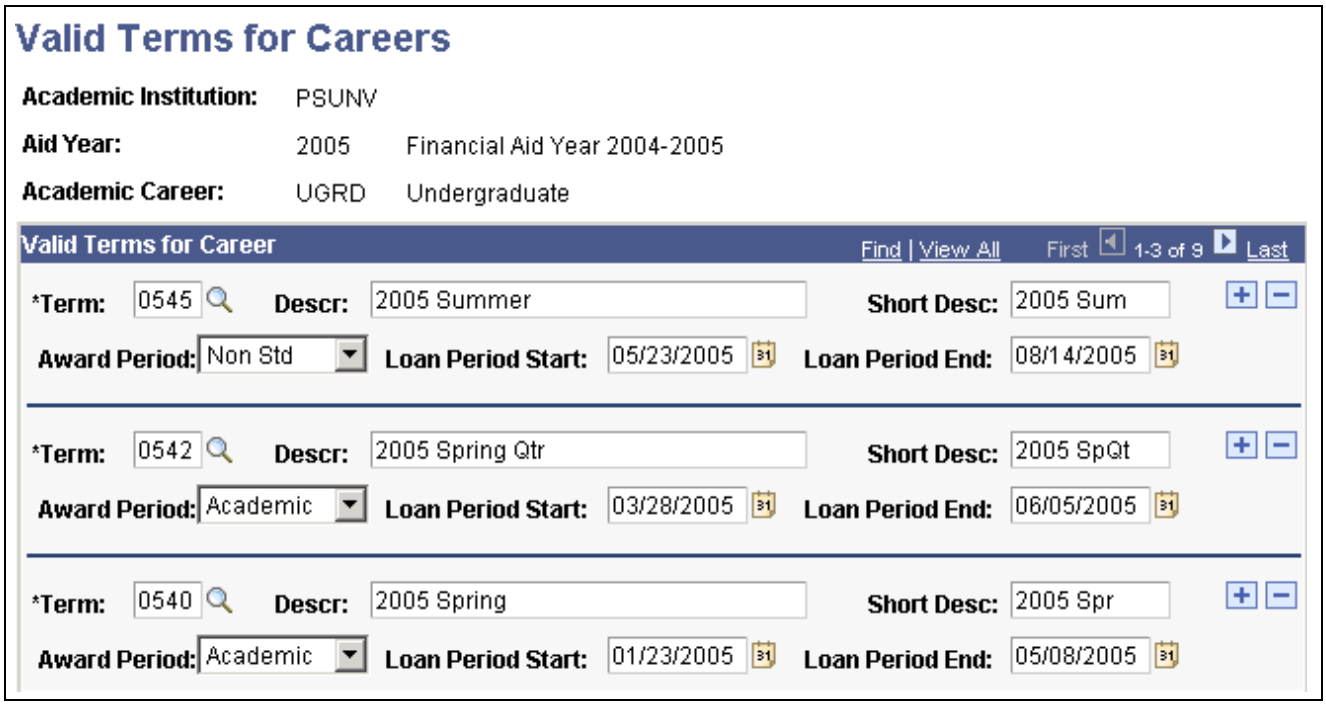
Aggregate Aid processing uses this information about school codes and careers to track a student's financial aid history at your institution. The loan system uses this information to create loan institution records during setup.

Academic Career Select an academic career that is valid for the displayed aid year and school code. You can only select academic careers that you have defined as valid for the displayed aid year on the Valid Careers for Aid Year page.

Copy Click to access the Copy Careers for School Code page and copy valid careers from one combination of academic institution, aid year, and school code to another.

Defining Valid Terms for Careers

Access the Valid Terms for Careers page.



Valid Terms for Careers page

Defining the valid terms for each financial aid career provides the system with general guidelines for awarding and processing financial aid within the academic year.

Term

Select a term for which financial aid is awarded. The available options include only the terms identified in the Term/Session Table (TERM_TABLE) for the career. After you enter a term value and exit the field, the Descr and Short Desc fields populate automatically. These values are defined on the Term Values Table page (TERM_VALUES_XREF).

Note. FA Term uses the valid careers for aid year and valid terms for career setup tables to determine to which aid year a term should be linked. If you set up future terms, you must set up the corresponding aid year for those future terms. For example, if you had not set up 2004-2005 and were to run FA Term only for 2003-2004, the system would not recognize a term outside of the 2003-2004 academic/aid year.

Award Period

Indicates a term or set of terms associated with a period of enrollment for the purposes of need analysis and awarding. The term's award period supplements the EFC adjustment calculation as it relates to calculations that are not nine-month calculations. The Packaging routine uses the award period to apply active or passive mode correctly during multiple award period processing. It is also used to manage the type of data to extract for the financial aid notification (FAN) letter.

Academic: Indicates that the term is part of the standard academic year, and is generally associated with the nine-month EFC calculation. This is the default value.

Non Std (non standard): Indicates that the term is a nonstandard term, such as an intersession or summer term, and is generally associated with calculations that are other than nine-month EFC calculations.

Loan Period Start and **Loan Period End**

The dates that the loan period begins and ends. Student Records supplies default dates. These dates are required for each term to build a valid loan period dynamically. The start date should correspond to the first day of instruction for the term and the end date should correspond to the last day of instruction for the term. When the Loan Origination record is built, the system calculates the loan period using the earliest loan period start date and latest loan period end date from the terms contained within the disbursement plan assigned to the loan award.

You can change period start and end dates at a student's individual loan origination level.

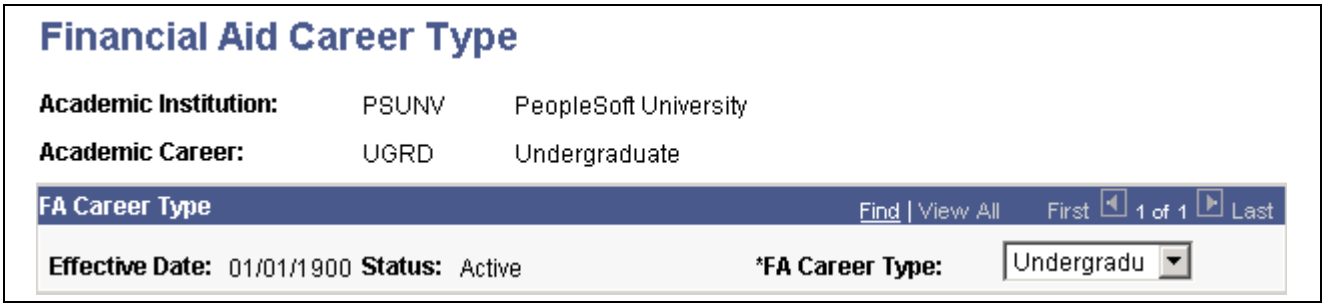
See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Establishing Terms and Sessions"

Chapter 23, "Special Cases and Considerations in Packaging," Understanding Passive/Active Mode in Multiple Award Period Processing, page 876

Assigning Financial Aid Career Types

Access the Financial Aid Career Type page.



Financial Aid Career Type page

When a student has more than one academic career, Financial Aid Term statistics are combined for all academic careers that have the same financial aid career type. For example, if a student has two academic careers (undergraduate engineering and undergraduate) and the FA Career Type field is *Undergraduate* for both academic careers, Financial Aid Term statistics are combined for the two academic careers.

If the FA Career Type field is *not* the same for a student with multiple academic careers, the academic career primacy rules are used. The term statistics for the academic career with the higher primacy is used for the FA Term data. The term statistics for the academic career with the lower primacy are defined as other; you can view these statistics on the FA Term Other Units page.

The FA Career Type field is located on ACAD_CAR_TBL.

Note. If you do not assign financial aid career types, the system associates all academic careers with the *Undergraduate* career type by default and combines statistics for all your academic careers.

FA Career Type

Select the financial aid career type to associate with the displayed academic career. You have only one active effective-dated row for each academic career. If you need to change the career type associated with the academic career, change the value selected in this field. Financial Aid delivers the following translate values; you can add additional translate values:

E: Extended Education.

G: Graduate.

P: Professional.

U: Undergraduate. This is the default value.

Activating an Aid Year for a Student

This section discusses how to activate an aid year.

You might want to manually activate an aid year for a student if you are not expecting to use electronic data from an outside source such as ISIR or Profile. Loading electronic data for the student automatically activates the student for the aid year.

Page Used to Activate an Aid Year for a Student

Page Name	Object Name	Navigation	Usage
Student Aid Year Activation	AID_YEAR_ACTIVATE	Financial Aid, Manage Financial Aid Years, Student Aid Year Activation	Activate an aid year for a student manually.

Activating an Aid Year

Access the Student Aid Year Activation page.

Student Aid Year Activation page

Important! Before activating an aid year for a student, ensure that the student has personal, biographical and demographic data in PeopleSoft Enterprise Campus Community. To verify this information or add the student, select Campus Community, Personal Information, Biographical.

Academic Institution Enter the academic institution that the student is attending during the aid year.

Aid Year Enter the aid year that you want to activate for the student.

Reviewing NSLDS Codes

To set up NSLDS codes, use the Maintain NSLDS Codes component (NSLDS_CODES1).

This section discusses how to review the NSLDS Code Table.

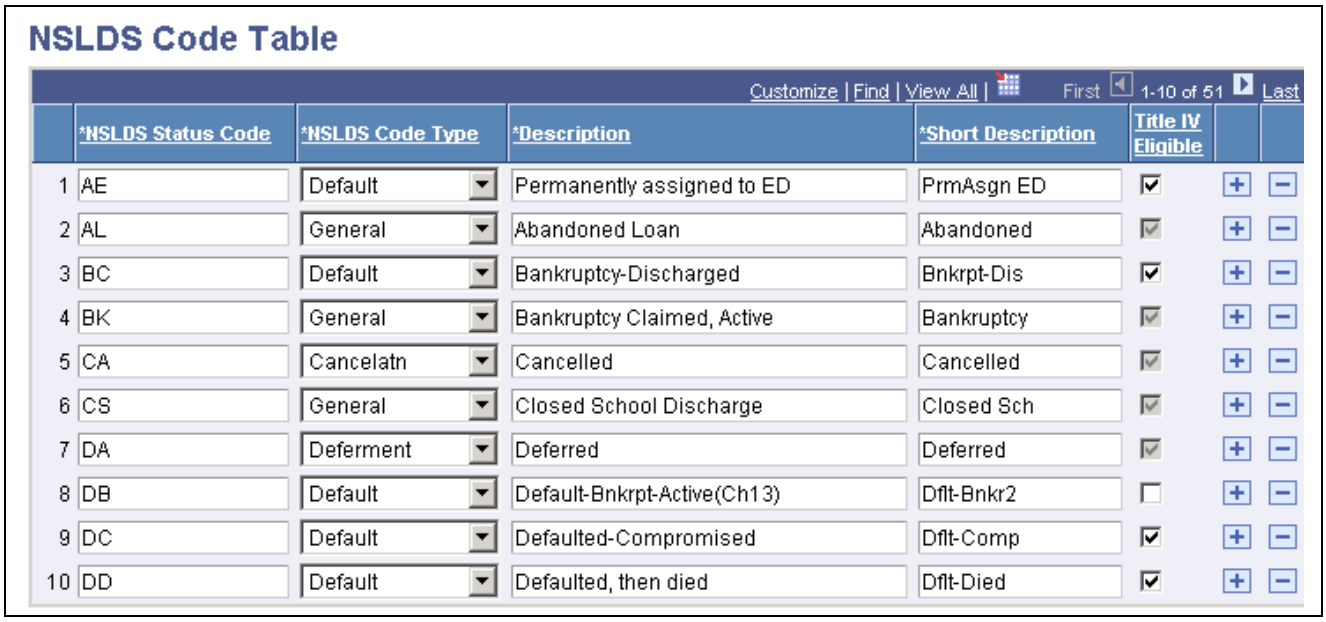
The U.S. Department of Education defines the NSLDS loan status codes, which are updated each year in a regulatory release. The NSLDS database is maintained by the Department of Education and provides a student's complete Pell grant and loan history and their current status. NSLDS status codes are viewed in the View NSLDS History component.

Page Used to Review NSLDS Codes

Page Name	Object Name	Navigation	Usage
NSLDS Code Table	NSLDS_CODE_TABLE	Set Up SACR, Product Related, Financial Aid, Application Processing, Maintain NSLDS Codes, NSLDS Code Table	Review the NSLDS codes.

Reviewing the NSLDS Code Table

Access the NSLDS Code Table page.



NSLDS Code Table

Customize | Find | View All | First 1-10 of 51 Last

	*NSLDS Status Code	*NSLDS Code Type	*Description	*Short Description	Title IV Eligible
1	AE	Default	Permanently assigned to ED	PrmAsgn ED	☑
2	AL	General	Abandoned Loan	Abandoned	☑
3	BC	Default	Bankruptcy-Discharged	Bnkrpt-Dis	☑
4	BK	General	Bankruptcy Claimed, Active	Bankruptcy	☑
5	CA	Cancelatn	Cancelled	Cancelled	☑
6	CS	General	Closed School Discharge	Closed Sch	☑
7	DA	Deferment	Deferred	Deferred	☑
8	DB	Default	Default-Bnkrpt-Active(Ch13)	Dflt-Bnkr2	☐
9	DC	Default	Defaulted-Compromised	Dflt-Comp	☑
10	DD	Default	Defaulted, then died	Dflt-Died	☑

NSLDS Code Table page

NSLDS Status Code Displays the two-letter code defined by the U.S. Department of Education.

NSLDS Code Type Indicates the type of action associated with the status code. A status code can have a type of *Cancelatn* (cancellation), *Default, Deferment,* or *General.* This field is for informational purposes only.

Title IV Eligible Indicates whether the NSLDS status code affects eligibility for Title IV aid. Review the default values to determine if they apply to your institutional business rules. If this field is selected, the student is still eligible for Title IV aid when the NSLDS status code appears on their database record. If cleared, the student is not eligible for Title IV aid when the NSLDS status code appears on their database record. If the check box is unavailable, the NSLDS status code has no effect on eligibility. This field is for informational purposes only; no processing is associated with this field.

Note. You can change the NSLDS Code Table if you find an error or if the U.S. Department of Education makes midyear regulatory changes.

Defining Aid Year Rollover

To set up aid year rollover, use the Term Values Cross Reference component (TERM_VALUES_XREF) and Aid Year Setup component (AID_YEAR_SETUP).

This section provides an overview of aid year rollover and discusses how to:

- Set up term values cross reference.
- Set up aid year rollover.
- Review table rollover options.

Understanding Aid Year Rollover

This section addresses many processing setup tables that you encounter throughout PeopleBooks. After your source processing award year setup is complete, you can use aid year rollover to set up award year processing on an annual basis.

Aid year rollover provides an automated way for you create aid year specific setup tables from year to year. Two pages support this process: Term Values Cross Reference and Aid Year Setup. You must follow three general steps to initiate this process.

1. Populate the Term Values Cross Reference table (TERM_VALUES_XREF).
2. Run the Aid Year Setup process (FA_AID_YEAR) to create General Aid Year and Aggregate Aid Limit tables (AGGR_AID_TBL).
3. Run the Aid Year Setup process to create remaining tables eligible for this process.

   You can use the Aid Year Setup page (RUNCTL_AID_YEAR) to define the SetID, institution, and aid year that you want to copy from one aid year to the next. In addition, the system provides options for effective date usage, rollover for active or inactive rows, and a choice of tables to be copied forward to a target year.

   You should note that these dependencies are built into this process:

1. You must run General Aid Year tables first.
2. You can select General Aid Year and Aggregate Aid limits at the same time.

   If you select both, the system always runs General Aid Year before Aggregate Aid Limits.
3. You cannot run General Aid Year and or Aggregate Aid Limits if you have Term Value Cross Reference dependent setup options activated.
4. All options listed below Term Values Cross Reference are dependent on setup of the Term Values Cross Reference table.
5. Term Values Cross Reference is dependent on Term Values and Term/Session setup by records.

   This allows rollover to associate a term from the base year to a term in the target year.
6. You should run FA Term setup (RUN_CNTL_FATRMP) as a single option, checking and updating the tables as needed for the target year and then proceeding with the remaining options.

   Many tables created subsequently use the FA Term tables created as prompt tables.
7. Budget Tables are dependent on FA Term table creation for career term values.
8. FA Item Types are dependent on Aggregate Aid Limits.

   If Aggregate Area is populated in FA Item Type (FINANCIAL_AID_ITEM) for source year, the system verifies that aggregate aid limits are set up for the target year. If the Aggregate Area is blank, the system bypasses the dependency. The rollover of Disbursement IDs and Disbursement Split Codes is included in FA Item Type tables setup.
9. Disbursement Rules are keyed by FA Item Type and are dependent on FA Term and FA Item Types table creation.
10. Disbursement Rules setup copies all effective-dated rows from the source year using the same effective dates.

    Therefore, you must adjust the effective dates for the new aid year before you can run the authorization and disbursement processes. Adjust the effective dates in the Disbursement Authorization Calendar, Disbursement Rules: Global, and Disbursement Rules: Item Type components.
11. Packaging table setup is dependent on the creation of the FA Item Types table.

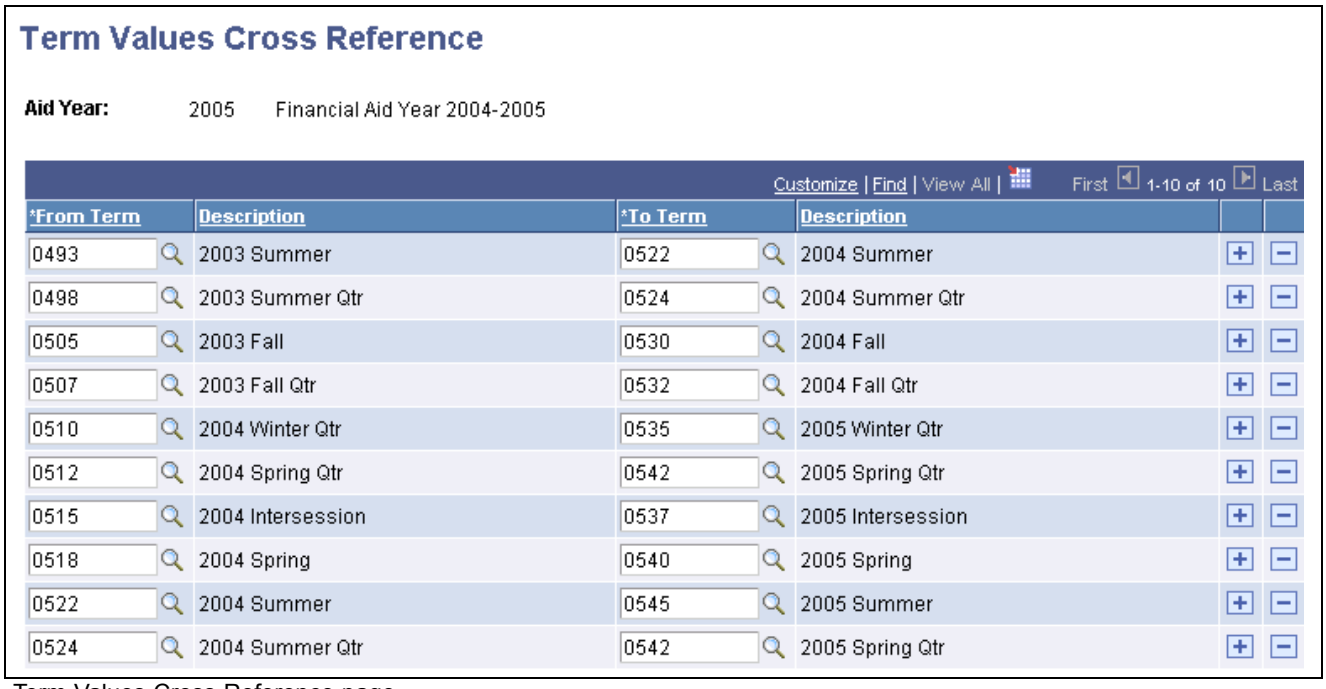
12. Return of TIV is dependent on the creation of the Budget table.
13. Loan Tables are dependent on the creation of the FA Item Types table.
14. Pell payment is dependent on records setup of ACAD_CAR_TBL and ACAD_PROG_TBL.

Pages Used to Define Aid Year Rollover

Page Name	Object Name	Navigation	Usage
Term Values Cross Reference	TERM_VALUES_XREF	Set Up SACR, Product Related, Financial Aid, Aid Year, Term Values Cross Reference	Set up term value cross reference to process all rollover options except for General Aid Year and Aggregate Aid Limits.
Aid Year Setup	RUNCTL_AID_YEAR	Set Up SACR, Product Related, Financial Aid, Aid Year, Aid Year Setup	Create aid year specific setup tables from year to year.

Setting Up Term Values Cross Reference

Access the Term Values Cross Reference page.



Term Values Cross Reference page

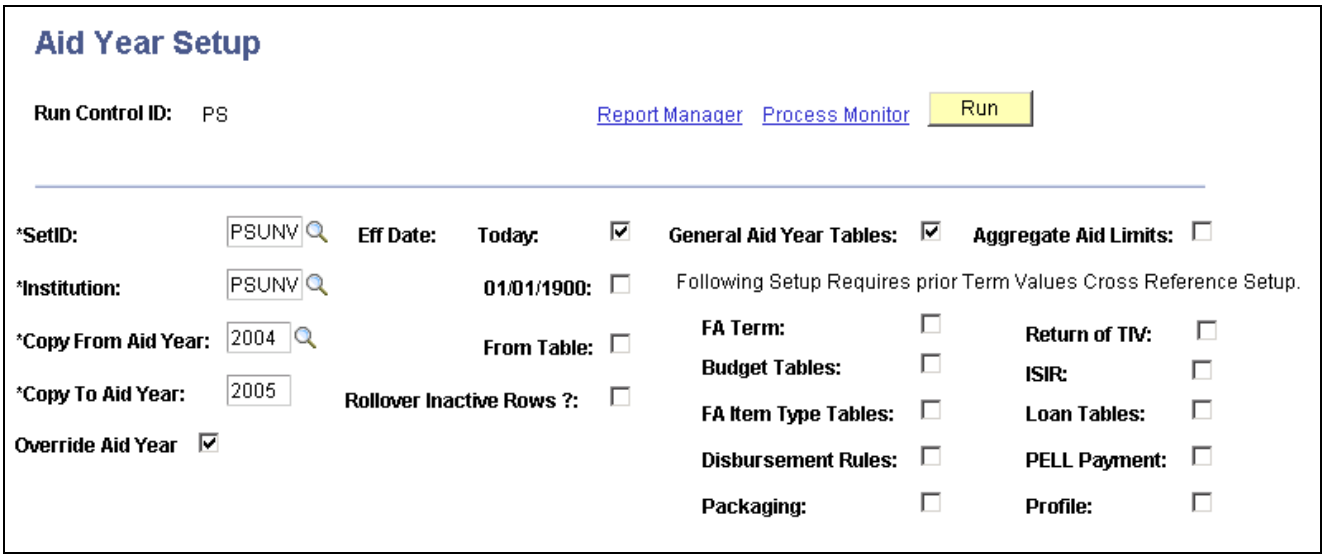
Set up the Term Values Cross Reference page to process all options except General Aid Year and Aggregate Aid Limits. Confirm that your records department has set up term values for the target aid year being created and has also associated each term with the appropriate career in the Term/Session table. Term values that are set up in Cross Reference that do not exist in Student Records are not created for the tables being processed. You should verify term setup in Student Records before you set up your Term Values Cross Reference.

From Term Enter the terms from your source year.

To Term Enter the terms that you want created by associating them with the appropriate From Term.

Setting Up Aid Year Rollover

Access the Aid Year Setup page.



Aid Year Setup page

This section discusses how to create aid year-specific setup tables from year to year.

Note. You must perform a separate aid year rollover for each set of SetID and institution combinations.

SetID Select the SetID. In cases in which Institution and SetID are keys, the system rolls only those rows found that match on both the SetID and Institution. For example, the Loan Fee Table is keyed by SetID and Institution, so if you specify SetID = GLAKE Institution = PSUNV, the system does not create rows for SetID of PSUNV with Institution PSUNV for the aid year created by the process.

Institution Select the institution to process the source year and copy to the target year.

Copy From Aid Year Select the source aid year.

Copy To Aid Year Select the target aid year.

Override Aid Year Select to override setup tables in the target year for which they might already be created. When you select this check box, the system rolls over a new record along with records that have already been rolled over. If you have updated the tables in the target year either manually or after you have run the aid year process, and you run aid year rollover again with this check box selected, the system overwrites the updated target data with source year data. If the check box is cleared and you have made changes to the source year data, the system does not roll these changes forward to the target year if the target table has already been created.

The Override Aid Year option works differently for budgets. When you select the Budget Table option and the Override Aid Year is not activated, the system rolls forward only new rows added in the source year to the target year. This

	way, data that has been rolled previously is preserved, and the system adds new source year data to it.
Eff Date (effective date)	With the exception of disbursement rules and budgets, the process rolls forward only the latest effective-dated row from the source year to the target year. The process rolls over rows to the new aid year using one of three effective-dated choices, and if applicable, existing sequence, process, criteria, etc. For disbursement rules and budgets, the process rolls forward all active rows and always uses the source date as the effective date. You must manually adjust these dates. For all options, the process does not rollover inactive rows unless you select the Rollover Inactive Rows option.
Today	Inserts the current date for all effective dates rows created except for disbursement rules and budgets.
From Table	Inserts the date used in base year rows for all effective-dated rows created in the target year.
Rollover Inactive Rows	Select to roll forward to the target year an inactive row if it is the latest row in the table being processed. If you select this option for disbursement rules or budgets, the system rolls any inactive row in the source year forward to the target year. The system assigns any inactive rows created in the target year an inactive status.
General Aid Year Tables	Select to move General Aid Year source tables to target year tables. You must run General Aid Year first.
Aggregate Aid Limits	Select to move Aggregate Aid Limits source tables to target year tables. You can select Aggregate Aid Limits to run with General Aid Year tables. If you select both, the system always runs General Aid Year tables before Aggregate Aid Limits.
FA Term (financial aid term)	Select to move FA Term source tables to target year tables. You should run FA Term setup as a single option, checking and updating the tables as needed for the target year and then proceeding with the remaining options. You cannot run this process without first setting up the Term Values Cross Reference.
Budget Tables	Select to move Budget source tables to target year tables. Budget tables are dependent on FA Term table creation for career term values. You cannot run this process without first setting up the Term Values Cross Reference.
FA Item Type Tables (financial aid item type tables)	Select to move FA Item Type source tables to target year tables. FA Item Types are dependent on Aggregate Aid Limits. If Aggregate Aid Limits do not exist in the source and target year, the system bypasses the dependency. The rollover of Disbursement IDs and Split Codes is included in FA Item Type tables setup. You cannot run this process without first setting up the Term Values Cross Reference.
Disbursement Rules	Select to move Disbursement Rules source tables to target year tables. Disbursement Rules are keyed by FA Item Type and are dependent on FA Term and FA Item Type table creation. Disbursement Rules setup copies all effective-dated rows from the source year using the same effective dates. Thus, you must adjust the effective dates for the new aid year before you can run the authorization and disbursement processes. Adjust the effective dates in the Disbursement Authorization Calendar, Disbursement Rules: Global, and Disbursement Rules: Item Type components. You cannot run this process without first setting up the Term Values Cross Reference.

Packaging	Select to move Packaging source tables to target year tables. Packaging table setup is dependent on FA Item Types table creation. You cannot run this process without first setting up the Term Values Cross Reference.
Return of TIV	Select to move Return of TIV source tables to target year tables. Return of TIV is dependent on Budget Table creation. You cannot run this process without first setting up the Term Values Cross Reference page.
ISIR	Select to move ISIR source tables to target year tables. You cannot run this process without first setting up the Term Values Cross Reference.
Loan Tables	Select to move Loan source tables to target year tables. Loan tables are dependent on FA Item Types table creation. You cannot run this process without first setting up the Term Values Cross Reference.
PELL Payment	Select to move Pell Payment source tables to target year tables. Pell Payment is dependent on Records setup of ACAD_CAR_TBL and ACAD_PROG_TBL. You cannot run this process without first setting up the Term Values Cross Reference.
PROFILE	Select to move PROFILE source tables to target year tables. You cannot run this process without first setting up the Term Values Cross Reference.

Save your rollover options and click Run to run the process FA_AID_YEAR in Process Scheduler.

Carefully review the message log generated by this process. You can access the message log multiple ways, but only one way provides you with additional detail. Click Process Monitor to locate the appropriate process instance for the FA_AID_YEAR Application Engine process. Click Details and then click Message Log. For each process action, you can click Explain to review additional information about the action taken or the action that you might need to take.

Reviewing Table Rollover Options

The following tables are eligible for rollover for the new year. The order in which they appear for each setup option is the processing order.

General Aid Year

This table displays rollover options for general aid year:

Record Name	Page Name
FED_AID_YR_TBL	Federal Aid Year Table
AID_YEAR_TBL	Aid Year Table
AID_YEAR_CAREER	Valid Careers for Aid Year
AID_YEAR_PROG	Valid Programs for Aid Year
TIV_SCHOOL_TBL	School Code Table
INST_SCHOOL_CDS	School Codes for Institution
SCHOOL_CAREER	Careers for School Codes

Record Name	Page Name
FA_APP_SRC_TYP	Application Source Rank
FA_APP_SRC_TBL	Application Source Rank
FA_APP_SRC_RANK	Application Source Rank
SS_FA_INSTALL	Self-Service Options

Aggregate Aid Limits

This table displays rollover options for aggregate aid limits:

Record Name	Page Name
AGGR_LIMIT_TBL	Aggregate Aid Limits
AGGR_LVL_LIMITS	Aggregate Aid Limits

FA Term

This table displays rollover options for FA Term:

Record Name	Page Name
FATRMP_CAREER	FA Term Setup
FATRMP_CAR_TRM	FA Term Setup
AID_YR_CAR_TERM	Valid Terms for Career

Budgets

This table displays rollover options for budgets:

Record Name	Page Name
RUN_CNTL_BDGT_P	Budget Assign Run Control
BUDGET_CATG_TBL	Budget Categories
BDGT_ASIGN_CNTL	Budget Assignment
RUN_CNTL_FABDGT	Budget Assign Run Control
BDGT_ASIGN_TERM	Budget Assignment
BUDGET_ITEM_TBL	Budget Items
BUDGET_GRP_TBL	Budget Groups
BUDGET_ITEM	Budget Items

Record Name	Page Name
BDGT_TREE_CATG	Budget Trees
BDGT_FORMLA_TYP	Budget Formulas
BDGT_FORMLA_TBL	Budget Formulas
BDGT_FORMLA_DFN	Budget Formulas
BDGT_TREE_TBL	Budget Trees
BDGT_FRMULA_GRP	Budget Formulas
BDGT_ASIGN_CATG	Budget Assignment

FA Item Type Tables

This table displays rollover options for FA item types:

Record Name	Page Name
ITEM_TYPE_FA	Financila Aid Item Types
ITEM_TYPE_FISCL	Fiscal Item Type
ITM_TP_TERM_LMT	Financial Aid Item Types
LN_FEE_TBL	Loan Fee Table
ITEM_TYP_FA_FEE	Financial Aid Item Types
DISB_PLAN_TBL	Disbursement Plan Table
DISB_ID_TBL	Disbursement ID Table
DISB_SPLIT_CD	Disbursement Split Codes
DISB_ID_SPLIT	Disbursement Split Code Formulas
ITEM_TP_FA_DISB	Financial Aid Item Types
AWD_MESSAGE_TBL	Award Messages

Disbursement Rules

This table displays rollover options for disbursement rules:

Record Name	Page Name
DISB_CAL_TBL	Disb/Authorization Calendar
AUTH_CAL_TBL	Disb/Authorization Calendar

Record Name	Page Name
AUTH_CAL_DATA	Disb/Authorization Calendar
DISB_CAL_DATA	Disb/Authorization Calendar
DISB_RULE_GLB	Disbursement Rules Global
DISB_RULE_SRV	Disbursement Rules Global
DISB_RULE_ITM	Disbursement Rules Item Type
DISB_RULE_CHK	Disbursement Rules Item Type
DISB_RULE_ITS	Disbursement Rules Item Type
DISB_RULE_USR	Disbursement Rules Global
DISB_RULE_ITU	Disbursement Rules Item Type
DISB_RULE_TRK	Disbursement Rules Global
DISB_RULE_ITK	Disbursement Rules Item Type

Packaging

This table displays rollover options for packaging:

Record Name	Page Name
AWD_ADJ_RSN_TBL	Award Adjustment Reasons
FA_INST_DEFN	Institutional Mass Packaging
FA_INST_CRIT	Institutional Mass Packaging
FA_INST_CRITLST	Institutional Mass Packaging
PKG_RTNG_CMP_TBL	Packaging Rating Components
PKG_EQUITY_LMT	Pkg Equity Item Types
PKG_EQUITY_ITM	Pkg Equity Item Types
PKG_REL_ITM_TBL	Pkg Related Item Type Group
PKG_REL_ITM_TYP	Pkg Related Item Type Group
PKG_PLAN_TBL	Packaging Plan
PKG_RULE_TBL	Packaging Plan
FA_BPKG_DEFN	Mass Packaging Definition

Record Name	Page Name
FA_BPKG_CRIT	Mass Packaging Definition
FA_BPKG_CRITLST	Mass Packaging Definition
RSTRC_AID	Restricted Aid Table
RSTRC_AID_ORG	Restricted Aid Table
RSTRC_AID_COM	Restricted Aid Table
RSTRC_AID_MEM	Restricted Aid Table

Return of Title IV

This table displays rollover options for return of Title IV:

Record Name	Page Name
RTRN_TIV_SETUP	Return of TIV RULES
RTRN_TIV_SETUP0	Return of TIV RULES
RTRN_TIV_SETUP2	Return of TIV RULES
RTRN_TIV_SETUP3	Return of TIV RULES

ISIR

This table displays rollover options for ISIR:

Record Name	Page Name
ISIR_SRCH_ADD	ISIR Data Load Parms
ISIR_SRCH_PRM	ISIR Data Load Parms
ISIR_INST_CNTRL	ISIR Data Load Parms
INAS_FM_ASMPTN	INAS Assumption Codes

Loans

This table displays rollover options for loans:

Record Name	Page Name
LN_TYPE_TBL	Loan Type Table
LN_TO_NSLDS_TYP	Loan Type Table
LN_ITEM_TBL	Loan Type Table

Record Name	Page Name
LN_RPT_ITEM	Loan Report Definitions
LN_PNOTE_TBL	Loan Type Table
LN_RPT_COL	Loan Report Definitions
LN_ACTNTYPE_TBL	Loan Action Code Table
LN_ACTN_PRG_TBL	Loan Action Code Table
LN_ACTNMSG_TBL	Loan Action Code Table
LN_ACTNCD_TBL	Loan Action Code Table
LN_DESTPROF_TBL	Loan Destination Profile
LN_DEST_CATGRY	Loan Destination Profile
LN_DEST_EDIT	Loan Destination Profile
LN_INSTUTN_TBL	Loan Institution
LN_INSTN_CNTACT	Loan Institution
LN_INST_DEST	Loan Institution
LN_EDIT_DFLT	Loan Edit Defaults
LN_EDIT_DFLT_DTL	Loan Edit Defaults
LN_RPT_PKG	Loan Report Packages
LN_RPT_LNK02	Loan Report Packages
LN_DL_CHG_XREF	Direct Lending Change fields
LN_DL_INST_PARM	Loan DL Inst Change Hold/Susp
LN_PN_TYPE_TBL	DL Serial Prom Note Table
LN_EDIT_TBL	Loan Edits/Messages
LN_AGENCY_DFLT	Loan Agency Defaults

Pell Payment

This table displays rollover options for Pell payment:

Record Name	Page Name
PELL_PMT_OPTION	Pell Payment Setup

Record Name	Page Name
PELL_PMT_CAREER	Pell Payment Setup
PELL_ATTENDING	Pell ID Attending
PELL_COMNT_TBL	Pell Comment Codes

PROFILE

This table displays rollover options for PROFILE:

Record Name	Page Name
INAS_IM_ASMPTN	INAS Asusmption Codes
INST_LOAD_CNTRL	PROFILE Data Load Parms

CHAPTER 3

Setting Up Financial Aid Terms

This chapter provides an overview of financial aid terms and discusses how to:

- Define the parameters for creating financial aid terms.
- Set up cost codes.

Understanding Financial Aid Terms

A financial aid term is a combination of a period of time that your school determines as an instructional accounting period and an academic career. Your institution defines the financial aid terms during the setup process. Because some institutions might not offer financial aid for all of their academic terms, only the terms eligible for financial aid are set up for each financial aid career. For example, if your institution does not offer financial aid for an intersession term, you would not set up the intersession term as a valid term for a career. To receive financial aid, a student must be enrolled in a valid program leading to a degree or certificate and must meet satisfactory academic progress standards.

Financial Aid enables you to maintain actual or projected enrollment data for a specific financial aid term for a student. Because PeopleSoft Enterprise Campus Solutions also allows concurrent term enrollments in different academic careers and academic programs, the information maintained using the financial aid term is then used to determine a student's financial aid load, level, budget, and award. A financial aid term record is built for only one combination of career and program . If students are enrolled in multiple careers or programs, then career primacy information is used to determine which combination of career and program information is built in the financial aid term. The FA Term Other Units page displays units taken for the other career or program. Use the FA Term component to provide student term data for financial aid processing. The system tracks academic detail for each financial aid applicant on the financial aid term table. This information includes the student's career, primary program, academic plan, enrollment, academic level and standing, and financial aid standing. The financial aid office uses this data to validate a student's eligibility to receive aid, to establish a student's budget, and to proceed toward the awarding process.

Many downstream financial aid processes, such as building student budgets, awarding students, originating student loans, requesting Pell funds, and disbursing aid to students, are dependent on having the financial aid term information built. Financial aid terms can be built with specific enrollment data or with projected data. Enrollment data is the enrollment statistics for a specific term from PeopleSoft Enterprise Student Records. Projected data are projected statistics that come from many of the academic setup tables, such as the Level/Load Rules component, the Session Table page, the Academic Career Table component, and the Academic Program Table component. You must understand these tables and be familiar with the information that they contain to ensure the proper use and building of the financial aid terms.

The information that you enter on the FA Term Setup page determines whether the financial aid terms can be built using only enrollment data or changes to enrollment data (updates), or if they can be built using projected data in addition to enrollment data (updates and projections). To provide an additional control on what type of data to use when building the financial aid terms, you can direct the financial aid term build process to use either updates and projections or updates only.

Defining the Parameters for Creating Financial Aid Terms

To set up financial aid terms, use the Set Up Financial Aid Term component (FA_TERM_SETUP).

You identify the terms that you want the financial aid term process to build for a student. Because your institution might not offer financial aid for all of its academic terms, you must specify which academic terms are also financial aid terms on the Valid Terms for Career page.

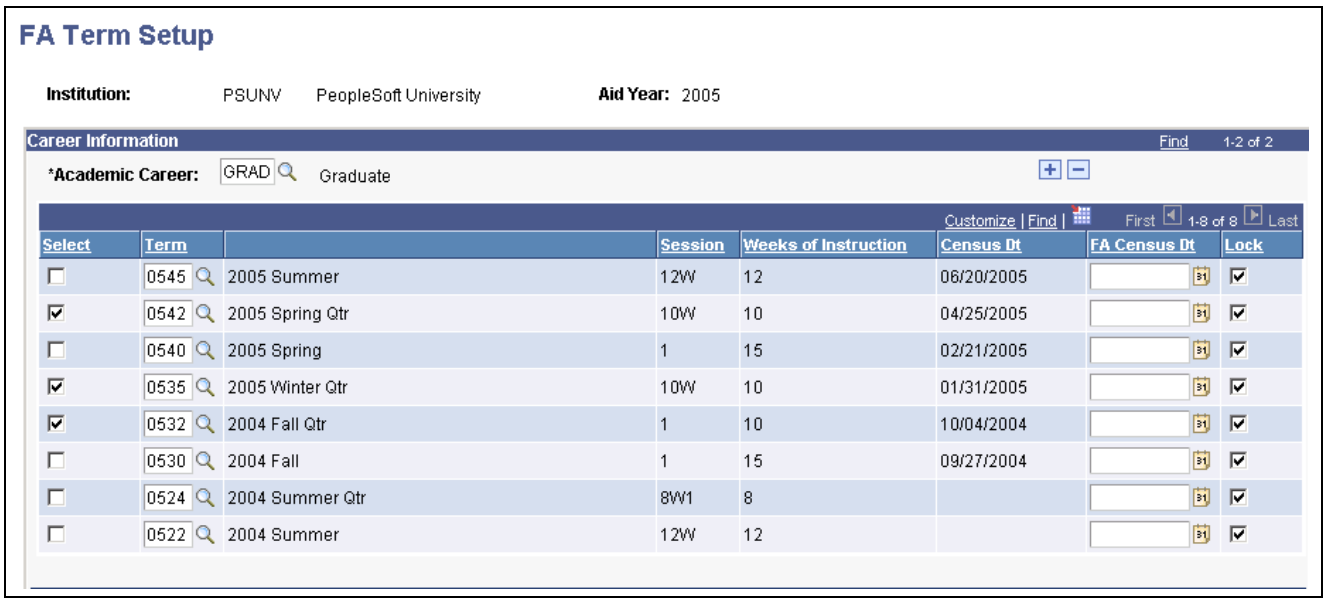
This section discusses how to set up financial aid terms.

Page Used to Define the Parameters for Creating Financial Aid Terms

Page Name	Object Name	Navigation	Usage
FA Term Setup	RUN_CNTL_FATRMP	Set Up SACR, Product Related, Financial Aid Term, Setup Financial Aid Term, FA Term Setup	Establish the processing rules for building financial aid terms for academic careers.

Setting Up Financial Aid Terms

Access the FA Term Setup page.



FA Term Setup page

Enter a row for *every* academic career that you assign.

Select Select the check box to the left of all the terms to use in the automatic financial aid term build process when building terms in projection.

Term Displays all of the terms that you associated with this combination of aid year and academic career on the Valid Terms for Careers page. If you do not select a term on this page, no FA Term information is built for the term when building terms in projection. If enrollment data exists for a term, that term is

always built, even if the term is not selected on this page. During packaging, if your disbursement plan covers a term that does not have FA Term information, the system generates an error during the validation process.

Session — Displays the default session, such as a regular academic session or an Open Entry/Open Exit session, as established on the Session Table page in the Term/Session Table component. If your institution has more than one session for a term, this page displays only the default session.

Weeks of Instruction — Displays the number of weeks of instruction for the default session, established on the Session Table page in the Term/Session Table component.

Census Dt (census date) — Displays the date used to capture the student's enrollment for the term, established in the Census Date field on the Session Table page in the Term/Session Table component. If no FA census date is defined for the term on the FA Term Setup page, the financial aid term build process uses this census date to determine when to stop building terms with projected data and when to discard all terms built with projected data.

FA Census Dt (financial aid census date) — If you want to stop building terms with projected data, and discard all terms built with projected data, after a certain date in the term, enter that date in this field. The term can no longer be built as a projection after the date that you enter in this field, and any projections for that term become inactive.

Lock — For census date activation. Select to lock certain student enrollment fields as of either the census date or the financial aid census date. If both dates exist, the financial aid census date is used. If you run the financial aid term build process on or after the census date, the system does not change the data in these fields. You can override this lock at the student level on the financial aid term component. The fields that are locked are FA_LOAD (Financial Aid Load field on the Acad Level page) and UNT_TAKEN_FA (Taken field in the Term column on the Statistics page) on the FA Term table. The BUDGET_REQUIRED field (on the Financial Aid Info page) is changed to *No Assign* after the census date.

If the term has no census date or financial aid census date, this check box has no effect. If the check box next to the term is cleared, then the Lock check box has no effect, even if it is selected.

Setting Up Cost Codes

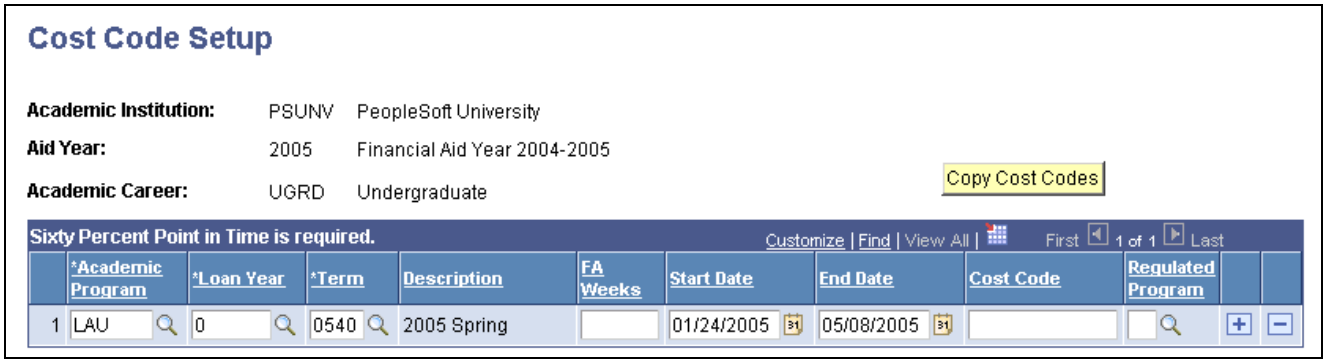
This section discusses how to define cost codes.

Pages Used to Set Up Cost Codes

Page Name	Object Name	Navigation	Usage
Cost Code Setup	CAN_COST_CODE	Set Up SACR, Product Related, Financial Aid, Canadian Application Processing, CNAS Cost Code, Cost Code Setup	Define cost codes and the number of financial aid weeks for each combination of institution, aid year, career, academic program, loan year, and term.
Copy Cost Code	COST_CODE_COPY_SEC	Click the Copy Cost Code button on the Cost Code Setup page.	Copy cost codes from a previous aid year or another career for the current aid year and career you are setting up.

Defining Cost Codes

Access the Cost Code Setup page.



Cost Code Setup page

Canadian institutions use cost codes to report financial aid calendars, length of financial aid award periods, and cost of attendance information to the Canada Student Loan program. The FA Term build process uses this information to determine the student's cost code and financial aid number of weeks and then populates the new fields on the student FA Term page.

Academic Program Select an academic program for which you want to define a cost code.

Loan Year Select a year in school to associate with the academic program for the cost code. Options are:

0: First Year, Never Attended

1: First Year, Previously Attended

2: 2nd Year

3: 3rd Year

4: 4th Year

5: 5th Year

A: 1st Year Graduate

B: 2nd Year Graduate

C: 3rd Year Graduate

D: 4th or more Graduate

G: Graduate/Professional

FA Weeks (financial aid weeks) — Enter the number of weeks in the term for financial aid purposes. The number of weeks for financial aid may be different from the number of weeks in the term.

Start Date and **End Date** — Enter the dates that the instructional period begins and ends for financial aid purposes. This field is populated by default with the term start date and term end date from the Term/Session Table component. The start and end dates for financial aid may be different from the start and end dates of the term.

Cost Code — Enter the cost code to associate with this combination of career, program, and year in school.

Regulated Program — Indicate whether the program is regulated by Ontario Student Assistance Program (OSAP). Regulated programs might be subject to tuition and fee caps and therefore handled differently in the OSL assessment of a student's contribution and need. Options are:

N: Nonregulated program

R: Regulated program

Copy Cost Code — Click to access the Copy Cost Code page and copy the list of cost codes from an established combination of institution, aid, year, and career to the current combination that you are setting up.

CHAPTER 4

Setting Up Student Budgets

This chapter provides an overview of student budgets and discusses how to:

- Define budget components.
- Create budget groups.
- Prepare for batch background budget assignment.

Understanding Student Budgets Setup

At the beginning of the aid-processing year, you create budgets that detail the cost of attendance (COA) for each term a student is enrolled. The COA is an estimate of a student's educational expenses for the period of enrollment. The budget helps establish a student's need (COA minus the student's expected family contribution), which permits the financial aid office to award need-based aid.

This section discusses:

- Budget components.
- Budget assignment formulas.

Budget Components

To create budgets, you first create budget categories—budget components such as tuition, housing, books, transportation, and fees. Then you create individual budget items within each category. Budget items have different budget amounts to account for different student needs. For example, within the housing budget category, you might have budget items for students living with parents or relatives, living on campus, or living off campus. The amount for each item might differ depending on whether the student is enrolled part time or full time. After you define budget items, you define criteria for determining which budget item within a budget category a student is assigned using budget formulas and budget trees.

After defining budget components, you can create predefined budgets to suit groups of similar students, such as undergraduate freshmen or married graduate students. These predefined budgets are budget groups and they can be detailed or generic. Detailed budget groups permit you to assign budgets to students by using predefined budget categories, budget items, and budget amounts. Alternatively, generic budget groups permit you to have the system determine the student's budget by using predefined budget categories along with budget formulas and budget assignment controls. When you use generic budget groups, the system assigns budget amounts to the student by invoking budget formulas tied to budget categories and determining which criteria the student meets. You can use generic budget groups when creating students' budgets either in batch or online.

To create student budgets in batch or online for an individual student, the system can use either the same rules as in batch or the predefined budget groups. In the Assign Budgets component (BUDGET_ASSIGNMENT), establish the career and term of a budget, and then list the budget categories that should be assigned to students for each term. If you define generic budget groups, you can use a generic budget group to assign categories instead of adding budget categories individually. For background processing only, define the budget run control, which selects the careers and terms to assign budgets for, as well as work table maintenance options.

Budget Assignment Formulas

Budget formulas and trees provide criteria for selecting which students receive a particular budget item. If you do not define a budget formula or tree for a budget item, students do not receive that budget item unless you assign it manually. Budget formula selection criteria are based on the values from selected database fields. Housing formulas, for example, could calculate various housing amounts for on-campus, off-campus, parent-supplied, and married housing.

Define a budget formula for all budget items that do not vary based on postal code (distance). To select budget items based on distance (such as transportation costs), use a budget tree.

Defining Budget Components

To set up budget components, use the Budget Categories component (BUDGET_CATG_TBL), Budget Items component (BUDGET_ITEM_TABLE), Budget Formulas component (BUDGET_FORMULA), and Budget Trees component (BUDGET_TREE_TBL). Use the BUDGET_ITEM_TABLE component interface to load the data into the tables for this component interface.

This section lists common elements and discusses how to:

- Define budget categories.
- Define budget items.
- Define budget formulas.
- Define budget formula groups.
- Define budget assignment trees.

Common Elements Used in This Section

Formula Number Displays a system-generated number assigned to each formula that you add. Each effective-dated row has a separate sequence of formula numbers.

Processing Order This order ranks each budget item relative to the other items within the budget category. The system evaluates the budget items against the student's record and assigns budget items in the order defined by this rank.

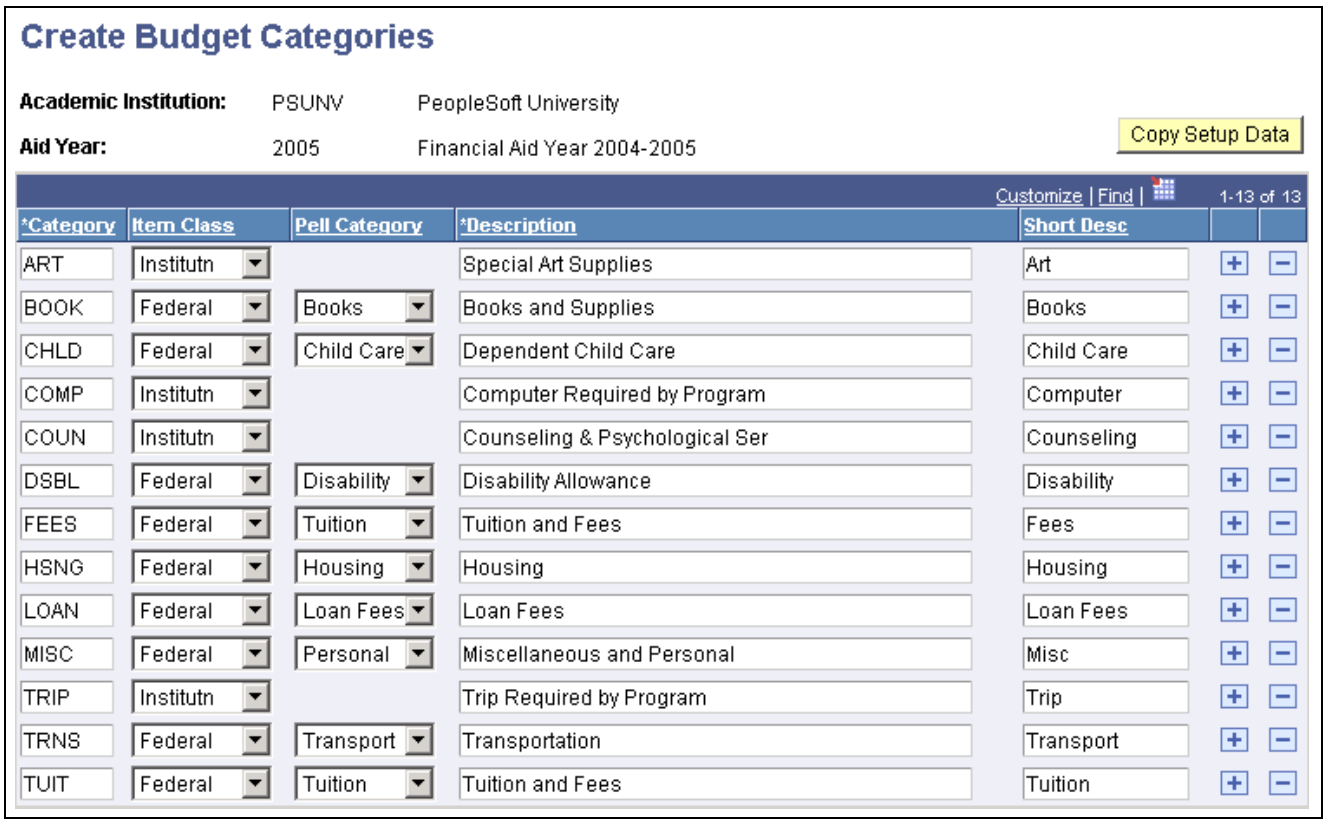
Amount Displays the budget amount for the selected budget item code.

Pages Used to Define Budget Components

Page Name	Object Name	Navigation	Usage
Create Budget Categories	BUDGET_CATG_TBL	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Categories	Define the various components of your institutional budget, such as tuition, books, and transportation.
Copy Budget Category Data	BUDGET_CATG_COPY	Click the Copy Setup Data button on the Create Budget Categories page.	Copy setup data on the Create Budget Categories page from one combination of academic institution and aid year to another.
Create Budget Items	BUDGET_ITEM_TABLE	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Items, Create Budget Items	Define budget items, term amounts, and Pell annual amounts assigned to a student for each budget category.
Pell Adjustments	BUDGET_ITEM_SEC	Click the Pell Adjustments link on the Create Budget Items page.	Adjust the Pell budget using percentages based on the student's financial aid load value.
Copy Budget Item Data	BUDGET_ITEM_COPY	Click the Copy Setup Data button on the Create Budget Items page.	Copy information on the Create Budget Items page from one combination of academic institution, aid year, and budget item category to another.
Budget Formula	BUDGET_FORMULA	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Formulas, Budget Formula	Create formulas that define eligible students for a budget item.
Copy Budget Formula Data	BDGT_FORM_COPY	Click the Copy Setup Data button on the Budget Formula page.	Copy setup data from the Budget Formula page from one academic institution, aid year, and budget category combination to another.
Budget Formula Groups	BUDGET_FORMULA_GRP	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Formulas, Budget Formula Groups	Designate the student groups applicable to the formula in progress. For example, you can have special awarding considerations for your student athletes who are also honor students.
Create Budget Trees	BUDGET_TREE_TBL	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Trees, Create Budget Trees	Assign a particular detailed value, or tree node, to a budget item.

Defining Budget Categories

Access the Create Budget Categories page.



Create Budget Categories

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2005 Financial Aid Year 2004-2005

Copy Setup Data

Customize | Find | 1-13 of 13

*Category	Item Class	Pell Category	*Description	Short Desc
ART	Institutn		Special Art Supplies	Art
BOOK	Federal	Books	Books and Supplies	Books
CHLD	Federal	Child Care	Dependent Child Care	Child Care
COMP	Institutn		Computer Required by Program	Computer
COUN	Institutn		Counseling & Psychological Ser	Counseling
DSBL	Federal	Disability	Disability Allowance	Disability
FEES	Federal	Tuition	Tuition and Fees	Fees
HSNG	Federal	Housing	Housing	Housing
LOAN	Federal	Loan Fees	Loan Fees	Loan Fees
MISC	Federal	Personal	Miscellaneous and Personal	Misc
TRIP	Institutn		Trip Required by Program	Trip
TRNS	Federal	Transport	Transportation	Transport
TUIT	Federal	Tuition	Tuition and Fees	Tuition

Category

Enter a four-character code for each budget component. All academic careers share budget categories.

You must create a tuition budget category called *TUIT* to select the Match Fees check box on the Disbursement Rules: Global - Indicators page. When you select this check box, the authorization process automatically checks for the amount of tuition using the TUIT budget category.

Item Class

The system calculates the federal COA and institutional COA (optional) by totaling the budget categories—and, therefore, budget items—designated for each COA. A budget category's item class designates whether the budget category contributes to the federal and institutional COA or contributes only to the institutional COA. The federal COA is the sum of budget amounts for budget categories designated as *Federal.* The institutional COA is the sum of budget amounts for budget categories designated as either *Federal* or *Institutional.* For example, books are a federal budget category and counts towards both the federal COA and institutional COA, while a computer is an institutional budget category and counts only towards the institutional COA. Leave this field blank if the budget category does not contribute to either the federal or institutional COA.

Pell Category

This field is available only for budget categories with an item class of Federal. The Pell category associates this budget category (and the category's budget items) to the Pell budget (Pell Annual COA), the Pell Less Than Half-Time

budget (Pell LTHT Annual COA), and Alternate Pell budget (Alternate Pell Annual COA). If a budget category does not count toward the Pell budget, Pell LTHT budget or Alternate Pell budget, leave this field blank. Otherwise, select from the following:

Books: Designates the cost of books. Budget items with this Pell category are included in the Pell COA and Pell LTHT COA calculation.

Child Care: Designates dependent child care costs. Budget items with this Pell category are included in the Pell COA and Pell LTHT COA (if allowed), and Alternate Pell COA calculation.

Disability: Designates disability-related costs for a student. Budget items with this Pell category are included in the Pell COA calculation and Alternate Pell COA calculation.

Fees: Designates a fee charged by the institution. Budget items with this Pell category are included in the Pell COA and Pell LTHT COA calculation.

Housing: Designates housing costs. Budget items with this Pell category are included in the Pell COA calculation.

Loan Fees: Designates estimated loan fee costs if the student receives loans. Budget items with this Pell category are included in the Pell COA calculation.

Personal: Designates an estimated amount for miscellaneous personal costs. Budget items with this Pell category are included in the Pell COA calculation.

Transport: Designates transport costs. Budget items with this Pell category are included in the Pell COA and Pell LTHT COA calculation.

Tuition: Designates tuition costs only (does not include student activity fees and other types of fees). Budget items with this Pell category are included in the Pell COA and Pell LTHT COA calculation and Alternate Pell COA calculation.

Note. If your institution charges fees in lieu of tuition or charges enrollment-based fees in addition to tuition charges, assign these tuition fees a Pell category of Tuition. The alternate Pell cost of attendance is calculated by summing the budget items with Pell categories of Tuition, Child Care, and Disability.

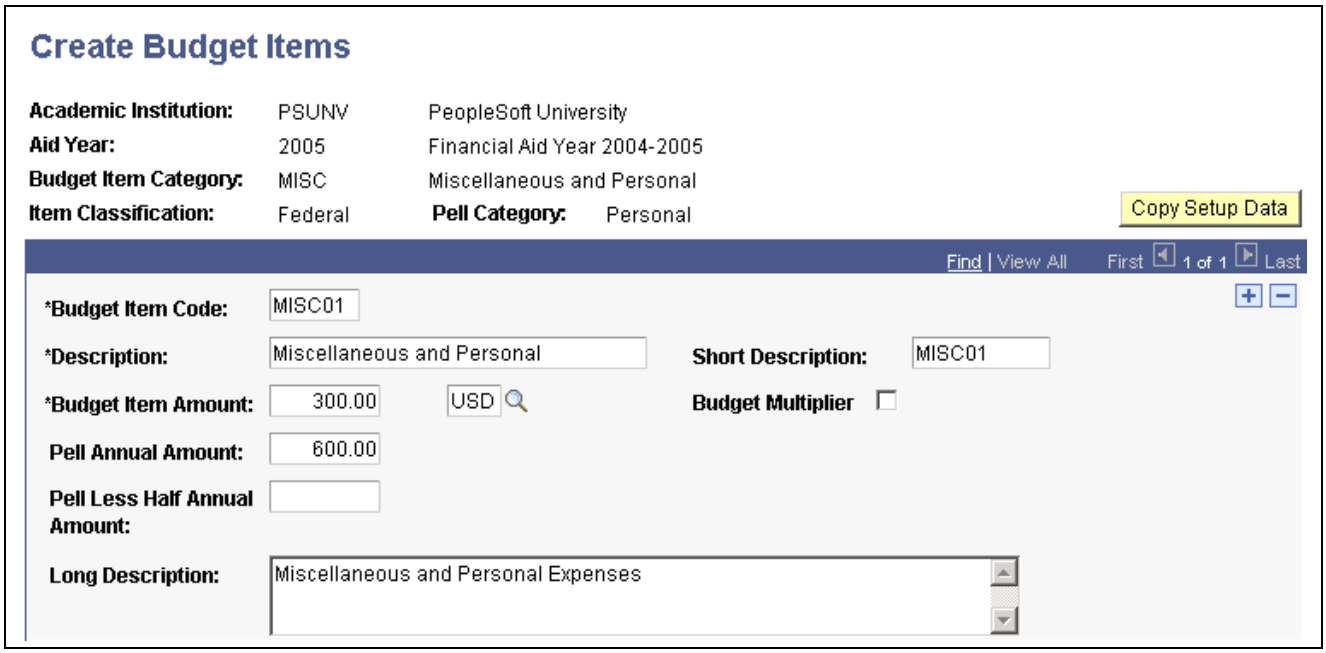
Copy Setup Data Click to access the Copy Budget Category Data page from which you can copy the information from one combination of academic institution and aid year to another.

See Also

Chapter 23, “Special Cases and Considerations in Packaging,” Awarding Pell Grants, page 859

Defining Budget Items

Access the Create Budget Items page.



Create Budget Items page

You can have multiple budget items for each category. If the budget amounts within a category differ depending on the type of term, you must create a separate budget item for each term.

Budget Item Code Enter a code to identify budget items within a category. For example, the Housing budget category could have separate budget items for students living on campus, off campus, with parents, and in married student housing.

Budget Item Amount Enter the amount per term for this budget item. Financial aid budgets, except for Pell budgets, are term-specific, so each budget item should reflect the term amount for that budget item.

Budget Multiplier Select to multiply the budget item amount by a student's value for a particular field. Then select a field from the available list. The system takes the budget item amount and multiplies it by the value of the budget multiplier field. The available budget multiplier fields are:

COURSE_LD_PCT

FA_NUMBER_OF_WEEKS

FA_TERM_EFFSEQ

FA_UNIT_ANTIC

FA_UNIT_COMPLETED

FA_UNIT_CURRENT

FA_UNIT_IN_PROG

REFUND_PCT

UNIT_TAKEN_FA

UNIT_TAKEN_FA_CL

WEEKS_OF_INSTRUCT

Use the budget multiplier to build budget items on a per unit or per week basis. For example, if you charge tuition based on the number of units that a student takes, you can enter the per unit amount as the budget item amount. Then select the Budget Multiplier check box and select a field that represents units (options include FA units taken, units anticipated, units in progress, and current units).

The budget multiplier can also reduce the budget item amount for students who are not taking a full load or who receive a refund. Because these field values are a percentage, they can reduce the budget item amount. For example, to adjust a books budget item based on the student's course load, you select the Budget Multiplier check box and select *COURSE_LD_PCT* as the multiplier. Full time students would receive 100 percent of the budget item amount, three-quarter-time students would receive 75, and so on.

Pell Annual Amount Available only for budget categories assigned to a Pell category on the Create Budget Categories page. Enter the annual—not term—Pell budget for this item. .

The budget multiplier does not affect the Pell annual amount..

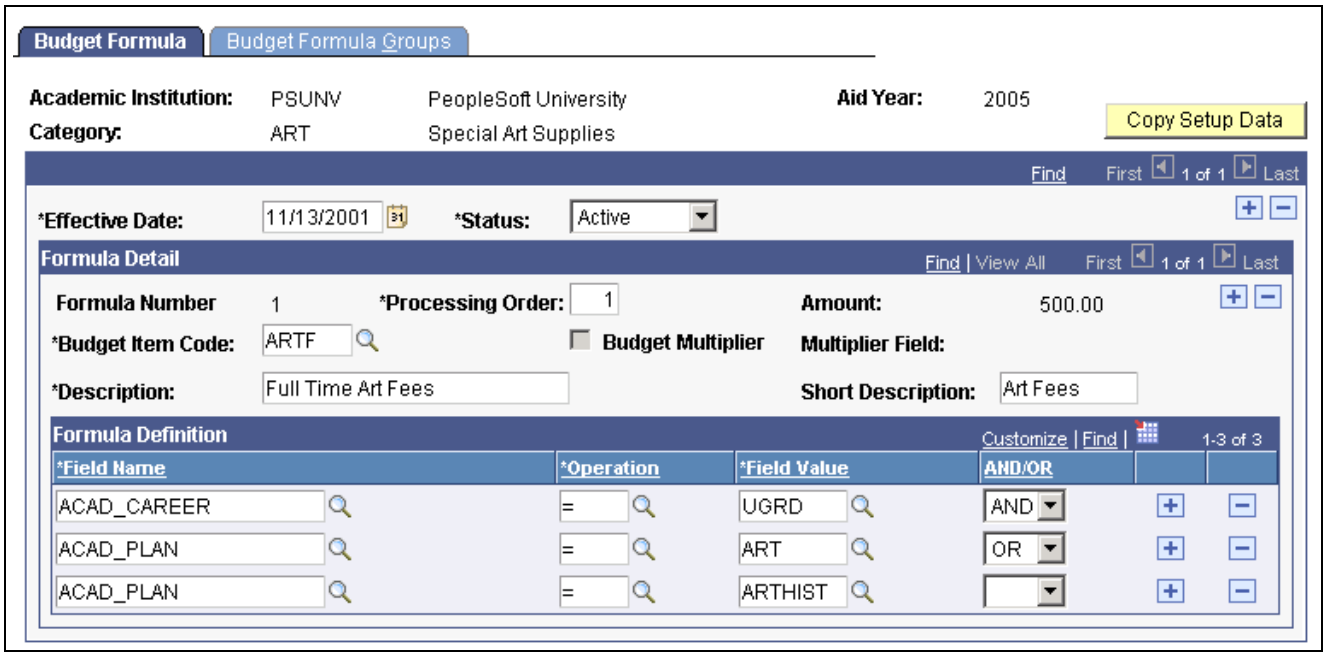
Note. Because graduate students are not eligible for Pell grants, leave this field blank for graduate students.

Pell Less Half Annual Amount Available only for budget categories assigned to a Pell category on the Create Budget Categories page. Enter the annual—not term—Pell budget for this item. Displays the Pell amount for less than half-time enrollment.

Copy Setup Data Click to access the Copy Budget Item Data page and copy the information on this page from one combination of academic institution, aid year, and budget item category to another.

Defining Budget Formulas

Access the Budget Formula page.



Budget Formula page

Formula Detail

Budget Item Code Select the budget item for which you are defining a formula.

Budget Multiplier Selected if you selected it on the Create Budget Items page. The multiplier field that you selected also appears.

Copy Setup Data Click to access the Copy Budget Formula Data page and copy setup data from the Budget Formula page from one academic institution, aid year, and budget category combination to another.

Formula Definition

Create a budget formula to define a student's eligibility for this item. For example, if the student must be an undergraduate, the field name would be ACAD_CAREER, the operation would be = (equals), and the field value would be *UGRD*.

Field Name A set of predefined fields that enable you to compose selection criteria to assign budget items. The Values for Field Name subtopic lists the available values.

Note. If you select STDNT_GROUP as the field name, use the Budget Formula Groups page to specify field values and operations for the STDNT_GROUP criteria.

Operation Indicates the relationship between the field name and its field value used to select students. The Available Operations subtopic describes the functions of the available values.

Field Value Select a field value that indicates the required value of the field from Field Name. The system displays only field values related to the selected field name.

AND/OR Select an AND/OR connector to indicate that other field names, statements, or criteria must be included in this formula. For example, a student must be

an undergraduate AND have full time enrollment for a book allowance; the graduate student must be a graduate AND be enrolled in Fall OR Spring terms to be eligible for a study trip allowance. If you create conditional statements, the system only processes simple OR statements. Each conditional statement must be mutually exclusive.

Note. Do not select an AND/OR connector in the last row of your formula.

Values for Field Name

This table lists available field names from which you compose selection criteria to assign budget items:

Budget Formula Field Names		
ACADEMIC_LOAD	CUR_PARTICIPANT_1	INSTITUTION
ACAD_CAREER	CUR_PARTICIPANT_2	INTERESTED_IN_SL
ACAD_GROUP_ADVIS	CUR_PARTICIPANT_3	MARITAL_STAT
ACAD_LEVEL_BOT	CUR_PARTICIPANT_4	NSLDS_LOAN_YEAR
ACAD_LEVEL_PROJ	DEPNDNCY_STAT	NUMBER_IN_FAMILY
ACAD_LOAD_APPR	EMPLID	POSTAL
ACAD_PLAN	END_DATE	PROCESSING_MODE
ACAD_PLAN_TYPE	ENROLL_CURNT_SUM	REFUND_CLASS
ACAD_PROG_PRIMARY	ENROLL_FALL	REFUND_PCT
ACAD_SUB_PLAN	ENROLL_NEXT_SUM	REFUND_SCHEME
ADMIT_TERM	ENROLL_SPRING	REFUND_SETID
ADVISOR_ID	ENROLL_WINTER	RESIDENCY
ADVISOR_ROLE	EXT_ORG_ID	SPORT1
AID_YEAR	FA_LOAD	SPORT2
APP_STATE_RESIDENCE	FA_LOAD_CURRENT	SPORT3

Budget Formula Field Names		
ATH_PARTIC_CD1	FA_NUMBER_OF_WEEKS	SPORT4
ATH_PARTIC_CD2	FA_UNIT_ANTIC	SRVC_IND_CD
ATH_PARTIC_CD3	FA_UNIT_COMPLETED	START_DATE
ATH_PARTIC_CD4	FA_UNIT_CURRENT	STATE_RESIDENCE
BUDGET_GROUP_CODE	FA_UNIT_IN_PROG	STDNT_GROUP
BUDGET_STATUS	FIN_AID_FED_EXCPT	STRM
CAMPUS	FIN_AID_FED_RES	STUDY_AGREEMENT
CAMPUS_FA	FIN_AID_ST_EXCPT	TERM_TYPE
COMMITTEE_ID	FIN_AID_ST_RES	UNT_TAKEN_FA
COUNTRY	FORM_OF_STUDY	UNT_TAKEN_FA_CL
COURSE_LD_PCT	HOUSING_TYPE	WEEKS_OF_INSTRUCT

Available Operations

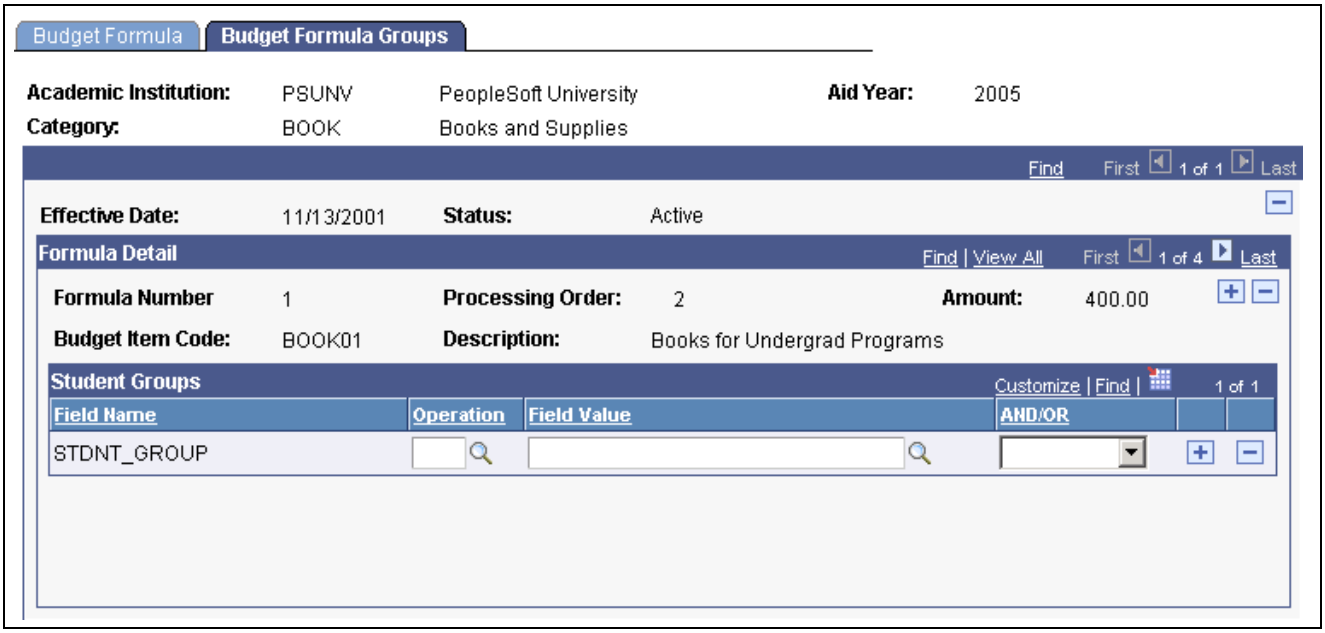
This table describes the operations that are available to establish the relationship between the field name and its field value used to select students.

Operation	Description
<	Less than
<=	Less than or equal to
<>	Not equal to
=	Equal
>	Greater than

Operation	Description
>=	Greater than or equal to
BLK	Is blank
LIK	Like

Defining Budget Formula Groups

Access the Budget Formula Groups page.



Budget Formula Groups page

Use this page only if you indicate the field name STDNT_GROUP within the Formula Definition group box on the Budget Formula page.

Operation Enter the relationship between the student group and its value.

Field Value Enter the value for the student group.

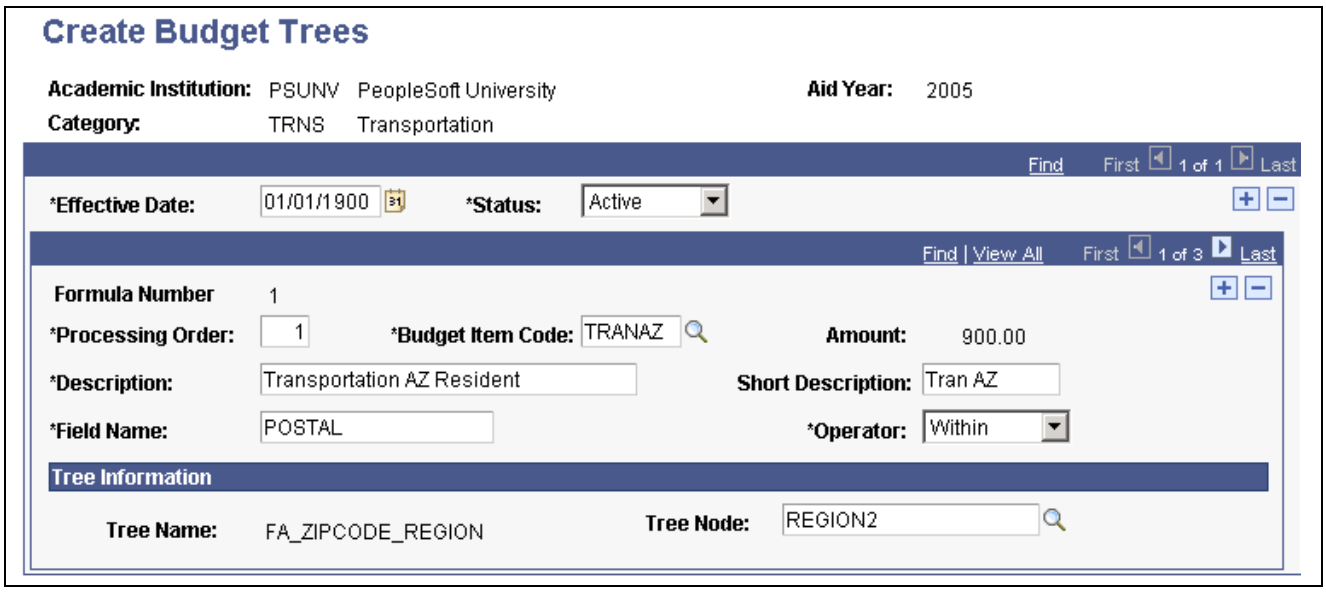
AND/OR Select an AND/OR connector to include more than one student group in the criteria statement. For example, the student must be an athlete AND an honor student. Do not select an AND/OR connector in the last row of your formula.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, "Preparing to Track Student Data," Managing Student Groups

Defining Budget Assignment Trees

Access the Create Budget Trees page.



Create Budget Trees page

Financial Aid delivers a tree that contains all of the postal codes in the United States, which you can use to assign budget amounts based on geographic distance to your institution.

Important! The FA_ZIPCODE_REGION Budget Tree is delivered with the system. Changing the delivered tree or adding a budget tree requires code changes to accommodate a new tree name and ongoing system support. To create an institution-specific tree without making coding changes, use the same name as the delivered tree.

Budget Item Code Select the budget item for which you are using a tree to determine the student's eligibility.

Field Name Enter the field name against which to compare tree values. The default value is *Postal* , which indicates that postal codes in the tree should be compared against the student's postal code.

Operator Select *Within* or *Not Within* to have the system look within or outside of the field name, in or out of the postal code in this example. For example, you assign 400.00 USD to students whose postal region is within Region 2. Then, you assign 600.00 USD to all students whose postal region is not within Region 2.

Tree Name and **Tree Node** Displays the name and node of the tree being used to determine if the student should be assigned this budget amount. The default tree is *FA_ZIPCODE_REGION*.

Creating Budget Groups

To set up budget groups, use the Budget Groups component (BUDGET_GROUP_TABLE). Use the BUDGET_GROUP_TABLE_CI component interface to load the data into the tables for these component interfaces.

Budget groups define a budget for groups of similar students, such as undergraduate freshmen, out-of-state residents, or married graduate students. You can use a budget group to assign a term budget online to a single student quickly. For example, you can create a budget group for undergraduate in-state residents for the 2005 Spring term. Then you can create a term budget for Spring 2005 using this budget group for a resident undergraduate student on the Student Budget Maintenance page.

This section discusses how to:

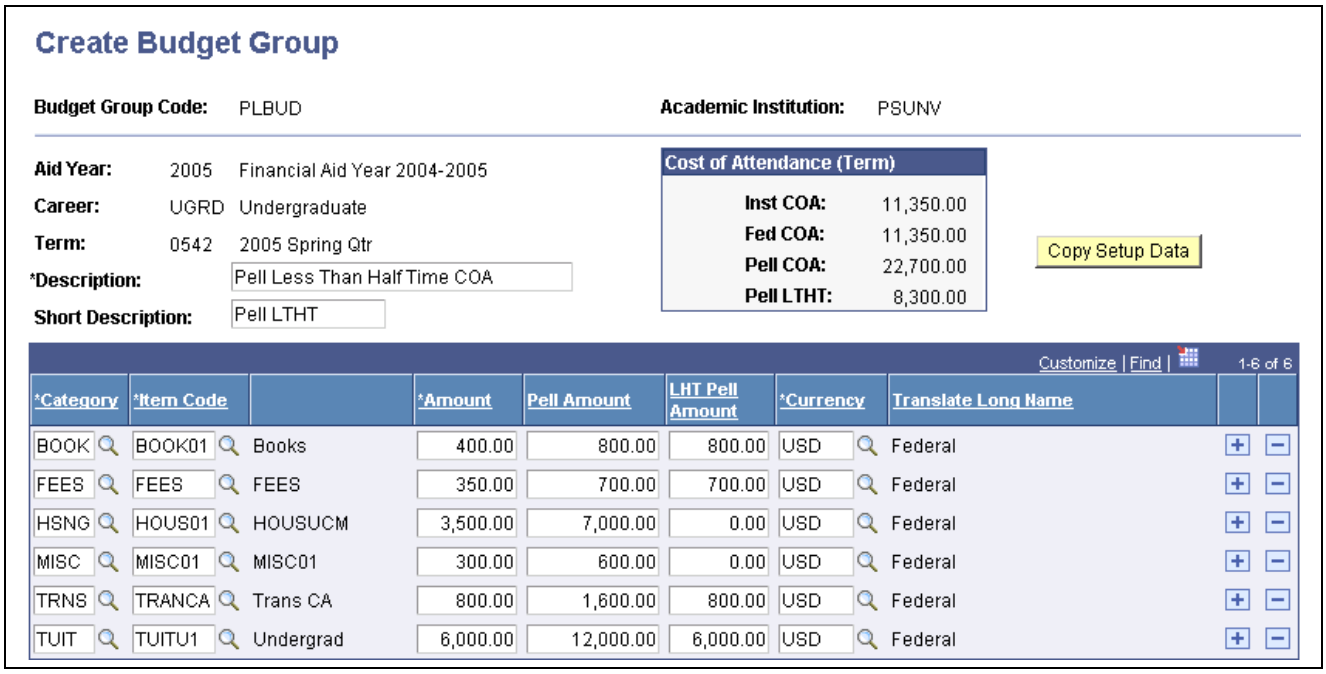
- Define detailed budget groups.
- Define generic budget groups.

Pages Used to Create Budget Groups

Page Name	Object Name	Navigation	Usage
Create Budget Group	BUDGET_GROUP_TABLE	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Groups, Create Budget Group	Group budget items and associate the budget group to selected students within a specific aid year, career, and term.
Copy Budget Group Data	BDGT_GROUP_COPY	Click the Copy Setup Data button on the Create Budget Group page.	Copy setup data from the Create Budget Group page from one budget group code, academic institution, aid year, academic career, and term combination to another.

Defining Detailed Budget Groups

Access the Create Budget Group page.



Create Budget Group page

Cost of Attendance (Term)

The values in this group box change as you add or subtract budget items or alter budget item amounts.

Inst COA (institutional cost of attendance) Displays the sum of all budget items assigned to this budget group that have an item class of *Federal* or *Institutional.* The Packaging routine uses this COA during awarding if you designate institutional methodology as the packaging methodology at the financial aid item type level.

Fed COA (federal cost of attendance) Displays the sum of all budget items assigned to this budget group that have an item class of *Federal.* The Packaging routine uses this COA during awarding if you designate federal methodology as the packaging methodology at the financial aid item type level.

Pell COA (Pell cost of attendance) Displays the sum of all Pell amounts from the budget items assigned to this budget group. The Packaging routine uses this COA when awarding Pell Grants.

Pell LTHT (Pell less than half-time) Displays the sum of all Pell amounts from the budget items assigned to this budget group. The Packaging routine uses this COA when awarding Pell Grants for students enrolled less than half-time..

Other Page Elements

Category and **Item Code** Select the budget category and item code to assign to this group.

Amount Displays the appropriate budget item amount. You can override this amount for this budget group only. This is a per term amount.

Pell Amount Displays the appropriate budget item amount for the Pell budget. You can override this amount for this budget group only. This is an annual amount.

LHT Pell Amount (less than half-time Pell amount)	Displays the less than half-time Pell amount.
Currency	Displays the correct currency type for the Amount and Pell Amount fields. You can change the currency.
Item Class	Indicates whether the budget category contributes to the federal and institutional COA or contributes only to the institutional COA.
Copy Setup Data	Click to access the Copy Budget Group Data page, where you can copy the setup data on this page from one budget group code, academic institution, aid year, academic career, and term combination to another.

See Also

U.S. Department of Education Financial Aid Counselor's Handbook

Defining Generic Budget Groups

Access the Create Budget Group page.

If you plan to use background budget assignment, you can create a generic budget group code without specifying categories, item types, or amounts. This budget group code acts as a template during background budget assignment. Based on the budget formulas for which the student qualifies and the budget assignment table, the system will automatically build a budget for the student.

To create a generic budget group:

1. Add a new budget group code.
2. Enter a description and short description.
3. You do not have to populate the fields in the grid. You can leave them blank and save the record.

Preparing for Background Budget Assignment

After you establish your institution's budget categories, budget items, budget formulas and trees, and budget groups, you must complete three more steps before you can use online or batch background budget assignment. If you are not going to assign budgets in batch, you do not have to complete these three steps.

To set up background budget assignment, use the Budget Assignment component (BUDGET_ASSIGNMENT) and Budget Assignment Run Control component (BUDGET_ASGN_RUNCTL).

This section discusses how to:

1. Specify Careers.

   Specify the careers for which you want to assign budgets.

2. Assign automated budget categories.

   List the budget categories that should be used to create a term budget for each term.

3. Create budget assignment run controls.

   Specify the academic careers and terms to which you want to assign budgets during background budget assignment.

See Also

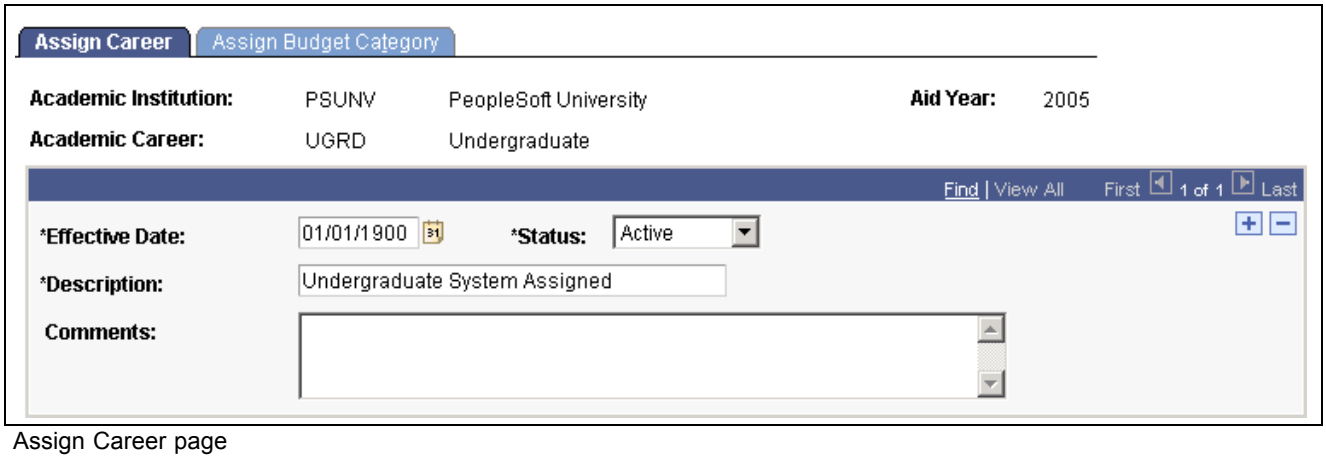
Chapter 15, "Working with Student Budgets," page 395

Pages Used to Prepare for Background Budget Assignment

Page Name	Object Name	Navigation	Usage
Assign Career	BUDGET_CONTROL	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Assignment, Assign Career	Specify a career for which you want to assign budgets during background budget assignment by establishing an effective-dated row for the career. You must add additional careers from the search page.
Assign Budget Category	BUDGET_ASSIGN_CATG	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Assignment, Assign Budget Category	Assign budget categories to each term valid for the combination of career, aid year, and academic institution.
Create Budget Run Controls	BUDGET_ASGN_RUNCTL	Set Up SACR, Product Related, Financial Aid, Budgets, Budget Assignment Run Control, Create Budget Run Controls	Select which careers and terms to use when running background budget assignment.

Specifying Careers

Access the Assign Career page.

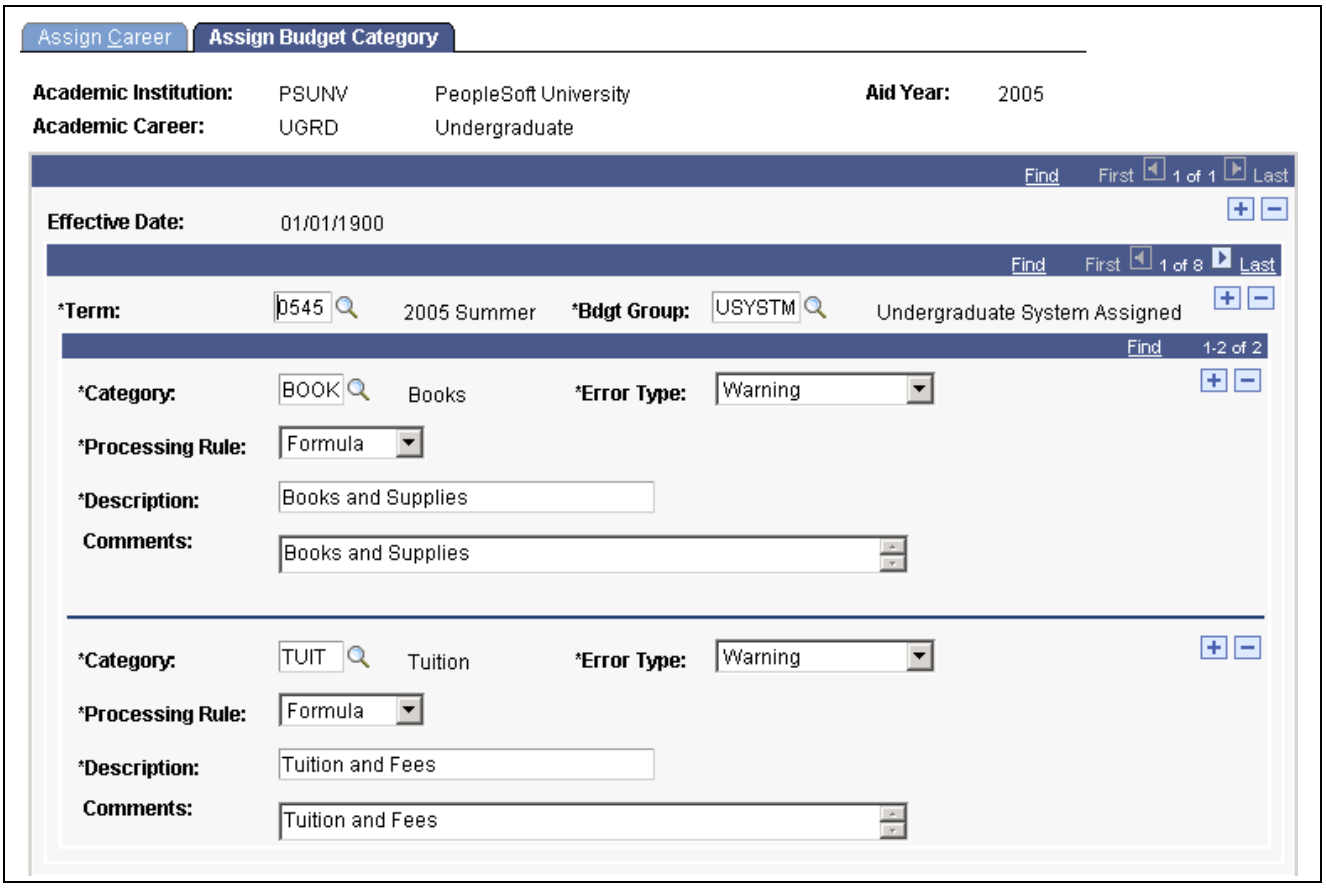


Assign Career page

Establish an effective-dated row for each combination of career, aid year, and academic institution that you want to assign budgets using the Student Budget Assign process (FAPBDGTS).

Assigning Automated Budget Categories

Access the Assign Budget Category page.



Assign Budget Category page

If you have not set up generic budget groups to use with background processing, you must list each budget category individually. During background budget assignment, the system assigns the appropriate budget item and amount to each student using the budget formulas or trees that you set up for each budget item.

Bdgt Group (budget group) If you have established generic budget groups for batch budget processing, enter the budget group code. The page automatically displays the budget categories that you assigned to this budget group.

Category Enter the budget category to assign to the selected term's budget. Make sure that the category is valid for the selected term. For example, a summer term might not include housing costs, while a fall term includes housing costs.

Error Type Select the action to take when the system encounters an error in assigning a value to a student for this budget category. Options are:

None: The system does not take any action when it encounters an error.

Skip: The system skips the record for which it encountered the error and does not assign a value to that record.

Stop: The system stops all processing when it encounters an error.

Warning: The system warns you of the error but continues processing. No budget item is assigned to the student for the budget category for which the system encountered the error. The student receives a zero dollar amount for that budget category and a warning that the student failed the budget assignment criteria for that budget category.

For example, you might assign the child care budget category a Skip error type, because not all students are parents and, therefore, would not be eligible for a dependent child care allowance. You might assign the fees budget category a Stop type because all students need to have a particular fee amount in their budgets. You might assign a Warning for the books budget category based on the student's career. If the career does not match the book criteria defined in the budget assignment setup, the system does not assign a book budget item and displays a warning. You can then reevaluate the assignment criteria to ensure correct definition.

Processing Rule Select whether a formula, tree, or other assigned possibilities—such as tuition calculations—determine the amount assigned to the student for this budget category. Options are:

Formula: The system uses a budget formula to determine the budget item amount assigned to the student.

Tree: The system uses a budget tree to determine the budget item amount assigned to the student. When you select this option, a Name field appears and displays the name of the tree used to define the budget category.

Tuition: The system calculates the student's tuition budget item amount by running the tuition calculation routine. The tuition calculation routine can be run either by Student Financials or Financial Aid; the Use Actual/Projected Tuition check box on the Create Budget Run Controls page specifies which tuition calculation routine to use.

Name Displays the name of the tree used to determine which budget item is assigned to a student. Appears only when you select *Tree* as the processing rule.

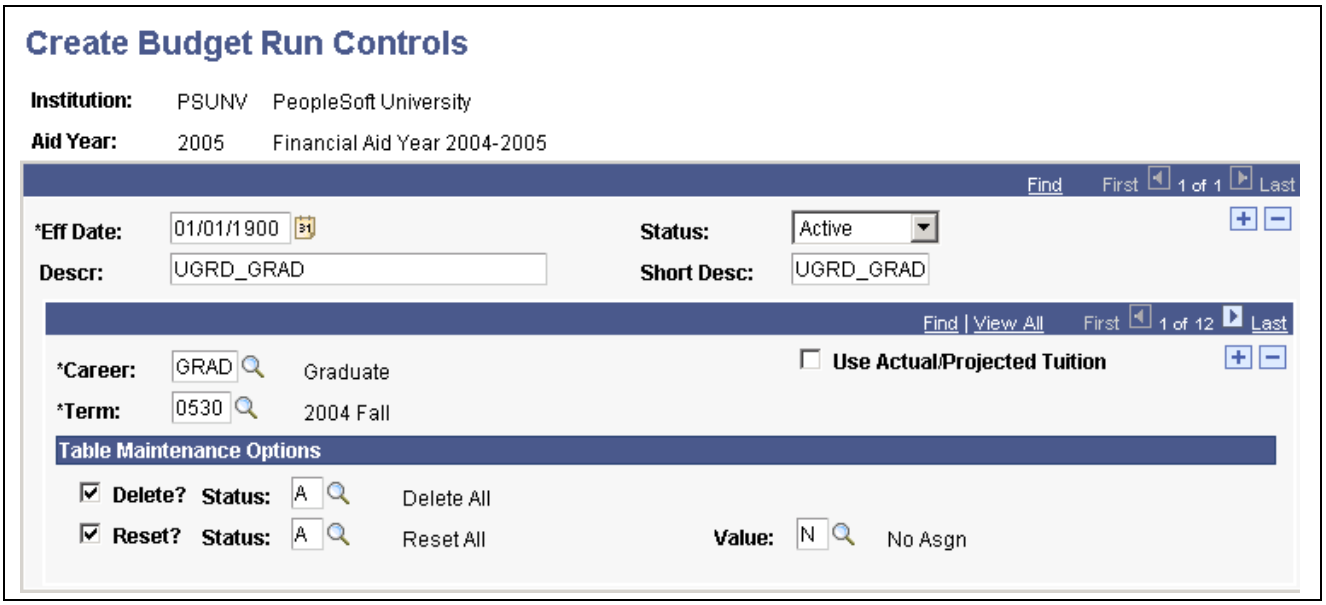
Description You can edit the default description to specify how the rule is used. This can be different from the description on the Create Budget Categories page. For example, the book budget category might have a description of Books on the Create Budget Categories page, but be listed as *Book Allowance Fall 2002* on this page.

Comments The default value is the budget category description, but you can edit the description to provide more information about the processing of this budget category.

Use the top set of scroll arrows to view rows with different effective dates. Use the middle set of scroll arrows to view different terms. Use the bottom set of scroll arrows to view additional budget categories for a specific term and budget group combination.

Creating Budget Assignment Run Controls

Access the Create Budget Run Controls page.



Create Budget Run Controls page

Define each combination of career and term in its own row.

Career Select the career of the students for which the system assigns budgets when you run the Student Budget Assign process (FAPBDGTS). To include another career, insert another row.

Term Select the term for which the system assigns budgets when you run the Student Budget Assign (FAPBDGTS) process. To run the process for multiple terms for a career, insert another row.

Use Actual/Projected Tuition Select to use the tuition value that the tuition calculation in Student Financials generates based on tuition group rules that incorporate Student Records data. If Student Financials has not yet calculated tuition for this term and this check box is selected, the tuition returned is 0.00 USD.

If the check box is clear, then Financial Aid calculates the student's tuition based on rules established in Student Financials for financial aid tuition groups. The tuition amount calculated by Financial Aid is only an estimated tuition amount.

Delete? and **Status** Select this check box to have the system delete records in the work table according to the status that you select. The Status field appears when you select this check box. Values for the Status field are:

A—Delete All: The system deletes all records in the work table.

E—Those with Errors: The system deletes only the records in the work table that have errors.

I—Those in Progress: The system deletes the records in the work table that are still in progress. These are records that the system has not moved to the student's budget tables and is still processing.

Reset? and **Status** Select this check box to have the system reset the Budget Required field on the Financial Aid Info page. The Status and Value fields appear when you select this check box. Values for the Status field are:

A—Reset All: The system resets the Budget Required field for all records in the work table.

E—Those with Errors: The system resets the Budget Required field for only the records in the work table that have errors.

I—Those in Progress: The system resets the Budget Required field on FA Term, for the records in the work table that are still in progress. These are records that the system has not moved to the student's budget tables and is still processing.

Value Appears when you select the Reset? check box. Specify the value to set the Budget Required field to on the student's Financial Aid Term record for each processed term. Options include:

E—Error During Budget Assignment: An error occurred during the Budget Assignment process.

I—In Progress: Budget assignment is currently in progress for this student for the given terms.

N—No Budget Assignment: The system sets the student's Financial Aid Term Budget Required field to this value, and selects the student the next time that you generate batch budgets.

Y—Yes Assign Budget: The system sets the student's Financial Aid Term Budget Required field to this value, and selects the student the next time that you generate batch budgets.

Note. The Stdnt Bdgt Assign - Delete (student budget assignment - delete) process (FAPBDGTD) uses the options that you define in the Table Maintenance Options group box.

See Also

Chapter 14, "Managing Financial Aid Terms," page 365

CHAPTER 5

Setting Up Packaging Basics

This chapter provides an overview of setting up packaging and discusses how to:

- Define packaging variables.
- Define disbursement plans and split codes.
- Set up aggregate aid.
- Set up award messages.
- Set up loan fees.
- Define financial aid item types.
- Budget fiscal limits.
- Prepare for early financial aid offers.
- Set up restricted aid.
- Set up award adjustment reasons.

Understanding Packaging Basics

The items covered in this chapter are the basic items required for all three modes of packaging (manual, auto, and mass). If your institution is only going to use manual awarding, you only need to perform setup tasks in this chapter. If you are going to use Auto Packaging or Mass Packaging, you must perform the setup tasks outlined in the Setting Up Auto Packaging and Mass Packaging chapter.

This section lists prerequisites and common elements and discusses:

- Award adjustment reasons.
- Early financial aid offers.
- Awarding versus. packaging.
- Financial aid item types.

See Also

Chapter 6, "Setting Up Auto Packaging and Mass Packaging," page 129

Prerequisites

Before you begin to set up your institution's financial aid item types and your awarding and packaging rules, you must:

- Set up your institution's installation defaults and other basic elements of the financial aid application processing cycle (such as aid year and valid careers for aid year).
- Set up your item types for financial aid in PeopleSoft Enterprise Student Financials—you cannot set up your financial aid item types until you have set up item types.
- Establish your financial aid terms.
- Review the concepts of tablesets and set IDs.

If you plan to use admissions rating components as criteria for awarding certain awards, you must:

- Have a list of the rating components used by the admissions office at your institution.
- Know what the various rating components are used for and what names have been used for them in PeopleSoft Enterprise Recruiting and Admissions.

  See *PeopleSoft Enterprise Recruiting and Admissions 8.9 PeopleBook*, "Setting Up for Evaluating Applicants".

Before using the Equation Processor you should know what fields are valid for use in equations and what their names are. A list of valid fields can be found in the "Using the Equation Processor" section. Packaging equations are used for queries and selections from the database and to calculate values.

See Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Using Equations, page 135.

Common Element Used in This Chapter

Copy Used to access a page where you can copy data you have already entered into something new you are creating. For example, you can copy information from one financial aid year to another aid year or from one career to another career within the same aid year.

Award Adjustment Reasons

Financial aid counselors use award adjustment reasons to document why they made a change to the student's award. Award adjustment reasons are available for you to edit, add to, or delete. Award adjustment reasons are required by the Professional Judgement page, and they can also enhance your ability to track patterns in awarding.

Early Financial Aid Offers

If you plan to offer early financial aid awards, and you want to use broad categories of aid instead of specific awards, you must set up these broad categories from which a student could be awarded early financial aid. For instance, you can create categories for scholarships, loans, grants, and work-study. When you actually create an early financial aid offer, you use these categories instead of financial aid item types.

Awarding versus Packaging

A note about terminology: Awarding and packaging are terms that are often used interchangeably. In this book, awarding is used to mean the activity of choosing one financial aid award at a time for a student. Packaging is used to refer to a process where many awards are given to a student at one time to make a financial aid award package.

Financial Aid Item Types

Financial aid item types are selected item types that your institution has assigned to the funds awarded as financial aid. The item type is used to map the financial aid award transaction to the appropriate general ledger account during the general ledger process. The way item types are classified governs whether they are considered as financial aid item types.

There are several major steps involved when you set up your item types for financial aid.

1. Add keywords on the Keywords page to simplify the search for a financial aid item type in a search dialog box.

   Keywords that you might use for your item types include grants, loans, work (for work-study), scholarship, and merit.

   Note. Financial aid and bursar offices should work together to set up your keywords so that a keyword standard can be defined for your institution.

2. Set up the item types used by financial aid in the Item Types component.
3. Set up financial aid item types.
4. Set up fiscal item types. Defines amount of spending money for a particular fund.

   Note. Use the same Set ID for all of your financial aid item types.

See Also

PeopleSoft Enterprise Student Financials 8.9 PeopleBook, "Completing Student Financials General Setup"

Defining Packaging Variables

To set up packaging variables, use the Package Rating Components component (PKG_RTNGCMP_GROUP).

This section provides an overview of packaging variables and describes how to:

- Define package rating components.
- Enter institution-specific variables.
- Populate rating components in batch.
- Populate rating components manually.

Understanding Packaging Variables

Many fields are already available in Financial Aid, but the Packaging Variables component enables you to create additional institutionally defined variable fields for use in the packaging process. You can define character variables, numeric variables, and yes/no flags. Package rating components are also included as packaging variables.

Use the package rating components you define here to define specific student populations for packaging. For example, you may want to select all students with total SAT I scores over 1000 for a particular award. This could be done by assigning the SAT I criteria used by Recruiting and Admissions to one of the package rating components. Then, when defining your population of students for packaging, you would include the package rating component that referred to SAT I score in your selection formula. Package rating components are defined for each career. You must have a different group of package rating components for each career that utilizes package rating components in packaging plans. Enter the admissions rating components and GPA types in any order, but keep track of which items you enter for each package rating component for future reference.

The Rating Component 1 and 2 pages in the Packaging Variables component enable you to enter or to view package rating component information. Package rating components correspond to admissions rating components. You can enter package rating component information manually or using a background process.

To enter package rating component information manually:

1. Select the admissions rating components to use as package rating components in the Package Rating Components component.
2. Enter the student's values on the Rating Components 1 page or Rating Components 2 page.

To enter package rating component information in batch:

1. Select the admissions rating components to use as package rating components in the Package Rating Components component.
2. Run the Assign Packaging Rtng Component (assign packaging rating component) process (FAPKGCMP) on the Assign Packaging Rating Components page.
3. Review values returned by the process on the Rating Components 1 page or Rating Components 2 page.

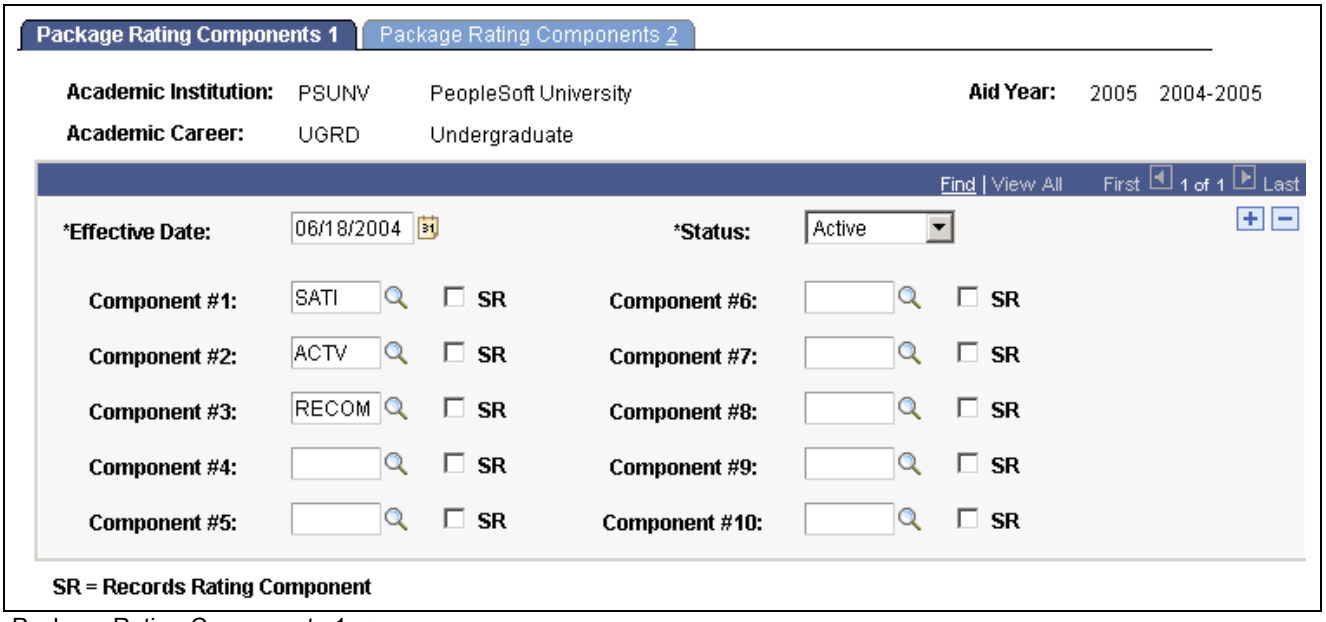
You can change the field names on these pages by using the Application Designer. For example, if you use a character variable to represent a student's county of residence, you can change Var Char 1 to County. If you do not change the field names, make a note of what each variable value represents for future reference.

Pages Used to Define Packaging Variables

Page Name	Object Name	Navigation	Usage
Package Rating Components 1 and Package Rating Components 2	PKG_RTNGCMP_TABLE1, PKG_RTNGCMP_TABLE2	Set Up SACR, Product Related, Financial Aid, Awards, Package Rating Components, Package Rating Components 1 and Packaging Rating Components 2	Define package rating components. Select the admissions rating components and the GPA types you want to be available for packaging equations as package rating components.
User Variables	STDNT_VAR_CHAR	Financial Aid, Awards, Award Processing, Assign Packaging Variables, User Variables	Enter institution-specific variable values for a student.
Assign Packaging Rating Components	RUNCTL_FA_PKG_RC	Financial Aid, Awards, Award Processing, Assign Packaging Ratings, Assign Packaging Rating Components	Populate rating components in batch. Move selected admissions rating components and GPA types and their associated values to the Package Rating Components 1 and 2 pages.
Rating Component 1 and Rating Component 2	STDNT_VAR_CMP1_7, STDNT_VAR_CMP8_14	Financial Aid, Awards, Award Processing, Assign Packaging Variables, Rating Component 1 and Rating Component 2	Populate rating components manually. View or manually enter the student's particular value associated with each package rating component.

Defining Package Rating Components

Access the Package Rating Components 1 page.



Package Rating Components 1 page

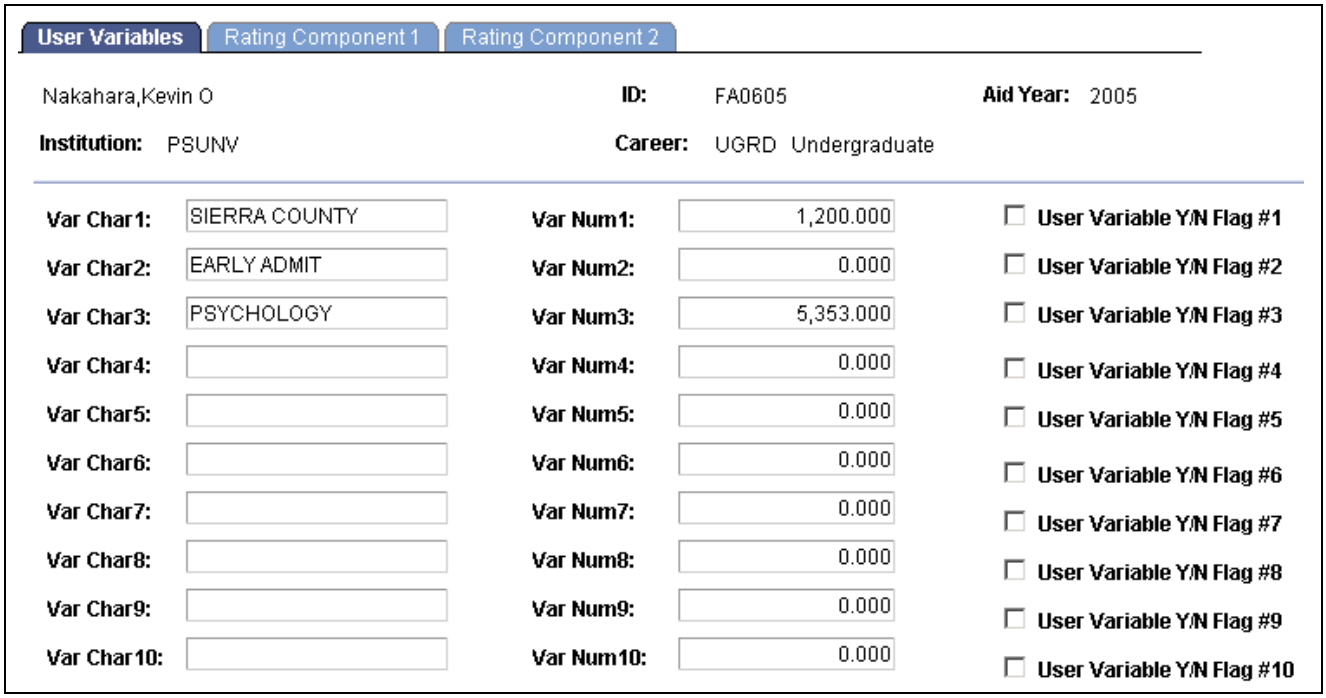
Component #1-20 Enter the admissions rating component or GPA type you want to use as a package rating component. You can enter values in any fields in any order.

Note. To select a GPA type, you must first select the SR check box next to that field.

SR (student records) Determines what values you can select in the Component field. Select to have only GPA types available for selection.

Entering Institution-Specific Variables

Access the User Variables page.



User Variables page

Var Char 1 - 10 (character variable) Enter any alpha characters such as words, phrases, or symbols.

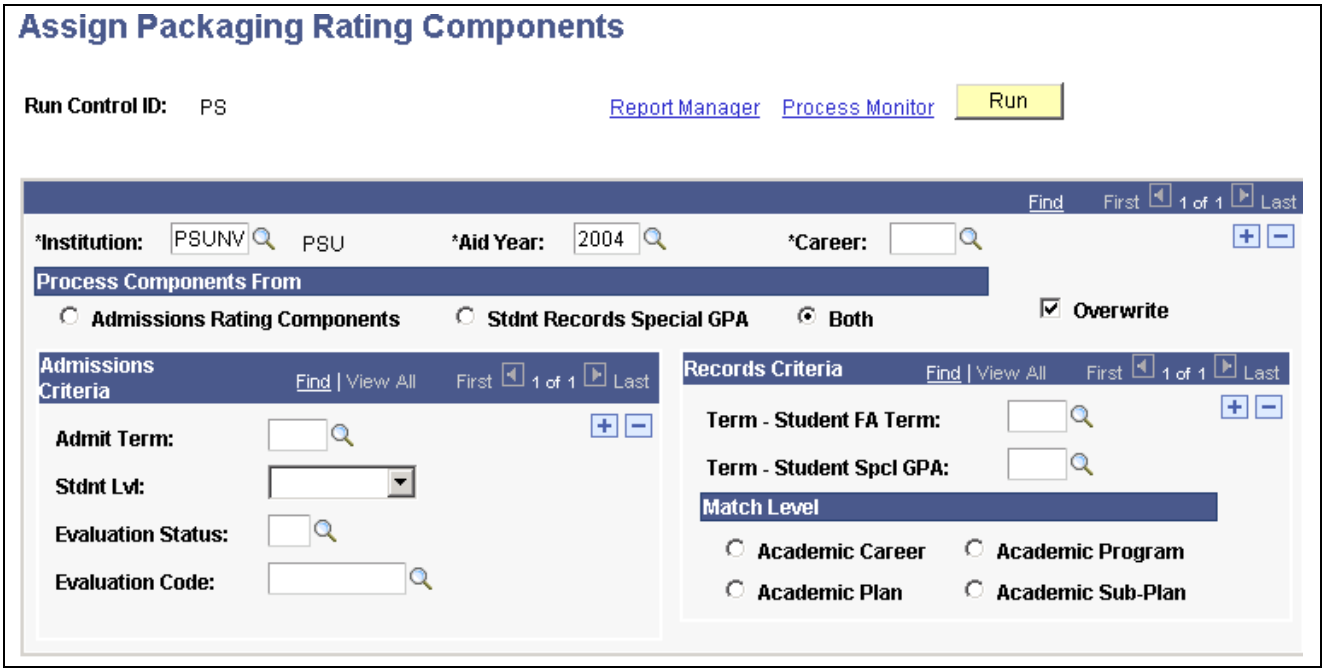
For example, a character variable could be used to define a particular student interest, such as an interest in psychology, that helps determine eligibility for a scholarship, such as a psychology merit scholarship.

Var Num 1 - 10 (numeric variable) Enter numeric variables to define anything that has a numeric value such as percentages, integers, or dollar amounts. Numeric variables could be used to define formulated numeric values such as test scores plus GPA or a raw index of a student's financial need. If you do not enter a value in numeric variable field, the zeros remain in the field. The format for this field is numeric.

User Variable Y/N Flag #1-10 Yes/No Flags can be defined for any variable field with a 'Y' or 'N' value. An example of where you might use a Yes/No Flag is the Ability To Benefit test. Select the check box to indicate Yes. Clear the check box to indicate No. The value you enter should be true for the student whose name appears in the top portion of the page.

Populating Rating Components in Batch

Access the Assign Packaging Rating Components page.



Assign Packaging Rating Components page

Process Components From

Select the criteria you want the system to use when selecting students for processing.

Admissions Rating Components Select this option to use admissions criteria for selecting students. Use this option if you want the process to select data from the admissions evaluation area. If you select this option, you cannot enter any criteria in the Records Criteria group box.

Stdnt Records Special GPA (student records special grade point average) Select this option to enter Student Records criteria for selecting students. Use this option if you want the process to select data from the Student Special GPA page in Student Records. If you select this option, you cannot enter any criteria in the Admissions Criteria group box.

Both Select this option to enter both admissions and student records criteria for selecting students. Use this option to have process select data from both admissions and special GPA data.

Other Page Elements

Overwrite Select to overwrite the previous values entered in the Packaging Variables Rating Components page for the students included in this batch.

Admissions Criteria

Enter the Recruiting and Admissions criteria the system should use to select students for processing.

Admit Term Students who were admitted during the selected term are included in the process.

Stdnt Lvl (student level) Students whose student level is equal to or higher than the selected value are included in the process. The student level corresponds to where the student is in the admissions process or indicates they are an accepted or continuing student.

Evaluation Status Students whose evaluation status matches the selected value are included in the process. The student's evaluation status is related to where a student is in the admissions process. You can select: *CM* (committee evaluation in progress), *FN* (final), *HD* (on hold), or *IP* (in progress).

Evaluation Code Students whose evaluation code matches the selected value are included in the process.

Records Criteria

Enter the Student Records criteria the system should use to select students for processing.

Term - Student FA Term Select the financial aid term that should be used to select the student's career, academic program, and academic plan for comparison against the match criteria.

Term - Student Spcl GPA (term - student special GPA) Select the term from which the process should select the GPA types and the corresponding GPA value.

Match Level Select Academic Career, Academic Program, Academic Plan or Academic Sub-Plan as the matching criteria.

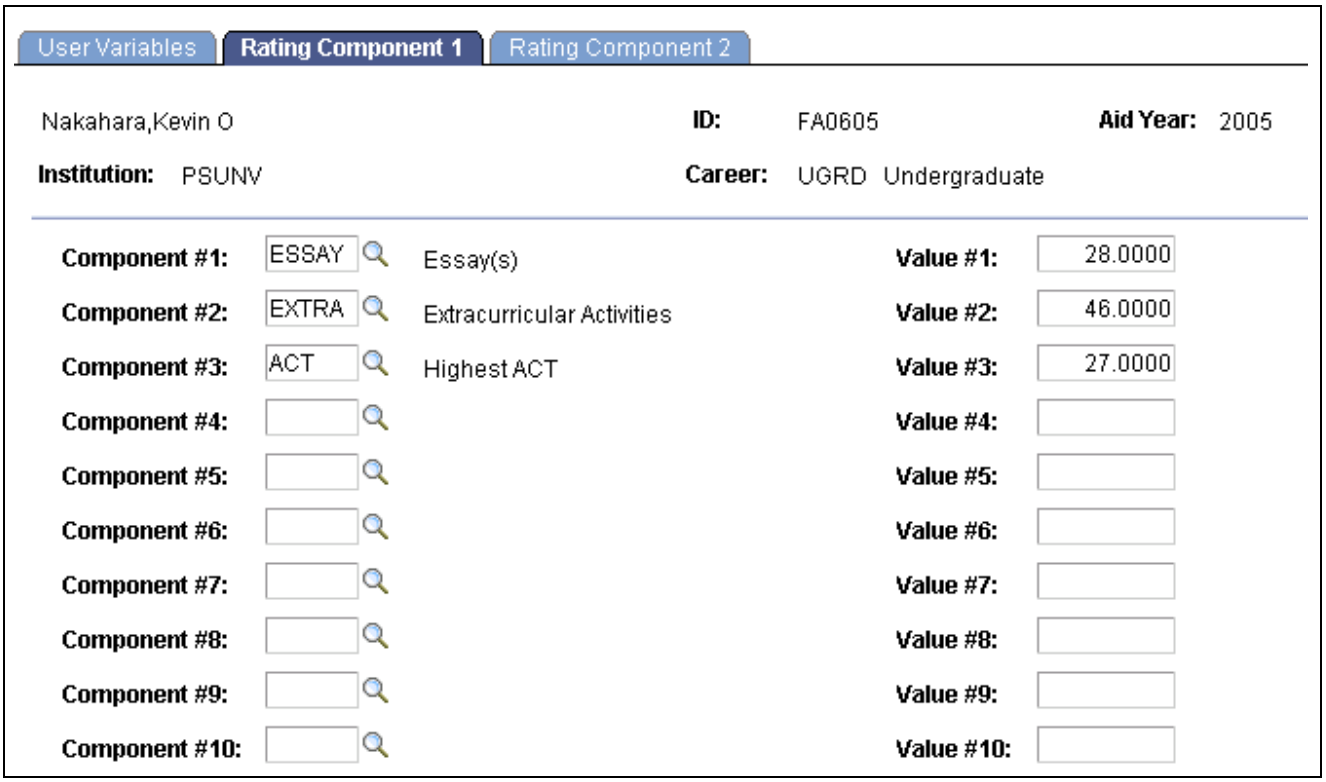
Run Run the Assign Packaging Rtng Component (assign packaging rating component) process (FAPKGCMP) when you are ready to process students. Run this process periodically so that when rating components are used, the values are current.

See Also

PeopleSoft Enterprise Recruiting and Admissions 8.9 PeopleBook, "Setting Up for Evaluating Applicants," Defining Evaluation Codes

Populating Rating Components Manually

Access the Rating Component 1 page.



Rating Component 1 page

The package rating components are broken up into two groups with ten components per page. Package rating components are mapped to Recruiting and Admissions or Student Records criteria on the Package Rating Components page. If you are populating the package rating components in batch, run the Assign Packaging Rtng Component (assign packaging rating component) process (FAPKGCMP) periodically, so that when you use the package rating components the values are current.

Component # If you have run the Assign Packaging Rating Component (FAPKGCMP) process, the package rating components set up on the Package Rating Components 1 and 2 pages are populated in this field and the student's value for that component is displayed in the corresponding Value field. Whether or not you have run the above process, you can select an admissions rating component and enter the corresponding value manually.

Value # A numeric field that represents the student's value for the corresponding package rating component. If you have run the Assign Packaging Rtng Component (FAPKGCMP) process, this field is automatically populated but you can change the value. If you are entering package rating components manually, enter the correct value.

Defining Disbursement Plans and Split Codes

To set up disbursement plans and split codes, use the Disbursement Plan Table component (DISBURSE_PLAN_TBL), the Disbursement ID Table component (DISBURSE_ID_TBL), the Disbursement Split Code component (DISB_SPLIT_CD), and the Disbursement Split Cd Formula component (DISB_ID_SPLIT).

Financial aid funds are awarded to students based on an annual or aid year amount, but you would rarely deliver these funds to students in one lump sum, unless the student is in attendance for only one term. Disbursement plans specify when and how much of a particular award to disburse, by term, to the student's account in Student Financials. For example, if your institution has two terms, you may disburse awards once per term or you may disburse multiple times within a term. Disbursement plans are defined by career, so if you have a law school on semesters and your undergraduates are on quarters, you can define different disbursement plans for each career.

This section discusses how to:

1. Create disbursement plans.
2. Set up disbursement IDs for each disbursement plan.
3. Create disbursement split codes for each disbursement plan.
4. Define each split code using a split code formula.

Before you begin, you must gather all the possible target disbursement dates for the different student populations your institution supports. For example, students enrolled in the law school begin classes ten days prior to all other academic programs. You must also have a good understanding of any special disbursement patterns a fund may have. For example, you may have an institutional fund that is disbursed in one lump sum for the year or perhaps disbursed on a monthly basis.

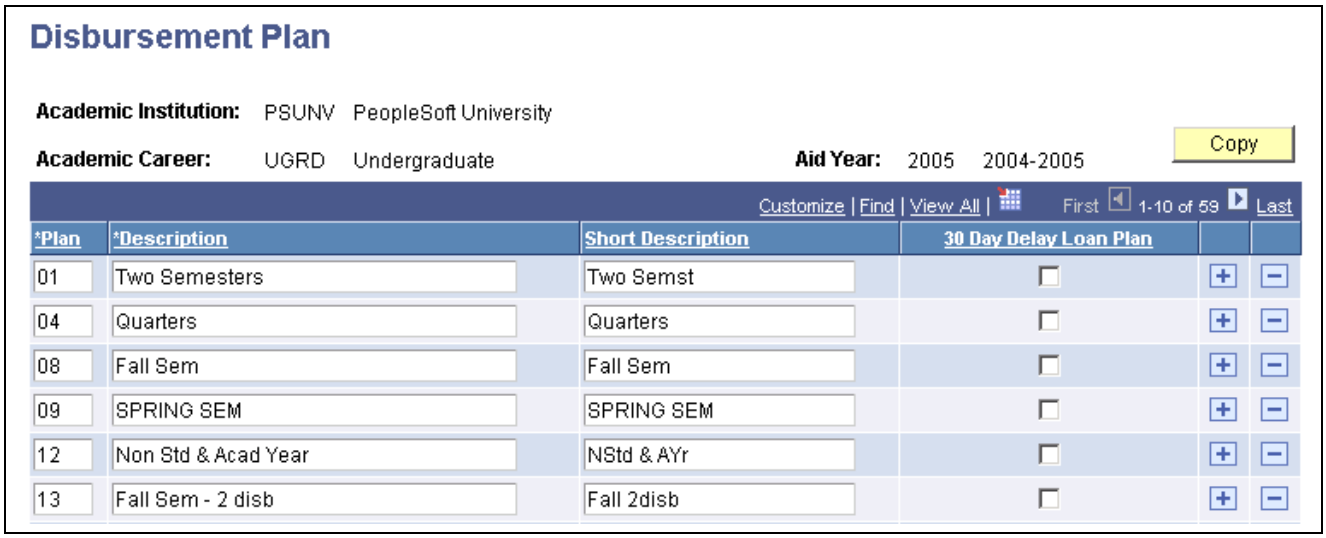
Pages Used to Define Disbursement Plans and Split Codes

Page Name	Object Name	Navigation	Usage
Disbursement Plan	DISBURSE_PLAN_TBL	Set Up SACR, Product Related, Financial Aid, Awards, Disbursement Plan Table, Disbursement Plan	Create disbursement plans, by aid year, that you offer for each career at your institution. Disbursement Plans are high level structural schemes possible within an academic career.
Copy Disbursement Plan Data	DISB_PLAN_COPY	Click the Copy button on the Disbursement Plan page.	Copy the information on the Disbursement Plan page from one combination of aid year, career, and academic institution to another.
Disbursement ID	DISBURSE_ID_TBL	Set Up SACR, Product Related, Financial Aid, Awards, Disbursement ID Table, Disbursement ID	Set up disbursement IDs and terms for each disbursement that should be associated with the disbursement plan. Disbursement IDs identify all the possible target disbursement dates within a specific period.
Copy Disbursement ID Data	DISB_ID_COPY	Click the Copy button on the Disbursement ID page.	Copy the information on the Disbursement ID page from one combination of academic institution, aid year, academic career, and disbursement plan to another.

Page Name	Object Name	Navigation	Usage
Disbursement Split Code	DISB_SPLIT_CD	Set Up SACR, Product Related, Financial Aid, Awards, Disbursement Split Code, Disbursement Split Code	Set up disbursement split codes, or various disbursement patterns for this disbursement plan. Disbursement Split codes are created to provide a label to the various patterns of disbursement IDs. For example, equal disbursement across terms, or fall only disbursement.
Copy Split Code Data	SPLIT_CODE_COPY	Click the Copy button on the Disbursement Split Code page.	Copy the information on the Disbursement Split Code page from one combination of academic institution, aid year, and academic career to another.
Disbursement Split Formula	DISB_ID_SPLIT	Set Up SACR, Product Related, Financial Aid, Awards, Disbursement Split Cd Formula, Disbursement Split Formula	Define split code formulas, or disbursement percentages for the split codes you created Based on the Disbursement Split code descriptions — this setup provides the specific percentage distribution to each Disbursement ID created within a Disbursement Plan.
Copy Split Code Formulas	ID_SPLIT_COPY	Click the Copy button on the Disbursement Split Formula page.	Copy information on the Disbursement Split Formula page from one combination of academic institution, aid year, and academic career to another.

Creating Disbursement Plans

Access the Disbursement Plan page.



Disbursement Plan page

Disbursement plans must account for all possible patterns you use to disburse money to a student. For example, if your institution supports quarter-based terms, you might have a plan for all three quarters, fall and spring quarter, fall and winter quarter, winter and spring quarter, and then a plan for each quarter alone. That way, no matter what the student's attendance pattern is, you have a disbursement plan defined to match that pattern. Define at least one disbursement plan for each career. For clarity, you may want to make your disbursement plan code or value consistent across careers. Your disbursement plan defines the pattern for disbursement of financial aid funds. For example, at a semester-based institution, disbursements can occur in the fall semester only, the spring semester only, or both semesters. Each of these patterns would be defined as a separate disbursement plan.

Note. For all non-Direct Lending programs, you must provide disbursement plan and split code schemes that do not include any zero percentages in a disbursement ID. When a loan is originated, the scheduled disbursement amounts and associated disbursement ID is carried forward to the Peoplesoft financial aid loan origination routine. All non-DL loans with a zero amount associated to a disbursement ID will be rejected during the initial origination process. For example, a disbursement plan of three quarters (fall, winter and spring) could not be used to award a Winter and Spring FFELP subsidized Stafford loan.

Plan Enter a two-character code (alphanumeric) for the disbursement plan. You should use sequential numeric codes (such as 01, 02, 03) rather than skipping numbers (02, 01, 03).

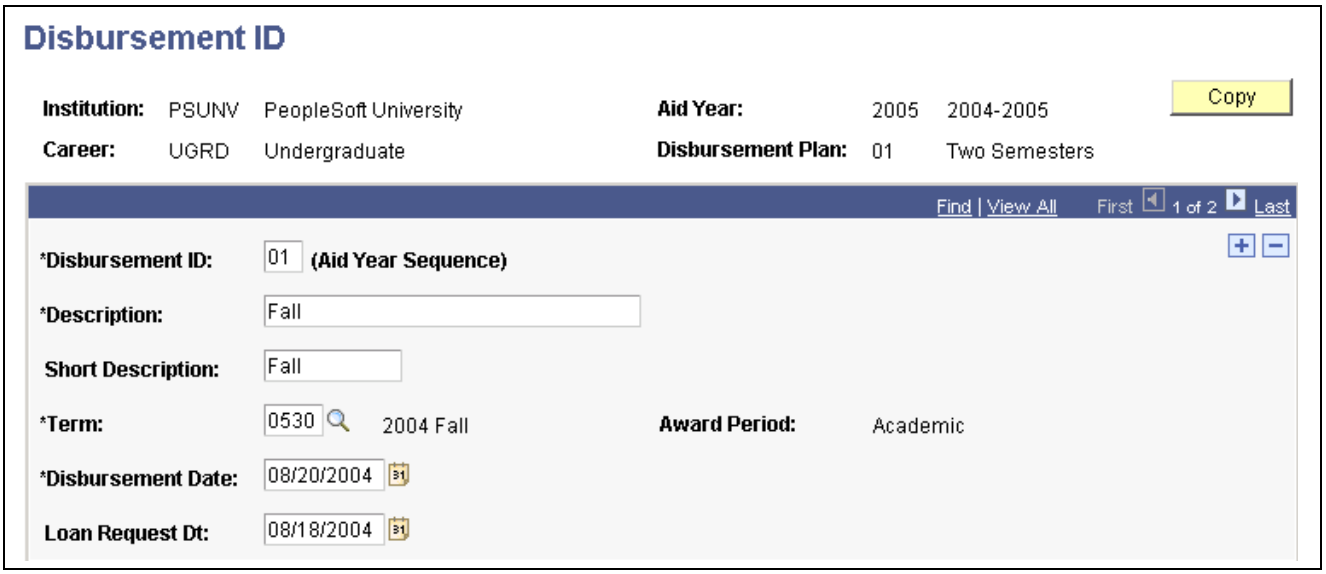
Description Enter descriptions that easily distinguish one plan from another for easy identification.

30 Day Delay Loan Plan Select to indicate that the associated disbursement plan has a 30-day delay for the first loan disbursement. A first-time freshman receiving a loan cannot receive the first disbursement for the loan until 30 days into the term. You need to establish a separate disbursement plan for this instance. Review the setup for the 30-day rule for your institution on the Financial Aid Defaults page.

See Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Installation Level Defaults, page 13.

Setting Up Disbursement IDs

Access the Disbursement ID page.



Disbursement ID page

Disbursement IDs provide all the possible target disbursement dates with a specific disbursement plan. Disbursement split codes and formulas create the disbursement patterns and distribution percentages to each applicable Disbursement ID. When you run the disbursement and authorization processes to disburse aid to a student's account, the system reviews a comprehensive set of rules to ensure the eligibility of aid to a student's account. For example, a federal SEOG award maybe targeted to disburse on the first day of the term, however, aid will not be disbursed until a student completes the verification process.

Disbursement ID

Enter a two-digit number for each term's disbursement that occurs in the disbursement plan identified at the top of the page. The number indicates the Aid Year Sequence for the disbursements for this plan. For example, you may assign your Fall term an *01* disbursement ID, Winter term an *02*, and Spring term an *03*. The aid year sequence for this disbursement plan would be 01, then 02, and then 03. Disbursements process in sequential order within a disbursement plan.

Ensure that if the term includes a non-standard term, such as a summer term, the non-standard term is placed in the correct sequence. For example, if the disbursement plan includes a disbursement during the summer term and your institution has a leading summer term, the disbursement IDs for the summer term must come before those for terms in the academic award period.

If your disbursement plan has the 30-Day Delay check box selected, define a disbursement ID to accommodate this condition with the appropriate disbursement date.

Term

Select the academic term to which this disbursement ID applies. The system populates the Award Period, Disbursement Date, and Loan Request Date based on the selected term when you tab out of this field. Verify that the term is associated with an award period compatible with the award period(s) spanned by the disbursement plan.

Award Period

Displays the award period associated with the selected term. Verify that the term corresponds to the correct award period. To correct the award period, use the Valid Terms for Career page to change the term's award period.

Disbursement Date

This is the date on which financial aid should be applied to the student's account. Once the term value is entered, the system defaults a disbursement

date of 10 days prior to the term begin date, which is defined in Student Records on the Term/Session Table component. You can override this date. If you plan to disburse more than once a term, the disbursement date for each disbursement ID needs to correspond to when you want the disbursements to initially occur. For example, for a monthly disbursement during the fall term, the first disbursement ID could use the defaulted date, for example August 15. The next disbursement ID would have a disbursement date of September 15, the third disbursement ID would have a disbursement date of October 15, and so on.

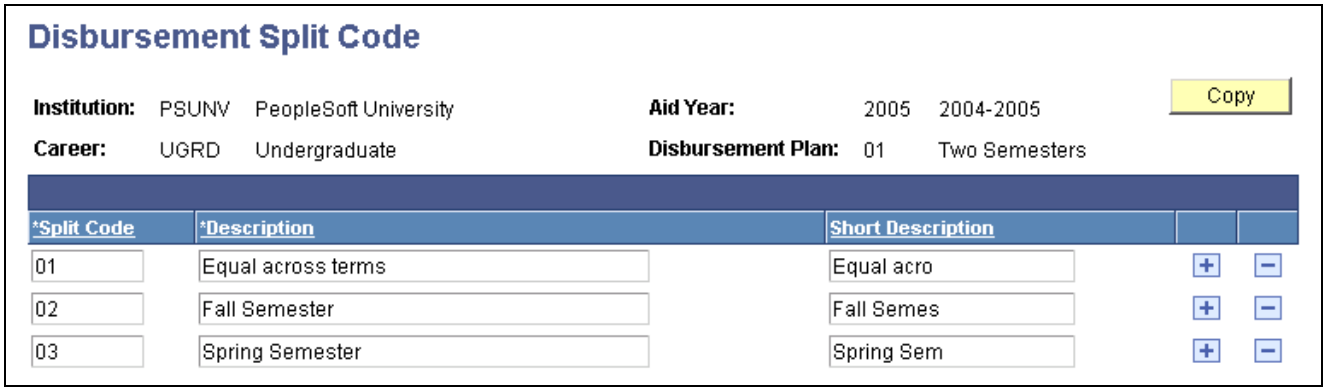
Note. Current federal guidelines state that federal financial aid cannot be disbursed to a student more than 10 days prior to the first day of the term, and that federal financial aid should be disbursed separately for each term.

Loan Request Dt (loan request date) Enter the date you are requesting loan funds to be sent from the lender to your institution. The default loan request date is 13 days prior to the term start date, which is the current federally defined legal maximum.

Note. The loan request date is carried forward to the Loan Origination pages where the date may be modified. Care should be taken to ensure that loan request dates remain in sync.

Setting Up Disbursement Split Codes

Access the Disbursement Split Code page.



Disbursement Split Code page

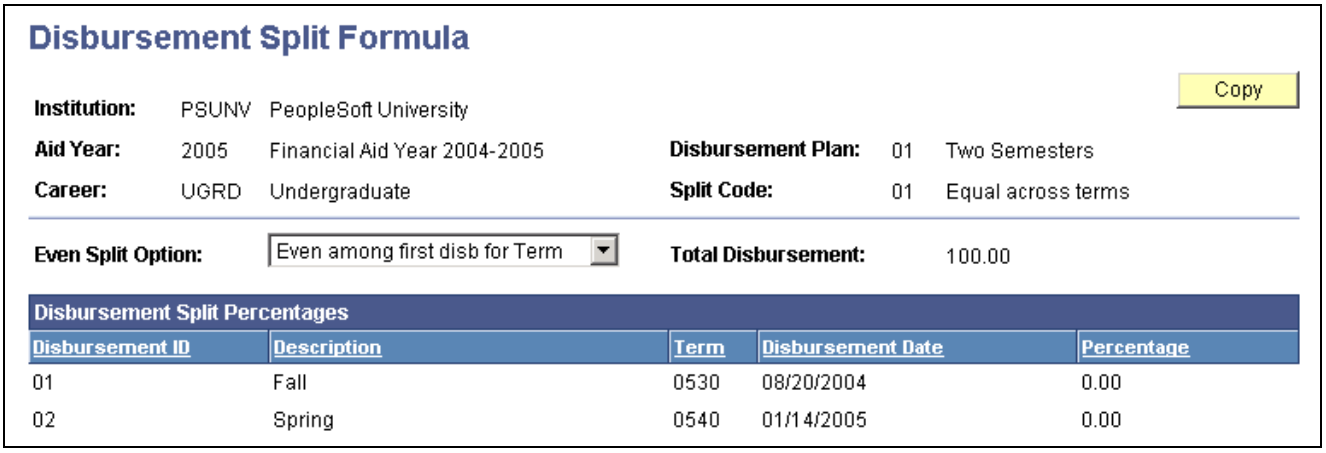
Disbursement split codes put a label to various disbursement schemes that instruct the system how to divide an award disbursement amount among terms. For example, if your institution has three terms, you would want one split code to split disbursements equally among the three terms. You usually have more than one split code per disbursement plan depending on the business practices of your institution and the needs of your financial aid office. You will define the distribution percentages to these split codes further in the Disbursement Split Code Formula setup. You can configure all disbursements on a individual award basis, however, it is better to for you to define most of the schemes in advance.

Split Code Enter a two-character code for the split code you are defining for this disbursement plan. You can define the split code with numbers or characters.

Description Enter a description that distinguishes one plan from another for easy identification. For example, a split code of "Two Semesters" could indicate disbursements should be split in two—one for fall term and one for spring term.

Defining Split Code Formulas

Access the Disbursement Split Formula page.



Disbursement Split Formula page

Split code formulas define what percentage of the award should be disbursed for each disbursement ID for each Disbursement Plan and Split Code combination. Define the split code formula for each split code you have defined for your institution.

Even Split Option

Choose a value in this field to split the award amount equally among all terms or equally among all disbursements in a term, instead of manually splitting the award using percentages. This field affects how disbursement-protected awards are distributed when they are modified.

See Chapter 23, "Special Cases and Considerations in Packaging," Protecting Disbursements During Awarding, page 896.

In the following discussion, 'term target amount' refers to the total disbursement amount within the term.

(none): Indicates you do not want to use an even split option. You must enter the percentage of the total award each disbursement ID should receive in the Percentage field. The total of all percentages entered must equal 100.00. If you select an even split option, you cannot enter any values in the Percentage fields.

Invalid value: Do not use.

Even across disbs by Term (even across disbursements by term): The Packaging routine adheres to equal term target amounts and spreads that term's disbursements evenly among all disbursement IDs in the term. For example, the student's award is 3,000.00 USD for three terms and there are two disbursement IDs per term. The term target amount is 1,000.00 USD for each term and 500.00 USD for each disbursement ID in the term.

Even among first disb by Term (even among first disbursement by term): The award amount is distributed evenly among the terms within the disbursement plan. Regardless of the number of disbursements in the term, the amount is distributed in the first disbursement of each term. For example, the student's award is 3,000.00 USD for three terms and there are two disbursement IDs per term. The term target amount is 1,000.00 USD for each term and the first disbursement ID of that term only.

Total Disbursement The sum of the percentages you have entered. Your percentages must add up to 100% for the entire year.

Percentage This field is not available if you select an Even Split Option. Select the percentage of the total award you want to disburse for the given disbursement ID. Your percentages should match the description of your split codes. For example, for a two-semester disbursement plan, if your split code is set up for a 40/60 split between terms, the percentages for each semester would be 40% for the fall disbursement ID and 60% for the spring disbursement ID.

Comparison of Valid Even Split Option Values

Here's a comparison of the two valid field values using a 3,000.00 USD award amount (all values in USD).

Even Split Option	Fall		Winter		Spring	
	1,000.00		1,000.00		1,000.00	
Even across disbs by Term	500.00	500.00	500.00	500.00	500.00	500.00
Even among first disb by Term	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00

Setting Up Aggregate Aid

To set up aggregate aid, use the Aggregate Level Translation component (AGGR_LVL_XREF), the Aggregate Programs component (AGGR_PROG_TABLE), the Aggregate Aid Limits component (AGGR_AID_TBL), and the Aggregate Area Translation component (SFA_AGGR_AREA_XREF).

To ensure that a student does not exceed annual and lifetime limits for certain award programs, it is critical that the system maintain and assess a complete aid history when determining aid eligibility. The system provides several options and methods to maintain aggregate or history aid to ensure that eligibility requirements and award limits are followed.

You can define aggregate area rules for each academic level, for undergraduate and graduate grade level designation, or as lifetime funding. You will have several rule options available at the aggregate area level. Multiple Pass Processing (MPP) is an optional feature defined at the aggregate area level that automates mid-year grade level limit increases during the awarding and packaging process. In addition, cumulative level limits provides the means to limit aid by aggregate level across aid years.

The NSLDS database maintains aid history for the federal award programs: Stafford subsidized, Stafford unsubsidized, Perkins, Pell, and SEOG. Financial Aid supports the means for your institution to request NSLDS data and incorporate key elements into the awarding and packaging routines. NSLDS data is sent to schools through several methods. It is included on the student's ISIR, generated based on an FAH request, or based on a TSM Alert request. To utilize NSLDS data in the awarding and packaging processes, NSLDS must be loaded, pushed to aggregate aid tables, and then, based on your institution's setup preference, the packaging routine is directed to use NSLDS as an aggregate source. This section discusses how to:

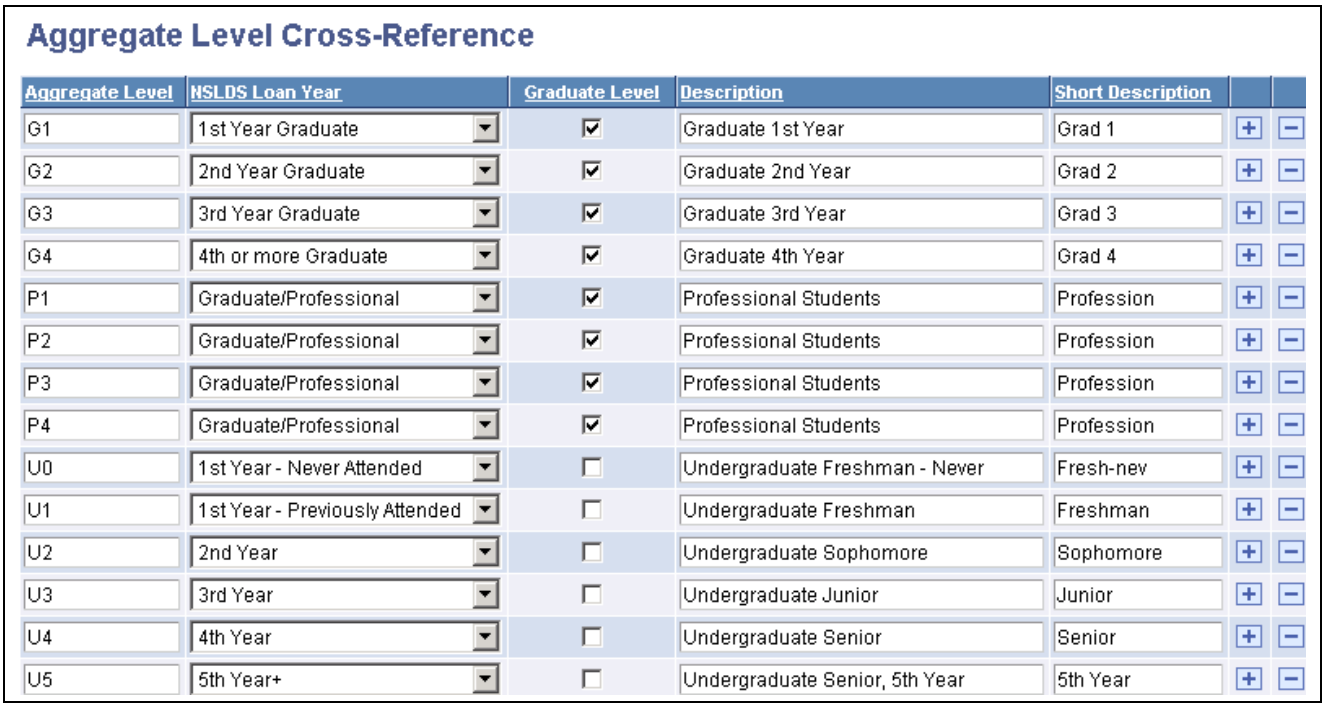
- Review and establish aggregate levels.
- Create aggregate aid limits.
- Set up Aggregate Area Translations.
- Establish aggregate programs.

Pages Used to Set Up Aggregate Aid

Page Name	Object Name	Navigation	Usage
Aggregate Level Cross-Reference	AGGR_LVL_XREF	Set Up SACR, Product Related, Financial Aid, Awards, Aggregate Level Translation, Aggregate Level Cross-Reference	Review aggregate levels and link the NSLDS Loan Year definitions from the U.S. Department of Education with your institution's specific aggregate level values and descriptions for aggregate levels.
Aggregate Program	AGGR_PROG_TABLE	Set Up SACR, Product Related, Financial Aid, Awards, Aggregate Programs	Establish aggregate aid program limits for Stafford programs for both FFELP and Direct Lending.
Aggregate Aid Limit	AGGR_AID_TBL	Set Up SACR, Product Related, Financial Aid, Awards, Aggregate Aid Limits	Create aggregate aid limits for annual and aggregate aid limits to meet your business processing rules.
Copy Aggregate Aid Limits	AGGR_AID_COPY	Click the Copy button on the Aggregate Aid Limit page.	Copy aggregate aid limit setup from one aggregate area/aid year/effective date combination to another.
Aggregate Area Translation Object	SFA_AGGR_AREA_XREF	Set Up SACR, Product Related, Financial Aid, Awards, Aggregate Area Translation, Aggregate Area— NSLDS Cross Reference	Maps aggregate area limits to corresponding NSLDS aggregate categories. Multiple aggregate area limits can be cross-referenced to a single NSLDS aggregate category. For example, if you have defined more than one Stafford unsubsidized aggregate area limit, all of those aggregate area limits can be mapped to the single NSLDS aggregate unsubsidized aggregate program. Setup supports the pushing of NSLDS data into the aggregate aid tables for the awarding and packaging processes.

Reviewing Aggregate Levels

Access the Aggregate Level Cross-Reference page.



Aggregate Level Cross-Reference

Aggregate Level	NSLDS Loan Year	Graduate Level	Description	Short Description
G1	1st Year Graduate	☑	Graduate 1st Year	Grad 1
G2	2nd Year Graduate	☑	Graduate 2nd Year	Grad 2
G3	3rd Year Graduate	☑	Graduate 3rd Year	Grad 3
G4	4th or more Graduate	☑	Graduate 4th Year	Grad 4
P1	Graduate/Professional	☑	Professional Students	Profession
P2	Graduate/Professional	☑	Professional Students	Profession
P3	Graduate/Professional	☑	Professional Students	Profession
P4	Graduate/Professional	☑	Professional Students	Profession
U0	1st Year - Never Attended	☐	Undergraduate Freshman - Never	Fresh-nev
U1	1st Year - Previously Attended	☐	Undergraduate Freshman	Freshman
U2	2nd Year	☐	Undergraduate Sophomore	Sophomore
U3	3rd Year	☐	Undergraduate Junior	Junior
U4	4th Year	☐	Undergraduate Senior	Senior
U5	5th Year+	☐	Undergraduate Senior, 5th Year	5th Year

Aggregate Level Cross-Reference page

The system populates this table.

Aggregate Level A two-digit alphanumeric code you assign to describe a student's year in school. Use the Description and Short Description fields to provide a full description of the student's year in school or aggregate level. To support cumulative aggregate processing all aggregate levels must conform to a sequential structure to apply award history balances against aggregate cumulative limits. If your institution deems it necessary to introduce a new Aggregate Level than what is provided, then you must follow the same hierarchical structure that each level's 2 character aggregate level collate in ascending sequence.

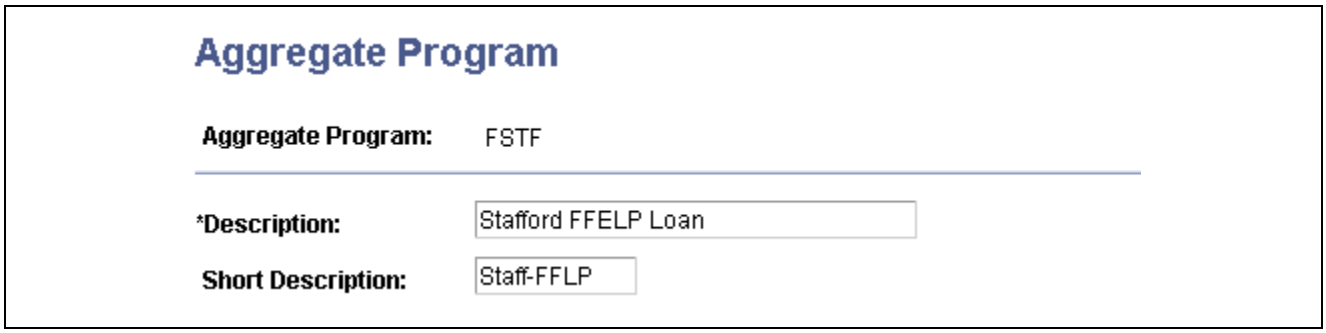
NSLDS Loan Year Select the U.S.E.D NSLDS loan year value you want to associate with each aggregate level appearing on the page.

NSLDS Loan Year values are delivered with your system as translate values. These translate values should not be changed or modified in any way.

Graduate Level Select if the associated aggregate level/NSLDS loan year combination is a graduate or postgraduate level. Identifies a student with the associated aggregate level as either a Graduate/Professional or Undergraduate for the purpose of determining federal eligibility.

Establishing Aggregate Programs

Access the Aggregate Program page.



Aggregate Program page

Aid program limits link aggregate areas together to enable you to combine limits between subsidized and unsubsidized loan aggregate area limits.

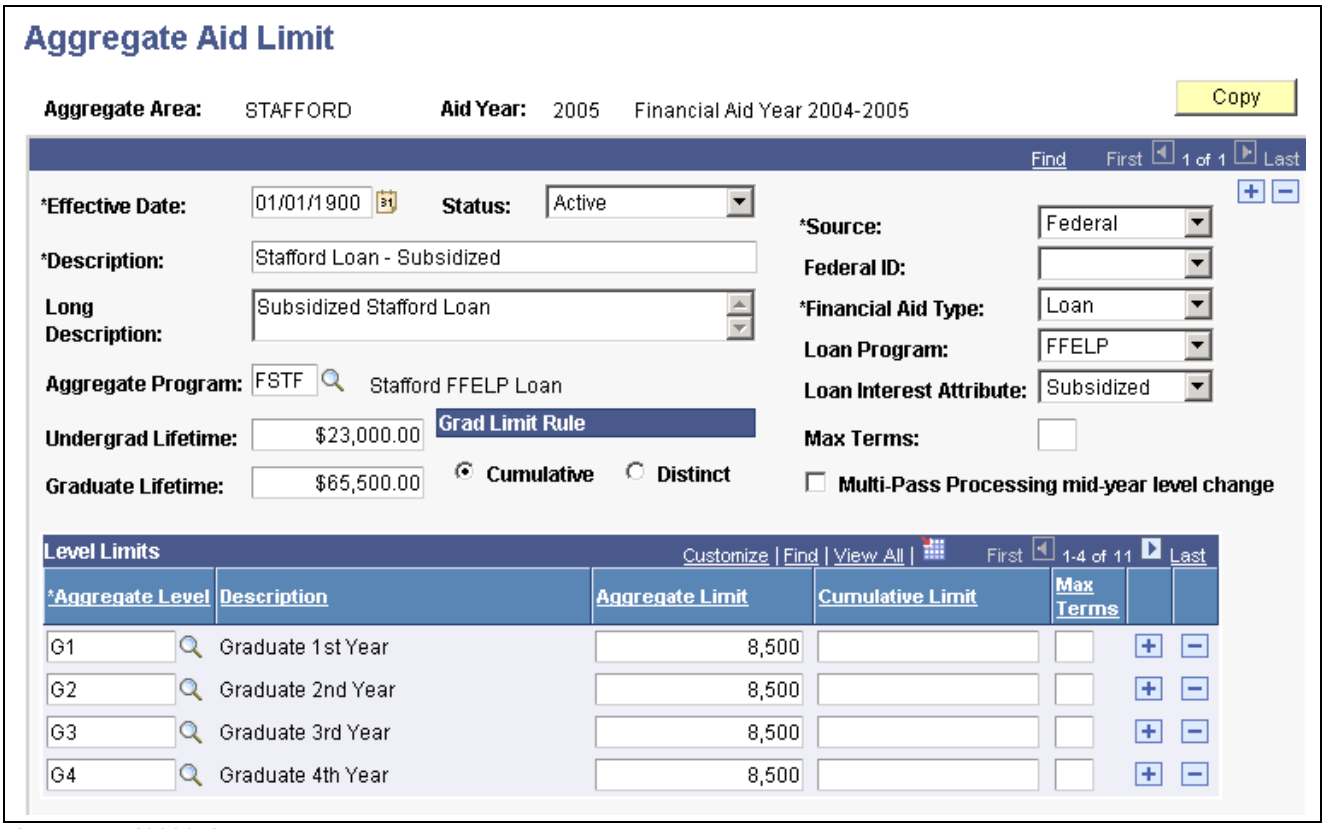
The following four loan programs are the only values available for selection.

Value	Description
Direct - Stafford (DSTF)	Defines the Stafford aggregate area program subsidized and unsubsidized eligibility limits for Direct Lending. Links the Stafford aggregate area program limitations between the Subsidized and Unsubsidized Stafford limits.
Direct - HEAL (DLHL)	Currently do not support aggregate aid processing for the HEAL program. Defines the HEAL Stafford aggregate area program subsidized and unsubsidized eligibility limits for Direct Lending. Links the HEAL Stafford aggregate area program limitations between the Subsidized and Unsubsidized Stafford limits.
FFELP - Stafford (FSTF)	Defines the Stafford aggregate area program eligibility limits for FFELP (Federal Family Educational Loan Program). Links the Stafford aggregate area program limitations between the Subsidized and Unsubsidized Stafford limits.
FFELP - HEAL (FLHL)	Currently do not support aggregate aid processing for the HEAL program. Defines the HEAL Stafford aggregate area program eligibility limits for FFELP (Federal Family Educational Loan Program). Links the HEAL Stafford aggregate area program limitations between the Subsidized and Unsubsidized Stafford limits.

Although the loan programs are delivered with Financial Aid and are hard-coded, you must activate the loan program link by adding the description to each loan program and linking it to the appropriate aggregate aid limits.

Creating Aggregate Aid Limits

Access the Aggregate Aid Limit page.



Aggregate Aid Limit page

Warning! Since financial aid item type information is shared across the PeopleSoft Enterprise Campus Solutions database, you must use the same aggregate area for all financial aid item types for the same type of aid. For example, if you have separate subsidized Stafford financial aid item types for graduates and undergraduates, both subsidized Stafford financial aid item types must point to the same subsidized Stafford aggregate area. You have the option to associate an aggregate area to one or many financial aid item types. If you have multiple institutions, coordinate aggregate areas and aid types to ensure aid limits are calculated correctly for students who may be receiving aid from multiple institutions.

You must define a single aggregate area for each distinct type of federal aid—Stafford subsidized loan, Stafford unsubsidized loan, Perkins Loan, SEOG, and Pell Grant.

Aggregate Program If this aggregate area belongs to the federal Stafford program select the appropriate aggregate program. Aggregate program limits link aggregate areas together to enable you to combine limits between subsidized and unsubsidized Stafford loan aggregate area limits.

Source Select the funding source. You can select *Federal, Institutnl* (institutional), *Other, Private,* or *State.* The value you enter here must match the source of the financial aid item type. If it does not, you cannot associated this aggregate area with the financial aid item type, because the aggregate area does not appear as an option in the Aggregate Area field on the FA Item Type 1 page.

Federal ID This field is available only if you select *Federal* as the Source. Select the value that identifies the type of federal aid the aggregate area tracks. Options are: *HEAL* (Health Education Assistance Loan), *HPSL* (Health Profession Student Loan), *LDS, Nursing Ln* (nursing loan), *PCL* (Primary Care Loan), *Pell Grant, Perkins Ln* (Perkins loan), *PLUS* (Parent Loan for Undergraduate

Students), *SEOG* (Federal Student Education Opportunity Grant), *Subsidized, Unsubsidized,* or *Work Study.*

Note. You must define the Federal ID for all federal aggregate areas currently used in your system. Also, be sure your federal financial aid item types have the same Federal ID as the aggregate area with which they are associated. For example, your Pell Grant financial aid item types and your Pell Grant aggregate area should both have a Federal ID of *Pell Grant.* You must select the correct Federal ID to have the federal aggregate area use the correct limits.

Financial Aid Type Select the value that identifies the type of financial aid this aggregate area tracks.

Pell Grant Select to activate Pell-only processing rules if you are defining a Pell Grant aggregate area. This check box is only available if you select *Grant* as the financial aid type.

Loan Program Select the type of loan program tracked by the aggregate area. This field is only available if you select *Loan* as the financial aid type.

Loan Interest Attribute Indicates whether the government pays the interest on the loan. This field is only available if you select *Loan* as the financial aid type.

Subsidized: The government pays the interest on the loan while the student is in school, during the six-month grace period, and during any deferment periods.

Unsub (unsubsidized): The government does not pay the interest on the loan.

Undergrad Lifetime (undergraduate lifetime) Enter the maximum amount of this type of aggregate aid the student can receive during her undergraduate career. Optional for many aggregates but should be defined and used in accordance with the requirements for a particular source of funding. This field is mandatory for the following federal aggregate areas: Perkins, subsidized Stafford, and unsubsidized Stafford.

Graduate Lifetime Enter the maximum amount of this type of aggregate aid the student can receive during her graduate career. Optional for many aggregate areas but should be defined and used in accordance with the requirements for a particular source of funding. This field is mandatory for the following federal aggregate areas: Perkins, subsidized Stafford, and unsubsidized Stafford. The Grad Limit Rule determines whether undergraduate aid counts toward this graduate lifetime amount.

Failure to establish undergraduate and graduate lifetime limits for Perkins, subsidized Stafford, and unsubsidized Stafford aggregate areas can result in the Packaging routine awarding more than the lifetime maximum amounts the student is eligible to receive.

Max Terms (maximum terms) Enter the maximum number of terms that the student can receive this type of aggregate aid during her lifetime, regardless of career. Optional for most aggregate areas but should be defined and used in accordance with the requirements of a particular source of funding. This field is currently not used in processing.

Grad Limit Rule (graduate limit rule) Identifies whether the graduate lifetime amount should be calculated as distinct from or cumulative with the undergraduate amount.

Cumulative: The student's undergraduate amount of this aggregate aid is counted towards the graduate limit. For example, you use a cumulative

graduate limit rule when a student is eligible for up to 40,000.00 USD in Perkins loans for both undergraduate and graduate careers, only 20,000.00 USD of which can be awarded during the undergraduate career.

If the student received the full 20,000.00 USD during her undergraduate enrollment, she may not receive more than 20,000.00 USD in her graduate enrollment—totaling 40,000.00 USD between her undergraduate and graduate enrollments. No student receives more than 40,000.00 USD during undergraduate and graduate enrollments.

Total graduate amounts on the various aggregate summary pages will reflect undergraduate accumulations if the aggregate area is defined as cumulative.

Distinct: The undergraduate and graduate limits are tracked separately. For example, you use a distinct graduate limit rule when a student is eligible for up to 20,000.00 USD as an undergraduate and up to 40,000.00 USD as a graduate, for a total of 60,000.00 USD.

Aggregate Level List each aggregate level that has an annual aggregate limit. Aggregate levels and their accompanying definitions come from the Aggregate Level Cross-Reference page.

Aggregate levels are not required for aggregate areas if the item type source is not *Federal.* Where the item type source is *Federal,* aggregate levels are required for aggregate areas that require limits—Pell, SEOG, Perkins, subsidized Stafford, and unsubsidized Stafford. Consequently, you can keep track of a student's aggregate aid in a non-federal program without establishing aggregate levels.

Aggregate Limit Enter the maximum amount of aggregate aid that can be awarded while the student is at the associated academic level within a particular aid year. This aggregate limit can set the award amount returned by the Packaging process. This field is optional for most aggregate areas. This field is mandatory for the following federal aggregate areas: Pell, SEOG, Perkins, subsidized Stafford, and unsubsidized Stafford.

Failure to establish undergraduate and graduate (annual) aggregate limits for Pell, SEOG, Perkins, subsidized Stafford, and unsubsidized Stafford can result in the Packaging routine awarding more than the federally mandated maximum annual limit the student is eligible to receive.

Cumulative Limit Enter the maximum amount of aggregate aid that can be awarded while the student is at the associated aggregate level. By entering a value here the system will implore cumulative aggregate level checking. Entering a value will allow aggregate level limits across aid years. For example, the federal Perkins loan program sets a limit of $8,000.00 USD for any student who has not completed two academic years of undergraduate work. In the example of the federal Perkins loan, aggregate levels U0, U1, U2 all would have a cumulative limit set to $8,000.00 USD and annual aggregate limits set to $4,000.00 USD.

Max Terms (maximum terms) This field is not currently used for processing. The maximum number of terms that the student can receive this type of aggregate aid during her lifetime, regardless of career.

Multi-Pass Processing mid-year level change Check this field if you would like to have awarding and packaging automatically determine increased aid eligibility if multiple grade levels are present for the student.

Note. This option is not currently available if the Loan Program is Alternative, Direct, FFELP and Heatlth and Perkins.

Using Aggregate Areas with Multiple Pass Processing

An optional feature that you set on the Aggregate Aid Limit page is the Multi-Pass processing option. Federally funded financial aid programs require strict eligibility requirements and borrowing limits. Most level limits increase as a student progresses in her studies. A student who has already borrowed up to the annual level limit within an academic year can receive additional funds if the annual level limit increases because a student advances or progresses to a new grade level with a higher-level limit. Financial Aid provides two procedural options to accommodate and award for an additional increase due to grade level changes. Option one is to use multiple and/or unique item types with different disbursement plans and split codes to support the additional eligibility. The other option is to select the Multi-Pass Processing check box.

Note. MPP is currently unavailable for loan program that are originated within Financial Aid (for example, Direct, FFELP, Health and Perkins – Loan Programs). Additional information and examples are available on how to handle the awarding loan programs across multiple NSLDS loan years.

See Chapter 23, "Special Cases and Considerations in Packaging," page 847.

Activity	Aggregate Areas with Level Limits	Aggregate Areas without Aggregate Levels or Level Limits
Awarding Item Types with Aggregate Aid	• Must use separate FA item types to award for multiple aggregate levels (NSLDS loan years) in the same aid year. • Total amount of the award is restricted by NSLDS loan year.	• Can award across aggregate levels (NSLDS loan years) without using separate FA item types for each aggregate level. • Award amount is not restricted by NSLDS loan year. The only restriction on the award is the lifetime limit.
Tracking Aggregate Activity	The total award is determined and tracked by the aggregate level of the first non-zero disbursement of the award.	The aggregate amount is apportioned among all aggregate levels associated with the terms spanned by the award.

Multi-Pass processing directs the awarding and packaging process to evaluate and produce multiple *internal* award entries, each of which, reflect a separate set of scheduled disbursement amounts for every change in a student's NSLDS grade level eligibility. That is to say, this process first produces an award with scheduled disbursements according to the lowest level limit, and then generates residual disbursement amounts as the aggregate level limits are increased based on a change in the student's NSLDS level. After these individual awards have been created, the packaging process internally consolidates all the scheduled disbursements into a single composite award reflecting the sum total of the individual aggregate level increases for the aid year. .

Note. Since split percentages here are successively re-applied during this process, the final consolidated scheduled disbursement award amounts will not necessarily be an accurate reflection of the actual split percentages that would normally be expected.

The following two examples illustrate how the packaging routine proceeds if an item type is associated to an aggregate area with Multi-Pass processing turned on and then with Multi-Pass processing turned off. The first example below represents an extreme student scenario to help clearly demonstrate the Multi-Pass processing logic. The example shows an increased aggregate limit for each aggregate level; this demonstrates how the packaging process iterates through each step as the award schedule disbursement are being built up, before the disbursements are consolidated into a single award.

Example 1. Multi-Pass Processing check box selected.

Item Type = 900000000810, Mackor Scholarship Grant

Disbursement Split Code Formula = Even among first disbursement for Term

Aggregate Area FIRE – Level Limits setup

U1 = 2,000

U2 = 4,000

U3 = 5,000

First internal pass based on U1 eligibility

Term	Aggregate Level	Award Sequence	Item	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	01	900000000810	FIRE	04	01– even	666.66
Winter	U2	01	900000000810	FIRE	04	01– even	666.67
Spring	U3	01	900000000810	FIRE	04	01– even	666.67

Second internal pass to accommodate increased eligibility from U1 to U2

Term	Aggregate Level	Award Sequence	Item	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	01	900000000810	900000000810	04	01– even	0
Winter	U2	01	900000000810	900000000810	04	01– even	1,000.00
Spring	U3	01	900000000810	900000000810	04	01– even	1,000.00

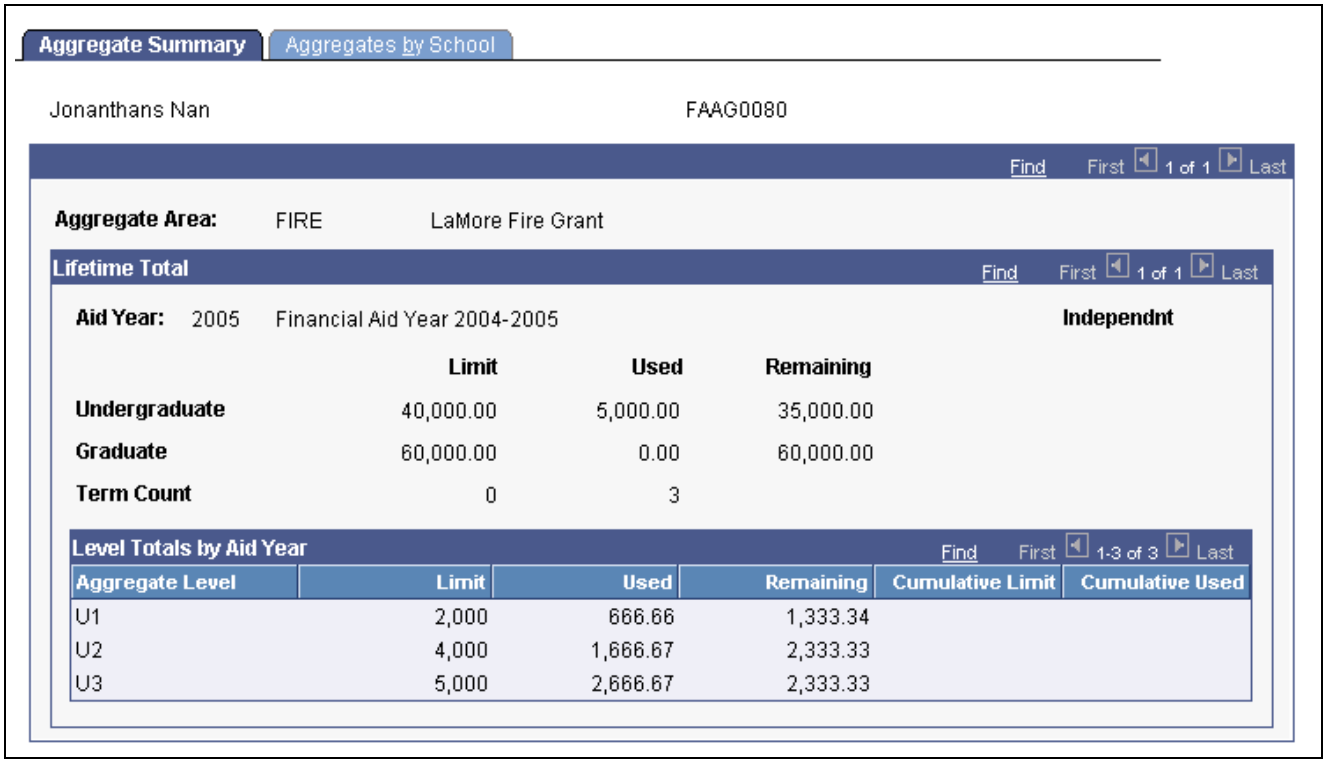
Third internal pass to accommodate increased eligibility from U2 to U3

Term	Aggregate Level	Award Sequence	Item	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	01	900000000810	FIRE	04	01– even	0
Winter	U2	01	900000000810	FIRE	04	01– even	0
Spring	U3	01	900000000810	FIRE	04	01– even	1,000.00

Final posted award: Item Type = 900000000810 $5,000 (note overall award did not exceed the highest level limit. In this example $5,000)

Term	Student's NSLDS Level	Aggregate Level used to assess limit	Award Sequence	Item Type	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	U1	01	900000000810	FIRE	04	01– even	666.67
Winter	U2	U2	01	900000000810	FIRE	04	01– even	1,666.67
Spring	U3	U3	01	900000000810	FIRE	04	01– even	2,666.67

Aggregate Summary page displays the aggregate level detail when MPP is selected.



Aggregate Summary page with MPP

Example 2. Multi-Pass Processing check box not selected.

Item Type = 900000000810, Mackor Scholarship Grant

Disbursement Split Code Formula = Even among first disbursement for Term

Aggregate Area FIRE – Level Limits

U1 = 2,000

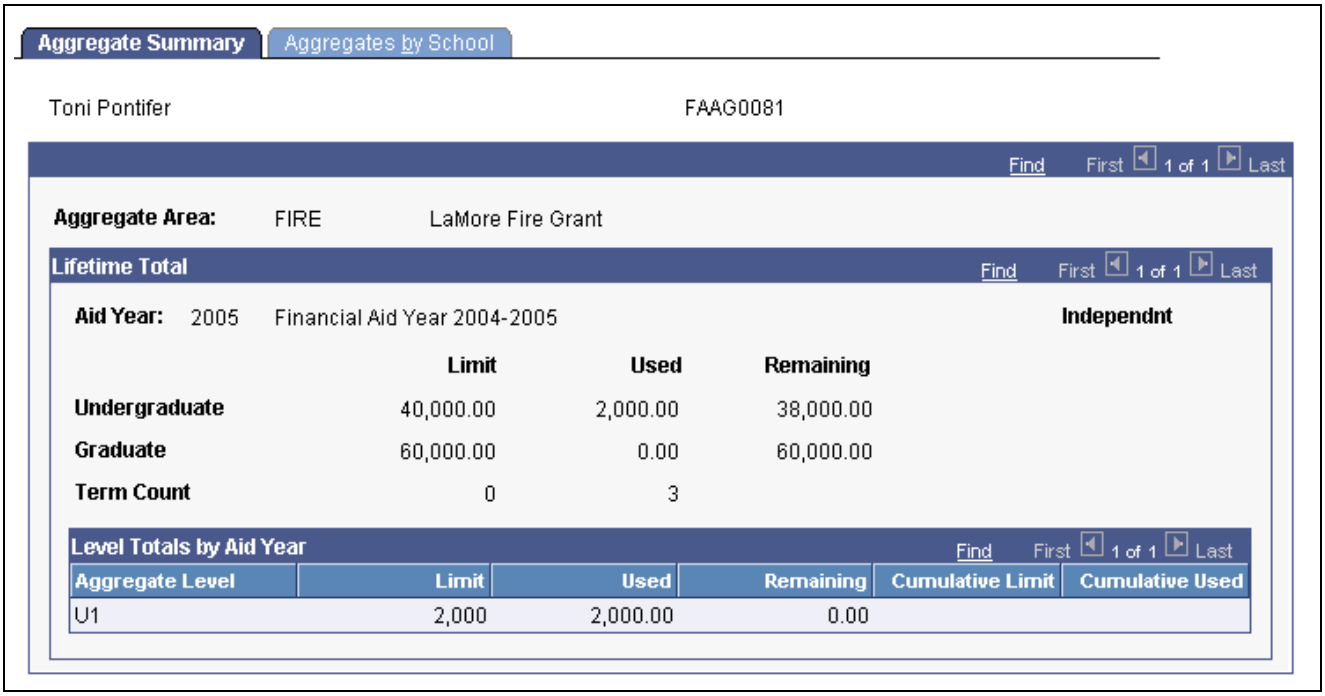
U2 = 4,000

U3 = 5,000

Only one pass evaluated – Final posted award: Item Type = 900000000810 $2,000.00

Term	Student's NSLDS Level	Aggregate Level used to assess limit	Award Sequence	Item Type	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	U1	01	900000000810	FIRE	04	01 – even	666.67
Winter	U2	U1	01	900000000810	FIRE	04	01 – even	666.67
Spring	U3	U1	01	900000000810	FIRE	04	01 – even	666.67

The following Aggregate Summary page displays aggregate level detail when the MPP is not selected. In this example, the aggregate level U1 is used to determine the aggregate limit balance to draw eligibility from. After the award has been determined, the system spreads the disbursements for that level among all disbursement terms.



Aggregate Aid Summary page with MPP not selected

Note. When the Multi-Pass processing option is turned off at the aggregate aid level, you must award additional unique item types associated to the same aggregate area to award the increase in grade level eligibility.

Example 3

Item Type = 900000000815, Mackor Scholarship Grant II

Disbursement Split Code Formula = Even among first disbursement for Term

Aggregate Area – Level Limits

U1 = 2,000

U2 = 4,000

U3 = 5,000

Only one pass evaluated – Final posted award: Item Type = 900000000810 $2,000.00

Term	Student's NSLDS Level	Aggregate Level used to assess limit	Award Sequence	Item Type	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	U1	01	900000000810	FIRE	04	01 – even	666.67
Winter	U2	U1	01	900000000810	FIRE	04	01 – even	666.67
Spring	U3	U1	01	900000000810	FIRE	04	01 – even	666.67

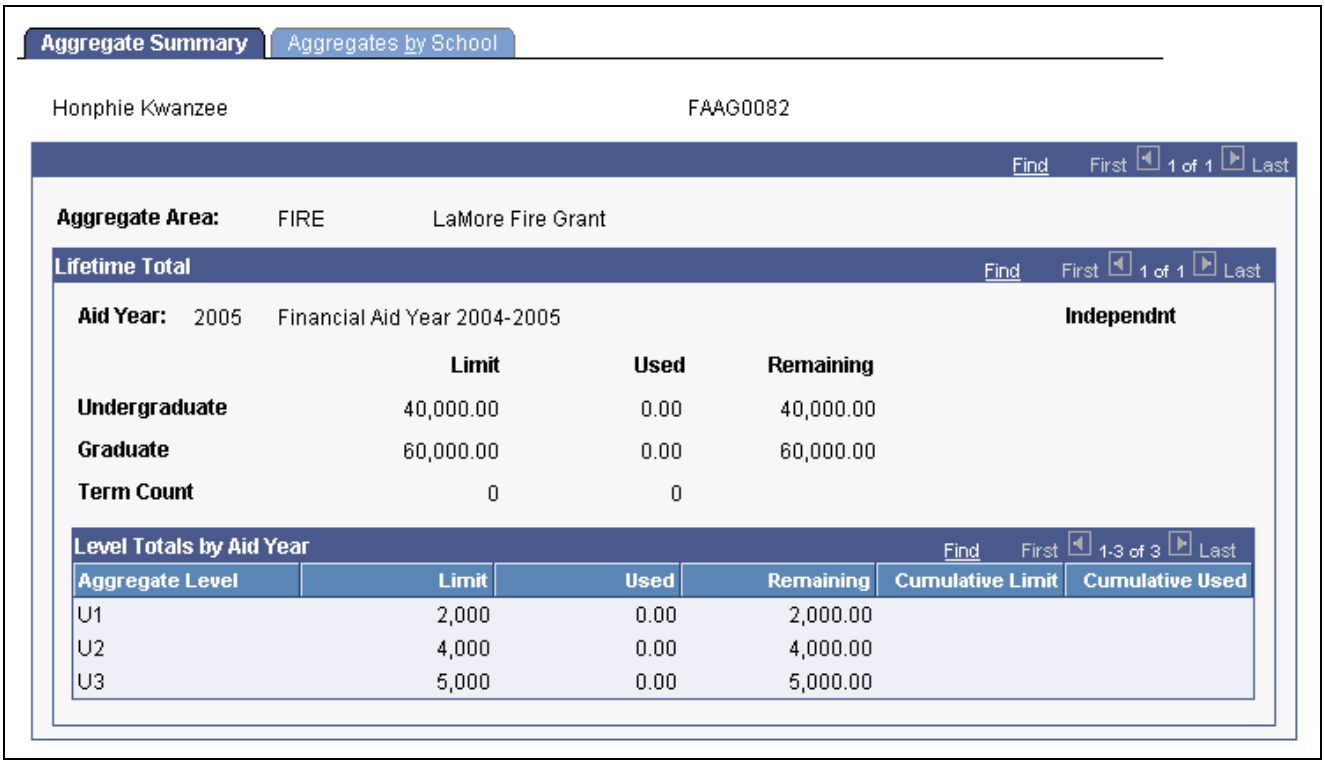
Only one pass evaluated – Final posted award: Item Type = 900000000815 $2,000

Term	Student's NSLDS Level	Aggregate Level used to assess limit	Award Sequence	Item Type	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	N/A	02	900000000815	FIRE	04	05 – 0%	0.00
Winter	U2	U2	02	900000000815	FIRE	04	05 – 50%	1,000.00
Spring	U3	U2	02	900000000815	FIRE	04	05 – 50%	1,000.00

Only one pass evaluated – Final posted award: Item Type = 900000000816 $1,000

Term	Student's NSLDS Level	Aggregate Level used to assess limit	Award Sequence	Item Type	Aggregate Area	Disb Plan	Split Code	Disb Detail
Fall	U1	N/A	03	900000000816	FIRE	04	04 – 0%	0.00
Winter	U2	N/A	03	900000000816	FIRE	04	04 – 0%	0.00
Spring	U3	U3	03	900000000816	FIRE	04	04 – 100%	1,000.00

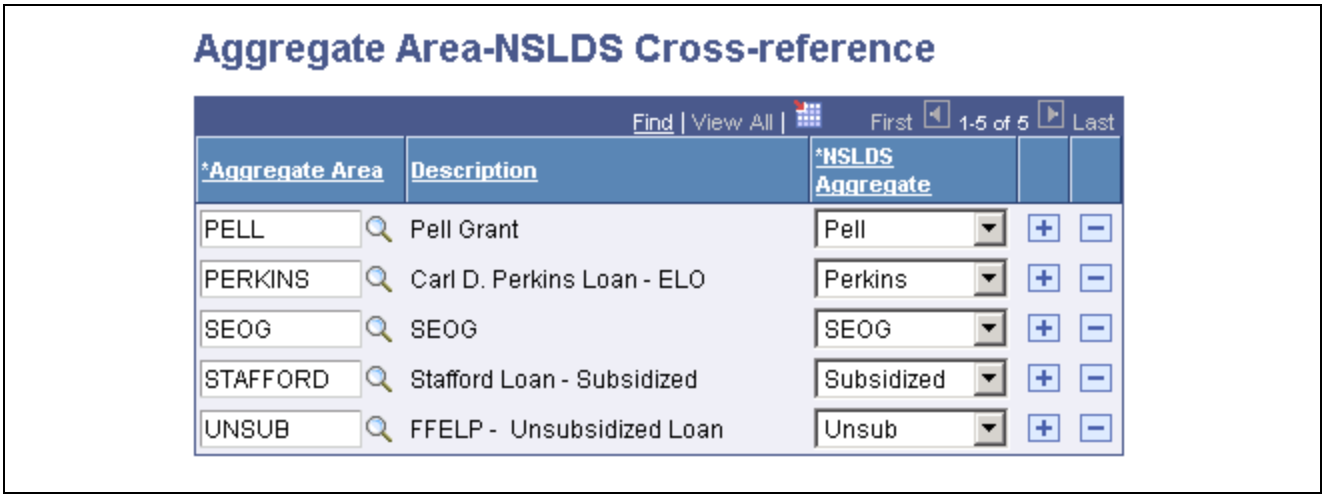
The following Aggregate Summary page displays the result of using three separate financial aid item types used to accommodate and award the increase in eligibility due to NSLDS grade level changes. All of the financial aid item types must be associated to the FIRE aggregate area.



Aggregate Summary page with results of three FA item types

Creating Aggregate Aid Translations

Access the Aggregate Area-NSLDS Cross-reference page.



Aggregate Area-NSLDS Cross-reference page

If your school decides to incorporate NSLDS data in the awarding and packaging processes, this setup must be completed prior to any load and push of NSLDS from either the ISIR, TSM or FAH data files.

Aggregate Area Select the Aggregate Area to which you will map an NSLDS aggregate category. If you have created multiple aggregate areas to correspond to a single NSLDS aggregate category, then enter as many instances of aggregate areas that correspond to the NSLDS aggregate category.

NSLDS Aggregate Select from the available NSLDS aggregate categories: Pell, Perkins, SEOG, subsidized, unsub (unsubsidized), and associate with selected aggregate area.

Setting Up Award Messages

To set up award messages, use the Award Messages component (AWARD_MESSAGES).

Award messages can be linked to financial aid item types and then included on Financial Aid Notification (FAN) letters to students. The delivered SetID *MODEL* provides many of the basic award messages needed. However, you can add new messages or modify existing messages.

This section discusses how to define award messages.

See Also

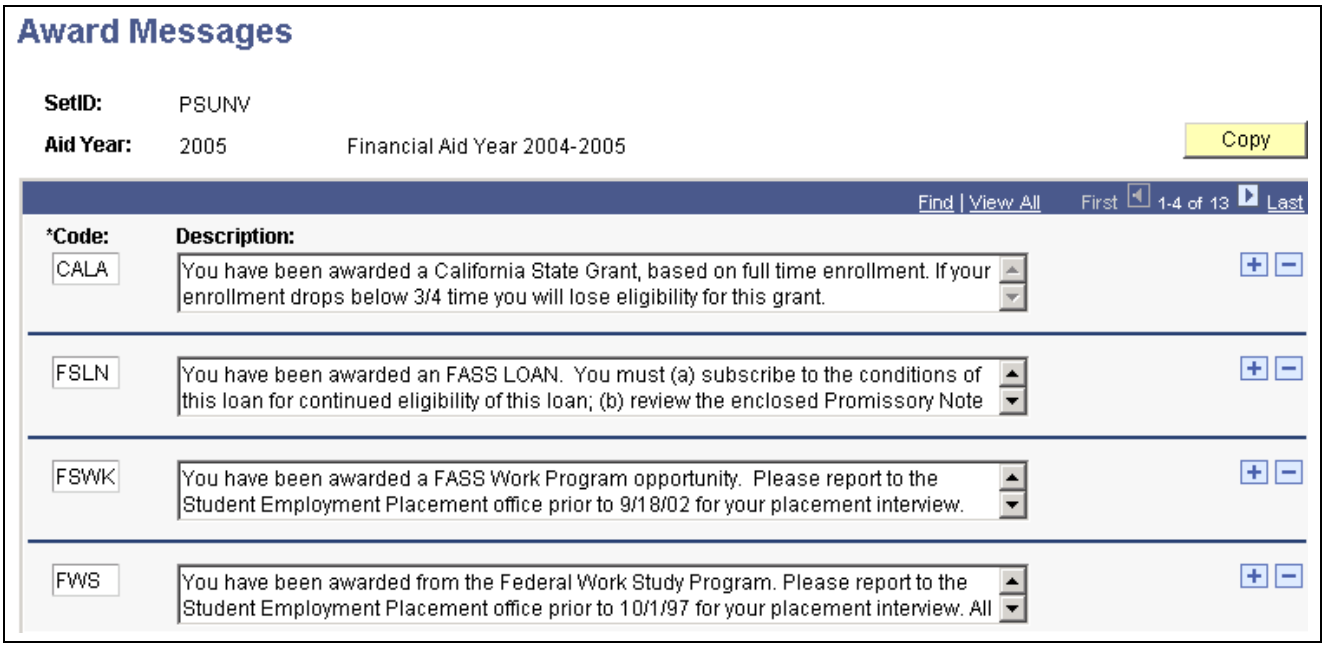
Chapter 5, "Setting Up Packaging Basics," Defining Disbursement and Anticipated Aid, page 107

Pages Used to Set Up Award Messages

Page Name	Object Name	Navigation	Usage
Award Messages	AWRD_MESSAGE_TBL	Set Up SACR, Product Related, Financial Aid, Awards, Award Messages, Award Messages	Define award messages that can be linked to financial aid item types.
Copy Award Messages	AWD_MESSAGE_COPY	Click the Copy button on the Award Messages page.	Copy award messages from one set ID/aid year combination to another.

Defining Award Messages

Access the Award Messages page.



Award Messages page

Code Enter the four-character code that identifies the award message. This field is alphanumeric, and you can use less than four characters for the code.

Description Enter the text of the award message. The message in this field is printed on the student's FAN letter.

Setting Up Loan Fees

To set up loan fees, use the Loan Fee Setup component (LOAN_FEE_TABLE).

Set up loan fees in the Loan Fee Table to ensure that the correct loan fees are deducted from each loan financial aid item type at the time of awarding. Loan fees are origination and insurance fees that are deducted from the gross amount of the loan. When defining a loan financial aid item type, attach the appropriate loan fees on the FA Item Type 6 page. Remember to create loan fee information for all loan types at your institution.

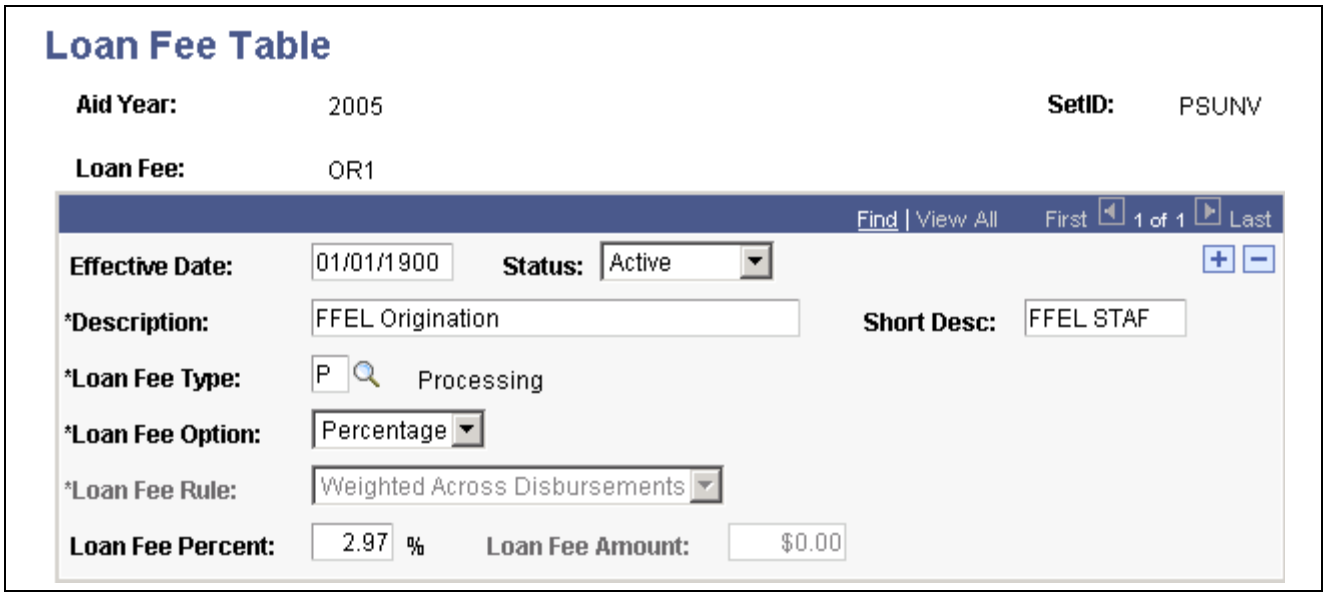
This section discusses how to create loan fees.

Page Used to Add Loan Fees

Page Name	Object Name	Navigation	Usage
Loan Fee Table	LOAN_FEE_TABLE	Set up SACR, Product Related, Financial Aid, Awards, Loan Fee Setup, Loan Fee Table	Create and maintain loan fees.

Creating Loan Fees

Access the Loan Fee Table page.



Loan Fee Table page

Loan Fee Type Select the value that indicates the purpose of the loan fee. Be sure to select *R—Rebate* if the loan fee is an interest rebate, used for the Direct Loan interest rebate.

Loan Fee Option Select the value that indicates how the amount of the loan fee is determined.

Flat: The loan fee is a flat amount. If you select this value, you must select a Loan Fee Rule and enter the Loan Fee Amount.

Percentage: The amount of the loan fee is a percentage of the student's award amount. If you select this value, you must indicate the percentage in the Loan Fee Percent field.

Loan Fee Rule This field is available only if you select *Flat* in the Loan Fee Option field. The loan fee rule determines how the Packaging routine distributes the loan fee amount among disbursements.

All in 1st Disbursement: The entire loan fee amount is subtracted from the first disbursement.

Weighted Across Disbursements: The loan fee amount is split among the disbursements according to the disbursement split code percentages.

Loan fee options and loan fee rules are delivered with the system as translate values that cannot be modified in any way. The Packaging routine bases certain calculations on these values and changing them would have unforeseen consequences.

Loan Fee Percent This field is available only if you select *Percentage* in the Loan Fee Option field. The loan fee amount is this percentage of the total award amount.

Loan Fee Amount This field is available only if you select *Flat* in the Loan Fee Option field. Enter the total loan fee amount.

Note. This is no longer applicable in the 8.9 system.

Processing Direct Loan Interest Rebate

, The up-front Direct Loan interest rebate amount of 1.5 percent of the gross disbursement is calculated at the disbursement level for each Direct Subsidized, Direct Unsubsidized, and Direct PLUS loan. The rebate amount is added after the 3 percent loan fee is subtracted from the gross disbursement amount. For example, a student receives a Direct Loan of 1,000.00 USD for the Fall 2004 term. The net disbursed amount is 985.00 USD because the 3 percent loan fee of 30.00 USD is deducted from the gross amount of the loan, and the 1.5 percent rebate of 15.00 USD is added back into the loan.

The Packaging routine calculates loan fee amounts for each loan award in a student's financial aid package. These loan fee amounts are set up on the Loan Fee Table page and can be a flat fee or a percentage of the award amount. When setting up the loan fee for the interest rebate feature, you must establish the interest rebate with a Loan Fee Type of *R—Rebate.* Each loan financial aid item type can have various loan fees associated with it.

The Packaging routine evaluates the loan fee type. The interest rebate loan fee type is processed differently than other loan fee types. The system processes interest rebate loan fee types using the Department of Education's recommended formula. An interest rebate loan fee is processed after all other loan fees have been applied to the loan award.

The interest rebate amount, as calculated by the Packaging routine, is written to a field on the various packaging and awarding tables. Each Direct Loan financial aid item type disbursement balance has an associated interest rebate amount and an associated loan fee amount.

See Also

Chapter 5, "Setting Up Packaging Basics," Attaching Loan Fees, page 113

Defining Financial Aid Item Types

To set up financial aid item types, use the Financial Aid Item Types component (FINANCIAL_AID_ITEM).

In the Financial Aid Item Types component you can define parameters for your financial aid item types. In addition to awarding financial aid item types, you can set up GAP financial aid item types.

This section discusses how to:

- Define financial aid item type descriptions.
- View item type detail.
- Define awarding and rounding rules.
- Define disbursement and anticipated aid.
- Set term minimum and maximum award limits.
- Define default disbursement plans and split codes.
- Attach loan fees to a financial aid item type.
- Define GAP financial aid item types.

See Also

PeopleSoft Enterprise Student Financials 8.9 PeopleBook, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups

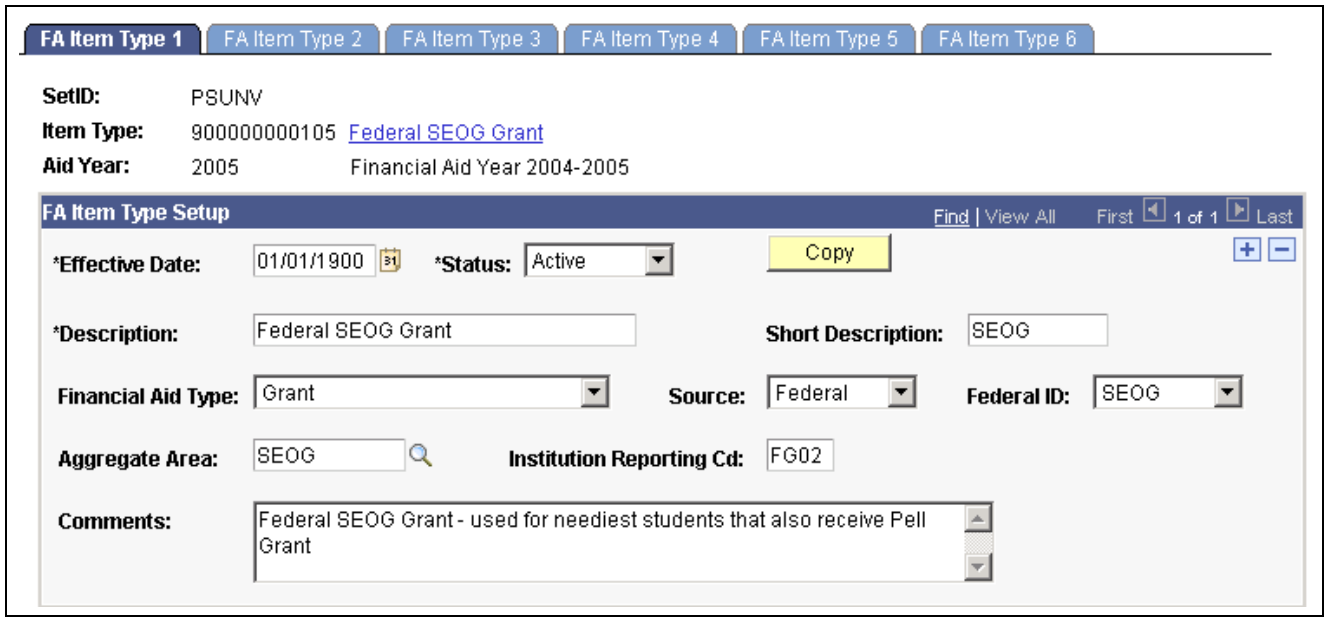
Pages Used to Define Financial Aid Item Types

Page Name	Object Name	Navigation	Usage
FA Item Type 1	ITEM_TYPE_FA_1	Set Up SACR, Product Related, Financial Aid, Awards, Financial Aid Item Types, FA Item Type 1	Define financial aid item type descriptions, enter effective dates, and enter other basic information for your financial aid item types.
Item Type Detail	ITEM_TYPE_TBL_SEC	Click the description of the item type on the FA Item Type 1 page.	View item type detail information from the item type table for this financial aid item type.
Copy FA Item Type Data	ITEM_TYPE_FA_COPY	Click the Copy button on the FA Item Type 1 page.	Copy financial aid item type setup data from one SetID/item type/aid year/effective date combination to another.
FA Item Type 2	ITEM_TYPE_FA_6	Set Up SACR, Product Related, Financial Aid, Awards, Financial Aid Item Types, FA Item Type 2	Define awarding and rounding rules. Establish how the financial aid item type affects FM or IM need and enter rounding and remainder rules for the financial aid item type.
Equation Dtl (Detail)	PKG_EQUATION_SEC	Click the Equation Detail link on the FA Item Type 2 page.	View the packaging equation attached to the Selection Criteria field. **Note.** The Equation Detail link only appears if you have a value selected in the Selection Criteria field.
FA Item Type 3	ITEM_TYPE_FA_3	Set Up SACR, Product Related, Financial Aid, Awards, Financial Aid Item Types, FA Item Type 3	Define disbursement and anticipated aid rules. Update anticipated aid information, authorization for disbursement, and award letter information.
FA Item Type 4	ITEM_TYPE_FA_4	Set Up SACR, Product Related, Financial Aid, Awards, Financial Aid Item Types, FA Item Type 4	Set minimum and maximum award limits by the type of term (term category) as required.
FA Item Type 5	ITEM_TYPE_FA_5	Set Up SACR, Product Related, Financial Aid, Awards, Financial Aid Item Types, FA Item Type 5	Define default disbursement plans and split codes for each academic career, which enables you to enter data quickly on the award entry pages manually as well as for award rules on packaging plans.

Page Name	Object Name	Navigation	Usage
FA Item Type 6	ITEM_TYP_FA_LN_FEE	Set Up SACR, Product Related, Financial Aid, Awards, Financial Aid Item Types, FA Item Type 6	Attach loan fee codes for loan item types.

Defining Financial Aid Item Type Descriptions

Access the FA Item Type 1 page.



FA Item Type 1 page

Click the description of the item type to access the Item Type Detail page and view information from the item type table including the effective date and minimum and maximum transaction amounts.

Financial Aid Type Select the type of financial aid or category of funding.

Source Select the source of this financial aid funding.

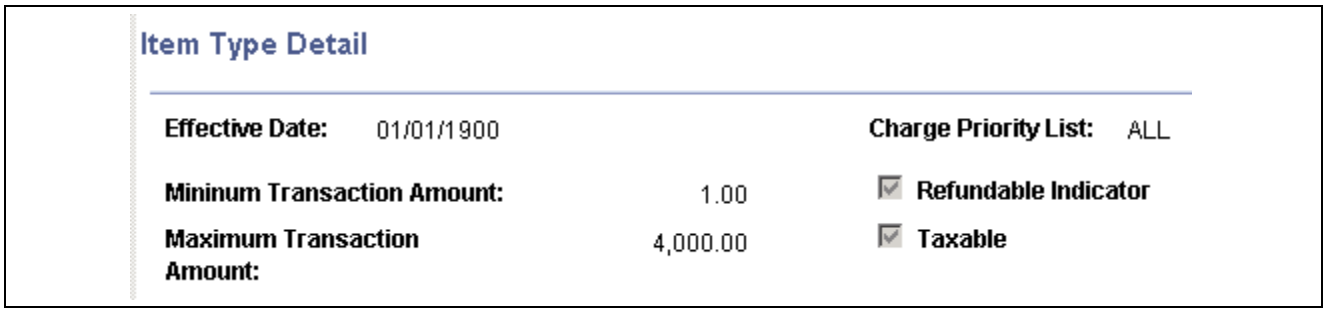
Federal ID This field is available only if you select *Federal* as the source. Select the federal program associated with this item type. To have the correct federal program rules applied during financial aid processing, you must select the correct federal program in this field. Options are: *HEAL, HPSL, LDS, Nursing Ln* (nursing loan), *PCL, Pell Grant, PLUS, Perkins Ln* (Perkins Loan), *SEOG, Subsidized, Unsubsidized,* or *Work Study.*

Aggregate Area Select an aggregate area to associate with this item type if you want to limit or track aggregate aid for this financial aid item type. Each financial aid item type can be associated with only one aggregate area, but an aggregate area may be comprised of several financial aid item types.

Institution Reporting Cd (institution reporting code) Enter a user-defined institutional reporting code for this item type. This optional field is available for your institutional reporting needs.

Viewing Item Type Detail

Access the Item Type Detail page.



Item Type Detail page

Charge Priority List Identifies the charge priority list assigned to the item type. The system uses charge priority lists for financial aid item types that have payment application restrictions. Charge priority lists tell the system how to distribute excess funds and the types of charges towards which the item type can be applied.

Minimum Transaction Amount and **Maximum Transaction Amount** Displays the minimum and maximum annual amount established for this item type on the Item Type Amount Edits page.

Refundable Indicator Indicates whether the item type can be refunded later. This value comes from the Item Type - Miscellaneous Edits page.

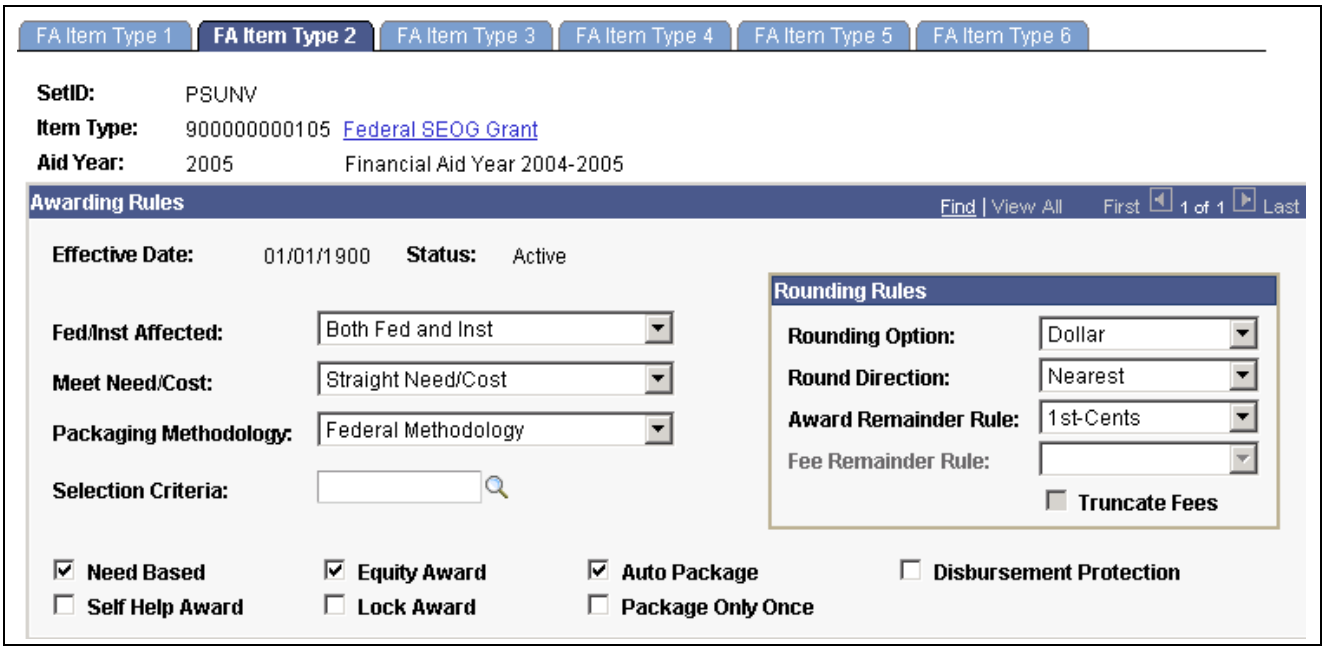
Taxable PeopleSoft Enterprise Payroll uses this field to calculate withholdings on awards of this item type. If you do not use PeopleSoft Payroll, clear this check box. This value comes from the Item Type - Miscellaneous Edits page.

See Also

PeopleSoft Enterprise Student Financials 8.9 PeopleBook, "Completing Student Financials General Setup," Defining Charge Priority List Rules

Defining Awarding and Rounding Rules

Access the FA Item Type 2 page.



FA Item Type 2 page

Awarding Rules

Fed/Inst Affected (federal/institutional affected)

Select which need this financial aid item type reduces.

Federal Only: This financial aid item type should reduce *only* federal need and not reduce institutional need.

Both Fed and Inst (both federal and institutional): This financial aid item type should reduce federal *and* institutional need. If your institution is using institutional awarding, select this value.

Meet Need/Cost

Select how need—based on your selection for Fed/Inst Affected—is adjusted or reduced when you award this financial aid item type. Financial Aid maintains an unmet need balance (COA minus EFC minus aid awarded) and an unmet COA balance (COA minus aid awarded). The six translate values enable you to choose how awards of this financial aid item type affect these two balances.

Conditional: Indicates an award made without regard to budget or need if federal aid has not been awarded at the time of this award. However, if federal aid precedes this award, Conditional awards behave like Special Need/Cost awards.

Cost Only: The awarded amount affects only the unmet COA balance.

Need Only: The awarded amount affects only the unmet need balance.

No Effect: The awarded amount does not affect the unmet need or unmet COA balances. *Be very careful with this option!*

Special Need/Cost: The Packaging routine first determines if unmet need exists. The system always reduces unmet need first. Then the routine compares the remaining unmet COA against the student's EFC and awards up to the lesser of the two. This is the preferred attribute for Unsubsidized Stafford and PLUS loans. Special need/cost aid reduces both the unmet need and unmet COA balances.

Straight Need/Cost: The awarded amount affects both the unmet need and unmet COA balances.

Packaging Methodology Select the need—federal or institutional—the Packaging routine should use to determine the amount for awards of this item type.

Federal Methodology: The Packaging routine uses FM need to determine the award amount. FM need is the federal cost of attendance minus the student's FM EFC. Use this attribute for federal item types.

Institutional Methodology: The Packaging routine uses IM need to determine the award amount. IM need is the institutional cost of attendance minus the student's IM EFC.

Note. If you use institutional methodology to estimate federal awards prior to the beginning of the federal awarding cycle (January 1st), selecting *Institutional Methodology* for federal awards enables a more realistic remaining need calculation. The remaining need calculation is more realistic because you have an institutional EFC but no federal EFC, and, therefore, the system uses IM need rather than FM need. You must effective date these federal financial aid item types so that beginning January 1, the Packaging Methodology is *Federal Methodology* to ensure the system uses FM need rather than IM need when awarding federal sources of aid.

Selection Criteria To use an equation to select a population of students eligible to receive this item type, select the equation here. For example, you define a particular population of students to be awarded, such as students who have exceptional grade point averages and whose FM need is high. You create a packaging equation to select this student group, then link this student group to this item type by selecting the equation in this field.

The Equation Detail link only appears after you select an equation.

See Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Using Equations, page 135.

Need Based Select if need is considered when awarding this item type. This check box is used for reporting only.

Equity Award Select to evaluate this financial aid item type as an equity award. Equity awards are considered to be "free money" to students such as grants or scholarships. Financial aid item types defined as equity awards adhere to the equity limit established in a packaging plan where the equity financial aid item type is a packaging rule.

See Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Defining Packaging Equity Limits and Offsets, page 157.

Auto Package Select to have the financial aid item type available for selection in automated packaging—Auto Packaging and Mass Packaging. To have this financial aid item type available for use in packaging plans, you must select this check box.

Disbursement Protection If this check box is selected, the Packaging routine protects the disbursed portion of this financial aid item type from being reduced during repackaging sessions using any Packaging method—Auto, Mass, or Manual Packaging. Once you enable disbursement protection, an award of this financial aid item type cannot fall below the disbursed amount. When using Manual Packaging,

especially for custom splits, the Accept Balance cannot be less than the Disbursed Balance on the Award Disbursement Detail page. The only way to reduce a disbursed amount when disbursement protection is active is to adjust the award on the Professional Judgement page.

Do not activate disbursement protection for Direct Loan financial aid item types. The treatment of Direct Loan adjustments is similar to the processing behavior invoked by disbursement protection.

Important! If you do not select this check box, disbursed amounts can be reduced and recalculated.

See Chapter 23, "Special Cases and Considerations in Packaging," Protecting Disbursements During Awarding, page 896.

Self Help Award Select if this item type is work-study or a loan. This field is for informational/reporting purposes only.

Lock Award Select if you want to lock awards of this financial aid item type automatically when awarding as part of a packaging plan. Locking an award prevents Auto and Mass Packaging from automatically canceling this award. All awards that you manually enter are automatically locked, whether this check box is selected or not.

See Chapter 22, "Awarding and Packaging Students," Using Auto Packaging, page 776.

Package Only Once Select to prevent this financial aid item type from being awarded more than once to the student for the aid year for the same career, even if the student is eligible to receive the award during a subsequent packaging process.

For this check box to function properly, you must keep the following in mind.

To preserve the award made with the first instance of the financial aid item type, you must lock the first instance of the item type, selecting the Lock check box on the award entry page. If the first instance of the financial aid item type is not locked on the award entry page, the first instance of the financial aid item type is canceled and may be replaced by a future instance of the financial aid item type. Although a financial aid item type is not awarded more than once, unless you lock the first instance, it can be replaced by any future instances.

If the student has multiple careers across terms—Undergraduate for Term 1 and Graduate for Term 2—the Package Only Once check box does not prevent a financial aid item type from being awarded once for each career for the student. This could cause the financial aid item type to be awarded more than once in the aid year, but only once for each career. This is because the Package Only Once attribute is not evaluated when the first career's awards are passed to the second career as passive awards.

The Package Only Once attribute does not work if there are two instances of the financial aid item type within a packaging plan. This is because the first instance is not yet posted before the second instance is considered. In this case, both instances are awarded if the student is eligible.

Auto assign lowest sequence This check box only appears if Meet Need/Cost is *Conditional.* Select to have awards of this financial aid item type automatically assigned the lowest possible sequence number in the student's financial aid package when you enter the conditional award on the Manual Student Packaging page *only.*

For example, this check box is selected, and a student's package already contains three awards with sequence numbers of 10, 20, and 30. You enter a new conditional award, and the system assigns the conditional award a sequence number of 09. If the check box is cleared, the system assigns the new conditional award a sequence number of 40.

Automatically assigning conditional awards the lowest sequence number is useful when you have individuals outside the financial aid office (such as departmental office staff) entering conditional awards (like departmental scholarships) on the Manual Student Packaging page. The financial aid office staff can then review the student's package to see if the conditional award affects the student's need with other forms of aid.

If the conditional award entered by individuals outside the financial aid office is not automatically assigned the lowest sequence number, the student's need may be met before the Packaging routine reaches the conditional award. Consequently, the student may not receive the conditional award.

Equation Detail Click to access the Equation Summary page to view the packaging equation attached to the Selection Criteria.

Rounding Rules

Rounding Option Select how you want awards of this financial aid item type rounded when rounding is necessary.

10 dollars: The Packaging routine rounds award amounts to the nearest 10-dollar amount.

100 dollars: The Packaging routine rounds award amounts to the nearest 100-dollar amount.

5 dollars: The Packaging routine rounds award amounts to the nearest 5-dollar amount.

Dollar: The Packaging routine rounds award amounts to the nearest dollar.

None: The Packaging routine does not round award amounts for this financial aid item type.

Round Direction Select the direction you want the Packaging routine to use when rounding award amounts. If you select *None* as the rounding option, do not select a round direction.

Down to: The Packaging routine truncates, or rounds, the award amount down to the nearest dollar, 5 dollar, 10 dollar, or 100 dollar amount, depending on the selected rounding option.

Nearest: The Packaging routine rounds the award to the nearest dollar, 5 dollar, 10 dollar, or 100 dollar amount, depending on the selected rounding option. The routine determines the dollar amount to which the award amount is closest, and then rounds up or down accordingly.

Up to: The Packaging routine rounds the award amount up to the nearest dollar, 5 dollar, 10 dollar, or 100 dollar amount, depending on the selected rounding option.

Award Remainder Rule When an award is rounded and split across disbursements, there can be an odd dollar or cent amount left over. The award remainder rule indicates where you want the Packaging routine to place odd amounts.

1st-Cents: If there are remaining cents, the Packaging routine assigns the remaining amount to the first scheduled disbursement.

1st-Dllrs (1st dollars): If there are remaining dollars, the Packaging routine assigns the remaining amount to the first scheduled disbursement.

Last-Cents: If there are remaining cents, the Packaging routine assigns the remaining amount to the last scheduled disbursement.

Last-Dllrs (last dollars): If there are remaining dollars, the Packaging routine assigns the remaining amount to the last scheduled disbursement.

Fee Remainder Rule This field is available only for financial aid item types with a Financial Aid Type of *Loan* on the FA Item Type 1 page. Select how the Packaging routine handles remaining dollars or cents once loan fees have been applied to an award. You can either select a value in this field, or you can select the Truncate Fees check box, but not both.

First Disb − Cents: If there are remaining cents, the Packaging routine assigns the remaining amount to the first scheduled disbursement.

First Disb − Dollars: If there are remaining dollars, the Packaging routine assigns the remaining amount to the first scheduled disbursement.

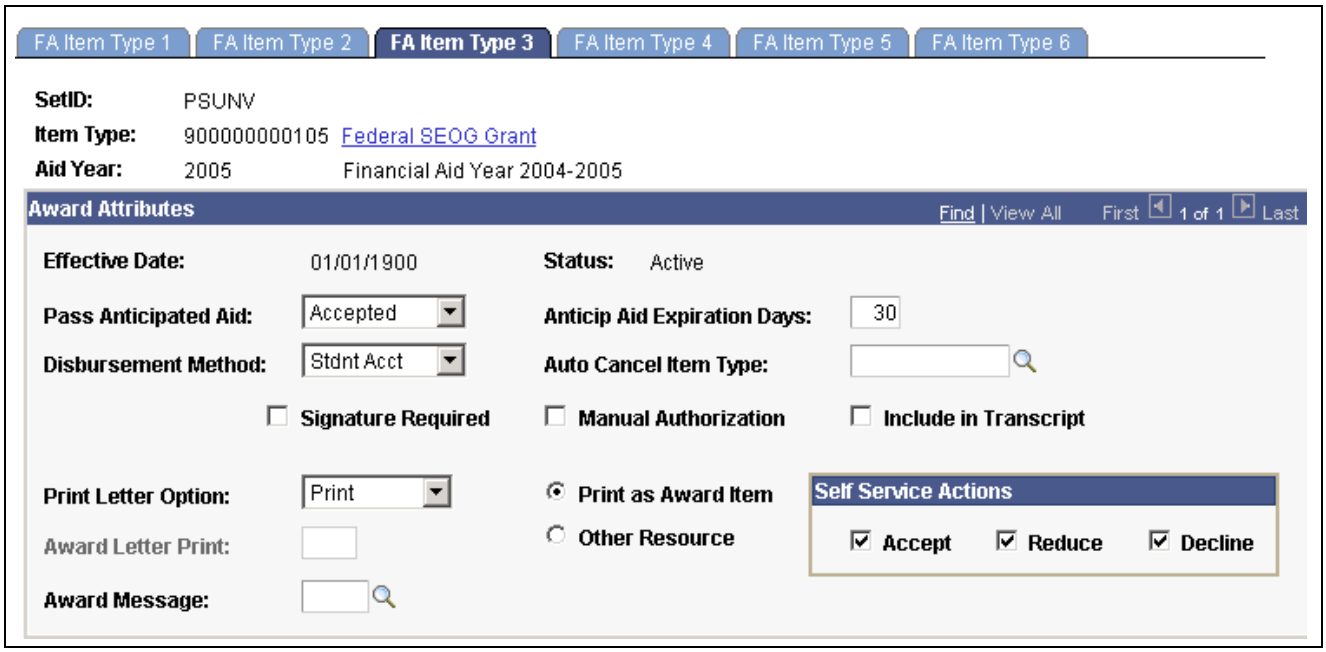
Last Disb − Cents: If there are remaining cents, the Packaging routine assigns the remaining amount to the last scheduled disbursement.

Last Disb − Dollars: If there are remaining dollars, the Packaging routine assigns the remaining amount to the last scheduled disbursement.

Truncate Fees Select to disregard any cents left over once the Packaging routine has applied loan fees to the award amount. Use only for Direct Lending loans. You can select this check box, or you can select a value in the Fee Remainder Rule field, but not both.

Defining Disbursement and Anticipated Aid

Access the FA Item Type 3 page.



FA Item Type 3 page

Pass Anticipated Aid

Select when an award appears as anticipated aid in the student's Student Financials record. Awards appear as anticipated aid on the student's account when the status of the award matches the value in this field. For example, if you select *Accepted,* and an award of this financial aid item type has a status of *Accepted,* the award appears as anticipated aid on the student's bill. For loan awards, the net amount of the loan (award amount minus any loan fee adjustments) is displayed as anticipated aid.

Accepted: Awards of this financial aid item type with a status of accepted or authorized appear as anticipated aid.

Authorized: Awards of this financial aid item type with a status of authorized appear as anticipated aid.

None: Awards of this financial aid item type never appear as anticipated aid. For example, you do not want workstudy to appear as anticipated aid in this system because workstudy funds are not allocated to the student until the money is earned. Therefore, you select *None* for the workstudy financial aid item type.

Offered: Awards of this financial aid item type with a status of offered, accepted, or authorized appear as anticipated aid.

Anticip Aid Expiration Days (anticipated aid expiration days)

An expiration date accompanies each anticipated aid amount and enables you to "expire" a financial aid item type if the criteria for its awarding are not met by the date you assign. The number of days you enter in this field works with several other dates on the anticipated aid record to determine when to expire the anticipated aid. *Date* is the date the award becomes anticipated aid. *Apply Date* is the date you are requesting to apply the disbursement to the student's account. The Expiration Date is the later of the two calculated dates:

Date + the number of anticipated aid expiration days

Or

Apply Date + the number of anticipated aid expiration days

The following table provides an example of how the expiration date is determined—for the Fall 2004 term, in this example.

Expiration Days	Date	Apply Date	Expiration Date
45	02/18/2004	08/14/2004	09/29/2004
45	07/30/2004	08/14/2004	09/29/2004
45	08/30/2004	08/14/2004	10/14/2004

Disbursement Method Identify where Financial Aid transfers any disbursed financial aid amounts.

No: The funds are not disbursed into the student's Student Financials account because the student is paid directly. Work-study financial aid item types use this disbursement method.

Stdnt Acct (student account): The disbursed amount is transferred to the student's account in Student Financials.

Auto Cancel Item Type If an existing award of a particular financial aid item type should be automatically canceled when an award of this financial aid item type is subsequently awarded manually on either the Student Aid Package page or the Manual Student Packaging page, enter the financial aid item type to be canceled in this field. This enables you to award using an *estimated* financial aid item type and then replace it with the *actual* financial aid item type when funds have been approved or certified. For example, you may have estimated a state grant and then replaced the award with an actual state grant award. This feature functions only during manual awarding. It does not work with auto packaging or mass packaging.

Signature Required Select if you require a signature from the student for the student to receive this particular financial aid item type as part of an award. For example, you could use this for a loan where the student must sign a promissory note before any money is disbursed. This field is for informational purposes only; it has no effect on loan processing.

Manual Authorization Select to disburse this financial aid item type using manual authorization. The system cannot authorize this financial aid item type for disbursement using the background authorization process if you select this check box. One use of this feature is for scholarships where you must review a roster or have checks that must be verified prior to authorization of the aid.

Include in Transcript Indicates that the financial aid item type should appear on the financial aid transcript (FAT). PeopleSoft no longer supports this field, because U.S.E.D. no longer supports the FAT.

Print Letter Option Select whether to print awards of this financial aid item type on the Financial Aid Notification (FAN) letter or a custom letter, or to not print notification of the award at all.

Custom: Awards of this financial aid item type are printed in an institutionally configured standard letter of your choice rather than the PeopleSoft delivered

FAN letter. If you select this value, you must specify a standard letter code value in the Award Letter Print field.

As an example, you may want to generate a specific "Scholarship Letter" for the JP Memorial award recipients. The custom option enables you to modify the letter by inserting the JP Memorial awarded amount within the letter, which you must specify by its standard letter code in the Award Letter Print field.

Never: Awards of this financial aid item type are never printed in the FAN letter or an institutionally modified letter.

Print: Awards of this financial aid item type are printed on the FAN letter. You must also indicate whether awards of this financial aid item type should be treated as award items or as other resources—like student contribution and parent contribution—using the Print as Award Item and Other Resource options.

Print as Award Item Available only if you select *Print* as the Print Letter Option. Select to have awards of this financial aid item type included in the Total Aid Offered amount on the FAN letter and listed as awards.

Other Resource Available only if you select *Print* as the Print Letter Option. Select to have awards of this financial aid item type considered as resources and included in the Other Resources total on the FAN letter, but not listed as awards.

Award Letter Print Available only if you select *Custom* as the Print Letter Option. Select the standard letter code of the letter to modify using the award amount.

Award Message To have a specific award message print on an award notification or a custom letter for awards of this financial aid item type, select the award message in this field. The award messages available for selection are defined on the Setting Up Award Messages page. This field is optional.

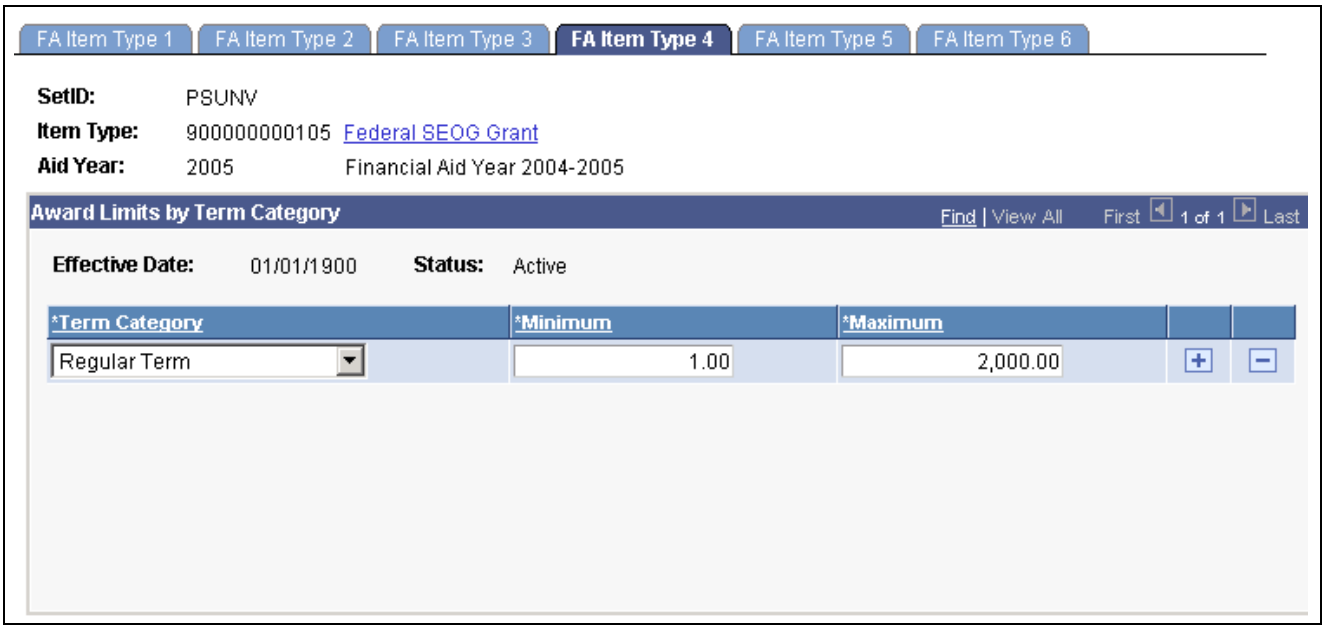
See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Setting Up Communications," Defining Standard Letter Codes

PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook, "Setting Up Self-Service Student Financials," Setting Up Institution Sets

Setting Term Minimum and Maximum Award Limits

Access the FA Item Type 4 page.



FA Item Type 4 page

Term Category Select the term type for which you are specifying minimum and maximum award limits. The automated packaging process uses the financial aid item type term limits from this page, annual item type limits from the Item Type page, fiscal limits, financial aid item type annual limits from the packaging plan, and, if defined, any aggregate area limits to determine the correct amount to award. Term category values are delivered with your system as translate values. These values are used extensively in Student Records. Coordinate any revision of these values with student records staff.

Insert additional rows to add more term categories.

Minimum and **Maximum** Enter the minimum and maximum award limits for terms of the associated term category. Remember that this amount is per term, not per aid year. To ensure that the Packaging routine processes without fault, minimums should not be less than 1.00 USD. You must set this field to a non-zero amount for your GAP financial aid item types.

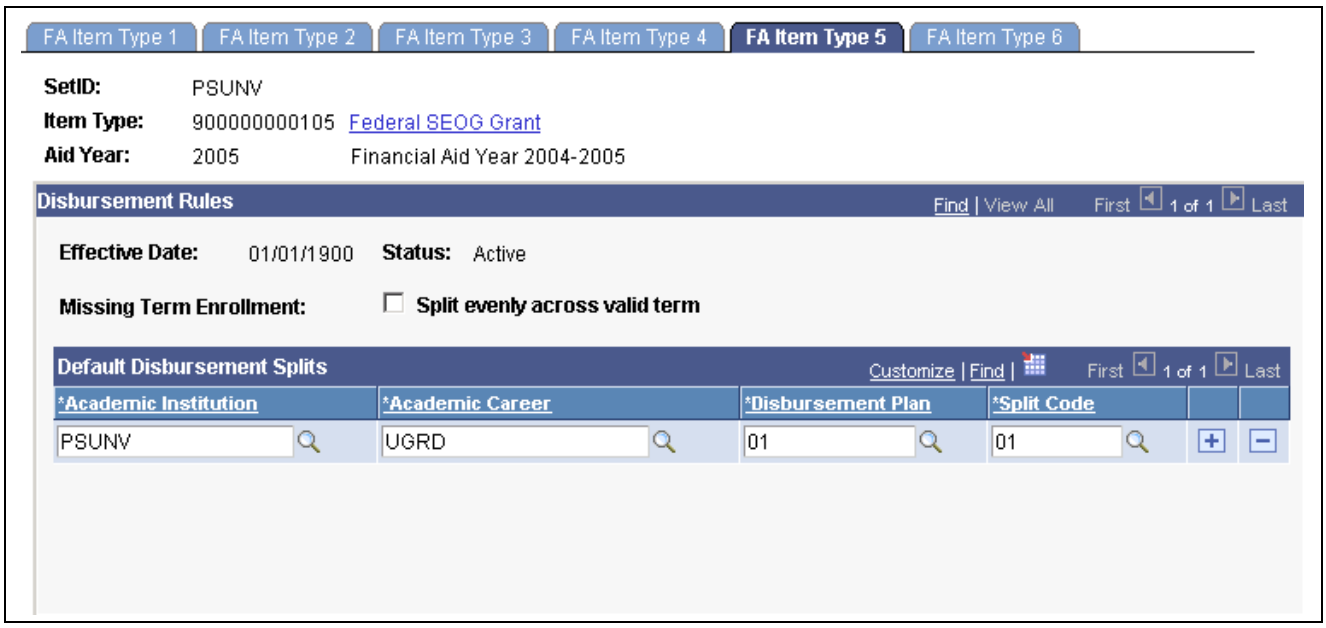
If the maximum award limit is 400.00 USD (for a term), the item type limit is 1,000.00 USD (for the aid year), and your institution has two semester terms, the maximum award for this financial aid item type is 800.00 USD (400.00 USD for each term). If your institution has three quarter terms, the maximum amount based on the term maximum amount is 1,200.00 USD (400.00 USD for three terms) but this exceeds the item type limit for the aid year. The actual maximum for this financial aid item type is 1,000.00 USD—the item type limit for the aid year. The financial aid item type term maximum cannot override the item type maximum.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Establishing Terms and Sessions," Defining Terms

Defining Default Disbursement Plans and Split Codes

Access the FA Item Type 5 page.



FA Item Type 5 page

Disbursement Rules

Disbursement plans determine the disbursements across terms, award period, and aid year, but students may not necessarily attend all terms defined for the disbursement plan. The Missing Term Enrollment specifies if disbursements should be split evenly among the remaining terms for which the student is actually enrolled. Select the Split evenly across valid term check box to have the award split among the remaining enrolled terms for the student. For example, if the disbursement plan is for fall, winter, and spring quarters, but the student is only enrolled for fall and spring with the Split evenly across valid term check box selected, the award amount is split evenly between the fall and spring terms.

Clear the Split evenly across valid term check box to have the award amount split according to the relative percentages of the valid terms. For example, a disbursement plan calls for a split of 20%/40%/40% among three terms, but only the first two terms are valid for the student. To determine the relative percentages of the first two terms, the system first adds the disbursement split percentages for the two valid terms (20% + 40% = 60%). Then the system divides each term's original percentage by the new total percentage (60%). So the first term has a relative percentage of 33.33% (20% / 60% = .3333) and the second term has a relative percentage of 66.37% (40% / 60% = .6667). The Packaging routine then determines each term's award amount by multiplying the total award amount by each term's relative percentage.

Note. The Split evenly across valid term check box is not available for Pell Grant awards because Pell amounts for each term are derived at the term level based on Financial Aid Term data, federal EFC, and Pell COA and cannot be simply distributed evenly among the valid enrollment terms.

Default Disbursement Splits

Defining default disbursement plans and split codes decreases the amount of data entry during the establishment of packaging plans and on the award entry pages. You can establish different default disbursement plans and split codes for each career. Insert a row for additional institution/career combinations.

Disbursement Plan Enter the default disbursement plan for the financial aid item type when awarded for the selected career and institution.

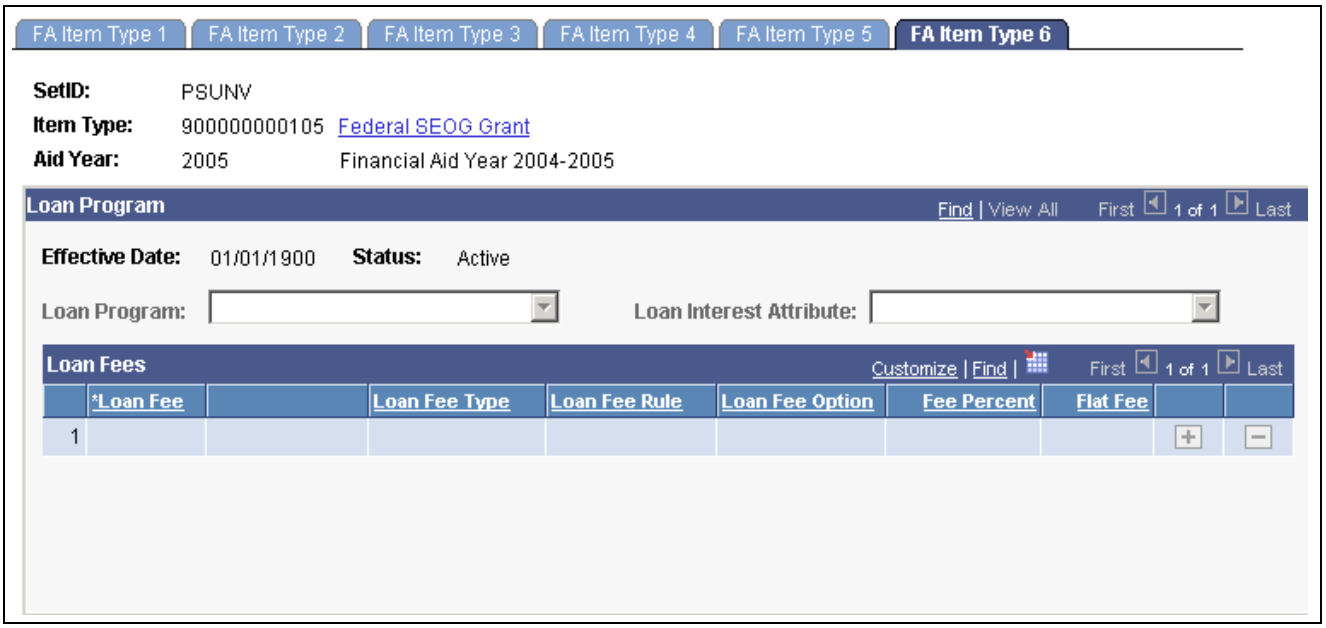
Split Code Enter the default split code for the financial aid item type when awarded for the selected career and institution.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Disbursement Plans and Split Codes, page 75

Attaching Loan Fees

Access the FA Item Type 6 page.



FA Item Type 6 page

Loan Program

If the loan financial aid item type is associated with an aggregate area on the FA Item Type 1 page, the Loan Program and Loan Interest Attribute fields display the values you selected in the corresponding fields on the Aggregate Aid Limit page for the associated aggregate area. You cannot change these values on this page. If the loan financial aid item type is not associated with an aggregate area, you can select the appropriate value for these two fields on this page.

Loan Program Enter the type of loan program tracked by the aggregate area.

Loan Interest Attribute Enter whether the loan servicer pays the interest on the loan.

Subsidized: The loan servicer pays the interest on the loan while the student is in school, during the repayment grace period, and during any deferment periods.

Unsubsidized: The loan servicer does not pay the interest on the loan.

Loan Fees

Enter the loan fees you want to associate with the loan financial aid item type, including Direct Loan interest rebate fees. You must set up loan fees on the Loan Fee Table page before assigning loan fees to a financial aid item type. The Packaging routine uses the loan fees you assign to calculate the loan fee amount (based on the awarded amount) and to determine from which disbursements to subtract the loan fee amount. Anticipated aid and anticipated disbursements display the net amount of the award—the total award amount less the loan fee amount, plus a Direct Loan interest rebate if eligible. You can add as many loan fees as needed to reflect all the loan fee types that apply to this financial aid item type. When you enter a loan fee, the system populates the Loan Fee Type, Loan Fee Rule, Loan Fee Option, Fee Percent, and Flat Fee fields with the corresponding values set up on the Loan Fee Table page.

Note. To properly calculate the Net Financial Aid amount that appears on a student's billing statement, you must attach the appropriate loan fees to the financial aid item type.

See Chapter 5, "Setting Up Packaging Basics," Setting Up Loan Fees, page 97.

Calculating Actual Loan Fees for CommonLine Loans

For some loan financial aid item types, the estimated loan fees determined during the packaging process may not reflect the actual fees charged by the loan servicers. Loans processed using the CommonLine loan business process can have the loan fees in the student's package automatically updated with the actual loan fee amounts determined by the loan servicer. The estimated loan fees are automatically updated when the loan is guaranteed by the loan servicer and a CommonLine application response record is processed for the student. If you adjust the student's loan award after the loan fees are updated, the Packaging routine uses the actual loan fee rate used by the loan servicer (instead of the loan fees assigned to the financial aid item type) to calculate loan fees for the new award amount.

See Chapter 25, "Processing CommonLine Loans," Moving CL 4 Inbound Files From Staging Tables to the Database, page 995.

Calculating Direct Loan Interest Rebate

You must insert the Direct Loan rebate loan fee you set up on the Loan Fee Table page on the FA Item Type 6 page for all Direct Loan financial aid item types. The up-front interest rebate amount of 1.5 percent of the gross disbursement is calculated at the disbursement level for each Direct Subsidized, Direct Unsubsidized, and Direct PLUS loan. The interest rebate amount is added after the 3 percent loan fee is subtracted from the gross disbursement amount. For example, a student receives a Direct Loan of 1,000.00 USD for the Fall 2004 term. The net disbursed amount is 985.00 USD because the 3 percent loan fee of 30.00 USD is deducted from the gross amount of the loan, and the 1.5 percent interest rebate of 15.00 USD is added back into the loan.

The loan fee and interest rebate amounts are truncated. This means the system removes cents and uses the remaining whole dollar amount. The dollar value is not rounded up or down. When calculating the combined fee/interest rebate amount and the loan fee amount, the routine carries the result out to three decimal places.

Note. Gross disbursement calculations do not change with the interest rebate implementation. Dollar figures are rounded to the nearest dollar. All disbursements are equal except in cases where a variance may be applied to the last disbursement.

The following table uses a 3,500.00 USD loan amount and is an example of determining combined fee/interest rebate amount, disbursement net amount, loan fee amount, and interest rebate amount for three disbursements.

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Disb #	Gross Disb Amt	Com Fee /Int Rebate Amount	Truncated Com Fee /Int Rebate Amount	Disb Net Amount	LnFee Amount	Truncated LnFee Amount	Interest Rebate Amount
1	1167 USD	1167 x (.03 – .015) = 17.505	17	1167 – 17 = 1150	1167 x .03 = 35.01	35	1150 – (1167 – 35) = 18
2	1167 USD	1167 x (.03 – .015) = 17.505	17	1167 – 17 = 1150	1167 x .03 = 35.01	35	1150 – (1167 – 35) = 18
3	1166 USD	1166 x (.03 – .015) = 17.49	17	1166 – 17 = 1149	1166 x .03 = 34.98	34	1149 – (1166 – 34) = 17
Totals	3500 USD			3449 USD		104 USD	53 USD

See Also

Chapter 5, "Setting Up Packaging Basics," Setting Up Loan Fees, page 97

Defining GAP Financial Aid Item Types

Use GAP financial aid item types to establish an amount of financial aid that is not met at a particular point in time by a packaging plan.

To create a GAP financial aid item type:

1. Verify that a GAP item type exists in the Item Types component (Set Up SACR, Product Related, Student Financials, Item Types).

   If you need to create a GAP item type, define only the Initial Setup page. When you add the item type, PeopleSoft suggests that you use a series of 9's as the ID to distinguish this item type from other item types since GAP is a unique item type—not shown on award letters and not part of the student's award record. On the Initial Setup page, enter a description, short description, and any applicable keywords (based on your institution's keyword scheme). Then clear the GL Interface Required check box and select the Financial Aid option in the Classification group box.

2. Add a new financial aid item type, selecting the GAP item type in the add dialog box.

3. Fill out the fields in the Financial Aid Item Types component as you do for any other financial aid item type.

   Keep in mind that when you use the GAP in a packaging plan, the Packaging routine treats the GAP financial aid item type as it does any other financial aid item type, honoring the values and rules you establish in the Financial Aid Item Types component and the percentage of Total Need field in the packaging plan. For example, a packaging plan's FM percentage of Total Need field has a value of 50 percent, the GAP financial aid item type has a term limit of 5,000.00 USD, and you have a student with an FM need of 8,000.00 USD. The Packaging routine assigns a GAP of only 4,000.00 USD to the student, since that is 50 percent of the student's FM need, even though this is less than the term limit.

4. Set your default GAP financial aid item type at the installation level on the Financial Aid Defaults page.

   You can also set default GAP financial aid item types at the academic career and/or academic program level, using aid processing rule sets.

   See Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Establishing Defaults, page 12.

Budgeting Fiscal Limits

To set up fiscal limits, use the Fiscal Item Types component (ITEM_TYP_FISCAL).

This section provides an overview of fiscal limits and discusses how to:

- Assign fiscal limits to financial aid item types.
- Review fiscal fund status.
- Reviewing fiscal fund notes.
- Review fiscal limits for aggregate areas.

Understanding Fiscal Limits

Use the Fiscal Item Types component to set up your financial aid item type fiscal detail. These are the fiscal amounts you want Financial Aid to adhere to when awarding and disbursing the financial aid item type. You must set up fiscal limits for each financial aid item type—if a financial aid item type does not have fiscal limits, you cannot award it.

If you have not set up fiscal limits:

- During manual packaging you receive message 9531: "There is no entry in the ITEM_TYPE_FISCL table for the Item Type associated with this award.

  Please check Set Up SACR, Product Related, Awards, Fiscal Item Types to determine whether Fiscal Limits have been defined for the Item Type being packaged. If Fiscal Limits have not been defined, please add them. If Fiscal Limits have been defined, please contact your System Administrator for assistance."
- During Auto or Mass Packaging, you receive message 9532: "There is no entry in the ITEM_TYPE_FISCL table for the Item Type associated with this Packaging Rule.

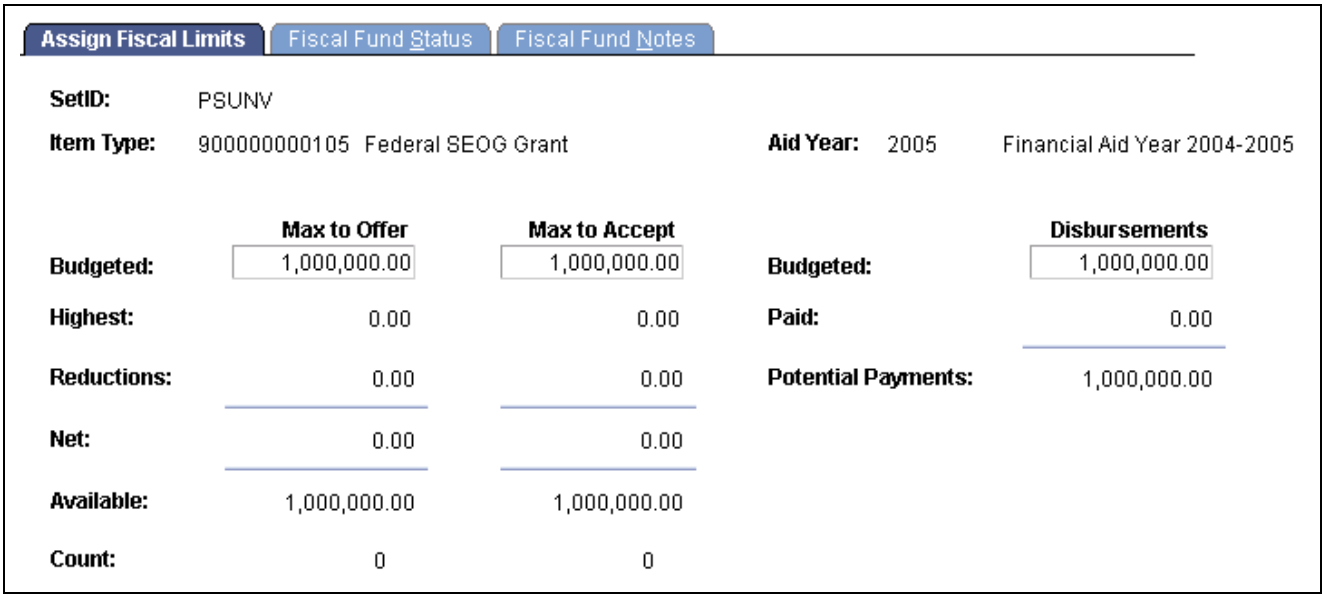
  Please check Set Up SACR, Product Related, Awards, Fiscal Item Types to determine whether Fiscal Limits have been defined for the Item Type being packaged. If Fiscal Limits have not been defined, please add them. If Fiscal Limits have been defined, please contact your System Administrator for assistance."

Pages Used to Budget Fiscal Limits

Page Name	Object Name	Navigation	Usage
Assign Fiscal Limits	ITEM_TYPE_FISCL	Set Up SACR, Product Related, Financial Aid, Awards, Fiscal Item Types, Assign Fiscal Limits	Assign fiscal limits to financial aid item types. Define the maximum amount of money that can be offered, accepted, and disbursed for a financial aid item type.
Fiscal Fund Status	ITEM_TYPE_FISCL2	Set Up SACR, Product Related, Financial Aid, Awards, Fiscal Item Types, Fiscal Fund Status	Review the status of a financial aid item type's fiscal fund.
Fiscal Fund Notes	ITEM_TYPE_FISCL3	Set Up SACR, Product Related, Financial Aid, Awards, Fiscal Item Types, Fiscal Fund Notes	Enter comments regarding a fund for informational use by your financial aid staff.
Fiscal Aggregate Summary	AGGR_AREA_FISCL	Financial Aid, Fund Management, Fiscal Aggregate Summary, Fiscal Aggregate Summary	Review detailed fiscal information for an aggregate area. You cannot enter budgeted amounts for an aggregate area; the values on this page are the sum of all financial aid item types associated with this aggregate area.

Assigning Fiscal Limits to Financial Aid Item Types

Access the Assign Fiscal Limits page.



Assign Fiscal Limits page

Budgeted − Max to Offer The maximum source of funding you can offer for this financial aid item type.

Budgeted − Max to Accept The maximum source of funding that can be accepted for this financial aid item type.

Highest − Max to Offer The sum of all the highest offer amounts from each student who received this financial aid item type award. If a student were initially offered 500.00 USD, then 500.00 USD would be added to this sum. If the student was later offered 800.00 USD, then 500.00 USD would be subtracted and 800.00 USD would be added to the sum because it is the highest amount offered to the student. This amount enables you to know what your maximum total offer amount is for this financial aid item type.

Highest − Max to Accept The sum of all the highest accepted amounts from each student who received this item type award. This amount enables you to know what your maximum total accepted amount is for this financial aid item type.

Reductions − Max to Offer The sum of the reduced offer amounts from each student for this financial aid item type. If a student is offered 800.00 USD for this item type and later the offer is reduced to 600.00 USD, then 200.00 USD is added to the sum. If the award is reduced again for the student, then the additional reduction amount is added to the sum.

Reductions − Max to Accept The sum of the reduced accept amounts from each student for this financial aid item type.

Note. To calculate the gross amount, add the Net amount and the Reductions amount. Gross = Net + Reductions

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Net − Max to Offer The sum of the current offer amounts for this financial aid item type.

Net − Max to Accept The sum of the current accept amounts for this financial aid item type.

Available − Max to Offer The remaining source of funding available to award students for this financial aid item type. Equals the Budgeted − Max to Offer minus the Net − Max to Offer.

Available − Max to Accept The remaining amount available for students to accept for this financial aid item type. Equals the Budgeted − Max to Accept minus the Net − Max to Accept.

Count − Max to Offer The number of students (unduplicated) who have been offered an award of this financial aid item type. Does not include students that have canceled or declined awards.

Count − Max to Accept The number of students (unduplicated) who have accepted an award of this financial aid item type. Does not include students that have canceled or declined awards.

Here is an example of how the amounts in the highest, reductions, and net columns are calculated. This example tracks only one student. On the page itself, the values shown are added to similar values for all other students who are awarded the financial aid item type.

Award Activity	Highest	Reductions	Net
Offer $1,000	$1,000	$0	$1,000

Award Activity	Highest	Reductions	Net
Reduce to $800	$1,000	$200	$800
Increase to $1,500	$1,500	$200	$1,500
Reduce to $500	$1,500	$1,200	$500
Cancel award offer	$1,500	$1,700	$0

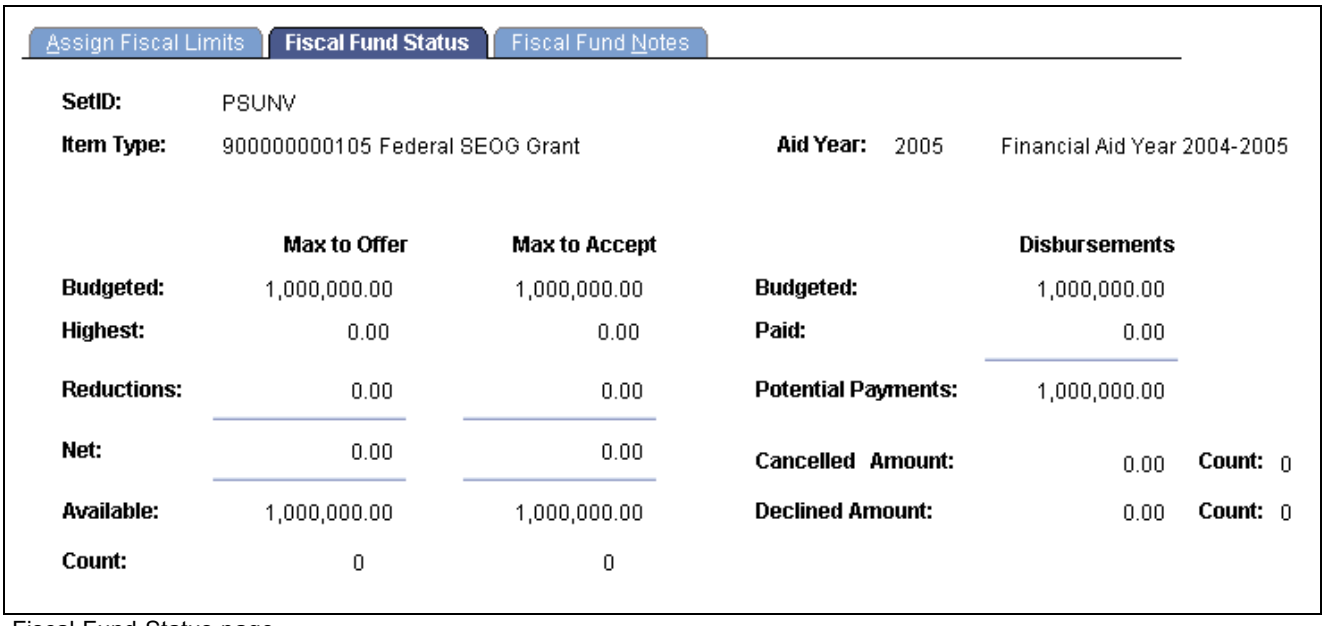
Budgeted − Disbursements The amount you want to budget for the total disbursements of this financial aid item type.

Paid − Disbursements The amount that has been authorized and disbursed to students from this financial aid item type.

Potential Payments − Disbursements The remaining amount available to disburse to students for this financial aid item type. Equals the Budgeted − Disbursements minus the Paid − Disbursements.

Reviewing Fiscal Fund Status

Access the Fiscal Fund Status page.



Fiscal Fund Status page

Give financial aid staff who need to know this information but who you do not want to have the ability to change the budgeted amount for a fiscal fund access to this page instead of the Assign Fiscal Limits page.

Cancelled Amount Displays the sum of the awards of this financial aid item type that have been cancelled.

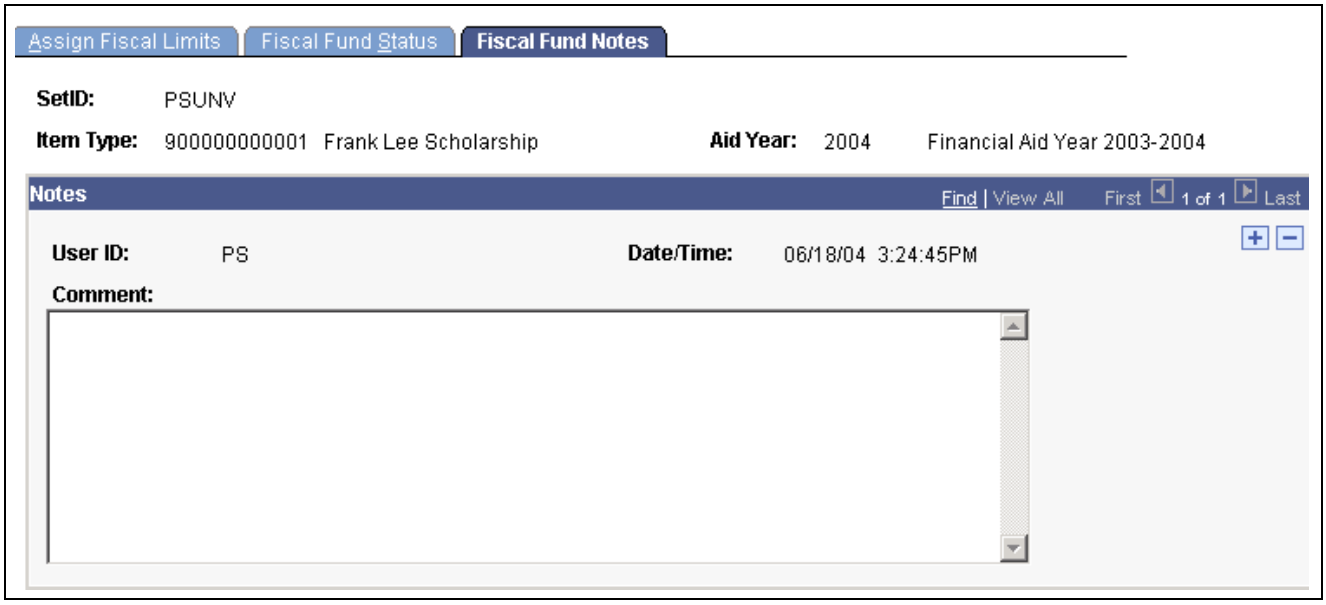
Cancelled Count Displays the number of students that have cancelled awards of this financial aid item type.

Declined Amount Displays the sum of the awards of this financial aid item type that have been declined.

Declined Count Displays the number of students that have declined awards of this financial aid item type.

Reviewing Fiscal Fund Notes

Access the Fiscal Fund Notes page.

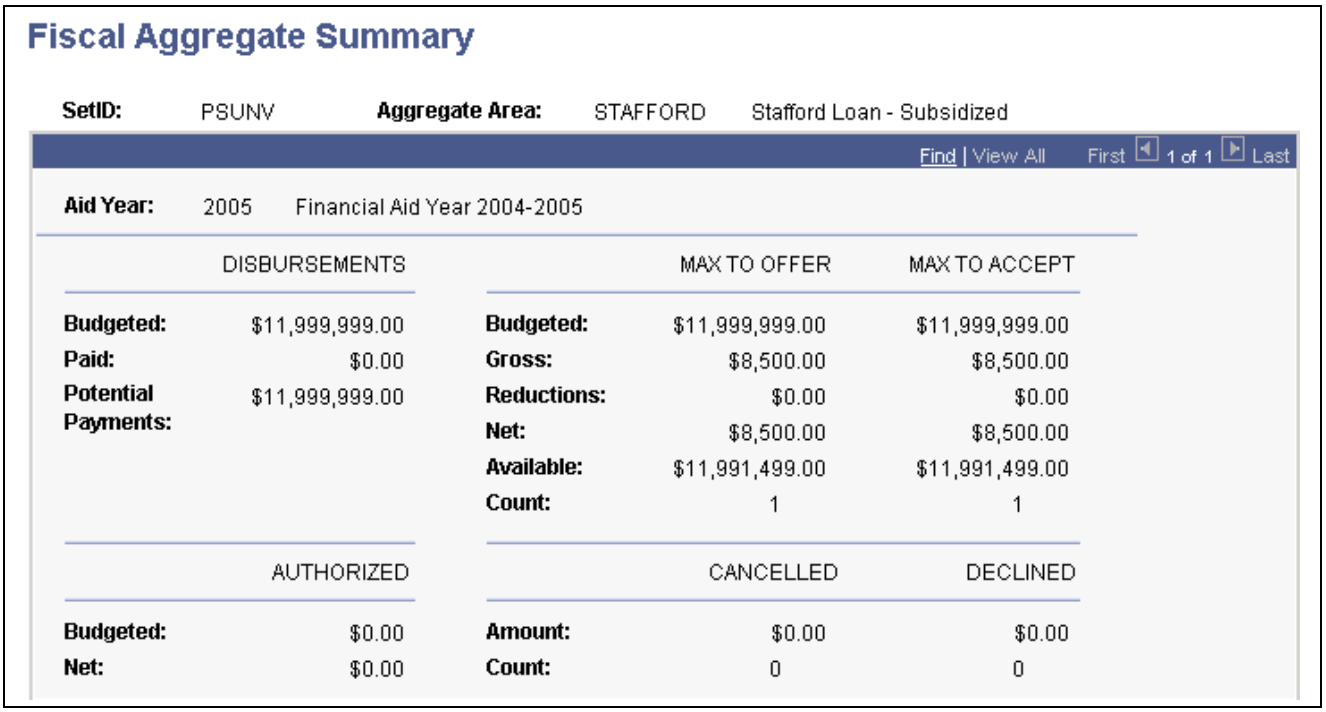


Fiscal Fund Notes page

Enter comments regarding a fund for informational use by your financial aid staff.

Reviewing Fiscal Limits for Aggregate Areas

Access the Fiscal Aggregate Summary page.



Fiscal Aggregate Summary

SetID: PSUNV Aggregate Area: STAFFORD Stafford Loan - Subsidized

Find | View All First 1 of 1 Last

Aid Year: 2005 Financial Aid Year 2004-2005

	DISBURSEMENTS		MAX TO OFFER	MAX TO ACCEPT
Budgeted:	$11,999,999.00	Budgeted:	$11,999,999.00	$11,999,999.00
Paid:	$0.00	Gross:	$8,500.00	$8,500.00
Potential Payments:	$11,999,999.00	Reductions:	$0.00	$0.00
		Net:	$8,500.00	$8,500.00
		Available:	$11,991,499.00	$11,991,499.00
		Count:	1	1

	AUTHORIZED		CANCELLED	DECLINED
Budgeted:	$0.00	Amount:	$0.00	$0.00
Net:	$0.00	Count:	0	0

Fiscal Aggregate Summary page

Budgeted − Authorized The maximum source of funding that can be authorized for this aggregate area.

Net − Authorized The sum of the current authorized amounts for this financial aid item type. Once this amount equals the budgeted amount, no further awards for this aggregate area can be authorized.

Preparing for Early Financial Aid Offers

To set up early financial aid categories, use the Early Financial Aid Categories component (ERLY_FA_CTG_TBL).

This section provides an overview of early financial aid offers and discusses how to set up early financial aid categories.

Understanding Early Financial Aid Offers

Early financial aid offers are a recruiting tool used by admissions and financial aid departments to provide preliminary financial aid offers to prospective students. The early financial aid offer is constructed independently of financial aid rules and procedures.

You can associate an early financial aid offer with each admission application a prospective student submits. This feature is especially useful for graduate and professional schools which make financial aid offers to hot prospects and is used by financial aid and undergraduate admission offices to provide a competitive advantage in their freshman recruitment process.

Early financial aid offers are made using general financial aid categories that you define on the Early Aid Categories page. Create early financial aid offer categories for all the types of financial aid you are using for early awarding. For example, you may want to create separate early financial aid offer categories for grants, scholarships, work-study, and loans. When creating the early financial aid offer you could specify the estimated amount to be awarded in each category. If you want to display only an estimated total award amount you can define a general category, like Estimated Financial Aid, and use only this category in the early financial aid offer.

Page Used to Prepare for Early Financial Aid Offers

Page Name	Object Name	Navigation	Usage
Early Aid Categories	ERLY_FA_CTG_TABLE	Set Up SACR, Product Related, Financial Aid, Awards, Early Financial Aid Categories, Early Aid Categories	Set up early financial aid offer categories. Specify the types of aid your institution considers for an early financial aid offer.

Setting Up Early Financial Aid Offer Categories

Access the Early Aid Categories page.

Early Aid Categories page

Comments Enter a more detailed description of the early financial aid offer category in this field. You can set up this description to print on your early financial aid offer letter.

Setting Up Restricted Aid

To set up restricted aid, use the Restricted Aid Table component (RESTRCTD_AID_SETUP).

Restricted aid includes awards such as scholarships, fellowships, and institutional or private funds with more subjective eligibility requirements. Restricted aid does not refer to federal monies. Awarding restricted aid makes use of the rating scheme and committee features of PeopleSoft Enterprise Campus Community. Use the Restricted Aid Table component to set up all of the parameters and conditions for awarding your institution's restricted funds.

Note. If you are using a review process for evaluating candidates for restricted aid, you must define a rating scheme. You must also complete the pages in Maintaining Organization Data and Managing Committees sections of *PeopleSoft Enterprise Campus Community 8.9 PeopleBook.*

This section discusses how to:

- Define restricted aid basic information.
- Define award limits and requirements.
- Attach an external organization.
- Assign a committee to evaluate candidates.

See Also

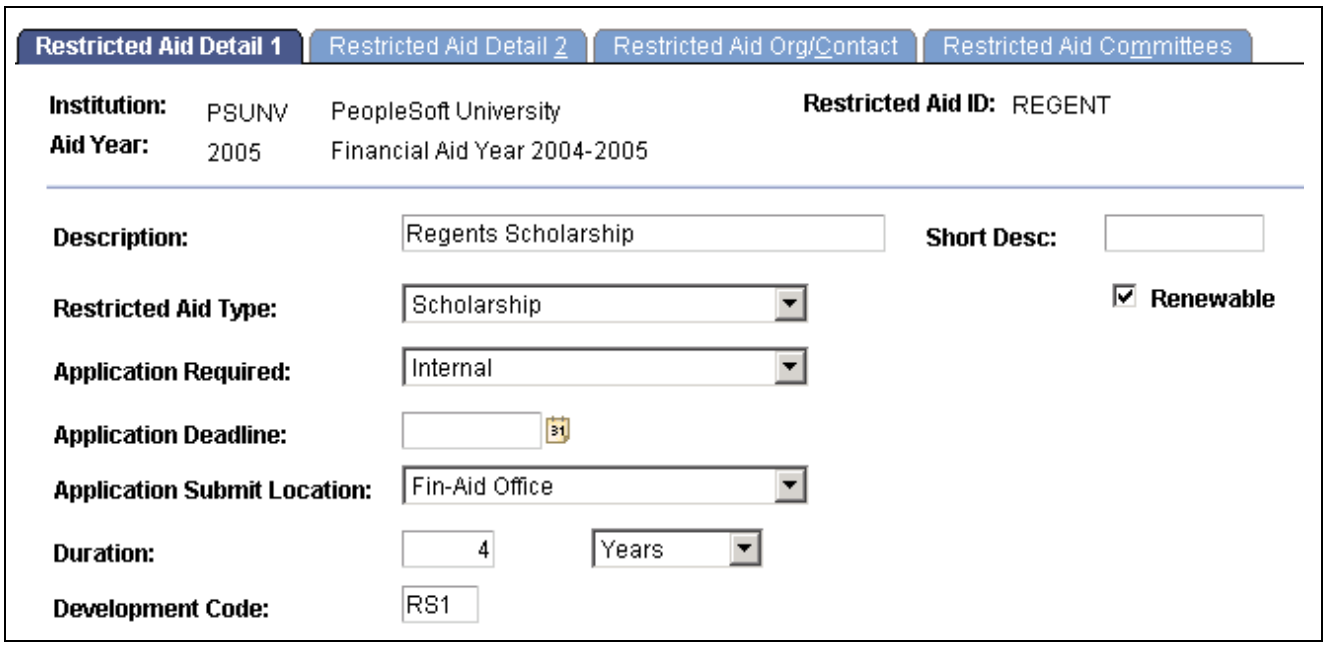
PeopleSoft Enterprise Recruiting and Admissions 8.9 PeopleBook, "Setting Up for Evaluating Applicants," Defining Rating Schemes

Pages Used to Set Up Restricted Aid

Page Name	Object Name	Navigation	Usage
Restricted Aid Detail 1	RSTRC_AID1	Set Up SACR, Product Related, Financial Aid, Awards, Restricted Aid Table, Restricted Aid Detail 1	Define basic information about the restricted aid award, including whether an application is required and whether the award is renewable.
Restricted Aid Detail 2	RSTRC_AID2	Set Up SACR, Product Related, Financial Aid, Awards, Restricted Aid Table, Restricted Aid Detail 2	Define award limits and requirements. Enter the number of awards, maximum and minimum award amounts, and application requirements.
Restricted Aid Org/Contact (restricted aid organization/contact)	RSTRC_AID3	Set Up SACR, Product Related, Financial Aid, Awards, Restricted Aid Table, Restricted Aid Org/Contact	Attach an external organization to the restricted aid type and view the contact information for that organization.
Restricted Aid Committees	RSTRC_AID5	Set Up SACR, Product Related, Financial Aid, Awards, Restricted Aid Table, Restricted Aid Committees	Assign a committee to evaluate candidates. Review a list of individual committee members and their roles within the committee.

Defining Restricted Aid Basic Information

Access the Restricted Aid Detail 1 page.



Restricted Aid Detail 1 page

Restricted Aid Type Identify the restricted aid as a *Fellowship* or *Scholarship.*

Renewable Select if the restricted aid is a renewable aid source.

Application Required Select whether an application is required, and if so, what kind of application. You can select *External, Internal,* or *No App* (no application).

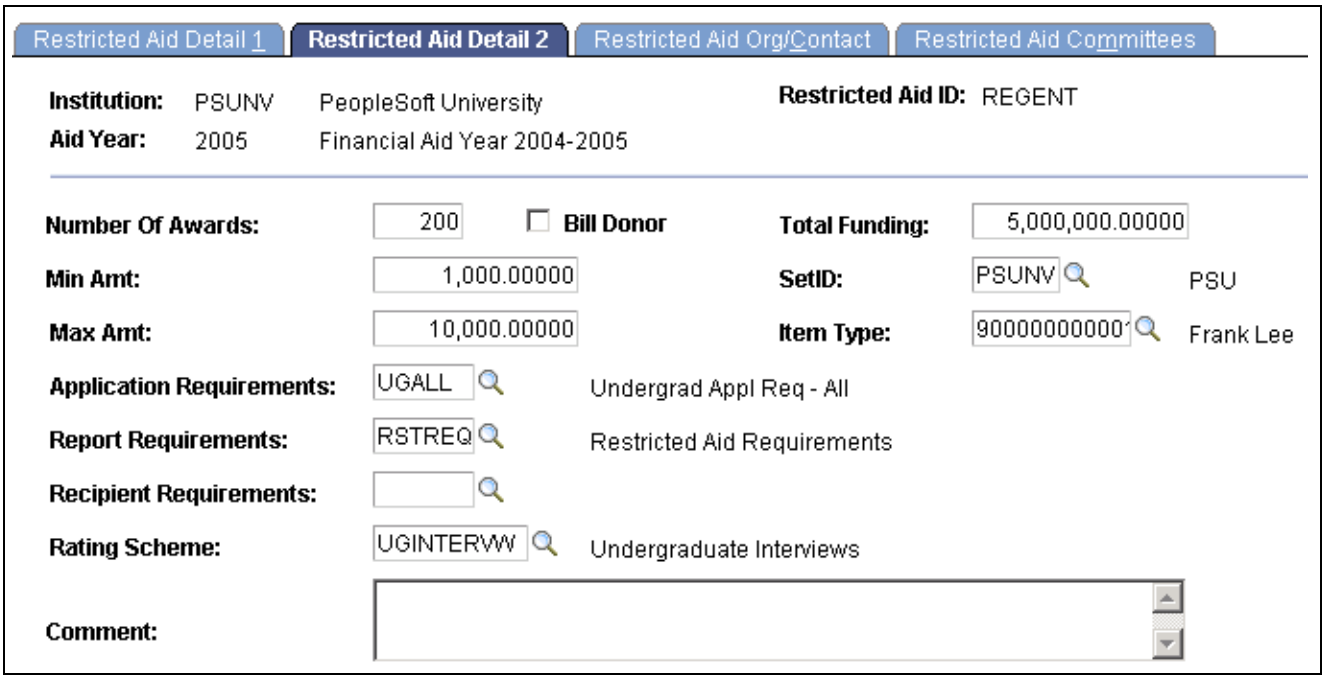
Application Deadline and **Application Submit Location** If an application is required, enter the date it must be turned in and where to submit it.

Duration Enter a numeric value for the duration of the restricted aid type and then indicate in the adjacent field whether this is *Days, Months, Terms,* or *Years.*

Development Code Enter a code of up to four alphanumeric characters. The development code is institution-specific and assists with institutional reporting needs.

Defining Award Limits and Requirements

Access the Restricted Aid Detail 2 page.



Restricted Aid Detail 2 page

Number of Awards Enter the number of awards you can make from this restricted aid type.

Bill Donor Select if you bill the donor when the aid is awarded.

Total Funding Enter the total funding amount for this restricted aid type.

Min Amt (minimum amount) and **Max Amt** (maximum amount) Enter the minimum and maximum amounts you can award for this restricted aid type.

Item Type Enter the financial aid item type associated with this restricted aid type.

Application Requirements Select the checklist that applicants must finish to apply for this restricted aid type.

Report Requirements Select the checklist that contains the reporting requirements a staff member fulfills for this restricted aid type.

Recipient Requirements Select the checklist that contains the tasks award recipients must fulfill.

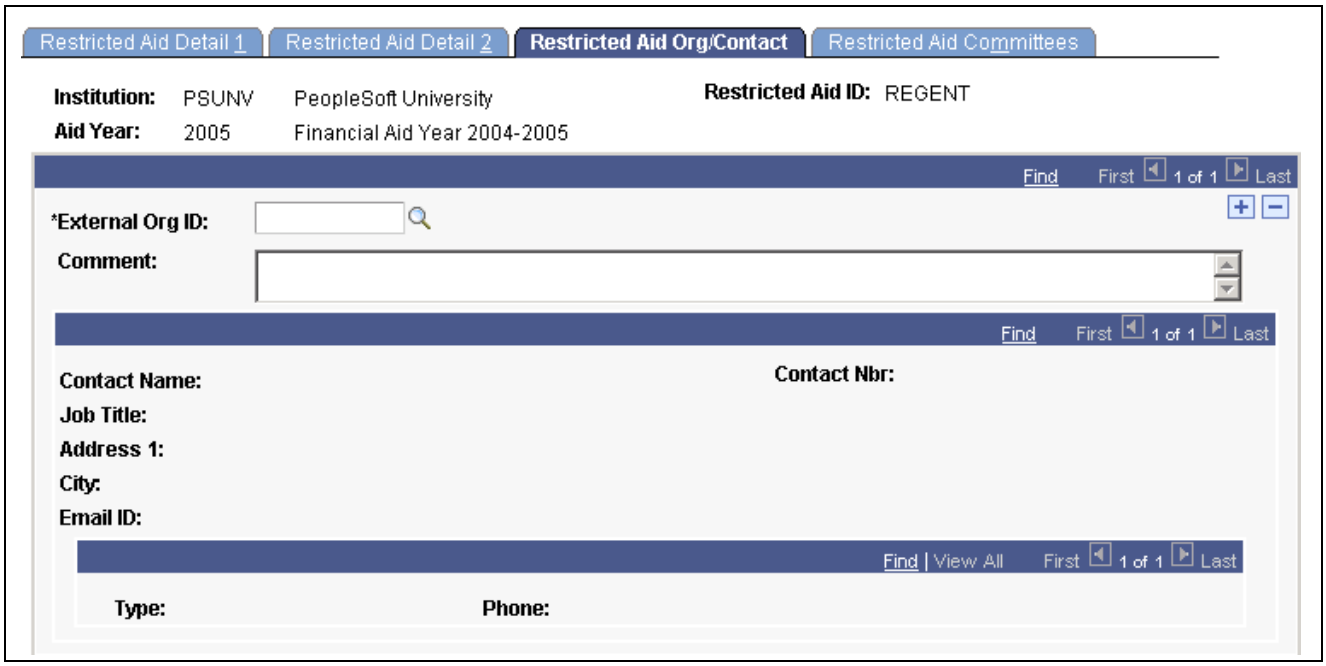
Rating Scheme Select the rating scheme that outlines the selection process. Rating schemes are set up in Recruiting and Admissions.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Checklists"

Attaching an External Organization

Access the Restricted Aid Org/Contact page.



Restricted Aid Org/Contact page

External Org ID (external organization ID) Select the organization ID that represents the organization associated with this restricted aid type. To view any additional organizations associated with this restricted aid type, use the scroll arrows.

Comment Displays an explanation of the selected organization. Enter any additional information about the organization into this field.

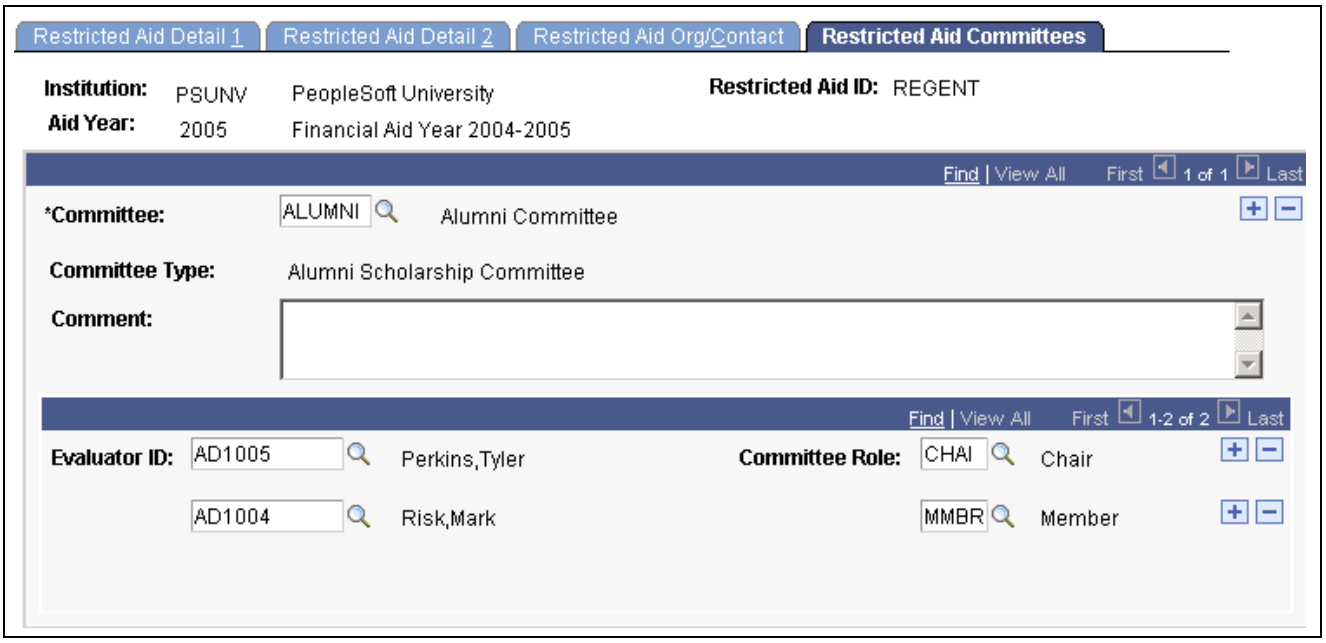
Contact Name Displays a contact person at the organization. To view additional contacts, use the scroll arrows.

Contact Nbr (contact number) Indicates there is more than one contact person, or differentiates between different contact information for the same contact person.

Phone Displays the contact person's phone number.

Assigning a Committee

Access the Restricted Aid Committees page.



Restricted Aid Committees page

Committee Enter the committee that evaluates the candidates.

Committee Type Indicates the type of committee.

Comment Enter additional information about the committee in this field.

Evaluator ID Enter the ID of a committee member.

Committee Role Enter the individual's role within the committee.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Setting Up Committee Templates"

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Committee Data"

Setting Up Award Adjustment Reasons

To set up award adjustment reasons, use the Award Adjustment Reasons component (AWRD_ADJ_RSN_TBL).

Award adjustment reasons are institutionally defined reasons indicating why an award may be adjusted. Award adjustment reasons can be used for clarification when modifying an award and also for statistical tracking purposes. You can enter an award adjustment reason any time you change an award on the award entry pages, but award adjustment reasons are required on the Professional Judgement page. Some sample award adjustment reasons come pre-delivered with Financial Aid, but you can modify, add, and delete these.

This section discusses how to create award adjustment reasons.

Pages Used to Set Up Award Adjustment Reasons

Page Name	Object Name	Navigation	Usage
Award Adjustment Reasons	AWRD_ADJ_RSN_TBL	Set Up SACR, Product Related, Financial Aid, Awards, Award Adjustment Reasons, Award Adjustment Reasons	Create or modify award adjustment reasons.
Copy Adjustment Reasons	AWD_ADJ_RSN_COPY	Click the Copy button on the Award Adjustment Reasons page.	Copy award adjustment reasons from one aid year/institution combination to another.

Creating Award Adjustment Reasons

Access the Award Adjustment Reasons page.

Award Adjustment Reasons page

Code Enter a three-character code that represents the award adjustment reason.

CHAPTER 6

Setting Up Auto Packaging and Mass Packaging

This chapter provides an overview of Auto Packaging and Mass Packaging and discusses how to:

- Use equation engine in packaging.
- Use equations.
- View equations as algebraic expressions.
- Review equation examples.
- Create equity item type groups.
- Create related item type groups.
- Define packaging plans.
- Create Mass Packaging query definitions.

Understanding Auto Packaging and Mass Packaging

The items covered in this chapter are required only for Auto Packaging or Mass Packaging. You must also perform the basic setup tasks outlined in the general awarding setup chapter.

This section provides a list of prerequisites and discusses packaging plans.

See Also

Chapter 5, "Setting Up Packaging Basics," page 67

Prerequisites

Before setting up your packaging plans go through the following steps to define your institution's needs.

1. Define your populations of students who may have unique needs and for what awards they are eligible.

   Your student populations might include undergraduate students, graduate students, and medical students. Within your graduate population you might have students in a teacher credential program, masters level students, and Ph.D. level students. Within your undergraduate and graduate populations you might group students by their academic program or plan, such as sociology or physical education. Medical students might be grouped by their year in the program, for example first year or fourth year. For reasons of equity, especially if your institution cannot meet all students' financial need, you may want to group students by their financial need, as determined by subtracting Expected Family Contribution (EFC) from cost of attendance (COA). In that case, you may have a population defined as undergraduate students with need greater than 10,000.00 USD and another group defined as undergraduates with a need less than 10,000.00 USD.

2. Determine which awards students in each group would be eligible for or which awards you want to give certain students, and in which order these awards should be offered.

   Each financial aid award your institution offers may apply to all students or to only a specific group of students. For example, only undergraduates are eligible for Pell Grants and only students from California are eligible for Cal Grants, but you may have a University Grant that all students are eligible for regardless of their career or residency. You are now ready to start grouping awards together into a packaging plan.

Packaging Plans

Using Financial Aid, you can create packaging plans that give the system instructions on how to award or package a student with various financial aid awards. You should create your packaging plans to meet the needs of your various groups of students. Packaging plans are used when packaging groups of students in a background process (Mass Packaging) or when having the system automatically package an individual student online (Auto Packaging). A packaging plan groups together financial aid awards and enables you to set specific rules for how that group of awards should be given to students. You can also specify other important parameters in a packaging plan, such as how much federal need the packaging plan meets and how the aid is disbursed to students. The packaging plan can incorporate nearly all decisions a financial aid counselor would make when creating a financial aid package with specific financial aid awards. Since a packaging plan is set up to make decisions a financial aid counselor would, the packaging plans must reflect your institution's financial aid awarding philosophy so the automated process works most effectively for you.

If you have a group of similar awards, like endowed restricted funds, which have very specific target populations, you may want to group these awards together into a related item type group. You can define the group and include it in a packaging plan as an individual award, instead of adding individual restricted aid financial aid item types to packaging plans.

Individual financial aid item types can be part of as many packaging plans as you prefer. Some financial aid item types may be in every packaging plan, such as an unsubsidized Stafford loan.

Not all financial aid item types within a packaging plan are issued to all students who are selected for that packaging plan. The packaging plan assigns financial aid item types to students based on selection criteria defined for each financial aid item type and the overall packaging rules setup as part of the packaging plan. For example, a packaging plan may include ten different financial aid item types, but a student may only receive five of the ten financial aid item types because of eligibility requirements or because their financial need is met. Although you are not packaging students in this section, it is important to know how packaging plans are used to set them up effectively.

Once you have grouped your individual financial aid item types in your various packaging plans, decide in what order you want the various awards to be made. This decision depends heavily on your institution's financial aid packaging policies. The automated packaging routines process individual financial aid item types in a designated order (sequence) within each packaging plan. The automated packaging routine continues awarding up to a dollar limit or a percentage of need defined in the packaging plan, or up to the cost of attendance, depending on the type of awards that are included in the packaging plan. Because awards are packaged in a specific order up to the defined limit, you may want to sequence any entitlement awards near the top of the packaging plan to ensure they are awarded. You might want to put less desirable awards, such as unsubsidized loans, further down in the order.

In addition to selecting and sequencing awards in the packaging plan, there are several other parameters you must set up. Define packaging targets, award limits, equity limits, loan award limits, work award limits, and the disbursement schedule for each award. For award-related limits and disbursements, you can use the default value for the award—as defined in your financial aid item type setup—or you can define values to be used for the award when it is included in a packaging plan.

Throughout the setup of your packaging plans you can use equations to identify a population of students or to perform calculations. Use the Equation Engine to create these equations.

Using Equation Engine in Packaging

Equation Engine can read any table for which you have security access and can perform various arithmetic operations and external call subroutines.

Note. If you plan to use equations, they must be set up before you set up packaging plans. Similarly, if you plan to use Mass Packaging, set up equations to be used as part of that process.

You need to be familiar with the fields you can use in equations to understand what student data are available for selection or calculation. Equations are written in statements similar to spoken phrases. For example, if you want to write an equation that calculates different award amounts based on a student's grade level, using the Global A_AMOUNT option, you would first write:

"If the student's grade level is Freshman, then I want to award 8,000.00 USD; if the student's grade level is Sophomore, then I want to award 8,500.00 USD; if the student's grade level is Junior, then I want to award 9,000.00 USD, and if the student's grade level is a Senior or higher, then I want to award 9,500.00 USD."

This sentence can be written as an equation:

Line Number	Equation Keyword	Operand Type	Operand	Comment
1	SKIP			
2	ASSIGN	Local	AWARD_PERIOD	
3		String	A	
4	END ASSIGN			
5	FIND FIRST	Global	FOUND_FAN_ AWD_PER_VW	
6		Table	FAN_AWD_PER_ VW	
7		Global EQ	EMPLID	
8		Global EQ	INSTITUTION	
9		Global EQ	AID_YEAR	
10		Local EQ	AWARD_PERIOD	
11	END FIND			
12	IF			
13		Table	FAN_FA_TERM_ VW	
14		Field	NSLDS_LOAN_ YEAR	
15	<=			

Line Number	Equation Keyword	Operand Type	Operand	Comment
16		Value	1	
17	THEN			
18	ASSIGN	Global	A_AMOUNT	
19		Number	8000.00000	
20	END ASSIGN			
21	ELSE IF			
22		Table	FAN_FA_TERM_VW	
23		Field	NSLDS_LOAN_YEAR	
24	=			
25		Value	2	
26	THEN			
27	ASSIGN	Global	A_AMOUNT	
28		Number	8500.00000	
29	END ASSIGN			
30	ELSE IF			
31		Table	FAN_FA_TERM_VW	
32		Field	NSLDS_LOAN_YEAR	
33	=			
34		Value	3	
35	THEN			
36	ASSIGN	Global	A_AMOUNT	
37		Number	9000.00000	
38	END ASSIGN			
39	ELSE IF			

Line Number	Equation Keyword	Operand Type	Operand	Comment
40		Table	FAN_FA_TERM_ VW	
41		Field	NSLDS_LOAN_ YEAR	
42	>=			
43		Value	4	
44	THEN			
45	ASSIGN	Global	A_AMOUNT	
46		Number	9500.00000	
47	END ASSIGN			
48	END IF			

FAPDGRADELVL

In the example, NSLDS_LOAN_YEAR is the field name for academic level. The first section of the equation assigns the global variables needed by the equation engine to identify the proper NSLDS_LOAN_YEAR . The second section tells the system which table, field, and field values are to be evaluated by the equation (NSLDS_LOAN_YEAR value = freshman, sophomore, junior, etc.). Based on the table/field value, the 'Assign Global A_AMOUNT' statement instructs the system to award the student a particular dollar value (if the student is a sophomore, award her 8,500.00). When using the Equation Engine, you are guided in the writing of your equation by the various field prompts and their available options.

As another example, if you are creating a Packaging Plan for your Graduate Career and you need to select all students with Graduate career, you would write an equation using A_SELECT: I want to select all of my students whose Career equals Graduate.

This sentence can be written as an equation:

Line Number	Equation Keyword	Operand Type	Operand	Comment
1	ASSIGN	Global	STRM	
2		String		
3	END ASSIGN			
4	FIND FIRST	Global	FOUND_FAN_FA_ TERM_VW	
5		Table	FAN_FA_TERM_ VW	
6		Global EQ	EMPLID	
7		Global EQ	INSTITUTION	

Line Number	Equation Keyword	Operand Type	Operand	Comment
8		Global GE	STRM	
9	END IF			
10	IF			
11		Table	FAN_FA_TERM_ VW	
12		Field	ACAD_CAREER	
13	=			
14		String	GRAD	
15	THEN			
16	ASSIGN	Global	A_SELECT	
17		String	GRAD	
18	END ASSIGN			
19	ELSE			
20	ASSIGN	Global	A_SELECT	
21		String	F	
22	END ASSIGN			
23	END IF			

FAPDGRADS

In the example, ACAD_CAREER is the field name for Career. The first section of the equation assigns the global variables needed by the equation engine to identify the proper Career. The second section tells the system which table, field, and field values are to be evaluated by the equation (ACAD_CAREER = GRAD). Based on the table/field value, the 'Assign Global A_SELECT' statement instructs the system to select the student, in this example, for the particular packaging plan (if the student's Career equals GRAD, assign her to 'Graduate' Packaging Plan).

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Using Equations

The Equation Engine is a tremendously powerful tool that enables you to develop a variety of formulas. The equations are used to select a specific population of students for packaging as well as to calculate award amounts and other numeric values. The Equation Engine uses algebraic equations and Boolean formulas, and it enables you to link equations. Equations are used when defining a packaging plan, setting award maximums and limits, and assigning groups of students to a financial aid item type, equity group, or related item type group.

Before writing an equation, define what information you want the equation to provide. If you want the equation to provide a listing for a group of students, decide exactly what the process for selecting those students is and then create an equation using the Global statement 'ASSIGN GLOBAL A_SELECT' = T' structure. You will need to assign this kind of equation as 'Fin Aid Packaging Select Eqtns' for its Application Prompt. By doing this, you will be presented with only Selection Type Equations in Packaging Setup. If you want the equation to provide a calculated value such as an award maximum, decide where the value is derived from and how it is calculated and then create an equation using the Global statement 'ASSIGN GLOBAL A_AMOUNT Number ####.##' structure. You will need to assign this kind of equation as 'Fin Aid Packaging Amount Eqtns' for its Application Prompt. By doing this, you will be presented with only Calculation Type Equations in Packaging Setup.

This section discusses how to:

- Review field names for equations.
- Use packaging data source and equation engine.
- Round in packaging using equations.

Page Used with Equations

Page Name	Object Name	Navigation	Usage
Equation Detail	EQUATION_DTL	• Set Up SACR, Common Definitions, Equation Engine, Equation Dtl • Set Up SACR, Common Definitions, Equation Engine, Review Equations • Click Equation Detail on the Equation Detail page, Related Item Type Group page, Packaging Plan page, FM Target page, IM Target page, Equity Rule page, Packaging Limits page, or the Packaging Rules 1 page.	View a Packaging equation written as an algebraic expression. Only select fields are available.

Reviewing Field Names for Equations

Any field in the database can be accessed and used in developing equations provided you have defined the table or view in Equation Data Tables (Set Up SACR, Common Definitions, Equation Engine, Equation Data Tables) and that the proper Equation Tree Security has been granted to the table or view (Set Up SACR, Security, Equation Tree Security, Tables and Views).

PeopleSoft delivers a set of packaging equations, some of which are system-specific and some of which are demonstration-specific. System-specific packaging equations contain the prefix FAPK* while demonstration-specific packaging equations contain the prefix FAPD*.

FAPK = Packaging System Equations – Do not modify any equation with the FAPK* prefix as these equations are used as part of the internal Equation processing of Dual Sourced fields (ISIR vs. IM fields) for Financial Aid Auto and Mass Packaging.

FAPD = Packaging Data Equations – these are a sample set equations that PeopleSoft provides as part of the demo database – these equations serve as examples of creating various types of Packaging equations supported by the Equation Engine routine.

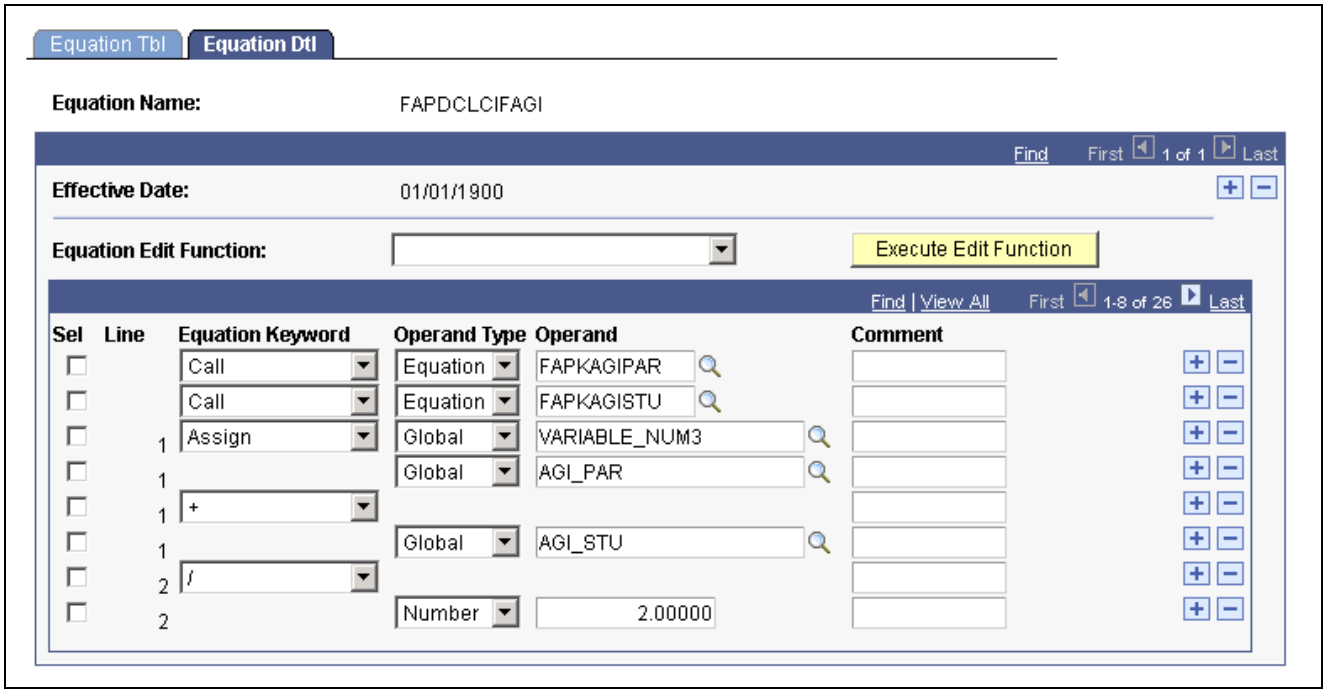
See Equation Engine Programmers Guide, a PDF file at the end of this book.

Using Packaging Data Source and Equation Engine

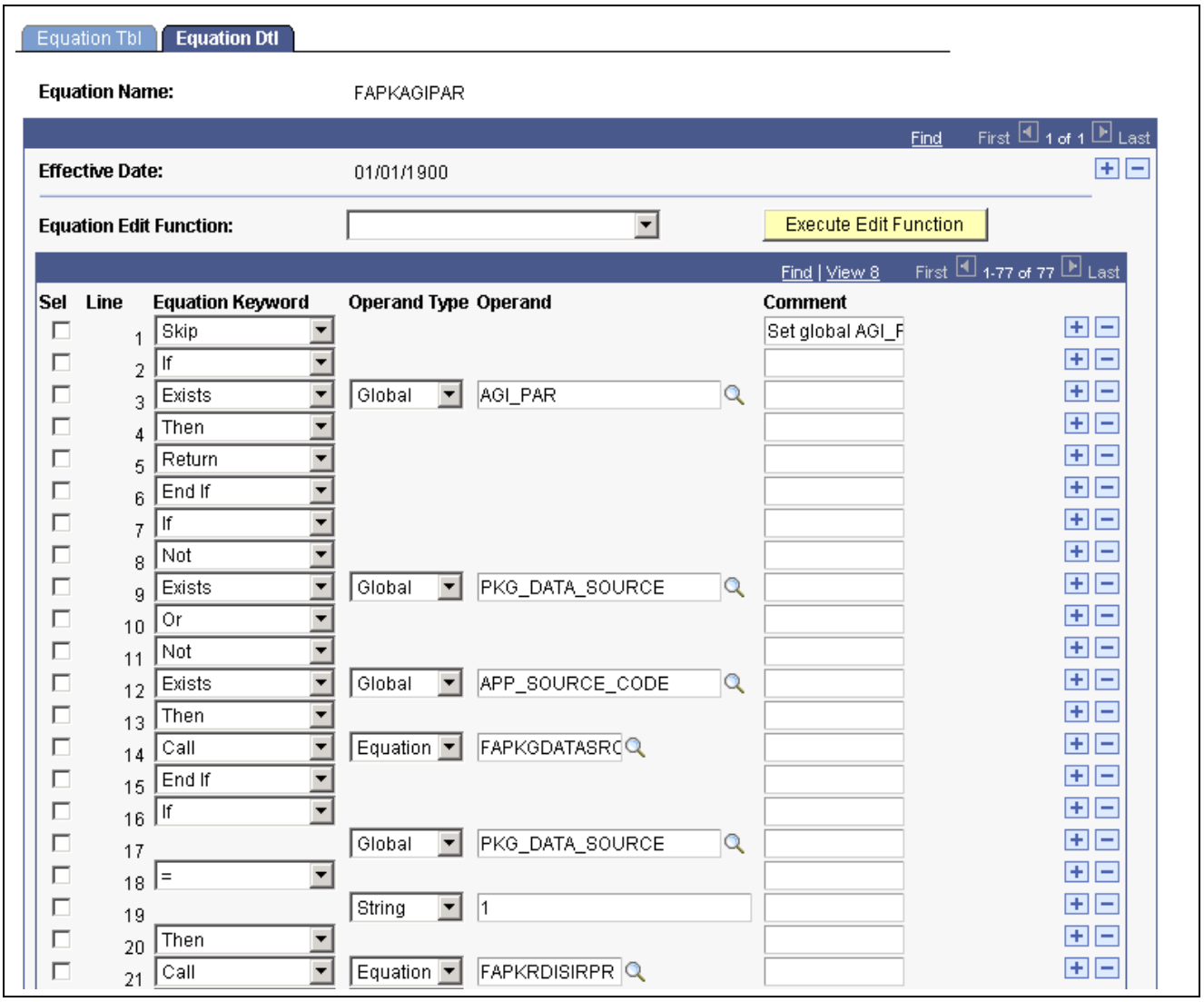
The Equation Engine is equipped to handle dual-sourced fields for packaging purposes– in other words, same or similar fields that are sourced from the ISIR or an institutional application (PROFILE, Need Access, or institutional application) that packaging uses. It is the Equation Engine that determines which source data to use.

Equations with the prefix FAPK* are system equations that handle the dual-sourced nature of these ISIR or institutional fields. To use these equations, you will need to create a new equation and invoke a CALL statement to the applicable FAPK system equation(s) and then assign a global variable in your newly created equation. The system will use the Packaging Data Source together with these FAPK system equation(s) fields to return the corresponding value from the appropriate Packaging Data Source. Review the delivered FAPD* equations to see how the corresponding FAPK equations are implemented.

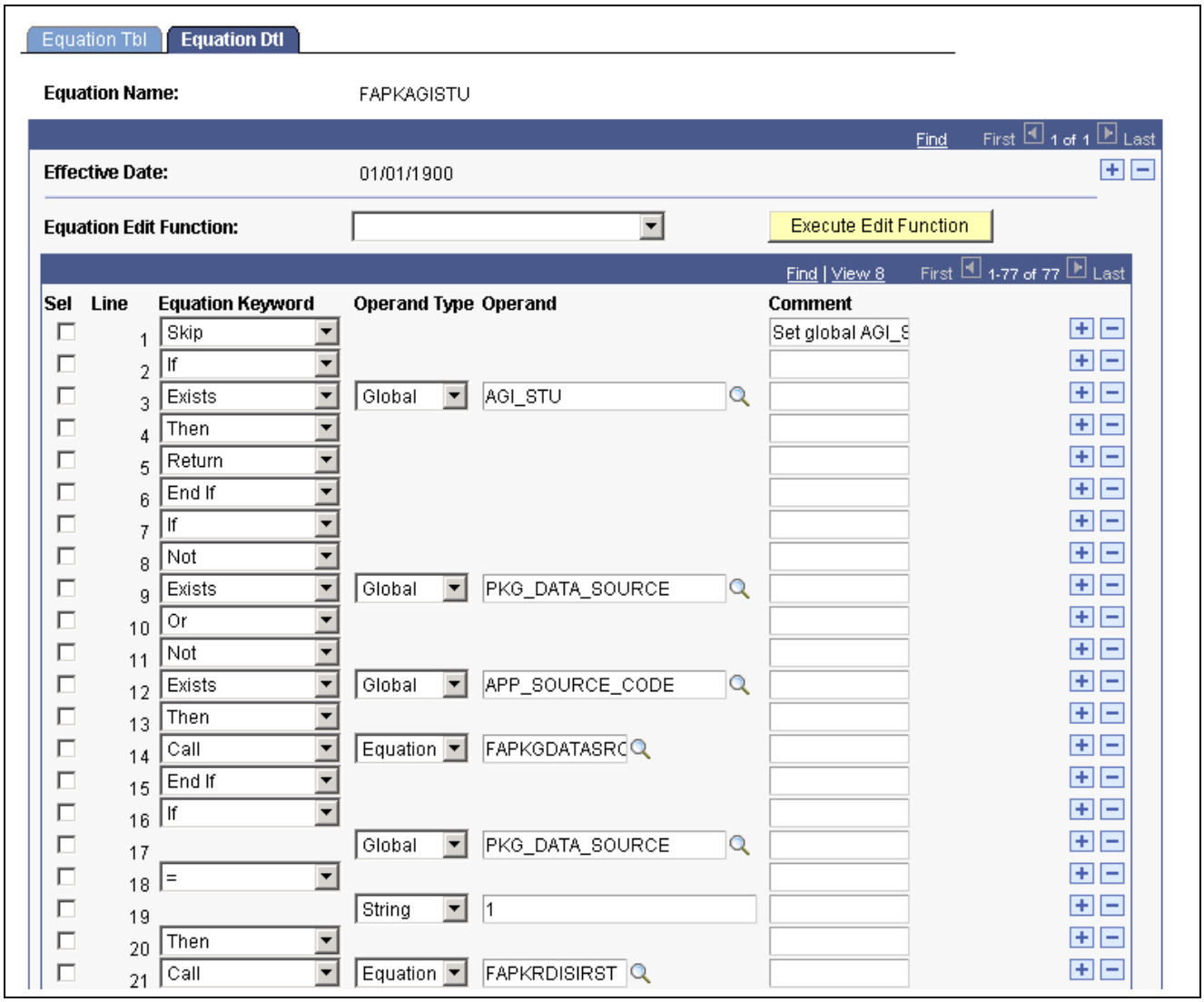
Note. In order for these dual-sourced equations to behave correctly, they should not be modified by you or anyone on your staff.



Equation Dtl page (FAPDCLCIFAGI



Equation Dtl page (FAPKAGIPAR)



Equation Dtl page (FAPKAGISTU)

Each of the above pages displays an equation that uses dual source fields. Please refer to the table below for more details.

Packaging Equations with Dual Source Fields

Packaging Equations with Dual Source Fields				
Equation Name	**Description**	**Field Name 1**	**RecName**	**Field Name 2**
FAPKAFDCPAR	Set global AFDC_ PAR	AFDC_PAR	*DUALSOURCE*	AFDC_PAR
FAPKAFDCSTU	Set glob AFDC_STU	AFDC_STU	*DUALSOURCE*	AFDC_STU
FAPKAGIPAR	Set global AGI_PAR	AGI_PAR	*DUALSOURCE*	AGI
FAPKAGISTU	Set global AGI_STU	AGI_STU	*DUALSOURCE*	AGI

Packaging Equations with Dual Source Fields				
Equation Name	**Description**	**Field Name 1**	**RecName**	**Field Name 2**
FAPKCHLSPPAR	Set global CHILD_ SUPPORT_PAR	CHILD_SUPPORT_ PAR	*DUALSOURCE*	CHILD_SUPPORT
FAPKDEPNDNTS	Set global DEPENDENTS	DEPENDENTS	*DUALSOURCE*	DEPENDENTS
FAPKDEPENDST	Set global DEPNDNCY_STAT	DEPNDNCY_STAT	*DUALSOURCE*	DEPNDNCY_STAT
FAPKDTAPPREC	Set global DT_APP_ RECEIVED	DT_APP_ RECEIVED	*DUALSOURCE*	DT_APP_ RECEIVED
FAPKERNINPAR	Set global ERND_ INC_CRED_PAR	ERND_INC_CRED_ PAR	*DUALSOURCE*	ERND_INC_CRED_ PAR
FAPKEXEMPT	Set global NUM_ EXEMPTIONS	NUM_ EXEMPTIONS	*DUALSOURCE*	NUMBER EXEMPTIONS
FAPKEXEMPTPR	Set global NUM_ EXEMPTIONS_PAR	NUM_ EXEMPTIONS	*DUALSOURCE*	NUMBER_ EXEMPTIONS
FAPKLEGALRES	Set global LEGAL_ RESIDENCE	LEGAL_ RESIDENCE	*DUALSOURCE*	LEGAL_ RESIDENCE
FAPKMAR_STAT	Set global MARITAL_STAT	MARITAL_STAT	*DUALSOURCE*	MARITAL_STAT
FAPKMARSTPAR	Set global MARITAL_STAT_ PAR	MARITAL_STAT_ PAR	*DUALSOURCE*	MARITAL_STAT
FAPKMONVETBN	Set global MONTHLY_VET_ BEN	MONTHLY_VET_ BEN	*DUALSOURCE*	MONTHLY_VET_ BEN
FAPKNMINCOLL	Set global NUMBER_IN_ COLLEGE	NUMBER_IN_ COLLEGE	*DUALSOURCE*	NUMBER_IN_ COLLEGE
FAPKNUMINFAM	Set global NUM_FAMILY_ MEMBERS	NUMBER_IN_ FAMILY	*DUALSOURCE*	NUMBER_IN_ FAMILY
FAPKNMFAMMEM	Set global NUM_FAMILY_ MEMBERS	NUM_FAMILY_ MEMBERS	*DUALSOURCE*	NUM_FAMILY_ MEMBERS
FAPKNUMINCOL	Set global NUMBER_IN_ COLLEGE	NUM_IN_COLLEGE	*DUALSOURCE*	NUM_IN_COLLEGE
FAPKNMMNVTBN	Set global NUM_ MONTH_VET_BEN	NUM_MONTH_ VET_BEN	*DUALSOURCE*	NUM_MONTH_ VET_BEN

Packaging Equations with Dual Source Fields				
Equation Name	**Description**	**Field Name 1**	**RecName**	**Field Name 2**
FAPKORPHAN	Set global ORPHAN	ORPHAN	*DUALSOURCE*	ORPHAN
FAPKSPERNINC	Set global SPS_ EARNED_INCOME	SPS_EARNED_ INCOME	*DUALSOURCE*	SPS_EARNED_ INCOME
FAPKSSBENPAR	Set global SS_ BENEFIT_PAR	SS_BENEFIT_PAR	*DUALSOURCE*	SOC_SEC_ BENEFITS
FAPKSSBENSTU	Set global SS_ BENEFIT_STU	SS_BENEFIT_STU	*DUALSOURCE*	SOC_SEC_ BENEFITS
FAPKSTATERES	Get State Residence	STATE_RESIDENCE	*DUALSOURCE*	STATE_RESIDENCE
FAPKSTERNINC	Set global STD_ EARNED_INCOME	STD_EARNED_ INCOME	*DUALSOURCE*	STD_EARNED_ INCOME
FAPKTOTWKAP	Set global TOTAL_ FROM_WKA_P	TOTAL_FROM_ WKA_P	*DUALSOURCE*	TOTAL_FROM_ WKA_P
FAPKUNTAXIN	Set global UNTAXED_INC	UNTAXED_INC	*DUALSOURCE*	UNTAXED_ INCOME
FAPKUNTAXINP	Set global UNTAXED_INC_ PAR	UNTAXED_INC_ PAR	*DUALSOURCE*	UNTAXED_ INCOME
FAPKVETERAN	Set global VETERAN	VETERAN	*DUALSOURCE*	VETERAN

Packaging Data Source Control Equations

The following equations are key equations that equation engine uses as internal triggers in its routine when determining what table to call to obtain correct data.

Warning! Do not modify or remove these equations.

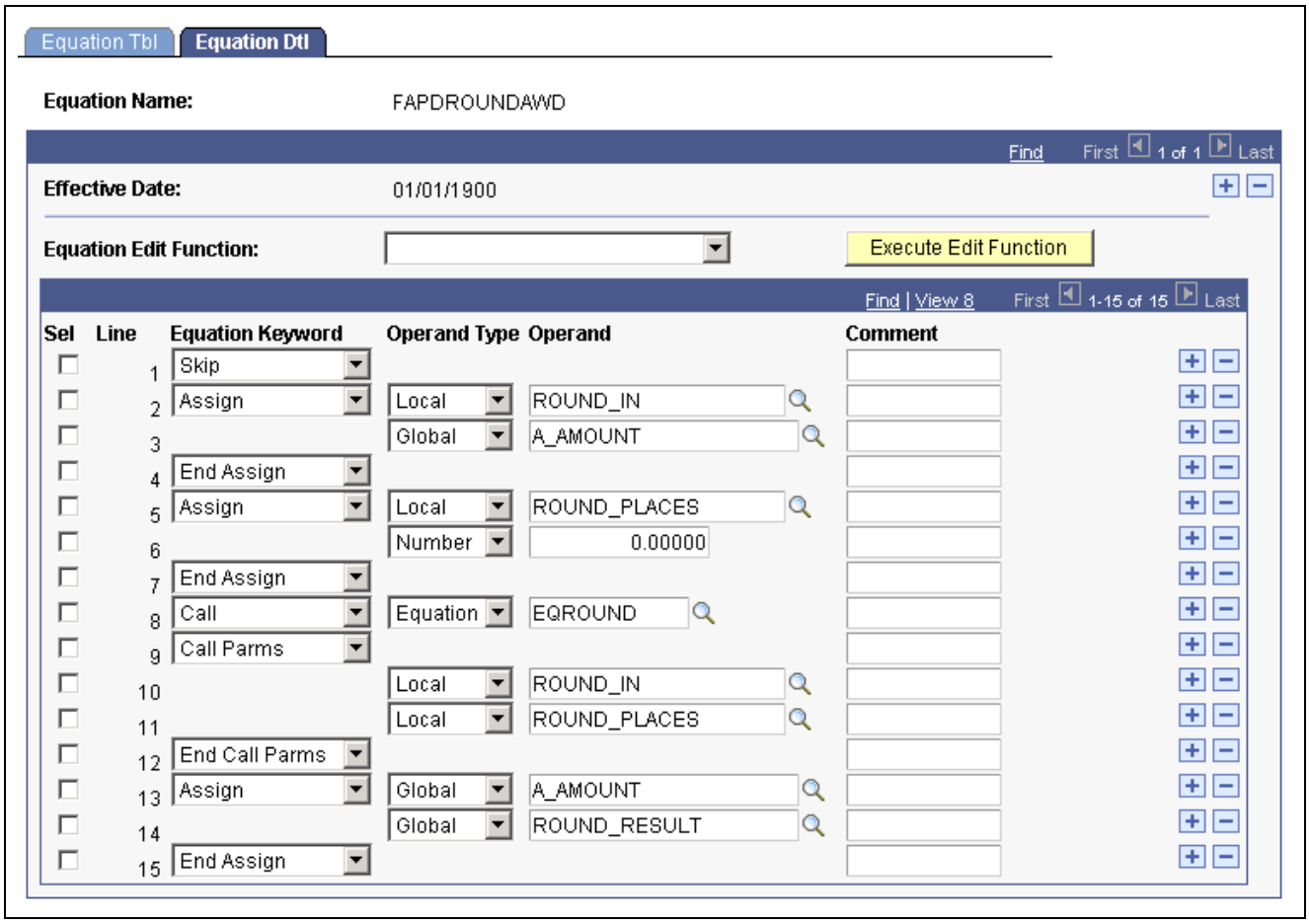
Equation Name	Description
FAPKGDATASRC	Get Packaging Data Source
FAPKRDINSTCT	Read INST_CONTROL
FAPKRDINSTIN	Read INST_INTERPRET
FAPKRDINSTPR	Read INST_PARENT
FAPKRDINSTST	Read INST_STUDENT
FAPKRDISIRCT	Read ISIR_CONTROL

Equation Name	Description
FAPKRDISIRPR	Read ISIR_PARENT
FAPKRDISIRST	Read ISIR_STUDENT

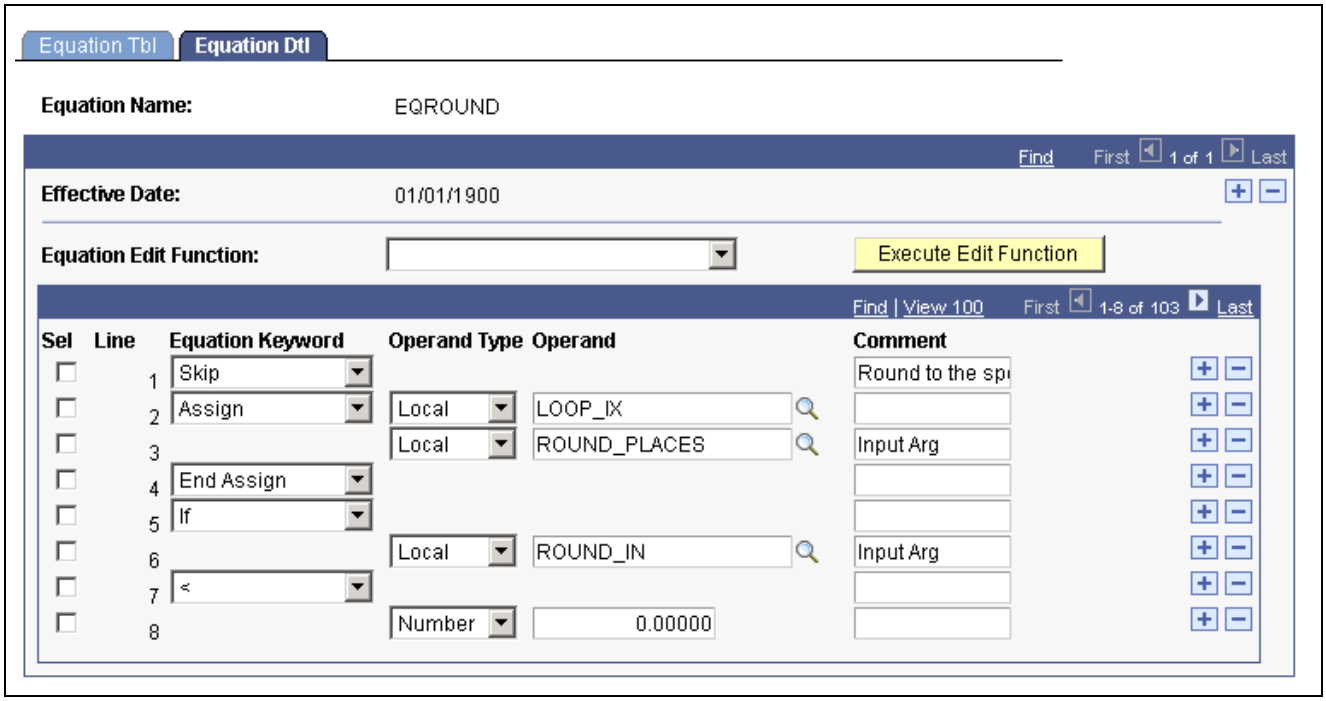
Rounding in Packaging Using Equations

The Packaging routine does not round up to whole dollar amounts when your equation yields a decimal result for a packaging limit. If the result contains decimals, the Packaging routine produces the following error message: “Message # 9146 Cannot disburse in whole dollars; award contains cents.”

For those equations that need to yield a whole dollar result, you must use a rounding equation. You can accomplish this by employing one of two options: Option 1: (a) Create your A_AMOUNT equation, and at the bottom of the equation, insert a Call statement to the delivered sample equation FAPDROUNDAWD; (b) review the FAPDROUNDAWD equation to determine the number of places beyond the decimal point that you want (0=integers or whole numbers, 1, 2, etc.); and (c) ensure that the Packaging System Equation EQROUND is called as part of FAPDROUNDAWD. Option 2: (a) Create your A_AMOUNT equation, and at the bottom of the equation, append the contents of the delivered sample equation FAPDROUNDAWD to your newly created equation – making sure that you Assign ROUND_IN, ROUND_PLACES (including the number of places beyond the decimal point that you want A_AMOUNT to contain), and ROUND_RESULT; and (b) ensure that the Packaging System Equation EQROUND is called as part of your newly created equation. Note: In order for this rounding logic to work properly, it is imperative that (a) all elements of FAPDROUNDAWD are employed and that (b) EQROUND is called as part of that routine – these components should not be modified by you or anyone on your staff.



Equation Dtl page (FAPDROUNDAWD)



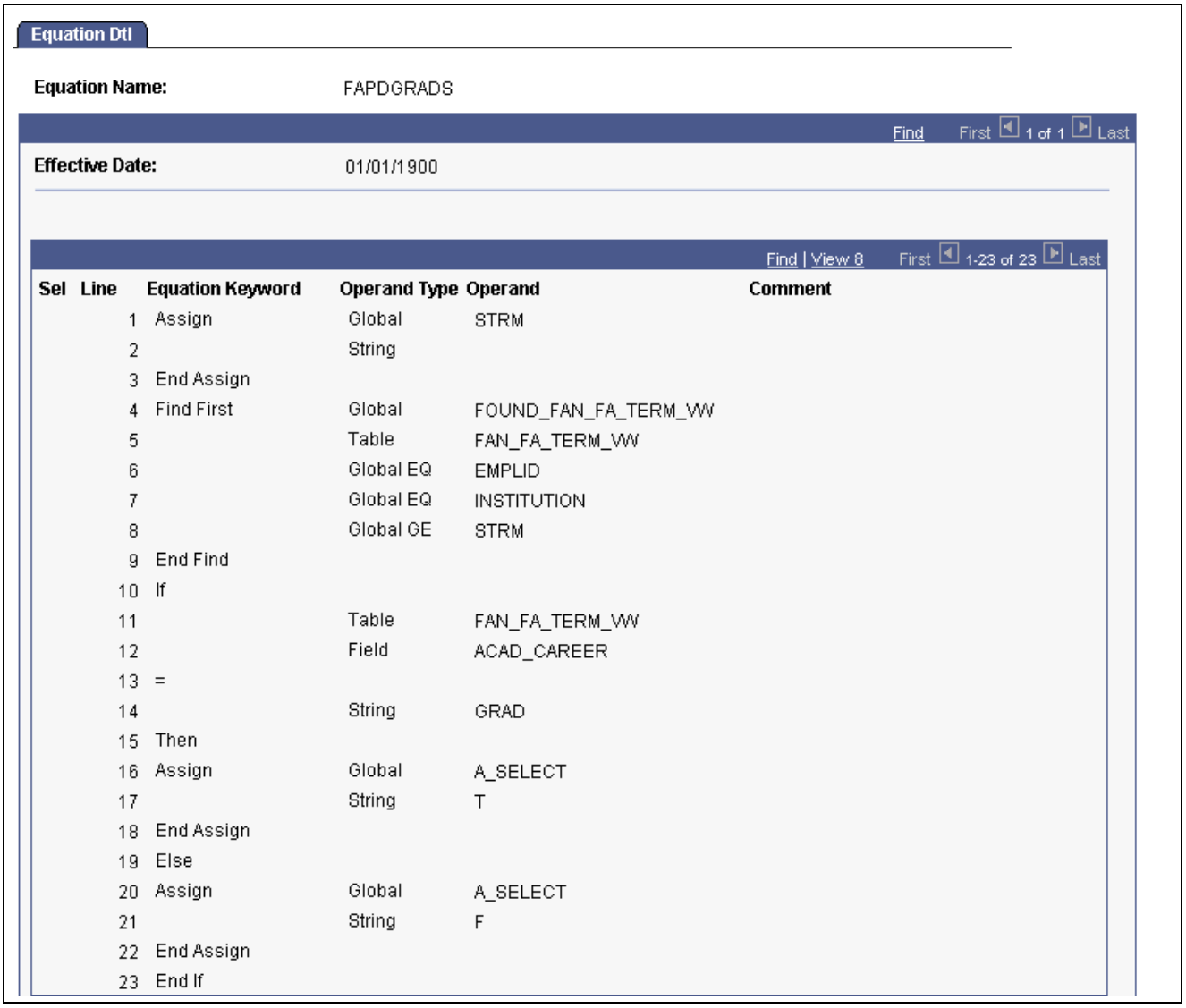
Equation Dtl page (EQROUND)

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Viewing Equations as Algebraic Expressions

Access the Equation Dtl page.



Equation Dtl page

The page displays the equation name and an approximate algebraic representation of the equation. You cannot edit the equation in this page. Use the scroll bar to view the entire equation.

Note. This summary is a representation of the equation you created on the Equation Detail page. The Equation Detail page determines how your equation functions.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Reviewing Equation Examples

This section contains examples of equations. It details three equations used to create Loan Validation Edits for financial aid. These equations are delivered by the PeopleSoft system as part of the Loan Validation process. This section discusses these equations:

- Packaging selection.
- Packaging calculation
- Verifying student is enrolled.

Packaging Selection Equation

Sample Packaging Selection Equation resulting in a ASSIGN GLOBAL A_SELECT = True or False result. This equation provides an answer to the question "Is a student an undergraduate?" (FAPDUGRADS, Verify Student is an Undergrad):

Line Number	Equation Keyword	Operand Type	Operand	Comment
1	IF			
2		Global	ACAD_CAREER	
3	=			
4		String	UGRAD	
5	THEN			
6	ASSIGN	Global	A_SELECT	
7		String	T	
8	END ASSIGN			
9	ELSE			
10	ASSIGN	Global	A_SELECT	
11		String	F	
12	END ASSIGN			
13	END IF			

Packaging Calculation Equation

Sample Packaging Calculation Equation resulting in a ASSIGN GLOBAL A_AMOUNT = numeric value result. This equation provides an amount “Set the award amount for an early admission student” (FAPDEARLYADM, Set early admission amount):

Line Number	Equation Keyword	Operand Type	Operand	Comment
1	SKIP			
2	IF			
3	NOT			
4	EXISTS	Global	FOUND_FAN_ISIR_STD_VW	
5	THEN			
6	FIND FIRST	Global	FOUND_FAN_ISIR_STD_VW	
7		Table	FAN_ISIR_STD_VW	
8		Global EQ	EMPLID	
9		Global EQ	INSTITUTION	
10		Global EQ	AID_YEAR	
11	END FIND			
12	END IF			
13	IF			
14		Table	FAN_ISIR_STD_VW	
15		Field	EARLY_ADMISSION	
16	=			
17		Value	1	
18	THEN			
19	ASSIGN	Global	A_AMOUNT	
20		Number	2500.00000	
21	END ASSIGN			
22	ELSE			

Line Number	Equation Keyword	Operand Type	Operand	Comment
23	ASSIGN	Global	A_AMOUNT	
24		Number	1250.00000	
25	END ASSIGN			
26	END IF			

Verifying Student is Enrolled Equation

This equation provides an answer to the question “Is a student enrolled?” (U_FA_LOAD, Verify Student is Enrolled):

Line Number	Equation Keyword	Operand Type	Operand	Comment
1	IF			
2		Table	STDNT_AID_ ATRBT	
3		Field	AID_APP_STATUS	
4	< >			
5		Prompted Value	C	C = Cancelled
6	THEN			
7	IF			
8		Table	U_FA_TERM_VW	
9		Field	TERM_SRC	
10	< >			
11		Prompted Value	T	T = Term
12	THEN			
13	ASSIGN	Global Variable	RESULT	
14		String	FAILED	
15	END ASSIGN			
16	ASSIGN	Global Variable	HR_MSG_SET_NBR	
17		String	21100	
18	END ASSIGN			

Line Number	Equation Keyword	Operand Type	Operand	Comment
19	ASSIGN	Global Variable	HR_MSG_NBR	
20		String	00005	
21	END ASSIGN			
22	ELSE			
23	IF			
24		Table	U_FA_TERM_VW	
25		Field	FA_LOAD	
26	=			
27		Prompted Value	F	F = Full Time
28	OR			
29		Table	U_FA_TERM_VW	
30		Field	FA_LOAD	
31	=			
32		Prompted Value	H	H = Half Time
33	OR			
34		Table	U_FA_TERM_VW	
35		Field	FA_LOAD	
36	=			
37		Prompted Value	T	T = Three Quarters
38	THEN			
39	ASSIGN	Global Value	RESULT	
40		String	PASS	
41	END ASSIGN			
42	ELSE			
43	ASSIGN	Global Value	RESULT	
44		String	FAILED	
45	END ASSIGN			

Line Number	Equation Keyword	Operand Type	Operand	Comment
46	ASSIGN	Global Variable	HR_MSG_SET_NBR	
47		String	21100	
48	END ASSIGN			
49	ASSIGN	Global Variable	HR_MSG_NBR	
50		String	00004	
51	END ASSIGN			
52	END IF			
53	END IF			
54	ELSE			
55	ASSIGN	Global Variable	RESULT	
56		String	FAILED	
57	END ASSIGN			
58	ASSIGN	Global Variable	HR_MSG_SET_NBR	
59		String	FAILED	
60	END ASSIGN			
61	ASSIGN	Global Variable	HR_MSG_NBR	
62		String	00003	
63	END ASSIGN			
64	END IF			

Creating Equity Item Type Groups

To set up equity item type groups, use the Packaging Equity Item Type component (PKG_EQUITY_GROUP).

This section provides an overview of equity item type groups and discusses how to define equity item type groups.

Understanding Equity Item Type Groups

Equity funds are “free money” for students, such as grants and scholarships, and can include parent and/or student contributions. Equity limits are established as part of the packaging plan and equity offsets reduce the amount of equity funds available to a student. Financial aid item types that are defined as equity awards are applied toward the equity limit when they are awarded.

Equity item type groups enable you to group together financial aid item types, regardless of their defined equity attribute, for consideration as equity offsets within a packaging plan. You can designate a financial aid item type not defined as an equity award as an equity item type by including it in an equity item type group. Using equity item type groups, you can have a group of financial aid item types treated as equity awards in one packaging plan but not in another. You do not need to include financial aid item types defined as equity awards in equity item type groups, but nothing prevents you from doing so.

See Also

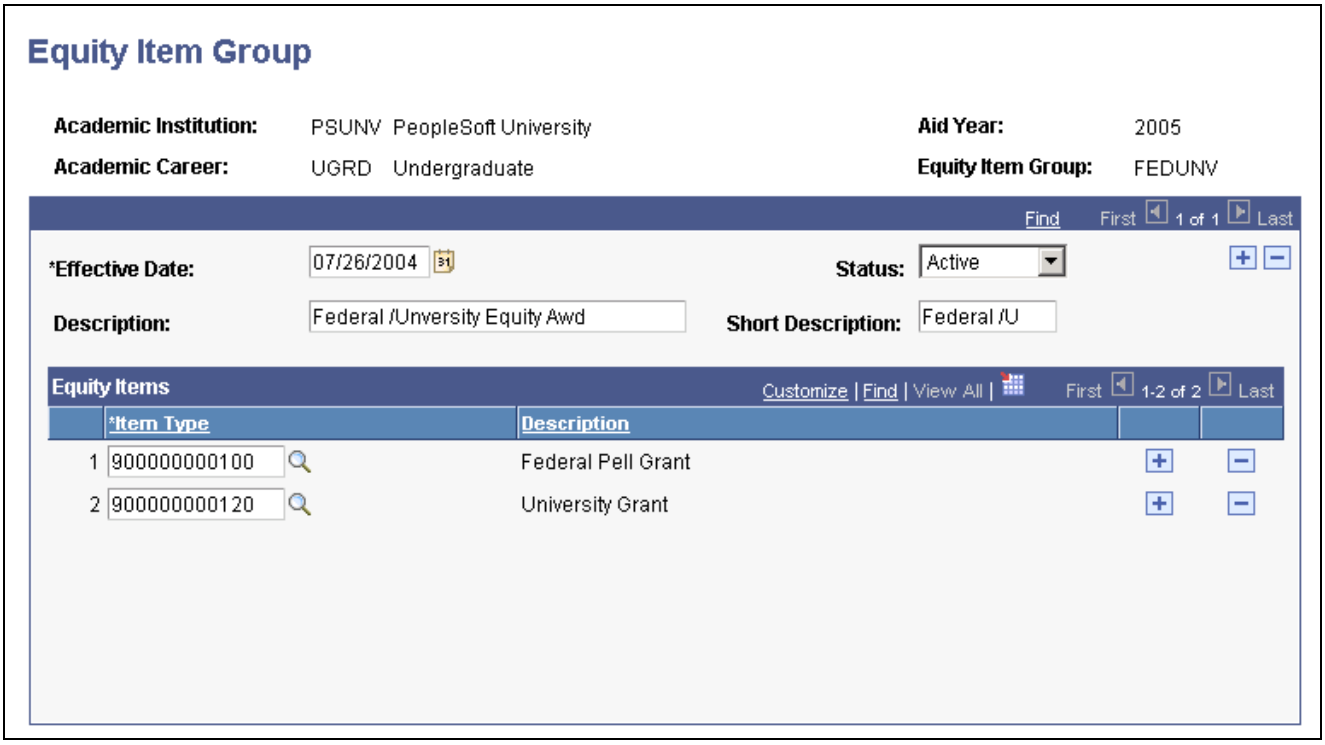
Chapter 5, “Setting Up Packaging Basics,” Defining Awarding and Rounding Rules, page 102

Page Used to Create Equity Item Type Groups

Page Name	Object Name	Navigation	Usage
Equity Item Group	PKG_EQUITY_GROUP	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Equity Item Types	Define an equity item type group. Add or delete financial aid item types from an existing group.

Defining Equity Item Type Groups

Access the Equity Item Group page.



Equity Item Group page

Item Type Select a financial aid item type to include in this equity item type group. All financial aid item types, whether they have been defined as an equity award or not, are available for selection. Insert a new row to add additional financial aid item types to the equity item type group.

Creating Related Item Type Groups

To set up related item type groups, use the Related Item Type Group component (PKG_REL_ITEM_GROUP).

Related item type groups are used to award a group of similar funds, such as institutional or endowed restricted funds, in a specific order until the group maximum is met. For example, an institution may have more than 200 endowed or restricted funds from which to award a student. By implementing a related item type group, you can group together these funds into discrete categories for quick evaluation through packaging plans. If the related item type is used in a packaging plan, the packaging plan maximum may also affect the amount awarded from the related item type group. When a related item type is used in a packaging plan, only the financial aid item types that a student qualifies for are actually awarded.

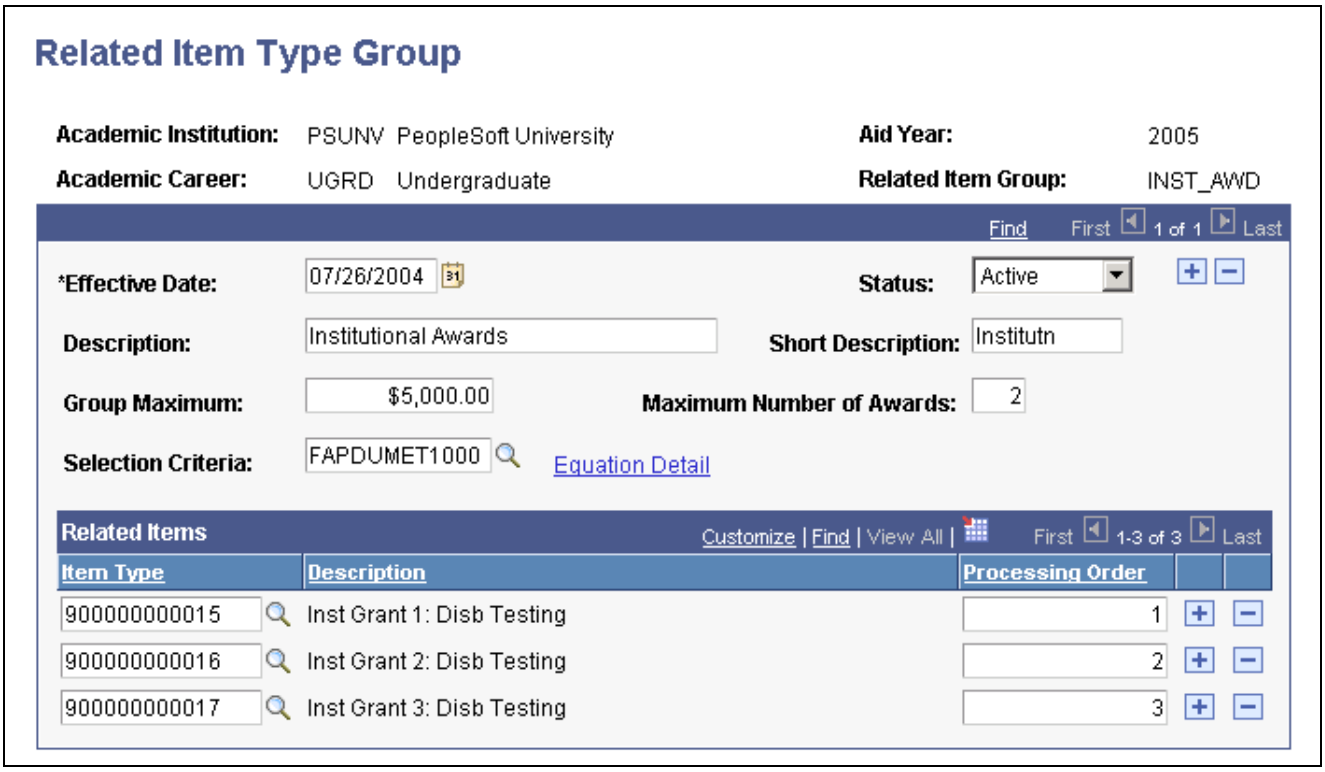
This section discusses how to define related item type groups.

Pages Used to Create Related Item Type Groups

Page Name	Object Name	Navigation	Usage
Related Item Type Group	PKG_REL_ITEM_GROUP	Set Up SACR, Product Related, Financial Aid, Awards, Related Item Type Group	Define related item type groups. Add or delete financial aid item types from an existing group.
Equation Summary	PKG_EQTN_SUMRY_SEC	Click Equation Detail on the Related Item Type Group page.	View a Packaging equation written as an algebraic expression.

Defining Related Item Type Groups

Access the Related Item Type Group page.



Related Item Type Group page

Group Maximum and **Maximum Number of Awards** — Enter the maximum dollar amount and the maximum number of awards that can be awarded to one student from this related item group.

Selection Criteria — Select an equation that defines the group of students to select for this related item type group from a list of the equations that you have created using the Equation Engine. This field is optional; you can use it to refine the group of students who are considered for these awards.

Equation Detail — This field appears only if you enter an equation in the Selection Criteria field. Click to access the Equation Summary page and view the selected equation written as an algebraic expression.

Item Type — Select a financial aid item type to include in this related item type group. Insert rows to add additional financial aid item types to the related item type group.

Processing Order — Enter the order in which you want the system to evaluate the associated financial aid item types, with the lowest number evaluated first.

Defining Packaging Plans

To set up packaging plans, use the Packaging Plan component (PACKAGE_PLAN_TABLE).

You can have as many packaging plans as you like. Each plan can have a different set of awards, with different award limits, targeted for different populations of students. Your philosophy on financial aid awarding comes into play as you set up or add packaging plans. Packaging plans are aid year-specific but can be copied from year to year and modified to reflect any changes for the new aid year. Packaging plans are also career-specific.

Before you define your packaging plans, identify your various student populations and their eligibility for various types of financial aid. Creating a flow chart and ranking the various awards available for each group of students may help you to define what each packaging plan should include and what rules should be incorporated in it.

This section discusses how to:

- Define packaging plan IDs.
- Set up FM packaging target.
- Set up IM packaging target.
- Define packaging equity limits and offsets.
- Define loan and work packaging limits.
- Define item type selection, sequence, and limits for packaging rules.
- Set packaging rule award limits.
- Define award status, disbursement plans, and split codes for packaging rules.

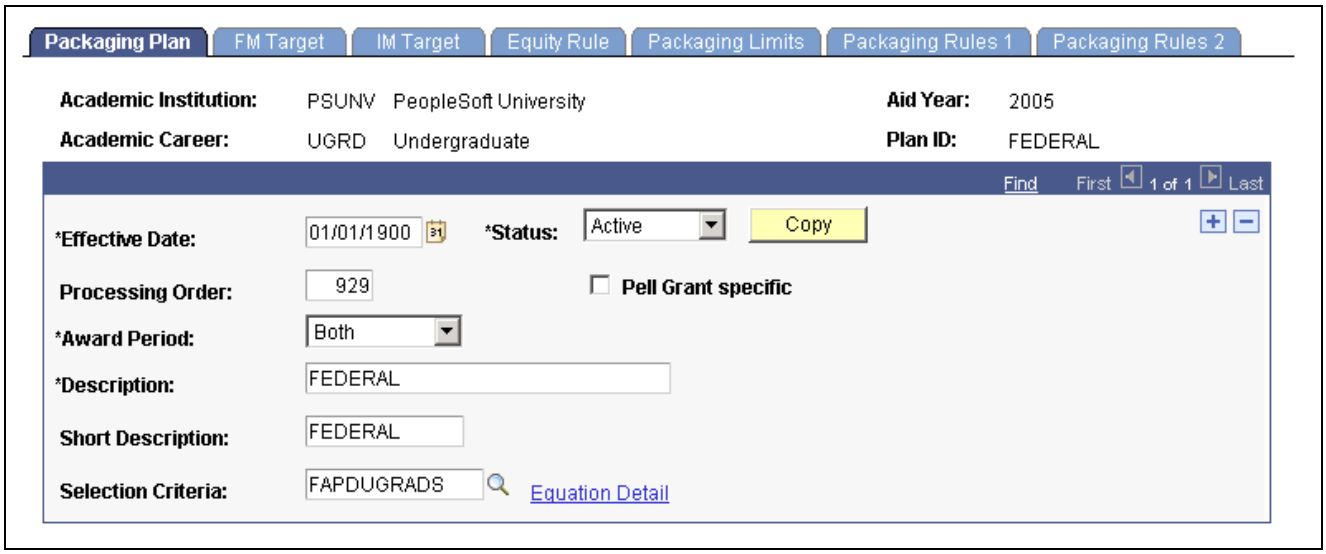
Pages Used to Define Packaging Plans

Page Name	Object Name	Navigation	Usage
Packaging Plan	PACKAGE_PLAN_TABLE	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan	Define your packaging plans. When you first add a packaging plan you are asked to enter a career to associate with the plan and a packaging plan ID. Packaging plans are career-specific.
Equation Summary	PKG_EQTN_SUMRY_SEC	Click Equation Detail on the Packaging Plan page, FM Target page, IM Target page, Equity Rule page, Packaging Limits page, or the Packaging Rules 1 page.	View a Packaging equation written as an algebraic expression.
Copy Package Plan Data	PACKAGE_COPY	Click the Copy button on the Packaging Plan page.	Copy packaging plan ID information from one combination of institution, aid year, academic career, packaging plan, effective date, and processing order to another.
FM Target	PKG_PLAN_FED_TRGT	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan, FM Target	Set up the packaging target for the packaging plan using federal methodology (FM).
IM Target	PKG_PLAN_INST_TRGT	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan, IM Target	Set up the packaging target for the packaging plan using institutional methodology (IM).

Page Name	Object Name	Navigation	Usage
Equity Rule	PACKAGE_PLAN_LIMIT	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan, Equity Rule	Define packaging equity limits and offsets.
Packaging Limits	PACKAGE_PLAN_LMT2	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan, Packaging Limits	Define loan and work award limits for this packaging plan. You can define different limits for federal methodology and institutional methodology.
Packaging Rules 1	PACKAGE_RULE_TABLE	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan, Packaging Rules 1	Define financial aid item types, GAP financial aid item types, and related item type groups to the packaging plan. Assign a processing sequence, the percentage of the student's remaining need to meet, and the minimum and maximum award amounts.
Packaging Rule Award Limits	PKG_RULE_LIMIT_SEC	Click the Spending Limit Preferences link on the Packaging Rules 1 page.	Set packaging rule award limits by further defining spending limits for the financial aid item type in the packaging plan.
Packaging Rules 2	PACKAGE_RULE_DISB	Set Up SACR, Product Related, Financial Aid, Awards, Packaging Plan, Packaging Rules 2	Define the default award action, disbursement plan, and split code for each financial aid item type used in the packaging plan.

Defining Packaging Plan IDs

Access the Packaging Plan page.



Packaging Plan page

Processing Order

When the Mass Packaging process has many packaging plans to evaluate during a run, the processing order determines the sequence in which the selected packaging plans are reviewed. The Mass Packaging routine processes the packaging plan with the lowest processing order number first.

Pell Grant specific

Select to designate this packaging plan as a Pell-only repackaging plan. When selected, you can only enter Pell Grant financial aid item types for the packaging rule (item type only, no gap or related item group) on the Packaging Rules 1 page.

See Chapter 23, "Special Cases and Considerations in Packaging," Using Pell-Only Repackaging Plans, page 864.

Award Period

Select the award period the packaging plan spans. The packaging plan's award period is particularly important during multiple award period processing.

Academic: The packaging rules in this packaging plan apply to the academic award period. If existing awards have disbursement plan/split code combinations that indicate they belong to the academic award period, the existing awards are reevaluated and may be changed or canceled. If the disbursement plan/split code combinations indicate the existing awards belong to the non-standard award period, the existing awards are not reevaluated. If the disbursement plan/split code combinations indicate the existing awards belong to the both award periods, only the portion of the existing awards that belong to the academic award period are reevaluated.

Both: The packaging rules in this packaging plan apply to the both award periods. All existing awards are reevaluated and may be changed or canceled.

Non Std (non-standard): The packaging rules in this packaging plan apply to the non-standard award period. If existing awards have disbursement plan/split code combinations that indicate they belong to the non-standard award period, the existing awards are reevaluated and may be changed or canceled. If the disbursement plan/split code combinations indicate the existing awards belong to the academic award period, the existing awards are not reevaluated. If the disbursement plan/split code combinations indicate the existing awards belong

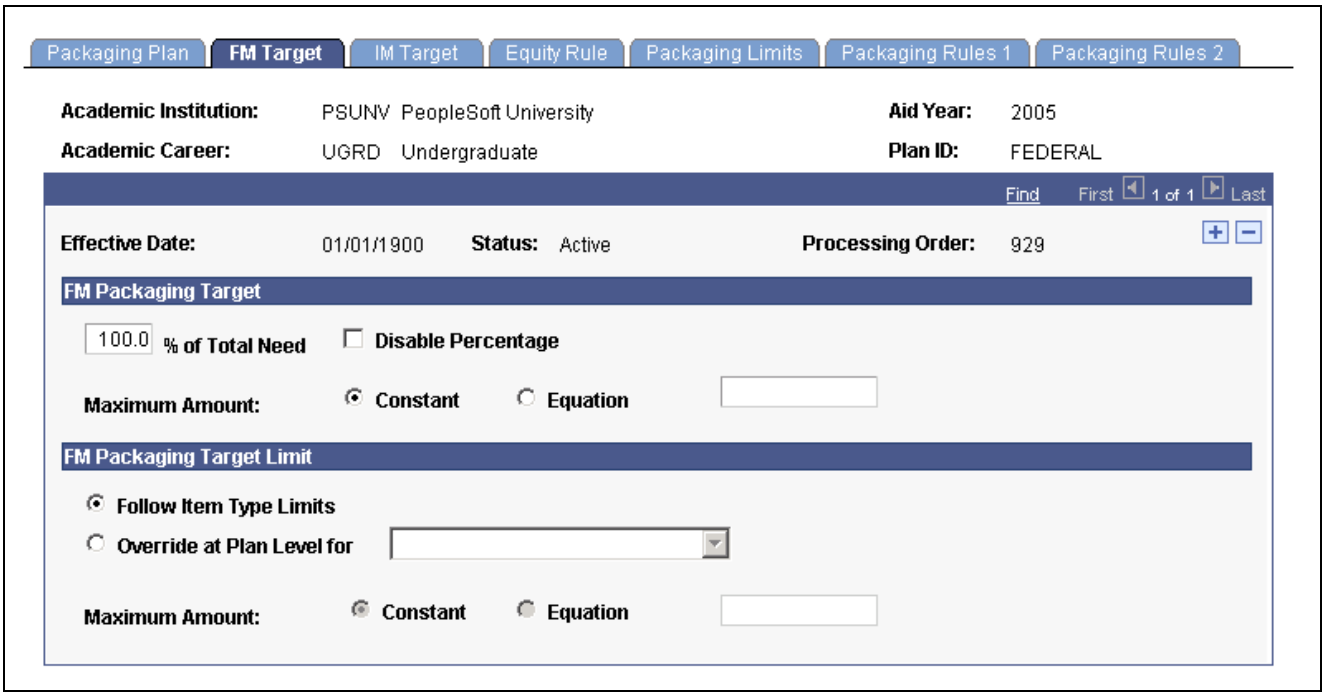
	to the both award periods, only the portion of the existing awards that belong to the non-standard award period are reevaluated.
Description	For reference, you may want to include the career that uses this packaging plan in the description for easy identification.
Selection Criteria	Select an equation that determines which students are selected for evaluation with this packaging plan during a Mass Packaging run. You set up these equations with the Equation Engine.
Equation Detail	This field appears only if you enter an equation in the Selection Criteria field. Click to access the Equation Summary page and view the selected equation written as an algebraic expression.
Copy	Click to access the Copy Package Plan Data page and copy packaging plan ID information from one combination of institution, aid year, academic career, packaging plan, effective date, and processing order to another.

See Also

Chapter 23, "Special Cases and Considerations in Packaging," Understanding Multiple Award Period Processing, page 875

Setting Up FM Packaging Target

Access the FM Target page.



FM Target page

The packaging target is defined either as a percentage of the student's financial need or a specific dollar amount or both. For example, the target could be to award students up to 75% of their FM need *or* up to 12,000.00 USD, or to award 75% of their FM need *up to* 12,000.00 USD. When you populate this page, the packaging plan evaluates the student's FM need. The packaging plan then attempts to award students up to the target amount. You can also establish award amount limits for this packaging plan that are more restrictive than those defined at the financial aid item type level.

FM Packaging Target

% of Total Need Enter the percentage of the student's FM need you want this packaging plan to meet.

Disable Percentage Select if you want the packaging target to be determined by a maximum amount only. Clear if you want to use a maximum amount as well as a percentage to determine the packaging target. If you are not entering a maximum amount, you must clear this check box. When you combine % of Total Need with Maximum Amount you can indicate, for example, that the packaging plan is to meet 80% of FM need but only up to a maximum of 5,000.00 USD.

Maximum Amount Enter the maximum amount of financial aid to be awarded by this packaging plan.

Select *Constant* to use a specific, constant dollar amount as the packaging target.

Select *Equation* to invoke an equation to determine the dollar amount to be used as the FM packaging target. The available options in this field include all the equations that you have created using the Equation Engine.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

Note. FFELP or Direct Subsidized and Unsubsidized loans are treated differently by the packaging targets and limits. These awards are not limited by the packaging target because the eligibility for these awards allows them to be given up to the aggregate level maximum without regard to an "artificial" limit.

FM Packaging Target Limit

Follow Item Type Limits Select to invoke the financial aid item type limits established on the FA Item Type 4 page.

Override at Plan Level for Select to establish award amount limits that differ from those at the financial aid item type level for financial aid item types in a specific meet need/cost category. The meet need/cost categories you can choose from in this field are *Conditional, Cost Only, No Effect,* and *Special Need/Cost.*

Maximum Amount Enter the new packaging plan-specific limit for those financial aid item types you specified in the Override at Plan Level for field.

Select *Constant* to use a specific, constant dollar amount as the limit.

Select *Equation* to use an equation to determine the dollar amount used as the limit. The available options are all the equations that you have created using the Equation Engine.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

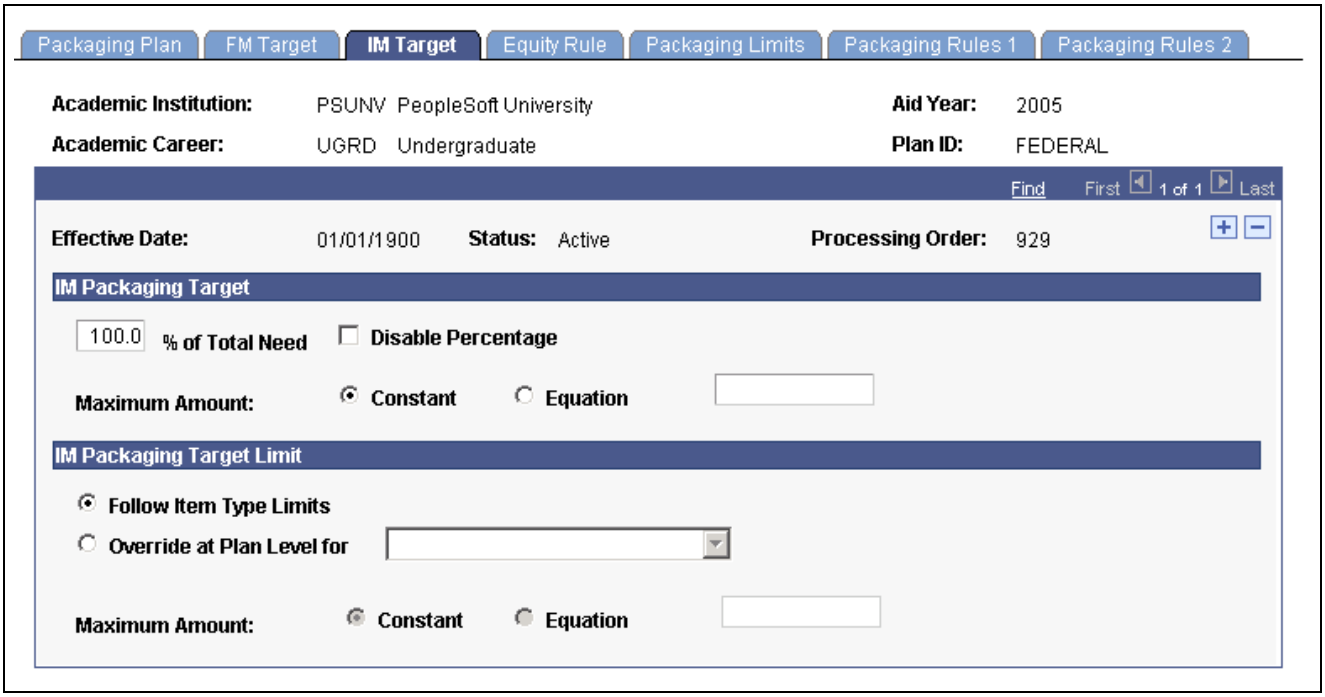
Note. The cost of attendance is always the maximum limit for awarding with a packaging plan except when awarding 'No Effect' awards.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Awarding and Rounding Rules, page 102

Setting Up IM Packaging Target

Access the IM Target page.



IM Target page

The packaging target is defined either as a percentage of the student's financial need or a specific dollar amount or both. For example, the target could be to award students up to 80% of their IM need *or* up to 8,000.00 USD, or to award 80% of their IM need *up to* 8,000.00 USD. When you populate this page, the packaging plan evaluates the student's IM need. The packaging plan then attempts to award students up to the target amount. You can also establish award amount limits for this packaging plan that are more restrictive than those defined at the financial aid item type level.

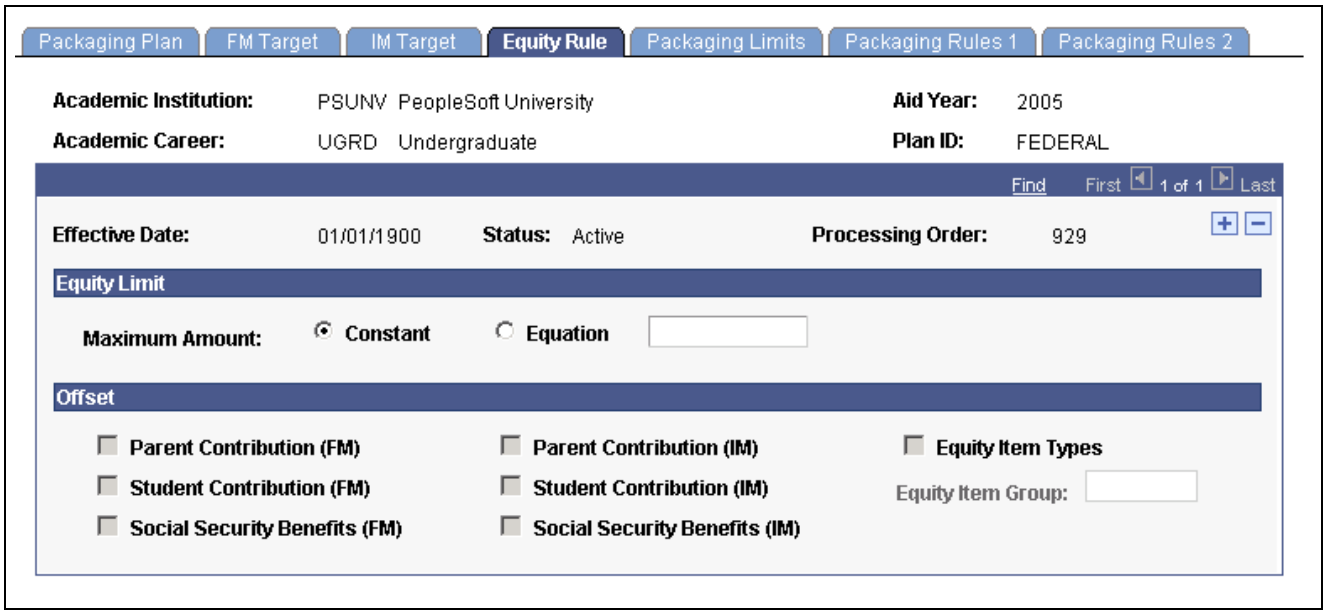
The fields on this page match those on the FM Target page.

See Also

Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Setting Up FM Packaging Target, page 155

Defining Packaging Equity Limits and Offsets

Access the Equity Rule page.



Equity Rule page

Equity packaging enables you to ensure that similar populations of students—all graduates, all teacher credential candidates, all first-time freshmen, all students whose EFC equals zero, and so on—are packaged equally with "free" money from federal, state, institutional, or private sources. The equity target amount—referred to in our system as the equity limit—can be reduced or offset by parent contribution, student contribution, Social Security benefits, equity item type groups or any combination of these resources. The Packaging routine prevents the student from being awarded an equity award amount (from the equity aid financial aid item types included as packaging rules) that exceeds the equity target amount.

Equity Limit

Maximum Amount Enter the maximum amount of financial aid to be awarded from equity item types for this packaging plan. You must enter an amount or an equation to make the fields in the Offset group box available.

Select *Constant* to use a specific, constant dollar amount as the equity limit. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to invoke an equation to determine the dollar amount used as the equity limit. The available options are all the equations that you have created using the Equation Engine.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

Offset

Reduce the equity amount awarded by the packaging plan by selecting one or more of the offset check boxes. If you choose any FM offsets, the IM offsets are not available, and vice versa.

Parent Contribution (FM) Select to use the amount the student's parent is expected to contribute—as calculated using federal methodology from federal application data—as an offset. The amount used for this field depends on the award period to which this packaging plan is assigned. If the packaging plan designates the award period as:

- Academic, the packaging routine uses the prorated parent contribution on the academic award period record.
- Non-standard, the Packaging routine uses the prorated parent contribution on the non-standard award period record.
- Both, the Packaging routine uses the sum of the academic prorated parent contribution and the non-standard prorated parent contribution as an equity offset.

Student Contribution (FM) Select to use the amount the student is expected to contribute—as calculated using federal methodology from federal application data—as an offset. The amount used for this field depends on the award period to which this packaging plan is assigned. If the packaging plan designates the award period as:

- Academic, the Packaging routine uses the prorated student contribution on the academic award period record.
- Non-standard, the Packaging routine uses the prorated student contribution on the non-standard award period record.
- Both, the packaging routine uses the sum of the academic prorated student contribution and the non-standard prorated student contribution as an equity offset.

Social Security Benefits (FM) Select to use the amount of Social Security benefits received by the student as an equity offset. This amount comes from federal application data.

Parent Contribution (IM) Select to use the amount the student's parent is expected to contribute—as calculated using institutional methodology from institutional application data—as an offset. The amount used for this field depends on the award period to which this packaging plan is assigned. If the packaging plan designates the award period as:

- Academic, the packaging routine uses the prorated parent contribution on the academic award period record.
- Non-standard, the Packaging routine uses the prorated parent contribution on the non-standard award period record.
- Both, the Packaging routine uses the sum of the academic prorated parent contribution and the non-standard prorated parent contribution as an equity offset.

Student Contribution (IM) Select to use the amount the student is expected to contribute—as calculated using institutional methodology from institutional application data—as an offset. The amount used for this field depends on the award period to which this packaging plan is assigned. If the packaging plan designates the award period as:

- Academic, the Packaging routine uses the prorated student contribution on the academic award period record.
- Non-standard, the Packaging routine uses the prorated student contribution on the non-standard award period record.
- Both, the packaging routine uses the sum of the academic prorated student contribution and the non-standard prorated student contribution as an equity offset.

Social Security Benefits (IM) Select to use the amount of Social Security benefits received by the student as an offset. This amount comes from institutional application data.

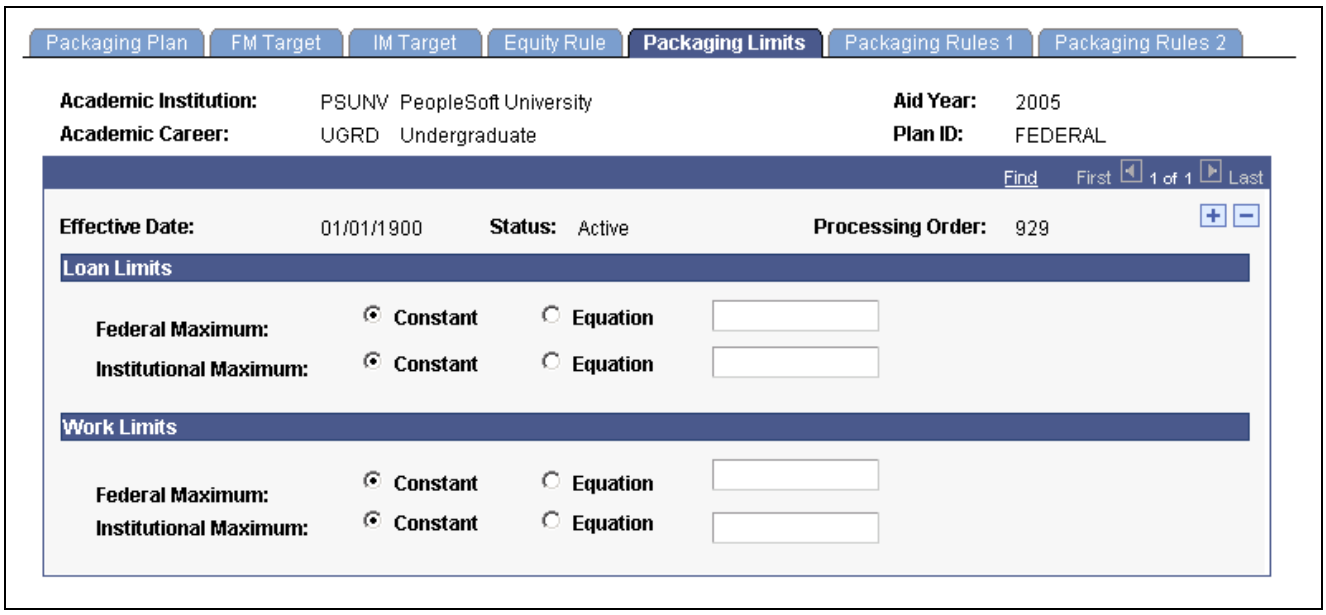
Equity Item Types Select to choose an equity item type group as an offset. The Equity Item Group field becomes active when you select this check box.

Equity Item Group Select an equity item type group to use as an offset. You cannot select an equity item type group without selecting the Equity Item Types check box. Equity item type groups are defined on the Equity Item Group page.

See Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Creating Equity Item Type Groups, page 148.

Defining Loan and Work Packaging Limits

Access the Packaging Limits page.



Packaging Limits page

Loan Limits

Enter a maximum amount awarded by this packaging plan for federal loans and institutional loans.

Federal Maximum Enter the maximum amount of financial aid from federal loans to be awarded for this packaging plan. The Packaging routine determines if a loan is a federal loan using the Source field from the FA Item Type 1 page; if the Source = *F—Federal,* then the loan counts toward this limit.

Select *Constant* to use a specific, constant dollar amount as the federal loan limit. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to use an equation to determine the dollar amount used as the federal loan limit. The available options are all the equations that you have created using the Equation Engine.

Institutional Maximum Enter the maximum amount of financial aid from institutional loans to be awarded for this packaging plan. The Packaging routine determines if a loan is

a institutional loan using the Source field from the FA Item Type 1 page; if the Source = *I—Institutional,* then the loan counts toward this limit.

Select *Constant* to use a specific, constant dollar amount as the institutional loan limit. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to use an equation to determine the dollar amount used as the institutional loan limit. The available options are all the equations that you have created using the Equation Engine.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

Work Limits

Enter a maximum amount awarded by this packaging plan for federal work-study and institutional work-study.

Federal Maximum Enter the maximum amount of financial aid from federal work-study to be awarded for this packaging plan. The Packaging routine determines if a work-study award is a federal work-study award using the Source field from the FA Item Type 1 page; if the Source = *F—Federal,* then the work-study award counts toward this limit.

Select *Constant* to use a specific, constant dollar amount as the federal work-study limit. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to use an equation to determine the dollar amount used as the federal work-study limit. The available options are all the equations that you have created using the Equation Engine.

Institutional Maximum Enter the maximum amount of financial aid from institutional work-study to be awarded for this packaging plan. The Packaging routine determines if a work-study award is a federal work-study award using the Source field from the FA Item Type 1 page; if the Source = *I—Institutional,* then the work-study award counts toward this limit.

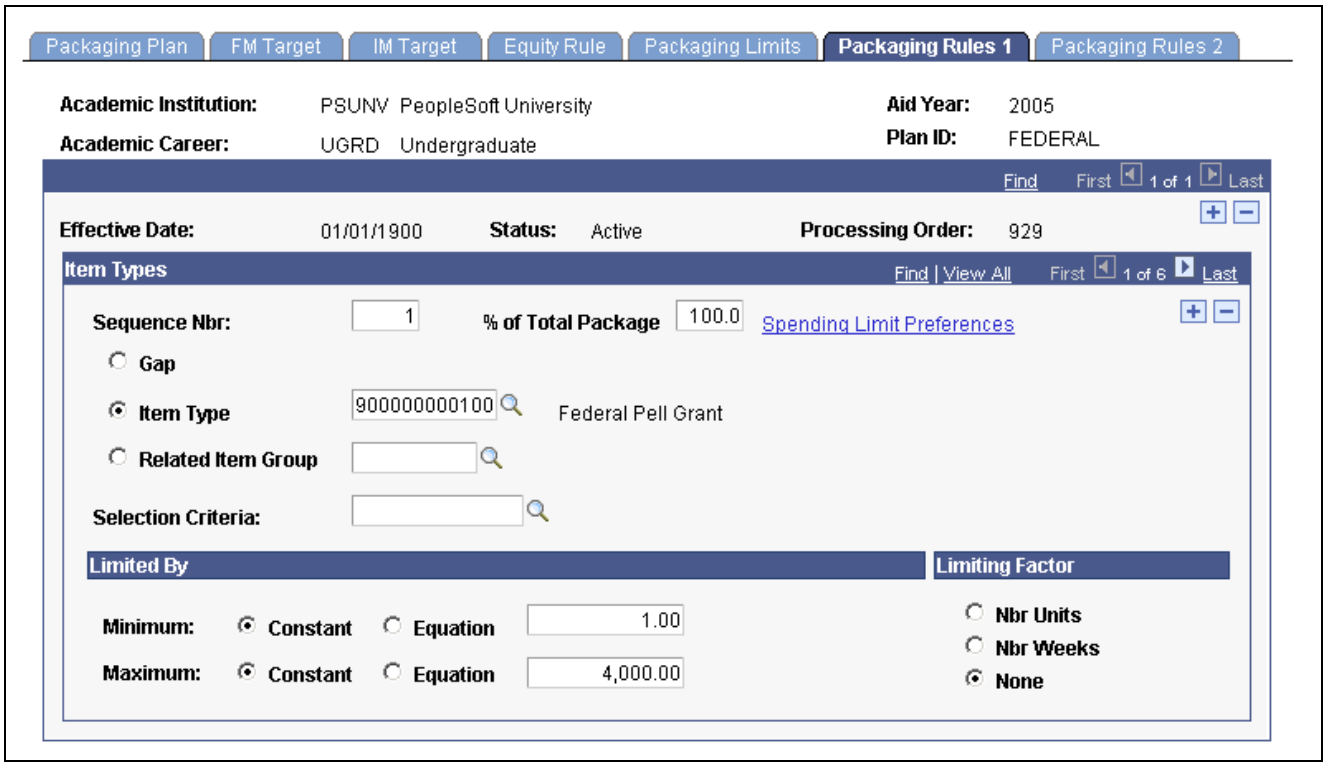
Select *Constant* to use a specific, constant dollar amount as the institutional work-study limit. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to use an equation to determine the dollar amount used as the institutional work-study limit. The available options are all the equations that you have created using the Equation Engine.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

Defining Packaging Rules: Item Type Selection, Sequence and Limits

Access the Packaging Rules 1 page.



Packaging Rules 1 page

You should complete the Packaging Rules 1 page in conjunction with the Packaging Rules 2 page.

Item Types

If you are setting up a Pell-only repackaging plan, you can only enter Pell Grant financial aid item types as a packaging rule and you must use the Item Type option.

Sequence Nbr (sequence number) The sequence number determines the order in which the system processes the associated packaging rule within the packaging plan.

Gap Select to have a defined amount that the awarding process does not award. You can think of a gap as a place holder or limit condition. Use it as a means of stretching funds by not covering all unmet need, or use it as a method of reserving unmet need for specific institutional funds or additional external awards later on.

The Packaging routine first reviews the aid processing rule assigned to the student's program, and uses the GAP financial aid item type associated with the aid processing rule. If there is not an aid processing rule associated with the program or no GAP financial aid item type has been assigned to the aid processing rule, the Packaging routine reviews the aid processing rule assigned to the student's career (as specified on the Valid Careers for Aid Year page) to determine the GAP financial aid item type. If no aid processing rule has been assigned to the student's career, or no GAP financial aid item type has been assigned to the aid processing rule, the Packaging routine uses the GAP financial aid item type entered on the Financial Aid Defaults page.

Note. Since the Packaging routine dynamically determines the GAP financial aid item type based on defaults (aid processing rule set or installation defaults), you do not (and cannot) enter the GAP financial aid item type on this page. You receive a conversion program to blank out the financial aid item type if the packaging rule is a GAP packaging rule for your existing records.

Item Type Select to associate a financial aid item type with this packaging plan. Enter the financial aid item type you want the packaging plan to award. For a financial aid item type to be available in the options list, the financial aid item type must be defined as an auto package award.

See Chapter 5, "Setting Up Packaging Basics," Defining Awarding and Rounding Rules, page 102.

Related Item Group Select to associate a related item type group with this packaging plan. Enter the related item type group you want the packaging plan to award.

Selection Criteria Enter an equation in this field if there are additional awarding selection criteria to be used specifically with this plan for this particular financial aid item type.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

% of Total Package Enter the percentage of the student's remaining unmet need this financial aid item type can cover. For example, you could indicate that no more than 10 percent of the student's remaining unmet need can be awarded from a university grant. The percentage amount can include one decimal place, for example 8.5 percent.

Spending Limit Preferences Click to access the Packaging Rule Award Limits page and further limit or control spending for the financial aid item type in this specific packaging plan.

Limited By

Set additional maximum and minimum limits for this financial aid item type in this specific packaging plan. When Auto Packaging and Mass Packaging determine award amounts and when you run the validation process, all eligibility rules, aggregate limits, minimum and maximum award limits, fiscal fund availability, and financial aid item type rules are checked. When determining the maximum award limit, the lowest maximum award limit from the maximum limits set at the item type, financial aid item type, aggregate aid, fiscal item type, and packaging plan levels is used. The minimum award limit used is the lowest minimum award limit from the minimum limits set at the item type, financial aid item type, and packaging plan levels.

Minimum Enter the minimum amount of financial aid from this financial aid item type to be awarded per term for this packaging plan.

Select *Constant* to assign a specific, constant dollar amount as the award minimum. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to invoke an equation to determine the dollar amount used as the award minimum.

Maximum Enter the maximum amount of financial aid from this financial aid item type to be awarded per term for this packaging plan.

Select *Constant* to assign a specific, constant dollar amount as the award maximum. Enter the dollar amount in the field to the right of the Equation option.

Select *Equation* to invoke an equation to determine the dollar amount used as the award maximum.

Equation Detail This link is available once you have selected an equation. Click to view the Equation Summary page.

Limiting Factor

Choose to further limit the award amount once the system determines the annual award amount. You must select one of the three options in this group box.

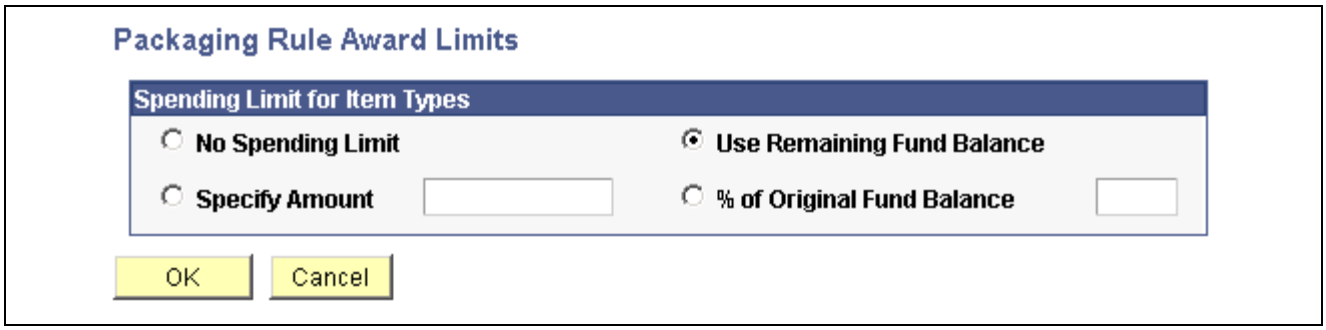
Nbr Units (number of units) This option is not supported. Select to limit the awards of this financial aid item type based on the number of units the student is taking.

Nbr Weeks (number of weeks) This option is not supported. Select to limit the awards of this financial aid item type based on the number of weeks the student is enrolled.

None Select if this is a Pell financial aid item type or if you want no additional limiting factors to be considered for awards of this financial aid item type.

Setting Packaging Rule Award Limits

Access the Packaging Rule Award Limits page.



Packaging Rule Award Limits page

Select one of the four options for limiting the total amount awarded for this financial aid item type. The spending limit you set up here only affects this financial aid item type when it is used in this packaging plan.

No Spending Limit No fiscal limits are set when awarding this financial aid item type in this packaging plan. By choosing this option, the packaging plan awards as much money as is needed for each student who receives this packaging plan. You could use this option to forecast how much money you would need from this financial aid item type for the upcoming fiscal year.

Be extremely careful when you select this option. Use it only when you are running Mass Packaging in simulation mode.

Use Remaining Fund Balance This is the default value. The financial aid item type can be awarded up to the maximum amount available in the specified fiscal item type fund.

Specify Amount Enter a fixed dollar amount as the limit to be awarded from this financial aid item type per student.

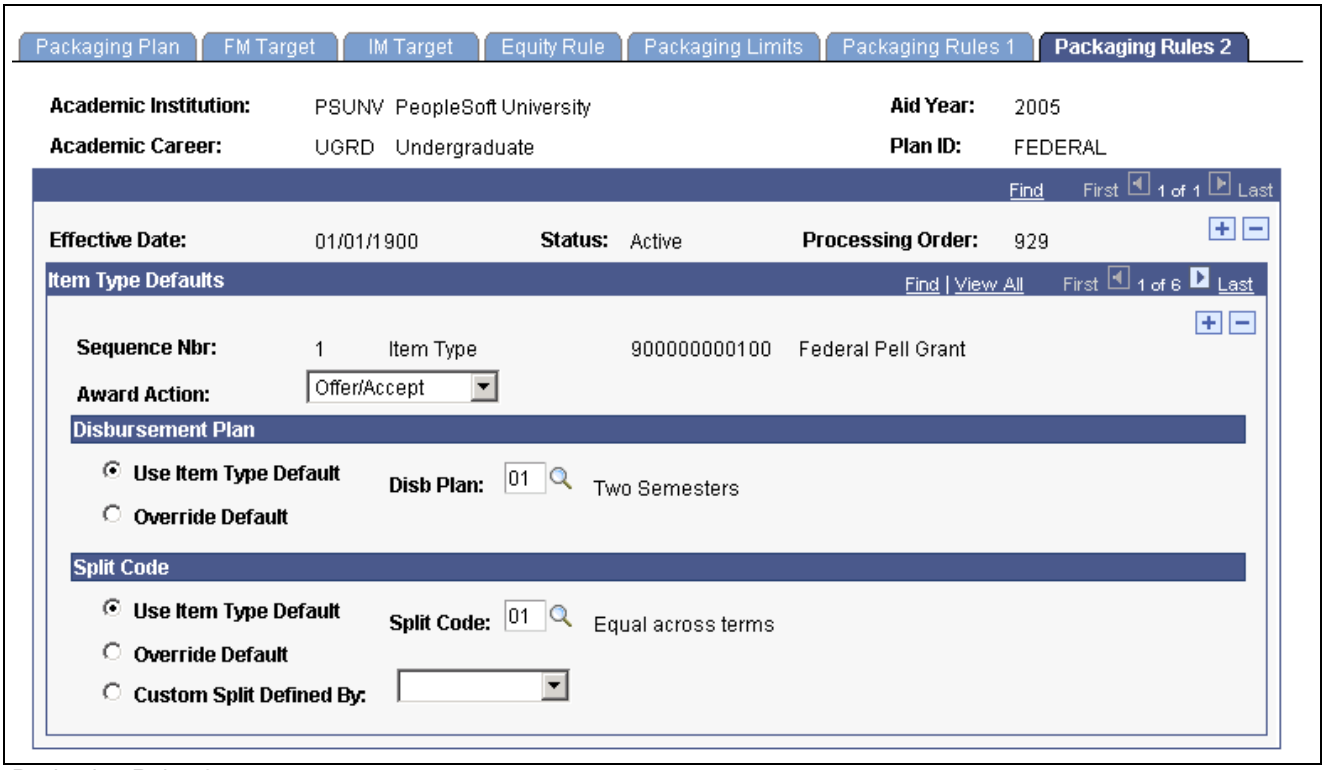
% of Original Fund Balance The financial aid item type can be awarded up to the indicated percentage of the available fiscal item type fund balance (not the budgeted, or original, fiscal item type fund balance). For example, you could limit spending for each student for the University Grant to no more than 1% of the University Grant's available fiscal balance of 800,000.00 USD. In this example, you would have 8,000.00 USD to award from the University Grant financial aid item type for this student.

See Also

Chapter 5, "Setting Up Packaging Basics," Budgeting Fiscal Limits, page 116

Defining Packaging Rules: Award Status, Disbursement Plan and Split Code

Access the Packaging Rules 2 page.



Packaging Rules 2 page

You should complete the Packaging Rules 2 page in conjunction with the Packaging Rules 1 page.

Item Type Defaults

The system identifies the Sequence Nbr (sequence number) of the proposed award and whether the packaging rule is for a financial aid item type, related item type group, or Gap item type.

Award Action Enter the default award action you want the system to use when awarding this financial aid item type to the student. The default award action appears in the Action field on the award entry pages for the financial aid item type associated with this packaging rule.

B—Offer/Accept: The Packaging routine awards this financial aid item type as accepted. Both the Offered and Accepted fields on the award entry pages are populated with the same amount when the award is made. You may want to use this value for grants and scholarships.

O—Offer: The Packaging routine awards this financial aid item type as offered only. Only the Offered field on the award entry pages is populated when the award is made. The Accepted field remains at zero. You must subsequently accept, decline, or cancel this award for future processing.

See Chapter 22, "Awarding and Packaging Students," Awarding Online, page 772.

Disbursement Plan

Use Item Type Default This is the default option. Select to use the default disbursement plan established for this financial aid item type. The system automatically populates the Disb Plan field on this page with the default disbursement plan specified in the financial aid item type setup.

Override Default Select to set up a different default disbursement plan for this financial aid item type when used with this packaging plan. You must enter the desired default disbursement plan in the Disb Plan field.

Disb Plan (disbursement plan) The disbursement plan instructs the system what pattern of disbursement to use for this financial aid item type.

Split Code

In this group box, you can choose whether to use the default disbursement split for this financial aid item type or select a specific disbursement split to use for this financial aid item type in this packaging plan.

Use Item Type Default This is the default option. Select to use the default split code established for this financial aid item type. The system automatically populates the Split Code field on this page with the default split code.

Override Default Select to set up a different default split code for this financial aid item type when used with this packaging plan. Enter the new default split code in the Split Code field.

Split Code Defines how the award disbursements are split among terms.

Custom Split Defined By Select if you choose to follow a different disbursement pattern than the defined split codes for this financial aid item type.

Attendance: The disbursement split is based on the number of terms the student is in attendance. Attendance is based on number of weeks per term so the scheduled award disbursement calculation amount varies from term to term when terms are defined by differing total week spans.

COA: The disbursement split is based on the cost of attendance (COA) for each term. For example, if your fall term COA is more than your spring term COA, the award is prorated according to each term's percent of total COA.

EFC: The disbursement split is based on the student's Expected Family Contribution (EFC). If your fall term EFC is more than your spring term EFC, as determined by the number of weeks in each term and the prorated EFC, the award is prorated according to each term's EFC.

Enrollment: The disbursement split is based on the number of units taken by the student for each term. This option is not currently supported.

Equal Wt (weight): The award amount is split equally among terms, regardless of any other factors.

Need: The disbursement split is based on the need in each term. For example, the need in the fall term may be greater, so more of the award is disbursed in the fall.

Note. The selected split code is used unless the student's enrollment pattern varies from the pattern defined by the chosen split code. In that case, the system returns a custom split code and disbursement plan that match the student's actual enrollment. For example, if the split code divides the award evenly between three quarters of the academic year, but the student is only attending two of the three quarters, the system splits the disbursement between two terms instead of three.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Disbursement Plans and Split Codes, page 75

Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 99

Creating Mass Packaging Query Definitions

To set up mass packaging query definitions, use the Define Packaging Selection component (FA_BPKG_DEFN).

This section discusses how to:

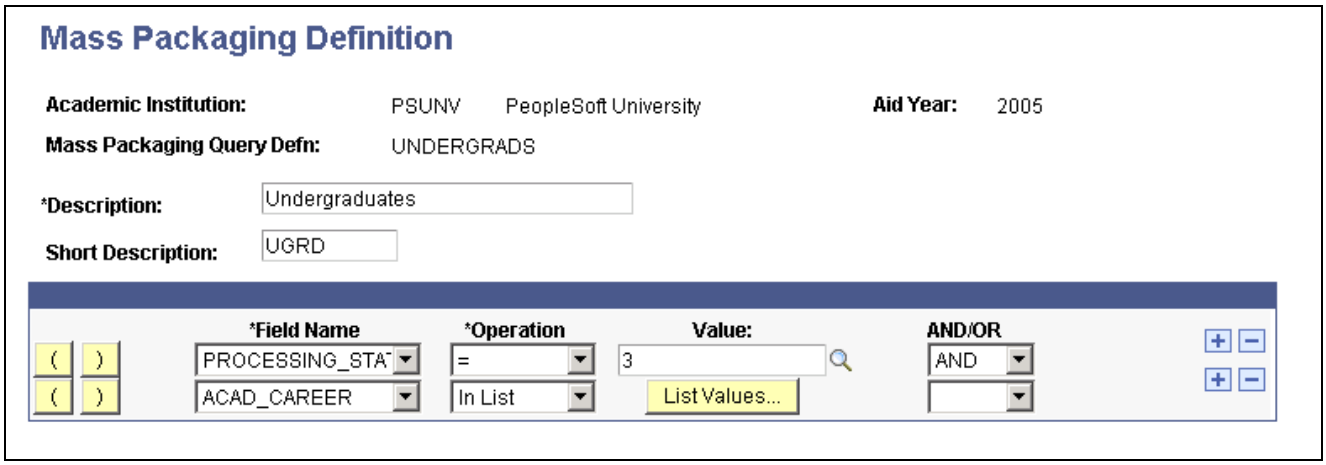
- Define a mass packaging query definition.
- Add a list of values to a query definition.
- Define an institutional mass packaging query definition.

Pages Used to Create Mass Packaging Query Definitions

Page Name	Object Name	Navigation	Usage
Mass Packaging Definition	FA_BPKG_DEFN	Financial Aid, Awards, Mass Packaging, Define Packaging Selection	Define a mass packaging query definition, using a series of statements, to define the group of students you want to package using Mass Packaging.
In List Entry	FA_BPKG_CRIT_LIST	Click the List Values button on the Mass Packaging Definition page.	Add a list of values that are valid for the field value you selected on the Mass Packaging Definition page.
Institutional Mass Packaging Definition	FA_INST_DEFN	Financial Aid, Awards, Mass Packaging, Define Packaging Selection	Define an institutional mass packaging query definition. Create a query, using a series of statements, to define the group of students you want to package using Mass Packaging and institutional application data.

Defining a Mass Packaging Query Definition

Access the Mass Packaging Definition page.



Mass Packaging Definition page

When adding a new Mass Packaging query definition you must select an academic institution and aid year. The Mass Packaging query definition can be up to ten alpha/numeric/symbol characters, but *cannot* include a space. If you want a space in the name, use an underscore. Using single or double quotes is not recommended.

Include parenthetical statements and AND/OR statements to create more complex queries. You may want to have very general Mass Packaging definitions for selecting students and use more specific selections within the packaging plans. The Mass Packaging definition can be reused or altered each time you use it.

(and **)** The Right Parenthesis and Left Parenthesis buttons appear before each line but can be used before or after each statement line. Click to add the appropriate

parenthesis. You can have up to three layers of parenthetical statements. To remove a parenthesis, click the button again.

Field Name To begin a query, choose a field name from the available options—a discrete number of fields from the database. These fields are listed in the following subtopic.

Operation Select the operation you want performed on the selected field.

<: Less than

<=: Less than or equal to

<>: Not equal to

=: Equal to

>: Greater than

>=: Greater than or equal to

In List: Displays a list, such as a list of IDs. If you select this value, a List Values button appears in the Value column.

Like: Acts as a wild card. For example, if you enter Like FA, the operation retrieves all items that contain FA*.

Value Select a value for the field you have selected. If the field has certain valid values, they appear in the available options. If the field value can be given a numeric value, enter a value. If *List* was the chosen Operation, then a List Values button appears in this field.

List Values Click to access the In List Entry page and enter a list of values.

AND/OR Select a Boolean operator.

AND: Used between two statements to indicate that both statements must be met for the selection to be made. For example, A *AND* B must be true for a selection.

OR: Used between two statements to indicate only one of the statements must be met for the selection to be made. For example, A *OR* B can be true for a selection.

Warning! If you do not include the Field Name *PROCESSING_STATUS* and set its Value to *3-Ready for Packaging,* you select all students in the database who meet your other criteria. This could include students not eligible to be packaged or to receive financial aid and students who have already been packaged. It is strongly recommended that you include PROCESSING_STATUS = 3 as part of your query in the Mass Packaging query definition.

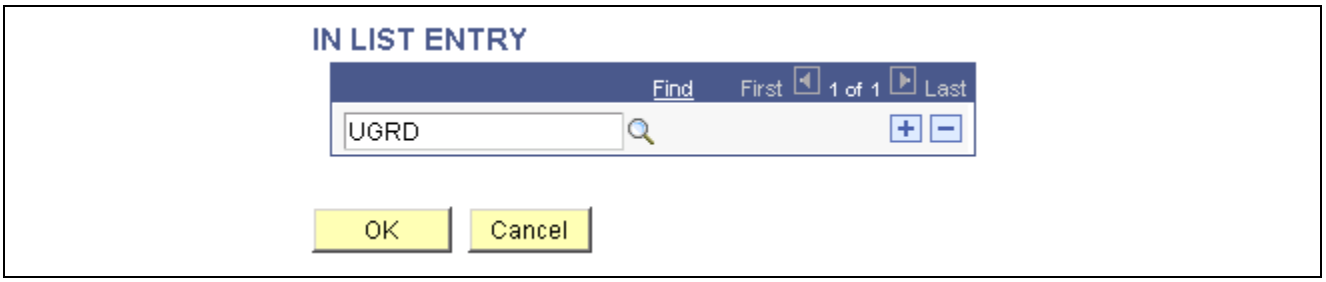
Note. You must be sure that the selected students have federal data available, and that you have indicated this on the Financial Aid Defaults page or applicable aid processing rule set. You can use Mass Packaging for students who have the following types of aid application data: Federal only, Federal/Institutional, and Institutional/Federal. You *cannot* package students who have only institutional application data because Mass Packaging does not package them. However, you can package students with institutional application data using institutional Mass Packaging.

Fields Available for Mass Packaging Definitions

Mass Packaging Definitions		
Field Name	Field Name	Field Name
ACAD_CAREER	DOB_PRIOR	MARRIED
AGI	EFC_STATUS	MAR_STATUS
AGI_PAR	EMPLID	NUM_FAMILY_MEMBERS
AID_APP_STATUS	FED_EFC	PAY_NUM_DEPENDENTS
AID_YEAR	FED_NEED	PELL_ELIGIBILITY
AWARD_PERIOD	FED_PARENT_CONTRB	PROCESSING_STATUS
BIRTHCOUNTRY	FED_STDNT_CONTRB	SEX
BIRTHDATE	INSTITUTION	SSA_CITIZENSHP_IND
BIRTHPLACE	INST_EFC	SSN_MATCH
BIRTHSTATE	INST_NEED	STATE_RESIDENCE
CAMPUS_ID	INST_PARENT_CONTRB	STD_EARNED_INCOME
CITIZENSHIP_STATUS	INST_STDNT_CONTRB	STRM
DEPENDENTS	INS_MATCH	TAX_FORM_FILED
DEPNDNCY_STAT	MARITAL_STAT	TITLEIV_ELIG
DISABLED	MARITAL_STAT_PAR	VETERAN

Adding a List of Values to a Query Definition

Access the In List Entry page.

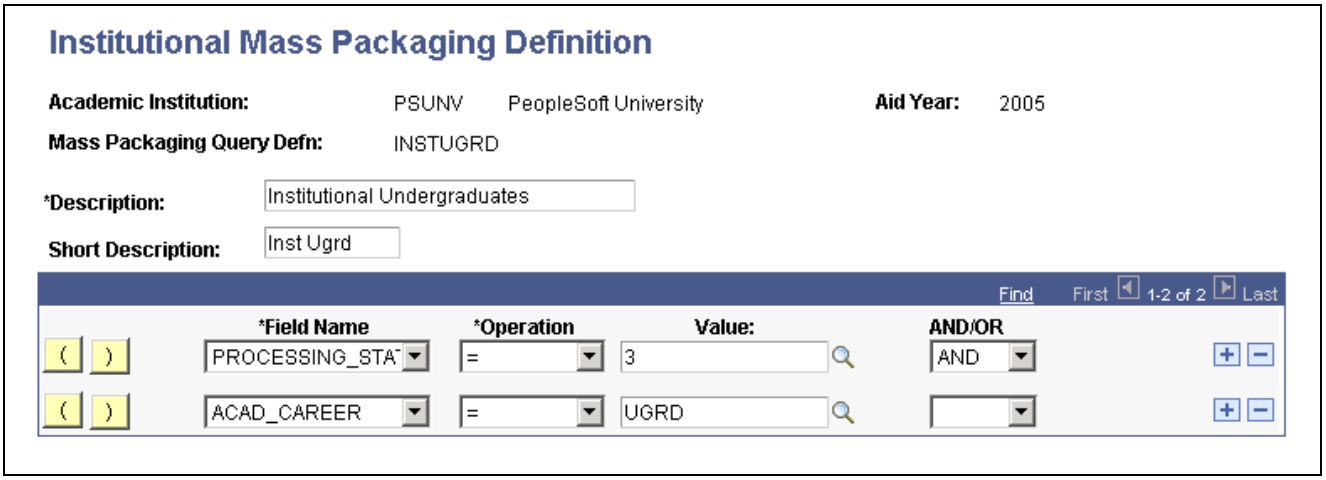


In List Entry page

Enter as many values as you need in the list.

Defining an Institutional Mass Packaging Query Definition

Access the Institutional Mass Packaging Definition page.



Institutional Mass Packaging Definition page

When you create your institutional Mass Packaging query definition, do not include a statement to select students with institutional application data. The institutional Mass Packaging process evaluates the financial aid defaults to determine which students should be included in the selection.

The Mass Packaging definition can be reused or altered each time you use it. This query can include students who have an institutional application or federal and institutional applications.

Note. Make sure that the students selected have the same institutional application data available as indicated on the Financial Aid Defaults page. If you use institutional methodology, you can use the institutional Mass Packaging process for students who have institutional application data or both institutional and federal application data. You *cannot* package students who only have federal application data because the Institutional Mass Packaging Select process excludes them.

The field descriptions for the fields on this page are the same as those on the Mass Packaging Definition page.

See Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Defining a Mass Packaging Query Definition, page 168.

Fields Available for Institutional Mass Packaging Definitions

Institutional Mass Packaging Definitions		
Field Name	Field Name	Field Name
EMPLID	MARITAL_STAT	SEX
INSTITUTION	TAX_FORM_FILED	EFC_STATUS
AID_YEAR	AGI	FED_EFC
STRM	DEPENDENTS	FED_NEED
AWARD_PERIOD	MARITAL_STAT	FED_PARENT_CONTRB
ACAD_CAREER	NUM_FAMILY_MEMBERS	FED_STDNT_CONTRB
BIRTHCOUNTRY	STATE_RESIDENCE	INST_EFC
BIRTHDATE	STD_EARNED_INCOME	INST_NEED
BIRTHPLACE	VETERAN	INST_PARENT_CONTRB
BIRTHSTATE	DISABLED	INST_STDNT_CONTRB
CAMPUS_ID	MAR_STATUS	PROCESSING_STATUS
CITIZENSHIP_STATUS		

CHAPTER 7

Setting Up CommonLine Loans

This chapter discusses how to:

- Set up loan participants.
- Set up loan types.
- Set up loan validation edits.
- Select equations for the hold and release process.
- Create loan destinations.
- Specify loan processes.
- Set up loan origination.
- Set up process demographic data.
- Set up electronic data interchange (EDI).
- Review loan action codes.

Prerequisites

Before you can set up CommonLine loans, you must define general financial aid processing defaults. On the Financial Aid Defaults page (INSTALLATION_FA), select the FFELP Serial MPN Activation (federal family educational loan program serial master promissory note activation) check box in the Activation Indicators group box if your school participates in serial MPN processing.

See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 12

Setting Up Loan Participants

To set up loan participants, use the Maintain Lender Codes component (LENDER_LOAD_MAINT), Define School Lenders component (LOAN_LENDER_TABLE), Maintain Guarantor Codes component (GUAR_LOAD_MAINT), Define School Guarantors component (LOAN_GUAR_TABLE), Maintain Loan Servicer Codes component (SRVCR_LOAD_MAINT), and Define School Servicers component (LOAN_SERVICE_TABLE).

This section provides an overview and discusses how to:

- Add or update lender information.

- Identify lenders as loan participants.
- Update guarantor information.
- Identify guarantors as loan participants.
- Add or update servicer information.
- Identify servicers as loan participants.

Understanding Loan Participants

Participants in the loan process include lenders, guarantors, and loan servicers. To streamline the loan process, identify all loan participants and understand their electronic loan processing requirements and agreements with your institution. The loan participants tables are not institution or aid-year specific.

Pages Used to Set Up Loan Participants

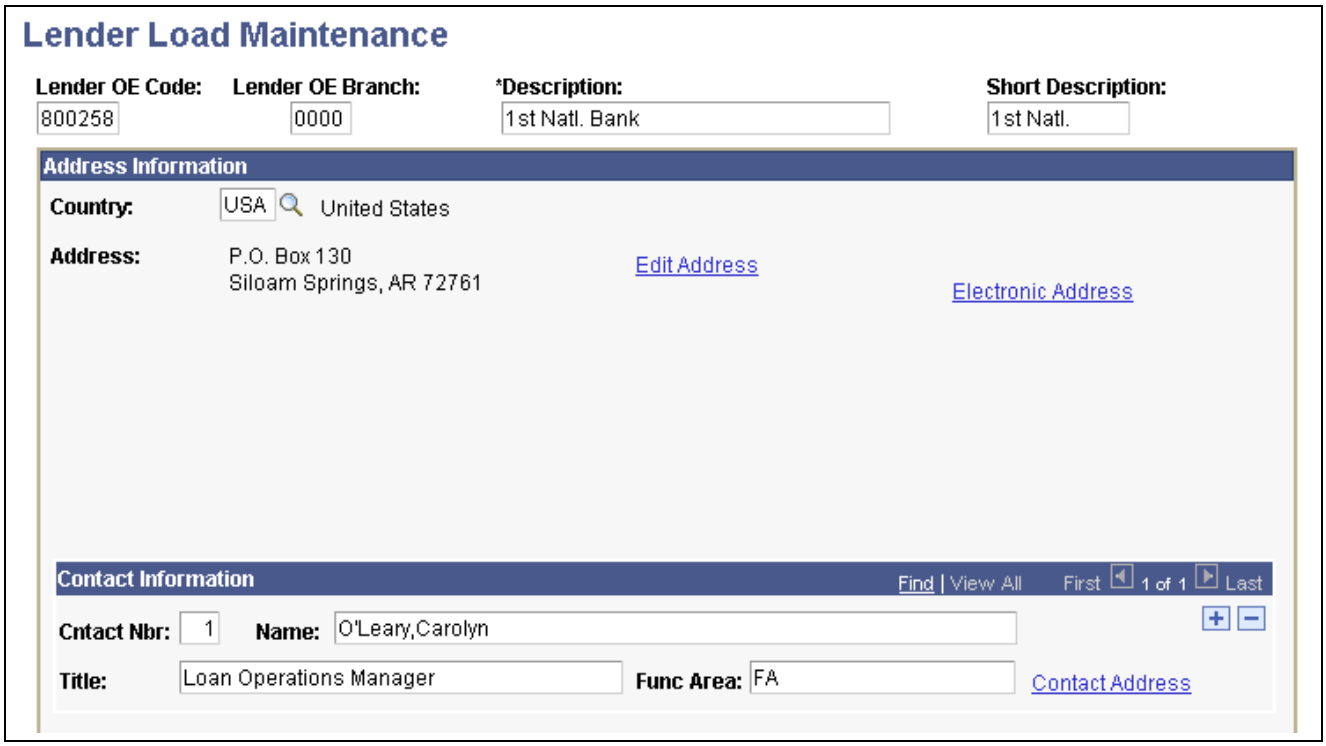
Page Name	Object Name	Navigation	Usage
Lender Load Maintenance	LENDER_LOAD_MAINT	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Maintain Lender Codes, Lender Load Maintenance	View, update, or add lender information for your institution. This page is the main repository of lender information maintained by the institution.
Lender Electronic Address	(search)	Click the Electronic Address link on the Lender Load Maintenance page.	View or enter the mailbox type (internet or private communication network) and mailbox ID (internet address).
Lender Contact Information	LNDR_LD_CNT_SEC	Click the Contact Address link on the Lender Load Maintenance page.	View or update additional information about lender contacts.
Edit Address	OE_ADDR_USA_SEC	Click the Edit Address link on the Lender Load Maintenance page.	Edit or update address information.
Loan Lender Table	LOAN_LENDER_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Define School Lenders, Loan Lender Table	Add lenders by copying them from the Lender Load Maintenance table. This page contains all lenders from the Lender Load Maintenance table that will process loans for your institution.
Lender Electronic Address	(search)	Click the Electronic Address link on the Loan Lender Table page.	Edit or update electronic addresses.
Lender Contact Information	LEND_ADDR_SEC	Click the Contact Information link on the Loan Lender Table page.	Edit or update lender contact information.

Page Name	Object Name	Navigation	Usage
Lender Information	LOAN_LENDER_INQ	Financial Aid, Loans, CommonLine Management, View CL4 Lenders, Lender Information	Review lender information.
Guarantor Load Maintenance	GUAR_LOAD_MAINT	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Maintain Guarantor Codes, Guarantor Load Maintenance	View, update, or add guarantor information for your institution. This page is the main repository of guarantor information maintained by the institution.
Loan Guarantor Table	LOAN_GUAR_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Define School Guarantors, Loan Guarantor Table	Identify the guarantors that your institution uses for processing loans. You can add guarantors by copying them from the Guarantor Load Maintenance table.
Guarantor Contact Information	GUAR_ADDR_SEC	Click the Contact Address link on the Loan Guarantor Table page.	View or enter additional information about guarantor contacts.
Guarantor Electronic Address	(search)	Click the Electronic Address link on the Loan Guarantor Table page.	Edit or update electronic addresses.
Guarantor Contact Information	GUAR_ADDR_SEC	Click the Contact Address link on the Loan Guarantor Table page.	Edit or update guarantor contact information.
Servicer Load Maintenance	SRVCR_LOAD_MAINT	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Maintain Loan Servicer Codes, Servicer Loan Maintenance	View, update, or add servicer information for your institution. This page is the main repository of servicer information maintained by the institution.
Loan Servicer Table	LOAN_SERVICE_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Define School Servicers, Loan Servicer Table	Identify the servicers that your institution uses for processing loans and add new servicers. You can add servicers by copying them from the Servicer Load Maintenance table.
Servicer Electronic Address	(search)	Click the Electronic Address link on the Loan Servicer Table page.	Edit or update electronic addresses.
Servicer Contact Information	SERV_ADDR_SEC	Click the Contact Information link on the Loan Servicer Table page.	Edit or update servicer contact information.

Page Name	Object Name	Navigation	Usage
Servicer Information	LOAN_SERVICE_INQ	Financial Aid, Loans, CommonLine Management, View CL4 Loan Servicers, Servicer Information	Review information about the loan servicers that you set up on the Loan Servicer Table page.

Adding or Updating Lender Information

Access the Lender Load Maintenance page.



Lender Load Maintenance page

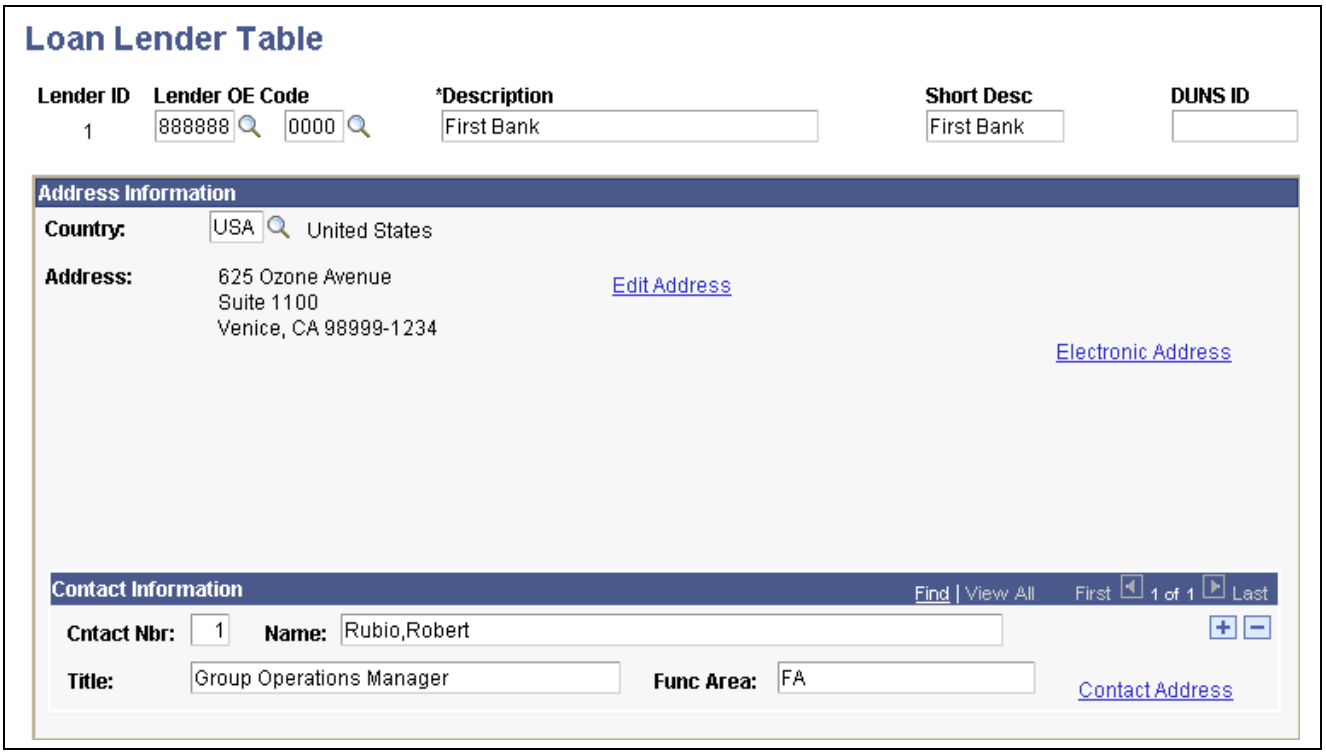
Edit Address Click to edit or update an address.

Electronic Address Click to edit or update an electronic address.

Contact Address Click to edit or update a contact address.

Identifying Lenders as Loan Participants

Access the Loan Lender Table page.



Loan Lender Table page

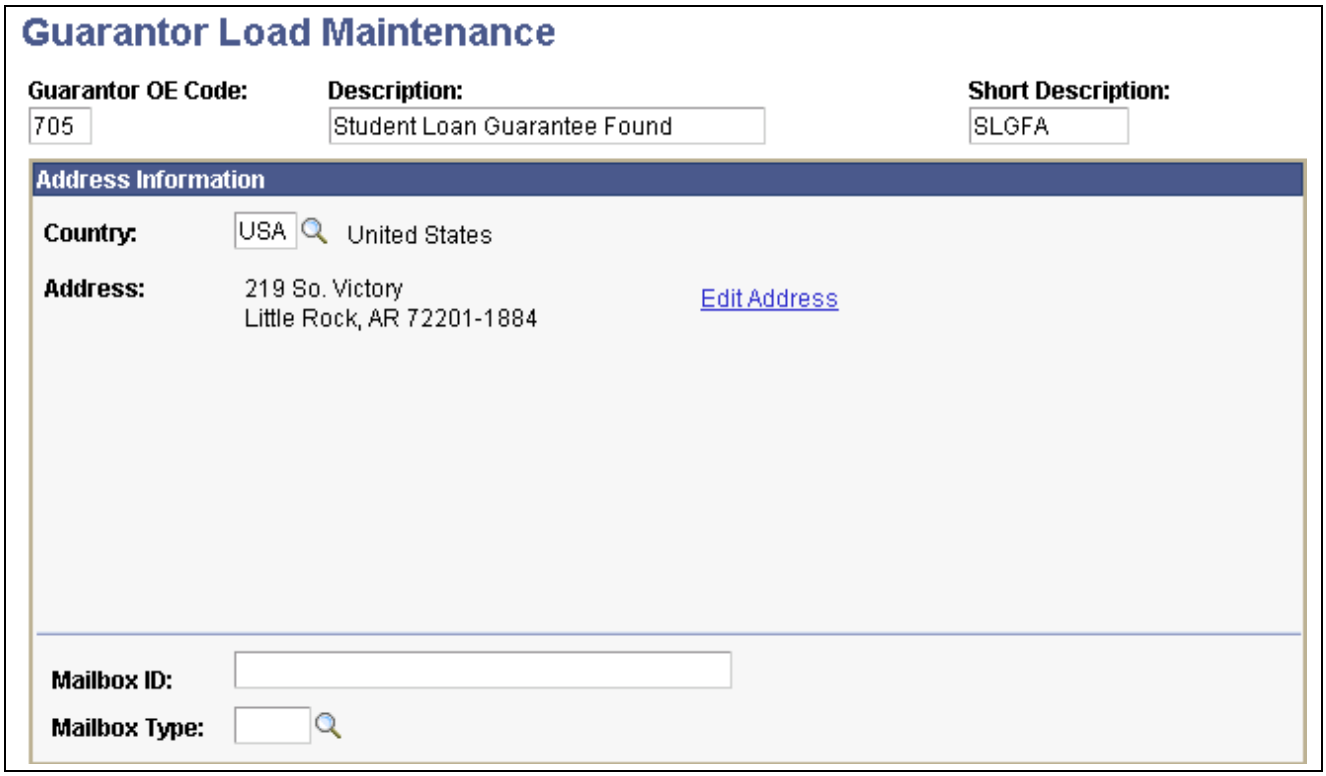
Lender ID Displays the ID assigned by the system to the lender associated with the loan.

Lender OE Code (lender office of education code) Select a lender office of education code. When you select a lender office of education code, the system uses data from the lender load maintenance database and automatically populates the rest of the information.

To add a lender to the Lender Load Maintenance table, complete the fields manually.

Updating Guarantor Information

Access the Guarantor Load Maintenance page.



Guarantor Load Maintenance page

Mailbox ID Enter mailbox identification. The mailbox ID is the address where data files are sent when the files are transmitted using the internet or a private communication network.

Mailbox Type Select an internet provider or communication network.

Identifying Guarantors as Loan Participants

Access the Loan Guarantor Table page.

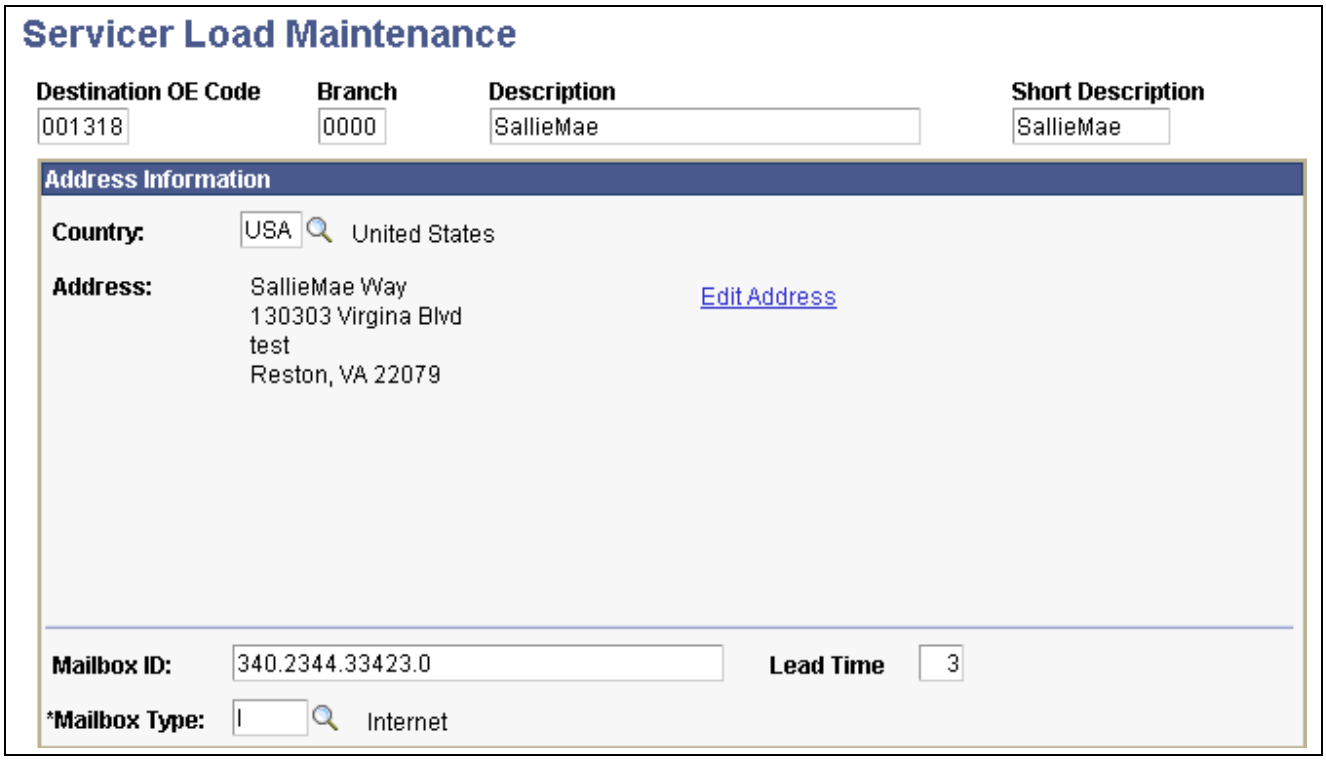
Loan Guarantor Table page

To add new guarantors, you must first define them on the Guarantor Load Maintenance page.

Guar ID (guarantor identification)	Displays the number assigned by the system to identify the guarantor for loan processing. The system delivers the majority of guarantor codes.
OE Cd (office of education code)	Select an office of education code. When you select an office of education code, the system automatically populates the rest of the fields with information from the Guarantor Load Maintenance table.
Edit Address	Click to update or review address information.
Electronic Address	Click to update or review electronic address information.
Contact Address	Click to update or review contact address information.

Adding or Updating Servicer Information

Access the Servicer Load Maintenance page.



Servicer Load Maintenance page

Destination OE Code (destination office of education code) Select an office of education code. When you select an office of education code, the system automatically populates the rest of the fields with information from the Guarantor Load Maintenance table.

Lead Time Enter the number of days prior to the first disbursement date that changes can still be made to the student's loan before the data is sent to the school. This is for information purposes only.

Edit Address Click to update or review address information.

Identifying Servicers as Loan Participants

Access the Loan Servicer Table page.

Loan Servicer Table page

Servicer ID (servicer identification) Displays the number used to identify the servicer associated with the requested loan.

OE Cd (office of education code) Select an office of education code. When you select an office of education code, the system automatically populates the rest of the fields with information from the Servicer Load Maintenance table.

Proc Lead Time (process lead time) Enter the number of days that a loan destination needs to freeze its data to prepare for a transfer to the school. For example, if the lead time is five days, changes can be made to the student's loan only five days prior to the first disbursement.

Edit Address Click to update or review address information.

Electronic Address Click to update or review electronic address information.

Contact Address Click to update or review contact address information.

To add a servicer that is not included on the Servicer Load Maintenance table, complete the fields manually.

Setting Up Loan Types

To set up loan types, use the Create Loan Types component (LOAN_TYPE).

This section discusses how to:

- Define loan types.

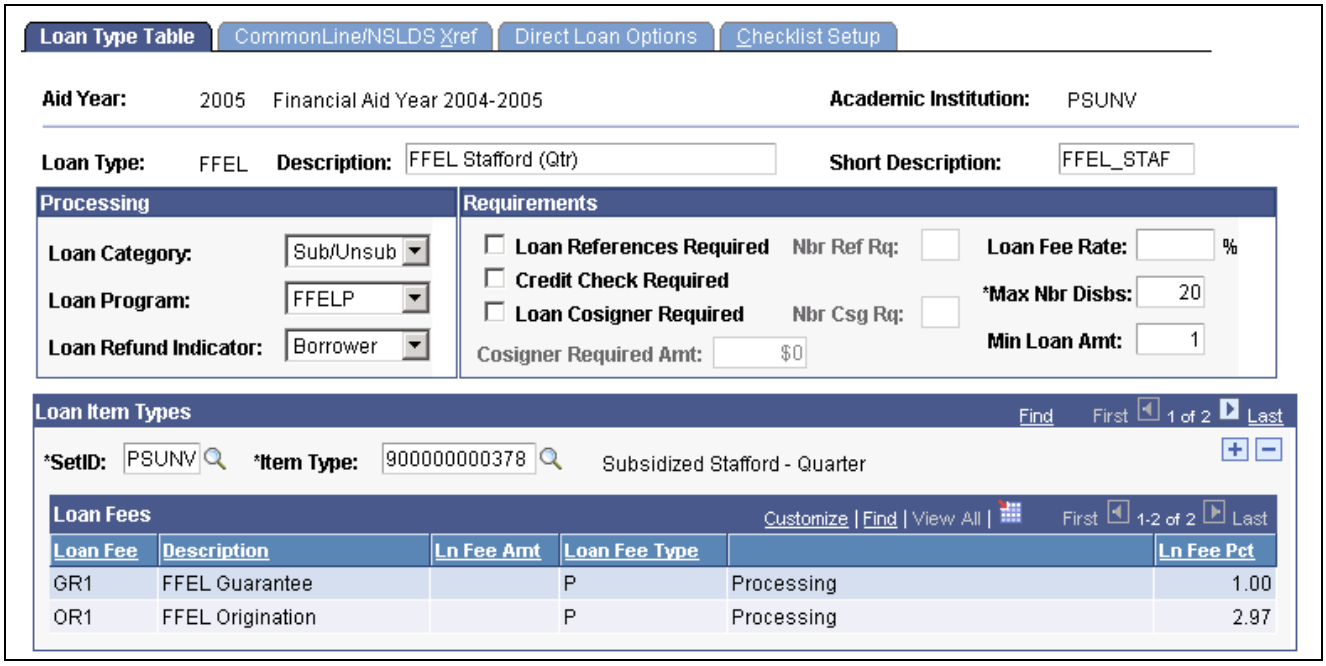
- Link CommonLine loan types with National Student Loan Data System (NSLDS) loan history information.
- Assign loan checklists.

Pages Used to Set Up Loan Types

Page Name	Object Name	Navigation	Usage
Loan Type Table	LOAN_TYPE_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, Loan Type Table	Define the types of loans that your institution uses in the loan origination processes.
CommonLine/NSLDS Xref	LOAN_TYPE_TABLE2	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, CommonLine/NSLDS Xref	Link loan types defined for CommonLine processing with the borrower's loans reported by the NSLDS.
Checklist Setup	LOAN_TYPE_DOCUMENT	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, Checklist Setup	Assign a checklist to be generated when a loan is originated.

Defining Loan Types

Access the Loan Type Table page.



Loan Type Table page

When you set up a loan financial aid item type, you include specific conditions for processing the loan. You must complete the Loan Type Table page to complete the setup.

Processing

Loan Category Select from:

Alt Loan (alternative loan)

PLUS

Sub/Unsub (subsidized/unsubsidized)

Subsidized

Unsubsidized

Loan Program Select from:

Alternative

Direct

FFELP

Health

Perkins

State

University

For example, to set up Stafford loans processed through CommonLine, you might specify the loan category as Sub/Unsub and the loan program as FFELP. To set up an alternative loan program processed through CommonLine, specify the loan category as Alt Loan (alternative loan), and the loan program as Alternative.

Loan Refund Indicator Select from:

Borrower: Select to have the borrower of the loan receive any refunds or overage. For example, the borrower would be a parent or guardian for a PLUS loan.

Student: Select to have the student to receive any refunds from the loan.

You can override this field at the loan application level. Note that additional setup is required in Student Financials to generate refunds to the proper recipient.

Requirements

The system enforces the selected requirements during loan validation when utilizing the corresponding loan edit.

Loan References Required Enter reference information on the Promissory Note Plus and Promissory Note Alt pages and Loan Origination components (SFA_CRC_ORIG). Enter the number of references required in the Nbr Ref Rq (number of references required) field.

Loan Cosigner Required If you select this check box, enter the number of cosigners required in the Nbr Csg Rq (number cosigners required) field.

Cosigner Required Amount Enter the minimum loan amount that requires a cosigner. Enter cosigner information on the Promissory Note Plus and Promissory Note Alt pages and Loan Origination components (SFA_CRC_ORIG). Note that this requirement is enforced by the loan servicer and not the loan validation process.

Loan Fee Rate Enter the loan fee rate to print on the promissory note for this loan type. Ensure that the loan fee rate matches the loan fee setup for the item type that you associate with this loan type.

Loan Item Types

SetID Select a setID and an item type. You can associate multiple item types with the same loan type. You cannot share item types across multiple loan types. For example, to define FFELP Stafford loans, enter the subsidized and unsubsidized item types.

Note. Based on the business processes defined by your institution, you might need to create multiple loan types for the same loan program.

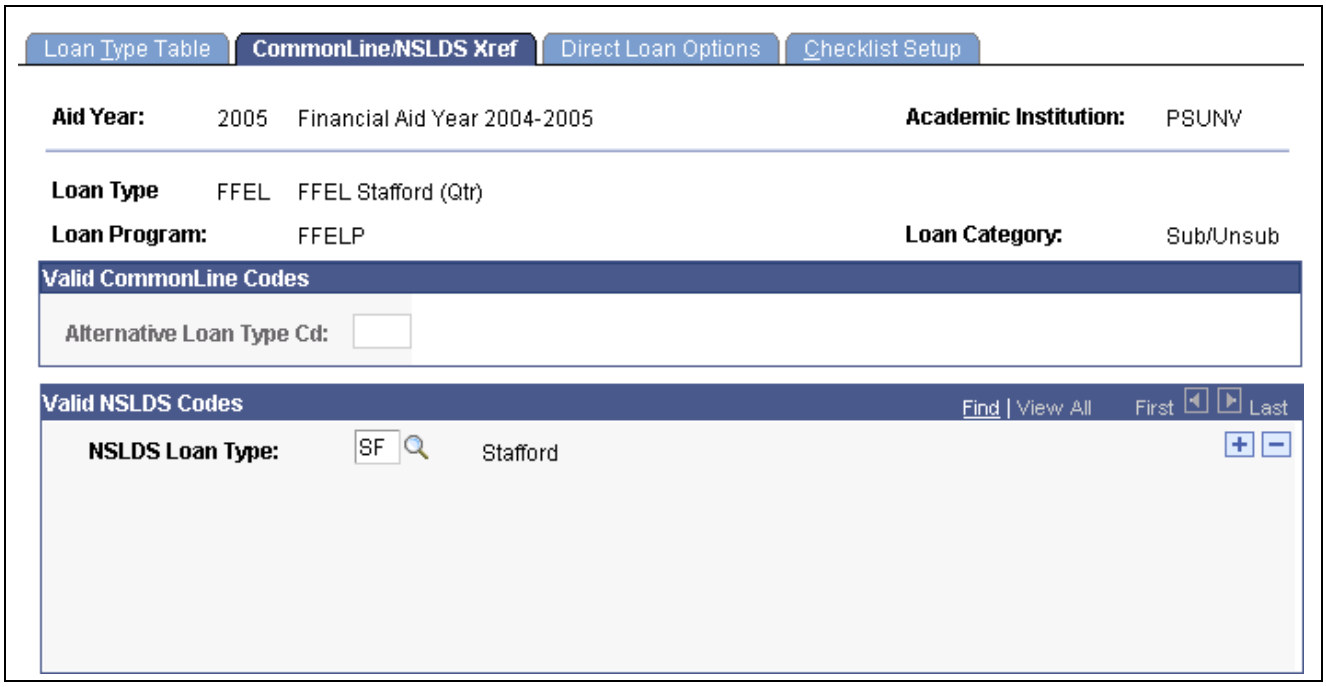
The system displays the loan fee, description, loan fee amount, loan fee type, and loan fee percent for the item type selected. These values are associated with the item type when you set up the financial aid item type on the Loan Fee Table page.

See Also

Chapter 5, "Setting Up Packaging Basics," Attaching Loan Fees, page 113

Linking CommonLine Loan Types to NSLDS Loan History Information

Access the CommonLine/NSLDS Xref page.



CommonLine/NSLDS Xref page

When you originate a CommonLine loan, the system uses the information set up on this page to search for similar loans in the borrower's NSLDS history. If a prior loan is found, the system uses the prior loan information to derive the new loan's destination. This optional feature can be set up in the Loan Institution setup page.

Alternative Loan Type Cd (alternative loan type code) The system uses this code to notify loan agencies about the type of alternative loan. Alternative loan codes are assigned by NCHELP.

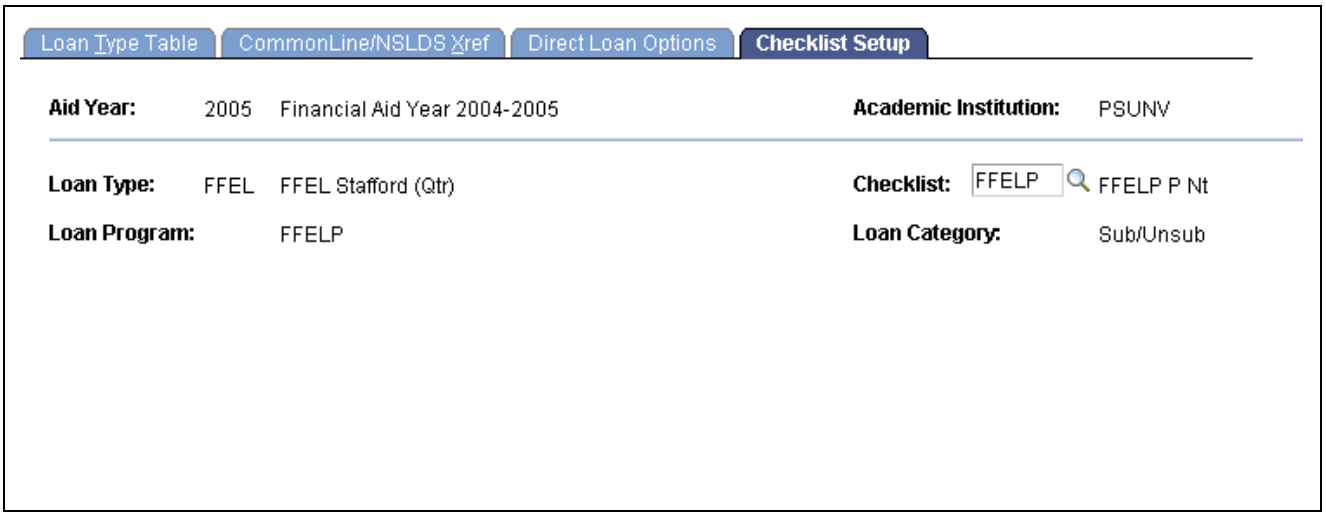
NSLDS Loan Type Select a loan type to translate the NSLDS loan type that is defined in the NSLDS tables.

See Also

http://www.nchelp.org/committees/index.cfm

Assigning Loan Checklists

Access the Checklist Setup page.



Checklist Setup page

The values for the Loan Type, Loan Program, and Loan Ctgry (loan category) fields are based on the aid year and academic institution that you selected to access the page.

Checklist Select a checklist to be generated at the time the loan is originated.

Note. The system does not generate checklists for direct loans during origination. It generates checklists after you run the promissory note process.

Setting Up Loan Validation Edits

To set up loan validation edits, use the Maintain Loan Edits component (LN_EDITS) and Create Loan Edit Set component (LN_EDIT_DFLTS).

This section provides an overview and discusses how to:

- Define validation edit messages.
- Create loan validation edit sets.

See Also

Equation Engine Programmer's Guide

Understanding Loan Validation Edits

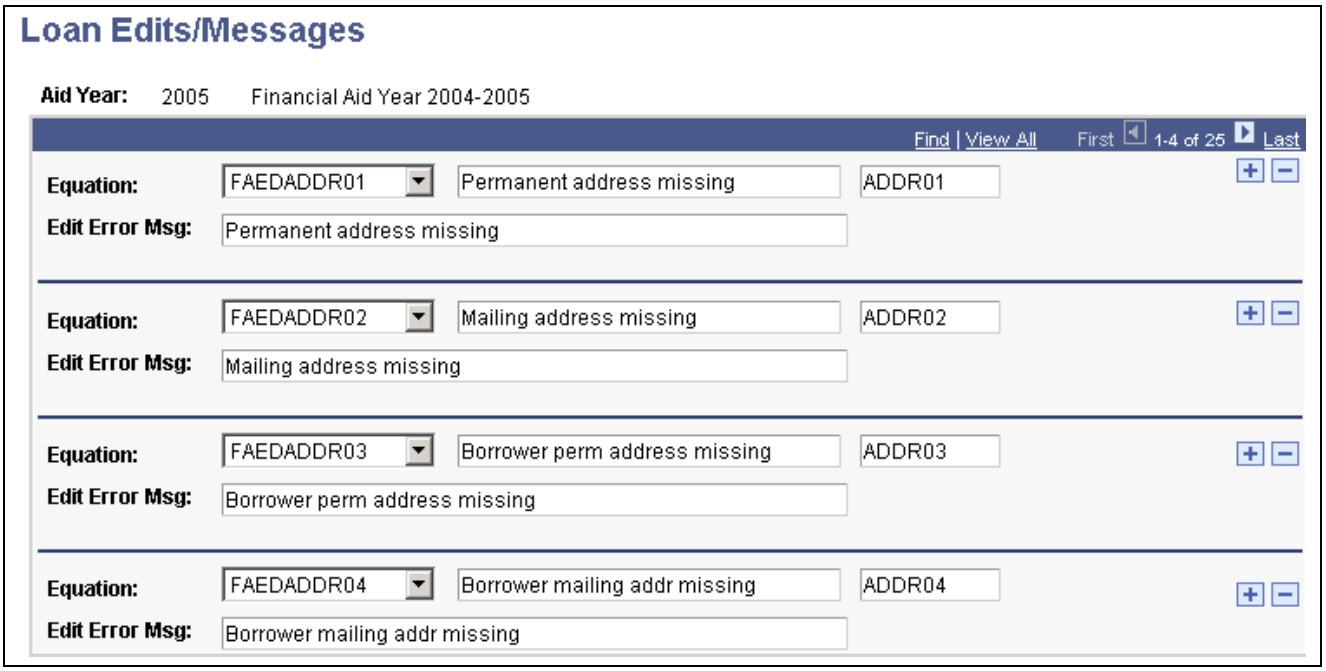
Loan edits verify that the loan origination data is valid for transmission to the receiving loan agency. All CommonLine 4 loan validation edits must be defined in the Loan Edits/Message Table page. Financial Aid delivers a core set of edits to be used during loan validation. All CommonLine 4 loan edits are equations written using the Equation Engine. You can use the Equation Engine to create or modify equations to support loan agencies that are not defined as a CommonLine standard.

Pages Used to Set Up Loan Validation Edits

Page Name	Object Name	Navigation	Usage
Loan Edits/Messages	LN_EDIT_TBL	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Maintain Loan Edits Loan Edits/Messages,	View delivered edits and error messages used in loan validation. You must correct all loan errors before loan data can be selected for outbound processing. You can modify the message text.
Loan Edit Defaults	LN_EDIT_DFLTS	Set Up SACR, Product Related, Financial Aid, Loans,CommonLine 4, Create Loan Edit Sets, Loan Edit Defaults	Create loan validation edit sets that are used when constructing loan destination profile records. Loan edit default sets are logical sets of edits that can be carried out based on aid year, loan program, loan category and process level. After they are added to a loan destination, you can further modify the edit sets to function according to the loan destination's business rules.

Defining Validation Edit Messages

Access the Loan Edits/Messages page.



Loan Edits/Messages page

This page comes preloaded with updated edit error messages as needed. New loan edits created with the Equation Engine must be added to this page for the loan validation process to use them. Use the Equation field to select an Equation Engine equation.

The Loan Orig Edit Errors (loan origination edit errors) page in the Originate Loan component displays any edit errors encountered during the loan origination process.

This table describes the predefined errors:

Equation	Description	Cause	Resolution
FAEDADDR01	Permanent address missing.	Used for alternative/PLUS loans. A valid permanent address cannot be found for the student. The address type is based on the FA Process Demographic Use page permanent address usage setting.	Add a valid address that can be used as the permanent address on the Addresses page or modify the permanent address usage setting to select one of the student's existing addresses.
FAEDADDR02	Mailing address missing.	Used for alternative/PLUS loans. A valid mailing address cannot be found for the student. The address type is based on the FA Process Demographic Use page mail address usage setting.	Add a valid address that can be used as the mailing address on the Addresses page or modify the mailing address usage setting to select one of the student's existing addresses.

Equation	Description	Cause	Resolution
FAEDADDR03	Borrower perm address missing.	A valid permanent address cannot be found for the borrower. The address type is based on the FA Process Demographic Use page permanent address usage setting.	Add a valid address to the borrow ID that can be used as the permanent address on the Addresses page or modify the permanent address usage setting to select one of the student's existing addresses.
FAEDADDR04	Borrower mail address missing.	A valid mailing address cannot be found. The address type is based on the FA Process Demographic Use page mail address usage setting.	Add a valid address that can be used as the mailing address on the Addresses page or modify the mailing address usage setting to select one of the student's existing addresses.
FAEDBORROW01	Loan borrower not defined.	Used for alternative/PLUS loans. The Borrower ID field in the Maintain Originated Loans component (SFA_CRC_ORIG) is blank.	Enter the correct borrower ID.
FAEDCHNG01	Loan increase with undisbursed check.	Used for change transactions. A post-disbursement change transaction is generated and an undisbursed check exists for the loan.	Disburse the funds to the student account or return the funds to the lender.
FAEDCOSIGN01	No cosigners - cosigners required.	Used primarily for alternative loans. If cosigners are required for the loan type, the edit verifies that the required number of cosigners exist in the Relationships page for the student and are assigned to the loan.	Add the missing cosigners in the Relationships page and Maintain Originated Loans component.

Equation	Description	Cause	Resolution
FAEDCOSIGN02	Cosigner signature required.	Used primarily for alternative loans. Co-signer signatures have not been entered in the Promissory Note Alt and Promissory Note Plus tracking pages.	Revise the data on the Promissory Note Plus page or the Promissory Note Alt page.
FAEDDEBT01	Total student loan debt required.	Used for alternative loans. The total loan debt on the Originate Loan component is zero, and there is NSLDS loan history.	Update the total loan debt in the Originate Loan component using the Loan Demographic Data page.
FAEDDEPSTAT1	Dependency Status missing.	The student's federal dependency status was missing when the loan was originated.	Use the Loan Demographic Data page to update the dependency status in the Originate Loan component.
FAEDDEST01	Loan destination is zero (missing).	The loan destination is not assigned after the loan has been originated. This edit is always carried out by the loan validation process and cannot be deactivated.	Assign a loan destination in the Loan Origination 1page.
FAEDDISBDT01	Disbursement more than 90 days after loan period end.	A disbursement date is set for greater than 90 days beyond the loan period end date.	Change the date on the Loan Origination 2 page.
FAEDDISBDT02	Disbursement date earlier than 13 days of loan period start.	The first disbursement precedes the loan period begin date by more than 13 days. This may only be replicated by originating a new loan. An online edit prevents manually creating this situation.	Revise the disbursement date or loan period start date in the Loan Origination 2 page.
FAEDDISBDT03	Disbursement dates must be in chronological order.	Disbursement dates are not in order.	Revise disbursement dates in the Loan Origination 2 page.

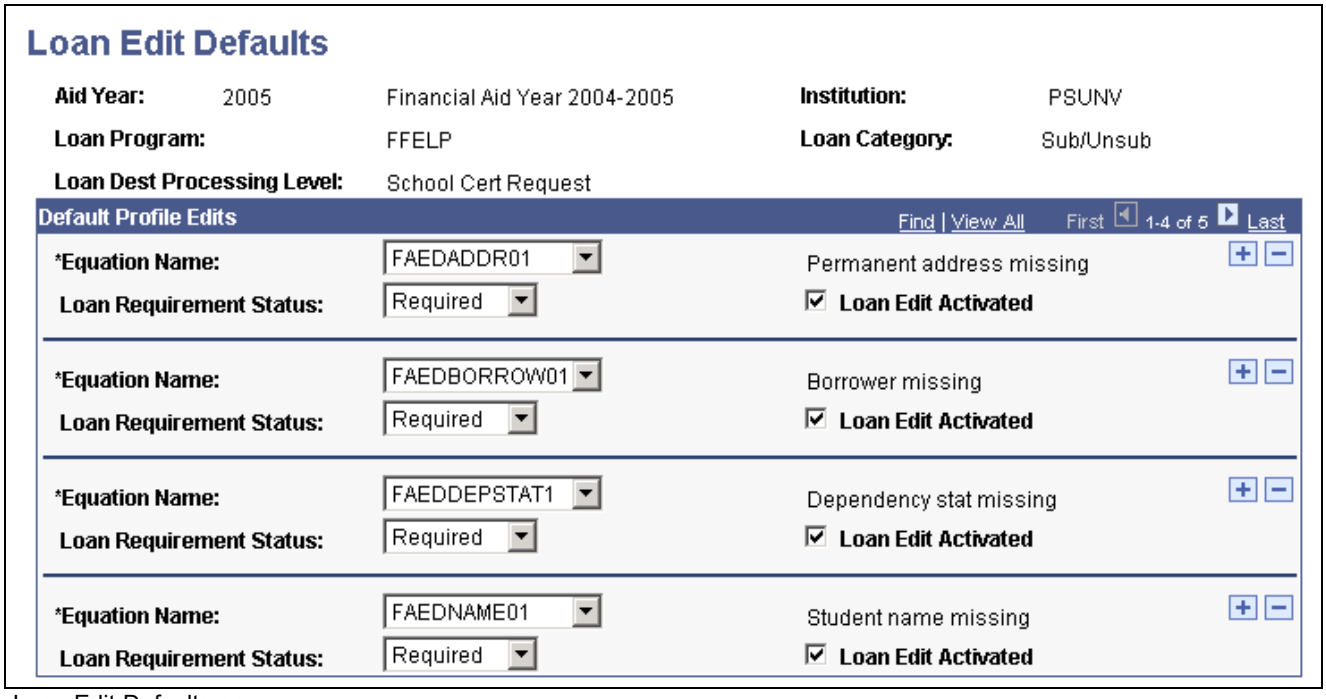
Equation	Description	Cause	Resolution
FAEDDRVLIC01	Borr DL Number or state missing.	The borrower's driver's license information was incomplete when the loan was originated.	Update the driver's license data in the Driver's License page, and then use the Loan Demographic Data page to update this information in the Originate Loan component.
FAEDGRADDT01	Grad date before loan end date.	The graduation date viewed in the Originate Loan component is before the end of the loan period.	Update the FA Term graduation date (if required), and then use the Loan Demographic Data page to update this graduation date in the Originate Loan component.
FAEDNAME01	Student name missing.	A valid name type cannot be found. The name type should be based on the FA Process Demographic Use page name usage setting.	Add a valid name type that can be used as the student's name on the Names page or modify the name usage setting to select one of the student's existing names.
FAEDNAME02	Borrower name missing.	A valid name type cannot be found. The name type should be based on the FA Process Demographic Use page name usage setting.	Add a valid name type that can be used as the borrower's name on the Names page or modify the name usage setting to select one of the borrower's existing names.
FAEDPER01	Loan period greater than 1 year.	The loan period defined in the Originate Loan 3 page is more than one year.	Change the loan period dates so that the loan period is less than one year. on the Loan Origination 2 page
FAEDPLUS01	PLUS borrower and student SSN are the same.	A PLUS borrower cannot be the student.	Correct possible invalid relationship defined for the student. Assign a new borrower for the PLUS loan.

Equation	Description	Cause	Resolution
FAEDPLUS02	No PLUS for grad students allowed.	The student has a graduate NSLDS level in the FA Term record when the loan is originated.	Cancel the loan if appropriate, or change the student's grade level to an undergraduate in the correct FA Term record. If you change the student's grade level, then you also need to use the Loan Demographic Data page to update it in the Maintain Originated Loans component.
FAEDPLUSMPN	Serial PLUS MPN check.	For PLUS loans. Confirms a prior PLUS loan with the same EmplID, borrower EmplID, and lender in the CommonLine MPN Usage page with the current PLUS loan.	To process serially, modify the loan record by changing the borrower or loan destination so that the borrower and lender match the information in the CommonLine MPN Use page. If the loan should be processed as a new MPN, set the Serial Loan Code field on the Loan Origination 3 page from *S* to *N*.
FAEDREFS01	References missing.	The required number of references have not been defined for the student in the Relationships page and have not been assigned to the loan.	Add the missing references in the Relationships page and Maintain Originated Loans component.
FAEDSRVCIN01	Service indicator exists.	An active negative service indicator is assigned to the student.	Remove the service indicator.

Equation	Description	Cause	Resolution
FAEDSSN01	Borrower SSN is blank (PLUS and Alt Loans only).	When the loan was originated, either the borrower was not assigned, or the borrower ID did not have a valid Social Security Number (SSN). A valid SSN has the appropriate country code and a NID type of PR.	Verify that the borrower is assigned in the Originate Loan component. If appropriate, fix the SSN on the Demographic and Address Data component and then import the SSN into the originated loan record using the Loan Demographic Data page.
FAEDSSN02	Student SSN is blank.	When the loan was originated, the student did not have a valid SSN. A valid SSN has the appropriate country code and a NID type of PR.	Revise the SSN on the Demographic and Address Data component and then import the SSN into the originated loan record using the Loan Demographic Data page.

Creating Loan Validation Edit Sets

Access the Loan Edit Defaults page.



Loan Edit Defaults page

The system uses the edit sets defined on this page when you define loan destination profiles.

Loan Program Values are:

Alternative

Direct Lending

FFELP

Health Professions

State

University

Loan Category Indicates a subsidized, unsubsidized, alternative, or PLUS loan .

Loan Dest Processing Level (loan destination processing levels) Values are:

Direct

Guarantee and Print Appl (application)

Print and Guarantee

Guarantee Only

School Certification Request

Manual

Default Profile Edits

Define loan edits to use during validation for the selected loan program, category, and destination processing level. In addition to creating new edit sets, you can also add or delete edits, or activate or deactivate existing edits.

Equation Name Select a predefined edit equation. Edit equations are defined in the Equation Engine and are set up on the Loan Edits/Messages page for use by the loan validation process.

Loan Requirement Status For each section, indicate one of the following:

Optional: The selected section is not a requirement for the loan.

Recommended: The selected section is not a requirement for the loan.

Required: The selected section is a requirement for the loan.

Note. The field value does not affect current loan functionality, but is intended to support future business processes.

Loan Edit Activated Select to activate an edit.

Selecting Equations for the Hold and Release Process

To set up equations for the hold and release process, use the Hold and Release Equations component (LN_CLHR_EQ_NAME).

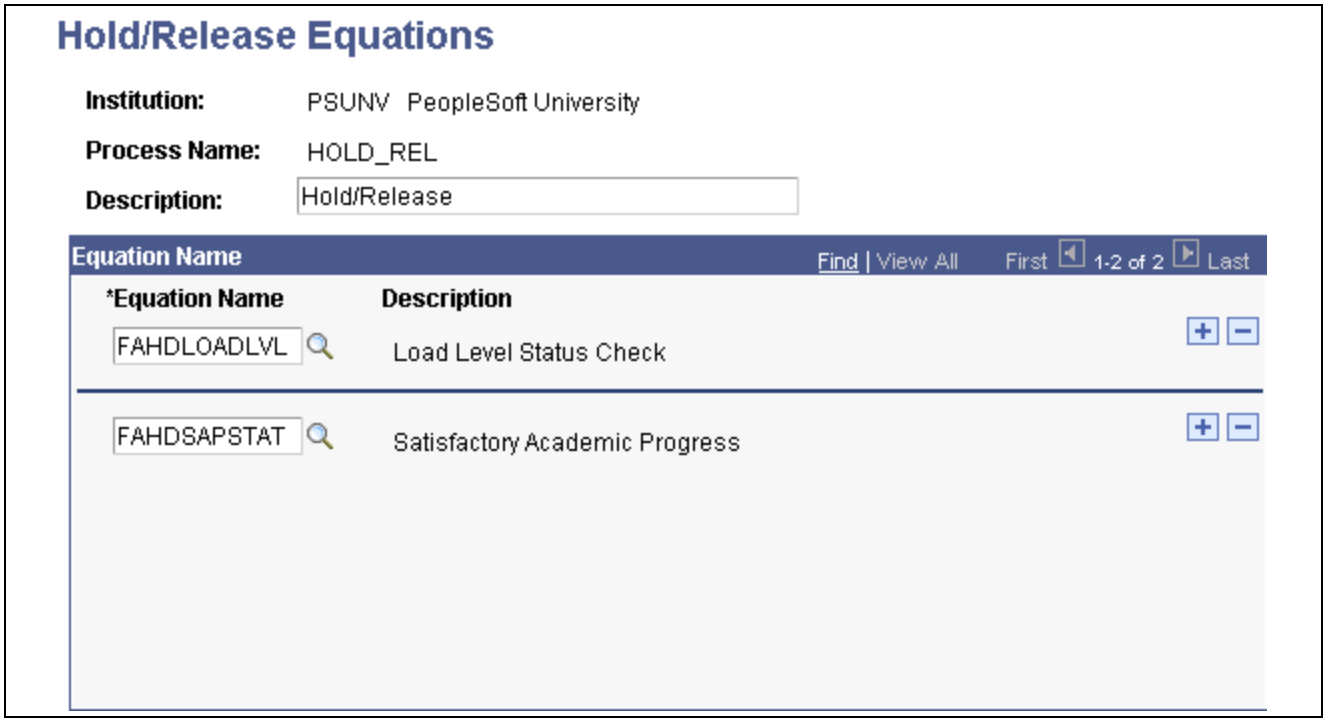
This section describes how to select equations for the hold and release process.

Page Used to Set Equations for Hold and Release

Page Name	Object Name	Navigation	Usage
Hold/Release Equations	LN_HR_EQ_NAME_PNL	Set Up SACR, Product Related, Financial Aid, Loans, Hold and Release Equations, Hold/Release Equations	Select the equations that you require the hold and release process to use.

Selecting Equations for Hold and Release

Access the Hold/Release Equations page.



Hold/Release Equations page

The equations that you select on this page form an equation set unique to the specified process name.

On the Set Hold/Release Flag process page, you can specify the set of equations that the CommonLine disbursement hold and release process should use.

Description Displays the process for which you are selecting equations.

Equation Name Select an equation. The list contains all equations created for the selected institution; select only those equations created specifically for hold and release processing.

If you use the hold and release process at your institution without modifications, create at least one hold and release equation set with the two provided hold and release equations: FAHDLOADLVL (Load Level edit) and FAHDSAPSTAT (Satisfactory Academic Progress check).

Note. When creating equations, follow the equation naming conventions described in the Equation Engine chapter.

Creating Loan Destinations

To set up loan destinations, use the Create Loan Destinations component (LN_DEST_PROFILE).

This section provides an overview and discusses how to:

- Define loan destination profiles.
- Define CommonLine options.
- Define loan destination edits.

Understanding Creating Loan Destinations

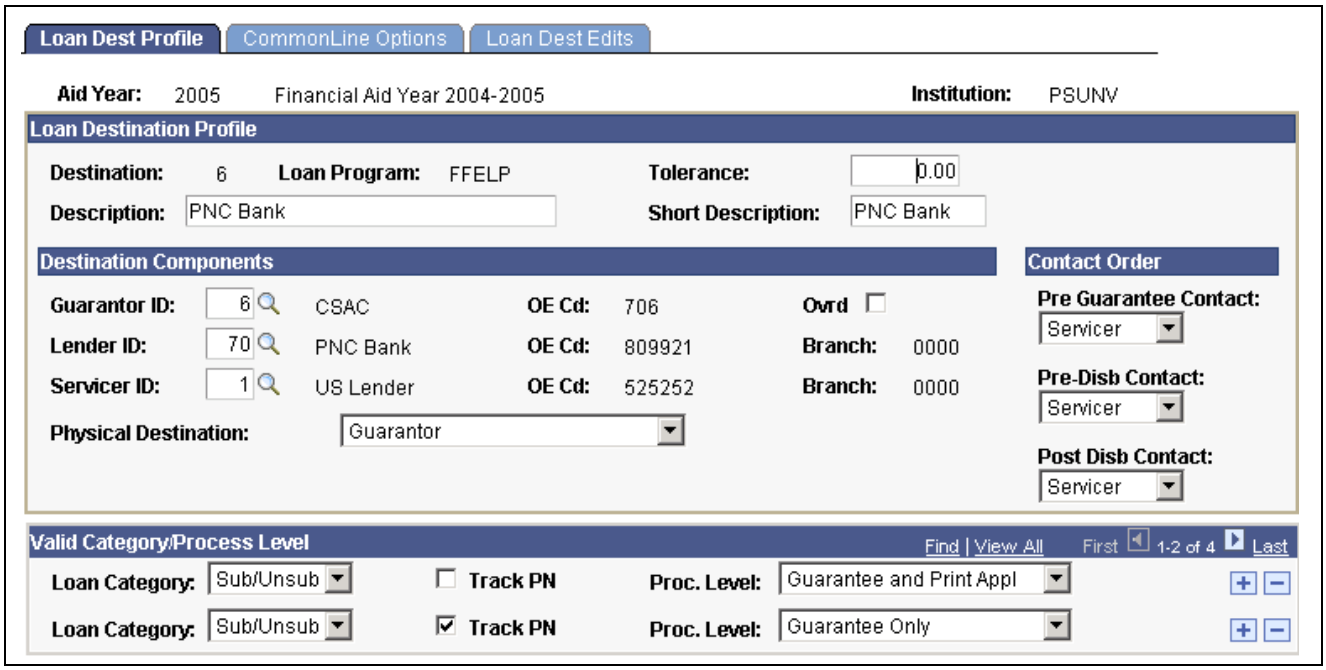
Consolidate the loan participants—the lender, guarantor, and servicer—into one entity, the loan destination. The loan destination defines the business characteristics and protocols between a lender, guarantor, and servicer, which enables them to process loans for the school. You must create a loan destination profile for each lender in the FFELP loan program or alternative loan program, and for the direct lending servicer for direct loans.

Pages Used to Create Loan Destinations

Page Name	Object Name	Navigation	Usage
Loan Dest Profile (loan destination profile)	LN_DEST_PROFILE	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Create Loan Destinations, Loan Dest Profile	Define participants that your institution uses to exchange loan application data. You can designate multiple destinations for a specific loan program.
CommonLine Options	LN_DEST_PROFILE2	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Create Loan Destinations, CommonLine Options	Designate CommonLine options for a loan destination.
Loan Dest Edits (loan destination edits)	LN_DEST_EDITS	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine 4, Create Loan Destinations, Loan Dest Edits	Select loan validation edits to be used for the loan destination.

Defining Loan Destination Profiles

Access the Loan Dest Profile page.



Loan Dest Profile page

Normally, a loan destination includes a lender, a guarantor, and a servicer. CommonLine requires that you define at a minimum a guarantor for the destination.

Loan Destination Profile

Loan Program Create a loan destination profile for each participant that receives the physical loan origination files. Select from:

Alternative

FFELP

Health

Perkins

State

University

Tolerance Used for CommonLine 96 loans processing. This field is no longer used for current loan processing.

Description For a FFELP loan, enter a description that best describes the destination.

Destination Components

Guarantor ID, Lender ID, and **Servicer ID** Select any combination of the guarantor, lender, and servicer, but note that one of them must be the guarantor. This is a CommonLine requirement. Select the Ovrd (override) check box to save the page without designating all three components.

After you select an ID and press TAB to move to the next field. The system displays the office of education code and branch. If you are defining a loan destination for the direct lending loan program, you should only select a servicer ID.

Ovrd (override) Select this check box to be able to save the page without having to designate all three components.

Physical Destination Select the destination to receive the loan application. Values are:

Lender

Servicer

Guarantor

Contact Order

Pre-Guarantee Contact, Pre-Disbursement Contact, and **Post Disbursement Contact** Identifies the loan agency that should be contacted based on the state of the student's loan application. Select a guarantor, lender, or servicer. These fields are for information only and are not used by the loan processes.

Valid Category Process Level

Assign the process level when you originate a loan.

Loan Category Identify the loan category that the loan destination will process. Values are:

Alt Loan (alternative loan)

PLUS

Subsidized

Unsub

Track PN (track promissory note) Select to indicate how the presence of an application or promissory note determines the process level. The loan origination process checks for an application or promissory note in the Promissory Note Alt, Promissory Note Plus, and CommonLine PNote – Stafford pages.components. For example, if you are originating a combination Stafford loan (subsidized or unsubsidized) and you have received the promissory note prior to originating the loan, you would select the check box to originate the loan with the process level of Guarantee Only. However, if you are originating without an application or promissory note, you can set *Print and Guarantee* as your process level.

Proc Level (process level) Select the loan processing level that the loan destination performs for the corresponding loan category. Select from:

Direct: Select for direct loans.

Guarantee Only: Select to have the service provider guarantee the loans only.

Guarantee and Print Appl: Select to have the service provider guarantee the loan and print and mail a promissory note to the borrower.

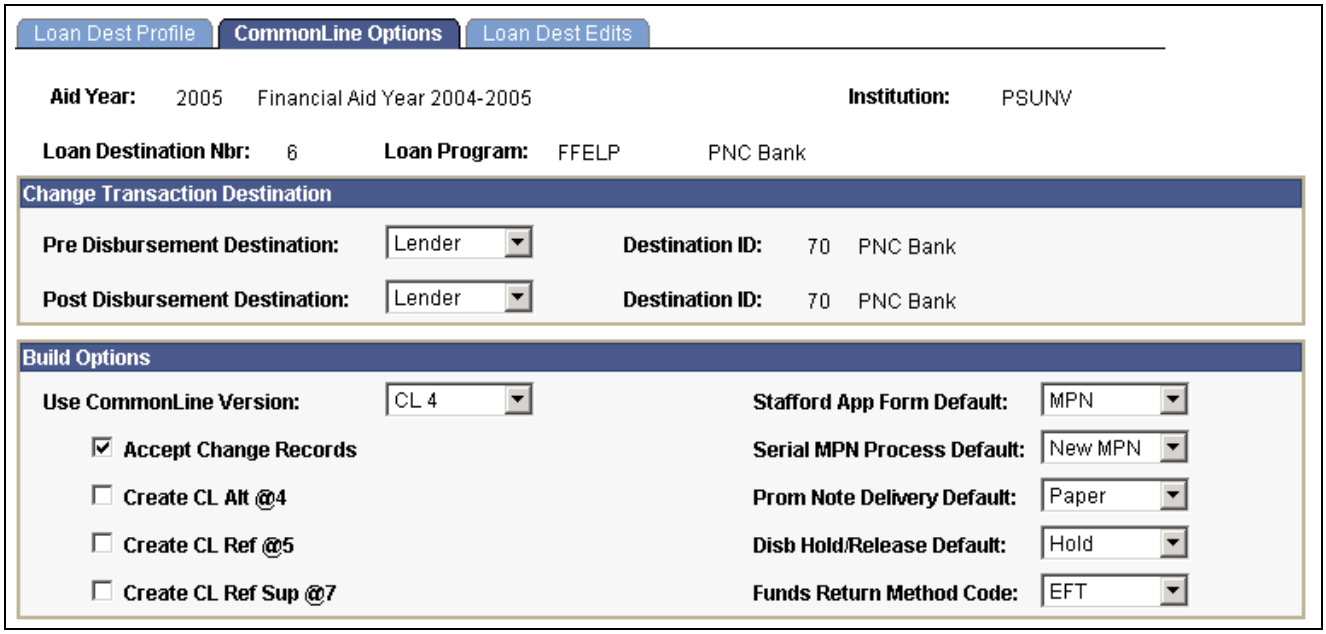
Manual: Select if the borrower wants to use a lender unable to take electronic applications using CommonLine.

Print and Guarantee: Select to have the service provider print and mail a promissory note to the borrower and guarantee the resulting loan after receipt of the promissory note.

School Cert request: Select if the loan destination participates in school certification request processing.

Defining CommonLine Options

Access the CommonLine Options page.



CommonLine Options page

Pre Disbursement Destination and **Post Disbursement Destination**

Designate the loan agency to receive change transaction records when a loan adjustment occurs before or after the receipt of loan funds by the school.

Use CommonLine Version

Select the CommonLine version to indicate the CommonLine application send and change transaction file format to use when creating files for the loan destination. CommonLine version 4 (CL4) is the only valid option for this component.

Accept Change Records

Select to indicate whether the loan destination can receive CommonLine 4 change transaction records. If this check box is clear, the loan origination process adjusts loan eligibility as appropriate, but the system does not generate a CommonLine 4 change transaction record for electronic transmission.

Note. Your school must notify the appropriate lending agency of changes in loan eligibility if a change transaction record cannot be sent using CommonLine procedures.

Create CL Alt @ 4 (create CommonLine alternative), **Create CL Ref @ 5** (create CommonLine reference), and **Create CL Ref Sup @ 7** (create CommonLine reference supplemental)

These check boxes identify optional CommonLine 4 application subrecords. Select to have the CommonLine outbound process build the selected records for all loans of the loan destination. You set up these file build options based on the business processes established between your school and your loan destinations.

Stafford App Form Default (Stafford application form default)

Select the type of Stafford application to use when originating a Stafford loan and when no unused tracked Stafford applications exist. Values are *MPN* (master promissory note) or *Common App* (common application). Note that the Stafford MPN is the current acceptable form for Stafford loan processing.

Serial MPN Process Default (serial master promissory note process default)

Select the serial default master promissory note process. Use *New MPN* for a new master promissory note or *Serial MPN* for serial loan processing. The default value of this field is set in the Financial Aid Installation Defaults page. You can override the value here. When you originate a Stafford loan for this destination, the system uses this default value. You can also override this setting at the loan origination level by updating the record in the Maintain Originated Loans component prior to the transmission of the loan. You can also control whether individual students can qualify for serial loan processing by updating the student's settings in the Maintain Student MPN Usage component.

Note. Originating a loan as a serial loan does not result in the loan's rejection if the borrower does not qualify. Refer to the CommonLine 4 version of the *NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual* for information about the serial loan process.

Prom Note Delivery Default (promissory note delivery default)

Select how you want promissory notes to be delivered to the borrower. Values are:

Email

Paper

Web

Note. The promissory note delivery method is agreed upon between the school and the loan destination.

Disb Hold/Release Default (disbursement hold/release default)

The system sets this field when a loan is originated. Use this field if you participate in disbursement hold and release processing with your loan destination. The default value is *No Support,*which means that the hold and release process is not supported by the loan destination. Override the default by selecting *Hold* or *Release.* A disbursement hold and release status is set for every disbursement of an originated loan. You can automatically place all disbursements on hold or release status when the loan is originated. As you approach the disbursement date, you can request the disbursements on hold to be released to your school for students who are eligible to be paid. Conversely, you can request disbursements set for release to be placed on hold for students who are not eligible to be paid. Do this by updating the student's hold or release status in the Loan Origination component. Changes to disbursement hold and release status are then communicated to the loan agency through the CommonLine V.4 Change Transaction record.

Funds Return Method Code

Select a code to indicate methods for disbursement of funds. Select from:

Borr Check (borrower check): Individual borrower checks.

EFT (electronic funds transfer): Funds moved electronically from one account to another.

Master Chk (master check): A single check to the school containing the sum of funds for all borrowers that are being disbursed to the same institution on the same day.

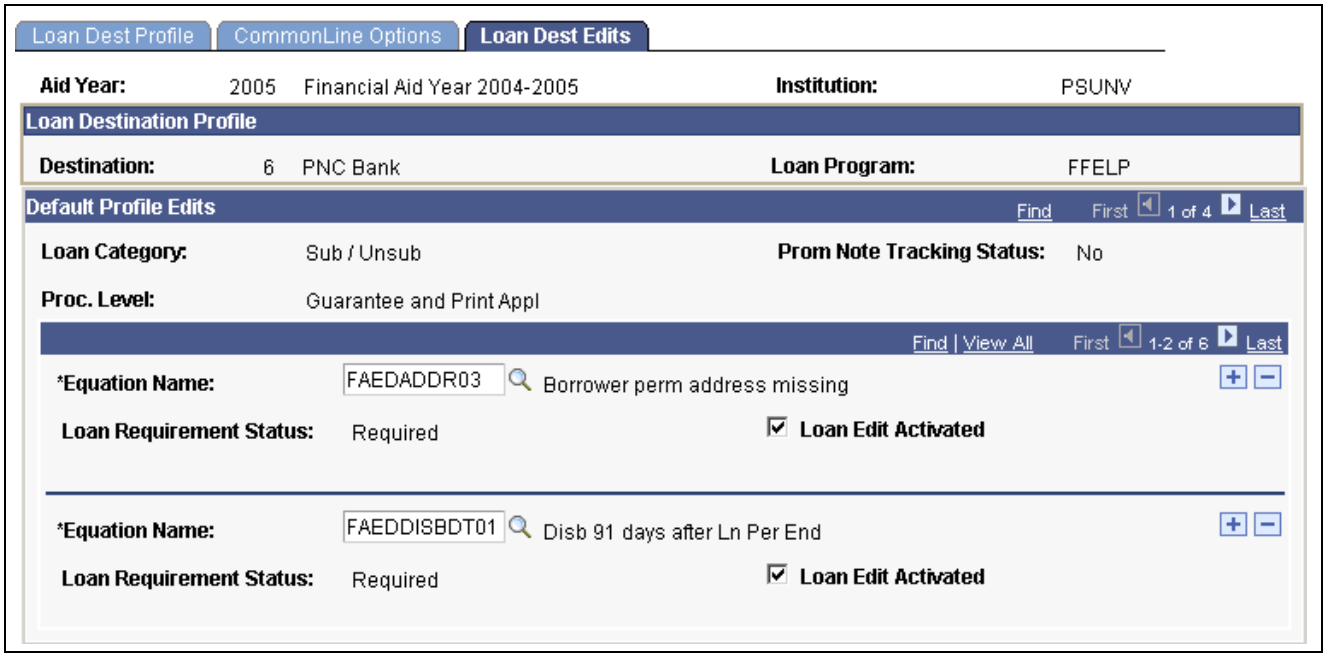
Netting: Funds that have been sent to the school electronically are reallocated for disbursement to another eligible borrower instead of being returned. The disbursing agent then deducts the adjusted amount from the total dollar amount on the next transmission of funds to the school.

See Also

NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual, CommonLine 4 Version

Defining Loan Destination Edits

Access the Loan Dest Edits page.



Loan Dest Edits page

When you define a valid loan category and processing level on the Loan Dest Profile page, it matches those parameters to a default edit profile defined in the Loan Edits Default page and automatically attaches them to the loan destination. Use this page to add, delete, or adjust the default values.

The upper portions of this page display profile information from the Loan Dest Profile page.

Equation Name Select an equation name for the edit statement. Edit statements are set up on the Loan Edits/Messages page.

Loan Requirement Status Displays*Optional, Recommended,* or *Required.*

Loan Edit Activated Select to enforce an edit. For example, a loan destination might require a signed promissory note for all loans before the start of the loan period, but might not require one after the loan period begins. If you clear this check box, the system does not look for a signed promissory note in validation.

Specifying Loan Processes

To set up loan institutions, use the Define Loan Institutions component (LOAN_INST_TABLE)

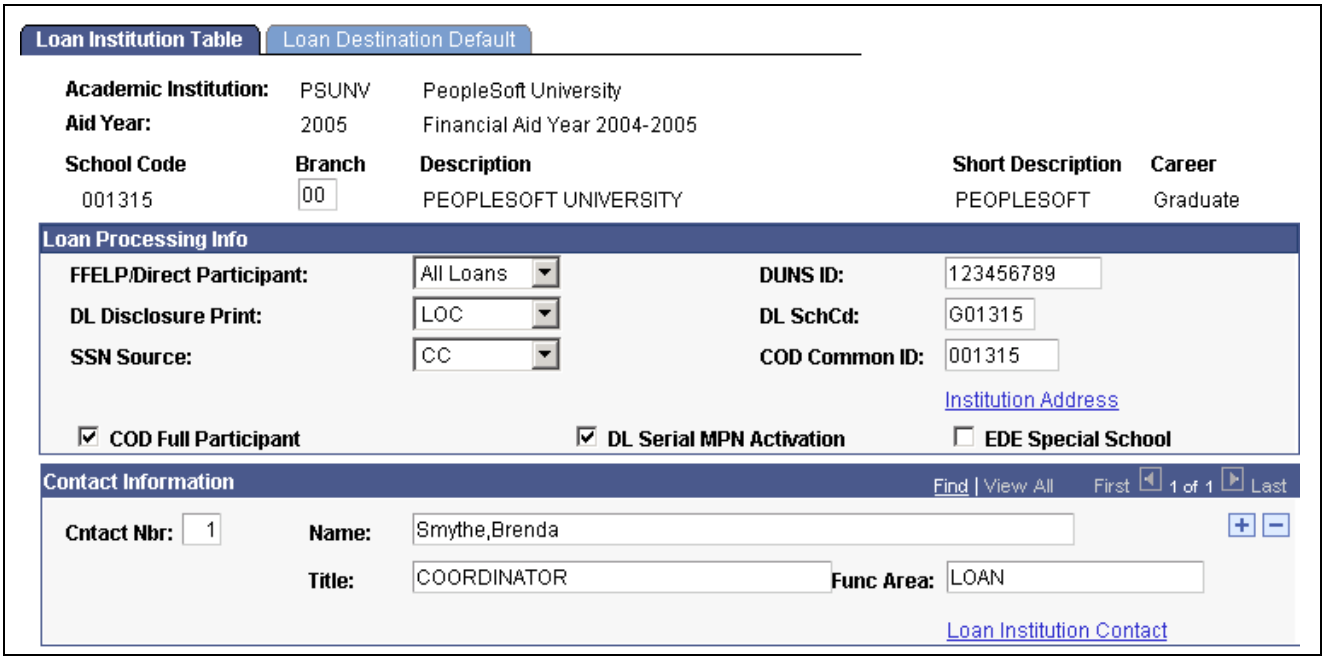
This section discusses how to set up your loan institution by specifying processes and contact information.

Pages Used to Specify Loan Processes

Page Name	Object Name	Navigation	Usage
Loan Institution Table	LOAN_INST_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Institutions, Loan Institution Table	Define how your school processes loans for the academic year. You can define loan processes for each academic career of your institution.
Loan Institution Address Information	LN_INST_ADDR_SEC	Click the Institution Address link on the Loan Institution Table page.	Enter address information for each loan institution.
Loan Institution Contact Information	LN_INST_CNTCT_SEC	Click the Loan Institution Contact link on the Loan Institution Table page.	Update the address, mailbox type, and mailbox identification.

Specifying Loan Processes

Access the Loan Institution Table page.



Loan Institution Table page

FFELP/Direct Participant Select if the loan institution can originate FFELP or direct loans, or both. Alternative loans are not affected by this setting.

DL Disclosure Print (direct lending disclosure print) For direct lending.

DL SchCd (direct lending school code) If your institution processes direct loans, enter your direct lending school code. This field is hidden if your school does not participate in the direct lending program.

SSN Source (social security number source)	For direct loan and COD processing. Select the source of the student's Social Security Number, such as from PeopleSoft Enterprise Campus Community Fundamentals.
COD Full Participant	Select if your institution is a full participant for common origination and disbursement.
DL Serial MPN Activation (direct loan serial master promissory note activation)	Select if the loan institution that you are defining uses the direct loan serial master promissory note. This field is hidden if your school does not participate in the direct lending program.
EDE Special School (electronic data express special school)	For direct loans. Select to set an identification prompt on the origination file. This is for schools approved by the Department of Education for special consideration for direct loan processing by the Loan Origination Center (LOC). Usually the default rate for the school must be lower than 10%.
Cntact Nbr (contact number)	Enter contact information for each financial aid administrator in charge of loan processing. Assign a contact number for each entry.
Institution Address	Click to access the Loan Institution Address Information page.
Loan Institution Contact	Click to access the Loan Institution Contact Information page and update the address, mailbox type, and mailbox identification.

Setting Up Loan Origination

To set up a default loan agency, use the Reassign Loan Agencies component (LN_AGENCY_DFLT) and Define Loan Institutions component (LOAN_INST_TABLE).

This section provides an overview of loan origination and discusses how to:

- Specify a default loan agency.
- Set up loan destination defaults.

Understanding Loan Origination

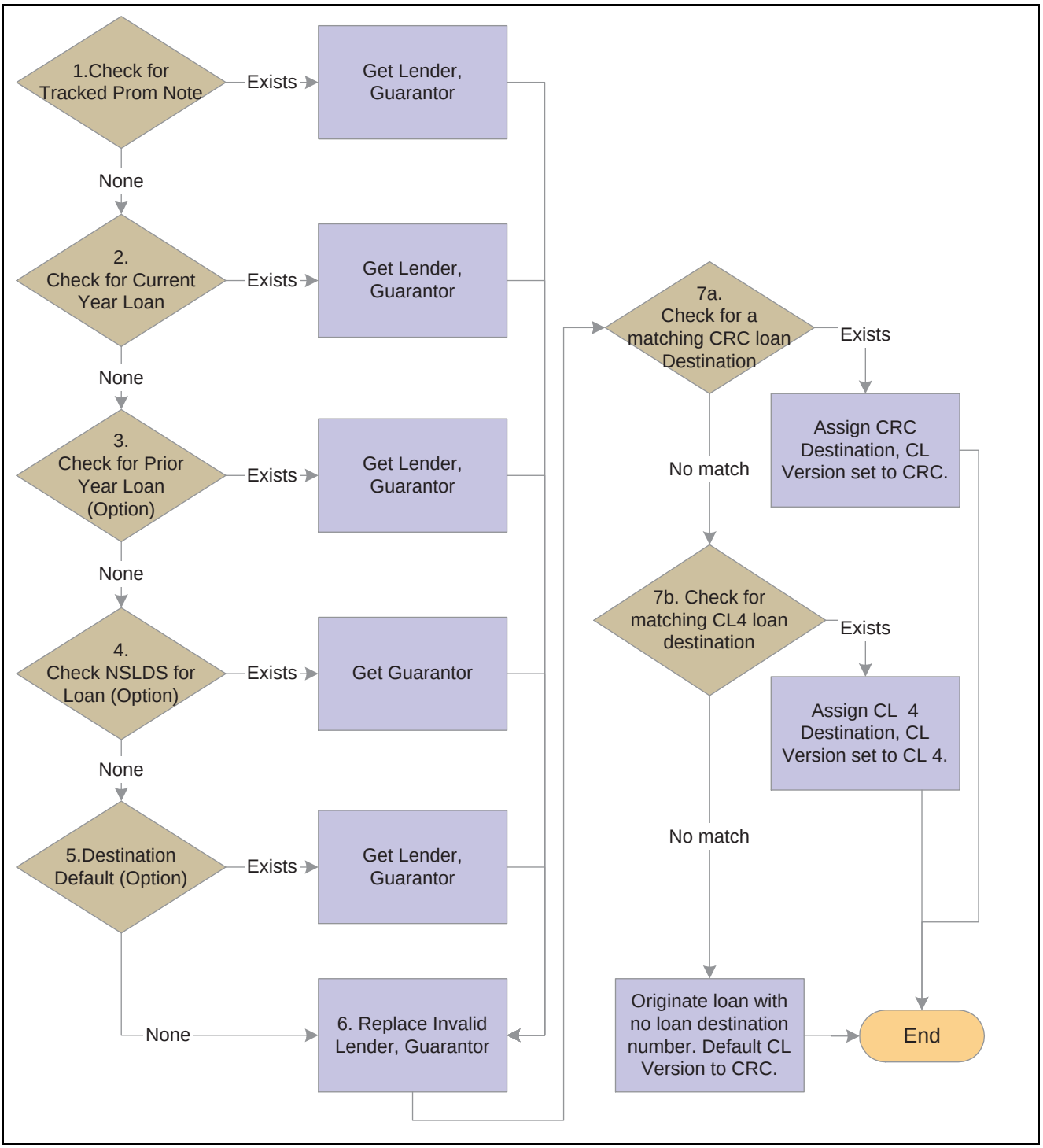
Because CommonLine 4 process levels only require a guarantor to originate a loan, the loan destination that you use to originate the loan might not be the same loan destination that you use to guarantee the loan.

Loan origination follows a seven-step process to determine the lender and guarantor and then determine the loan destination. You determine which steps to follow when you set destination defaults.

Step	What Happens	Possible Information Selected
1	If an active, unused promissory note is tracked, the process selects the designated lender and guarantor from the form used for origination. The process skips steps 2 through 5.	Lender only Guarantor only Lender and guarantor No information
2	If a matching loan is originated and guaranteed in the current aid year for the borrower, the system uses lender and guarantor from the earlier origination record, and the process skips steps 3 through 5.	Lender and guarantor No information
3	The origination process searches back one year for a prior year originated loan of the same loan type; if a prior loan is found, the process skips steps 4 and 5.	Lender and guarantor No information
4	The origination process searches the current NSLDS history to find a previously originated loan of the same loan type. A new NSLDS loan type cross reference section is available in the Loan Type Table component to facilitate this step. If a prior loan is found, the process skips step 5. **Note.** Only the guarantor is used from the NSLDS loan history.	Guarantor only No information
5	The process assigns a default destination	Lender only Guarantor only Lender and guarantor No information

Step	What Happens	Possible Information Selected
6	The process checks the validity of the selected lender and guarantor values and reassigns lender and guarantor IDs as defined in the Agency Default page.	Lender only Guarantor only Lender and guarantor No information
7	Based on the lender and guarantor information selected in the prior six steps, the loan origination process searches for a matching loan destination profile record. If one is not found, the loan is still originated, but it cannot be transmitted until a loan destination is assigned.	Loan destination No destination

The following chart illustrates the process.



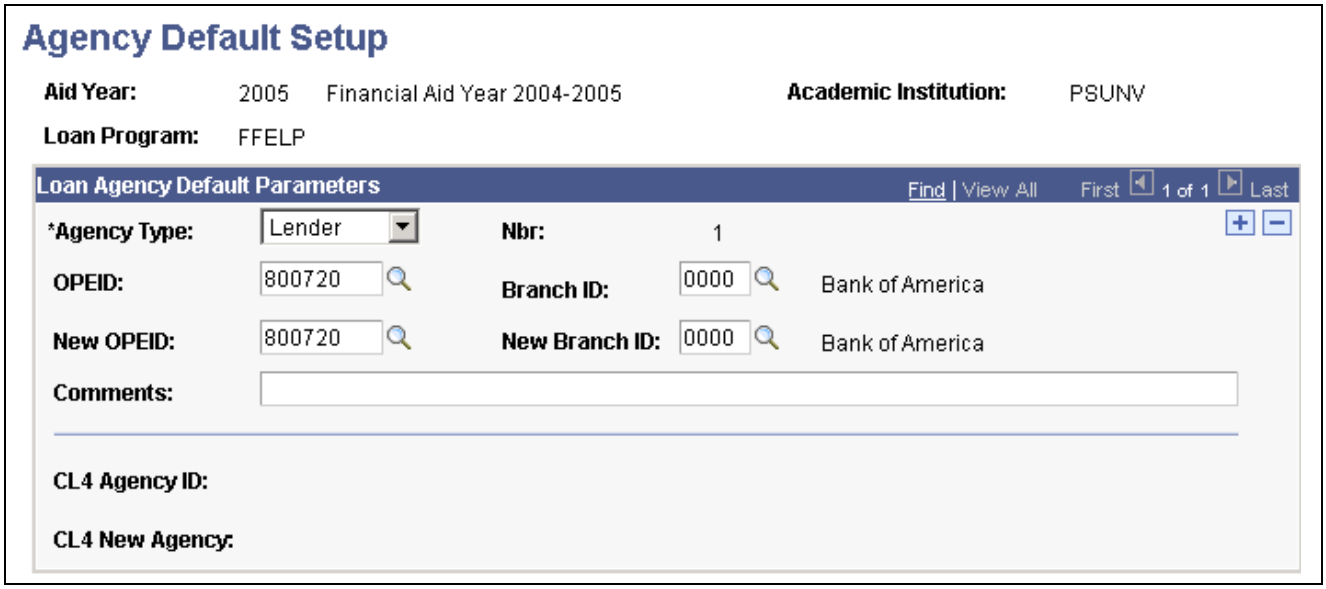
Process flow to determine loan destination

Pages Used to Set Up Loan Origination

Page Name	Object Name	Navigation	Usage
Agency Default Setup	LN_AGENCY_DFLT	Set Up SACR, Product Related, Financial Aid, Loans, Reassign Loan Agencies, Agency Default Setup	Identify a default agency if the borrower does not select a lender, guarantor, or servicer. Identify lenders, guarantors, or servicers that are no longer in service and have them replaced automatically with a new agency when a loan is originated.
Loan Destination Default	LOAN_INST_TABLE2	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Institutions, Loan Destination Default	Set up default parameters for loan destination.

Specifying a Default Loan Agency

Access the Agency Default Setup page.



Agency Default Setup page

Agency Type Select from:

Guar/Ins (guarantor/insurer

Lender

Servicer

OPEID (office of postsecondary education identifier) Select the office of postsecondary education identifier.

To assign a default loan agency, leave this field blank.

New OPEID Enter the agency to replace the previous agency, or the default agency if you left the OPEID field blank.

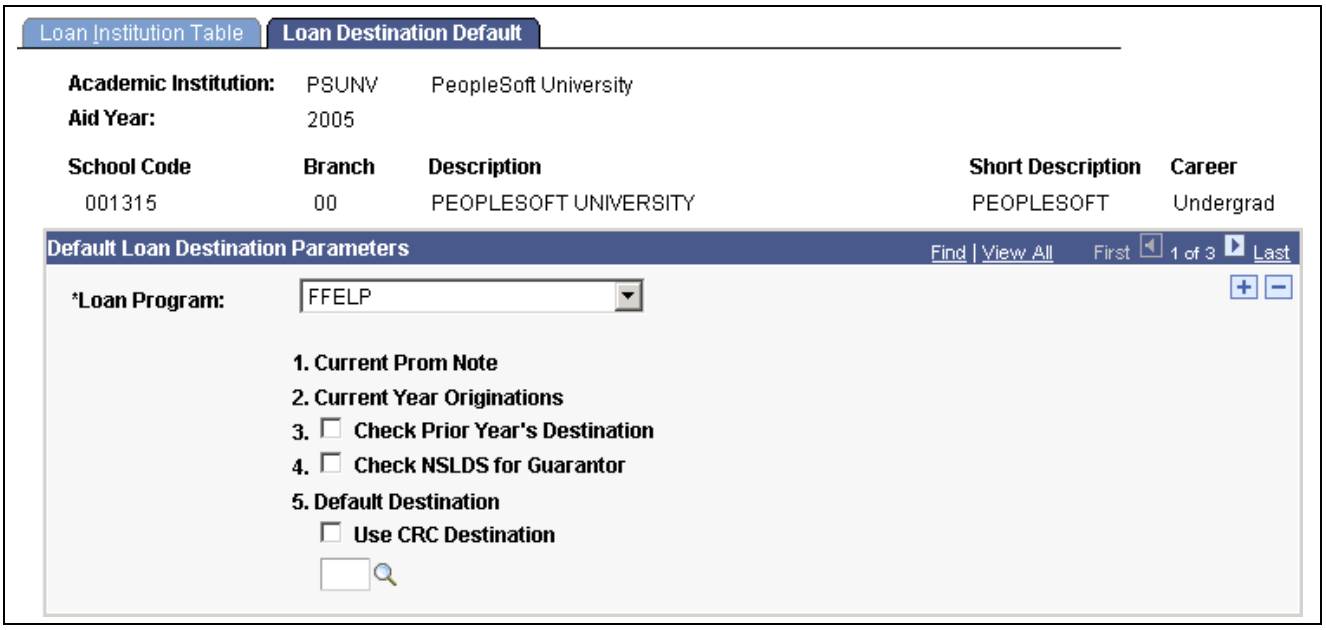
Note. The source of valid values for the OPEID and New OPEID field are defined in the Create CRC Loan Participant component.

CL4 Agency ID Displays the ID and agency name.

CL4 New Agency Displays the ID and name for the new agency.

Setting Up Loan Destination Defaults

Access the Loan Destination Default page.



Loan Destination Default page

The order in which the system chooses the loan destination for the student is as follows: Current Promissory Note, Current Year Originations, Check Prior Year Originations, Check NSLDS for Guarantor, Default Destination.

Loan Program Values are:

Alternative

Direct

FFELP

Health

Perkins

State

University

Current Prom Note (current promissory note) and **Current Year Originations** The loan origination process always performs these steps.

Check Prior Year's Origination and **Check NSLDS for Guarantor**	Select to have the system perform these steps.
Default Destination	If nothing results from the first four search methods, the system uses this default destination. The field allows you to select from the CommonLine 4 loan destination profile numbers. Selecting the Use CRC Destination (common record commonline destination) check box allows the selection of CRC loan destination profile numbers.
Use CRC Destination	Select to use CRC destination.

Setting Up Process Demographic Data

To set up process demographic data, use the Define Demographic Data Use component (FA_PRCSDEMO_TBL), Address Usage Table component (FA_PRCSDEMO_TBL), and Name Usage Table component (NAME_USAGE_TABLE).

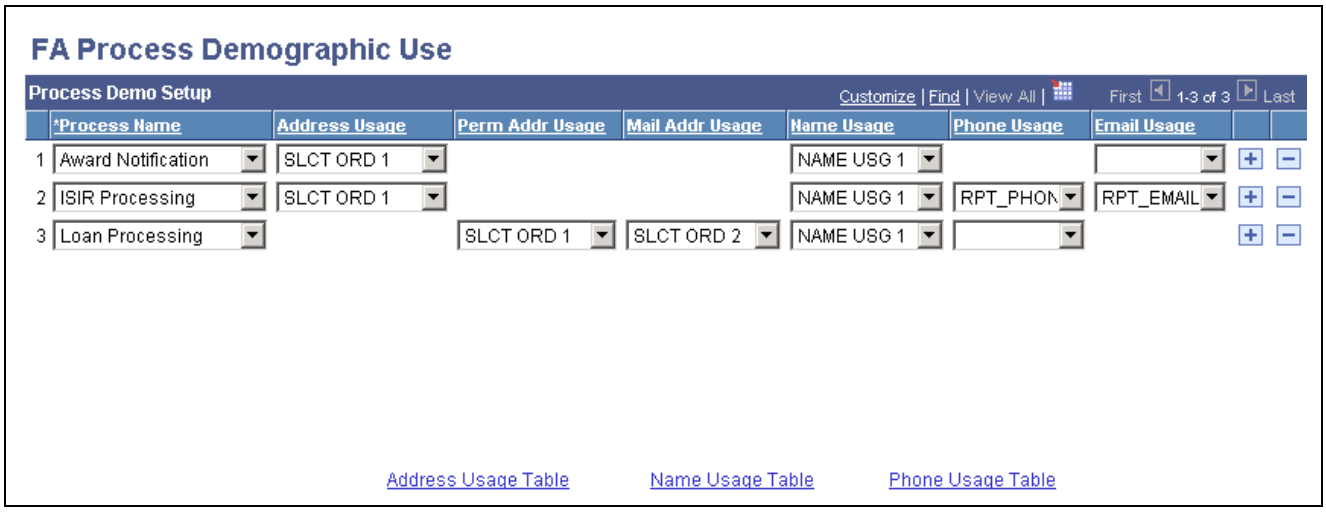
This section discusses how to set up process demographic data.

Pages Used to Set Up Process Demographic Data

Page Name	Object Name	Navigation	Usage
FA Process Demographic Use	FA_PRCSDEMO_TBL	Set Up SACR, Product Related, Financial Aid, Define Demographic Data Use, FA Process Demographic Use	Indicate where to retrieve the student demographic information for loan processing. The loan origination process extracts borrowers' demographic information from Campus Community.
Address Usage	ADDR_USAGE_TABLE	• Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Address Usage Table, Address Usage • Click the Address Usage Table link on the FA Process Demographic Use page.	Define or review address and email usages by specifying hierarchies of address types to search for and use in a specific usage.
Name Usage Table	NAME_USAGE_TABLE	• Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Name Usage Table, Name Usage • Click the Name Usage Table link on the FA Process Demographic Use page.	Define name usages to specify the hierarchies of name types that you want to use in a specific usage.
Phone Usage	PHONE_USAGE_TABLE	• Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Phone Usage Table, Phone Usage • Click the Phone Usage Table link on the FA Process Demographic Use page.	Define phone usages to specify the hierarchies of telephone types to search for and use in a specific usage.

Setting Up Process Demographic Data

Access the FA Process Demographic Use page.



FA Process Demographic Use page

The system displays settings defined in Campus Community setup.

Address Usage Use to select the address usage table setting defined in Campus Community for use by the associated process. Not used for loans.

Perm Addr Usage (permanent address usage) Used to select the address usage table settings defined in Campus Community setup to determine the address type.

Mail Addr Usage (mail address usage) Used to select the address usage table settings defined in Campus Community setup to determine the address type.

Name Usage Used to select the name usage table settings defined in Campus Community setup to determine the name for the associated process. For loans, this is used to select the student and borrower names.

Phone Usage . Used to select the phone usage table settings defined in Campus Community setup to determine the phone number for the associated process.

Email Usage Indicates the type of email address, such as home, business, dorm, or campus. Used to select email usage table settings defined in Campus Community setup for use by the associated process.

Address Usage Table Click to access the Address Usage page to define or review address usages.

Name Usage Table Click to access the Name Usage page to define or review name usages.

Phone Usage Table Click to access the Phone Usage page to define or review phone usages.

Note. Email address usages are defined in the Address Usage Table.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Designing Campus Community," Establishing Name Usages

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Designing Campus Community," Establishing Address Usages

Setting Up Electronic Data Interchange

To set up electronic data interchange, use the Entity Codes component (EC_ENTITY_CODE_TBL), Define EDI Business Unit component (FA_EDI_DEST), Internal Partners component (EC_INT_PARTNER_DEF), External Partners component (EC_EXT_PARTNER_DEF), Maintain Loan Transfer ID component (LN_XFER_FILE_ID)

This section provides an overview of EDI Manager and describes how to:

- Create electronic data interchange (EDI) entity codes.
- Set up Financial Aid EDI destinations.
- Set up EDI partner profiles.
- Set up profile defaults.
- Set up EDI internal partners.
- Set up EDI external partners.
- Set up loan transfer IDs.

Understanding EDI Manager

You use EDI Manager to set up and maintain data about trading partners and to define data mapping between transaction files and the tables in your database. EDI is a standard means of exchanging data electronically. When you initiate a transaction, the system extracts the transaction data from your database and translates it into a common EDI format. Financial Aid uses EDI Manager to generate files formatted for CommonLine 4 and federal direct lending.

To send records to your trading partners:

1. Run a process to gather the data files that are ready to be transmitted.

   The process moves all applicable data to EDI outbound staging tables.

2. Run an EDI Manager process to convert the data to flat files.

To receive records from your trading partners, run an EDI process to deposit the files into EDI inbound staging tables and then run a separate process to move the files into the database.

Pages Used to Set Up Electronic Data Interchange

Page Name	Object Name	Navigation	Usage
EC Entity Code Tbl (electronic commerce entity code table)	EC_ENTITY_CODE_TBL	PeopleTools, EDI Manager, Set Up Trading Partners, Entity Codes, EC Entity Code Tbl	Create an entity code for an internal trading partner.
Financial Aid EDI Destination	FA_EDI_DEST	Set Up SACR, Product Related, Financial Aid, File Management, Define EDI Business Unit, Financial Aid EDI Destination	Create an entity to represent your financial aid business office as an EDI destination. PeopleSoft provides a predefined value of FABU.
Profile Definition	EC_TP_PROFILE_1	PeopleTools, EDI Manager, Define EDI Transactions, Partner Profiles, Profile Definition	Set up EDI partner profiles. Control how outbound files are processed.
Output Message Header/Footer	EC_MESSAGE	Click the Message button on the Profile Definition page.	Designate a message header and footer.
Profile Defaults	EC_TP_PROFILE_2	PeopleTools, EDI Manager, Define EDI Transactions, Partner Profiles, Profile Defaults	Set up your default partner profiles.
EC Int Partner Def (electronic commerce internal partner definition)	EC_INT_PARTNER_DEF	PeopleTools, EDI Manager, Set Up Trading Partners, Internal Partners, Ec Int Partner Def	Set up internal EDI recipients, such as the Financial Aid Office.
EC Ext Partner Def (electronic commerce external partner definition)	EC_EXT_PARTNER_DEF	PeopleTools, EDI Manager, Set Up Trading Partners, External Partners, Ec ExtPartner Def	Set up external EDI trading partners.
Loan Transfer IDs	LN_XFER_ID_UPDT	Set Up SACR, Product Related, Financial Aid, Loans, Maintain Loan Transfer ID, Loan Transfer IDs	Set up loan transfer IDs to pass information to EDI Manager for all outbound loan file transactions.
Loan Transfer ID Table	LN_XFER_ID_TBL	Financial Aid, Loans, View Loan Transfer ID Records, Loan Transfer ID Table	View loan transfer IDs and descriptions.

Creating EDI Entity Codes

Access the EC Entity Code Tbl page.

EC Entity Code Tbl page

Entity codes define the internal and external entities that are involved in the EDI process. For loan processing, external trading partners are the loan destinations, and internal trading partners are the schools.

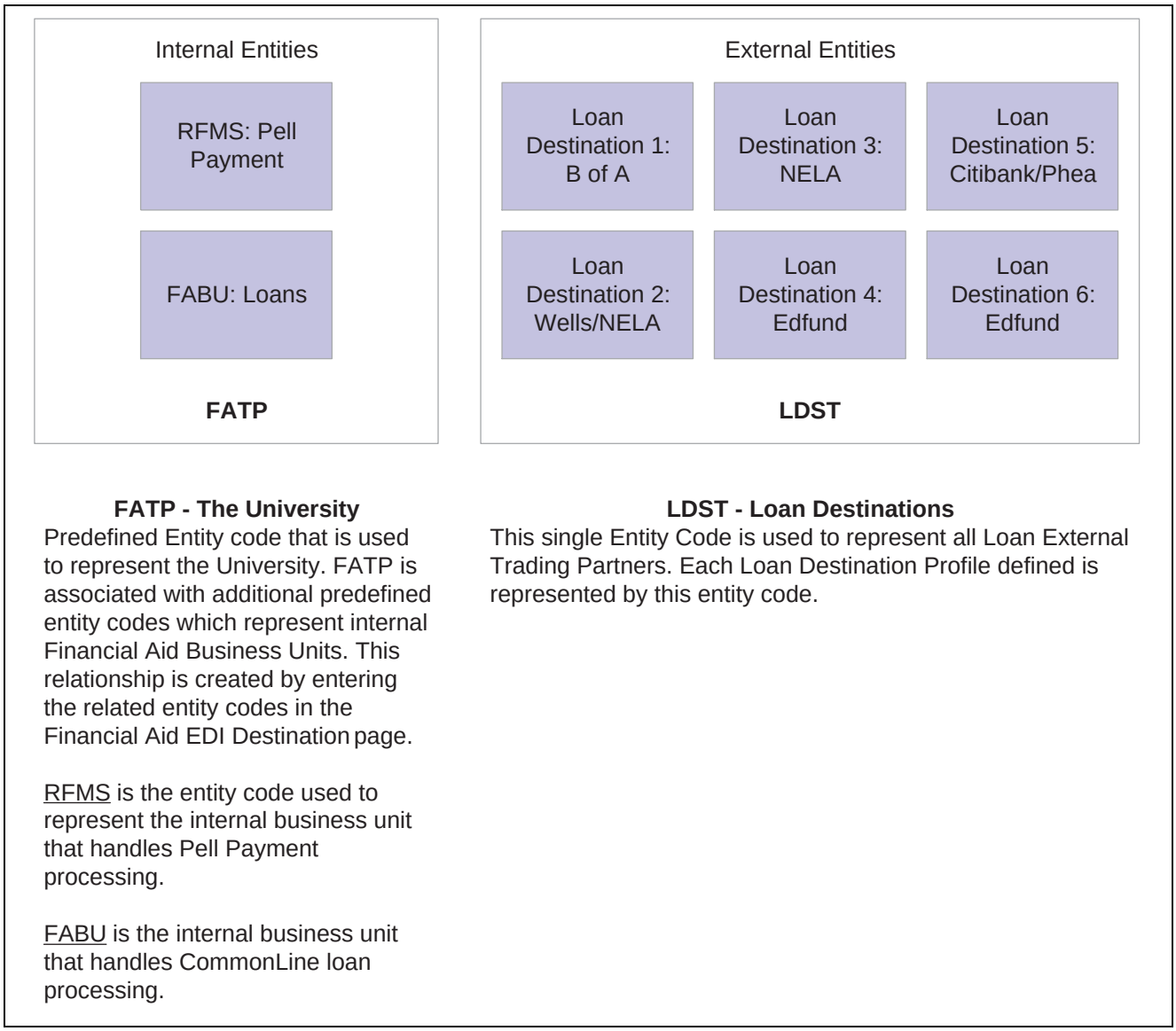
To create an entity code, enter the page in Add mode.

PeopleSoft Entity Code Enter a code to identify external or internal trading partners.

Record (Table) Name Select the table where data for loan participants in the process are located. For loan processing, indicate where the loan destination profile and loan institution information are located. You must create your own database record or view with the appropriate loan trading partners.

External Entity Select if this entity controls external partners.

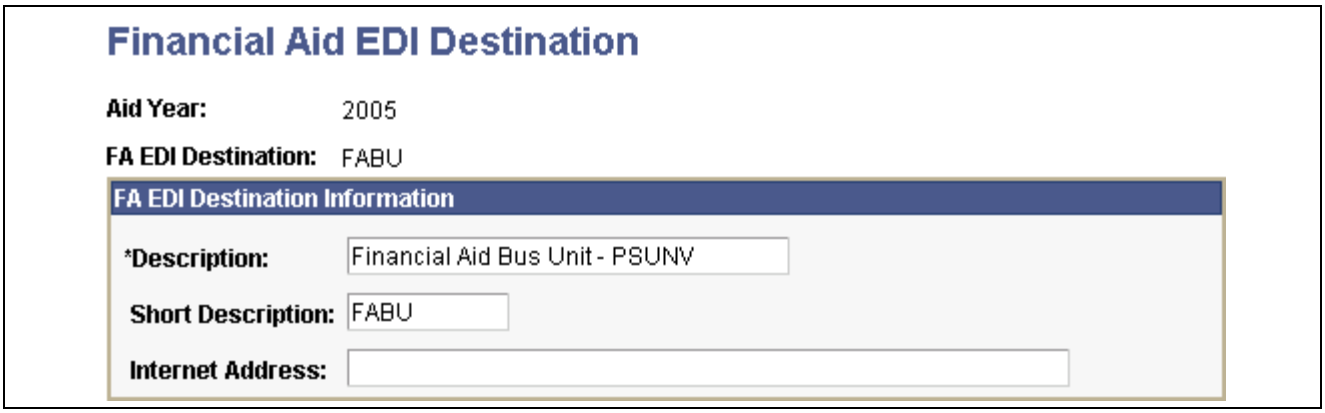
PeopleSoft provides predefined entity codes. Use FABU for school loan offices and LDST for loan destinations. The following illustration shows internal and external entities and codes.



EDI Entity Codes for CommonLine 4

Setting Up Financial Aid EDI Destinations

Access the Financial Aid EDI Destination page.



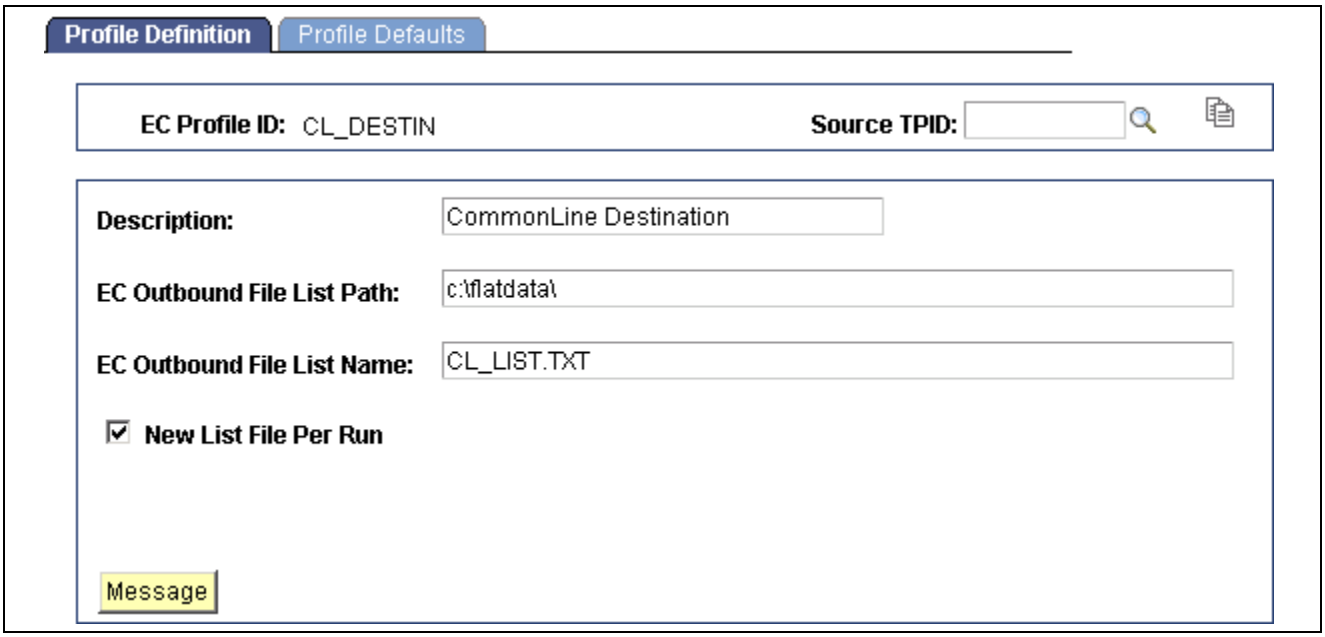
Financial Aid EDI Destination page

Enter the Description, Short Description, and Internet Address to set up your FA EDI destinations.

Note. To restrict your outbound files using a setID, enter your setID value as the destination instead of the FABU entity code.

Setting Up EDI Partner Profiles

Access the Profile Definition page.



Profile Definition page

Financial Aid uses the EDI partner profile to control the location of created EDI files. A list of all created files can also be generated. PeopleSoft provides a predefined EDI partner profile: CL_DESTIN.

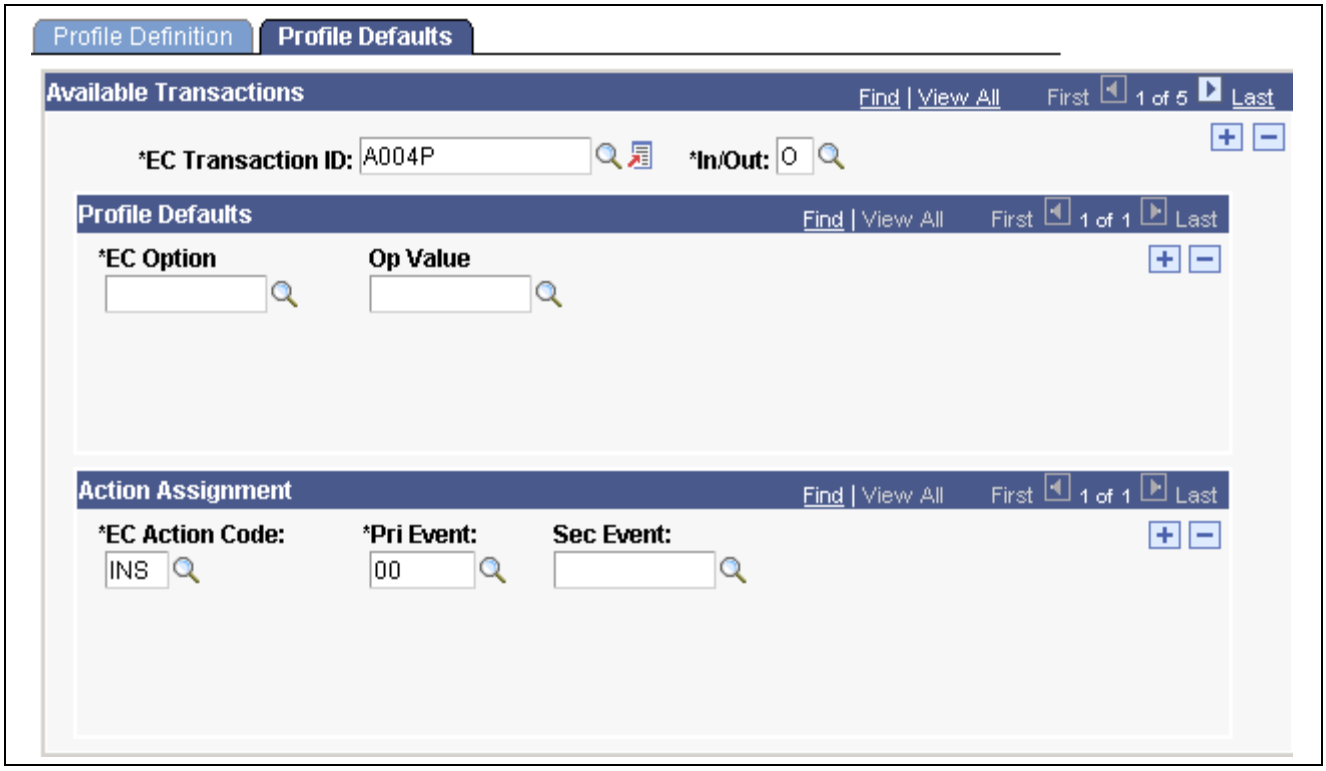
You might want to create an EDI partner profile for each loan destination. For example, you might place files from each bank in a separate directory.

EC Profile ID (electronic commerce profile identification) Identifies the electronic commerce profile. The EDI Partner Profile component creates profile ID records.

Source TPID	Copy information from an existing EC profile ID. Select the source TPID and click the Copy button.
EC Outbound File List Path	Specify the directory to which you want EDI Manager to write outbound files.
EC Outbound File List Name	Specify the name of the file that lists all outbound files.
New List File Per Run	Select to refresh the file list each time that you run the EC outbound agent.
Message	Click to access the Output Message Header/Footer page and designate a message header and footer.

Setting Up Profile Defaults

Access the Profile Defaults page.

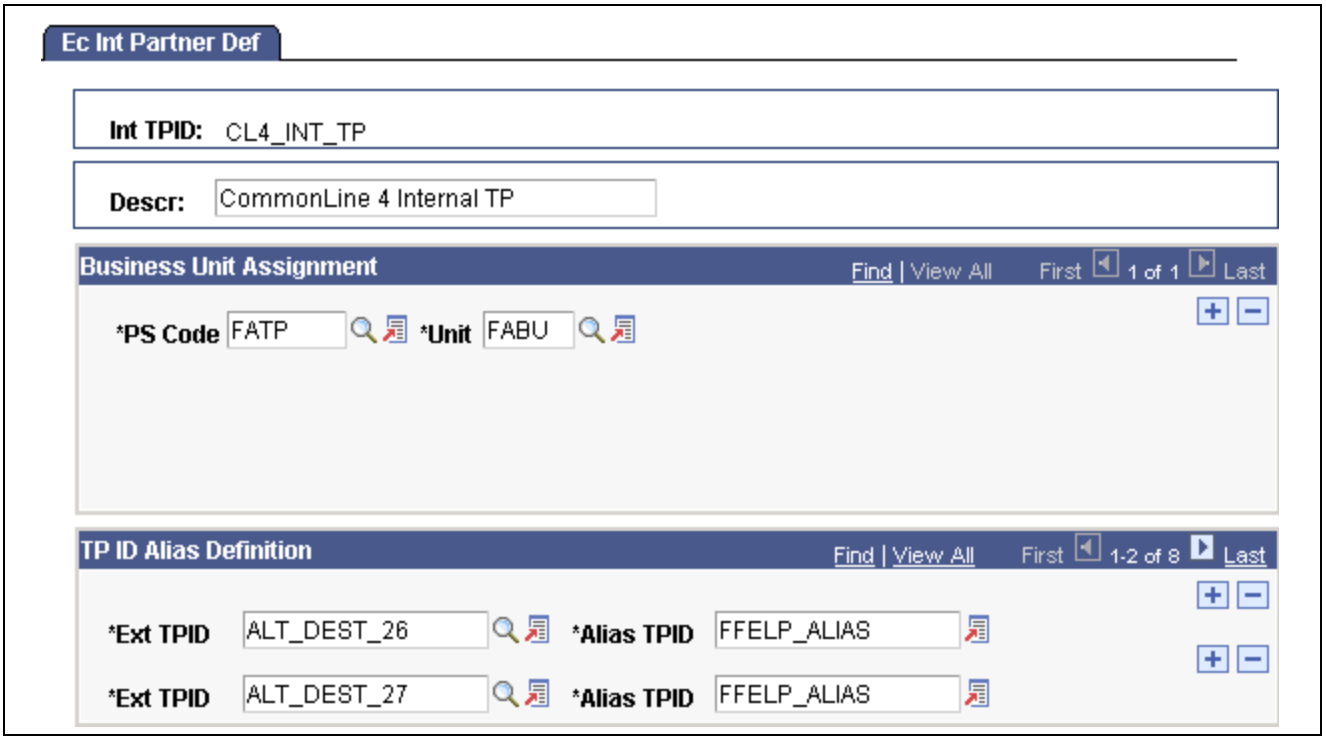


Profile Defaults page

EC Transaction ID (electronic commerce transaction identification)	Select an EDI transaction set ID to create the outbound or inbound file.
In/Out	Indicate whether the process is inbound *(I)* or outbound *(O)*.
Pri Event (primary event)	Indicate the status of the transaction, such as new transaction, cancellation, duplicate, status request, and so on. The system assigns the primary event code. These codes are also called purpose codes.
Sec Event (secondary event)	Indicate the type of transaction. Not all transaction types include secondary event codes. These codes are also called transaction codes.

Setting Up EDI Internal Partners

Access the EC Int Partner Def page.



EC Int Partner Def page

PeopleSoft provides a predefined internal trading partner for CommonLine processing: CL4_INT_TP. You can use this record to complete your EDI Manager setup or you can create your own internal trading partner record.

Int TPID (internal trading partner identification) — Displays the internal trading partner ID.

PS Code (PeopleSoft code) — Indicates the EDI entity code that identifies the financial aid-related business units at the school, FATP.

Unit — Select the internal financial aid EDI destinations that you set up in the FA EDI Destination page. Use the default value *FABU* or select the unit value that you created for your institution.

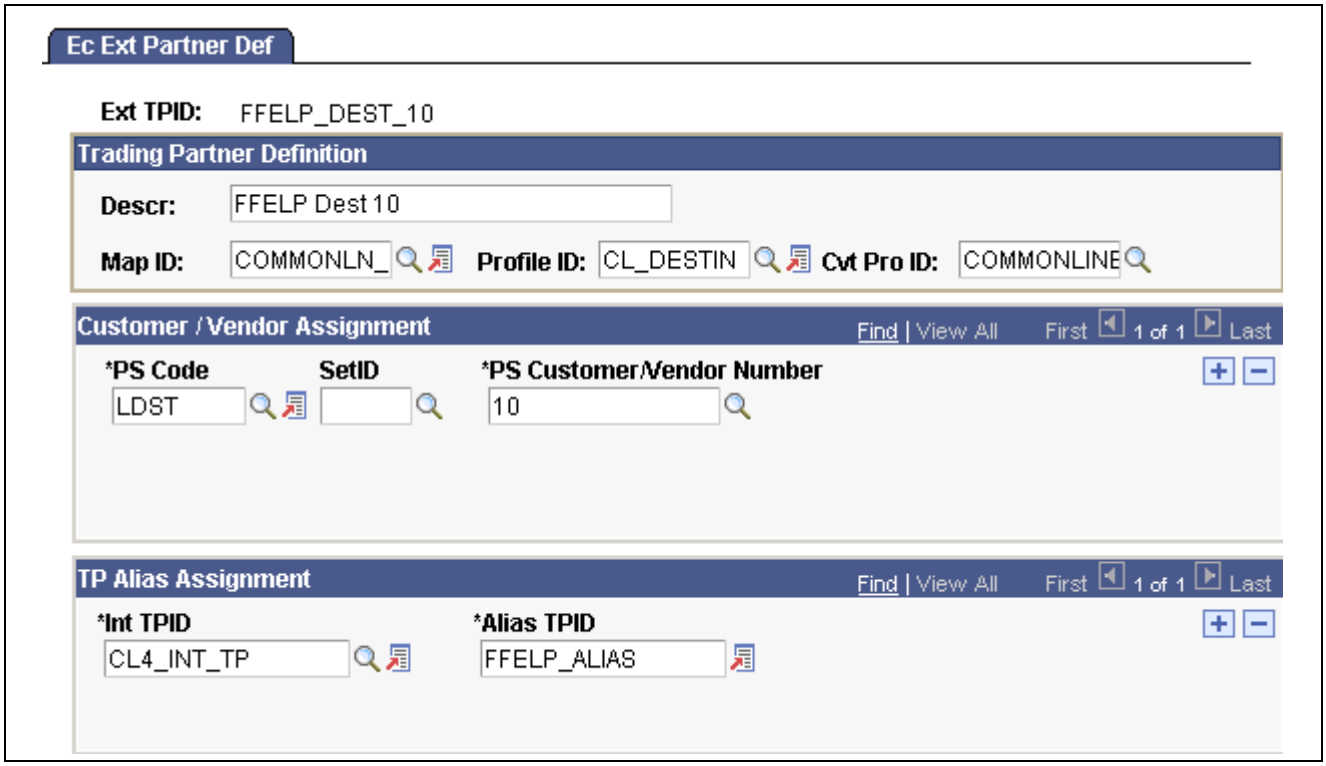
Ext TPID (external trading partner identification) — Indicate the external trading partner ID with whom this internal partner exchanges data. This field cannot be completed until the EC Ext Partner Def page is set up. The system populates the corresponding section on the EC Ext Partner Def page with the EDI internal partner values.

Note. If you are creating the internal trading partner for the first time, leave this section blank until you have created external trading partners. When you create external trading partners, the system populates this section with external trading partner information.

Alias TPID (alias trading partner identification) — Enter an alias code or the name used for your external trading partner. In the example page, an alias trading partner ID called FFELP_ALIAS has been created.

Setting Up EDI External Partners

Access the EC Ext Partner Def page.



EC Ext Partner Def page

An external trading partner record must exist for each loan destination that receives CommonLine application send files. To better organize external trading partners, include the loan program and destination number as part of the external trading partner ID.

Trading Partner Definition

Map ID Select the EDI data map set to use. Use the following value to create CommonLine 4 files:

COMMONLN_4: Contains data maps formatted for CommonLine 4.

Profile ID Select an ID to define EDI outbound file creation parameters for the external trading partner. Profile ID records are created with the EDI Partner Profile page. For CommonLine, the predefined value, *CL_DESTIN ID* defines where loan files generated by running the EDI outbound file build process should be deposited. Be sure to assign the correct profile ID value if you have created additional partner profiles for external trading partners.

Cvt Pro Ids (conversion data profile IDs) Select a conversion data profile ID to assign data conversion rules for different EDI transactions. You should always use the delivered CommonLine ID. Select:

COMMONLINE: CommonLine data conversion.

Customer/Vendor Assignment

PS Code	Select the EDI entity code that represents your external trading partners. You should use the predefined code *LDST*.
SetID	Leave this field blank if you are not using a setID to control EDI outbound files. If you use a setID, it must match the financial aid business unit entity code defined in the FA EDI Destination page.
PS Customer/Vendor Number	Select a loan destination. The destination only works if you use LDST for your PS Code value.
Int TPID (internal trading partner identification)	Select the internal trading partner ID that you have set up on the EDI Internal Trading Partner page.
Alias TPID (alias trading partner identification)	This field forms part of a link between external and internal EDI trading partners.

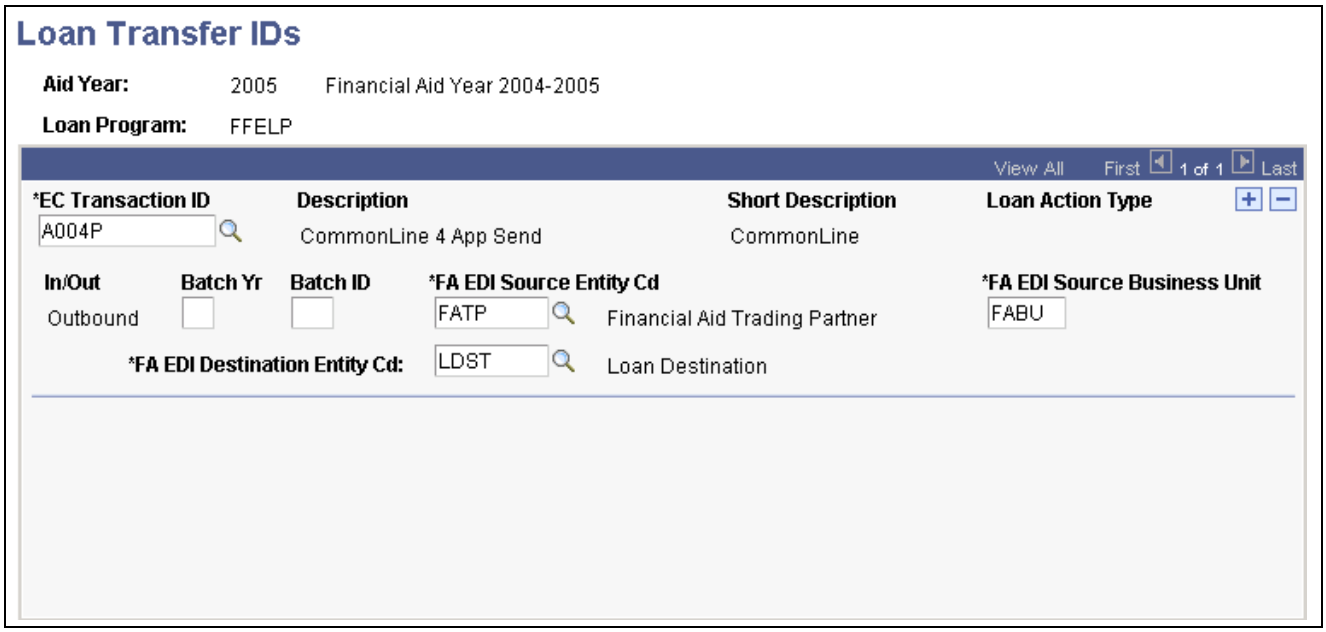
Note. For CommonLine loan processing, you must use the designated alias trading partner ID at your institution consistently for all CommonLine external trading partners. For example, the example page shown uses an ID of FFELP_ALIAS. This value is used for all CommonLine external trading partners.

After you complete the setup of an external trading partner record, the system updates the internal trading partner record with the external trading partner information. You can view this in the TP ID Alias Definition section of the EC Int Partner Def page.

This setup creates the linkage between the internal trading partner (the school), external trading partners (the loan destinations), and the EDI transaction sets (EDI data maps) to run when you create CommonLine application and change files.

Setting Up Loan Transfer IDs

Access the Loan Transfer IDs page.



Loan Transfer IDs page

The following table lists the outbound EC transaction IDs for CommonLine FFELP and alternative loan programs.

EC Transaction ID	Description	Direction
A004P	CommonLine 4 App Send	Outbound
C004P	CommonLine 4 Change Send	Outbound

EC Transaction ID (electronic commerce transaction identification) Select the electronic commerce transaction identification from the available options.

Loan Action Type This field is not used for CommonLine.

In/Out Indicates whether the file is inbound or outbound.

Batch Yr (batch year) Enter the last digit of the appropriate aid year.

Batch ID Always enter 4P This is a CommonLine 4 requirement.

FA EDI Source Entity Cd (FA EDI source entity code) Identify the appropriate code for your institution. For most institutions, the source entity code is *FATP*.

FA EDI Source Business Unit The system populates this field after you select an EDI source entity code. The default value should be *FABU*. This field enables EDI Manager to retrieve and generate the appropriate file structure.

FA EDI Destination Entity Cd (FA EDI destination entity code) Identify the appropriate code for the loan destination. For most institutions, the source destination code is *LDST*.

Reviewing Loan Action Codes

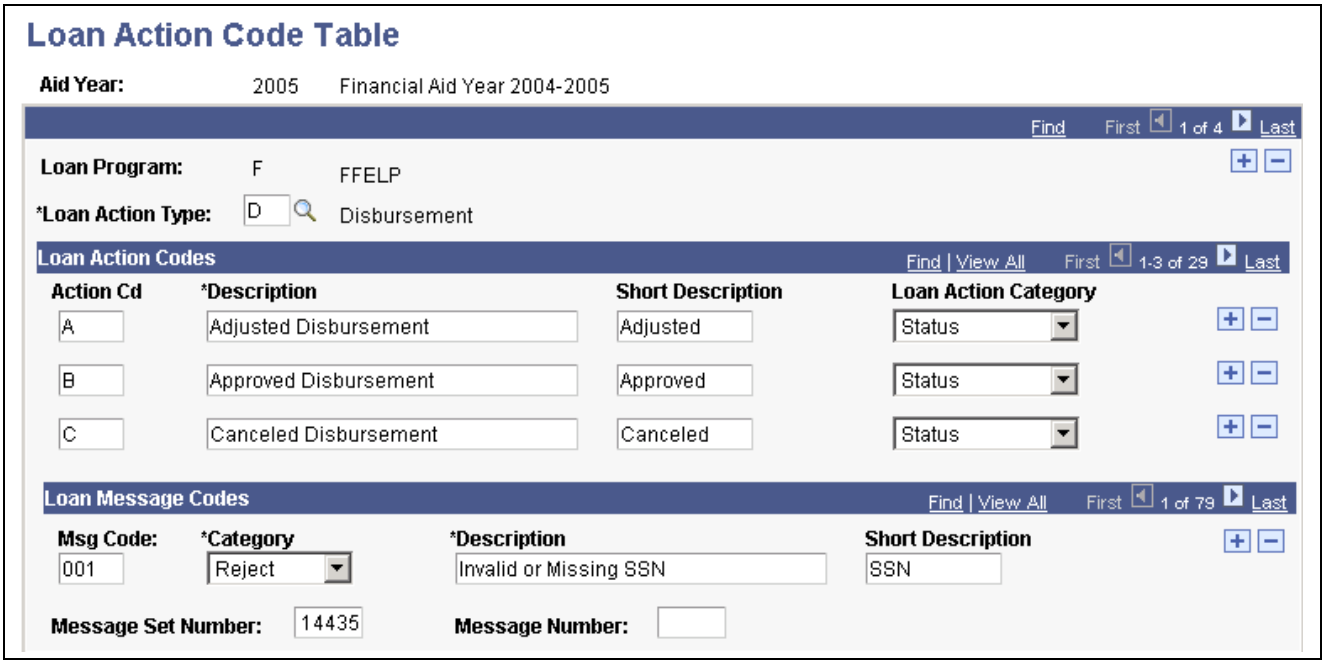
This section discusses how to view loan action codes.

Pages Used to Review Loan Action Codes

Page Name	Object Name	Navigation	Usage
Loan Action Code Table	PS_LOAN_ACTNCD_WK00	Set Up SACR, Product Related, Financial Aid, Loans, Maintain Loan Action Codes, Loan Action Code Table	View loan action codes and messages for a specific aid year and loan program.
Loan Action Codes	LOAN_ACTNCD_TBL	Financial Aid, Loans, View Loan Action Codes, Loan Action Codes	View loan action codes and descriptions.

Viewing Loan Action Codes

Access the Loan Action Code Table page.



Loan Action Code Table page

You can modify their descriptions, but do not add or delete loan action codes and messages. The four loan action types are:

Disbursement

Origination

Promissory Note

Reconciliation

Loan Message Codes	Loan message codes are received by the school from the sending loan agency and are not generated by PeopleSoft loan processes.
Message Set Number and **Message Number**	These fields are used only by direct lending processes.

CHAPTER 8

Setting Up Common Record CommonLine (CRC)

This chapter discusses how to:

- Set up loan participants for CRC.
- Set up loan types for CRC.
- Set up loan validation edits for CRC.
- Select equations for the hold and release process for CRC.
- Create loan destinations for CRC.
- Specify loan processes for CRC.
- Set up loan origination for CRC.
- Set up process demographic data for CRC.
- Review loan action codes for CRC.

Common Element Used in this Chapter

OPEID (office of postsecondary education identifier)	An identifier assigned to a school by the Department of Education.

Setting Up Loan Participants for CRC

To set up loan participants for CRC, use the Create CRC Loan Participants component (SFA_CRC_DEST_ID).

Participants in the loan process include lenders, guarantors, and loan servicers. To streamline the loan process, identify all loan participants and understand their electronic loan processing requirements and agreements with your institution. The loan participants tables are not institution or aid year specific.

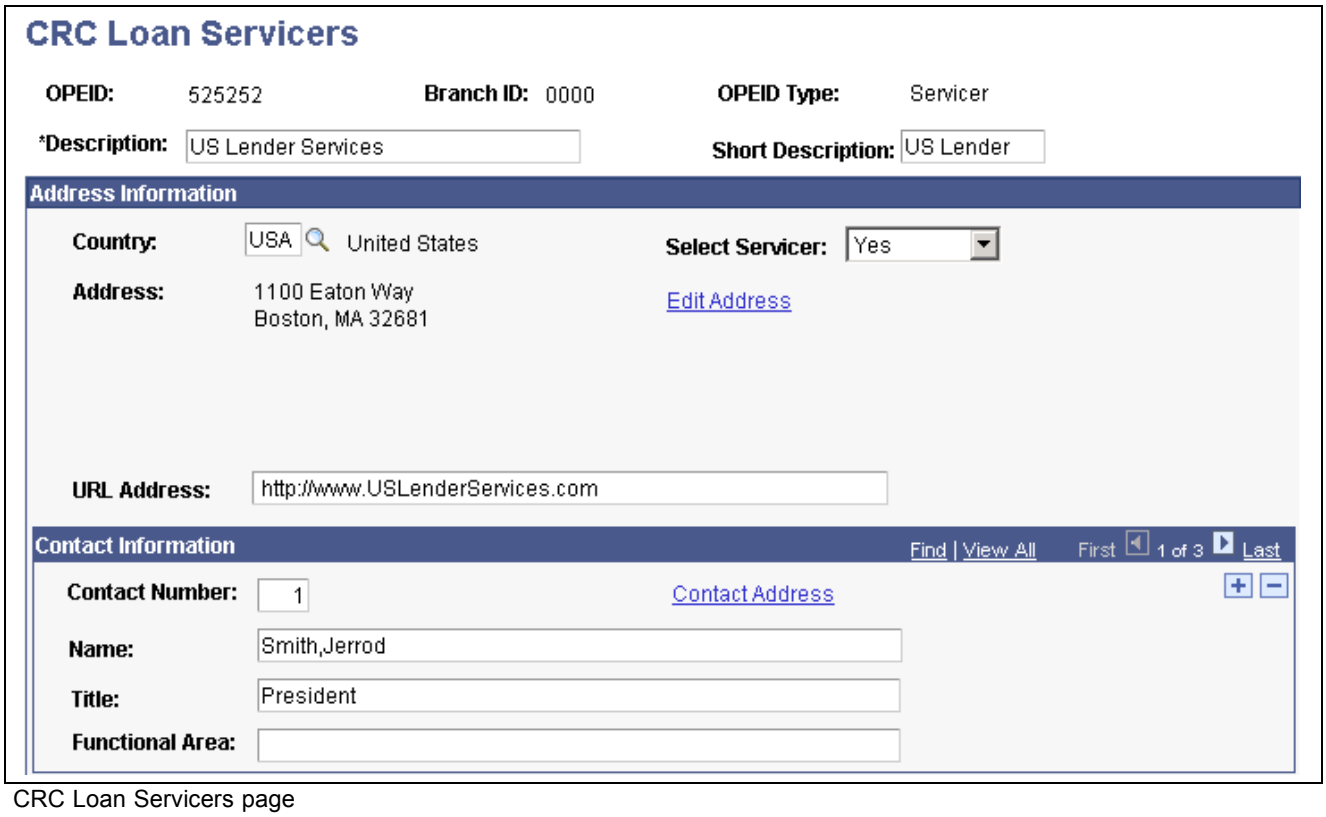
This section discusses how to set up guarantors, lenders, and servicers.

Pages Used to Set Up Loan Participants

Page Name	Object Name	Navigation	Usage
CRC Loan Servicers	SFA_CRC_DEST_ID	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Create CRC Loan Participants, CRC Loan Servicers	View, update, or add guarantor, lender, or servicer information for your institution.
Edit Address	EO_ADDR_USA_SEC	Click the Edit Address link on the CRC Loan Servicers page.	Edit or view guarantor, lender, or servicer address information.
Lender Contact Information	SFA_CRC_DESTCT_SEC	Click the Contact Address link on the CRC Loan Servicers page.	Edit or view the country, mailing address, and email address.

Setting Up Guarantors, Lenders, and Servicers for CRC

Access the CRC Loan Servicers page.



CRC Loan Servicers page

Use this page to add your guarantors, lenders, and servicers.

OPEID (office of postsecondary education identifier) Displays an eight-digit alphanumeric identifier assigned to a federal student aid participant by the Department of Education.

OPEID Type (office of postsecondary education identifier)	Displays the type of lending participant (guarantor, lender, or servicer) for which you are adding information.
Select Servicer	Indicates whether the loan servicer is selected to be an active business partner with the school. Select *Yes* or *No*.
Preferred Lender	Select this check box to indicate whether the servicer is a preferred lender of the school. This field is only available for lenders and does not display for other OPEID types.
Edit Address	Click to access the Edit Address page to review or update address information.
Contact Address	Click to review or update contact information.

Setting Up Loan Types for CRC

To set up loan types for CRC, use the Create Loan Types component (LOAN_TYPE).

This section discusses how to:

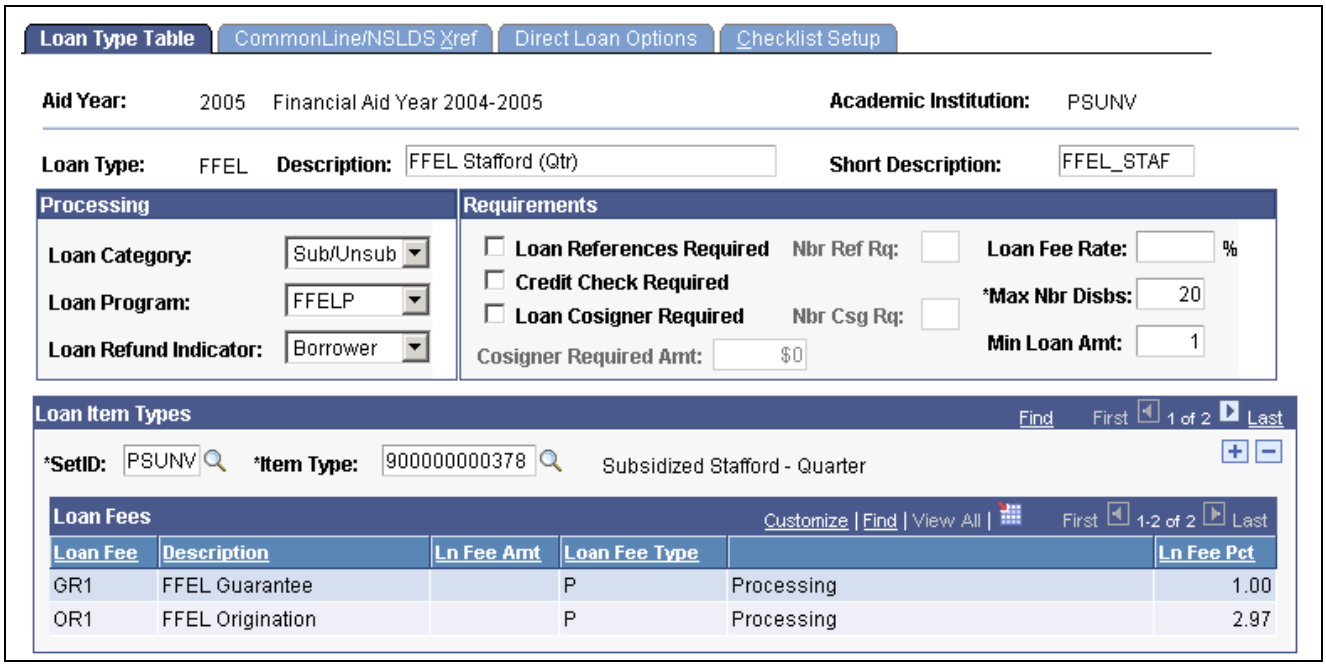
- Define loan types.
- Link federal loan types with NSLDS loan history information.
- Assign checklists.

Pages Used to Set Up Loan Types

Page Name	Object Name	Navigation	Usage
Loan Type Table	LOAN_TYPE_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, Loan Type Table	Define the types of loans your institution uses in the loan origination process.
CommonLine/NSLDS Xref	LOAN_TYPE_TABLE2	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, CommonLine/NSLDS Xref	Link federal loan types defined for CommonLine processing with the borrower's loans reported by the NSLDS.
Checklist Setup	LOAN_TYPE_DOCUMENT	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, Checklist Setup	Associate a checklist to be generated when a loan is originated.

Defining Loan Types

Access the Loan Type Table page.



Loan Type Table page

When you set up a loan financial aid item type, you include specific conditions for processing the loan. You must complete the Loan Type Table page to complete the setup. Loan types are used for both CL 4 and CRC.

Processing

Loan Category Select from:

Alt Loan (alternative loan)

PLUS

Sub/Unsub (subsidized/unsubsidized)

Subsidized

Unsubsidized

Loan Program Select from:

Alternative

Direct

FFELP

Health

Perkins

State

University

For example, to set up Stafford loans processed through CommonLine, the loan category is Sub/Unsub and the loan program is FFELP. To set up an alternative loan program processed through CommonLine, the loan category is Alt Loan (alternative loan), and the loan program is Alternative.

Loan Refund Indicator Select from:

Borrower: Select to have the borrower of the loan receive any refunds or overage. For example, the borrower could be a parent or guardian for a PLUS loan.

Student: Select to have the student to receive any refunds from the loan.

You can override this field at the loan application level. Designating the student as the recipient for PLUS refunds requires additional setup in PeopleSoft Enterprise Student Financials.

Requirements

The system enforces the selected requirements during loan origination and validation.

Loan References Required Enter reference information on the CommonLine Promissory Note PLUS/Alt and Originate Loans components. Enter the number of references required in the Nbr Ref Rq (number of references required) field.

Nbr Ref Rq (number of references required) Enter the number of references required if you selected the Loan References Required check box.

Credit Check Required Select to require a credit check.

Loan Cosigner Required If you select this check box, enter the number of cosigners required in the Nbr Csg Rq (number cosigners required) field.

Nbr Csg Rq (number cosigners required) Enter the number of cosigners required if you selected the Cosigner Required Amount check box.

Cosigner Required Amount Enter the minimum loan amount requiring a cosigner. Enter cosigner information on the CommonLine Promissory Note PLUS/Alt and Originate Loans components. This setting is enforced by the loan servicer.

Loan Fee Rate Enter the loan fee rate to print on the promissory note for this loan type. Ensure that the loan fee rate matches the loan fee setup for the item type that you associate with this loan type.

Max Nbr Disbs (maximum number disbursements) Indicates the maximum amount of disbursements.

Min Loan Amt (minimum loan amount) Indicates the smallest amount for which a loan can be originated.

Loan Item Types

Select a setID and an item type. You can have multiple item types associated with the same loan type. You cannot share item types across multiple loan types. For example, to define FFELP Stafford loans where the loan category is Sub/Unsub, enter the subsidized and unsubsidized item types.

Note. Based on the business processes defined by your institution, you may need to create multiple loan types for the same loan program.

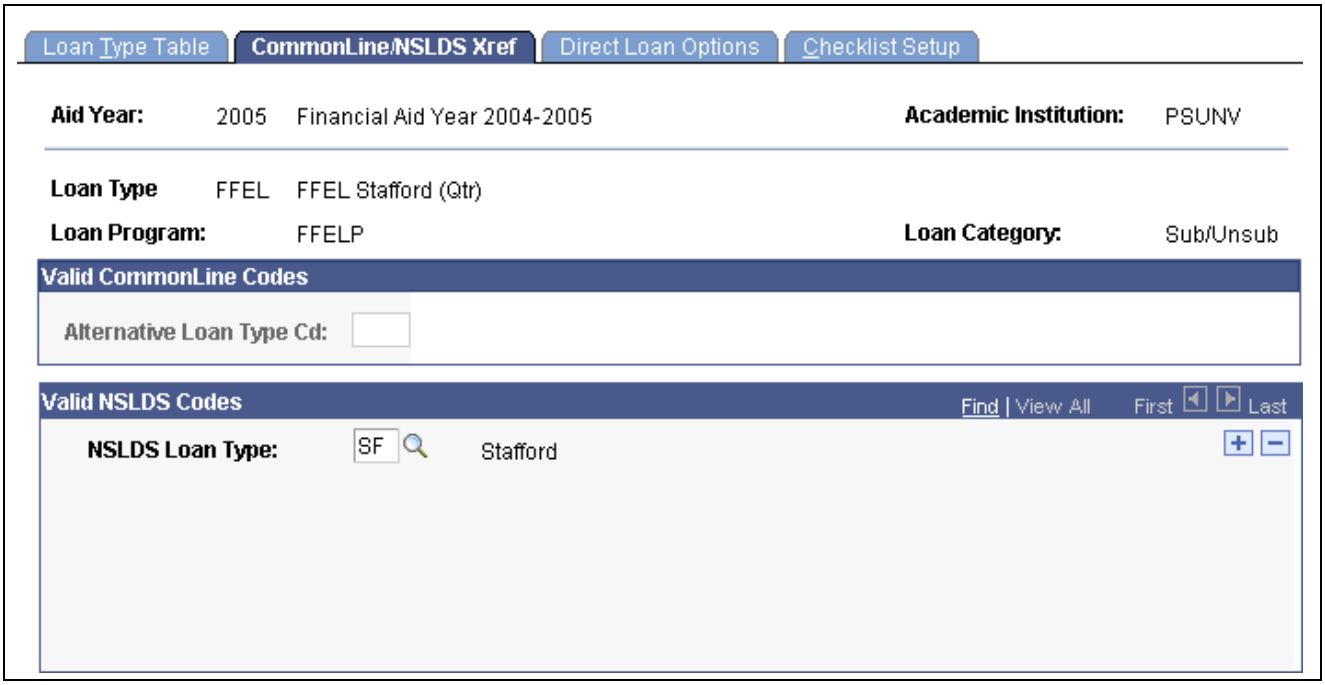
The system displays the type loan fee, loan fee amount, fee type, and loan fee percent for the item type selected. These values are associated with the item type when you set up the financial aid item type on the Loan Fee Table page.

See Also

Chapter 5, "Setting Up Packaging Basics," Attaching Loan Fees, page 113

Linking CommonLine Loan Types to NSLDS Loan History Information

Access the CommonLine/NSLDS Xref page.



CommonLine/NSLDS Xref page

When you originate a CommonLine loan, the system uses the information set up on this page to search for similar loans in the borrower's NSLDS history. If a prior loan is found, the system uses the prior loan information to derive the new loan's destination. This optional feature can be set up in the Loan Institution setup page.

Alternative Loan Type Cd (alternative loan type code) — Indicates a code to notify loan agencies the type of alternative loan. Alternative loan codes are assigned by NCHELP.

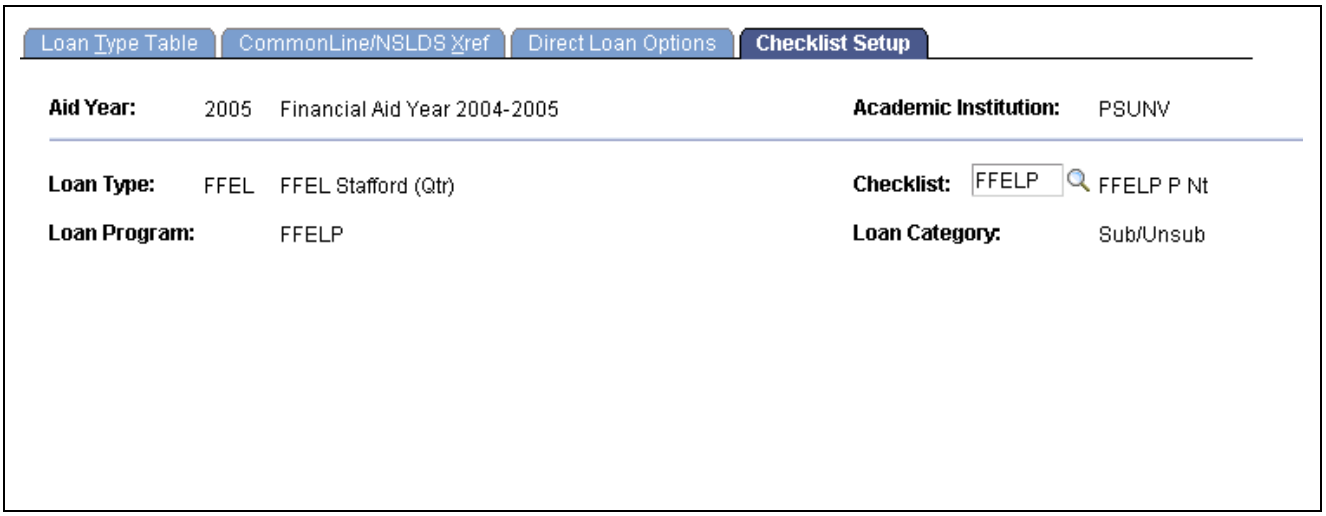
NSLDS Loan Type — Select a loan type to translate the NSLDS loan type that's defined in the NSLDS tables.

See Also

http://committees.nchelp.org/esc/default.aspx

Assigning Checklists

Access the Checklist Setup page.



Checklist Setup page

The values of the Loan Type, Loan Program, and Loan Ctgry (loan category) fields are based on the aid year and academic institution that you selected to access the page.

Checklist Select a checklist to be created when a loan is originated.

Note. For Direct Loan, the system does not generate an assigned checklist during loan origination. It generates an assigned checklist when you run the print promissory note process.

Setting Up Loan Validation Edits for CRC

To set up loan validation edits for CRC, use the Maintain CRC Loan Edits component (SFA_CRC_EDITS) and Create Loan Edit Sets component (SFA_CRC_EDITDFT).

This section provides an overview and discusses how to:

- Define validation edit messages.
- Create loan validation edit sets.

See Also

Equation Engine Programmer's Guide

Understanding Loan Validation Edits

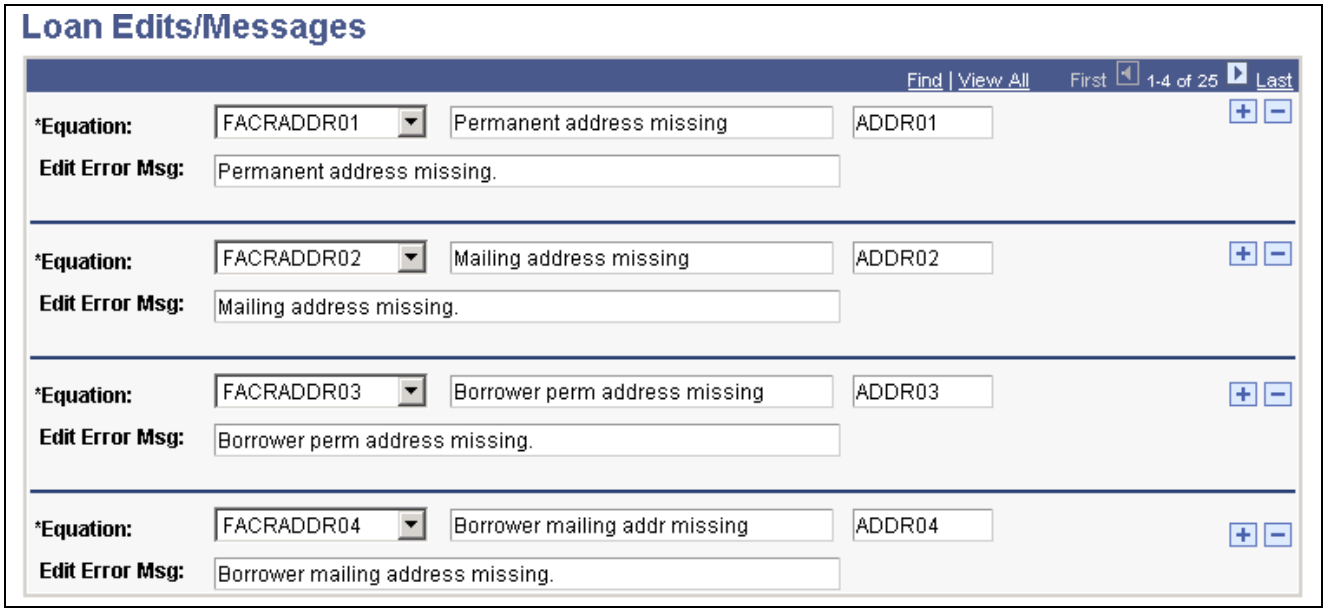
Loan edits verify that the loan origination data is valid for transmission to the receiving loan agency. All CommonLine loan validation edits must be defined in the Loan Edits/Message Table page. Financial Aid delivers a core set of edits to be used during loan validation. All CommonLine loan edits are equations written using the Equation Engine. There are separate edits created for both CRC and CL 4 loans. You can use the Equation Engine to create or modify equations to support loan agencies that are not defined as a CommonLine standard.

Pages Used to Set Up Loan Validation Edits

Page Name	Object Name	Navigation	Usage
Loan Edits/Messages	SFA_CRC_EDITS	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Maintain CRC Loan Edits	View delivered edits and error messages used in loan validation. You must correct all loan errors before loan data can be selected for outbound processing. You can modify the message text.
Loan Edit Defaults	SFA_CRC_EDITDFT	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Create CRC Loan Edit Sets	Create loan validation edit sets that are used when constructing loan destination profile records. Loan edit default sets are logical sets of edits that can be executed based on loan program, loan category and process level. Once added to a loan destination, you can further modify the edit sets to function according to the loan destination's business rules.

Defining Validation Edit Messages

Access the Loan Edits/Messages page.



Loan Edits/Messages page

This page comes preloaded by PeopleSoft. Review and update edit error messages as needed. New loan edits created with the Equation Engine must be added to this page for the loan validation process to use them. Use the Equation field to select an Equation Engine equation.

The Loan Orig Edit Errors (loan origination edit errors) page in the Maintain Originated Loans component (SFA_CRC_ORIG) displays any edit errors encountered during the loan origination process.

Predefined errors are described in the table below.

Equation	Description	Cause	Resolution
FACRADDR01	Permanent address missing.	Used for alternative/PLUS loans. A valid permanent address cannot be found for the student. The address type is based on the FA Process Demographic Use page permanent address usage setting.	Add a valid address that can be used as the permanent address on the Addresses page or modify the permanent address usage setting to select one of the student's existing addresses.
FACRADDR02	Mailing address missing.	Used for alternative/PLUS loans. A valid mailing address cannot be found for the student. The address type is based on the FA Process Demographic Use page mail address usage setting.	Add a valid address that can be used as the mailing address on the Addresses page or modify the mailing address usage setting to select one of the student's existing addresses.
FACRADDR03	Borrower perm address missing.	A valid permanent address cannot be found for the borrower. The address type is based on the FA Process Demographic Use page permanent address usage setting.	Add a valid address to the borrow ID that can be used as the permanent address on the Addresses page or modify the permanent address usage setting to select one of the student's existing addresses.
FACRADDR04	Borrower mail address missing.	A valid mailing address cannot be found. The address type is based on the FA Process Demographic Use page mail address usage setting.	Add a valid address that can be used as the mailing address on the Addresses page or modify the mailing address usage setting to select one of the student's existing addresses.
FACRBORROW01	Loan borrower not defined.	Used for PLUS loans. The Borrower ID field in the Maintain Originated Loans component is blank.	Enter the correct ID on the Loan Origination 1 page. Parent borrowers must already be defined in PeopleSoft Enterprise Campus Community Fundamentals.

Equation	Description	Cause	Resolution
FACRCHNG01	Loan increase with undisbursed check.	Used for change transactions. A post disbursement change transaction is generated and an undisbursed check exists for the loan.	Disburse the funds to the student account or return the funds to the lender.
FACRCOSIGN01	No cosigners - cosigners required.	Used for alternative loans. If cosigners are required for the loan type, the edit verifies that the required number of cosigners are not defined in the Relationships page for the student and are also assigned to the loan.	Add the missing cosigners in the Relationships page and Maintain Originated Loans component.
FACRCOSIGN02	Cosigner signature required.	Used primarily for alternative loans. Cosigner signatures have not been entered in the Enter Alt Loan Prom Notes page.	Fix the data on the Alt Loan Prom Notes page.
FACRDEBT01	Total student loan debt required.	Used for alternative loans. The total loan debt on the Maintain Originated Loans component is 0, and there is NSLDS loan history.	Update the total loan debt in the Maintain Originated Loan component using the Loan Demographic Data page.
FACRDEPSTAT1	Dependency Status missing.	The student's federal dependency status was missing when the loan was originated.	Use the Loan Demographic Data page to update the dependency status in the Maintain Originated Loan component.
FACRDEST01	Loan destination is zero missing.	The loan destination is not assigned after the loan has been originated. This edit is always executed by the loan validation process and cannot be deactivated.	Assign a loan destination in the Loan Origination 1 page.
FACRDISBDT01	Disbursement more than 90 days after loan period end.	A disbursement date is set for greater than 90 days beyond the loan period end date.	Change the date on the Loan Origination 2 page.

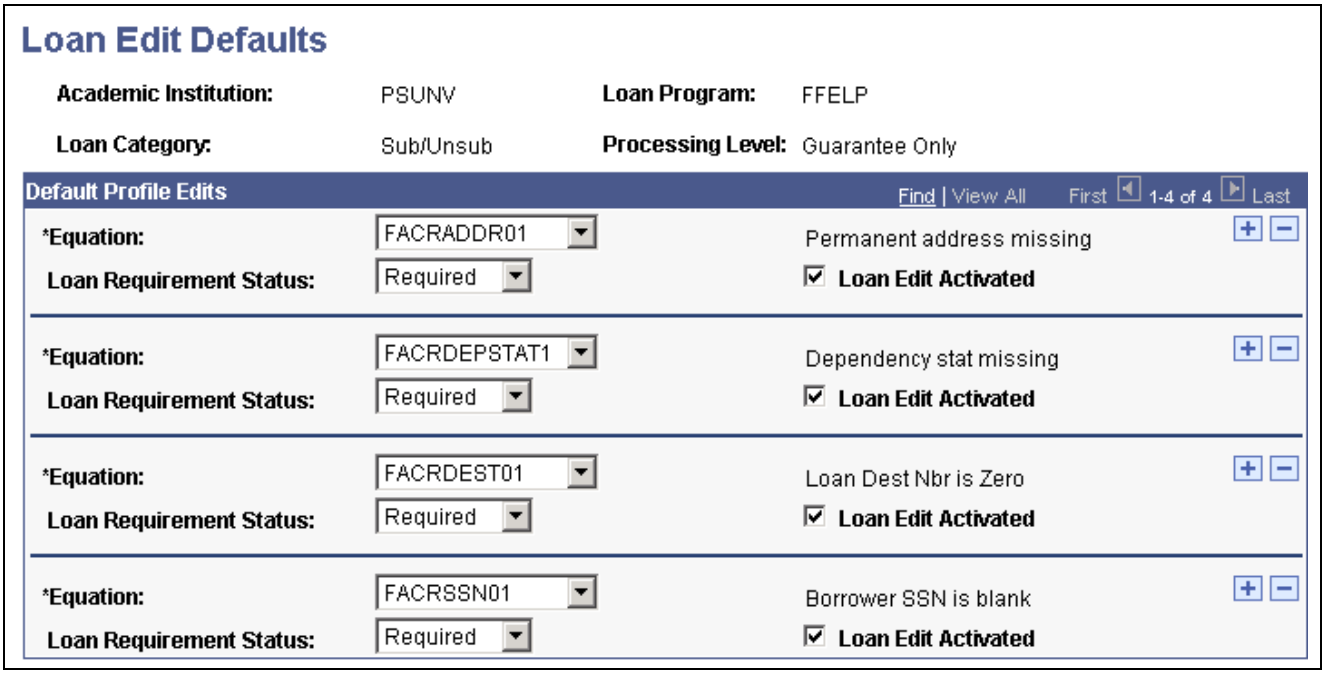
Equation	Description	Cause	Resolution
FACRDISBDT02	Disbursement date earlier than 13 days of loan period start.	The first disbursement precedes the loan period begin date by more than 13 days.	Fix the disbursement date or loan period start date in the Loan Origination 2 page.
FACRDISBDT03	Disbursement dates must be in chronological order.	Disbursement dates are not in order.	Fix disbursement dates in the Maintain Originated Loan component, Loan Origination 2 page.
FACRDRVLIC01	Borr DL Number or state missing.	The borrower's drivers license information was incomplete when the loan was originated.	Update the driver's license data in the Driver's License page and then use the Loan Demographic Data page to update this information in the Originate Loan component.
FACRGRADDT01	Grad date before loan end date.	The graduation date viewed in the Maintain Originated Loans component is before the end of the loan period.	Update the FA Term graduation date (if required) and then use the Loan Demographic Data page to update this graduation date in the Maintain Originated Loans component.
FACRHOLDFED1	Disbursement hold on federal aid.	A disbursement hold on federal aid has been placed on the student.	Remove the federal aid disbursement hold on the student in the Packaging Status Summary page.
FACRNAME01	Student Name missing.	A valid name type cannot be found. The name type should be based on the FA Process Demographic Use page name usage setting.	Add a valid name type that can be used as the student's name on the Names page or modify the name usage setting to select one of the student's existing names.
FACRNAME02	Borrower name missing.	A valid name type cannot be found. The name type should be based on the FA Process Demographic Use page name usage setting.	Add a valid name type that can be used as the borrower's name on the Names page or modify the name usage setting to select one of the borrower's existing names.

Equation	Description	Cause	Resolution
FACRPER01	Loan period greater than 1 year.	The loan period defined in the Loan Origination 2 page is more than one year.	Change the loan period dates so that the loan period is less than a year.
FACRPLUS01	PLUS borrower and student SSN are the same.	A PLUS borrower cannot be the student.	Correct possible invalid relationship defined for the student. Assign a new borrower for the PLUS loan.
FACRPLUS02	No PLUS for grad students allowed.	The student has a graduate NSLDS level in the FA Term record when the loan is originated.	Cancel the loan if appropriate, or change the student's grade level to an undergraduate in the correct FA Term record. If you change the student's grade level, then you also need to use the Loan Demographic Data page to update it in the Originate Loan component.
FACRPLUSMPN	Serial PLUS MPN check.	For PLUS loans. Confirms a prior PLUS loan with the same EmplID, borrower EmplID, and lender in the CommonLine MPN Usage page with the current PLUS loan.	To process serially, modify the loan record by changing the borrower or loan destination so that the borrower and lender match the information in the CommonLine MPN Use page. If the loan should be processed as a new MPN, set the Serial Loan Code field on the Loan Origination 3 page from S to N.
FACRREFS01	References missing.	The required number of references have not been defined for the student in the Relationships page and have not been assigned to the loan.	Add the missing references in the Relationships page and Maintain Originated Loans component.
FACRSRVCIN01	Service indicator exists.	An active negative service indicator is assigned to the student.	Remove the service indicator.

Equation	Description	Cause	Resolution
FACRSSN01	Borrower SSN is blank.	For PLUS and Alternative loans. When the loan was originated, either the borrower was not assigned, or the borrower ID did not have a valid Social Security Number (SSN). A valid SSN has the appropriate country code and a NID type of PR.	Verify that the borrower is assigned in the Maintain Originated Loans component. If appropriate, fix the SSN on the Biographical Details page component and then pull the SSN into the originated loan record using the Loan Demographic Data page.
FACRSSN02	Student SSN is blank.	When the loan was originated, the student did not have a valid SSN. A valid SSN has the appropriate country code and a NID type of PR.	Fix the SSN on the Biographical Details page and then pull the SSN into the originated loan record using the Loan Demographic Data page.

Creating Loan Validation Edit Sets

Access the Loan Edits Defaults page.



Loan Edits Defaults page

Create logical sets of loan validation edits based on the loan program, loan category, and processing level. When creating loan destination profiles, the system uses these edit sets to automatically populate the loan destination edits page for the loan destination, simplifying your setup.

Loan Program Values are:

Alternative

Direct Lending

FFELP

Health Professions

State

University

Loan Category Values are:

Alt Loan (alternative loan)

PLUS

Sub/Unsub (subsidized/unsubsidized)

Subsidized

Unsubsidized

Processing Level Values are:

Direct (not applicable)

Guarantee and Print Appl (guarantee and print application)

Print and Guarantee

Guarantee Only

School Cert Request (school certification request)

Manual

Default Profile Edits

Define loan edits to use during validation for the selected loan program, category, and destination processing level. In addition to creating new edit sets, you can also add or delete edits, or activate or deactivate existing edits.

Equation Select a predefined equation. Edit equations are set up on the CRC Loan Edits/Messages page.

Loan Requirement Status For each section, indicate one of the following:

Optional: The selected section is not a requirement for the loan.

Recommended: The selected section is not a requirement for the loan.

Required: The selected section is a requirement for the loan.

Note. The field value does not drive current loan functionality, but is intended to support future business processes.

Loan Edit Activated Select to activate an edit.

Selecting Equations for the Hold and Release Process for CRC

To set up equations for the hold and release process for CommonLine loans, use the Hold and Release Equations component (LN_CLHR_EQ_NAME).

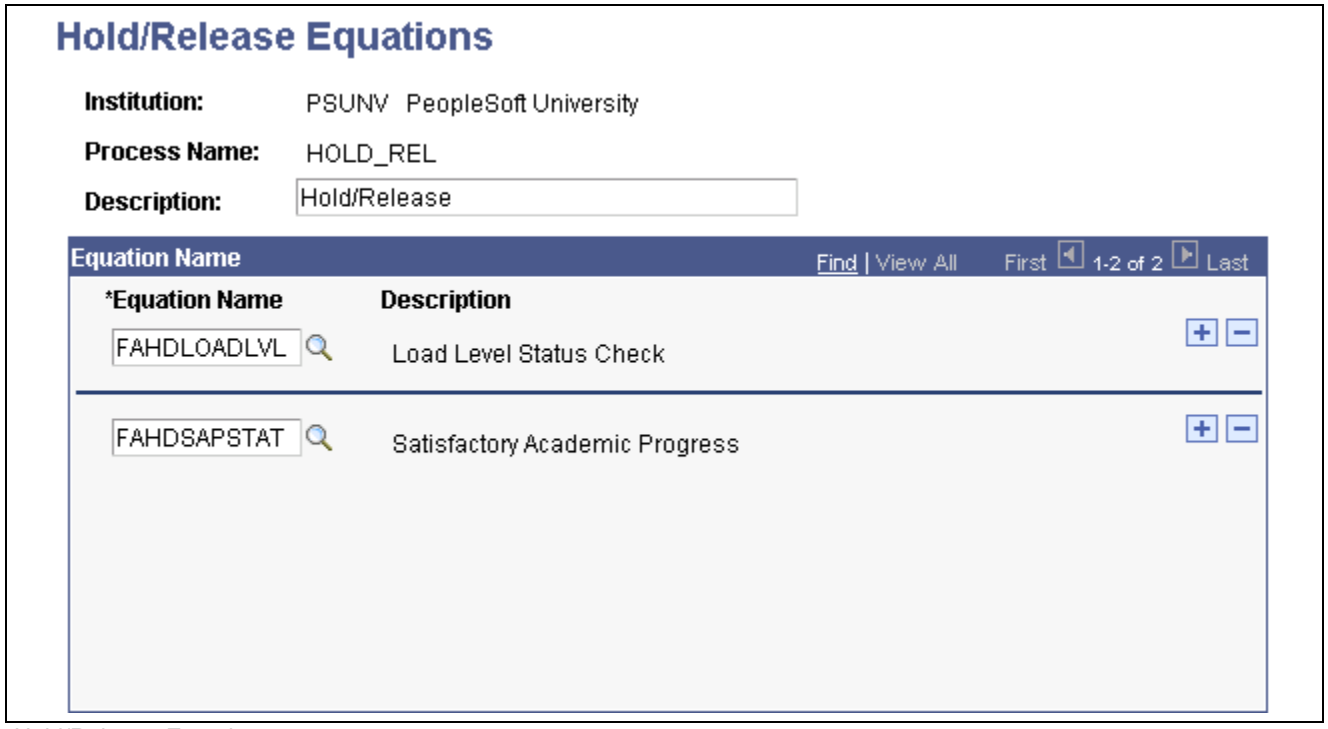
This section discusses how to select equations for the CommonLine disbursement hold and release process. This process is used for both CommonLine 4 and Common Record CommonLine loans.

Page Used to Set Equations for Hold and Release

Page Name	Object Name	Navigation	Usage
Hold/Release Equations	LN_HR_EQ_NAME_PNL	Set Up SACR, Product Related, Financial Aid, Loans, Hold and Release Equations	Select the equations that you require the hold and release process to execute.

Selecting Equations for Hold and Release

Access the Hold/Release Equations page.



Hold/Release Equations page

The equations that you select on this page form an equation set unique to the specified process name. .

Description Displays the process for which you are selecting equations.

Equation Name Select an equation. The list contains all equations created for the selected institution; select only those equations created specifically for hold and release processing.

If you use the hold and release process at your institution without modifications, create at least one hold/release equation set with the two provided hold and release equations: FAHDLOADLVL (Load Level edit) and FAHDSAPSTAT (Satisfactory Academic Progress check).

Note. If you create your own equations, follow the naming conventions described in the Equation Engine documentation to prevent the accidental deletion of custom equations during application upgrades.

Creating Loan Destinations for CRC

To set up loan destinations for CRC, use the Create CRC Loan Destinations component (SFA_CRC_DEST_PROF).

This section provides an overview and discusses how to:

- Define loan destination profiles for CRC.
- Define loan processing levels for CRC.
- Define loan destination validation edits for CRC.

Understanding Creating Loan Destinations for CRC

Consolidate the loan participants—the lender, guarantor, and servicer—into one entity, the loan destination. The loan destination defines the business characteristics and protocols between a lender, guarantor, and servicer which enables them to process loans for the school. You must create a loan destination profile for each lender/guarantor/servicer relationship in the FFELP loan program and alternative loan program, and for the Direct Lending servicer for direct loans.

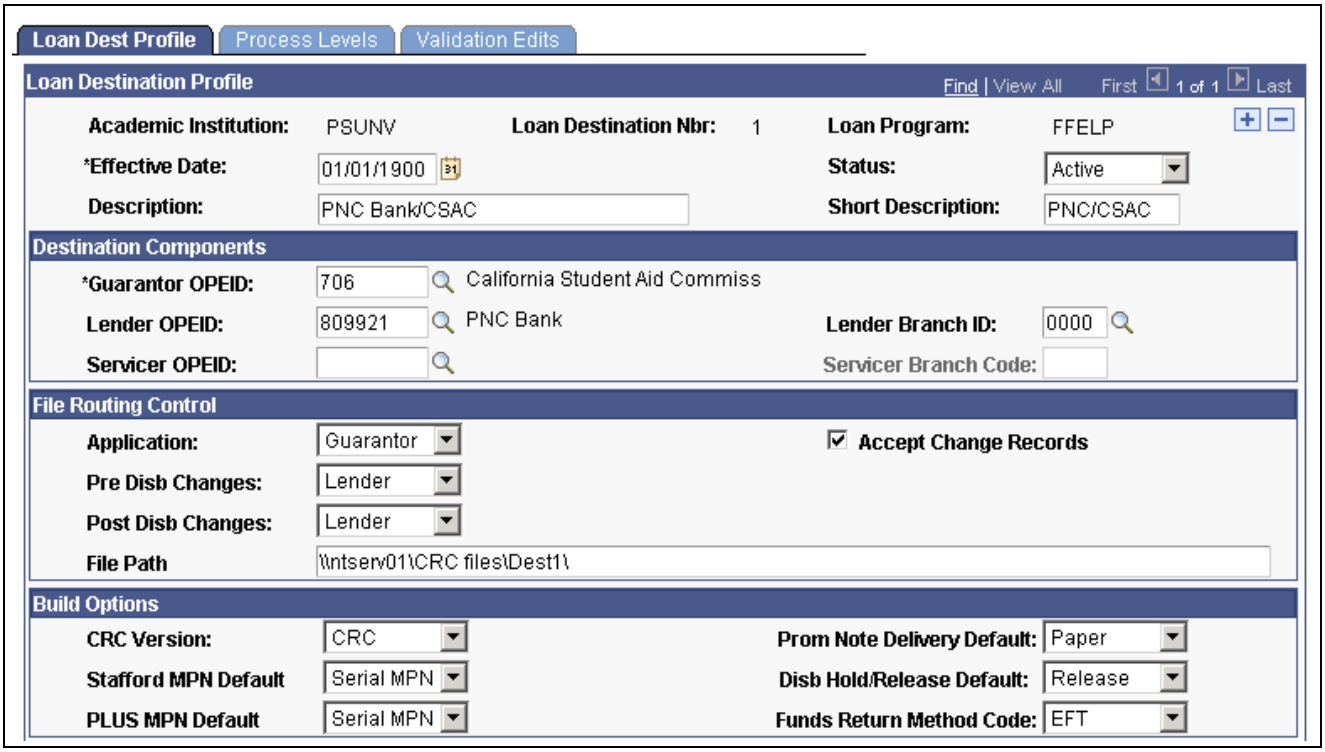
Note. If you continue to process loans under the CommonLine 4 protocol, you should not create active CRC loan destination profiles for the same CommonLine 4 destinations until you are ready to use them.

Page Used to Create Loan Destinations

Page Name	Object Name	Navigation	Usage
Loan Dest Profile	SFA_CRC_DEST_PROF	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Create CRC Loan Destinations, Loan Dest Profile	Define participants that your institution uses to exchange loan application data.
Process Levels	SFA_CRC_DEST_PROF2	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Create CRC Loan Destinations, Process Levels	Define the valid loan processing levels for the loan destination.
Validation Edits	SFA_CRC_DEST_EDITS	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Create CRC Loan Destinations, Validation Edits	Define the validation edits to be used for loans originated for the loan destination.

Defining Loan Destination Profiles for CRC

Access the Loan Dest Profile page.



Loan Dest Profile page

Loan Destination Profile

Loan Destination Nbr (loan destination number) Indicates the loan destination number.

Effective Date Enter the date for which this destination is valid and active.

Status Indicates the effective status. Select *Active* or *Inactive* for the effective-dated row set.

Destination Components

Guarantor OPEID, Lender OPEID, Servicer OPEID (office of postsecondary education identifier) Indicates the numeric identifier assigned by the Department of Education.

Lender Branch ID Indicates the lender branch ID. This field is required if there is a Lender OPEID value.

Servicer Branch Code Indicates the servicer branch code. This field is required if there is a Servicer OPEID value.

File Routing Control

Application Indicates the recipient of the CRC application file. The system displays the recipient name and OPEID that will be used on the XML document record.

Pre Disb Changes (pre disbursement changes) Indicates the recipient of the CRC change file. The system displays the recipient name and OPEID that will be used on the XML document record.

Post Disb Changes (post disbursement changes) Indicates the recipient of the CRC change file. The system displays the recipient name and OPEID that will be used on the XML document record.

File Path Indicates the physical location in your production environment where the CRC XML files are to be created.

Note. The correct syntax of the path statement is dependent on the schools operating systems. The path must end in a closing character (a back slash or forward slash).

Accept Change Records Select this check box to indicate that the loan destination accepts change records. The Pre and Post Disbursement Change fields will not be accessible if the loan destination does not accept changes.

Build Options

CRC Version Select *CRC* to indicate the CommonLine protocol the loan destination supports.

Stafford MPN Process Default Select *New MPN*or *Serial MPN* to indicate the default serial MPN indicator to assign during origination.

PLUS MPN Process Default Select *New MPN*or *Serial MPN* to indicate the default serial MPN indicator to assign during origination.

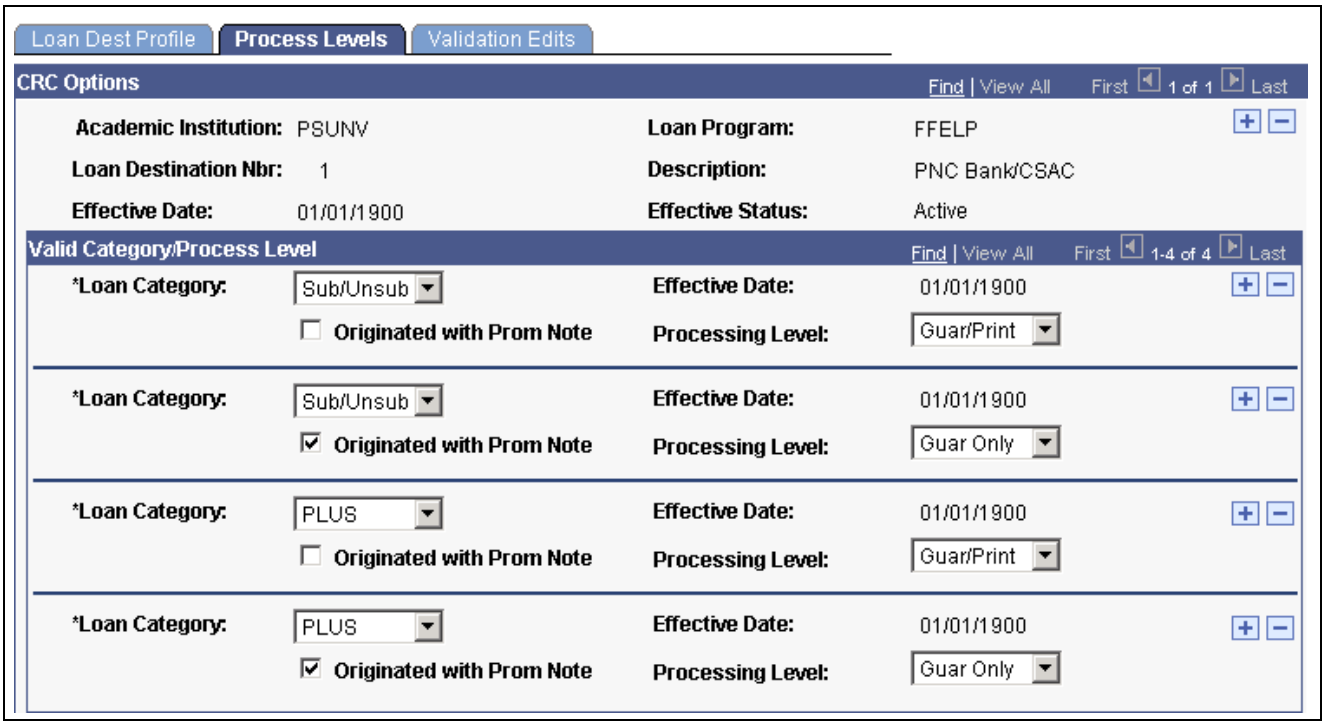
Prom Note Delivery Default (promissory note delivery default) Select *Email, Paper,*or *Web* to establish the default method for delivering promissory notes to the lender.

Disb Hold/Release Default (disbursement hold/release default) Select *Hold, No Support,* or *Release* to establish the disbursement hold/release status to assign during origination.

Funds Return Method Code Select *Borr Check, EFT, Master Chk,* or *Netting*to establish the method for which funds are returned by the school to the lender or disbursing agent.

Defining Loan Processing Levels for CRC

Access the Process Levels page.



Process Levels page

Define the valid process levels the loan destination supports. The loan origination process uses these setting to determine the correct process level to assign during the loan origination process.

Loan Category Select from:

Alt Loan (alternative loan)

PLUS

Sub/Unsub (subsidized/unsubsidized)

Subsidized

Unsubsidized

The values to use are dependent on the loan categories used to define the loan types at the school.

Originated with Prom Note Select the check box to indicate that the corresponding process level be used during origination. The loan origination process determines the process level based on whether a promissory note exists at the school for a student.

Processing Level Select the loan processing level that the loan destination performs for the corresponding loan category. Select from:

Cert Req (certification request)

Direct (Direct Lending. This is not a valid selection)

Guar Only (guarantee only)

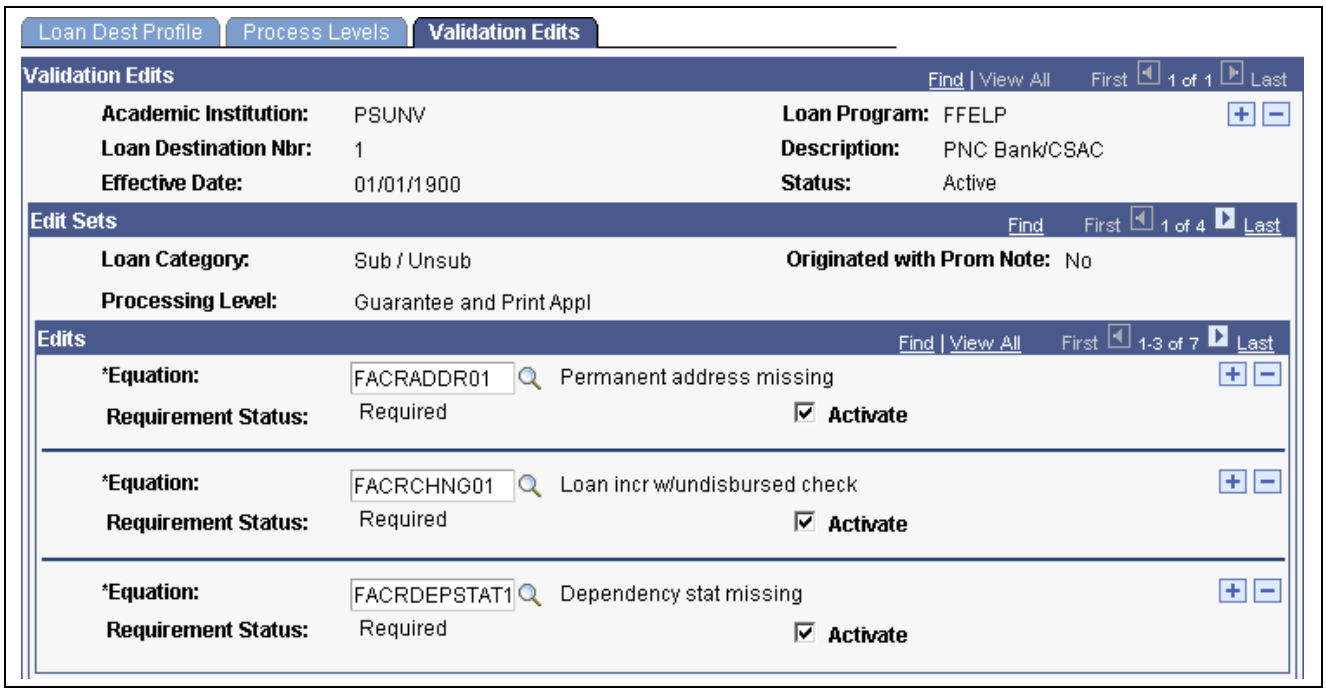
Guar/Print (guarantee and print)

Manual (loan is not transmitted electronically)

Print/Guar (print and guarantee)

Defining Loan Destination Validation Edits for CRC

Access the Validation Edits page



Validation Edits page

This page defines the loan validation edits for the loan destination. The edits are pre-populated from the Loan Edits Defaults page when process level rows are created on the Process Levels page. Insert additional edits or remove invalid edits that are specific to the loan destination.

Equation Select a predefined edit statement.

Activate Select to activate an edit.

Specifying Loan Processes for CRC

To set up loan processes for CRC, use the Define Loan Institutions component (LOAN_INST_TABLE).

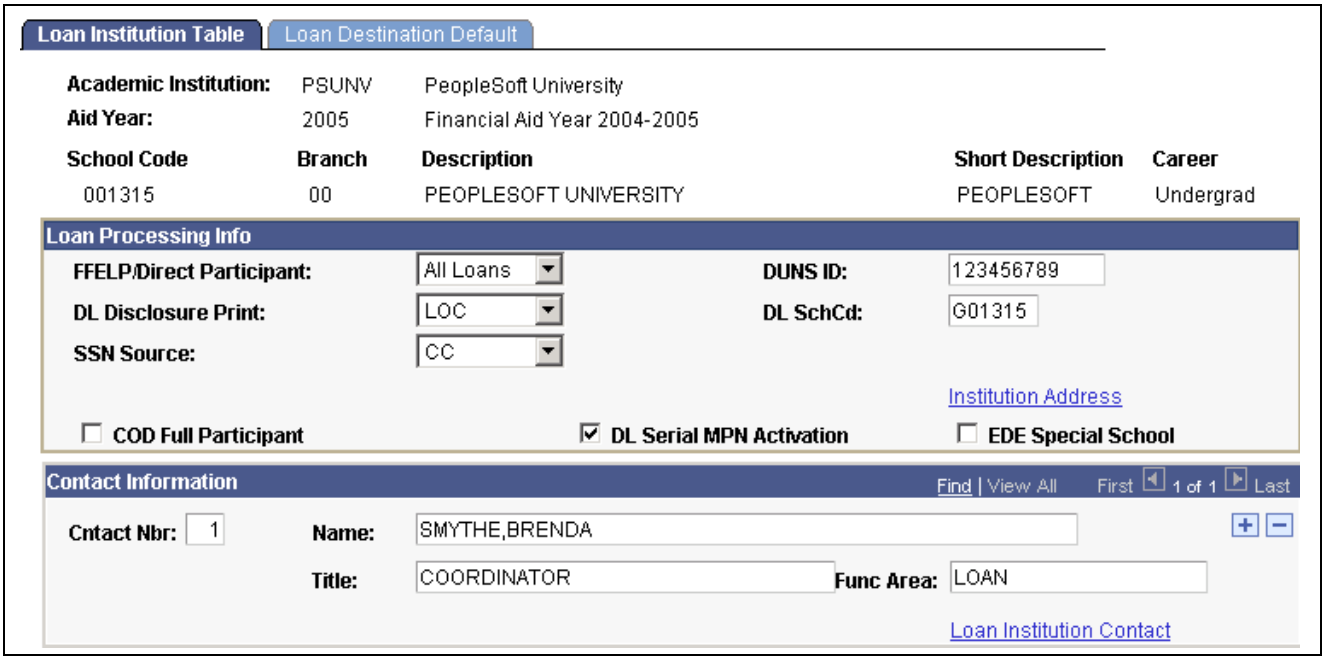
This section discusses how to define loan processes for CRC.

Pages Used to Set Up Loan Processes

Page Name	Object Name	Navigation	Usage
Loan Institution Table	LOAN_INST_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Institutions, Loan Institution Table	Define how your school processes loans for the academic year. You can define loan processes for each academic career of your institution.
Loan Institution Address Information	LN_INST_ADDR_SEC	Click the Institution Address link on the Loan Institution Table page.	Enter address information for each loan institution.
Loan Institution Contact Information	LN_INST_CNTCT_SEC	Click the Loan Institution Contact link on the Loan Institution Table page.	Update the address, mailbox type, and mailbox identification.

Defining Loan Processes for CRC

Access the Loan Institution Table page.



Loan Institution Table page

Set up your institution for loan processing by specifying the valid loan processes and contact information

FFELP/Direct Participant Select if the loan institution can originate FFELP or direct loans-or both. Values are:

All Loans

Direct

FFELP

DL Disclosure Print (direct lending disclosure print)	For direct lending.
DL SchCd (direct lending school code)	If your institution processes direct loans, enter your direct lending school code. This field is hidden if your school does not participate in the direct lending program.
SSN Source (social security number source)	For direct loans. Select the source of the student's Social Security Number, such as from Campus Community.
COD Full Participant	Select if your institution is a full COD participant.
DL Serial MPN Activation (direct loan serial master promissory note activation)	Select if the loan institution that you are defining uses the direct loan serial master promissory note. This field is hidden if your school does not participate in the direct lending program.
EDE Special School (electronic data express special school)	For direct loans. Select to set an identification trigger on the origination file. This is for schools approved by the Department of Education for special consideration for direct loan processing by the Loan Origination Center (LOC). Usually the default rate for the school must be lower than 10%.
Cntact Nbr (contact number)	Enter contact information for each financial aid administrator in charge of loan processing. Assign a contact number for each entry.
Institution Address	Click to access the Loan Institution Address Information page.
Loan Institution Contact	Click to access the Loan Institution Contact Information page and update the address, mailbox type, and mailbox identification.

Setting Up Loan Origination for CRC

To set up loan origination for CRC, use the Reassign Loan Agencies component (LN_AGENCY_DFLT) and Define Loan Institutions component (LOAN_INST_TABLE).

This section provides an overview of loan origination and discusses how to:

- Specify a default loan agency.
- Set up loan destination defaults.

Understanding Loan Origination for CRC

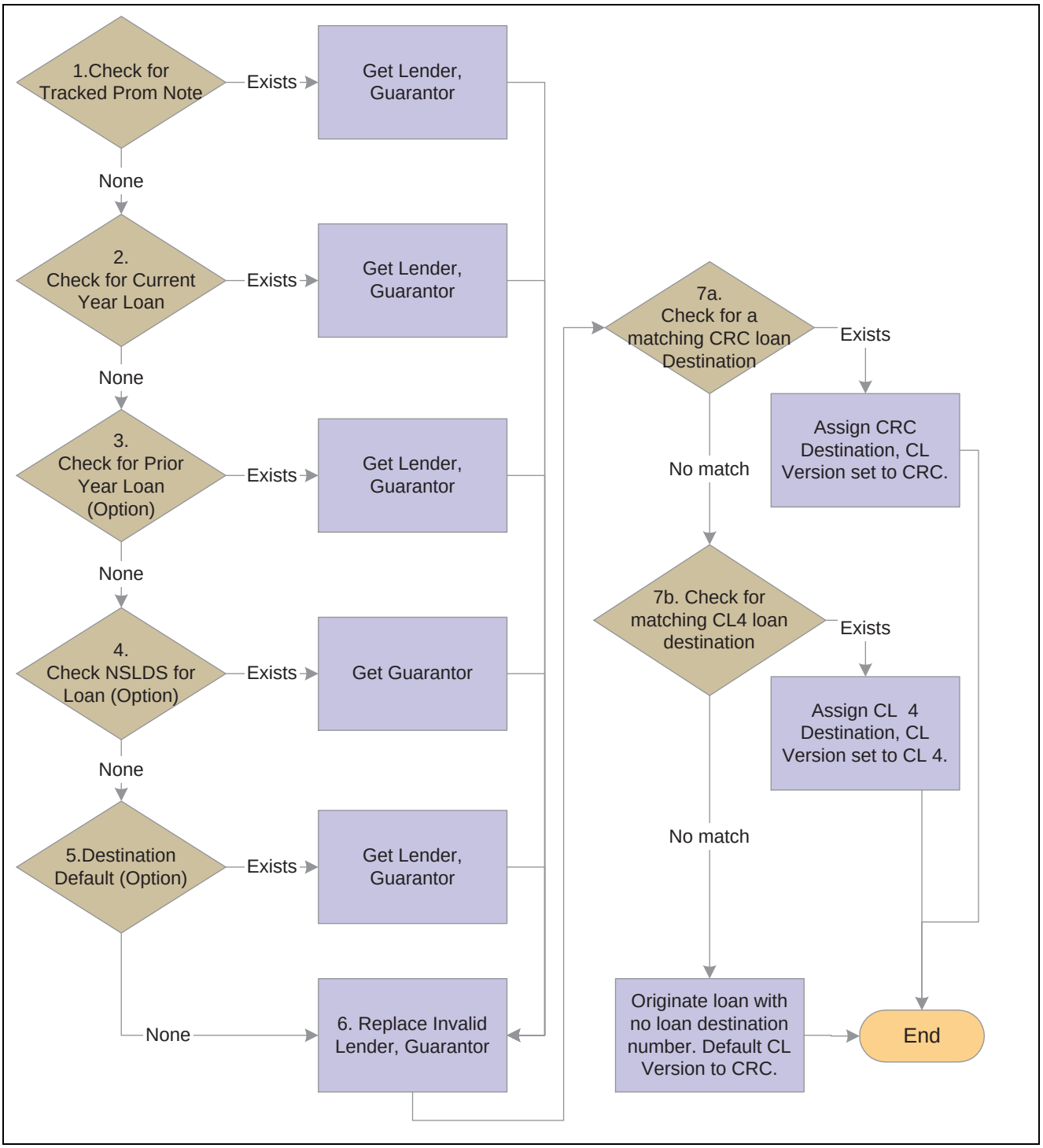
Because CommonLine 4 process levels only require a guarantor to originate a loan, the loan destination that you use to originate the loan might not be the same loan destination that you use to guarantee the loan.

Loan origination follows a seven-step process to determine the lender and guarantor and then determine the loan destination. You determine which steps to follow when you set destination defaults.

Step	What Happens	Possible Information Selected
Step 1 – This step is always performed.	If an active unused promissory note is tracked, the designated lender and guarantor are selected from the form used for origination. Steps 2 through 5 are skipped.	Lender Only Guarantor Only Lender and Guarantor No Information
Step 2 – This step is always performed	If a matching loan is originated and guaranteed in the current aid year for the borrower, the lender and guarantor are used from the earlier origination record. Steps 3 through 5 are skipped.	Lender and Guarantor No Information
Step 3 – Optional	The origination process looks back one year for a prior year originated loan of the same loan type. If a prior loan is found, steps 4 and 5 are skipped.	Lender and Guarantor No Information
Step 4 – Optional	The origination process looks at the current NSLDS history to find a previously originated loan of the same loan type. A new NSLDS loan type cross reference section is available in the Loan Type Table component to facilitate this step. If a prior loan is found, step 5 is skipped. **Note.** Only the guarantor is used from the NSLDS loan history.	Guarantor Only No Information
Step 5 – Optional	A default destination is assigned. User can assign a default CL 4 or CRC destination number.	Lender Only Guarantor Only Lender and Guarantor No Information

Step	What Happens	Possible Information Selected
Step 6 – This step is always performed.	Checks the validity of the selected lender and guarantor values and reassigns lender and guarantor IDs as defined in the Agency Default page.	Lender Only Guarantor Only Lender and Guarantor No Information
Step 7	Based on the lender, guarantor, and servicer information selected in the prior six steps, the loan origination process searches for a matching CRC loan destination profile record. If one is not found, the CL 4 loan destination profile records are checked for a matching record. If one is not found, the loan is still originated, but it cannot be transmitted until a loan destination is assigned.	Loan Destination No Destination

The following chart illustrates the process.



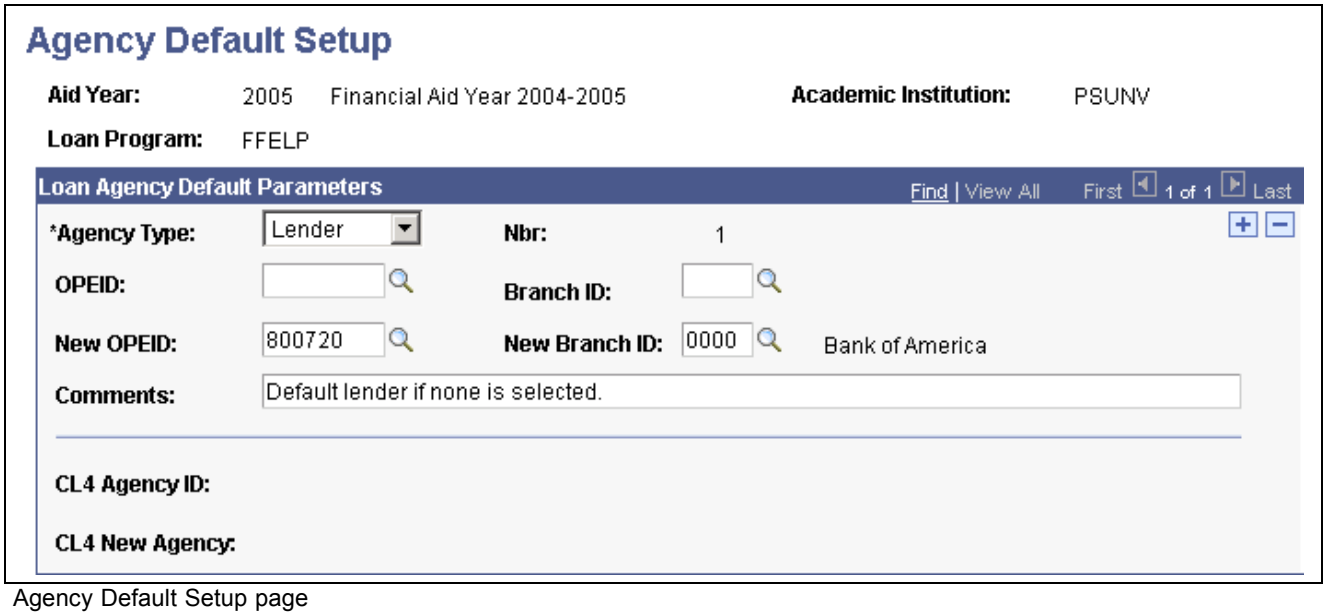
Process flow to determine loan destination

Pages Used to Set Up Loan Origination for CRC

Page Name	Object Name	Navigation	Usage
Agency Default Setup	LN_AGENCY_DFLT	Set Up SACR, Product Related, Financial Aid, Loans, Reassign Loan Agencies, Agency Default Setup	Identify a default agency if the borrower does not select a lender, guarantor, or servicer. Identify lenders, guarantors, or servicers that are no longer in service and have them replaced automatically with a new agency when a loan is originated. **Note.** Schools that have defined loan agency default records for CL 4 loan processing for the aid years that are still active must update the records using the new CRC fields. The CL 4 setting is ignored by the loan origination process.
Loan Destination Default	LOAN_INST_TABLE2	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Institutions, Loan Destination Default	Set up loan destination default parameters.

Specifying a Default Loan Agency for CRC

Access the Agency Default Setup page.



Agency Default Setup page

Agency Type Select from *Guar/Ins* (guarantor/insurer), *Lender,* or *Servicer.*

OPEID (office of postsecondary education identifier) Select the identifier of the loan agency that will be reassigned or leave blank if you are setting a default agency.

Branch ID Select the branch identification of the OPEID.

New OPEID (office of postsecondary education identifier) Select the identifier assigned to your school by the Department of Education.

New Branch ID Select the branch identification of the new OPEID.

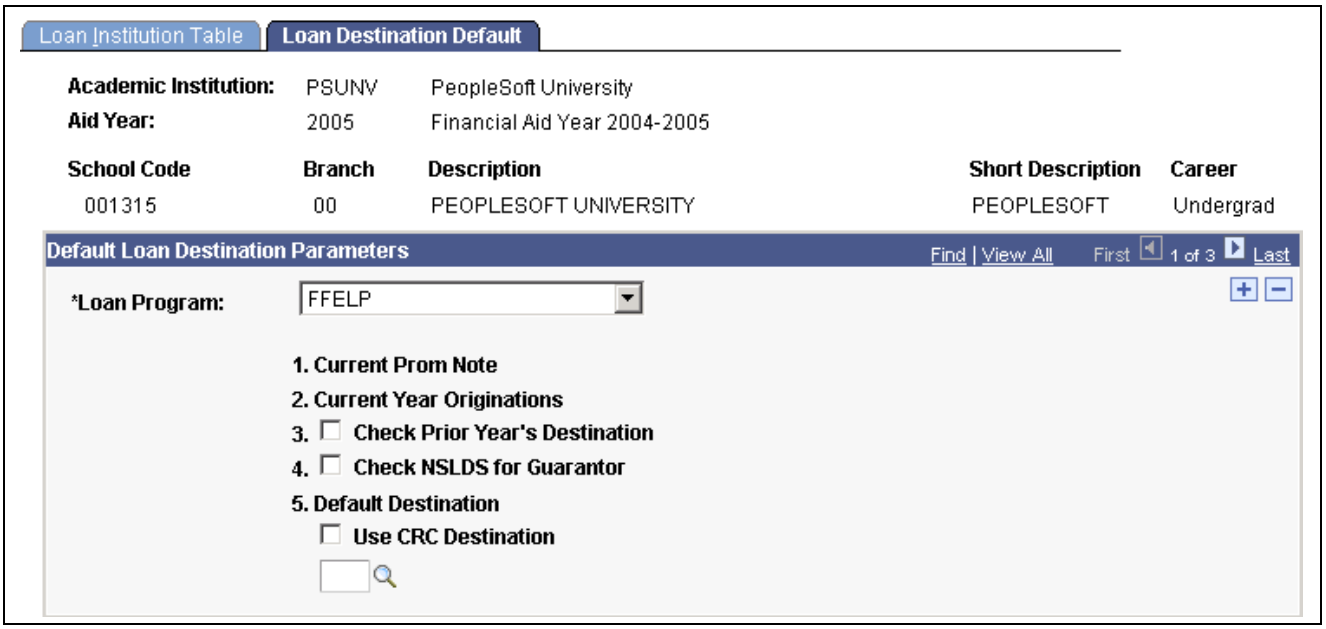
Note. Customers who have upgraded from a previous release of Customer Solutions will see their original CL 4 loan agency default settings.

CL4 Agency ID Indicates the lender or guarantor ID of previously stored agency default data. The system displays the name and OPEID of the agency if not blank. This is a display only field.

CL4 New Agency Indicates the lender or guarantor ID of previously stored agency default data. The system displays the name and OPEID of the agency if not blank. This is a display only field.

Setting Up Loan Destination Defaults for CRC

Access the Loan Destination Default page.



Loan Destination Default page

The order the loan origination process uses to choose the loan destination for the student is as follows: Current Promissory Note, Current Year Originations, Check Prior Year Originations, Check NSLDS for Guarantor, and then Default Destination.

Loan Program Select from:

Alternative

Direct

FFELP

Health

Perkins

State

University

Current Prom Note (current promissory note) and **Current Year Originations** — The loan origination process always performs these steps.

Check Prior Year Originations and **Check NSLDS for Guarantor** — Select to have the system perform these steps.

Default Destination — If nothing results from the first four search methods, the system uses this default destination.

Use CRC Destination — Select to control the searching of the default loan destination profile. If not selected, the system only searches CL 4 destinations. If selected, the system only searches CRC loan destinations.

Note. Choosing a CL 4 or CRC loan destination does not guarantee that the originated loan will use the same CommonLine version—the system continues to perform the loan origination logic.

Setting Up Process Demographic Data for CRC

To set up process demographic data for CRC, use the Define Demographic Data Use component (FA_PRCSDEMO_TBL). The loan origination process extracts borrowers' demographic information from Campus Community.

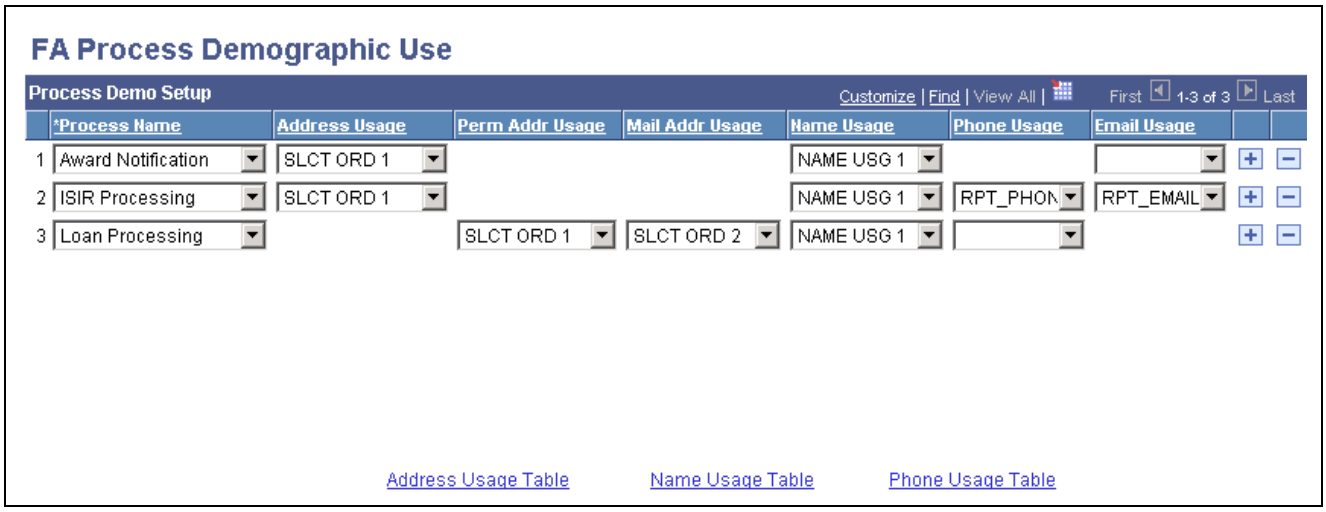
This section discusses how to set up process demographic data for CRC.

Pages Used to Set Up Demographic Data for CRC

Page Name	Object Name	Navigation	Usage
FA Process Demographic Use	FA_PRCSDEMO_TBL	Set Up SACR, Product Related, Financial Aid, Define Demographic Data Use, FA Process Demographic Use	Indicates how to retrieve the student demographic information for loan processing. The loan origination process extracts borrowers' demographic information from Campus Community.
Address Usage	ADDR_USAGE_TABLE	• Click the Address Usage Table link on the FA Process Demographic Use page. • Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Address Usage Table	Define hierarchies of address types to search for and use in a specific usage. The FA Process Demographic Use page selects the appropriate constructs defined in this page to determine the addresses to use in loan processing.
Name Usage	NAME_USAGE_TABLE	• Click the Name Usage Table link on the FA Process Demographic Use page. • Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Name Usage Table	Define hierarchies of name types to search for and use in a specific usage. The FA Process Demographic Use page selects the appropriate constructs defined in this page to determine the names to use in loan processing.
Phone Usage	PHONE_USAGE_TABLE	• Click the Phone Usage link on the FA Process Demographic Use page. • Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Phone Usage Table, Phone Usage	Define phone usages to specify the hierarchies of telephone types to search for and use in a specific usage.

Setting Up Process Demographic Data for CRC

Access the FA Process Demographic Data page.



FA Process Demographic Use page

The system displays settings defined by Campus Community components.

Address Usage Used to select the address used by the associated process. Not used for loans.

Perm Addr Usage (permanent address usage) Used to select the permanent address for loan processing.

Mail Addr Usage (mail address usage) Used to select the temporary address for loan processing.

Name Usage Used to select the name for use by the associated process. For loans, this selects the name for the student and borrower.

Phone Usage . Used to select the phone number for use by the associated process.

Email Usage Indicates the type of email address, such as home, business, dorm, or campus. Used to select email usage table settings defined in Campus Community setup.

Address Usage Table Click to access the Address Usage page to define or review address usages.

Name Usage Table Click to access the Name Usage page to define or review name usages.

Phone Usage Table Click to access the Phone Usage page to define or review phone usages.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Designing Campus Community," Page Used to Establish Address Usages

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Designing Campus Community," Establishing Name Usages

Reviewing Loan Action Codes for CRC

To set up these codes for CRC, use the Maintain CRC Loan Action Codes component (SFA_CRC_ACTION_CD).

While most of the CommonLine action codes are shared between CL4 and CRC, there are CRC specific codes which must be maintained separately.

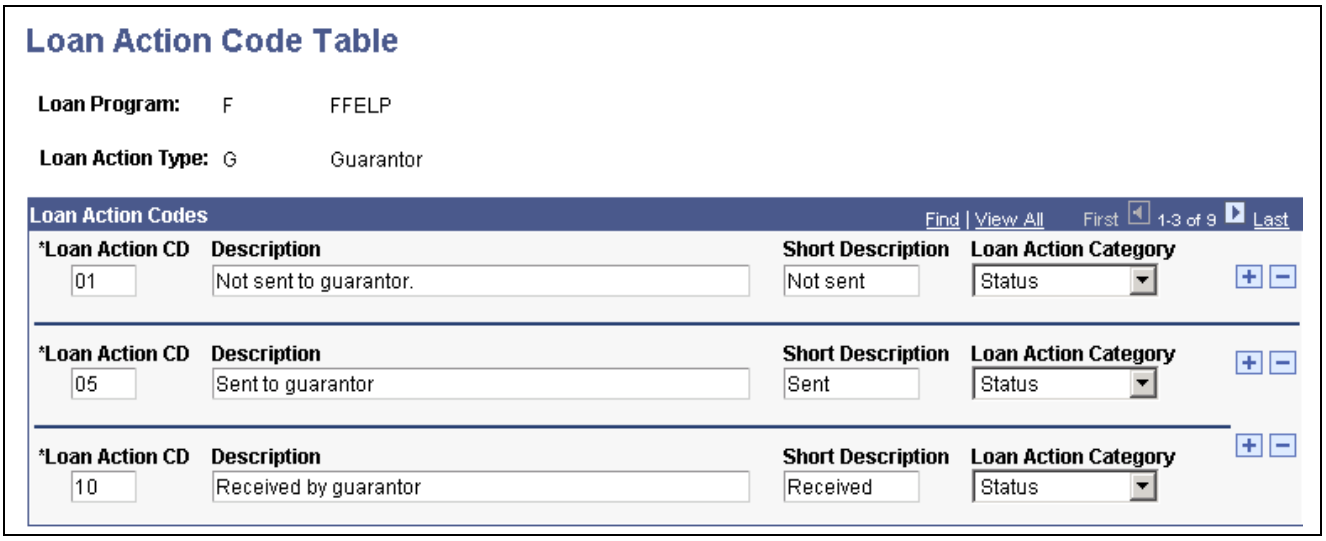
This section discusses predefined loan action codes and messages delivered by PeopleSoft.

Page Used to Review Loan Action Codes

Page Name	Object Name	Navigation	Usage
CRC Loan Action Codes	SFA_CRC_ACTION_CD	Set Up SACR, Product Related, Financial Aid, Loans, CR CommonLine, Maintain CRC Loan Action Codes, Loan Action Code Table	View CRC specific status codes and descriptions.

Reviewing Loan Action Codes

Access the Loan Action Code Table page.



Loan Action Code Table page

CRC specific status codes are stored in this component. You should not have to add or delete loan action codes , but you can modify the descriptions. There are four loan action types: Guarantor, Lender, PNote (Promissory Note), and Credit . Loan action codes that are common to both CL 4 and CRC loans are stored in the CL 4 action code table.

Loan Action Category The values are:

Accept

Reject

Status

CHAPTER 9

Setting Up Direct Loans

This chapter provides information about setting up Direct Loans as mandated by the U.S. Department of Education. This chapter discusses:

- An overview of direct lending.
- Setting up financial aid item types.
- Setting up direct lending.

Overview of Direct Lending

The William D. Ford Federal Direct Loan program was established to provide long-term academic loans to qualified students who are enrolled in facilities of higher education, vocational, technical, business and trade schools. The Federal Government provides the funds for direct loans directly to the student, bypassing an outside lender. Students who receive federal direct loan funds cannot receive FFEL (federal family education loan) funds during the same enrollment period.

There are three types of direct loans, as described below:

Direct Loan Type	Loan Characteristics
Direct Subsidized Stafford Loan	A student's eligibility for a Direct Subsidized Stafford loan is determined entirely on the student's ability to demonstrate financial need. The U.S. Department of Education subsidizes the interest; therefore, the borrower is not charged interest while they are enrolled in school at least half-time, and during grace and deferment periods.
Direct Unsubsidized Stafford Loan	A student is eligible for a Direct Unsubsidized Stafford loan regardless of their financial situation. Borrowers are responsible for paying the interest on these loans.
Direct PLUS Loan	Direct PLUS loans enable parents to borrow on behalf of their dependent students who are enrolled at least half-time. Borrowers are responsible for paying the interest on these loans.

The direct lending portion of the Financial Aid package is designed to help you process the Subsidized Stafford, Unsubsidized Stafford, and PLUS loans awarded to students attending your institution.

Before You Begin

There are several things related to your general Financial Aid setup that need to be completed to correctly process direct lending. These are listed here in no particular order.

- You must set up your academic year start and end dates on the Aid Year Table page.

  These dates are reported to COD (common origination and disbursement) on the origination file.

- You must set up the valid terms for your careers on the Valid Terms for Career page.

  The Loan Period Start and End dates must be accurately filled in on this page. When the loan origination record is built, the loan period is calculated using the earliest loan period start and latest loan period end dates from the terms contained within the disbursement plan assigned to the loan award.

- You must set up aggregate areas for each type (subsidized, unsubsidized, and PLUS) of direct loan on the Aggregate Aid Limit Table page.

- You must set up disbursement Split Codes and disbursement split code formulas.

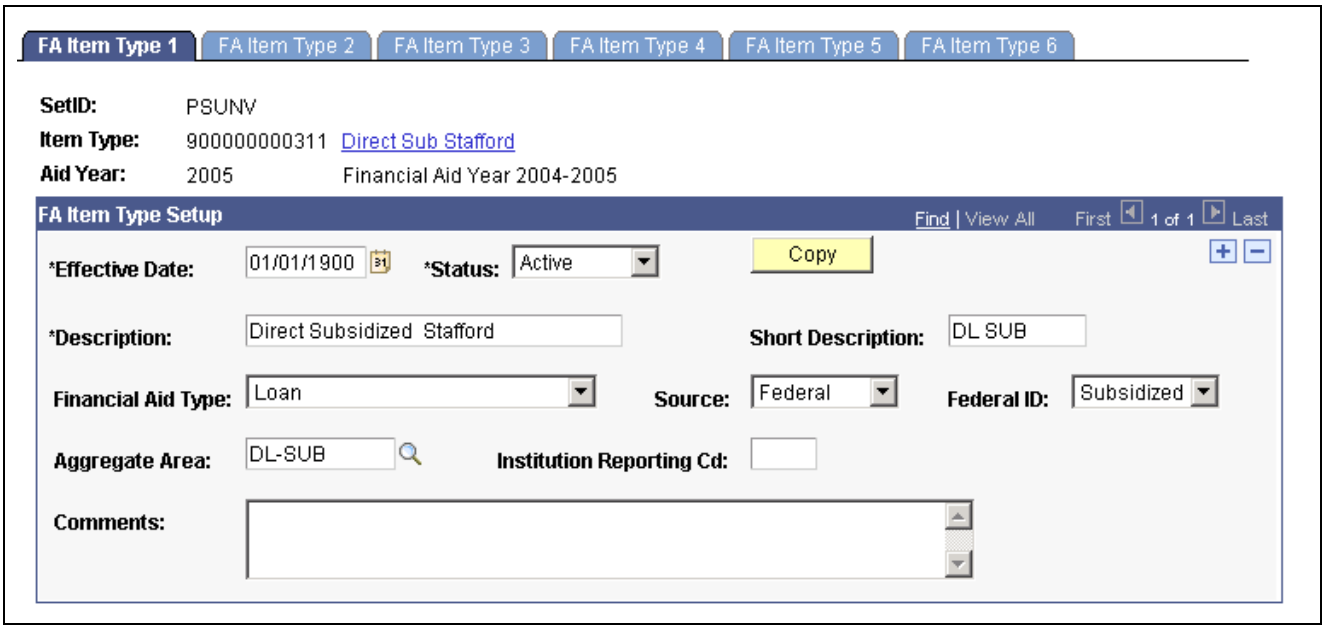
  A specific disbursement split code formula is required to support the disbursement feature that allows up to 20 disbursements for Stafford loans and provides the ability to reserve disbursements for post-disbursement adjustments. Stafford loans allow up to 20 disbursements, however, PLUS loans allow only four.

Setting Up Financial Aid Item Types

Direct lending requires the setup of three financial aid item types to be used only when awarding direct lending loans. You need a financial aid item type for subsidized Stafford loans, unsubsidized Stafford loans, and PLUS loans. You use the Financial Aid Item Types component to set up financial aid item types. You should be familiar with setting up financial aid item types; this section is provided to assist you in selecting the correct values for direct lending financial aid item types where you must make certain selections to have the system correctly process the direct loan. Only the page shot and information specific for direct lending setup is provided.

Defining Financial Aid Item Types

Access the FA Item Type 1 page.

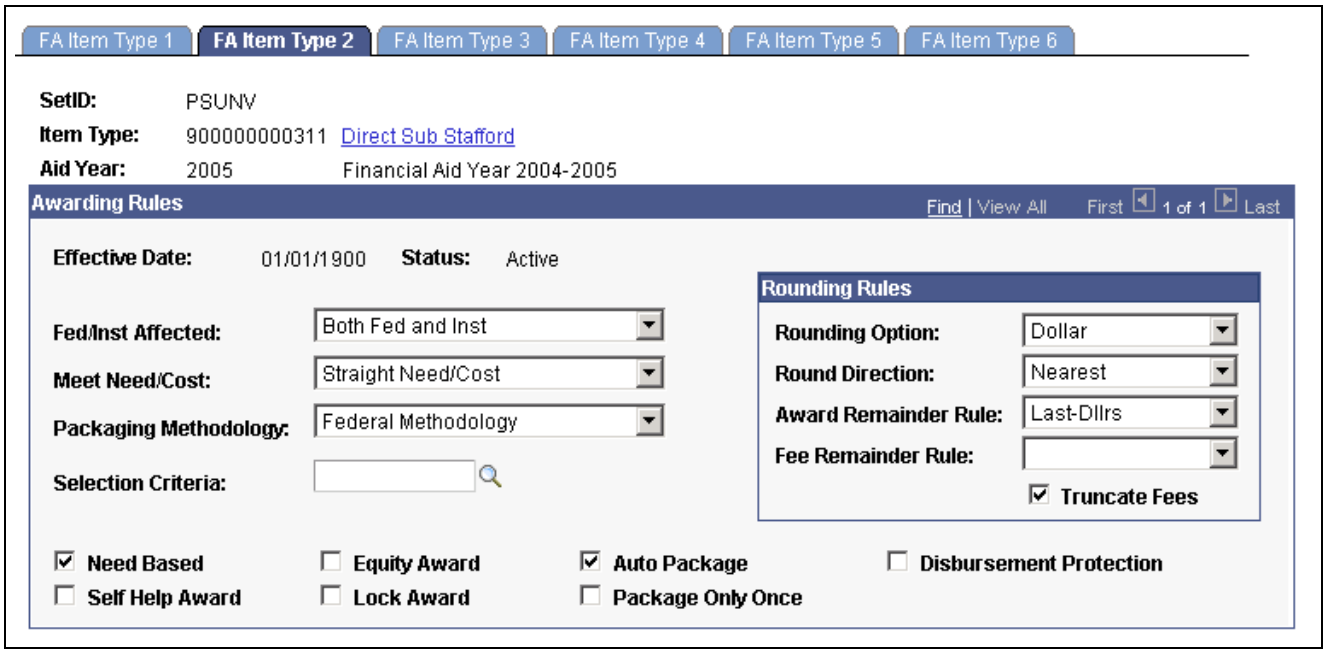


FA Item Type 1 page (ITEM_TYPE_FA_1)

Field	Subsidized Stafford	Unsubsidized Stafford	PLUS
Description	Enter a descriptive statement indicating a Direct Subsidized Stafford loan.	Enter a descriptive statement indicating a Direct Unsubsidized Stafford loan.	Enter a descriptive statement indicating a PLUS loan.
Financial Aid Type	*Loan*	*Loan*	*Loan*
Source	*Federal*	*Federal*	*Federal*
Federal ID	*Subsidized*	*Unsubsidizd*	*PLUS*
Aggregate Area	*DL-SUB* or the name of the aggregate area you set up for this type of loan.	*DL-UNSUB* or the name of the aggregate area you set up for this type of loan.	Leave this field blank.

Setting Up Financial Aid Item Type Awarding Rules

Access the FA Item Type 2 page.



FA Item Type 2 page (ITEM_TYPE_FA_6)

The field values entered in this page are the same for all three Direct Lending loan types: Subsidized Stafford, Unsubsidized Stafford, and PLUS loans.

Fed/Inst Affected Select *Both Fed and Inst* (both federal and institution) *from the available values*.

Meet Need/Cost Select *Straight Need/Cost from the available values*.

Rounding Option Select *Dollar from the available values*.

Round Direction Select *Nearest from the available values*.

Award Remainder Rule Select *Last-Dllrs* (last dollars) *from the available values*.

Fee Remainder Rule Leave this field blank.

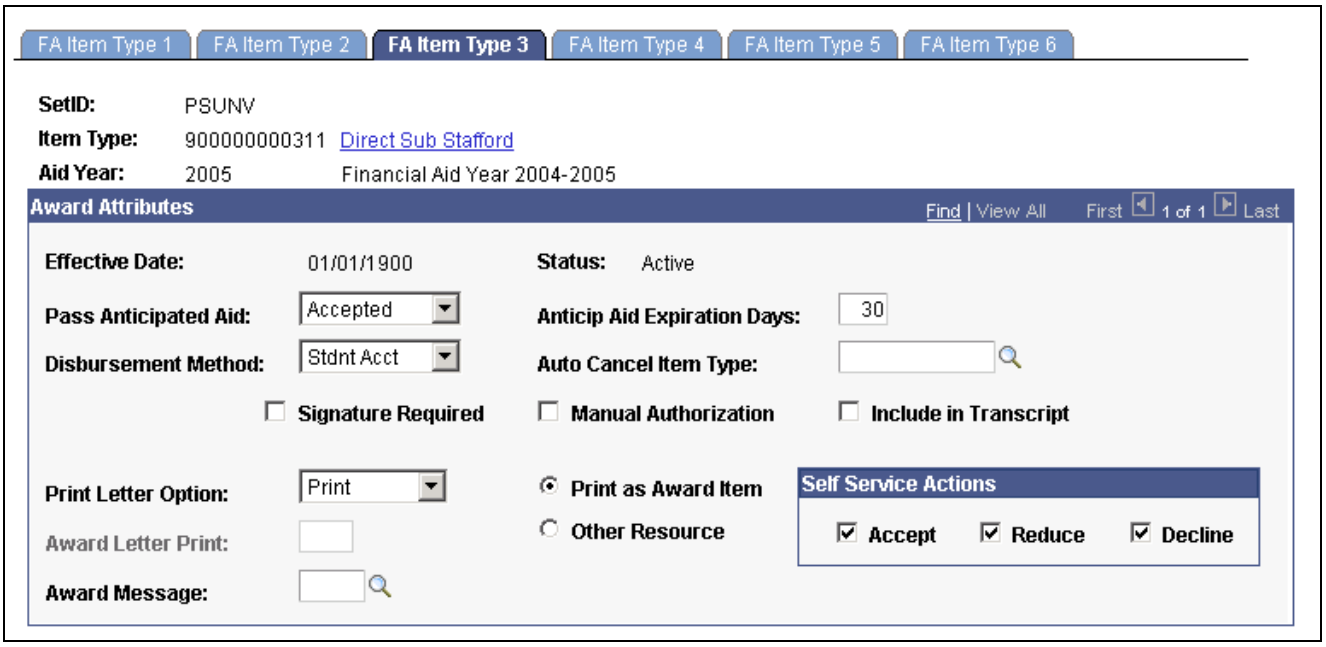
Truncate Fees Select this check box.

Need Based Select this check box.

Auto Package Select this check box.

Setting Up Financial Aid Item Type Award Attributes

Access the FA Item Type 3 page.

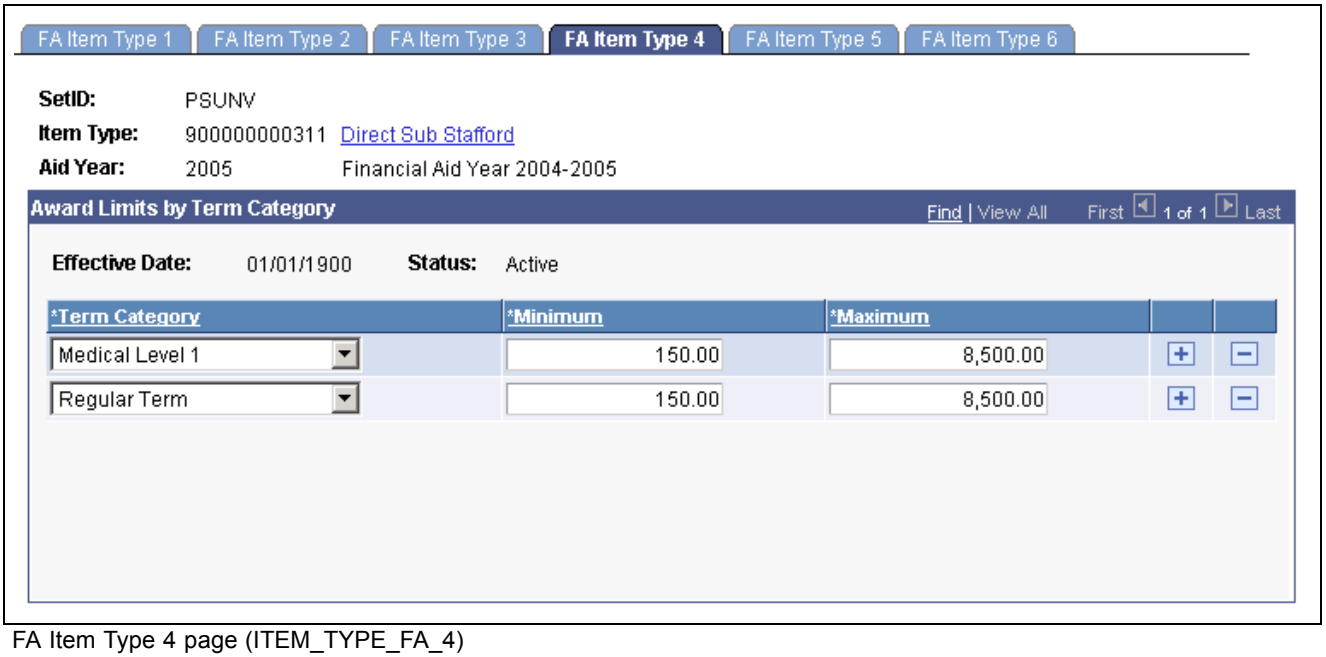


FA Item Type 3 page (ITEM_TYPE_FA_3)

The fields in this page are used to set up disbursement information. Set up these fields according to your institution's requirements. There are no specific direct lending requirements.

Setting Up Financial Aid Item Types Award Limits

Access the FA Item Type 4 page.

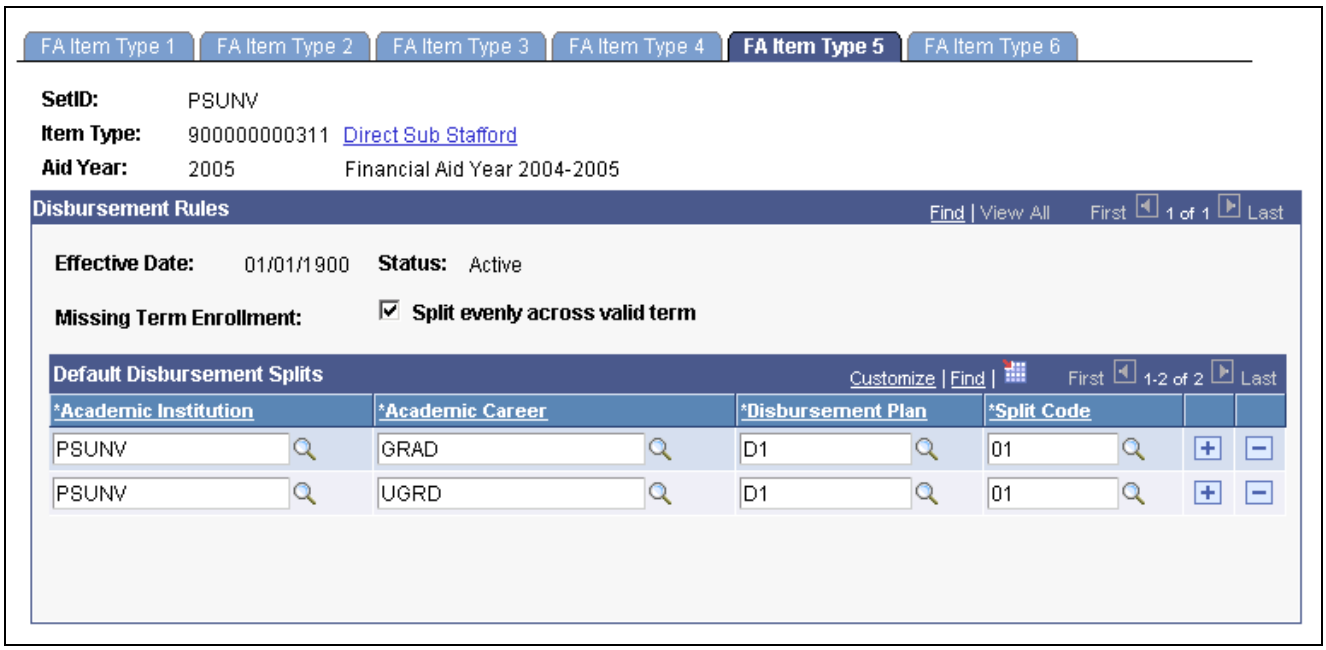


FA Item Type 4 page (ITEM_TYPE_FA_4)

The fields in this page are used to set up your award limits by term category. Your institution defines the limits. There are no specific direct lending requirements.

Setting Up Financial Aid Item Type Disbursement Rules

Access the FA Item Type 5 page.



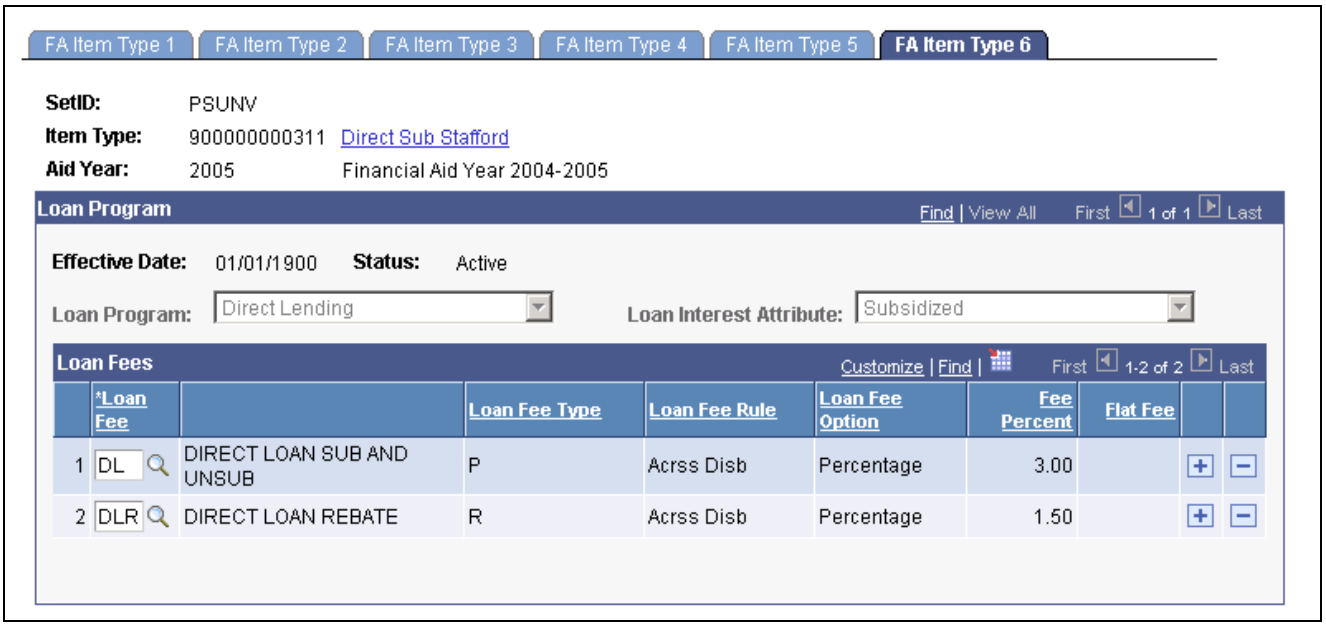
FA Item Type 5 page (ITEM_TYPE_FA_5)

The field values entered in this page are the same for all three direct lending loan types: subsidized Stafford, unsubsidized Stafford, and PLUS loans.

Missing Term Enrollment Select the Split evenly across valid term check box for direct lending setup. Disbursement plans determine the disbursements across terms, but students may not attend all terms defined for the disbursement plan. The Missing Term Enrollment rule allows you to specify if you want disbursements to be split evenly among the remaining terms for which the student is actually enrolled. By selecting the Split evenly across valid term check box, you are instructing the system to split the award among the remaining enrolled terms for the student. For example, if the disbursement plan is for fall, winter, and spring quarters, but the student is only enrolled for fall and spring with the Split evenly across valid term check box selected, the award amount is split evenly between the fall and spring terms.

Setting Up Financial Aid Item Type Loan Fees

Access the FA Item Type 6 page.



FA Item Type 6 page (ITEM_TYP_FA_LN_FEE)

Before you set up this page for your direct lending item types, you must create a loan fee type for your Stafford subsidized, Stafford unsubsidized, and PLUS loan types. You must also create a loan fee type for the rebate.

Field	Subsidized Stafford	Unsubsidized Stafford	PLUS
Loan Program	Ensure this field displays *Direct Lending*. The value comes from the aggregate area you select on the Financial Aid Item Type 1 page.	*Direct Lending*	*Direct Lending*
Loan Interest Attribute	Ensure this field displays *Subsidized* for subsidized Stafford loans. The value comes from the aggregate area you select on the Financial Aid Item Type 1 page.	Ensure this field displays *Unsubsidized* for subsidized Stafford loans.	Ensure this field displays *Unsubsidized* for PLUS loans.
Loan Fees	Select your direct lending fee ID for subsidized Stafford loans.	Select your direct lending fee ID for unsubsidized Stafford loans.	Select your direct lending fee ID for PLUS loans.

Field	Subsidized Stafford	Unsubsidized Stafford	PLUS
Loan Fees (interest rebate)	Insert a row to add interest rebate for the loan. Select the direct loan rebate fee you set up on the Loan Fee Table page. The up-front interest rebate amount of 1.5 percent (in 2004–05) of the gross disbursement is calculated at the disbursement level for each direct subsidized, direct unsubsidized, and direct PLUS loan. The rebate amount is added after the loan fee percent is subtracted from the gross disbursement amount.	Same as for subsidized Stafford.	Same as for subsidized Stafford.
Fee Percentage	3% (in 2004–05) The loan fee values are derived from the Loan Fee Table.	3% (in 2004–05)	4% (in 2004–05)

Example of How the Direct Lending Loan Rebate Works

A student receives a direct loan of 1,000.00 USD for the Fall 2004 term. The net disbursed amount is 985.00 USD because the 3 percent loan fee of 30.00 USD is deducted from the gross amount of the loan, and the 1.5 percent rebate of 15.00 USD is added back.

Setting Up Promissory Notes in Campus Community

Before using Master Promissory Notes (MPN) and Promissory Notes, you must complete setup procedures in PeopleSoft Enterprise Campus Community and Financial Aid. This section is provided to assist you in the setup so the system correctly processes direct lending loans. Only the page shot and information specific for direct lending setup is provided.

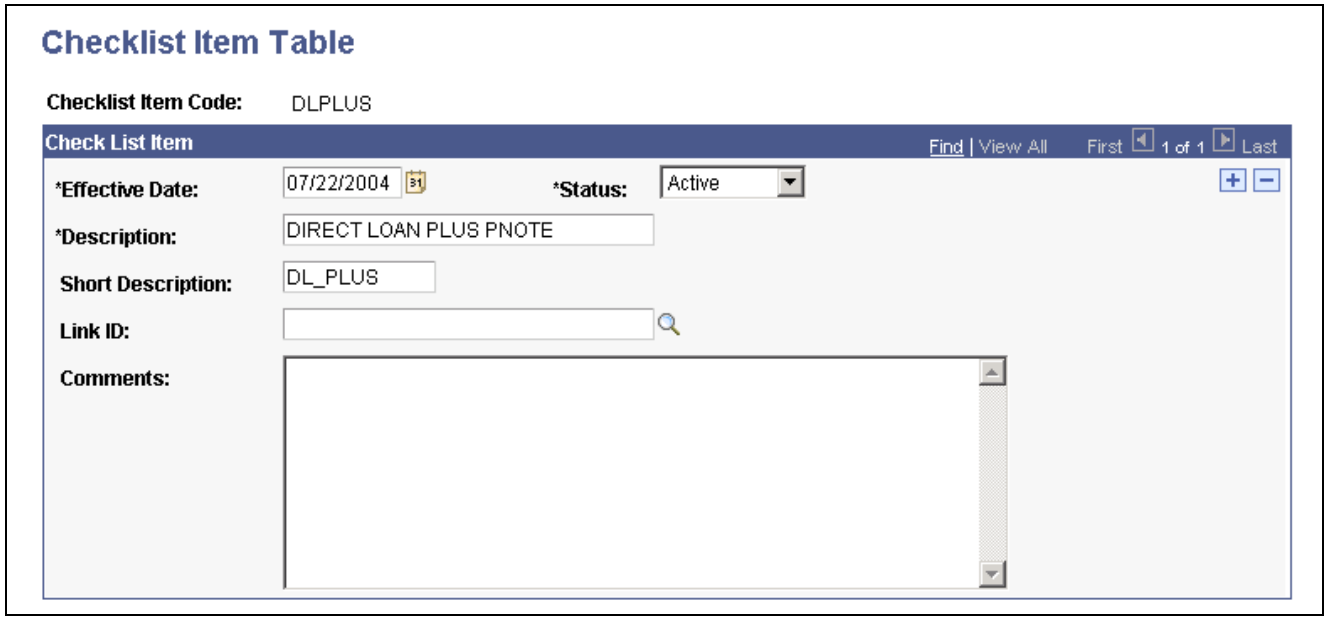
Institutions processing promissory notes for Health Profession, Perkins, and university/institutional loan types should pay particular attention to this section. If you use the Create PNote Communication and Print Promissory Note processes, the system allows you to link a loan type to a specific document type. This enables the process to support multiple loan types for Perkins loans, Health Professional loans, and university/institutional loans.

If you have multiple loan types per loan program, you can have one checklist per loan type or you can have one checklist for all the loan types within a particular loan program.

Important! You must perform the setup procedures described in this section to successfully print promissory notes and loan packages.

Setting Up Checklist Items

The navigation for this page is: Campus Community, Checklists, Setup Checklists, Checklist Function Item Table.



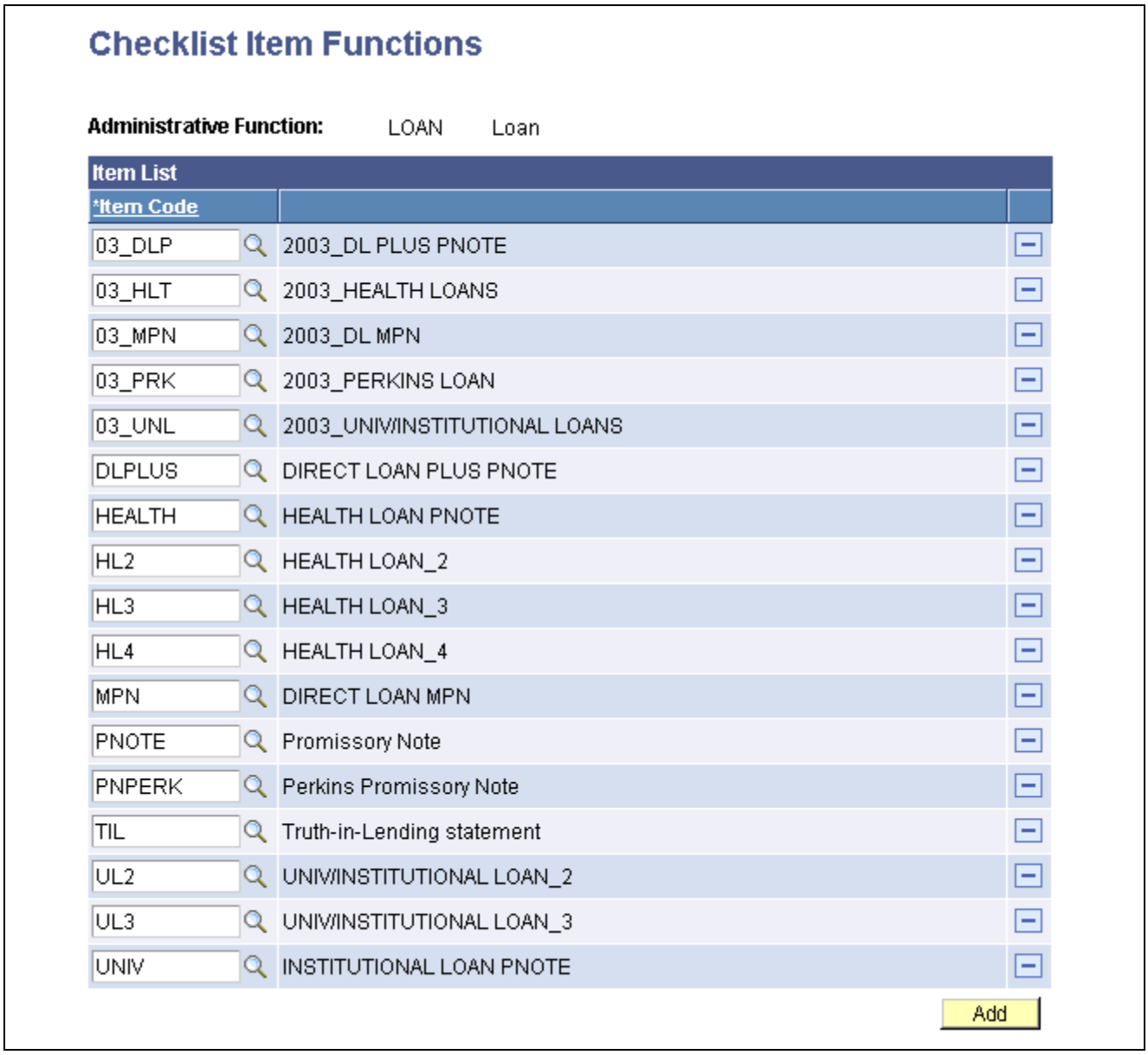
Creating Checklist Items (CHKLST_ITEM_TABLE)

Create a Checklist Item Code for direct Stafford loan, direct PLUS, Perkins loan, Health Profession loan, and university/institutional loan types.

Note. Be sure that you use an effective date of 01/01/1900 for any rows you add.

Setting Up Checklist Item Functions

The navigation for this page is Community, Checklists, Setup, Checklist Function Item Table. Select the Administrative Function of *Loan* when you enter the page.

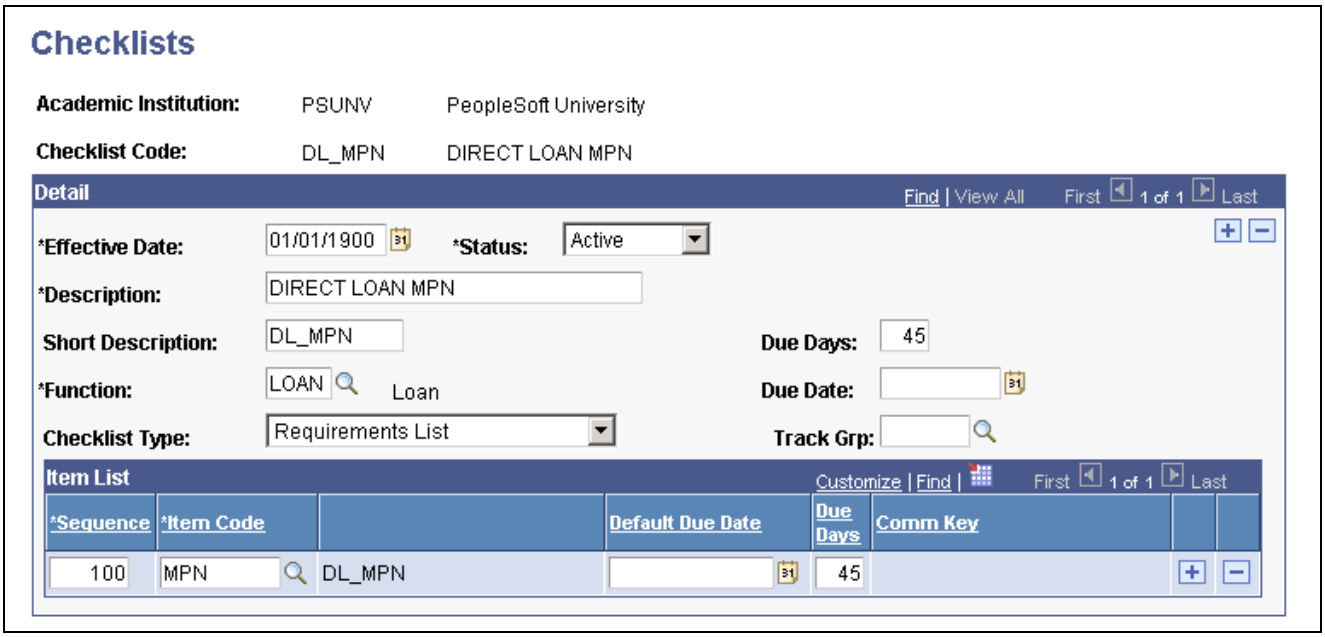


Adding Checklist Items for the Administrative Function (CHK_FUNCTION_TABLE)

For the Administrative Function of *Loan*, insert a row for each of the checklist items you created for direct Stafford loan, direct PLUS, Perkins loan, Health Profession loan, and university/institutional loan types.

Setting Up Checklists

The navigation for this page is Campus Community, Checklists, Setup, Checklist Table.

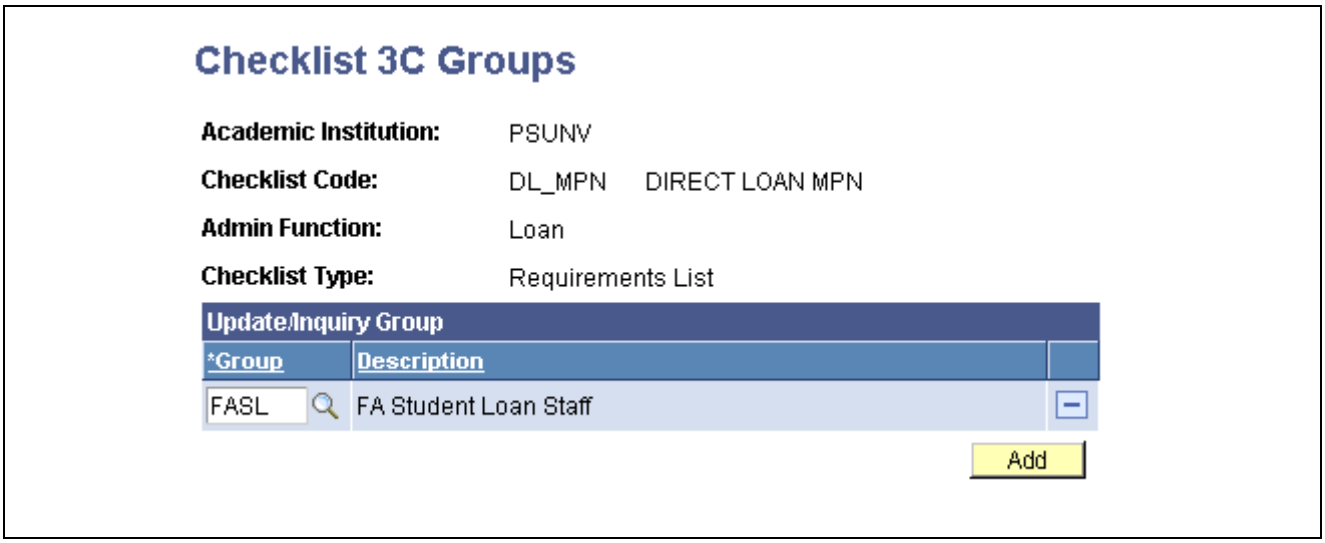


Adding Checklist Items to the Checklist (CS_CHKLST_TABLE)

Complete this page for direct Stafford loan, direct PLUS, Perkins loans, Health Profession loans, and university/institutional loans.

Setting Up Checklist 3C Groups

The navigation for this page is Campus Community, Checklists, Setup, Checklist 3C Groups.

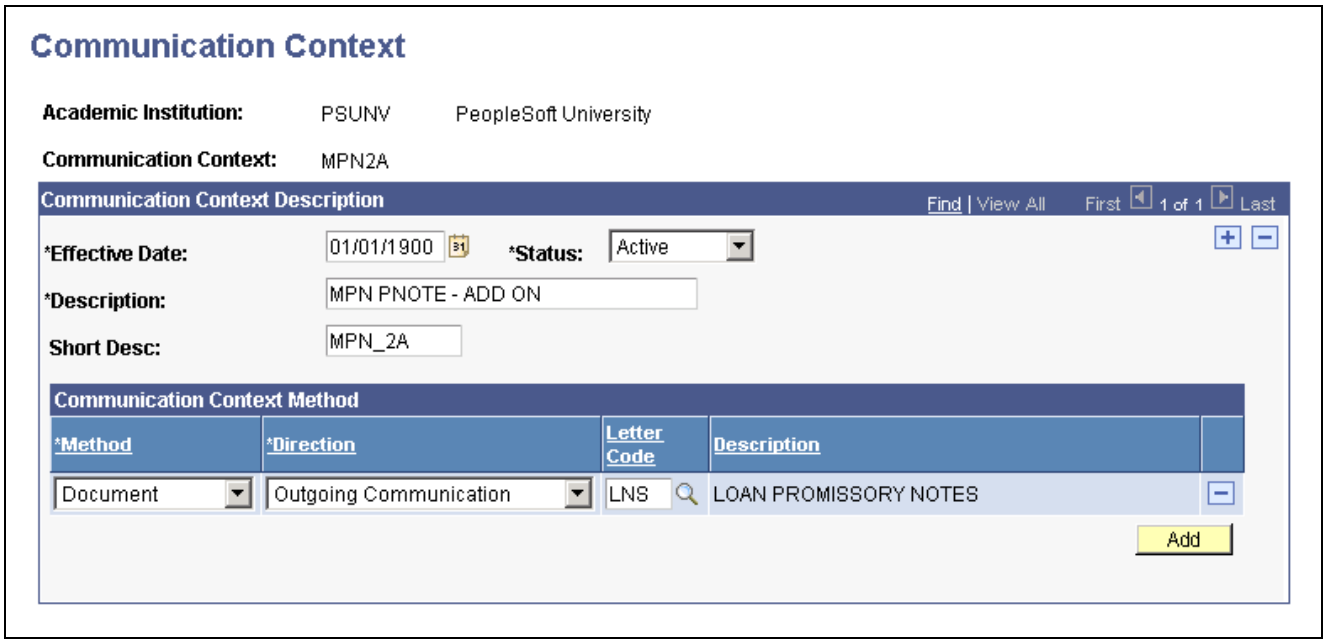


Giving 3C security for the checklist (CS_CHKLST_3CGRP)

Enter values in the Update/Inquiry Group for the direct Stafford loan, direct PLUS, Perkins loan, Health Profession loan, and university/institutional loan types. The Update/Inquiry Group values are user defined.

Setting Up Communication Context

The navigation for this page is Campus Community, Communications, Setup Communications, Communication Context Table.



Adding promissory note contexts (COMM_CXTX_TABLE)

Set up five Communication Contexts, one each for the following items: direct Stafford loan, direct PLUS, Perkins loan, Health Profession loan, and university/institutional loan types.

Communication Context Method

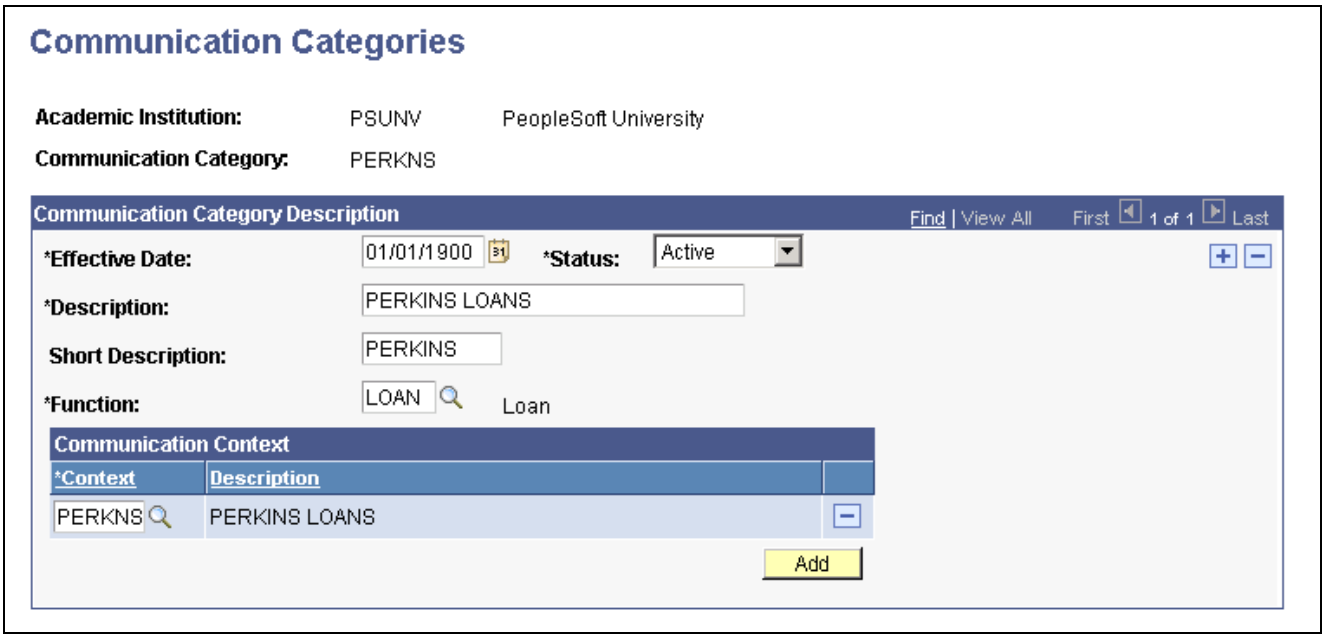
Method Select *Document*.

Direction Select *Outgoing*.

Letter Code Select *Loan Promissory Notes*. You set up the letter code on the Standard Letter Table page (Build Community, Communications, Setup, Standard Letter Table).

Setting Up Communication Categories

The navigation for this page is Campus Community, Communications, Setup Communications, Communication Category Table.



Adding promissory notes categories (COMM_CATG_TABLE)

Choose the Communication Category that you have designated for promissory note processing when you enter the page. In this example, we have used PNT_02 (Pnotes for 2002).

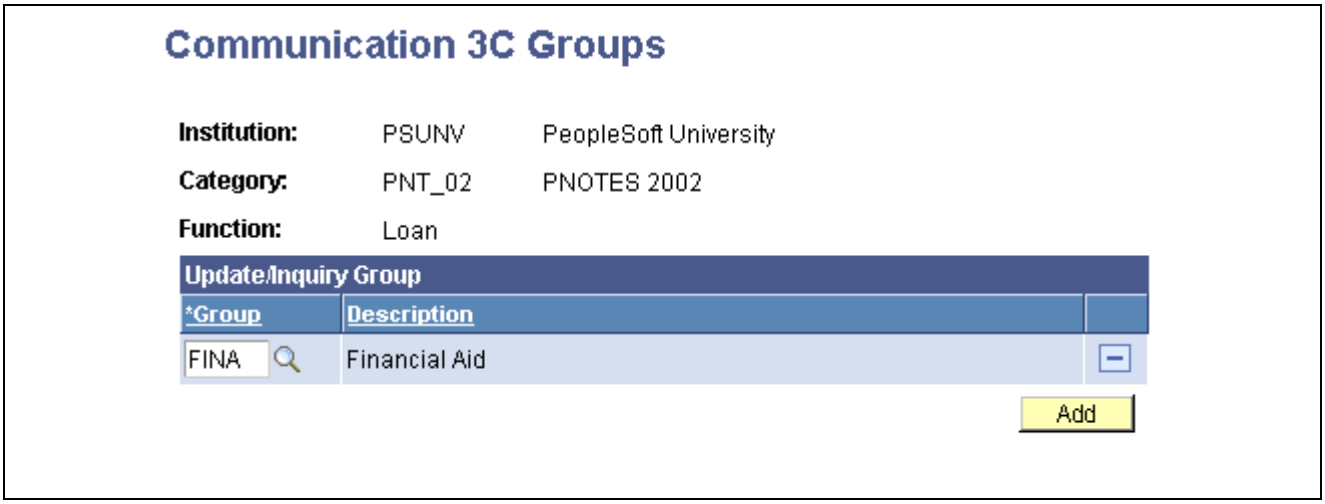
Function Select *Loan* for the administrative function.

Communication Context Insert rows for the communication contexts you created for the direct Stafford loan, direct PLUS, Perkins loan, Health Profession loan, and university/institutional loan types.

Note. Be sure that you use an effective date of 01/01/1900 for any rows you add.

Setting Up Communication 3C Groups

The navigation for this page is Campus Community, Communications, Setup Communications, Communication 3C Groups.



Giving 3C security for the communication (COMM_GROUP_3C_TABLE)

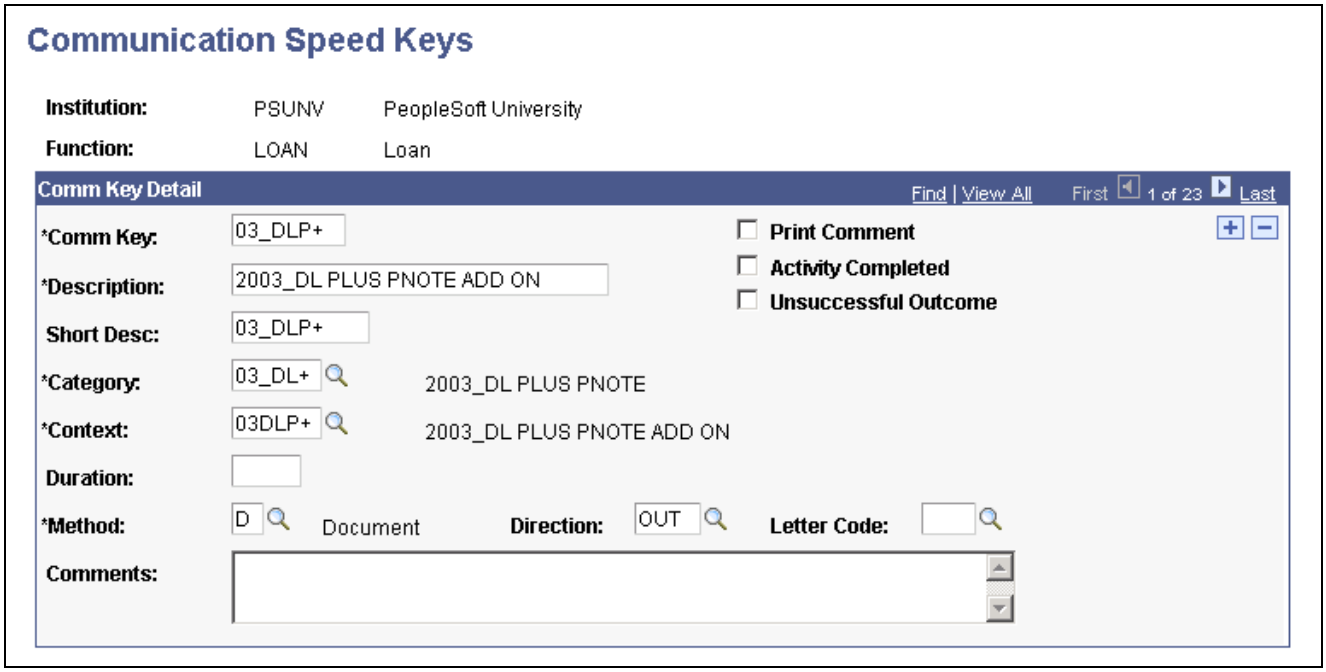
When you enter the page select the Communication Category you set up for promissory notes. In our example, it is PNT_02.

3C Update/Inquiry Group Select the 3C group to which you want to give access for the selected Communication Category. This field is required for promissory note processing.

Important! If you do not set security, users will have access to the Communication Category and Administrative Function needed to run the promissory notes functionality.

Setting Up Communication Speed Keys

The navigation for this page is Campus Community, Communications, Setup, Communication Speed Key Table.



Adding promissory note communication keys (COMM_SPDKEY_TABLE)

Add new Communication Keys for MPN, PLUS, Perkins, Health, and University loans. When adding the Communication Comm Keys, select *Loan* as the Administrative Function when opening the page.

Enter the following field values.

Comm Key Enter *MPN* for the MPN Communication Key, *PLUS* for the PLUS Communication Key. For Health, Perkins, and university/institutional loans, give each a unique communication key.

Category Enter the category you set up for MPN, PLUS, Health, Perkins, and university/institutional loan communication categories. This value should match the name of the communication category that you set up previously.

Context Enter *MPN* for the MPN context field, *PLUS* for the PLUS context field. For Health, Perkins, and university/institutional loans, select the matching context. These values should match the names you applied to the communication context that you set up previously.

Method Select the method that you want to use to deliver the promissory note. This should match the method used when setting up the Context.

Direction Select the direction that the promissory note is going. For example, out might refer to something being sent out from your institution. This should match the method used when setting up the Context.

Letter Code Select the appropriate letter code for the type of promissory note. You can have one letter code type for all loan types. In this example, we created a letter code type of LNS (loans).

Setting Up Direct Lending

To set up direct lending, use the Maintain EDI Transactions component (FA_ECTRANS) and the Create Loan Destinations component (LN_DEST_PROFILE), Direct Loan Change Rules component (LN_DL_INST_PARM), Define Serial Promissory Notes component (LN_PNOTE_TYPE), Define Loan Institutions component (LOAN_INST_TABLE), Define Loan Report Definitions component (LOAN_RPT_DEFS) Copy Loan Report Definitions component (FALN_REP_DEF_COPY), Maintain Loan Report Packages component (LOAN_RPT_PKGS02), Define School Servicers component (LOAN_SERVICE_TABLE), Maintain Loan Transfer ID component (LN_XFER_FILE_ID), Create Loan Types component (LOAN_TYPE).

This section describes how to:

- Set up the pages that you need for processing Direct Loans.
- Set up Common Origination and Disbursement (COD) for Direct Lending.
- Set up loan fees, contact information for the loan processor, loan report packages for sending loan packages, and several other parameters the system uses.

Pages Used to Set Up Direct Lending

Page Name	Object Name	Navigation	Usage
Financial Aid EDI Transactions	FA_ECTRANS	Set Up SACR, Product Related, Financial Aid, File Management, Maintain EDI Transactions	Set up your default partner profiles.
Loan Dest Profile	LOAN_DEST_PROFILE	Set Up SACR, Product Related, Financial Aid, Loans, Commonline 4, Create Loan Destinations	Define the participants your institution uses to exchange loan application data. You can designate multiple destinations for a given loan program.
Ln DL Inst Parm (loan direct lending institution parameter)	LN_DL_INST_PARM	Set Up SACR, Product Related, Financial Aid, Loans, Direct Loan Change Rules	Set up change parameters for your institution. By setting change parameters for specific fields, you can determine how direct lending change processing handles the specified fields.

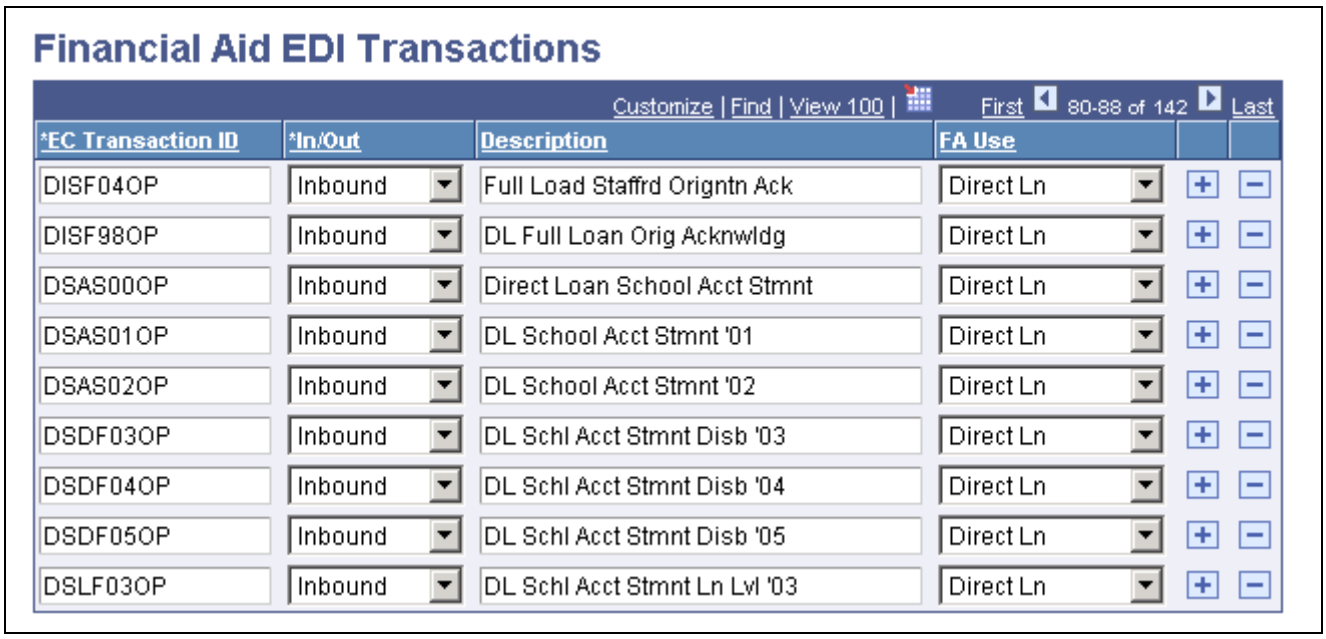
Page Name	Object Name	Navigation	Usage
Ln Pnote Type (loan promissory note type)	LN_PNOTE_TYPE	Set Up SACR, Product Related, Financial Aid, Loans, Define Serial Promissory Notes	Add the master promissory note (MPN), PLUS note, health, Perkins, and university/institutional loan types to the loan promissory note table. You must do this before using the promissory note functionality.
Loan Institution Table	LOAN_INST_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Institutions	Set up Common Origination and Disbursement (COD) for Direct Lending. Define how your school processes loans for the academic year. You must define your loan processes for each academic career at your institution.
Loan Institution Address Information	LN_INST_ADDR_SEC	Click the Loan Institution Contact link on the Loan Institution Table page.	Enter address information for your department that works with loans.
Loan Institution Contact Information	LN_INST_CNTCT_SEC	Click the Loan Institution Contact link on the Loan Institution Table page.	Enter address information for your loan contact personnel.
Loan Destination Default	LOAN_INST_TABLE2	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Institutions, Loan Destination Default	Set up your default loan destination parameters.
Loan Report Definitions	LN_RPT_DEFN	Set Up SACR, Product Related, Financial Aid, Loans, Define Loan Report Definitions	Used for Promissory Note processing prior to aid year 2002/03. View information for loan report form IDs used to create loan documents such as promissory notes, master promissory notes, truth in lending notices, total indebtedness statements, and cover letters. You can also use this page to view the source data and format for a specific loan document. This page is used for defining report definitions for health professional, Perkins, and institutional loans. This setup page is not used for direct lending beginning with aid year 2001-2002. The direct loan report definitions and types are now predefined for you.

Page Name	Object Name	Navigation	Usage
Copy Document Definition	LN_RPT_CPYDEF	Set Up SACR, Product Related, Loans, Copy Loan Report Definitions	Used for Promissory Note processing prior to aid year 2002/2003. Copy loan documents from one aid year to another. This page is used for health professional, Perkins, and university/Institutional loans.
Loan Report Packages	LN_RPT_PCKG02	Set UP SACR, Product Related, Financial Aid, Loans, Maintain Loan Report Packages	Define and create groups of loan documents. Beginning with aid year 2002/2003, this must be set up for Direct Lending and collated Promissory Note processing for Perkins, health professional, and university/institutional loan types.
Loan Servicer Table	LOAN_SERVICE_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, CommonLine4, Define School Servicers	Identify the servicers that your institution uses for processing loans. You can also use this page to add a new servicer.
Servicer Electronic Address	SERV_ADDR_SEC	Click the Electronic Address link on the Loan Servicer Table page.	Enter an email address for the loan servicer.
Servicer Contact Information	SERV_ADDR_SEC	Click the Contact Address link on the Loan Servicer Table page.	Enter address and email information for the individual contact that you entered on the Loan Servicer Table page.
Loan Transfer IDs	LN_XFER_ID_UPDT	Set Up SACR, Product Related, Financial Aid, Loans, Maintain Loan Transfer ID	Set up your EC transaction ID and information that has to be passed to EDI manager for all outbound loan file transactions. This enables the EDI manager to process the appropriate file structure. The system uses the data from this page to populate the Loan Destination Profile table.
Loan Type Table	LOAN_TYPE_TABLE	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types	Enter specific processing types and loan requirements for a particular loan type. You can also associate specific loan item types to the loan type.

Page Name	Object Name	Navigation	Usage
Direct Loan Options	LOAN_TYPE_TABLE_DL	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, Direct Loan Options	Specify direct lending options for the loan type setup. This page is used to define your disbursement options from Financial Aid to PeopleSoft Enterprise Student Financials. Additional options define when disbursements are transmitted to the Common Origination and Disbursement (COD).
Loan Type Documents	LOAN_TYPE_DOCUMENT	Set Up SACR, Product Related, Financial Aid, Loans, Create Loan Types, Loan Type Documents	Define which loan documents — loan report form IDs — should be associated with the selected loan type. This setup links the loan report form ID to a specific loan type.

Viewing EDI Profile Defaults

Access the Profile Defaults page.



Financial Aid EDI Transactions page

PeopleSoft populates data on this page.

EC Transaction ID The ID is based on the message classes used for direct lending. See the Direct Lending Technical Reference for further information. Use the Add link to add additional EC transaction IDs for this partner profile. You should add all the direct lending message classes that you use at your institution.

In/Out The system indicates whether the file is *I* - Inbound or *O* - Outbound.

EC Option Leave this field blank for Direct Lending.

Op Value Leave this field blank for Direct Lending.

EC Action Code Leave this field blank for Direct Lending.

Pri Event Leave this field blank for Direct Lending.

Sec Event Leave this field blank for Direct Lending.

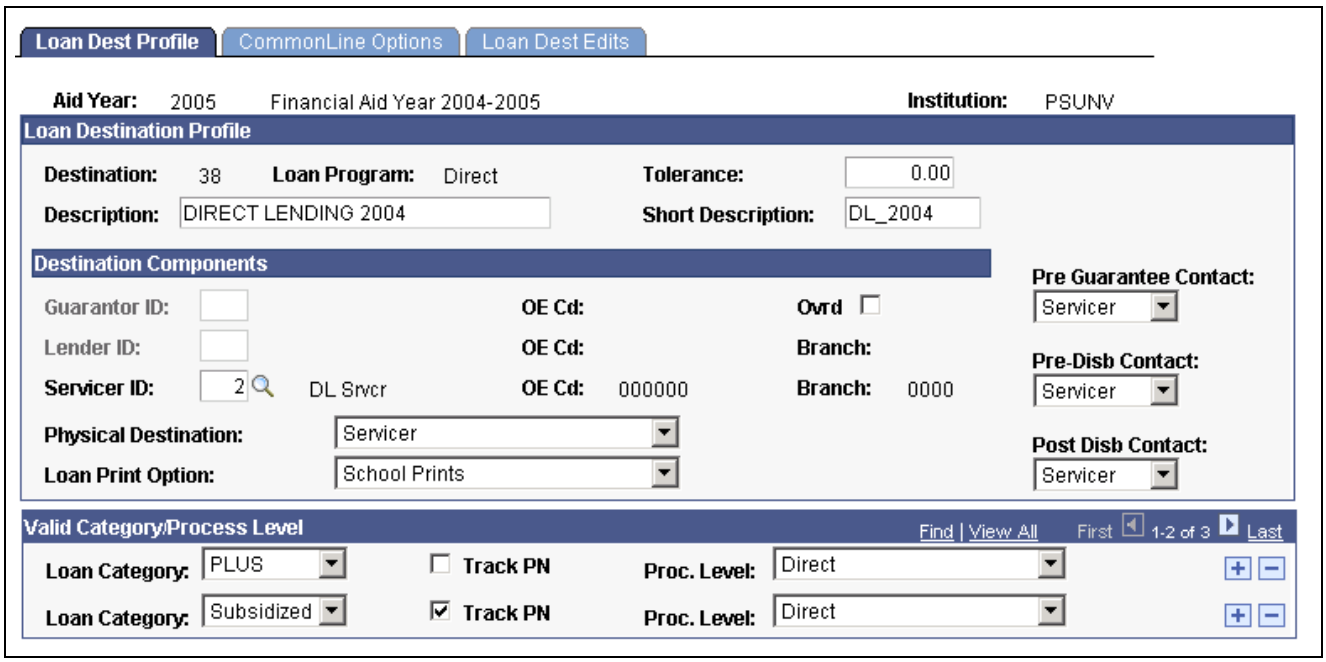
Direct Lending EC Transaction IDs

The following table illustrates the values that you should have in your system for 2004–05. The Data Exchange column and the File Type Data Definition column are not visible on the page, but are listed to assist you in understanding the function of the transactions.

EC Transaction ID	In/Out	Data Exchange	File Type Data Definition
DEPF05IN	O	Export To LOC	PLUS origination file
DESC053IN	O	Export To LOC	Change file
DESD05IN	O	Export To LOC	Disbursement file
DESF05IN	O	Export To LOC	Stafford origination file
DIOC05OP	I	Import From LOC	Change acknowledgement file
DIOD05OP	I	Import From LOC	Disbursement acknowledgement file
DIPA05OP	I	Import From LOC	Promissory note acknowledgement file
DIPC05OP	I	Import From LOC	PLUS credit decision file
DIPF05OP	I	Import From LOC	PLUS origination acknowledgement file
DISF05OP	I	Import From LOC	Stafford origination acknowledgement file
DSLF05OP/DSDF05OP	I	Import From LOC	Statement of account summary file

Setting Up Loan Destination Profiles for Direct Lending

Access the Loan Dest Profile page.



Loan Destination Profile page

Loan Destination Profile

Destination The system assigns and displays a unique numeric identifier when you create a destination.

Loan Program This should display *Direct* for direct lending.

Tolerance Enter the tolerance value to determine the amount difference you want the system to allow with loans.

Destination Components

Guarantor ID This field does not apply to direct loans.

Lender ID This field does not apply to direct loans.

Servicer ID Select the servicer ID for direct lending. This value is delivered with your system.

OE Cd Branch (Office of Education code branch) The system displays the OE Cd and Branch for the Servicer ID that you select.

Physical Destination Select *Servicer* for direct lending. The Physical Destination refers to the destination that you intend to receive the loan application.

Loan Print Option Select the appropriate option depending on your institutions arrangement with the LOC.

Ovrd (override) You select this check box to be able to save the page without having designated a Guarantor ID, Lender ID, and Servicer ID. But, this does not apply to

direct lending, so you can save the page with only the Servicer ID without selecting this check box.

Contact Order

The fields in this group box determine who to contact depending on the stage of the loan.

Pre-Guarantee Contact Select *Servicer* for direct lending.

Pre-Disb Contact (pre-disbursement contact) Select *Servicer* for direct lending.

Post Disb Contact (post disbursement contact) Select *Servicer* for direct lending.

Valid Category/Process Level

Loan Category Identify the loan category that the loan destination will process. The loan categories include *PLUS*, *Sub/Unsub*, *Subsidized*, and *Unsub*. The category *Sub/Unsub* does not apply to direct lending. Direct lending institutions should use *Subsidized*, *Unsub*, and *PLUS*. You should add a loan category for all three Direct Lending loan types: subsidized, unsubsidized, and PLUS.

Track PN (track promissory note) This field does not apply to direct lending.

Proc. Level (process level) Identify the loan processing level that the loan destination performs for the corresponding loan category. For direct lending, select *Direct* for all of your loan categories.

Note. The other two pages in this component, CommonLine Options and Loan Dest Edits, do not apply to direct lending.

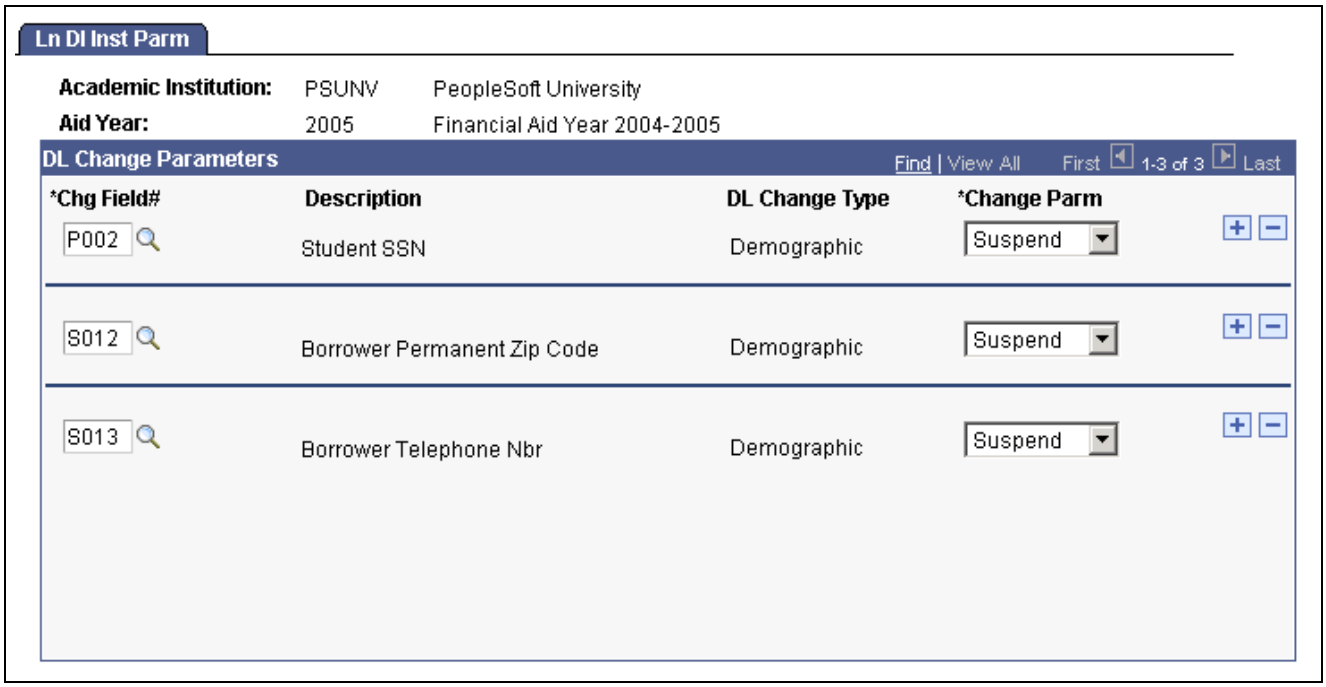
Understanding Global Direct Lending Change Parameters

You can use this setup page to set globally what data changes should be automatically submitted to the LOC. These data changes can be for a change file, for a record held for institutional review, or for an automatically suspended record because of reductions to financial data. Once defined, these global parameters are applied to all direct loan records to which changes to data have been made. This global setup assists you in administering what and when multiple data changes should be submitted to the LOC.

The global setup does not preclude you from holding/suspending change information on a student-by-student level. Individual suspend, change, or hold decisions can be made through the DL Stu Change Hold/Suspense page (Financial Aid, Loans, Direct Lending Management, Hold/Suspend Change Data).

Setting Up Global Direct Lending Change Parameters

Access the Ln DL Inst Parm page.



Ln DL Inst Parm page

The system displays the Academic Institution and Aid Year.

DL Change Parameters

Chg Field # (change field number) Select the field that you want to change. The change field numbers correspond to those assigned by the LOC, as defined in the *Direct Lending Technical Reference*.

DL Change Type Indicates whether the specified change field number represents a demographic or financial change.

Change Parm (change parameter) Select the parameter for each field.

No Chg (no change): The system does not consider the specified field during change processing. When you make changes to fields that are assigned this change parameter, the system does not create a change transaction.

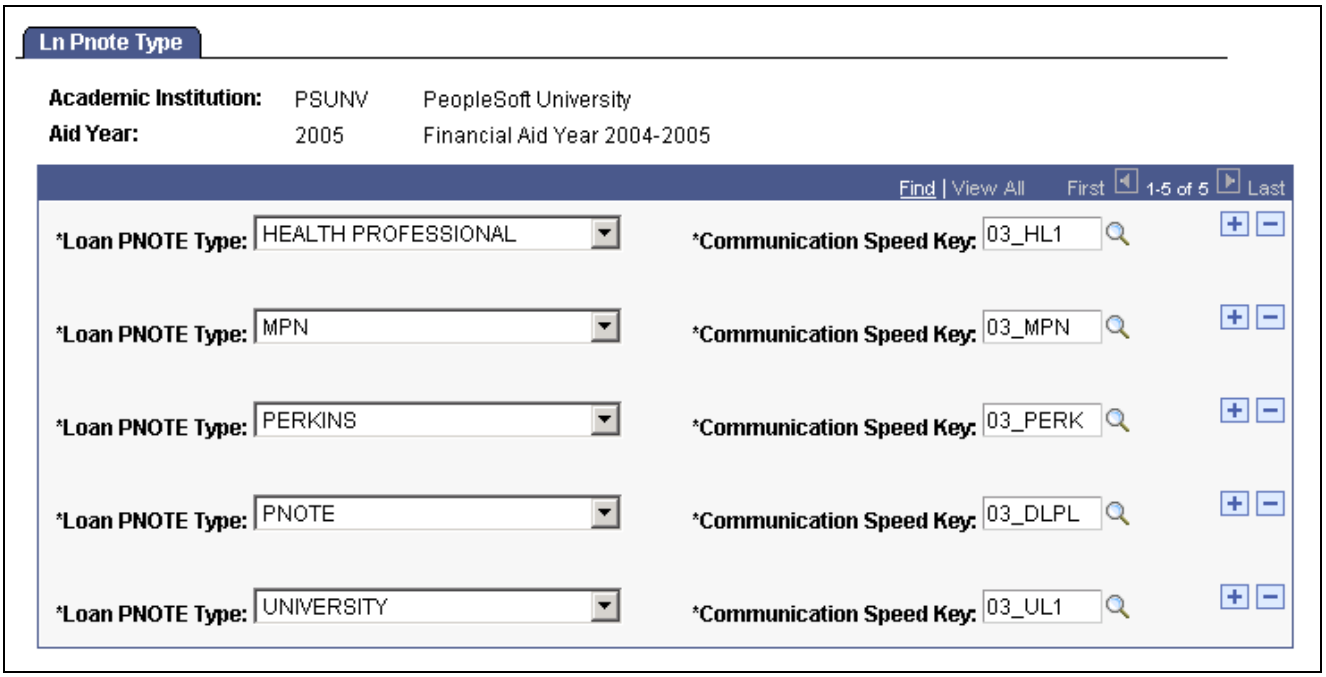
Spnd Red (suspend reduced): used for financial change types only. If the change results in a reduced disbursement amount, the system suspends the loan.

Suspend: When you make changes to fields that are assigned this change parameter, the system creates a change transaction and places the loan on hold. This enables you to review the loan to determine if the change is appropriate. If the change is fine, you can remove the hold.

Note. The above change parameters affect those loans that have been transmitted to the COD. Prior to submission, you can change the fields on the loan record without generating a change transaction. Change transactions occur when you make changes to loans that you have previously transmitted to the LOC.

Setting Up DL Serial Promissory Note Table

Access the Ln Pnote Type page.



Ln Pnote Type page

Use an aid year of 2001 or higher when adding the promissory note types. Add two promissory note types. Add a type for master promissory notes (MPN) and a type for PLUS promissory notes (PNOTE).

Beginning with the 2001-2002 aid year, you also need to add health, Perkins, and university/institutional loans to this setup page.

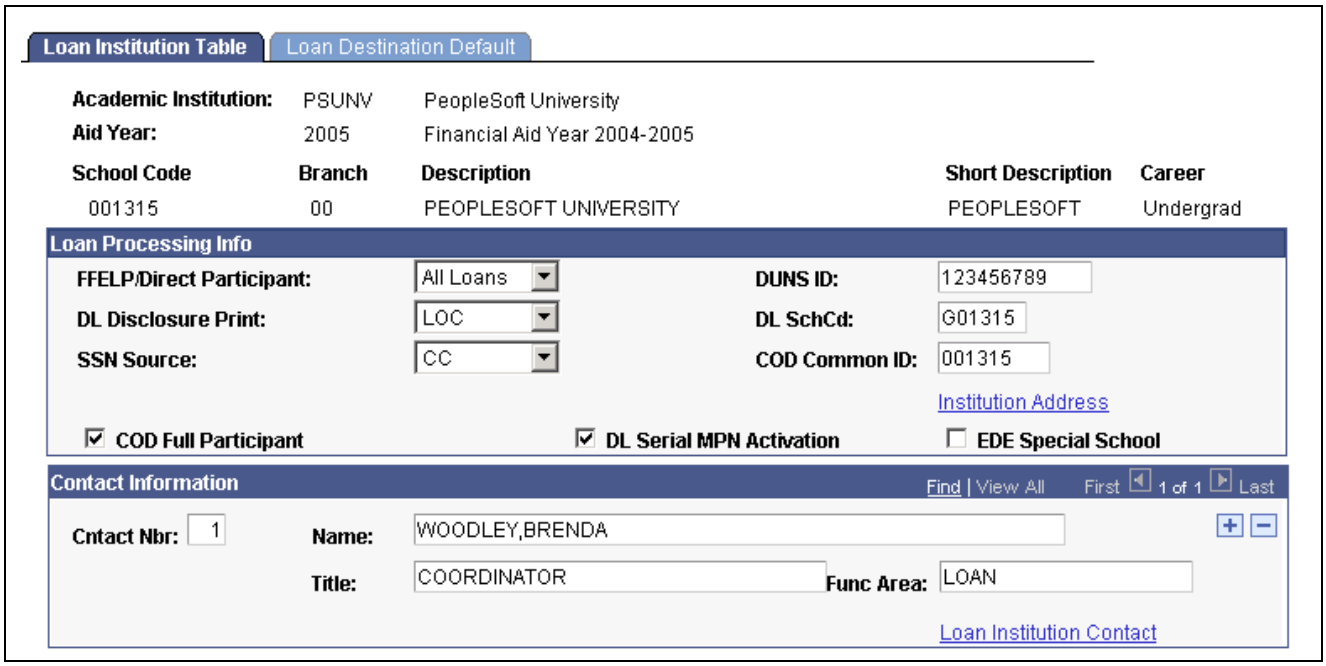
Enter the following field values.

Loan PNOTE Type (loan promissory note type) Enter a type for *MPN*. Insert a row to add additional types for *PLUS*, Perkins, health, and university/institutional loans.

Communication Speed Key On each row, enter the Communication Key that should be associated with the loan PNOTE type.

Setting Up Loan Institution Table for Direct Lending COD

Access the Loan Institution Table page.



Loan Institution Table page

The system displays the Academic Institution, Aid Year, School Cd (code), and Branch. You can enter a Description and Short Desc.

Loan Processing Info

FFELP/Direct Participant Indicates if your loan institution can originate FFELP or Direct Loans-*All Loans* (both FFELP and direct lending) *Direct* (Lending only), or *FFELP* (only). Alternative loans are not affected by this setting.

DL Disclosure Print Indicates where the loan disclosure is printed. Select from *LOC, Reprint, School*. *Reprint* indicates that the Department of Education has authorized the institution to reprint copies of the Direct Loan Disclosure Statement. In most cases, you should select LOC.

SSN Source Indicates where you want the student's Social Security Number to come from in the system. Select *CC* (Campus Community) or *ISIR*.

DUNS ID (data universal numbering scheme) Enter your DUNS ID. The Department of Education assigns the DUNS number to the reporting institution.

DL SchCd (direct lending school code) Enter your school code for direct lending. This field is hidden if your school does not participate in the direct lending program.

COD Full Participant Select to activate the SFA Common School ID field. Enter your Common School ID number that is assigned to your institution by the U.S. Department of Education.

Note. Based on the U.S. Department of Education's Common Origination and Disbursement (COD) implementation plan, only institutions approved as Full Participants for the 2002/03 award year are eligible to process files through the 2002/2003 Direct Lending COD single file process. If your school is a full participant, the only processes that change are the Outbound File creation process and the Inbound File process.

Access America Participant This check box does not apply to direct lending.

DL Serial MPN Activation (direct lending serial master promissory note activation) Select this check box if the loan institution you are defining uses the direct loan serial master promissory note. Do not check this field if your school is not eligible to process direct lending master promissory notes (for example, if your institution is a community college, or certain graduate schools). If you are not sure about your promissory note processing status, please contact your client account manager at the LOC. This field is hidden if your school does not participate in the direct loan program. If this field is hidden and your school does participate in the direct loan program, please review your setup on the Installation Defaults, Fin Aid page.

EDE Special School Check this field if your institution as been approved as an EDE special school.

Contact Information

In this group box, enter the contact information for each of your financial aid administrators in charge of loan processing.

Cntact Nbr (contact number) Use this number to prioritize the list of contacts. The person with a contact number of one is considered the primary contact.

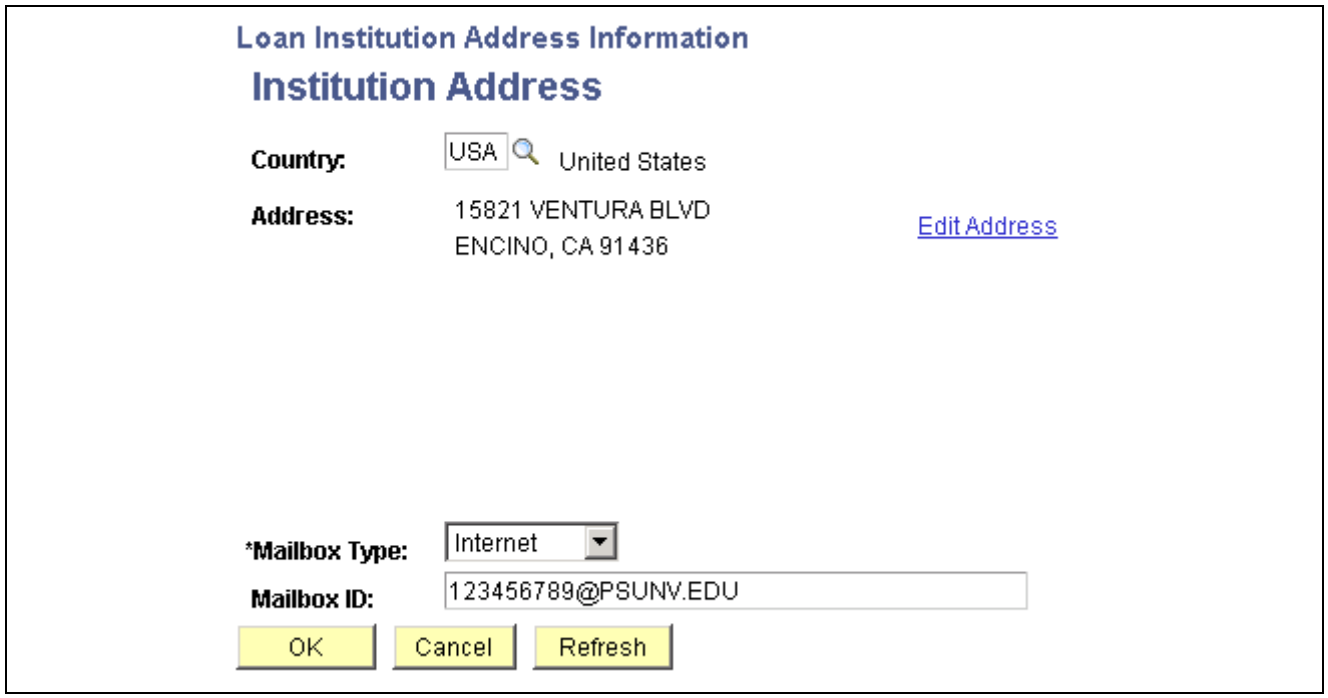
Name Name of the loan officer.

Title Title of the loan officer.

Func Area (functional area) Use this field to enter information about the functional area of which this contact person is in charge.

Entering Loan Institution Address Information

Access the Loan Institution Address Information page.



Loan Institution Address Information page

Enter all the necessary address information. Select a Mailbox Type of either *Internet* or *Compuserve*. Enter a Mailbox ID or email address. The Mailbox Type and Mailbox ID are used to determine where data files are sent when the files are transmitted using the internet or a private communication network.

Note. You must enter a Mailbox Type and Mailbox ID to save this page.

Entering Loan Institution Contact Information

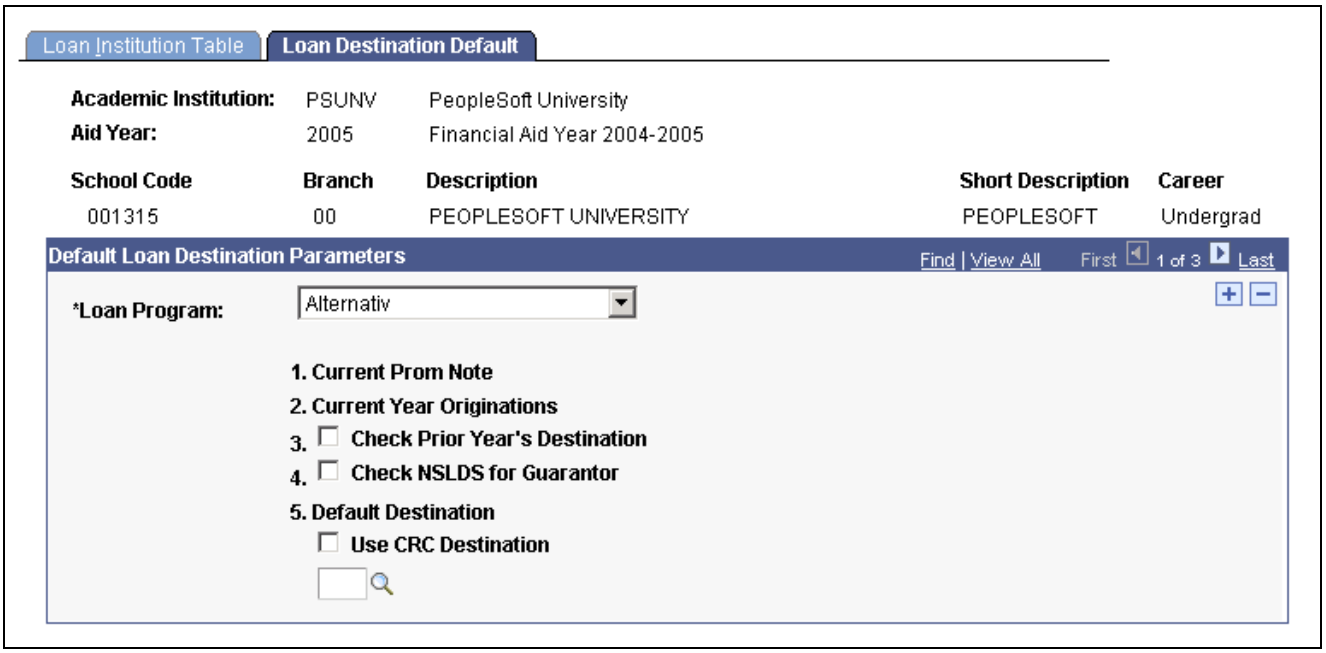
Access the Loan Institution Contact Information Loan Institution Contact page.

Loan Institution Contact Information page

Enter all the necessary address information for the individual loan contact. Select a Mailbox Type of either *Internet* or *Compuserve*. Enter the Mailbox ID or email address.

Setting Up Destination Defaults for Direct Lending

Access the Loan Destination Default page.



Loan Destination Default page

Default Loan Destination Parameters

Loan Program Select *Direct* for direct lending.

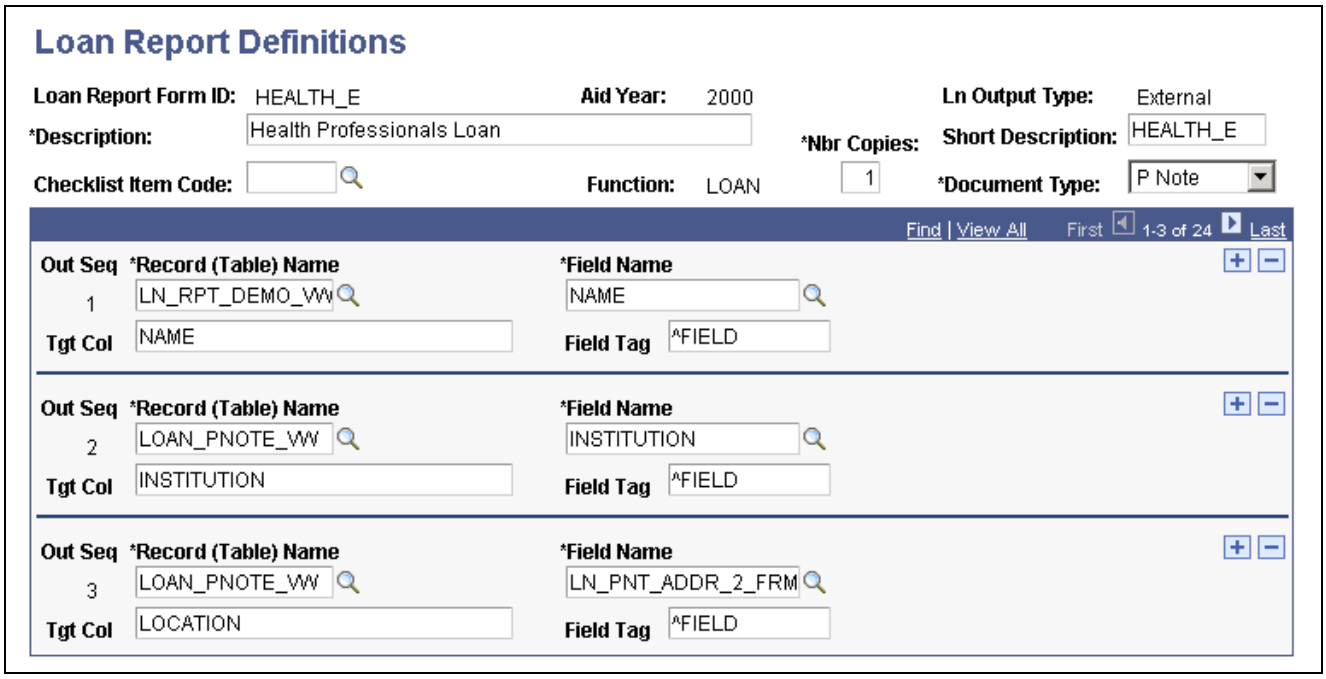
5. Default Destination Indicates the default loan destination. Select the loan destination number you have created for this processing year for direct lending LOC. The loan destination number is created on the Loan Dest Profile page.

Note. The 1. Current Prom Note, 2. Current Year Originations, 3. Check Prior Year Originations, and 4. Check NSDLS for Guarantor fields do not apply to direct lending.

Setting Up Loan Report Definitions for Health Professional, Perkins, and University/Institutional Loans

Access the Loan Report Definitions page.

Note. Used for Promissory Note processing prior to aid year 2002/2003.



Loan Report Definitions page

Note. PeopleSoft delivers predefined Loan Report Form IDs for printing promissory notes. You can print promissory notes on a preprinted form approved by the Department of Education or using the supported external reports. These report IDs should not require alterations unless changes occur to the promissory note layout(s).

Warning! The Loan Report Definitions page uses views that contain the valid fields for loan forms. Do not modify this view in any way.

Loan Report Form ID Contains the ID assigned to the loan report form.

Ln Output Type (loan output type) Displays the output type for the specified Loan Report Form ID. The following field values are possible:

External Product: Select if you are using an external source to print your Loan Report Forms.

Fixed Length: Select if you are creating external reports using fixed length field values. Use this option if you use the loan report definitions to create/outbound flat files to be used by a separate process or software application to print loan report documents.

Positional: Select if you are using preprinted forms.

Delimited Fields: Select if you are creating reports using delimited field values. Use this option if you use the loan report definitions to create/outbound flat files to be used by a separate process or software application to print loan report documents.

Checklist Item Code Select a value to associate a checklist item with this Loan Report Form ID.

Function Displays *LOAN* to indicate that the system is printing loan documents.

Nbr Copies (number of copies) If this is a new Loan Report Form ID, enter the number of copies to print for this report. The system automatically populates this field for pre-delivered loan report form IDs.

Document Type Select a document type that describes the Loan Report Form ID.

Cover Ltr: Indicates a cover letter.

Mstr Pnote: Indicates a master promissory note.

P Note: Indicates a promissory note.

TIL: Indicates a Truth-in-lending notice.

TIS: Indicates a total indebtedness statement.

Hlth PNote: Indicates a health promissory note.

Perk PNote: Indicates a Perkins loan promissory note.

Univ PNote: Indicates a promissory note for a university loan.

Out Seq (output sequence) Indicates the sequence in which the corresponding field is included in the selected report definition.

Record (Table) Name Indicates the table name from which the system retrieves data to print on the loan report form ID. Select the appropriate table when creating new loan report form IDs.

Field Name Indicates the field name from which the system retrieves data to print on the loan report form ID. Select the appropriate field when creating new loan report form IDs.

The system displays the following fields when the Ln Output Type is *external*.

Tgt Col (target column) Marker used by JetForm when printing.

Field Tag Marker used by JetForm when printing.

The system displays the following fields when the Ln Output Type is *positional*.

Start Pos (start position) Indicates the field position in the printed layout for positional printing.

End Pos (end position) Indicates the field position in the printed layout for positional printing.

Page # Indicates the field position in the printed layout for positional printing.

Line # Indicates the field position in the printed layout for positional printing.

The following Loan Report Form IDs for are delivered for direct lending.

Loan Report Form ID	Description	Loan Output Type
DL_MPN_E	Direct Loan Master Promissory Note	External Product
DL_MPN_P	Direct Loan Master Promissory Note	Positional Print

Loan Report Form ID	Description	Loan Output Type
DL_PLUS_E	Direct Loan PLUS Promissory Note	External Product
DL_PLUS_P	Direct Loan PLUS Promissory Note	Positional Print

Understanding Loan Report Packages for Direct Lending, Perkins, Health and University

The Loan Report Packages page allows you to create a package containing loan document types such as a cover letter, master promissory note, PLUS promissory note, Perkins promissory note, university/institutional loan promissory note, and health professional loan promissory note which can be generated and collated into one packet.

This page also provides a way to generate a truth-in-lending form for Perkins PNote, health professional, and university loan promissory notes.

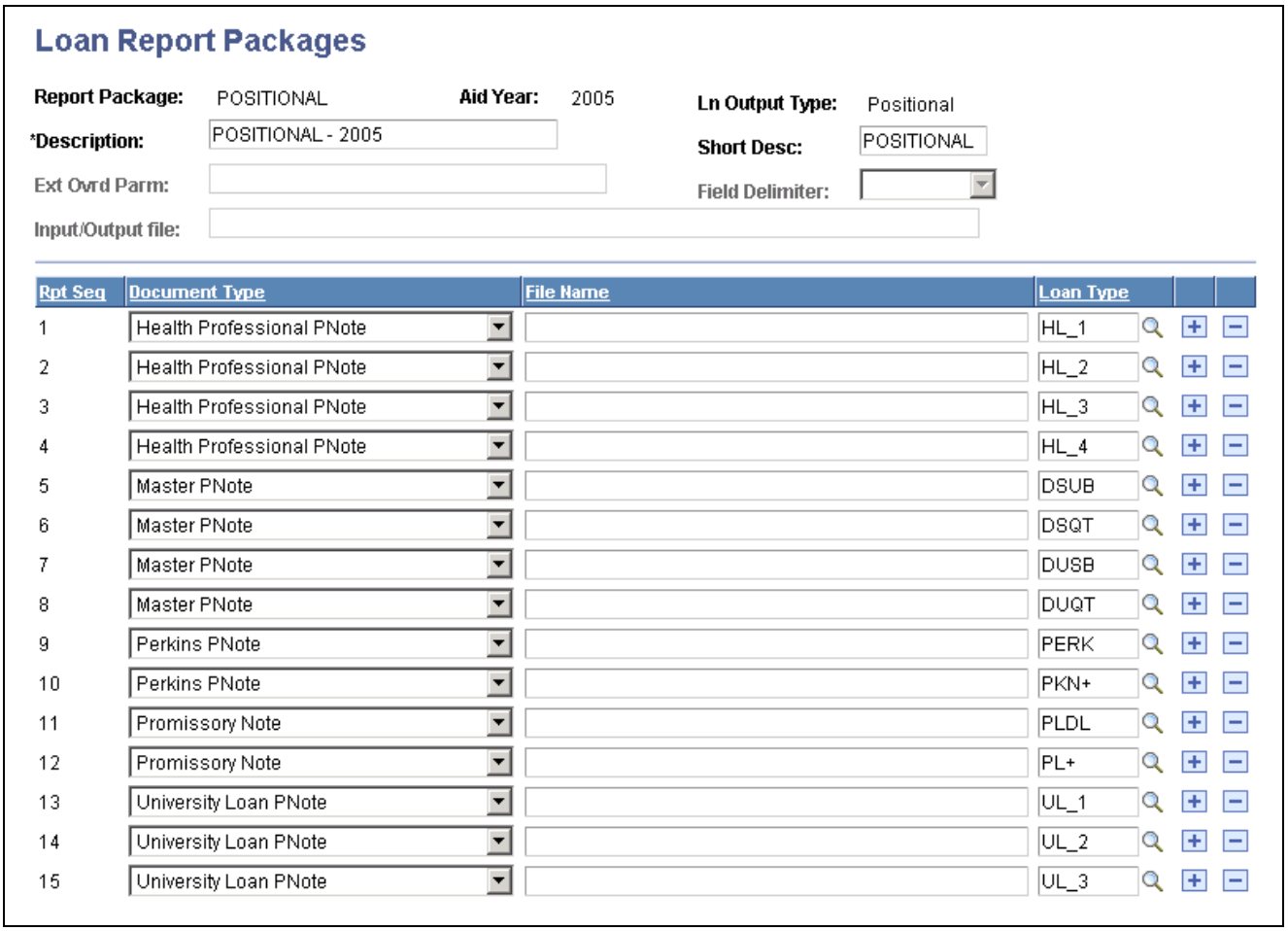
If you use an external source to print your forms, you should define the package to collate the list of supported forms in the order of your preference. For example, if you use an external product, you can build your package with a cover letter (CVRLTR0201_E), MPN note (MPN0400_E), PLUS promissory note (FEDPLS0400_E), and a Perkins note (PERKNS_E). When the Pnote print process is run, the system prints the forms in the order they are defined in the package.

If you use the positional print option, you should define a package and list the types of forms you want to produce. For example, you can build your package with a MPN note, PLUS promissory note, and a Perkins note. The cover letter and truth-in-lending forms cannot be produced using the positional print option. You need to run the Pnote print process once for each form that is defined in the package. The system provides data that is printed directly on preprinted forms from the paper tray. It does not support a collated version.

Note. You must set up all PNote document types regardless of whether or not you participate in or use documents related to the loan programs. This requirement applies to both positional print and external product print institutions.

Setting Up Loan Report Packages for Direct Lending

Access the Loan Report Packages page.



Loan Report Packages page

The system displays the Report Package, Aid Year, and Ln Output Type (loan output type) based on your selection when entering the page.

Ext Ovrd Parm (external override parameter)

If you are using an external product, you can enter valid values in this field using the guidelines set by the external product. This field appends parameters to the JOB line in the external product extract file. Please review your external product user's guide.

Leave this field blank if you do not use an external product.

Field Delimiter

This field is not used for promissory note processing.

Input/Output file

If you are using an external product, you must enter a file name to export the report package. This specifies where the output goes when you run the print process.

Leave this field blank if do not use an external product.

Rpt Seq (report sequence)

This designates the order in which the system creates the output for each loan document.

Document Type

These are delivered with your system. You must insert a new row for each loan document type that you want to include in the package.

Note. A truth-in-lending document type can only follow a Perkins Pnote, Health Professional Pnote, or University Loan Pnote entry. Currently, the Total Indebtedness document type is not supported.

File Name

If you are using an external product, you must enter the file name of the external product form you want to associate with the document type. For example, if the document type is Master Pnote, you would enter MPN0400_E. For document type Perkins Pnote, you would enter PERKNS_E.

Leave this field blank if you do not use an external product.

Loan Type

Enter the loan types associated with the *Master PNote, Promissory Note, Perkins PNote, Health Professional PNote, University Loan PNote,* and *Truth-in-Lending* document types.

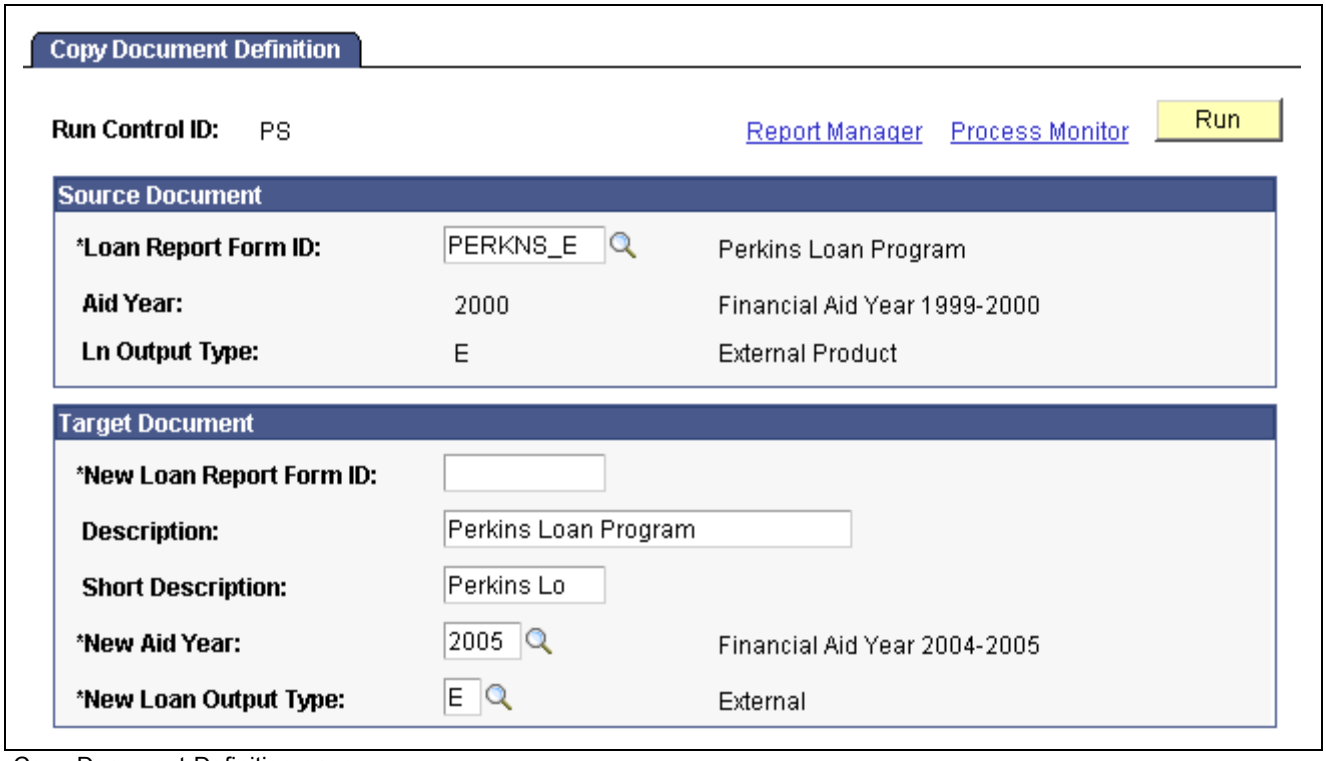
All non-direct lending document types need to have a loan type selected. For example, the Perkins PNote and the Perkins truth-in-lending document types should both have the *Perkins* loan type selected.

Note. You do not need to enter a loan type for the *Cover Letter, Master PNote,* and *Promissory Note* document types. Any value entered in the Loan Type field is ignored for these three document types.

Copying Loan Document Definitions for Health Professional, Perkins, and University/Institutional Loans

Access the Copy Document Definition page.

Note. Used for Promissory Note processing prior to aid year 2002/2003.



Copy Document Definition page

Source Document

Loan Report Form ID Select the report form ID that represents the source loan documents you want to copy. Loan report form IDs are defined on the Loan Report Definitions page.

Aid Year Indicates the aid year of the source loan documents.

Ln Output Type Indicates the output format you want to produce. The following values are possible:

D—Delimited: Delimited by a character that you choose when setting up the report, such as a comma.

E—External: Used for third-party printing applications.

F—Fixed Record Position: Creates a file of a fixed length so that the fields are always the same width.

P—Positional on preprinted forms: Prints the data fields onto a preprinted form.

Target Document

New Loan Report Form ID Indicates the name of the new loan report form ID to which you are copying the source documents.

Description Describes the new form ID. This value defaults from the source form ID.

Short Description Indicates the short description for the new form ID. This value defaults from the source form ID.

New Aid Year Indicates the aid year to which you are copying the source documents.

New Loan Output Type Indicates the output format you want to use. This value defaults from the source value. For a list of valid field values, see the Loan Output Type field definition.

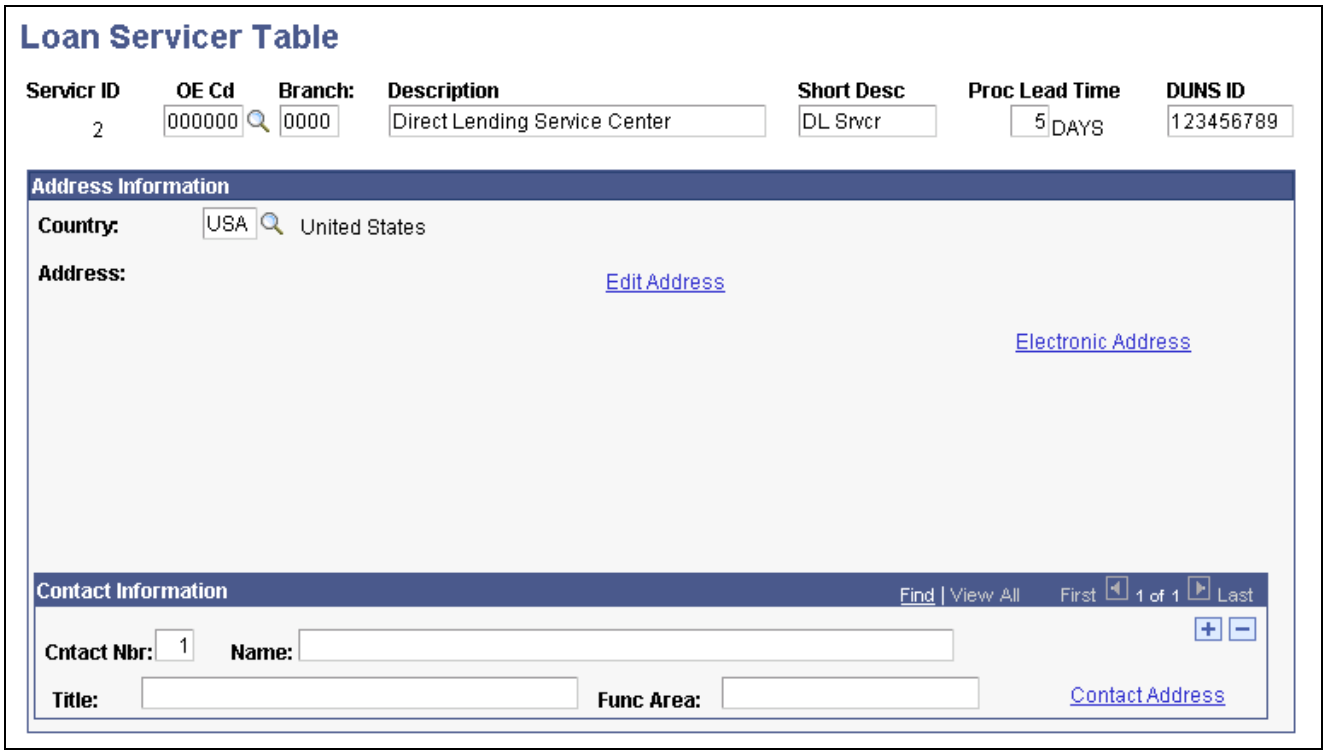
Click Run to run this request. PeopleSoft Process Scheduler runs the process at user-defined intervals.

See Also

Chapter 9, "Setting Up Direct Loans," Setting Up Loan Report Definitions for Health Professional, Perkins, and University/Institutional Loans, page 281

Setting Up Loan Servicer Table for Direct Lending

Access the Loan Servicer Table page.



Loan Servicer Table page

Servicer ID This is the number used to identify the servicer associated with the requested loan.

OE Cd (Office of Education code) When you select an option from the available choices, the system uses data from the Servicer Load Maintenance database and automatically populates the rest of the information.

Proc Lead Time (process lead time) Indicates the number of days a loan destination needs to freeze its data to prepare for a transfer to the school. For example, if the lead-time is 5 days, changes can only be made to the student's loan 5 days prior to the first disbursement.

DUNS ID (data universal numbering scheme ID) The system displays this field if your institution is required to report a DUNS ID in the processing of loans. You can also enter your DUNS ID. The Department of Education assigns the DUNS number to the reporting institution.

Address Information

Enter the address of the loan servicer in the fields in this group box.

Click the Electronic Address link to access the Servicer Electronic Address page, where you can enter an email address for this loan servicer.

Contact Information

Enter the name and title of individual contacts at the loan servicer. You can enter multiple contacts by inserting rows. The Cntact Nbr (contact number) field is used to prioritize the order of your contacts.

Click the Contact Address link to access the Servicer Contact Information page, where you can enter the address and email information for an individual contact at the loan servicer.

Entering Servicer Electronic Addresses

Access the Servicer Electronic Address page.

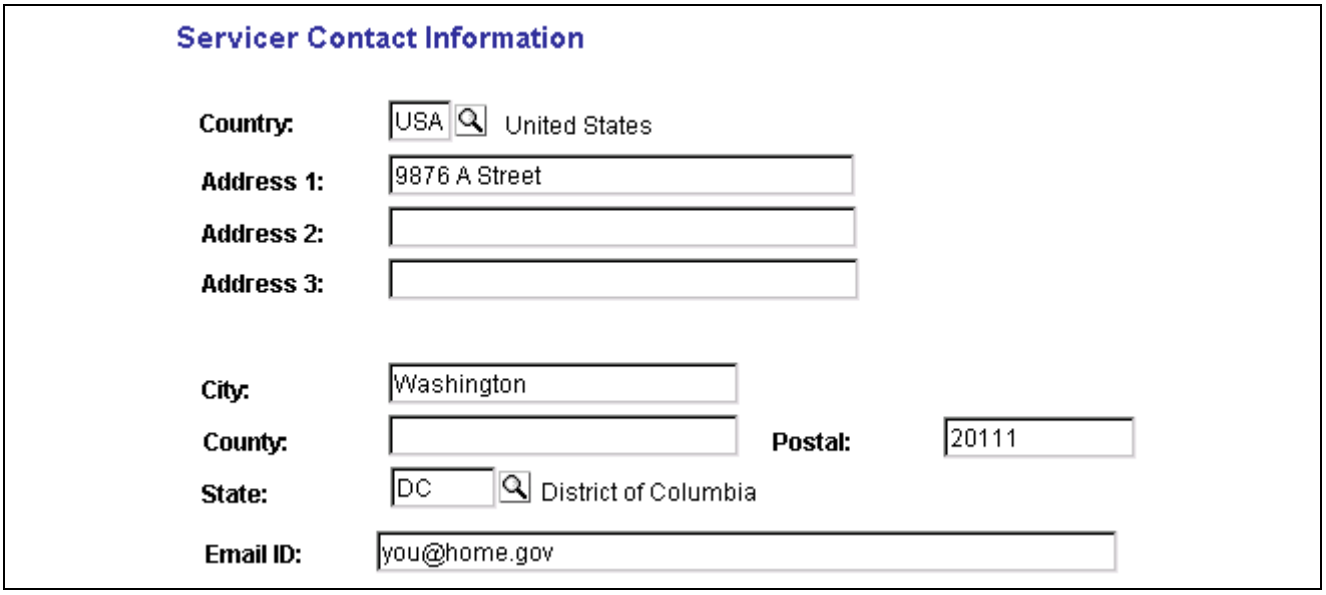
Servicer Electronic Address page

Mailbox Type Select the servicer's mailbox type of *None*, *Internet* or *Compuserve*.

Mailbox ID Enter the servicer's mailbox identification or address to which data files are sent when the files are transmitted using the internet or a private communication network.

Entering Servicer Contact Information

Access the Servicer Contact Information page.

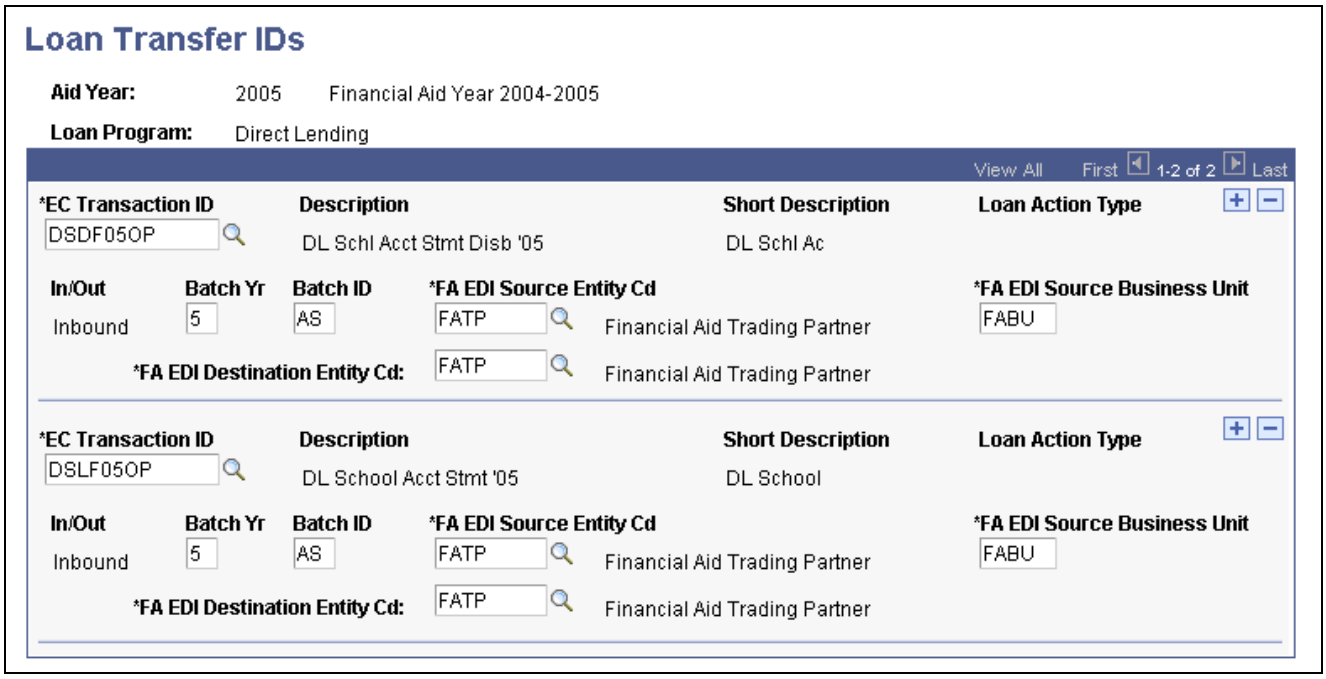


Servicer Contact Information page

Enter the address and email information in the fields provided.

Setting Up Loan Transfer IDs for Direct Lending

Access the Loan Transfer IDs page.



Loan Transfer IDs page

EC Transaction ID (electronic commerce transaction ID) — Select from the available options. When you tab to the next field, the system displays the Description and Short Desc (descriptions) for the EC Transaction ID. The EC Transaction ID is based on the Message Classes used for Direct Lending. See the Direct Lending Technical Reference for further information.

Loan Action Type — This field does not apply to direct lending.

In/Out — The system indicates whether the file is *Inbound* or *Outbound*.

Batch Yr (batch year) — Enter the last digit of the appropriate aid year. For example, enter 2 for 2002.

Batch ID — Indicates the unique ID for the batch. It is used when transferring data to the loan destination.

FA EDI Source Entity Cd — Select the appropriate value for your institution. For most institutions, you select *FATP*.

FA EDI Source Business Unit — The system populates this field once an FA EDI Source Entity Cd is selected. The default value should be *FABU*. This allows the EDI Manager to retrieve and generate the appropriate file structure.

FA EDI Destination Entity Cd — Select the appropriate value for your institution. For most institutions, you select *FATP*.

Valid Loan Transfer IDs for 2004-2005

The table below lists the Direct Lending Loan Transfer ID information for 2004-05. You should be sure that all these transaction IDs are in your system if you plan to use direct lending.

EC Transactions ID	In/Out	File Type Data Definition	Batch Year	Batch ID	FA EDI Entity Source Code and EDI Destination Source Code	FA Entity Source Business Unit
DEPF05IN	Out	Export to COD PLUS Origination File	2	PF	FATP	FABU
DESC05IN	Out	Export to COD Change File	2	#E	FATP	FABU
DESD05IN	Out	Export to COD Disbursement File	2	#H	FATP	FABU
DESF05IN	Out	Export to COD Stafford Origination File	2	#D	FATP	FABU
DIOC05OP	In	Import from COD Change Ack. File	2	#E	FATP	FABU
DIOD05OP	In	Import from Disb. Ack. File	2	#H	FATP	FABU
DIPA05OP	In	Import from COD PNote Ack. File	2	#A	FATP	FABU
DIPC05OP	In	Import from COD PLUS Credit Decision File	2	#C	FATP	FABU
DIPF05OP	In	Import from COD PLUS Origination Ack. File	2	PF	FATP	FABU

EC Transactions ID	In/Out	File Type Data Definition	Batch Year	Batch ID	FA EDI Entity Source Code and EDI Destination Source Code	FA Entity Source Business Unit
DISF05OP	In	Import from COD Stafford Origination Ack. File	3	#D	FATP	FABU
DSAS05OP	In	Import from COD Statement of Account Summary File	2	AS	FATP	FABU

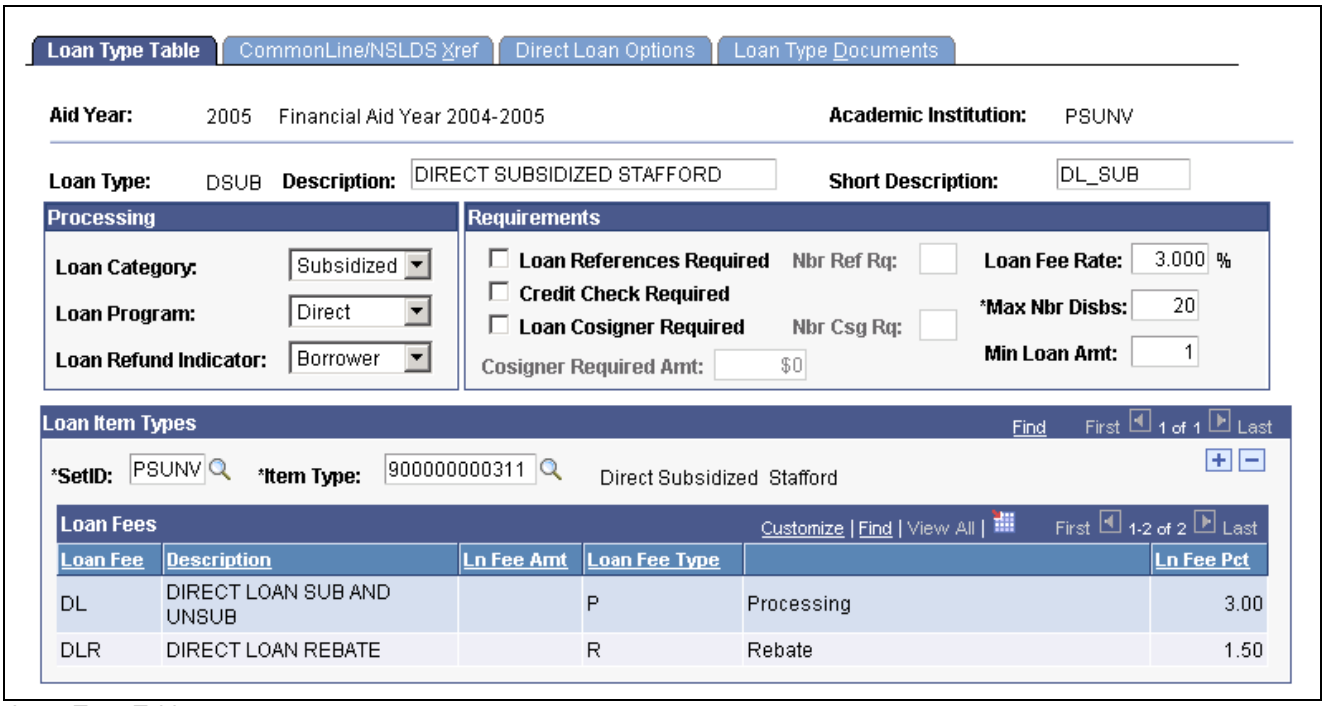
Setting Up Loan Types for Direct Lending

You set up loan types, such as a direct lending subsidized type, to group processing information together and then associate certain item types to the loan type. This information is kept in the Loan Type Table, which is accessed from the Loan Type Table component. You can associate certain loan item types with the information you enter in the Loan Type Table.

The CommonLine loan processing also uses the Loan Type Table, so you only use three of the four pages in this component for Direct Lending setup. Only those three pages are shown here.

Entering the Loan Type

Access the Loan Type Table page.



Loan Type Table page

You can enter a Descr (description) and a Short Desc for the Loan Type.

Processing

Loan Category Select *Subsidized, Unsubsidized, or PLUS* depending on the type of loan you are defining. Do not select the other options for direct lending.

Loan Program Select the *Direct* option for direct lending.

For example, to set up a Subsidized Stafford loan processed through direct lending, the Loan Category is *Subsidized* and the Loan Program is *Direct*.

Loan Refund Indicator Select one of the following.

Borrower: The borrower of the loan receives any refunds from the loan. For example, the borrower could be a parent or guardian for a PLUS loan.

Student: The student receives any refunds from the loan, whether they are the borrower or not.

You can override the Loan Refund Indicator at the loan application level.

Requirements

Select the appropriate options for the loan by selecting the check boxes. Only those check boxes used for direct lending are explained.

Note. The Loan References Required, Nbr Ref Rq (number of references required), Loan Cosigner Required, Nbr Csg Rq (number of cosigners required), and Cosigner Required Amount fields are used for CommonLine loans only and are not relevant for direct lending.

Credit Check Required Select if a credit check is required for type of loan. If selected, direct loan disbursements to the students and transmissions to the LOC do not occur until the credit check is accepted. Select this check box for PLUS loans.

Loan Fee Rate Enter the rate that you want printed on the promissory note for this type of loan and transmitted on the Loan Origination Record. Ensure that the Loan Fee Rate matches the Loan Fee setup for the Financial Aid Item Type you associate with this Loan Type.

Max Nbr Disbs (maximum number of disbursements) Enter the maximum number of disbursements allowed per loan. The recommended values are *20* for Stafford loans and *4* for PLUS loans.

Min Loan Amt (minimum loan amount) Enter the minimum loan amount your institution allows. The value should not be less than the COD minimum.

Loan Item Types

SetID The Set ID you select determines the Item Types available for you to select.

Item Type Your selection available depends on the Set ID that you entered. For direct lending you cannot have multiple financial ad item types associated with the same loan type. You must create a separate loan type for each direct lending item type you want to process. You cannot share financial aid item types across multiple loan types. If you try to use the same item type with a new or another loan type setup, you receive an error message.

The following field values are associated with the Item Type you select.

Loan Fee Displays the type of loan fee associated with the item type selected. When you insert a row, you can use the inner scroll bar to view the new rebate loan fee percentage.

Ln Fee Amt (loan fee amount) Displays the dollar amount of the loan fee for the item type selected.

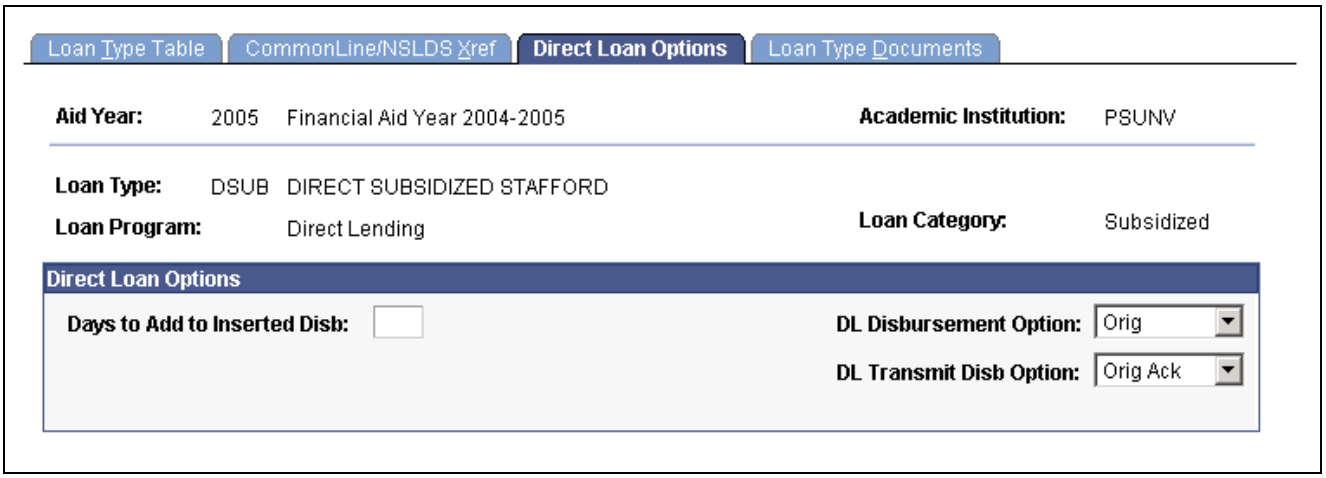
Loan Fee Typ (loan fee type) Displays the loan fee type associated with the financial aid item type. For direct lending you should have a row for rebate and a row for loan fees.

Ln Fee Pct (loan fee percentage) Displays the loan fee percentage charged for the Item Type selected. These values are from your item type setup. Direct subsidized and unsubsidized Stafford loans for 2001-2002 have a loan origination fee of 3%. PLUS loans have a loan origination fee of 4%. The system also displays the interest rebate of 1.50% for the direct loan rebate.

Note. Loan fees are set up using the Loan Fee Table. You must have loan fees set up for subsidized and unsubsidized Stafford loans (3%), a loan fee for PLUS loans (4%), and a loan interest rebate fee (1.5%).

Entering Direct Lending Loan Options

Access the Direct Loan Options page.



Direct Loan Options page

The system displays the Aid Year, Academic Institution, Loan Type, Loan Program, and Loan Ctgry (loan category).

Direct Loan Options

This group box allows you to specify the conditions for disbursing funds to the students and sending disbursement files to the direct lending Loan Origination Center.

Use Direct Loan Version Displays the direct lending version you are using.

Days to Add to Inserted Disb (disbursement) This is used for Stafford loans only. When entering an additional disbursement, the system adds the value specified in this field to the current date. This date becomes the anticipated disbursement date on the Origination Change Record for the added disbursement. This field allows you to add days to the anticipated disbursement date so the money is actually disbursed later than the anticipated disbursement date. For example, you can take a loan that is being processed today and use this field to add days to the anticipated disbursement date that is placed on the Loan Origination record. This makes the date reported to the COD later than the disbursement date. This field is not commonly used since generally institutions want to disburse sooner, not later.

DL Disbursement Option Indicates when you want the system to allow loans to be disbursed to the student's accounts.

Orig Ack: Disburses loans after you receive the Origination Acknowledgment.

Orig: Disburses loans after you originate the loan.

Orig+PNote: Disburses loans after you receive the origination and promissory note acknowledgments.

PNote Ack: Disburses loans after you receive the promissory note acknowledgment.

DL Transmit Disb Optn (direct lending transmit disbursement option) Indicates when you want the system to allow transmission of disbursement files to the LOC.

Orig Ack: Transmits direct lending disbursements after you receive the origination acknowledgment.

Orig+PNote: Transmits direct lending disbursements after you receive the origination acknowledgment and the LOC accepts the promissory note.

Note. If the Credit Check Required check box is selected on the Loan Type Table page, direct loan disbursements to students and transmissions to the COD do not occur until the credit check is accepted. Therefore, the values entered in the DL Disbursement Option and DL Transmit Disb Option fields are subject to the Credit Check Required check box value.

Warning! Changes to either of the DL Disbursement Option and DL Transmit Disb Option parameter settings will not affect loans already originated if the parameter settings are changed after the loans have been originated. Changes to these settings will only affect loans originated at the time of the setting. If you have loans originated in error, please contact the Global Support Center.

Reviewing the Effects of Various Setup Options on the Disbursement Process

The tables in this section are designed to help you understand the processing associated with options selected on the Direct Loan Options page.

DL Disbursement Option

This table should be used to help you determine when you can disburse loans to Student Financials, depending on the field value selected in the DL Disbursement Option field.

Process Completed	DL Disbursement Option field on Direct Loan Options page	Authorize and Disburse?	If NO disbursement, what is step before I can disburse the Direct Loan?
Originate Loan	*Orig*	YES	?
Originate Loan	*Orig Ack*	NO	Outbound the Originations file then wait for the Origination Acknowledgment file and import the file.

Process Completed	DL Disbursement Option field on Direct Loan Options page	Authorize and Disburse?	If NO disbursement, what is step before I can disburse the Direct Loan?
Originate Loan	*Orig + PNote*	NO	Outbound the Originations file. Promissory notes must be accepted through Promissory Note acknowledgement file from the COD (also printed and manifested if required). The promissory note acknowledgement file must be loaded into the system. Wait for the Origination Acknowledgment file and import the file.
Originate Loan	*PNote Ack*	NO	Promissory notes must be accepted through Promissory Note acknowledgement file from the COD (also printed and manifested if required). The promissory note acknowledgement file must be loaded into the system.

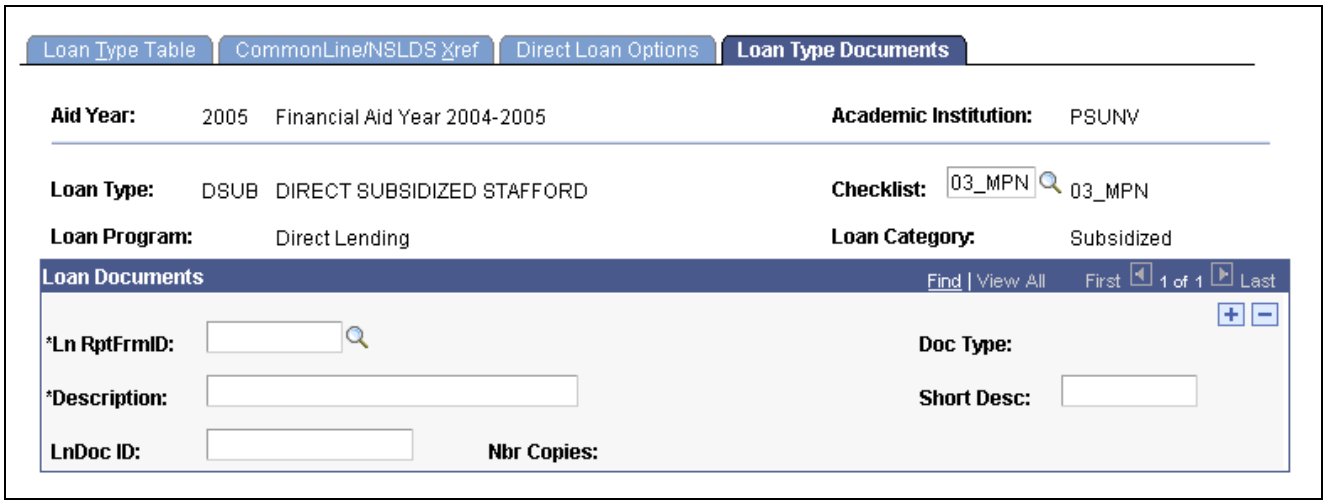
DL Transmit Disb Option

This table should be used to help you determine when you can send the disbursement file to the COD, depending on the field value selected in the DL Transmit Disb Option field.

DL Transmit Disb Option field on Direct Loan Options page	OK to Process Disbursement Transmission Out?	If NO, what is next step before I can transmit the DL disbursement record?
Orig Ack	Yes, if Origination Acknowledgement has been imported and Loan Origination is accepted.	If Loan Origination Acknowledgement has *not* been imported, wait for the Loan Origination Acknowledgement file, load and import the file. Then run the Direct Loan Out process. Review the processing status of the outbound process on Inquire 1 pages, then run the Outbound EC Agent process to create the outbound disbursement files.
Orig + PNote	Yes, if Origination Acknowledgement has been imported and Loan Origination is accepted. Also, Promissory notes must be accepted through Promissory Note acknowledgement file from the COD (also printed and manifested if required). The promissory note acknowledgement file must be loaded into the system.	If Loan Origination Acknowledgement has *not* been imported, wait for the Loan Origination Acknowledgement file, load and import the file. Then run the Direct Loan Out process. Then run the Direct Loan Out process. Review the processing status of the outbound process on Inquire 1 pages, then run the Outbound EC Agent process to create the outbound disbursement files.

Entering Checklists for the Loan Type

Access the Loan Type Documents page.



Loan Type Documents page

Checklist Select a Checklist item to associate it with the loan type. You define the checklist items available. The primary use of attaching a checklist requirement is to prevent disbursement of loan funds until the required documents on the checklist are completed. You can also use it to send reminders and for statistical reporting. Some examples of possible checklist items are *Direct Loan Promissory Note*, *Direct PLUS Prom Note*, *FFELP Promissory Note*, *FFELP PLUS Promissory Note, Perkins Promissory Note, Health Professional Note,* and an *Institutional/University Note* .

Loan Documents

You can use the Loan Documents group box to select Loan Report Form ID that you want associated with the Loan Type. This section is not used for direct lending documents.

Ln RptFrmID (loan report form ID) This list includes all of the loan report form IDs created on the Loan Report Definitions page. Enter a Description and Short Desc (description) for the loan document(s) being associated with the loan report form ID.

LnDoc ID (loan document ID) A value stored on the promissory note or master promissory note record and is used to support customized loan processing.

Nbr Copies (number of copies) The number of copies requested for this document and is the same value selected on the Loan Report Definitions page.

For PLUS loans, the following additional fields are available.

PNote Type (promissory note type) You can select *Annual Nte* (note), *Ln Appl* (loan application), *Master Nte* (master promissory note) or *Open Note*. The promissory note type indicates what type of promissory note to generate.

Interest Rt (interest rate) Enter the interest rate for the loan if it is a fixed interest rate loan. If the interest rate is variable, select the Variable Interest Rate check box. When the Variable Interest Rate check box is selected, you cannot enter an interest rate. A variable interest rate is not used in the direct loan program.

Viewing System Administration Information

The following tables are view only and can be used by your System Administrator. The fields are defined by field layout and valid values required by the Direct Lending Technical Reference. This section describes how to:

- View loan action codes.
- View Direct Lending change field cross references.

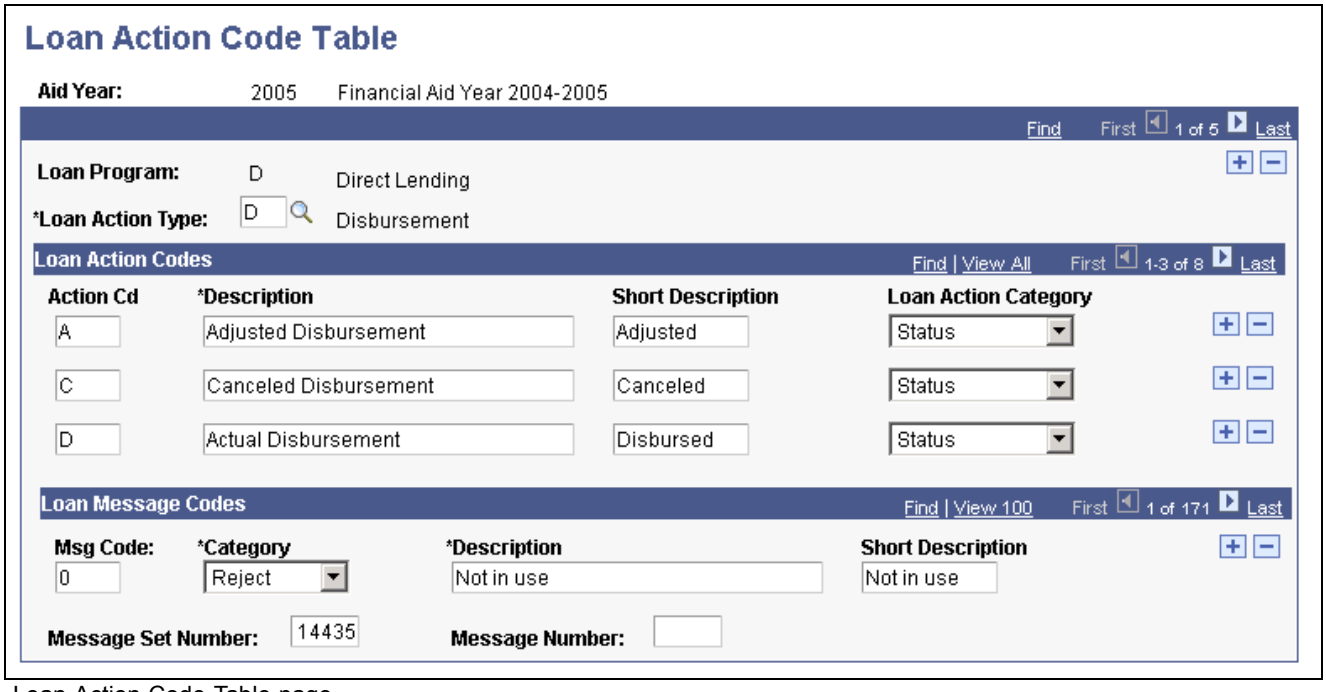
Pages Used to View System Administration Information

Page Name	Object Name	Navigation	Usage
Loan Action Code	LOAN_ACTNCD_WK00	Set Up SACR, Product Related, Financial Aid, Loans, Maintain Action Code Table	View loan action codes and messages and their descriptions.
DL Change Field Cross Reference	DL_CHG_XREF	Set Up SACR, Product Related, Financial Aid, Loans, View Direct Loan Change Fields	View loan action codes and descriptions related to Change Origination processing. This is a system definition table used for Direct Lending File processing. The Hold/Suspense options, for students and globally, come from this table.
Loan Transfer ID Data	LN_XFER_ID_UPDT	Set Up SACR, Product Related, Financial Aid, Loans, Maintain Loan Transfer ID	View loan transfer IDs and descriptions.

Viewing Loan Action Codes

The Loan Action Codes page allows you to view loan action codes and messages and their descriptions. This is a system definition table used for file processing.

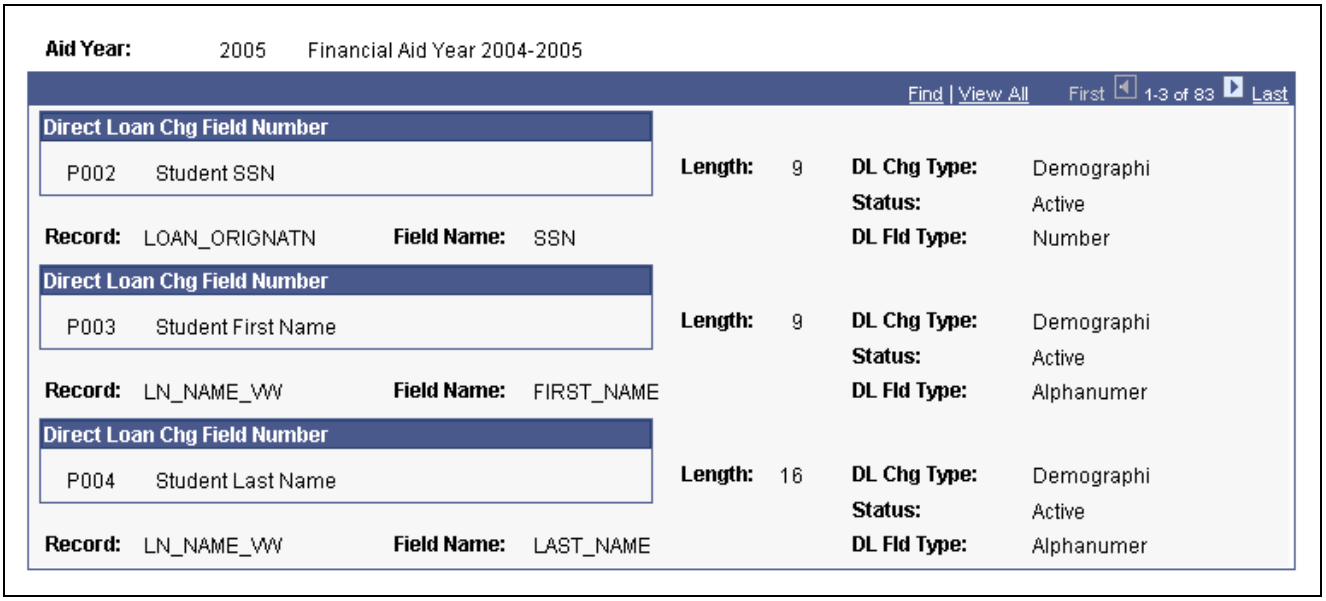
Access the Loan Action Codes page.



Loan Action Code Table page

Viewing Direct Lending Change Field Cross References

Access the Direct Loan Change Fields page.



Direct Loan Change Fields page

Direct Loan Chg Field Number (direct loan change field number) Field numbers defined by Direct Loan Technical Reference.

Length The number of characters allowed for the field.

DL Chg Type (direct lending change type) The type of change this field represents. The options are *Demographic, Financial,* and *Eligibility.*

Status Indicates the status of the field in your system.

DL Fld Type (direct lending field type) The field type can be *Number* or *Alphanumeric*.

Record The record/table name for this field in the system.

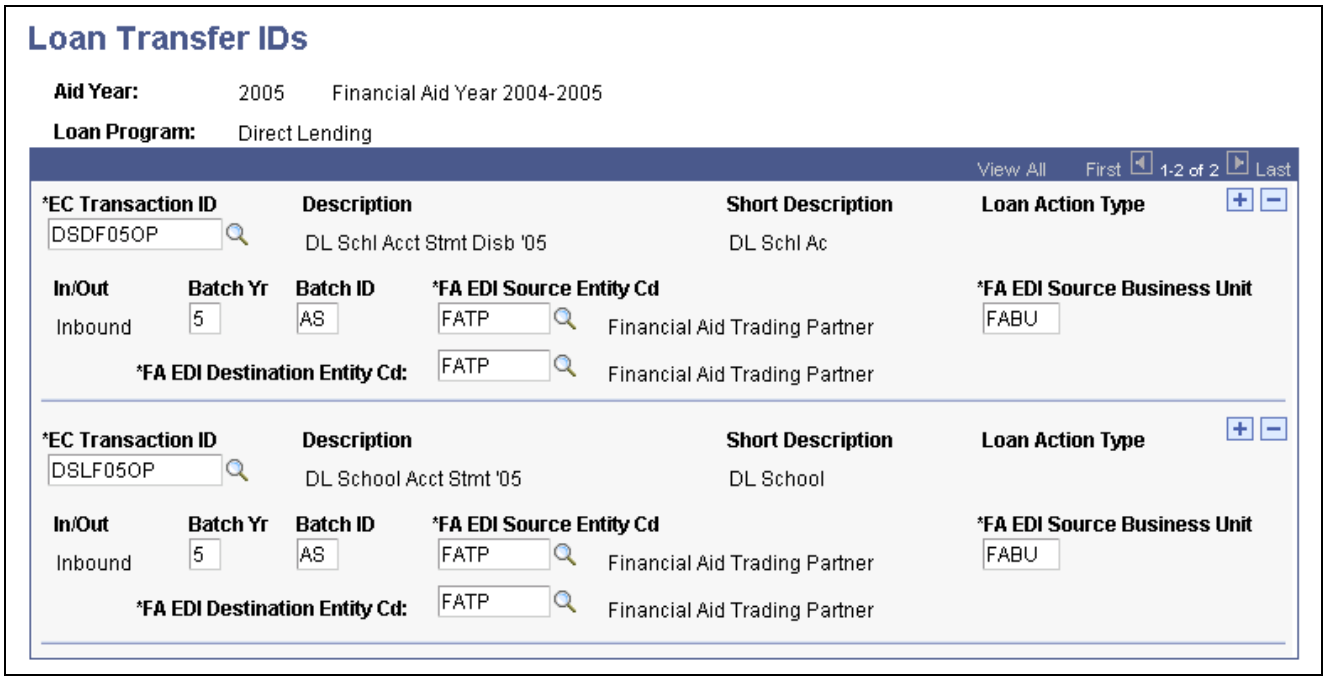
Field Name The name of the change field.

The change fields are used on the Ln DL Stu Parm page (Financial Aid, Loans, Direct Lending Management, Hold/Suspend Change Data) and the Ln Dl Inst Parm page (Financial Aid, Loans, Direct Lending Management, Hold/Suspend Change Data).

Viewing Loan Transfer ID Data

The Loan Transfer ID Table page is used to view loan transfer IDs and descriptions. This is a system definition table used for Direct Lending File processing.

Access the Loan Transfer ID Data page.



Loan Transfer IDs page

CHAPTER 10

Setting Up for Pell Payment Processing

This chapter discusses how to:

- Set up Pell funding method.
- Set up Pell payment information.
- Set up Pell reporting identification data and processing options.
- Set up Pell multi-campus identification.
- Set up severity level for Pell comment codes.
- Define reconciliation periods.

Common Elements Used in this Chapter

Aid Year	An awarding cycle with defined disbursement periods.
Pell ID Reporting	Identification code assigned to an institution by the Department of Education and used during the exchange of electronic data.
TG Number	A number that corresponds to an institution's Student Aid Internet Gateway (SAIG) mailbox.
OPE ID Number (office of post secondary education identification number)	Identification number assigned by the Department of Education to the reporting institution.
Low T & F Flag (low tuition and fees flag)	The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year.

Setting Up Pell Funding Method

To set up Pell funding method, use the Financial Aid Installation component (INSTALLATION_FA).

This section provides an overview and discusses how to define Pell funding method.

Understanding Pell Funding Method

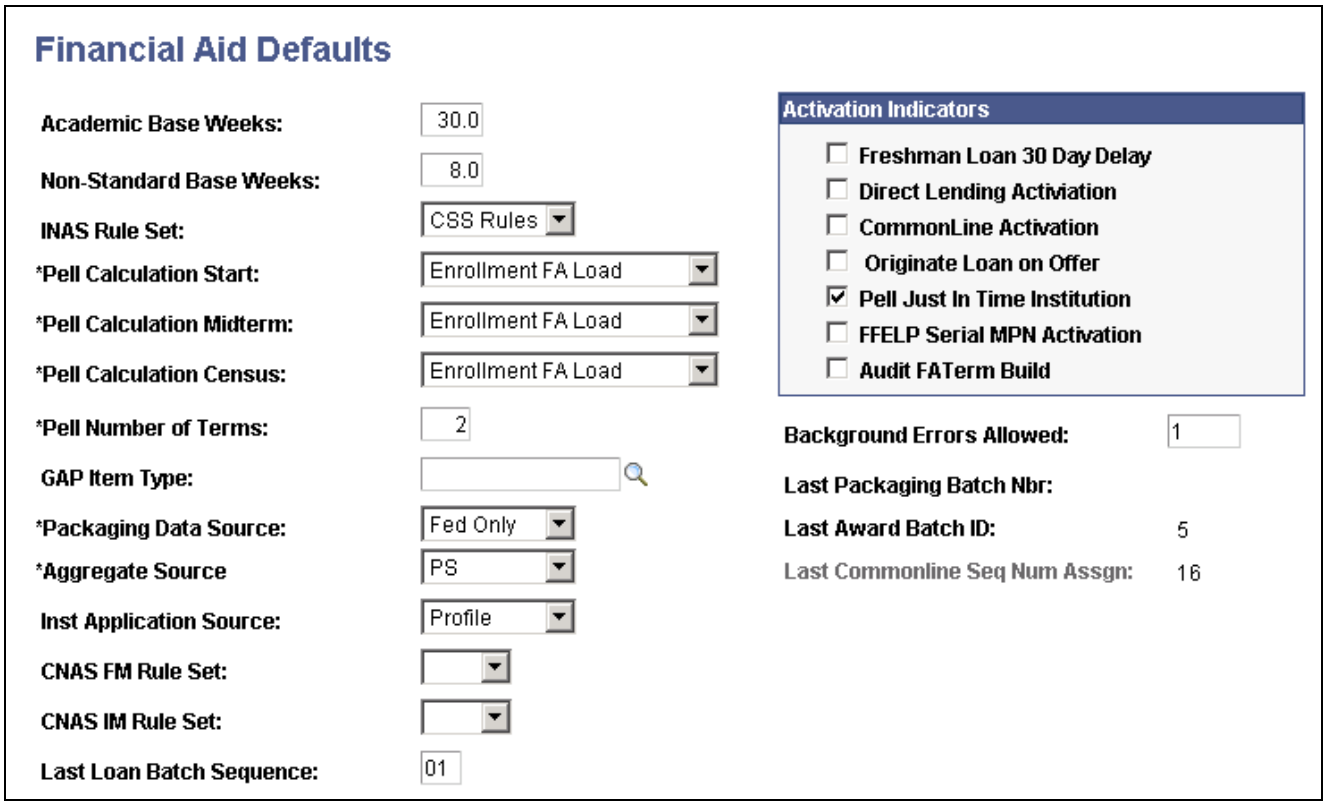
As part of the Pell payment process setup, indicate whether you are an advanced funding institution, similar to the current process of requesting larger amounts of anticipated Pell funds, or a just-in-time institution where you can request funds with each disbursement record. Under the just-in-time payment method, an accepted disbursement record becomes both a report of a disbursement for a student and a request for funds.

Page Used to Set Up Pell Funding Method

Page Name	Object Name	Navigation	Usage
Financial Aid Defaults	INSTALLATION_FA	Set Up SACR, Install, Financial Aid Installation, Financial Aid Defaults	Define Pell funding method. Select general financial aid processing defaults at the installation level.

Defining Pell Funding Method

Access the Financial Aid Defaults page.



Indicating Pell funding method on the Financial Aid Defaults page (INSTALLATION_FA)

If you participate in the just-in-time program, select the Pell Just In Time Institution check box to indicate the Pell funding method. This sets the just-in-time option.

See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Installation Level Defaults, page 13

Setting Up Pell Payment Information

To set up Pell payment information, use the Pell payment component (PELL_SETUP_PNL).

This section discusses how to:

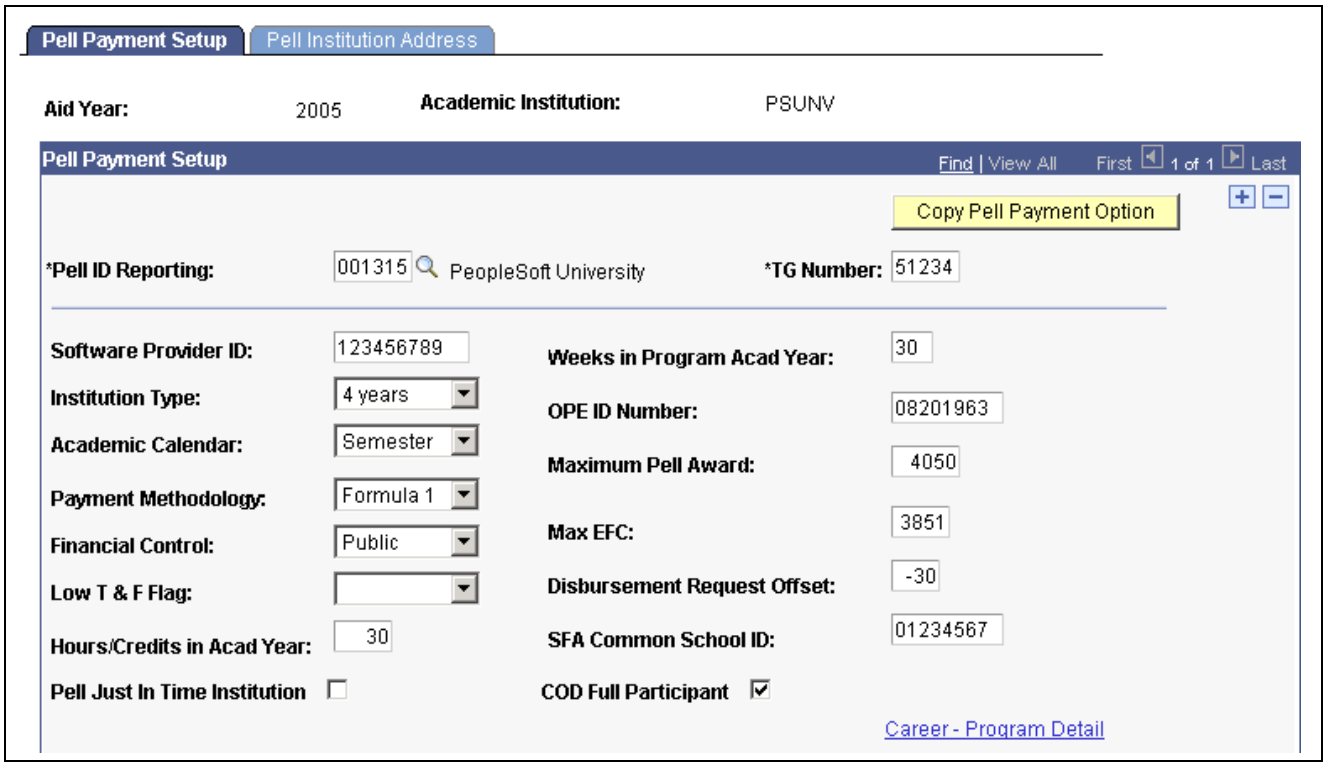
- Define Pell payment information.
- Copy Pell payment options.
- Change Pell payment default information.

Pages Used to Define Pell Payment Information

Page Name	Object Name	Navigation	Usage
Pell Payment Setup	PELL_PMT_OPTION	Set Up SACR, Product Related, Financial Aid, Pell Grants, Pell Payment, Pell Payment Setup	Define Pell payment information to include Pell IDs and other reporting data for Pell payment records to COD.
Copy Pell Payment Options	PELL_PMT_OPTN_COPY	Click the Copy Pell Payment Option button on the Pell Payment Setup page.	Copy Pell payment options. This includes academic institution, aid year, and Pell ID reporting setup data from one aid year to another.
Pell Payment Detail	PELL_PMT_SEC	Click the Career -Program Detail button on the Pell Payment Setup page.	Change Pell payment default information. Set up a career and program at the institution when the payment program differs from the default payment schedule or formula.

Defining Pell Payment Setup

Access the Pell Payment Setup page.



Pell Payment Setup page

Pell ID Reporting Select to identify an institution. After the Pell ID reporting number is defined for the institution, any school that you associate with your institution such as an off-site campus is associated with your main institution.

TG Number Enter your TG identification number. This number corresponds to your Student Aid Internet Gateway (SAIG) mailbox and identifies your school as a destination point.

Software Provider ID Enter the ID provided by COD. This is not a required field.

Institution Type Select from:

5 years

4 years

Less than 1 yr

Less than 2 yrs

Less than 3 yrs

Less than 4 yrs

Academic Calendar This field is not required. You can save the page without having to enter data. Select from:

Clock Hour: Measures academic progress by clock hours.

Crdt Hr NS (credit hour nonstandard term): Nonstandard academic terms and measures progress by credit hours or units. Financial Aid does not support this Pell calculation.

Credit Hr w/o Trm (credit hour without term): Does not use terms and measures academic progress by credit hours. Financial Aid does not support this Pell calculation.

Quarter: Standard term quarters and measures academic progress by quarter hours.

Semester: Standard term semesters and measures academic progress by semester hours.

Trimester: Standard term trimesters and measures academic progress by semester or trimester hours.

Payment Methodology This field is not required. You can save the page without having to enter data. Values are:

Formula 1

Formula 2

Formula 3

Formula 4

Formula 5

(none)

Note. Financial Aid does not support the Pell calculation for academic calendars tracked by clock hour or hours without terms.

Note. Financial Aid does not support the Pell calculation in awarding for Formulas 4 or 5 because they are for institutions with academic calendars tracked by clock hour or hours without terms. The system uses Formula 1.

This table displays payment methodology formulas and descriptions:

Payment Methodology Formula Descriptions	
Formula 1	Applies to a standard term, credit hour program that meets the following conditions: • The program uses an academic calendar that includes two semesters or trimesters (fall and spring) or three quarters (fall, winter, and spring). • There are at least 30 weeks of instructional time in the fall through spring standard terms. • The program is not offered with overlapping terms. • Full-time enrollment in every term the school offers in the award year is at least 12 credit hours. For example, if your school offers a summer session, that term must define full-time as at least 12 credit hours.

Payment Methodology Formula Descriptions	
Formula 2	Applies to a standard term, credit hour program that meets the same conditions as Formula 1 except there are less than 30 weeks of instructional time in the fall through spring standard terms.
Formula 3	Applies to any term based, credit hour program. You must use Formula 3 if the program has any nonstandard terms. Use either Formula 1 or 3 if the program has all standard terms and at least 30 weeks of instructional time. Use either Formula 2 or 3 if the program has all standard terms and less than 30 weeks of instructional time.
Formula 4	Applies to a clock hour program or a credit hour program without terms.
Formula 5	Applies to nonresidential correspondence programs.

Financial Control Select to indicate if the institution is *Proprietary, Prvt. Nprft* (private and nonprofit), or *Public*.

Low T&F Flag (low tuition and fees flag) The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Valid values are:

(none)

0

Range 1

Range 2

Hours/Credits in Acad Year (hours/credits in academic year) This field is not required. You can save the page without having to enter data. Enter the number of hours or credits in the program's academic year.

Pell Just In Time Institution Select to indicate the Pell funding method if the institution is participating in the just-in-time program. Use this field for processing disbursement records.

Weeks in Program Acad Year (weeks in program academic year) This field is not required. You can save the page without having to enter data. Enter the number of weeks of instructional time in the program's academic year. For example, if the payment methodology is Formula 1, you can enter the value *30* to represent 30 weeks of instructional time.

Maximum Pell Award Enter the maximum Pell award amount for the academic year. If there are awards greater than the defined amount, the system does not originate those students.

Max EFC (maximum expected family contribution) Enter the maximum amount of expected family contribution used to calculate a Pell Grant award.

Disbursement Request Offset Enter a value to represent how many days before your school sends out the disbursement. The number that you enter in this field determines how

many days before (negative) or after (positive) the disbursement date that you send disbursement records. This is used in the selection for the outbound disbursement process. You can send disbursement records up to 30 days before disbursement for advance funding schools and up to 5 days prior to disbursement for just in-time schools.

SFA Common School ID (student financial assistance common school identification)

The system activates this field only if the COD Full Participant check box is selected. It is an identifier assigned to schools that is common across the Pell Grant and Direct Loan programs. The Common School Identifier is the Entity ID which is a randomly generated eight digit number assigned by the Department of Education. A valid Entity ID is required in the School Entity, Reporting School and Attending School fields of the XML file.

Note. The system displays this field for aid year 2003 or later.

COD Full Participant (common origination disbursement full participant)

The system displays this field for aid year 2003 or later. Select if the institution is a COD Full Participant to generate, send, and receive a COD XML file.

Note. If this is selected, you will not be able to generate the EC Agent flat file.

Copy Pell Payment Option

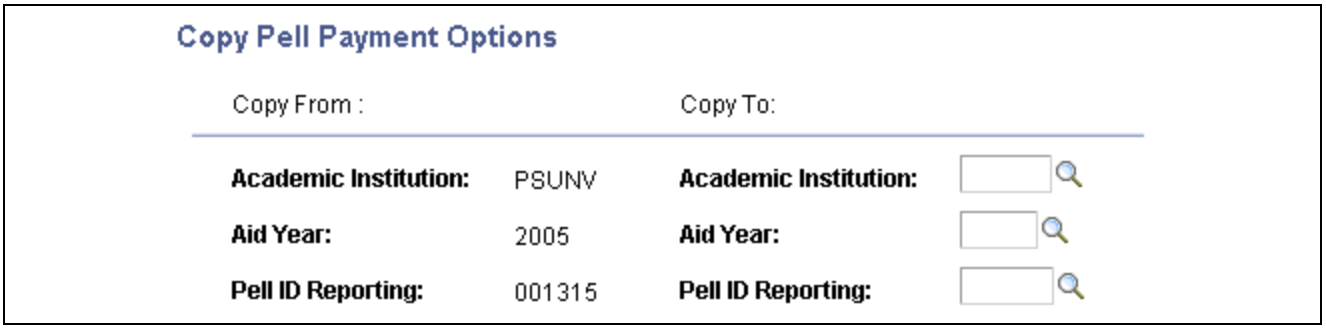
Click to access the Copy Pell Payment Options page where you can copy setup data from one aid year to another.

Career - Program Detail

Click to access the Pell Payment Detail page. Use this page to set up a career and program at the institution when the payment program differs from the default payment schedule or formula.

Copying Pell Payment Options

Access the Copy Pell Payment Options page.

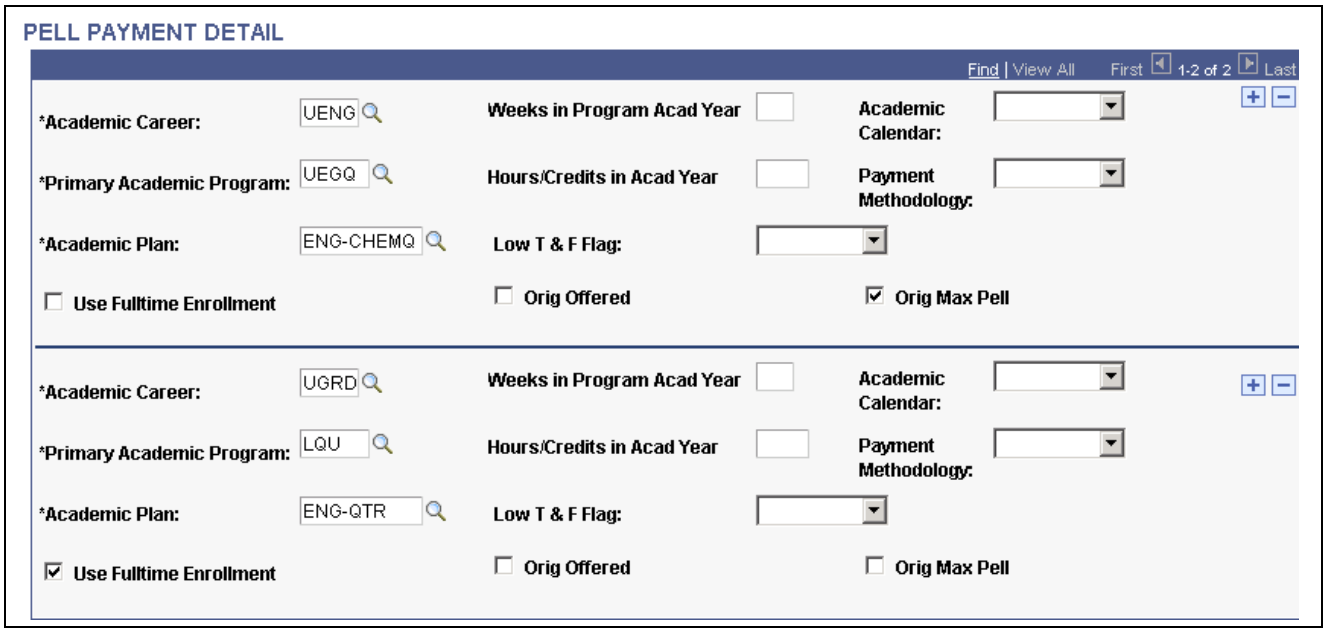


Copy Pell Payment Options page

From the Copy To group box, select the academic institution, aid year, and Pell reporting ID from the available options.

Changing Pell Payment Default Information

Access the Pell Payment Detail page.



Pell Payment Detail page

Academic Career Select the career defined by the institution.

Primary Academic Program Select a program defined by the institution.

Academic Plan Select a plan defined by the institution.

Weeks in Program Acad Year (weeks in program academic year) This is not a required field. You can save the transaction without having to enter data. Enter the number of weeks of instructional time in the program's academic year.

Hours/Credits in Acad Year (hours/credits in academic year) This is not a required field. You can save the transaction without having to enter data. Enter the number of hours or credits in the program's academic year.

Academic Calendar This is not a required field. You can save the transaction without having to enter data. Select from:

Clock Hour

Crdt Hr NS (credit hour nonstandard terms)

Quarter

Semester

Trimester

Hr w/o Terms (hour without terms)

Payment Methodology This is not a required field. You can save the transaction without having to enter data. Select the formula to calculate the student's Pell Grant award. The options are:

Formula 1

Formula 2

Formula 3

Formula 4

Formula 5

(none)

Low T & F Flag (low tuition and fees flag) Identifies annual tuition that falls into the low tuition category as mandated by the Department of Education for each award year. Select from the values:

(none)

0

Range 1

Range 2

Use Fulltime Enrollment Select to use full-time enrollment. The system builds the field for all originated students using full-time enrollment, regardless of the student's actual enrollment. For example, if you select this check box and a student is enrolled part-time, the system reports the student as full-time. To report and originate a student as full-time with maximum Pell, you must also select the Originate Max Pell option.

Orig Offered (originate offered) If you select this check box, the system does not update the disbursement tables to reflect the actual Pell amount. When you are ready to send in the disbursement request, you must accept the Pell award, rerun origination, and then run the disbursement outbound process. If you do not go back and run origination, the disbursement outbound process does not pick up students whose Pell disbursements are zero. When you select this check box, you can originate a student's award with an award status of *Offered.*

Orig Max Pell (originate maximum Pell) Select to direct the system to originate the maximum Pell award amount for all processed students in that career program plan. The maximum Pell award is defined on the Pell Payment Setup page (PELL_PMT_OPTION).

Setting Up Pell Reporting Identification and Processing Options

To set up Pell reporting identification and processing options, use the Pell Payment component (PELL_SETUP_PNL).

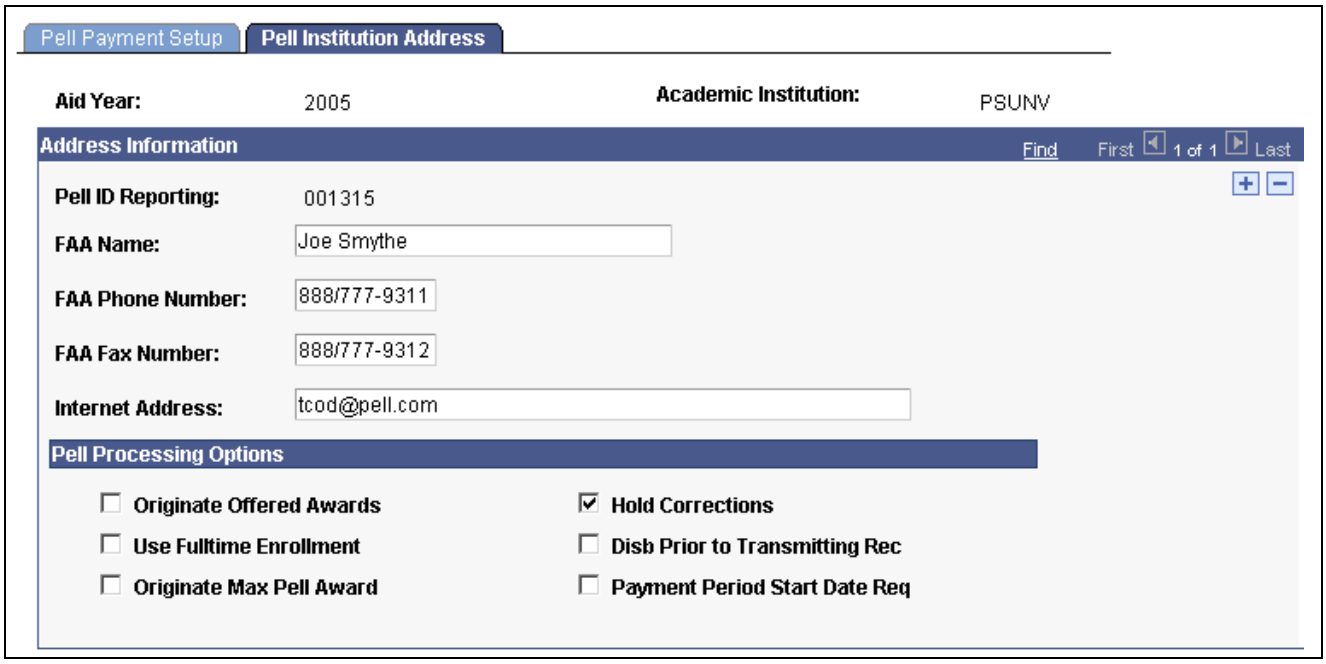
This section discusses how to define Pell reporting identification.

Page Used to Set Up Pell Reporting Identification and Processing Options

Page Name	Object Name	Navigation	Usage
Pell Institution Address	PELL_INST_ADDRESS	Set Up SACR, Product Related, Financial Aid, Pell Grants, Pell Payment, Pell Institution Address	Define Pell reporting identification. Include Pell reporting ID data, contact information, and processing options.

Defining Pell Reporting Identification

Access the Pell Institution Address page.



Pell Institution Address Setup page

Pell ID Reporting Displays the identification code assigned to the institution by the Department of Education and used during the exchange of electronic data.

FAA Name (financial aid administrator name), **FAA Phone Number** (financial aid administrator phone number), **FAA Fax Number** (financial aid administrator's fax number), and **Internet Address** Enter the name, phone number, fax number, and internet address of the financial aid administrator.

Originate Offered Awards Select to originate Pell awards with an award status of offered. Otherwise, the system originates only awards in offer or accept status.

Use Fulltime Enrollment Select to use full-time enrollment. The system builds the field for all originated students using full-time enrollment, regardless of the student's actual enrollment. For example, if you select this check box and a student is

	enrolled part-time, the system reports the student as full-time. To report and originate a student as full-time with maximum Pell, you must also select the Originate Max Pell option.
Originate Max Pell Award	Select to direct the system to originate the maximum Pell award amount for all originated records. The maximum Pell award is defined on the Pell Payment Setup page (PELL_PMT_OPTION).
Hold Corrections	Select to hold corrections. The student record goes on hold when the acknowledgment comes back with corrections. Further processing cannot occur until the status is set back to ready.
Disb Prior to Transmitting Rec (disburse prior to transmitting record)	Select to verify that Pell Grant funds have been disbursed to the student's account before you transmit a disbursement record. The disbursement process does not pick up a student's disbursement record until the student has been paid through PeopleSoft Enterprise Student Financials.
Payment Period Start Date Req (payment period start date required)	Select to indicate that the institution is ineligible. You cannot process a disbursement request unless the process date is equal to or greater than the reported disbursement date.

Setting Up Pell Multi-Campus Identification

To set up Pell multi-campus identification, use the Pell Attending component (PELL_ATTENDING).

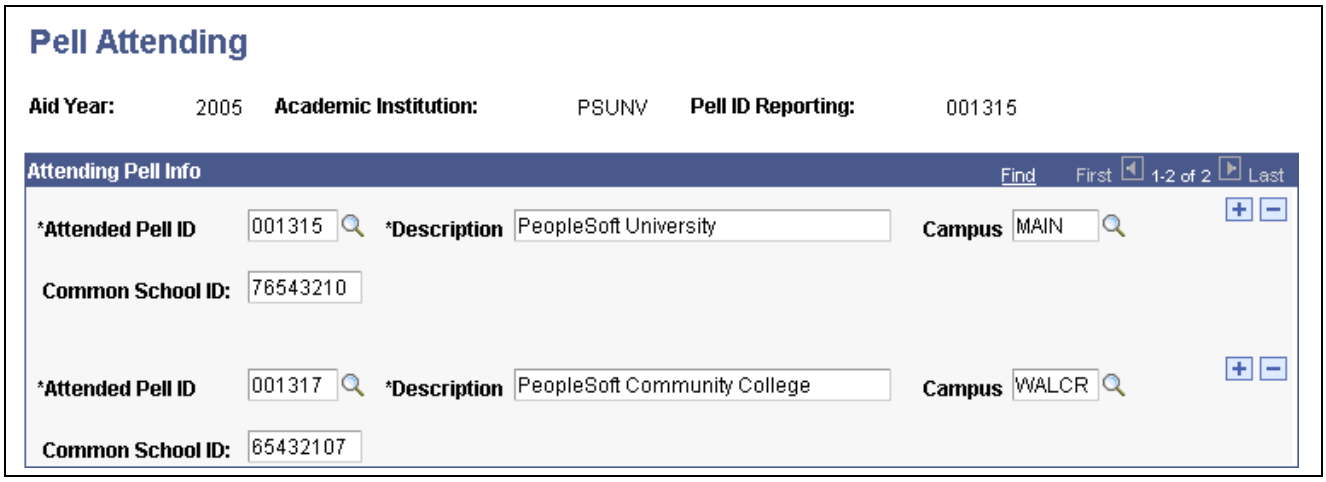
This section discusses how to define multi-campus identification.

Page Used to Define Pell Multi-Campus Identification

Page Name	Object Name	Navigation	Usage
Pell Attending	PELL_ATTENDING	Set Up SACR, Product Related, Financial Aid, Pell Grants, Pell ID Attending, Pell Attending	Define Pell multi-campus identification. Assign a Pell and Common School ID for each of your individual campuses to maintain separate statistics for each campus.

Defining Pell Multi-Campus Identification

Access the Pell Attending page.



Pell Attending page

Assign a Pell ID for individual campuses to maintain separate statistics for each campus. Individual campuses or schools must use the main institution's Pell ID for reporting Pell information.

Attended Pell ID Select the code assigned to the institution by the Department of Education. This is the attending ID for which the student is enrolled. Origination records are pulled from each campus for every student.

Description Enter a description for that site.

Campus Select the campus that coincides with the ID and description.

Common School ID Enter the eight-digit number assigned by the Department of Education. The system uses this identifier in conjunction with the SFA Common School ID. In cases where the reporting school and attending school are the same, it will be identical.

Note. The system displays this field for aid year 2003 or later.

Setting Up Severity Levels for Pell Comment Codes

To set up severity levels for Pell comment codes, use the Pell Comment Code component (PELL_COMM_CD_TABLE).

This section discusses how to:

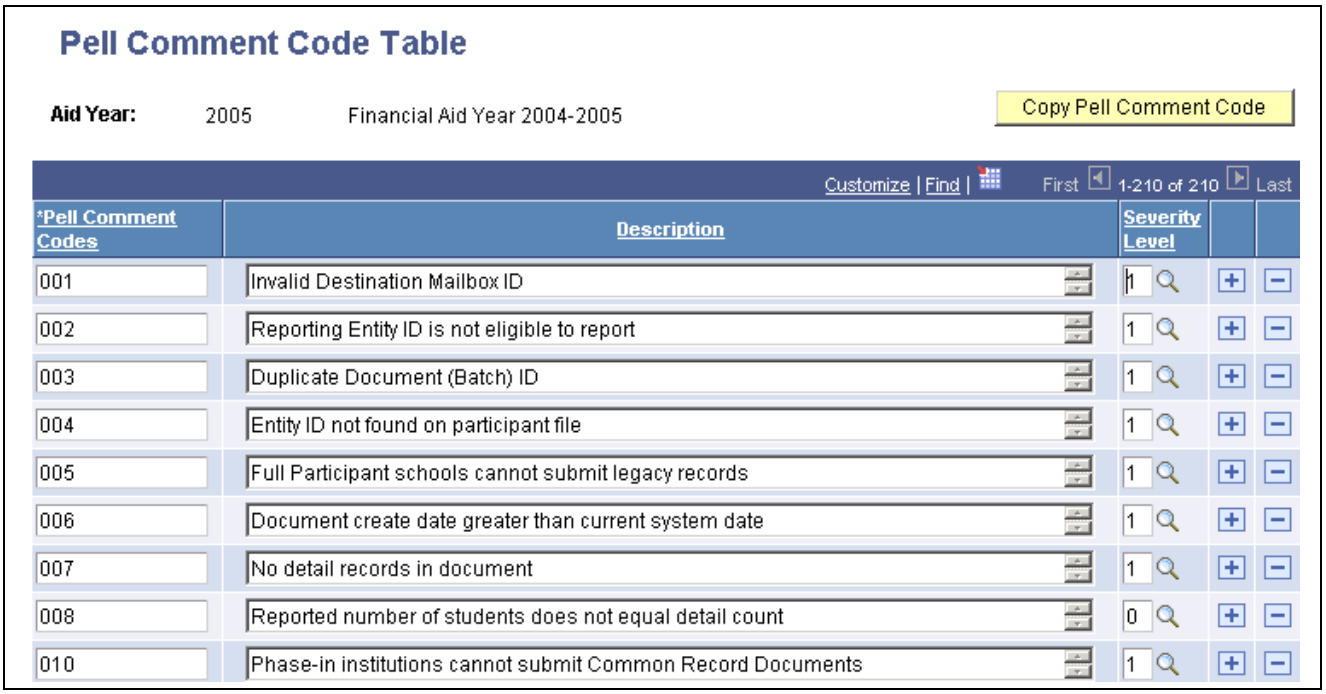
- Define severity levels for Pell comment codes.
- Copy Pell comment codes.

Pages Used to Define Severity Levels for Pell Comment Codes

Page Name	Object Name	Navigation	Usage
Pell Comment Code Table	PELL_COMM_CD_TABLE	Set Up SACR, Product Related, Financial Aid, Pell Grants, Pell Comment Code, Pell Comment Code Table	Define severity levels for Pell comment codes to indicate what action you want to system to take.
Copy Pell Comment Codes	PELL_COMM_CD_COPY	Click the Copy Pell Comment Code button on the Pell Comment Code Table page.	Copy Pell comment codes from one aid year to another.

Defining Severity Levels for Pell Comment Codes

Access the Pell Comment Code Table page.



Pell Comment Code Table page

This page defines the Pell Comment Codes from the Department of Education.

Pell Comment Codes Indicates identification number assigned to a specific Pell comment.

Description Displays an explanation of the Pell comment code.

Severity Level Select one of the following severity levels to indicate the action that you want the system to take.

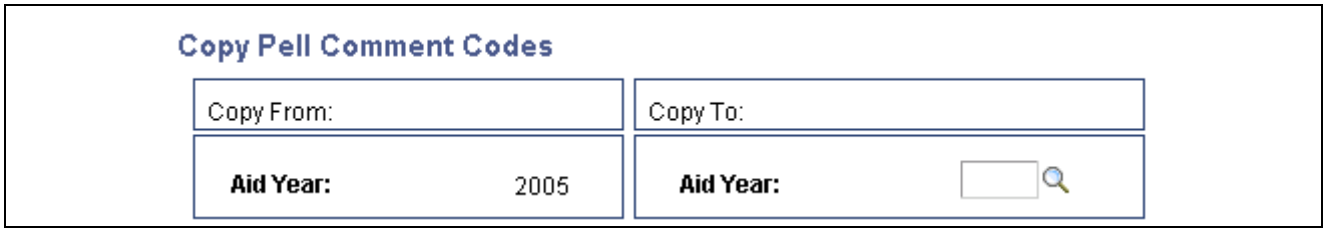
0 - Ignore: The system disregards the message.

1 - Action Required: The institution's Pell processor is required to take action to resolve the issue.

Copy Pell Command Code Click to access the Copy Pell Comment Codes page where you can copy the setup data from one aid year to another.

Copying Pell Comment Codes

Access the Copy Pell Comment Codes page.



Copy Pell Comment Codes page

After you click the Copy Pell Comment Code button on the Pell Comment Code Table page, select the aid year from the available options in the Copy To group box.

Defining Reconciliation Periods

To set up reconciliation periods, use the Reconciliation Periods component (PROG_CASH_PER).

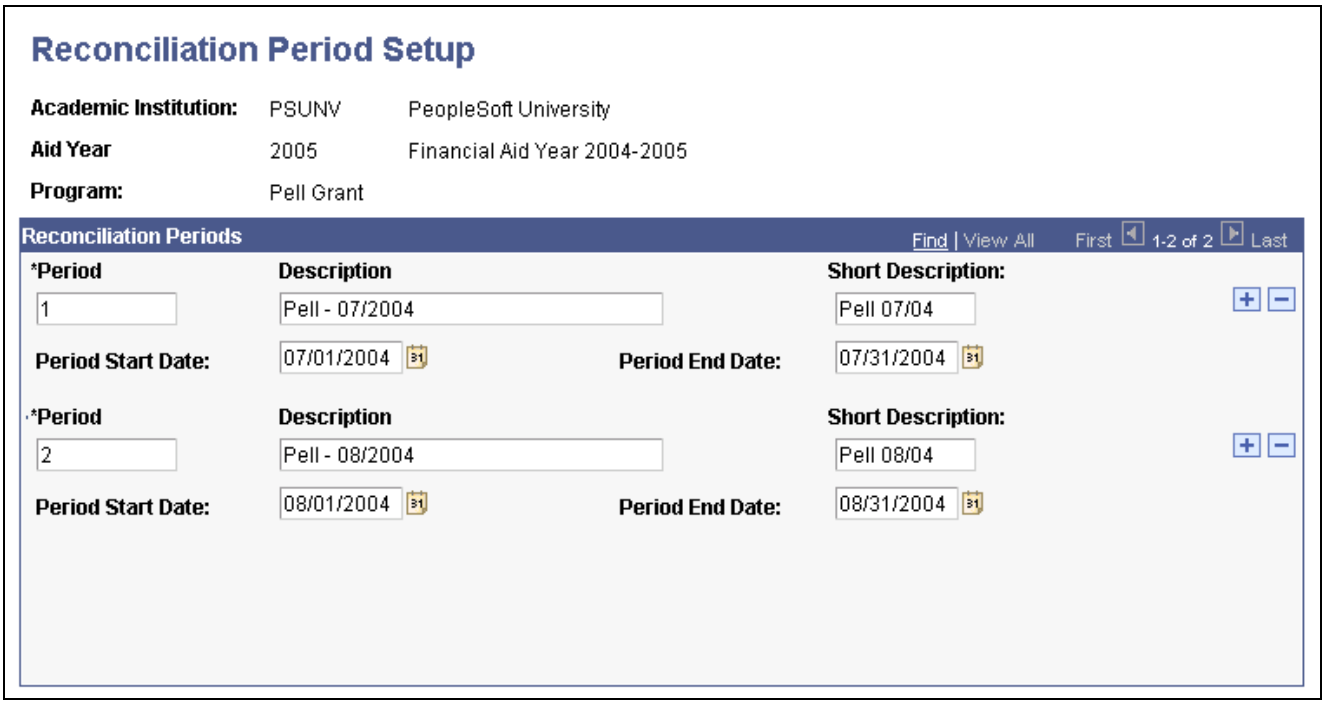
This section discusses how to define reconciliation periods.

Page Used to Define Reconciliation Periods

Page Name	Object Name	Navigation	Usage
Reconciliation Period Setup	PROG_CASH_PER	Set Up SACR, Product Related, Financial Aid, Pell Grants, Reconciliation Periods, Reconciliation Period Setup	Define reconciliation periods for cash management.

Defining Reconciliation Periods

Access the Reconciliation Period Setup page.



Reconciliation Period Setup page

You can track requests for funds and determine the frequency of reporting by establishing beginning and ending dates for each reconciliation period.

Period Enter the period that the reconciliation covers.

Description and **Short Description** Enter a description for the period that the reconciliation covers.

Period Start Date and **Period End Date** Enter the start and end date (month, day, and year) that the reconciliation period covers. For example, if your institution reconciles on a monthly basis, enter the reconciliation period number for that month and the start and end date for the period. You can insert rows to enter additional reconciliation periods.

CHAPTER 11

Setting Up Disbursement Rules

This chapter provides an overview of disbursement rules and discusses how to:

- Define user edit messages.
- Set up disbursement proration rules.
- Define global disbursement rules.
- Define item type disbursement rules.
- Set up authorization and disbursement calendars.

Understanding Disbursement Rules

This section provides a list of prerequisites and an overview of disbursement rules, disbursement proration rules, global disbursement rules, item type disbursement rules, authorization and disbursement calendars and Disbursement ID Table (DISBURSE_ID_TABLE) review.

Prerequisites

Before setting up disbursement rules, set up your institution's packaging disbursement plans and IDs for the aid year for which you are processing disbursements. You must also define your financial aid item types for the aid year. You should have already accomplished these tasks as part of your setup for awarding students.

You must also define the FA-BUDGET item grouping in PeopleSoft Enterprise Student Financials. In addition, you must be familiar with how service indicators and checklists will affect your financial aid processes, and you must be able to define the specific eligibility criteria necessary to authorize the disbursement of your financial aid funds to students.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Checklists"

PeopleSoft Enterprise Student Financials 8.9 PeopleBook, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups

Disbursement Rules

The delivery of financial aid funds to students consists of this two-part process:

- The process of delivering financial aid begins with the authorization of aid.

  The authorization process applies user-defined global and financial aid item type specific disbursement rules to determine if awards are eligible for disbursement. The authorization process also determines the amount eligible for disbursement. Awards must be successfully authorized before the system disburses them.

- Disbursement of aid is the actual delivery of financial aid funds to the student's account in Student Financials. Financial aid is disbursed only if all authorization rules have been met.

Warning! For Financial Aid's Authorization and Disbursement processes to function properly, you must implement Student Financials first. Implementing Financial Aid without Student Financials requires the creation of modified interfaces to update the Financial Aid loan system with confirmation that student loan funds have been applied to the student's account.

In this chapter, you set up the rules to be used in the authorization and disbursement processes. The authorization process uses rules that are defined by aid year, career, and award (financial aid item type). These rules allow or prevent the disbursement of awards for students in a particular career or for a particular award. Awards go through a validation process during awarding or packaging to check on a variety of rules and limits, but student information, particularly registration information, can change before disbursement occurs. The authorization process checks rules just before the disbursement of awards.

Disbursement rules can be globally applied to students in a particular career, or applied to individual awards for a particular career. Disbursement rules are used when authorizing aid online and in the background authorization process. Global rules can check that packaging, federal verification, and review of the student's financial aid file are complete. You can add service indicators and tracking groups to be checked as a global rule. Global rules can include holding financial aid if the student has withdrawn, honoring any disbursement hold that might exist elsewhere in the system, and withholding disbursement for unsatisfactory academic progress.

Additional disbursement rules for particular awards can also be defined. The rules for individual awards are associated with a career; so different rules can be defined for each career in which the award is used. Many disbursement rules can be applied to an award. You can add rules that check the student's academic load and academic level against the load and level used to determine their budget or award package. Holds on disbursement can be added if a student is overawarded, has withdrawn, or has other holds in the system. Disbursement rules for an award can verify whether the student is a member of a particular student group. For example, if you have an award that is designated for African-American students, you can add the appropriate ethnic group code to the award disbursement rules. Groups can also include members of athletic teams, residents of certain geographic locations, honors students, and students with a particular major field of study. Checklists, tracking groups, and service indicators can also be added as disbursement rules for an award.

The background disbursement process uses disbursement and authorization calendars to determine when awards can be disbursed to students. The authorization calendar indicates the careers and terms that are eligible for authorization. The authorization calendar also indicates whether aid can be authorized more than once for that term. This is referred to as reauthorization. Reauthorization retests the student's eligibility criteria to see if the student is still eligible for awards previously authorized—enabling you to verify that changes after the prior authorization have not made the student ineligible for the award. The disbursement calendar controls which awards, by career, are disbursed for a particular term. You can disburse all awards, all awards except a defined subset, or only a subset of awards. Using the disbursement calendar enables you to control when certain awards are disbursed during the aid year.

The run control parameters for the background authorization and disbursement processes offer even more flexibility in defining which student records to process. You can restrict the processes to only a subset of terms and financial aid item types. To improve processing efficiency, you can use the run control parameters to divide the total population of students for whom you want to disburse aid into several smaller groupings that you run sequentially.

The authorization calendar and the disbursement calendar are both effective-dated, enabling you to set up your background disbursement plans for the entire aid year. You can establish effective dates for your second, third, and subsequent terms that reflect when you want the awards for those terms disbursed. Conversely, you can use the same effective date on your calendar for all terms, using the background process run control parameters to control the order in which awards are disbursed.

Disbursement Proration Rules

If financial aid at your institution is always awarded based on a full time academic load or you have funds for which a full time academic award is assumed, Financial Aid enables you to set proration rules for specific awards. Proration rules enable you to base the disbursement for specific awards on a student's enrollment load instead of using the default full time award amount. The term award amount is prorated based on a formula that you set up on the Disbursement Proration Rules page. The proration is calculated for each disbursement for an award and the amounts may vary depending on the term each disbursement is assigned.

Disbursement proration rules are most useful for nonfederal awards and institutional funds for which the award amount should be based on the academic load of the student. You can apply a disbursement proration rule to a financial aid item type when you define the financial aid item type's disbursement rules; you do so on the Disbursement Rules: Item Type - Indicators page.

Note. Disbursement proration rules should *not* be set up for Pell Awards if you select *Enrollment FA Load* or *Enrollment Current Load* in any of the Pell calculation fields Pell Calculation Start, Pell Calculation Midterm, and Pell Calculation Census. The Pell Calculator automatically prorates a student's award based on their FA Load or Current Load, Cost of Attendance (COA), and Expected Family Contribution (EFC) when you select *Enrollment FA Load* or *Enrollment Current Load.* If you select *Full Time* or *Half Time* for all of the Pell calculation fields, you could use a disbursement proration rule, but be aware that the proration rule reduces the award based on the FA Load *only.*

See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Installation Level Defaults, page 13

Global Disbursement Rules

Global disbursement rules are used by the disbursement authorization process. Global disbursement rules are defined *by career* and apply to all financial aid item types. Use global disbursement rules to set up requirements that all students in the selected career must meet for authorization. Several different elements can be selected in the global disbursement rules, such as service indicators, tracking groups, and academic progress information. For example, you may have set up a specific tracking group for students in a certain career, which must be completed as part of the global disbursement rules. If a student does not meet the items in the tracking group, then the global disbursement rules are not satisfied and the student's aid is not authorized for disbursement. There are also two rules that only the disbursement process enforces.

The disbursement authorization process considers global disbursement rules, defined by career, before it considers item type disbursement rules. In addition, the authorization process verifies whether awards have been accepted and sufficient fiscal funds are available for the disbursement.

Item Type Disbursement Rules

Item type disbursement rules enable you to identify specific criteria that must be met before authorizing individual awards for disbursement. Item type disbursement rules are set up for each career, so if multiple careers use the same item type, you need to define item type disbursement rules for each career. Doing so allows you to choose different item type disbursement rules for different careers that use the same item type. Item type disbursement rules take effect during authorization and apply to the designated item type only. For example, a Perkins loan might require completion of a particular checklist. You could make the Perkins loan disbursement contingent upon completion of the checklist by adding the checklist as part of the item type disbursement rules. Regardless of whether the Perkins loan failed the authorization step and could not be disbursed, all other awards to the student could be authorized and disbursed. Set up item type disbursement rules for all awards (financial aid item types) that have specific rules applied to them.

The disbursement authorization process considers global disbursement rules, defined by career, before item type disbursement rules. In addition, the authorization process verifies whether awards have been accepted and that sufficient fiscal funds are available for the disbursement.

Authorization and Disbursement Calendars

Authorization and disbursement calendars are used by the background authorization and disbursement processes only. If you do not use background authorization and disbursement, you need not complete the pages associated with authorization and disbursement calendars. Even if you do set up these calendars, they are not utilized if you authorize and disburse awards manually (online). For this reason, security access to the online disbursement pages should be carefully determined. Using the background authorization and disbursement processes adds substantial control to the disbursement process.

Authorization and disbursement calendars need to include each term for which you disburse aid for the aid year. Both the authorization calendar and disbursement calendar settings can be set using separate effective-dated rows. Using the authorization and disbursement calendars in conjunction with the batch run control parameter settings offers you maximum flexibility in implementing your institution's authorization and disbursement patterns. For example, you can set up a single effective-dated row for both the authorization and disbursement calendars where all valid terms and financial aid item types are selected, and then use the batch run control parameters to control the term and financial aid item types that are processed. Alternatively, you can use multiple future effective-dated rows to introduce the terms and financial aid item types that should be processed over the course of the school year, using the batch run control parameters for exception processing only. For example, if you need a fall and spring disbursement calendar, you might set the fall term's effective date in August and the spring term's effective date in December, one month before the beginning of each term. When background authorization and disbursement is run in September, only awards for fall term would be disbursed because only the authorization and disbursement calendars for fall would have a valid effective date. Both disbursement and authorization calendars, with effective dates, should be set up for each term. Review your business processes carefully to determine the best way to set up your background processes.

Disbursement ID Table Review

The Disbursement ID Table is set up when you define disbursement plans and split codes for awards. A disbursement ID is set up for each disbursement that should be associated with a disbursement plan. Each disbursement ID has a disbursement date associated with it to control the disbursements. The background disbursement process uses the disbursement date to determine whether the awards can be disbursed. The background disbursement process only disburses awards if the cutoff date, on the disbursement calendar, is equal to or greater than the disbursement date on the Disbursement ID Table. Set up both the cutoff date on the disbursement calendar and the disbursement date on the Disbursement ID Table to ensure that awards are disbursed at the correct time.

Note. Federal guidelines state that federal financial aid cannot be disbursed to a student more than 10 days prior to the first day of the term, and that federal financial aid should be disbursed separately for each term.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Disbursement Plans and Split Codes, page 75

Defining User Edit Messages

To set up user edit messages, use the Create User Edit Messages component (USER_EDIT_MSGS).

This section provides an overview and discusses how to create user edit messages.

Understanding User Edit Messages

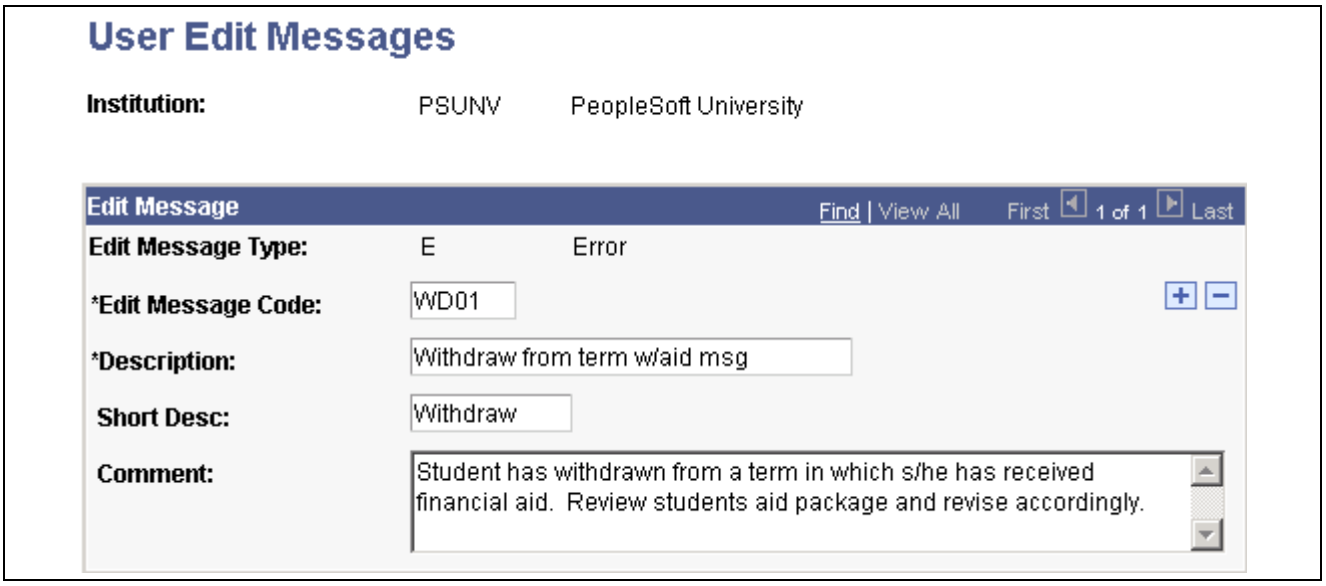
User edit messages can act like service indicators or can designate workflow and disbursement processes for your institution's use in special handling of students. You can specify that user edit messages affect your disbursement process by assigning a user edit message to a disbursement rule (either global or financial aid item type). User edit messages can be added on the Disbursement Rules: Global page and Disbursement Rules: Item Type page.

Page Used to Define User Edit Messages

Page Name	Object Name	Navigation	Usage
User Edit Messages	FA_EDIT_MSG_TBL	Set Up SACR, Product Related, Financial Aid, Disbursement, Create User Edit Messages	Create or modify user edit messages. These messages are financial-aid-specific indicators that the disbursement processes can use.

Creating User Edit Messages

Access the User Edit Messages page.



User Edit Messages page

Edit Message Type Displays the categorized edit message. This field is currently for statistical purposes only and does not control any processing. Values include *Error, Informational,* and *Warning.*

Note. When you enter a new edit message code, select an edit message type to categorize the error message.

Edit Message Code Enter a code, up to six characters long, used to represent this error message. Enter any code, but consider that it should be meaningful for those who will use

the code, because it appears on the Message Detail page in the authorization and disbursement components if the financial aid item type fails authorization.

Setting Up Disbursement Proration Rules

To set up disbursement proration rules, use the Create Proration Rules component (DISB_PRORATION).

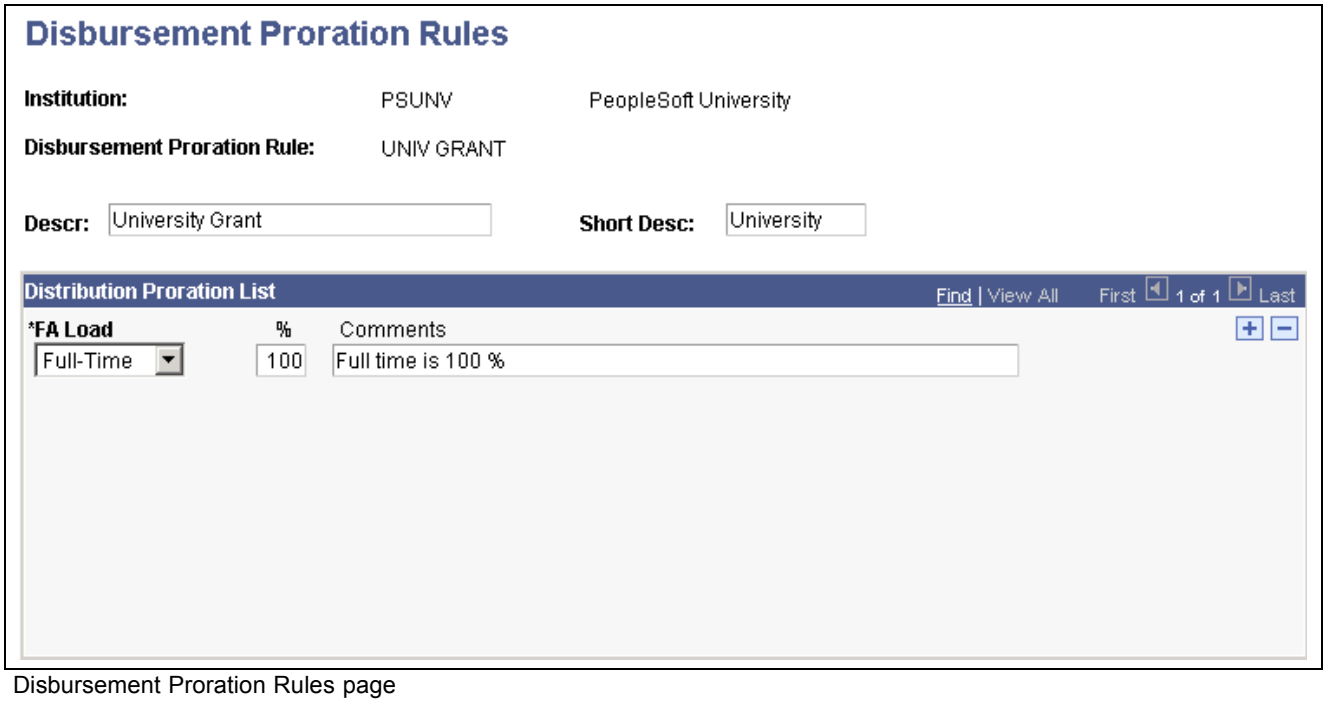
This section discusses how to define a proration scheme.

Page Used to Set Up Disbursement Proration Rules

Page Name	Object Name	Navigation	Usage
Disbursement Proration Rules	DISB_PRORATION	Set Up SACR, Product Related, Financial Aid, Disbursement, Create Proration Rules	Define a proration scheme. Then use the Disbursement Rules: Item Type - Indicators page to apply the disbursement proration rule to a specific financial aid item type.

Defining a Proration Scheme

Access the Disbursement Proration Rules page.



Disbursement Proration Rules page

FA Load Select an enrollment value to include in the proration rule. Insert additional rows to add all valid FA Load values for your institution. If a student's enrollment does not match any of the values that you select on this page, the system generates an error message when you run the authorization process.

FA Load values are defined in the PeopleSoft Enterprise Student Records Level/Load Rules component. Valid values are:

Full-Time: The student is enrolled full-time.

Half-Time: The student is enrolled half-time.

Less 1/2: The student is enrolled less than half-time.

No Units: The student does not have any units for the term.

Three Qtrs: (three-quarters): The student is enrolled for three-quarters of a full-time load.

% Enter the percent of the term's disbursement that the student should receive for this enrollment level.

Note. You should create an award message that tells students why their disbursed amount is less than their awarded amount for awards that use the disbursement proration rule. The award message can be defined for individual financial aid item types.

See Also

Chapter 5, "Setting Up Packaging Basics," Setting Up Award Messages, page 96

Defining Global Disbursement Rules

To set up global disbursement rules, use the Define Global Rules component (DISB_RULE_GLB).

Global disbursement rules are set up by career and affect all students in the career.

This section discusses how to:

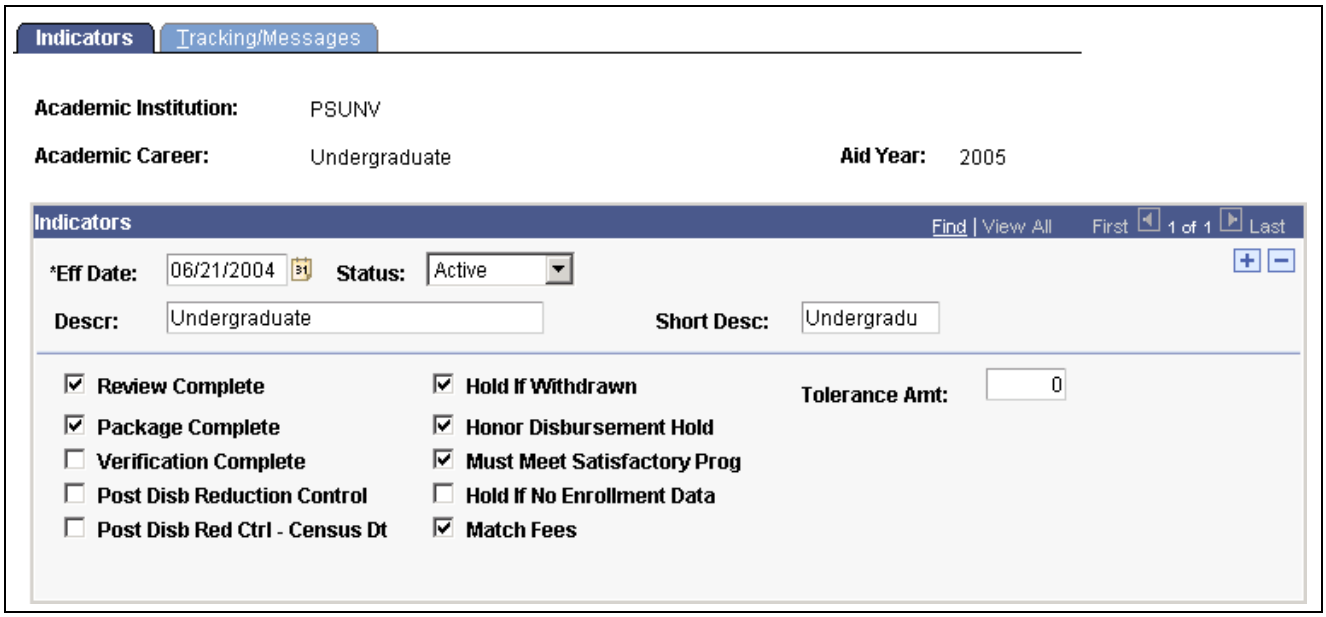
- Define basic global rules for authorization.
- Assign service indicators, tracking groups, and user edit messages.

Pages Used to Define Global Disbursement Rules

Page Name	Object Name	Navigation	Usage
Disbursement Rules: Global - Indicators	DISB_RULE_GLB	Set Up SACR, Product Related, Financial Aid, Disbursement, Define Global Rules, Indicators	Define basic global rules for authorization. Select specific rules used to hold disbursements of financial aid monies.
Tracking/Messages	DISB_RULE_GLB_2	Set Up SACR, Product Related, Financial Aid, Disbursement, Define Global Rules, Tracking/Messages	Assign service indicators, tracking groups, and user edit messages to a global disbursement rule.

Defining Basic Global Rules for Authorization

Access the Disbursement Rules: Global - Indicators page.



Disbursement Rules: Global - Indicators page

Because these global disbursement rules apply to a particular career, you might want to include the career as part of the description and short description.

Select the reasons that you want disbursement to be held. The authorization process verifies each of the items that you select.

Review Complete — Select to require that an institutional review must be completed before disbursement. The authorization process requires that the Review Status field on the Financial Aid Status page have a value of *Complete.*

Package Complete — Select to require that packaging must be completed before disbursement. The authorization process requires that the Aid Processing Status field on the Financial Aid Status page have a value of *Packaging Completed.*

Verification Complete — Select to require that the Department of Education's federal verification must be completed before disbursement. The authorization process requires that the Verification Flag field on the Financial Aid Status page have a value of *Complete* or *Not Required.*

Post Disb Reduction Control (post disbursement reduction control) — Select to activate post disbursement reduction control, which causes award reductions that cause authorization failures for current terms to be handled like those for previous terms if money had been previously disbursed. For example, assume that a disbursement has been made after which the award is changed for the current term. If this check box is selected, and authorization of the financial aid item type subsequent to the change fails, the lesser of the disbursed amount or the awarded amount is authorized for disbursement for the current term. The lesser of the disbursed amount or awarded amount is authorized for disbursement in previous terms regardless of whether this box is selected. If you select this check box, the Post Disb Red Ctrl − Census Dt check box becomes unavailable.

The disbursement authorization routine determines current term and prior term using the current date and term end dates. If the current date is before the term end date, that term is the current term. If the current date is after the term end date, that term is a prior term.

Post Disb Red Ctrl − Census Dt (post disbursement reduction control − census date)
Select to use the same rules as the Post Disb Reduction Control check box except only award changes that occur after the census date for the term are evaluated. The disbursement authorization process uses the same census date as the Financial Aid Term build process. The Census Date Locking page, reached from the FA Term page, displays the census date used. If you select this check box, Post Disb Reduction Control becomes unavailable.

Hold If Withdrawn
Select to require that disbursement is held when a student has withdrawn from the institution. If a student withdraws, you might want to reduce the student's financial aid award and manually disburse online. The authorization process searches Financial Aid Term records for withdrawal information.

Honor Disbursement Hold
Select to require the authorization process to honor any disbursement hold that has been entered on the Financial Aid Status page if the financial aid item type matches the disbursement hold type. The types of awards that can be held are *Fed Aid* (federal aid), *Institut.* (institutional), and *Loan Hold.* Funds are not authorized for disbursement if a disbursement hold exists.

Must Meet Satisfactory Prog (must meet satisfactory progress)
Select to require that the Satisfactory Academic Progress field on the Financial Aid Status page have a value of *Meets SAP* or *Probation.*

Hold If No Enrollment Data
Select to require that the student have the current FA Term record for the award build from enrollment data in Student Records—not projection data—for disbursements to be authorized. The rule verifies whether the FA Term build source is *Term*. For example, if you select this check box and the student has never enrolled in any classes for the term, no funds are disbursed. The same option is available for financial aid item type disbursement rules. Selecting it here enforces the rule for all students and all of their awards in the career for which this global disbursement rule applies. This rule should be used in conjunction with the Hold if Withdrawn and Minimum Units rules to insure that the student is still enrolled for the current term.

Match Fees
Select to require that the tuition-related fees on the student's account match the amount calculated in the student's budget to disburse funds. The fees in the student's account are based on the financial aid item types that belong to the FA-BUDGET item grouping (used by the tuition calculation process). This amount is compared to the financial aid budget fees that belong to the TUIT budget category.

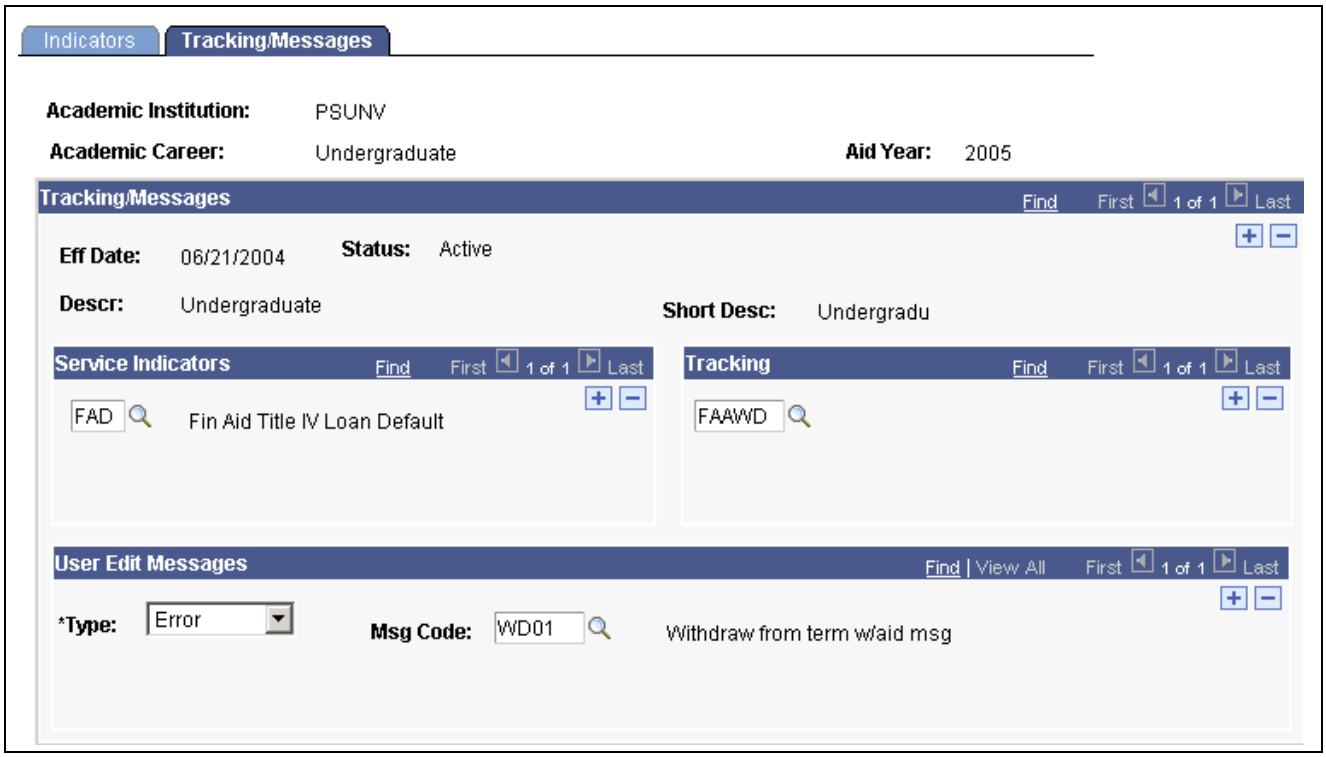
Tolerance Amt (tolerance amount)
This field appears when you select the Match Fees check box. Enter the largest amount by which the fee and budget item amounts can differ. If the difference between a fee and a budget item is smaller than or equal to the amount entered in this field, the disbursement is authorized; otherwise, the disbursement is held.

See Also

Chapter 21, "Preparing for Awarding and Packaging," Reviewing the Financial Aid Status Page, page 732

Assigning Service Indicators, Tracking Groups, and User Edit Messages

Access the Tracking/Messages page.



Tracking/Messages page

Service Indicators

Select any service indicators that you want the global disbursement rules to honor. Insert rows to add additional service indicators. If a student with this career has one of the service indicators that you list, the authorization process does not authorize that student's awards. Enter negative service indicators only, because they are the ones that prevent disbursement of funds.

Tracking

Enter the tracking groups that must be completed before financial aid can be disbursed to a student's account. A tracking group can contain one or more checklists. Insert rows to enter additional tracking groups. You can add checklists to disbursement rules in the Disbursement Rules: Item Type component.

User Edit Messages

Enter messages whose presence on a student's record should hold disbursement. User edit messages are special handling instructions that you define for your students. If a student with this career has one of the user edit messages entered in this group box, the authorization process does not authorize that student's awards.

Type Indicates the type of user edit message that you want to associate with the global disbursement rule. You can only select user edit messages of this type in the Msg Code field. Insert additional rows to enter additional user edit message types and message codes.

Msg Code (message code) Enter the message code of the user edit message that causes disbursement to be held. The available values are restricted to those with a matching Type value.

Defining Item Type Disbursement Rules

To set up item type disbursement rules, use the Define Item Type Rules component (DISB_RULE_ITEM).

This section discusses how to:

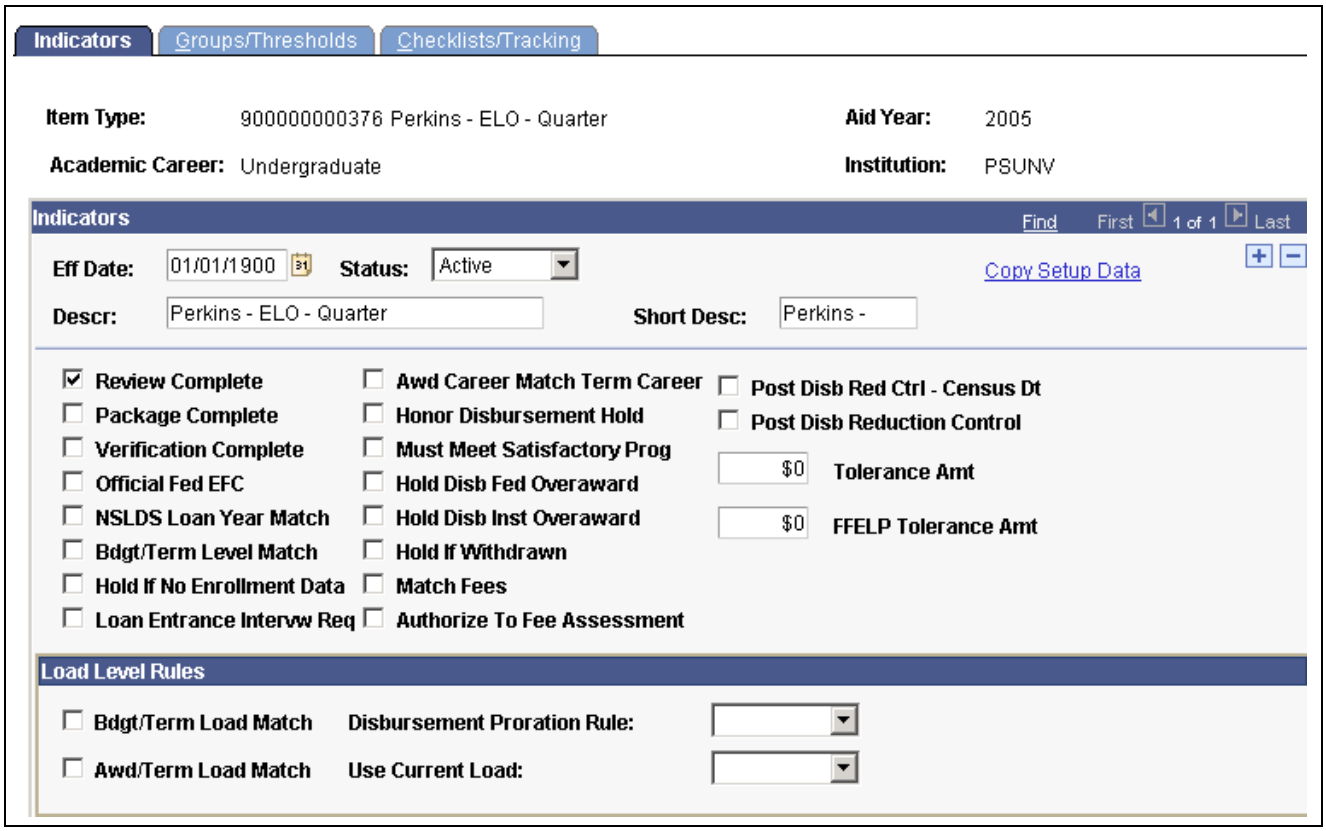
- Define authorization rules for a financial aid item type.
- Define additional restrictions.
- Assign checklists, tracking groups, service indicators, and user edit messages.

Pages Used to Define Item Type Disbursement Rules

Page Name	Object Name	Navigation	Usage
Disbursement Rules: Item Type - Indicators	DISB_RULE_ITM1	Set Up, Product Related, Financial Aid, Disbursement, Define Item Types Rules, Indicators	Define authorization rules for a financial aid item type. Select specific rules used to hold disbursements of financial aid monies.
Copy Disbursement Rule Data	DISB_RULE_COPY	Click the Copy Setup Data link on the Disbursement Rules: Item Type - Indicators page.	Copy disbursement rule setup from one combination of academic institution, aid year, academic career, item type, and effective date to another.
Groups/Thresholds	DISB_RULE_ITM2	Set Up SACR, Product Related, Financial Aid, Disbursement, Define Item Type Rules, Groups/Thresholds	Define additional restrictions necessary for disbursement of the item type. Place restrictions by minimum units, by grade point average (GPA) required, by a student's attributes, by academic standing, by home residency, or by academic focus.
Checklists/Tracking	DISB_RULE_ITM3	Set Up SACR, Product Related, Financial Aid, Disbursement, Define Item Type Rules, Checklist/Tracking	Assign checklists, tracking groups, service indicators, and user edit messages to an item type disbursement rule.

Defining Authorization Rules for a Financial Aid Item Type

Access the Disbursement Rules: Item Type - Indicators page.



Disbursement Rules: Item Type - Indicators page

Copy Setup Data Click to access the Copy Disbursement Rule Data page and copy disbursement rule setup from one combination of academic institution, aid year, academic career, item type, and effective date to another. You can also copy item type disbursement rules using the aid year rollover process.

Indicators

Select the reasons that you want disbursement to be held. The authorization process verifies each of the items that have been selected.

Official Fed EFC Select to require that an official Expected Family Contribution (EFC) must be in the latest ISIR data prior to disbursement.

NSLDS Loan Year Match Select to require that the loan year information on the budget term table match the student's NSLDS Loan year on the Financial Aid Term.

Bdgt/Term Level Match (budget/term level match) Select to require that the student's level on the budget term table must match the student's level on the Financial Aid Term before a disbursement can be made.

Loan Entrance Intervw Req (loan entrance interview requirement) Select to have the authorization process determine if a student must complete loan entrance counseling for awards of this item type. The authorization process checks the student's NSLDS history for a prior Stafford, Direct, or Supplemental Loan for Student (SLS) loan. If the system finds a record, it authorizes the item type for disbursement. If no prior loan history exists, the student is assumed to be a new borrower, and the Loan Entrance Interview Status field in the Packaging Status Summary component is checked for the student's current status. When an item type fails authorization because of the

loan entrance counseling requirement, the following messages can appear: "The student is a first time borrower" if the current Loan Entrance Interview Status is blank, or "Loan Interview is required to authorize the loan if the current Loan Entrance Interview Status is Inst Req (Institution Required)"

To control how this disbursement rule is carried out, use the Loan Entrance Interview Status field on the Financial Aid Status page. Setting this field to *Complete* or *Pending Resolution* allows the disbursement to pass this requirement.

You can select this check box only for Direct Loan and FFEL financial aid item types.

Awd Career Match Term Career (award career matches term career)

Select to prevent disbursement if the career used when making the award is not the career that is in Financial Aid Term data.

Hold Disb Fed Overaward (hold disbursement federal overaward)

Select to prevent disbursement of this financial aid item type if a federal overaward exists.

Hold Disb Inst Overaward (hold disbursement institutional overaward)

Select to prevent disbursement of this financial aid item type if an institutional overaward exists.

Authorize to Fee Assessment

Select to require that the disbursed amount for the financial aid item type cannot be greater than the balance on the student's account for the term. If selected, the amount disbursed for the financial aid item type is not greater than the balance on the student's account.

For this feature to work, you must set up the predelivered item grouping named "FA-BUDGET" in Student Financials. Item groupings are set up on the Item Groupings component (Set Up SACR, Product Related, Student Financials, Item Types, Item Type Group). You must assign the appropriate item tree and tree nodes that contain the charge item types that you want the rule to count.

See *PeopleSoft Enterprise Student Financials 8.9 PeopleBook*, "Completing Student Financials General Setup," Setting Up Item Types and Item Type Groups.

FFELP Tolerance Amt (FFELP tolerance amount)

Enter the acceptable difference between the authorized amount and the net disbursement amount for the financial aid item type. If the authorized amount is greater than the net disbursed amount, the system calculates the difference. If this difference is greater than the FFELP tolerance amount, the system displays an error during disbursement authorization.

If you leave this field at the default setting (zero), the loan disbursement amount must match the net disbursement amount from the student's package. Generally, you should set this field to a large value (such as 1,000.00 USD) if FFELP loan increases are common. The authorization process never authorizes an amount greater than the amount of any loan check. In addition, disbursements for loans processed electronically using CommonLine are updated to match the approved disbursement amounts from the lender if an electronic guarantee is received and processed by the school.

Review Complete, Package Complete, Verification Complete, Post Disb Reduction Control, Post Disb Red Ctrl - Census Dt, Hold If Withdrawn, Honor Disbursement Hold, Must Meet Satisfactory Prog, Hold If No Enrollment Data, Match Fees, and **Tolerance Amt**

These fields have the same description as the fields on the Disbursement Rules: Global - Indicators page.

See Chapter 11, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 325.

Load Level Rules

Choose whether the three enrollment load-dependent fields in this group box use the default FA Load enrollment load or the student's current load. Both values can be viewed on the student's Financial Aid Term record.

Bdgt/Term Load Match (budget/term load match)

Select to require that the academic load in the budget term table match the student's Financial Aid Term FA Load enrollment load information. You can also use the current load from the student's Financial Aid Term record.

Disbursement Proration Rule

Select a disbursement proration rule if awards of this financial aid item type should be prorated based upon the student's Financial Aid Term FA Load value. This rule is used to disburse fractional award amounts to students based on fractional academic loads. For example, a student who is enrolled three-quarters time would receive only 75 percent of the scheduled disbursement amount. These rules are set up on the Disbursement Proration Rules page. You can also use the current load from the student's Financial Aid Term record.

Stop After Census

Appears only when you select a value for the Disbursement Proration Rule field. Select to prevent the disbursement proration rule from taking effect for this financial aid item type after your institution's census date for the term. The disbursement authorization process uses the same census date as the Financial Aid Term build process. The Census Date Locking page, accessed from the FA Term page, displays the census date used.

The proration of disbursements typically occurs during the add and drop period before the census date of the term. After that point, depending on your business processes, your institution repackages all prorated awards based on the census date enrollment. After this repackaging has been completed, institutions typically disable the proration rule for the term. This process is repeated each term. This check box enables you to control the proration of financial aid item types per term without having to change the disbursement proration rule settings each term.

For example, assume that an item type's proration rule indicates that the student should receive 50 percent of the disbursement if enrolled half-time. You select the Stop After Census check box for this item type and the census date is October 15, 2004. If you authorize an award of this item type for a student enrolled half-time on October 14, 2004, the Packaging routine prorates the award. If you authorize the same award on October 16, 2004, the Packaging routine authorizes the entire award, not just the 50 percent that results from proration.

If you do not repackage all of your prorated awards before the stop after census feature goes into effect, you risk reauthorizing prorated awards for the maximum amount for the term. You might want to stop running batch authorization for these financial aid item types until you have completed repackaging the prorated awards. You can use the new batch authorization page functionality to accomplish this.

Awd/Term Load Match (award/term load match)

Select to require that the academic load used by the award match the Financial Aid Term FA Load value. You can also use the current load from the student's Financial Aid Term record.

Use Current Load

You have the option of having the academic load used for awarding match the Financial Aid Term current load value instead of the Financial Aid Term FA Load value. If you select a value in this field, the Bdgt/Term Load Match, Disbursement Proration, and Awd/Term Load Match rules all use the selected value. Values are:

(blank): Use Financial Aid Term academic load information.

All Stdnts (all students): Use Financial Aid Term current load information for all students with this financial aid item type.

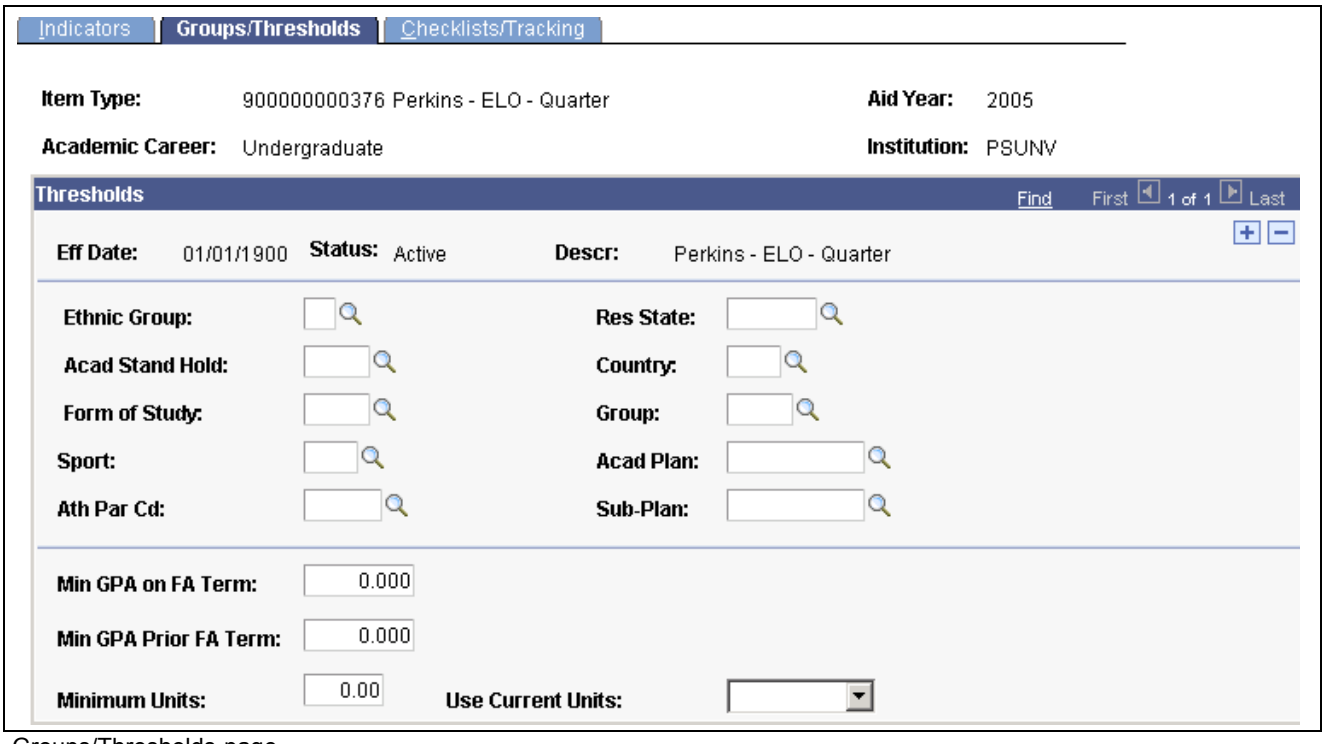
OEE Only: Use Financial Aid Term current load information for only open entry and open exit students with this financial aid item type.

See Also

Chapter 21, "Preparing for Awarding and Packaging," Reviewing the Financial Aid Status Page, page 732

Defining Additional Restrictions

Access the Groups/Thresholds page.



Groups/Thresholds page

Ethnic Group Select a value if the student must be a member of an ethnic group to receive this financial aid item type.

Res State (residence state) Select a state of residence to limit disbursement of the item type to a student with a specific state or province of residence, such as Arizona or Nova Scotia.

Acad Stand Hold (academic standing hold) Select a value if a student must have a certain academic standing to receive disbursement of the financial aid item type. For example, you could use this to prevent students on academic probation from receiving a merit-based award. Academic standing codes are indicated on the Financial Aid Term pages.

Country Select a value to limit disbursement to a student from a specific country.

Form of Study Select a form of study to allow disbursement only to students who are *Study Abroad*, have *Advanced to Candidacy* (for a Ph.D. program for example), have a *Class Enrollment*, or are in a *Detached Study* program. The authorization process checks the student's form of study on Financial Aid Term.

Group Select a student group to allow disbursement of the financial aid item type only to students who are a member of a the selected group, such as first generation college students, athletes of all sports, or veterans. You define student groups in Student Records.

Sport Select a sport if this financial aid item type can be disbursed only to a student participating in a particular sport.

Acad Plan (academic plan) Select an academic plan to limit disbursement of the financial aid item type to students with a particular academic plan, such as chemistry or art.

Ath Par Cd (athletic participation code) Select an athletic participation code to further define the type of sport participation required for disbursement. You can choose *Active Participant, Manager, Not Recruited,* or *Recruited.* The athletic participation code applies to the selected sport.

Sub-Plan Select a subplan to limit disbursement of the financial aid item type to students with a particular academic subplan. The authorization process checks academic plan and subplan information from Financial Aid Term. You define academic plans and subplans in Student Records.

Min GPA on FA Term (minimum GPA on Financial Aid Term) Enter the minimum GPA that a student must have for disbursement of this financial aid item type. The authorization process verifies the cumulative GPA on the current Financial Aid Term.

Min GPA Prior FA Term (minimum GPA on prior Financial Aid Term) Enter the minimum GPA that a student must have on a prior Financial Aid Term for disbursement of this financial aid item type. Authorization reviews the cumulative GPA on the prior Financial Aid Term within the aid year. For example, if you want the system to check the fall term's minimum GPA before disbursing this financial aid item type for the spring term, you would enter the minimum fall term GPA here. You cannot use this feature if you want to check spring term's GPA for the following fall term's disbursement if the fall term is in a different aid year.

Minimum Units Enter the minimum number of units for which a student must be registered before this financial aid item type can be disbursed.

Use Current Units Enter the number of current units, instead of the FA Units from the student's Financial Aid Term record, to determine whether the student meets the minimum units requirement. Valid values are:

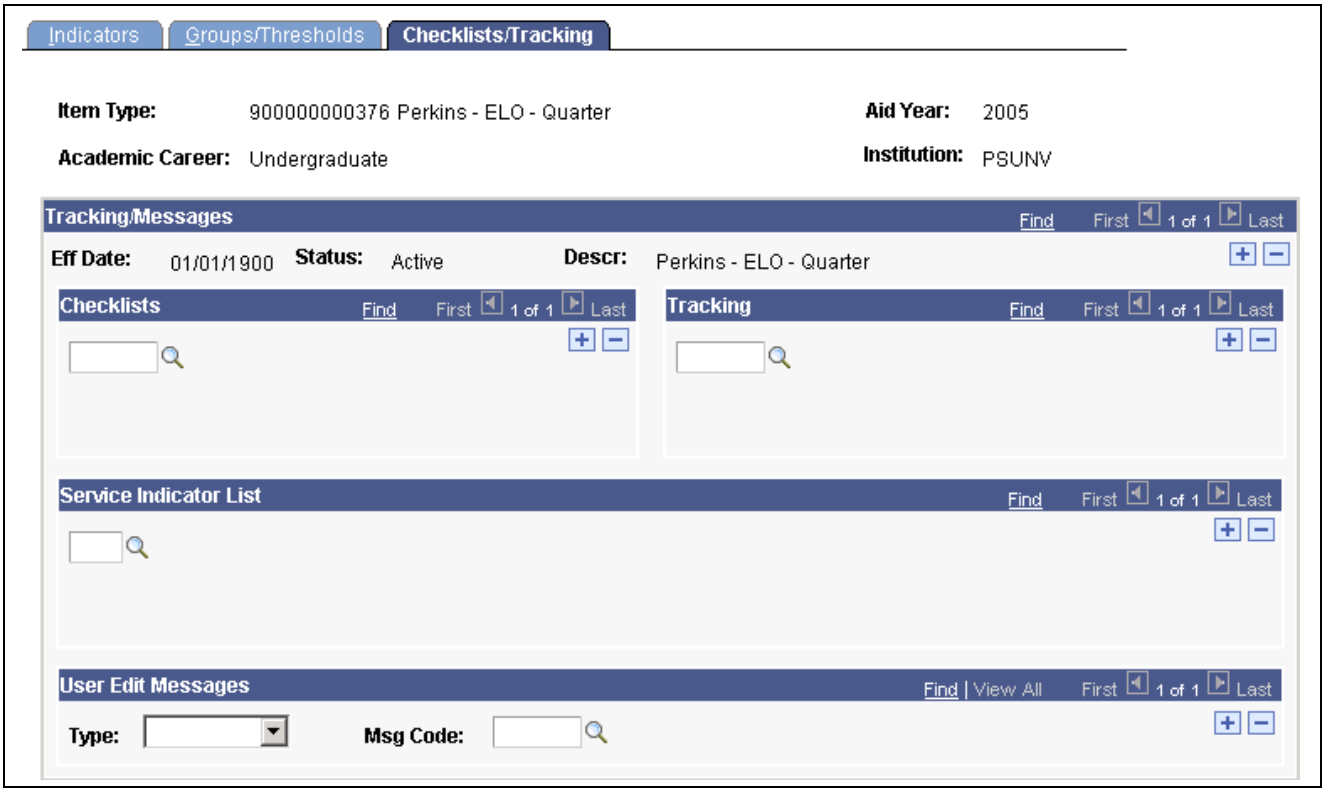
(blank): Use FA Units information.

All Stdnts (all students): Use current unit information for all students with this financial aid item type.

OEE Only: Use current unit information for only open entry and open exit students with this financial aid item type.

Assigning Checklists, Tracking Groups, Service Indicators, and User Edit Messages

Access the Checklists/Tracking page.



Checklists/Tracking page

Checklists

Enter the checklists that must be completed before awards of this financial aid item type are authorized. If a checklist has been assigned to a student and it is not complete, the item type is not disbursed. Checklists can include multiple items that need to be completed or verified. To enter additional checklists, add a new row.

Tracking

Enter the tracking groups that must be completed before awards of this financial aid item type are authorized. To enter additional tracking groups add a new row.

Service Indicator List

Select any service indicators that you want the financial aid item type disbursement rule to honor. Insert rows to add additional service indicators. If a student with an award of this financial aid item type has one of the service indicators entered in this group box, the authorization process does not authorize that award. Enter negative service indicators only, because only negative service indicators prevent disbursement of funds.

Note: Negative service indicators with a Service Indicator Active Term value of *0000* will not prevent the item type from being authorized. Use the actual active term value or *9999* to affect all terms.

User Edit Messages

User edit messages are special handling instructions that you define for your students. Enter messages whose presence on a student's record should hold disbursement. If a student with this career has one of the user edit messages entered in this group box, the authorization process does not authorize that student's awards.

Type — Indicates the type of user edit message that you want to associate with the global disbursement rule. You can only select user edit messages of this type in the Msg Code field. Insert additional rows to enter additional user edit message types and message codes.

Msg Code (message code) — Enter the message code of the user edit message that causes disbursement to be held.

Setting Up Authorization and Disbursement Calendars

To set up authorization and disbursement calendars, use the Set Up Disbursement Calendars component (AUTH_CALENDER).

This section discusses how to:

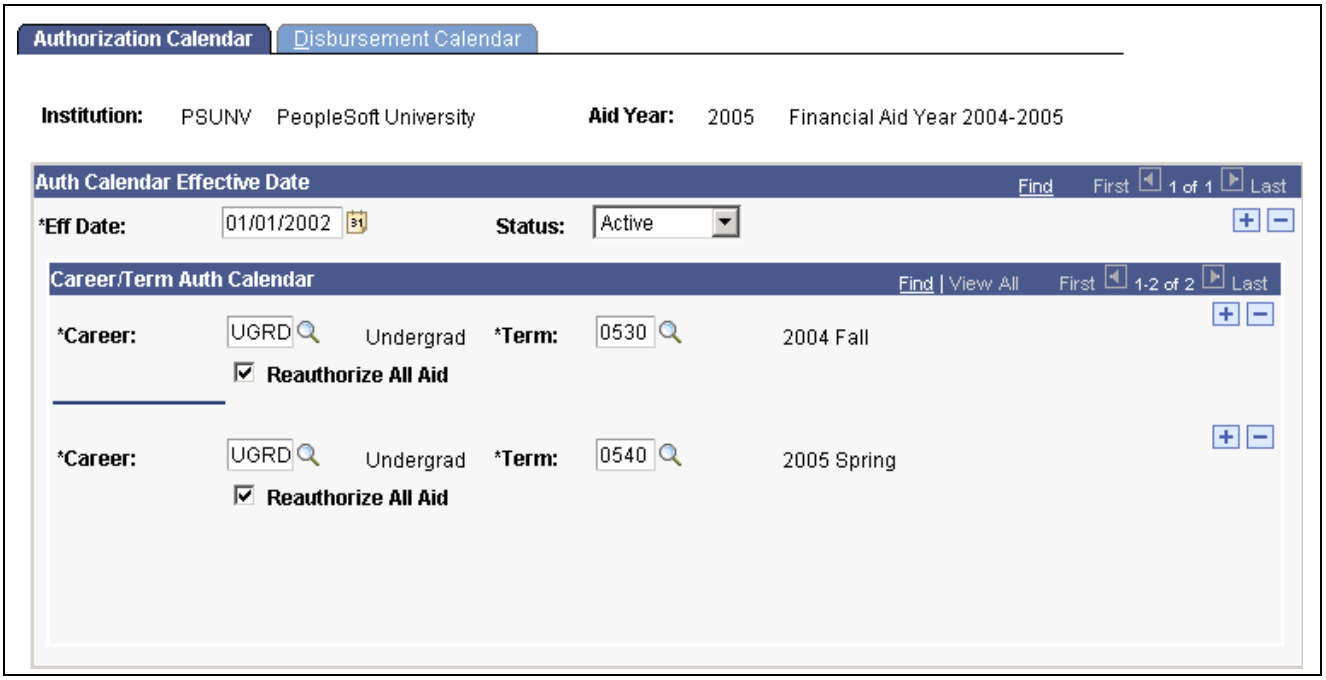
- Define the authorization calendar.
- Define the disbursement calendar.

Pages Used to Set Up Authorization and Disbursement Calendars

Page Name	Object Name	Navigation	Usage
Authorization Calendar	AUTH_CALENDER	Set Up SACR, Product Related, Financial Aid, Disbursement, Set Up Disbursement Calendars, Authorization Calendar	Define the authorization calendar by selecting which careers, and which terms for each career, can be authorized for disbursement in batch.
Disbursement Calendar	DISB_CALENDER	Set Up SACR, Product Related, Financial Aid, Disbursement, Set Up Disbursement Calendars, Disbursement Calendar	Define the disbursement calendar by selecting which awards should be disbursed and the disbursement date cutoff.

Defining the Authorization Calendar

Access the Authorization Calendar page.



Authorization Calendar page

Career Select a career that you want to be included in background authorization. Insert additional rows to list additional careers or combinations of career and term.

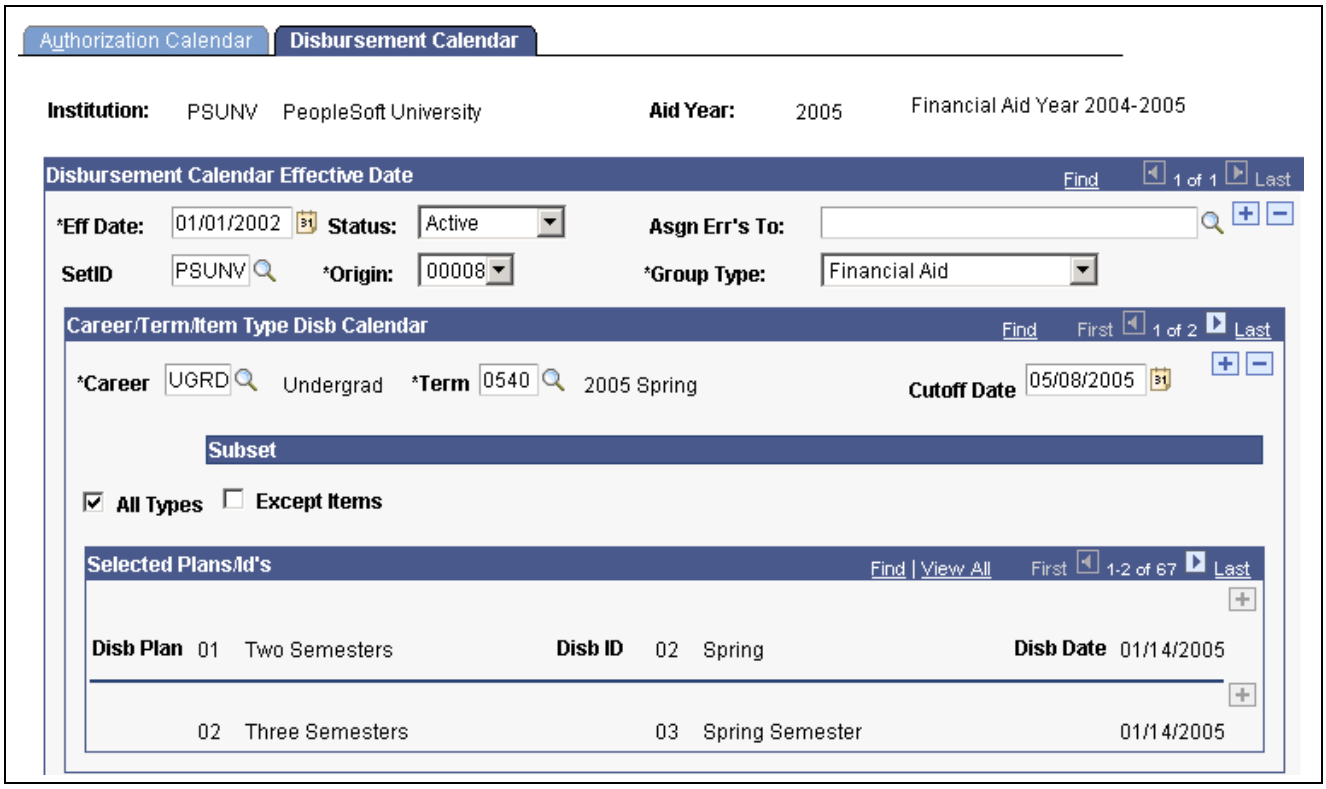
Term Select a term to include in background authorization for the selected career. This field works in conjunction with the Disbursement Date field on the Disbursement ID Table page to determine the disbursement IDs that are displayed on the Disbursement Calendar page.

Reauthorize All Aid Select to indicate that the system can run a student's aid authorization against the disbursement rules multiple times to ensure that the system is using the most current information to disburse awards. Currently, disbursement authorization processes an award as long as the award has not been disbursed. The authorization process determines that the award has been disbursed when the disbursement net amount equals the amount previously authorized. If an award has been previously authorized, it is not reauthorized unless the award amount is changed or this check box is selected. Your institution might want to run the authorization process with this option active until it is time to disburse awards to the student's account.

Note. Awards that have been completely disbursed are never reauthorized.

Defining the Disbursement Calendar

Access the Disbursement Calendar page.



Disbursement Calendar page

Depending on your needs, you can set up various disbursement calendars with different effective dates and different subsets of awards to be disbursed. You can set up a disbursement calendar for each term for which you want to disburse aid in the aid year. You can set up disbursement calendars with future effective dates for your second, third, and subsequent terms. Conversely, you can also define all of your terms in the same calendar with the same effective date, but control the terms and financial aid item types to be processed using the batch run control parameters.

Disbursement Calendar Effective Date

Asgn Err's To (assign errors to) — Select the ID of the person whom the system should notify when errors are encountered during the background disbursement process. You can view disbursement errors in Student Financials.

SetID — Select a set ID for this disbursement calendar. The set ID, in this case, indicates which accounts in the Student Financials system to credit when disbursements occur.

Origin — Student Financials considers financial aid monies a "receivable." Select the source of receivables; for financial aid monies, you normally specify the financial aid office as the origin. Identifying each background disbursement group by origin and type of group helps to manage the flow of receivables. You set up origins in Student Financials.

Group Type — Group types classify disbursements for Student Financials so that the system knows what type of receivable the disbursement should be. For example, you might have *Financial Aid Disbursements* as the group type. Your choices in this field depend on the group types that you define in Student Financials.

Career/Term/Item Type Disb Calendar

Career Select a career that you want to be included in background disbursement. Insert an additional row to list additional careers or combinations of career and term . You can enter as many combinations of career and term as you need to define your disbursement calendar. The background disbursement process only disburses for the careers and terms that you designate here.

Term Select a term to include in background disbursement for the selected career.

Cutoff Date Enter a cutoff date for the associated career and term. When the batch disbursement process runs, it selects only financial aid item types for the associated career and term that have a disbursement date that is equal to or before the defined cutoff date. You set up disbursement dates on the Disbursement ID page when you assign disbursement IDs to packaging plans.

All Types For each combination of career and term , you can control which item types are included during the background disbursement process. Select to include all financial aid item types in the background disbursement process. This check box is selected by default.

Subset

Except Items If you select the All Types check box, this field becomes available. Select to exclude some financial aid item types from the background disbursement process. Use the From and To fields to enter a range of financial aid item type IDs to exclude.

Only Include Items If you clear the All Types check box, this field becomes available. Select to indicate a range of financial aid item types that should be included in the background disbursement process.

From and To Enter the first and last financial aid item types to be included or excluded from the background disbursement process. These financial aid item types and any financial aid item types within that numbering sequence are included or excluded from the background disbursement.

Selected Plan/ID's

Displays disbursement plans and their associated disbursements that meet the disbursement calendar settings you enter in the previous group boxes.

Disb Plan (disbursement plan) Displays disbursement plans for the career/term combination that will be disbursed as part of the background disbursement process. The cutoff date determines which disbursement plans and disbursement IDs are displayed. Only awards that have the same disbursement plans as those listed in this group box are disbursed when background disbursement is run.

Disb ID (disbursement ID) Displays disbursement IDs for the selected disbursement plan that fall within the selected term. The cutoff date determines which disbursement IDs are displayed in this group box. Only the portion of an award that matches the displayed disbursement IDs is disbursed when background disbursement is run.

Disb Date (disbursement date) Displays disbursement dates associated with each disbursement ID.

Note. The disbursement ID for a combination of disbursement plan and disbursement ID must be earlier or equal to the cutoff date for the disbursement plan and disbursement ID combination to be listed in the Selected Plan/ID's group box. The following table illustrates the selection process.

Examples

Example Cutoff Date	Example Disbursement Dates	Disbursement Plan Selected
June 6, 2004	January 8, 2004 May 30, 2004 June 1, 2004	All disbursement plans and disbursement IDs with the example disbursement dates are selected, because the disbursement dates are earlier or equal to the cutoff date.
January 7, 2004	January 8, 2004 May 30, 2004 June 1, 2004	None of the disbursement plans and disbursement IDs with the example disbursement dates are selected. The disbursement dates are after the cutoff date.
January 8, 2004	January 8, 2004 May 30, 2004 June 1, 2004	Only disbursement plans and disbursement IDs with the disbursement date of January 8, 2004 are selected because the disbursement date is equal to the cutoff date. All others are not selected because they are after the cutoff date.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Introducing Business Units and Data Sharing," Tableset Sharing

CHAPTER 12

Setting Up Return of Title IV Funds

This chapter provides an overview of the return of Title IV funds and describes how to:

- Define Title IV funds item types.
- Define institutional charges.

Understanding Return of Title IV Funds

Under the higher education amendment regulation called Return of Title IV Funds (RTIVF), all students receiving Title IV federal grant or loan assistance who withdraw from the institution in the first 60% of the term are subject to the Return of Title IV Fund policy. This regulation affects the calculation of aid to be returned as well as repayment procedures. The percentage of aid earned by a Title IV student is determined by calculating the percentage of the period that the student completed. If the student completes up to 60% of the term, the percentage of aid earned equals the percentage of the completed period. If the student completes 60.01% or more, the student earns 100% of aid. The amount of Federal Title IV aid that students must return when they withdraw from school is no longer associated with your institution's refund policy. Refund policy and return of funds procedures are independent of one another. Refund policy is defined by your institution, whereas Return of Title IV Fund is defined by law.

Common Elements Used in This Chapter

Academic Institution A university or college.

Aid Year An awarding cycle with defined disbursement periods.

Defining Title IV Funds Item Types

To set up Title IV funds item types, use the Define Rules for Return component (RTRN_TIV_FND_SETUP).

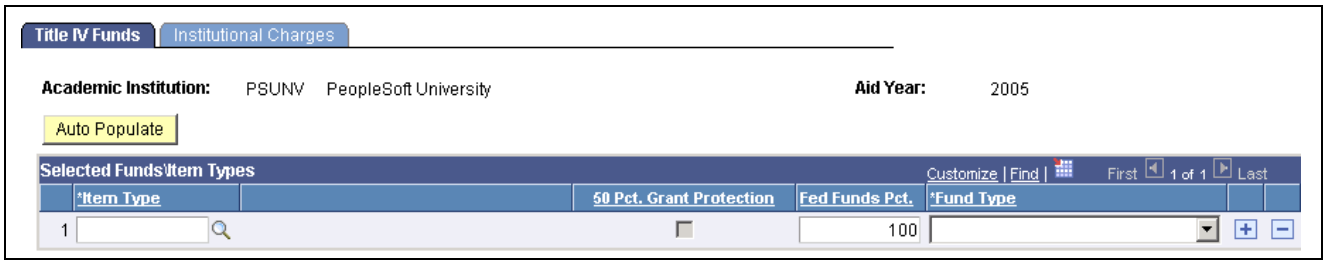
This section discusses how to define the financial aid item types used for Return of Title IV Fund calculations.

Page Used to Define Item Types for Return of Title IV Funds

Page Name	Object Name	Navigation	Usage
Title IV Funds	RTRN_TIV_FND_SETUP	Financial Aid, Return of Title IV Funds, Define Rules for Return, Title IV Funds	Define Title IV funds financial aid item types for return of funds calculation.

Defining Title IV Funds Financial Aid Item Types

Access the Title IV Funds page.



Title IV Funds page

Item type Select the item types that your institution has assigned to the funds awarded as financial aid. The system uses the item type to associate the financial aid transaction with the appropriate general ledger account during the general ledger process. The way in which item types are classified determines how they are processed.

50 Pct. Grant Protection (50 percent grant protection) Select if the fund is a grant. Funds that are federal grants or are fully funded by federal funds are under the 50 percent rule. For example, if any portion of a student's share of unearned funds is allocated to a grant program, it is reduced by 50 percent. If a student's share of the funds to be returned to the federal Pell Grant program is 250.00 USD, the student repays 125.00 USD.

Fed Funds Pct (federal funds percent) Enter the percentage of the fund type funded by federal funds. For example, enter *100* in this field to indicate that 100 percent of this fund type comes from federal funds. Enter *50* for a fund (such as SEOG) that might be matched 50 percent by state funds and 50 percent by federal funds.

Fund Type The type of Title IV program. Pell Grants, PLUS loans, SEOGs, and subsidized and unsubsidized federal Stafford loans are examples of Title IV funds.

Auto Populate Click to identify that the aid is defined as part of the Title IV program. The system searches for fund types such as Pell Grant, SEOG, Direct Loan, and PLUS loan and populates the fields on this page.

Defining Institutional Charges

To set up institutional charges, use the Define Rules for Return component (RTRN_TIV_FND_SETUP).

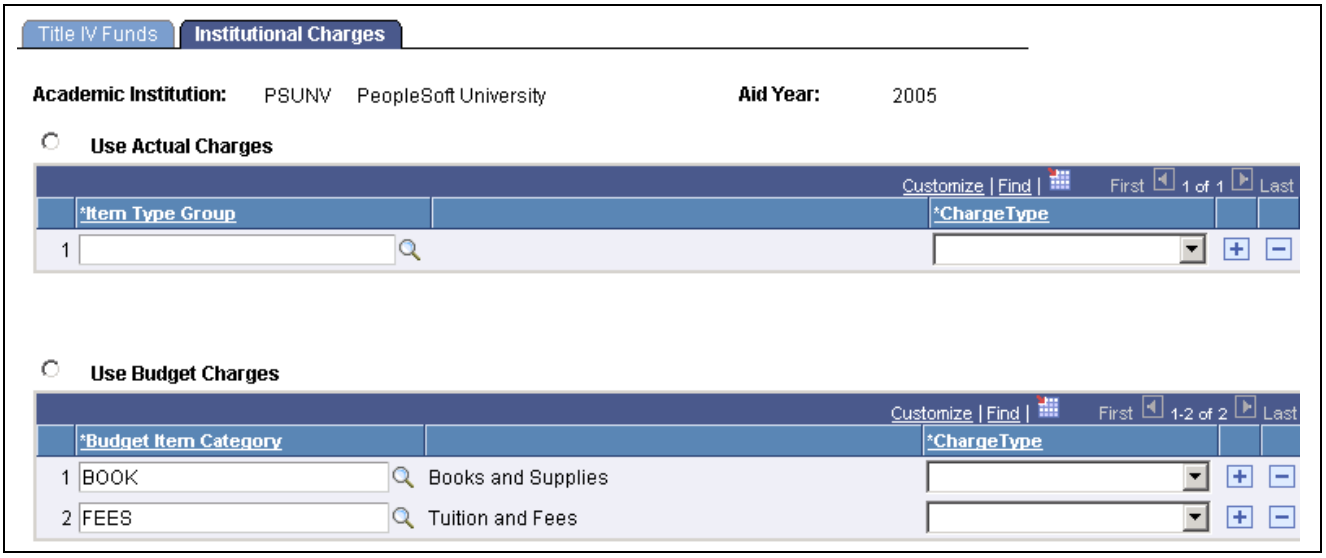
This section discusses how to associate your institutional charges to the appropriate charge category.

Page Used to Define Institutional Charges

Page Name	Object Name	Navigation	Usage
Institutional Charges	RTRN_TIV_CHG_SETUP	Financial Aid, Return of Title IV Funds, Define Rules for Return, Institutional Charges	Set up institutional charges and the appropriate charge category.

Setting Up Institutional Charges

Access the Institutional Charges page.



Institutional Charges page

Define the charges that you want to use in the calculation. For example, you can use actual charges, such as tuition and fees, that are charged to the student from PeopleSoft Enterprise Student Financials, or you can use the default budget item values.

Use Actual Charges Select to use charges calculated in Student Financials.

Item Type Group For actual charges, enter the item type group. Examples of options are *ENRDEPOSIT* (enrollment deposits), *FINAID* (financial aid), *MYPAYPLANS* (multi-year pay plans), *PAYMENTS* , and *TUITION* .

Charge Type Enter the type of charge or institutional charge associated with the item type group. Options are *Other*, *Room/Board*, and *Tuition.* This is a required field.

Use Budgeted Charges Select to use charges set up by your institution. The system uses budget items to calculate the cost of attendance for the student.

Budget Item Category Enter specific items or components for cost of attendance such as books, supplies, tuition, transportation, housing, and fees.

Charge Type Enter the type of charge or institutional charges associated with the budget item category. Options are *Other, Room/Board,* and *Tuition*. This is a required field.

CHAPTER 13

(CAN) Setting Up Canadian Need Analysis

This chapter provides an overview of Canadian Need Analysis (CNAS), and discusses how to define CNAS.

Understanding CNAS

The Canadian Need Analysis (CNAS) enables you to set up parameters your institution uses in the calculation of a student's financial need. Various calculation options can be set at the institution, rule set, and student levels. The system enables you to load data files from the provincial Student Services Bureau, which governs the Ontario Student Assistance Plan (OSAP). It is the bureau holding official eligibility data for Canada Student Loans Program (CSLP), Canada Study Grant Program for Students with Dependents (CSG), and the Ontario Student Loans Plan (OSLP).

Defining CNAS

This section discusses how to:

- Define CNAS rules.
- Review CNAS message tables.
- Define CNAS Options for tables 1, 2, and 3.
- Define financial parameters for minimum wage.
- Define financial parameters for moderate standard of living (MSOL) allowances for students and parents.
- Define financial parameters for tuition and fees.
- Define financial parameters for parent weekly Canada student loan (CSL) contribution.
- Define financial parameters for parent weekly Ontario student loan (OSL) contribution.
- Define financial parameters for parent yearly income.
- Define financial parameters for program weekly maximum entitlements.
- Define financial parameters for pre-study tax deductions.
- Define financial parameters for study period tax deductions.
- Define financial parameters for spouse tax deductions.
- Define financial parameters for parent federal tax deductions.
- Define financial parameters for parent provincial tax deductions.
- Define financial parameters for part-time maximum entitlements.

- Add a full-time or part-time Canadian application.
- Set up Cost Code information.

Pages Used to Set Up Canadian Need Analysis

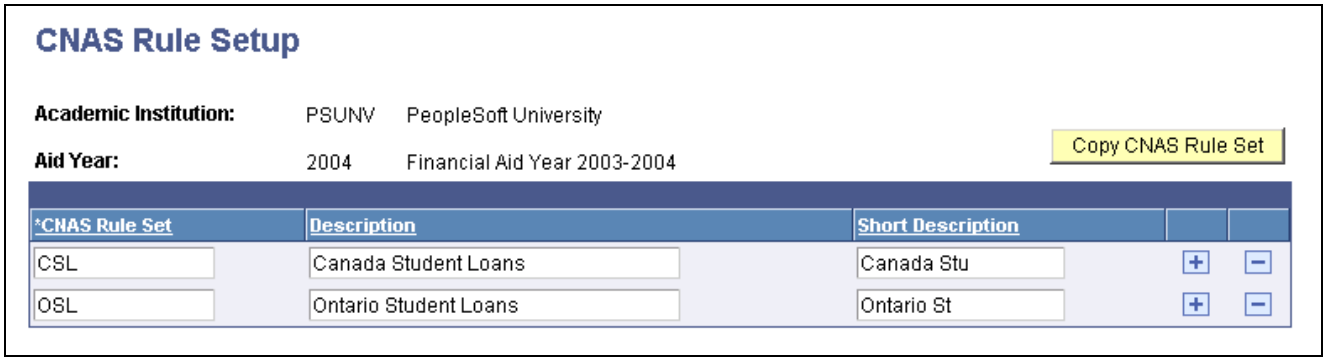
Page Name	Object Name	Navigation	Usage
CNAS Rule Setup	CNAS_SETUP_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Rule Setup	Set up options that affect your global and institutional CNAS calculations. The system includes predefined values for CSL and OSL rule sets. You can enter values for additional CNAS rule sets developed by your institution as needed by your business practices.
CNAS Messages	CNAS_MESSAGES	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Messages	Define or view the messages used by the CNAS calculation.
CNAS Option Tbl 1	CNAS_OPTION_TBL1	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Option Table	Define or view information regarding your Financial Aid rule sets. You can add options for other rule sets on these pages.
CNAS Option Tbl 2	CNAS_OPTION_TBL2	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Option Table 2	Define or view prestudy and study period option information.
CNAS Option Tbl 3	CNAS_OPTION_TBL3	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Option Table 3	Define or view various full-time student, parent or part-time student options.
Minimum Wage	MIN_WAGE_CSL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Minimum Wage Setup	Define or view the minimum wage and minimum weekly and work hour data for each of the provinces.
MSOL Setup	CSL_MSOL_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, MSOL Setup	Define or view the amounts designated as monthly living allowances for each of the provinces.

Page Name	Object Name	Navigation	Usage
Parent MSOL Setup	PRT_MSOL_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Parent MSOL Setup	Define or view the family size and parent MSOL amounts designated as monthly living allowances for parents in each of the provinces.
Tuition and Fees	BUDGET_CAP_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Tuition and Fees Setup	Define or view the budget cap amounts for non-co-op and co-op programs.
Parent Weekly CSL	PRT_WKLY_CSL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Parent Weekly CSL	Define or view information about parent income range, base income, and percent of parent annual discretionary income.
Parent Weekly OSL	PRT_WKLY_OSL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Parent Weeky OSL	Define or view information about parent income range, base income, net income percentage and percent of parent annual discretionary income based on requirements of the Ontario Student Loan.
Parent Yearly Inc (parent yearly income)	PRT_YEARLY_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Parent Yearly Inc page	Define or view information about family size, contribution limits, and which income formula to use in calculations.
Program Weekly Max (program weekly maximum)	PGM_WKLY_MAX	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Program Weekly Max page	Define or view the maximum entitlement for CSL, CSG, and OSL programs based on student status categories.
Pre-study Tax Setup	STDNT_PS_TX_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Pre-study Tax Setup	Define or view the information regarding tax deductions from the student's monthly income during the pre-study period.
Study Pd Tax Setup (study period tax setup)	STD_SP_TX_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Study Pd Tax Setup	Define or view information regarding the tax deductions from the student's monthly income during the study period.
Spouse Tax Setup	SPS_MTHL_TX_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Spouse Tax Setup	Define or view information regarding the tax deductions from a student's spousal monthly income during the study period.

Page Name	Object Name	Navigation	Usage
Parent Federal Tax	PRT_FED_TX_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Parent Federal Tax	Define or view information regarding the federal tax deductions from a student's parents' monthly income during the study period.
Parent Prov Tax (parent provincial tax)	PRT_PROV_TX_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Parent Prov Tax	Define or view information regarding the provincial tax deductions from a student's parents' monthly income during the study period.
Part-time Max (part-time maximum)	PT_MAX_TBL	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, CNAS Setup, Part-time Max	Define or view the maximum entitlement for part-time students for SOG and part-time CSL loan programs based on family size.
Add Institutional Application	INST_ADD_GBL	Financial Aid, Canadian Application Data, Add Institutional Application	Define or view the application source code for a student's full-time or part-time application.
Cost Code Setup	CAN_COST_CODE	Set Up SACR, Product Related, Financial Aid, Canada Application Processing, Cost Code Setup	Define or view the cost codes for your institution.

Defining CNAS Rules

Access the CNAS Rule Setup page.



CNAS Rule Setup page

The system displays the academic institution and the aid year. The system also displays the rule set for CSL and OSL basic calculations. To create additional rule sets, insert a new row.

CNAS Rule Set Enter a letter code to identify the CNAS rule set that you create.

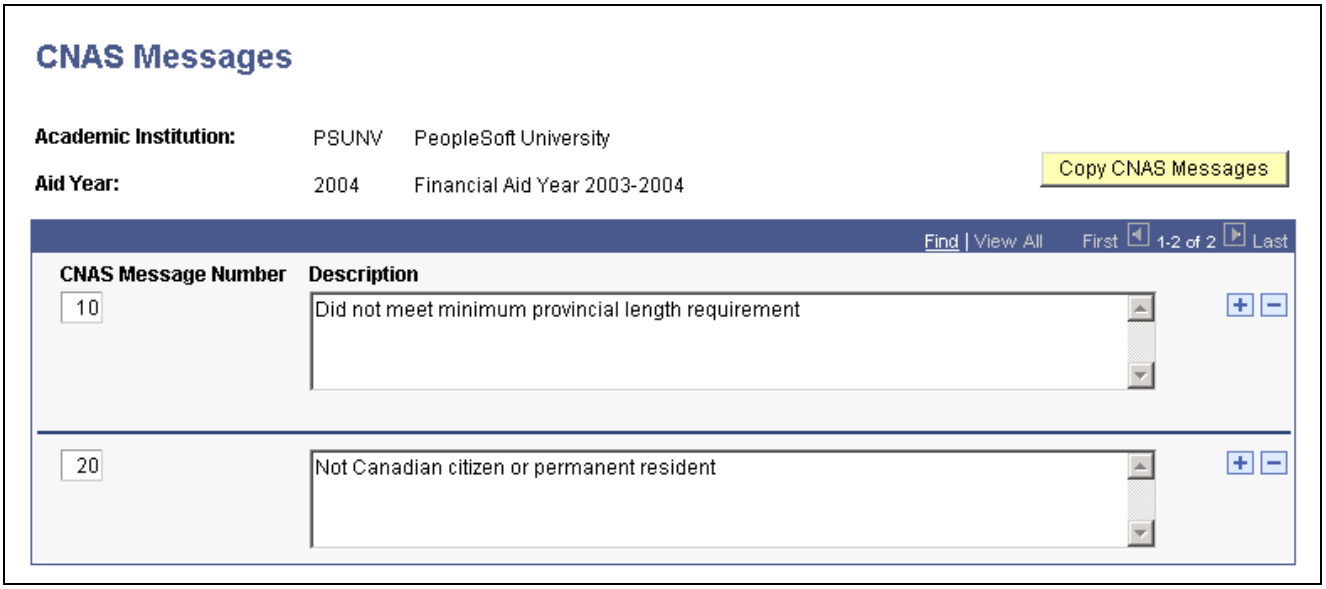
Description Enter a description for the CNAS rule set that you created.

Short Description Enter a corresponding short description for the CNAS rule set that you created.

Click the CNAS Rule Set button to copy rule set information to another financial aid year and institution. You must enter the new institution and aid year.

Reviewing CNAS Message Tables

Access the CNAS Messages page.



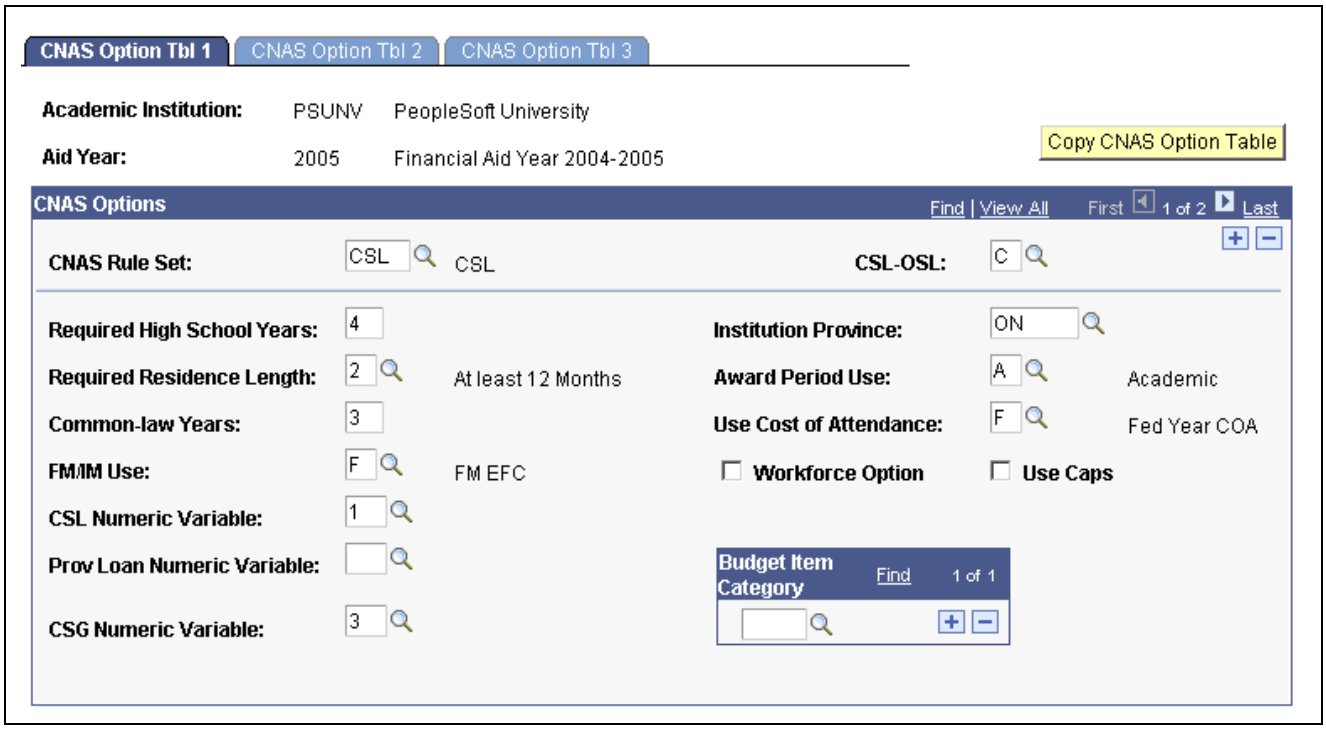
CNAS Messages page

The system displays the academic institution and the aid year, as well as the CNAS message number and the message description. You can edit the description of the messages.

Click the Copy CNAS Messages button to copy message information to another financial aid year. You must click the copy button from an existing aid year, and then enter the academic institution and aid year that you want to create.

Defining CNAS Options − Table 1

Access the CNAS Option Tbl 1 (CNAS option table 1) page.



CNAS Option Tbl 1 page

The system displays the academic institution and the aid year.

CNAS Rule Set The system displays the CNAS rule set used for basic calculations. Select to determine the type of calculation to perform. Values are:

O − OSL: Select to invoke OSL rules for contribution and calculations.

C − CSL: Select to invoke Canadian rules for contribution and calculations.

Required High School Years Enter the number of years that students are required to be out of high school to be considered independent.

Required Residence Length Enter translate values that correspond to translate values on the student's application.

1: Less than 12 months

2: At least 12 months

Common-law Years Enter the number of years of a student's common-law marriage that are required for a student to be considered independent.

FM/IM Use Select to update values.

F: Update federal need and family contribution (FC) values with calculation results.

I: Update institutional need and family contribution values with calculation results.

B: Update both federal and institutional values.

CSL Numeric Variable Select a numeric packaging variable in which to store the CSL amount. If you leave this field blank, the system does not write the value to packaging variables.

Prov Loan Variable (provincial loan variable number) — Select a numeric packaging variable in which to store the Provincial loan amount. If you leave this field blank, the system does not write the value to packaging variables.

CSG Numeric Variable — Select a numeric packaging variable in which to store the CSG (Canada Study Grant) amount. If you leave this field blank, the system does not write the value to packaging variables.

Institution Province — Enter the province of your institution.

Award Period Use — Results of calculation are populated in Student Award Period record based on translate values. Select from the following values:

A: Academic period.

N: Nonstandard period.

B: Both academic and nonstandard periods.

Use Cost of Attendance — Select which cost of attendance value is used. Values are:

F: Fed Year COA (federal year cost of attendance)

I: Inst Year COA (institutional year cost of attendance)

Workforce Option — Select to specify that students in workforce are considered independent.

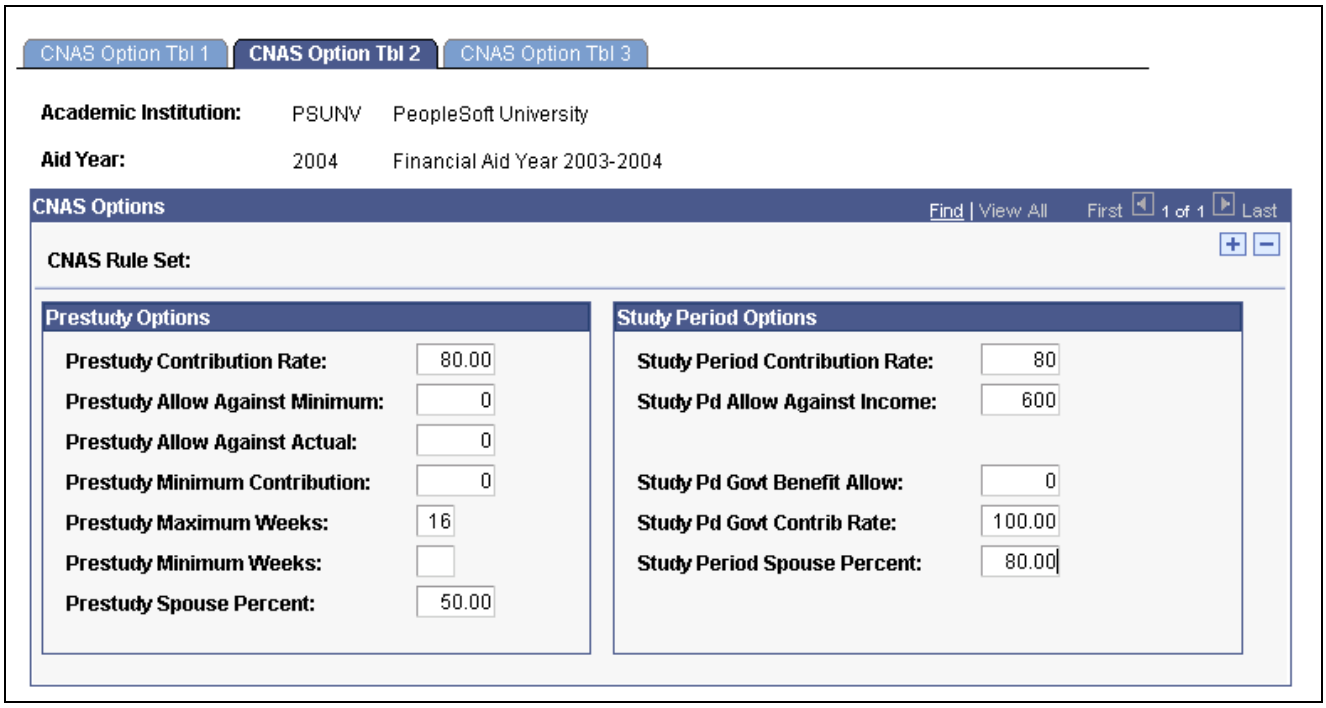
Use Caps — Select to use budget caps associated with Additional Cost Recovery programs. This is necessary only if the academic program is not set up as deregulated.

Budget Item Category — Select which budget items to use in the budget cap calculation.

Click the Copy CNAS Option Table button from the CNAS Option Table 1 page to copy CNAS Option Table information to another financial aid year. Click the copy button from an existing aid year and then enter the academic institution and aid year that you want to create.

Defining CNAS Options − Table 2

Access the CNAS Option Tbl 2 (CNAS option table 2) page.



CNAS Option Tbl 2 page

The student and the student's family are expected to contribute toward the costs of post-secondary education. Students from all categories, as well as the spouses of married students, are expected to work during the pre-study period and to make a contribution toward the student's educational costs. Pre-study period income contributions are based on rates and allowances established by Statistics Canada for all of the provinces. The calculation of a student's study period contribution depends on whether the student's program of study is considered deregulated or regulated by the Ministry of Education and Training.

The system displays the academic institution, the aid year, and the CNAS rule set that is selected on the CNAS Option Table 1 page.

Pre-study Options

Prestudy Contribution Rate Enter the rate used to calculate the expected pre-study contribution from actual income.

Prestudy Allow Against Minimum Enter a dollar amount used as an allowance against the minimum student contribution.

Prestudy Allow Against Actual Enter a dollar amount used as an allowance against the actual student contribution calculated.

Prestudy Minimum Contribution Enter a minimum pre-study student contribution to be enforced when the actual result of the calculation is below minimum.

Prestudy Maximum Weeks Enter the number of weeks that are considered as the pre-study work period.

Prestudy Minimum Weeks Enter the minimum number of pre-study weeks required to charge a minimum student contribution.

Prestudy Spouse Percent Enter the percent of the student's spousal income that is considered in calculating the contribution.

Study Period Options CSL Rule Set

Different fields appear depending on which rule set is selected. Some fields appear for both CSL and OSL.

Study Period Contribution Rate (CSL only.) Enter the rate used to calculate the expected study period contribution from actual income.

Study Pd Allow Against Income (study period allowed against income) (CSL only.) Enter an amount used as an allowance against the actual calculated student contribution.

Study Pd Govt Benefit Allow (study period government benefits allowance) (Both CSL and OSL.) Enter an amount used to reduce the living allowance in the assessment of costs for the student.

Study Pd Govt Contrib Rate (study period government contribution rate) (Both CSL and OSL.) Enter the percent of the student's expected income from government benefits, typically 100 percent.

Study Period Spouse Percent (CSL only.) Enter the percent of the student's spousal income that is considered in calculating the contribution.

Study Period Options OSL Rule Set

The following fields appear in the Study Period Options group box when the Ontario Student Loan rule set is selected.

Study Pd Allowance − Merit (study period allowance for merit) Enter the weekly study period allowance used to reduce the contribution from income for students who receive merit scholarships.

Study Pd Allowance − Non-Merit (study period allowance for non-merit) Enter he weekly study period allowance used to reduce the contribution from income for students who do not receive scholarships.

Study Pd Spouse Pct 1 in Col (study period percentage spouse 1 in college) Enter the percentage of the student's spousal income that is considered in calculating the contribution if only the student is in college.

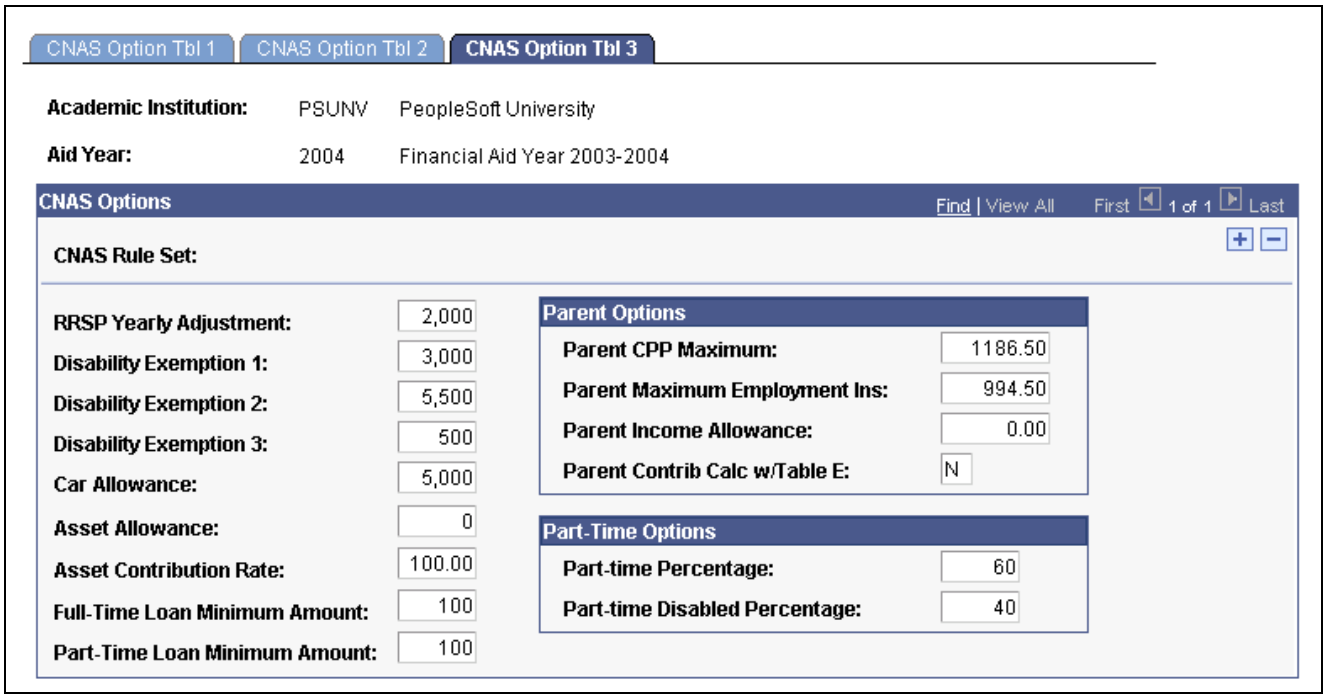
Study Pd Spouse Pct 2 in Col (study period percentage spouse 2 in college) Enter the percentage of the student's spousal income that is considered in calculating the contribution if both the student and the spouse are in college.

See Also

Canada Student Loan Manual

Defining CNAS Options − Table 3

Access the CNAS Options Tbl 3 (CNAS option table 3) page.



CNAS Option Tbl 3 page

The system displays the academic institution, aid year, and CNAS rule set selected on the CNAS Option Table 1 page.

RRSP Yearly Adjustment (registered retirement savings plans yearly adjustment) — Enter the annual amount of retirement accounts registered to students, student and spouse or common-law partner, if applicable, that are recognized as an allowance.

Disability Exemption 1 — Enter the amount allowed for a student's first disability.

Disability Exemption 2 — Enter the amount allowed for a student's second disability.

Disability Exemption 3 — Enter the amount allowed for a student's third disability.

Car Allowance — Enter the amount allowed for a student owned vehicle. The Financial Aid Administrator can increase the asset exemption level for vehicles up to 10,000 CAD in specific situations.

Asset Allowance — Enter the exemption amount allowed to reduce asset value.

Asset Contribution Rate — Enter the percentage rate used to assess a contribution based on assets.

Full-time Loan Minimum Amount — Enter the minimum amount that can be loaned to a full-time student.

Part-time Loan Minimum Amount — Enter the minimum amount that can be loaned to a part-time student.

Parent Options

Parent CPP Maximum — Enter the maximum annual contribution allowance for parents to the Canada Pension Program (CPP) based on income.

Parent Max Employment Ins (parent maximum employment insurance) Enter the maximum annual contribution allowance for parents to the Employment Insurance program.

Parent Income Allowance Enter the allowance amount that is applied against parent's income.

Parent Contrib Calc PC w/Table E (parent contribution calculation of parent contribution with table E) Enter *Y* (yes) to base the calculation for the parent's contribution on information contained in Table E in the *Ontario Student Assistance Program Manual*.

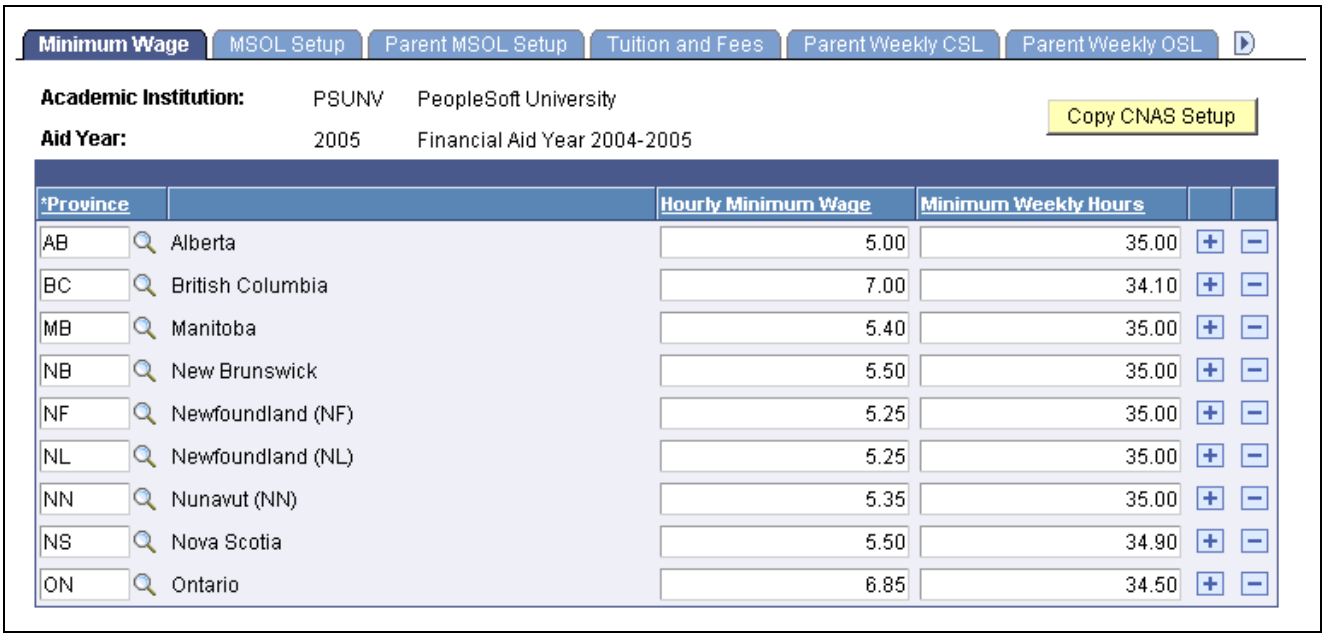
Part-time Options

Part-time Percentage Enter the percentage of a full class load under which a student is considered a part-time student.

Part-time Disabled Percentage Enter the percentage of a full class load under which a student with a disability is considered a part-time student.

Defining Financial Parameters for Minimum Wage

The Defining Financial Parameters component, of which this page is a part, stores table data for financial need assessment. Access the Minimum Wage page.



Minimum Wage page

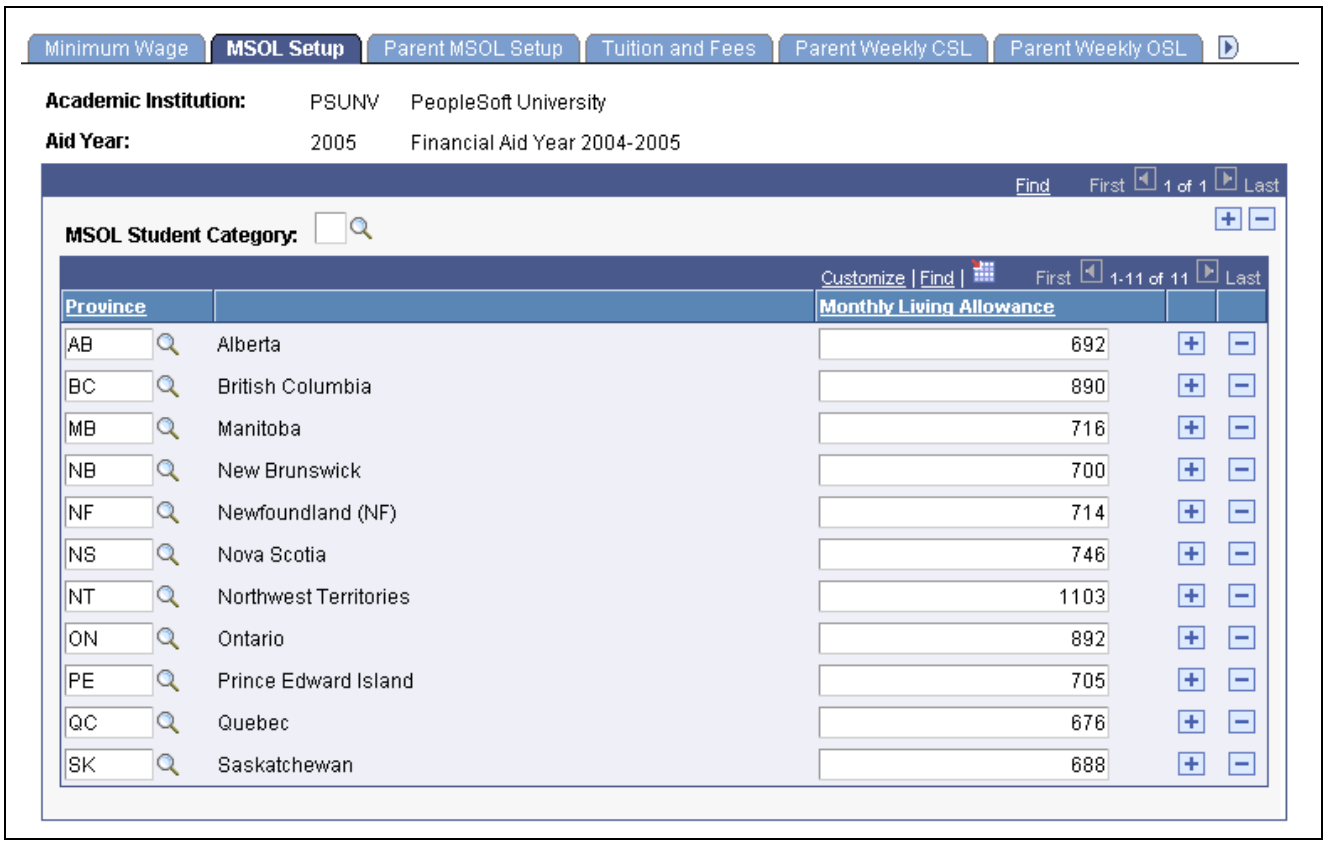
The system displays the academic institution and the aid year.

Each province is listed along with its corresponding hourly minimum wage and minimum weekly hours that are considered as full-time work.

To copy a new academic institution or aid year, click the Add a New Value button at the Search level. Enter the academic institution and aid year. The Copy CNAS Setup button appears. Enter the academic institution and aid year information in the Copy From fields.

Defining Financial Parameters − MSOL Setup

Access the MSOL Setup page.



MSOL Setup page

The system displays the academic institution and the aid year.

MSOL Student Category Enter a value for the moderate standard of living student category from the following values:

1: Single away from home

2: Single Parent

3: Married

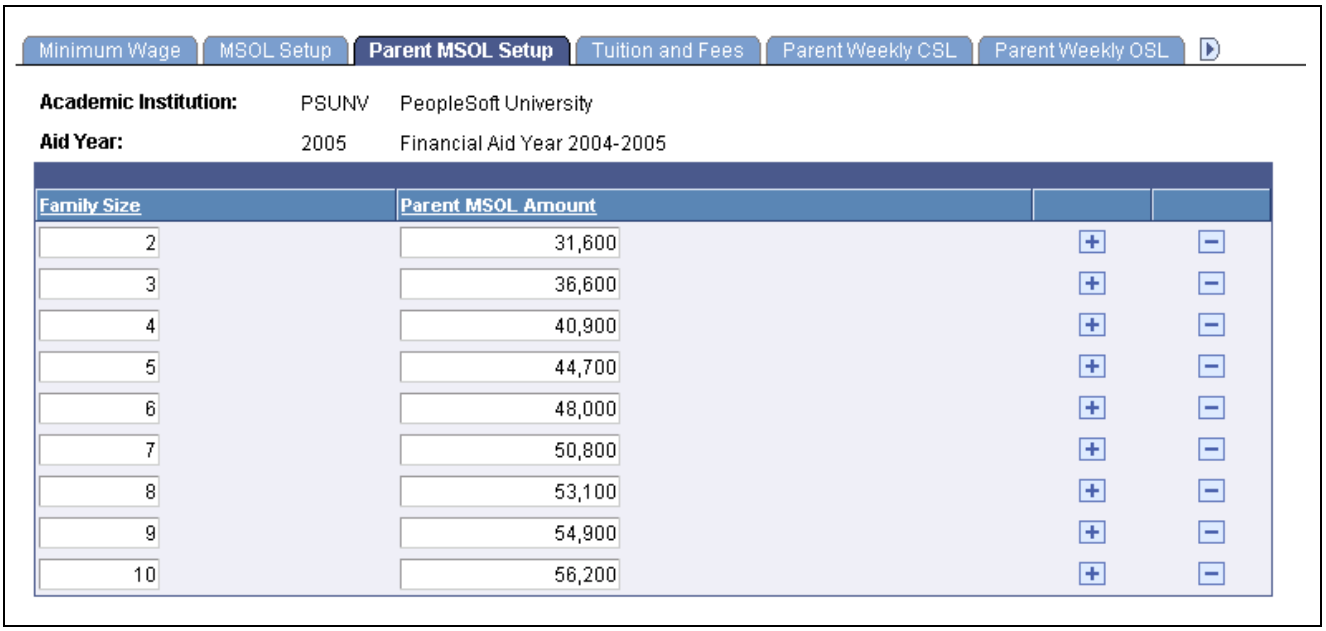
4: Dependent Person

5: Single at Home

For each MSOL Student Category, each province is listed along with the corresponding monthly living allowance amount.

Defining Financial Parameters − Parent MSOL Setup

Access the Parent MSOL Setup page.



Parent MSOL Setup page

The system displays the academic institution and the aid year.

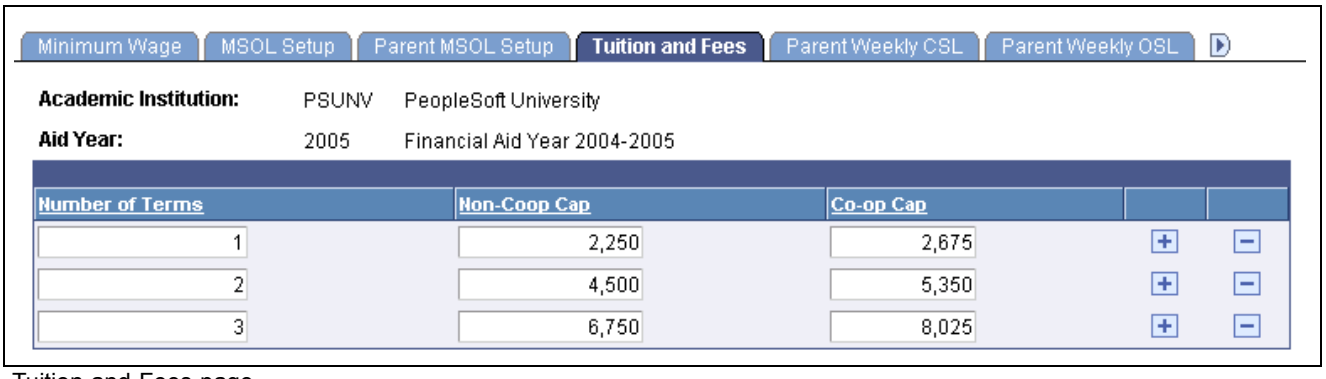
Family Size Enter the family size. For a dependent student, family size is calculated by including the student, parents, and dependent siblings. For an independent student, family size is calculated by including the student, the student's spouse and any dependent children living with the student full-time during the study period.

Parent MSOL Amount Enter the moderate standard of living amount for each family size.

Defining Financial Parameters − Tuition and Fees

In the OSL assessment, the value of tuition and compulsory fees used may be capped. The tuition, compulsory fees, and number of terms are used in certain need calculations for which fees have been capped.

Access the Tuition and Fees page.



Tuition and Fees page

The system displays the academic institution and the aid year.

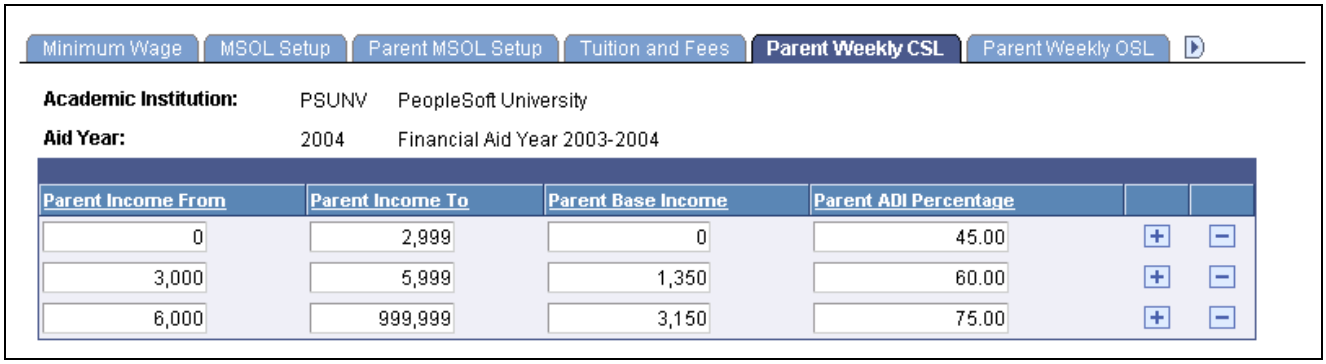
Number of Terms Enter the number of terms attended by a student.

Non-Coop Cap Enter the combined cap amounts for tuition and compulsory fees for provincial colleges and universities for noncooperative programs. Tuition and fees are capped based on whether a program is regulated.

Co-op Cap Enter the combined cap amounts for tuition and compulsory fees for provincial colleges and universities for cooperative programs. Tuition and fees are capped based on whether a program is regulated.

Defining Financial Parameters − Parent Weekly CSL Contribution

Access the Parent Weekly CSL page.



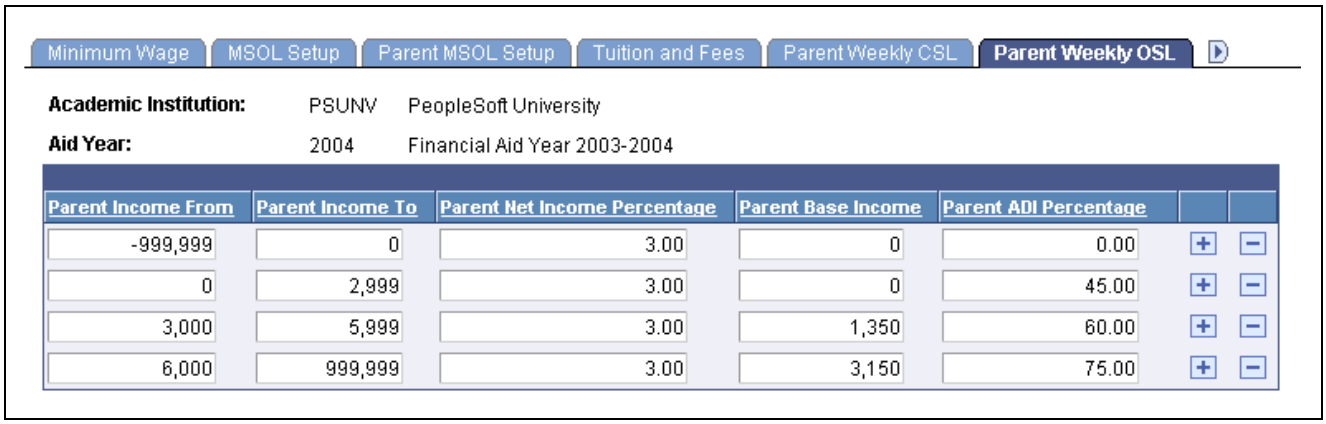
Parent Weekly CSL page

The system displays the academic institution and aid year.

The range of parent income is shown, along with the corresponding parent base income and the parent annual discretionary income. The system uses this information to calculate the parents' weekly contribution in the CSL assessment.

Defining Financial Parameters − Parent Weekly OSL Contribution

Access the Parent Weekly OSL page.



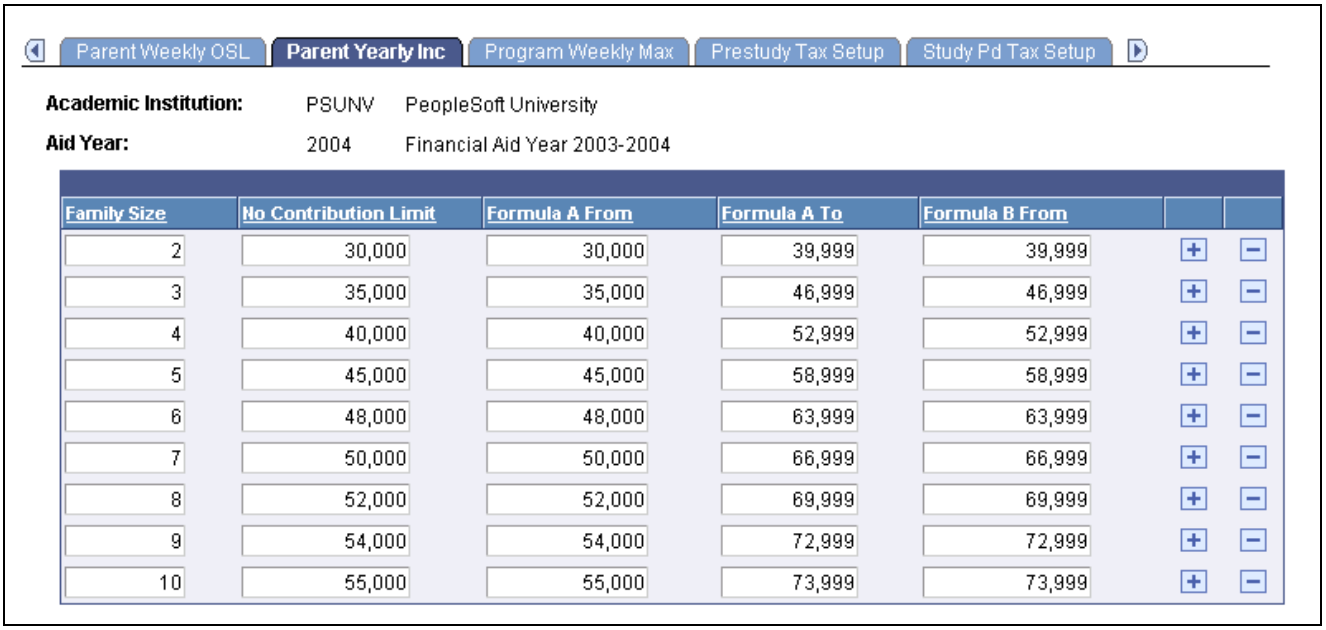
Parent Weekly OSL page

The system displays the academic institution and the aid year.

The parent income range is shown along with the corresponding parent net income percentage, parent base income, and parent annual discretionary income. The system uses this information to calculate the parent's weekly contribution in the OSL assessment.

Defining Financial Parameters − Parent Yearly Income

Access the Parent Yearly Inc (parent yearly income) page.



Family Size	No Contribution Limit	Formula A From	Formula A To	Formula B From
2	30,000	30,000	39,999	39,999
3	35,000	35,000	46,999	46,999
4	40,000	40,000	52,999	52,999
5	45,000	45,000	58,999	58,999
6	48,000	48,000	63,999	63,999
7	50,000	50,000	66,999	66,999
8	52,000	52,000	69,999	69,999
9	54,000	54,000	72,999	72,999
10	55,000	55,000	73,999	73,999

Parent Yearly Inc page

For OSL purposes, two different methods are used to determine the expected level of parental contribution, depending on the amount of parental gross income reported on the OSAP application. Check the level of gross parental income for the family size determined in the *OSAP Student Eligibility and Financial Need Assessment Manual*.

The system displays academic institution and aid year.

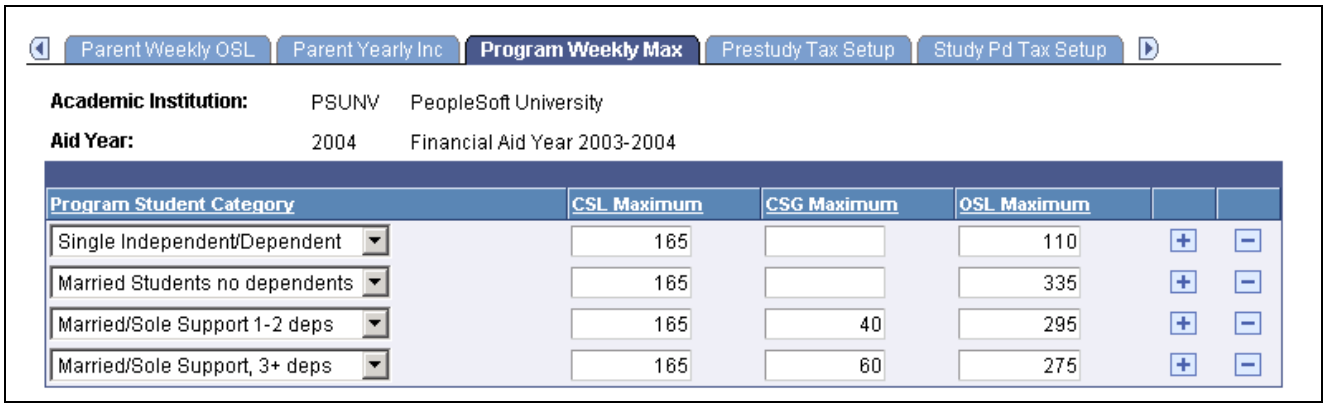
You can enter or view information about the Family Size, No Contribution Limit, Formula A From, Formula A To, and Formula B From. fields.

See Also

Canada Student Loan Manual

Defining Financial Parameters − Program Weekly Maximum Entitlements

Access the Program Weekly Max (program weekly maximum) page.



Program Weekly Max page

The system displays the academic institution and the aid year.

Program Student Category Select the category into which the student belongs for a program. These values are delivered with the system.

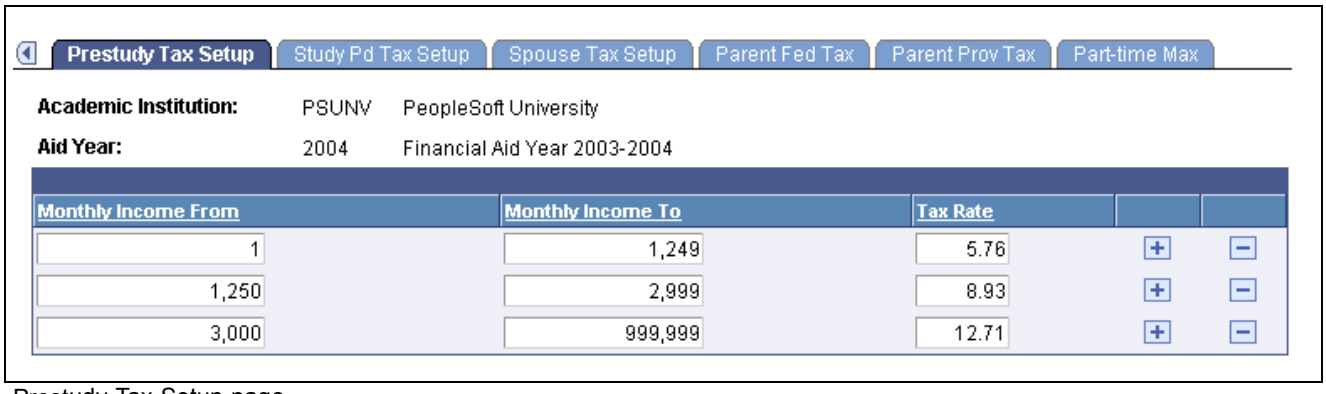
CSL Maximum Enter the Canada student loan maximum for each program student category.

CSG Maximum Enter the Canada student grant maximum for each program student category.

OSL Maximum Enter the Ontario student loan maximum for each program student category.

Defining Financial Parameters − Prestudy Tax Deductions Setup

Access the Prestudy Tax Setup page.



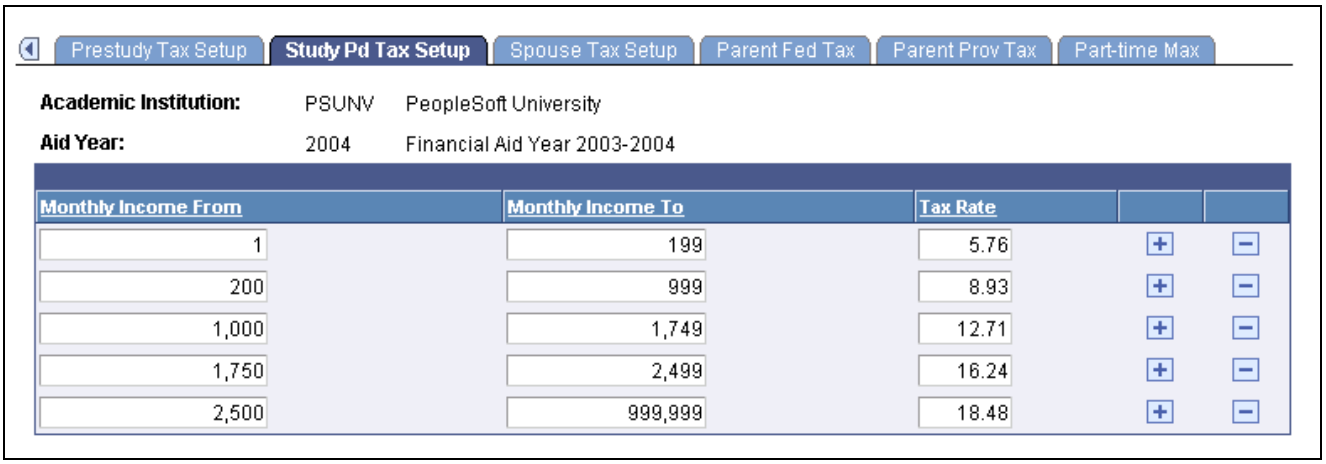
Prestudy Tax Setup page

The system displays the academic institution and the aid year.

The monthly income range is listed along with the corresponding tax rate, which is the percentage of income to be deducted from a student's monthly income during the pre-study period.

Defining Financial Parameters − Study Period Tax Deductions Setup

Access the Study Pd Tax Setup (study period tax setup) page.



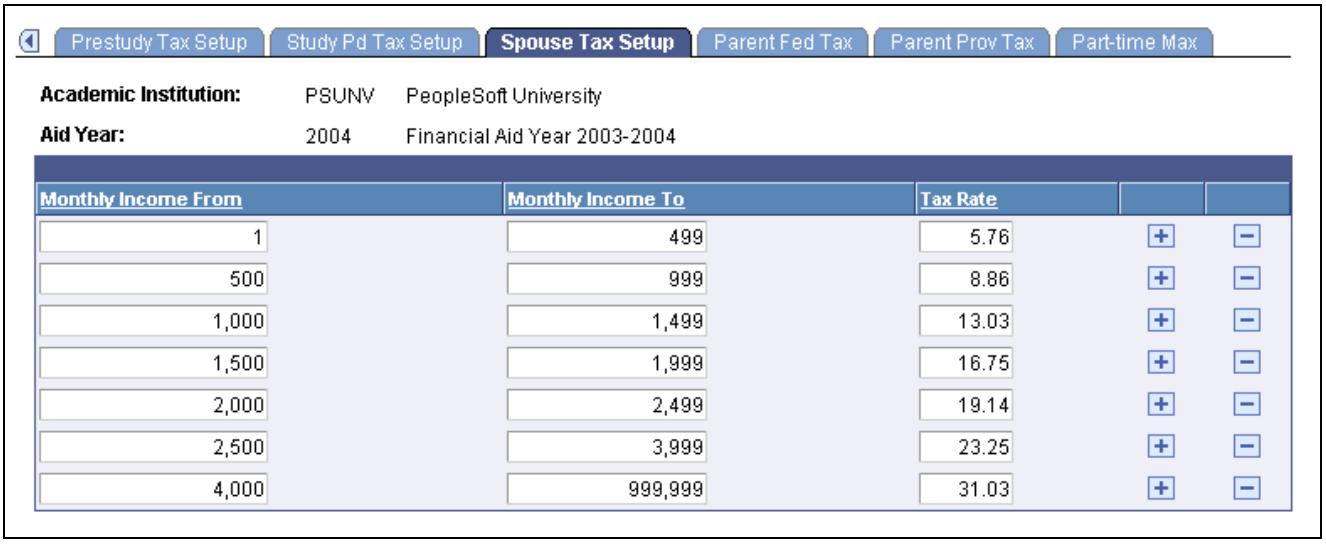
Study Pd Tax Setup page

The system displays the academic institution and the aid year.

The monthly income range is listed, along with the corresponding tax rate, which is the percentage of income to be deducted from a student's monthly income during the study period.

Defining Financial Parameters − Spouse Tax Deductions Setup

Access the Spouse Tax Setup page.



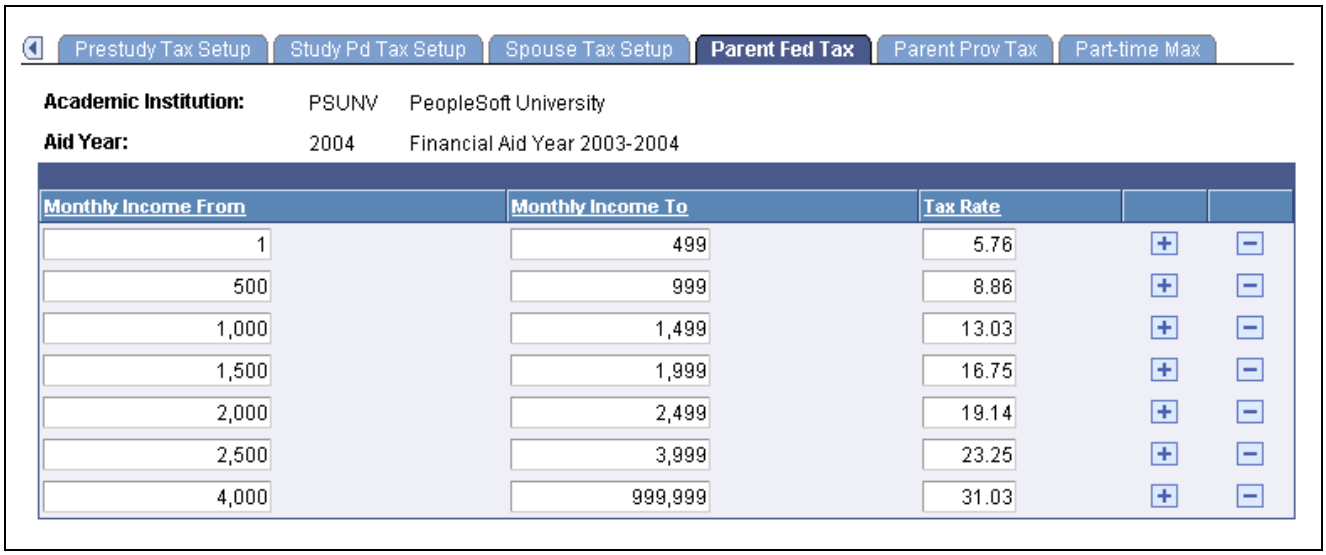
Spouse Tax Setup page

The system displays the academic institution and the aid year.

The monthly income range is listed, along with the corresponding tax rate, which is the percentage of income to be deducted from a student's spousal monthly income during the study period.

Defining Financial Parameters − Parent Federal Tax Deductions

Access the Parent Fed Tax (parent federal tax) page.



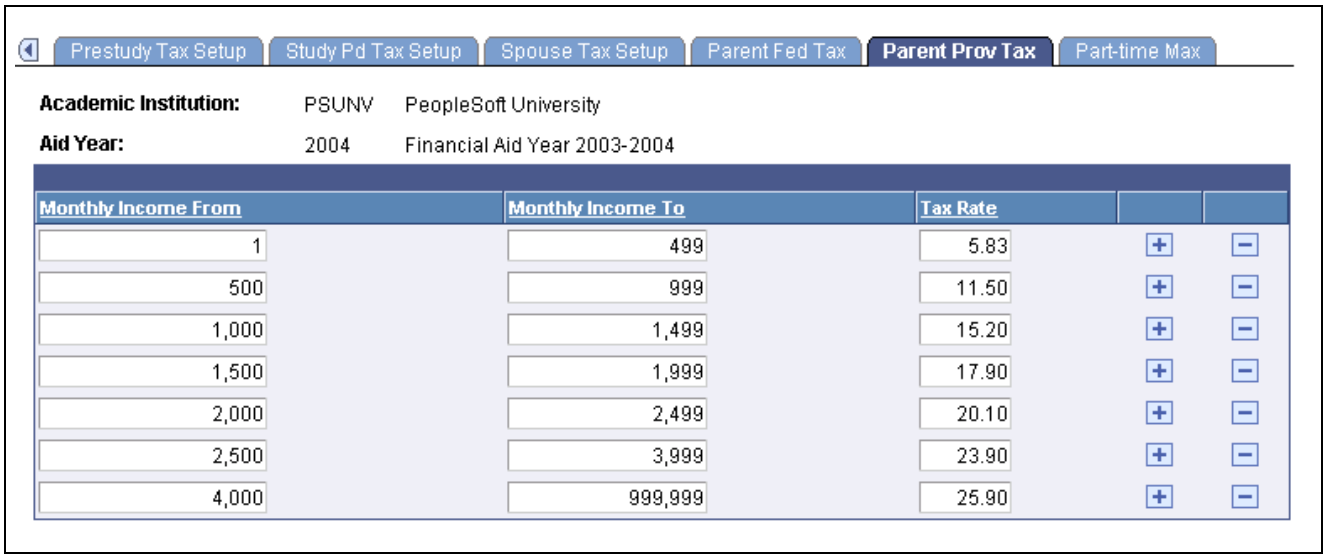
Parent Fed Tax page

The system displays the academic institution and the aid year.

The monthly income range is listed, along with the corresponding tax rate, which is the percentage of income to be deducted from a student's parents' monthly federal income during the study period.

Defining Financial Parameters – Parent Provincial Tax Deductions

Access the Parent Prov Tax (parent provincial tax) page.



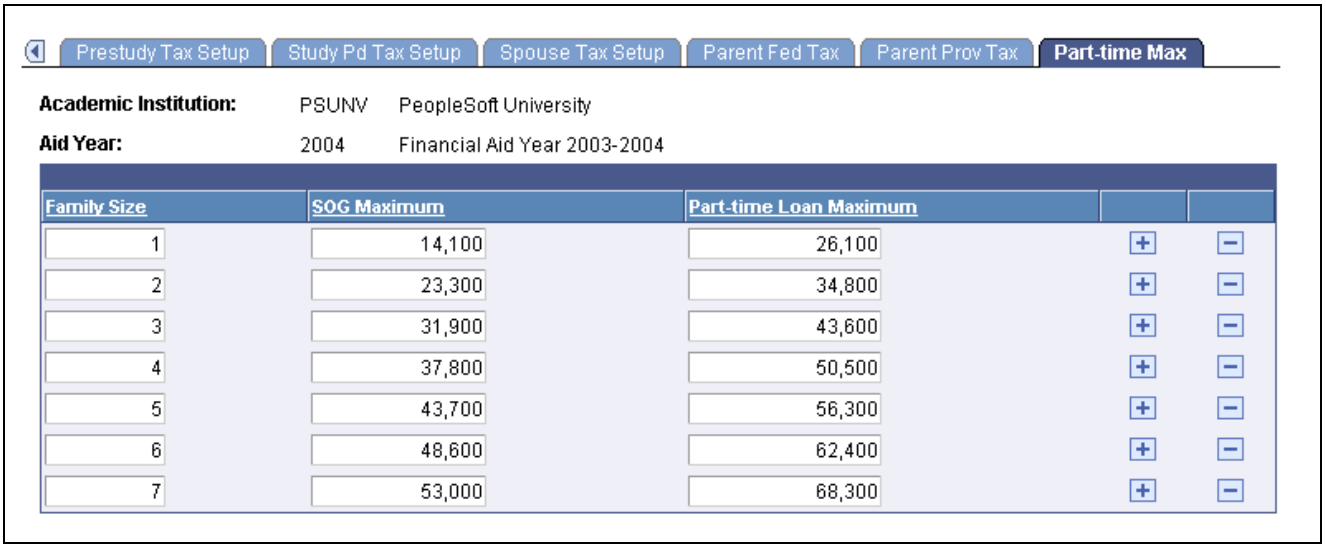
Parent Prov Tax page

The system displays the academic institution and the aid year.

The Monthly Income range is listed, along with the corresponding tax rate, which is the percentage of income to be deducted from a student's parents' monthly provincial income during the study period.

Defining Financial Parameters − Part-time Maximum Entitlements

Access the Part-time Max (part-time maximum) page.



Part-time Max page

The system displays the academic institution and the aid year.

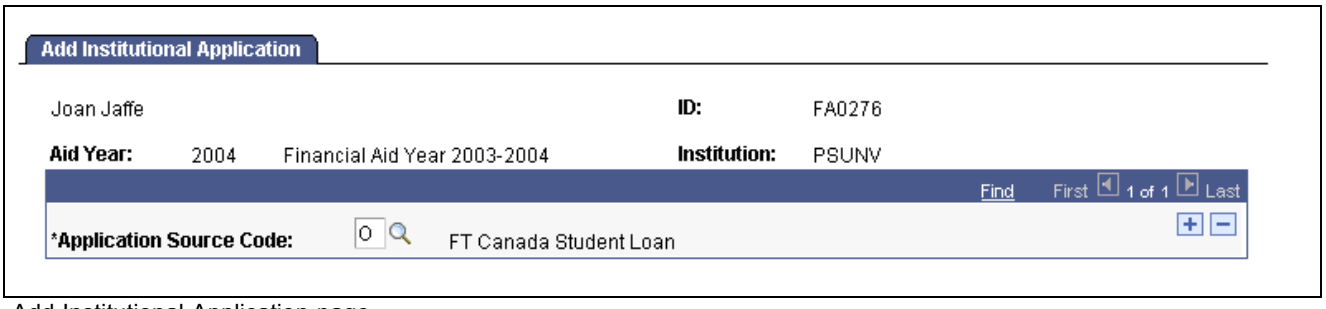
Family Size Enter the student's family size for each maximum amount.

SOG Maximum Enter the maximum special opportunity grant for each family size. The maximum amounts are based on the maximum total family gross income, assets, and family size.

Part-time Loan Maximum Enter the maximum for part-time Canada student loan for each family size. The maximum amounts are based on the maximum total family gross income, assets, and family size.

Adding a Full-time or Part-time Canadian Application

Access the Add Institutional Application page.



Add Institutional Application page

The system displays the student name and ID, aid year, and institution.

Application Source Code Select from the available options. Choices for Canadian institutions include:

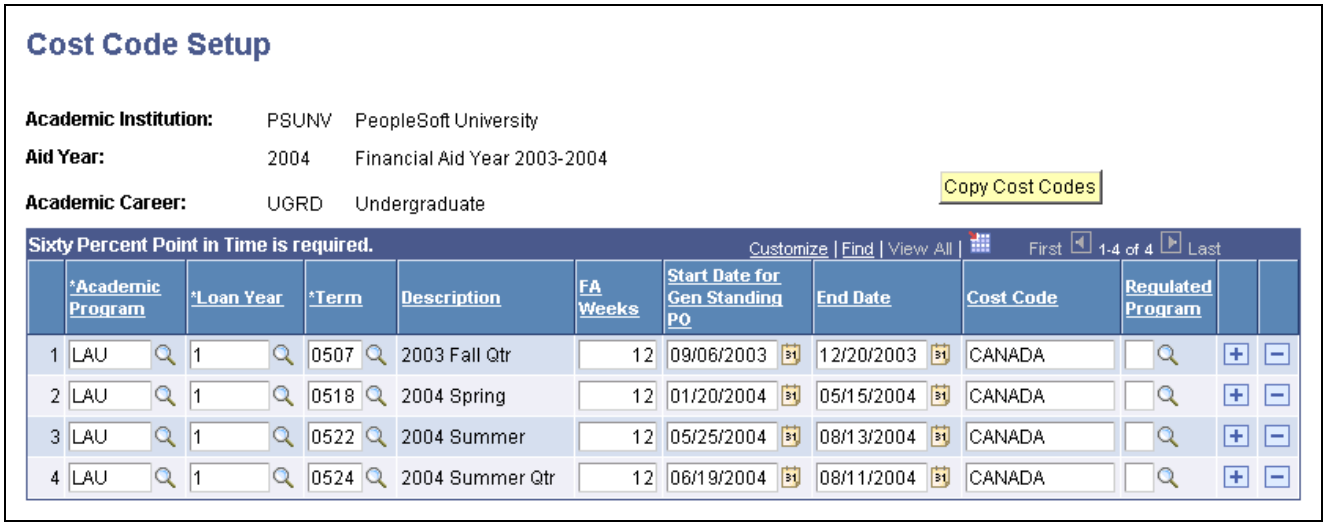
O: Full-time Canada Student Loan.

P: Part-time Canada Student Loan.

Part-time applications must have a source code of P (part-time) to ensure correct CNAS calculation.

Setting Up Cost Codes

Access the Cost Code Setup page.



Cost Code Setup page

The system displays the academic institution, aid year, and academic career.

Enter values for the cost codes for your institution for each of the fields.

To copy a new academic institution, aid year, or academic career, enter the new parameters at the search level. The system displays the Copy Cost Codes button. Click the button and enter the academic institution, aid year, and career information in the Copy From fields. After you enter information in the Copy From fields, the system displays the Academic Program and To Term fields.

CHAPTER 14

Managing Financial Aid Terms

This chapter provides an overview of financial aid terms and discusses how to:

- Build financial aid terms online.
- Build financial aid terms manually.
- Build financial aid terms in batch.

Understanding Financial Aid Terms

This section lists prerequisites and discusses methods to build financial aid terms.

See Also

Chapter 3, “Setting Up Financial Aid Terms,” Understanding Financial Aid Terms, page 41

Prerequisites

Before you begin setting up and building financial aid terms, complete the setup tasks discussed in the "Setting Up Financial Aid Terms" chapter.

You must understand level/load rules. These rules determine a student’s academic level and academic load and are set up as part of the PeopleSoft Enterprise Student Records setup. You should jointly set up level/load rules with the student records staff. Financial aid term data is driven by these level/load rules, so you need to know how they are set up for your institution.

Financial aid term data also depends upon career information, including career primacy information, from the Academic Career Table component.

Your institution also needs to have set up academic programs, because financial aid term uses program information when building a student’s financial aid term. Financial aid terms are built only for programs that are designated as financial aid eligible.

You should also review the Valid Terms for Careers page. When you select which terms should be built as financial aid terms for each career by the online and background financial aid term process, only the terms defined as valid for each career on this page are available for selection.

See Also

Chapter 3, “Setting Up Financial Aid Terms,” page 41

Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Defining Valid Programs for Aid Year and Career, page 22

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, “Designing Your Academic Structure,” Defining Academic Level and Load Rules

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, “Designing Your Academic Structure,” Defining Academic Careers

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, “Defining Programs, Plans, and Subplans,” Defining Academic Programs

Methods to Build Financial Aid Terms

You can build Financial Aid Terms in one of three ways:

- Manually
- Online
- In batch

Use the manual build process when data from Student Records is not available for a student, when you receive new records, or after an add/drop period. To build a financial aid term manually for a student, you must enter all required data in the Financial Aid Term component. The data you enter manually is replaced when term enrollment, program, or admissions data becomes available for the student.

Build terms online if there are records for a student from Student Records and you want to see this data or the changes to this data. Click the Build button on the FA Term page to run the online build process.

Build terms in batch to process multiple students at the same time using data from Student Records or PeopleSoft Enterprise Recruiting and Admissions (if you choose to build for both updates and projections). To build financial aid terms in batch, create an FA Term driver record and then run the background process using the FA Term driver record on the Build FA Terms page.

Building Financial Aid Terms Online

This section lists common elements and discusses how to:

- Build a financial aid term.
- View term build details.
- Override census date locking.
- View academic advisor information.
- View campus information.
- View academic level and load information.
- View academic statistics.
- View transfer credit information.

- View term statistics for a student's other career.
- View a list of the student's classes.
- View loan, graduation, and budget information.
- View changes in a student's FA Term information.
- View Student Records term information.
- View withdrawal information.

Common Elements

Calculated Values This column displays the values calculated by the system during the financial aid term build process for the associated fields. These values are based on the student's enrollment, academic and financial load, and academic level. The calculated values exist only when the FA Term is built online or in batch. If you build the financial aid term manually, the system does not display the calculated values. If you update the values manually, the calculated values do not change.

Seq (sequence) Displays the number automatically assigned when you create a new effective-dated row. The sequence number provides a unique identifier when there are two rows with the same effective date.

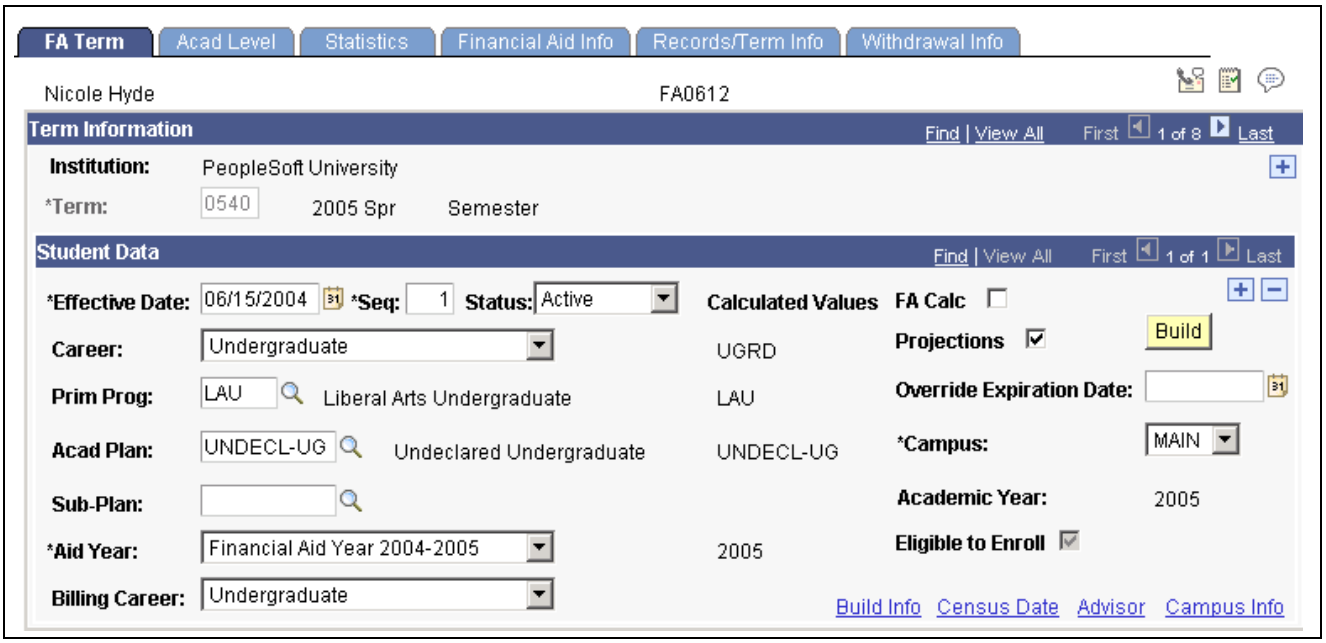
Pages Used to Build Financial Aid Terms Online

Page Name	Object Name	Navigation	Usage
FA Term	STDNT_FA_TERM	Financial Aid, Financial Aid Term, Maintain Student FA Term, FA Term	Build a term or view a student's term information. You can also override the lock on Financial Aid Term values using this page.
FA Term Build Statistics	FA_TERM_STATS_SEC	Click the Build Info link on the FA Term page.	View term build details.
FA Term Census Date Locking	STDNT_FA_TRM_CENDT	Click the Census Date link on the FA Term page.	Override the census date locking feature at the student level. View the locked fields and the value used if you unlock the census date. When you override the census date lock, the override applies only to the term displayed on this page—not the entire aid year. For example, overriding the fall term does not override the spring term.
FA Term Academic Advisor Information	STDNT_FA_ADVIS	Click the Advisor link on the FA Term page.	View or assign the student's academic advisor. This includes data on the advisor's role and committee affiliation.

Page Name	Object Name	Navigation	Usage
FA Term Campus Information	STDNT_FA_CAMP_SEC	Click the Campus Info link on the FA Term page.	View or modify the campus (physical location) where the student receives financial aid, registrar, and advising services.
Acad Level (academic level)	STDNT_FA_ACAD_LVL	Financial Aid, Financial Aid Term, Maintain Student FA Term, Acad Level	View, add, or update a student's academic level and load (academic and financial aid) information for a particular term.
Statistics	STDNT_FA_STATS	Financial Aid, Financial Aid Term, Maintain Student FA Term, Statistics	View, add, or update a student's academic statistics including GPA (grade point average), residency information, and progress for a term.
FA Term Transfer Credits	STDNT_FA_STAT_TC	Click the Transfer Credit link on the Statistics page.	View transfer credit information for a student. This includes transfer credit for test scores on the Advanced Placement test or SAT II tests.
FA Term Other Units	STDNT_FA_STAT_INEL	Click the Other Units link on the Statistics page.	View term statistics for a student's other academic career.
FA Term Class Detail	STDNT_FA_CLASS_SEC	Click the Class Detail link on the Statistics page.	View a list of the student's classes. Indicates whether the classes are Open Entry/Open Exit sessions and providing start and end dates for each class.
Financial Aid Info	STDNT_FA_LOAN	Financial Aid, Financial Aid Term, Maintain Student FA Term, Financial Aid Info	View or modify loan, graduation, and budget information that is relevant to financial aid processing for a term.
FA Term Field Audits	STDNT_FA_AUDIT_SEC	Click the Field Audits link on the Financial Aid Info page.	View changes in a student's FA Term information from the previous effective-dated row.
Records/Term Info	STDNT_FA_REC	Financial Aid, Financial Aid Term, Maintain Student FA Term, Records/Term Info	View or modify the student's Student Records information for a term.
Withdrawal Information	STDNT_FA_WITHDRAW	Financial Aid, Financial Aid Term, Maintain Student FA Term, Withdrawal Information	View withdrawal information from Student Records.

Building a Financial Aid Term

Access the FA Term page.



FA Term page

Term

If you are building terms manually, enter the term value. Otherwise, the Financial Aid Term build process updates this field. The build process only builds terms that are defined for the given aid year.

Note. FA Term uses the setup tables for Valid Careers for Aid Year and Valid Terms for Career to determine which aid year a term should be linked to. If you set up future terms, you must set up the corresponding aid year for those future terms. For example, if you had not set up 2005-2006 and were to run FA Term only for 2004-2005, the system would not recognize a term outside of the academic/aid year.

Billing Career

The financial aid term build process populates this field with information from the Term Activation page in Student Records. This field is for use in equations (budget or packaging) and any changes made to the field are discarded during the next build. PeopleSoft Enterprise Student Financials uses the value for billing career from the Term Activation page during tuition calculation.

Career, Prim Prog (primary program), **Acad Plan** (academic plan), **Sub-Plan,** and **Aid Year**

You can override the values in these fields by selecting a new value in each field that differs from the value in the Calculated Values column. If you override the value, the financial aid build routine does not recalculate the field for the associated term. You can tell if a value has been overridden by comparing the value against the calculated value for the field. If you want to override the fields only until a certain date within the term, use the Override Expiration Date field.

FA Calc (financial aid calculation)

Select to require the financial aid term build process to determine if there are changes to the student's data in Student Records or Admissions (such as enrollment changes). After you have selected this check box, click Save and

then click Build. If a change has occurred, this term and all following terms are rebuilt using the new information.

Note. In most cases, the build process automatically determines if there are changes in Student Records information and rebuilds terms with changed records data. This is triggered by changes to fields defined in PS_STDNT_CAR_TE_VW.

Projections

Select to instruct the build process to build a term in projection if necessary. The build process tries to build each term that you have selected on the FA Term Setup page, using a variety of sources. The build process looks for data in the following order:

1. Term enrollment data in Student Records.

   If this data is found, the financial aid term is not built with projected data and has a source of *Term.*

2. Program information for the student in Student Records.

   If this data is found, the financial aid term is built in projection and has a source of *Program.*

3. Program information from the student's application in Recruiting and Admissions.

   If this data is found, the financial aid term is built in projection and has a source of *Admissions.*

If the build process cannot find any of these three sources of information, the financial aid term is built with a source of *No Data.* The financial aid term build process does not build terms in future aid years in projection; it only builds terms in future aid years for which there is enrollment data.

It is possible to build a projected FA term record of source admission or program for a student who is term activated after the start of the term. The FA Term build process uses the term activation deadline date maintained by Student Records to determine whether a projected FA term record can be built for a student. By default, term activation can occur until the start of the term, but this date can be modified to permit rolling enrollment of students in the term. The Max Program Effdt for Term field in the Term/Session Table component is where you can modify this setting. Verify with your student records staff their term activation policies to determine the impact on financial aid application processing.

Note. You cannot build a term in projections after the financial aid census date has passed. Any terms that are still in projections on the financial aid census date automatically have their values set to zero, with a build source of *No Data.* Additionally, if the student has no financial aid awards for the term, system sets the effective status of the term to inactive. The financial aid census date for each term is entered in the FA Census Date field on the FA Term Setup page.

Override Expiration Date

When you select a value that differs from the value in the Career, Prim Prog, Acad Plan, Sub-Plan, Aid Year, and Billing Career fields, the Financial Aid Build routine does not recalculate the field for the associated term. If you want to have the build process use Student Records data after a certain date in the term, enter that date in this field. When you run the build process on

	or after this date, the override values you entered are ignored and data from Student Records is used.
Campus	Indicates the physical location of the administrative services associated with the student's academic program.
Eligible to Enroll	For informational purposes only. Displays the same value as the Eligible to Enroll check box on the Term Activation page in Student Records. When selected, the Student Records batch enrollment selects and processes the student.
Build	Click to build a term for the student using the system rules established on the FA Term Setup page. The system builds a term only if Student Records contains data for the student, unless you have selected the Projections check box—then the build process uses projected enrollment data. If one or more of the audited fields have changed, a new effective-dated row is automatically inserted. See Chapter 14, "Managing Financial Aid Terms," Viewing Changes in a Student's FA Term Information, page 387.
Build Info	Click to access the FA Term Build Statistics page and view details for the build.
Census Date	Click to access the FA Term Census Date Locking page and view the census date and fields locked after the census date and override the census date.
Advisor	Click to access the FA Term Academic Advisor Information page and view or enter information regarding a student's advisor. This includes data on the advisor's role and committee affiliation.
Campus Info	Click to access the FA Term Campus Information page and view the student's Financial Aid Campus, Registrar Campus, and Advisement Campus.

Setting Terms to Inactive

Setting the most recent effective-dated FA Term record effectively removes that term from becoming recognized by all other financial aid processes. PeopleSoft recommends that rather than delete FA Term rows, you make rows inactive. If you attempt to set an FA Term to inactive, a warning message appears if the student has a budget for the term. If so, first verify that the student has no awards for the term and make any required adjustments to the student's awards before setting the term inactive. The FA disbursement processes cannot be run for inactive terms. The system displays another warning message if the student has enrollment data for the term.

There is functionality in the FA Term build process where the term source is set to No Data—no enrollment data exists for the term after census or the end of the term. If the student has no awards for the term, the system sets the term to an inactive status. If, however, the student has an award for the term with either an offered amount, authorized amount, or disbursed amount greater than zero, the term remains in an active status. In addition, future terms recalculate cumulative units, projected levels, NSLDS Lending and Direct Lending loan years and not include data from terms with a source of No Data regardless of the status of the term.

Term Progression

Student Records contains functionality that enables you to increment student academic levels by term and not by units to address co-operative system progression rules and graduate studies progression rules. The FA Term Build process recognizes progression by terms.

During the build process, the system checks if the level determination on the Level/Load Rules Table page is *Units, Terms, Manual,*or *Default.* If the level determination is *Terms,* then the FA Term Build process calculates the academic level, NSLDS Loan Year, and Direct Lending Year using the student's terms in residence.

When you are building terms for projected enrollment, the student's academic load comes from the admissions application or the academic program. The FA Term Build process then uses this academic load to calculate the term count for the projected term.

Students in academic programs using progression by term may not always enroll in courses. Since terms where the student does not enroll in courses are built with projected data, you need to understand the *No Data* value for the Source field on the FA Term Build Statistics page, which affects past projected terms. To ensure that students in this situation are progressing correctly, you may need to go back and build past aid years to show the student's actual progression.

Career Primacy

In determining the career value, in the case where the student has multiple valid careers, career primacy is enforced based on the term source. For example, the evaluation of career primacy is sensitive to the term source. Based on the term source of the FA Term record, the system evaluates only careers at that source level and applies primacy rules when more than one career exists. FA Term ranks term source in the following priority order:

1. 1st Term (student has enrollment data for the term)
2. 2nd Program (student is active for an academic program)
3. 3rd Admissions (student has an active admissions application)

When the FA Term build process runs and determines the source of the term in process, the system can only assign careers at that level to the term.

This table is an example of career and primacy.

Career	Primacy
UGRD	1
UENG	4

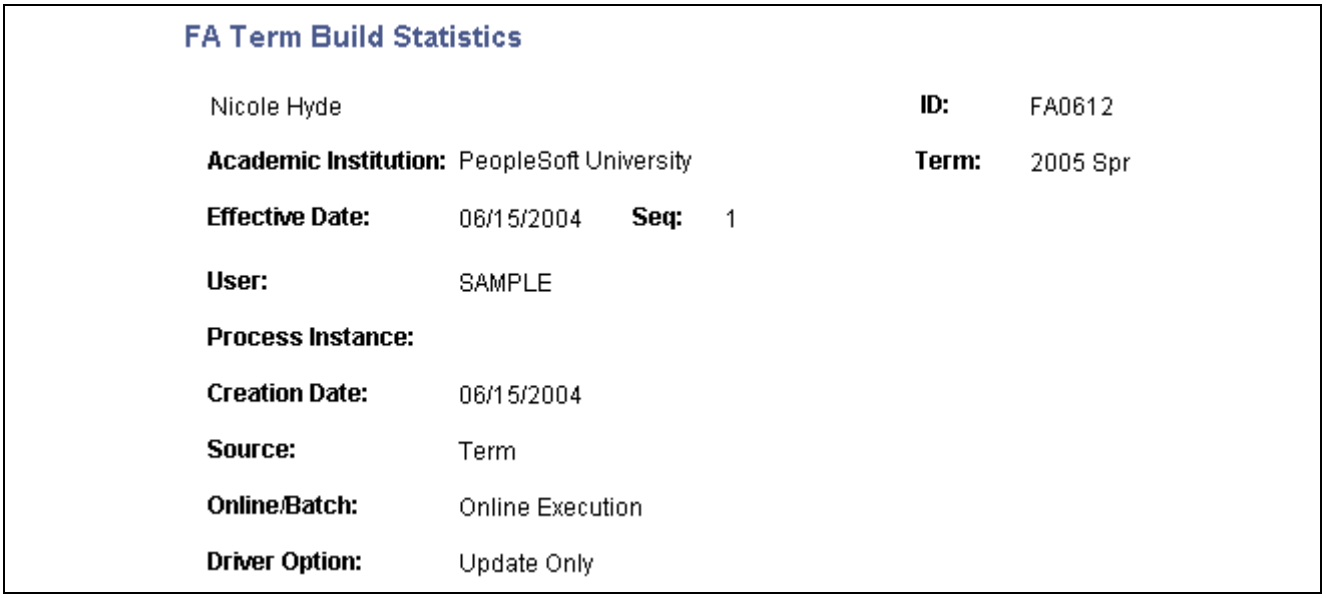
This table is an example of career primacy based on the term source.

Example/Condition	FA Term Career Used (Term Source)
Student admitted in UGRD. Student also admitted in UENG.	UGRD (Admission) *Primacy was applied at the admission level.*
Student matriculated for UENG. Student admitted, but not matriculated for UGRD.	UENG (Program) *Primacy was not applied because there was only one career at the program level.*

Example/Condition	FA Term Career Used (Term Source)
Student matriculated for UENG. Student also matriculated for UGRD.	UGRD (Program) *Primacy was applied at the program level.*
Student enrolled for UENG. Student matriculated, but not enrolled for UGRD.	UENG (Term) *Primacy was not applied because there was only one career at the term level.*

Viewing Term Build Details

Access the FA Term Build Statistics page.



FA Term Build Statistics page

Source Displays the source of the build.

Admissions: The student is not in the Student Records system but has either applied for admission or has been accepted for admission. In either case, the student is not yet matriculated and terms are built in projection.

Manual: Data for the financial aid term was entered manually, and is not based on data from Student Records or Recruiting and Admissions.

No Data: The term contained old projections data, and all statistical values for that term are set to zero to prevent old projected data from counting in the cumulative values for a given student.

For example, you might receive this source value for terms in a current aid year that are still projected when you build projected terms for the next aid year. Another example is when a term built with a source value of *Program* for an aid year that has passed that is rebuilt when you build terms for the subsequent aid year in projections.

If you want to maintain past projected term data, you have to go into the past aid year and rebuild the aid year in projections. When you process past aid years, current and future aid years are not set to *No Data.*

Program: The student exists in the Student Records system but has not enrolled in courses for that term. The student can either have a program defined without being term activated or the student has a program defined and could be term activated but not yet enrolled. The financial aid term is built in projection.

Term: The statistics are from enrollment data. The student has enrolled or changes to enrollment have occurred, including a drop of all courses for the term.

Online/Batch Indicates if the build was performed manually, online, or in batch. Options are *Batch* and *Online Execution.* If the field is blank, the build was performed manually.

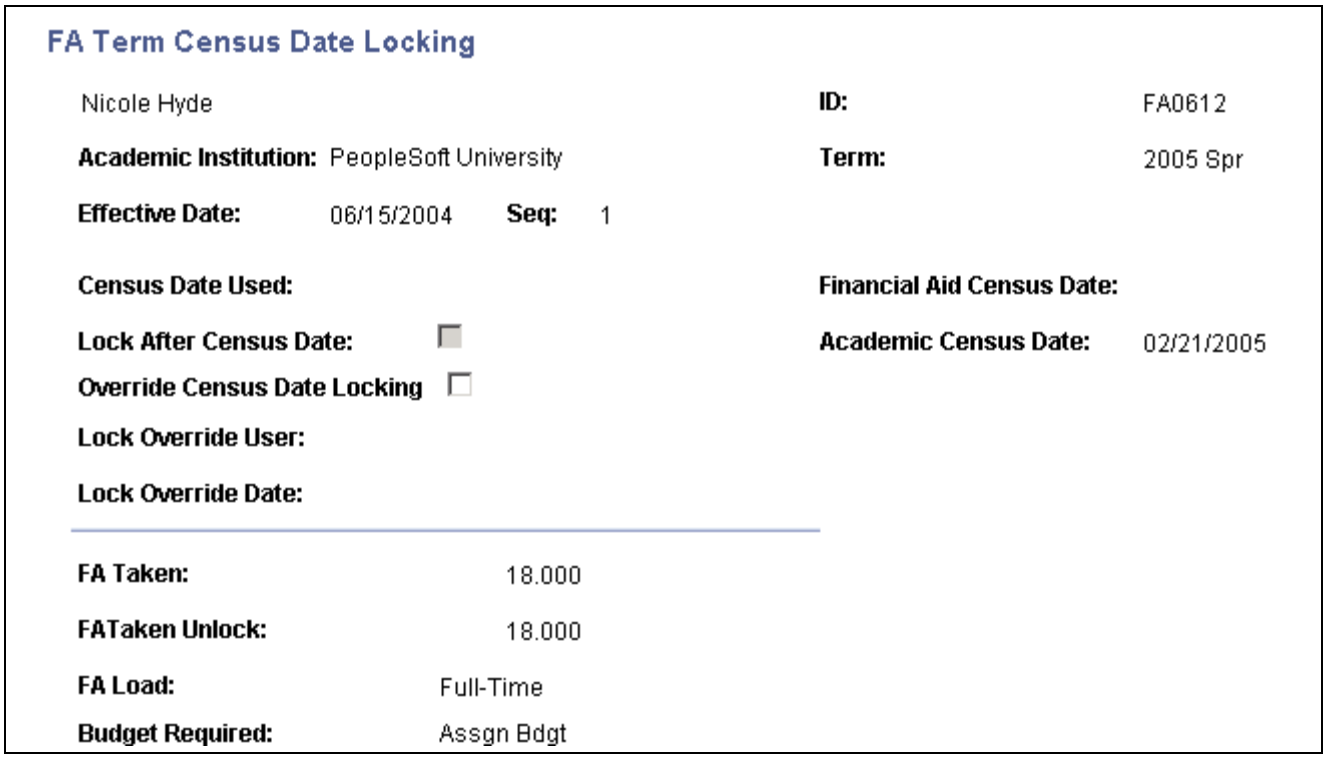
Driver Option Populated for students whose financial aid terms are built in batch or online. Identifies whether the FA Term driver record used to run the background process builds:

- Only those terms that have enrollment data or changes to enrollment data *(Updates Only).*
- Terms using projected data as well as enrollment data *(Updates and Projections).*

For an online build process to have a driver option of *Updates and Projections,* you must select the Projections check box on the FA Term page.

Overriding Census Date Locking

Access the FA Term Census Date Locking page.



FA Term Census Date Locking page

Census Date Used Displays the census date used to determine when the FA Load, FA Taken, and Budget Required fields are locked. The date displayed indicates which census date takes precedence if the term has an academic census date and a financial aid census date. When both census dates exist, the financial aid census date always takes precedence.

Financial Aid Census Date Displays the financial aid census date defined by your institution for each term on the FA Term Setup page. After the financial aid census date for a term has passed, that term can no longer be built as a projection and any existing projections for that term are rebuilt and the new effective-dated row has a status of inactive. (Remember that a new effective-dated row is inserted if there is a change in one of the audited fields when you rebuild the financial aid term.) The source for the new effective-dated row is No Data, all term statistics are set to zero, and the Budget Required field is changed to *No Assign.* If the student has a budget, you may need to reevaluate the student's budget. If the student has financial aid awards, you may need to cancel these awards since the student is not enrolled.

If the student's terms have been built with enrollment data (not in projection), on and after this date, the FA Load, FA Taken, and Budget Required fields are locked. If there is an academic census date and a financial aid census date, the financial aid census date is used to determine the locking of these fields and is displayed in Census Date Used.

Important! If you want to use the academic census date to lock the FA Taken, FA Loan, and Budget Required fields, then you must delete the financial aid census date on the FA Term Setup page. Remember that this affects all students for the term in the given career.

Lock After Census Date Indicates whether the Lock check box is selected on the FA Term Setup page. If selected, the FA Taken and FA Load field values are locked with the data as of the census date, and the Budget Required field is set to *No Assign.*

Academic Census Date Displays the census date defined by your institution for each session in a term in Student Records. If a term has multiple sessions, you can define a default session for the term in Student Records. If a default session exists, the academic census date is the census date of the default session. If there is no default session, the system uses the census date of the regular academic session as the academic census date.

On and after the academic census date, the FA Load and FA Taken fields are locked and the Budget Required field is changed to *No Assign.* If there is an academic census date and a financial aid census date, the financial aid census date is used to determine the locking of these fields and is displayed in Census Date Used.

Override Census Date Locking Select to override the census date locked fields for the term for this student. To use a census date override, the current date must be after the date in Census Date Used. Using an override enables you to update the FA Taken, FA Load, and Budget Required fields when you rebuild the FA Term. After selecting this check box you must close the page and click Save. Then click the Build button to rebuild the FA Term for the student online.

You can override the census date lock only for an individual student, not as a background process. After you have selected this check box and saved the page, you cannot clear it.

Lock Override User Indicates the user ID of the person who selected the Override Census Date Locking check box. This field only populates if the census date has passed and the Override Census Date Locking check box is selected.

Lock Override Date Displays a date/time stamp inserted by the system when the Override Census Date Locking check box is selected. This field only populates if the census date has passed and the Override Census Date Locking check box is selected.

FA Taken Displays the student's financial aid units taken as of the census date. If the Lock After Census Date check box is selected, this field displays the locked value.

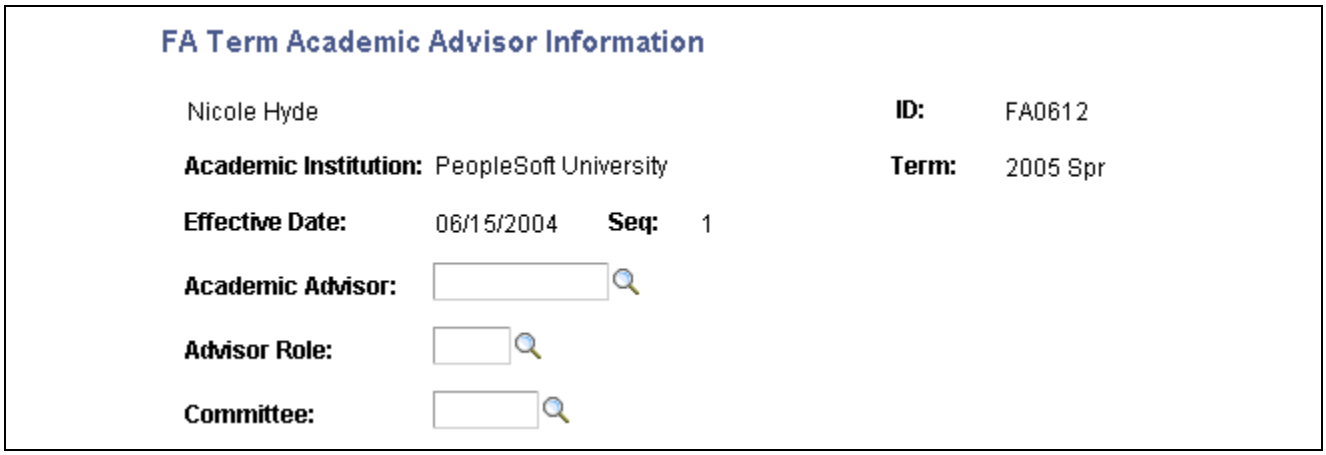
FA Taken Unlock Displays the value for the actual financial aid units after the census date. You must rebuild the FA Term to have the most current units displayed in this field. This allows you to see the effect on the financial aid units taken if you select the Override Census Date Locking check box.

FA Load Displays the student's financial aid load as of the census date.

Budget Required Displays the value of the Budget Required field on the Financial Aid Info page in this component. The student's value determines his stage in the budget build process. If you use census date locking, after the census date passes the value in this field, it becomes *No Assign*.

Viewing Academic Advisor Information

Access the FA Term Academic Advisor Information page.



FA Term Academic Advisor Information page

Note. This page displays data from PS_STDNT_ADVR_HIST. This data is maintained and entered on the Student Advisor page (Manage Student Records, Track Student Careers, Use, Student Advisor).

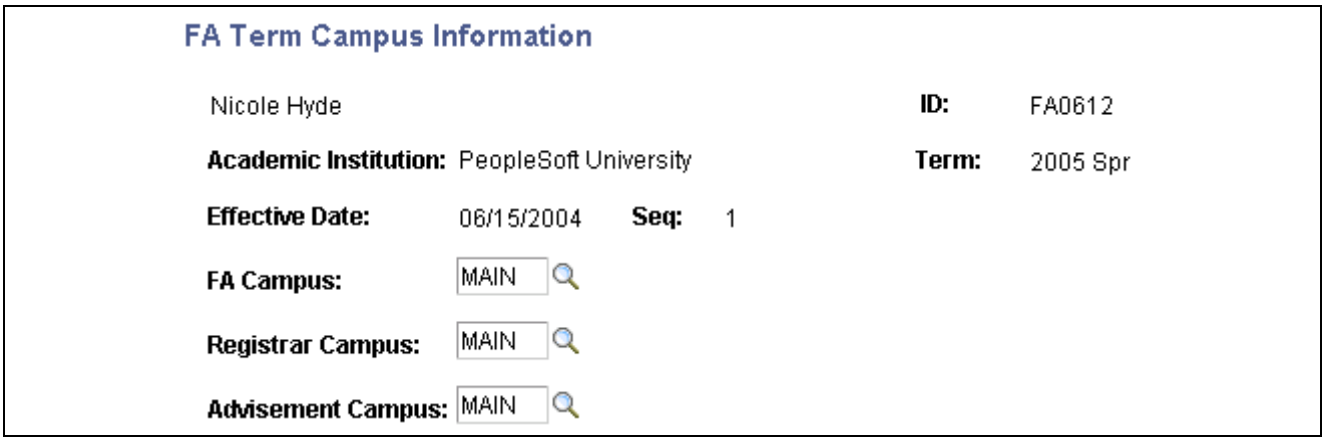
Academic Advisor Displays the ID of the academic advisor assigned to this student.

Advisor Role Displays the role of this student advisor.

Committee Displays the committee on which this advisor serves.

Viewing Campus Information

Access the FA Term Campus Information page.



FA Term Campus Information page

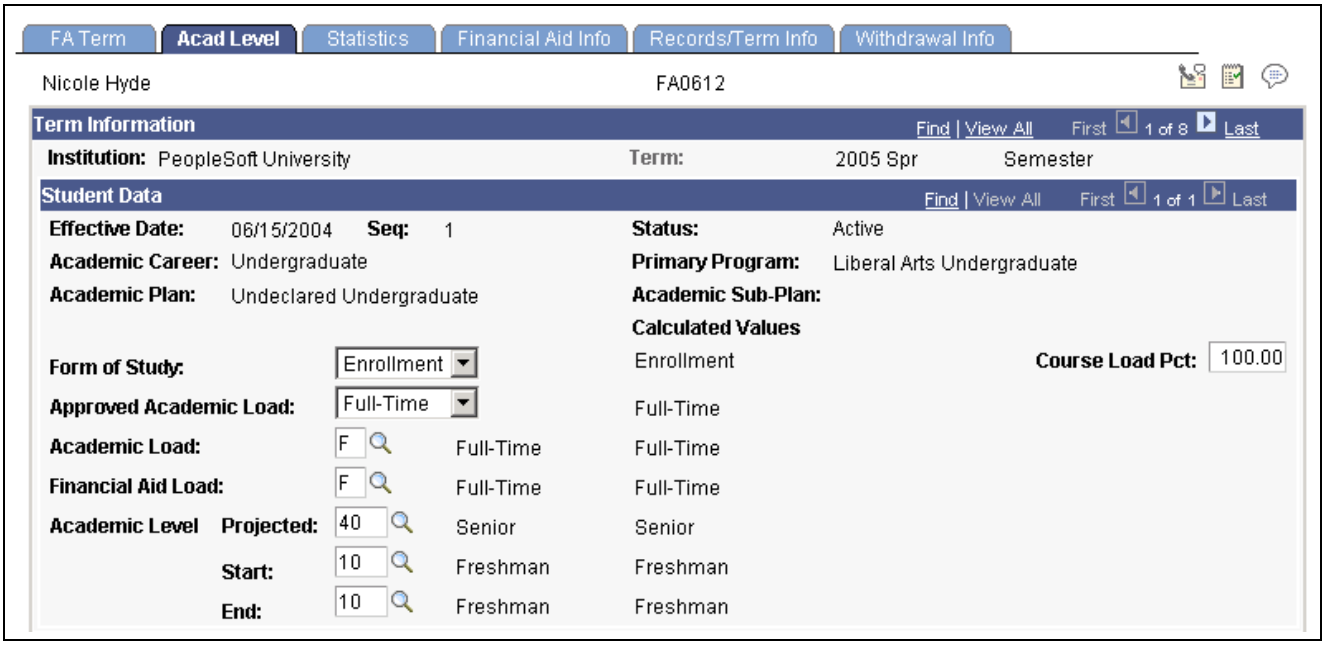
FA Campus (financial aid campus) Enter the physical location where the student receives financial aid services.

Registrar Campus Enter the physical location of the registrar responsible for the student.

Advisement Campus Enter the physical location where the student goes for advising services.

Viewing Academic Level and Load Information

Access the Acad Level page.



Acad Level page

You can override the values in the Form of Study, Approved Academic Load, Academic Load, Financial Aid Load, Academic Level - Projected, Academic Level - Start, and Academic Level - End fields by selecting a new value in each field that differs from the value in the Calculated Values column. If you override the value, the financial aid build routine does not recalculate the field for the associated term. You can tell if a value has been overridden by comparing the value against the calculated value for the field. If you want to override the fields only until a certain date within the term, use the Override Expiration Date field on the FA Term page.

Form of Study Indicates the type of study the student is engaged in. The system populates this field by default with the Student Records value. Values include:

Detached

Enrollment

Abroad

Candidacy

Approved Academic Load The system populates this field by default with the load value that exists for the primary academic career. Options are *Full-Time* and *Part-Time.*

Academic Load The number of units the student is enrolled in determines the student's academic load. The number of units, which is the sum of the Academic Progress Units value (from the Catalog Data page) for each class the student is enrolled in, is compared against the level/load rules to determine the appropriate academic load. For this calculation, the system uses the number of units defined for the student's courses according to Student Records. The same courses may count for a different number of financial aid eligible units. Options are:

Full-Time

Half-Time

Less 1/2

No Units

Part-Time

3/4 Time

Financial Aid Load The number of financial aid eligible units the student is enrolled in determines the student's financial aid load. The number of units, which is the sum of the Financial Aid Progress Units value (from the Catalog Data page) for each class the student is enrolled in, is compared against the level/load rules to determine the appropriate load value. For this calculation, the system uses the number of financial aid eligible units defined for the student's courses according to Student Records. The same courses may count for a different number of academic units. Options are:

Full-Time

Half-Time

Less 1/2

No Units

Three Qtrs

Note. The values in the three academic level fields are based on level/load rules associated with the student's primary academic program. Only those academic levels that are associated with the student's primary academic program academic level rule are available. Academic level values are shipped with the system as translate values. These translate values can be modified.

Academic Level - Projected Displays the projected academic level for the student at the end of the term, based on Student Records data. The projected level is based on the student completing all courses in prior terms, plus the enrollment for the current term.

For example, the student has passed thirty units in previous terms and is currently enrolled in twelve units. The sum of these units, forty-two, is used to determine the student's academic level using level/load rules.

Academic Level - Start Displays the student's academic level at the start of the term. This value represents the total number of units the student has passed in all previous terms.

Academic Level - End Displays the student's academic level at the end of the term based on cumulative passed units from previous terms plus the number of units passed for the current term. The Projected Academic Level will always match the Academic Level when term progression is used in the Level/Load rule applied to the student.

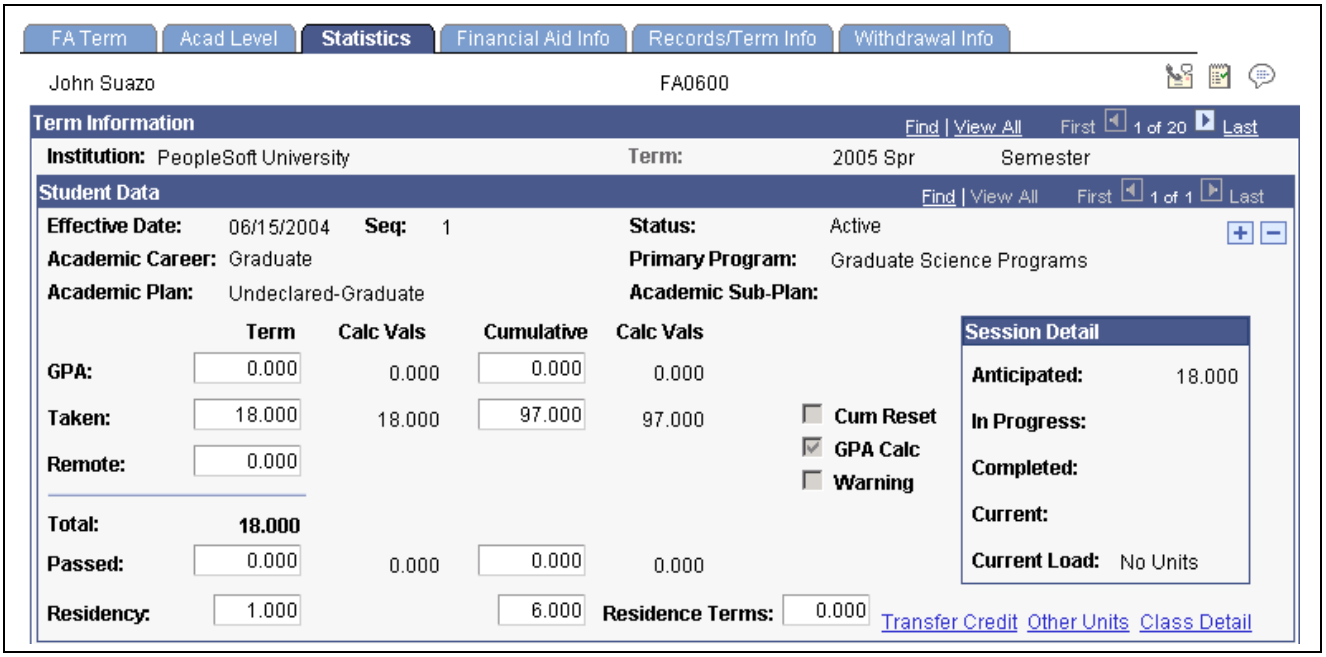
Course Load Pct (course load percentage) The course load percentage provides an alternative way to define full-time and less than full-time students based on percentages. The value in this field is derived from level/load rules. When you invoke the FA Term process, the system calculates the course load percentage for each student.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, "Preparing for the Course Catalog and Schedule of Classes," Setting Up Catalog and Schedule Options

Viewing Academic Statistics

Access the Statistics page.



Statistics page

Student Data

You can override the values in the GPA - Term, GPA - Cumulative, Taken - Term, Taken - Cumulative, Passed - Term, and Passed - Cumulative fields by entering a new value in each field that differs from the value in the Calculated Values column. If you override the value, the financial aid build routine does not recalculate the field for the associated term. You can tell if a value has been overridden by comparing the value against the calculated value for the field. If you want to override the fields only until a certain date within the term, use the Override Expiration Date field on the FA Term page.

GPA-Term Displays the student's grade point average (GPA) for the term you are viewing.

GPA-Cumulative Displays the student's cumulative GPA, including this term.

Taken-Term Displays the number of units taken this term. The value of this field determines the FA Load on the FA Term Census Date Locking page. The Tuition Calculation routine also uses this number of units during the Student Budget Assignment process.

Taken—Cumulative Displays the total units a student has taken, including this term.

Remote Displays units a student is taking concurrently at another institution that are part of a student's unit load for the term. This situation can occur if you have a multi-institution system, and the student takes courses at another institution within the system. Remote units indicate that a student is enrolled at two different campuses.

Total Displays the total number of units (Taken - Term units plus Remote units) the student is taking this term.

Passed - Term Indicates the number of units the student completed with a passing grade for the term.

Passed - Cumulative Indicates the cumulative units the student has completed with a passing grade, including units passed this term. This value is used in determining the student's projected, start, and end academic levels (displayed on the Acad Level page). The system also uses this value to update the NSLDS loan year.

Residency - Term Indicates the number of units a student has completed in residency at your institution this term.

Residency - Cumulative Indicates the total number of units a student has completed in residency at your institution.

Cum Reset (cumulative reset) If selected, Student Records has reset all the student's cumulative fields to zero for this term. This is usually done to handle academic forgiveness, transfer credits, or consecutive academic careers. This field is informational only and has no impact on Student Records or Financial Aid. However, you may want to contact the student records administrators to determine why the student's cumulative fields have been reset.

GPA Calc (grade point average calculation) Automatically selected if the FA term build process failed to calculate a GPA for the student. This can happen when a student is enrolled in multiple careers that do not have the same grading scheme—such as concurrent enrollment in undergraduate and graduate careers in a given term. This field is for informational purposes only. However, you may want to determine why the build process was unable to calculate a GPA for the student.

Warning! The system selects this check box if either the Cum Reset or GPA Calc check box is selected. This field serves as a flag that your institution can track.

Transfer Credit The system displays this link only when you have entered transfer credits for the student. Click to access the FA Term Transfer Credits page and view information about the number of transfer credits that a student has.

Other Units The system displays this link only when the student has more than one academic career associated with more than one financial aid career type. Click to access the FA Term Other Units page and view term statistics for a student's other academic career.

Class Detail Click to access the FA Term Class Detail page and view a detailed picture of the student's enrollment.

Session Detail

Track a student's progress using units during the session and term. These fields do not affect the calculation of GPA and NSLDS loan year directly, but are accounted for in Taken - Term, Taken - Cumulative, Passed - Term, and Passed - Cumulative fields.

Anticipated Displays the number of units the student is enrolled in for classes whose start date is after the effective date.

In Progress Displays the number of units for classes the student is enrolled in and the effective date is between the class start date and end date.

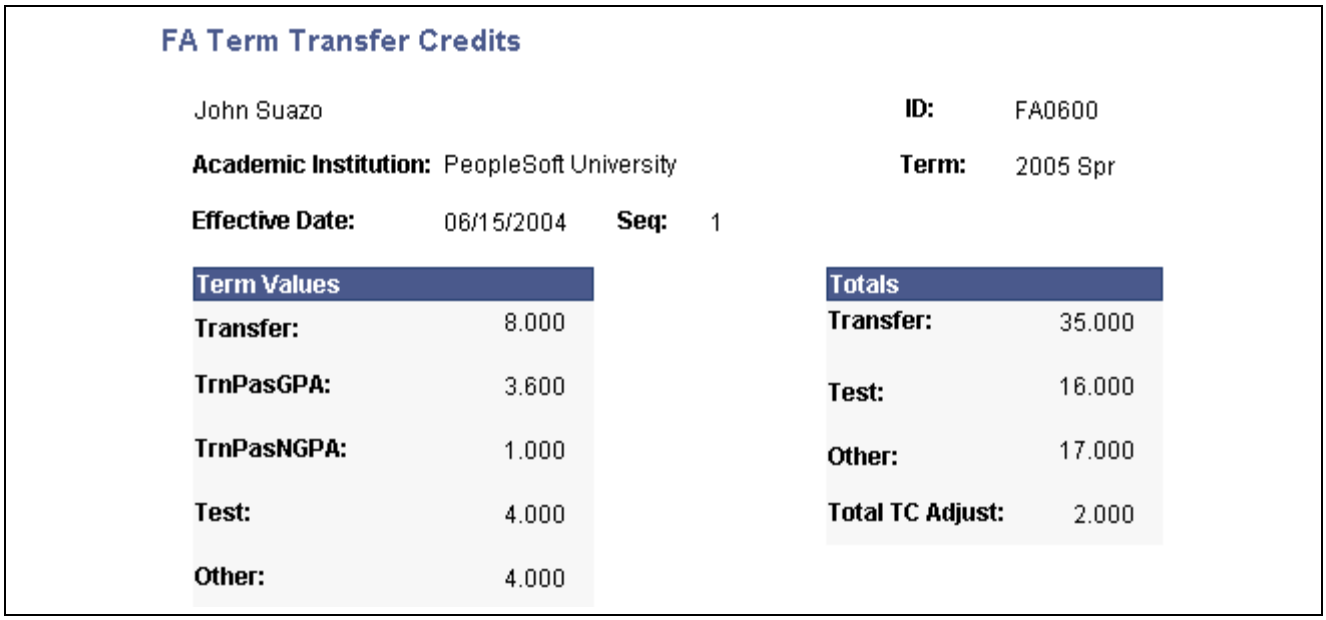
Completed Displays the number of units the student has completed as of the effective date. This field does not track passed courses; it counts the units of all classes whose end dates are earlier than the effective date.

Current Displays the total number of units the student has completed and is currently enrolled in for the term (sum of in progress and completed units). This allows you to track the total number of units taken for the term regardless of the number of sessions taken.

Current Load Displays the student's academic load for the term, based on the number of units in the Current field.

Viewing Transfer Credit Information

Access the FA Term Transfer Credits page.



FA Term Transfer Credits page

Term Values

Transfer Displays the number of units the student received transfer credit for this term.

TrnPasGPA (transfer passed for GPA) Displays the number of passed transfer credit units that count towards the student's GPA for this term.

TrnPasNGPA (transfer passed not for GPA) Displays the number of passed transfer credit units that do not count towards the student's GPA for this term.

Test Displays the number of units the student has earned by taking tests such as the SAT II or Advanced Placement tests for this term.

Other Displays the number of units the student has earned from other sources, such as credits for work experience or credits from the ROTC program for this term.

Totals

Transfer Displays the total number of units from transfer credit the student has.

Test Displays the total number of units the student has earned by taking tests such as the SAT II or Advanced Placement tests.

Other Displays the total number of units the student has earned from other sources, such as credits for work experience or credits from the ROTC program.

Total TC Adjust (total transfer credit adjustment) Displays the total number of units that the student has earned but does not receive credit for in the system. For example, if your institution has a limit of 100 transfer units, and the student has earned 120 transfer units, this field displays *20* for the 20 units the student does not receive credit for in the system.

Transfer Credit and Financial Aid Term Build

A transfer student's NSLDS loan year, academic level information, GPA, and cumulative units (taken and passed) on the student's financial aid term record depend on the data source and whether the student's transfer credits have been posted in Student Records.

If a transfer student's financial aid term is built with a source of *Admissions,* then the student's academic level information and NSLDS loan year are based on the year (level) at which the student is admitted. The information on the Statistics page, however, reflects only the projected term enrollment information. Only the units that the student is projected to enroll in for the term are used to determine the student's units taken for the term and cumulative units taken.

If the source is *Program* or *Term,* then the student's financial aid term information depends on whether the student's transfer credits have been posted in Student Records. If the student's transfer credits have been posted, then the student's academic level information is determined using the number of transfer units the student has and your institution's level/load rules. The student's NSLDS loan year, in turn, is based on the student's calculated academic level. The cumulative values on the Statistics page include the transfer credits. In other words, the build process derives the student's financial aid term data using the transfer credit as if it were units taken in the past at your institution.

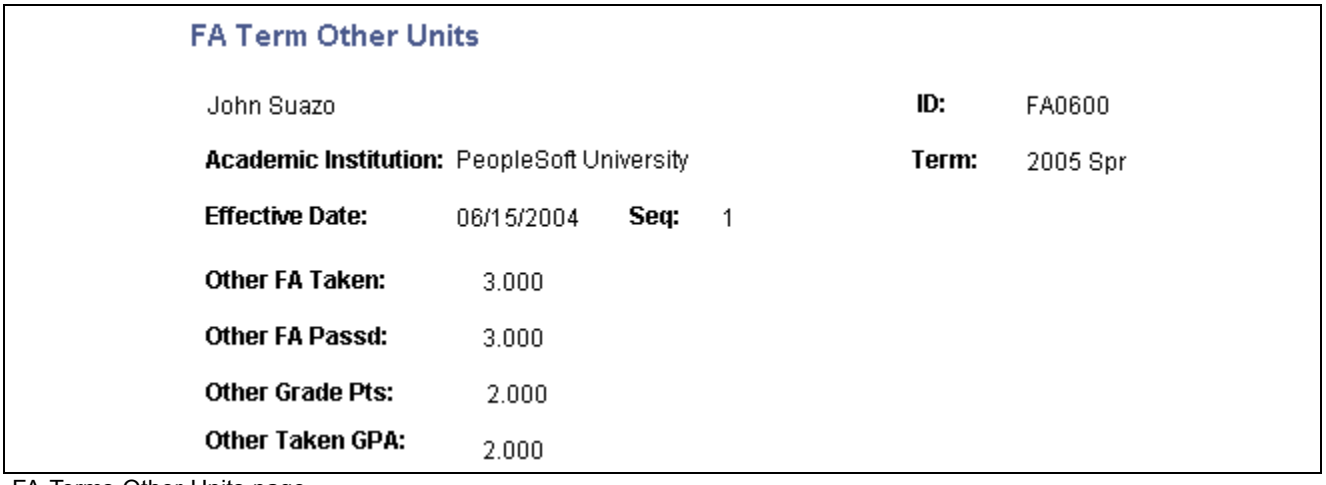
In contrast, if the source is *Program* or *Term* and transfer credit has not been posted, the student's NSLDS loan year, academic level information, GPA, and cumulative units (taken and passed) on the student's financial aid term record do not reflect the transfer credits. Consequently, the student is built as a freshman for the starting academic level and NSLDS loan year (since the NSLDS loan year is calculated from the academic level). The values on the Statistics page include information for the current term only.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, "Processing Transfer Credit"

Viewing Term Statistics for a Student's Other Career

Access the FA Term Other Units page.



FA Terms Other Units page

Students have another academic career when they have more than one academic career associated with more than one financial aid career type. The term statistics for the academic career with the lower primacy number (or higher priority) is displayed on the Statistics page. The term statistics for the career with the higher primacy number (or lower priority) appears on this page. You can use this information to adjust a student's award package manually based on these units taken.

Note. The data on the FA Term Other Units page does not carry forward to other terms unless there are existing multiple financial aid career types for other terms.

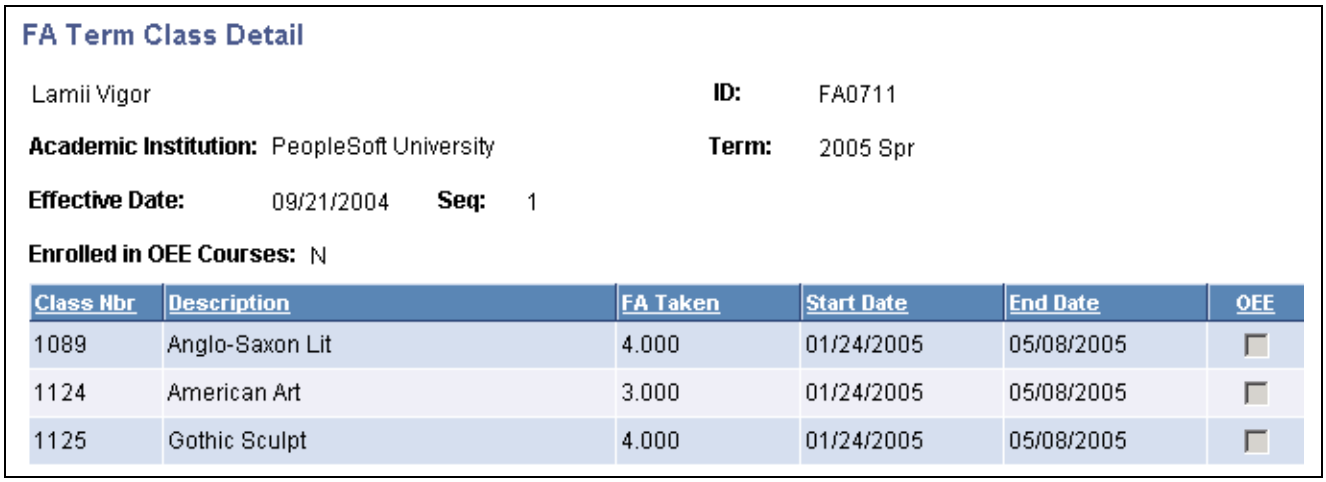
Other FA Taken and **Other FA Passd** (other FA passed) — Displays units taken and units passed for the other academic career for the term.

Other Grade Pts (other grade points) — Displays grade points for the other academic career for the term.

Other Taken GPA — Displays the units considered toward the GPA for the other academic career for the term.

Viewing a List of the Student's Classes

Access the FA Term Class Detail page.



FA Term Class Detail

Lamii Vigor **ID:** FA0711

Academic Institution: PeopleSoft University **Term:** 2005 Spr

Effective Date: 09/21/2004 **Seq:** 1

Enrolled in OEE Courses: N

Class Nbr	Description	FA Taken	Start Date	End Date	OEE
1089	Anglo-Saxon Lit	4.000	01/24/2005	05/08/2005	☐
1124	American Art	3.000	01/24/2005	05/08/2005	☐
1125	Gothic Sculpt	4.000	01/24/2005	05/08/2005	☐

FA Term Class Detail page

Note. The data appearing on this page changes depending on the effective-dated row and enrollment changes from Student Records.

Enrolled in OEE Courses (enrolled in open entry/exit courses) — Indicates whether the student is enrolled in one or more Open Entry/Open Exit sessions.

Class Nbr (class number) — Displays the class's unique identifier, assigned in Student Records.

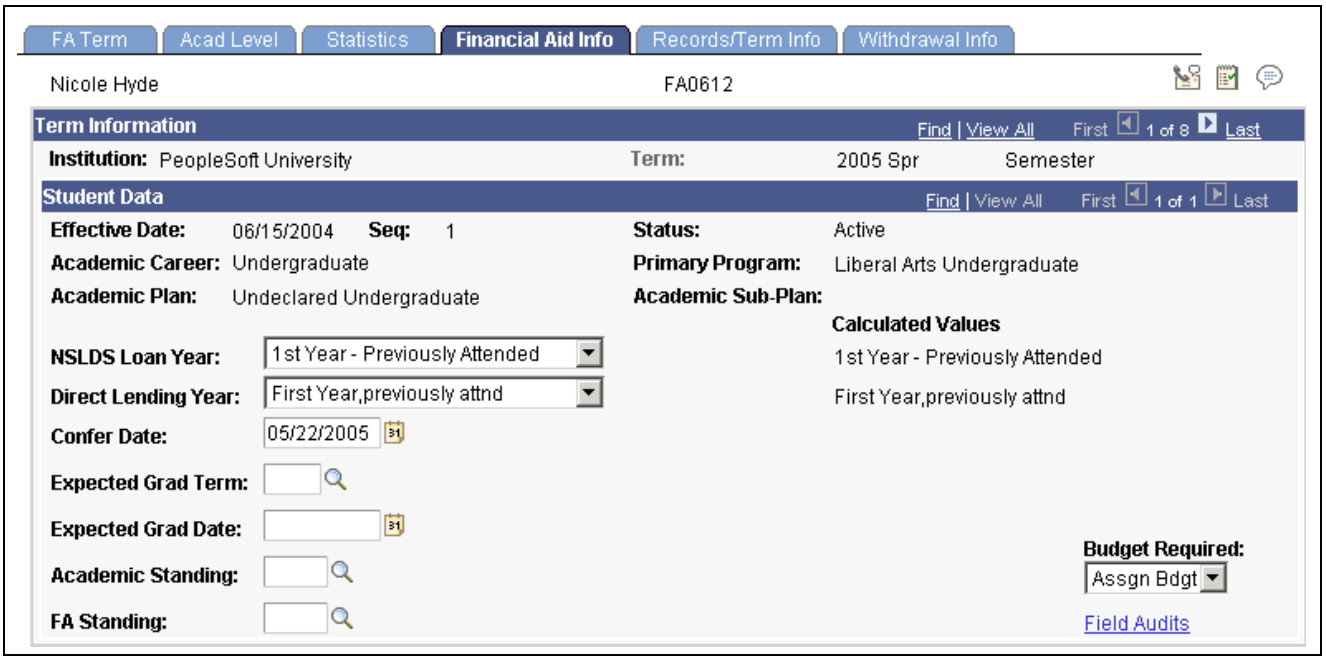
FA Taken — Displays the number of financial aid eligible units the class is worth.

Start Date and **End Date** — Displays the start and end dates for the class.

OEE (open entry/exit) — Indicates whether the class is an Open Entry/Open Exit session. This information comes from Student Records and determines the value of the Enrolled in OEE Courses field.

Viewing Loan, Graduation, and Budget Information

Access the Financial Aid Info page.



Financial Aid Info page

You can override the values in the NSLDS Loan Year, Direct Lending Year, Expected Grad Term, Expected Grad Date, Academic Standing, and FA Standing fields by entering a new value in each field that differs from the value in the Calculated Values column. If you override the value, the Financial Aid Build routine does not recalculate the field for the associated term. You can tell if a value has been overridden by comparing the value against the calculated value for the field. If you only want to override the fields until a certain date within the term, use the Override Expiration Date field on the FA Term page.

NSLDS Loan Year The student's NSLDS loan year is calculated by comparing the student's cumulative units passed against the Academic Level table. This value is used in awarding to determine level limit rules attached to a specific financial aid item type. This field is also used in the loan process routine to determine the student's loan level aggregate. The NSLDS loan year selections are translate values based on the Financial Aid Level. If you override this value, you must override it for each term in the aid year. Options include: *1st Year - Never Attended, 1st Year - Previously Attended, 1st Year Graduate, 2nd Year Graduate, 2nd Year, 3rd Year Graduate, 3rd Year, 4th or more Graduate, 4th Year, 5th Year+,* and *Graduate/Professional.*

Direct Lending Year The system determines the Direct Lending year the same way it determines the NSLDS loan year. When the system creates Direct Lending origination files, it populates the Student's College Grade Level with the information from this field. Correct the value in this field as required by Direct Lending reporting requirements. Options include: *Fifth Year + Undergrad; First Year, never attended; First Year, previously attnd; First Yr, Grad/Prof; Fourth Year; Fourth Yr+, Grad/Prof; Third Year,* or *Third Yr, Grad/Prof.*

Confer Date Enter or view the confer date of the student's degree if the student graduates in the displayed term. This date corresponds with the term end date found on the Term Table.

Expected Grad Term (expected graduation term) Enter or view the term you expect the student to graduate. The system uses this value for loan processing. If available, the system uses the Student Records value or the Recruiting and Admissions value.

When you build terms in projection, the build process does not build terms after the expected term of graduation, unless the student is going into another career after graduation.

Expected Grad Date (expected graduation date)

Enter or view the date the student is expected to graduate. The system uses the expected graduation date for loan processing. If available, the system uses the Student Records value. The loan origination process projects a graduation date if the field is blank.

In CommonLine loan processing, it is important for the expected grad date not to occur before the end of the student's loan period. The loan is rejected by the loan servicer as a result. A loan validation edit is provided to identify invalid graduation dates.

Note. It is important that the academic departments, the financial aid office, other administrative departments, and the student agree on the student's graduation term and date. Errors in these dates can have serious consequences for a student's loan eligibility and repayment periods.

Academic Standing

This value is based on meeting your institution's academic progress guidelines. Options are *DIS1* (Disqualified), *DIS2, GOOD, PRB1* (Probation), *PRB2, PRB3, RMVD* (Removed), *WRN1* (Warning), and *WRN2*. These values are created on the Academic Standing Table page in Student Records and are set up as action codes. For example, a student may receive two warnings (WRN2) before being placed on probation.

The financial aid term build process populates this field only if academic standing data exists for the student in Student Records.

This field is not used for financial aid processing, but you can use it in formulas or equations to select students.

FA Standing (financial aid standing)

A student's financial aid standing value is based on meeting your institution's financial aid satisfactory academic progress guidelines. These guidelines are regulated by the federal government and can be different from academic standing. Options are *DIS1* (Disqualified), *DIS2, GOOD, PRB1* (Probation), *PRB2, PRB3, RMVD* (Removed), *WRN1* (Warning), and *WRN2*. These values are created on the Academic Standing Table page in Student Records and are set up as action codes. For example, a student may receive two warnings (WRN2) before being placed on probation.

The financial aid term build process populates this field only if financial aid standing data exists for the student in Student Records.

This field is not used for financial aid processing, but you can use it in formulas or equations to select students.

Budget Required

Indicates if a student has an assigned budget or needs a budget posted. The value in this field determines whether the student is evaluated during the Budget Assignment process. Options include:

Assgn Bdgt (assign budget): The student should be selected during the Budget Assignment process. Whenever you build or rebuild a term, the field is automatically updated with this value.

In Prgres (in progress): The assignment of a budget is currently in progress for this student. The field is automatically updated to this value when a student has been selected for the budget assignment process.

Error: An error occurred during the Budget Assignment process.

No Assign: The system does not select the student during the Budget Assignment process. The field is automatically updated to this value when the student's budget is posted by the Student Budget Assign − Move (FAPBDGTM) process. The census date locking functionality also causes this value to be assigned after the census date has passed and the lock has been invoked

Field Audits Click to access the FA Term Field Audits page and monitor changes in a student's financial aid term information from the previous effective-dated row.

You must select the Audit FA Term Build check box on the Financial Aid Defaults page to view changes to the student's financial aid term on the FA Term Field Audits page. If you do not select this check box, the system does not record changes in the student's record to the audit table; a new effective-dated row is still built every time there is a change to one of the audited fields.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, "Tracking Student Data," Tracking Academic Standing

Viewing Changes in a Student's FA Term Information

Access the FA Term Field Audits page.

FA Term Field Audits

Lamii Vigor **ID:** FA0711

Academic Institution: PeopleSoft University **Term:** 2005 Spr

Effective Date: 09/21/2004 **Seq:** 1

Field Name	Old Value	New Value	User ID	Online/Batch	Process Instance
ACADEMIC_LOAD	F	T	PS	Online	
ADMIT_TERM	0360		PS	Online	
CAMPUS	MAIN	WALCR	PS	Online	
COURSE_LD_PCT	00000100	00000075	PS	Online	
CUM_RESIDENT_TERMS	00000007	00000009	PS	Online	
FA_LOAD	F	T	PS	Online	
FA_UNIT_ANTIC	00000016	00000011	PS	Online	
TOT_PASSD_FA	00000000	00000024	PS	Online	
TOT_TAKEN_FA	00000096	00000115	PS	Online	
UNT_TAKEN_FA	00000016	00000011	PS	Online	

FA Term Field Audits page

Monitor changes made by the FA Term Build background process or by the FA Term Online Build process. The Online Build process is performed when you click the Build button on the FA Term page.

If there is a change to one of the following fields, the FA Term Build background process or the FA Term Online Build process creates a new effective-dated row and enters the old and new value on the FA Term Field Audits page. You can create your own reports using the audit data provided on the page. The audited fields are:

ACAD_CAREER	CUM_GPA	FA_UNIT_IN_PROG
ACADEMIC_LOAD	CUM_RESIDENT_TERMS	FORM_OF_STUDY
ACAD_LEVEL_BOT	CUR_RESIDENT_TERMS	LS_GPA
ACAD_LEVEL_EOT	EXP_GRAD_TERM	STUDY_AGREMENT
ACAD_LEVEL_PROJ	FA_LOAD	TERM_SRC
ACAD_PLAN	FA_LOAD_CURRENT	TOT_PASSD_FA
ACAD_PLAN_TYPE	FA_NUMBER_OF_WEEKS	TOT_TAKEN_FA
ACAD_PROG_PRIMARY	FA_REBUILD_DT	UNT_PASSD_FA
ADMIT_TERM	FA_UNIT_ANTIC	UNT_TAKEN_FA
CAMPUS	FA_UNIT_COMPLETED	WEEKS_OF_INSTRUCT
COURSE_LD_PCT	FA_UNIT_CURRENT	WITHDRAW_CODE

Field Name Displays the name of the field with the changed value.

Old Value Displays the value of the field before the change, listed on the previous effective-dated row.

New Value Displays the value of the field after the change, listed on the current effective-dated row.

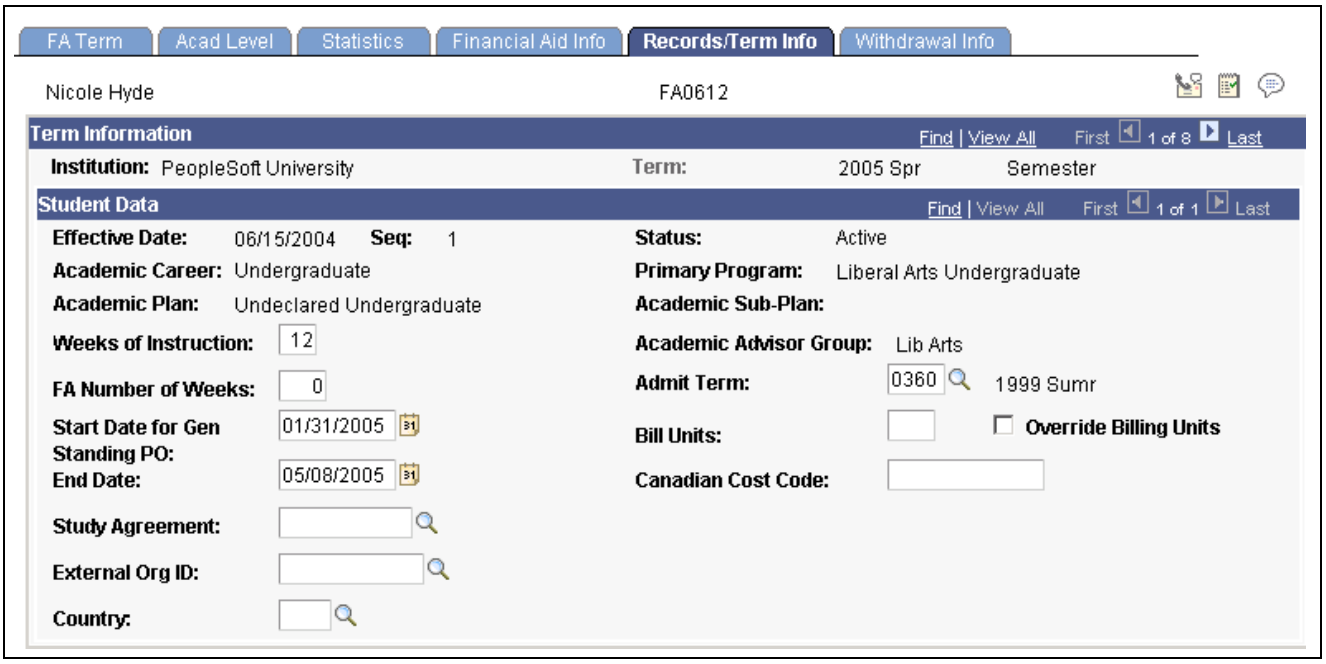
User ID Displays the ID of the user who processed the change.

Online/Batch Indicates if the change was made in batch or online.

Process Instance Displays the process instance for the background process that changed the field. If the change was made online, this field is blank.

Viewing Student Records Term Information

Access the Records/Term Info page.



Records/Term Info page

This page is intended for collecting study abroad or institutional visit information from Student Records and entering Canadian cost code information. Information on this page can be changed for financial aid purposes without any effect on Student Records data in your system.

Weeks of Instruction

A calculated value built when the term is built with a source of Term. The build process adds the number of weeks from all classes the student is enrolled in (taking into consideration any overlap in enrollment), as determined by the class start and end dates. This is especially important for Open Entry/Open Exit courses, where the start and end dates for the student's classes are different.

If the term is built with projected data, then the build process populates this field with data from the FA Term Setup page. If there are multiple sessions for a term, the build process looks for a default session. If there is a default session defined, the build process uses the weeks of instruction from the default session. If there is no default session, the build process uses the weeks of instruction from the regular academic session.

FA Number of Weeks

Displays information from the Cost Code Setup page that is used for Canadian loans.

Start Date and **End Date**

Displays the beginning date and ending date of the term. If the student is enrolled in a single session, the start date is the term start date. If the student is enrolled in multiple sessions, the start date is the earliest session start date of the classes the student is enrolled in. The end date comes from the Term Table.

Study Agreement

This value is derived from Student Records. The available options in this field may include Study Abroad programs or programs sponsored by other external organizations.

External Org ID (external organization ID)

This value is derived from Student Records. Select the appropriate ID to associate with the study agreement.

Country

This value is derived from Student Records. Select the appropriate country to associate with the study agreement and external organization.

Academic Advisor Group This value is derived from the Academic Group field in the Academic Program Table in Student Records. It indicates the school within the institution. Examples of an academic group are College of Fine Arts, School of Medicine, or Continuing Education. The build process inserts a value into this field only if there is a value in the Academic Group field; otherwise, it leaves this field blank.

Admit Term The term the student was admitted to the primary program. If the student has switched primary programs since he was admitted, then the admit term displays the term the student switched programs.

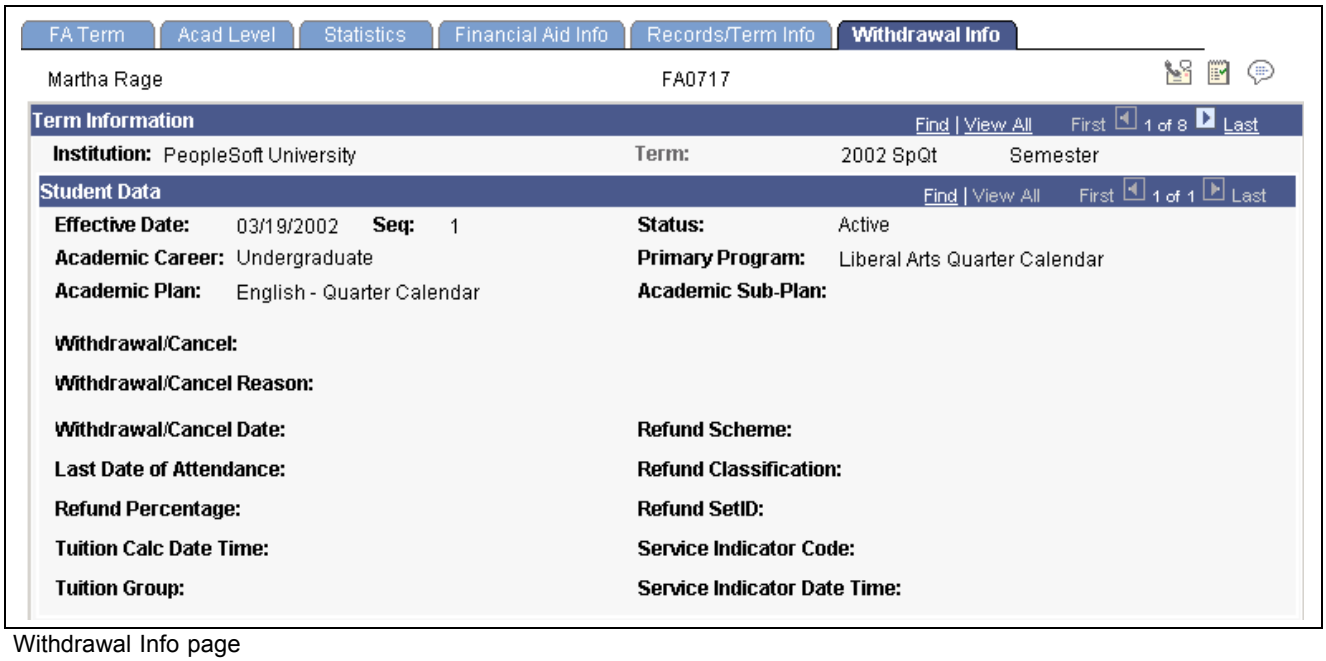
Bill Units (billing units) This value is derived from Student Financials. You can override the billing process by selecting the Override Billing Units check box. You can then enter the number of billing units you want to use for the student. This field is for informational purposes only.

Override Billing Units Select this check box to override the billing process. After you select this check box, you can enter a new value in the Bill Units field.

Canadian Cost Code (CAN) Used by Canadian institutions only. The FA Term process populates this value, based on the number of weeks of financial aid and the student's career, program, and year in school. You set up your institution's cost codes on the Cost Code Setup page. Canadian institutions use cost codes to report financial aid calendars, length of financial aid award periods, and cost of attendance information to the Canada Student Loan program.

Viewing Withdrawal Information

Access the Withdrawal Information page.



Withdrawal Info page

Student Records processes student withdrawals, collecting information about the type of withdrawal, the reason for the withdrawal, and the last date the student attended class. Student Financials uses this information to calculate whether the student should receive a refund and posts these calculations. This page displays information from Student Records and Student Financials that may affect financial aid processing, such as return of Title IV funds.

Refund Percentage	Tuition calculation only posts if a student receives federal financial aid and financial aid has been posted to the student's account. This value is posted if a tuition calculation has occurred. The refund percentage is based upon the date of the student's withdrawal.
Refund Scheme	Tuition calculation only posts this value if a student receives federal financial aid and financial aid has been posted to the student's account. The refund scheme is based upon the adjustment used.
Refund Classification	Tuition calculation only posts this value if a student receives federal financial aid and financial aid has been posted to the student's account.
Refund SetID	Tuition calculation only posts this value if a student receives federal financial aid and financial aid has been posted to the student's account.
Service Indicator Code	Tuition calculation only posts this value if a student receives federal financial aid and financial aid has been posted to the student's account. Shows a service indicator set by Student Financials to state the need for financial aid to adjust the student's aid and release a hold.
Service Indicator Date Time	Tuition calculation only posts if a student receives federal financial aid and financial aid has been posted to the student's account. The date and time the service indicator was set.

Building Financial Aid Terms Manually

After you have completed the setup steps, you can choose to run the FA Term build process manually. Go to the FA Term page and click the Build button.

Building Financial Aid Terms in Batch

This section provides an overview of building financial aid terms in batch and discusses how to:

- Create FA Term driver records.
- Create financial aid terms in batch.

Understanding Building Financial Aid Terms in Batch

Running the batch financial aid term build process is a two-step process. You must:

- Create an FA Term driver record to identify the students for which to build financial aid terms. This process selects students using institution, aid year, and career as criteria and inserts the IDs of these students into a worktable.

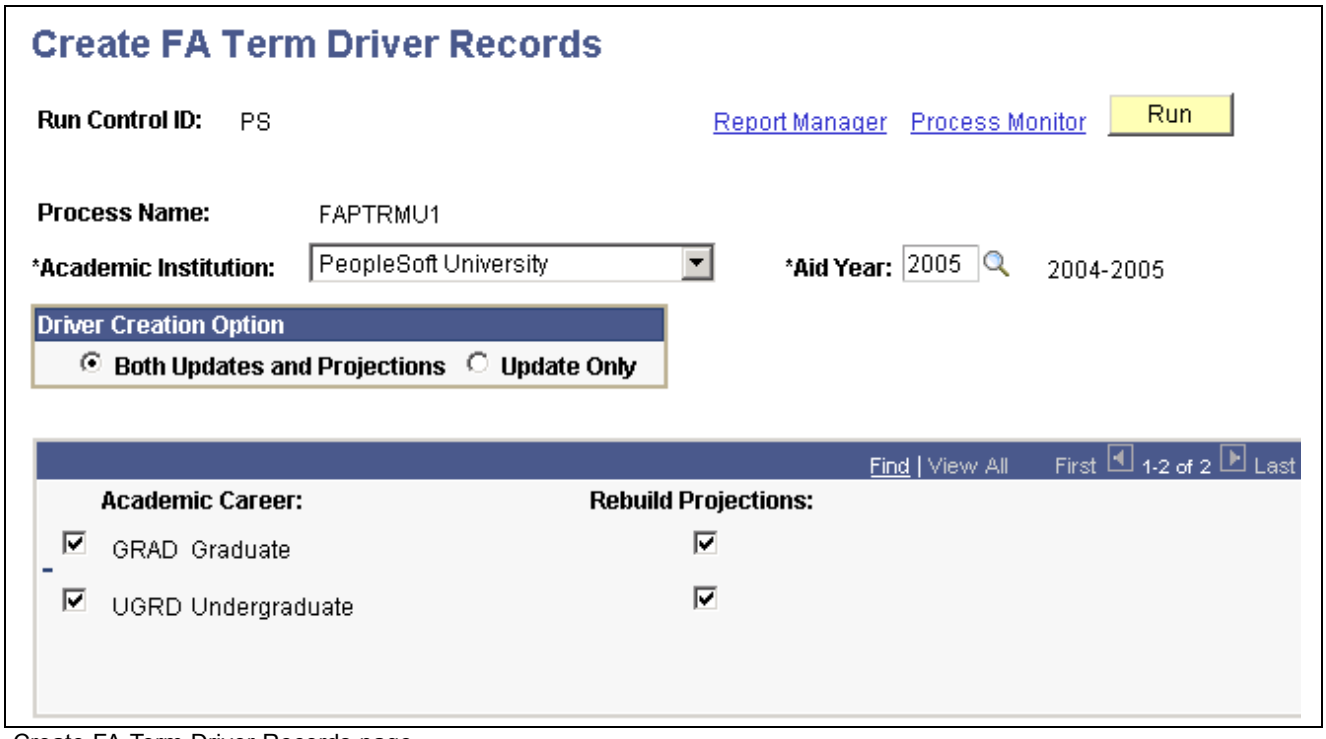
- After students have been selected, you run the FA Term Build process (FAPTRMU1) to create financial aid terms for the students in the worktable. You must remember to enter the same institution and aid year on this page as you did for the FA Term driver record.

Pages Used to Build Financial Aid Terms in Batch

Page Name	Object Name	Navigation	Usage
Create FA Term Driver Records	RUNCTL_FAPTRMU1SQR	Financial Aid, Financial Aid Term, Create FA Term Driver Recs	Create FA Term driver records for the batch Financial Aid Term build process.
Build FA Terms	RUNCTL_FAPTRMU1CBL	Financial Aid, Financial Aid Term, Build FA Terms in Batch, Build FA Terms	Create Financial Aid Terms in batch.

Creating FA Term Driver Records

Access the Create FA Term Driver Records page.



Create FA Term Driver Records page

The Process Name field displays the name of the process that creates driver records.

Driver Creation Options

Choose the type of terms you want the batch financial aid term build process to build or rebuild.

Both Updates and Projections Select if you want to build or rebuild terms the student is currently enrolled for as well as terms with projected enrollment information. This means that all terms in the aid year are built (in projection if necessary), regardless if the student has been term activated for the term.

Update Only Select if you want to build or rebuild only terms for which the student is currently enrolled. This means only those terms for which the student has enrollment data.

Other Page Elements

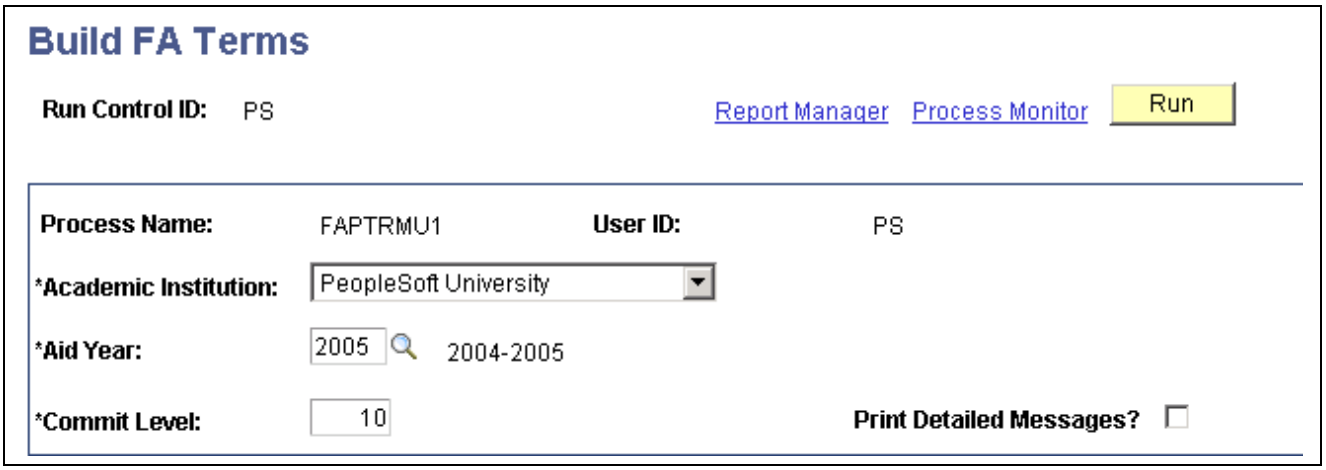
Academic Career After you select an academic institution and aid year, a list of careers associated with this aid year on the FA Term Setup page appears in this column. Select the check boxes next to the careers for which you want to run the batch financial aid term build process.

Rebuild Projections Select to indicate that the financial aid term build process should rebuild projected terms—as well as terms built with enrollment data—using current data. Use this check box to rebuild projections when there is a change in career or program. You do not have to select this check box to have terms with updates rebuilt, since the build process automatically rebuilds terms with updates. You can choose whether you want to rebuild projections for each career. Even if selected, terms are not built in projection after the census date if you activate the census date lock.

Run Run the Create Drivers Recs For FA Trm (create driver records for financial aid term) process (FAPTRMU1) when you are ready to create Driver Records.

Creating Financial Aid Terms in Batch

Access the Build FA Terms page.



Build FA Terms page

The academic institution and aid year you select on this page must match the academic institution/aid year combination on one of the driver records you created and for which you have run the Create Drivers Recs For FA Trm (create driver records for financial aid term) process (FAPTRMU1).

Commit Level After you enter an academic institution, this field populates by default with the institutional commit level, established on the Financial Aid Defaults page. It indicates the number of records that are processed before the system issues a commit or a save to the database. If your session were to end abnormally, this is the largest number of records that would be lost. For example, if you set the Commit Level to *10*, and there is an error on the fifteenth student, the system retains the information on the first 10 students.

Print Detailed Messages?	Select to have the COBOL log contain information on why a student's financial aid term was built/rebuilt.
Run	Run the FA Term Build process (FAPTRMU1) when you are ready to create financial aid terms in batch.

CHAPTER 15

Working with Student Budgets

This chapter provides an overview of student budgets and discusses how to:

- Assign budgets in batch.
- Assign budgets online.
- Maintain a term budget.
- Review student's budget information.

Understanding Student Budgets

At the beginning of the processing year, you create budgets detailing the cost of attendance (COA) for each term a student is enrolled. The COA is an estimate of a student's educational expenses for the period of enrollment. The budget helps establish a student's need COA minus the student's expected family contribution), which permits the financial aid office to award need-based aid.

This section provides common elements and discusses budget calculations.

Common Elements in This Chapter

Inst COA (institutional cost of attendance)	Indicates the sum of all budget items assigned to this budget group that have an item class of Federal or Institutional. The Packaging routine uses this COA during awarding if you designate institutional methodology as the packaging methodology at the financial aid item type level.
Fed COA (federal cost of attendance)	Indicates the sum of all budget items assigned to this budget group that have an item class of Federal. The Packaging routine uses this COA during awarding if you designate federal methodology as the packaging methodology at the financial aid item type level.
Pell COA (Pell cost of attendance)	Indicates the sum of Pell amounts from the budget items assigned to this budget group. The Packaging routine uses this COA when awarding Pell grants.
Pell LTHT COA (Pell less than half-time cost of attendance)	Indicates the sum of Pell less than half-time amounts from the budget items assigned to this budget group. The Packaging routine uses this COA when awarding Pell grants.
Item Class	Indicates whether you use the budget item for calculating federal or institutional budgets.

Budget Calculations

After you complete budget setup, you calculate student budgets, either in batch, online for an individual using batch rules, or manually. Use batch background budget assignment when you have large numbers of students to process. You can run this process overnight. For a small number of students, create a budget online using the Create Student Budgets page and use the same rules as batch background budget assignment. To skip budget rules, use the Student Budget Maintenance page to build budgets manually or override an existing budget.

Assigning Budgets in Batch

Use batch budget assignment to create student budgets using defined budget assignment rules. Batch budget assignment builds budgets on a term-by-term basis, since certain budget categories, such as fees, do not apply to all terms. Budgets are only built for students that have Financial Aid Terms built, and only for those terms where the Budget Required field is set to *Assgn Bdgt*(assign budget).

This section provides prerequisites and discusses how to:

- Select students for batch budget assignment.
- View batch student budget review – selected students.
- Process formulas to determine budget amounts.
- View batch student budget review – formulas.
- Process trees and tuition.
- View batch student budget review – tuition calculation and budget trees.
- Move student budgets.
- View batch student budget review – move budgets.
- Maintain budget tables.

Prerequisites

To use batch budget assignment, you must first create a budget run control for the combination of institution and aid year that you want to process.

See Also

Chapter 4, “Setting Up Student Budgets,” Creating Budget Assignment Run Controls, page 64

Pages Used to Assign Budgets in Batch

Page Name	Object Name	Navigation	Usage
Batch Budget Assignment - Select Students	RUNCTL_FABUDGET1	Financial Aid, Assign Budgets, Select Students, Batch Budget Assignment – Select Students	Select students who have the Budget Required field set to Assgn Bdgt on the Financial Aid Info page for the careers and terms you selected on the Create Budget Run Controls page.

Page Name	Object Name	Navigation	Usage
Batch Student Budget Review	STDNT_BUDGET_ASGN	Financial Aid, Budgets, View Batch Budget Details, Batch Student Budget Review	View the results of the Student Budget Assign processes (FAPBDGTS, FAPBDGTF, FAPBDGTT, and FAPBDGTM).
Budget Term Detail	STDNT_BDG_DTL2_SEC	Click the Term Detail link on the Batch Student Budget Review page or the View Term Detail page.	View additional information from the student's Financial Aid Term record.
Student Budget Messages	STDNT_BDG_MSGB_SEC	Click the Message link on the Batch Student Budget Review page or the Create Student Budget page.	View messages generated during the budget assignment process.
Student Budget Message Detail	STDNT_BDG_DTLB_SEC	Click the Detail link on the Student Budget Messages page.	View the message number and additional explanation of a student budget message.
Budget Enrollment Detail	STDNT_BDG_DTL3_SEC	Click the Enrollment Detail link on the Batch Student Budget Review page.	View student enrollment plans and sport participation information for the aid year.
Batch Budget Assignment - Process Formulas	RUNCTL_FABUDGET2	Financial Aid, Budgets, Assign Budgets, Process Formula, Batch Budget Assignment – Process Formulas	Assign budget items and amounts for the budget categories assigned to students by the Stdnt Bdgt Assign - Select process (FAPBDGTS). Only used for budget categories that have a processing rule of Formula.
Batch Budget Assignment - Process Trees and Tuition Calcs (batch budget assignment - process trees and tuition calculations)	RUNCTL_FABUDGET3	Financial Aid, Budgets, Assign Budgets, Process Tuition, Batch Budget Assignment – Process Trees and Tuition Calcs	Assign budget items and amounts for the budget categories assigned to students by the Stdnt Bdgt Assign - Select process (FAPBDGTS). Only used for budget categories that have a processing rule of Tuition or Tree.
Batch Budget Assignment - Move Budgets	RUNCTL_FABUDGET4	Financial Aid, Budgets, Assign Budgets, Move Budget to Students, Batch Budget Assignment – Move Budgets	Move budget results to the student's budget record with an effective-dated row.
Batch Budget Assignment - Table Maintenance	RUNCTL_FABUDGET5	Financial Aid, Budgets, Assign Budgets, Maintain Budget Work Table, Batch Budget Assignment – Table Maintenance	Delete students from the budget work table and reset the Budget Required flag on the Financial Aid Info page in the Financial Aid Term component.

Page Name	Object Name	Navigation	Usage
Pell Budget Adjustment	RUNCTL_FAPPBGTB	Financial Aid, Budgets, Assign Budgets, Adjust Pell Budgets in Batch, Pell Budget Adjustment	Calculate the annual Pell budget for budget categories that count towards the Pell COA.

Selecting Students for Batch Budget Assignment

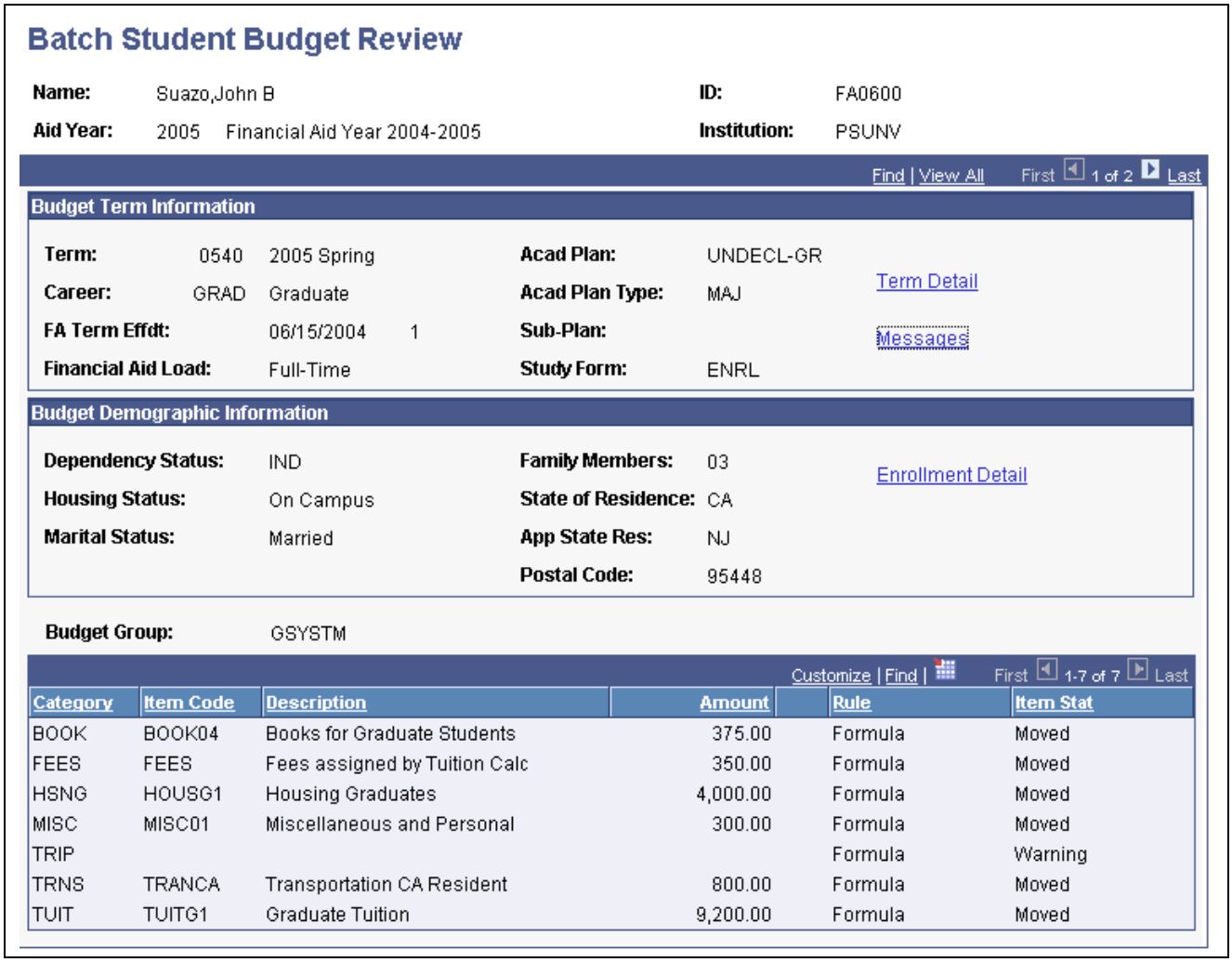
Access the Batch Budget Assignment - Select Students page.

Enter the institution and aid year for which you want to assign budgets. When you tab out of the Aid Year field, the system displays the table maintenance options for each career/term combination you set up on the Create Budget Run Controls page.

Run the Stdnt Bdgt Assign - Select (student budget assignment - select) process (FAPBDGTS) when you are ready to select students.

Viewing Batch Student Budget Review – Selected Students

Access the Batch Student Budget Review page.



Batch Student Budget Review

Name: Suazo,John B **ID:** FA0600

Aid Year: 2005 Financial Aid Year 2004-2005 **Institution:** PSUNV

Find | View All First 1 of 2 Last

Budget Term Information

Term:	0540 2005 Spring		**Acad Plan:**	UNDECL-GR	Term Detail
Career:	GRAD Graduate		**Acad Plan Type:**	MAJ	
FA Term Effdt:	06/15/2004 1		**Sub-Plan:**		Messages
Financial Aid Load:	Full-Time		**Study Form:**	ENRL	

Budget Demographic Information

Dependency Status:	IND	**Family Members:**	03	Enrollment Detail
Housing Status:	On Campus	**State of Residence:**	CA	
Marital Status:	Married	**App State Res:**	NJ	
		Postal Code:	95448	

Budget Group: GSYSTM

Customize | Find | First 1-7 of 7 Last

Category	Item Code	Description	Amount	Rule	Item Stat
BOOK	BOOK04	Books for Graduate Students	375.00	Formula	Moved
FEES	FEES	Fees assigned by Tuition Calc	350.00	Formula	Moved
HSNG	HOUSG1	Housing Graduates	4,000.00	Formula	Moved
MISC	MISC01	Miscellaneous and Personal	300.00	Formula	Moved
TRIP				Formula	Warning
TRNS	TRANCA	Transportation CA Resident	800.00	Formula	Moved
TUIT	TUITG1	Graduate Tuition	9,200.00	Formula	Moved

View the information to ensure that the correct budget categories were selected for the student and that the right population of students was selected during the batch.

The information you view here is in a work table, so after you run the Stdnt Bdgt Assign - Delete process (FAPBDGTD), this page may be blank depending on the Table Maintenance options you set.

Budget Term Information

Acad Plan Type (academic plan type) Displays the type of academic plan. Options include:

Honors

Major

ROTC

Concentration

FA Term Effdt (financial aid term effective date) Displays the effective date and effective sequence of the Financial Aid Term information used to build the budget.

Financial Aid Load Displays the student's load, determined using the number of financial aid eligible units and level/load rules.

Study Form Displays the type of study the student is engaged in. Options include:

Detached

Enrollment

Abroad

Candidacy

Term Detail Click to access the Budget Term Detail page and view additional information from the student's Financial Aid Term record. You can check for information that can cause errors using this page.

Messages Click to access the Student Budget Messages page and view error messages generated during budget assignment.

Budget Demographic Information

Family Members Displays the number of people in the student's family as reported on the students application (ISIR, Profile, Institutional Application).

Housing Status Displays the student's housing type—on campus, off campus, with relatives, or with parents.

App State Res (application state of residence) Displays the student's state of residence as reported on the student's application.

Enrollment Detail Click to access the Budget Enrollment Detail page and view the student's enrollment plans and sport participation information for the aid year. You can check for information that can cause errors using this page.

Budget Item Information

The amount of budget information on this page depends on the number of budget assignment processes you have run.

Process	Fields With Data
Stdnt Bdgt Assign - Select process (FAPBDGTS)	Category, Rule, and Status
Stdnt Bdgt Assign - Formulas process (FAPBDGTF)	For budget categories with a formula processing rule: Category, Item Code, Description, Amount, Rule, and Status For budget categories with a tuition or tree processing rule: Category, Rule, and Status
Stdnt Bdgt Assign - Tuit/Tree process (FAPBDGTT)	Category, Item Code, Description, Amount, Rule, and Status
Stdnt Bdgt Assign - Move process (FAPBDGTM)	Category, Item Code, Description, Amount, Rule, and Status

Budget Group Identifies the generic budget group used for the batch.

Rule Indicates whether the budget assignment process uses a formula, tree, or other assigned possibilities—such as tuition calculations—to determine the amount assigned to the student for this budget category.

Status Options include:

Found: The budget assignment process was able to use the indicated rule to assign a budget item and amount to the student for the budget category.

Moved: The budget amount has been moved to the student's record.

Selected: This budget category has been selected for processing during the Stdnt Bdgt Assign − Formulas process (FAPBDGTF) or the Stdnt Bdgt Assign - Tuit/Tree process (FAPBDGTT).

Warning: The Stdnt Bdgt Assign − Formulas process (FAPBDGTF) or the Stdnt Bdgt Assign - Tuit/Tree process (FAPBDGTT) could not assign a budget item and amount for this budget category to the student.

Processing Formulas to Determine Budget Amounts

Access the Batch Budget Assignment - Process Formulas page.

Enter the institution and aid year for which you want to assign budget items and amounts. When you tab out of the Aid Year field, the system displays the table maintenance options for each career/term combination you set up on the Create Budget Run Controls page.

Run the Stdnt Bdgt Assign - Formulas (student budget assignment - formulas) process (FAPBDGTF) when you are ready to assign budget items and amounts.

Viewing Batch Student Budget Review – Formulas

Access the Batch Student Budget Review page.

View the information to ensure that the budget item amount is accurate based on the budget formula assigned.

Processing Trees and Tuition

Access the Batch Budget Assignment - Process Trees and Tuition Calcs page.

Enter the institution and aid year for which you want to assign budget items and amounts. When you tab out of the Aid Year field, the system displays the table maintenance options for each career/term combination you set up on the Create Budget Run Controls page.

Run the Stdnt Bdgt Assign - Tuit/Tree (student budget assignment - tuition/tree) process (FAPBDGTT) when you are ready to assign budget items and amounts.

Viewing Batch Student Budget Review – Tuition Calculation and Budget Trees

Access the Batch Student Budget Review page.

View the information to ensure that the budget item amount is accurate for those budget items determined by either tuition calculation or budget trees.

Moving Student Budgets

Access the Batch Budget Assignment - Move Budgets page.

Enter the institution and aid year for which you want to move budgets. When you tab out of the Aid Year field, the system displays the table maintenance options for each career/term combination you set up on the Create Budget Run Controls page.

Run the Stdnt Bdgt Assign - Move (student budget assignment - move) process (FAPBDGTM) when you are ready to move student budgets.

Viewing Batch Student Budget Review – Move Budgets

Access the Batch Student Budget Review page.

View the information to ensure that the budget item is moved successfully during the batch.

Maintaining Budget Tables

Access the Batch Budget Assignment - Table Maintenance page.

Enter the institution and aid year for which you want to maintain tables. When you tab out of the Aid Year field, the system displays the table maintenance options for each career/term combination you set up on the Create Budget Run Controls page. The process run from this page uses the specified delete and reset options to clean up the budget work table.

Run the Stdnt Bdgt Assign - Delete (student budget assignment - delete) process (FAPBDGTD) when you are ready to clean up the work table. Although this process is usually run after you have moved student budgets, you can run it whenever you need to update the work table.

Assigning Budgets Online

Use online background budget assignment to generate budgets for individual students, using the same rules as batch background budget assignment.

This section discusses how to:

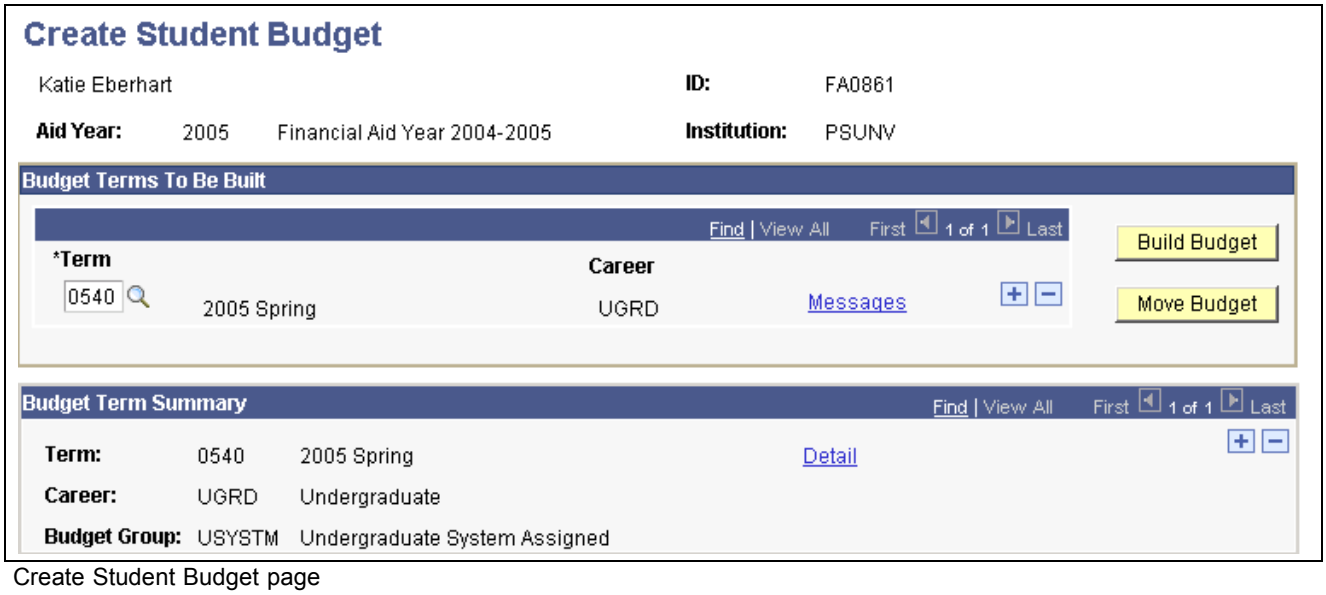
- Create budgets online.
- Review term budget information.

Pages Used to Assign Budgets Online

Page Name	Object Name	Navigation	Usage
Create Student Budget	STDNT_BDGT_CALC	Financial Aid, Budgets, Create Student Budget, Create Student Budget	Generate a budget online for a single student.
Student Budget Messages	STDNT_BDGT_MSG_SEC	Click the Messages link on the Create Student Budget page.	View student budget messages.
Student Budget Message Detail	STDNT_BDGT_DTL_SEC	Click the Detail link on the Student Budget Messages page.	View detailed student budget messages.
View Budget Term Summary Detail	STDNT_BDGT_CAL_SEC	Click the Detail link on the Create Student Budget page.	Review and make changes to a student's term budget details.

Creating Budgets Online

Access the Create Student Budget page.



Create Student Budget page

Budget Terms To Be Built

Term Select the terms to build a budget for. You need to build a budget for each term in which the student enrolls. You can only select terms created for that student for the displayed aid year.

Career Displays the career associated with the selected term.

Messages Click to access the Student Budget Message page, where you can view any messages generated during the budget assignment process.

Build Budget Click after selecting the terms to build. The process launched by this button performs all the activities the batch Student Budget Assignment processes do—selects budget categories, uses budget formulas to determine budget items and amounts, uses trees and tuition calculation to determine budget items and amounts, and calculates the annual Pell budget based on the student's FA Load value.

Move Budget Click after determining that the displayed budget information is correct to move budget information from the budget work table to the student's budget record. This button is not available until you click the Build Budget button.

Budget Term Summary

Displays the term, career, and budget group used (if any) to build the student's budget for each term selected in the Budget Terms To Be Built group box. Use the scroll arrows to view additional terms. If you have not clicked the Build Budget button, this group box does not display any information.

Detail Click to access the View Term Budget Detail page and see term detail information for the student after you build the budget.

See Also

Chapter 14, "Managing Financial Aid Terms," Understanding Financial Aid Terms, page 365

Chapter 4, "Setting Up Student Budgets," Creating Budget Groups, page 59

Reviewing Term Budget Information

Access the View Term Detail page.

Note. You cannot change a budget amount if the budget item has already been moved to the student's budget record.

See Also

Chapter 15, "Working with Student Budgets," Viewing Batch Student Budget Review – Selected Students, page 398

Maintaining a Term Budget

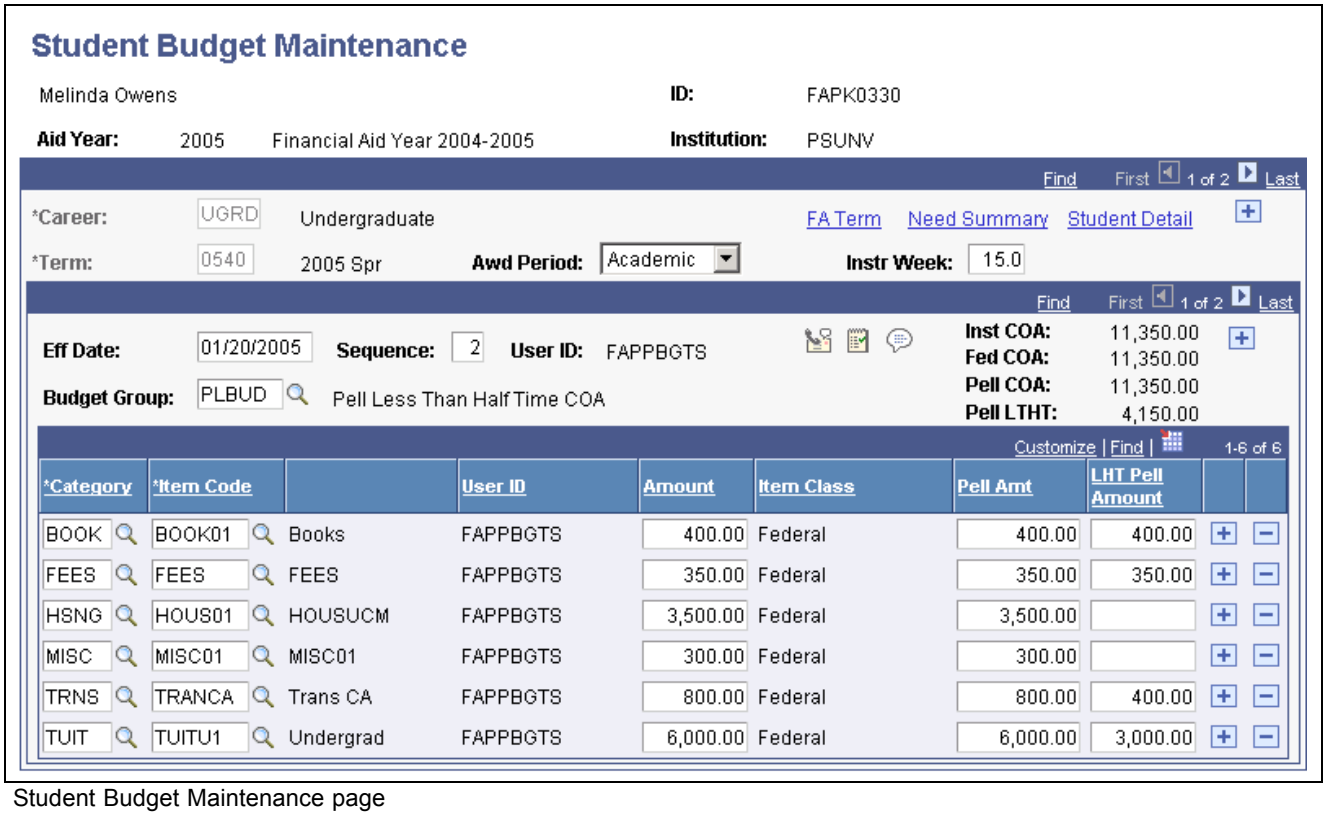
This section discusses how to maintain an existing term budget or create a term budget on an exception basis.

Pages Used to Maintain a Term Budget

Page Name	Object Name	Navigation	Usage
Student Budget Maintenance	STDNT_TERM_BUDGET	Financial Aid, Budgets, Maintain Term Budgets, Student Budget Maintenance	Maintain an existing term budget or create a term budget on an exception basis.
Financial Aid Term	STDNT_FA_TERM_SEC	Click the FA Term link on the Student Budget Maintenance page.	View the student's financial aid term information.
Student Budget Maintenance - Need Summary	NEED_SUMM_BGT_SEC	Click the Need Summary link on the Student Budget Maintenance page.	View a student's federal and institutional need for the aid year.
Student Detail	STDNT_BDGT_DTL1	Click the Student Detail link on the Student Budget Maintenance page.	View student information.

Maintaining an Existing Term Budget or Creating a Term Budget

Access the Student Budget Maintenance page.



Student Budget Maintenance page

To build terms on this page, you can either add budget categories manually or use a budget group. You can also use this page to view any budget by term, regardless of how it was calculated. The additions/changes made on this page go directly into the student's budget record, not a worktable.

Career	Select the student's career during the term for which you are building or viewing a budget.
Term	Select the term to which the budget belongs. To view additional terms in the displayed aid year, use the scroll arrows.
Awd Period (award period)	Automatically populated with the default award period designation assigned to the term on the Valid Terms for Career page. You can change this value.
Instr Week (instruction weeks)	Displays the weeks of instruction for the selected term as defined on the Records/Term Info page in the Financial Aid Term component.
FA Term	Click to access the Financial Aid Term page and view information entered for the student in the Financial Aid Term component.
Need Summary	Click to access the Student Budget Maintenance - Need Summary page and view the student's federal and institutional need for the aid year.
Student Detail	Click to access the Student Detail page and view student information.
Eff Date (effective date)	To modify an existing budget, add a new effective-dated row for each term you want to change. This enables you to change the student's entire budget group or individual budget item amounts.
Sequence	Displays a system-generated number assigned to distinguish between effective-dated rows entered on the same date. You can have up to 10 effective-dated rows per day.
User ID	If the budget is calculated online, the system displays the user ID of the individual creating the budget; if it is calculated through the batch budget assignment process, the system displays the background process name.
Budget Group	Enter a budget group to build a budget for the student (optional). When you select a budget group and tab out of this field, the system displays the associated categories, item codes, amount, item class and Pell amount.
Inst COA, (institutional cost of attendance) **Fed COA,** (federal cost of attendance) and **Pell COA** (Pell cost of attendance)	These fields are blank until you build a budget.
Pell LTHT (Pell less than half-time)	Displays the Pell amount for less than half-time.
User ID	If the budget item is assigned manually, the system displays the user ID of the individual assigning the budget item; if the budget item is assigned through the online or batch budget assignment process, the system displays the process name. This field cannot be changed.
Amount	Displays the per term budgeted amount associated with the budget item code. You can change this amount.
Pell Amt (Pell amount)	Displays the term budgeted amount for the Pell budget associated with the budget item code. You can change this amount.
LHT Pell Amount (less than half-time Pell amount)	.Displays the term budgeted amount for the Pell LTHT budget associated with the budget item code. You can change this amount.

Note. To adjust the student's Pell budget amounts if the student's FA Load value has changed after the budget has been generated, access the Student Budget Adjustments page and click the Adjust Pell button.

See Also

Chapter 24, "Reviewing Awards," Reviewing Student Packaging Status by Date, page 916

Reviewing Students' Budget Information

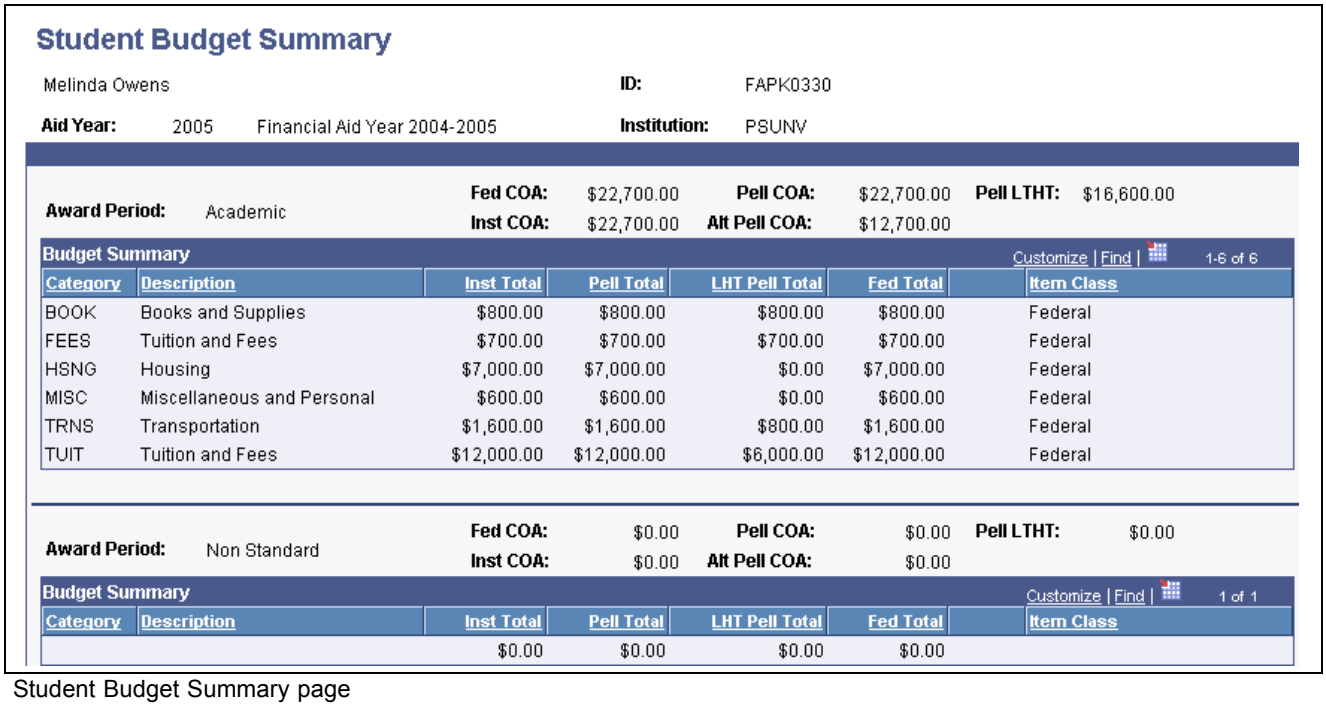
This section discusses how to review student budget information.

Page Used to View Student's Budget Information

Page Name	Object Name	Navigation	Usage
Student Budget Summary	STDNT_BUDGET_SUMM	Financial Aid, Budgets, View Student Budget Summary, Student Budget Summary	Review students' budget information including categories and amounts that comprise a student's budget, by award period.

Viewing Students' Budget Information

Access the Student Budget Summary page.



Student Budget Summary

Melinda Owens ID: FAPK0330

Aid Year: 2005 Financial Aid Year 2004-2005 Institution: PSUNV

Award Period: Academic Fed COA: $22,700.00 Pell COA: $22,700.00 Pell LTHT: $16,600.00 Inst COA: $22,700.00 Alt Pell COA: $12,700.00

Budget Summary Customize | Find | 1-6 of 6

Category	Description	Inst Total	Pell Total	LHT Pell Total	Fed Total	Item Class
BOOK	Books and Supplies	$800.00	$800.00	$800.00	$800.00	Federal
FEES	Tuition and Fees	$700.00	$700.00	$700.00	$700.00	Federal
HSNG	Housing	$7,000.00	$7,000.00	$0.00	$7,000.00	Federal
MISC	Miscellaneous and Personal	$600.00	$600.00	$0.00	$600.00	Federal
TRNS	Transportation	$1,600.00	$1,600.00	$800.00	$1,600.00	Federal
TUIT	Tuition and Fees	$12,000.00	$12,000.00	$6,000.00	$12,000.00	Federal

Award Period: Non Standard Fed COA: $0.00 Pell COA: $0.00 Pell LTHT: $0.00 Inst COA: $0.00 Alt Pell COA: $0.00

Budget Summary Customize | Find | 1 of 1

Category	Description	Inst Total	Pell Total	LHT Pell Total	Fed Total	Item Class
		$0.00	$0.00	$0.00	$0.00	

Student Budget Summary page

This page displays information by award period.

Alt Pell COA (alternate Pell cost of attendance)	Displays the sum of childcare, disability, and tuition Pell amounts from the budget items assigned to the student. The Packaging routine uses this COA when awarding Pell Grants using the Alternate Pell Grant Schedule.
Pell LTHT (Pell less than half-time)	Displays the Pell less than half-time amount. The Packaging routine uses this COA when awarding Pell Grants for students who are enrolled less than half-time.
Inst Total (institutional total)	Displays the amount for this budget category used when the system calculates the institutional COA. Categories that have non-zero amounts in this field are institutional budget categories.
LHT Pell Total (less than half-time Pell total)	Displays the amount for this budget category used when the system calculates the Pell LTHT budget.
Pell Total	Displays the amount for this budget category used when the system calculates the Pell budget. The Alternate Pell budget consists of childcare, disability, and tuition Pell amounts only.
Fed Total (federal total)	Displays the amount for this budget category used when the system calculates the federal COA. Categories that have non-zero amounts in this field can be either institutional or federal budget categories.

CHAPTER 16

Defining Application Processing Options

This chapter lists prerequisites and discusses how to:

- Work with applications.
- Set up financial aid processing.
- Review cross-references.
- Define federal and institutional methodologies (FM and IM).
- Use estimated federal methodology expected family contribution (FM EFC) values.
- Review Institutional Need Analysis System (INAS) assumption codes.
- Use financial aid run controls for Profile and Need Access processes.
- Set up Need Access and PROFILE data load parameters.

Note. PeopleSoft supports only the short form for PROFILE data received from College Scholarship Services (CSS) and Need Access data from the Access Group.

Prerequisites

The *College Board INAS User Manual,* which is delivered with this application, describes most of the functionality discussed in this chapter.

The system provides predefined tables in compliance with federal regulations and enables you to use the INAS process, CSS PROFILE, and Access Group Need Access institutional applications. Before you begin defining application processing options, you should be familiar with these tables and should pay particular attention to warnings regarding altering them.

Also, ensure that the financial aid applications used by your institution are available, and make sure that you understand the different admit levels that influence how external data loads are processed. To help you most effectively use the Financial Aid application processing, refer to these websites:

- U.S. Department of Education: http://www.ed.gov
- National Association of Financial Aid Administrators (NASFAA): http:\\www.nasfaa.org
- The College Board: http:\\www.collegeboard.com
- Need Access Group: http:\\www.accessgroup.org

Working with Applications

To set up applications, use the Application Source Rank component (FA_APP_SOURCE_RANK), the Assign Status to Admit Levels component (ADMIT_LVL_TBL), and the Define Careers for Prospects component (PROSPECT_SOURCE).

This section provides an overview of application processing options and discusses how to:

- Define application source rank.
- Review admit level associations.
- Set up prospect cross-references for recruiting.

Understanding Application Processing Options

Managing financial aid application data requires coordinating many data files—both incoming and outgoing—with the Department of Education's Central Processing System (CPS) through the Student Aid Internet Gateway (SAIG). Financial Aid supports the CSS PROFILE application and Access Group's Need Access application and provides you with the tools to construct your own institutional application. Although Financial Aid supports loading Need Access records into your institution's database, the ability to perform an INAS or Need Access calculation against Need Access data doesn't currently exist.

This section discusses the steps required to control how financial aid data is imported and exported through the PeopleSoft Enterprise Campus Solutions system. It discusses setting up global options and defines how your institution handles both federal and institutional need analysis methodologies.

Controlling the flow of incoming need analysis data is essential to the financial aid office, because more students apply to an institution than are admitted. You can refer to admit level associations to view the options to control financial aid data. Admit levels are associated with an academic program status in PeopleSoft Enterprise Student Records. These levels enable you to filter requests for ISIRs, PROFILE, or Need Access applications based on a student's admission level, such as accepted or continuing, admitted, applied, or inactive.

The next step is to define your ISIR, PROFILE, and Need Access data load parameters. You select these parameters on the Load parameter page. For example, you can elect to have a student's biographical and demographic data updated in PeopleSoft Enterprise Campus Community and request records of students that you want to process. You can process only those students with a status level of accepted or continuing. At the same time, you can elect to suspend student records not already loaded into the system, suspend incoming records if the institutional review status and federal verification is completed, or load records of ISIRs that were rejected.

Because students can maintain multiple addresses in the system, to ensure that you are sending financial aid information to the correct address throughout the year, you can select the order in which the system checks for an address to use. For example, you can have the system locate a mailing address. If the mailing address is not available, the system searches for a second address. The PeopleSoft Enterprise Campus Solutions system shares address options, so you must coordinate address option changes with other departments that use the system.

You can define the parameters for global, federal, and institutional methodologies by using the College Board's INAS. FM is a need analysis formula used to determine the EFC toward a student's education. FM takes into account family size, the number of family members in college, taxable and nontaxable income, and assets. IM is a need analysis formula used to determine financial need for allocation of the school's own financial aid funds. Financial Aid calculates need analysis based on the options that you select.

Pages Used to Work with Applications

Page Name	Object Name	Navigation	Usage
Application Source Ranking	FA_APP_SOURCE_RANK	Set Up SACR, Product Related, Financial Aid, Budgets, Application Source Rank	Define which application the Budget Assignment background process should use for Budget Formula and Budget Tree criteria.
Admit Level Associations	ADMIT_LVL_TBL	Set Up SACR, Product Related, Financial Aid, File Management, Assign Status to Admit Levels	Review the admit designations set up by your institution.
Prospect Source X-Ref Setup (prospect source cross-reference setup)	PROSPECT_XREF_TBL	Set Up SACR, Product Related, Financial Aid, File Management, Define Careers for Prospects	Set up prospect cross-references, by associating careers from external sources with an academic career at your institution. The ISIR load process uses this information to assign a default academic career for financial aid applicants who are not yet admitted. The academic program information from external sources is not currently used. This section should therefore remain blank. The prospect source is updated each year.

Defining Application Source Rank

Access the Application Source Ranking page.

Application Source Ranking page

The system displays the academic institution, aid year, and source rank type.

Application Source Ranking Information

Status Select *Active* or *Inactive.*

Award Period Select *Academic* or *Non Std* (nonstandard) from the options, to associate the award period with the application source rank.

Description Enter the description of the application source rank.

Comments Enter any additional information regarding the application source rank.

Source of Information Select the source of information. Options are:

FAFSA (Free Application for Federal Student Aid).

Inst App (institutional application).

Application Source If the source of information is *Inst App* (institutional application), select from these values:

FT CSL (Full-time Canada Student Loan)

Inst App (institutional application)

NA (not applicable)

Profile

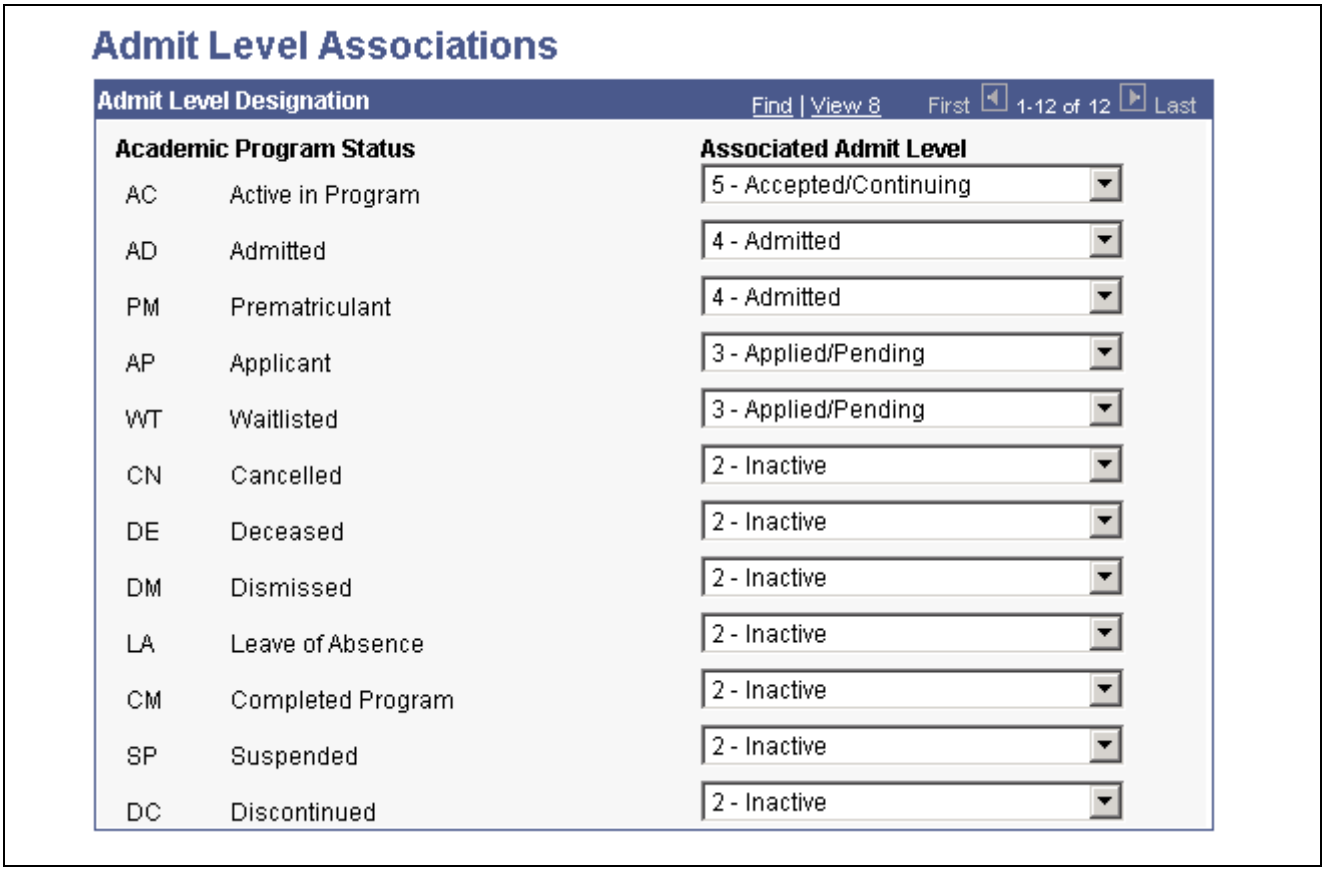
PT CSL (Part-time Canada Student Loan)

Source Ranking Rank your preference for source data. The system selects the lowest number first, and if that application does not exist for the student, the system searches for the next ranked item.

Note. If your institution uses the Canadian Need Analysis system, you should run full-time CSL applications first, followed by part-time CSL applications.

Reviewing Admit Level Associations

Access the Admit Level Associations page.



Admit Level Associations page

External data loads, such as the FAFSA, the CSS PROFILE application, and the Access Group Need Access application, can take into consideration a student's admission status and academic progress. According to your business rules, you decide how to take into account different academic program statuses during the external data load and which level of student to add to the database.

Review the admit level associations to familiarize yourself with the academic program status and the associated admit levels.

Note. The system delivers admit level values as translate values. Any modification to these values requires substantial programming and modification effort. However, the descriptions can be changed to fit your institution's terminology. You should discuss any description changes with the admission office at your institution.

The system displays all available academic program status options.

Associated Admit Level Associate an admit level with each academic program status. The associated admit level that you select is important to the selections that you make when setting up your ISIR data load parameters. The associated admit levels are associated with the student academic program status in PeopleSoft Enterprise Student Records. Options are:

5 - Accepted/Continuing

4 - Admitted

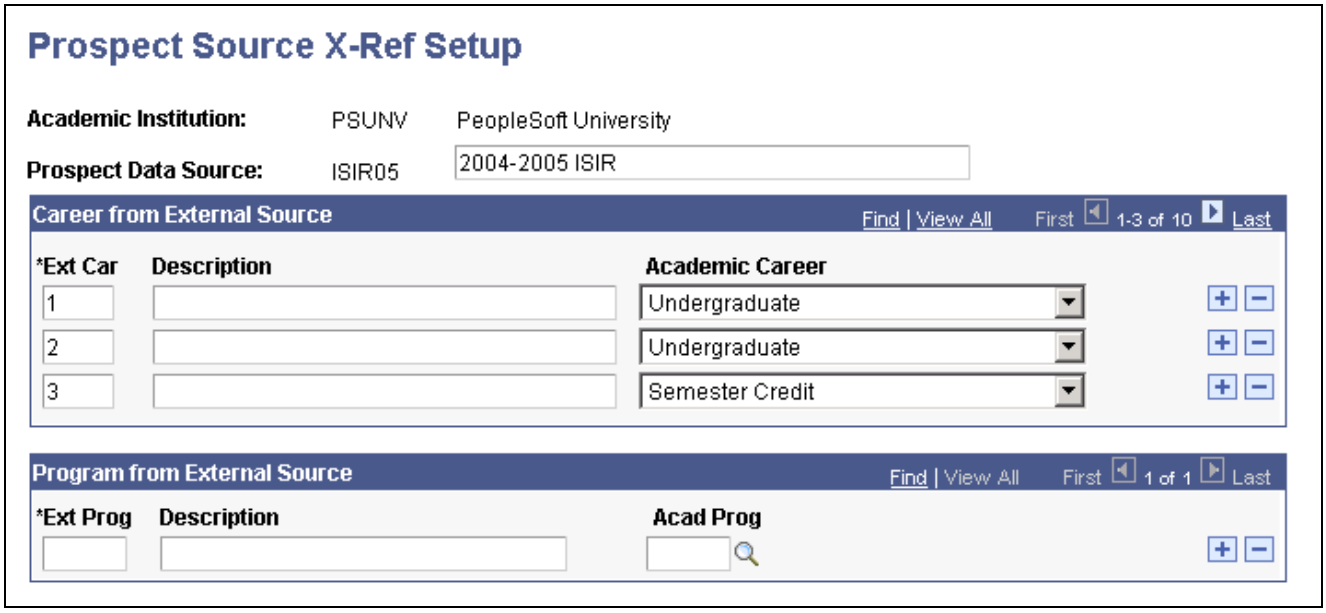
3 - Applied/Pending

2 - Inactive

1 - Has Not Applied

Setting Up Prospect Cross-References for Recruiting

Access the Prospect Source X-Ref Setup page.



Prospect Source X-Ref Setup page

The system displays the academic institution and the prospect data source.

Career from External Source

Ext Car (external career) Select the corresponding external career sections for the CSS Profile and Need Access applications. The external career relates to the expected degree or certificate question on the FAFSA .

Description Enter a description from the ISIR for the external career.

Academic Career Select the academic career that you want to associate with the various external career codes that come in on students' ISIR records.

You can also assign a default academic career to ISIR records that are loaded where the expected degree question on the FAFSA is blank. Insert a new row under the Career from External Source group box and enter *DFLT* (default)

in the Ext Car column. Enter the default academic career that you want to assign to the ISIR record.

Click the Add button to insert additional rows for all external careers that you want to associate with an academic career.

Prospect Data Sources for ISIR Processing

ISIR01 For 2000–2001 ISIRs

ISIR02 For 2001–2002 ISIRs

ISIR03 For 2002–2003 ISIRs

ISIR04 For 2003–2004 ISIRs

ISIR05 For 2004–2005 ISIRs

Program from External Source

This section is no longer used by any process.

Ext Prog (external program)	Enter an external program code.
Description	Enter a description from the FAFSA for the external program.
Acad Prog (academic program)	Select an academic program that you want to associate with the external program.

Setting Up Financial Aid Processing

To set up financial aid processing, use the ISIR Data Load Parameters component (ISIR_INST_CONTROL), the Maintain ISIR Comment Codes component (ISIR_MESSAGES), the Maintain EDI Transactions component (FA_ECTRANS), and the Define Commit Levels component (PROCESS_COMMIT_TBL).

This section provides an overview of financial aid processing setup and discusses how to:

- Define ISIR data load options 1.
- Define ISIR data load options 2.
- Define ISIR data load options 3.
- Define ISIR institutional search match.
- Set severity levels for ISIR reject reasons.
- Set severity levels for ISIR comment codes.
- Set up financial aid EDI transactions.
- Set up commit levels for COBOL processes.

Understanding Financial Aid Processing Setup

This section describes the setup for inbound, and outbound file processing. You can also establish commit levels for the COBOL processes.

Inbound processes are used to load ISIRs and to evaluate and load error files. Not every inbound process requires a separate setup. In this section, you set up the data load parameters for loading ISIRs from the EDI staging tables into the system database.

A page is available to control the file information that appears on the ISIR EC Queue Review and Loan EC Queue Review pages. This information is populated by PeopleSoft and does not require any additional setup unless you want to change the file information that appears on the EC Queue pages.

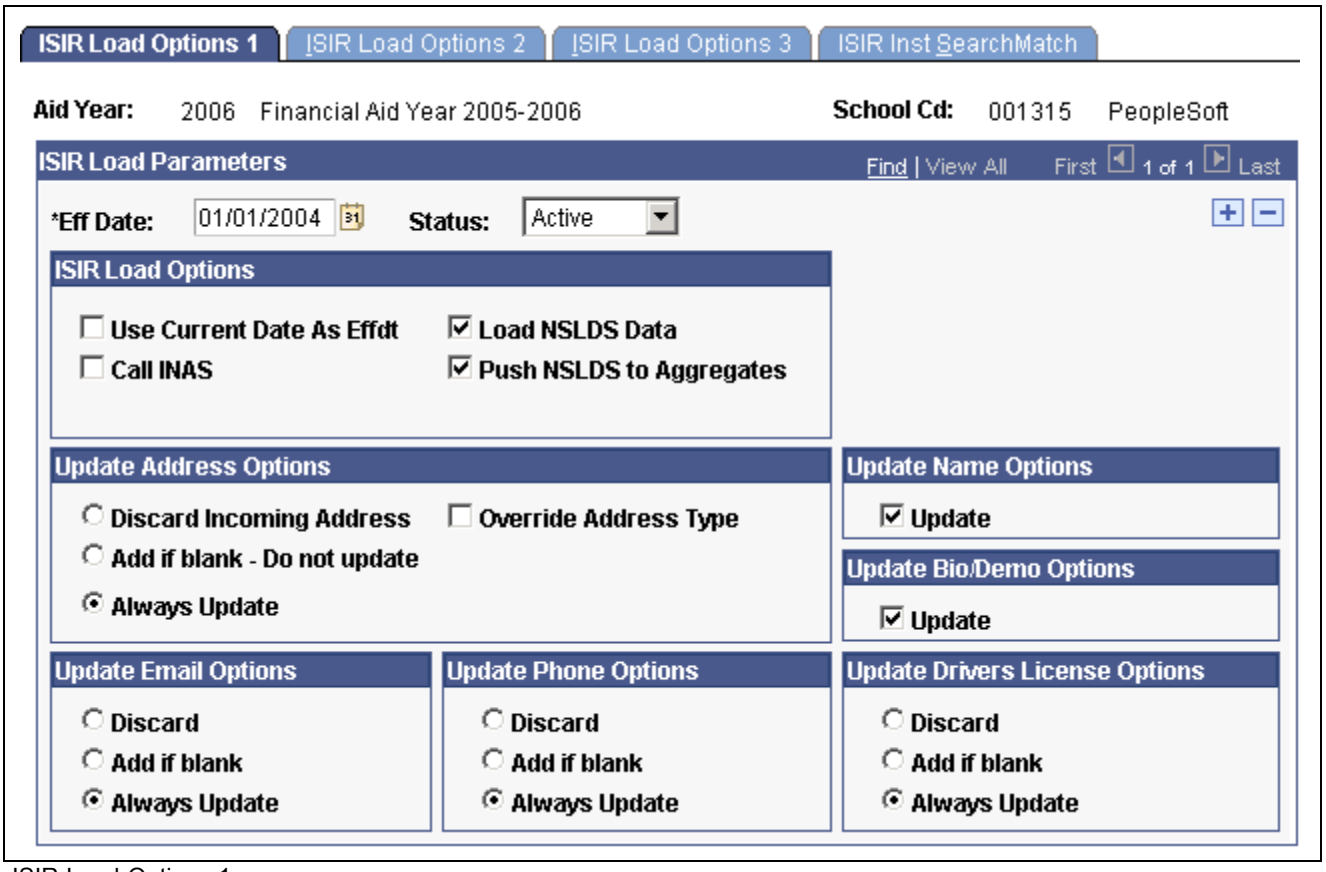
Pages Used to Set Up Financial Aid Processing

Page Name	Object Name	Navigation	Usage
ISIR Load Options 1 (SARA/SYSG)	ISIR_INST_CONTROL	Set Up SACR, Product Related, Financial Aid, File Management, ISIR Data Load Parameters, ISIR Load Options 1	Define how ISIR data from the CPS is loaded into the system.
ISIR Load Options 2	ISIR_INST_CONTROL2	Set Up SACR, Product Related, Financial Aid, File Management, ISIR Data Load Parameters, ISIR Load Options 2	Define how ISIR data from the CPS is loaded into the system.
ISIR Load Options 3	ISIR_INST_CONTROL3	Set Up SACR, Product Related, Financial Aid, File Management, ISIR Data Load Parameters, ISIR Load Options 3	Define how corrected ISIR data from the CPS is loaded into the system.
ISIR Inst Search Match	ISIR_INST_SRCHMCH	Set Up SACR, Product Related, Financial Aid, File Management, ISIR Data Load Parameters, ISIR Inst Search Match	Define how ISIR records are processed when identified by the Search Match process. You can avoid duplicate records and determine whether the ISIR records are loaded into the database as new records, are appended to existing records in the database, or are ignored.
ISIR Reject Reasons	ISIR_REJECT_TBL	Set Up SACR, Product Related, Financial Aid, Application Processing, Maintain ISIR Comment Codes, ISIR Reject Reasons	Review delivered ISIR reject reasons and set severity levels.
ISIR Comments	ISIR_COMMT_TBL	Set Up SACR, Product Related, Financial Aid, Application Processing, Maintain ISIR Comment Codes, ISIR Comments	Review delivered ISIR comment codes and set severity levels. DB Match Use setting can be adjusted to control treatment by the packaging process. This page links the comment codes with the long description or text defined by the Department of Education.

Page Name	Object Name	Navigation	Usage
Financial Aid EDI Transactions	FA_ECTRANS	Set Up SACR, Product Related, Financial Aid, File Management, Maintain EDI Transactions	Set up financial aid EDI transactions. Control the EDI transactions that can be viewed in the ISIR EC Queue Review and Loan EC Queue Review pages.
Setup Commit Levels	PROCESS_COMMIT	Set Up SACR, Product Related, Financial Aid, File Management, Define Commit Levels	Set up commit levels for COBOL processes. Control the commit levels for the ISIR Suspense Load (FAPSAR00) and ISIR Correction Build (FAPCOR00) COBOL processes.

Defining ISIR Data Load Options 1

Access the ISIR Load Options 1 page.



ISIR Load Options 1 page

These load parameters are for processing all initial ISIR records and system-generated ISIRs. .

The system displays the aid year, school code, effective date, and status.

ISIR Load Options

Load NSLDS Data (load National Student Loan Data System data)

NSLDS information from the ISIR is updated whenever an ISIR is loaded. Select this check box to direct the system to load new NSLDS data into the NSLDS tables when an ISIR is suspended or discarded—that is, skipped—and not loaded into the system.

NSLDS data is loaded for suspended ISIRs under these conditions:

1. Search Match must not be called by the ISIR load process; this occurs automatically if an ISIR has been previously loaded for the student (for any aid year).
2. There must be a current year ISIR previously loaded for the student.
3. The NSLDS transaction number must be greater than the current loaded NSLDS data of the same aid year.
4. The NSLDS match flag cannot be *7* (match but no data provided) or *8* (record not sent to NSLDS).

Push NSLDS Aggregates

Select to have the load process push aggregate aid totals and indicators for the Stafford subsidized, Stafford unsubsidized, Perkins, Pell and SEOG programs. If you choose not to push aggregate aid totals, an independent push routine is available. Aggregate Area Translation must be defined for the Push process to work. Selecting to Push NSLDS data into the aggregate aid tables allows the awarding and packaging process to directly consider the NSLDS data. This is described in detail in Assessing Eligibility for Financial Aid.

Call INAS (call Institutional Need Analysis System)

Select to enable any ISIR that is loaded to immediately run the INAS program using the current INAS options. If you do not select this check box, the ISIR is queued for Batch Need Analysis processing.

Use Current Date as Effdt (use current date as effective date)

Select to use the current date as the effective date of the ISIR information loaded into the ISIR Data Corrections component. If you do not select the check box, the system uses an effective date based on the CPS transaction processed date.

Note. The option to use the CPS transaction processed date as the effective date for the loaded data is available only for initial ISIR records loaded for the aid year. When all corrected ISIRs are loaded, the system uses the current date as the effective date.

Update Address Options

Discard Incoming Address

Select to prevent a student's address information from being updated in personal data when an ISIR is loaded.

Add if blank - Do not update

Select if, when the ISIR is loaded, the student has no active address in personal data that matches the address usage criteria.

Always Update

Select to always update the appropriate address when the ISIR is loaded.

Override Address Type

Select to force the ISIR address to be loaded into a specific address type rather than use the ISIR address usage parameters set in the Process Demo Setup page.

Update Name Options

Update Select if, when the ISIR is loaded, the student has no active name in personal data that matches name usage criteria, to update the data with the ISIR name.

Update Bio/Demo Options

Update Select to update the bio/demo fields when the ISIR is loaded.

Update Email Options

Discard Select to prevent a student's email information from being updated in personal data when the system loads an ISIR.

Add if blank Select if the student does not have an active email address in personal data that matches the defined usage criteria when the system loads an ISIR. The system creates an email address using the highest ranked email type defined in the usage criteria. If an existing matching address type exists, an update does not occur.

Always Update Select to always update the appropriate email address when the system loads an ISIR. The system updates the highest ranked address and phone type defined in the usage criteria.

Update Phone Options

Discard Select to prevent a student's phone information from being updated in personal data when the system loads an ISIR.

Add if blank Select if the student does not have an active phone number in personal data that matches the defined usage criteria when the system loads an ISIR. The system creates a phone number using the highest ranked phone type defined in the usage criteria. If an existing matching phone type exists, an update does not occur.

Always Update Select to always update the appropriate phone number when the system loads an ISIR. The system updates the highest ranked phone type defined in the usage criteria.

Update Drivers License Options

Discard Select to prevent a student's driver's license information from being updated in personal data when the ISIR is loaded.

Add if blank Select to enable the following to occur:

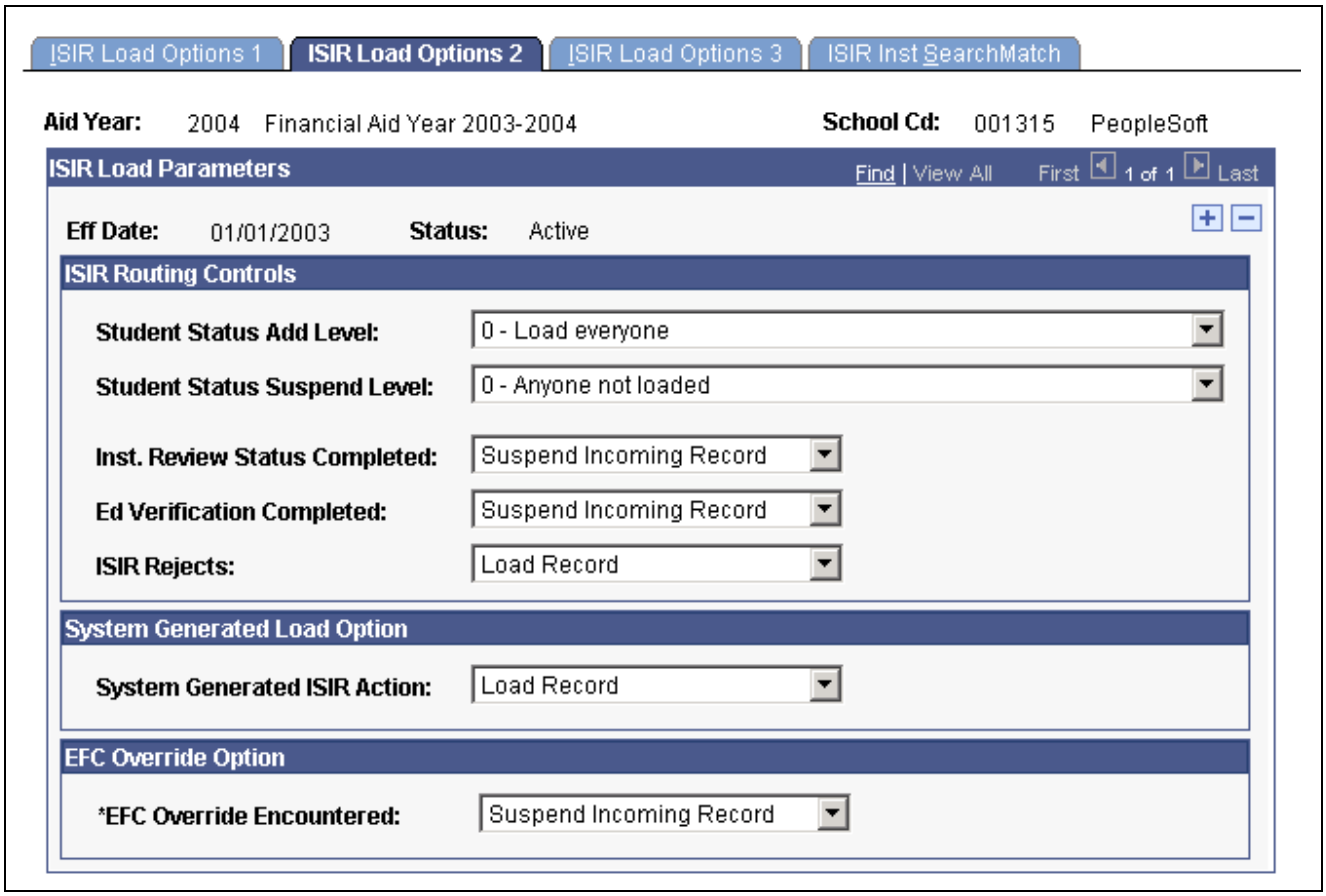
- If driver's license information exists for the student in the Campus Community records, the system does not load the ISIR information.
- If no driver's license information exists in the Campus Community records, the system loads the ISIR information.

Always Update Select to always update the driver's license fields when the ISIR is loaded. The system checks for an exact match of the driver's license number and driver's license state.

If the system cannot locate an exact match, it deletes any entries for the student in the driver's license table where either the state or the license number match, and then inserts a new row with the driver's license number and state from the ISIR.

Defining ISIR Data Load Options 2

Access the ISIR Load Options 2 page.



ISIR Load Options 2 page

The system displays the aid year, school code, effective date, and status.

ISIR Routing Controls

Student Status Add Level Select the minimum admit level that a student must have for the system to load the ISIR to the application tables. Values are:

0 − Load Everyone

1 − Recruits or higher

2 − Inactive Admits or higher

3 − Applicants or higher

4 − Active Admits or higher

5 − Accepted/Continuing only

Student Status Suspend Level Select the minimum admit level that a student must have for the system to suspend the ISIR. Values include:

0 − Anyone not loaded

1 − Recruit or higher

2 − Inactive Admits or higher

3 − Applicants or higher

4 − Active Admits or higher

5 − Accepted/Continuing only

Inst. Review Status Completed (institutional review status completed) Select instructions for handling the ISIR if the institutional review status is complete. This status is maintained on the Packaging Status Summary page. Values are:

Discard Incoming Record

Load Record

Suspend Incoming Record

Ed Verification Completed (educational verification completed) Select the instructions for handling the ISIR if the educational verification is complete. This status is maintained on the Packaging Status Summary page. Values are:

Discard Incoming Record

Load Record

Suspend Incoming Record

ISIR Rejects Select the instructions for handling rejected ISIRs. Values are:

Discard Incoming Record

Load Record

Suspend Incoming Record

System Generated Load Option

System Generated ISIR Action Controls the way in which system-generated ISIRs should be processed.

All system-generated ISIRs follow the same ISIR load options and routing control rules as regular, noncorrection ISIRs. Select from these values:

Discard Incoming Record: Does not load the record; sets ISIR load status to Skip.

Load Record: Processes the record and loads it if the load parameters are met.

Suspend Incoming Record: Suspends ISIRs that are pending review and sets the ISIR load status to *Suspended*.

Note. Because these ISIRs can be generated for various reasons, you might want to suspend all records of this type and first review them in the Suspense Management page before loading them. The load process attempts to determine and assign the EMPLID before the record is suspended.

EFC Override Option

EFC Override Encountered Select one of the following:

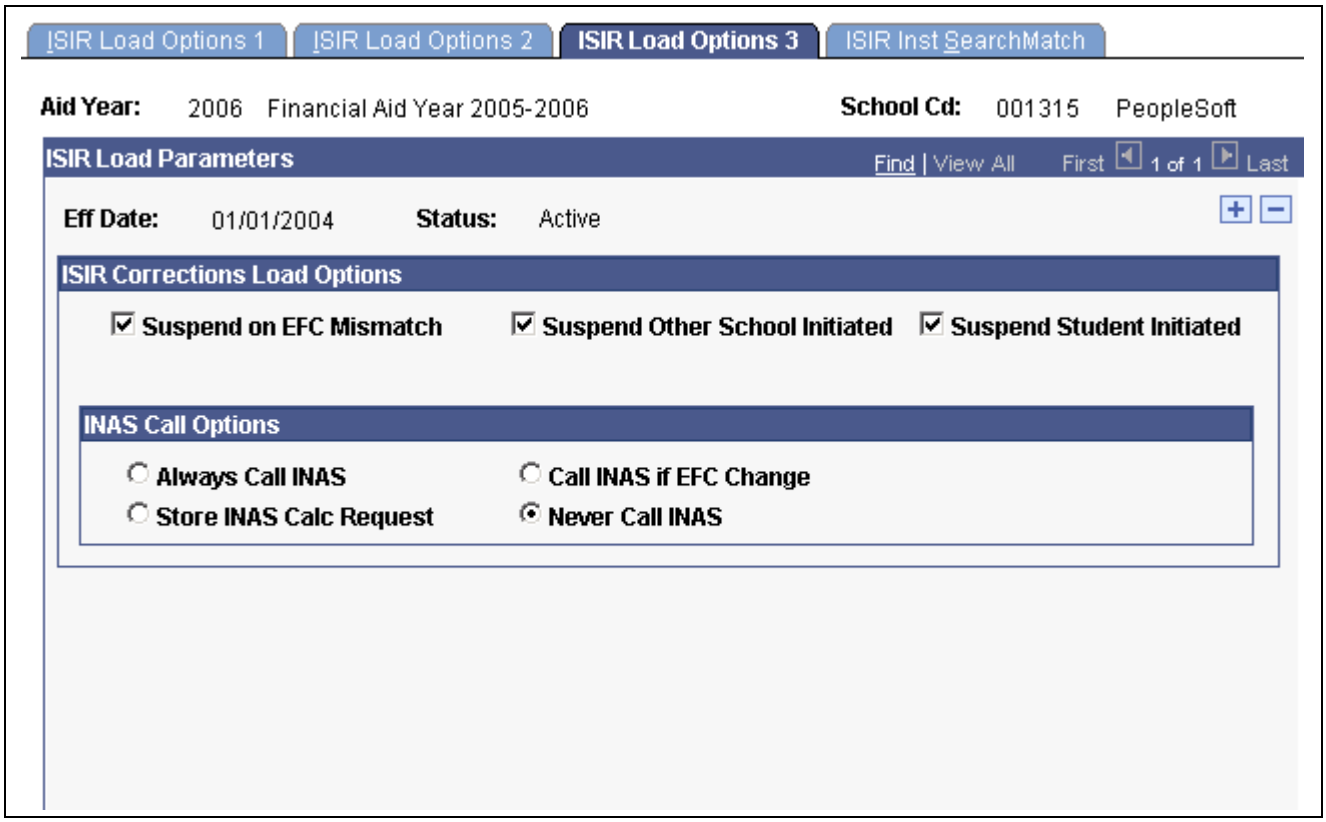
Ignore EFC Override Values

Suspend Incoming Record

Use EFCs Values

Defining ISIR Data Load Options 3

Access the ISIR Load Options 3 page.



ISIR Load Options 3 page

Use these load parameters for processing all corrected ISIRs. Beginning with the 2004-2005 aid year, the following evaluation is performed to identify ISIRs corrected by the recipient school. The ISIR ETI field value is checked and only those records with a value of 0, 2, 4, or 6 are selected. This indicates that the recipient school initiated the correction record, and you can process the ISIR normally. You can suspend any other ISIR ETI value, except blank, as a non-school initiated correction using the Suspend Other School Initiated and Suspend Student Initiated ISIR load options.

Note. The process of loading corrected ISIRs is not the same as for initial ISIRs.

The system displays the aid year, school code, effective date, and status.

ISIR Corrections Load Options

Suspend on EFC Mismatch (suspend on expected family contribution mismatch)	Select to suspend the corrected ISIR if the primary EFC on the ISIR does not match the last calculated primary EFC for the student stored in PS_ISIR_COMPUTED.PRIMARY_EFC.
Suspend Other School Initiated	Select to suspend ISIRs that are initiated by another school or the CPS.
Suspend Student Initiated	Select to suspend ISIRs that are initiated by the student.

Note. A school-initiated correction is processed with the Suspend on EFC Mismatch load option set. If there is no previously loaded ISIR, the process treats the condition as an application ISIR and follows the application ISIR load parameter settings. This allows initially rejected ISIRs corrected by the school to load as initial application ISIRs.

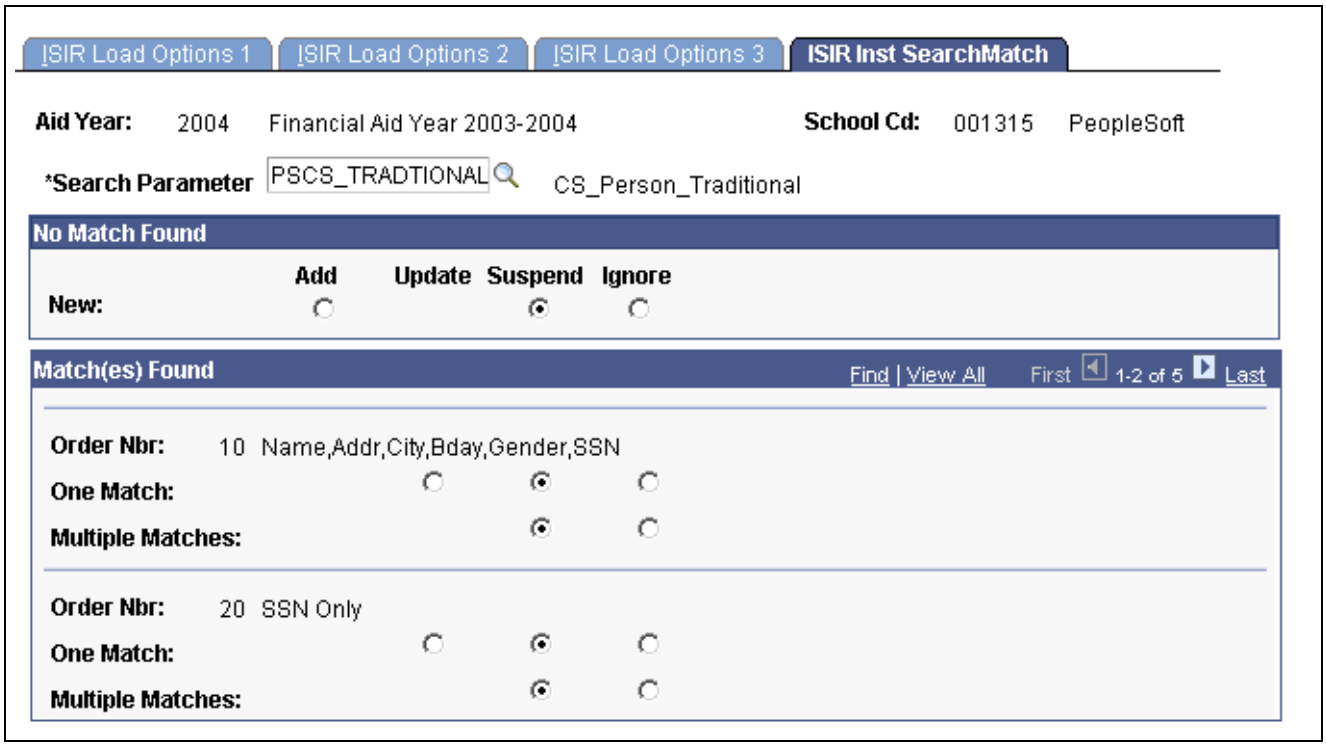
Because a student has likely already been processed for financial aid when you receive the corrected ISIR, the system provides INAS options.

INAS Call Options

Always Call INAS (always call Institutional Need Analysis System)	Select to run the INAS calculation as the ISIR is loaded into the application tables. This is similar to the Call INAS check box on the ISIR Ld Options 1 page.
Store INAS Calc Request (store Institutional Need Analysis System calculation request)	Select to store the EMPLID and aid year of the record for later batch INAS processing.
Call INAS if EFC Change (call Institutional Need Analysis System if expected family contribution change)	Select to run an INAS calculation only if the primary EFC on the ISIR does not match the last calculated primary EFC.
Never Call INAS (never call Institutional Need Analysis System)	Select to disable the system from calling INAS when the ISIR is loaded. This feature does not support future batch INAS calculation.

Defining ISIR Institutional Search Match

Access the ISIR Inst SearchMatch page.



ISIR Inst SearchMatch page

You determine how restrictive to make the matching process. The system searches on the match that you select by reviewing personal data until it finds a match. When the search and match process runs, the program starts with the first order number and moves through the order numbers until it finds a match. If the system finds no matches at any level, then the option that you selected in the No Match Found group box takes effect. To load all students into the system regardless of match, override the No Match Found level.

Note. The search match options apply only to ISIRs where no prior year ISIR was loaded into the database.

The system displays the aid year and school code.

Search Parameter A search parameter is a set of one or more search rules that you order sequentially with the lowest (or first) search order level as the most restrictive, and the highest (or last) search order level as the least restrictive. A search parameter must be created even if it contains only one search rule.

No Match Found

New Select an option to indicate the action the system takes when the Search Match process does not find a matching record. Options are:

Add: The system adds the record to your database and generates a new EMPLID for the ISIR.

Suspend: The record is put in suspense.

Ignore: The system removes the unmatched record and does not add it to the suspense file or database.

The Match(es) Found group box has one row for each search match criteria order defined by your institution. Use the scroll bar to scroll through the levels of search criteria.

Match(es) Found

Order Nbr (order number) Displays a separate listing for each order number level of search criteria. The number of search match levels is dependent on the Search Parameter you have selected to use for the ISIR load process.

One Match For each order number, select an option to determine how the system processes the record. Values are:

Update: The system updates the existing record with the matching record.

Suspend: The system assigns a suspended load status to the matching record.

Ignore: The system sets the load status to *Skipped*.

Multiple Matches For each order number, select an option to determine what to do with the record. Values are:

Suspend: The system assigns a suspended load status to the matching record.

Ignore: The system sets the load status to *Skipped*; the ISIR is not loaded and is ignored by the load process.

******Parameters Refreshed****** The system displays this message in red text when the ISIR Institutional Search Match parameters are not saved or the global Search Match parameters are not changed since you last updated this page. If you change parameters and do not save the changes or if you make a change since the last changes were made, the system displays this message.

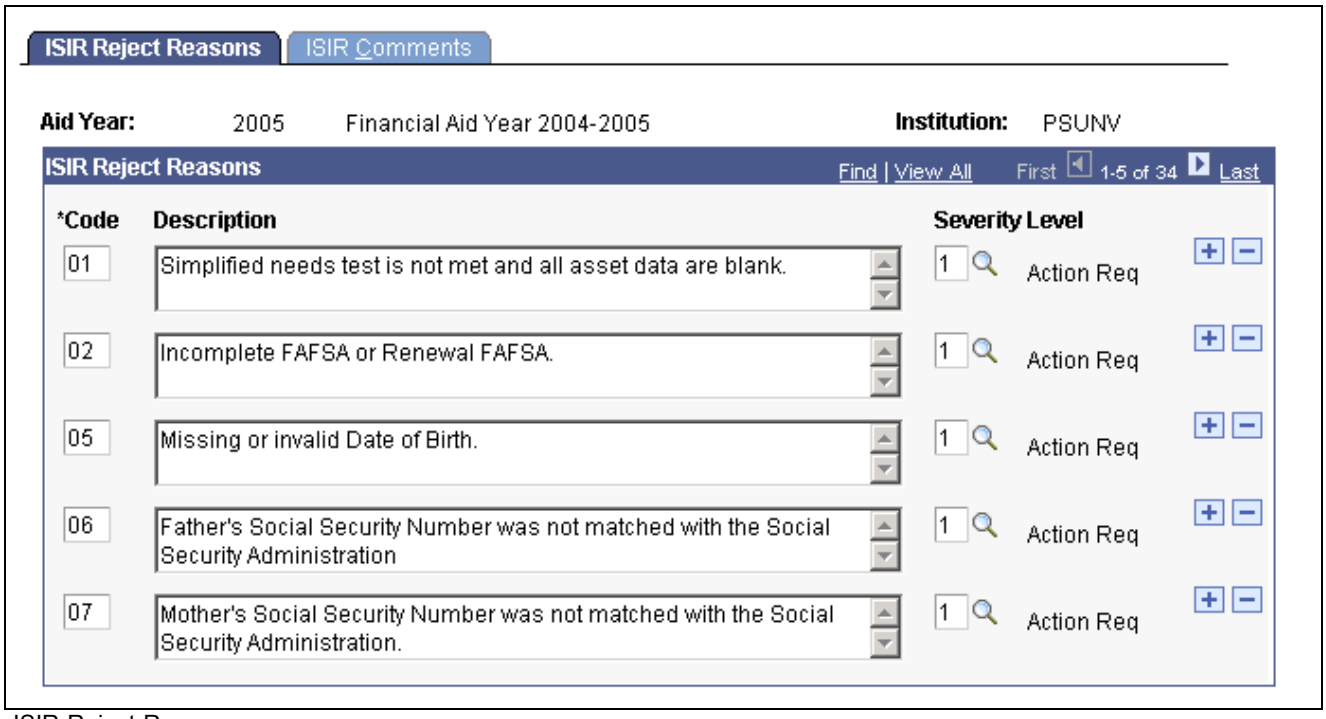
You may want to create a Financial Aid-specific Search Parameter that can perform the ISIR search match function more efficiently than the provided PSCS_TRADTIONAL. For example, you may want to create a search parameter that contains a single search match order that does a last name, Social Security number, student birthdate match.

See Also

Enterprise Campus Solutions 8.9, Campus Community PeopleBook, Setting Up Search Match

Setting Severity Levels for ISIR Reject Reasons

Access the ISIR Reject Reasons page.



ISIR Reject Reasons page

The ISIR Message Tables component enables you to review delivered ISIR messages and assign a level of severity to each reject reason and comment code, to indicate the action required by financial aid staff.

Warning! ISIR reject reasons and ISIR comment codes are defined by the Department of Education and are delivered to your institution with each academic year release update. You can update the message tables if the CPS modifies the values after their initial release by PeopleSoft as revised codes and comment text are not provided by PeopleSoft.

The system displays the aid year and institution.

Note. PSUNV is the default institution for the ISIR reject reasons. You don't need to create records for your institution values.

ISIR Reject Reasons

Code Displays information assigned to the ISIR reject reason by the Department of Education. These codes appear on a student's SAR and ISIR.

Description Displays the description, using the codes assigned to the ISIR reject reason by the Department of Education by default. The description and the accompanying code appear on a student's SAR and ISIR.

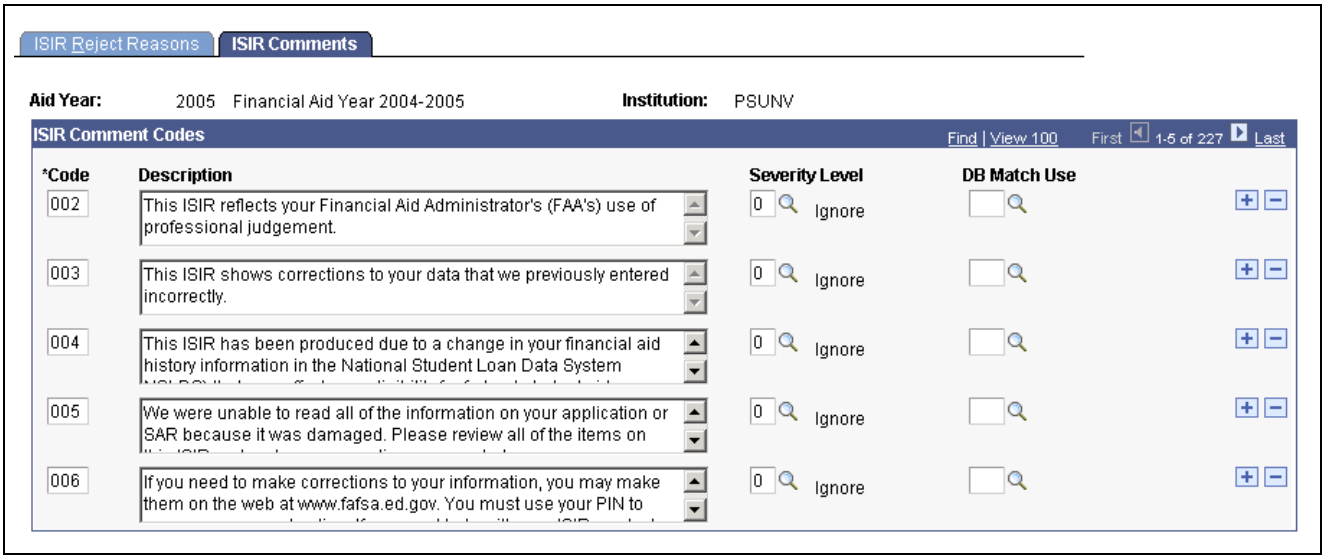
Severity Level Indicates the level of importance of the reject reason and whether action is required. You can design local ISIR workflow processes using this field as criteria for ISIR review or communication with the student. Select from these values:

1—Action Required: Requires action.

0—Ignore: Requires no action.

Setting Severity Levels for ISIR Comment Codes

Access the ISIR Comments page.



ISIR Comments page

The system displays the aid year and institution.

Note. PSUNV is the default institution for the ISIR comment codes. You don't need to create records for your institution values.

ISIR Comment Codes

Code Displays codes from a table delivered by the Department of Education. These codes may appear in Part 1 of a student's SAR or ISIR.

Description Displays a description of the associated code from a table delivered by the Department of Education. The description may appear in Part 1 of a student's SAR or ISIR.

Severity Level Indicates the level of importance that you want to attach to the comment code and whether action is required. You can design local ISIR workflow processes using this field as criteria for ISIR review or communication with the student. Select from these values:

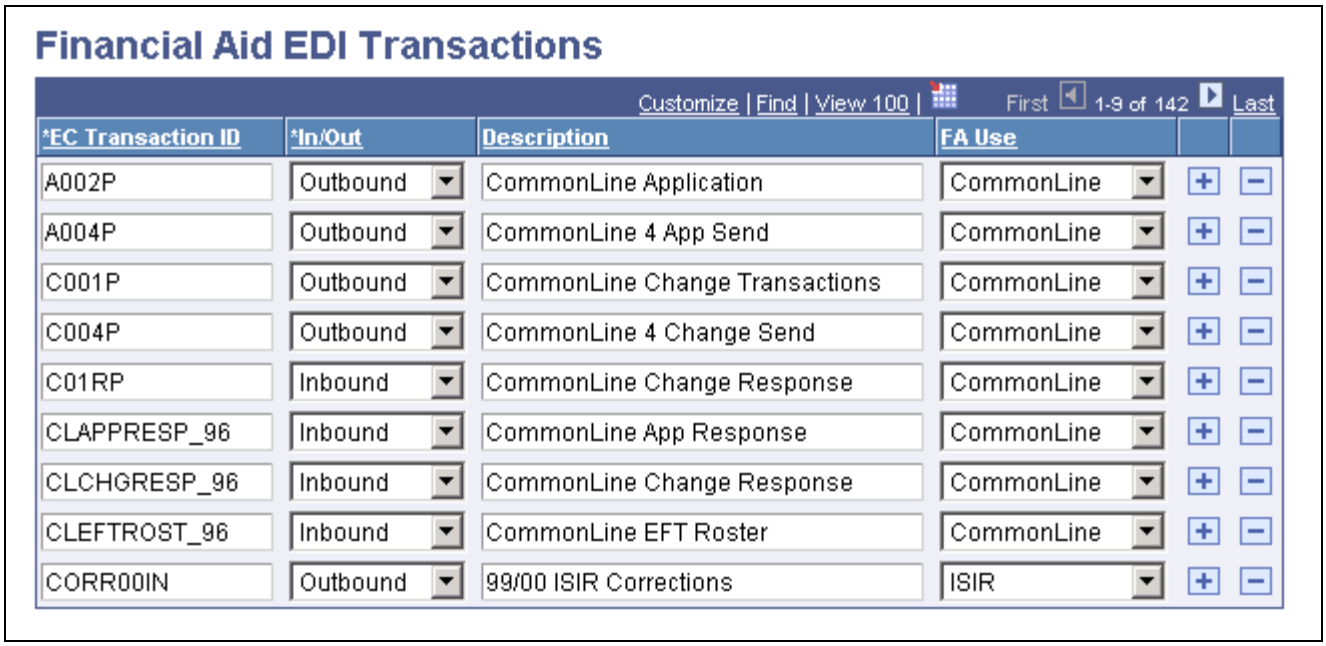
1—Action Required: DB Match problem Requires action.

0—Ignore: Requires no action.

2 — Action required. SAR C Flag on file.

Setting Up Financial Aid EDI Transactions

Access the Financial Aid EDI Transactions page.



Financial Aid EDI Transactions page

EC Transaction ID (electronic commerce transaction ID) Displays the electronic commerce name specified for the EDI file.

In/Out Displays whether the file is inbound (to be loaded into the database) or outbound (generated by PeopleSoft to be sent to an external trading partner).

Description Displays the description of the EDI file.

FA Use (financial aid use) Displays the financial aid business process that the EDI file supports. Values are:

Blank

CommonLine

Direct Lending

ISIR

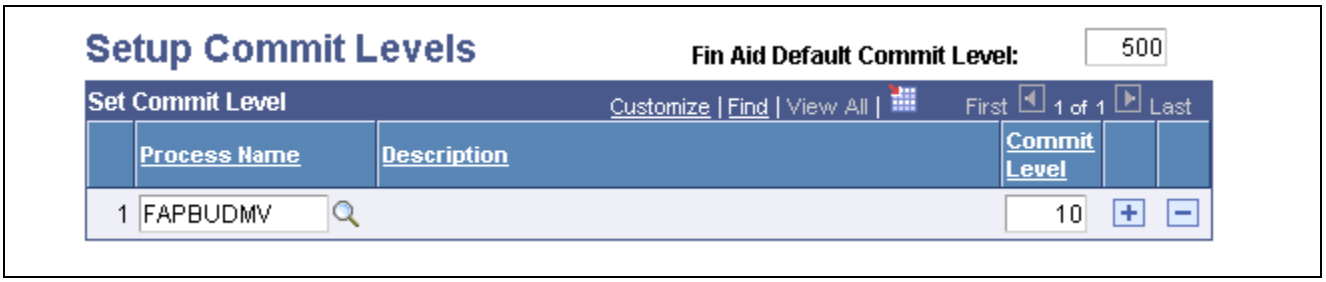
Pell

The system displays EDI transactions with FA Use of ISIR in the ISIR EC Queue Review page. If you set the FA Use field to *blank,* the system does not display those EDI transactions on the EC Queue Review page. You might do this with prior year EDI transactions that you no longer want to appear.

The system displays EDI transactions with FA Use of CommonLine and Direct Lending on the Loan EC Queue Review page. If you set the FA Use field to *blank,* the system does not display those EDI transactions on the EC Queue Review page. You might do this with prior year EDI transactions that you no longer want to appear.

Setting Up Commit Levels for COBOL Processes

Access the Setup Commit Levels page.



Setup Commit Levels page

Fin Aid Default Commit Level (financial aid default commit level) Enter the default commit level, which indicates to the system when to save records while processing for any process that does not have a specific commit level assigned to it on this page. For example, if you enter *50,* the system saves the processing after every 50 records that it processes. If you do not enter a value in this field, the default commit level is *0,* which directs the system to save after each record is processed.

Process Name Enter or select the process name for which you want to set commit levels. Insert additional rows for each process for which you want to set a commit level.

Commit Level Enter a numeric value for the commit level for each process. The commit level instructs the system when to save records while it is running a process. For example, if you enter *50,* the system saves the processing after every 50 records that it processes.

Note. The appropriate commit levels to use depend on your production environment, such as the type of database, size of database, and hardware. Commit levels should be set by knowledgeable technical staff only.

Understanding ISIR Data Load Parameters

This section describes the parameters for loading ISIR data.

Processing ISIRs Out of Sequence

The load process now ensures that the system processes ISIR files in the order that they are loaded into the ISIR staging tables. This is achieved by using the EC Queue instance number assigned to each ISIR file as the FA EC File Inbound processes it. As long as a school loads its ISIR files based on the creation date by the CPS, the load process addresses them in order. Previously, ISIR files were processed by file type order. If schools use the Process ISIR run control page to restrict the types of files to be processed, the system still processes those files in load order.

If the system cannot load ISIR files into the staging tables in the proper sequence, ISIR records with a lower ISIR transaction number than the current loaded ISIR can load. However, the FM EFC and federal database match information from the older ISIR does not update the current information. You can view that information on the Packaging Status Summary panel group.

Using the EFC Override Option

In Regulatory Release 1 for 2003-2004, the ability to override the Expected Family Contribution (EFC) for a student was added as a new feature to the INAS process. Because schools may not want to enforce an EFC override at the point a new ISIR is loaded, a new ISIR Data Load Parms option of *EFC Override Encountered* was added to control how these records would be processed. The system enforces this option only when the Call INAS option is not used. Based on the setting of this option, the following occurs during the ISIR Load process:

Ignore EFC Override Values The system processes the ISIR as if a prior EFC override never existed. The prorated EFC values that are calculated during the ISIR load function normally. An EFC Status Message of *EFC Override Ignored* posts on the ISIR Inbound Summary 03/04 component.

Suspend Incoming Record The system automatically suspends the ISIR record for manual review by the staff. A new suspend reason of *EFC Override Found* posts.

Use EFCs Values The system loads the ISIR, but uses established EFC override values instead of recalculating them from the ISIR information. The system posts an EFC Status Message of *EFC Override Used* on the ISIR Inbound Summary 03/04 component.

Updating NSLDS History form the ISIR

With the implementation of the NSLDS post-screening process by the CPS, schools now receive system generated ISIRs whenever there is a change in a student's eligibility status in the National Student Loan Database System. The load process is modified to always load the NSLDS history if the ISIR is a NSLDS post-screening transaction. In addition, the system updates the NSLDS match field displayed in the Packaging Status Summary component. NSLDS data that is loaded must also be pushed into the aggregate aid tables if you opt to allow awarding and packaging to directly access NSLDS when evaluating aid eligibility. A separate Push NSLDS to Aggregates setup option is available on the ISIR Data Load Options.

Determining the ISIR Type During the ISIR Load

The ISIR load process determines the type of ISIR record – applications, corrections, or system generated – by reviewing each individual ISIR. The system accomplishes this by reviewing the Transaction Data Source/Type field on the ISIR.

Note. For a complete description of the Transaction Data Source/Type field values, review the *EDE Technical Manual.*

The following table indicates the Transaction Data/Source Type values that are selected for processing based on the ISIR Type selected on the ISIR Load Run Control page.

For 2005–2006:

ISIR Load Run Option	Transaction Data Source/Type (Field 111)	Note
Applications	1A, 2A, 2B, 2E, 2F, 2G, 2H, 2R, 2T, 3A, 3E, 3G, 3R, 4A, 4B, 4J, 4K, 4R, 5S	2H is treated as an application ISIR for 2006.
System Generated	5D, 5M, 5N, 5P, 5W	
Corrections	1C, 2C, 3C, 4C, 6C	

For 2004–2005:

ISIR Load Run Option	Transaction Data Source/Type (Field 111)	Note
Applications	1A, 2A, 2B, 2E, 2F, 2G, 2R, 3A, 3E, 3G, 3R, 4A, 4B, 4J, 4K, 4R, 5S	In previous aid years, application files were determined by the #E or #A values in the Batch ID field in the header record.
System Generated	5M, 5N	In previous aid years, application files were determined by the #G value in the Batch ID field in the header record.
Corrections	1C, 2C, 2H, 3C, 3H, 4C, 6C	In previous aid years, application files were determined by the #C value in the Batch ID field in the header record.

Reviewing Cross-References

To set up cross-references, use the ISIR/SAR Cross Reference component (ISIR_SAR_XREF) and the Institutional Cross Reference component (INST_XREF).

This section discusses how to:

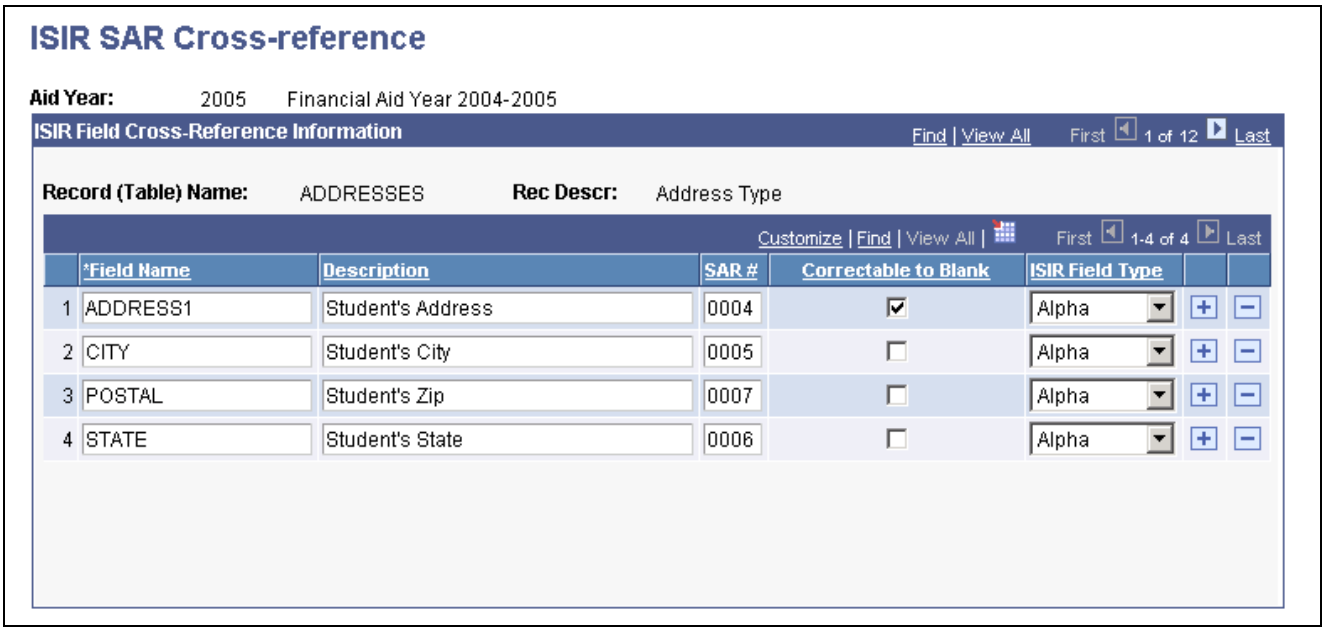
- Review ISIR/SAR cross-references.
- Review institutional application cross-references.

Pages Used to Review Cross-References

Page Name	Object Name	Navigation	Usage
ISIR SAR Cross-reference	ISIR_SAR_XREF	Set Up SACR, Product Related, Financial Aid, Application Processing, ISIR/SAR Cross Reference	Review ISIR/SAR cross-references. This page is used by several background processes and online pages to link the ISIR/FAFSA field number and ISIR record field number to the table and column name in the PeopleSoft Enterprise Campus Solutions system. It cross-references the field name and description to the ISIR/FAFSA record field number. PeopleSoft provides this information each aid year.
Institutional Cross Reference	INST_XREF	Set Up SACR, Product Related, Financial Aid, Application Processing, Institutional Cross Reference	Review institutional application cross-references and audit changes to the institutional application pages. Several background processes and online pages use this table to link the institutional application field number and record field number to the table and column name in the PeopleSoft Enterprise Campus Solutions database. It cross-references the field name and description to the institutional record field number.

Reviewing ISIR/SAR Cross-References

Access the ISIR SAR Cross-reference page.



ISIR SAR Cross-reference page

Warning! The ISIR SAR Cross-reference page is delivered annually with preloaded values and should not be changed or modified in any way.

The system displays the aid year, record (table) name, and record description.

Field Name Displays the names of the valid fields in the Financial Aid system, from the designated table.

SAR # Displays the CPS field reference number used for correcting ISIRs and identifying highlighted fields on the ISIR/SAR for the aid year.

Correctable to Blank If selected, indicates that the field can be reported as a blank value in the ISIR correction record.

Type Displays how the ISIR correction process treats the data.

ISIR Field Type Displays the description for the ISIR field type.

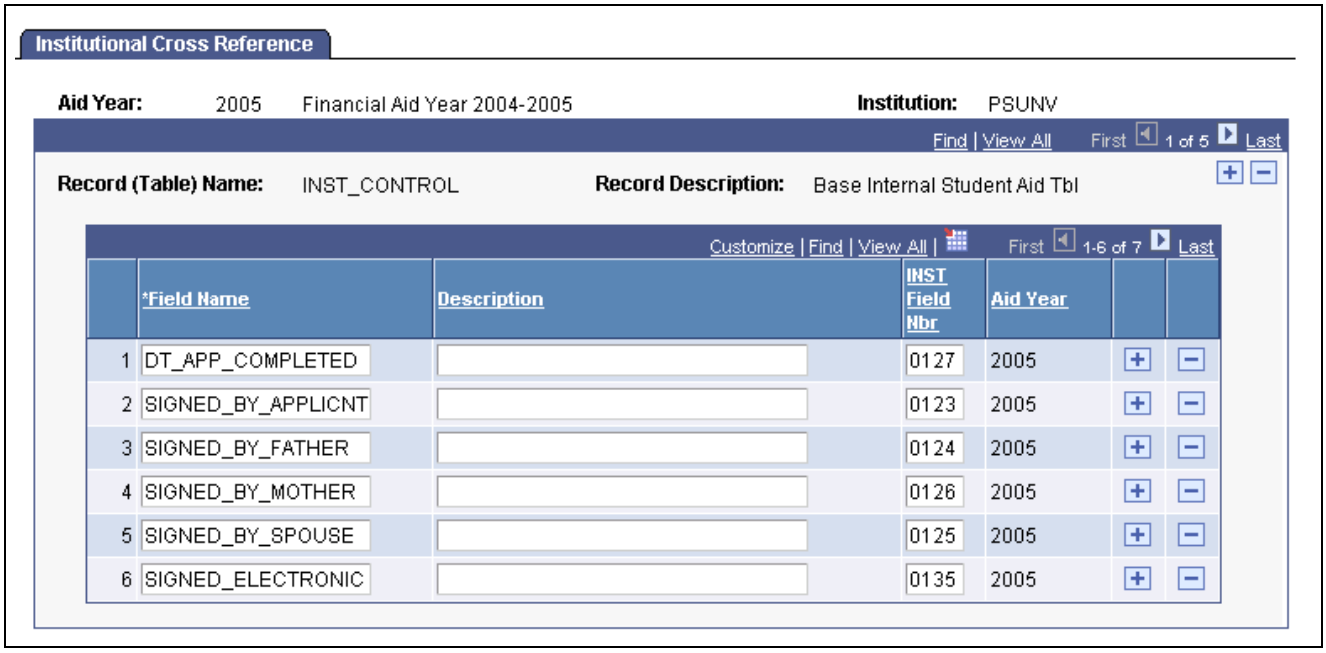
This table lists the values for the ISIR Field Type field:

Value	Long Name	Short Name
A	Alpha Numeric	Alpha
D	Date (MMDDYY)	MMDDYY
M	Date (MMYY)	MMYY
N	Numeric	Numeric

Value	Long Name	Short Name
S	Signed Numeric	Signed Num
Y	Date (Batch Year)	Batch Year
X	Mixed Case	Mixed Case

Reviewing Institutional Application Cross-References

Access the Institutional Cross Reference page.



Institutional Cross Reference page

Warning! The Institutional Cross Reference page is delivered annually with preloaded values. These values should not be changed in any way.

The system displays the aid year, academic institution, record (table) name, and record description.

Field Name Displays the names of fields in the Financial Aid system, from the designated table.

Description Displays what information the field contains.

INST Field Nbr (institutional application field number) Displays the institutional application field number that corresponds to the field in the Financial Aid system.

Aid Year Displays the aid year of the institutional application field number.

Defining Federal and Institutional Methodologies

To set up federal and institutional methodologies, use the INAS 2004 - 2005 Global Options component (LOCAL_POLICY_PT_05).

The INAS Local Policy Option component defines the local policy options for both FM and IM, using the College Board's INAS. As you define your policy options, select the options for the majority of your student population. You can override local policy options on a student-by-student basis.

This section provides an overview of IM and discusses how to:

- Define global and federal options.
- Use EFC proration options.
- Define FM budget durations.
- Define IM budget durations.
- Define IM tax parameters.
- Define EFM yes and no options.
- Define IM value parameters 1.
- Define IM value parameters 2.
- Define IM yes and no options.
- Define minimum student contribution.
- Define asset options.
- Define home asset projections.
- Define minimum parental contribution.
- Define budget options.

Understanding IM

IM is based on The College Scholarship Service—Institutional Methodology formula. Refer to the *College Board INAS Users Manual* provided with this application for details regarding the setup and use of the fields on these pages.

Note. The additional pages in the INAS Local Policy component are related to IM processing and are optional.

The navigation paths for the pages listed in the following table are for aid year 2002–2003. PeopleSoft supports access for three active aid years.

Pages Used to Define FM and IM

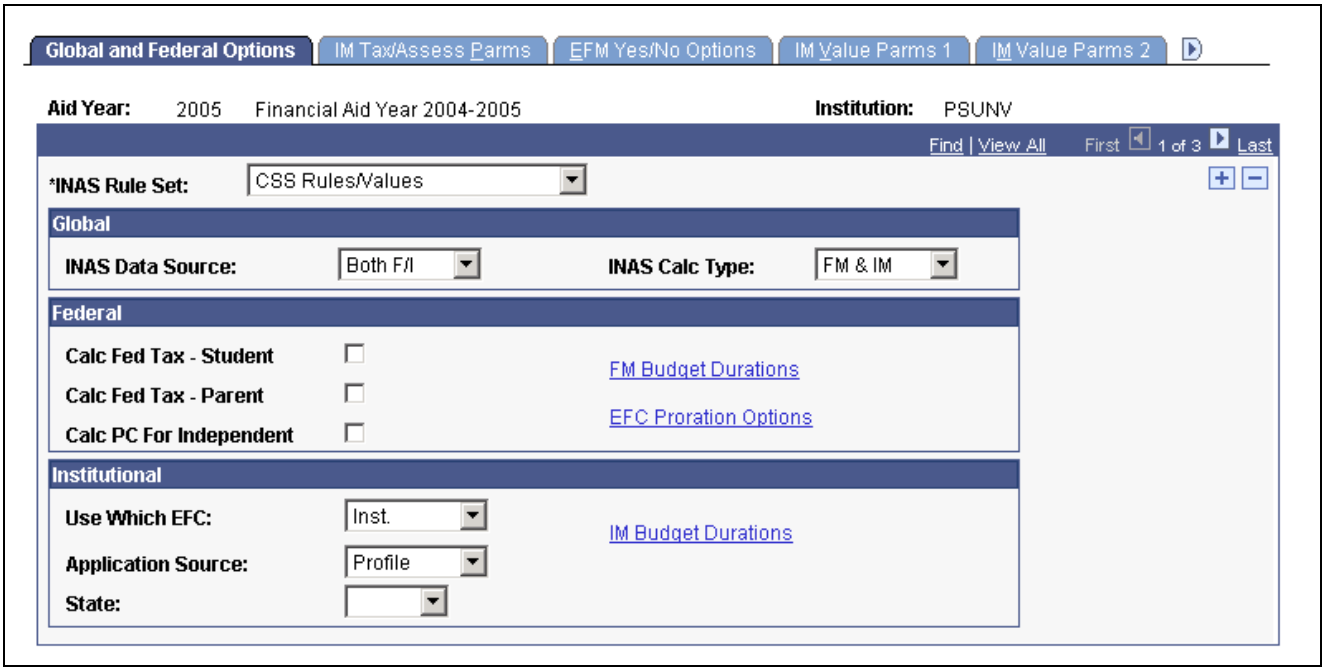
Page Name	Object Name	Navigation	Usage
Global and Federal Options	INAS_LCL_PLCY1_05	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005 — 2006 Global Options	Define your local policy options. Select the options for the majority of your student population. You can override local policy options on a student-by-student basis. The options that you select affect both your global and institutional INAS calculations. The system sets the CSS Base Rules/Values by default. You can enter values for additional INAS rule sets developed by your institution.
EFC Proration Options (expected family contribution proration option)	INAS_FM_PRORTN_SEC	Click the EFC Proration Options link on the Global and Federal Options page in the INAS 2005–2006 Global Policy Options component.	Define your proration parameters.
FM Budget Durations	INAS_FM_DUR_SEC	Click the FM Budget Durations link on the Global and Federal Options page in the INAS 2005–2006 Global Policy Options component.	Define global, federal academic and nonstandard budget durations.
IM Budget Durations	INAS_IM_DUR_SEC	Click the IM Budget Durations link on the Global and Federal Options page in the INAS 2005–2006 Global Policy Options component.	Define global, institutional academic and nonstandard budget durations.
IM Tax/Assess Parms (institutional methodology tax assessment parameters)	INAS_LCL_PLCY2_05	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, IM Tax/Assess Parms	Define income tax parameters for students and parents.
EFM Yes/No Options	INAS_LCL_PLCY3_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, EFM Yes/No Options	Define values for FM PROFILE options. Select the student and parent options appropriate for your IM.
IM Value Parms 1 (institutional methodology value parameters 1)	INAS_LCL_PLCY4_02	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, IM Value Parms 1	Define value parameters for institutional options that appear on other pages. Enter institutional values both for parents and for students.

Page Name	Object Name	Navigation	Usage
IM Value Parms 2	INAS_LCL_PLCY11_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, IM Value Parms 2	Define value parameters for institutional options that appear on other pages. Enter institutional values both for parents and for students. The information on this page is in addition to the IM Value Parameters 1 page.
IM Yes/No Options	INAS_LCL_PLCY10_06	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, IM Yes/No Options	Define values for IM PROFILE options. Select the student and parent options appropriate for your IM.
Minimum SC Income (minimum student contribution income)	INAS_LCL_PLCY5_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, Minimum SC Income	Define the minimum institutional student contribution values for dependent students and independent students.
Asset Options	INAS_LCL_PLCY5_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, Asset Options	Define options and values for assessing home equity for parents and independent students.
Home/Asset Projections	INAS_LCL_PLCY7_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, Home/Asset Projections	Define options and values for assessing home equity for parents, students, and students with dependents. Define asset assessment rates.
Minimum PC Range (minimum parental contribution range)	INAS_LCL_PLCY8_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, Minimum PC Range	Define institutional minimum parental contribution values based on income ranges.

Page Name	Object Name	Navigation	Usage
Budget Options	INAS_LCL_PLCY9_01	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS 2005–2006 Global Options, Budget Options	Define allocation of total parental contribution to children on the basis of educational costs. It allows limitation of the parental contribution for multiple children in college, based on a portion of the educational expenses for the student's siblings in college. The system contains College Board INAS delivered national averages. You can adjust these values as needed. You can also enter allowances for the cost of education for other family members attending institutions.

Defining Global and Federal Options

Access the Global and Federal Options page.



Global and Federal Options page

INAS Rule Set Select the INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis is processed for different academic careers or academic programs; it is linked to a specific academic career or program through the valid careers for aid year and valid programs for aid year tables. Your institution can create additional INAS rule sets. The INAS rule set refers to the INAS base rules delivered with the Financial Aid system. Values are:

CSS Rules/Values

Undergraduate/Graduate

Health Professional

Global

The Global group box defines the parameters that control general processing options related to methodologies used.

INAS Data Source Select the INAS data source for the INAS process to use to retrieve student information. Values are:

Federal: INAS retrieves only federal data.

Institutnl (institutional): INAS retrieves only institutional data.

Both F/I (both federal and institutional): INAS retrieves both sets of data.

INAS Calc Type (INAS calculation type) Select the INAS calculation type. Values are:

FM (federal methodology).

IM (institutional methodology).

FM & IM (federal methodology and institutional methodology).

Federal

The Federal group box defines how INAS processes federal ISIR data.

Calc Fed Tax - Student (calculate federal tax - student) Select to calculate and display federal tax for the student as defined by INAS.

Calc Fed Tax - Parent (calculate federal tax - parent) Select to calculate and display federal tax for the parent as defined by INAS.

Calc PC For Independent (calculate parental contribution for independent) Select to calculate and display parental contribution for independent students if parental data is available. Parental contribution is calculated but not added to EFC.

EFC Prorations Options Click to access the EFC Proration Options page.

Institutional

The Institutional group box defines how INAS computes your IM.

Use Which EFC Select a value to determine the institutional EFC used in the Award Entry component. Values are:

Est Fed (estimated federal methodology): Select to display and use the EFM-EFC.

Greatest: Select to compare base, IM with options, and estimated federal EFC, and then use the greatest EFC value of the three.

Inst W/Opt: Select to use the IM-EFC as a result of the calculation of IM with options.

Inst: Select to use the IM-EFC as a result of the base IM calculations.

Application Source Select an application source. Values are:

Profile.

N/A (Need Access).

Inst App (institutional application).

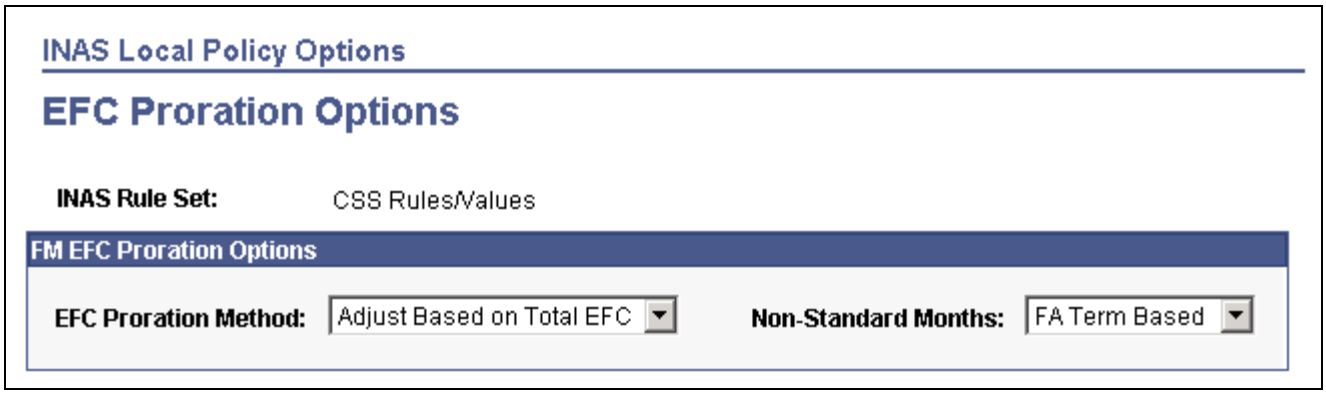
FT CSL (full-time Canada Student Loan): Used in Canadian Need Analysis.

PT CSL (part-time Canada Student Loan): Used in Canadian Need Analysis.

State Select the state in which your institution is located. INAS uses this field to determine a student's budget requirements.

Using EFC Proration Options

Access the EFC Proration Options page.



EFC Proration Options page

EFC Proration Method Select one of the following:

Adjust Based on Total EFC: If you select this option, the system displays the Non-Standard Months field. The system adjusts the EFC based on the total number of budget duration months for the academic and nonstandard award periods. You can use the default functionality by selecting FA Term Based for Non-Standard Months or force the use of leading or trailing months to determine the nonstandard award period contribution regardless if the nonstandard term leads or trails.

Proportion Monthly Share: If you select this option, the system uses the total EFC based on the total number of budget duration months for academic and nonstandard and distributes the EFC proportionally between the award periods.

Use Monthly EFC: If you select this option, the system uses the actual monthly EFC based on the total number of budget duration months for each award period. For example, if academic budget duration is set to 9 and nonstandard is set to 2, then the system uses the actual 9-month EFC for academic and the actual 2-month EFC for nonstandard. No calculations are performed to subtract one or the other from the total EFC.

Note. Using this method might cause your total EFC to exceed the 12-month EFC.

Non-Standard Months Select one of the following:

FA Term Based: Determines which award period leads based on terms set in FA Term and award period designation in Valid Terms for Careers.

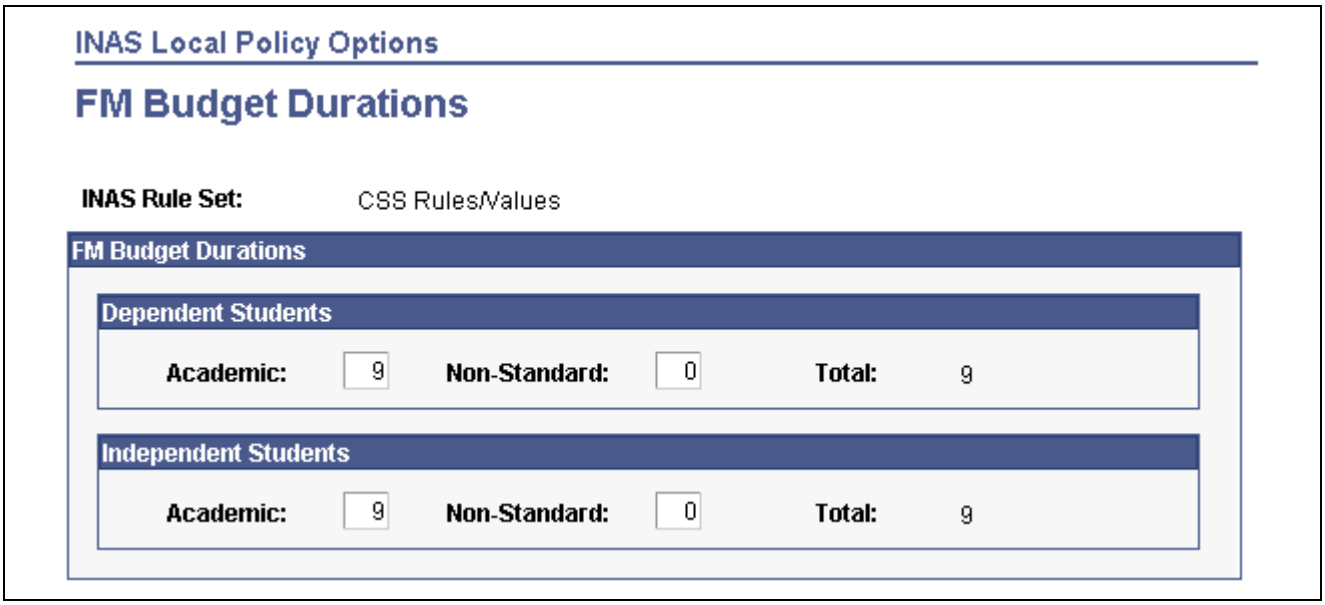
Leading Months: Treats the nonstandard term as leading regardless of nonstandard term designation in FA Term.

Trailing Months: Treats the nonstandard term as trailing regardless of nonstandard term designation in FA Term.

The system uses this field in conjunction with the EFC Proration Method, *Adjust Based on Total EFC*.

Defining FM Budget Durations

Access the FM Budget Durations page.



FM Budget Durations page

Dependent Students

Academic Enter the number of months for the academic term to be considered during need analysis for dependent students.

Non-Standard Enter the number of months for the nonstandard term to be considered during need analysis for dependent students.

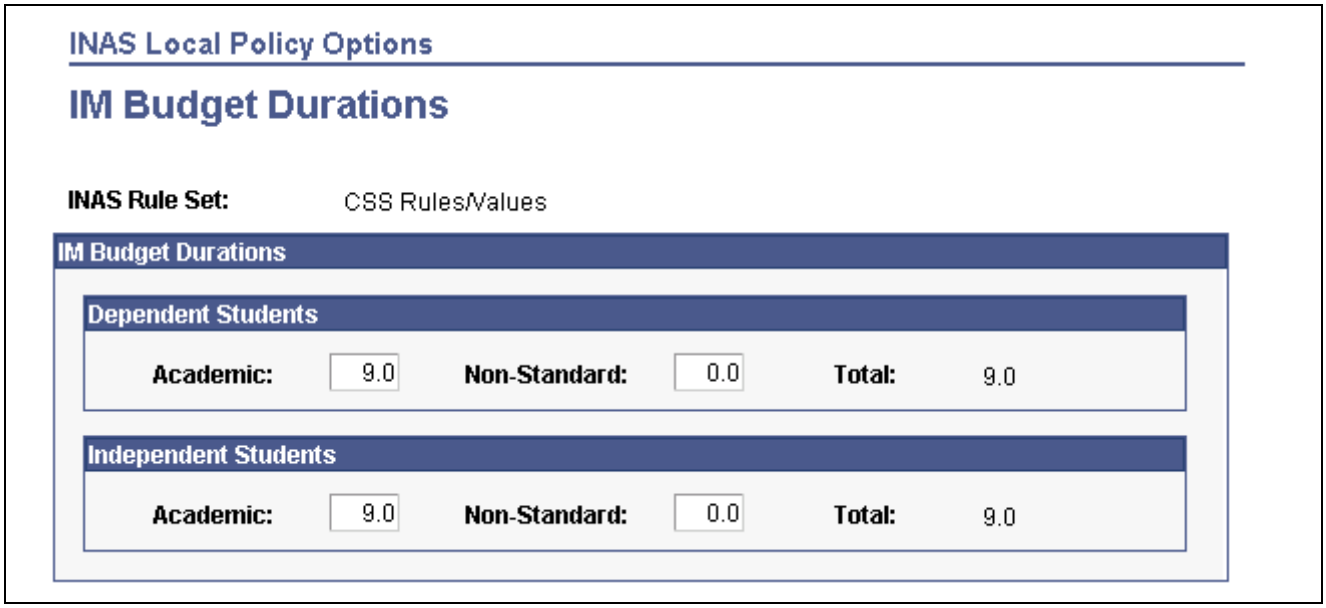
Independent Students

Academic Enter the number of months for the academic term to be considered during need analysis for independent students.

Non-Standard Enter the number of months for the nonstandard term to be considered during need analysis for independent students.

Defining IM Budget Durations

Access the IM Budget Durations page.



IM Budget Durations page

Dependent Students

Academic Enter the number of months for the academic term to be considered during need analysis for dependent students.

Non-Standard Enter the number of months for the nonstandard term to be considered during need analysis for dependent students.

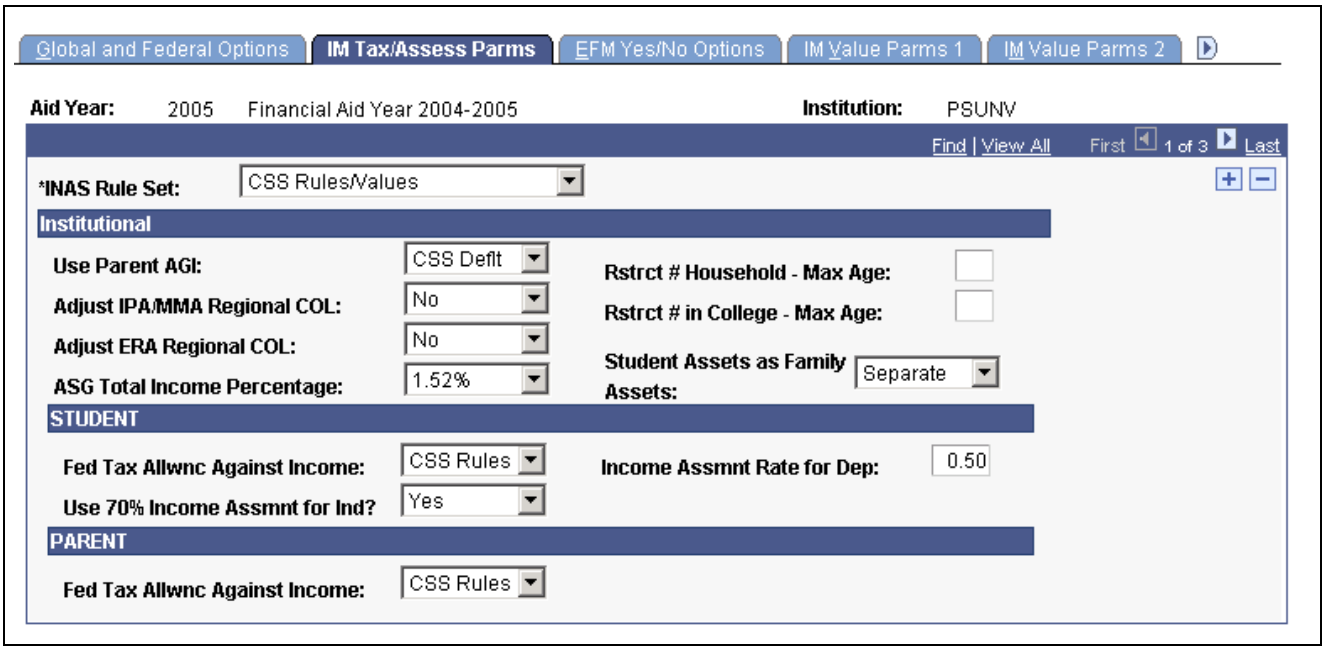
Independent Students

Academic Enter the number of months for the academic term to be considered during need analysis for independent students.

Non-Standard Enter the number of months for the nonstandard term to be considered during need analysis for independent students.

Defining IM Tax Parameters

Access the IM Tax/Assess Parms page.



IM Tax/Assess Parms page

The system displays the aid year and institution.

Institutional

Use Parent AGI (use parent adjusted gross income)

Select the use parent AGI. Values are:

CSS Deflt (CSS default)

Use Cmptd (use computed)

Use Rptd (use reported)

Use TaxRtrn (use tax return)

Adjust IPA/MMA Regional COL (adjust income protection allowance/monthly maintenance allowance regional cost of living)

Select to adjust the cost of living calculation based on regional COL differences for an independent student or for the parent of a dependent student. Values are:

No

Stu/Par (student/parent)

Yes Par (yes parent)

Yes Stu (yes student)

Adjust ERA Regional COL (adjust emergency reserve allowance regional cost of living)

Select to adjust the emergency reserve allowance for both students and parents, for independent students, or for parents only. Values are:

None

No

Yes-Both

Yes-Indep (yes independent)

Yes-Parent

ASG Total Income Percentage (annual savings goal total income percentage)

Select a value for the ASG total income percentage. This percentage is used as an allowance against income.

The default value is *1.52%*. Selecting one of the other values (*1.13%* or *1.3%*) changes the minimum value used for cumulative education savings allowance (CESA).

This table lists the ASG of total income percentages, the corresponding maximum allowance caps, and CESA minimum values:

ASG Total Income %	Maximum Allowance Cap	CESA Minimum Value
1.52	2,130 USD	17,890 USD
1.3	1,320 USD	14,850 USD
1.13	950 USD	12,940 USD

Rstrct # Household - Max Age (restrict number in household - maximum age)

Enter the value. You can restrict the family size used in the calculation by establishing an age threshold for siblings or dependents. For example, the calculation will not include an allowance for a member in the household over the maximum age set by the institution.

Rstrct # in College - Max Age (restrict number in college - maximum age)

Enter the value. You can restrict the number in college used in the calculation by establishing an age threshold for family members in college. For example, the calculation will not include an allowance for a member of the household in college over the maximum age set by the institution.

Student Assets as Family Assets (student assets as family assets)

Select *All Assets* to have all of the student's assets count as parent assets. Student assets are summed in the parent column. These calculation adjustments occur:

1. Family Total Net Worth (FTNW) FTNW = Parents' Total Net Worth (NW) + Student's Total NW.
2. Family Discretionary Net Worth (FDNW) FDNW = FTNW – Asset Protection Allowances.
3. The Asset Conversion rate is then applied to the FDNW to produce the family contribution from assets (FCA) where PC (parental contribution) = PCI (parent contribution from income) + FCA, and TFC (total family contribution) = PC + SCI (student contribution from income).
4. In the student column, student assets equal zero and student contribution (SC) = SCI, because all student assets have been moved to the parent column.

Select *Not Trusts* to have all of the student's assets except for the value of trust funds count as parent assets. The only student assets summed in the student column are trust funds. These calculation adjustments occur:

1. Family Total Net Worth (FTNW) FTNW = Parents' Total Net Worth (NW) + (Student's Total NW – Student's Value of Trusts).

2. Student Contribution From Assets (SCA)SCA = Student's Value of Trusts * Asset Conversion rate.
3. Family Discretionary Net Worth (FDNW) FDNW = FTNW – Asset Protection Allowances.
4. The Asset Conversion rate is then applied to the FDNW to produce the family contribution from assets (FCA) where: PC (parental contribution) = PCI (parent contribution from income) + FCA, SC (student contribution) = SCI (student contribution from income) + SCA, and TFC (total family contribution) = PC + SC.

Select *Separate* to use the default calculation. Parent assets are summed in the parent column and student assets are summed in the student column. If you leave this field blank, the system automatically enters *Separate* and uses the default calculation.

Select *5%-25%* to have the EFC calculation process assess student assets at 5 percent and the student's trust funds at 25 percent when calculating the student contribution portion of the EFC.

Important! If you selected the Calc PC for Independent check box on the Global and Federal Options page or the IM Yes/No Options page, then the system ignores the value in the Student Assets as Family Assets field, and instead uses the default calculation.

Student

Fed Tax Allwnc Against Income (federal tax allowance against income)

Select from these values, to calculate federal tax allowance against income:

Calc Tax: Select to use the calculated tax amount if a student's tax filing status is estimated; otherwise, CSS Rules apply.

CSS Rules: According to CSS Rules, if a student's tax filing status is Completed Tax Return, reported tax is used to calculate federal tax allowance against income. If the student's tax filing status is Estimated, the lower amount of reported tax or calculated tax is used to calculate the allowance. If reported tax is blank, negative, or invalid, the calculated tax amount is used to calculate the allowance.

Reptd Tax (reported tax): If a student's tax filing status is Estimated Return, the reported tax is used to calculate the federal tax allowance against income.

Use 70% Income Assmnt for Ind? (use 70 percent income assessment for independent)

This field refers to the available income assessment rate for independent students. Select from these values:

Yes: Uses 70 percent for income assessment; appears by default.

No: Select if you elect not to use the 70 percent income assessment; the Alt Income Assessment Rate field appears on the page.

Income Assmnt Rate for Dep (income assessment rate for dependent)

Enter the income assessment rate for dependent students.

Alt Income Assessment Rate (alternate income assessment rate)

Enter an alternate rate for assessing the student's income. This field appears on the page when you select *No* in the Use 70% Income Assmnt for Ind? field.

Parent

Fed Tax Allwnc Against Income (federal tax allowance against income)

Select from these values, to calculate federal tax allowance against income:

Calc Tax: Select to use the calculated tax amount if a student's tax filing status is estimated; otherwise, CSS Rules apply.

CSS Rules: According to CSS Rules, if a student's tax filing status is completed tax return, reported tax is used to calculate federal tax allowance against income. If the student's tax filing status is estimated, the lower amount of reported tax or calculated tax is used to calculate the allowance. If reported tax is blank, negative, or invalid, the calculated tax amount is used to calculate the allowance.

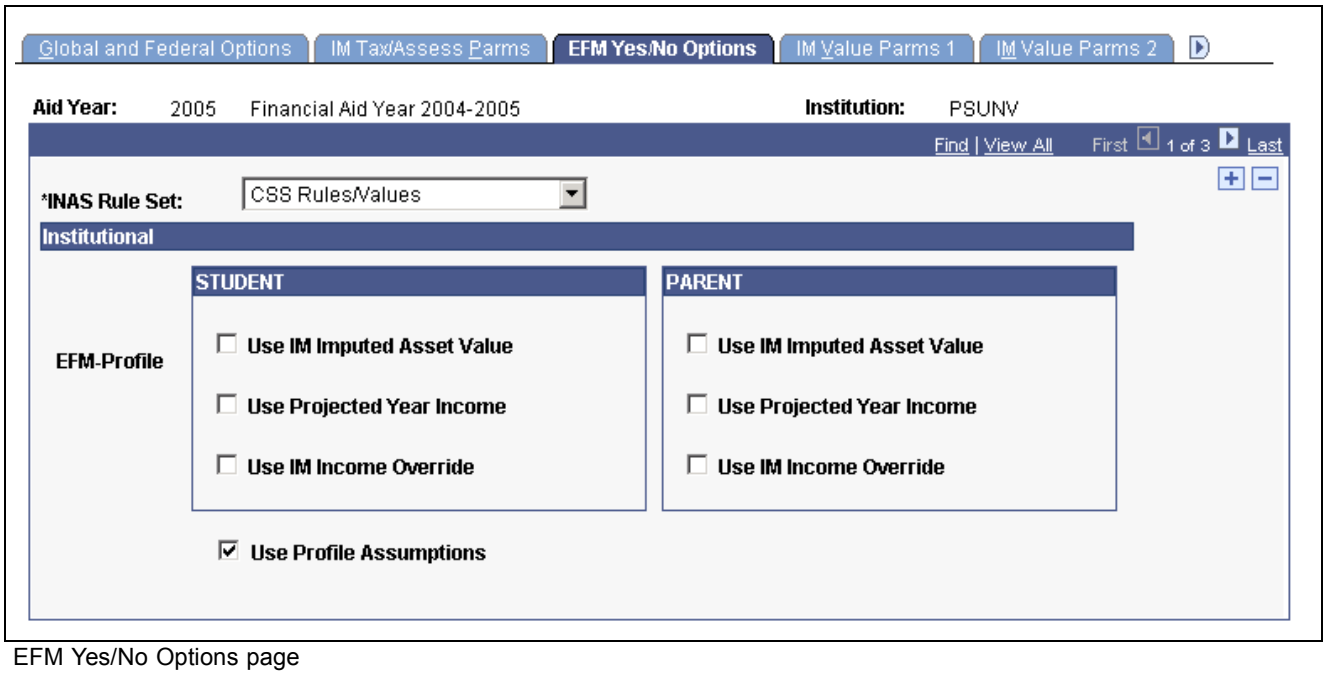
Reptd Tax: If a student's tax filing status is Estimated Return, the reported tax is used to calculate the federal tax allowance against income.

See Also

College Board INAS User Manual

Defining EFM Yes and No Options

Access the EFM Yes/No Options page.



EFM Yes/No Options page

The system displays the aid year and institution.

STUDENT

Use IM Imputed Asset Value Select to impute the value of the assets based on the interest and dividend income reported on the PROFILE form or the student's tax return.

Use Projected Year Income Select to use the student's expected year earnings instead of base year.

Use IM Income Override Select to use the IM's adjusted gross income and untaxed income override for the student in the calculation.

PARENT

Use IM Imputed Asset Value Select to impute the value of the assets based on the interest and dividend income reported on the PROFILE form or the parents' tax return.

Use Projected Year Income Select to use the student's expected year earnings instead of base year.

Use IM Income Override Select to use the IM's adjusted gross income and untaxed income override for the parent in the calculation.

EFM-Profile

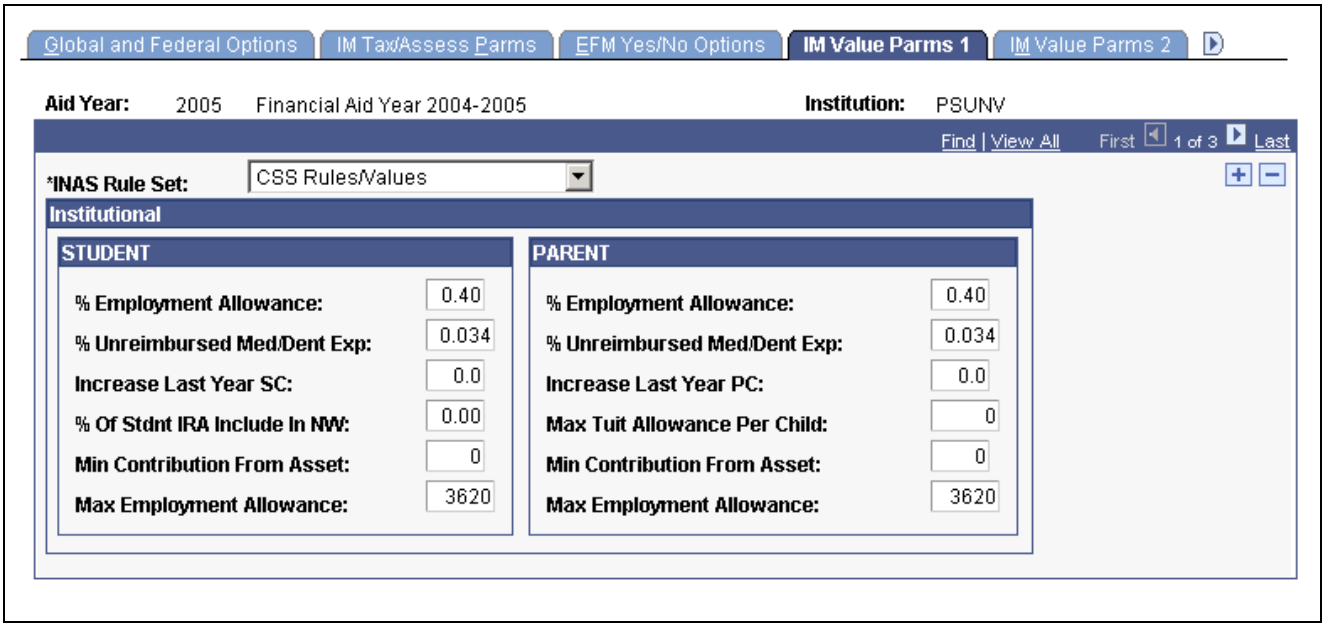
Use Profile Assumptions Select to enable the system to perform calculations using assumptions made by the system. For example, if the father reports income of 50,000.00 USD, and the mother reports income of 50,000.00 USD, and the adjusted gross income is left blank, the system assumes the total income to be 100,000.00 USD. The calculation then uses an assumed adjusted gross income of 100,000.00 USD.

See Also

College Board INAS User Manual

Defining IM Value Parameters 1

Access the IM Value Parms 1 page.



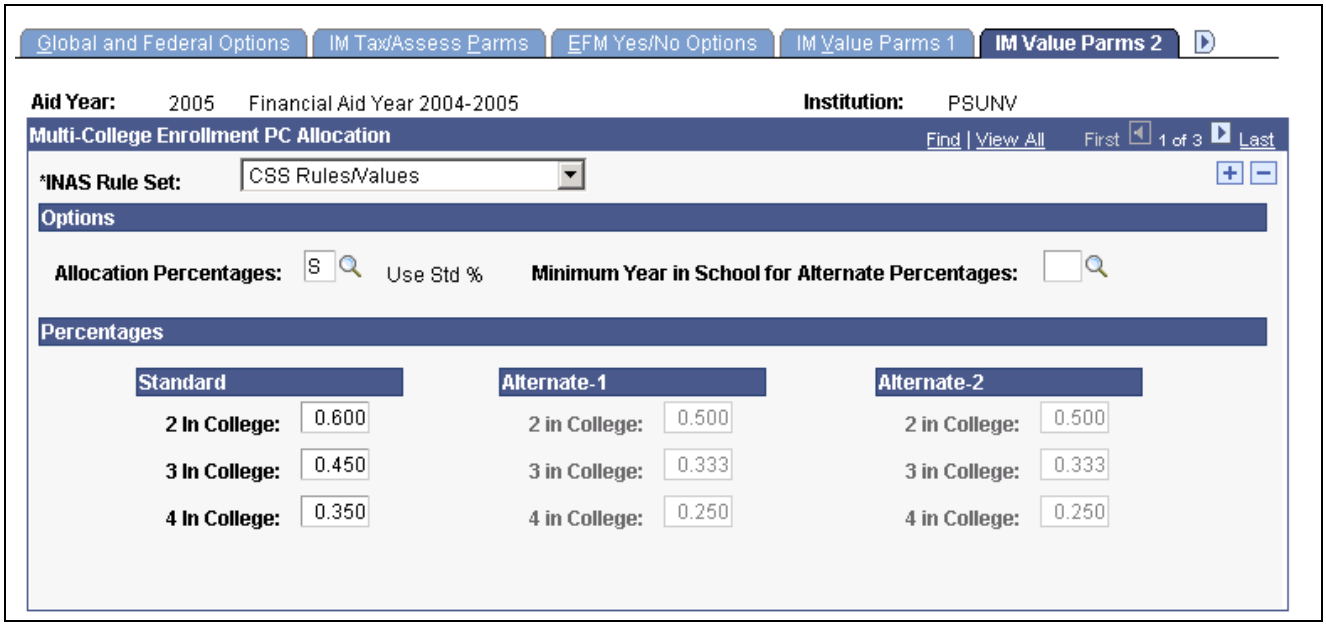
IM Value Parms 1 page

The system displays the aid year and institution.

In the fields that appear in the STUDENT and PARENT group boxes, use the default values or enter the percentages and values set by your institution for students and parents.

Defining IM Value Parameters 2

Access the IM Value Parms 2 page.



IM Value Parms 2 page

The system displays the aid year and institution.

Percentages

The system determines which set of allocation percentages to use (Standard, Alternate-1, or Alternate-2) based upon the values entered in the Allocation Pctgs and Min Year in School for Alt Pctgs fields and the student's year in school.

This table illustrates when the system uses each set of allocation percentages:

PC Allocation Option	Global Year In School Parameters	Student's Year in School	Standard Allocation Percentages	Alternate-1 Percentages	Alternate-2 Percentages
Standard Table	If blank	NA	Then this percentage is used.	NA	NA
Standard Table	If not blank	Is less than Global Year in School	Then this percentage is used.	NA	NA
Standard Table	If not blank	Is greater than or equal to Global Year in School	NA	NA	Then this percentage is used.

PC Allocation Option	Global Year In School Parameters	Student's Year in School	Standard Allocation Percentages	Alternate-1 Percentages	Alternate-2 Percentages
Optional Table	If blank	NA	NA	Then this percentage is used.	NA
Optional Table	If not blank	Is less than Global Year in School	NA	Then this percentage is used.	NA
Optional Table	If not blank	Is greater than or equal to Global Year in School	NA	NA	Then this percentage is used.

Defining IM Yes and No Options

Access the IM Yes/No Options page.

IM Yes/No Options page

The system displays the aid year and institution.

STUDENT

Use Projected Year Income Select to calculate an estimated annual income if it differs from a previously reported income due to the loss of a job or other circumstance.

Use FM Tx (use federal methodology tax) Select to use the federal methodology's state and local income tax computation table in the calculation. When this check box is selected in conjunction with the Ind Use Par St Tax Alwnc check box, Use FM Tx takes priority for independent students.

Calc PC For Independent (calculate parental contribution for independent) Select to use the parents' information in the calculation for an independent student.

Add Non Cust PC to PC (add noncustodial parent contribution to parent contribution) Select to combine the noncustodial parent's contribution to the parent contribution, which results in a higher EFC. You can use this in the case of divorce or separation.

Add Hope/LTL (add Hope/Lifetime Learning Credit) Select to let the system determine whether to add this value to taxes, based on federal tax allowance against income and tax filing status, as shown in the following table. The column headings represent the value of the Fed Tax Allwnc Against Income field from the IM Tax/Assess Parameters page.

	Federal Tax	Allowance	Against	Income
	CSS Rules	*Calc Tax*	*Rptd Tax — CR*	*Rptd Tax*
Tax Filing Status:	NA	NA	NA	NA
Completed Return 1040A/EZ	Add Hope to taxes.	Do not add Hope, calculate taxes.	Add Hope to taxes.	Add Hope to taxes.
Completed Return 1040	Add Hope to taxes.	Do not add Hope, calculate taxes.	Add Hope to taxes.	Add Hope to taxes.
Estimated Return 1040A/EZ	Do not add Hope, calculate taxes.	Do not add Hope, calculate taxes.	Do not add Hope, calculate taxes.	Add Hope to taxes.
Estimated Return 1040	Do not add Hope, calculate taxes.	Do not add Hope, calculate taxes.	Do not add Hope, calculate taxes.	Add Hope to taxes.

When the INAS calculates taxes, it compares the values for reported taxes and calculated taxes and uses the lower value in subsequent calculations. This table demonstrates how the system processes the Hope value when reported taxes are lower than calculated taxes:

	Federal Tax	Allowance	Against	Income
	CSS Rules	*Calc Tax*	*Rptd Tax – CR*	*Rptd Tax*
Tax Filing Status:				
Completed Return 1040A/EZ	Add Hope to taxes.	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes.	Add Hope to taxes.
Completed Return 1040	Add Hope to taxes.	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes.	Add Hope to taxes.
Estimated Return 1040A/EZ	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes.
Estimated Return 1040	Add Hope to taxes only if reported is lower than calculated	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes only if reported is lower than calculated.	Add Hope to taxes.

Note. Reported tax amounts are generally higher than calculated tax amounts.

IM < FM (institutional methodology is less than federal methodology) Select to allow the calculated IM EFC to be below the calculated FM.

Ind Use Par St Tax Alwnc (independent use parent state tax allowance) Select if the student is independent but you want to use the parent's state tax allowance table in the calculation. When this check box is selected in conjunction with the Use FM Tx check box, Use FM Tx takes priority for independent students.

Cap Home Equity Allows you to cap calculated equity at a value no greater than two times the computed income.

PARENT

Use Projected Year Income Select to calculate an estimated annual income, if it differs from a previously reported income due to the loss of a job or other circumstance.

Use FM Tx (use federal methodology tax) Select to use the FM's state and local income tax computation table in the calculation.

Allow Parent Other Loss Select to allow losses taken on a parent's income tax. This results in a lower EFC.

Allow Parent Bus/Farm Loss	Select to allow losses taken on a parent's income tax, such as depreciation in a business. This results in a lower EFC.

Note. By default, the system disallows losses on business or farm and other. By selecting Allow Parent Other Loss or Allow Parent Bus/Farm Loss, you allow the loss to be included in the calculation.

Add Hope/LTL (add Hope/Lifetime Learning Credit)	Select to have the system determine whether to add this value to taxes based on federal tax allowance against income and tax filing status, as shown in the previous table. The column headings in the table represent the value of the Fed Tax Allwnc Against Income field from the IM Tax/Assess Parameters page.
Disallow Low Inc Asset Alwnc (disallow low income asset allowance)	Select to calculate without using the low income asset allowance.
Use Rpt PC (use reported parent contribution)	Select to enforce the amount that the parents volunteered to contribute, if that amount is higher than the amount calculated by the system.
Cap Home Equity	Allows you to cap calculated equity at a value no greater than two times the computed income.
IM < FM	Select to allow the calculated IM EFC to be below the calculated FM when an ISIR record is present.

General

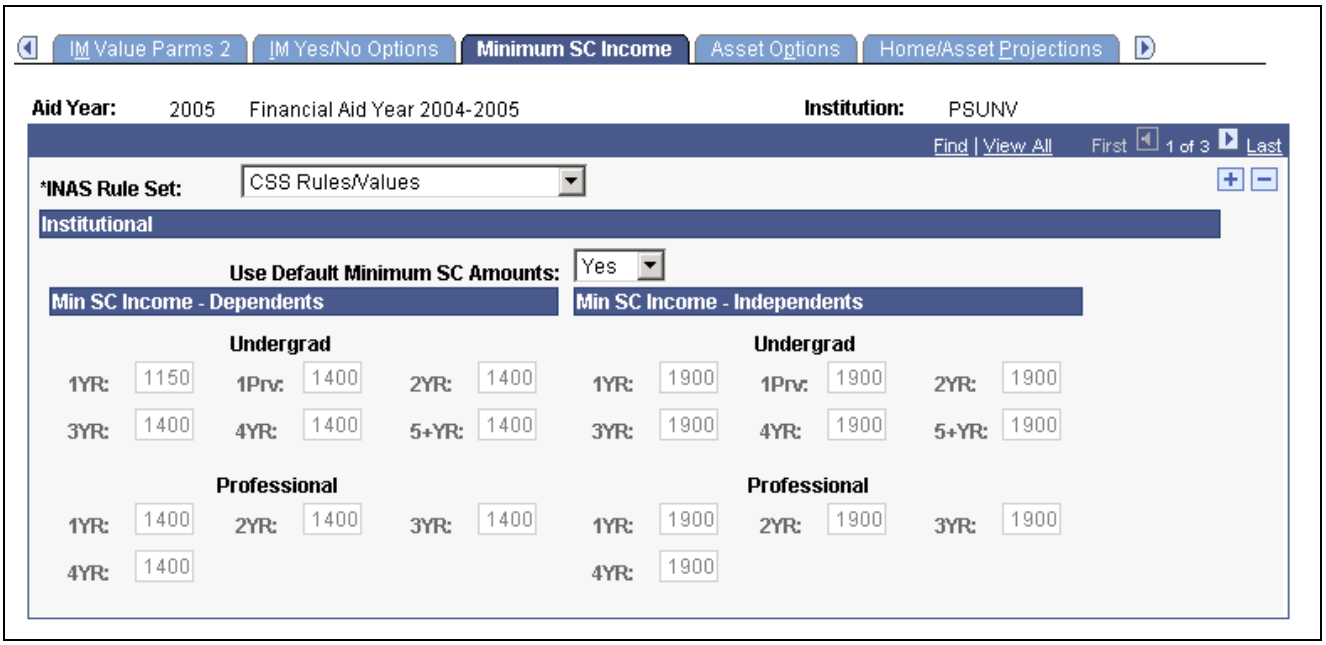
Exclude Tuition/Fee Deduction	This options provides you with the means to exclude from parental income, tuition and fee deductions reported by the parents of dependent students. Select to allow tuition and fee deductions to offset total income. Clear to allow tuition and fee deductions to be counted as untaxed income.

See Also

College Board INAS User Manual

Defining Minimum Student Contribution

Access the Minimum SC Income page.



Minimum SC Income page

The system displays the aid year and institution.

Institutional

Use Default Min SC Amounts (use default minimum student contribution amounts)

Select from these values:

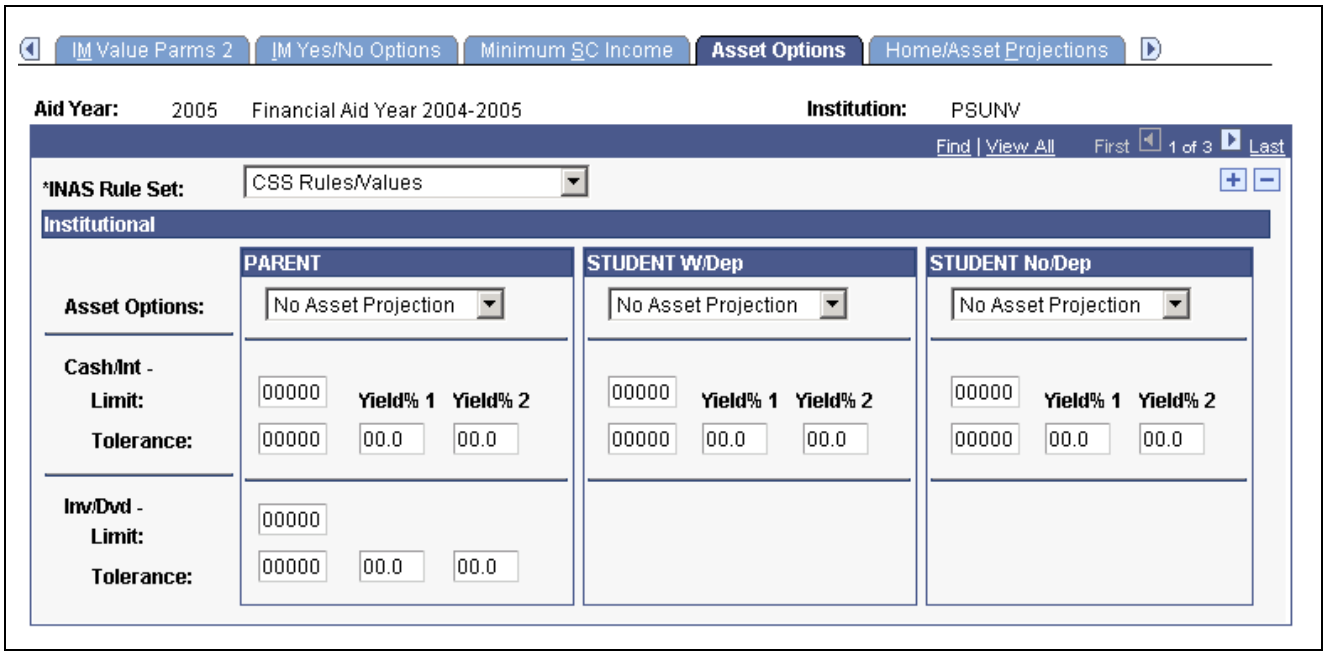
Yes: Use the defaults.

No: Make manual changes to the minimum student contribution amounts.

Enter the minimum institutional student contribution values set by your institution for dependent and independent students. IM uses a minimum student contribution from income; you can adjust these amounts. The system uses these values to determine if the calculated or minimum contribution is used.

Defining Asset Options

Access the Asset Options page.



Asset Options page

The system displays the aid year and institution.

Institutional

Asset Options Select asset options. Values are:

No Asset Projection (no projection): INAS does not impute the asset options.

Combined Projection (combined projection): INAS combines Cash/Int (cash and interest) and Inv/Dvd (investment and dividends) values in the calculations. The entire amount is reported against the cash value.

Individual Projection (individual projection): INAS calculates Cash/Int and Inv/Dvd values individually, because Cash/Int and Inv/Dvd can have a different yield and tolerance.

You can compare income with reported cash, savings, checking, and investments to identify cases where the asset value appears to be underreported. Specify both an expected rate of return (yield) and a tolerance level for both Cash/Int and Inv/Dvd. Based on the interest reported, you can impute a value of the parents' or student's cash savings, using the specified yield. This helps you to determine whether the reported savings are underreported. You can also impute a value for the parents' or student's investments and dividends.

Limit and **Tolerance** Enter the limit and tolerance values for Cash/Int.

You can set a limit for cash and interest. For example, you can enter a value of *10,000.00* USD. You can set the system up to assess the first 10,000.00 USD (Limit) at 3.8% (Yield% 1) and any portion greater than 10,000.00 USD at 5.6% (Yield% 2). Based on the reported interest from the tax return, if the value is less than 10,000.00 USD, the system uses the percentage that appears in Yield% 1 in calculation. The system uses the percentage in Yield% 2 in calculation for the amount above 10,000.00 USD. If the tolerance is set to 500.00 USD, and the imputed value when compared to the reported value is within the specified tolerance, you can decide to use the reported value.

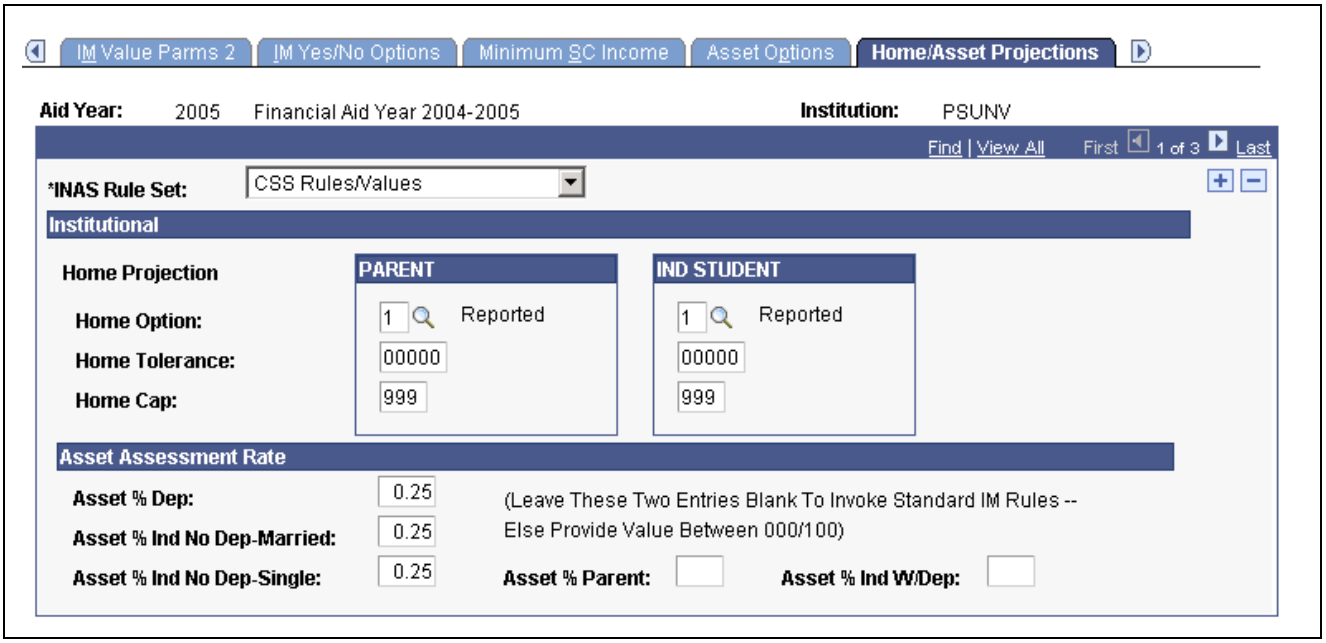
INAS uses the reported income and the expected rate of return to project the asset value required to produce that income. If the projected value is greater than the reported asset value by more than the tolerance level, the projected value is substituted for the reported asset value.

Inv/Dvd (investment and dividend) Set up the appropriate limit and tolerance to compare the reported value to the imputed value, as described previously.

Note. The Asset Option Ind Proj (asset option individual projection) field is not available for students.

Defining Home Asset Projections

Access the Home/Asset Projections page.



Home/Asset Projections page

The system displays the aid year and institution.

Institutional

Home Option Select the home option for student and parents. Values are:

01 − Use Reported: INAS uses the value of the home reported on the application, to calculate equity.

02 – Use Projected: The system calculates the value of the home based on the purchase price of the home and the date on which it was purchased, using the Federal Housing Multiplier table.

03 − Use Projected if Significant Difference: The system uses the value set for home tolerance to determine whether reported or projected home values will be used to determine home equity.

04 − Use Highest: INAS compares the calculated and reported home value. The system uses the higher of the two values to determine equity.

*05 – Use Alt Home*compares projected value to capped value and uses lower.

Home Tolerance Enter a home tolerance value. INAS uses the reported value of the home, unless it exceeds the tolerance when the difference is compared to the calculated home value. If it exceeds the tolerance, the value is adjusted accordingly.

Home Cap Enter a multiplier, if you do not want the reported value or the computed value to exceed a certain multiple of the family's income. The system multiplies this value with the AGI to adjust the value of the home.

Asset Assessment Rate

Asset % Dep (asset percentage dependent) Enter a value to use as an allowance against assets.

Asset % Ind No Dep-Married (asset percentage independent no dependents married) Enter a value to use as an allowance against assets.

Asset % Ind No Dep-Single (asset percentage independent no dependents single) Enter a value to use as an allowance against assets.

Asset % Parent (asset percentage parent) Enter a value to use as an allowance against assets. Leave this field and the Asset % Ind W/Dep field blank to invoke standard IM rules.

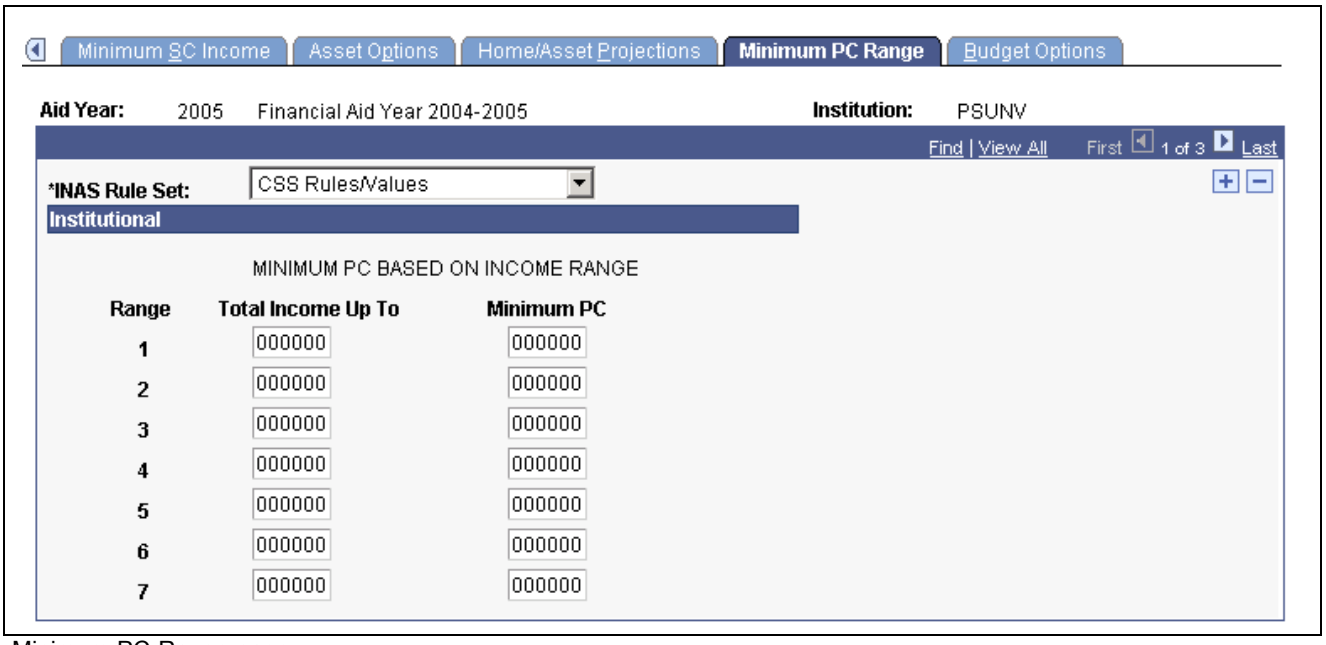
Asset % Ind W/Dep (asset percentage independent with dependents) Enter a value to use as an allowance against assets. Leave this field and the Asset % Parent field blank to invoke standard IM rules.

See Also

College Board INAS User Manual

Defining Minimum Parental Contribution

Access the Minimum PC Range page.



Minimum PC Range page

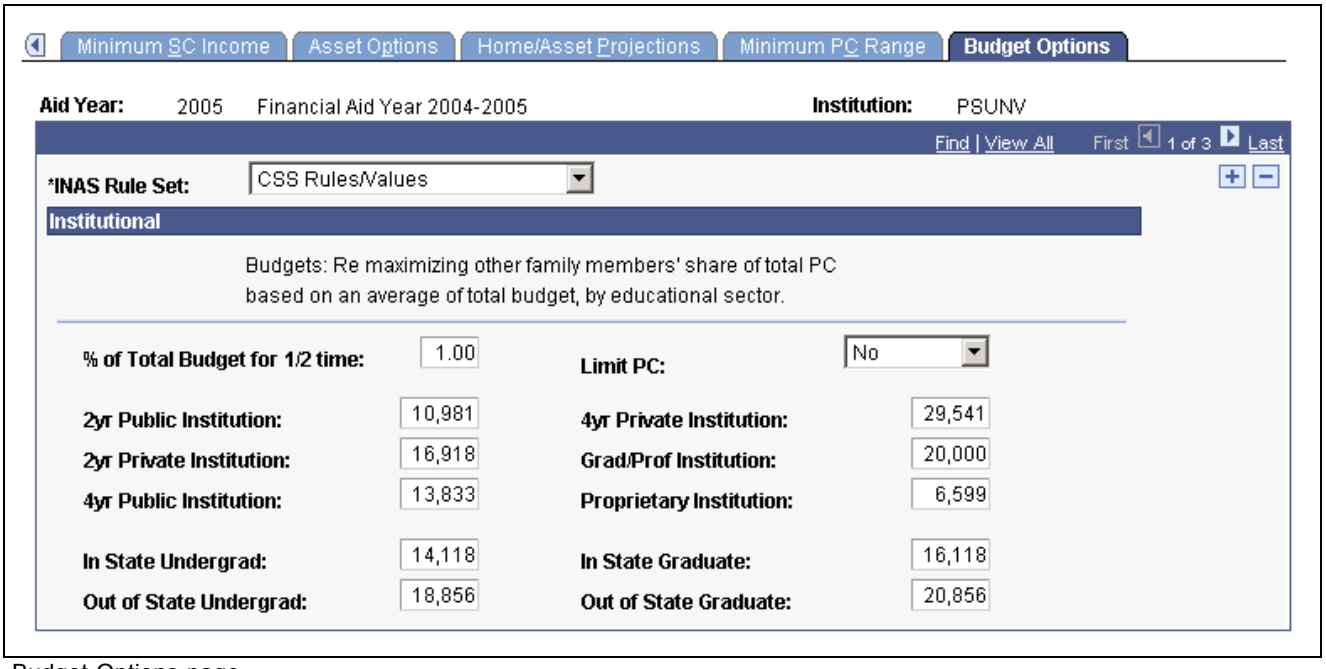
The system displays the aid year and institution.

MINIMUM PC BASED ON INCOME RANGE (minimum parental contribution based on income range)

Enter the values set by your institution's policy.

Defining Budget Options

Access the Budget Options page.



Budget Options page

The system displays the aid year and institution.

Institutional

% of Total Budget for 1/2 time (percentage of total budget for half-time)

Enter a percentage of the total budget that you want to use for a student attending an institution half-time.

Note. The value *1.00* is equal to 100 percent.

Limit PC (limit parental contribution)

Select a parental contribution limit. Values are:

% Tot Bdgt (percentage of total budget): Select to have the parental contribution limited to the percentage (calculated as follows: budget total for other children divided by budget total for all children) that their total budget compared to the total budget including the applicant.

Lowest: Compare the parental contribution limits set by *% Tot Bdgt* and *Sum Bdgt,* and set the limit to the higher value.

No: Indicate that no parental contribution limit is set.

Sum Bdgt (sum budget): Limit the parental contribution to the sum of the budgets for all other children in the family.

Enter the values that your institution set for each type of institution.

Using Estimated FM EFC Values

Financial Aid now stores the estimated FM EFC (which is calculated using institutional application data) for awarding federal funds when only institutional data is available. The system stores and displays the estimated FM EFC only when an ISIR for the student is not present. As soon as you load an ISIR for the student and call INAS, the estimated FM EFC is replaced by the EFC from the ISIR.

Note. The system does not consider the status of the ISIR before replacing the estimated FM EFC; it replaces the estimated values with the EFC value from the ISIR after INAS is called.

When in use, the estimated FM EFC populates all FM EFC fields on all pages in the system. The system does not display any visual cue to indicate that the value is an estimate. You need to know whether a student has an ISIR loaded to determine whether the value that appears is and estimated FM EFC or an actual FM EFC.

Reviewing INAS Assumption Codes

To set up INAS Assumptions Codes, use the INAS Assumption Codes component (INAS_ASMPTN_CODES).

This section discusses how to:

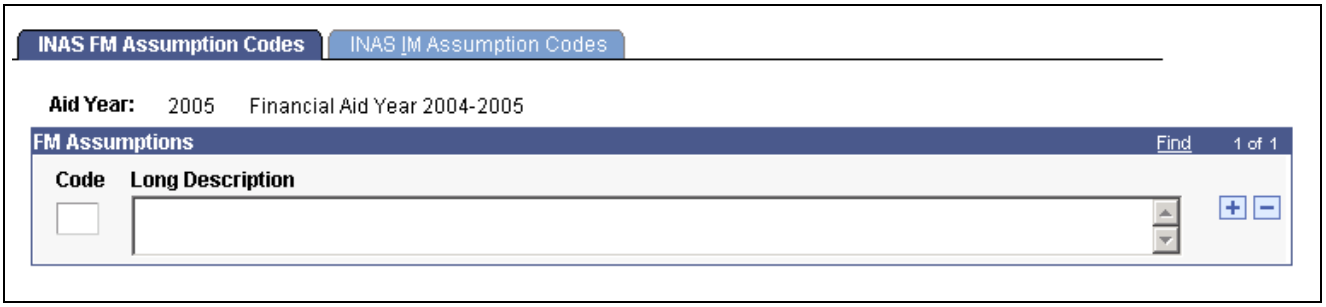
- Review INAS FM assumption codes.
- Review INAS IM assumption codes.

Pages Used to Review INAS Assumption Codes

Page Name	Object Name	Navigation	Usage
INAS FM Assumption Codes	INAS_FM_ASMPTN	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS Assumption Codes, INAS FM Assumption Codes	Review assumption codes regarding federal application information. INAS FM assumption codes are based on CPS (central processing system) and delivered with the Financial Aid system.
INAS IM Assumption Codes	INAS_IM_ASMPTN	Set Up SACR, Product Related, Financial Aid, Application Processing, INAS Assumption Codes, INAS IM Assumption Codes	Review dependency assumption codes regarding institutional application information. INAS IM assumption codes that are delivered with the Financial Aid system.

Reviewing INAS FM Assumption Codes

Access the INAS FM Assumption Codes page.



INAS FM Assumption Codes page

The system displays the aid year.

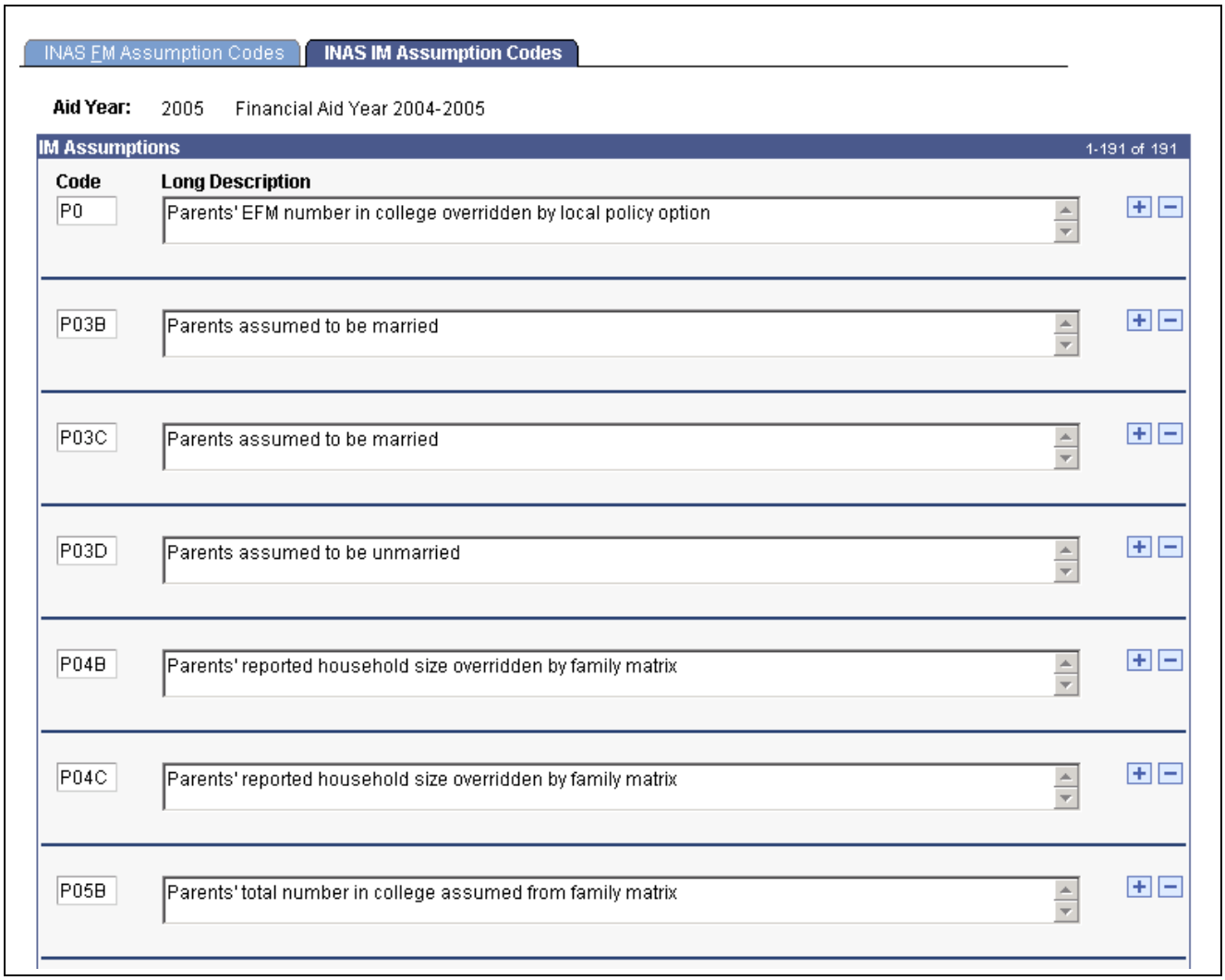
FM Assumptions

Code Displays the FM code defined by INAS

Long Description Displays the corresponding FM assumption description for each code defined by INAS.

Reviewing INAS IM Assumption Codes

Access the INAS IM Assumption Codes page.



INAS IM Assumption Codes page

The system displays the aid year.

IM Assumptions

Code Displays the IM code defined by INAS.

Long Description Displays the corresponding IM assumption description defined by INAS.

Using Financial Aid Run Controls for Profile and Need Access Processes

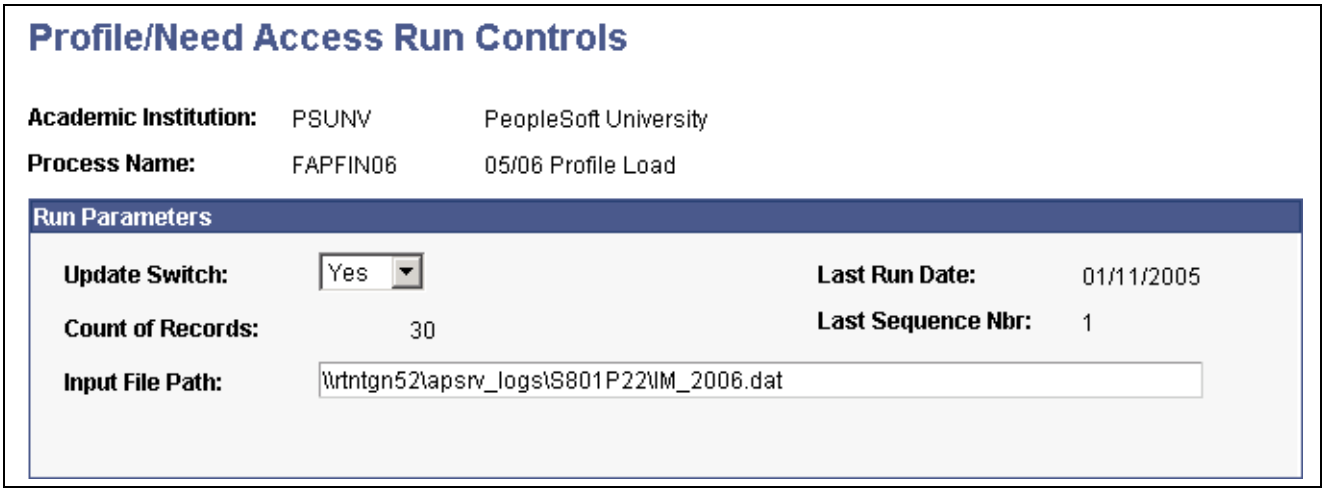
This section discusses how to define run controls for Profile and Need Access processes.

Page Used for Financial Aid Run Controls for Profile and Need Access Processes

Page Name	Object Name	Navigation	Usage
Profile/Need Access Run Controls	RUNCTL_CPS	Financial Aid, File Management, PROFILE – Need Access Controls	Define run controls for Profile and Need Access processes.

Defining Run Controls for Profile and Need Access Processes

Access the Profile/Need Access Run Controls page.



Profile/Need Access Run Controls page

The fields that this page displays depend on the process that you select. The Count of Records, Last Run Date, and Last Sequence Nbr (last sequence number) fields are display-only fields that appear for all of the processes. The Update Switch field is an input-capable field that appears for all of the processes. The following table describes the fields that vary by process.

Process Name	Input/Output File	Add Action
FANAIN06	Updateable	Hidden
FANASR06	Hidden	Updateable
FAMVNA06	Hidden	Hidden
FAPFIN06	Updateable	Hidden
FAPFSR06	Hidden	Updateable
FAMVPF06	Hidden	Hidden

Update Switch Select *No* to run the process in simulation. When you select *No,* the process does not update any records or tables. You can then view the log file to see potential issues or the information that would have been updated. Select *Yes* to run the process and update the records or tables.

Count of Records	Displays the number of records generated from the export process.
Input/Output file	Enter the path to the location of the file.
Add Action	Select *Add to Database (Replace)* or *Add (Do NOT Replace)* from the options.

Setting Up Need Access and PROFILE Data Load Parameters

To set up need access and PROFILE data load parameters, use the Need Access Load Parameters component (INST_NA_LOAD_CTL) and the PROFILE Load Parameters component (INST_LOAD_CONTROL).

This section discusses how to:

- Set up Need Access data load parameters.
- Set up PROFILE data load parameters.

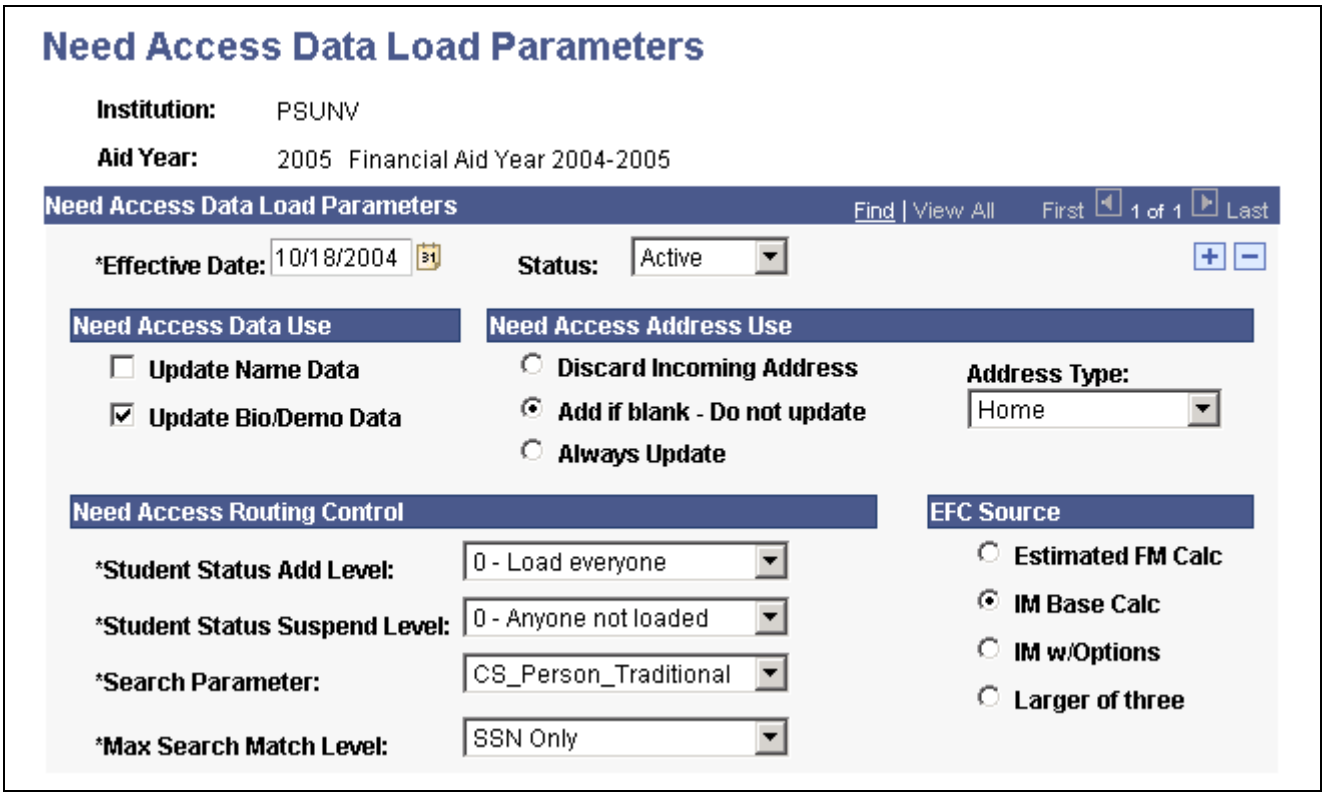
Pages Used to Set Up Need Access and PROFILE Data Load Parameters

Page Name	Object Name	Navigation	Usage
Need Access Data Load Parameters	INST_NA_LOAD_CNTRL	Set Up SACR, Product Related, Financial Aid, File Management, Need Access Load Parameters	Set up the Need Access parameters for your institution. The PeopleSoft Enterprise Campus Solutions system supports the loading of Need Access applications only. The ability to utilize INAS or Need Access formula calculations does not currently exist.
Profile Data Load Parameters	INST_LOAD_CNTRL	Set Up SACR, Product Related, Financial Aid, File Management, PROFILE Load Parameters	Set up the Profile application parameters for your institution. PeopleSoft Enterprise Campus Solutions supports the College Board *CSS PROFILE* application.

Setting Up Need Access Data Load Parameters

Access the Need Access Data Load Parameters page.

Note. When this page opens an error message might display such as “Fields Parameter Code and Max Search Match Level reset to blank. (14404,413) The Search Match Criteria has been modified more recently than the effective date on this page. Please insert a new effective-dated row on this page or update the current effective data to the present day. Then reenter the value for the field(s) mentioned above.” This error message displays when the Search Match parameter criteria was set up after the effective date of this run control. By adding a new effective-dated row and resetting the fields mentioned in the error message, the Need Access load process will use valid search match criteria.



Need Access Data Load Parameters page

Enter an effective date and status for this aid year.

Need Access Data Use

Update Name Data Select to enable Need Access name data to update Campus Community data.

Update Bio/Demo Data (update biographical and demographic data) Select to enable Need Access biographical and demographic data to update Campus Community data.

Need Access Address Use

Discard Incoming Address Select if you do not want to update Campus Community address information.

Add if blank - Do not update Select to have the system add the address from the file and assign the address type that appears in the Address Type field.

For example, if *PERM* appears in the Address Type field, the system identifies and adds the address as a permanent address type. The system always updates Campus Community address information with the address that appears in the Address Type field, when you select the Always Update option.

Need Access Routing Control

Student Status Add Level Select a student status add level to define the students for whom you want to process Need Access data. This is where you view the numeric hierarchy affect admit levels. Values are:

0 – Load Everyone

1– Recruits or higher

2 – Inactive Admits or higher

3 – Applicants or higher

4 – Active Admits or higher

5 – Accepted/Continuing only

Student Status Suspend Level Select a level to define the Need Access records that you want to retain in the Need Access Suspense table. You can select these students again in future data loads. Values are:

0 – Anyone not loaded

1 – Recruits or higher

2 – Inactive Admits or higher

3 – Applicants or higher

4 – A ctive Admits or higher

5 – Accepted/Continuing only

Search Parameter A search parameter is a set of one or more search rules that you order sequentially with the lowest (or first) search order level as the most restrictive, and the highest (or last) search order level as the least restrictive. A search parameter must be created even if it contains only one search rule. The delivered Campus Solutions search Parameter is called PSCS_TRADTIONAL.

Max Search Match Level (maximum search match level) Select a maximum search match level, which determines how restrictive the matching process should be. The values in this field are dependent on the value selected in the Search Parameter field. The system searches on the match level that you select, plus the more restrictive matches that precede it. For example, if you select a match of *20* (SSN Only in PSCS_TRADTIONAL), the search process first uses the more restrictive match of *10*– or any match number less than *20*– that you set up in the system.

Valid Values for Maximum Search Match Level

SEARCH_RULE_NBR	DESCRIPTION
10	Name, Addr, City, Bday, Gender, SSN
20	SSN Only
30	Name, Bday, Gender
40	Name, Gender
50	Name Only

EFC Source

Indicate the source that you want to use by selecting IM Base Calc (institutional methodology base calculation), IM w/Options (institutional methodology with options), or Larger of two.

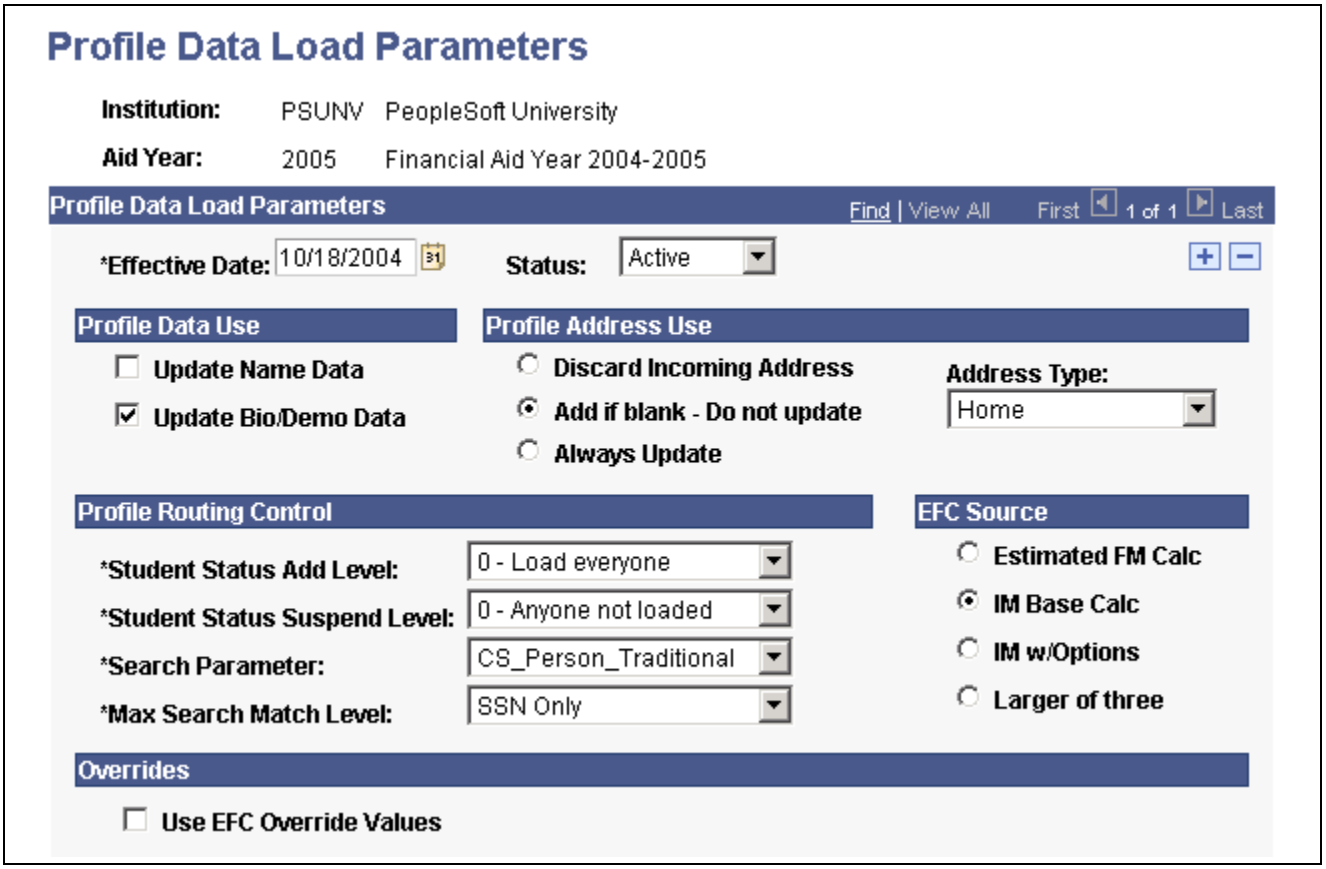
See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Setting Up Search/Match," Defining Search Parameters

Setting Up PROFILE Data Load Parameters

Access the Profile Data Load Parameters page.

Note. When this page opens an error message might display such as "Fields Parameter Code and Max Search Match Level reset to blank. (14404,413) The Search Match Criteria has been modified more recently than the effective date on this page. Please insert a new effective-dated row on this page or update the current effective data to the present day. Then reenter the value for the field(s) mentioned above." This error message displays when the Search Match parameter criteria was set up after the effective date of this run control. By adding a new effective-dated row and resetting the fields mentioned in the error message, the Need Access load process will use valid search match criteria.



Profile Data Load Parameters page

The system displays the institution and aid year.

Effective Date Enter an effective date for this aid year.

Status Enter a status for this aid year.

Profile Data Use

Update Name Data Select to enable PROFILE name data to update Campus Community data.

Update Bio/Demo Data (update biographical and demographic data) Select to enable PROFILE biographical and demographic data to update Campus Community data.

Profile Address Use

Discard Incoming Address Select if you do not want to update Campus Community address information.

Add if blank - Do not update Select to have the system add the address from the file and assign the address type that appears in the Address Type field.

For example, if *PERM* appears in the Address Type field, the system identifies and adds the address as a permanent address type. Campus Community address information is always updated with the address that appears in the Address Type field, when you select the Always Update option.

Profile Routing Control

Student Status Add Level Select an add level to define the students for whom you want to process Need Access data. This is where you see the numeric hierarchy affect admit levels. Values are:

0 – Load Everyone

1 – Recruits or higher

2 – Inactive Admits or higher

3 – Applicants or higher

4 – Active Admits or higher

5 – Accepted/Continuing only

Student Status Suspend Level Select a level to define the Need Access records to retain in the Need Access Suspense table. You can select these students again in future data loads. Values are:

0 – Anyone not loaded

1 – Recruits or higher

2 – Inactive Admits or higher

3 – Applicants or higher

4 – Active Admits or higher

5 – Accepted/Continuing only

Search Parameter A search parameter is a set of one or more search rules that you order sequentially with the lowest (or first) search order level as the most restrictive, and the highest (or last) search order level as the least restrictive. A search parameter must be created even if it contains only one search rule. The delivered Campus Solutions search Parameter is called PSCS_TRADTIONAL.

Max Search Match Level Select a maximum search match level, which determines how restrictive the matching process should be. The values in this field are dependent on the value selected in the Search Parameter field. The system searches on the match level that you select, plus the more restrictive matches that come before it. For example, if you select a match of *20* (SSN Only in PSCS_TRADTIONAL),

the search process first uses the more restrictive match of *10*– or any match number less than *20*– that you set up in the system.

Valid Values for Maximum Search Match Level

SEARCH_RULE_NBR	DESCRIPTION
10	Name, Adddr, City, Bday, Gender, SSN
20	SSN Only
30	Name, Bday, Gender
40	Name, Gender
50	name Only

EFC Source

Indicate the source to use by selecting IM Base Calc (institutional methodology base calculation), IM w/Options (institutional methodology with options), or Larger of two.

Overrides

Use EFC Override Values For aid year 2004 only, select to enable the Load Program and the Suspense/Move Program to evaluate the activation of the Use EFC Override Value check box on the INAS Institutional Extension pages and load those values into the Contribution for Student row of the Computation Data page. The override values are identified with an O on the Computation Data page.

CHAPTER 17

Processing Federal Financial Aid Applications

Calculating a student's financial need involves determining how much a family can reasonably be expected to contribute toward a student's education. This process begins with the student filing the Free Application for Federal Student Aid (FAFSA) with the Department of Education. The FAFSA is a federally approved need analysis form administered by the Department of Education. Some schools may require other need analysis forms or an institutional aid application. Institutional application processes are described in the chapter *Processing Institutional Financial Aid Applications*. PeopleSoft Enterprise Financial Aid supports all versions of the FAFSA and Renewal FAFSA. This section discusses:

- Understanding how to process federal financial aid applications.
- Using Financial Aid inbound file load process for federal financial aid applications.
- Federal financial aid application processes.
- Processing inbound files.
- Managing suspended ISIRs.
- Making ISIR corrections.
- Overriding expected family contributions (EFC).
- Simulating FM data.
- Processing ISIR corrections.
- Processing outbound files.
- Processing rejected ISIR correction files.
- Adding your institution to a student's ISIR.
- Sending FAFSA signature receipt information.
- Using the batch message print page.
- Deleting ISIR and NSLDS information.
- Viewing ISIR history.
- Using the ISIR Reject/Assumptions Report.
- Running ISIR Reports.
- Viewing ISIR reports.
- Reviewing ISIR correction audits.

Understanding Processing Federal Financial Aid Applications

Financial Aid application processing requires coordinating incoming and outgoing data files with the U.S. Department of Education's Central Processing System (CPS). You transmit this data using the Department of Education's Student Aid Internet Gateway (SAIG) communications software, vendor supplied software, or software developed by your own institution. If your institution uses either the College Board's CSS*PROFILE* application or the Access Group *Need Access* application, see more information in the chapter, *Processing Institutional Financial Aid Applications*.

For PeopleSoft Enterprise Financial Aid, a student's application for financial aid begins with the receipt of the student's FAFSA information contained in the ISIR data record sent by the CPS. Once this information is loaded into Financial Aid, the evaluation of a student's financial aid eligibility begins.

You can override assumptions and rejects, add your institution to a student's ISIR, and make ISIR corrections. Financial Aid enables you to exchange data with the Central Processing System, to validate and manage corrections, to view EFC status, and to review comments.

Using Financial Aid Inbound File Load Process for Federal Financial Aid Application Processing

Loading financial aid application information from the ISIR is a two step process. When you receive a download from the CPS, the first step is to run the FA_INBOUND Application Engine process that deposits the entire batch into ISIR staging tables. You then run a separate process, the ISIR Load, to load the files from the ISIR staging tables into the database. The ISIR Load process uses your ISIR data load parameters and process demographic settings. ISIR records that are not loaded are marked as suspended for manual review by the office staff or are automatically discarded based on your institution's data load parameter settings.

When you want to send out ISIR corrections or add institution requests to the CPS, there are also two steps. First, run a process to gather all the data files marked to send. Second, run the FA_OUTBOUND process to select records in the outbound staging tables and generate CPS files ready for transmission. You use the FA_OUTBOUND process after running the ISIR Corrections Export process. With the advent of the FAFSA Application process on the web, provided by the Department of Education, Financial Aid does not support processing of the Initial FAFSA application.

Financial Aid processing consists of inbound processing and outbound processing. Inbound processing refers to ISIR records sent to your institution from the CPS. Outbound processing refers to ISIR correction records and requests to add your institution to the student's ISIR.

Reviewing Financial Aid Application Processes

The main financial aid application processes are listed below. In the Financial Aid Application Processes table, the Process Name is the name of the process that the process scheduler runs. The Direction indicates whether the file is coming in from the CPS or going out to the CPS. The Process Menu Name is the menu path that leads to the run control page for the process. The Description explains what the process does. In several cases, one process performs multiple tasks.

Federal Financial Aid Application Processes			
Process Name	Direction	Process Menu Name	Description
Loading ISIRs			
FA Inbound	Inbound	FA EC File Inbound	Application Engine process used to load ISIR files into the ISIR staging tables. NSLDS and some Direct Loan files are loaded using this process.
FAPSAR00	Inbound	ISIR Load	This COBOL process loads ISIR staging table records into the production database tables.
Processing Corrections			
FAPCOR00	Outgoing	ISIR Correction Outbound	This COBOL process selects corrected ISIR , add institution request, ISIR signatures records and copies them into the outbound staging tables.
FA Outbound	Outgoing	FA EC File Outbound	Application Engine process used to create ISIR correction and FAFSA Signature files for transmission to the CPS.
Processing Error Files			
FASAREXX	Incoming	ISIR Correction Errors	This process evaluates record level error files that have been received from the CPS (message classes CORE0XOP, EAPR0XOP, SIGA0XOP). If the file contains history correction errors, the process will update the matching Correction Management page records.

Processing Inbound Files

The FA_INBOUND Application Engine processes files from the CPS. The FA_INBOUND process automatically determines the type of file and loads the file into the inbound staging tables.

Processing inbound files is a two step process. First, the data from the CPS files is loaded into the ISIR EDI staging tables. All records in the CPS file are stored in these tables. Second, the ISIR Load process loads the data from the staging tables into the database. The ISIR data load parameters are used during the ISIR load process and only files meeting the criteria are moved into the database.

The electronic data interchange enables you to load ISIRs from the CPS and to create and send ISIR corrections, and FAFSA signature files to the CPS. This section discusses how to:

Beginning with the 2004–2005 aid year, the FA_INBOUND process generates artificial header and trailer information for the files loaded into the staging tables. The header row contains a batch number assigned to the file that is loaded. The trailer row contains a count of the number of ISIRs in the file. You can view this information in the ISIR Inbound Summary components.

This section discusses how to:

- Understand the FA EC File Inbound Process.
- Understand the ISIR load logic.
- Use ISIR load.
- Review ISIR load processing messages.
- Control ISIR load processing at the batch level.
- Use the report of loaded ISIRs.
- Understand ISIR load behavior.
- Understand ISIR data load parameters.

Pages Used to Process Inbound Files

Page Name	Object Name	Navigation	Usage
FA Inbound	RUNCTL_FA_INBOUND	Financial Aid, File Management, Import Federal Data Files	Run the FA_INBOUND Application Engine process that loads external financial aid electronic commerce files.

Page Name	Object Name	Navigation	Usage
ISIR File Load	RUN_CNTL_FAPSAR00	Financial Aid, File Management, ISIR Import, Process ISIRs	Run the ISIR Load process FAPSAR00 that loads the ISIR records from the ISIR staging tables into the database. The rules that you set up in the ISIR Data Load Parms page invoke when this process runs. After your ISIR records load to the database, you can view the data and make changes using the ISIR corrections components. This page supports multiple ISIR load criteria settings for a single run control ID.
ISIR Load Processing Messages	PMN_PRCSLIST	Click the Process Monitor link on any of the run control pages.	View the status of the load process and to view messages generated by the load process.
Process Detail	PMN_PRCSRQSTDETAIL	Click the Detail link on the Process List page.	View information on the run status.
Message Log	PMN_BAT_MSGLOG	Click the Message Log link on the Process Detail page.	View the messages for the ISIR Load process.
Explain	PMN_MSG_EXPLAIN	Click the Explain button on the Message Log page.	View additional information from the Message Log page.
ISIR File Review	FA_EDI_ECQUEUE	Financial Aid, File Management, Review CPS/NSLDS Transactions	Review all inbound and outbound files to the CPS. You can use the search page to select the type of CPS files to review.
Financial Aid EDI Transactions	FA_ECTRANS	Set Up SACR, Product Related, Financial Aid, File Management, Maintain EDI Transactions	Controls the EDI transactions that can be viewed in the ISIR EC Queue Review and Loan EC Queue Review pages.
ISIR Batch Load Summary Report	RUNCTL_FA914	Financial Aid, File Management, ISIR Import, ISIR Load Summary Report	Provides a summary of all ISIR batches that have been loaded with statistics on the load status of the ISIRs in each batch.
ISIR Suspense Detail Report	SFA_RUNCTL_FA927	Financial Aid, File Management, ISIR Import, ISIR Suspense Detail Report	Generate a Crystal report of all suspended ISIRs for a selected Aid Year.

Understanding the FA EC File Inbound Process

If the system processes a file list, the FA Inbound reads the file and searches for the listed files using the path defined in the file list. Once the system processes the file list, it creates a new file in the same directory as the original file. The new file has the name of the file list with an appended date/time stamp. For example, if LIST1.TXT were processed September 1, at 9 A.M., the new file would be called LIST1.TXT20040901090000.

This new file lists the files that were processed during that run of the FA_INBOUND. If there is a problem with any of the files in the file list, the file lists all files that were successfully processed and the file that errored. The error file is always the last row and has the message "Error not processed." appended to the file path. You can use the message log to view the specific error reason. If, for example, the system processed LIST1.TXT that contained 5 ISIR files, but there was a problem with the third ISDF05OP.003 file, the LIST1.TXT20040901090000 file would look like the following:

\\JSERVER1\2005\ISDF05OP.001

\\FILESERV\2005\ISDF05OP.002

Error not processed: C:\ISIR\2005\ISDF05OP.003

Note. The remaining two files defined in the file list were NOT processed

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You can use the message log to view the files that the system loaded successfully or unsuccessfully. The system displays specific error messages in the log. Use the File/Log Viewer to read these messages.

If there is a problem with a file in the list file, the FA Inbound stops processing. The system loads the files processed before the error into the database. All subsequent files in the file list are not processed. You can quickly determine that all files in a file list were successfully processed by opening the data stamped list file and verifying that the last row in the file does not read, "Error not processed."

Note. If there is a problem with the load process, the system may still display the run status in the Process Monitor for the FA_INBOUND process as Success.

Review the message log for any errors that occurred and verify the files that were not processed.

The FA_INBOUND process assigns an ISIR TG number to any ISIR files that are loaded into the staging tables. This allows you to selectively process files by TG number during the ISIR load process. This feature affects 2004-2005 and future processing years. If any ISIR files are loaded without a TG Number, you can use the ISIR File review page to assign the TG number. Only those files that contain ISIRs that still require processing need to be updated.

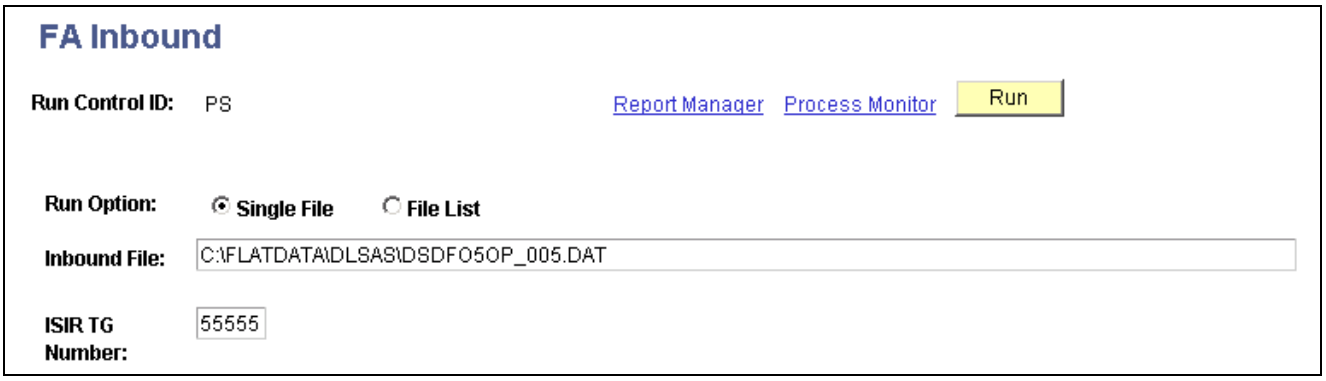
The ISIR File Load Run Control page requires the TG number to select ISIR files to process. Only files with the matching TG number are processed. All others are ignored until the ISIR load is run with the same TG number.

The EDE Technical Reference indicates that 2006 ISIR files may contain a request title record as the first row in the file if schools use queries to request ISIRs from the datamart. A blank first row may be present for schools that do not use queries. The FA Inbound process is modified to skip these rows.

Note. Because the FA Inbound process reads the first position of the ISIR file to determine the type of ISIR, schools that will use the request title functionality at the datamart should not begin their query name with a number. This may cause the request title row to be loaded into the staging tables, but it will not stop the ISIR rows in the file from being loaded nor will this affect the further processing of the ISIRs.

Updates to FA EC File Inbound

Access the FA Inbound page.



FA Inbound page

Run Option

Select one of the following run options:

Single File: The FA Inbound process expects the file listed in the Inbound File field to be one of the supported EDI files.

File List: The FA Inbound process expects the file listed in the Inbound File field to be a list of files to be processed.

The system defaults to Single File.

ISIR TG Number

Assign the appropriate ISIR TG number for the ISIRs that are loaded. When processing a file list, the system assigns the same TG number to all ISIRs in the list.

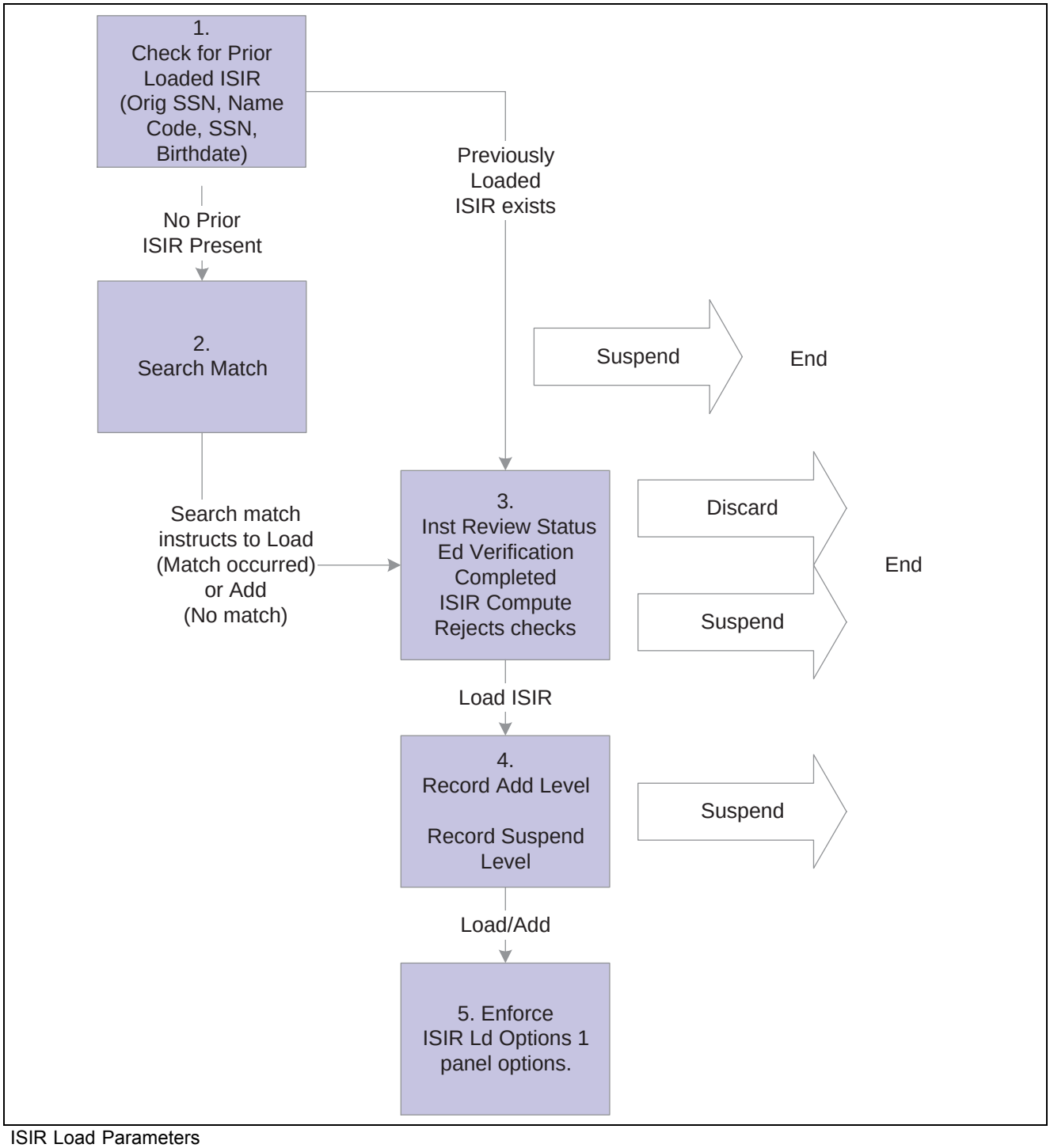
The FA_INBOUND process supports the loading of most ISIR file types for the current and following aid year as well as the following additional file types.

File Type	Message Class/Input File Name
2004 Direct Lending MPN/PLUS Prom Note Acknowledgement	DIPA04OP
2004 Direct Lending Booking Notification	DIOD04OP
2004 Direct Lending PLUS Credit Decision Acknowledgement	DIPC04OP
2004 Direct Lending Full Loan Sub/Unsub Origination Acknowledgement	DISF04OP
2004 Direct Lending Full Loan PLUS Origination Acknowledgement	DIPF04OP
2004 Direct Lending MPN/PLUS Prom Note Acknowledgement (Standard Origination)	DIPA04OP, DIPF04OP
2004 Direct Lending Loan Origination Change	DIOC04OP
2004 Direct Lending Disbursement Acknowledgement	DIOD04OP
NSLDS Transfer Alert	TRALRTOP

Understanding ISIR Load Behavior

This sections describes special ISIR load behavior as of the aid year 2004–2005. This does not cover all aspects of the ISIR Load process.

The following diagram shows how the ISIR load process works.



ISIR Load Parameters

Processing ISIRs intended for more than one school of the same destination

If there are destinations with multiple valid school codes, the load process attempts to identify and assign the owning school code. For example, destination TG51234 receives ISIRs for school codes E01300 and E01301. A student completes the FAFSA and lists both schools as recipients. The electronic destination receives a single ISIR.

The system uses the Multi School Flag field to determine which school codes belong to the same destination. The initiator of the ISIR is also identified. If one of the matching schools initiated the ISIR, then the ISIR is processed for that school. If none of the matching schools initiated the ISIR (if it was initiated by the student or another school) then the following occurs:

1. The system compares the identified school codes to the ISIR Data Load Parms records for the aid year. If there is a single school code match between the ISIR and data load parameters, the system processes the ISIR with the data load parameters of the matching school code.
2. If there is no match, the ISIR errors with a message of *2 – Invalid School Code*.
3. If multiple matches of the ISIR Data Load parameter records exist, the system checks for a previously loaded ISIR and uses the owning school code for the most recent loaded ISIR. Otherwise, the ISIR suspends with a suspend reason of *S – Unable to Select School Code*.

You can reassign the correct federal school code to suspended ISIRs on the ISIR Suspense Management page and then reprocess them.

Processing Multiple Institution Files

The ISIR load process evaluates each ISIR record to determine the appropriate recipient of the file. In most cases, by checking the six school codes listed on the ISIR and the ISIR ETI and Multi School Flag fields, the process is able to determine the correct school code and institution to process the ISIR. There is one condition where the process is unable to do so. Assigning a TG number during the FA EC Inbound process resolves this condition.

This condition occurs when a customer is set up with multiple institutions, where each institution is represented by a separate TG destination number, and where a student completes a FAFSA for schools belonging to separate TG numbers for the same customer.

For example, State University is comprised of two institutions and is set up as follows:

- Institution: SUWEST (TG number: 52222, School code: E52222)
- Institution: SUEAST (TG number: 53333, School code: E53333)

New students often apply for admissions to both schools and submit their FAFSA information to both. As a result, State University receives separate, identical ISIR records for these students (one per TG number). This is because the two institutions represent separate TG numbers, and the multi-school flag fields are not populated. Currently, when the ISIR load is run for one institution, the system processes both ISIRs of these students at the same time, where one file is processed with the incorrect ISIR Data Load parameters and can be loaded to the incorrect institution and owning school code.

By assigning the correct TG number for each ISIR file that is loaded, the condition described above is corrected.

Note. It is the responsibility of the school to assign the correct TG number when loading ISIR files into the staging tables.

Identifying Correction ISIRs not Initiated by the School

The system performs the following evaluation to identify ISIRs corrected by the recipient school. The system checks the ISIR ETI field value and only those records with a value of 0, 2, 4, or 6 are selected. This indicates that the recipient school initiated the correction record, and you can process the ISIR normally. For all other values, an additional check against the ISIR Source of Correction field is performed to determine if the ISIR was initiated by the student, another school, or the CPS.

You can control which of these correction ISIRs are processed with the Suspend Student Initiated and Suspend Other School Initiated load options for corrected ISIRs. You may want to suspend all non-school initiated ISIRs first and then review the fields that were corrected in the 05/06 ISIR Suspense Management, Corrected fields page before determining how to process the record.

Note. Corrected ISIRs initiated by the CPS are treated as other school initiated.

Additional Processing Changes

Because application and correction ISIRs can now be grouped in the same file, running the ISIR load process with only the Applications record type option selected causes the process to ignore any corrected (and system generated) ISIRs in the file. The load status of these skipped records remains unchanged until you use the proper record type option to process these records.

A school-initiated correction is processed with the Suspend on EFC Mismatch load option set. If there is no previously loaded ISIR, the process treats the condition as an application ISIR and follows the application ISIR load parameter settings. This allows initially rejected ISIRs corrected by the school to load as initial application ISIRs.

If you process a student initiated corrected ISIR with the Suspend Student Initiated ISIR load option deactivated, or process a non-school initiated corrected ISIR with the Suspend Other-School Initiated option deactivated, the system treats the ISIR as an application ISIR and follows the application ISIR load parameter settings. The correction ISIR load parameters are ignored.

When NSLDS Post screening transaction ISIRs (system-generated transactions) are processed, the NSLDS information is always loaded.

Any ISIR that has the duplicate SSN indicator set will always suspend. Because this indicates that the social security number on the ISIR has been used by another application, users should evaluate the record before loading the ISIR in the suspense management component.

Managing Suspended ISIRs

All ISIR records are loaded into the ISIR staging tables before moving into the database. These records are never deleted. You can look at and review an entire batch of ISIR records or you can look at an individual student's ISIR processing information.

Once the ISIR file has been loaded from the staging tables to the database, you can view the ISIR data from the ISIR Data Corrections component. This section discusses how to:

- Use ISIR suspense management.
- Manage ISIRs suspended in batch.
- View detailed status information generated by the FAPSAR00 process.
- View information generated by CPS for the ISIR.

- View ISIR reject codes.
- Review corrected fields.

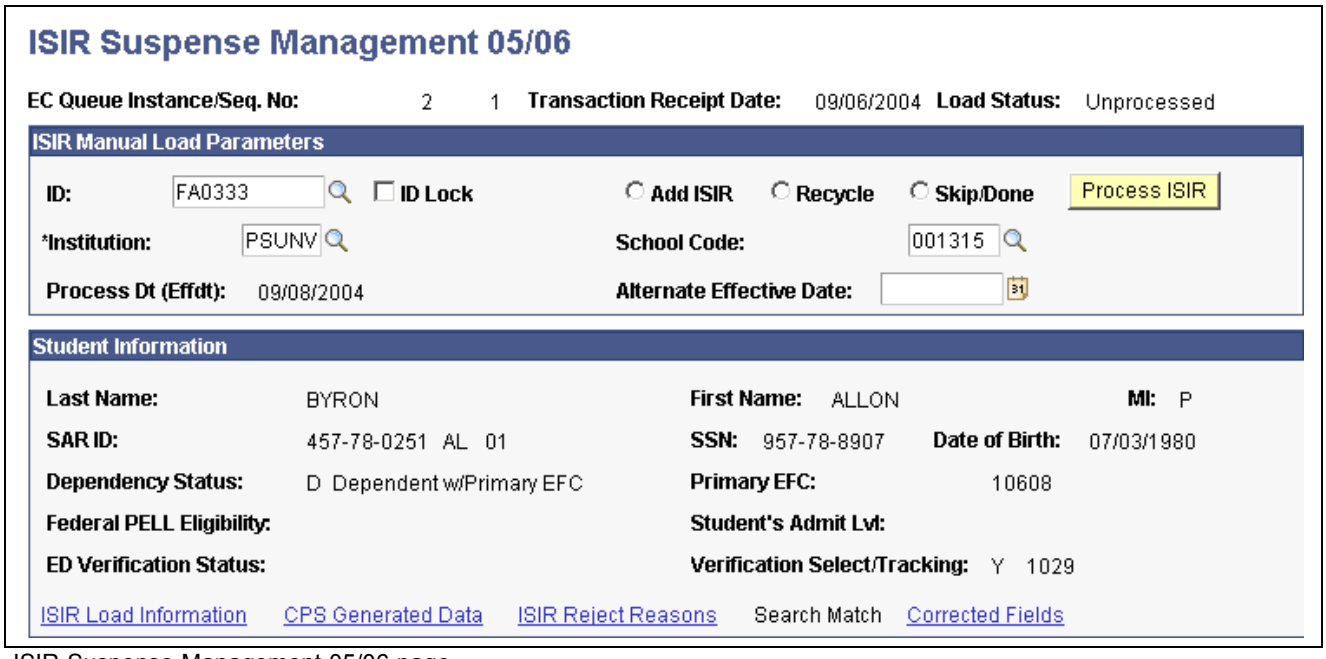
Pages Used to Manage Suspended ISIRs

Page Name	Object Name	Navigation	Usage
ISIR Suspense Management 05/06	ISIR_SUSP_CNTRPIA6	Financial Aid, File Management, ISIR Import, 2005–2006 Suspense Management	Review all ISIR records processed by the FA Inbound and FAPSAR00 processes. ISIRs from batches that have been set to Processed in the ISIR EC Queue Review page are not viewable on this page.
View ISIR Load Information	ISIR_STAGEINF5_SEC	Click the ISIR Load Information link on the ISIR Suspense Management 05/06 page.	View detailed status information generated by the FAPSAR00 process for the selected ISIR.
CPS Generated Fields	ISIR_CPS_GEN_INF6	Click the CPS Generated Data link on the ISIR Suspense Management 05/06 page.	View information generated by CPS to assist in resolving suspended ISIRs.
Reject Reasons	ISIR_SUSP00REJ_SEC	Click the ISIR Reject Reasons link on the ISIR Suspense Management page.	View ISIR reject codes.
Corrected Fields	ISIR_CORR_SEC	Click the Corrected Fields link on the ISIR Suspense Management page.	Review which fields were corrected in the current ISIR. This link is only available if corrections were made.
ISIR Inbound Summary: ISIR Batch Detail Records	ISIR_06_IN_SRCH	Financial Aid, File Management, ISIR Import, 2004-2005 ISIR File Data	View processing information for a batch of ISIRs. You can use this page to view all ISIRs within a single batch file. The page displays processing information for each ISIR record in the ISIR staging tables. You can view the load status to see if the record has been loaded into the database. If the file is suspended or erred after the ISIR Load process runs, you can see the reason it is not loaded. The page also provides data to help associate the ISIR record with a student. You also have to ability to view the ISIR information stored in the staging tables.

Page Name	Object Name	Navigation	Usage
Header and Trailer Data	ISIR_06_IN_HSEC	Click the Header and Trailer Data link on the ISIR Inbound Load Summary page.	View header and trailer information for the ISIR record.
ISIR Data 1	ISIR_06_IN_1SEC	Click the ISIR Data 1 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View the FAFSA questions reported on the ISIR, in the staging tables.
ISIR Data 2	ISIR_05_IN_2SEC	Click the ISIR Data 2 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View Federal database match and FM computational information reported on the ISIR, in the staging tables.
NSLDS Data 1	ISIR_05_IN_3SEC	Click the NSLDS Data 1 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View NSLDS history information reported on the ISIR, in the staging tables
NSLDS Data 2	ISIR_05_IN_4ASEC	Click the NSLDS Data 2 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View NSLDS history information reported on the ISIR, in the staging tables.

Using ISIR Suspense Management

Access the ISIR Suspense Management page.



ISIR Suspense Management 05/06 page

The system displays EC Queue Instance/Seq. No, Transaction Receipt Date, and Load Status.

EC Queue Instance/Seq. No This is the unique internal number associated with the batch to which this record belongs.

Load Status This tells you the status of the student's ISIR record in the ISIR staging tables. The ISIR Load Status indicates the status of the ISIR record after the ISIR load process runs.

The following table explains the field values for the ISIR Load Status.

Load Status code	Load Status long name	Load Status short name	Description of Load Status field value
E	Error Encountered	Error	An error occurred while trying to match the record to a similar record in the database. For example, if a batch of ISIR records for the wrong CPS School Code was loaded into the ISIR staging tables by mistake, then every record in the batch will error. Errors have an additional Error Code message. Use the ISIR Load Information link to view detailed information of the load status.
K	Skipped/Done	Skip/Done	The record has been successfully loaded into the ISIR application tables. *or*The load program ignores the record because it was instructed to do so based on the ISIR data load parameters or manual set on the Suspense Management page.
L	Loaded	Loaded	Indicates the record successfully loaded from the ISIR staging tables into the database.

Load Status code	Load Status long name	Load Status short name	Description of Load Status field value
S	Suspended	Suspended	Indicates the record did not load into the database from the ISIR staging tables because the record did not meet the ISIR load parameters. Use the ISIR Load Information link to view detailed information of the load status.
U	Unprocessed	Unproc	Indicates the record loaded into the ISIR staging tables by the FA Inbound process, but the ISIR Load process has not yet be run for the record.

ISIR Manual Load Parameters

The system displays EmplID, ID Lock, Institution, Process Dt (Effdt) (process date, effective date), and Alternate Effective Date.

EmplID Click the EmplID detail button to open a search page to assign student's ID to suspended ISIR.

ID Lock Select to load the suspended ISIR record into the database to a specified ID. Use this in conjunction with the Add ISIR load setting. When the ID Lock check box is selected, and the Add ISIR option is selected, the system adds the ISIR data to the EmplID's record that you enter in the EmplID field. For example, a record status is suspended but an EmplID is found for the record. Activating the ID lock causes the record to load if all other ISIR load parameters are met.

Institution Select an institution to which the ISIR will load to load a selected ISIR directly from this page.

Process Dt (Effdt) (process date effective date) The date the CPS processed this ISIR record. This corresponds to the Transaction Processed date on the ISIR record. The Transaction Processed date is the value used to set the effective date of the ISIR record. View the effective date in the ISIR Corrections component. If an unloaded ISIR record has a transaction processed date that predates the existing active ISIR record, the record suspends (suspend reason #7–ISIR Tran Num Out of Seq).

School Code Indicates the owning school code of the ISIR and is set when you run the ISIR Load process. When the load process is unable to determine the owning school code, the system suspends the ISIR with a suspend reason of Unable to Select School Code. Schools must enter the school code for which the ISIR is to be assigned. Use the ISIR Load Information page to view the school codes listed on the student's ISIR.

Note. You must select one of the school codes entered by the student on the FAFSA or subsequent corrections to the student's ISIR may result in rejection by the CPS.

Alternate Effective Date To load a suspended ISIR with suspend reason #7 into the database, you must change the effective date by entering an alternate effective date in the field on this page. The Alt Effdt that you enter should be greater than the current effective date for this student. The Alt Effdt is used as the effective date of the ISIR record if there is a value in the field. You can not select a future date.

Add ISIR Select if you want the ISIR record added to the database without enforcing the ISIR data load parameters. The system adds the ISIR record the next time the ISIR Load process runs. When you select *Add ISIR*, the ID Lock check box should also be selected if you want to force the use of the ID in the ID field. Selecting the ID Lock prevents the system from looking for another EmplID when it is adding the ISIR. You can also use *Add ISIR* to reload previously loaded ISIR records.

Recycle This is set by the ISIR load process if a student's ISIR cannot be loaded into the database because it does not fit the ISIR data load parameters.

Recycle: select so the system tries to load the record the next time the load process runs.

Skip/Done This is set by the system when the ISIR record has been added to the database. You can manually set this status for any suspended ISIR records that you no longer want to have loaded into the database.

Student Information

The system displays Last Name, First Name, MI (middle initial), SAR ID, SSN (Social Security Number), Date of Birth, Dependency Status, Primary EFC, Federal PELL Eligibility, student's Admit Level, ED Verf St (educational verification status), and Verification Selection Flag.

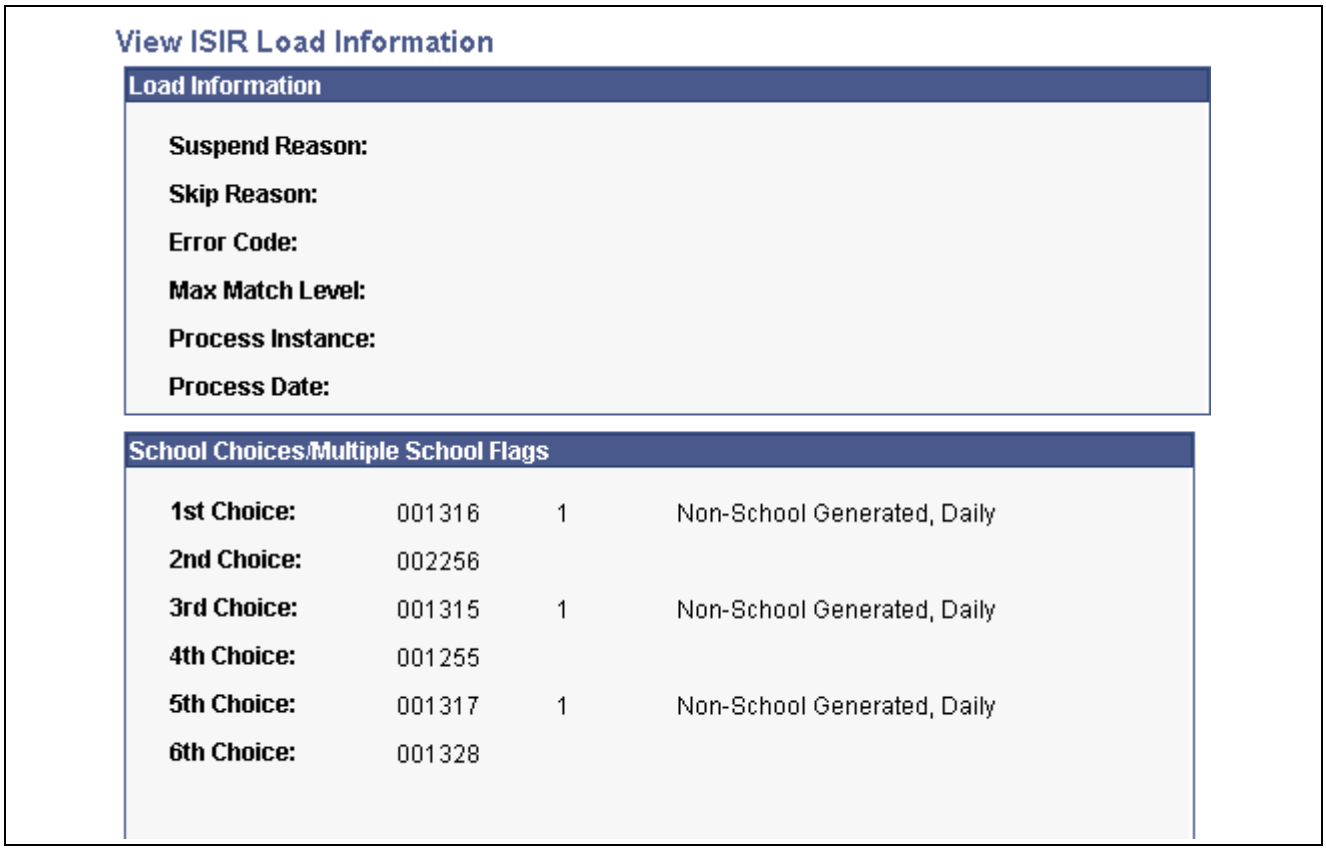
Click the Process ISIR button to run the ISIR load process for the selected ISIR that you want to load directly from this page. Unless you set the Add ISIR load option, the ISIR Load logic and load parameters for new ISIRs will be performed.

Viewing Detailed Status Information Generated by the FAPSAR00 Process

As ISIR files load from the FA Inbound process, you will run the FAPSAR00 process, which executes the ISIR load rules on individual ISIR records in the staging tables. If the record is found in the database, the record is tested for institutional review status, Ed verification completed, and for ISIR compute rejects.

The record is further verified to pass the ISIR routing control criteria. If one of the routing criteria is Failed, the record posts a suspend status and the ISIR routing control criteria that failed posts as the suspend reason. If the ISIR is a correction or system generated file, other load rules are performed.

Access the View ISIR Load Information page.



View ISIR Load Information page

Suspend Reason

Shows the reason the record was suspended and not loaded into the database. This field remains blank if the record was successfully loaded. Valid values include the following:

1 – Student Not Found (Max Match) - Search Match/Search Match By-pass failed to identify an ID that matches the ISIR.

2 – Inst Review Status This routing control option was triggered.

3 – Ed Verification Completed This routing control option was triggered.

4 – ISIR Compute Rejects This routing control option was triggered.

5 – Record Suspend Level The student's admit level.

7 – ISIR Tran Num Out of Seq An ISIR with a greater transaction number, but an earlier process date was encountered.

D – Duplicate SSN Indicated An ISIR suspends if the CPS reports that the SSN is used for another ISIR.

E – EFC Mismatch The Correction ISIR Suspend reason if you select this as a correction data load parameter.

G – System Generated Record All system generated ISIRs suspend if you select this data load option.

*Unable to Select School Code*Identifies when the ISIR was suspended due to the inability of the load process to determine the owning school code of the ISIR.

Skip Reason Displays the reason the record did not load into the database. The values for this field are the following:

2 – Inst Review Status — This routing control option was triggered.

3 – Ed Verification Completed — This routing control option was triggered.

4 – ISIR Compute Rejects — This routing control option was triggered.

5 – Record Suspend Level — This routing control option was triggered.

7 – Search/Match option set to Discard/Skip — ISIR skips if you select this Search/Match option.

G – System Generated Record — All system generated ISIRs skip if you select this data load option.

Error Code Displays the reason the Suspend Reasons is set to Error Encountered. The values for this field are the following:

1 – Invalid SSN

2 – Invalid School Code

3 – SQL Error Encountered

4 – Update/Add PD Error (personal data)

5 – Update/Add Address Error

6 – Update/Add PS Names Error

7 – Blank Date for Effective Date

8 – Correction Record not found

Max Match Level (maximum match level) Indicates the search/match level at which the ISIR record was matched to an ID.

Process Instance Displays the process number that the load process assigned when the process last ran. This number is used to view and print messages generated by the load process.

Process Date The date the load process last ran.

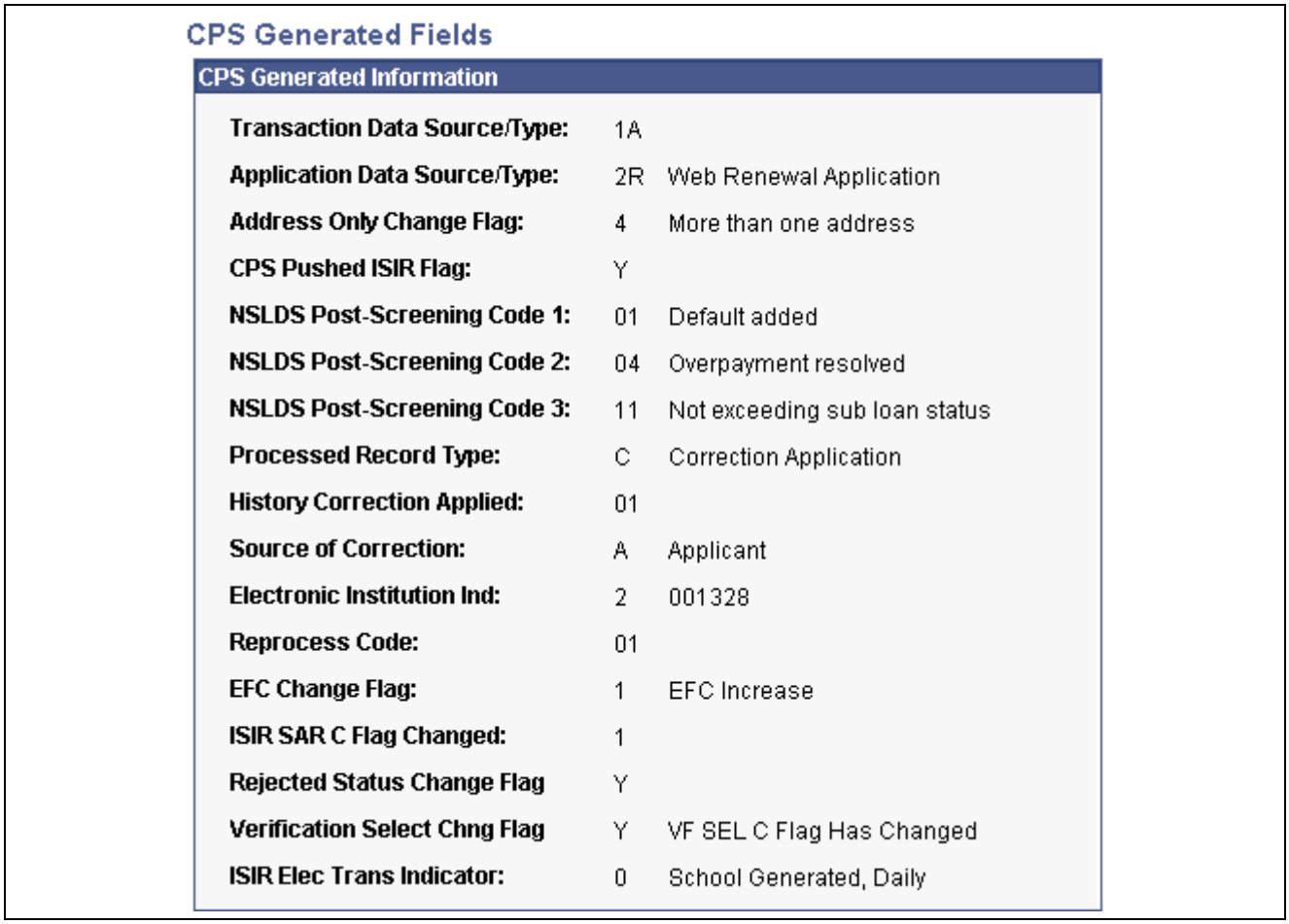
1st Choice through **6th Choice** Indicates the school code choices reported on the ISIR.

Multiple School Code Flags Indicates when the ISIR is intended for multiple CPS schools of the same destination number (TG number). Indicates the school that generated the ISIR transaction or was listed on the transaction. Also indicates whether the type of ISIR is a daily, requested, or pushed ISIR. This is a six-character field where each single character position corresponds to one of the six federal school code fields listed on the ISIR. Any value reported represents the ETI value of the matching school. Only the schools of the same destination have a value in the field.

Note. All suspended records have an ISIR Load Action status set to Recycle. All recycle status records that are not loaded are automatically reviewed the next time the FAPSAR00 process runs.

Viewing Information Generated by CPS for the ISIR

Access the CPS Generated Fields page.



CPS Generated Fields page

Transaction Data Source/Type Indicates the source of the current ISIR record (Electronic, Web Student, Web, FAA, Paper, CPS, FSAIC - Federal Student Aid Information Center) and the type of ISIR (application, correction, renewal, Signature page, and so on). The ISIR load process uses this value to determine which records are processed.

Application Data Source/Type Field ISIR that indicates the type and source of the original ISIR transaction.

Address Only Change Flag Field ISIR that indicates whether mailing or email information was the only items changed on the current ISIR.

CPS Pushed ISIR Flag Field on the ISIR that indicates that the CPS initiated the ISIR transaction. *Y* - Transaction is automatically sent to school in cases of an EFC change, SAR C change, or system-generated ISIR. All ISIRs with this value set to Y are treated as a System Generated ISIR.

NSLDS Post-Screening Code 1, 2, and **3** The NSLDS Post-screening field values on the ISIR.

Processed Record Type Field on the ISIR that indicates whether the ISIR record is based on a Correction Application (C), a correction of an initial ISIR(H), or is and initial ISIR (blank)

History Correction Applied Indicated the ISIR transaction number of a earlier ISIR record from which the current ISIR data is derived.

Source of Correction Represents the field on the ISIR that indicates who initiated the current corrected ISIR record.

A – Applicant

D – CPS

S – School

Blank if not a corrected ISIR.

Electronic Institution Ind Indicates school that initiated the current ISIR

Reprocess Code Code that explains why the CPS generated a revised ISIR.

EFC Change Flag Indicates whether the EFC has increased or decreased from the previous ISIR.

ISIR SAR C Flag Changed Field on the ISIR. that indicates that the SAR C Flag has changed from the previous ISIR transaction.

Rejected Status Change Flag Indicates that the rejection status is set or removed from the previous ISIR transaction.

Verification Select Chng Flag (verification select change flag) Indicates that the ISIR is now selected for verification when the previous transaction was not selected.

ISIR Elec Trans Indicator (ISIR electronic transaction indicator) Indicates if the school receiving the ISIR generated the transaction or was listed on the transaction. Also indicates whether the type of ISIR is a daily, requested, or pushed ISIR. ETI values:

Blank - No destination code associated or school not participating.

0 – School generated transaction and is an ISIR daily school.

1 – School did not generate transaction and is an ISIR daily school.

2 – School generated transaction and is an ISIR request school.

3 – School did not generate transaction and is an ISIR request school.

4 – School generated transaction, is an ISIR daily school, ISIR is CPS pushed.

5 – School did not generate transaction, is an ISIR daily school, ISIR is CPS pushed.

6 – School generated transaction, is an ISIR request school, ISIR is CPS pushed.

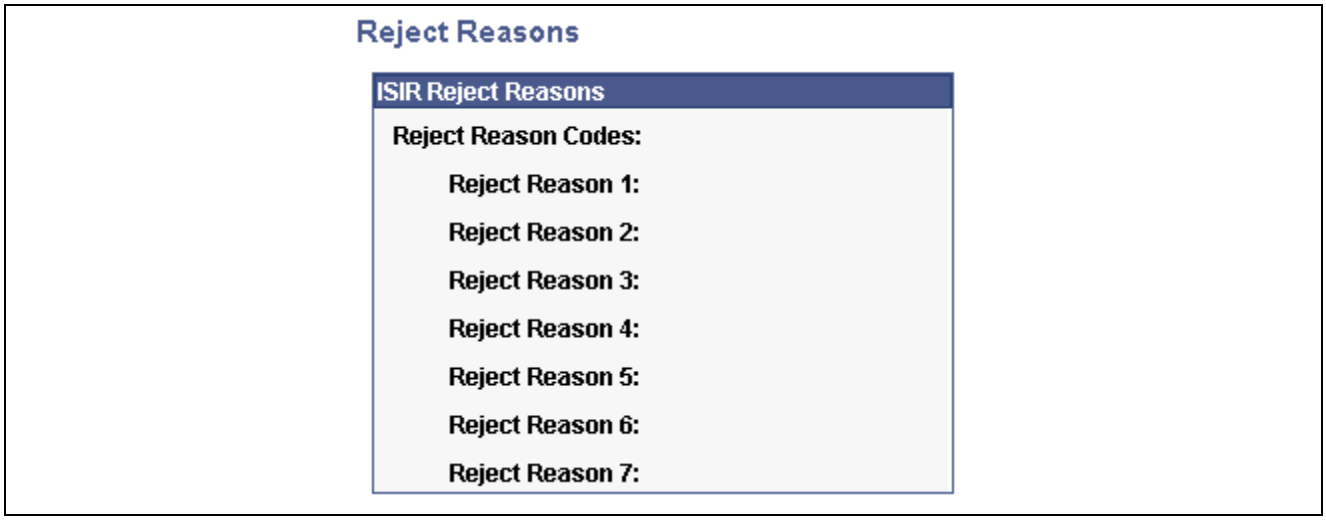
7 – School did not generate transaction, is an ISIR request school, ISIR is CPS pushed .

8 – School did not generate transaction, is an ISIR daily school, ISIR is CPS pushed (system generated).

9 – School did not generate transaction, is an ISIR request school, ISIR is CPS pushed (system generated).

Viewing ISIR Reject Codes

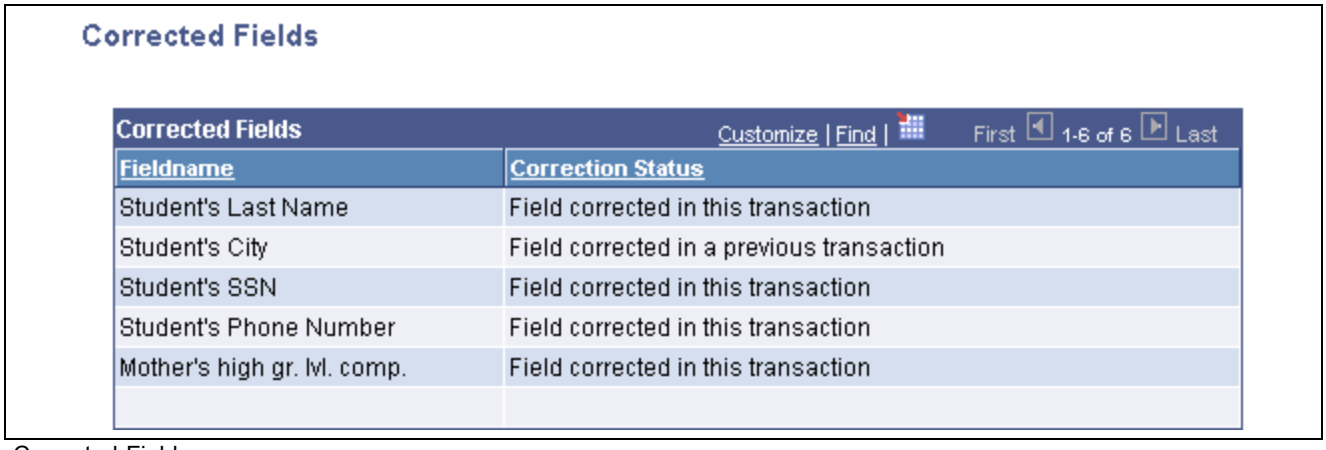
Access the ISIR Reject Reasons page.



Reject Reasons page

Reviewing Corrected Fields

Access the Corrected Fields page.

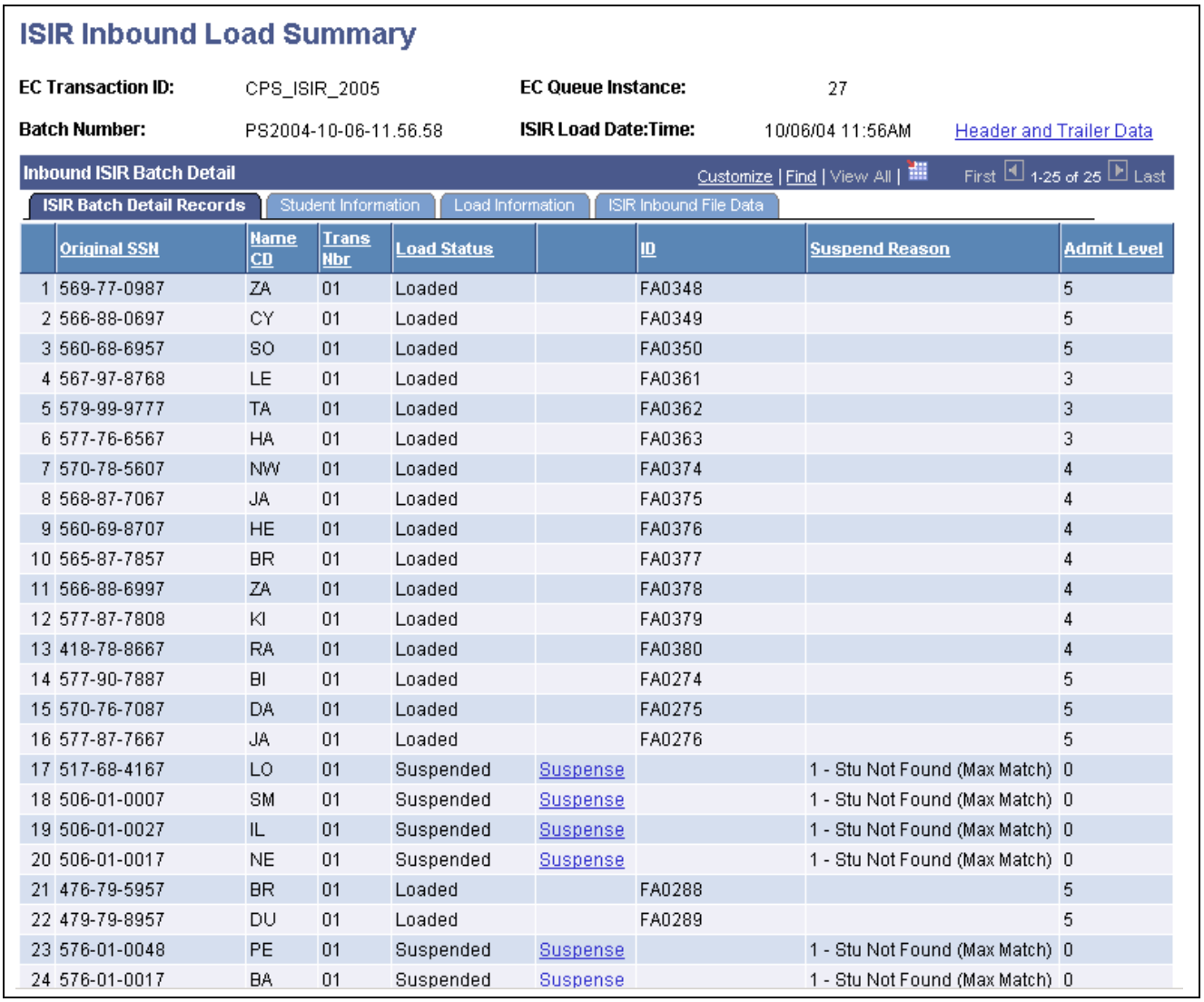


Corrected Fields page

The system reads the Correction Flag field on the ISIR and displays which fields were corrected. The system uses the ISIR/SAR Cross Reference setup data to display the field names on this page.

Managing ISIRs Suspended in Batch

Access the ISIR Inbound Load Summary: ISIR Batch Detail Records page.



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2005 **EC Queue Instance:** 27

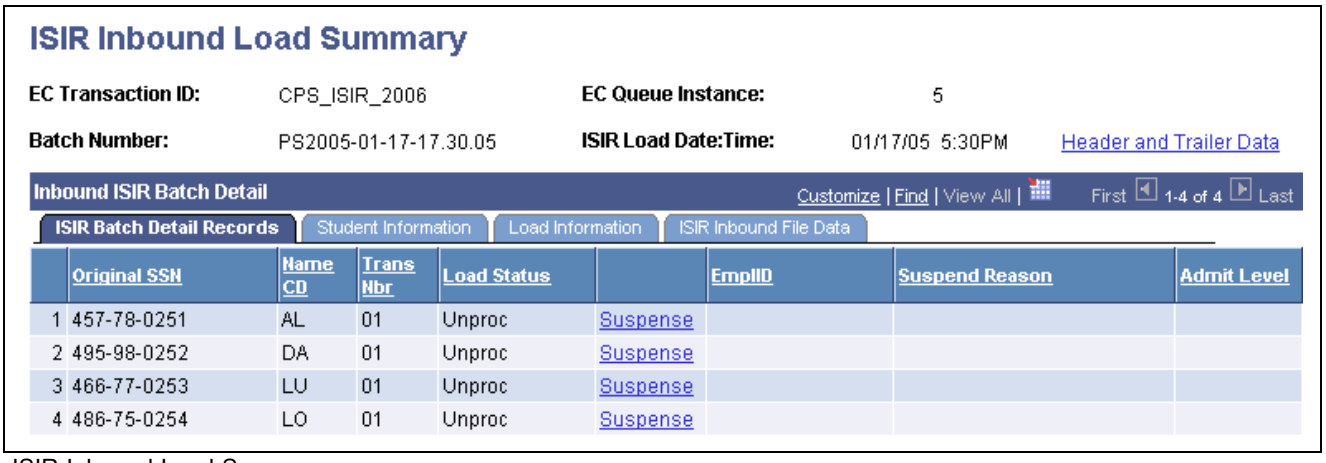
Batch Number: PS2004-10-06-11.56.58 **ISIR Load Date:Time:** 10/06/04 11:56AM Header and Trailer Data

Inbound ISIR Batch Detail Customize | Find | View All | First 1-25 of 25 Last

ISIR Batch Detail Records | Student Information | Load Information | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	Load Status		ID	Suspend Reason	Admit Level
1	569-77-0987	ZA	01	Loaded		FA0348		5
2	566-88-0697	CY	01	Loaded		FA0349		5
3	560-68-6957	SO	01	Loaded		FA0350		5
4	567-97-8768	LE	01	Loaded		FA0361		3
5	579-99-9777	TA	01	Loaded		FA0362		3
6	577-76-6567	HA	01	Loaded		FA0363		3
7	570-78-5607	NW	01	Loaded		FA0374		4
8	568-87-7067	JA	01	Loaded		FA0375		4
9	560-69-8707	HE	01	Loaded		FA0376		4
10	565-87-7857	BR	01	Loaded		FA0377		4
11	566-88-6997	ZA	01	Loaded		FA0378		4
12	577-87-7808	KI	01	Loaded		FA0379		4
13	418-78-8667	RA	01	Loaded		FA0380		4
14	577-90-7887	BI	01	Loaded		FA0274		5
15	570-76-7087	DA	01	Loaded		FA0275		5
16	577-87-7667	JA	01	Loaded		FA0276		5
17	517-68-4167	LO	01	Suspended	Suspense		1 - Stu Not Found (Max Match)	0
18	506-01-0007	SM	01	Suspended	Suspense		1 - Stu Not Found (Max Match)	0
19	506-01-0027	IL	01	Suspended	Suspense		1 - Stu Not Found (Max Match)	0
20	506-01-0017	NE	01	Suspended	Suspense		1 - Stu Not Found (Max Match)	0
21	476-79-5957	BR	01	Loaded		FA0288		5
22	479-79-8957	DU	01	Loaded		FA0289		5
23	576-01-0048	PE	01	Suspended	Suspense		1 - Stu Not Found (Max Match)	0
24	576-01-0017	BA	01	Suspended	Suspense		1 - Stu Not Found (Max Match)	0

ISIR Inbound Load Summary page: ISIR Batch Detail Records tab



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2006 **EC Queue Instance:** 5

Batch Number: PS2005-01-17-17.30.05 **ISIR Load Date:Time:** 01/17/05 5:30PM Header and Trailer Data

Inbound ISIR Batch Detail Customize | Find | View All | First 1-4 of 4 Last

ISIR Batch Detail Records | Student Information | Load Information | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	Load Status		EmplID	Suspend Reason	Admit Level
1	457-78-0251	AL	01	Unproc	Suspense			
2	495-98-0252	DA	01	Unproc	Suspense			
3	466-77-0253	LU	01	Unproc	Suspense			
4	486-75-0254	LO	01	Unproc	Suspense			

ISIR Inbound Load Summary page

Note. Click the tabs in the scroll area to access multiple views of this page. We document elements common to all views first.

Common Page Information

The system displays EC Transaction ID, EC Queue Instance, Batch Number, and ISIR Load Date:Time.

Original SSN (original Social Security Number) — The original Social Security Number entered on the FAFSA by the student.

Name Code — The first two letters of the student's last name reported on the FAFSA used in conjunction with the original SSN by the CPS to uniquely identify the student.

Trans Nbr (transaction number) — The transaction number of the ISIR.

Suspend Reason — This field appears on the ISIR Batch Detail Records tab and the Load Information tab. It shows the reason the record was suspended not loaded into the database. This field remains blank if the record was successfully loaded. Valid values include the following:

1 – Student Not Found (Max Match) Search Match/Search Match By-pass failed to identify an ID that matches the ISIR.

2 – Inst Review Status - This routing control option was triggered.

3 – Ed Verification Completed - This routing control option was triggered.

4 – ISIR Compute Rejects - This routing control option was triggered.

5 – Record Suspend Level The student's admit level.

7 – ISIR Tran Num Out of Seq An ISIR with a greater transaction number, but an earlier process date was encountered.

D – Duplicate SSN Indicated An ISIR suspends if the CPS reports that the SSN is used for another ISIR.

E – EFC Mismatch The Correction ISIR Suspended Reason if you select this as a correction data load parameter.

G – System Generated Record All system generated ISIRs suspend if you select this data load option.

ISIR Batch Detail Records Tab

Load Status — Displays the current status of the ISIR batch files loaded into the ISIR staging tables.

Loaded indicates the ISIR batch file is loaded into the ISIR staging tables and will be loaded into the database the next time the ISIR Load process (FAPSAR00) is run.

Processed indicates the ISIR batch file is no longer needs to be reviewed by the ISIR Load process.

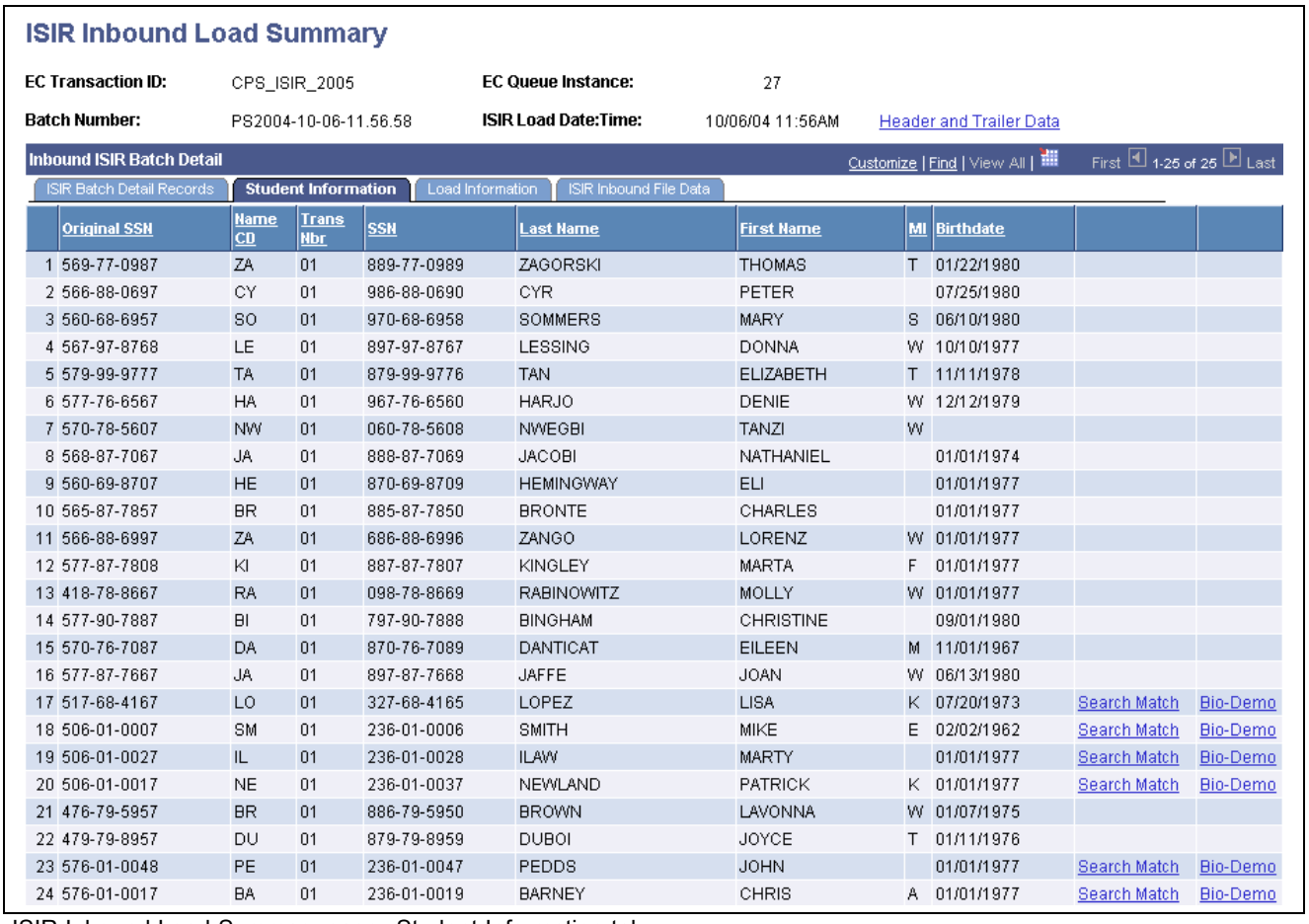
EmplID — The ID number assigned to this student.

Admit Level — Displays the admit level for this record.

Click the Suspense link to navigate to the ISIR suspense management page.

Student Information Tab

Access the ISIR Inbound Load Summary page, Student Information tab.



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2005 EC Queue Instance: 27

Batch Number: PS2004-10-06-11.56.58 ISIR Load Date:Time: 10/06/04 11:56AM Header and Trailer Data

Inbound ISIR Batch Detail — Customize | Find | View All | First 1-25 of 25 Last

ISIR Batch Detail Records | Student Information | Load Information | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	SSN	Last Name	First Name	MI	Birthdate		
1	569-77-0987	ZA	01	889-77-0989	ZAGORSKI	THOMAS	T	01/22/1980		
2	566-88-0697	CY	01	986-88-0690	CYR	PETER		07/25/1980		
3	560-68-6957	SO	01	970-68-6958	SOMMERS	MARY	S	06/10/1980		
4	567-97-8768	LE	01	897-97-8767	LESSING	DONNA	W	10/10/1977		
5	579-99-9777	TA	01	879-99-9776	TAN	ELIZABETH	T	11/11/1978		
6	577-76-6567	HA	01	967-76-6560	HARJO	DENIE	W	12/12/1979		
7	570-78-5607	NW	01	060-78-5608	NWEGBI	TANZI	W			
8	568-87-7067	JA	01	888-87-7069	JACOBI	NATHANIEL		01/01/1974		
9	560-69-8707	HE	01	870-69-8709	HEMINGWAY	ELI		01/01/1977		
10	565-87-7857	BR	01	885-87-7850	BRONTE	CHARLES		01/01/1977		
11	566-88-6997	ZA	01	686-88-6996	ZANGO	LORENZ	W	01/01/1977		
12	577-87-7808	KI	01	887-87-7807	KINGLEY	MARTA	F	01/01/1977		
13	418-78-8667	RA	01	098-78-8669	RABINOWITZ	MOLLY	W	01/01/1977		
14	577-90-7887	BI	01	797-90-7888	BINGHAM	CHRISTINE		09/01/1980		
15	570-76-7087	DA	01	870-76-7089	DANTICAT	EILEEN	M	11/01/1967		
16	577-87-7667	JA	01	897-87-7668	JAFFE	JOAN	W	06/13/1980		
17	517-68-4167	LO	01	327-68-4165	LOPEZ	LISA	K	07/20/1973	Search Match	Bio-Demo
18	506-01-0007	SM	01	236-01-0006	SMITH	MIKE	E	02/02/1962	Search Match	Bio-Demo
19	506-01-0027	IL	01	236-01-0028	ILAW	MARTY		01/01/1977	Search Match	Bio-Demo
20	506-01-0017	NE	01	236-01-0037	NEWLAND	PATRICK	K	01/01/1977	Search Match	Bio-Demo
21	476-79-5957	BR	01	886-79-5950	BROWN	LAVONNA	W	01/07/1975		
22	479-79-8957	DU	01	879-79-8959	DUBOI	JOYCE	T	01/11/1976		
23	576-01-0048	PE	01	236-01-0047	PEDDS	JOHN		01/01/1977	Search Match	Bio-Demo
24	576-01-0017	BA	01	236-01-0019	BARNEY	CHRIS	A	01/01/1977	Search Match	Bio-Demo

ISIR Inbound Load Summary page: Student Information tab

Last Name Displays the student's last name reported on the ISIR.

First Name Displays the student's first name reported on the ISIR.

MI (middle initial) Displays the student's middle initial reported on the ISIR.

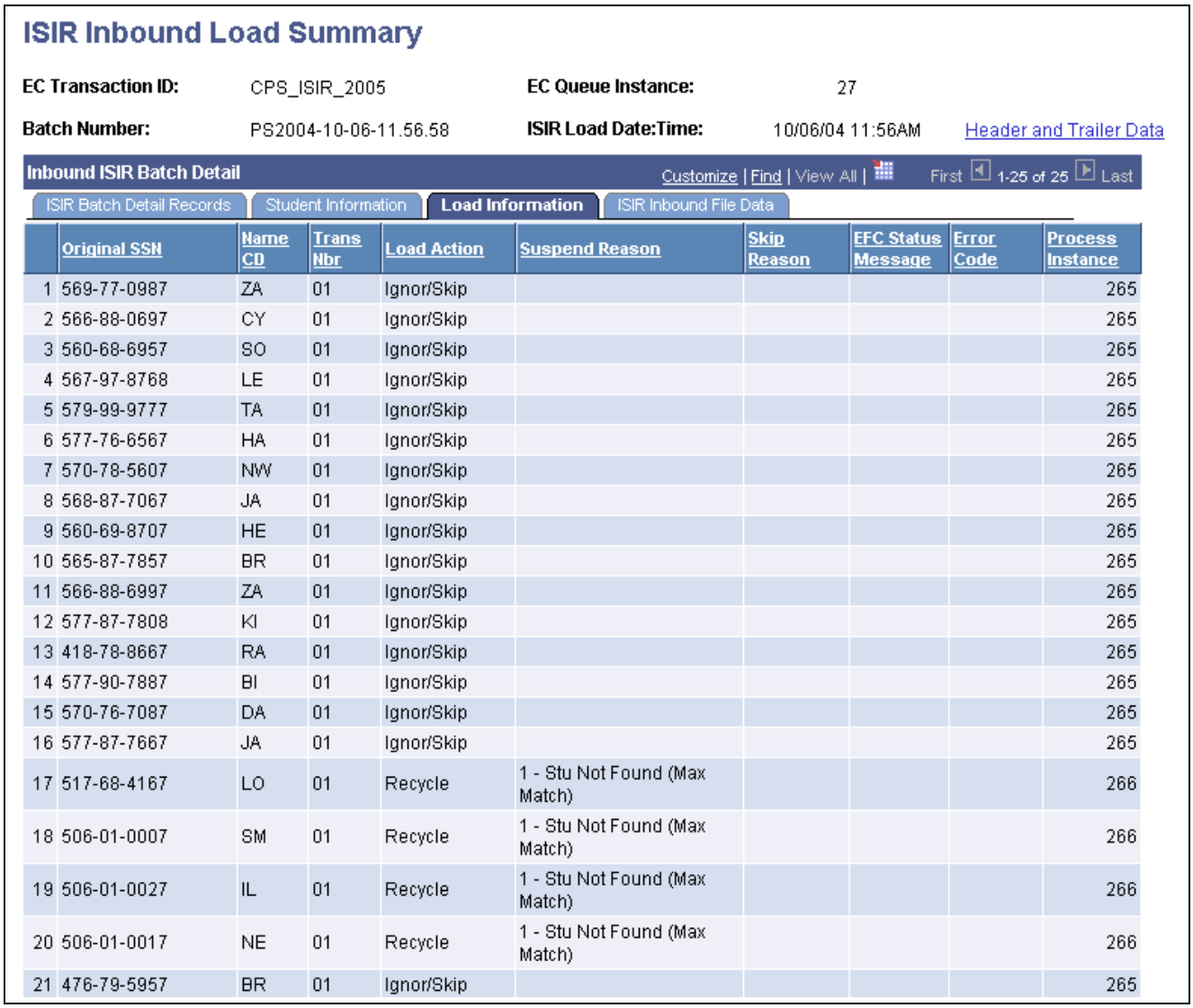
Birthdate Displays the student's birth date reported on the ISIR.

Click the Search Match link to connect to the search match component.

Click the Bio Demo link to connect to the PeopleSoft Enterprise Campus Community Bio Demographic component.

Load Information Tab

Access the ISIR Inbound Load Summary page, Load Information tab.



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2005 **EC Queue Instance:** 27

Batch Number: PS2004-10-06-11.56.58 **ISIR Load Date:Time:** 10/06/04 11:56AM Header and Trailer Data

Inbound ISIR Batch Detail Customize | Find | View All | First 1-25 of 25 Last

ISIR Batch Detail Records | Student Information | **Load Information** | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	Load Action	Suspend Reason	Skip Reason	EFC Status Message	Error Code	Process Instance
1	569-77-0987	ZA	01	Ignor/Skip					265
2	566-88-0697	CY	01	Ignor/Skip					265
3	560-68-6957	SO	01	Ignor/Skip					265
4	567-97-8768	LE	01	Ignor/Skip					265
5	579-99-9777	TA	01	Ignor/Skip					265
6	577-76-6567	HA	01	Ignor/Skip					265
7	570-78-5607	NW	01	Ignor/Skip					265
8	568-87-7067	JA	01	Ignor/Skip					265
9	560-69-8707	HE	01	Ignor/Skip					265
10	565-87-7857	BR	01	Ignor/Skip					265
11	566-88-6997	ZA	01	Ignor/Skip					265
12	577-87-7808	KI	01	Ignor/Skip					265
13	418-78-8667	RA	01	Ignor/Skip					265
14	577-90-7887	BI	01	Ignor/Skip					265
15	570-76-7087	DA	01	Ignor/Skip					265
16	577-87-7667	JA	01	Ignor/Skip					265
17	517-68-4167	LO	01	Recycle	1 - Stu Not Found (Max Match)				266
18	506-01-0007	SM	01	Recycle	1 - Stu Not Found (Max Match)				266
19	506-01-0027	IL	01	Recycle	1 - Stu Not Found (Max Match)				266
20	506-01-0017	NE	01	Recycle	1 - Stu Not Found (Max Match)				266
21	476-79-5957	BR	01	Ignor/Skip					265

ISIR Inbound Load Summary page: Load Information tab

Load Action Possible values include *Add ISIR, Ignore/Skip*, and *Recycle*.

Skip Reason Displays the reason the record did not load into the database. Available options include the following:

2 – Inst Review Status – This routing control option was triggered.

3 – Ed Verification Completed – This routing control option was triggered.

4 – ISIR Compute Rejects– This routing control option was triggered.

5 – Record Add Level – This routing control option was triggered.

7 – Search/Match option set to Discard/Skip – ISIR skips if you select this Search/Match option.

G – System Generated Record– All System generated ISIRs skip if you select this data load option.

Error Code Displays the reason the Suspend Reasons is set to Error Encountered. Values include the following:

1 – Invalid SSN

2 – Invalid School Code

3 – SQL Error Encountered

4 – Update/Add PD Error

5 – Update/Add Address Error

6 – Update/Add PS Names Error

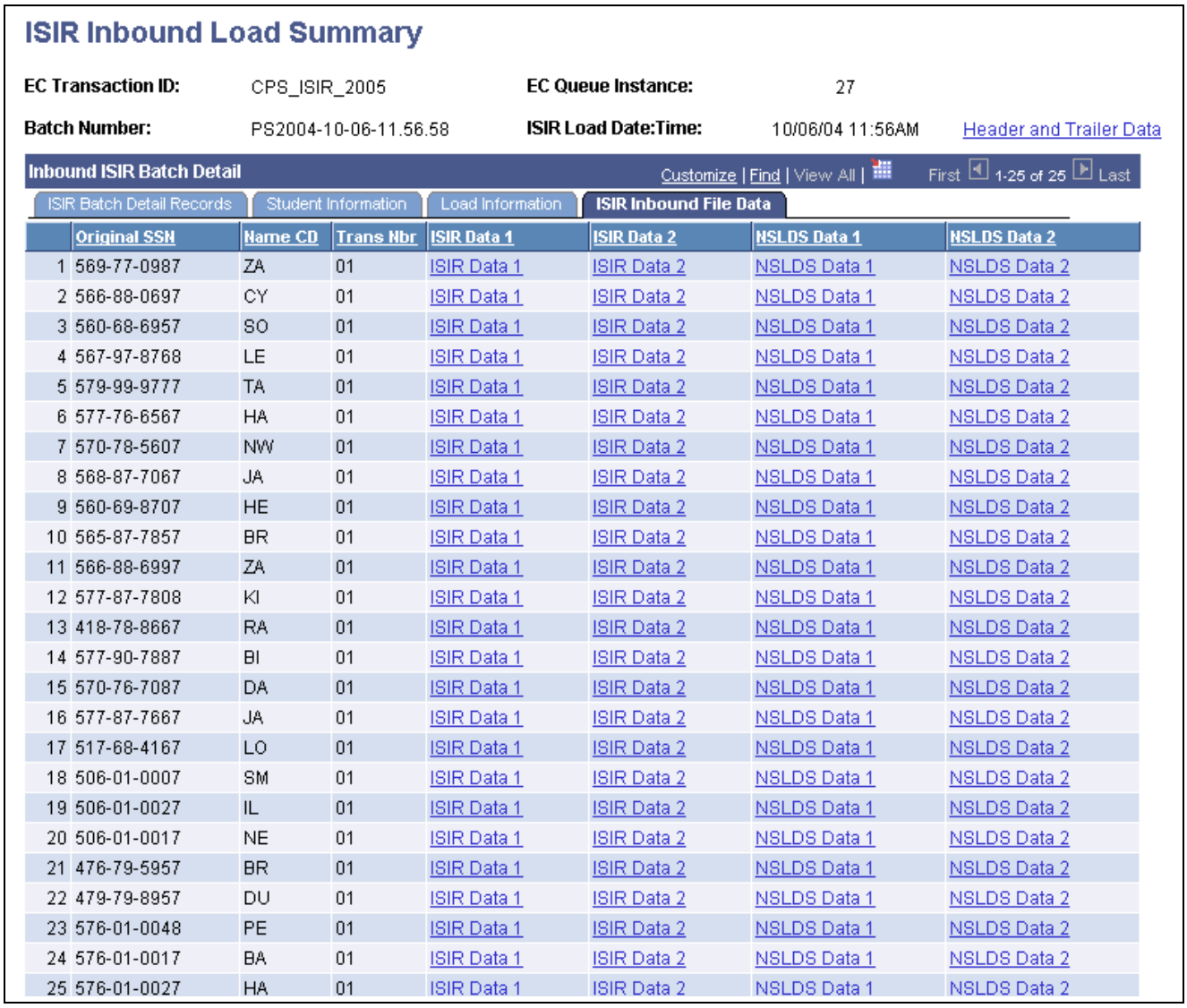
7 – Blank Date for Effective Date

8 – Correction Record not found.

Process Instance Displays the process number that the load process assigned when the process last ran. This number is used to view and print messages generated by the load process.

ISIR Inbound File Data

Access the ISIR Inbound Load Summary page, ISIR Inbound File Data tab.



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2005 EC Queue Instance: 27

Batch Number: PS2004-10-06-11.56.58 ISIR Load Date:Time: 10/06/04 11:56AM Header and Trailer Data

Inbound ISIR Batch Detail Customize | Find | View All | First 1-25 of 25 Last

ISIR Batch Detail Records | Student Information | Load Information | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
1	569-77-0987	ZA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
2	566-88-0697	CY	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
3	560-68-6957	SO	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
4	567-97-8768	LE	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
5	579-99-9777	TA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
6	577-76-6567	HA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
7	570-78-5607	NW	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
8	568-87-7067	JA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
9	560-69-8707	HE	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
10	565-87-7857	BR	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
11	566-88-6997	ZA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
12	577-87-7808	KI	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
13	418-78-8667	RA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
14	577-90-7887	BI	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
15	570-76-7087	DA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
16	577-87-7667	JA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
17	517-68-4167	LO	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
18	506-01-0007	SM	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
19	506-01-0027	IL	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
20	506-01-0017	NE	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
21	476-79-5957	BR	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
22	479-79-8957	DU	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
23	576-01-0048	PE	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
24	576-01-0017	BA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2
25	576-01-0027	HA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2

ISIR Inbound Load Summary page: ISIR Inbound File Data tab

Click the Header and Trailer Data link to view header and trailer information for the ISIR record.

Click the links for ISIR Data 1, ISIR Data 2, NSLDS Data 1, or NSLDS Data 2 to view the ISIR information in the ISIR staging tables.

Making ISIR Corrections

Use the ISIR Data Corrections component to correct FAFSA application information loaded from the ISIR. Once ISIR records are loaded into your database, you can review and make corrections to the data by using the pages in the ISIR data corrections component. All ISIR field modifications are maintained in the ISIR correction audits component. This section discusses how to:

- Review special ISIR correction component behavior.
- Review FAFSA information.

- Correct assumptions and school code information.
- View EFC status and database matches.

Pages Used to Make ISIR Corrections

Page Name	Object Name	Navigation	Usage
FAFSA Information	ISIR_PIA_CS1_06	Financial Aid, Federal Application Data, Correct 2005–2006 ISIR Records, FAFSA Information	Correct information on the FAFSA Information page.
Address Use	ISIR_ADR_MNT_SEC	Click the Student Address link on the FAFSA Information page.	View the student's Campus Community address used for the ISIR Correction file. The address displayed on the Address Use page is based on your ISIR Address Usage parameters and the Owning School Code that you select. You can override the address for the system to use.
Original ISIR Address	ISIR_ORG_ADR_SEC	Click the ISIR Address link on the FAFSA Information page.	View address information for the student reported on the current ISIR.
INAS Federal Extension	INAS_FED_EXT06_SEC	Click the FM link on the FAFSA Information page.	Override INAS local policy options.
Federal Extension Budget Durations	INAS_FEDEX_DUR_SEC	Click the Budget Durations link or the Override Federal EFC link on the INAS Federal Extension page.	Override INAS local policy options federal academic and non-standard budget duration.
INAS Institutional Extension 1	INAS_PROF_EXT1_S04	Click the INAS IM EXT 1 PB link on the FAFSA Information page.	Override INAS local policy options institutional calculations on a student by student basis.
Institutional Extension Budget Durations	INAS_PRFEX_DUR_SEC	Click the Budget Durations link or the Override Institutional EFC link on the INAS Institutional Extension 1 page.	Override INAS Local Policy Options institutional academic and non-standard budget duration.
INAS Institutional Extension 2	INAS_PROF_EXT2_S04	Click the IM Extension 2 link on the INAS Institutional Extension 1 page.	Override INAS Local Policy Option institutional calculations on a student by student basis.
INAS Institutional Extension 3	INAS_PROF_EXT3_SEC	Click the Extension 3 link on the INAS Institutional Extension 1 page.	Override INAS Local Policy Option institutional calculations on a student by student basis.

Page Name	Object Name	Navigation	Usage
INAS Institutional Extension 4	INAS_PROF_EXT4_SEC	Click the Extension 4 link on the INAS Institutional Extension 1 page.	Override INAS Local Policy Option institutional calculations on a student by student basis.
INAS Institutional Extension 5	INAS_PROF_EXT5_SEC	Click the Extension 5 link on the INAS Institutional Extension 1 page.	Override INAS Local Policy Option institutional calculations on a student by student basis.
Need Summary	NEED_SUMMARY_SEC	Click the Need Summary link on the FAFSA Information page.	View the award period, both the Federal and Institutional cost of attendance, expected family contribution, need, total aid, unmet need, aid over-award, and income information for the parent and student.
Change Student Income Values	ISIR_ASM_ST1_SEC05	Click the Assumptions link within the Student Data – Financial Information subtopic on the FAFSA Information page.	Change the Assumption Indicator for each of the fields pertaining to student income so that the field can be corrected on the Student Data – Financial Information page.
Change Student Status Values	ISIR_ASM_ST2_SEC05	Click the Assumptions link within the Student Data – Dependency Status Information subtopic on the FAFSA Information page to open the Change Student Status Values page.	Edit any fields that are unavailable for entry on the main page due to the CPS assigning an assumed value to the field.
Change Parent Household Information	ISIR_ASM_PR2_SEC05	Click the Assumptions link within the Parent Data – Parent Background Information subtopic on the FAFSA Information page.	Change the Assumption Indicator for each of the fields pertaining to parent household information so that the field can be corrected on the Parent Data – Parent Background Information page.
Change Parent Earnings and Income Values	ISIR_ASM_PR1_SEC05	Click the Assumptions link within the Parent Data – Parent Financial Information subtopic on the FAFSA Information page.	Change the Assumption Indicator for each of the fields pertaining to parent financial information so that the field can be corrected on the Parent Data – Parent Financial Information page.

Page Name	Object Name	Navigation	Usage
Assumptions and School Codes	ISIR_PIA_CS2_06	Financial Aid, Federal Application Data, Correct 2005–2006 ISIR Records, Assumptions School Codes	Enter corrections to a student's choice of school and housing, to override a student's dependency status, and to override FAFSA Assumption and/or Reject information on behalf of the student. You can use this page to override this data.
EFC\DB Match\Corr	ISIR_PIA_CS3_06	Financial Aid, Federal Application Data, Correct 2005–2006 ISIR Records, EFC\DB Matches\Corr	View the expected family contribution detail for a student and information about all ISIR database matches and processing flags set by the Central Processing System.
Monthly EFC	NEED_SMRY_EFC_SEC	Click the Monthly EFC link within the EFC Information subtopic on the EFC/DB Matches page.	View information about the primary and secondary expected family contributions.

Reviewing Special ISIR Correction Component Behavior

This section discusses the ISIR correction component.

Making Changes to ISIR Data

The system stores and displays each loaded ISIR in a separate effective-dated row that cannot be modified. Original ISIR data loaded in the ISIR Corrections component have all fields unavailable. To make corrections to the ISIR, you must insert a new effective-dated row in the component. An Add button located at the top of the page is available when an ISIR has not yet been corrected. Click the Add button to insert a new effective-dated row on the page and to make all correctable fields available.

Updating Fields with CPS Assumed Values

When the CPS has assumed the value of a FAFSA question, the field is unavailable and marked with an 'a' at the right of the field value. The field cannot be corrected until you use the appropriate assumptions page to make the field correctable.

Fields Containing Both an Edit Box and Options List Field Objects

The fields in the ISIR Corrections components may be represented by two different field objects. Either an:

- edit box and an option list.
- edit box and options.

The edit box displays the database value for the field. The options list displays the contextual value of the field. When the page opens for the first time, the two values are always synchronized. Changing one or both of the field object values for the same field causes the fields to synchronize when you click the save or refresh button.

For example, when you select the options list value, the system changes the edit box value to match when the page is saved, or when you click the refresh button. Likewise, when you change the edit box value, the system sets the matching options list value when the page is saved, or when you click the refresh button. Changing both the edit box value and the options list value at the same time causes the edit box value to be set when you save the page, or when you click the refresh button.

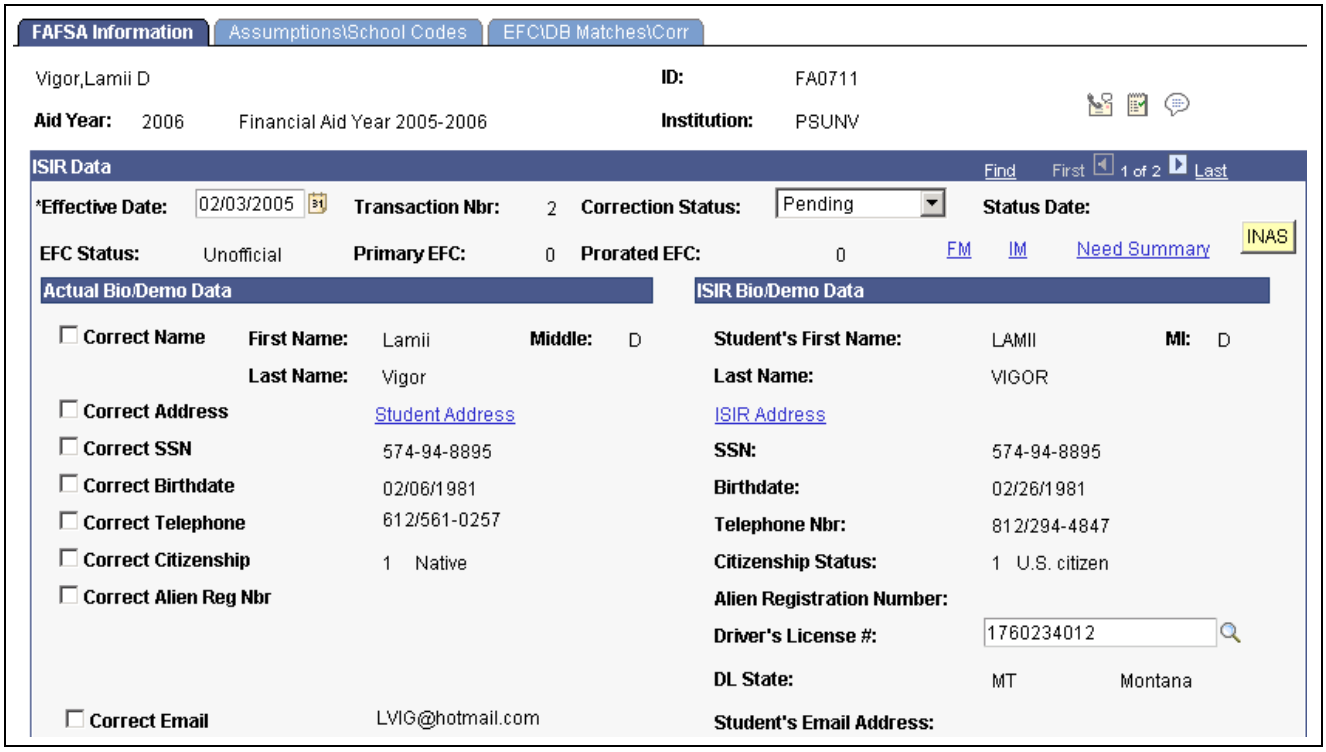
For the 2003 and future aid years, the ISIR Data Corrections component will no longer display fields in this manner.

Numeric Fields That Support a Blank, Non-Zero Value

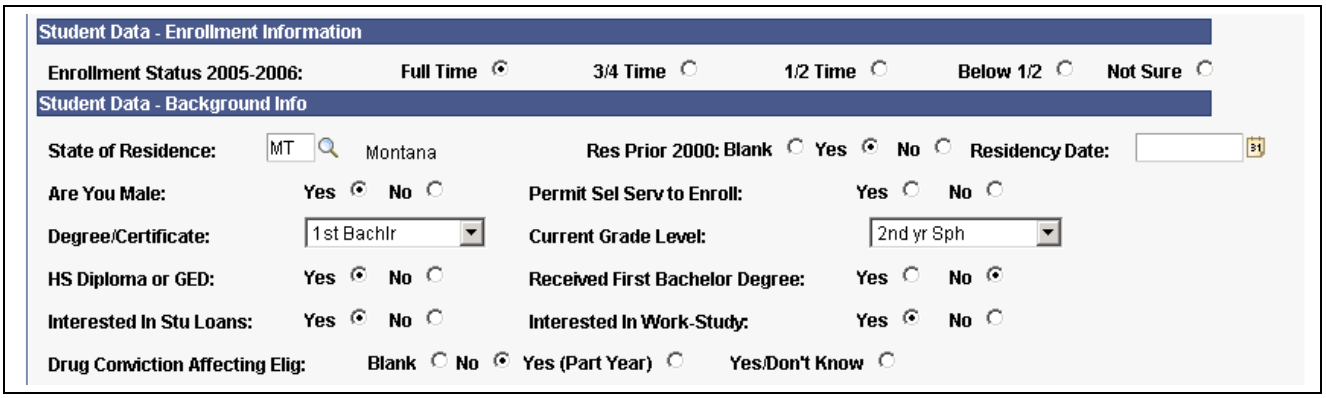
Beginning with the 2003 aid year, modifications were made to several number fields on the ISIR Data Corrections component to support a blank, non-zero value so that the INAS calculation can be used to determine a usable value for the field. These fields are as follows: AGI (student and parent), U.S. Taxes Paid (student and parent), Total from Worksheet A (student and parent), total from worksheet B (student and parent), Cash and savings (student and parent), Investment Net Worth (student and parent), student's Income, Spouse's Income, Father's Income, and Mother's Income. These values also appear blank if reported blank on the ISIR rather than appear as zero.

Reviewing FAFSA Information

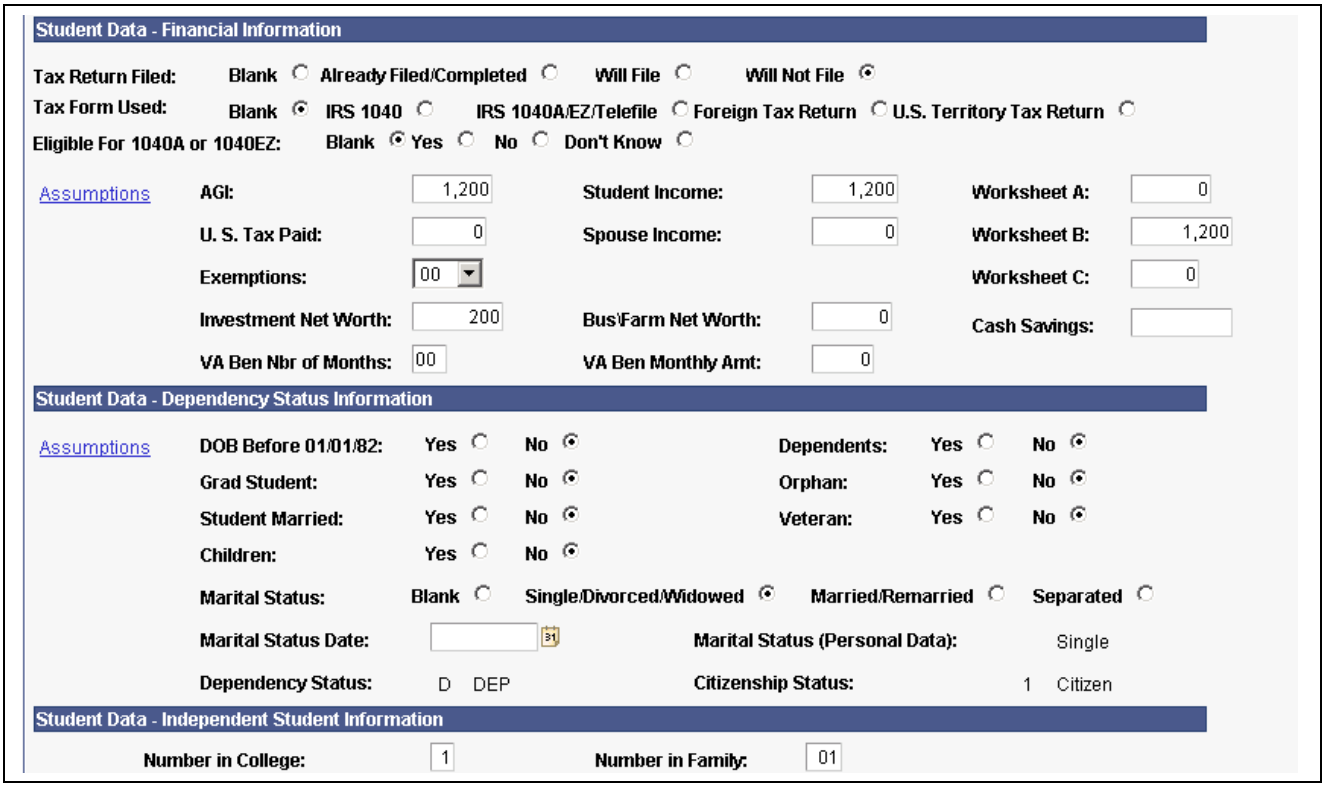
Access the FAFSA Information page.



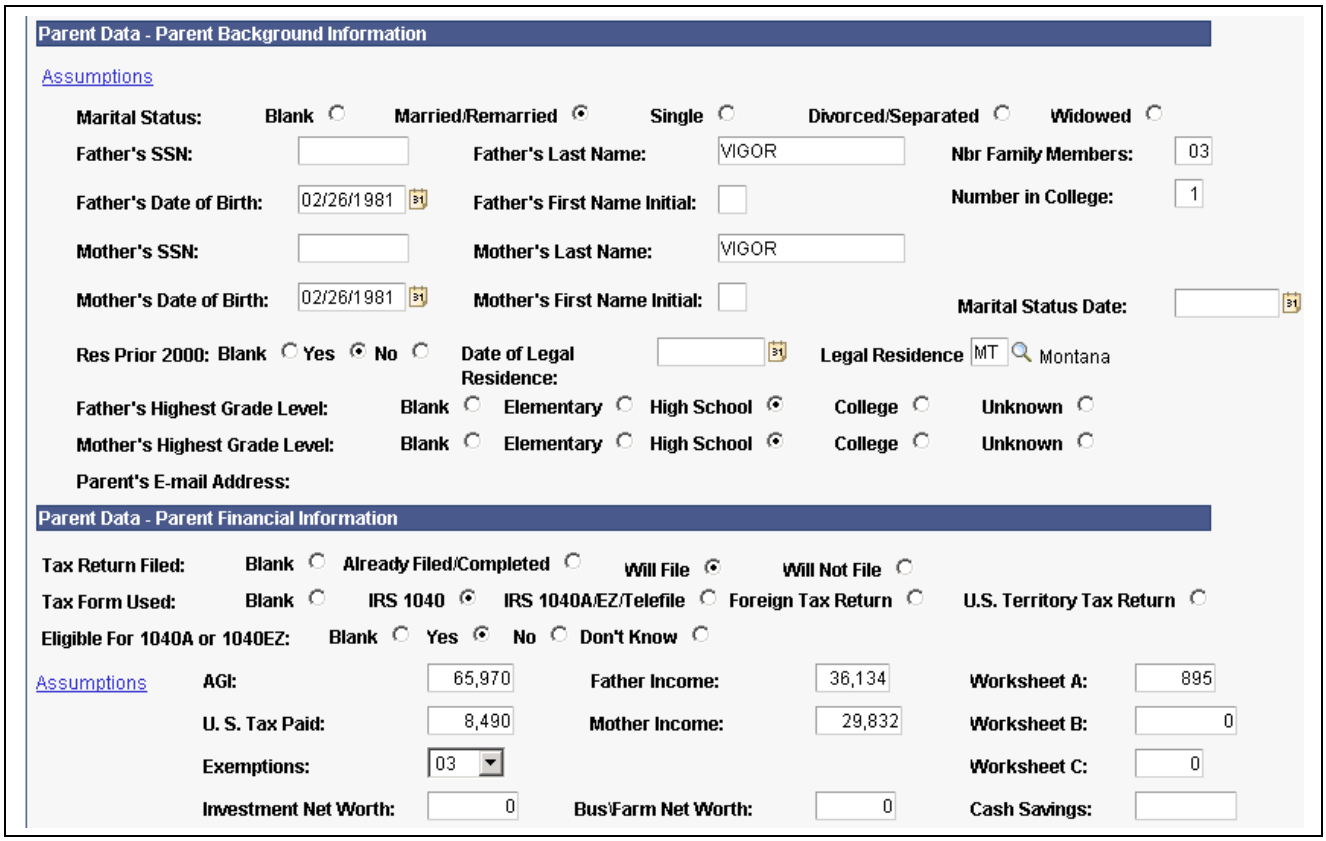
FAFSA Information page (1 of 4)



FAFSA Information page (2 of 4)



FAFSA Information page (3 of 4)



FAFSA Information page (4 of 4)

Note. If you open a component where the ISIR has not yet been corrected, an Add (+) button is available on the page. Click this button to insert a new row to make corrections.

The system displays the student's name, ID, Aid Year, Institution, Effective Date, Transaction Nbr, Correction Status, Status Date, EFC Status (expected family contribution status), Primary EFC, and Prorated EFC.

EFC Status The status displays as:

Unofficial

Official

Rejected

Correction Status You must set the value to *Send* when the ISIR is ready to be sent to the CPS to request a corrected ISIR. Values include:

Accepted

Don't Send

Pending

Rejected

Send

Sent

Status Date The date the correction status was last modified.

Actual Bio/Demo Data

This column displays the student's information stored in the Campus Community bio-demographic records. Comparing this information with the student's ISIR information in the ISIR bio/demo data column will alert you to differences in the database. To change information displayed in this column with the ISIR reported information, you must use the Campus Community bio/demographic data components.

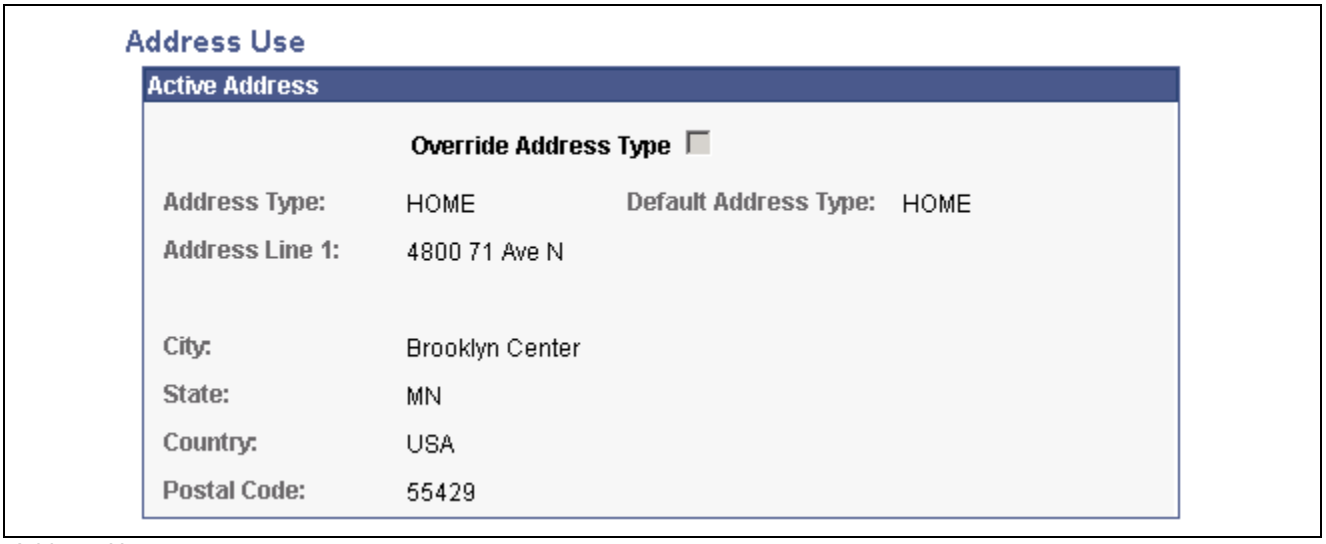
Select the check box for Correct Name, Correct Address, Correct SSN (Social Security Number), Correct Birthdate, Correct Telephone, Correct Citizenship, Correct Alien Reg Nbr (correct alien registration number), Correct Email Address, and Student's Email Address to make a correction to those fields to the ISIR. When a corrected ISIR is requested, the system sends the selected fields to the CPS.

If selected for correction, you can use the Address Use page to view the student's address information that you want to submit. If multiple addresses exist for the student, the system displays the active address type based on the address usage setting on the Process Demo Setup page. To send a different address, you can use the override check box and select from the remaining active student addresses. The Correct Telephone field displays the active telephone number based on the phone usage setting on the Process Demo Setup page. To send the displayed phone number to the CPS for correction, select this check box. If selected, the system displays the Ovrd check box. Select the Ovrd check box to override the telephone number to be sent to the CPS. The system displays a list of options of the student's active phone types. Select the type to be sent to the CPS. The system then displays the alternate telephone number.

The Correct Email field displays the active email address based on the Email usage setting on the Process Demo Setup page. To send the displayed email address to the CPS for correction, select this check box. The system displays the Ovrd check box. Select the Ovrd check box to override the email address to be sent to the CPS. The system displays a list of options of the student's active email types. Select the type to be sent to the CPS. The system then displays the alternate email address.

Viewing Student Address Information

Access the Student Address Use page.



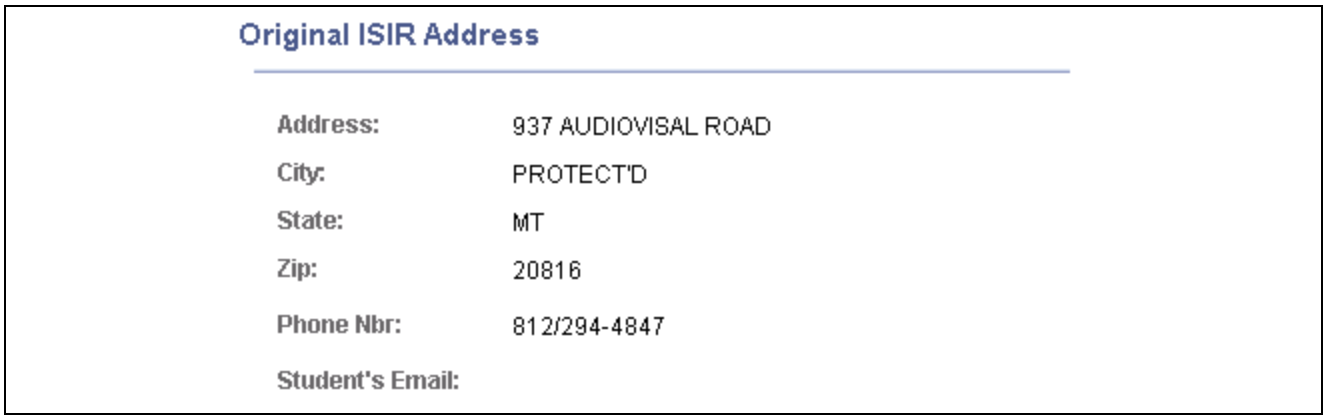
Address Use page

ISIR Bio/Demo Data

This column displays bio/demographic information reported on the ISIR record. The system displays Student's First Name, Last Name, MI (middle initial), SSN (Social Security Number), Birthdate, Telephone Nbr (telephone number), Citizenship Status, Alien Registration Number, Driver's License #, and DL State (driver's license state).

Viewing the Original ISIR Address

Access the Original ISIR Address page.



Original ISIR Address page

Student Data – Enrollment Information

FAFSA enrollment information displays in two forms. The edit box displays the ISIR value for the field, and the activated options display the definition of the value. The values include: *1 – Full time, 2 – 3/4 Time, 3 – 1/2 time, 4 – LT 1/2 time*, and *5 – Not Attending*.

Student Data – Background Information

State of Residence Select the student's state of residence from the available options.

Res Prior to 2000 (resident prior to 2000) The system displays the number representing the option selected. The available options are *Blank*, *1 – Yes* and *2 – No*.

Residency Date Enter a date for the student's state residency.

Are you Male? The system displays the number representing the option selected. The available options are *1 – Yes* and *2 – No*.

Permit Sel Serv to Enroll (permit the CPS to enroll the student with Selective Service) The system displays the number representing the option selected. The available options are *1 – Yes* and *2 – No*.

Degree/Certificate The system displays the number representing whether the student has a degree. The available options include

1 – 1st Bchlr

2 – 2nd Bchlr

3 – Occ/Tech (Associate)

4 – Associate General Ed)

5 – Cert <2 y

6 – Cert>=2 yrs

7 – Tech Cred

8 – Grad/Prof

9 – Other.

Current Grade Level The system displays the number representing the option selected. The available options are:

00 – 1st yr NA (never attended)

01 – 1st yr AB (attended before)

02 – 2nd yr Sph

03 – 3rd yr Jnr

04 – 4th yr Snr

05 – 5th yr UG (under graduate)

06 – 1st yr GP (graduate/professional)

07 – Grad/Prof+ (graduate/professional or beyond).

HS Diploma or GED (high school diploma or general equivalency degree completed) The system displays the number representing the option selected. The available options are *1– Yes* and *2 – No.*

Received First Bachelor Degree The system displays the number representing the option selected. The available options are *1- Yes* and *2 – No.*

Interested in Stu Loans (interested in student loans) The system displays the number representing the option selected. The available options are *1 – Yes* and *2 – No.*

Interested in Work Study The system displays the number representing the option selected. The available options are *1 – Yes* and *2 – No.*

Drug Conviction Effecting Elig (drug conviction effecting eligibility) The system displays the number representing the option selected. The available options are

Blank

1 – No

2 – Yes (Part Year)

3 – Yes/Don't Know.

Student Data – Financial Information

Tax Return Filed The system displays the option selected. The available options are Blank, Already Filed/Completed, Will File, and Will Not File.

Tax Form Used The system displays the option selected. The available options are Blank, IRS 1040, IRS 1040A/EZ/Telefile, Foreign Tax Return, and U.S. Territory Return.

Eligible For 1040A or 1040EZ The system displays the option selected. The available options are Blank, Yes, No, and Don't Know.

Student Data – Dependency Status Information

Marital Status The system displays the number representing the option selected. You can choose to change marital status in personal data or on the ISIR record. To change the marital status on the ISIR record, use this page. Information

changed here will not change personal data information. This enables you to change the marital status to affect the EFC but does not change the marital status value in personal data. The available options are

Blank

1 – Single/Divorced/Widowed,

2 – Married/Remarried

3 – Separated.

Marital Status Date Enter the date of the indicated marital status.

Marital Status (Personal Data) The system displays the marital status listed in the Campus Community bio-demographic data records.

Dependency Status The system displays the student's dependency status determined by the answers to the dependency status questions.

Citizenship Status The system displays the citizenship status listed in the ISIR.

Student Data – Independent Student Information

The system displays the Number in College and Number in Family for an independent student.

Parent Data – Parent Background Information

Marital Status The system displays the number representing the option selected. You can choose to change marital status in personal data or on the ISIR record. To change the marital status on the ISIR record, use this page. Information changed here will not change personal data information. This enables you to change the marital status to affect the EFC but does not change the marital status value in personal data. The available options are

1– Single/Divorced/Widowed,

2 – Married/Remarried

3 – Separated.

Marital Status Date The system displays the marital status date reported on the FAFSA.

Parent Data – Parent Financial Information

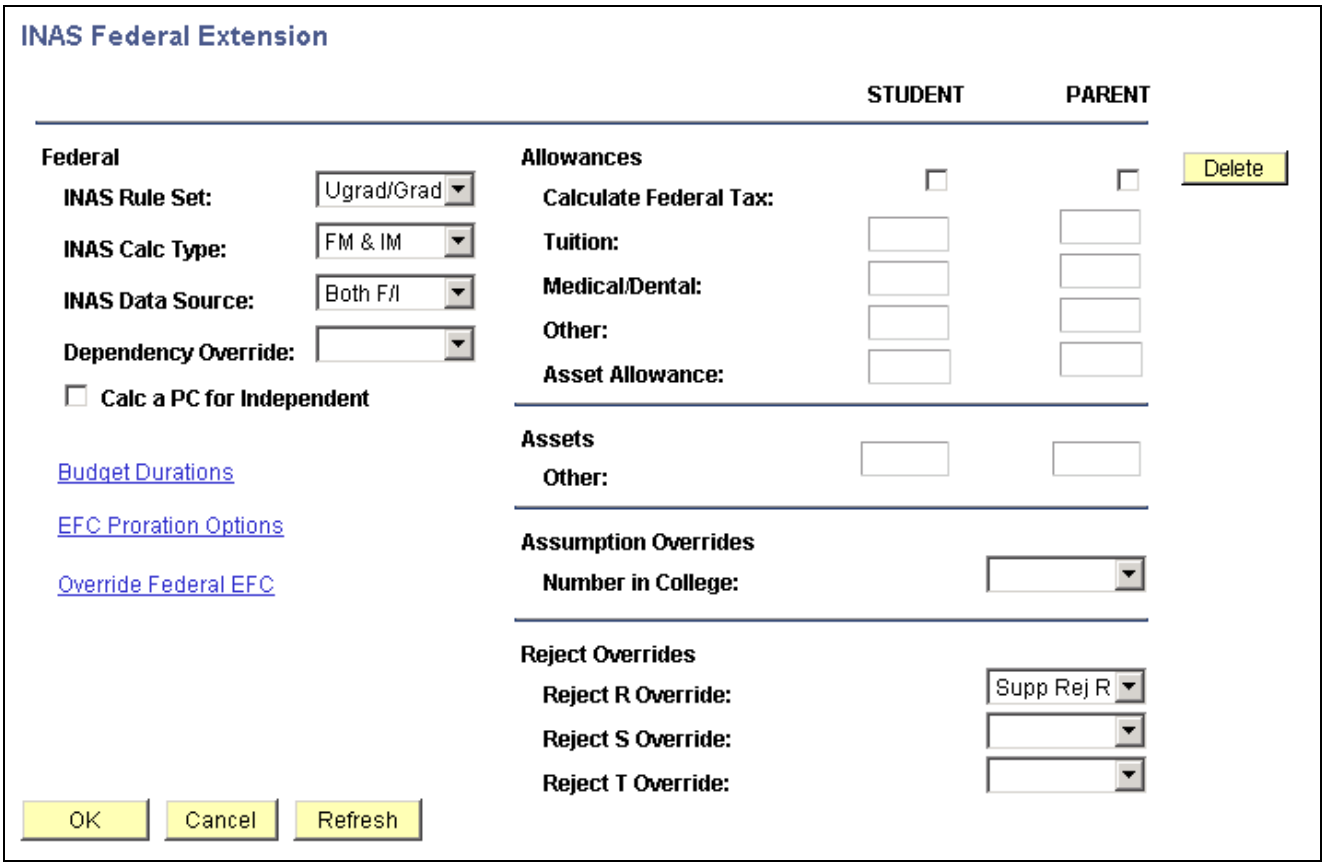
Tax Return Filed The system displays the option selected. The available options are Blank, Already Filed/Completed, Will File, and Will Not File.

Tax Form Used The system displays the option selected. The available options are Blank, IRS 1040, IRS 1040A/EZ/Telefile, Foreign Tax Return, and U.S. Territory Return.

Eligible For 1040A or 1040EZ The system displays the option selected. The available options are Blank, Yes, No, and Don't Know.

Viewing INAS Federal Extension Information

Access the INAS Federal Extension page.



INAS Federal Extension page

Federal

INAS Rule Set Select a rule set from the available options.

INAS Calc Type (INAS calculation type) Select a calculation type from the available options. You can select *FM*, *IM* or *FM & IM*.

INAS Data Source Select *FM*, *IM* or *Both F/I*.

Dependency Override Choices include

Ind Prof J: individual professional judgment

No: no override.

Override Federal EFC See Overriding Expected Family Contribution section.

Calc a PC for Independent (calculate a parent contribution for independent) Select to include the parent's information during calculation even if the student is independent. A parent calculation is calculated only if the parent data exists.

Allowances

Calculate Federal Tax Enter a value to adjust the methodology calculations.

Tuition Enter a value to adjust the methodology calculations.

Medical/Dental Enter a value to adjust the methodology calculations.

Other Enter a value to adjust the methodology calculations.

Asset Allowance Enter a value to adjust the methodology calculations.

Assets

Other Enter a value to adjust the methodology calculations.

Assumption Overrides

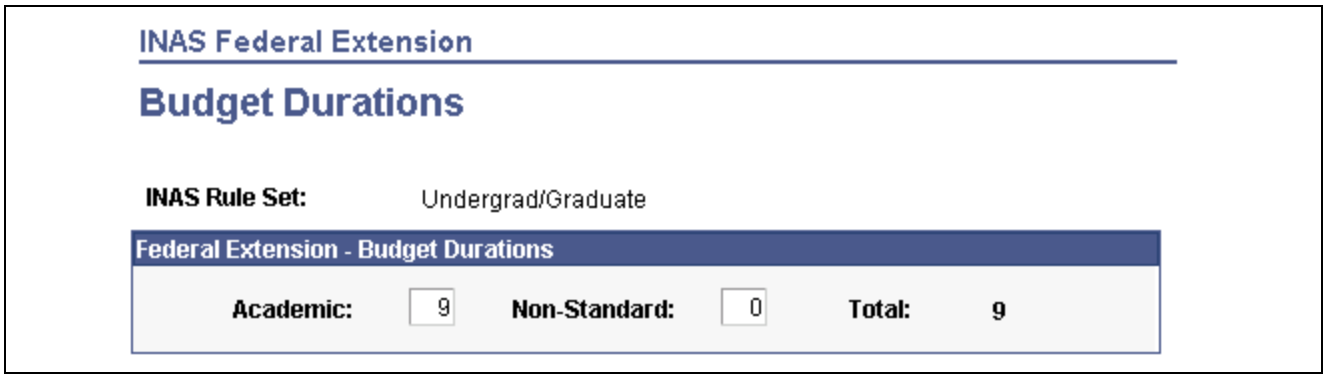
Number in College Select one of the following:

Ovrd Asmpt : (override assumption) to override the number in college assumption when calculating the parent contribution

Don't Ovr: (don't override) to accept the number in college assumption when calculating the parent contribution.

Entering Federal Extension Budget Durations

Access the Federal Extension Budget Durations page.

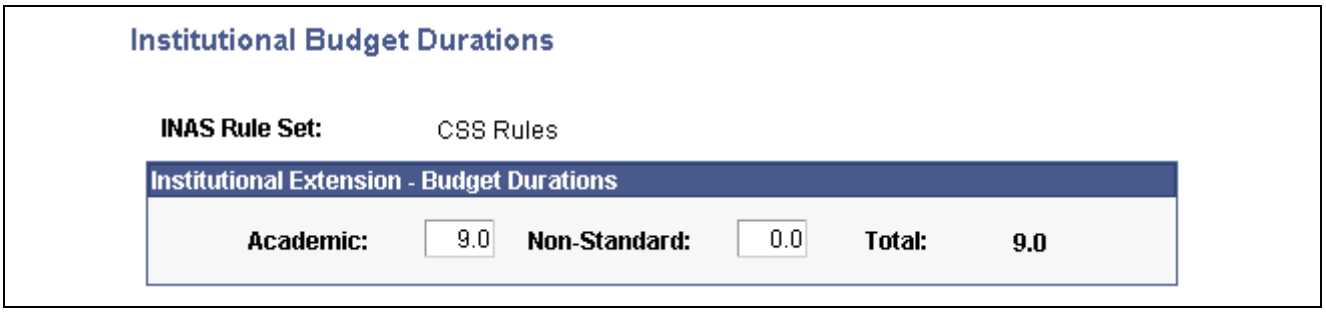


INAS Federal Extension Budget Durations page

You can enter any value for FM budget duration. Federal rules allow whole numbers only for budget duration. If the total allocation for the budget duration that you enter for FM is greater than 12 months, the system delivers a warning message that states, "WARNING! The sum of the Academic and Non-Standard Budget Durations must be between 1 and 12." The system allows you to enter amounts greater than 12 and you can save the amount. However, when you invoke INAS to calculate, the following message appears. "FM Budget Duration is greater than 12 months. FM Duration assumed to be 9 months." The system returns a 9 month EFC (expected family contribution) for the academic award period. No EFC is calculated for the non-standard award period.

Entering Institutional Extension Budget Durations

Access the Institutional Extension Budget Durations page.

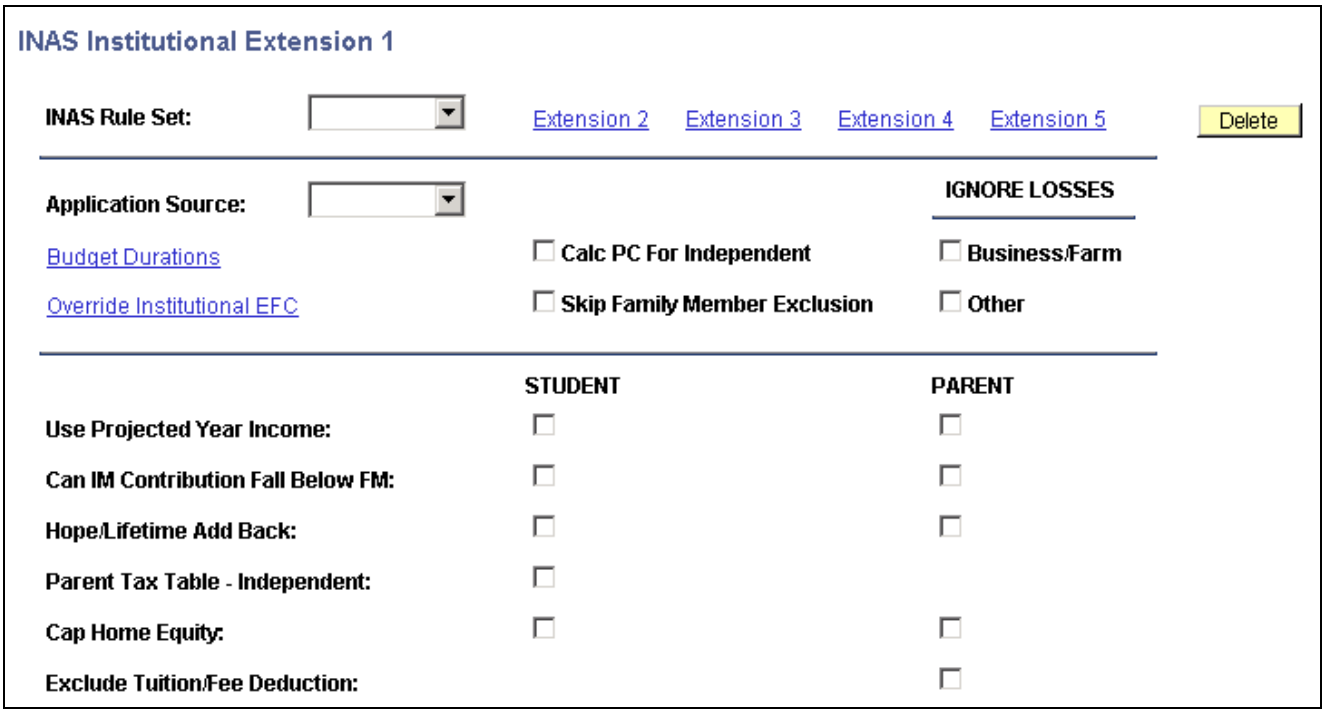


Institutional Extension Budget Durations page

You can enter any value for IM budget duration. Institutional rules allow whole numbers with one decimal place.

Viewing INAS Institutional Extensions

Access the INAS Institutional Extension 1 page.



INAS Institutional Extension 1 page

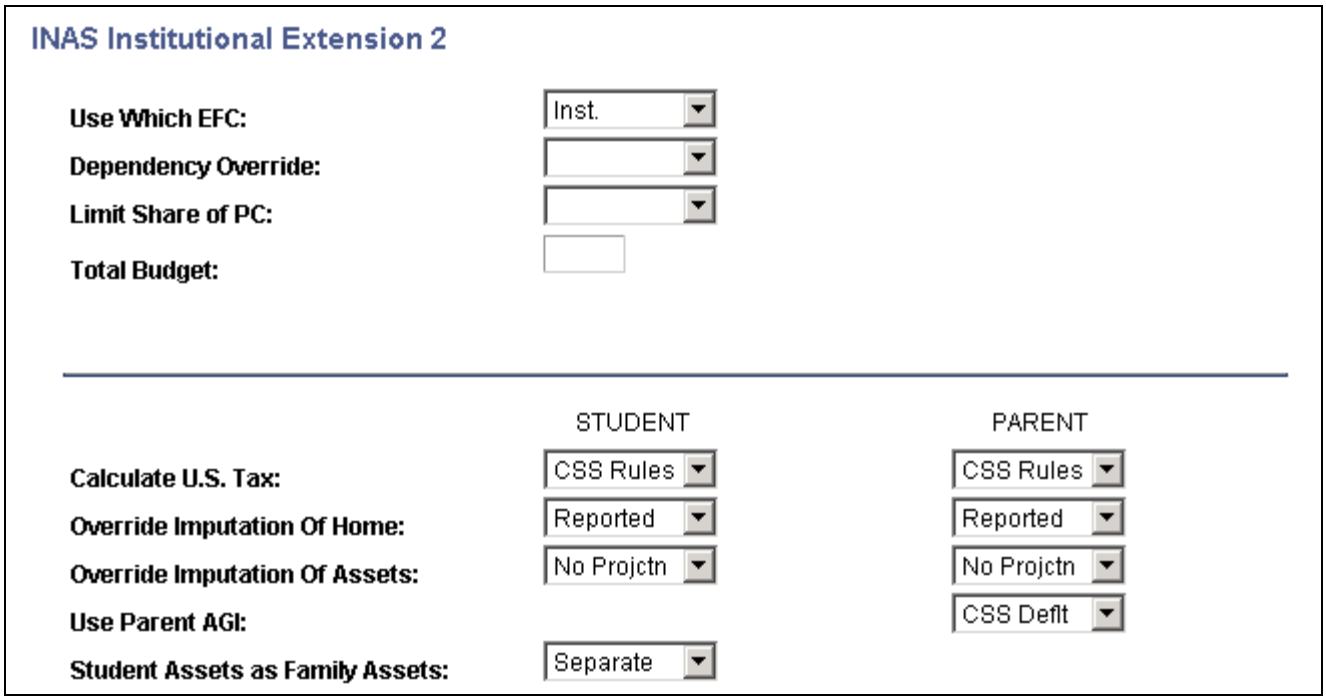
Cap Home Equity Select to cap calculated home equity at a value no greater than two times the computed income.

Exclude Tuition/Fee Deduction Provides the means to exclude from parental income, tuition and fee deductions reported by the parents of dependent students. Select to allow tuition and fee deductions to offset total income. Clear to allow tuition and fee deductions to be counted as untaxed income.

See Chapter 18, "Processing and Using Institutional Financial Aid Applications," page 551.

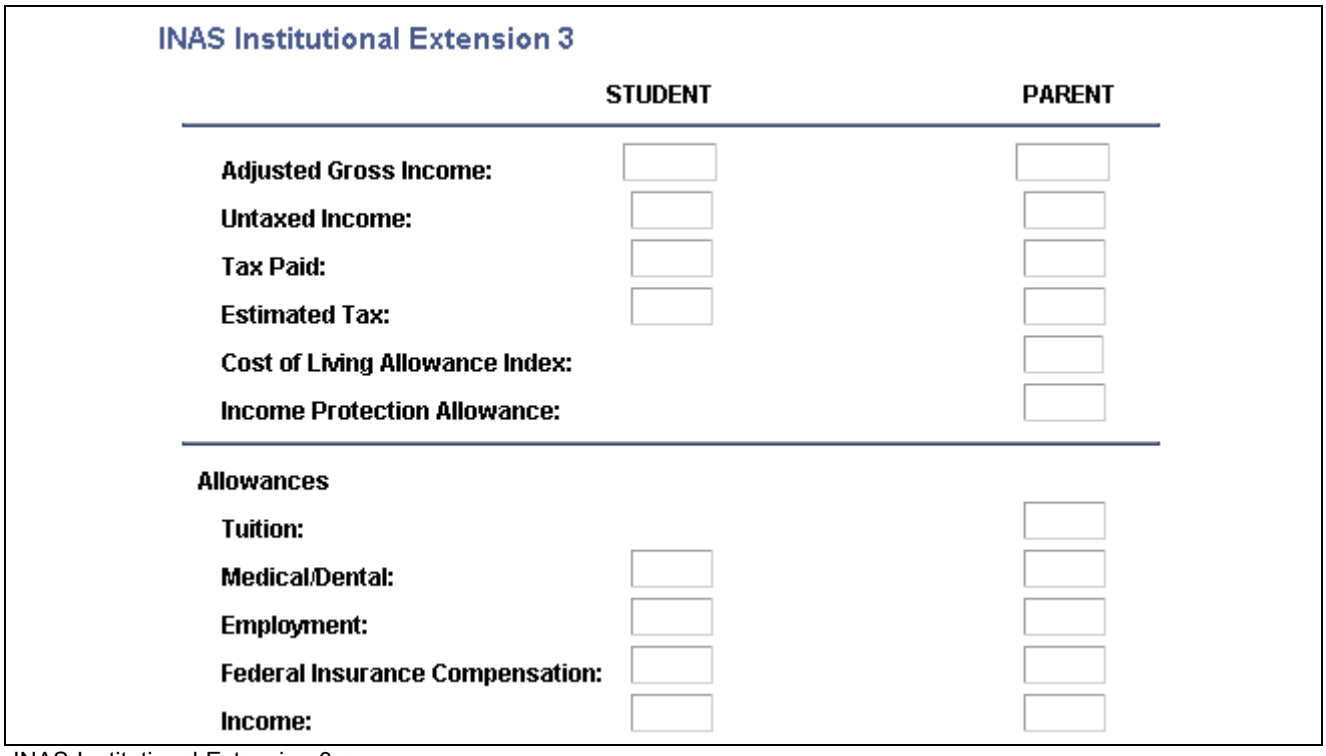
See College Board or INAS User Manual

Access the INAS Institutional Extension 2 page.



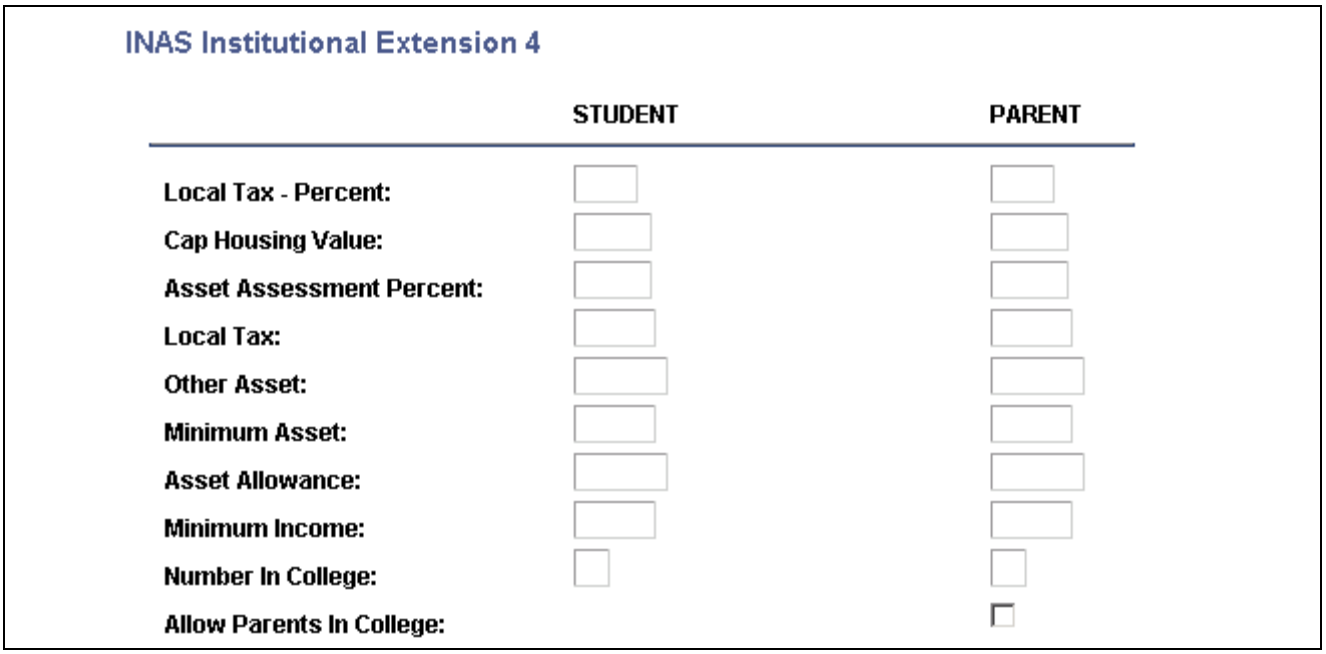
INAS Institutional Extension 2 page

Access the INAS Institutional Extension 3 page.



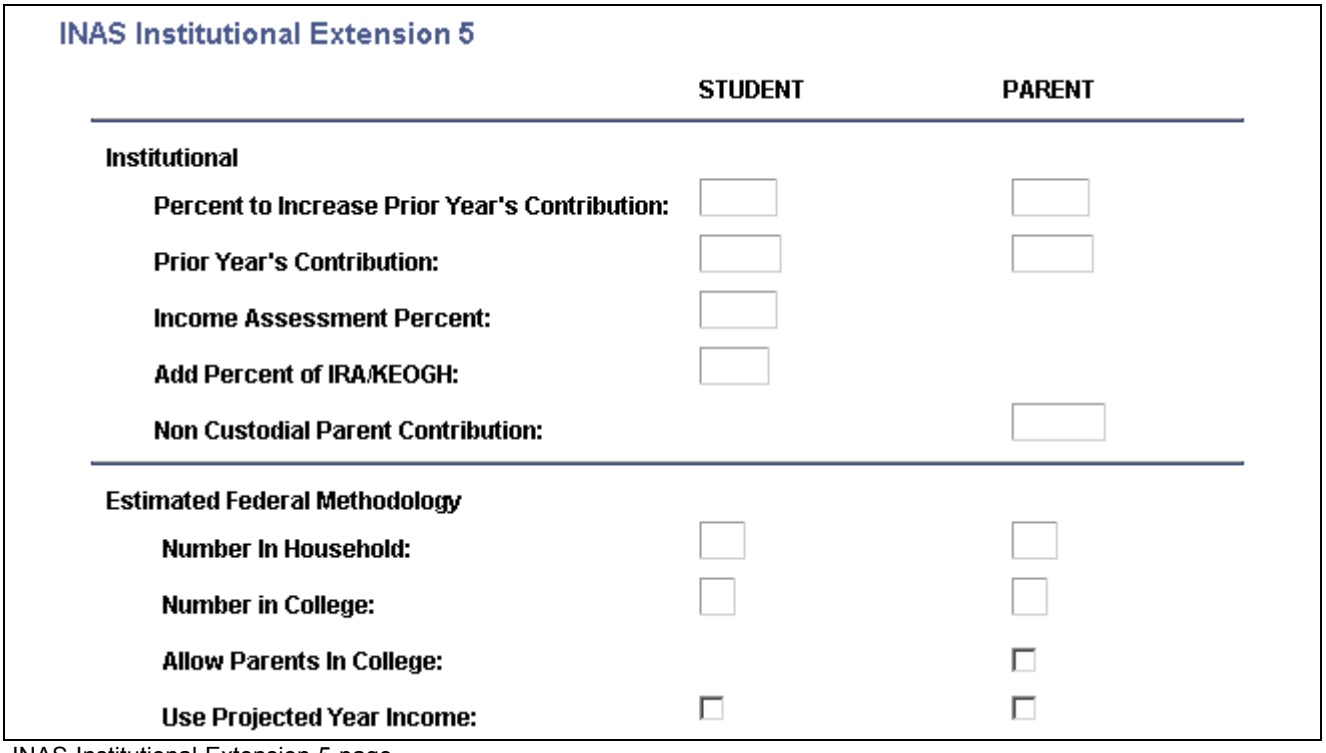
INAS Institutional Extension 3 page

Access the INAS Institutional Extension 4 page.



INAS Institutional Extension 4 page

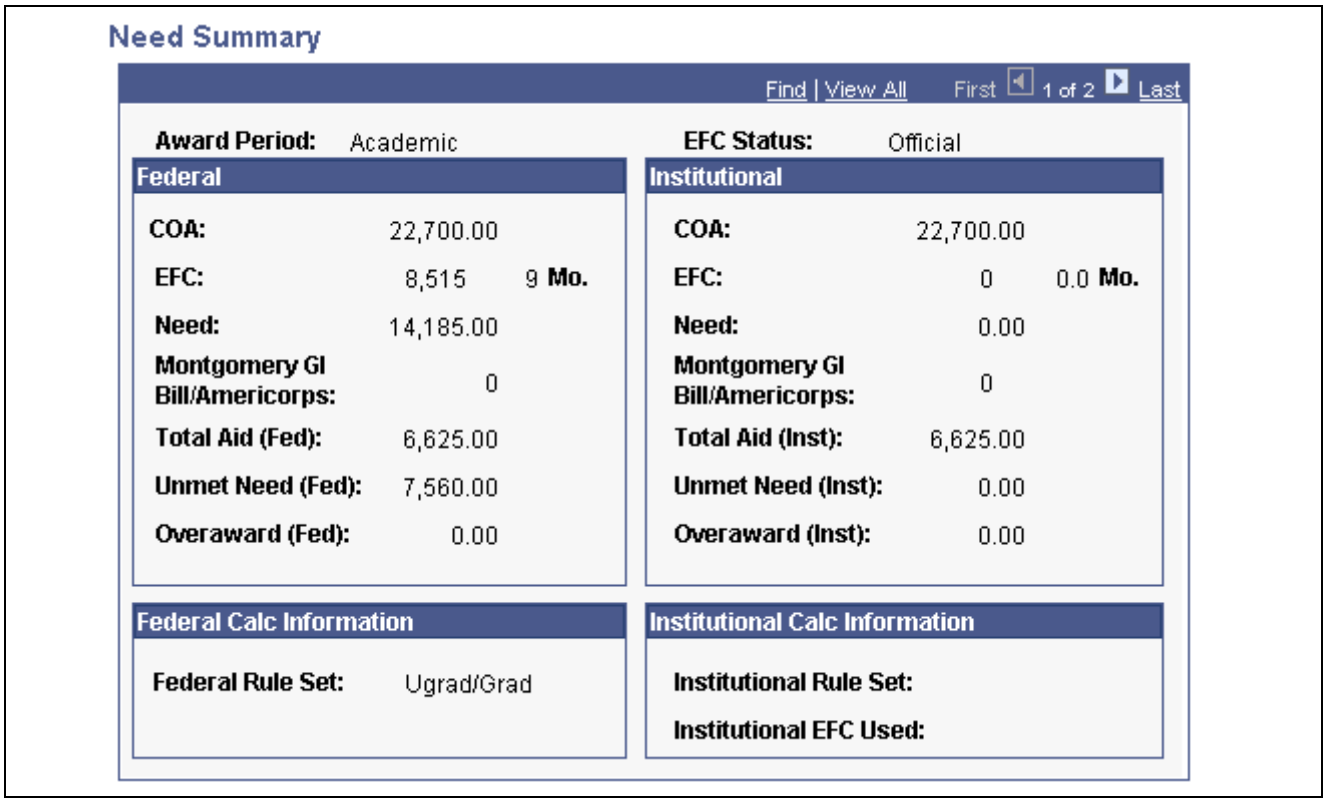
Access the INAS Institutional Extension 5 page.



INAS Institutional Extension 5 page

Viewing Need Summary Information

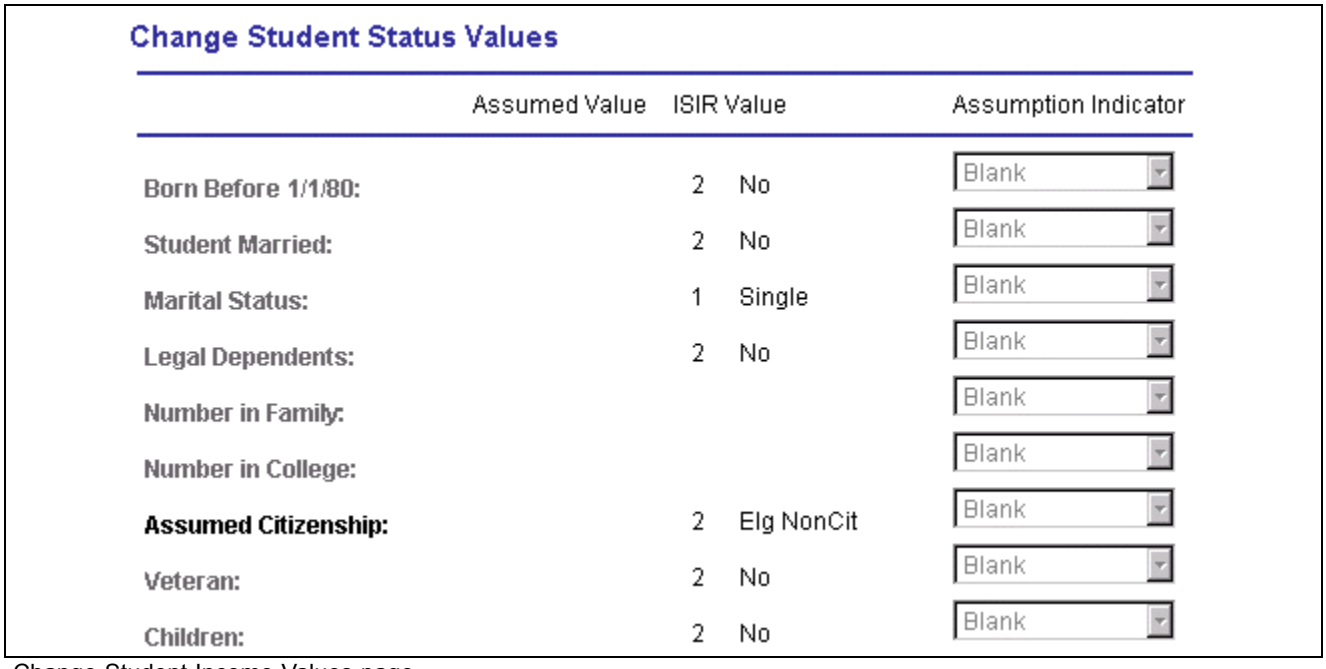
Access the Need Summary page.



Need Summary page

Changing Student Income Values

Access the Change Student Income Values page.



Change Student Income Values page

Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You can not edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value.

Assumed Value Displays the CPS assumed value.

ISIR Value Displays the value of the field on the most recent ISIR record before you made a change.

Assumption Indicator You can only set the value to reported or verified. This enables the field to be correctable on the main page.

Assumption indicates the information on the ISIR record was assumed by the CPS.

Blank means the CPS did not make an assumption on the value of the status field.

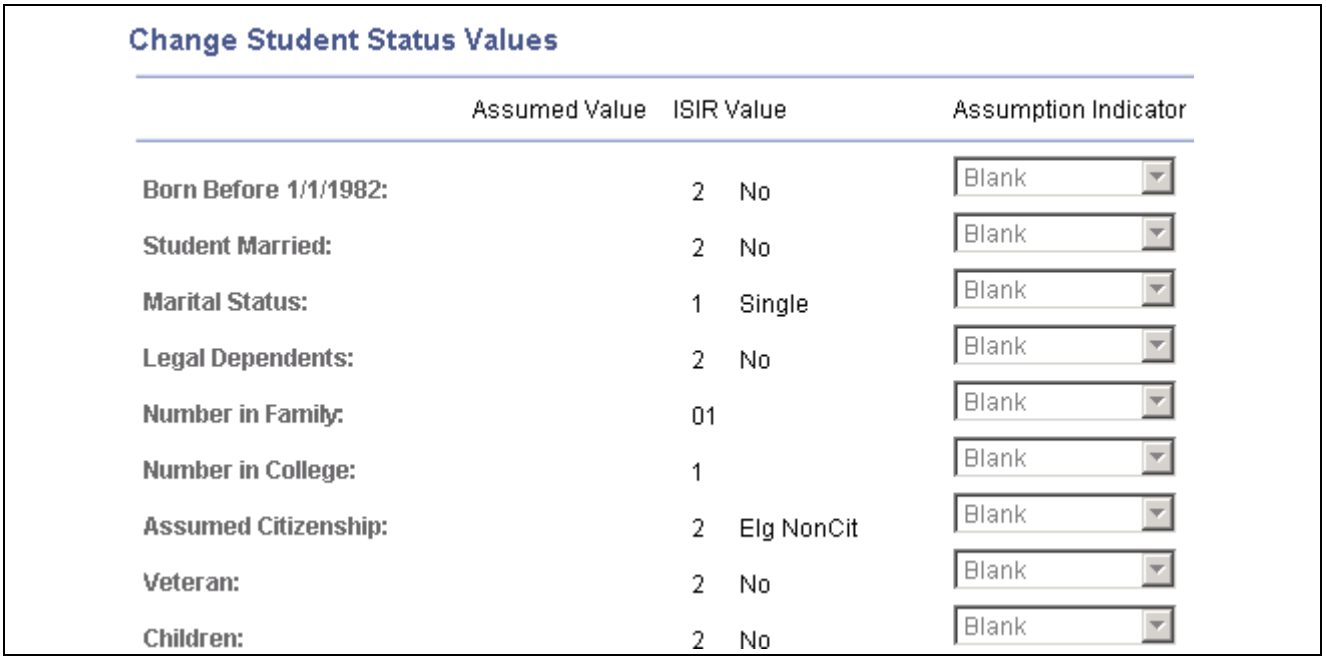
Reported: select if you are entering data reported by the student.

Verified: select if you have verified the data on the ISIR.

Simulation: indicates that the INAS simulation process set the ISIR field value.

Changing Student Status Values

Access the Change Student Status Values page.



Change Student Status Values page

Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You can not edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value.

Assumed Value Displays the CPS assumed value.

ISIR Value Displays the value of the field on the most recent ISIR record before you made a change.

Assumption Indicator You can only set the value to reported or verified. This enables the field to be correctable on the main page.

Assumption indicates the information on the ISIR record was assumed by the CPS.

Blank means the CPS did not make an assumption on the value of the status field.

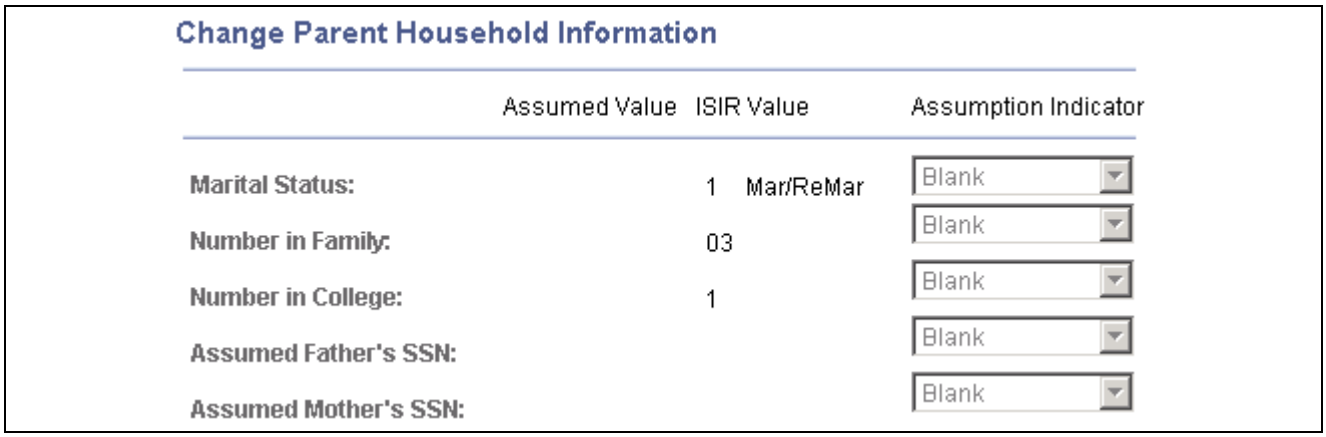
Reported: select if you are entering data reported by the student.

Verified: select if you have verified the data on the ISIR.

Simulation: indicates that the INAS simulation process set the ISIR field value.

Changing Parent Household Information

Access the Change Parent Household Information page.



Change Parent Household Information page

Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You can not edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value.

Assumed Value This column displays the CPS assumed value.

ISIR Value Displays the value of the field on the most recent ISIR record before you made a change.

Assumption Indicator You can only set the value to reported or verified. This enables the field to be correctable on the main page.

Assumption indicates the information on the ISIR record was assumed by the CPS.

Blank means the CPS did not make an assumption on the value of the status field.

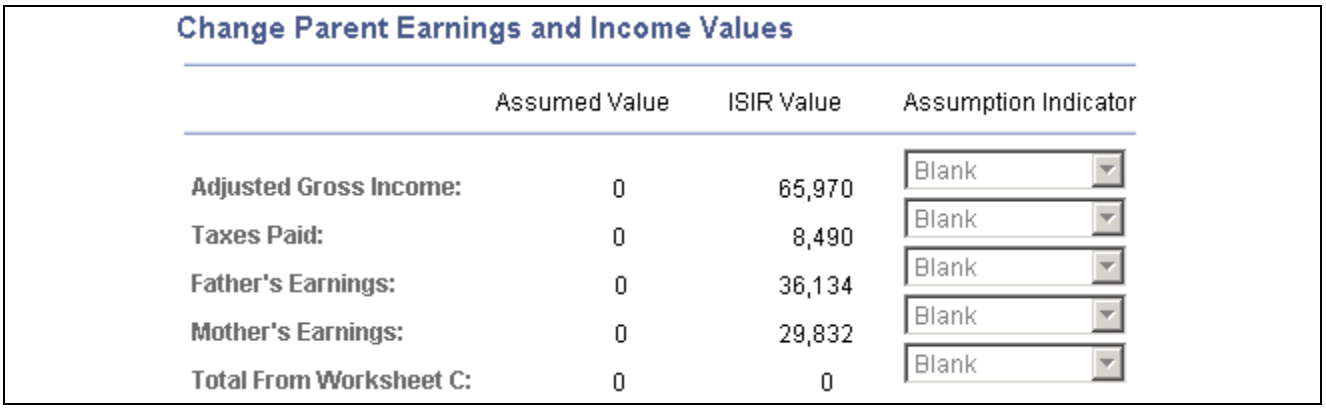
Reported: select if you are entering data reported by the student.

Verified: select if you have verified the data on the ISIR.

Simulation: indicates that the INAS simulation process set the ISIR field value.

Changing Parent Earnings and Income Values

Access the Change Parent Earnings and Income Values page.



Change Parent Earnings and Income Values page

Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You can not edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value.

Assumed Value This column displays the CPS assumed value.

ISIR Value Displays the value of the field on the most recent ISIR record before you made a change.

Assumption Indicator You can only set the value to reported or verified. This enables the field to be correctable on the main page.

Assumption indicates the information on the ISIR record was assumed by the CPS.

Blank means the CPS did not make an assumption on the value of the status field.

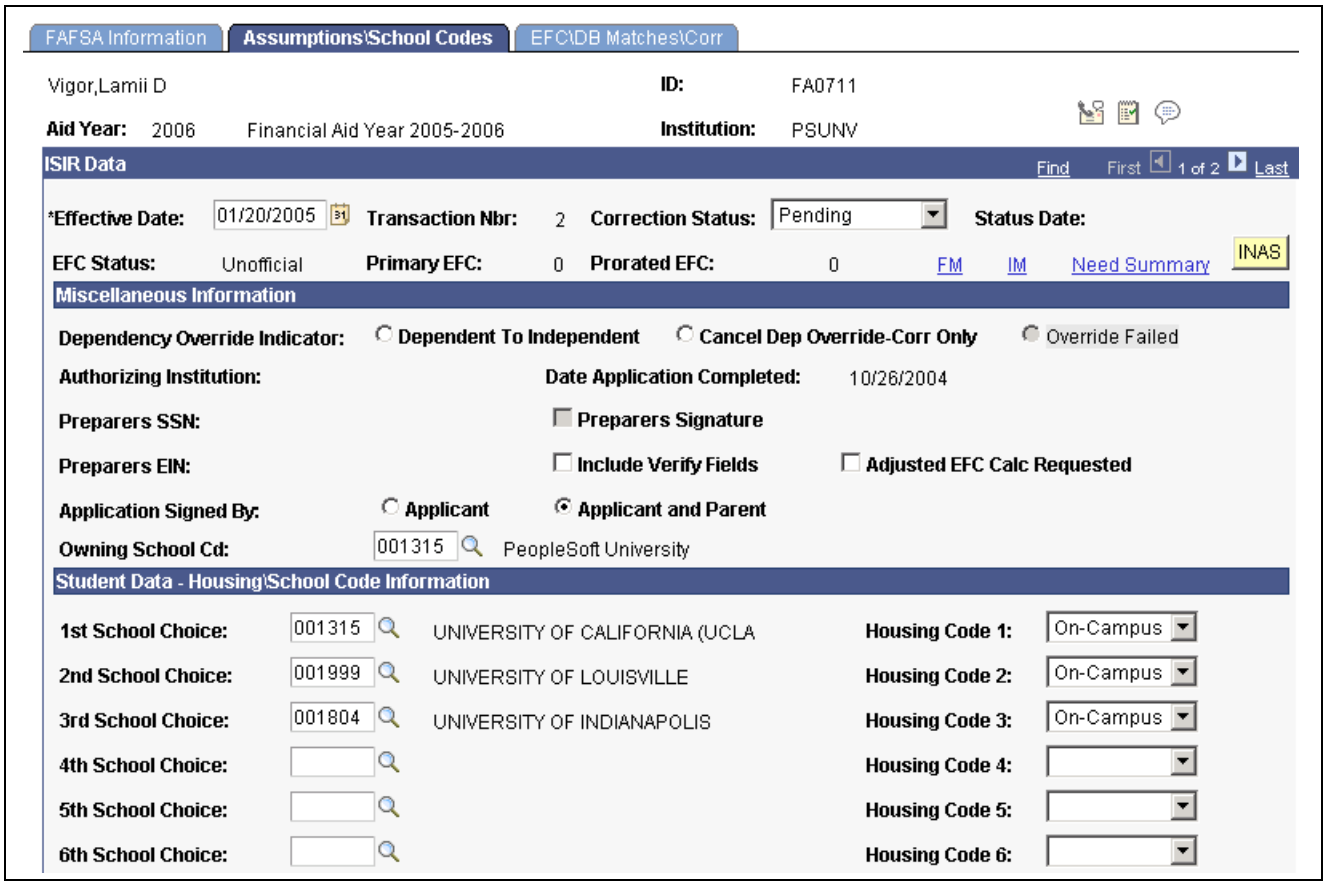
Reported: select if you are entering data reported by the student.

Verified: select if you have verified the data on the ISIR.

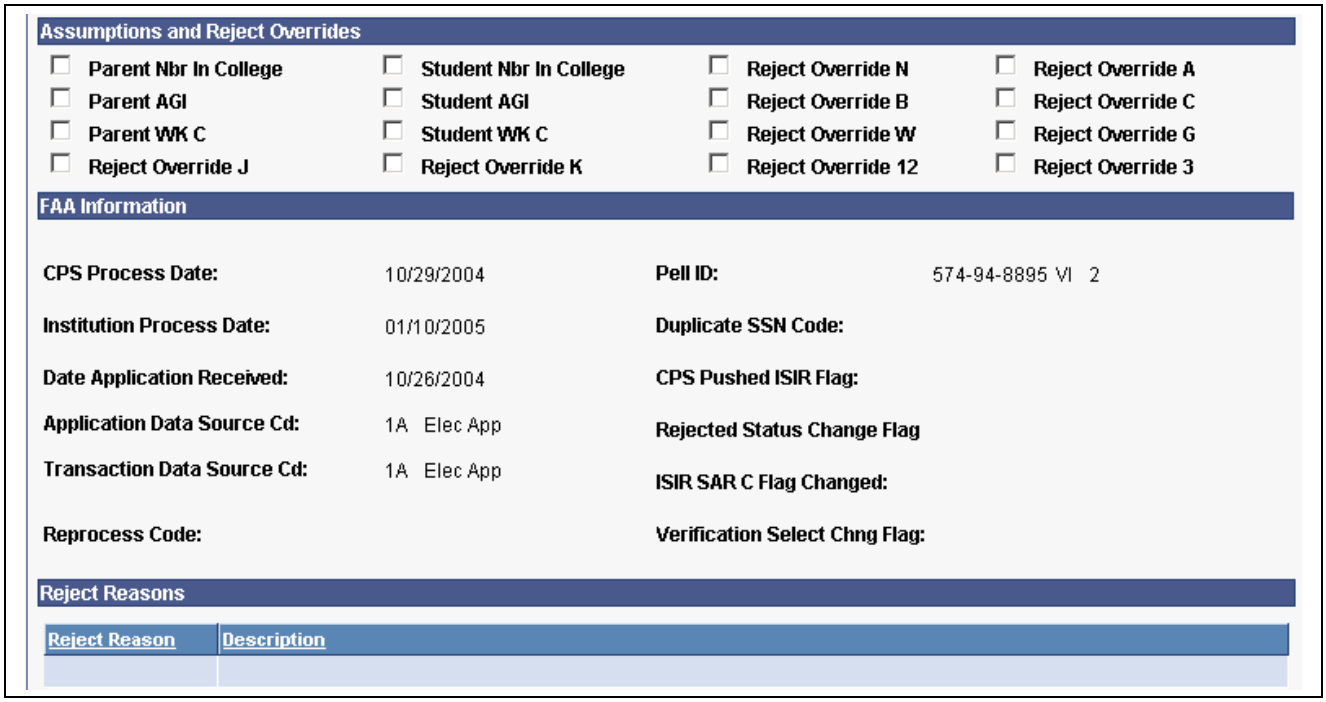
Simulation: indicates that the INAS simulation process set the ISIR field value.

Correcting Assumptions and School Code Information

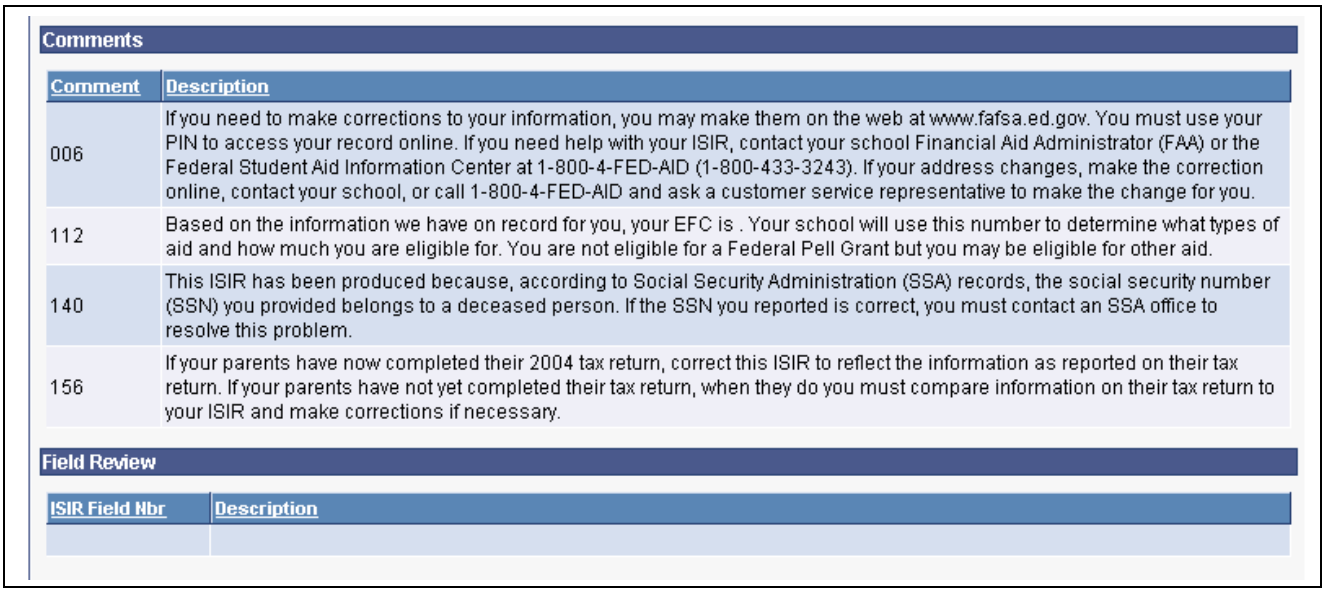
Access the Assumptions and School Codes page.



Assumptions\School Codes page (1 of 3)



Assumptions\School Codes page (2 of 3)



Comments

Comment	Description
006	If you need to make corrections to your information, you may make them on the web at www.fafsa.ed.gov. You must use your PIN to access your record online. If you need help with your ISIR, contact your school Financial Aid Administrator (FAA) or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If your address changes, make the correction online, contact your school, or call 1-800-4-FED-AID and ask a customer service representative to make the change for you.
112	Based on the information we have on record for you, your EFC is . Your school will use this number to determine what types of aid and how much you are eligible for. You are not eligible for a Federal Pell Grant but you may be eligible for other aid.
140	This ISIR has been produced because, according to Social Security Administration (SSA) records, the social security number (SSN) you provided belongs to a deceased person. If the SSN you reported is correct, you must contact an SSA office to resolve this problem.
156	If your parents have now completed their 2004 tax return, correct this ISIR to reflect the information as reported on their tax return. If your parents have not yet completed their tax return, when they do you must compare information on their tax return to your ISIR and make corrections if necessary.

Field Review

ISIR Field Nbr	Description

Assumptions\School Codes page (3 of 3)

Miscellaneous Information

Dependency Override Indicator For professional judgement override of the students federal dependency status.

Authorizing Institution Indicates the school that authorized a Dependency Status override. Was previously named FAA Institution Nbr.

Date Application Completed Display field.

Preparers Info Displays information of the FAFSA preparer (if any).

Application Signed by Displays information about who signed the application.

Owning School Code Displays the code of the school processing the student's ISIR.

Student Data – Housing School Code Information

School Choice CPS school codes of the schools that will receive or have received a copy of the student's ISIR.

Housing Code Student's intended housing status at the school of choice. Available options include:

Off-Campus

On-Campus

Parents

Relatives

Assumptions and Reject Overrides

If a student omits an answer to a question or the answer is inconsistent, the CPS either assumes a response for the applicant or rejects the response. You can use this page to override this data. Select the check box to perform the override. Leaving the check box cleared indicates there is no change and the override is not performed.

FAA Information

View student detail pertinent to the financial aid administrator.

Reject Reasons

Reject Reason Displays the reasons the CPS has rejected the ISIR record for the student. Students with rejected records must resolve the reject reason by making the corrections in the appropriate fields and submitting them for an official EFC.

Description Displays the reject reason description.

Comments

Comment The system displays comments. These comments may provide additional information or require attention. The comments assist you in determining whether corrections are required or whether follow up with the student is necessary.

Description The system displays the description of any comments.

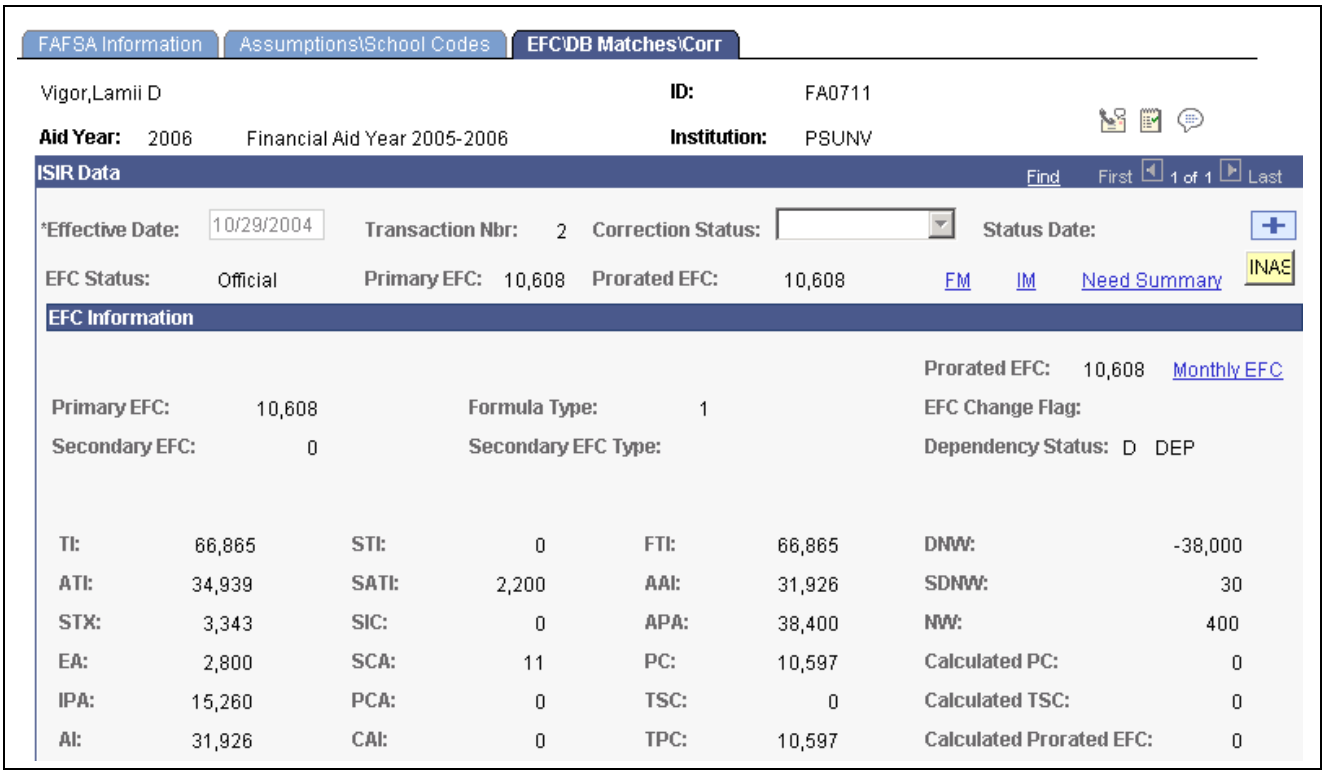
Field Review

ISIR Field Nbr (ISIR field number) The system displays fields that the CPS requires the aid applicant to review for accuracy. On the student's printed SAR, these fields are clearly marked in boldface.

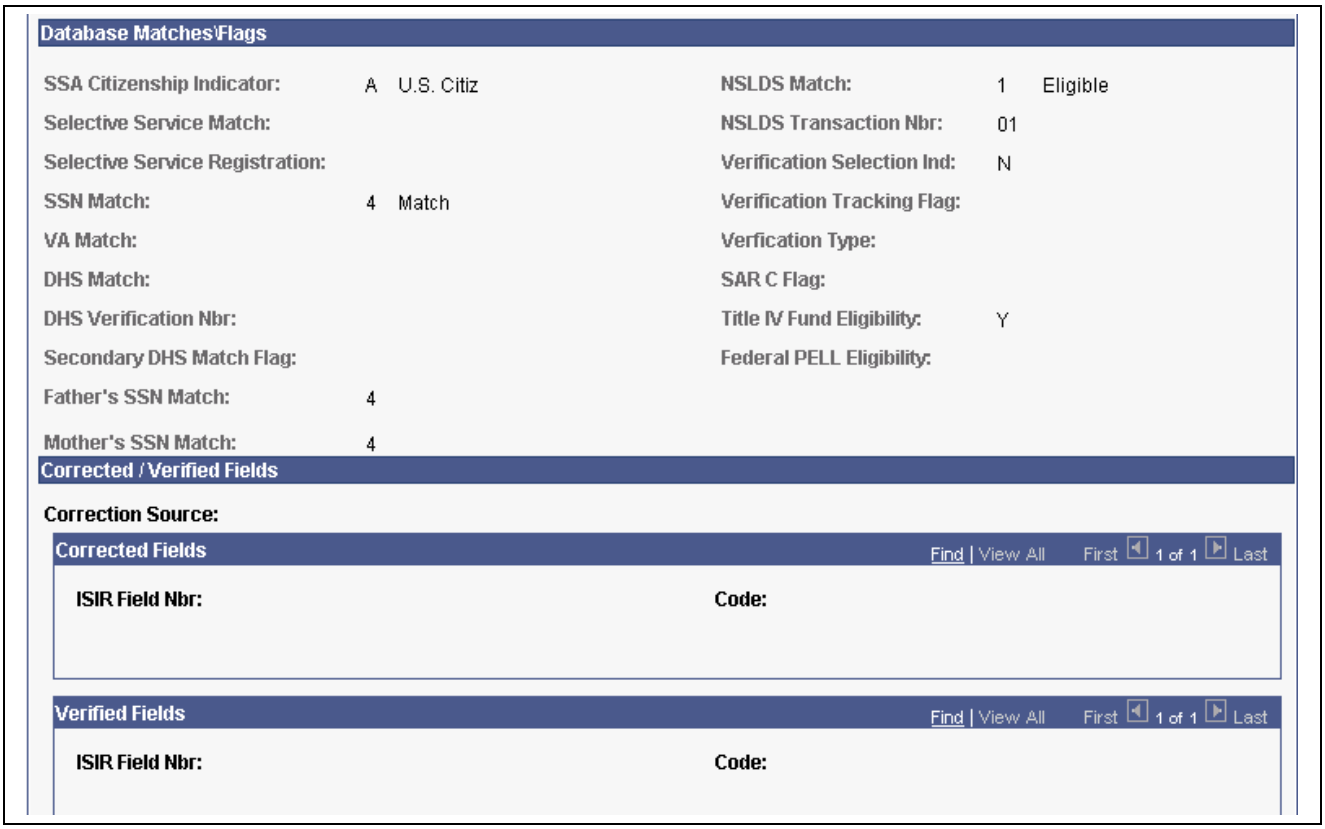
Description The system displays the description of any fields.

Viewing EFC Status and Database Matches

Access the EFC/DB Matches\Corr page.



EFC\DB Matches\Corr page (1 of 2)



EFC\DB Matches\Corr page 2 of 2)

ISIR Data

The system displays the Effective Date, Transaction Nbr (transaction number), Correction Status, Status Date, EFC Status, Primary EFC, and Prorated EFC.

EFC Information

The EFC page is designed to resemble the EFC information as it appears on the student's SAR (student aid report).

Formula Type The formula used to calculate the EFC determines whether the calculation includes income and assets or just income. The formula type refers to one of six different formulas used to calculate EFC.

Formula 1: Full Need Test Dependent. It uses regular methodology and includes assets and income from both the parent and student.

Formula 2: Full Need Test Independent without dependents. Parent assets and income are not used in the calculation.

Formula 3: Full Need Test Independent with dependents. Parent assets and income are not used in the calculation.

Formula 4: Simplified Dependent using the Simplified Needs Test (SNT). The student and parents do not have to provide asset data, only income.

Formula 5: Simplified Independent without dependents.

Formula 6: Simplified Independent with dependents.

Auto Zero EFC: May also display as a Formula Type. Students can qualify for an Auto Zero EFC if their parents file a 1040A or 1040EZ, do not file a tax return, or have an income less than 12,000.00 USD. The parents do not have to file tax forms if they are recipients of AFDC or some other program and their income does not exceed 12,000.00 USD.

EFC Change Flag Indicates whether the EFC value changed since the previous ISIR was generated. Values include:

1: EFC Increase

2: EFC Decrease

Secondary EFC Calculated for students who qualify for the simplified or auto-zero EFC need analysis. If the student qualifies for the simplified or auto-zero EFC need analysis and provides asset data, the CPS calculates a second EFC. The secondary EFC is equal to or greater than the primary EFC.

Secondary EFC Type An example of an EFC type is *P* (primary) and *S* (secondary).

Monthly EFC Click this link to view the ISIR Monthly EFC page.

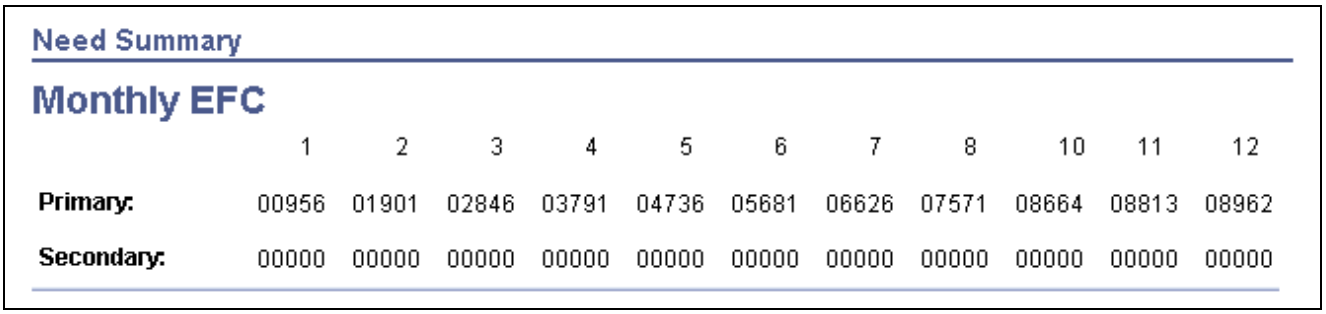
The following fields display intermediate values derived from federal methodology used to calculate the expected family contribution: TI (total income), STI (student total income), FTI (FISAP total income), TSC (total student contribution), STX (state tax), IPA (income protection allowance), TPC (total parent contribution), SCA (student's contribution from assets), AI (available income), ATI (allowances against total income), EA (employment allowance), DNW (discretionary net worth), PCA (parents' contribution from assets), CAI (calculated available income), AAI (adjusted available income), SIC (student income contribution), and PC (parent contribution).

Corrected/Verified Fields

The system displays the Correction Source for the data, the ISIR Field Nbr (ISIR field number), and the associated Code. The Code indicates if the field was corrected on this ISIR transaction or a previous ISIR transaction.

Viewing Need Summary Monthly EFC

Access the Need Summary Monthly EFC page.



Need Summary

Monthly EFC

	1	2	3	4	5	6	7	8	10	11	12
Primary:	00956	01901	02846	03791	04736	05681	06626	07571	08664	08813	08962
Secondary:	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000

Need Summary Monthly EFC page

This page remains the same.

On the previous pages, the system displays the 9 month EFC on the EFC/DB Matches\Corr page. The 9 month EFC does not display on the Need Summary Monthly EFC page.

In support of prorated EFC functionality, the system differentiates between the non-standard term as the header–summer, fall, spring–and the non-standard term as a trailer–fall, spring, summer. This affects how the EFC is apportioned. If the non-standard term is the header, then the non-standard EFC uses the months at the beginning of the monthly EFC. If the non-standard term is the trailer, it uses the months at the end of the monthly EFC. The system determines the non-standard term as header or trailer by evaluating FA Term. If a term has been set up on Valid Terms for Career as non-standard with term start and end dates and it appears on FA Term, a comparison occurs. If the non-standard term has a start date before the earliest start date of an academic term, the non-standard term is determined to be the header. Conversely, if the non-standard term has a start date after the earliest start date of an academic term, the non-standard term is determined to be the trailer.

See Also

See the U.S. Department of Education's manual the Guide to SARS and ISIR for more information about resolution to database mismatches.

Overriding Expected Family Contribution (EFC)

The system displays the override at the parent and student contribution level. This section discusses how to:

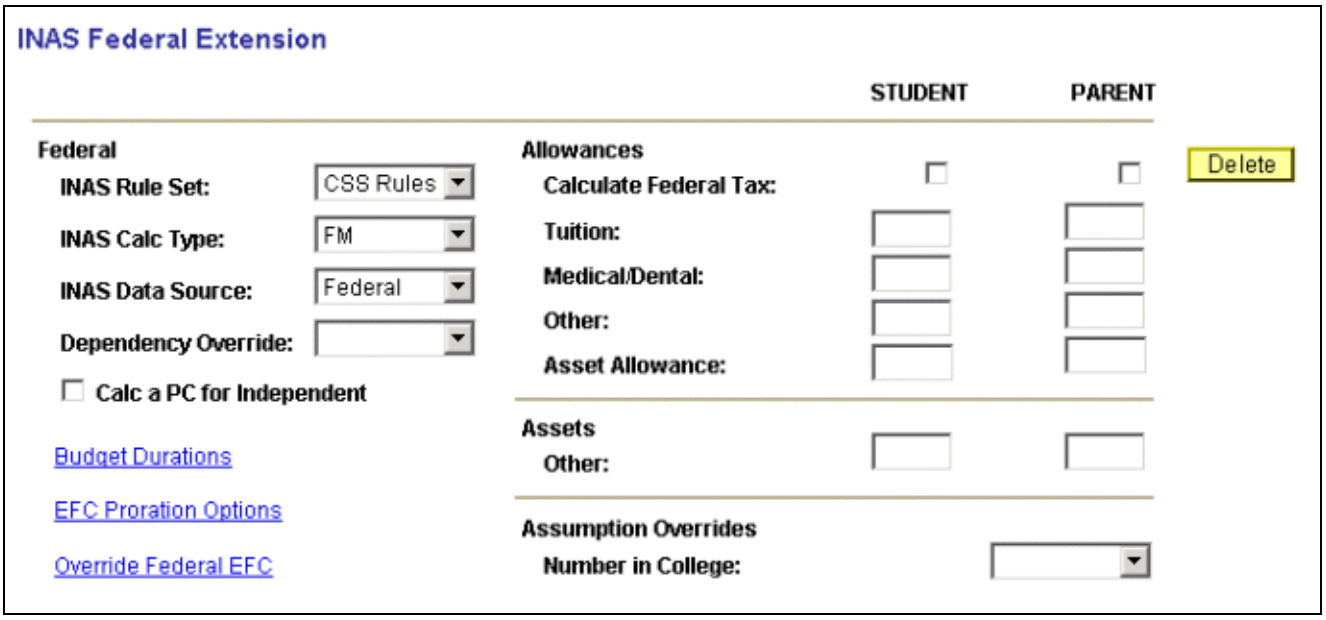
- Override EFC.
- Use the EFC override function.
- View overrides.
- View federal EFC summary.
- View total parent contribution detail.
- View prorated EFC detail.

Pages Used to Override and View EFC

Page Name	Object Name	Navigation	Usage
INAS Federal Extension	INAS_FED_EXT05_SEC	Click the FM link on the EFC\DB Matches\Corr page.	Override INAS local policy options.
INAS Federal Extension EFC Override	INAS_FEDEX_EFC_SEC	Click the Override Federal EFC link on the INAS Federal Extension page.	Adjust professional judgment to the academic or non-standard parent contribution and student contribution.
EFC\DB Matches\Corr	ISIR_PIA_CS3_05	Financial Aid, Federal Application Data, Correct 2004–2005 ISIR Records, EFC\DB Matches\Corr	View the expected family contribution detail for a student and information about all ISIR database matches and processing flags set by the Central Processing System.
Federal EFC Summary	ISIR_FM_SUMRY	Financial Aid, Federal Application Data, View 2004–2005 FM EFC Detail	Review information about a student's federal EFC (expected family contribution).
Total Parent Contribution Detail	ISIR_PC_SEC	Click the Detail link for Total Parent Contribution on the Federal EFC Summary page.	View total parent contribution information for a student. This page is available only if the student is a dependent.
Total Student Contribution Detail	ISIR_SC_SEC	Click the Detail link for Total Student Contribution on the Federal EFC Summary page.	View information about a student's total contribution.
Prorated EFC Detail	ISIR_EFC_SEC_05	Click the Detail link for Prorated EFC on the Federal EFC Summary page.	View expected family contribution detail.

Overriding EFC

Access the INAS Federal Extension page.



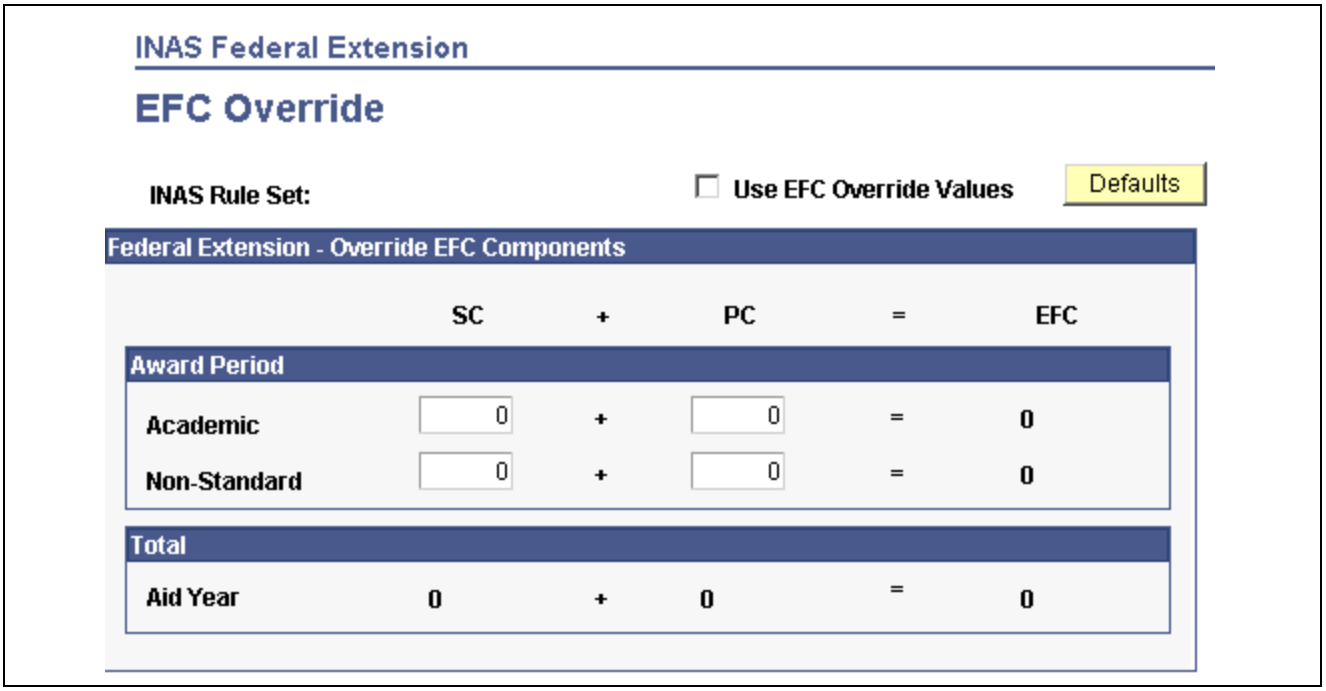
INAS Federal Extension page

The Override Federal EFC link allows professional judgment to override the academic or non-standard parent contribution or student contribution.

Note. You must select an INAS Rule Set before setting the Budget Duration and overriding the EFC. When creating an extension record, you must always select an INAS Rule Set. Failing to do so affects your expected results.

Using the EFC Override Function

Access the EFC Override page.



INAS Federal Extension EFC Override page

Enter the actual positive value for the parent contribution and/or student contribution for each award period.

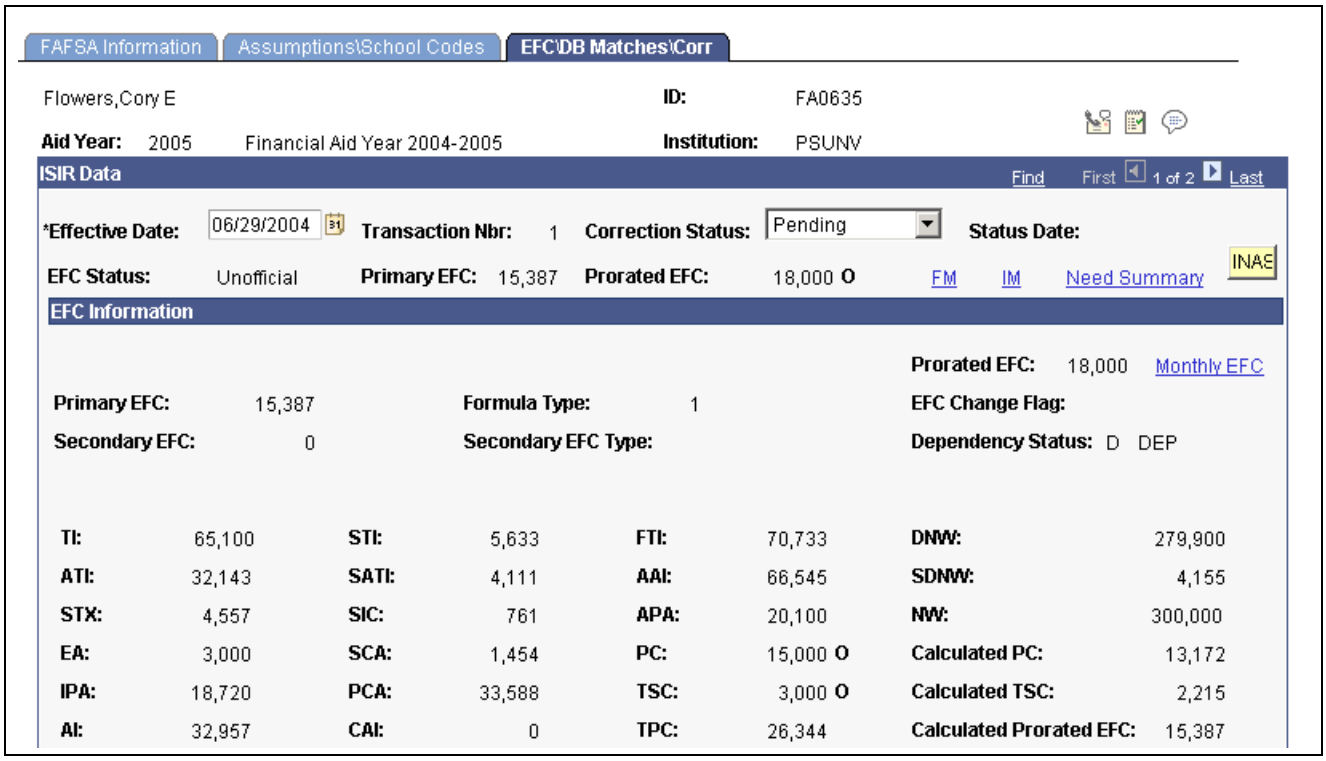
You must select Use EFC Override Values and call INAS for the system to use your override values. If you want to use actual calculated values, simply clear the check box and call INAS.

Click the Defaults button to reset the student contribution and parent contribution to current values from STD_AWD_PER. Defaults come directly from STD_AWD_PER. If you have already calculated INAS using overridden values, those same values are returned when you click the Defaults button. To retrieve calculated values as the default, clear the Use EFC Override Values check box, call INAS, return to this page, and click the Defaults button.

Note. You must make sure that the budget duration set in Local Policy Options or at the extension level supports the EFC overrides being established for the award period. Warning messages appear if you create overrides for an award period that is not supported by the budget duration.

Viewing Overrides

Access the EFC\DB\Matches\Corr page.



EFC\DB Matches Corr page

The system displays an override indicator when you override the student contribution, the parent contribution, or both. It appears as the O next to Prorated EFC, PC and TSC.

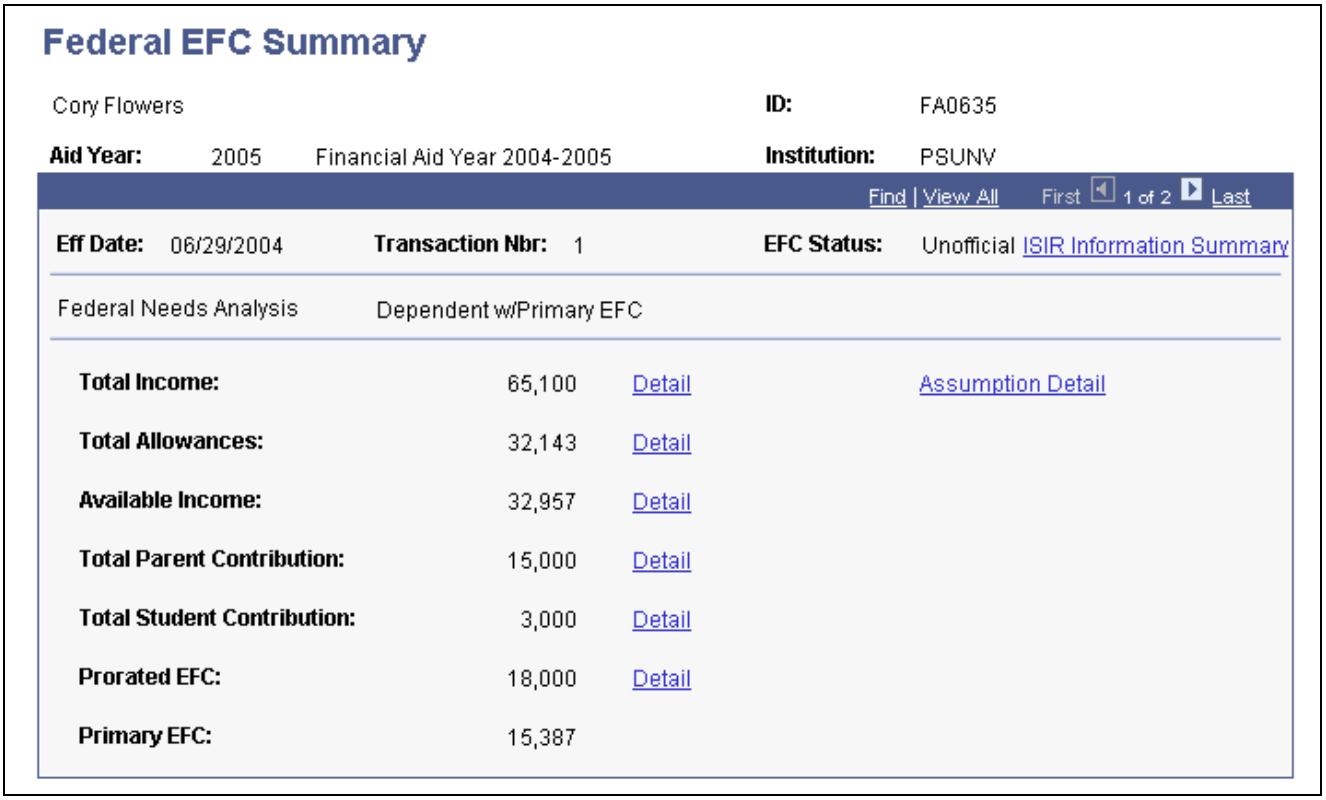
Calculated PC Displays the actual parent contribution calculated by INAS.

Calculated TSC Displays the actual student contribution calculated by INAS.

Calculated Prorated EFC Displays the actual prorated expected family contribution calculated by INAS.

Viewing Federal EFC Summary

Access the Federal EFC Summary page.



Federal EFC Summary page

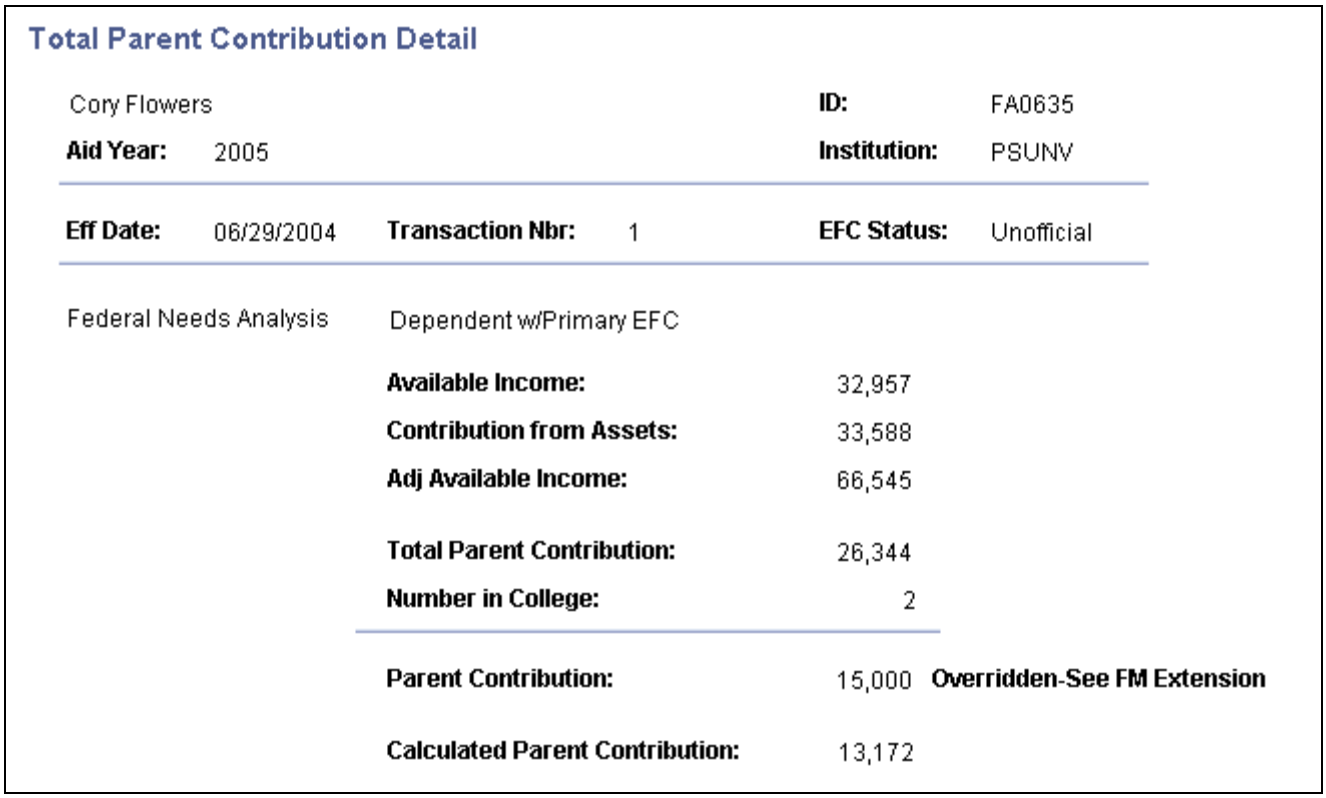
Total Parent Contribution Click the Detail link to view overridden values.

Total Student Contribution Click the Detail link to view overridden values.

Prorated EFC Click the Detail link to view overridden values.

Viewing Total Parent Contribution Detail

Access the Total Parent Contribution Detail page.



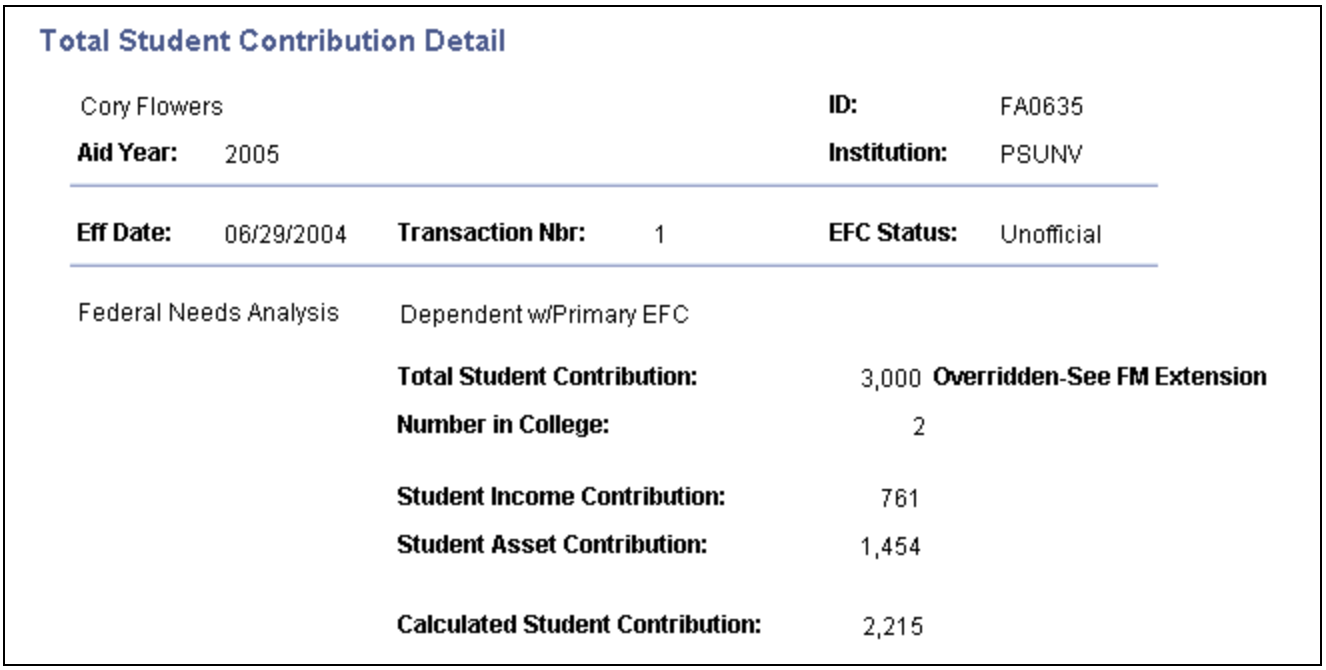
Total Parent Contribution Detail page

The system displays the override information and directs you to FM Extension.

Calculated Parent Contribution Displays the actual parent contribution calculated by INAS.

Viewing Total Student Contribution Detail

Access the Total Student Contribution Detail page.



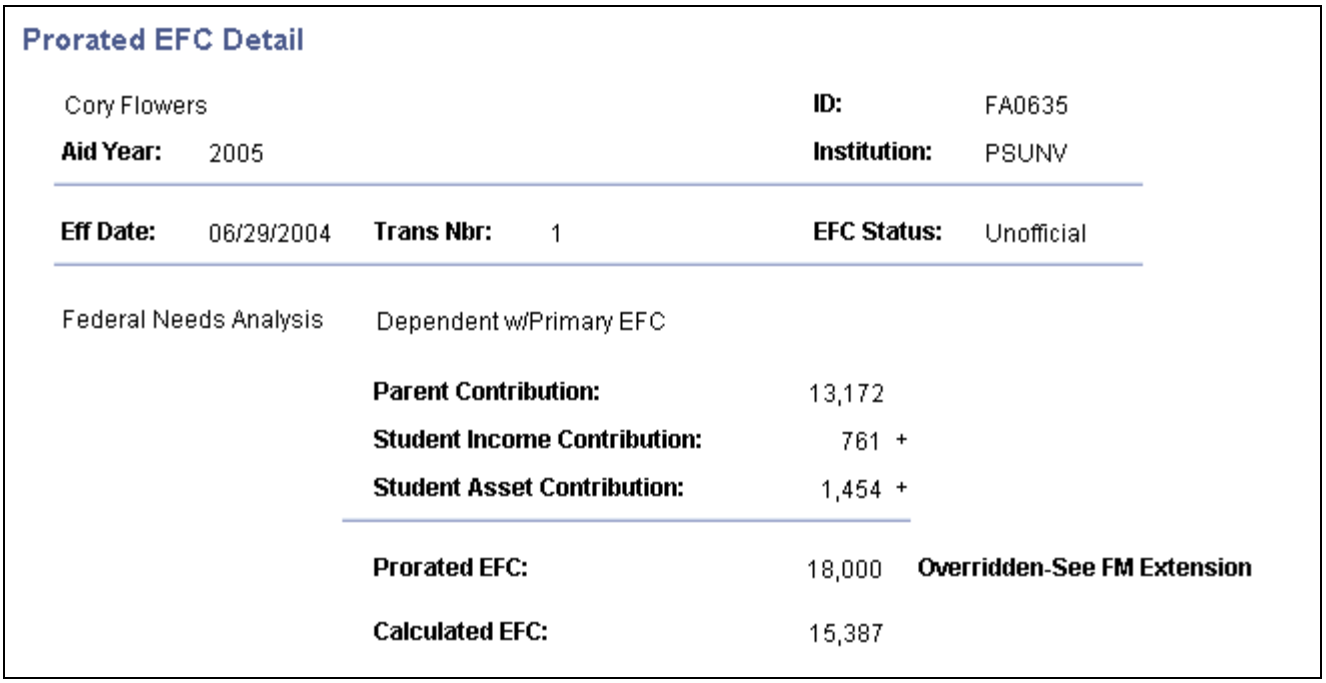
Total Student Contribution Detail page

The system displays the override information and directs you to FM Extension.

Calculated Student Contribution Displays the actual student contribution calculated by INAS.

Viewing Prorated EFC Detail

Access the Prorated EFC Detail page.



Prorated EFC Detail page

The system displays the override information and directs you to FM Extension.

Calculated EFC displays the actual prorated expected family contribution calculated by INAS.

See Also

Chapter 19, "Reviewing EFC Summary Information," page 613

Processing ISIR Corrections

When a corrected ISIR loads, a new effective-dated row is inserted into the ISIR Data Corrections component containing all information from the corrected ISIR. The current date is always used as the effective date, rather than the CPS transaction process date.

The federal database match information on the ISIR always updates in the packaging status summary, database match page. You can not alter the database match field. Override fields on this page reflect an institutional override of the database match results.

NSLDS information always loads as long as the NSLDS information on the ISIR is more recent than the current loaded NSLDS information. This is determined by comparison of the NSLDS transaction number.

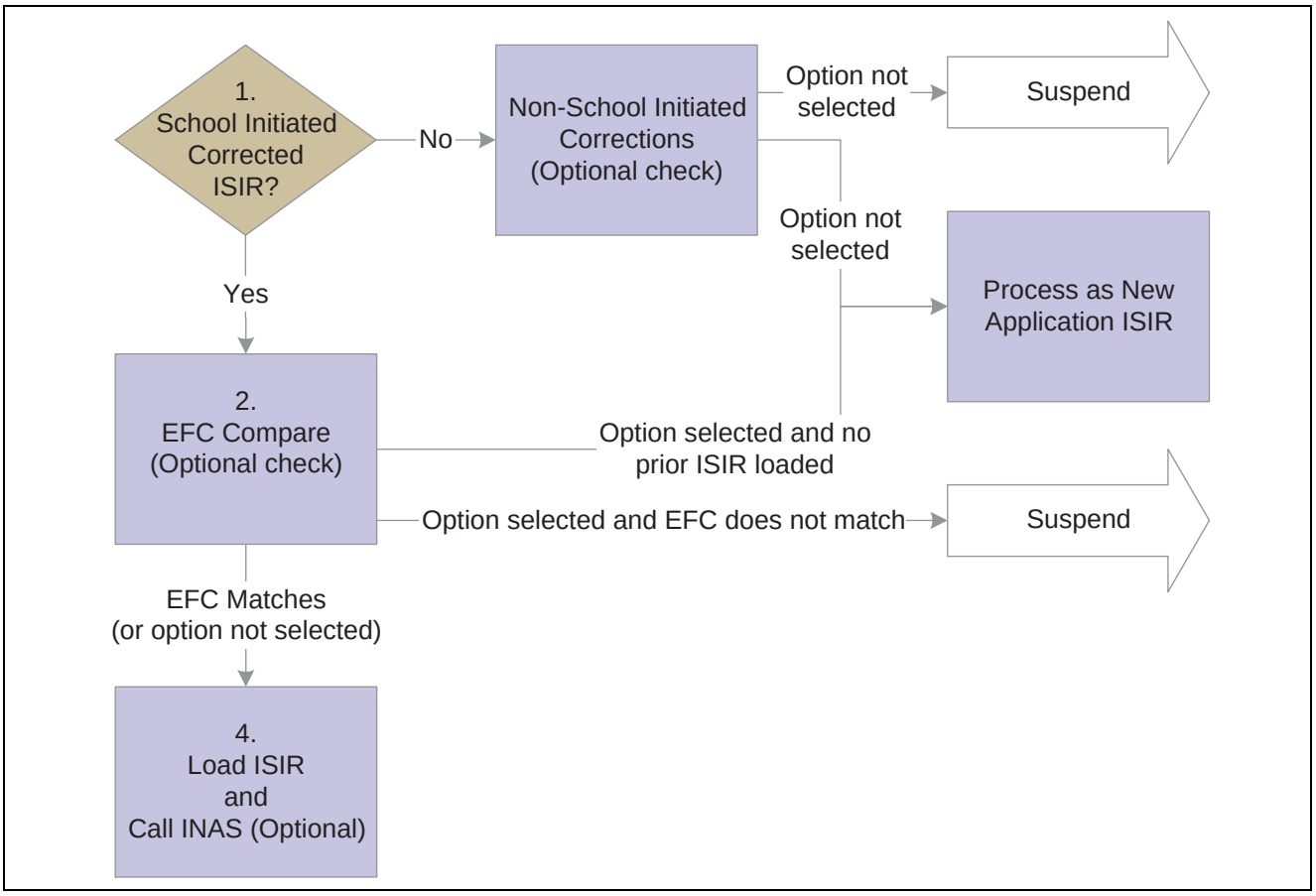
There are two data load options specifically for corrected ISIRs. The first enables you to suspend the ISIR if the primary EFC on the ISIR does not match the primary EFC displayed in the ISIR Data Corrections component. The second enables you to control the INAS process for corrected ISIRs.

This section discusses the ISIR correction load logic.

Note. PeopleSoft loads only corrected ISIRs submitted by your school. Corrections made by another institution, those initiated by the student, or initiated by CPS do not process and must be resolved individually in the ISIR Suspense Management page.

Reviewing ISIR Correction Load Logic

The following diagram shows the ISIR Correction Load Logic.



ISIR Load Logic

The FAPSAR00 process performs the following steps when corrected ISIRs are processed.

1. The system checks to see if the ISIR is loaded by comparing the Original SSN and Name code from the ISIR against all loaded ISIRs. If no match is found, the ISIR suspends with a suspense reason of “Student Not Found.” If a previously loaded ISIR is found, the next check is performed.
2. The system verifies that the ISIR was corrected by the school by checking either the ISIR ETI or the appropriate Multi-School flag fields If there is a previously loaded ISIR for the student, the correction ISIR is loaded and assigned a load status of Change Processed.
3. You can perform an optional check that compares the primary EFC on the ISIR with the primary EFC on the ISIR Data Corrections component. If they do not match, the ISIR suspends with a suspend reason of “EFC Mismatch.” If the EFCs match, or the option is not selected, the ISIR loads and calls a final optional feature. In the case where the option is set, but there is no previously loaded ISIR to make the comparison, the load process will consider the corrected ISIR as a new application ISIR and process accordingly.
4. You can determine whether a new INAS calculation is performed once the ISIR loads.

Processing Outbound Files

There are two steps in the process of sending files out. First, run a process that moves all the outbound files to the outbound staging tables. Second, run the process to create a flat file from the data in the staging tables. You can then send the flat file to the CPS. Use the outbound file processes to send ISIR corrections, add institution requests, and FAFSA signature files. This section discusses how to:

- Move records to outbound staging tables.
- View run information.
- View outbound staging tables.
- Create outbound files for CPS.

Pages Used to Process Outbound Files

Page Name	Object Name	Navigation	Usage
ISIR Corrections Export	RUN_CNTL_FAPCOR00	Financial Aid, File Management, ISIR Corrections, Process ISIR Corrections	Run the Corrections Build process. The Corrections Build process is a COBOL process that creates outbound files and places them in the ISIR staging tables. This process gathers Add Institution Requests, FAFSA signature, and ISIR Corrections records.
Batch Statistics	RUNCTL_FAPCOR00SEC	Click the Run Information button on the Correction Export page.	Displays information such as the correction file batch number, signature file batch number, and number of records exported for each batch the last time the export process was run.
FA Outbound	RUNCTL_FA_OUT	Financial Aid, File Management, Create Federal Data Files	Runs the FA_OUTBOUND Application Engine process that creates external financial aid electronic commerce file.
CPS Files Sent	ISIR_06_OUTBOUND	Financial Aid, File Management, ISIR Corrections, View 2005–2006 Outbound Files, ISIR Outbound Summary	View the batch files that are in the ISIR staging tables. You can verify that the FAPCOR00 process was successful if the batch is listed in this page.
Outbound Staging Tables	ISIR_CORR_HD_TEST	Financial Aid, File Management, ISIR Corrections, View 2005–2006 ISIR Outbound Data, Header	View correction information.
Correction Fields/Overrides	ISIR_CORR_A_SEC	Click the Correction Data link on the Outbound Staging Tables detail page, ISIR Corr A tab.	View detail information about ISIR corrections A page.

Moving Records to Outbound Staging Tables

Access the ISIR Corrections Export page.

ISIR Corrections Export page

The system displays the Run Control ID.

Institution Select the academic institution.

Aid Year Select the aid year for the corrections that you want to send to the CPS.

School Code Select the school code for the corrections that you want to send to the CPS.

Active Select to have the export process use the criteria chosen to send ISIR corrections to the CPS. If the check box is cleared, the export process ignores the criteria specified in that row. More than one row can be active at one time, which enables you to export ISIR corrections from more than one aid year.

TG Number Enter the SAIG identifier for the academic institution.

Process Corrections Select to export ISIR corrections that match the chosen institution, aid year, and school code.

Process Add Institution Select this check box to export add institution requests that match the chosen institution, Aid Year, and school code.

Process ISIR Signatures Select to export signature page information collected by your school that match the chosen institution, aid year, and school code.

Process Instance A number assigned by the process scheduler representing the last time the ISIR correction export process ran without error.

Run Date and Time The date and time of the process instance.

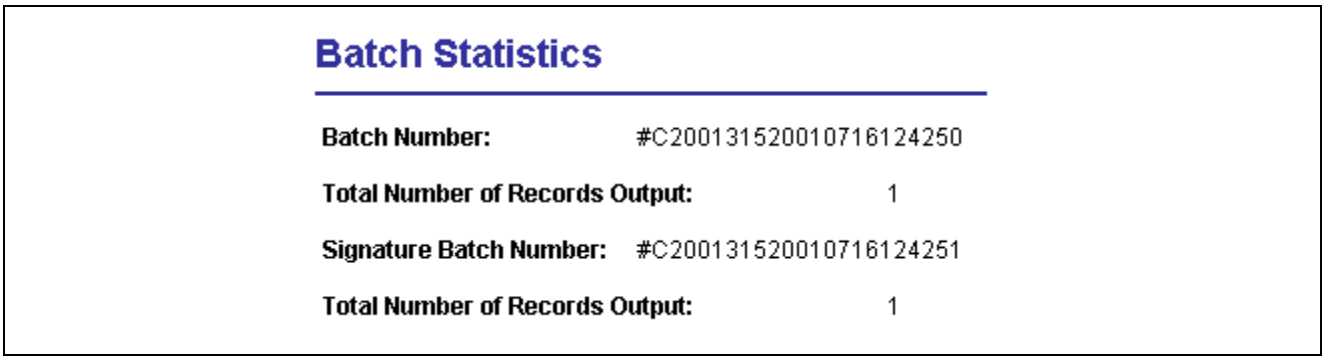
Click the Refresh button to update the Process Instance and Run Date and Time fields.

Click the Batch Messages Print link to create a text file containing the messages generated during the load process. The message file that is created for printing is called FAMSGPRT.LIS. Its location is based on the TEMP setting in the configuration manager.

Click the Run button and run the FAPCOR00 process from the process scheduler. When this process has completed successfully, the outbound files in the database move to the ISIR staging tables

Viewing Run Information

Access the Batch Statistics page.



Batch Statistics page

Batch Number The system displays PeopleSoft's internal batch number assigned to the ISIR correction record.

Total Number of Records Output The number of records exported for either the batch number or the signature batch number.

Reviewing ISIR EDI Outbound File Process

The FA_OUTBOUND Application Engine process generates files for transmission to the CPS. You use the FA_OUTBOUND process after running the ISIR Corrections Export process.

When run, the FA_OUTBOUND process selects records in the outbound staging tables and generates CPS files ready for transmission. The process names the files in the appropriate message class. If multiple files of the same message class are generated at once, the file name extension is incremented to insure uniqueness (ex :CORR05IN.001). If there are previously generated files of the same message class in the output directory, the process insures that those files are not overwritten.

Creating Outbound Files for CPS

Access the FA Outbound page.

FA Outbound page

Set the Outbound File Path field with the location of the generated files. Make sure the application server has access to the file location.

Set the Outbound File Type field to indicate the files to be generated. The files supported by the FA_OUTBOUND process are as follows:

File Type	Message Class/Output File Name
ISIR Corrections	CORR0XIN.XXX,
FAFSA Signatures	SIGS0XIN.XXX
Pell Origination - Phase-In	PGORxxIN
Pell Data Request	PGRQxxIN
Pell Disbursement - Phase-In	PGDRxxIN

Select the Aid Year to be processed.

Select the Institution to be processed.

To run the process, click the Run button and select the FA_OUTBOUND process from the Process Scheduler Request page.

Viewing Outbound Staging Tables

Access the CPS Files Sent page.

Click the Detail link to display all of the outbound staging table fields.

Processing Rejected ISIR Correction Files

Use the FASAREXX process to load ISIR Correction files that were rejected by the CPS. This section discusses how to:

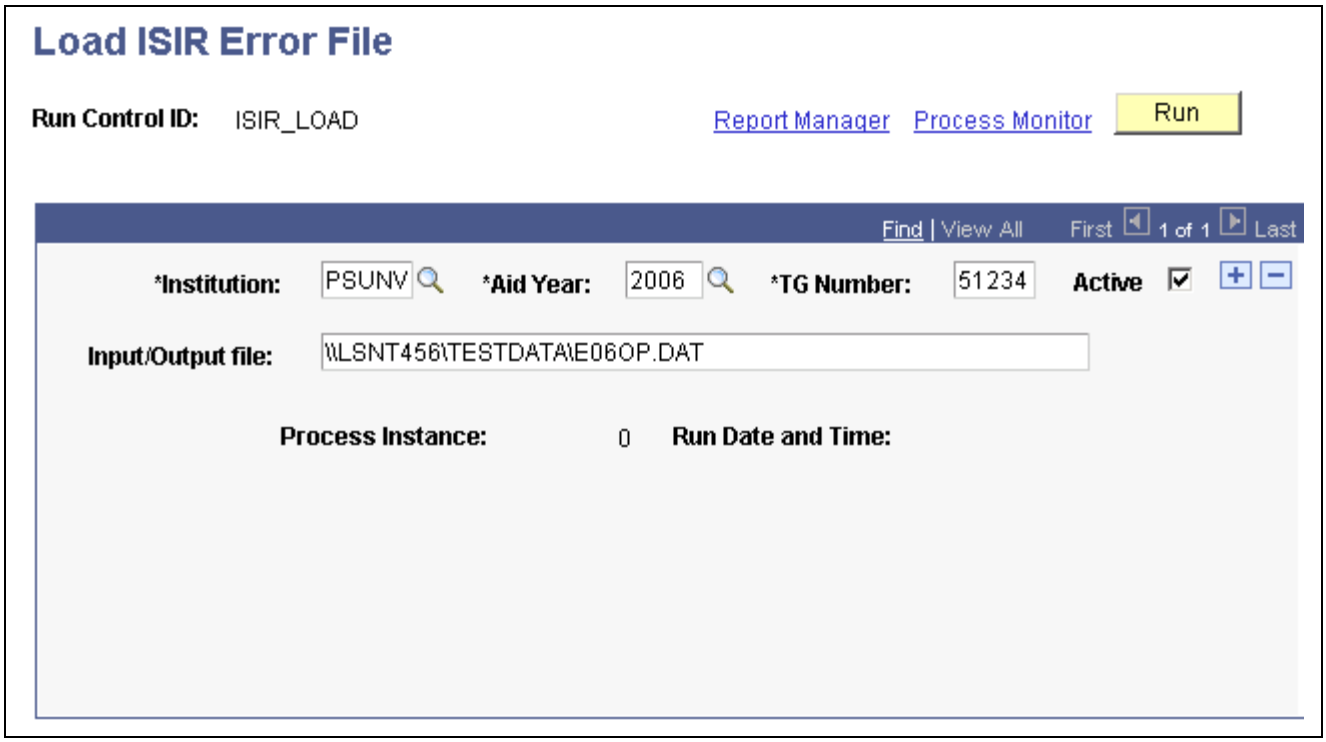
- Load error files.
- Make corrections to rejected ISIR corrections.

Pages Used to Process Rejected ISIR Correction Files

Page Name	Object Name	Navigation	Usage
Load ISIR Error File	RUNCTL_FASAREXX	Financial Aid, File Management, ISIR Corrections, Process ISIR Correction Errors	Run a process that evaluates record level error files received from the CPS (CORE0XOP message class). If the file contains history (ISIR) correction errors, the process creates a matching Correction Management record for each rejected ISIR.
ISIR Corrections Management	ISIR_CORRECT	Financial Aid, Federal Application Data, Manage Corrected ISIR Data	Make corrections to rejected ISIR Correction files.

Loading Error Files

Access the Load ISIR Error File page.



Load ISIR Error File page

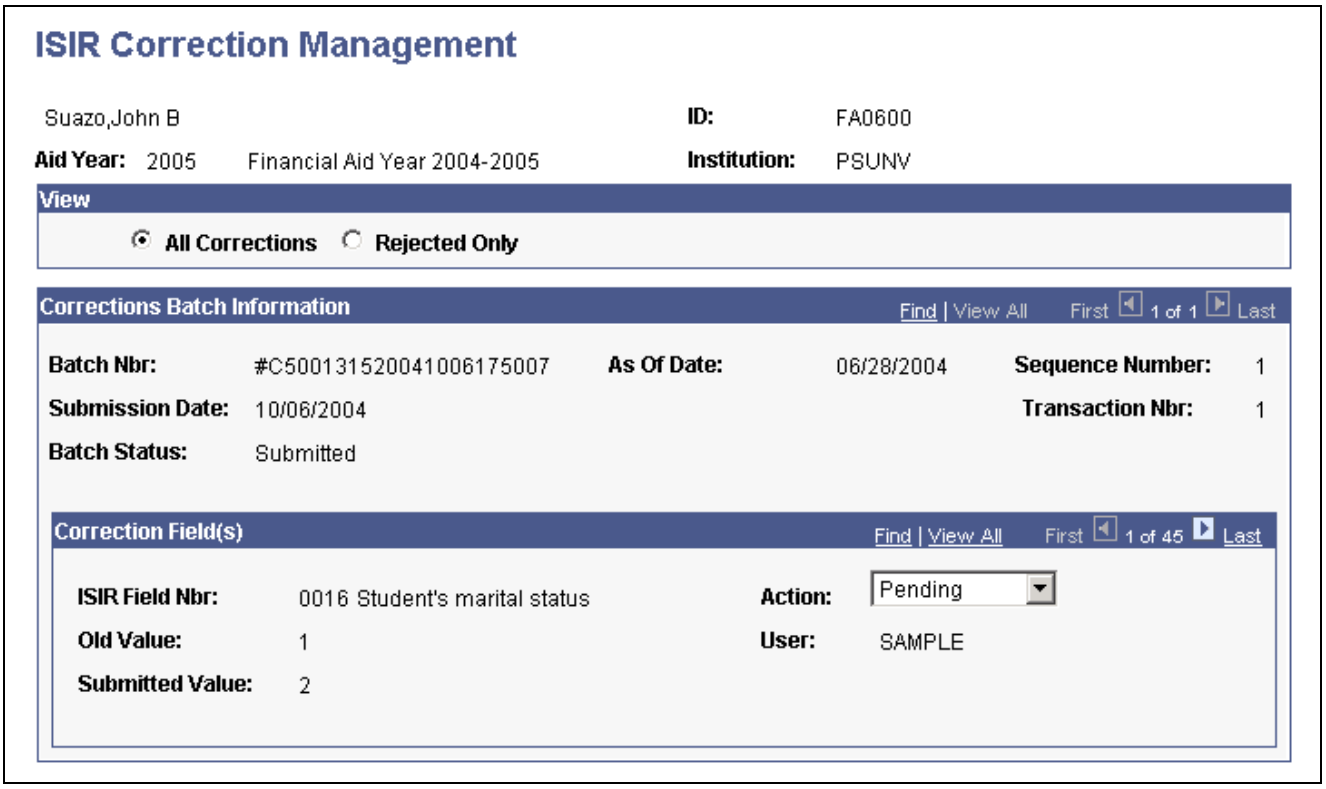
The system displays the Run Control ID.

Institution	Select the academic institution.
Aid Year	The Aid Year for the error file to process.
TG Number	Enter the Title IV WAN identifier for the academic institution.
Input/Output file	Enter the location of the Record Level Error Report file to process.
Active	Select to have the load process use the criteria chosen to load data from the CPS. If not selected, the load process ignores the criteria specified in that row. More than one row can be active at one time, which enables you to load data from more than one aid year.
Process Instance	A number assigned by the process scheduler representing the last time the ISIR Load process ran without error.
Run Date and Time	The date and time of the Process Instance.

Click the Refresh button to update the Process Instance and Run Date and Time fields.

Making Corrections to Rejected ISIR Corrections

Access the ISIR Corrections Management page.



ISIR Corrections Management page

Note. You can view all PeopleSoft initiated ISIR corrections in the ISIR Corrections Management component after the corrections export process is run. In the past, when a corrected ISIR returned from the CPS, the ISIR load process deleted the correction management information of the most recent ISIR correction record

Making corrections to rejected ISIR Correction files requires several steps.

1. Review the ISIR correction file using the Corrections Management page.
    a. Select *Resubmit* in the Action field for any field you want to resubmit.
    b. If you do not want a field resubmitted, select *Delete/Ignore* in the Action field.
    c. Save the changes before exiting the Corrections Management page.
2. Go to the ISIR data Corrections component to make any additional changes to ISIR fields.
    a. If required, call INAS to recalculate the EFC.
    b. Set the correction status to *Send (Correction(s)*.
    c. Save the changes before exiting the ISIR data corrections component.
3. Run the ISIR correction export process.

When the ISIR Corrections build process (FAPCOR00) runs, a new ISIR correction record is created for the student. This correction record includes fields from the rejected ISIR corrections that have been marked as Resubmit, plus any new changes made in the ISIR data corrections pages. A new set of data representing the new ISIR correction record is created in the ISIR correction management page. The rejected ISIR correction file updates to indicate a new batch status of Reprocessed.

The system displays student name, ID, Aid Year, and Institution.

View

All Corrections Select to view all ISIR corrections

Rejected Only Select to view rejected corrections.

Corrections Batch Information

Batch Nbr (batch number) The batch number is used to match corrected ISIR records to the appropriate corrections. This is generated when the FAPCOR00 process runs.

Submission Date Indicates the date the request was submitted.

Batch Status Values include:

Reprocessed: the ISIR correction file is sent back to the CPS with the corrections made in the erred fields.

Resubmit: only correction fields with an action of resubmit are sent.

Rejected: indicates the ISIR correction file was rejected by the CPS and needs to be corrected.

Sequence Number The system displays how many inserted rows of data there are for the first transaction.

Transaction Nbr (transaction number) The system displays the number of records there are for a student from the CPS.

Correction Field(s)

ISIR Field Nbr (ISIR field number) Displays the SAR field name and field description.

Old Value Displays the original data.

Submitted Value Displays the correction.

Action Select *Delete/Ignore* as the action if you do not want the correction field to be included when the new ISIR corrections file is created.

User Displays the user name.

Working with ISIRs

This section discusses how to:

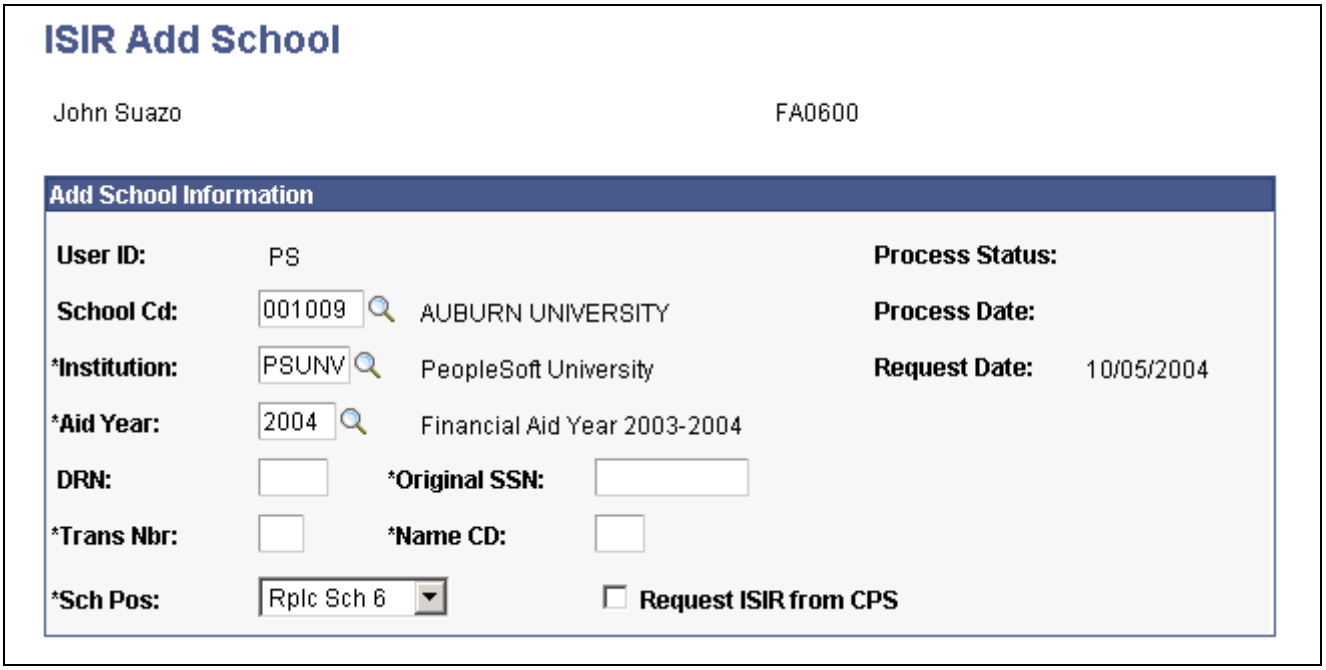
- Add your institution to a student's ISIR.
- Send FAFSA signature receipt information.
- Use the batch message print page.

Pages Used to Work with ISIRs

Page Name	Object Name	Navigation	Usage
ISIR Add School	ISIR_ADD_SCHOOL	Financial Aid, File Management, ISIR Corrections, Modify ISIR School Recipients	Add your institution to a student's ISIR. Submit this request to the Center Processor to request a student's ISIR data to send to your institution's destination point.
FAFSA Signature	ISIR_SIGNATURE	Financial Aid, File Management, ISIR Corrections, Enter FAFSA Signatures	Enter signature page information collected from students in preparation for transmission to the CPS.
Batch Message Print	BTCH_MSG_INQ_RUN	Financial Aid, Print Batch Process Messages	View information gathered by the Batch Message page.

Adding Your Institution to a Student's ISIR

Access the ISIR Add School page.



ISIR Add School page

The system displays the student name, ID, User ID, Process Status, Process Date, and Request Date.

School Code Select from the available options.

Institution Select from the available options.

Aid Year Select from the available options.

DRN (date release number) Enter the student's date release number.

Trans Nbr (transaction number) Enter the transaction number for the student's SAR.

Sch Pos (school position) Enter the school position number, from 1-6. The FAFSA allows a student to request information to be sent to up to six institutions. You can place your request in the automatic ISIR Request process.

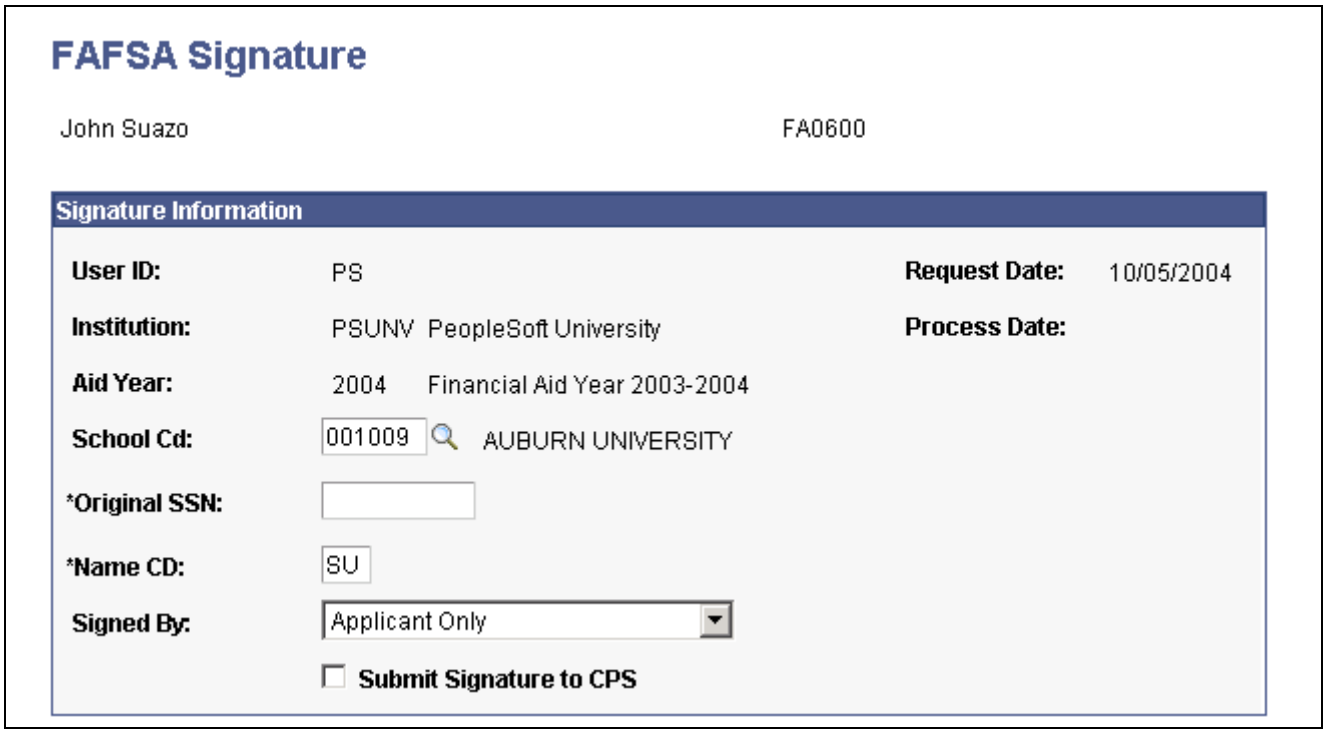
Original SSN Enter the student's original Social Security Number.

Name CD (name code) Enter the first two letters from the student's last name.

Request ISIR from CPS Select this option to include this request in the automatic ISIR request process.

Sending FAFSA Signature Receipt Information

Access the FAFSA Signature page.



FAFSA Signature page

The system displays the student's name, ID, Institution, Aid Year, User ID, Request Date, and Process Date.

School Cd (school code) Select the correct federal school code from the available options.

Original SSN (original Social Security Number) The original Social Security Number entered on the FAFSA by the student.

Name Code The first two letters of the student's last name reported on the FAFSA used in conjunction with the original SSN by the CPS to uniquely identify the student.

(FAFSA) Signed By Enter who signed the signature page. Valid values include the following.

A – Applicant Only - if only the student signed

B – Applicant and Parent - if both the student and the student's parent signed

P – Parent Only - if only the student's parent signed.

User ID The individual who entered the signature page information. The system automatically populates this field.

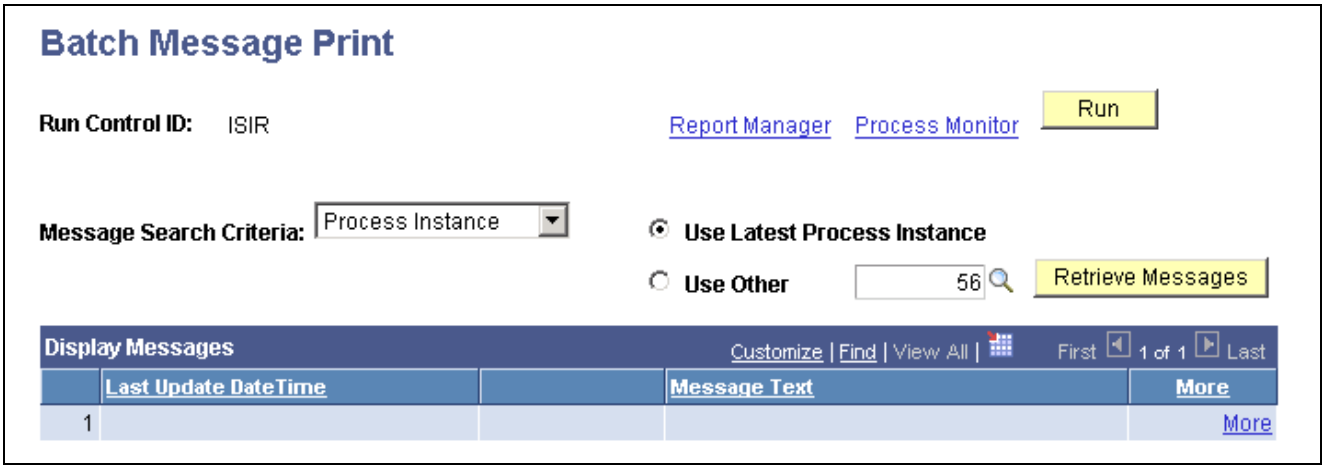
Request Date The date the user enters signature page information into the system. The system automatically populates this field.

Process Date The date when the information is sent to the CPS. The system automatically populates this field when the FAPCOR00 process runs.

Submit Signature to CPS Select when the record is ready to be transmitted. When the correction export program processes the record, the check box is cleared and the Process Date field becomes set. You can resubmit the FAFSA Signature records by selecting the check box. This feature is also supported for the 2002 aid year.

Using the Batch Message Print Page

Access the Batch Message Print page.



Batch Message Print page

The system displays Run Control ID, Last Update Date Time, and Message Text.

Select a Process Name from the available options. The ISIR suspense load (FAPSAR00), ISIR corrections build (FAPCOR00), processes generate messages when they run.

Deleting ISIR and NSLDS Information

This component does not support deleting NSLDS records that were loaded from the NSLDS FAT load process. Deleting data from an NSLDS FAT data file load may create orphan data in the database. The pages do not reset any calculated need summary information that displays in the packaging status summary and awarding pages. The summary information on the packaging status summary and awarding page is stored in PS_STDNT_AWD_PER that is updated when an ISIR loads. Need must be recalculated through a new ISIR load with INAS or by performing an online INAS to synchronize the need calculations.

The component does not correct ISIR database match and verification selection information loaded into the PS_STDNT_AID_ATRBT record from the ISIR. The ISIR database match and verification selection information is viewed in the Packaging Status Summary component. You must either load a new ISIR to synchronize the data or manually reset/override the information on the Packaging Status Summary component using the ISIR Data Corrections Database Match page as your source data.

Using this component does not insure that the proper ISIR audit information is preserved if all related ISIR data correction rows are not deleted. Use the page to delete all ISIR information for an ISIR transaction number. For example, if there are 3 rows of effective-dated ISIR data for the same transaction number (someone made corrections to the ISIR in the ISIR Data Corrections component) and you choose to delete only one row of information, you will lose all of the ISIR audit information.

Warning! Please restrict access to this component to your staff members with the proper knowledge and authority. This component enables you to delete student ISIR information from the database. Incorrectly deleted or modified information can create data integrity errors in your database, or adversely impact downstream processes.

When Deleting an ISIR is Allowed

Action	Circumstances
Delete a previously loaded ISIR to load a new ISIR for the student.	This can occur when an initially rejected ISIR is loaded into the system, but the new official ISIR suspends because of a conflict with a previously loaded ISIR. After you delete the rejected ISIR, the system allows the new official ISIR to load.
Delete an ISIR that loaded to the wrong student.	An ISIR can load to the wrong student due to the sensitivity of the search match criteria used in the ISIR load process. This can also happen if an ISIR is manually assigned to the incorrect student online. If the student has already been awarded financial aid, you must verify that the calculated EFC and database match information is still accurate after the incorrect ISIR/NSLDS information is removed.

The system does not prevent performing the following actions, but be aware of the consequences

When Deleting a Loaded ISIR is Not Allowed

Action	Consequence
Delete a valid ISIR correction row because no fields were corrected when the system created the row in the ISIR Data Corrections component group.	If you delete a valid ISIR correction row without deleting all related rows for the ISIR (where the transaction number is the same), it can result in deleting all ISIR audit information.
Delete NSLDS information loaded from the NSLDS FAT load process. PeopleSoft will provide the functionality to perform this action in a future regulatory release.	The NSLDS delete page is not designed to delete all NSLDS FAT information. If you delete information loaded from the NSLDS FAT load process, the system creates orphan data.

This section discusses how to:

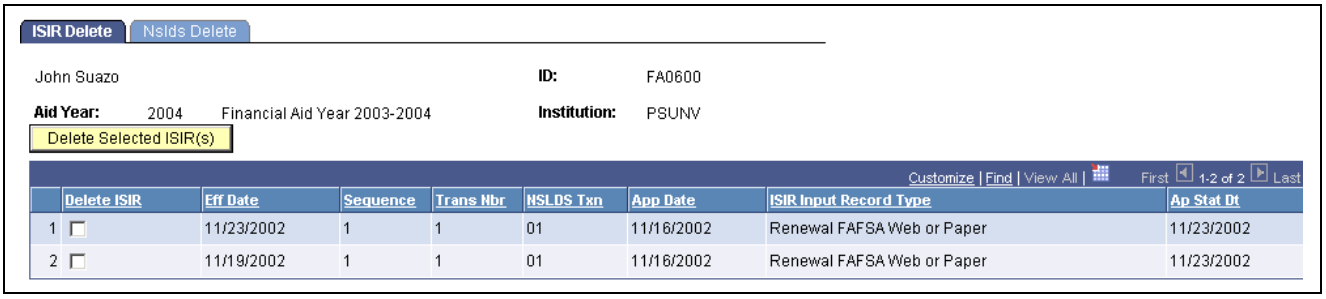
- Delete selected ISIR records and delete additional ISIR rows entered in the ISIR Data Corrections component, including ISIR audit data.
- Delete NSLDS records loaded from an ISIR record and modify the effective date of previously loaded ISIR NSLDS historical data.

Pages Used to Delete ISIR and NSLDS Information

Page Name	Object Name	Navigation	Usage
ISIR Delete	ISIR_DELETE	Financial Aid, File Management, ISIR Import, Delete ISIR/NSLDS Records	Delete incorrectly loaded ISIR records from the application tables so that correct ISIR information can be loaded for the student.
NSLDS Delete	NSLDS_DELETE	Financial Aid, File Management, ISIR Import, Delete ISIR/NSLDS Records	Delete NSLDS records that were loaded from an ISIR record and to modify the effective date of previously loaded ISIR NSLDS historical data.

Deleting ISIR Records

Access the ISIR Delete page.



ISIR Delete page

Each row in the grid represents an effective-dated row in the ISIR Data Corrections component. All related ISIR rows have the same transaction number.

The system displays the student's name, ID, Aid Year, and Institution.

Delete ISIR Select to mark a row to delete.

Effective Date The effective date for the data row on the ISIR Data Corrections component.

Effective Sequence This is a database table key value.

Transaction Nbr (transaction number) The ISIR transaction number.

NSLDS Transaction Nbr (NSLDS transaction number) This transaction number is used like the ISIR transaction number. When it is used in increments, it indicates that the NSLDS information on the ISIR has been revised.

Application Date The date the CPS received the FAFSA application.

ISIR Input Record Type The ISIR transaction data source

Click the Delete Selected ISIRs button to delete the rows from the grid that you selected. If you save the page changes, the data is permanently deleted from the database and can no longer be viewed in the ISIR Data Corrections component.

Rules for Deleting ISIR Rows

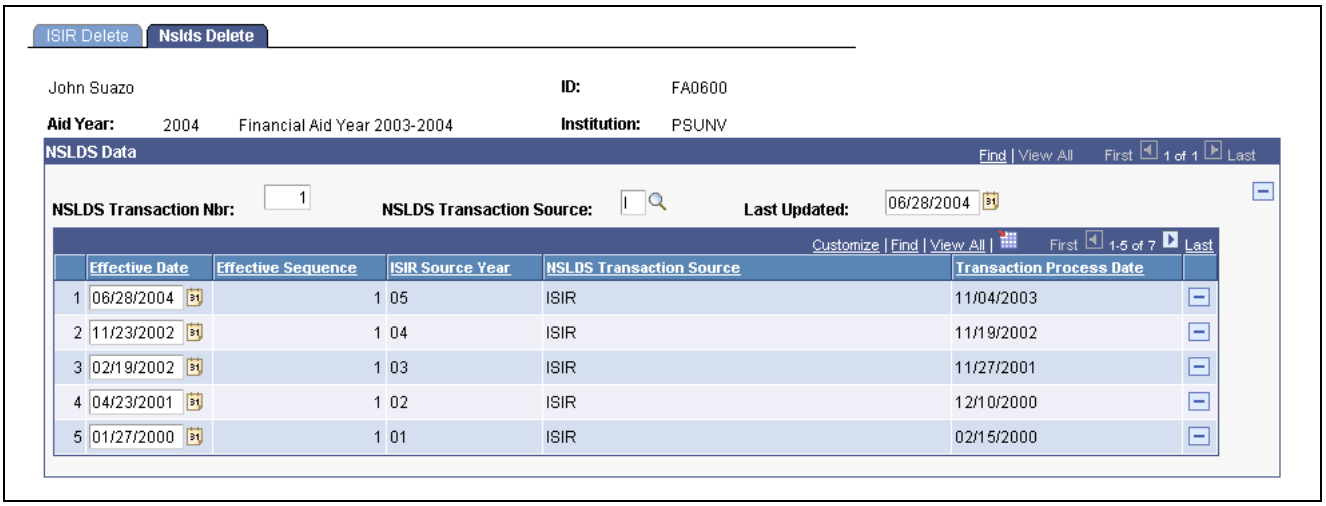
After you delete ISIR data from the page, you must do the following:

1. Go to the ISIR Data Corrections component to verify that the data is deleted.
2. Review and reset any calculated need summary information that displays in the packaging status summary and awarding pages. Need must be recalculated to synchronize the need calculations on the pages. If there is still data in the ISIR Data Corrections component, recalculate the need. If you are loading new ISIR data, make sure that an INAS calculation performs after the ISIR loads.
3. Review and correct ISIR database match and verification selection information loaded into the in the packaging status summary page. Loading a new ISIR synchronizes the data, if you do not load a new ISIR, you must manually reset/override the information on the Packaging Status Summary component using the current ISIR Data Corrections component, Database Match page, as the source data.
4. Verify that the appropriate ISIR audit information is deleted.

Database Tables Affected by ISIR Delete
PS_ISIR_COMPUTED
PS_ISIR_CONTROL
PS_ISIR_INTERPRET
PS_ISIR_PARENT
PS_ISIR_STUDENT
PS_ISIR_COMMENTS
PS_ISIR_FLD_REVIEW
PS_ISIR_FLD_CORR
PS_ISIR_REJ_REASON
PS_AUDIT_ISIR_CHNG where ISIR_TXN_NBR equals deleted ISIR

Deleting NSLDS Records

Access the NSLDS Delete page.



NSLDS Delete page

This page consists of two scroll areas. The outer scroll area controls high-level status information of the student's NSLDS history record. The inner scroll area controls information on the individual NSLDS records that were loaded from the student's ISIR or the NSLDS transcript file. You must decide at what level to delete data. Ask yourself if the student's entire history should be deleted or just the most recent set of loaded NSLDS information.

The system displays the student's name, ID, Aid Year, and Institution.

NSLDS Transaction Nbr (NSLDS transaction number)
The NSLDS transaction number that was the source of the last update to the NSLDS history.

Deleting data at this scroll level deletes the entire NSLDS data structure.

Do not delete if the Transaction Source is *F*.

NSLDS Transaction Source
The source of the last update of the student's NSLDS information. The sources of NSLDS data are:

A – NSLDS Transfer Alert

I – ISIR load.

H – NSLDS FA History

Last Updated
The date the NSLDS transaction source process updated the NSLDS tables.

Effective Date
The date the NSLDS data was entered into the database. This is usually the same date that the ISIR data loaded.

Effective Sequence
This is a database table key value.

ISIR Source Year
Indicates the aid year of the source record.

NSLDS Transaction Nbr (NSLDS transaction number)
The transaction number for this row on NSLDS information.

NSLDS Transaction Source
The source of the last update of the student's NSLDS information. The sources of NSLDS data are:

.

ISIR – ISIR .

Alert File – NSLDS Transfer Alert

FA History – NSLDS FA History file

Transaction Process Date The date the CPS (ISIR) or NSLDS (FAT) processed the data record that loaded.

For ISIR source data, this date is the default effective date used when loading the ISIR into the ISIR Data Corrections component.

When an ISIR loads, NSLDS information does not always load. To identify the NSLDS information you want to delete, match the effective date and NSLDS transaction number on the ISIR delete page with the NSLDS transaction number and transaction process date with the correct ISIR source year value on the NSLDS delete page. These date fields will match as long as you did not use the current date as the effective date feature on the ISIR Data Load Parms, or manually overrode the ISIR effective date when the ISIR loaded.

If you override the effective date when loading ISIRs, you can still match the NSLDS data with the ISIR by using the ISIR Data Corrections component to compare the transaction process date.

It will be easy to identify the appropriate records to delete since they will most likely be the most recent rows in the database.

Rules for Deleting NSLDS Data

If you want to delete every row in the grid, you will delete the entire NSLDS history for the student. To do this you should delete information from the outer scroll area. Select any field in the area controlled by the outer scroll bar and delete the row. This deletes all rows in the grid area as well.

If you want to delete only part of the student's NSLDS history, for example only data from the last ISIR, do the following:

1. Delete the appropriate row in the grid.
2. Update the NSLDS transaction number, transaction source, and last updated fields with the matching information from the current effective-dated row in the grid.
3. Set the last updated date to match the effective date value. This resynchronizes the data viewed in the NSLDS inquiry page.

Database Tables Affected by ISIR NSLDS Delete
PS_NSLDS_GEN
PS_NSLDS_FAT_AGGR
PS_NSLDS_ISIR_DTL
PS_NSLDS_PELL
PS_NSLDS_OVRPYMNT
PS_NSLDS_NAME_HIST

Viewing ISIR History

Use the ISIR History Inquiry component to view ISIR and need analysis information. This component displays information in display mode only. This component is designed to display all ISIR fields across all aid years. Fields that are not valid in a particular aid year appear as blank or zero.

Note. Some ISIR fields do not display a text description, but the literal field value. This is due to the text descriptions changing from one aid year to another.

See Also

The EDE Technical Reference documentation for the relevant aid year to get the valid field value descriptions.

Pages Used to View ISIR History

Page Name	Object Name	Navigation	Usage
FAFSA Information	ISIR_PIA_HIST1	Financial Aid, Financial Aid History, ISIR History, FAFSA Information	Review ISIR data. Includes student bio/demo data, enrollment information, background information, financial information, dependency status, and parent background and financial data.
Address Use	ISIR_ADR_MNT_SEC	Click the Student Address link on the FAFSA Information page.	Review student active address.
Original ISIR Address	ISIR_ORG_ADR_SEC	Click the ISIR Address link on the FAFSA Information page.	Review student original ISIR address.
Student Income Values	ISIR_ASM_ST1_H_SEC	Click the Assumptions link on the FAFSA Information page.	Review student income.
Student Values Status	ISIR_ASM_ST2_H_SEC	Click the Assumptions link on the FAFSA Information page.	Review student household information.
Parent Household Information	ISIR_ASM_PR2_H_SEC	Click the Assumptions link on the FAFSA Information page.	Review parent household information.
Parent Earnings and Income Value	ISIR_ASM_PR1_H_SEC	Click the Assumptions link on the FAFSA Information page.	Review parent income and earnings.
Assumptions/School Codes	ISIR_PIA_HIST2	Financial Aid, Financial Aid History, ISIR History, Assumptions/School Codes	Review miscellaneous information, housing school code information, assumptions and reject overrides, reject reasons, and comments.
EFC\DB Matches\Corr	ISIR_PIA_HIST3	Financial Aid, Manage Financial Aid History, ISIR History, EFC\DB Matches\Corr	Review EFC information, database matches flags, and corrected fields.

Using the ISIR Reject/Assumption Report

The purpose of the report is to identify any current, loaded ISIR where specific CPS generated field value assumptions or reject codes have been issued. Your financial Aid staff can process the assumption/rejects by using the ISIR Assumption and Reject override fields on the ISIR Data Corrections panel group. The report checks for an assumed value for the following fields: *Parent number in college, Parent AGI, Parent Worksheet C total, Student number in college, Student AGI, Student Worksheet C total.* The following reject codes are also monitored: *B, N,* and *W.*

The report is provided to resolve the following scenario: A student has a second ISIR transaction loaded into the system that corrects assumed or rejected values on the original ISIR in the system. If you run INAS after loading the second ISIR transaction, it may cause INAS to incorrectly calculate the student's EFC. For example, a student's first ISIR has an assumed value for the parent's Worksheet C amount. You then receive and load a second ISIR for the student that confirms the initially reported value. If you run INAS after loading the second ISIR, the student's EFC calculation may be incorrect. The problem is that INAS does not suppress the assumption as the CPS does; instead, INAS invokes assumptions based on INAS specifications. To have INAS suppress the assumption, you must set an assumption override manually for the student on the Assumption Overrides panel.

The system continues to select ISIR records on the report until the following occurs:

- Records selected because of an assumed value have the corresponding assumed indicator field value set to verified or reported through the verification process or manually in the ISIR Data Corrections panel group.
- A new ISIR with no assumptions or rejects is loaded.
- Reject overrides have been set for records with reject codes.

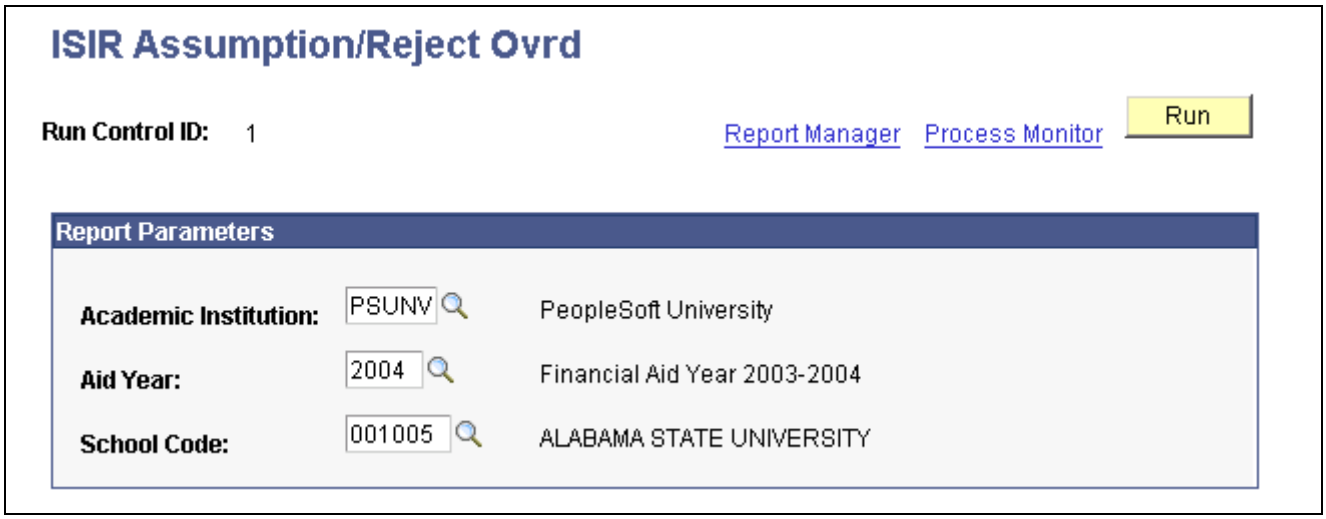
Note. Because several INAS assumptions can occur against the fields used by the report, the system may select records where using the Assumption Override fields will not be the appropriate action to resolve the EFC calculation.

Page Used to Generate the ISIR Assumption/Reject Override Report

Page Name	Object Name	Navigation	Usage
ISIR Assumption/Reject Ovrd (ISIR assumption/reject override)	RUNCNTL_FAISRJAS	Financial Aid, File Management, ISIR Import, CPS Reject/Assumption Report	Creates a report that lists students who have assumptions and/or rejects that have no respective overrides made to them or who have overrides made but no assumptions or rejects. Use this list to identify which students need to have assumption overrides applied manually. This report is not aid-year specific.

Generating the ISIR Assumption/Reject Report

Access the ISIR Assumption/Reject Ovrd page.



ISIR Assumption/Reject Ovrd page

Enter the Academic Institution, Aid Year, and School Code for which you want to create the Reject/Assumption Override report.

Viewing ISIR Reports

These reports are found at Financial Aid, File Management.

Report Number	Report Name	Report Objective and Description	When to Use Report
FA926	ISIR Load Summary	Provides a summary of all ISIR batches that have been loaded with statistics on the load status of the ISIRs in each batch.	Run weekly to accumulate ISIR load statistics.
FA919	ISIR Suspense Detail	Provides a detailed report of all ISIRs that suspended or are set to error by the ISIR Load program. Data on the report derives from the ISIR Suspense Management page.	Run after the FAPSAR00 process is run.
FAHDLXX	Signature Hold File	SQR Report that produces a printable copy of the daily HOLD05OP file sent by the CPS.	Daily for 2004–2005 ISIRs only.

Report Number	Report Name	Report Objective and Description	When to Use Report
FA928	System Generated ISIRs	Identifies why a system generated ISIR record was created.	Run prior to loading system generated ISIR files. You may want to suspend all system generated files before running this report because suspending the file will cause the student's ID to be determined and printed on the report.
FASARE05	Process ISIR Correction Error File	Processes EDE Record Level Error Report files (message class CORE0XOP,)	Run for each error file received.
FAISRJAS	Reject/Assumption Override	Creates a report that lists students who have assumptions and/or rejects that have no respective overrides made to them or who have overrides made but no assumptions or rejects. Use this list to identify which students need to have assumption overrides applied manually. This report is not aid-year specific.	Run at user's discretion.

Reviewing ISIR Correction Audits

Access the ISIR Correction Audits page.

The system displays the student's name, Aid Year, ID, and Institution.

The system displays User ID of the person who made the change, Date/Time, Transaction Nbr (transaction number), the field name of what changed, the original data Old Value, and the changed data New Value. The Status field indicates whether the field change has been submitted for correction with the CPS.

CHAPTER 18

Processing and Using Institutional Financial Aid Applications

This chapter gives an overview of the management and processing of institutional financial aid application data, including College Board PROFILE and Need Access electronic data that is loaded into the system using an auto load process. A data map table for 2005–2006 College Board PROFILE data in the institutional application pages is provided following each page description. The table lists all the fields on the page and their corresponding College Board field information. This information enables you to map where the PROFILE data is being loaded in the system and from what page you can access the information. Need Access also uses College Board's file layouts. This chapter describes how to:

- Maintain institutional financial aid applications.
- Loading and managing PROFILE processes.
- Loading and managing Need Access processes.
- Using PROFILE suspense management.
- Review institutional correction audits.
- Using Need Access suspense management.

Maintaining Institutional Financial Aid Applications

Your institution can gather additional resource information about students and their families by using the College Board PROFILE application and the Need Access application, which are electronically supported by Financial Aid or by entering your institutional application on the pages in this component.

Note. The College Board PROFILE, Need Access, and institutional application data share the same pages. You may potentially create multiple institutional aid records for a student from these three sources, which may impact your ability to properly utilize the INAS calculation functionality.

Note. Question marks or blanks on College Board PROFILE or Need Access data files are converted or appear as zeros in currency based numeric fields.

Note. This document displays the 2005–2006 institutional application pages. The system maintains three aid years of institutional applications at any time. All three of these aid years will have valid INAS calculations available. Any prior aid year institutional application data is available for display purposes only, at Financial Aid, Financial Aid History, View Archived Application Data, Institutional Application.

See Also

Chapter 18, "Processing and Using Institutional Financial Aid Applications," Loading and Managing PROFILE Processes, page 601

Chapter 18, "Processing and Using Institutional Financial Aid Applications," Loading and Managing Need Access Processes, page 604

Chapter 20, "Assessing Eligibility for Financial Aid," Using INAS Batch Calculations, page 710

Common Elements Used in This Section

Need Summary	Click to access the Need Summary page, where you can review the student's federal and institutional need calculations.
FM (federal methodology)	Click to access the INAS Fed Extension page, where you can override INAS Local Policy Options for federal data.
IM (institutional methodology)	Click to access the Institutional Need Calculation Extension 1 page, where you can override INAS Local Policy Options for institutional data.
INAS (institutional need analysis system)	Click to calculate an unofficial federal and institutional EFC by using the College Board's Institutional Need Analysis System (INAS). A COBOL program is used to perform the INAS calculation.

See Also

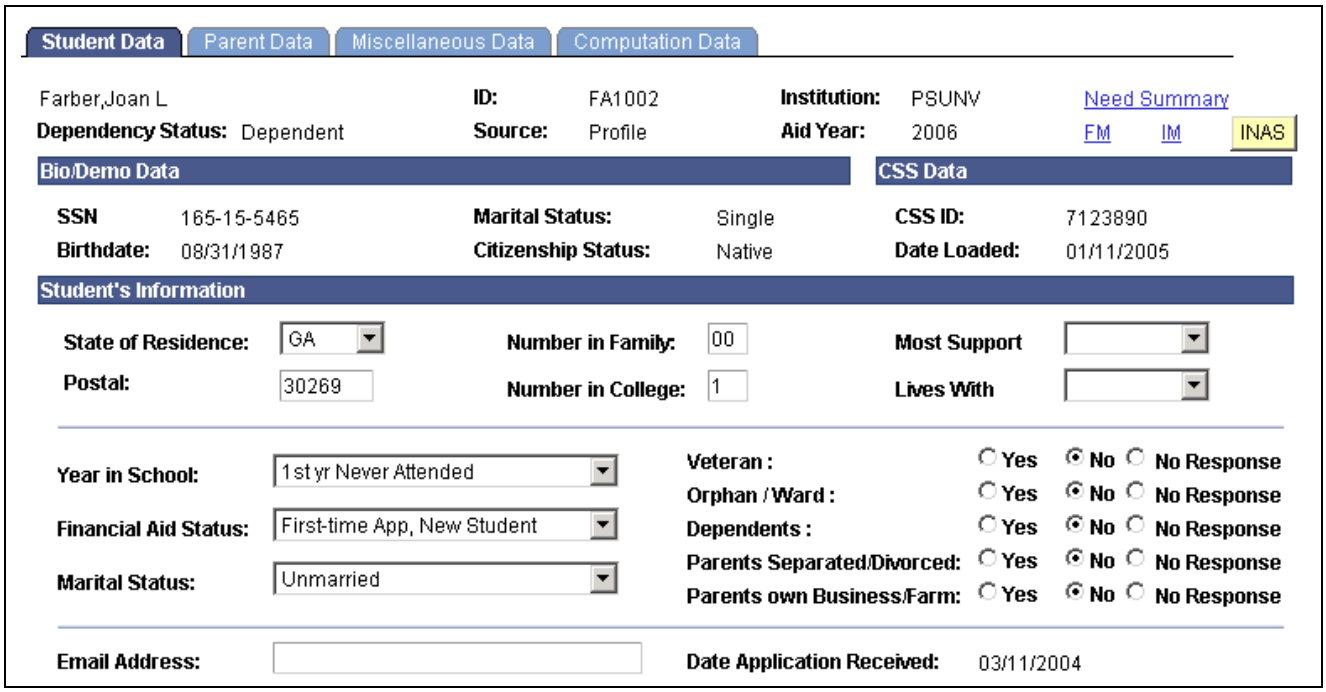
Chapter 16, "Defining Application Processing Options," Defining Federal and Institutional Methodologies, page 435

Pages Used for Institutional Applications

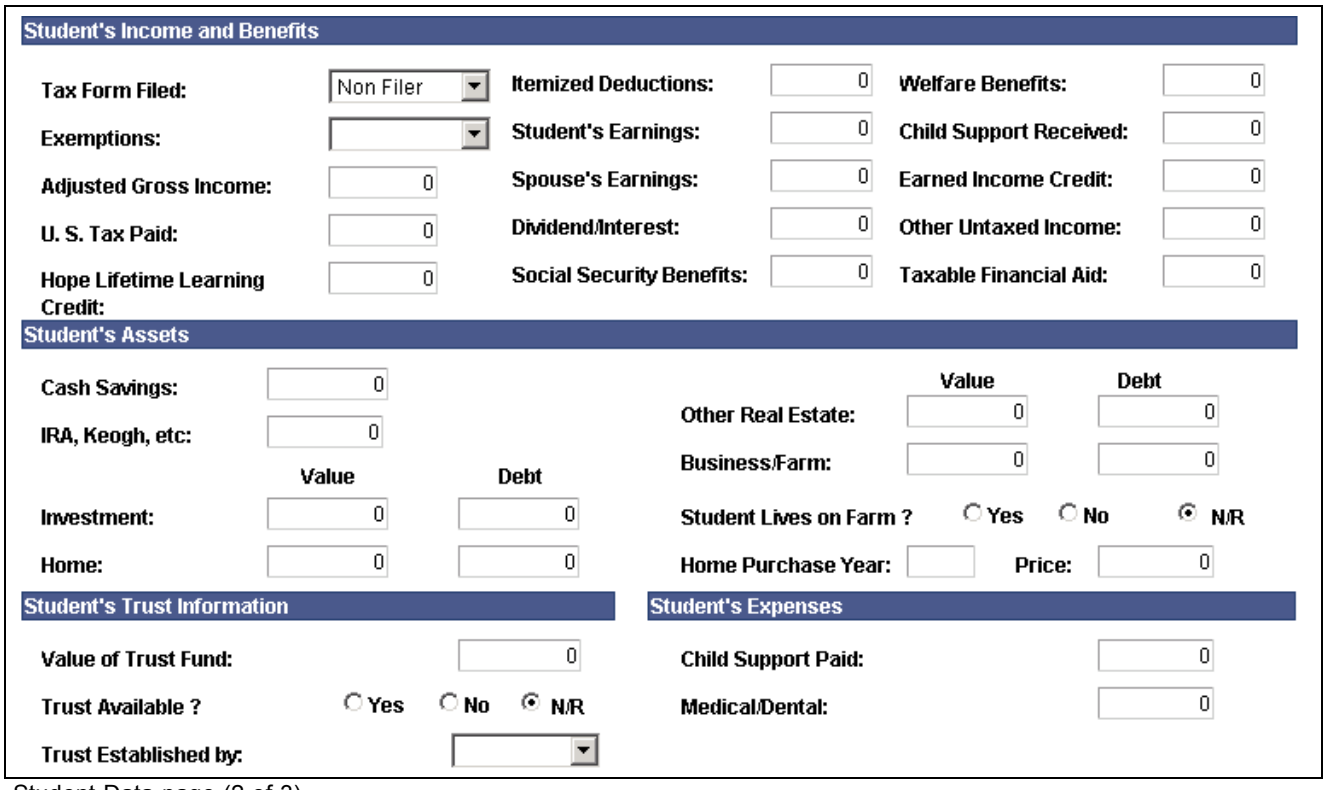
Page Name	Object Name	Navigation	Usage
Student Data	INST_STUDENT_06	Financial Aid, Institutional Application Data, Maintain Application 2005–2006, Student Data	View or enter all the information about the student.
Parent Data	INST_PARENT_06	Financial Aid, Institutional Application Data, Maintain Application 2005–2006, Parent Data	View or enter all the parent information.
Miscellaneous Data	INST_MISC_06	Financial Aid, Institutional Application Data, Maintain Application 2005–20065, Miscellaneous Data	View or enter signature, family member, school selection, and institutional question (the College Board PROFILE Section Q) information. You can also view FNAR messages on this page.
Computation Data	INST_COMP_SUMM_06	Financial Aid, Institutional Application Data, Maintain Application 2005–2006, Computation Data	View or enter computed parent and student income, allowance, and asset information using your institutional and federal methodology. The computed values appear here. Because the system loads and supports the short form, you must invoke INAS to view interim calculations.

Reviewing Student Information

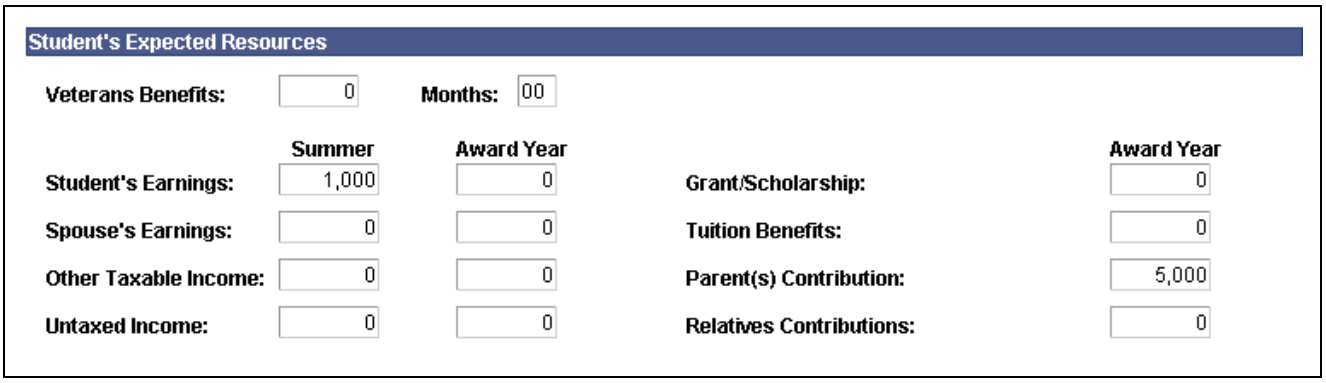
Access the Student Data page.



Student Data page (1 of 3)



Student Data page (2 of 3)



Student Data page (3 of 3)

The system displays the student's name, ID, Institution, Dependency Status, application Source, and Aid Year.

Bio/Demo Data

The data for the fields in this region are populated from Campus Community Bio/Demo data.

SSN (national ID) Indicates the student's social security number.

Birthdate Indicates the student's date of birth.

Marital Status Indicates the student's marital status.

Citizenship Status Indicates the student's citizenship status. This filed comes from Person Data. Citizenship data must be added first before manually creating a new Institutional Application.

CSS ID This is the student's unique identifying number assigned by College Board to ensure both privacy and quick retrieval of records. When you call the College Board inquiry number with questions about specific records, it is helpful to know the student's College Board ID number. This number is also required when you submit requests on disk.

Date Loaded The date the College Board application was loaded into the system.

Student's Information

State of Residence Enter the U.S. state in which the student is a resident.

Postal Enter the postal code or zip code for the student's state of residence.

Number in Family Enter the total number of people in the student's household.

Number in College Enter the total number of people in college from the student's household.

Lives With Select from:

Blank

Father

Mother

Neither

Most Support Select from:

Father

Mother

Year in School Enter the academic year for which the student is seeking financial aid. Select from the available options.

Financial Aid Status Enter the student's status as it relates to receiving financial aid. Select from the available options.

Marital Status Select the marital status to be used for financial aid purposes from the available options. This marital status can differ from the Bio/Demo Data page marital status.

Veteran Select the option *Yes, No*, or *No Response* to indicate if the student is a veteran.

Orphan/Ward Select the option *Yes, No*, or *No Response* to indicate if the student is an orphan or ward of the state.

Dependents Select the option *Yes, No,* or *No Response* to indicate if the student has dependents.

Parents Separated/Divorced Select the option *Yes, No,* or *No Response* to indicate if the student's parents are separated or divorced.

Parents Own Business /Farm Select the option *Yes, No,* or *No Response* to indicate if the student's parents own a business or farm.

Email Address Enter the student's email address.

Date Application Received This is the date the application was received by College Board.

Student's Income and Benefits

Tax Form Select from the following values: *1040* − completed 1040 *1040 Est* − estimated 1040 *1040A/EZ* − completed 1040A or 1040EZ *1040A/EZ E* − estimated 1040A or 1040EZ *Non Filer* − will not file.

Exemptions Select the number of exemptions the student claimed on their tax U.S. Federal tax form.

The following fields refer directly to items on the U.S. federal tax form or data collected from applicable sources, such as an institutional application or other third-party sources. Enter the values from the student's tax form in the appropriate fields.

Adjusted Gross Income Enter values from the student's tax form.

U.S. Taxes Paid Enter values from the student's tax form.

Hope Lifetime Learning Credit Enter values from the student's tax form.

Itemized Deductions Enter values from the student's tax form.

Student's Earnings Enter values from the student's tax form.

Spouse's Earnings Enter values from the student's tax form.

Dividend/Interest Enter values from the student's tax form.

Social Security Benefits Enter values from the student's tax form.

Welfare Benefits	Enter values from the student's tax form.
Child Support Received	Enter values from the student's tax form.
Earned Income Credit	Enter values from the student's tax form.
Other Untaxed Income	Enter values from the student's tax form.
Taxable Financial Aid	Enter values from the student's tax form.

Student's Assets

Cash Savings	Enter a value.
IRA, Keogh, etc.	Enter a value.
Investment	Enter the value and debt amounts.
Home	Enter the value and debt amounts.
Other Real Estate	Enter the value and debt amounts.
Business/Farm	Enter the value and debt amounts.
Student Lives on Farm	Select *Yes, No,* or *N/R* (no response).
Home Purchase Year	Enter year home was purchased.
Price	Enter the price of the home indicated in the Home Purchase Year field.

Student's Trust Information

Value of Trust Fund	Enter the value of the trust in USD.
Trust Available?	Select *Yes, No,* or *N/R* (no response) to indicate the availability of the trust.
Trust Established by	Select *Other* or *Parents*.

Student's Expenses

Child Support Paid	Enter values from the student's tax form.
Medical/Dental	Enter values from the student's tax form.

Student's Expected Resources

Veterans Benefits	Enter the amount of veterans benefits received.
Months	Enter the number of months the veterans benefits were received in the year.
Student's Earnings	Enter for both summer and school year.
Spouse's Earnings	Enter for both summer and school year.
Other Taxable Income	Enter for both summer and school year.
Untaxed Income	Enter for both summer and school year.
Grant/Scholarship	Enter a value.

Tuition Benefits Enter a value.

Parent(s) Contribution Enter a value.

Relatives Contributions Enter a value.

PROFILE 2006 Page Map

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
AFDC_BENEFITS	INST_STUDENT	45	294	299
AGI	INST_STUDENT	38	249	255
BIRTHDATE	PERSONAL_ DATA	23	155	162
BUS_FARM_ DEBT	INST_STUDENT	59	404	410
BUS_FARM_ VALUE	INST_STUDENT	58	397	403
CASH_SAVINGS	INST_STUDENT	50	341	347
CHILD_ SUPPORT_PAID	INST_STUDENT	66	445	450
CHILD_ SUPPORT_RCVD	INST_STUDENT	46	300	305
CITIZENSHIP_ STATUS	PERSONAL_ DATA	33	219	219
CSS_ID	INST_CONTROL	4	8	14
CURRENT_ GRADE_LVL	INST_STUDENT	27	212	212
DEPENDENTS	INST_STUDENT	30	215	215
DIVID_INT_ INCOME	INST_STUDENT	43	282	287

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
DIVORCED_ SEPARATED	INST_PARENT	88	566	566
DT_APP_ LOADED	INST_CONTROL	Calculated by PeopleSoft		
DT_APP_ RECEIVED	INST_CONTROL	7	24	31
EARNED_INC_ CREDIT	INST_STUDENT	47	306	311
EMAIL_ADDR	INST_STUDENT	293A	1921	1950
GRANT_ SCHOLARSHIP	INST_STUDENT	79	518	523
HOME_DEBT	INST_STUDENT	55	376	382
HOME_PURCH_ PRICE	INST_STUDENT	62	414	420
HOME_PURCH_ YEAR	INST_STUDENT	62B	427	430
HOME_VALUE	INST_STUDENT	54	369	375
HOPE_LL_ CREDIT	INST_STUDENT	62A	421	426
INVEST_DEBT	INST_STUDENT	53	362	368
INVEST_VALUE	INST_STUDENT	52	355	361
IRA_VALUE	INST_STUDENT	51	348	354
ITEMIZED_ DEDUCTION	INST_STUDENT	40	262	267
LIVE_ON_FARM	INST_STUDENT	60	411	411

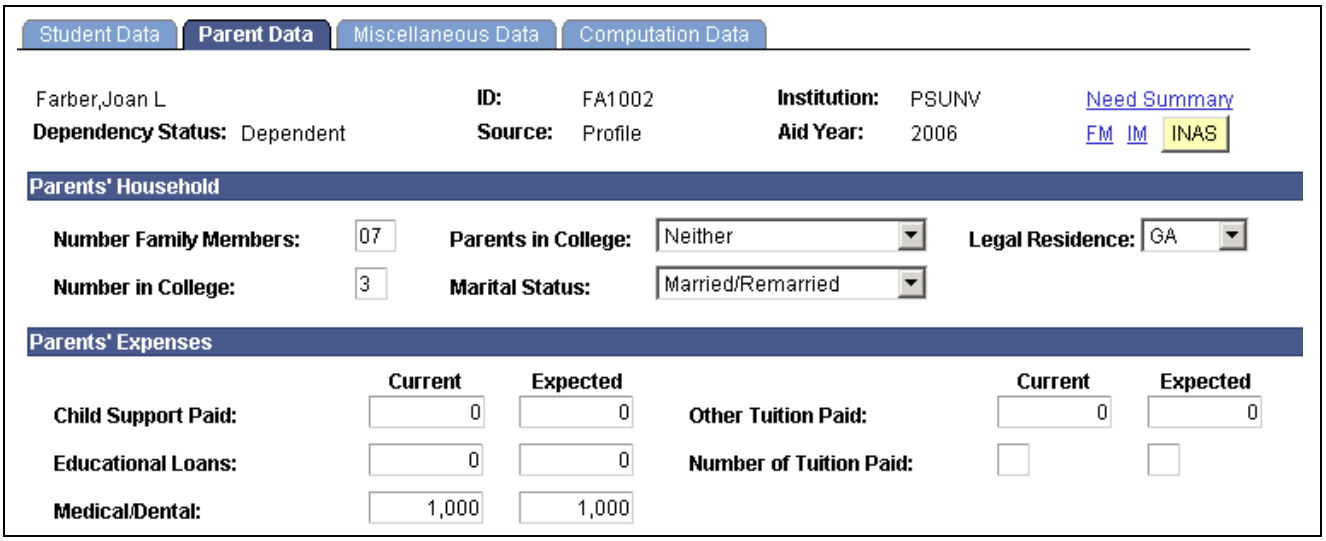
Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
MAR_STATUS	PERSONAL_ DATA	From Admissions App		
MARITAL_STAT	INST_STUDENT	28	213	213
MED_DENT_ EXPENSES	INST_STUDENT	67	451	456
MONTHLY_VET_ BEN	INST_STUDENT	69	464	467
NATIONAL_ID	PERS_NID	24	163	171
NUM_FAMILY_ MEMBERS	INST_STUDENT	31	216	217
NUM_MONTH_ VET_BEN	INST_STUDENT	70	468	469
NUMBER_ EXEMPTIONS	INST_STUDENT	37	247	248
NUMBER_IN_ COLLEGE	INST_STUDENT	32	218	218
ORPHAN	INST_STUDENT	29	214	214
OWN_BUSINESS_ FARM	INST_PARENT	107	696	696
PARENTS_ CONTRIB	INST_STUDENT	81	530	535
POSTAL	INST_STUDENT	20 or 25B	139 or 175	143 or 183
RE_INVEST_ DEBT	INST_STUDENT	57	390	396
RE_INVEST_ VALUE	INST_STUDENT	56	383	389

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
RELATIVES_ CONTRIB	INST_STUDENT	82	536	541
SA_APP_STATUS	INST_STUDENT	26	211	211
SCH_YR_OTH_ INCOME	INST_STUDENT	76	500	505
SCHOOL_YR_ UNTAXED	INST_STUDENT	78	512	517
SCHOOL_YR_ WAGES	INST_STUDENT	72	476	481
SFA_STU_LIVES_ WITH	INST_STUDENT	88A	567	567
SFA_STU_MOST_ SUPRT	INST_STUDENT	88B	568	568
SOC_SEC_ BENEFITS	INST_STUDENT	44	288	293
SPS_EARNED_ INCOME	INST_STUDENT	42	275	281
SPS_SCH_YR_ WAGES	INST_STUDENT	74	488	493
SPS_SUMM_ WAGES	INST_STUDENT	73	482	487
STATE_ RESIDENCE	INST_STUDENT	25	172	173
STD_EARNED_ INCOME	INST_STUDENT	41	268	274
STU_AID_ INCOME	INST_STUDENT	49	318	323

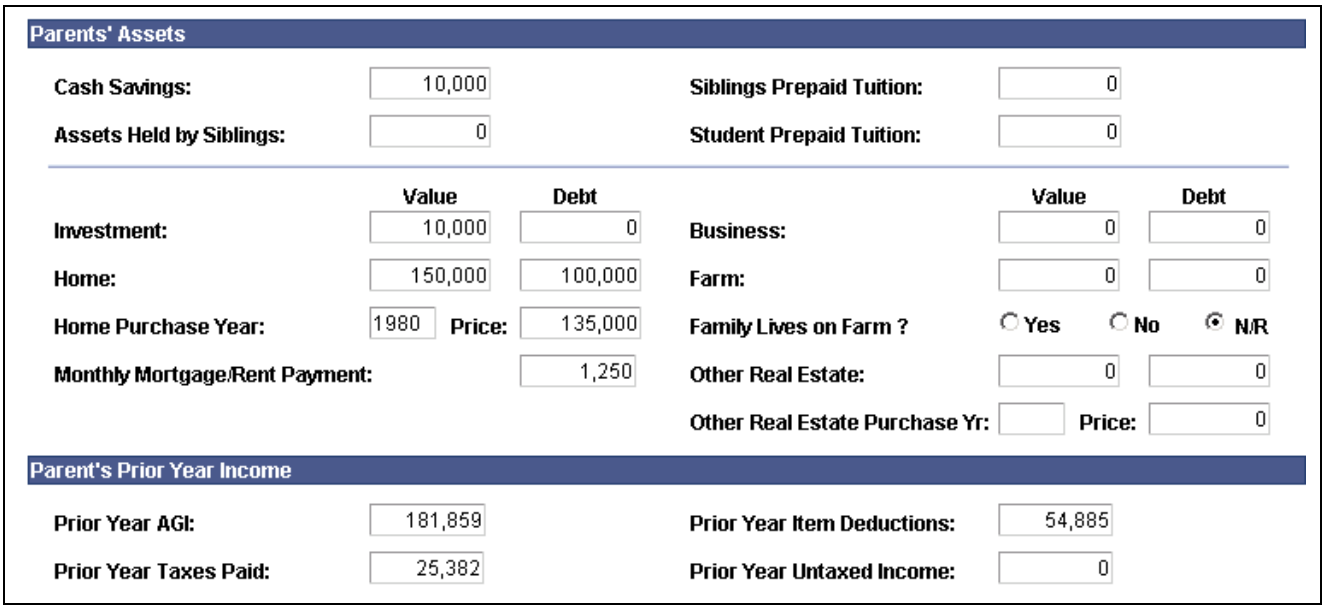
Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
SUMMER_OTH_ INCOME	INST_STUDENT	75	494	499
SUMMER_ UNTAXED	INST_STUDENT	77	506	511
SUMMER_ WAGES	INST_STUDENT	71	470	475
TAX_FORM_ FILED	INST_STUDENT	36	246	246
TAXES_PAID	INST_STUDENT	39	256	261
TRUST_AMOUNT	INST_STUDENT	63	436	442
TRUST_AVAIL	INST_STUDENT	64	443	443
TRUST_ ESTABLISHER	INST_STUDENT	65	444	444
TUITION_ BENEFITS	INST_STUDENT	80	524	529
UNTAXED_ INCOME	INST_STUDENT	48	312	317
VETERAN	INST_STUDENT	68	463	463

Reviewing Parent Information

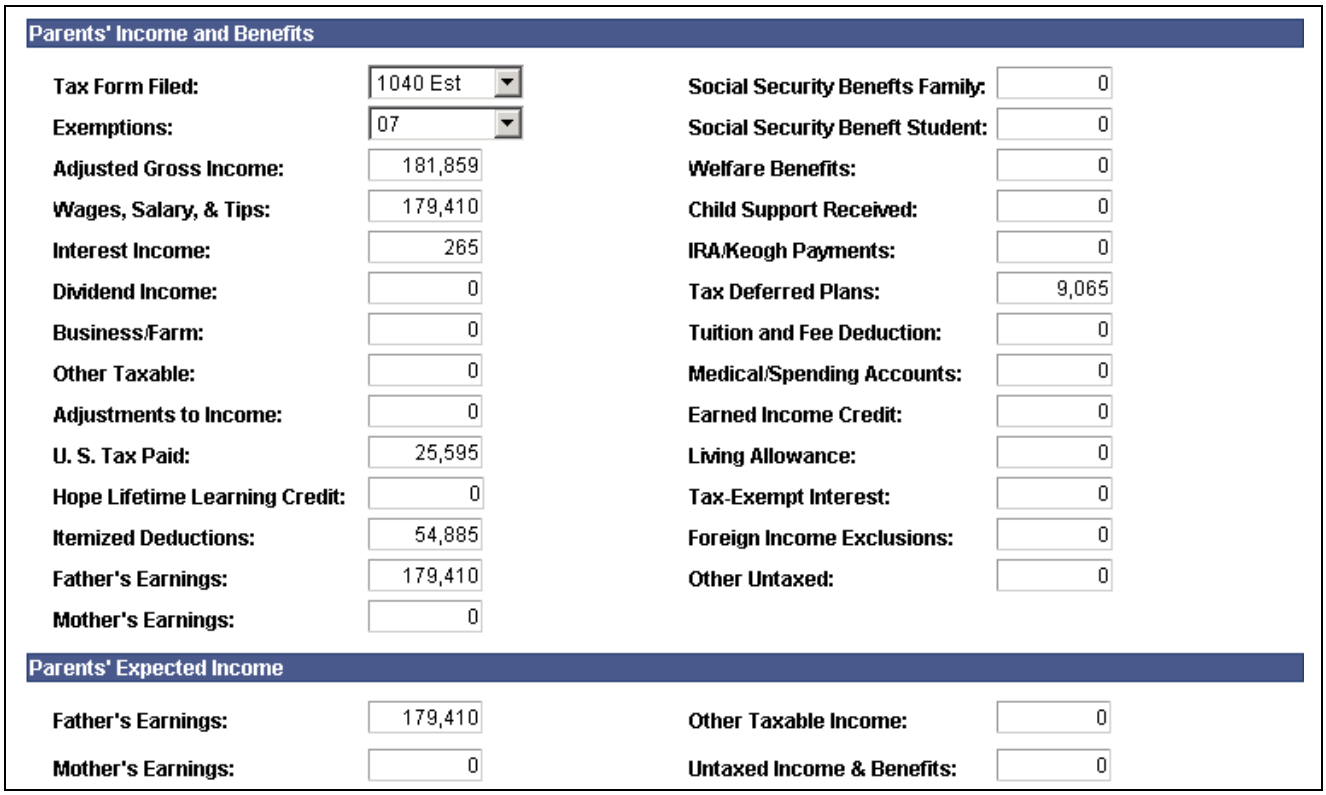
Access the Parent Data page.



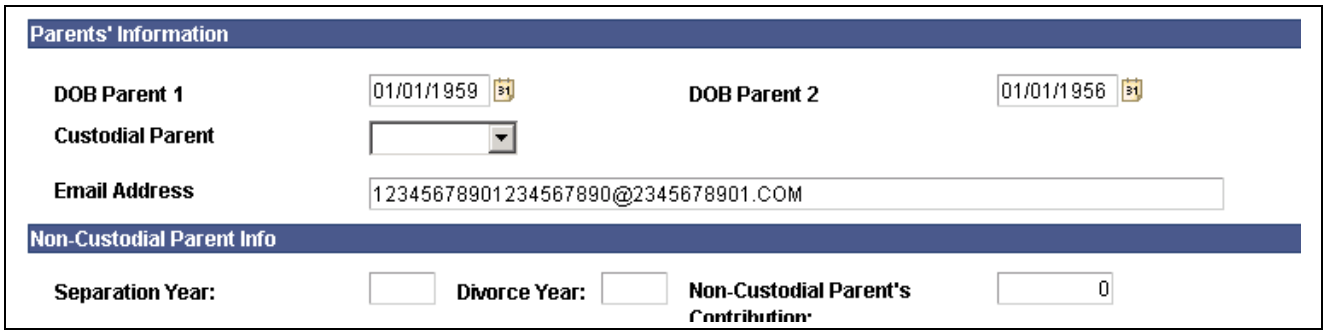
Parent Data page (1 of 4)



Parent Data page (2 of 4)



Parent Data page (3 of 4)



Parent Data page (4 of 4)

The system displays the student's name, ID, Institution, Dependency Status, application Source, and Aid Year.

Note. Hidden field SOC_SEC_BENEFITS (Social Security Benefits) equals the sum of new fields SOC_SEC_BEN_FAMILY (Social Security Benefits Family) and SOC_SEC_BEN_STDNT (Social Security Benefits Student). You can use the SOC_SEC_BENEFITS field in packaging equations. The new fields, SOC_SEC_BEN_FAMILY and SOC_SEC_BEN_STDNT, are not available for use in packaging equations.

Parent's Household

Number Family Members Number of family members in the parent's household.

Number in College Number of dependents in college that are part of the parent's household. This number does not include parents who may be in college.

Parents in College Select from the following values: *Neither, One Parent,* or *Both Parents.*

Marital Status	Select from the following values: *Divorced, Married/Remarried, Separated, Single,* or *Widowed.*
Legal Residence	Select the state in which the parent is a legal resident.

Parent's Expenses

Child Support Paid	Enter both the Current and Expected parents' expenses for this and the following items.
Education Loans	Enter a value.
Medical/Dental	Enter a value.
Other Tuition Paid	Enter a value.
Number of Tuition Paid	Enter a value.

Parent's Assets

Cash Savings	Enter a value.
Assets Held by Siblings	Enter a value.
Siblings Prepaid Tuition	Enter the amount the parent prepaid for tuition for the student's siblings.
Student Prepaid Tuition	Enter the amount the parent prepaid for tuition for the student.
Investment	Enter both the Value and Debt for this item and all the following items.
Home	Enter a value.
Home Purchase Year	Purchase year of the parent's home.
Price	Purchase price of the parents' home.
Monthly Mortgage/Rent Payment	Enter a value.
Business	Enter a value.
Farm	Enter a value.
Family Lives on Farm	Select *Yes, No,* or *N/R* (no response).
Other Real Estate	Enter a value.
Other Real Estate Purchase Yr (other real estate purchase year)	Purchase year of any other real estate.
Price	Purchase price of any other real estate.

Parent's Prior Year Income

Prior Year AGI	Adjusted Gross Income from the prior year's tax form.
Prior Year Taxes Paid	Enter a value.
Prior Year Item Deductions	Total of the prior year's itemized deductions.

Prior Year Untaxed Income Enter a value.

Parent's Income and Benefits

Many fields in this region refer to items on the U.S. federal tax form or data collected from applicable sources, such as your institution's financial aid application or other third-party sources.

Tax Form Filed Select from the following values: *1040* − completed 1040 *1040 Est* − estimated 1040 *1040A/EZ* − completed 1040A or 1040EZ *1040A/EZ E* − estimated 1040A or 1040EZ *Non Filer* − will not file.

Exemptions Select the number of exemptions the parents claimed on their tax U.S. federal tax form.

The following fields refer directly to items on the U.S. federal tax form or data collected from applicable sources, such as an institutional application or other third-party sources. Enter the values from the Parent's tax form in the appropriate fields.

Adjusted Gross Income Enter values from the parents' tax form.

Wages, Salary, & Tips Enter values from the parents' tax form.

Interest Income Enter values from the parents' tax form.

Dividend Income Enter values from the parents' tax form.

Business/Farm Enter values from the parents' tax form.

Other Taxable Enter values from the parents' tax form.

Adjustments to Income Enter values from the parents' tax form.

U. S. Tax Paid Enter values from the parents' tax form.

Hope Lifetime Learning Credit Enter values from the parents' tax form.

Itemized Deductions Enter values from the parents' tax form.

Father's Earnings Enter values from the parents' tax form.

Mother's Earnings Enter values from the parents' tax form.

Social Security Benefits Family Enter values from the parents' tax form. These are social security benefits received for all but the student.

Because the federal tax form requests a parent to report social security benefits as a sum total, PeopleSoft modified how verification will perform for Get Inst. Data, Compare, and Update Target.

1. *Get Inst Data:* When you click the Get Inst Data button on the Household Info page (Financial Aid, Verification, Manage 2004–2005 Verification), Verification uses the SOCIAL_SECURITY_BENEFITS field from PROFILE. This field contains the running total of SOC_SEC_BEN_FAMILY and SOC_SEC_BEN_STDNT.
2. *Tax Data Entry:* For Other Taxable Income tax data entry, the system displays the difference between social security benefits and taxed social security benefits as Untaxed SS Benefit.

3. *Compare:* The system compares Untaxed SS Benefit from the tax form to the social security benefit on the PROFILE Application and reports any discrepancies.
4. *Update Target:* If you are running batch, the system deducts the self-reported social security benefit student amount from the PROFILE application from the untaxed social security amount on the tax form (application data verification). The remaining untaxed social security amount is then moved to the SS Ben Family field in the PROFILE application. The system retains the original self-reported social security benefit student amount from the PROFILE application. No update to this amount is performed. If you are running online, it is the same as batch if you elect to update this field.

Social Security Benefit Student Enter values from the student's tax form. These are social security benefits received for the student only.

Welfare Benefits Enter values from the parents' tax form.

Child Support Received Enter values from the parents' tax form.

IRA/Keogh Payments Enter values from the parents' tax form.

Tax Deferred Plans Enter values from the parents' tax form.

Medical/Spending Accounts Enter values from the parents' tax form.

Earned Income Credit Enter values from the parents' tax form.

Living Allowance Enter living allowance.

Tax-Exempt Interest Enter values from the parents' tax form.

Foreign Income Exclusions Enter values from the parents' tax form.

Other Untaxed Other untaxed income.

Note. If the parents' Adjusted Gross Income (AGI) requires more than six digits, the system enters the number *999,999*.

Parent's Expected Income

These fields are self-explanatory.

Father's Earnings Enter values from the parents' tax form.

Mother's Earnings Enter values from the parents' tax form.

Other Taxable Income Enter values from the parents' tax form.

Untaxed Income & Benefits Enter values from the parents' tax form.

Parent's Information

These fields are self-explanatory.

DOB Parent 1 Indicates the second reported parent's date of birth. The information is reported as MM/DD/YYYY or the field may be blank.

DOB Parent 2 Indicates the first reported parent's date of birth. The information is reported as MM/DD/YYYY or the field may be blank.

Custodial Parent Identifies a dependent student's custodial parent when the biological/adoptive parents are separated, divorced, or were never married. Values include:

Father

Mother

Parent's Email Address Reported field containing the parents' preferred email address. This field can be blank or contain up to 35 characters.

Note. Hidden field SOC_SEC_BENEFITS (Social Security Benefits) equals the sum of new fields SOC_SEC_BEN_FAMILY (Social Security Benefits Family) and SOC_SEC_BEN_STDNT (Social Security Benefits Student). You can use the SOC_SEC_BENEFITS field in packaging equations. The new fields, SOC_SEC_BEN_FAMILY and SOC_SEC_BEN_STDNT, are not available for use in packaging equations.

Non-Custodial Parent Info

Separation Year Enter the year of the separation.

Divorce Year Enter the year of the divorce.

Non-Custodial Parent's Contribution Enter the financial contribution to the student by the non-custodial parent.

PROFILE 2006 Page Map

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ADJ_TO_INCOME	INST_PARENT	129	855	861
AFDC_BENEFITS	INST_PARENT	135	902	907
AGI_PAR_INST	INST_PARENT	123	812	819
BUSINESS_DEBT	INST_PARENT	109	705	712
BUSINESS_ VALUE	INST_PARENT	108	697	704
CASH_SAVINGS	INST_PARENT	99	641	647
CHILD_ SUPPORT_PAID	INST_PARENT	89	576	581
CHILD_ SUPPORT_RCVD	INST_PARENT	136	908	913

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
DEDUCT_IRA_ PMTS	INST_PARENT	137	914	919
DEP_MED_ EXPENSE	INST_PARENT	139	932	937
DIVIDEND_ INCOME	INST_PARENT	126	834	840
EARNED_INC_ CREDIT	INST_PARENT	140	938	943
EMAIL_ADDR	INST_PARENT	461	2780	2814
EXPCT_CHLD_ SPPT_PD	INST_PARENT	94	609	614
EXPCT_FATHER_ INC	INST_PARENT	145	984	990
EXPCT_MED_ DENT	INST_PARENT	96	621	626
EXPCT_ MOTHER_INC	INST_PARENT	146	991	997
EXPCT_OTH_INC	INST_PARENT	147	998	1004
EXPCT_OTH_ UNTX_INC	INST_PARENT	148	1005	1011
EXPCT_PRT_ LOAN_EXP	INST_PARENT	95	615	620
EXPCT_TUIT_ PD_AMT	INST_PARENT	97	627	632
EXPCT_TUIT_ PD_NUM	INST_PARENT	98	633	633
FARM_DEBT	INST_PARENT	111	721	728

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
FARM_VALUE	INST_PARENT	110	713	720
FATHER_INCOME	INST_PARENT	132	876	882
FOREIGN_INC_ EXCL04	INST_PARENT	143	956	962
HOME_DEBT	INST_PARENT	104	678	685
HOME_PURCH_ PRICE	INST_PARENT	106	688	695
HOME_PURCH_ YEAR	INST_PARENT	116B	764	767
HOME_VALUE	INST_PARENT	103	670	677
HOPE_LL_ CREDIT	INST_PARENT	144A	970	975
INTEREST_ INCOME	INST_PARENT	125	827	833
INVEST_DEBT	INST_PARENT	102	662	669
INVEST_VALUE	INST_PARENT	101	654	661
ITEMIZED_ DEDUCTION	INST_PARENT	131	869	875
LEGAL_ RESIDENCE	INST_PARENT	87	564	565
LIVE_ON_FARM	INST_PARENT	112	729	729
LIVING_ ALLOWANCE	INST_PARENT	141	944	949
MARITAL_STAT	INST_PARENT	86	563	563

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
MED_DENT_ EXPENSES	INST_PARENT	91	588	593
MONTH_ MORTGAGE_ PMT	INST_PARENT	100	648	653
MOTHER_ INCOME	INST_PARENT	133	883	889
NET_INC_BUS_ FARM	INST_PARENT	127	841	847
NO_CUSTODY_ CONTRIB	INST_PARENT	165A	1037	1042
NUM_IN_ COLLEGE	INST_PARENT	84	561	561
NUMBER_ EXEMPTIONS	INST_PARENT	122	810	811
NUMBER_IN_ FAMILY	INST_PARENT	83	559	560
OTH_RE_ PURCH_AMT	INST_PARENT	116	748	755
OTH_RE_ PURCH_YR	INST_PARENT	116C	768	771
OTH_TAXABLE_ INC	INST_PARENT	128	848	854
OTHER_UNTAX_ INC_04	INST_PARENT	144	963	969
PARENTS_IN_ COLLEGE	INST_PARENT	85	562	562
PRIOR_AGI	INST_PARENT	117	773	780

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
PRIOR_ DEDUCTIONS	INST_PARENT	119	788	794
PRIOR_TAX_ PAID	INST_PARENT	118	781	787
PRIOR_ UNTAXED_INC	INST_PARENT	120	795	801
PRNT_LOAN_ EXP	INST_PARENT	90	582	587
RE_INVEST_ DEBT	INST_PARENT	114	738	745
RE_INVEST_ VALUE	INST_PARENT	113	730	737
SIBLINGS_ ASSETS	INST_PARENT	116A	756	763
SIBLINGS_PRE_ TUIT	INST_PARENT	82A	543	550
SOC_SEC_BEN_ FAMILY	INST_PARENT	134A	890	895
SOC_SEC_BEN_ STDNT	INST_PARENT	134B	896	901
SFA_CUST_PAR	INST_PARENT	452	2745	2745
SFA_DOB_PAR1	INST_PARENT	462	2815	2822
SFA_DOB_PAR2	INST_PARENT	463	2823	2830
STUDENT_PRE_ TUIT	INST_PARENT	82B	551	558
TAX_DEFER_ PENS_SAV	INST_PARENT	138A	920	925

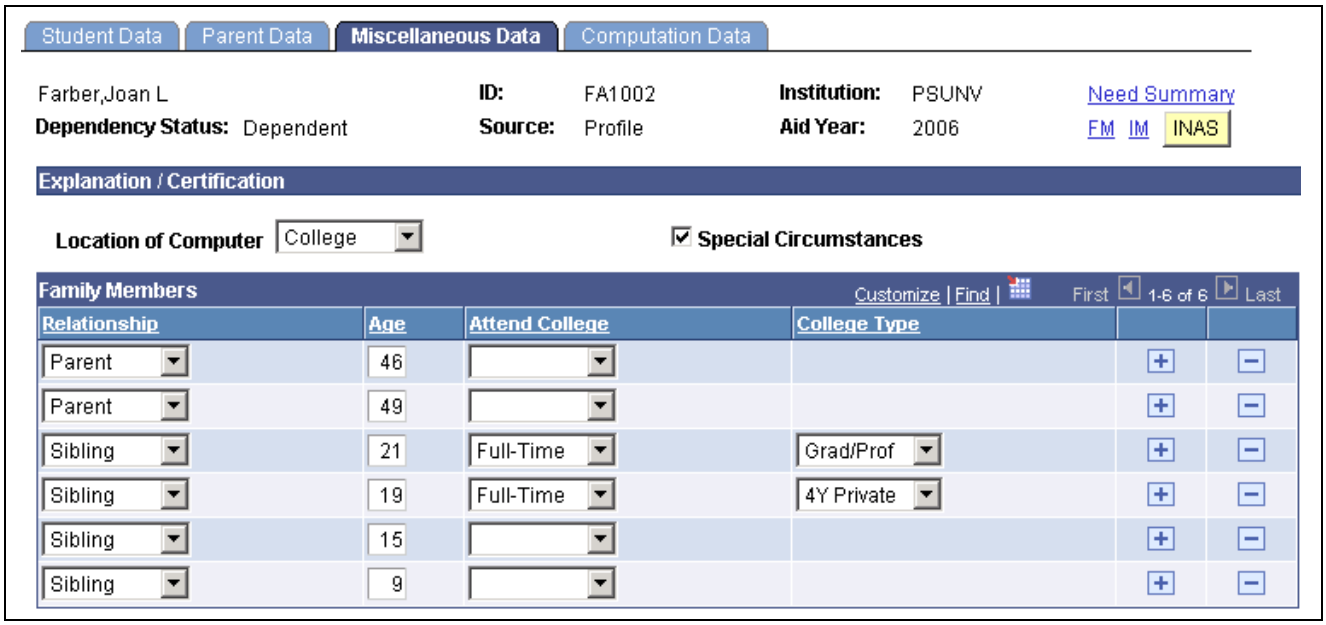
Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
TAX_EXEMPT_ INT_INC	INST_PARENT	142	950	955
TAX_FORM_ FILED	INST_PARENT	121	809	809
TAXES_PAID	INST_PARENT	130	862	868
TUIT_FEE_ DEDUCT	INST_PARENT	138B	926	931
TUIT_PD_ AMOUNT	INST_PARENT	92	594	599
TUIT_PD_NBR	INST_PARENT	93	600	600
WAGES_SAL_ TIPS	INST_PARENT	124	820	826
YEAR_DIVORCE	INST_PARENT	144C	980	983
YEAR_ SEPARATION	INST_PARENT	144B	976	979

See Also

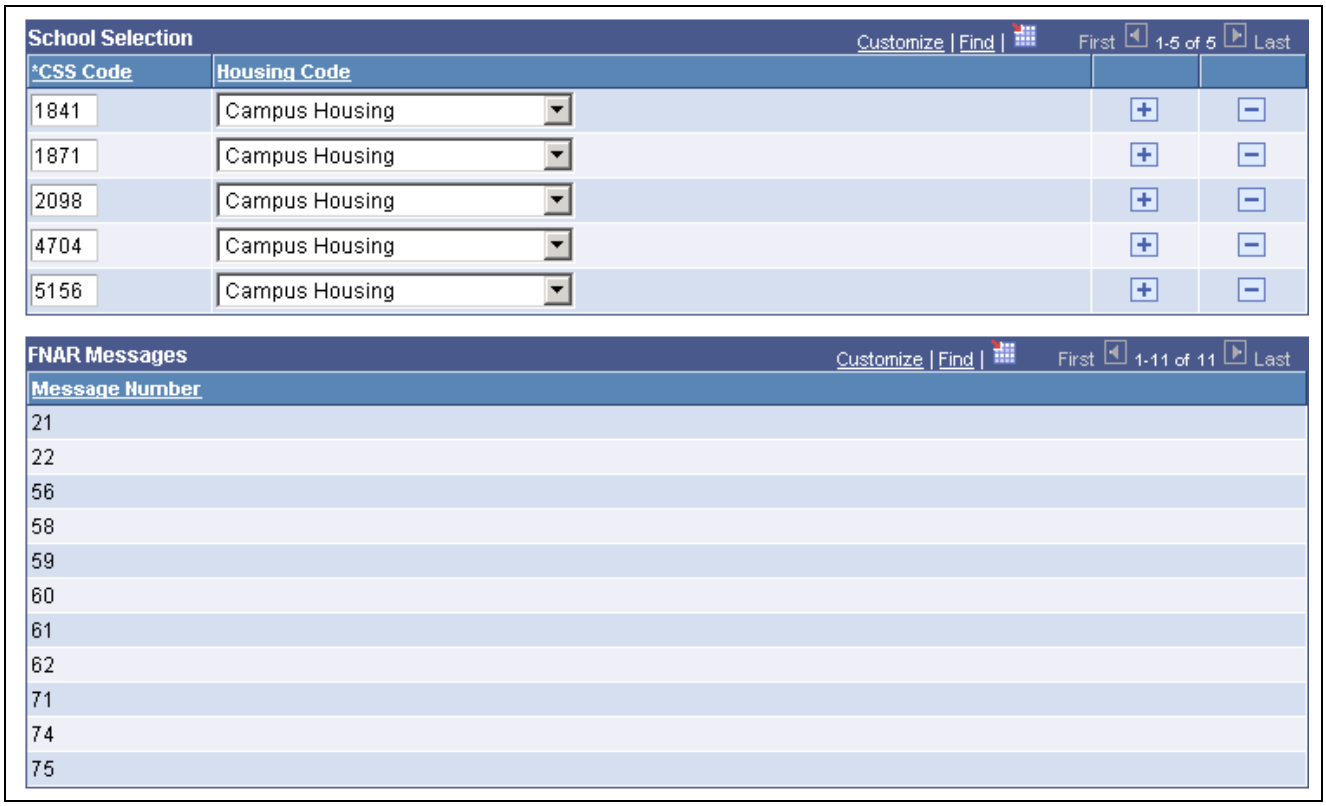
Chapter 6, “Setting Up Auto Packaging and Mass Packaging,” Using Equation Engine in Packaging, page 131

Reviewing Family Information, Signatures, and Institutional Questions

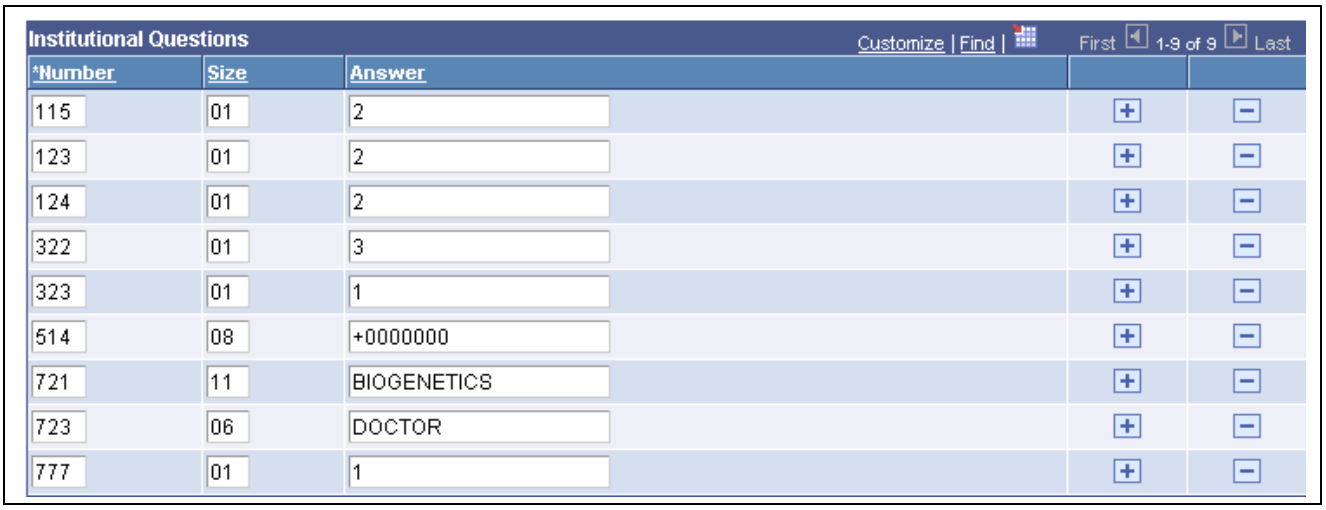
Access the Miscellaneous Data page.



Miscellaneous Data page (1 of 3)



Miscellaneous Data page (2 of 3)



Institutional Questions — Customize | Find | First 1-9 of 9 Last

*Number	Size	Answer
115	01	2
123	01	2
124	01	2
322	01	3
323	01	1
514	08	+0000000
721	11	BIOGENETICS
723	06	DOCTOR
777	01	1

Miscellaneous Data page (3 of 3)

The system displays the student's name, ID, Institution, Dependency Status, application Source, and Aid Year.

Explanation / Certification

Location of Computer Displays the location of the computer used to complete the PROFILE. Values include:

Blank

College

Dad Work

Friend/Relative

High School

Home

Library

Mom Work

Other

Special Circumstances Select this check box to indicate that the student/family has notified the institution of Special Circumstances that may impact the calculation of financial need. The College Board PROFILE also uses the information listed in Section Q to set this indicator flag to inform the institution that modified institutional questions exist for the student.

Family Members

Relationship Select the relationship to the student from the available options.

Age Enter the family member's age.

Attend College Select from the available options *Full-Time*, *Half-Time*, *N/A*, and *Not Attend.*

College Type Select from the available options.

School Selection

CSS Code This is the institution's code number as reported by the student on the PROFILE application. Each school the student selected to receive their application is listed.

Housing Code This is the type of housing the student expects to have.

FNAR Messages

The system displays the number of the Financial Need Analysis Report messages but does not display the text of the message. These College Board PROFILE messages inform you about processing exceptions to data received and assumptions that should be taken into consideration when reviewing the institutional application.

Institutional Questions

Number This refers to the number of an application question that the student/family believes warrants further explanation. This number may also refer to a series of additional questions that have been modified for the institution by College Board PROFILE.

Size This field refers to a numeric value related to the type of Institutional question and indicates the length of the Answer field.

Answer This is the value representing the answer to the question shown in the Number field.

PROFILE 2006 Page Map

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ATTEND_ COLLEGE*	INST_FAMILY	150	1014	1014
ATTEND_ COLLEGE*	INST_FAMILY	152	1016	1016
ATTEND_ COLLEGE*	INST_FAMILY	154	1018	1018
ATTEND_ COLLEGE*	INST_FAMILY	156	1020	1020
ATTEND_ COLLEGE*	INST_FAMILY	158	1022	1022
ATTEND_ COLLEGE*	INST_FAMILY	160	1024	1024

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ATTEND_ COLLEGE*	INST_FAMILY	162	1026	1026
COLLEGE_TYPE*	INST_FAMILY	165B	1043	1043
COLLEGE_TYPE*	INST_FAMILY	165C	1044	1044
COLLEGE_TYPE*	INST_FAMILY	165D	1045	1045
COLLEGE_TYPE*	INST_FAMILY	165E	1046	1046
COLLEGE_TYPE*	INST_FAMILY	165F	1047	1047
COLLEGE_TYPE*	INST_FAMILY	165G	1048	1048
COLLEGE_TYPE*	INST_FAMILY	165H	1049	1049
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	166	1051	1054
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	168	1056	1059
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	170	1061	1064
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	172	1066	1069
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	174	1071	1074
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	176	1076	1079
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	178	1081	1084
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	180	1086	1089

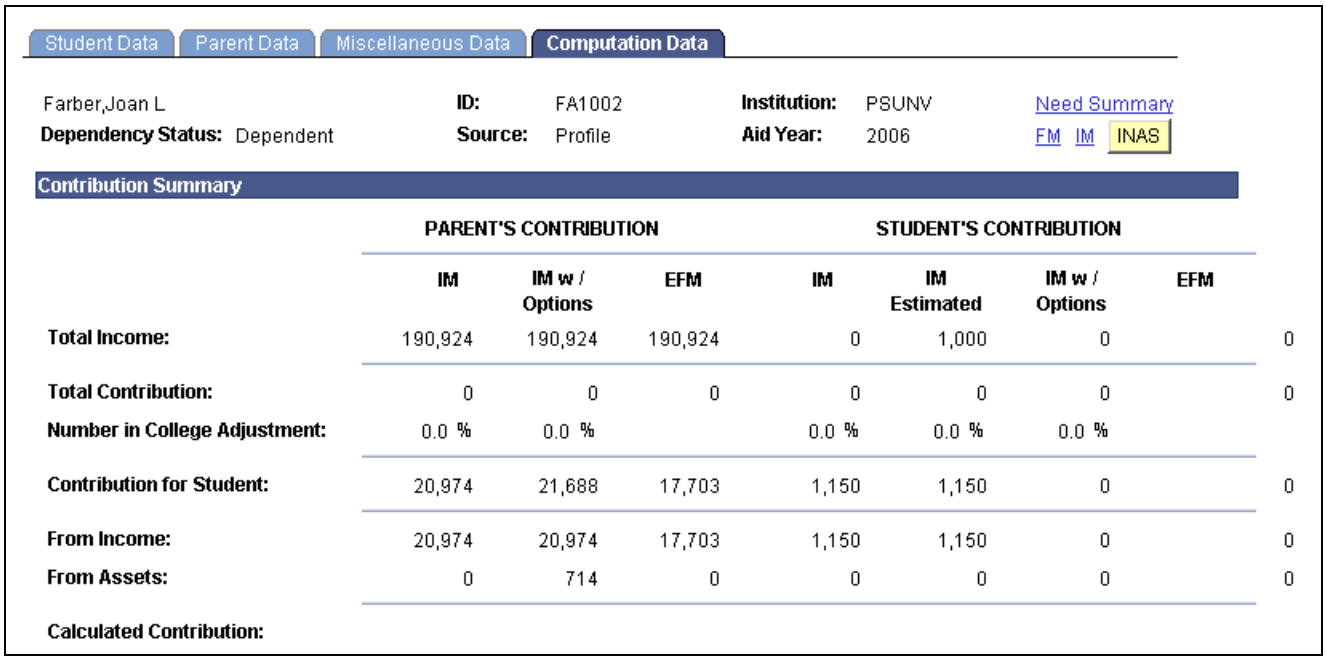
Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	182	1091	1094
CSS_SCHOOL_ CODE*	INST_SCHOOL_ PRF	184	1096	1099
FNAR_ MESSAGE_NBR	INST_STU_MSSG	Calculated by PeopleSoft		
HOUSING_ CODE*	INST_SCHOOL_ PRF	167	1055	1055
HOUSING_ CODE*	INST_SCHOOL_ PRF	169	1060	1060
HOUSING_ CODE*	INST_SCHOOL_ PRF	171	1065	1065
HOUSING_ CODE*	INST_SCHOOL_ PRF	173	1070	1070
HOUSING_ CODE*	INST_SCHOOL_ PRF	175	1075	1075
HOUSING_ CODE*	INST_SCHOOL_ PRF	177	1080	1080
HOUSING_ CODE*	INST_SCHOOL_ PRF	179	1085	1085
HOUSING_ CODE*	INST_SCHOOL_ PRF	181	1090	1090
HOUSING_ CODE*	INST_SCHOOL_ PRF	183	1095	1095
HOUSING_ CODE*	INST_SCHOOL_ PRF	185	1100	1100
MEMBER_AGE*	INST_FAMILY	203	1151	1152

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
MEMBER_AGE*	INST_FAMILY	203A	1153	1154
MEMBER_AGE*	INST_FAMILY	203B	1155	1156
MEMBER_AGE*	INST_FAMILY	203C	1157	1158
MEMBER_AGE*	INST_FAMILY	203D	1159	1160
MEMBER_AGE*	INST_FAMILY	203E	1161	1162
MEMBER_AGE*	INST_FAMILY	203F	1163	1164
MEMBER_SEQ	INST_FAMILY	Calculated by PeopleSoft		
QUESTION_ ANSWER	INST_ QUESTIONS	206 - example	1176	1195
QUESTION_NBR	INST_ QUESTIONS	204 - example	1171	1173
QUESTION_SIZE	INST_ QUESTIONS	205 - example	1174	1175
RELATIONSHIP_ CD*	INST_FAMILY	149	1013	1013
RELATIONSHIP_ CD*	INST_FAMILY	151	1015	1015
RELATIONSHIP_ CD*	INST_FAMILY	153	1017	1017
RELATIONSHIP_ CD*	INST_FAMILY	155	1019	1019
RELATIONSHIP_ CD*	INST_FAMILY	157	1021	1021
RELATIONSHIP_ CD*	INST_FAMILY	159	1023	1023

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
RELATIONSHIP_CD*	INST_FAMILY	161	1025	1025
SFA_LOCTN_COMPUTER	INST_CONTROL	203G	1165	1165
SPECIAL_PROCESSING	INST_CONTROL	196	1141	1141

Reviewing All Computed Data for Student and Parents

Access the Computation Data page.



Computation Data page (1 of 4)

Custodial Parent Information

	PARENT'S CONTRIBUTION	
	IM	IM w / Options
Total Income	99,999	0
Percent Income	01 %	01 %
From Income	99,999	0
From Assets	0	99,999

Education Savings Calculation

	AESA	CESA		AESA	CESA
Parents':	2	24	Student's:		

Income

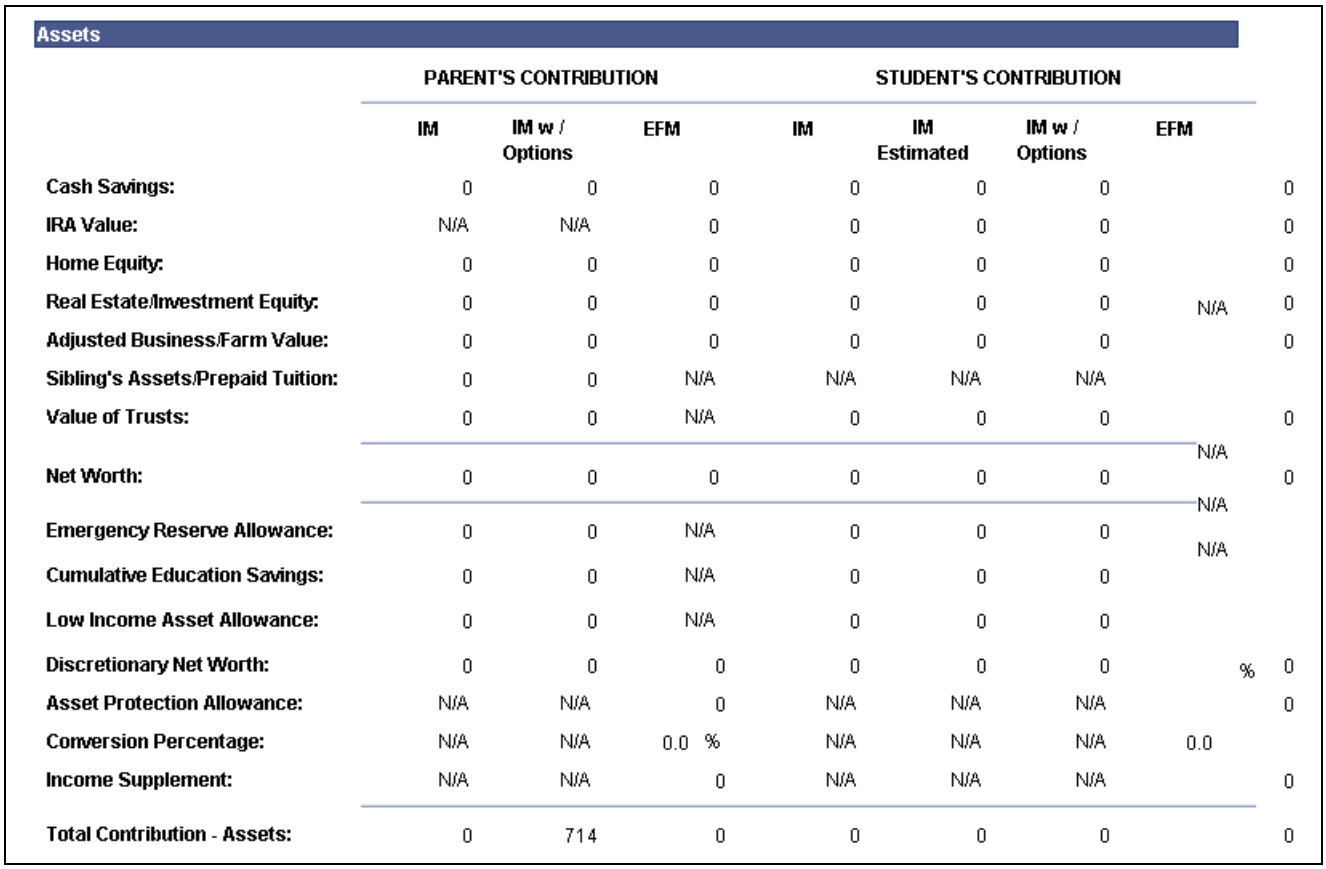
	PARENT'S CONTRIBUTION			STUDENT'S CONTRIBUTION			
	IM	IM w / Options	EFM	IM	IM Estimated	IM w / Options	EFM
Taxable Income:	0	0	0	0	0	0	0
Untaxed Income:	0	0	0	0	0	0	0
Adjustments to Income:	0	0	0	0	0	0	0
Total Income:	190,924	190,924	190,924	0	1,000	0	0

Computation Data page (2 of 4)

Allowances

	PARENT'S CONTRIBUTION			STUDENT'S CONTRIBUTION			
	IM	IM w / Options	EFM	IM	IM Estimated	IM w / Options	EFM
U.S. Income Tax:	0	0	0	0	0	0	0
State Income Tax:	0	0	0	0	0	0	0
FICA Taxes:	0	0	0	0	0	0	0
Medical/Dental:	0	0	0	0	0	0	0
Elementary/Secondary Tuition:	0	0	0	0	0	0	N/A 0
Employment Allowance:	0	0	0	0	0	0	0
Annual Educations Savings:	0	0	N/A	0	0	0	
Income Protection Allowance/MMA:	0	0	0	0	0	0	0
Total Allowances:	0	0	0	0	0	0	0
Calculated Available Income:	0	0	0	0	0	0	0
Available Income:	0	0	0	0	0	0	0
Total Contribution - Income:	20,974	20,974	17,703	1,150	1,150	0	0

Computation Data page (3 of 4)



Assets

	PARENT'S CONTRIBUTION			STUDENT'S CONTRIBUTION				
	IM	IM w / Options	EFM	IM	IM Estimated	IM w / Options	EFM	
Cash Savings:	0	0	0	0	0	0		0
IRA Value:	N/A	N/A	0	0	0	0		0
Home Equity:	0	0	0	0	0	0		0
Real Estate/Investment Equity:	0	0	0	0	0	0	N/A	0
Adjusted Business/Farm Value:	0	0	0	0	0	0		0
Sibling's Assets/Prepaid Tuition:	0	0	N/A	N/A	N/A	N/A		
Value of Trusts:	0	0	N/A	0	0	0		0
Net Worth:	0	0	0	0	0	0	N/A	0
Emergency Reserve Allowance:	0	0	N/A	0	0	0	N/A	
Cumulative Education Savings:	0	0	N/A	0	0	0	N/A	
Low Income Asset Allowance:	0	0	N/A	0	0	0		
Discretionary Net Worth:	0	0	0	0	0	0	%	0
Asset Protection Allowance:	N/A	N/A	0	N/A	N/A	N/A		0
Conversion Percentage:	N/A	N/A	0.0 %	N/A	N/A	N/A	0.0	
Income Supplement:	N/A	N/A	0	N/A	N/A	N/A		0
Total Contribution - Assets:	0	714	0	0	0	0		0

Computation Data page (4 of 4)

Note. Computation tables display no intermediate values until the INAS calculation is called using batch or online calculation.

The system displays the student's name, ID, Institution, Dependency Status, application Source, and Aid Year.

This page is designed to display computed need analysis results based on both the parent's and student's information. Therefore, the page displays a Parent's Contribution Section and a Student's Contribution Section. The following sections describe what each column represents. For further information about the fields and sections in this component, please refer to the College Board PROFILE User's Guide. This guide is only available to College Board PROFILE subscribers.

Parent's Contribution Section

Displays three columns: IM, IM w/Options, and EFM.

- The IM column displays standard base INAS calculations. PeopleSoft supports the College Board defaulted options at the time of initial load.
- The IM w/Options column is the result of using the institutional options that you set up when you defined your institutional methodology.
- The EFM column displays the estimated federal methodology amount. Financial aid administrators are reminded that the EFM is always estimated and never official.

Student Contribution Section

Displays four columns: IM, IM w/ Options, IM Estimated, and EFM.

- The IM column displays standard base INAS calculations. PeopleSoft supports the College Board defaulted options at the time of initial load.
- The IM w/Options column is the result of using the institutional options that you set up when you defined your institutional methodology.
- The IM Estimated column displays an estimated calculation for the student's contribution. The IM Estimated result is based on using the estimated summer and academic year data. The FNAR computations for this section are based on nine-month calculation regardless of the student's dependency status.
- The EFM column displays the estimated federal methodology amount. Financial aid administrators are reminded that the EFM is always estimated and never official.

Contribution Summary

The system displays the calculations for Total Income, Total Contribution, Number in College Adjustment, Contribution for Student, contribution From Income, and contribution From Assets for Parent's Contribution and Student's Contribution.

Custodial Parent Information – Parent's Contribution IM

Total Income Indicates the custodial parent's total contribution for the student from the base IM computation.

Percent Income Indicates the custodial parent's percentage of total parents income from the base IM computation.

From Income Indicates the custodial parent's contribution from income for the student from the base IM computation.

From Assets Indicates the custodial parent's contribution from assets for the student from the base IM computation.

Custodial Parent Information – Parent's Contribution IM w/Options

Total Income Indicates the custodial parent's total contribution for the student from the options IM computation.

Percent Income Indicates the custodial parent's percentage of total parental income from the option IM computation.

From Income Indicates the custodial parent's contribution from income for the student from the option IM computation.

From Assets Indicates the custodial parent's contribution from assets for the student from the options IM computation.

Education Savings Calculations

The system displays the Parent's and the Student's Annual Education Savings Allowance (AESA) and Cumulative Education Savings Allowance (CESA) calculations. These are PROFILE specific calculated values used in INAS calculations for Institutional Methodology.

Income

The system displays the calculations for Taxable Income, Untaxed Income, Adjustments to Income and Total Income for Parent's Contribution and Student's Contribution.

Allowances

The system displays the calculations for U.S. Income Tax, State Income Tax, FICA Taxes, Medical/Dental, Elementary/Secondary Tuition, Employment Allowance, Annual Education Savings, Income Protection Allowance/MMA, Total Allowances, Calculated Available Income, and Available Income for Parent's Contribution and Student's Contribution. The Total Contribution - Income amount is the sum of all the fields in the Allowances section.

Assets

The system displays the calculations for Cash Savings, IRA Value, Home Equity, Real Estate/Investment Equity, Adjusted Business/Farm Value, Sibling's Assets/Prepaid Tuition, Value of Trusts, and Net Worth for Parent's Contribution and Student's Contribution.

The system displays the calculations for Emergency Reserve Allowance, Cumulative Education Savings, Low Income Asset Allowance, Discretionary Net Worth, Asset Protection Allowance, Conversion Percentage, and Income Supplement for Parent's Contribution and Student's Contribution. The Total Contribution - Assets amount is the sum of all the fields in the Assets section.

PROFILE 2006Page Map

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ADJ_BUS_FARM_VAL	INST_P_BAS_CALC	Calculated by PeopleSoft		
ADJ_BUS_FARM_VAL	INST_P_OPT_CALC	Calculated by PeopleSoft		
ADJ_BUS_FARM_VAL	INST_S_BAS_CALC	Calculated by PeopleSoft		
ADJ_BUS_FARM_VAL	INST_S_EST_CALC	Calculated by PeopleSoft		
ADJ_BUS_FARM_VAL	INST_S_OPT_CALC	Calculated by PeopleSoft		
ADJ_BUS_FARM_VAL	FED_P_CALC	Calculated by PeopleSoft		
ADJ_BUS_FARM_VAL	FED_S_CALC	Calculated by PeopleSoft		
ADJ_TO_INCOME	INST_P_BAS_CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ADJ_TO_INCOME	INST_P_OPT_ CALC	Calculated by PeopleSoft		
ADJ_TO_INCOME	INST_S_BAS_ CALC	Calculated by PeopleSoft		
ADJ_TO_INCOME	INST_S_EST_ CALC	Calculated by PeopleSoft		
ADJ_TO_INCOME	INST_S_OPT_ CALC	Calculated by PeopleSoft		
ANN_ED_SAV_ ALWNC	INST_P_BAS_ CALC	Calculated by PeopleSoft		
ANN_ED_SAV_ ALWNC	INST_P_OPT_ CALC	Calculated by PeopleSoft		
ANN_ED_SAV_ ALWNC	INST_S_BAS_ CALC	Calculated by PeopleSoft		
ANN_ED_SAV_ ALWNC	INST_S_EST_ CALC	Calculated by PeopleSoft		
ANN_ED_SAV_ ALWNC	INST_S_OPT_ CALC	Calculated by PeopleSoft		
ASSET_CONTRIB	INST_P_BAS_ CALC	310	2014	2019
ASSET_CONTRIB	INST_P_OPT_ CALC	315	2060	2065
ASSET_CONTRIB	INST_S_BAS_ CALC	325	2145	2150
ASSET_CONTRIB	INST_S_EST_ CALC	330	2190	2195
ASSET_CONTRIB	INST_S_OPT_ CALC	335	2231	2236

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ASSET_CONTRIB	FED_P_CALC	320	2106	2110
ASSET_CONTRIB	FED_S_CALC	340	2276	2280
ASSET_PROT_ ALLWNCE	FED_S_CALC	Calculated by PeopleSoft		
ASSETS_ SIBLINGS	INST_P_BAS_ CALC	Calculated by PeopleSoft		
ASSETS_ SIBLINGS	INST_P_OPT_ CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	INST_P_BAS_ CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	INST_P_OPT_ CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	INST_S_BAS_ CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	INST_S_EST_ CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	INST_S_OPT_ CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	FED_P_CALC	Calculated by PeopleSoft		
AVAILABLE_ INCOME	FED_S_CALC	Calculated by PeopleSoft		
CALC_AVAIL_ INCOME	INST_S_BAS_ CALC	Calculated by PeopleSoft		
CALC_AVAIL_ INCOME	INST_S_EST_ CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
CALC_AVAIL_INCOME	INST_P_BAS_CALC	Calculated by PeopleSoft		
CALC_AVAIL_INCOME	INST_P_OPT_CALC	Calculated by PeopleSoft		
CALC_AVAIL_INCOME	INST_S_OPT_CALC	Calculated by PeopleSoft		
CALC_AVAIL_INCOME	FED_P_CALC	Calculated by PeopleSoft		
CALC_AVAIL_INCOME	FED_S_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	INST_P_BAS_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	INST_P_OPT_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	INST_S_BAS_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	INST_S_EST_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	INST_S_OPT_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	FED_P_CALC	Calculated by PeopleSoft		
CASH_SAVINGS	FED_S_CALC	Calculated by PeopleSoft		
CHLD_AGES_CESA_CLC	INST_STUDENT	305D	1983	1984
CHLD_AGES_CESA_CLC	INST_PARENT	305B	1980	1981

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
CHLD_NUM_ AESA_CLC	INST_STUDENT	305C	1982	1982
CHLD_NUM_ AESA_CLC	INST_PARENT	305A	1979	1979
CONTRIB_FOR_ STDNT	INST_P_BAS_ CALC	308	2003	2007
CONTRIB_FOR_ STDNT	INST_P_OPT_ CALC	313	2049	2053
CONTRIB_FOR_ STDNT	INST_S_BAS_ CALC	323	2134	2138
CONTRIB_FOR_ STDNT	INST_S_EST_ CALC	328	2179	2183
CONTRIB_FOR_ STDNT	INST_S_OPT_ CALC	333	2220	2224
CONTRIB_FOR_ STDNT	FED_P_CALC	318	2095	2099
CONTRIB_FOR_ STDNT	FED_S_CALC	338	2265	2269
CONV_ PERCENTAGE	FED_P_CALC	Calculated by PeopleSoft		
CONV_ PERCENTAGE	FED_S_CALC	Calculated by PeopleSoft		
CUM_EDUC_ SAV_ALWNC	INST_P_BAS_ CALC	Calculated by PeopleSoft		
CUM_EDUC_ SAV_ALWNC	INST_P_OPT_ CALC	Calculated by PeopleSoft		
CUM_EDUC_ SAV_ALWNC	INST_S_BAS_ CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
CUM_EDUC_ SAV_ALWNC	INST_S_EST_ CALC	Calculated by PeopleSoft		
CUM_EDUC_ SAV_ALWNC	INST_S_OPT_ CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	INST_P_BAS_ CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	INST_P_OPT_ CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	INST_S_BAS_ CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	INST_S_EST_ CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	INST_S_OPT_ CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	FED_P_CALC	Calculated by PeopleSoft		
DISC_NET_ WORTH	FED_S_CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	INST_P_BAS_ CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	INST_P_OPT_ CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	INST_S_BAS_ CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	INST_S_EST_ CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	INST_S_OPT_ CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ELEM_SEC_TUIT	FED_P_CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	FED_S_CALC	Calculated by PeopleSoft		
EMERG_RESRV_ ALWNC	INST_P_BAS_ CALC	Calculated by PeopleSoft		
EMERG_RESRV_ ALWNC	INST_P_OPT_ CALC	Calculated by PeopleSoft		
EMERG_RESRV_ ALWNC	INST_S_BAS_ CALC	Calculated by PeopleSoft		
EMERG_RESRV_ ALWNC	INST_S_EST_ CALC	Calculated by PeopleSoft		
EMERG_RESRV_ ALWNC	INST_S_OPT_ CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	INST_P_BAS_ CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	INST_P_OPT_ CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	INST_S_BAS_ CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	INST_S_EST_ CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	INST_S_OPT_ CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	FED_P_CALC	Calculated by PeopleSoft		
EMPLMNT_ ALLWNCE	FED_S_CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
FED_TAX_PD	INST_P_BAS_ CALC	Calculated by PeopleSoft		
FED_TAX_PD	INST_P_OPT_ CALC	Calculated by PeopleSoft		
FED_TAX_PD	INST_S_BAS_ CALC	Calculated by PeopleSoft		
FED_TAX_PD	INST_S_EST_ CALC	Calculated by PeopleSoft		
FED_TAX_PD	INST_S_OPT_ CALC	Calculated by PeopleSoft		
FED_TAX_PD	FED_P_CALC	Calculated by PeopleSoft		
FED_TAX_PD	FED_S_CALC	Calculated by PeopleSoft		
FICA_TAX_PD	INST_P_BAS_ CALC	Calculated by PeopleSoft		
FICA_TAX_PD	INST_P_OPT_ CALC	Calculated by PeopleSoft		
FICA_TAX_PD	INST_S_BAS_ CALC	Calculated by PeopleSoft		
FICA_TAX_PD	INST_S_EST_ CALC	Calculated by PeopleSoft		
FICA_TAX_PD	INST_S_OPT_ CALC	Calculated by PeopleSoft		
FICA_TAX_PD	FED_P_CALC	Calculated by PeopleSoft		
FICA_TAX_PD	FED_S_CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
HOME_EQUITY	INST_P_BAS_ CALC	Calculated by PeopleSoft		
HOME_EQUITY	INST_P_OPT_ CALC	Calculated by PeopleSoft		
HOME_EQUITY	INST_S_BAS_ CALC	Calculated by PeopleSoft		
HOME_EQUITY	INST_S_EST_ CALC	Calculated by PeopleSoft		
HOME_EQUITY	INST_S_OPT_ CALC	Calculated by PeopleSoft		
HOME_EQUITY	FED_P_CALC	Calculated by PeopleSoft		
HOME_EQUITY	FED_S_CALC	Calculated by PeopleSoft		
INC_PROT_ ALLWNCE	INST_P_BAS_ CALC	Calculated by PeopleSoft		
INC_PROT_ ALLWNCE	INST_P_OPT_ CALC	Calculated by PeopleSoft		
INC_PROT_ ALLWNCE	INST_S_BAS_ CALC	Calculated by PeopleSoft		
INC_PROT_ ALLWNCE	INST_S_EST_ CALC	Calculated by PeopleSoft		
INC_PROT_ ALLWNCE	INST_S_OPT_ CALC	Calculated by PeopleSoft		
INC_PROTECTN_ ALWNC	FED_P_CALC	Calculated by PeopleSoft		
INC_PROTECTN_ ALWNC	FED_S_CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
INCOME_ ADJUSTMENTS	FED_P_CALC	Calculated by PeopleSoft		
INCOME_ ADJUSTMENTS	FED_S_CALC	Calculated by PeopleSoft		
INCOME_ CONTRIB	INST_P_BAS_ CALC	309	2008	2013
INCOME_ CONTRIB	INST_P_OPT_ CALC	314	2054	2059
INCOME_ CONTRIB	INST_S_BAS_ CALC	324	2139	2144
INCOME_ CONTRIB	INST_S_EST_ CALC	329	2184	2189
INCOME_ CONTRIB	INST_S_OPT_ CALC	334	2225	2230
INCOME_ CONTRIB	FED_P_CALC	319	2100	2105
INCOME_ CONTRIB	FED_S_CALC	339	2270	2275
INCOME_SUPP	FED_P_CALC	Calculated by PeopleSoft		
INCOME_SUPP	FED_S_CALC	Calculated by PeopleSoft		
INST_CALC_PC	INST_P_BAS_ CALC	Calculated by PeopleSoft		
INST_CALC_PC	INST_P_OPT_ CALC	Calculated by PeopleSoft		
INST_CALC_PC	FED_P_CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
INST_CALC_SC	INST_S_BAS_ CALC	Calculated by PeopleSoft		
INST_CALC_SC	INST_S_EST_ CALC	Calculated by PeopleSoft		
INST_CALC_SC	INST_S_OPT_ CALC	Calculated by PeopleSoft		
INST_CALC_SC	FED_S_CALC	Calculated by PeopleSoft		
IRA_VALUE	INST_S_BAS_ CALC	Calculated by PeopleSoft		
IRA_VALUE	INST_S_EST_ CALC	Calculated by PeopleSoft		
IRA_VALUE	INST_S_OPT_ CALC	Calculated by PeopleSoft		
IRA_VALUE	FED_P_CALC	Calculated by PeopleSoft		
IRA_VALUE	FED_S_CALC	Calculated by PeopleSoft		
LOW_INC_ ASSET_ALLW	INST_P_BAS_ CALC	Calculated by PeopleSoft		
LOW_INC_ ASSET_ALLW	INST_P_OPT_ CALC	Calculated by PeopleSoft		
LOW_INC_ ASSET_ALLW	INST_S_BAS_ CALC	Calculated by PeopleSoft		
LOW_INC_ ASSET_ALLW	INST_S_EST_ CALC	Calculated by PeopleSoft		
LOW_INC_ ASSET_ALLW	INST_S_OPT_ CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
MED_DENT_ EXPENSES	INST_P_BAS_ CALC	Calculated by PeopleSoft		
MED_DENT_ EXPENSES	INST_P_OPT_ CALC	Calculated by PeopleSoft		
MED_DENT_ EXPENSES	INST_S_BAS_ CALC	Calculated by PeopleSoft		
MED_DENT_ EXPENSES	INST_S_EST_ CALC	Calculated by PeopleSoft		
MED_DENT_ EXPENSES	INST_S_OPT_ CALC	Calculated by PeopleSoft		
NET_WORTH	INST_P_BAS_ CALC	Calculated by PeopleSoft		
NET_WORTH	INST_P_OPT_ CALC	Calculated by PeopleSoft		
NET_WORTH	INST_S_BAS_ CALC	Calculated by PeopleSoft		
NET_WORTH	INST_S_EST_ CALC	Calculated by PeopleSoft		
NET_WORTH	INST_S_OPT_ CALC	Calculated by PeopleSoft		
NET_WORTH	FED_P_CALC	Calculated by PeopleSoft		
NET_WORTH	FED_S_CALC	Calculated by PeopleSoft		
NUM_IN_COL_ ADJ_PCT	INST_P_BAS_ CALC	Calculated by PeopleSoft		
NUM_IN_COL_ ADJ_PCT	INST_P_OPT_ CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
NUM_IN_COL_ ADJ_PCT	INST_S_BAS_ CALC	Calculated by PeopleSoft		
NUM_IN_COL_ ADJ_PCT	INST_S_OPT_ CALC	Calculated by PeopleSoft		
NUM_IN_COL_ ADJ_PCT	INST_S_EST_ CALC	Calculated by PeopleSoft		
NUM_IN_COLL	FED_P_CALC	Calculated by PeopleSoft		
NUM_IN_COLL	FED_S_CALC	Calculated by PeopleSoft		
RE_INVEST_ EQUITY	INST_P_BAS_ CALC	Calculated by PeopleSoft		
RE_INVEST_ EQUITY	INST_P_OPT_ CALC	Calculated by PeopleSoft		
RE_INVEST_ EQUITY	INST_S_BAS_ CALC	Calculated by PeopleSoft		
RE_INVEST_ EQUITY	INST_S_EST_ CALC	Calculated by PeopleSoft		
RE_INVEST_ EQUITY	INST_S_OPT_ CALC	Calculated by PeopleSoft		
RE_INVEST_ EQUITY	FED_P_CALC	Calculated by PeopleSoft		
RE_INVEST_ VALUE	FED_S_CALC	Calculated by PeopleSoft		
SFA_CP_ PERCENT_INC	INST_P_BAS_ CALC	453	2746	2747
SFA_CP_INC_ CONTRB	INST_P_BAS_ CALC	454	2748	2752

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
SFA_CP_AST_ CONTRIB	INST_P_BAS_ CALC	455	2753	2757
SFA_CP_TOT__ CONTRIB	INST_P_BAS_ CALC	456	2758	2762
SFA_CP_ PERCENT_INC	INST_P_OPT_ CALC	457	2763	2764
SFA_CP_INC_ CONTRB	INST_P_OPT_ CALC	458	2765	2769
SFA_CP_AST_ CONTRIB	INST_P_OPT_ CALC	459	2770	2774
SFA_CP_TOT_ CONTRIB	INST_P_OPT_ CALC	460	2775	2779
STATE_TAX_PD	INST_P_BAS_ CALC	Calculated by PeopleSoft		
STATE_TAX_PD	INST_P_OPT_ CALC	Calculated by PeopleSoft		
STATE_TAX_PD	INST_S_BAS_ CALC	Calculated by PeopleSoft		
STATE_TAX_PD	INST_S_EST_ CALC	Calculated by PeopleSoft		
STATE_TAX_PD	INST_S_OPT_ CALC	Calculated by PeopleSoft		
STATE_TAX_PD	FED_P_CALC	Calculated by PeopleSoft		
STATE_TAX_PD	FED_S_CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	INST_P_BAS_ CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
TAXABLE_ INCOME	INST_P_OPT_ CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	INST_S_BAS_ CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	INST_S_EST_ CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	INST_S_OPT_ CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	FED_P_CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	FED_S_CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	FED_P_CALC	Calculated by PeopleSoft		
TAXABLE_ INCOME	FED_S_CALC	Calculated by PeopleSoft		
TOTAL_ ALLWNCE	INST_P_BAS_ CALC	Calculated by PeopleSoft		
TOTAL_ ALLWNCE	INST_P_OPT_ CALC	Calculated by PeopleSoft		
TOTAL_ ALLWNCE	INST_S_BAS_ CALC	Calculated by PeopleSoft		
TOTAL_ ALLWNCE	INST_S_EST_ CALC	Calculated by PeopleSoft		
TOTAL_ ALLWNCE	INST_S_OPT_ CALC	Calculated by PeopleSoft		
TOTAL_ ALLWNCE	FED_P_CALC	Calculated by PeopleSoft		

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
TOTAL_ ALLWNCE	FED_S_CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	INST_P_BAS_ CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	INST_P_OPT_ CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	INST_S_BAS_ CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	INST_S_EST_ CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	INST_S_OPT_ CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	FED_P_CALC	Calculated by PeopleSoft		
TOTAL_CONTRIB	FED_S_CALC	Calculated by PeopleSoft		
TOTAL_INCOME	INST_P_BAS_ CALC	307	1995	2002
TOTAL_INCOME	INST_P_OPT_ CALC	312	2041	2048
TOTAL_INCOME	INST_S_BAS_ CALC	322	2127	2133
TOTAL_INCOME	INST_S_EST_ CALC	327	2172	2178
TOTAL_INCOME	INST_S_OPT_ CALC	332	2213	2219
TOTAL_INCOME	FED_P_CALC	317	2087	2094

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
TOTAL_INCOME	FED_S_CALC	337	2258	2264
TRUSTS	INST_P_BAS_ CALC	Calculated by PeopleSoft		
TRUSTS	INST_P_OPT_ CALC	Calculated by PeopleSoft		
TRUSTS	INST_S_BAS_ CALC	Calculated by PeopleSoft		
TRUSTS	INST_S_EST_ CALC	Calculated by PeopleSoft		
TRUSTS	INST_S_OPT_ CALC	Calculated by PeopleSoft		
TRUSTS	FED_S_CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	INST_P_BAS_ CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	INST_P_OPT_ CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	INST_S_BAS_ CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	INST_S_EST_ CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	INST_S_OPT_ CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	FED_P_CALC	Calculated by PeopleSoft		
UNTAXED_INC_ BEN	FED_S_CALC	Calculated by PeopleSoft		

See Also

Instructions provided with the College Board PROFILE or Need Access Applications for more information about the use of this component for PROFILE and Need Access.

Loading and Managing PROFILE Processes

Before you begin loading applications, define all PROFILE data load parameters and set up your run control options using the Financial Aid Run Controls page. This section describes how to:

- Load PROFILE applications.
- Recycle PROFILE suspense records.
- Process PROFILE suspended records.

Note. PeopleSoft supports only the short form file length for PROFILE data received from College Board.

Note. PeopleSoft supports two academic years of PROFILE data loads, 2004–2005 and 2005–2006.

Pages Used to Load and Manage PROFILE Processes

Page Name	Object Name	Navigation	Usage
PROFILE Load	RUNCTL_FAPFIN01	Financial Aid, File Management, PROFILE Import, Load Records 2005–2006	Import PROFILE applications into the database.
PROFILE Recycle	RUNCTL_FAPFSR01	Financial Aid, File Management, PROFILE Import, Recycle Suspense 2005–2006	Look at PROFILE suspense records.
PROFILE Suspense Move	RUNCTL_FAMVPF01	Financial Aid, File Management, PROFILE Import, Move Suspense 2005–2006	Process suspended PROFILE records that have been marked as add or delete on the PROFILE Data Load Parameters page.

Loading PROFILE Applications

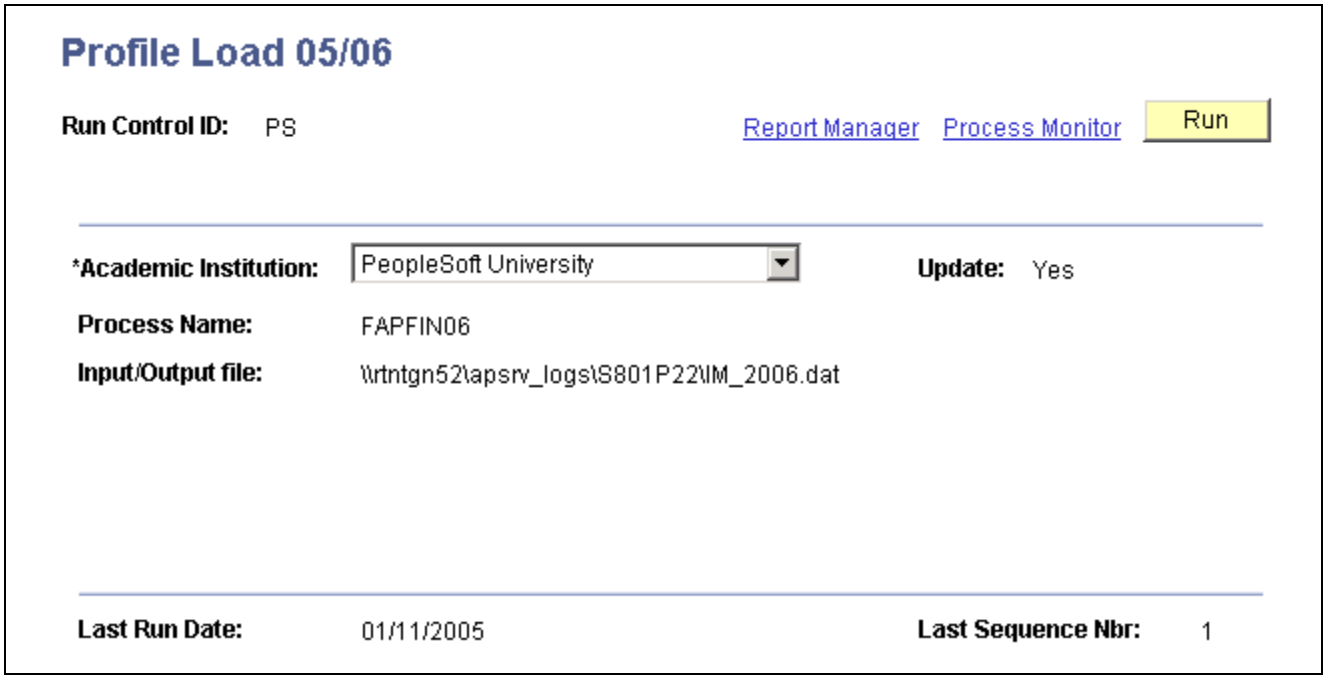
Data not loaded to the PROFILE tables can be loaded to a staging table. As an example, your school may only admit 60 percent of those students who actually list your School Code on the PROFILE or Need Access application. Instead of loading every student who has listed your school code on the PROFILE or Need Access application, you can load only those students officially admitted.

Overriding Contributions with PROFILE Load Processing

With the Override Institutional EFC link and page, you can make a professional judgment adjustment to the academic or non-standard Parent Contribution, and Student Contribution. If the Use EFC Override Value check box is selected on the INAS Institutional Extension pages at the time the PROFILE Load and Suspense/Move processes run, the PROFILE load will evaluate and incorporate the EFC Override Values. The evaluation process occurs only if the Use EFC Override Values option is selected on the Set Up PROFILE Data Load Parms page. After the PROFILE Load and Suspense/Move process evaluates and loads the student record, the EFC Override values display on the Contribution for Student row on the Computation Data page. The system marks the values with an O on the Computation Data page. This functionality is available beginning in aid year 2004..

PROFILE Load Page

Access the PROFILE Load page.



Profile Load 05/06 page

The system displays the Run Control ID. The system displays the Process Name, Input/Output file and Update indicator values that you set in the Financial Aid Run Controls page. The system also displays the Last Run Date and the Last Sequence Number of the process.

Select an Academic Institution from the available options.

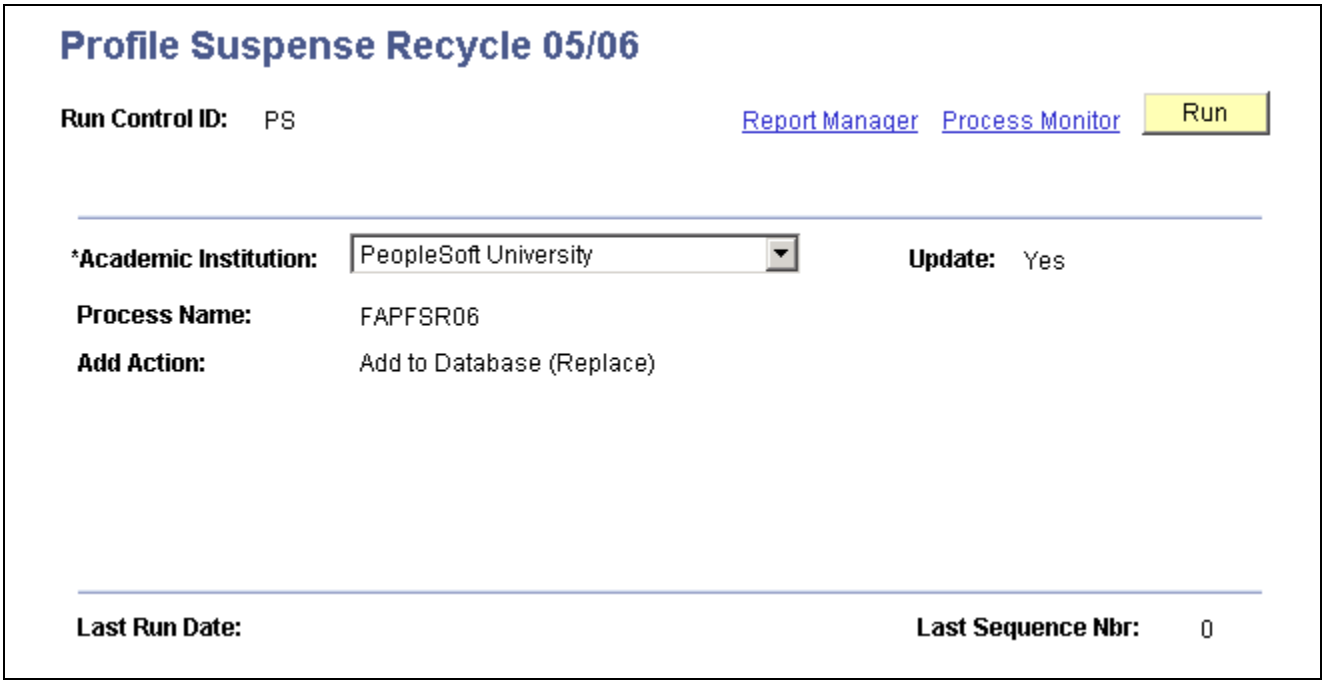
Click the Run button to run the process scheduler. Whenever any of the processes are run, an SQR Log is created that lists each student and what action was taken regarding their record.

This process is set up as a job. The job runs two processes, first is the PROFILE Load process, second is the Automated Batch Publish process. If the PROFILE Load process fails, the Automated Batch Publish process stays in *pending* status and the job errors.

Recycling PROFILE Suspense Records

The PROFILE Recycle process looks at PROFILE suspense records and attempts to load any application now meeting PROFILE data load parameters of Add Level, Suspense Level or Search/Match Level. Suspense Recycle runs off of current parameters not parameters used for the initial load. This process provides a system review and enables a selection process of initially suspended PROFILE records that now meet the conditions of the Data Load Parameters. As an example, a student's record did not meet the condition of being admitted during the initial load process. Two days later the student is admitted and not meets the condition of being admitted. Your school determines that these conditions also exist for several hundred other students. To process these records in batch, you may choose to run the Suspense Recycle process as a scheduled routine. The Suspense Recycle automatically sets the Processing Action Status on the Suspense Control Page to the Add Action value defined in the Suspense Recycle Run Control.

Access the PROFILE Suspense Recycle page.



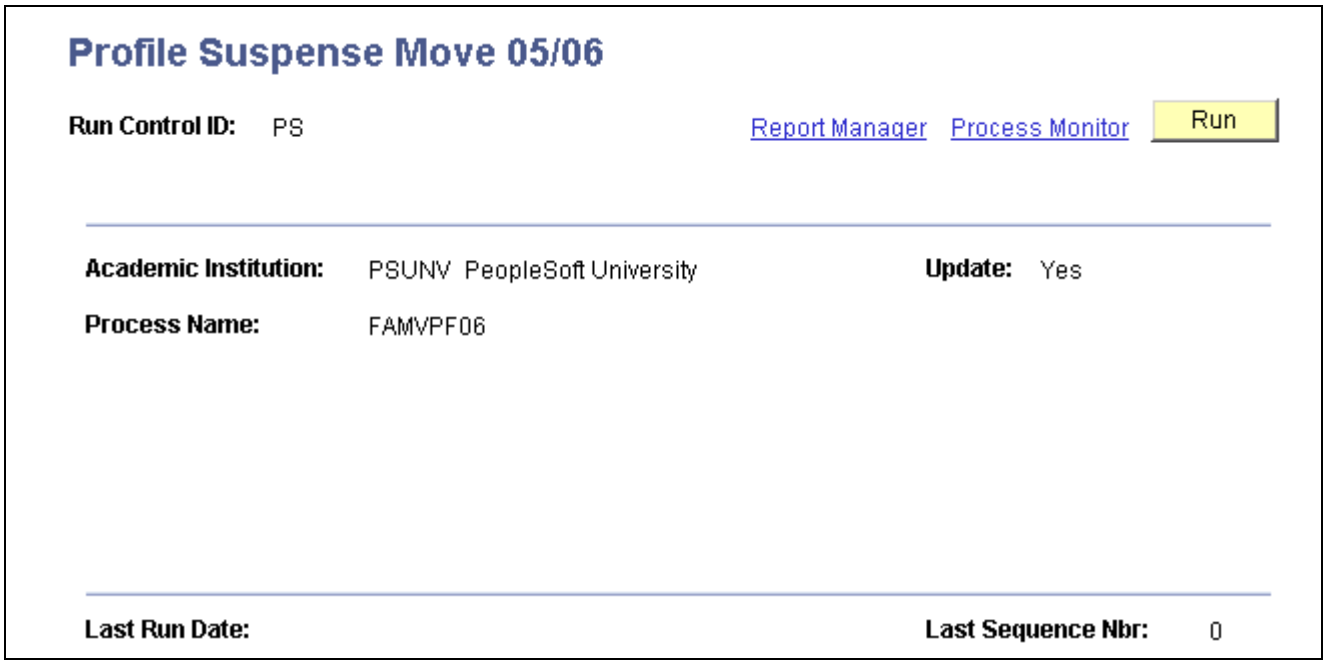
Profiel Suspense Recycle 05/06 page

Processing PROFILE Suspense Move

The suspense move process ignores the PROFILE data load parameters and simply loads the marked records. Suspense Move involves the user initially setting a flag. Processing Action Status on the Suspense Control Page through the suspense Recycle process, or by manually setting the Processing Action Status. The Processing Action Status choices include Add — Replace, Add, Do NOT Replace, or Delete for individually suspended records. The flagged records are selected and the appropriate action, load or delete, is applied to the Application Tables by the Suspense Move background process.

This process is set up as a job. The job runs two processes, first is the PROFILE Suspense Move process and second is the Automated Batch Publish process. If the PROFILE Suspense Move process fails, the Automated Batch Publish process stays in *pending* status and the job errors.

Access the PROFILE Suspense Move page.



Profile Suspense Move 05/06 page

Loading and Managing Need Access Processes

Before you begin loading applications, define all Need Access data load parameters and set up your run control options using the Financial Aid Run Controls page. This section describes how to:

- Load Need Access application.
- Recycle Need Access suspense records.
- Process Need Access suspended records.

Note. PeopleSoft supports loading Need Access records into your institution's database. The ability to perform an INAS or Need Access calculation against Need Access data does not currently exist. PeopleSoft supports only the short form file length for Need Access data received from the Access Group.

Note. PeopleSoft supports two academic years of Need Access data loads, 2004–2005 and 2005–2006.

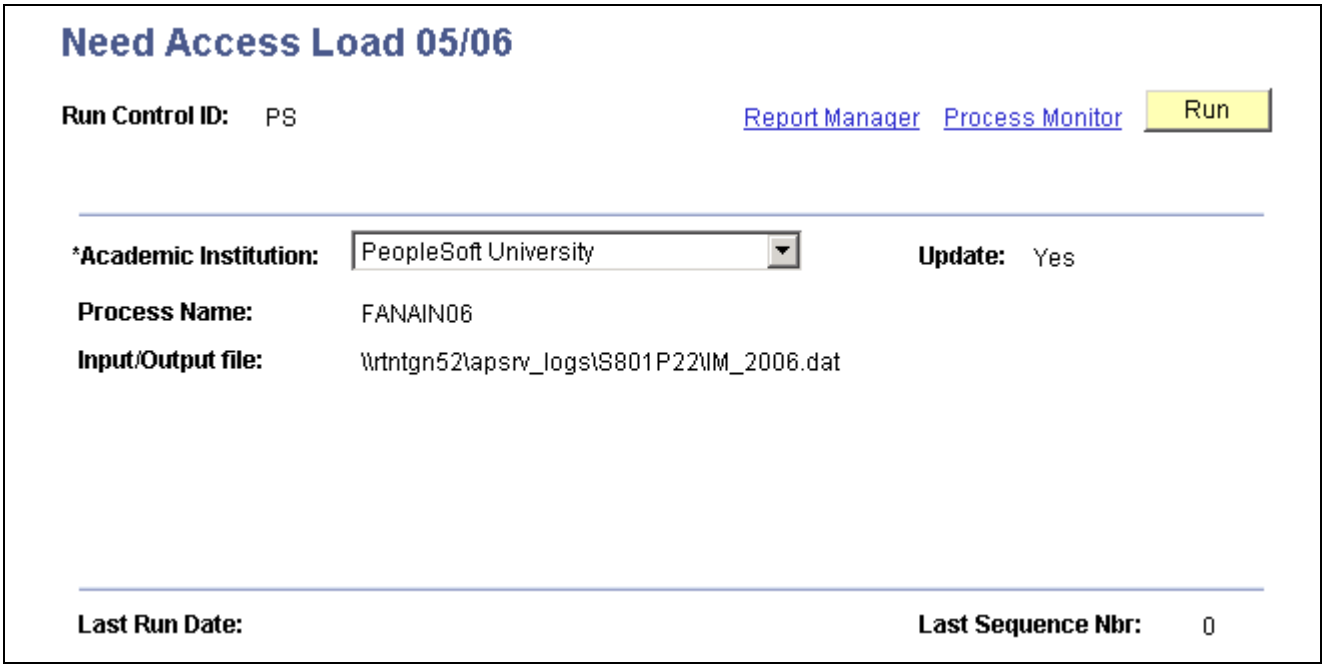
Pages Used to Load and Manage Need Access Processes

Page Name	Object Name	Navigation	Usage
Need Access Load 05/06	RUNCTL_FAMVNA01	Financial Aid, File Management, Need Access Import, Load Records 2005–2006	Import Need Access applications into the database.
Need Access Recycle Suspended 2005–2006	RUNCTL_FANASR01	Financial Aid, File Management, Need Access Import, Recycle Suspended 2005–2006	Look at Need Access suspense records.
Move Suspense 2005–2006	RUNCTL_FAMVNA01	Financial Aid, File Management, Need Access Import, Move Suspense 2005–2006	Process suspended Need Access records that have been marked as add or delete on the Need Access Data Load Parameters page.

Loading Need Access Applications

Data not loaded to the Need Access tables can be loaded to a staging table. As an example, your school may only admit 60 percent of those students who actually list your School Code on the Need Access or PROFILE Application. Instead of loading every student who has listed you school code on their application, you can load only those students officially admitted.

Access the Need Access Load 05/06 page.



Need Access Load 05/06 page

This process is set up as a job. The job runs two processes, first is the Need Access Load process, and second is the Automated Batch Publish process. If the Need Access Load process fails, the Automated Batch Publish process stays in *pending* status and the job errors.

The system displays Run Control ID. The system displays the Process Name, Input/Output file, and Update indicator values that you set in the Financial Aid Run Controls page. The system also displays the Last Run Date and the Last Sequence Number of the process.

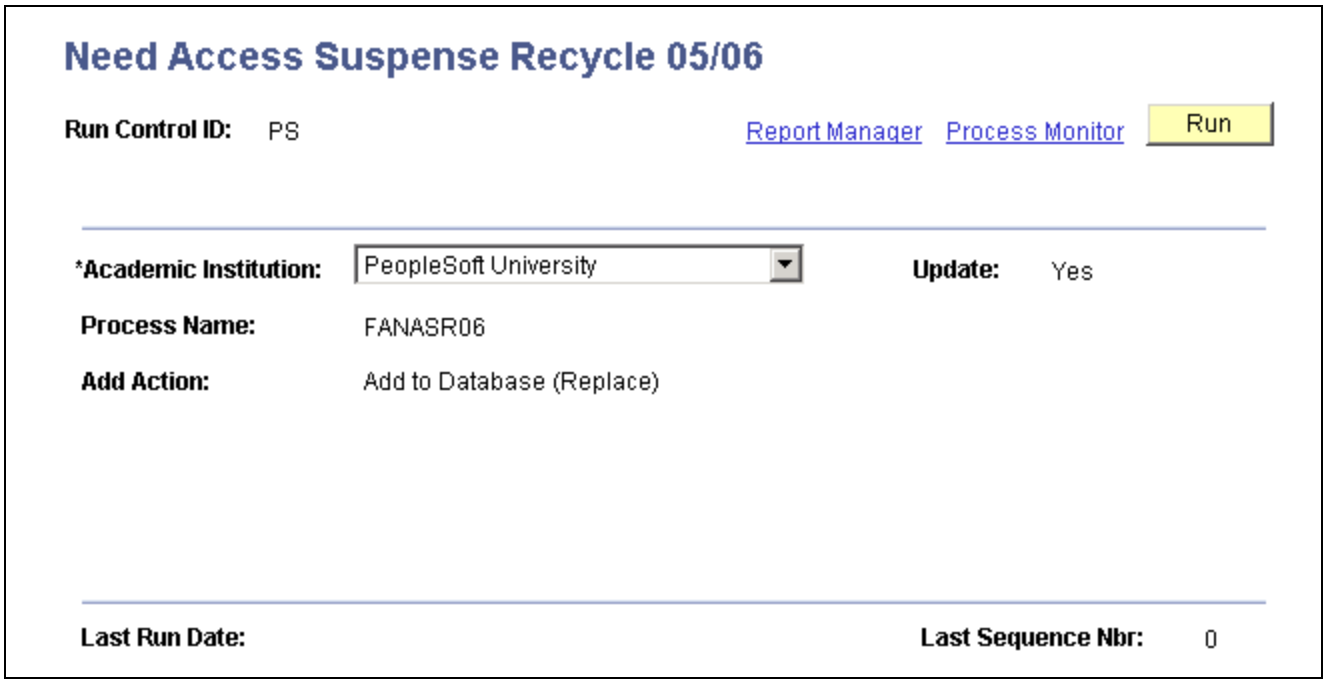
Select an Academic Institution from the available options.

Click the Run button to run the process scheduler. Whenever any of the processes are run, an SQR log is created that lists each student and what action was taken regarding their record.

Recycling Need Access Suspense Records

The Need Access Recycle process looks at Need Access suspense records and attempts to load any application now meeting Need Access data load parameters of Add Level, Suspense Level or Search/Match Level. Suspense Recycle runs from current parameters not parameters used for the initial load. This process provides a system review and enables a selection process of initially suspended Need Access records which now meet the conditions of the Data Load Parameters. As an example, a student's record did not meet the search match condition of being admitted during the initial load process. Two days later the student is admitted and now meets the condition of being admitted. Your school determines that these conditions also exist for several hundred other students. To process these records in batch, the user may choose to run the Suspense Recycle process as a scheduled routine. The Suspense Recycle automatically sets the Processing Action Status on the Suspense Control page to the Add Action value defined in the Suspense Recycle Run Control.

Access the Need Access Recycle Suspense 05/06 page.



Need Access Suspense Recycle 05/06 page

Note. You can reset the data load parameters, after the initial load has been run, to move records from suspense to the application tables for students who did not meet your first load criteria.

The system displays the Run Control ID. The system displays the Process Name, Input/Output File, and Update indicator values that you set in the Financial Aid Run Controls page.

The system displays the Add Action, Last Run Date, and the Last Sequence Number of the process.

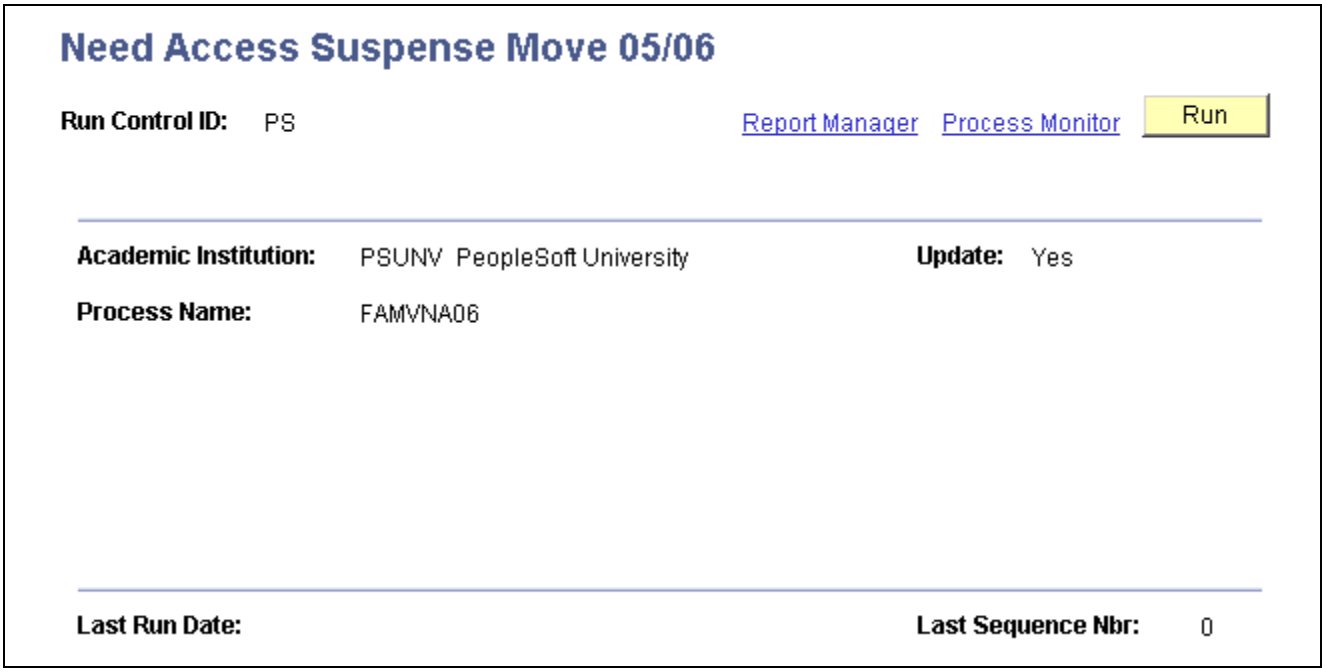
Select an Academic Institution from the available options.

Click the Run button to run the process scheduler.

Processing Need Access Suspense Moves

The suspense move process ignores the Need Access data load parameters and simply loads the marked records. Suspense Move involves the user initially setting a flag. Processing Action Status on the Suspense Control page through the suspense Recycle process, or by manually setting the Processing Action Status. The Processing Action Status choices include Add- Replace, Add, Do NOT Replace or Delete for individually suspended records. The flagged records are selected and the appropriate action, load or delete, is applied to the Application Tables by the Suspense Move background process.

Access the Need Access Move Suspense 05/06 page.



Need Access Suspense Move 05/06 page

Using PROFILE Suspense Management

This section describes how to:

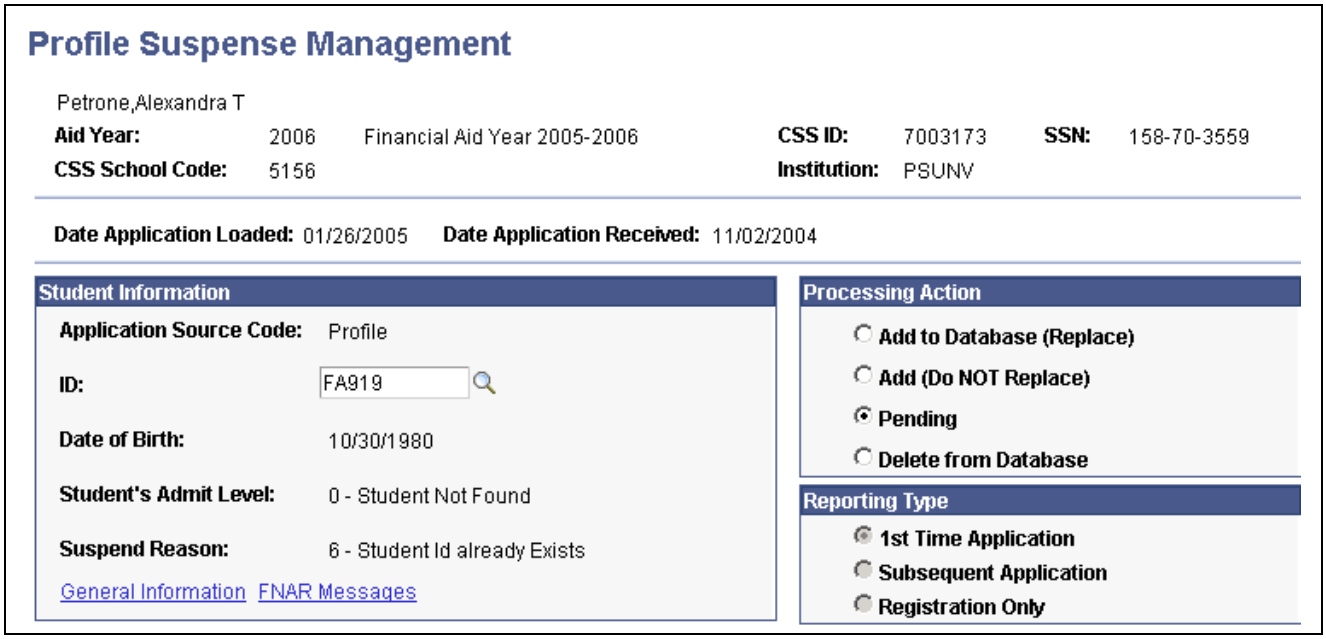
- Control the processing action applied to PROFILE records that are in suspense.
- View information about specific records that are currently in suspense.
- Evaluate records loaded into the suspense tables during each subsequent application load.

Pages Used to Manage PROFILE Applications

Page Name	Object Name	Navigation	Usage
Profile Suspense Management	PROF_SUSP_CNTRL_06	Financial Aid, File Management, PROFILE Import, Suspended Records 2005–2006	Mange the PROFILE applications you choose not to load during an incoming application process.
General Information	PROF_SUSP_INFO_SEC	Click the General Information link on the Profile Suspense Management page.	View the general information for a student whose record is in suspense.
FNAR Messages	PROF_SUSP_FNAR_SEC	Click the FNAR Messages link on the Profile Suspense Management page.	View the FNAR messages for a student whose record is in suspense.

Using PROFILE Suspense Control

Access the PROFILE Suspense Management page.



Profile Suspense Management page

The system displays the student's name, Aid Year, CSS ID, Institution, CSS School Code, SSN (Social Security Number), Date Application Loaded, Date Application Received, and Application Source Code.

EmplID Use to search for a student's ID to confirm whether one already exists in the database. For example, a student may fail your application load process due to a misspelled name or SSN error, but still be in your database.

Student Information

The system displays the student's Date of Birth, Admit Level, and Suspend Reason.

Note. It is important to be thorough when searching for a possible existing ID for a student so that you do not run the risk of creating more than one ID for a student.

Processing Action

Add to Database (Replace) Select if you want to move this student from suspense into the database and replace an existing record with the same ID number.

Add to Database (Do NOT Replace) Select if you want to move this student from suspense into the database and not replace an existing record with the same ID number.

Delete from Database Select if you want to remove the student from suspense and from your database.

Reporting Type

1st Time Application Select to see first time applicant records.

Subsequent Application Select to see subsequent applicant records.

Registration Only Registration only records do not load into the database.

General Information Click to access the General Information page.

FNAR Messages Click to access the FNAR Messages page.

PROFILE Page Map 2006

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
ADMIT_LVL	SUSP_PROF_CNTRL	Calculated by PeopleSoft		
AID_YEAR	SUSP_PROF_CNTRL	Calculated by PeopleSoft		
APP_SOURCE_CODE	SUSP_PROF_CNTRL	Calculated by PeopleSoft		
BIRTHDATE	SUSP_PROF_COMM	23	155	162
CSS_ID	SUSP_PROF_COMM	4	8	14
CSS_SCHOOL_CODE	SUSP_PROF_CNTRL	1	1	4
DT_APP_LOADED	SUSP_PROF_CNTRL	Calculated by PeopleSoft		
DT_APP_RECEIVED	SUSP_PROF_CNTRL	7	24	31

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
EMPLID	SUSP_PROF_ COMM	Calculated by PeopleSoft		
INSTITUTION	SUSP_PROF_ COMM	Calculated by PeopleSoft		
NAME	SUSP_PROF_ COMM	14–16	63	91
PROCESSING_ ACTION	SUSP_PROF_ CNTRL	Calculated by PeopleSoft		
REPORTING_TYPE	SUSP_PROF_ CNTRL	12	57	1
SSN	SUSP_PROF_ COMM	24	163	171
SUSPEND_REASON	SUSP_PROF_ CNTRL	Calculated by PeopleSoft		

General Information Page PROFILE NEED ACCESS 2006 Page Map

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
BIRTHDATE	SUSP_PROF_ COMM	23	155	162
CITIZENSHIP_ STATUS	SUSP_PROF_ COMM	3	219	219
CURRENT_ GRADE_LVL	SUSP_PROF_ STDNT	27	212	212
MARITAL_STAT	SUSP_PROF_ STDNT	28	213	213
SSN	SUSP_PROF_ COMM	24	163	171

FNAR Messages Page PROFILE NEED ACCESS 2006 Page Map

Field Name	Record	College Board Field Number	College Board Start Position	College Board End Position
FNAR_MESSAGE_ NBR	SUSP_PROF_ STMSG	Calculated by PeopleSoft		

Reviewing Institutional Correction Audits

This section discusses how to review your institution's corrections audit information.

Page Used to Review Institutional Correction Audits

Page Name	Object Name	Navigation	Usage
Institutional Application Correction Audits	INST_CORR_AUDITS	Financial Aid, Institutional Application Data, View Correction Audits	Review corrections made to a student's institutional application using the Maintain Institutional Application component. This page enables you to track certain limited changes that you make to a student's institutional application data.

Using the Correction Audit page

Access the Institutional Application Correction Audits page.

The system displays the student's name, ID, Aid Year, and Institution.

The system displays the User ID of the person who made the change, the Date/Time of the change, the application Source for the Old data, the record and field name of what changed, the original data—Old, and the changed data—New.

The most recent changes for a particular student are shown at the top of the page. All changes for the student are listed on this page.

Using Need Access Suspense Management

This section describes how to:

- Control the processing action applied to Need Access records that are in suspense.
- View information about specific records that are currently in suspense.
- Evaluate records loaded into the suspense tables during each subsequent application load.

Page Used to Manage Need Access Applications

Page Name	Object Name	Navigation	Usage
Need Access Suspense Management	PROF_SUSP_CNTRL_06	Financial Aid, File Management, Need Access Import, Suspended Records 05/06	Manage the Need Access applications you choose not to load during an incoming application process.

Using Need Access Suspense Control

Access the Need Access Suspense Management page.

The system displays the student's name, Aid Year, College Board ID, Institution College Board School Code, SSN, Date Application Loaded, Date Application Received, and Application Source Code.

EmplID Use to search for a student's ID to confirm whether one already exists in the database. For example, a student may fail your application load process due to a misspelled name or SSN error, but still be in your database.

Student Information

The system displays the student's Date of Birth, Admit Level, and Suspend Reason.

Note. It is important to be thorough when searching for a possible existing ID for a student so that you do not run the risk of creating more than one ID for a student.

Processing Action

Add to Database (Replace) Select if you want to move this student from suspense into the database and replace an existing record with the same ID number.

Add to Database (Do NOT Replace) Select if you want to move this student from suspense into the database and not replace an existing record with the same ID number.

Delete from Database Select if you want to remove the student from suspense and from your database.

Reporting Type

1st Time Application Select to see first time applicant records.

Subsequent Application Select to see subsequent applicant records.

Registration Only Registration only records do not load into the database.

CHAPTER 19

Reviewing EFC Summary Information

This chapter gives an overview of expected family contribution information and describes how to:

- Review federal EFC information.
- Review institutional EFC information.

Viewing Federal EFC Information

This section discusses viewing Federal EFC summary information.

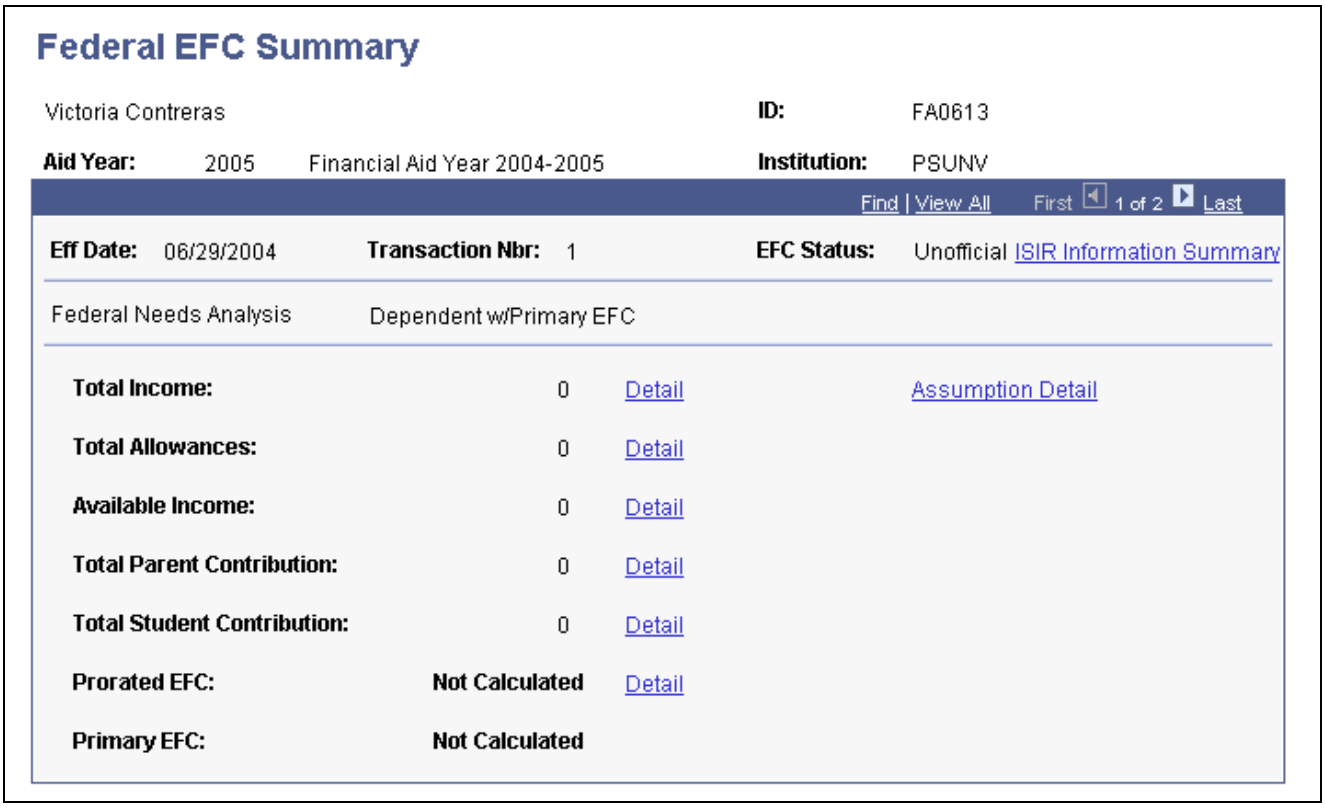
Note. The navigation paths for the pages listed in the following page introduction table are for aid year 2004/2005. PeopleSoft supports access for three active years.

Pages Used to Review Federal EFC Information

Page Name	Object Name	Navigation	Usage
Federal EFC Summary	ISIR_FM_SUMRY	Financial Aid, Federal Application Data, View 2004–2005 FM EFC Detail	Review information about a student's federal EFC (expected family contribution).
ISIR Information	ISIR_INFO_SMRY_SEC	Click the ISIR Information Summary link on the Federal EFC Summary inquiry page.	View ISIR summary information for this student.
Assumption Detail	STDNT_FM_ASMP_SEC	Click the Assumption Detail link on the Federal EFC Summary inquiry page.	View a long description of any assumption the system is using in the INAS calculation.
Total Income Detail	ISIR_TI_SEC	Click the Total Income detail link on the Federal EFC Summary inquiry page.	View income information for this student.
Total Allowances Detail	ISIR_TA_SEC	Click the Total Allowances detail link on the Federal EFC Summary inquiry page.	View allowances information for this student.
Available Income Detail	ISIR_AI_SEC	Click the Available Income detail link on the Federal EFC Summary inquiry page.	View available income information for this student.
Total Parent Contribution Detail	ISIR_PC_SEC	Click the Total Parent Contribution detail link on the Federal EFC Summary inquiry page.	View total parent contribution information for this student. This page is available only if the student is a dependent.
Total Student Contribution Detail	ISIR_SC_SEC	Click the Total Student Contribution detail link on the Federal EFC Summary inquiry page.	View information about this student's total contribution.
Prorated EFC Detail	ISIR_EFC_SEC	Click the Prorated EFC detail link on the Federal EFC Summary inquiry page.	View information about the prorated EFC for this student.

Reviewing Federal EFC Summary Detail

Access the Federal EFC Summary page.



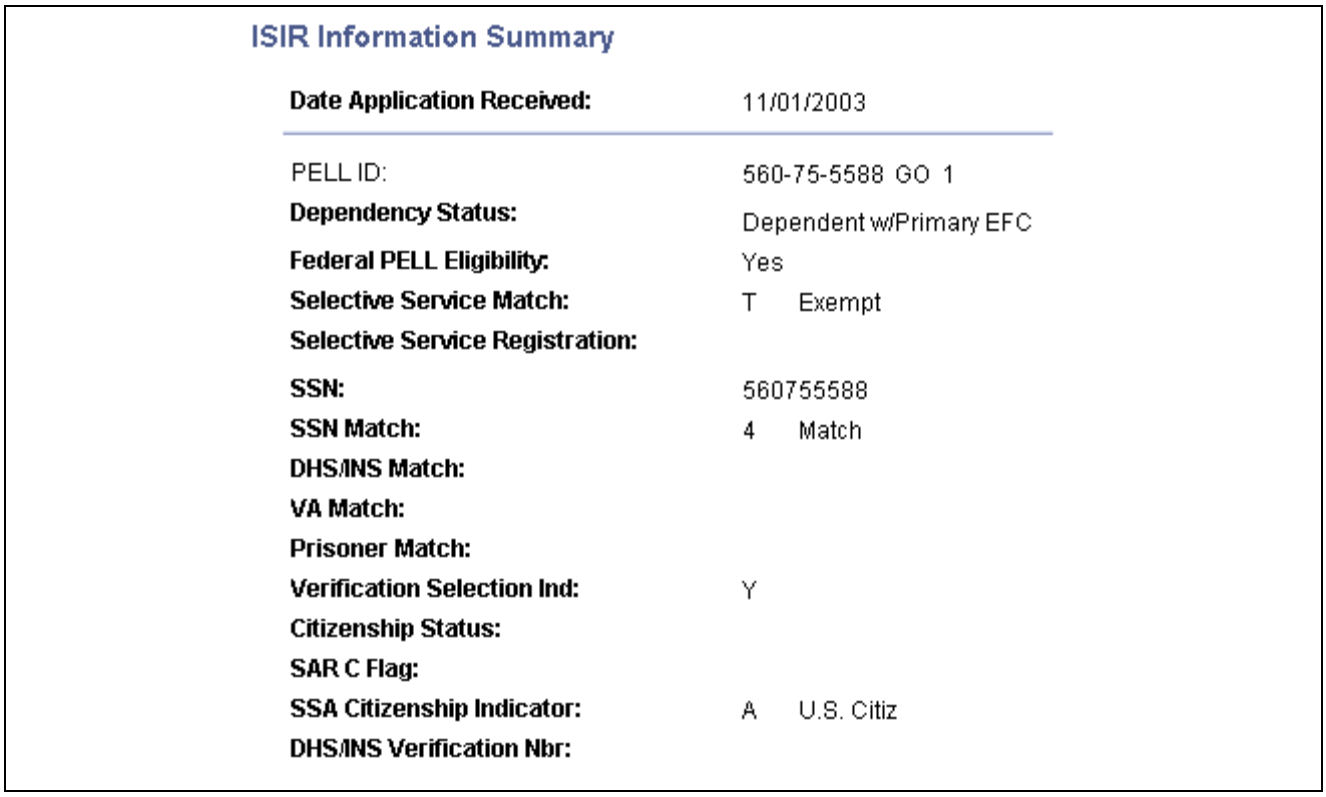
Federal EFC Summary page

The system displays the student's name, ID, Aid Year, and Institution.

Click the ISIR Information Summary link to view ISIR Summary information for this student.

Viewing ISIR Information

Access the ISIR Information Summary page.



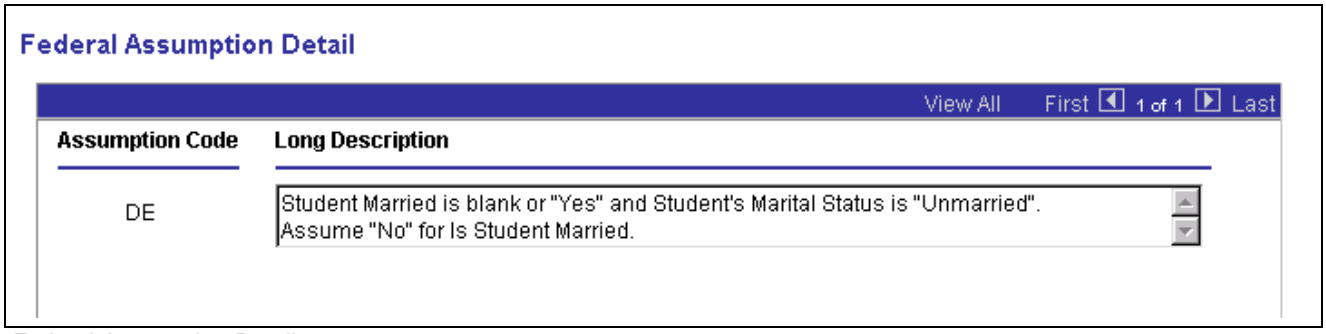
ISIR Information Summary page

The system displays the date the application was received, the Pell ID and eligibility, Dependency Status,, Federal PELL Eligibility,Selective Service Match and Registration, SSN (Social Security Number) and Match, INS Match, VA Match, Prisoner Match, Verification Selection Indicator, Citizenship Status, SAR C Flag, SSA Citizenship Indicator, and INS Verification Number.

Click the Assumption Detail link to view a long description of any assumption the system is using in the INAS calculation.

Viewing Federal Assumption Details

Access the Federal Assumption Detail page.

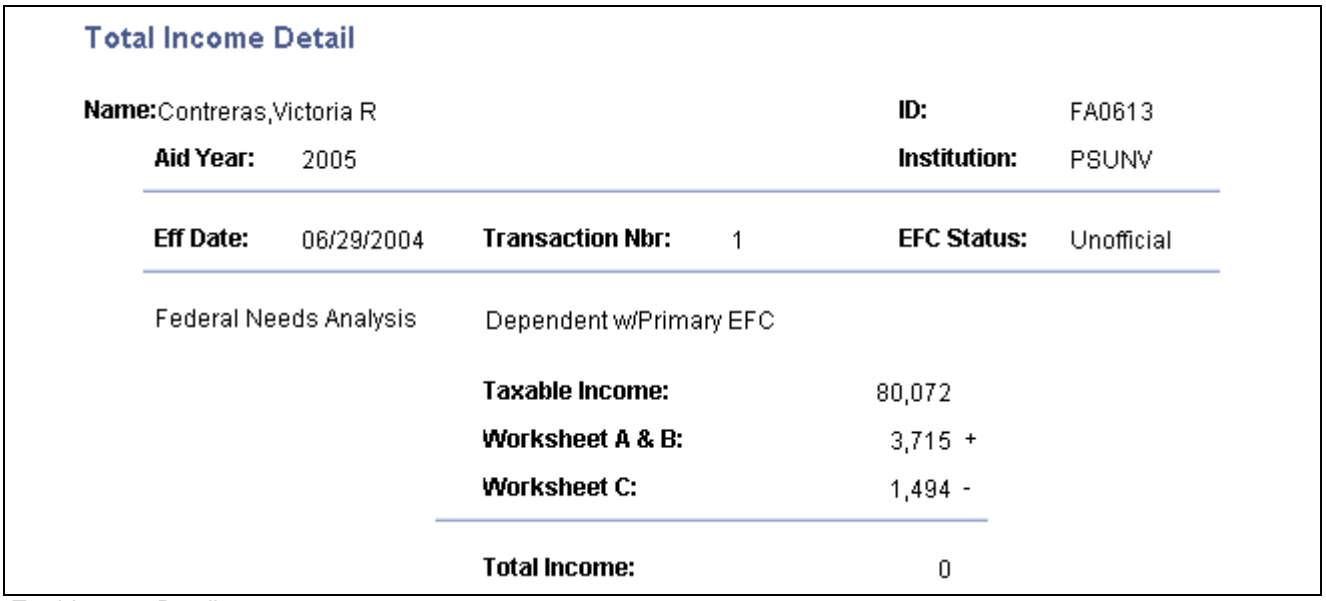


Federal Assumption Detail page

Select the Detail links to view Total Income, Total Allowances, Available Income, Total Parent Contribution, Total Student Contribution, Prorated EFC, and Primary EFC detail for this student.

Viewing Total Income Details

Access the Total Income Detail page.

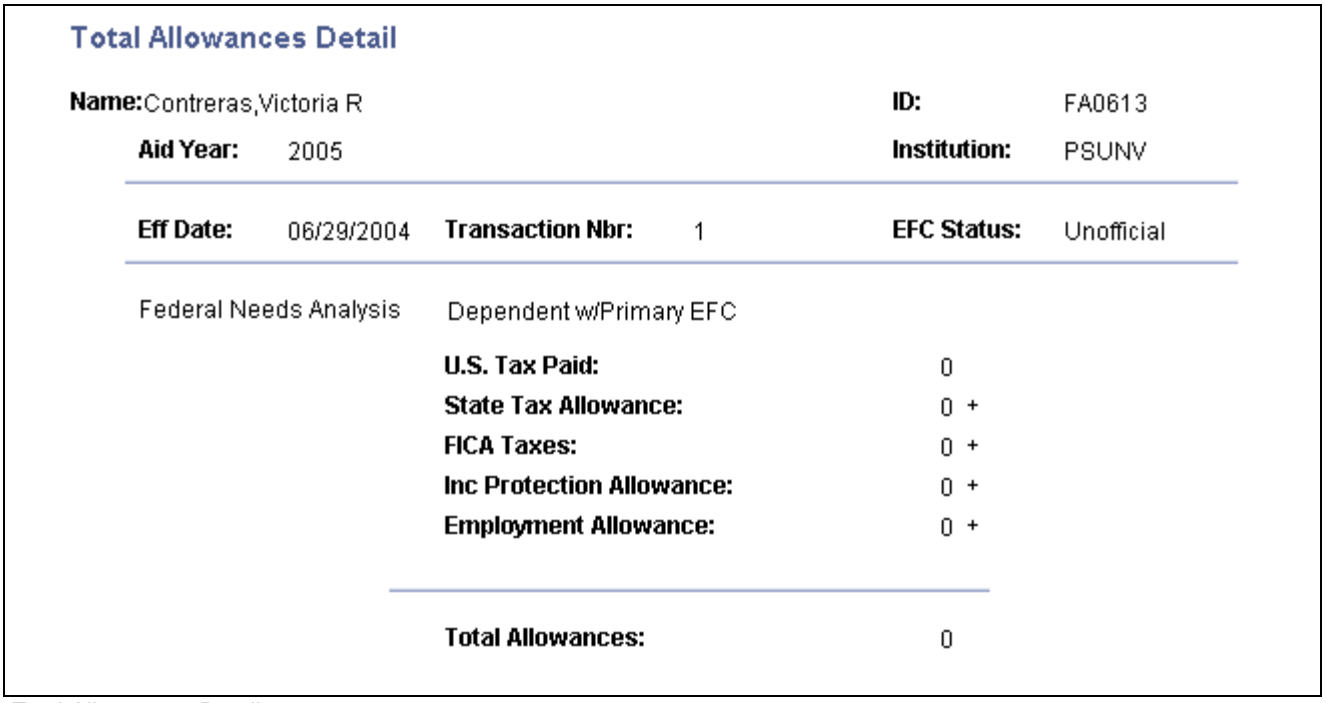


Total Income Detail page

Total Income is the combination of taxable income, untaxed income and income adjustments on earned income.

Viewing Total Allowances

Access the Total Allowances Detail page.

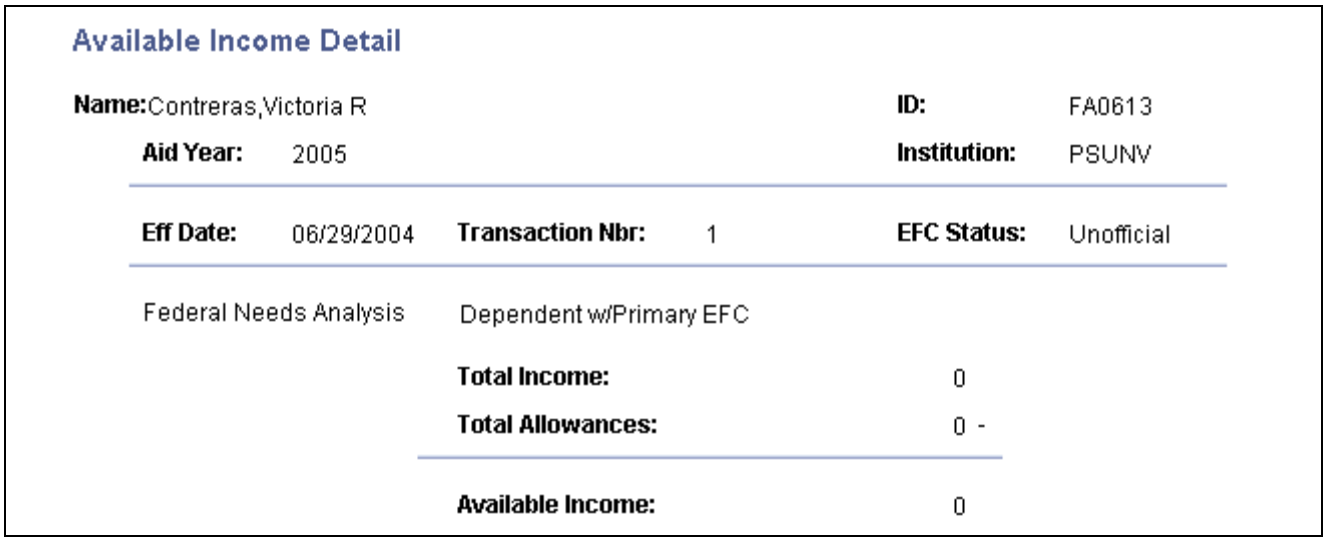


Total Allowances Detail page

Total Allowances is the sum of U.S. taxes paid, state tax allowance, FICA taxes, income protection allowance, and employment allowance.

Viewing Available Income

Access the Available Income Detail page.

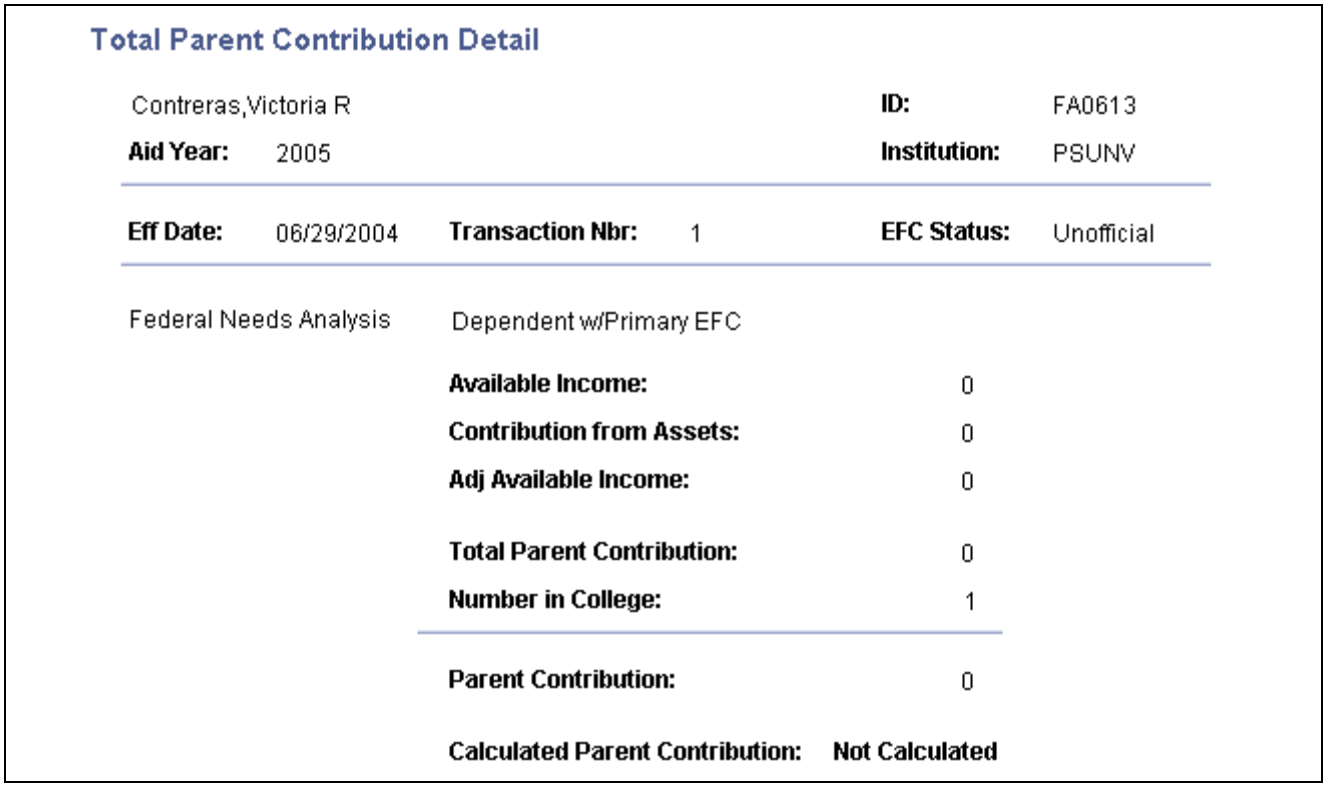


Available Income Detail page

Available Income is total income less total allowances.

Viewing Total Parent Contribution

Access the Total Parent Contribution Detail page.



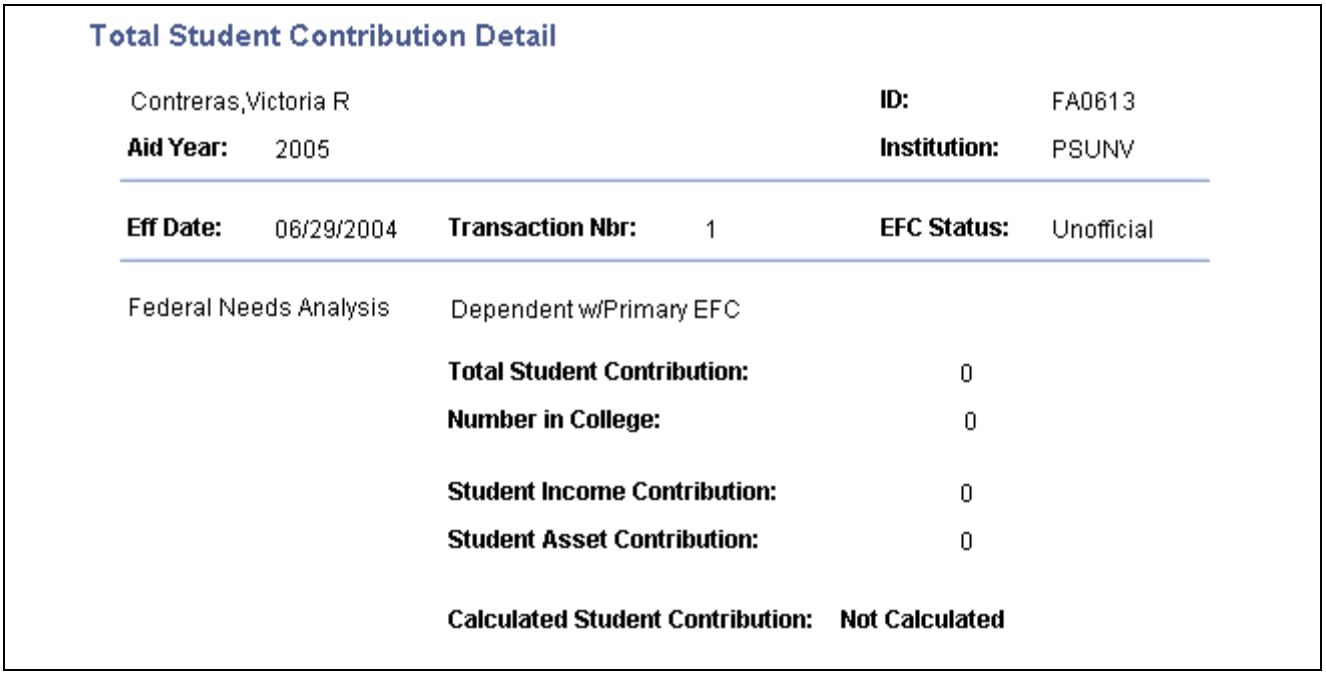
Total Parent Contribution Detail page

Total Parent Contribution provides final income and asset contribution calculations for the parent. The Total Parent Contribution amount is added to the Primary EFC for dependent students.

Note. If the student's dependency status is independent, the detail button for Total Parent Contribution is unavailable.

Viewing Total Student Contribution

Access the Total Student Contribution Detail page.

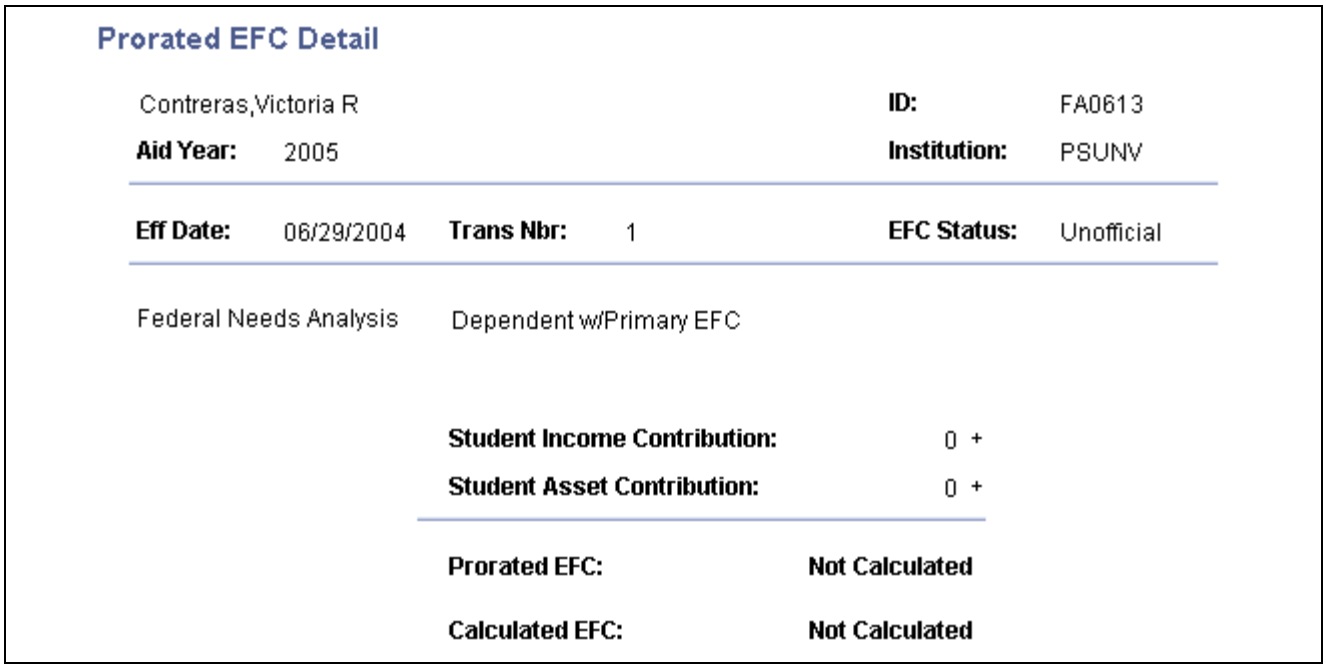


Total Student Contribution Detail page

Total Student Contribution provides final income and asset contributions for the student. The Total Student Contribution amount is added to the Primary EFC.

Viewing Prorated EFC Details

Access the Prorated EFC Detail page.



Prorated EFC Detail page

Prorated EFC provides parent contribution, student income contribution, and student asset contribution for enrollment periods equal or not equal to nine months.

Viewing Institutional EFC Summary Detail Information

This section discusses viewing Institutional EFC summary information.

Note. The navigation paths for the pages listed in the following page introduction table are for aid year 2004–2005. PeopleSoft supports access for three active aid years.

Pages Used to Review Institutional EFC Summary Detail

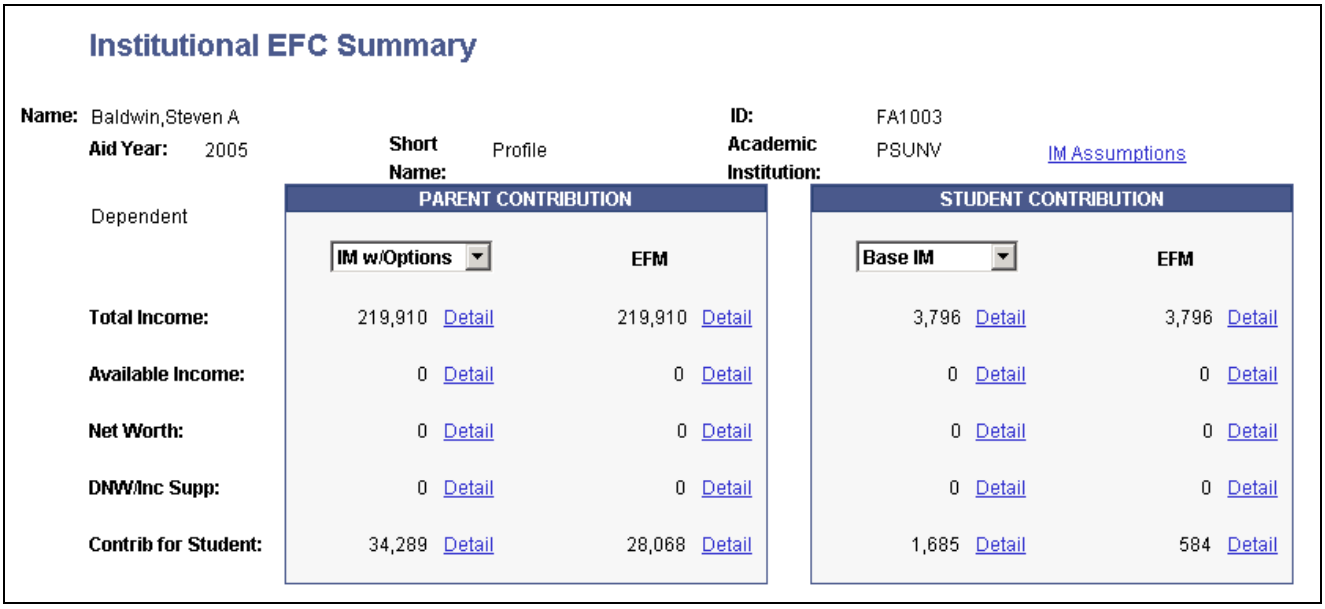
Page Name	Object Name	Navigation	Usage
Institutional EFC Summary	INST_INAS_SMRY_06	Financial Aid, Institutional Application Data, View 2005–2006 IM EFC Detail	Review information about a student's Institutional EFC (expected family contribution).

Page Name	Object Name	Navigation	Usage
Institutional Assumption Detail	STDNT_IM_ASMP_SEC	Click the IM Assumptionslink on the Institutional EFC Summary Detail page.	View the institutional assumptions that apply to a student. INAS IM Assumption Codes are defined by the PROFILE forms and are delivered with Financial Aid. An assumption is an assumed response to a question that is left blank or to a response that was inconsistent with the guidelines.
Total Income Detail Parent Contribution IM	INST_PIM_TIO_SEC02	Click the Total Income detail link on the Institutional EFC Summary Detail page.	View information about parents' income using your institutional methodology.
Total Income Detail Parent Contribution - EFM	INST_PFM_TI_SEC_02	Click the Total Income detail link on the Institutional EFC Summary Detail page.	View information about parents' contribution using estimated federal methodology.
Total Income Detail Student Contribution - IM	INST_SIM_TI_SEC_02	Click the Total Income detail link on the Institutional EFC Summary Detail page.	View information about student's contribution using your institutional methodology.
Total Income Detail Student Contribution − EFM	INST_SFM_TI_SEC_05	Click the Total Income detail link on the Institutional EFC Summary Detail page.	View information about student's contribution using estimated federal methodology.
Available Income Detail Parent contribution − IM	INST_SFM_TI_SEC_02	Click the Total Income detail link on the Institutional EFC Summary Detail page.	View information about student's contribution using estimated federal methodology.
Available Income Detail Parent Contribution - EFM	INST_PFM_AI_SEC_02	Click the Available Income detail link on the Institutional EFC Summary Detail page.	View information about parent's contribution using estimated federal methodology.
Available Income Detail Student Contribution − IM	INST_SIM_AIO_SEC02	Click the Available Income detail link on the Institutional EFC Summary Detail page.	View information about student contribution using your institutional methodology.
Available Income Detail Student EFM	INST_SFM_AI_SEC_02	Click the Available Income detail link on the Institutional EFC Summary Detail page.	View information about student contribution using estimated federal methodology.
Net Worth Detail Parent Contribution IM	INST_PIM_NW_SEC_02	Click the Net Worth detail link for Parent Contribution, on the Institutional EFC Summary Detail page.	View detail information about parent's net worth.

Page Name	Object Name	Navigation	Usage
Net Worth Detail Parent Contribution − EFM	INST_PFM_NW_SEC_02	Click the Net Worth detail link for Parent Contribution, on the Institutional EFC Summary Detail page.	View detail information about parent's net worth.
Net Worth Detail Student Contribution - IM	INST_SIM_NWO_SEC02	Click the Net Worth detail link for Student Contribution, on the Institutional EFC Summary Detail page.	View detail information about student's net worth.
Net Worth Student Contribution − EFM	INST_SFM_NW_SEC_02	Click the Net Worth detail link on the Institutional EFC Summary Detail page.	View information about student contribution using estimated federal methodology.
Discretionary Net Worth Income Supplement Detail Parent Contribution - IM	INST_PIM_DN_SEC_02	Click the Discretionary Net Worth/Income Supplement detail link on the Institutional EFC Summary Detail page.	View information about parent contribution using your institutional methodology.
Discretionary Net Worth Income Supplement Detail Parent Contribution − EFM	INST_PFM_IS_SEC_02	Click the Discretionary Net Worth/Income Supplement detail link on the Institutional EFC Summary Detail page.	View information about parent contribution using estimated federal methodology.
Discretionary Net Worth Income Supplement Detail Student Contribution − IM	INST_SIM_DNO_SEC_02	Click the Discretionary Net Worth/Income Supplement detail link on the Institutional EFC Summary Detail page.	View information about student contribution using your institutional methodology.
Discretionary Net Worth Income Supplement Detail Student Contribution − EFM	INST_SFM_IS_SEC_02	Click the Contribution for Student detail link on the Institutional EFC Summary Detail page.	View information about student contribution using estimated federal methodology.
Contribution for Student Detail Parent Contribution − IM	INST_PIM_TC_SEC_02	Click the Contribution for Student detail link on the Institutional EFC Summary Detail page.	View information about student contribution using your institutional methodology.
Contribution for Student Detail Parent Contribution − EFM	INST_PFM_TC_SEC_02	Click the Contribution for Student detail link on the Institutional EFC Summary Detail page.	View information about student contribution using federal methodology.
Contribution for Student Detail Student Contribution − IM	INST_SIM_TC_SEC_02	Click the Contribution for Student detail link on the Institutional EFC Summary Detail page.	View information about student contribution using your institutional methodology.
Contribution for Student Detail Student Contribution − EFM	INST_SFM_TC_SEC_02	Click the Contribution for Student detail link on the Institutional EFC Summary Detail page.	View information about student contribution using federal methodology.

Reviewing Institutional EFC Summary/Detail

Access the Institutional EFC Summary page.



Institutional EFC Summary page

The system displays the student's name, ID, Aid Year, application Source, Institution, Total Income, Available Income, Net Worth, Discretionary Net Worth/Income Supplement, and Contribution for Student for both parent and student contribution for this student.

Parent Contribution

Base IM Uses the institutional methodology based on the College Scholarship Service (CSS) formula.

IM w/Options Uses the institutional methodology delivered with CSS and reflects override options set up by your institution.

EFM (estimated federal methodology) Uses CSS provided federal methodology formula to calculate an estimated federal parent contribution.

Student Contribution

Base IM Uses the institutional methodology based on the College Scholarship Service (CSS) formula.

IM Estimated Uses the institutional methodology estimated summer and academic year data. All computations in this section are nine-month calculations, regardless of the student's dependency status.

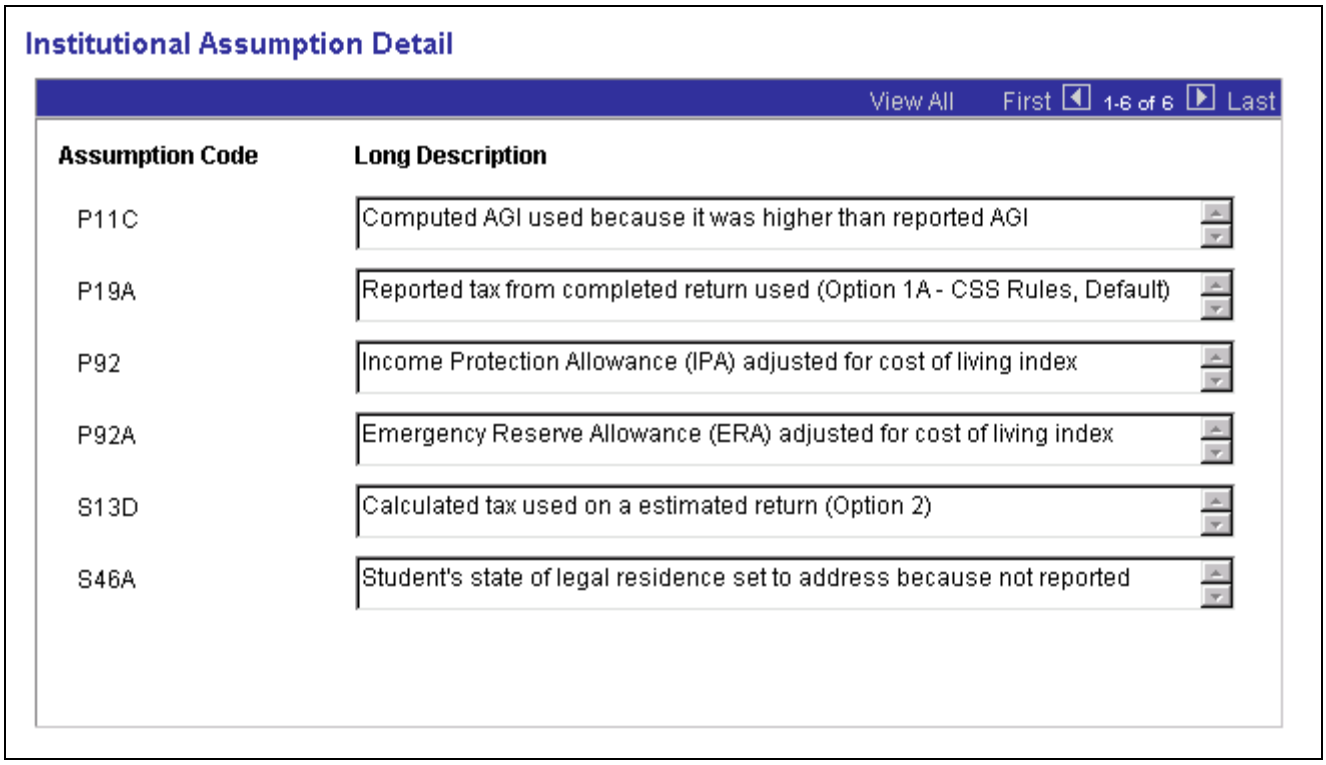
IM w/Options Uses the institutional methodology delivered with CSS and reflects override options set up by your institution.

EFM (estimated federal methodology) Uses CSS provided federal methodology formula to calculate an estimated federal student contribution.

Click the Assumptions link to view a long description of the Assumption Code.

Viewing Institutional Assumption Details

Access the Institutional Assumption Detail page.

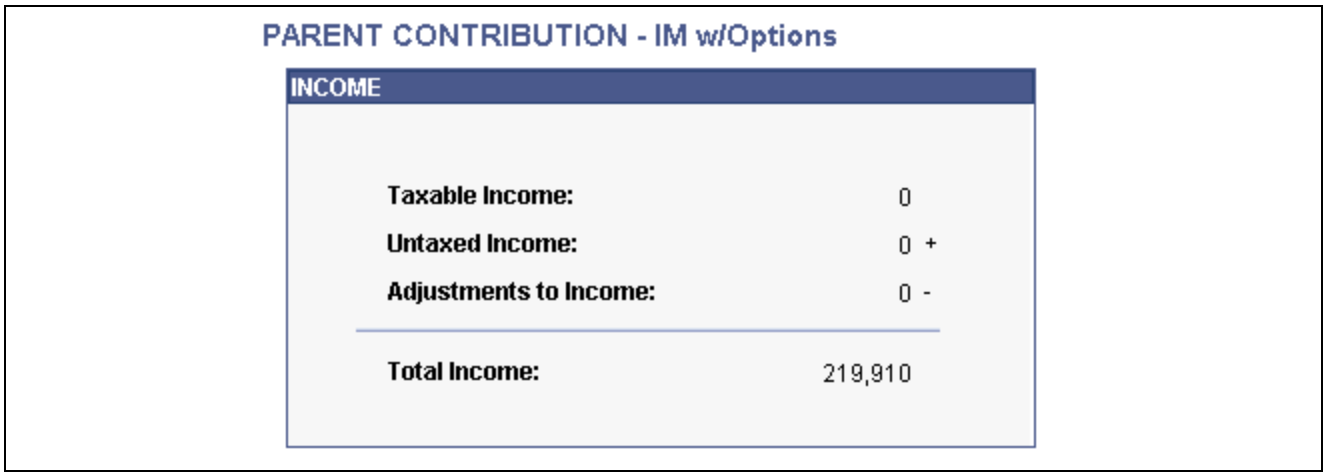


Institutional Assumption Detail page

The system displays the Assumption Code and the Long Description for INAS Assumptions that apply to a student.

Viewing Total Parent Income - IM with Options

Access the Total Income Detail Parent Contribution Institutional Methodology with Options page.



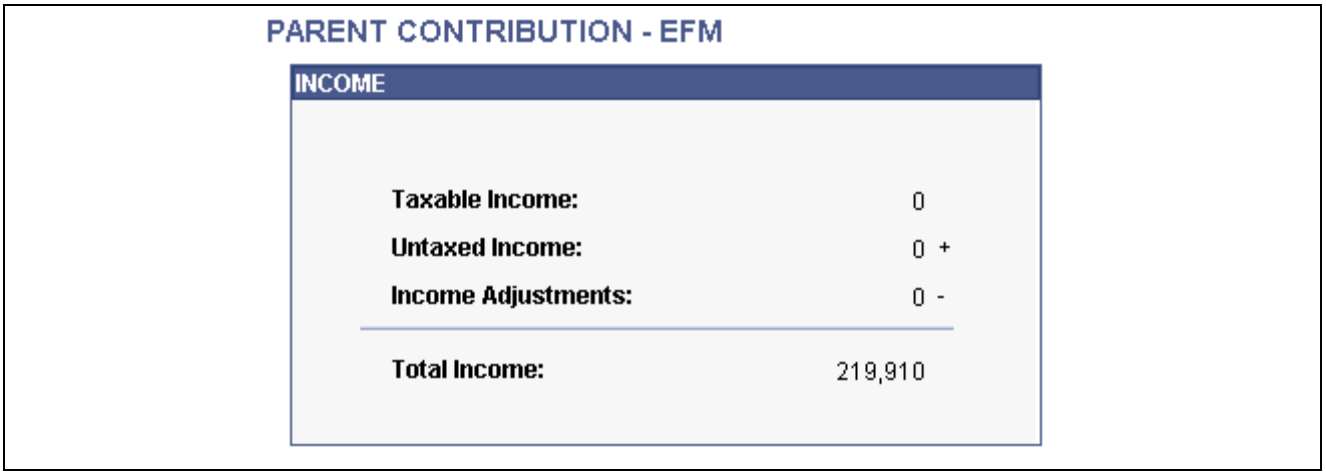
Parent Contribution — IM w/Options (total income) page

The system displays Taxable Income, Untaxed Income, Adjustments to Income, and Total Income.

The Total Income is the difference between the combination of taxable income, untaxed income and adjustments to income on earned income. The calculations on this page are based on your institutional methodology.

Viewing Total Parent Income - Estimated Federal Methodology

Access the Total Income Detail Parent Contribution Estimated Federal Methodology page.



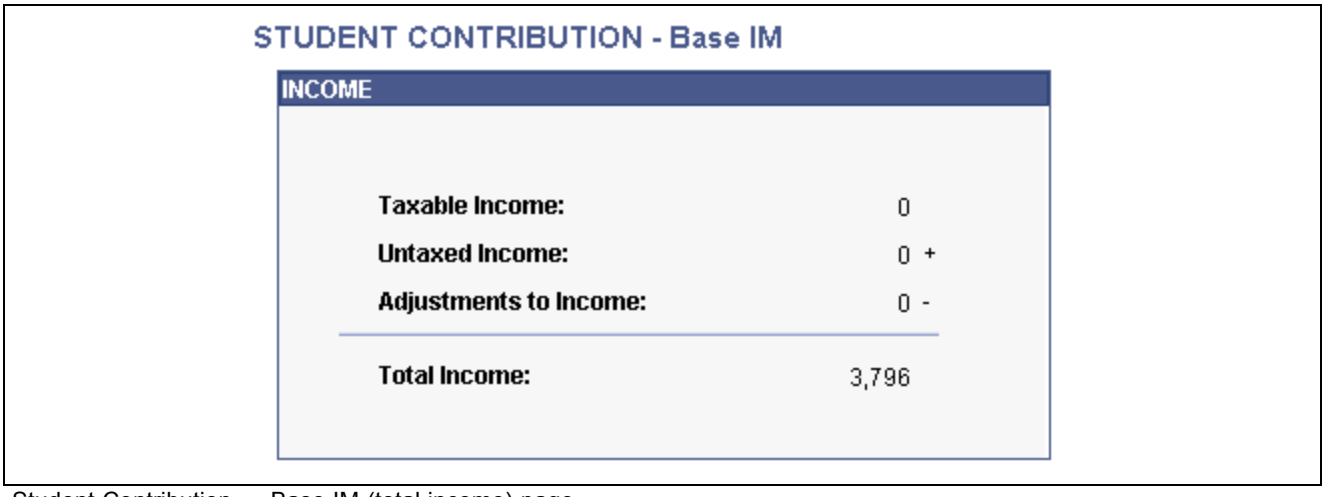
Parent Contribution — EFM (total income) page

The system displays Taxable Income, Untaxed Income, Income Adjustments, and Total Income.

The Total Income is the difference between the combination of taxable income, untaxed income, and income adjustments on earned income. The calculations on this page are based on estimated federal methodology.

Viewing Total Student Income - IM

Access the Total Income Detail Student Contribution — Base IM page.



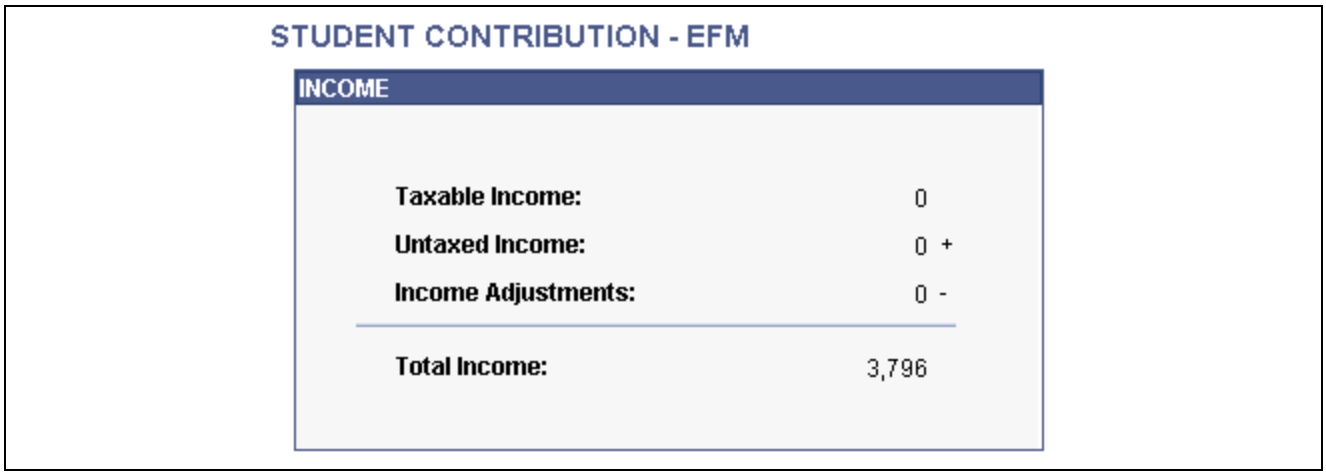
Student Contribution — Base IM (total income) page

The system displays Taxable Income, Untaxed Income, Adjustments to Income, and Total Income.

The Total Income is the difference between the combination of taxable income, untaxed income, and income adjustments on earned income. The calculations on this page are based on your institutional methodology.

Viewing Total Student Income - EFM

Access the Student Contribution EFM page.



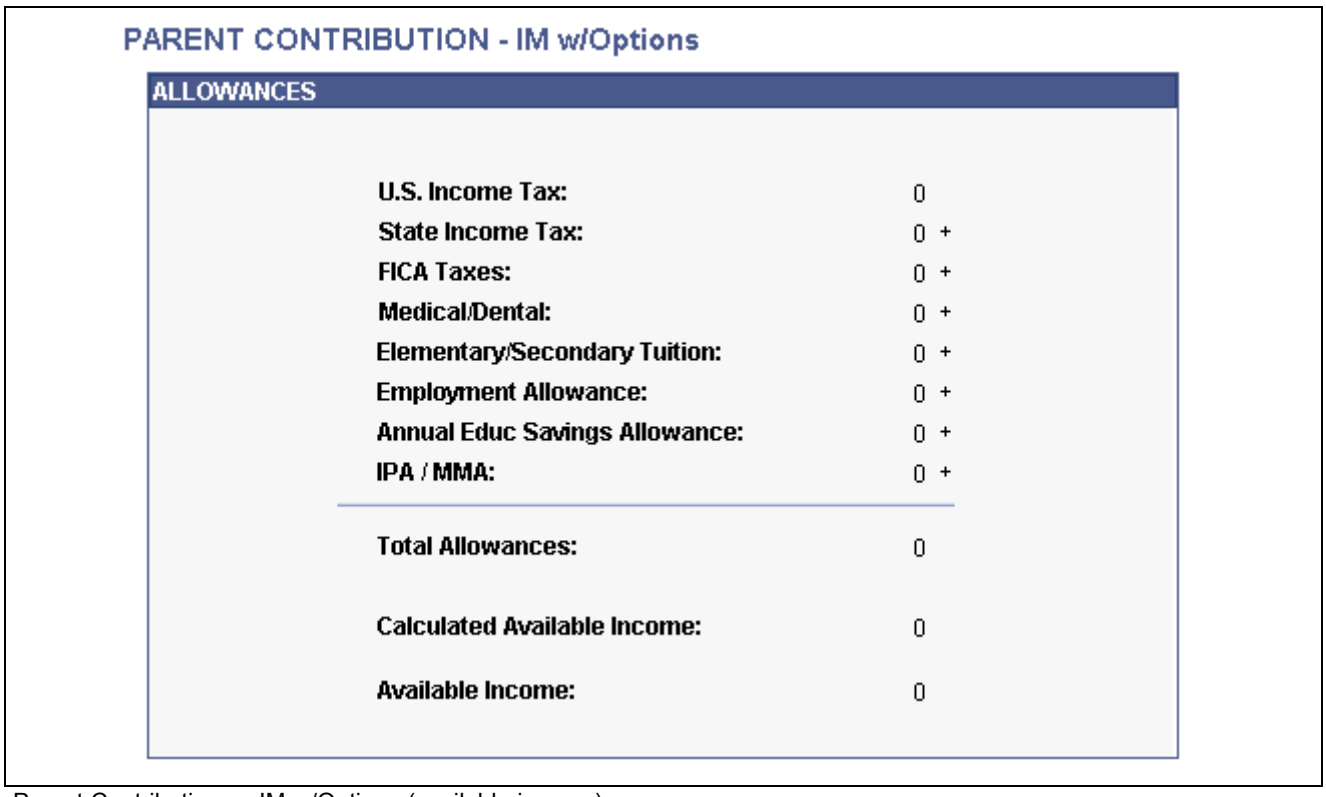
Student Contribution — EFM (total income) page

The system displays Taxable Income, Untaxed Income, Income Adjustments, and Total Income.

The Total Income is the difference between the combination of taxable income, untaxed income, and income adjustments on earned income. The calculations on this page are based on estimated federal methodology.

Viewing Available Parent Income - IM

Access the Available Income Detail Parent Contribution IM page.

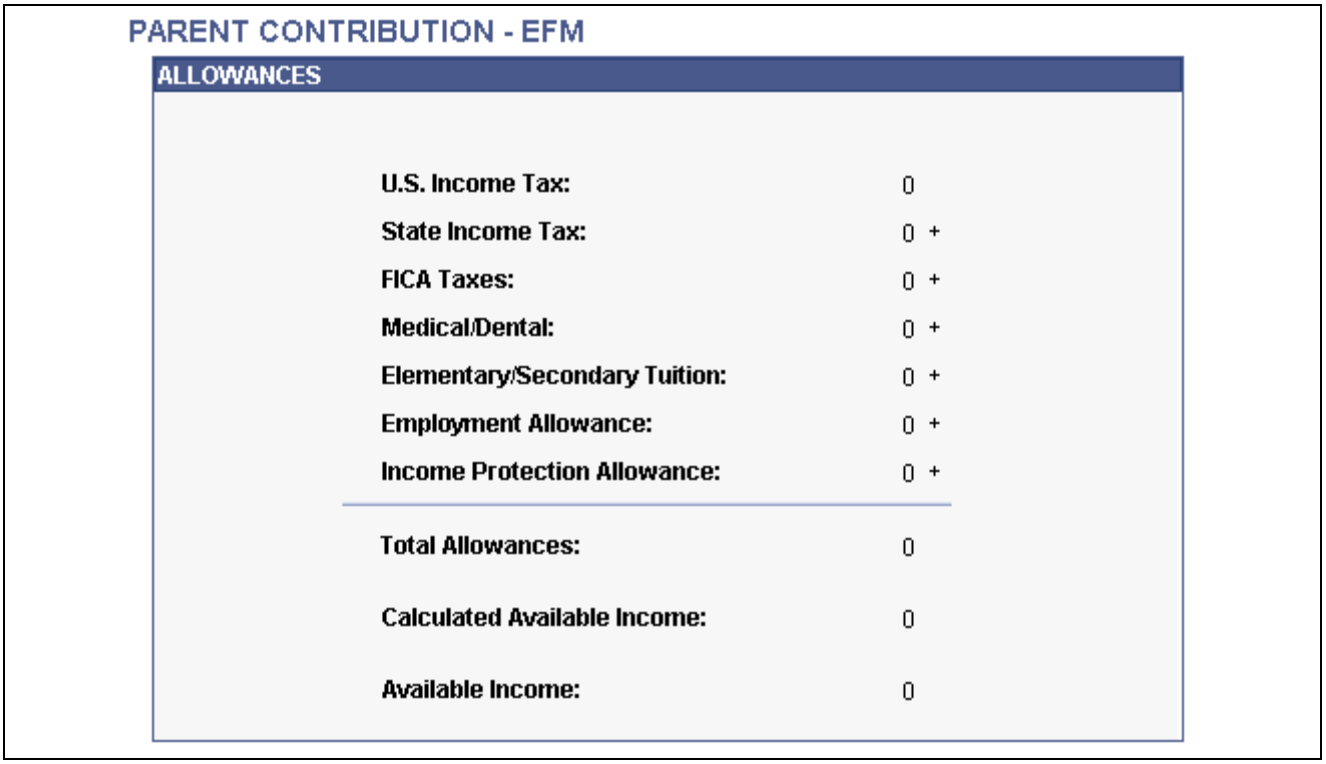


Parent Contribution — IM w/Options (available income) page

The system displays allowances for U.S. Income Tax, State Income Tax, FICA Taxes, Medical/Dental expenses, Elementary/Secondary Tuition, Employment Allowance, Annual Educ Savings Allowance (annual education savings allowance), IPA/MMA (income protection allowance/monthly maintenance allowance). The system displays the Total Allowances, which is the sum of the allowances listed. The system also displays Calculated Available Income and the Available Income. The Available Income represents the Total Income, shown on the Total Income page, less the Total Allowances. The calculations on this page are based on your institutional methodology.

Viewing Available Income Detail Parent Contribution EFM Page

Access the Available Income Detail Parent Contribution EFM page.

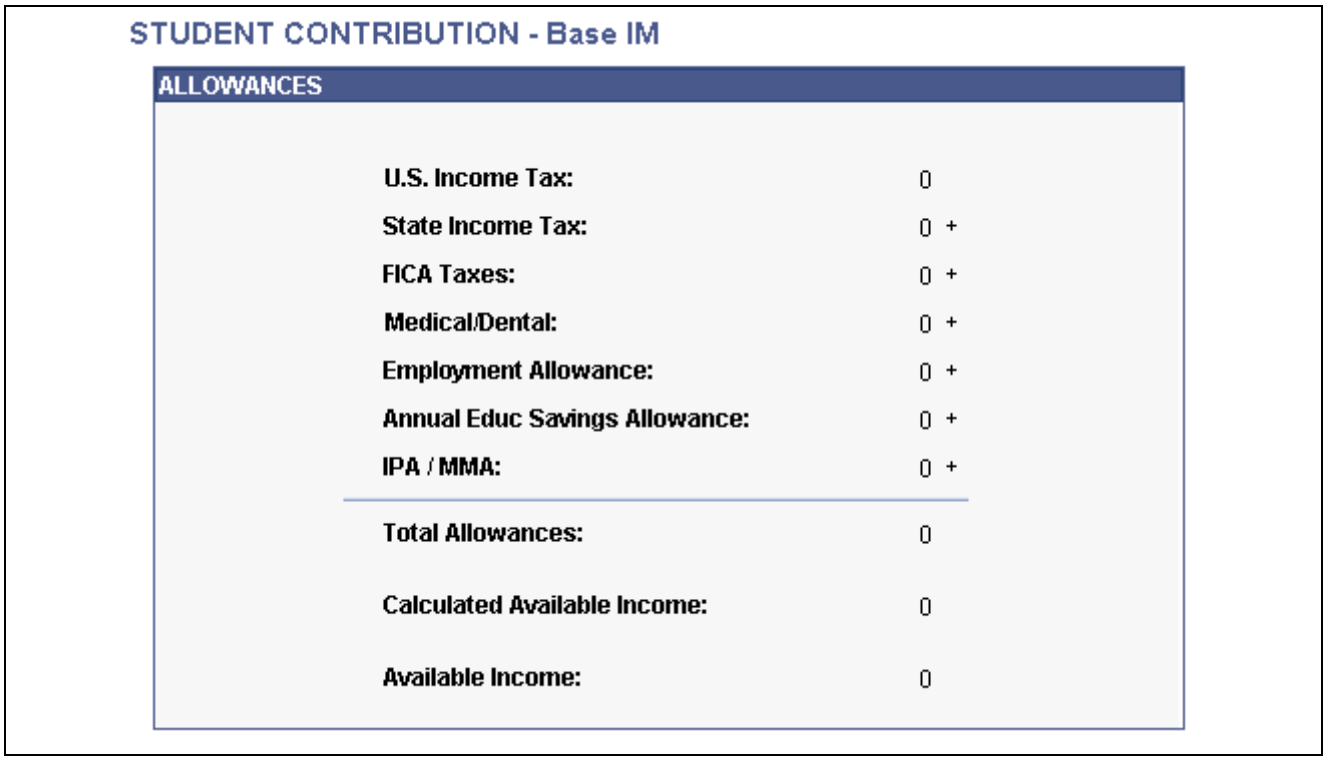


Parent Contribution EFM (available income) page

The system displays allowances for U.S. Income Tax, State Income Tax, FICA Taxes, Medical/Dental expenses, Elementary/Secondary Tuition, Employment Allowance, and Income Protection Allowance. The system displays the Total Allowances, which is the sum of the allowances listed. The system also displays Calculated Available Income and the Available Income. The Available Income represents the Total Income, shown on the Total Income page, less the Total Allowances. The calculations on this page are based on estimated federal methodology.

Viewing Available Income Student - IM

Access the Available Income Detail Student Contribution IM page.

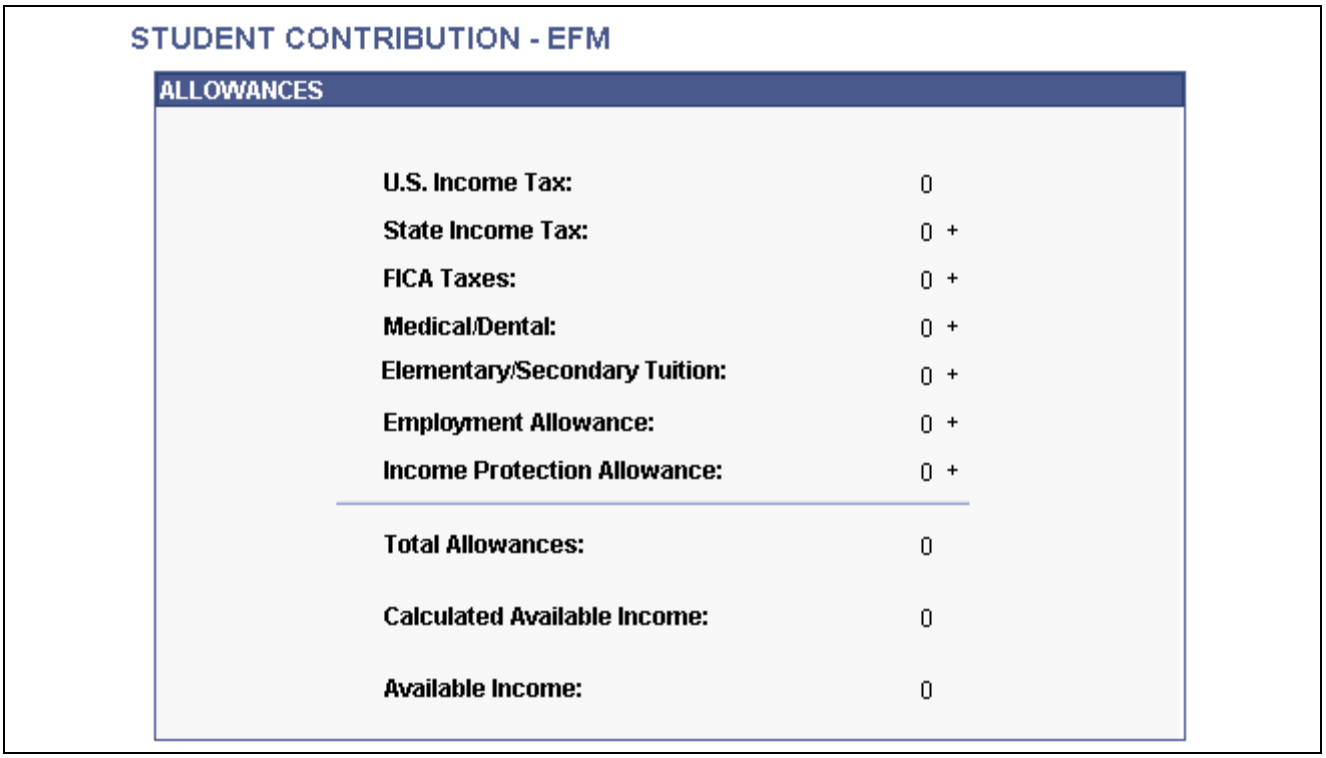


Student Contribution — Base IM (available income) page

The system displays allowances for U.S. Income Tax, State Income Tax, FICA Taxes, Medical/Dental expenses, Employment Allowance, Annual Educ Savings Allowance (annual education savings allowance), and IPA/MMA (income protection allowance/monthly maintenance allowance). The system displays the Total Allowances, which is the sum of the allowances listed. The system also displays Calculated Available Income and the Available Income. The Available Income represents the Total Income, shown on the Total Income page, less the Total Allowances. The calculations on this page are based on your institutional methodology.

Viewing Available Student Income - EFM

Access the Available Income Detail Student Contribution EFM page.

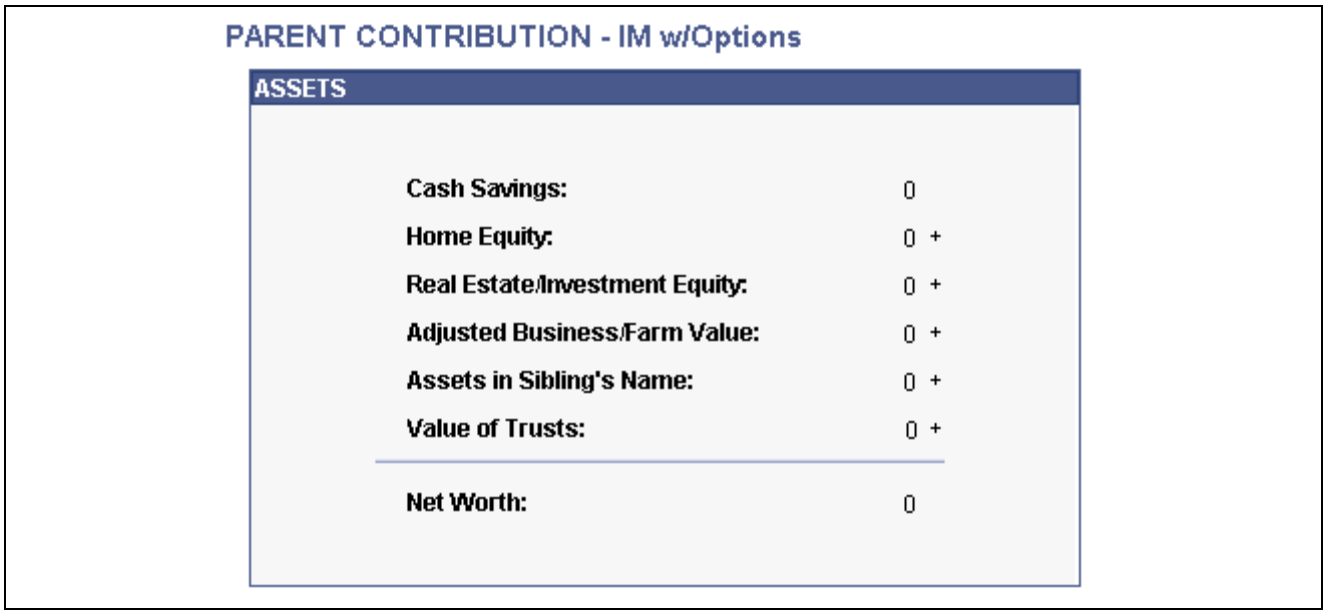


Student Contribution EFM (available income) page

The system displays allowances for U.S. Income Tax, State Income Tax, FICA Taxes, Medical/Dental expenses, Elementary/Secondary Tuition, Employment Allowance, and Income Protection Allowance. The system displays the Total Allowances, which is the sum of the allowances listed. The system also displays Calculated Available Income and the Available Income. The Available Income represents the Total Income, shown on the Total Income page, less the Total Allowances. The calculations on this page are based on estimated federal methodology.

Viewing Parent Net Worth - IM

Access the Net Worth Detail Parent Contribution IM page.

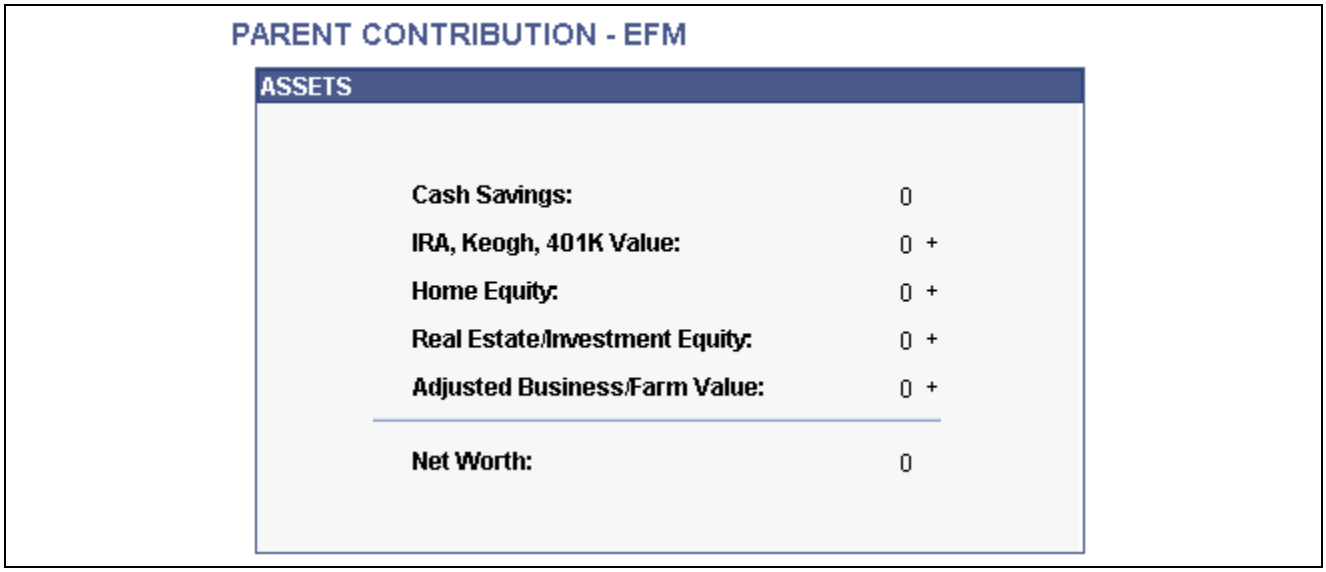


Parent Contribution IM — w/Options (net worth) page

The system displays Cash Savings, Home Equity, Real Estate/Investment Equity, Adjusted Business/Farm Value, Assets in Sibling's Name, and the Net Worth. Net Worth as shown here is the sum of cash savings, home equity, real estate and other investment equity, adjusted business/farm value, and siblings' assets. The calculations on this page are based on your institutional methodology.

Viewing Parent Net Worth - EFM

Access the Net Worth Detail Parent Contribution EFM page.

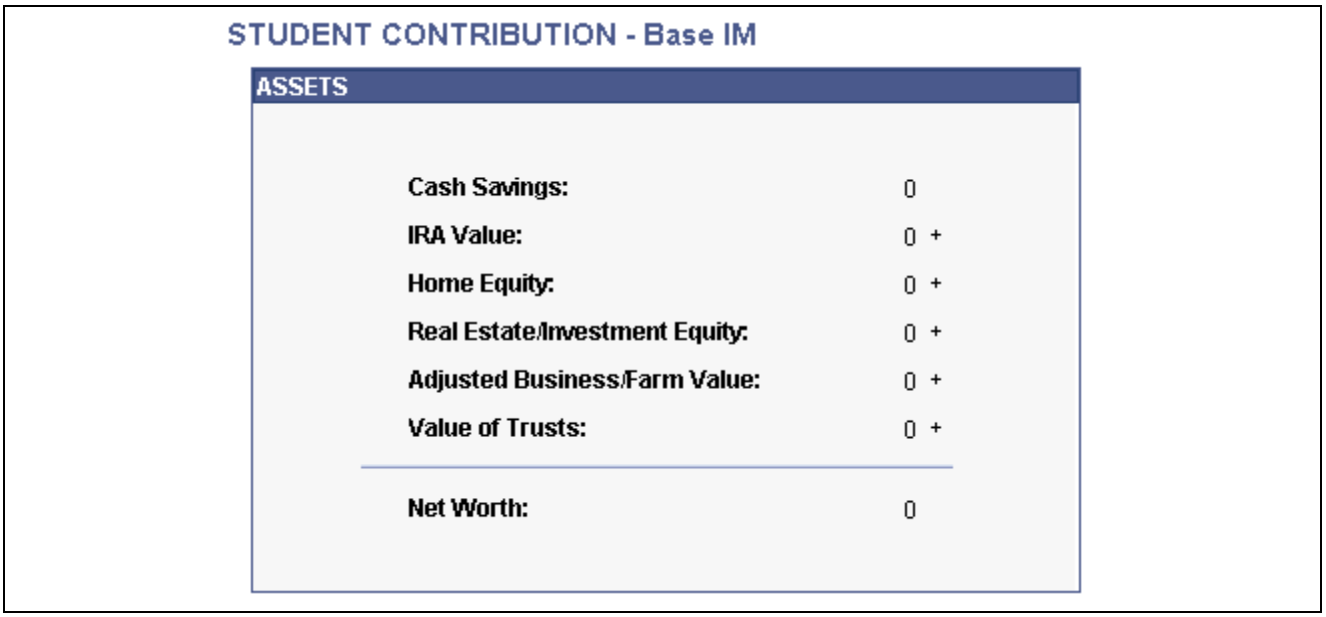


Parent Contribution – EFM (net worth) page

The system displays Cash Savings, IRA, Keogh, 401K Value, Home Equity, Real Estate/Investment Equity, Adjusted Business/Farm Value, and the Net Worth. Net Worth as shown here is the sum of cash savings, IRA, Keogh, 401K value, home equity, real estate and other investment equity, adjusted business/farm value, and siblings' assets. The calculations on this page are based on estimated federal methodology.

Viewing Student Net Worth - IM

Access the Net Worth Detail Student Contribution IM page.

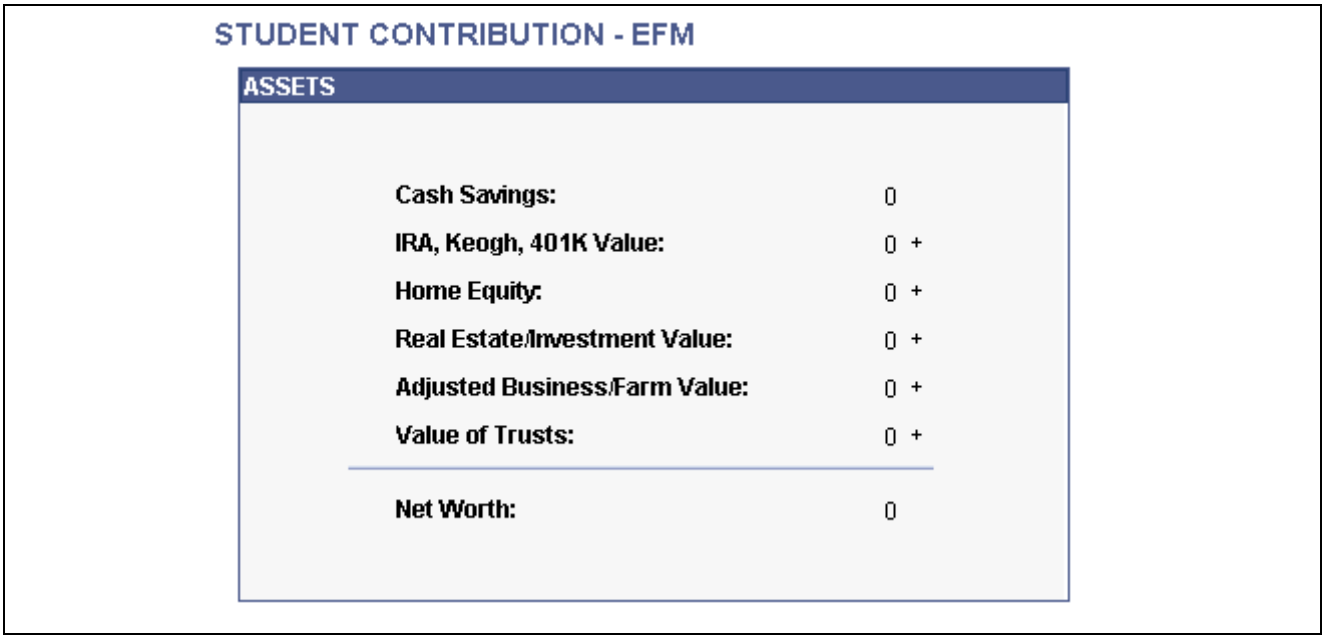


Student Contribution – Base IM (net worth) page

The system displays Cash Savings, IRA Value, Home Equity, Real Estate/Investment Equity, Adjusted Business/Farm Value, Value of Trusts, and the Net Worth. Net Worth as shown here is the sum of cash savings, home equity, real estate and other investment equity, adjusted business/farm value, and siblings' assets. The calculations on this page are based on your institutional methodology.

Viewing Student Net Worth - EFM

Access the Net Worth Detail Student Contribution EFM page.

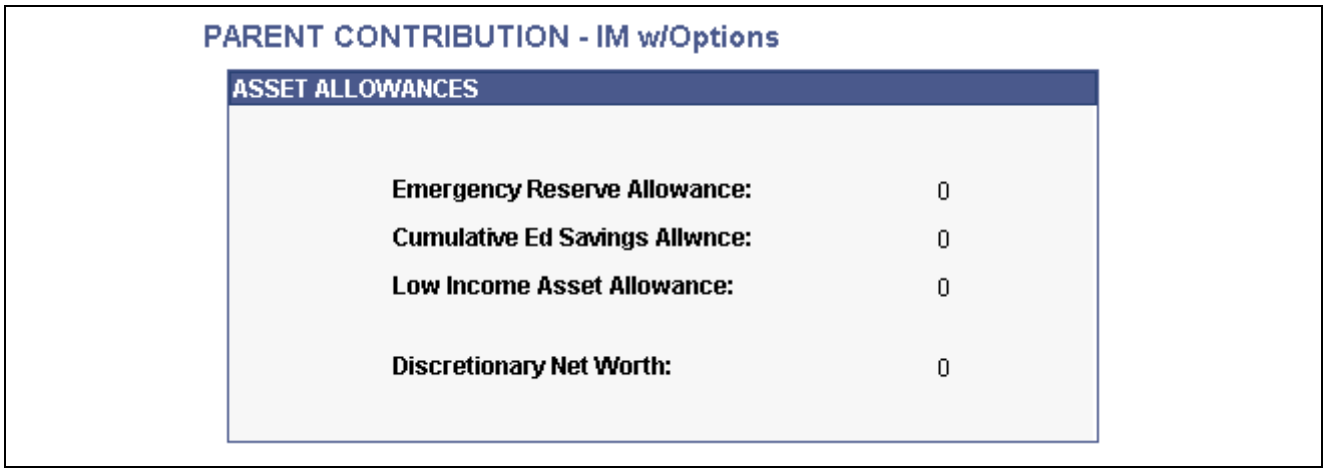


Student Contribution EFM (net worth) page

The system displays Cash Savings, IRA, Keogh, 401K Value, Home Equity, Real Estate/Investment Equity, Adjusted Business/Farm Value, and the Net Worth. Net Worth as shown here is the sum of cash savings, IRA, Keogh, 401K value, home equity, real estate and other investment equity, adjusted business/farm value, and siblings' assets. The calculations on this page are based on estimated federal methodology.

Viewing Parent Discretionary Net Worth - IM

Access the Discretionary Net Worth Income Supplement Detail Parent Contribution IM page.

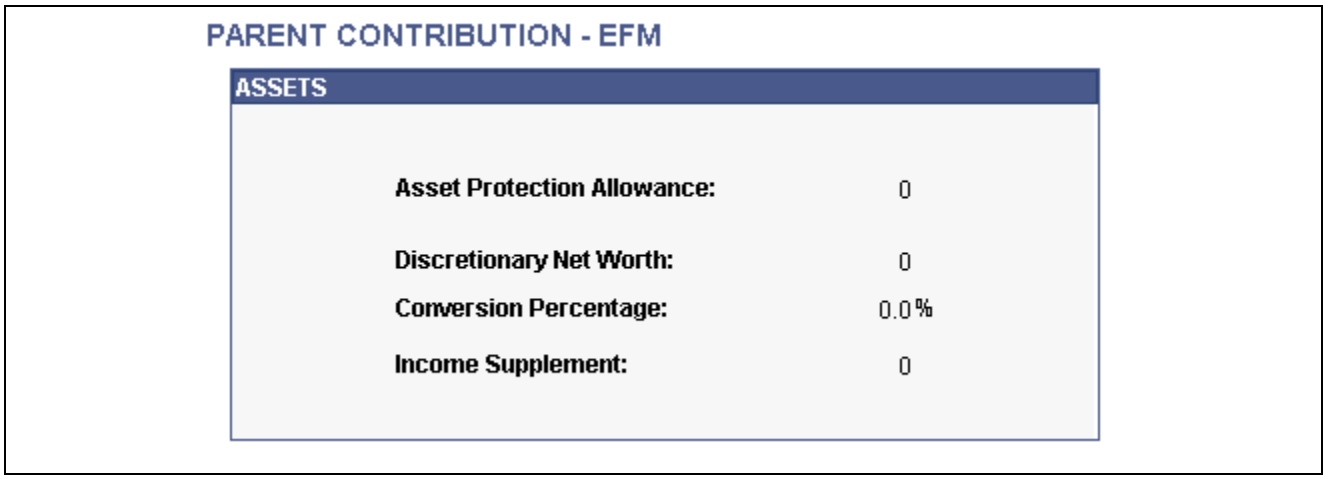


Parent Contribution — IM w/Options (discretionary net worth/income supplement) page

The system displays the Emergency Reserve Allowance, Cumulative Ed Savings Allwnce (cumulative education savings allowance), Low Income Asset Allowance, and Discretionary Net Worth. The discretionary net worth is calculated by subtracting the ERA (emergency reserve allowance), CESA (cumulative education savings allowance), and LIAA (low-income asset allowance) from the parents' net worth.

Viewing Parent DNW Income Supplement - EFM

Access the DNW/Income Supplement Detail Parent Contribution EFM page.

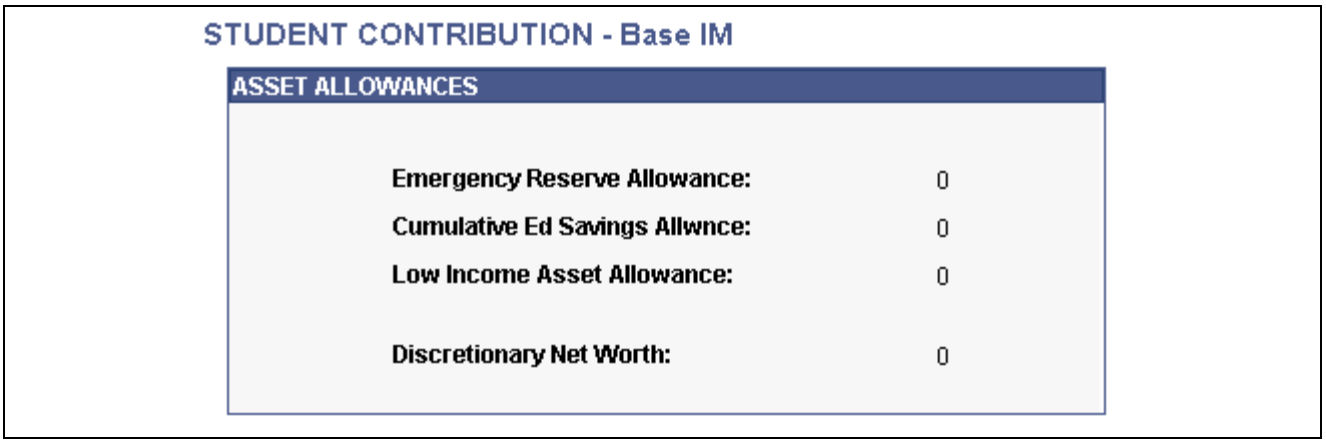


Parent Contribution EFM (discretionary net worth/income supplement) page

The system displays the Asset Protection Allowance (APA), Discretionary Net Worth (DNW), Conversion Percentage and Income Supplement. The DNW is calculated by subtracting the APA from net worth. A conversion percentage is then applied to DNW to provide an income supplement.

Viewing Student DNW Income Supplement - IM

Access the DNW/Income Supplement Detail Student Contribution IM page.

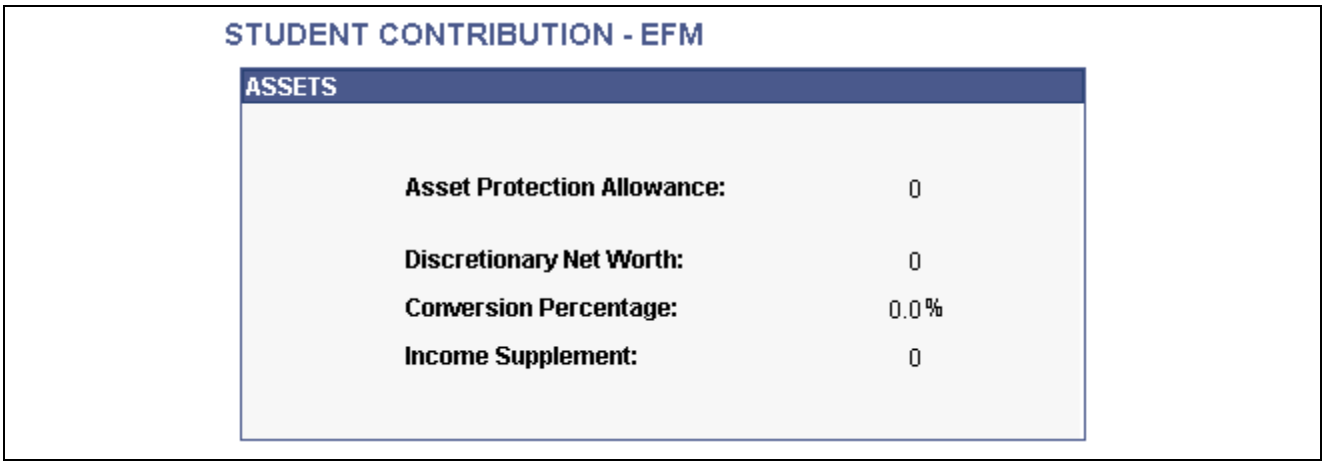


Student Contribution — Base IM (discretionary net worth/income supplement) page

The system displays the Emergency Reserve Allowance, Cumulative Ed Savings Allwnce (cumulative education savings allowance), Low Income Asset Allowance, and Discretionary Net Worth. The discretionary net worth is calculated by subtracting the ERA (emergency reserve allowance), CESA (cumulative education savings allowance), and LIAA (low-income asset allowance) from the parents' net worth.

Viewing Student DNW Income Supplement - EFM

Access the DNW/Income Supplement Detail Student Contribution EFM page.

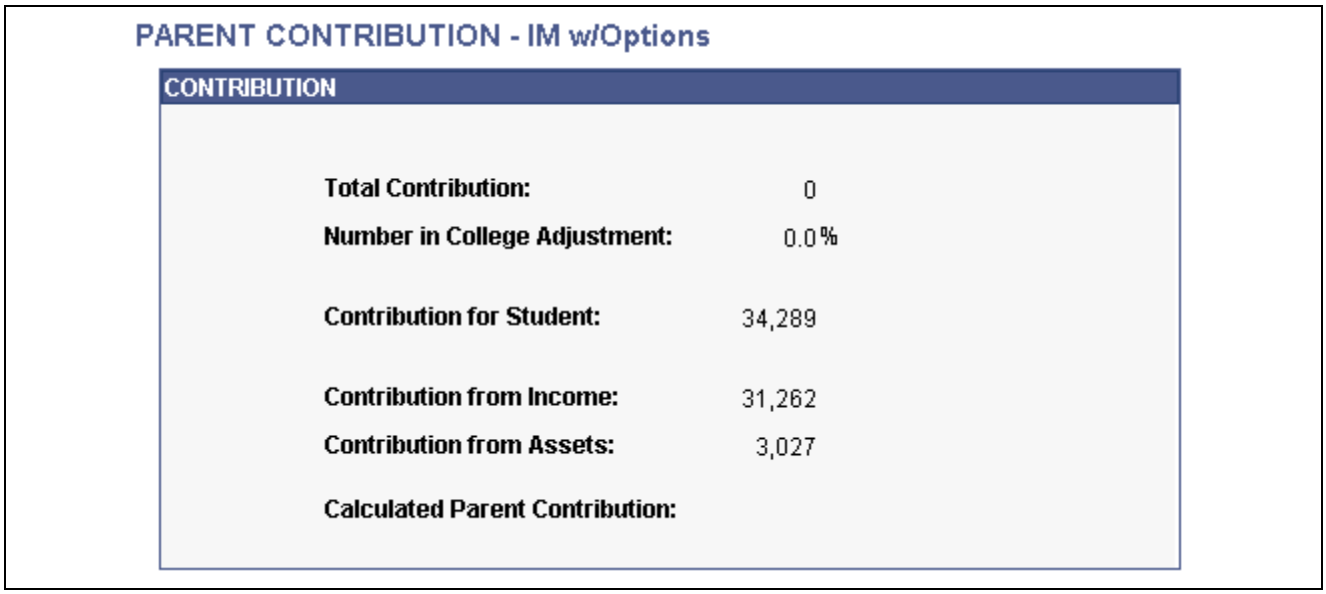


Student Contribution EFM (discretionary net worth/income supplement) page

The system displays the Asset Protection Allowance (APA), Discretionary Net Worth (DNW), Conversion Percentage,and Income Supplement. The DNW is calculated by subtracting the APA from net worth. A conversion percentage is then applied to DNW to provide an income supplement.

Viewing Parent Contribution for Student - IM

Access the Contribution for Student Detail Parent Contribution IM page.

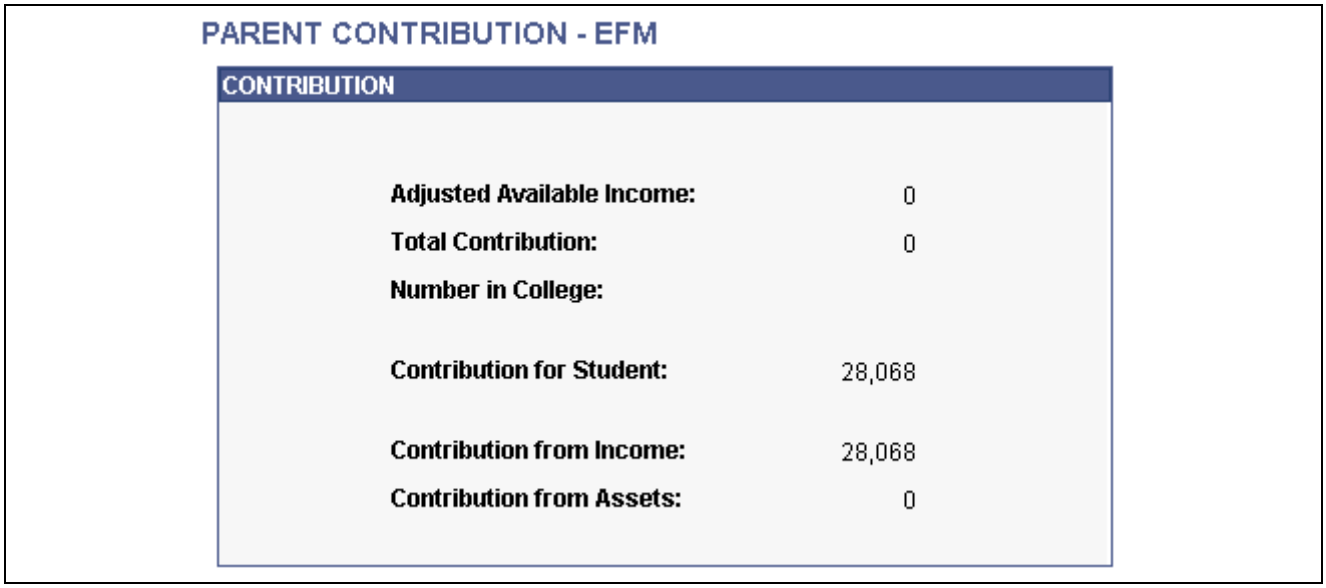


Parent Contribution — IM w/Options (contribution for student) page

The system displays the Total Contribution, Number in College Adjustment, Contribution for Student, Contribution from Income, and Contribution from Assets. The parents' contribution for the individual student is calculated by dividing the total parents' contribution from income and assets by the eligible number in college reported.

Viewing Parent Contribution for Student - EFM

Access the Contribution for Student Detail Parent Contribution EFM page.

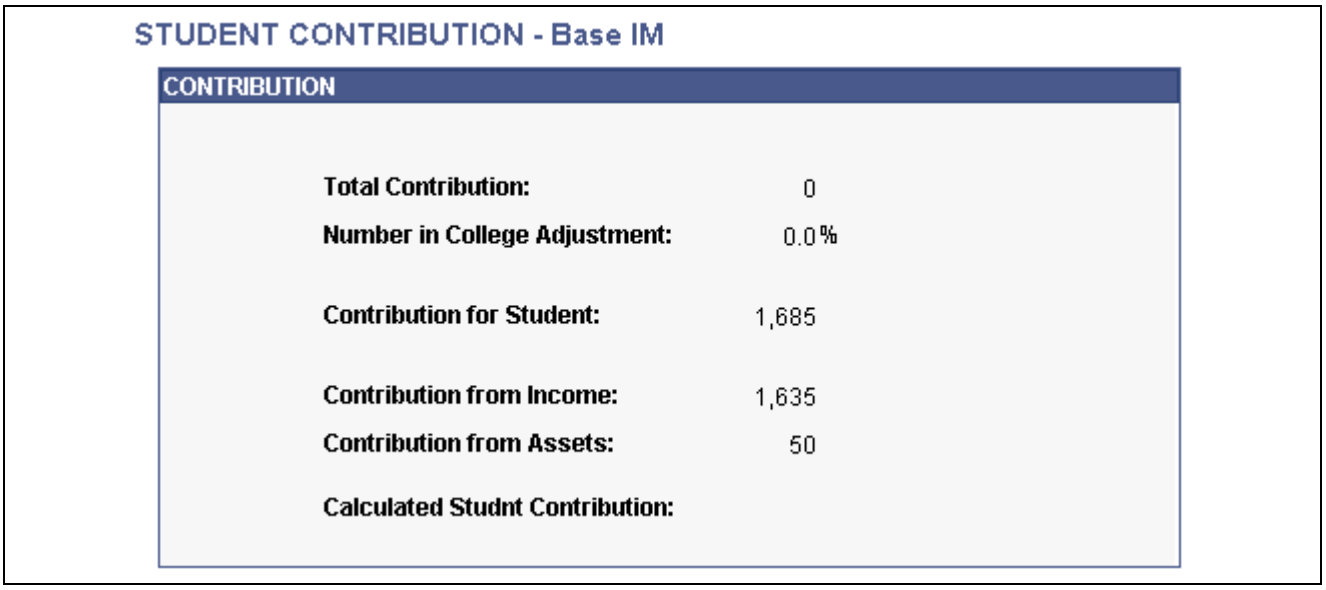


Parent Contribution EFM (contribution for student) page

The system displays the Adjusted Available Income, Total Contribution, Number in College, Contribution for Student, Contribution from Income, and Contribution from Assets. The parents' contribution for the individual student is calculated by dividing the total parents' contribution from income and assets by the eligible number in college reported.

Viewing Student Contribution - IM

Access the Contribution for Student Detail Student Contribution IM page.

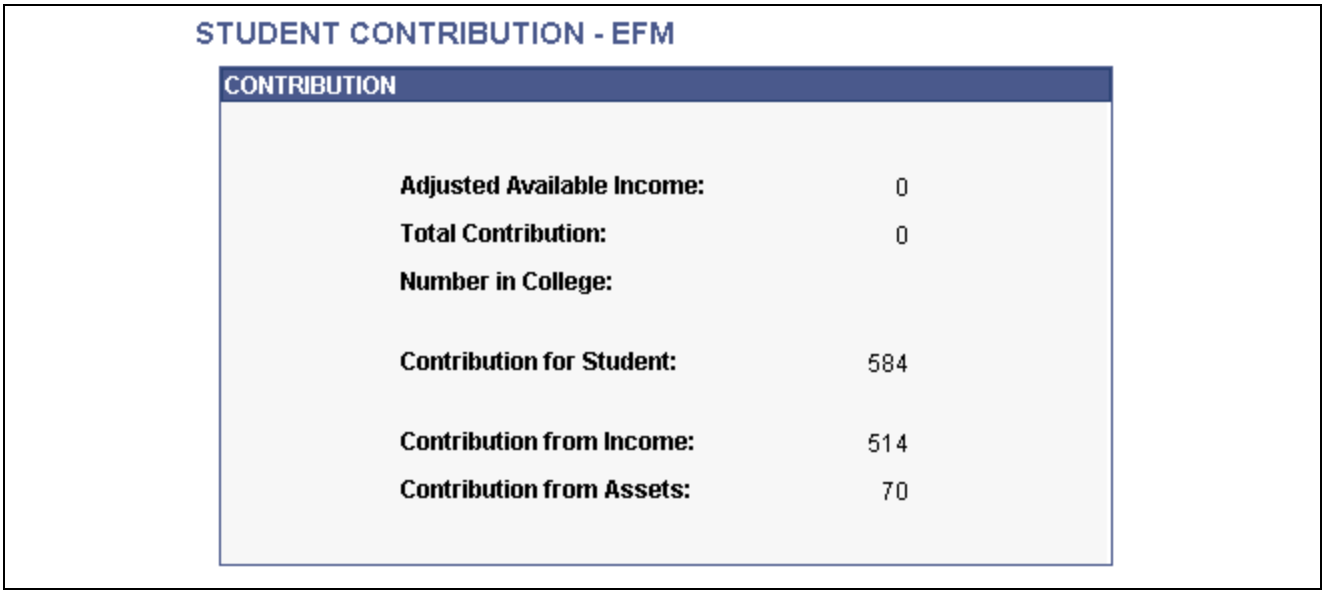


Student Contribution — Base IM (contribution for student) page

The system displays the Total Contribution, Number in College Adjustment, Contribution for Student, Contribution from Income, and Contribution from Assets. The student's contribution for the individual student is calculated by dividing the total student's contribution from income and assets by the eligible number in college reported.

Viewing Student Contribution - EFM

Access the Contribution for Student Detail Student Contribution EFM page.



Student Contribution EFM (contribution for student) page

The system displays the Adjusted Available Income, Total Contribution, Number in College, Contribution for Student, Contribution from Income, and Contribution from Assets. The student's contribution for an independent (does not apply to dependent) student is calculated by dividing the total student's contribution from income and assets by the eligible number in college reported.

CHAPTER 20

Assessing Eligibility for Financial Aid

This chapter provides an overview of how you determine the type of aid for which a student, who has applied for financial aid, is eligible, and how much aid he can receive, and describes how to:

- Set up verification options.
- Verify resource and household information.
- Request and process National Student Loan Data System data with the Transfer Student Monitoring and Financial Aid History processes.
- Review a student's NSLDS data for use in the packaging and awarding process.
- View application history.
- Use INAS batch calculations.
- Use Institutional Need Analysis System (INAS) simulation.
- Simulate federal methodology data.

Setting Up Verification Options

Verification is the process of checking the accuracy of the information supplied by students and their families when applying for financial aid. Institutions are required to perform federal verification on a portion of their aid applicants for the purpose of awarding Title IV aid. Financial Aid provides you with a flexible setup to meet the requirements for federal and institutional verification.

See Also

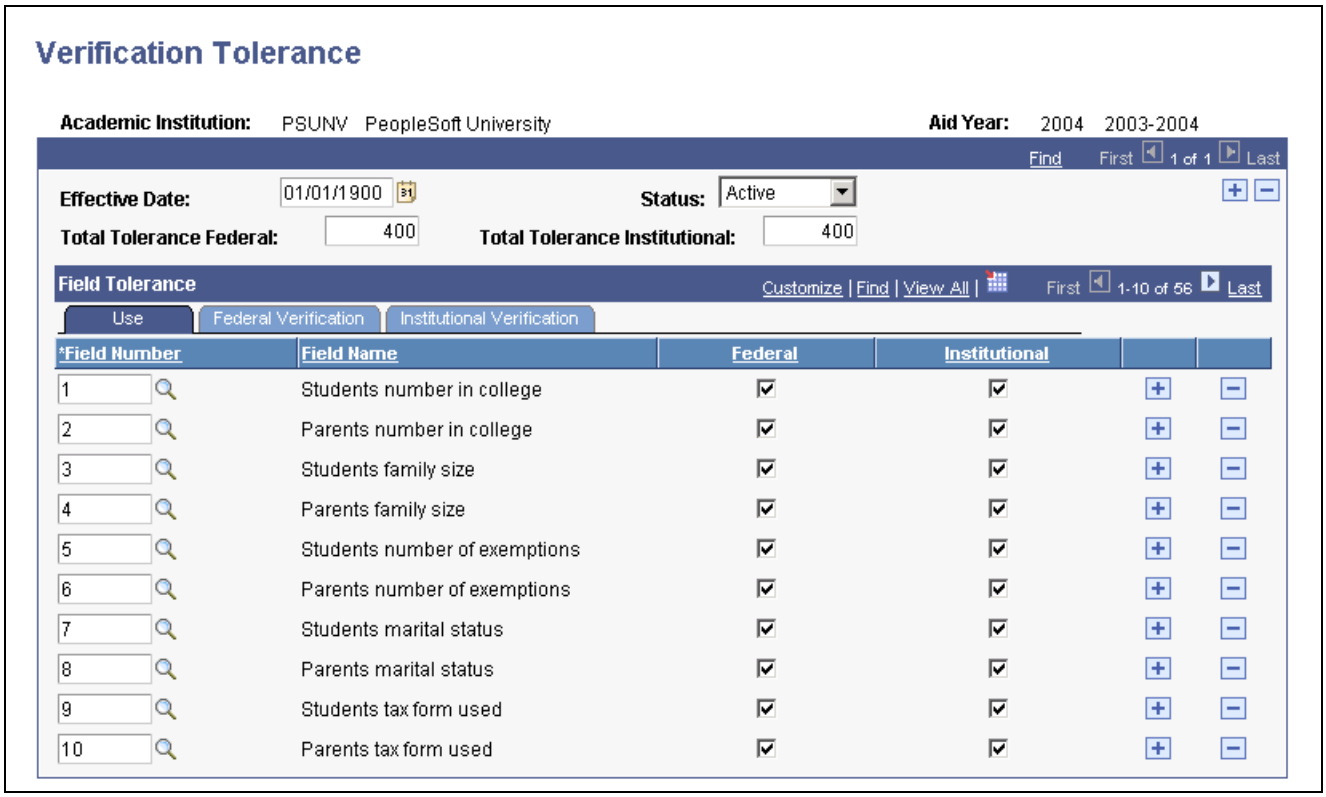
U.S. Dept. of Education's Federal Student Aid Handbook

Page Used to Set Up Verification Options

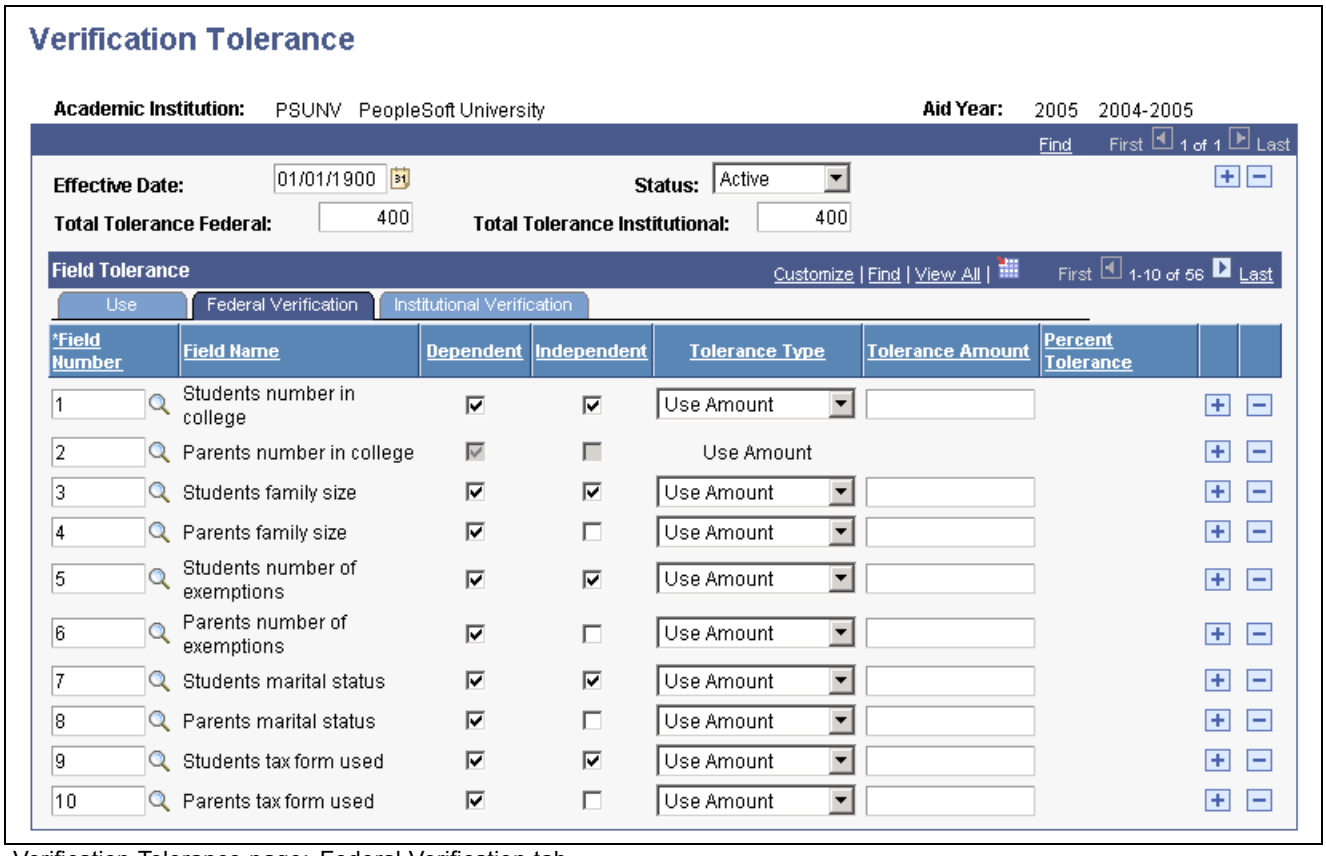
Page Name	Object Name	Navigation	Usage
Verification Tolerance	VERIF_FLD_TOLS	Set Up SACR, Product Related, Financial Aid, Application Processing, Verification Tolerance Setup	Change the tolerance values delivered for federal and institutional processing to meet the needs of your institution.

Setting Up Tolerances

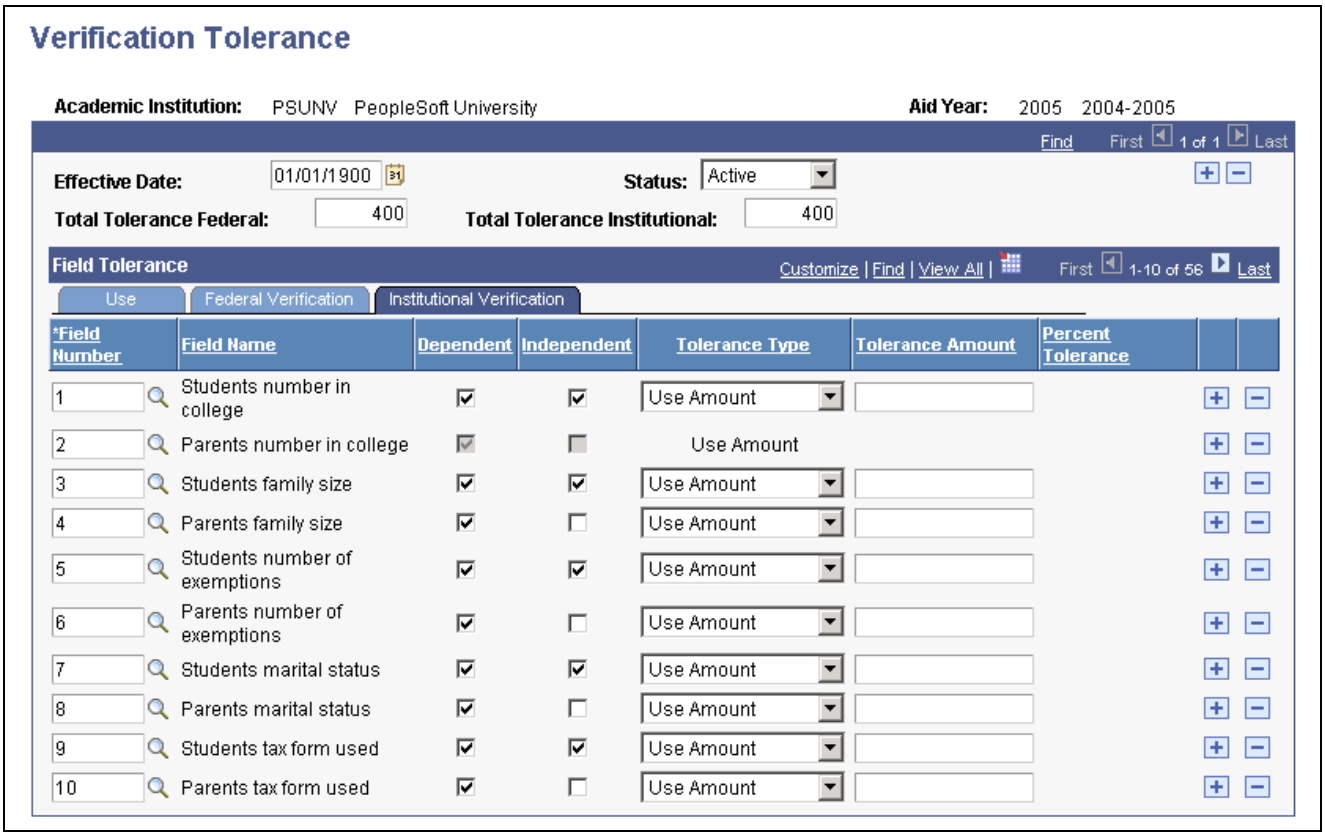
Access the Verification Tolerance setup page.



Verification Tolerance page: Use tab



Verification Tolerance page: Federal Verification tab



Verification Tolerance page: Institutional Verification tab

The selections on the Verification Tolerance page are delivered demonstration data from Financial Aid.

To set up the verification tolerances for your institution, copy and edit the delivered data to meet the needs of your institution.

The delivered tolerances are based on minimum federal verification requirements, Adjusted Gross Income (AGI) + Untaxed Income – Taxes Paid <= 400.

Note. Student and parent views are separate. We document elements common to all views first.

Common Page Information

Academic Institution Displays the institution that you selected.

Aid Year Displays the aid year that you selected.

Effective Date Displays the effective date for these verification tolerance rules. The effective date defines when the status that you select is valid.

Status Displays the status for the data. Values are *Active* or *Inactive.*

Total Tolerance Federal Enter the total level accepted for federal requirements. This tolerance is the maximum difference that can exist between a student's reported and verified information and still pass federal requirements. You can also assign a tolerance for each field based on the need of your institution.

Total Tolerance Institutional Enter the total level accepted for institutional requirements. This tolerance is the maximum difference that can exist between a student's reported and

verified information and still meet your institutional requirements. You can also assign a tolerance for each field based on the need of your institution.

Field Number Enter the field number for each of the fields to verify.

Field Name Displays the corresponding name for each field to verify.

Federal Select to apply federal methodology to tolerances.

Institutional Select to apply institutional methodology to tolerances.

Federal Verification Tab

Tolerance Type Select the tolerance type to use for federal verification. Values are*Use Amount*or *Use Pct* (use percentage).

Tolerance Amount Enter the maximum amount by which the source and target can differ when federal fields are compared.

Percent Tolerance Enter the maximum percentage by which the source and target can differ when federal fields are compared.

Institutional Verification Tab

Tolerance Type Select the tolerance type to use for institutional verification. Select either*Use Amount*and *Use Pct* (use percentage).

Tolerance Amount Enter the maximum amount by which the source and target can differ when institutional fields are compared.

Percent Tolerance Enter the maximum percentage by which the source and target can differ when institutional fields are compared.

Verifying Resource and Household Information

Verification is the process of checking the accuracy of information that students provide when applying for federal and institutional aid. Financial Aid is designed to accommodate both federal and institutional verification needs. Use the pages in the Application Data Verification component to verify the number of persons in the household, the number enrolled in post-secondary education, adjusted gross income, income tax paid for the base year, and certain untaxed income and benefits for the base year.

Note. The navigation paths for the pages listed in the following page introduction table are for aid year 2004–2005. PeopleSoft supports access for three active aid years.

Pages Used to Verify Resource and Household Information

Page Name	Object Name	Navigation	Usage
Household Info	VERIF02_FORM1	Financial Aid, Verification, Manage 2004–2005 Verification, Household Info	Enter documented information about the student and members of the student's household.

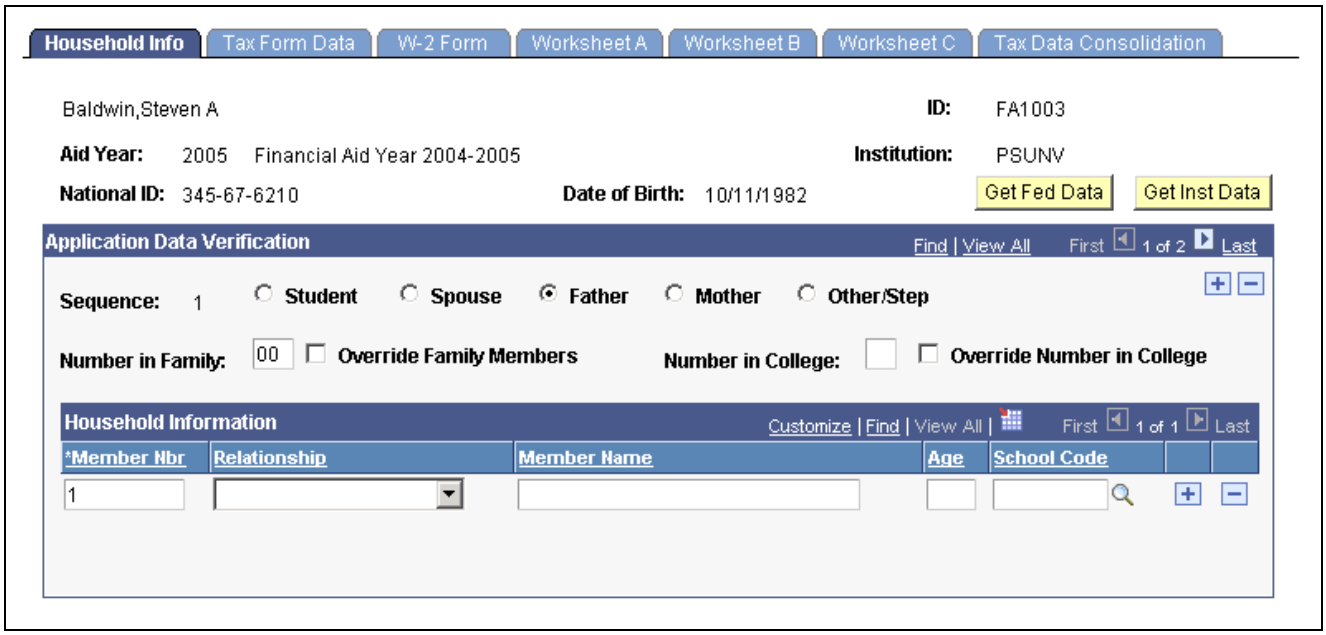
Page Name	Object Name	Navigation	Usage
TIV School Information	VERIF_SCHL_CD_SEC	Click the TIV Information link on the Household Info page.	View Title IV school information. The link only appears when you enter a valid school code.
Get Institutional Data	VERIF_APP_SRC_CODE	Click the Get Inst Data button on the Household Info page.	Indicate which Application Source code to use to populate fields with institutional data.
Tax Form Data	VERIF04_FORM2	Financial Aid, Verification, Manage 2005–2006 Verification, Tax Form Data	Enter information reported on the filer's tax form.
Income from Wages Detail	VERIF_WAGES_STDNT	Click the Wages link on the Tax Form Data page.	View detail information about wages reported by the person whose data is being verified.
Other Taxable Income	SFA_OTHER_INC1_05	Click the Other Taxable Income button on the Tax Form Data page.	Record 1040A or 1040 tax line items for taxable income other than wages. Entries recorded here can affect totals to Worksheet A.
Schedule 1	VERIF03_SCH1_SEC	Click the Sch 1 (schedule 1) link on the Other Taxable Income page.	View detail information on 1040A interest and dividend income. Entries here can write to Interest Income and Dividend Income.
Schedule B	SCHB99_SEC	Click the Sch B (schedule B) link on the Other Taxable Income page.	View detail information about 1040 interest and dividend income. Entries here write to Interest Income and Dividend Income. Foreign Accounts/Trusts detail is also recorded here.
Schedule C	SCH_C_SEC	Click the Sch C (schedule C) link on the Other Taxable Income page.	Enter or view data about profit or loss from a business. Entries made here write to the Other Taxable Income - Business Income/Loss field.
Schedule D	SFA_SCH_D1_SEC05	Click the Sch D (schedule D) link on the Other Taxable Income page.	Enter or view information about short term capital gains and losses, long term capital gains and losses, and summary and tax computation. Entries made here affect the Other Taxable Income — Capital Gains/Loss field.

Page Name	Object Name	Navigation	Usage
Schedule E	SCH_E_SEC	Click the Sch E (schedule E) link on the Other Taxable Income page.	Enter or view supplemental income and loss. Entries made here affect Other Taxable Income — Rental Income, Trusts.
Schedule F	SCH_F_P1_SEC	Click the Sch F (schedule F) link on the Other Taxable Income page.	Enter or view farm income cash or accrual method or expense information. Selecting cash or accrual affects what additional fields the system activates. Accrual activates accrual and expense fields. Cash activates accrual fields only. Entries made here affect Other Taxable Income — Farm Income/Losses.
Income Adjustments	SFA_INCOME_ADJ_06	Click the Income Adjustments link on the Tax Form Data page.	Record 1040 or 1040A adjustments to income. The tax form recorded as filed determines which fields activate. Values entered here write to Tax Form Data/Income Adjustments and may affect Worksheet A totals.
Tax, Credits, and Payments	VERIF04_CREDIT_SEC	Click the Tax, Credits, and Payments link on the Tax Form Data page.	Enter or view tax and credit data. Field activation on this page is dependent on the tax form filed. Taxable income is entered from 1040 line 39, 1040A line 24, and 1040EZ line 6. Tax is entered from 1040 line 40, 1040A line 25, and 1040EZ line 10. All credits entered are subtracted from the tax amount. The net calculated amount writes to Tax Form Data — US Income Tax Paid.
Schedule A Itemize Deductions	SCHA_1_14_SEC	Click the Sch A (schedule A) link on the Tax and Credits page from the Tax Form Data page.	Enter or view medical and dental expenses, taxes paid, interest paid, gifts to charity, casualty and theft losses, and job expenses and miscellaneous deductions. Values entered here affect the total written to the taxable income on the Tax and Credits page.

Page Name	Object Name	Navigation	Usage
Untaxed Income	VERIF03_UNTAXED	Click the Untaxed Income link on the Tax Form Data page.	Enter or view information about income that is not taxed. Fields unavailable for entry indicate that the values originate from Other Taxed Income or Income Adjustments. Values entered here are written to the Untaxed Income field on the Tax Form Data page and can affect Worksheet A totals.
W-2 Form	VERIF03_FORM3	Financial Aid, Verification, Manage 2005–2006 Verification, W-2 Form	Verify information reported on a person's W-2 form.
W2 – Box 12	VERIF03_W2_BOX12	Click the Box 12 link on the W-2 Form page.	Enter or view information from Box 12 on the W-2 form.
Worksheet A	VERIFICATION_FORM4	Financial Aid, Verification, Manage 2005–2006 Verification, Worksheet A	View information from Worksheet A.
Worksheet B	VERIF02_FORM_WSB	Financial Aid, Verification, Manage 2005–2006 Verification, Worksheet B	View information from Worksheet B.
Worksheet C	VERIF02_FORM_WSC	Financial Aid, Verification, Manage 2005–2006 Verification, Worksheet C	View information from Worksheet C.
Tax Data Consolidation	VERIF_TAX_CONSL_03	Financial Aid, Verification, Manage 2005–2006 Verification, Tax Data Consolidation	Combine the income and resources of all family members of the individual being verified.
Consolidated Tax Data	VERIF03_CONSL_SEC	Click the Consolidated Tax Data link on the Tax Data Consolidation page.	View or edit all tax and resource information. Some field values from Tax Form Data — Untaxed Income are duplicated on this page to accommodate CSS PROFILE information. For federal purposes, these same fields are also considered and totaled into the Worksheet A, B, and C fields. The federal compare process uses only Worksheet A, B, and C to determine variance.

Verifying Household Information

Access the Household Info page.



Household Info page

The system displays the student name, ID, Aid Year, Institution, National ID, and student's Date of Birth. For students in the U.S., the NID is the Social Security number.

Application Data Verification

Sequence Enter the sequence number for the row of information to be verified. A separate row of verification data is maintained for each person verified. Select the corresponding option to indicate whose documents are being verified. Options are *Student, Spouse, Father, Mother,*and *Other/Step.*

Number in Family Enter the number in the student's family.

Override Family Members Select to override the number of family members used to calculate the EFC.

Number in College Enter the number of the student's family members in college.

Override Number in College Select to override the number of family members in college used to calculate the EFC.

Household Information

***Member Nbr** (member number) Displays the household member counter. The system increases this field by one for each row inserted at the household member level.

Relationship Indicates the relationship of the person selected in Sequence. For example, the sequence for student might be self, spouse, father, mother, other/step. Data verification for Father might be self (father), spouse, son, daughter. All dependent students must be listed as a relation in only one father, mother or other/step category to be counted in the parent household. Recording the student in more than one of these categories results in overcounting. For comparison purposes, members listed for student and spouse household categories are compared to household size and number in college for student. Members listed for father, mother, and other/step are compared to household

	size and number in college for parent (dependent students are always included in parent household on an aid application).
Member Name	Household member's name.
Age	Household member's age.
School Code	Enter a valid school code, if applicable. Entering a valid school code enables the system to calculate a value for the Number In College field. If the school code remains blank, the system does not calculate the number in college. A TIV Information button becomes available when you enter a valid college code. It displays demographic information for the school.
Get Fed Data (get federal data)	Click this button to populate fields with the most recent ISIR record data.
Get Inst Data (get institutional data)	Click this button to populate fields with institutional record data. The system prompts you to enter an application source code.

Note. The page maintains a separate row for each household member.

Click the TIV Information link to open the TIV School Information page.

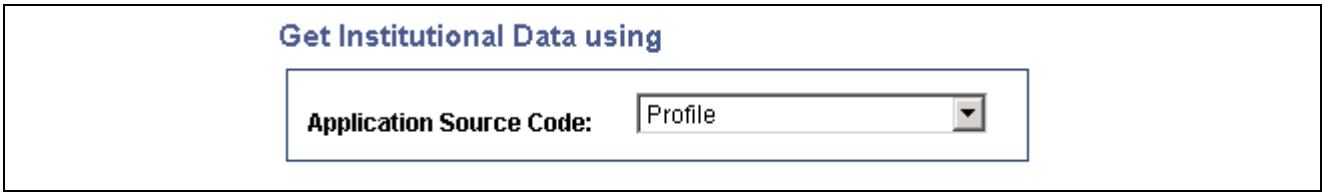
Viewing TIV School Information

Access the TIV School Information page.

TIV School Information page

Getting Institutional Data

Access the Get Institutional Data Using page.



Get Institutional Data using page

Application Source Code	Select a valid value from the available options. Currently only PROFILE is supported by the system. Valid values include the following: *FT Canada Student Loan:* Full-time Canadian student loan.

Institutional Application

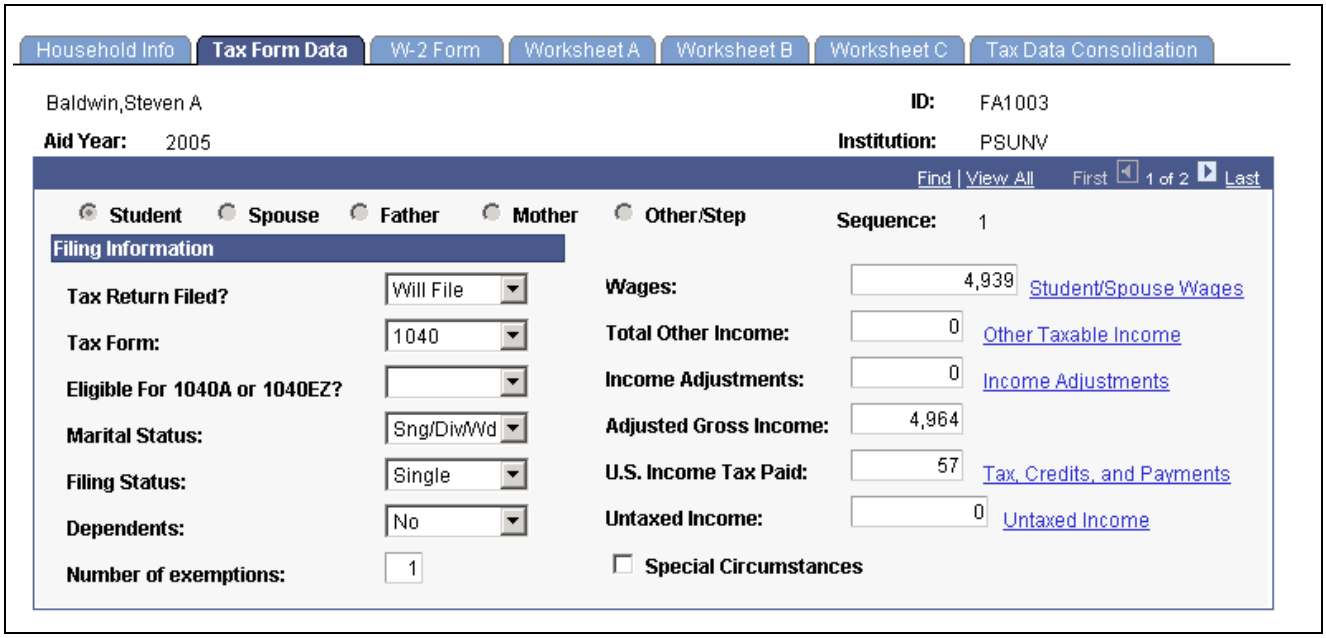
Need Access

PROFILE

PT Canada Student Loan: Part-time Canadian student loan.

Verifying Tax Data

Access the Tax Form Data page.



Tax Form Data page

The system displays the student name, ID, Aid Year, and Institution.

Sequence Displays the sequence number for the row of information to be verified. A separate row of verification data is maintained for each person verified. The clicked button indicates the person whose information is being verified.

Filing Information

Tax Return Filed? Valid values include the following:

File/Comp: A completed return is filed.

Not Filed: A return is not filed.

Will File: A return is not yet filed but will be filed.

None: No information is available about the return.

Tax Form Select the type of tax form filed by the person whose information is being verified. The value that you select determines which fields are activated on the pages. Select from the following values:

1040

1040A/EZ/T

Foreign Tx (foreign tax)

Territory

Elig 1040A/EZ (eligible to file 1040A/EZ) — Select whether the filer is eligible to file the tax form 1040A or 1040EZ.

Marital Status — Select the marital status of the person whose documents are being verified.

Filing Status — Select the tax filing status of the person whose information is being verified. The value that you select determines which fields the system activates in the Wages page. Select from the following values:

Head HH (household)

Joint

Separate

Single

Widower

Dependents — Indicates whether the person whose information is being verified has any dependents. Choices are *Yes* or *No*.

Number of Exemptions — Enter the number of exemptions for the person whose information is being verified.

Wages — Enter the amount of gross wages for the person whose information is being verified.

Total Other Income — Enter any taxable income besides wages reported by the person whose information is being verified. Entries here might affect Worksheet A totals.

Income Adjustments — Enter any allowable adjustments to income as reported by the person whose information is being verified. Entries here might affect Worksheet A totals.

Adjusted Gross Income — Enter the total of wages and other income less income adjustments for the person whose information is being verified.

U.S. Income Tax Paid — Enter the total of U.S. income tax paid by the person whose information is being verified. Entries here might affect Worksheet B totals.

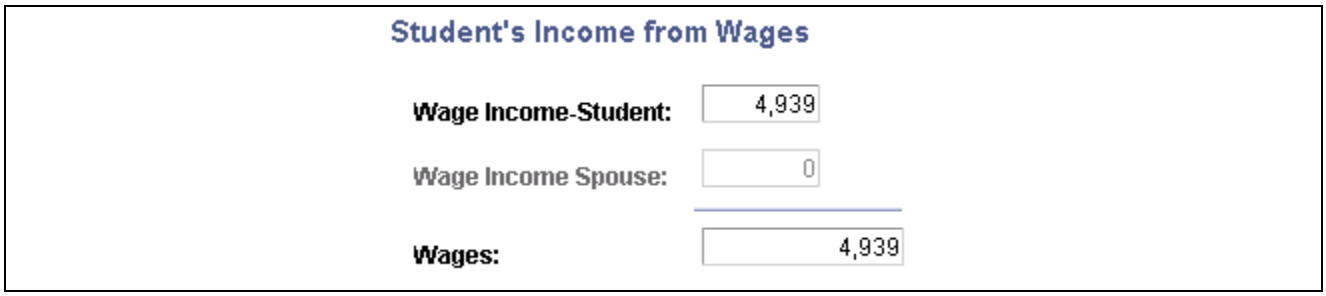
Untaxed Income — Enter the amount of untaxed income for the person whose information is being verified. Entries here might affect Worksheet A totals.

Special Circumstances — Select this check box to update the Special Circumstance check box on the Miscellaneous Data page in the Maintain Institutional Application component. This is useful when an institutional applicant has attached a note or letter to the documentation submitted describing special circumstances to be considered.

Note. Direct entry of data is possible in the Total Other Income, Income Adjustments, U.S. Income Tax Paid, and Untaxed Income fields to override information on the associated detail pages. However, direct entry is not recommended.

Entering Student Income From Wages

Access the Wages Detail page.



Student's Income from Wages page

The Wages Detail page displays student and spouse, or father and mother wage detail data depending on the active row in use for Sequence and entries made in the Filing Status selection.

Wage Income Student Displays the student's wage income or the father's wage income.

Wage Income-Spouse Displays spouse's wage income or mother's wage income.

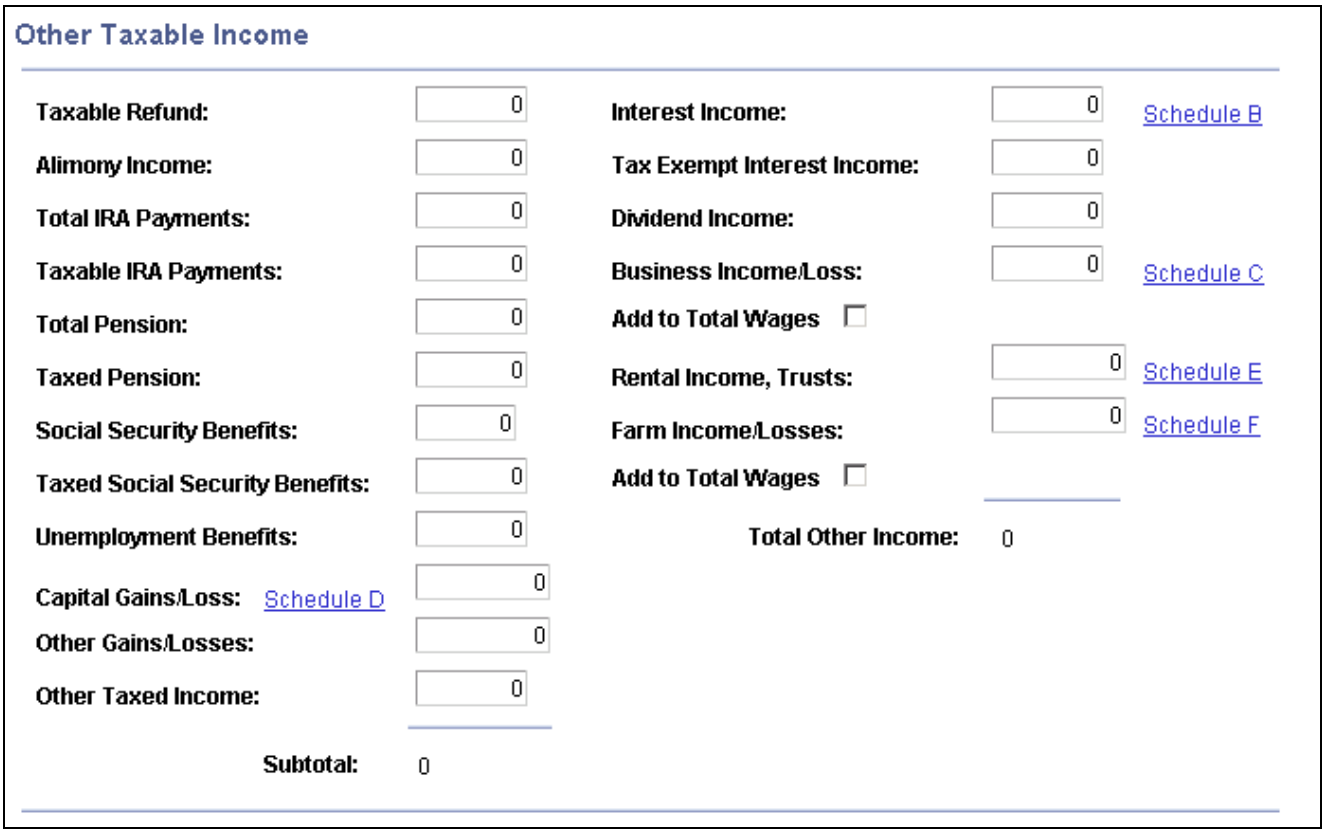
Wages Displays the total wages from the wage income entries. The system uses this amount to populate the Wages field on the Tax Form Data page.

Entering Other Taxable Income

The Other Taxable Income page appears differently depending on what tax form is indicated on the Tax Form Data page. The following table indicates which elements appear for each tax form:

Tax Form	Elements That Appear
1040	Schedule B, C, D, E, F
1040A/EZ/T	Schedule 1
Foreign Tax	No additional elements
Territory	No additional elements

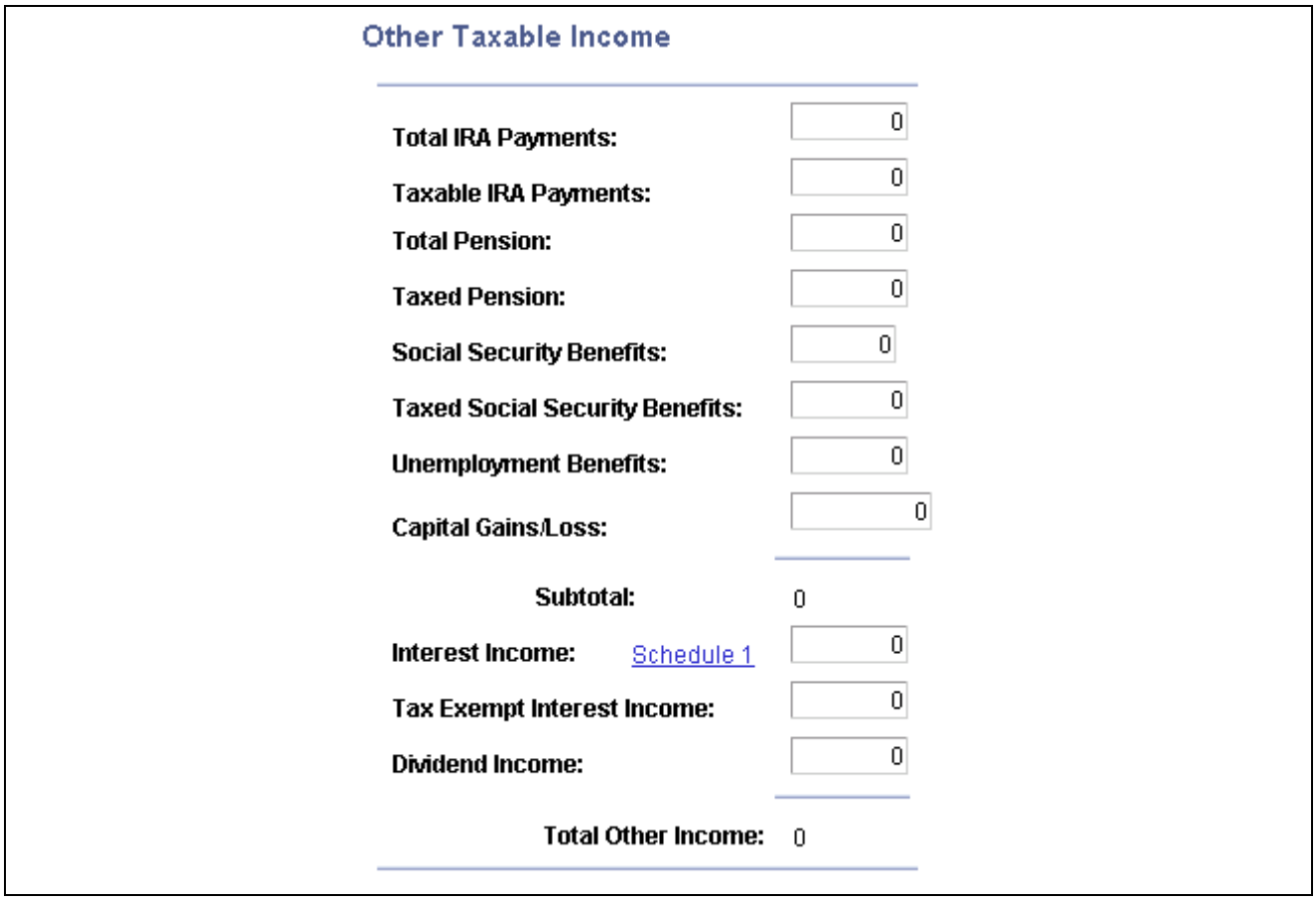
Access the Other Taxable Income page.



Other Taxable Income page — Parent Row 1040

Add to Total Wages Select this check box to add or subtract business income or loss to wages for the filer of record and to the total wages. It is selected by default.

Add to Total Wages Select this check box to add farm income or losses to wages for the filer of record and to total wages. It is selected by default.



Other Taxable Income — Student 1040A

Comparing Other Taxable Income for Institutional Applications

The PROFILE application requires a family to report *other taxable income* such as taxable refunds, alimony received, capital gains or losses, other gains or losses, taxable IRA, taxable pension, unemployment compensation, taxable Social Security, and other income. This definition of *other taxable income* does not match the definition of other taxable income on the Tax Form. The Tax Form's other taxable income value is listed in the Total Other Income field on the Other Taxable Income page.

The following table compares the two definitions of other taxable income.

Total Other Income (Tax)	Other Taxable Income (Inst App)
Capital Gain/Loss	Capital Gain/Loss
Other Gain/Loss	Other Gain/Loss
Taxable IRA	Taxable IRA
Taxable Pension	Taxable Pension
Taxable Social Security	Taxable Social Security

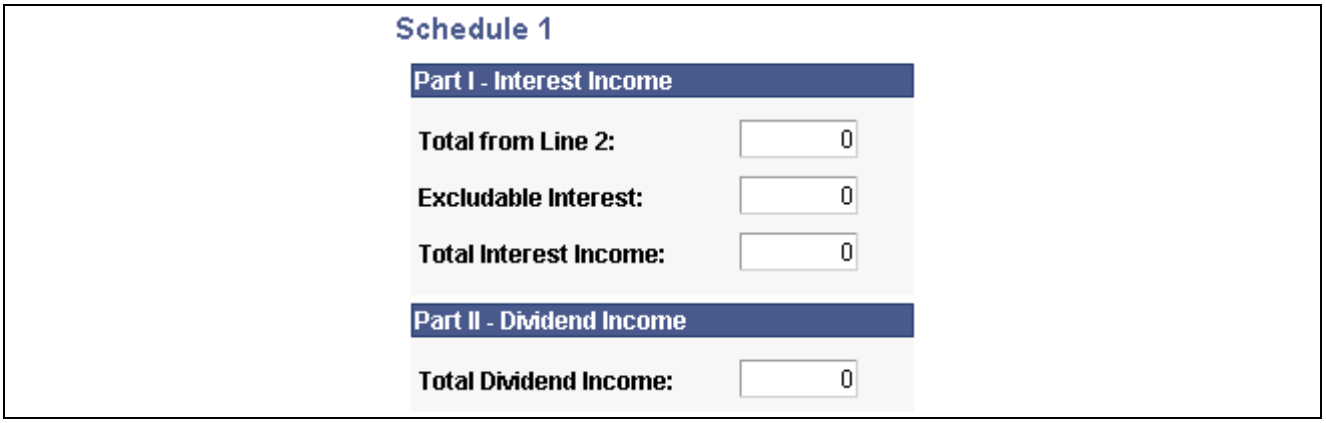
Total Other Income (Tax)	Other Taxable Income (Inst App)
Unemployment Benefits	Unemployment Benefits
Taxable Refunds*	Taxable Refunds*
Taxable Interest Income	none
Dividend Income	none
Alimony Income	Alimony Income
Rental Income	none
Other Income	none
[Business Income/Loss]	none
[Farm Income/Loss]	none

Fields that are enclosed in square brackets are included in Total Other Income as appropriate, based on the Add to Wages check boxes.

This field is part of TAX_VERIF_CONSL and appears as Other Taxable Income on the Consolidated Tax Data page and as Subtotal on the Other Taxable Income page.

Entering Schedule 1 Information

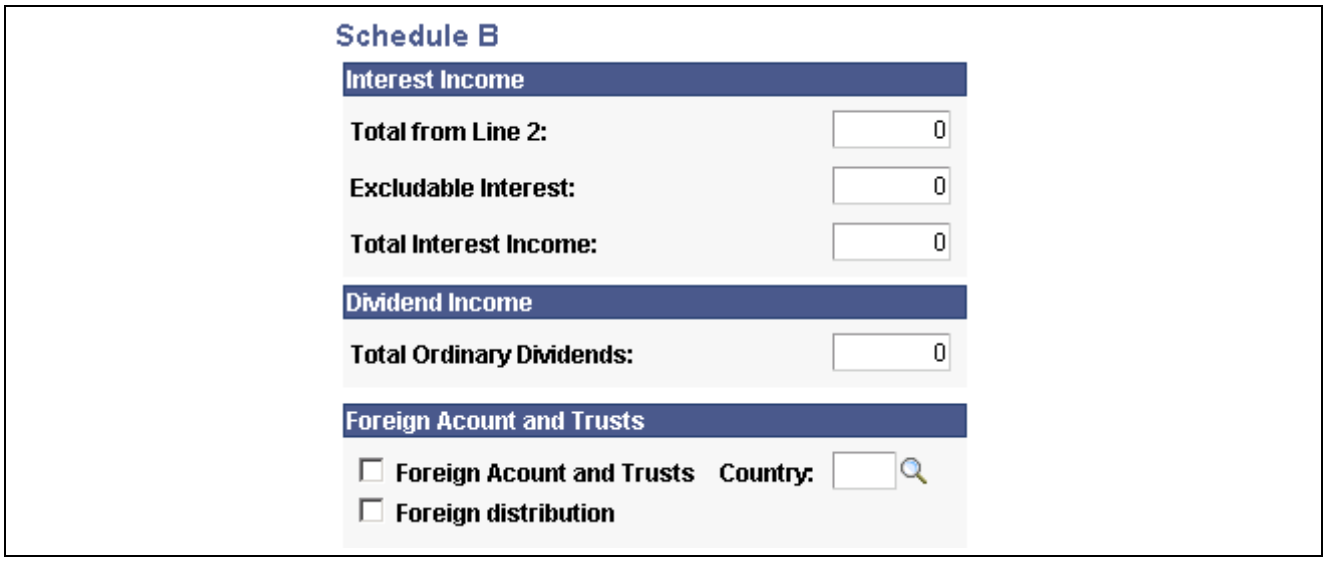
Access the Schedule 1 page.



Schedule 1 page

Entering Schedule B Information

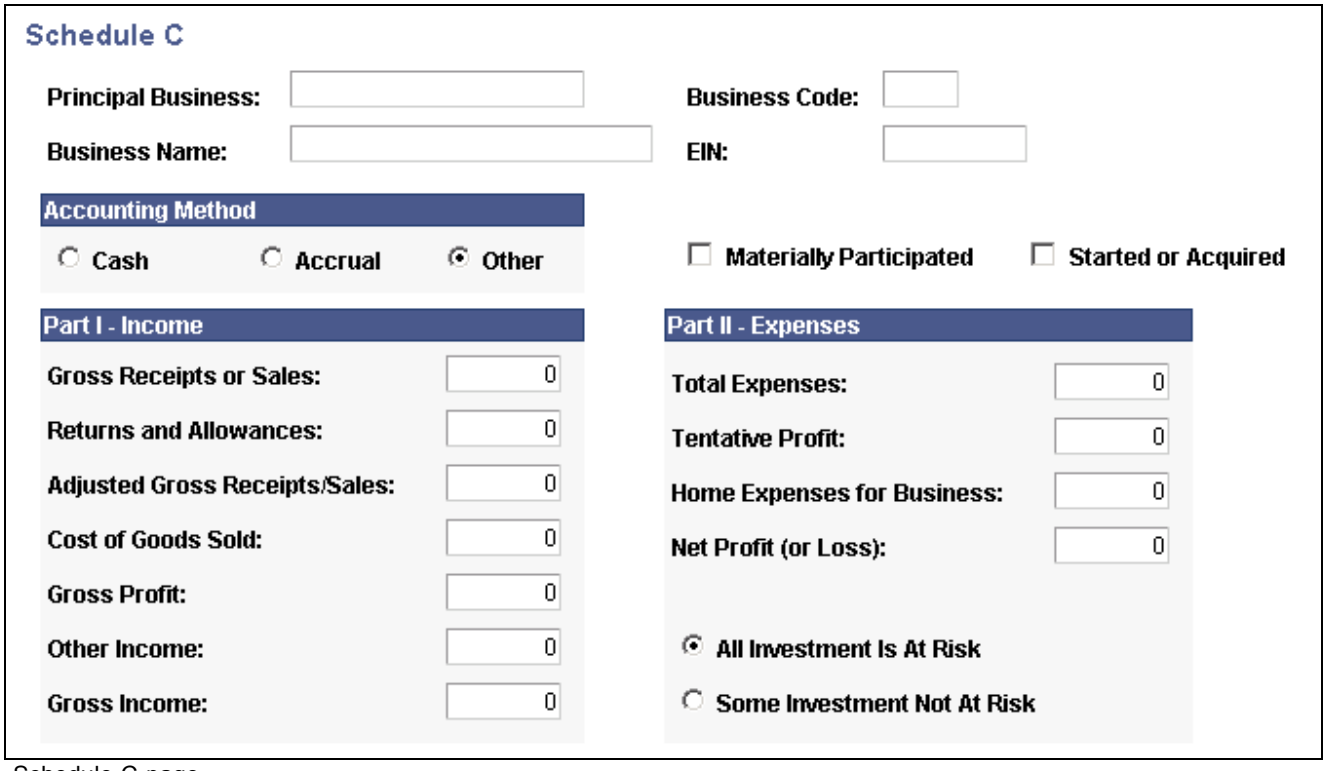
Access the Schedule B page.



Schedule B page

Entering Schedule C Information

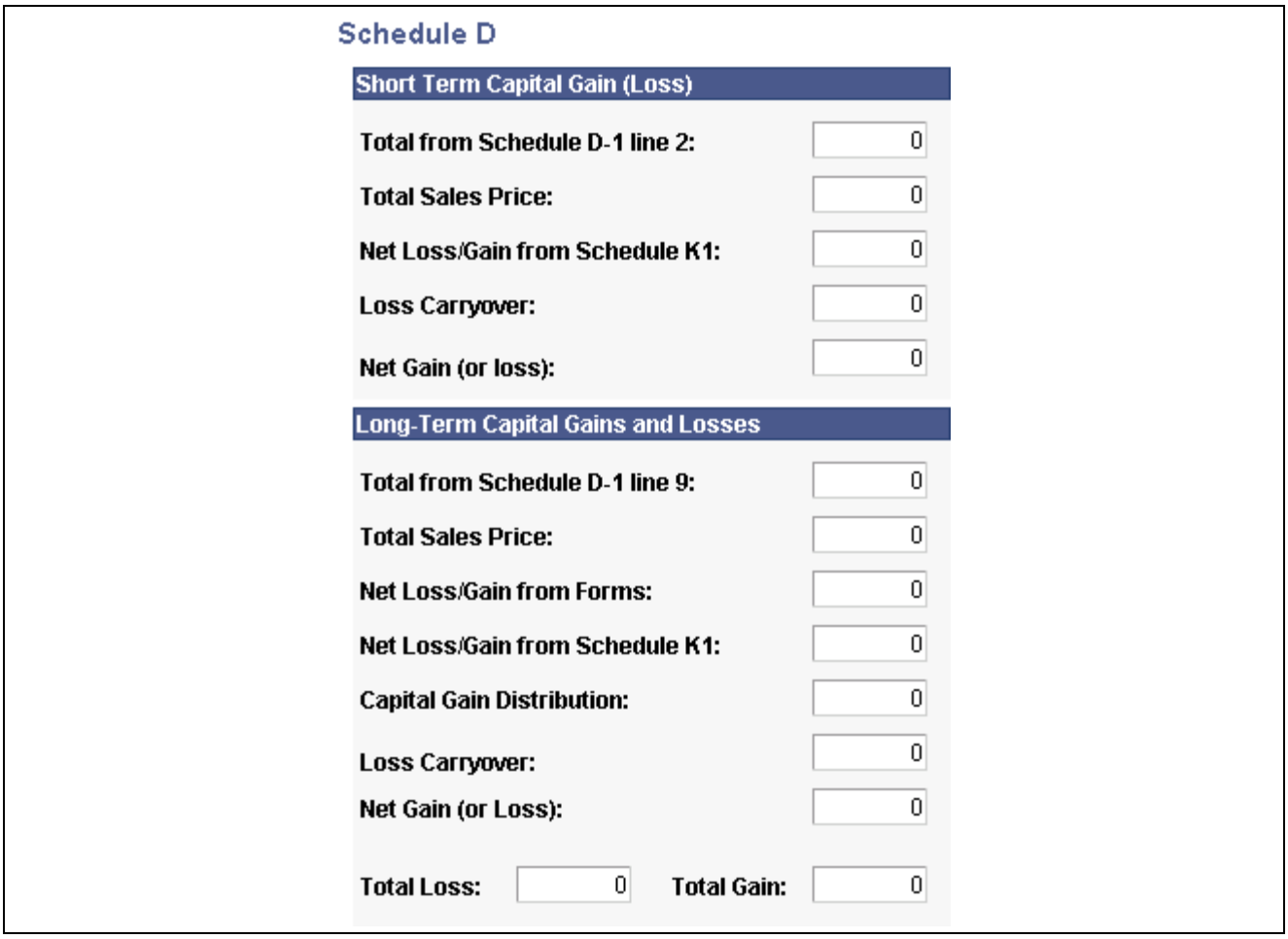
Access the Schedule C page.



Schedule C page

Entering Schedule D Information

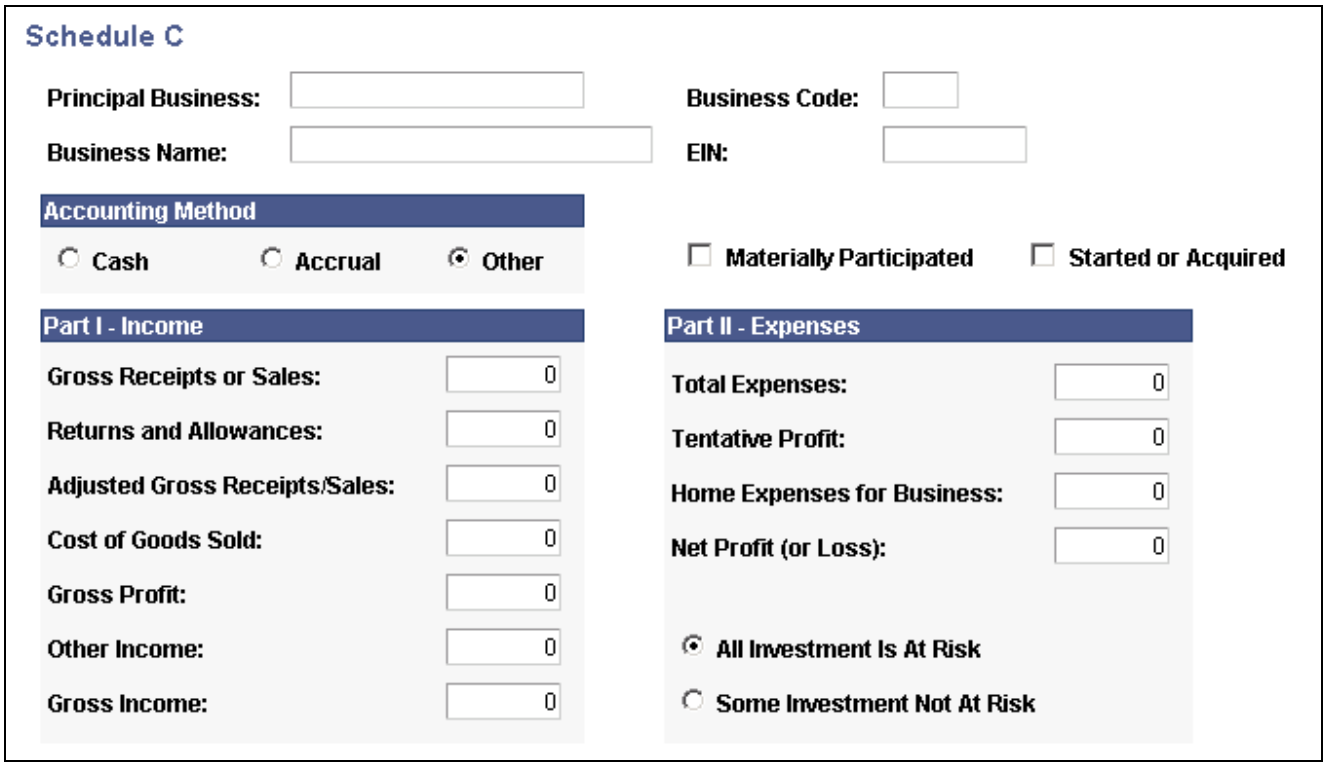
Access the Schedule D page.



Schedule D page

Entering Schedule E Information

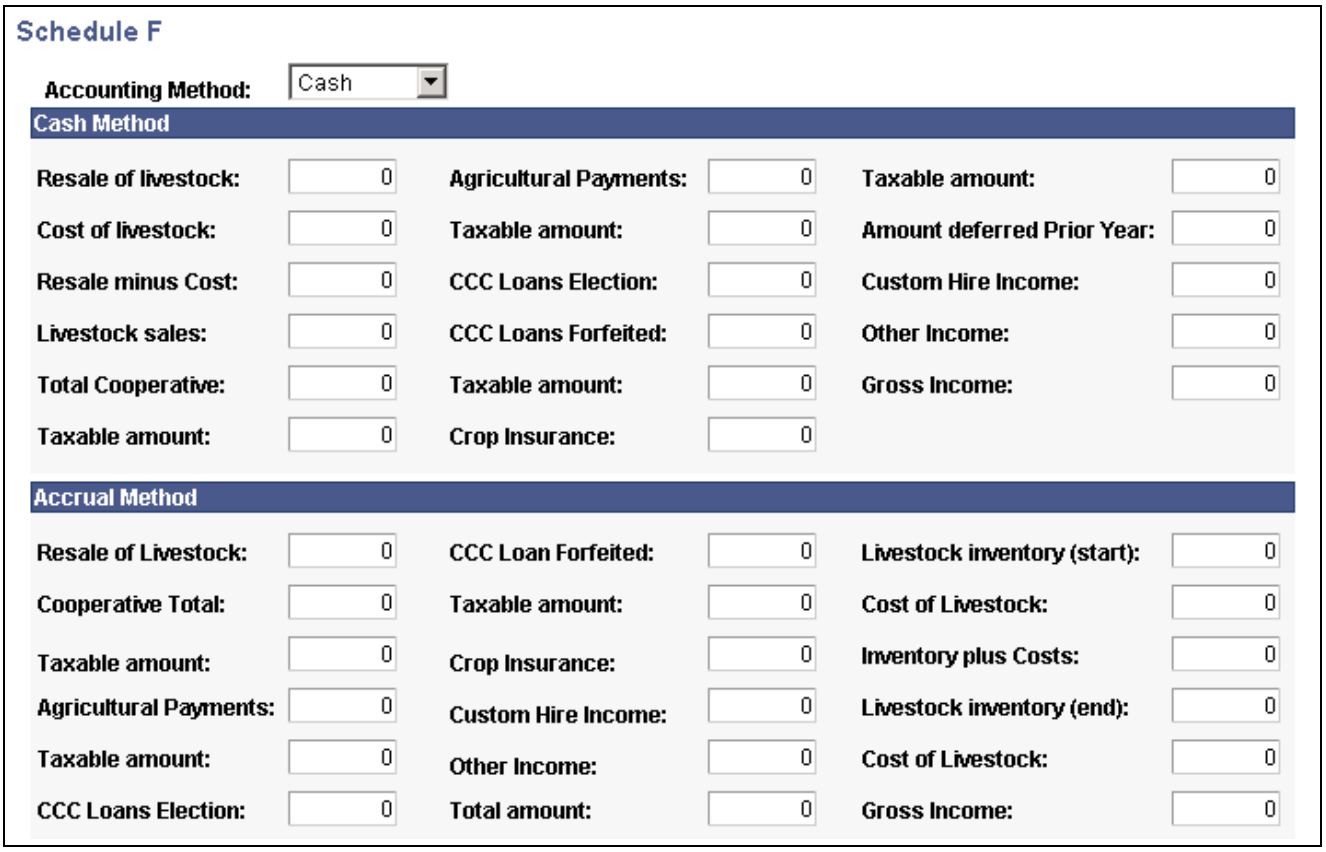
Access the Schedule E page.



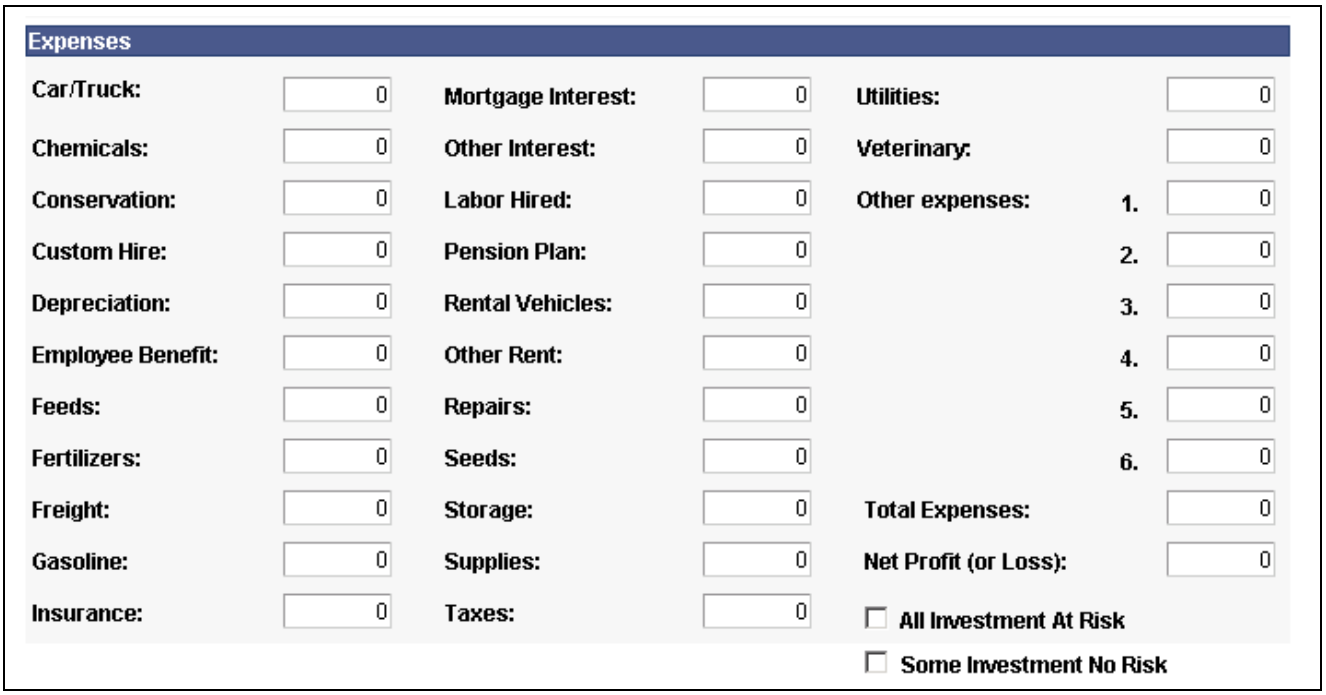
Schedule E page

Entering Schedule F Information

Access the Schedule F page.



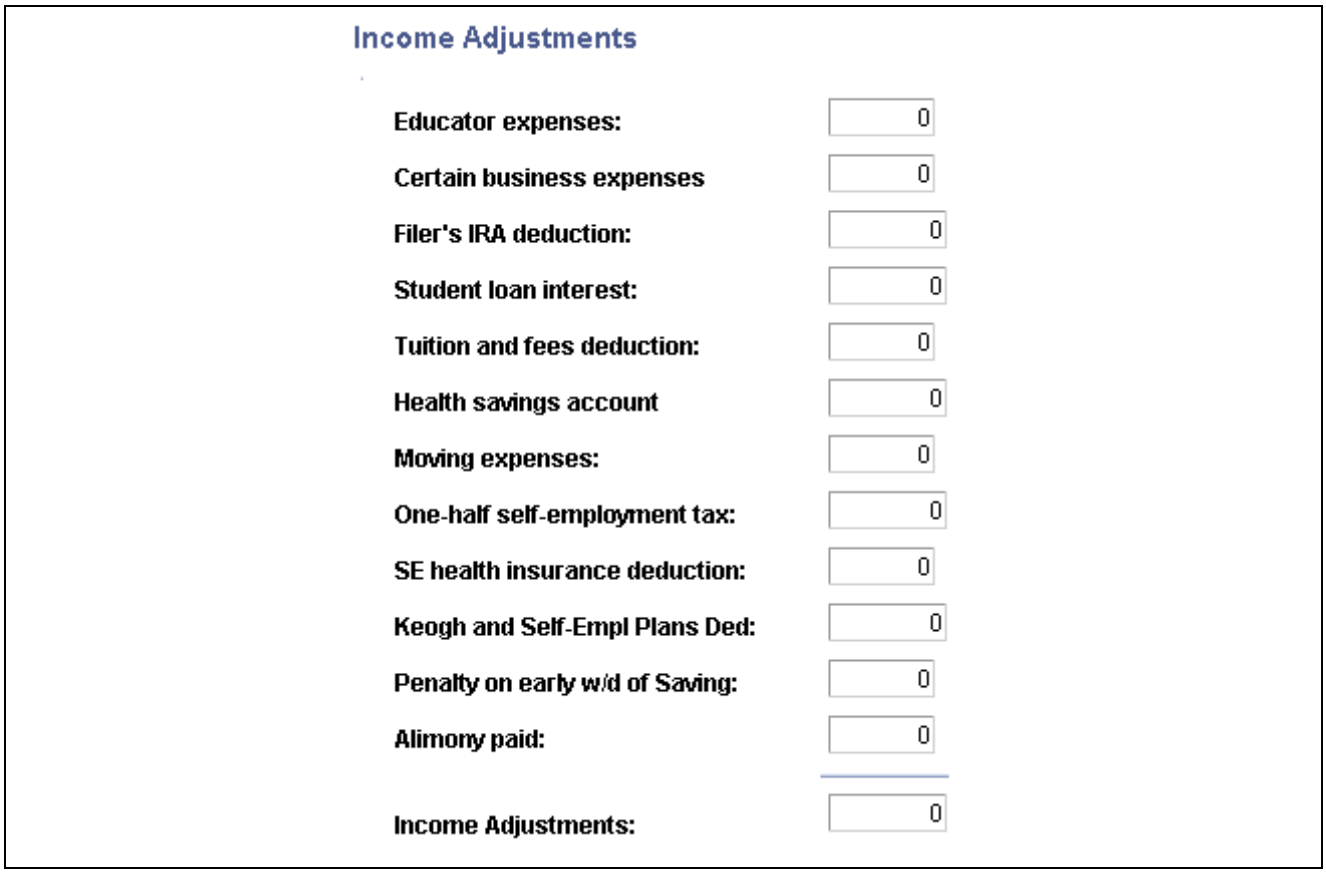
Schedule F page (1 of 2)



Schedule F page (2 of 2)

Entering Income Adjustments

Access the Income Adjustments page.



Income Adjustments page – 1040

Note. The Filer's IRA deduction field and the Student loan interest field are the only fields available for 1040A filers.

Entering Tax, Credits, and Payments

Access the Tax, Credits and Payments page.

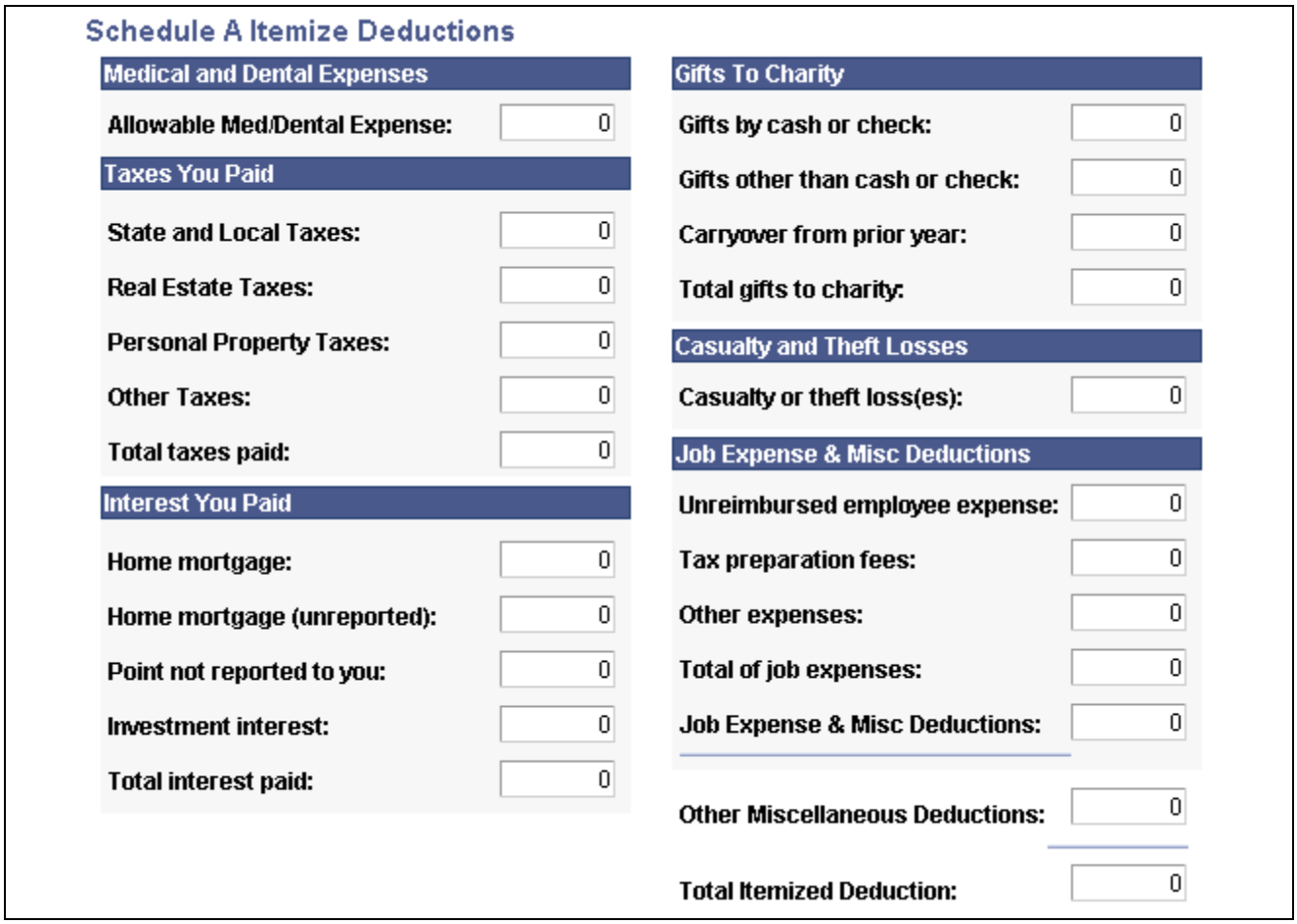
Tax, Credits, and Payments page – 1040

Earned Income Credit Enter the amount deducted from tax due for qualified persons whose information is being verified. An entry in this field also updates Untaxed Income and Worksheet A.

Additional Child Tax Credit Enter an amount deducted from tax for households with three or more qualifying children. An entry in this field also updates Untaxed Income and Worksheet A.

Viewing Schedule A Itemized Deductions

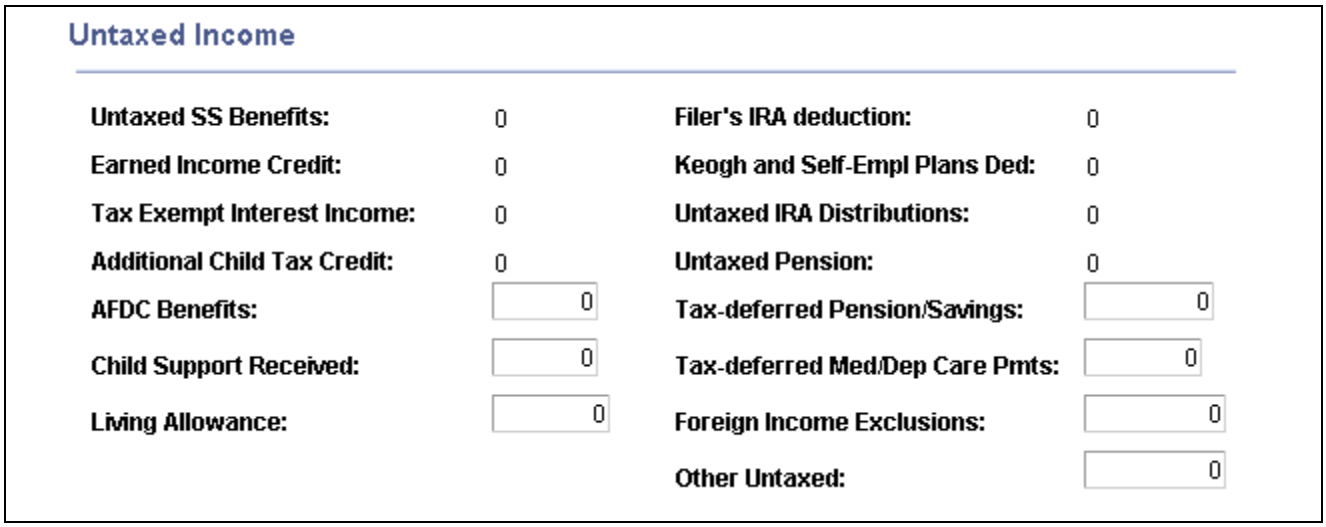
Access the Schedule A Itemize Deductions page.



Schedule A Itemize Deductions page

Viewing Untaxed Income

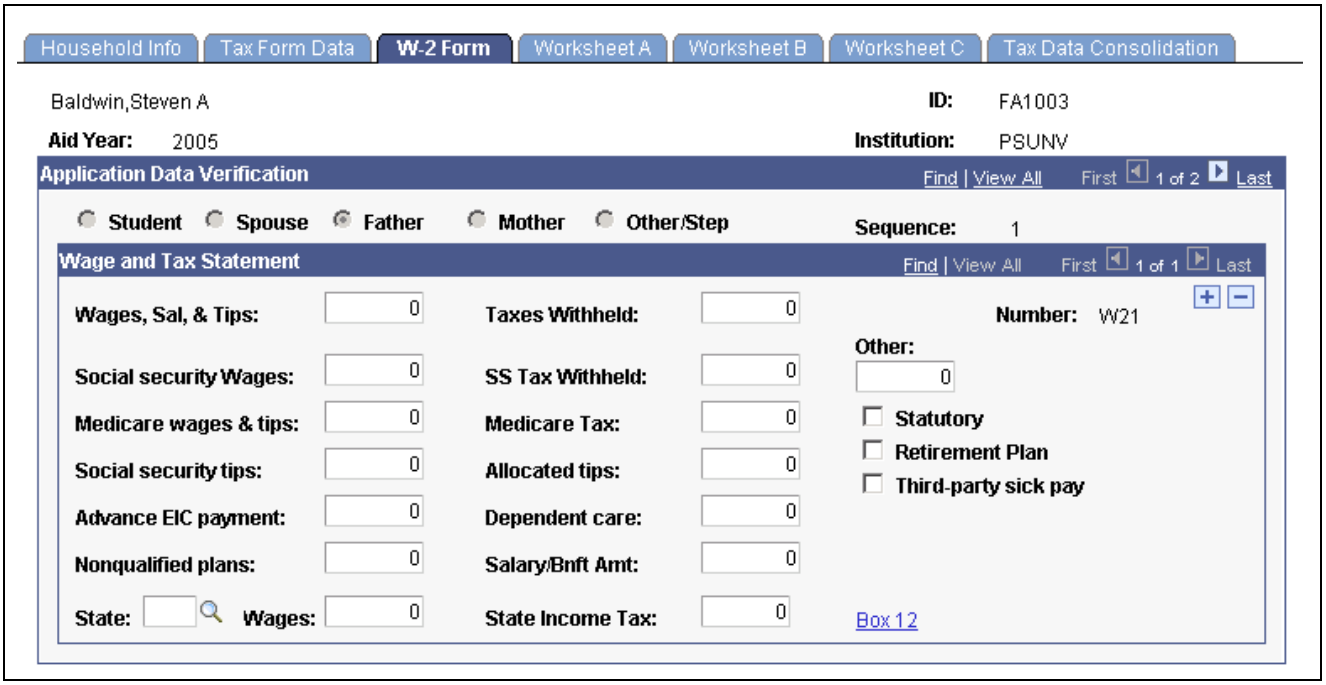
Access the Untaxed Income page.



Untaxed Income page

Verifying W-2 Information

Access the W-2 Form page.



W-2 Form page

The system displays the student name, ID, aid year, and institution.

Application Data Verification

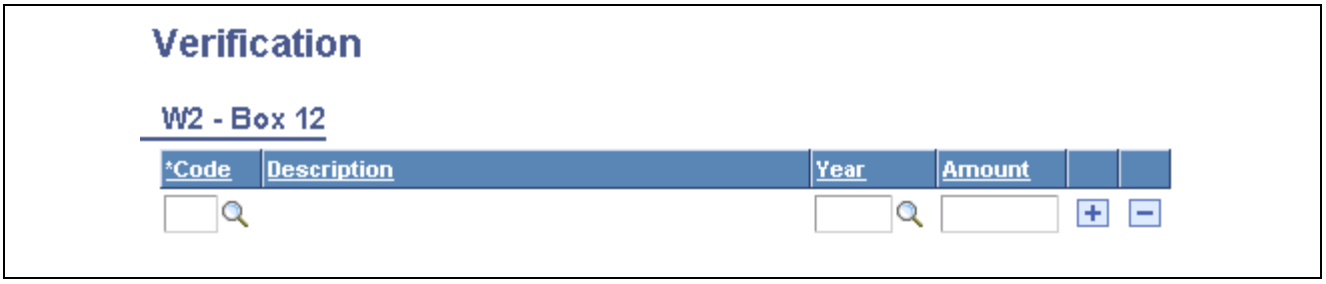
Sequence Displays the sequence number for the row of information to be verified. A separate row of verification data is maintained for each person verified. The selected option indicates the person whose information is being verified.

Wage and Tax Statement

Box 12 Click this link to enter or view information from Box 12 on the W-2 form.

Viewing W-2 Box 12 Information

Access the W2 – Box 12 page.

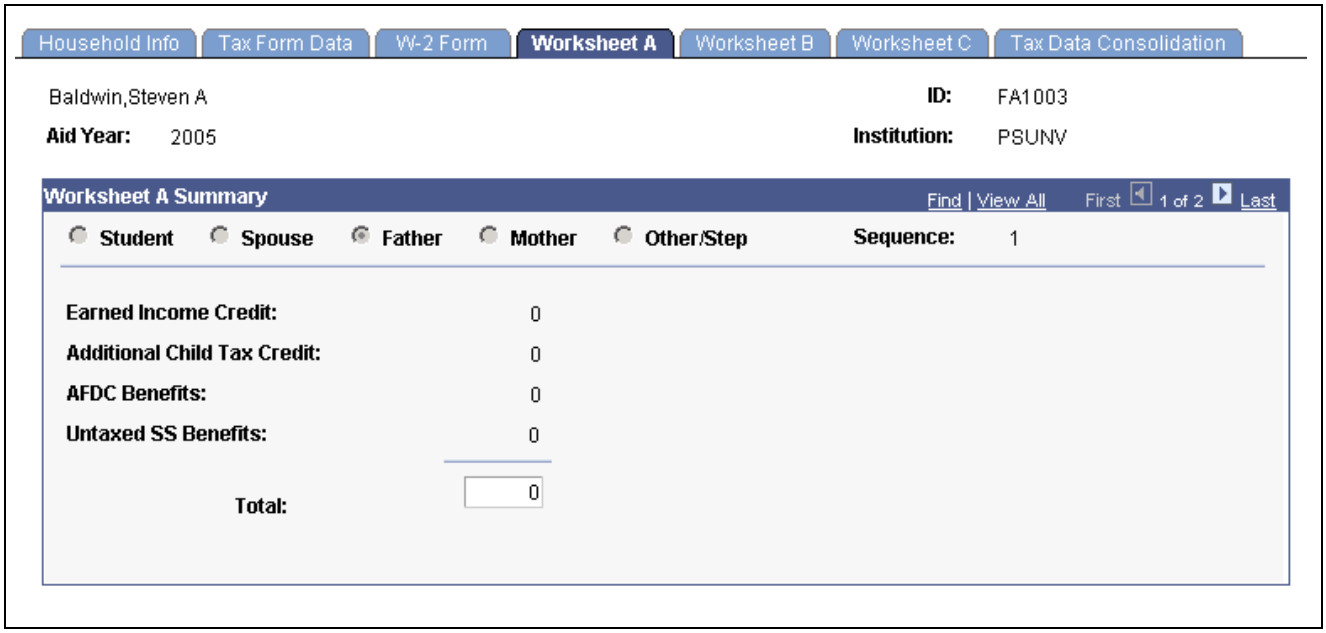


W2 – Box 12 page

Code Refer to the W-2 instructions for details on valid values for the code.

Verifying Worksheet A Information

Access the Worksheet A page.



Worksheet A page

The system displays the student name, ID, aid year, and institution.

Worksheet A Summary

Sequence — Displays the sequence number for the row of information to be verified. A separate row of verification data is maintained for each person verified. The selected option indicates the person whose information is being verified.

Earned Income Credit — The system updates this field from the Earned Income Credit entry made on the US Income Tax Paid page.

Additional Child Tax Credit — The system updates this field from the Additional Child Tax Credit entry made on the US Income Tax Paid page.

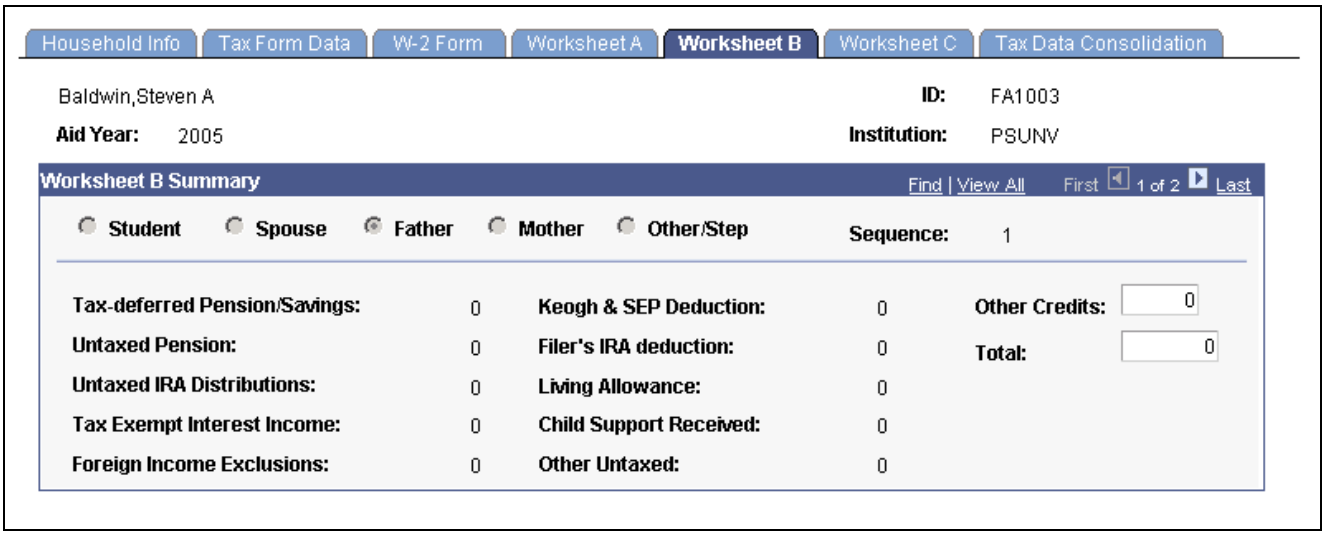
AFDC Benefits (aid to families with dependent children benefits) — Displays AFDC payments received by the tax filer. The amount comes from the Untaxed Income page.

Untaxed SS Benefits(untaxed social security benefits) — Amount of nontaxable Social Security benefits paid to the tax filer. The amount comes from the Other Income page and is the difference between total Social Security benefits and taxed Social Security benefits.

Total — Total of amounts from the previous fields.

Verifying Worksheet B Information

Access the Worksheet B page.



Worksheet B page

The system displays the student name, ID, aid year, and institution.

Worksheet B Summary

Sequence Displays the sequence number for the row of information to be verified. A separate row of verification data is maintained for each person verified. The selected option indicates the person whose information is being verified.

Tax-deferred Pension/Savings This amount comes from the Untaxed Income page.

Untaxed Pension Displays the amount of pension earnings that are untaxed. This amount writes from the Other Income page and is the difference between Total Pension and Taxed Pension.

Untaxed IRA Distributions (untaxed individual retirement account distributions) Displays the amount of funds disbursed from an IRA that is nontaxable. This amount writes from the Other Income page and is the difference between IRA payments and taxable IRA.

Tax Exempt Interest Income Displays interest income that is tax-exempt based on established minimums. This amount writes from the Other Income page.

Foreign Income Exclusions Displays the amount of income earned by a citizen of a foreign country. This amount writes from the Untaxed Income page.

Keogh & SEP Deduction Displays the amount paid by the tax filer into a Keogh or SEP account. This amount writes from the Income Adjustments page.

Filer's IRA Deduction Displays the amount paid by the tax filer to an IRA. The amount writes from the Income Adjustments page.

Living Allowance Displays the amount of living allowance paid to the person whose information is being verified. This amount writes from Untaxed Income page.

Child Support Received Displays the amount of child support received by the tax filer. This amount writes from the Untaxed Income page.

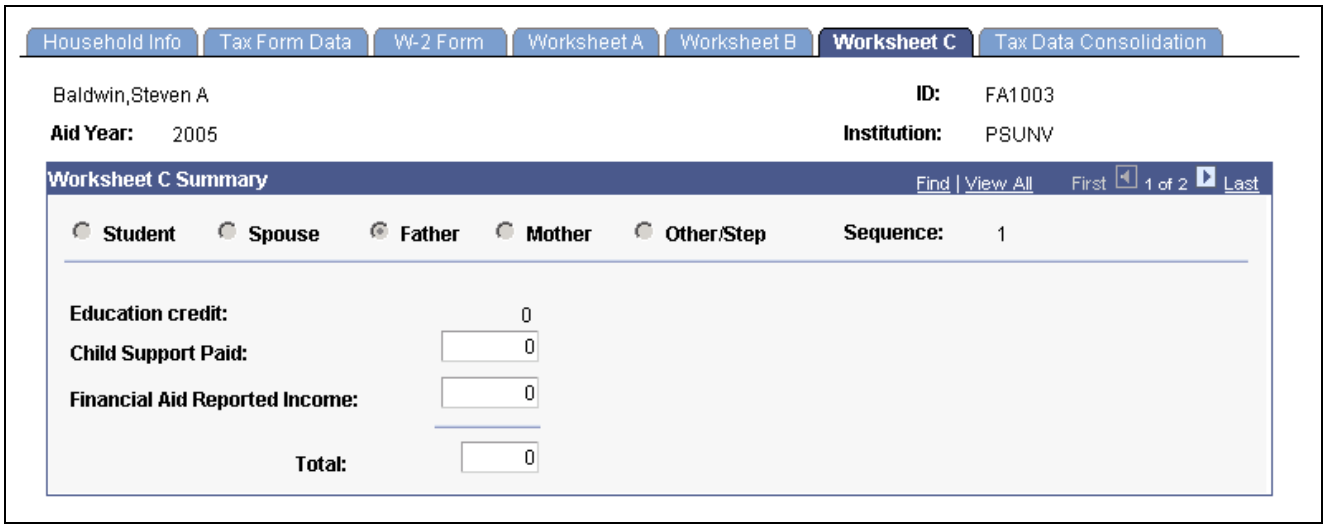
Other Untaxed Displays the amount of other untaxed income reported by the person whose information is being verified. This amount writes from the Untaxed Income page.

Other Credits Displays the amount of other credits or benefits reported by the person whose information is being verified.

Total Displays the total, from worksheet B, of income and credits reported by the person whose information is being verified.

Verifying Worksheet C Information

Access the Worksheet C page.



Worksheet C page

The system displays the student's name, ID, aid year, and academic institution.

Worksheet C Summary

Sequence Displays the sequence number for the row of information to be verified. A separate row of verification data is maintained for each person verified. The selected option indicates the person whose information is being verified.

Education Credit The amount writes from the Tax and Credits page.

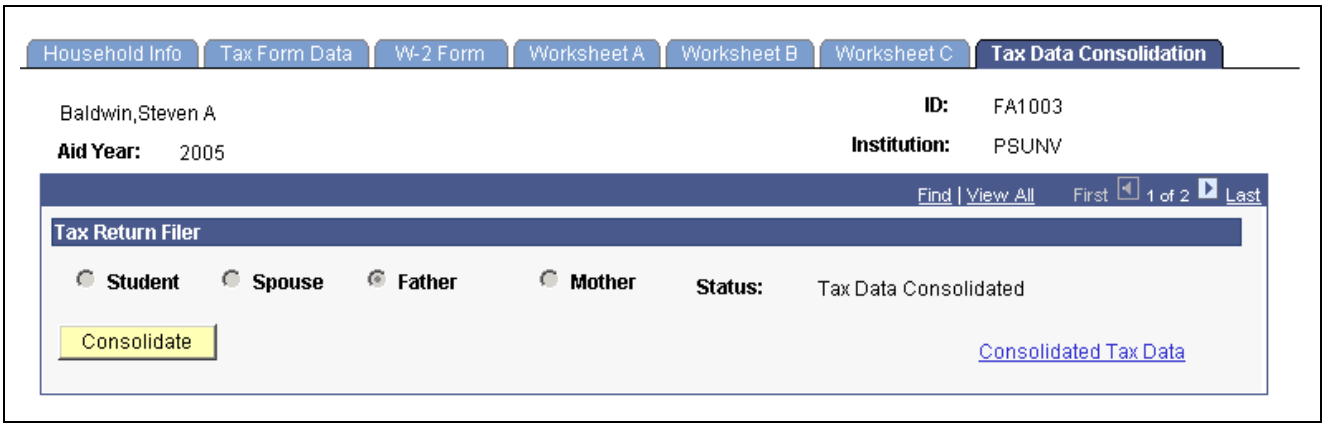
Child Support Paid Displays the amount paid in child support by the person whose information is being verified.

Financial Aid Reported Income Displays the amount of student grant and scholarship aid in excess of tuition, fees, books, and supplies reported to the IRS.

Total Displays the Worksheet C total amount of credits reported by the person whose information is being verified.

Consolidating Forms

Access the Consolidating Forms page.



Tax Data Consolidation page

The system displays the student name, ID, aid year, and institution.

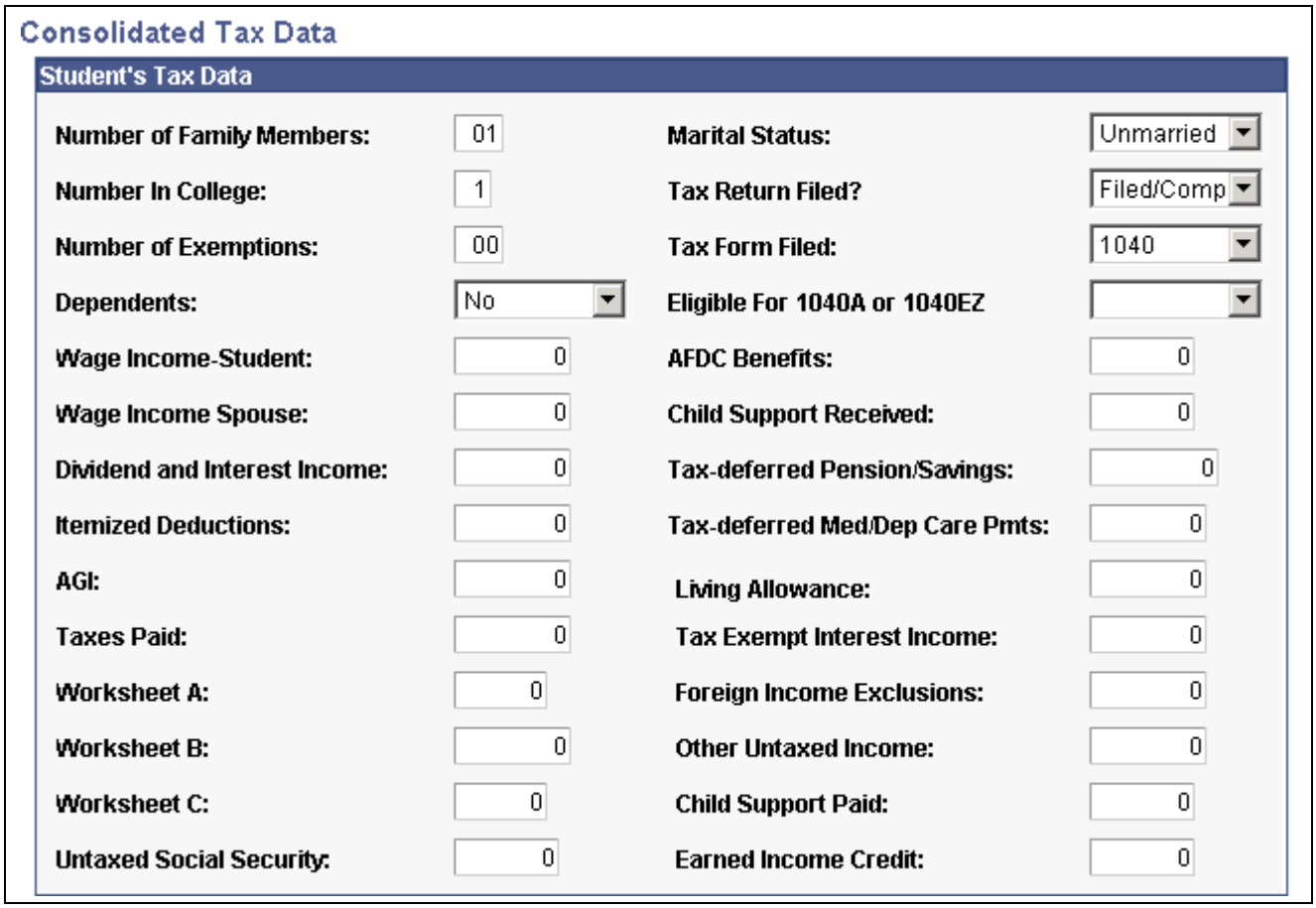
Sequence Displays the sequence number for the row of information to be verified.

Consolidate Click the Consolidate button to run the program that combines all of the income and resources.

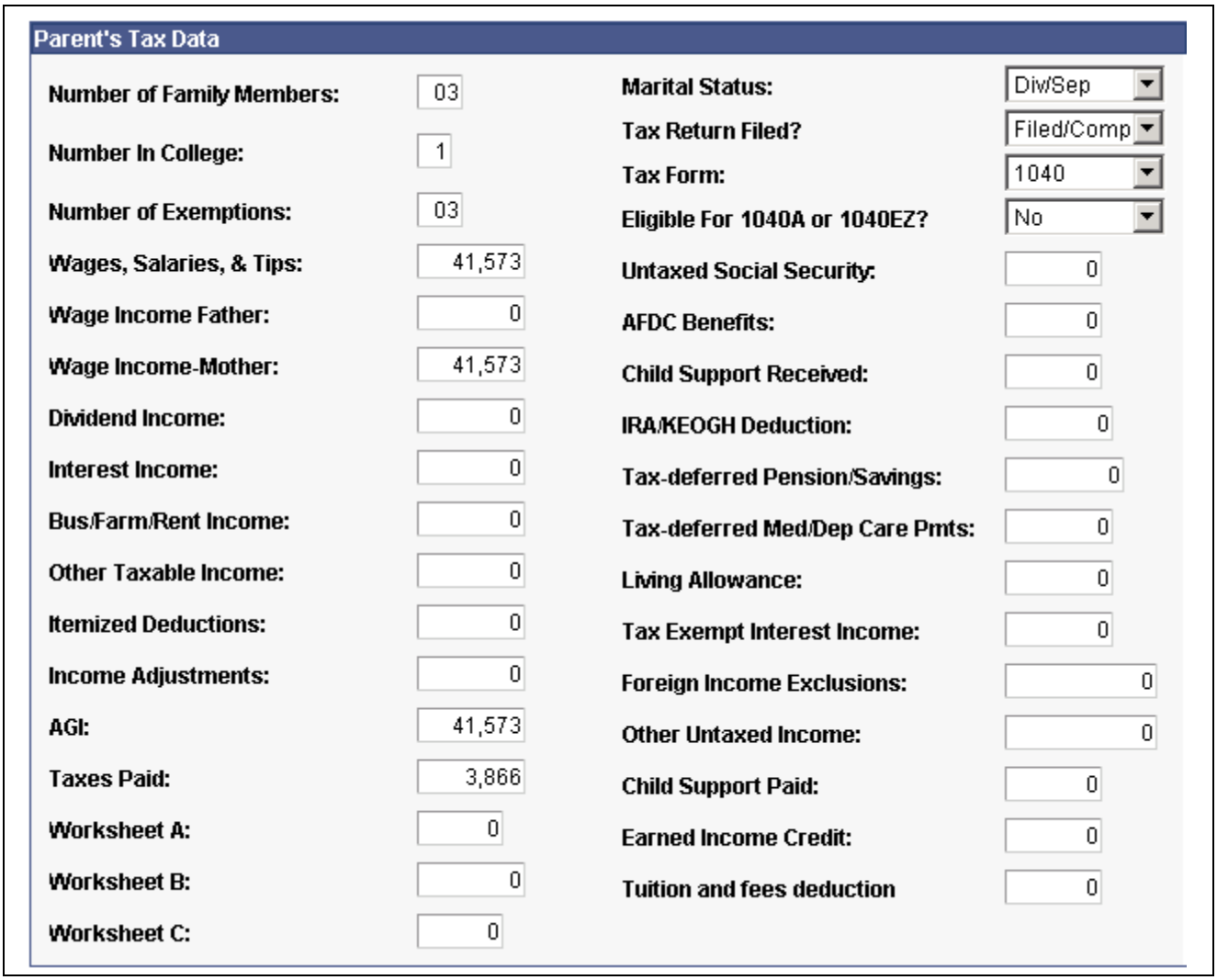
Click the Consolidated Tax Data link to view or edit all tax and resource information. Values that appear should represent the tax form information entered for each verified person. You can make bottom-line changes to tax information on these pages, but they will not be saved if consolidation is run after changes are made.

Viewing Consolidate Tax Data

Access the Consolidated Tax Data page.



Consolidated Tax Data page (1 of 2)



Parent's Tax Data page

Common Page Information

Number in College Displays the number of family members in college.

Number of Exemptions Displays the number of exemptions claimed by either the student or the parent.

AGI (adjusted gross income) Displays the adjusted gross income for the parent or student.

Itemized deductions Displays the itemized deductions for the parent or student.

Taxes Paid Displays the taxes paid for either the student or parent.

Marital Status Displays the marital status of either the student or parent. Valid values include the following.

Div/Sep (divorced or separated)

Married

Single

Widowed

Tax Return Filed? Displays the tax return information of either the student or the parent. Valid values include the following:

Filed/Comp: Return filed, completed.

Not Filed: Tax return is not filed.

Will File: Tax form will be filed.

Tax Form Displays the tax form type that was filed. Valid values include the following:

1040: Filer used the IRS tax form 1040.

1040A/EZ/T: Filer used the IRS tax form 1040A or 1040EZ or 1040T.

Foreign Tx: Foreign tax.

Territory: Filer used Canadian territory tax form.

Eligible for 1040A or 1040EZ? Displays whether the filer is eligible to file either the 1040A or 1040EZ tax form.

Wages, Salaries, & Tips Displays total of wages, salaries, and tips for parent. This view is not valid for the student.

Wage Income Father Displays the wage income for the father.

Wage Income Mother Displays the wage income for the mother.

Wage Income Student Displays wage income for the student.

Wage Income Spouse Displays wage income for the spouse.

Dividend Income Displays the dividend income for the parent. This view is not valid for the student.

Interest Income Displays the interest income for the parent. This view is not valid for the student.

Dividend and **Interest Income** Displays dividend and interest income for the student. This view is not valid for the parents.

Bus/Farm/Rent Income (business/farm/rent income) Displays the business or farm income for the parent. This view is not valid for the student.

Other Taxable Income Displays other taxable income for the parent. This view is not valid for the student.

Income Adjustments Displays the income adjustments for the parent. This view is not valid for the student.

Worksheet A Displays the total amount from Worksheet A for either the student or the parent.

Worksheet B Displays the total amount from Worksheet B for either the student or the parent.

Worksheet C Displays the total amount from Worksheet C for either the student or the parent.

Untaxed Social Security Displays the amount of Social Security wages above the taxable limit for either the student or parent.

AFDC Benefits Displays the amount of AFDC paid to the student or the parent.

Child Support Received	Displays the amount of child support received by either the student or the parent.
IRA/KEOGH Deduction (IRA/Keogh deduction payments)	Displays the amount of IRA/KEOGH payments deducted by the parents. This field is not valid for the student.
Tax Deferred Pension/Savings	Displays the amount of pretax pension or savings paid to either the student or the parent.
Tax Deferred Med/Dep Care Pmts (tax deferred medical/dependent care payments)	Displays the amount of medical or dependent care payments made for dependents by the parents.
Living Allowance	Displays the amount of living allowance for either the student or the parent.
Tax Exempt Interest Income (untaxed interest)	Displays the amount of untaxed interest paid to either the student or the parent.
Foreign Income Exclusions	Displays the amount of a foreign income exemption claimed by either the student or the parent.
Other Untaxed Income	Displays the amount of other untaxed income earned by either the student or the parent.
Child Support Paid	Displays the amount of child support paid either to the student or to the parent.
Earned Income Credit	Displays the amount of earned income credit claimed by either the student or the parent.
Tuition and fees deduction	Displays the amount of tuition and fees deduction claimed by the parents.

Note. The fields on this page are the fields compared to your target tables.

Working with Auto Verification

This section discusses how to:

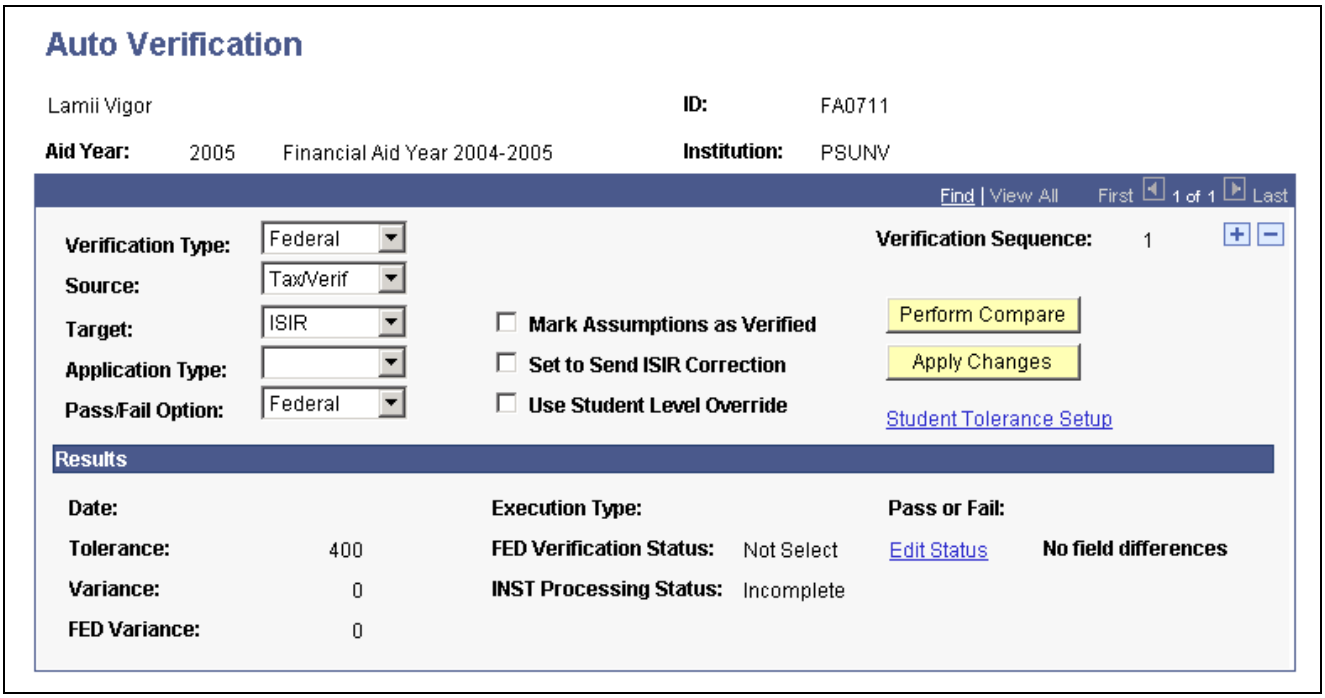
- Use auto verification.
- Edit student level tolerances.
- Edit verification status.
- Compare verification results.

Pages Used in Auto Verification

Page Name	Object Name	Navigation	Usage
Auto Verification	VERIF_COMP_DTL	Financial Aid, Verification, Perform Auto Verification	Perform the online Automated Verification process. Buttons and links on this page provide several independent routines. One is the ability to compare income documents to financial aid applications. Another is the ability to view comparison results and decide, field by field, whether to update the intended target table with updated information.
Student's Verification Tolerance	VERIF_STU_TOLS_SEC	Click the Student Tolerance Setup link on the Auto Verification page.	View or edit tolerance levels.
Edit Verification Status	VERIF_RES_STAT_SEC	Click the Edit Status button on the Auto Verification page.	View or change verification codes or statuses.
Verification Compare Results	VERIF_TEST_DTL_SEC	Click the Field Comparison Detail link on the Auto Verification page.	View a summary of fields that were compared and for which the system indicated a variance.

Using Auto Verification

Access the Auto Verification page.



Auto Verification page

The system displays the student's name, ID, institution, and aid year.

Verification Type Select from the following values:

Federal: Applies federal tolerance levels to this verification.

Institutional: Applies institutional tolerance levels to this verification.

Source Select a value from the available options. Verification is the process of comparing source data to a target set of data. This is a translate field. Translate values should not be adjusted. Field value choices include the following:

Inst App: Data from the Institutional Application tables.

ISIR: Data from the ISIR Data Corrections tables.

Tax/Verif: Selected data from the Verification application pages created from the consolidate routine.

Target Select a value from the available options. Verification is the process of comparing source data to a target set of data. This is a translate field. Translate values should not be adjusted.

Inst App: Data from the Maintain Institutional Application tables.

ISIR: Data from the ISIR Data Corrections tables.

Application Type Select a value from the available options. Choices include the following:

Inst App: Institutional application.

NA: Need Access.

PROFILE: PROFILE application.

FT – CSL: Full-time Canadian student loan.

PT – CSL: Part-time Canadian student loan.

Pass/Fail Option Select a value from the available options. This enables you to set the parameter for a pass or fail flag value, to evaluate based on one of two choices the federal total tolerance or for any one field out of a selected tolerated amount. Choices include:

Federal: Used with federal selection only. Selecting this value evaluates pass or fail eligibility based on total tolerance amount set in federal field in Verification Tolerance Setup.

Field: Used with Institutional or federal selection. Selecting this evaluates pass or fail eligibility based on institutional or federal field level tolerances set in Verification Tolerance Setup. Total tolerances for institutional levels are capped, federal levels are not capped.

Mark Assumptions as Verified This field is populated from the Verification Run Setup. Mark Assumptions As Verified should only be used when the Source value is *Tax/Verif* and the Target value is *ISIR*. Selecting this option tags fields originally identified as Assumption fields to a field status of *Verified*. Assumed ISIR data fields, resulting from the federal methodology calculation, are maintained on pages on the ISIR Data Corrections pages.

Set to Send ISIR Correction Selecting this check box sets the Correction Status to *Send* on ISIR Corrections when the Apply Changes button is used.

Use Student Level Override Select the box to apply verification tolerance levels for this student. This overrides the tolerance levels that were set up at the global level. Select when you want to activate changes made in the Student Tolerance setup.

Verification Sequence Displays the verification sequence number, which is used to track multiple background processes. Row insertion is suggested for sequencing online iterations. This process provides a means to track the results and accompanying verification setup performed for this student.

Click the Perform Compare button to launch the process that compares your target and source differences and activates the Field Comparison Detail link when variances are found.

Click the Apply Changes button when fields that you mark as *Apply* in Field Comparison Detail (see View Field Comparison Detail) are acceptable. This launches the process that moves marked fields to the target tables.

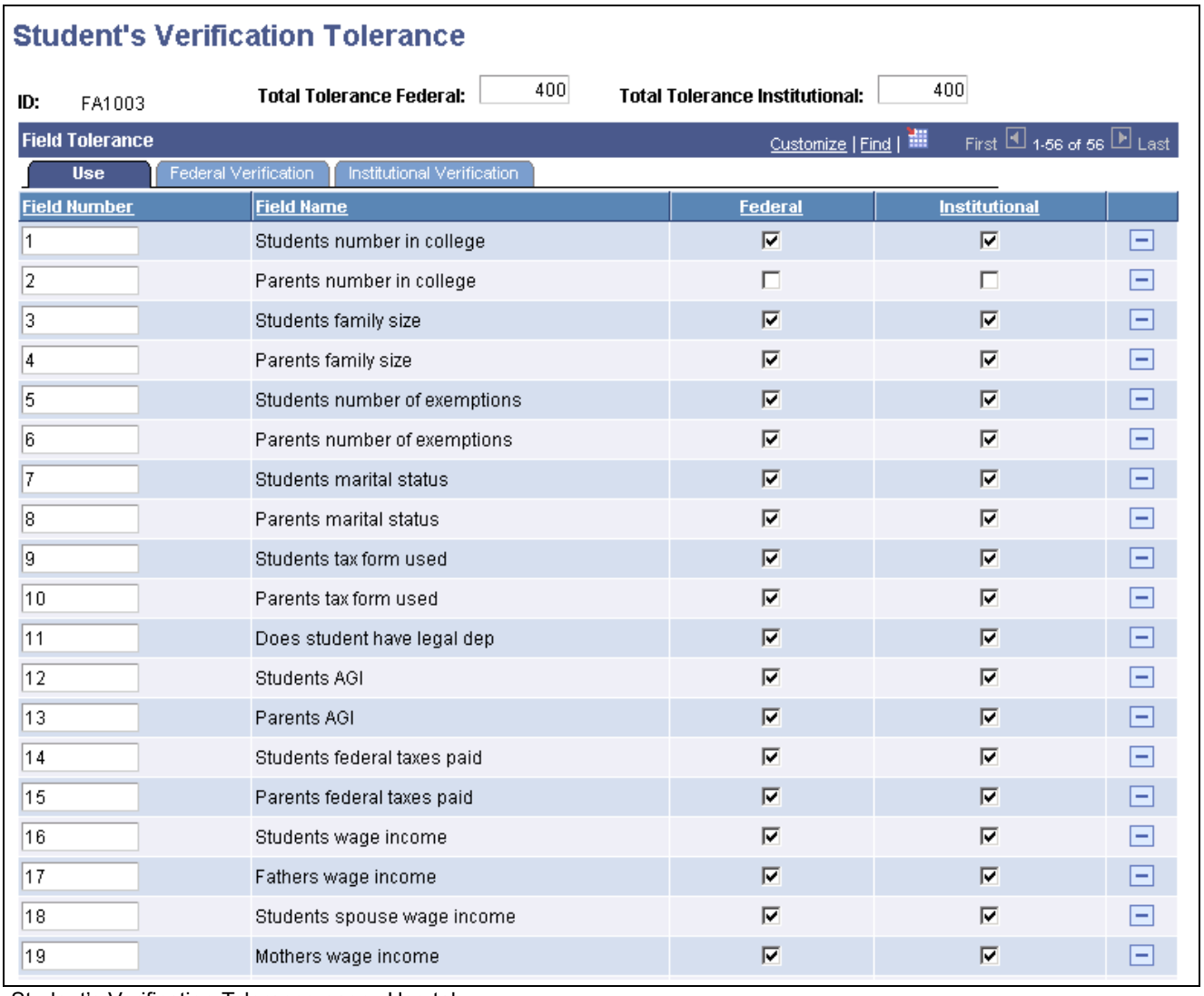
Click the Student Tolerance Setup link to open a page to view or edit tolerance values at the student level.

Results

The system displays the results of the most recent verification setup. The fields include Date, Tolerance, Variance, Fed Variance, Execution Type, FED Verification Status, INST Processing Status, and Pass or Fail.

Editing Student Level Tolerances

Access the Student's Verification Tolerance page.



Student's Verification Tolerance

ID: FA1003 Total Tolerance Federal: 400 Total Tolerance Institutional: 400

Field Tolerance Customize | Find | First 1-56 of 56 Last

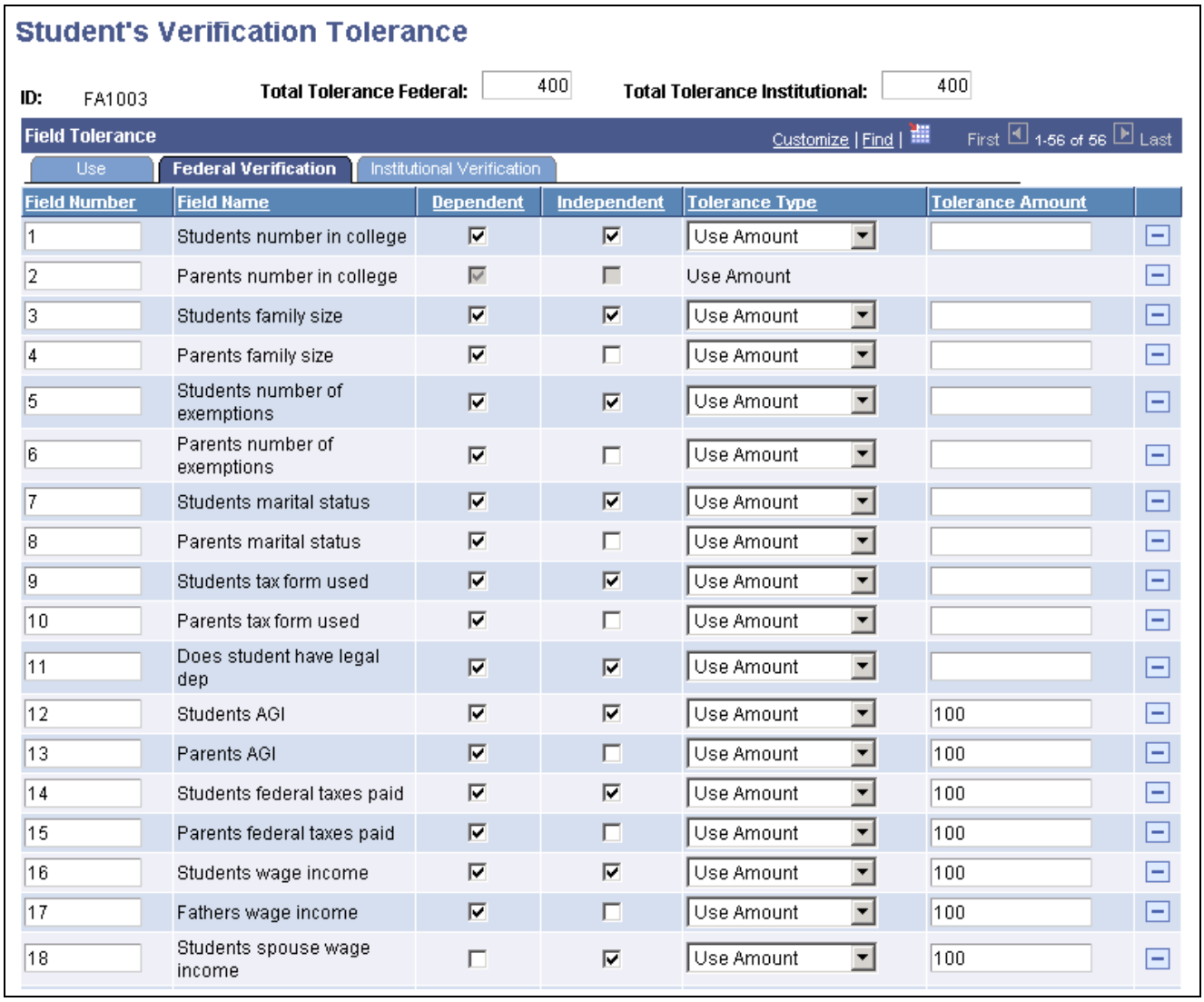
Use | Federal Verification | Institutional Verification

Field Number	Field Name	Federal	Institutional
1	Students number in college	☑	☑
2	Parents number in college	☐	☐
3	Students family size	☑	☑
4	Parents family size	☑	☑
5	Students number of exemptions	☑	☑
6	Parents number of exemptions	☑	☑
7	Students marital status	☑	☑
8	Parents marital status	☑	☑
9	Students tax form used	☑	☑
10	Parents tax form used	☑	☑
11	Does student have legal dep	☑	☑
12	Students AGI	☑	☑
13	Parents AGI	☑	☑
14	Students federal taxes paid	☑	☑
15	Parents federal taxes paid	☑	☑
16	Students wage income	☑	☑
17	Fathers wage income	☑	☑
18	Students spouse wage income	☑	☑
19	Mothers wage income	☑	☑

Student's Verification Tolerance page: Use tab

Federal Verification Tab

Access the Student's Verification Tolerance page, Federal Verification tab.



Student's Verification Tolerance

ID: FA1003 Total Tolerance Federal: 400 Total Tolerance Institutional: 400

Field Tolerance Customize | Find | First 1-56 of 56 Last

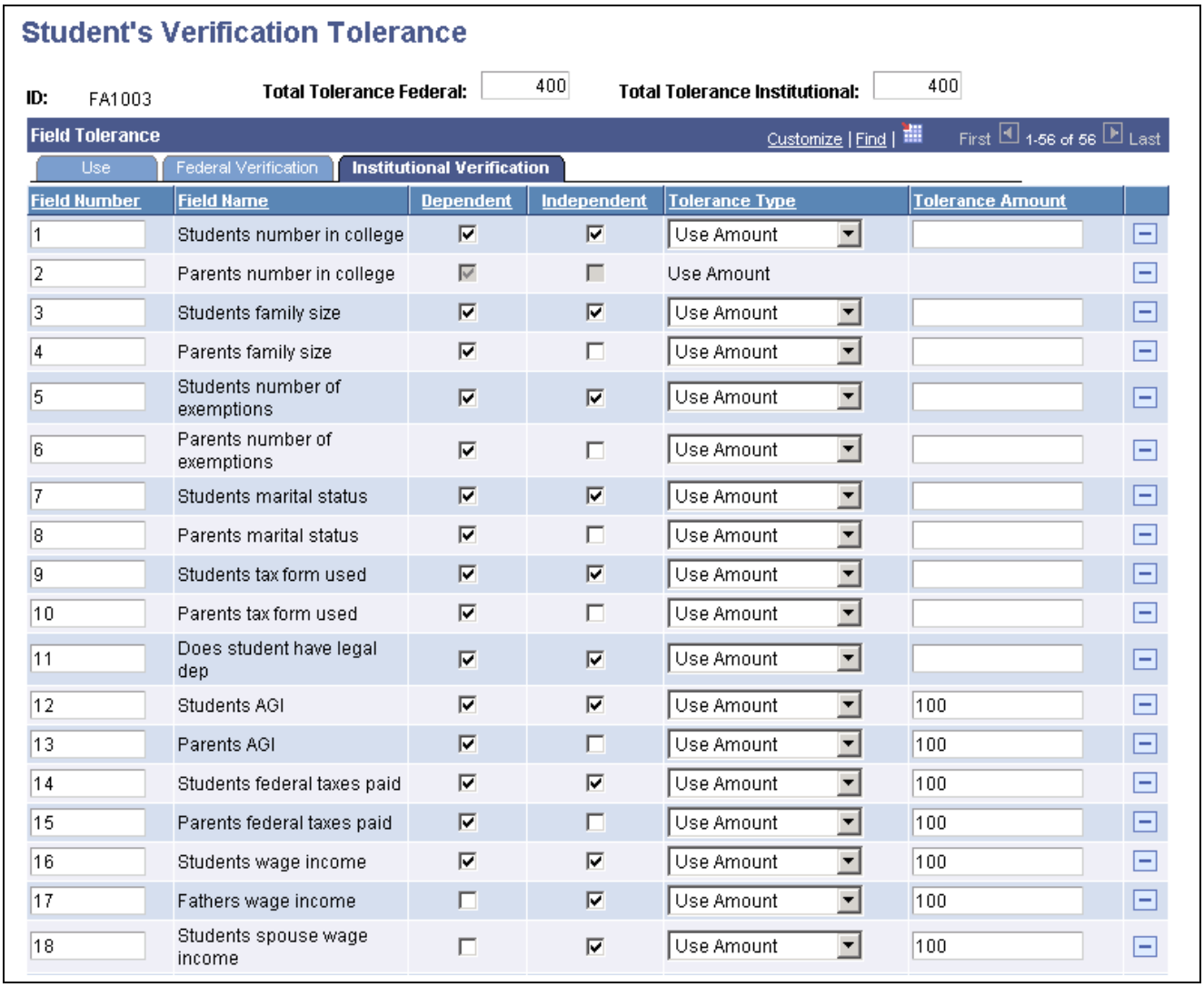
Use | Federal Verification | Institutional Verification

Field Number	Field Name	Dependent	Independent	Tolerance Type	Tolerance Amount
1	Students number in college	☑	☑	Use Amount	
2	Parents number in college	☑	☐	Use Amount	
3	Students family size	☑	☑	Use Amount	
4	Parents family size	☑	☐	Use Amount	
5	Students number of exemptions	☑	☑	Use Amount	
6	Parents number of exemptions	☑	☐	Use Amount	
7	Students marital status	☑	☑	Use Amount	
8	Parents marital status	☑	☐	Use Amount	
9	Students tax form used	☑	☑	Use Amount	
10	Parents tax form used	☑	☐	Use Amount	
11	Does student have legal dep	☑	☑	Use Amount	
12	Students AGI	☑	☑	Use Amount	100
13	Parents AGI	☑	☐	Use Amount	100
14	Students federal taxes paid	☑	☑	Use Amount	100
15	Parents federal taxes paid	☑	☐	Use Amount	100
16	Students wage income	☑	☑	Use Amount	100
17	Fathers wage income	☑	☐	Use Amount	100
18	Students spouse wage income	☐	☑	Use Amount	100

Student's Verification Tolerance page: Federal Verification tab

Institutional Verification Tab

Access the Student's Verification Tolerance page, Institutional Verification tab.



Student's Verification Tolerance

ID: FA1003 Total Tolerance Federal: 400 Total Tolerance Institutional: 400

Field Tolerance Customize | Find | First 1-56 of 56 Last

Use | Federal Verification | Institutional Verification

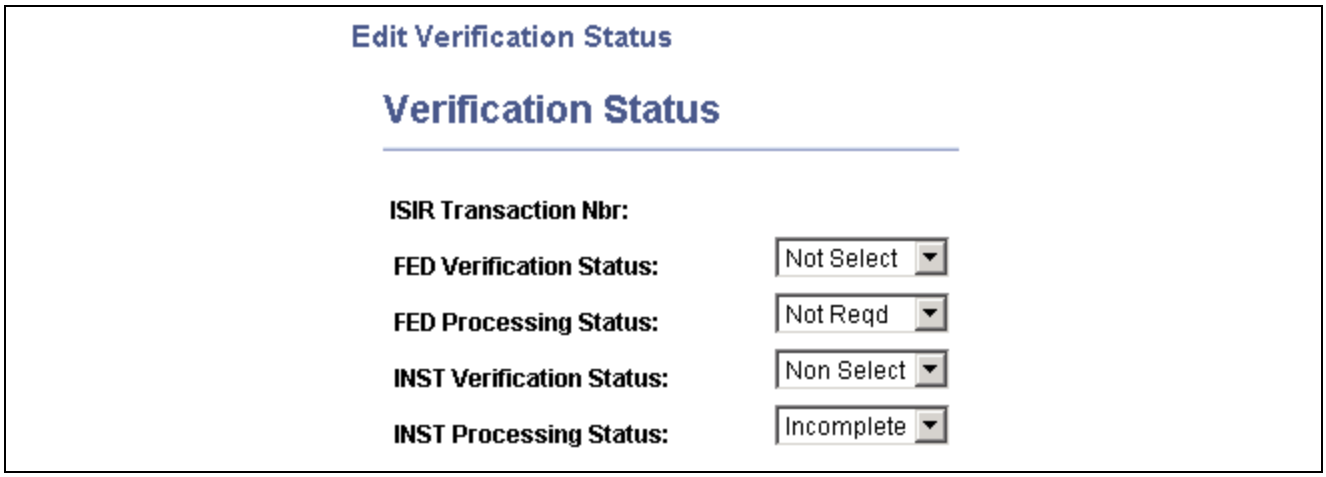
Field Number	Field Name	Dependent	Independent	Tolerance Type	Tolerance Amount
1	Students number in college	☑	☑	Use Amount	
2	Parents number in college	☑	☐	Use Amount	
3	Students family size	☑	☑	Use Amount	
4	Parents family size	☑	☐	Use Amount	
5	Students number of exemptions	☑	☑	Use Amount	
6	Parents number of exemptions	☑	☐	Use Amount	
7	Students marital status	☑	☑	Use Amount	
8	Parents marital status	☑	☐	Use Amount	
9	Students tax form used	☑	☑	Use Amount	
10	Parents tax form used	☑	☐	Use Amount	
11	Does student have legal dep	☑	☑	Use Amount	
12	Students AGI	☑	☑	Use Amount	100
13	Parents AGI	☑	☐	Use Amount	100
14	Students federal taxes paid	☑	☑	Use Amount	100
15	Parents federal taxes paid	☑	☐	Use Amount	100
16	Students wage income	☑	☑	Use Amount	100
17	Fathers wage income	☐	☑	Use Amount	100
18	Students spouse wage income	☐	☑	Use Amount	100

Student's Verification Tolerance page: Institutional Verification tab

Click the Edit Status link to change the program-generated status and codes.

Editing Verification Status

Access the Edit Verification Status page.



Edit Verification Status page

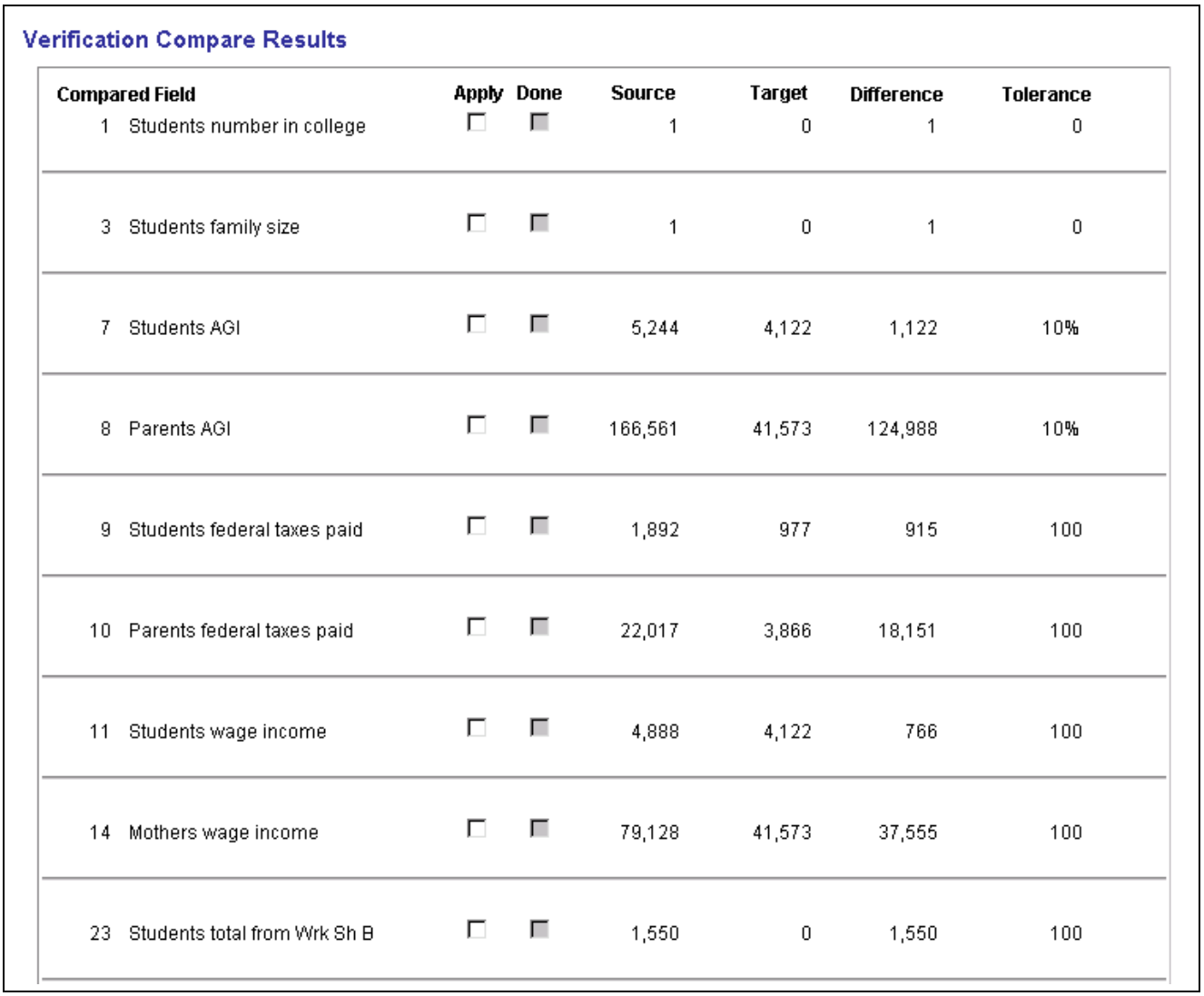
You can update verification-related status fields directly from this page. Status fields reside on the Packaging Status Summary page. The compare process automatically updates the Verification Flag to *Pending* if the comparison results exceed tolerance. If the ISIR transaction number is 1 and the verification process passes without tolerances, the verification status changes to *Accurate*.

Use the Field Comparison Detaillink to determine the field differences. Only fields that have differences appear. If you want to use the source data to update your target tables, select the Apply check box for the fields. When you do so, the target data changes to the source data. If you do not select the Apply check box, the field value remains the same as that in your target.

Note. The Field comparison Detail link is active only after Perform Compare is run.

Comparing Verification Results

Access the Verification Compare Results page.



Verification Compare Results

Compared Field	Apply	Done	Source	Target	Difference	Tolerance
1 Students number in college	☐	☑	1	0	1	0
3 Students family size	☐	☑	1	0	1	0
7 Students AGI	☐	☑	5,244	4,122	1,122	10%
8 Parents AGI	☐	☑	166,561	41,573	124,988	10%
9 Students federal taxes paid	☐	☑	1,892	977	915	100
10 Parents federal taxes paid	☐	☑	22,017	3,866	18,151	100
11 Students wage income	☐	☑	4,888	4,122	766	100
14 Mothers wage income	☐	☑	79,128	41,573	37,555	100
23 Students total from Wrk Sh B	☐	☑	1,550	0	1,550	100

Verification Compare Results page

You can elect to update all or only select fields for moving to ISIR or Institution tables by selecting Apply.

Source This data comes from the source table, tax/verification, ISIR or institutional application.

Target This data comes from the target table, ISIR or institutional application.

Difference This is the difference between source and target information.

Tolerance This is the tolerance level established during tolerance setup. For example, a tolerance value of 100 for Parent's AGI means there should not be a difference greater than 100 between the source and target

Click the Apply Changes button to accept the changes. This action launches the process that moves your fields marked in Field Comparison Detail to the target tables.

Using Batch Verification

This section discusses how to:

- Process batch consolidation.
- Use batch consolidation detail.
- View consolidated tax data.
- Process batch verification.
- Use batch verification summary.
- Use batch verification detail.

Pages Used for Batch Verification

Page Name	Object Name	Navigation	Usage
Batch Consolidation	RUNCTL_FA_CONSL	Financial Aid, Verification, Perform Batch Consolidation	Set consolidation parameters for batch consolidation and run the process.
Batch Consolidation Detail	VERIF_CONSUL_SMRY	Financial Aid, Verification, View Batch Consolidation	View batch consolidation results at the student level. It mirrors the information from the Application Data Verification -- Tax Consolidation Consolidated Tax Data page.
Consolidated Tax Data	VERIF02_CONSL_SEC2	Click the Consolidated Tax Data link on the Batch Consolidation Detail inquiry page.	View consolidated tax information for a student or parent.
Batch Verification	RUNCTL_FAPCMPR1_01	Financial Aid, Verification, Batch Verification	Set parameters to verify batches and to run the process.
Verification Summary	VERIF_COMP_SMRY	Financial Aid, Verification, View Verification Summary, Batch Verification Summary	View summary verification information.
Batch Verification Detail	STDNT_VERIF_DTL1	Financial Aid, Verification, View Verification Detail	View detail verification information. It mirrors the information from the Field Comparison Detail button on the Auto Verification page.

Processing Batch Consolidation

Access the Batch Consolidation page.

Batch Consolidation page

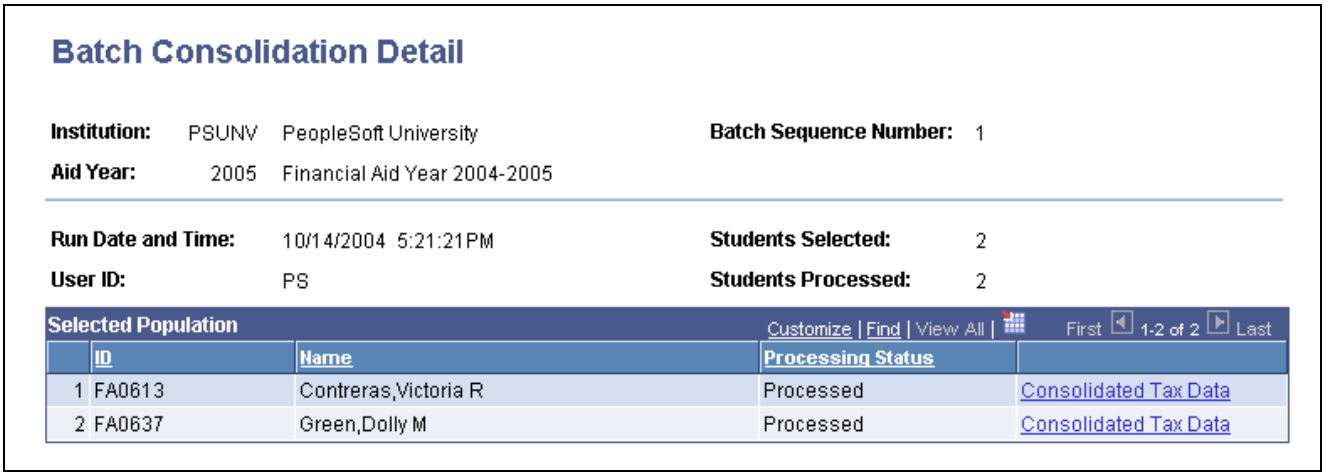
The system displays the user ID and the run control ID.

In the Consolidation Parameters group box, select an Institution, Aid Year, and Selection Criteria from the available options. Choices include *Unconsolidated* and *All Stdnts in Verification*.

Click the Run button to run this request. Process Scheduler runs the FAPTFCSL process at user-defined intervals.

Using Batch Consolidation Detail

Access the Batch Consolidation Detail page.

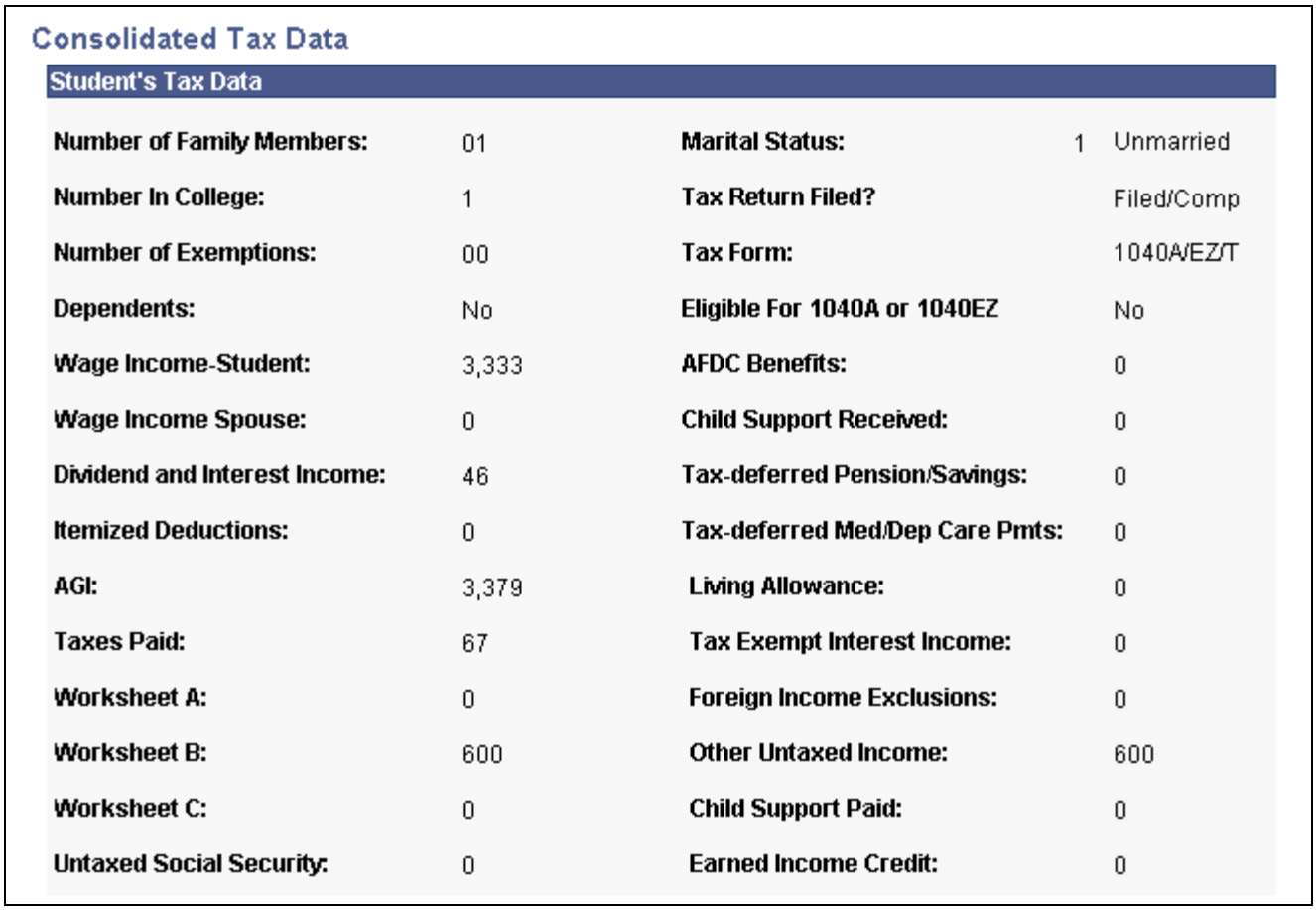


Batch Consolidation Detail page

The system displays Institution, Aid Year, Batch Sequence Number, Run Date and Time, User ID, Students Selected, Students Processed, and a list of ID, Name, and Processing Status.

Viewing Consolidated Tax Data

Access the Consolidated Tax Data page.

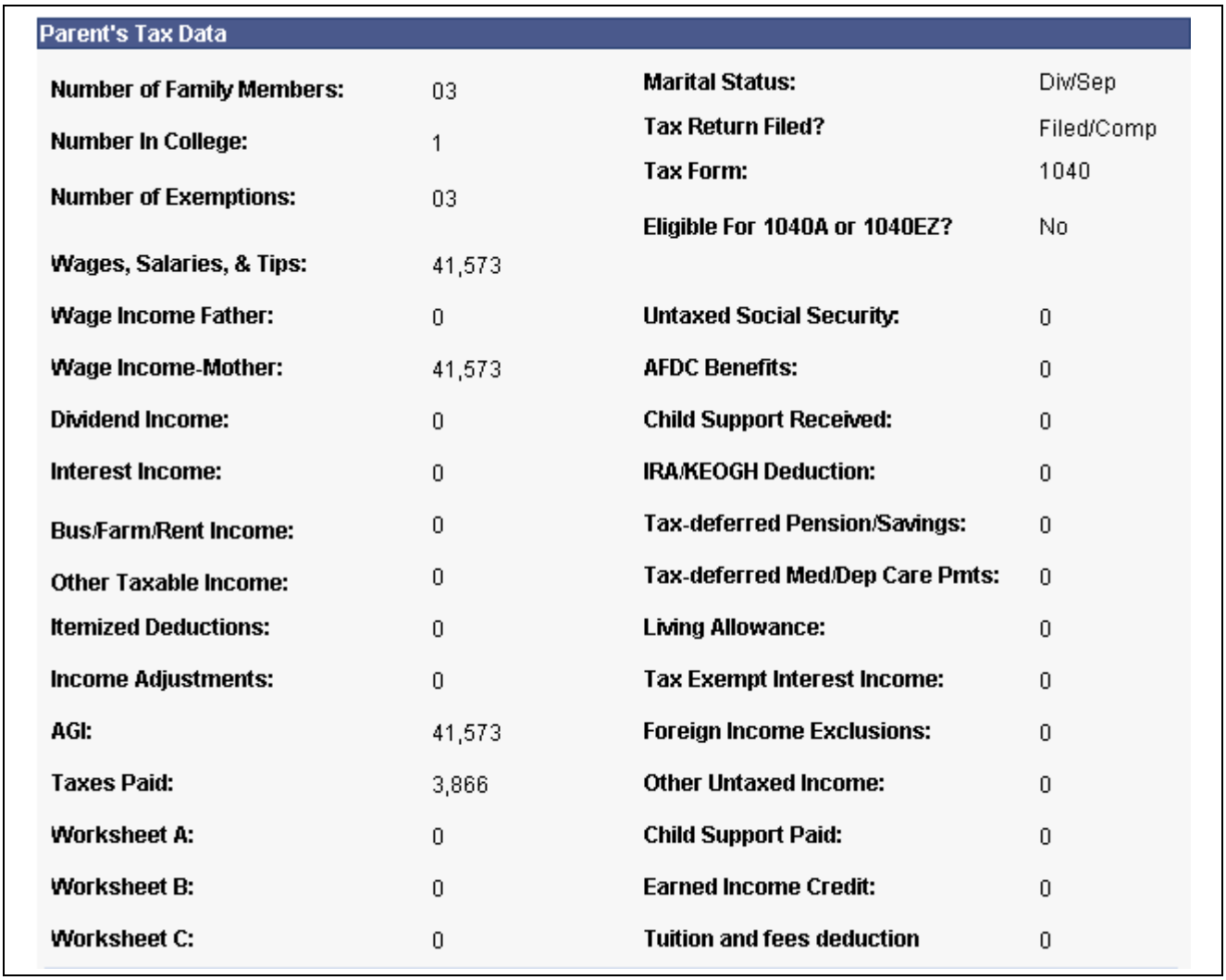


Consolidated Tax Data

Student's Tax Data

Number of Family Members:	01	Marital Status:	1	Unmarried
Number In College:	1	Tax Return Filed?		Filed/Comp
Number of Exemptions:	00	Tax Form:		1040A/EZ/T
Dependents:	No	Eligible For 1040A or 1040EZ		No
Wage Income-Student:	3,333	AFDC Benefits:		0
Wage Income Spouse:	0	Child Support Received:		0
Dividend and Interest Income:	46	Tax-deferred Pension/Savings:		0
Itemized Deductions:	0	Tax-deferred Med/Dep Care Pmts:		0
AGI:	3,379	Living Allowance:		0
Taxes Paid:	67	Tax Exempt Interest Income:		0
Worksheet A:	0	Foreign Income Exclusions:		0
Worksheet B:	600	Other Untaxed Income:		600
Worksheet C:	0	Child Support Paid:		0
Untaxed Social Security:	0	Earned Income Credit:		0

Consolidated Tax Data page (1 of 2)



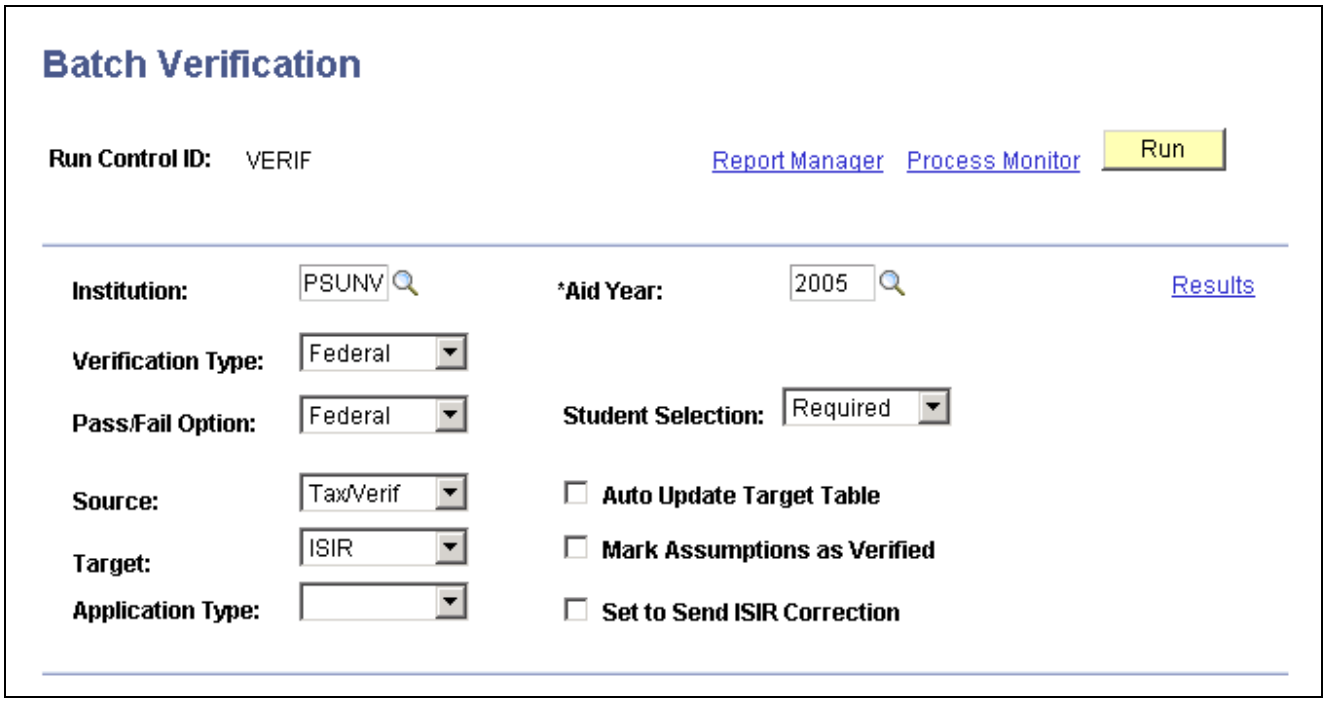
Parent's Tax Data

Number of Family Members:	03	Marital Status:	Div/Sep
Number In College:	1	Tax Return Filed?	Filed/Comp
Number of Exemptions:	03	Tax Form:	1040
		Eligible For 1040A or 1040EZ?	No
Wages, Salaries, & Tips:	41,573		
Wage Income Father:	0	Untaxed Social Security:	0
Wage Income-Mother:	41,573	AFDC Benefits:	0
Dividend Income:	0	Child Support Received:	0
Interest Income:	0	IRA/KEOGH Deduction:	0
Bus/Farm/Rent Income:	0	Tax-deferred Pension/Savings:	0
Other Taxable Income:	0	Tax-deferred Med/Dep Care Pmts:	0
Itemized Deductions:	0	Living Allowance:	0
Income Adjustments:	0	Tax Exempt Interest Income:	0
AGI:	41,573	Foreign Income Exclusions:	0
Taxes Paid:	3,866	Other Untaxed Income:	0
Worksheet A:	0	Child Support Paid:	0
Worksheet B:	0	Earned Income Credit:	0
Worksheet C:	0	Tuition and fees deduction	0

Consolidated Tax Data page (2 of 2)

Processing Batch Verification

Access the Batch Verification page.



Batch Verification page

The Batch Verification page enables you to run verification for all students selected according to the criteria that you establish.

Click the Run button to run this request. Process Scheduler runs the FAPCMPR1 process at user-defined intervals.

The system displays the Run Control ID, the student's name, ID, Institution and Aid Year.

Links to Report Manager and Process Monitor are also available.

Verification Type Select from the following values:

Federal: Select to apply federal tolerance levels to this verification.

Institutional: Select to apply institutional tolerance levels to this verification.

Pass/Fail Option This enables you to set the parameter for your pass or fail flag value to evaluate based on one of two choices: the federal total tolerance or for a specific field out of a selected tolerated amount. Choices include:

Federal: Used with federal selection only. Select this option to evaluate pass or fail eligibility based on the total tolerance amount set in the federal field in Verification Tolerance Setup.

Field: Used with institutional or federal selection. Select this option to evaluate pass or fail eligibility based on institutional or federal field level tolerances set in the Verification Tolerance setup.

Source Verification is the process of comparing source data to a target set of data. This is a translate field. Translate values should not be adjusted. Values include:

Inst App: Data from the Maintain Institutional Application tables.

ISIR: Data from the ISIR Data Corrections tables.

Tax/Verif: Selected data from the Application Data Verification pages created from the consolidate routine.

Target This is a translate field. Translate values should not be adjusted. Values include:

Inst App: Data from the Maintain Institutional Application tables.

ISIR: Data from the ISIR Data Corrections tables.

Application Type Choices are valid with a source or target of Inst App only and include the following:

Inst App: Institutional application.

NA: Need Access.

PROFILE: PROFILE application.

FT – CSL: Full-time Canadian student loan.

PT – CSL: Part-time Canadian student loan.

Student Selection Select the value from the available options. Values include:

Both: Processes records with a verification status of either pending or required.

Pending: Processes records with a verification status of pending only.

Required: Processes records with a verification status of required only.

Mark Assumptions as Verified Mark Assumptions As Verified is only used when the Source is *Tax/Verif* and Target is *ISIR*. Selecting this option tags fields originally identified as assumption fields to a field status of *verified*. Assumed ISIR data fields, resulting from the federal methodology calculation, are maintained on secondary pages on the ISIR Data Corrections pages.

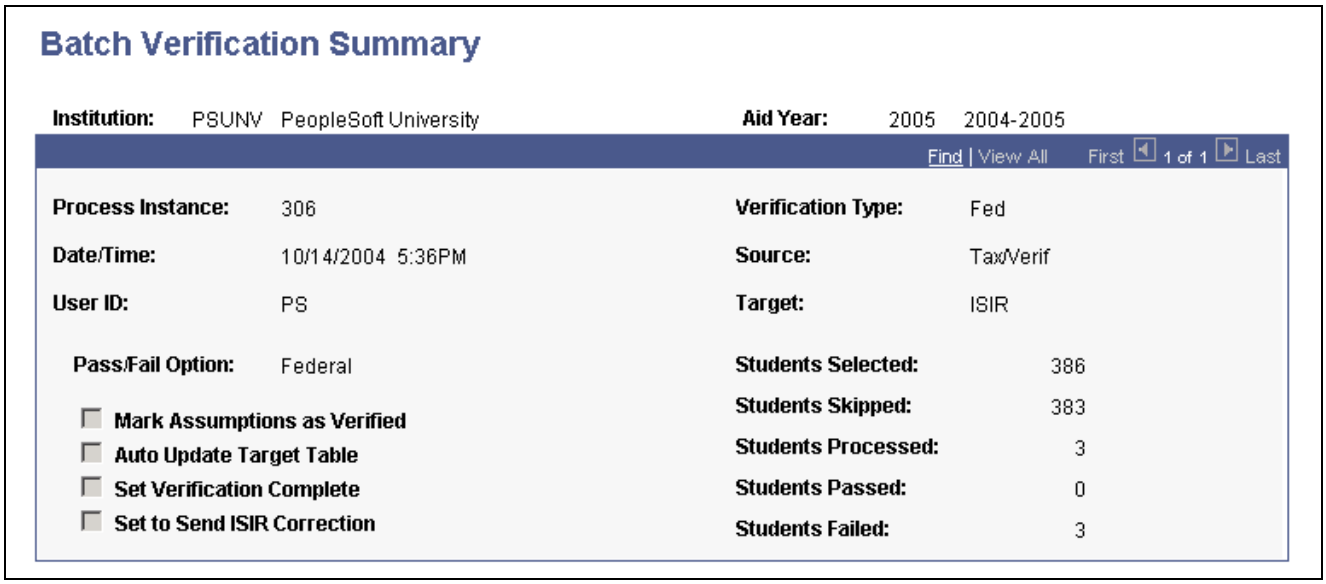
Auto Update Target Table Automatically updates the target table with verified data identified with a variance.

Set to Send ISIR Correction Select to set the Correction Status to *Send* on ISIR Corrections when the Auto Update Target Table is used.

Set Verification Complete Select to automatically set the Verification Status to *Complete*. This field is enabled only when Auto Update Target Table is activated.

Using Batch Verification Summary

Access the Batch Verification Summary page.



Batch Verification Summary page

The system displays Institution, Aid Year, Process Instance, Verification Type, Run Date and Time, Source, User ID, Target, Pass/Fail Option, Students Processed, Students Passed, and Students Failed.

Using Batch Verification Detail

Access the Batch Verification Detail page.

Batch Verification Detail

Name: Sandoval,Johana J **ID:** FA0632

Aid Year: 2005 Financial Aid Year 2004-2005 **Institution:** PSUNV

Results

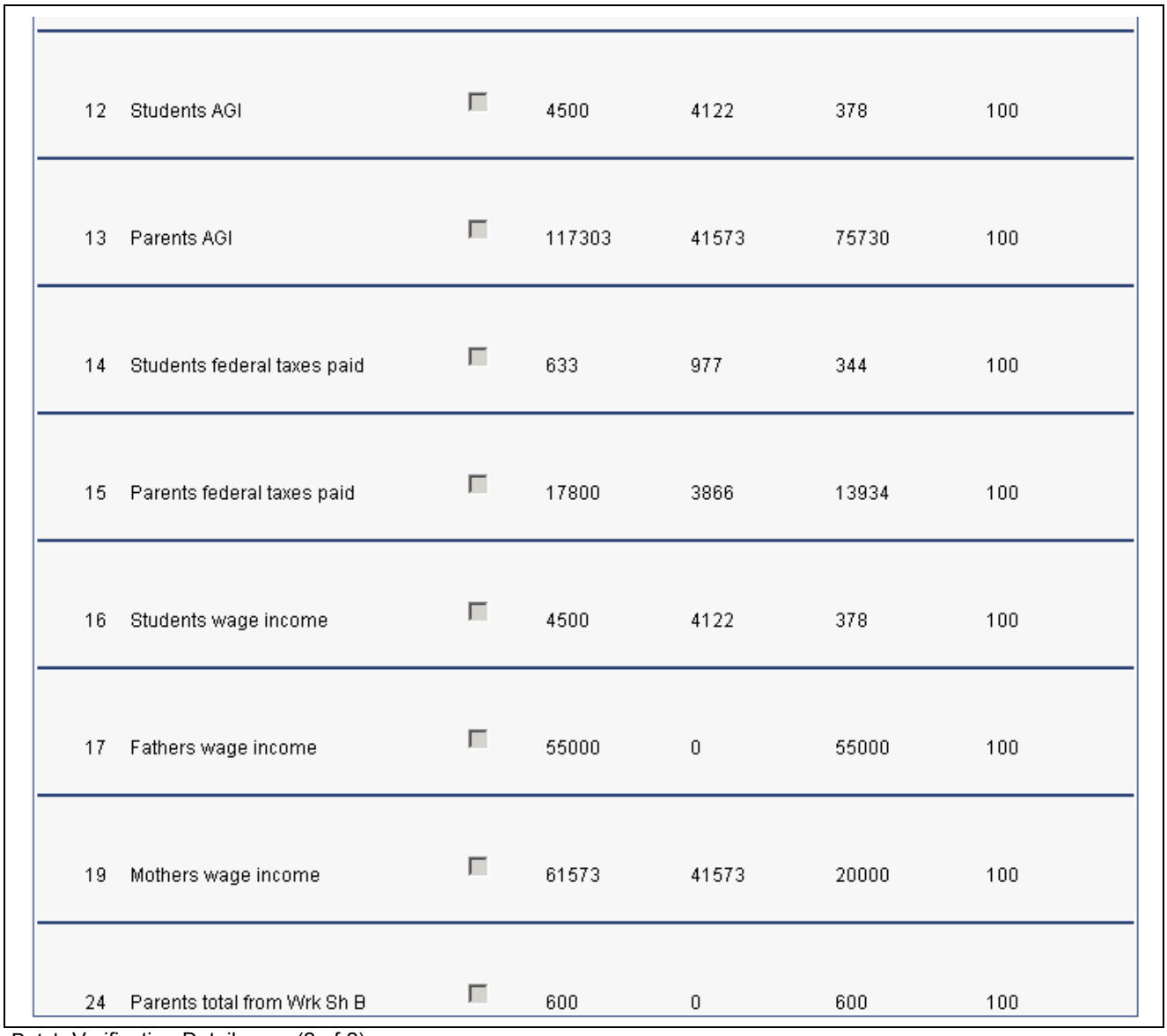
Pass or Fail:	Failed	**Tolerance:**	400	**Verification Sequence:**	2
Verification Status:	Reprocess	**Variance:**	166,368	**Verification Date:**	10/14/2004 5:36PM
Review Status:	Incomplete	**FED Variance:**	63,118	**Verification Type:**	Fed

☐ **Changes Applied to Target** ☐ **Mark Assumptions as Verified** ☐ **Set to Send ISIR Correction**

Field Comparison Detail Find First 1-13 of 13 Last

Compared Field		Done	Source	Target	Difference	Tolerance
1	Students number in college	☐	1	0	1	0
3	Students family size	☐	1	0	1	0
4	Parents family size	☐	4	3	1	0
6	Parents number of exemptions	☐	4	3	1	0

Batch Verification Detail page (1 of 2)



12	Students AGI	☐	4500	4122	378	100
13	Parents AGI	☐	117303	41573	75730	100
14	Students federal taxes paid	☐	633	977	344	100
15	Parents federal taxes paid	☐	17800	3866	13934	100
16	Students wage income	☐	4500	4122	378	100
17	Fathers wage income	☐	55000	0	55000	100
19	Mothers wage income	☐	61573	41573	20000	100
24	Parents total from Wrk Sh B	☐	600	0	600	100

Batch Verification Detail page (2 of 2)

The system displays student name, ID, Aid Year, and Institution.

Results

The system displays Verification Type, Pass or Fail, Verification Status, Review Status, Tolerance, Variance, FED Variance, Changes Applied to Target, Verification Sequence, Verification Date, and Execution Type.

Field Comparison Detail

Detail is displayed in Compared Field, Done, Source, Target, Difference, and Tolerance.

The system displays the most recent verification results.

If you elect to compare AGI, taxes paid, number in household, and number in college and run the process once and then run it again and nothing has changed, you get the same four fields. You cannot look at the differences between your fields for row number 1 and row number 2. The system displays all of the runs in the scroll area.

Renumbering Verification Fields

The field numbers in reference table ISIR_VERIF_XREF are discontinuous as a result of field additions and deletions for various regulatory changes. For processing year 2003 and forward, the fields have been renumbered sequentially as shown in the following table. This renumbering sorts the fields by application use: fields 1–19 are common to both ISIR and Profile, fields 21–30 are unique ISIR fields, and fields 41–67 are unique Profile fields.

Old Nbr	New Nbr	Field Name	Num /Char	ISIR Nbr	INST Nbr
1	1	Students number in college	N	85	7
2	2	Parents number in college	N	65	57
3	3	Student family size	N	84	6
4	4	Parents family size	N	64	56
5	5	Students number of exemptions	N	41	11
6	6	Parents number of exemptions	N	75	96
35	7	Students marital status	C	15	900
36	8	Parents marital status	C	59	59
39	9	Students tax form used	C	37	10
40	10	Parents tax form used	C	71	903
43	11	Does student have legal dep	C	56	5
7	12	Students AGI	N	39	12
8	13	Parents AGI	N	73	97
9	14	Students federal taxes paid	N	40	13
10	15	Parents federal taxes paid	N	74	104
11	16	Students wage income	N	42	15

Old Nbr	New Nbr	Field Name	Num /Char	ISIR Nbr	INST Nbr
	17	Fathers wage income	N	76	106
13	18	Students spouse's wage income	N	43	16
14	19	Mothers wage income	N	77	107
64	21	Students Worksheet A	N	44	0
65	22	Parents Worksheet A	N	78	0
23	23	Students Worksheet B	N	45	0
24	24	Parents Worksheet B	N	79	0
82	25	Students Worksheet C	N	46	0
83	26	Parents Worksheet C	N	80	0
66	27	Student eligible for 1040A-EZ	C	38	0
67	28	Parent eligible for 1040A-EZ	C	72	0
86	29	Tax Return filed by Student	C	36	0
87	30	Tax Returned filed by Parent?	C	70	0
15	41	Students SS benefits	N	0	18
16	42	Parents SS benefits	N	0	108
17	43	Students AFDC benefits	N	0	19
18	44	Parents AFDC benefits	N	0	109
19	45	Students child supp received	N	0	20
20	46	Parents child supp received	N	0	110

Old Nbr	New Nbr	Field Name	Num /Char	ISIR Nbr	INST Nbr
21	47	Student other untaxed income	N	0	21
22	48	Parents other untaxed income	N	0	113
45	49	Students EIC	N	0	22
46	50	Parents EIC	N	0	116
47	51	Parents adjustment to income	N	0	103
48	52	Students interest/dividends	N	0	17
49	53	Parents interest income	N	0	99
50	54	Parents dividend income	N	0	100
51	55	Parents business/farm income	N	0	101
68	56	Child support paid by student	N	0	40
69	57	Child support paid by parent	N	0	61
71	58	Parents deductible IRA/KEOGH	N	0	111
73	59	Parents pretax pension/savings	N	0	117
75	60	Parents pretax med/dep care	N	0	65
77	61	Parents living allowances	N	0	114
79	62	Parents untax interest income	N	0	118
81	63	Parents foreign income exclusion	N	0	112
84	64	Students Itemized Deduction	N	0	14
85	65	Parents Itemized Deduction	N	0	105

Old Nbr	New Nbr	Field Name	Num /Char	ISIR Nbr	INST Nbr
-	66	Parents Other Taxable Income	N	0	-
-	67	Parents Wage, Salaries, Tips	N	0	-

NSLDS Data and Processes

NSLDS has increasingly become a more reliable and effective centralized source for a student's federal aid history. In part due to improved centralized processing within the Department of Education's databases and easy and efficient processes provided to schools to report and access to the NSLDS database. Financial Aid supports the means for schools to request NSLDS data and incorporate key elements into the awarding and packaging routines. NSLDS data is sent to schools through several avenues. It is included on ISIR, sent out based on an FAH request, or it is based on a TSM Alert request. This section discusses NSLDS data using the TSM and FAH processes. See Processing Federal Financial Aid Applications for information regarding ISIR processing.

PeopleSoft provides the means to directly consider aggregate aid data from the National Student Loan Data System (NSLDS). There are three methods to populate the NSLDS data into the aggregate aid tables for use in the packaging process. A new parameter—Push NSLDS to Aggregates—has been added to both the ISIR data load and the NSLDS Transfer Monitoring Alert File (message class TRALRTOP) to facilitate moving NSLDS data into aggregate aid tables. A new process to push NSLDS data to the aggregate aid tables outside of the data load processes for a particular aid year is added. You can view NSLDS data loaded using the NSLDS Inquiry components, designed to match the NSLDS file structure.

The Push of NSLDS Aggregate data will populate the aggregate aid tables with the following data:

- Aggregate Subsidized Outstanding Principal Balance.
- Aggregate Unsubsidized Outstanding Principal Balance.
- Perkins Total Outstanding Principal Balance.
- Overpayment Indicator for the Pell and SEOG programs.
- Current Award Year Pell Disbursed Amounts.

Note. You must define the Aggregate Area Translation for all three methods to work properly. The Aggregate Area Translation determines the mapping of NSLDS aggregate programs to your institutionally defined Aggregate Areas.

To allow the packaging process to directly consider NSLDS aggregate totals when determining if a student is close to an annual or a lifetime aggregate limit, the option Aggregate Source must be set to a value of NSLDS. This attribute is defined at the FA Installation default, and student level on the Packaging Status Summary and on all awarding components. Note also, that NSLDS aggregate totals will be tied to a specific aid year and can be overridden at a student's individual Aggregate Area. See Awarding and Packaging Students for more information.

This section discusses how to:

- Process TSM and FAH requests.
- Use NSLDS FAT file inbound.
- Run NSLDS FAT load.
- Load program rules.
- Use NSLDS suspense management.
- Create reports listing NSLDS FAT load errors.
- Generate NSLDS alert file reports.
- Use NSLDS change review.
- Process NSLDS alert file information.
- Review NSLDS general aggregate information.
- View NSLDS overpayment information.
- View NSLDS active match.
- View NSLDS Pell information.
- View NSLDS additional information.

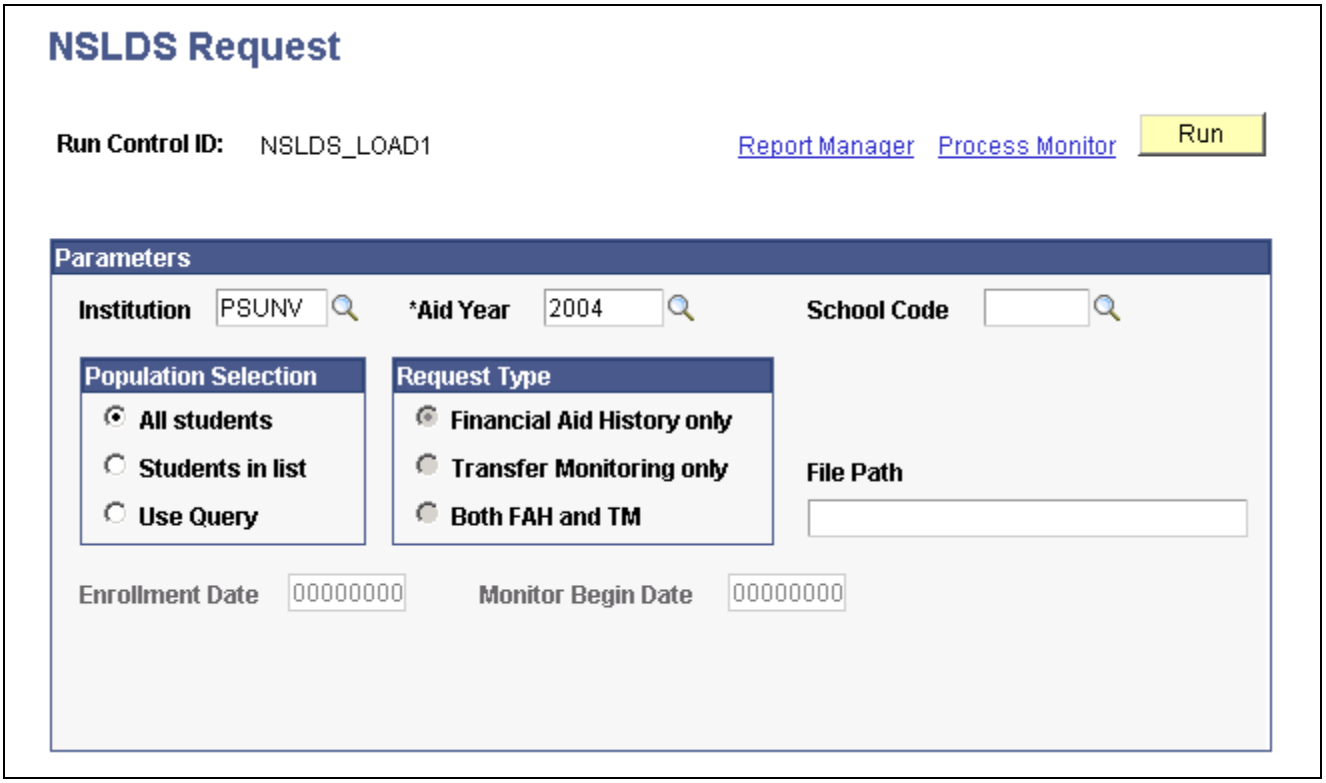
Pages Used to Review and Process NSLDS Data

Page Name	Object Name	Navigation	Usage
Process NSLDS Request	SFA_RUN_NSLDS_OUT	Financial Aid, File Management, NSLDS, Process, NSLDS Request	Run the Process NSLDS Request to either generate a TSM or FAH Inform request file or a file with combined TSM and FAH requests.
NSLDS FAT File Inbound	RUNCTL_FAT_INBOUND	Financial Aid, File Management, Import Federal Data Files	Run the Application Engine process that loads the NSLDS Alert and FA History files into the NSLDS staging tables.
NSLDS Transfer Alert File Load	RUNCTL_FAPTALRT	Financial Aid, File Management, NSLDS, Process NSLDS Files	Run the Load NSLDS Transfer Alert File (FAPTALRT) process.
NSLDS Suspense Management	NSLDS_SUSP_CNTRL	Financial Aid, File Management, NSLDS, Manage NSLDS Records, NSLDS Suspense Management	View NSLDS records that have been loaded into the staging tables by the FA Inbound process. Review NSLDS records that have an error load status.
NSLDS FAT Load Error Report	RUNCTL_FA921	Financial Aid, File Management, NSLDS, NSLDS FAT Load Error Report	Run a query and create a Crystal report listing all NSLDS records that did not load properly into the staging tables and were assigned an error load status.

Page Name	Object Name	Navigation	Usage
NSLDS Alert File Report	RUNCTL_FA924	Financial Aid, File Management, NSLDS, NSLDS Alert File Report	Generate a report that lists students reported on the NSLDS Alert file and NSLDS information that was reported changed. You should review the information about these students before disbursing federal aid.
NSLDS Change Review	NSLDS_CHANGE_RVW	Financial Aid, File Management, NSLDS, Review NSLDS Flagged Students	Review all NSLDS Alert file records that have been loaded into the NSLDS Inquiry application tables. After student NSLDS information has been reviewed by the financial aid staff, use this page to indicate that you have reviewed and resolved any student aid eligibility discrepancies.
NSLDS Information	NSLDS_GEN_AGGR	Financial Aid, Awards, View NSLDS Loan Data, NSLDS Information	View error codes, change flags, MPN flags, and alert file flags.
NSLDS Overpayment	NSLDS_CONTCT_SEC	Click the Overpay link on the NSLDS Information page.	View loan overpayment information.
NSLDS Active Match	NSLDS_ERR_CD_SEC	Click the Detail link on the NSLDS Information page.	View NSLDS error codes, change flags, master promissory note flags, and alert file flags for the effective-dated row.
NSLDS Loan Detail	NSLDS_LOAN_DTL	Financial Aid, Awards, View NSLDS Loan Data, NSLDS Loan Detail	Review detailed information for every federal loan that the student has received.
NSLDS Pell	NSLDS_PELL	Financial Aid, Awards, View NSLDS Loan Data, NSLDS Pell	Review a summary of a student's last three Pell awards.
NSLDS Additional Information	NSLDS_ADDL_INFO	Financial Aid, Awards, View NSLDS Loan Data, NSLDS Additional Information	Review overpayment information or name history.
NSLDS Data Push	SFA_RUN_NSLDS_UPDT	Financial Aid, File Management, NSLDS, Update Aggregates with NSLDS	Run the Update Aggregates with NSLDS as an independent process to push NSLDS totals into the aggregate aid tables to be utilized directly by the packaging process.

Processing TSM or FAH Request

Access the NSLDS Request page.



NSLDS Request page

Use this page to generate a TSM or FAH Inform request, or create a file that combines both TSM and FAH request data. As of December 2003, NSLDS provides a means to combine both the TSM and FAH Inform request and output file formats.

Note. You must still establish a School Transfer Profile on the NSLDS FAP website for NSLDS to accept and process the Transfer Monitoring Batch Inform file created here.

Institution Select the institution for which you want to create a request file.

Aid Year Select the desired aid year.

School Code Select the school code applicable to your request.

Last Submittal Date Displays the date the last NSLDS Request file was generated for a particular school code.

Last Sequence Displays and maintains a sequence number for each NSLDS Request file generated for a given school code and submittal date. There is a maximum of 99 submittal sequences for each submittal date.

File Path Enter the file path and directory name where the file should be written, for example C:\TEMP\. The batch files are sequentially named TRNINFInn from 01 thru 99 for each submittal date (current date).

Population Selection *All Students:*

Select All Students to request a Financial Aid History file for all students active in the given aid year. You can only a Request Type of Financial Aid History when using this selection.

Students in List:

Once Students in List is selected, a grid displays for you to enter a list of student IDs. The Request Type option above the grid is then available. The Request Type defined above the grid defaults the value for each entry in the grid. If Request Type is *Both*, you can subsequently set the Request Type on the gird. The Enrollment Date and Monitor Begin Date on the grid are available only if the Request Type is either *Transfer Monitoring* only or *Both FAH and TM* Both dates on the grid are required when the Students in List is selected and the Request Type is not *Financial Aid History Only*. You can specify if a particular student should be removed from monitoring by checking'*Delete from TMA*.

Use Query:

When you choose Query, a *Select Query* button will appear. This takes you to a standard Select Query lookup page. PeopleSoft recommends that the full or partial name of the query is entered as a search key since the prompt goes through the entire list of available queries in the database. Since the Batch Inform File requires certain fields in a particular order, only queries that return the required fields can be used here. PeopleSoft delivers a baseline query (SFA_NSLDSREQ_ALL) that you can use to create a population of students. Minor changes to the query may be required to suit your needs. You can also define your own query using PeopleSoft Query Manager. PeopleSoft recommends that you use SFA_NSLDSREQ_ALL as a model or template. The Enrollment Date and Monitor Begin Date is entered on the run control page and is therefore the same for all students selected by the query.

Request Type

This field is not available if the Population Selection is *All students*. This field is used as the default Request Type if Population Selection is *Students*.

Financial Aid History only: choose only if you want to request a financial aid history file.

Transfer Monitoring only: choose only if you want to request to have students added to or removed from Transfer Monitoring.

Both FAH and TM: Use to request a financial aid history file and/or transfer monitoring addition/deletion. If the Population Selection is *Students*, you can set the Request Type for each student in the list.

Enrollment Date

Enter the begin date for the period of enrollment. This date can be a future date, but not more than 18 months greater than the current date. Also, it can't be more than 90 day less than current date. The value defaults to all zeros if Request Type is Financial Aid History only.

Monitor Begin Date

Enter the date when Monitoring should begin. This date can be a future date, but not greater than the Enrollment Date. If the Enrollment Date has already passed, this defaults to the submittal date (current date).

See Also

Chapter 11, "Setting Up Disbursement Rules," Defining Item Type Disbursement Rules, page 329

Using NSLDS FAT File Inbound

Access the FA Inbound page.

FA Inbound page

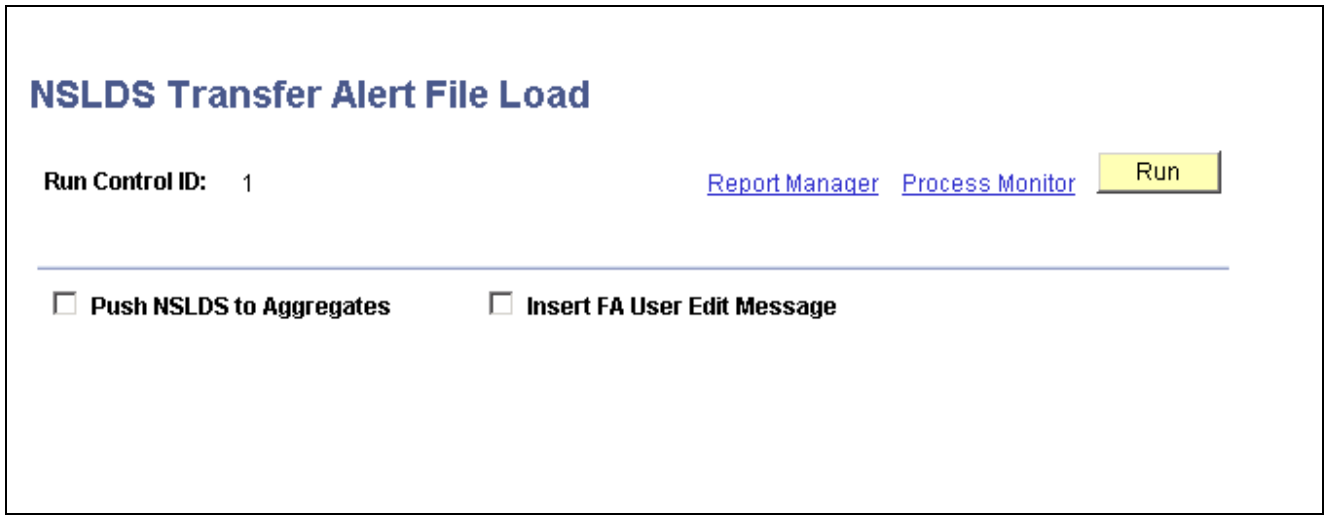
Use the NSLDS Trans Alert File Inbound page to load NSLDS Alert and NSLDS Financial Aid History files into the NSLDS staging tables. This run control component runs a new Application Engine process.

Inbound File Enter the name and location of the NSLDS Alert file that you want to load into the staging tables. Be sure that the server has read access rights to the location of the file.

To run the process, click the Run button and select the FA_INBOUND Application Engine process.

Running NSLDS FAT Load

Access the NSLDS Transfer Alert File Load page.



NSLDS Transfer Alert File Load page

Use this page to run the NSLDS Transfer Alert File load process (FAPTALRT), options to push NSLDS aggregate data during the data load, as well as indicate user edit messages for the student to suspend disbursement processing. Both Transfer Alert and Financial Aid History files will be loaded by the process.

Note. You must create new user edit messages to support this process.

Push NSLDS to Aggregates Select if you want the load process to push aggregate aid totals and indicators for the Stafford Subsidized, Stafford Unsubsidized, Perkins, Pell and SEOG programs.

Note. If you choose not to push aggregate aid totals, an independent push routine is available. You must define aggregate area translation for the Push process to work.

Insert FA User Edit Message Select if you want the load process to insert a user edit message for the student. When you select the check box, the system displays the following fields on the page.

Institution Select the institution for which you want to enter a user edit message.

Aid Year The system displays the 2002 aid year which is the valid aid year for the current Transfer Monitoring process. This field is modified for users to select the desired aid year.

Edit Message Type Select one of the following options:

Error, Informtnal (informational), or *Warning.*

Edit Message Code Select the edit message code that you want entered for the student. The available codes are restricted based on the type of edit message that you specify.

Term Select the term for which you want the user edit message to become active.

See Also

Chapter 11, "Setting Up Disbursement Rules," Defining Item Type Disbursement Rules, page 329

Loading Program Rules

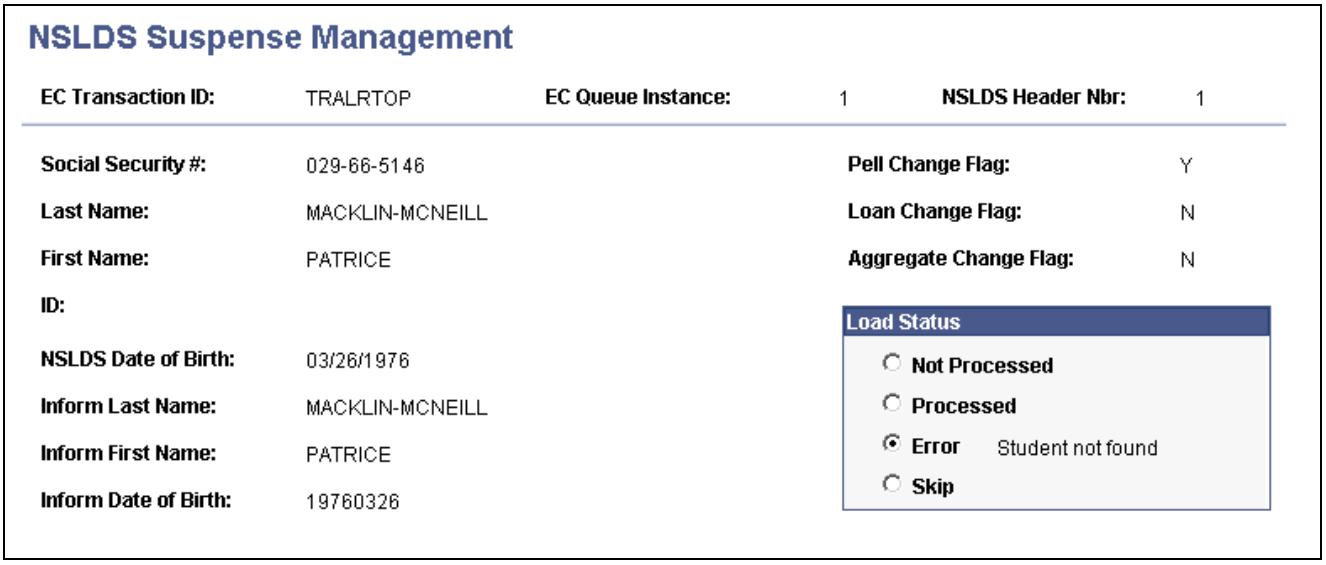
The load program selects all NSLDS records with a load status of *Not Processed* and *Error.* For each selected record, the program attempts to match each NSLDS transcript record with a student in the database. It does this by matching the Social Security number (SSN), last name, and birthdate on the NSLDS record with the same fields maintained by the PeopleSoft Enterprise Campus Community pages. If a matching record is found, the NSLDS data loads into the application tables and can be viewed in the NSLDS Inquiry component. After the information is processed successfully, the NSLDS record load status is set to *Processed*. If a matching SSN cannot be found in the database, the NSLDS record load status is set to *Error*. The error message that appears on the Suspense Management page is *Student not found.* To load the NSLDS record, you must update the student's SSN in the Campus Community components so that the SSNs match, and then rerun the program.

If the NSLDS record is older than the current NSLDS information on the application, a record cannot load, which results in a load status of *Error*. This can occur when a recent ISIR is loaded prior to processing the NSLDS FAT file. The error message that appears on the Suspense Management page is *EFFDT Conflict.* Errors of this type cannot be corrected.

The loaded NSLDS information updates the student's NSLDS Status field on the Packaging Status Summary page. If a student has previously been reported in default or owes an overpayment, the status is reset to eligible if the NSLDS information confirms the status. A current status of eligible is also reset to default and/or overpayment if the NSLDS data confirms the new status.

Using NSLDS Suspense Management

Access the NSLDS Suspense Management page.



NSLDS Suspense Management page

The system displays the EC Transaction ID, EC Queue Instance and NSLDS Header Nbr (National Student Loan Data System header number).

Social Security # Student's Social Security number maintained by the NSLDS and reported on the NSLDS Alert file.

Last Name Student's last name maintained by the NSLDS and reported on the NSLDS Alert file.

First Name Student's first name maintained by the NSLDS and reported on the NSLDS Alert file.

EmplID Unique student identification assigned by the NSLDS Load program.

NSLDS Date of Birth Student's birthdate maintained by the NSLDS and reported on the NSLDS Alert file.

Inform Last Name Last name reported by the institution on the inform file or online. This information is reported to the school on the NSLDS Alert file.

Inform First Name First name reported by the institution on the inform file or online. This information is reported to the school on the NSLDS Alert file.

Inform Date of Birth Date of birth reported by the institution on the inform file or online. This information is reported to the school on the NSLDS Alert file.

Pell Change Flag Indicates changed information on the alert file.

N: No

Y: Yes

Loan Change Flag Indicates changed information on the alert file.

N: No

Y: Yes

Aggregate Change Flag Indicates changed information on the alert file.

N: No

Y: Yes

Load Status *Not Processed:* This is the default setting after the alert file has been loaded into the staging tables.

Processed: This value is set by the NSLDS FAT Load process if the record is successfully loaded into the application tables.

Skip: Set manually by the user to prevent the record from being processed.

Error: If the NSLDS FAT Load program is unable to load the record into the application tables. If set, the system will display an accompanying error message.

The following table describes NSLDS FAT Load error messages.

Error	Message
EFFDT Conflict	The Alert file data is older than the current NSLDS information.
Multiple Matches	Multiple IDs exist with the same last name, birthdate, and SSN (National ID).
Student Not Found	No record was found with a matching last name, birthdate, and SSN (National ID.

Creating Reports Listing NSLDS FAT Load Errors

Access the NSLDS FAT Load Error Report page.

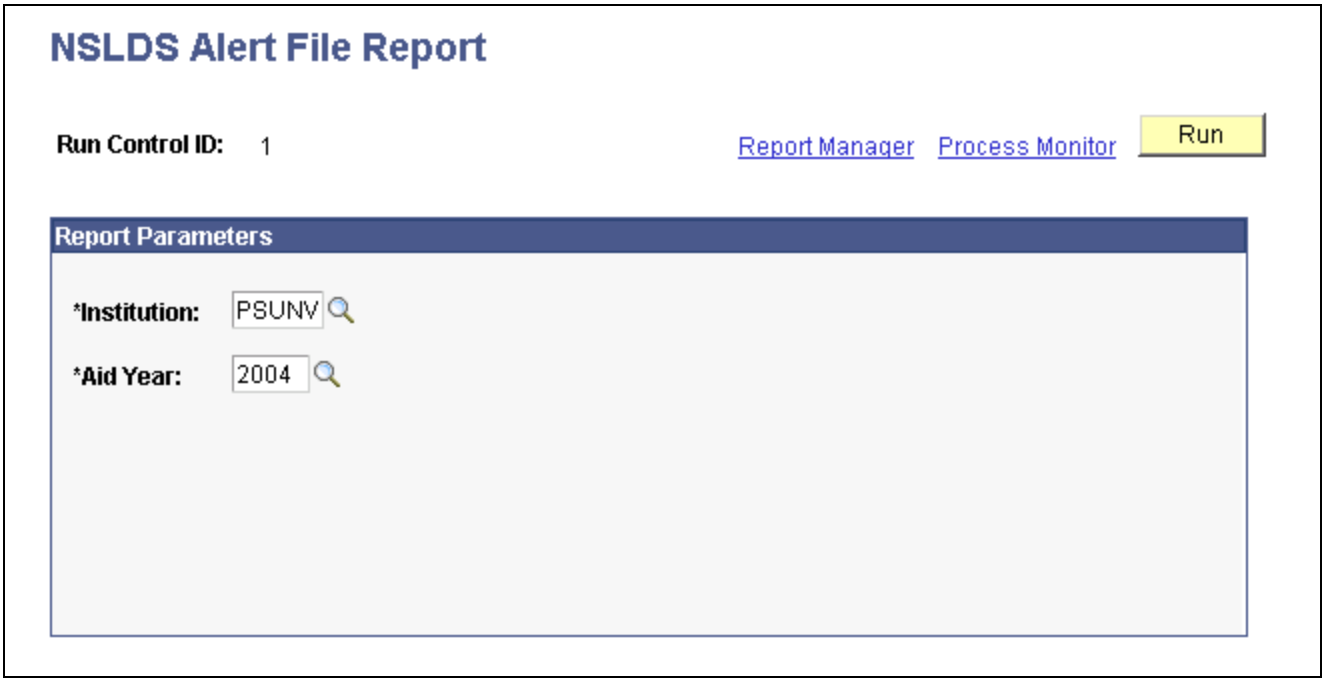
NSLDS FAT Load Error Report page

This report has no run control options. The error reason appears on the report. To prevent records identified on the report from loading, set the load status to a value of *Skip* on the NSLDS Suspense Management page.

Click Run to run this request. Process Scheduler runs the NSLDS FAT Load Errors (FA921), a Crystal process at user-defined intervals.

Generating NSLDS Alert File Reports

Access the NSLDS Alert File Report page.



NSLDS Alert File Report page

You can select the institution and aid year on this page to control which set of student award data the system prints on the report.

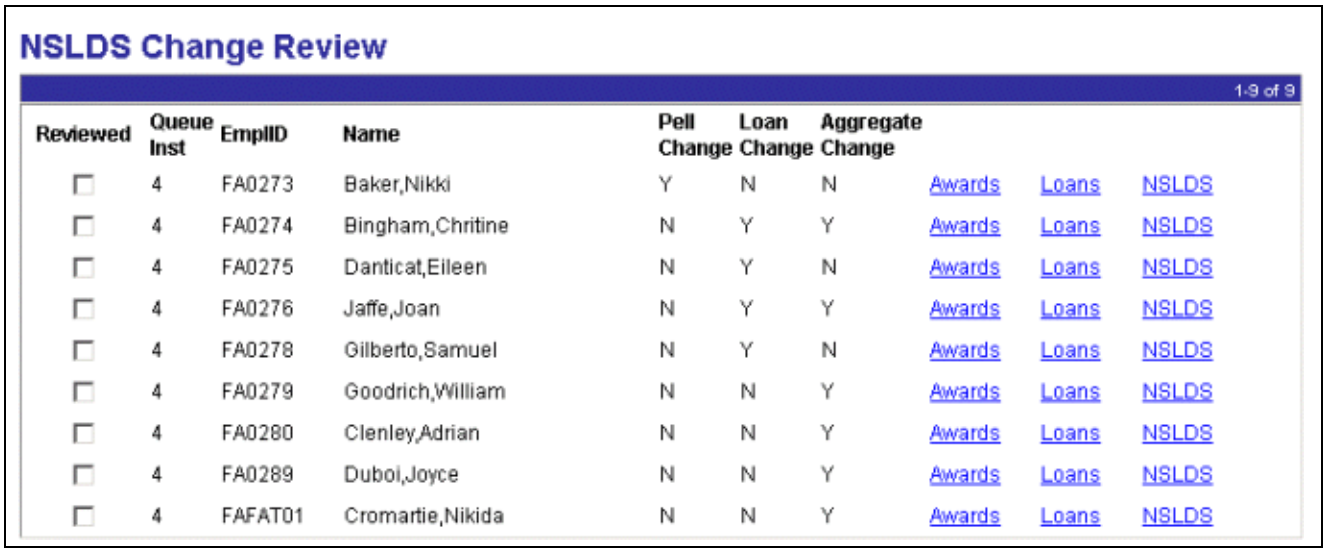
Use the NSLDS Alert File Report page to generate a report that lists the change flags for NSLDS information. This report identifies students that need to be reviewed before you can disburse federal funds to them. The contents of the report match the records displayed in the NSLDS Change Review page. The system removes the records from the report when they are marked as reviewed on this page.

Institution Select the institution to indicate the appropriate set of student awards to be printed on the report.

Aid Year Select the aid year to indicate the appropriate set of student awards to be printed on the report.

Using NSLDS Change Review

Access the NSLDS Change Review page.



NSLDS Change Review

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Reviewed	Queue Inst	EmplID	Name	Pell Change	Loan Change	Aggregate Change			
☐	4	FA0273	Baker,Nikki	Y	N	N	Awards	Loans	NSLDS
☐	4	FA0274	Bingham,Chritine	N	Y	Y	Awards	Loans	NSLDS
☐	4	FA0275	Danticat,Eileen	N	Y	N	Awards	Loans	NSLDS
☐	4	FA0276	Jaffe,Joan	N	Y	Y	Awards	Loans	NSLDS
☐	4	FA0278	Gilberto,Samuel	N	Y	N	Awards	Loans	NSLDS
☐	4	FA0279	Goodrich,William	N	N	Y	Awards	Loans	NSLDS
☐	4	FA0280	Clenley,Adrian	N	N	Y	Awards	Loans	NSLDS
☐	4	FA0289	Duboi,Joyce	N	N	Y	Awards	Loans	NSLDS
☐	4	FAFAT01	Cromartie,Nikida	N	N	Y	Awards	Loans	NSLDS

NSLDS Change Review page

Students with changed NSLDS information are listed on the page. The financial aid staff reviews each file for possible modifications to the current financial aid eligibility. After the file is reviewed and the staff person selects the Reviewed check box, the system removes the student's information from the page. The Change flag fields indicate what portion of the student's NSLDS data has been recently modified by NSLDS.

Reviewed Select to indicate that you have reviewed the changes to the student's NSLDS information and have completed any modifications to the student's current financial aid eligibility.

Queue Inst (queue instance) Indicates when the record was loaded. The system generates a unique sequential queue instance number for each Transfer Alert file loaded. A greater value indicates a more recently loaded file.

EmplID Unique student identification.

Name Student's name.

Pell Change Indicates a change to the student's Pell grant history.

Y: Yes

N: No

Loan Change Indicates a change to the student's loan history.

Y: Yes

Y: Yes

Aggregate Change Indicates a change to the student's aggregate loan history.

Y: Yes

Y: Yes

Awards Click to access the Award Summary and Award Term Summary pages. These pages remain the same.

Loans Click to access the Origination Student Summary page. This page remains the same.

NSLDS Click to access the NSLDS Information page. This page remains the same.

Processing NSLDS Alert File Information

The following describes how PeopleSoft envisions customers implementing the NSLDS Transfer Monitoring Process using the provided applications. Each institution, however, should implement the transfer monitoring process based on their specific business requirements.

Transfer Monitoring Process

To run the transfer monitoring process:

1. Institutions contact NSLDS to establish their transfer monitoring profile. Institutions must choose to receive the Transfer Monitoring Alert batch file if they want to load the students' updated NSLDS information into the database.
2. Institutions inform NSLDS of the transfer students they want to have monitored on or before the students' enrollment begin date.

   Institutions can do this online at www.NSLDSFAP.ed.gov or use the NSLDS Request process.

   Note. Institutions may want to assign a checklist, service indicator, or financial aid user edit message to insure that disbursements are suspended until the monitoring process is completed. Selecting the appropriate method to suspend disbursements depends on your institution's business rules.

3. The institution receives an Alert file and must be loaded into the database.

   First, use the NSLDS FAT File Inbound page to run the Application Engine process that loads the Alert file into EDI staging tables. You can view EDI load results in the ISIR File Review page. Next, run the NSLDS FAT Load process to load the data into the application tables. View the data in the NSLDS Inquiry component.

   You have the option of having the load program assign a new financial aid User Edit message code that can be used to suspend the authorization and disbursement of funds for a specific term.

   The NSLDS FAT load process uses the , the last name, date of birth, and SSN to find the student in the database. The system assigns an error load status with an error reason code displayed on the NSLDS Suspense Management page for records that cannot be loaded. Run the NSLDS FAT Load Errors report for a list of the records that failed to load and resolve load errors. The following table describes how to resolve various load error messages:

Load Error Message	Resolution
EFFDT (effective date) Conflict	Occurs when the NSLDS alert file date is older than the current NSLDS data in the database. These records should not be loaded. Set the load status to *Skip*.

Load Error Message	Resolution
Multiple Matches	More than one record in the database has the same last name, SSN, and date of birth. Delete or modify the inappropriate record and rerun the load program.
Student Not Found	Use the Search Match page or the Demographic and Address Data component to search for the student using the name, SSN, and date of birth data provided on the NSLDS Suspense Management page. Correct the student's bio-demo data to match the NSLDS data for the student and rerun the load program.

4. Review Alert file records for possible changes in financial aid eligibility.

   Students reported on the NSLDS Alert file have had a change to their financial aid history since the last time that an ISIR was submitted to the school. You must review these records before federal aid can be disbursed to the student. Use the NSLDS Change Review page to track the students who require review by the financial aid staff. Based on the change information reported by the NSLDS, the student's awards, originated loans and/or aggregate data should to be reviewed and modified, if required. After you review the student's eligibility, indicate that the record is reviewed on the page. The system then removes the record. If a checklist, service indicator, or user edit message was used to suspend disbursement of financial aid, update the appropriate communication record at this time. You can use the NSLDS Alert File report to generate a printed list of the records listed in the NSLDS Change Review page.

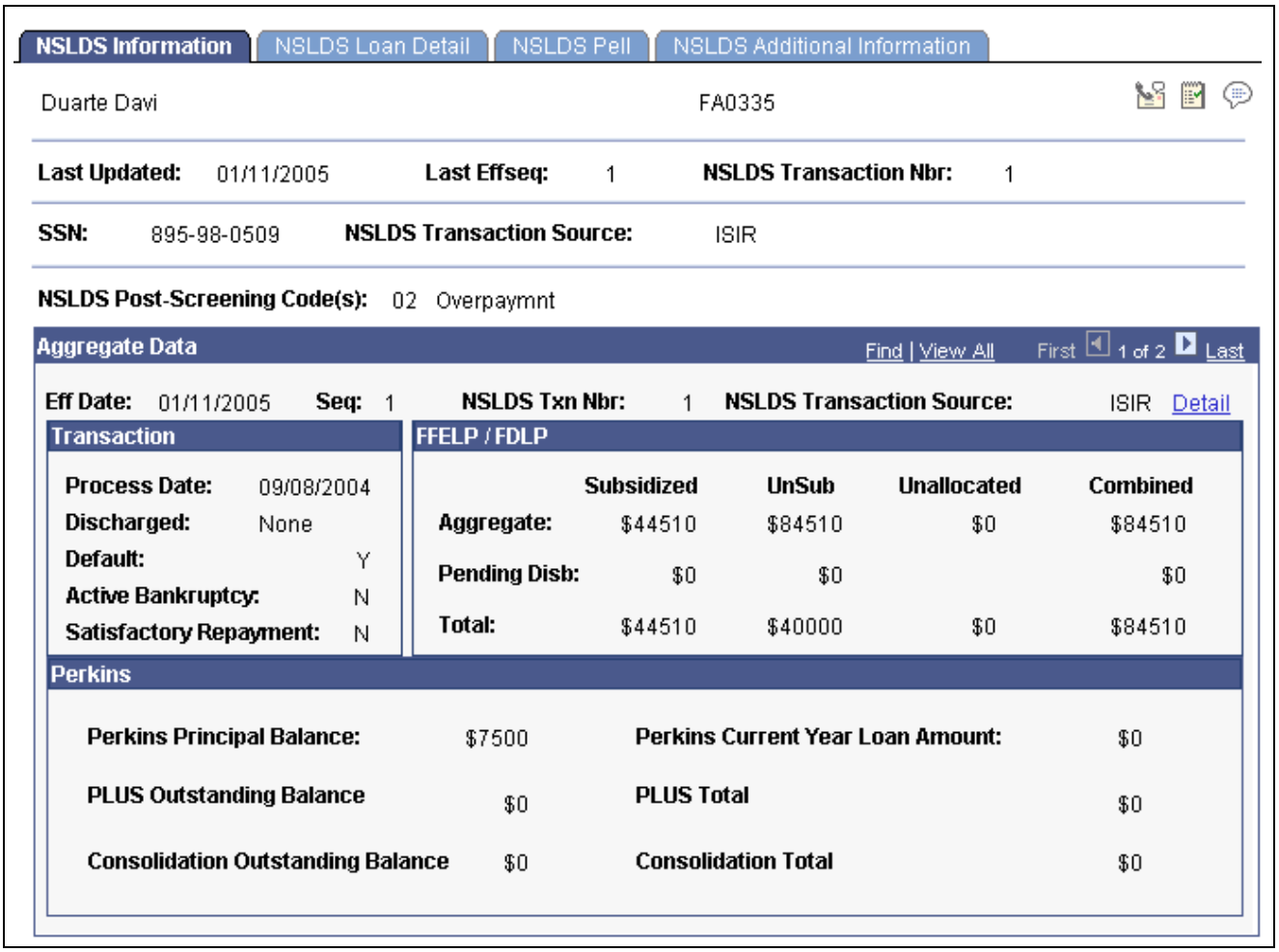
See Also

Chapter 11, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 325

NSLDS Student Transfer Monitoring Process (July 2001)

Reviewing NSLDS General Aggregate Information

Access the NSLDS Information page.



NSLDS Information page

The system displays the student's name, ID, Last Updated, Last Effseq, NSLDS Transaction Nbr (NSLDS transaction number), NSLDS Transaction Source, SSN (Social Security Number), NSLDS Loan Default, NSLDS DOB (NSLDS date of birth), School Cd (school code), Branch, and Post-Screen Cd (post-screen code). The Last Effseq field refers to a sequence number of the same ISIR with different versions.

Note. If you chose to push aggregate totals to the aggregate aid tables for direct use by the packaging and awarding process, the subsidized and unsubsidized aggregate amounts under the FFELP/FDLP section and Perkins principal balance, are the totals that are pushed to the corresponding aggregate areas for this student.

Aggregate Data

Eff Date (effective date) The system displays the effective date of the loaded aggregate information. Aggregate data is the loan history. There can be a date for an ISIR and multiple sequences. You can view loans that are in default, discharged loans, or active bankruptcies.

NSLDS Txn Nbr (NSLDS transaction number) The system displays the transaction number of the NSLDS data from the NSLDS. As the student's financial aid history is updated by the NSLDS, the transaction number moves upward one increment. If new NSLDS information is received by a school that has a lower transaction number than the current data, the new information does not load. The system assumes that the current information is more recent.

NSLDS Transaction Source The system displays the source of the loaded NSLDS information. The possible values are *ISIR* and *Alert* (NSLDS Transfer Alert file).

Transaction

Process Dt (process date) The system displays the process date for the transaction. If the data source is the ISIR, this date is the CPS process date of the ISIR. If the data source is the NSLDS FAT file, the date used is the NSLDS file process date.

Default The system displays whether the transaction is in default.

Discharged The system indicates whether a student's defaulted loan has been discharged. The values for the field are *Y* (yes) or *N* (no).

Actv Bnkrp (active bankruptcy) The system displays whether the loan is part of an active bankruptcy proceeding.

Stsfctry Rpymnt (satisfactory repayment) The system indicates whether the loan has been repaid satisfactorily.

FFELP/FDLP

Aggregate The system displays FFELP/FDLP aggregate loan information in Subsidized, UnSub (unsubsidized), Combined, and Consolidated categories.

Unallocated (for Aggregate) Indicates the NSLDS unallocated consolidated outstanding principal balance.

Unallocated (for Total) Indicates the NSLDS unallocated consolidated total.

Pending Disb (pending disbursement) The system displays undisbursed loan amounts for the Subsidized, UnSub (unsubsidized), Combined, and Consolidated categories.

Perkins

Perkins Principal Balance Indicates Perkins loans outstanding principal balance.

PLUS Outstanding Balance Indicates the aggregate loan outstanding principal balance amount for all PLUS loans where the borrower is the PLUS holder.

Consolidation Outstanding Balance Indicates the outstanding principal balance for all FFELP consolidation loans.

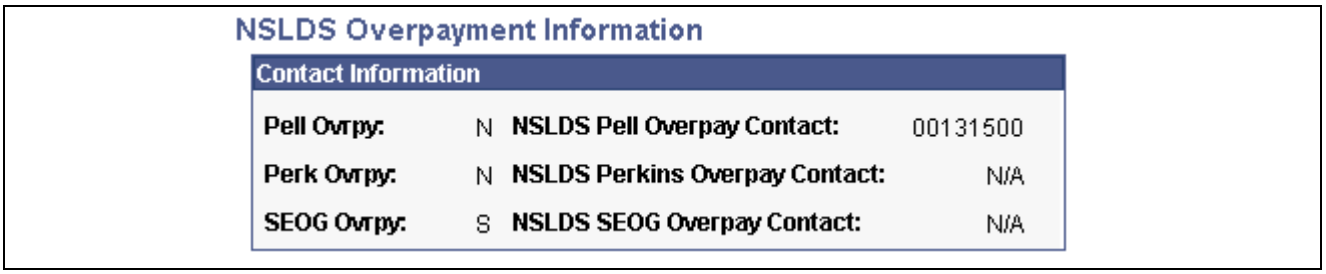
Perkins Current Year Loan Amount Indicates total Perkins loan disbursements for the award year (July-June).

PLUS Total Indicates the aggregate loan total amount for all PLUS loans where the borrower is the PLUS holder.

Consolidation Total Indicates the total of all FFELP consolidation loans.

Viewing NSLDS Overpayment Information

Access the NSLDS Overpayment Information page.

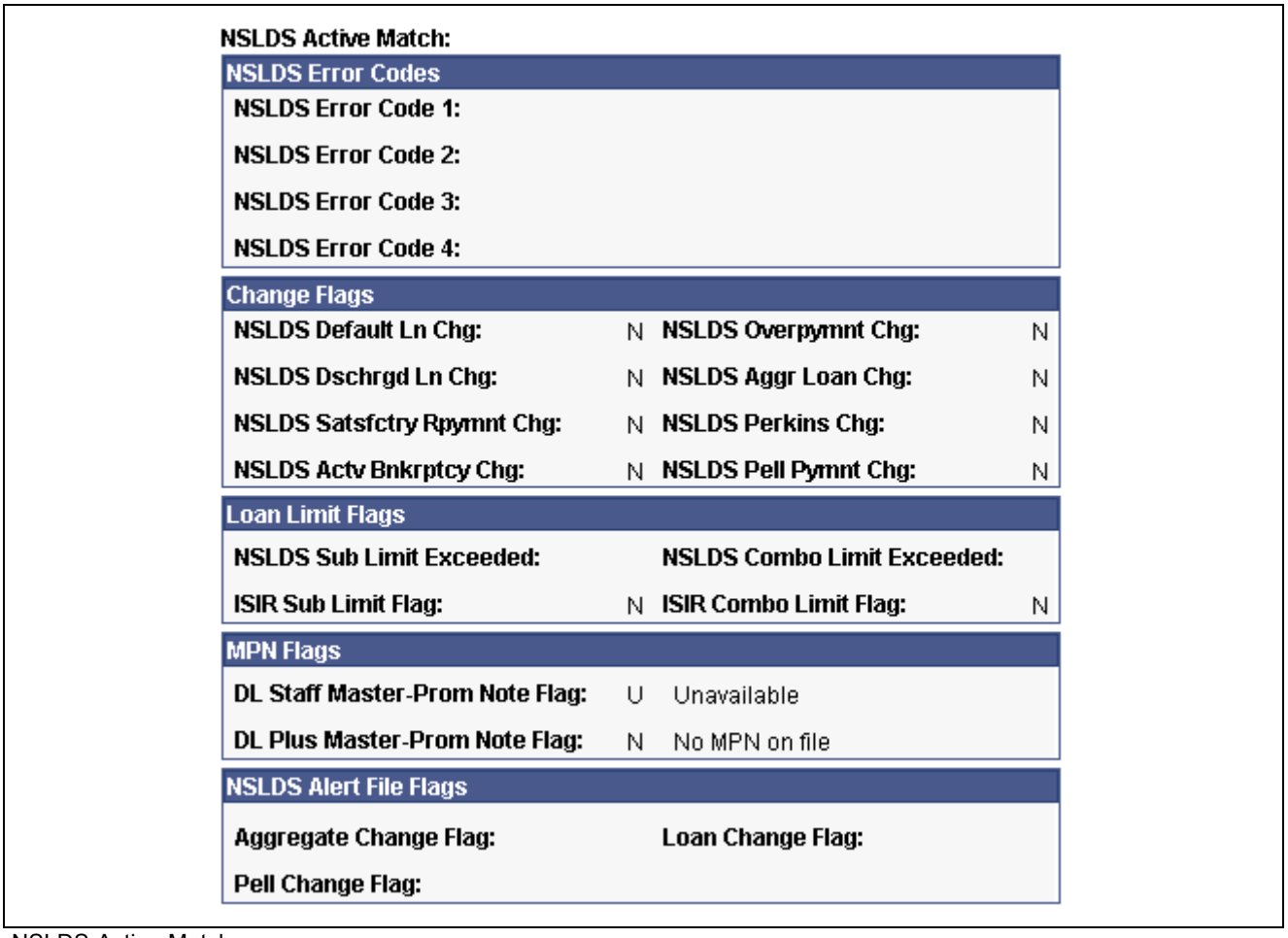


NSLDS Overpayment Information page

The system displays any overpayments for Pell Overpy (Pell overpayment), Perk Overpy (Perkins overpayment), and SEOG Ovrpy (SEOG overpayment). the Pymnt Contct (payment contact) fields refer to the contact agency for this overpayment. the federal ID appears if an overpayment is present.

Viewing NSLDS Active Matches

Access the NSLDS Active Match page.



NSLDS Active Match page

The system displays NSLDS error codes, change flags, loan limit flags, MPN flags, and NSLDS Alert file flags.

Click the NSLDS Loan Detail link to access the NSLDS Loan Detail page, where you can review additional loan detail for each loan.

NSLDS Sub Limit Exceeded Indicates whether the student has exceeded the subsidized loan limit. The system populates this field only if the data source is NSLDS Alert file or NSLDS FA History File.

Y: Yes

N: No

NSLDS Combo Limit Exceeded Indicates whether the student has exceeded the combined loan limit. The system populates this field only if the data source is NSLDS Alert file or NSLDS FA History File.

Y: Yes

N: Yes

ISIR Sub Limit Flag Indicates whether the CPS has determined that the student has exceeded the subsidized loan limit. The system populates this field only if the data source is ISIR.

C: Close to limit

E: Exceeded limit

N: No problem

ISIR Combo Limit Flag Indicates whether the CPS has determined that the student has exceeded the combined loan limit. The system populates this field only if the data source is ISIR.

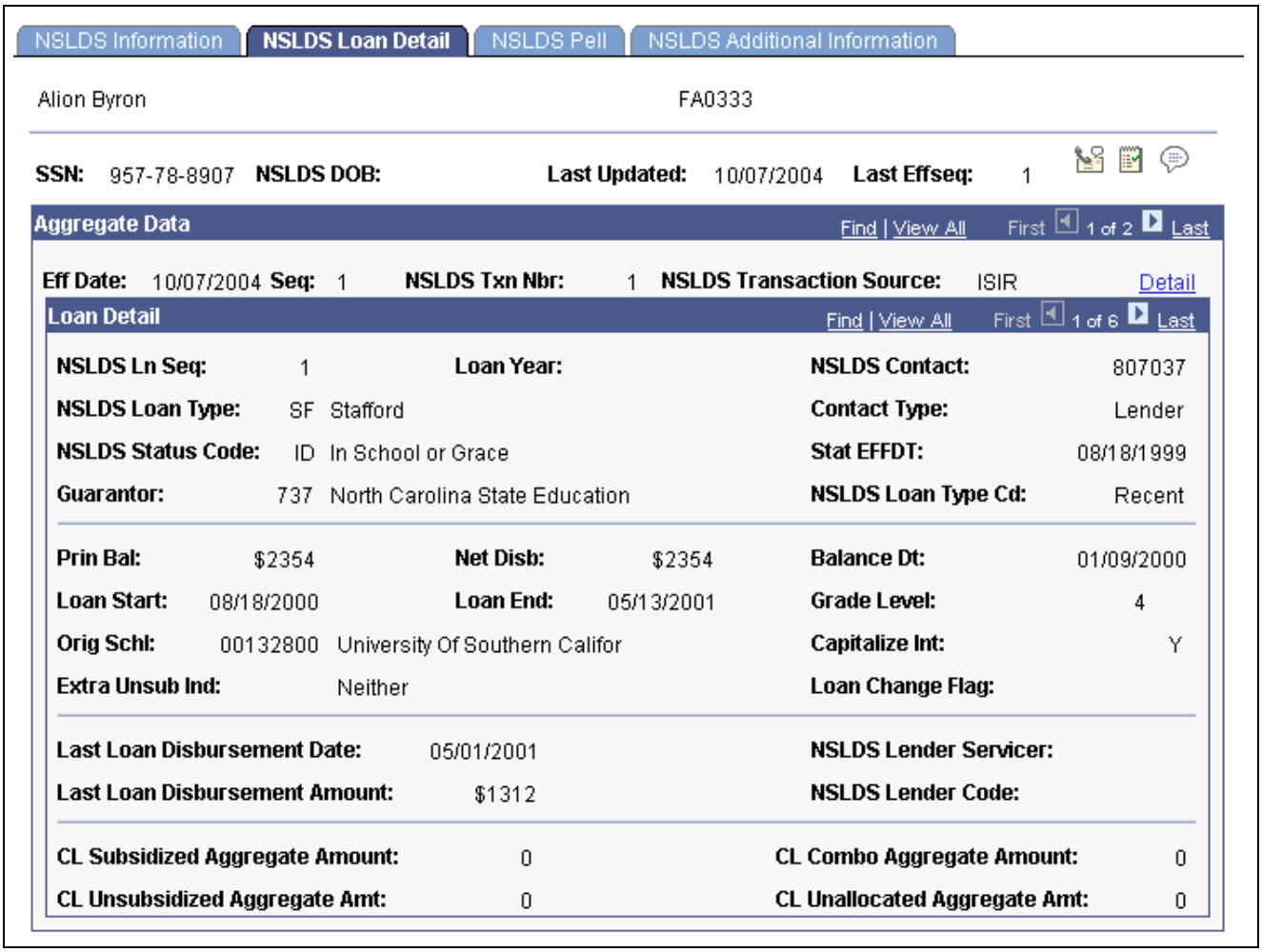
C: Close to limit

E: Exceeded limit

N: No problem

Viewing NSLDS Loan Details

Access the NSLDS Loan Detail page.



NSLDS Loan Detail page

The system displays the student's name, ID, SSN, NSLDS DOB, Last Updated, Last Effseq, Eff Date (effective date), Seq, NSLDS Txn Nbr (NSLDS transaction number), and NSLDS Txn Src (NSLDS transaction source).

Loan Detail

In the Loan Detailgroup box, the system displays NSLDS Ln Seq (NSLDS loan sequence), Loan Year, NSLDS Contact, NSLDS Type, Contact Type, NSLDS Status, Stat EFFDT (status effective date), Guarantee, and NSLDS Ln TypCd (NSLDS loan type code). The system displays Prin Bal (principal balance), Net Amt Disb (net amount disbursed), Balance Dt (balance date), Loan Start and Loan End, Orig Schl (original school), and Grade Level. Grade level refers to the NSLDS grade level for the student in this loan year. The system also displays Loan Change Flag, Last Loan Disbursement Date, Last Loan Disbursement Amount, NSLDS Lender Servicer, and NSLDS Lender Code.

Select the NSLDS Pell tab to access the NSLDS Pell page to review a summary of a student's Pell information.

CL Subsidized Aggregate Amount This is the FFEL consolidation loan subsidized aggregate amount. Indicates the amount included in the subsidized aggregate calculation. The system populates this value only if the loan type is CL.

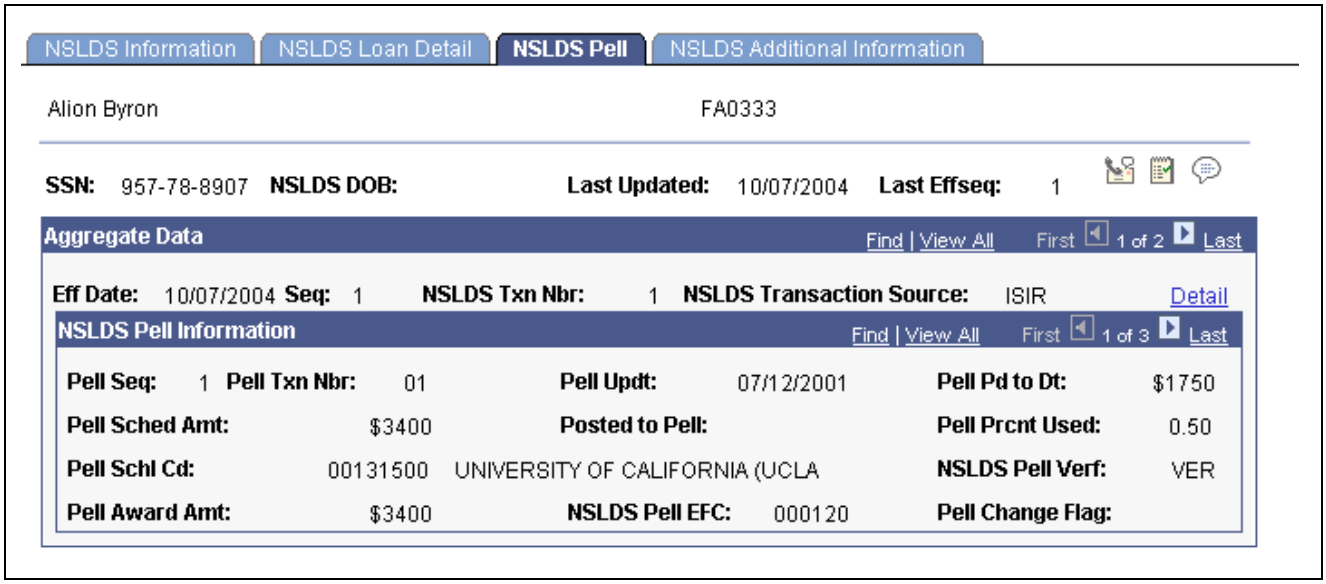
CL Unsubsidized Aggregate Amt This is the FFEL consolidation loan unsubsidized aggregate amount. Indicates the amount included in the unsubsidized aggregate calculation. The system populates this value only if the loan type is CL.

CL Combo Aggregate Amount This is the FFEL consolidation loan combined aggregate amount. Indicates the amount included in the combined aggregate calculation. The system populates this value only if the loan type is CL. This amount could include HEAL

CL Unallocated Aggregate Amt This is the FFEL consolidation loan unallocated aggregate amount. Indicates the amount that could not be determined to be subsidized, unsubsidized, or Perkins. The system populates this value only if the loan type is CL.

Viewing NSLDS Pell Information

Access the NSLDS Pell page.



NSLDS Pell page

The system displays the student's name, ID, SSN, NSLDS DOB, Last Updated, Last Effseq (last effective sequence), Eff Date (effective date), Seq (sequence) NSLDS Txn Nbr (NSLDS transaction number), and NSLDS Txn Src (NSLDS transaction source).

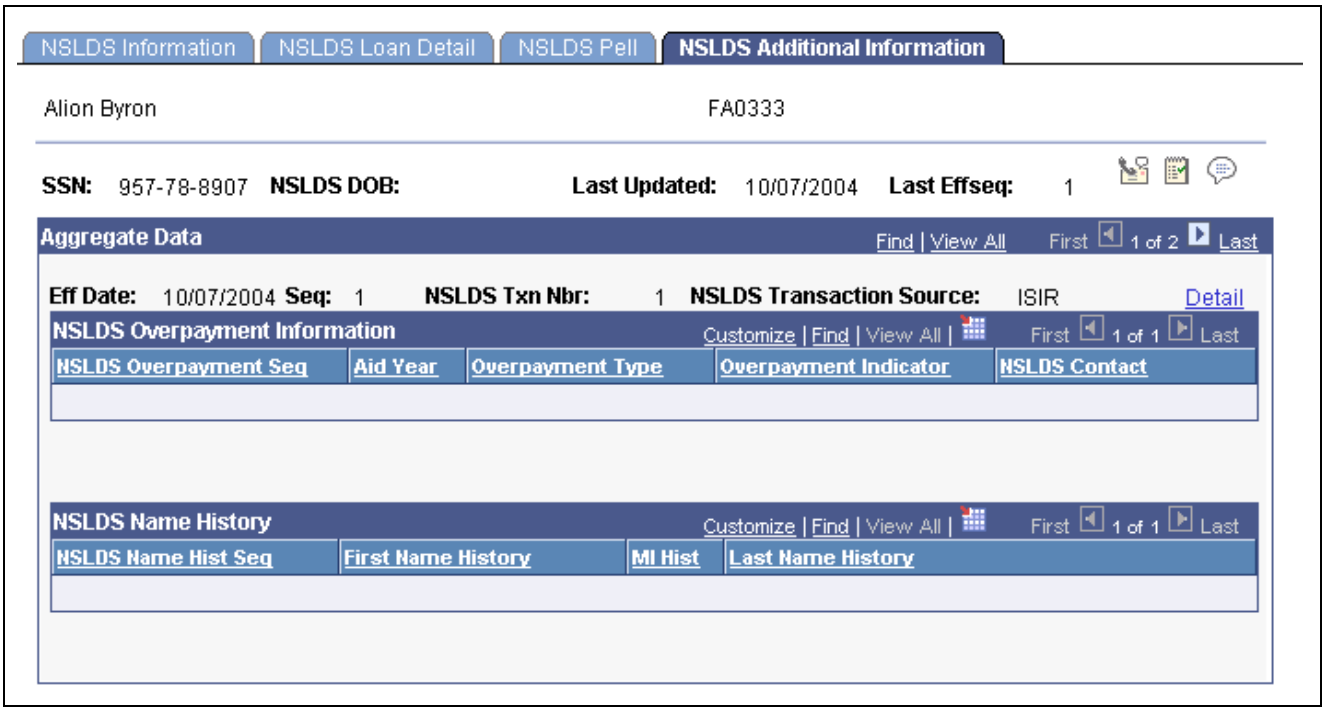
NSLDS Pell Information

The system displays Pell Seq (Pell sequence) number, Pell Txn Nbr (Pell transaction number), Pell Updt (Pell update), Pell Pd to Dt (Pell paid to date), Pell Sched Amt (Pell scheduled amount), Posted to Pell, Pell Prcnt Used(Pell percent used), Pell Schl Cd (Pell school code), Pell Award Amt, NSLDS Pell EFC(expected family contribution), and NSLDS Pell Verf (verification). EFC refers to the expected family contribution used when the particular Pell Award was paid. Verf refers to the verification status of the EFC. EFC displays a dollar amount and Ver displays the applicable Pell verification code. The Pell Change Flag indicates a change in the student's Pell eligibility.

Note. If you chose to push aggregate totals to the aggregate aid tables for direct use by the packaging and awarding process, the Pell Pd to Dt amount field, which represents and the amount of federal Pell grant a school has disbursed to the student for the aid year, is pushed into the NSLDS Total for the corresponding Pell Aggregate Area. For Pell, the NSLDS total represents the current year totals. This amount is used as current year awarding to correctly award to the annual Pell limit.

Viewing NSLDS Additional Information

Access the NSLDS Additional Information page.



NSLDS Additional Information page

The system displays the student's name, ID, SSN, NSLDS DOB, Last Updated, Last Effseq, Eff Date (effective date), Seq, NSLDS Txn Nbr (NSLDS transaction number), and NSLDS Txn Src (NSLDS transaction source).

NSLDS Overpayment Information

NSLDS Overpayment Seq (NSLDS overpayment sequence) — Overpayment sequence refers to the sequential order (1, 2, 3) the ISIR loads.

Overpayment Type — Overpay type indicates which type of aid, such as Pell, Perkins, or SEOG, was overpaid.

Overpayment Indicator — Overpayment indicator refers to the overpayment. Valid values are:

N: No

Y: Yes

S: Satisfactory Arrangement.

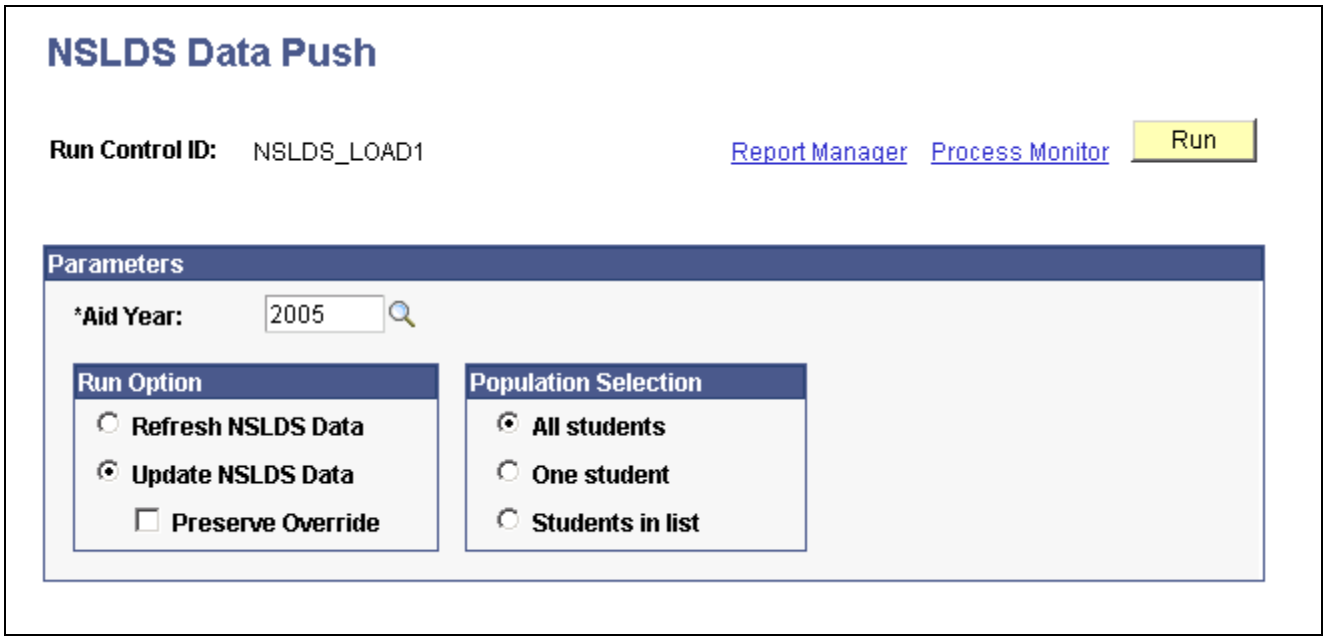
NSLDS Contact — Displays the agency school, servicer, or lender to contact for this loan.

NSLDS Name History

The system displays Nm Hist Seq (name history sequence), F Name Hist (first name history), MI Hist (middle initial history), and L Name Hist (last name history).

Update Aggregates with NSLDS

Access the Update Aggregates with NSLDS page.



NSLDS Data Push page

Use this to independently push NSLDS totals into the aggregate aid tables outside of the ISIR or NSLDS data load routines.

Aid Year Select the aid year to which you would like the most current row of NSLDS data to populate.

Run Option

Refresh NSLDS Data: Always overwrites the existing NSLDS Total present for the Aid Year defined above.

Update NSLDS Data: Updates NSLDS Total only if NSLDS data is more current than present data for the Aid Year defined above. Additional option available if this option is selected.

Preserve Override: Update will not take place if NSLDS Total amount has been overridden at the student level.

Population Selection

All Students: Use this option to update all students active for the given Aid Year and have NSLDS data available.

One Student: Select this option to enter one student ID to update. Once this option is selected, an ID field will appear to enter a single student ID.

Students in a list: Select this option to enter a list of student IDs to update. Once selected, a List of IDs option will appear to enter in multiple student IDs.

Viewing Application History

You can access application history. PeopleSoft removed aid-year-specific pages from the various menus and moved them to the Financial Aid History menu. The oldest aid-year-specific components are added to the Financial Aid History menu. You can access pages and components for three years of processing.

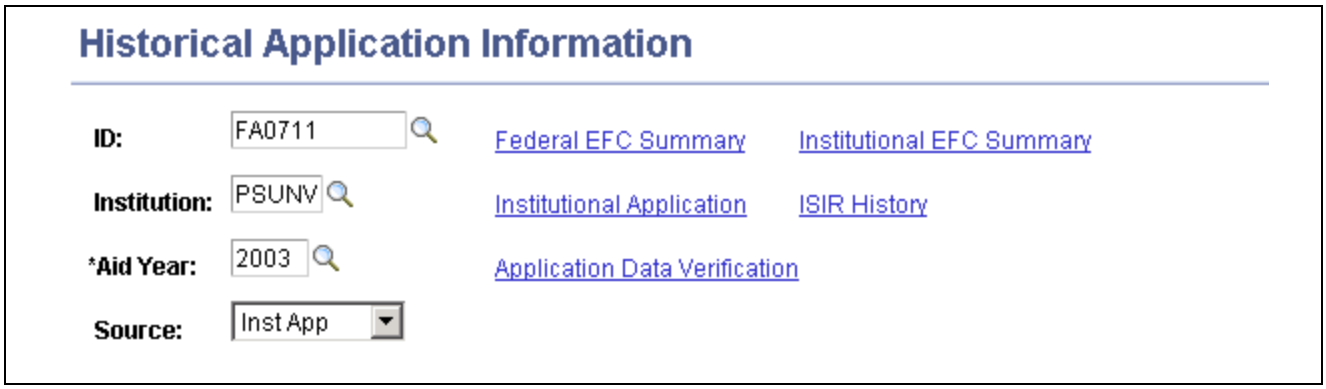
This section discusses how to enter data to review application history.

Pages Used to View Application History

Page Name	Object Name	Navigation	Usage
Historical Application Information	FA_APP_HIST_TRNSFR	Financial Aid, Financial Aid History, View Archived Application Data	Access Federal EFC Summary, Institutional Application, Application Data Verification, Institutional EFC Summary, and ISIR History components and pages.
Federal EFC Summary	ISIR_FM_SUMRY	Click the Federal EFC Summary link on the Historical Application Information page.	View archived EFC summary data .
Institutional Application	INST_STUDENT_A, INST_STUDENT_01, INST_STUDENT_02, INST_STUDENT_03	Click the Institutional Application link on the Historical Application Information page.	View data on the following pages in the Maintain Institutional Application component for aid years 1999 through 2003: Student Data, Parent Data, Miscellaneous Data, and Computation Data.
Application Data Verification	VERIFICATION_INC	Click the Application Verification link on the Historical Application Information page.	View data on the following pages in the Application Data Verification History component from aid year 1998 through aid year 2001: Income Verification, Household Information, Worksheet A, Worksheet B, and Consolidated Tax Forms.
Institutional EFC Summary	INST_INAS_SMRY_06	Click the Institutional EFC Summary link on the Historical Application Information page.	View data for aid year.
ISIR History	ISIR_PIA_CS1_01	Click the ISIR History link on the Historical Application Information page.	View data on the following pages in the ISIR Corrections component for aid year 2001 and before: FAFSA Information, Assumptions\School Codes, and EFC\DB Matches.

Entering Data to Review Application History

Access the Historical Application Information page.



Historical Application Information page

Currently, 2003 information is the most recent that you can access.

ID	Enter the student's ID.
Institution	Enter the institution.
Aid Year	Enter the aid year. This is a required field. Aid year 2003 is the most recent year archived.
Source	Select one of the following options: *FT CSL* *Inst App* *NA* *PT CSL* *Profile*
Federal EFC Summary	Click to access the Federal EFC Summary page.
Institutional EFC Summary	Click to access the Institutional EFC Summary page.
Institutional Application	Click to access the Maintain Institutional Application component.
ISIR History	Click to access the ISIR Corrections component.
Application Data Verification	Click to access the Application Data Verification History component.

Using INAS Batch Calculations

This section discusses how to calculate INAS in batch based on your institutions policy options.

Page Used to Make INAS Batch Calculations

Page Name	Object Name	Navigation	Usage
INAS Batch Calc	RUNCTL_FAPINCLC	Financial Aid, File Management, Batch INAS Batch Calculation	Calculate INAS in batch based on policy options

Using the INAS Batch Calculation

Access the Batch INAS Calculation page.

Batch INAS Calculation page

The system displays the Run Control ID and Process Name.

Institution Select from the available options.

Aid Year Select from the available options.

Application type Select B—Both Federal and Profile, F- Federal *P—Profile* from the available options for the application type to run INAS batch calculations.

Clear Calc Requests(clear calculation requests) Select *Y* to remove files from the tables after performing the batch calculation. Selecting *Y* prevents you from running batch calculation on these files again. *N* retains the files in the tables after performing the calculation. *N* enables you to run a batch calculation on these files multiple times.

You may choose to run INAS Batch Calculations automatically after each ISIR data load or as a separate use controlled process.

Click the Run button to run the FAPINCLC process. The batch calculation process is the same process as the online calculation.

Using INAS Simulation

The Institutional Needs Analysis System (INAS) Simulation functions as a work sheet for financial aid staff to use to create different need analysis scenarios before committing the calculation for Need Analysis. The INAS Simulation process retrieves information from the ISIR Correction pages and INAS Federal Extension page. Click the Fed Ext link from any INAS simulation page or the setup of your INAS Local Policy Options.

Note. The navigation paths for the pages listed in the following table are for the 2002–2003 aid year. PeopleSoft supports access for three active aid years.

Pages Used for INAS Simulation

Page Name	Object Name	Navigation	Usage
Student/Income Assets	INAS_SIM_STU1_06	Financial Aid, Federal Application Data, Simulate 2005–2006 FM INAS, Student Income/Assets	Change income and asset values prior to INAS calculation.
INAS Simulation Fed Extension	INAS_SIM_FEDEX_S06	Click the Fed Extension link on the Student Income/Assets page.	Override the INAS Local Policy Options at the student level.
Student Information	INAS_SIM_STU2_05	Financial Aid, Federal Application Data, Simulate 2005–2006 FM INAS, Student Information	Change student information prior to the INAS calculation.
Parent Income/Assets	INAS_SIM_PAR1_06	Financial Aid, Federal Application Data, Simulate 2005–2006 FM INAS, Parent Income/Assets	Change income and asset values prior to INAS calculation.
Overrides	INAS_SIM_OVRD_06	Financial Aid, Federal Application Data, Simulate 2005–2006 FM INAS, Assumption Overrides	Change assumption and reject override values prior to INAS calculation.

Steps for Using INAS Simulation

Use these steps from any of the pages in the INAS Simulation page component.

Use the INAS simulation process for a student that you have selected.

1. Click the Get Fed Data button on the page you are using.

   The latest ISIR information is retrieved and placed in the INAS Simulation tables. You should refresh the INAS Simulation table with the latest data because data from a prior session might remain in the table.

2. Modify any of the values that should be reflected in the student's EFC.

   You can also override Local Policy Options at the student level, by clicking the Fed Ext button from any page in this component. The default values that you defined in the INAS Local Policy Options setup appear on the Federal Extension page when you select a Rule Set.

3. After you are satisfied with the changes that you have made, click the INAS calculate button to carry out an INAS calculation. The system displays the results of the EFC after a successful completion of INAS.

4. Repeat steps 2 and 3 as many times as needed. If you want to start over, repeat Step 1 to refresh the work sheet.
5. Click the Use Simulated Data button to use the calculated data for Need Analysis.

   You must confirm that you want to perform the operation. If your reply is *Yes*, the system inserts a new row in all of the ISIR Tables and any field that was changed is processed as follows:

   a. Sent to the Audit Table for history.

   b. Included in the ISIR Correction process.

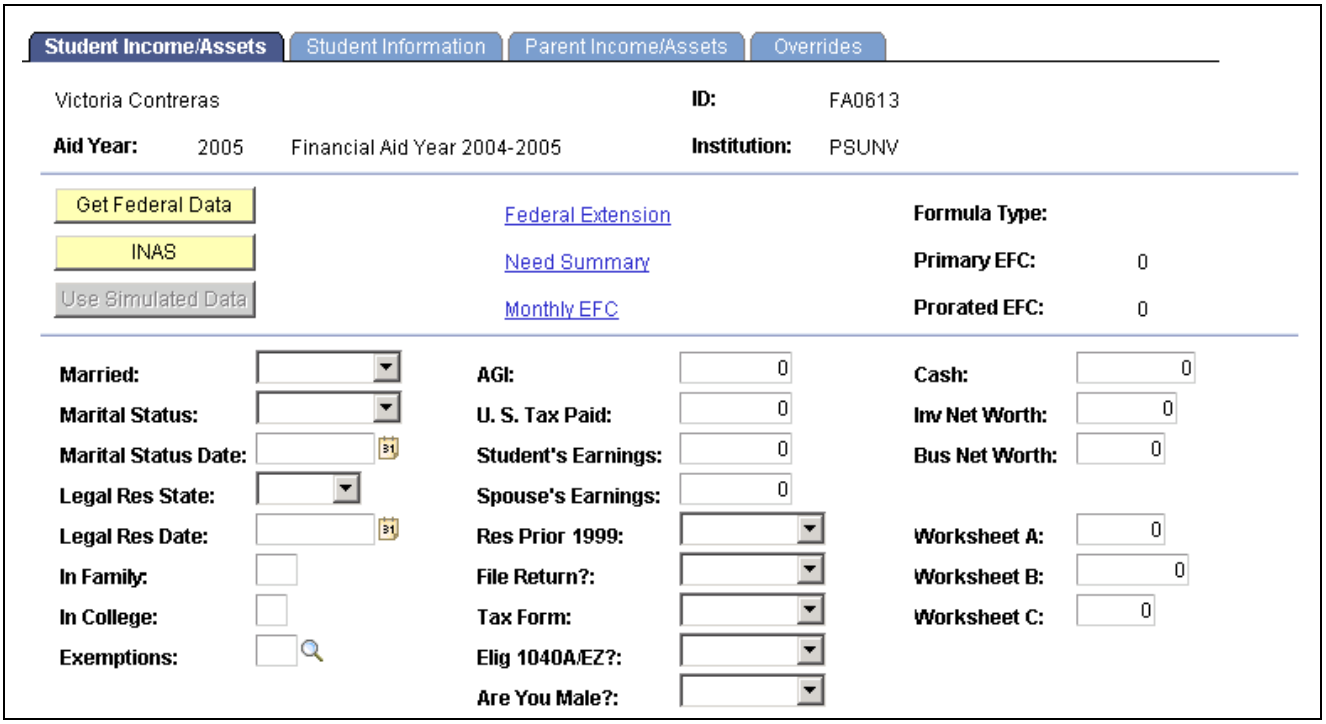
   c. Used to recalculate need.

Note. The College Scholarship Service Rules are the only rules that are delivered.

You cannot apply changes to any student whose ISIR is rejected.

Working with Student Income and Assets

Access the Student Income/Assets page.



Student Income/Assets page

ISIR edits are not used in the simulation pages. Changes used should not conflict with data in ISIR corrections.

The system displays the student's name, ID, Aid Year, and Institution.

Enter information for Mar Stat Dt (marital status date), Date Lgl Res (date of legal residency), In Family, In College, Exemptions, Tax Form, AGI (adjusted gross income), US Tax Paid, Student's Earnings, Spouse's Earnings, Cash, Inv Net Worth (investment net worth), Bus Net Worth (business net worth), Worksheet A, Worksheet B, and Worksheet C.

Marital Status Select *Married, Separated, Sng/Div/Wd* (single/divorced/widowed).

Res State (resident state) Select a state from the available options.

Exemptions	Select a value from 00 to 12.
Res Prior 1999 (resident prior to 01/01/99)	Select either *Yes* or *No*.
File Return?	Select *Filed/Comp* (filed/completed), *Not Filed,* or *Will File*.
Tax Form	Select *1040, 1040A/EZ/T, Foreign Tx* (foreign tax), or *Territory*.
Elig 1040A/EZ?	Select from the following values: *Don't Know:* You do not know if the student is eligible to file a 1040A or 1040EZ. *No:* Select if the student is not eligible to file a 1040A or 1040EZ. *Yes:* Select if the student is eligible to file a 1040A or 1040EZ.

Click the Get Fed Data button to copy the student's latest ISIR data to this page.

Click the Use Simulated Data button to move the simulated data into production.

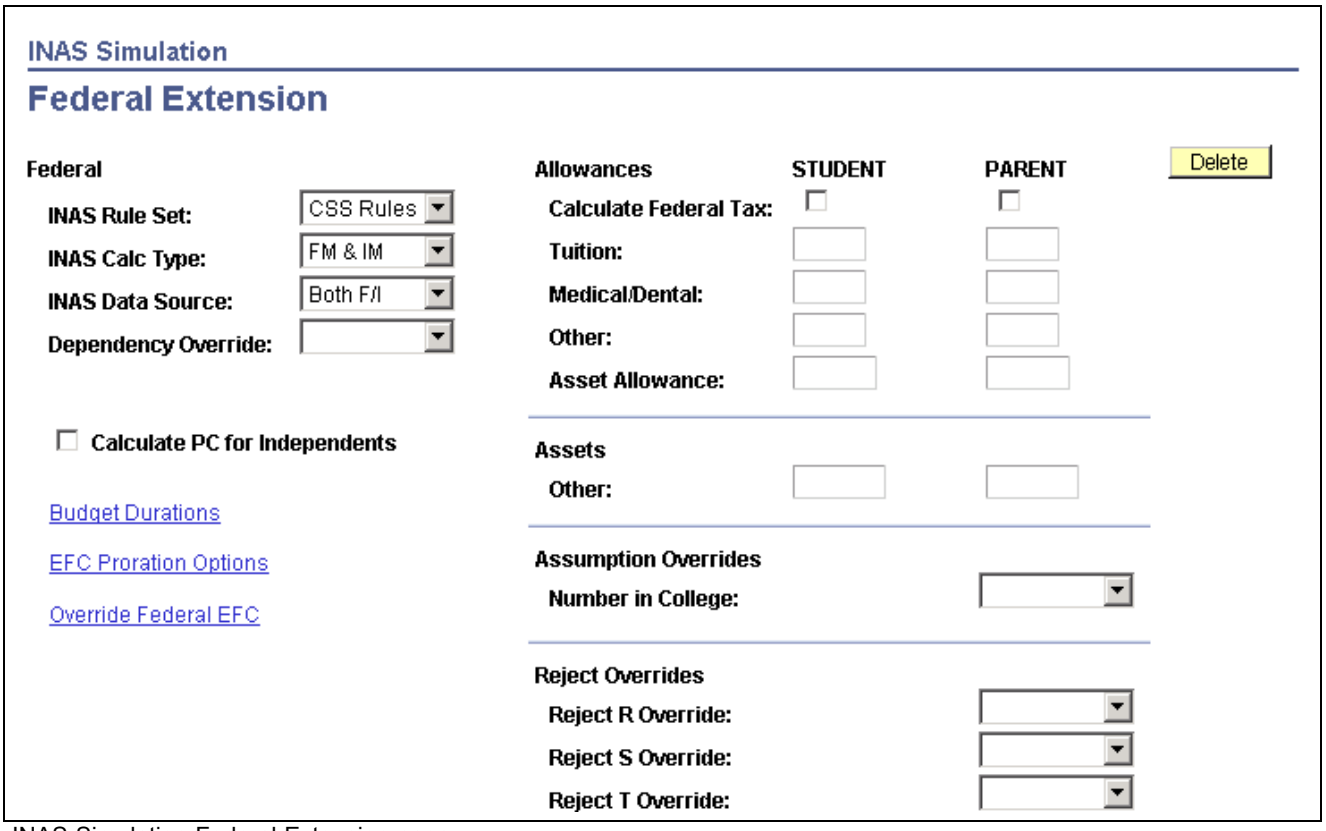
Click the INAS button to invoke a Remote Function Call of the INAS calculation.

Click the Need Summary link to view a student's need summary. Need summary information reflects only current values. New data that you have calculated is not reflected on Need Summary pages until you click the Use Simulated Data button.

Click the Fed Ext button to override the INAS Local Policy Options at the student level.

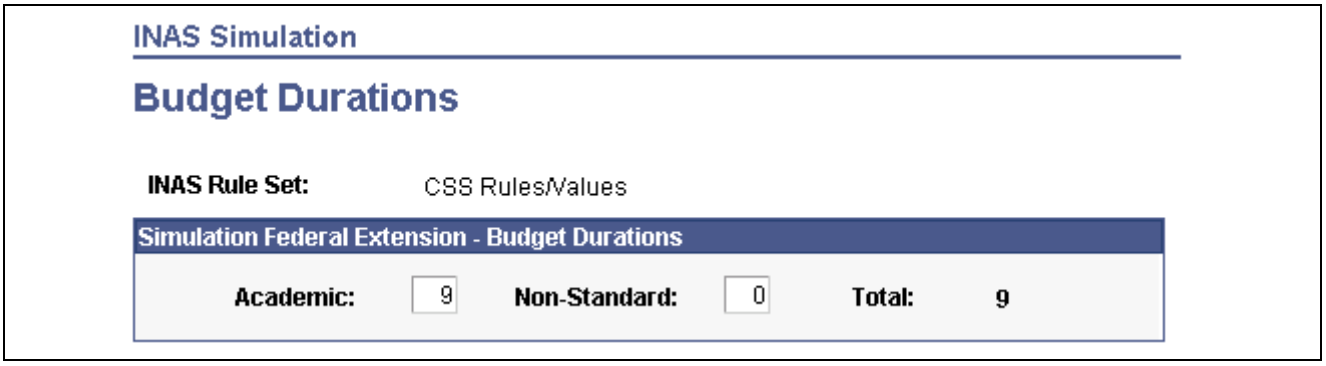
Overriding the INAS Local Policy Options at the Student Level

Access the INAS Simulation Federal Extension page.



INAS Simulation Federal Extension page

Click the Budget Durations link to view budget duration information.



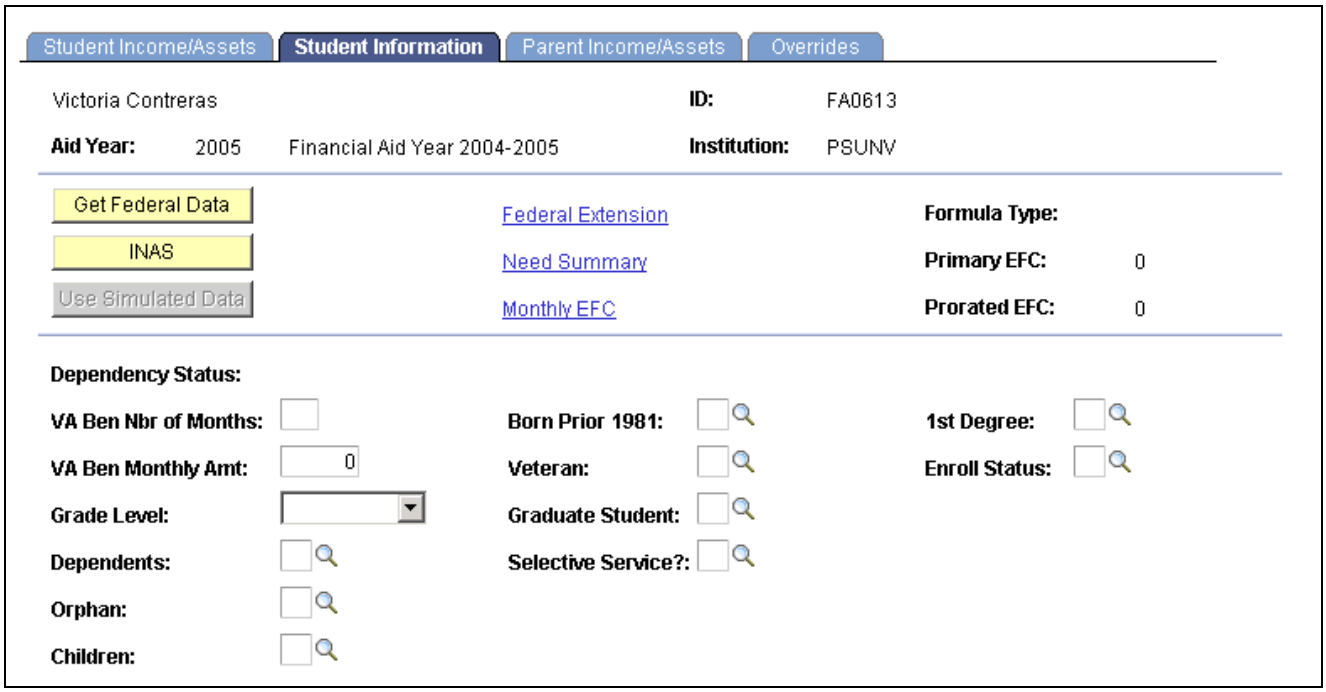
INAS Simulation Budget Durations page

See Also

Chapter 16, “Defining Application Processing Options,” Defining Federal and Institutional Methodologies, page 435

Working with Student Information

Access the Student Information page.



Student Information page

The system displays the student's name, ID, Aid Year, Institution, and Dependency.

Enter VA Ben Nbr of Months (veteran administration benefits and number of months). Select *1 — Yes* or *2 — No* from the available options for Dependents, Orphan, Children, DOB (date of birth) Before, Veteran, Grad Stdnt (student), Sel Serv (selective service), and 1st Degree.

GradeLevel Select from the following values:

1st yr AB (attended before)

1st yr GP (graduate professional)

1st yr NA (never attended)

2nd yr Sph (sophomore)

3rd yr Jnr (junior)

4th yr Snr (senior)

5th yr UG (undergraduate)

Grad/Prof + (graduate/professional beyond 1st year)

Click the Get Fed Data button to copy the student's latest ISIR data to this page.

Click the Use Simulated Data button to move the simulated data into production.

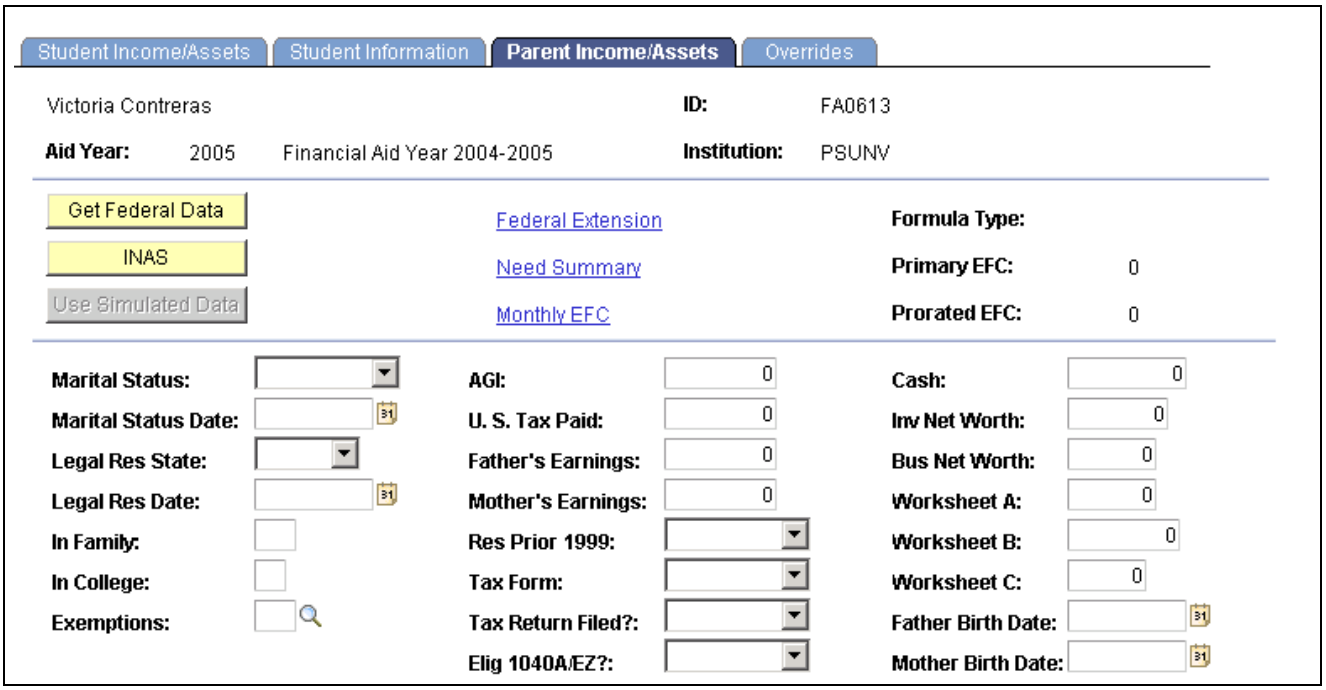
Click the INAS button to invoke a Remote Function Call of the INAS calculation.

Click the Need Summary link to view a student's need summary. Need summary information reflects only current values. New data that you have calculated is not reflected on Need Summary pages until the Use Simulated Data button is clicked.

Click the Fed Extension link to override the INAS Local Policy Options at the student level.

Working with Parent Income and Assets

Access the Parent Income and Assets page.



Parent Income/Assets page

The system displays the student's name, ID, Aid Year, Institution, and Fed EFC (federal expected family contribution).

Enter Date Lgl Res (legal residence), Age Parent, Family Mem (members), Nbr Coll (number in college), AGI (adjusted gross income), US Tax Paid, Father's Earnings, Mother's Earnings, Cash, Inv Net Worth (investment net worth), Bus Net Worth (business net worth), Worksheet A, Worksheet B, and Worksheet C.

Marital Status — Select from the following options: *Div/Sep* (divorced or separated), *Mar/ReMar* (married or remarried), *Single,* or *Widowed.*

Legal Res (legal resident — Select a state from the available options.

Exemptions — Select a value from 00 to 12.

Res Prior 1999 (resident prior to 01/01/99) — Select *Yes* or *No*.

Tax Form — Select *1040, 1040A/EZ/T, Foreign Tx* (foreign tax), or *Territory.*

Tax Return Filed? — Select *Filed/Comp* (filed/completed), *Not Filed,* or *Will File.*

Elig 1040A/EZ? (eligible to file 1040A/EZ/T?) — Select from the following values:

Don't Know: Select if you do not know whether the parent is eligible to file a 1040A or 1040EZ tax form.

1 – Yes: Select if the parent is eligible to file a 1040A or 1040EZ.

Click the Get Federal Data button to copy the student's latest ISIR data to this page.

Click the Use Simulated Data button to move the simulated data into production.

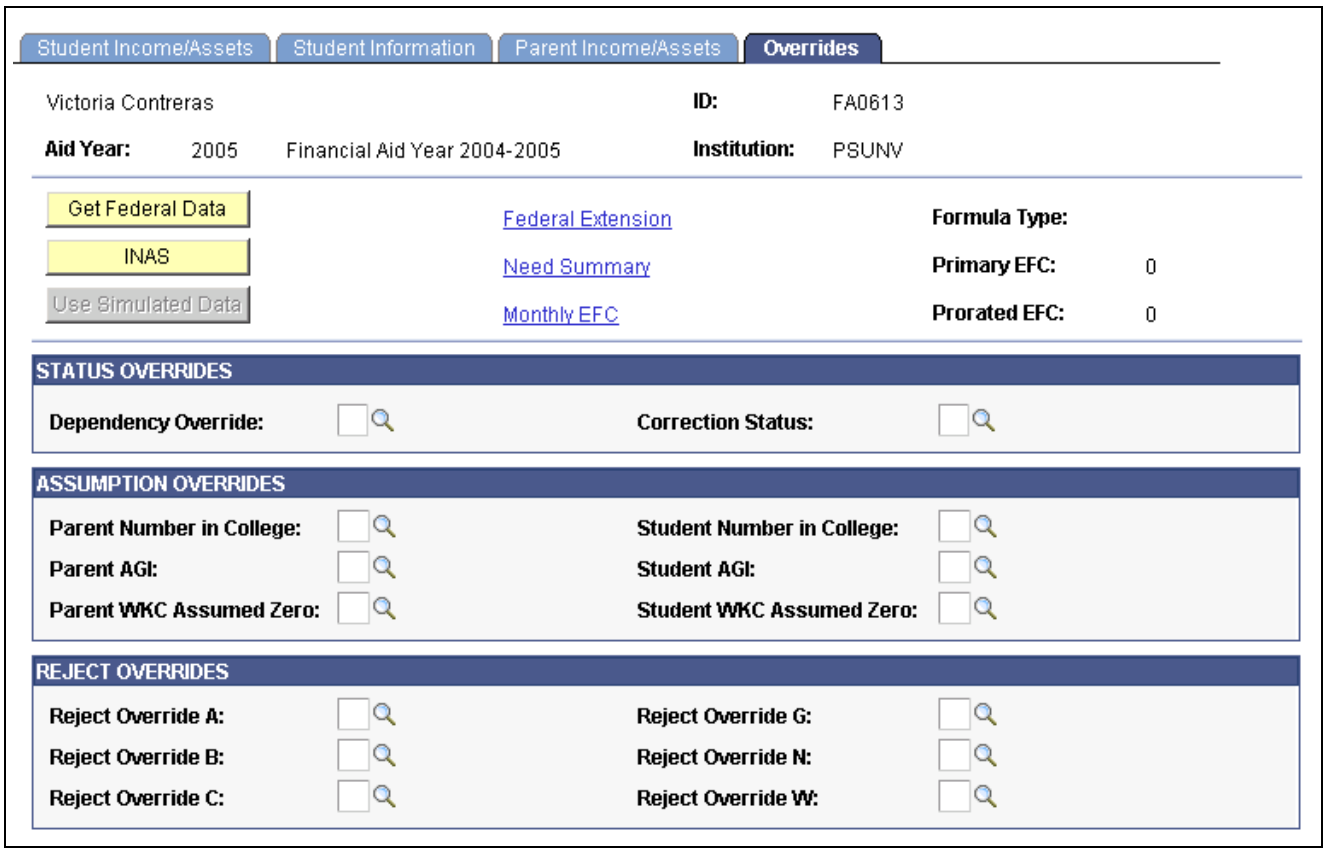
Click the INAS button to invoke a Remote Function Call of the INAS calculation.

Click the Need Summary link to view a student's need summary. Need summary information reflects only current values. New data that you have calculated is not reflected on Need Summary pages until you click the Use Simulated Data button.

Click the Fed Extension link to override the INAS Local Policy Options at the student level.

Working with Assumption Overrides

Access the Overrides page.



Overrides page

The system displays the student's name, ID, Aid Year, Institution and Fed EFC (federal expected family contribution).

Assumption Overrides

Parent Nbr In College (parent number in college) Select *1:*Yes.

Parent AGI (parent adjusted gross income) Select *1:* Yes.

Par Inc From WSC Asmd 0 (parent income from worksheet C assumed 0) Select *1:* Yes.

Student Nbr In college (student number in college) Select *1:* Yes.

Student AGI (student adjusted gross income) Select *1:* Yes.

Stu Inc From WSC Asmd 0 (student income from worksheet C assumed 0) Select *1:* Yes.

Reject Overrides

Reject Override N Select 1 – Yes.

Reject Override B Select 1 – Yes.

Reject Override G Select 1 – Yes.

Reject Override W Select 1 – Yes.

Click the Get Federal Data button to copy the student's latest ISIR data to this page.

Click the Use Simulated Data button to move the simulated data into production.

Click the INAS button to invoke a Remote Function Call of the INAS calculation.

Click the Need Summary link to view a student's need summary. Need summary information reflects only current values. New data that you have calculated is not reflected on Need Summary pages until you click the Use Simulated Data button.

Click the Fed Extension link to override the INAS Local Policy Options at the student level.

Simulating FM Data

When you select the Get Fed Data button, the system looks for the existence of a Federal Extension record and populates simulation.

This section discusses how to:

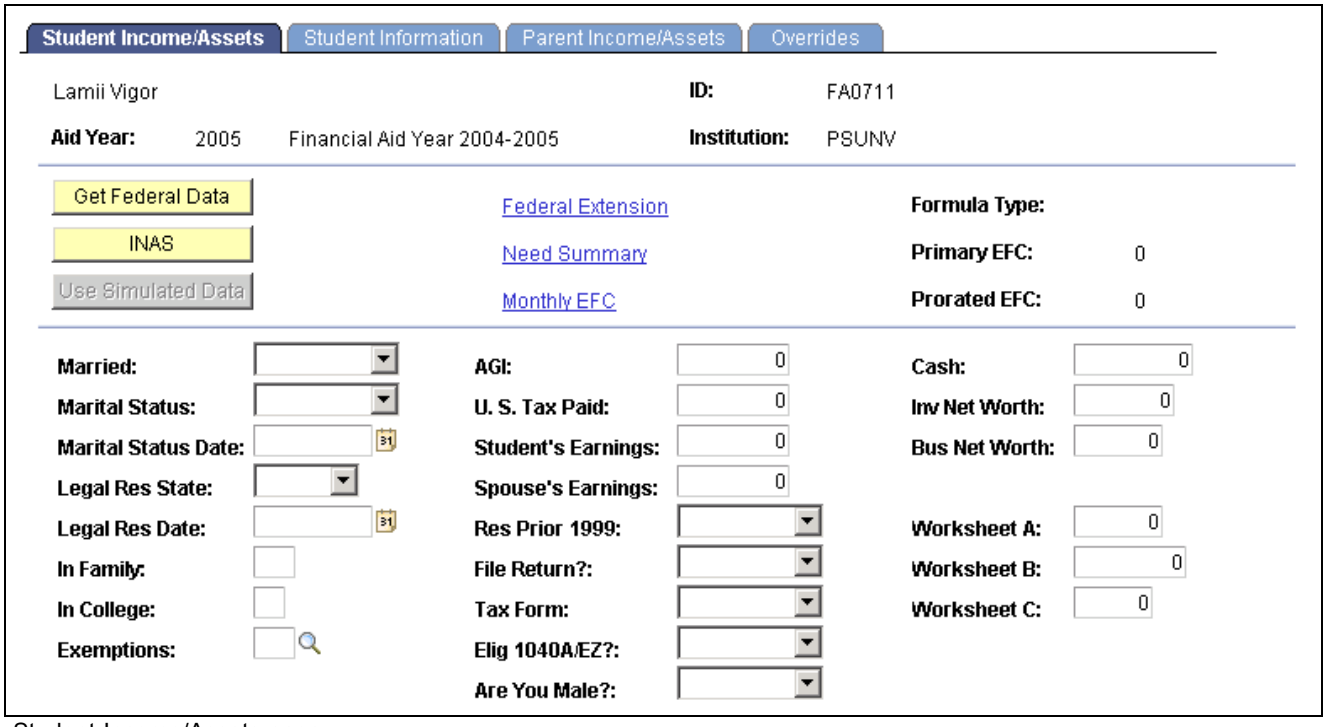
- Simulate FM data.
- Override Reject .

Pages Used for Simulating FM Data

Page Name	Object Name	Navigation	Usage
Student Income/Assets	INAS_SIM_STU1_06	Financial Aid, Federal Application Data, Simulate 2004–2005 FM INAS	Change income and asset values prior to INAS calculation.
Overrides	INAS_SIM_OVRD_06	Financial Aid, Federal Application Data, Simulate 2004–2005 FM INAS, Overrides	Change assumption and reject override values prior to INAS calculation.
INAS Simulation	INAS_SIM_EFC_SEC	Click the Monthly EFC link on the Student Income/Assets page.	View the INAS calculated monthly EFC for months 1-8 and 10-12.

Using FM Data Simulation

Access the Student Income/Assets page.



Student Income/Assets page

The system displays the following new fields and link on all pages in this component.

Formula Type Displays the formula type used in the INAS calculation. When you click the Get Federal Data button, the system populates the ISIR formula type on record and updates the formula type when INAS is called.

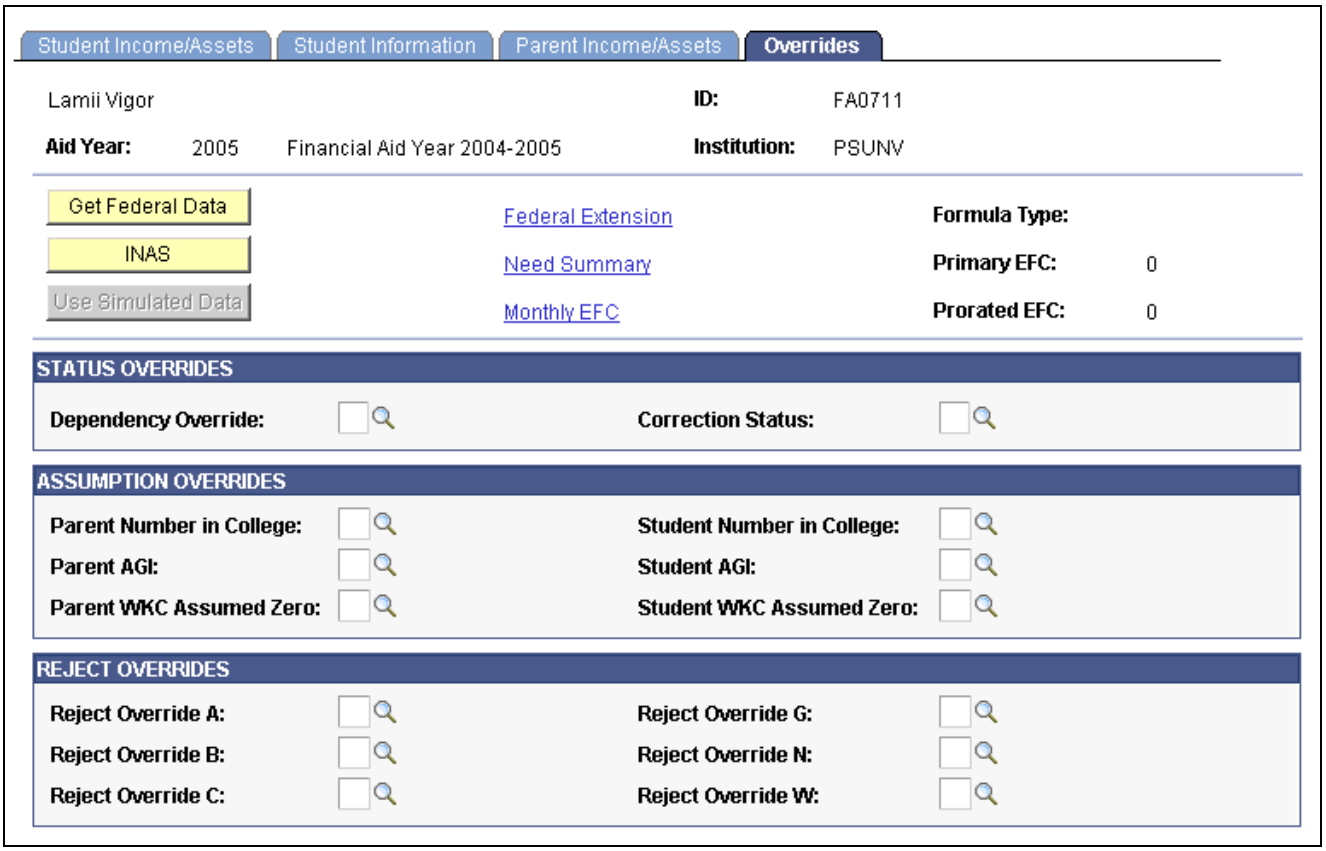
Primary EFC Displays the 9-month EFC. When you select Get Fed Data, the system populates the ISIR Primary EFC on record and updates the Primary EFC when INAS is called.

Prorated EFC Displays the 9-month or other than 9-month EFC. When you click the Get Federal Data button, the system populates the ISIR Prorated EFC on record and updates the Prorated EFC when INAS is called.

Monthly EFC Click to display the INAS calculated monthly EFC for months 1-8 and 10-12.

Rejecting Overrides

Access the Overrides page.



Overrides page

Dependency Override The system displays the following options, but you can only manually set the *Dependent to Independent* and *Cancel Dep Override – Corr Only* values. The correction process sets the Override Failed value.

1 – Dependent to Independent

2 – Cancel Dep Override – Corr Only

3 – Override Failed

Correction Status The system displays the following options, but you can only manually set the *Send Correction(s), Do Not Send Correction(s),* and *Correction(s) Pending* values. The correction process sets all other values.

1 – Correction(s) Pending

2 – Send Correction(s)

3 – Correction(s) Sent 4 - Correction(s) Accepted

5 – Correction(s) Rejected

6 – Do Not Send Correction(s)

Reject Override A: Select *1 – Yes* to override

Reject Override C: Select *1 – Yes* to override

CHAPTER 21

Preparing for Awarding and Packaging

This chapter discusses how to:

- Make early financial aid offers.
- Select your application data source for awarding.
- Enter veteran education benefits.
- Review the student's packaging status.
- Manage aggregate aid.
- Use Mass Change for packaging status attributes.
- Award restricted aid.

Making Early Financial Aid Offers

Your institution may use early financial aid offers as part of your admission recruitment process. Early financial aid offers are associated with a career. Because a student can apply for more than one career, this feature enables you to assign an early financial aid offer for each career's admission application the student may submit. Early financial aid offers must have an effective date so that the history of early financial aid offers can be tracked.

The early financial aid offer enables you to award estimated aid to students based on early financial aid categories you define. Select as many of these categories as you want. For each category, you enter an estimated amount of aid, and whether the award category should be offered, accepted, canceled, or declined.

This section lists prerequisites and discusses how to:

- Create early financial aid offers.
- View admissions application information.

Prerequisites

Creating early financial aid offers using award categories requires you to set up early financial aid offer categories.

See Also

Chapter 5, "Setting Up Packaging Basics," Preparing for Early Financial Aid Offers, page 121

Pages Used to Make Early Financial Aid Offers

Page Name	Object Name	Navigation	Usage
Early Financial Aid Offer	ERLY_FA_OFFER	Financial Aid, Awards, Early Financial Aid Awards, Offer Early Financial Aid, Early Financial Aid Offer	Create or modify early financial aid offers.
Admission Application Detail	FA_APPL_SEC	Click the Detail link on the Early Financial Aid Offer page.	View admissions application information for the student.

Creating Early Financial Aid Offers

Access the Early Financial Aid Offer page.

Early Financial Aid Offer page

Warning! It is strongly advised that the financial aid office work closely with the admissions office regarding the use of early financial aid offers. Early financial aid offers do not require a student to be checked for eligibility for financial aid awards. If a student is offered an early financial aid offer but later is found to be ineligible for aid or for the amount of aid offered, your institution could be held liable for the student's funding.

A student can have multiple admissions applications for multiple programs that may be in multiple careers. The Career Nbr (career number), Program Nbr (program number), and Application Nbr (application number) fields display sequential number for multiple admissions applications.

Detail Click to access the Admission Application Detail page and review the status of the student's admissions application.

Sequence Enables you to have up to ten early award offers for each day, working in conjunction with the effective date. The system increases the sequence automatically, or you can enter a particular sequence number.

Aid Year Populates automatically based on the aid year selected in the user default settings. To change the aid year, use correction mode.

Offer Total The total amount of early financial aid that you have awarded to the student.

Aid Category Select the appropriate aid category for the type of aid that you are offering the student. The categories you set up on the Early Aid Categories page are available in this field.

See Chapter 5, "Setting Up Packaging Basics," Preparing for Early Financial Aid Offers, page 121.

Status The current action being taken on the aid category.

Accepted: The student has accepted the offered aid category.

Canceled: You have canceled the offered aid category.

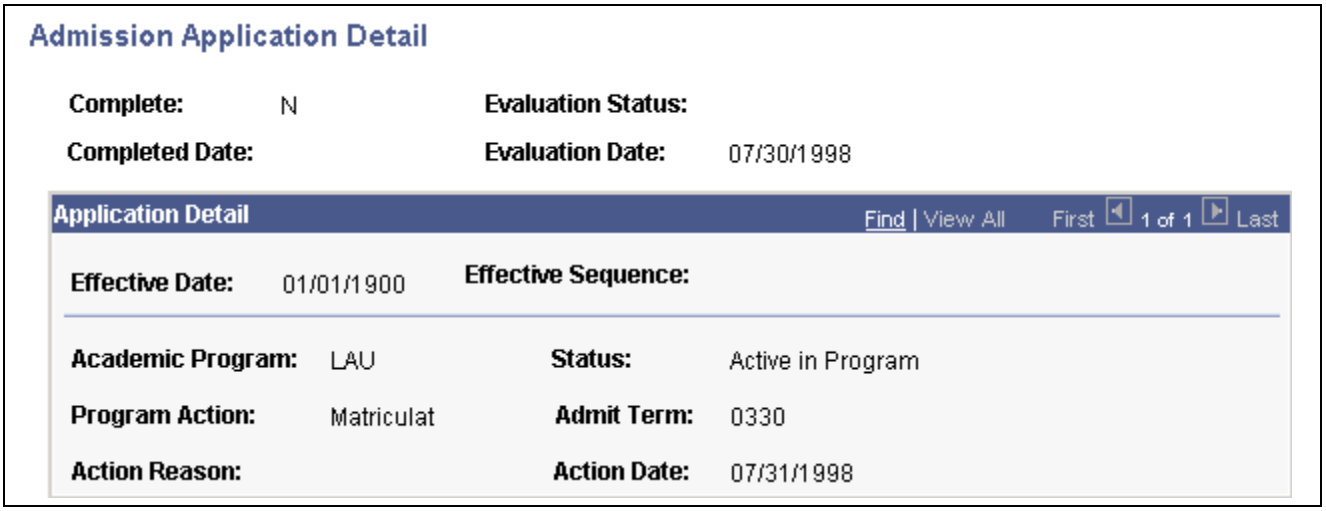
Declined: The student has declined the offered aid category.

Offered: The aid category has been offered to the student, but no response has been received from the student yet.

Offer Amount The amount for the aid category that you want to offer the student.

Viewing Admission Application Information

Access the Admission Application Detail page.



Admission Application Detail page

Complete and **Completed Date** Indicates whether the student's admissions application is complete and the date the application was completed.

Evaluation Status and **Evaluation Date** The evaluation status of the student's admissions application and the date associated with this status.

Complete: The evaluation is complete.

In Progress: The evaluation is in progress.

Application Detail

The Application Detail group box displays academic program data from the student's admissions application.

Effective Sequence	Distinguishes individual rows entered with the same effective date. This feature enables you to have admissions applications for each academic program for which the student applies. The system increases the sequence automatically, or you can enter a particular sequence number.
Status	The admissions status for the student in the specified academic program.
Program Action	Indicates the current action being taken in the admissions process.
Admit Term	The term the student was admitted to the academic program.
Action Reason and **Action Date**	The reason and date the action was taken.

Selecting Your Application Data Source for Awarding

Specify whether you want to use federal application data (ISIR), institutional application data (PROFILE, Need Access, or an institutional application), or either (indicating which you would prefer to use if both are available). The application data source you select affects the packaging outcomes of Mass Packaging, Auto Packaging, and online manual awarding.

To allow the awarding and packaging of financial aid by using federal application data or institutional application data, you must enter a value in the Packaging Data Source field on the Financial Aid Defaults page, or override the installation level default for this field using an aid processing rule set at the academic career or academic program level. Select whether you want to use federal data, institutional data, or use a preference for federal or institutional data. For example, you could choose the *Institutional then Federal* value for the packaging data source. If institutional application data is not available, the Packaging routine uses the student's federal application data to award monies.

The Packaging routine and the Equation Engine are affected by your selection of application data, either federal or institutional. The Packaging routine includes manual awarding, Auto Packaging, Mass Packaging, and the Mass Actions page. If you specify an application type in the Packaging Data Source field that is different from the type of application that exists for a student, you cannot make awards for that student or adjust that student's awards. For example, if you select institutional application data as your packaging data source and the student has only federal application data, you cannot make awards for that student or adjust that student's existing awards.

Note. If the student does not have the specified packaging data source, the student does not receive any awards—except for "no effect" and conditional awards. For example, if you have specified *Federal Only* in the Packaging Data Source field and you only have institutional application data loaded for students, none of the students are awarded.

Depending on the packaging data source selected and the type of application available for a student, the Packaging routine selects data from either the federal application data (ISIR_** tables) or the institutional application data (INST_** tables). The data selected is then used to populate fields used by the Packaging routine. Several fields selected from the ISIR_** tables do not have corresponding fields in the INST_** tables. Because of this, some packaging fields are populated with assumed values when you are packaging using institutional data. For example, database match information is not provided in the PROFILE application, so the student is assumed to have valid values for the database matches.

When the routine packages students using institutional data (Inst or Inst, Fed), it first determines if there is also an ISIR for the student, in addition to the PROFILE, Need Access, or other institutional application in the system. Previously, if an ISIR existed for a student, the routine used ISIR data to determine federal eligibility and used institutional data for all other selection or eligibility criteria, such as packaging equations. Data for equations was selected when packaging data was selected. Now you must write your own equation to determine what data is selected. If there is only an institutional application and no ISIR for the student, the Packaging routine uses institutional data to determine eligibility—federal, institutional, or other—to package the student.

The following table provides a list of the packaging fields where there is not a corresponding field in the institutional application data (PROFILE, Need Access, or an institutional application). The second column tells you how the packaging field is populated when institutional application data is selected for use in packaging.

ISIR Fields Used in Packaging Routine with no Corresponding INST (PROFILE) field	How Packaging Fields are Populated when Institutional Data Source is used
1ST_BACH_DEGREE	*2-No* is loaded (as an assumption).
DRUG_OFFENSE_CONV	*1-Eligible* is loaded (as an assumption).
FED_DEPEND_STAT	Field values are derived from available institutional application (PROFILE, Need Access, or an institutional application) data or an INAS calculation.
FED_EFC	Field values are derived from available institutional application (PROFILE, Need Access, or an institutional application) data or an INAS calculation.
FED_NEED	Field values are derived from available institutional application (PROFILE, Need Access, or an institutional application) data or an INAS calculation.
INS_MATCH	Eligible — this information comes from the Student Aid Attributes table.
NSLDS_MATCH	Eligible — this information comes from the Student Aid Attributes table.
PRISONER_MATCH	*0-Not Prisnr* is loaded (as an assumption).
PRORATED _EFC	Field values are derived from available institutional application (PROFILE, Need Access, or an institutional application) data or an INAS calculation.
GRADUATE_STUDENT	*2-No* is loaded (as an assumption).
SS_MATCH	Eligible — this information comes from the Student Aid Attributes table.

ISIR Fields Used in Packaging Routine with no Corresponding INST (PROFILE) field	How Packaging Fields are Populated when Institutional Data Source is used
SS_REGISTRATION	Eligible — this information comes from the Student Aid Attributes table.
SSA_CITIZENSHIP_IND	Eligible — this information comes from the Student Aid Attributes table.
SSN_MATCH	Eligible — this information comes from the Student Aid Attributes table.
TITLEIV_ELIG	*Y-Yes* is loaded (as an assumption).
WEEKLY_PC	Field values are derived from available institutional application (PROFILE, Need Access, or an institutional application) data or an INAS calculation.
WEEKLY_SC	Field values are derived from available institutional application (PROFILE, Need Access, or an institutional application) data or an INAS calculation.

Note. The fields FED_DEPEND_STAT and INST_DEPEND_STAT are populated from federal and/or institutional data load processes and are on the STUDENT_AID table. The Packaging routine references these values to determine dependency status.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Awarding and Rounding Rules, page 102

Entering Veteran Education Benefits

The Packaging routine is able to include and exclude Montgomery GI Bill (Chapter 30)/AmeriCorps (Title 1) veteran education benefits based on the following criteria when awarding federal financial aid. This veteran education benefits amount must be used as follows:

- Considered as a resource, which reduces need, when awarding campus-based programs—SEOG, Federal Work Study, and Perkins.
- Excluded when determining a student's eligibility (does not reduce need) for a subsidized loan—FFELP or Direct.
- Considered as estimated financial aid for an unsubsidized loan—FFELP or Direct.

The Packaging routine then uses this amount when determining need and estimated financial aid for awarding. The Need Summary pages also display the veteran education benefits amount.

This section discusses how to:

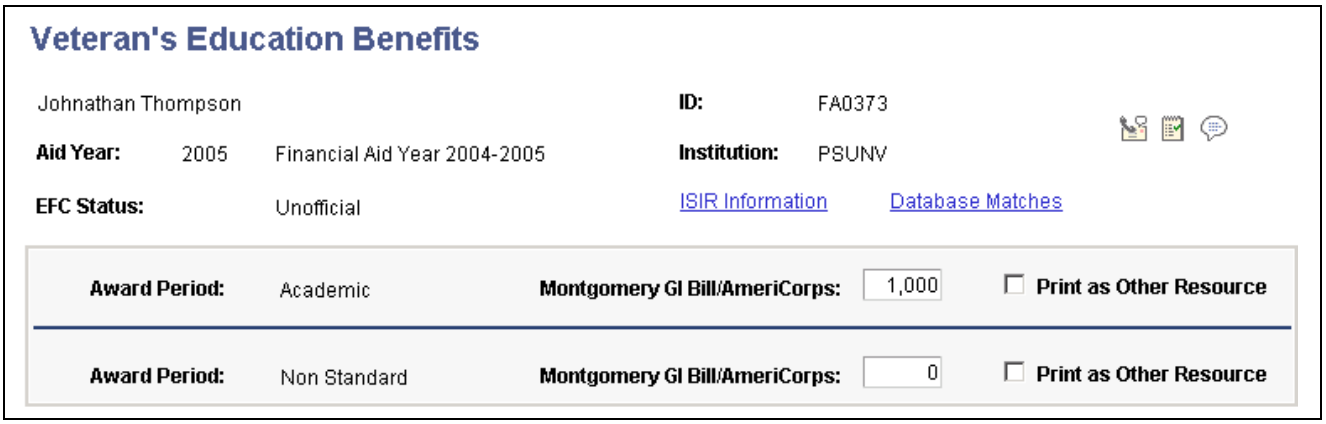
- Enter other educational resource information.
- Process other educational resources.

Page Used to Enter Veteran Education Benefits

Page Name	Object Name	Navigation	Usage
Veteran's Education Benefits	STDNT_AWD_PER_RSRC	Financial Aid Awards, Award Processing, Identify Education Resources, Veteran's Education Benefits	Enter the amount a student receives from the Montgomery GI Bill/AmeriCorps programs for all appropriate award periods.

Entering Other Educational Resource Information

Access the Veteran's Education Benefits page.



Veteran's Education Benefits page

EFC Status (expected family contribution status) Displays the student's ISIR EFC status. Values are *Unofficial, Official,* or *Rejected.*

ISIR Information Click to access the ISIR Information page and view selected information from the student's ISIR.

Database Matches Click to access the Database Matches page and review the student's status regarding the U.S.E.D. required database matches.

Award Period Indicates the award period associated with the veteran education benefit amount you are entering.

Montgomery GI Bill/AmeriCorps Enter the amount the student is being awarded for veteran education benefits. The Packaging process uses the veteran education benefits amount you enter. This amount reduces need for campus-based awarding, is excluded from consideration when awarding subsidized loans (FFELP or Direct), and is included as estimated financial aid when awarding unsubsidized loans—FFELP or Direct. The amounts you enter are specific to each award period.

Print as Other Resource Select if you want the amount you enter to print on the Financial Aid Notification (FAN) letter as "Other Resource." If you do not select this check box, the veteran education benefits amount does not appear on the FAN letter.

Processing Other Educational Resources

The packaging process uses the veteran education benefits amount in the following way:

- It reduces need for campus-based awarding.
- It is *not* included in the need calculation for the awarding of subsidized loans—FFELP or Direct.
- It is included as estimated financial aid for unsubsidized loans—FFELP or Direct.

These rules are used during Manual Packaging, Auto Packaging, and Mass Packaging.

Note. Packaging treats the veteran education benefits amount exactly the same for federal methodology (FM) and institutional methodology (IM) processing. There is only one entry on the Student Aid Attribute record for the veteran education benefits amount. The Need Summary pages display the same amount in both the FM and IM columns.

You enter veteran education benefits amounts for both academic and non standard award periods. Be sure to divide the veteran education benefits amount correctly between award periods. During packaging, if the Award Period value on the packaging plan is *Both,* then the packaging process adds the two award period values and uses that amount when assessing need.

If you modify the award period on the student's Term Budget record—for example, from academic to non-standard—and that student has veteran education benefits, you receive this award message: "This student has 'Other Resources' associated with this Award Period. Please check the distributions as this change may affect the student's resources/need calculation." You must change the amount entered for the veteran education benefits to reflect the appropriate amount for each award period.

Note. When the system is determining a student's eligibility for a particular award, eligibility is based on the student's period of enrollment rather than the student's loan period. If you want to calculate a one-term only loan, you must adjust/prorate the student's veteran education benefits amount accordingly.

Reviewing the Student's Packaging Status

The Financial Aid Status page provides a summary of the wide variety of information the Packaging routine uses. It includes federal and institutional verification status, disbursement hold, satisfactory academic progress, and packaging information. Other processes or actions affect many of the fields on this page. You can change these fields either manually or using Mass Change.

This section discusses how to:

- Review the Financial Aid Status page.
- View database matches.
- Review Pell information.
- Override Pell eligibility calculation setup values.

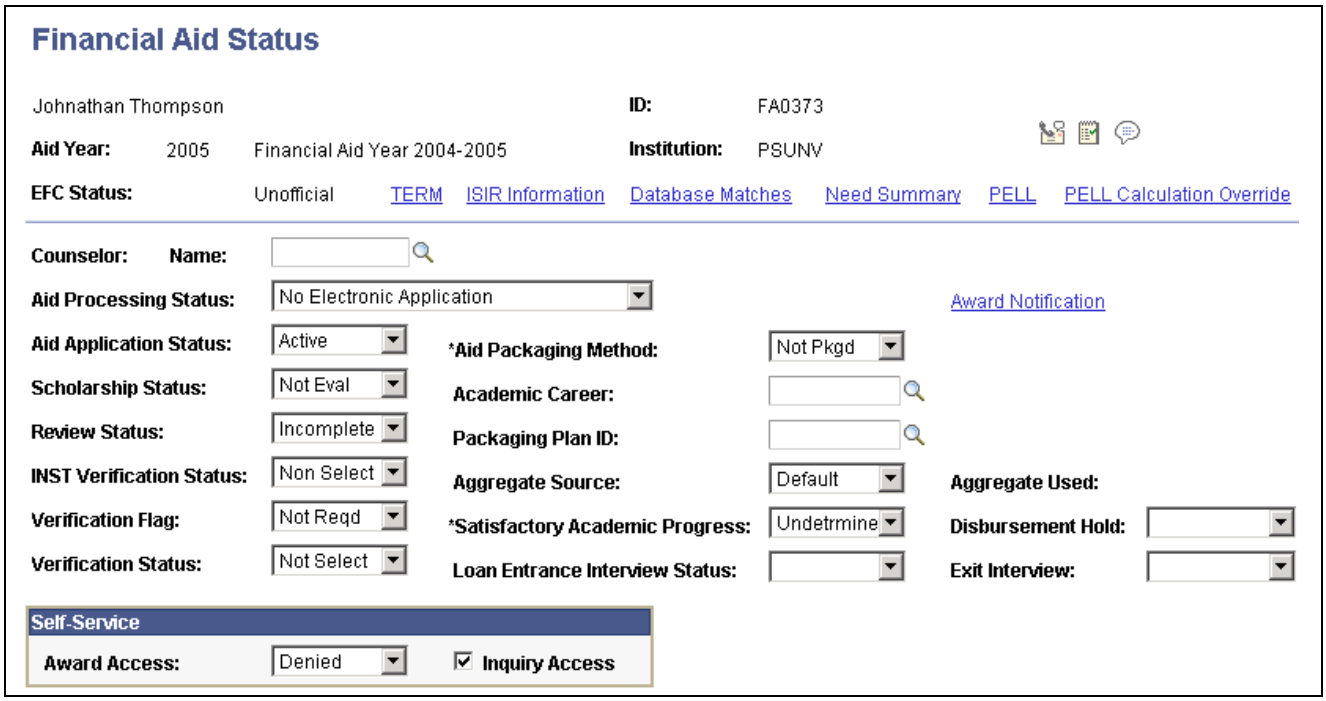
Pages Used to Review the Student's Packaging Status

Page Name	Object Name	Navigation	Usage
Financial Aid Status	STDNT_AID_PACKAGE	Financial Aid, View Packaging Status, Financial Aid Status	Review a comprehensive summary of a student's financial aid application and award information.
Financial Aid Term (inquiry)	STDNT_FA_TERM_SEC	Click the TERM link on the Financial Aid Status page or the FA Term link on the Student Budget Maintenance page.	View the student's Financial Aid Term information.
Statistics (inquiry)	STDNT_FA_TERM_SEC1	Click the Statistics link on the Financial Aid Term page.	View the student's GPA related information (including term and cumulative GPA), units taken and passed, and terms in residence.
Form of Study	STDNT_FA_TERM_SEC2	Click the Form of Study link on the Financial Aid Term page.	View information relating to a student's exchange program.
ISIR Information Summary	ISIR_INFO_SMR2_SEC	Click the ISIR Information link on the Financial Aid Status page or the ISIR link on the Veteran's Education Benefits page.	View select information from the student's most recently loaded ISIR and information from Campus Community.
ISIR Comments	ISIR_SMR2_CMNT_SEC	Click the comment code on the ISIR Information page.	View the text of the ISIR comment and the severity of the comment code.
Database Matches	ISIR_DBMATCH_SEC	Click the Database Matches link on the Financial Aid Status page or the Veteran's Education Benefits page.	View database matches. Review or manually override a student's status for the U.S.E.D. federally required database matches (populated by the ISIR data load process).
Packaging Status Summary - Need Summary	NEED_SMRY_PKG_SEC	Click the Need Summary link on the Financial Aid Status page.	View the student's cost of attendance and need, calculated with both federal and institutional methodologies.
PELL Information	PELL_INFO_SEC	Click the PELL link on the Financial Aid Status page.	Review Pell information or initiate Pell Payment processing for a student if they have received a Pell Grant award. Update the Pell Processing Status field.
Student Override	STDNT_PELL_PKG_SEC	Click the PELL Calculation Override link on the Financial Aid Status page.	Override your institutional Pell eligibility calculation setup for a student.

Page Name	Object Name	Navigation	Usage
Restricted Aid Information	STDNT_RSTRCAID_SEC	Click the Restricted Aid link on the Financial Aid Status page.	View the status and amount of the student's restricted aid award.
Financial Aid Award	STDNT_AWRD_CTG_SEC	Click the Financial Aid Awarded link on the Financial Aid Status page.	View the student's financial aid awards. Determine if the student's awards have been disbursed to the student.

Reviewing the Financial Aid Status Page

Access the Financial Aid Status page.



Financial Aid Status page

EFC Status (expected family contribution status) Displayed from the financial aid application data. The student's EFC can be *Official, Rejected,* or *Unofficial.*

TERM Click to access the Financial Aid Term page and view Financial Aid Term information.

ISIR Information Click to access the ISIR Information page and view some of the student's ISIR information.

Database Matches Click to access the Database Matches page and review a student's status regarding the U.S.E.D. required database matches.

Need Summary Click to access the Need Summary page and view the student's need summary information calculated with both federal and institutional methodologies.

PELL Click to access the PELL Information page and view Pell information or to initiate Pell Payment processing for a student if they have received a Pell Grant award.

PELL Calculation Override Click to access the Pell Eligibility Calculation - Student Override page and override your institution's Pell eligibility calculation values for this student.

Counselor Name Enter a financial aid counselor's ID in this field if a particular counselor is assigned to the student.

Restricted Aid Click to access the Restricted Aid Information page and view the status and amount of the student's restricted aid award. This link appears only if the student has restricted aid information entered on the Restricted Aid page.

Aid Processing Status Indicates where the student is in the awarding process. You can also update this status using the Package Status field on the award entry pages.

Use this field in Mass Packaging to determine if students are ready to be packaged. The disbursement authorization routine also uses this field to determine if a student's package is complete, if you select the Package Complete check box on the Disbursement Rules: Global - Indicators page or the Disbursement Rules: Item Type - Indicators page.

Applied: The student has applied for financial aid. This value is automatically populated when you load a financial aid application like an ISIR, a PROFILE application, or an institutional application.

No Electronic Application: No electronic application has been received.

Packaging Completed: The student's award package has been posted. The Posting routine automatically updates the field to this value. To repackage a student after their status has been changed to *Packaging Completed,* use Manual or Auto Packaging or set up a Mass Packaging query definition to select students with a status of *Packaging Completed.*

Ready for Counselor Review: The student should be or is currently being reviewed by a financial aid counselor.

Ready for Packaging: The student is ready for packaging. When you select students for Mass Packaging, you may want to choose only students whose status is set to this value; otherwise, any student who meets the Mass Packaging query definition is selected regardless of aid processing status.

Financial Aid Awarded This link appears when the student has one or more financial aid awards. Click to access the Financial Aid Awards page and view the student's financial aid awards.

Aid Application Status Indicates whether the student's financial aid application is available for financial aid processing.

(none): You have not assigned the student's financial aid application a status. You cannot access certain pages until you enter a status.

Active: The student's financial aid application is active for financial aid processing. The system assigns this value automatically when you load the student's first ISIR into the system.

Canceled: You have canceled the student's financial aid application. You must enter this value manually.

Restricted: The student has applied for restricted aid only. You must enter this value manually.

Aid Packaging Method The method used to create the student's financial aid package. The values in this field are automatically updated.

Auto: Packaged using Mass Packaging. View the packaging plan used to package the student in the Packaging Plan ID field.

Counselor: A financial aid counselor packages the student manually or using Auto Packaging. If Auto Packaging is used, view the packaging plan used to package the student in the Packaging Plan ID field.

Not Pkgd (not packaged): Not yet packaged. This is the default value until you manually change it.

Scholarship Status Identifies whether you have evaluated a student for scholarship funds. This is an information only field. It does not affect the packaging process.

Evaluated: You have evaluated the student for scholarship funds.

Not Eval (not evaluated): You have not evaluated the student for scholarship funds.

Academic Career This value is entered with the first ISIR load and is not changed by subsequent ISIR loads. If the student has multiple careers, the settings you establish on the Prospect Source Cross Reference Setup page determine the career entered in this field. Update this field by selecting the correct career for the student. The value in this field is automatically updated once the student has been packaged.

Review Status Indicate the status of the review if your institution conducts a review of the student's financial aid application.

(none): Indicates that your institution does not conduct a review.

Complete: The review of this application has been completed.

Incomplete: This application is awaiting a review.

Packaging Plan ID If you use Auto Packaging or Mass Packaging to package the student, this field identifies the packaging plan used to package the student. The Mass Packaging process populates this field when it is run in live mode. When Auto Packaging is used, the Posting routine populates the packaging plan ID.

INST Verification Status (institutional verification status) Indicates the status of your verification process if your institution conducts a verification of the student's financial aid application. You must set these values manually if you want to use them in the verification process.

(none): Indicates that your institution does not conduct an institutional verification.

Doc Select: The student has been selected for institution verification of a document only.

Non Select: The student has not been selected for institutional verification.

Select: The student has been selected for institutional verification.

Aggregate Source Identifies and defines the aggregate source that the awarding and packaging process uses directly. Prior to any awarding or packaging, this will identify the default value for manual, auto, or mass packaging. You can also change the Aggregate Source on any of the awarding pages. If online awarding or packaging is already complete, the value here represents the aggregate source used during the packaging routine.

Default: Identifies aggregate source to be used based on value defined on FA Installation Defaults.

*NSLDS:*Indicates that awarding and packaging will use the NSLDS aggregate totals.

PS Indicates that awarding and packaging will use the PeopleSoft generated and maintained aggregate totals.

Aggregate Used

Indicates the Aggregate Source used during packaging.

*NSLDS:*Indicates NSLDS aggregate totals used.

*PS:*Indicates PeopleSoft generated and maintained aggregate totals used.

Verification Flag

Indicates the status of the Department of Education's verification requirement for this student. You can choose to hold Authorization/Disbursement of financial aid if the status is not *Complete* by selecting the Verification Complete check box on the Disbursement Rules Global page.

(none): This value is treated the same as the *Not Reqd* value.

Complete: Indicates that you have completed verification either manually or by the Auto Verification process.

Not Reqd (not required): The student has not been selected for verification by the Department of Education. This is the default value for this field.

Pending: The student has failed Auto Verification. This value is automatically populated by the Auto Verification process.

Required: The student has been selected for verification. This value is automatically populated when you load the student's ISIR data.

Satisfactory Academic Progress

Indicates whether the student is meeting satisfactory academic progress (SAP). The Packaging routine uses this field to determine whether to award federal aid to the student. The Satisfactory Academic Progress global disbursement rules use this field to determine whether to authorize disbursement of the student's award. Also, CommonLine Disbursement Hold and Release processing uses this field to determine whether a hold should be placed on the student's CommonLine loan.

Meets SAP: The student is meeting satisfactory academic progress. This value allows federal awards to be made, the student's award to be authorized, and does not cause a hold to be placed on the student's CommonLine loan.

Not Meet: The student is not meeting SAP. Federal awards are not made, a student's award is not authorized, and a hold is placed on the student's CommonLine loan when this value is selected.

Probation: A student's award is authorized and no hold is placed on the student's CommonLine loan when this value is selected.

Undetrmine (undetermined): SAP is undetermined or has not been calculated. Federal awards are not made, a student's award is not authorized, and a hold is placed on the student's CommonLine loan when this value is selected.

Disbursement Hold

Enables you to place a hold on the student's awards that is specific to disbursement processing. You can opt to hold authorization/disbursement of financial aid if a hold is present.

(none): No holds are placed on this student's financial aid.

Fed Aid (federal aid): Places a hold on the authorization/disbursement of federal aid only.

Institut. (institutional): Places a hold on the authorization/disbursement of institutional aid only.

Loan Hold: Places a hold on the authorization/disbursement of loans.

Verification Status

This is associated with the awarding of federal funds, including Pell Grants, Stafford loans, and Direct Loans. It indicates the code you use when reporting a Pell payment made to a student.

Accurate: Indicates that the ISIR transaction number is 01, meaning the ISIR information is accurate and no changes are needed. Auto verification enters this value, but you can enter it manually.

Calculated: Indicates that you have calculated the Pell eligibility based on ISIR corrections, and the Pell eligibility has not changed.

Not Select: The student was not selected for verification.

Not Verfd (not verified): Indicates that a student was selected for verification but was not verified.

Reprocess: Indicates the SAR needs to be sent for corrections, and is used for all ISIR transaction numbers that are not 01.

Tolerance: Indicates that a student's verification passed within the tolerance level.

Wtht Doc (without documentation): Indicates that the first Pell payment was made to the student before verification was completed. You can only use this value for one Pell payment. Subsequent payments/disbursements require reporting a different verification status.

Loan Entrance Interview Status

Indicates whether the student has completed a loan entrance interview for the corresponding aid year. If you select the Loan Entrance Intervw Req check box on the Disbursement Rules: Item Type - Indicators page, the interview status value affects how the authorization process treats the student's award.

(blank): The authorization process automatically determines if the student has satisfied the loan entrance counseling requirement using the process activated when you select the Loan Entrance Intervw Req check box.

Complete: The student has completed a loan entrance interview. If the Loan Entrance Intervw Req check box is selected, the authorization process passes the student and allows the award to be authorized. Set this value after confirmation of the student's completion of loan entrance counseling.

Inst Req (institution required): Your institution requires the student to have a loan entrance interview, regardless of whether the authorization process requires an interview for loan awards. If the Loan Entrance Intervw Req check box is selected, the authorization process fails until you reset the status to *Complete* or *Pending.* Students with prior loan history also fail authorization until you reset the status to blank, *Complete,* or *Pending.*

Pending: The student's loan entrance interview is pending. If the Loan Entrance Intervw Req check box is selected, the authorization process passes the student and allows the award to be authorized.

Exit Interview

Indicates whether the student has completed a loan exit interview for the corresponding aid year. This field is for informational use only since no delivered process currently uses the value of this field.

Complete: The student has completed a loan exit interview.

Inst Req (institution required): Your institution requires the student to have a loan exit interview.

Pending: The student's loan exit interview is pending.

Award Access Displays the result of how you set up the Self-Service Access page. The options are *Allowed* or *Denied.*

Inquiry Access Select this check box to allow a student to view assigned financial aid awards.

See Also

Chapter 11, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 325

Chapter 25, "Processing CommonLine Loans," Managing Disbursement Hold and Release Processing, page 1021

Chapter 20, "Assessing Eligibility for Financial Aid," Working with Auto Verification, page 667

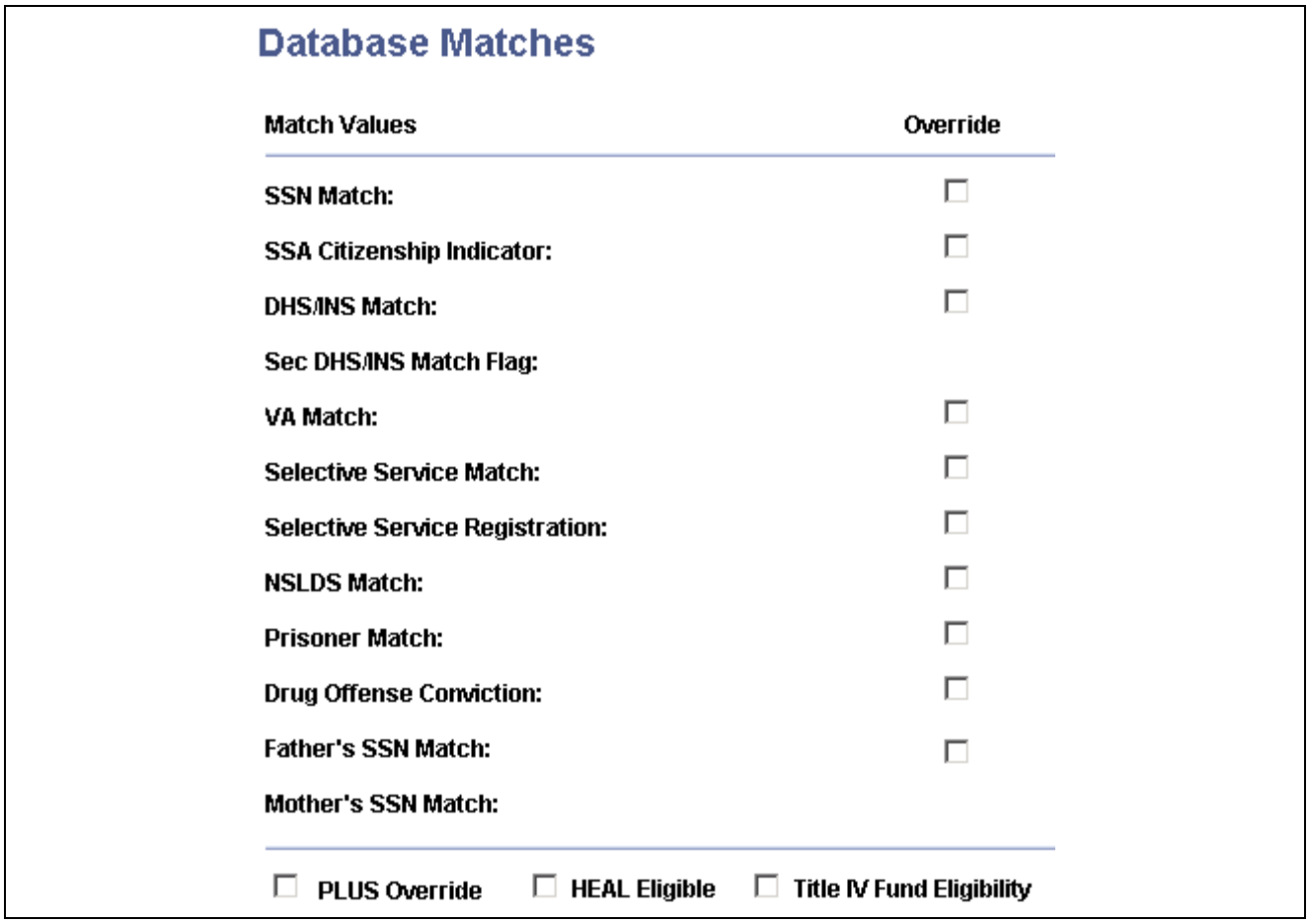
Chapter 21, "Preparing for Awarding and Packaging," Awarding Restricted Aid, page 759

PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook, "Setting Up Self Service for Financial Aid," Setting Up Self Service Inquiry Options

PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook, "Setting Up Self Service for Financial Aid," Setting Up Self Service Awarding Options

Viewing Database Matches

Access the Database Matches page.



Database Matches page

The database match values on this page are display only. The validation routine uses these values to determine if the student is eligible for federal financial aid using previously defined eligibility rules. If you want to change the federally reported database match value to allow a student to receive federal aid, you must submit a history correction. When that history correction has been resolved and a Correction ISIR has been received by your institution, the database match field in question contains the resolved value. As a result, you can process the student for federal aid. If you want to award the student federal aid prior to receiving the revised Correction ISIR, you must select the Override check box.

There are additional federal database edits that the system enforces for the following existing database matches:

- Student's Social Security Number match with SSA: student's date of birth inconsistent with SSA records.
- Veteran Status match with Veteran Affairs: independent due to VA status.

During packaging, the system performs the database match edits in the following sequence:

1. SSN Match
2. SSA Citizenship
3. DHS (formerly INS) Match
4. VA Match
5. Selective Service Match
6. Selective Service Registration

7. NSLDS Match
8. Drug Offense Conviction
9. Parent SSN Match

The system checks the first database match in the sequence (SSN Match) and determines whether or not resolution is required. When it encounters a database match that needs resolution, it does not perform any additional database match checks until the match in question is resolved. Once you resolve the database match issue, the system then checks the next database match in the sequence. For example, if a student has three database match problems, the system does not perform all three checks at the same time. It starts serially with the first one. If the match is good, it moves to the next match. If the next one is not good, the system does not perform any more database checks until that database match is resolved.

Important! When you override a federally reported database match value, your institution assumes full responsibility for changing these values.

Override

Select the check box next to a database match value to override the federally reported match value. This indicates that you have made a professional judgement decision and want the system to award and disburse federal financial aid for this student.

If you want override a federally reported database match value for a group of students, you can use Mass Change to select the Override check box.

SSN Match (social security number match)

If you try to award federal monies to the student for the field values that do not allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: SSN match code indicates student is not federally eligible."

Date of Dt (date of death): According to the Social Security Administration (SSA), the SSN the student provided belongs to a deceased person. The validation routine does *not* allow you to award federal financial aid to this student.

Late See U.S.E.D. “A Guide to <Aid Processing Year> ISIRs, Appendix B” Database Matches and Match Flags.

Match: The SSA found a match for the student’s SSN. The validation routine allows you to award federal financial aid to this student.

Mismatch: The student’s date of birth or name did not match the SSA’s records for the SSN. The validation routine does *not* allow you to award federal financial aid to this student.

No DOB: No match was conducted because the student did not provide date of birth information. The validation routine does *not* allow you to award federal financial aid to this student. To be eligible to receive federal funds, the student must provide date of birth information on the SAR.

No Match: The SSA did not find a match for the student’s SSN. The validation routine does *not* allow you to award federal financial aid to this student. To be eligible to receive federal funds, the student must correct the SSN on the SAR, submit a new FAFSA with the correct SSN, or contact the SSA.

No Name: No match was conducted because the student did not provide her first or last name, or both. The validation routine does *not* allow you to award federal financial aid to this student. To be eligible to receive federal funds, the student must provide her first and last name on the SAR.

Not Sent: No match was conducted because the SSN provided by the student did not fall within the valid range of SSNs. The validation routine does *not* allow you to award federal financial aid to this student. To be eligible to receive federal funds, the student must correct the SSN on the SAR, submit a new FAFSA with the correct SSN, or contact the SSA.

SSA Citizenship Indicator (social security administration citizenship indicator)

If you try to award federal monies to the student for the field values that do not allow you to award federal financial aid, the validation routine returns a zero award amount and the following award message: "DB Match: SSA Citizenship Indicator denotes student is not Federally eligible."

Alien/cond: The student is not a U.S. citizen. The validation routine does *not* allow you to award federal financial aid to this student.

Alien/stud: The student is not a U.S. citizen. The validation routine does *not* allow you to award federal financial aid to this student.

foreign bn (foreign born): The student was born in a foreign country to American parents that were stationed in another country. The student must provide of citizenship, such as a birth certificate indicating that she is a U.S. citizen born abroad to be eligible for federal financial aid. The validation routine allows you to award federal financial aid to this student.

LA/wk elig (legal alien, work eligible): The student is not a U.S. citizen. The validation routine does *not* allow you to award federal financial aid to this student.

LA/wkinelg (legal alien, work ineligible): The student is not a U.S. citizen. The validation routine does *not* allow you to award federal financial aid to this student.

Name/DOB: The SSA was unable to verify the student's citizenship because there was no match on SSN, name, or date of birth. The validation routine does *not* allow you to award federal financial aid to this student. To receive federal financial aid, the student must make corrections to Social Security Number, name or date of birth on the SAR or submit a new FAFSA with the correct information. If the student believes the provided information is correct, she needs to contact the Social Security Administration and provide documentation verifying the student's citizenship status.

Other See U.S.E.D. "A Guide to <Aid Processing Year> ISIRs, Appendix B" Database Matches and Match Flags.

U.S. Citiz (U.S. citizenship): The SSA confirmed the student's U.S. citizenship status. The validation routine allows you to award federal financial aid to this student.

DHS/INS Match Flag (immigration and naturalization service match)

If you try to award federal monies to the student for the field values that do *not* allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: INS match code indicates student is not federally eligible."

Options are:

Confirmed: The INS confirmed the student's non-citizen eligibility. The validation routine allows you to award federal financial aid to this student.

Late See U.S.E.D. "A Guide to <Aid Processing Year> ISIRs, Appendix B" Database Matches and Match Flags.

Mismatch: The INS match was not conducted, because the student did not indicate citizenship status, the student changed from eligible non-citizen to citizen or changed the Alien Registration Number, or the student did not provide a valid Alien Registration Number. The validation routine does *not* allow you to award federal financial aid to this student.

Not Conf (not confirmed): The INS did not confirm the student's eligible non-citizenship status. The validation routine uses the value of the Sec INS Match Flag field to determine whether to award federal financial aid to this student.

Sec DHS/INS Match Flag (secondary INS match flag)

Options are:

Pending: Automated secondary confirmation in progress. The validation routine does *not* allow you to award federal financial aid to this student.

Confirmed: Citizenship confirmed. The validation routine allows you to award federal financial aid to this student.

Not yet: In continuance. The validation routine does *not* allow you to award federal financial aid to this student. To become eligible for federal financial aid, your institution must wait another 10 days for an updated ISIR or send copies of the student's proof of eligibility to the INS.

Not Conf (not confirmed): Citizenship not confirmed. The validation routine does *not* allow you to award federal financial aid to this student. To become eligible for federal financial aid, your institution must send copies of the student's proof of eligibility to the INS.

No info: INS needs more information. The validation routine does *not* allow you to award federal financial aid to this student. To become eligible for federal financial aid, your institution must send copies of the student's proof of eligibility to the INS.

VA Match (veteran's administration match)

If you try to award federal monies to the student for the field values that do *not* allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: VA match code indicates student is not federally eligible."

Active Dty (active duty): Record found on VA database but applicant is on active duty. If the student's ISIR record has a SAR C code, the validation routine does *not* allow you to award federal financial aid to this student. If the student's ISIR record does not have a SAR C code, then the validation routine allows you to award and disburse federal financial aid to this student.

Confirmed: Veteran status confirmed. Student is eligible for federal aid.

No Qualify: Record found on VA database but the student is not a qualifying veteran. If the student's ISIR record has a SAR C code, the validation routine does *not* allow you to award federal financial aid to this student. If the student's ISIR record does not have a SAR C code, then the validation routine allows you to award and disburse federal financial aid to this student.

Not Found: Record not found on VA database. If the student's ISIR record has a SAR C code, the validation routine does *not* allow you to award federal financial aid to this student. If the student's ISIR record does not have a SAR C code, then the validation routine allows you to award and disburse federal financial aid to this student.

Not Sent: Record not sent for match. Student is eligible for federal aid.

Selective Service Match

If you try to award federal monies to the student for the field values that do *not* allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: Selective service match code indicates student is not federally eligible."

Note. When awarding a student whose gender is defined as female in Bio/Demo data, this field has no bearing on awarding federal financial aid.

Exempt: Student is within 45 days of his birthday, and is temporarily exempt because he is not yet 18 years old. An update is not required during the year. The validation routine allows you to award and disburse federal financial aid with this field value.

Mismatch: The student could not be registered with Selective Service, because the student is not between the ages of 18 and 26 or information needed to register the student is missing.

Not Conf (not confirmed): The student is not registered with the Selected Service. The validation routine does *not* allow you to award federal financial aid to this student. To become eligible for federal financial aid, the student must register with Selective Service, present appropriate registration that he is already registered, or qualify for a waiver or exemption.

Reg Conf (registration confirmed): Match conducted and the applicant's registration status is confirmed by the Selective Service. The validation routine allows you to award and disburse federal financial aid with this field value.

Ret Late See U.S.E.D. "A Guide to <Aid Processing Year> ISIRs, Appendix B" Database Matches and Match Flags.

Selective Service Registration

Options are:*Exempt, Late, Mismatch, Not comp* (not completed), and *Reg Conf* (registration confirmed).

NSLDS Match (national student loan data system match)

If you try to award federal monies to the student for the field values that do *not* allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: NSLDS match code indicates student is not federally eligible."

Def/Ovrpay (default/overpayment): A match for the student was found, and the student has at least one loan in default and owes at least one overpayment. The validation routine does *not* allow you to award and disburse federal financial aid with this field value.

Default: A match for the student was found, and the student has at least one loan in default. The validation routine does *not* allow you to award and disburse federal financial aid with this field value. If the loan is in satisfactory

Eligible: A match for the student was found, and the student's NSLDS data is sent. The validation routine allows you to award and disburse federal financial aid with this field value.

Init/Late See U.S.E.D. "A Guide to <Aid Processing Year> ISIRs, Appendix B" Database Matches and Match Flags.

Mismatch: A match for the student's SSN was found, but neither name nor date of birth matched. No NSLDS data is sent. You must access NSLDS online using SSN only to retrieve the matching data and determine if the record belongs to the student. If the record belongs to the student, you must

determine if the student is eligible for federal financial aid. If the record does not belong to the student, the student is eligible for federal financial aid.

No Data: No match for the student was found. The student does not have NSLDS data. The validation routine allows you to award and disburse federal financial aid with this field value.

Not Sent: A match for the student was found, but no NSLDS data was sent to the CPS. The validation routine allows you to award and disburse federal financial aid with this field value.

Overpayment: A match for the student was found, and the student has received at least one overpayment of federal student aid funds (Pell Grant, FSEOG, or Perkins). The validation routine does *not* allow you to award and disburse federal financial aid with this field value.

Partl Elig (partially eligible): A match for the student was found, and the student has received a total amount of student loans that is close to the loan limits established for the federal loan programs. The validation routine allows you to award and disburse federal financial aid with this field value, but use caution to ensure that the student does not exceed her loan limits with subsequent Title IV loans.

Prisoner Match

This database match indicates a student's incarcerated status. If you try to award federal monies to the student for the field values that do *not* allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: Prisoner match code indicates student is not federally eligible."

Note. When processing awards using institutional data (not ISIR data), the packaging process uses the *Not Prisnr* value for this database match.

Options are:

Blank: The system does *not* allow you to award federal financial aid to this student.

Local: The student is incarcerated in a local facility. The student is *not* eligible for federal loans but is eligible for other federal financial aid. If a federal loan is awarded to the student, the amount is reduced to zero by the validation process, and an award message indicates the reason for the zero amount.

Not conduc (not conducted): The student's record was sent but the database match was not conducted. The validation routine does *not* allow you to award federal financial aid to this student.

Not Prisnr (not a prisoner): The student is not incarcerated in a state or federal prison. The validation routine allows you to award and disburse federal financial aid with this field value.

Not sent: The student's record was not sent for a prisoner database match. If the student's name or date of birth is missing, the validation routine does *not* allow you to award federal financial aid to this student. If the student is a Pacific Islander and the student's SSN begins with 888, the validation routine allows you to award and disburse federal financial aid to this student.

State/Fed (state/federal): The student is incarcerated in a state or federal facility. The validation routine does *not* allow you to award federal financial aid to this student.

Drug Offense Conviction

This database match indicates the student's status relative to drug offense convictions due to either "drug abuse debarment and suspension activity" or "terms of the Anti-Drug Abuse Act of 1998." The student can be ineligible for federal financial aid due to a drug offense conviction or pending activity.

If you try to award federal monies to the student for the field values that do *not* allow you to award federal financial aid, the system returns a zero award amount and the following award message: "DB Match: Drug Offense Conviction match code indicates student is not federally eligible."

Note. When processing awards using institutional data (not ISIR data), the packaging process uses the *1 − Eligible* value for this database match.

Options are:

Blank: no value in this field plus a SAR C flag means the system does *not* allow you to award federal financial aid to this student.

1 − Eligible: The student is eligible for federal financial aid. The system allows you to award and disburse federal financial aid with this field value.

2 − Partially Eligible: The student becomes eligible for federal financial aid during the award year. The period of eligibility depends on the type of aid. For loans, the student becomes eligible for loans during the Loan Period. For all other aid, the student becomes eligible at the beginning of the term for which the student was cleared of the drug offense conviction.

The system treats the student as fully eligible for all term/disbursement periods. It is your responsibility to limit the student's eligibility to a specific term/disbursement period as needed. When a federal aid award is made, the full award amount is awarded and the following Award Message is displayed: "DB Match: Drug Offense Conviction match equals '2 - Partially Eligible'. Verify the amount of this award to ensure proper term/loan period eligibility."

3 − Ineligible: The student is not eligible for federal financial aid due to the student's current or pending drug conviction activity. The system does *not* allow you to award federal financial aid to this student.

Father's SSN Match and **Mother's SSN Match**

Beginning with the 2004–2005 award year and moving forward, during packaging, the system performs an eligibility check on each parent's social security number match based on the Database Matches and Match Flags specifications. If either of the match flag values for the parents' social security numbers results in a failed match with SSA, the student will not receive federal aid.

On the Database Matches page, despite there being two SSN Match fields for the mother and father, there is only one Override check box for the parents' SSN match. The Override check box controls both. If the father's social security number is a match and the mother's is not or vice versa, or both mother and father are not a match, and if you select the Override check box for the parents' SSN match override field, the system considers the match to be good and awards the student federal aid.

Note. When you override a federally reported database match value, your institution assumes full responsibility for changing these values.

PLUS Override Use to define those dependent undergraduates who are eligible for additional Unsubsidized Stafford Loan because their parents are deemed a credit risk or for professional judgement reasons. By selecting this check box, the packaging process does not award a PLUS loan and allows a dependent undergraduate student to become eligible for additional Unsubsidized Stafford Loan funds. this field also displays on the aggregate aid summary components, for aggregate areas that correspond to either the FFELP or Direct Loan programs.

HEAL Eligible Select to increase Stafford loan limits for eligible health professional candidates.

Title IV Fund Eligibility Use to identify students who are eligible for Title IV funds. Select to indicate that a student is eligible for Title IV funds. If the check box is cleared, no federal aid is awarded to the student.

Reviewing the U.S.E.D. Database Match Process

Beginning with the 2005 aid year, to evaluate database matches , PeopleSoft uses the ISIR Comment table as the basis for determining the student's eligibility for federal aid. Administrative users can control the eligibility through the severity level value assigned to an ISIR comment on the ISIR Comment table. In the past, the system did not search for the presence of ISIR comments contained on the student's record when evaluating database matches. Based on the ISIR comments on the student's record, the system compares them to the ISIR Comment table and makes an evaluation on eligibility for federal aid based on that database match.

The ISIR Comment table contains a new field value called DB Match Use that corresponds to one of the U.S.E.D. database matches. In addition, each comment has a severity level associated with it. The severity level associated with the DB Match Use field triggers how the system handles the database match during packaging.

We have pre-defined the severity levels according to the combination of the database match value, ISIR comments, and the presence of reject codes and SAR C flag. The values are as follows:

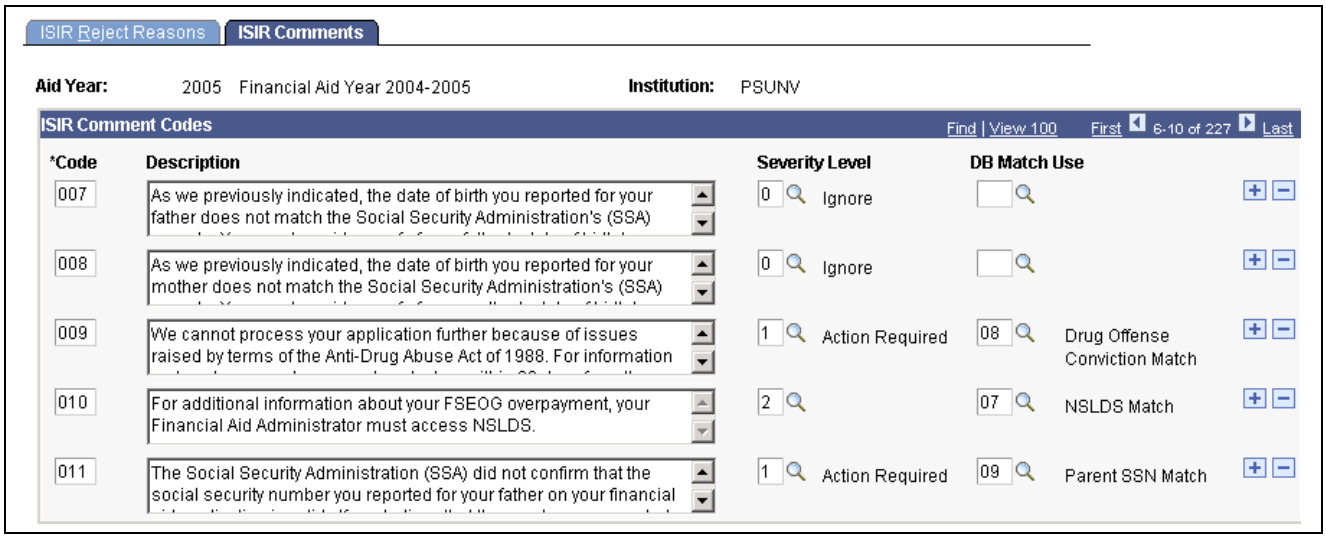
Severity Level	Resolution
0	Ignore. Requires no action. Federal aid can be awarded.
1	Action required. Indicates a reject condition exists for the assigned DB Match Use value. Federal aid cannot be awarded. Database match needs resolution.
2	Action required. Indicates SAR C on file. Federal aid cannot be awarded. Database match needs resolution.

Based on these severity levels, if a student has an ISIR comment with a severity level 1 or 2 and the DB Match Use flag is not blank, then the system will not award the student federal aid until the errant condition and therefore, the ISIR comment in question has been resolved.

Note. The DB Match and SAR C Flag values are set based on the most recent ISIR record loaded for the aid year.

Examples of ISIR Comment Codes, Severity Level, and DB Match Use

Access the ISIR Comments page.



ISIR Comments page

ISIR Comment Table with Severity Levels

The following table represents the ISIR Comment table with pre-defined severity levels according to the combination of the database match, ISIR comment, presence of reject condition, and SAR C flag. Based on your institutional policies, you can override the Severity Level and the DB Match Use values that we have pre-defined. Changes made to the ISIR comment codes and text by the Department of Education may also require adjustments to the severity level and DB Match Use settings.

DB Match	DB Match Flag	ISIR Comment Code	Severity Level
Selective Service Match	Y	none	n/a
Selective Service Match	T	026	0
Selective Service Match	N	030	2
Selective Service Registration	Y	031	0
Selective Service Registration	T	028	0
Selective Service Registration	blank*	033	2
Selective Service Registration	N	057	2
DHS Primary Verification	Y	143	0
DHS Primary Verification	N	144	2
DHS Primary Verification	blank*	068	1
DHS Primary Verification	blank*	141	2
DHS Primary Verification	blank*	142	2

DB Match	DB Match Flag	ISIR Comment Code	Severity Level
DHS Secondary Confirmation	P	none	n/a
DHS Secondary Confirmation	Y	120	0
DHS Secondary Confirmation	C	105	2
DHS Secondary Confirmation	N	046	2
DHS Secondary Confirmation	X	109	2
SSA Citizenship Status	A or blank	none	n/a
SSA Citizenship Status	B, C, D, E, F, or *	146	2
SSA Citizenship Status	N	062	1
SSN Match	1	024	1
SSN Match	2	060	1
SSN Match	2	063	2
SSN Match	3	061	2
SSN Match	3	064	2
SSN Match	4	none	n/a
SSN Match	4	013	0
SSN Match	5	145	1
SSN Match	8	059	1
SSN Match	8	023	1
VA Match	1	none	n/a
VA Match	2	162	2
VA Match	2	163	0
VA Match	3	173	2
VA Match	3	174	0
VA Match	4	180	2

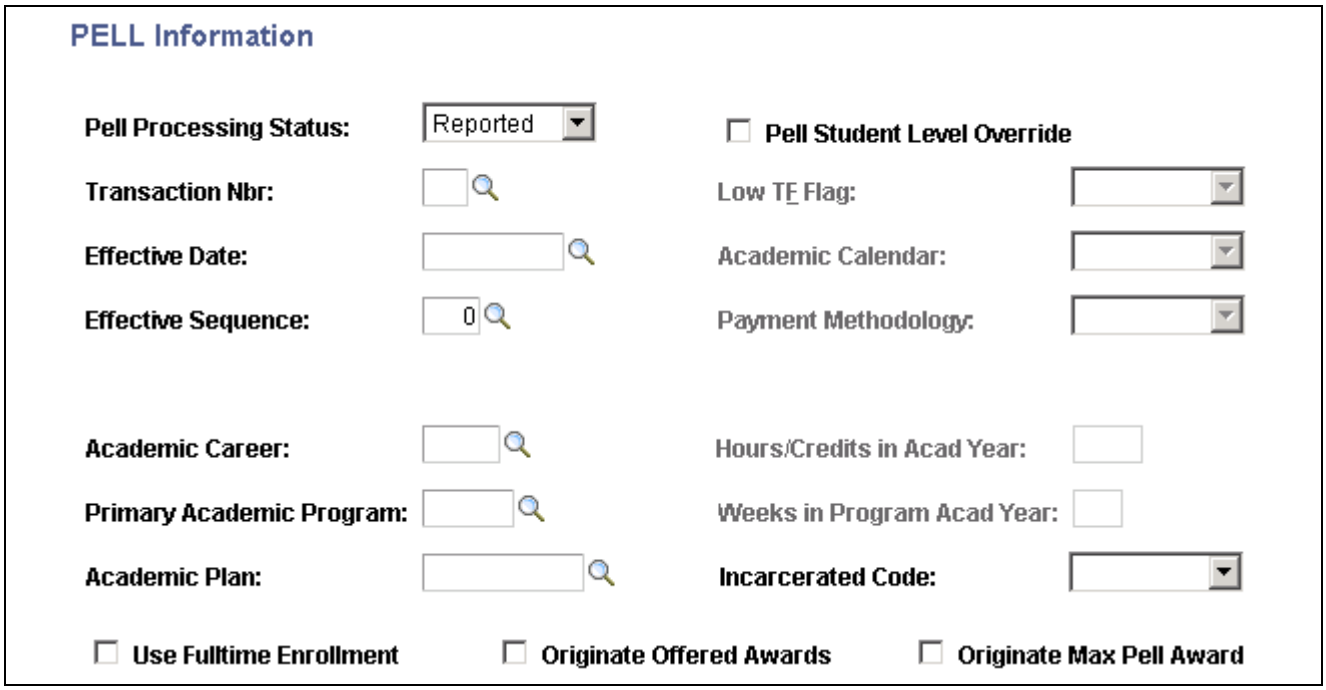
DB Match	DB Match Flag	ISIR Comment Code	Severity Level
VA Match	8	161	0
NSLDS	1	none	n/a
NSLDS	1	none	n/a
NSLDS	1	none	n/a
NSLDS	7	138	2
NSLDS	2	132 & 124	2
NSLDS	2	132	2
NSLDS	2	132 & 135	2
NSLDS	2	132 & 136	2
NSLDS	3	133 + one of the following: 020, 038, 039, 043, 041, 042, 010, 065, 066, 067, 077, 079, 086, 090, 100, 101, 102, 107	2
NSLDS	4	134	2
NSLDS		115	2
NSLDS		116	2
NSLDS	8	none	n/a
NSLDS		254	2
NSLDS		256	2
NSLDS		260	2
NSLDS		262	2
NSLDS		257	0
NSLDS		263	0
Drug Abuse Hold		009	1
Drug Abuse Hold		055	0
Drug Offense Conviction		053	2
Drug Offense Conviction		054	2
Drug Offense Conviction		056	2

DB Match	DB Match Flag	ISIR Comment Code	Severity Level
Drug Offense Conviction		058	2
Drug Offense Conviction		052	0
Parents' SSN	n/a	048	0
Parents' SSN	n/a	045	0
Parents' SSN	Father = 1 Mother = not 4	011	1
Parents' SSN	Mother + 1 Father = not 4	012	1
Parents' SSN	Father = Mother = 4	014	0
Parents' SSN	Mother = Father = 4	015	0
Parents' SSN	Father = 2 Mother = not 4	016	1
Parents' SSN	Father = 2 Mother = not 4	007	0
Parents' SSN	Mother = 2 Father = not 4	017	1
Parents' SSN	Mother = 2 Father = not 4	008	0
Parents' SSN	Father = 2 Mother = 4	019	0
Parents' SSN	Mother = 2 Father = 4	021	0
Parents' SSN	Father = 3	022	0
Parents' SSN	Mother = 3	025	0
Parents' SSN	Father = 5	027	0
Parents' SSN	Mother = 5	029	0
Parents' SSN		049	1
Parents' SSN		166	0
		167	0

Note. The override functionality on the Database Matches page continues to function in the same manner with this new enhancement. For example, if the student has an ISIR comment with a severity level of 1 or 2, you can invoke the corresponding database match override to make the student eligible for federal aid.

Reviewing Pell Information

Access the PELL Information page.



PELL Information page

The fields in this page are entered when Pell data, from the ISIR, is loaded into the system.

Pell Processing Status Gives information regarding the status of a student's Pell payment processing.

Accepted: Default value entered from the inbound Pell Payment file (EPPPD) when the ED Record Status is Accepted.

Not Sent: Use this status to prevent the student from being included in the Pell Payment request run. You must enter this status manually.

Pending: Default value if a Pell Grant is awarded to the student. Indicates the student's file is waiting to be sent with a Pell Payment request (EPPPD) submission. *Pending* may also reflect a previously accepted Pell Payment request (EPPPD), which has since come back as *not* equal to an Accepted or Accepted w/Assumption outcome.

Repackaged: Indicates an initial Pell Grant award has been changed. You must change this status to *Send* before the student is included in the Pell Payment request run. Incoming Pell Payment (EPPPD) files do not load if the status is *Repackaged.* Review SQR log upon loading Pell Payment (EPPPD) files.

Reported: is automatically set when a student's Pell data has been selected during an EPPPD SQR run.

Review: is populated by default from the inbound Pell Payment file (EPPPD) when the ED Record Status is Rejected, Error, Accepted w/Assumptions, or Duplicate.

Selected: is automatically set as a result of running the FAPELLR process. Incoming Pell Payment (EPPPD) files do not load if Pell Processing status has been reset to *Selected.* Review SQR log upon loading Pell Payment (EPPPD) files.

Send: This status is an internal Pell Processing Flag for the system. Indicates the student's record is ready to be transmitted on an outbound Pell Payment

(EPPPD) file. This field value is either set manually or via Mass Change. Incoming Pell Payment (EPPPD) files do not load if the Pell Processing Status has been reset to *Send* since the (EPPPD) creation. Review SQR log upon loading Pell Payment (EPPPD) files.

Transaction Nbr (transaction number) and **Effective Sequence**: The transaction number and effective sequence from the selected ISIR, usually the most recent ISIR. All ISIRs are available for selection and you can change these values to indicate another ISIR. If you want to enter a Pell amount manually when awarding a Pell Grant, use the transaction number, effective date, and effective sequence to indicate the ISIR you used to calculate the Pell amount.

Primary Academic Program: The student's main academic program. The academic program from the student's Financial Aid Term record is the default value in this field.

Incarcerated Code: Select the appropriate incarcerated code: *N - No longer Incarcerated* or *Y - Incarcerated.* This field is left blank for most students.

Use Fulltime Enrollment: Select if you want to use full-time enrollment to calculate the student's Pell award.

Originate Offered Awards: Select to originate Pell awards with an award status of *Offered.* If this check box is cleared, Pell awards are only originated when the award status is *Accepted.*

Originate Max Pell Award (originate maximum Pell award): Select to originate Pell awards based on the maximum Pell award defined on the Pell Payment Setup page. The system originates the maximum Pell amount regardless of how much the student was offered for the Pell award.

Pell Student Level Override: Select to override at the student level the payment plan information that you set up on the Pell Payment Setup page. When you select this check box, the Low T&F Flag, Academic Calendar, Payment Methodology, Pell Payment Periods, Hours/Credits in Acad Year, and Weeks in Program Acad Year fields become available.

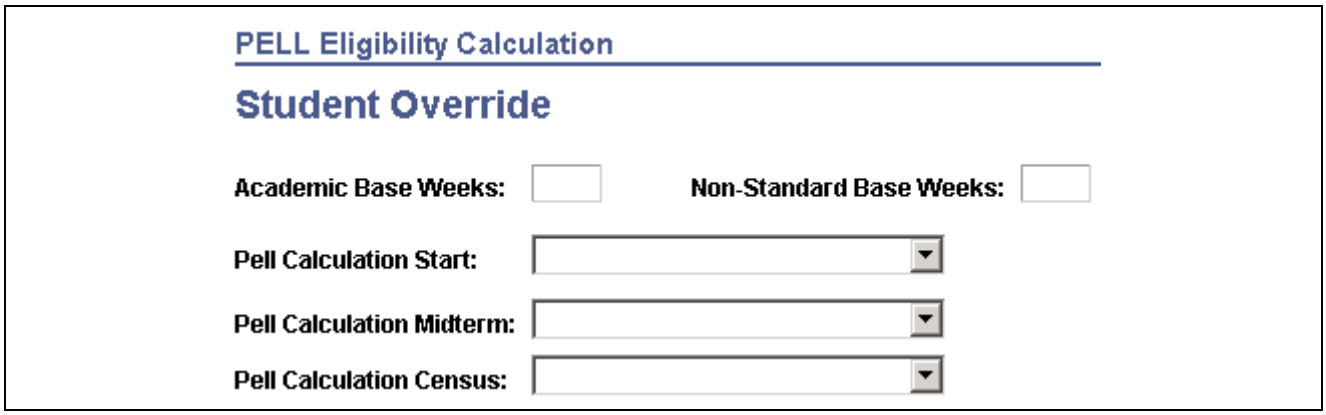
See Also

Chapter 10, "Setting Up for Pell Payment Processing," Defining Pell Payment Setup, page 305

Chapter 23, "Special Cases and Considerations in Packaging," Awarding Pell Grants, page 859

Overriding Pell Eligibility Calculation Setup Values

Access the Student Override page.



Student Override page

Enter the appropriate value for each field that you want to override for this student. You do not need to fill out all fields on this page unless you want to override all fields.

See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Installation Level Defaults, page 13

Managing Aggregate Aid

To ensure that a student does not exceed annual and lifetime limits for certain award programs, it is critical that the system maintain and assess a complete history when determining aid eligibility. Financial Aid provides several options and methods to maintain aggregate aid to ensure that Packaging adheres to eligibility requirements and award limits.

The NSLDS database maintains aid history for the federal award programs: Stafford subsidized, Stafford unsubsidized, Perkins, Pell, and SEOG. Financial Aid provides you with the ability to request NSLDS data and incorporate that aggregate data into the awarding and packaging routines. NSLDS data is sent to schools through several methods. It is included on the student's ISIR, generated based on an FAH request, or based on a TSM Alert request. To use NSLDS data in the awarding and packaging processes, NSLDS data must be loaded and pushed to the student's aggregate aid tables, and then used as an aggregate source during Packaging based on the institution's aggregate setup. This section discusses how to:

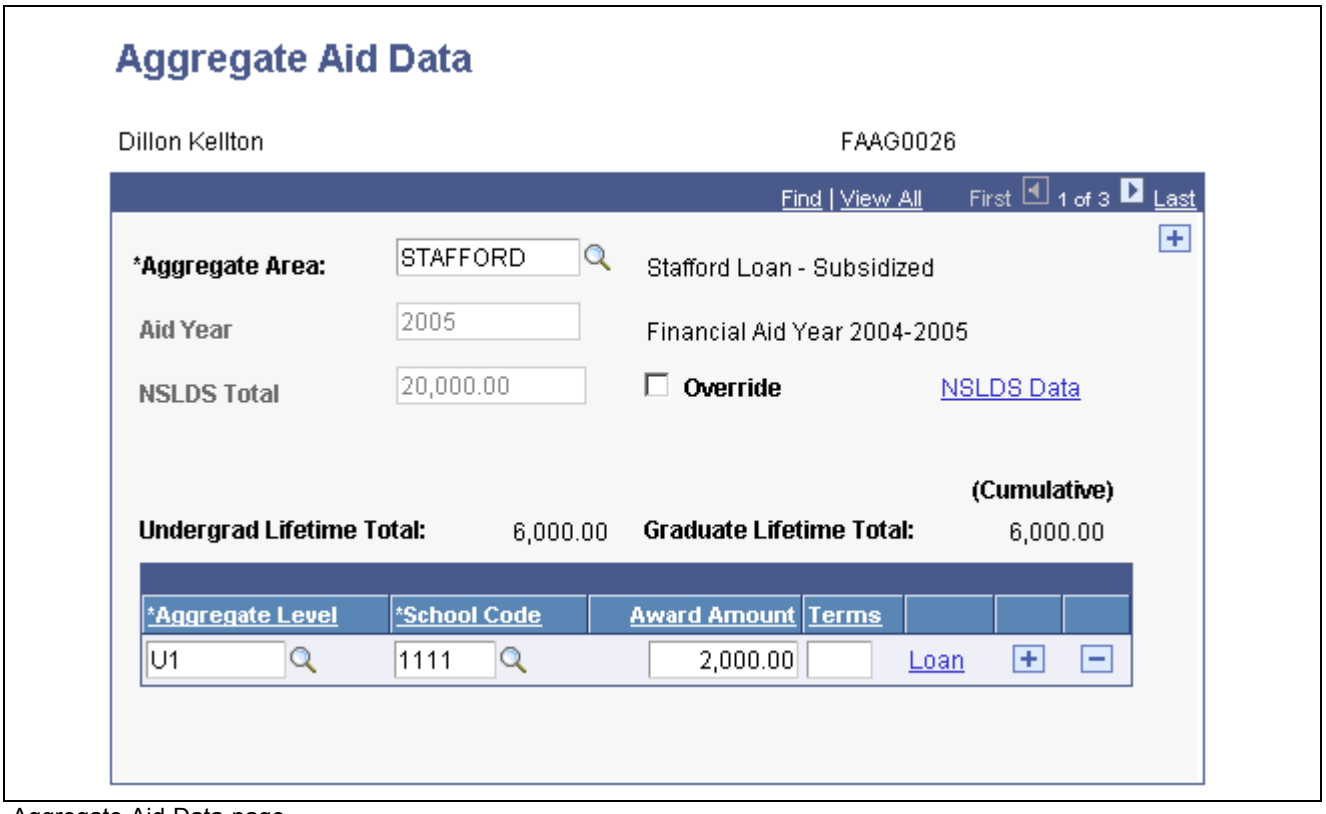
- Update aggregate aid.
- Assign aggregate sources in batch.
- Review the lifetime aggregate aid report.

Pages Used to Manage Aggregate Aid

Page Name	Object Name	Navigation	Usage
Aggregate Aid Data	STDNT_AGGR_INPUT	Financial Aid, Awards, Aggregates, Update Incoming Aggregates	View or update lifetime total amounts for each aggregate area.
Aggregate Source	SFA_RUN_SETAGGRSRC	Financial Aid, Awards, Aggregates, Assign Aggregate Source	Set the aggregate source to assess a student's lifetime aggregate aid history during the awarding and packaging process.
Lifetime Aggregate Report	SFA_RUN_AGGR_RPT	Financial Aid, Awards, Aggregates, Review Lifetime Aggregate	Review internally maintained aggregate data and NSLDS reported total that was pushed into the aggregate aid table.

Updating Aggregate Aid Information

Access the Aggregate Aid Data page.



Aggregate Aid Data page

This page not only displays the student's aggregate data but also provides a means for you to provide external aid received, and update lifetime total amounts for each aggregate area, cumulated by aid year. This page is updated by internal awarding and packaging processes as well as any external aid received by the student that you manually entered. Be sure to enter all external aid for the corresponding aid year to ensure that proper annual limits are evaluated during the awarding and packaging process. This is especially important when dealing with a student who is a mid-year transfer student and has received aid from another institution. All current year aid must be assessed to determine eligibility of remaining annual level limits. This requirement is regardless of how Aggregate Source is set for the student. This page also displays the corresponding NSLDS aggregate total for possible use during the awarding and packaging process.

Aggregate Area Select an aggregate area. The available options in this field include all of the aggregate areas you have established on the Aggregate Aid Limit page. Scroll to view aggregate aid posted to other aid years.

NSLDS Total Shows the aggregate total that has been loaded and pushed from NSLDS tables. You can override this value to reflect lifetime totals applicable to a respective aid year.

Override Select to override the NSLDS Total amount. If an override is performed, the date/time stamp and Operator ID is captured.

NSLDS Data View detailed NSLDS data that has been loaded to the student's record. A link displays for aggregate areas that have a valid NSLDS aggregate cross-reference.

Undergraduate Lifetime Total Reflects lifetime totals from all undergraduate grade levels. Amount is updated as a result of awarding and packaging process. It includes any external award amounts entered on this page for the corresponding aid year.

Graduate Lifetime Total Reflects lifetime totals from all graduate grade levels. Amount is updated as a result of awarding and packaging process. It includes any external award amounts entered on this page for the corresponding aid year. The student's undergraduate total may also be included, depending on whether the aggregate area has cumulative or distinct lifetime limits.

Cumulative — The student's undergraduate amount of this aggregate aid is counted towards the graduate limit. For example, if the student's undergraduate amount is 20,000 USD and the graduate amount is 40,000 USD, then the student cannot receive more than 40,000 USDfor this aggregate area.

Distinct — The undergraduate and graduate limits are tracked separately. For example, if the student's undergraduate amount is 20,000 USDand the graduate amount is 40,000 USD, then the student can receive up to 60,000 USD for this aggregate area.

Aggregate Level Select an aggregate level that corresponds with the external award data entered for the student.

School Code Select a school code that corresponds with the external award data entered for the student.

Award Amount Enter the amount of the expected award that corresponds with the external award data entered for the student.

Loans Click to access the Aggregate Loan Data page and enter loan and lender information for CommonLine loans.

Assigning Aggregate Source

Access the Aggregate Source page.

Aggregate Source page

To assess a student's lifetime aggregate aid history, Aggregate Source directs the awarding and packaging processes to use either the NSLDS aggregate totals or PeopleSoft generated undergraduate lifetime and graduate lifetime totals. You can set the Aggregate Source at the financial aid installation default level and on the Financial Aid Status page, in addition to each of the award page components. This option permits you to assign the Aggregate Source value in batch for an individual student, all students, or a subset of students. The batch assignment process will update the Aggregate Source value on the student's Financial Aid Status page.

Institution Select the institution for which you want to create a request file.

Aid Year Select the desired aid year.

Population Selection

All Students Select to request that Aggregate Source value established on FA Installation Defaults be used for all students for the selected aid year.

Students in List After you select this, a grid displays that permits you to enter a list of student IDs.

Use Query When you select this, a Select Query button appears. When you click the button, the system displays a standard Select Query lookup page. PeopleSoft recommends that you enter the full or partial name of the query as a search key since the prompt goes through the entire list of available queries in the database. Since the Batch Inform File requires certain fields in a particular order, you can only use queries that return the required fields. PeopleSoft delivers a baseline query (SFA_AGGR_SOURCE) that you can use to create a population of students. Minor changes to the query may be required to suit your institutional needs. You can also define your own query using Peoplesoft

Query Manager. PeopleSoft recommends that you use SFA_AGGR_SOURCE as a model or template.

Aggregate Source

FA Installation Default Select to assign a value of *Default* to the Aggregate Source on the Financial Aid Status page.

NSLDS Total Select to assign a value of NSLDS to the Aggregate Source on the Financial Aid Status page.

PS Aggregates Select to assign a value of PeopleSoft to the Aggregate Source on the Financial Aid Status page

Reviewing the Lifetime Aggregate Report

Access the Lifetime Aggregate Report page.

Lifetime Aggregate Report page

Aid Year Enter the aid year.

Aggregate Area If you leave this field blank and you save the page or you proceed to run the report, the system will enter a % in this field. The system will generate all aggregate areas for each ID.

ID If you leave this field blank and you save the page or you proceed to run the report, the system will enter a % in this field. The system will report all students with an aggregate area for the selected aid year.

Tolerance Enter a tolerance amount to use in identifying rows of data where the NSLDS Total is different from the PeopleSoft generated Undergraduate Lifetime and/or Graduate Lifetime totals. Discrepancies that fall above the tolerance will be listed in the report. Enter *0* or *blank* if you want to see all discrepant rows of data.

Using Mass Change for Packaging Status Attributes

There are times when you want to change the value of a field on the Financial Aid Status page for a group of students. Mass Change makes this possible. Mass Change definitions for the ED Verification Status and Satisfactory Academic Progress (SAP) fields are included with your system. You can create additional Mass Change definitions for other fields on the Financial Aid Status page that you want to change. The process for changing packaging status attributes using Mass Change requires four steps.

This section discusses how to:

- Select students.
- Review selected students.
- Move students to financial aid update.
- Update packaging status attributes.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Using Mass Change"

Pages Used to Use Mass Change for Packaging Status Attributes

Page Name	Object Name	Navigation	Usage
Review Mass Change Selection	FA_SAA_REVIEW_MC	Financial Aid, Federal Application Data, Select SAP/Verification Status, Review Mass Change Selection (MC)	Review the students selected by the Mass Change select process before moving on to the next step.
Update Student Aid Attribute	PRCSRUNCNTL	Financial Aid, Federal Application Data, Update SAP/Verification Status, Update Student Aid Attribute	Update the Packaging Status Attributes table after you have moved the selected students to the Financial Aid Batch Update area.

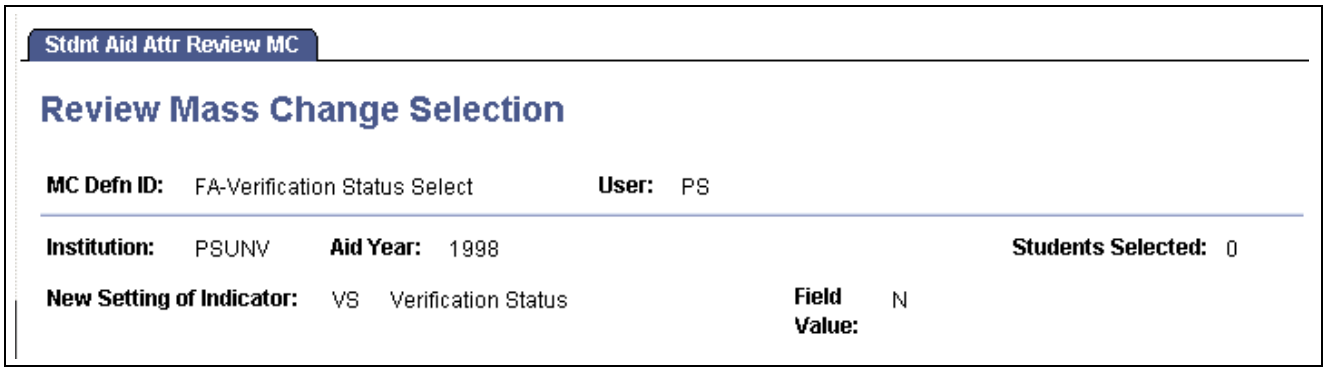
Selecting Students

To change the value of a packaging status attribute for a group of students, the first step is to select the students for whom you want the attribute changed. Use a Mass Change definition to select students. Two Mass Change definitions exist in the system for your use. FA-Verification Status Select is used for changes to the ED Verification Status field, and FA-Sat Acad Progress Select is used for changes to the Satisfactory Academic Progress field. You must create Mass Change definitions for changes to other packaging status attributes.

Once you have completed the Mass Change definition, execute the Mass Change Select process using the Run Mass Change page. This process places information about the selected students in a temporary table.

Reviewing Selected Students

Access the Review Mass Change Selection page.



Review Mass Change Selection page

Students Selected The number of students selected by the Mass Change select process.

New Setting of Indicator and **Will be** Displays the field that the Mass Change will change and the new value of the field.

Status These status codes are delivered as part of PeopleTools. You can define how you use these statuses in your Mass Change routine. You can remove students from the selection by making their status *Cancel* or by deleting the row.

Approved: Not applicable in this process.

Cancel: Use this status code if you want to eliminate a student from the mass change.

Error: Indicates that the Mass Change process encountered an error when attempting to move the student into the Financial Aid Update record.

Pending: Indicates the Mass Change process moves this student into the Financial Aid Batch Update area.

Successful: Indicates the Mass Change process moved the student into the Financial Aid Batch Update record.

Cur Val (current value) Displays the current value of the field to be changed.

Moving Students into Financial Aid Batch Update

In this step, you run a Mass Change to move the selected and reviewed students from the temporary table used in the selection process into the Financial Aid Batch Update area so the packaging status attributes can be changed. You use a Mass Change definition for this step. Two Mass Change definitions exist in the system for your use: FA-Verification Status Update for changes to the ED Verification Status field, and FA-Sat Acad Progress Update for changes to the Satisfactory Academic Progress field. You must create Mass Change definitions for changes to other packaging status attributes. You must run this Mass Change process because the FA-Upd Stdnt Aid Attr Tbl process (FASAAUPD) you run next looks for data in the Financial Aid Batch Update area, not in the temporary table.

Once you have completed the Mass Change definition, execute the Mass Change Selection using the Run Mass Change page.

Updating Packaging Status Attributes

Access the Update Student Aid Attribute page.

Run the FA-Upd Stdnt Aid Attr Tbl (financial aid - update student aid attribute table) process (FASAAUPD) to update packaging status attributes.

Awarding Restricted Aid

This section provides an overview of restricted aid and discusses how to:

- Enter a student's restricted aid.
- Enter committee comments.
- Enter committee member comments.
- Evaluate a student's restricted aid.

Understanding Restricted Aid

Restricted aid includes awards such as scholarships, fellowships, and institutional or private funds with subjective eligibility requirements. Restricted aid does not refer to federal monies. The restricted aid pages enable you to monitor the process of awarding restricted aid from the application process through committee evaluation and ranking, to the final decision for the award. The requirements for each type of restricted aid are defined in the Restricted Aid Table component.

The process for awarding restricted aid involves the following steps.

1. Enter the student being evaluated for restricted aid on the Restricted Aid page.

   You must enter the Restricted Aid ID. The other fields to fill out at this time are the App Method (application method) and Application Date.

2. The committee members use the Restricted Aid Evaluations page to enter their ratings for each of the criteria for the student.

   View each student's overall rating by the committee and by individual committee members using the Committee Detail page and Evaluator Detail page. You can reach both of these pages from links on the Restricted Aid page.

3. After all committee members have evaluated the student, the committee makes a final decision on whether to offer the student the restricted aid and how much to offer the student.

   Once the final decision has been made, enter the final decision, the decision date, the amount offered to the student (if appropriate), and any comments on the Restricted Aid page.

4. For students that have been awarded the restricted aid, you must manually enter the restricted aid award on the award entry pages.

   If departmental employees are going to enter the restricted aid award, you may want to provide them with access to the Manual Student Packaging page only.

See Also

Chapter 22, "Awarding and Packaging Students," Awarding Online, page 772

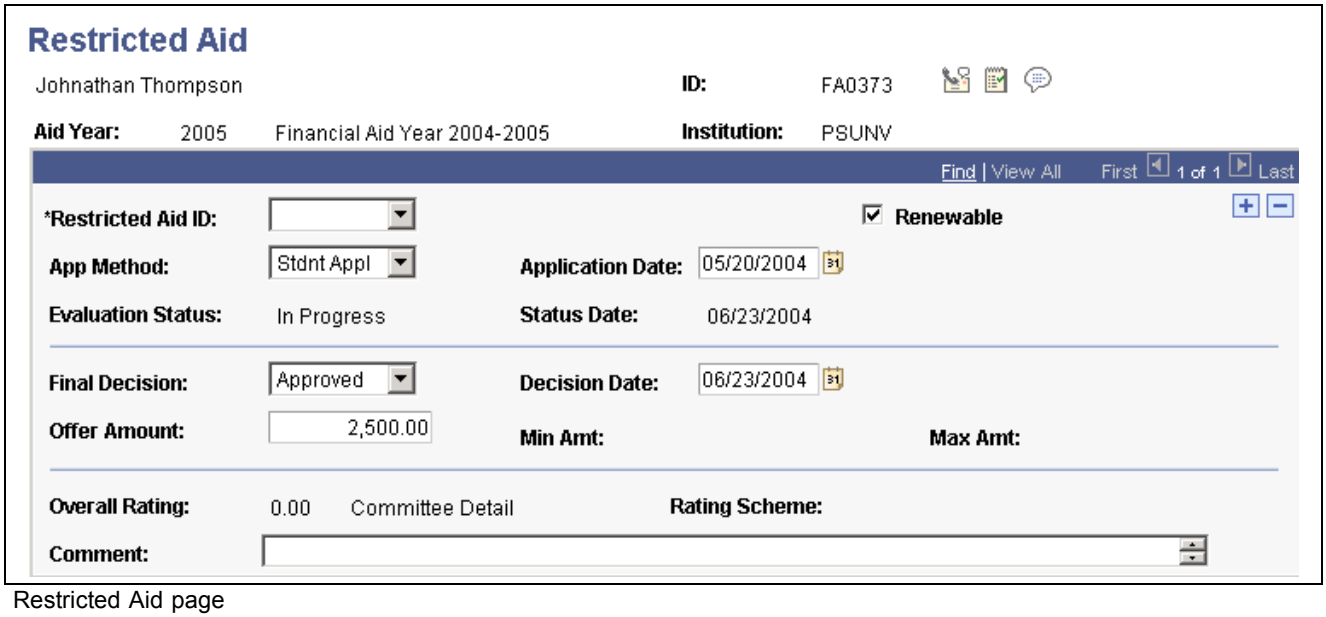
Chapter 5, "Setting Up Packaging Basics," Setting Up Restricted Aid, page 122

Pages Used to Award Restricted Aid

Page Name	Object Name	Navigation	Usage
Restricted Aid	STDNT_RSTRC_AID1	Financial Aid, Restricted Aid, Awards, Make Award, Restricted Aid	Enter or view information about the student's application for a restricted aid award.
Committee Detail	STDNT_RSTRC_AID2	Click Committee Detail on the Restricted Aid page.	Enter committee comments, view details about the committee, and review the committee's comments.
Evaluator Detail	STDNT_RSTRC_AID3	Click the Member Detail link on the Committee Detail page.	Enter committee member comments on the student. View each committee member's overall rating for the student as well as information about the committee member.
Restricted Aid Evaluations	STDNT_RSTRC_AID4	Financial Aid, Awards, Restricted Aid, Evaluate Ratings, Restricted Aid Evaluations	Enter ratings from each member of a restricted aid evaluation committee.

Entering a Student's Restricted Aid

Access the Restricted Aid page.



Restricted Aid page

Use the information on this page when you enter the restricted aid award for the student on the Student Aid Package page or Manual Student Packaging page.

Complete the following fields—from the top section of the page—at the time a student applies for a restricted aid award.

Restricted Aid ID Indicates the award for which you are considering the student. The available options are the restricted aid awards you set up on the Restricted Aid Table component.

Renewable Select to indicate that a student can renew this restricted aid award from year to year. The system automatically selects the check box based on the information you used when setting up the restricted aid award, but you can change it on this page.

App Method (application method) Indicates how the student applies for the award.

External: The evaluation process is external to the institution, such as an award from a community group.

Met Crit (met criteria): The student meets certain criteria and therefore becomes eligible for evaluation. For example, students may be eligible for an honors scholarship from a department if the students have a GPA of 3.75 or more. A student who meets the GPA criteria is then considered for the award.

Referral: The student was referred for consideration for the award.

Stdnt Appl (student applied): The student submits an application for the restricted aid award.

Application Date The date the student turned in their application or the date you identified the student as a possible recipient for the restricted aid, depending on the application method.

Evaluation Status and **Status Date** Displays the current status of the restricted aid evaluation process for the student, as of the displayed date.

In Progress: This is the default value. It indicates that one or more committee members are still evaluating the student.

Complete: All committee members have completed their review of the student, and changed their status to *Complete* on the Restricted Aid Evaluations page.

After the student has been evaluated, complete the rest of the page with information on the final decision.

Final Decision The final decision made by the restricted aid award committee for the student.

Alternate: The student is an alternate for the restricted aid award.

Approved: The student is approved to receive the restricted aid award.

Denied: The student does not receive the restricted aid award.

Eligible: The student is eligible for the restricted aid award, and there may be other criteria the student must pass before receiving the restricted aid award.

See Note: Additional explanation regarding the final decision is provided in the Comments field at the bottom of the page.

Decision Date The date you enter the final decision. This field is automatically populated with the current date, but you can override this date.

Offer Amount Enter an amount, within the minimum/maximum range, the student is to receive for the restricted aid award.

Min Amt (minimum amount) The lowest amount you can award for this restricted aid award. Automatically populated with the value you set up on the Restricted Aid Detail 2 page.

Max Amt (maximum amount) The highest amount you can award for this restricted aid award. Automatically populated with the value you set up on the Restricted Aid Detail 2 page.

Overall Rating The average of the Member Rating values for each member of the committee. The Member Rating field can be viewed on the Restricted Aid Evaluations page and is calculated by averaging the value of the components that are used in the evaluation process. This field does not display a value until the Evaluation Status for each member of the committee is *Complete.*

Committee Detail Click to access the Committee Detail page and view details about the committee and review the committee's comments.

Rating Scheme The review process used to evaluate the student. Automatically populated with the value you set up on the Restricted Aid Detail 2 page.

Comment Use this box to enter any additional information or to explain a final decision of *See Note.*

Entering Committee Comments

Access the Committee Detail page.

Committee Detail page

Committee The name of the committee that reviews this restricted aid award. If more than one committee reviews this restricted aid award, use the scroll arrows to view other committees.

Committee Type Identifies the purpose of the committee. This is established when the committee is created and is display only information on this page.

Evaluation Status The current status of the student's evaluation for this restricted aid award. All committee members must have an evaluation status of *Complete* before an overall rating can be calculated for the student.

Status Date The date when the displayed evaluation status became effective.

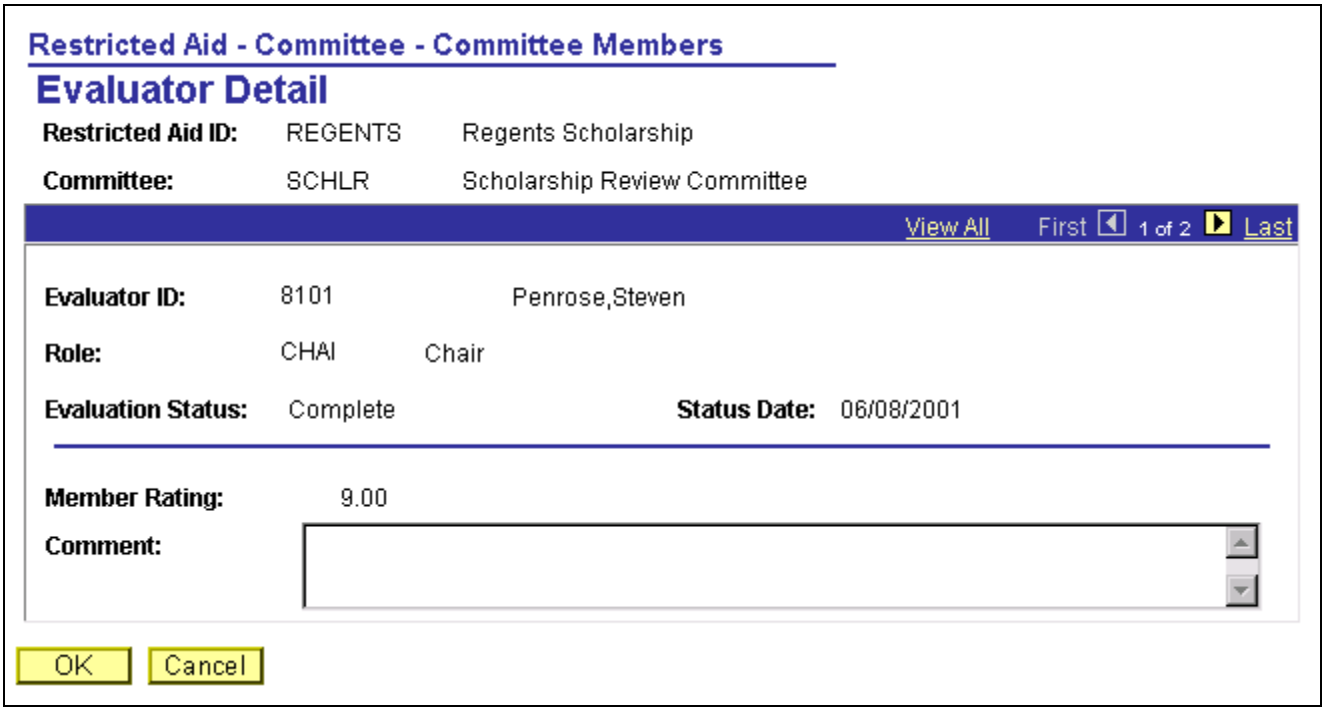
Committee Rating The student's rating for this restricted aid award, which is the average of the ratings of all the committee members.

Member Detail Click to access the Evaluator Detail page and view each committee member's overall rating for the student as well as information about the committee member. You can also enter any comments the committee member has about the student.

Committee Comments Enter any comments the committee wants to make regarding the awarding of this restricted aid to the student. This field is informational only.

Entering Committee Member Comments

Access the Evaluator Detail page.



Evaluator Detail page

Evaluator ID Displays the ID of the committee member whose information is displayed. Use the scroll arrows to view information from other committee members.

Role The role the committee member fulfills on this committee. For example, the individual could be the chair, a staff member, or a student member.

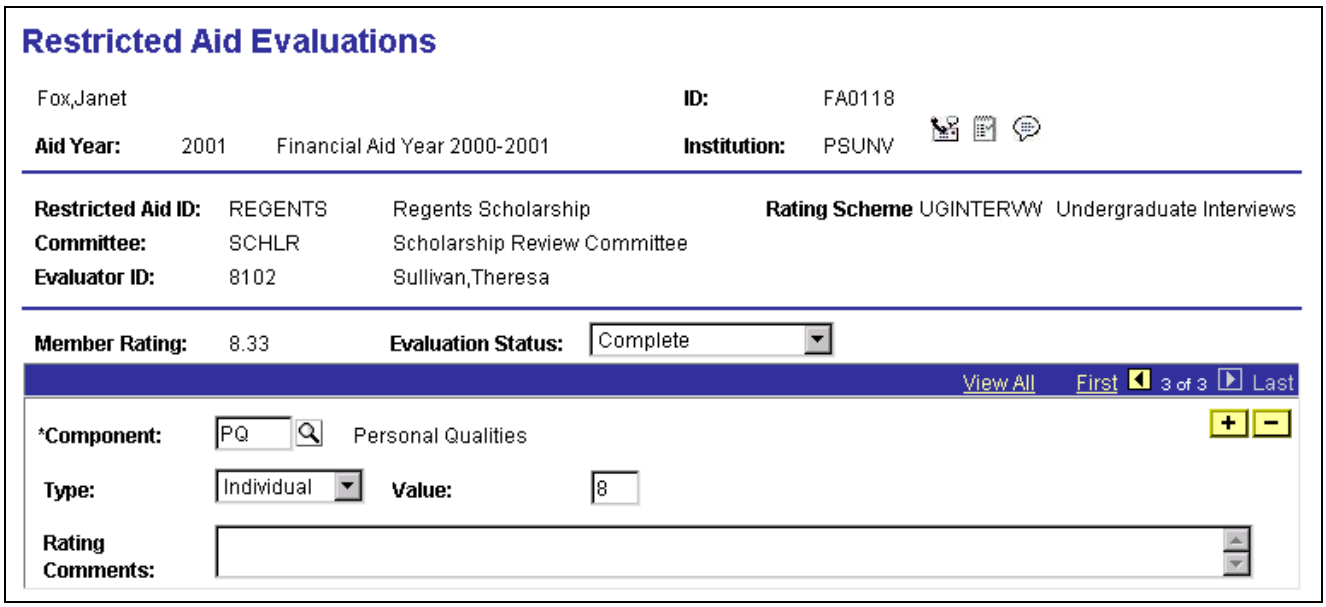
Evaluation Status and **Status Date** The current status of the member's evaluation of the student for this restricted aid award and the date the displayed evaluation status became effective.

Member Rating The average of the numerical ratings assigned to each of the components evaluated by the committee, as entered on the Restricted Aid Evaluations page. The committee should determine what values to use for its rating scheme.

Comment Any overall comments this committee member has about the student. You enter the member's comments on this page, not the Restricted Aid Evaluations page.

Evaluating a Student's Restricted Aid

Access the Restricted Aid Evaluations page.



Restricted Aid Evaluations page

This page can be used by committee members or an administrative assistant to enter information, and then could be viewed by others who might need to review the information.

Rating information and comments can be added for each component that is evaluated. For example, the committee might review an essay, extracurricular activities, and the student's GPA to decide if the restricted aid should be awarded to the student. The essay, extracurricular activities, and GPA would all be components.

Rating Scheme The review process used to evaluate the student. Automatically populated with the value you establish on the Restricted Aid Detail 2 page.

Member Rating Displays the calculated average of the values assigned to all components. For example, if there are three components to be evaluated, the values entered for each component are added together and divided by three. If one of the three values is zero, the total is still be divided by three.

Evaluation Status Indicates the current status of this committee member's evaluation of the student.

In Progress: This is the default value. It indicates that the committee member is still evaluating the student.

Complete: The committee member has completed his review of the student.

Component Refers to what is actually being evaluated, such as an essay, the student's extracurricular activities, or a letter of recommendation. Components are translate values which are set up in PeopleSoft Enterprise Recruiting and Admissions.

Type Indicates whether the component considers only one factor or is based on several components. Component types are useful for informational and reporting purposes.

Individual: The component is an individual component—it considers only one factor, whether that is an essay, interview, or extracurricular activities.

Cumulative: The component is made up of other components, such as an overall rating.

Value Enter the numeric rating value the member wants to assign to the Component.

Rating Comments Enter any comments about the rating, if appropriate.

See Also

PeopleSoft Enterprise Recruiting and Admissions 8.9 PeopleBook, "Setting Up for Evaluating Applicants"

CHAPTER 22

Awarding and Packaging Students

This chapter provides overviews of awarding and packaging students, online awarding, auto packaging, and mass packaging. The chapter also discusses how to:

- Award online.
- Perform Mass Packaging using federal application data.
- Perform Mass Packaging using institutional application data.
- Notify students of financial aid awards.
- Use Forms Engine to notify students of financial aid awards.

Understanding Awarding and Packaging Students

Financial Aid offers a seamless interaction between online (manual) awarding, Auto Packaging, and background Mass Packaging. Packaging plans are used by Auto Packaging and Mass Packaging, and the award packages they generate appear on the same page you use for manual awarding. All award packages can be modified manually after they are generated by an automated process.

This section takes you from early decision awarding, through reviewing information relevant to awarding, to awarding and packaging financial aid, to award notification and award updating. This chapter describes functions related to the process of awarding or packaging a student. Financial Aid provides the tools to make your awarding and packaging processes run smoothly and efficiently.

A note about terminology: awarding and packaging are terms that are often used interchangeably. In this chapter, awarding is used to indicate the activity of offering one financial aid item type (award) at a time manually to a student. Packaging is used to refer to a process where many awards are given at one time to a student to make a financial aid award package. Packaging is a rules-driven process—rules predefined by the U.S.E.D. and/or your institution via packaging plans.

Making early financial aid offers to students is done using award categories instead of specific awards. Using award categories enables you to give "early decision" students an idea of what types of financial aid they may receive without committing to exact awards. You define the categories you use when awarding early decision offers; therefore, you can decide what categories make the most sense for your institution. For example, you might have categories for loans, scholarships, work-study, and grants. When you are ready to award actual financial aid monies to the student, you must award specific financial aid item types using one of the methods of awarding or packaging.

Prior to awarding or packaging students, there is information you want to review to assist in selecting awards for these students. Information on aggregate aid limits, restricted aid awards, and the student's status in the financial aid cycle are necessary prior to awarding or packaging. You can view aggregate aid information by aggregate area, such as Perkins or Stafford. If your institution has opted to use NSLDS totals for the federal Stafford Subsidized, Unsubsidized, Perkins, Pell and SEOG programs, ensure that NSLDS data has been properly loaded and pushed to the aggregate tables for direct use by the awarding and packaging processes. NSLDS totals are pushed to a specific aid year and you can override them on the Incoming Aggregate Aid component. You can also view a summary of aggregate aid for a student or look at aggregate information by institution. There are inquiry pages that enable you to monitor a process used to award restricted aid to students. Graduate departments that award merit-based aid would most likely use the Restricted Aid pages. These pages provide information about the progress of the restricted aid awarding cycle and make it possible for members of a committee to enter their final decision including the restricted aid award amount. This information can then be used to enter the restricted aid award for a student.

Information about a student's status in the financial aid cycle is contained on a page used throughout the financial aid process. The Financial Aid Status page includes information about the status of the financial aid application, the student's institutional or federal verification status, a student's Satisfactory Academic Progress (SAP) status, and information related to packaging of the student. The fields on the Financial Aid Status page can be used to prevent the awarding process from continuing if appropriate parameters are established in the system. For example, you may only want to award federal awards if the student is meeting SAP or choose not to package students who are determined to be not "ready to package." If you want to change a value on the Financial Aid Status page for a group of students, use Mass Change to set a field to the desired value.

In addition to the fields on the Financial Aid Status page, there are links to other pages that enable you to review and, in some cases, make changes to a student's information. These other pages contain Financial Aid Term (FA Term) summary information, ISIR data, database match information, the student's financial need calculated with federal and institutional methodology (FM and IM), Pell processing information, Pell eligibility calculation overrides, restricted aid information, and the current financial aid award package information.

After reviewing a variety of information, you are now ready to award and package students for financial aid. Financial Aid offers several ways to accomplish this. You can use manual awarding, which is done online, one student at a time, entering awards one by one, or you can choose one of two automated processes to package students individually or in a group. The first, Auto Packaging, is done online at the student level and uses a packaging plan (a set of institutionally defined rules for awarding) to award a student. After Auto Packaging has generated a financial aid award package for the student, you can elect to make any manual changes to awards in the student's package prior to saving the information. The second automated awarding process is Mass Packaging. Mass Packaging is a background process that enables you to package groups of students using one or more packaging plans. In the Mass Packaging process, you select your student population, using a query definition, and then the system assigns the appropriate packaging plan to each student. Finally, you initiate the actual Mass Packaging routine, which packages each student based on the packaging plan to which they were assigned. After each step in the process, you can further define your targeted populations by removing individual students from the selection or packaging plan assignment process.

No matter how a student is packaged, a validation process must be performed to check that all federal eligibility rules, aggregate aid limits, fiscal fund balances and rules, award rules and limits, and packaging plan rules are met. In Mass Packaging and Auto Packaging this is done as part of the final step when the award package is given to a student. For manual awarding, you click the Validate button to initiate the validation process.

Once a student has been packaged, they can be notified of their award package using a financial aid award notification (FAN). The FAN is generated by assigning a communication to a student and using your choice of mail merge software. If awards change for a student, multiple FAN letters can be sent.

After being notified of their award package, if a student declines the financial aid offered or declines a category of aid, such as loans, you can make these changes using a mass action. Mass actions allow you to accept, cancel, or decline all or specific categories of aid of the student's awards.

After a student has been packaged, and throughout the aid year, you will want to view summary information regarding the student's awards and the disbursement of those awards. Several inquiry pages enable you to do this. You can also review anticipated aid to see which awards have not been disbursed.

See Also

Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Defining Packaging Plans, page 151

Prerequisites

Although you can award students manually, the most efficient way to package financial aid awards is with Auto Packaging and/or Mass Packaging. You are encouraged to set up the parameters needed for Auto Packaging and Mass Packaging to take full advantage of the Financial Aid system.

For manual awarding—assigning individual awards to students, one student at a time—you must set up your defaults (installation defaults and aid processing rule sets), financial aid item types, aggregate aid limits, disbursement plans and disbursement split codes, award adjustment reasons, and award messages for Financial Aid Notification letters.

See Also

Chapter 6, "Setting Up Auto Packaging and Mass Packaging," page 129

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 12

Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 99

Chapter 5, "Setting Up Packaging Basics," Setting Up Aggregate Aid, page 82

Chapter 5, "Setting Up Packaging Basics," Defining Disbursement Plans and Split Codes, page 75

Chapter 5, "Setting Up Packaging Basics," Setting Up Award Messages, page 96

Chapter 5, "Setting Up Packaging Basics," Preparing for Early Financial Aid Offers, page 121

Understanding Online Awarding and Auto Packaging

The Award Entry component is used for most online Manual and Auto Packaging situations. The awards are entered on the Student Aid Package page. The Need Summary page is part of the award entry component so you can see how each award affects unmet need and total aid amounts. The totals are updated on the Need Summary page after the Validation process takes place. The Term Summary page in the component allows you to view the student's Financial Aid Term and term budget information.

An overview of the online manual awarding and Auto Packaging processes precede the page description. The Student Aid Package page is used for both online manual awarding and Auto Packaging.

Certain fields have tips and/or directions for entering a Pell Grant award in Note boxes located below the field description. Pell Grants can be calculated by the system when validation is run if you set the award offer amount to zero dollars.

This section discusses:

- Use online manual awarding.
- Use auto packaging.

- Use need summary.

See Also

Chapter 23, "Special Cases and Considerations in Packaging," Awarding Pell Grants, page 859

Using Online Manual Awarding

Manual awarding is done by populating the tabs on the Student Aid Package page and inserting additional rows of awards as desired. You can have the Validation process populate the Offered amount for an award by leaving the Offered field at zero and validating the award. For example, if you want the Validation process to determine the correct Pell Grant amount for a student, you enter the Pell Grant financial aid item type, leave the offer amount at zero, and click the Validate button. During validation, the Pell Grant amount is calculated based on the student's eligibility and institutional rules. This amount is returned to the page along with the scheduled disbursements.

After you have entered all the awards for a student, you must run the Validation process before you can post the awards to the award tables. Validation checks that the student is eligible for the awards entered and that no packaging rules have been violated. Validation includes edits for minimum and maximum award limits, aggregate limits, fiscal fund availability, federal eligibility, and financial aid item type rules. Validation may reduce an award amount or set an award amount to zero to comply with rules and limits. Validation must be successful before the Posting routine can be run. Posting is the final processing step when you are manually awarding students.

Manual awarding can be combined with Auto Packaging. If you do not want a manually entered award to be discarded when the Auto Packaging process runs, it must be locked by selecting the Lock check box. The Auto Packaging process discards all unlocked awards when you run it, and these same financial aid item types may be re-awarded if the award is included in the packaging plan. The exceptions to this rule are those awards of a financial aid item type that has disbursement protection activated that have been at least partially disbursed; the Auto Packaging process preserves these awards but reduces the award amount to the amount that has been disbursed. Another exception is when the Packaging routine is processing awards in active/passive mode (such as multi-career packaging, multiple award period processing, or Pell-only repackaging); Auto Packaging does not cancel awards processed in passive mode.

Using Auto Packaging

To use the Student Aid Package page for Auto Packaging, you must have established packaging plans. Auto Packaging assigns awards to a student based on the rules of the selected packaging plan. With Auto Packaging the system does the awarding for you. Auto Packaging can be combined with manual awarding by changing the awards entered by the packaging plan or adding additional awards.

When you Auto Package a student, the process assigns awards based on the selected packaging plan and validates the awards all at once. Validation checks that the student is eligible for the awards given and that no packaging or financial aid item type rules have been violated. Validation includes edits for minimum and maximum award limits, aggregate limits, fiscal fund availability, federal eligibility, and financial aid item type rules. Validation may reduce an award amount or set an award amount to zero to comply with rules and limits. After Auto Packaging, if you make no changes to the awards, you can post the awards to the award tables directly. If you make manual changes to any awards after you Auto Package, you must validate all the awards (using the Validate button) to be sure the student is still eligible for the changed or new awards.

Warning! If you repackage locked and/or disbursed awards using Auto Packaging, PeopleSoft recommends that you post that set of awards *first* (click the Post button) *before performing any validation activity* and then click the Validation button. In other words, if the student has a set of locked and/or disbursed awards, and you repackage that student using Auto Packaging, click the Post button first. Do not a) click the Validate button immediately upon returning from Auto Packaging, or b) manually change the set of awards that was returned from Auto Packaging and click the Validate button. If you click the Validate button before posting a set of awards that was returned from Auto Packaging, it can potentially compromise that synchronization between Offer and Accept amounts as well as produce a different award than anticipated.

Note. If the student *does not* have a set of locked and/or disbursed awards, and you repackage that student using Auto Packaging, you may manually change that set of awards and/or click the Validate button immediately after Auto Packaging without needing to post that set of Auto Packaged awards first.

Using Need Summary

The Need Summary page displays the student's Cost of Attendance (COA), Pell COA, Alternate Pell COA, Expected Family Contribution (EFC), federal and institutional need, federal and institutional award totals, need-based aid award totals, federal methodology (FM) and institutional methodology (IM) special need/cost aid award totals, unmet need, and unmet COA.

The Need Summary page displays the prorated EFC (federal) and institutional EFC values for a student. The EFC values are then used to determine the student's need. When using different application data sources for packaging, it is important to understand how the EFC and need are affected by different packaging data source selections. Here are two scenarios to illustrate the point:

Scenario 1: When the packaging data source on the Financial Aid Defaults page equals *Fed Only, Fed, Inst,* or *Inst, Fed* and only federal data exists for the student, if you award a financial aid item type with an institutional packaging methodology, the financial aid item type is awarded based on the institutional need. But, if you do not have institutional application data and analysis, institutional need equals institutional COA, because the institutional EFC is 0.00 USD. This means the Packaging routine awards institutional financial aid item types up to the institutional COA.

Scenario 2: When the packaging data source on the Financial Aid Defaults page equals *Inst Only, Fed, Inst,* or *Inst, Fed* and only institutional data exists for the student, if you award a financial aid item type with a federal packaging methodology, the financial aid item type is awarded based on the federal need. But if you do not have federal application data and analysis, federal need equals federal COA, because the federal EFC is 0.00 USD. This means the Packaging routine awards federal financial aid item types up to the federal COA.

If your institution uses IM for early awarding—in October, as an example—and you want to include estimated federal awards, set the Packaging Methodology field on the FA Item Type 2 page for your federal financial aid item types to *Institutional Methodology.* This allows the packaging processes to use the same need calculation for all the awards; since you only have institutional data you want to be using institutional need. When the federal aid year begins—January 1—you *must* change the Packaging Methodology field back to *Federal* for all your federal financial aid item types. You must also make sure that the student has application data that is compatible with the packaging data source you indicated on the Financial Aid Defaults page.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Awarding and Rounding Rules, page 102

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Installation Level Defaults, page 13

Awarding Online

This section discusses how to:

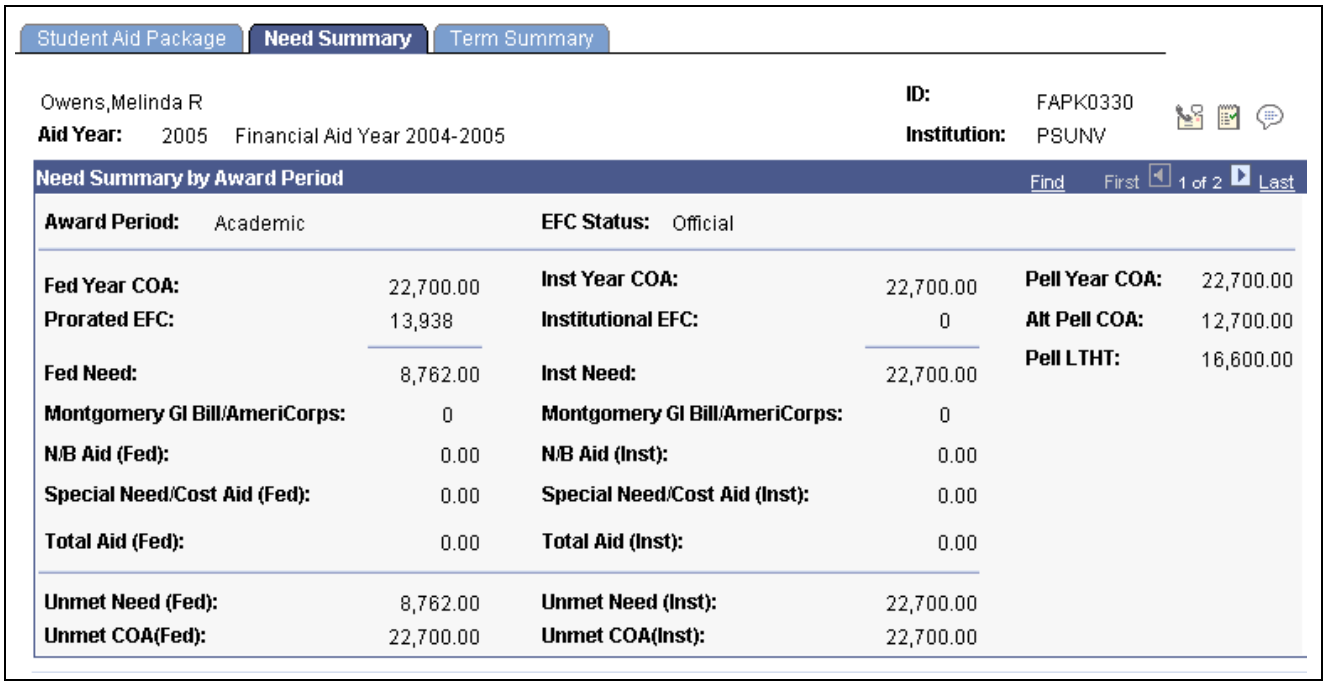
- View need summary information.
- View term summary information.
- Use Auto Packaging.
- View award disbursement detail.
- Document award adjustments.
- Award students manually.
- Use professional judgment.

Pages Used to Award Online

Page Name	Object Name	Navigation	Usage
Need Summary	STDNT_AWARD_NEED	Financial Aid, Awards, Awards Processing, Assign Awards to a Student, Need Summary	View need summary information for a student.
Term Summary	STDNT_TERMDATA_SUM	Financial Aid, Awards, Awards Processing, Assign Awards to a Student, Term Summary	View budget and Financial Aid term information by term. Each term has a distinct career tied to it.
Student Aid Package	STDNT_AWARD_ENTRY3	Financial Aid, Awards, Awards Processing, Assign Awards to a Student, Student Aid Package	Provides the ability to either use auto packaging or online manual awarding. Auto Packaging can be combined with online manual awarding in the same awarding session.
Award Disbursement Detail	STDNT_PKG_DISB_SEC	Click theDisbursement link on the Student Aid Package page, Manual Student Packaging page, or Professional judgment page.	View award disbursement ID detail as well as create custom split amounts and customize loan fee amounts.
Packaging Message	PKG_MESSAGE_SEC	Click the Message link on the Student Aid Package page, Manual Student Packaging page, or Professional judgment page.	View the reason why a particular financial aid item type failed or was reduced by validation or Auto Packaging.
Award Adjustment	AWARD_ADJUST_SEC2	Click the Reason link on the Student Aid Package page, Manual Student Packaging page, or Professional judgment page.	Document award adjustments by assigning an award adjustment reason to any adjusted award Action.
Manual Student Packaging	STDNT_AWARD_ENTRY5	Financial Aid, Awards, Award Processing, Assign Departmental Awards, Manual Student Packaging	Award students manually. Prohibits the use of auto packaging.
Professional judgment	STDNT_AWARD_ENTRY4	Financial Aid, Awards, Award Processing, Invoke Professional Judgment, Professional Judgment	Use professional judgment to override all rules (including federal and aggregate rules) except for fiscal limits when awarding financial aid. Award students without a budget. All item types awarded from this component will be set to locked.

Viewing Need Summary Information

Access the Need Summary page.



Need Summary page

Award Period — View the different award periods *(Academic* or *Non-Standard)* by using the scroll arrows.

EFC Status (expected family contribution status) — The status of the prorated EFC: *Official, Rejected,* or *Unofficial.*

Fed Year COA (federal year cost of attendance) and **Inst Year COA** (institutional year cost of attendance) — The federal or institutional COA for the award period.

Prorated EFC and **Institutional EFC** — The prorated EFC and the institutional EFC are the EFCs adjusted for the number of months from the Budget Duration on the FM (Prorated) or IM (institutional) extension record—entered on the Global and Federal Options page and the IM Value Parms 1 page, respectively.

Fed Need (federal need) and **Inst Need** (institutional need) — The federal or institutional COA minus the EFC. This is the student's financial aid need.

Montgomery GI Bill / AmeriCorps — This field displays the amount you entered on the Veteran's Education Benefits page. The same amount is entered in the federal and institutional columns.

N/B Aid (Fed/Inst) (need-based aid federal/institutional) — The amount of need-based aid awarded to the student. This is determined by the Meet Need/Cost attribute of the financial aid item type.

Special Need/Cost Aid (Fed/Inst) (special need/cost aid federal/institutional) — The amount of special need/cost aid awarded to the student. This is determined by the Meet Need/Cost attribute of the financial aid item type. Special need/cost aid always reduces the student's need first, then replaces the student's EFC.

Total Aid (Fed/Inst) (total aid federal/institutional) — The total amount of aid awarded for federal and institutional calculations. This is N/B Aid plus Special Need/Cost Aid.

Unmet Need (Fed/Inst) (unmet need federal/institutional) — The Fed/Inst Need minus Total Aid.

Unmet COA (Fed/Inst) (unmet COA federal/institutional) — This is the Fed/Inst Year COA minus Total Aid.

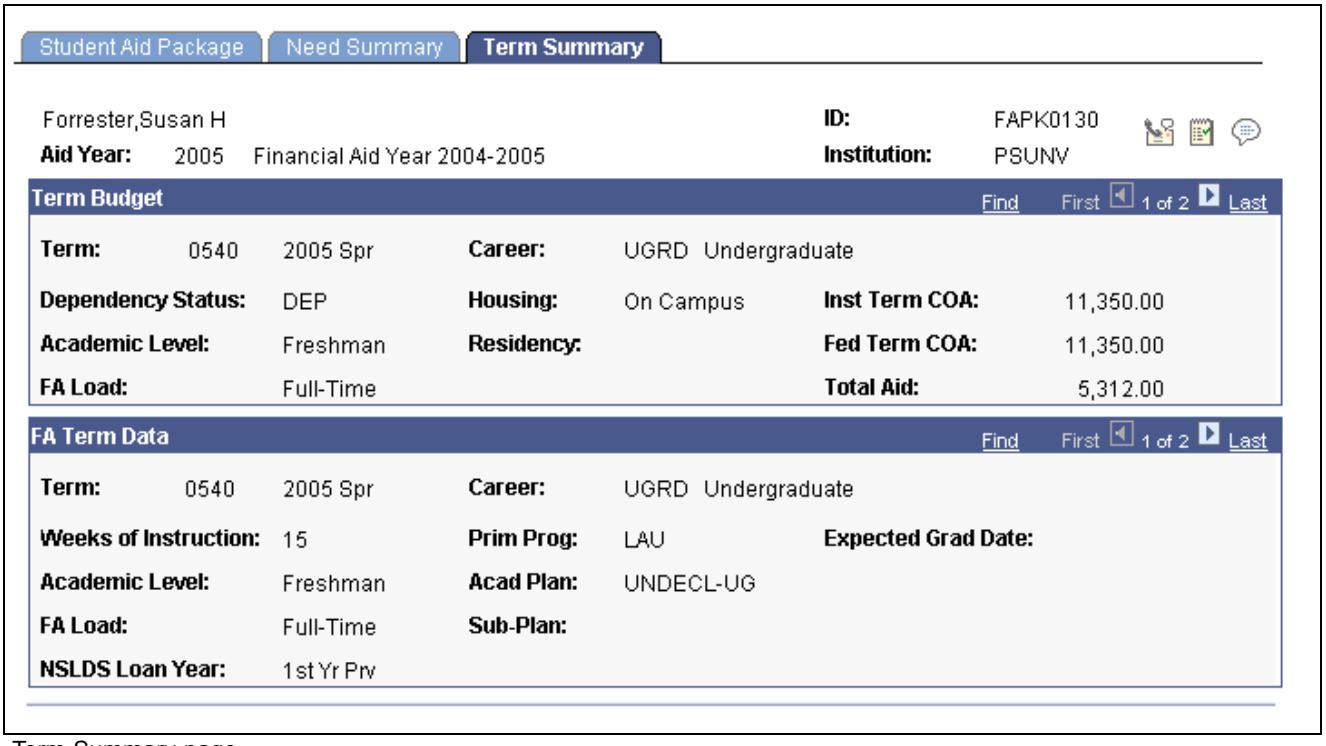
Pell Year COA — The student's COA calculated by adding up the budget items that have an associated Pell category. This COA is used when calculating Pell Grant awards using the Regular Federal Pell Grant Schedule.

Alt Pell COA — The COA used when determining if a student's Pell award should be calculated using the Alternate Pell Grant Award Schedule. This COA is calculated by adding up budget items that have associated Pell categories of *Tuition, Child Care,* and *Disability.*

Pell LTHT (Pell less than half-time) — Displays the Pell less than half-time amount. The system determines which Pell annual COA to use when calculating each term Pell award. If the term enrollment is less than half time, the system uses the less than half-time Pell annual COA to determine the Pell award.

Viewing Term Summary Information

Access the Term Summary page.



Term Summary page

The Term Budget group box displays the term and the corresponding career. Use the scroll arrows to see each term within the aid year. The following fields are also displayed.

Dependency Status — Indicates if the student is a dependent or independent student.

Academic Level	The student's academic level for the term and career. Academic level comes from the Financial Aid Term data.
FA Load	The financial aid load for the term and career shown. Financial aid load can be full-time, 3/4-time, half-time, and less than half-time.
Housing	Displays the housing option specified by the student on the ISIR, like on campus or off campus.
Residency	Displays whether a student is considered a state resident or not. This value comes from the residency data in personal data.
Inst Term COA (institutional term COA)	This is the term-based institutional cost of attendance by career.
Fed Term COA (federal term COA)	This is the term-based federal cost of attendance by career.
Total Aid	This is the total of all disbursements for all awards within the given term. This value is derived by adding all the disbursements for different awards that fall in the same term.

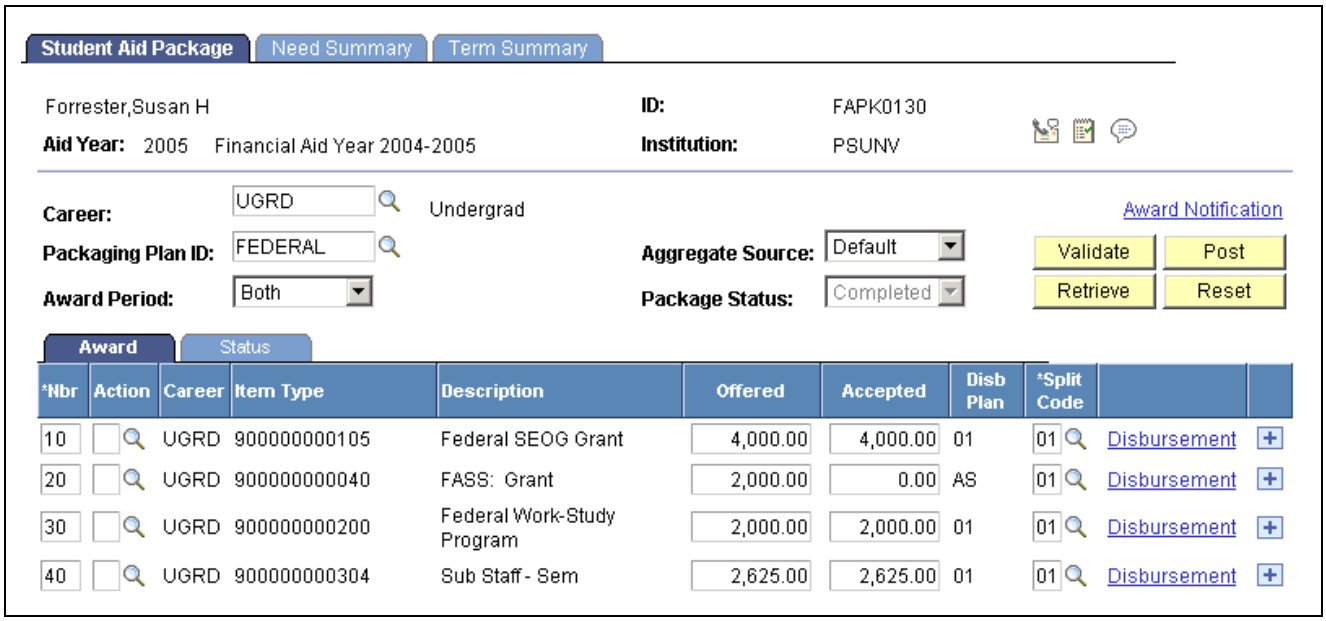
The FA Term Data group box displays data for the term from the Financial Aid Term component. Use the scroll arrows to see each term within the aid year.

See Also

Chapter 14, "Managing Financial Aid Terms," Building a Financial Aid Term, page 369

Using Auto Packaging

Access the Student Aid Package page.



Student Aid Package page: Award tab

Note. Click the tabs in the scroll area to access multiple views of this page. We document fields common to all views first.

Common Page Information

Career

The active career for the student to be used for packaging at this time. If the student only has one career, it is defaulted into the field. Choose from among the current valid careers for the student—defined on the Financial Aid Term record, which you can change on the FA Term page—and careers for which the student has received any financial aid awards.

Once you select a career, do not change this field until after you click the Post button or the Reset button. This prevents you from changing awards for more than one career at a time.

Only the packaging plans and disbursement plans associated with the active career are available during this awarding session.

Note. If the student has only one career for the aid year, that career defaults into the Career field and you do not need to select a career.

Packaging Plan ID

The packaging plan you want to use to package the student. Only packaging plan IDs that match the student's career are available.

Award Period

Provides the Packaging routine with the intended award period processing mode for the award period that you are currently packaging. The routine uses this information to determine automatically which existing awards are active or passive. The award period you select functions like the packaging plan award period attribute in the determination of passive/active mode for existing awards. When the Packaging routine employs passive/active mode processing, you can treat the awards in one award period (academic) as passive awards while awarding the other award period (non standard). The Packaging routine does not modify or repackage passive awards; it preserves them, unlike active awards that are subject to change. However, the Packaging routine still includes the award amounts of passive awards in determining remaining annual aggregate limits or other eligibility requirements and in updating need summary balances.

Once you select an award period, the Packaging routine evaluates the disbursement plan/split code pattern for each of the existing posted awards and determines if the pattern matches or falls within the selected award period mode. The Packaging routine then makes the rows of passive awards unavailable, indicating that these awards cannot be modified by either you or the Packaging routine. All other awards can be modified.

Once you have selected the award period for a student, you must complete your activity for the selected award period. Validate and post the awards or click the Reset button to clear the results before you can select a new award period for that student.

Both: You are currently packaging the student for both award periods. This is the default value. The Packaging routine reevaluates all existing awards, processing all awards as active awards. When you select *Both,* all awards are available for reevaluation.

Academic: You are currently packaging the student for the academic award period (AAP) only. The Packaging routine reevaluates only existing awards whose disbursement plan/split code patterns indicate that they are for the AAP or for both award periods. The Packaging routine processes all other existing awards as passive awards.

Non-Std (non standard): You are currently packaging the student for the non standard award period (NSAP) only. The Packaging routine reevaluates only existing awards whose disbursement plan/split code patterns indicate that they are for the NSAP or for both award periods. The Packaging routine processes all other existing awards as passive awards.

Aggregate Source

This field allows you to set the Aggregate Source to assess a student's lifetime aggregate aid history during the awarding and packaging process. You can set the Aggregate Source at the financial aid installation default level and on the Packaging Status Summary in addition to each of the award page components.

Default: Directs awarding and packaging to use the Aggregate Source value set at the FA Installation level.

NSLDS: Directs the awarding and packaging to use NSLDS aggregate totals that have been loaded and pushed into the aggregate tables.

PS: Directs awarding and packaging to use aggregate undergraduate and graduate totals that have been completely maintained by the institution and Financial Aid packaging process.

Note. An *Aggregate Used* field is also provided on the Packaging Status Summary page. *Aggregate Used* captures the exact Aggregate Source used in the most recent awarding or packaging for this student.

Package Status

This field is known as the Aid Processing Status field on the Financial Aid Status page (Financial Aid, View Financial Aid Status). Various financial aid processes automatically update the packaging status. You can manually change the package status after award posting, and you must save your change before exiting the page. You can use the package status to set the packaging status to a value other than *Completed* after you have posted an award. For example, if a Department Award is manually awarded and then you want to use Mass Packaging, you would want to set the package status from *Completed* back to *Ready to Package.*

Applied: The student has applied for financial aid. This value is automatically populated when you load a financial aid application like an ISIR or a PROFILE application.

No Electronic Application: No electronic application has been received.

Packaging Completed: The student's award package has been posted. The Posting routine automatically updates the field to this value.

Ready for Counselor Review: The student should be or is currently being reviewed by a financial aid counselor.

Ready for Packaging: The student is ready for packaging.

Retrieve

Click to run Auto Packaging. The awards associated with the packaging plan appear in the Award and Status tabs. If a student is not eligible for an award in the packaging plan, the award amount is set to zero, and a Message link is available. If non-zero awards are returned a disbursement link appears displaying the scheduled disbursements for the award.

Awards that are not locked on the Student Aid Package page are canceled when Auto Packaging is performed, with the exception of already disbursed awards of a financial aid item type that has disbursement protection activated.

Note. When you click the Retrieve button, you can receive the following error message: "The assignment to the specified field failed." This indicates that one of the student's award amounts exceeds the size of the Offered and Accepted fields. This error can occur when the student receives the term limit maximum 999,999.00 USD for multiple terms in an aid year. The resulting award amount (if there are two term, 1,999.998.00 USD) is larger than the field.

Validate

Click this button during manual packaging when you are ready to have the award package checked by the Validation process. Run the Validation process after you enter each award or after you enter all awards. During validation all eligibility rules, aggregate limits, minimum and maximum award limits, fiscal fund availability, and financial aid item type rules are checked. When determining the maximum award limit, the Validation process uses the lowest maximum award limit from the maximum limits set at the item type, financial aid item type, aggregate aid limit, fiscal item type, and packaging plan levels. The Validation process uses the lowest minimum award limit from the minimum limits set at the item type, financial aid item type, and packaging plan levels.

The Validation process may cancel an award or lower the award amount to comply with established rules and limits. If validation fails on any award, a Message link appears in the award row. Validation may also reduce an award amount or set an award amount to zero. Any awards that are assigned a zero dollar amount when you run Auto Packaging are removed during posting. When you are manually packaging a student, you can have the Validation process populate the correct award amount based on the student's eligibility and institutional rules by entering a zero amount for the award. An award must be successfully validated before you can post the award.

During Manual Packaging, the Validation process does not impose restrictions on offering Unsubsidized Stafford loans before you award students their full Subsidized Stafford eligibility. You are responsible for offering students their full Subsidized Stafford eligibility before offering Unsubsidized Stafford loans.

Post

Click to save the award information and update the student award tables. If any award fails to post, an error message is displayed and none of the awards are posted. If you do not post the student's awards before leaving the page, the awards are not saved.

Note. If you award two instances of the same item type where one instance of the item type has aggregate levels associated with it and the other instance does not have aggregate levels associated with it, the Award Posting routine returns an error. For federal item types, you must cancel the instance that does not have the aggregate levels associated with it and re-award the instance with associated aggregate levels. For item types that are not designated as federal, any award that has previous matching aggregate level history is rejected if there is no matching level limit record. You also receive this message, "No matching aggregate level limit for a defined aggregate table." You must then correct the error by either eliminating the aggregate history for the level or by re-establishing level limits for that award.

Reset

This button refreshes the page with any previously posted awards and removes any awards you attempted to make on the page before posting during the

awarding session. Posted awards are not removed. Click this button to validate new awards and see what effect the new awards might have toward the existing package before you post them.

Nbr (number) The sequence number is automatically assigned in increments of ten when awards are entered. Click in the field to modify the sequence number and to change the number. You can control the order of new or existing awards by using a sequence number in between two existing sequenced awards. Duplicate sequence numbers are not permitted. The sequencing of awards is always preserved throughout the packaging session of the student.

All awards for the passive career(s) are sequenced to the top of the packaging sequence. These passive awards are not changed regardless of need or other changes in the student's record.

Action Select the action being taken on the award. When initially entering a new award, the choices are *B—Offer/Accept, O—Offer,* or *X—Discard.*

Once an award has been posted, the available choices are *A—Accept, B—Offer/Accept, C—Cancel, D—Decline,* and *O—Offer.*

Any change to an award action is logged in the Award Activity Log, which can be viewed on the Award Activity page.

A—Accept: Accepts an award that has been offered to the student. If a student wants to accept less than the new offered amount — for an item type that is not a loan — the student can use the action A.

B—Offer/Accept: Use when you are initially offering an award to a student for which an explicit acceptance from the student is not needed (such as grants, scholarships, and so on). If you select this option and modify the existing award, the system automatically changes the accepted amount to the offered amount of the existing award. If you increase an existing award, the system replaces the accepted amount with the new offered amount. Similarly, the same behavior takes place for reduced awards.

C—Cancel: Cancels the award, but retains the award entry with a zero amount in the list of awards for that student. If you cancel an award, the award amount is reduced to zero, and the need summary and related award and fiscal pages are updated.

D—Decline: Declines the award, but retains the award entry with a zero amount in the list of awards for that student. If you decline an award, the award amount is reduced to zero, and the need summary and related award and fiscal pages are updated.

O—Offer: Offer the award to the student. The accepted amount is zero.

X—Discard: Deletes the award row when validation is performed if the award has not been posted. For example, you would use this status if you entered an award in error or you decided not to award the student a particular financial aid item type.

Career This field displays the career for which you made the award. This indicates which career is associated with each award.

Item Type The financial aid item type ID for the award you want to award.

Award Tab

See the above exhibit for an example of this tab.

Description Description of the financial aid item type. This populates when you tab out of Item Type.

Offered The amount you want to offer the student for this award. If no amount is entered during Manual Packaging and the action is *O* or *B,* the Validation process assigns an optimal award amount based on the student's eligibility, the student's financial need, the aggregate aid limits, and the financial aid item type limits.

For Pell Grants, leave the offered amount at zero dollars to have the Validation process calculate the Pell Grant amount for the student based on the latest ISIR transaction, Pell COA, Alternate Pell COA, nine-month EFC, and the student's FA Load value for each term. If you enter an amount for a Pell Grant, the Validation process may adjust it depending on the student's eligibility.

Note. If you want to award a Pell Grant amount calculated using ISIR data other than the latest ISIR, enter the amount in Offered. In order for your Pell Processing information to match, you need to go to the Financial Aid Status page and click the PELL link to view the Pell Information page. Once in the Pell Information page, you can select the Transaction number and effective date which matches the ISIR you used to calculate the Pell Grant award amount.

Accepted This is the amount of the award the student accepts. If the Action was *Offer/Accept,* this amount is automatically entered and matches the offered amount.

Note. You can decrease an award to an amount less than what has already been disbursed by manually entering an amount in the Accepted field that is less than the sum of the individual disbursed amounts for the award. The Packaging routine then determines a new set of scheduled disbursements based on the defined even split option or disbursement percentage associated with the award.

Disb Plan (disbursement plan) Select a disbursement plan for the award. If the financial aid item type has a default disbursement plan defined at either the financial aid item type or the packaging plan level, that value is defaulted in this field.

Split Code Select a split code. Only split codes associated with the selected disbursement plan are available. If the financial aid item type has a default split code defined at either the financial aid item type or the packaging plan level, that value is defaulted in this field.

Disbursement This link appears once you have validated an award. Click to access the Award Disbursement Detail page and view the terms, number of disbursement IDs, and amounts per disbursement ID as well as create custom split amounts and customize loan fee amounts.

Note. Before reinstating a previously canceled Pell Grant award, you must change the Custom Split Code from *XX* to the designated disbursement plan ID for the student. You can then click the Validation button to have the Pell Grant award amount recalculated.

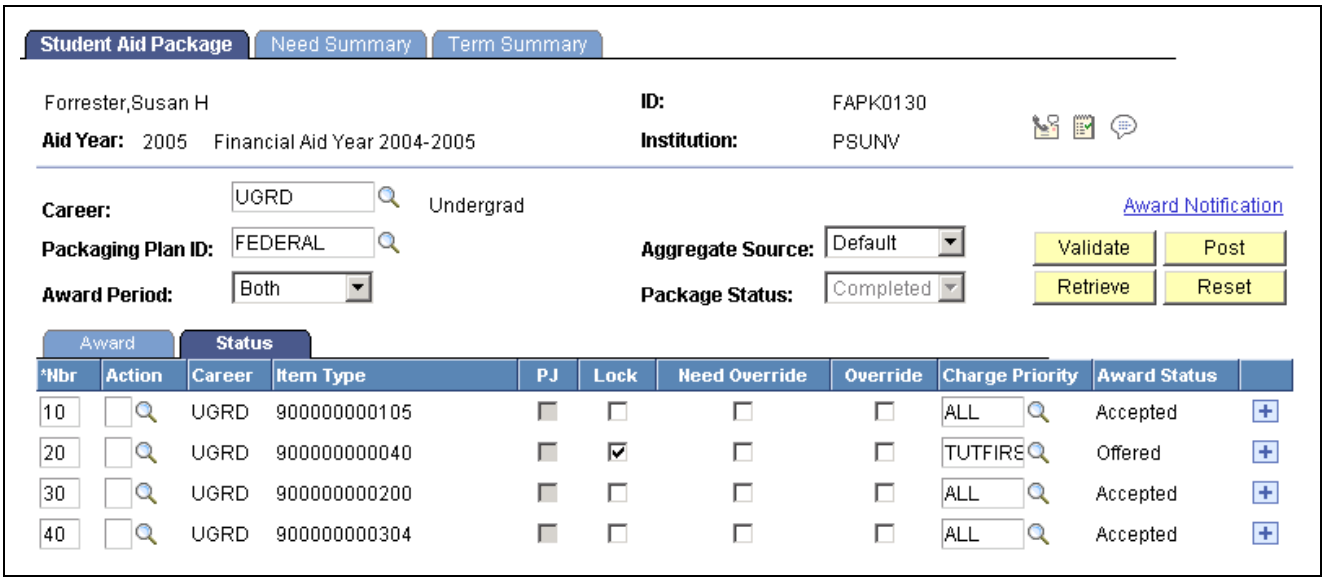
Message This link appears if there is a message generated by validation or Auto Packaging. Click to access the Packaging Message page and view the reason why a particular financial aid item type failed or was reduced by validation or Auto Packaging.

Packaging Message page

Note. If you select a disbursement for three terms but only have valid Financial Aid Terms for two of the terms, how the award is treated depends on whether you selected the Missing Term Enrollment - Split evenly across valid term option for the financial aid item type. If you selected this option, then the system splits the award equally among the valid terms. If you did not select this option, the system splits the award amount as follows. (Similar calculations would occur for a four-term disbursement where only two or three Financial Aid Terms were valid.) 1) The three terms would have disbursement splits of 20%, 40%, and 40%. The percentages associated with the valid terms are added together. For example, 20% + 40% = 60% 2) To calculate each valid term's award amount, the term disbursement split (20% or 40%) is divided by the percentage calculated in #1 to get the percentage which is applied to the award amount. For example, 20% divided by 60% = 0.3333 (33.33%) and 40% divided by 60% = 0.6667 (66.67%). The award amount multiplied by 0.3333 = first term award amount and award amount multiplied by 0.6667 = second term award amount. If you want an award split equally between the two valid Financial Aid Terms, select a two term disbursement plan.

Status Tab

Select the Status tab.



Student Aid Package page: Status tab

PJ (professional judgment) This check box is selected if an existing award was added or modified using professional judgment. This check box is display only. You can manually modify awards that have this check box selected; if you use Auto Packaging, the award is not modified.

See Chapter 22, "Awarding and Packaging Students," Using Professional Judgment, page 787.

Since professional judgment awards can be manually modified on this page, anyone with access to this page—not just those with access to the Professional Judgment page—can modify professional judgment awards. Members of your staff may not realize an existing award is a professional judgment award unless they check the Status page. For example, when a staff member reviews a student's award package, she sees that the student has an existing 10,000.00 USD award. The initial view of the Student Aid Package page does not indicate whether this award was made using professional judgment. To determine if the award was made using professional judgment, she should click the Status tab to see if the PJ check box is selected before modifying the award. You may want to address this issue during staff training, and advise your staff members to proceed cautiously.

Lock Select to prevent the award from being overwritten by the Auto Packaging or Mass Packaging process and to override the financial aid item type level award amount limits. Manually locking an award does not allow you to override the fiscal, aggregate, and equity limits, and any federal or legal rules or limits. You can also set a global lock at the financial aid item type level. Doing this always sets the award to locked when performing Manual, Auto, or Mass Packaging. An example of an award you might want to lock is an award from a private source that should not be altered by another packaging process.

Need Override Select to prevent the system from changing the award amount when the student's need changes. The check box is only available for awards associated with the active career. When this check box is selected, only fiscal limits and aggregate rules are applied during validation. When this check box is selected, you do not need to select the Lock or Override check boxes because their functionality is effectively included when you select Need Override.

Override	Select to allow the award amount to exceed the award amount limits defined for this financial aid item type. The override does not allow award amounts to exceed legal limits, available fiscal funds, or aggregate limits.
Charge Priority	Select the type of charge you want this award to pay. The list contains the charge priority lists set up at your institution. If your institution has defined a charge priority list for the financial aid item type, it defaults in this field. See *PeopleSoft Enterprise Student Financials 8.9 PeopleBook*, "Completing Student Financials General Setup," Defining Charge Priority List Rules.
Award Status	The current status of the award. The award status can be *Offered, Accepted, Canceled,* or *Declined.*
Adjustment Reason	If you adjust an award action, this link appears immediately after the Award Status field. Click to access the Award Adjustment page and enter the reason for the adjustment.

Warning! If you repackage locked and/or disbursed awards using Auto Packaging, PeopleSoft recommends that you post that set of awards *first* (click the Post button) *before performing any manual modification activity* requiring you to click the Validation button. In other words, if the student has a set of locked and/or disbursed awards, and you repackage that student using Auto Packaging, click the Post button first. Do not a) click the Validate button immediately upon returning from Auto Packaging, or b) manually change the set of awards that was returned from Auto Packaging and click the Validate button. If you click the Validate button *before posting* a set of awards that was returned from Auto Packaging, it can potentially compromise that synchronization between Offer and Accept amounts as well as produce a different award than anticipated.

Note. If the student *does not* have a set of locked and/or disbursed awards, and you repackage that student using Auto Packaging, you may manually change that set of awards and/or click the Validate button immediately after Auto Packaging without needing to post that set of Auto Packaged awards first.

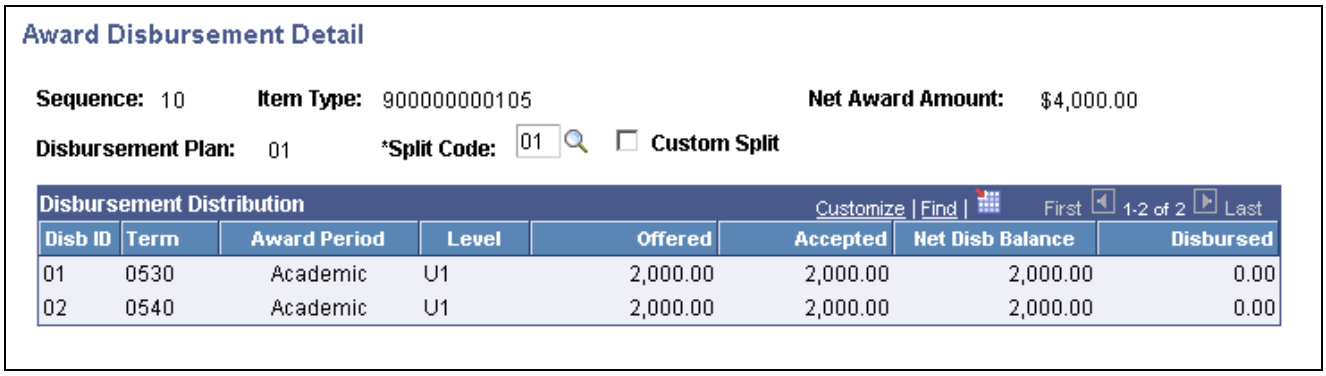
See Also

Chapter 5, "Setting Up Packaging Basics," Defining Disbursement Plans and Split Codes, page 75

Chapter 23, "Special Cases and Considerations in Packaging," Processing Awards for Multiple Award Periods Employing Passive/Active Mode, page 875

Viewing Award Disbursement Detail

Access the Award Disbursement Detail page.



Award Disbursement Detail page

Sequence The sequence number of this award.

Item Type The financial aid item type of this award.

Net Award Amount The award amount minus any fees, such as loan fees.

Disbursement Plan The disbursement plan selected for the award.

Split Code The split code selected for the award. If the Custom Split check box is selected, or if this is an award that originated as multiple entries with the same disbursement plan but different split codes, or if this is a Pell Grant generated by a default Pell award rule of *FA Enrollment, FA Load,* or *FA Enrollment,* this field displays *XX* to indicate a custom split is being used.

Custom Split Select to manually define a disbursement split rather than use a predefined split code. Then manually enter in the Offered amounts for each term. The dollar amounts for each term cannot exceed the total amount of the award. Validation must be run after any custom split codes are entered so loan fees can be recalculated and redistributed.

Custom Loan Fee This check box appears if the award financial aid item type is defined as a loan and the award has been accepted. Select the check box to make the Offer Loan Fee and Net Disb Balance (net disbursement balance) fields available. Enter the custom loan fee amounts in the Offer Loan Fee field for each term. The Net Disb Balance changes based on the amount you enter in the Loan Fee field.

Once a custom loan fee is entered, it is preserved unless the loan award amount changes. You do not need to use the Lock or Override check boxes to ensure that the custom loan fees are preserved.

Note. If the Offer Amount and/or Accept Amount of a loan is changed on an award entry page, the Accept Loan Fee amounts are reset to the default loan fee amounts by the Packaging routine. After validating the new loan amounts, re-enter the custom loan fee amounts if you want to have custom loan fees for the new loan amount.

Loan processing can also update an award's loan fee amount as a custom loan fee if the loan fee returned by the Lender or trading partner is different from the established fee for the loan. If Loan Processing changes the loan fee amount, the Custom Loan Fee check box is selected but is not available.

See Chapter 25, "Processing CommonLine Loans," Moving CL 4 Inbound Files From Staging Tables to the Database, page 995.

The following fields are displayed in the Disbursement Distribution group box. Some fields are available for editing as noted.

Disb ID (disbursement ID) Identifies each separate disbursement for the award.

Term The term in which the disbursement ID is disbursed.

Award Period The award period, academic or non standard, of the term.

Aggr Lvl (aggregate level) The student's aggregate level for the disbursement ID.

Offered The amount of the total offered amount scheduled for this disbursement ID.

Accepted The amount of the total accepted amount scheduled for this disbursement ID.

Offer Loan Fee The portion of the total loan fee, based on the total offered amount, assigned to this disbursement ID. This field appears only for loan financial aid item types and becomes available when you select the Custom Loan Fee check box.

Offer Rebate The portion of the Direct Lending loan interest rebate for the offered amount assigned to this disbursement ID. This field appears only for Direct Loan financial aid item types.

Accept Loan Fee The portion of the total loan fee, based on the total accepted amount, assigned to this disbursement ID. This field appears only for loan financial aid item types.

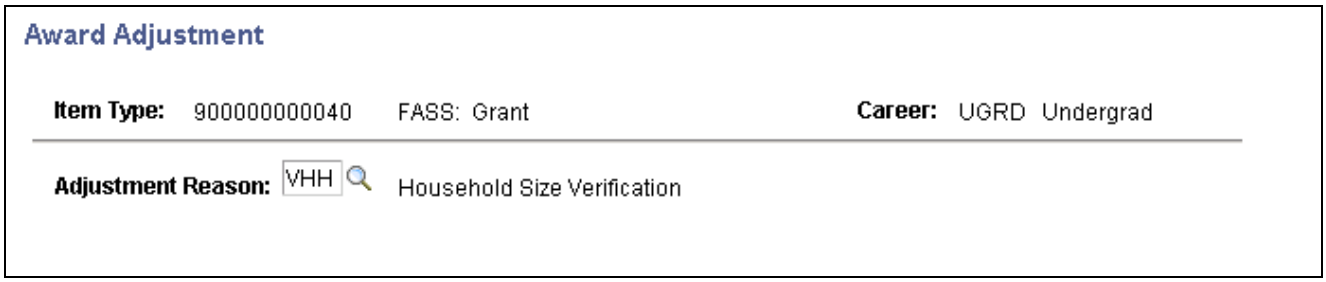
Accept Rebate The portion of the Direct Lending loan interest rebate for the accepted amount assigned to this disbursement ID. This field appears only for loan financial aid item types.

Net Disb Balance (net disbursement balance) The Accepted amount for the disbursement ID plus the Accept Rebate amount minus the Accept Loan Fee for the disbursement ID. If there are no loan fees or interest rebates, the net disbursement balance is the same as the Accepted amount. This field becomes available when you select the Custom Loan Fee check box.

Disbursed The amount disbursed to the student for this disbursement ID.

Documenting Award Adjustments

Access the Award Adjustment page.



Award Adjustment page

You can use award adjustment reasons for reporting and statistical purposes. You define the award adjustment reasons during setup.

Adjustment Reason Select the appropriate reason from the list of reasons you created on the Award Adjustment Reasons page.

Loan Reason This field appears only if you are adjusting a loan. Only enter a value in this field if you are adjusting a previously certified loan. Select a loan reason to explain the reason for the adjustment. Loan reasons are intended for use with CommonLine post-guarantee adjustment processing, but the field is currently for informational purposes only.

Canceled: The previously guaranteed loan was canceled.

Change: Indicates a change in the student's information as the reason for adjusting the loan.

OverAward: Indicates a change in the loan to prevent an overaward.

Re-Issue: A request to the lender to reissue a loan that was previously reported canceled.

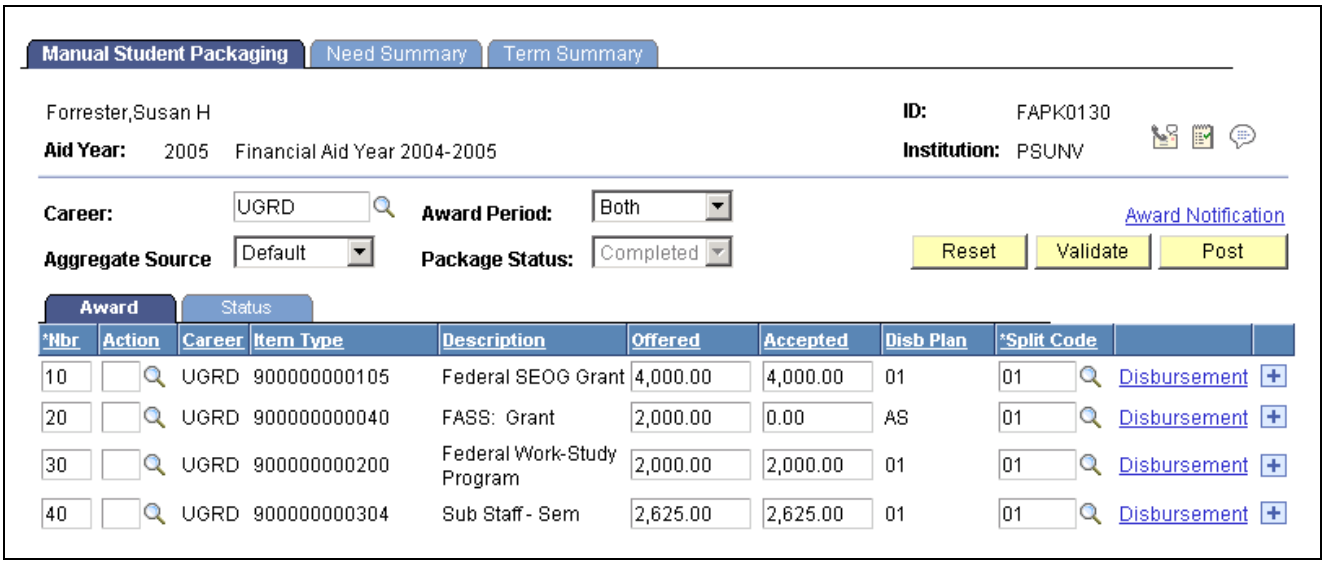
Withdrawal: Indicates the change to the student's loan amount is due to the student's withdrawal from the institution.

See Also

Chapter 5, "Setting Up Packaging Basics," Setting Up Award Messages, page 96

Awarding Students Manually

Access the Manual Student Packaging page.



Manual Student Packaging page

This page is identical to the Student Aid Package page except the Auto Packaging functionality is not available.

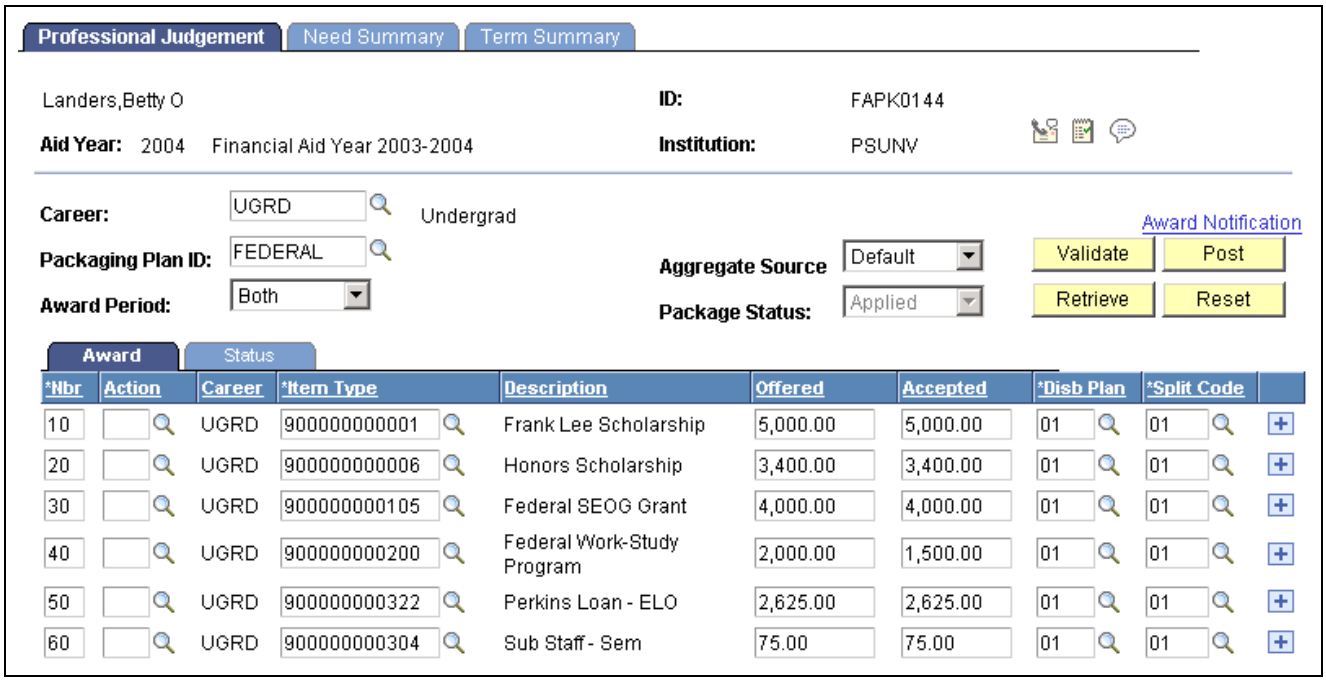
Other departments on campus can use this page to enter students' departmental awards, like academic or athletic scholarships. Using Item Type security, you can limit the choice of financial aid item types available for selection on the page.

See Also

Chapter 22, "Awarding and Packaging Students," Using Auto Packaging, page 776

Using Professional Judgment

Access the Professional Judgment page.



Professional Judgement page: Award tab

The fields on the Professional Judgement page correspond to those on the Student Aid Package page. Awards that you enter or adjust on this page have the PJ check box selected on the Student Aid Package and Manual Student Packaging page to indicate that the normal eligibility criteria and award limits were not applied to this award.

See Chapter 22, "Awarding and Packaging Students," Using Auto Packaging, page 776.

The Professional Judgement page allows you to override the Packaging routine's edits—financial aid item type rules, federal Aggregates (annual and lifetime), federal Eligibility Rules—when awarding a student. This override applies to awards that have the following actions taken:

- An award is manually entered on the Professional Judgement page.
- An existing award is changed on the Professional Judgement page.
- A change is made to an Auto Package award on the Professional Judgement page.

Since this page can be used to bypass all federal eligibility and awarding rules, careful thought should be given when granting security for this page.

Awards that you enter or modify on this page selected cannot be modified on any award entry pages except the Professional Judgement page.

Award Tab

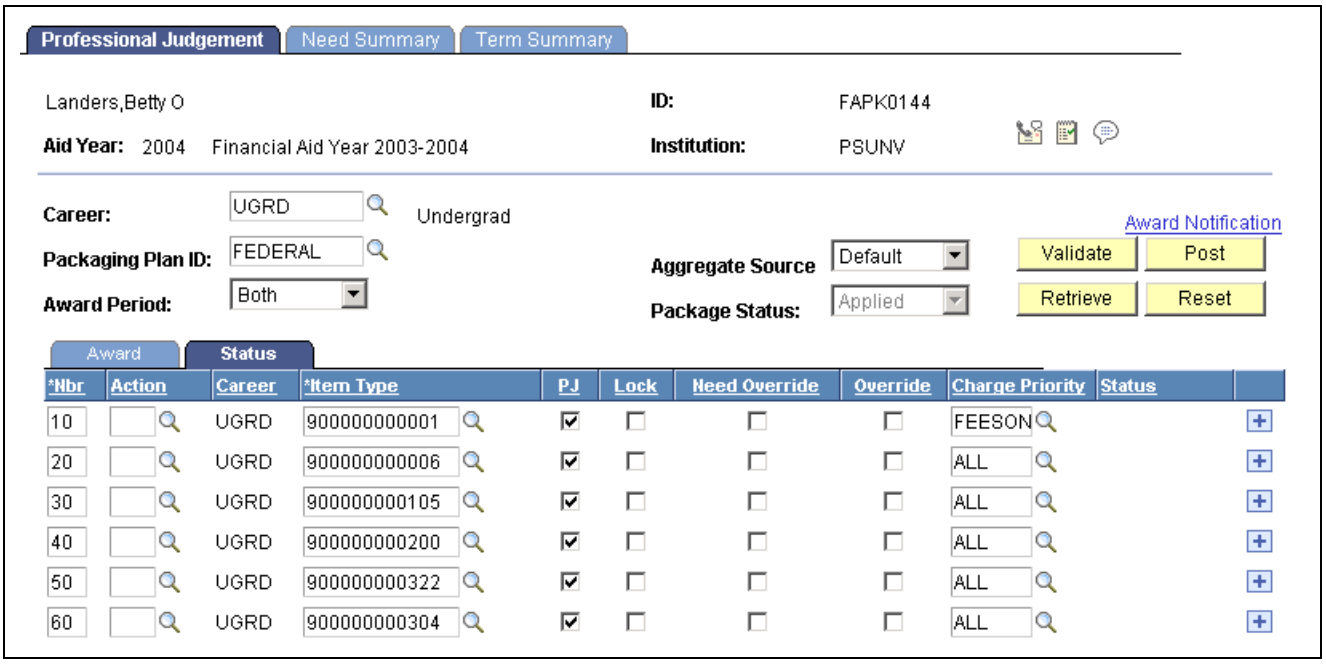
See the previous exhibit for this tab.

Select the Award tab.

When you use the Award tab on the Professional Judgement page to add a new manual award or to override the offered or accepted amount for an item type of an existing award, the system automatically selects the PJ check box on the Status tab on the Professional Judgement page.

Status Tab

Select the Status tab.



Professional Judgement page: Status tab

When you add a new award manually or override an existing award, the system selects the corresponding check box in the PJ column for the adjusted item type. You can clear this check box.

Understanding Mass Packaging

Using Mass Packaging, you can award financial aid for groups of students. A Mass Packaging query definition is used to identify the group of students being selected for Mass Packaging. You can then associate one or more packaging plans to that population. In addition, Mass Packaging enables you to evaluate your selected population and the packaging plan associated with each student before Mass Packaging takes place. The system selects the optimum packaging plan for each student based on the combination of your packaging equations and the processing order of the packaging plan. Then the system applies the packaging plan against those selected students, and the system awards each student based on the defined packaging plan rules.

There are three distinct processes that are run as part of Mass Packaging. The first process selects students to be included for Mass Packaging evaluation. The second process assigns packaging plans to students. The third process reviews the student's eligibility, the program rules, and other eligibility criteria and then awards financial aid to students using the assigned packaging plans. After the first and second processes, you have the opportunity to review the students being selected and the packaging plans being assigned to these students. You can also review the order in which the students will be packaged, again by packaging plan. Finally, you have an opportunity to delete unwanted students. The third process can be run in either live mode or in simulation mode to review expected packaging results. The term 'Mass Packaging' is used to refer to the three-step process described here. The term 'Mass Packaging process' is used to refer to the third step in Mass Packaging.

Before using Mass Packaging, you should think about what results you want the system to produce according to your institution's packaging philosophies. Think about what student attributes to use in the packaging equations to select the correct students for each packaging plan. Review the criteria each packaging plan uses to select students. It is possible some of the selected students cannot be matched to any of the packaging plans you have selected. A list of these students can be reviewed to determine why the students did not get matched. Adjust your equations to ensure these students are assigned to the proper packaging plans.

Note. You must have your packaging plans completely established before you begin any of the steps in Mass Packaging. Once you start Mass Packaging, do not make any changes to your packaging plans until you have run all three processes. If you make changes to your packaging plans, rerun the Mass Packaging processes starting with the selection process. Changing packaging plans after students have been selected or assigned to packaging plans may produce incorrect or undesirable results during the Mass Packaging process.

See Also

Chapter 6, "Setting Up Auto Packaging and Mass Packaging," Defining Packaging Plans, page 151

Using Federal Application Data or Institutional Application Data

Mass Packaging can be run using federal or institutional application data. There are separate pages for federal Mass Packaging and for institutional Mass Packaging; what distinguishes the two processes is which application data is used to determine the selection of students.

Mass Packaging, both institutional and federal, is affected by the value in the Packaging Data Source field on the Financial Aid Defaults page and the Aid Processing Rule Setup page. Mass Packaging and Institutional Mass Packaging use the packaging data source information at different times during the three step Mass Packaging process. In Mass Packaging, students are only selected if they have federal application data, regardless of the packaging data source selection. During the third step in Mass Packaging, the packaging data source is evaluated and compared to the need analysis application received for the student before the student is packaged. If an ISIR has not been received for the student, that student is bypassed by Mass Packaging if the packaging data source is *Federal,* and a background error is created. The Mass Packaging process continues to package students until it reaches the maximum number of background errors allowed.

Note. You may want to set your Background Errors Allowed field on the Financial Aid Defaults page to a number greater than one. If you do not increase this value, the Mass Packaging process stops after encountering only one error.

In Institutional Mass Packaging, the selection process—the first step in Mass Packaging—compares students' application data to the packaging data source. If the student's application data does not match the packaging data source selected on the Financial Aid Defaults page, that student is not included in the batch. During the third step in Institutional Mass Packaging, the packaging data source is evaluated and compared to the need analysis application received for the student before the student is packaged.

For example, if a student has PROFILE application data, but the packaging data source indicates a Need Access application, the student is not be selected for institutional Mass Packaging or by the Equation Processor for institutional values. Similarly, if a student has Need Access application data, but the packaging data source indicates federal application data, the student is not be packaged during Mass Packaging.

You can determine if Mass Packaging or Institutional Mass Packaging was successful by reviewing the Mass Packaging Summary page, which lists the number of students successfully packaged by the packaging plan used. To view more information about the students who were packaged by Mass Packaging and their awards, use the Awards Detail page, which lists all students who were successfully packaged. The number of background errors allowed by your setup and the number of students with errors determine how many successfully packaged students you see on the Mass Packaging Summary page and the Awards Detail page.

The Mass Packaging Errors page lists students who were not packaged because they did not have the same application data as the packaging data source, or if they had some other error, like no Financial Aid Term data.

See Also

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 12

Performing Mass Packaging Using Federal Application Data

This section discusses how to:

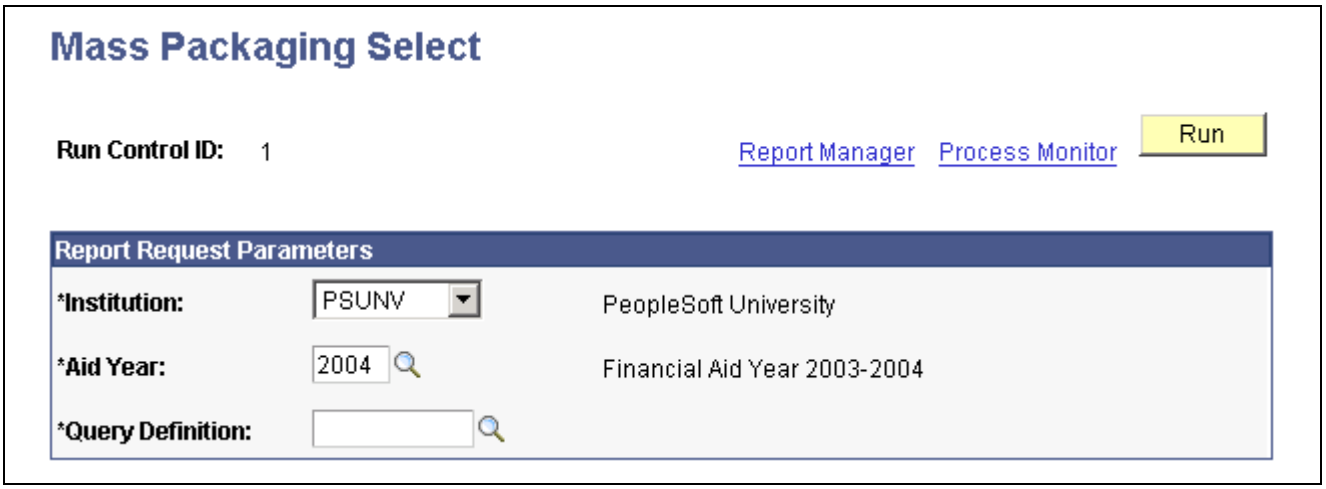
- Run Mass Packaging selection.
- Review students selected for Mass Packaging.
- Assign packaging plans to students.
- Review packaging plans assigned by query.
- Review packaging plans assigned by packaging plan.
- Process Mass Packaging.

Pages Used to Perform Mass Packaging Using Federal Application Data

Page Name	Object Name	Navigation	Usage
Mass Packaging Select	RUNCTL_FA_BPKG	Financial Aid, Awards, Mass Packaging, Select Students, Mass Packaging Select	Run mass packaging selection, which selects the students you defined in the query on the Mass Packaging Definition page. This is the first of the three processes for Mass Packaging.
Mass Packaging by Students	FA_BPKG_STDLIST	Financial Aid, Awards, Mass Packaging, View Results by Students, Mass Packaging by Students	Review a list of the student selected using the Mass Packaging query definition in the Mass Packaging Student Select process.
Mass Packaging Assign	RUNCTL_FA_BPKG_ASN	Financial Aid, Awards, Mass Packaging, Assign Plans, Mass Packaging Assign	Assign packaging plans by running the second step in Mass Packaging, associating a packaging plan (or series of packaging plans) to the students who have been selected for Mass Packaging.
Mass Packaging Plans by Query	FA_BPKG_PLANQRY	Financial Aid, Awards, Mass Packaging, View Results by Query	Review the packaging plans assigned to students, who are sorted by ID. You can also view students not assigned a packaging plan.
Mass Packaging Students by Plan	FA_BPKG_STDPLAN	Financial Aid, Awards, Mass Packaging, View Results by Plan	Review the packaging plans assigned to students sorted by the Sort Field designated on the Mass Packaging Assign page. This page displays one packaging plan at a time.
Mass Packaging Process	RUNCTL_FA_BPKG_PRC	Financial Aid, Awards, Mass Packaging, Process Mass Packaging	Process mass packaging. Initiate the eligibility review and award calculation routine, which is the third and last step in the Mass Packaging process.

Running Mass Packaging Selection

Access the Mass Packaging Select page.



Mass Packaging Select page

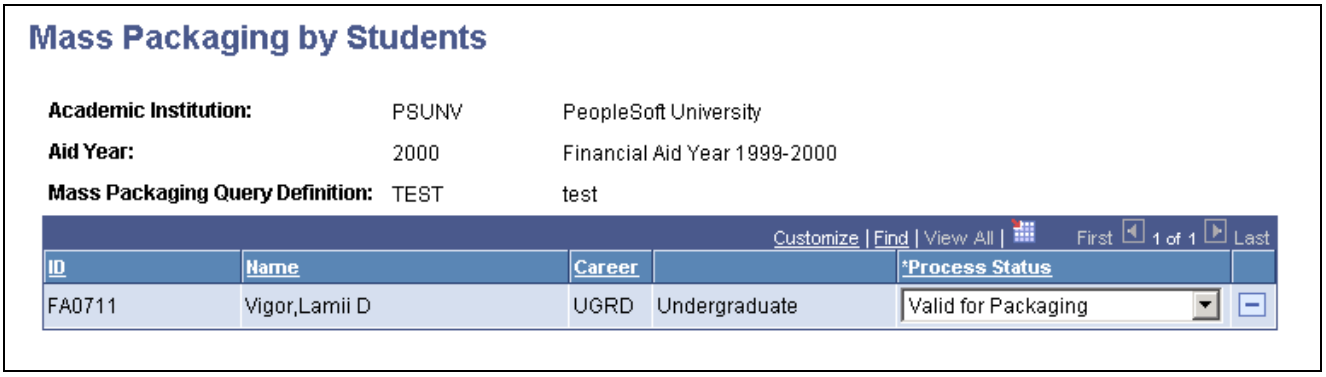
Institution and **Aid Year** Enter the institution and aid year for which to run Mass Packaging.

Query Definition Select the Mass Packaging query definition you want to use to select students for this Mass Packaging run. You can only choose from the query definitions defined on the Mass Packaging Definition page.

Run Run the Mass Packaging Student Select process (FAPPKSEL) when you are ready to select students.

Reviewing Students Selected for Mass Packaging

Access the Mass Packaging by Students page.



Mass Packaging by Students page

Process Status Indicates whether the student will be packaged with this batch of students in the next two steps of Mass Packaging.

Invalid for Packaging: The student is not included in this Mass Packaging run.

Valid for Packaging: The student is processed during this Mass Packaging run.

You can delete the student's row or change the Process Status to *Invalid for Packaging* to remove any students you do not want to be included in this packaging batch. If students have multiple careers, there is a row for each career for which they will be packaged.

Assigning Packaging Plans to Students

Access the Mass Packaging Assign page.

Mass Packaging Assign page

Select the Mass Packaging query definition that you are using to select your students for the current Mass Packaging run.

In the Packaging Plan Parameters group box, select one or more packaging plans the system should apply against the current group of students selected for Mass Packaging.

Career The career you select here determines the packaging plans available in the Plan ID field.

Plan ID The ID of the packaging plan to apply to eligible students in this Mass Packaging run. Only packaging plans associated with the selected career are available. It does not matter what order you list the Plan IDs on this page. If you list multiple packaging plans, the packaging plans are applied against the selected students based on the processing order defined for each packaging plan in the packaging plan setup. You can review the students and the packaging plans that have been associated with them after you run the process.

Sort Field Select a field on which to sort students within each plan. You must then choose to sort the students in either ascending or descending order. For example, you could sort students based on ascending EFC or descending federal need. The third step of the Mass Packaging process evaluates students in the order in which they are sorted. The following table lists the fields by which you can choose to sort students.

Sort Field Values	
Field Name	Field Name
ADJ_PAR_CONTRIB	FED_STDNT_CONTRB

Sort Field Values	
AGI_PAR	INST_EFC
AGI_STU	INST_NEED
EMPLID	INST_PARENT_CONTRB
FED_EFC	INST_STDNT_CONTRB
FED_NEED	PRORATED_EFC
FED_PARENT_CONTRB	TRANS_PROCESS_DT

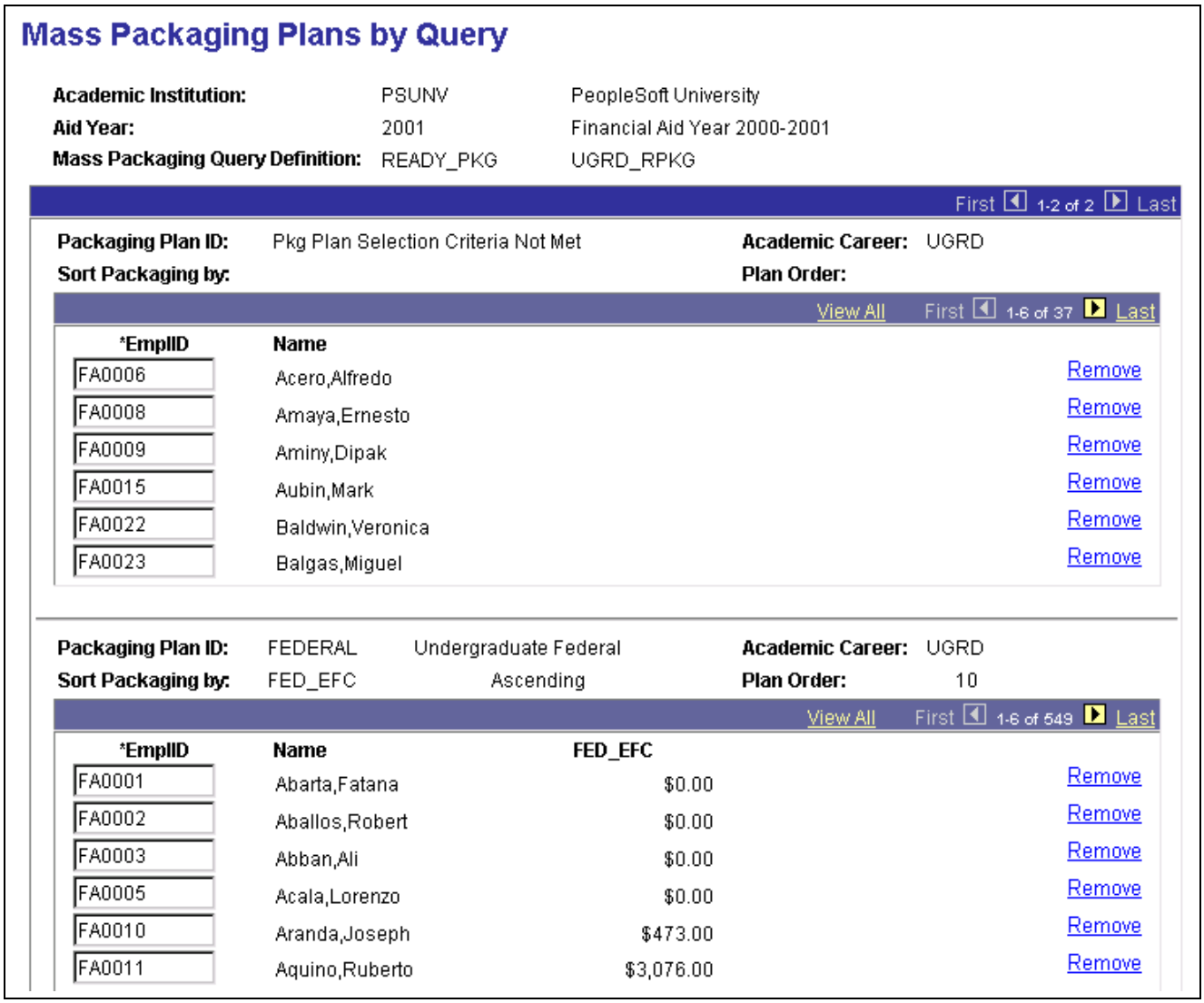
Asc (ascending) Select this option to have the students sorted in ascending order.

Desc (descending) Select this option to have the students sorted in descending order.

Run Run the Mass Packaging Plan Assignment process (FAPPKASN) when you are ready to assign packaging plans.

Reviewing Packaging Plans Assigned by Query

Access the Mass Packaging Plans by Query page.



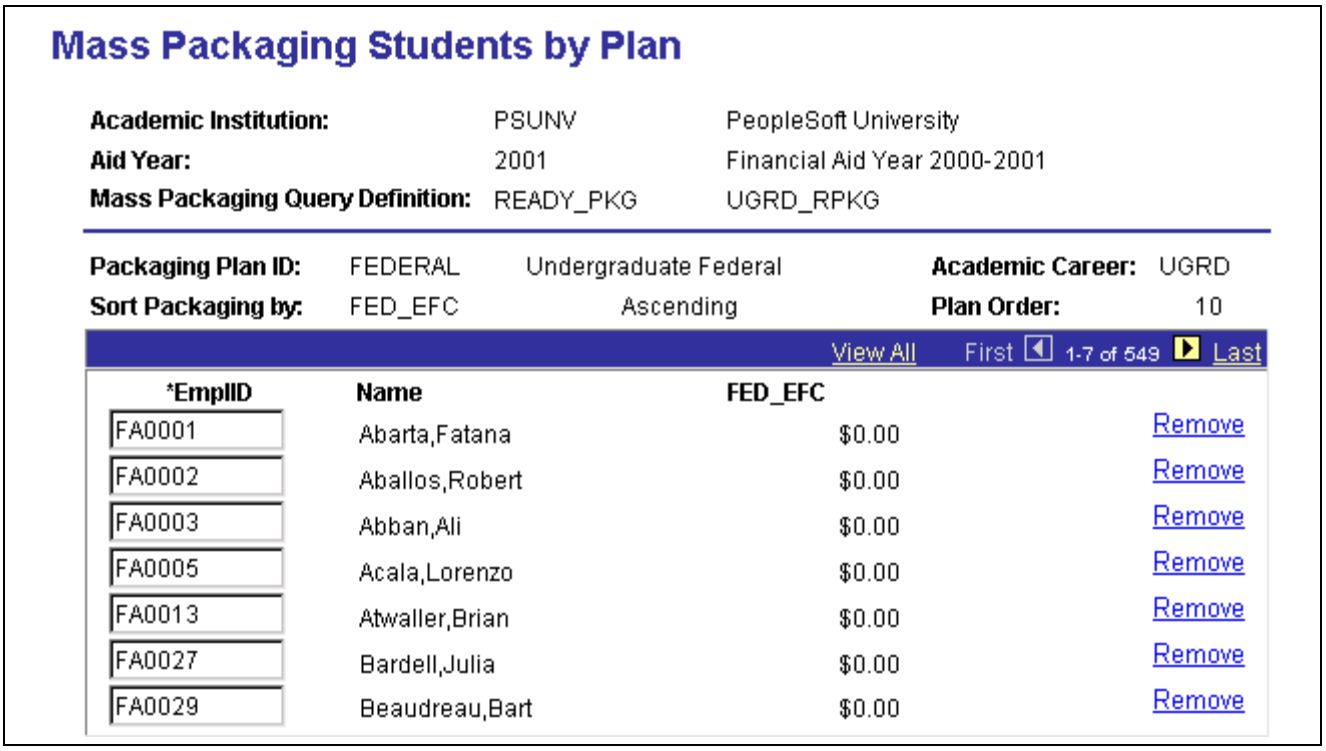
Mass Packaging Plans by Query page

To identify each packaging plan, the page displays three fields from the Mass Packaging Assign page—Packaging Plan ID, Academic Career, and Sort Packaging by— and the Plan Order from the packaging plan setup. The plan order is the processing order for the packaging plan. Use the scroll arrows to view the other packaging plan IDs used for this Mass Packaging session.

For each packaging plan, the page displays the students selected for the packaging plan in ascending ID order. The list provides the student's ID, name, and value for the field identified in the Sort Packaging by field (the name of the third column changes to match this field). Click Remove to remove a student from the list and prevent the student from being packaged during the final step of the Mass Packaging process.

Reviewing Packaging Plans Assigned by Packaging Plan

Access the Mass Packaging Students by Plan page.



Mass Packaging Students by Plan

Academic Institution:	PSUNV	PeopleSoft University
Aid Year:	2001	Financial Aid Year 2000-2001
Mass Packaging Query Definition:	READY_PKG	UGRD_RPKG

Packaging Plan ID:	FEDERAL	Undergraduate Federal	**Academic Career:**	UGRD
Sort Packaging by:	FED_EFC	Ascending	**Plan Order:**	10

View All First 1-7 of 549 Last

*EmplID	Name	FED_EFC	
FA0001	Abarta,Fatana	$0.00	Remove
FA0002	Aballos,Robert	$0.00	Remove
FA0003	Abban,Ali	$0.00	Remove
FA0005	Acala,Lorenzo	$0.00	Remove
FA0013	Atwaller,Brian	$0.00	Remove
FA0027	Bardell,Julia	$0.00	Remove
FA0029	Beaudreau,Bart	$0.00	Remove

Mass Packaging Students by Plan page

To identify each packaging plan, the page displays three fields from the Mass Packaging Assign page—Packaging Plan ID, Academic Career, and Sort Packaging by—and the Plan Order from the packaging plan setup. The plan order is the processing order for the packaging plan.

For each packaging plan, the page displays the students selected for the packaging plan, sorted by the field identified in the Sort Packaging by field. The list provides the student's ID, name, and value for the field identified in the Sort Packaging by field (the name of the third column changes to match this field). Click Remove to remove a student from the list and prevent the student from being packaged during the final step of the Mass Packaging process.

You can view students who were not assigned a packaging plan by selecting a career but no packaging plan when you open the page.

Processing Mass Packaging

Access the Mass Packaging Process page.

Select the MPkg Qry Defn (mass packaging query definition) you want to use to run the Mass Packaging process.

Select Simulation or Live as the mode for which you want to run this Mass Packaging. If you select Simulation, you can review the results before deciding to update all award tables. If you select Live, the process updates all award-related tables.

Note. It is highly recommended that you run the Mass Packaging process in Simulation mode at least once before running it in Live mode.

A student can receive one, none, all, or some of the awards defined in the packaging plan assigned to them. The system applies your institution's financial aid item type rules, federal eligibility rules, fiscal limits, and aggregate aid rules to determine whether the student receives a particular award as part of their package. The Mass Packaging process also determines award amounts, disbursement plans, and split codes for each award.

When you run the third step of the Mass Packaging process (including Institutional Mass Packaging) *in Live mode,* the process updates various tables including student awards, student disbursements, student aggregate history, loan information, fiscal item types, and the award activity log. If the Mass Packaging process encounters an error, the Posting process provides a message regarding the reason the student was not packaged and the student is displayed on the Mass Packaging Errors page. The Mass Packaging process continues packaging students and writing errors to the Mass Packaging Errors page until it reaches the number of errors allowed by the Background Errors Allowed field on the Financial Aid Defaults page. When the allowed errors limit is reached, the Mass Packaging process stops.

Note. Students whose award record encounters posting errors during Mass Packaging Live mode appear on the Mass Packaging Details component (Financial Aid, Awards, Mass Packaging) as well as the Mass Packaging Errors page. However, these students have not actually been packaged. The Mass Packaging Details pages displays the awards the student would have received if there were no posting errors.

Run the Mass Packaging process (FAPPKBKG) when you are ready to package students.

Performing Mass Packaging Using Institutional Application Data

This section discusses how to:

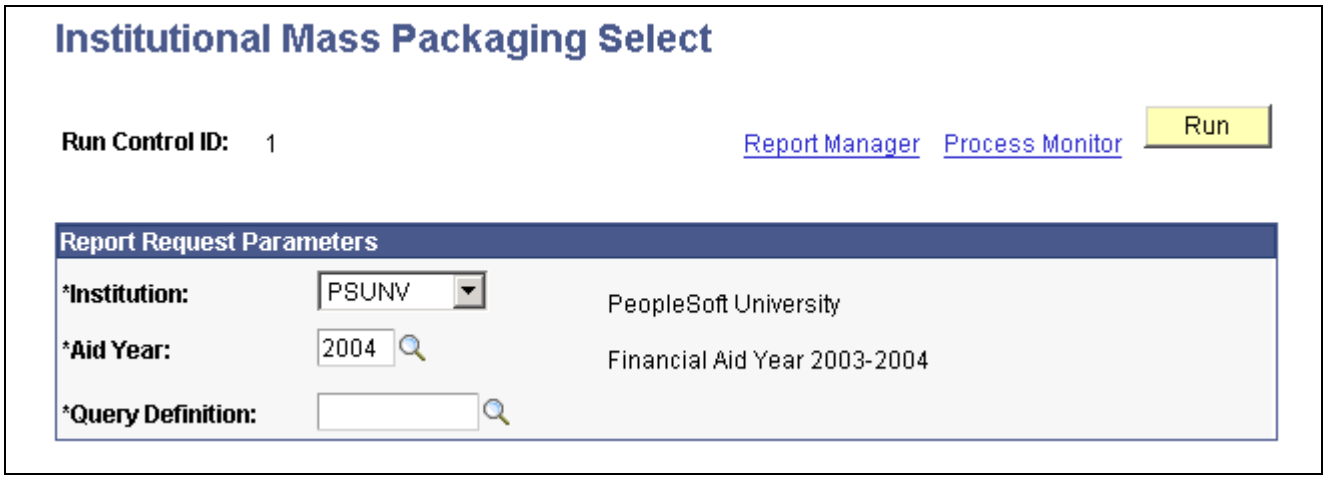
- Run Mass Packaging selection.
- Review students selected for institutional Mass Packaging.
- Assign packaging plans to students.
- Review packaging plans assigned by query.
- Review packaging plans assigned by packaging plan.
- Process Mass Packaging.

Pages Used to Perform Mass Packaging Using Institutional Application Data

Page Name	Object Name	Navigation	Usage
Institutional Mass Packaging Select	RUNCTL_FA_INST	Financial Aid, Awards, Institutional Mass Packaging, Select Students, Institutional Mass Packaging Select	Run mass packaging selection to select the students based on the institutional Mass Packaging query definition you created on the Inst Mass Packaging Definition page.
Institutional Mass Packaging by Students	FA_INST_STDLIST	Financial Aid, Awards, Institutional Mass Packaging, View Results by Students	Review a list of the student selected using the Mass Packaging query definition in the Inst Mass Pkging Stdnt Select (institutional Mass Packaging student select) process.
Institutional Mass Packaging Assign	RUNCTL_FA_BPKG_ASN	Financial Aid, Awards, Institutional Mass Packaging, Assign Plans	Assign packaging plans to students by running the process.
Institutional Mass Packaging Plans by Query	FA_INST_PLANQRY	Financial Aid, Awards, Institutional Mass Packaging, View Results by Query	Review the packaging plans assigned to students, who are sorted by ID. You can also view students not assigned a packaging plan.
Institutional Mass Packaging Students by Plan	FA_INST_STDPLAN	Financial Aid, Awards, Institutional Mass Packaging, View Results by Plan	Review the packaging plans assigned to students, who are sorted by the Sort Field designated on the Institutional Mass Packaging Assign page.
Institutional Mass Packaging Process	RUNCTL_FA_BPKG_PRC	Financial Aid, Awards, Institutional Mass Packaging, Process Mass Packaging	Process mass packaging. Initiate the eligibility review and award calculation routine, which is the third and last step in the Institutional Mass Packaging process.

Running Mass Packaging Selection

Access the Institutional Mass Packaging Select page.



Institutional Mass Packaging Select page

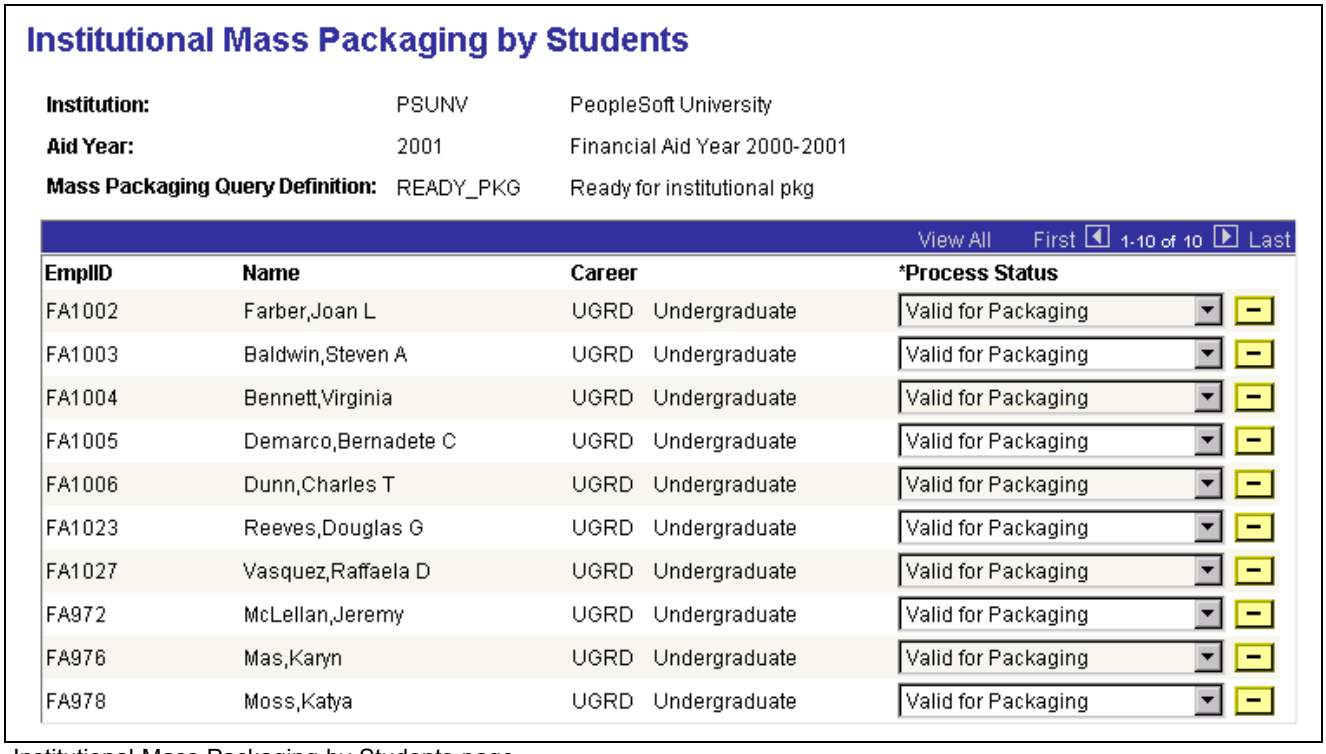
Institution and **Aid Year** Enter the institution and aid year for which to run Institutional Mass Packaging.

Query Definition Select the Institutional Mass Packaging query definition you want to use to select students for this Institutional Mass Packaging run. You can only select Institutional Mass Packaging definitions.

Run Run the Inst Mass Pkging Stdnt Select (institutional Mass Packaging student select) process (FAPPKSIN) when you are ready to select students for Institutional Mass Packaging.

Reviewing Students Selected for Institutional Mass Packaging

Access the Institutional Mass Packaging by Students page.



Institutional Mass Packaging by Students page

The system displays the Mass Packaging query definition you used to run the Inst Mass Pkging Stdnt Select process.

Process Status Indicates whether the student will be packaged with this batch of students in the next two steps of Institutional Mass Packaging.

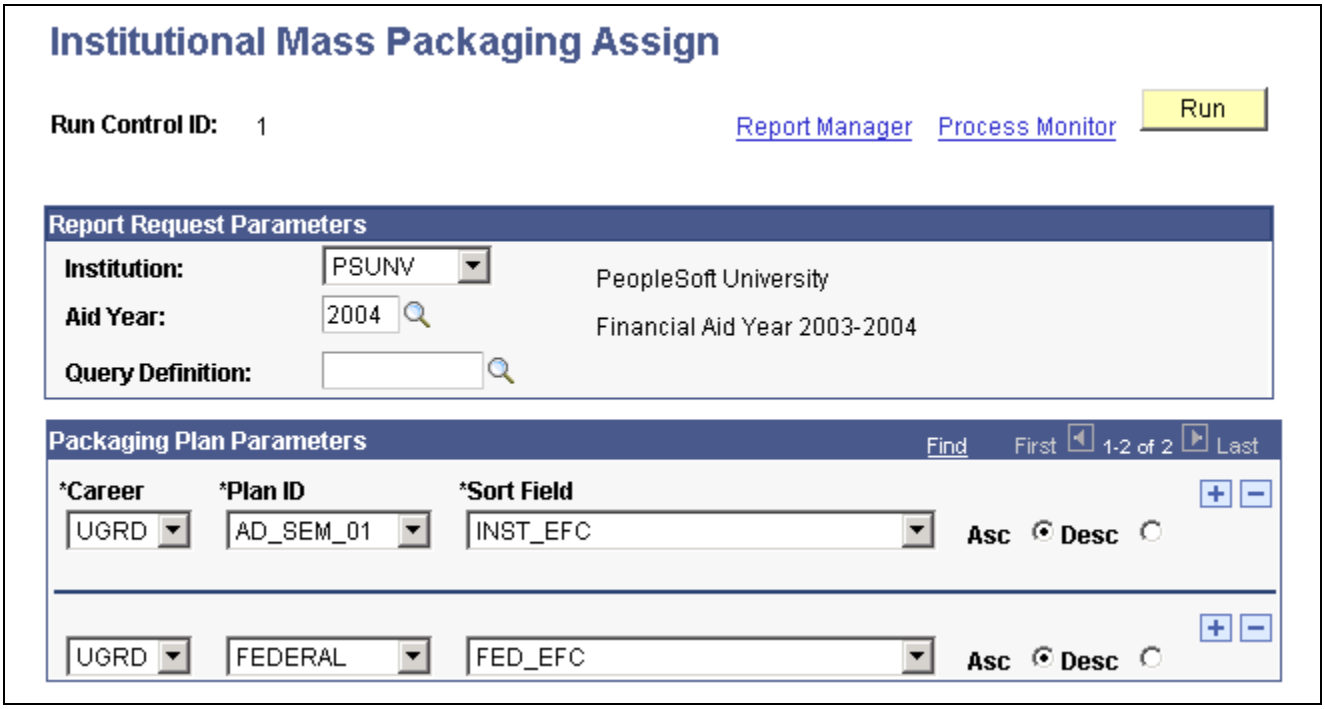
Invalid for Packaging: The student is not included in this Mass Packaging run.

Valid for Packaging: The student is processed during this Mass Packaging run.

You can delete the student's row or change the Process Status to *Invalid for Packaging* to remove any students you do not want to be included in this packaging batch. If students have multiple careers, there is a row for each career for which they will be packaged.

Assigning Packaging Plans to Students

Access the Institutional Mass Packaging Assign page.



Institutional Mass Packaging Assign page

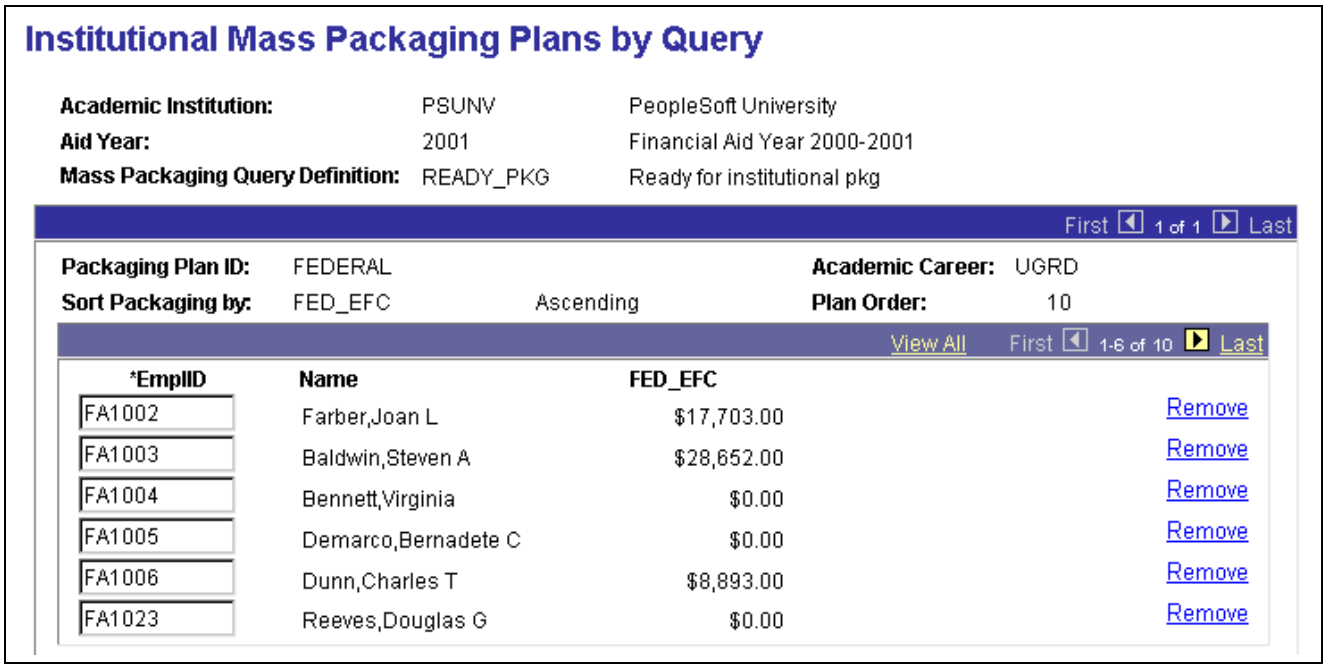
The field descriptions for the fields on this page are the same as those on the Mass Packaging Assign page.

See Also

Chapter 22, "Awarding and Packaging Students," Assigning Packaging Plans to Students, page 794

Reviewing Packaging Plans Assigned by Query

Access the Institutional Mass Packaging Plans by Query page.



Institutional Mass Packaging Plans by Query page

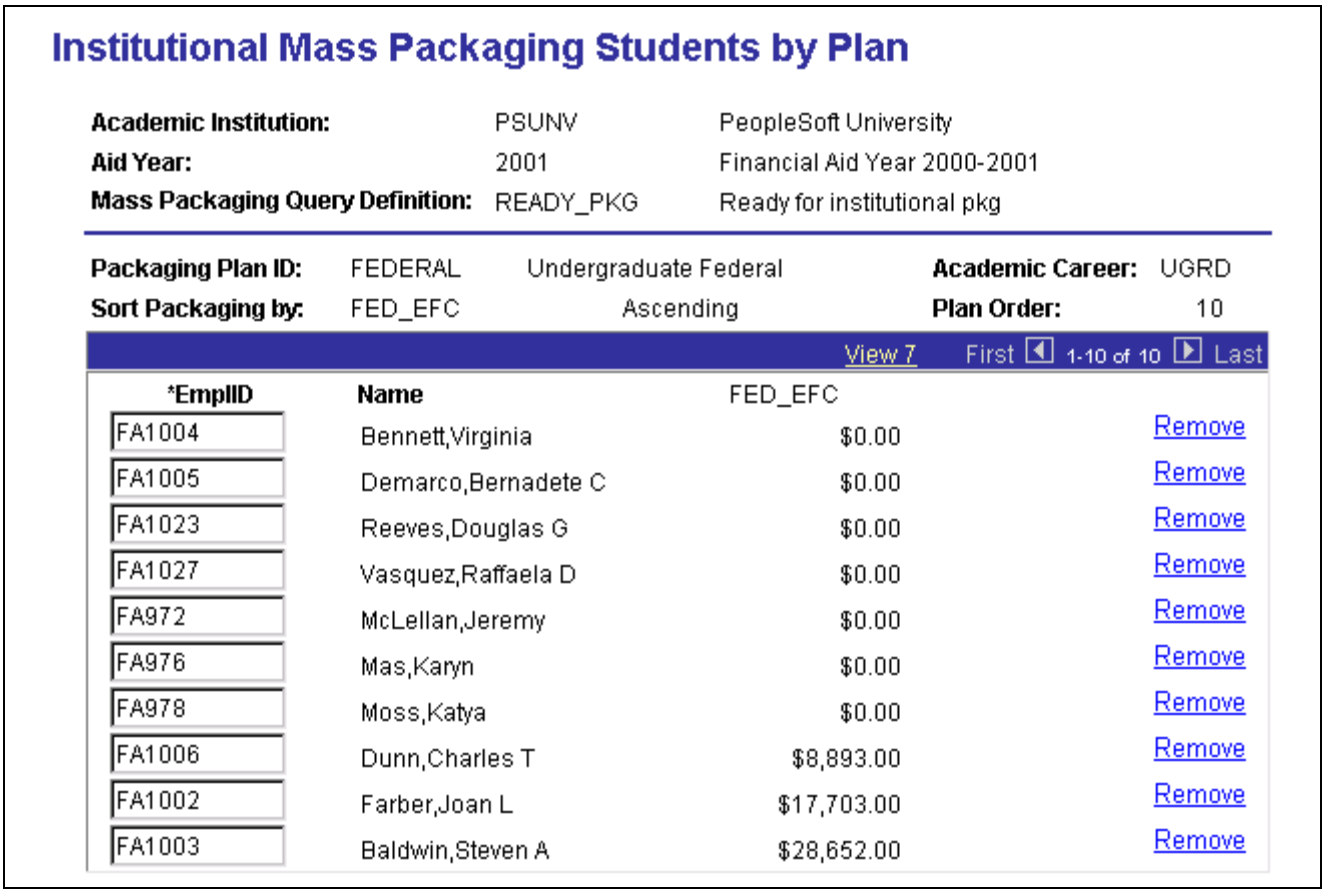
The field descriptions for the fields on this page are the same as those on the Mass Packaging Plans by Query page.

See Also

Chapter 22, "Awarding and Packaging Students," Reviewing Packaging Plans Assigned by Query, page 795

Reviewing Packaging Plans Assigned by Packaging Plan

Access the Institutional Mass Packaging Students by Plan page.



Institutional Mass Packaging Students by Plan

Academic Institution:	PSUNV	PeopleSoft University
Aid Year:	2001	Financial Aid Year 2000-2001
Mass Packaging Query Definition:	READY_PKG	Ready for institutional pkg

Packaging Plan ID:	FEDERAL	Undergraduate Federal	**Academic Career:**	UGRD
Sort Packaging by:	FED_EFC	Ascending	**Plan Order:**	10

View 7 First 1-10 of 10 Last

*EmplID	Name	FED_EFC	
FA1004	Bennett,Virginia	$0.00	Remove
FA1005	Demarco,Bernadete C	$0.00	Remove
FA1023	Reeves,Douglas G	$0.00	Remove
FA1027	Vasquez,Raffaela D	$0.00	Remove
FA972	McLellan,Jeremy	$0.00	Remove
FA976	Mas,Karyn	$0.00	Remove
FA978	Moss,Katya	$0.00	Remove
FA1006	Dunn,Charles T	$8,893.00	Remove
FA1002	Farber,Joan L	$17,703.00	Remove
FA1003	Baldwin,Steven A	$28,652.00	Remove

Institutional Mass Packaging Students by Plan page

The field descriptions for the fields on this page are the same as those on the Mass Packaging Plans by Query page.

See Also

Chapter 22, “Awarding and Packaging Students,” Reviewing Packaging Plans Assigned by Packaging Plan, page 796

Processing Mass Packaging

Access the Institutional Mass Packaging Process page.

The field descriptions for the fields on this page are the same as those on the Mass Packaging Process page.

See Also

Chapter 22, “Awarding and Packaging Students,” Processing Mass Packaging, page 797

Reviewing Mass Packaging Results

You can use these pages to view detailed information regarding the student's financial aid eligibility, need information, and specific award information. You can also view a list of students who were not packaged because they did not meet the selection criteria for any of the packaging plans used in the Mass Packaging process (federal or institutional).

This section discusses how to:

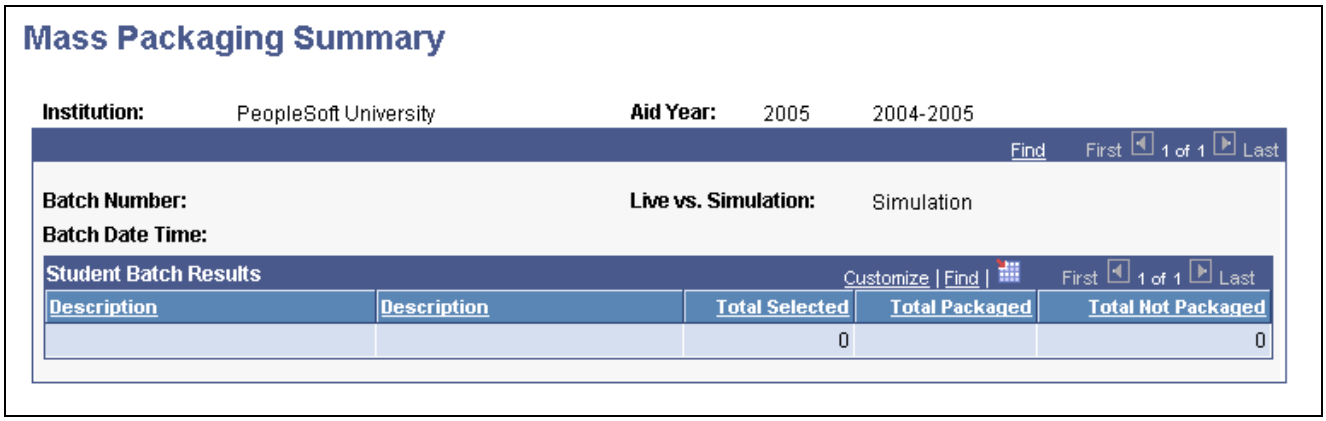
- Review Mass Packaging summary information.
- Review student eligibility and need information.
- Review student award information.
- Review Mass Packaging errors.

Pages Used to Review Mass Packaging Results

Page Name	Object Name	Navigation	Usage
Mass Packaging Summary	PKG_BATCH_SUMM	Financial Aid, Awards, Mass Packaging, View Mass Packaging Summary	Review the number of students selected for each packaging plan and those students packaged by the Mass Packaging process (federal and institutional).
Eligibility/Need	PKG_BATCH_STDNT	Financial Aid, Awards, Mass Packaging, View Mass Packaging Details, Eligibility/Need	Review a student's financial aid eligibility and need information based on the results of the packaging plan. This page displays information for a single packaging plan.
Awards Detail	PKG_BATCH_AWD	Financial Aid, Awards, Mass Packaging, View Mass Packaging Details, Awards Detail	Review detailed information about the awards that were packaged for a student as a result of the Mass Packaging process.
Mass Packaging Award Message	PKG_BATCH_MSG_SEC	Click the Message link on the Awards Detail page.	View the reason why the student did not receive this award.
Mass Packaging Disbursement	PKG_BATCH_DISB_SEC	Click the Disbursement link on the Awards Detail page.	View scheduled disbursement detail for an award.
Mass Packaging Errors	PKG_BATCH_ERR	Financial Aid, Awards, Mass Packaging, View Mass Packaging Errors, Mass Packaging Errors	Review students who were not packaged by any packaging plan and an explanation of why they were not packaged.
Mass Packaging Error Detail	PKG_BATCH_ERR_SEC	Click the Detail link on the Mass Packaging Errors page.	View the error message associated with the error code displayed on the Mass Packaging Errors page.

Reviewing Mass Packaging Summary Information

Access the Mass Packaging Summary page.



Mass Packaging Summary page

Batch Number The number assigned to the batch of students when you run the Mass Packaging process or Institutional Mass Packaging process.

Batch Date Time The date and time you ran the Mass Packaging process or Institutional Mass Packaging process for this batch of students.

Live vs. Simulation Indicates whether you ran the Mass Packaging process or Institutional Mass Packaging process in live or simulation mode.

Live: The Mass Packaging process or Institutional Mass Packaging process updated all award-related tables.

Simulation: You can review the results of the Mass Packaging process or Institutional Mass Packaging process, but award-related tables were not updated.

Packaging Plan ID Identifies the packaging plan used in the Mass Packaging run or Institutional Mass Packaging run.

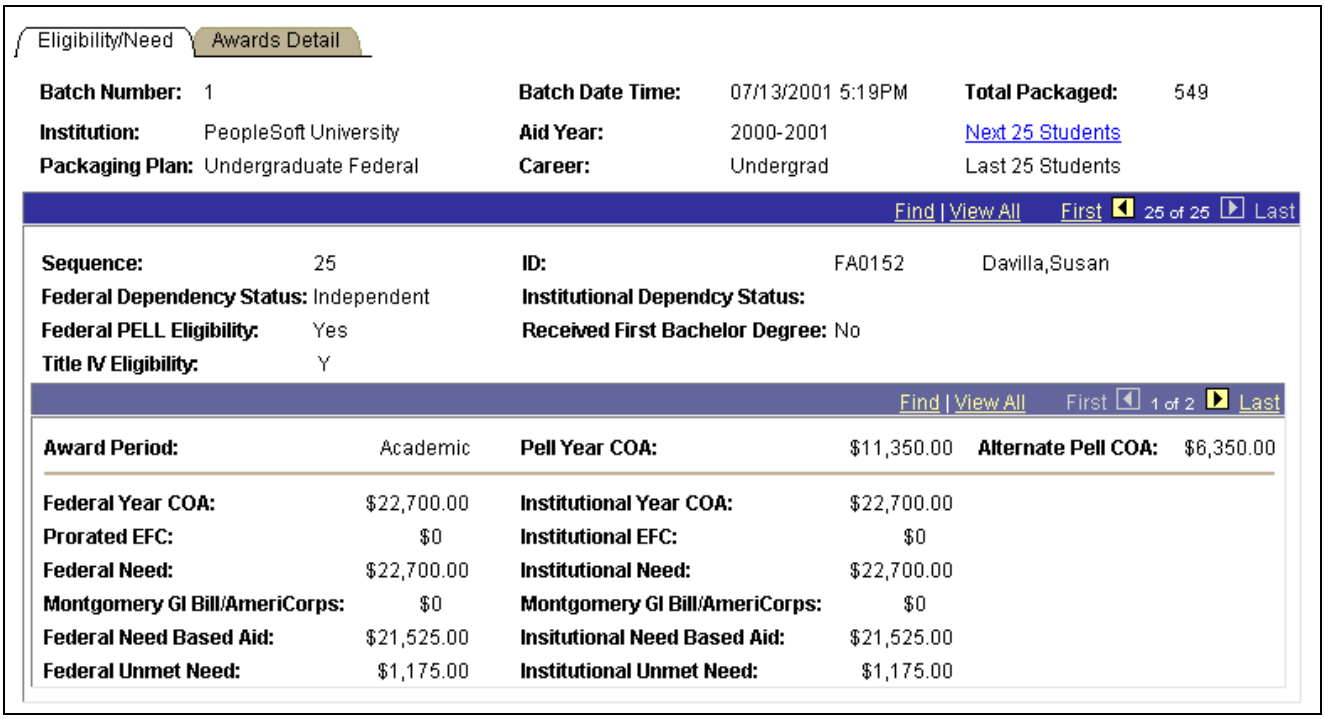
Total Selected The total number of students assigned this packaging plan.

Total Packaged The total number of students who were successfully packaged using this packaging plan.

Total Not Packaged The total number of students who were assigned this packaging plan but did not receive any awards because of one or more errors.

Reviewing Student Eligibility and Need Information

Access the Eligibility/Need page.



Eligibility/Need page

This page displays information for a single packaging plan. To see other students packaged using the selected packaging plan, use the top set of scroll arrows. Use the bottom set of scroll arrows to view the information for each student by award period.

Sequence The sequence number indicates the order in which students were packaged during Mass Packaging.

Federal Dependency Status Indicates whether the student is dependent or independent under federal methodology.

Institutional Dependency Status Indicates whether the student is dependent or independent under institutional methodology.

Federal PELL Eligibility Indicates if the student is eligible to receive a Pell Grant.

Received First Bachelor Degree Indicates if the student has already received his first bachelor's degree.

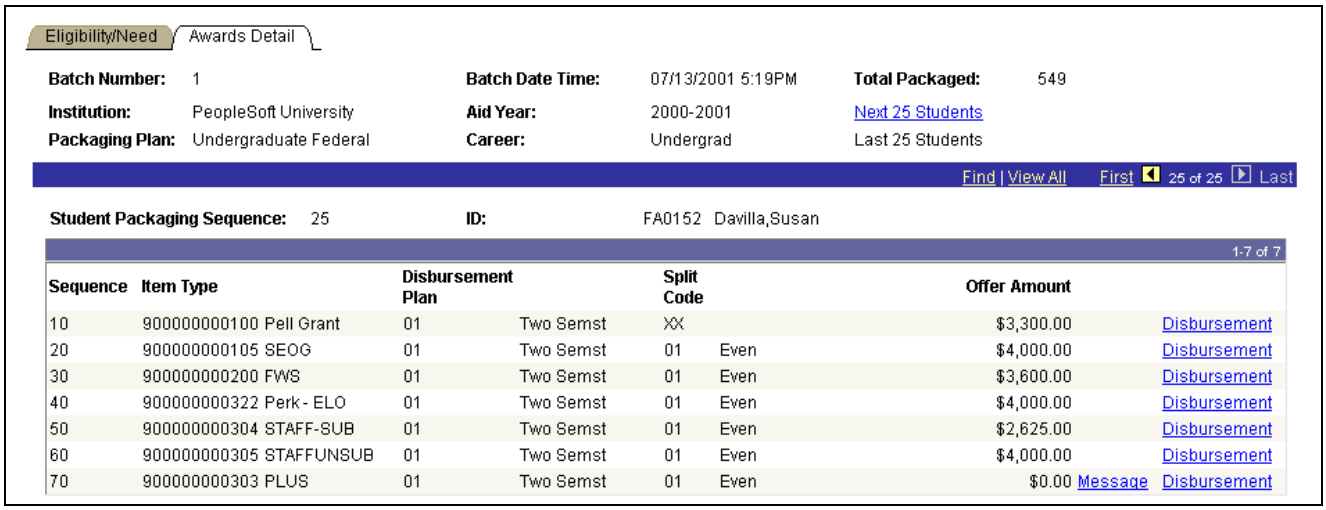
Title IV Eligibility Indicates if the student is eligible to receive federal Title IV aid.

See Also

Chapter 22, "Awarding and Packaging Students," Viewing Need Summary Information, page 773

Reviewing Student Award Information

Access the Awards Detail page.



Awards Detail page

All awards in the packaging plan are displayed for each student. The page displays zero and non-zero awards—non-zero awards display the scheduled disbursements.

Student Packaging Sequence The sequence number indicates the order in which students were packaged during Mass Packaging.

Sequence The sequence number automatically assigned in increments of ten when awards are entered.

Item Type The financial aid item type of the student's award.

Disbursement Plan The disbursement plan assigned to the student's award.

Split Code The split code of the student's award, which indicates how the award is split for disbursement to the student.

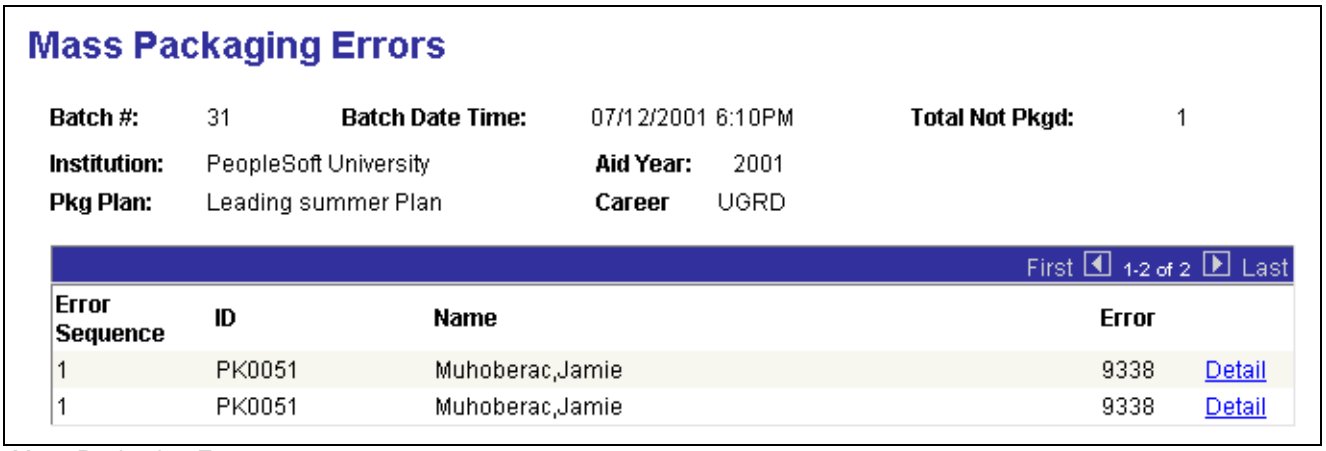
Offer Amount If the Offer Amount for an award is 0.00, then the student was not eligible for that particular award or it was an unlocked, pre-existing award which was set to 0.00 by Mass Packaging. The awards with a zero Offer Amount are no longer visible once the student's award package is posted.

Message Click to access the Mass Packaging Award Message page and view the reason why the student did not receive this award.

Disbursement Click to access the Mass Packaging Disbursement page and view scheduled disbursement detail for an award.

Reviewing Mass Packaging Errors

Access the Mass Packaging Errors page.



Mass Packaging Errors page

Only students who had serious errors (such as students who had their Financial Aid Term deleted) during the actual Mass Packaging run are in this list. Generally, there should be no students listed on this page. If there are, look beyond the packaging plan for the reasons for the error.

Batch # The batch number identifies the particular Mass Packaging session.

Batch Date Time The date and time the Mass Packaging session was run.

Total Not Pkgd (total not packaged) The total number of students who were assigned to the packaging plan but were not packaged due to an error.

Pkg Plan (packaging plan) The packaging plan with which the system tried to package the listed students.

Error Sequence Key by which the error data is sorted.

ID The ID of the student who was not packaged.

Error The message number that identifies the error that prevented the student from being packaged.

Detail Click to access the Mass Packaging Error Detail page and view the error message associated with the displayed error code.

Mass Packaging Error Messages

The following table lists and explains possible Mass Packaging posting error messages.

Message Number	Message Text	Message Explanation
108	The Disbursement ID Table entries have no terms associated with them.	The disbursement plan's Disbursement ID Table either has no entries or the entries do not have terms specified. Enter Disbursement ID table entries or update the existing entries with valid terms.

Message Number	Message Text	Message Explanation
111	There is no Student Award Period record for the awarded period.	The student does not have a Student Award Period record for the period being awarded.
112	The maximum number of Term records is exceeded.	The limit to the number of Term records that can be associated with an award period is exceeded by this disbursement plan. Either reduce the number of terms or contact your technical resource to increase the maximum number of term records permitted in an award period.
113	The maximum number of Student Award Period records is exceeded.	The limit to the number of Student Award Period records that can be associated with a student for the award period is exceeded by this student. Either eliminate some of the Student Award Period records or contact your technical resource to increase the maximum number of Student Award Period records permitted.
114	There is no Set ID for this Institution's item types.	The institution does not have an "Item Type" Set ID in the Set Control Group Table. The Set ID is used to determine which group of item types is valid for this institution. Determine the correct Set ID for this institution's item types and create an "Item Type" record in the Set Control Group Table for this institution.
115	The Item Type is Invalid.	The transaction's financial aid item type is not valid.
132	The Transaction has a custom split code but no Award Disbursements.	The transaction has a custom split code of 'XX' which requires award disbursement records to be associated with the transaction, but there are none. Either supply the missing disbursement records or specify an existing disbursement plan.

Message Number	Message Text	Message Explanation
140	The existing Student Award has no disbursement records.	The existing Student Award has no disbursement records. All Student Awards are required to have disbursement records. Contact technical support and report this error.
141	The existing Student Award's Disbursement Records maximum is exceeded.	The existing Student Award has more Disbursement Records than are supported by the FAPAWPST program. The FAPAWPST program can be modified to support more Distribution Records; this transaction cannot post until the program is modified.
152	No CPS school code for this Institution.	There is no CPS school code specified for this transaction's Institution, Aid Year, Academic Career combination. Either the combination is invalid or the CPS school code needs to be added to the database for this Institution, Aid Year, Academic Career combination.
155	No Student Aid Attribute Record was found for this transaction.	No Student Aid Attribute Record was found for this transaction.
156	No Award Summary Information was found for this transaction.	No Award Summary Information was found for this transaction.
158	An error was encountered when processing aggregates for this student.	An error was encountered when processing aggregates for this student.
159	No Student Award information was found for this student.	No Student Award Information was found for this student.
160	No Student Award Summary was found for this transaction.	No Student Award Summary was found for this transaction.
161	No Disbursement Information was found for this transaction.	No Disbursement Information was found for this transaction.
162	No Disbursement Summary information was found for this transaction.	No Disbursement Summary information was found for this transaction.

Message Number	Message Text	Message Explanation
163	Disbursement ID was not found in Disbursement Plan for this transaction.	Disbursement ID was not found in disbursement plan for this transaction.
165	Maximum number of Disbursement Plans was exceeded.	Maximum number of disbursement plans was exceeded.
166	Term not found in Disbursement Plan for this transaction.	Term not found in disbursement plan for this transaction.
9328 (Generic Message)	Student failed the batch Posting process. The Awards were not posted.	Student failed the batch Posting process. The Awards were not posted.
9330	Student failed Batch Posting. Awards not posted. Multiple Disb Plans for Non-Canceled Item Type.	Student's package contains multiple instances of the same financial aid item type that have not been canceled where the disbursement plans are different.
9331	Student failed Batch Posting. Awards not posted. Multiple Disb Plans - Loan in transit.	Student's package contains multiple instances of the same loan financial aid item type in transit that have not been canceled where the disbursement plans are different.
9332	Student failed Batch Posting. Awards not posted. Multiple Disb Plans - Loan was originated.	Student's package contains multiple instances of the same loan financial aid item type (at least one originated) that have not been canceled where the disbursement plans are different.
9333	Failed Batch Posting. Awards not posted. Multiple Disb Plans - Auth/Disb balances greater than 0.	Student's package contains multiple instances of the same financial aid item type that have not been canceled where the disbursement plans are different. Authorization/disbursement has occurred and the authorization/disbursement amount is greater than zero.
9334	Student failed Batch Posting. Awards not posted. Offer available is negative (Item Type Fiscal).	Award offer amount can never be negative on the Assign Fiscal Limits page.

Message Number	Message Text	Message Explanation
9335	Student failed Batch Posting. Awards not posted. Accept available is negative (Item Type Fiscal).	Award accept amount can never be negative on the Assign Fiscal Limits page.
9336	Failed Batch Posting. Awards not posted. Multiple Aggregate Levels for same Career & Item Type.	Student cannot have multiple aggregate levels for the same financial aid item type and same career
9337	Student failed Batch Posting. Awards not posted. Unable to update Award Aggregates data.	Error detected while trying to update aggregate information for this student. Batch Posting process failed; award not posted.

Notifying Students of Financial Aid Awards

This section provides an overview of financial aid notification (FAN) processing and discusses how to:

- Assign FAN communications manually.
- Assign FAN communications using mass change.
- Review students selected for award notification.
- Select students to include in the extract file.
- Create the FAN extract file and produce the FAN letter.
- Print the award letter using Microsoft Word.
- Review an award notification summary.

Understanding FAN Processing

After packaging students, use the financial aid notification (FAN) to notify students of their financial aid awards. The FAN includes the name of each award, the amount awarded to the student, and any messages you designated for a particular financial aid item type. When you define financial aid item types, you select award messages to print on the FAN and specify whether the award should be classified as an award item, other resource, or a custom format when printed on the FAN.

There are four steps to creating a FAN:

1. Assign communications to students.

   You can assign a FAN communication to an individual student manually, or you can use Mass Change to assign a FAN communication to a group of students.

2. Select a group of students for which to create an extract file.
3. Create the extract file.
4. Merge the extract file with your selected word processing software to create the actual FAN letter.

Some particulars for FAN processing:

- Aid year is a merge field to enable printing a FAN for multiple aid years.
- Financial aid item types that are designated to be printed as ‘Other Resources’ are summed together and displayed on the FAN as one item in the Eligibility section of the letter. To provide a breakdown of the Other Resources total, each financial aid item type designated to print as ‘Other Resources’ appears as a line item in the Financial Aid Offer section of the letter with term amounts and total award amount shown. The message code of OTHR identifies each financial aid item type designated to be printed as ‘Other Resources.’ Awards with the OTHR message code are not included in the total financial aid offer amount displayed.
- Adjustment reason codes are included in the data extract process so they appear when the FAN is printed. Adjustment reason codes appear only if there has been a change to an award.

Pages Used to Notify Students of Financial Aid Awards

Page Name	Object Name	Navigation	Usage
Award Notification Selection	FAN_SEL_LET_MC	Financial Aid, Awards, Notification Letter, View Mass Change Selection	Review students selected to receive a financial aid notification letter during the FAN-Select Letter Mass Change process.
Award Notification Selection (process)	RUNCTL_FAN_SEL	Financial Aid, Awards, Notification Letter, Select Award Letter Data	Select a student or group of students to include in extract file used to generate FAN letters. Choose the address and name to be used on the FAN letter.
Award Letter Data Extract	RUNCTL_FAN_EXTRACT	Financial Aid, Awards, Notification Letter, Create Award Letter Data File, Award Letter Data Extract	Create a FAN extract file.
Award Notification Summary	STDNT_FAN_ATRBT	Financial Aid, Awards, Notification Letter, Award Notification Summary	Review award letters for a student.
Summary of Data Printed on FAN	STDNT_FAN_DATA	Financial Aid, Awards, Notification Letter, View Award Letter Data	View the information that was printed on the student’s FAN letter.
Budget Items	STDNT_FAN_BDGT_SEC	Click the Budget Detail link on the Summary of Data Printed on FAN page.	View the budget categories and amounts that constitute the student’s cost of attendance.
Term Award Data	STDNT_FAN_AWRD_SEC	Click the Award Detail link on the Summary of Data Printed on FAN page.	View the student’s financial aid package by term.

Assigning FAN Communications Manually

Click the Communication button to access the Communication Management page and assign a FAN communication for an individual student. This button is found on several financial aid pages including the:

- Communication Summary page.

You can use this page to see if a FAN communication has already been assigned to this student, since the page displays communications assigned to a student.

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Managing Communications," Reviewing a Summary of Communications with an Individual.

- Financial Aid Status page.

  See Chapter 21, "Preparing for Awarding and Packaging," Reviewing the Student's Packaging Status, page 730.

Assigning FAN Communications Using Mass Change

To assign communications using Mass Change:

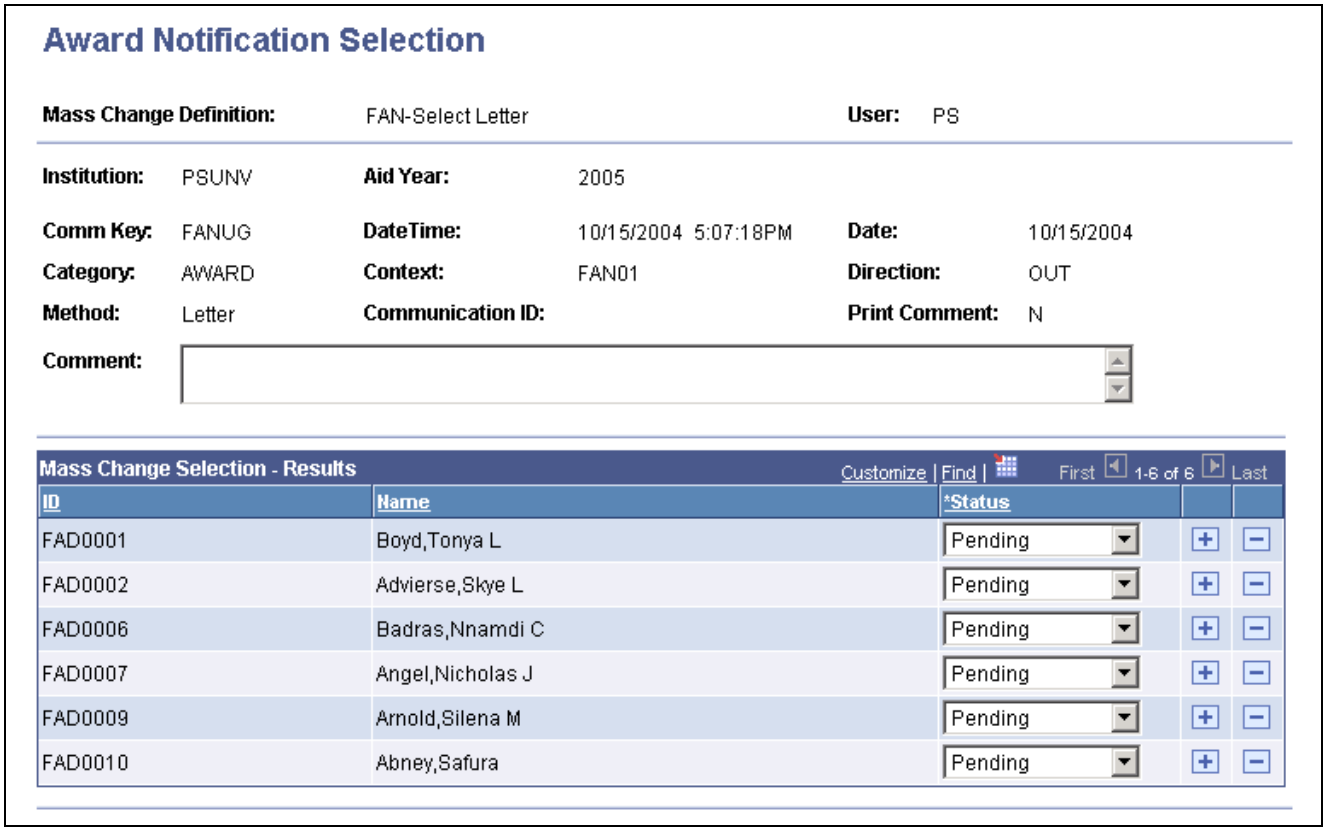
1. Update the Mass Change Select Template in the Mass Change Definition component (Campus Community, Communications, Mass Change—Communications, Mass Change Definition) with the criteria you want to use to select students.
    a. Select *FAN-Select Letter* as the Mass Change Definition.
    b. Select the Campus Solutions page, and enter or update the fields as necessary.
    c. Select the Criteria and Defaults page and use the SQL Statement scroll arrows to find Execution Seq *2,* which has a Description of *Select Application Criteria.*
    d. Update the Field and Field Value entries you want to use to select students, leaving blank those fields you are not using.
    e. Select the Generate SQL page, and click the Mass Change Clear Switch button.
    f. Click the Mass Change Generate SQL Swch (mass change generate SQL switch) button.
    g. Click the Count button to make sure that the count (number of students selected) is at least greater than zero.
    h. Click the Save button, and click OK for any warning messages that appear.
2. Run the Mass Change using the Run Mass Change page.
    a. Select the Execute Single Mass Change option in the Mass Change Run Type group box.
    b. In the Mass Change Definition field, select *FAN-Select Letter.*
3. If you want, you can review and edit the selected students on the Award Notification Selection page.
4. Update the Mass Change Update Template in the Mass Change Definition component (Campus Community, Communications, Mass Change—Communications, Mass Change Definition).
    a. Select *FAN-Update Comm Table* as the Mass Change Definition.
    b. Select the Campus Solutions page, and enter or update the fields as necessary.
    c. Select the Generate SQL page, and click the Mass Change Clear Switch button.
    d. Click the Mass Change Generate SQL Swch (mass change generate SQL switch) button.
    e. Click the Count button to make sure that the count (number of students selected) is at least greater than zero.
    f. Click the Save button, and click OK for any warning messages that appear.
5. Run the 3C Engine (Community, Communications, Process, 3C Engine).
    a. On the Trigger Table page, select the Mass Change option in the Process 3Cs group box.
    b. Select the Mass Change page.
    c. Enter *FAN-Create-Communication* in the Mass Change Group ID field.
    d. Click the Run button.

See Also

Chapter 22, "Awarding and Packaging Students," Assigning FAN Communications Using Mass Change, page 815

Reviewing Students Selected for Award Notification

Access the Award Notification Selection page.



Award Notification Selection page

The Mass Change Selection - Results group box lists the students selected to receive a FAN by the mass change process.

Status

Specifies the current status of the student's FAN communication, and determines whether the student is selected for inclusion in the extract file. As long as the student does not have a status of *Cancel,* the student is selected for inclusion in the extract file. To prevent a student from receiving a FAN letter, you can either change the student's status to *Cancel* or you can delete the student's row.

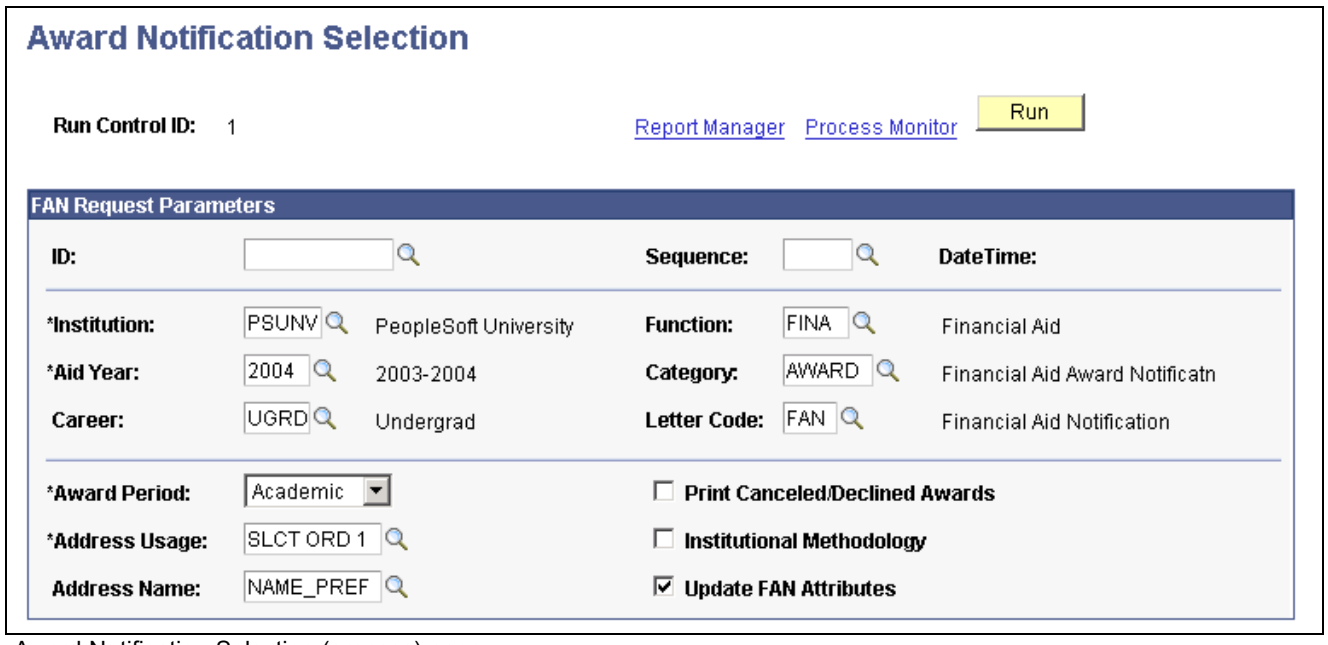
Cancel: Select this value to prevent the student from having a FAN communication assigned.

Pending: Student has been selected to have a FAN communication assigned, but it has not yet been assigned (the 3C Engine still needs to be run).

Successful: Indicates a FAN communication has been successfully assigned to the student.

Selecting Students to Include in the Extract File

Access the Award Notification Selection (process) page.



Award Notification Selection (process) page

ID To print a FAN letter for only one student, select the student's ID number in this field. Only students who have been assigned a communication with *FINA* as the function are available for selection. If you want to select a group of students, leave this field empty.

Sequence If you are going to print a FAN letter for a group of students, leave this field blank. Select a specific communication for the student. If you leave this field empty, the most recent communication is used. When you select a sequence number, the system populates the Institution, Function, Aid Year, Category, and Letter Code fields.

Institution If you are selecting a group of students to run this process for, select the institution these students attend. When you complete this field, the system automatically populates the Function and Aid Year fields.

If you have selected an ID, this field is already populated.

Function The administrative function of the Communication. *FINA* is the default.

Category Select *AWARD* for the FAN letter.

Career If you have selected an ID and a Sequence you can specify a career for the student. If you specify a career, only awards for that career are printed on the FAN. If you do not specify a career, then awards for all the student's careers are printed on the FAN. If the student is a multiple career student and you want awards for all careers printed on the FAN, do not select a career.

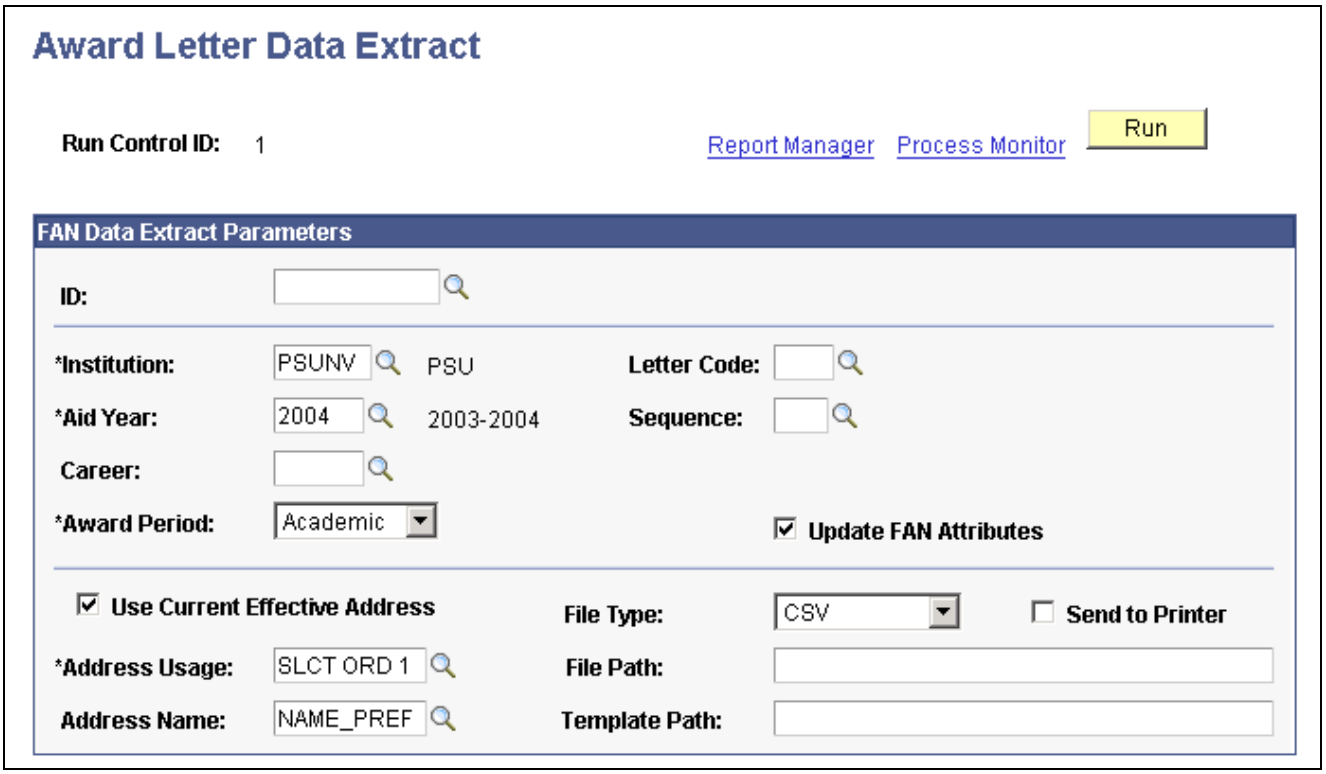
If you are selecting a group of students to run this process for, if you specify a career then only the awards for that career for each student are printed on the FAN. If you have multiple career students and you want awards for all their careers to be printed on the FAN, do not select a specific career.

Letter Code	Select *FAN* for the FAN letter.
Award Period	Select the award period for which you want the FAN letter created. The default value is *Academic*. *Non Std* (non standard) is also available for nonacademic terms. FA Term determines the default for these periods and uses the last effective-dated sequence or effective-dated status. For example, if the default is *Academic* and because there are different academic statuses in FA Term such as Fall 2003-2004, Spring 2003-2004, and Summer 2004-2005, the system uses the last effective-dated sequence or effective-dated status for that aid year.
Address Usage	The address usage determines which address is printed on the FAN letter. Address usage is defined by your institution.
Address Name	Select which address name you want to use for this FAN letter. This determines what name is printed on the FAN letter. Address name is defined by your institution.
Print Canceled/Declined Awards	Select if you want the FAN letter to print canceled and declined awards in addition to offered and accepted awards.
Institutional Methodology	Select if you want institutional costs to be included as part of the FAN letter data. The institutional costs are summed into the Personal/Miscellaneous budget category.
Update FAN Attributes	Select to update the information on the Award Notification Summary page and mark the communication record completed. Clear the check box to run the selection process in test mode.
Run	Run the Select students who need a FAN process (FANSEL) when you are ready to select students for the extract file.

Note. Be sure to run the FANSEL process in update mode at least once. If you never run the process in update mode the communication request is never marked as completed and it may always be selected for award notification. If you forget to Update FAN Attributes on this step, you can also update it during the Extract File Creation step.

Creating the FAN Extract File and Producing the FAN Letter

Access the Award Letter Data Extract page.



Award Letter Data Extract page

ID Select the student you are working with if you are creating a FAN letter for only one student. If no ID is selected, all students who have been selected to receive a FAN are included in the extract file.

Letter Code Enter *FAN*.

Sequence This number distinguishes between versions of letters sent to a student. Every time a new communication and award notification letter (FAN) are requested, a sequential number is assigned to the award notification letter. This sequence is increased by one each time an additional award notification letter is requested. The sequence number allows you to select which version of the award notification letter you would like to use if an ID is entered.

Career If you have selected an ID and a sequence number you can specify a career for the student. If you specify a career, only awards for that career are printed on the FAN. If you do not specify a career, then awards for all the student's careers are printed on the FAN. If the student is a multiple career student and you want awards for all careers printed on the FAN, do not select a career.

If you are selecting a group of students to run this process for, if you specify a career then only the awards for that career for each student are printed on the FAN. If you have multiple career students and you want awards for all their careers to be printed on the FAN, do not select a specific career.

Award Period Select the award period for which you want the FAN letter created. The default value is *Academic*. *Non Std* (non standard) is also available for nonacademic terms.

FA Term determines the default for these periods and now uses the last effective-dated sequence or effective-dated status. For example, if the default

is *Academic* and because there are different academic statuses in FA Term such as Fall 2003-2004, Spring 2003-2004, and Summer 2004-2005, the system uses the last effective-dated sequence or effective-dated status for that aid year.

Update FAN Attributes Select to update the Print Status field on the Award Notification Summary page and update the communication record. Clear to run the process in test mode only.

Use Current Effective Address Select to have the Create Award Data Extract process (FANLTR) reselect the student's name and address information using the information you enter in the Address Usage and Address Name fields on this page. Clear to have the extract file contain the name and address chosen during the FANSEL process.

Address Usage The address usage determines which address is printed on the FAN letter. Address usage is defined by your institution. The default value is the address usage from the student selection process.

Address Name Select the address name to use for this FAN letter. This determines what name is printed on the FAN letter. Address name is defined by your institution. The default value is the address name from the student selection process.

File Type Select the extract file type to be created. You can choose *JetForm, CSV,* or *Other*. *JetForm* is the default value. The value you choose in this field determines what other file-related fields appear on the page.

If you select *JetForm,* the page displays the File Path and Override Flags fields.

If you select *CSV,* the page displays the Send to Printer check box, the File Path field, and the Template Path field.

If you select *Other,* the page displays the File Path field.

Send to Printer If you selected *CSV* for the file type and you want the letter to go directly to the printer during the Microsoft Word merge process, select this check box.

File Path The full path of where you want the extract file to reside after the FANLTR process is run. Include a / or \ at the end of the path, like C:\TEMP\ or //user/tmp/. Make sure the destination folder or directory is a valid share folder or directory on the network.

Template Path If you selected CSV for the file type, you need to indicate where your award letter master document (FANLTR.doc) and your template file (FANLTR.dot) reside. The Microsoft Word merge process uses this information. This location is usually \\PS_HOME\Winword.

Override Flags If you selected JetForm for the file type, specify print options to use when producing the FAN, such as the number of copies to create.

Run Click to run this request. Process Scheduler runs the Create Award Data Extract process (FANLTR) at user-defined intervals. Once the system runs the process successfully, you can retrieve the extract file from the file path you specified. You can then use the extract file in whatever software you use to create the actual FAN letter.

Printing the Award Letter Using WORD

To perform a merge using Microsoft Word:

1. Use the Award Letter Data Extract page to create a FAN extract file, using CSV for the file type. The date file output has been changed from .LTR (MS-Word) to .CSV.
2. Specify the file path where you want the extract file and the parameter file to go in the *File Path* field. This can be a shared folder on your local machine or a shared folder on any valid network drive path. An example of a file path is C:\TEMP\.
3. Run the process from the Process Scheduler. Upon successful completion of the process, the extract file for the FAN (FAN.CSV) and the Word Merge parameters file (FANPARMS.DAT) are located at the file path you specified in Step 2.
4. Move the FANPARMS.DAT file into the C:\TEMP\ folder if it is not already located there.
5. Create a shortcut for MS-Word on your desktop specifically to run the merge process for the FAN letter. You must create this shortcut.
    a. Open Windows Explorer and find the Winword.exe file (usually in C:\Apps\Office\).
    b. Drag the button onto your desktop to create a shortcut.
    c. Right-click the shortcut and select Properties to edit the shortcut properties. Select the Shortcut tab.
    d. Edit the Target field to include the following parameter path values for launching the Winword file, template, and macro. In this example, we are pointing to C:\PS\LS8\Winword\ to find the FANLTR.DOT file, but you must enter the valid directory where the template resides on your system. However, you must enter /mPRCSFANLTR for the name of the macro.

       You need to use a space to separate the path for launching the Winword file (which should already be in the Target field) from the path to the template and to separate the path to the template from the macro name. For example: C:\Apps\Office97\Office\WINWORD.EXE C:\PS\LS\Winword\FANLTR.DOT /mPRCSFANLTR
    e. Click OK when you are done editing the Target field.
    f. Rename the shortcut to indicate that the shortcut launches the merge process, such as FAN Winword.exe.
    g. Double-click the Word desktop shortcut you created to launch the merge process. The merge process creates a file called SAFANLTR.DOC in the C:\TEMP\ folder.
    h. Open the SAFANLTR.DOC file and print the FAN letters.

Note. If you select the Send to Printer check box on the Award Letter Data Extract page, the file prints automatically on your default printer.

Warning! If you are using Microsoft Office 2000, you must have applied service pack SR1 for the FAN to print. If you have not applied the service pack, the FAN does not print.

Using Forms Engine to Notify Students of Financial Aid Awards

This section discusses how to:

- Understand Forms Engine FAN printing.
- Set up to print FAN letters using Forms Engine.
- Print FAN using Forms Engine.

Understanding Forms Engine FAN Printing

Prior to 2003-2004, printing FAN letters required you to initiate a process within the Packaging feature of Financial Aid. Navigate to Report Manger to view the results and print the FAN. Through the use of Forms Engine, an Application Engine program that outputs information in PostScript format, you can print FAN letters directly to your PostScript printer without leaving Packaging. Using Forms Engine for printing FAN eliminates the need for JetForm, Crystal Reports, and Word Merge.

The process prints the award notifications and updates a communications table to indicate that an award communication has been sent. You can initiate a process to print a single FAN letter for an individual student or for students in batch.

The prior process for printing FAN letters remains available. However, the new process is more streamlined and efficient than the prior process.

Setting Up to Print FAN Using Forms Engine

This section discusses how to:

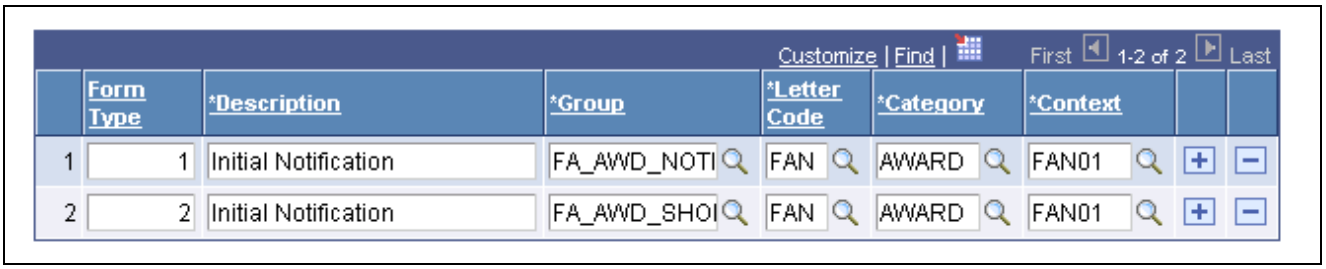
- Set up notification form types.
- Set up FA process demographic use information.
- Set up the process sort order.
- Set up a printer.
- Set up award notification equations.
- Set up award notification default information.

Pages Used to Set Up FAN to Print Using Forms Engine

Page Name	Object Name	Navigation	Usage
FE Award Notification Form Types	FANLTR_FORM_TYPE	Set Up SACR, Product Related, Financial Aid, Forms Engine Notification, Define Notification Form Types	Set notification form types.
FA Process Demographic Use	FA_PRCSDEMO_TBL	Set Up SACR, Product Related, Financial Aid, Forms Engine Notification, Define Notification Form Types, FA Process Demographic Use	Indicate from where the student's data should be gathered.
Sort Order Names	SORT_NAME_TBL	Set Up SACR, Product Related, Financial Aid, Forms Engine Notification, Define Sort Order Names	Set the default criteria for the Setup Defaults and Run Controls.
FE Award Notif. Select. Eqtns	FANLTR_EQTN_SEL	Set Up SACR, Product Related, Financial Aid, Forms Engine Notification, Define Selection Equations	Set up the table for FAN equations.
Printer Name	PRINTER_TBL	Set Up SACR, Product Related, Financial Aid, Forms Engine Notification, Define Printer Names	Set up table for list of available printers. It allows you to define local printer options.
FE Award Notif. Defaults	FANLTR_DEFAULTS	Financial Aid, Awards, Notification Letter, Award Notification Defaults	Set award notification default information.

Setting Up FE Award Notification Form Types

Access the FE Award Notification Form Type page.



FE Award Notification Form Type page

Form Type Identifies the form type for this award notification.

Description Describes the form type that PeopleSoft delivers. Form Type 1 is the initial notification of financial aid. Form Type 2 is shorter version of the initial notification.

Group Identifies in which group of letters this letter code exists.

Letter Code The code from the Campus Community Standard Letters page for this communication. You can define the letter code for the FE FAN process.

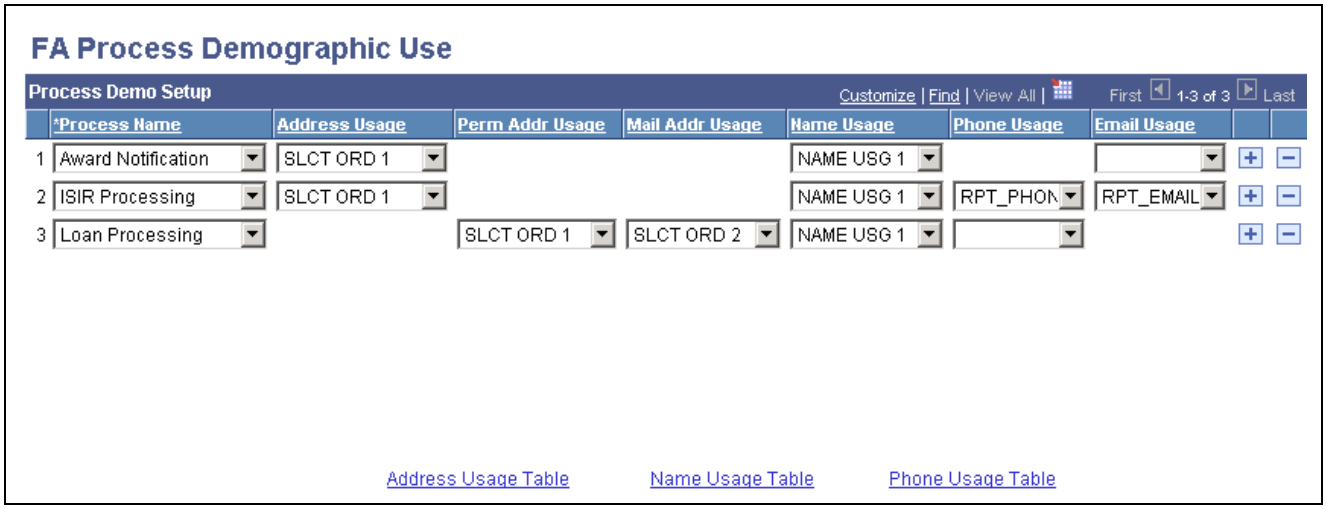
Category The communications category associated with this letter code. You can define the category for the FE FAN process.

Context The context from the Campus Community Communications Context page that is included in this category. You can define the context for the FE FAN process

Using Process Demo Setup

This setup uses the Campus Community components to evaluate Address and Name Usage processing requirements and to indicate from where the student's demographic information should be gathered.

Access the FA Process Demographic Use page.



FA Process Demographic Use page

Select the appropriate option for each of the fields.

Process Name *Award Notification* process is new to FE FAN. You must insert a new row and select Award Notification as the process name.

Address Usage Reserved for financial aid processes and is not used for loans.

Perm Addr Usage(permanent address usage) Used to set the permanent address for loan processing.

Mail Addr Usage(mail address usage) Used for temporary address.

Name Usage Indicates what name to use for the student or borrower.

Phone Usage Indicated the type of phone such as business phone or cellular phone. Used to select phone usage table settings defined in Campus Community setup.

Email Usage Indicates the type of email address such as home, business, dorm, campus, or other. Used to select email usage table settings defined in Campus Community setup.

Address Usage Table Click to access the Address Usage page to define or review address usages.

Name Usage Table Click to access the Name Usage page to define or review name usages.

Phone Usage Table Click to access the Phone Usage page to define or review phone usages.

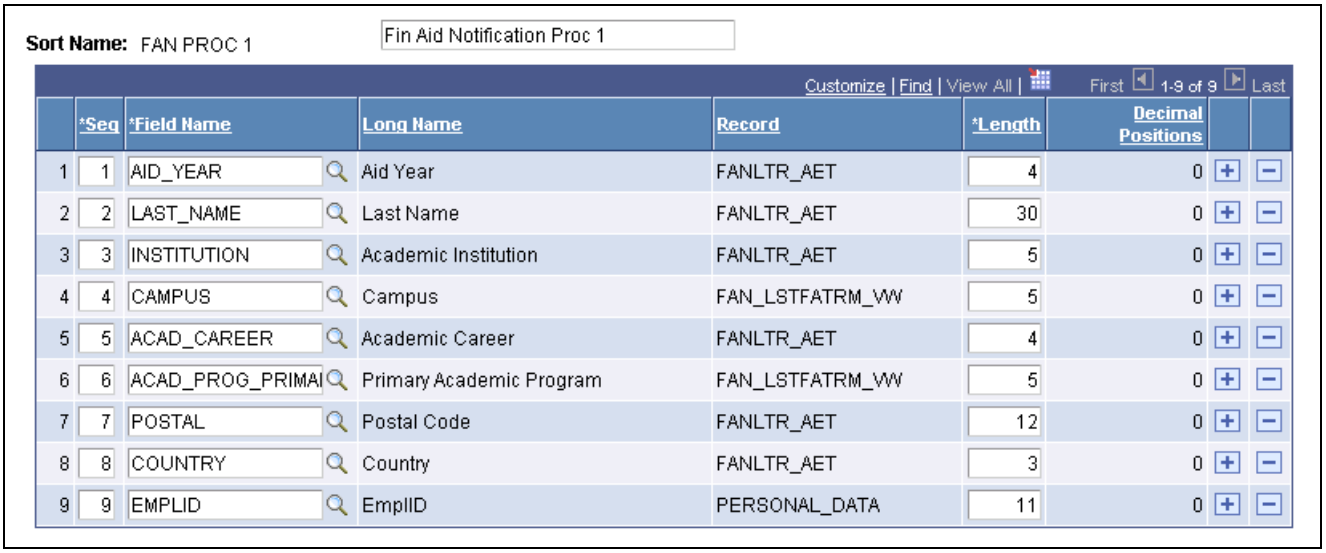
See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook

Setting Up the Sort Order

You can sort the data by field to control the order in which the output documents generated by a batch print process appears. PeopleSoft delivers two sort sequences. FAN PROC 1 displays information by Record, Field Name, Length, and Field Long Name. FAN PROC 2 displays information by Field Name, Long Name, Record, and Length. You must set up any other sort sequences for your institution.

Access the Sort Order Names page.



Sort Name: FAN PROC 1 Fin Aid Notification Proc 1

Customize | Find | View All | First 1-9 of 9 Last

	*Seq	*Field Name	Long Name	Record	*Length	Decimal Positions
1	1	AID_YEAR	Aid Year	FANLTR_AET	4	0
2	2	LAST_NAME	Last Name	FANLTR_AET	30	0
3	3	INSTITUTION	Academic Institution	FANLTR_AET	5	0
4	4	CAMPUS	Campus	FAN_LSTFATRM_VW	5	0
5	5	ACAD_CAREER	Academic Career	FANLTR_AET	4	0
6	6	ACAD_PROG_PRIMAI	Primary Academic Program	FAN_LSTFATRM_VW	5	0
7	7	POSTAL	Postal Code	FANLTR_AET	12	0
8	8	COUNTRY	Country	FANLTR_AET	3	0
9	9	EMPLID	EmplID	PERSONAL_DATA	11	0

Sort Order Names page

Sort Name The name of the sort sequence.

Seq(sequence) The hierarchy of how you want data to sort. Using a Zip Code sort gives you information in the order to use for a bulk mailing.

Field Name Name of the field.

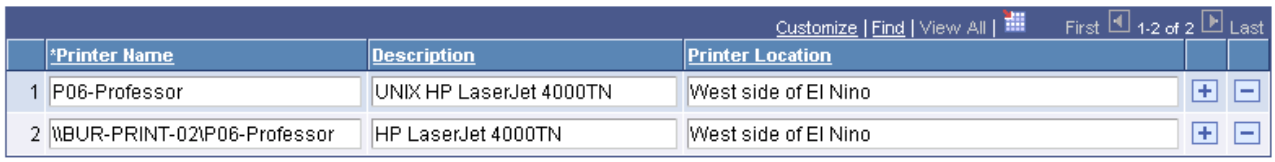
Length Character length of the previous field.

Field Long Name Full name of the field displayed.

Decimal Positions Displays how many positions appear after the decimal point if this is a numeric field.

Setting Up a Printer

Access the Printer Name page.


Customize | Find | View All | First 1-2 of 2 Last

	*Printer Name	Description	Printer Location		
1	P06-Professor	UNIX HP LaserJet 4000TN	West side of El Nino	+	-
2	\\BUR-PRINT-02\P06-Professor	HP LaserJet 4000TN	West side of El Nino	+	-

Printer Name page

Printer Name Defines printer name and location of path.

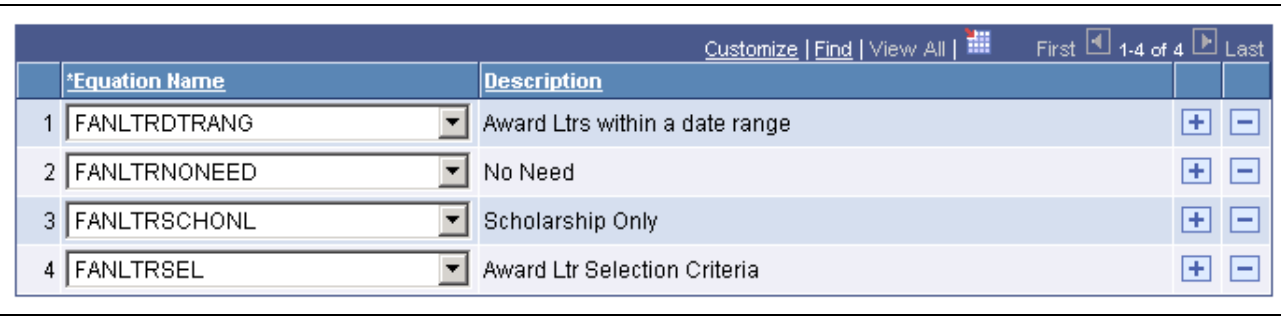
Description Define the description of the printer.

Printer Location Define the printer location.

Setting Up FE Award Notification Equations

Access the FE Award Notif Select. Eqtns page.

Note. You must create equations using the Equation Engine prior to setting up the FE Award Notification Equations page. See Equation Engine documentation for more information on setting up and using the Equation Engine.


Customize | Find | View All | First 1-4 of 4 Last

	*Equation Name	Description		
1	FANLTRDTRANG	Award Ltrs within a date range	+	-
2	FANLTRNONEED	No Need	+	-
3	FANLTRSCHONL	Scholarship Only	+	-
4	FANLTRSEL	Award Ltr Selection Criteria	+	-

FE Award Notif Select. Eqtns page

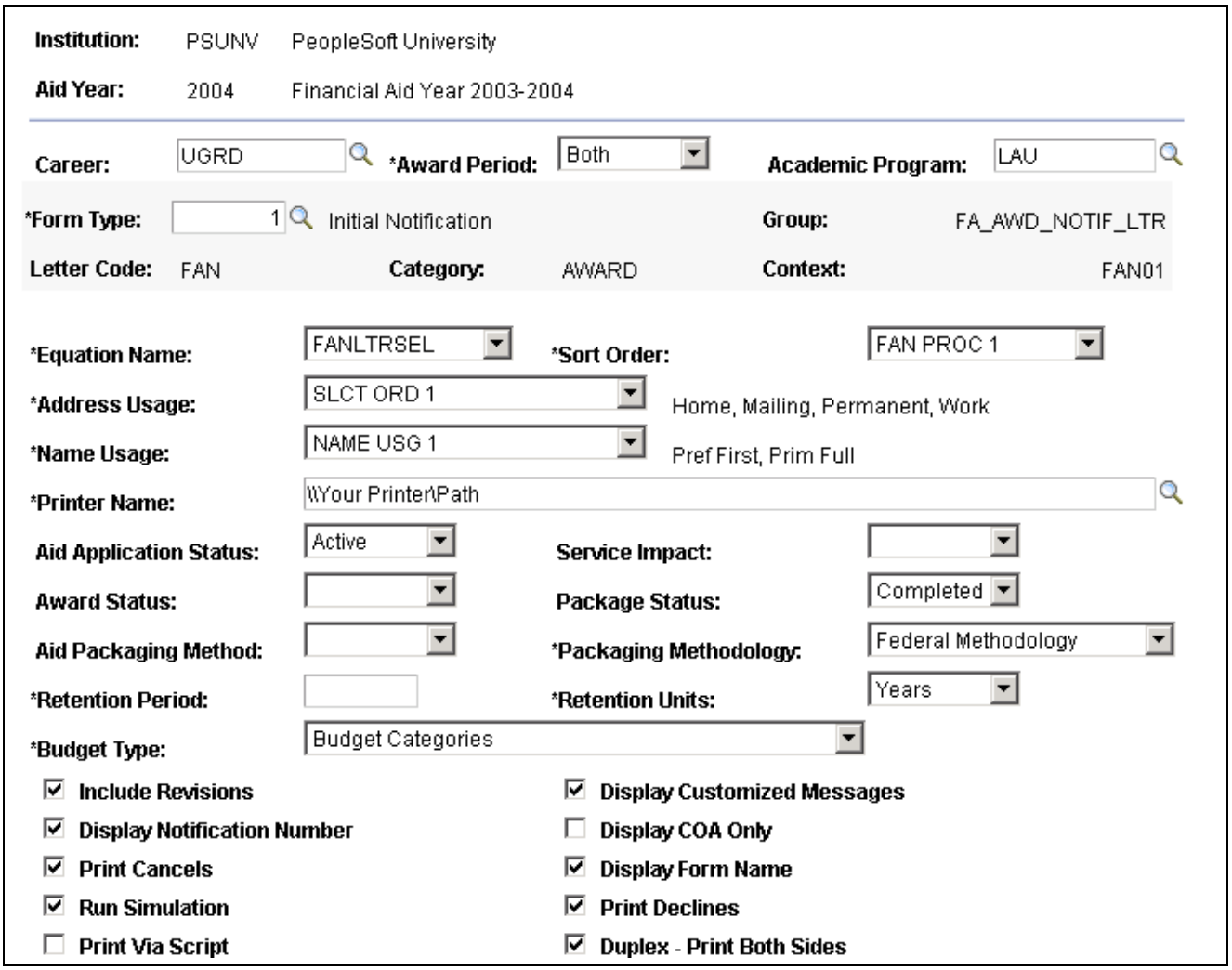
Equation Name Name of the equation.

Description Description of the equation.

Setting Up FE Award Notification Details

Access the FE Award Notif. Defaults page.

Note. This page is designed to define the initial setup for the One-Up Print Process and Batch Print Run Controls.



FE Award Notif. Defaults page

Career Define the options for financial aid processing. Examples of standard career options are undergraduate or graduate.

Award Period Awards period used in packaging. Options include Academic, Non-Standard, and Both Academic and Non-Standard.

Academic Program Academic program options used for financial aid processing.

Form Type Define and create the options using the Forms Engine. PeopleSoft delivers Initial Notification Option 1 and Option 2 (Short FAN).

Group Define this in the Setting Up the Forms Engine. It identifies the Form Type to a specific processing group.

Letter code The code for the letter associated with this communication. You define this in the FE Award Notification Form Type Set Up.

Category The communications category associated with this letter code. You define this in the FE Award Notification Form Type Set Up.

Context	The context from the Campus Community Communications Context page that is included in this category. You define this in the FE Award Notification Form Type Set Up.
Equation Name	Define this using the Equation Engine. The options that PeopleSoft delivers include the following. FANLTRSEL (Award Letter Selection Criteria), FANLTRDTRANG (Award Letters within a Date Range), FANLTRNONEED (Students with No Need).
Sort Order	Defined using the Sort Order Set Up. Sorts FE FAN output by sorting preferences.
Address Usage	Defined using the Process Demo Set Up. Allows you to override Address Usage options.
Name Usage	Defined using the Process Demo Set Up. Allows you to override Name Usage options.
Printer Name	Defined using the Printer Names Set Up. Allows you to select defined printer.
Aid Application Status	Options are based on Packaging Status Summary. PeopleSoft recommends that this is initially set to Active.
Service Impact	Determines whether or not to print a notification based on service impacts.
Award Status	Options are based on Packaging Award Status field. PeopleSoft recommends setting this option to Accepted or Offered.
Package Status	Options are based on Packaging Status Summary field, Aid Packaging Status. PeopleSoft recommends setting this option to Packaging Completed.
Aid Packaging Method	Options based on how aid packages were created. Options are Blank, Auto, Counselor, and Not Packaged. PeopleSoft recommends initially setting this to Blank. That way the program evaluates all options.
Packaging Methodology	Options are Federal Methodology and Institutional Methodology.
Retention Period	Indicates the length of time that Forms Engine keeps historical data.
Retention Units	Indicates the unit used in Retention Period. Use *Years* as the unit to facilitate audit requirements.
Budget Type	Options are *Budget Categories* (Institutional) and *Pell Categories*.
Include Revisions	Select to include revisions made to Aid Packages in the Print Job.
Display Notification Number	Display number counter of letter. It prints on the aid notification.
Print Cancels	Prints the information if an award was cancelled.
Run Simulation	Select to run this print job in simulation mode.
Print Via Script	Select to allow for multi-platform printing.
Display Customized Messages	Select to display customized, on demand user defined messages from the FE Award Notification Page Comment Box, and FE Award Notification Page Comment Box.

Display COA Only	Select to display the Cost Of Attendance/Budget information on the Aid Notification. The system does not display the resource information on the printed aid notification if you select this option.
Display Form Name	Select to display the name of the form on the printed aid notification.
Print Declines	Prints the information if a student has declined an award.
Duplex – Print Both Sides	Allows printing of both sides of a page.

Printing FE FAN Using Forms Engine

This section discusses how to:

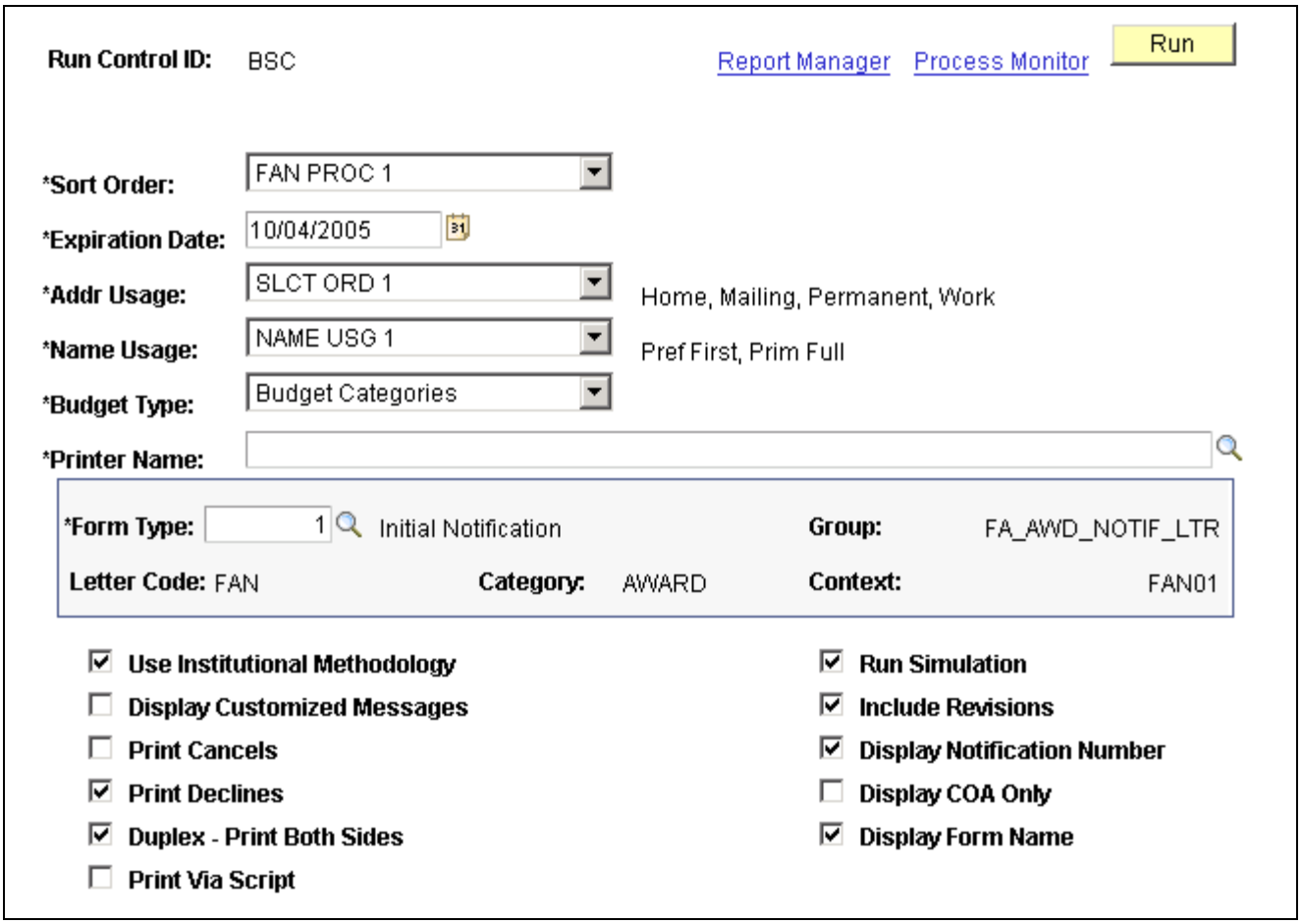
- Process and print FE FAN letters in batch.
- Process and print individual FE FAN letters.
- View Forms Engine FAN information.
- Reprint FE FAN letters.
- View examples of printed FE FAN letters.

Pages Used to Print FAN Using Forms Engine

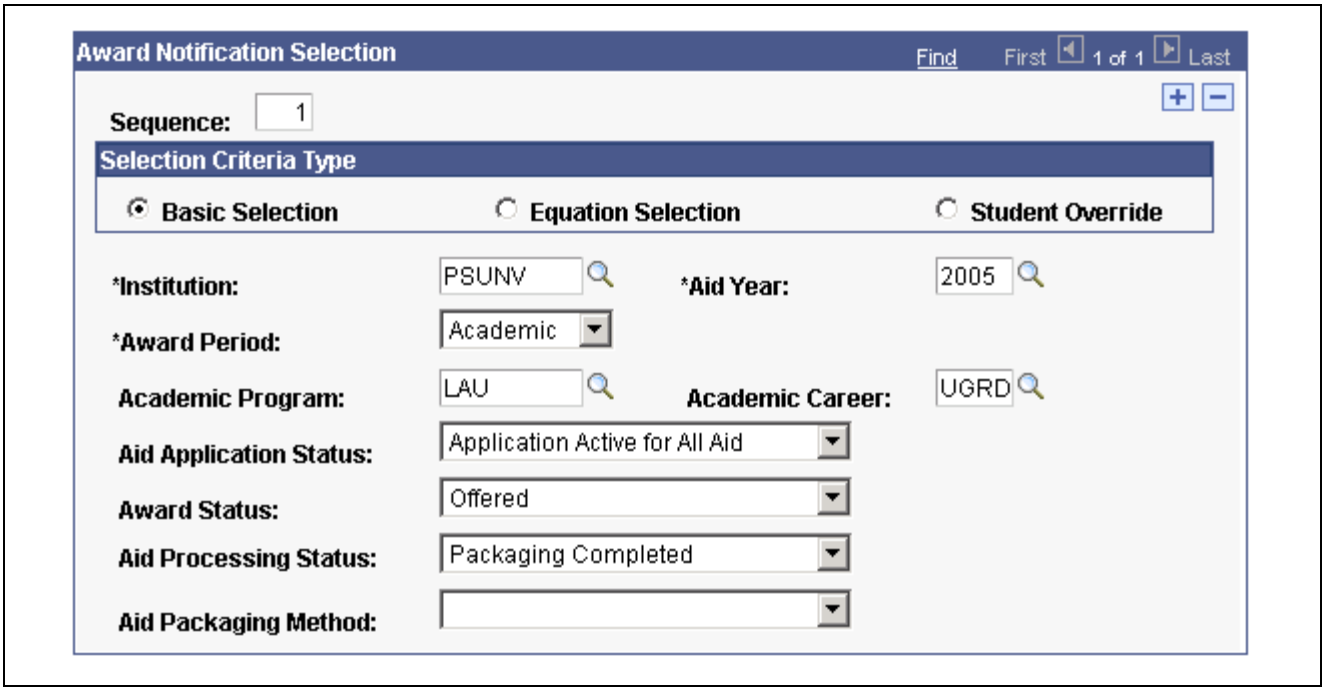
Page Name	Object Name	Navigation	Usage
FE FAN Letter Run Control	RUN_CNTL_FANLTR	Financial Aid, Awards, Notification Letter, Award Notification Batch	Set up to run FAN letters in batch.
FE Award Notification Detail	AWARD_NOTIF_DETAIL	• Financial Aid, Awards, Notification Letter, Award Notification One–Up • Click the Award Notification link on the Award Entry page.	Display award status or print an award notification for an individual student.
FE Award Notification Inquiry	AWARD_NOTIF_DETAIL	• Financial Aid, Awards, Notification Letter, Award Notification Inquiry • Click the Award Notification link on the Financial Aid Status page.	View award notification detail information.
FE Award Notification Summary	FANLTR_SUMMARY	Financial Aid, Awards, Notification Letter, Award Notification Summary	View a summary of the non-simulation award notification processes and the award notification for an individual student.
FE Award Notification Reprint	FAN_RPRT_RUNCTL	Financial Aid, Awards, Notification Letter, Award Notification Reprint	Reprint an award notification for an individual student.

Processing and Printing FE FAN Letters in Batch

Access the FE FAN Run Control page.



FAN Letter Run Control page (1 of 2)



FAN Letter Run Control (2 of 2)

Run Control ID	Name of the run control.
Expiration Date	Date the information is purged from the system.
Addr Usage(address usage)	Defined using the Process Demo Set Up. This allows you to override Address Usage options defined on the FE Award Notification Default page.
Sort Order	Defined using the Sort Order Set Up. This allows you to override Sort Order defined in the FE Award Notification Default page. It sorts FE FAN output by sorting preferences.
Name Usage	Defined using the Process Demo Set Up. This allows you to override Name Usage options defined in the FE Award Notification Default page.
Budget Type	Options are *Budget Categories* (Institutional) or *Pell Categories*.
Printer Name	Defined using the Printer Names Set Up. This allows you to override printer selection defined in the FE Award Notification Default page.
Form Type	Defined in the Setting Up the Forms Engine. Identifies the Form Type to a specific processing group.
Group	Defined in Award Notification Form Type Set Up. Identifies in which group of letters this letter code exists.
Letter Code	The code from the Campus Community Standard Letters page for this communication. You define this in the FE Award Notification Form Type Set Up.
Category	The communications category associated with this letter code. You define this in the FE Award Notification Form Type Set Up.
Context	The context from the Campus Community Communications Context page that is included in this category. You define this in the FE Award Notification Form Type Set Up.
Use Institutional Methodology	Select to use institutional methodology.
Display Customized Messages	Select to display customized, on demand user defined messages from the FE Award Notification Page Comment Box.
Print Cancels	Prints the information if an award was cancelled
Print Declines	Prints the information if an award was declined.
Duplex — Print Both Sides	Select to allow for printing on both sides of the page.
Print Via Script	Select to allow for multi-platform printing.
run Simulation	Select to run this print job in simulation mode.
Include Revisions	Select to include revisions made to aid packages in the print job.
Display Notification Number	Displays number counter of letter. This prints out on the aid notification.
Display COA Only	Select to display the Cost Of Attendance/Budget information on the aid notification. The system does not display recourse information on the printed aid notification if you select this option.

Display Form Name Select to display the name of the form on the printed aid notification.

Award Notification Selection

Sequence Indicates the sequence number.

Selection Criteria Type Options include *Basic Selection, Equation Selection*, and *Student Override*.

Note. The system displays the following fields when you select Basic Selection. Use the fields to define a simple population selection.

Institution Institution processing.

Aid Year Processing aid year.

Award Period The award periods used in packaging. Options include Academic, Non-Standard and Both Academic and Non Standard

Academic Program Academic program options used for financial aid processing.

Academic Career Define the careers for financial aid processing.

Aid Application Status Options are based on Packaging Award Status field. PeopleSoft recommends setting this option to *Accepted* or *Offered*.

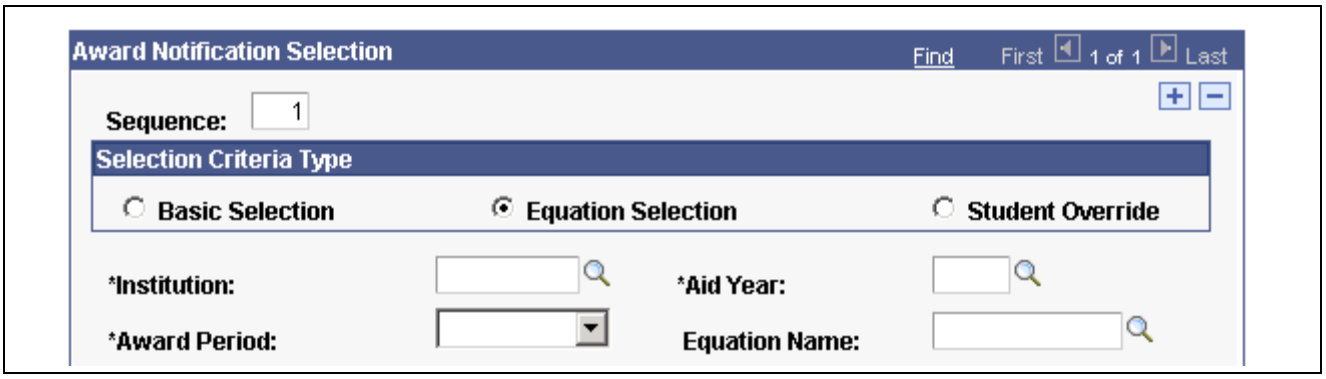
Award Status Options are based on Packaging Status Summary field, Aid Packaging Status. PeopleSoft recommends setting this option to Packaging Completed.

Aid Processing Status Options based on how aid packages were created. Options include Blank, Auto, Counselor, and Not Packaged. PeopleSoft recommends that you initially set this to Blank. That way the program evaluates all options.

Aid Packaging Method Options are based on Packaging Award Status field. PeopleSoft recommends setting this option to Accepted or Offered.

FAN Letter Run Control with Equation Selection

Access the FAN Letter Run Control page with Equation Selection.

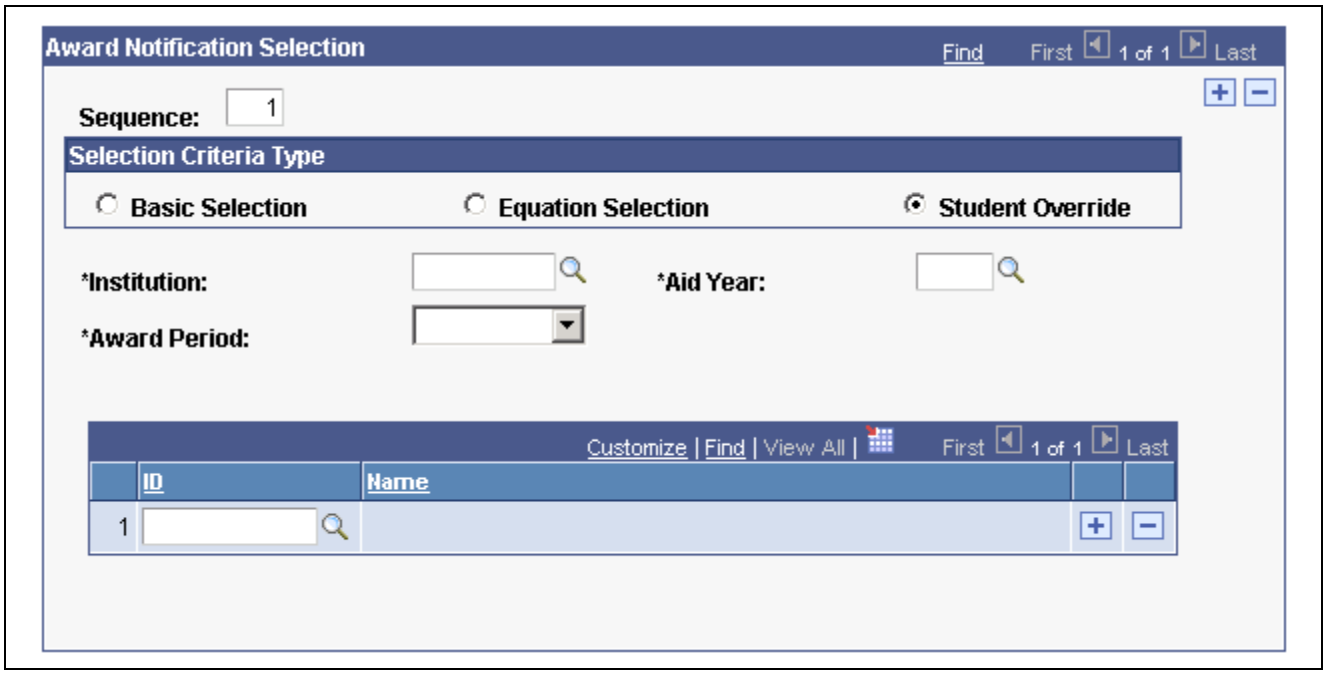


FAN Letter Run Control page with Equation Selection

This selection allows you to select a batch printing population defined by using an equation.

FAN Letter Run Control with Student Override Selection

Access the FAN Letter Run Control page with Student Override.



FAN Letter Run Control page with Student Override Selection page

This selection allows you to run batch processes for a single or multiple student IDs if row insert is used.

Processing and Printing an Individual FAN Letter

Access the FE Award Notification Detail page.

Note. You must first set default values on the Default Setup Page before using the FE Award Notification Detail page

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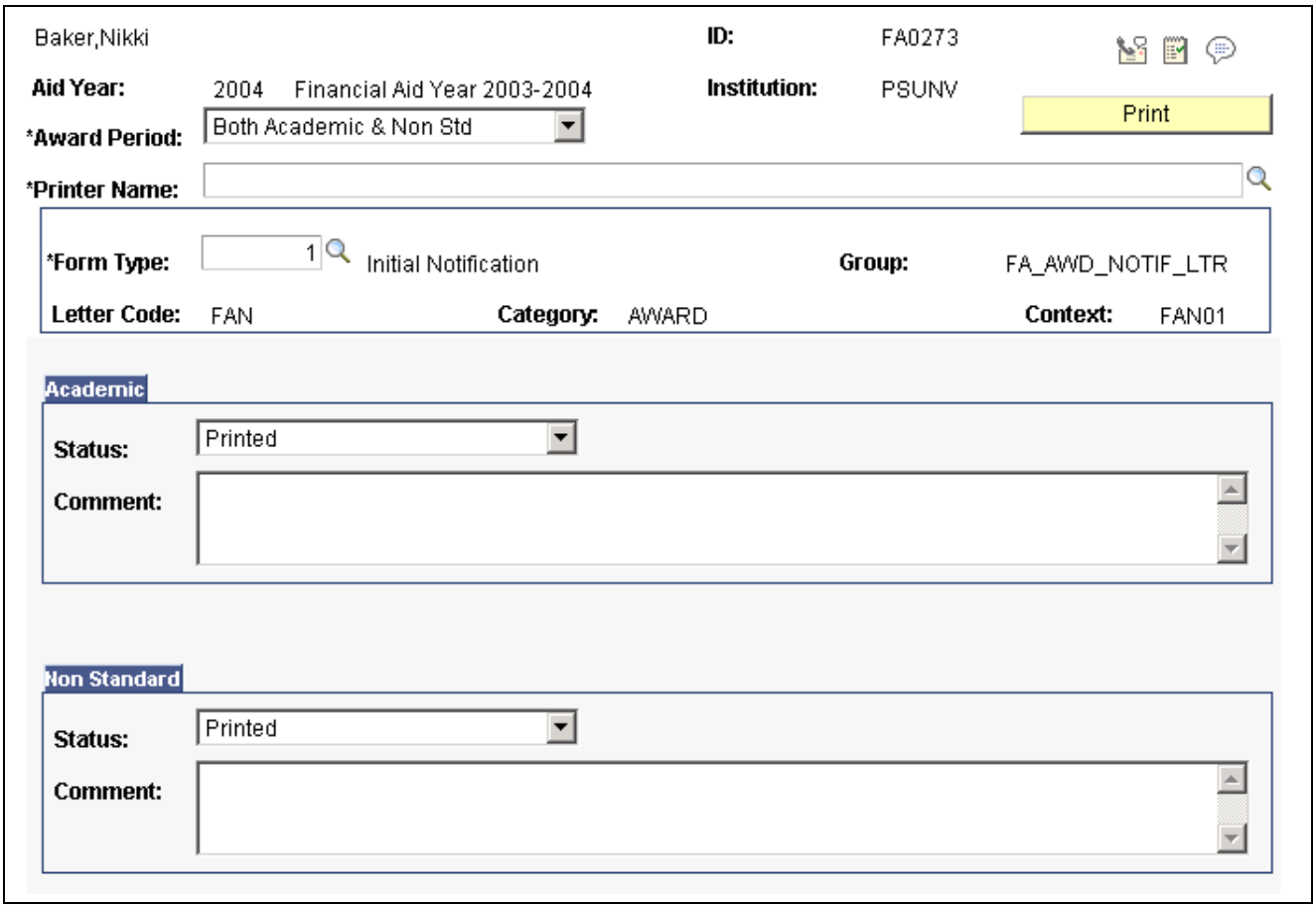


FE Award Notification Detail page

Note. The OK, Cancel, and Apply buttons appear below the page when you access it by clicking the Award Notification link on the Award Entry, Student Aid Package page.

The system displays the ID, Aid Year, and Institution.

Award Period Award Periods used in packaging. Options include Academic, Non-Standard and Both Academic and Non Standard.

Printer Name Defined using the Printer Names Set Up. This allows you to override printer selection defined on the FE Award Notification Default page.

Form Type Use the Forms Engine to define and create options. PeopleSoft delivers Initial Notification Option 1 and Option 2 (Short FAN).

Group Defined in the Setting Up the Forms Engine. Identifies the Form Type to a specific processing group.

Letter Code The code from the Campus Community Standard Letters page for this communication. Define this in the FE Award Notification Form Type Set Up.

Category The communications category associated with this letter code. Define this in the FE Award Notification Form Type Set Up.

Context The context from the Campus Community Communications Context page included in this category Define this in the FE Award Notification Form Type Set Up.

Academic

Status Options include:

Blank: Package does not exist.

Initial: Automatically switches to this status in preparation of the print process. You can manually reset this after the letter is run in real time. This status does not change to printed if you run the job in simulation.

Hold: Holds the print option for this award period.

Revised: Automatically switches to this status after the initial letter prints. You can manually reset this after the letter is run in real time. This status does not change to printed if you run this job in simulation.

Comment This allows you to write free form text. This comment prints if the Print Customized Message check box option is selected either on the FE Award Notification Default Set Up page or the FE Award Notification Run Control. The system prints this customized message in addition to any item type related message.

Non-Standard

Status Options include:

Blank: Package does not exist.

Initial: Automatically switches to this status in preparation of the print process. You can manually reset this after the letter is run in real time. This status does not change to printed if you run the job in simulation.

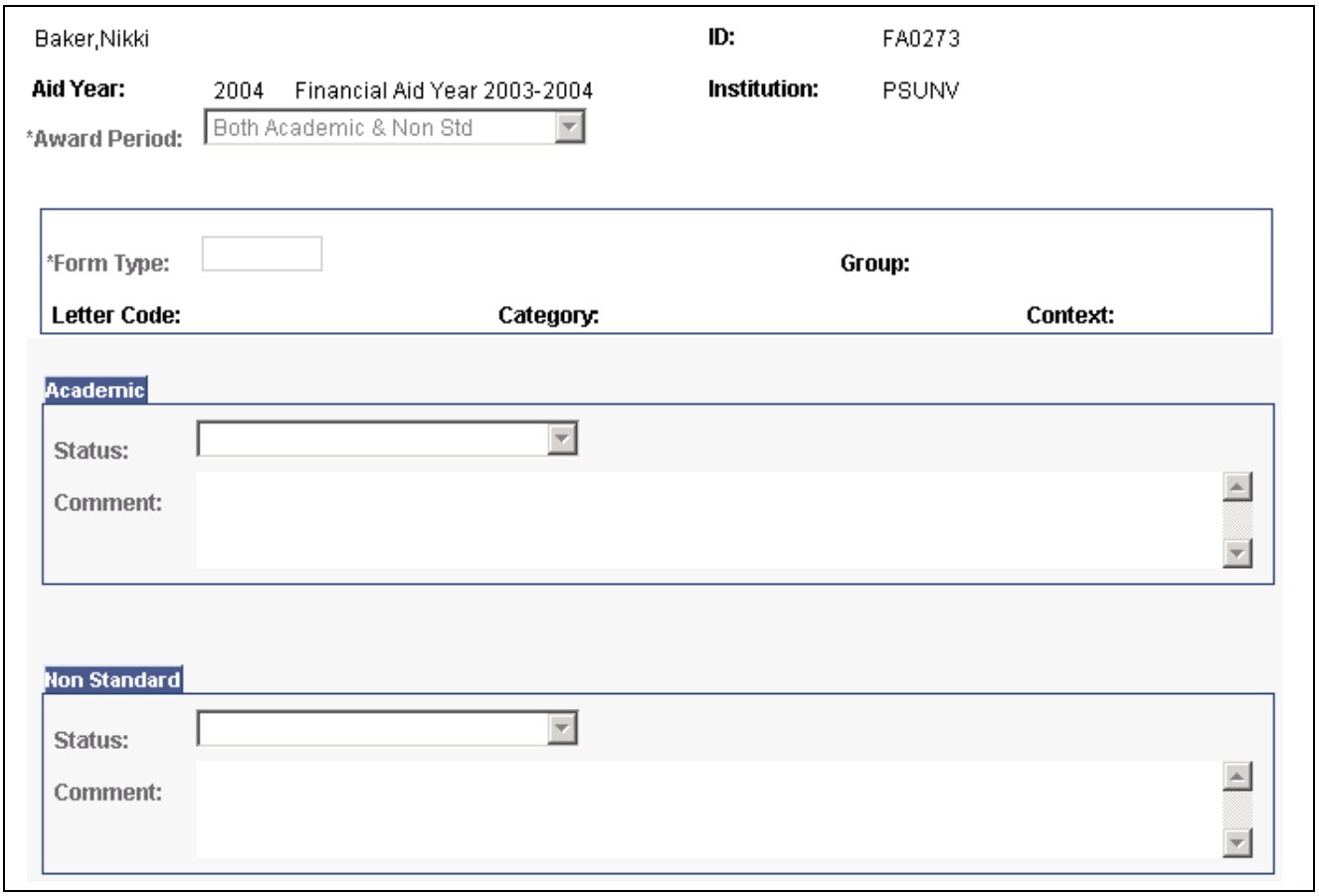
Hold: Holds the print option for this award period.

Revised: Automatically switches to this status after the initial letter prints. You can manually reset this after the letter is run in real time. This status does not change to printed if you run this job in simulation.

Comment This allows you to write free form text. This comment prints if the Print Customized Message check box option is selected either on the FE Award Notification Default Set Up page or the FE Award Notification Run Control. The system prints this customized message in addition to any item type related message.

Viewing FE Award Notification Inquiries

Access the FE Award Notification Inquiry page.

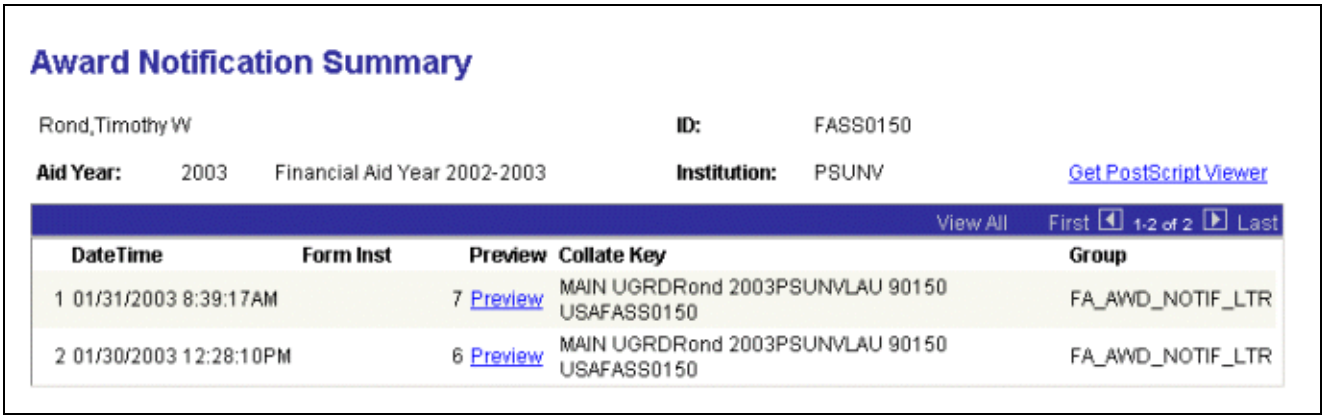


FE Award Notification Inquiry page

This page is view only. It is meant for front-line users with limited access or security. You cannot process actions or invoke processes from this page.

Viewing Award Notification Summary

Access the Award Notification Summary page.



Award Notification Summary page

Letter Code Used to generate the FAN letter.

Sequence	A number that distinguishes between versions of letters sent to a student. When you request a new communication and award notification letter (FAN), the system assigns a sequential number to the award notification letter. This sequence increases by one each time you request an additional award notification letter.
Date/Time	Indicates the date and time the letter was created.
Print Status	Indicates whether the letter has been printed, is awaiting printing, or has an error.
Award Period	Indicates the award period for which the FAN letter is printed. FA Term determines the default for these periods and uses the last effective-dated sequence or effective-dated status.
FAN Data	Click to access the Summary of Data Printed on FAN page to view the information that was printed on the student's FAN letter.

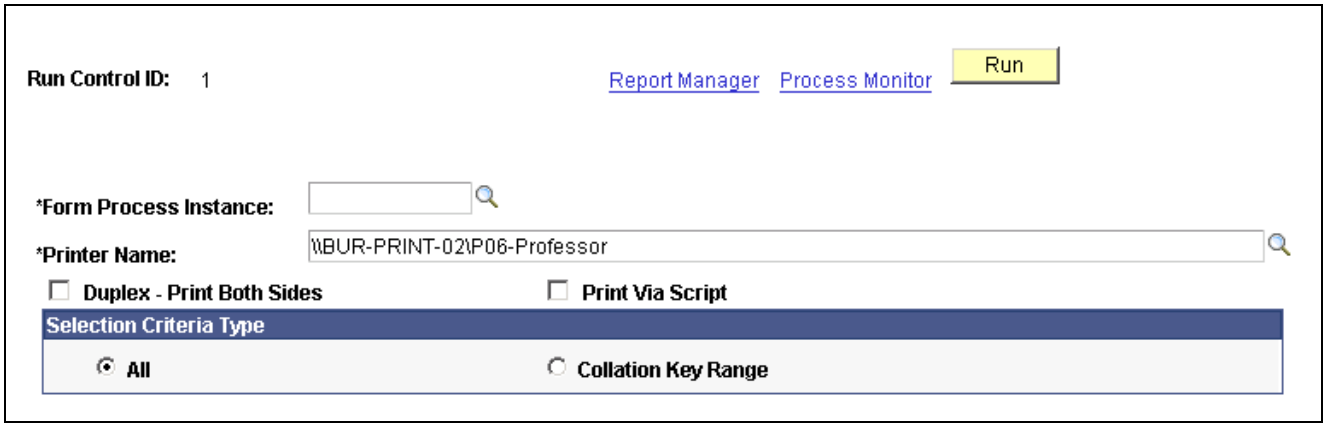
Note. To use the preview link, you must load the Get Post Script Viewer program. This program is freeware. You must load the GSVIEW and the GNU GHOSTSCIPT programs from this link.

This page is view only. It is meant for front-line users with limited access or security.

Click the Preview link to view and reprint a copy of the FE FAN letter associated with the Form Instance number.

Reprinting a FAN

Access the Award Notification Reprint page.



Award Notification Reprint page

The system displays the Run Control ID.

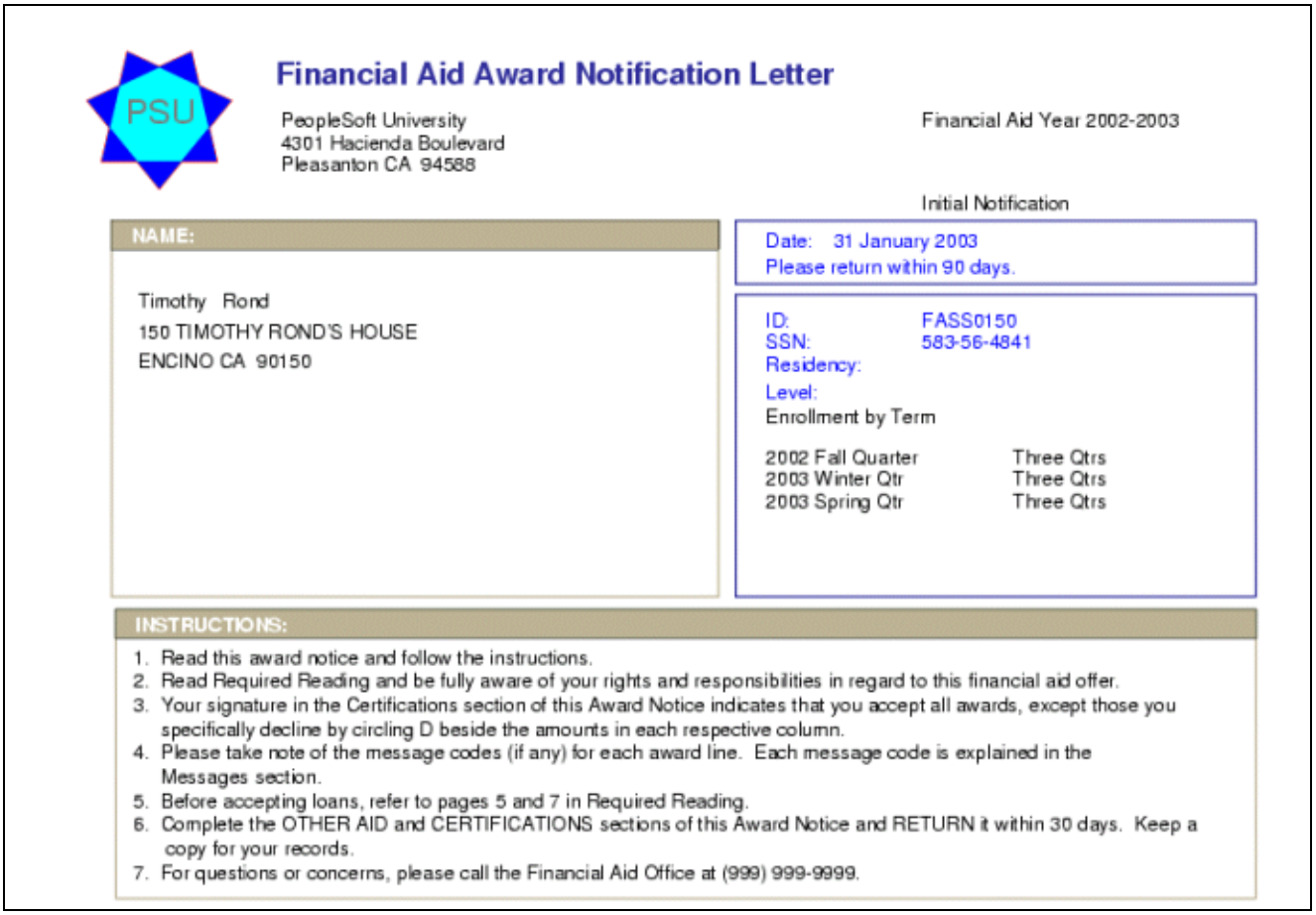
Form Process Instance	This information comes from Process Monitor Log Files.
Printer Name	Defined using the Printer Names Set Up. This allows you to override printer selection defined on the FE Award Notification Default page.
Duplex — Print Both Sides	Allows printing on both sides of a page.
Print Via Script	Select to allow for multi-platform printing.
Selection Criteria Type	Options include:

All: Allows you to reprint the entire batch of students for the Form Process Instance.

Collation Key Range: Allows you to reprint an individual student or a range of students.

Examples of Printed FAN Letters

Financial Aid Award Notification Letter, long version



Financial Aid Notification Letter

PeopleSoft University
4301 Hacienda Boulevard
Pleasanton CA 94588

Financial Aid Year 2002-2003

Initial Notification

NAME:

Timothy Rond
150 TIMOTHY ROND'S HOUSE
ENCINO CA 90150

Date: 31 January 2003
Please return within 90 days.

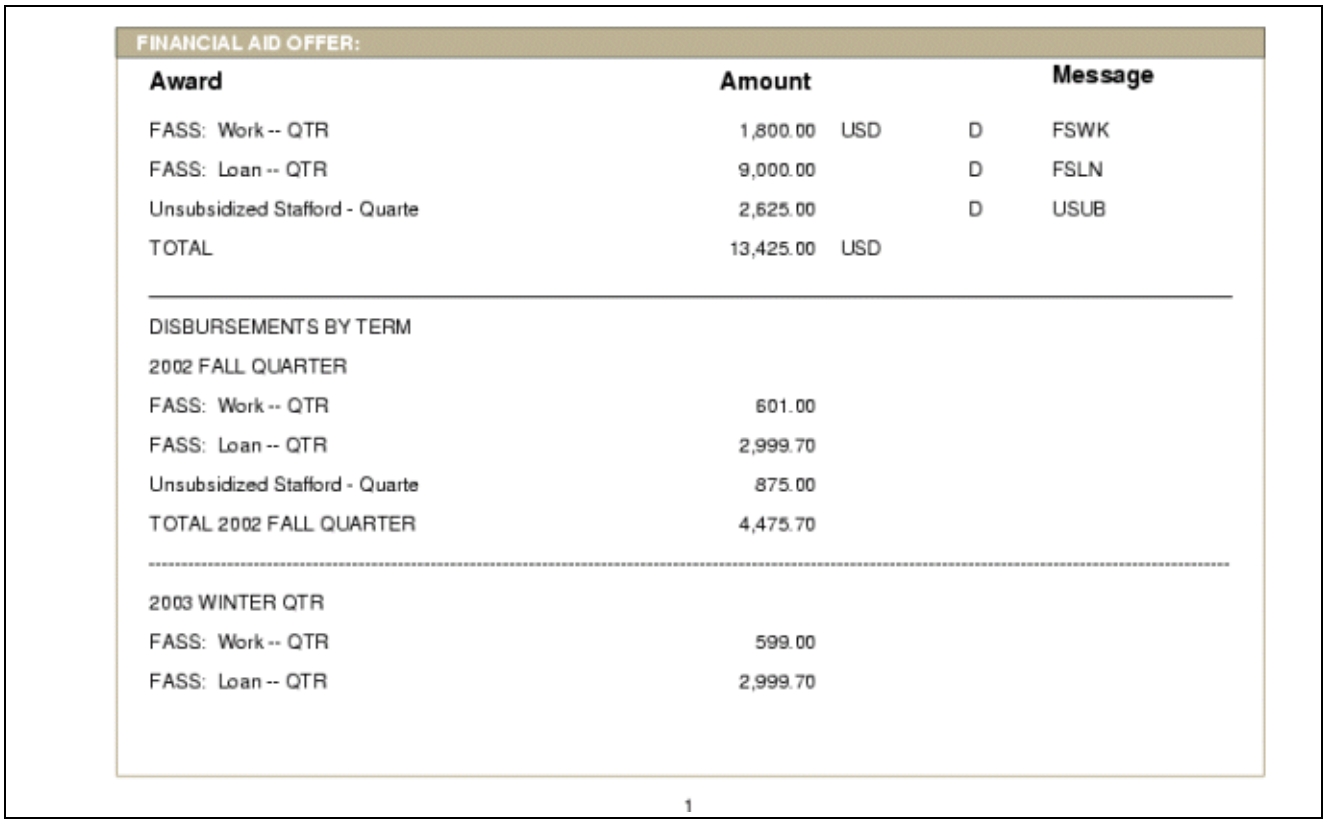
ID: FASS0150
SSN: 583-56-4841
Residency:
Level:
Enrollment by Term

2002 Fall Quarter	Three Qtrs
2003 Winter Qtr	Three Qtrs
2003 Spring Qtr	Three Qtrs

INSTRUCTIONS:

1. Read this award notice and follow the instructions.
2. Read Required Reading and be fully aware of your rights and responsibilities in regard to this financial aid offer.
3. Your signature in the Certifications section of this Award Notice indicates that you accept all awards, except those you specifically decline by circling D beside the amounts in each respective column.
4. Please take note of the message codes (if any) for each award line. Each message code is explained in the Messages section.
5. Before accepting loans, refer to pages 5 and 7 in Required Reading.
6. Complete the OTHER AID and CERTIFICATIONS sections of this Award Notice and RETURN it within 30 days. Keep a copy for your records.
7. For questions or concerns, please call the Financial Aid Office at (999) 999-9999.

Financial Aid Notification (FAN) Letter, long version (1 of 6)



FINANCIAL AID OFFER:

Award	Amount			Message
FASS: Work -- QTR	1,800.00	USD	D	FSWK
FASS: Loan -- QTR	9,000.00		D	FSLN
Unsubsidized Stafford - Quarte	2,625.00		D	USUB
TOTAL	13,425.00	USD		

DISBURSEMENTS BY TERM

2002 FALL QUARTER

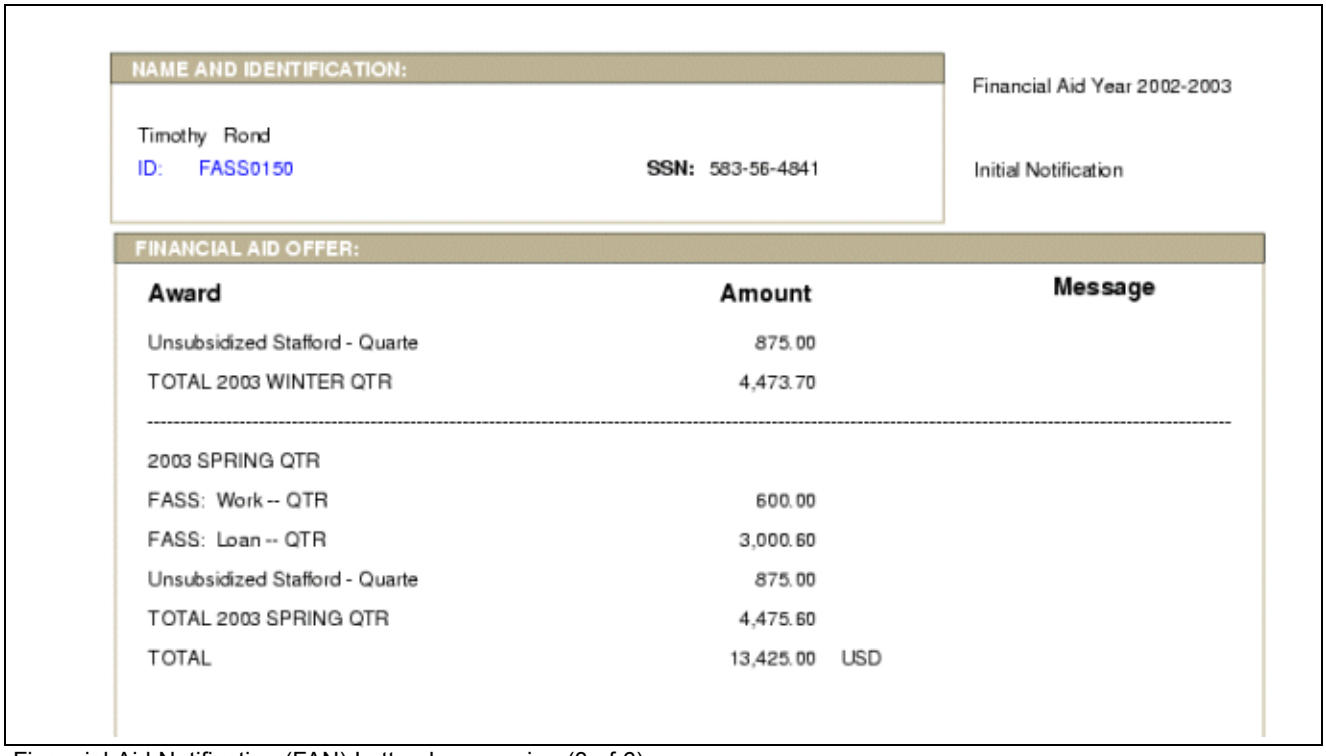
FASS: Work -- QTR	601.00
FASS: Loan -- QTR	2,999.70
Unsubsidized Stafford - Quarte	875.00
TOTAL 2002 FALL QUARTER	4,475.70

2003 WINTER QTR

FASS: Work -- QTR	599.00
FASS: Loan -- QTR	2,999.70

1

Financial Aid Notification (FAN) Letter, long version (2 of 6)



NAME AND IDENTIFICATION:

Timothy Rond
ID: FASS0150 **SSN:** 583-56-4841

Financial Aid Year 2002-2003

Initial Notification

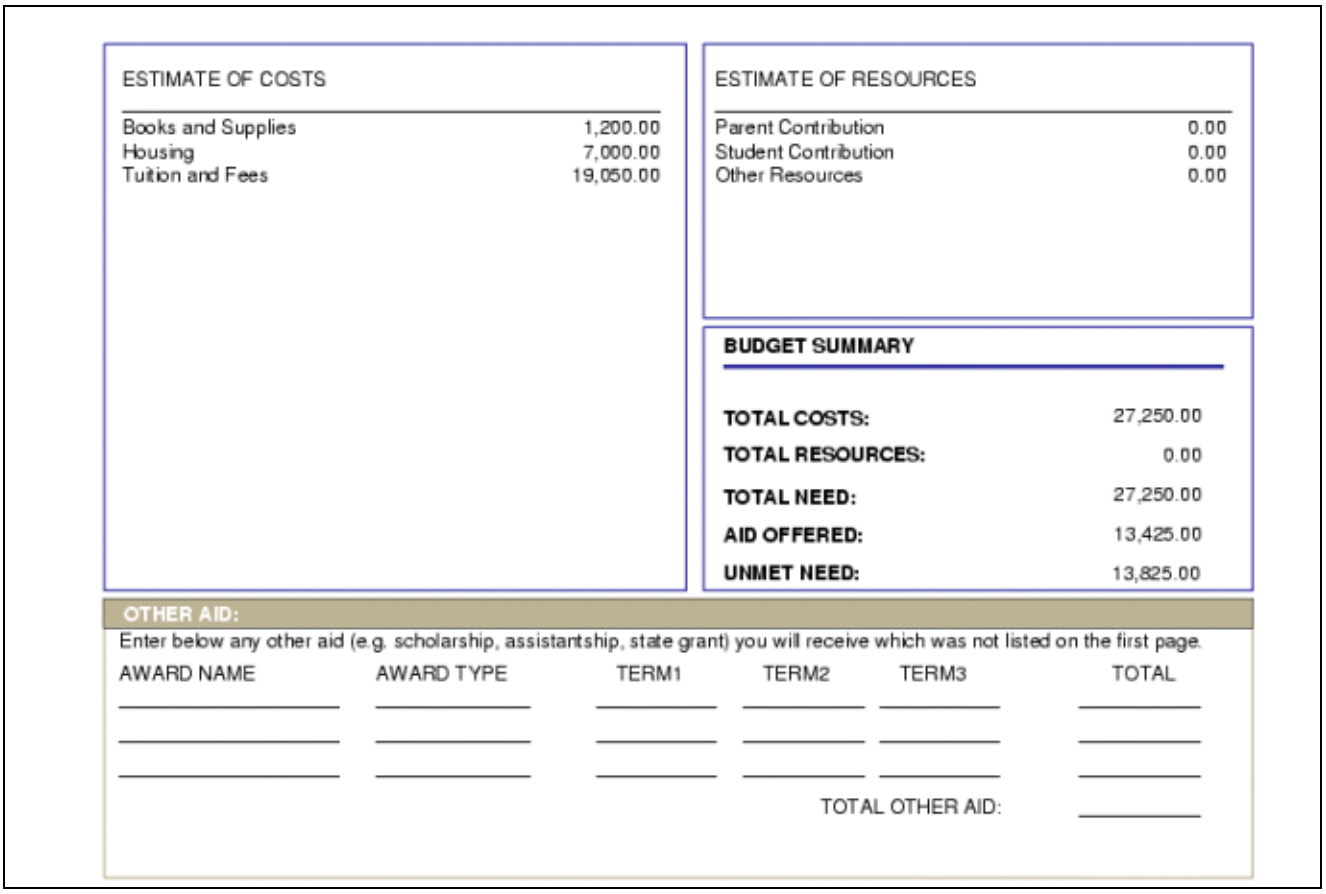
FINANCIAL AID OFFER:

Award	Amount		Message
Unsubsidized Stafford - Quarte	875.00		
TOTAL 2003 WINTER QTR	4,473.70		

2003 SPRING QTR

FASS: Work -- QTR	600.00		
FASS: Loan -- QTR	3,000.60		
Unsubsidized Stafford - Quarte	875.00		
TOTAL 2003 SPRING QTR	4,475.60		
TOTAL	13,425.00	USD	

Financial Aid Notification (FAN) Letter, long version (3 of 6)



ESTIMATE OF COSTS

Books and Supplies	1,200.00
Housing	7,000.00
Tuition and Fees	19,050.00

ESTIMATE OF RESOURCES

Parent Contribution	0.00
Student Contribution	0.00
Other Resources	0.00

BUDGET SUMMARY

TOTAL COSTS:	27,250.00
TOTAL RESOURCES:	0.00
TOTAL NEED:	27,250.00
AID OFFERED:	13,425.00
UNMET NEED:	13,825.00

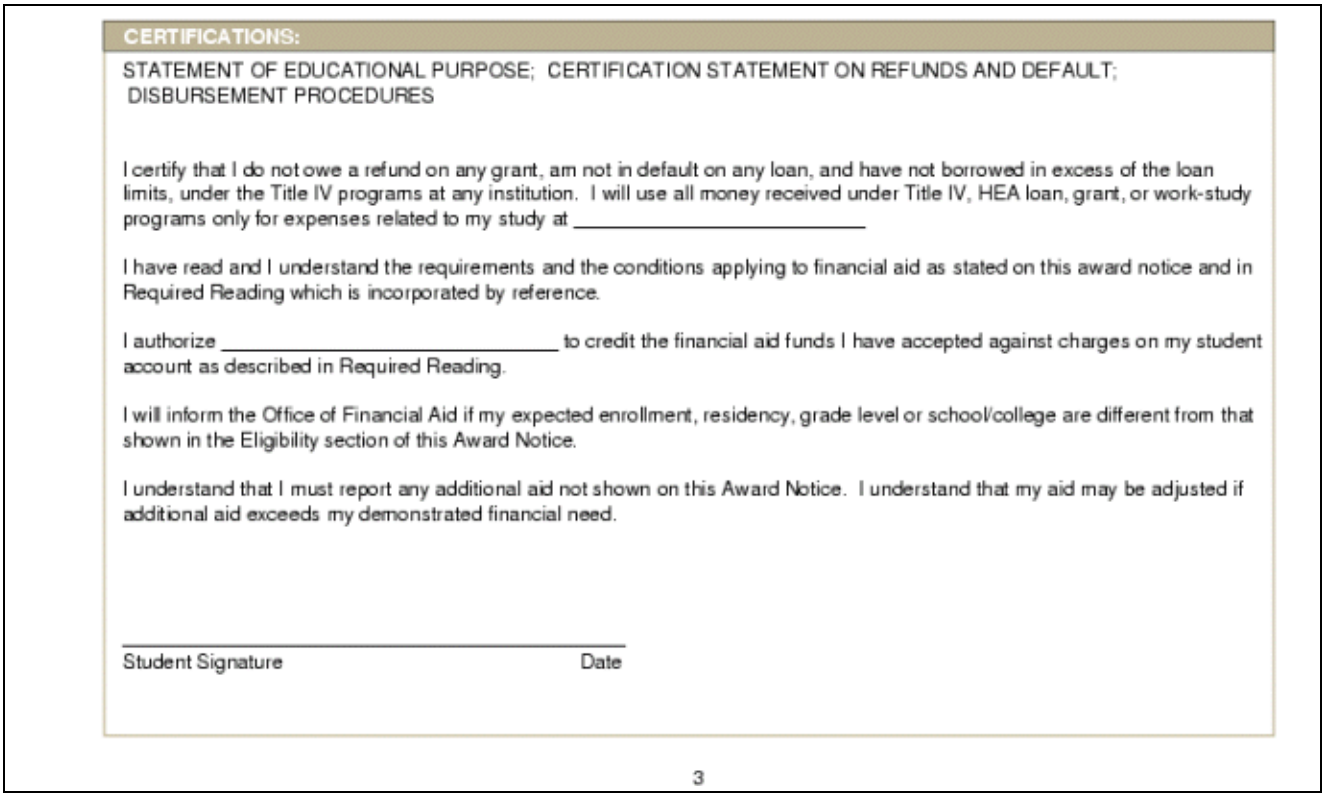
OTHER AID:

Enter below any other aid (e.g. scholarship, assistantship, state grant) you will receive which was not listed on the first page.

AWARD NAME	AWARD TYPE	TERM1	TERM2	TERM3	TOTAL

TOTAL OTHER AID: _____

Financial Aid Notification (FAN) Letter, long version (4 of 6)



CERTIFICATIONS:

STATEMENT OF EDUCATIONAL PURPOSE; CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT; DISBURSEMENT PROCEDURES

I certify that I do not owe a refund on any grant, am not in default on any loan, and have not borrowed in excess of the loan limits, under the Title IV programs at any institution. I will use all money received under Title IV, HEA loan, grant, or work-study programs only for expenses related to my study at _____

I have read and I understand the requirements and the conditions applying to financial aid as stated on this award notice and in Required Reading which is incorporated by reference.

I authorize _____ to credit the financial aid funds I have accepted against charges on my student account as described in Required Reading.

I will inform the Office of Financial Aid if my expected enrollment, residency, grade level or school/college are different from that shown in the Eligibility section of this Award Notice.

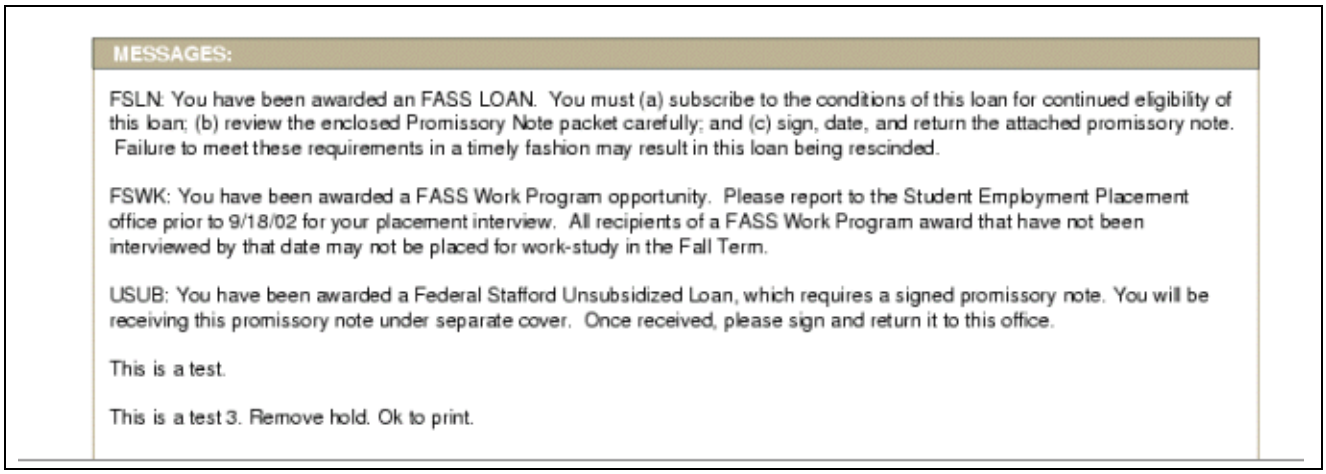
I understand that I must report any additional aid not shown on this Award Notice. I understand that my aid may be adjusted if additional aid exceeds my demonstrated financial need.

_____

Student Signature Date

3

Financial Aid Notification (FAN) Letter (5 of 6)



MESSAGES:

FSLN: You have been awarded an FASS LOAN. You must (a) subscribe to the conditions of this loan for continued eligibility of this loan; (b) review the enclosed Promissory Note packet carefully; and (c) sign, date, and return the attached promissory note. Failure to meet these requirements in a timely fashion may result in this loan being rescinded.

FSWK: You have been awarded a FASS Work Program opportunity. Please report to the Student Employment Placement office prior to 9/18/02 for your placement interview. All recipients of a FASS Work Program award that have not been interviewed by that date may not be placed for work-study in the Fall Term.

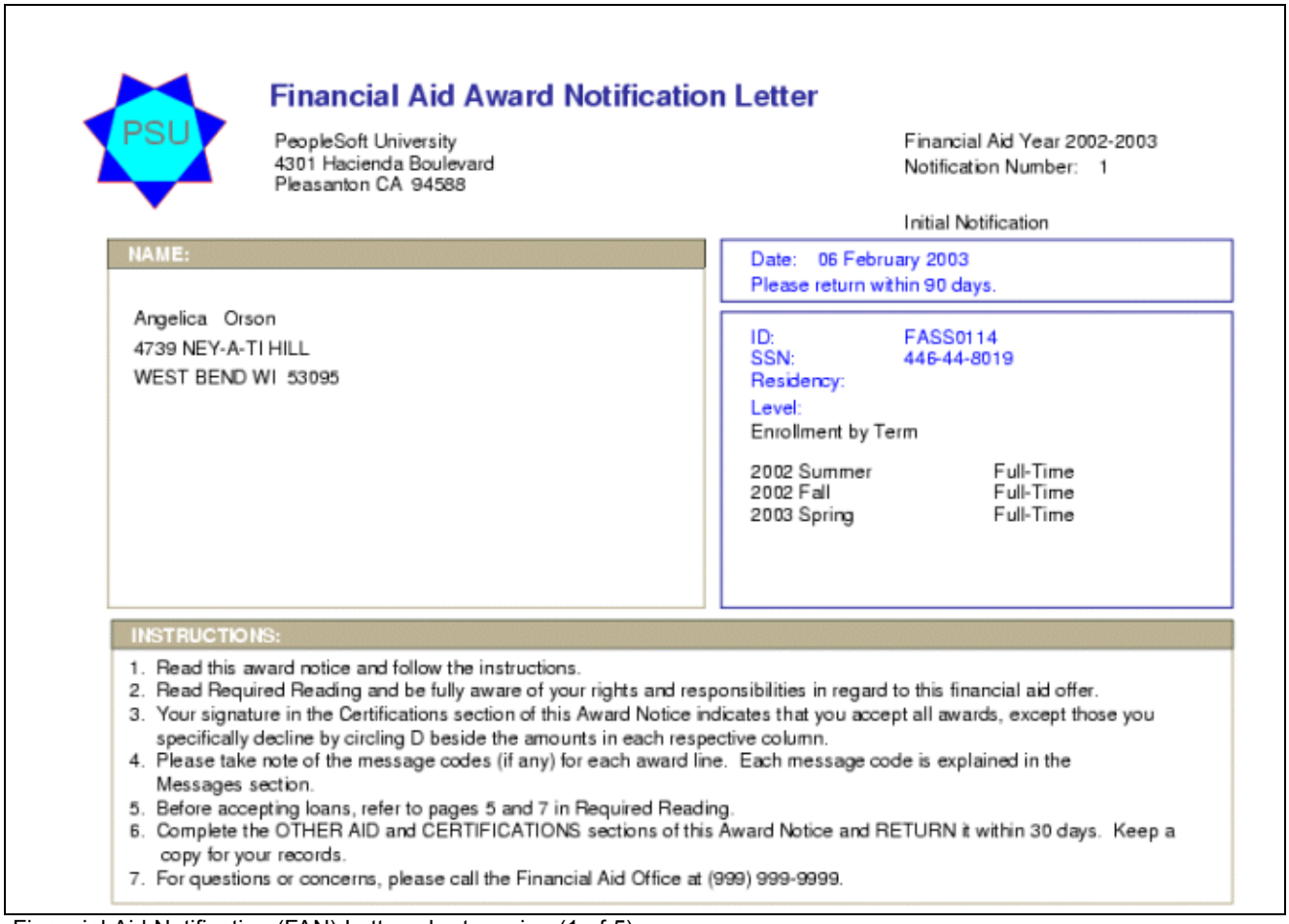
USUB: You have been awarded a Federal Stafford Unsubsidized Loan, which requires a signed promissory note. You will be receiving this promissory note under separate cover. Once received, please sign and return it to this office.

This is a test.

This is a test 3. Remove hold. Ok to print.

Financial Aid Notification (FAN) Letter (6 of 6)

Financial Aid Award Notification Letter, short version



PSU

Financial Aid Award Notification Letter

PeopleSoft University
4301 Hacienda Boulevard
Pleasanton CA 94588

Financial Aid Year 2002-2003
Notification Number: 1

Initial Notification

NAME:

Angelica Orson
4739 NEY-A-TI HILL
WEST BEND WI 53095

Date: 06 February 2003
Please return within 90 days.

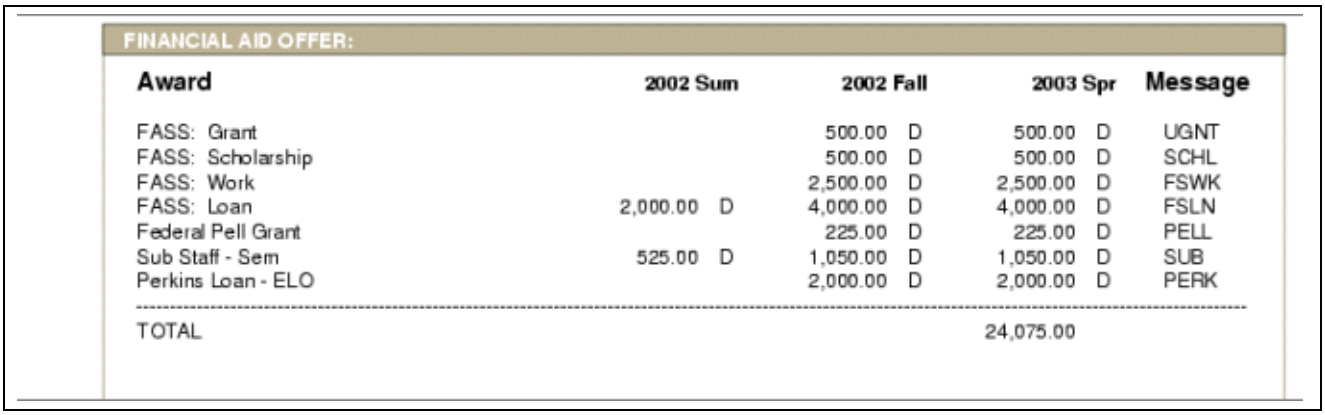
ID: FASS0114
SSN: 446-44-8019
Residency:
Level:
Enrollment by Term

2002 Summer	Full-Time
2002 Fall	Full-Time
2003 Spring	Full-Time

INSTRUCTIONS:

1. Read this award notice and follow the instructions.
2. Read Required Reading and be fully aware of your rights and responsibilities in regard to this financial aid offer.
3. Your signature in the Certifications section of this Award Notice indicates that you accept all awards, except those you specifically decline by circling D beside the amounts in each respective column.
4. Please take note of the message codes (if any) for each award line. Each message code is explained in the Messages section.
5. Before accepting loans, refer to pages 5 and 7 in Required Reading.
6. Complete the OTHER AID and CERTIFICATIONS sections of this Award Notice and RETURN it within 30 days. Keep a copy for your records.
7. For questions or concerns, please call the Financial Aid Office at (999) 999-9999.

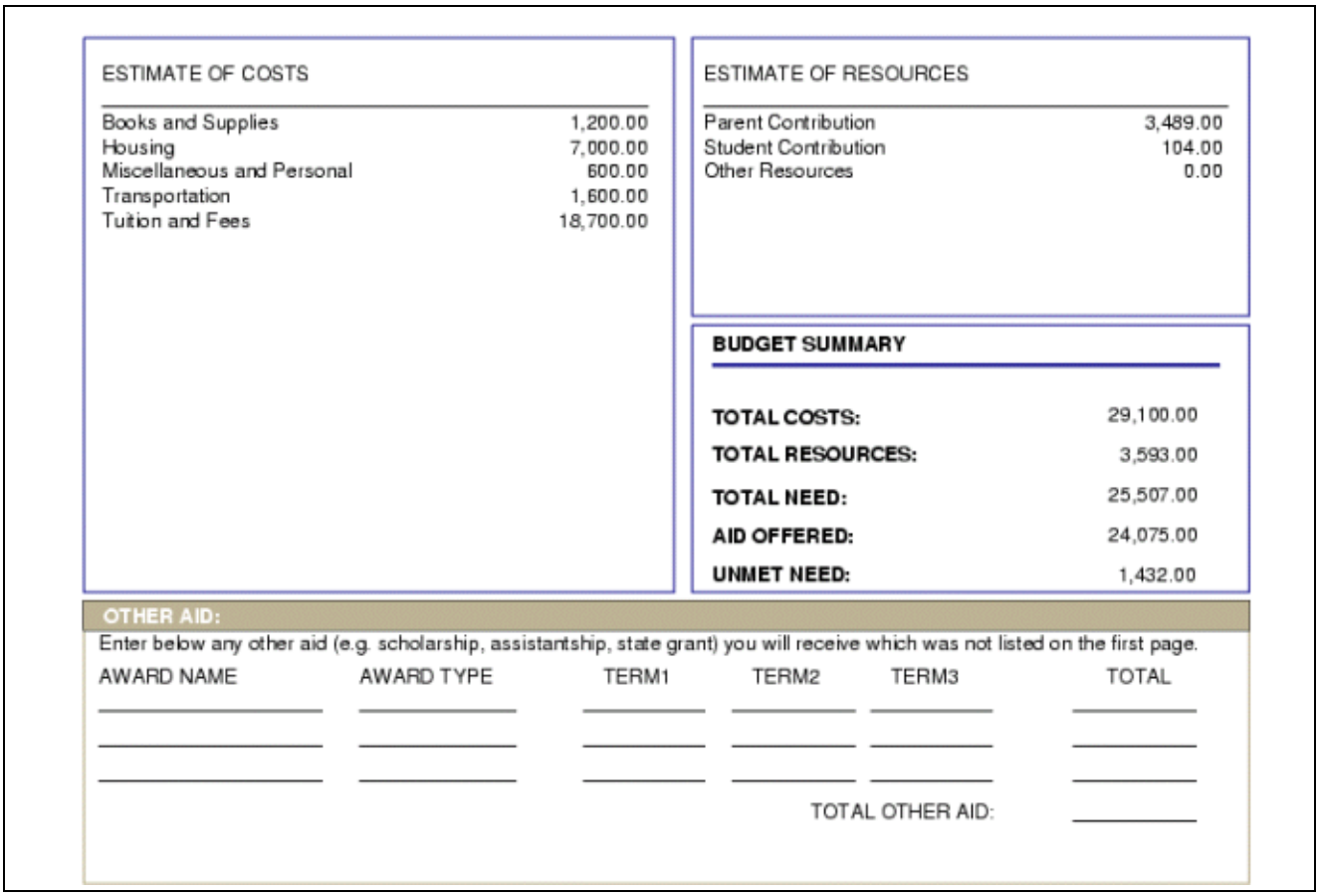
Financial Aid Notification (FAN) Letter, short version (1 of 5)



FINANCIAL AID OFFER:

Award	2002 Sum	2002 Fall	2003 Spr	Message
FASS: Grant		500.00 D	500.00 D	UGNT
FASS: Scholarship		500.00 D	500.00 D	SCHL
FASS: Work		2,500.00 D	2,500.00 D	FSWK
FASS: Loan	2,000.00 D	4,000.00 D	4,000.00 D	FSLN
Federal Pell Grant		225.00 D	225.00 D	PELL
Sub Staff - Sem	525.00 D	1,050.00 D	1,050.00 D	SUB
Perkins Loan - ELO		2,000.00 D	2,000.00 D	PERK
TOTAL			24,075.00	

Financial Aid Notification (FAN) Letter, short version (2 of 5)



ESTIMATE OF COSTS

Books and Supplies	1,200.00
Housing	7,000.00
Miscellaneous and Personal	600.00
Transportation	1,600.00
Tuition and Fees	18,700.00

ESTIMATE OF RESOURCES

Parent Contribution	3,489.00
Student Contribution	104.00
Other Resources	0.00

BUDGET SUMMARY

TOTAL COSTS:	29,100.00
TOTAL RESOURCES:	3,593.00
TOTAL NEED:	25,507.00
AID OFFERED:	24,075.00
UNMET NEED:	1,432.00

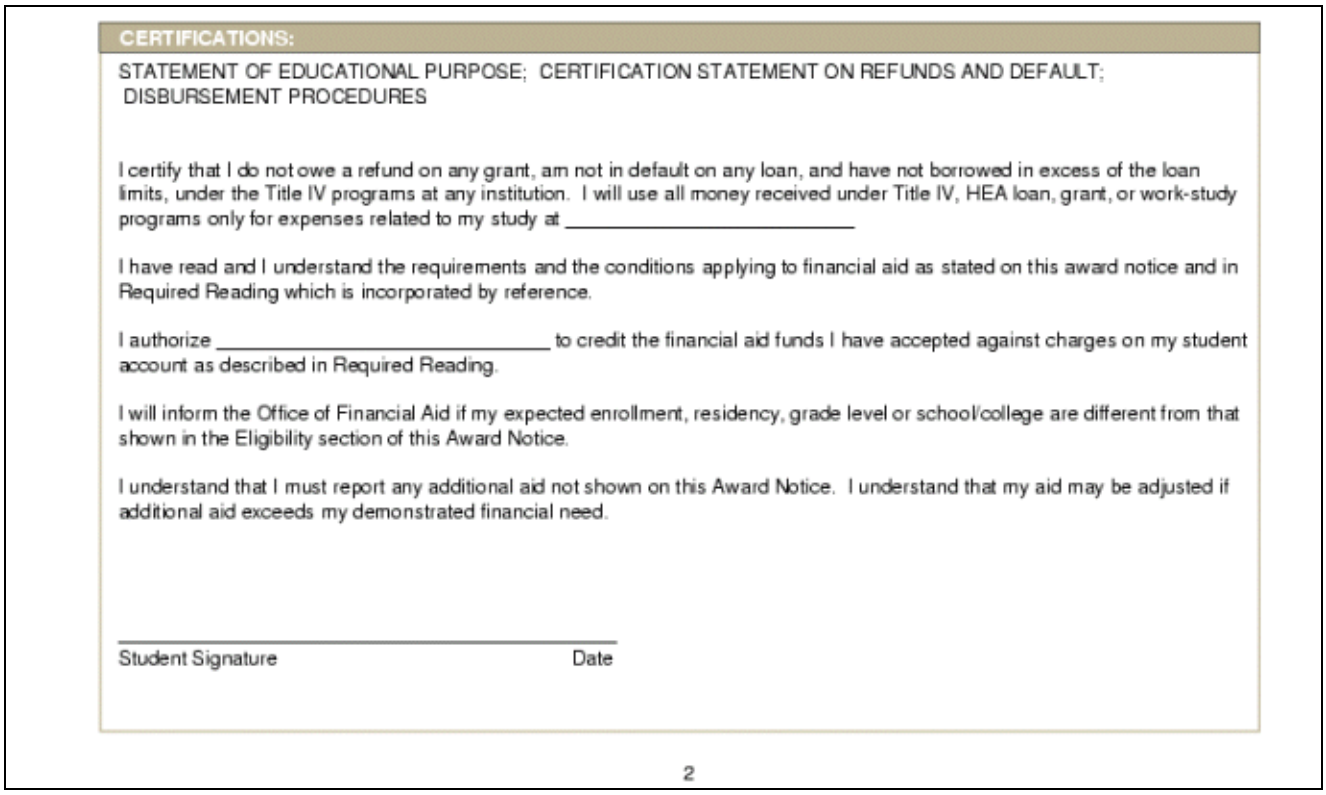
OTHER AID:

Enter below any other aid (e.g. scholarship, assistantship, state grant) you will receive which was not listed on the first page.

AWARD NAME	AWARD TYPE	TERM1	TERM2	TERM3	TOTAL

TOTAL OTHER AID: _____

Financial Aid Notification (FAN) Letter, short version (3 of 5)



CERTIFICATIONS:

STATEMENT OF EDUCATIONAL PURPOSE; CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT; DISBURSEMENT PROCEDURES

I certify that I do not owe a refund on any grant, am not in default on any loan, and have not borrowed in excess of the loan limits, under the Title IV programs at any institution. I will use all money received under Title IV, HEA loan, grant, or work-study programs only for expenses related to my study at _____

I have read and I understand the requirements and the conditions applying to financial aid as stated on this award notice and in Required Reading which is incorporated by reference.

I authorize _____ to credit the financial aid funds I have accepted against charges on my student account as described in Required Reading.

I will inform the Office of Financial Aid if my expected enrollment, residency, grade level or school/college are different from that shown in the Eligibility section of this Award Notice.

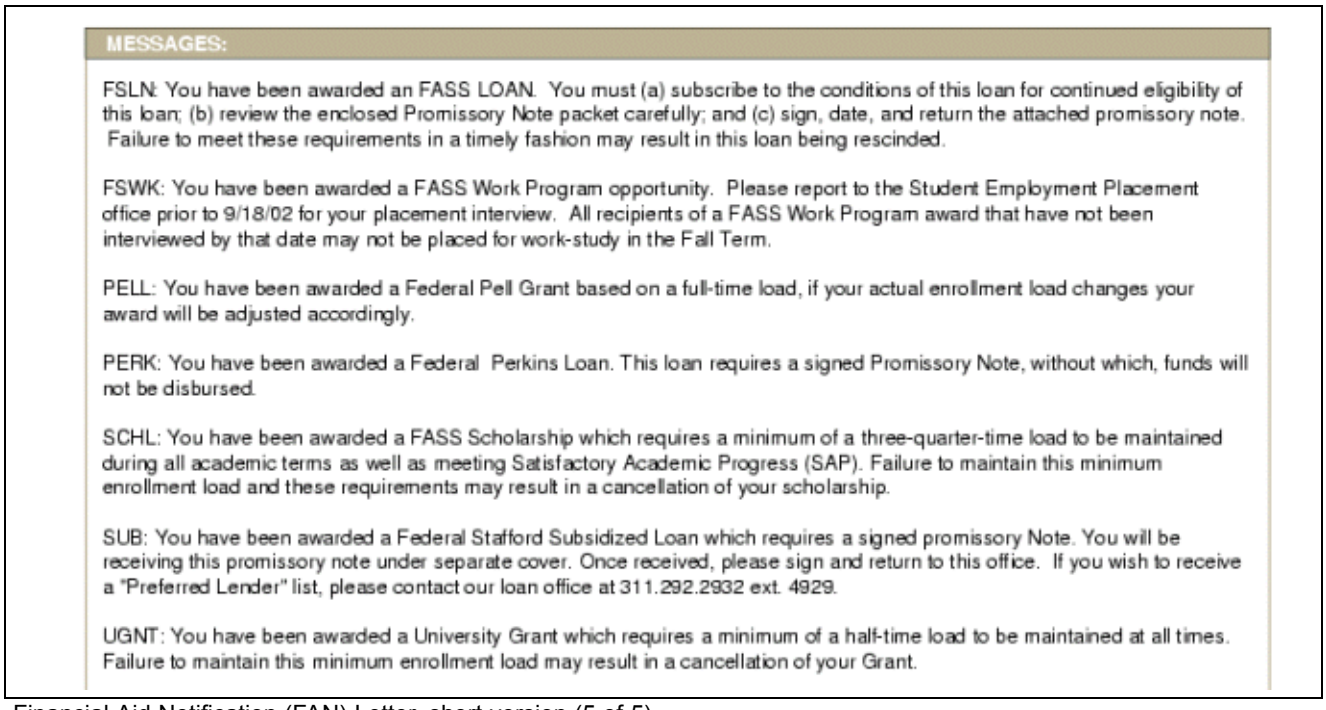
I understand that I must report any additional aid not shown on this Award Notice. I understand that my aid may be adjusted if additional aid exceeds my demonstrated financial need.

_____

Student Signature Date

2

Financial Aid Notification (FAN) Letter, short version (4 of 5)



MESSAGES:

FSLN: You have been awarded an FASS LOAN. You must (a) subscribe to the conditions of this loan for continued eligibility of this loan; (b) review the enclosed Promissory Note packet carefully; and (c) sign, date, and return the attached promissory note. Failure to meet these requirements in a timely fashion may result in this loan being rescinded.

FSWK: You have been awarded a FASS Work Program opportunity. Please report to the Student Employment Placement office prior to 9/18/02 for your placement interview. All recipients of a FASS Work Program award that have not been interviewed by that date may not be placed for work-study in the Fall Term.

PELL: You have been awarded a Federal Pell Grant based on a full-time load, if your actual enrollment load changes your award will be adjusted accordingly.

PERK: You have been awarded a Federal Perkins Loan. This loan requires a signed Promissory Note, without which, funds will not be disbursed.

SCHL: You have been awarded a FASS Scholarship which requires a minimum of a three-quarter-time load to be maintained during all academic terms as well as meeting Satisfactory Academic Progress (SAP). Failure to maintain this minimum enrollment load and these requirements may result in a cancellation of your scholarship.

SUB: You have been awarded a Federal Stafford Subsidized Loan which requires a signed promissory Note. You will be receiving this promissory note under separate cover. Once received, please sign and return to this office. If you wish to receive a "Preferred Lender" list, please contact our loan office at 311.292.2932 ext. 4929.

UGNT: You have been awarded a University Grant which requires a minimum of a half-time load to be maintained at all times. Failure to maintain this minimum enrollment load may result in a cancellation of your Grant.

Financial Aid Notification (FAN) Letter, short version (5 of 5)

Modifying FE FAN Form Letter Templates

This section discusses how to:

- Change an address.
- Change messages and instructions.

Note. You may want to consult your technical support group before implementing this procedure.

Changing an Address

The system uses the school address information from the Academic Institution Table for the FE FAN letter. To change an academic institution's address, use the Academic Institution 1 page by navigating to Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table.

Changing Messages and Instructions

You can update or change messages and instructions.

To change the "Please return within 90 days." message:

1. Navigate to PeopleTools, Utilities, Use, Message Catalog.
2. Enter 14402 in the Message Set Number field and click Search.
3. Click Find and enter 98 in the Explorer User Prompt dialog box.
4. Click OK.
5. Use the Message Text field to update the message text.
6. Save your changes.

To change the "Instructions" section:

1. Navigate to PeopleTools, Utilities, Use, Message Catalog.
2. Enter 14420 in the Message Set Number field and click Search.
3. Click Find and enter 180 in the Explorer User Prompt dialog box.
4. Click OK.
5. Update the text in the Explanation field.
6. Save your changes.

To move existing information from one page to another or adding another page, change the Application Engine Program called FAAWDNOTIF.

Note. It is useful to know the page names in Application Designer. The first page of the FE FAN is called FA_AWD_NOTIF_LTR1.

CHAPTER 23

Special Cases and Considerations in Packaging

This chapter discusses:

- Handling special cases when packaging students.
- Awarding Pell grants.
- Awarding for multiple careers.
- Processing awards for multiple award periods using passive/active mode.
- Using passive/active mode in Manual Packaging for multiple award periods.
- Awarding conditional aid for multiple award periods.
- Distributing awards when there is a shortage of need in one award period.
- Protecting disbursements during awarding.

Handling Special Cases When Packaging Students

This section provides an overview of awarding and packaging students and discusses:

- Awarding for additional terms or non-standard terms.
- Awarding without application data.
- Awarding for increased grade level eligibility within an academic year.
- Adding awards using the same financial aid item type.
- Re-awarding a cancelled or declined financial aid item type.
- Canceling awards with disbursements.
- Sequencing loan awards.
- Processing Direct Loan adjustments.
- Adjusting CommonLine loan item types.

Understanding Awarding and Packaging Students

Financial Aid provides sophisticated tools to package students. You can manually award students one at a time, auto package students one at a time using a packaging plan, or Mass Package a large number of students using several packaging plans. Manual awarding and Auto Packaging are performed using one of the award entry components. Mass Packaging is performed using a series of background processes, but you can review the results of each step using inquiry and summary pages. After running Auto Packaging or Mass Packaging, you can supplement a student's package by manually entering awards. Using the award entry pages (Student Aid Package page, Manual Student Packaging page, and Professional Judgement page), you can also override default financial aid item types attributes, such as the disbursement plan and split code. Manual awarding is done by inserting as many financial aid item types as you want to complete a student's package or by modifying an existing award.

You must validate awards after manual award entry or after making any changes to existing awards. Validation is performed automatically as part of the Auto Packaging and Mass Packaging processes. Validation checks eligibility rules, fiscal limits, aggregate limits, and any other financial aid item type rules for each award. Validation lowers award amounts for awards that cause an overaward or which exceed fiscal or aggregate limits. When manually awarding Pell Grants, validation assists you by calculating the Pell Grant eligibility amount for students when you leave the offer field at zero dollars.

Note. Before a student can be packaged, the U.S.E.D. database matches from the CPS must be passed. If one of the matches is returned with an ineligible code, it must be resolved before the student can be packaged for federal assistance. The procedure for resolving ineligible conditions is described in the documentation for the Database Matches page.

Awarding for Additional Terms or Non-Standard Terms

To award students for a term you must have a Financial Aid Term and a budget associated with the student for the term you want to award. If the Financial Aid Term and budget do not exist for the term you are awarding, you must create a row in the Financial Aid Term record and the budget record for that term. The Financial Aid Term and a budget must be present for the student because the disbursement record for an award cannot be created without the associated Financial Aid Term and budget. For example, if you want to award for a summer term before summer enrollment data—Financial Aid Term—is available, you must manually create the summer Financial Aid Term and a summer budget.

Note. A budget for the student is not required if you are awarding a financial aid item type that has a meet need/cost attribute of either *No Effect* or *Conditional* or if you are awarding using the Professional Judgement page.

If you are awarding for an additional term, not previously awarded for, you must use a relevant disbursement plan/split code combination to account for that new term. For example, if the student was awarded based on two terms, Fall and Winter, and now needs to be awarded for the Spring term, you can change the split code if the disbursement plan encompasses all three terms. Otherwise, you must award for the Spring term using different financial aid item types and disbursement plans and split codes that reflect a spring only disbursement.

There is no support for awarding Pell Grants for Non-Standard Award Periods, but you can establish Pell disbursements over the Non-Standard Award Period. This is true for manual awarding, Auto Packaging, and Mass Packaging. For example, if a student did not use all her Pell Grant eligibility in the Academic Award Period, you could spread the difference over the additional (summer) award period as long as the disbursement plan includes the summer term.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Awarding and Rounding Rules, page 102

Awarding without Application Data

Students who have no application data (ISIR, PROFILE, Need Access, or institutional application) can be awarded. A student is considered to have no application if the student has no application data OR if the student has an application that is different than indicated in Packaging Data Source field on the Financial Aid Defaults page. For example, if you specify *Federal* for your Packaging Data Source and the student only has a PROFILE application, the student is considered to have no application.

A student who has no application, as defined above, is considered by the Packaging routine to be ineligible for federal funds, except a PLUS loan. If you try to award federal funds (except a PLUS loan) to a student who has no application you get the message, "In NO APP status. Only conditional, No Effect, or PLUS Item Types are valid." When a PLUS loan is being awarded to an undergraduate student who has no application, the Packaging routine bypasses all federal eligibility checks, including the dependency check, and the PLUS loan is awarded.

Generally when awarding students who have no application, a budget is not required. However, students with no application who are awarded a PLUS loan must have a budget.

To award a financial aid item type to a student who has no application data—except for PLUS financial aid item types—the financial aid item type's Meet Need/Cost attribute must be defined as *Conditional, No Effect,* or *Cost Only* and the financial aid item type's Source attribute *cannot* be *Federal.* The Meet Need/Cost attribute must be *Conditional, No Effect* or *Cost Only* because there is no need calculated for the student without an application. The Source attribute must not be *Federal,* except for PLUS, because when awarding a federal award, the Packaging routine requires ISIR data.

See Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 99.

If you are packaging a student who does not have an ISIR or institutional application data in the system, when you enter any of the award entry pages you receive a message that says, "Student does not have application data." This message is informational only; you can acknowledge the message and enter the page.

Awarding For Increased Grade Level Eligibility

Federally funded financial aid programs require strict eligibility requirements and borrowing limits. Most grade level limits increase as a student progresses in his studies. A student who has already borrowed up to the annual level limit within an academic year can receive additional funds if the annual level limit increases because a student advances or progresses to a new grade level with a higher-level limit. Financial Aid provides two procedural options to accommodate and award for an additional increase due to grade level changes. Option one is to use multiple and/or unique item types with different disbursement plans or split codes to support the additional eligibility. The other option is to select the Multi-Pass Processing check box. The Multi-Pass processing option set at the aggregate area level provides the means to automate mid-year grade level limit increases during the awarding and packaging process. This is an optional setting. This option is currently disabled for loan programs processed by the financial aid loan origination routine (for example, Direct, FFELP, Health, Alternative and Perkins loan programs).

See Chapter 5, "Setting Up Packaging Basics," page 67.

To award funds that have aggregate level limits defined and do not have the Multi-Pass processing option checked, , you must use multiple financial aid item types and different disbursement plans/split codes to support the additional term. The financial aid item types must be associated with the same aggregate area to calculate aggregate limits correctly. The following scenario for the Stafford loan program demonstrates how it works.

Awarding Stafford loans across multiple NSLDS loan years is necessary when a student begins the financial aid year at one NSLDS level and then advances to the next level in subsequent terms within the same aid year. For example, you may have a student who is a freshman in the fall term but has enough credits to advance to a sophomore in the spring term. To determine the NSLDS loan year, the Packaging routine evaluates the first non-zero disbursement record dictated by the disbursement plan/split code pattern and uses the corresponding term for that record. Then the Packaging routine checks the student's NSLDS loan year for the corresponding term where the first non-zero disbursement record appears.

The student is awarded initially based on her freshman status—NSLDS loan year is Freshman. The student is awarded the maximum loan amount for a freshman—sequence #10. You select a disbursement plan/split code pattern for equal disbursements. You validate and post the award. The following table shows the initial loan award.

Seq	Item Type	Aggregate Area	Award Amount	Disb Plan	Disb Split	Disb Amount	Term/ NSLDS Level
10	900000001234	Subsidized Stafford	2625 USD	01	01 = 50% 50%	1313 USD 1312 USD	Fall/Freshman Spring /Freshman

Near the end of the fall term the student tells you that she has enough credits to be a sophomore for the spring term and would like to receive additional loan money. First, you must change the NSLDS loan year on the student's Financial Aid Term record for the term in which the student advances to sophomore status. After changing the NSLDS loan year, rebuild the student's spring budget. Then the additional award amount must be entered as a separate financial aid item type on the award entry page—sequence #20. To do this, you must have two financial aid item types set up for the subsidized Stafford loan and two financial aid item types set up for the unsubsidized Stafford loan. Use one for the initial award and the other for any subsequent (add-on) awards.

You award a subsequent Stafford loan, using a different financial aid item type from the initial loan award and a different disbursement plan/split code pattern to support only the spring term. The Packaging routine determines the award amount for the add-on loan. Use a disbursement plan/split code pattern that distributes 100 percent of the additional award in the spring term. If there were more than one term remaining in the aid year, you would distribute the 100% evenly across the remaining terms. If you are manually packaging the student, you can leave the award amount at zero, and the Validation process calculates the difference between the freshman loan maximum already awarded and the sophomore loan maximum and awards the correct amount (the difference). After validation, the two loans are both shown because they are two separate financial aid item types. The financial aid item types must be associated with the same aggregate area to account for all sources that impact aggregate limits eligibility. For all non-DL loan programs, you must provide Disbursement Plan and Split Code schemes that do not include any zero percentages in a Disbursement ID. When a loan is originated, the scheduled disbursement amounts and associated Disbursement ID is carried forward to the financial aid loan origination routine. All non-DL loans with a zero amount associated to a Disbursement ID will be rejected during the initial Origination process. For example, a Disbursement Plan of Three Quarters (fall, winter and spring) could not be used to award a Winter and Spring FFELP Subsidized Stafford loan.

The first award is the total freshman loan amount split evenly across both terms and the second award—a different financial aid item type—represents the additional spring term only amount the student is eligible to receive as a sophomore. The table below shows the awards before and after validation.

Seq	Item Type	Aggregate Area	Award Amount	Disb Plan	Disb Split	Disb Amount	Term/NSLDS Level
10	900000001234	Subsidized Stafford	2625 USD	01	01 = 50% 50%	1313 USD 1312 USD	Fall/Freshman Spring /Freshman
20	900000005566	Subsidized Stafford	875 USD	03	01= 100%	875 USD	Spring /Sophomore

* Using the defined Aggregate limits, the Packaging routine determines the student's eligibility to be 3500 USD (sophomore aggregate limit) minus 2625 USD (freshman award) equals 875 USD (maximum sophomore eligible limit).

Note. Using two financial aid item types causes Loan Origination to create a new Master Promissory Note (MPN) for the second financial aid item type.

Adding Awards Using the Same Financial Aid Item Type

The system permits you to award additional awards using the same financial aid item type under the following conditions:

- NSLDS loan year must be the *same* for both awards using the same financial aid item type, only if the financial aid item type is tied to an aggregate area that does not have the Multi-Pass processing option checked.
- Career must be the *same* for both awards using the same financial aid item type.
- Disbursement plan must be the *same* for both awards using the same financial aid item type.
- Split codes can be *different* for the awards using the same financial aid item type.

Given the above conditions, the Posting routine collapses the two awards with the same financial aid item type into one award. The split codes are combined and a custom split code is returned. For example, if you have disbursement plan 01 and split code 02 for one award and disbursement plan 01 and split code 03 for the subsequent instance of that award, the combined award has disbursement plan 01 and split code XX.

When you are awarding for an add-on term, like summer, you must follow the above rules regarding NSLDS loan year.

If you have different careers with different NSLDS loan years, you can use the same financial aid item type because the financial aid item types for different careers are not combined.

Here is a list of the fields that are affected by the award merging process that occurs when the Posting routine encounters two or more instances of the same financial aid item type.

Field	Value after Item Types are Merged
Offered Amount	Sum of the Offered amounts

Field	Value after Item Types are Merged
Accepted Amount	Sum of the Accepted amounts
Award Action	*B—Offered/Accepted* when sum of Accepted Amounts > 0 *O—Offer* when above condition is not met **Note.** Canceled and declined awards are no longer visible after posting.
Split Code	*XX* when different split codes are used **Note.** The disbursement plans must be the same.
Aggregate Level	When the Multi-Pass processing option is selected, aggregates will track aggregate level limits based on each grade level limit increase. When the Multi-Pass processing option is not selected, aggregate level limits will be tracked based on the NSLDS Level from the term where the first non-zero Disbursement ID exists within the Disbursement Plan.

The following attributes are NOT impacted by the award merging process that occurs when the Posting routine encounters two or more instances of the same financial aid item type. The Posting routine preserves the value of the highest sequence-numbered row for each of these attributes.

- Sequence Number
- Disbursement Plan
- Professional Judgement override
- Need Override
- Lock override
- Charge Priority List

Re-awarding a Canceled or Declined Item Type

There are instances when you may want to re-award or repackage an award for a student after it has been canceled or declined. You can use the same financial aid item type as long as authorization, disbursement, or loan origination has not occurred. If the financial aid item type meets these conditions, you can re-use that financial aid item type regardless of disbursement plan/split code combinations. For a non-loan financial aid item type, authorization and disbursement amounts must be set to zero. If this financial aid item type is a loan and Origination has *not* taken place, you can use the same financial aid item type. Otherwise, you must use a different financial aid item type. In addition, you can use the same or different sequence number when the conditions have been met. Using a different sequence number of a financial aid item type permits you to package the student in batch or online using the Auto Package function with the same financial aid item type after you have canceled the award.

For example, a student was awarded a non-loan financial aid item type such as a University Grant for 1,000.00 USD with a sequence number of 10 and a loan financial aid item type for 5,500.00 USD with a sequence number of 20. If the student originally declined both awards and later decided to attend spring term, you can use the same financial aid item types provided authorization, disbursement, or loan origination has not occurred. If the University Grant was disbursed for 500.00 USD for the fall term, you must set this disbursement down to zero—authorization and disbursement amounts must be backed out. You can then use the same financial aid item type and sequence number or insert a row and use a new sequence number for the same financial aid item type. If loan origination has not taken place, you can use the same financial aid item type and sequence number or insert a row. Otherwise, you must use a different financial aid item type and sequence number.

Canceling Awards with Disbursements

The Packaging routine does not contain any edits to prevent you from canceling awards for which you have already made disbursements for a student. Once you have canceled a student's award that has associated disbursed amounts, the Packaging routine retains a record of those disbursements—including the associated disbursement plan/split code pattern. This causes a problem if you attempt to award the student a second instance of the same financial aid item type for the award period but use a different disbursement plan than the disbursement plan associated with the canceled award. The Packaging routine cannot reconcile the disbursement plan for the canceled award that has been partially or wholly disbursed with the disbursement plan called for by the new award. This situation can occur for financial aid item types whether or not disbursement protection has been activated for that financial aid item type.

For example, you offer an original award of the Honors Scholarship for 1,000.00 USD to a student. All amounts in the following table are in United States dollars (USD).

FA Item Type	Disb Plan	Split Code	Action	Award Amount	Disb Date	Scheduled Disbs.	Actual Disbs.
Honors Scholarship	AT	09	A	1,000.00	Sep	500.00 (50%)	500.00
					Jan	500.00 (50%)	0.00

You then decide to cancel the original award, and offer the student a 900.00 USD Honors Scholarship with a different disbursement plan. The following table shows the retained canceled award and the new award. All amounts are in USD.

FA Item Type	Disb Plan	Split Code	Action	Award Amount	Disb Date	Scheduled Disbs.	Actual Disbs.
Honors Scholarship	AT	09	C	0.00	Sep	0.00 (0%)	500.00
Honors Scholarship	01	01	A	900.00	Sep	100.00 (11.1%)	0.00
					Oct	100.00 (11.1%)	0.00

FA Item Type	Disb Plan	Split Code	Action	Award Amount	Disb Date	Scheduled Disbs.	Actual Disbs.
					Nov	100.00 (11.1%)	0.00
					Dec	100.00 (11.1%)	0.00
					Jan	100.00 (11.1%)	0.00
					Feb	100.00 (11.1%)	0.00
					Mar	100.00 (11.1%)	0.00
					Apr	100.00 (11.1%)	0.00
					May	100.00 (11.2%)	0.00

The Packaging routine cannot reconcile the existing 500.00 USD disbursement from the canceled award with the new scheduled monthly disbursements of 100.00 USD.

The Validation routine contains logic to prevent this situation from occurring. When you validate a student's award, the Validation routine checks to see if there are multiple instances of the same financial aid item type with different disbursement plans. If there are, the routine then checks to see if the first instance is a canceled or declined award. If it is, the routine then checks if the award has been disbursed, partially or wholly. If disbursements have taken place, then the Validation routine cancels the second instance with reject message 9581, "You have a disbursed award that is either canceled or declined that contains a different disbursement plan than your newest offer."

The Validation routine performs this check on both loans and non-loans. To award a financial aid item type under a different disbursement plan, you must first run both the authorization and disbursement processes to back out the row contained under the old disbursement plan. If you want to keep the disbursement plan, you can then award a second instance using the same disbursement plan.

Sequencing Loan Awards

When entering additional Stafford subsidized loans or additional Stafford unsubsidized loans—as in the multiple NSLDS loan years in the same aid year scenario—it is important that the subsidized loans come before the unsubsidized loans in the award sequence. Although the student has additional eligibility in the second awarding session, the Stafford logic requires that any subsidized loans be sequenced before any unsubsidized loans. An example is provided below. In this example, the Subsidized Stafford #2 and Unsubsidized Stafford #2 are the second financial aid item types used to award the additional amount the student is eligible for since the student has changed NSLDS loan years.

First Awarding Session			Second Awarding Session		
Sequence of Award	*Award*	*Aggregate Area*	*Sequence of Award*	*Award*	*Aggregate Area*
10	Subsidized Stafford #1	Subsidized Stafford	10	Subsidized Stafford #1	Subsidized Stafford
20	Unsubsidized Stafford #1	Unsubsidized Stafford	15	Subsidized Stafford #2	Subsidized Stafford
			20	Unsubsidized Stafford #1	Unsubsidized Stafford
			25	Unsubsidized Stafford #2	Unsubsidized Stafford

Note. Subsequent loan awards, after a change in NSLDS loan year, must be awarded using a different financial aid item type because of the change in NSLDS loan years.

Processing Direct Loan Adjustments

You can allocate up to 20 disbursements for Direct Loans—Subsidized and Unsubsidized, but not PLUS. Financial Aid allows you to package Direct Loan adjustments using the increased number of disbursements, particularly cases in which you have already made one or more disbursements for a student. When you set up Disbursement IDs for your institution, remember that these 20 disbursements must cover both the Academic award period and Non-Standard award period.

The Packaging functionality works only for students whose Direct Loan awards are set up in a particular way. Here is an example of the setup. A student's package includes a 800.00 USD Subsidized Direct Loan at an institution using semesters, with three Disbursement IDs per semester. This Direct Loan award must have a Loan Program Item Type of *Direct Loan,* and the disbursement Split Code must be Even Split Option *Even among first disb for Term.* If the 800.00 USD loan had a disbursement Split Code of *Even across all disbursements,* the Direct Loan functionality and rules would not apply to this award.

Important! If the Split Code option is not *Even among first disb for Term,* the Packaging process ignores any disbursements already made and repackages the student without regard to disbursement activity.

You must also set up your disbursement plans so that the first disbursement in a term is always a non-zero disbursement. To meet this requirement, the student with the 800.00 USD Subsidized Direct Loan receives equal disbursements of 400.00 USD in the fall semester and 400.00 USD in the spring semester.

Your Direct Loan financial aid item types automatically inherit disbursement protection through the Direct Lending processing rules defined in Direct Lending and financial aid item type setup and the selection of *Even Among First Disbursement for Term* option. If you activate disbursement protection for a Direct Loan financial aid item type, all awards of that financial aid item type are repackaged without following the processing rules established for Direct Loans.

The Packaging routine splits Direct Loans evenly among the first disbursement ID of a term when the award is first offered. The routine fills the next undisbursed ID within the term when making award adjustments if the scheduled disbursements have been paid, thereby always protecting what has already been disbursed. This behavior is the same for all Direct Loans whether your institution is a master promissory note (MPN) or non-MPN institution.

Direct Lending processing inherits the characteristics of *Even Among First Disbursement by Term* with disbursement protection activated. Once a disbursement has already occurred with protected disbursement, the system moves any residual amount to the next undisbursed ID in the term. If all subsequent terms do not have any disbursed IDs, then the system updates the first ID in each term.

The number of adjustments you can make to a Direct Loan award depends on the number of disbursement IDs for each term in the disbursement plan, and whether your institution is a Master Promissory Note (MPN) institution. The Direct Loan adjustment routine determines if the institution is an MPN institution based on the DL Serial MPN Activation check box on the Loan Institution Table page.

For non-MPN schools, if the MPN indicator is *No,* and there are no remaining undisbursed IDs in the term, once you have used all the disbursement IDs for any term, you can no longer automatically make changes to the student's award. At this point, you can make custom splits manually or you can create a new loan for the increase. While this example illustrates increases to the student's total award amount, the Direct Loan adjustment routine also handles decreases to the student's total award amount.

If your institution is an MPN institution and the MPN indicator is *Yes,* and there are no remaining undisbursed IDs in a term to support the increase, the system distributes the residual amount (the original amount minus the new amount) to the next undisbursed ID across subsequent terms.

Here is an example of a loan increase for a MPN institution. You originally award a student a 4,500.00 USD Direct Loan. Three equal disbursements of 1,500.00 USD are scheduled (one per quarter). You disburse the first ID in the fall term.

4,500.00 USD (Original Award)						
	Fall		Winter		Spring	
Scheduled Amount (Disbursement ID)	1,500.00 D 01	0 D 02	1,500.00 D 03	0 D 04	1,500.00 D 05	0 D 06
Disbursed Amount	1,500.00	0	0	0	0	0

Then increase the award from 4,500.00 USD to 6,000.00 USD. When you modify a Direct Loan award, the Packaging routine recalculates the total disbursement amount for each term, using the entire new award amount (rather than the residual or difference between the original award and the revised award). This value is referred to as the *term target amount.* The new term target amount is 2,000.00 USD. However, 1,700.00 USD has been fully disbursed in the fall term and there are no remaining disbursement IDs for the fall term. Therefore, the system distributes the additional 300.00 USD owed in the first term (2,000.00 USD minus 1,700.00 USD equals 300.00 USD) to any remaining undisbursed IDs.

6,000.00 USD (Increased Award Amount)						
	Fall		Winter		Spring	
Term Target Amount	2,000.00 USD		2,000.00 USD		2,000.00 USD	
Scheduled Amount (Disbursement ID)	1,500.00 D 01	200.00 D 02	2,150.00 D 03	0 D 04	2,150.00 D 05	0 D 06
Disbursed Amount	1,500.00	200.00	0	0	0	0

Handling Error Messages in Direct Loan Adjustments and Packaging

There are five error messages to explain errors encountered during the Direct Loan adjustment Packaging routine. The following table provides the message number, message text, and an explanation of the circumstances.

Message Number	Message Text	Explanation of Circumstances
9191	Disbursed amounts > awarded amounts; original award not changed.	The most common circumstances for this error are when you enter a manual award that has a value of less than the total award amount.
9192	Disb. amount < awarded disb. amt., but no disb. entry available for change.	This error message appears when the total disbursed to the student is less than the award amount but no Disbursement IDs are available for further disbursements.

Message Number	Message Text	Explanation of Circumstances
9193	At least 1 DL split award value is 0.00; Net split award amount is positive.	This error message appears when you use a custom split to redistribute the award, and then increase the award and revert to the original split code. This causes the gross split award entries to zero out. Then during validation, the gross split award amounts appear as zeros, while the net split amounts and disbursements appear as positive amounts. Since the gross split detail is missing, the Packaging process cannot logically evaluate the award. The Packaging process, therefore, rejects the award altogether and returns a zero value for the overall award amount.
9493	Award cannot be adjusted, since at least 1 set of term disbs. are fully used.	This error message appears when you attempt to repackage an award that has already used all the available Disbursement IDs for one or more terms. The award amount does not change.
9494	Award disbursements cannot be evenly reduced; even division not possible.	As a first priority, the Packaging routine attempts to spread a net decrease evenly across all terms. Whenever possible, the award amount is divided equally among all terms. However, this is not possible when a disbursement for an amount larger than the award amount divided by the number of terms has already been made in one term. In this case, the residual amount—award amount minus the amount already disbursed in the above-mentioned term—is divided equally among the remaining terms.

See Also

Chapter 23, "Special Cases and Considerations in Packaging," Protecting Disbursements During Awarding, page 896

Adjusting CommonLine Loan Item Types

CommonLine loans are highly dependent on the packaging process. During the process of originating, transmitting, and receiving loan information from the loan servicer, changes to the loan award can affect the loan process. Conversely, changes to loan information by the lender can affect the loan award information in the student's package. Once awarded and accepted, a CommonLine item type is ready for immediate processing by the loan program. The loan is originated and transmitted electronically to the loan servicer. Once approved by the servicer, you can update the award in the student's package if the disbursement amounts and fees need to be corrected with the amounts confirmed by the lender. The system performs this automatically by the CommonLine and CRC loan inbound processes. After the loan is guaranteed, adjustments to the loan item type amounts trigger an adjustment to the loan by the loan origination process, and this information is transmitted to the loan servicer.

A problem exists when you change the loan item type while the loan is in transit to the servicer and a response has not yet been received by the school. If this occurs, the notification of the loan guarantee fails to load by the loan inbound processes if the amount of the item type no longer matches the amount of the loan. To resolve the issue, users must determine the proper corrective action. This often requires readjustment of the loan award so that the loan inbound processes can complete their task, and then readjusting again the loan award to the student's true eligibility.

To prevent this problem, packaging no longer allows loan awards to be adjusted if there is an originated loan for the item type with a loan origination transmission status of *Transmitted.* Only after the loan has been processed by the loan servicer and the approval (or rejection) of the loan has been loaded into the system will the awards be allowed to be modified. In cases where a school must modify the award amount, you can change the transmission status of the loan using the Override Loan Status component. You should perform this action after careful consideration, as additional actions may be required to ensure that the loan is correctly processed to completion.

See Also

Chapter 25, "Processing CommonLine Loans," Receiving CommonLine Application Response Files, page 988

Chapter 25, "Processing CommonLine Loans," Originating Loans, page 937

Awarding Pell Grants

This section provides an overview of Pell Grant awarding and discusses:

- Defining Pell eligibility calculation setup.
- Calculating Pell Grants.
- Using Pell-only repackaging plans.
- Using Alternate Federal Pell Grant Schedules.
- Reinstating a cancelled Pell Grant award.
- Awarding Pell Grants for post-baccalaureate teaching certificate candidates.

Understanding Pell Grant Awarding

The Pell Grant awarding functionality automatically calculates a student's Pell Grant award based on their primary EFC, Pell COA, Pell COA for less than half-time (Pell LTHT) and enrollment (FA Load or Current Load). The system calculates the Pell Grant for each term, then sums each term's amount to give an annual Pell Grant award amount. As part of your setup, you can choose to use full-time enrollment, part-time enrollment, the student's actual FA Load value, or the student's Current Load value (which takes into account current and completed Open Entry/Open Exit session) as the enrollment value. You can also choose to calculate the student's Pell Grant eligibility using a different default enrollment value at different points in the term: before the term's start date, on or after the term's start date but before the financial aid census date, and on or after the financial aid census date.

When entering a Pell Grant manually in the Student Aid Package page, you can leave the award amount at zero. When you click the Validation button, the system automatically calculates the Pell Grant award according to the Pell eligibility calculation defined in your setup.

Defining Pell Eligibility Calculation Setup

You must complete the Pell eligibility calculation (PEC) setup for your Pell Grants to be properly calculated. The PEC setup involves defining the default enrollment value to use when calculating the student's Pell eligibility: before the term's start date, on or after the term's start date but before the financial aid census date, and on or after the financial aid census date. Having different default enrollment values for these three points in time gives you flexibility in projecting and awarding Pell Grants. You can calculate a student's Pell Grant using a projected enrollment value for the period prior to the term start date, such as full time or half-time. Then once the student's term begins, you can recalculate the student's Pell Grant award using the student's actual enrollment (FA Load or Current Load). The Financial Aid Term build process determines the student's FA Load using the units in the FA Taken field. The FA Load field is one of the fields you can lock using census-date locking. Current Load calculates the student's enrollment load using the units from sessions the student is currently enrolled in as well as sessions within the term that the student has already completed. This field enables you to calculate the enrollment load of Open Entry/Open Exit students more accurately. Finally, if you use census-date locking, you may want to use the census date locked value (FA Load) for any Pell recalculations that occur after the financial aid census date.

Note. If a term does not have a financial aid census date established, the Pell recalculation process uses the academic census date (defined in PeopleSoft Enterprise Student Records).

The fields that define your PEC setup are the Academic Base Weeks, Non-Standard Base Weeks, Pell Calculation Start, Pell Calculation Midterm, Pell Calculation Census, and Pell Number of Terms fields.

Financial Aid Defaults Page

First, you must establish your PEC setup on the Financial Aid Defaults page. Since the values you enter on this page are used as installation level defaults, the values you enter on this page should be the values you want to use for most (or all as appropriate) of your undergraduate programs. For the Academic Base Weeks and Non-Standard Base Weeks fields, enter the information that represents the standard weeks of instruction for terms in the academic award period and non-standard award period, respectively. In the Pell Number of Terms field, enter the number of terms in the academic year—2 for semesters, 3 for trimesters/quarters. This value equals the number of terms in the academic award period, but depends upon your institution's academic program business processes. The Packaging routine uses the Pell number of terms to split the Pell Grant evenly among terms when you choose either *Full Time* or *Half Time* for a Pell calculation field.

In the Pell Calculation Start field, enter *Full Time, Half Time, Current Load,* or *FA Load.* Entering *Full Time* or *Half Time* projects the student's enrollment as either full-time or half-time prior to the student's term start date. If you enter *Enrollment Current Load* or *Enrollment FA Load,* the Pell calculation uses actual enrollment information.

In the Pell Calculation Midterm field, enter *Enrollment Current Load* or *Enrollment FA Load* to use the student's actual enrollment information or enter *Full Time* or *Half Time* to project the students' financial aid load. If your students are enrolled in Open Entry/Open Exit sessions or your institution supports dynamic dating using Student Records, use *Enrollment Current Load* since this field value gives a precise picture of the student's academic progress through multiple sessions in a term.

In the Pell Calculation Census field, select *Enrollment FA Load.* This field value directs the Pell calculation to use the financial aid load calculated on or after the census date.

Careers That Vary From the Installation Level Defaults

For careers that require a different PEC setup than specified on the Financial Aid Defaults page, create an aid processing rule set with the required PEC setup for those careers. You create aid processing rule sets on the Aid Processing Rule Setup page; the fields for PEC setup on this page correspond to those on the Financial Aid Defaults page. Then you assign aid processing rule sets on the Valid Careers for Aid Year page to only those careers that need a PEC setup that differ from the installation level default. If two careers require the same PEC setup (which differs from the installation level default setup), create only one aid processing rule set and assign it to both careers.

Note. You do not need to create an aid processing rule set for every career. You do not need to assign an aid processing rule set to every career on the Valid Careers for Aid Year page. If you do not specify an aid processing rule set on the Valid Careers for Aid Year page, the Packaging routine uses the installation defaults for PEC.

For example, you may want to create an aid processing rule set for a career that has academic program weeks of instruction greater or less than the standard weeks of instruction at the installation default level. On the Aid Processing Rule Setup page, you would specify the values for the weeks of instruction in the Academic Base Weeks and Non-Standard Base Weeks fields for these careers. Fill out all fields in the aid processing rule set.

See Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Creating Aid Processing Rule Sets, page 18.

Academic Programs That Vary From Career Level Defaults

For academic programs that require a different PEC setup than specified at the career or installation level, create an aid processing rule set with the required PEC setup. Then you assign aid processing rule sets to only those academic programs that require a PEC setup different from the career or installation level default on the Valid Programs for Aid Year page. If two academic programs require the same PEC setup, create only one aid processing rule set and assign it to both academic programs.

For programs, the Pell Number of Terms you enter on the Aid Processing Rule Setup page must match the Pell Number of Terms at the career level.

Note. You do not need to create an aid processing rule set for every career/program combination. You do not need to enter every program on the Valid Programs for Aid Year page. If you do not specify an aid processing rule set on the Valid Programs for Aid Year page, the Packaging routine uses the career or installation level defaults for PEC.

Individual Students Requiring Overrides to Default Values

If an individual student requires a PEC setup that differs from the already established defaults, you can override the default values using the Student Override page. When you enter the Student Override page, it is blank. You only need to specify values in the fields that you want to override. These overrides apply for the entire aid year.

See Also

Chapter 14, "Managing Financial Aid Terms," Overriding Census Date Locking, page 374

Calculating Pell Grants

When the Packaging routine calculates the student's Pell Grant (whether you are packaging the student using Manual Packaging, Auto Packaging, or Mass Packaging), it first determines the PEC setup values to use. Since PEC setup defaults can be at the program, career, or installation level, the Packaging routine checks for defaults in the following order to ensure that the proper aid processing rules are used:

1. Aid processing rule set associated with the student's program.
2. Aid processing rule set associated with the student's career.
3. Installation defaults specified on the Financial Aid Defaults page.

Note. If the student has override values, those values take precedence over all other default values.

After determining the correct PEC values to use, the Packaging routine compares the current (system) date against the term start date (earliest session start date) and the financial aid census date. Once the Packaging routine identifies the current date in relation to these dates, it calculates the student's Pell Grant term by term using the enrollment specified in the appropriate Pell calculation field (Pell Calculation Start, Pell Calculation Midterm, or Pell Calculation Census). Using the Pell COA, Pell LTHT or Alternate Pell COA, appropriate weeks of instruction, the student's nine-month EFC, and the appropriate Pell Grant Disbursement Schedule based on the enrollment value, the routine determines the term Pell Grant amount for the student.

The Packaging routine repeats this process for each term in the student's academic program, and adds the individual term amounts to determine the student's annual Pell award. For the *Enrollment Current Load* and *Enrollment FA Load* values, the routine disregards the split codes assigned to the Pell Grant financial aid item type and returns a split code of *XX* to indicate a custom split. For the *Full Time* and *Half Time* values, the routine derives a per term award amount by determining the annual Pell award using the appropriate Pell Grant Disbursement Schedule and dividing that amount by the Pell Number of Terms value.

Example

A student attends a semester-based institution, and is an undergraduate in the liberal arts academic program. Neither the student's program nor career have defaults that differ from the installation defaults. The student's annual Pell COA is 5,450.00 USD and her primary EFC is 154.00 USD. According to the Federal Pell Grant Schedule, the student receives an annual award of 3,150.00 USD if enrolled full-time, an annual award of 2,363.00 USD if enrolled three-quarter time, and an annual award of 1,575.00 USD if enrolled half-time.

The student is first awarded a Pell Grant on 03/01/00. To calculate the student's Pell Grant amount, the Packaging routine first determines whether there are PEC setup values at the student override level and then the academic program level for the student. Once the routine determines there is no aid processing rule set attached to the liberal arts academic program, it checks for career level defaults. Since no aid processing rule set is assigned to the undergraduate career, it uses the installation defaults. The Pell calculation fields on the Financial Aid Defaults page have the following values.

Field	Value
Pell Calculation Start	Full-Time
Pell Calculation Midterm	Full-Time
Pell Calculation Census	Current Load

The Packaging routine now compares the current date (03/01/00) against the term start date and census date to determine which enrollment value to use when calculating the student's Pell Grant.

Term	Term Start Date	FA Census Date
Fall (0410)	09/17/00	10/20/00
Spring (0430)	01/23/01	03/10/01

Since the current date is before the term start date for both semesters, the Packaging routine uses the Pell Calculation Start value for enrollment, *Full-Time.* The student's Pell Grant award is 3,150.00 USDfor the aid year, with a term amount of 1,575.00 USD for both terms.

The following table shows how the student's Pell Grant award changes as you recalculate the student's Pell Grant eligibility at different points in the aid year. The student's current load value after the census date is three-quarter time in fall and is half-time in spring. All amounts are in USD.

Current Date	Pell Calculation Field Used - Fall	Load	Fall Pell Award Amt	Pell Calculation Field Used - Spring	Load	Spring Pell Award Amt	Total Pell Award
03/01/00	Pell Calculation Start	Full Time	1,575.00	Pell Calculation Start	Full Time	1,575.00	3,150.00
09/20/00	Pell Calculation Midterm	Full Time	1,575.00	Pell Calculation Start	Full Time	1,575.00	3,150.00
10/25/00	Pell Calculation Census	Current Load (3/4 Time)	1,182.00	Pell Calculation Start	Full Time	1,575.00	2,757.00

Current Date	Pell Calculation Field Used - Fall	Load	Fall Pell Award Amt	Pell Calculation Field Used - Spring	Load	Spring Pell Award Amt	Total Pell Award
01/30/01	Pell Calculation Census	Current Load (3/4 Time)	1,182.00	Pell Calculation Midterm	Full Time	1,575.00	2,757.00
03/25/01	Pell Calculation Census	Current Load (3/4 Time)	1,182.00	Pell Calculation Census	Current Load (Half Time)	787.00	1,969.00

Using Pell-Only Repackaging Plans

Most institutions determine Pell Grants well in advance of the student's actual enrollment for the term. By the time that classes start, financial, eligibility, and enrollment data for the student used in the original determination of Pell Grants often have changed, requiring an institution to reevaluate (repackage) the Pell award. The Pell-Only Repackaging Plan feature enables you to recalculate Pell Grants for one or more students at different points in the term without reevaluating or changing other awards in the student's financial aid package. Using this feature you can update the student's Pell award as the student's enrollment information changes without validating and changing the student's other awards.

To use this feature, you must create a packaging plan that is specifically a Pell-only repackaging plan. To do this, create a new packaging plan (specifying the relative career) and fill out the following fields.

- On the Packaging Plan page, you must select the Pell Grant Specific check box.

  When you select this check box, you can enter only one award rule that must be associated with a Pell Grant financial aid item type. Enter appropriate values for the remainder of this page, entering an equation in the Selection Criteria field if you are going to use Mass Packaging to repackage Pell awards.

- On the Packaging Rules 1 page, you can only enter one Pell Grant financial aid item type as an item type packaging rule.

  You cannot enter Gap or related item type groups. The system considers a Pell Grant financial aid item type to be a financial aid item type with the Federal ID field equal to *PELL Grant* on the FA Item Type 1 page. Enter a Pell Grant financial aid item type and selection criteria if required by your institution's business processes.

- On the Packaging Rules 2 page, enter *Offer/Accept* in the Award Action field.

  Select a disbursement plan and split code to use for this packaging plan.

- You do not need to enter any values on the FM Target page, IM Target page, Equity Rule page, or Packaging Limits page.

If your institution uses more than one Pell Grant financial aid item type, you must create separate Pell-only repackaging plans for each different Pell financial aid item type. For example, your institution might have a semester-based Pell Grant financial aid item type and a quarter-based Pell Grant financial aid item type; you would need two Pell-only repackaging plans.

Note. Do not enter an existing packaging plan in correction mode and select the Pell Grant Specific check box. If you attempt to do this, the system does not let you save the packaging plan and you receive an error message warning you to make sure that all the packaging rules are for Pell Grant financial aid item types.

After you have set up your Pell-only packaging plan, you can use it with either Auto Packaging to reevaluate the Pell Grant award one student at a time or Mass Packaging to reevaluate Pell Grant awards for a group of students. If you have set up your PEC values to use projected enrollment values before the term begins and to use actual enrollment values once the term starts, you may want to run the Pell-only packaging plan using Mass Packaging after the term begins to use actual enrollment values for the Pell calculation.

During repackaging, the Packaging routine treats an existing Pell Grant award as an active award that is subject to reevaluation. The routine treats all existing non-Pell awards as passive awards that are protected from repackaging. If the Packaging routine does not find an existing Pell award on the student's award record, the routine evaluates the student's eligibility for a Pell Grant based on her current set of financial and academic data. If the student qualifies for a Pell Grant, inserts a row and awards the student a Pell Grant using the financial aid item type from the Pell-only packaging plan. If a new Pell Grant award is made, its sequence number depends on whether there are existing conditional item type awards. If the student does not have any existing conditional item type awards, the new Pell Grant award appears before any of the non-Pell passive awards. If there are existing conditional item type awards on the student's award record, the new Pell award appears immediately after those awards—even if the conditional awards are last. If the student does not have any need in this situation, the Packaging routine still awards the Pell Grant based on the Pell eligibility criteria.

If the student has an existing Pell Grant award, the Packaging routine first cancels the existing award and then reevaluates the student's Pell eligibility, based on changes in the student's financial and academic data since the award was originally made. If the student is still eligible for a Pell Grant, a new award is made. If the student is no longer eligible for a Pell Grant, the Packaging routine returns a zero award with a corresponding no award message.

If the Pell Grant Specific check box is not selected for a packaging plan, the Packaging routine repackages students using standard active/passive award processing (based on the career and award period associated with each award). All active awards are subject to cancellation, reduction, and/or modification.

Using Alternate Federal Pell Grant Schedules

Financial Aid supports the Alternate Federal Pell Grant Schedules for students with low assessed tuition. The eligibility requirements for the Alternate Federal Pell Grant Schedule are based on the following:

- Student's total cost of attendance (COA)
- The Expected Family Contribution (EFC)
- Student's tuition costs plus dependent child care costs and/or disability-related expenses

The student's enrollment status is still used when calculating the award amount using the Alternate Federal Pell Grant Schedules.

To determine if a student is eligible for a Pell Grant using the Alternate Federal Pell Grant Schedules, the system calculates an Alternate Pell Cost of Attendance (COA). The Alternate Pell COA is calculated by summing the student's Pell budget item entries for tuition, dependent child care expenses, and disability-related expenses. The Alternate Pell COA is displayed on the Budget Summary and various Need Summary pages.

Assigning Pell Categories for the Alternate Pell COA

If you use the Alternate Pell COA, review the budget category setup on the Create Budget Categories page. You must have at least one budget category with a Pell Category of *Tuition, Child Care,* and/or *Disability.* Budget categories with a Pell Category of *Tuition* should include only enrollment-based fees—all other fees should be assigned to a budget category with a Pell Category of *Fees.*

Determining Eligibility and Awarding Alternate Pell Grants

You award Pell Grants to students who qualify for the Alternate Federal Pell Schedule the same way you award Pell Grants to students who qualify for the Regular Federal Pell Grant Schedule. The Packaging routine determines if a student is eligible for the Alternate Pell Grant Award Schedule using the following steps:

- Determines if the annual Pell COA (cost of attendance).
- Determines if the federal COA.
- Determines if the Alternate Pell COA is in the prescribed regulatory range for the corresponding aid year. The Packaging routine calculates the Alternate Pell COA by summing any budget items with Pell Categories of *Tuition, Child Care,* and *Disability.*

If all three of the above are true, the student is eligible for the Alternate Federal Pell Grant Schedule. The student is further evaluated on other Pell eligibility criteria, and if she qualifies, the Pell Grant award is based on the Alternate Federal Pell Grant Schedule. If any one of the above three is *not* true, the student is reviewed for eligibility using the Regular Federal Pell Grant Schedule.

When you award a Pell Grant, the Packaging routine determines the award amount based on the Alternate Federal Pell Grant Schedule or the Regular Federal Pell Grant Schedule.

Reinstating a Canceled Pell Grant Award

Before reinstating a previously canceled Pell Grant, you must change the custom split code from *XX* to a valid disbursement split code for the student. You can then click the Validation button to have the Pell Grant amount recalculated. Once you have the recalculated Pell Grant amount, you must remember to post it before leaving the award entry page.

Awarding Pell Grants for Post-Baccalaureate Teaching Certificate Candidates

For the 2000-01 aid year and subsequent aid years, a student who has earned a bachelor's degree and is pursuing an initial teaching certification or licensing credential that does not lead to a graduate degree is eligible for a Pell Grant for that aid year. The packaging process determines the eligibility for this type of student by evaluating the following fields:

Record	Field	Description
ISIR_STUDENT	DEGREE_CERTIF	The degree or certification the student is pursuing. The student must be pursuing a teaching credential.
ISIR_STUDENT	FIRST_BACH_DEGREE	Indicates if the student has a Bachelor's degree. The student can have earned a Bachelor's degree.
STUDENT_FA_TERM	NSLDS_LOAN_YEAR	The NSLDS loan year for the student. Eligible students cannot be Graduate students.

If a student is pursuing a teaching credential and has a bachelor's degree and her NSLDS loan year is not graduate, then the packaging process evaluates the student for a Pell Grant for the 2000-01 aid year and subsequent aid years.

If a student is *not* pursuing a teaching credential but has a bachelor's degree and her NSLDS loan year is not graduate, then the packaging process does *not* evaluate the student for a Pell Grant for the 2000-01 aid year and subsequent aid years.

Awarding for Multiple Careers

This section provides an overview of awarding for multiple careers and discusses:

- Using award entry pages for multiple careers.
- Packaging sequential careers.
- Packaging replacement careers.
- Making award adjustments with multiple careers.
- Using Auto Packaging with multiple careers.
- Using Mass Packaging with multiple careers.

Understanding Awarding for Multiple Careers

Financial Aid enables you to package a student for one career for the first term and another career for one or more subsequent terms. You can also package a student for one career for the aid year, then later repackage the student with a different career for part of the aid year. PeopleSoft refers to this as "sequential career awarding."

You can also package a student for one career for the aid year and then replace the award package with awards for a second career for the aid year. The change in career would occur because the student changed to a different career for the aid year, prior to the start of the first term. PeopleSoft refers to this as "replacement career awarding."

For institutions with more than two terms, the system also allows you to award a student who changes from Career 1 for the aid year to Career 1 for Term 1 and Career 2 for Term 2 then back to Career 1 for Term 3. The system also supports awarding for students who change from Career 1 for the aid year to Career 1 for Term 1 and Career 2 for Term 2 and Career 3 for Term 3. This would be sequential career awarding with three careers instead of two.

Note. You cannot package a student for more than one career per term.

The Student's Field Audits page displays changes made to the student's Financial Aid Term during the build process. This assists you in identifying students who may need award adjustments or budget updates based on a career change or other student record change.

Mass Packaging can also process students who have different careers in different terms within the aid year. Mass Packaging packages the student using one career, then packages them again using the other career. Awards made under the first career are considered existing (passive) awards when the student is packaged for the second career.

Using Award Entry Pages for Multiple Careers

The Career field on the award entry pages allows you to select the active career to be used for the current awarding session. If the student only has one career, then that career defaults into the Career field. You can make new awards or alter existing awards for the active career only. After you validate and post awards, or click the Reset button, you can select a different active career.

The non-active career and the awards associated with it are called a passive career and passive awards. Passive awards are listed first sequentially on the award entry page and active awards are listed below them. Passive awards and careers cannot be updated during the awarding session and are considered existing awards and careers. You cannot re-sequence active awards to intersperse them among passive awards.

The system considers passive awards first when it validates the awards, and passive awards are not changed by the system. The Packaging routine includes awards for the passive career in the need summary amounts. The Packaging routine also uses budget data for the passive career to calculate need summary amounts.

Once you select a career and tab out of the Career field, the Need Override check box is automatically selected for any existing awards—posted awards from an earlier awarding session—for the active career. You can choose to clear the Need Override check box on the existing awards for the active career.

Note. The Need Override check box does not override aggregate area maximums. So, if a student has multiple NSLDS loan years from their multiple careers—like undergraduate senior and first-year graduate—and there are awards from the same aggregate area for both careers, the aggregate area maximums for the active career's NSLDS loan year are adhered to during validation.

Here is an example of how the Need Override check box functions with multiple NSLDS loan years and aggregate area limits. You award a 5,500.00 USD Subsidized Stafford loan for the undergraduate career—senior NSLDS loan year—and validate and post the award. The aggregate total for the Stafford is 5,500.00 USD, which is the maximum allowed for a senior NSLDS loan year. Next, you award a 3,000.00 USD Subsidized Stafford loan for the graduate career—first-year graduate NSLDS loan year—and validate and post that award. The aggregate total for the Subsidized Stafford for the first-year graduate is 8,500.00 USD, which is the maximum allowed for a first year graduate NSLDS loan year. Now, you select the undergraduate career as the active career to add more awards. (The Need Override check box is automatically selected for the 5,500.00 USD Subsidized Stafford award when you tab out of the Career field because it is a previously posted award.) You add additional awards for the undergraduate career. When you validate and post the awards, the undergraduate career is active, the 5,500.00 USD Subsidized Stafford award is reduced to 2,500.00 USD to stay within the aggregate maximum for a senior NSLDS loan year. The 3,000.00 USD Subsidized Stafford made under the graduate career is added to the 2,500.00 USD from the undergraduate career making a total of 5,500.00 USD. This is the maximum allowed for a senior NSLDS loan year.

The table below gives an example of how you would use the Need Override check box in general. This is the award package the first time the student is packaged.

Career	Award	Amount	Term	Disb Plan	Split Code
Undergraduate	Pell Grant	1,000.00 USD 1,000.00 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 Terms

Career	Award	Amount	Term	Disb Plan	Split Code
Undergraduate	University Grant (no aggregate area associated)	2,000.00 USD 2,000.00 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms
Undergraduate	Institutional Loan (no aggregate area associated)	750.00 USD 750.00 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms

This is the award package when you have reduced the Pell Grant so that it is only awarded for Term 1 (the student is a graduate student in Term 2) and you have selected the Need Override check box for the University Grant and Institutional Loan awards. Even though there is more need (due to the reduced Pell Grant—the University Grant and Institutional Loan are not increased because the Need Override check box is selected.

Career	Award	Need Override	Amount	Term	Disb Plan	Split Code
Undergraduate	Pell Grant		1,000 USD	1	01 − Term 1 and Term 2	02 − 100% in Term 1
Undergraduate /Graduate	University Grant	Check box selected	2,000 USD 2,000 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms
Undergraduate /Graduate	Institutional Loan	Check box selected	750 USD 750 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms

Packaging Sequential Careers

If a student is initially packaged for one career for the entire aid year and then changes to another career in a second or third term in the aid year, you can adjust the student's award by taking the steps outlined in this section. This situation generally occurs when a student changes careers part way through the aid year, and is called sequential career packaging.

The step-by-step process below should be used after the first term has begun and the student has been packaged for the entire aid year using one career. Then the Financial Aid Term build process changes the student's career or the student informs the financial aid office that she has a different career for the second term.

To package sequential careers for a student:

1. Assume the student is in Career 1 for Term 1 and Term 2.
2. After Term 1 begins, the student changes to Career 2 for Term 2.
3. The Financial Aid Term build changes the student's career information, or you can change the career online. Adjust the budget for Career 1 in Term 2 down to zero and build a new budget for Career 2 in Term 2.

Note. Reducing a budget to zero does not remove the budget record. When the career on Financial Aid Term changes, the actual Financial Aid Term record still exists. The records used in the initial awarding have the data changed, but they are not deleted.

4. Go to an award entry page. The student's current awards—for Career 1 in Terms 1 and 2—are displayed.
5. Select Career 1 from the available Career options. All the awards for Career 1 are now available to be edited.
6. Reduce the awards for Career 1 based on the number of terms the student is actually in Career 1 for the aid year. For example, if the student is Career 1 for Term 1 and Career 2 for Term 2, at a semester-based institution, reduce the student's Career 1 specific awards by one half. Departmental awards are an example of career-specific awards. If an award is not affected by a change in career, you do not need to adjust the award. For example, you may not need to adjust Perkins loans, Stafford loans, or University Grants. When you reduce an award, use a custom split to direct 100 percent of the award to Term 1 for Career 1 or specify a split code that distributes 100 percent of the award in Term 1 for Career 1. Validate and post your changes.

   Note. If you do not reduce the awards for the first career before packaging with the second career, the student may not have any need with which to receive additional awards, and no awards are made for the second career. The student can also be overawarded if the need for the second career is less than the need for the first career because the second career's budget is reduced.

7. Select Career 2 from the available Career options on the award entry page. The remaining awards for Career 1 in Term 1 are now considered passive awards and are displayed at the top of the sequence order. Award the student for Career 2 for Term 2. Be sure to use disbursement splits that direct the Career 2 awards to Term 2 for disbursement. You can award the student for Career 2 using Manual Packaging, Auto Packaging, or Mass Packaging. Disbursement plans and split codes are attached to careers and only the disbursement plans and split codes for the selected career are available when awarding.

   Note. Use the Professional Judgement page to go back and make changes to awards for Career 1 after you have awarded for Career 2 if the awards you are changing have aggregate areas associated with them. For more information regarding this see the "Making Award Adjustments with Multiple Careers" section.

The tables below show an example of the first award package for Career 1, then the second award package for Career 2. In the example the student begins as an undergraduate for Terms 1 and 2, then changes to a graduate for Term 2. The following table shows the student's original package.

Career	Award	Amount	Term	Disb Plan	Split Code
Undergraduate	Pell Grant	1,000.00 USD 1,000.00 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms
Undergraduate	Subsidized Stafford Loan	2,750.00 USD 2,750.00 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms

The following table shows the student's package with an additional subsidized Stafford loan because of the student's increased eligibility as a graduate student.

Career	Award	Amount	Term	Disb Plan	Split Code
Undergraduate	Pell Grant (reduced)	1,000.00 USD 0.00 USD	1 2	01 − Term 1 and Term 2	Custom split with 100% in Term 1 OR 02 − 100% in Term 1
Undergraduate	Subsidized Stafford Loan	2,750.00 USD 2,750.00 USD	1 2	01 − Term 1 and Term 2	01 − Even Split across 2 terms
Graduate	Subsidized Stafford Loan*	3,000.00 USD	2	02 − Term 2 only	02 − Term 2 only

*Additional loan for graduate eligibility. You can use the same financial aid item type since it is a new career.

You can also use this step-by-step process for students who change from Career 1 for the aid year to Career 1 for Term 1 then Career 2 for Term 2 and back to Career 1 for Term 3. You would go through the step-by-step process first for the change to Career 2 then again for the change to Career 3.

Packaging Replacement Careers

If a student is packaged for one career for the aid year and then changes careers for the entire aid year, you can replace the awards of one career for awards of another career. To do this, cancel all of the awards for the first career. Then award new awards for the second career, even though you may be awarding the same award(s) for the second career as you awarded for the first career.

You must build a Financial Aid Term and budget for the new career before you can award for the new career.

Here are the steps for packaging students when they change from one career to another career for the entire aid year. In other words, the first career is replaced with a second career.

To package a replacement career for a student:

1. Assume the student is in Career 1 for Term 1 and Term 2, and that before Term 1 begins the student changes to Career 2 for Term 1 and Term 2.

   The Financial Aid Term build changes the student's career information, or you can change the career online.
2. Reduce the Budget for Career 1 for Terms 1 and 2 down to zero and build a new Budget for Career 2 for Terms 1 and 2.
3. Go to an award entry page. You see the awards for Career 1.
4. Select Career 1 in the Career field. The Career 1 awards are now available to be edited.
5. Cancel all awards for Career 1.
6. Validate and post the canceled awards. This discards all the awards for Career 1.
7. Select Career 2 in the Career field.
8. Enter all the awards for Career 2, even those that were canceled for Career 1.

9. Validate and post the awards you have entered for Career 2.

Making Award Adjustments with Multiple Careers

Sequential career packaging, one form of multi-career packaging, allows you to package a student for a first term in one career and subsequent term(s) in a second career. An example of when you use sequential career packaging is a student at a semester school who is a graduating fourth-year undergraduate in the fall semester and a first-year graduate student in the spring semester.

When you package this student, the Packaging routine acknowledges the student's change in career by evaluating the student's NSLDS loan year, as indicated by the disbursement plan associated with the financial aid item type. If the financial aid item type has an aggregate area associated with it, the Packaging routine uses the student's NSLDS loan year from the appropriate disbursement plan to associate the financial aid item type with the appropriate aggregate level on the aggregate area table to determine the correct aggregate limit for the student. Financial aid item types such as subsidized and unsubsidized Stafford Loans point to the same aggregate area for both undergraduate and graduate careers.

Normally, you package this student by packaging her as a fourth-year undergraduate for either the fall semester only or for the entire year prior to the start of the award year. Then, once the award year begins, you repackage her as a first-year graduate for the spring semester. Her award package includes the following financial aid item types.

Fall Semester as Undergraduate			**Spring Semester as Graduate**		
Sequence	*Description*	*Amount (USD)*	*Sequence*	*Description*	*Amount (USD)*
10	Federal SEOG Grant	2,000.00	60	University Grant	1,000.00
20	University Grant	1,950.00	70	Federal Work-Study	1,800.00
30	Federal Work-Study	1,800.00	80	Perkins Loan − ELO	3,000.00
40	Perkins Loan	2,500.00	90	Sub DL Stafford	3,000.00
50	Sub DL Stafford	5,500.00	100	Unsub DL Stafford	10,000.00

The Packaging routine has used the NSLDS loan year values from the disbursement plans to identify the aggregate limits for her subsidized and unsubsidized Stafford Loans correctly. In the fall semester, she receives a subsidized Stafford for 5,500.00 USD, the aggregate limit for fourth-year undergraduates in the subsidized Stafford aggregate area. The student does not receive an unsubsidized Stafford because she has already reached the aggregate limit for fourth-year undergraduates in the unsubsidized Stafford aggregate area. In the spring semester, she receives an additional 3,000.00 USD subsidized Stafford loan, because the aggregate limit for first-year graduates is 8,500.00 USD, and she has only received 5,500.00 USD in this aid year—as an undergraduate. She also receives an unsubsidized Stafford loan for 10,000.00 USD because the aggregate limit for graduate students is higher than that for undergraduate students.

A problem can occur when you adjust the student's fall term after you have packaged the student as a graduate for the spring semester. When you adjust any undergraduate award, the Packaging routine reevaluates the aggregate limit for any award that is associated with an aggregate area. If there is a graduate award within the same aid year associated with the same aggregate area as an undergraduate award, the Packaging routine considers both the undergraduate and graduate amounts towards the undergraduate aggregate limit. Consequently, the Packaging routine decreases the undergraduate award by the graduate award amount so that the undergraduate aggregate limit is not exceeded. For this student, if you adjust one of her fall semester awards (setting her University Grant to 1,450.00 USD) her subsidized Stafford loan decreases to 2,500.00 USD (undergraduate limit of 5,500.00 USD minus the graduate award of 3,000.00 USD).

Fall Semester as Undergraduate			**Spring Semester as Graduate**		
Sequence	*Description*	*Amount (USD)*	*Sequence*	*Description*	*Amount (USD)*
10	Federal SEOG Grant	2,000.00	60	University Grant	1,000.00
20	University Grant	1,450.00	70	Federal Work-Study	1,800.00
30	Federal Work-Study	1,800.00	80	Perkins Loan − ELO	3,000.00
40	Perkins Loan	2,500.00	90	Sub DL Stafford	3,000.00
50	Sub DL Stafford	2,500.00	100	Unsub DL Stafford	10,000.00

The Packaging routine sets the subsidized Stafford to 2,500.00 USD while repackaging the student's fall semester awards because her spring semester award is associated with the same aggregate area as her fall Stafford award. Based on her spring semester subsidized Stafford award, the Packaging routine determines that she has exceeded her fourth-year undergraduate aggregate limit of 5,500.00 USD for subsidized Stafford loans. Therefore, the Packaging routine decreases her fall subsidized Stafford loan award to 2,500.00 USD, so that she is under the aggregate limit of 5,500.00 USD.

The Packaging routine alerts you to a student whose award would be decreased in this situation. The Packaging routine checks for the existence of two non-zero amounts for differing aggregate levels in an aggregate area within the same aid year for a student. If a student meets this criteria, an error message stating, "Student has an award with multiple aggregate levels; unable to package. Awards having multiple aggregate levels MUST be repackaged via Professional Judgement. DO NOT POST the set of awards generated in this Packaging Session, or it resets the loan to 0.00 USD and cancels all subsequent loan transactions. Repackage all awards via the Award Override page" appears. You may also see a shorter version of this error message: "Student has an award with multiple aggregate levels; unable to package."

Note. The error messages only appear for Actions of *A—Accept, B—Accept/Offer,* and *O—Offer.* You can cancel or decline an award with multiple aggregate levels using any packaging process.

If you receive either of the error messages listed above, you must (A) cancel out of the award entry page without posting the current transaction and (B) repackage the student using the Professional Judgement page.

Warning! If you post the current transaction before exiting the award entry page, the student's award is reset to zero and the Loan Adjustment process begins.

Using Auto Packaging with Multiple Careers

When you are using Auto Packaging, only the packaging plans for the active career are available. Remember also, that the packaging process evaluates any passive awards first before it auto packages awards for the active career.

Using Mass Packaging with Multiple Careers

Mass Packaging can also accommodate students with multiple careers. If a student with multiple careers—one career for the first term and another career for subsequent terms—is selected for Mass Packaging, the student is associated with multiple packaging plans based on their multiple careers and the selection criteria (packaging equations) associated with that career's packaging plan. Mass Packaging processes the student for the first career based on the processing order of the packaging plan, then awards for the second career based on the processing order of the packaging plan. The processing order for the packaging plans determines which packaging plan is used and, therefore, which career is packaged first. Awards made using a Career 1 packaging plan are passed on as passive awards to be included as part of any subsequent awarding for Career 2.

Note. Review the processing order for all your packaging plans to ensure that Mass Packaging selects the packaging plans, and, therefore, the careers, in the order you want. You enter the processing order on the Packaging Plan page, in the Processing Order field.

If you have students who have multiple careers (Career 1 and Career 2) and some students should be packaged for Career 1 first while others should be packaged for Career 2 first, you would need to run these two groups of students in separate Mass Packaging runs, changing the processing order on your packaging plans for each run. The packaging plan's processing order determines the order in which a career is packaged since the packaging plans are tied to careers.

You *cannot* allow students with posted awards in multiple careers to enter a Mass Packaging run where they will be selected for packaging plans for multiple careers. In live mode, Mass Packaging aborts without any messages if this is allowed. In simulation mode, your packaging results do not appear correct because the previous career's awards are not posted in simulation mode and, therefore, are not considered as existing awards when the second career is packaged. A student can have posted awards in multiple careers and go through Mass Packaging using *one* packaging plan for one career at a time.

Posted awards for multiple careers means the student has been awarded at least one award for Career 1 and at least one award for Career 2 and those awards are posted before the student is processed by Mass Packaging. To package students with posted awards in multiple careers using Mass Packaging, you should keep track of these students and only process them in Mass Packaging for one career at a time. The way to process students for one career at a time is to select the students, then make all but one of their careers invalid on the Mass Packaging by Students page or Institutional Mass Packaging by Student page. Assign packaging plans to the students. Then run Mass Packaging in simulation mode and review the results. If the results are correct, run Mass Packaging in live mode. This causes the awards to be posted for the first career. Now repeat the process for a second career.

Awards for the first career must posted to be considered as existing awards for any subsequent career's packaging. When you run Mass Packaging in simulation mode with more than one career, when the second career is being packaged, the simulated awards packaged for the first career are not considered existing awards because they are not yet posted.

Understanding Multiple Award Period Processing

Multiple award period processing functionality enables you to process students for a subsequent award period without the Packaging routine canceling awards for the initial award period or determining incorrect award amounts. It also allows you to use the same financial aid item type for the academic award period (AAP) and the non-standard award period (NSAP). The ability to process awards in passive/active mode between award periods and the disbursement protection feature make this possible. An exception to this rule is subsequent awards—with aggregate area level limit rules—made to students because their NSLDS loan year has changed during the award year. You also cannot use the same financial aid item type for the AAP and NSAP for non-Direct Lending loans. In these cases, you must still use separate financial aid item types for each award period.

For example, you initially package a student for an award period, the AAP, and then at a later date you process the student for a subsequent award period, the NSAP. Normally, when you package the student for the NSAP, you do not want the awards for the AAP to change. Because the Packaging routine employs passive/active mode processing, you can process the awards in the AAP as passive awards when awarding the NSAP. The Packaging routine does not change passive awards; it preserves them, unlike active awards that are subject to change. However, the Packaging routine still uses the award amounts of passive awards to determine remaining annual aggregate limits or other eligibility requirements and to update need summary balances.

See Also

Chapter 23, “Special Cases and Considerations in Packaging,” Protecting Disbursements During Awarding, page 896

Processing Awards for Multiple Award Periods Employing Passive/Active Mode

This section provides an overview of passive/active mode in multiple award period processing and discusses:

- Sequential award period processing.
- Simultaneous award period processing.

Understanding Passive/Active Mode in Multiple Award Period Processing

The Packaging routine has the ability to treat awards made during an initial award period as passive awards when you are processing a subsequent award period for a student. Two factors determine whether an award is processed in active or passive mode. First is the award period attribute associated with the packaging plan you are currently using to package the student. If the award period attribute is *B − Both,* the Packaging routine considers all awards made in either award period as active awards (active for evaluation or reevaluation). As a result, in the "Both" award period model, if you want to prevent any existing awards that you have disbursed from being reduced, you must employ disbursement protection (with the exception of Direct Loan awards, since the system's Direct Loan processing rules function like disbursement protection). If the award period attribute associated with the packaging plan is *A − Academic* or *N − Non-Standard,* and existing awards made in a previous award period contain a disbursement plan/split code pattern that does not equal the packaging plan's award period, then those awards are considered as passive awards by the Packaging routine. Conversely, if existing awards made in a previous award period contain a disbursement plan/split code pattern that either agree with the designated award period of the packaging plan or span both award periods, then those awards are considered to be active awards, and, therefore, are reevaluated by the Packaging routine. Only the disbursements in the active award period portion of the award are reevaluated. Reevaluation may cause the existing awards to be reduced based on the revised need situation as well as revised eligibility criteria. An award cannot be reduced below the total of the disbursements in the passive award period portion of the award.

Note. Since the packaging plan's Award Period attribute triggers the use of passive/active mode, you must use an additional field to use passive/active mode processing in Manual Packaging.

Warning! You must not activate disbursement protection for Direct Loan financial aid item types. If you activate disbursement protection for a Direct Loan, the Packaging routine does not follow the processing rules established for Direct Loans and instead treats the Direct Loan award as it would any other disbursement-protected award.

The award period for an individual award is determined based on the disbursement plan/split code pattern of the award. If the disbursement plan/split code pattern spans only the academic award period (AAP) then the award is designated as "Academic". If the disbursement plan/split code pattern spans only the non-standard award period (NSAP), then the award is designated as "Non-Standard." Finally, if the disbursement plan/split code pattern spans both the AAP and NSAP, then the award is designated as "Both." For all awards of a financial aid item type that you use in more than one award period, the disbursement plan must span both the AAP and NSAP. In other words, all AAP and NSAP terms must be defined. The split code can have scheduled disbursements in the AAP, the NSAP, or both award periods. For awards with a disbursement plan that includes both award periods, the split code determines the award period for that award. So if the split code indicates that all disbursements are scheduled for the AAP, the award is considered to have an award period of Academic even though the disbursement plan includes the AAP and NSAP.

Note. If you have more than one disbursement plan for a financial aid item type—because you assigned different disbursement plans to each instance of that financial aid item type—the Packaging routine displays an error message indicating that different disbursement plans were found.

Awards within a packaging plan must contain disbursement plan/split code patterns that are compatible with the packaging plan's award period attribute. For example, an award can have a disbursement plan/split code pattern that is designated only for the AAP despite the award period attribute on the packaging plan designating an award period of *B − Both.* However, if the award's disbursement plan/split code pattern is designated for the AAP only, and the packaging plan's award period attribute is *N − Non-Standard,* then you receive error message 9580 after validation indicating that you must change either the award's disbursement plan/split code pattern or the packaging plan's award period attribute so that they are compatible.

If the disbursement plan/split code pattern of an award does not match the award period attribute of the packaging plan, the Packaging routine treats that award as a passive award. For example, you are packaging a student for a trailing summer term using a packaging plan with an award period attribute of *N − Non-Standard,* and the student already has an existing departmental scholarship whose disbursement plan/split code pattern designates the award for the AAP. When you repackage the student for the NSAP, the Packaging routine treats the departmental scholarship as a passive award since the packaging plan's award period attribute and the disbursement plan/split code pattern for the existing award do not match. If the existing award has a disbursement plan/split code pattern that spans both award periods, the Packaging routine evaluates only the disbursements of the award in the award period that matches the packaging plan's award period attribute as active; the disbursements designated in the other award period are processed as passive and remain untouched.

There are two different business processes involving multiple award period processing. One involves sequential award period processing, the other simultaneous award period processing. Sequential award period processing involves packaging the student for an initial award period (AAP) and then packaging the student for a second, subsequent award period (NSAP). Simultaneous award period processing involves packaging the student for both award periods at the same time. An example of sequential award period processing is when a student enrolls at a community college for only one term—summer only or spring only—in one award period and then decides to return in a subsequent term resulting in a different award period. You use simultaneous award period processing when you know that a student will attend the institution for both award periods. If you have an academic program longer than 9 months, you might be packaging your students using simultaneous award period processing. However, setting up one award period that covers the entire academic program is the recommended business process.

Sequential Award Period Processing

During sequential award period processing, make sure that the packaging plan's award period attribute is either *A − Academic* or *N − Non-Standard,* and not *B − Both.* This allows the Packaging routine to employ passive/active mode, and directs the Packaging routine to use the cost of attendance (COA), expected family contribution (EFC), and need for the designated award period.

As an example of sequential award period processing, you are processing a student's University Grant award of 150.00 USD for the summer term. Your semester-based institution treats the summer term as a leading summer. The student's COA, EFC, and need for both the NSAP and AAP are given below—all values are in U.S. dollars (USD).

	Non-Standard Award Period	Academic Award Period
COA	3,200.00	25,000.00
EFC	3,000.00	11,000.00
Need	200.00	14,000.00

You first need to assign a disbursement plan that spans both the non-standard award period (NSAP)—for the leading summer term—and the academic award period (AAP) because the student may subsequently be eligible to receive additional University Grant funding in the AAP. In this case, you can use the same financial aid item type in both the NSAP and AAP. However, in this first pass, the disbursement split code assigned to the award should have all disbursements scheduled only in the NSAP (leading summer term).

The following table illustrates how you set up the University Grant award for the student where the disbursement plan that covers both award periods has an ID of 10 and the split code that disburses 100 percent of the award in the leading summer term has an ID of 02.

Seq No	FA Item Type	Disb Plan	Split Code	Disbursements – NSAP (in USD)	Disbursements – AAP (in USD)
10	University Grant	10	02	150.00 (100%)	0 (0% fall, 0% spring)

When the Packaging routine processes the student for this University Grant, it takes into account the COA, EFC, and need for only the designated non-standard award period. Remember, the disbursement plan/split code pattern coupled with the packaging plan's award period attribute determines the designated award period. Although the disbursement plan spans both award periods, the split code dictates that the award period should be non-standard. Therefore, the Packaging routine uses the student's COA, EFC, and need information only for the NSAP when packaging the student.

The student then decides to attend your institution in the fall semester. She is eligible for a 1,200.00 USD University Grant during the AAP. You create a second packaging plan with an award period attribute of *Academic* that contains a packaging rule containing the University Grant financial aid item type. You assign the same disbursement plan as the summer-only University Grant. However, you must use a split code that distributes the award only in the AAP. For this example, Split Code ID 01, which distributes the award in two disbursements—50 percent in the fall semester and 50 percent in the spring semester—is used.

The table below illustrates the two University Grant awards for the student.

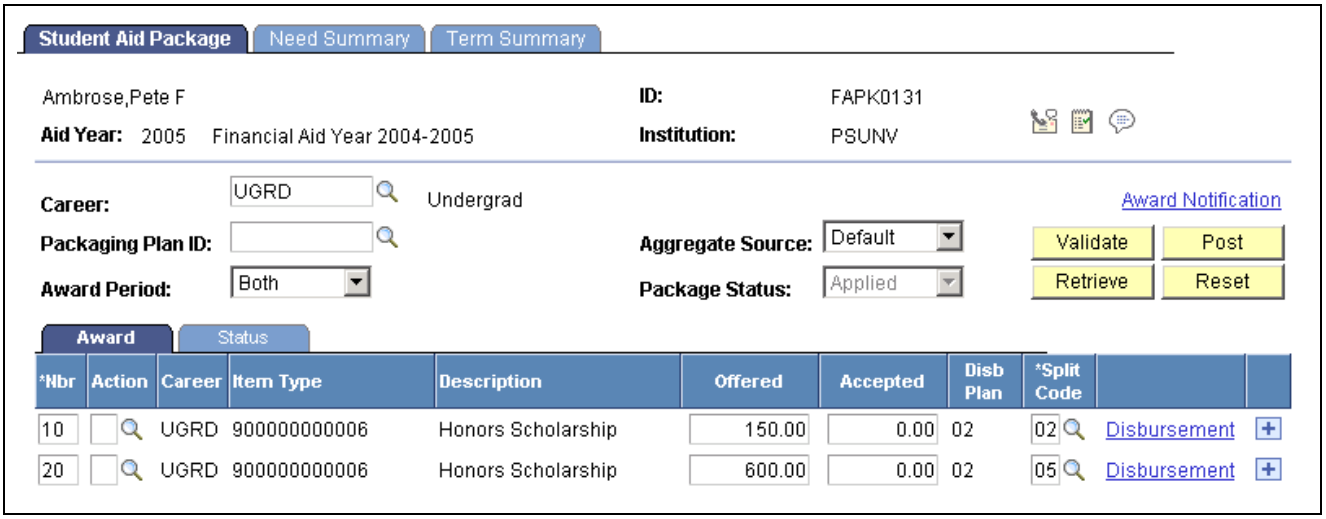
Seq No	FA Item Type	Disb Plan	Split Code	Disbursements – NSAP (in USD)	Disbursements – AAP (in USD)
10	University Grant	10	02	150.00 (100%)	0 (0% fall, 0% spring)
15	University Grant	10	01	0 (0%)	600.00 (fall), 600.00 (spring) (50% fall, 50% spring)

When the Packaging routine runs for the second University Grant under the AAP designated packaging plan, it takes into account only the COA, EFC, and need for that designated award period. Since the University Grant award contains disbursements targeted only to the AAP—based on its disbursement plan/split code pattern—the Packaging routine uses information only for the AAP when packaging the student. Since the first University Grant award only affects need for the NSAP, the Packaging routine does not consider the first award of 150.00 USD during calculations for the AAP. Remember that this example is based on using a leading summer. If your institution uses a trailing summer, you would define the disbursement plan/split code pattern accordingly.

The Award Posting routine merges the two instances of the University Grant into a single award because they are generated from the same financial aid item type and share the same disbursement plan. However, the routine merges the two discrete splits into one custom split, and displays *XX* in the Split field to indicate the custom split. The Award Posting routine retains the separate disbursements called for by the two University Grant awards, and the Need Summary page reflects these separate disbursements.

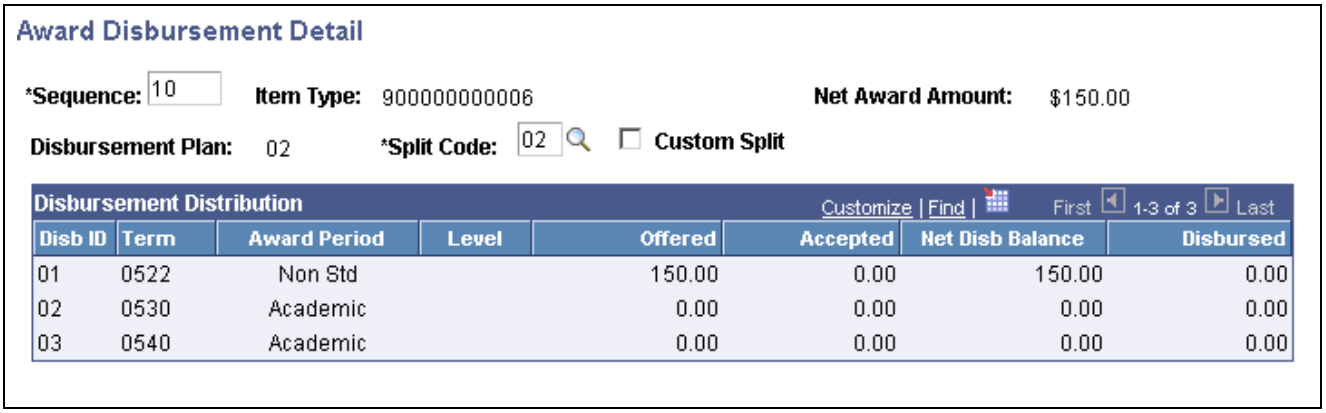
The following page shots illustrate how the Award Posting routine handles the two instances of the University Grant. In the first shot, both instances of the financial aid item type are visible.

Navigation path to the page is Financial Aid, Awards, Award Processing, Assign Awards to a Student.

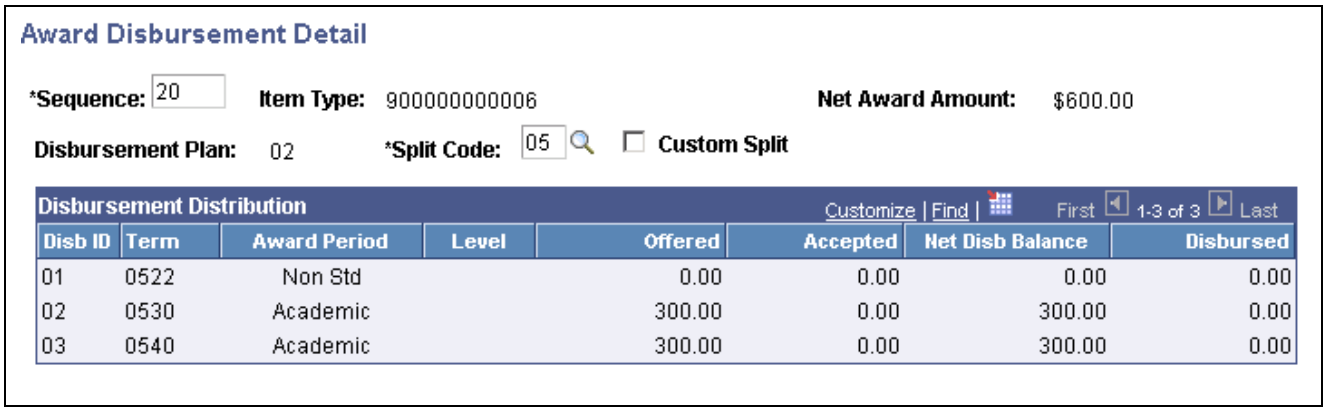


Student Aid Package page with two instances of Honors Scholarship

The next two page shots show the disbursement detail for each instance of the Honor Scholarship.

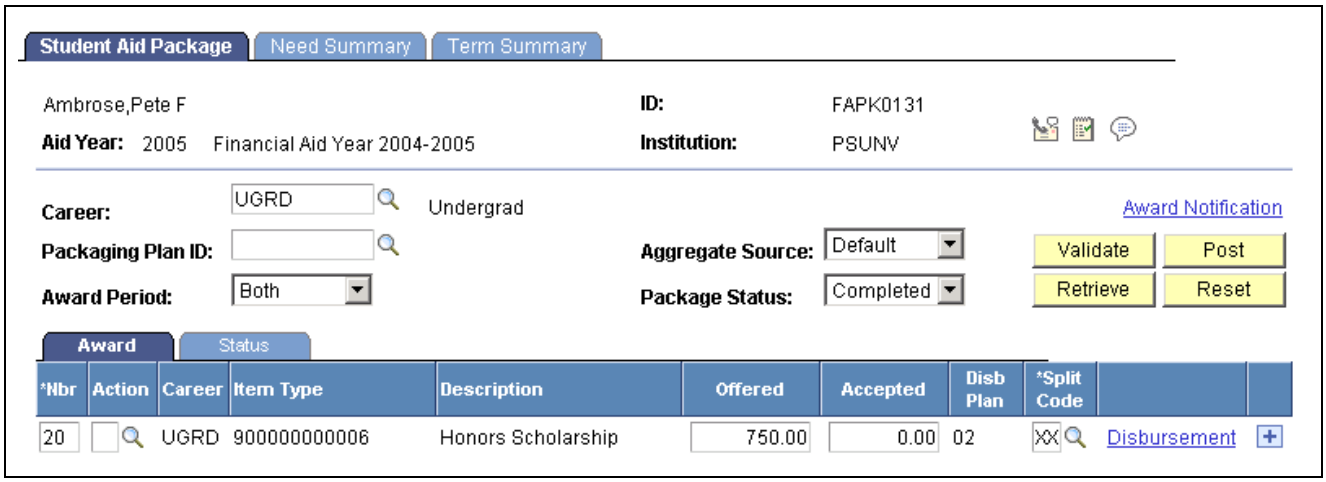


Award Disbursement Detail page for the first instance of the Honors Scholarship



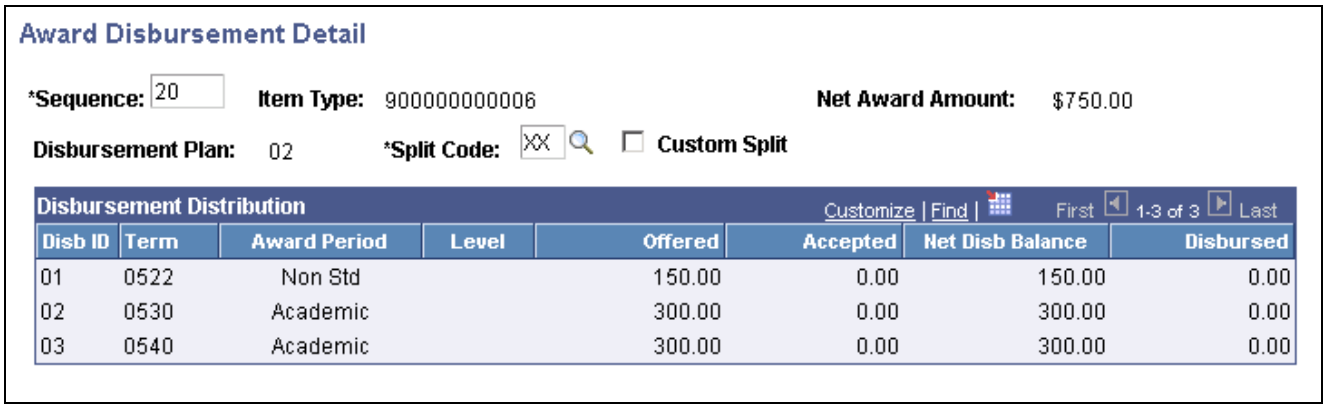
Award Disbursement Detail page for the second instance of the Honors Scholarship

The next page shot shows how the two instances of the University Grant financial aid item type are combined after posting. Notice that the Split field contains *XX,* indicating that there is a custom split.



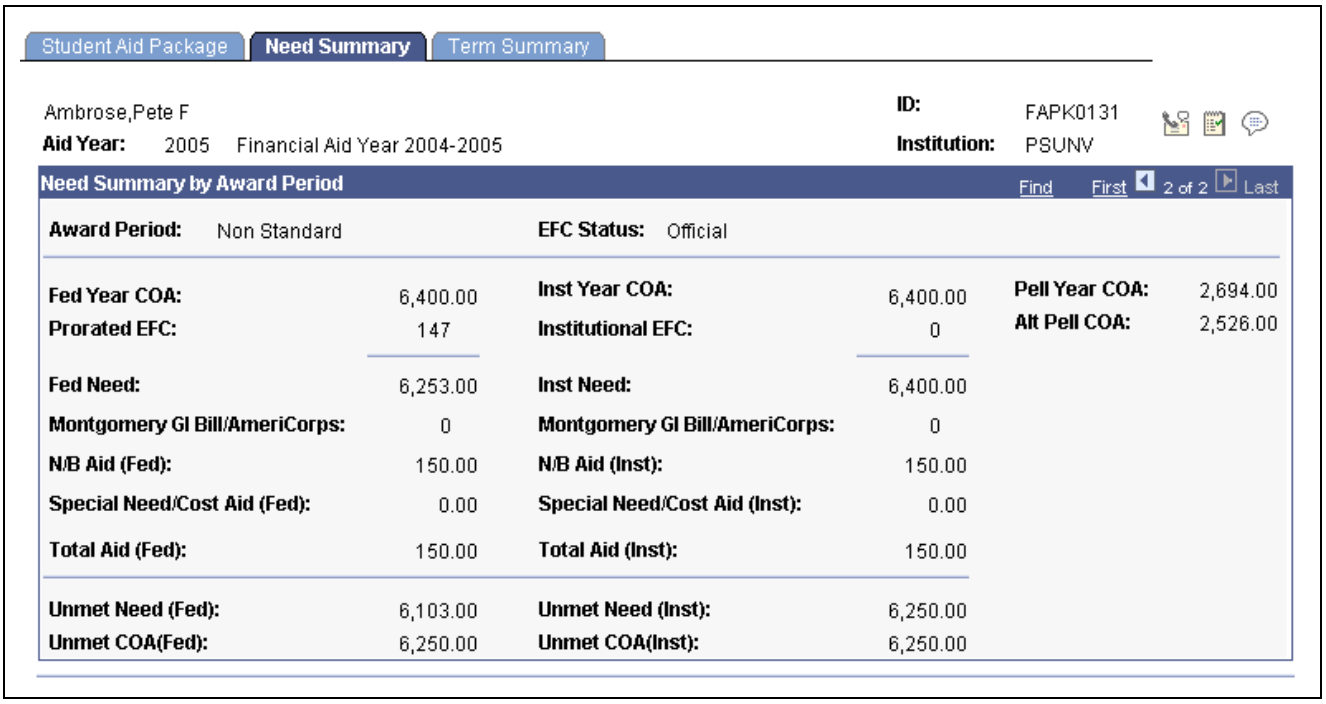
Student Aid Package page after posting — the two separate instances are combined, with a custom split

When you look at the disbursement detail for the University Grant, you can see that the Packaging routine has retained the disbursements dictated by the two separate instances of the University Grant.

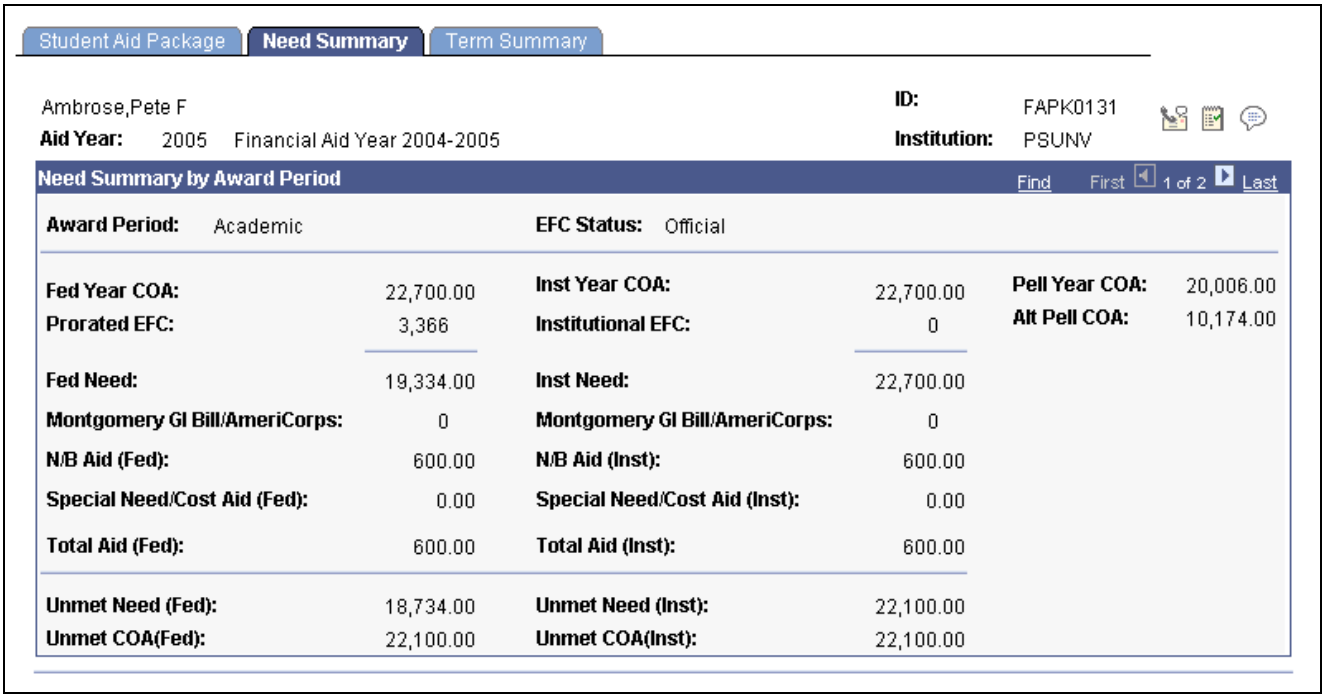


Award Disbursement Detail page for the combined Honors Scholarship

The Need Summary page also retains the separate disbursements.



Need Summary page displaying AAP information and disbursements



Need Summary page displaying NSAP information and disbursements

Important! The disbursement plan/split code pattern enables the Packaging routine to maintain the integrity of each award and therefore its disbursements by award period. Using this functionality, you can use the same financial aid item type across award periods.

Loans and Sequential Award Period Processing

The origination requirements of loans affect your ability to use sequential award period processing and passive/active mode. For non-Direct Lending loans you originate—such as CommonLine or Perkins loans—regulatory requirements dictate that you cannot assign a disbursement plan/split code pattern with a zero disbursement in any disbursement cycle and, therefore, in any award period. However, assigning a disbursement plan that covers both award periods, as required by the procedures for sequential award period processing outlined in this section, results in one award period having a zero disbursement. For example, if you are awarding a student a CommonLine loan for the AAP, you assign the loan a disbursement plan that covers both award periods, in case you package the student for the trailing NSAP with another instance of the CommonLine loan. Then you give the award a split code that disburses 50 percent in the fall semester, 50 percent in the spring semester, and 0 percent in the trailing summer term. If you submit this loan, it does not originate because of the zero disbursement in the trailing summer term. To award non-Direct Lending loans during sequential award period processing you must use separate financial aid item types and disbursement plans, each for the AAP or the NSAP alone.

For Direct Lending loans, you can use the same financial aid item type for both the AAP and the NSAP. However, you cannot have a zero disbursement in the disbursement cycle of the first term for the Direct Lending loan. This means that you can have a zero disbursement in a trailing summer term, but you cannot have a zero disbursement in a leading summer term.

Simultaneous Award Period Processing

During simultaneous award period processing, make sure that the packaging plan's award period attribute is *B − Both,* and not *A − Academic* or *N − Non-Standard.* This directs the Packaging routine to use the cost of attendance (COA), expected family contribution (EFC), and need for both award periods, and also indicates that all awards for both award periods can be repackaged unless they are locked or have disbursement protection activated.

During simultaneous award period processing, the Packaging routine evaluates maximum eligibility for need across award periods. The Packaging routine first identifies the student's maximum need, and then it schedules disbursements according to need for the respective award period.

For example, you have a student you know will attend for both award periods and you are going to award a University Grant to the student for both award periods at one time. Your semester-based institution treats the summer term as a trailing summer. The COA, EFC, and need for the student are provided below—all values are in U.S. dollars (USD).

	Academic Award Period	Non-Standard Award Period	Combined
COA	25,000.00	3,200.00	28,200.00
EFC	11,000.00	2,000.00	13,000.00
Need	14,000.00	1,200.00	15,200.00

The total value of the University Grant you plan to offer the student is 5,000.00 USD. To begin awarding, create a packaging plan with an award period attribute of *Both,* and create a packaging rule for the University Grant with a disbursement plan that spans both the non-standard award period (NSAP) and the academic award period (AAP), and a disbursement split code that contains disbursements scheduled in both award periods. For this example, the split code used—Split Code ID 03—directs the Packaging routine to schedule one disbursement per academic term, with 45 percent of the disbursement awarded in the fall semester, 45 percent of the disbursement awarded in the spring semester, and 10 percent of the disbursement awarded in the trailing summer term. Based on this disbursement plan/split code pattern, the Packaging routine matches the award period attribute for this award (Both).

The table below illustrates how you set up the University Grant award for the student and provides the scheduled disbursements based upon the 45/45/10 split of the 5,000.00 USD total award.

Seq No	FA Item Type	Disb Plan	Split Code	Disbursements - AAP	Disbursement - NSAP
10	University Grant	10	03	2,250.00 (fall), 2,250.00 (spring) (45% fall, 45% spring)	500.00 (10%)

When the Packaging routine processes the student for this University Grant, it takes into account the COA, EFC, and need for both award periods. Since the packaging plan award period is Both and the disbursement plan/split code pattern for the University Grant is Both, the COA, EFC, and need values for the two award periods are combined. The combined need value determines the student's maximum award eligibility. The scheduled disbursements for this award do not exceed the student's eligibility for each award period so they are validated.

Important! The Packaging routine maximizes need per packaging run. This fact is important when EFC exceeds COA for one award period. This means that need in one award period is not reduced when there is additional EFC available from another award period.

What would happen if EFC exceeded COA for one award period in the previous example? The same conditions exist: you have a student you know will attend for both award periods, you are going to award a University Grant of 5,000.00 USD to the student for both award periods at one time, and your semester-based institution treats the summer term as a trailing summer. The new COA, EFC, and need for the student are provided below—all values are in U.S. dollars (USD).

	Academic Award Period	Non-Standard Award Period	Combined
COA	25,000.00	3,200.00	28,200.00
EFC	11,000.00	3,400.00	14,400.00
Need	14,000.00	0.00	14,000.00

EFC exceeds COA for the NSAP. However, because the Packaging routine maximizes need per packaging run, the student's total need for the two award periods is 14,000.00 USD. In other words, the Packaging routine does not apply excess EFC—200.00 USD in the NSAP—from one award period to the other award period.

To begin awarding, create a packaging plan with an appropriate award period attribute, and create a packaging rule for the University Grant with an appropriate disbursement plan and disbursement split code. For this award, you have several options.

Option 1:

You can assign the University Grant a disbursement plan that is targeted only for the AAP, and a split code that divides the disbursement evenly between the two academic semesters. Based on this disbursement plan/split code pattern, the Packaging routine designates the award period for this award as Academic. The table below provides the scheduled disbursements based upon the 50/50 split of the 5,000.00 USD award where the disbursement plan that spans only the AAP has an ID of 15 and the split code that divides the disbursement evenly between the two academic semesters has an ID of 01.

Seq No	FA Item Type	Disb Plan	Split Code	Disbursements - AAP	Disbursement - NSAP
10	University Grant	15	01	2,500.00 (fall), 2,500.00 (spring) (50% fall, 50% spring)	0.00 (No need)

When the Packaging routine processes the student, it takes into account the COA, EFC, and need for only the designated award period. Since the disbursement plan/split code pattern for the University Grant is targeted to the AAP, only the COA, EFC, and need values for the AAP are considered. However, other awards within the student's aid package can have disbursement plan/split code patterns that are targeted to both the AAP and NSAP.

Option 2:

You can also assign the University Grant the same disbursement plan as in the previous example, spanning both the NSAP and the AAP, and the same disbursement split code (disbursements scheduled in both award periods). For this example, the split code used (Split Code ID 03) directs the Packaging routine to schedule one disbursement per academic term, with 45 percent of the disbursement awarded in the fall semester, 45 percent of the disbursement awarded in the spring semester, and 10 percent of the disbursement awarded in the trailing summer term. Based on this disbursement plan/split code pattern, the Packaging routine designates the award period attribute for this award as Both. However, because the student does not have need in the NSAP, during validation the Packaging routine distributes the 500.00 USD that would have been scheduled for the trailing summer term among the two semesters of the AAP using relative weighting provided there is sufficient AAP need remaining. Since the disbursement percentages for the fall and spring semesters are equal, each semester receives an additional 250.00 USD.

The Packaging routine determines the relative weighting for each term by dividing the original disbursement percentage of the term, 45 percent, by the sum of all disbursement percentages for terms within the award period, 90 percent. For this example, the Packaging routine does the following calculations:

Remainder Calculation for Fall Semester = 45/90 * 500.00 = 250.00

Remainder Calculation for Spring Semester = 45/90 * 500.00 = 250.00

Total Disbursement for Fall Semester = 250.00 + 2,500.00 = 2,500.00

Total Disbursement for Spring Semester = 250.00 + 2,500.00 = 2,500.00

The table below illustrates how you set up the University Grant award for the student, and provides the scheduled disbursements based upon the redistribution of the 500.00 USD originally scheduled for the NSAP.

Seq No	FA Item Type	Disb Plan	Split Code	Disbursements - AAP	Disbursement - NSAP
10	University Grant	10	03	2,500.00 (fall), 2,500.00 (spring) (45% fall + 45/90 x 500.00, 45% spring + 45/90 x 500.00)	0.00 (10% originally scheduled, but shortage of need)

See Also

Chapter 23, "Special Cases and Considerations in Packaging," Distributing Awards When There is a Shortage of Need in One Award Period, page 894

Using Passive/Active Mode in Manual Packaging

This section provides an overview of passive/active mode in Manual Packaging and provides examples of:

- Sequential award period processing.
- Awarding for a single award period followed by both award periods.
- Awarding for both award periods followed by a single award period.

Understanding Passive/Active Mode in Manual Packaging

For the Packaging routine to determine whether awards are active or passive, the routine needs to evaluate the award period for which you are packaging the student. The Packaging routine compares the award period for which you are currently packaging against the disbursement plan/split code patterns of existing awards to determine whether to process them as active or passive awards. During Auto and Mass Packaging, the Packaging routine uses the packaging plan award period attribute for this comparison. Since Manual Packaging does not employ packaging plans, the Award Period field on the award entry pages allows you to specify the award period(s) this packaging session covers.

Before you begin awarding manually, select an award period processing mode in the Award Period field. The default value for this field is *Both − Both Award Periods,* so if you do not change the value in this field, all existing awards are reevaluated based on need and eligibility for both the academic and non-standard award periods. Once you select an award period processing mode, the Packaging routine evaluates all existing awards to determine which awards fall within the selected award period and, therefore, can be changed. These awards are considered active. You cannot change awards that do not match the selected award period. These awards are considered passive and are made unavailable on the award entry pages.

Note. The Award Period field serves as a target for the Packaging routine and is not a characteristic of the awards in this packaging session. This field controls which existing posted awards are treated as active or passive awards.

To determine which awards you can change, the Packaging routine compares the selected award period against the disbursement plan/split code patterns of existing awards. The routine does this by evaluating all non-zero disbursement rows for each award. Each disbursement ID within the disbursement plan is tied to a term, and each term has been designated for either the academic award period (AAP) or the non-standard award period (NSAP). If all the non-zero disbursements belong to the Academic award period, the Packaging routine considers the award for AAP processing. If all the non-zero disbursements belong to the non-standard award period, the Packaging routine considers the award for NSAP processing. If the non-zero disbursements span both the academic award period and the non-standard award period, the Packaging routine considers the award for both AAP and NSAP processing.

The Packaging routine then compares the type of processing (AAP, NSAP, or both) for which an award is eligible based on the selected award period processing mode. If the award period processing mode is *Academic,* then the Packaging routine processes the awards whose non-zero disbursements all fall in the AAP as active awards. If the award period processing mode is *Non-Standard,* then the Packaging routine processes the awards whose non-zero disbursements all fall in the NSAP as active awards. The Packaging routine evaluates awards whose non-zero disbursements span both the academic award period and the non-standard award period in a slightly different fashion than those awards that fall within a single award period. If the award period processing mode is *Academic,* the Packaging routine processes the award as an active award but reevaluates only the portion of the award designated for the AAP. This portion consists of the non-zero disbursements tied to terms designated for that award period. If the award period processing mode is *Non-Standard,* the Packaging routine processes the award as an active award but reevaluates only the portion of the award designated for the NSAP. If the award period processing mode is *Both,* the Packaging routine processes the award as an active award and reevaluates the entire award.

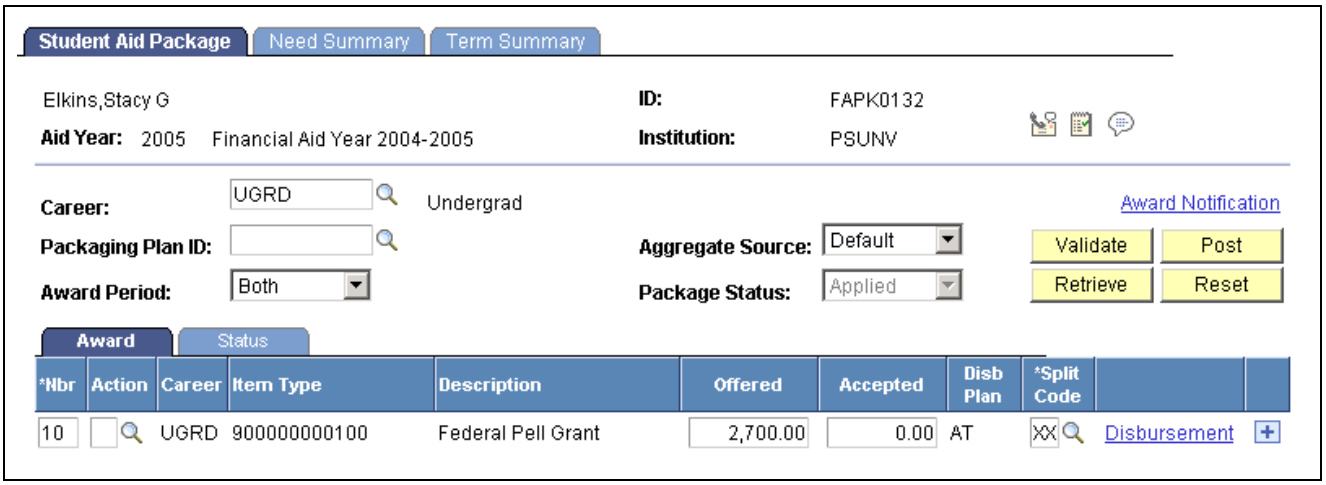
If the disbursement plan/split code pattern of an existing award designates an award period that does not match the selected award period processing mode, the award is passive and therefore cannot be changed by either you or the Packaging routine when submitted for validation. Passive awards are unavailable on the award entry pages to indicate visually that you and the Packaging routine cannot change them. Active awards are open and available on the award entry pages to indicate visually that you and the Packaging routine can change them.

When you add new awards, the disbursement plan/split code pattern of the new award must match or fall within the selected award period processing mode. If the disbursement plan/split code pattern of the award designates it for a single award period (for example, the AAP) that does not match the single award period selected as the award period processing mode *(Non-Standard)* you receive error message 9580 after validation. This message indicates that you must change either the award's disbursement plan/split code pattern or the award period processing mode so that the award's designated award period and the award period processing mode match. If the disbursement plan/split code pattern of the award designates that it is for both award periods when a single award period is selected as the award period processing mode, the Validation routine assigns the award only to those disbursement IDs designated for the award period selected as the award period processing mode.

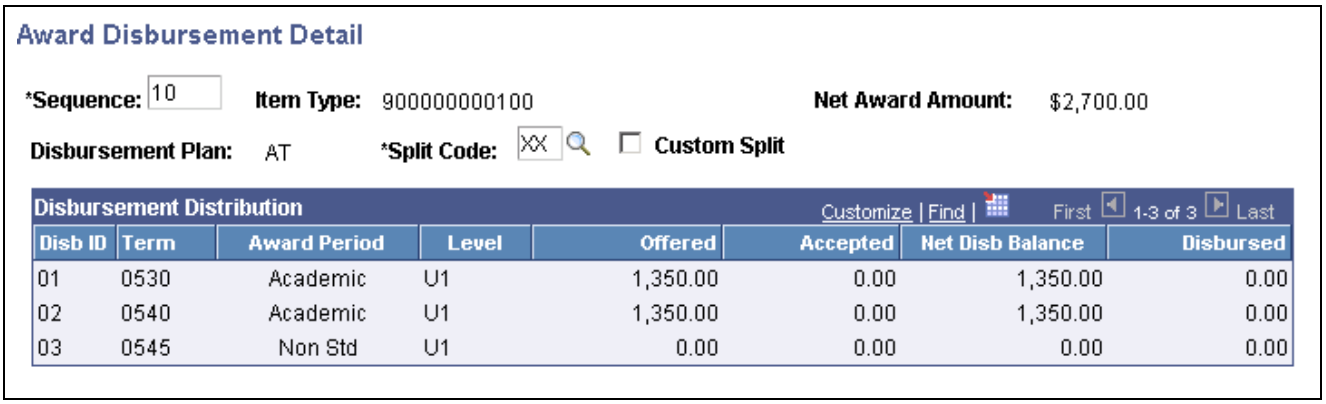
The three following sections describe three different awarding scenarios and the behavior of the Packaging routine.

Sequential Award Period Processing

You can use any of the award entry pages to process the student for discrete award periods. For example, at a semester-based institution with a trailing summer term, you award a student a 2,700 USD Pell Grant for the AAP. The disbursement plan is for both semesters in the AAP, and the split code—set up as a custom split—calls for a 1,350.00 USD disbursement in the fall semester and a 1,350.00 USD disbursement in the spring semester. The following page shot displays this award on the Student Aid Package page.



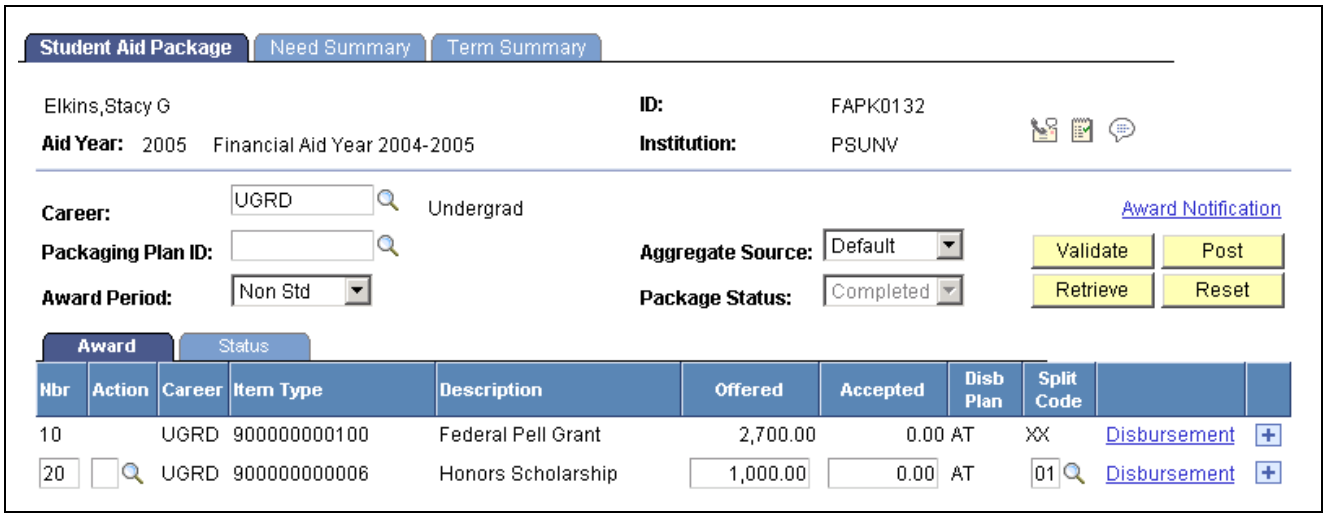
Student Aid Package page displaying the student's award for the AAP



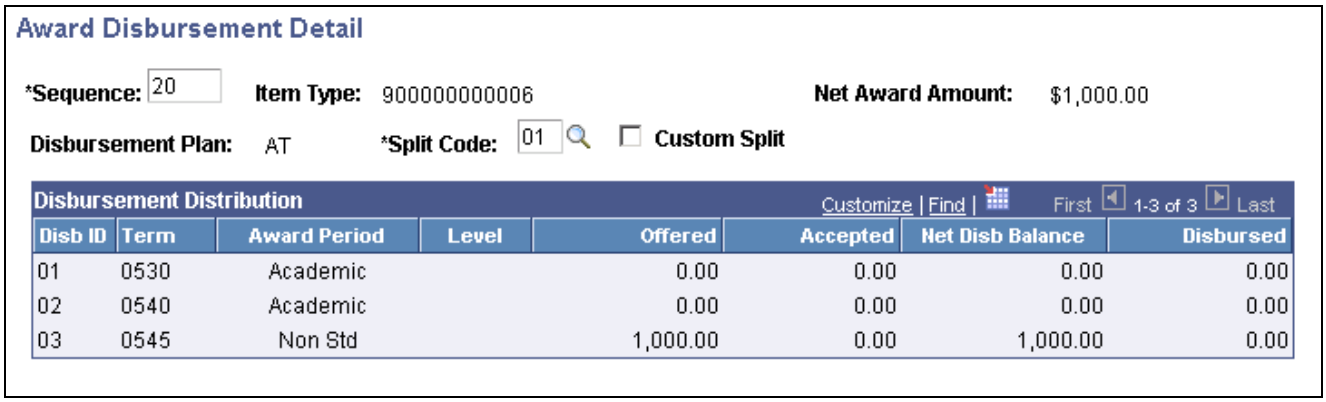
Award Disbursement Detail page

The student then decides to attend the trailing summer term, and you award her a 1,000.00 USD Honors Scholarship for the NSAP. Before you manually enter this award, you must select *Non Std − Non-Standard* as the award period because you want to process the student for the NSAP and leave the existing Pell Grant award for the AAP untouched. When you select *Non Std − Non-Standard,* the Packaging routine determines that the Pell Grant award is designated for the AAP and does not match the selected award period value, so it treats it as a passive award and makes the row unavailable. Now you cannot change the Pell Grant award, and the Packaging routine does not reevaluate it when you validate the new award.

Insert a new row and add the 1,000.00 USD Honors Scholarship with a disbursement plan/split code pattern that distributes the award in the trailing summer term. When you validate this award, the Packaging routine evaluates only this award and processes the Pell Grant award as a passive award.

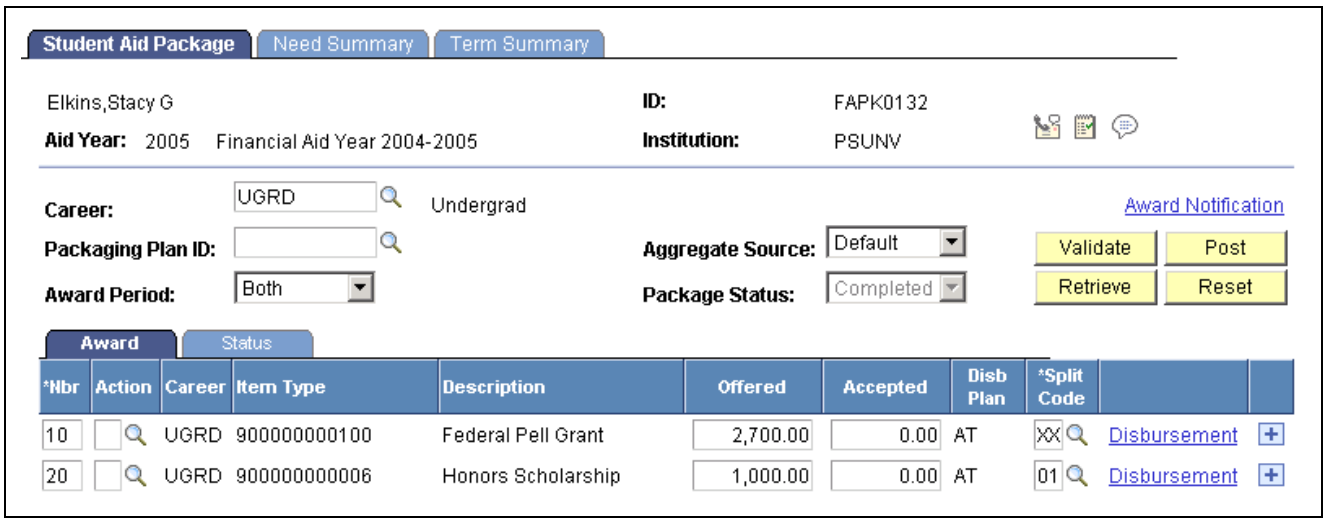


Student Aid Package page with new Honors Scholarship award and Federal Pell Grant



Award Disbursement Detail page

If you want to reevaluate the student's awards for both award periods, you can selected *Both* as the award period after you have posted the Honors Scholarship. Both the Pell Grant and the Honors Scholarship are then available for changes, and the Packaging routine treats both awards as active awards and reevaluates them based on need and eligibility criteria/rules. These rows remain available and open.

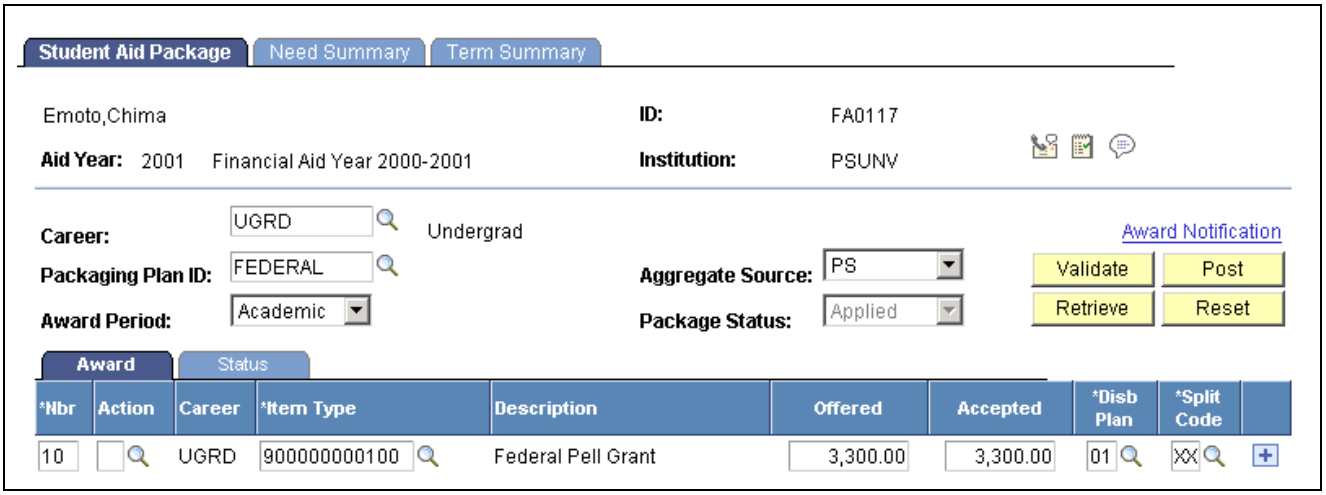


Student Aid Package page

Awarding for a Single Award Period Followed by Both Award Periods

You can award a student for a single award period, either AAP or NSAP, and later award the student for both award periods. When you award the student for both award periods, all awards—no matter what award period the award's disbursement plan/split code pattern designates—can be changed and are processed as active awards.

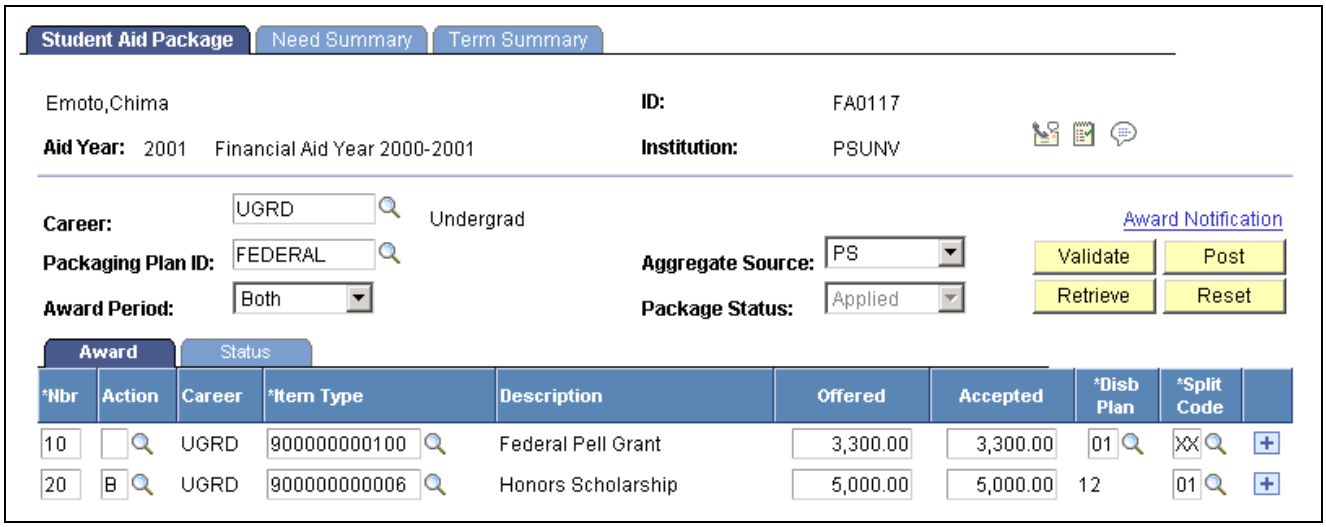
For example, at a semester-based institution with a trailing summer term, you award a student a 3,300.00 USD Pell Grant for the AAP. The disbursement plan is for both semesters in the AAP, and the split code—set up as a custom split—calls for a 1,650.00 USD disbursement in the fall semester and a 1,650.00 USD disbursement in the spring semester. The following page shot displays this award on the Student Aid Package page.



Student Aid Package page displaying the student's award for the AAP

The student is then awarded a 5,000 USD Honors Scholarship that covers the trailing summer term in addition to the academic year, with 40 percent disbursed in fall (AAP), 40 percent disbursed in spring (AAP), and 20 percent disbursed in the trailing summer term (NSAP). Before you manually enter this award, you must select *Both* as the Award Period because you want to process the student for both the NSAP and the AAP. When you select *Both,* the Packaging routine determines that the Pell Grant award is active since its disbursement plan/split code pattern designates it for the AAP, which falls within the chosen award period processing mode. Now you can change the Pell Grant award, and the Packaging routine reevaluates it when you validate the new award. Since you are only adding the Honors Scholarship, you do not need to change the Pell Grant. Insert a new row, and add the 5,000.00 USD Honors Scholarship, choosing a disbursement plan that spans both award periods, and a split code that distributes the award 40 percent fall, 40 percent spring, and 20 percent summer. When you validate this award, the Packaging routine evaluates both awards.

Warning! If there has been a change in the student's need or eligibility, the existing award is changed unless you have activated disbursement protection for that financial aid item type. Activating disbursement protection only protects the disbursed portion of the award. The award itself can be reduced to the level of the disbursed amount.



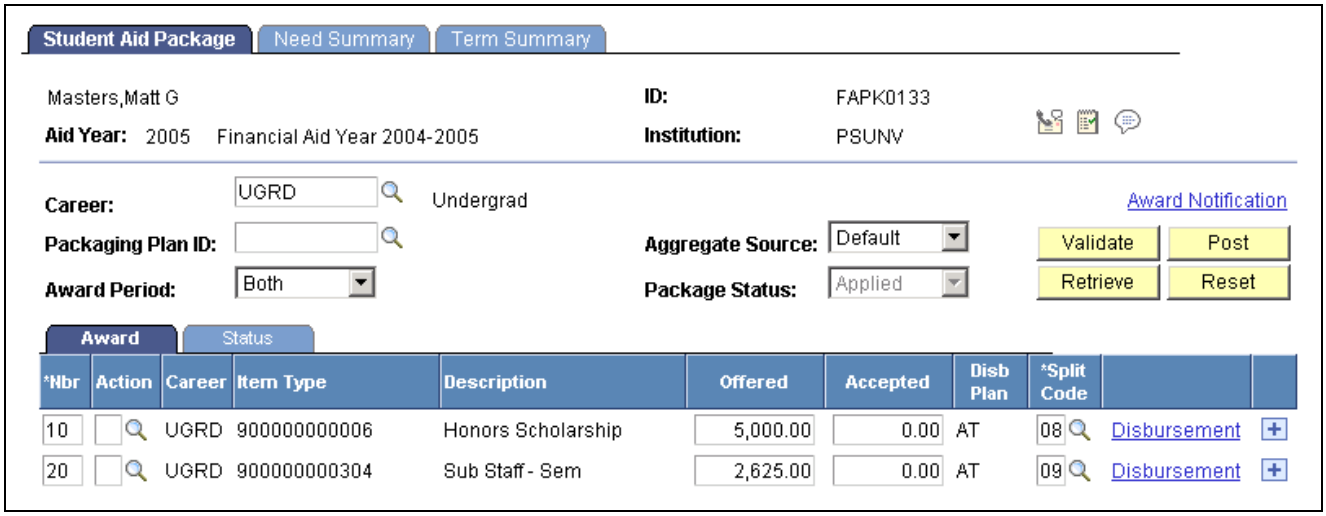
Student Aid Package page with an Award Period value of Both, adding the Honors Scholarship

Awarding for Both Award Periods Followed by a Single Award Period

You can award a student for both award periods and later award the student for a single award period, either the AAP or the NSAP. When you award the student for a single award period, only those awards with disbursement plan/split code patterns that fall within or span the designated award period can be changed and are processed as active awards. Awards whose disbursement plan/split code patterns designate an award period that does not match the designated award period mode are treated as passive awards.

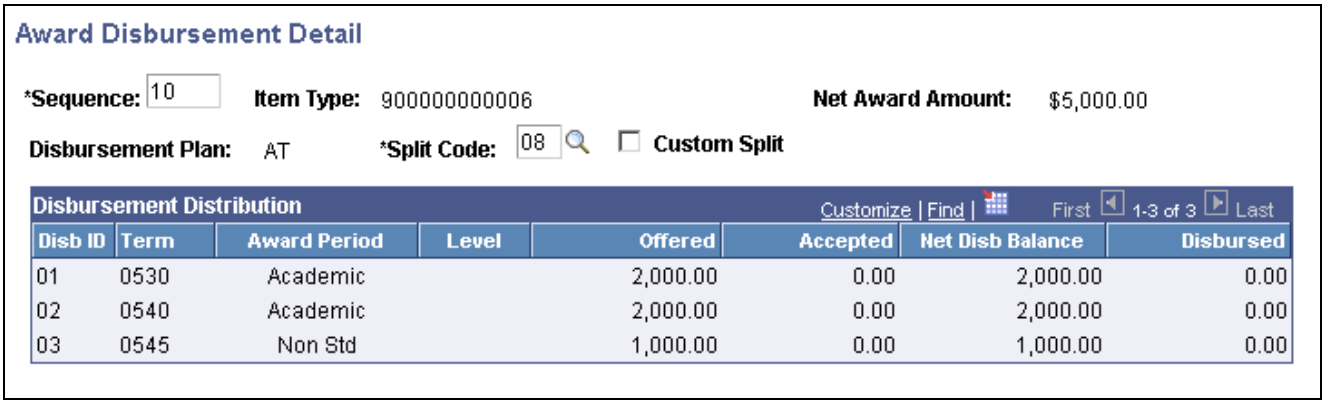
Warning! Although you intend to reevaluate only a single award period, the Packaging routine also reevaluates the portion that falls within that single award period of existing awards that span both award periods. If there has been a change in the student's need or eligibility that warrants a change in the award, the Packaging routine adjusts the existing awards.

For example, at a semester-based institution with a trailing summer term, you award a student a 5,000 USD Honors Scholarship that covers the trailing summer term in addition to the academic year, with 40 percent disbursed in fall, 40 percent disbursed in spring, and 20 percent disbursed in the trailing summer term. The following page shot displays this award on the Student Aid Package page.



Student Aid Package page displaying the student's award for both award periods

Then you offer the student a 2,625.00 USD Subsidized Stafford loan for the academic year. Before you manually enter this award, you must select *Academic* as the award period, because you want to process the student only for the AAP. When you select *Academic,* the Packaging routine determines that the Honors Scholarship is active since its disbursement plan/split code pattern designates it for both award periods, which spans the chosen award period processing mode of *Academic*.



Award Disbursement Detail

*Sequence: 10 Item Type: 900000000006 Net Award Amount: $5,000.00

Disbursement Plan: AT *Split Code: 08 Custom Split

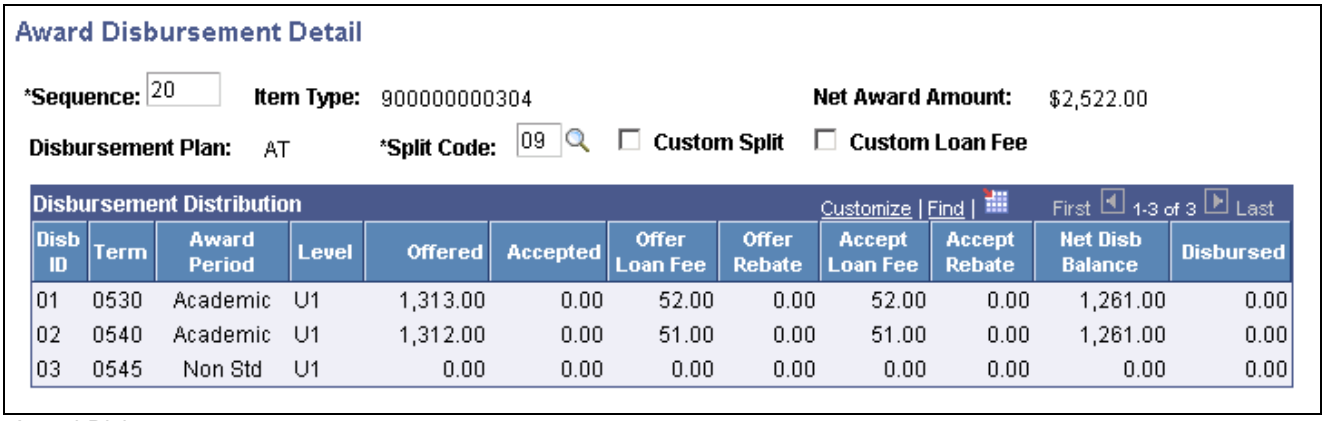
Disbursement Distribution Customize | Find | First 1-3 of 3 Last

Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	0530	Academic		2,000.00	0.00	2,000.00	0.00
02	0540	Academic		2,000.00	0.00	2,000.00	0.00
03	0545	Non Std		1,000.00	0.00	1,000.00	0.00

Award Disbursement Detail page

Now you insert a second row and enter the 2,625 USD Subsidized Stafford loan, with a disbursement plan/split code pattern that spans only the AAP. You can also change the Honors Scholarship award, and the Packaging routine reevaluates it for need and eligibility when you validate the new award. However, the Packaging routine changes only the disbursements in the AAP; the NSAP portion of the award remains unchanged.

Warning! Even if you do not change or intend to change the Honors Scholarship, the AAP portion of the award is reevaluated automatically by the Packaging routine.



Award Disbursement Detail

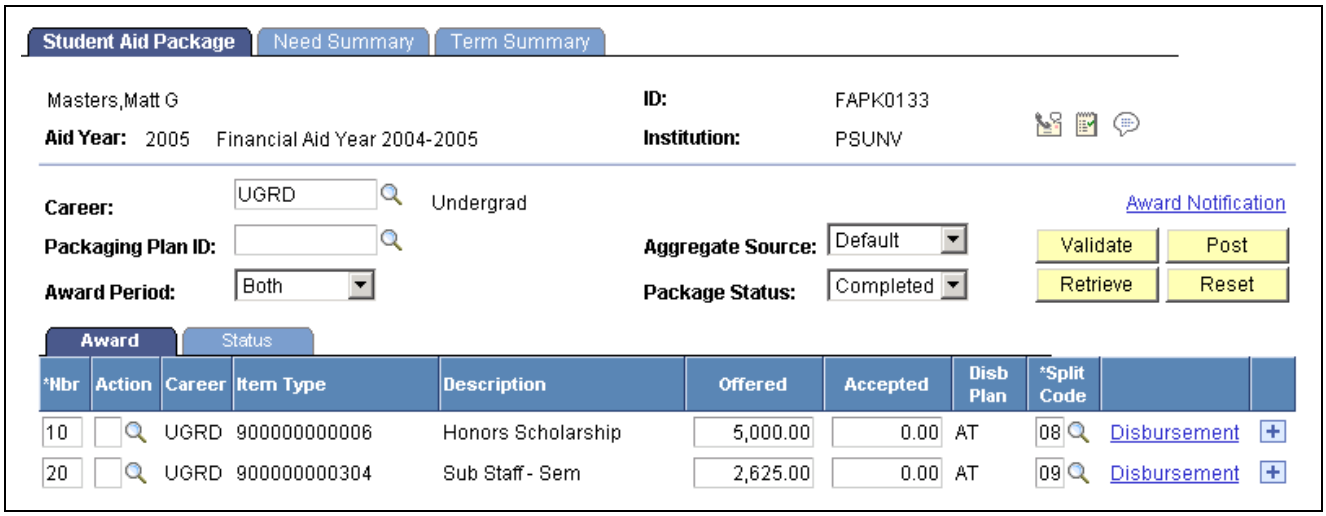
*Sequence: 20 Item Type: 900000000304 Net Award Amount: $2,522.00

Disbursement Plan: AT *Split Code: 09 Custom Split Custom Loan Fee

Disbursement Distribution Customize | Find | First 1-3 of 3 Last

Disb ID	Term	Award Period	Level	Offered	Accepted	Offer Loan Fee	Offer Rebate	Accept Loan Fee	Accept Rebate	Net Disb Balance	Disbursed
01	0530	Academic	U1	1,313.00	0.00	52.00	0.00	52.00	0.00	1,261.00	0.00
02	0540	Academic	U1	1,312.00	0.00	51.00	0.00	51.00	0.00	1,261.00	0.00
03	0545	Non Std	U1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Award Disbursement page



Student Aid Package page

Awarding Conditional Aid for Multiple Award Periods

This section clarifies the behavior of conditional awards during multiple award period processing. An important factor in determining how the Packaging routine treats conditional awards is whether federal aid is present in the same award period as the conditional awards. The behavior of conditional awards reverting from "no effect" to "special need" based on the presence of federal aid does not span award periods. Therefore, the presence of federal aid in one award period does not affect the awarding of conditional aid in the subsequent award period. This only applies to sequential award period processing and not simultaneous award period processing. The following tables demonstrate that the behavior of conditional aid is determined on an award period basis.

Note. When conditional awards behave like no-effect awards, it is in the sense that the awards are not restricted by the student's need. However, conditional awards are displayed under the Special Need/Cost Aid fields on the Need Summary page.

Example A

AAP		NSAP	
Item Type	*Behavior*	*Item Type*	*Behavior*
Conditional Aid 1	No Effect	Conditional Aid 3	No Effect
Federal Aid 1		Federal Aid 2	
Conditional Aid 2	Special Need/Cost	Conditional Aid 4	Special Need/Cost

Example B

AAP		NSAP	
Item Type	*Behavior*	*Item Type*	*Behavior*
Federal Aid 1		Conditional Aid 1	No Effect

Example C

NSAP		AAP	
Item Type	*Behavior*	*Item Type*	*Behavior*
Federal Aid 1		Conditional Aid 1	No Effect
		Federal Aid 2	
		Conditional Aid 2	Special Need/Cost

Example D

NSAP		AAP	
Item Type	*Behavior*	*Item Type*	*Behavior*
Conditional Aid 1	No Effect	Federal Aid 1	
		Conditional Aid 2	Special Need/Cost
		Federal Aid 2	

If federal aid does not have disbursements scheduled in the same award period as the conditional award, the student's remaining need does not restrict the amount of the conditional award. The student's need does not restrict the conditional award amount because the federal aid is being processed as a passive award, and therefore does not affect calculations for the active award period. For example, a student's award package includes a Subsidized Stafford loan for 3,000.00 USD—with disbursements of 1,500.00 USD in the fall and spring semesters—and a conditional University Grant for 1,000.00 USD with a disbursement in the trailing summer term. Since the Stafford loan does not have disbursements in the non-standard award period (NSAP), the Packaging routine processes the Stafford loan as a passive award leaving it untouched when it processes the University Grant. Therefore, the University Grant behaves as a "no effect" award because the Stafford loan is not present in the NSAP.

When federal aid has disbursements in the same award period as the conditional award, and the federal aid precedes the conditional award, the Packaging routine treats the conditional award as a special need/cost item type. Consequently, the placement of the conditional award relative to existing federal aid affects the student's conditional award amount. If the conditional award precedes federal aid, the Packaging routine treats the conditional award as a "no effect" award and increases the student's total aid amount without regard for need or COA limits. If the conditional award follows federal aid, the Packaging routine treats it as a special need/cost item type, first determining if there is unmet need to award. If so, the routine compares the remaining unmet COA against the EFC and awards up to the lesser of the two.

When you use sequential award period processing, you can change the sequence of the conditional award from one award period to the next. The behavior of the conditional award can be different from one award period to the next based on the presence or absence of federal aid. If the NSAP does not have federal aid, but the academic award period (AAP) does, you can decide whether the conditional award behaves as a "no effect" award in both award periods. If you have the conditional award precede federal aid in the AAP, the conditional award behaves as a "no effect" award in both award periods. Or you can choose to have the conditional award follow federal aid in the AAP, so that the conditional award behaves as a special need/cost item type in the AAP and as a "no effect" award in the NSAP. You cannot do this if you use simultaneous award period processing because there is only one instance of the conditional award and, therefore, only one sequence number for that award.

Important! Using sequential award period processing to change the behavior of conditional awards from one award period to the next is only possible when you use Auto and Mass Packaging. If you use Manual Packaging when you process the student for the second award period, all awards—existing and offered—are evaluated as they are in simultaneous award period processing.

Distributing Awards When There is a Shortage of Need in One Award Period

To further enhance simultaneous award period processing, the Packaging routine handles a shortage of need in one award period by proportionally redistributing the remainder of the award into the other award period.

For example, you have a student who will attend your quarter-based institution for the academic award period (AAP) as well as the trailing summer non-standard term. The student's cost of attendance (COA), expected family contribution (EFC), and need are given in the following table.

	Academic Award Period	Non-Standard Award Period	Combined
COA (USD)	25,000.00	3,200.00	28,200.00
EFC (USD)	11,000.00	3,000.00	14,000.00
Need (USD)	14,000.00	200.00	14,200.00

The first award in the student's award package is a 4,000.00 USD University Grant that has a disbursement plan that spans both award periods and a split code that distributes the award among all four terms evenly (25 percent fall, 25 percent winter, 25 percent spring, and 25 percent summer). Based on this disbursement split code, the student should receive 3,000.00 USD in the AAP—1,000.00 USD per quarter—and 1,000.00 USD during the non-standard award period (NSAP). Since the 1,000.00 USD in the NSAP exceeds the student's 200.00 USD need, the Packaging routine distributes the remaining 800.00 USD (1,000.00 USD minus 200.00 USD) among the three terms in the AAP provided there is sufficient AAP need remaining. This is based on the relative weighting of the original disbursement percentages that pertain to the AAP portion of the disbursement plan/split code pattern. The Packaging routine determines the relative weighting for each term by dividing the original disbursement percentage of the term, 25 percent, by the sum of all disbursement percentages for terms within the award period, 75 percent. For this example, the Packaging routine does the following calculations:

Remainder Calculation for Fall Quarter = 25/(25 + 25 + 25) * 800.00 = 266.66

Remainder Calculation for Winter Quarter = 25/(25 + 25 + 25) * 800.00 = 266.66

Remainder Calculation for Spring Quarter = 800.00 - 266.66 - 266.66 = 266.68

Total Disbursement for Fall Quarter = 266.66 + 1,000.00 = 1,266.66

Total Disbursement for Winter Quarter = 266.66 + 1,000.00 = 1,266.66

Total Disbursement for Spring Quarter = 266.68 + 1,000.00 = 1,266.68

Note. When calculating the relative weight of a disbursement percentage, the system is precise to the seventh position beyond the decimal point. This precise figure is multiplied by the remainder, and then rounded using the Rounding Option set up for the financial aid item type.

The table below shows the projected disbursements prescribed by the split code and the projected disbursements that are based on relative weighting.

Disbursement Based on:	Fall Quarter (in USD)	Winter Quarter (in USD)	Spring Quarter (in USD)	Summer Term (in USD)
Prescribed Disbursement Split Percent	1,000.00 (25% x 4,000.00)	1,000.00 (25% x 4,000.00)	1,000.00 (25% x 4,000.00)	1,000.00 (25% x 4,000.00)
Relative Weighting to Account for Need	1,266.66 (25/75 x 4,000.00)	1,266.66 (25/75 x 4,000.00)	1,266.68 (25/75 x 4,000.00)	200.00 (Need)

This relative weighting functionality enables you to continue to award students until their remaining need is exhausted while maintaining a proportional disbursement spread similar to each award's original disbursement percentages.

When the Packaging routine distributes the award proportionally because of a shortage of need, it returns one of the following messages.

Message Number	Message Text	Explanation
9155	FM disbursements recalculated; award period need less than projected.	The award has been recalculated because a portion of the award exceeds FM Need for that award period. This is the message that appears for Need-based aid.
9156	FM disbursements recalculated; award period cost less than projected.	The award has been recalculated because a portion of the award exceeds FM cost for that award period. This is the message that appears for Cost-based aid.
9157	FM disbursements recalculated; award period special need/cost less than projected.	The award has been recalculated because a portion of the award exceeds FM Special Need/Cost for that award period. This is the message that appears for Special Need/Cost financial aid item types.
9158	IM disbursements recalculated; award period need less than projected.	The award has been recalculated because a portion of the award exceeds IM Need for that award period. This is the message that appears for Need-based aid.
9159	IM disbursements recalculated; award period cost less than projected.	The award has been recalculated because a portion of the award exceeds IM cost for that award period. This is the message that appears for Cost-based aid.
9160	IM disbursements recalculated; award period special need/cost less than projected.	The award has been recalculated because a portion of the award exceeds IM Special Need/Cost for that award period. This is the message that appears for Special Need/Cost financial aid item types.

Protecting Disbursements During Awarding

This section provides an overview of disbursement protection and provides examples of:

- Disbursement protection for fully disbursed terms.
- Even across disbursements by term with disbursement protection turned off.
- Even across disbursements by term with disbursement protection turned on.

- Even among first disbursement by term with disbursement protection turned off.
- Even among first disbursement by term with disbursement protection turned on.

Understanding Disbursement Protection

The Packaging routine contains functionality that allows you to choose whether you want disbursed amounts to be protected when repackaging a student. When you activate disbursement protection, the Packaging routine does not repackage an award below what has already been disbursed. To invoke disbursement protection, the award must meet four conditions:

1. The award is for a non-Direct Loan financial aid item type.
2. You indicate at the financial aid item type level—using the Disbursement Protection check box—that the Packaging routine should protect the disbursed portion of an award.
3. The award's disbursement split code uses an Even Split Option of either *Even among first disbursements by term* or *Even across disbursements by term.*

   If you do not use a split code with an even split option, the system does *not* observe disbursement protection. Instead, the Packaging routine honors the split percentages defined by the specific financial aid item type and splits the award amount accordingly, which may result in one or more unequal disbursements.
4. The award has one or more disbursed entries.

Once disbursement protection is activated, the award cannot fall below the disbursed amount; however, you can still manually undisburse the award if you feel a student is no longer eligible for the award.

When you modify a disbursement-protected award, the Packaging routine recalculates the total disbursement amount for each term, using the entire new award amount (rather than the residual or difference between the original award and the revised award). This value is referred to as the *term target amount.* Once the term target amount is determined, the routine evaluates the even split option to determine how to split the award within the term. If disbursed amounts exist, the routine checks to see if the disbursements are greater or less than the term target amount. If the disbursements are less than the term target amount, the routine distributes to the term target amount while protecting the existing disbursed amounts. If the disbursed amount is greater than the term target amount, the routine distributes the residual amount—total award amount less the disbursed amount—to the next term while protecting the existing disbursed amounts. The routine then determines whether subsequent terms are partially disbursed or fully disbursed. If the term is partially disbursed, then the term target amount drives that term's distribution. If the term is fully undisbursed, then the routine distributes residual amounts from fully disbursed terms into undisbursed terms.

If all disbursement IDs for the designated award period—determined by the packaging plan or the Award Period field on the award entry pages—are fully disbursed, then the Packaging routine adds the residual amount to the last disbursement ID of the award period. If the designated award period is Both, the Packaging routine adds the entire residual amount to the last disbursement ID of the second award period if the student's need for that award period is equal to or greater than the residual amount. If the student's need for the second award period is less than the residual amount, the Packaging routine adds the amount of the student's need to the last disbursement ID of the second award period. It then adds the remainder of the residual amount to the last disbursement ID of the first award period. The following section provides examples of disbursement protection behavior when all of the designated award period's disbursement IDs are fully disbursed.

The even split option you choose—*Even among first disbursements by term* or *Even across disbursements by term*—and whether you have selected the Disbursement Protection check box affects how the Packaging routine distributes the disbursements after an award increase or award decrease. The examples in the following sections demonstrate the possible combinations of even split options with disbursement protection turned on or off.

You cannot manually set the award amount to zero with an award action of *B—Offer/Accept* and have the Validation routine return the maximum eligible award amount for a disbursement protected award. If you enter zero as the award amount, the Validation routine returns the award with its original award amount and schedules disbursement valuation without making any changes. If you want the award amount to be zero (eliminate the award), then you must manually cancel the award by using the award action of *Cancel.*

In Auto and Mass Packaging, you cannot effectively reduce a disbursement-protected award to a desired amount because the award is generated by the packaging plan rather than you being able to enter a specific amount. The routine first cancels existing awards that are not locked and do not have disbursed amounts. If a portion of the award has been disbursed, then the Packaging routine reduces the award to the disbursed amount. For example, if there is an award of 1,000.00 USD and 500.00 USD has been disbursed and there is a rule to repackage the student, the system reduces the award to 500.00 USD. The Packaging routine then creates new instances for the awards contained in the packaging plan. The Packaging routine processes the second instance of the same financial aid item type independently of the first instance, and the award amount for this instance uses the aggregate, item type, and fiscal limits of that packaging rule to determine its maximum eligibility. However, the amount that has already been disbursed—preserved in the first instance—is added to the total award amount from the second instance. Continuing the example given above, the student receives the 500.00 USD plus whatever additional award the Packaging routine determines the student is eligible for. Therefore, it is impossible make a reduction when you repackage the student using Auto or Mass Packaging.

For example, a student has a 3,000 USD University Loan that has disbursement protection activated, with a disbursement plan (ID 15) that covers the institution's two semesters and uses an Even Split Option of *Even among first disbursements by term.* The student also has a 1,000.00 USD Honors Scholarship that does not have disbursement protection activated, with the same disbursement plan as the University Loan but a split code—02—that distributes the award entirely in the first disbursement ID of the spring semester. You have already disbursed the fall disbursement ID to the student. The following table shows the scheduled disbursements. Disbursed amounts are in bold, and all amounts are in USD.

Seq	FA Item Type	Disb Plan	Split Code	Action	Award Amount	Disb ID 01 (fall)	Disb ID 02 (spring)
10	University Loan	15	01	Accepted	3,000.00	1,500.00	1,500.00
20	Honors Scholarship	15	02	Accepted	1,000.00	0.00	1,000.00

Then the student's need changes and you attempt to decrease the University Loan to 2,000.00 USD using Auto or Mass Packaging. The first step the Packaging routine takes is to attempt to cancel all existing awards that are not locked. Neither existing award is locked; however, the Packaging routine does not cancel the University Loan because a portion of the award has been disbursed and disbursement protection is activated. The Packaging routine decreases the amount of the award to match the disbursed amount, and cancels the Honors Scholarship. Then the routine inserts a new instance of the University Loan with an amount of 2,000.00 USD.

Seq	FA Item Type	Disb Plan	Split Code	Action	Award Amount	Disb ID 01 (fall)	Disb ID 02 (spring)
10	University Loan	15	01	Accepted	1,500.00	1,500.00	0.00
20	Honors Scholarship	15	02	Cancelled	0.00	0.00	0.00
30	University Loan	15	01	Offer /Accept	2,000.00	1,000.00	1,000.00

Because the Packaging routine preserves the first instance of the University Loan—for the disbursed portion of the award—due to disbursement protection, as well as adding the second instance of the University Loan, the total award amount for the University Loan is increased to 3,500.00 USD (2,500.00 USD in the fall and 1,000.00 USD in the spring) instead of reduced to 2,000.00 USD. Additional examples of Auto and Mass Packaging behavior during award increases and decreases are in the following sections.

Note. You do not have to process multiple award periods to invoke disbursement protection. It works whether you are processing multiple award periods or processing awards only for a single award period.

See Also

Chapter 23, "Special Cases and Considerations in Packaging," Processing Direct Loan Adjustments, page 855

Illustrating Disbursement Protection for Fully Disbursed Terms

The following examples illustrate the behavior of disbursement protection when you have fully disbursed all disbursement IDs within a designated award period.

Note. The behavior of disbursement protection for fully disbursed terms is the same for both even split options, *Even across Disbursements by term* and *Even among first disbursements by term.*

Single Award Period

In this example, the Even Split Option is *Even among first disbursements by term* with disbursement protection turned on for a semester-based institution with two disbursement IDs per term and a trailing summer. The tables display the distribution of an original award amount and then an example of how the system distributes an increase to an award.

The original award amount is 1,000.00 USD, the term target amount is 500.00 USD, and the designated award period is *Academic.* The full 1,000.00 USD has already been disbursed using all the disbursement IDs for the Academic Award Period.

1,000.00 USD (Original Amount)			
	Fall	Spring	Summer

1,000.00 USD (Original Amount)						
Term Target Amount	500.00 USD		500.00 USD		0.00 USD	
Scheduled Amount (Disbursement ID)	500.00 D 01	0.00 D 02	500.00 D 03	0.00 D 04	0.00 D 05	0.00 D 06
Disbursed Amount	250.00	250.00	250.00	250.00	0	0

After fully disbursing the award, you increase the award from the original award amount of 1,000.00 USD to 2,500.00 USD. The Packaging routine takes the residual amount (1,500.00 USD) and adds it to the last disbursement ID of the designated award period (D 04). The new total amount for D 04 is 1,750.00 USD (250.00 USD + 1,500.00 USD).

2,500.00 USD (Increased Amount)						
	Fall		Spring		Summer	
Previously Disbursed Amount (Disbursement ID)	250.00 D 01	250.00 D 02	250.00 D 03	250.00 D 04	0.00 D 05	0.00 D 06
New Amount	250.00	250.00	250.00	1,750.00	0	0

Both Award Period (Sufficient Need in Second Award Period)

In this example, the Even Split Option is *Even among first disbursements by term* with disbursement protection turned on for a semester-based institution with two disbursement IDs per term and a leading summer. The tables display the distribution of an original award amount and then an example of how the system distributes an increase to an award.

The original award amount is 1,000.00 USD, the term target amount is 333.33 USD, and the designated award period is *Both.* The student's remaining need for the Non-Standard Award Period is 1,000.00 USD and for the Academic Award Period is 5,000.00 USD. The full 1,000.00 USD has already been disbursed using all the disbursement IDs for the both the Non-Standard and Academic Award Periods.

1,000.00 USD (Original Amount)			
	Summer	Fall	Spring

1,000.00 USD (Original Amount)						
Term Target Amount	333.33 USD		333.33 USD		333.34 USD	
Scheduled Amount (Disbursement ID)	333.33 D 01	0.00 D 02	333.33 D 03	0.00 D 04	333.34 D 05	0.00 D 06
Disbursed Amount	133.33	200.00	133.33	200.00	133.34	200.00

After fully disbursing the award, you increase the award from the original award amount of 1,000.00 USD to 2,500.00 USD. The Packaging routine takes the residual amount (1,500.00 USD) and adds it to the last disbursement ID of the second award period (D 06). The new total amount for D 06 is 1,700.00 USD (200.00 USD + 1,500.00 USD), which is less than the remaining need for the Academic Award Period.

2,500.00 USD (Increased Amount)						
	Summer		Fall		Spring	
Previously Disbursed Amount (Disbursement ID)	133.33 D 01	200.00 D 02	133.33 D 03	200.00 D 04	133.33 D 05	200.00 D 06
New Amount	133.33	200.00	133.33	200.00	133.34	1,700.00

Both Award Period (Insufficient Need in Second Award Period)

In this example, the Even Split Option is *Even across disbursements by term* with disbursement protection turned on for a semester-based institution with two disbursement IDs per term and a trailing summer. The tables display the distribution of an original award amount and then an example of how the system distributes an increase to an award.

The original award amount is 1,500.00 USD, the term target amount is 500.00 USD, and the designated award period is *Both.* The student's remaining need for the Academic Award Period is 5,000.00 USD and for the Non-Standard Award Period is 1,000.00 USD. The full 1,000.00 USD has already been disbursed using all the disbursement IDs for the both the Non-Standard and Academic Award Periods.

1,500.00 USD (Original Amount)			
	Fall	Spring	Summer

1,500.00 USD (Original Amount)						
Term Target Amount	500.00 USD		500.00 USD		500.00 USD	
Scheduled Amount (Disbursement ID)	250.00 D 01	250.00 D 02	250.00 D 03	250.00 D 04	250.00 D 05	250.00 D 06
Disbursed Amount	250.00	250.00	250.00	250.00	250.00	250.00

After fully disbursing the award, you increase the award from the original award amount of 1,500.00 USD to 3,000.00 USD. When the Packaging routine takes the residual amount (1,500.00 USD) and attempts to add it to the last disbursement ID of the second award period (D 06), the disbursements for the Non-Standard Award Period exceed remaining need. Then the Packaging routine determines the difference between the existing disbursement amounts (500.00 USD) and the remaining need (1,000.00 USD), and adds this amount (500.00 USD) to D 06. The new amount for D 06 is 750.00 USD (250.00 USD + 500.00 USD). The Packaging routine adds the rest of the residual amount (1,000.00 USD) to the last disbursement ID of the first award period, D 04. The new amount for D 04 is 1,250.00 USD.

3,000.00 USD (Increased Amount)						
	Fall		Spring		Summer	
Previously Disbursed Amount (Disbursement ID)	250.00 D 01	250.00 D 02	250.00 D 03	250.00 D 04	250.00 D 05	250.00 D 06
New Amount	250.00	250.00	250.00	1,250.00	250.00	750.00

Illustrating Even Across Disbursements by Term with Disbursement Protection Turned Off

The following illustrates an example of the Even Split Option, *Even Across Disbursements by Term* with disbursement protection turned off for a quarter-based institution with two disbursement IDs per term. The tables display the distribution of an original award amount and then an example of how the system distributes a decrease to an award.

The original award amount is 3,000.00 USD, the term target amount is 1,000.00 USD, and 500.00 USD has already been disbursed in the disbursement ID 01.

3,000.00 USD (Original Amount)						
	Fall		Winter		Spring	
Term Target Amount	1,000.00 USD		1,000.00 USD		1,000.00 USD	
Scheduled Amount (Disbursement ID)	500.00 D 01	500.00 D 02	500.00 D 03	500.00 D 04	500.00 D 05	500.00 D 06
Disbursed Amount	500.00	0	0	0	0	0

After the first disbursement for fall term, you reduce the award from the original award amount of 3,000.00 USD to 2,700.00 USD. The term target becomes 900.00 USD. The student already received 500.00 USD, but with disbursement protection turned off, the system recalculates the remaining disbursements to be 450.00 USD with a disbursement adjustment of 50.00 USD. When you run Authorization/Disbursement, the system adjusts the disbursement by 50.00 USD.

2,700.00 USD (Decreased Amount)						
	Fall		Winter		Spring	
Term Target Amount	900.00 USD		900.00 USD		900.00 USD	
Scheduled Amount (Disbursement ID)	450.00 D 01	450.00 D 02	450.00 D 03	450.00 D 04	450.00 D 05	450.00 D 06
Disbursed Amount	450.00	0	0	0	0	0

Illustrating Even Across Disbursements by Term with Disbursement Protection Turned On

The following illustrates an example of the even split option, *Even Across Disbursements by Term* with disbursement protection turned on for a quarter-based institution with two disbursement IDs per term. The tables display the distribution of an original award amount and then examples of how the system distributes decreases and increases to an award.

The original award amount is 3,000.00 USD, the term target amount is 1,000.00 USD, and 500.00 USD has already been disbursed.

3,000.00 USD (Original Amount)						
	Fall		Winter		Spring	
Term Target Amount	1,000.00 USD		1,000.00 USD		1,000.00 USD	
Scheduled Amount (Disbursement ID)	500.00 D 01	500.00 D 02	500.00 D 03	500.00 D 04	500.00 D 05	500.00 D 06
Disbursed Amount	500.00	0	0	0	0	0

After disbursing disbursement ID 01 for fall term, you reduce the award from the original award amount of 3,000.00 USD to 2,700.00 USD. The term target becomes 900.00 USD. The following table shows how the system recalculates the disbursement for disbursement ID 02 to be the difference between the term target amount and what has already been disbursed for the fall term. The next disbursement ID for winter is also shown.

2,700.00 USD (Decreased Amount)						
	Fall		Winter		Spring	
Term Target Amount	900.00 USD		900.00 USD		900.00 USD	
Scheduled Amount (Disbursement ID)	500.00 D 01	400.00 D 02	450.00 D 03	450.00 D 04	450.00 D 05	450.00 D 06
Disbursed Amount	500.00	400.00	450.00	0	0	0

After disbursing disbursement ID 03 for winter term, you increase the award to 4,500.00 USD. The term target amount becomes 1,500.00 USD. The system first calculates a new term target amount of 1,500.00 USD per term. Because disbursement protection is turned on, the disbursements that occurred in ID 01, ID 02, and ID 03 remain protected. Also, because the fall term is fully disbursed for 900.00 USD, the term target amount of 1,500.00 USD cannot be met. As a result, this creates residual amount of 600.00 USD. This 600.00 USD residual is distributed among any subsequent fully undisbursed terms.

Because the winter term is a partially disbursed term where the existing disbursed amount is less than the term target amount, the system subtracts what has been disbursed (450.00 USD) from the term target amount (1,500.00 USD) and distributes the difference (1,050.00 USD) to the remaining undisbursed ID in the winter term.

Finally, moving to the spring term, because it's a fully undisbursed term, the system adds any residual amount from any fully disbursed previous terms (600.00 USD in this case) to the spring term target amount (1,500.00 USD) totaling 2,100.00 USD. The system then spreads this new term target amount evenly among all undisbursed IDs in the spring term.

4,500.00 USD (Increased Amount)						
	Fall		Winter		Spring	
Term Target Amount	1,500.00 USD		1,500.00 USD		1,500.00 USD	
Scheduled Amount (Disbursement ID)	500.00 D 01	400.00 D 02	450.00 D 03	1,050.00 D 04	1,050.00 D 05	1,050.00 D 06
Disbursed Amount	500.00	400.00	450.00	0	0	0

Illustrating Even Among First Disbursement for Term with Disbursement Protection Turned Off

The following illustrates an example of the Even Split Option, *Even Among First Disbursement for Term* with disbursement protection turned off for a quarter-based institution with two disbursement IDs per term. The tables display the distribution of an original award amount and then an example of how the system distributes a decrease to an award.

The original award amount is 3,000.00 USD, the term target is 1,000.00 USD, and the first disbursement has been disbursed.

3,000.00 USD (Original Amount)						
	Fall		Winter		Spring	
Term Target Amount	1,000.00 USD		1,000.00 USD		1,000.00 USD	
Scheduled Amount (Disbursement ID)	1,000.00 D 01	0 D 02	1,000.00 D 03	0 D 04	1,000.00 D 05	0 D 06
Disbursed Amount	1,000.00	0	0	0	0	0

If you reduce the award to 2,700.00 USD, the term target amount becomes 900.00 USD. Since disbursement protection is turned off, the originally scheduled disbursement amount is recalculated to the term target amount of 900.00 USD with a disbursement adjustment of 100.00 USD. When you run the authorization and disbursement processes, the system adjusts the disbursement by 100.00 USD.

2,700.00 USD (Decreased Amount)						
	Fall		Winter		Spring	
Term Target Amount	900.00 USD		900.00 USD		900.00 USD	
Scheduled Amount (Disbursement ID)	900.00 D 01	0 D 02	900.00 D 03	0 D 04	900.00 D 05	0 D 06
Disbursed Amount	900.00	0	900.00	0	900.00	0

Illustrating Even Among First Disbursement for Term with Disbursement Protection Turned On

The following illustrates an example of the even split option, *Even Among First Disbursements for Term* with disbursement protection turned on. The tables display the distribution of an original award amount and then examples of how the system distributes increases and decreases to an award.

The original award amount is 3,000.00 USD, the term target amount is 1,000.00 USD, and the disbursement ID 01 of 1,000.00 USD has already been disbursed.

3,000.00 USD (Original Amount)						
	Fall		Winter		Spring	
Term Target Amount	1,000.00 USD		1,000.00 USD		1,000.00 USD	
Scheduled Amount (Disbursement ID)	1,000.00 D 01	0 D 02	1,000.00 D 03	0 D 04	1,000.00 D 05	0 D 06
Disbursed Amount	1,000.00	0	0	0	0	0

After disbursement ID 01 for fall term, you increase the award to 4,500.00 USD. The term target amount becomes 1,500.00 USD. The system determines the amount that the student receives in the remaining disbursements by awarding additional amounts up to the term target for the first term. In this case, 1,000.00 USD has already been disbursed for disbursement ID 01. The system schedules a 500.00 USD disbursement in disbursement ID 02 of the fall term. The fall disbursements now meet the term target amount. The remaining winter and spring terms are fully undisbursed with no residual overflow created in the Fall term. Therefore, the system observes the term target amount of 1,500.00 USD.

4,500.00 USD (Increased Amount)						
	Fall		Winter		Spring	
Term Target Amount	1,500.00 USD		1,500.00 USD		1,500.00 USD	
Scheduled Amount (Disbursement ID)	1,000.00 D 01	500.00 D 02	1,500.00 D 03	0 D 04	1,500.00 D 05	0 D 06
Disbursed Amount	1,000.00	500.00	0	0	0	0

After the disbursements for fall term, you reduce the award to 2,700.00 USD. The term target becomes 900.00 USD. The student has already received 1,500.00 USD for the fall term. This creates a shortage of 600.00 USD. The following table displays how the system recalculates the scheduled amounts for the terms. The system deducts the already disbursed amount of 1,500.00 USD from the new award amount of 2,700.00 USD leaving a difference of 1,200.00 USD. Because the winter and spring terms are fully undisbursed, the system splits the 1,200.00 USD difference evenly among both terms creating a new term target amount of 600.00 USD. Since the Even Split Option is even among first disbursement for the term, only the first disbursement ID for each remaining term contains 600.00 USD.

2,700.00 USD (Decreased Amount)						
	Fall		Winter		Spring	
Original Term Target Amount	900.00 USD		900.00 USD		900.00 USD	
Modified Term Target Amt. Due to Disbursed Monies	1,500.00 USD		600.00 USD		600.00 USD	
Scheduled Amount (Disbursement ID)	1,000.00 D 01	500.00 D 02	600.00 D 03	0 D 04	600.00 D 05	0 D 06
Disbursed Amount	1,000.00	500.00	0	0	0	0

CHAPTER 24

Reviewing Awards

This chapter lists common elements and discusses how to:

- Review award activity.
- Review aggregate aid.
- Review student packaging status by date.
- Review award summary information by category.
- Review total award summary information.
- Review anticipated aid.
- Expire anticipated aid.
- Review overaward amounts.

Common Elements Used in This Chapter

Accepted	The award amount accepted by the student.
Authorized	The amount authorized for disbursement to the student.
Disbursed	The amount disbursed to the student.
Disbursement Plan	The disbursement plan associated with the award.
Disbursement ID	The disbursement ID associated with this award amount.
Item Type	The financial aid item type of the award.
Offered	The award amount offered to the student.
*** = Expired**	An asterisk next to a net award amount indicates that the amount can no longer be applied as anticipated aid because it has expired. These awards no longer show as anticipated aid in PeopleSoft Enterprise Student Financials.

Reviewing Award Activity

As financial aid is packaged, adjusted and disbursed, all activity associated with those actions is recorded. Use the Award Activity page to review changes to a student's financial aid package.

This section discusses how to view FA Term data.

Pages Used to Review Award Activity

Page Name	Object Name	Navigation	Usage
Award Activity	STDNT_AWRD_ACTV	Financial Aid, Awards, View Award Activity	Review changes to a student's award by financial aid item type.
Award Detail	STDNT_AWD_ACTV_DET	Click the Award Detail link on the Award Activity page.	View more information about the student's award and the action reason, as well as cost of attendance information.
FA Term Data	STDNT_ACTV_TRM_SEC	Click the Term Detail button on the Award Detail page.	Review the FA Term information used to award the financial aid item type to the student.

Reviewing FA Term Data

Access the FA Term Data page.

Academic Year The academic year associated with the term.

Total Units The total number of units the student is taking for the term.

Pell Term COA The term-based Pell cost of attendance by career.

The rest of the fields on this page are the same as those on the Term Summary page.

See Also

Chapter 22, "Awarding and Packaging Students," Viewing Term Summary Information, page 775

Reviewing Aggregate Aid

This section provides an overview of reviewing aggregate aid and discusses how to:

- Review aggregate aid summary.
- Review aggregate aid by school.
- View aggregate detail.
- Review aggregate program summary.

See Also

Chapter 21, "Preparing for Awarding and Packaging," Managing Aggregate Aid, page 752

Understanding Aggregate Aid Review

The aggregate aid summary components display information regarding defined aggregate area limit amounts, used amounts against the limits, and remaining eligibility. There are two aggregate aid summary components: View Aggregate Aid and View Aggregate Program Summary. Each is based on aggregate areas you set up in the system. You can define aggregate area rules for each academic grade level, for undergraduate and graduate designation , or as lifetime funding limits. An aggregate area can be attached to one or many financial aid items types or awards. Information maintained in the aggregate aid tables helps determine a student's annual and lifetime limits during the awarding and packaging processes. The aggregate aid summary components are updated by the packaging and awarding processes. You can also update individual aggregate data via the Update Incoming Aggregate Aid component.

Another source of aggregate aid history for the federal Stafford subsidized, Stafford unsubsidized, Perkins, Pell and SEOG aid programs is maintained within the NSLDS database. NSLDS data is loaded into the PeopleSoft system during the ISIR Load routine as well as from Transfer Student Monitoring and Financial Aid History requests. NSLDS data that is loaded into the system can be pushed to the aggregate aid tables to be used during the awarding and packaging processes. An aggregate source of NSLDS must be set in the system to direct the awarding and packaging processes to utilize the NSLDS totals instead of the standard aggregate aid totals.

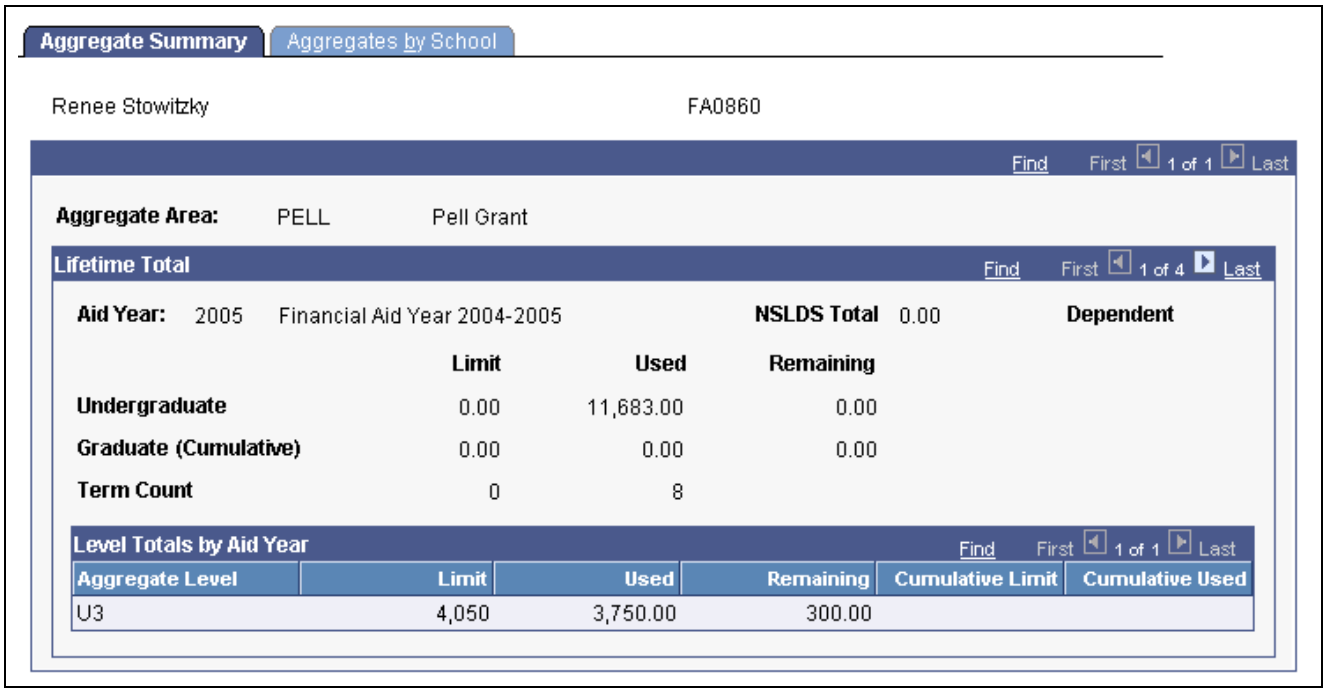
In addition to using aggregates to keep track of federal funds, you can establish aggregate areas and aggregate limits for any other award sources in the system. You should establish aggregate limits for all federal funds, such as Pell, Stafford, and SEOG. If aggregate limits are not established, the packaging and awarding processes may award students more than the federally or institutionally established annual and lifetime limits.

Pages Used to Review Aggregate Aid

Page Name	Object Name	Navigation	Usage
Aggregate Summary	STDNT_AGGR_AWDS	Financial Aid, Awards, Aggregates, View Aggregate Aid	Review a student's aggregate aid summary.
Aggregates by School	STDNT_AGGR_SCHL	Financial Aid, Awards, Aggregates, View Aggregate Aid, Aggregates by School	Review aggregate aid by school. Check if aggregate aid from a particular institution has been entered or if the student has received aggregate aid from more than on institution.
Aggregate Detail	AGGR_SCHL_SEC	Click the Detail button on the Aggregates by School page.	View additional details of each institution's aggregate aid award to the student, including loan information.
Aggregate Program Summary	SFA_STU_AGGR_PROG	Financial Aid, Awards, Aggregates, View Aggregate Program Summary	View aggregate aid history for a student for a corresponding aggregate program.

Reviewing Aggregate Aid Summary

Access the Aggregate Summary page.



Aggregate Summary page

Lifetime Aggregate Totals

Lifetime Limits as of <aid year> Indicates the aid year that corresponds to the displayed information. Use the scroll arrows to view aggregate aid made in other aid years.

NSLDS Total Indicates the NSLDS total that has been loaded and pushed from the NSLDS tables.

Undergrad Lifetime (undergraduate lifetime) Information in this row is for the student's undergraduate NSLDS loan years (U0-U5) and associated awards.

Graduate Lifetime Information in this row is for the student's graduate NSLDS loan years (G1-G4, P1-P4) and associated awards. The student's undergraduate loan year awards may also be included in this row, depending on whether the aggregate area has cumulative or distinct lifetime limits.

(Cumulative): The student's undergraduate amount of this aggregate aid is counted towards the graduate limit.

(Distinct): The undergraduate and graduate limits are tracked separately.

Lifetime Terms If there is a limit to the number of terms a student can receive this type of aid, in addition to or separate from a dollar amount limit, this row displays the limit (if any) and the number of terms the student has received the award. The Packaging routine does not enforce these lifetime term limits; these fields are for informational purposes only.

Limit The lifetime maximum aggregate amount (or number of terms) the student can receive for this aggregate area/aid.

Used The amount of aid or number of terms the student has received for this type of aggregate aid.

Remaining Indicates unused lifetime aggregate eligibility (amount or terms) the student can receive.

Aggregate Level Totals by Aid Year

Aggregate Level The student's aggregate level for the displayed year. Aggregate level data is posted as a result of awarding and packaging processing as well as data entered in the Update Incoming Aggregate Aid component.

Limit The annual maximum aggregate amount the student can receive for this aggregate level.

Used The amount the student has received.

Remaining Eligibility The unused annual aggregate eligibility the student can receive.

Cumulative Limit The maximum cumulative amount the student can receive for this academic level. This is an optional limitation that can be defined on the corresponding aggregate area.

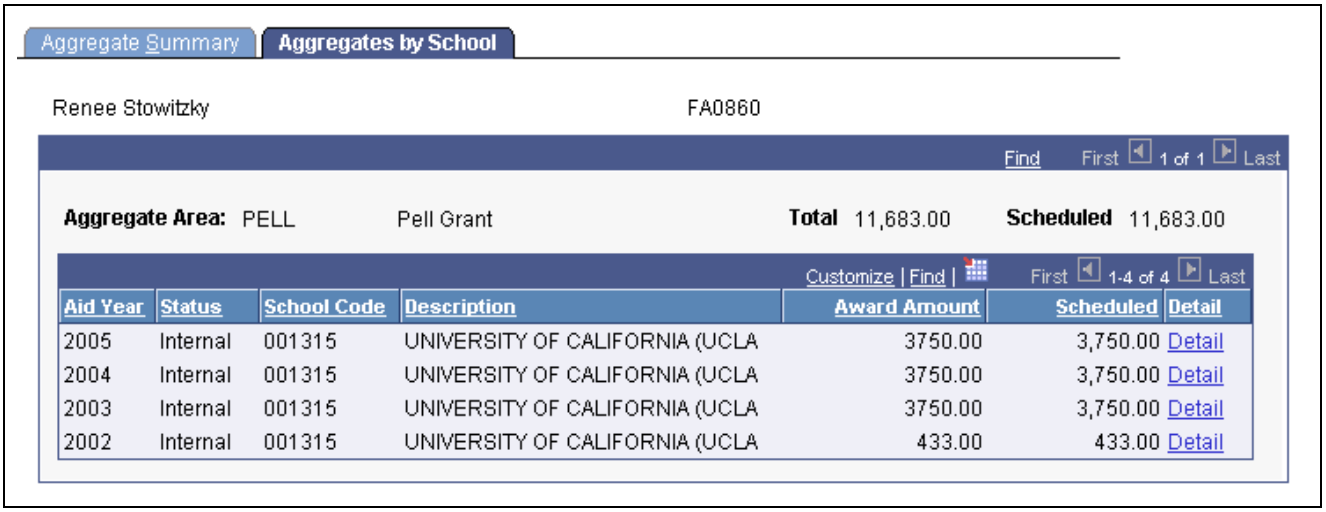
Cumulative Used The unused cumulative level limit for which the student is eligible.

Dependency The student's dependency status displays after any awarding or packaging activity has occurred for this aggregate area as of the aid year.

PLUS Override The student's PLUS override status maintained on the STDNT_AID_PACKAGE component displays for all aggregate areas that correspond to either the FFELP or Direct Loan Programs. PLUS Override status displays after any awarding or packaging activity has occurred.

Reviewing Aggregate Aid by School

Access the Aggregates by School page.



Aggregate by School page

Information for this page is viewed by aggregate area, such as Stafford or Pell. Use the scroll arrows to view other aggregate areas.

Total The total lifetime amount awarded by all schools for this student for this aggregate area.

Scheduled	The aggregate Pell amount award to the student. For non-Pell aggregate areas, this field remains at zero.
Aid Year	The aid year in which the aggregate aid was awarded to the student. Use the scroll arrows to view additional aid years.
Status	Indicates whether your institution or another institution awarded the aggregate aid. *Internal:* The aggregate aid was awarded by your institution, via the award entry pages. *Imported:* The aggregate aid was awarded at another institution and has been added to the system via the Aggregate Aid Data page.
School Code	The code and name of the institution where the aggregate aid was awarded.
Award Amount	The amount of aggregate aid provided by each school.
Scheduled	The aggregate Pell amount award to the student for the corresponding aid year. For non-Pell aggregate areas, this field remains at zero.
Aggregate Detail	Click to access the Aggregate Detail page and view detailed information about each school's aggregate aid award.

Viewing Aggregate Detail

Access the Aggregate Detail page.

Aggregate Detail page

The page displays aggregate area, aid year, academic year, school code, and status information about the award from the Aggregates by School page.

Aggregate Level The student's academic level for which they received the aggregate amount.

Expected Award The aggregate amount offered to the student.

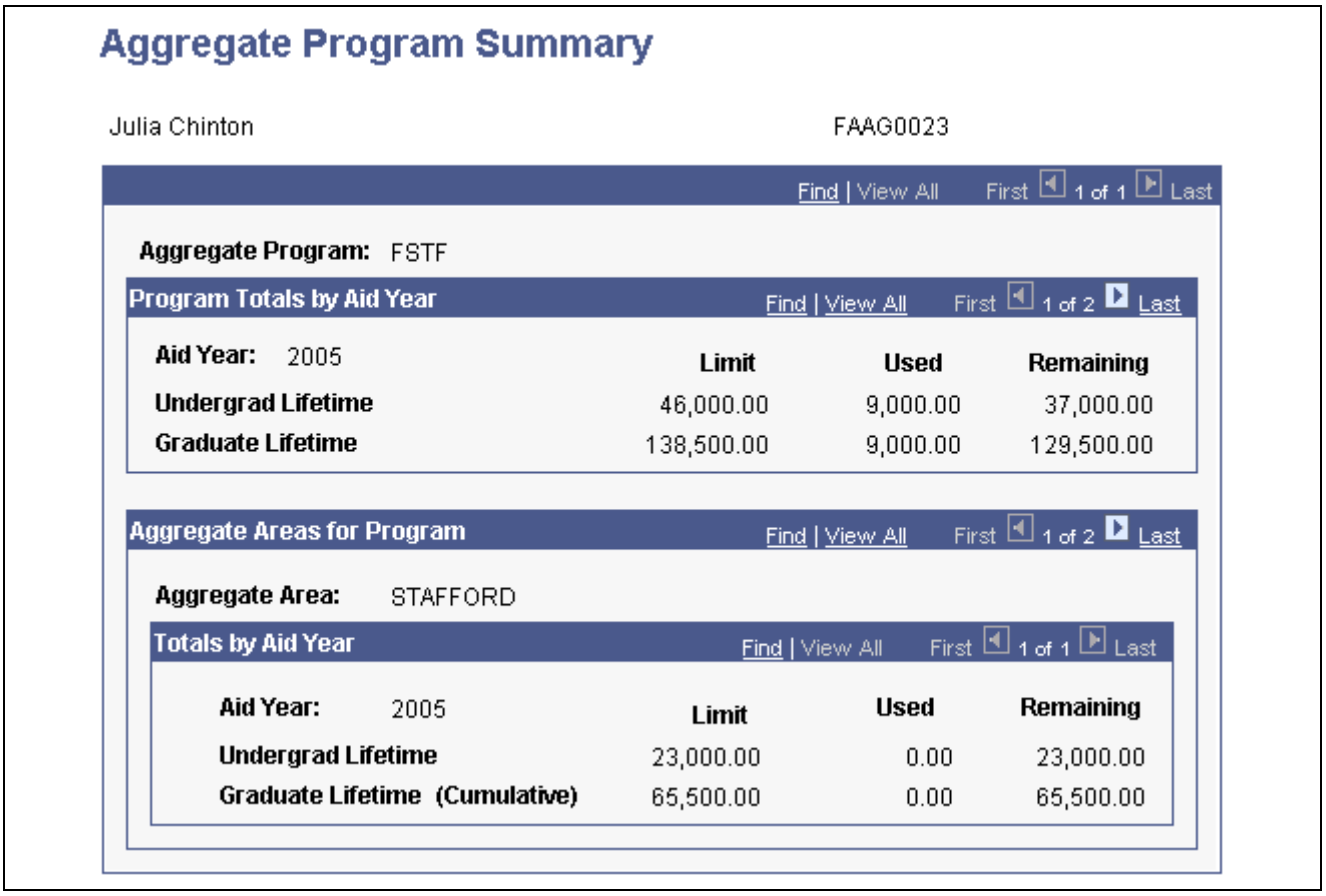
Actual Award The aggregate amount disbursed to the student.

Aggregate Loan Data

The fields in this group box display loan processing information for loan awards that have at least been originated. However, this functionality is not currently supported, and these fields remain blank.

Reviewing Aggregate Program Summary

Access the Aggregate Program Summary page.



Aggregate Program Summary page

Aggregate program limits link aggregate areas together to enable you to combine limits between aggregate areas. The intent is to support the Stafford program which is comprised of the subsidized and unsubsidized programs.

Program Totals by Aid Year

Aid Year Indicates the aid year that corresponds to the displayed information. Use View All to view aggregate aid made in other aid years.

Undergrad Lifetime (undergraduate lifetime) — Information in this row is for the student's combined undergraduate NSLDS loan years (U0-U5) awards associated to the aggregate areas that are linked to this aggregate program.

Graduate Lifetime — Information in this row is for the student's combined graduate NSLDS loan years (G1-G4, P1-P4) awards associated to the aggregate areas that are linked to this aggregate program. The student's undergraduate loan year awards may also be included in this row, depending on whether the aggregate area has cumulative or distinct lifetime limits.

Aggregate Areas for Program

Aggregate Areas for Program — Indicates the aid year that corresponds to the displayed information. Use View All to view aggregate area totals in other aid years.

Undergrad Lifetime (undergraduate lifetime) — Information in this row is for the student's undergraduate NSLDS loan years (U0-U5) and associated awards.

Graduate Lifetime (Cumulative) — Information in this row is for the student's graduate NSLDS loan years (G1-G4, P1-P4) and associated awards. The student's undergraduate loan year awards may also be included in this row, depending on whether the aggregate area has cumulative or distinct lifetime limits.

The student's undergraduate amount of this aggregate aid is counted towards the graduate limit. If the undergraduate amount is 20,000 and the graduate amount is 40,000, then the student cannot receive more than 40,000 for this aggregate area.)

When Distinct is displayed, the undergraduate and graduate limits are tracked separately. If the undergraduate amount is 20,000 and the graduate amount is 40,000, then the student can receive up to 60,000 for this aggregate area.)

Reviewing Student Packaging Status by Date

The student's financial aid award package as well as the information used to award a student can change over time. The As Of Status component enables you to view information about a student's ISIR information and her award package by a particular date in time. As new ISIR data is loaded, a student's award package may change. Use these pages to review changes over time. This could be particularly important in explaining a reduced award to a student or for reviewing changes to student's awards.

This section discusses how to:

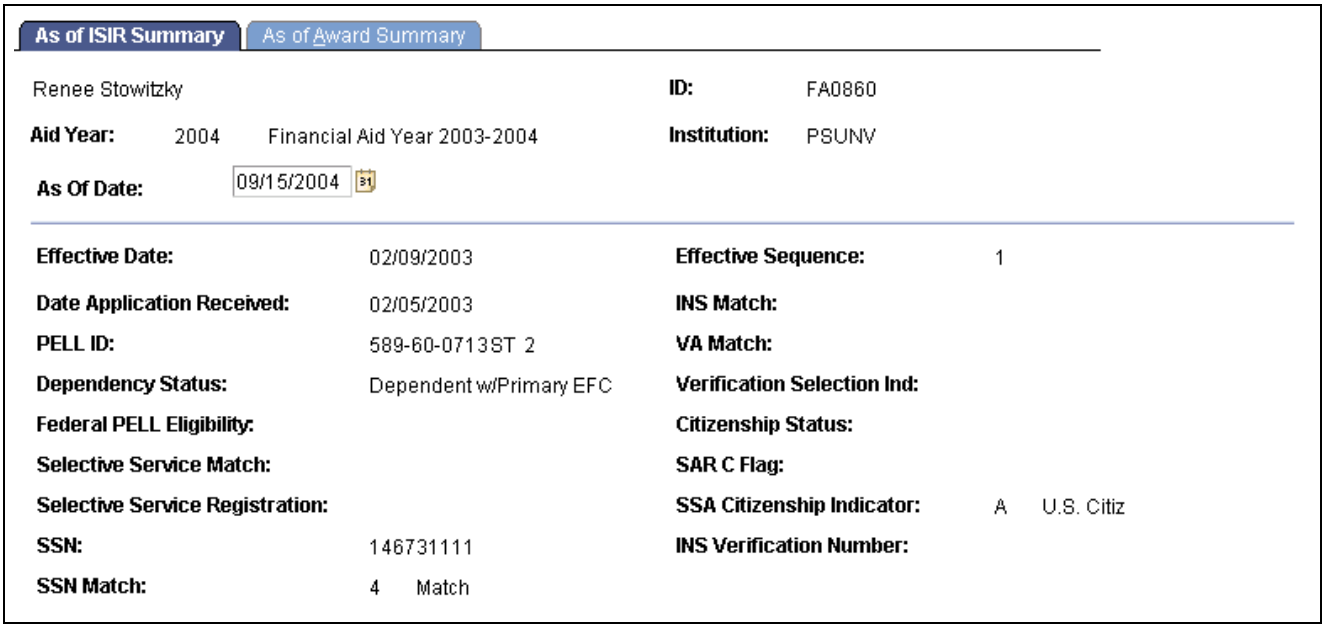
- Review ISIR summary information by date.
- Review award summary information by date.

Pages Used to Review Student Packaging Status by Date

Page Name	Object Name	Navigation	Usage
As of ISIR Summary	AS_OF_ISIR_SUMMRY	Financial Aid, Awards, View by Date, As of ISIR Summary	Review a student's ISIR summary detail as of a particular date, various database matches, and verification status.
As of Award Summary	AS_OF_AWRD_SUMMRY	Financial Aid, Awards, View by Date, As of Award Summary	Review award summary. Review a student's financial aid package as of a particular date in time.

Reviewing ISIR Summary Information by Date

Access the As of ISIR Summary page.



As of ISIR Summary page

As of Date Enter the date you want to review related to the student's ISIR information. Once you make an entry, the system displays the data that was used for the student as of the entered date.

Effective Sequence Number assigned to each effective-dated row that enables you to keep track of multiple rows with the same effective date.

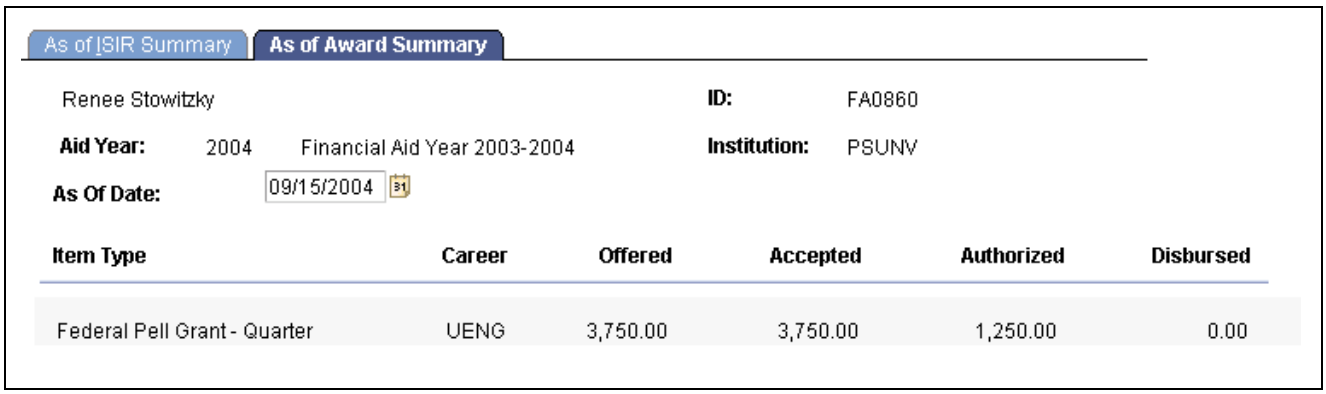
The other fields on this page correspond to those on the ISIR Information Summary page.

See Also

Chapter 21, "Preparing for Awarding and Packaging," Reviewing the Financial Aid Status Page, page 732

Reviewing Award Summary by Date

Access the As of Award Summary page.



As of Award Summary page

The page displays information for the entire aid year. The information on this page comes from the student award information and the authorization and disbursement processes.

As of Date Enter the date you want to review related to the student's award information. Once you make an entry, the system displays information about the student's awards as of the entered date.

Item Type The financial aid item type of the award.

Career The career associated with the award.

Reviewing Award Summary Information by Category

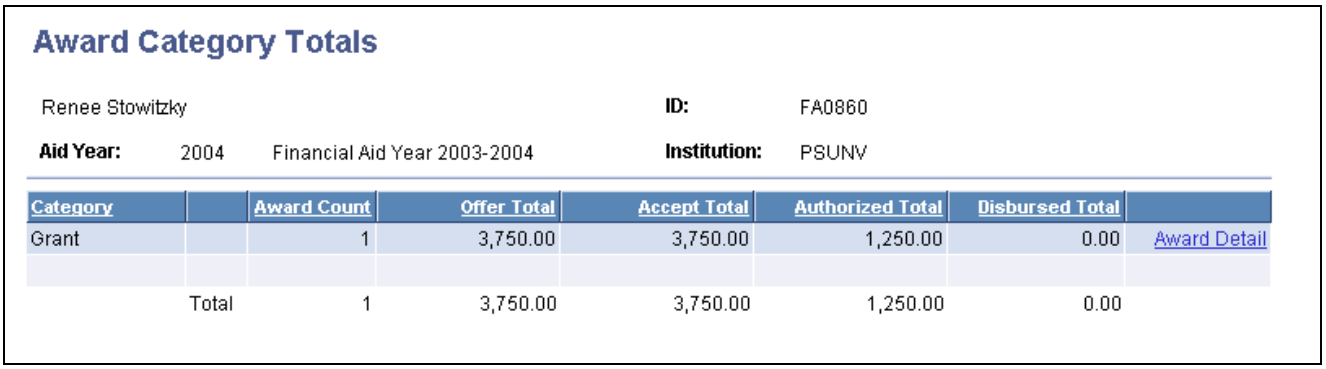
This section discusses how to review award summary information by category.

Pages Used to Review Award Summary Information by Category

Page Name	Object Name	Navigation	Usage
Award Category Totals	STDNT_AWRD_CATG	Financial Aid, Awards, View Award Category Summary	Review award summary information. View award totals by award category for the entire aid year.
Award Category Detail	STDNT_AWRD_CTG_DET	Click the Award Detail link on the Award Category Totals page.	View information about each award included in a category on the Award Category Totals page.

Reviewing Award Summary Information

Access the Award Category Totals page.



Award Category Totals page

Category The type of financial aid award. An award's category comes from the Financial Aid Type field on the FA Item Type 1 page. Each category for which the student has an award is shown.

Award Count The number of awards of this category awarded to the student.

Offer Total The total award amount offered for this category.

Accept Total The total award amount accepted for this category.

Authorized Total The total amount authorized for disbursement to the student for the category.

Disbursed Total The total amount disbursed to the student for the category.

Award Detail Click to access the Award Category Detail page and view information about each award included in a category.

Total The total of all categories for each column.

Reviewing Total Award Summary Information

The Award Summary component enables you to review a student's awards for the entire aid year or for a particular term, and also indicates whether each award has been authorized or disbursed.

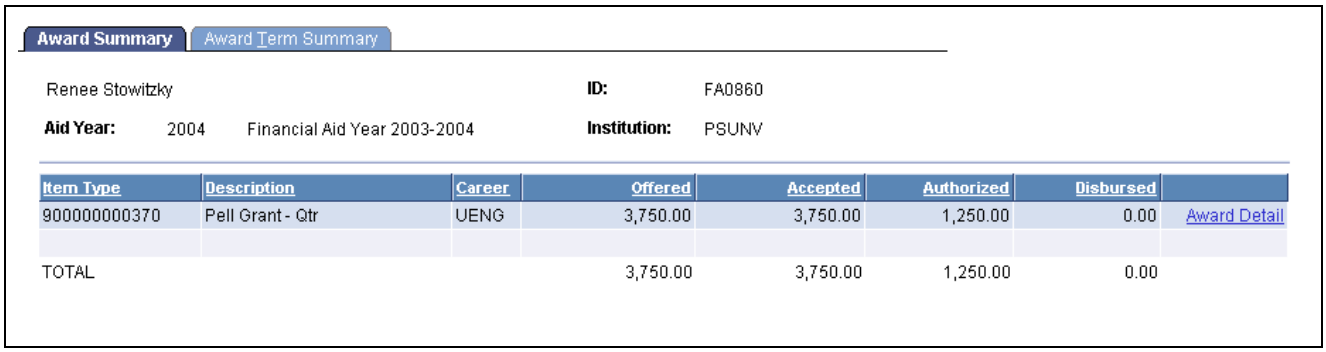
This section discusses reviewing an annual award summary.

Pages Used to Review Total Award Summary Information

Page Name	Object Name	Navigation	Usage
Award Summary	STDNT_AWRD_INQUIRY	Financial Aid, Awards, View Term Award Summary, Award Summary	Review annual award summary. View a student's awards and the offered, accepted, authorized for disbursement, and disbursed amounts for each award.
Award Detail	AWARD_DETAIL_SEC	Click the Award Detail link on the Award Summary page.	View the disbursement plan and split code for an individual award, as well as details about a disbursement ID.
Award Term Summary	STDNT_AWRD_TERM	Financial Aid, Awards, View Term Award Summary, Award Term Summary	View a student's awards by term. This is particularly useful when viewing awards for different careers for the terms.

Reviewing Annual Award Summary

Access the Award Summary page.



Award Summary page

The amounts on this page are for the entire aid year. Authorized and disbursed amounts may not be equal to the accepted amount if you have not disbursed all terms.

Award Detail Click to access the Award Detail page and view the disbursement plan and split code for an individual award, as well as details about a disbursement ID.

TOTAL The amounts in this row are totals for the student's entire financial aid package.

Reviewing Anticipated Aid

When each financial aid item type is defined, one of the choices you make is whether this aid should be reflected on a student's account in Student Financials as anticipated aid before the actual disbursement of the aid. These pages enable you to view the awards that have been designated as anticipated aid. You can also use these pages to see if financial aid awards have been disbursed to students for any term in the aid year.

This section discusses how to:

- Review anticipated aid by term.
- Review anticipated aid by item type.

See Also

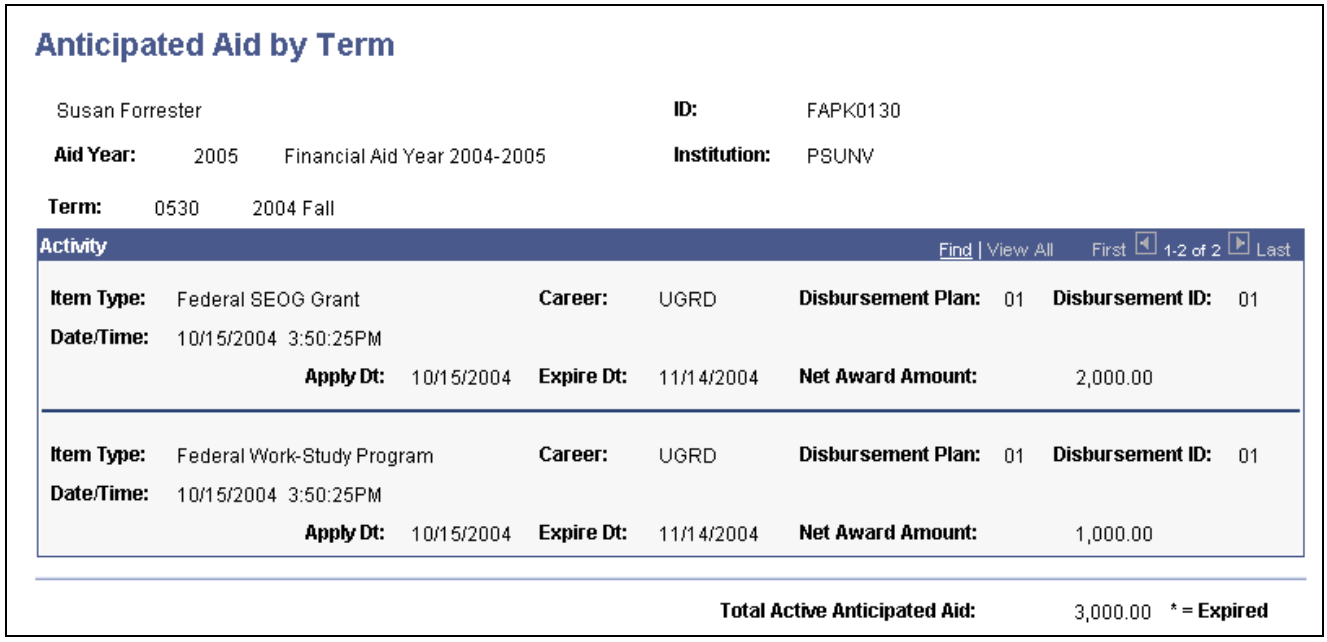
Chapter 5, "Setting Up Packaging Basics," Defining Disbursement and Anticipated Aid, page 107

Pages Used to Review Anticipated Aid

Page Name	Object Name	Navigation	Usage
Anticipated Aid by Term	ANTICIPTD_AID_SUMM	Financial Aid, Awards, View Anticipated Aid by Term	Review the anticipated aid for a student by term.
Anticipated Aid by Item Type	ANTICIPATED_AID	Financial Aid, Awards, View Anticipated Aid by Item Type	Review the anticipated aid for a particular award financial aid item type.

Reviewing Anticipated Aid by Term

Access the Anticipated Aid by Term page.



Anticipated Aid by Term page

Only financial aid item types that are designated as anticipated aid are displayed on this page. Use the scroll arrows to view additional anticipated aid awards for the term.

Apply Dt (apply date) The date the award can be applied to the student's account as anticipated aid. This date is based on the disbursement date of the disbursement ID.

Expire Dt (expire date) The last date the award is applied as anticipated aid to the student's account. Once this date has passed, the award does not count as anticipated aid for

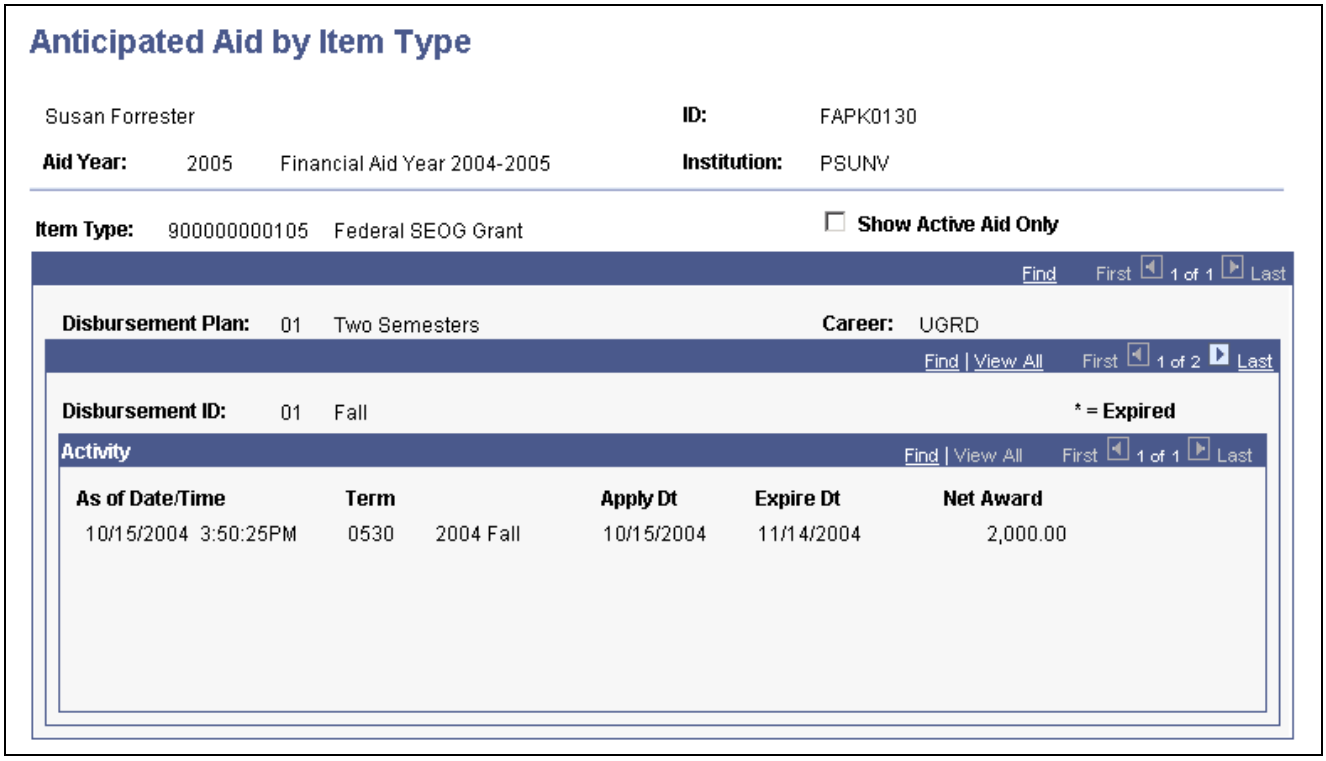
the term unless you change the expire date by modifying the Anticip Aid Expiration Days field on the FA Item Type 3 page.

Net Award Amount The net amount to be disbursed to the student for the term for this financial aid item type. If this amount is zero, the award has been disbursed.

Total Active Anticipated Aid The total amount of anticipated aid that is still active for the student for the term. This is the sum of the net award amounts for any financial aid item type that has not expired.

Reviewing Anticipated Aid by Item Type

Access the Anticipated Aid by Item Type page.



Anticipated Aid by Item Type page

Only financial aid item types that are designated as anticipated aid are displayed on this page.

Show Active Aid Only Select to view active anticipated aid awards only. Clear to view all anticipated aid awards (active and expired). When you first enter this page, this check box is cleared.

Career The career associated with this disbursement plan. If the student is a multi-career student, use the scroll arrows to view other disbursement plan/career combinations for this financial aid item type.

Disbursement ID The individual disbursement ID for this anticipated aid award. The page displays award information by disbursement ID, instead of by term or aid year. Use the scroll arrows to view other disbursement IDs for this financial aid item type.

As of Date/Time The date and time when the anticipated aid was last updated. As changes are made, new rows are added with different dates and times. Use the scroll arrows to view additional changes to this award.

Apply Dt (apply date) The date the award can be applied to the student's account as anticipated aid. This date is based on the disbursement date of the disbursement ID.

Expire Dt (expire date) The last date the award is applied as anticipated aid to the student's account. Once this date has passed, the award does not count as anticipated aid for the term unless you change the expire date by modifying the Anticip Aid Expiration Days field on the FA Item Type 3 page.

Net Award The net amount to be disbursed to the student for the term for this financial aid item type. If this amount is zero, the award has been disbursed.

Expiring Anticipated Aid

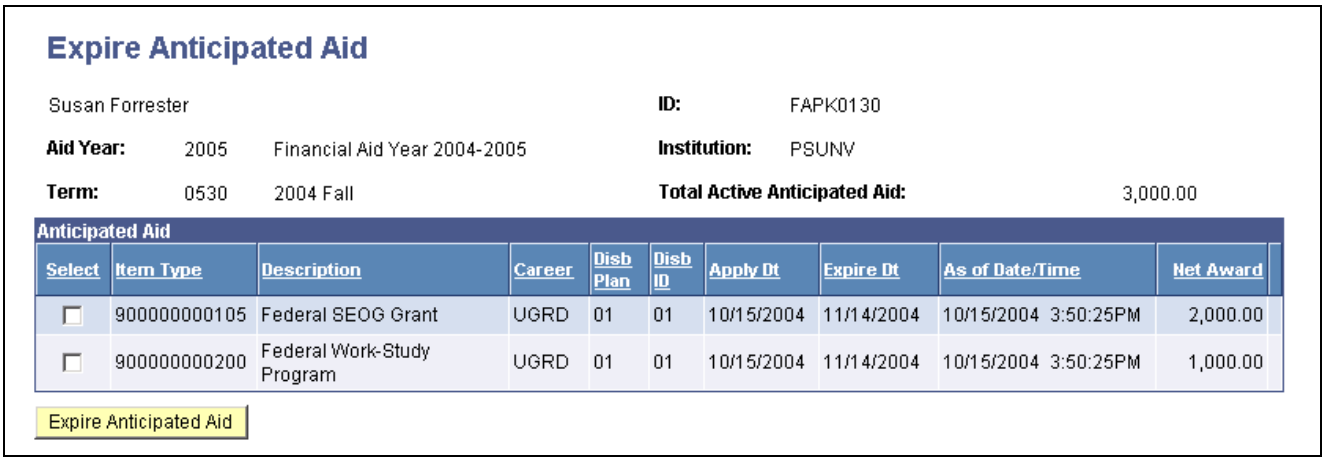
This section discusses how to expire anticipated aid.

Page Used to Expire Anticipated Aid

Page Name	Object Name	Navigation	Usage
Expire Anticipated Aid	ANTICIPTD_AID_EDIT	Financial Aid, Awards, Award Processing, Expire Anticipated Aid	Expire anticipated aid for any financial aid item type displayed. Also view the student's anticipated aid for a particular term.

Expiring Anticipated Aid

Access the Expire Anticipated Aid page.



Expire Anticipated Aid page

Expire Anticipated Aid Click to set the Expire Dt (expire date) to the current date. This expires the anticipated aid for the financial aid item type. You must exit and re-enter the page to have the expired asterisk appear next to the Net Award Amount. After

you click the button and exit and re-enter the page, this button is no longer available for this financial aid item type.

The other fields on this page correspond to those on the Anticipated Aid by Term page.

See Also

Chapter 24, "Reviewing Awards," Reviewing Anticipated Aid, page 920

Reviewing Overaward Amounts

A report is available to help you identify whether any students are in an overaward situation and to review disbursement information for students who are in an overaward situation. An overaward situation occurs when the student receives financial aid for an award period that exceeds the student's cost of attendance (COA) or need for that award period. This report lists students that have overaward amounts and contains information about their need and disbursements.

This section discusses how to run the Overaward Report.

Page Used to Review Overaward Amounts

Page Name	Object Name	Navigation	Usage
Overaward Report	RUN_CNTL_FA922_RPT	Financial Aid, Awards, Generate Overaward Report	Generate the Overaward Report.

Generating the Overaward Report

Access the Overaward Report page.

Overaward Report page

Award Period	Select the award period for which you want to view overaward amounts. Choose *A − Academic* for the academic year or *N − Non-Standard* for summer and other terms are not designated as academic terms.
Pkg Method (packaging method)	Indicate which packaging method should be used to determine whether a student has an overaward. Select *FM − Federal Methodology* to display overawards that exceed FM need or FM COA according to federal regulations, *IM − Institutional Methodology* to display overawards that exceed IM need or IM COA according to your institution's rules, or *(blank)* to include both FM and IM overawards.

Note. The Overaward Report is a core report. If you want to use additional criteria when running this report, you can configure the report to suit your needs.

CHAPTER 25

Processing CommonLine Loans

This chapter provides an overview of CommonLine loan processing and discusses how to:

- Manage promissory notes.
- Originate loans.
- Review loan origination information.
- Validate loans.
- Manage loan origination transmission data.
- View loan disbursement activity.
- Create and send CommonLine files.
- Send CL 4‘loan files to destinations.
- Send CRC loan files to destinations.
- Review CL 4 files created or loaded by EDI manager.
- Review and manage CRC XML files.
- Receive CommonLine application response files.
- Receive CRC inbound application response files.
- Manage loans on hold.
- Process loan changes.
- Manage disbursement hold and release processing.
- Resolve change transaction errors.
- Process school certification request applications.
- Adjust loan disbursements manually.

Understanding CommonLine 4 and Common Record CommonLine

This section provides common elements and discusses CommonLine loan process flow.

CommonLine 4 and CRC Loan Process Flow

PeopleSoft supports CommonLine as the standard protocol for processing Federal Family Education Loan Program (FFELP) and alternative loans. PeopleSoft supports both the current version of CommonLine, Common Record CommonLine (CRC) and CommonLine version 4. The version of CommonLine to be used by a school is directly dependent on the version supported by the lenders, guarantors, and loan servicers. Although the trend would be for the loan agencies to support processing loans under CRC to utilize some of the improved features over CL4, some agencies may not yet be able to process loans under the newer protocol. It is likely that schools may be processing loans under CommonLine 4 and CRC simultaneously. This chapter explains how to process loans at the institution where both CommonLine versions will be used at the same time.

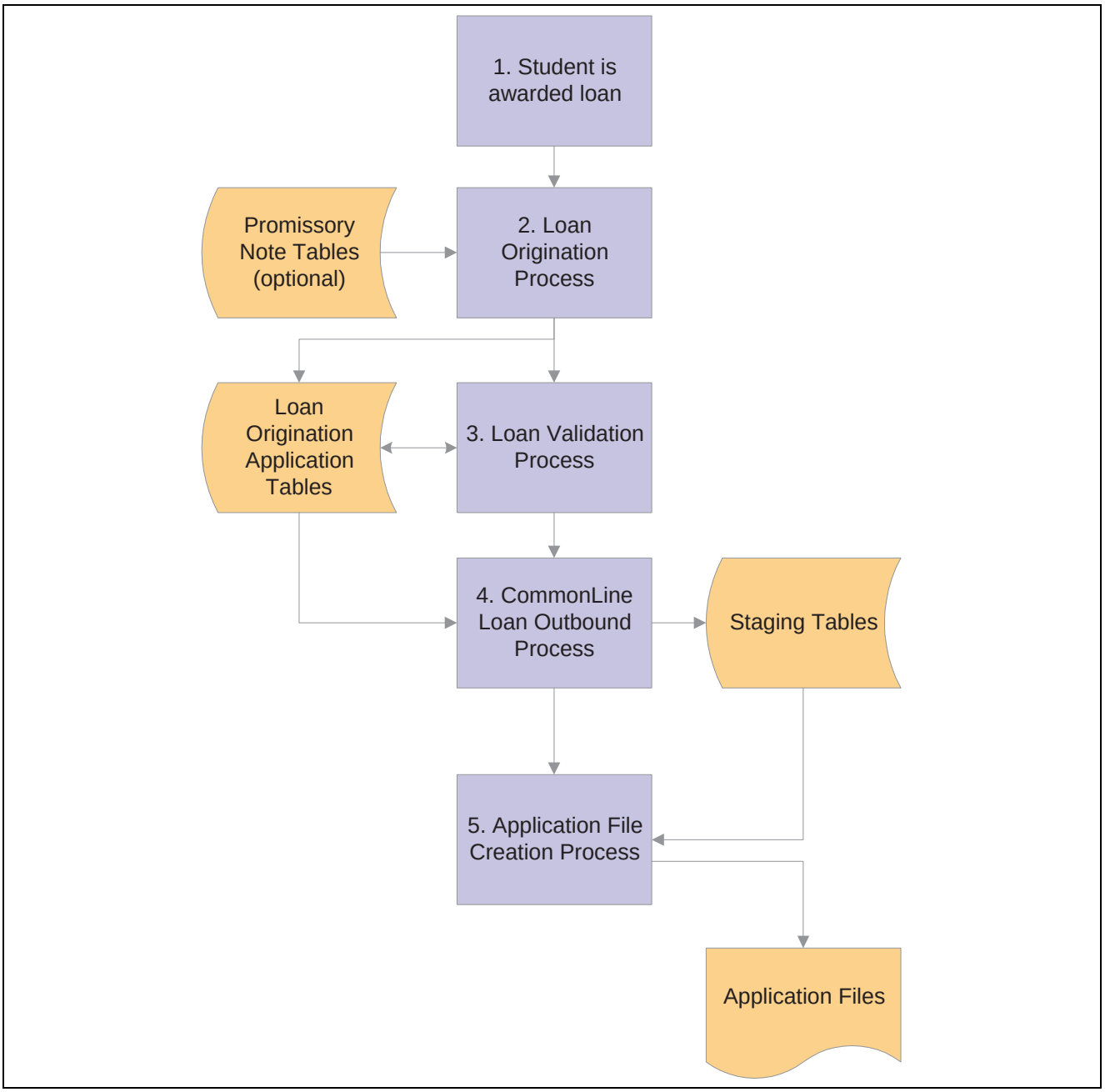
Within PeopleSoft, the processing of CommonLine FFELP and alternative loans follows the same business process flow regardless of the version. Processing loans begins with awarding a loan to the student's financial aid package. The loan origination process detects the student's loan eligibility and calculates the total loan amount, loan period, disbursement amounts and dates, the servicers of the loan, and the appropriate processing type to use. At this time the process also determines if a loan will be processed as CRC or CL4. If a promissory note is submitted to the school prior to the loan's origination, you can use the submitted information. After origination is completed, you validate the loan to check for data discrepancies. Loans that have passed the validation process are then processed into outbound staging tables, and the system creates loan application files. After the school submits the application files to the loan servicers, they are processed and schools are notified using receipt of application response files for each loan processed.

Although the business process flow may be the same, there are several separate processes that you must run for loans originated for the different CommonLine versions.

The following table indicates where the separate processes exist.

Business Process	CommonLine 4	Common Record CommonLine
Promissory note tracking	Uses same components	
Loan origination and change	Uses same process	
Loan validation	CL 4 validation (Equation Engine)	CRC validation (Equation Engine)
Outbound applications to staging tables	CommonLine 4 outbound (FAPLCOD4)	CRC outbound staging (FAPCLOUT)
Loan application file creation	Outbound EC agent (EDI Manager)	CRC XML outbound (SFA_CRC_ OUT)
Load response files	Inbound EC agent (EDI Manager)	CRC XML staging (SFA_CRC_IN)

The following illustration shows the flow of CommonLine loan processing.



Loan origination outbound process

Managing Promissory Notes

This section provides an overview and discusses how to:

- Enter Stafford promissory note data.
- Review Stafford promissory note action status.
- Review biographical and demographic data.

- Enter PLUS promissory note data.
- Create loan reference and cosigner relationships.
- Create borrower/student relationships.
- Enter Alternative promissory note data.

Understanding Promissory Notes

Schools may choose to collect promissory notes from their students as a condition to process their loan. Components are provided to enable schools to enter promissory note information to be used by the loan origination process. Information on the promissory note pages is used by the origination process to determine the loan destination, process level, and MPN serial loan status. After a loan is originated for a student, all promissory notes entered for the same loan type are considered "used" and cannot be used for new loans. These components and pages are used for both CL 4 and CRC.

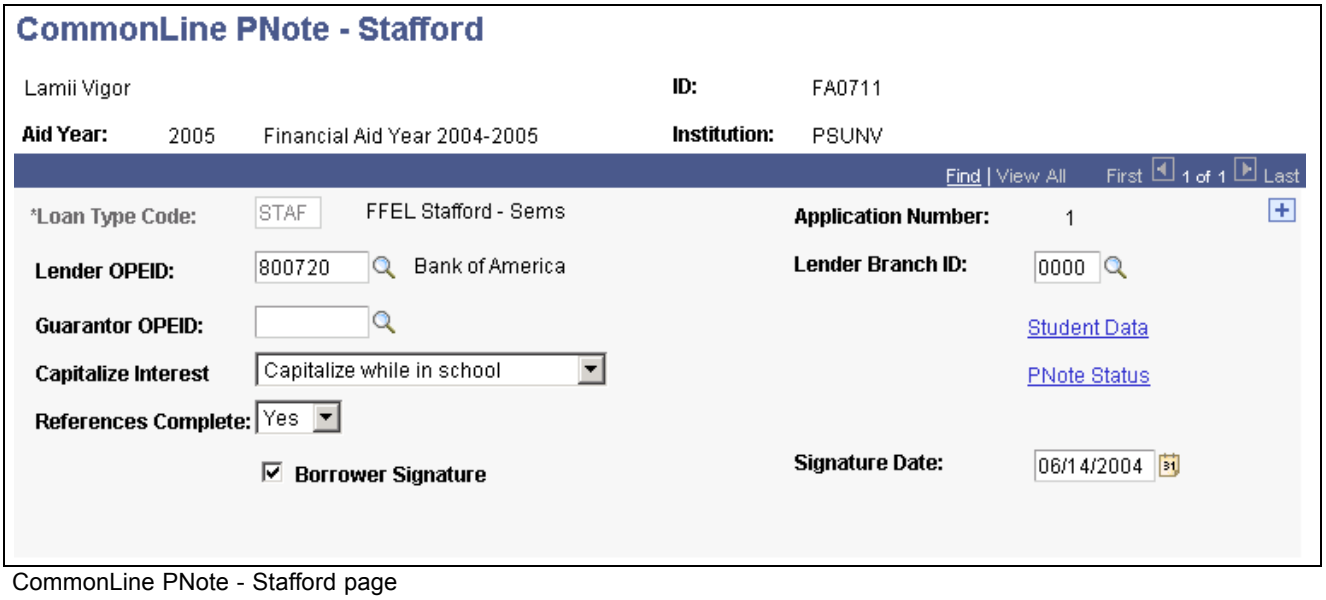
Pages Used to Manage Promissory Notes

Page Name	Object Name	Navigation	Usage
CommonLine PNote - Stafford (CommonLine promissory note - Stafford)	SFA_CRC_PNOTE_STAF	Financial Aid, Loans, CommonLine Management, Enter Stafford Prom Notes, CommonLine PNote – Stafford	Enter promissory note information prior to origination of the loan.
Origination Detail	LN_CL_PNOTE_PD_SEC	Click the Student Data link on the CommonLine Pnote - Stafford page.	View the student's current biographical and demographic data.
Loan Pnote Action Status (loan promissory note action status)	SFA_CRC_PN_ACTION	Click the Pnote Status link on the CommonLine Pnote - Stafford page.	View or update loan promissory note action status.
Promissory Note Plus	SFA_CRC_PNOTE_PLUS	Financial Aid, Loans, CommonLine Management, Enter PLUS Prom Notes	Enter promissory note data for PLUS loans. The system uses this data for origination.
Loan Relation (Ref/Cosign) (loan relation [reference/cosigner])	SFA_CRC_PN_RELATN	Financial Aid, Loans, CommonLine Management, Enter PLUS Prom Notes, Loan Relation (Ref/Cosign)	Assign cosigners or references to a promissory note.
Relationships	RELATIONSHIPS	Click the Related IDs link on the Loan Relation (Ref/Cosign) page.	Identify and create relationships between people.
Current Address Information	LN_ORIG_REL_ADDR	Click the Current Address link on the Loan Relation (Ref/Cosign) page.	View the co-signer's or reference's current address on the Current Address Information page.
Current Employment Information	LN_ORIG_REL_EMPL1	Click the Current Employment Information link on the Loan Relation (Ref/Cosign) page.	View or enter the cosigner's or reference's employment information.

Page Name	Object Name	Navigation	Usage
Current Income Information	LN_ORIG_REL_INCOME	Click the Current Income Information link on the Loan Relation (Ref/Cosign) page.	View or enter the cosigner's or reference's income.
Previous Employment Information	LN_ORIG_REL_EMPL2	Click the Previous Employment Information link on the Loan Relation (Ref/Cosign) page.	View or enter the cosigner's or reference's previous employment.
Promissory Note Alt	SFA_CRC_PNOTE_ALT	Financial Aid, Loans, CommonLine Management, Enter ALT Loan Prom Notes, CRC Promissory Note Alt	Enter promissory note data for alternative loans.
Student MPN Usage (CommonLine master promissory note usage)	LN_CL_MPN_USE	Financial Aid, Loans, CommonLine Management, Maintain Student MPN Usage, CommonLine MPN Usage	View Stafford and PLUS serial master promissory note history. You can also use this page to require a student to sign a new note for each new Stafford or PLUS loan.

Entering Stafford Promissory Note Data

Access the CommonLine PNote Stafford page.



CommonLine PNote - Stafford page

This page is used primarily by schools who use the Guarantee Only process level. Because the school has collected the promissory note, the guarantor can immediately approve the loan.

Loan Type Code Select from the appropriate Stafford loan types that your institution has set up in the Loan Type Table page.

Lender OPEID (lender office of postsecondary education identifier) Select the lender requested by the borrower on the promissory note. If the promissory note is present for the loan when you run origination, the system uses the lender and guarantor OPEID to determine the appropriate loan destination.

When you press TAB to move out of the Lender OPEID and Guarantor OPEID fields, the system displays the name of the agency.

Lender Branch ID Select the lender branch identification.

Guarantor OPEID(guarantor office of postsecondary education identifier) Select the guarantee agency if known.

Capitalize Interest Select from:

Capitalize while in school

Pay interest while in school

Borrower Signature Select if the borrower signed a valid promissory note.

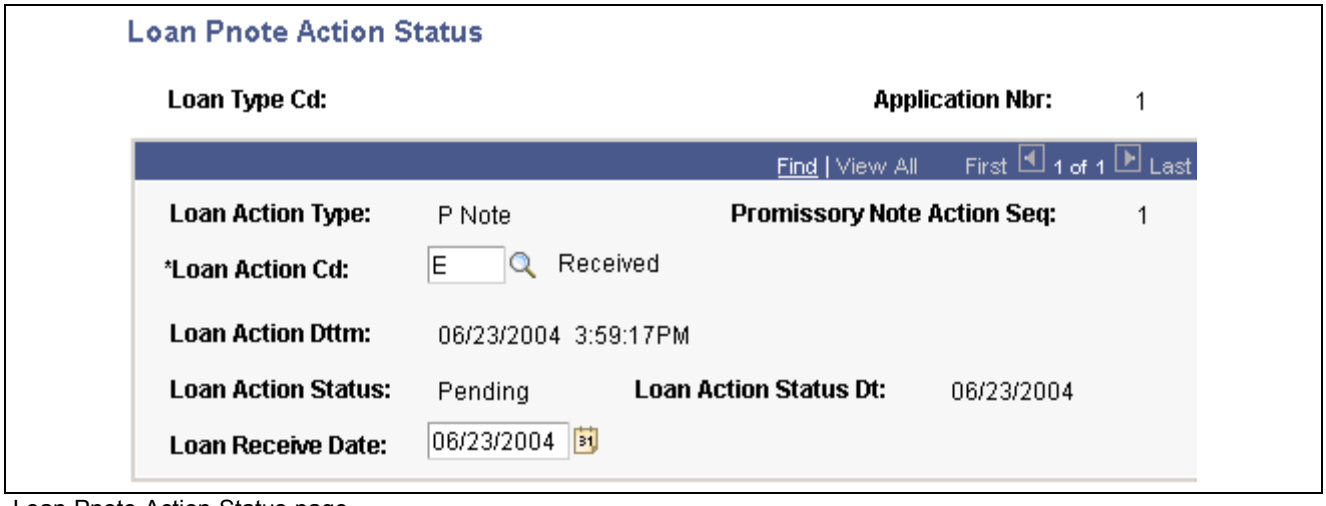
Signature Date Enter the date the borrower signed the note.

Student Data Click to access the Origination Detail page to view the student's current biographical and demographic data.

PNote Status Click to access the Loan Pnote Action Status page to view or update loan promissory note status.

Reviewing Stafford Promissory Note Action Status

Access the Loan Pnote Action Status page.



Loan Pnote Action Status page

Loan Action Cd (loan action code) This value is set automatically as the promissory note is processed, but you can override it. Select from:

E: Select this value after you receive the promissory note. This value is automatically set when the promissory note is first entered.

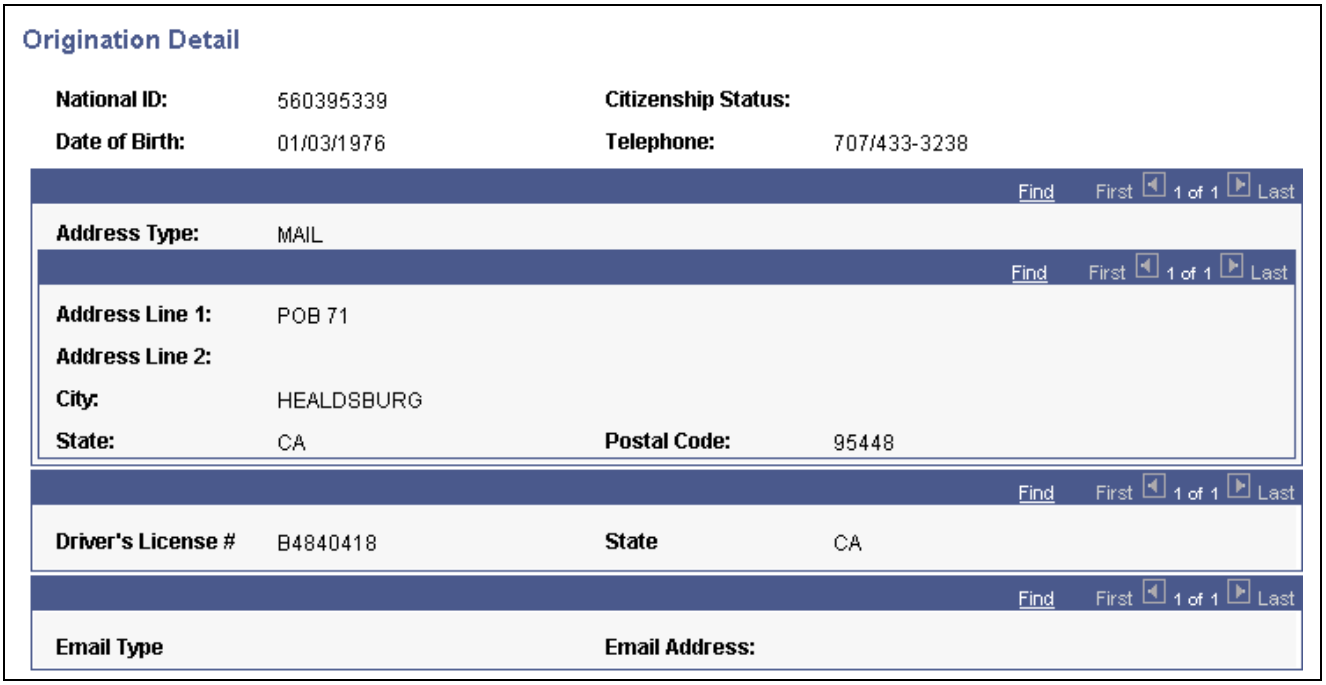
I: Select this value when the promissory note is set to inactive. Set this value manually to cancel the use of the promissory note.

O: Select this value when the promissory note is used for origination. This value is automatically set when the promissory note is originated.

Date Received Record the date when you actually received the promissory note. When you enter a promissory note, the system sets the date with today's date.

Reviewing Biographical and Demographic Data

Access the Origination Detail page.



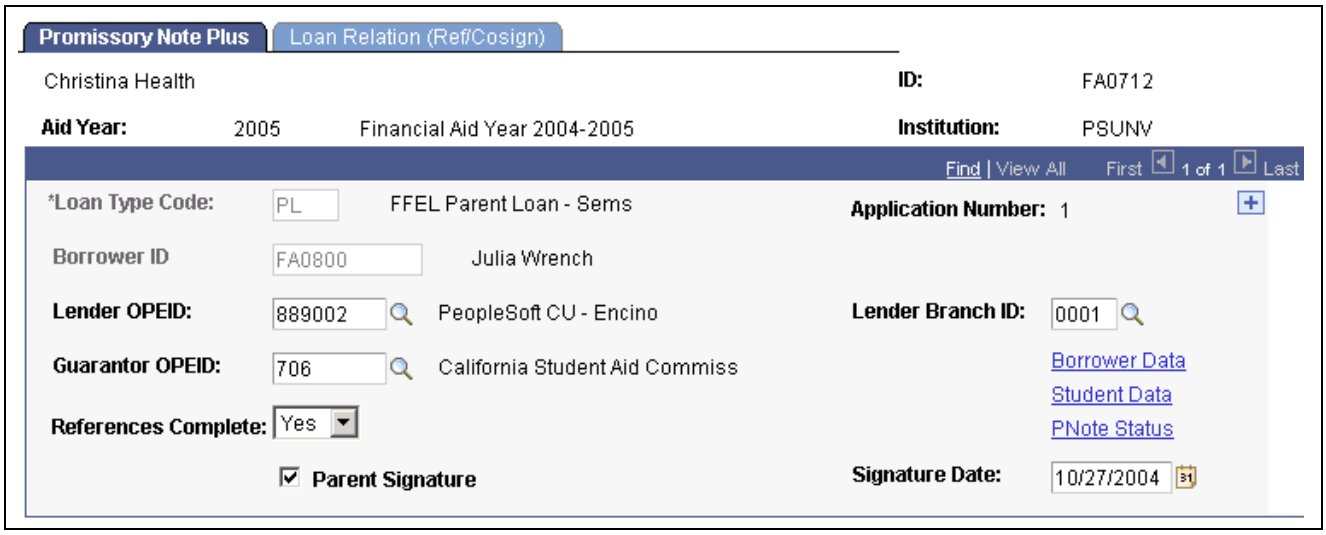
Origination Detail page

View the student's current address, driver's license number, and email address.

Note. The page displays current student information. This information may change when the student's loan is processed.

Entering PLUS Promissory Note Data

Access the Promissory Note Plus page.



Promissory Note Plus page

This page is used primarily by schools who use the Guarantee Only process level. Because the school has collected the promissory note, the guarantor can immediately approve the loan.

Loan Type Code — Select from the appropriate PLUS loan types that your institution has set up in the Loan Type Table page.

Borrower ID — Select the appropriate parent or guardian of the student.

Note. Only people related to the student are available. Relationships are defined on the Relationships page. To create a relationship to the student, the related person must have an ID assigned. To be an eligible borrower of a student's loan, a relationship with a guardian or parent must be created.

Lender OPEID (lender office of postsecondary education identifier) and **Guarantor OPEID** (guarantor office of postsecondary education identifier) — Select the appropriate lender and guarantor requested on the promissory note.

Parent Signature — Select if the borrower signed a valid promissory note.

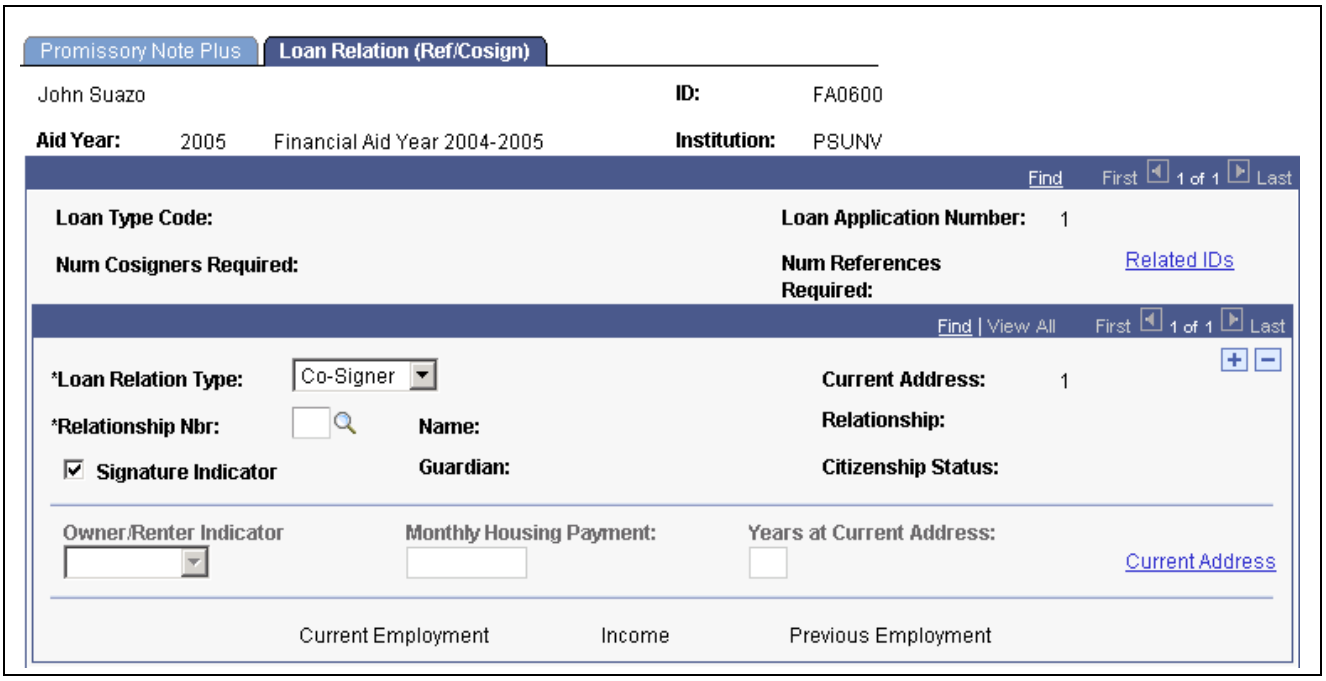
Borrower Data — Click to access the Origination Detail page to review borrower information.

Student Data — Click to access the Origination Detail page to view the student's current biographical and demographic data.

PNote Status — Click to access the Loan Pnote Action Status page to view or update loan promissory note status.

Creating Loan Reference and Cosigner Relationships

Access the Loan Relation (Ref/Cosign) page.



Loan Relation (Ref/Cosign) page

If cosigners or references are required for the loan type, the system displays the number required.

Loan Relation Type Select from *Co-Maker, Co-Signer,* or *Reference.*

Relationship Nbr (relationship number) When you select a value for the field, the system displays the name, relation, guardian, and citizenship status. This information comes from the Relationships page.

Signature Indicator Select to indicate there is a signed note from the cosigner or reference.

Owner/Renter Indicator Specify if the cosigner or reference owns or rents.

Related IDs Click to access the Relationships page to identify and create relationships between people. For PLUS loans, the relationship to the student is generally the parent or guardian. For alternative loans, the relationship can be a parent, guardian or a cosigner.

Current Address Click to access the Current Address Information page to view the cosigner's or reference's current address.

Current Employment Click to access the Current Employment Information page to enter the cosigner's or reference's employment information.

Income Click to access the Current Income Information page to enter the cosigner's or reference's income.

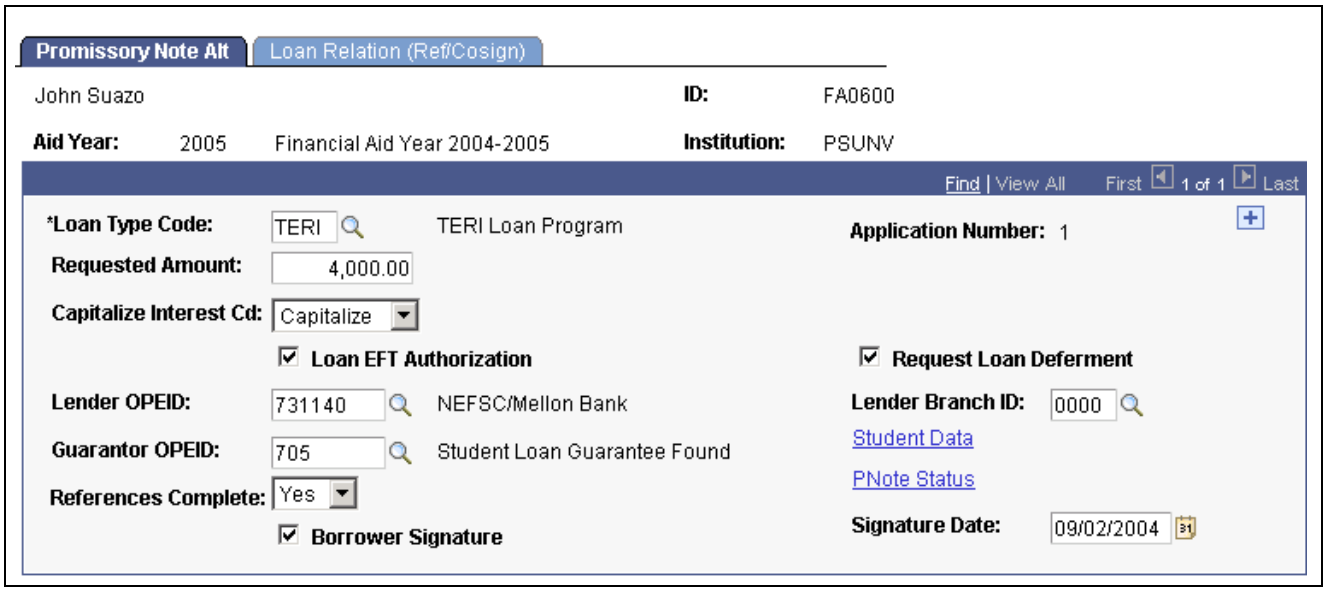
Previous Employment Click to access the Previous Employment Information page to enter the cosigner's or reference's previous employment.

Creating Borrower/Student Relationships

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Managing Biographical Information," Relating One Individual to Another.

Entering Alternative Loan Promissory Note Data

Access the Promissory Note Alt page



Promissory Note Alt page

Loan Type Code Select from the appropriate Alternative loan types that your institution has set up in the Loan Type Table page.

Requested Amount Enter the requested loan amount. A loan cannot be originated for greater than the requested amount.

Capitalize Interest Cd (capitalize interest code) Select from:

Capitalize: Capitalize interest while in school.

Pay Int: Pay capitalized interest immediately.

Loan EFT Authorization (loan electronic fund transfer authorization) Select to indicate that the borrower has authorized the school to transfer the loan proceeds received by EFT to the appropriate student account.

Request Loan Deferment If eligible, requests to begin repayment of the loan at a later date. Deferment criteria and repayment options are dependent on the particular alternative loan program.

Lender OPEID (lender office of postsecondary education identifier) Select the lender requested by the borrower on the promissory note. If the promissory note is present for the loan when you run origination, the system uses the lender and guarantor OPEID to determine the appropriate loan destination.

Lender Branch ID Indicates the identification for the lending branch.

Guarantor OPEID (lender office of postsecondary education identifier) Select from the list of guarantee agencies, the one requested on the promissory note.

References Complete Select from:

Yes: Indicates references are complete.

	No: Indicates references are not complete.
Borrower Signature	Select if the borrower signed a valid promissory note.
Signature Date	Enter the date the borrower signed the note.
Student Data	Click to access the Origination Detail page to view the student's current biographical and demographic data.
PNote Status	Click to access the Loan Pnote Action Status page to view or update loan promissory note status.

Originating Loans

This section provides an overview and discusses how to originate CommonLine loans.

Understanding the Loan Origination Process

The loan origination process (FAPLBOG1) is the main process that "certifies" student loan eligibility. Eligibility is determined by checking student award information, promissory notes, the student's loan history, and the loan setup parameters to "originate" a new loan data set that represents a new student loan where the loan amount, loan period and disbursement dates have been calculated. You can view all originated loans in the Maintain Originated Loans component. During the origination process, key information is determined to create a complete loan record that can be transmitted to the appropriate lending agency. Several of these key elements are discussed in this section. The first is how the CommonLine version is determined . The second is how the process level is determined, and the third is how the Serial Loan Code field is calculated to support master promissory note functionality.

Determining the CommonLine Version

The origination process is able to determine the correct CommonLine version to assign based on the loan destination. As described in the CommonLine setup chapter, the origination process follows a multi-step process to determine the assigned lender and guarantor for each loan. After this is determined, the process first attempts to match the lender or guarantor to an existing CRC loan destination. If one is found, the system assigns the CommonLine version and destination number to the loan. If one is not found, then a lender or guarantor match is attempted with the CL 4 loan destinations, and if one is found, the system assigns the CommonLine version and destination number. If no match is found for either CRC or CL4 loan destinations, the loan originates with the CommonLine version defaulting to CRC, and the loan destination is left blank. After the CommonLine version is set, if the loan destination number must be assigned or changed online, you will only be able to select loan destinations that support the assigned CommonLine version. If you change the CommonLine version, the available loan destination numbers change accordingly. In addition, after the destination is assigned online, the system automatically sets the process level, disbursement hold and release, and serial MPN settings to match the loan destination settings.

Note. For the CommonLine version and loan destination number to be assigned properly, it is important that the setup of the schools loan destination is complete and accurate before you begin to originate loans for the aid year. Refer to the flowchart in the CommonLine setup chapter for additional details on this topic.

See Chapter 7, "Setting Up CommonLine Loans," Setting Up Loan Origination, page 202.

Determining the Process Level

The process level field represents the CommonLine process type code value that is reported to the loan servicer. Each process type and level defines a specific loan business process. In PeopleSoft, the supported CommonLine process types are Guarantee Only (GO), Guarantee and Print (GP), Print and Guarantee (PG,) and Certification Request (CR). Each process level is based on how the loan promissory note is collected from the borrower. GO implies that the school has the promissory note, while GP and PG requests that the note be generated (if necessary) by the loan servicer. The loan origination process automatically determines the process level to use based on the default process levels assigned for each loan destination.

Note. PeopleSoft also provides a process level of Manual (M). Assigning along this process level indicates that the loan is being processed manually and should not be reviewed by any of the automated loan processes or generate an electronic application. This process level is used in cases where the loan servicer does not support electronic loan processing, or you are overriding an existing loan and do not want the loan adjustment or outbound processes to review and possibly manipulate the borrower's loan eligibility.

Determining Serial MPN Eligibility

The serial loan code is set for all originated Stafford and PLUS loans. The serial loan code indicates if the loan is to be processed as part of a multi-year note (serial processing), or if a new note must be collected for the loan. The system displays these fields on the Maintain Originated Loans, Loan Origination 3 page and are reported using the CommonLine Application Send file. By default, the system sets the serial loan code based on the loan destination setup unless the process can confirm that the student has a prior loan with the same borrower, and where the lender confirms possession of the MPN form. The system maintains MPN serial confirmation in the CommonLine MPN Use component. If confirmation is successful, the system sets the serial loan code to S – Serial, Renew existing MPN. As previously described, the loan origination process attempts to determine serial eligibility by confirming that the originated loan has the same borrower and student maintained in the CommonLine MPN Use page. There are times however, when the loan origination process is unable to assign the borrower ID or the loan destination for the loan. When this occurs, the process may not be able to verify the loan's serial eligibility. If the origination process cannot assign a borrower ID, then the system sets the serial loan code to N – Use new MPN. If the borrower ID is set, but the loan destination cannot be determined, the origination process still attempts to determine serial loan eligibility by using both the student ID and borrower ID to find MPN information in the CL MPN Use component so it can assign a serial loan code value. If a match cannot be made using this criteria, then the system sets the serial loan code to N – Use new MPN.

When a loan is originated with missing borrower or loan destination information, you must complete the loan information before it can be validated and transmitted to the servicer. Because this is performed online, PeopleSoft added code to the Loan Origination component to attempt to determine the serial loan code field value when the Borrower ID or Loan Destination Nbr field is modified. For PLUS, if the Borrower ID field is changed, the system checks the CommonLine MPN Use table for a PLUS record that matches the student ID, institution, and borrower ID. If a match occurs, the system sets the serial loan code to comply with the matched record on the CommonLine MPN Use page. Renew sets the value to S – Serial, Renew existing MPN. If no match occurs, the serial loan code is set to N – Use new MPN. When the Loan Destination Nbr is changed and if the borrower ID field is not blank, the same check occurs.

Note. PeopleSoft intentionally does not confirm that the lender in the loan destination matches the lender in the MPN Use record. This ensures that if a school requires a student to use a new MPN for each loan, the CommonLine MPN Use component can be used to enforce this requirement. For serial PLUS loans, a loan validation edit is provided to ensure that the lender for the loan matches the lender listed in the MPN Use record.

Tracking CommonLine Master Promissory Note Usage

Access the CommonLine MPN Usage page.

This page monitors the status of any Stafford or PLUS master promissory notes that have been guaranteed. The loan origination process uses this information to control whether FFEL loans can be processed serially. Information is entered in the page using the CommonLine inbound processes when a Stafford or PLUS loan is guaranteed. Subsequent loans processed for the student and borrower use the information to determine if the loan can be processed serially.

In most cases, you are not required to monitor or update information for the student. The system automatically populates this page when confirmation of a valid MPN is reported by the service provider on the CommonLine Application Response file. In the case, however, where you must enforce a new MPN to be issued for each loan, you can set the Serial Loan Code field to New MPN. Once set, the system does not change this value. This ensures that all new loans that are originated will request a new promissory note from the student. Users can also add MPN use information on the page to establish the desired serial loan processing in advance of originating loans for the student.

Note. If your school does not process serial loans for all students, use the Deactivate the Serial Loan Activation option on the Financial Aid Installation page.

Serial Loan Code When you originate a Stafford loan and it is guaranteed, the lender indicates whether it is a serial loan. This field displays the value that was requested when the loan was originated. You can view this value on the Loan Origination 3 page in the CommonLine Management component.

Lender MPN Confirmation When you receive the response, this field displays what the lender determined. When the system loads the response, it updates the Lender OPEID and Lender Confirm fields. Values are as follows:

No: A valid MPN does not exist for the borrower.

Unknown: The lender was unable to determine the borrower's serial MPN status.

Yes: A valid serial MPN exists.

For future loans, the origination program checks this page to verify serial loan status. For example, if a student applies for another Stafford loan a year later, the system can verify if the previous loan was a serial loan. If it's a serial loan with the same lender, the system originates the new loan as a serial loan and gives it a new effective date.

You can also manually override the default serial MPN setting. Select N - Use New MPN from the Loan Origination 3 page in the CommonLine Management component if you do not want a student to be processed for a serial loan. For example, a serial-MPN-eligible school may always want to generate new MPNs for a specific portion of its borrowers, such as law students. If law students are updated on the page so that the Serial Use field is N-Use New MPN, all future loans originated will require a new MPN until the Serial Loan Code field is reset to S-Serial, Renew existing MPN. For PLUS loans, there is a loan validation edit that you can use to verify that the information for the student, parent, and lender on the page matches that of the originated PLUS loan.

Understanding the Loan Processing Status and Loan Origination Transmission

From the moment a loan is originated until it is processed by the loan servicer, PeopleSoft monitors the status of the loan through the utilization of two fields stored in the PS_LOAN_ORIG_DTL record—LOAN_PROC_STATUS (loan processing status) and LN_ORIG_TRANS (loan transmission status). It is important to recognize that most activity that occurs to a loan is based on the state of the fields.

LOAN_PROC_STATUS: The values of this field monitor the current internal processing state of the loan. The possible values are:

Cancelled: A loan cancellation has been initiated.

Hold: The loan is on hold and the system suspends all loan processing until the hold is removed.

Offered and Not Accepted: Used by Direct Loans. Origination Pending: Loan has been originated or reset due to a loan rejection, and waiting loan validation.

In Service: Indicates the loan has been transmitted to the appropriate servicer.

Terminated: Indicates that a pre-guarantee loan cancellation has been initiated.

LOAN_ORIG_TRANS: The values of this field monitor the current transmission state of the loan between the school and the loan servicer. The possible values are:

Accepted: Indicates the servicer has accepted the loan.

Change Pending Transmission: Indicates an adjustment generated a change transaction that has not been sent to the servicer.

Error: Not used for CommonLine loans.

Origination Pending Transmission: Indicates an Origination that has not been transmitted to the servicer.

Transmitted: Indicates that an origination or change transaction has been sent to the loan servicer.

These fields are displayed throughout the loan process and have many different labels. You can find the fields on the following pages: Loan Status Summary Information page (labels: Loan Process Status/Transmission Status), Loan Orig Status page (Ln Proc Stat/Orig Trans Stat), and CommonLine Loan Origination Transmission page (Loan Processing Stat/Orig Trans Stat).

The following table shows how to interpret the loan status based on the field values:

Loan Process Status	Loan Transmission Status	Explanation
Origination Pending	Origination Pending Transmission	The initial status that is set when a loan is originated. The loan is now waiting for the validation process to authorize its transmission.
In Service	Transmitted	Set by the CommonLine outbound process. The loan application record is now in the staging tables and application files can be created by running the EDI Manager (CL 4) or XML creation (CRC) processes. **Note.** The loan is considered transmitted to the servicer after the data has been sent to the staging tables and not when the school actually transmits the files.
In Service	Accepted	Set by the CommonLine inbound process. This indicates that the loan has been processed successfully by the loan servicer.

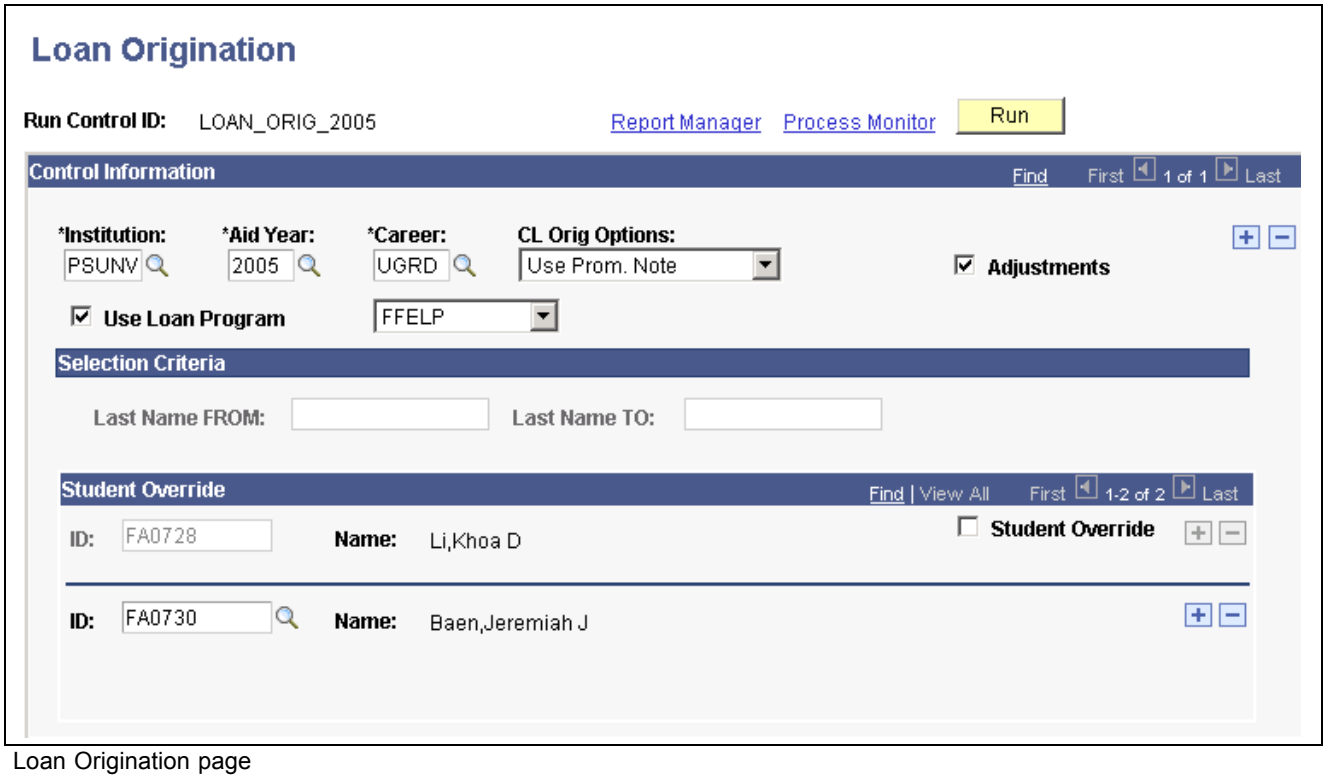
Loan Process Status	Loan Transmission Status	Explanation
In Service	Change Pending Transmission	Set by the origination process when a previously approved loan is adjusted. The loan is waiting for the loan validation process to authorize its transmission.
Cancelled	Change Pending Transmission	Set by the origination process when a previously approved loan is cancelled. The loan is waiting for the loan validation process to authorize its transmission.
Cancelled	Transmitted	This is set by the CommonLine outbound process when a loan cancellation record is processed. The loan application record is now in the staging tables and application files can be created by running the EDI Manager (CL 4) or XML creation (CRC) processes.
Hold	Origination Pending Transmission	This status is set by the CommonLine Inbound process when a loan has been denied by the loan servicer. If the student is eligible for the loan, the user must perform the corrective action and then remove the hold status. This allows the loan to be reprocessed and retransmitted.
Terminated	Origination Pending Transmission	Set by the origination process for a loan that has been cancelled prior to transmission.

Pages Used to Process CommonLine 4 and CRC Loans

Page Name	Object Name	Navigation	Usage
Loan Origination	RUNCTL_LNORIG	Financial Aid, Loans, Process Loans, Loan Origination	Originate loan item types that have an accepted award status.
Process List	PMN_PRCSLIST	Click the Process Monitor link on the Loan Origination page.	View Process Monitor status and messages generated by the load process.
Process Detail	PMN_PRCSRQSTDETAIL	Click the Detail link on the Process List page.	View information on the run status.
Message Log	PMN_BAT_MSGLOG	Click the Message Log link on the Process Detail page.	View any messages generated by the selected process.
Explain	PMN_MSG_EXPLAIN	Click the Explain button on the Message Log page.	View additional information for the selected Message Log message text entry.

Originating CommonLine Loans

Access the Loan Origination page.



Loan Origination page

CL Orig Options (CommonLine origination options)

Select from:

Ignore Prom. Notes: The loan origination process originates the loan whether or not there is a tracked promissory note.

Require Prom. Notes: The loan is not originated unless a tracked promissory note can be used to originate the loan.

Use Prom. Note: The system uses the tracked promissory note, but if one is not available, it still originates the loan. This is the default setting. The loan origination process checks for unused promissory notes in the CommonLine Pnote Stafford CommonLine Pnote PLUS, and CommonLine Pnote Alt pages.

Adjustments Select to evaluate and process adjustments to existing loans. The system selects and processes origination adjustments for loans in which information has changed that requires a CommonLine change record to be generated. New loans are also originated when this option is selected.

Use Loan Program Select the check box to activate the loan program field. Users can restrict the origination process to the selected loan program.

The information that you enter in the Selection Criteria group box and the Student Override group box is restricted by the institution, aid year, career, and loan program that you selected in the Control Information group box.

Last Name FROM and **Last Name TO** Enter two student last names to originate loans for a range of students. Only students with the selected institution, aid year, career, and loan program (optional) are selected. For example, you could originate loans for students with last names from Atkins to McMurphy. You can enter here only if the Student Override check box is clear.

Student Override and **ID** Select Student Override and an individual student ID to originate loans for a single student or a specific group of students in the selected institution, aid year, career, and loan program (optional). Only students with loans that have a loan award in the Accepted status and have remaining loan eligibility are available.

Save the page and click Run to initiate the Loan Origination process (FAPLBOG1), a COBOL SQL process.

Reviewing Loan Origination Information

This section discusses how to:

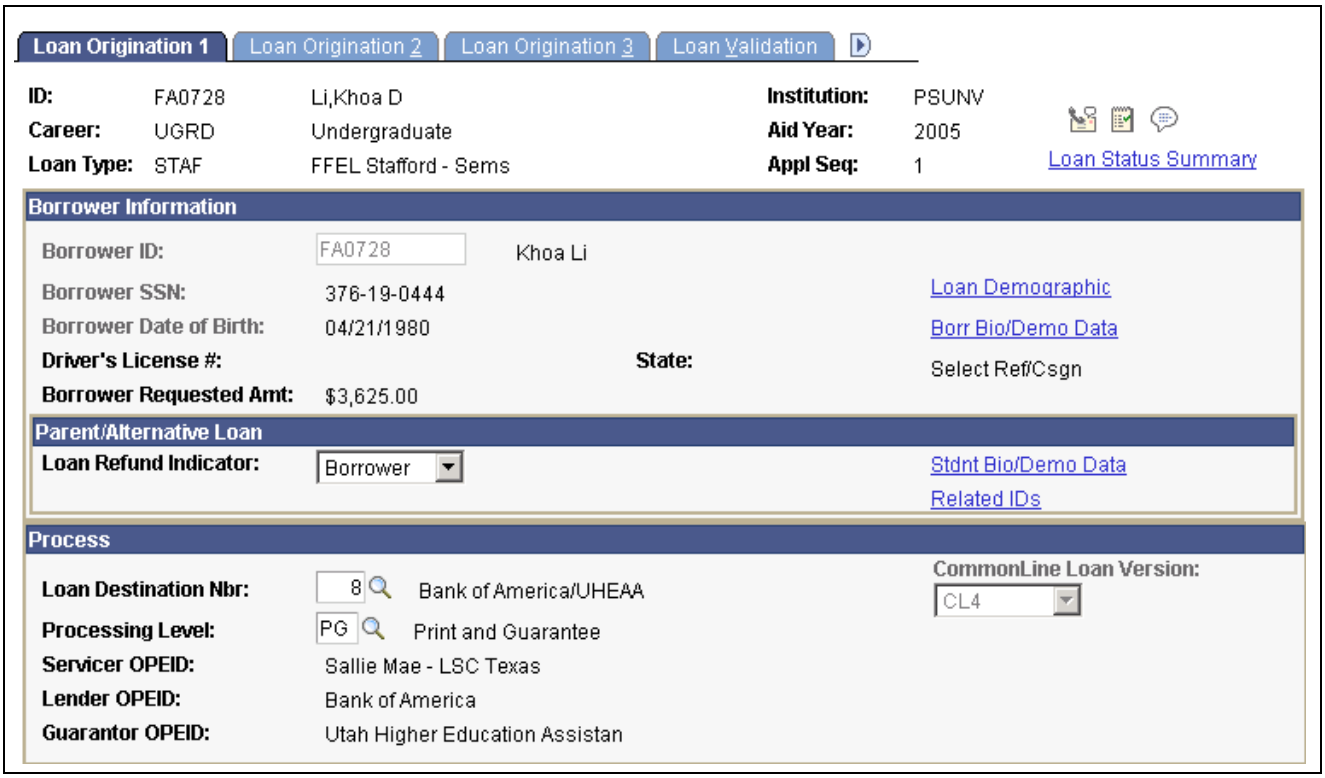
- Update borrower information.
- Update general biographical and demographic data.
- Create student/borrower relationships.
- Update loan demographic data.
- Enter loan relationship information.
- Review student loan eligibility.
- Manage FFELP serial loan processing.

Pages Used to Review Loan Origination Information

Page Name	Object Name	Navigation	Usage
Loan Origination 1	SFA_CRC_LOAN_ORIG	Financial Aid, Loans, CommonLine Management, Maintain Originated Loans, Loan Origination 1	Review and update student and borrower information, CommonLine version, and loan destination processing options.
Loan Demographic Data This Application Only	LOAN_ORIG_SEC2	Click the Loan Demographic link on the Loan Origination 1 page.	View the borrower's demographic data and the student's term and demographic information. Update loan demographic data used at the time the loan was originated.
Loan Relationship Information	LN_RELATE_SEC	Click the Select Ref/Csgn button on the Loan Origination 1 page.	View or create relationships for the student or borrower.
Current Address Information	LN_ORIG_REL_ADDR	Click the Detail link next to the Years at Current Address field on the Loan Relationship Information page.	View the borrower's current address.
Employment Information	LN_ORIG_REL_EMPL1	Click the Current Employment link on the Loan Relationship Information page.	Review and update current job information if you are generating an Alternative Loan Detail record where this information is required by the loan destination.
Current Income	LN_ORIG_REL_INCOME	Click the Income link on the Loan Relationship Information page.	Review and update annual salary, other annual income, and other income sources.
Employment Information	LN_ORIG_REL_EMPL2	Click the Current Employment link on the Loan Relationship Information page.	Enter data from a previous employer.
Loan Origination 2	SFA_CRC_LN_ORIG_FN	Financial Aid, Loans, CommonLine Management, Maintain Originated Loans, Loan Origination 2	Review and adjust loan start, end, certification, and scheduled disbursement dates.
Loan Origination 3	SFA_CRC_LN_ORIG_CL	Financial Aid, Loans, CommonLine Management, Maintain Originated Loans, Loan Origination 3	Review and update CommonLine processing options.

Updating Borrower Information

Access the Loan Origination 1 page.



Loan Origination 1 page

Borrower Information

Borrower ID — In most cases, the borrower is the student, but in the case of a PLUS loan, the borrower can be a parent or guardian. Select the borrower ID if there is no ID present.

Note. Only people related to the student are available borrower options. Relationships are defined by using the Relationships page or the Related IDs link on the page. To create a relationship where the related person is the borrower, the related person must have an ID assigned, and the guardian status must be set to Parent, Guardian, or Self.

Driver's License # — The borrower's driver's license number and state. You can update the fields using the Loan Demographic link.

Loan Demographic — Click to view the borrower's demographic data and the student's term and demographic information on the Loan Demographic Data page.

Borr Bio/Demo Data (borrower biographic demographic data) — Click to access the Biographical Details page and change the borrower name, gender, citizenship, marital status, date of birth, Social Security Number, and address. The link will not be active unless the Borrower ID field is populated.

Select Ref/Csgn (select references/cosigner) — Click to view or enter data on the Loan Relationship Information page. Available if references and cosigners are required for the loan type.

Parent/Alternative Loan

Information in this group box is used for PLUS and alternative loans.

Loan Refund Indicator Select if loan refunds go to the borrower or to the parent or guardian in the case of PLUS or to the student.

Note. Additional refund setup is required in PeopleSoft Enterprise Student Financials to generate a refund.

Stdnt Bio/Demo Data (student biographic demographic data) Click to access the Demographic and Address Data page and change the student name, gender, citizenship, marital status, date of birth, Social Security Number, and address.

Related IDs Click to open the Relationship page. After a parent or guardian has been assigned an ID, use the Relationship page to link data to that person. The person's ID then appears in the Borrower options on the Loan Origination 1 page and can be selected to process a PLUS loan.

Process

Loan Destination Nbr (loan destination number) Displays the loan destination number that represents the servicers who will process the loan. The loan origination process normally assigns this value, but you must assign a loan destination if the origination process is unable to. Selecting the appropriate loan destination is dependent on the CommonLine version of the loan. The CommonLine Loan Version field value controls the available loan destination records that can be selected. When there are changes to the loan destination value, the system resets the loan process level, disbursement hold and release status, and serial loan processing fields to the new loan destination's default values.

Processing Level (process level) Values are:

CR - School Certification Request: Select if you are processing a loan using the CommonLine certification request.

D - Direct: Direct Loan. This is an invalid value for this component.

GO - Guarantee Only: Select to have the service provider only guarantee the loan.

GP - Guarantee and Print Appl: Select to have the service provider guarantee the loan and then print and mail a promissory note to the borrower.

M - Manual: Select if you do not want the loan to be processed electronically. No application files will be created for loans with this setting.

PG - Print and Guarantee: Select to have the service provider print and mail a promissory note to the borrower and guarantee the resulting loan after receipt of the promissory note.

Servicer, Lender, and **Guarantor OPEID**(office of postsecondary education identifier) Indicates the assigned identifiers for these servicers.

CommonLine Loan Version Indicates the CommonLine version of the loan destination. Can be changed to reassign the loan destination that supports the adjusted CommonLine version.

CL4: CommonLine version 4

CRC: Common Record CommonLine version

Note. Parent or guardian borrowers must exist on the Personal Data page and have an ID assigned to them. They must be defined as a related parent or guardian for loan processing.

Updating General Biographical and Demographic Data

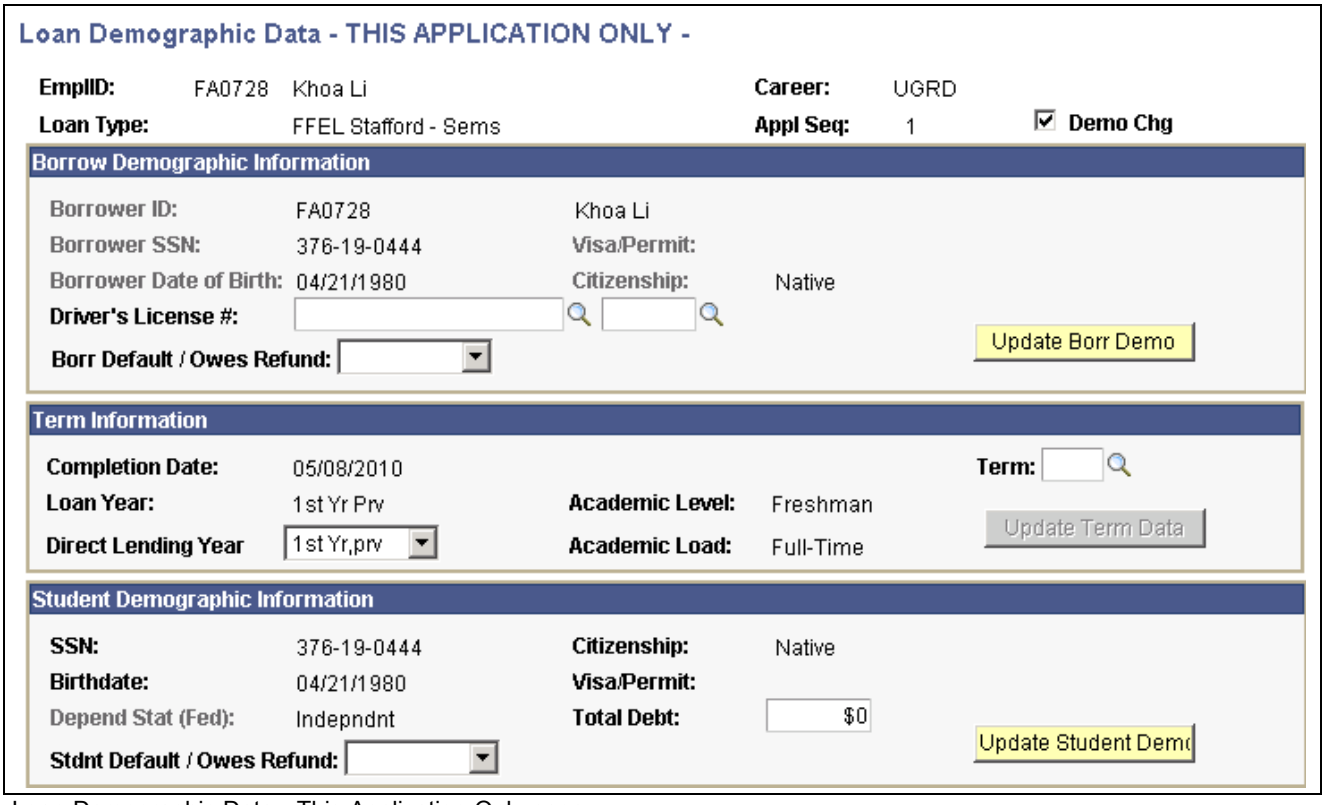
See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Setting Up Biographical Information".

Creating Student/Borrower Relationships

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, "Setting Up Biographical Information," Setting Up Individual Relationships.

Updating Loan Demographic Data

Access the Loan Demographic Data – This Application Only page.



Loan Demographic Data - This Application Only page

To update the loan origination data, you must first update the student's information in Campus Community Fundamentals or FA term record and then use this page to retrieve and update the loan information. Some demographic data is updated automatically when you run the loan origination process with Adjustments selected: changes to the student's program complete date (graduation date) and National Student Loan Data System (NSLDS) loan year in the FA term record.

The changes that you make on this page apply only to the loan application that you are working on. If you have several loan applications for a single student, make changes for each loan application.

Demo Chg (demographic change) Select to make the updateable fields available for entry.

Borrow Demographic Information

License # Select a driver's license number for the borrower. The system updates the drivers license state field based on the drivers license selected.

Borr Default/Owes Refund Select *No* or *Yes* to indicate if the borrower is in default or owes a refund to the federal government. Select *Overridden* to override the borrower's status.

Visa/Permit (borrower visa/permit) Indicates the borrower's visa ID.

Update Borr Demo (update borrower demographic) Click to move the most current information from Campus Community Fundamentals (personal data) to the loan application that you are currently using. For example, to change the borrower's date of birth, go to the Biographical Details page to change date of birth. Then return to the Loan Demographic Data page and click the Updt Borr Demo button to display the changed information. The system also updates the Borr SSN, BorrVs/Pmt, and Borr Citizenship fields when you click this button.

Term Information

Term and **Update Term Data** Select a term and then click the button to move information from the financial aid term to the loan application that you are currently using.

Student Demographic Information

Total Debt Displays the student's lifetime aggregate amount for all loan types. This field is used for some alternative loans and is manually set.

Stdnt Default/Owes Refund (student default/owes refund) Select *No* or *Yes* to indicate if the student is in default or owes a refund. Select *Overridden* to override the student's default status.

Update Student Demo (update student demographic) Click to move information from Campus Community Fundamentals to the loan application that you are currently using. The system updates the SSN, Birthdate, Citizenship, and Visa/Permit fields.

Entering Loan Relationship Information

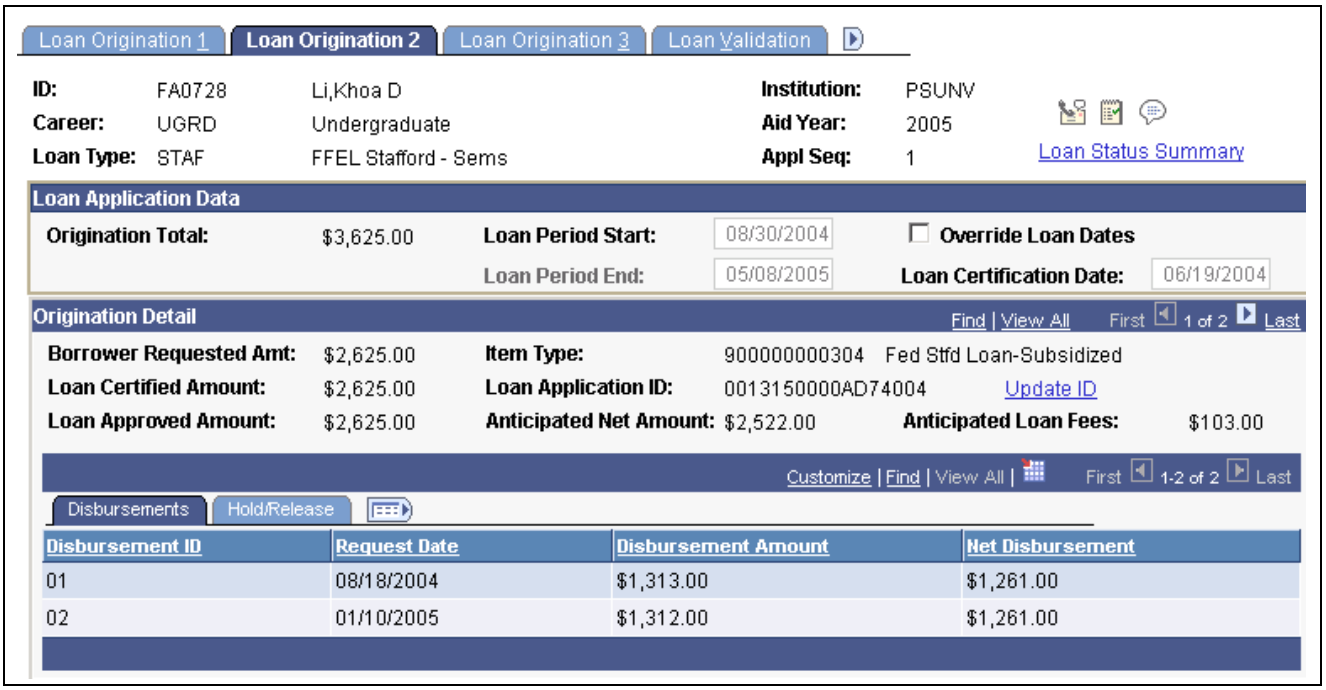
See Creating Loan Reference and Cosigner Relationships.

See Chapter 25, "Processing CommonLine Loans," Creating Loan Reference and Cosigner Relationships, page 934.

Note. The fields in this component represent the fields listed in the CommonLine Alternative Loan and Reference Information records in the Application Send file. The data collection requirements depend on the loan program.

Reviewing Student Loan Eligibility

Access the Loan Origination 2 page.



Loan Origination 2 page: Disbursements tab

Loan Period Start and **Loan Period End** — Generated from the Valid Careers for Terms table.

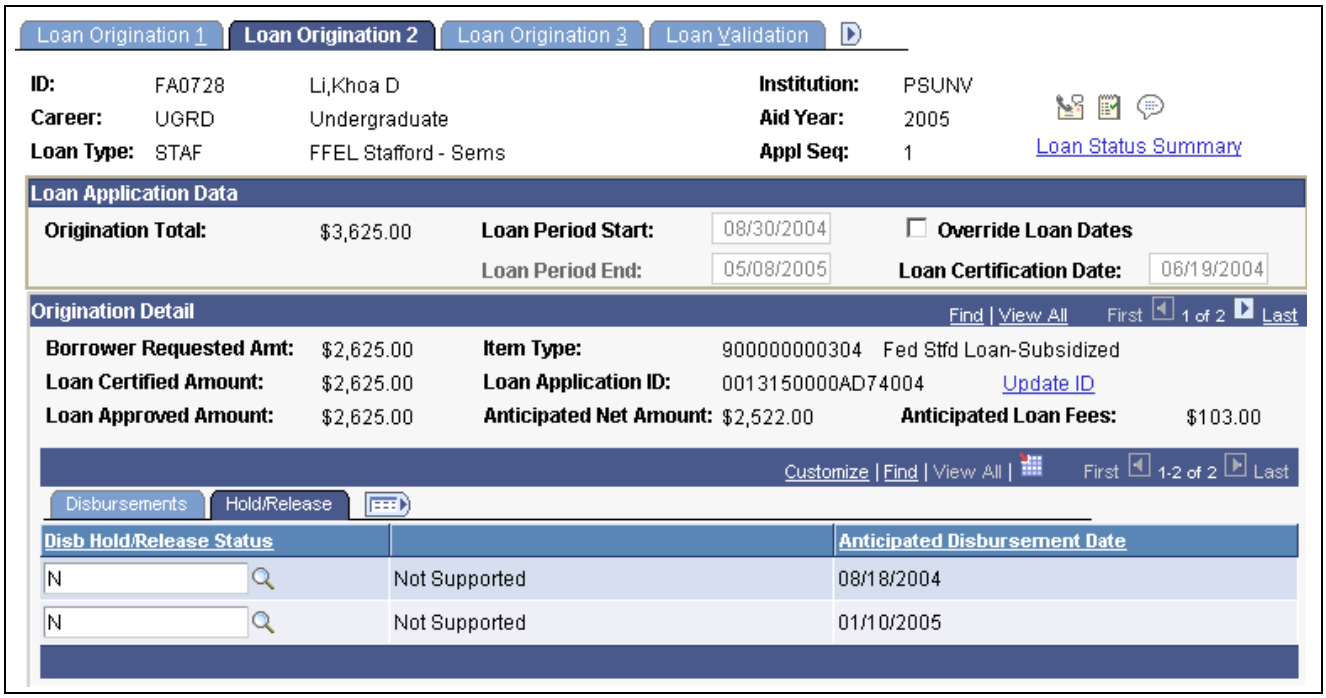
Loan Certification Date — The date the loan is originated.

Update ID — Click to update the loan application ID.

Override Loan Dates — Select to override the loan period start. loan period end, loan certification, and disbursement dates. This makes the loan date fields available for editing.

Hold Release Tab

Select the Hold/Release tab.



Loan Origination 2 page: Hold/Release tab

Disb Hold/Release Status (disbursement hold/release status)

Automatically set during origination and when you use the Hold and Release process. The field can be manually set or reset by the Hold and Release process. Select from:

F: Forwarded to CDA. This is an intermediate status communicated from the lender and is not a valid selection.

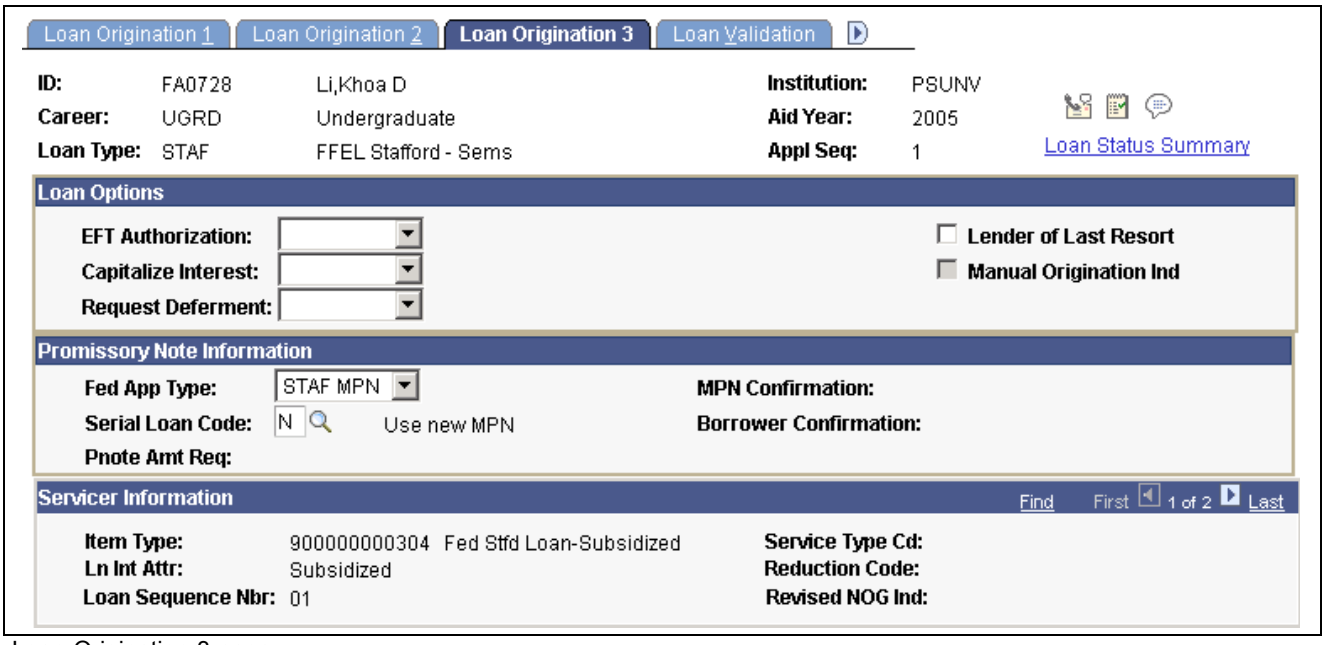
H: Hold Disbursement Indicates the disbursement to be held by the lender.

N: Not Supported Indicates that the loan destination does not participate in the disbursement hold and release process.

R: Release Disbursement. Indicates the disbursement to be released to the school.

Managing FFELP Serial Loan Processing

Access the Loan Origination 3 page.



Loan Origination 3 page

Loan Options

EFT Authorization (electronic funds transfer authorization)

Select an option for electronic funds transfer authorization. Otherwise, the origination process does this automatically, based on the tracked promissory note. Not applicable for loans using a Stafford or PLUS Master Promissory Notes where EFT authorization is automatically assumed by the loan servicer.

Select from:

Yes: Authorize electronic funds transfer.

No: Do not authorize electronic funds transfer.

Capitalize Interest

Select *Capitalize* or *Pay Int* to indicate the student's choice of making interest payments on any unsubsidized portion of the loan while in school. Otherwise, the origination process does this automatically, based on the tracked promissory note.

Request Deferment

Select *Yes* or *No* to indicate a request to the lender to defer repayment of the loan if the borrower is eligible. Not applicable for loans using the Stafford or PLUS master promissory notes where a deferment is automatically assumed by the loan servicer.

Lender of Last Resort

For information only. Select if this option is applicable to the loan.

Manual Origination Ind (manual origination indicator)

This field is deactivated and only indicates whether the indicator was set for originated loans.

Promissory Note Information

Fed App Type (federal application type)

Indicates the promissory note used to originate the FFELP loan. Assigned during origination but can be reset manually. Select from:

PL 4/25/94 Old PLUS promissory note. No longer a valid selection for new loans.

PLUS MPN The current valid PLUS Master Promissory Note.

STAF MPN The current valid Stafford Master Promissory Note.

Sta 1/3/94 Old Stafford Application. No longer a valid selection for new loans.

Serial Loan Code Indicates the request for the lender to process the loan using the current master promissory note, or request a new note to be collected from the borrower. Assigned during origination but can be reset manually.

Values are *N:* Use new MPN or *S:* Serial, Renew existing MPN.

Pnote Amt Req (promissory note amount request) Displays the amount the student requested on the promissory note used to guarantee the loan. Populated by the loan origination process if a promissory note is used to originate the loan. It also can be updated upon receipt of the application response file when the loan is guaranteed, if the promissory note is issued and collected by the loan servicer. Any increases to the loan cannot exceed this value. A new loan is created if the borrower's loan eligibility exceeds the promissory note amount requested. This field will be blank for Stafford and PLUS loans because the amount is no longer captured on the MPN forms.

MPN Confirmation (master promissory note confirmation) Displays master promissory note confirmation. This code is loaded from the CommonLine Application Response record and indicates if a service provider has a valid MPN or if the status is unknown.

Y: (Yes) indicates a valid master promissory note exists.

N: (No) indicates a master promissory note does not exist.

U: (Unknown) indicates the service provider cannot confirm that the lender holds the note.

Borrower Confirmation Indicates if the service provider has received borrower confirmation of the loan request.

Servicer Information

Loan Sequence Nbr (loan sequence number) A value assigned by the loan servicer when the application is guaranteed. The value is used to uniquely identify the loan.

Service Type Cd (service type code), **Reduction Code,** and **Revised NOG Ind** (revised notice of guarantee indicator) Populated by the CommonLine application response file.

The following tables list translate values for the Service Type Cd, Reduction Code, and Revised NOG Ind (notice of guarantee indicator) fields.

Service Type Code Translate Values

Unless indicated, the codes are valid for both CL4 and CRC loans

CL 4 Value	Description
01	Lender requested to issue funds to school. No Reference @5 Detail Record included.
02	Lender requested to issue funds to disbursing agent. No Reference @5 Detail Record included.
03	Lender requested to issue funds to school. Reference @5 Detail Record included.
04	Lender requested to issue funds to disbursing agent. Reference @5 Detail Record included.
05	File creator processed application; file creator will not initiate disbursement. No Reference @5 Detail Record included.
06	File creator processed application; file creator to initiate disbursement. No Reference @5 Detail Record included.
07	File creator processed application; file creator will not initiate disbursement. Reference @5 Detail Record included.
08	File creator processed application; file creator to initiate disbursement. Reference @5 Detail Record included.
CRC Value	Description
01	File creator processed application; file initiator will not initiate disbursement
02	File creator processed application; file initiator to initiate disbursement

CommonLine Reduction Code Translate Values

Value	Description
01	Approved for requested amount.
02	Reduced to maximum for grade level.

Value	Description
03	Reduced to maximum for career.
04	Reduced to maximum for period.
05	Lender approved amount.
06	Reduced to unmet need.
07	Reduced to maximum for guarantor.
08	Reduced to school certification amount.
09	Reduced to maximum for endorser.
10	Reduced to maximum of guarantor policy.
11	Reduced by borrower.

CommonLine Revised Notice of Guarantee Indicator Translate Values

Value	Description
N	Revised notice of guarantee will not be sent.
U	Unknown
Y	Revised notice of guarantee will be sent.

See Also

NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual

Validating Loans

This section discusses how to:

- Validate CommonLine 4 loans.
- Validate CRC loans.
- Review validation errors.

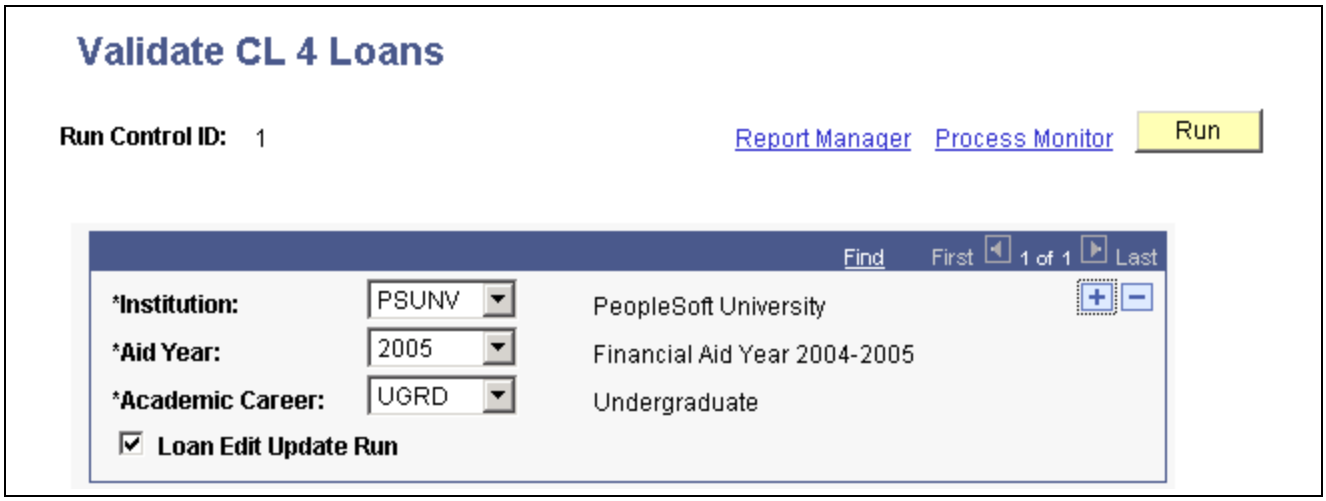
- Review CommonLine 4 and CRC loan status information.

Pages Used to Validate Loans

Page Name	Object Name	Navigation	Usage
Validate CL 4 Loans	LN_EDIT_RUNCTL	Financial Aid, Loans, CommonLine Management, Validate CL 4 Loans	Create loan validation requests and run the loan validation process for CL 4 loans. You can also run this process in simulation mode where edit error messages are generated, but the status of the loan is not updated.
Validate CRC Loans	SFA_CRCLNED_RUNCTL	Financial Aid, Loans, CommonLine Management, Validate CRC Loans	Create loan validation requests and run the loan validation process for CRC loans. You can also run this process in simulation mode where edit error messages are generated, but the status of the loan is not updated.
Loan Validation	SFA_CRC_LN_ORIG_ER	Financial Aid, Loans, CommonLine Management, Maintain Originated Loans, Loan Validation	Review errors found after the loan validation process. After you correct the errors, rerun the loan validation process. Make sure there are no errors before generating outbound loan files. Use the online loan validation process to validate CRC loans.
Loan Status Summary Information	SFA_CR_STATSUM_SEC	Click the Loan Status Summary link on any page in the Originate Loan component.	View information about a student's loan eligibility by viewing the current loan level and disbursement level statuses.

Validating CommonLine 4 Loans

Access the Validate CL 4 Loans page.



Validate CL 4 Loans page

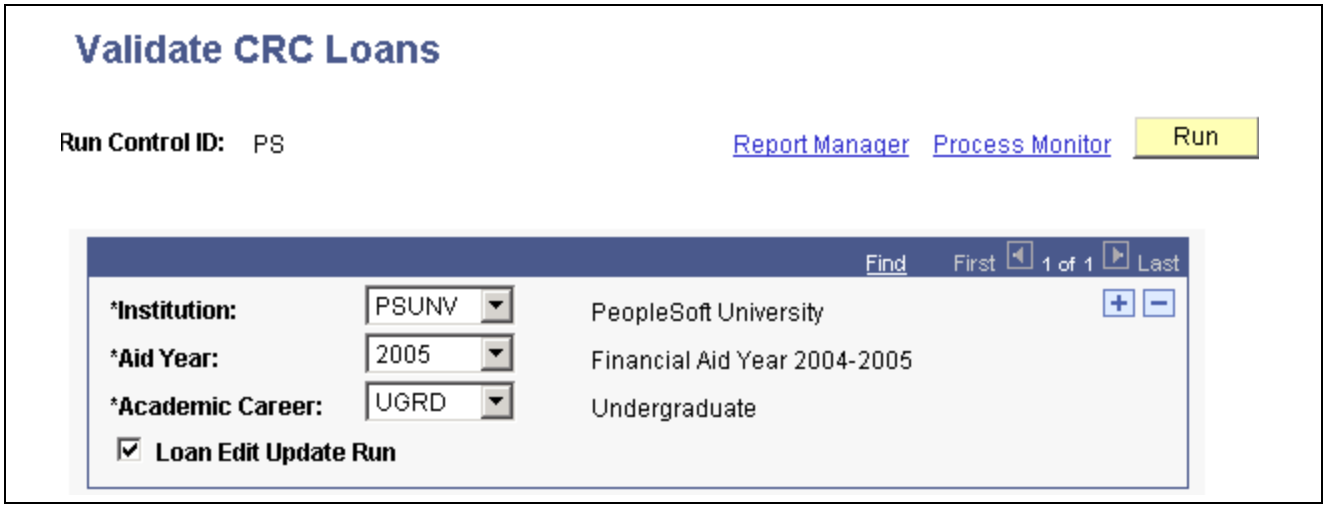
Schools that originate loans under CommonLine 4 must run the CommonLine 4 loan validation process (FAPREQRN) to check loan origination records for errors. Originated loans must be validated for a CommonLine Application Send file to be created and transmitted to the loan servicer. Correct all errors before the loans are sent. Each validation request comprises one or many selection criteria. You can control the frequency that loan validation requests are executed when you run the validation process by maintaining multiple validation requests.

Loan Edit Update Run Select to have the loan validation process update the target loan origination records action status. If you clear this check box and run the process in simulation mode, only edit error messages are produced

Save the page and click Run to run this request.

Validating CRC Loans

Access the Validate CRC Loans page.

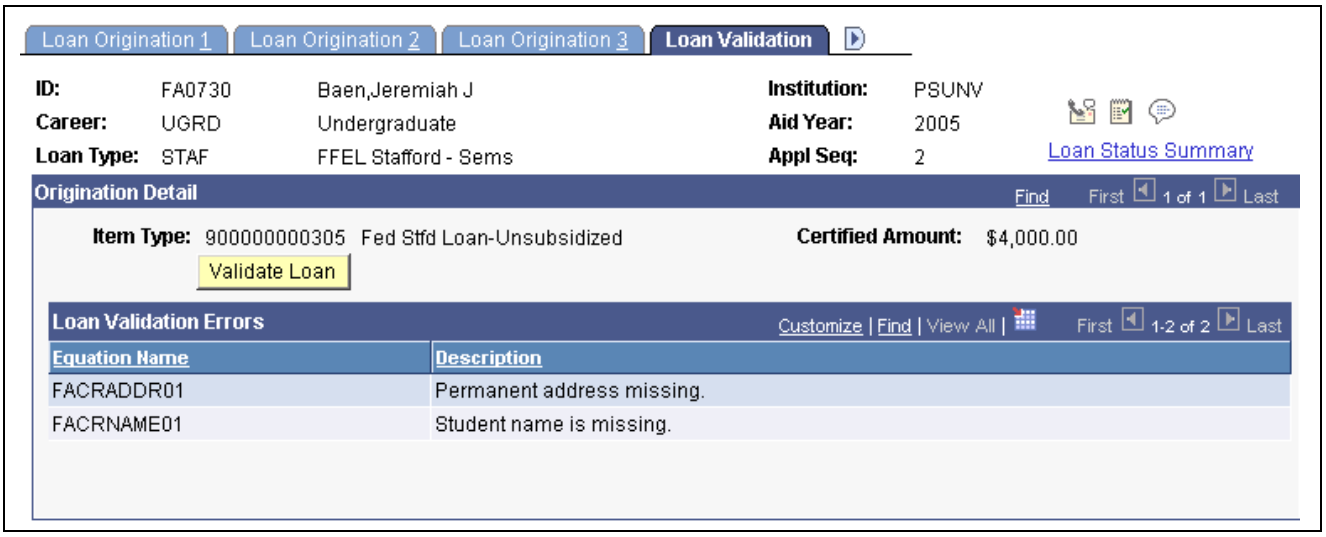


Validate CRC Loans

Schools that originate loans under Common Record Commonline must run the CRC loan validation process (FAPREQRN) to check loan origination records for errors. You must validate originated loans for the system to create and transmit a CommonLine Application Send file to the loan servicer. Correct all errors before the loans are sent. Each validation request comprises one or many selection criteria. You can control the frequency that loan validation requests are executed when you run the validation process by maintaining multiple validation requests.

Reviewing Validation Errors

Access the Loan Validation page.



Loan Validation page

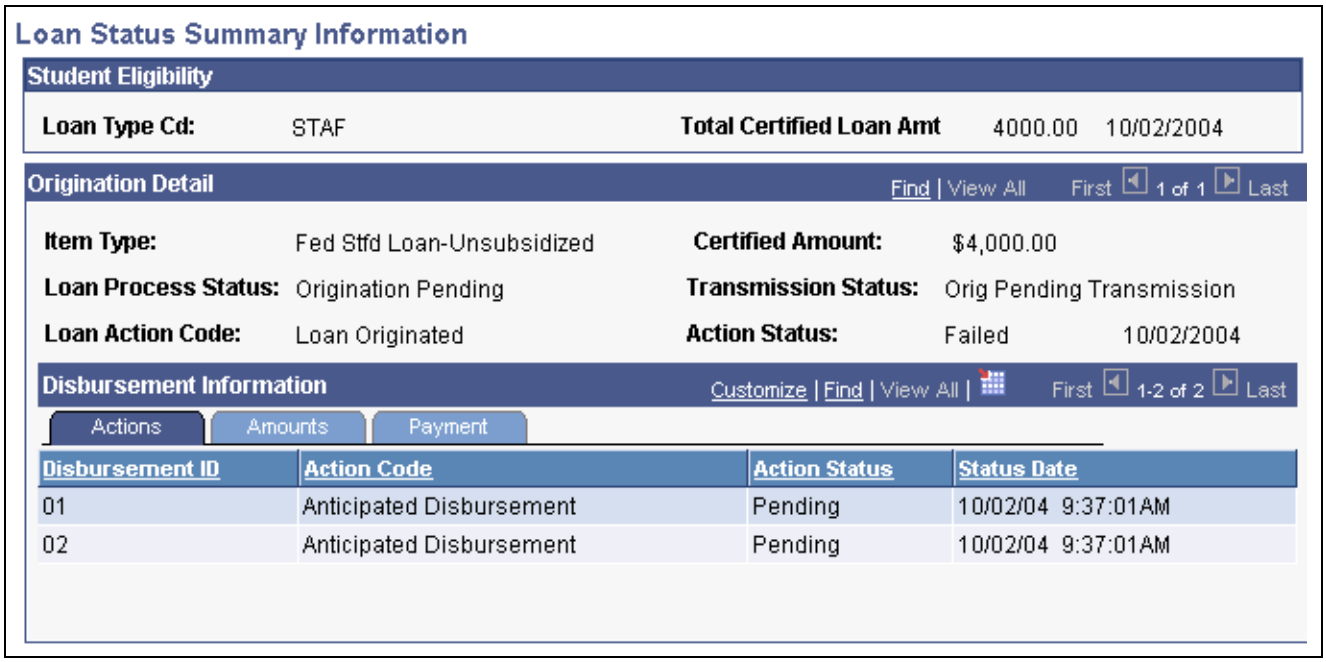
When a loan has been processed by either loan validation process, not in simulation mode, and if the loan has passed validation, the system sets the loan action status to authorized for transmission. You can view this status on the Loan Status Summary Information page. If the loan has failed validation, the loan action status is set to failed (authorization). Additionally, the system displays the validation edits that have failed on the page. If the loan is a combination loan—containing separate subsidized and unsubsidized item type origination detail records—separate loan action statuses and edit errors exist for each.

When resolving loan validation errors, review the appropriate CL4 or CRC loan edit table in the CommonLine setup chapters for information on what has caused a loan validation edit to fail. Correct the edit error condition by making the appropriate correction and then rerun the appropriate validation process. Failed loans become authorized if all the error conditions are cleared. If an edit error is not appropriate for the loan destination and you want to permanently disable the edit, go to the appropriate loan destination component and deactivate the edit. If you want to authorize the failed loan without clearing the edit error conditions, you can manually set the loan action status to authorized using the Origination Detail page accessed from the Loan Orig Status page in the component, or the same page from the CommonLine Loan Origination Transmission page. A CL Validation Errors report is available for a complete list of loans that have failed the loan validation processes.

Use the online loan validation process to validate CRC loans. Click the Validate Loan button to initiate the process. This option is not available to CL 4 loans. If a loan contains separate subsidized and unsubsidized portions, you must validate each portion.

Reviewing CommonLine Loan Status Information

Access the Loan Status Summary Information page.



Loan Status Summary Information page: Actions tab

Use this page at various stages of the loan origination process, including after origination, after validation, after disbursements, and after information from the loan servicer has been processed.

Student Eligibility

Total Certified Loan Amt (total certified loan amount) Displays the total amount certified including both subsidized and unsubsidized item types used for the same origination record.

Origination Detail

Loan Process Status Displays the overall status of the loan. Used in conjunction with the Transmission Status. Values are:

Origination Pending: Loan has been originated or reset due to a loan rejection, and waiting loan validation.

In Service: Indicates the loan has been transmitted to the appropriate servicer.

Terminated: Indicates that a pre-guarantee loan cancellation has been initiated.

Hold: The loan is on hold and the system suspends all loan processing until the hold is removed.

Canceled: A loan cancellation has been initiated.

Loan Action Code Displays the most recent origination level action taken on the loan.

Transmission Status Displays the current status of the loan in relation to the loan servicer. Used in conjunction with the loan process status to know the overall status of the loan. The possible values are:

*Accepted:*Indicates the servicer has accepted the loan.

Change Pending Transmission: Indicates an adjustment generated a change transaction that has not been sent to the servicer.

Error: Not used for CommonLine loans.

Origination Pending Transmission: Indicates an Origination that has not been transmitted to the servicer.

Transmitted: Indicates that an origination or change transaction has been sent to the loan servicer.

Action Status Displays the status of the loan action code.

Disbursement Information

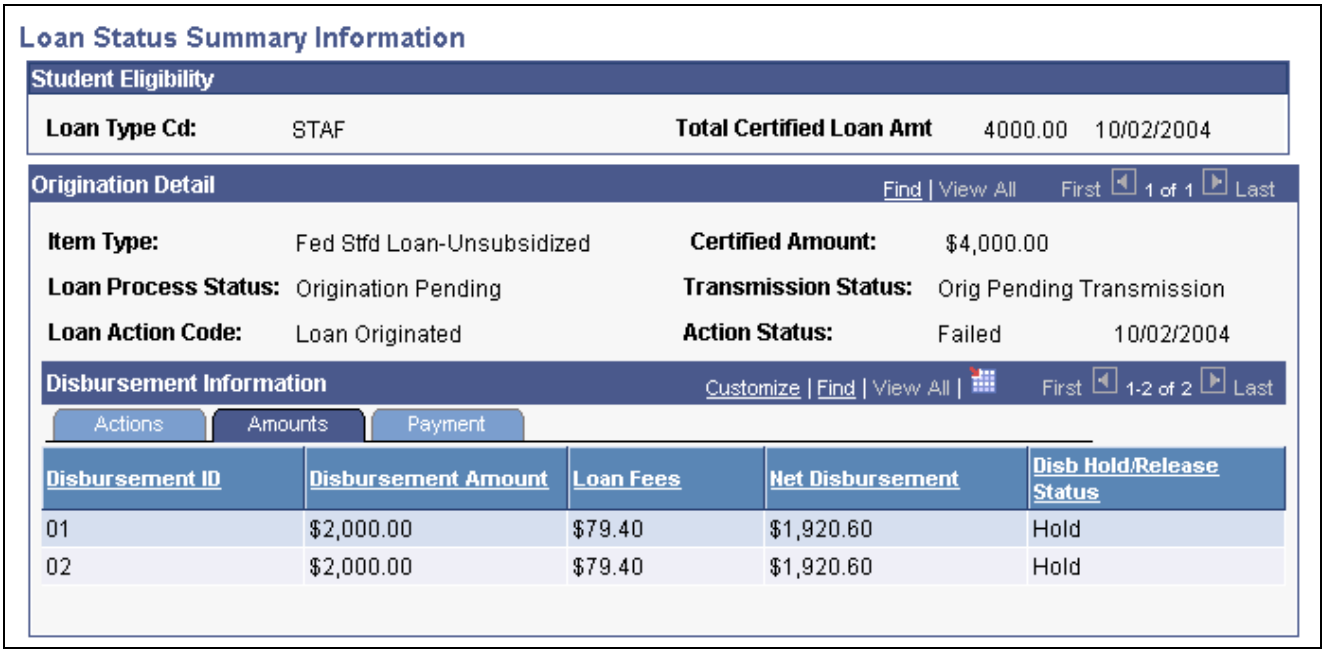
Shows the most recent actions performed on the individual loan disbursements.

Disbursement ID Indicates the disbursement number of the selected loan and the disbursement sequence.

Action Status Displays the status and date of the most recent action.

Amounts Tab

Select the Amounts tab.

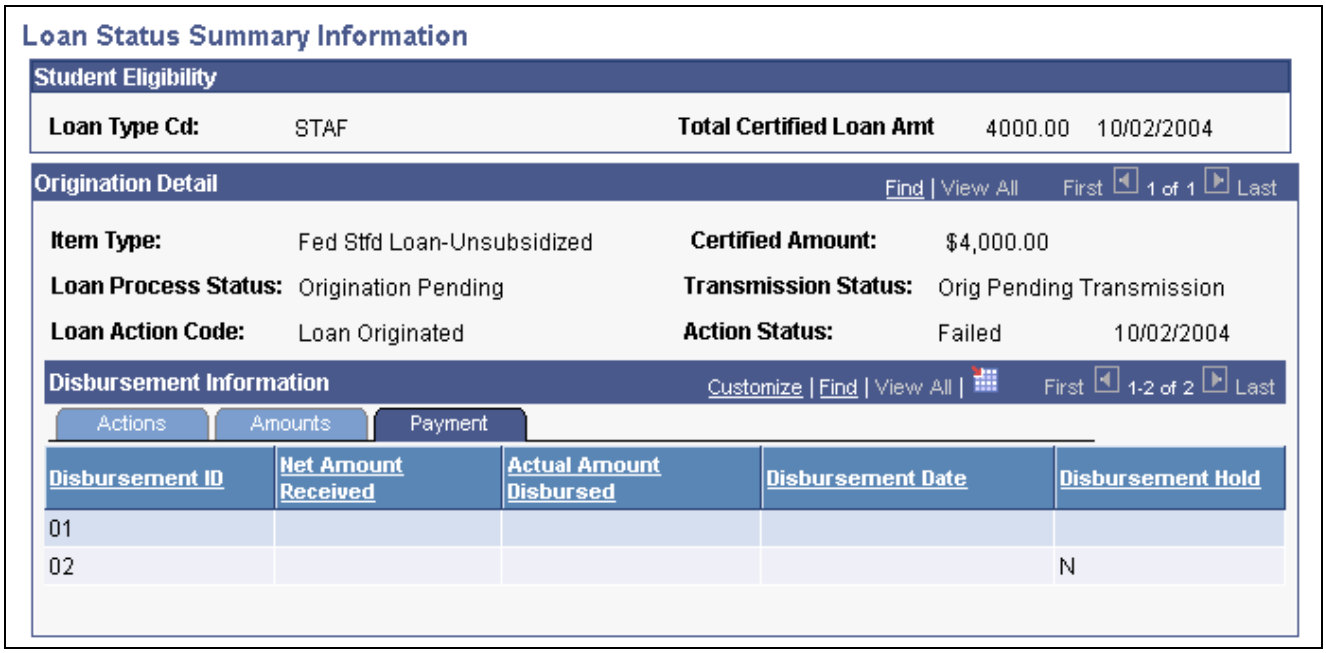


Loan Status Summary Information page: Amounts tab

View the calculated loan disbursement amounts.

Payment Tab

Select the Payment tab.



Loan Status Summary Information page: Payment tab

View actual disbursement amounts received by the school and paid to the student's account.

Managing Loan Origination Transmission Data

This section provides common elements and discusses how to:

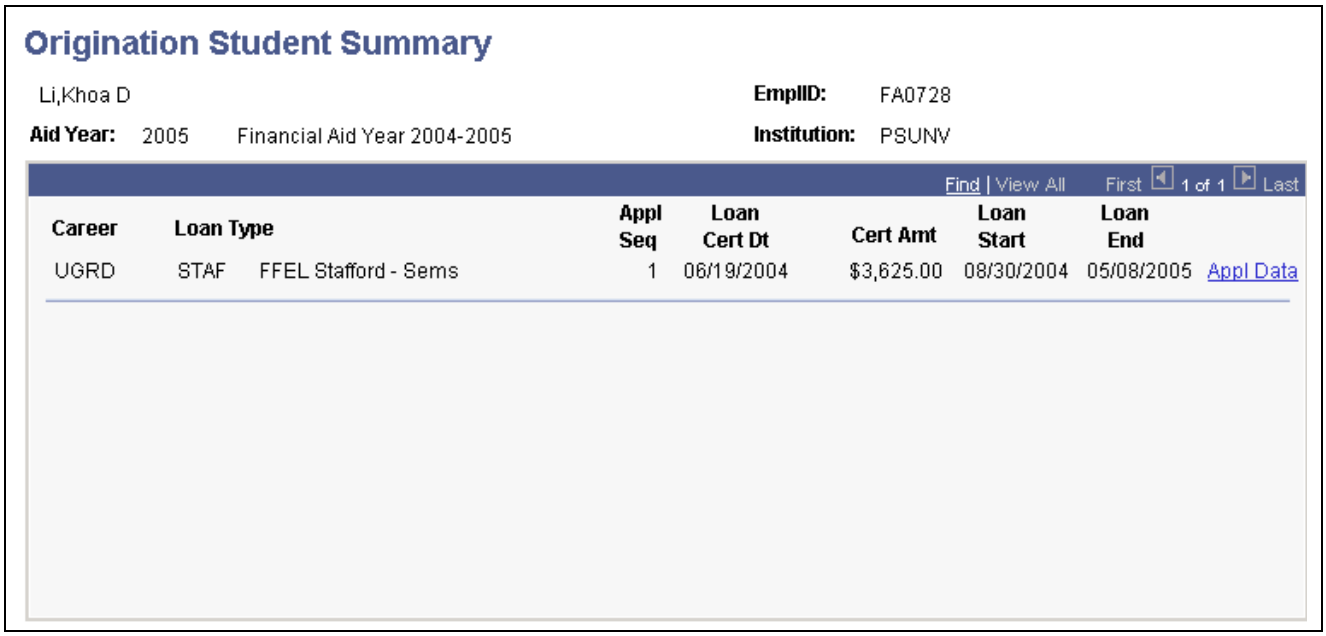
- View a student's originated loans.
- View loan application summary.
- View loan origination information.
- View loan origination change.
- View loan period change.
- Override loan origination transmission data.

Pages Used to Manage CommonLine Loan Origination Transmission Data

Page Name	Object Name	Navigation	Usage
Origination Student Summary	LOAN_ORIG_SUMM	Financial Aid, Loans, View Originated Loans, Origination Student Summary	View a student's originated loans for a selected aid year.
Loan Application Summary	LOAN_ORIG_SUMM_DTL	Click the Appl Data link on the Origination Student Summary page.	View one originated loan for a student in a particular aid year.
Loan Origination Information	LOAN_ORIG_SEC	Click the Origination Status link on the Loan Application Summary page.	View loan level actions that monitor the progress of the loan application.
Origination Loan Disbursement	LOAN_DISBURSEMENT	Click the Disbursement Status link on the Loan Application Summary page.	Review activity related to each disbursement record for a student's loan.
Loan Origination Change	LN_CL_ORIG_CHG_SEC	Click the Change link on the Loan Origination Information page.	When you run adjustments, this page displays the type of loan change record or what changes occurred.
Loan Period Change	LN_CL_ORIG_CHG_07	Click the Change link on the Loan Origination Change page.	View the change information that is sent to the loan servicer.
Loan Action Message Detail	LOAN_ORIGACTN_SEC	Click the Message link on the Loan Origination Information page.	View any change error messages received on the CommonLine application response record that generated the origination action.
CommonLine Loan Origination Transmission	LOAN_ORIG_TRANS	Financial Aid, Loans, CommonLine Management, Override Loan Status, CommonLine Loan Origination Transmission	Manually update loan status values to synchronize with the loan servicers. Can be used to manually approve or deny a loan record.

Viewing a Student's Originated Loans

Access the Origination Student Summary page.

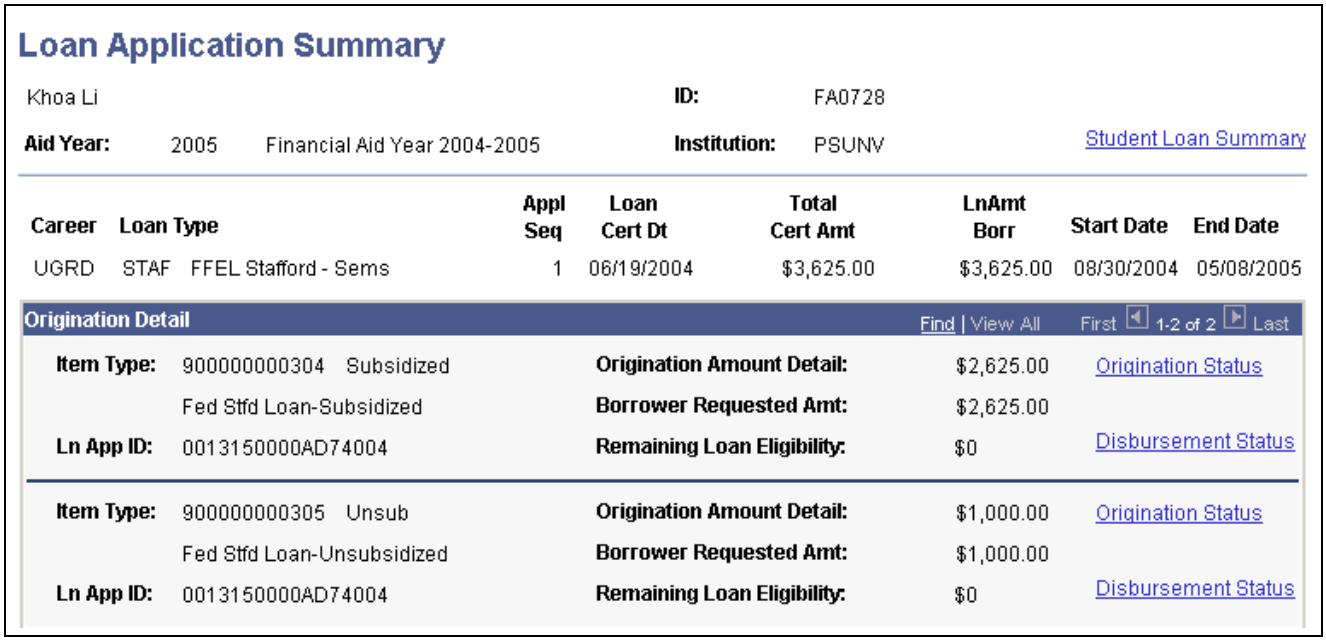


Origination Student Summary page

Appl Data (application data) Click to open the Loan Application Summary page.

Viewing Loan Application Summary

Access the Loan Application Summary page.



Loan Application Summary page

LnAmt Borr (loan amount borrowed) Displays the actual amount the student has borrowed.

Loan Start and **Loan End** Displays the loan period dates.

Remaining Loan Eligibility The difference between the origination amount detail and the borrower requested amount.

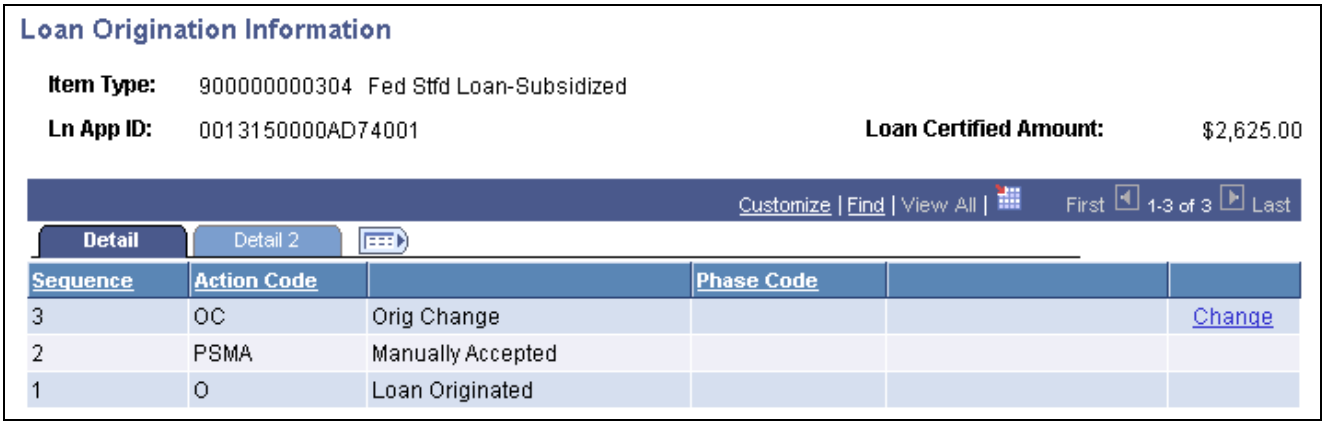
Student Loan Summary Click to access the Origination Student Summary page.

Origination Status Click to access the Loan Origination Information page.

Disbursement Status Click to access the Origination Loan Disbursement page.

Viewing Loan Origination Information

Access the Loan Origination Information page.



Loan Origination Information page: Detail tab

The page displays loan level activity . The action rows are displayed in reverse chronological order so that the most recent changes appear on top.

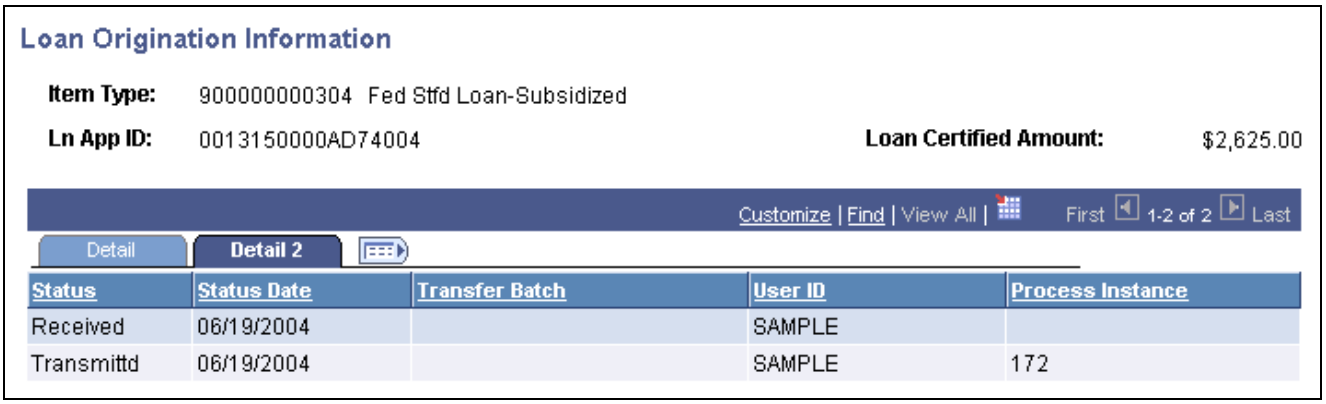
Action Code Loan action codes are predefined and delivered with the system to indicate actions performed on the loan.

Note. The Change and Message links are available only when a change or message is associated with the record. For more information see Processing Loan Changes.

See Chapter 25, "Processing CommonLine Loans," Processing Loan Changes, page 1012.

Detail 2 Tab

Select the Detail 2 tab.



Loan Origination Information page: Detail 2 tab

Use to view secondary loan action information.

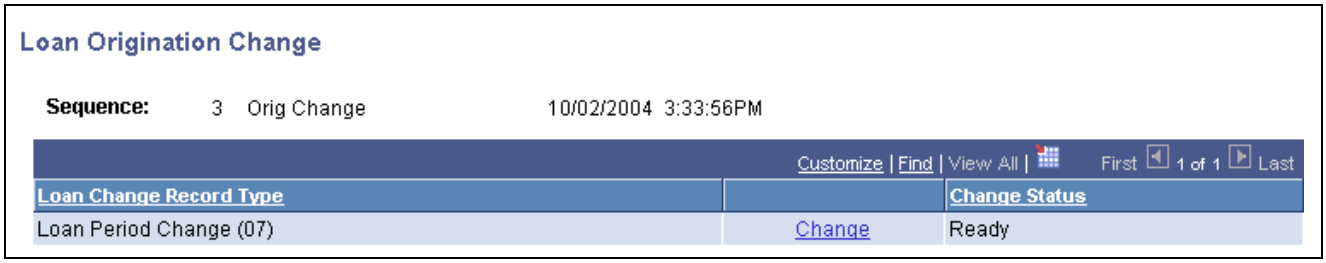
Transfer Batch Indicates the ID for the specific batch in which the loan was transmitted or received. CommonLine 4 loans only.

User ID Indicates the person who ran the process that inserted the loan action code.

Process Instance Indicates the unique ID of the process that posted the loan action message on the page. You can use this on the Messages page to select the instance.

Viewing Loan Origination Change

Access the Loan Origination Change page.



Loan Origination Change page

This page is only available for approved loans that have been adjusted by the loan origination process.

Change Click to access the Loan Period Change page. This link is active if there is additional change information.

Message This link, if active, enables you to view any errors reported by the loan servicer when the change record is processed.

Change Status Displays status of the change record type. Change status values are:

Ready: The change record type is ready to be transmitted.

Pending: Additional action is required before the change record type can be transmitted. This status only occurs with Change Record Types 11 and 12.

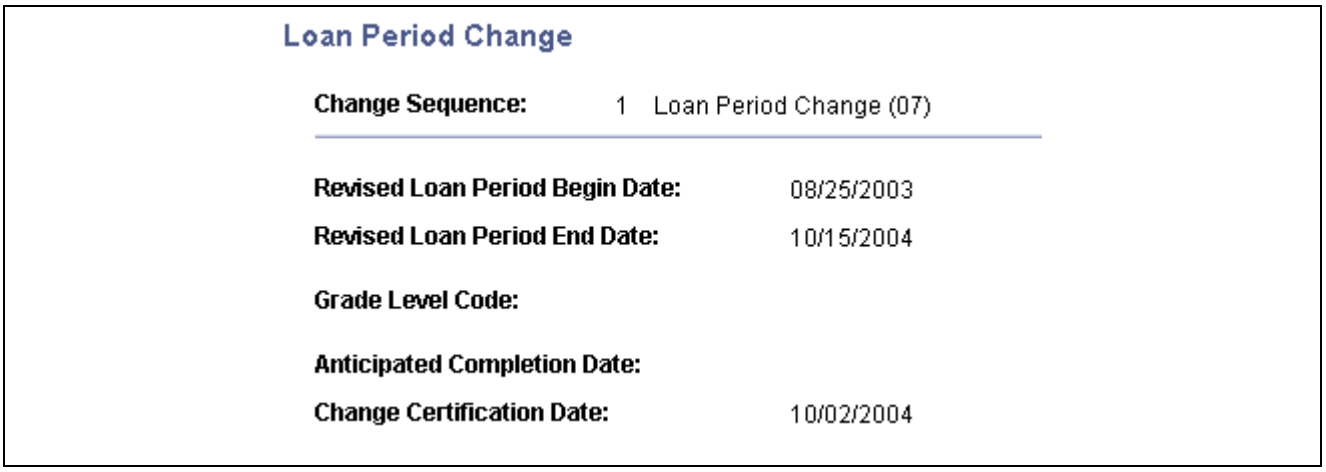
Accepted: The change transaction has been received and approved by the loan servicer.

Error: The change transaction sent to the loan servicer has not been approved. The Message link is active to enable you to view change errors.

Note. This page varies depending on the loan change record type.

Viewing Loan Period Change

Access the Loan Period Change page.



Loan Period Change page

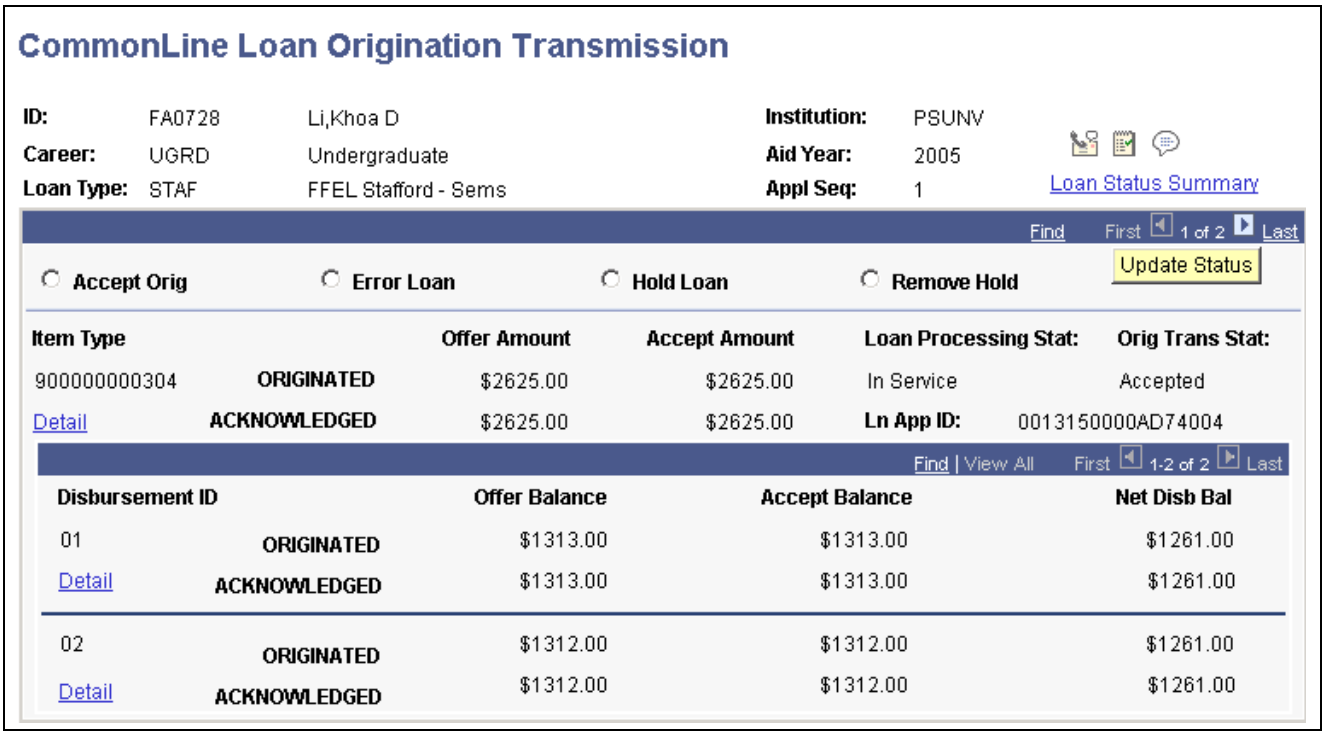
This page is only available for approved loans that have been adjusted by the loan origination process. In this example, the system displays the fields changed for the Loan Period Change (07) record. The system displays a different page for each of the following change record types:

- Loan Period Change (07)
- Ln (Loan) Cancellation/Reinstatement (08)
- Loan Increase (24)

Note. PeopleSoft does not support Change record types 11, 12, 13, and 14.

Overriding Loan Origination Transmission Data

Access the CommonLine Loan Origination Transmission page.



CommonLine Loan Origination Transmission page

Use this page to override loan status information. You should only override the status of an originated loan in cases where the processing of loans using the automated processes cannot process the loan properly. Overriding loan information should be done with a clear understanding of the purpose and expected result from overriding the loan status. New problems can be created for the loan if information is changed without performing proper analysis.

Note. Because this page enables you to change important financial eligibility information, access should be restricted to users with the appropriate security access.

Accept Orig (accept origination) When you select this option and click Update Status, you accept current originated and adjusted loan amounts. The transmitted fields are filled with the same amount as the originated fields. The system generates a new origination action code of *PSMA* (manually accepted). This is the same as receiving a CommonLine application response file where the student's loan is reported guaranteed or a CommonLine application response file in response to a CommonLine change transaction. This action also manually releases a loan from error status. The loan is eligible for loan adjustment processing as long as the process level is not set to*M* (manual).

Error Loan When you select this option and click Update Status, the system manually rejects the loan by generating a new origination action code of *PSMR* (manually rejected). The system then resets the loan to a pending status. This enables you to correct the reason for the manual rejection and re-originate the loan.

Note. If you are rejecting a loan because the borrower is no longer eligible, you must adjust the student's package to reflect the change in eligibility.

Hold Loan When you select this option and click the Update Status button, the system changes the Loan Processing Stat (loan processing status) field to *Hold.*

Remove Hold When you select this option and click the Update Status button, the system resets the Loan Processing Stat (loan processing status) field to *In Service.*

The loan processing status and origination transmission status values are updated when a manual action is initiated.

Accept Origination Value Changes

Original Loan Processing Stat Value	Original Orig Trans Stat Value	New Loan Processing Stat Value	New Orig Trans Stat Value
Origination Pending	Origination Pending	In Service	Accepted
In Service	Transmitted (not previously accepted)	In Service	Accepted
In Service	Change Pending	In Service	Accepted

Original Loan Processing Stat Value	Original Orig Trans Stat Value	New Loan Processing Stat Value	New Orig Trans Stat Value
In Service	Transmitted (previously accepted)	In Service	Accepted
Cancelled	Change Pending	In Service	Accepted
Cancelled	Transmitted	In Service	Accepted

Error Value Changes

Original Loan Processing Stat Value	Original Orig Trans Stat Value	New Loan Processing Stat Value	New Orig Trans Stat Value
Origination Pending	Origination Pending	Origination Pending	Origination Pending
In Service	Transmitted (not previously accepted)	Origination Pending	Origination Pending
In Service	Change Pending	In Service	Error
In Service	Transmitted (previously accepted)	In Service	Error

See Also

Chapter 25, “Processing CommonLine Loans,” Reviewing Loans on Hold, page 1006

Viewing Loan Disbursement Activity

This section provides common elements and discusses how to:

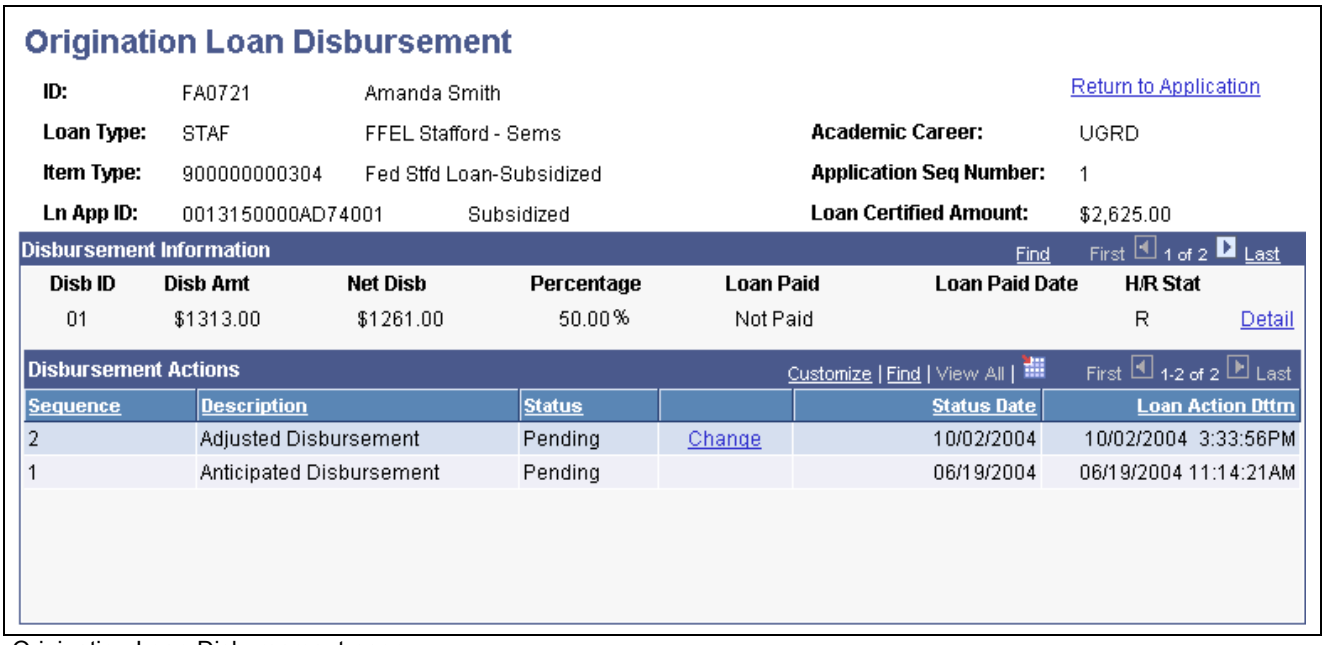
- Review loan disbursement activity.
- Review loan disbursement actions.
- Review loan disbursement changes.
- Review cancelled and reinstated loans.
- Review loan award disbursement information.
- Review loan award transmission status.

Pages Used to View Loan Disbursement Activity

Page Name	Object Name	Navigation	Usage
Origination Loan Disbursement	LOAN_DISBURSEMENT	Financial Aid, Loans, View Disbursement Status, Origination Loan Disbursement	Review activity related to each disbursement record for a student's loan including current payment information.
Loan Disbursement Action	LOAN_DISBACTN_SEC	Click the Detail link on the Origination Loan Disbursement page.	Review secondary loan disbursement action information.
Loan Disbursement Change	LN_CL_DISB_CHG_SEC	Click the Disbursement Action Detail button on the Loan Disbursement page.	Review loan disbursement level changes of transaction record type that was calculated by the loan adjustment program.
Cancel/Reinstate Loan	LN_CL_DISB_CHG_09, LN_CL_DISB_CHG_10	Click the Change link on the Loan Disbursement Change page.	View the disbursement related change record information.
Disbursement Message Information	LOAN_DISB_MSG_SEC	Click the Message link on the Loan Disbursement page.	View loan disbursement error messages received on the CommonLine change response record.
Loan Award Disbursement Inquiry	LN_AWRD_DISB_INQ	Financial Aid, Loans, View Award Disbursements, Loan Award Disbursement Inquiry	Review loan disbursement information as it relates to the student's packaged loan awards.
Loan Transmission Status	LOAN_ORIG_TRNS_INQ	Financial Aid, CommonLine Management, Loan Transmission Information, Loan Transmission Status	Review loan award transmission status as well as all loan and disbursement level activity.

Reviewing Loan Disbursement Activity

Access the Origination Loan Disbursement page.



Origination Loan Disbursement page

Disbursement Information

Percentage Indicates the percentage of the total loan award the disbursement represents.

Loan Paid Indicates if the first disbursement has been credited to the student's account in Student Financials.

H/R Stat (hold/release status) Indicates if the disbursement is on hold *(H)* or release *(R)* status.

Disbursement Actions

As changes to the disbursement occur, a new row of disbursement information is inserted. The information is sorted in reverse chronological order so that the most recent action appears first.

Sequence Displays the most recent action.

Return to Application Click to access the Loan Application Summary page.

Detail Click to access the Loan Disbursement Action page to view secondary disbursement action data.

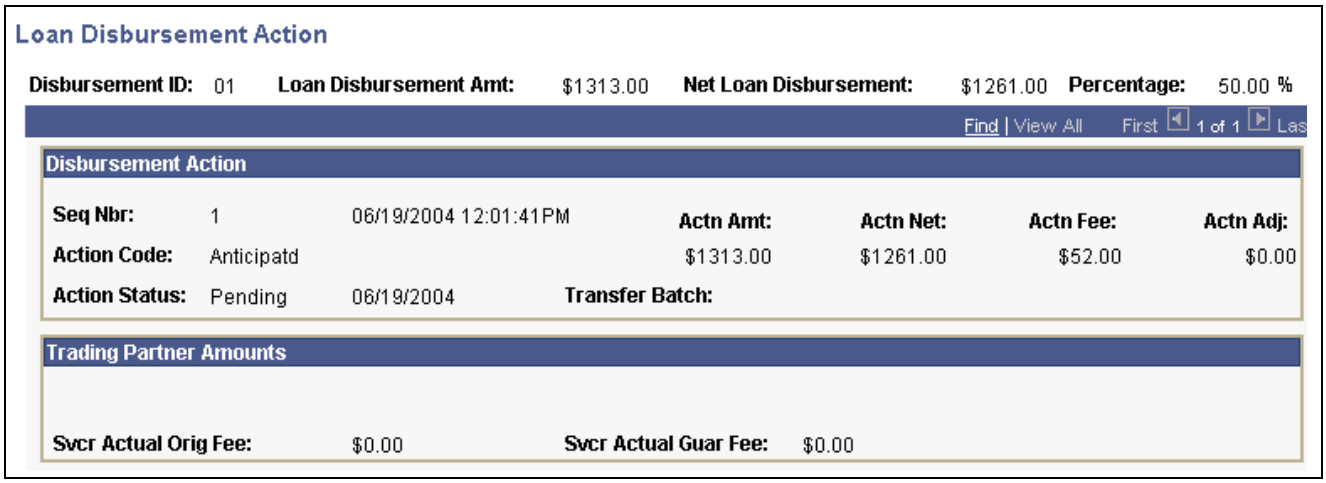
Change Click to view the disbursement level CommonLine 4 Change transaction record type that is required to be sent to the loan servicer.

Message Click to view loan disbursement error messages received. .

Note. The Change and Message links are available only when a change or message is associated with the record.

Reviewing Loan Disbursement Actions

Access the Loan Disbursement Action page.



Loan Disbursement Action page

View secondary disbursement action information.

Loan Disbursement Amt (loan disbursement amount) Displays the gross loan amount. This is the same value that displays on the parent page.

Net Loan Disbursement Displays the net loan amount after fees are subtracted. This is the same value that displays on the parent page.

Seq Nbr (sequence number) Displays the sequence number of the disbursement action. This is the same value that displays on the parent page. You can view all disbursement actions by pressing the View All link.

Action Code Displays a code that represents a disbursement action message.

Actn Amt (action amount) Displays the gross disbursement amount.

Actn Net (action net) Displays the net disbursement amount after subtracting fees.

Actn Fee (action fee) Displays the loan fee amount for the disbursement.

Actn Adj (action adjustment) Displays the adjusted disbursement amount reported. This field is only filled if applicable.

Transfer Batch Displays the number generated by the institution to uniquely identify a specific batch of records.

Reviewing Loan Disbursement Changes

Access the Loan Disbursement Change page.

This page is only available for approved loans that have been adjusted by the loan origination process.

Change Click to access the Cancel/Reinstate Loan page and view any errors reported by the loan servicers when the change record is processed.

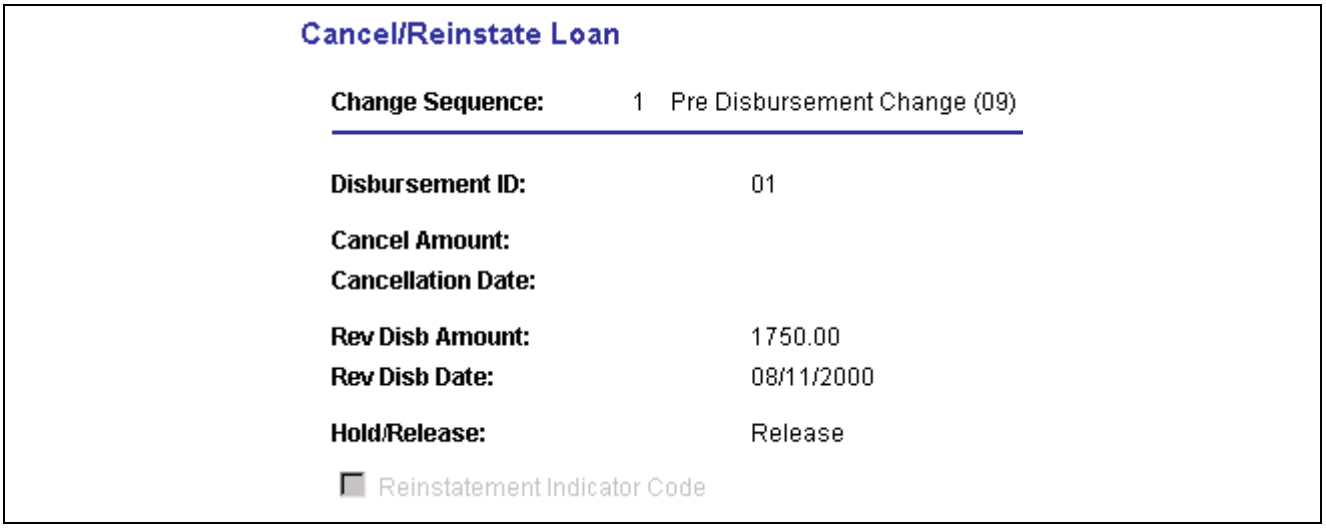
Message Click to access the Disbursement Message Information page and view disbursement related change information that is sent to the loan servicer.

See Also

Chapter 25, “Processing CommonLine Loans,” Viewing Loan Origination Change, page 964

Reviewing Cancelled and Reinstated Loans

Access the Cancel/Reinstate Loan page.



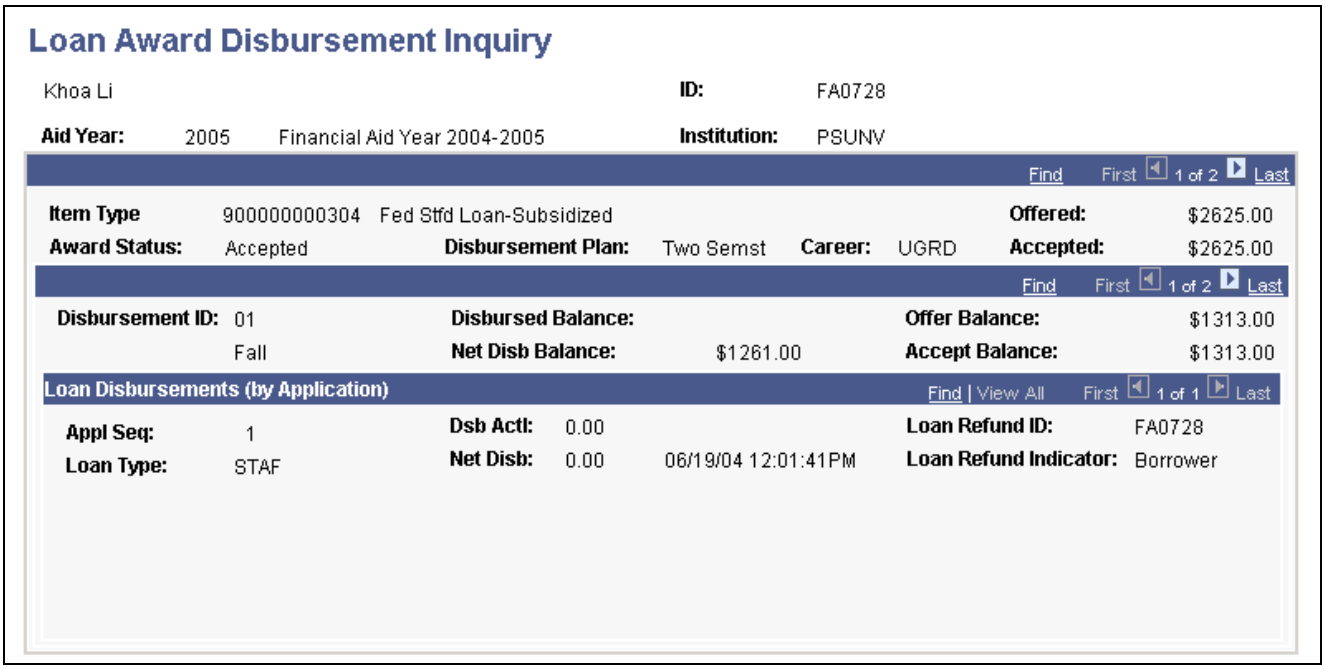
Cancel/Reinstate Loan page

In this example, the system displays the fields changed for the 09 record. The system displays a different page for each of the following change record types:

- Pre Disbursement Change (09)
- Post Disbursement Change (10)

Reviewing Loan Award Disbursement Information

Access the Loan Award Disbursement Inquiry page.



Loan Award Disbursement Inquiry page

Use the upper scroll area to view the student's different loan awards. This information is derived from the Award Summary component.

Award Status Displays the current status of the student's loan item type from the Award Summary page.

Disbursement Plan Displays the disbursement distribution rule applied when the loan item type is awarded to the student.

Offered and Accepted Indicates the current offered and accepted loan amounts in the student's award summary.

Use the middle scroll area to view the status of each disbursement for the loan award. This information is derived from the disbursement level information on the Award Summary component.

Disbursed Balance Displays the disbursement amount that has been applied to the student's financial account.

Net Disbursed Balance Displays the net balance of the disbursement amount calculated at the time the loan was awarded to the student.

The section in the lowermost scroll area displays loan disbursement information for any loans originated for the loan item type shown in the upper scroll areas.

Loan Refund ID (loan refund ID) Displays the ID of the person who receives any refunds on the loan. Student Financials uses this ID to generate refund checks.

Loan Refund Indicator Displays the person who receives any refunds on the loan. Values are *Student* and *Borrower*.

Reviewing Loan Award Transmission Status

Access the Loan Transmission Status page.

Loan Status Summary Click to access the Loan Status Summary Information page.

Creating and Sending CommonLine Files

This section provides an overview and discusses how to create CommonLine application and change files.

Understanding How to Create CommonLne Application and Change Files

After CommonLine loans are originated and validated, you must generate the electronic application files so that the school can transmit the files to the appropriate loan servicer. The CL 4 and CRC business process is identical. You run a process to select eligible loan records which sorts them by Loan Destination, and then the system writes the loan information into temporary staging tables. Next, another process is run that creates the loan files, which are ready for transmission to the appropriate loan destination. For CL 4, the system creates ascii files. For CRC, the system generates XML files. PeopleSoft does not provide a method for electronically transmitting CommonLine files to their destinations as each loan servicer may require a specific method to be used.

Sending CL 4 Loan Files to Destinations

After you have originated and validated your FFELP and alternative loans, you create the files to the loan destination. This section discusses how to:

- Select CL 4 outbound files.
- Generate CL 4 files to send.
- Rename CommonLine 4 files.

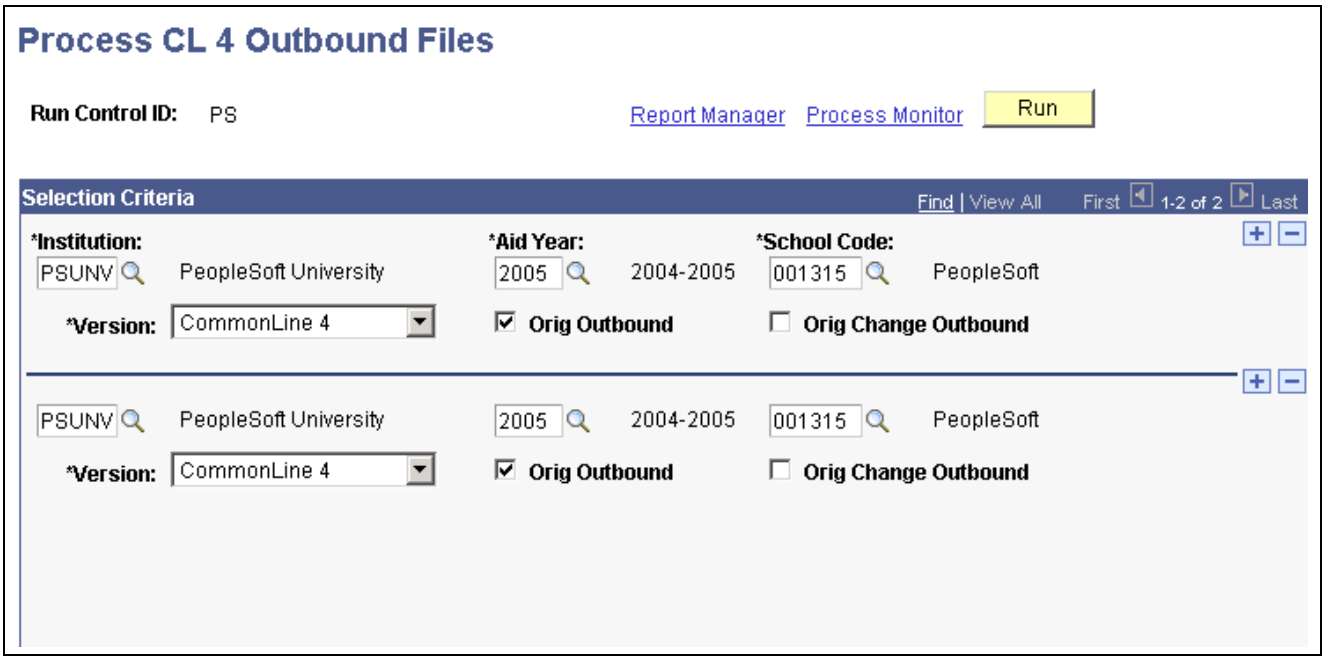
Pages Used to Send CL 4 Loan Files to Destinations

Page Name	Object Name	Navigation	Usage
Process CL 4 Outbound Files	RUNCTL_CLOUT	Financial Aid, File Management, CommonLine Loans, Process CL 4 Outbound Records, Process CL 4 Outbound Files	Select authorized CommonLine 4 loan and load them in the EDI Manager staging tables.
Run Parameters	EC_RUN_OUTBOUND_01	Financial Aid, File Management, CommonLine Loans, Outbound EC Agent	Generate files from the data in the EDI Manager staging tables.
Rename EDI Outbound File	RUNCTL_RENAME	Financial Aid, File Management, CommonLine Loans, Rename Outbound Files	Supports the processing of multiple file input/output instances.
Header (CommonLine 4 Export)	CL_EXP_HEAD4	Financial Aid, File Management, CommonLine Loans, View CL 4 Application Records, CommonLine 4 Export, Header	View information about the file created by the selected EC outbound process. The information on the Header record is from the application send file.
Application Detail	CL_EXP_DTL4_MAIN	Financial Aid, File Management, CommonLine Loans, View CL 4 Application Records, Application Detail	View the loan application records in the batch.
Student Information	SEC_EXP_STU_V4	Click the Student link on the Application Detail page.	View a student's name, Social Security Number, date of birth, graduation date, citizenship status, default refund status, and signature code.
Borrower Information	SEC_EXP_BORR_V4	Click the Borrower Information link on the Application Detail page.	View borrower details, such as date of birth, permanent address, temporary address, default and refund codes, and citizenship.

Page Name	Object Name	Navigation	Usage
Certification Information	SEC_EXP_CERT_V4	Click the Certification Information link on the Application Detail page.	View additional data needed to certify the student's loan.
Supplemental Borrower Info	SEC_EXP_SUP4	Click the Supplemental Borrower Info link on the Application Detail page.	View supplemental borrower information, such as the supplemental borrower code, sequence number, loan unique ID, loan type, and email address.
Alt Loan Info (alternative loan information)	CL_EXP_ALT4	Financial Aid, File Management, CommonLine Loans, View CL 4 Application Records, Alt Loan Info	View the student's loan debt, salary, income, credit information, and cosigner information. This information is used to create the CommonLine V 4 Alternative Loan Detail record (@4).
Cosigner Information	SEC_EXP_COS4	Click the Cosigner Information link on the Alternative Loan Information page.	View relationship, name, address, and income data of cosigners on the loan.
References	CL_EXP_REF4	Financial Aid, File Management, CommonLine Loans, View CL 4 Application Records, References	View borrower reference or employer information.
Borrower's Previous Emp Addr (borrower's previous employer's address)	SEC_EXP_REF3	Click the Previous Employer Address link on the References page.	View a borrower's previous employer's address.
Borrower/Cosigner Employment	SEC_EXP_REF4	Click the Borrower/Cosigner Employer link on the References page.	View employment information.
Reference 1	SEC_EXP_REF1	Click the Reference 1 link on the References page.	View additional information for the first reference on the loan application.
Reference 2	SEC_EXP_REF2	Click the Reference 2 link on the References page.	View additional information for the second reference on the loan application.
Trailer	CL_EXP_TRAIL4	Financial Aid, File Management, CommonLine Loans, View CL 4 Application Records, Trailer	View information contained in the trailer record for the CommonLine 4 application send file.

Selecting CL 4 Outbound Files

Access the Process CL 4 Outbound Files page.



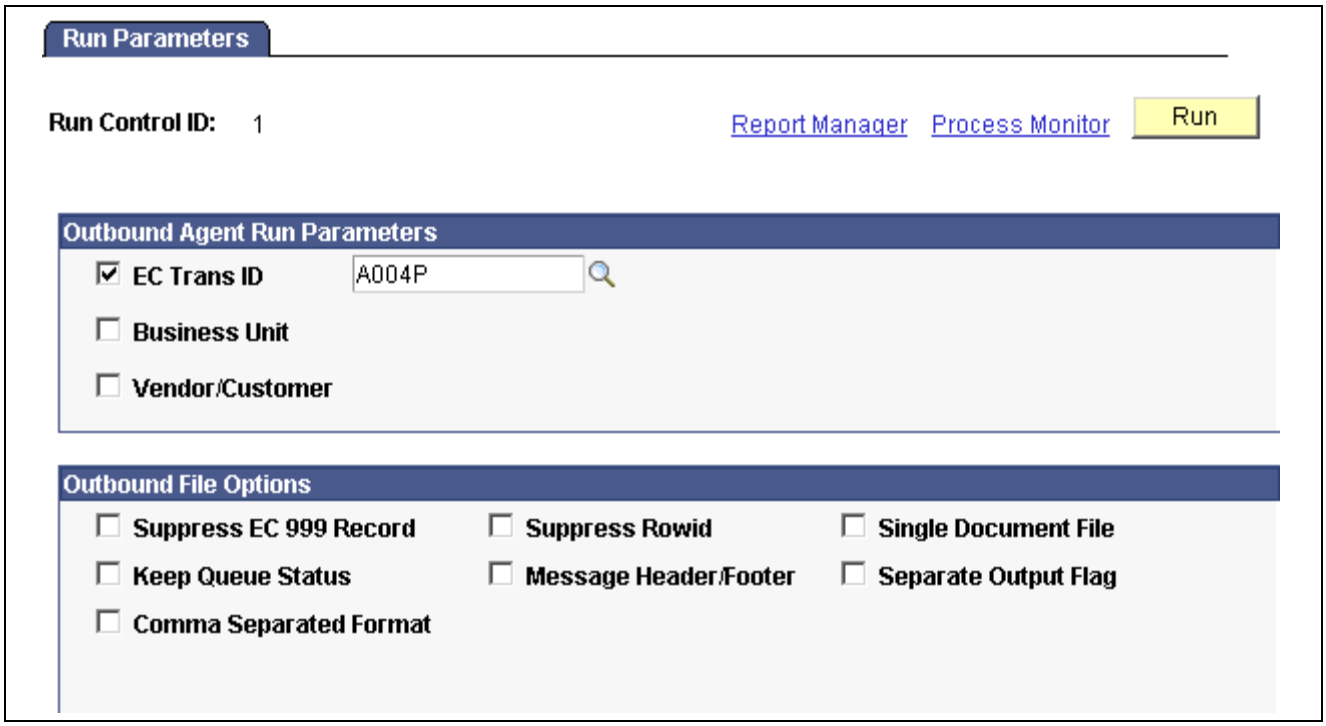
Process CL 4 Outbound Files page

Version	Select CommonLine 4.
Orig Outbound (origination outbound)	Select to gather all pending origination records for the specified institution, aid year, and school code.
Orig Change Outbound (origination change outbound)	Select to gather all pending origination change records for the specified institution, aid year, and school code.
Run	Click to initiate the CommonLine 4 Outbound (FAPLCOD4) process, a COBOL SQL process.

Insert rows to add additional institution, aid year, school code, and version combinations.

Generating CL 4 Files to Send

Access the Run Parameters page.



Outbound EC Agent - Run Parameters page

Outbound Agent Run Parameters

EC Trans ID (electronic commerce transaction identification) Select this check box. The EC transaction ID uses the same name as the message class. You must run this process separately for each EC transaction ID. The following transaction IDs are available:

A004P: CommonLine 4 application send record.

C004P: CommonLine 4 change transaction send record.

Business Unit Not used for loan processing.

Vender/Customer Select to create files only for the loan destination number you enter.

Outbound File Options

Suppress EC 999 Record If you are using the Rename EDI Outbound File process (RUNCTL_RENAME), clear the Suppress EC 999 Record check box. Otherwise, select to generate files without a 999 row at the beginning of each file.

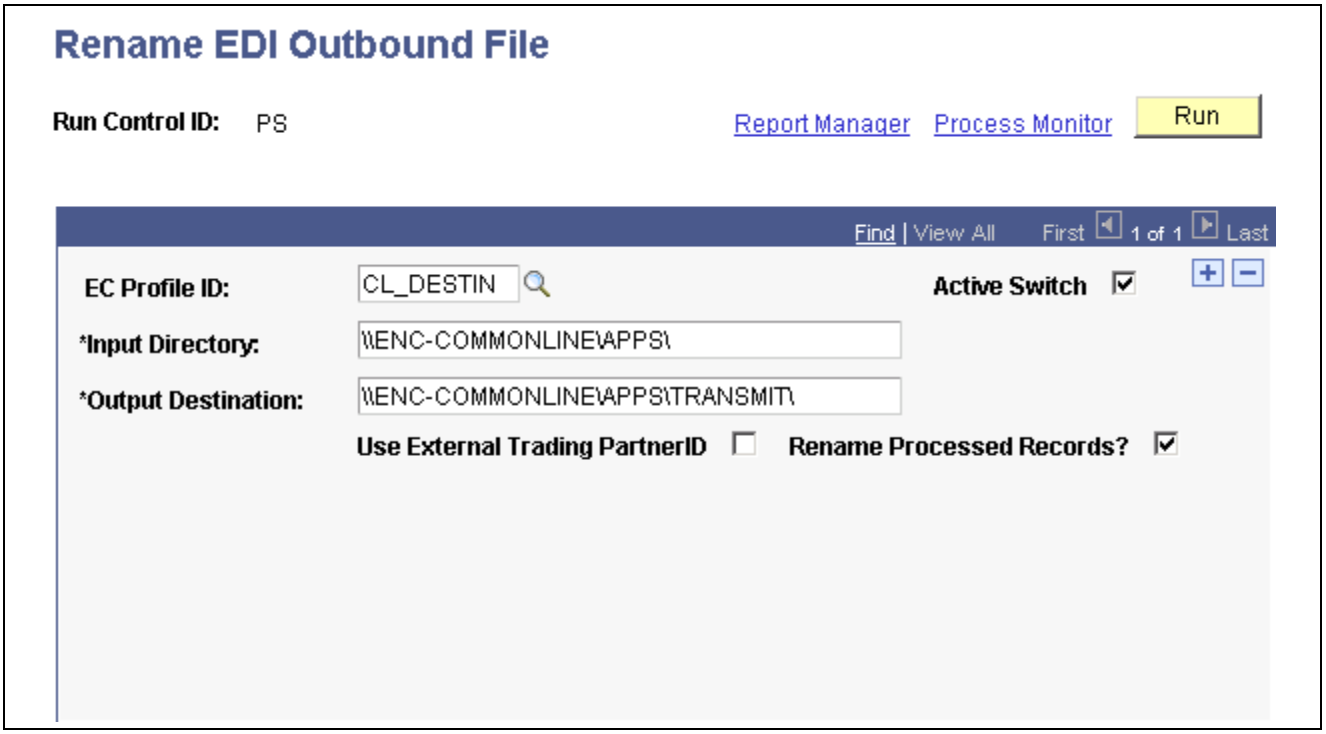
Separate Output Flag You should check this option to prevent multiple individual files for the same destination from becoming concatenated into a single superfile. Loan servicers may not accept superfiles. Check with your loan destinations to determine if you should use this option.

Run Click to initiate the Outbound EC Agent process (ECOUT001), an SQR report.

Note. Before you run the process for the first time, confirm that the EC Prep process has been run to generate a current ecoutmap.sqc file. This task should be performed by your technical staff. The system may generate empty files if this step is not performed.

Renaming CommonLine 4 Files

Access the Rename EDI Outbound page.



Rename EDI Outbound File page

Sending CRC Loan Files to Destinations

This section discusses how to process CRC outbound files to move to CRC staging tables.

Pages Used to Send and Review CRC Loan Files to Destinations

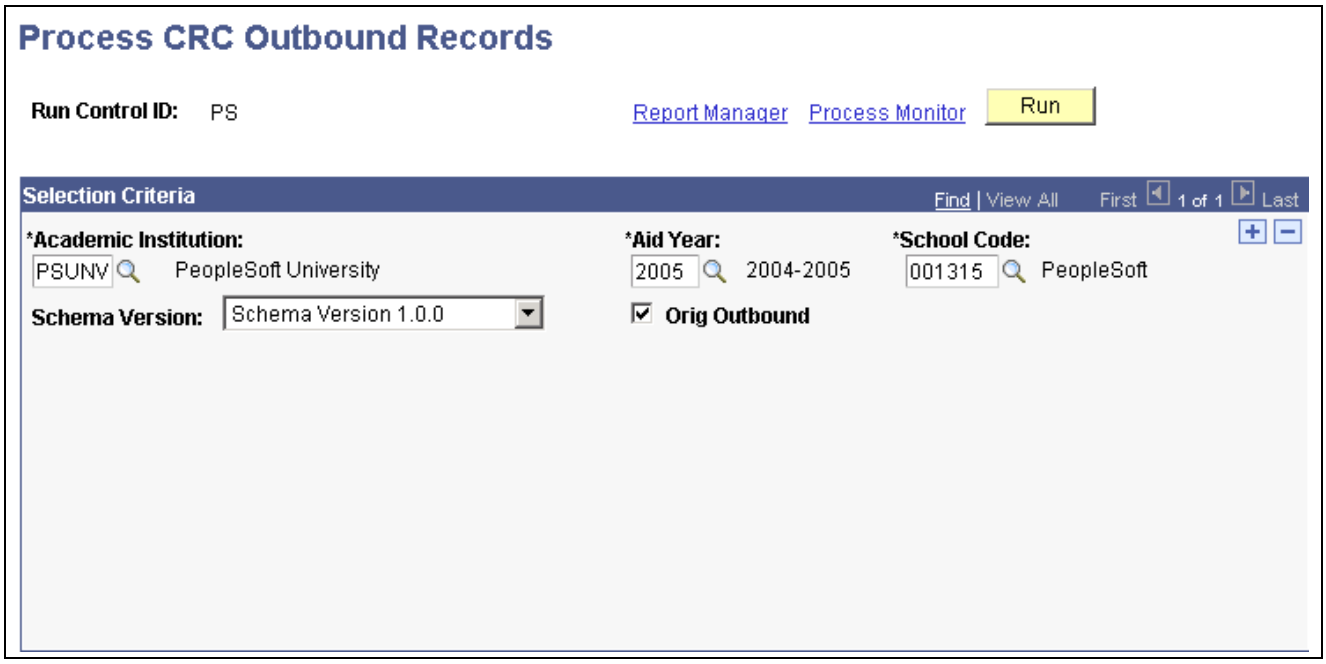
Page Name	Object Name	Navigation	Usage
Process CRC Outbound Records	SFA_RUNCTL_CRC_OUT	Financial Aid, File Management, CommonLine Loans, Process CRC Outbound Records, Process CRC Outbound Records	Select and process authorized loans to the CRC staging tables. Create XML outbound files for transmission to the loan servicers.
Process Scheduler Request	PRCSRQSTDLG	Click Run on the Process CRC Outbound Records page.	Initiate CRC Outbound Staging or CRC XML Outbound.

Page Name	Object Name	Navigation	Usage
CRC Document	SFA_CRC_DOCUMENT	Financial Aid, File Management, CommonLine Loans, View CRC Application Records, CRC Document	View CRC Document level information for all application records generated by the CRC Outbound Staging process, as well as all application response records received from the loan servicers.
Financial Summary	SFA_CRC_FIN_SUM	Click the Financial Summary link on the CRC Document page.	Review net disbursement, EFT disbursement, non EFT disbursement, cancellation, reissue, and deficit amount.
Document Response	SFA_CRC_DOC_RSP	Click the Response Information link on the CRC Document page.	Review response error code, message, and report value.
CRC School Information	SFA_CRC_ATTSCHL	Financial Aid, File Management, CommonLine Loans, View CRC Application Records, CRC School Information	Review attended school ID, attending school branch ID, and response code.
Attended School Response	SFA_CRC_ATTEND_RSP	Click the Response Information link on the CRC School Information page.	Review response error code, message, and report value.
CRC Student	SFA_CRC_STUDENT	Financial Aid, File Management, CommonLine Loans, View CRC Application Records, CRC Student	View student information (name, SSN, date of birth, driver's license, citizenship status, residency, and email address).
Student Response	SFA_CRC_STU_RSP	Click the Response Information link on the CRC Student page.	Review student response, error, message, and reported value.
Student Address	SFA_CRC_ADDRESS	Click the Address Information link on the CRC Student page.	Review the student's address information.
Phone Information	SFA_CRC_PHONE	Click the Phone Number Information link on the CRC Student page.	Review telephone information.
Employment Information	SFA_CRC_EMP_INFO	Click the Employment Information link on the CRC Student page.	Review employment type, position, years at employer, address, and telephone information.
Financial Data	SFA_CRC_FIN_DATA	Click the Financial Data Information link on the CRC Student page.	Review salary, other income, credit card and house payment, and other payments and debt.

Page Name	Object Name	Navigation	Usage
CRC Award	SFA_CRC_AWARD	Financial Aid, File Management, CommonLine Loans, View CRC Application Records, CRC Award	Review award type, award amount, and promissory note, guarantor, and lender status information.
Loan Information	SFA_CRC_LN_INFO	Click the Loan Information link on the CRC Award page.	Review award dates, EFC, academic program, enrollment status information, and various codes and indicators.
Signature Information	SFA_CRC_LN_SIGN	Click the Signature Information link on the Loan Information page.	Review signature date, source code, and electronic signature information.
Guarantor/Lender Information	SFA_CRC_LN_LNDR	Click the Guarantor/Lender link on the Loan Information page.	Review lender and guarantor IDs.
Loan Information Response	SFA_CRC_LN_RSP	Click the Response Information link on the Loan Information page.	Review response error, message, and reported value.
Unique Data	SFA_CRC_UNQ_DATA	Click the Unique Data link on the CRC Award page.	Review additional miscellaneous information.
Student Award Response	SFA_CRC_AWD_RSP	Click the Response Information link on the CRC Award page.	Review student award response error, message, and total value.
CRC Disbursement	SFA_CRC_DISB	Financial Aid, File Management, CommonLine Loans, View CRC Application Records, CRC Disbursement	Review disbursement information.
Disbursement Response	SFA_CRC_DSB_RSP	Click the Response Information link on the CRC Disbursement page.	Review disbursement response error, message, and reported value.

Processing CRC Outbound Files to Move to CRC Staging Tables

Access the Process CRC Outbound Records page.



Process CRC Outbound Records page

This page controls the two processes used for generating CRC XML files.

Schema Version	Select version 1.0.0.
Orig Outbound (origination outbound)	Select to gather all pending origination records for the specified institution, aid year, and school code.
Run	Click to initiate the CRC outbound staging (FAPCLOUT) process, a COBOL SQL process and/or the CRC XML outbound (SFA_CRC_OUT) process, an Application Engine process.

Note. The processes are not defined in the run control page to run in sequence. Use the Process Scheduler to create a job definition if you want to run the processes in sequence.

Reviewing CL 4 Files Created or Loaded by EDI Manager

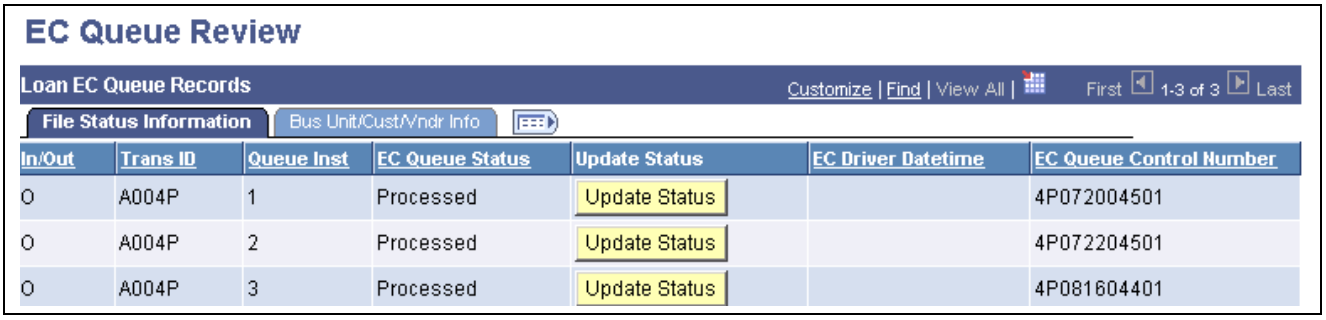
As you run the EDI Manager processes to either create or load CommonLine 4 files into the system, the system generates high level information that you can review. The EC Queue Review component displays this information. Using the component, you can verify the status of each file, control the processing of files, and diagnose EDI Manager problems.

Page Used to Review CL 4 Loan Files Created or Loaded by EDI Manager

Page Name	Object Name	Navigation	Usage
EC Queue Review (electronic commerce queue review)	FA_LN_EDI_ECQUEUE	Financial Aid, File Management, CommonLine Loans, Review CL 4 File Transactions, EC Queue Review	Review files that were either created (outbound) or loaded (inbound) by EDI Manager.

Viewing CL 4 EC Queue Records

Access the EC Queue Review page.



EC Queue Review page: File Status Information tab

This page displays information for all loan files processed by EDI Manager in the selected loan type.

Trans ID (transmission identification)

Displays the EDI Manager map name. For CommonLine 4, the system uses the file ID. This is also part of the search record for the component so that you can select only the files types you want to see. The values are:

A004P: Application Send

C004P: Change Transaction Send

R004P: Application Response

E004P: EFT roster

EC Driver DateTime (electronic commerce driver date time)

Displays the date and time that the inbound EC agent process loaded the file into the staging tables for inbound files.

Displays the date and time the outbound EC agent created the loan file for outbound files.

EC Queue Control Number (electronic commerce queue control number)

Displays the file batch ID for outbound loan files. For inbound loan files, the system displays the file source name.

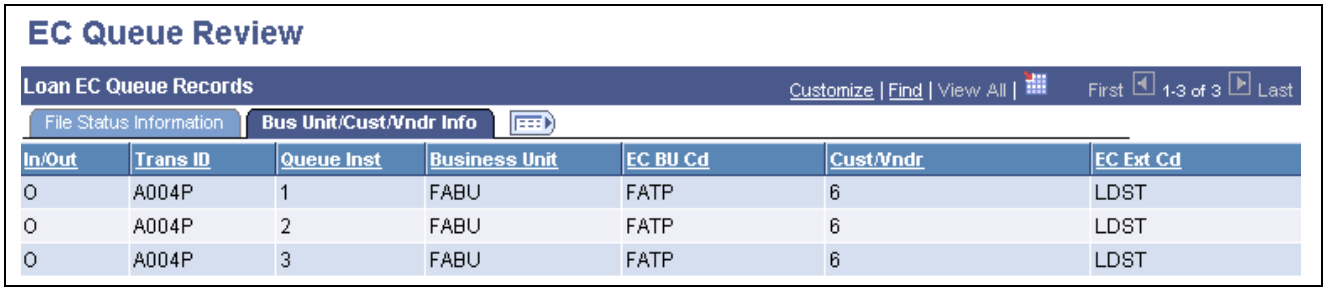
Update Status

Click to change the EC Queue status value. The EC Queue Status informs you of the state of the file represented by each row in the grid. A value of *Loaded* indicates that for incoming files the system has loaded the file into the staging tables, but the data in the file has not been completely processed. For outgoing files, this indicates that the system moved the application files into the staging tables, but the physical file has not yet been created. A value of *Processed* indicates that for incoming files the system resolved all of the records in the

file, and the file should no longer be processed. For outgoing files, this indicates that the system created physical files and no further processing is required. By using the Update Status button to change the EC Queue status, you can exercise special control over your loan files. For example, you can regenerate outbound files that may have become lost by changing the status from *Processed* to *Loaded.* The regenerated file is identical to the one lost. If you have loaded multiple files and you want to control the order in which they are processed, you can change the status from *Loaded* to *Processed* to prevent the system from processing the file. Then update the status back to *Loaded* when you want the file to be processed.

Bus Unit/Cust/Vndr Info Tab

Select the Bus Unit/Cust/Vndr Info tab.



In/Out	Trans ID	Queue Inst	Business Unit	EC BU Cd	Cust/Vndr	EC Ext Cd
O	A004P	1	FABU	FATP	6	LDST
O	A004P	2	FABU	FATP	6	LDST
O	A004P	3	FABU	FATP	6	LDST

EC Queue Review page: Bus Unit/Cust/Vndr Info tab

Business Unit — For outbound files only. The EC entity code used to represent the business unit responsible for the loan. This value corresponds with the loan transfer ID page setup information for the transaction ID value.

EC BU Cd (electronic commerce business unit code) — For outbound files only. Indicates the EC entity code that represents the greater university. This value corresponds with the loan transfer ID page setup information for the transaction ID value.

Cust/Vndr (customer/vendor) — For outbound files only. The loan destination profile ID.

EC Ext Cd (electronic commerce external code) — For outbound files only. Indicates the EC entity code that represents the external loan entities. This value corresponds with the loan transfer ID page setup information for the transaction ID value.

Note. For outgoing files, if the business unit, EC BU Cd, Cust/Vndr, and EC Ext Cd fields are blank, this means that the Loan Transfer ID setting have not yet been created. Files cannot be created until this setup is completed each year for CommonLine 4 loans.

Reviewing and Managing CRC XML Files

The delivery of two components assist in the management of generated and loaded CRC XML files.

This section discusses how to:

- View CRC loan file transactions.
- Monitor CRC award load status.

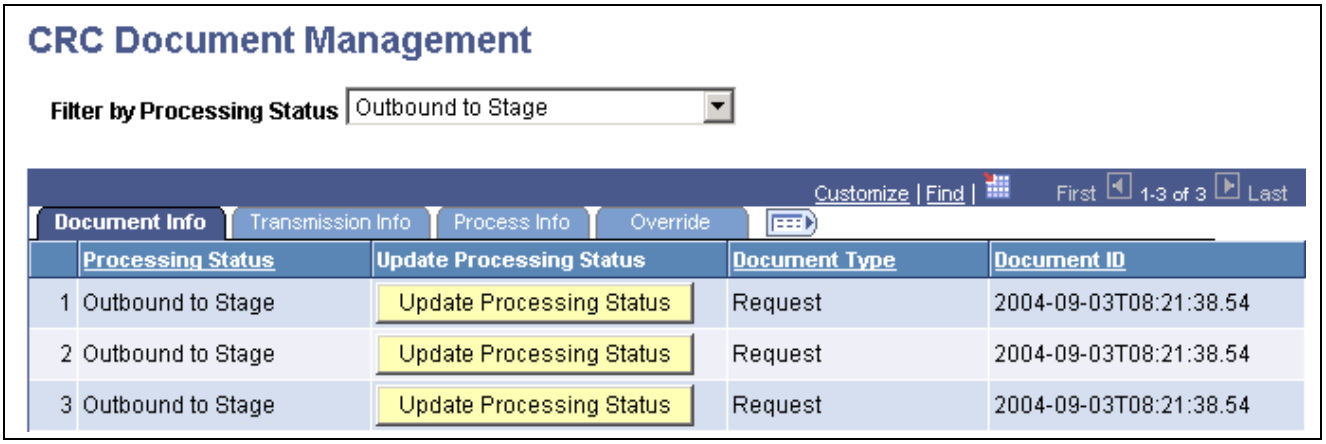
- View loan status codes.

Pages Used to Review CRC XML Files

Page Name	Object Name	Navigation	Usage
CRC Document Management	SFA_CRC_FILE_REV	Financial Aid, File Management, CommonLine Loans, CRC Document Management, CRC Document Management	Review generated XML files, outbound to stage files, XML loaded to stage files, or XML processed files.
CRC Award Management	SFA_CRC_LOAD	Financial Aid, File Management, CommonLine Loans, CRC Award Management	View process status and loan information.
Loan Status Codes	SFA_CRC_AWD_ST_SEC	Click the Loan Status Codes link on the CRC Award Management page.	View loan status codes and descriptions.

Viewing CRC Loan File Transactions

Access the CRC Document Management page.



CRC Document Management page: Document Info tab

This page displays information for all CRC loan files loaded in the CRC staging tables. Each row in the grid represents an XML document (file). You can view documents generated by PeopleSoft and documents received from the loan servicers on this page. Use the component to monitor and control the processing of CRC XML files. This is similar to the EC Queue Review component used for CommonLine 4.

Filter by Process Status The page is designed to view only CRC documents of a specific process status. The process status is the current state of the XML document.

Select from:

Generated XML: Loan request documents generated by the CRC Outbound process where the XML file has already been created.

Outbound to Stage: Loan request documents generated by the CRC Outbound process where the XML file has not yet been created.

XML Loaded to Stage: Loan response documents received from the loan servicers and recently loaded into the staging tables that have not yet been processed by the CRC Inbound process.

XML Processed: Loan response documents received from the loan servicers, loaded into the staging tables that have already been processed by the CRC Inbound process.

Processing Status Displays the processing status.

Update Processing Status Click to update the processing status. Use as the Update Status button in the EC Queue Review page for CommonLine 4 loans. For rows with document type request, you can modify the processing status between *Generated XML* and *Outbound to Stage*. You can modify the processing status to regenerate an XML file or to prevent a file from being created.

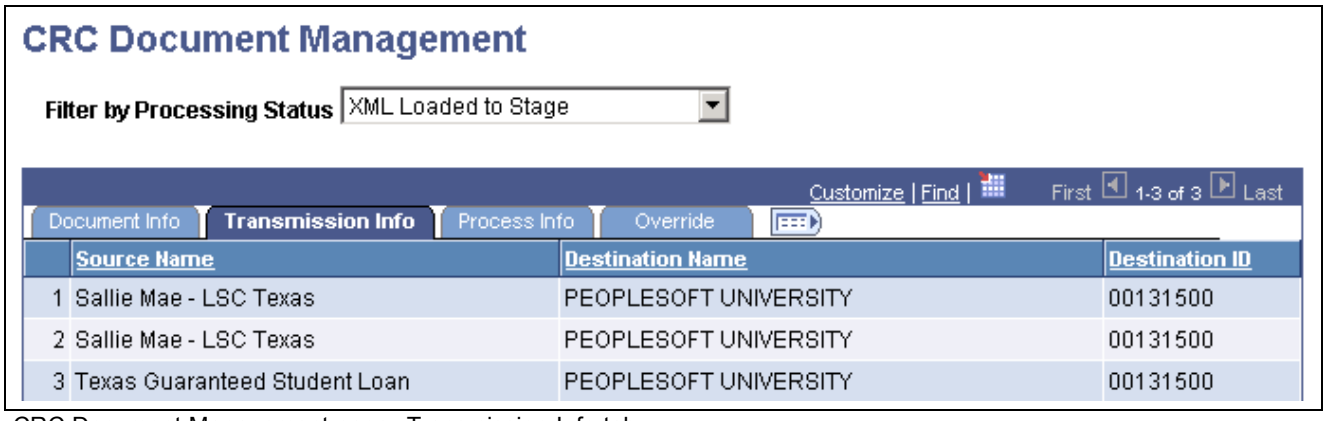
For rows with document type response, you can modify the processing status between *XML Loaded to Stage* and *XML Processed.*You can set the status to *XML Processed* to prevent the file from being processed by the CRC Inbound.

Document Type Indicates a request (outbound) or response (inbound) file.

Document ID Displays the unique identifier of the file. Sometimes referred to as the CommonLine Batch ID.

Transmission Info Tab

Select the Transmission Info tab.

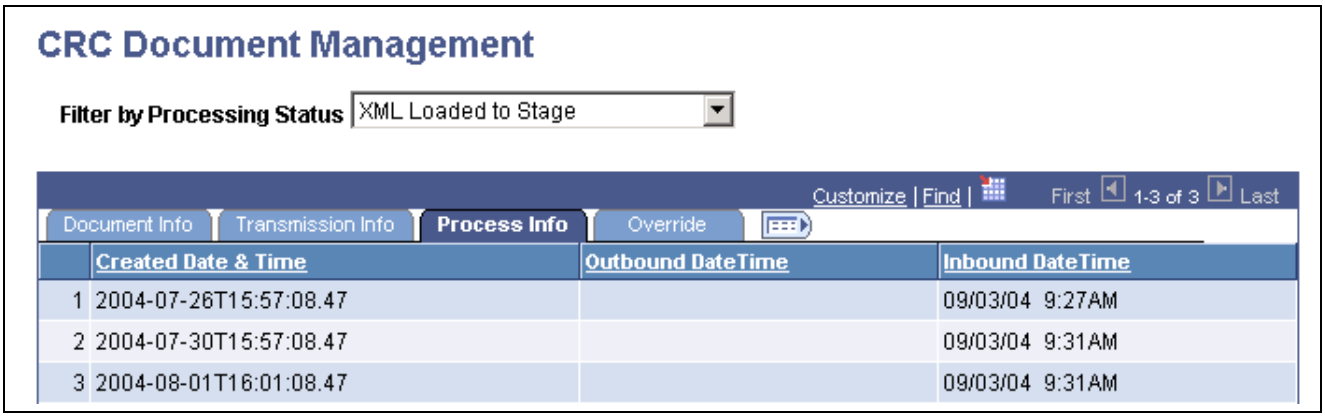


CRC Document Management page: Transmission Info tab

Use to view the source and recipient of the CRC documents.

Process Info Tab

Select the Process Info tab to view when the CRC document was loaded or created.

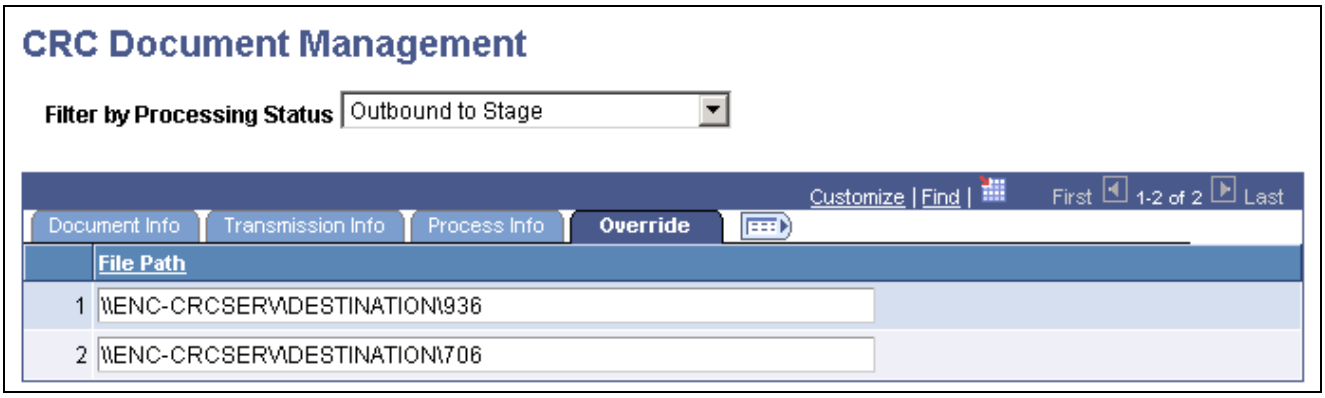


CRC Document Management page: Process Info tab

The fields indicate when the document was created and when the document file was loaded into the staging tables (Response) or when the XML file was created (Request).

Override Tab

Select the Override tab.

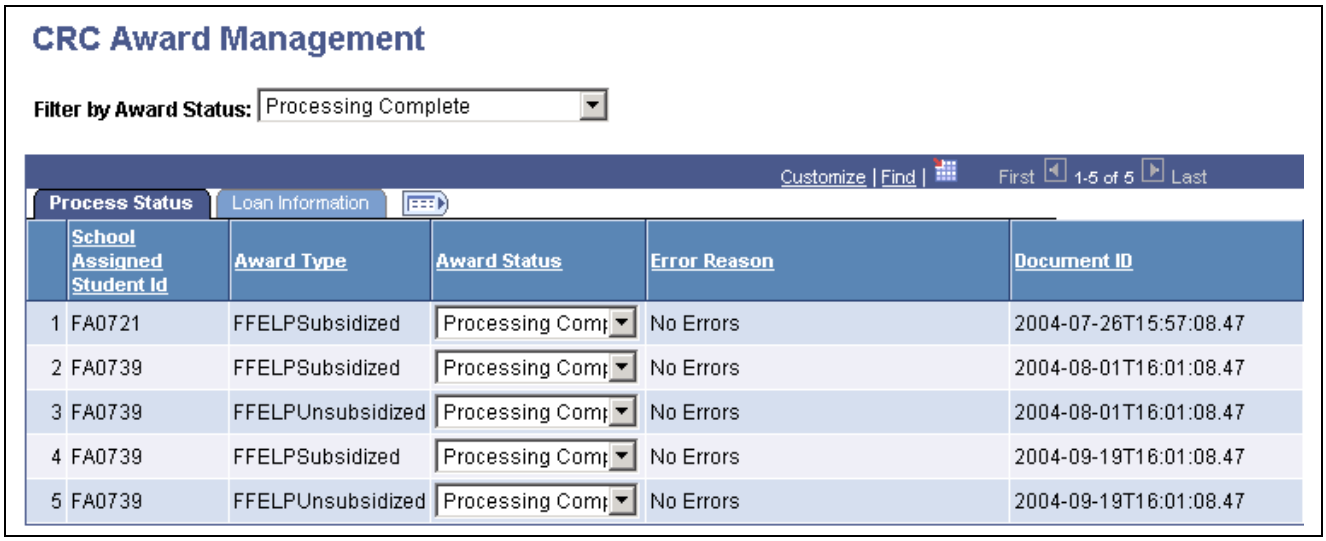


CRC Document Management page: Override tab

When a document row has a processing status of *Outbound to Stage,* the File Path field becomes editable. This allows you to correct the physical destination of the outgoing XML file that will be generated.

Monitoring CRC Award Load Status

Access the CRC Award Management page.



CRC Award Management page: Process Status tab

The purpose of this component is to enable you to monitor the status of XML response files that have been loaded into the database. In particular, you must monitor those response records that have not yet been loaded or have an error status after the CRC Inbound process has been run.

Filter by Award Status Allows you to select loan award records based on the status of the award. The values are:

Error: The record failed to be processed. Check the error reason.

Processing Complete: The record was successfully processed and the loan has been updated.

Skipped Record: Manually set by the user to indicate that the record should no longer be processed.

Unprocessed: Initial value assigned when the record is first loaded into the staging tables.

Award Status The values are:

Error

Processing Complete

Skipped Record

Unprocessed

Note. Generally, only awards with an award status of error require review.

The following are descriptions of why the award record has an error status. The values are:

Award Disbursement Discrepancy

Loan Certification Rqst (loan certification request)

Destination Not Found

Processing Error

Loan On Hold

Loan Not Found

No Errors

Process Not Supported

Source Data Corruption

Loan Tolerance Amt Exceeded (loan tolerance amount exceeded)

Unknown or Invalid Loan Type

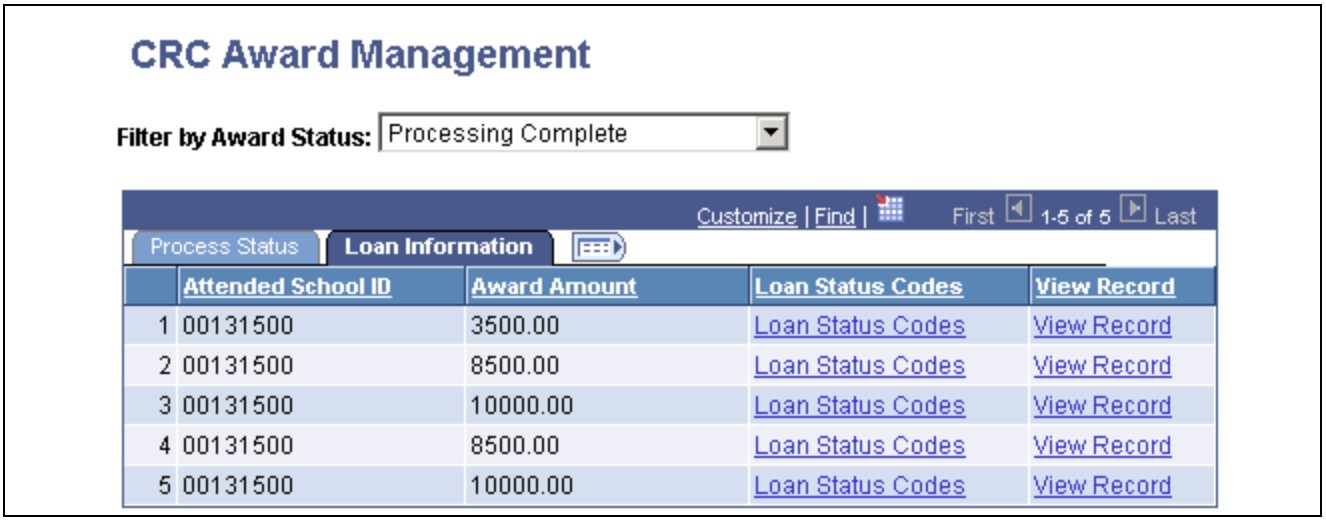
Uninitiated Change

Note. See the Inbound File Load Error Codes table in the Moving CL 4 Inbound Files from Staging Tables to the Database section.

See Chapter 25, "Processing CommonLine Loans," Moving CL 4 Inbound Files From Staging Tables to the Database, page 995.

Loan Information Tab

Select the Loan Information tab.



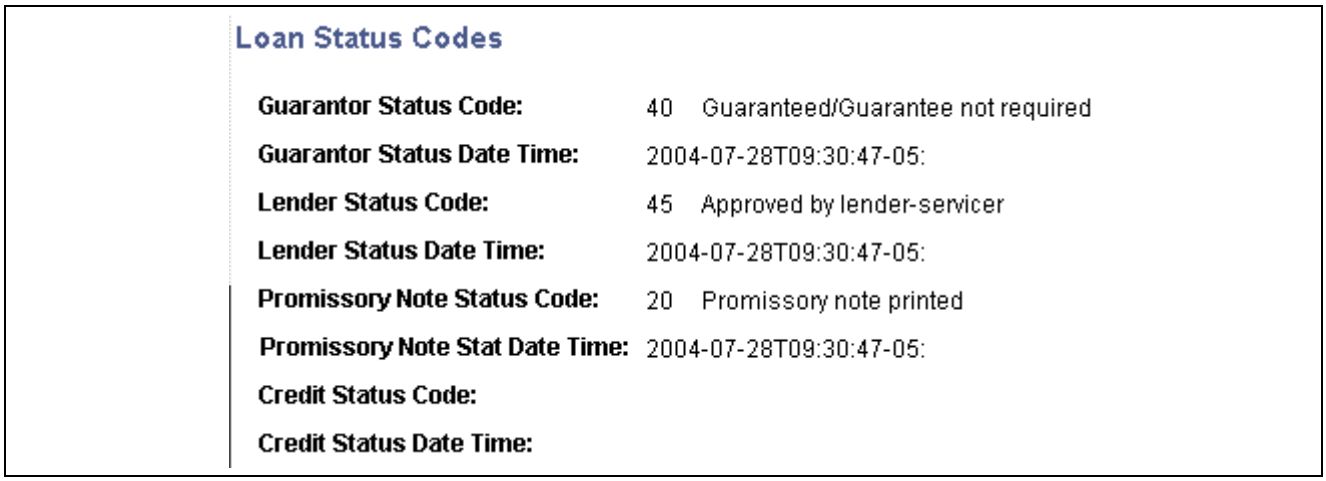
CRC Award Management page: Loan Information tab

Loan Status Codes Click to review the guarantor, lender, promissory note, and credit status codes.

View Record Click to access the CRC inquiry pages to view the complete application record that was received.

Viewing Loan Status Codes

Access the Loan Status Codes page.



Loan Status Codes page

Receiving CommonLine Application Response Files

This section provides an overview of the inbound application file process and discusses how to:

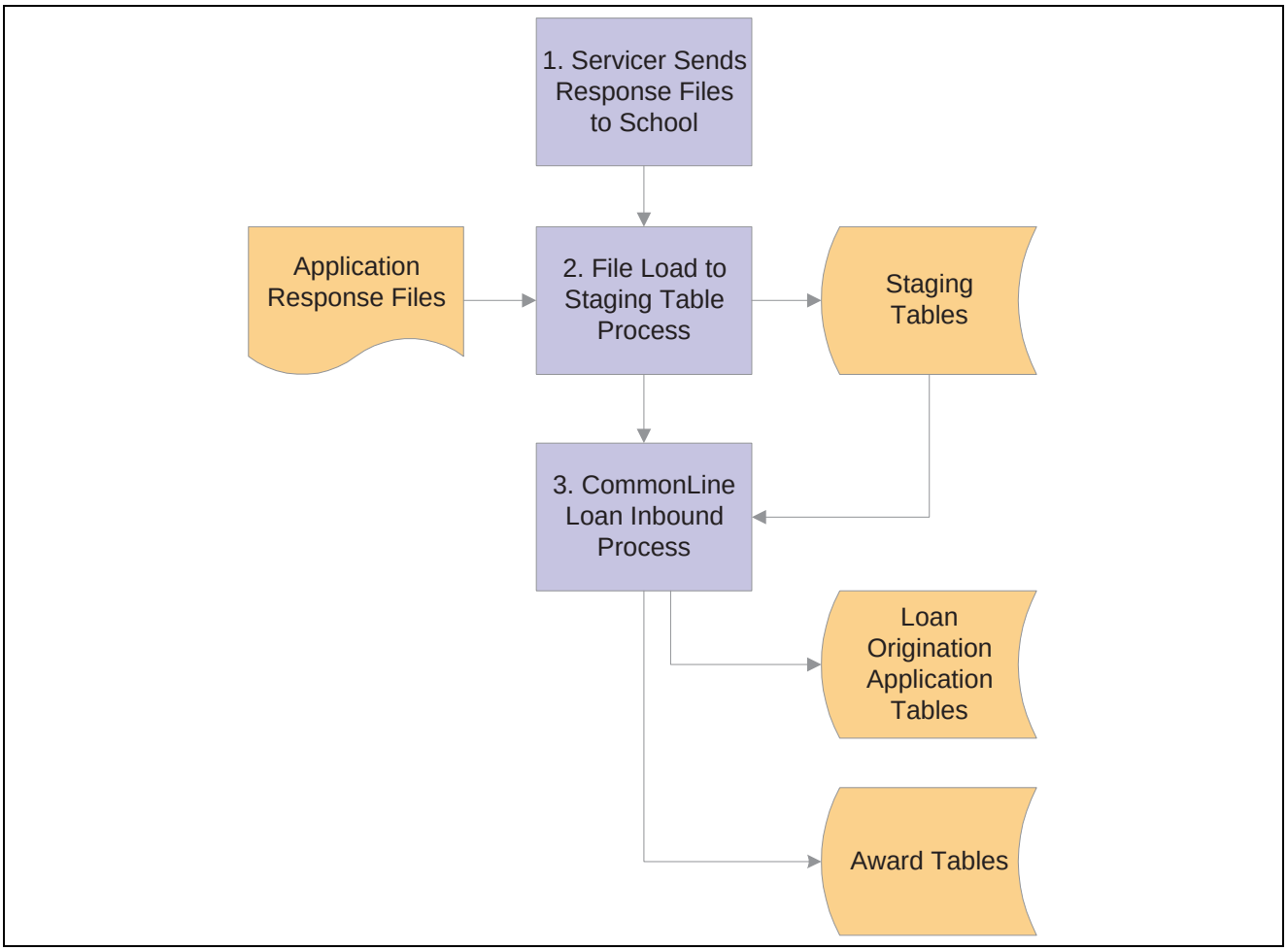
- Load CL 4 inbound application response files into staging tables.
- View CL 4 inbound application details.
- Move CL 4 inbound files from staging tables to the database.

See Also

NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual, CommonLine 4 Version, NCHELP Common Record CommonLine Reference Manual

Understanding the CommonLine Inbound File Process

After you send your application files to your CommonLine servicers, you will soon receive response records to acknowledge the receipt of your applications and to report the status of each loan application record sent. When you receive inbound application response files from a loan destination, you load them into staging tables, check them, and then load them into your database. The business process is the same for both CL 4 and CRC. The following illustration shows the process flow.



CommonLine application response inbound process

After loading the file into the inbound staging tables, the CommonLine Loan Inbound processes are used to take information from the external loan record to update the originated loan records in the database. The inbound processes identify the internal records to update by matching the CommonLine Unique ID on the response record to the loan record originated in the school database. The system updates the CommonLine MPN Use page with the student EmplID, borrower EmplID, serial loan code, lender, and MPN confirmation information when confirmation of a valid MPN is reported by the service provider. This information is used when new FFELP loans are originated to determine when the student can use the same promissory note. If the school manually sets the Serial Loan Code field to override, it forces the system to generate a new note for each new loan, and the field is not updated with the information from the loan servicer.

When EFT disbursement roster records are processed, the system also uses the CommonLine Unique ID to find the matching loan record. When this occurs, the system updates the loan disbursement tables so that the financial aid disbursement processes can be run to disburse the funds to the student's account. If the disbursement roster indicates that the funds will be delivered using individual borrower check, funds cannot be disbursed until the actual check is received by the school and entered in the CL Disbursement Maintenance component.

The following explains special activities that occur during the loading of application response records.

Synchronization of Gross Disbursement Amounts in a Student's Package

The CommonLine application load processes synchronizes the gross disbursement amounts, loan fees, and net disbursement amounts calculated by the packaging process so that the student's package reflects the actual amounts determined by the loan servicer. The CommonLine inbound processes update the disbursement amounts in the student's package with the disbursement amounts returned by the loan servicer when the amounts do not match. Based on the type of adjustment made to the disbursement record, a unique disbursement action code and message are generated to document the occurrence. If the net disbursement amount in the student's package does not match the net disbursement amounts from the loan servicer, the system posts a disbursement action of Award Fees Adjusted from Loan. If the gross disbursement amount in the student's package does not match the gross disbursement amounts from the loan servicer, the system posts a disbursement action of Award Disb Adjusted from Loan. If both the gross and net disbursement amounts in the student's package do not match the gross and net disbursement amounts from the loan servicer, the system posts a disbursement action of Award Disb/Fees Adjusted from Loan. This synchronization occurs only when the total loan amount from the loan servicer is equal to the total award amount for the loan financial aid item type in the student's package. The system does not perform any tolerance checking. The system generates the Load Error code of A–Award Disbursement Discrepancy only when the approved amount of the loan does not match the total amount in the student's package. You must update the awards to match the approved loan amount before you can load the record.

Warning! When the process updates the student's package, it sets the Split field for the loan financial aid item type to *XX*, indicating that the loan financial aid item type uses a custom split. If the process does not update the gross amounts, it does not use a custom split.

Loan Fee Rate Recalculation

The CommonLine inbound processes also makes the actual loan fee rate used by the loan servicer available to the packaging process. During subsequent repackaging of the loan financial aid item type, the packaging process recalculates loan fees based on the approved loan fee rate rather than using default fee rates assigned to the loan financial aid item type.

When you load a CommonLine application response record that guarantees the loan or modifies a previously guaranteed loan, the inbound process derives the loan fee rate from the loan gross and net amounts and any fees paid by the loan servicer. If the loan disbursement amounts in the student's package are updated from the actual loan values, the system stores the derived fee percentage, which appears on the Award Disbursement Detail page in an unlabeled field next to the Custom Loan Fee check box.

Suppressing Duplicate Disbursement Action Codes

The CommonLine loan inbound processes prevent duplicate disbursement action codes from loading when disbursement status has not changed. You receive duplicate disbursement action codes when you load additional application response records after the loan has been guaranteed.

These changes only affect CommonLine application response records. Three conditions prevent the insertion of a duplicate loan disbursement action code.

- If the loan has a status of In Service/Accepted (PS_LOAN_ORIG_DTL.LOAN_PROC_STAT =S, PS_LOAN_ORIG_DTL.LN_ORIG_TRANS =A) prior to processing the current application response record, then the system prevents duplicate Approved for Disbursement disbursement action codes.
- If the new loan action code is PSD - Disbursed to School and the disbursement net amount on the application response record is equal to the amount the institution has already received by check or EFT, then the system prevents duplicate PSD - Disbursed to School disbursement action codes.

- When you are loading an application response record with a record type of M - Modification or R - Change Response, if the most recent loan disbursement action code matches the new one to be inserted, and the disbursement amount matches, then the system prevents duplicate disbursement action codes.

See Also

Chapter 22, "Awarding and Packaging Students," Awarding Online, page 772

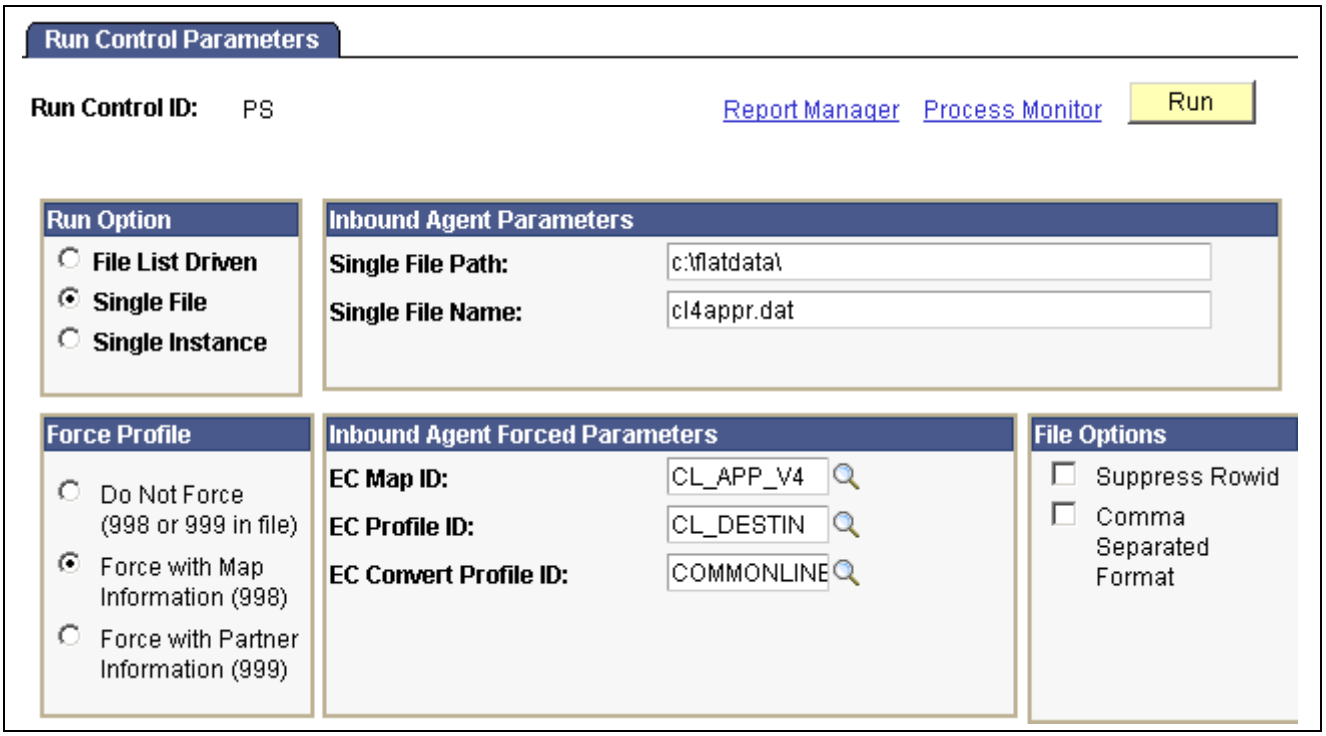
Pages Used to Receive CL 4 Inbound Files

Page Name	Object Name	Navigation	Usage
Run Control Parameters	EC_RUN_INBOUND_01	Financial Aid, File Management, CommonLine Loans, Inbound EC Agent, Run Control Parameters	Load inbound CommonLine 4 application response and EFT files into staging tables.
CommonLine 4 Import - Header	CL_IMP_HEAD4	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, CommonLine 4 Import, Header	View the fields contained in the CommonLine application response header record.
Application Detail	CL_IMP_MAIN4	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, Application Detail	View inbound application details. This includes information about each record in the EDI Manager staging tables.
Borrower Perm Address (borrower permanent address)	SEC_IMP_ADDR	Click the Address link on the Application Detail page.	View borrower permanent address information.
Service Provider Detail	CL_IMP_MAIN4_1B	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, Service Provider Detail	View service provider details. This includes loan approval information and error message codes received from the service provider. The fields on this page represent fields 65-70, 125-129, 131, and 132 on the CommonLine 4 application response file.
Certification Detail	CL_IMP_MAIN4_2	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, Certification Detail	View loan certification details from the information in the staging table.
Loan Certification Information	SEC_IMP_CERT	Click the Certification Information link on the Certification Detail page.	View the loan type, costs, federal methodology expected family contribution (FM EFC), financial aid, and certification detail.

Page Name	Object Name	Navigation	Usage
Disbursements	SEC_IMP_DISB	Click the Disbursement Information link on the Certification Detail page.	View disbursement date and amount, origination and guarantor fees, net amount, fees paid, hold or release status, and loan status.
Alternative Loans	CL_IMP_ALT_V4	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, Alternative Loans	View alternative loan details. This includes a student's loan debt, salary, income, and credit information.
Change Errors	CL_IMP_CHG_4	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, Change Errors	View change errors details to inbound files.
Trailer	CL_IMP_TRAIL4	Financial Aid, File Management, CommonLine Loans, View CL 4 Response Records, Trailer	View trailer summary information for the application response file.
EFT Information (electronic funds transfer information)	CL_EFT4_HEAD	Financial Aid, File Management, CommonLine Loans, View CL 4 EFT Records, EFT Information	View electronic funds transfer information to verify data loaded into the EDI Manager staging tables.
EFT Detail (electronic funds transfer detail)	CL_EFT_DTL_V4B	Financial Aid, File Management, CommonLine Loans, View CL 4 EFT Records, EFT Detail	View EFT detail to ensure the file loaded into EDI Manager staging tables.
Borrower Information	SEC_EFT_BIODEM1	Click the Borrower Detail link on the EFT Detail page.	View additional borrower information.
Origination Information	SEC_EFT_ORIG	Click the Origination Detail link on the EFT Detail page.	View additional origination detail.
Disbursement Errors	SEC_EFT_ERROR	Click the Errors link on the EFT Detail page.	View disbursement error codes.
CommonLine Inbound	RUNCTL_CLIN	Financial Aid, File Management, CommonLine Loans, Process CL 4 Inbound Files, CommonLine Inbound	Move selected acknowledgment files from EDI Manager staging tables into the database.

Loading CL 4 Inbound Application Response Files to Staging Tables

Access the Inbound EC Agent, Run Control Parameters page.



Inbound EC Agent - Run Control Parameters page

Run Option

Single File Select if there is only one file to be loaded.

File List Driven Select if you have created a file list to be loaded. Enter the file list name and location. Refer to the following table for file names to use.

Single Instance Not used in Financial Aid.

Inbound Agent Parameters

Single File Path Enter the path where the file is located. The syntax will vary based on your network environment.

Single File Name Enter the name of the file in this field.

Force with Map Information (998) Select to enter parameters necessary to load the loan files.

EC Map ID Select an ID file to load. CommonLine choices for particular file names and types are in the following table.

EC Profile ID Select *CL_DESTIN* for CommonLine loan files. You can also create your own profile ID with EDI Manager.

EC Convert Profile ID Select *COMMONLINE* to load inbound CommonLine files.

Run Click to initiate the Inbound EC Agent process (ECIN0001), an SQR report.

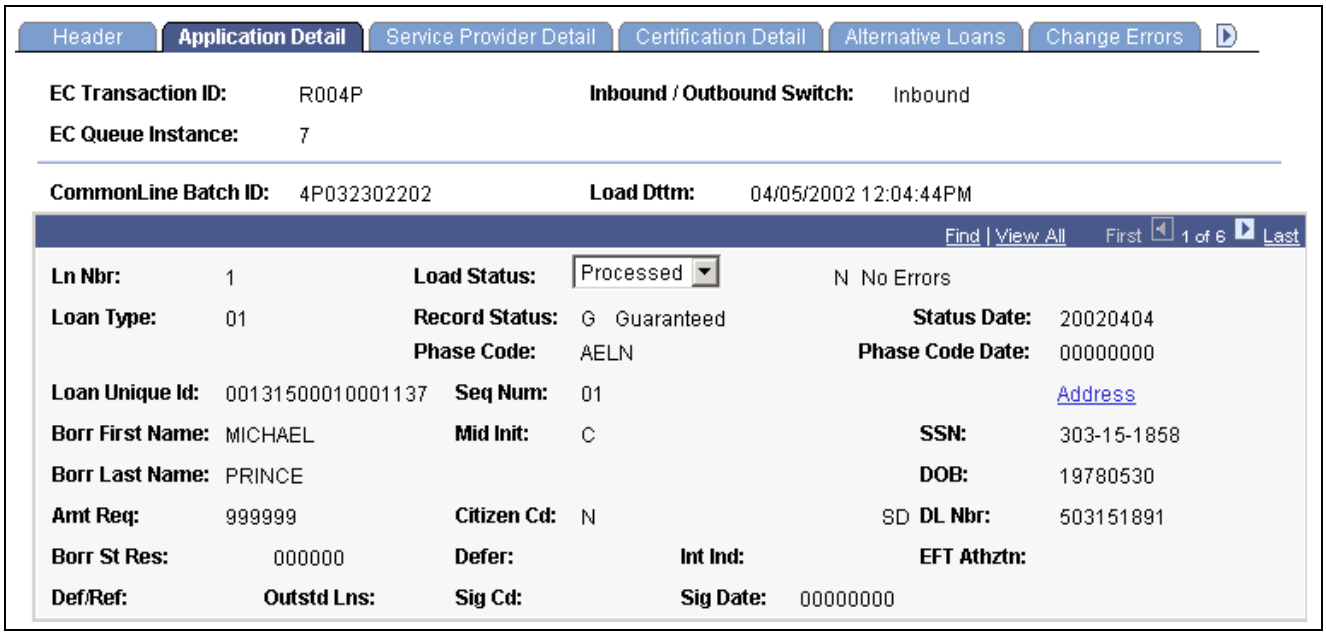
Note. Do not make any changes in the File Options group box.

File Names and Map IDs

EC Map ID	File Name	In/Out	Associated File Type
CL_APP_V4	R004P	Inbound	CommonLine 4 application response file
CL_EFT_V4	E004P	Inbound	CommonLine 4 EFT roster

Viewing CL 4 Inbound Application Details

Access the Application Detail page.



Application Detail page

Load Status Indicates the load status of the record. The values are:

Processed: the record has been used to update the loan application record.

Unprocessed: the default status indicating that the record has been loaded into the staging tables, but the CL Inbound process has not been run.

Skipped: a value set manually to indicate that the record should not be processed.

Error: the CL inbound process could not successfully process the record. View the error reason text that displays next to the field.

Record Status Displays the status of the loan reported by the loan servicer on the application response record. You can review the record status table for the complete list of valid values.

	See Chapter 25, "Processing CommonLine Loans," Moving CL 4 Inbound Files From Staging Tables to the Database, page 995.
Status Date	Displays the date the record status occurred. For example, the date when the loan was guaranteed.
Phase Code	Corresponds to field 133 on the application response detail record. This is a more detailed status code communicated between the lending agencies.
Phase Code Date	Displays the date the phase code became active.
DL Nbr (driver's license number)	Displays the borrower's driver's license number.
Borr St Res (borrower state residence)	Displays the date the borrower became a legal resident of the identified state.
Defer (deferment)	Indicates the authorization for the lender to defer repayment periods. The borrower requests to defer principal payments while attending school.
Int Ind (interest indicator)	Indicates if the borrower intends to pay the interest on the unsubsidized Federal Stafford or Federal PLUS loan while in school and when the loan is in grace or deferment.
EFT Athztn (electronic funds transfer authorization)	indicates that the borrower has authorized the school to transfer the loan proceeds received by EFT to the appropriate student account.
Def/Ref (default/refund)	Indicates if the PLUS/alternative student is currently in default on a student loan or owes a refund on a federal grant.
Outstd Lns (outstanding loans)	Indicates if the borrower has outstanding loans.
Sig Date (signature date)	Indicates the date the valid promissory note was signed.
Address	Click to access the Borrower Perm Address page to view borrower permanent address information.

Moving CL 4 Inbound Files From Staging Tables to the Database

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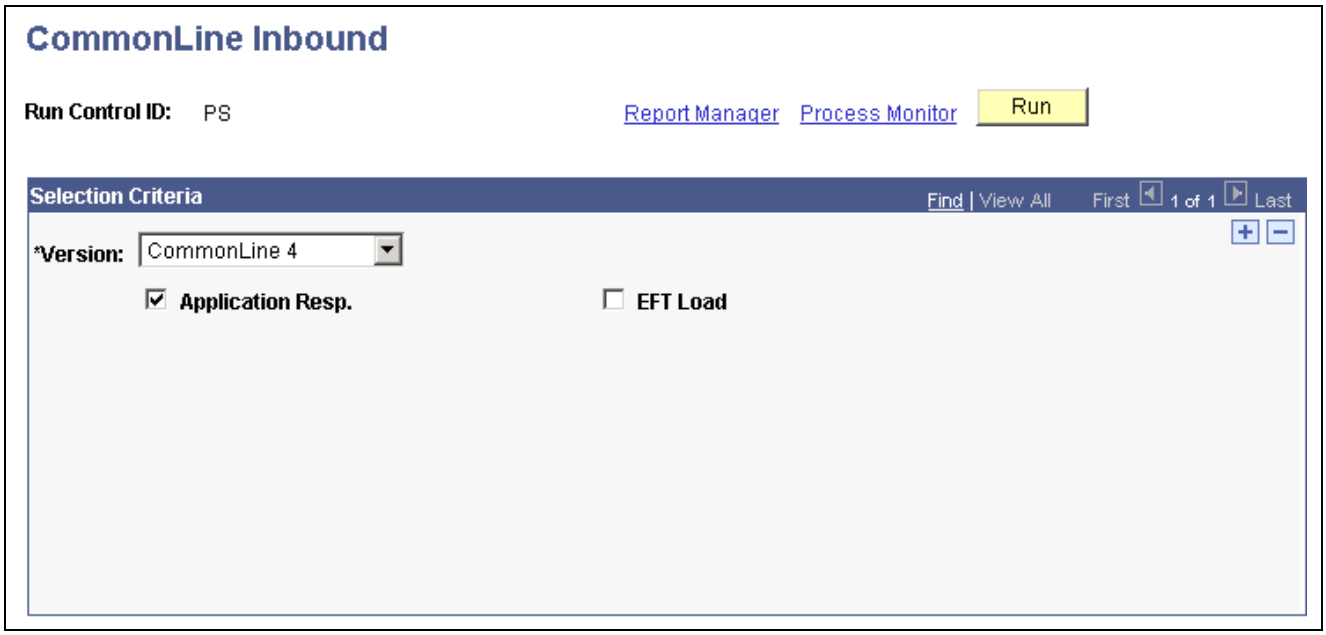
Access the CommonLine Inbound page.



CommonLine Inbound page

Application Resp (application response) — Select to move all CommonLine 4 application response records from the EDI Manager staging table into the application database.

EFT Load — Select to move electronic fund transfer records to the database. After EFT records have been processed, they automatically become eligible for disbursement to the student's account.

Run — Click to initiate the CommonLine 4 Inbound Driver process, a COBOL SQL process. The inbound files that you have selected are moved from the EDI Manager staging table to the database.

The CommonLine 4 loan inbound process attempts to match the loan application response record in the staging tables to an originated loan in the application database. The CommonLine 4 ID is used to perform the match. When a match is found, the process loads both the record status code field 2 on the application response detail record and the phase code field 133 on the application response detail loan origination action records. The record status code provides a high-level status of the loan, while the phase code provides a detailed status.

In addition to loan origination action codes, the system generates a disbursement action record if there is a change of status for a specific disbursement. Fields 120, 121, 122, and 123 on the application response detail record indicate changes to the disbursements. If the inbound process cannot load the record, the system generates an error code. Review the load error code table for additional details.

Note. You can view the record status codes and application phase codes on the Loan Action Codes page.

The following table lists record status codes.

Code	Description	Load Action
A	Initial processing successful. Will guarantee or obtain guarantee upon receipt of the promissory note.	A loan origination action message is posted for the loan.
I	Initial processing successful. Pending further approval.	A loan origination action message is posted for the loan.
G	Guaranteed.	A loan origination action message is posted. The loan approved amounts, disbursement information, MPN, and additional CommonLine 4 information are updated.
B	Guaranteed. Promissory note received and approved for disbursement.	Same as G.
P	Pending processing. (Error resolution underway by sending organization.)	A loan origination action message is posted.
D	Denied/rejected/incomplete. No further processing unless school, borrower, or lender provides updated data.	A loan origination action indicating the reject is posted, along with the error messages. The loan is set to Hold. A second loan origination action is posted to reset the loan to Originated/Pending.
C	School certification requested for application.	Load errors. Use report to process manually.
M	Modification to previously reported guarantee.	Same as G.
N	Response to reprint request.	A loan origination action message is posted.
R	Response to transactions submitted in change transaction send file.	A loan origination action message is posted.
T	Termination record. No action required.	A loan origination action message is posted.

The following table lists application loan phase codes.

Code	Description	Load Action
ASCH	Received transmission from school.	A loan origination action message is posted.
RECA	Received application/promissory note. Has yet to be approved for disbursement.	A loan origination action message is posted.
AWPN	Received application. Awaiting promissory note.	A loan origination action message is posted.
AABI	Awaiting additional borrower information.	A loan origination action message is posted.
AAIG	Awaiting additional information from guarantor.	A loan origination action message is posted.
AAIL	Awaiting additional information from lender.	A loan origination action message is posted.
AAIN	Awaiting additional information.	A loan origination action message is posted.
AAIS	Awaiting additional information from school.	A loan origination action message is posted.
AINP	Processing for submission to guarantor.	A loan origination action message is posted.
ASGU	Submitted to guarantor.	A loan origination action message is posted.
AWCR	Awaiting credit approval.	A loan origination action message is posted.
CRED	Credit approved.	A loan origination action message is posted.
AELN	Approved by guarantor. Not dependent on credit check.	A loan origination action message is posted.
ADIS	Awaiting first disbursement.	A loan origination action message is posted.

Code	Description	Load Action
PRNT	Application and promissory note has been printed and mailed.	A loan origination action message is posted.
DPRT	Reprint request denied.	A loan origination action message is posted.
SERV	Servicing (first disbursement has been made).	A loan origination action message is posted.
RDCT	Reduced disbursement amount.	A loan origination action message is posted.
ALRJ	Rejected by lender.	A loan origination action indicating the reject is posted along with the error messages. The loan is set to Hold. A second loan origination action is posted to reset the loan to Originated/Pending.
AGRJ	Rejected by guarantor.	A loan origination action indicating the reject is posted along with the error messages. The loan is set to Hold. A second loan origination action is posted to reset the loan to Originated/Pending.
RJCT	Rejected due to processing problems.	A loan origination action indicating the reject is posted along with the error messages. The loan is set to Hold. A second loan origination action is posted to reset the loan to Originated/Pending.
ATEL	Completing telephone follow-up to resolve problems.	A loan origination action message is posted.
AXCP	Performing exception processing. Resolving special problems.	A loan origination action message is posted.
HOLD	Holding while resolving outstanding problems.	A loan origination action message is posted.

Code	Description	Load Action
AREP	Reprocessing	A loan origination action message is posted.
ATRM	Terminated loans have been withdrawn or cancelled.	A loan origination action message is posted.

Inbound File Load Error Codes

The following table describes errors and how they can be resolved. Set error records that do not require resolution to *Skipped*. This action removes them for the CL 4 App Response Error report. These codes are common to both CL4 and CRC.

Code	Description	Error Resolution
A - Award Discrepancy	Gross disbursement amounts could not be synchronized. See "Understanding the Inbound File Process."	Repackage the student so that the gross amounts match. **Note.** Do not use the CommonLine Loan Orig Trans page to auto-accept the loan instead of repackaging the student. Because the application load process now automatically reconciles differences between the loan and the student awards, PeopleSoft no longer recommends this procedure.
C - Loan certification request	All loan certification request records will produce errors.	Follow the documented school certification request processing procedures.
D - Loan Destination not found	The load process was unable to determine the loan destination profile of the guaranteed loan. This occurs when institutions originate loans without a lender specified.	Create a loan destination using the lender and guarantor information on the Application Response record.
E - Processing Error	Possible data corruption in the application tables. Refer to your systems administrator for assistance.	Possible areas to check: Missing PS_LOAN_ORIG_DTL records, missing PS_LOAN_ DISB_ACTN rows, or a discrepancy between the number of disbursements in the student's award and. the number of disbursements listed in the application response record.

Code	Description	Error Resolution
H - Loan on hold	The record will not load because the originated loan is in Hold status.	Resolve the hold condition and remove the Hold status in the Originate Loan component.
L - Loan not found	The application response record could not be matched to an originated loan using the CommonLine ID values.	If the origination record exists, either manually change the school's loan application ID to match the CommonLine ID or get the loan agency to change the CommonLine ID to match loan application ID.
N - No Errors	Assigned when the loan response record is loaded successfully.	
P – Process Not Supported	The CRC response file is a type not supported or recognized by PeopleSoft	Set to skip.
S - Source Data Corruption	Loan servicer information is incorrect. One of the following is true: • The application response record has a record status of B (guaranteed, promissory note received), G (guaranteed), M (modification to previously reported guarantee), or R (change response), and the sum of the net amount, loan fees, and fees paid does not match the gross amount for any disbursement for a guaranteed loan. • The application response record has a record status of B or G, and the sum of the gross disbursement amounts does not equal the loan approved amount. • The application response record for a combination Stafford loan, with a status other than G, does not have a sequence of 00 (field 25 on the CommonLine 4 application response file).	For the first, request a new application response file from your loan servicer where the loan disbursement information is now correct and the gross amount = (loan fees - fees paid) + net amount. For the second, request a new application response file from your loan servicer where the loan disbursement and approved amount information is now correct. For the third, request a new application response file from your loan servicer or manually fix and reprocess the file.

Code	Description	Error Resolution
T - Loan Tolerance Amount Exceeded	The number of disbursements in the response file do not match the current number in the Maintain Originated Loans component.	Depending on which record is correct, either correct the loan origination record or request a new response record from the loan servicer.
U - Unknown or invalid loan type	An unknown or invalid CommonLine loan type is defined for the application response record. Only the CommonLine 4 defined loan type codes (field 17) are acceptable.	Ask the loan servicer to reissue the application response record with a corrected loan type code value.
X - Uninitiated Change	A response to an uninitiated change response to the student's loan was received.	Review the changes made to the loan and make the appropriate changes to the loan manually. This may require running loan origination adjustments and then manually accepting the change using the CommonLine Loan Orig Trans page.

After you resolve any load errors, rerun the CommonLine loan inbound process to reprocess any records set to Error.

Two CL 4 reports can assist you in processing of load errors: the CL 4 App Response Load Error report and the CL School Cert Request report.

Receiving CRC Inbound Application Response Files

This section discusses how to:

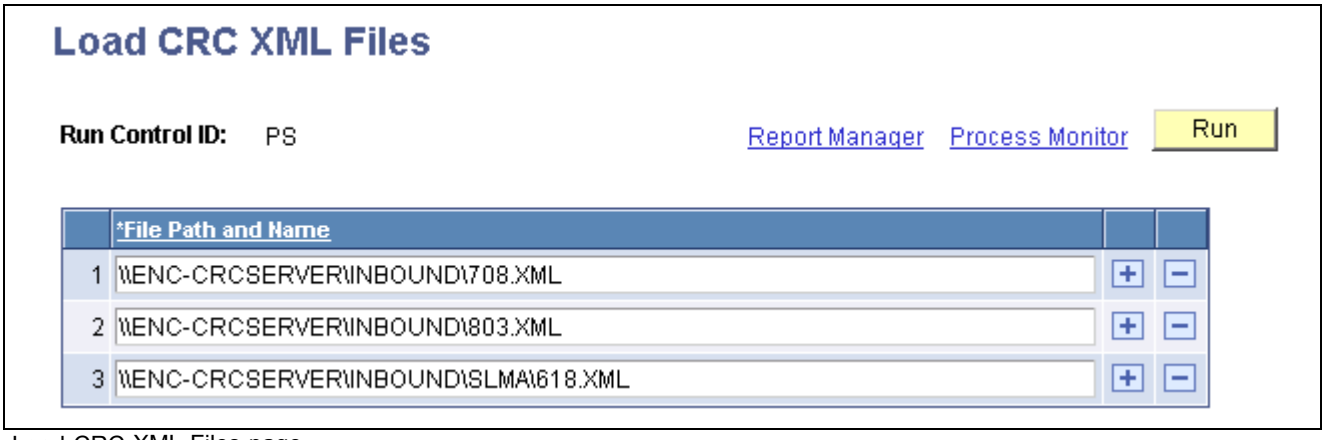
- Load CRC inbound application response files to staging tables.
- Move CRC inbound files to the database.

Pages Used to Receive CRC Inbound Files

Page Name	Object Name	Navigation	Usage
Load CRC XML Files	SFA_RUNCTL_CRC_IN	Financial Aid, File Management, CommonLine Loans, Inbound CRC XML Files, Load CRC XML Files	Load CRC application response files into staging tables.
Inbound CRC Files	SFA_RUNCTL_CRC_IN2	Financial Aid, File Management, CommonLine Loans, Process CRC Inbound files, Inbound CRC Files	Move files into the database.

Loading CRC Inbound Application Response Files to Staging Tables

Access the Load CRC XML Files page.



Load CRC XML Files page

Enter a file path and name. You can process multiple files by entering additional rows on the page.

Click Run to initiate the CRC XML staging process (SFA_CRC_IN), an Application Engine process. The process loads the CRC files into the inbound staging tables.

Moving CRC Inbound files to the Database

Access the Inbound CRC Files page.

Inbound CRC Files

Application Resp (application response) Select to move response file to the database.

The CRC loan inbound process attempts to match the loan application response record in the staging tables to an originated loan in the application database. The system uses the CommonLine loan application ID to perform the match. When a loan is found, the process updates the loan status by converting the CRC guarantor, lender, promissory note, and credit status codes into the record status code field used in CommonLine 4. Refer to the CommonLine 4 record status code table for additional information.

The following CRC Loan Status Codes table lists the CommonLine 4 record status codes and the equivalent CRC loan status codes.

CommonLine Release 4 Record Status Code	CRC Guarantor Status Code	CRC Lender Status Code	CRC Promissory Note Status Code	CRC Credit Status Code
B (Guaranteed, pnote received)	40	45	60	Any
G (Guaranteed)	40	Any except 45	Any except 60	Any
or	40	45	Any except 60	Any
or	40	Any except 45	60	Any
T (Terminated)	35	Any	Any	Any
or	Any except 40	30	Any	Any
D (Denied-Rejected-Incomplete)	30	Any except 30	Any	Any
or	Any except 40, 35	25	Any	Any

CommonLine Release 4 Record Status Code	CRC Guarantor Status Code	CRC Lender Status Code	CRC Promissory Note Status Code	CRC Credit Status Code
P (Pending processing)	25	Any except 25, 30	Any	Any
or	Any except 40, 35, 30	20	Any	Any
A and I (In process)	Any combination of codes except for the ones reflected above signify an “in process” status			

Note. The ability to process CRC EFT rosters will be provided in a future release.

After running the CRC inbound process, you will need to review all award records that did not load. Use the CRC Award Management page to review the awards that have errored. Please review the load error code table for information on the possible error codes and how to resolve the error condition.

Managing Loans on Hold

Loans that are rejected by the loan servicer are automatically placed on hold and must be reviewed by the user. Loans can also be placed on hold if a data integrity error exists during the CommonLine outbound process. At the discretion of the financial aid administrator, a loan can be placed on hold indefinitely until released by the administrator. Loans placed on hold are not selected for processing by the system until corrective action is performed and the hold status is manually removed from the loan. Run the CL Loans on Hold report to identify the loans which require review. This section discusses how to:

- Review loans on hold.
- Set and remove holds manually.
- Review loan origination and loan action status.
- Review loan disbursement detail.

Note. You can also use the CommonLine Loan Orig Trans component to release loans on hold.

See Also

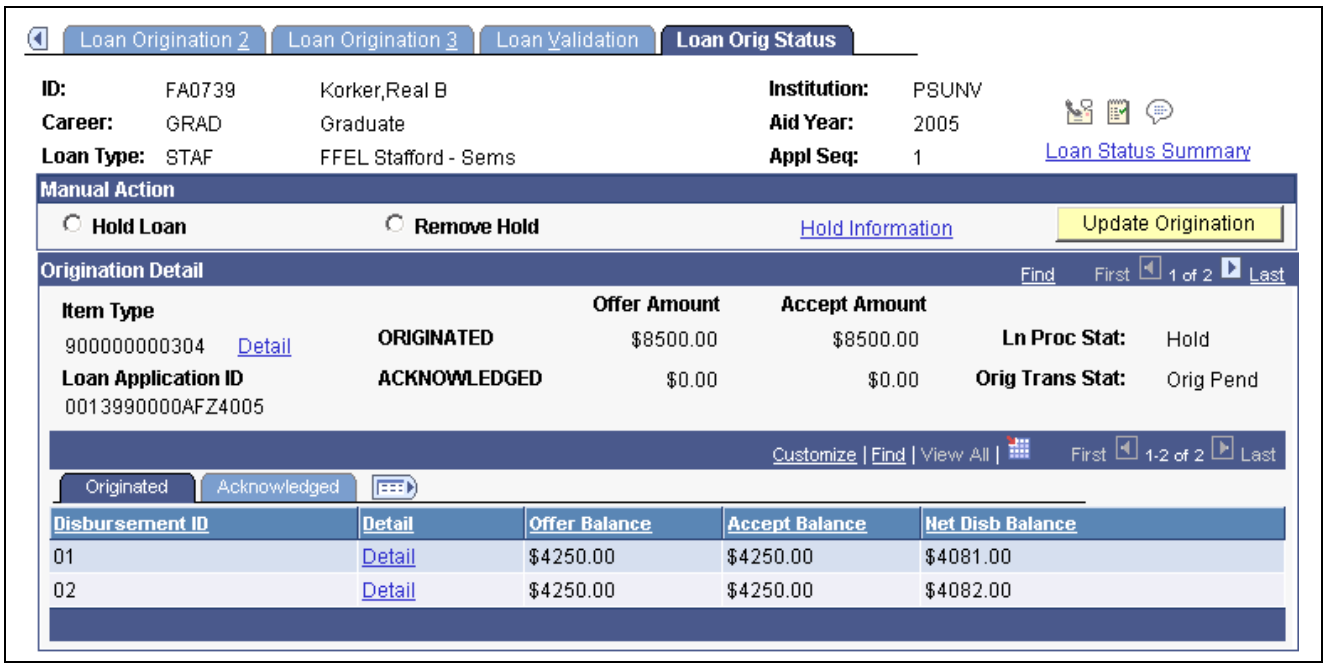
Chapter 25, “Processing CommonLine Loans,” Managing Loan Origination Transmission Data, page 960

Pages Used to Manage Loans on Hold

Page Name	Object Name	Navigation	Usage
Loan Orig Status (loan origination status)	SFA_CRC_ORIG_STAT	Financial Aid, Loans, CommonLine Management, Maintain Originated Loans, Loan Orig Status	Hold and release loans in hold status and synchronize the data between your institution and loan destinations.
Hold Information	SFA_CRC_LN_HLD_SBP	Click the Hold Information link on the Loan Orig Status page.	View reason CRC loan placed on hold.
Origination Detail	LN_ORIG_TRANS_SEC	Click the Detail link in the Origination Detail group box on the Loan Origination Status page.	Review loan origination and loan action status detail.
Disbursement Detail	LN_DISB_TRANS_SEC	Click the Detail link on the Originated tab on the Loan Origination Status page.	Review loan disbursement detail.

Reviewing Loans on Hold

Access the Loan Orig Status (loan origination status) page.



Loan Orig Status page: Originated tab

Loans placed on hold are identified with a Ln Proc Stat (Loan Processing Status) value of *Hold.*

Manual Action

Hold Loan When you select this option and click the Update Origination button, the system changes the Ln Proc Stat (loan processing status) field to *Hold.*

Remove Hold When you select this option and click the Update Origination button, the system resets the Ln Proc Stat field to *Orig Pending*.

Hold Information Click to view the hold reason. For CRC loans, the system activates this link if the loan is placed on hold.

Note. If you initiate or remove a hold, you must save changes before leaving the component. Do not remove a hold without also resolving the hold condition.

Originated Detail

Ln Proc Stat (loan processing status) Displays the current status of the originated loan . Values are as follows:

Cancel: A loan origination application that was once In Service is now cancelled.

Hold: Holds all processing for any loan origination applications of this loan type. Applications can be placed on hold manually or from an incoming acknowledgment resulting in an error.

In Service: A loan origination application has been transmitted by the institution.

Orig: A loan origination application has been created by the institution.

Terminated: The loan origination application was terminated by the institution prior to moving to a status of *In Service*.

Orig Trans Stat (origination transmission status) Displays transmission activity status for the loan origination. The possible field values are as follows.

Pending: A loan origination application has been created but not yet validated or transmitted.

Trans: The transmitted origination record has been converted to a flat file and sent to the lending institution.

Accepted: An origination acknowledgment has been received, indicating the loan is accepted.

Chg Pend: A financial adjustment change in award amount has been made, and the changes have been originated as an Origination Change record.

Error: The loan origination application has been returned with errors. This status sets the loan processing status to *Hold*.

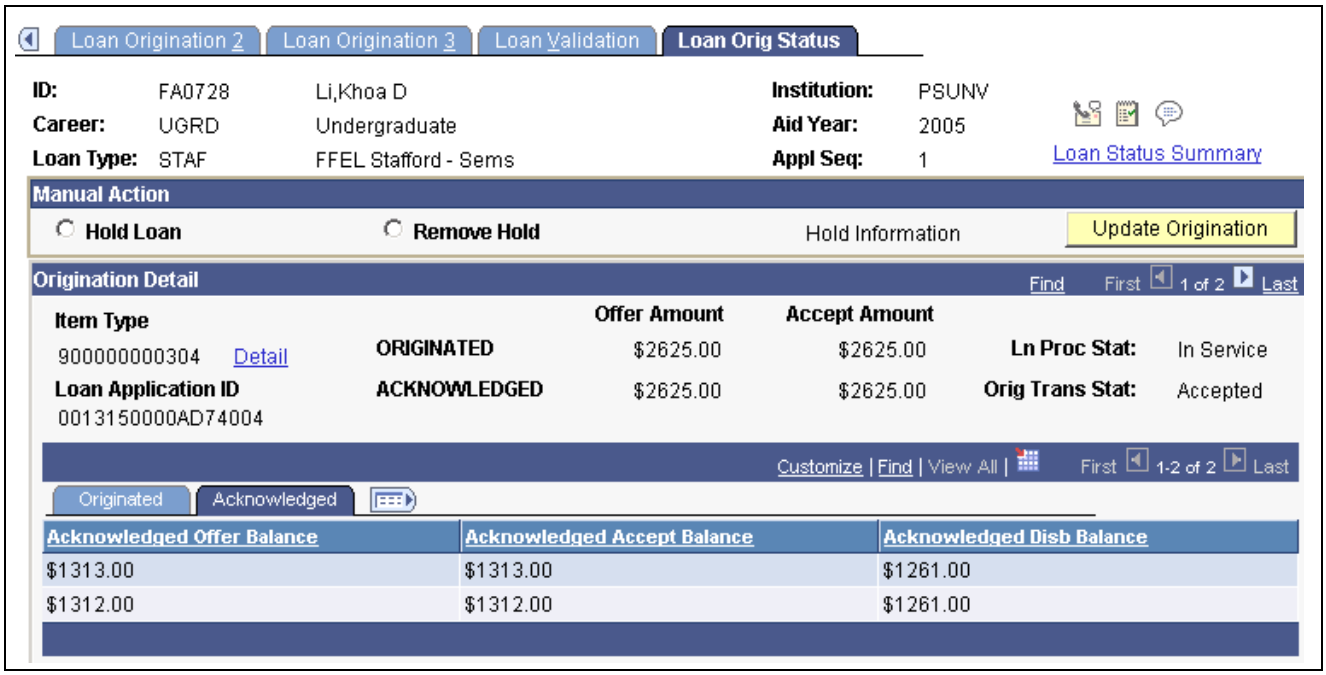
Detail Click to access the Origination Detail page and view more detail about the loan origination and the loan action status.

Originated Tab

Detail Click to access the Disbursement Detail page and view information regarding the disbursement for the loan.

Acknowledged Tab

Select the Acknowledged tab.



Loan Orig Status page: Acknowledged tab

Use to view disbursement information received from the servicer.

Hold Action Value Changes

The loan processing status is updated when a hold is manually initiated.

Original Ln Proc Stat Value	New Ln Proc Stat Value
Offered	Offered (no change)
Terminated	Terminated (no change)
All other values	Hold

Hold Removal Value Changes

The system updates the loan processing and original transaction status when a hold is manually removed.

Original Ln Proc Stat Value	Original Orig Trans Stat Value	New Ln Proc Stat Value	New Orig Trans Stat Value
Hold	Accepted (Cert amount > 0)	In Service	Accepted
Hold	Accepted (Cert amount = 0)	Cancelled	Accepted

Original Ln Proc Stat Value	Original Orig Trans Stat Value	New Ln Proc Stat Value	New Orig Trans Stat Value
Hold	Error (Cert amount > 0)	In Service	Error
Hold	Error (Cert amount = 0)	Cancelled	Error
Hold	Transmitted (Cert amount > 0)	In Service	Transmitted
Hold	Transmitted (Cert amount = 0)	Cancelled	Transmitted
Hold	Change Pending (Cert amount > 0)	In Service	Change Pending
Hold	Change Pending (Cert amount = 0)	Cancelled	Change Pending
Hold	Originated	Originated	Originated

Reviewing Loan Origination and Loan Action Status

Access the Origination Detail page.

Origination Detail page: Action Status tab

Use to review loan activity.

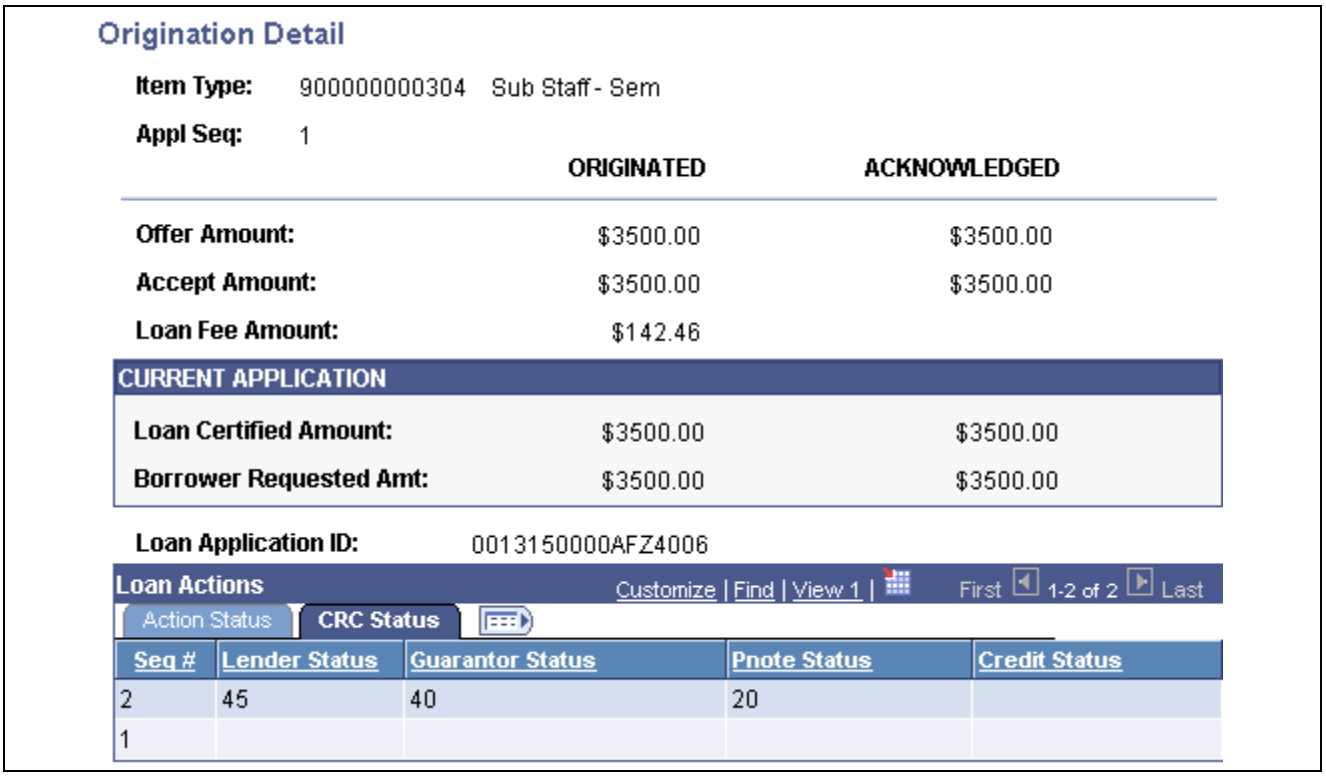
The system displays current application information and loan action status. The system calculates the amounts in the Originated column at the time the loan is originated. Values in the Acknowledged column are received from the loan servicer.

Action Status Tab

Seq # (sequence number) The origination action sequence is generated from the loan record activity. You can scroll to view each subsequent sequence for this loan. Click View All to view all origination actions that have occurred. For CommonLine 4 loans, the Phase Code field may be populated.

CRC Status Tab

Select the CRC Status tab.

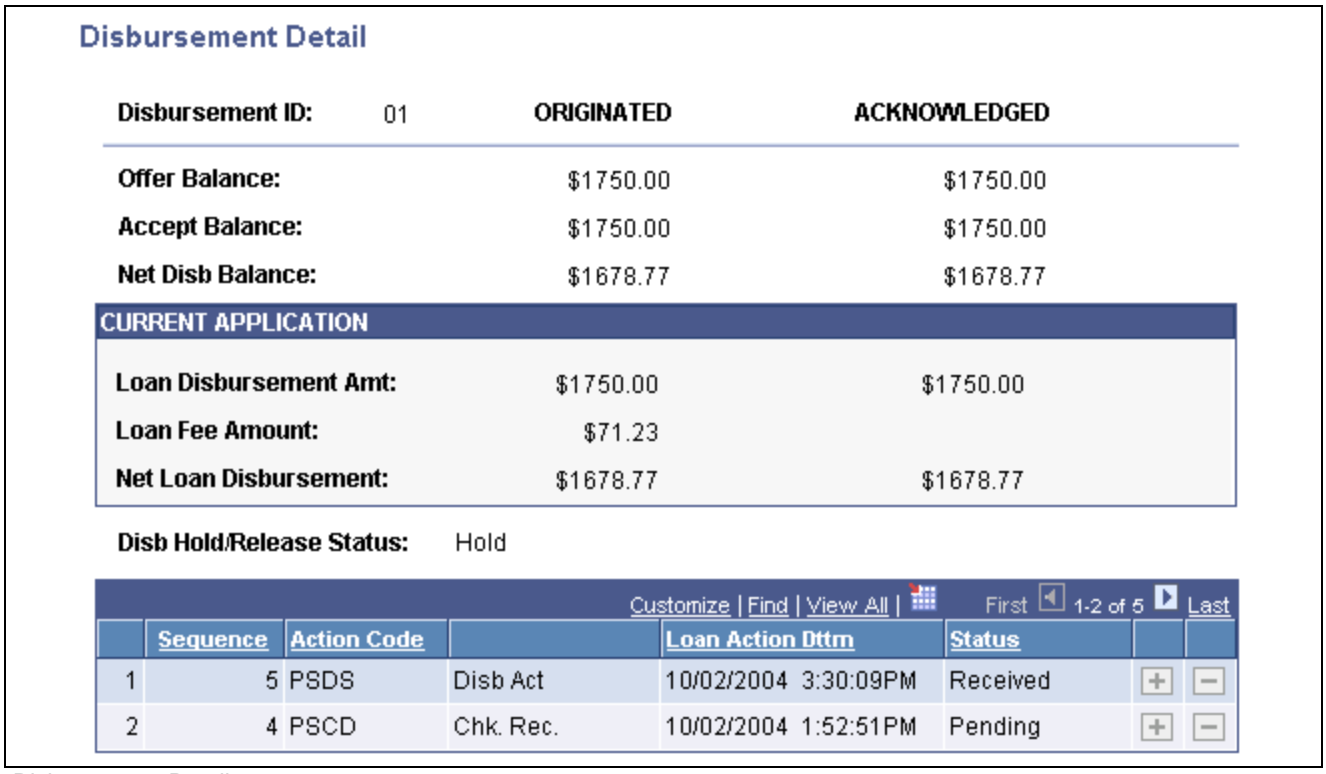


Origination Detail page: CRC Status tab

The system displays the lender, guarantor, promissory note, and credit status codes for CRC loans. For a complete list of status codes and their meaning, use the CRC Loan Action Code Table.

Reviewing Loan Disbursement Detail

Access the Disbursement Detail page.



Disbursement Detail page

Use to review the activity of the selected disbursement.

Sequence Indicates the disbursement sequence number. This is the sequence in which loan disbursement actions were generated.

Processing Loan Changes

This section provides an overview of changes to originated loans discusses how to:

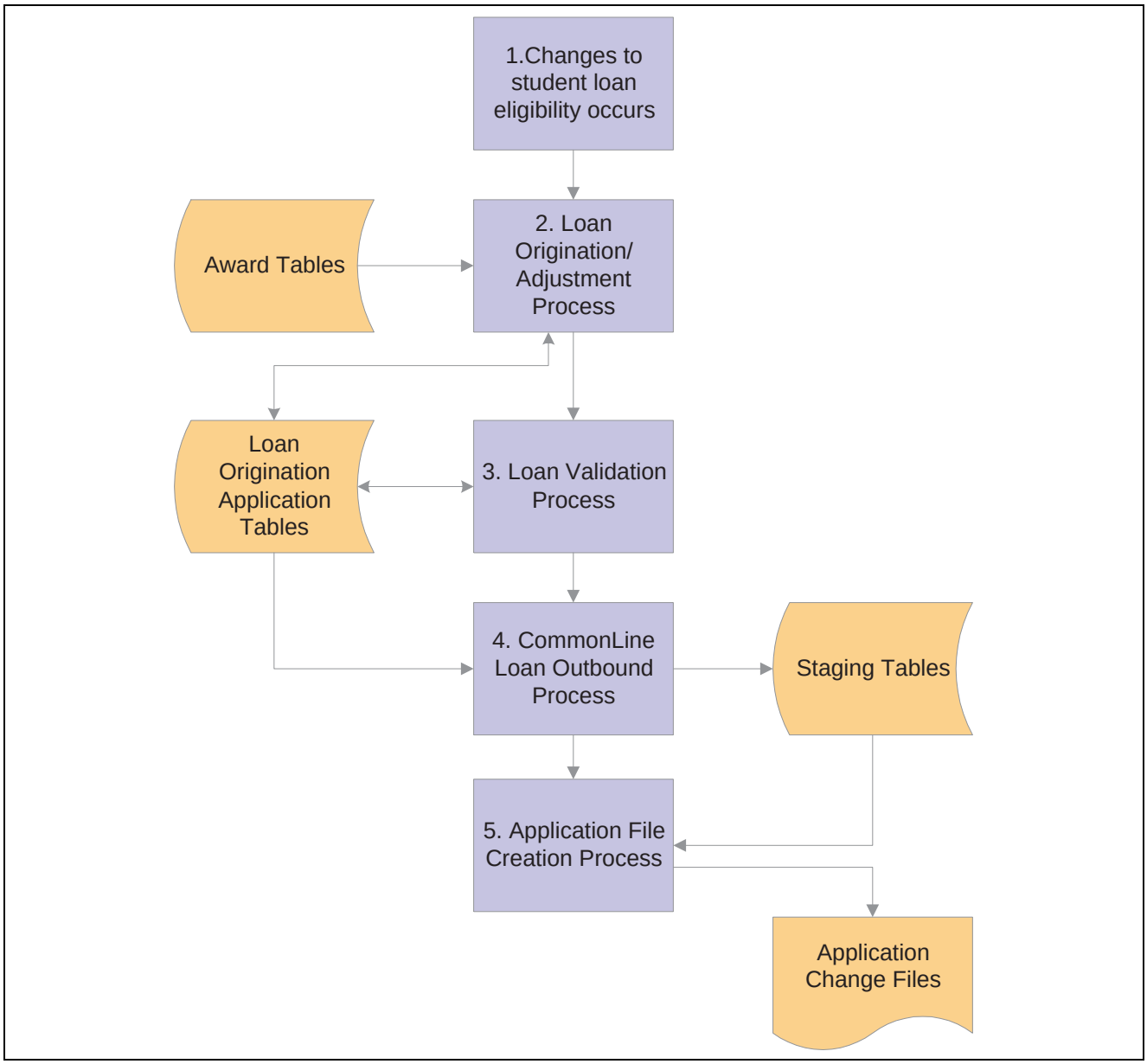
- Change loan dates and student grade level.
- Process cancellations and reinstatements.
- Process disbursement-level changes.
- Process post-disbursement changes.
- Process loan increases.
- Generate change transaction files.
- Receive application response files.
- Accept change transactions manually.

Understanding Changes to Originated Loans

PeopleSoft supports CommonLine 4 change transaction processing , including loan period changes, cancellations, reinstatements, reissues, and increases. You can request change transactions for subsidized and unsubsidized federal Stafford loans, federal PLUS loans, and alternative loans. You use the change transaction send file to submit changes for loans that have already been guaranteed. Changes before a loan is guaranteed are corrections and are submitted using the loan application send file. The PeopleSoft loan application automatically determines when changes occur and generates the appropriate change transaction records to be sent to service providers. You can make multiple changes to a single loan that generate multiple change transaction types at the same time.

Note. Change transactions are not yet supported for CRC loans in the current release. This functionality will be provided in the future.

The following illustration shows the process flow for loan change transactions.



The loan change outbound process

In most cases, changes in loan eligibility result from online changes to the student's award or loan. After you have made these changes, you run the loan origination process with the loan adjustments feature activated. The system identifies the adjustments and changes the loan origination status. Reductions that cause a paid disbursement to be reduced suspend the disbursement from the Student Financials disbursement process. Disbursed funds remain disbursed and must be reviewed and reconciled with the lender. Increases in loan eligibility result in either an increase in the existing loan or the creation of a new loan if the borrower's promissory note exceeds the requested amount.

Next, you run loan validation to authorize the file for transmission. You then run the CommonLine 4 loan outbound process to move the change information in the CommonLine 4 change transaction staging tables. Then run the Outbound EC Agent process to generate the file. Finally, you transmit the data to the lender.

After you receive the CommonLine 4 application response file from your loan servicer as an acknowledgment of the change transaction, run the Inbound EC Agent process to load the file into the CommonLine 4 inbound staging tables. Then run the CommonLine loan inbound process to load the information into the system.

To understand the CommonLine 4 change process, you must understand loan level and disbursement level changes and how they are affected by disbursement status. Loan level changes include the Loan Period Change (@1-07), Loan Cancellation/Reinstatement (@1-08), and Loan Increase (@1-24) records. Disbursement level changes include the Disbursement Cancellation/Changes (@1-09) and Disbursement Notification/Change (@1-10) records. Whether disbursements have already been made to the school can also dictate the change record type to use. An adjustment made to a borrower's loan can result in a single change record or a combination of change records. These decisions are made automatically by the loan origination program. If you understand the types of change records generated by an adjustment to a borrower's loan eligibility, you can better resolve any change record problems with your service providers.

See Also

NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual, CommonLine 4 Version

Pages Used to View Loan Changes

Page Name	Object Name	Navigation	Usage
Header	CL_CHX_HEAD4	Financial Aid, CommonLine Loans, View CL 4 Change Records, Header	View information about the file created by the selected EC outbound process. The information in the Header record is from the change transaction send file.
Change Detail 1	CL_CHX_DTL4_1	Financial Aid, CommonLine Loans, View CL 4 Change Records, Change Detail 1	View borrower information from the @ 1-02 Borrower Detail record.
Change Detail 2	CL_CHX_DTL4_2	Financial Aid, CommonLine Loans, View CL 4 Change Records, Change Detail 2	View other change transaction type records.
Loan Period Change	CL_CHX_DTL107_SEC	Click the Detail 1-07 link on the Change Detail 2 page.	View 1-07 detail record information.
Loan Cancellation	CL_CHX_DTL108_SEC	Click the Detail 1-08 link on the Change Detail 2 page.	View 1-08 detail record information.
Reinstatement	CL_CHX_DTL108_SEC	Click the Detail 1-08 link on the Change Detail 2 page.	View 1-08 detail record information.
Disbursement Cancellation/Change	CL_CHX_DTL109_SEC	Click the Detail 1-09 link on the Change Detail 2 page.	View 1-09 detail record information.
Disbursement Notification/Chng	CL_CHX_DTL110_SEC	Click the 1-10 button on the Change Detail 2 page.	View 1-10 detail record information.
Loan Increase Detail	CL_CHX_DTL124_SEC	Click the 1-24 button on the Change Detail 2 page.	View 1-24 detail record information.
Trailer	CL_CHX_TRAL4	Financial Aid, CommonLine Loans, View CL 4 Change Records,Trailer	View information contained in the trailer record for the CommonLine 4 change transaction send file.

Changing Loan Dates and Student Grade Level

Changes to a borrower's loan period begin and end dates, student's grade level, and student's anticipated completion date are communicated to loan agencies through the transmission of the CommonLine 4 Change Transaction Loan Period Change @1-07 Detail record. This is a loan level adjustment. You can submit this loan change record before or after disbursement.

If you modify information in the Originate Loan component, the loan adjustment program automatically checks for changes to the student's program complete date (graduation date) and NSLDS loan year in the FA term record. You can then run the loan origination process with the Adjustments check box selected to generate an @1-07 change transaction record that reflects the changes.

To change the student's graduation date and NSLDS loan year without changing the loan award, or if you are not making other changes to the student's loan, follow the manual change processing instructions. You can use the Financial Aid Term component to change a student's graduation date and grade level.

Changes to the loan period start and end dates occur in the Originate Loan component. To change a student's graduation date, enter the expected graduation date. You can use the NSLDS Loan Year available options to change the student's grade level.

Note. Changes to FA term information may require additional processing steps, such as running FA term build and student budget assignment.

After you change the expected graduation date and grade level for the appropriate FA term record, you must use the Originate Loan component to update any affected loan records. You can also change loan period begin and end dates in the component.

- Click the Loan Demographic link to access the Loan Demographic Data page.
- Select the Demo Chg (demo change) check box. Then select the changed term from the Term available options.
- Click the Update Term Data button. Note that the system displays any changes made to the FA Term record. Select OK to return to the Loan Origination I page. Save the Loan Origination 1 page.

Changing Loan Period Start and End Dates

Use the Loan Origination 2 page to change the loan period start and end dates and disbursement dates. Select the Override Loan Dates check box to change the Loan Period Start and Loan Period End dates. Save the page.

Note. You can also change disbursement dates on this page.

Generating and Viewing @1-07 Loan Adjustment Information

When you make changes in the Maintain Originated Loans component, the loan origination process automatically detects these changes and identifies the loan as a CommonLine 4 change record.

Select Use Prom. Note in the CL Orig Options field on the Loan Origination page. After you have run the loan origination process with the Adjustments check box activated, you can review the changes made to the loan. The system displays a new loan origination action row that indicates the loan has been adjusted. The action code values that indicate adjustments are OC (origination changed) and OX (origination cancelled).

Use the Change link on the Loan Origination Change page to view the record type (Loan Period Change [07]). A Ready status indicates that no other action is necessary to complete the loan period change transaction.

See Also

Chapter 3, “Setting Up Financial Aid Terms,” page 41

Chapter 25, “Processing CommonLine Loans,” Updating Borrower Information, page 944

Chapter 25, “Processing CommonLine Loans,” Managing Loan Origination Transmission Data, page 960

Chapter 25, “Processing CommonLine Loans,” Processing Disbursement Level Changes, page 1018

Chapter 25, “Processing CommonLine Loans,” Originating CommonLine Loans, page 942

Chapter 25, “Processing CommonLine Loans,” Viewing Loan Origination Information, page 963

Chapter 25, “Processing CommonLine Loans,” Viewing Loan Origination Change, page 964

Chapter 25, “Processing CommonLine Loans,” Viewing Loan Period Change, page 964

Processing Cancellations and Reinstatements

The Loan Cancellation/Reinstatement @1-08 Detail record is another loan level adjustment that is generated when you cancel a loan prior to the release of the first disbursement. If the lender has processed the cancellation, the loan can be either fully or partially reinstated by the school using the @1-08 Detail record. The change process is initiated by the cancellation or reinstatement of the student’s loan from the Award Entry component.

Use the Student Aid Package page, Award Entry/Manual page, or Award Override page.

Canceling a Loan

To cancel a loan:

1. Click the Look Up Action button in the row of the loan that you want to cancel.
2. Select Cancel.
3. Press TAB to move out of the Action field.

Reinstating a Loan

To reinstate a loan:

1. Click theLook Up Action button and select Offer or Offer/Accept.
2. Enter the amount of the reinstatement.
3. Click Validate.
4. After the validation is finished, click Post.

   The information is saved and the student award tables are updated. A partial reinstatement is processed if the amount is less that the original cancelled loan amount.

Note. For a loan reinstatement, you must use the same loan item type as the cancelled loan. If you use a new loan item type for the same loan program, the system will originate a new loan.

Generating @1-08 Adjustment Information

After you post awards from the Student Aid Package page, run the loan origination process with adjustments activated for the changes to be processed.

Use the Loan Application Summary page to view change information.

If the loan is reinstated, it appears as OC (origination changed) on the Loan Origination Change page and a new Ln (loan) Cancellation/Reinstate (08) row appears in the Cancel/Reinstate Loan page. The Reinstated Loan Amount field is populated based on the amount of the reinstatement.

See Also

Chapter 22, "Awarding and Packaging Students," Using Auto Packaging, page 776

Chapter 25, "Processing CommonLine Loans," Originating CommonLine Loans, page 942

Processing Disbursement Level Changes

Disbursement level changes occur when you make adjustments to individual disbursements of a guaranteed loan. Two types of CommonLine 4 change transaction record types communicate disbursement changes:

- The Disbursement Cancellation/Change @1-09 Detail record is generated when you submit full or partial disbursement cancellations, reinstate previously cancelled disbursements, place disbursements on hold, place disbursements from hold to release status, and reschedule disbursement dates prior to the release of funds for the disbursement.
- The Disbursement Notification/Change @1-10 Detail record is generated when you submit full or partial disbursement cancellations, reissue requests, and reinstatements after the release of funds for the disbursement.

The loan origination process automatically determines the type of disbursement level change transaction record based on whether the disbursement was received.

Disbursement Date Changes

Use the Loan Origination 2 page to adjust disbursement dates.

Note. You can only set disbursement dates equal to or after the current date. You cannot change a disbursement date to a past date.

Disbursement Hold and Release Changes

Use the Loan Origination 2 page to set loan disbursements to hold or release. You can also use the batch CommonLine Hold/Release process to automatically set the disbursement status for selected groups of disbursement records.

Note. To modify the process for setting hold/release status for your disbursements using Application Engine SQR, COBOL, and so on, set the PS_STDNT_AWARDS.OFFER_ACTIVITY_IND field to *A* for each employee ID that you change the PS_LOAN_DISBMNT.LN_HOLD_REL_STAT value to *H* (hold) or *R* (release). The PS_STDNT_AWARDS.OFFER_ACTIVITY_IND field is set automatically when you set the disbursement hold/release status online. It identifies a loan record as a potential change record.

Cancellations, Reinstatements, and Other Adjustments

All disbursement changes besides dates are initiated through changes made to the student's loan award. Use the Award Entry pages to make these adjustments. Changes to a student's loan awards are detected by the loan origination adjustment program, and the system generates the appropriate change transaction record types.

Changes to individual disbursements generally require changing split codes or the use of custom splits; this varies according to your institution's policies. Prior changes to a student's awards may require you to use the Award Entry/Manual or Award Override pages.

The following are examples of disbursement level changes:

- Canceling disbursements due to student non-enrollment.
- Reinstating previously canceled disbursements due to student re-enrollment.
- Decreasing a student's loan eligibility due to new funds awarded to the student.
- Increasing a student's loan eligibility due to the loss of expected financial aid awards.

@1-09 and @1-10 Loan Adjustment Information

After changes have been made to loan awards on the Student Aid Package page, run the loan origination process with adjustments activated for the changes to be processed.

The following information is an example of loan change records calculated by the loan adjustment process.

1. Open Process Loans, View Disbursement Status, Origination Loan Disbursement. If a loan disbursement is adjusted or cancelled, the system displays a disbursement action message in the Description area. If the adjustment results in a CommonLine 4 Change transaction record, the Change link is active.
2. Click the Change link to open the Loan Disbursement Change page and view the type of CommonLine 4 change record that will be generated for the loan disbursement.
3. The Pre-Disbursement Change (09) record type is generated if the disbursement has not yet been received by the school. The Change Status of *Ready* indicates that no other action is necessary to complete the Loan Period Change transaction.
4. Click the active Change link to identify the changes that have occurred to the loan that require the Pre Disbursement Change (09) record type to be created.
5. The system identifies the Post Disbursement Change (10) record type if the disbursement has been received by the school. The Change Status of *Ready* indicates that no other action is necessary to complete the Loan Period Change transaction.
6. Click the active Change link to identify the changes that have occurred to the loan that requires the Post Disbursement Change (10) record type to be created.

Although the loan adjustment process can calculate the amount of funds that must be returned to the lender, the school is responsible for initiating and completing the return of fund transactions. Post disbursement changes that require a return of funds can be identified by running the CommonLine 4 EFT Reconciliation (FA9071) report. After the funds are returned to the lender or disbursing agent, update the returned amounts in the CommonLine Disbursement Maintenance page.

See Also

Chapter 25, "Processing CommonLine Loans," Reviewing Loan Origination Information, page 943

Chapter 25, "Processing CommonLine Loans," Understanding the Hold/Release Process, page 1022

Chapter 25, "Processing CommonLine Loans," Reviewing CommonLine Loan Status Information, page 957

Chapter 25, "Processing CommonLine Loans," Originating CommonLine Loans, page 942

Chapter 25, "Processing CommonLine Loans," Reviewing Loan Disbursement Actions, page 969

Chapter 25, "Processing CommonLine Loans," Reviewing Loan Disbursement Changes, page 970

Chapter 25, "Processing CommonLine Loans," Reviewing Cancelled and Reinstated Loans, page 971

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Processing Post Disbursement Changes

When you reinstate a loan disbursement that has already been sent to the school by the disbursing agent, you must modify the original approved disbursement date before a post disbursement change transaction record can be generated.

The loan origination program also evaluates the status of the reinstated disbursement. If the school has already received a student's loan disbursement but has not yet applied the funds to the student's account, the disbursement is not reinstated until the funds are either applied to the student's account or returned to the disbursing agent.

If either of the two conditions exist, the following error message 1021 appears in the Loan Origination message log.

The business rules established between your institution and your lending partners dictate the appropriate adjustment. To request a reissue and increase of the disbursement, adjust the disbursement date in the Originate Loan - Loan Origination 3 page before you run the loan origination process. Be sure to return the funds to the lender. Use the CommonLine Disbursement Maintenance page to document the return of funds.

Processing Loan Increases

Use the Student Aid Package page to increase a student's loan award. This is a loan level adjustment. If the amount of the increase exceeds the borrower's promissory note requested amount, a new loan is generated instead of an increase. You can view the promissory note requested amount on the Loan Origination 3 page in the Maintain Originated Loans component.

The loan origination adjustment program detects changes to a student's loan awards and generates the appropriate change transaction record types. Increases use an @1-24 detail record.

Generating @1-24 Loan Adjustment Information

After you have changed loan awards in the Student Aid Package page, run the loan origination process with adjustments activated for the changes to be processed.

After changes have been made to the loan awards in the Student Aid Package page, you must run the loan origination process with adjustments activated for the changes to be processed.

1. Financial Aid, Process Loans, View Loan Application Status, Loan Application Summary.
2. Click the Origination Status link on the Origination Loan Summary page to view the adjusted loan (Orig Change).
3. The Change link is active because this is a loan level change.
4. Click the Change link to open the Loan Origination Change page that indicates that the Loan Increase (24) record has been generated and is ready for transmission.
5. Click the Change link on the Loan Origination Change page to open the Loan Increase page. The page shows the changed information that is transmitted to the loan servicer.

Note. If there is a message associated with the record, the system displays a message link because the change record has not been received by the loan servicer. The link becomes active if the change record has been rejected by the servicer and error messages have been provided.

See Also

Chapter 22, “Awarding and Packaging Students,” Awarding Online, page 772

Chapter 25, “Processing CommonLine Loans,” Originating CommonLine Loans, page 942

Chapter 25, “Processing CommonLine Loans,” Reviewing Loan Origination Information, page 943

Chapter 25, “Processing CommonLine Loans,” Processing Loan Changes, page 1012

Generating Change Transaction Files

All loans in the CommonLine 4 outbound staging tables must be processed by the EDI Manager Outbound EC Agent process to generate the CommonLine 4 change transaction file (C004P).

See Also

Chapter 25, “Processing CommonLine Loans,” Sending CL 4 Loan Files to Destinations, page 973

Receiving Application Response Files

You receive CommonLine 4 application response files after change transaction files are processed by your loan servicer. Run the Inbound EC Agent EDI Manager process to load the response information into the CommonLine 4 inbound staging tables. Then run the CommonLine 4 Inbound Driver process to move the information from the staging tables to your database. Make sure to select the Change Resp (change response) check box.

See Also

Chapter 25, “Processing CommonLine Loans,” Loading CL 4 Inbound Application Response Files to Staging Tables, page 992

Chapter 25, “Processing CommonLine Loans,” Receiving CommonLine Application Response Files, page 988

Accepting Change Transactions Manually

If your guarantor does not send a response record to update the system, use the CommonLine Loan Origination Transmission page to accept the changes. It is important to insure that your change transactions are resolved in the system to allow subsequent change transactions to take place automatically if the student’s eligibility changes further.

See Also

Chapter 25, “Processing CommonLine Loans,” Managing Loan Origination Transmission Data, page 960

Managing Disbursement Hold and Release Processing

The system automatically selects and reviews pending CommonLine loan disbursements. If your institution participates in disbursement hold and release processing, you can use the Hold/Release process (FAPLCLHR) to determine if disbursements should be released to your institution or held until your institution requests the funds.

This section provides prerequisites and an overview of the Hold/Release process and discusses how to run the Set Hold/Release process.

Note. Disbursement hold and release processing is an optional business process supported by CommonLine 4. You must establish agreements with your loan servicers to participate. Currently PeopleSoft does not support Hold and Release processing for CRC loans.

See Also

NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual, CommonLine 4 Version

Understanding the Hold/Release Process

The Set Hold/Release Flag process uses an equation to evaluate a student's eligibility for disbursement and then sets the disbursement to be held or released. Disbursements from loan servicers that do not participate in hold and release processing are not evaluated. The equation provided for hold and release processing evaluates changes in the student's load level and checks the student's satisfactory academic progress status.

Note. You can modify the provided equation as necessary.

Records are selected for processing by using the run control settings. Each disbursement record is evaluated to meet the following criteria:

- The student's current calculated financial aid load is equal to the financial aid load set at the census date for the term the disbursement is intended.
- The student has a satisfactory academic progress status of Meets SAP or Probation.

If both conditions are true, the student is considered eligible for disbursement for the term and the disbursement hold/release status is set to *R* (release disbursement) if it was previously set to *H* (hold disbursement) on the Loan Orig CommonLine page.

If any of the conditions are false, the student is considered ineligible and status for the disbursements is set to *H*.

After the system sets the disbursement hold/release status on loan disbursement records, the next time that you run the loan origination process with the adjustments option activated, CommonLine 4 @1-09 Change Transaction records are generated for each disbursement.

Note. Disbursement hold and release processing is an optional business process supported by CommonLine 4. You must establish agreements with your loan servicers to participate.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, "Working with Equation Engine"

Prerequisites

To use the CommonLine Hold/Release process, you must:

- Establish hold and release processing agreements with your loan destinations.
- Assign a default status of either Hold or Release for each eligible CommonLine 4 loan destination and No Support for nonparticipating loan destinations. The Set Hold/Release Flag process evaluates loan disbursements only where the Disbursement Hold/Release status is set to Hold or Release.

- If necessary, modify the hold and release equation provided by PeopleSoft to add additional eligibility criteria.

See Also

Chapter 7, “Setting Up CommonLine Loans,” Defining CommonLine Options, page 198

Chapter 7, “Setting Up CommonLine Loans,” Selecting Equations for Hold and Release, page 194

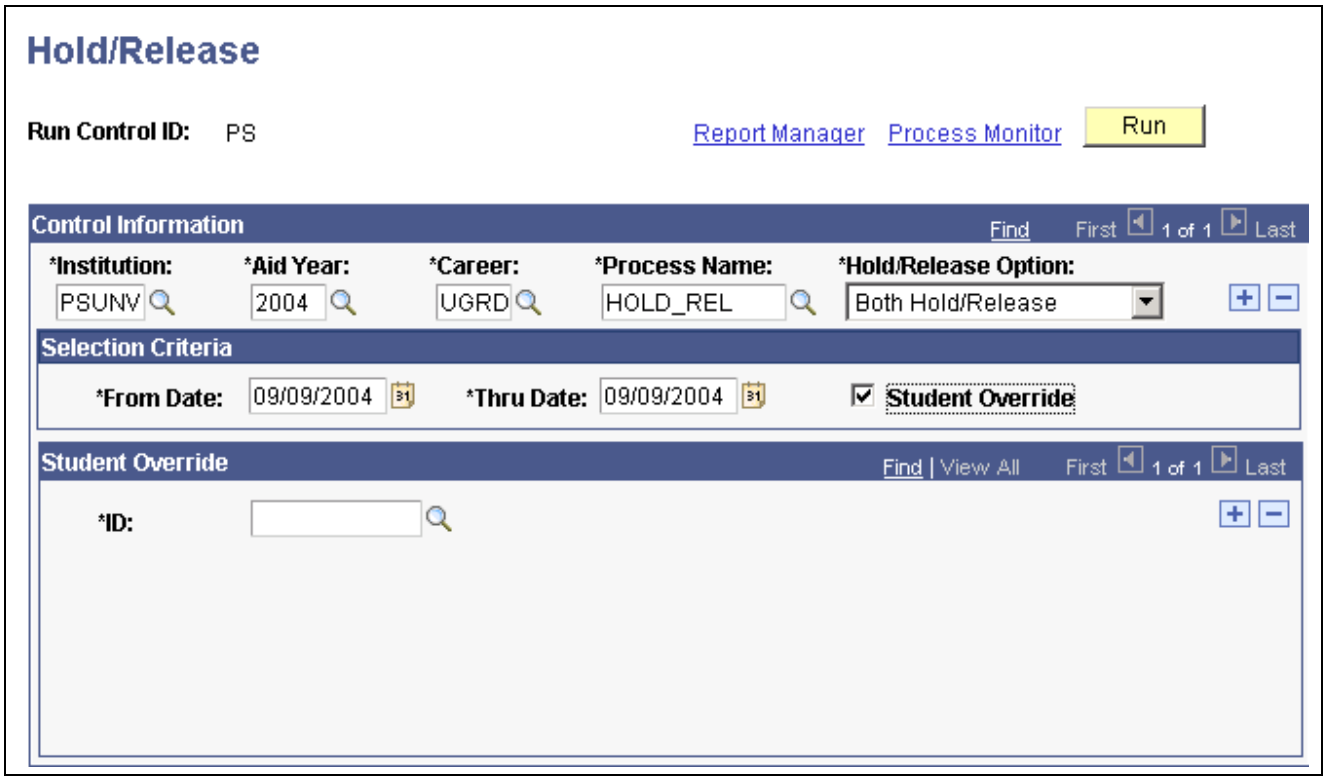
Equation Engine Programmer’s Guide

Pages Used to Manage the Hold/Release Process

Page Name	Object Name	Navigation	Usage
Hold/Release	RUNCTL_CLHR	Financial Aid, Loans, CommonLine Management, Process Hold Release, Hold/Release	Run the set hold/release process. Establish run control settings and execute the FAPLCLHR COBOL process.
Hold/Release Error Messages	LN_HR_MSG_LOG	Financial Aid, Loans, CommonLine Management, Review Hold/Release Errors, Hold/Release Error Messages	View error messages for each loan disbursement for a selected student. Only messages generated from the most recent execution of the Hold/Release process (FAPLCLHR) can be viewed.

Running the Set Hold/Release Process

Access the Hold/Release page.



Hold/Release page

Process Name Select the equation set that you defined on the Hold/Release Equations setup page.

Hold/Release Option Select a hold or release option.

Both Hold/Release: Evaluate disbursements currently set to Release and reset to Hold, if ineligible, and evaluate disbursements currently set to Hold and reset to Release, if eligible.

Release: Select to evaluate disbursements currently set to Release and reset to Hold, if ineligible.

From Date and **Thru Date** Enter the earliest and latest dates for disbursement that you want to process.

Student Override Select to activate the ID field. You can then select individual IDs for processing.

ID When you run the process, the system evaluates only the loan disbursements for the entered IDs that fall within the From Date and Thru Date fields.

Process Monitor Click to review any processing messages.

Resolving Change Transaction Errors

When a change transaction record is rejected, the rejected record is sent to the school in the application response file as a Change Transaction Error @6 record. Up to five error messages can be provided on this record.

This section discusses how to:

- Identify change error records.
- Review error messages.
- Resolve error messages.
- Run loan adjustments.

Identifying Change Error Records

To identify change error records:

1. Run the CL Loans on Hold (FA901) report to identify adjusted loans on hold.
2. Run the Loan Origination Auth Sumry (FA850) report to identify loan cancellation changes that were rejected

   Use *OX* for the loan action code and a loan action status of *R*.

Reviewing Error Messages

Use the Loan Origination Information page to identify loans with a loan action status of Rejected. Determine the change record types that were generated and navigate to the appropriate Loan Origination Change or Loan Disbursement Change pages to find the rejected record.

The rejected record has a change status of Error. The Message link should also be active. Click the Message link to view the error messages.

See Also

Chapter 25, “Processing CommonLine Loans,” Viewing Loan Origination Information, page 963

Chapter 25, “Processing CommonLine Loans,” Viewing Loan Origination Change, page 964

Resolving Error Messages

Make the necessary changes to correct the rejection. Required actions vary based on the error messages displayed. After you have taken corrective action, use the CommonLine Loan Orig Trans page to remove the hold.

See Also

Chapter 25, “Processing CommonLine Loans,” Managing Loan Origination Transmission Data, page 960

Running Loan Adjustments

After the hold has been removed–resetting the Loan Processing Stat field to In Service–run the loan origination process again. The process generates a new change transaction record for the loan. New change transactions for the rejected change transaction record, plus any additional changes made to the loan, are created. Then follow the normal procedures to complete the processing of the change: validate the loan, create outbound files, and send them.

Processing School Certification Request Applications

The certification request process is an optional CommonLine 4 process for some alternative loans. The process differs from FFELP loan application processing in that the borrower applies for the loan directly with the lender instead of through the school's financial aid office. The lender or servicer then asks the school to certify the borrower's eligibility by initiating a CommonLine 4 application response record to the school. The school may not have a record of the student in the financial aid system: the student may not have applied for aid, or the student may not exist in the school's database.

To process school certification request applications:

1. Load the school certification request records using the Inbound EC Agent process.
2. Run the CL Loan In process and then the CL 4 App Response Load Errors report to identify the certification request records.

   When you run the CL Loan In process, any certification request records are automatically set to Error. Run the CL 4 App Response Load Errors report to list records with a load status of Error.
3. Run the CL 4 School Cert Requests report for information necessary to process the loan.

   The CL 4 School Cert Requests report selects only certification request records that have a load status of Error. The report lists the application information provided by the loan servicer.
4. Review and process each certification request.
   a. Determine if your school participates in the loan program identified on the report.
   b. If your school participates, verify that the appropriate financial aid item types, loan types, and loan destinations have been set up to process the loan.
   c. Enter the certification request report information in the appropriate CommonLine Prom Note page.
   d. Award the student the necessary loan eligibility.
   e. Originate the loan, being sure to use the correct loan destination and process level. The correct process level depends on what the loan servicer expects from the school. The originated loan uses the information entered in the promissory note page.
   f. If the loan servicer has generated the loan ID, update the loan record and override the unique ID generated by the origination process with the loan servicer's ID.
   g. Validate, outbound, create, and send the CommonLine 4 application send file.
   h. In the CommonLine 4 Import page, set the load status of each processed certification request record to Processed. Use Skipped if the student is not eligible.

Adjusting Loan Disbursements Manually

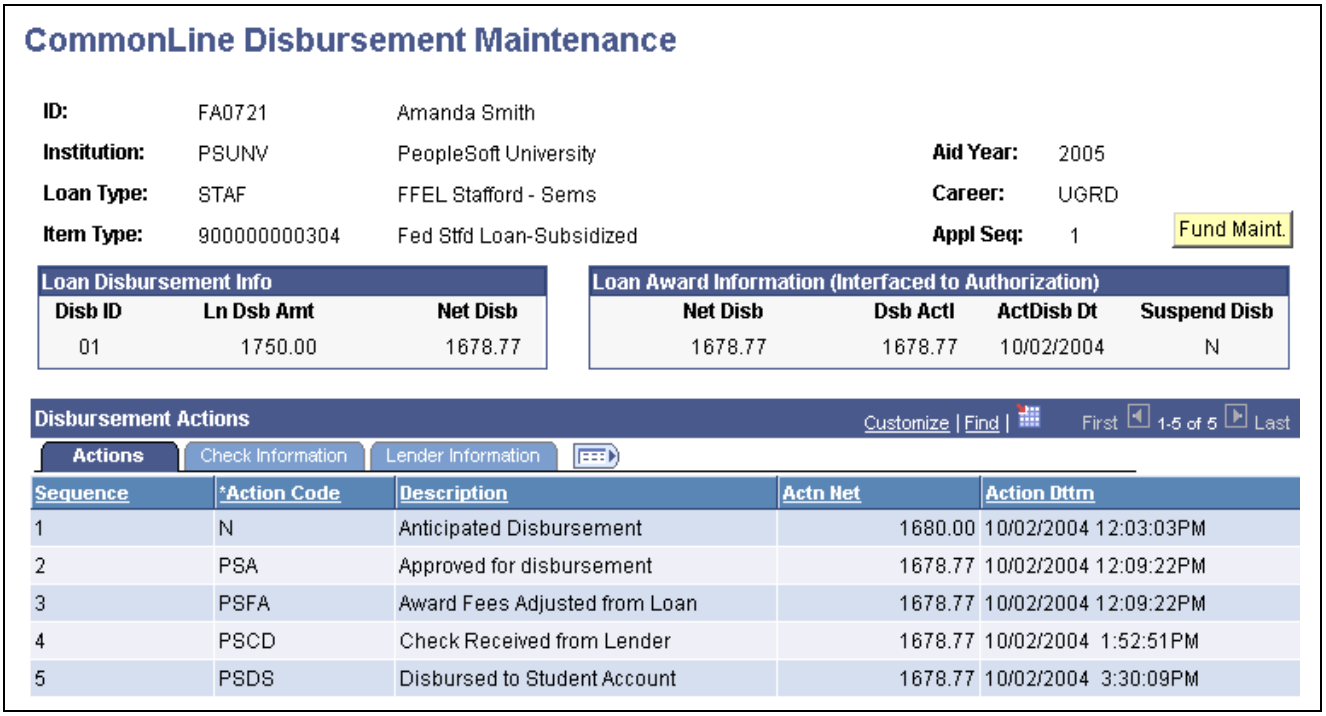
This section discusses how to modify disbursements.

Pages Used to Adjust Loan Disbursements Manually

Page Name	Object Name	Navigation	Usage
CommonLine Disbursement Maintenance	LOAN_FUND_MAINT	Financial Aid, Loans, CommonLine Management, Maintain CL Disbursements, CommonLine Disbursement Maintenance	Adjust disbursements for all CommonLine loans and document the disbursement and return of funds. Suspend or release disbursements.
Comments	LN_DISBACT_COM_SEC	Click the Comments link on the CommonLine Disbursement Maintenance page.	Open a free-form comment page that is associated exclusively with the loan action code entered in the page.

Modifying Disbursements

Access the CommonLine Disbursement Maintenance page.



CommonLine Disbursement Maintenance page: Actions tab

Loan Award Information (Interfaced to Authorization)

Net Disb (net disbursement) The total EFT or manual check balance for the disbursement ID. This is the maximum amount authorized. This can only be updated by the EFT load and this page.

ActDisb Dt (account disbursement date) The last date the student's account was updated for this loan disbursement.

Suspend Disb (suspend disbursement) A value of *Y* indicates that the system will suspend disbursement processing for this loan disbursement. Authorization will continue to function.

N indicates the disbursement is not suspended. This is set in the loan adjustment program when loans are reduced and an EFT has been received.

To set this value, enter the appropriate code in the Action Code field to make the field available.

Actions Tab

Sequence The origination action sequence is generated from the loan record activity.

Action Cd (action code) Enter an action code for the task you want to perform (entering a check, for example). When you enter the code, appropriate fields become available.

Actn Net (action net) Indicates adjustments made to the disbursement. When the loan action code is initiated by the loan origination process or by the loading of an application response file, the value corresponds to the net disbursement. When loan action codes are manually inserted to reflect the receipt or adjustment of actual loan funds–loading of EFT records or manual check entry–the Action Net value is used to adjust the net disbursement on the page.

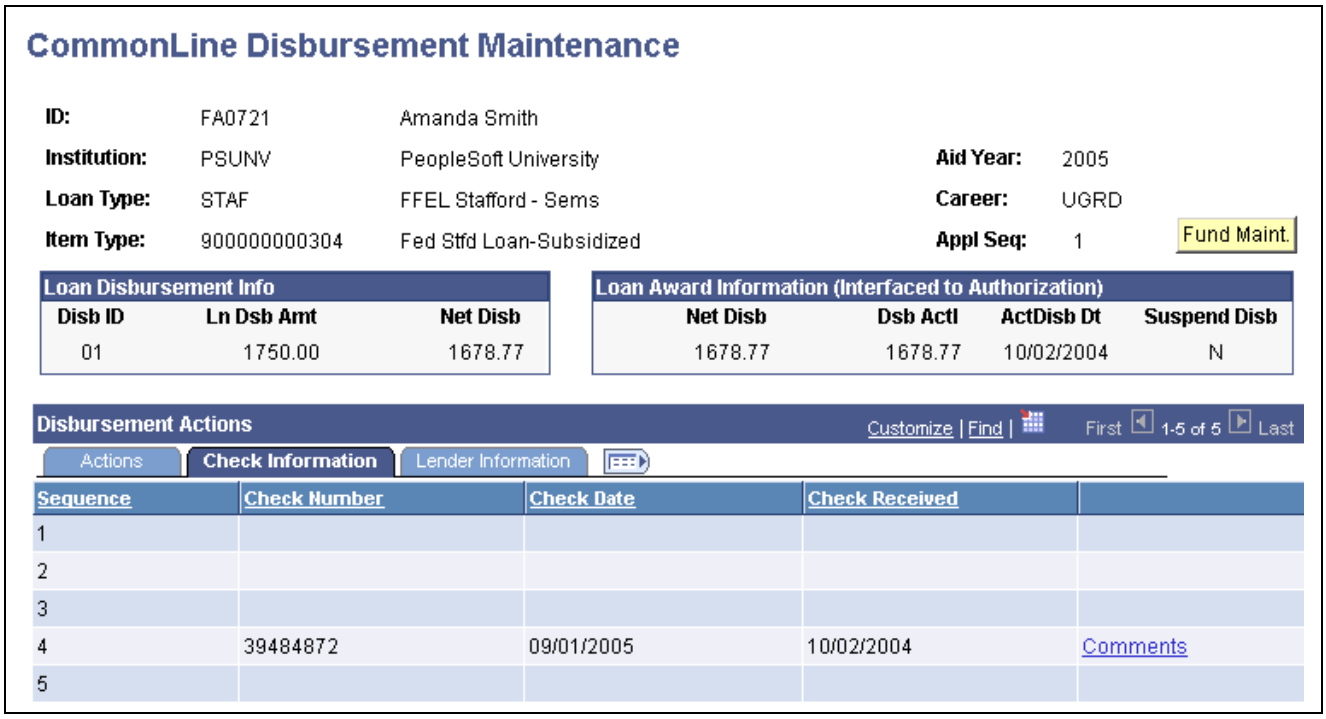
Available Action Codes for Adjusting Disbursements

Code	Description	Use
PSAD	Manual Fund Adjustment	Used to change disbursement amounts. The net disbursement is adjusted with the value of action net.
PSCD	Check Received from Lender	Used for manual check entry. Updates Student Financials. Assumes the check has been endorsed by the borrower. The net disbursement is adjusted with the value of action net.
PSCR	Funds Returned to Lender	Used when funds have been returned to the disbursing agent or lender. The net disbursement is adjusted with the value of action net.
PSCN	Unendorsed Check Received	Used for manual check entry. Updates Student Financials. The check does not disburse to the student's account. The net disbursement is adjusted with the value of action net. The Suspend Disb (suspend disbursement) field is set to *Y*.

Code	Description	Use
PSCE	Check Endorsed	Used to indicate a previously received check has been endorsed by the borrower. The Suspend Disb (suspend disbursement) field is set to *N*. A previously unendorsed check can now be disbursed to the student's account.
PSFH	Suspend Disbursement Processing	The Suspend Disb (suspend disbursement) field is set to *Y*. T his prevents disbursement to the student's account.
PSRH	Release Suspended Disbursement	The Suspend Disb (suspend disbursement) field is set to *N*. This permits disbursement to the student's account.
PSPR	Pending Resolution	Informational only. Can be used in conjunction with reports to manage the timely disbursement and return of loan funds.
PSFN	Funds Need to be Returned	Informational only. Can be used in conjunction with reports to manage the timely disbursement and return of loan funds.

Check Information Tab

Select the Check Information tab.



CommonLine Disbursement Maintenance page: Check Information tab

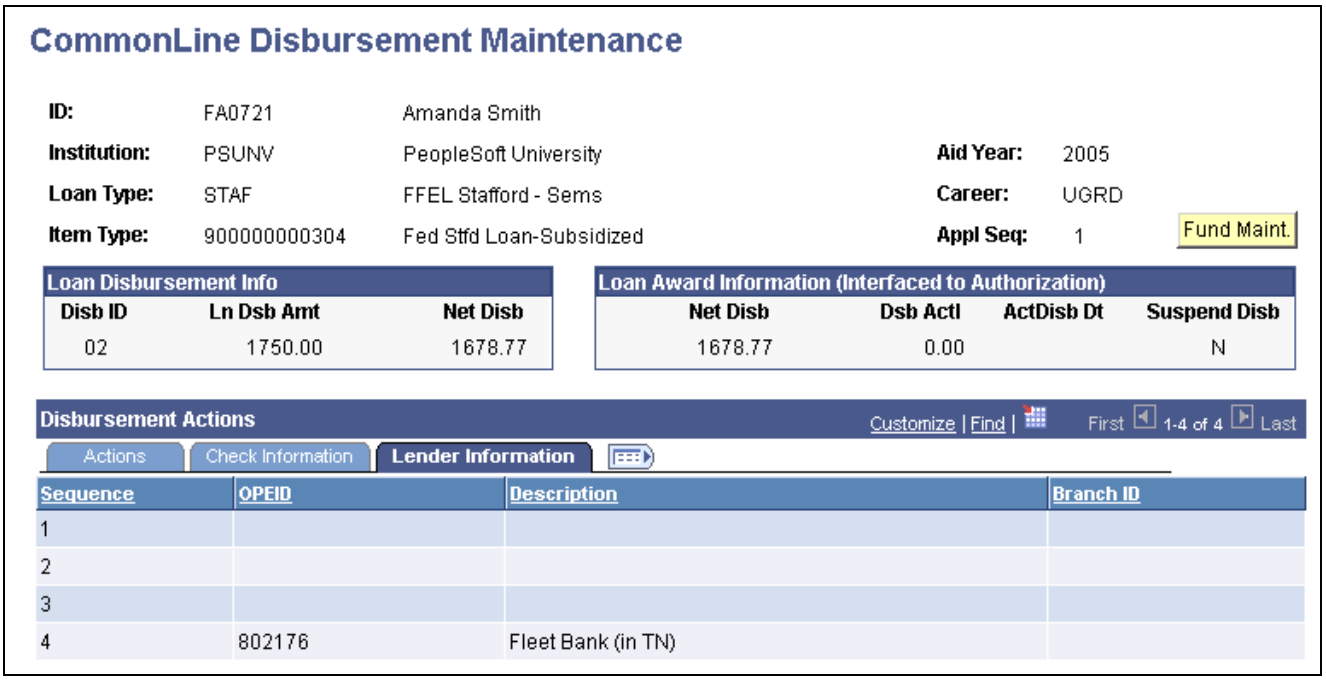
Sequence The origination action sequence is generated from the loan record activity.

Comments Click to open a free-form comment page that is associated exclusively with the loan action code entered in the page.

Fund Maint (fund maintenance) Click to enter transactions. When entering check transactions, the Check Number, Check Date, and Check Received fields can be updated with the check information.

Lender Information Tab

Select the Lender Information tab.



CommonLine Disbursement Maintenance page: Lender Information tab

OPEID Displays the ID of the lender who issued the check as entered in the page. When entering check information, the field allows you to select the lender by OPEID.

Description Displays the name of the lender who issued the check.

Branch ID Indicates the branch number of the lender OPEID. This field is populated when inserting check information.

Entering Checks Manually

Enter all checks received on this page.

Use the following action codes:

- PSCD (Check Received from Lender) if the check is to be disbursed as soon as possible.
- PSCN (Unendorsed Check Received) if unendorsed checks need to be entered, but the funds should not be disbursed to the student's account until the endorsement has been received. After the endorsement is received, a new row must be inserted with the value of PSCE (Check Endorsed) to allow the funds to be disbursed.

Adjusting Amounts After Receipt of Funds

Enter the check for the entire amount for the first loan. Use action code PSCD. Next, enter a new action of PSAD (Manual Fund Adjustment) enter a negative net amount in the value of the first disbursement for the second loan. Enter a comment explaining that reduction.

Next, select the first disbursement of the second loan. Enter action PSCD and enter a net amount for the value of the check reduction. Enter a comment explaining the entry.

Tracking Disbursements Example

Here is an example of using the CommonLine Disbursement Maintenance page to track disbursements.

Loan funds are received using EFT roster. The EFT roster load date is assumed to be the date funds are received by the institution. Authorization and disbursements are run for all students on the roster.

Run the CL 4 EFT Reconciliation report to select all EFT records not disbursed. Review each record not disbursed. Based on the status of each disbursement, you can determine if:

- The disbursement needs to be returned or reissued. Update the loan and award if necessary. Run the loan adjustments process to calculate a return amount or reissue date. Insert an action code of PSFN (Funds Need to be Returned). Use the Actn Net field or the comment page to document the amount to be returned. After the funds have been returned, enter a new action code of PSCR (Funds Returned to Lender), and enter the amount. This reduces the net disbursement amount to zero. If the disbursement is to be reissued later, the new check will be processed normally.
- The disbursement can be made after an issue is resolved. As an example, the student needs to enroll full time. Insert an action code of PSPR (Pending Resolution). Enter a comment documenting why the disbursement should be held. Continue to run the EFT Reconciliation reports to monitor the status of the disbursement. If, after ten days, you determine that the check must be returned, enter a new action of PSFN. After the funds have been returned, enter a new action code of PSCR and enter the amount.

CHAPTER 26

Processing Direct Loans

This chapter provides the required information for direct lending mandated by the Department of Education. This chapter discusses:

- Understanding direct lending.
- Viewing packaging results before origination.
- Re-awarding direct loans with new disbursement plans.
- Originating direct loans and displaying loan status summary information.
- Processing and reviewing direct lending origination information.
- Working with relationship, demographic and address data.
- Overriding bio/demo data for direct lending.
- Overriding and viewing direct loan origination data and action messages.
- Creating and using promissory notes.
- Viewing promissory note action history and loan disbursement messages.
- Processing direct loan manifests.
- Transmitting direct lending outbound files.
- Receiving direct lending inbound files.
- Using EC queue status with direct loan processing.
- Viewing direct loan EC history.
- Reviewing direct lending origination export files.
- Reviewing direct lending origination acknowledgement import files.
- Reviewing direct lending promissory note acknowledgement files.
- Reviewing direct lending credit decision files.
- Processing direct lending origination changes.
- Understanding direct lending change processing.
- Reviewing direct lending change export files.
- Reviewing direct lending change acknowledgement import files.
- Reviewing direct lending disbursements.
- Direct lending cash management.
- Processing cash reconciliation for direct lending.
- Entering cash summary data.
- Using loan/import programs.

- Viewing data import information.
- Working with the DL school account statement and the reconciliation loan destination reports.
- Generating the reconciliation loan destination report.
- Using the direct lending 732 Loan Detail Report.
- Viewing system administration information.
- Running direct lending reports.
- Using demographic data for loan origination.

Understanding Direct Lending

The William D. Ford Federal Direct Loan program was established to provide long-term academic loans to qualified students who are enrolled in facilities of higher education, vocational, technical, business and trade schools. The Federal Government provides the funds for direct loans directly to the student, bypassing an outside lender. Students who receive federal direct loan funds cannot receive FFEL (federal family education loan) funds during the same enrollment period.

Note. Direct Lending now uses common origination and disbursement (COD) processing.

There are three types of direct loans, as described below:

Direct Loan Type	Loan Characteristics
Direct Subsidized Stafford Loan	A student's eligibility for a Direct Subsidized Stafford loan is determined entirely on the student's ability to demonstrate financial need. The U.S. Department of Education subsidizes the interest; therefore, the borrower is not charged interest while they are enrolled in school at least half-time, and during grace and deferment periods.
Direct Unsubsidized Stafford Loan	A student is eligible for a Direct Unsubsidized Stafford loan regardless of their financial situation. Borrowers are responsible for paying the interest on these loans.
Direct PLUS Loan	Direct PLUS loans allow parents to borrow on behalf of their dependent students who are enrolled at least half-time. Borrowers are responsible for paying the interest on these loans.

The direct lending portion of the Financial Aid package is designed to help you process the Subsidized Stafford, Unsubsidized Stafford, and PLUS loans awarded to students attending your institution.

Viewing Packaging Results Before Origination

Beginning with the 2001/2002 processing year, Direct Loan Rebate information is required to be submitted on the origination file. You should include a preliminary and periodic review of your packaging results, your loan amount, loan fees, and rebate information for each loan record. This minimizes the potential for incorrect information being originated and submitted to the common origination and disbursement processing center.

Note. Refer to financial aid packaging chapters for special setup of financial aid item types, disbursement plans and split codes for Direct Loan types.

Re-awarding Direct Loans with New Disbursement Plans

The packaging engine does not allow you to change the disbursement plan for direct lending loans, even if the loan has not been originated. You would need to change disbursement plans if you awarded a direct lending loan for two terms, then found out the student should only be awarded for one term. There are two ways to accomplish this change. The steps are shown below.

Option 1 – Changing disbursement plans for non-originated direct lending loans

1. Cancel the original loan (with the original disbursement plan and split code) on the Student Aid Package page.
2. Insert a row on the Student Aid Package page below the row for the canceled loan in step 1.
3. Using the same financial aid item type as the original loan, award the loan with the new disbursement plan and split code.

Note. If you are using professional judgement to override an award amount, you must make sure that your loan disbursements (amounts, fees, and rebates) are split correctly between your item types. Refer to the common origination and disbursement technical data for details.

Option 2 – Changing disbursement plans for non-originated direct lending loans

1. Using the original loan you awarded (with the original disbursement plan), create a custom split so the money is allocated only to the new terms you want to use.
2. Originate the loan.
3. Go to the Application Financial page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application) and select the Override Loan Dates check box. Change the Loan Period Start, Loan Period End, and Antc Date (anticipated disbursement date) to match the new period for which the loan is awarded.

Originating Direct Loans and Displaying Loan Status Summary Information

This section describes how to:

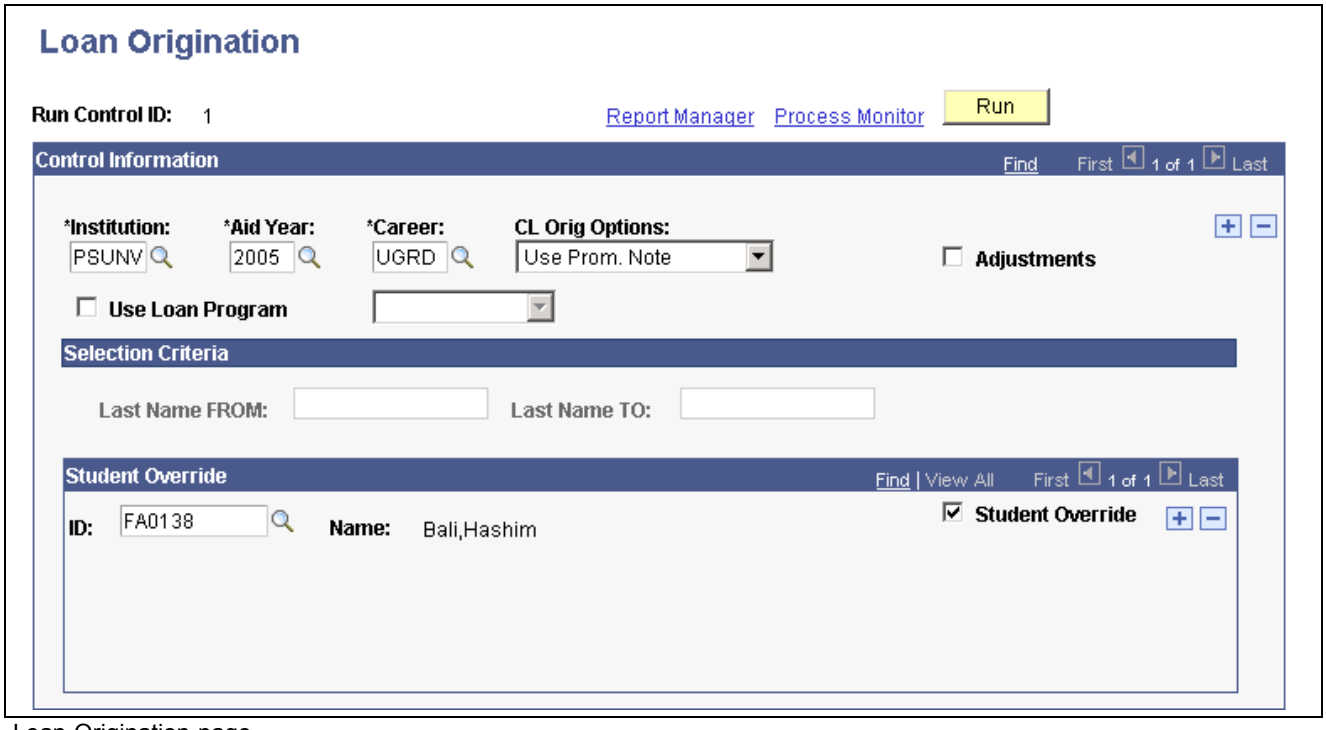
- Originate any Stafford or PLUS loans that have been awarded and have an award status of *Accepted*.
- Check the status of a loan.

Pages Used to Originate Direct Loans and Display Loan Status Summary Information

Page Name	Object Name	Navigation	Usage
Loan Origination	RUNCTL_LNORIG	Financial Aid, Loans, Process Loans	Originate any Stafford or PLUS loans that have been awarded and have an award status of *Accepted*. The Stafford or PLUS loans must have the loan program indicated as *Direct* — Direct Lending — to be selected by this run control. You can insert additional rows to originate loans for multiple Institutions, aid years, and careers. Loans must have the *Accepted* status.
Loan Status Summary Information	LN_DLSTATSUM_SEC	Click the Loan Status Summary link on any page that has the link available.	View current loan summary information. You can use this page to quickly check the status of the loan. You can access this page from many of the pages used in direct lending processing.

Originating Direct Loans

Access the Loan Origination page.



Loan Origination page

Control Information

You can add additional rows to include different institution, aid year, and career combinations for originating loans.

Institution Indicates the institution for which you are originating loans.

Aid Year Indicates the aid year for which you are originating loans.

Career Indicates the academic career of the students for whom you are originating loans.

CL Orig Options (CommonLine origination options) This field is used for CommonLine loans only.

Adjustments Indicates you want to include origination adjustments when you run the origination process. When this check box is selected, origination adjustments are processed for loans in which the overall amount and/or disbursement amount has changed. Students who have origination adjustments are not included in the available options for the ID field (in the Student Overrides) unless this check box is selected.

Selection Criteria

The fields in the Selection Criteria group box allow you to originate loans for a group of students selected by last name. Only students with the selected Institution, Aid Year, and Career are selected. You can only enter names in the Selection Criteria if the Student Override check box is NOT selected.

Last Name FROM Specifies the beginning last name of the group of students you want to originate. Enter the names according to alphabetical order. For example, Last Name FROM *Atkins* and Last Name TO *McMurphy*.

Last Name TO Specifies the ending last name of the group of students you want to originate. Enter the names according to alphabetical order.

Student Override

The Student Override group box is used to originate loans for a single student or a group of specific students within the selected Institution, Aid Year, and Career.

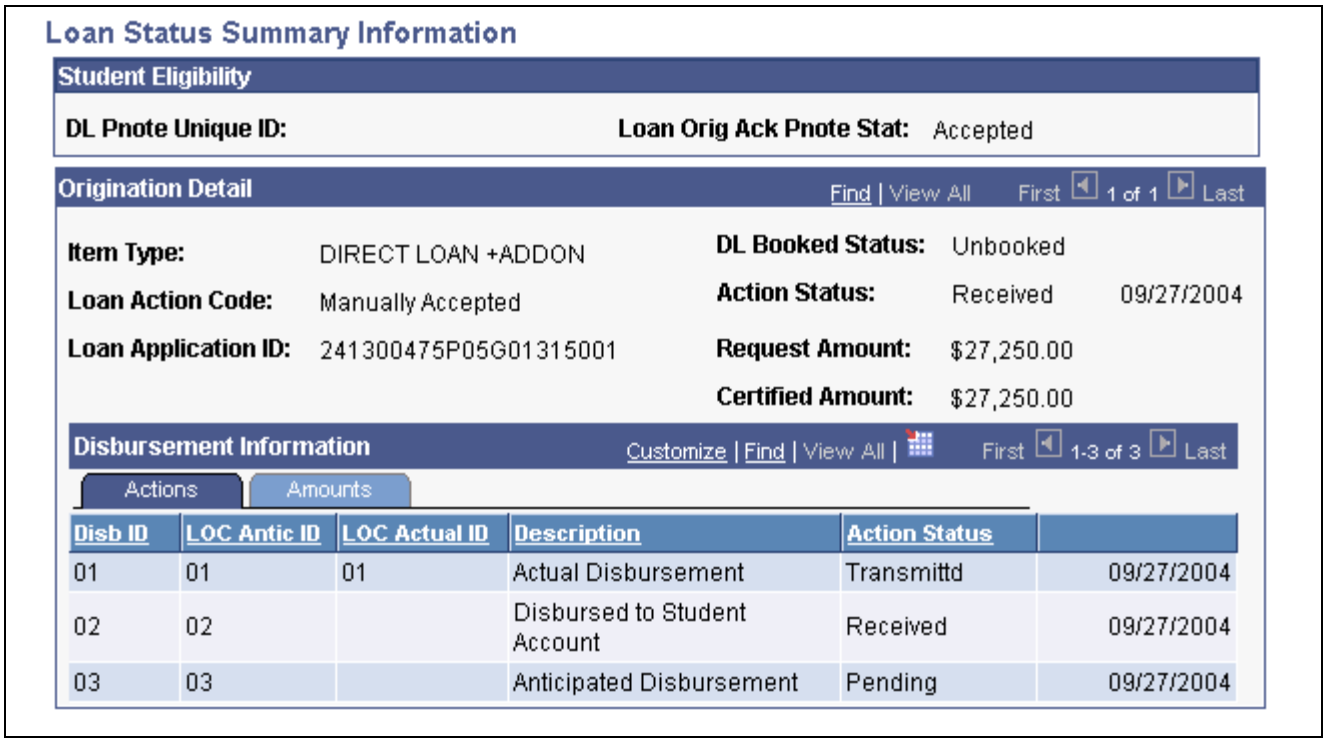
Student Override Select this check box to indicate that you want to originate specific students. When you select this check box, the ID field becomes available.

ID Enter the unique ID for the student that you want to originate. Only students with loans that have a loan award in the *Accepted* status are available from the options. You can insert rows to originate multiple students.

Click Run to run the Loan Origination process (FAPLBOG1).

Displaying Loan Status Summary Information

Access the Loan Status Summary Information page.



Loan Status Summary Information page: Actions tab

Student Eligibility

DL Pnote Unique ID (direct lending promissory note unique ID) — Displays the promissory note identifier assigned to this loan.

Loan Orig Ack Pnote stat (loan origination acknowledgement promissory note status) — Displays the current status of the promissory note. Valid values are *Ack Pending* (acknowledgement pending), *Accepted,* and *Rejected.*

Origination Detail

Item Type — Displays the financial aid item type associated with this loan.

Loan Action Code — Displays the most recent loan origination action for the loan. For example, Loan Origination, Loan Origination Change, and so on.

Loan Application ID — Displays the unique ID that the Origination process generated for this loan. The loan application ID is comprised of the following elements:

- the student's social security number;
- a single-character code identifying the type of loan (Subsidized, Unsubsidized, PLUS);
- a two-character code identifying the aid year; the Direct Loan school code;
- a 3-digit sequence number, which is incremented by one each time the student receives an additional loan of the same type.

Direct Lending Booked Status Displays *Booked* if the origination, first disbursement, and promissory notes are accepted and acknowledged by the COD. Until this occurs, the status is *Unbooked*.

Action Status Displays the current status of the action. The field values are: *Accepted*, *Ac-NtApld* (accepted-not applied), *Authorized*, *Failed*, *Invalid*, *Pending*, *Received*, *Rejected*, and *Transmitted*. The Action Status for an Acknowledgement is always *Received*. If an origination or origination change is rejected, the system creates a new loan originated row to track the resubmission of the failed/rejected action.

Requested Amount Derived from the accepted amount on the award and is equal to the scheduled disbursement amount.

Certified Amount Displays the amount approved for the loan. This value is derived from the offer amount on the award.

Actions Tab

Disb ID (disbursement ID) Indicates the ID number assigned to the disbursement record. The possible values are *01* through *20*.

LOC Antic ID (loan origination center replaced by common origination and disbursement anticipated [disbursement] ID) The sequentially ordered ID for the anticipated disbursement. The system converts the disbursement ID that comes from the awarding page to assist in disbursement sequencing requirements.

LOC Actual ID This is the numerically ordered disbursement ID, without skipping numbers. The system converts the disbursement ID to meet COD requirements. The COD does not care what disbursement IDs are given by PeopleSoft Enterprise Financial Aid awarding they want disbursements to be sequentially ordered. This number does not change throughout the processing and is sent to the COD with the origination file. For example, a student receives disbursements for Disbursement ID 1 and Disbursement ID 2 that are tied to Fall term. Disbursements IDs 3 and 4 are tied to Spring term.

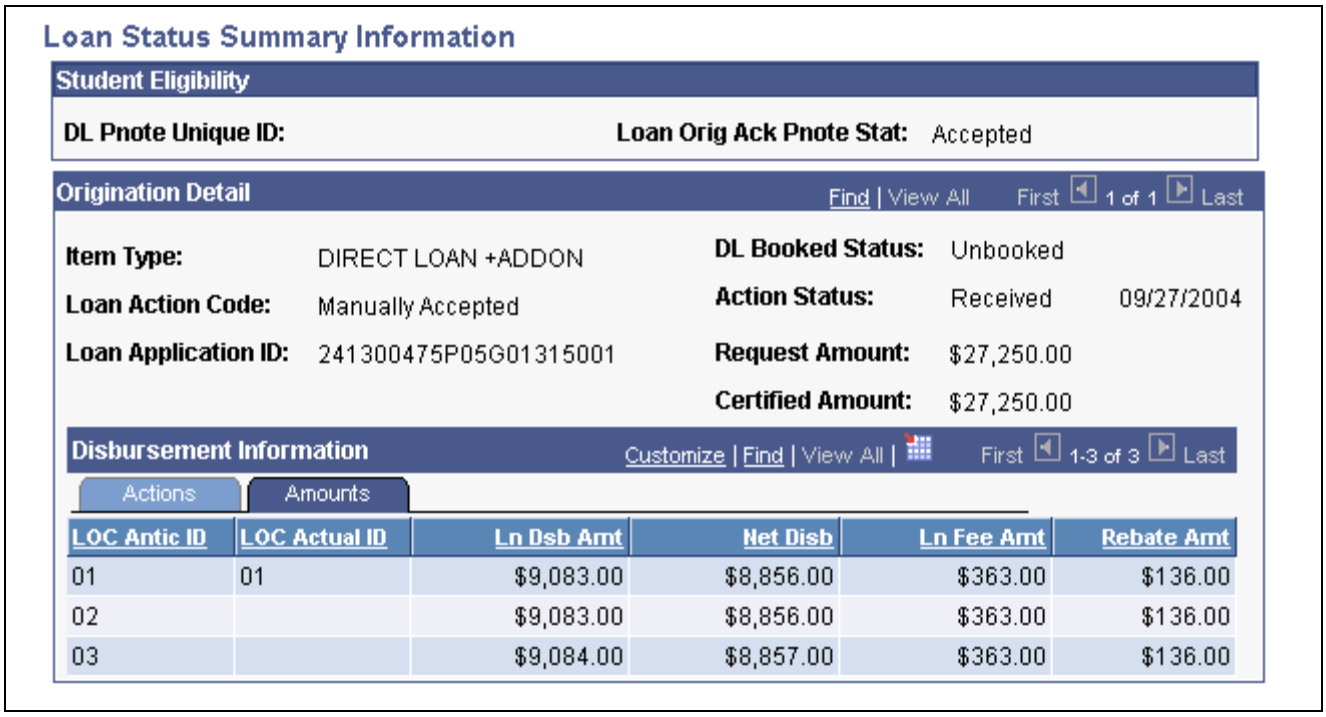
Action Code Describes the type of disbursement action for that row.

Action Status Displays the status for this disbursement ID. See the description of the Action Status field above for more details.

(unlabeled) Indicates the date of the disbursement action.

Amounts Tab

Access the Loan Status Summary Information page.



Loan Status Summary Information page: Amounts tab

Ln Dsb Amt (loan disbursement amount) The gross scheduled disbursement amount. This value is derived from the accepted balance on the loan award.

Net Disb (net disbursement) Displays the amount derived from the loan amount minus the loan fee amount plus the rebate amount.

Ln Fee Amt (loan fee amount) Displays the calculated loan fee for this disbursement.

Rebate Amt (rebate amount) Displays the calculated rebate amount for this disbursement.

Processing and Reviewing Direct Lending Origination Information

The Direct Loan Application component is designed for users who are actively involved with the Direct Lending process. Access to these pages should be restricted to key personnel. The information contained in these pages is eventually transmitted to the common origination and disbursement processing center (COD) in the origination outbound file.

This section discusses how to:

- Process and review borrower bio/demo data.
- Process and review miscellaneous borrower data.
- Process and review financial data.
- Process and review loan application acknowledgement data.

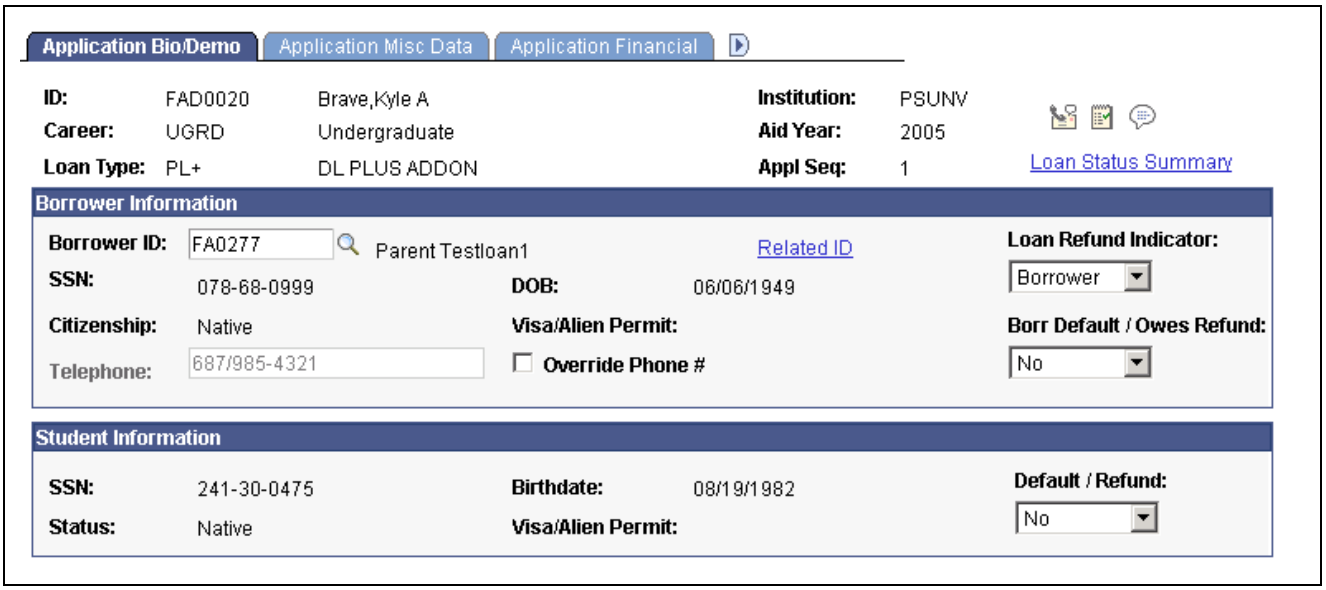
Pages Used to View Loan Change Transmission Information

Page Name	Object Name	Navigation	Usage
Application Bio/Demo	LOAN_ORIG_DMO_DL01	Financial Aid, Loans, Process Loans, Direct Lending Management, Manage Direct Loan Application, Application Bio/Demo	Review and correct borrower information, student information, and parent information for PLUS loans. This information comes from Campus Community as well from ISIR load information that the system populates on the Institutional Application pages.
Application Misc Data (application miscellaneous data)	LOAN_ORIG_ELG_DL01	Financial Aid, Loans, Process Loans, Direct Lending Management, Manage Direct Loan Application, Application Misc Data	Process and review information pertaining to student eligibility, promissory note printing, and loan credit.
Application Financial	LOAN_ORIG_FIN_DL01	Financial Aid, Loans, Process Loans, Direct Lending Management, Manage Direct Loan Application, Application Financial	Review financial data and adjust the loan start, end, and certification dates. By using an override check box, you can change any of these dates for the loan you are viewing.
Application Acknowledgement	LOAN_ORIG_STAT_DL0	Financial Aid, Loans, Process Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgement	Review loan process status, loan origination outbound, and acknowledgement information. You also use this page to set and remove loans from Hold status. This page displays the data elements that go out on the Origination files. When the inbound files come back from COD, the system acknowledges the data and populates the fields on this page.
Miscellaneous Loan Detail	LN_ORIG_TRNS_MISC	Click the Misc Loan Detail link from the Application Acknowledgement page.	View additional direct lending origination and acknowledgement information regarding the disclosure print option for the loan. The information displayed in this page represents an example of detail on an outbound file.

Page Name	Object Name	Navigation	Usage
Loan Eligibility Detail	LN_ORIG_TRNS_ELIG	Click the Eligibility Detail link from the Application Acknowledgement page.	View origination and acknowledged direct lending eligibility detail information. The information displayed in this page represents an example of detail on an outbound file.
Borrower Detail	LN_ORIG_TRNS_BORR	Click the Borrower Detail link from the Application Acknowledgement page.	View origination and acknowledged detail information for the borrower. The information displayed in this page represents an example of detail on an outbound file.
Student Detail	LN_ORIG_TRNS_STU	Click the Student Detail link from the Application Acknowledgement page.	View origination and acknowledged detail information for the student. The information displayed in this page represents an example of detail on an outbound file.
Name Detail	LN_ORIG_TRNS_NAME	Click the Name Detail link from the Application Acknowledgement page.	View the origination and acknowledged name information for this loan. The information displayed in this page represents an example of detail on an outbound file.
Address Detail	LN_ORIG_TRNS_ADDR	Click the Address Detail link from the Application Acknowledgement page.	View origination and acknowledged address information for the borrower. The information displayed in this page represents an example of detail on an outbound file.

Processing and Reviewing Borrower Bio/Demo Data

Access the Application Bio/Demo page.



Application Bio/Demo page

The Appl Seq (application sequence) number increases each time a new loan origination record is created for the ID, Career, Loan Type, Institution, and Aid Year combination.

Borrower Information

The fields in the Borrower Information group box contain information regarding the borrower of the loan. The borrower is also the student for Stafford loans. For PLUS loans, the borrower is a parent or guardian of the student and is defined within the Relationships pages in Campus Community.

Borrower ID Select from the available options if there is no ID present. Click the link next to this field to access Demographic and Address Data pages to display additional information for the borrower or student. For PLUS originations, you can also click the link next to this field access the Related IDs page. The PLUS borrower displays in this list only if they are defined in Relationships as a Parent or Guardian. You define Relationships in Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Relationships.

SSN Displays the Social Security Number for the borrower.

DOB (date of birth) Displays the date of birth for the borrower.

Loan Refund Indicator Select a value if loan refunds go to the *Borrower*—the parent or guardian in the case of PLUS loan or to the *Student*.

Citizenship Indicates whether the borrower is a citizen of the United States.

Note. The direct lending program obtains citizenship information from the citizenship fields in PeopleSoft Enterprise Campus Community. The financial aid packaging program uses the citizenship information on the Packaging Status Summary Database Match page, which is populated by the ISIR load.

Visa/Alien Permit Indicates whether a borrower who is not a U.S. citizen holds a valid Visa or Alien Permit.

Note. The Direct Lending program obtains this information from the citizenship fields in Campus Community.

Telephone Override Phone Select the Override Phone check box to activate the Telephone field and override the current information. If you select the Override Phone check box and override the phone number, the new value remains regardless of changes made to Campus Community records. If you clear the check box, the system populates the Telephone field with the current Campus Community values and makes the field inaccessible.

Borr Default / Owes Refund (borrower default/owes refund) Indicates if a borrower is in default on a student loan or owes a refund to the federal government. The possible values are: *No*, *Overridden*, or *Yes*. For Stafford loans, this value is derived from the NSLDS Match field in the Packaging Status Summary page.

Note. *Overridden* applies to PLUS origination files only. *Overridden* is not an acceptable value for Direct Stafford loan origination files.

The values from the NSLDS Match field are translated to this field as shown in the following table.

Original Match Field Value	Default/Refund Value
2. Default 3. Overpayment 4. Default and Overpayment	Yes
5. Eligible Partial Title IV Aid	Overridden
All other values	Not

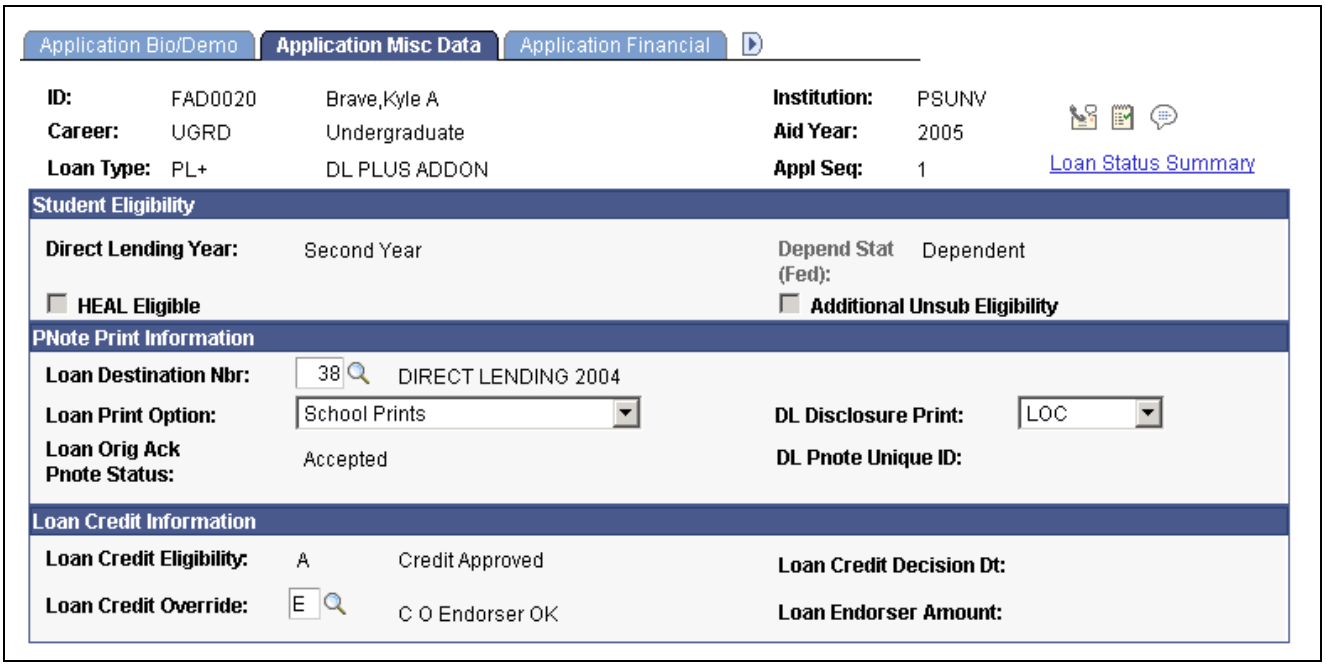
Student Information

SSN Status Birthdate Visa/Alien Permit The values displayed are for the student associated with this loan. If the borrower is the student, this information is the same as the information in the Borrower Information group box.

Dflt/Rfnd (default/refund) This is the same field as the Borr Default / Owes Refund described above.

Processing and Reviewing Miscellaneous Borrower Data

Access the Application Misc Data page.



Application Misc Data page

Student Eligibility

Direct Lending Year Contains the direct lending grade level for this student, as defined by the *Direct Lending Technical Reference*. This value is derived from the Direct Lending Year field in FA Term on the FA Info page (the term related to the first distribution used in the award for this student).

Depend Stat (Fed) (dependency status federal) Displays the federal dependency status for the student. The status is derived from the FA Term table.

HEAL Eligible Selected if the student is eligible for a HEAL loan. This value is derived from the Packaging Status Summary page. This field is valid only on unsubsidized loans. These loans are for health profession students who meet the HEAL program requirements. The additional unsubsidized loan replaces the HEAL loan.

Additional Unsub Eligible Selected if the student is eligible for the additional unsubsidized loan amount. This value is derived from the Plus Override Flag on the Packaging Status Summary page. A student is eligible for the additional unsubsidized loan if the student is a dependent and the parent or guardian is denied a PLUS loan. This field is valid only on unsubsidized loans.

PNote Print Information

Loan Destination Nbr (number) Represents the EDI destination. Select the number that corresponds to direct loan COD.

Loan Print Option Determines where the promissory note is printed. Select one of the following values.

Dest Prints (return to school): Select this option to specify that the COD (the destination) prints the promissory note and sends it to the school. The school then sends the promissory note to the borrower.

Dest Prints (send to Borr): Select this option to specify that the COD (the destination) prints the promissory note and sends it to the borrower.

Dest Reprint: Select this option to specify that the COD (the destination) is reprinting a promissory note that was printed previously.

School Prints: Select this option to specify that the school prints the promissory note and sends it to the borrower.

Loan Orig Ack Pnote stat Pnote Status Displays the current status of the promissory note associated with the loan. Valid values are *Accepted, Ack Pend* (acknowledgement pending), and *Rejected*. The loan origination acknowledgement updates this field if the PNOTE status has been previously accepted by the COD, if a PNOTE is required. The create PNOTE process sets this field to Ack Pend when the PNOTE is generated. The PNOTE acknowledgement will then set this flag to Accepted or Rejected.

DL Disclosure Print Specifies whether the *COD* or *School* prints the disclosure. You can also select *Reprint* to indicate the disclosure was reprinted. Select *COD* unless the school has a custom print solution. Financial Aid does not support disclosure printing.

DL Pnote Unique ID Displays the unique identifier assigned to the promissory note that is attached to the loan. The loan origination acknowledgement and the PNote acknowledgement files update this value.

Beginning with 2003–2004, there are changes to direct loan application processing to support master promissory note requirements for the PLUS loan types. The system adds the letter "N" to the ID to indicate that the loan is PLUS Loan MPN. The system adds the letter "M" to indicate that the loan is a Stafford (subsidized or Unsubsidized) Loan MPN

Loan Credit Information

These fields are used when a credit check is necessary for loan approval. This occurs with PLUS loans.

Loan Credit Eligibility Displays the current status of the credit check. The possible values are *A – Credit Approved*, *D – Credit Denied,* or *X – Credit Pending*.

Loan Credit Decision Dt (date) Displays the date the Loan Credit Eligibility decision occurs.

Loan Credit Override Allows you to override the Loan Credit Eligibility status received from the lender. If you use this field to override a credit value, you must then update the DL Disbursement Status in the Direct Loan Override page (Financial Aid, Loans, Direct Lending Management, Override Processing Status).

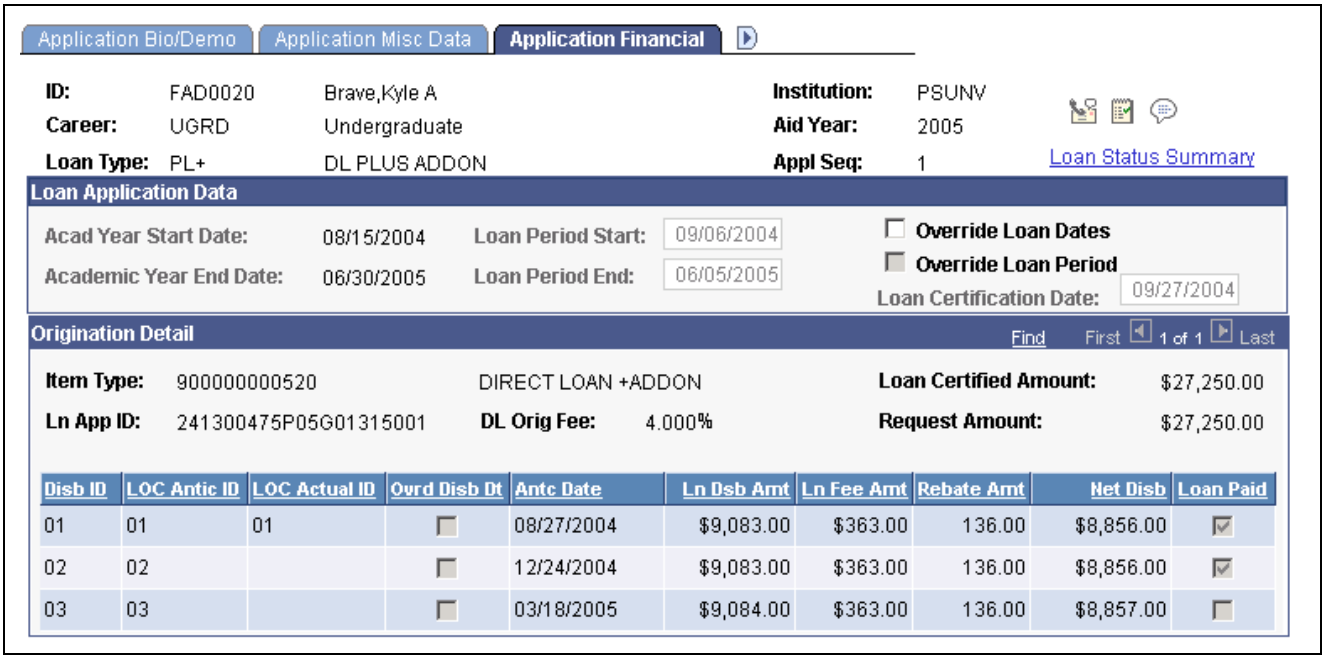
The loan credit values and the explanation of their use are in the following table.

Loan Credit Values	Explanation of Values
C – C O New Info (credit override, new information)	Changes the Loan Credit Eligibility to Credit Approved.
D – Credit Denied	Changes the Loan Credit Eligibility to Credit Denied.

Loan Credit Values	Explanation of Values
E – CO Endorser OK (credit override, OK by endorser)	Changes the Loan Credit Eligibility to Credit Approved.
N – Denied after Pending	Changes the Loan Credit Eligibility to Credit Denied.
X – Credit Pending	Changes the Loan Credit Eligibility to Credit Pending.

Processing and Reviewing Financial Data

Access the Application Financial page.



Application Financial page

Loan Application Data

Acad Year Start and **Academic Year End Date** — These fields display the start and end dates for the academic year. These values are derived from the Aid Year table and can only be changed there.

Loan Period Start — This field displays the start date for the loan period. This date is generated from the Valid Careers for Terms table. This date is derived using the first day of the first term in which the anticipated distribution of the student's award is to be made.

Loan Period End — This field displays the end date for the loan period. This date is generated from the Valid Careers for Terms table. This date is derived using the last day of the final term in which the anticipated distribution of the student's award can be made.

Override Loan Dates — Select to override and edit the loan dates. The dates are for this loan record only. When you select the check box, the date fields become available. Once you edit the date fields, you must save the record.

Override Loan Period This check box is accessible only after you select the Override Loan Dates check box. Select this field to change the start and end dates for the loan period. In addition, when you select this field you prevent loan adjustments from updating the changes you made to the loan period start and end dates.

Loan Certification Date Indicates the date the loan is originated.

Origination Detail

Item Type Displays the financial aid item type and description for the loan. Click the link next to this field to access the Award Entry and the Award Activity pages.

Ln App ID (loan application ID) Displays the unique identifier that the Loan Origination process generated for this loan.

DL Orig Fee (direct lending origination fee) Displays the fee charged to the borrower to originate the loan.

Loan Certified Amount Displays the amount approved for the loan. This value is derived from the offer/accept amount for the award.

Request Amount This is the Accepted amount for the award and represents the Scheduled Disbursement Amount.

Disb ID (disbursement ID) The disbursement ID given to this disbursement in awarding. When a direct loan is awarded, the disbursement IDs in awarding are not necessarily sequential. The possible values are *01* through *20*.

LOC Antic ID (common origination and disbursement anticipated ID) This is the numerically ordered disbursement ID, without skipping numbers. The system converts the disbursement ID. The COD does not care what disbursement IDs are given by Financial Aid awarding they want disbursements to be sequentially ordered. This number does not change throughout the processing and is sent to the COD with the origination file.

LOC Actual ID The actual order in which the disbursement was made. This field is empty until the loan is disbursed to Student Financials. The system converts disbursements that are out of sequence. This field is populated when the authorization and disbursement processes are completed and the Direct Loan Out for the Disbursement Process has been run. The COD Actual ID is what is sent to the COD with the Disbursement file.

Ovrd Disb Dt (override disbursement date) Select to override and change the current requested disbursement date. If you select this check box and edit the field, the new value remains in effect regardless of future adjustments.

Antc Date (anticipated date) Displays the anticipated date for this loan disbursement. This date is derived from the disbursement date specified in the Disbursement ID table.

Ln Dsb Amt (loan disbursement amount) The gross scheduled disbursement amount. This value is derived from the Accepted balance on the award disbursement.

Ln Fee Amt (loan fee amount) The fee amount associated with the scheduled disbursement. This amount is derived from the Accepted fee balance. Direct subsidized and unsubsidized loans for 2001-2002 have a loan origination fee of 3%. PLUS loans have a loan origination fee of 4%.

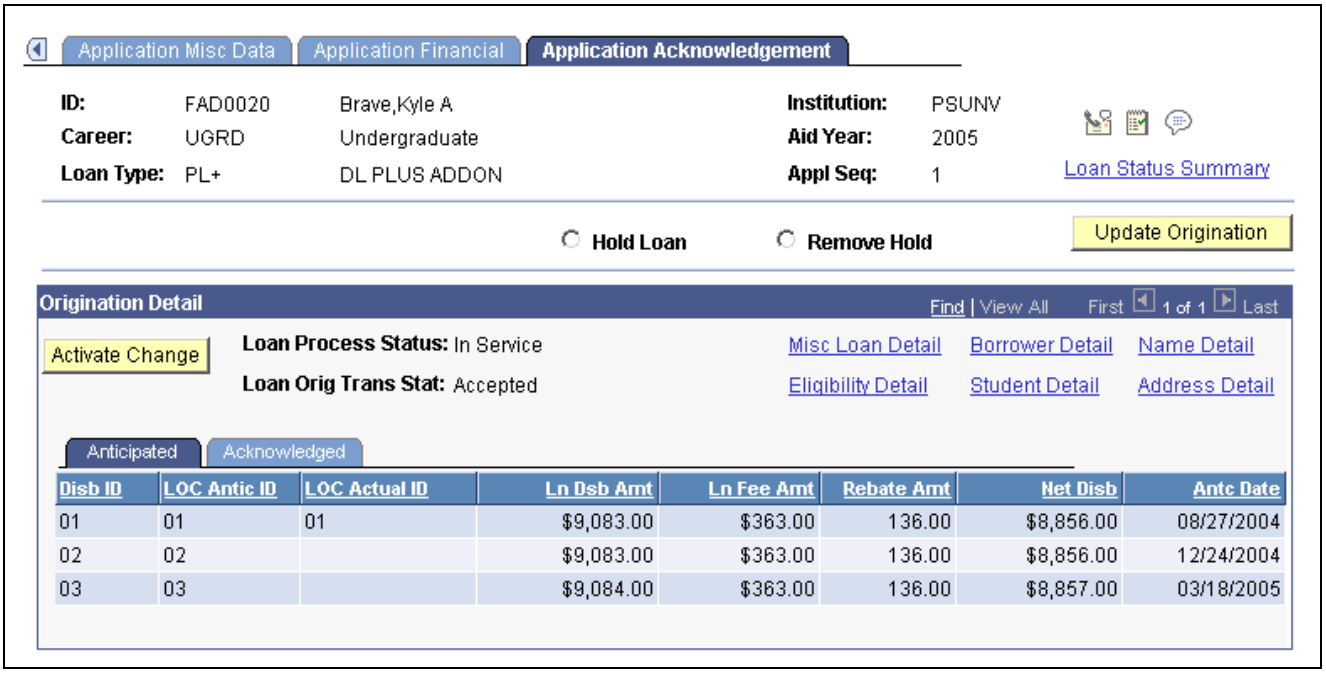
Rebate Amt (amount) Indicates the interest rebate fee amount. The system populates this field from packaging fee information.

Net Disb (net disbursement) The amount scheduled for disbursement to the student. This value equals the loan disbursement amount minus the loan fee amount plus any rebate amount.

Loan Paid Selected once the loan funds are disbursed to the student's account.

Processing and Reviewing Loan Application Acknowledgement Data

Access the Application Acknowledgement page.



Application Acknowledgement page: Anticipated tab

To perform one of the following actions, select the appropriate option and click the Update Origination link.

Hold Loan This allows you to manually change the loan processing status to *Hold*. This suspends processing for this loan record. If you set a loan on hold, the system generates an exception message for this activity on the Loan Exception Messages page. Once the exception message is generated, you can enter a comment for audit purposes.

Remove Hold Allows you to manually remove a hold from a student's loan and permits loan processing to continue. If you remove a loan from hold, the system generates an exception message for this activity on the Loan Exception Messages page. Once the exception message is generated, you can enter a comment for audit purposes.

Origination Detail

Activate Change Click this button to have the Loan Adjustment process review the student for change transactions. Data changes in the Direct Loan Application component or the Award Entry page do not require you to manually start the Loan Adjustment process here. Click the Activate Change button to start the Loan Adjustment process for other data changes (for example, the student or borrower name).

Loan Process Status Displays the current status of the loan. The possible values are:

Cancelled: Not used for Direct Lending.

Hold: Indicates the COD rejected an activity or a user manually set the loan status to Hold. The system suspends all loan processing until the hold is removed.

Offered and Not Accepted: Indicates that a loan transmission based on an offer will not be transmitted until the award is accepted.

Origination Pending: Indicates a pending origination that has not been transmitted to the COD.

In Service: Indicates the loan has been transmitted to the COD.

Terminated: Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the COD.

Loan Orig Trans Stat (loan origination transmission status) Indicates the current status of the loan origination. The possible values are:

Accepted: Indicates the COD has accepted the loan.

Change Pending Transmission: Indicates an adjustment generated a change transaction that has not been sent to the COD. Any further changes entered alter the change record until the transmission occurs.

Error: Represents an acknowledgement from the COD indicating a rejection of an origination or origination change record.

*Origination Pending Transmission: I*ndicates an Origination that has not been transmitted to the COD.

Transmitted: Indicates that an acknowledgement from the COD is due regarding an origination or an origination change record. All loan change activity is suspended until the acknowledgement arrives.

Misc Loan Detail (miscellaneous loan detail) Click to access the Miscellaneous Loan Detail page, where you can review printing information, origination fees, and academic year start/end dates.

Eligibility Detail Click to access the Loan Eligibility Detail page, where you can review information on the student's loan eligibility.

Borrower Detail Click to access the Borrower Detail page, where you can review the borrower's demographic information.

Student Detail Click to access the Student Detail page, where you can review the student's demographic information.

Name Detail Click to access the Name Detail page, where you can review the name on the loan.

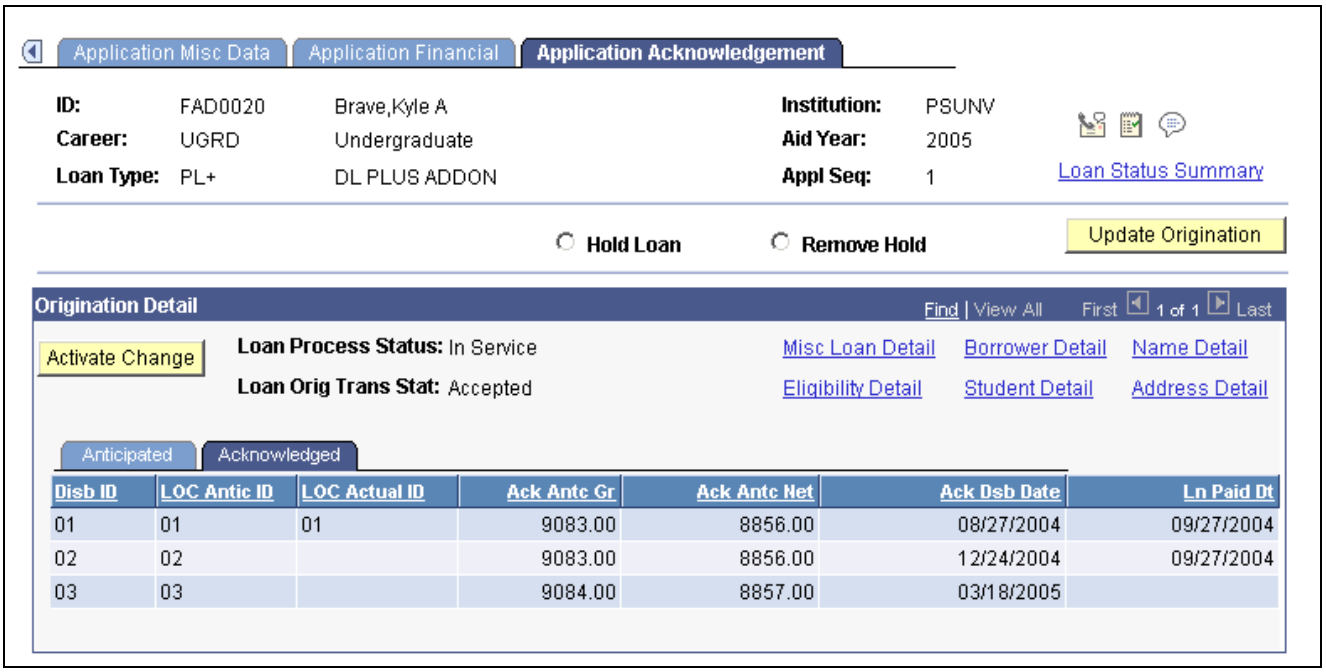
Address Detail Click to access the Address Detail page, where you can review or override the address for the loan.

Anticipated Tab

For definitions of the fields that display on this tab, see Processing and Reviewing Financial Data.

Acknowledged Tab

Access the Application Acknowledgement page, Acknowledged tab.



Application Acknowledgement page: Acknowledged tab

Ack Antc Gr (acknowledged anticipated gross) Indicates the acknowledged anticipated gross disbursement amount, as acknowledged by the COD. This amount is derived from the offer balance on the award. The sum of the anticipated gross amounts for this loan equals the loan certified amount.

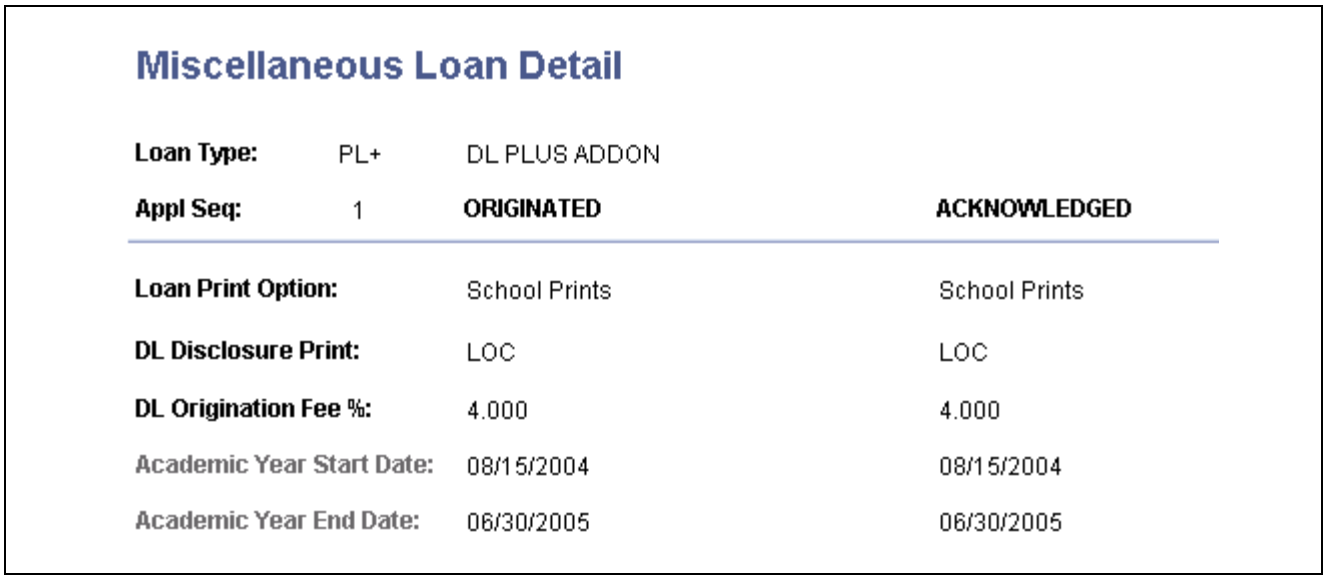
Ack Antc Net (acknowledged anticipated net) The acknowledged anticipated net amount represents the maximum disbursement for the student, as acknowledged by the COD. This amount is equal to the difference between the anticipated gross and the anticipated fee amounts.

Ack Dsb Date (acknowledged disbursement date) The acknowledged disbursement date is the expected disbursement date, as specified on the acknowledgment record.

Ln Paid Dt (loan paid date) Indicates the actual date of the disbursement after the loan funds are disbursed to the student's account and the Loan Paid check box is selected.

Viewing Miscellaneous Loan Details

Access the Miscellaneous Loan Detail page.

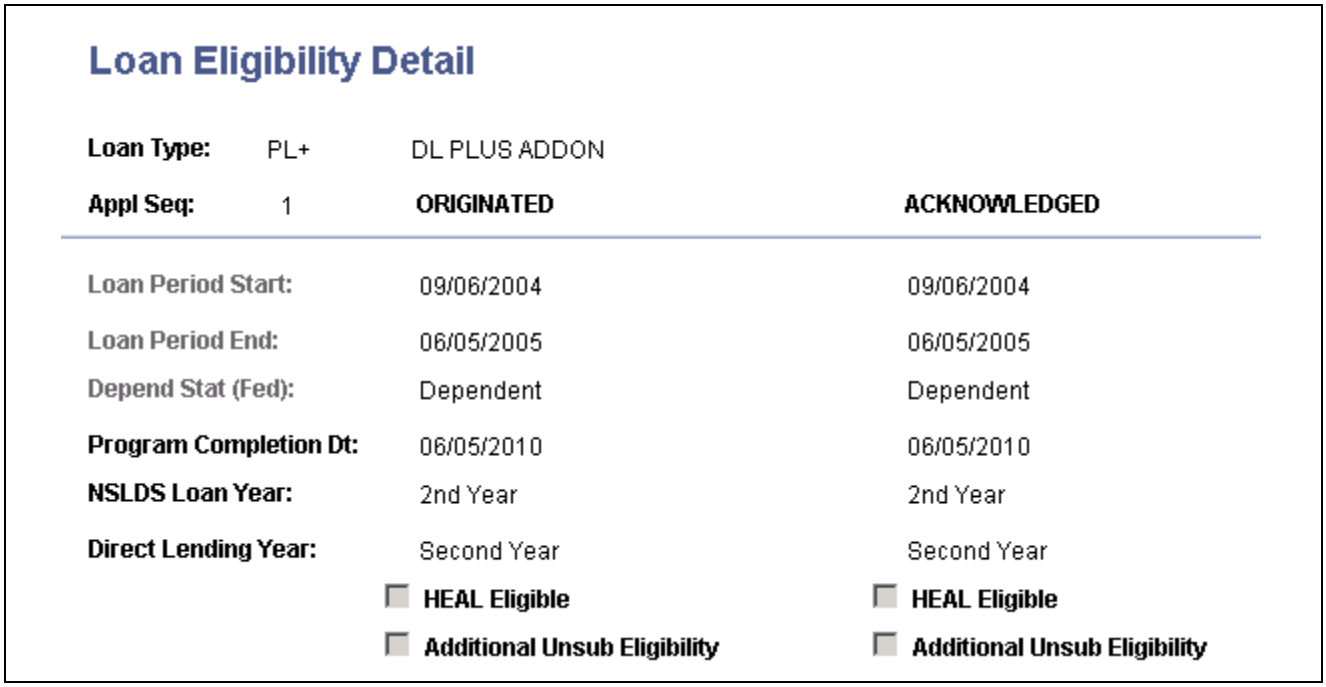


Miscellaneous Loan Detail page

The field values are derived from the Origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ACKNOWLEDGED and ORIGINATED sections are completed. If your institution has not received an acknowledgement or the Origination is rejected, only the ORIGINATED section is complete.

Viewing Loan Eligibility Details

Access the Loan Eligibility Detail page.

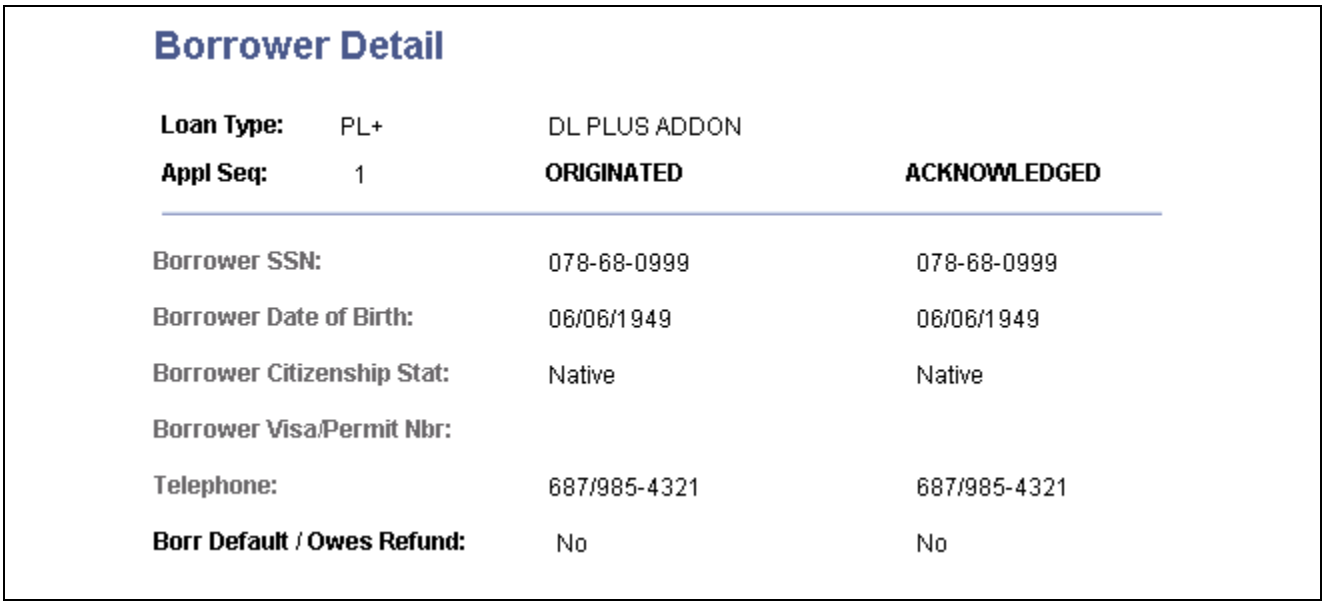


Loan Eligibility Detail page

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ACKNOWLEDGED and ORIGINATED sections are completed. If an acknowledgement has not been received or the origination is rejected, only the ORIGINATED section is complete.

Viewing Borrower Details

Access the Borrower Detail page.

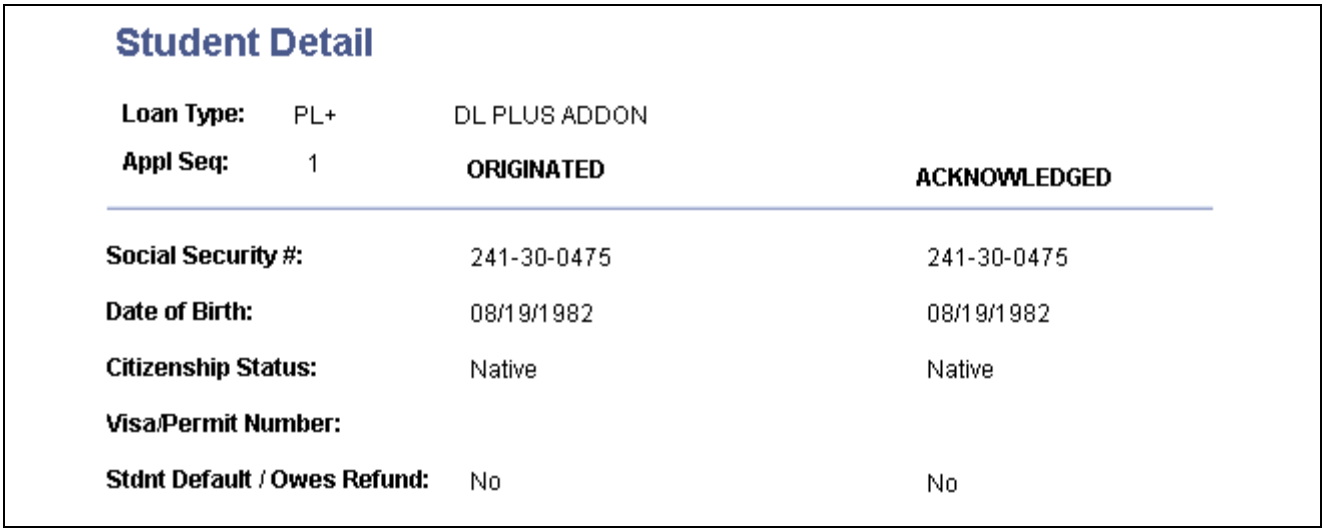


Borrower Detail page

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ACKNOWLEDGED and ORIGINATED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

Viewing Student Details

Access the Student Detail page.

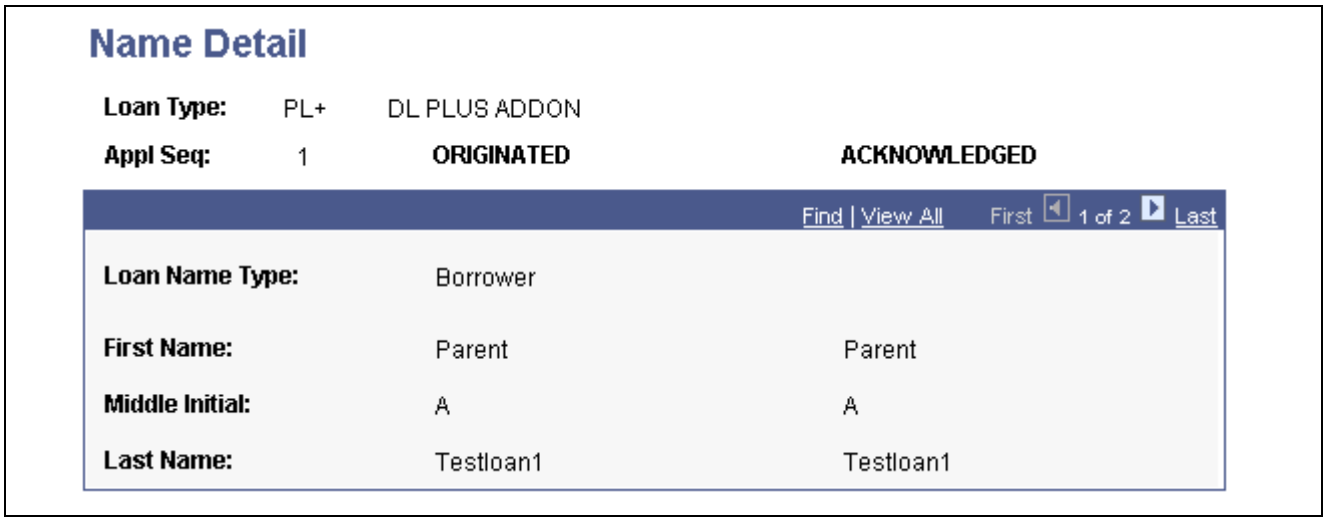


Student Detail page

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ACKNOWLEDGED and ORIGINATED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

Viewing Name Details

Access the Name Detail page.

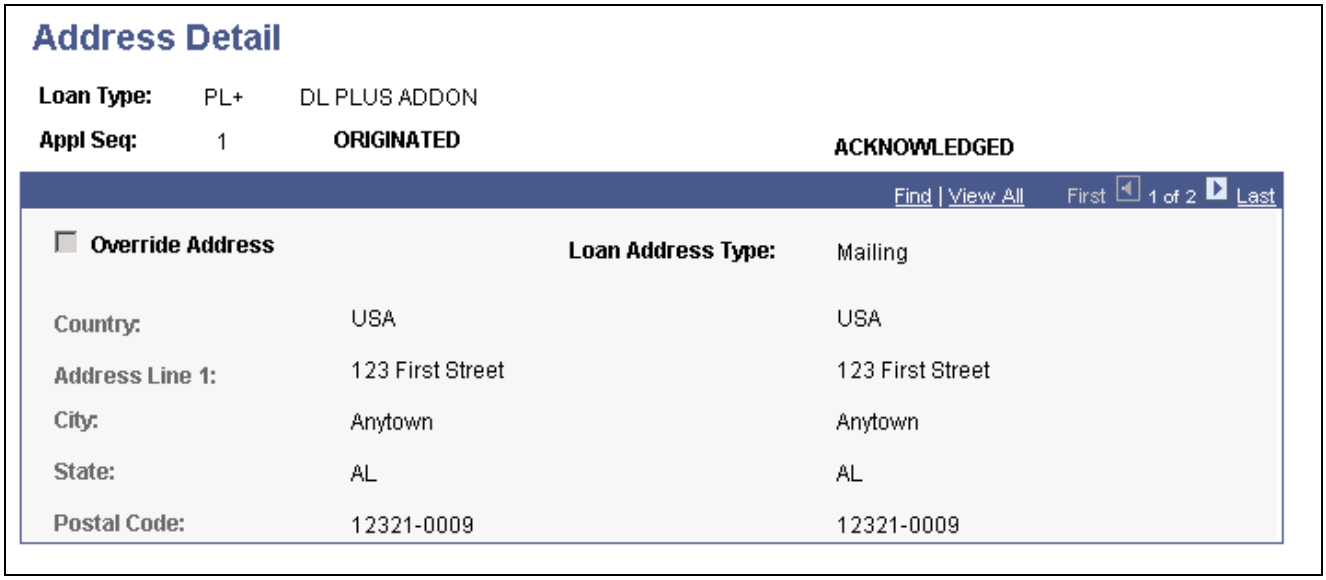


Name Detail page

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ACKNOWLEDGED and ORIGINATED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

Viewing Address Details

Access the Address Detail page.



Address Detail page

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ACKNOWLEDGED and ORIGINATED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

Overriding Bio/Demo Data for Direct Lending

This section discusses how to:

- Override direct loan name information.
- Override direct loan phone information.
- Override direct loan address information.
- Override direct loan application information.

Changes you make here do not change the Campus Community data. You must save changes to data made on these pages. To commit the data you override to the Origination file and application pages, go to Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Direct Loan Application, App Acknowledgement and click the Activate Change button. Then re-run Origination with adjustments.

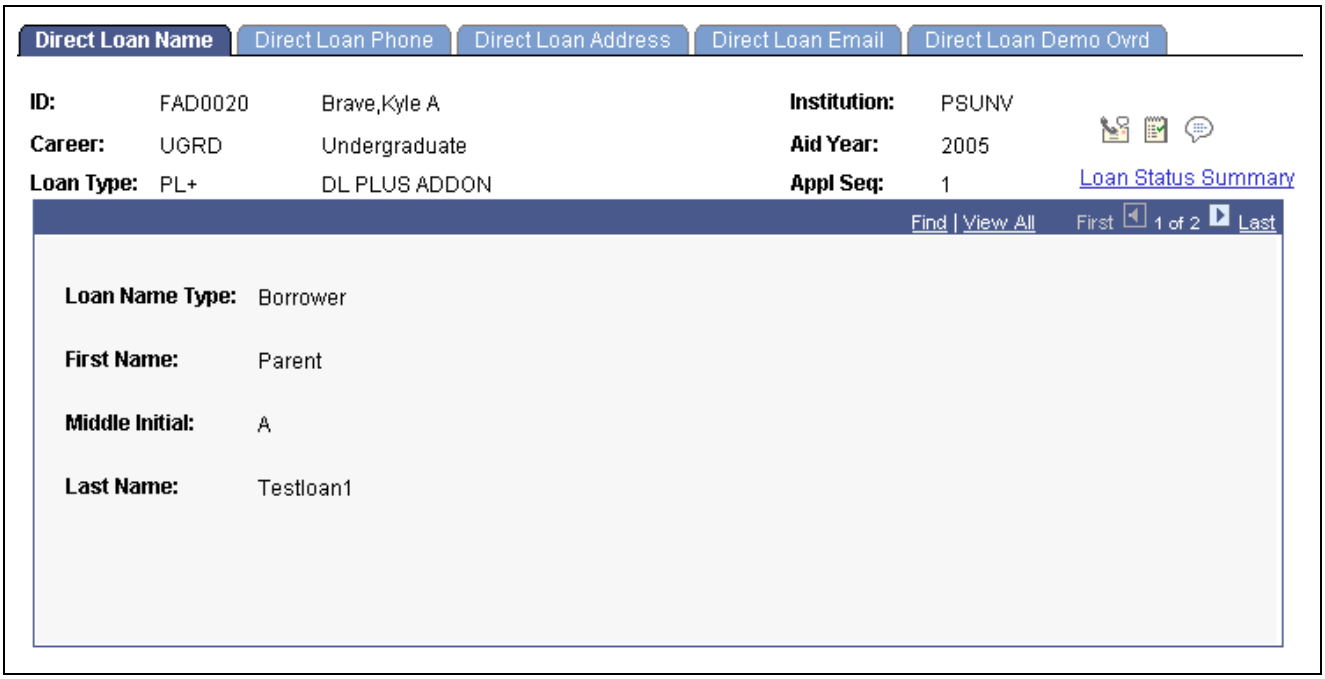
Note. The system sends Bio/Demo data to the common origination and disbursement processing center (COD). If you choose to override data on any of these pages, ensure the changes are accurate. If the student has more than one Stafford loan type such as a subsidized and unsubsidized loan and if both loans are originated at the same time, you must ensure that changes made on one loan type is carried through and made for the other loan type.

Pages Used to Override Bio/Demo Data for Direct Lending

Page Name	Object Name	Navigation	Usage
Direct Loan Name	LOAN_NAME	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Name	View the current name information on a direct loan record. This is a view only page.
Direct Loan Phone	LOAN_PHONE	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Phone	Override telephone information on the direct loan record.
Direct Loan Address	LOAN_ADDRESS	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Address	Override address information on the direct loan record.
Direct Loan Email	LOAN_EMAIL	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Email	Override email information on the direct loan record. Beginning with 2001-02 the student's electronic address (email address) must be submitted to the COD for Stafford loans. For direct lending, the Email Address is restricted to 50 characters and must follow Email address identification protocol.
Direct Loan Demographic Override	LOAN_DMO_OVRD_DL	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Demo Ovrd	Override Campus Community or institutional application information.

Overriding Direct Loan Name Information

Access the Direct Loan Name page.



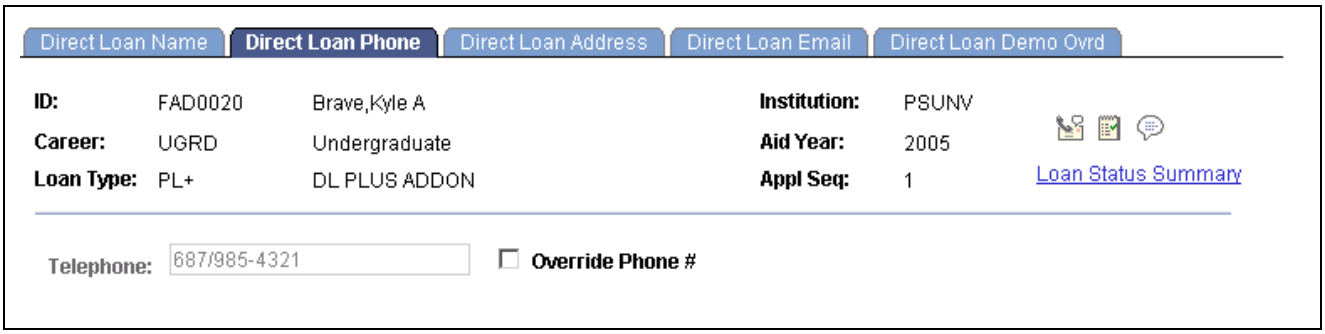
Direct Loan Name page

The system displays the ID, Career, Loan Type, Institution, Aid Year, and Appl Seq (application sequence).

The Loan Name Type and the full name of the borrower are displayed. If there are multiple name types associated with the loan, they can be seen also. These fields are display only.

Overriding Direct Loan Phone Information

Access the Direct Loan Phone page.



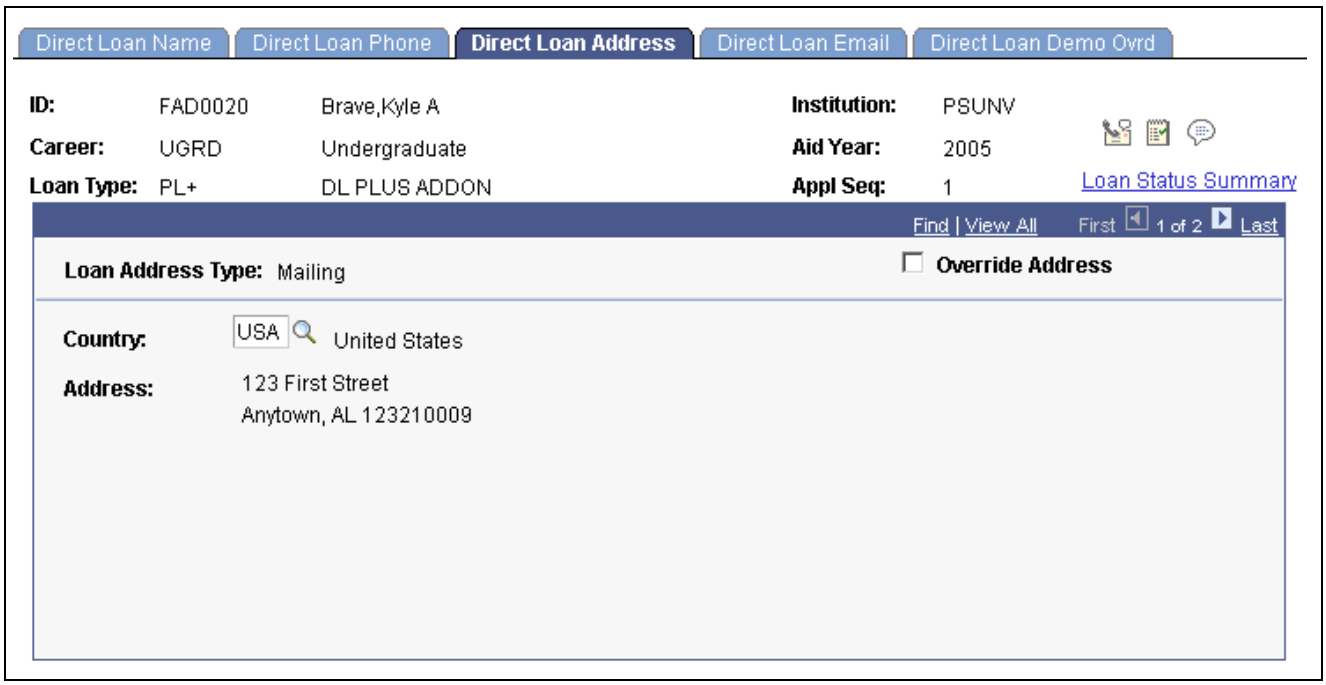
Direct Loan Phone page

Telephone Displays the current telephone number for the borrower. This phone number originates from Campus Community. This field is display only until you select the Override Phone check box.

Override Phone Select to override the current phone number on the loan record only. Select this check box to activate the Telephone field. If you override this phone number, future adjustments to Campus Community information will not update this field. If you clear this check box, the system reinserts the telephone number originating from Campus Community.

Overriding Direct Loan Address Information

Access the Direct Loan Address page.



Direct Loan Address page

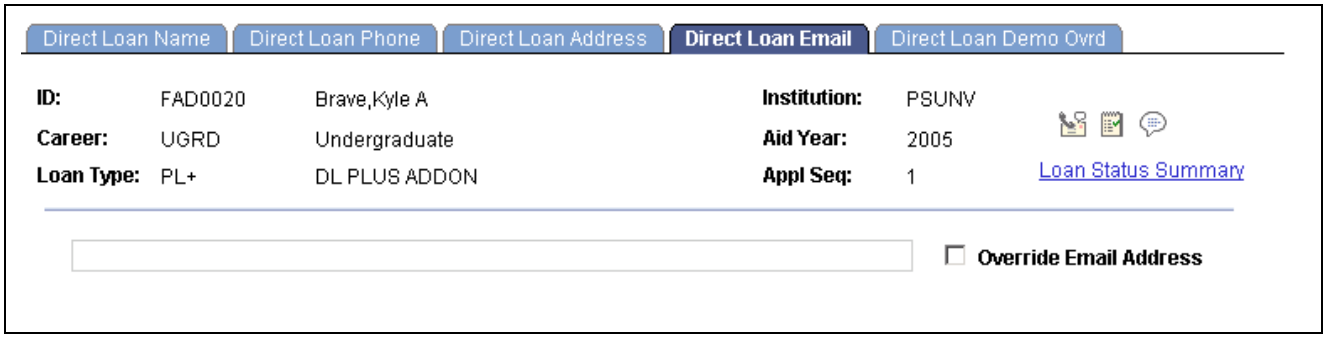
Loan Address Type Specifies the type of address displayed.

Override Address Select to override the current address on the loan record only. Select this check box to activate the address fields. If you override this address, future adjustments to Campus Community information will not update these fields. If you clear this check box, the system reinserts the address information originating from Campus Community.

Country The address fields change depending on the country you select. You can only select a country if you select the Override Address check box.

Overriding Direct Loan Email Information

Access the Direct Loan Email page.

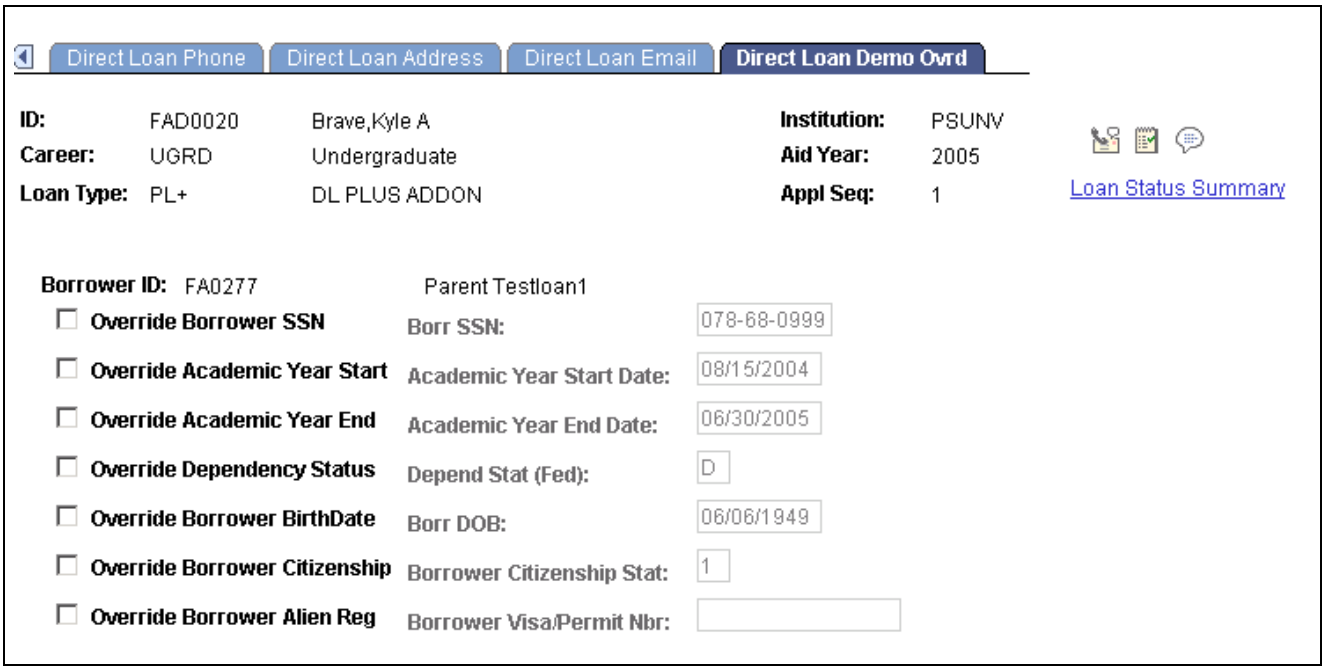


Direct Loan Email page

Override Email Address Select to override the student's email address. Enter the updated or changed email address in the field. If you override the student's email address, future adjustments to Campus Community information will not update this field. If you clear this check box, the system reinserts the email information originating from Campus Community.

Overriding Direct Loan Application Information

Access the Direct Loan Demo Ovrd page.



Direct Loan Demo Ovrd page

Override Borrower SSN Use to change the borrower's social security number or date for the SSN.

Override Academic Year Start Use to change the start date of the academic year for this borrower.

Override Academic Year End Use to change the end date of the academic year for this borrower.

Override Dependency Status Use to change the borrower's federal dependency status.

Override Borrower BirthDate Use to change the borrower's date of birth and to enter the date you changed the date of birth.

Override Borrower Citizenship Use to change the borrower's citizenship status. The values acceptable to COD for Borrower Citizenship Stat are:

1: Native

2: Naturalized

3: Alien Permanent

Override Borrower Alien Reg (registration) Use to change the borrower's alien registration or Visa/permit number.

Note. If you override these required fields, your institution must take full responsibility for the data you submit to the COD that may be in conflict with existing institutional records. Access to this page should be limited to key personnel.

Overriding and Viewing Direct Loan Origination Data and Action Messages

This section includes the following information.

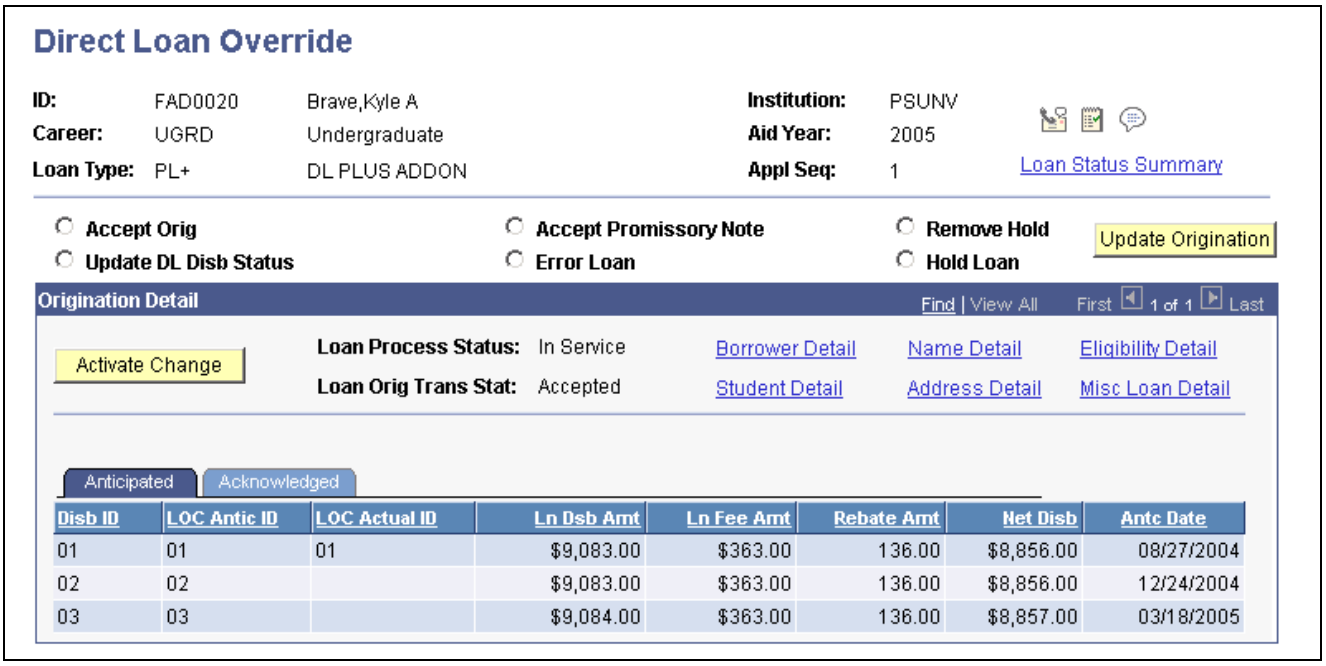
- Overriding direct loan origination data.
- Viewing direct loan origination action messages.

Pages Used to Override and View Direct Loan Origination Data and Action Messages

Page Name	Object Name	Navigation	Usage
Direct Loan Override	LOAN_ORIG_ACK_DL01	Financial Aid, Loans, Direct Lending Management, Override Processing Status, Direct Loan Override	Manually accept a loan origination, manually accept a promissory note, update the disbursement status, put the loan in hold or error status, and remove a hold from the loan.
Direct Loan Orig Actions (direct loan origination actions)	LN_DL_ORIG_INQ	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions	Review actions and errors pertaining to origination, origination change, and validation.
Direct Loan Disb Actions (direct loan disbursement actions)	LN_DL_DISB_INQ	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Disb Actions	View the disbursement actions associated with the loan.
Loan Exception Messages	LN_MSG_INQ	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Loan Exception Messages	View messages pertaining to loan processing, such as why a loan is on hold or explanations for manual overrides performed. The information contained in this page is cumulative for the particular loan.

Overriding Direct Loan Origination Data

Access the Direct Loan Override page.



Direct Loan Override page

Warning! Use extreme caution when updating loan records with this page. Future processing and dollar amounts are based on these loan amounts and loan statuses.

Note. If you override these required fields, your institution must take full responsibility for the data you submit to the COD that may be in conflict with existing institutional records. Access to this page should be limited to key personnel.

With the exception of the fields listed below, the fields on this page are identical to those on the Application Acknowledgement page.

To perform one of the following actions, select the appropriate option and click the Update Origination button.

Accept Orig (accept origination)
Perform this action only if you will not receive an acknowledgement file from the COD. Selecting this option accepts the current originated loan amounts. The system populates the transmitted fields with the same amount as the originated fields. This is the same as receiving a Loan Origination Acknowledgment file. Selecting this option also manually releases a loan from Error status.

Update DL Disb Status (update direct lending disbursement status)
The system re-evaluates the disbursement status for a student. Perform this action when you manually override the credit status for a PLUS loan type or you change the switches on the loan type.

Accept Promissory Note
This allows you to override a promissory note acknowledgement by manually accepting a promissory note. Use this option if you did not or will not receive a promissory note acknowledgement from the COD or if the promissory note was rejected and you want to authorize a disbursement and report and transmit the disbursed award to the COD on behalf of the borrower.

When you click the Update Origination button, the system does the following actions.

The system checks the *Pnote Stat* (promissory note status) field. If the *Pnote Stat* is accepted, no further processing occurs. If the *Pnote Stat* is anything other than accepted, status of print, rejected, pending, or blank the system checks to see if a promissory note record has been created. If no promissory note record exists, the system creates an entry in the promissory note table for this loan.

The system updates the promissory note status on both the promissory note table and on the loan origination record to A - Accepted.

The system insets an entry into the promissory note action table to indicate that the promissory note was manually accepted. You can view this information on the Direct Loan PNote page (Financial Aid, Loans, Direct Lending Management, Review Promissory Note Actions, Direct Loan PNote) or on the Direct Loan PNote Actn page (Financial Aid, Loans, Direct Lending Management, Direct Loan PNote Actn).

The system inserts a message into the Loan Exception Messages page (Financial Aid, Loans, Direct Lending Management, Loan Exception Messages) indicating the promissory note was manually accepted. You can make additional comments to explain why you manually accepted the promissory note.

The system reevaluates the disbursement status. If the promissory note was the only criteria keeping the loan from being disbursed, the system updates the appropriate fields to allow for the disbursement of the loan funds.

Important! Use the promissory note acknowledgement override with caution. If the COD rejects a promissory note after you have overridden the promissory note acknowledgement the loan's status will be unbooked. To get the loan to a booked status and properly disburse the funds, this situation must be resolved directly with the COD.

Error Loan

Perform this action only if you will not receive an acknowledgement file from the COD. Selecting this option changes the Orig Trans Stat (origination transmission status) to *Error*. This simulates receiving an COD Acknowledgement that rejects the origination or origination change record. This results in loan adjustments re-evaluating the loan for changes based on the current acknowledgement values.

Note. When you perform any of the above actions, the system generates an exception message that you can review on the Loan Exception Messages page. You are encouraged to note exceptions by adding your own detail.

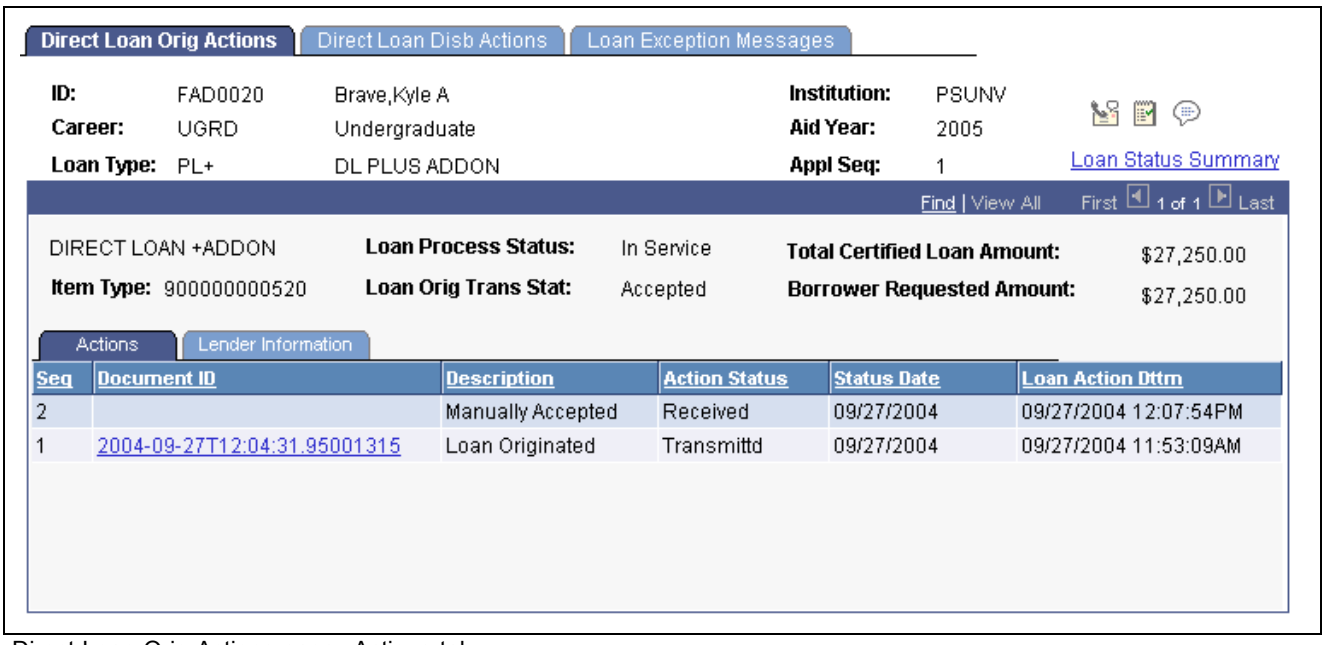
Viewing Direct Lending Origination Action Messages

The Direct Loan Actions Inquiry component is view only and is designed to provide status and processing information to staff who may or may not be directly involved with the processing of Direct Lending files, but may need access to direct lending information.

You use the DL Actions Inquiry component to view origination and disbursement action history and loan exception messages.

Reviewing the Loan Origination Action History

Access the Direct Loan Orig Actions page.



Direct Loan Orig Actions page: Actions tab

The system displays the ID, Career, Loan Type, Institution, Aid Year and Appl Seq (application sequence). The application sequence number increases each time the system creates a new loan origination record for each ID, Career, Loan Type, Institution, and Aid Year combination.

The following fields are derived from the Loan Origination record.

Item Type Displays the financial aid item type associated with this loan.

Loan Process Status Displays the current status of the loan. The possible values are:

Cancelled: Not used for direct lending.

Hold: Indicates the COD rejected an activity or a user manually set the loan to hold status. The system suspends all loan processing until the hold is removed.

Offered and Not Accepted: Indicates that a loan transmission based on an offer will not be transmitted until the award is accepted.

Origination Pending: Indicates a pending origination that has not been transmitted to the COD.

In Service: Indicates the loan has been transmitted to the COD.

Terminated: Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the COD.

Loan Orig Trans Stat (loan origination transaction status) Indicates the current status of the loan origination. The possible values are:

Accepted: Indicates the COD has accepted the loan.

Change Pending Transmission: Indicates an adjustment generated a change transaction that has not been sent to the COD. Any further changes entered alter the change record until the transmission occurs.

Error: Represents an acknowledgement from the COD indicating a rejection of an origination or origination change record.

Origination Pending Transmission: Indicates an Origination that was not transmitted to the COD.

Transmitted: Indicates that an acknowledgement from the COD is due regarding an origination or an origination change record. The system suspends all loan change activity until the acknowledgement arrives.

Total Certified Loan Amt (amount) Indicates the amount approved for the loan. This value is derived from the offer amount on the Award.

Borrower Requested Amount Derived from the Accepted Amount on the Award and represents the Certified Amount to be reported to the COD.

Actions Tab

Sequence The origination action sequence generated from the loan record activity. When multiple sequences exist for a loan, they display in reverse order. In other words, the most recent sequence displays at the top.

Description The description of the action. The possible values are: *Accepted Orig*, *Rejected Orig*, *Accepted Orig/Credit Chk PLUS only*, *Acpt Orig/Credit Chk Denied PLUS only*, *Loan Originated*, *Orig Change*, *Manually Accepted*, *Manually Rejected*, *Rejected*.

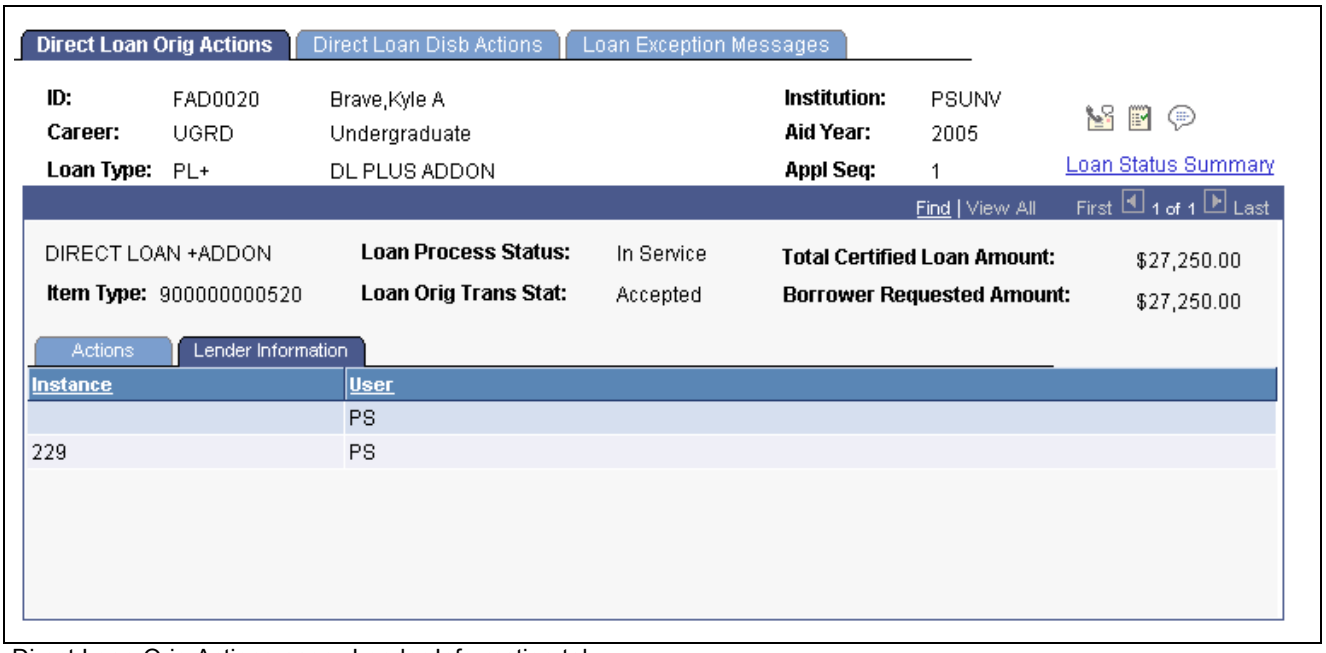
Action Status The current status of the action. The field values are: *Accepted*, *Ac-NtApld* (accepted-not applied), *Authorized*, *Failed*, *Invalid*, *Pending*, *Received*, *Rejected*, and *Transmitted*. The Action Status for an Acknowledgement is always *Received*. If the COD rejects an origination or origination change record, the system creates a new *Loan Originated* row to track the resubmission of the failed/rejected action.

Loan Action Status Date For actions representing received information, the action status date is the COD acknowledgement date. For actions representing transmitted information, this date is the date the action is created.

Loan Action Dttm (date/time) For actions representing received information, the action date Time field displays the date and time the acknowledgement is loaded to the system. For actions representing sent information, this field displays the date and time the transmission was sent.

Lender Information Tab

Access the Direct Loan Orig Actions page, Lender Information tab.



Direct Loan Orig Actions page: Lender Information tab

Batch ID A unique identifier comprised of alphanumeric characters that represent batch type, cycle year, school code, date, and time.

Instance The unique identifier assigned to the particular process that created the action row.

User The user ID for the individual who processed the action.

Explaining Direct Loan Origination Status and Action Codes

This section provides an explanation of the Direct Lending Status Codes for origination. This includes the processes run and the actions that generate each status code. The fields referenced in the following table display on the Direct Loan Orig Actions page.

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
Orig Pend	Orig Pend	Loan Originated	Pending	You have not transmitted the loan to the COD. Any changes that you make to the source data are applied to the loan record by the loan adjustments. The system does not create a change transaction.
In Service	Trans	Loan Originated	Transmitted	You have run the Direct Loan Outbound process and sent the loan origination or loan origination change records to the COD. The system suspends Loan Origination Change Processing until you receive the acknowledgement from the COD. The system updates the action status.
In Service	Accepted	Accepted Orig, Accepted Orig/Credit Chk, Acpt Orig/Crdt Chk Denied, or Acpt Orig/Crdt Chk Pending	Received	You received an origination acknowledgement and the COD accepted the loan origination. The system inserts a new origination action. If you change the origination data, the system generates an origination change record.

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
Hold	Orig Pend	Rejected Orig	Received	You received an origination acknowledgement from the COD and ran Direct Loan Inbound. The COD rejected the origination. The system inserts two new actions (Rejected Orig and Loan Originated).
Hold	Orig Pend	Loan Originated	Pending	As a result of the previous action, the system inserts a new loan origination action to resubmit the origination.
Terminated	Origination Pending			The award was cancelled/declined before transmitting the loan origination to the COD.

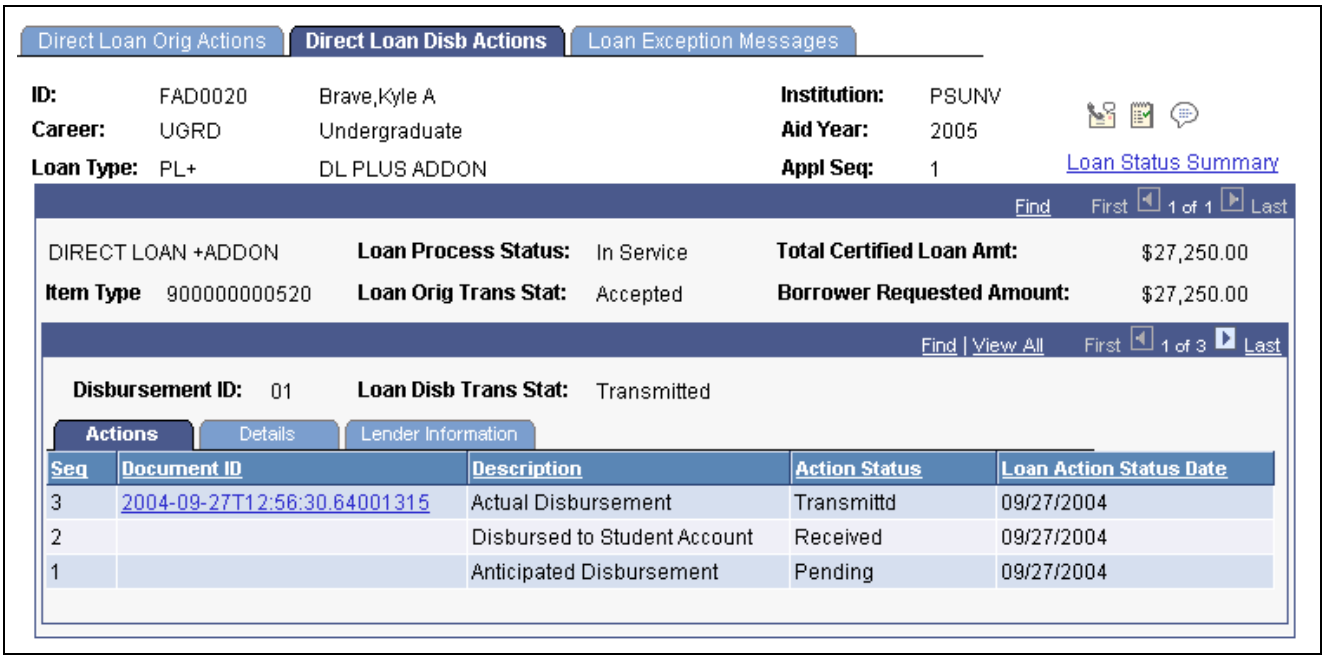
Explaining Direct Loan Origination Change Status and Action Codes

This section provides an explanation of the Direct Lending Status Codes for Origination Change. This includes the processes run and the actions that generate each status code. The fields referenced in the following table display on the Direct Loan Orig Actions page.

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
In Service	Change Pend	Orig Change	Pending	You changed origination data after the COD accepted the origination; therefore, the Loan Adjustment process created an origination change record. The Origination program inserts a new origination action.
In Service	Transmitted	Orig Change	Transmitted	You have transmitted an origination change and the origination program inserts a new origination action.
In Service	Accepted	Orig Change	Accepted	You received an origination acknowledgment from the COD and the origination change is accepted. The Origination program inserts a new origination action.
Hold	Error	Orig change	Rejected	You received an origination change acknowledgement from the COD that rejects the origination change. The Origination program inserts a new origination action.

Reviewing Direct Loan Disbursement Actions

Access the Direct Loan Disb Actions page.



Direct Loan Disb Actions page: Actions tab

The item type, status, and amount fields are the same as those on the Direct Loan Orig Actions page.

Important! Your inbound disbursement file and booking notification file use the same EC Trans ID name DIODxxOP.DAT. Because of this, you must load and process these files into your PeopleSoft system in their sequentially numbered order.

Disbursement ID The ID number assigned to this particular disbursement.

Loan Disb Trans Stat (loan disbursement transaction status) Indicates the status for this disbursement. The possible values are *Accepted*, *Chg Pend* (change pending), *Actual* (actual disbursement), *Error*, *Disb Pend* (disbursement pending), *Trans* (transmitted).

Actions Tab

Sequence The disbursement action sequence generated from the loan record activity. When multiple sequences exist for a loan, the most recent sequence displays at the top.

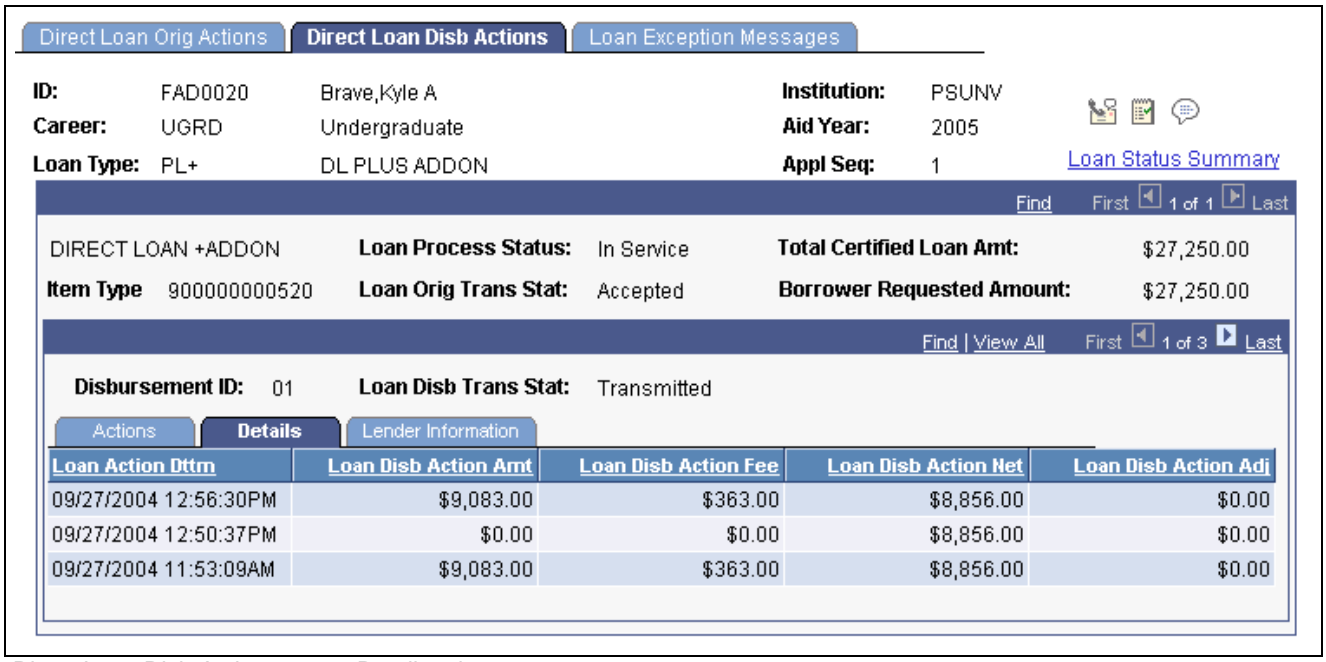
Description The description of the disbursement action type. The values are *Adjusted Disbursement*, *Canceled Disbursement*, *Actual Disbursement*, *Booking Disbursement*, *Booking Adjustment*, *Anticipated Disbursement*, *Servicer Refund*, and *Disbursed to Student Account*.

Action Status The current status of the disbursement action. The field values are: *Accepted*, *Ac-NtApld* (accepted-not applied), *Authorized*, *Failed*, *Invalid*, *Pending*, *Received*, *Rejected*, and *Transmitted*. The Action Status for an acknowledgement is always *Received*.

Loan Action Status Date For actions representing received information, the action status date is the COD acknowledgement date. For actions representing transmitted information, this is the date the action is created.

Details Tab

Access the Direct Loan Disb Actions page, Details tab.



Direct Loan Disb Actions page: Details tab

Loan Action Dttm (date/time) For actions representing received information, the action date time is the date/time the acknowledgement is loaded to the system. For actions representing sent information, this is the date and time the transmission is sent.

Loan Disb Action Amt (loan disbursement action amount) The gross disbursement amount.

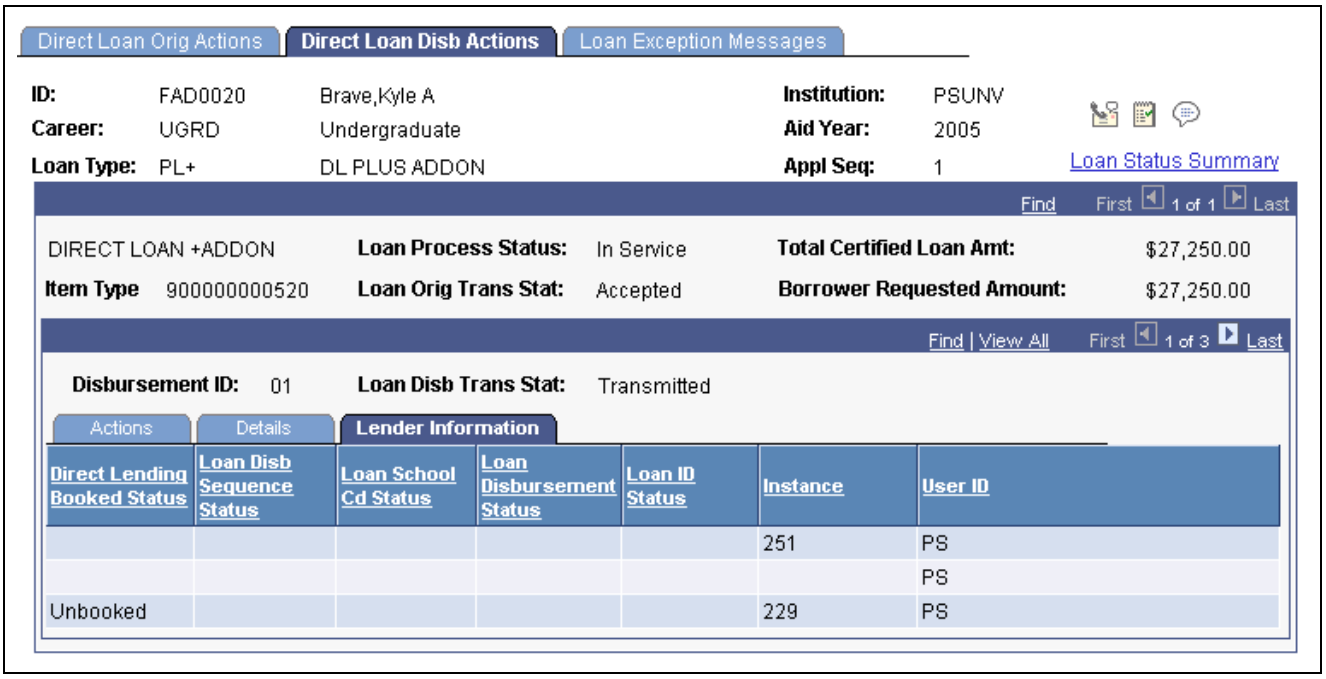
Loan Disb Action Fee (loan disbursement action fee) The loan fee amount for the disbursement.

Loan Disb Action Net (loan disbursement action net) The net disbursement amount, minus fees, plus rebate.

Loan Disb Action Adj (loan disbursement action adjustment) The adjusted disbursement amount reported.

Other Information Tab

Access the Direct Loan Disb Actions page, Other Information tab.



Direct Loan Disb Actions page: Lender Information tab

Direct Lending Booked Status Displays *Booked* if the COD has accepted and acknowledged the origination, first disbursement, and promissory notes. Until this occurs, the status is *Unbooked*.

Loan Disb Sequence Status (loan disbursement sequence status) The values are *Accepted*, *Invalid* (invalid sequence number), and *AlrdyRecv* (already received).

Loan School Cd Status (loan school code status) The values are *blank* if the school code is accepted and *I — Invalid* if the school code is invalid.

Loan Disbursement Status The status of the disbursement record. The values are *Accepted*, *Invalid* (invalid disbursement), *AlrdyRecv* (already received), and *Reject*.

Loan ID Status Displays one of the following values: *I – Invalid Loan Identifier*, *N – Loan Identifier Not on File*, or *blank – Accepted.*

Instance Number used by the system to count the occurrences of the processes you run. Use this on the Messages page to select the particular instance of the process.

User ID The user ID for the individual who processed the action.

Explaining Direct Loan Disbursement Status and Action Codes

This section provides an explanation of the Direct Lending Status Codes for disbursements. This includes the processes run and actions that generate each status code. The fields referenced in the following table are located on the Direct Loan Disb Actions page.

The Loan Disbursement Transaction Status field displays opposite the Disbursement ID. The loan disbursement action status refers to the Action Status field on the page.

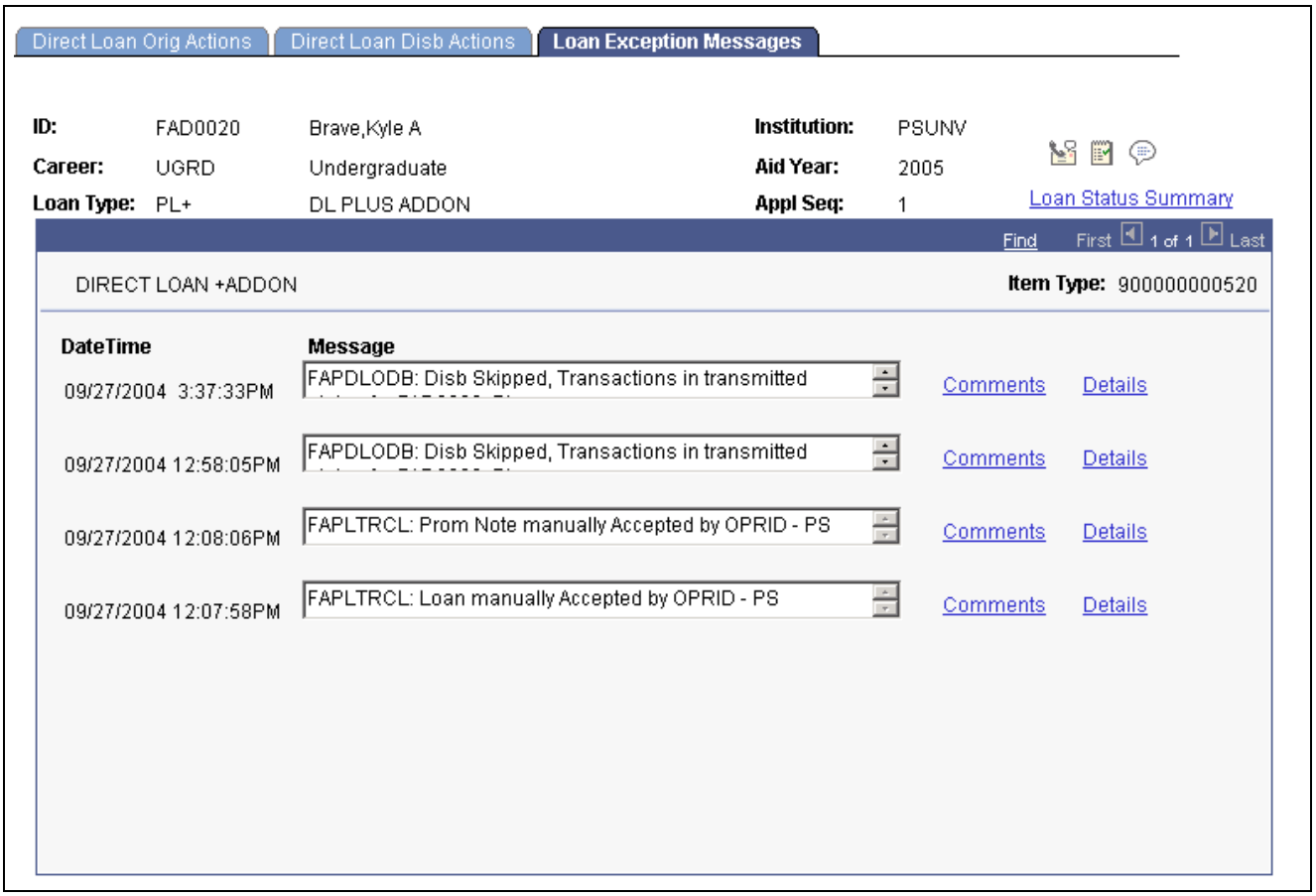
Loan Disbursement Transmission Status	Loan Disbursement Action	Loan Disbursement Action Status	Status/Action Explanation
Disb Pend	Anticipated Disbursement	Pending	You originated the loan. This record represents the anticipated disbursement data at the time of disbursement. The Origination program inserts a new disbursement action row.
Disb Pend	Disbursed to Student Account	Received	You authorized and disbursed funds to the students account. The Disbursement program inserts a new disbursement action row.
Transmitted	Actual Disbursement	Transmitted	You transmitted an actual disbursement record to the COD. The Disbursement Outbound program inserts a new disbursement action.
Accepted	Actual Disbursement	Accepted	You received a disbursement acknowledgement from the COD that indicates the disbursement was accepted. The Disbursement Inbound program updates the disbursement action.
Error	Actual Disbursement	Rejected	You received a disbursement acknowledgement from the COD indicating the disbursement was rejected. The Disbursement program updates the disbursement action.
Transmitted	Adjusted Disbursement	Transmitted	You transmitted an adjusted disbursement record to the COD. The Disbursement Outbound program inserts a new disbursement action.

Loan Disbursement Transmission Status	Loan Disbursement Action	Loan Disbursement Action Status	Status/Action Explanation
Accepted	Adjusted Disbursement	Accepted	You received a disbursement acknowledgement from the COD indicating the disbursement adjustment was accepted. The Disbursement Inbound program updates the disbursement action.
Error	Adjusted Disbursement	Rejected	You received a disbursement acknowledgement from the COD indicating the disbursement adjustment was rejected. The disbursement program updates the disbursement action.
Accepted	Booking Disbursement	Accepted	You received a booking notification from the COD. This is transmitted with a DIOD*XX*OP Message Class #B-batch type. (The *XX* in the message class represents the processing year.) The booking notification indicates that the loan origination, promissory note and the first actual disbursement are accepted. The booking notification includes the Disbursement Activity Type L booking disbursement, the booked date and the CODs total net booked amount.

Loan Disbursement Transmission Status	Loan Disbursement Action	Loan Disbursement Action Status	Status/Action Explanation
Accepted	Booking Adjustment	Accepted	For each disbursement adjustment acknowledgement you receive from the COD, you also receive a booking notification. The booking notification includes the Disbursement Activity Type M booking adjustment, booked date and the CODs total net booked amount.
Accepted	Servicer Refund	Accepted	You received a servicer refund acknowledgement from the COD. This is transmitted with a DIOD*XX*OP Message Class #SP- batch type. (The *XX* in the message class represents the processing year).

Reviewing Loan Exception Messages

Access the Loan Exception Messages page.



Loan Exception Messages page

DateTime Displays the date and time that the message was created.

Message Displays the exception message logged for each transaction listed. You can enter further information regarding the exception message using the Loan Message Comment page.

More Click this link to view additional message information.

Creating and Using Promissory Notes

Multi-year Master Promissory Notes allow a student to sign and use one promissory note throughout multiple loan years and for multiple schools participating in the multi-year master promissory notes. The multi-year master promissory notes are used for Direct Subsidized and Direct Unsubsidized loans only, for academic year 2000-2001 and forward.

All existing 1999-2000 and 2000-2001 master promissory notes, are treated as multi-year promissory notes. Schools that are eligible for multi-year promissory note functionality can use these existing master promissory notes for 2001-2002 loans for the same student. Borrowers who attend a school that is eligible for multi-year functionality are required to have only one master promissory note on file at the COD for all subsidized and unsubsidized loans disbursed for the academic year 2000-2001 and forward. An open master promissory note on file at the COD is assigned to the borrower and can be used by any school eligible for multi-year functionality.

Note. The Social Security Number, date of birth, and first name on the Loan Origination Record must match the same values on the master promissory note, otherwise the COD cannot link the existing master promissory note to the Loan Origination Record.

An open master promissory note is valid for up to ten years from the date of the first anticipated disbursement, if an actual disbursement is made. Students can close open master promissory notes by calling a customer service representative at the COD. Once a master promissory note is closed, no new loans can be disbursed without generating a new master promissory note. However, all disbursements and booking activity for the loans already attached to the closed master promissory notes are processed.

Single-year schools are not eligible to use multi-year master promissory notes. For these schools, a borrower must sign a new master promissory note for each academic year. Single-year schools must use a master promissory note generated specifically for that institution. For these schools, subsidized and unsubsidized loans for the same student and the same academic year can be linked to a single master promissory note.

This section discusses how to:

- Create a promissory note communication record.
- Print direct lending promissory notes.
- Print direct lending master promissory notes for PLUS.
- Sign and review direct loan promissory notes.
- Create batch signatures for direct loan promissory notes.
- You use the same pages whether you are creating multi-year promissory notes or single year promissory notes.

See Also

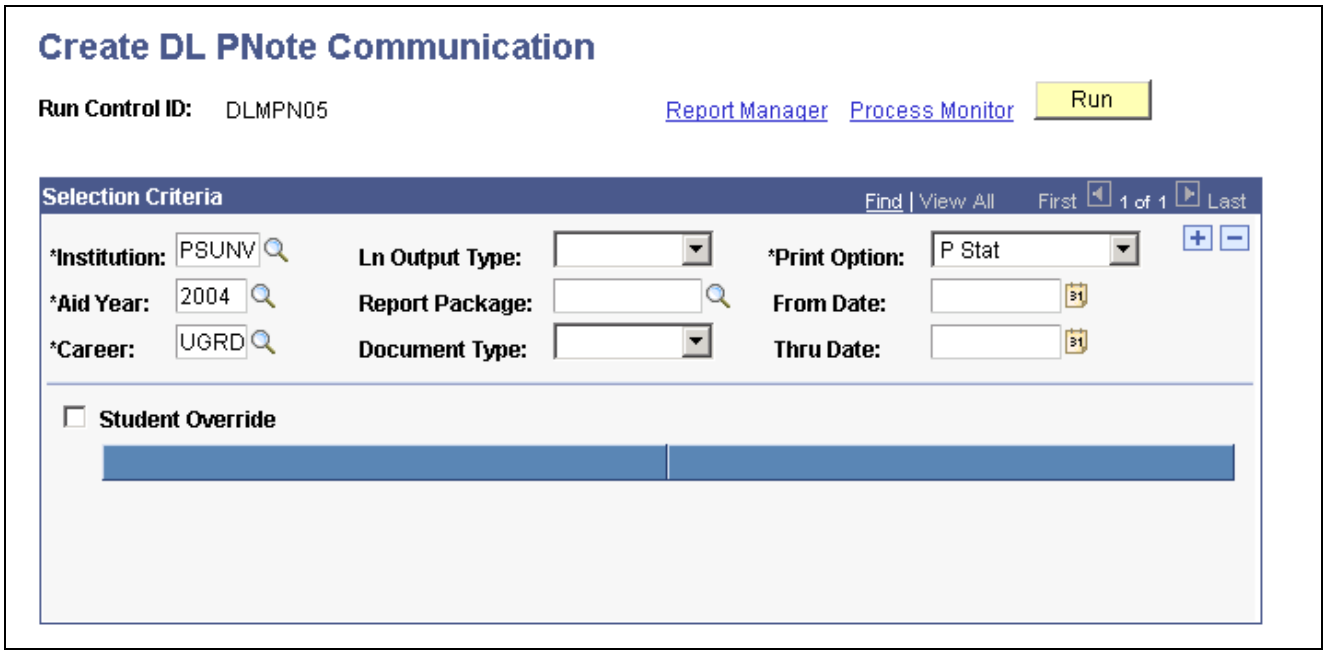
Direct Loan Technical Reference

Pages Used to Create and Use Promissory Notes

Page Name	Object Name	Navigation	Usage
Create DL PNote Comm (create direct loan promissory note communication)	RUNCTL_DLPN02	Financial Aid, Loans, Create PNote Communication	Create promissory note communication records for the types of documents defined in the report package selected. The print process that produces the output for the promissory notes reads the communication record.
Print DL Prom Notes (print direct loan promissory notes)	RUNCTL_DL_PN_PRT02	Financial Aid, Loans, Print Promissory Note	Print promissory notes for direct lending.
Direct Loan Pnote (direct loan promissory note)	LN_DL_PNOTE	Financial Aid, Loans, Direct Lending Management, Review Promissory Note Actions	You can use this page once you have originated the loan. On this page you can indicate when a promissory note has been signed, adjust the status of the promissory note for the loan manifest, reprint the promissory note, create another promissory note, and cancel the promissory note.
DL Batch Signature (direct loan batch signature)	DL_BTCH_PNT	Financial Aid, Loans, Direct Loan Management, Create Signatures in Batch	Record promissory note signatures in batch mode. You can also use this page to remove signatures in batch. There are two steps to recording promissory note signatures. The first step is to select the promissory note IDs you want to sign. The second step is to apply the signatures. You can sign a group of promissory notes at once or you can sign individual promissory notes. There is also the option to remove the signature from promissory notes that you have previously signed.
Loan PNote Selection Criteria (loan promissory note selection criteria)	LN_DL_PNOTE_SLCT	Click the Batch PNote Selection button from the DL Batch Signature page.	Enter criteria to be used to select the promissory notes you want to sign or unsign.

Creating a Promissory Note Communication Record

Access the Create DL Pnote Comm page.



Create DL PNote Communication page

This page allows you to create direct lending (and non-Direct Lending) promissory note communication records that determine which promissory notes are printed, based on the criteria you enter. The fields in the Select Criteria group box have a cumulative search effect. Each field you enter narrows your search criteria.

Selection Criteria

Institution — Creates a promissory note communication record for loans originated for the specified institution.

Aid Year — Creates a promissory note communication record for loans originated in the specified aid year.

Career — Creates a promissory note communication record for loans originated for students in the specified academic career.

Ln Output Type (loan output type) — This is the parameter that sets the output format for your documents. Your options are as follows: *Delimited*, *External*, *Fixed*, or *Positional*. For direct lending PeopleSoft supports *External* (for institutions that use third-party software to generate documents) and *Positional* options.

Report Package — Specify your Report Package based on how you setup the Loan Report Packages page. The system evaluates the report package and assigns communications to any loan types the student may have that correspond to the document types defined in the package.

Document Type — Select from the options: *Hlth Pnote*, *Mstr Pnote*, *PNote*, *Perk PNote*, or *Univ Pnote*. All document types are linked to the loan category and loan program from the Loan Type Table. If you leave this field blank, the system assigns communications to any loan types the student may have that correspond to the document types defined in the Report Package. If you enter a value, the system assigns communications only to the loan type that matches the selected Document Type. For example, if *Pnote* is selected, the system will only generate communications for PLUS loans.

Note. Although *Cover Ltr*, *TIL*, and *TIS* are listed, they are not valid selections for Document Type for this process.

Print Option This field allows you to determine which promissory notes to print. The following options are available.

Blank: This option prints promissory notes for all loan types that have not had a promissory note printed.

New: This option is similar to the *Blank* option processing promissory notes for all loan types, except when processing direct lending subsidized and unsubsidized loans. The *New* option only creates a master promissory note communication for students who do not have an accepted loan origination in a previous year and who do not have a MPN on file with the COD.

P Stat: This option prints all promissory notes that the COD origination acknowledgment file has flagged to print.

From Date and **Thru Date** The system generates communications for loans with origination dates that start with the From Date and end with the Thru Date.

Student Override Select this check box to allow you to print a promissory note for specific students. If an existing promissory note is lost, use this method to create new communications.

EmplID Select an ID for the students requiring their promissory note to be printed. Add a new row for each student you want to create a promissory note communication for.

Click Run to run the Create PNote Communication Rec process (FAPLDPN2).

Note. After you run the Create DL PNote Comm process once with the document type blank, if you want to create additional promissory notes and promissory note communications you should run the process using singular document types or using From Thru Dates. Otherwise, the communication keeps selecting all of the promissory note types and populating the promissory note communication table with multiple rows.

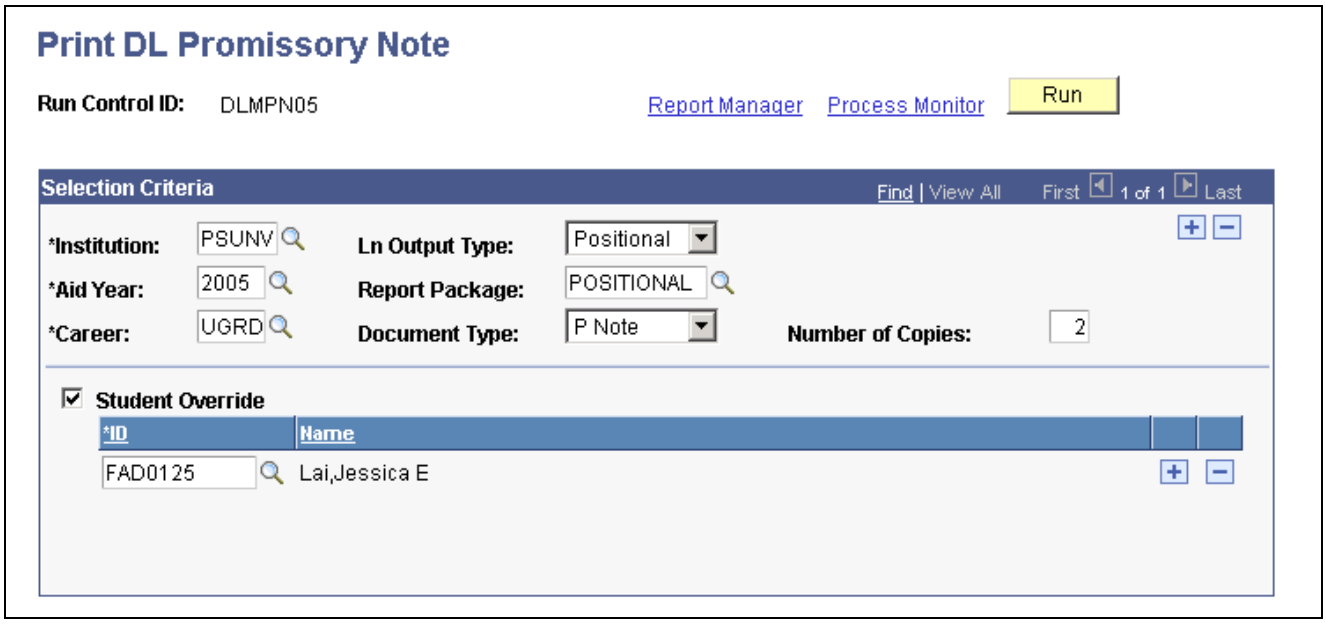
Check the Batch Message Inquiry page in this component after you run the process to be sure it completed properly.

See Also

Using PeopleSoft Enterprise Applications PeopleBook

Printing Direct Lending Promissory Notes

Access the Print DL Prom Notes page.



Print DL Promissory Note page

Selection Criteria

The following fields are the same as those on the Create DL PNote Comm page: Institution, Aid Year, Career, Ln Output Type, Student Override, EmplID.

Ln Output Typeloan output type
: You must select *Positional* to use the unlabeled printing format supported by PeopleSoft.

Report Package
: You must select *Positional* to use the unlabeled printing format supported by PeopleSoft.

Document Type
: If you leave this field blank, the system generates output for each type of document defined in the report package that has an unprocessed communication record. If a cover letter or truth-in-lending document(s) is defined in the package they will also be produced.

If you enter a value, the system generates output only for the document type selected (where an unprocessed communication record exists).

For example, if you select *Pnote*, the system only generates output for PLUS Promissory Notes.

Important! If you do *not* use JetForm, you *must* select a document type. Since you will be printing on pre-printed forms, you must run this process once for each type of document you want to produce.

From Date and **Thru Date**
: The start date for the promissory note/package print process. The system processes communication records with dates that start with the date you enter here and end with the date you enter in the Thru Date field.

Number of Copies
: Indicates the number of promissory notes you want to print.

Note. The system manages positional printing differently. When you run the process to create the communication record, the system processes all loan types associated with the package. It creates all of the communication records. If you're using positional printing, you can only print one document at a time. When you select the package you want to use, you must also specify which document type you want to run.

Click Run to run the Print Packages/PNote Docs process (FALDPNT2).

See Also

Using PeopleSoft Enterprise Applications PeopleBook

Printing Direct Loan MPN for PLUS

It is now possible to use Master Promissory Notes (MPN) in making PLUS loans in the Direct Loan (DL) program. The Direct PLUS MPN is a promissory note that can be used to make one or more Direct PLUS Loans to a parent borrower to help pay for the educational costs of one dependent student for one or more academic years.

If your institution collects signed promissory notes for the Direct Lending program, you need to produce a manifest to send with the signed promissory notes to the Direct Lending common origination and disbursement processing center (COD).

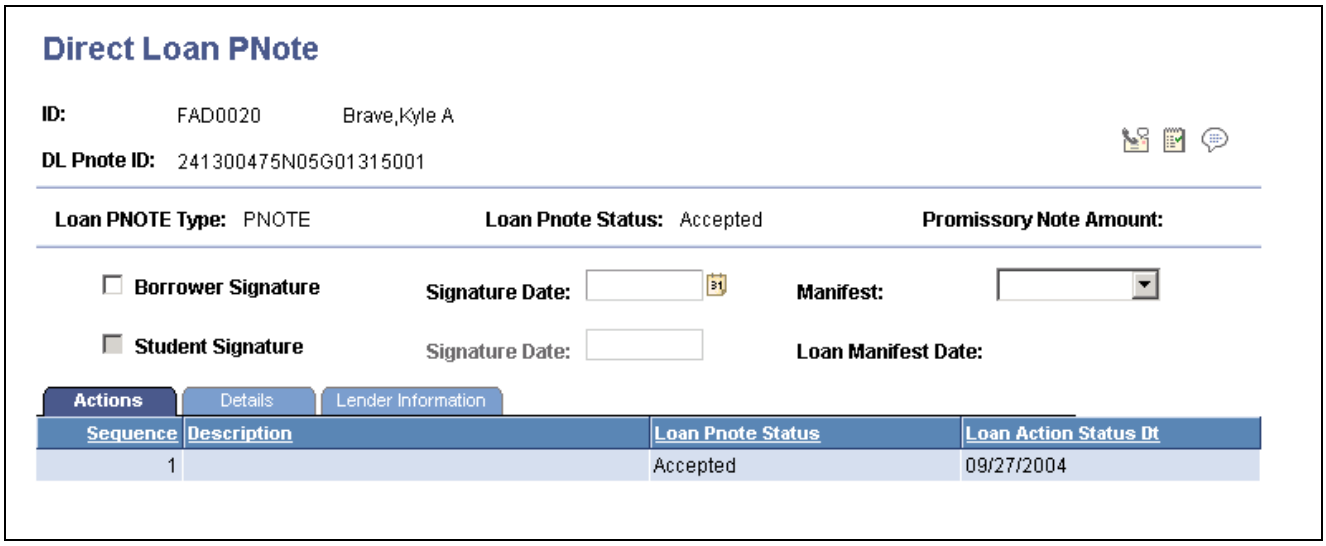
A loan origination record must exist before you can create a promissory note. Set up your Manage Communication Tables in Campus Community, set up Loan Report Packages and DL Serial Pnote Tables in Process Loans. To print a promissory note you must first create a promissory note communication record for the types of documents defined in the report package selected. The print process that produces the output for the promissory notes reads the communication record.

PeopleSoft now uses an unlabeled format for printing promissory notes and only supports a positional print process. We still provide an extract process. The extract generated is no longer specifically for JetForms.

Note. For details on how to set up a loan origination record, the Manage Communication Table, Loan Report Packages, and DL Serial Pnote Tables, see Financial Aid PeopleBook, "Processing Direct Loans," Creating and Using Promissory Notes.

Signing and Reviewing Direct Loan Promissory Notes

Access the Direct Loan PNote page.



Direct Loan PNote page: Actions tab

Note. Click the tabs on the page to access multiple view of this page. We document fields that are common to all views first.

Common Page Information

DL Pnote ID — Beginning with 2003–2004, there are changes to direct loan application processing to support master promissory note requirements for the PLUS loan types. The system adds the letter "N" to the ID to indicate that the loan is PLUS Loan MPN. The system adds the letter "M" to indicate that the loan is a Stafford (subsidized or Unsubsidized) Loan MPN

Loan PNOTE Type (loan promissory note type) — The type of promissory note used for this loan.

Loan PNote Status (loan promissory note status) — The system displays the current status of the loan promissory note. This is the same as the Loan Pnote Status field on the Actions tab.

Promissory Note Amount — The amount of the promissory note.

Borrower Signature — Select this check box when the borrower has signed the promissory note. In the case of a PLUS loan, the borrower is the parent or guardian. The system makes the Student Signature field unavailable.

Note. The Checklist associated with the loan type is inserted when the Promissory note Communication is assigned. In previous versions of Financial Aid, the Checklist associated with the loan was inserted at loan origination. Make sure you have assigned a 3Cs inquiry group to your communication category.

Student Signature — Select this check box when the student has signed the promissory note. The student signature is unavailable on the promissory note for PLUS loans only.

Signature Date — Today's date is automatically entered in this field. You can edit the field if needed.

Manifest — Indicates the status of this promissory note in regards to the Loan Manifest. This field is used when your institution collects signed promissory notes and sends them with a manifest to a loan service provider or the direct

lending common origination and disbursement processing center (COD). The following field values are possible:

Authorize: Indicates the signature check boxes are selected.

Batch: Indicates the Manifest Generation process is complete.

Pending: Indicates the loan is originated.

Actions Tab

See the previous exhibit for a view of this tab.

Sequence Displays the promissory note action sequence generated from the loan record activity. When multiple sequences exist for a promissory note, they display in reverse chronological order.

Action Cd (action code) The possible values are: *A* Accepted, *C* Created, *X* – Pending, and *R* Rejected.

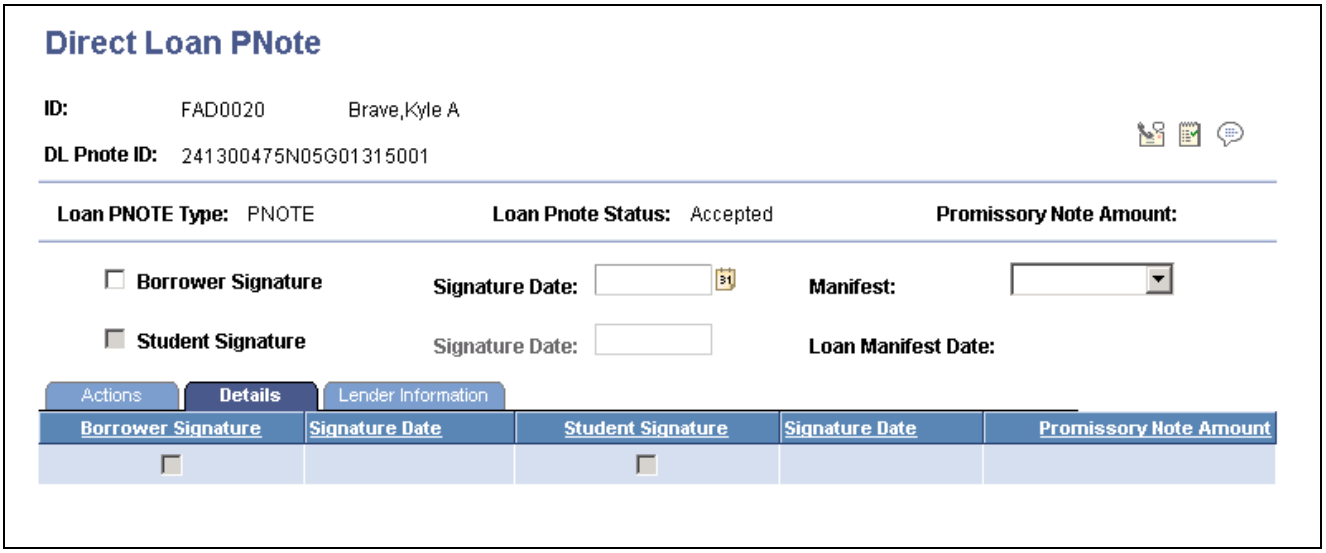
Description Displays a description for the displayed action code.

Loan Pnote Status (loan promissory note status) Displays the current status of the promissory note. Valid values are *Accepted*, *Pending*, and *Rejected*.

Loan Action Status Dt (loan action status date) Indicates the date when the loan action status activity occurred.

Details Tab

Access the Direct Loan Pnote page, Details tab.



Direct Loan PNote page: Details tab

Borrower Signature Indicates the borrower has signed the promissory note.

Signature Date The date the Borrower Signature check box was selected, or the actual date the borrower signed the promissory note if you edited the signature date.

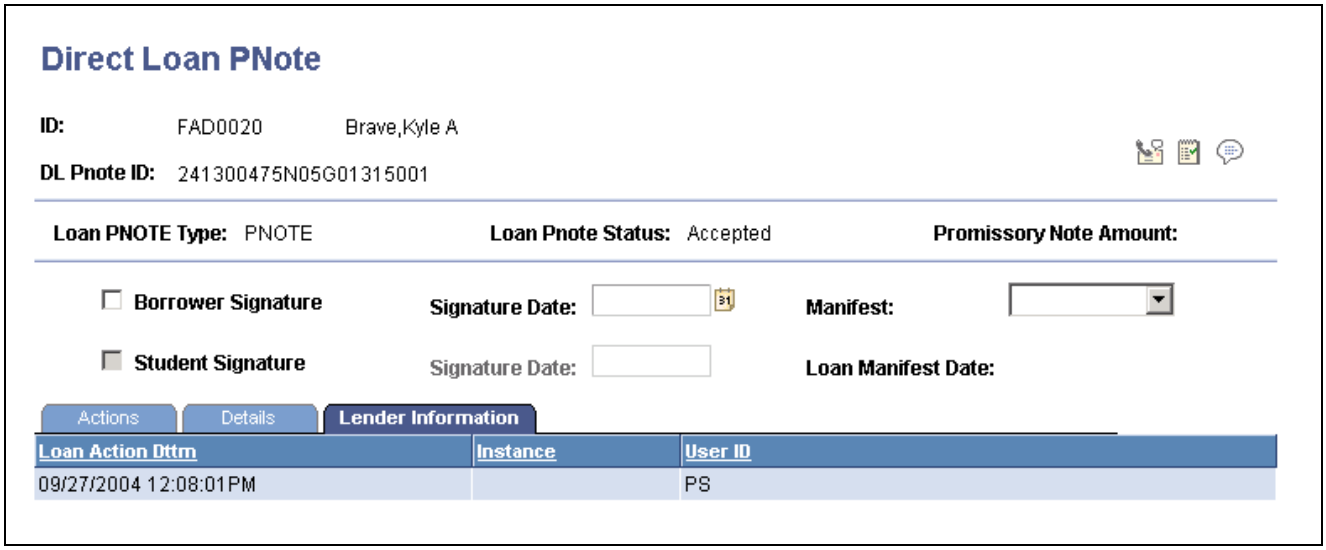
Student Signature This field is unavailable with PLUS loans when the borrower is not the student.

Signature Date The date the Student Signature check box is selected, or the actual date the student signed the promissory note if you edited the signature date.

Promissory Note Amount The amount printed on the promissory note.

Other Information Tab

Access the Direct Loan PNote page, Lender Information tab.



Direct Loan PNote page: Lender Information tab

Loan Action Dttm (loan action date and time) The date and time the loan promissory note status was posted.

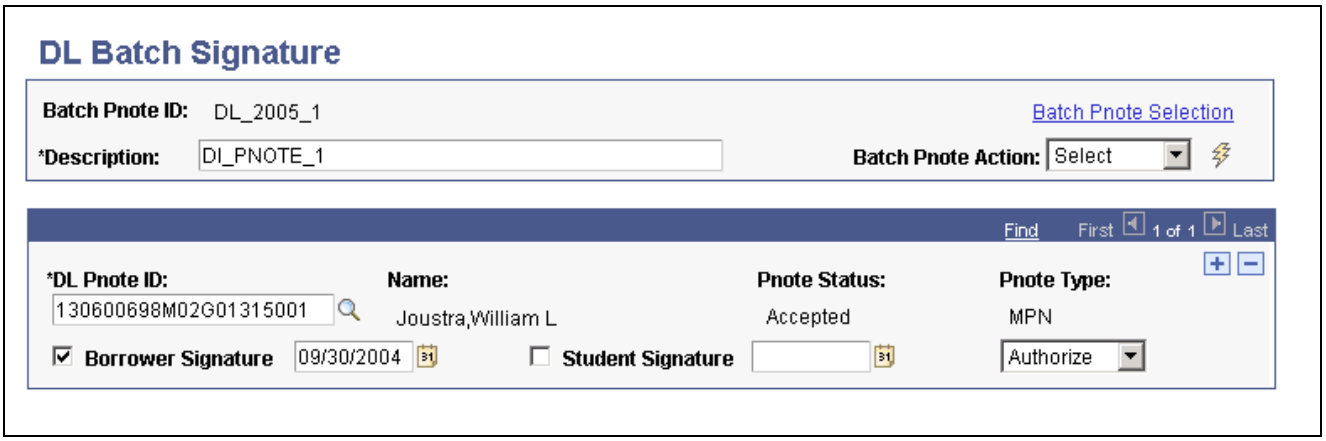
Batch ID The direct lending batch ID.

Instance The system assigns this number incrementally to count the occurrences of the processes you run. You can use this number to select the particular instance of the process for which you want to view the process results.

User ID The ID of the person who ran the process.

Creating Batch Signatures for DL Promissory Notes

Access the DL Batch Signature page.



DI batch Signature page

In the past, this page was designed to select a cumulative list of outstanding unsigned promissory notes. You had to review the aid year designation in the DL Pnote ID. It is now possible to sort based on aid year by selecting it on the Selection Criteria page.

Note. This page is designed to select a cumulative list of outstanding unsigned promissory notes. You should select the promissory notes to be signed by reviewing the aid year designation in the DL Pnote ID. The aid year designation is located after the Borrower's Social Security Number and the *M* for a Stafford loan and the *P* for a PLUS. For Aid Year 2004, the aid year designation is 04 and for Aid year 2005, the aid year designation is 05

Description Enter a description for the current batch of signatures you are creating.

Batch Pnote Action Choose the *Select* option to specify the promissory notes you want to sign.

Batch PNote Selection Click this link to access the Loan Pnote Selection Criteria page, where you can specify the promissory notes you want to sign.

Click the Pnote Update button to have the system select the promissory notes based on your selection criteria on the Loan Pnote Selection Criteria page. The selected promissory notes are listed in the group box on the page.

Click the lightening bolt to activate the selection.

The group box contains the promissory note ID numbers and names of the students you selected.

DL PNote ID (direct lending promissory note ID) The unique ID assigned to the promissory note.

Name The borrower name that displays on the promissory note.

PNote Status The current status of the promissory note. Valid values are *Accepted*, *Pending*, and *Rejected*.

PNOTE Type Specifies the type of promissory note. It displays either *MPN* for Stafford loans or *PNOTE* for PLUS loans.

Borrower Signature Select to indicate the borrower signed the promissory note. The system automatically selects this check box when you sign a batch of promissory notes. Clearing the check box indicates the borrower has not signed the promissory note. Use the date field to enter the date the borrower signed the promissory note.

Student Signature This check box is active for PLUS PNOTE types only.

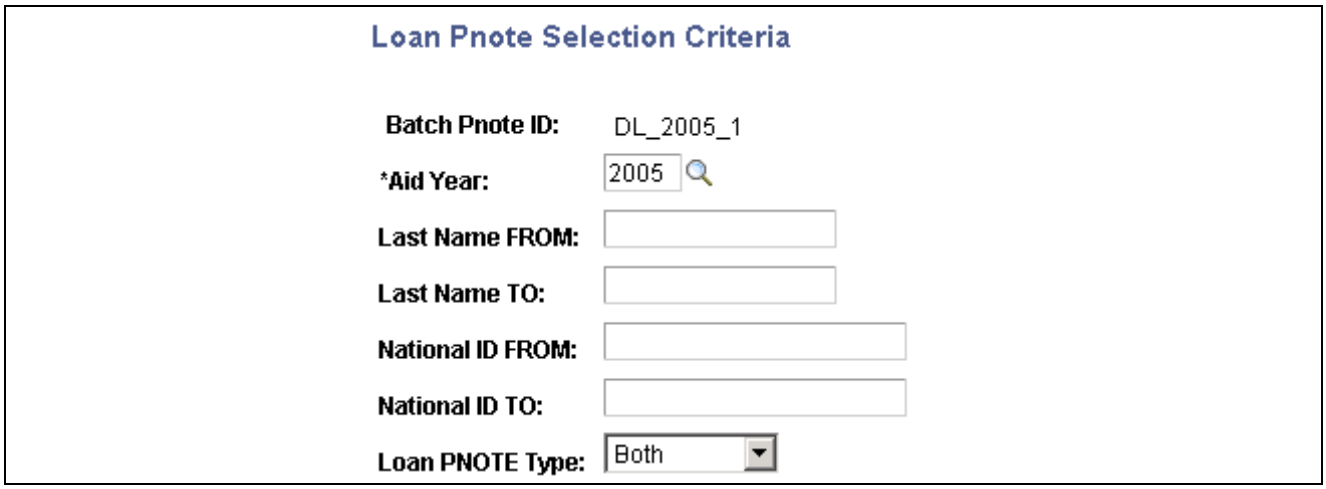
The field that displays to the right of the student signature date field contains the status of the manifest. When you sign the promissory note, the status changes to *Authorize*. Prior to signing the promissory notes, the status is *Pending*. After the manifest generation process is complete, the status is *Batch.*

Signing or Unsigning a Group of Promissory Notes

1. To sign the entire group of promissory notes, select the *Sign* option in the Batch PNote Action field.
2. Click the PNote Update button to select all the active signature check boxes. For PLUS notes, both the Borrower Signature and Student Signature check boxes are active.
3. To unsign the entire group of promissory notes, select the *Unsign* option in the Batch PNote Action field.
4. Click the PNote Update button to clear all the active signature check boxes.
5. The group box contains the promissory note ID numbers and names of the students you selected.

Entering Loan Pnote Selection Criteria

Access the Loan PNote Selection Criteria page.



Loan Pnote Selection Criteria page

You can select promissory notes by the borrower's name or National ID number. For U.S. citizens this is the social security number. You can also specify whether to select promissory notes of a specific type.

***Aid Year**	Indicate the aid year on which you want to sort the signature records.
Last Name FROM and **Last Name TO**	Use these fields to select a group of students by their last names. Enter the beginning name for the range in the FROM field and the ending name in the TO field.
National ID FROM and **National ID TO**	Use these fields to select a group of students by their national ID numbers. Enter the beginning national ID number for the range in the FROM field and the ending national ID in the TO field.
Loan PNOTE Type	Select the type of promissory note you want to sign. Select *MPN* for Stafford loans or *PNOTE* for PLUS loans. To include both types of promissory notes, select *Both*.

Viewing Promissory Note Action History and Loan Disbursement Messages

This section discusses how to:

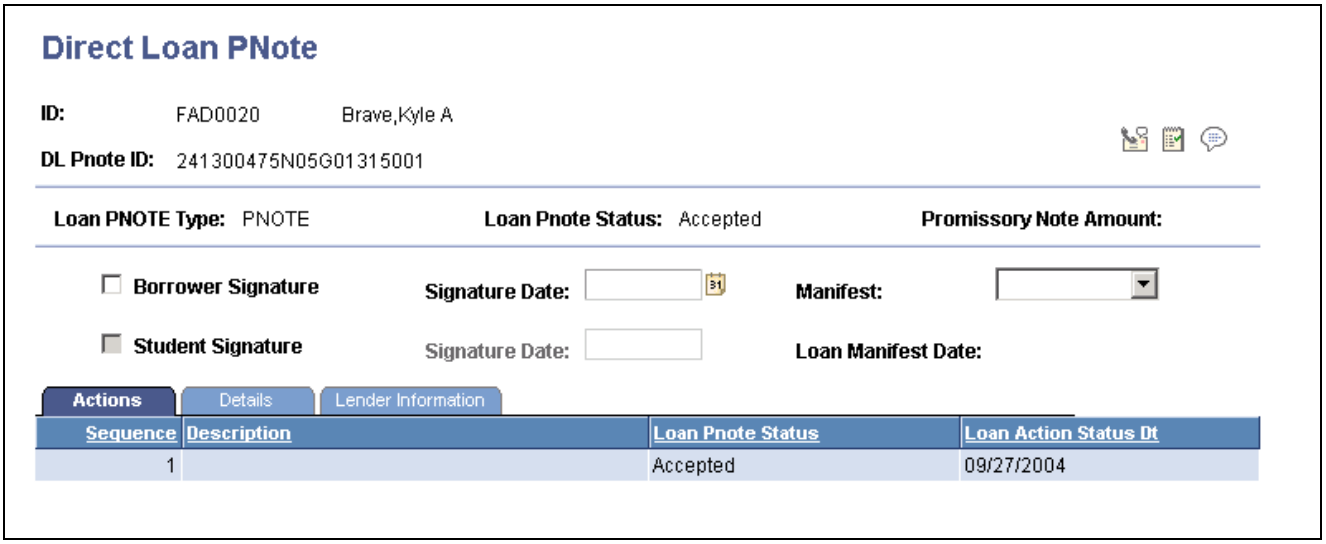
- View promissory note action history.
- Review loan disbursement messages.

Page Used to View Promissory Note Action History and Loan Disbursement Messages

Page Name	Object Name	Navigation	Usage
Direct Loan Promissory Note Action	LN_DL_PNOTE_INQ	Financial Aid, Loans, Direct Lending Management, View Promissory Note Actions	View the same information as on the Direct Loan PNote page. This page is a view only page and cannot be updated. You can also review messages pertaining to rejected transactions.

Viewing Promissory Note Action History

Access the Direct Loan PNote Actn page.



Direct Loan Pnote page: Actions tab

Actions Tab

Click the Msg (message) link to access the Loan Disbursement Messages page, where you can review message to explain the problem with the promissory note.

See Also

Chapter 26, "Processing Direct Loans," Signing and Reviewing Direct Loan Promissory Notes, page 1081

Viewing Loan Disbursement Messages

Access the Loan Disbursement Messages page.

Loan Disbursement Messages page

PNt MsqSq (promissory note message sequence) Generated from the promissory note record activity. When multiple sequences exist, they display in reverse order. In other words, the most recent sequence displays at the top.

Msg Code (message code) The code the COD has assigned to this action message.

Descr (description) The description of the action message.

Msg (message) Click this link to view the full text of the message.

Processing Direct Loan Manifests

If your institution collects signed promissory notes for the direct lending program, you need to produce a manifest to send with the signed promissory notes to the direct lending common origination and disbursement processing center (COD). When you receive a signed promissory note you must go to the Direct Loan Pnote page and indicate the promissory note is signed. Once you have indicated the promissory note is signed, the system sets the Manifest Status to *Authorize* and the promissory note is included the next time you create a loan manifest.

After you have indicated that you have signed promissory notes, you need to create the data for the loan manifest. You use a run control page to run a process that selects all students' promissory notes that have a Manifest Status of *Authorize*. You can review the selected promissory notes and delete any you do not want included in the manifest. The last step is to print the manifest.

After you have a printed manifest, you must manually sort the signed promissory notes and attach the printed manifest to each group of fifty promissory notes. Financial Aid creates a manifest for every fifty promissory notes. Separate manifests are created for Stafford subsidized and unsubsidized and PLUS promissory notes as required by the COD.

This section discusses how to:

- Create a direct loan manifest.
- Edit a direct loan manifest.
- Print PLUS and Stafford loan manifests.

Pages Used to Process Direct Loan Manifests

Page Name	Object Name	Navigation	Usage
Populate Manifest	RUNCTL_MANIFEST1	Financial Aid, File Management, Direct Loans, Generate Direct Loans Manifest	Select all the students whose promissory notes are signed and ready to be added to the loan manifest. This run control page is the first step in creating the loan manifest.
Loan Manifest	LOAN_MANIFEST	Financial Aid, Loans, Direct Lending Management, Review Manifest Batches	See the list of students, and their loan IDs, that will be in each manifest. There are separate manifests for Stafford and PLUS promissory notes. You also use this page to remove students you no longer want included on the manifest.
DL Print PLUS Manifest	RUNCTL_MANIFEST2	Financial Aid, Loans, Direct Lending Management, Print Manifest Report PLUS	Print PLUS loan manifests.
DL Print Stafford Manifest	RUNCTL_MANIFEST3	Financial Aid, Loans, Direct Lending Management, Print Manifest Report— Stafford	Print subsidized and unsubsidized Stafford loan manifests.

Creating a Direct Loan Manifest

Access the Populate Manifest page.

Populate Manifest page

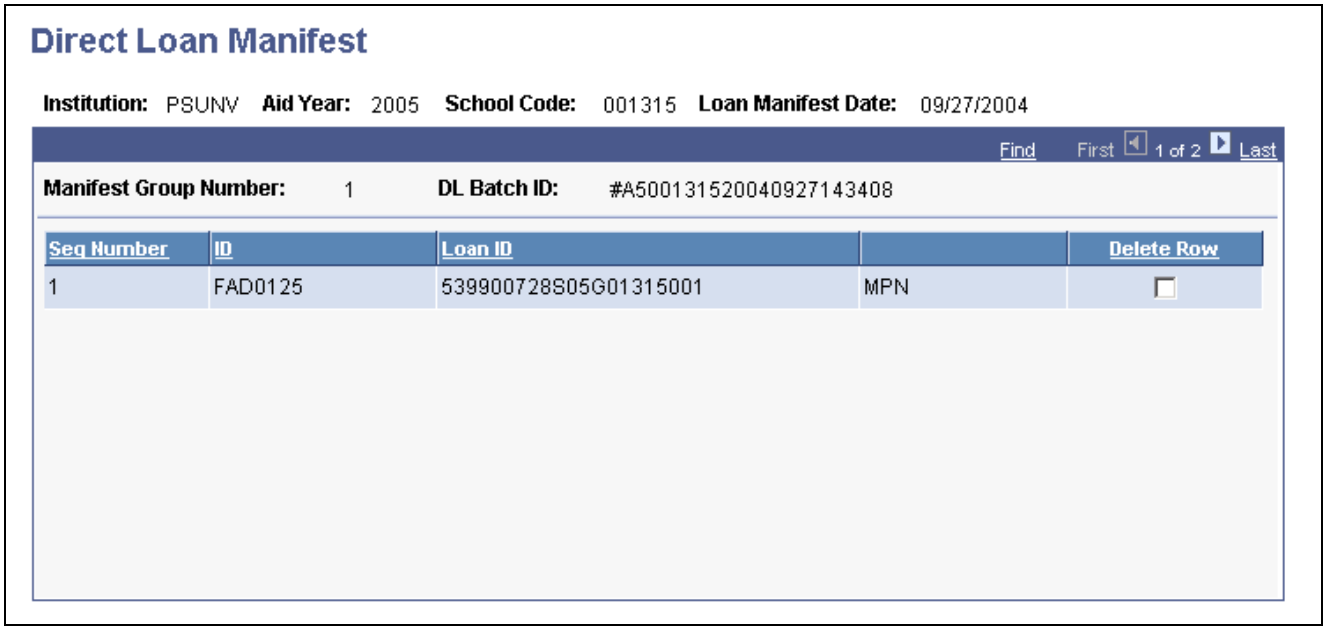
Academic Institution Indicates the institution whose promissory notes that you want included on this manifest.

Aid Year Indicates the aid year for the promissory notes that you want included on this manifest.

Click Run to run the DL Manifest Generation process for subsidized and unsubsidized loans (FAMANF01). The DL Manifest Generation process for PLUS loans is FAMAN2.

Editing the Direct Loan Manifest

Access the Loan Manifest page.



Direct Loan Manifest page

School Code The Central Processing Center's (CPS) code for your institution.

Loan Manifest Date The date you created the manifest.

Manifest Group Number Indicates each manifest group. A new manifest group is created for each Stafford or PLUS group of fifty promissory notes. You can view the different manifest groups.

DL Batch ID (direct lending batch identifier) This batch ID is comprised of alphanumeric characters representing batch type, cycle year, school code, date, and time. This batch ID is used to monitor and control the number of promissory notes accepted by the Department of Education COD.

Seq Number (sequence number) Indicates the order that you should organize the signed promissory notes you include with the manifest.

EmplID The student's ID.

Loan ID The identification number of the loan. The promissory note type is displayed next to this field.

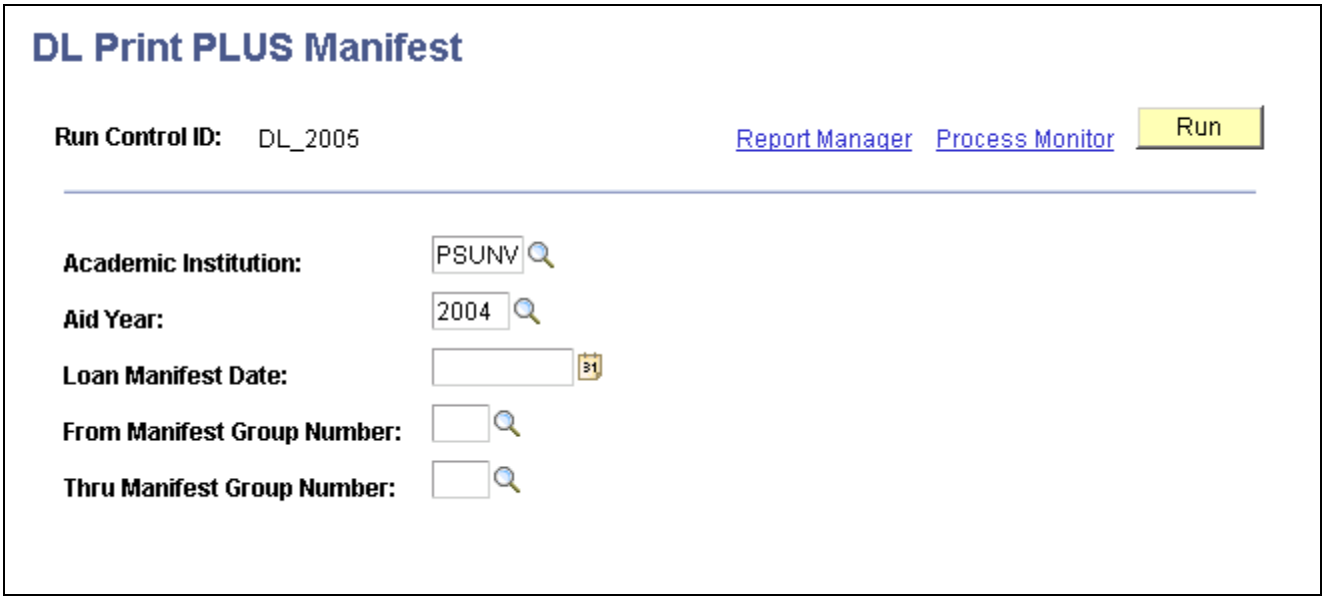
Delete Row If you do not want a student to be included on the manifest when it is printed, you can select this check box. In order for the student to be selected in future manifests, you must reset the Manifest Status back to *Authorize* on the direct loan PNote page.

Printing PLUS and Stafford Loan Manifests

There are different run control pages for printing PLUS loan manifests and Stafford loan manifests. Use the Plus Manifest page to print PLUS loan manifests and the Stafford Manifest page to print Stafford loan manifests you have created. You can print or reprint the manifests by date or by manifest group.

Printing a PLUS Loan Manifest

Access the DL Print PLUS Manifest page.



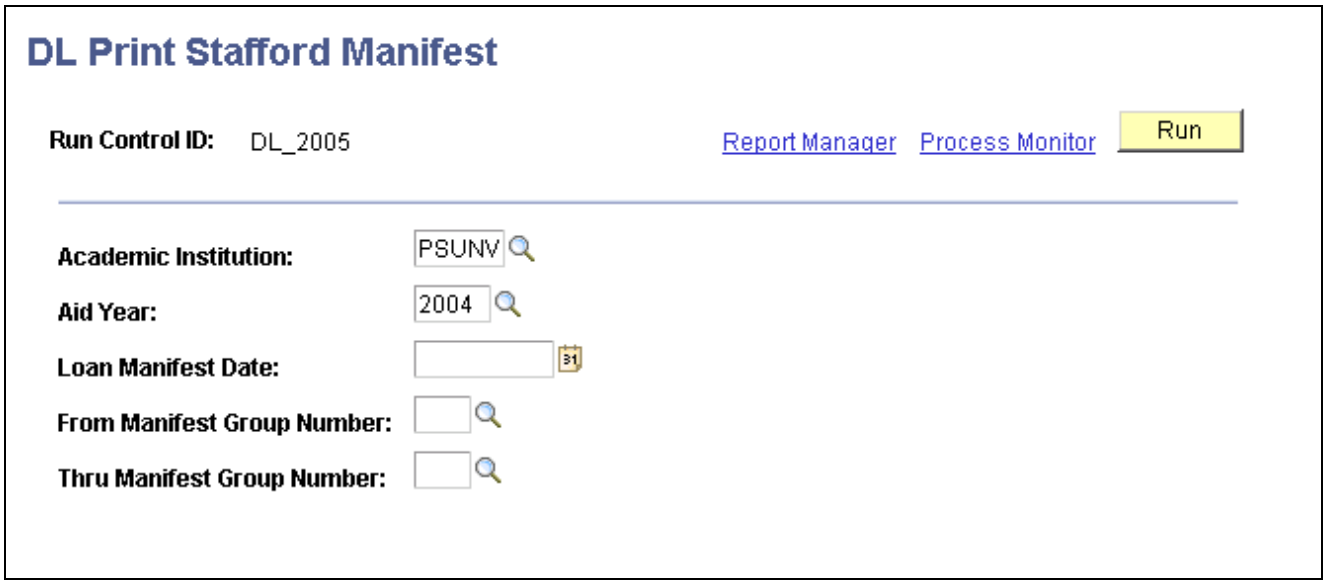
DL Print PLUS Manifest page

Academic Institution	Select the academic institution for which you want to print manifests.
Aid Year	Select the aid year for which you want to print manifests.
Loan Manifest Date	Select the manifests to print by entering a Loan Manifest Date. If you enter a value in this field, the From Manifest Group Number and Thru Manifest Group Number fields are not available.
From Manifest Group Number	Allows you to select a group of manifests to print. Select the beginning manifest group number from the available options. The system prints the most current instance of each manifest for that date selected. All loan manifest groups are available from the options, even if they have been printed.
Thru Manifest Group Number	Enter the ending manifest group number in this field to specify the manifests you want to print.

Click Run to run the Generate Manifest Report process for subsidized and unsubsidized (FAMANFS3). The process that runs the DL Manifest Generation for PLUS loans is FAMANFS2.

Printing a Stafford Loan Manifest

Access the DL Print Stafford Manifest page.



DL Print Stafford Manifest page

Click Run to run the Print Manifest Report Stafford process (FAMANFS3).

Transmitting Direct Lending Outbound Files

At different times in the direct lending process you need to send files to the direct common origination and disbursement processing center (COD). Origination files, origination change files, and disbursement files use the same process.

Note. These processes are for schools that are not full participant schools.

Warning! If your institution is using PeopleSoft Enterprise Financial Aid 8.0 or higher, you must be a full participant school with COD. Please refer to the COD process for details.

Note. To run multiple careers successfully a technical fix is required. This is documented in the technical installation notes for each regulatory update. You should coordinate with your technical resources to ensure the fix is completed prior to processing your direct loan outbound files. The process that you should reference is called ECOUT001.SQR. This fix will allow the outbound files to be formatted to the direct loan file specifications. If the fix is not made you must run the two step process for each career separately.

This section discusses how to:

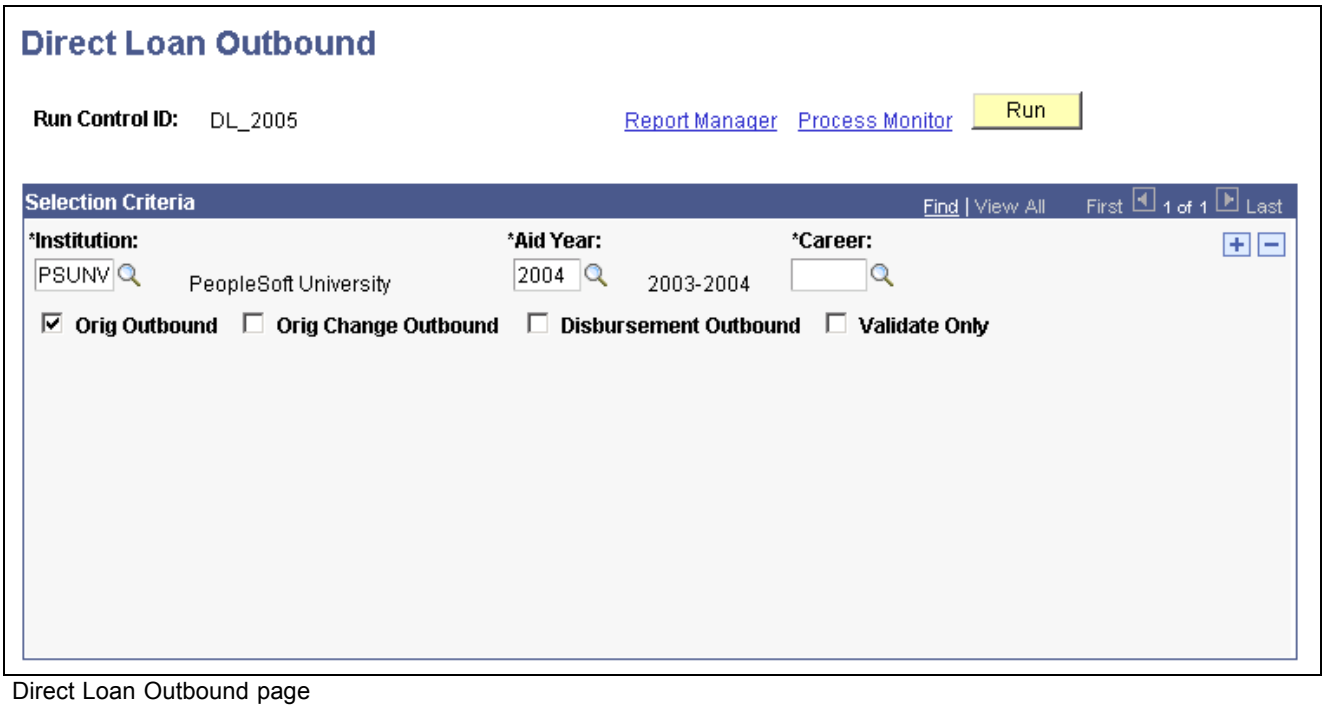
- Move data to staging tables.
- Create outbound flat files.
- Rename direct lending EDI outbound files.

Pages Used to Transmit Direct Lending Outbound Files for 2003–04 Phase-In

Page Name	Object Name	Navigation	Usage
Direct Loan Outbound	RUNCTL_DLOUT0	Financial Aid, File Management, Direct Loans, Generate Phase—in Data	Select pending outbound files and load them in the EDI Manager staging table. You use this page to select origination records, origination change records, disbursement records, or any combination of the three.
Outbound EC Agent - Run Parameters	EC_RUN_OUTBOUND_01	Financial Aid, File Management, Create Federal Data files	Create a flat file from the data in the EDI MANAGER staging table. The EC Trans IDmessage class you select on the page determines the format of the flat file created when you run this process.

Moving Data to Staging Tables

Access the Direct Loan Outbound page.



Direct Loan Outbound page

Selection Criteria

Institution Indicates loan records for the selected institution to be included in the loan outbound file.

Aid Year Indicates loan records for the selected aid year to be included in the loan outbound file.

Career	Includes loan records in the outbound file for students who match the specified career.
Orig Outbound (origination outbound)	Select to gather all pending Origination records for the specified Institution, Aid Year, and Career. Click this field to make the Validate Only check box available. If you click both the Validate Only and Orig Outbound check boxes, this allows the Orig Outbound process to run in simulation mode. If you click the Orig Outbound check box, this updates the loan action status and creates the outbound Origination file for records that have not failed the validation process.
Orig Change Outbound (origination change outbound)	Select to gather all pending Origination Change records for the specified Institution, Aid Year, and Career.
Disbursement Outbound	Select to gather all pending Disbursement records for the specified Institution, Aid Year, and Career.

Note. You can select more than one of the Outbound check boxes to gather more than one type of outbound record.

Validate Only	Select to run a validation in simulation mode on the specified Outbound Origination records. Running a simulated validation allows you to check your data before sending the outbound record. If the simulation process encounters an error, a Failed message displays with the corresponding reason for the failure. The failed message can be reviewed on the DL Orig Actions page (Financial Aid, Loans Direct Lending Management, DL Actions Inquiry). You can select this option in combination with any of the Outbound check boxes.

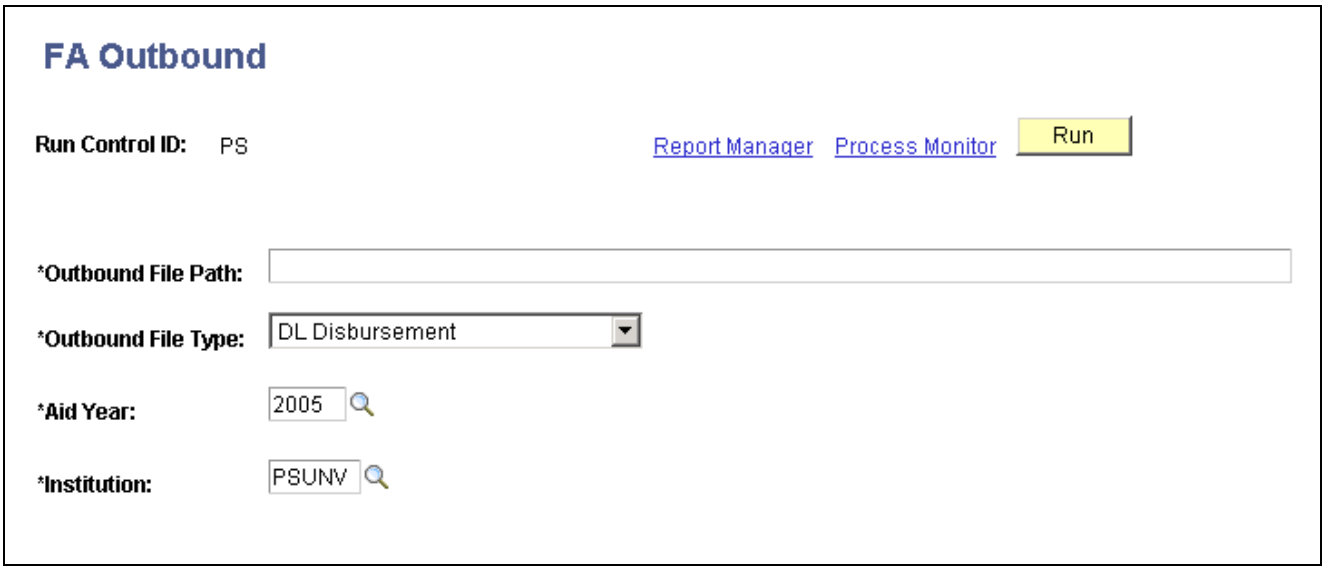
Insert a row to add additional Institution, Aid Year, and Career combinations.

Click Run to run the DL Outbound Driver process (FAPLDOD0).

Note. Flat files created for year 2001/02 are generated by school code, rather than career. The system creates a Header file for each school code. With this change, multiple careers can reside in one flat file.

Creating Outbound Flat Files

Access the Outbound EC Agent Run Parameters page.



FA Outbound page

EC Trans ID Select this check box for direct lending files. Select an EC Trans ID from the available options. The EC Trans ID is the same as the direct lending message class.

Business Unit This check box is part of the EDI Manager and is not used for this process. Do not select this check box.

Vendor/Customer This check box is part of the EDI Manager and is not used for this process. Do not select this check box.

Note. You must run this process separately for each EC Trans ID. For example, if you are sending Stafford origination files and PLUS Origination files, you need to run the ECOUT001 process twice using a different EC Trans ID for each transmission.

EC Trans ID (Message Class)	Used in Direct Lending To:
DESF02IN	Send Stafford origination file to the direct lending common origination and disbursement processing center (COD).
DEPF02IN	Send PLUS origination file to the direct lending COD.
DESC02IN	Send origination change file to the direct lending COD.
DESD02IN	Send disbursement file to the direct lending COD.

Receiving Direct Lending Inbound Files

This section describes processes used in the 2003–04 phase-in. If your institution is a full participant, see the COD sections for processing details.

This section discusses how to:

- Move inbound flat files to staging tables.
- Review inbound processing.
- Move inbound files to the database.

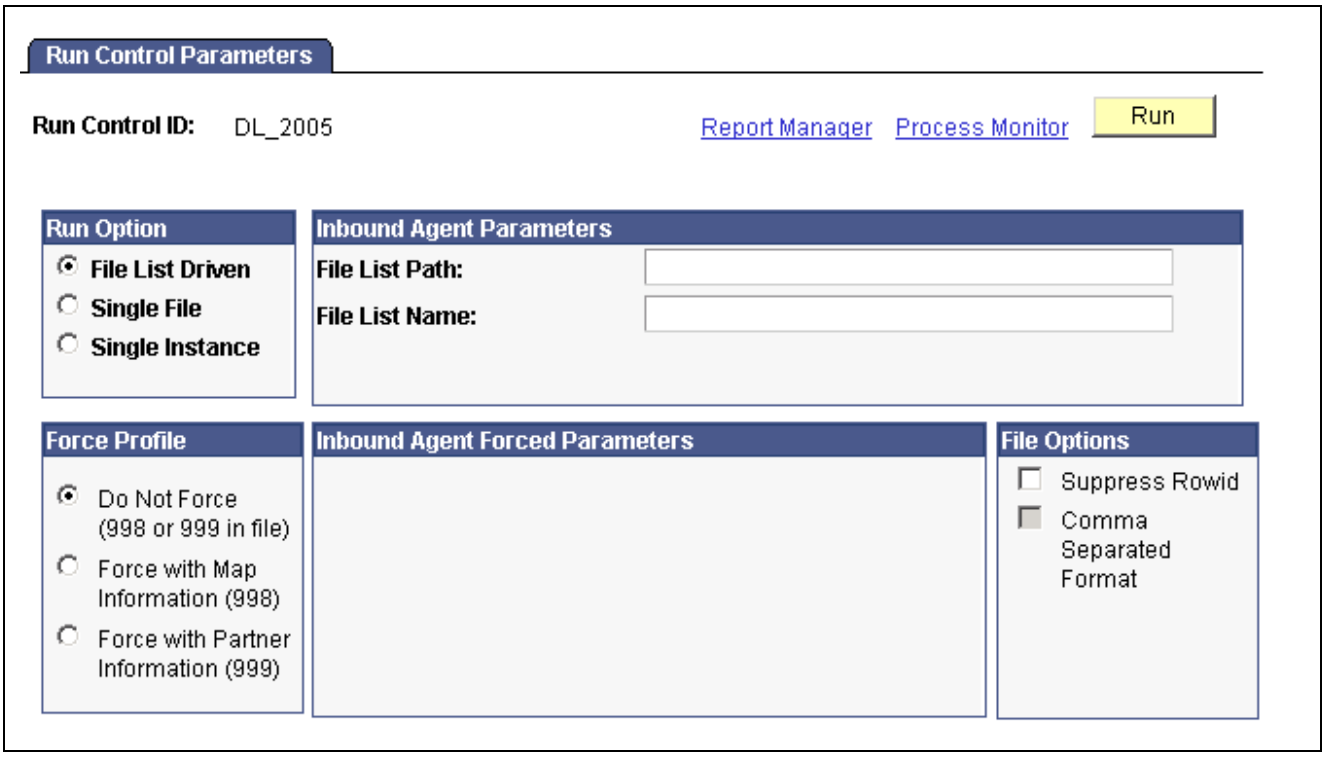
Note. The pages in this section are used for the 2003–2004 phase-in process only. Full participant schools must use common origination and disbursement processes.

Pages Used to Receive Direct Lending Inbound Files

Page Name	Object Name	Navigation	Usage
Run Control Parameters	EC_RUN_INBOUND_01	Financial Aid, Loans, File Management, CommonLine Loans, Inbound EC Agent	Have the EDI Manager use the ECOUT001 process to move the inbound flat file acknowledgment or DLSAS file into the staging tables. You must indicate where the flat file is located so the EDI Manager can retrieve it.
Business Document Summary	EC_BUSDOC_01	Financial Aid, Loans, File Management, CommonLine Loans, Business Document Summary	Review the status of a file that is being loaded into the EDI staging tables. For the DLSAS Report you must check the status of the load using this page to be sure it was successful.
Direct Loan Inbound	RUNCTL_DLIN0	Financial Aid, File Management, Direct Loans, Import Phase-In Data	Move selected acknowledgement files from the EDI Manager staging tables into the database.

Moving Inbound Flat Files to Staging Tables

Access the Run Control Parameters page.



Run Control Parameters page

Note. You should keep track of your acknowledgement file names. The COD sends your acknowledgment files in sequential order. Be sure to load your files sequentially. Do not load your Inbound flat files into the staging tables more than once.

Run Option

File List Driven Select this option if you have created a file list to be loaded.

Single File Select this option if there is only one flat file to be loaded.

Single Instance Not used for Direct Lending.

Inbound Agent Parameters

Single File Path Enter the path where the file is located. Be sure to include the back slash ' \ ' at the end of the file path.

Single File Name Enter the name of the file.

File List name and location If you select File List Driven from the Run Options, enter the file list name and location. You can refer to the table below for the file names.

Force Profile

Do Not Force (998 or 999 in file) Do not select this option.

Force with Map Information (998) Select this option for Direct Lending. This allows you to enter particular parameters for the Direct Lending files.

Force with Partner Information Do not select this option.

Inbound Agent Forced Parameters

EC Map ID Select the file you want to load, referring to the table below.

EC Profile ID Select your EDI Partner Profile created for Direct Lending processing. In our example, we selected *DL_SRVCR02* from the available options to inbound Direct Lending files.

EC Convert Profile ID Select *DIRECT_LNS* from the available options to inbound Direct Lending files.

File Options

Do not make any changes in the File Options group box.

Direct Lending File Names and EC Map IDs

The following table contains the possible Direct Lending field values for the EC Map ID field with the associated file name message class.

EC Map ID	File Name	Associated File Type
DL_OPAC_YY	DIPFYYOP *	PLUS Origination Acknowledgment
DL_OSAC_YY	DISFYYOP *	Stafford Origination Acknowledgment
DL_CHAK_YY	DIOCYYOP *	Origination Change Acknowledgment
DL_PPNA_YY	DIPAYYOP *	Promissory Note Acknowledgment
DL_PLAK_YY	DIPCYYOP *	Credit Check Acknowledgment
DL_DACK_YY	DIODYYOP *	Disbursement Acknowledgment
DL_DLSASYY	DSASYYOP *	Direct Loan School Account Summary (DLSAS)

EC Map ID	File Name	Associated File Type
DL_732_YY	ED12YYOP and ED09YYOP **Note.** Both these file names use the same EC Map ID.	732 Loan Detail Report sections I - IV
DL_732C_YY	ED13YYOP and ED11YYOP **Note.** Both these file names use the same EC Map ID.	732 Loan Detail Report section VI (Cash Summary)

* YY is the last two digits of the aid year. For example, for the 2002 Aid Year YY=02.

Important! You must load all the sections of the 732 Loan Detail Report to run the DL 732 Loan Detail report provided by Financial Aid. Therefore, you need to import the ED1202OP (or ED0902OP) file AND the ED1302OP (or ED1102OP) file before attempting to run the report.

Click Run to run the Inbound EC Agent process (ECIN0001).

Moving Inbound Files to the Database

Access the Direct Loan Inbound page.

Direct Loan Inbound page

Selection Criteria

You can select one or more of the check boxes to move multiple types of inbound files.

Aid Year	Indicates the Aid Year of the files you are importing.
Origination Ack (origination acknowledgement)	Select this option to inbound Origination Acknowledgement files.
Credit Ack	Select this option to inbound Credit Acknowledgement files.
Disbursement Ack	Select this option to inbound Disbursement Acknowledgement files.
Promissory Note Ack	Select this option to inbound Promissory Note Acknowledgement files.
Origination Change Ack	Select this option to inbound Origination Change Acknowledgement files.
DLSAS (direct loan school account statement)	Select this option to inbound the DLSAS file.

Click Run to run the DL Inbound Driver process (FAPLDID0). When you run the process, the system moves the inbound files you selected from the EDI Manager staging table to the database.

Using EC Queue Status with Direct Loan Processing

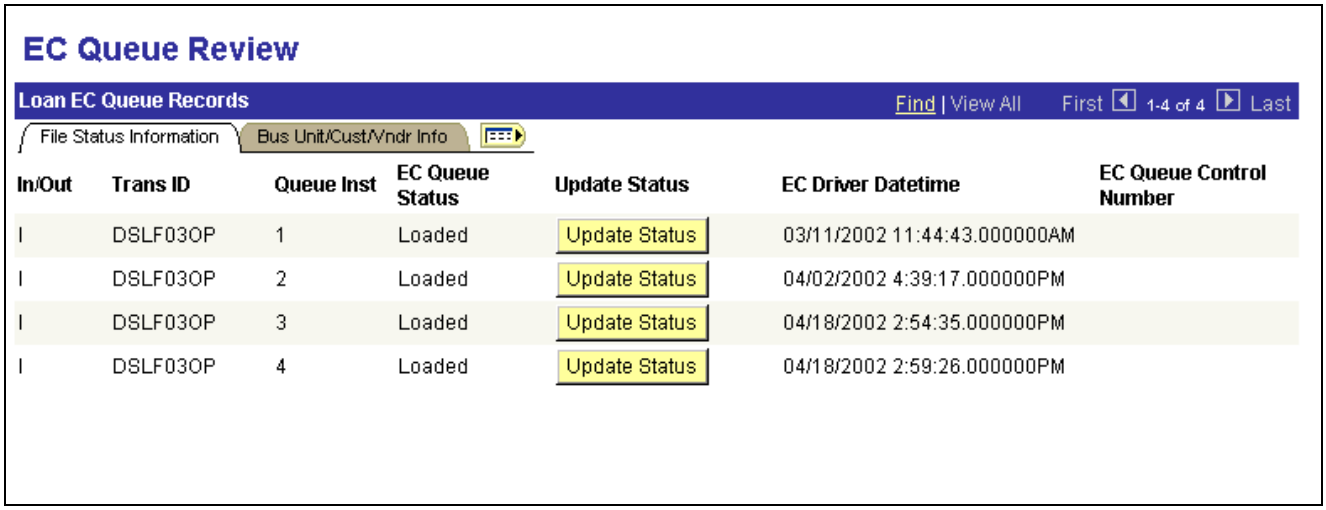
This section discusses how to review EC Queue status information.

Page Used to Review EC Queue Status

Page Name	Object Name	Navigation	Usage
EC Queue Review (electronic commerce queue review)	FA_LN_EDI_ECQUEUE	Financial Aid, File Management, Review Loan File Transactions	Review and edit the EC Queue Status for a file in the staging tables.

Reviewing the EC Queue Status

Access the EC Queue Review page.



EC Queue Review page

Click the Update Status button to change the EC Queue Status field. The Override button toggles through the following values: *P- processed*, *E- error*, *L- loaded*.

The EC Queue Status indicates the load status for the entire file. A file can contain one or many records. When the flat file is loaded into the EDI Manager staging tables, the EC Queue Status is set to *Loaded*. When the data in the file is moved from the staging tables to the database, the EC Queue Status is set to *Processed*. If you do not want a specific file to be loaded to the database, set the EC Queue Status to Processed and the system will ignore the file on subsequent loads to the database.

If you need to reload a file to the database, set the EC Queue Status to *Loaded*. A file with an EC Queue Status of *Error* is automatically recycled attempted to be loaded to the database the next time the inbound process is run.

The other fields on this page provide additional information about the file.

Viewing Direct Loan EC History

You can access Direct Loan EC history for aid years that were removed from the menu.

This section discusses how to enter data to review DL EC history.

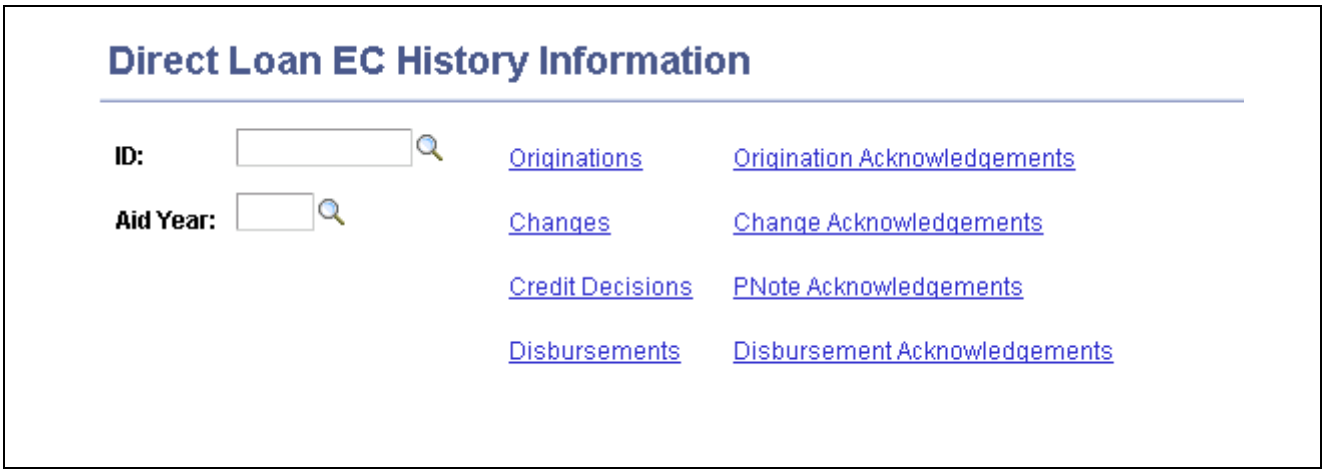
Pages Used to View Direct Loan EC History

Page Name	Object Name	Navigation	Usage
Direct Loan EC History Information	DL_EC_HIST_TRNSFR	Financial Aid, Financial Aid History, View Archived Direct Loan Data	Access Direct Loan History.
Batch Header	DL_HDR_ORIG_01	Click the Originations link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Origination Export component for aid year 2001: Batch Header, Borrower Export Information, Student Export Information, Financial Export Information, and Batch Trailer.
Batch Header	DL_HDR_ORGACK_01	Click the Originations Acknowledgements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Origination Acknowledgment Import component for aid year 2001: Batch Header, Origination Acknowledgement, and Batch Trailer.

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CHG_01	Click the Changes link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Change Export component for aid year 2001: Batch Header, Change Information, and Trailer.
Batch Header	DL_HDR_CHGACK_01	Click the Change Acknowledgements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Change Acknowledgment component for aid year 2001: Batch Header, Change Acknowledgement, and Batch Trailer.
Batch Header	DL_HDR_CRD_01	Click the Credit Decisions link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Credit Import 00/01 component for aid year 2001: Batch Header, Credit Decision, and Batch Trailer.
Batch Header	DL_HDR_PNT_01	Click the PNote Acknowledgements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Promissory Note Import component for aid year 2001: Batch Header, Pnote Acknowledgement, and Batch Trailer.
Batch Header	DL_HDR_DSB_01	Click the Disbursements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Disbursement Export component for aid year 2001: Batch Header, Disbursement Information, and Batch Trailer.
Batch Header	DL_HDR_DSBACK_01	Click the Disbursement Acknowledgements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Disbursement Acknowledgement Import component for aid year 2001: Batch Header, Disbursement Acknowledgement, and Batch Header.

Entering Data to Review DL EC History

Access the Direct Loan EC History Information page.



Direct Loan EC History Information page

ID	Enter the student's ID.
Aid Year	Enter the aid year.
Originations	Click to access the Direct Loan Origination Export component.
Origination Acknowledgements	Click to access the Direct Loan Origination Acknowledgement Import component.
Changes	Click to access the Direct Loan Change Export component.
Change Acknowledgements	Click to access the Direct Loan Change Acknowledgement component.
Credit Decisions	Click to access the Direct Loan Credit Import component.
Pnote Acknowledgements	Click to access the Direct Loan Promissory Note Import component.
Disbursements	Click to access the Direct Loan Disbursement Export component.
Disbursement Acknowledgements	Click to access the Direct Loan Disbursement Acknowledgement Import component.

Reviewing Direct Lending Origination Export Files

This component is populated after the origination, the Direct Loan Out/Validation, and the Direct Loan Out processes successfully complete. The data on these pages reflects the data located on the Application Acknowledgement page (Financial Aid, Process Loans, Use, Direct Loan App, Application Acknowledgement).

The Direct Loan Orig Exp component displays information by loan, rather than by batch. This means that each page contains information for one loan. To view subsequent loans, click the Next in List button or exit the page and select a different loan to view.

This section discusses how to:

- View batch header outbound Direct Lending data in the EDI manager staging tables.
- Review student information in the outbound origination file.

- Review origination financial data contained in the outbound origination file.
- Review origination financial data contained in the outbound origination file.
- Review origination loan data.
- View outbound Direct Lending data in the EDI manager staging tables.

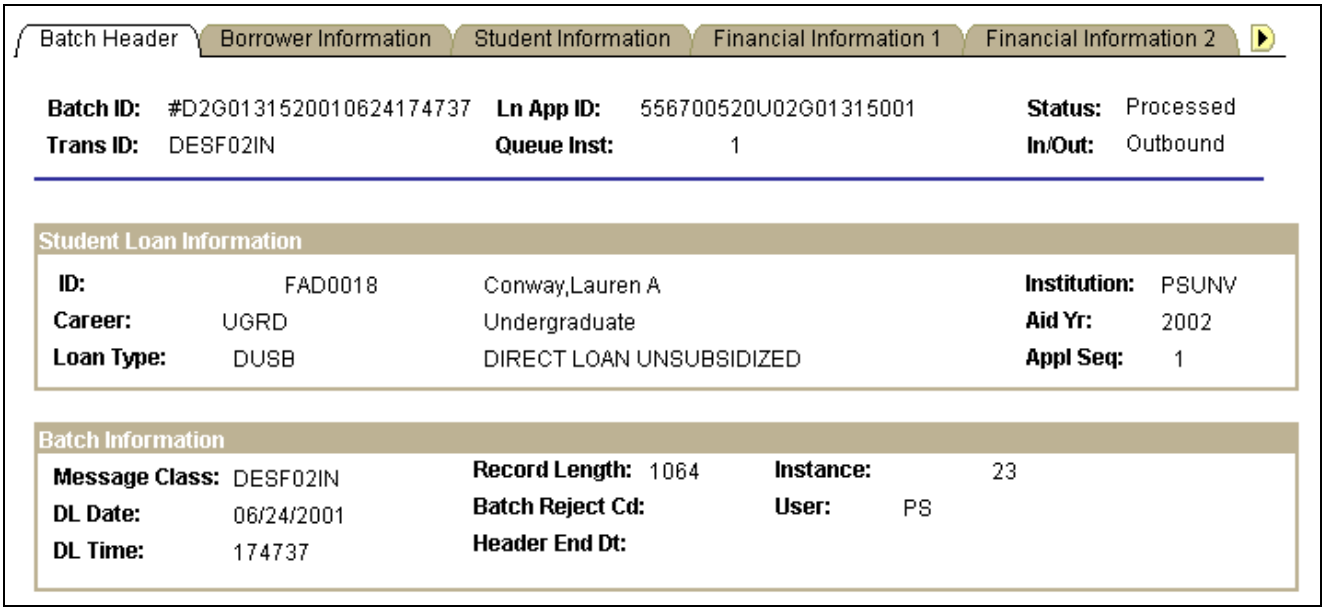
Note.
The following pages are view only in Financial Aid.

Pages Used to Review Direct Lending Origination Export Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204	View outbound Direct Lending data in the EDI Manager staging tables. This page can be used to resolve issues or for testing.
Borrower Information	DL_BORR_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204, Borrower Information	Review borrower information in the outbound origination file.
Student Information	DL_STD_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204, Student Information	Review student information in the outbound origination file.
Financial Information 1	DL_FIN1_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204, Financial Information 1	Review origination financial data contained in the outbound origination file.
Financial Information 2	DL_FIN2_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204, Financial Information 2	Review origination financial data contained in the outbound origination file.
Misc Export Information (miscellaneous export information)	DL_MSC_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204, Misc Export Information	Review origination loan data contained in the outbound origination file.
Batch Trailer	DL_TRL_ORIG_02	Financial Aid, Loans, Review Processed DL Data, Origination Export 2003–2204, Batch Trailer	View outbound Direct Loan data in the EDI Manager staging tables. This page can be used to resolve issues or for testing.

Viewing the Origination Export Header

Access the Batch Header page.



Batch Header page

Note. This page is accessible for converted phase-in data only.

Batch ID Displays the unique ID for the batch used when transferring data to and from the Direct Lending common origination and disbursement processing center (COD).

Ln App ID (loan application ID) Displays the number used to identify the Loan Application.

Status Displays the status of this file. The following Status types are possible.

Loaded: Indicates the data is moved to the EDI Manager staging tables.

Processed: Indicates the flat file is created from the data in the staging tables.

Note. If your flat file was not generated, or if the COD did not receive your file, or if the data in the file is corrupted, flat files can be recreated by setting the Status to *Loaded*. Before you re-create files, verify with your technical support personnel or the COD that the file in question is truly unrecoverable.

Error: Indicates there was an error when creating the flat files from the staging tables.

Trans ID (transaction ID) Indicates the name of the outbound file you are viewing. This is the same as the COD Message Class.

Queue Inst (queue instance) Indicates the particular instance of the outbound file you are viewing.

In/Out Displays *Outbound* or *Inbound* to indicate if the data is moving into your system our out of your system.

Student Loan Information

The Student Loan Information group box contains fields specific to the student. These fields are derived from the Application Acknowledgement page.

Batch Information

Message Class Identifies the type of flat file, according to COD naming specifications.

Record Length Indicates the actual length of the flat file. It must match record layout requirements as stated in the COD technical reference.

Instance Indicates the number used by your system to count the occurrences of the processes you run.

DL Date (direct lending date) The date the flat file was created. The system uses this date for reporting to the COD.

Batch Reject Cd (batch reject code) Indicates the reason the COD rejected the entire batch. This field is only populated in the header of an acknowledgement file. The following values are possible:

01: Duplicate Batch ID number.

02: Indicates that the School Code is for a non-Direct Loan participant.

03: Indicates the file contains non-ASCII keyboard printable characters.

04: Batch not processed, contact the COD for more information.

05: Invalid message class.

06: Not in Use.

07: Batch contains a SAM (Access America for Schools Student Account Manager) indicator in the header.

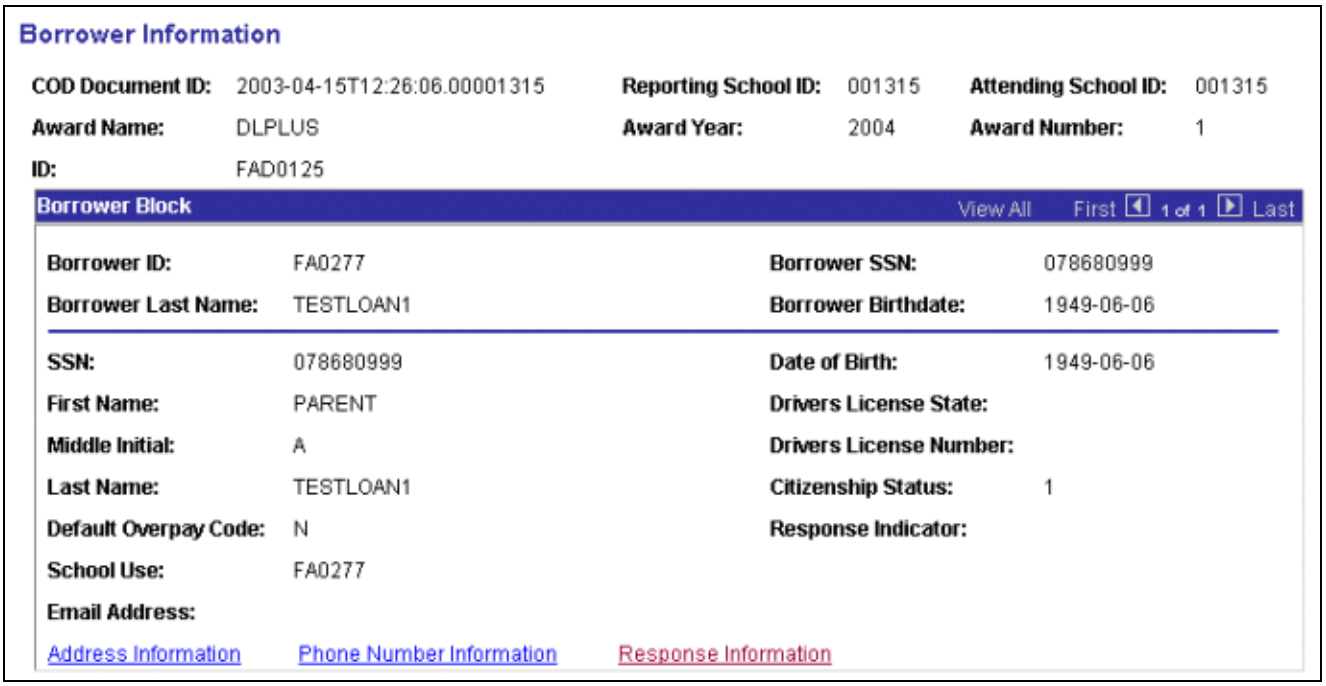
User The run control ID of the user who ran the process you are viewing.

DL Time (direct lending time) Indicates the time the system created the flat file. The system uses this value for reporting to the COD.

Header End Dt (header end date) Used for the Loan Export Detail file (DECR01IN) only. Displays the end date of the current statement period.

Viewing Origination Export Borrower Information

Access the Borrower Information page.



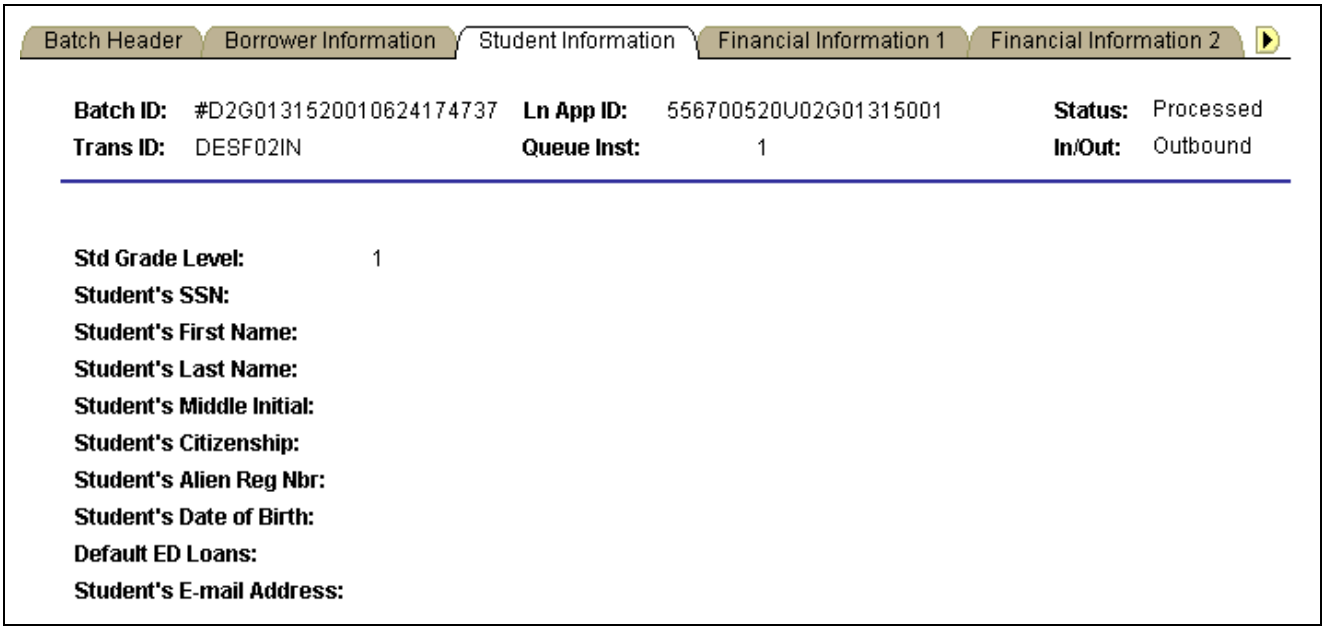
Borrower Information page

Note. This page is accessible for converted phase-in data only.

This page displays the borrower information contained in the flat file. The system displays the field values from the Direct Loan App component.

Viewing Origination Export Student Information

Access the Student Information page.



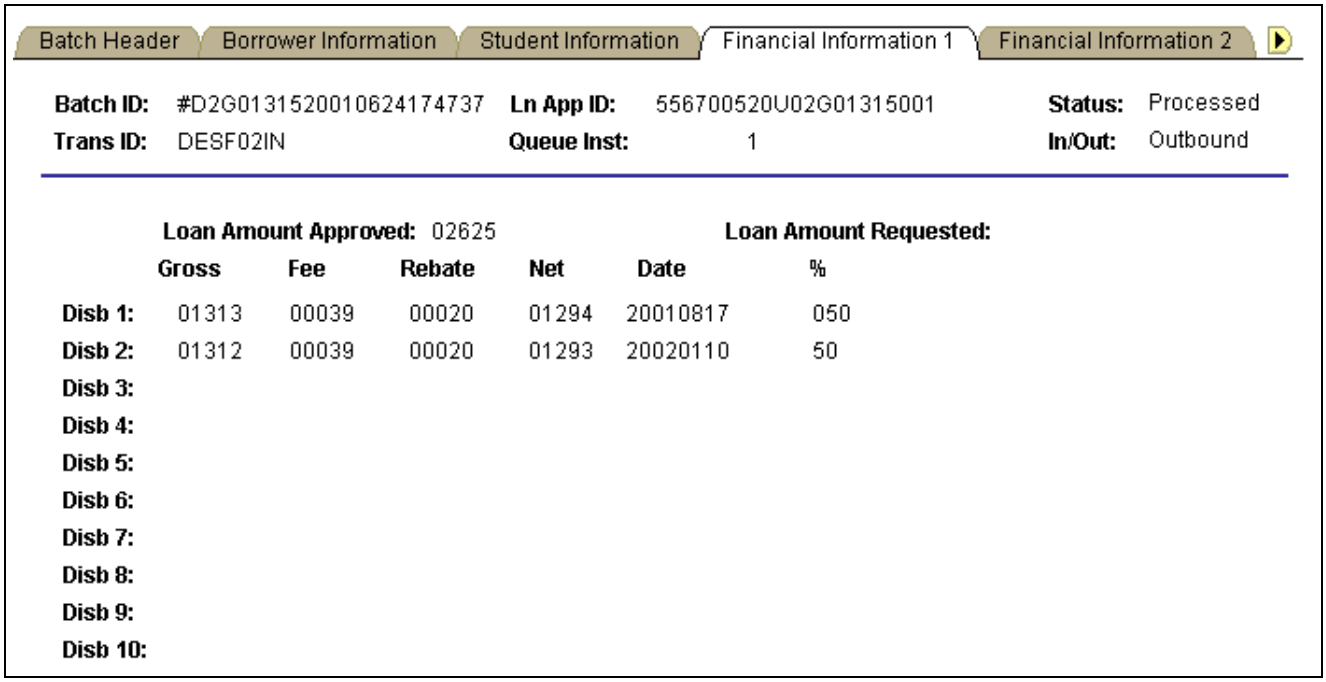
Student Information page

This page displays the borrower information contained in the flat file. The system displays the field values from the Direct Loan App component.

Note. This page is accessible for converted phase-in data only.

Viewing Origination Export Financial Information 1

Access the Financial Information 1 page.



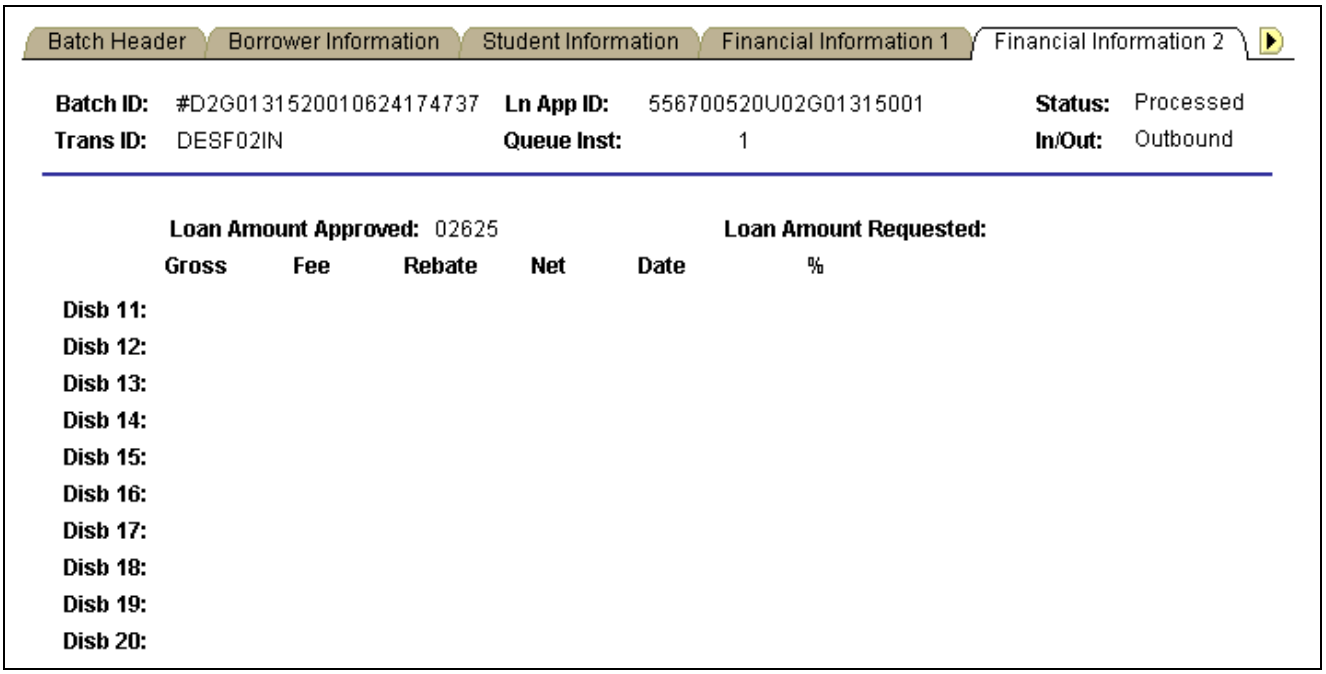
Financial Information 1 page

This page displays the borrower information contained in the flat file. The system displays the field values from the Direct Loan App component.

Note. This page is accessible for converted phase-in data only.

Viewing Origination Export Financial Information 2

Access the Financial Information 2 page.



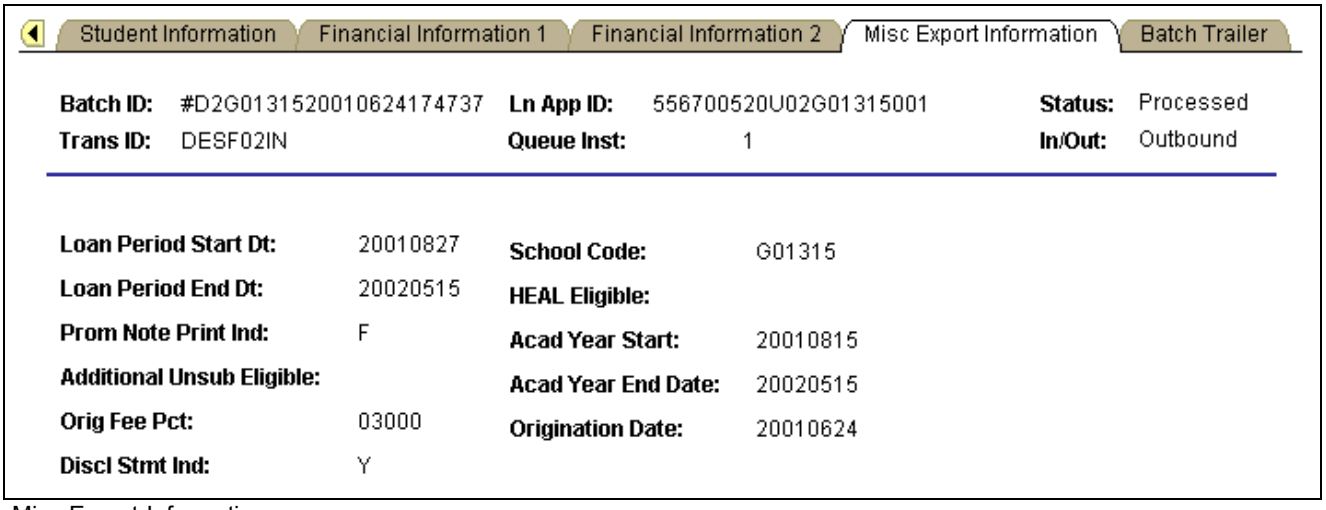
Financial Information 2 page

Note. This page is accessible for converted phase-in data only.

This page displays the borrower information contained in the flat file. The system displays the field values from the Direct Loan App component.

Viewing Origination Export Miscellaneous Information

Access the Misc Export Information page.



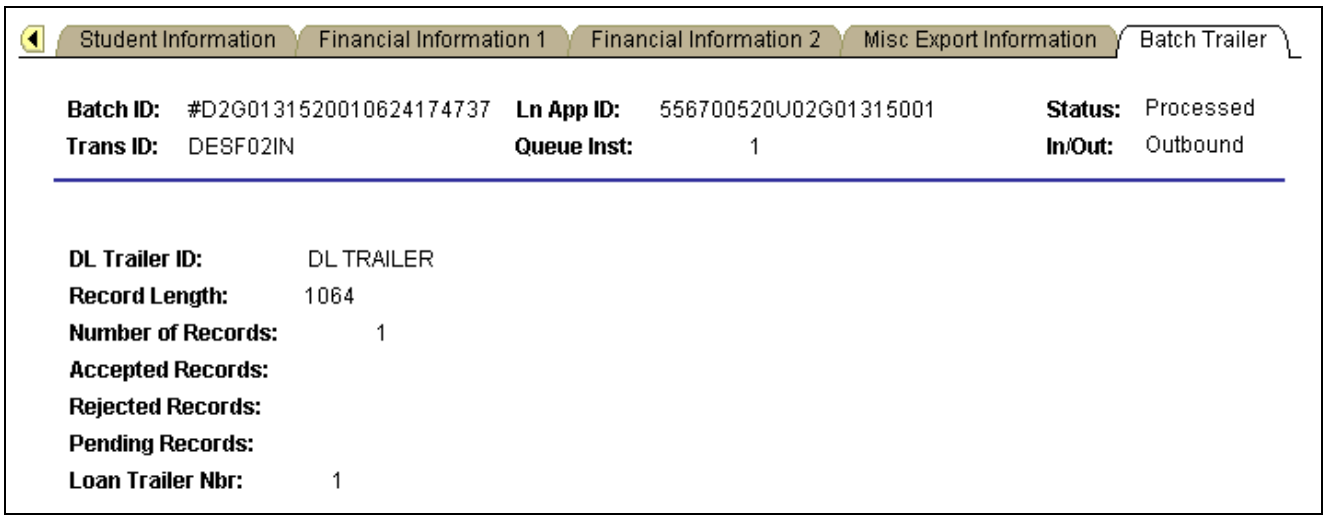
Misc Export Information page

Note. This page is accessible for converted phase-in data only.

This page displays the borrower information contained in the flat file. The system displays the field values from the Direct Loan App component.

Viewing Origination Export Trailer

Access the Batch Trailer page.



Batch Trailer page

Note. This page is accessible for converted phase-in data only.

DL Trailer ID (direct lending trailer ID) — Identifies the trailer record for the COD.

Record Length — Displays the length of the record. This value should match the Record Length field on the Batch Header page.

Number of Records — Displays the number of records sent in that file. This number should match the number you intend to send.

Accepted Records — Displays the total number of accepted records in a loan origination acknowledgement (DISF or DIPF file), a loan origination change acknowledgement (DIOC file), a promissory note acknowledgement (DIPA file), or a disbursement acknowledgement (DIOD file, Batch Type #H only). This field is blank when you are sending an outbound file to the COD.

Rejected Records — Displays the total number of rejected records in a loan origination acknowledgement (DISF or DIPF file), a loan origination change acknowledgement (DIOC file), a promissory note acknowledgement (DIPA file), or a disbursement acknowledgement (DIOD file, Batch Type #H only). This field is blank when you are sending an outbound file to the COD.

Pending Records — Displays the number of records pending or the total number of pending promissory notes in a DIPA file.

Loan Trailer Nbr (loan trailer number) — The loan trailer number corresponds to the loan header number.

Reviewing Direct Lending Origination Acknowledgement Import Files

This component allows you to view the data in the EDI Manager staging tables before you import the data into your system. The Master Promissory Note Indicator valid values are sent to the institution as a *Yes* or *No* by the COD. This indicates the existence of a valid MPN and links all current approved loan amounts to the valid MPN. Use the Direct Loan Orig Ack Imp (direct loan origination acknowledgment import) component to:

- View the header information for the origination acknowledgement files received from the COD.
- View the origination acknowledgement data received from the COD.
- View the trailer information for the origination files received from the COD.

Note. Click the Related Links button to access the Direct Loan Application component for the displayed student record on any of the Direct Lending Origination Export or Import pages. Then select the page you want to view.

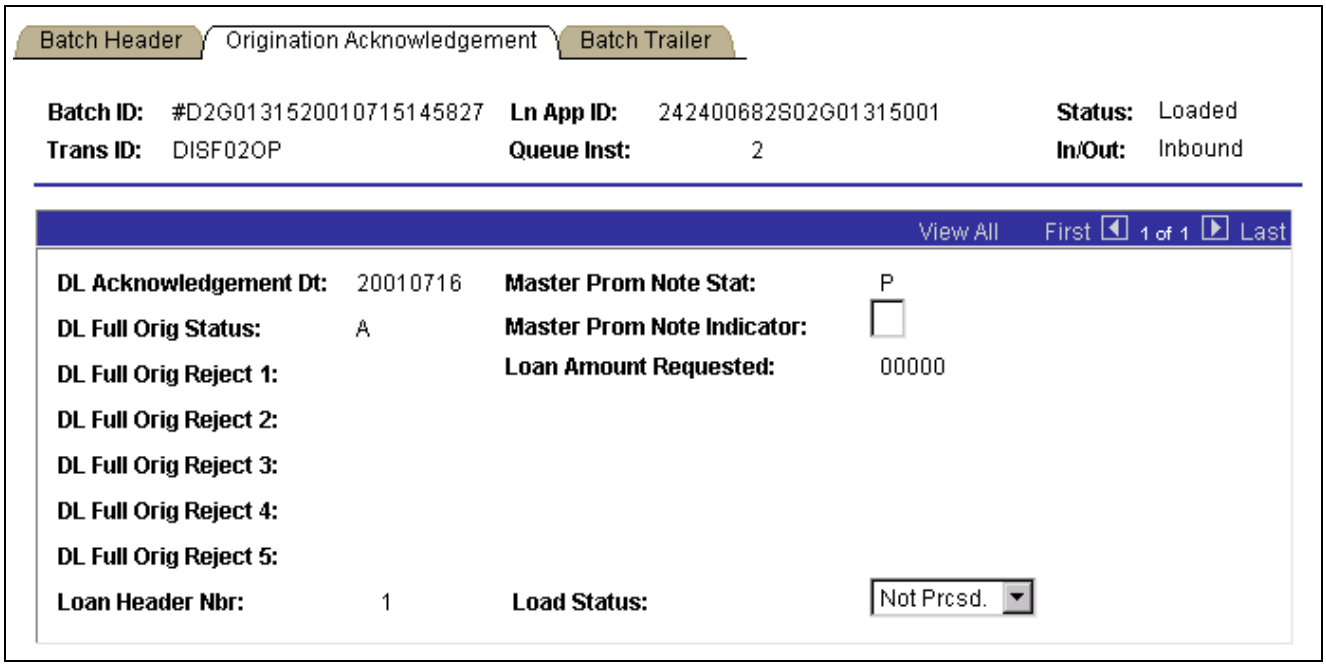
Note. These pages is accessible for converted phase-in data only.

Pages Used to Review Direct Lending Origination Acknowledgement Import Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_ORGACK_02	Financial Aid, Loans, Review Processed DL Data, Origination Import 2003–2004, Batch Header	View the header information for the origination acknowledgment files received from the COD.
Origination Acknowledgement	DL_ORIGACK_02	Financial Aid, Loans, Review Processed DL Data, Origination Import 2003–2004, Origination Acknowledgement	View the origination acknowledgment data received from the COD.
Batch Trailer	DL_TRL_ORGACK_02	Financial Aid, Loans, Review Processed DL Data, Origination Import 2003–2004, Batch Trailer	View the trailer information for the origination acknowledgment files received from the COD.

Viewing Origination Acknowledgement Import Data

Access the Origination Acknowledgement page.



Origination Acknowledgement page

Note. This page is accessible for converted phase-in data only.

DL Acknowledgement Dt (direct lending acknowledgement date) The date the loan was acknowledged by the COD. The date displays in YYYYMMDD format.

DL Full Orig Status (direct loan full origination status) The possible values are:

A – Accepted Origination (Stafford only)

B – Rejected Origination

C – Accepted Origination/Credit Check Accepted (PLUS only)

D – Accepted Origination/Credit Check Denied (PLUS only)

X – Accepted Origination/Credit Check Pending (PLUS only)

DL Full Orig Reject 1-5 (direct loan full origination reject 1 through 5) These five fields contain the reject reasons for full loan records. The reject reasons are listed in the Loan Origination Reject Code table in *the Direct Loan Technical Reference*.

Master Prom Note Stat (master promissory note status) The Master Promissory Note Status indicates the status of the Master Promissory Note on file with the COD. The value is blank for PLUS notes. The possible values are:

A – Accepted Master Promissory Note at the COD

P – Master Promissory Note NOT on file at the COD

I – Inactive

C – Closed

Q – Rejected

X – blank, used for PLUS loans.

Master Prom Note Indicator This indicator status is new and verifies the existence of an accepted MPN for this student. This flag is sent by the COD. The valid values are *Y* for Yes and *N* for No. The COD uses this flag to link subsidized and unsubsidized loans to accepted master promissory note.

Loan Amount Requested Indicates the loan amount accepted. This field is used for PLUS loans only.

Loan Header Nbr (loan header number) Displays the unique identifier created during the loan origination process.

Load Status The status of the individual record you are loading. The following values are possible:

Not Prcsd: (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables.

Processed: Indicates the record was moved from the staging tables to the application tables.

Error: Indicates a problem loading the file to the application tables.

Skip: This status tells the Direct Loan In process to skip this record and not load it into the application tables. You must set this value, the system does not set this value.

Reviewing Direct Lending Promissory Note Acknowledgement Files

The Direct Loan PNote Imp (direct loan promissory note import) component displays the promissory note acknowledgement import files received from the common origination and disbursement processing center (COD). The COD generates the Promissory Note Acknowledgement files after you have submitted the promissory note manifests and promissory notes to the COD. This section discusses how to:

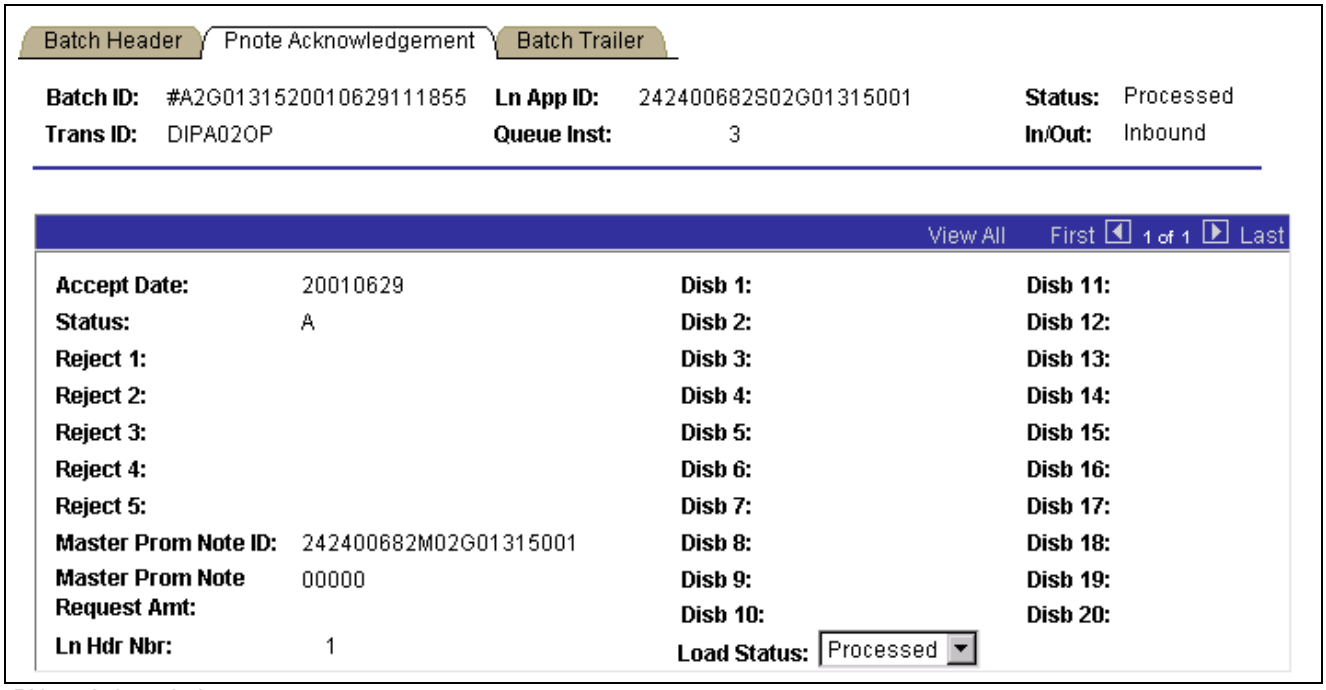
- View header information for the promissory note acknowledgement import files received from the COD.
- View the promissory note information received from the COD.
- View the trailer information for the promissory note acknowledgement files received from the COD.

Pages Used to Review Direct Lending Promissory Note Acknowledgement Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_PNT_02	Financial Aid, Loans, Review Processed DL Data, Prom Note Import 2003–2004, Batch Header	View the header information for the Promissory Note Acknowledgment Import files received from the COD.
PNote Acknowledgement (promissory note acknowledgement)	DL_PNTACK_02	Financial Aid, Loans, Review Processed DL Data, Prom Note Import 2003–2004, Pnote Acknowledgement	View the promissory note information received from the COD.
Batch Trailer	DL_TRL_PNT_02	Financial Aid, Loans, Review Processed DL Data, Prom Note Import 2003–2004, Batch Trailer	View the trailer information for the promissory note acknowledgment files received from the COD.

Viewing Promissory Note Acknowledgement Import Data

Access the PNote Acknowledgement page.



PNote Acknowledgement page

Note. This page is accessible for converted phase-in data only.

Accept Date The date the COD acknowledges the physical promissory note or the promissory note application. The date displays in YYYYMMDD format.

Status The acknowledgement status for this promissory note. The possible values are: *A* – Accepted, *R* – Rejected, and *X* – Pending.

Reject 1 – 5	These five fields display any reject codes associated with the promissory note. See the Promissory Note Reject Code Table in the *Direct Loan Technical Reference*.
Master Prom Note ID (master promissory note ID)	Displays the unique identifier printed on the master promissory note. The COD uses this ID to link subsidized and unsubsidized loans to this promissory note.
Master Prom Note Request Amt (master promissory note request amount)	The loan amount accepted for this promissory note.
Disb 1 – 20 (disbursements 1 through 20)	These 20 fields display the anticipated disbursement amount for each disbursement.
Ln Hdr Nbr (loan header number)	A unique identifier created when the loan is originated.
Load Status	The status of the individual record you are loading. The following values are possible: *Not Prcsd:* (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables. *Processed:* Indicates the record was moved from the staging tables to the application tables. *Error:* Indicates a problem loading the file to the application tables. *Skip:* This status tells the Direct Loan In process to skip this record and not load it into the application tables. You must set this value, the system does not set this value.

Reviewing Direct Lending Credit Decision Files

This section discusses how to:

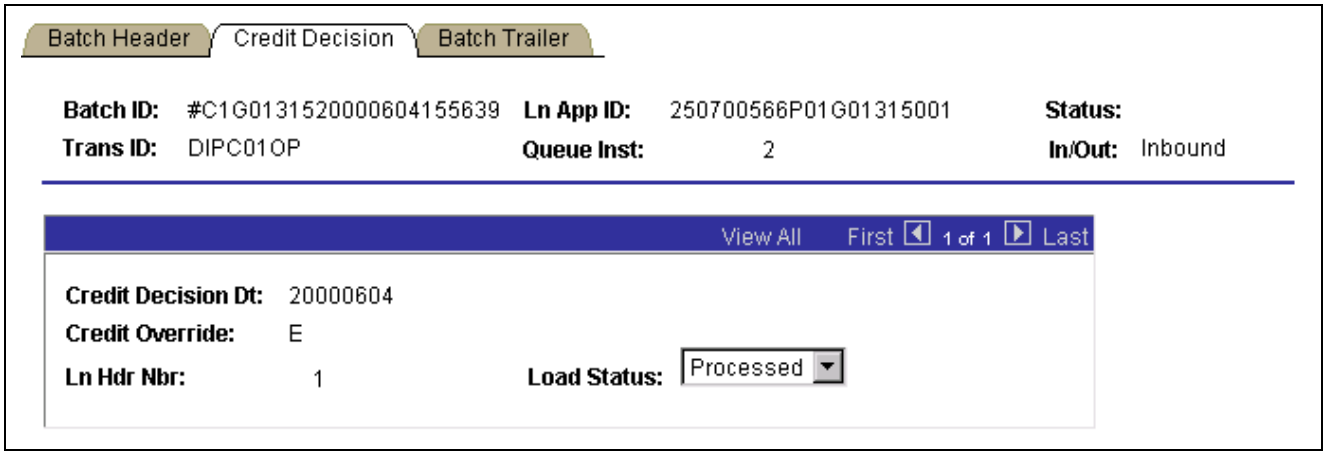
- View the header information for the credit decision import file received from the COD.
- View the PLUS loan credit decision information received from the COD.
- View the trailer information for the credit decision import file received from the COD.

Pages Used to Review Direct Lending Credit Decision Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CRD_02	Financial Aid, Loans, Review Processed DL Data, PLUS Credit Import 2003–2004, Batch Header	View the header information for the credit decision import file received from the COD.
Credit Decision	DL_CRDACK_02	Financial Aid, Loans, Review Processed DL Data, PLUS Credit Import 2003–2004, Credit Decision	View the PLUS loan credit decision information received from the COD.
Batch Trailer	DL_TRL_CRD_02	Financial Aid, Loans, Review Processed DL Data, PLUS Credit Import 2003–2004, Batch Trailer	View the trailer information for the Credit Decision import file received from the COD.

Viewing Credit Decision Import Data

Access the Credit Decision page.



Credit Decision page

Note. This page is accessible for converted phase-in data only.

Credit Decision Dt (credit decision date) Displays the date the credit decision is processed at the COD. This date displays in YYYYMMDD format.

Credit Override Displays the status of the Credit Override. The possible values are:

C – Credit overridden; new credit information provided

E – Credit overridden; endorser is okay

D – Credit denied; endorser is not okay

N – Denied; after pending

Ln Hdr Nbr (loan header number) Displays the unique identifier created when the loan is originated.

Load Status The status of the individual record you are loading. The following values are possible:

Not Prcsd: (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables.

Processed: Indicates the record was moved from the staging tables to the application tables.

Error: Indicates a problem loading the file to the application tables.

Skip: This status tells the Direct Loan In process to skip this record and not load it into the application tables. You must set this value, the system does not set this value.

Processing Direct Lending Origination Changes

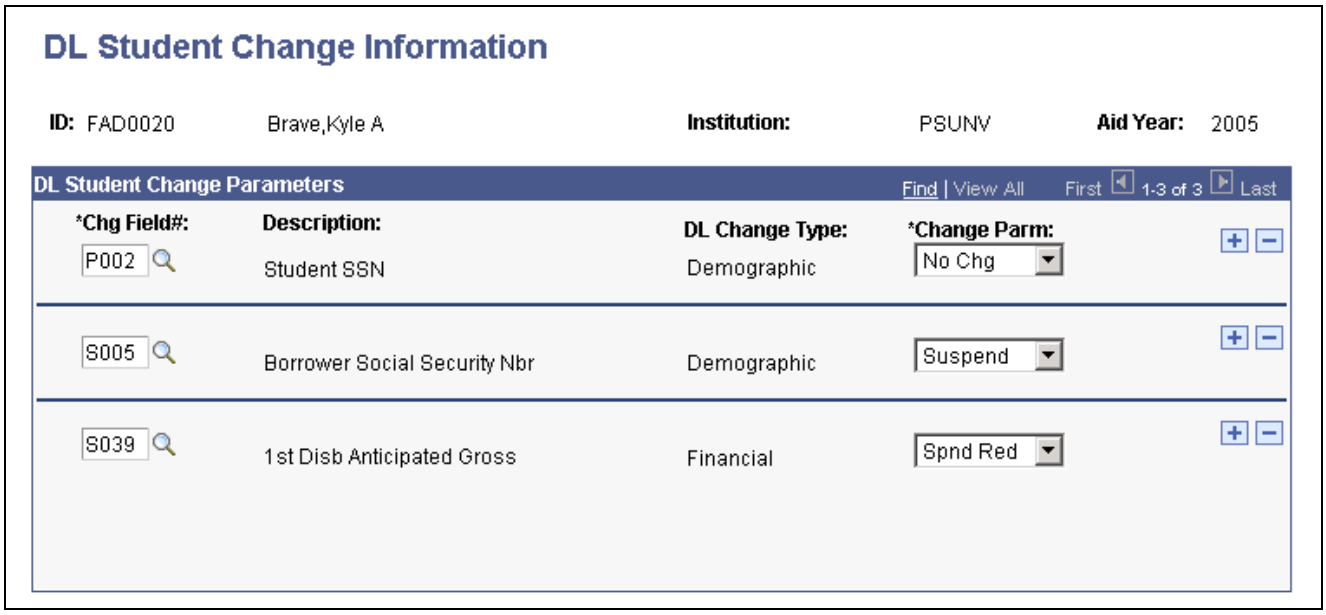
This section discusses processing Direct Lending origination changes.

Page Used to Process Direct Lending Origination Changes

Page Name	Object Name	Navigation	Usage
DL Student Change Information	LN_DL_EMPL_PARM	Financial Aid, Loans, Direct Lending Management, Hold/Suspend Change,	Set change parameters for a particular student. By setting change parameters for specific fields, you can determine the way Direct Lending change processing handles the specified fields for the particular student.

Setting Change Parameters for Direct Loan Origination Changes

Access the DL Student Change Information page.



DL Student Change Information page

Specify any change processing requirements for the selected student by entering the fields in the DL Student Change Parameters group box. These field definitions are identical to those listed in on the Ln Dl Inst Parm page.

Note. The above change parameters affect those loans that have been transmitted to the COD. Prior to submitting loans to the COD, you can change the fields on the loan record without generating a change transaction. Change transactions occur when you make changes to loans you have transmitted to the COD.

Understanding Direct Lending Change Processing

This section discusses three examples of the Direct Loan Origination Change process. Each example addresses a different type of change. The processing examples are:

- A bio/demo change.
- An award change.
- A rejected origination change.

See Also

Chapter 26, "Processing Direct Loans," Reviewing Direct Lending Change Export Files, page 1120

Processing a Bio/Demo Change

The following steps represent the process for changing bio/demo data. For this example, the borrower's date of birth requires a change after you have originated the loan and transmitted it to the COD.

Changing Bio/Demo Data

1. You enter and save a new date in the Birth date field on the Bio/Demo Data page (SA_BIO_DEMO_DATA3).
2. For the Loan Change process to recognize the changed field, you can flag the loan for change processing. Click the Activate Change button on the Application Acknowledgement page (LOAN_ORIG_STAT_DL0).

Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgment

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Note. Click the Activate Change button to trigger the Loan Adjustment process to review the student for change transactions. Data changes in the Direct Loan Application component or the Award Entry page do not require you to manually start the Loan Change process here. Click the Activate Change button for any other data changes (for example, the student or borrower name) to start the Loan Change process.

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3. You must initiate the Loan Change process by running the Loan Origination process with the Adjustments check box selected. Go to the Loan Origination page (RUNCTL_LNORIG) Financial Aid, Loans, Direct Lending Management, Loan Origination. Select the Adjustments check box and run the Loan Origination process.
4. Review the Application Acknowledgment page after running the Loan Origination with the change. At this point in the process, the Loan Process Status is In Service and the Loan Orig Trans Stat (loan origination transaction status) is Change Pending.
5. Review the Direct Loan Orig Actions page (LN_DL_ORIG_INQ) to ensure the change was processed. The latest Sequence number should reflect an Origination Change, with an Action Status of Pending. Financial Aid, Loans, Direct Lending Management, DL Actions Inquiry, Direct Loan Orig Actions
6. Now the change is complete and ready to send to the COD.

Processing an Award Change

The following steps represent the process for changing an award. For this example, you are canceling the borrower's unsubsidized loan after the loan was originated, transmitted, and acknowledged by the COD.

Processing an Award Change

1. Make the change to the award on the Student Aid Package page (STDNT_AWARD_ENTRY3). If you canceled the Unsubsidized loan, for example, the Offered and Accepted amounts are now zero.
2. You must initiate the Loan Change process by running the Loan Origination process with the Adjustments check box selected.
3. Review the Application Acknowledgment page to verify the Loan Change process completed successfully. See Step 4 under Processing a Bio/Demo Change. At this point in the process, the Loan Process Status is *In Service* and the Loan Orig Trans Stat (loan origination transaction status) is *Change Pending.*
4. Review the Direct Loan Orig Actions page (LN_DL_ORIG_INQ) to ensure the change was processed. The latest Sequence number should reflect an Origination Change, with an Action Status of Pending. Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Direct Loan Orig Actions
5. At this point, the change is complete and you would create the Direct Loan Change Processing outbound file to send to the COD. View this file using the Direct Loan Change Export 00/01 component. The COD must acknowledge the change by sending a Direct Loan Change Acknowledgement file.

Processing a Rejected Origination Change

The following steps represent the process when a change is sent to the COD and the COD rejects the change. In this example, you attempt to change the citizenship status of a student.

Processing a Rejected Origination Change

1. Change the value of the Citizenship Status field on the Citizenship Detail page from the Bio/Demo Data page (SA_BIO_DEMO_DATA3).

2. For the Loan Change process to recognize the changed field, you can flag the loan for change processing. Click the Activate Change button on the Application Acknowledgement page (LOAN_ORIG_STAT_DL0). Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgment

   Note. Click the Activate Change button to trigger the Loan Adjustment process to review the student for change transactions. Data changes in the Direct Loan Application component or the Award Entry page do not require you to manually start the Loan Change process here. Click the Activate Change button for any other data changes (for example, the student or borrower name) to start the Loan Change process.

3. You must initiate the Loan Change process by running the Loan Origination process with the Adjustments check box selected. Go to the Loan Origination page (RUNCTL_LNORIG) Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Applicatin, Loan Origination. Select the Adjustmentscheck box and run the Loan Origination process.
4. Review the Application Acknowledgment page to verify the Loan Change process completed successfully. See Step 4 under Processing a Bio/Demo Change. At this point in the process, the Loan Process Status is *In Service* and the Loan Orig Trans Stat (loan origination transaction status) is *Change Pending.*
5. Review the Direct Loan Orig Actions page (LN_DL_ORIG_INQ) to ensure the change was processed. The latest Sequence number should reflect an Origination Change, with an Action Status of *Pending.* Financial Aid, Loans, Direct Lending Management, Direct Loan Orig Actions.
6. Run the Origination Change Outbound and Outbound EC Agent (EDI outbound) processes to export the file to the COD.
7. The COD returns the acknowledgement file that includes the error code.
8. Run the Inbound EC Agent (EDI inbound) and Origination Change Inbound processes to import the COD data.
9. Review the Exception Error Report, the DL Inbound Origination Acknowledgement Errors, and the DL Rejected Origination Changes reports to determine which records contain errors.
10. Review the Application Acknowledgment page to view the inbound file you determined has an error. See Step 4 under Processing a Bio/Demo Change.
11. Review the Direct Loan Orig Actions page (LN_DL_ORIG_INQ) to see details about the error. The latest sequence shows an origination change with an Action Status of *Rejected.* Financial Aid, Loans, Direct Lending Management, Manage Direct Loans, DL Actions Inquiry, Direct Loan Orig Actions
12. You must now fix the error and resubmit the change record to the COD.

Reviewing Direct Lending Change Export Files

This section discusses how to:

- View changes to export header information.
- View changes to information export data.
- View change to export trailer information.

Warning! If your institution is using PeopleSoft Enterprise Financial Aid 8.0 or higher, you must be a full participant school with COD. Please refer to the COD process for details.

Note. These pages is accessible for converted phase-in data only.

Pages Used to Review Direct Lending Change Export Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CHG_02	Financial Aid, Loans, Review Processed DL Data, Batch Header	View Direct Lending Change Processing header data included in the outbound file you are sending to the COD.
Change Information	DL_CHG_02	Financial Aid, Loans, Review Processed DL Data, Change Information	View Direct Loan Change Processing data included in the outbound file you are sending to the COD.
Batch Trailer	DL_TRL_CHG_02	Financial Aid, Loans, Review Processed DL Data, Batch Trailer	View Direct Loan Change Processing trailer data included in the outbound file you are sending to the COD.

Viewing Change Information Export Data

Access the Change Information page.

Change Information page

Note. This page is accessible for converted phase-in data only.

Seq (sequence) Contains the sequence number for this batch. Additional sequences are assigned when 11 or more changes are made to an individual loan record.

Chg Fld 1 – 10) (change field 1 through 10) The change field number for the field value which you are requesting a change is displayed along with the new value for that field. The Change Field codes are defined in the *Direct Lending Technical Reference*.

Reviewing Direct Lending Change Acknowledgement Import Files

This section discusses how to:

- View Direct Loan change acknowledgement data included in the inbound file you receive from the COD.
- View Direct Loan change processing data included in the outbound file you are sending to the COD.
- View Direct Loan change processing trailer data included in the outbound file you are sending to the COD.

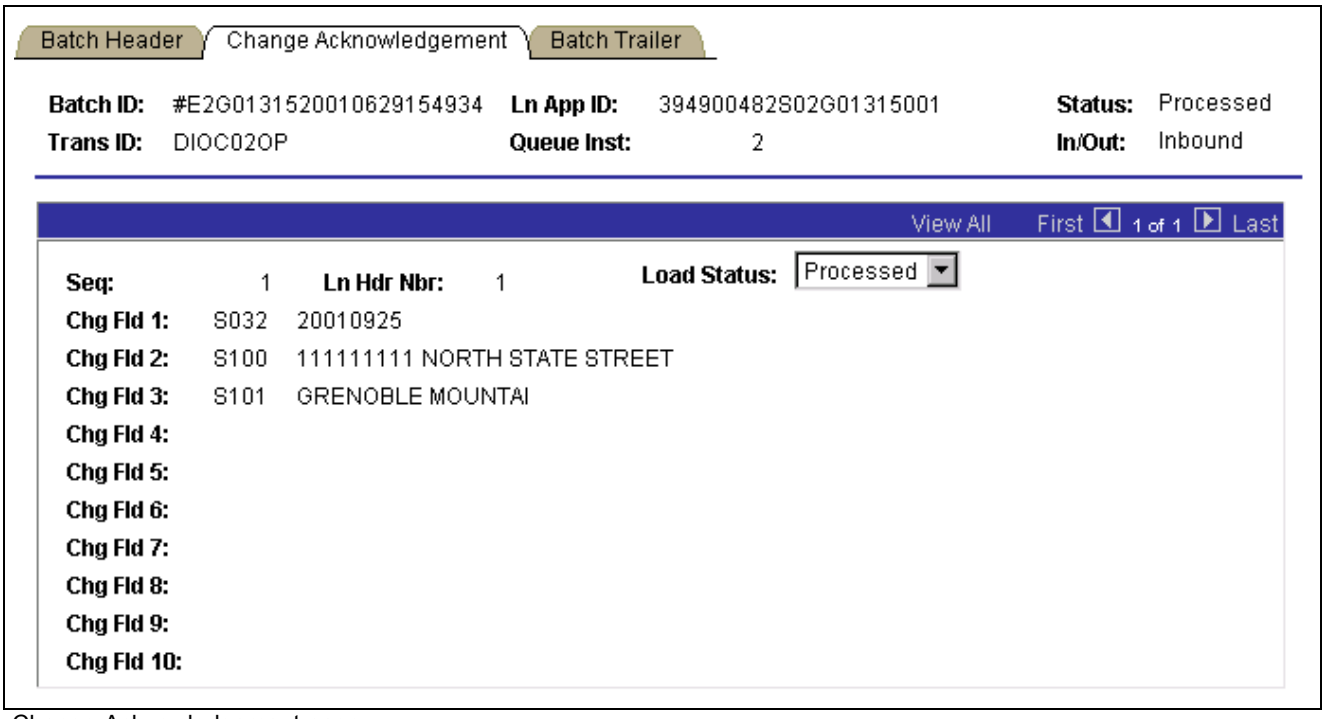
Note. These pages are accessible for converted phase-in data only.

Pages Used to Review Direct Lending Change Acknowledgement Import Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CHGACK_02	Financial Aid, Loans, Review Processed DL Data, Batch Header	View Direct Loan Change Acknowledgment data included in the inbound file you receive from the COD.
Change Acknowledgement	DL_CHGACK_02	Financial Aid, Loans, Review Processed DL Data, Change Acknowledgement	View Direct Loan Change Acknowledgment data included in the inbound file you receive from the COD.
Batch Trailer	DL_TRL_CHGACK_02	Financial Aid, Loans, Review Processed DL Data, Batch Trailer	View Direct Loan Change Acknowledgment trailer data for the inbound file you receive from the COD.

Viewing Change Acknowledgment Import Data

Access the Change Acknowledgement page.



Change Acknowledgement page

Note. This page is accessible for converted phase-in data only.

Seq (sequence) Contains the sequence number for this batch. Additional sequences are assigned when 11 or more changes are made to an individual loan record.

Ln Hdr Nbr (loan header number) Indicates the Loan Header Number.

Load Status The status of the individual record you are loading. The following values are possible:

Not Prcsd: (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables.

Processed: Indicates the record was moved from the staging tables to the application tables.

Error: Indicates a problem loading the file to the application tables.

Skip: This status tells the Direct Loan In process to skip this record and not load it into the application tables. You must set this value, the system does not set this value.

Chg Fld 1 – 10 (change field 1 through 10) The change field number for the field value which you are requesting a change is displayed along with the new value for that field. The Change Field codes are defined in the *Direct Lending Technical Reference*.

Reviewing Direct Lending Disbursements

The disbursement process has several pieces that must work together to successfully disburse Direct Lending awards to students and send the correct disbursement information to the COD. The COD receives disbursement information with the loan origination (anticipated disbursement information) and with the loan disbursement data (actual disbursement information).

Important! Information reported to the COD is based on your setup on the Direct Loan Options page. Be sure you complete this page correctly. Changes to the DL Disbursement Option and DL Transmit Disb Option parameter settings will not affect loans already originated if the parameter settings are changed after the loans have been originated.

This section provides information on how to:

- View data included in the Direct Loan Disbursement export file you are sending to the COD.
- View data contained in the Direct Loan Disbursement Acknowledgement file you receive from the COD.

Pages Used to Review Direct Lending Disbursements

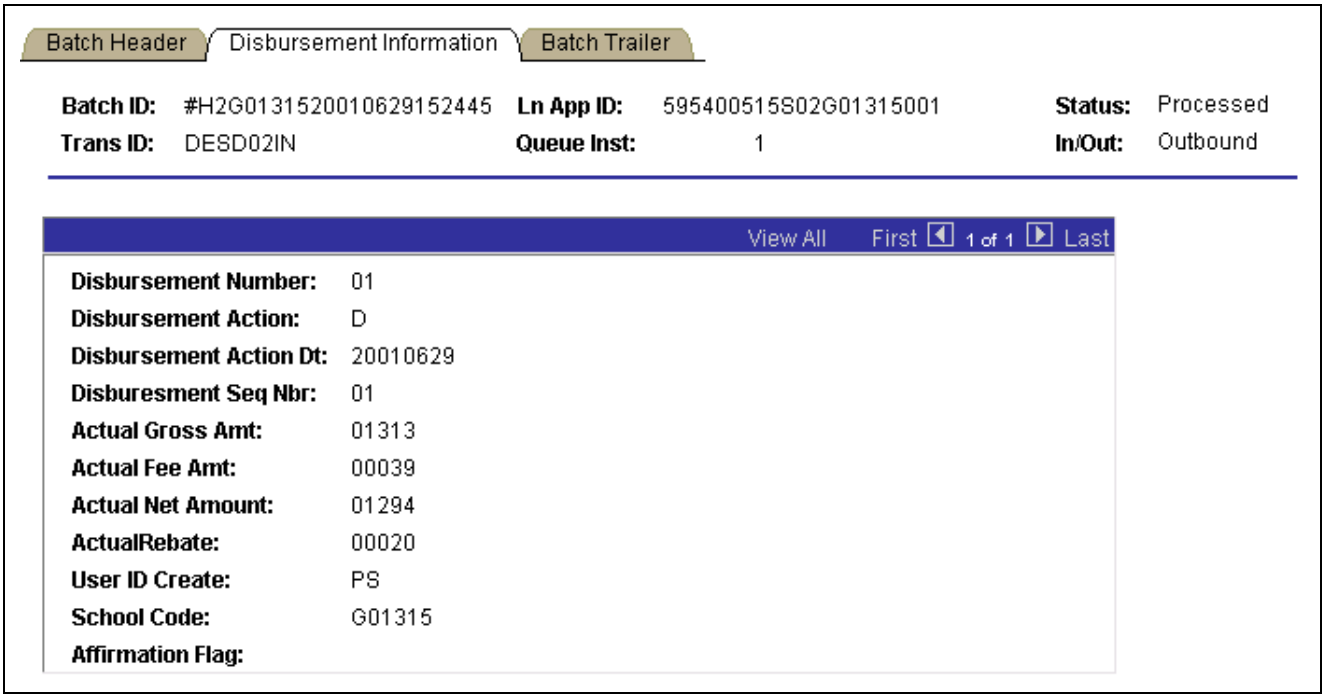
Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_DSB_01	Financial Aid, Loans, Review Processed DL Data, Disbursement Export	View the disbursement information contained in the outbound file you are sending to the COD.
Disbursement Information	DL_DSB_01	Financial Aid, Loans, Review Processed DL Data, Disbursement Import	View the disbursement information contained in the outbound file you are sending to the COD.
Batch Trailer	DL_TRL_DSB_01	Financial Aid, Loans, Review Processed DL Data, Disbursement Export	View the disbursement information contained in the outbound file you are sending to the COD.
Batch Header	DL_HDR_DSBACK_01	Financial Aid, Loans, Review Processed DL Data, Disbursement Import	View the disbursement acknowledgment data contained in the import file you receive from the COD.
Disbursement Acknowledgement	DL_DSBACK_01	Financial Aid, Loans, Review Processed DL Data, View Award Disbursement	View the disbursement acknowledgment data contained in the import file you receive from the COD.
Batch Trailer	DL_TRL_DSBACK_01	Financial Aid, Loans, Review Processed DL Data, View Award Disbursement	View the trailer information for the disbursement acknowledgment import file that you receive from the COD.

Reviewing Direct Lending Disbursement Export Files

This section discusses how to view the disbursement information contained in the outbound file you are sending to the COD.

Viewing Disbursement Information Export Data

Access the Disbursement Information page.



Disbursement Information page

Disbursement Number ID number assigned to this disbursement.

Disbursement Action Refers to the Disbursement Activity field defined in the *Direct Lending Technical Reference*. Valid values are *D* – Actual Disbursement, *A* – Adjusted Disbursement, and *Q* – Adjusted Disbursement Date.

Disbursement Action Dt (disbursement action date) Indicates the date the disbursement activity occurred at the school. Refers to the Transaction Date field in the *Direct Lending Technical Reference.*

Disbursement Seq Nbr (disbursement sequence number) Counts the maximum allowable disbursements for a Master Promissory Note.

Actual Gross Amt (actual gross amount) Indicates the gross amount of the loan. Refers to the Disbursement Actual Gross field defined in the *Direct Lending Technical Reference*.

Actual Fee Amt (actual fee amount) Indicates the actual loan fee amount. Refers to the Disbursement Actual Loan Fee Amount field defined in the *Direct Lending Technical Reference*.

Actual Net Amount The loan total amount minus the loan fee amount. Refers to the Disbursement Actual Net Amount field defined in the *Direct Lending Technical Reference*.

Actual Rebate The actual rebate amount for this disbursement. Refers to the Disbursement Actual Rebate field defined in the *Direct Lending Technical Reference*.

User ID Create The user ID of the individual who created this batch.

School Code Identifies the school originating the loan record.

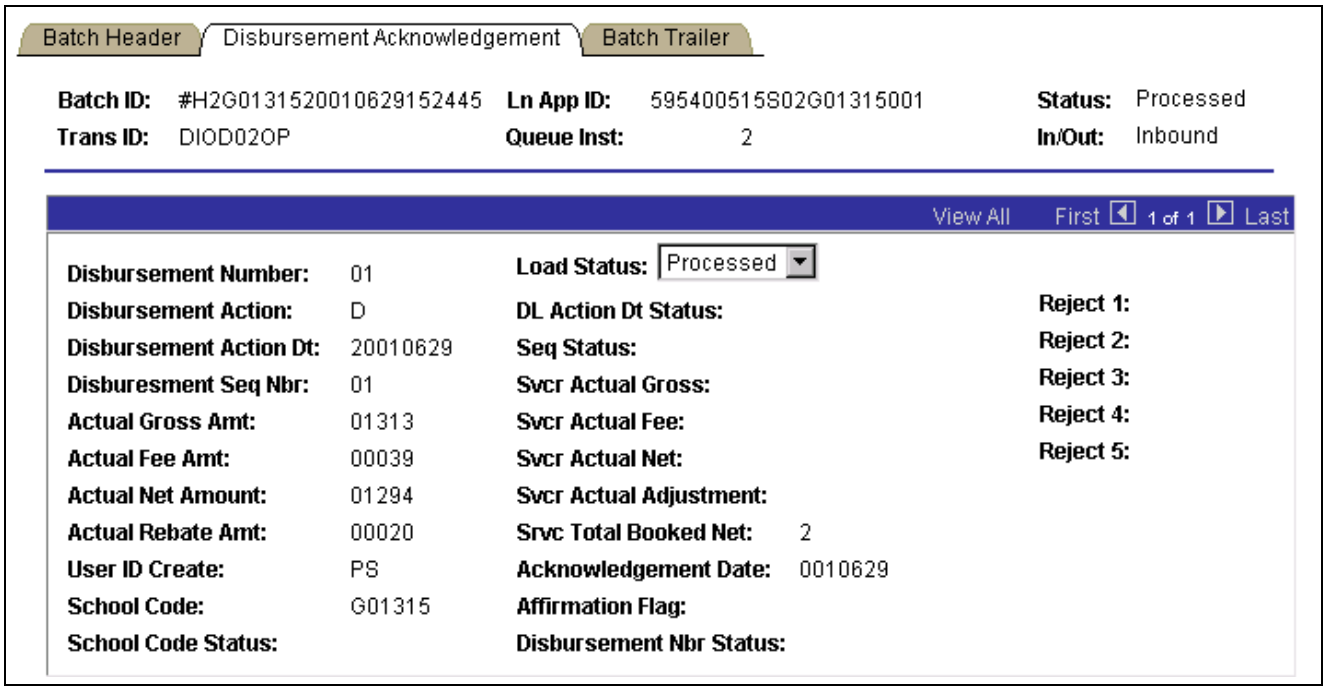
Affirmation Flag Indicates if the borrower has affirmed the disbursement. Field values are *Y-Yes* or left blank.

Reviewing Direct Lending Disbursement Acknowledgement Import Files

This section discusses how to view data contained in the Direct Loan Disbursement Acknowledgement file you receive from the COD.

Viewing Disbursement Acknowledgement Import Data

Access the Disbursement Acknowledgement page.



Disbursement Acknowledgement page

School Code Status Indicates if the school code is valid. The field is blank if the school code is accepted and *I – Invalid* if the school code is invalid.

Load Status The status of the individual record you are loading. The following values are possible:

Not Prcsd: (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables.

Processed: Indicates the record was moved from the staging tables to the application tables.

Error: Indicates a problem loading the file to the application tables.

Skip: This status tells the Direct Loan In process to skip this record and not load it into the application tables. You must set this value, the system does not set this value.

DL Action Dt Status (direct loan action date status)	Refers to the Transaction Date Status field as described in *the Direct Lending Technical Reference*. Valid values are *I* – Invalid Date or field is blank – Accepted.
Seq Status (sequence status)	Displays the status of this disbursement sequence.
Svcr Actual Gross (servicer actual gross)	The COD calculated actual gross amount of the disbursement.
Svcr Actual Fee (servicer actual fee)	The COD calculated actual loan fee amount.
Svcr Actual Net (servicer actual net)	The COD calculated actual net amount of the disbursement. This is the loan total amount minus the loan fee amount.
Svcr Actual Adjustment (servicer actual adjustment)	The COD calculated actual net adjustment amount of the disbursement.
Srvc Total Booked Net (servicer total booked net)	The total net disbursement accepted and booked by the COD for this loan.
Acknowledgement Date	The date the COD acknowledged the disbursement.
Disbursement Nbr Status (disbursement number status)	Indicates the status of the disbursement represented by this particular sequence number.
Reject 1 – 5	Displays the Booking Reject Code, as defined in the *Direct Lending Technical Reference*.

See Also

Chapter 26, "Processing Direct Loans," Reviewing Direct Lending Disbursement Export Files, page 1125

Overview of Direct Lending Cash Management

This section discusses how to manage Direct Lending cash.

Financial Aid assists your institution in managing your cash transactions for the Direct Lending program. Managing your Direct Lending cash transactions entails entering information for cash receipts cash draw-downs and return of excess cash, then reconciling that information with similar information from the common origination and disbursement processing center (COD). You also reconcile individual student disbursements using the data in your Loan Application tables and the disbursement information from the COD. The purpose of reconciliation is to ensure that, on a monthly basis, your institution reviews and compares its Direct Lending portfolio Direct Lending origination and disbursements to student accounts against the cash balance reported by the COD.

For each reconciliation period, a comparison is made between Financial Aid, PeopleSoft Enterprise Student Financials, and COD data. Data from all three sources should match. The Student Financials data shows dollars actually disbursed to students and the amount of each cash receipt and return of excess cash. GAPS is the government entity that your institution actually receives cash receipts from and where excess cash is returned.

Generally, the Bursar's Office interacts directly with GAPS to request funds for Direct Loan disbursements to students. You should work with your Bursar's Office or other appropriate office when using the Cash Reconciliation pages.

Direct Lending Cash Management Process

These are the general steps used in the Direct Lending Cash Management process:

1. Set up your Cash Transaction page for the aid year..
2. Receive cash receipts cash drawdowns and return excess cash.
3. Enter your cash receipt and return of excess cash information on the Cash Transaction page.
4. Enter your cash receipt and return of excess cash information on the Cash Detail page.
5. Use the online and report information to reconcile your institutional data with the COD data.
6. Repeat steps 2 - 5 for each Reconciliation Period.

Understanding the Direct Loan School Account Statement

The Direct Lending common origination and disbursement processing center (COD) sends the Direct Loan School Account Statement (DLSAS) to schools that participate in the Direct Lending program. The Direct Lending Technical Reference states that schools must reconcile the school's Direct Loan records on file at the COD with the school's internal Direct Lending records. This process is School Reconciliation and should be performed by the school on a monthly basis. For more details, see the Direct Loan School Guide. Each school is responsible for reviewing the monthly statement to ensure the accuracy of the data. This data must also be reconciled to the school's internal student account records and bank records.

Updated Loan Reconciliation for 2003–2004

Beginning with processing year 2002-2003, the U.S. Department of Education made technical changes to the monthly-generated Direct Loan School Account Statements (DLSAS) and the DL732 Report Reconciliation File Layouts. The U.S. Department of Education and the Common Origination and Disbursement (COD) have merged these two separate reconciliation reports into two new file layouts. The School Account Statement (SAS) is the new name of the reconciliation file. This new process does not remove the requirements of the reconciliation process. You are still required to reconcile your Direct Loan portfolios on a monthly basis.

In 2002-2003 PeopleSoft supported only the DSDF03OP DL-SAS Import School Account Statement (Fixed Length, Disbursement Level Loan Detail) and DSLF03OP DL-SAS Import School Account Statement (Fixed Length, Loan Level Loan Detail).

For processing year 2003-2004, COD has changed and updated the record layout. The two supported file layouts are DSDFXX4OP DL-SAS Import School Account Statement (Fixed Length, Disbursement Level Loan Detail) and DSLFXXOP DL-SAS Import School Account Statement (Fixed Length, Loan Level Loan Detail). XX is a placeholder for the aid year.

Entering Cash Summary Data

Before you receive the SAS file, you can manually enter cash transactions, including information about your cash receipts from Grants Administration and Payment System (GAPS) and your excess cash returned to GAPS. The DL-SAS reports use the data you enter manually to compare and match reported fund levels from the DL-SAS file.

This section discusses how to enter institutional data for cash transactions.

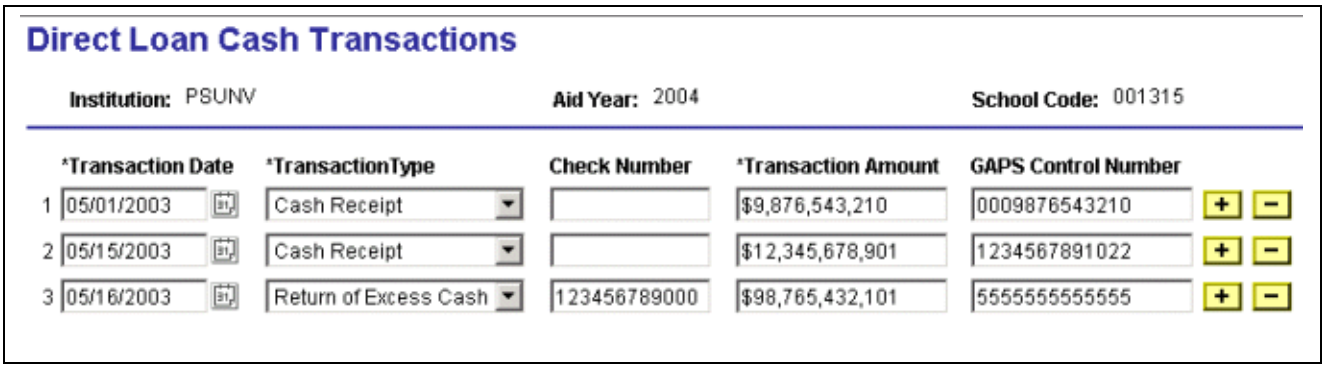
Note. This page is used for the DLSAS processing.

Page Used to Enter Cash Summary Data

Page Name	Object Name	Navigation	Usage
Direct Loan Cash Transactions	LN_DL_CASH_DTL	Financial Aid, Loans, DL School Account Summary, Manage DL Cash Transactions	Enter your institutional data for cash transactions, including information about your cash receipts from GAPS and your excess cash returned to GAPS.

Entering Institutional Data for Cash Transactions

Access the Direct Loan Cash Transactions page.



Direct Loan Cash Transactions page

Transaction Date Enter the date the cash transaction occurred at your institution.

Transaction Type Select the cash transaction you are entering.

Cash Receipt - your institution receives a cash draw down.

Return of Excess Cash - your institution returns excess cash.

Check Number Enter the number of the check sent to the U.S. Department of Education for returned funds. This information typically comes from your Bursar's Office. This field is only used with cash return transactions. You or the Bursar Office can enter the data in this field.

Transaction Amount Enter the total amount of funds received from GAPS or returned to GAPS for this transaction. This information typically comes from your Bursar's Office. You or the Bursar Office can enter the data in this field.

GAPS Control Number Enter the GAPS Control Number received from GAPS. This information typically comes from your Bursar's Office. You or the Bursar Office can enter the data in this field.

Using Loan/Import Programs

Beginning with processing year 2003-2004, you use the FA Inbound page to import the SAS file types (DSDFXXOP and/or DSLFXXOP, where XX equals the processing year). The FA Inbound page runs a one-step process to load the data into staging tables.

This section discusses how to load the SAS file.

Page Used to Load the SAS File

Page Name	Object Name	Navigation	Usage
FA Inbound	RUNCTL_FA_INBOUND	Financial Aid, File Management, Import Federal Data Files	Run the FA_INBOUND Application Engine process that loads external financial aid electronic commerce files.

Loading the SAS File

Access the FA Inbound page.

FA Inbound page

Use the Inbound File field to set the location and name of the file to be loaded. Make sure that your application server has access to the location of the file.

Note. The FA_INBOUND process automatically determines the file type by reading the header row of the file. It is important that the file be in its original, unaltered state. Opening the file with a text editor that automatically reformats the file—such as trimming blank spaces at the end of each row of data in the file—may cause the load to fail.

Click the Run button to run the FA_INBOUND process and load the SAS file(s) into staging tables.

Viewing Data Import Information

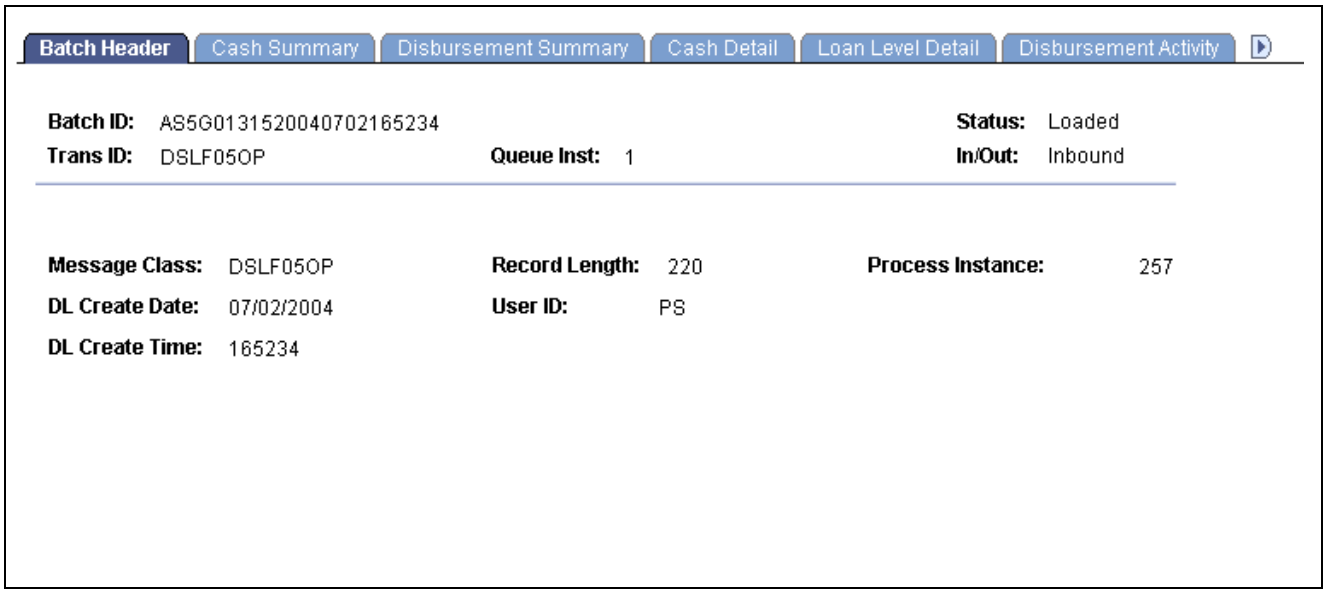
This section discusses how the fields in the Direct Loan Cash Sum Imp 03/04 component map to the fields in the SAS file types.

Pages Used to View Data Import Information in Staging Tables

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_DLSAS_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Batch Header	View header information from the SAS file.
Cash Summary	DL_DLSAS_CSHSUM_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Cash Summary	View cash summary information from Sections I and II (Fixed Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”) of the SAS file.
Disbursement Summary	DL_DLSAS_DISSUM_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Disbursement Summary	View disbursement summary information from Sections III and IV (Fixed Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”) of the SAS file.
Cash Detail	DL_DLSAS_CSHDTL_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Cash Detail	View cash detail information from Section V (Fixed Length)—Cash Detail (Record Type “C”) of the SAS file.
Loan Level Detail	DL_DLSAS_LNLVL_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Loan Level Detail	View loan level detail information from Section VI (Fixed Length)—Loan Detail, Loan Level (Record Type “L”) of the SAS file.
Disbursement Activity	DL_DLSAS_LNDAL_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Disbursement Activity	View disbursement activity information from Section VII (Fixed Length)—Loan Detail, Disbursement Activity Level (Record Type “D”) of the SAS file.
Batch Trailer	DL_TRL_DLSAS_04	Financial Aid, Loans, DL School Account Summary, DLSAS Import 2004–2005, Batch Trailer	View trailer information from the SAS file.

Viewing Header Information

Access the Batch Header page.



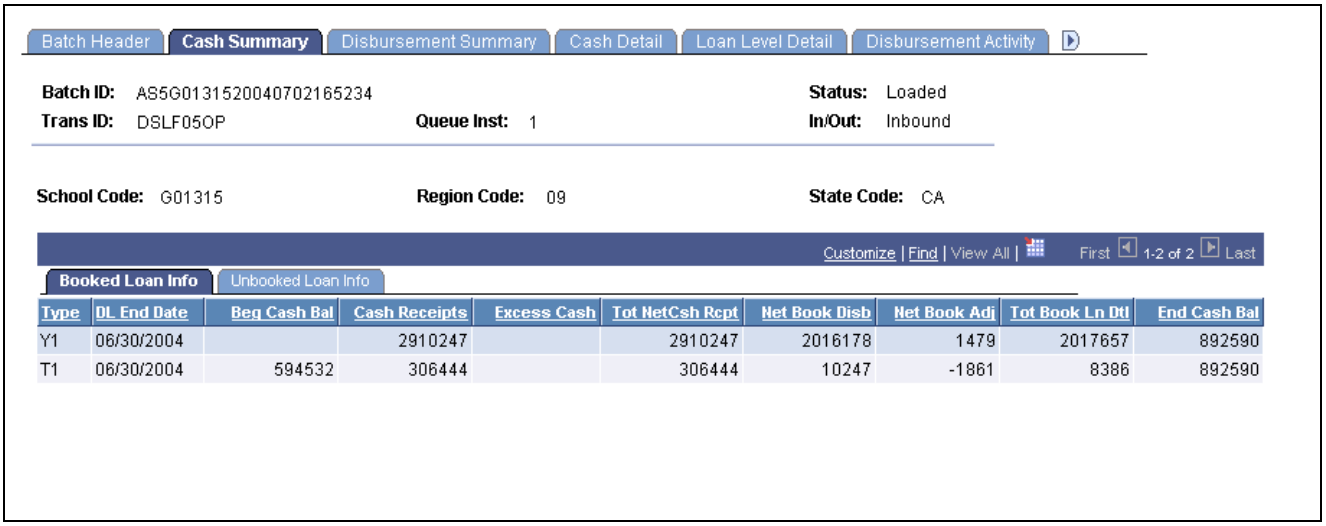
Batch Header page

Field	DLSAS Field
Batch ID	Batch Identifier: The batch ID associated with the detail records is constructed as follows: Batch Type: #A-Z Cycle Indicator:= 4 (for 03-04) School Code: X00000–X99999, where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
Trans ID	DL-SAS file type: • DSDF04OP = Disbursement Level • DSLF04OP = Loan Level
Queue Inst	Queue instance number that identifies the particular instance of the inbound file you are viewing.
Status	Load status. Values for the DL-SAS process are: • Loaded – Data imported into the Inquire 2 Pages successfully • Error – Problem with data import
In/Out	Inbound is the only valid status for DL-SAS.

Field	DLSAS Field
Message Class	The Direct Loan Message Class table describes the message classes for sending and receiving Direct Loan data to and from the COD System. For the DL-SAS process the message classes are: • DSDF04OP (Fixed Length, Disbursement Level Loan Detail) • DSLF04OP (Fixed Length, Loan Level Loan Detail)
DL Create Date	Created Date: The date when the record was created. Format is CCYYMMDD (CCYY = 2003–2004).
DL Create Time	Created Time: The time when the record was created; values range from 000000–235959. Format is HHMMSS, where HH = 00–23 MM = 00–59 SS = 00–59
Record Length	Data Record Length. Indicates length of the data record: 0000–9999.
User ID	Source of information for the data.
Process Instance	Business Process Instance Number. Number used by the Business Document Summary to identify the inbound file.

Viewing Cash Summary Information

Access the Cash Summary page.



Cash Summary page

Field	DLSAS Field
School Code	School Code - Direct Loan School Code. Identifies the school originating the loan record. X00000–X99999 where X = G or E
Region Code	Region Code - 2-digit region code of the school. 01-99
State Code	State Code - 2-letter state code of the school. A valid two-letter postal code - See the State/Country /Jurisdiction Codes of the COD Technical Reference. Uppercase A–Z
Booked Loan Info	
Type	Cash Summary Type • Y1 = Year-To-Date Cash Summary Total • T1 = Monthly Cash Summary Total
DL End Date	End Date - The date representing the end of the current statement period. This account statement represents activity up to and through this date only. Format is CCYYMMDD. 19000101–20991231
Beg Cash Bal	Beginning Cash Balance - This is COD's beginning balance for this report. For Cash Summary Type = "Y1," this field is zero filled. For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date. -9999999999 to 09999999999 Zeros for Cash Summary Type = Y1

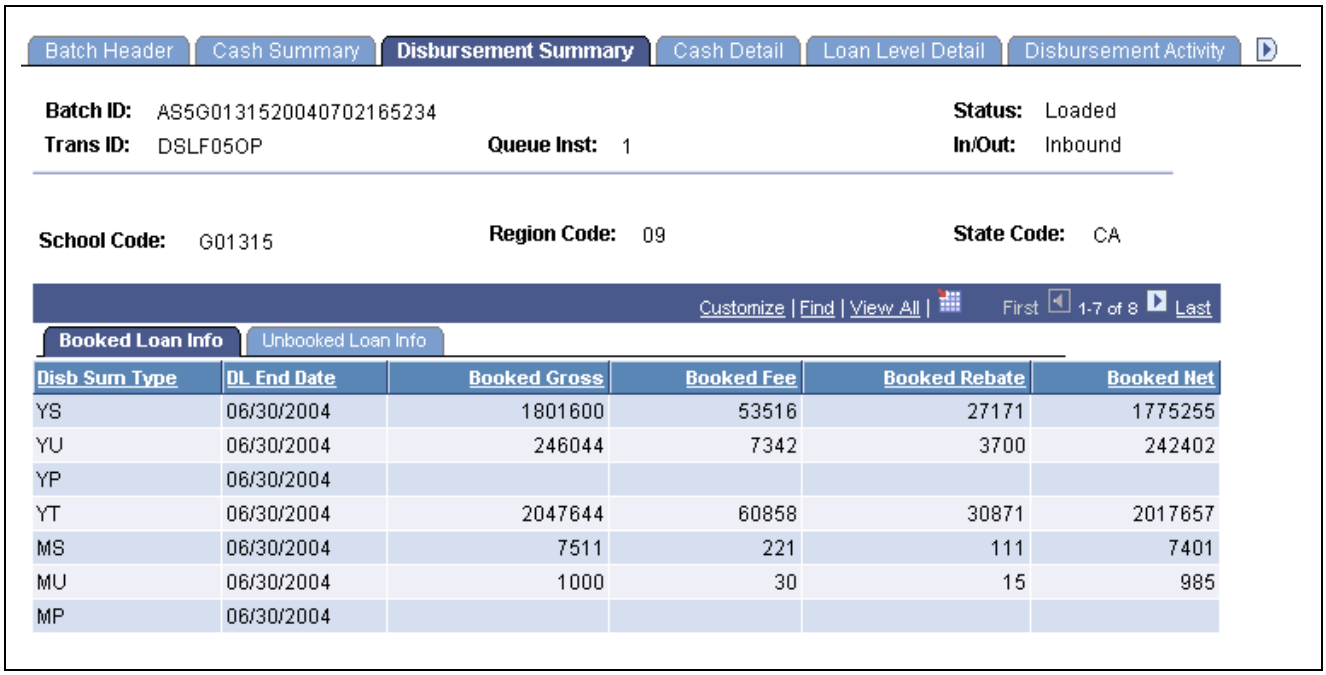
Field	DLSAS Field
Cash Receipts	Cash Receipts - Total receipts of cash (draw downs) for the period. For Cash Summary Type = "Y1," this is the sum of all cash receipt (draw downs) transactions for the program year-to-date and corrections to draw downs processed during the program year-to-date. For Cash Summary Type = "T1," this is the sum of all cash receipts (draw downs) transactions for the current month and corrections to draw downs processed during current month. -9999999999 to 09999999999 If no activity, zero filled
Excess Cash	Excess Cash - Total excess cash returned for the period. For Cash Summary Type = "Y1," this is the sum of all excess cash transactions received by COD for the program year-to-date and corrections to excess cash processed during the program year-to-date. For Cash Summary Type = "T1," this is the sum of all excess cash transactions received by COD for the current month and corrections to excess cash processed during the current month. -9999999999 to 09999999999 If no activity, zero filled.
Tot NetCsh Rcpt	Total Net Cash Receipts - The difference between the total Cash Receipts (draw downs) and total Excess Cash returned. For Cash Summary Type = "Y1," this is the sum of all cash, -9999999999 to 09999999999. If no activity, zero filled receipts (draw downs) minus all excess cash returned to COD for the program year-to-date. For Cash Summary Type = "T1," this is the sum of all cash receipts (draw downs) minus all excess cash returned to COD for the current month.

Field	DLSAS Field
Net Book Disb	Net Booked Disbursements - The total net amount of all actual disbursements booked at COD. For Cash Summary Type = “Y1,” this is the sum of all actual disbursements that were booked at COD during the program year-to-date. For Cash Summary Type = “T1,” this is the sum of all actual disbursements that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled.
Net Book Adj	Net Booked Adjustments - The total net amount of all disbursement adjustments booked at COD. For Cash Summary Type = “Y1,” this is the sum of all actual disbursement adjustments that were booked at COD during the program year-to-date. For Cash Summary Type = “T1,” this is the sum of all actual disbursement adjustments that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled. (-) indicates a downward adjustment. (+) indicates an upward adjustment.
Tot Book Ln Dtl	Total Booked Loan Detail - The total of Net Booked Disbursements and Net Booked Adjustments. For Cash Summary type = “Y1,” this is the sum of all net disbursements and adjustments that were booked at COD during the program year-to-date. For Cash Summary Type = “T1,” this is the sum of all net disbursements and adjustments that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled.
End Cash Bal	Ending Cash Balance - This is COD’s ending balance for this report. For Cash Summary Type = “Y1” and “T1,” this is the ending cash balance at COD. -9999999999 to 09999999999
Unbooked Loan Info	

Field	DLSAS Field
Note. The values on this tab are reported the same way for both “Y1” and “T1” cash summary types.	
Net Unbook Act	Net Unbooked Disbursements Actual - The total net amount of all the actual disbursements not booked at COD. This is the sum of all unbooked actual net disbursements at COD as of the program year-to-date. -9999999999 to 09999999999 If no activity, zero filled.
Net Unbk Adj	Net Unbooked Adjustments - The total net amount of all the actual disbursement adjustments not booked at COD. This is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year- To-Date .-9999999999 to 09999999999 If no activity, zero filled. (-) indicates a downward adjustment. (+) indicates an upward adjustment.
Tot Unbk Ln Dtl	Total Unbooked Loan Detail - The difference between the Net Unbooked Disbursement Actuals and the Net Unbooked Adjustments. This is the sum of all unbooked actual disbursement activities at COD as of the program year-to-date. -9999999999 to 09999999999 If no activity, zero filled.
Adjusted Ending Cash Balance	Adjusted Ending Cash Balance - The difference between the Ending Cash Balance and the Total Unbooked Loan Detail. This is the total year-to-date unbooked amount applied to the ending balance. -9999999999 to 09999999999 If no activity, zero filled.

Viewing Disbursement Summary Information

Access the Disbursement Summary page.



Disb Sum Type	DL End Date	Booked Gross	Booked Fee	Booked Rebate	Booked Net
YS	06/30/2004	1801600	53516	27171	1775255
YU	06/30/2004	246044	7342	3700	242402
YP	06/30/2004				
YT	06/30/2004	2047644	60858	30871	2017657
MS	06/30/2004	7511	221	111	7401
MU	06/30/2004	1000	30	15	985
MP	06/30/2004				

Disbursement Summary page

Field	DLSAS Field
Booked Loan Info	
Disb Sum Type	Disbursement Summary Type: • YS = Year-To-Date Disbursement Total for Subsidized Loans. • YU = Year-To-Date Disbursement Total for Unsubsidized Loans. • YP = Year-To-Date Disbursement Total for PLUS Loans.· • YT = Year-To-Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans. • MS = Monthly Disbursement Total for Subsidized Loans. • MU = Monthly Disbursement Total for Unsubsidized Loans. • MP = Monthly Disbursement Total for PLUS Loans. • MT = Monthly Disbursement Total for Subsidized /Unsubsidized/PLUS Loans.
DL End Date	End Date - The date representing the end of the current statement period. This account statement represents activity up to and through this date only. Format is CCYYMMDD. 19000101–20991231

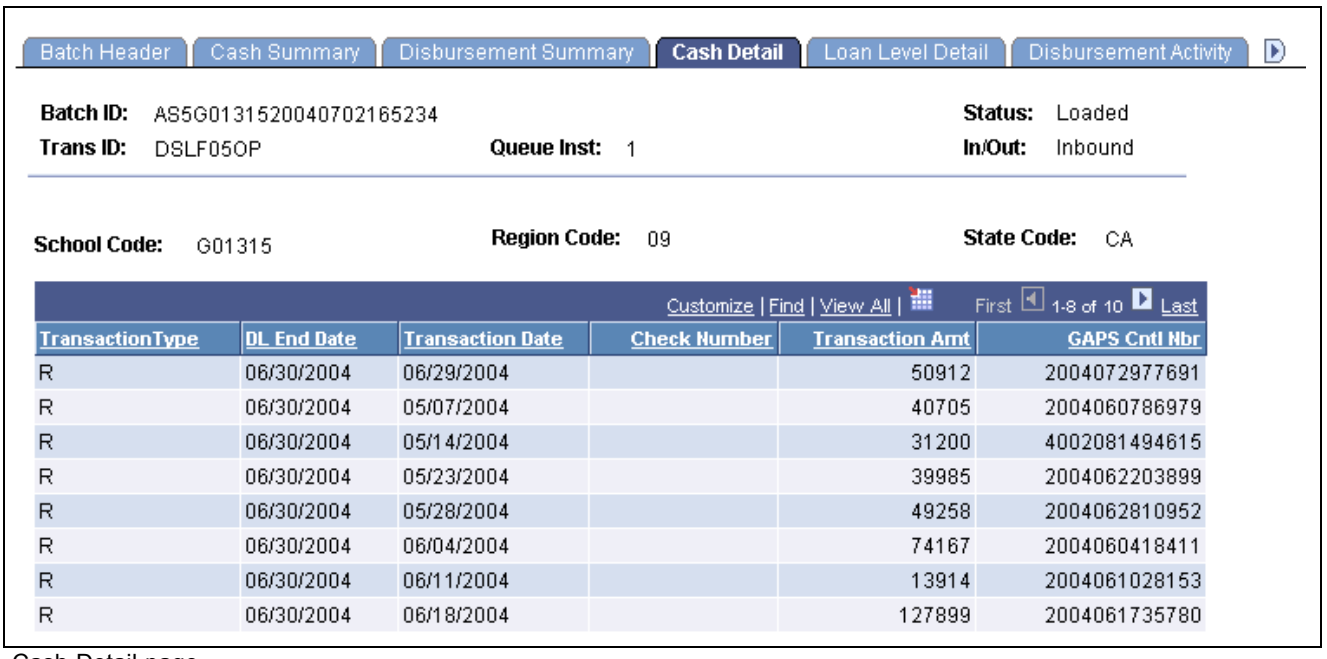
Field	DLSAS Field
Booked Gross	Booked Gross For Disbursement Summary Types “YS,” “YU,” “YP,” and “YT,” this is the sum of the gross amount of all actual disbursements that were booked at COD during the program year-to-date. For Disbursement Summary Types “MS,” “MU,” “MP,” and “MT,” this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled.
Booked Fee	Booked Fee For Disbursement Summary Types “YS,” “YU,” “YP,” and “YT,” this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program year-to-date. For Disbursement Summary Types “MS,” “MU,” “MP,” and “MT,” this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled.
Booked Rebate	Booked Interest Rebate For Disbursement Summary Types “YS,” “YU,” “YP,” and “YT,” this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the program year-to-date. For Disbursement Summary Types “MS,” “MU,” “MP” and MT,” this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled.

Field	DLSAS Field
Booked Net	Booked Net For Disbursement Summary Types “YS,” “YU,” “YP,” and “YT,” this is the sum of the net amount of all actual disbursements that were booked at COD during the program year-to-date. For Disbursement Summary Types “MS,” “MU,” “MP,” and “MT,” this is the sum of the net amount of all actual disbursements that were booked at COD during the current month. -9999999999 to 09999999999 If no activity, zero filled.
Unbooked Loan Info	
Note. The values on this tab are reported the same way for all disbursement summary types.	
Disb Sum Type	Disbursement Summary Type: • YS = Year-To-Date Disbursement Total for Subsidized Loans. • YU = Year-To-Date Disbursement Total for Unsubsidized Loans. • YP = Year-To-Date Disbursement Total for PLUS Loans. • YT = Year-To-Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans. • MS = Monthly Disbursement Total for Subsidized Loans. • MU = Monthly Disbursement Total for Unsubsidized Loans. • MP = Monthly Disbursement Total for PLUS Loans. • MT = Monthly Disbursement Total for Subsidized /Unsubsidized/PLUS Loans.
Unbooked Gross	Unbooked Gross. This is the total gross amount of disbursements at COD that are unbooked for the program year-to-date at the end of current reporting period. -9999999999 to 09999999999 If no activity, zero filled.

Field	DLSAS Field
Unbooked Fee	Unbooked Fee. This is the total fee amount of disbursements at COD that are unbooked for the program year-to-date at the end of the current reporting period. -9999999999 to 09999999999 If no activity, zero filled.
Unbooked Rebate	Unbooked Rebate Amount. This is the total interest rebate amount of disbursements at COD that are unbooked for the program year-to-date at the end of the current reporting period. -9999999999 to 09999999999 If no activity, zero filled.
Unbooked Net	Unbooked Net. This is the total net amount of disbursements at COD that are unbooked for the program year-to-date at the end of the current reporting period. -9999999999 to 09999999999 If no activity, zero filled.

Viewing Cash Detail Information

Access the Cash Detail page.

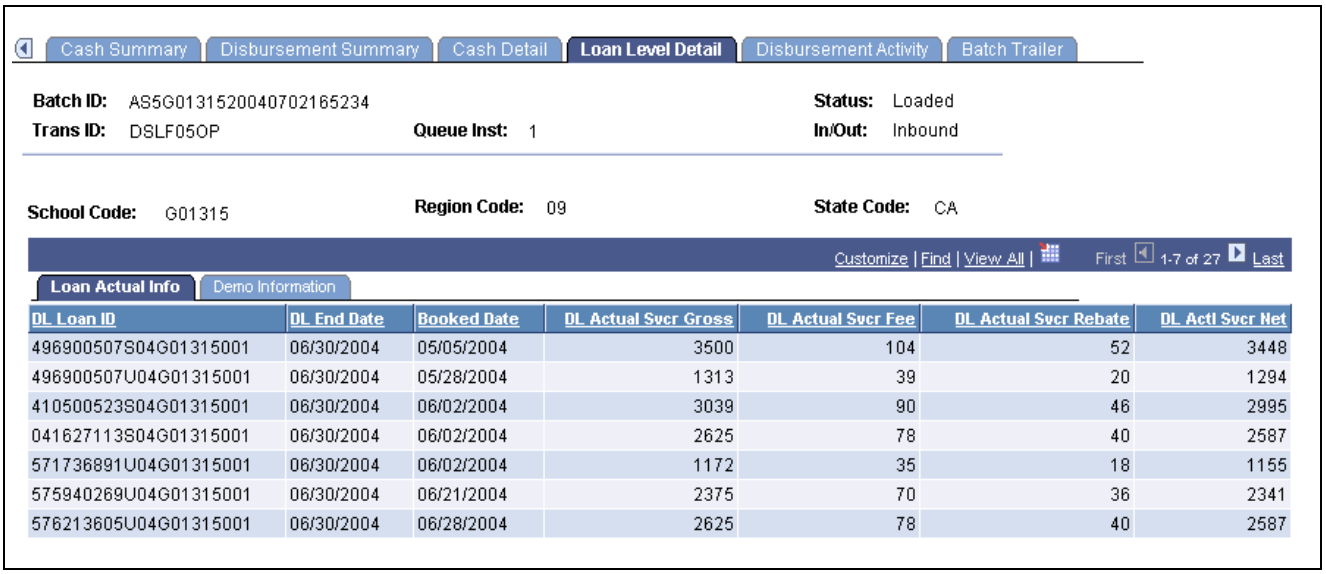


Cash Detail page

Field	DLSAS Field
Transaction Type	Transaction Type—Cash Type of Cash Transaction: • R = Cash Receipts. • X = Returns of Excess Cash.
DL End Date	End Date - The date representing the end of the current statement period. This account statement represents activity up to and through this date only. Format is CCYYMMDD. 19000101–20991231
Transaction Date	Transaction Date - The date that Excess Cash is applied, or date that Draw down activity occurred. Format is CCYYMMDD. 20020622-20050927
Check Number	Check Number (if available at COD). Check Number on a check for return of excess cash returned by the school. Numeric > = 0 Can be blank.
Transaction Amt	Transaction Amount - COD amount of the cash receipt or return of excess cash transaction. -9999999999 to 09999999999 Cannot be blank; can be zero filled.
GAPS Cntl Nbr	GAPS Control Number - Code received from GAPS for cash receipts only. Numeric > 0 Can be blank.

Viewing Loan Level Detail Information

Access the Loan Level Detail page.



Loan Level Detail page

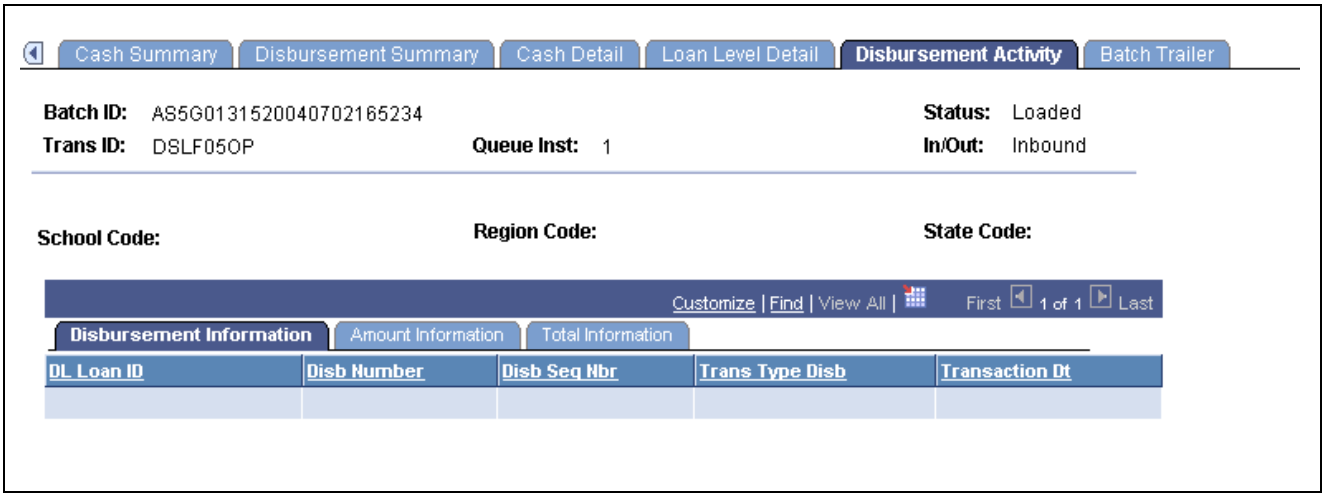
Field	DLSAS Field
Loan Actual Info	
DL Loan ID	Loan Identifier - Unique identifier created at the time of origination. Consists of: Student's Social Security Number: 001010001–999999998 Loan Type: • S = Subsidized • U = Unsubsidized • P = PLUS Program Year: 04 School Code: X00000–X99999, where X = G or E Loan Sequence Number: 001–999
DL End Date	End Date - The date representing the end of the current statement period. This account statement represents activity up to and through this date only. Format is CCYYMMDD.19000101–2099
Booked Date	Loan Booked Date at COD. Date the loan booked at COD. Format is CCYYMMDD. 19000101–20991231

Field	DLSAS Field
DL Actual Svcr Gross	Actual Gross Amount—COD The sum of COD calculated actual gross amounts (in dollars) for the loan. Numeric > = 0
DL Actual Svcr Fee	Actual Loan Fee Amount—COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan. Numeric > = 0
DL Actual Svcr Rebate	Actual Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan. Numeric > = 0
DL Actual Svcr Net	Actual Net Amount—COD The sum of COD calculated actual net amount (in dollars) for the loan. Numeric > = 0
Demo Information	
DL Loan ID	Loan Identifier - Unique Identifier created at the time of origination. Consists of: Student's Social Security Number: 001010001–999999998 Loan Type: • S = Subsidized • U = Unsubsidized • P = PLUS Program Year: 04 School Code: X00000–X99999, where X = G or E Loan Sequence Number: 001–999

Field	DLSAS Field
Borrower's First Name	Borrower's First Name - The borrower's first name. Left justified with an A-Z in the first position. Allowable characters: • 0–9 • Uppercase A–Z • . (Period) • ' (Apostrophe) • (Dash
Borrower's Last Name	Borrower's Last Name — The borrower's last name. Allowable characters: • 0–9 • Uppercase A–Z • . (Period) • ' (Apostrophe) • (Dash
Borrower's Middle Initial	Borrower's Middle Initial - The borrower's middle initial. Can be blank. Uppercase A-Z are the only allowable characters.
Student's First Name	Students' First Name - The student's first name (PLUS Only), left justified with an A-Z in the first position. Can be blank. Allowable characters: • 0–9 • Uppercase A–Z • . (Period) • ' (Apostrophe) • (Dash
Student's Last Name	Student's Last Name — The student's last name (PLUS only). Can be blank. Allowable characters: • 0–9 • Uppercase A–Z • . (Period) • ' (Apostrophe) • (Dash
Student's Middle Initial	Student's Middle Initial - The student's middle initial. Can be blank. Uppercase A-Z are the only allowable characters.

Viewing Disbursement Activity Information

Access the Disbursement Activity page.



Disbursement Activity page

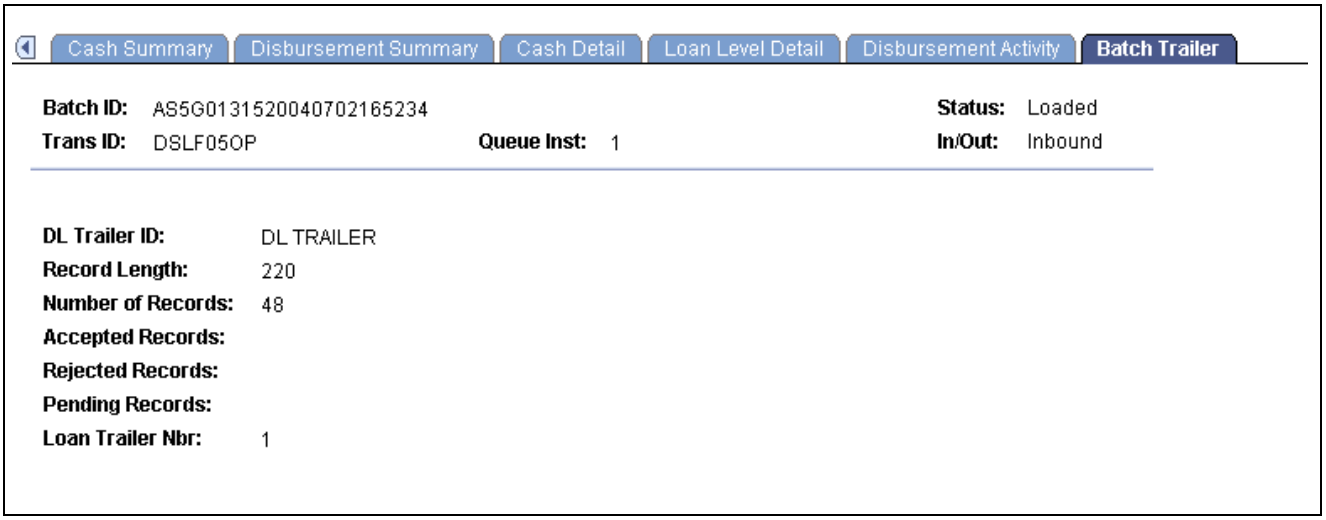
Field	DLSAS Field
Disbursement Information	
DL Loan ID	Loan Identifier - Unique identifier created at the time of origination. Consists of: Student's Social Security Number: 001010001–999999998 Loan Type: • S = Subsidized • U = Unsubsidized • P = PLUS Program Year: 04 School Code: X00000–X99999, where X = G or E Loan Sequence Number: 001–999
Disb Number	Disbursement Number - The disbursement number for the current disbursement transaction. 01–04 for PLUS. 01–20 for Subsidized/Unsubsidized.
Disb Seq Nbr	Disbursement Sequence Number - The sequence number that determines the order in which the disbursement activity is processed. 01–99

Field	DLSAS Field
Trans Type Disb	Transaction Type— Disbursement. Disbursement Activity recorded at COD: • A = Adjusted Disbursement Amount. • D = Disbursement • Disbursement Activity = Q is not indicated on the SAS.
Transaction Dt	Transaction Date - Date disbursement activity occurred at the school.Format is CCYYMMDD. 20020622-20050927
Amount Information	
DL Loan ID	Loan Identifier - Unique identifier created at the time of origination. Consists of: Student's Social Security Number: 001010001–999999998 Loan Type: • S = Subsidized • U = Unsubsidized • P = PLUS Program Year: 04 School Code: X00000–X99999, where X = G or E Loan Sequence Number: 001–999
Loan Book Dt	Loan Booked Date at COD. Date the loan booked at COD. Format is CCYYMMDD. 19000101–20991231
Disb Book Date	Disbursement Booked Date at COD. Date the individual disbursement activity booked at COD. Format is CCYYMMDD. 19000101–20991231
Actual Gross	Disbursement Actual Gross Amount—COD. COD calculated actual gross amount (in dollars) of the disbursement. Numeric > =0
Actual Fee	Disbursement Actual Loan Fee Amount—COD. COD calculated actual loan fee amount (in dollars). Numeric > =0

Field	DLSAS Field
Actual Rebate	Disbursement Actual Interest Rebate Amount—COD. COD calculated actual interest rebate amount (in dollars). Numeric > =0
Actual Net	Disbursement Actual Net Amount— COD. COD calculated actual net amount (in dollars) of the disbursement. Numeric > =0
Actual Net Adj	Disbursement Actual Net Adjustment—COD. COD calculated actual net adjustment amount (in dollars) of the disbursement. Can be blank. -99999 to 099999
Total Information	Loan Identifier - Unique identifier created at the time of origination. Consists of: Student's Social Security Number: 001010001–999999998 Loan Type: • S = Subsidized • U = Unsubsidized • P = PLUS Program Year: 04 School Code: X00000–X99999, where X = G or E Loan Sequence Number: 001–999
Total Gross	Total Gross Amount—COD. The sum of COD calculated actual gross amounts (in dollars) for the loan. Numeric > = 0
Total Fee	Total Loan Fee Amount—COD. The sum of COD calculated actual loan fee amounts (in dollars) for the loan. Numeric > = 0
Total Rebate	Total Interest Rebate Amount—COD. The sum of COD calculated actual interest rebate amounts (in dollars) for the loan. Numeric > =
Total Net	Total Net Amount—COD. The sum of COD calculated actual net amount (in dollars) for the loan. Numeric > = 0

Viewing Trailer Information

Access the Batch Trailer page.



Batch Trailer page

Field	DLSAS Field
DL Trailer ID	Trailer Record Identifier - Code to identify record as a trailer record. Must be “DL TRAILER” – uppercase.
Record Length	Data Record Length - Indicates length of the data record. 0000–9999
Number of Records	Number of Records - The number of data records included in the file. Numeric > = 0
Accepted Records	Total number of accepted records. Blank for all files sent to COD. Zero filled for all files sent to schools except: • The Full Loan Origination Acknowledgement (DISF or DIPF) • Loan Origination Change Acknowledgement (DIOC) • MPN Promissory Note Acknowledgement (DIPA) • Disbursement Acknowledgement (DIOD—Batch Type #H Only) Numeric > = 0

Field	DLSAS Field
Rejected Records	Total number of rejected records. Blank for all files sent to COD. Zero filled for all files sent to schools except: • The Full Loan Origination Acknowledgement (DISF or DIPF) • Loan Origination Change Acknowledgement (DIOC) • MPN Promissory Note Acknowledgement (DIPA) • Disbursement Acknowledgement (DIOD—Batch Type #H Only) Numeric > = 0
Pending Records	Total number of pending records. Blank for all files sent to COD. Zero filled for all files sent to schools except MPN Note Acknowledgement (DIPA). Numeric > = 0
Loan Trailer Nbr	Defaults to 1.

Working with the DL School Account Statement and the Reconciliation Loan Destination Reports

This section discusses how to:

- Generate the DL School Account Statement report.
- Generate the DL Reconciliation report.

Pages Used to Generate DL School Account Statement and Reconciliation Loan Destination Reports

Page Name	Object Name	Navigation	Usage
DL School Account Statement	RUNCTL_DLSAS	Financial Aid, Loans, DL School Account Statement, Generate DLSAS Report	Generate the DL School Account Statement Report. This report prints the data in the DLSAS flat file from the EDI Manager staging tables. The original data the COD provides does not identify students by name only by Loan ID number. When you run this report, the system matches the Loan IDs in the Loan Detail Records section of the report with the student ID to identify each student by name.
DL Reconciliation Report	RUNCTL_DL_RECON	Financial Aid, Loans, DL School Account Statement, Generate Reconciliation Report	Generate the DL Reconciliation Report, which compares cash detail, loan detail, and disbursement activity with institutionally-entered information in the database.

Generating the DL School Account Statement Report

Access the DL School Account Statement page.

DL School Account Statement page

You can now use this report to print both file types, DSDFXXOP DL-SAS Import School Account Statement (Fixed-Length, Disbursement Level Loan Detail) and DSLFXXOP DL-SAS Import School Account Statement (Fixed-Length, Loan Level Loan Detail). XX is a placeholder for the aid year.

Institution Select the academic institution whose DSLAS data you want included on this report.

Aid Year Select the aid year that corresponds to the DSLAS data you want included on this report.

DL Batch ID Enter the direct lending batch ID that represents the DLSAS file you want included on this report. This is the School Account Statement Batch ID defined in the *Direct Lending Technical Reference*.

Click Run to run the DL School Account Statement (FADLSAS).

Important! To maintain a historical archive of the DL School Account Statement Report, Peoplesoft strongly recommends that you rename the files generated by the report. If you do not change the file names, the system will write over the existing files when you run subsequent reports.

Generating the DL Reconciliation Report

Access the DL Reconciliation Report page.

DL Reconciliation Report page

DL Batch ID Enter the DL Batch ID of a previously loaded SAS file. You cannot run this report without first loading one or more SAS files.

Reviewing the DL Reconciliation Report

This report replaces the DL Reconciliation Detail report for processing year 2003-2004 onward and it expands on comparison functionality.

There are three main sections in the report:

- Cash summary information
- Cash detail
- Loan detail

Cash Summary Information

This section of the report contains:

- Year-to-date cash summary.
- Monthly cash summary.
- Year-to-date disbursement summary by loan type.
- Monthly disbursement by loan type.

Cash Detail

The content of this section of the report depends on the information in the SAS file. If the file contains:

- Monthly cash detail (default): The system compares the data from the SAS file to data in PS_LN_DL_CASH_DTL for the month specified only.

  This section also reports any mismatches where:

- Cash transactions in the SAS file are not in the database.
- Cash transactions in the database are not in the SAS file.
- Year-to-date cash detail: The system compares the data from the SAS file to all data in PS_LN_DL_CASH_DTL for the specified aid year.

  The section also reports any mismatches where:

- Cash transactions in the SAS file are not in the database
- Cash transactions in the database are not in the SAS file.
- No cash detail: The section contains a “No Cash Detail” message.

Loan Detail

The content of this section of the report depends on the information in the SAS file. If the file contains:

- Monthly disbursement detail without loan summary (default): The system compares the data from the SAS file to data in PS_LOAN_DISB_ACTION for the month specified only.

  The section also reports any mismatches where:

- Disbursement transactions in the SAS file are not in the database.
- Disbursement transactions in the database are not in the SAS file
- Disbursement transactions that match based on disbursement number and disbursement sequence number have differing amounts or dates.

Note. You can use the disbursement sequence number to compare information from the SAS file against the database.

- Year-to-date disbursement detail: The system compares the data from the SAS file with the sum of data in PS_LOAN_DISBMNT where LOAN_PAID_IND = “Y” and with data in PS_LOAN_DISB_ACTN.

  The section also reports any mismatches at the loan level where:

- Loan level records in the SAS file are not in the database.
- Loan level records in the database (that have a disbursed amount greater than zero) are not in the SAS file.
- Loan level records that match based on loan ID have differing gross, fee, rebate, or net amounts.

The section also reports any mismatches at the disbursement activity level where:

- Disbursement transactions in the SAS file are not in the database.
- Disbursement transactions in the database (that have a disbursed amount greater than zero) are not in the SAS file
- Disbursement transactions that match based on disbursement number and disbursement sequence number have differing amounts or dates.
- Year-to-date loan level detail: The system compares the data from the SAS file with the sum of data in PS_LOAN_DISBMNT where LOAN_PAID_IND = "Y."

The section also reports any mismatches where:

- Loan level records in the SAS file are not in the database.
- Loan level records in the database (that have a disbursed amount greater than zero) are not in the SAS file
- Loan level records that match based on loan ID have differing gross, fee, rebate, or net amounts.
- No loan detail: The section contains a "No Loan Detail" message.

The format of the loan detail section of the report also depends on the data included in the SAS file.

Reviewing SAS Files with Monthly Disbursement Level Detail Only

For SAS files with monthly disbursement level detail only (no loan level detail), the section contains the following information for each loan ID:

Field	Row 1	Row 2	Row 3	Row 4
EmplID	From PeopleSoft data.			
Student Name	From PeopleSoft loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)		
Loan ID	From PeopleSoft loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record		
Disbursement Number			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Disbursement Sequence Number			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Transaction Type			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.

Field	Row 1	Row 2	Row 3	Row 4
Disbursement Date			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Gross Amount	From PeopleSoft loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Loan Fee Amount	From PeopleSoft loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Interest Rebate Amount	From PeopleSoft loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Net Amount	From PeopleSoft loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Disbursement Actual Net Adjustment Amount			From PeopleSoft disbursement transaction data	From COD disbursement transaction data.
Transaction Date			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.

Note. Rows 3 and 4 repeat for each disbursement transaction associated with the loan ID.

For SAS files with year-to-date disbursement level detail and loan level summary, the section contains the following information for each loan ID:

Field	Row 1	Row 2	Row 3	Row 4
EmplID	From PeopleSoft loan data.			
Student Name	From PeopleSoft loan data.	From COD loan data (pulled from loan level summary record		
Loan ID	From PeopleSoft loan data.	From COD loan data (pulled from loan level summary record		

Field	Row 1	Row 2	Row 3	Row 4
Disbursement Number			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Disbursement Sequence Number			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Transaction Type			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Disbursement Date			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Gross Amount	From PeopleSoft loan data.	From COD loan data (pulled from loan level summary record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Loan Fee Amount	From PeopleSoft loan data.	From COD loan data (pulled from loan level summary record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Interest Rebate Amount	From PeopleSoft loan data.	From COD loan data (pulled from loan level summary record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Net Amount	From PeopleSoft loan data.	From COD loan data (pulled from loan level summary record)	From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Disbursement Actual Net Adjustment Amount			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.
Transaction Date			From PeopleSoft disbursement transaction data.	From COD disbursement transaction data.

Note. Rows 3 and 4 repeat for each disbursement transaction associated with the loan ID.

For SAS files with year-to-date loan level detail (loan level detail only), the section contains the following information for each loan ID:

Field	Row 1	Row 2
EmplID	From PeopleSoft loan data.	
Student Name	From PeopleSoft loan data.	From COD loan data.
Disbursement Number		

Field	Row 1	Row 2
Disbursement Sequence Number		
Transaction Type		
Disbursement Date		
Loan/Disbursement Actual Gross Amount	From PeopleSoft loan data.	From COD loan data.
Loan/Disbursement Actual Loan Fee Amount	From PeopleSoft loan data.	From COD loan data.
Loan/Disbursement Actual Interest Rebate Amount	From PeopleSoft loan data.	From COD loan data.
Loan/Disbursement Actual Net Amount	From PeopleSoft loan data.	From COD loan data.
Disbursement Actual Net Adjustment Amount		
Transaction Date		

Running Direct Lending Reports

Most Direct Lending reports are run from a generic run control page, but some of the reports have their own run control pages. The run control pages for a few other reports appear within the business process discussion earlier in this chapter. This section discusses:

- The generic run control page.
- Two other report run control pages.

Pages Used to Run Direct Lending Reports

Page Name	Object Name	Navigation	Usage
Financial Aid Reports	RUN_CNTL_DL_RPT	• Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Errors Report • Financial Aid, Loans, Direct Lending Reconciliation, Accepted Originations Report • Financial Aid, Loans, Direct Lending Reconciliation, Loans on Hold Report • Financial Aid, Loans, Direct Lending Reconciliation, PLUS Credit Decision Report • Financial Aid, Loans, Direct Lending Reconciliation, Rejected Originations Report • Financial Aid, Loans, Direct Lending Reconciliation, Origination Export Report • Financial Aid, Loans, Direct Lending Reconciliation, Change Pending Status Changes • Financial Aid, Loans, Direct Lending Reconciliation, Change Pending Status Report • Financial Aid, Loans, Direct Lending Reconciliation, Validation Errors Report • Financial Aid, Loans, Direct Lending Reconciliation, Inbound Orig Ack Errors Report • You can access the Financial Aid Reports page through multiple navigation paths in addition to the ten paths listed above.	Run many of the Direct Lending reports. This run control page is the same but the menu navigation varies depending on the report you want to run.

Page Name	Object Name	Navigation	Usage
DL Booking Status Report	RUN_CNTL_FADLBOOK	Financial Aid, Loans, Direct Lending Reconciliation, Booking Status Report	Run the Direct Lending Originations Booking report (FADLBOOK).
DL Disbursement Exception Report	RUNCTL_FA_EXCEP_LN	Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Exception Summary	Run the Direct Lending Disbursement Exceptions report (FADLEXCP).

Generic Run Control Page for Direct Lending Reports

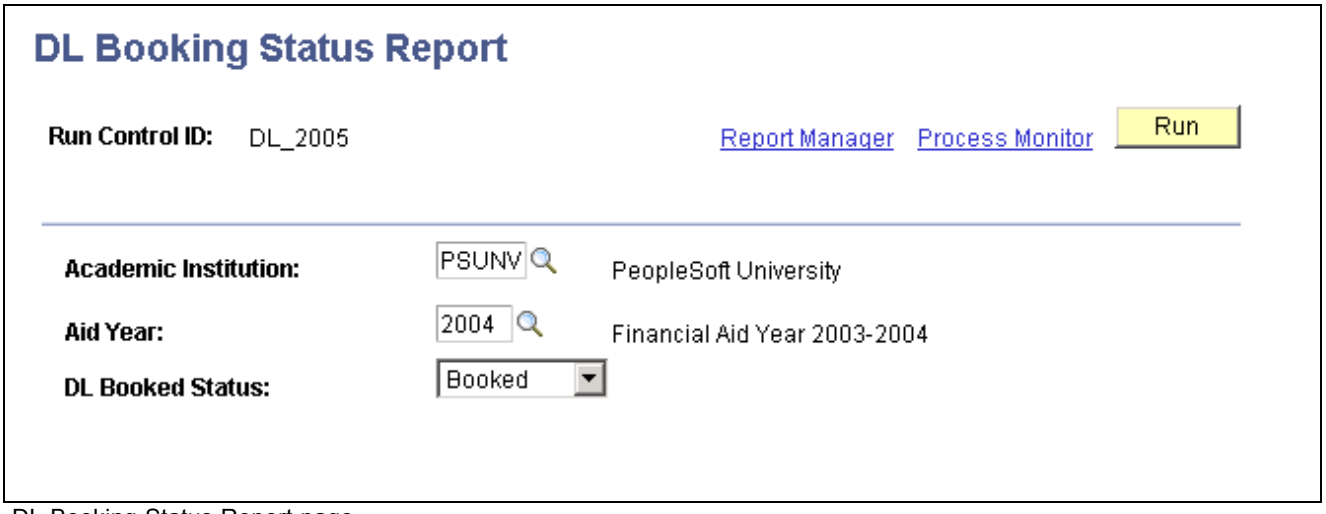
Access the Financial Aid Reports page.

Financial Aid Reports page

Select the Academic Institution and Aid Year for which you want to run the report.

Generating the Direct Lending Loan Booking Status Report

Access the DL Booking Status Report page.



DL Booking Status Report page

Select the Academic Institution and Aid Year for which you want to run this report. For the Direct Lending Booked Status you can select *Booked* or *Unbooked* loans.

Click Run to run the report.

Using Demographic Data Selection for Loan Origination

The loan processes utilize three database views to access demographic data. The demographic data used by loans falls into three categories address, phone number, and name. The views used to access this data are:

- LN_MAIL_ADDR_VW
- LN_PERM_ADDR_VW
- LN_PHONE_VW
- LN_NAME_VW

CHAPTER 27

Processing Pell Payments

This chapter provides an overview of Pell payment processing and discusses how to:

- Create Pell origination records.
- Manage Pell origination.
- View Pell disbursement data.
- Change career statuses.
- Select Pell data request types.
- Send Pell data requests.
- Verify outbound Pell data requests.
- Receive Pell data requests.
- Verify inbound Pell data requests.
- Track requests for funds from the Grants Administration and Payment System (GAPS).
- Send Pell payment records for phase-in.
- Verify outbound payment data.
- Receive Pell records for phase-in.
- Use FA EC inbound.
- Load and move Pell acknowledgment data.
- Verify inbound payment data for phase-in.

Understanding Pell Payment Processing

This section discusses:

- Pell payment processing.
- Pell processing action codes.

Pell Payment Processing

The Pell payment process begins with the submission of an origination or origination and disbursement record for payment. You use origination data to verify a student's eligibility, identify possible conflicts with other institutions, and initiate processing the disbursement record. After the origination record is received and processed, you can import an acknowledgment and response from the processor into the PeopleSoft system. The response contains the status, such as accepted, accepted with corrections, duplicate, or rejected.

Use the disbursement record to report a disbursement or expected disbursement for each student. After origination is accepted, you can process a disbursement record. If you send both records simultaneously, the system processes originations before disbursement.

Pell Processing Action Codes

This table lists Pell processing action codes:

Process Type	Pell Proc Status	Pell Trans Status	Pell Orig Status	Pell Orig Action	Pell Disb Status	Action Code	Disb Detail
After award not originated	Pending	NA	NA	NA	NA	Blank	NA
Origination	Selected	Ready	Originated	Originated	Originated	Blank	Originated
Origination without Originate Offered Awards option checked.	Pending	NA	NA	NA	NA	Blank	NA
Outbound origination	Reported	Transmitted	Transmitted	Origination transmitted	Originated	Blank	Originated
Inbound origination with action code of A.	Reported	Ready	Accepted	Origination acknowledgment received.	Originated	Blank	Originated
Inbound origination with action code of C.	Reported	Ready	Corrected	Origination acknowledgment with corrections.	Originated	Blank	Originated
Inbound origination with action code of C and Pell setup Option is Hold Corrections.	Reported	On Hold	Corrected	Origination acknowledgment with corrections.	Originated	Blank	Originated

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Process Type	Pell Proc Status	Pell Trans Status	Pell Orig Status	Pell Orig Action	Pell Disb Status	Action Code	Disb Detail
Inbound origination with action code of E.	Reported	On Hold	Rejected	Origination acknowledgment rejected.	Originated	Blank	Originated
Outbound disbursement	Reported	Transmitted	Accepted	Origination acknowledgment received.	Trans.	Blank	Disbursement transmitted
Inbound disbursement with action code of A.	Reported	Ready	Dep. on origination status.	Dep. on origination status.	Disbursed	Accepted	Disbursement acknowledgment.
Inbound disbursement with action code of C.	Reported	Ready	Dep. on origination status.	Dep. on origination status.	Disbursed	Corrected	Disb. Acc with Corrections
Inbound disbursement with action code of C and Pell setup option is Hold Corrections.	Reported	On Hold	Dep. on origination status.	Dep. on origination status.	Disbursed	Corrected	Disb. Acc with Corrections
Inbound disbursement with action code of E.	Reported	On Hold	Dep. on origination status.	Dep. on origination status.	Rejected	Rejected	Disbursement rejected

Note. A corrected status shows a new row indicating that the corrected row was replaced. A rejected disbursement record enables the Resend button which resets the Pell disbursement status to *Originated.*

Creating Pell Origination Records

The origination record establishes a student's eligibility for a specific annual award of federal Pell Grant program funds. It includes the student's annual amount calculated by your institution and cost of attendance.

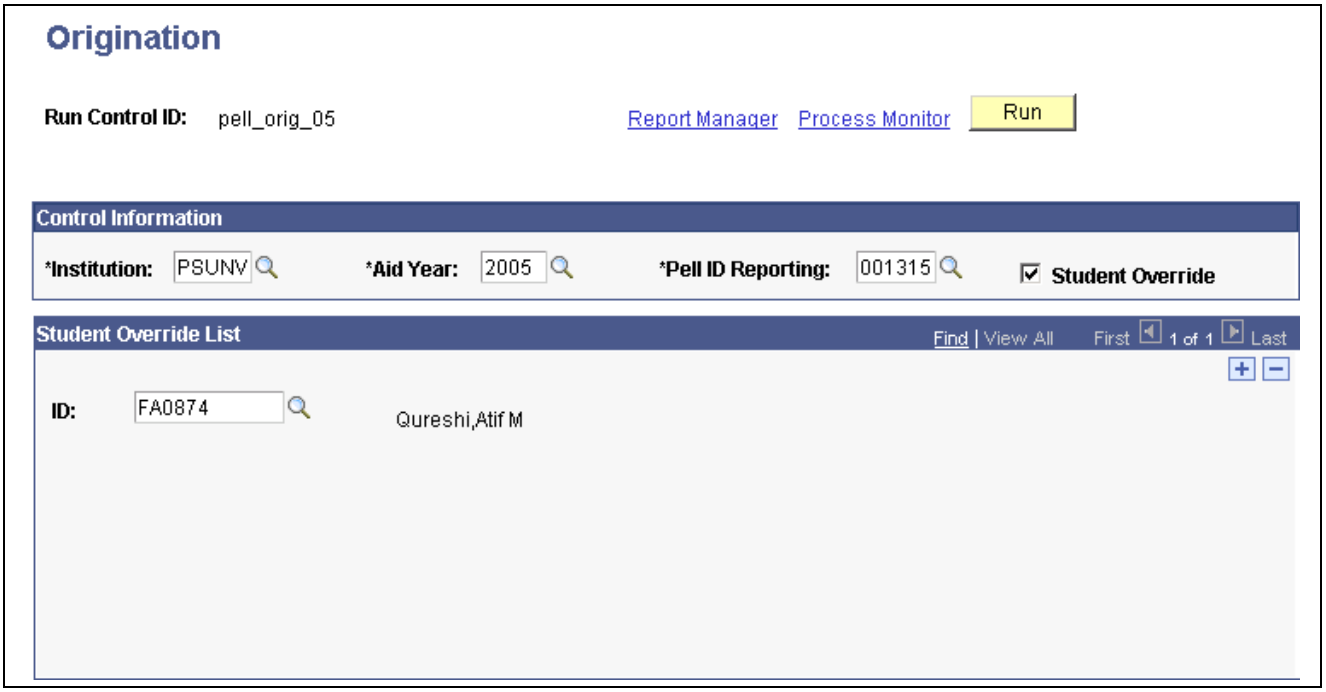
This section discusses how to generate Pell origination records.

Page Used to Create Pell Origination Records

Page Name	Object Name	Navigation	Usage
Origination	RUNCTL_PELLORIG	Financial Aid, Pell Payment, Originate Pell Payment, Origination	Generate Pell origination records.

Generating Pell Origination Records

Access the Origination page.



Origination page

Student Override Select to originate a Pell Grant for an individual student or a select group of students.

ID Select to process an individual student or a group of students. Only students who have been awarded Pell and have a process status of pending appear in the available options.

Run Click to initiate the Pell Origination COBOL SQL process (FAPPLBLO).

You can insert a new row to process additional students.

Managing Pell Origination

The origination process creates a unique ID for the student, sets the Pell processing status to send, sets the Pell transaction status to ready, and displays the date and time that the process was run.

This section discusses how to:

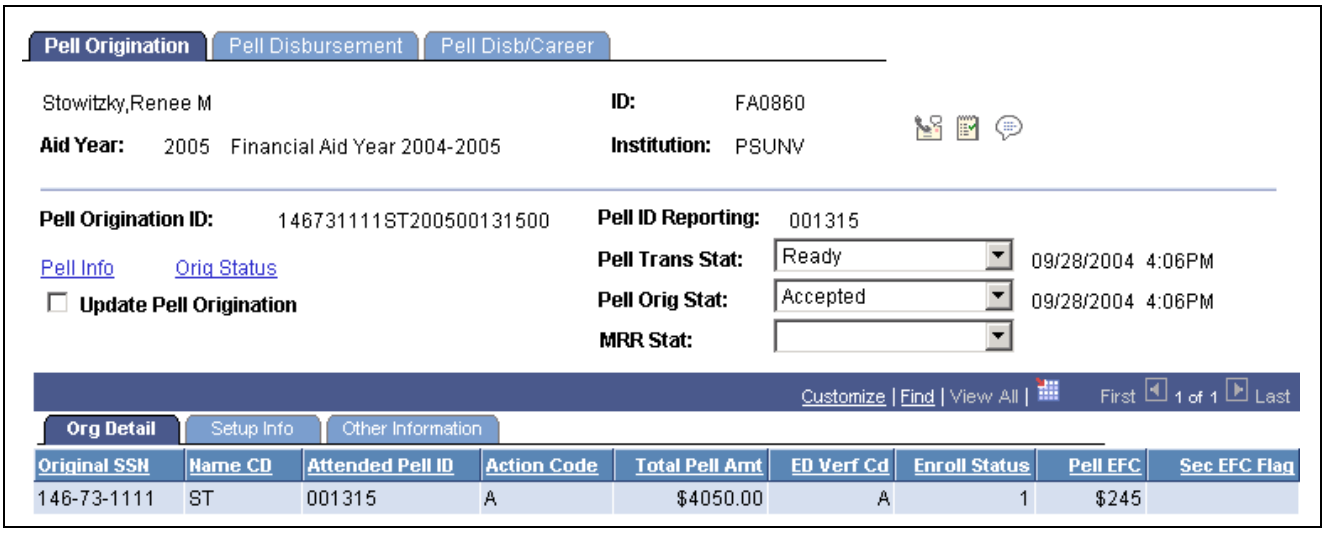
- Review results of Pell origination.
- Review Pell processing status.
- Review Pell origination action detail.
- Review Pell origination message detail.

Pages Used to Manage Pell Origination

Page Name	Object Name	Navigation	Usage
Pell Origination	PELL_ORIG_1	Financial Aid, Pell Payment, Manage Pell Payment, Pell Origination	Review results of Pell origination.
Pell Information	PELL_INFO_SEC	Click the Pell Info (Pell information) button on the Pell Origination page.	Review or change the Pell processing status.
Origination Ed Use Flags (origination education use flags)	PELL_ORG_EDUSE_SEC	Click the Ed Flags link on the Pell Origination page.	View notification that modifications have been made to your database.
Pell Orig Action Detail (Pell origination action detail)	PELL_ORIG_SEC	Click the Orig Status link on the Pell Origination page.	Review Pell origination action detail, including the ID, action sequence, and batch number.
Pell Orig Message Detail (Pell origination message detail)	PELL_ORIG_MSG_SEC	Click the Origination Message link on the Pell Orig Action Detail page.	Review Pell origination message detail.

Reviewing Results of Pell Origination

Access the Pell Origination page.



Pell Origination page: Org Detail tab

Pell Trans Stat (Pell transaction status)

Select a value to reset the status. Options are:

Review

On Hold

Ready

Transmitted

Cancel

For example, if you receive a rejected record, the Pell transaction status is set to *On Hold.* You can correct the record, change the status to *Ready,* and resend the origination. After the system has transmitted the record, this field is unavailable until you receive an acknowledgment of the process.

Pell Orig Stat (Pell origination status)

Displays the Pell origination status when the system transmits records. Values are:

Accepted: Indicates an accepted acknowledgment record.

Canceled: Indicates a cancelled Pell award from the system. Run origination again to resend.

Change to Origination: Indicates that a change was made to the student's origination record. The origination build program sets this status after you run origination. This occurs if you cancel an award or if you select the student's record using the Update Pell Origination check box.

Corrected: Indicates an accepted record with corrections.

Originated: Indicates that the origination process ran successfully.

Rejected: Indicates a rejected record. If the record is rejected, the system sets the processing status to *Review* and the transmitted status to *On Hold.*

Transmitted: Indicates that a transmit record has been built and can be exported. A corresponding response record for the student must be received before you can run another process for the student. This includes running the origination build program, requesting an outbound of a subsequent origination record, or running the outbound disbursement process.

MRR Stat (multiple reporting record status)

Displays originations and disbursements reported by more than one institution for the same student. Use this information to identify and resolve potential over award payments and concurrent enrollments before they occur. When you request multiple reporting records and load them into the system, the status of the data updates this field.

Values are:

Blocked Institution

Blocked and Concurrent

Blocker Institution

Blocker/Concurrent Enrlm (blocker and concurrent enrollment)

Concurrent Enrollment Institution

Disbursed Institution

None Found

Originated Institution

Shared SAR ID (shared student aid report ID)

Unblocked Institution

Verification W (verification without documentation)

Update Pell Origination

Select to run origination again. This changes the Pell processing status back to pending. The origination process does not pick up anything with a status other than pending. The Pell Trans Status field must be set to *Ready* to run origination again.

Original SSN (original social security number)

Displays the student's social security number from the original Free Application for Federal Student Aid (FAFSA).

Name CD (name code)

Displays the student's name code from the original FAFSA. If the social security number and name code do not match the origination ID, the system rejects the record.

Attended Pell ID

Displays the Pell ID of the campus that the student is attending.

Action Code

Displays a code to indicate that you take action. The action code value is a result of the acknowledgment record. Values are:

A: Accepted—all fields accepted.

C: Corrected—one or more fields corrected.

D: Duplicate.

E: Rejected—record was rejected.

Total Pell Amt (total Pell amount)

Displays the student's total award amount for the school year.

ED Verf Cd (education verification code)

Displays the verification status of the applicant's data. Values are:

A: Accurate

C: Calculated

T: Tolerance

R: Reprocessed

V: Verified

W: Without documentation

S: Selected but not verified

Blank.

Note. When the system builds origination, it builds the value defined on the student aid attribute record or Packaging Status Summary. When you outbound the data, the system sets the value to that required by the technical reference record layout. The system sets the values V, W, S, or Blank.

Enroll Status Not required to be reported. Displays the code that applies to the student's expected enrollment status for the award year. Values are:

1: Full-time

2: Three-quarter-time

3: Half-time

4: Less than half-time

5: Other

Pell EFC (Pell expected family contribution) Not required to be reported. Displays the student's EFC from the Institutional Student Information Record (ISIR) or Student Aid Report (SAR).

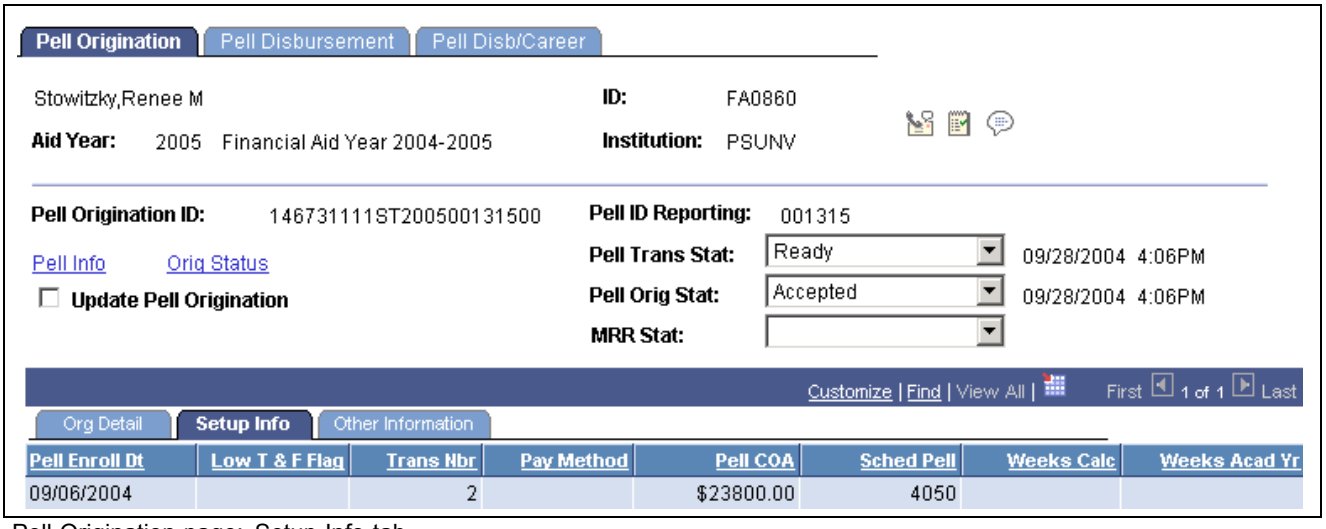
Sec EFC Flag (secondary expected family contribution flag) Displays a code to indicate which expected family contribution value is used to determine the award amount. Values are:

0: Pell award was reported previously based on the secondary EFC. Award is now based on the original EFC.

S: The Pell Grant award is based on the secondary EFC.

Setup Info

Select the Setup Info tab.



Pell Origination page: Setup Info tab

Pell Enroll Dt (Pell enroll date) Displays the first date on which the student was enrolled in an eligible program for the designated school year.

Low T&F Flag (low tuition and fees flag) The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are:

(none)

O

Range 1

Range 2

Trans Nbr (transaction number) Displays the transaction number from an eligible ISIR or SAR used to calculate the award.

Pay Method Not required to be reported. Displays the payment method formula.

Pell COA (Pell cost of attendance) Displays the cost of attendance used to calculate the Pell award amount. It must equal the COA calculated by the institution following the Pell Grant payment regulations.

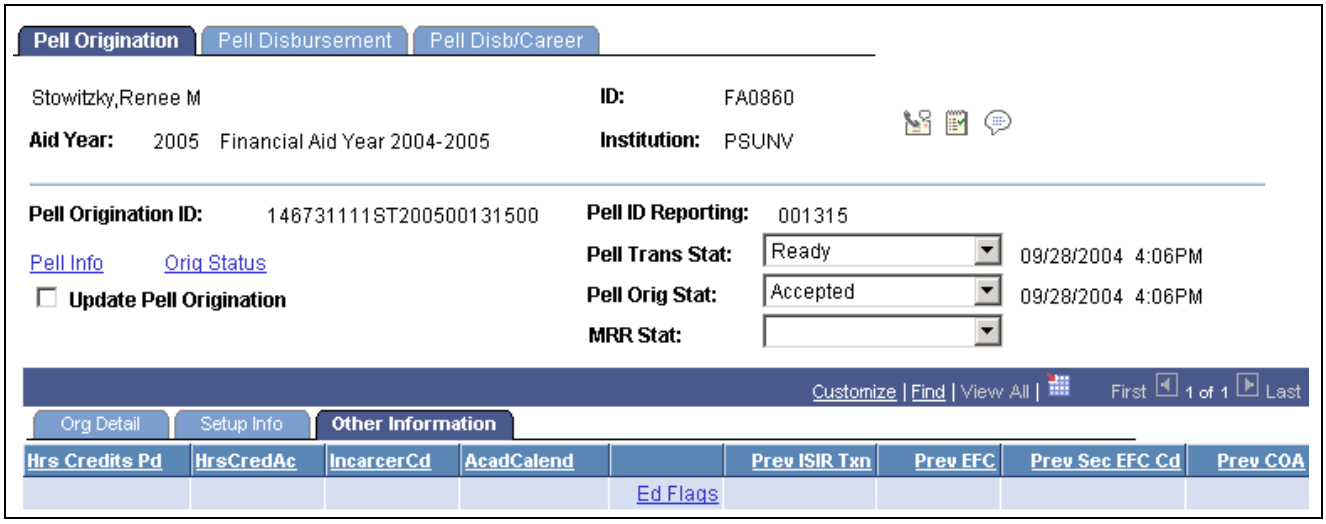
Sched Pell (schedule Pell) Displays the maximum amount of the Pell award for which a student is eligible based on full-time enrollment. The student cannot exceed the scheduled Pell award amount.

Weeks Calc (weeks calculated) Not required to be reported. Displays the number of weeks of instructional time in which the student is enrolled and paid, as part of the academic year or program as defined for each payment methodology.

Weeks Acad Yr (weeks academic year) Not required to be reported. Displays the number of weeks of instructional time in the program's academic year.

Other Information

Select the Other Information tab.



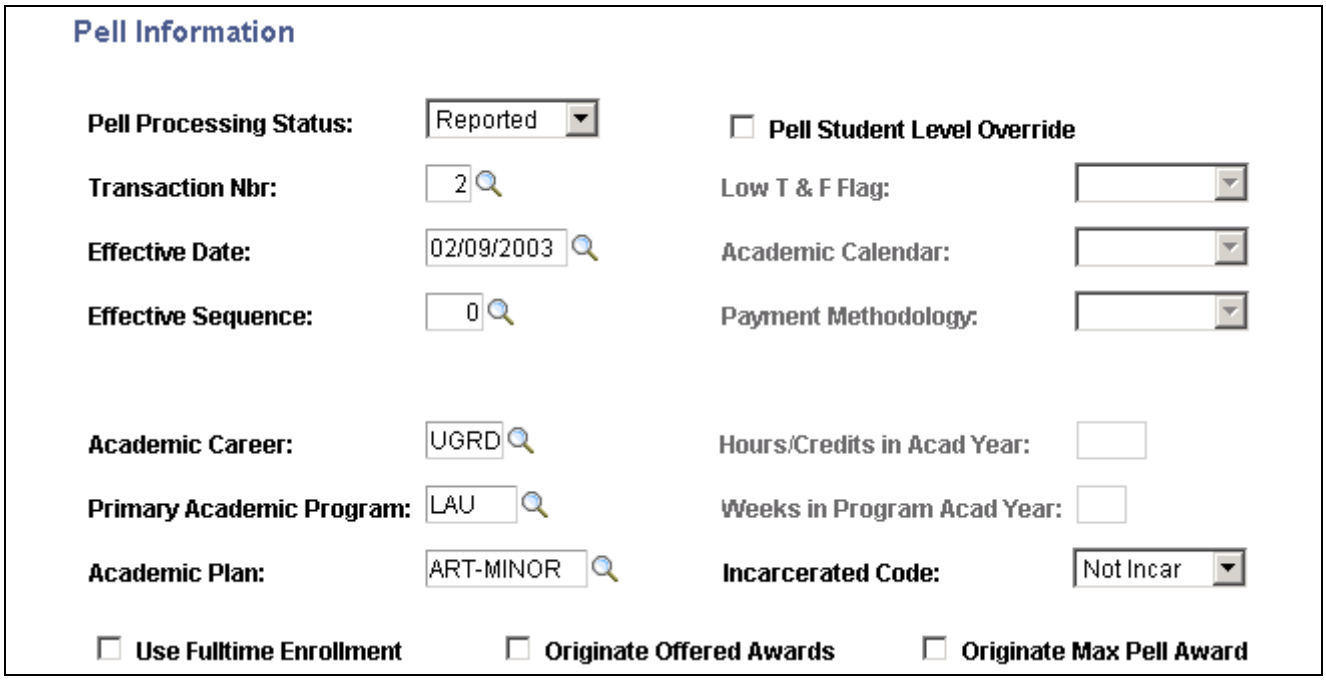
Pell Origination page: Other Information tab

Hrs Credits Pd (hours credits paid) Not required to be reported. Displays the number of credit or clock hours that the student is expected to complete and receive payment.

HrsCredAc (hours credit accepted)	Not required to be reported. Displays the number of accepted credit hours.
IncarcerCD (incarcerated code)	Displays one of these values: *N:* No longer incarcerated *Y:* Incarcerated Blank: Not incarcerated
AcadCalend (academic calendar)	Not required to be reported. Indicates the calendar that applies to the student's educational program and determines which payment methodology is accepted. Credit hours with standard terms of quarters or credit hours with standard terms of semesters or trimesters are examples of academic calendars.
Prev ISIR Txn (previous institutional student information record transaction)	Displays the previous ISIR transaction, if a change has been made.
Prev EFC (previous expected family contribution)	Displays the previous expected family contribution, if a change has been made.
Prev Sec EFC Cd (previous secondary expected family contribution code)	Displays the previous secondary expected family contribution.
Prev COA (previous cost of attendance)	Displays the previous cost of attendance based on a change to the student's cost of attendance.
Pell Info (Pell information)	Click to access the Pell Information page to view or change the Pell processing status.
Orig Status (origination status)	Click to access the Pell Orig Action Detail page to view the Pell origination ID, action sequence, and batch number.
Ed Flags (education flags)	The system activates this link when a record is inbound. Click to view the education use flags from the inbound record. These are set to inform you of modifications that were made to your database. Education use flags are also activated when the record is rejected, and they require immediate action.

Reviewing Pell Processing Status

Access the Pell Information page.



Pell Information page

The origination process defines the students for Pell payment processing, sets the Pell processing status to send, sets the Pell transaction status to ready, and displays the date and time that the process was run. You can override the transaction after you originate, but you must do this before you run any outbound process.

Pell Processing Status

Displays the Pell processing status. The system changes this field based on the process that you run for a student. Values are:

Pending: When a student is awarded a Pell Grant, the system sets the status to pending, regardless of whether the award is in offer status or accepted status. When you run origination, the system looks for students whose status is set to pending and whose Pell Grant is accepted.

Send: The system changes the status from pending to send if the process was successful.

Reported: When you outbound the Pell origination record, the system changes the status from send to reported.

Transaction Nbr (transaction number)

Select the transaction number. The system retrieves the latest effective-dated row for the student. You can override this by selecting the ISIR transaction number that you want to originate. For example, if you have multiple official ISIRs for a student, you can select the ISIR transaction that you want to send. If you know that the student is eligible for more Pell awards using a prior ISIR, you can enable the system to use that transaction instead of the last official one.

Note. When you initially run Pell origination, the system retrieves the latest effective-dated row with an official EFC status for the student. After you originate, but before you run any outbound processes, you can override the transaction by selecting a value from the options, setting the students' Pell processing status to pending and running origination again.

	The system reoriginates the record with the data from the selected transaction. The record includes the appropriate student identifier such as SSN, date of birth, and last name.
Effective Date	Select an effective date that matches the transaction number that you selected. For example, if a student has three official ISIRs, a transaction number is assigned to each effective date. If you decide to use transaction 2, select the effective date from the options with the matching transaction number.
Effective Sequence	Select an effective sequence.
Academic Career	Select the student's academic career defined by your institution.
Primary Academic Program	Select the primary academic program defined by your institution.
Academic Plan	Select the academic plan defined by your institution.
Pell Student Level Override	Select to override the payment information at the student level that you set up on the Payment Setup page.
Low T&F Flag (low tuition and fees flag)	The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are: *(none)* *O* *Range 1* *Range 2*
Academic Calendar	Not required to be reported. Select the academic calendar type. Values are: *Clock Hour* *Crdt Hr NS* (credit hour nonstandard terms) *Quarter* *Semester* *Trimester* *Hr w/o Terms* (hour without terms)
Payment Methodology	Not required to be reported. Select the payment methodology or the formula used to calculate the student's Pell Grant award. Values are: *Formula 1* *Formula 2* *Formula 3* *Formula 4* *Formula 5* *None*
Hours/Credits in Acad Year (hours or credits in academic year)	Not required to be reported. Enter the number of hours or credits in the program's academic year.

Weeks in Program Acad Year (weeks in program academic year) — Not required to be reported. Enter the number of weeks of instructional time in the program's academic year.

Incarcerated Code — Enter one of these values:

N: No longer incarcerated

Y: Incarcerated

Blank: Not incarcerated

Use Fulltime Enrollment — Select to use full-time enrollment. The system builds the field for all originated students using full-time enrollment, regardless of the student's actual enrollment. For example, if you select this check box and a student is enrolled part-time, the system reports the student as full-time. To report and originate a student as full-time with maximum Pell, you must also select the Originate Max Pell option.

Originate Offered Awards — Select to originate Pell awards with an award status of offered. If this check box is cleared, the system only originates Pell awards when the award status is accepted.

Originate Max Pell Award (originate maximum Pell award) — Select to originate Pell awards based on the maximum Pell award defined on the Pell Payment Setup page. The system originates the maximum Pell amount regardless of how much the student was offered for the Pell award.

Reviewing Pell Origination Action Detail

Access the Pell Orig Action Detail page.

Pell Orig Action Detail page

This page displays the history of the student's origination record. If the student's record has been originated, the system displays the status as originated. If the record has been transmitted, the system displays the status as transmitted. The system maintains a historical record of the action that you take when processing a student and increases the Pell origination sequence number for each action. The first sequence is when you originate the record, the second sequence is when you transmit the origination, and the third sequence is when the origination is received or acknowledged. If there is a change to the origination record, the system inserts a new sequence with an appropriate description of the action.

Seq (sequence), **Code,** and **Date** — Displays the action sequence number, the description of the action, and the date and time that the action was performed. Whenever an action takes place that affects the student with regard to a process, the system inserts a row. For example, the system inserts a row for the outbound origination and for an origination.

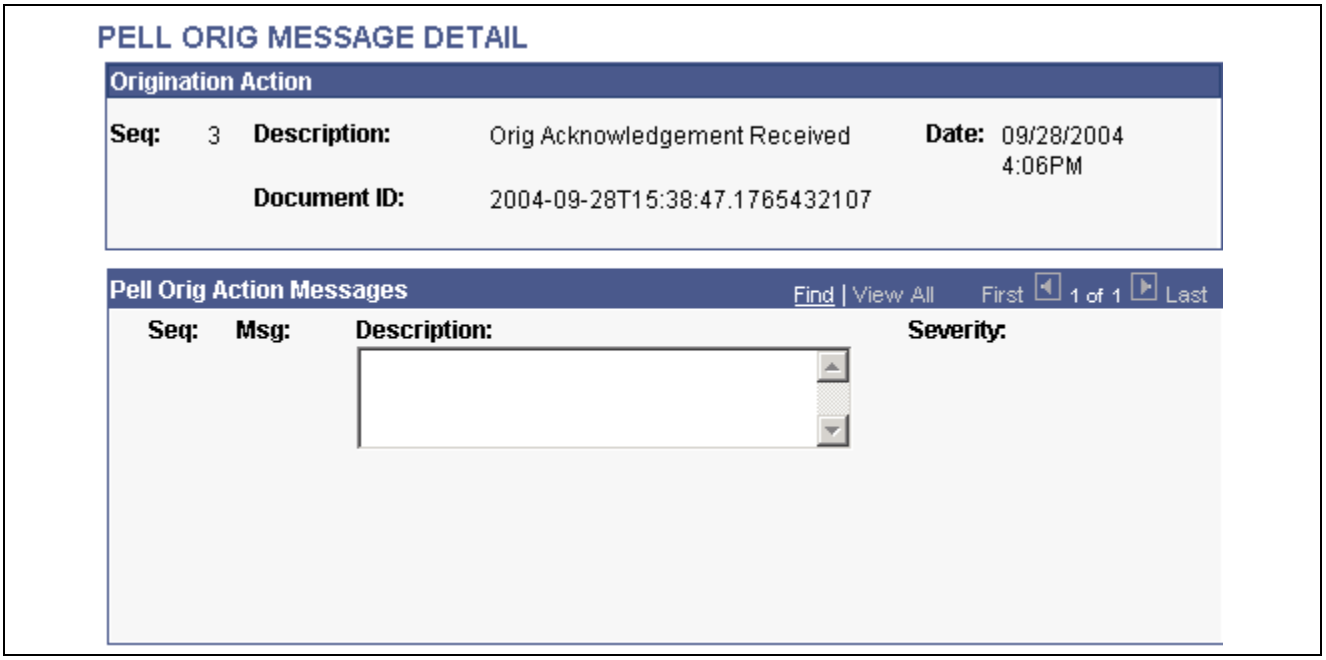
Document ID — Displays the transmission ID for the record.

User — Displays the name of the person who performed the action.

Origination Message — Click to access the Pell Origination Message Detail page, where you can view Pell origination action messages.

Reviewing Pell Origination Message Detail

Access the Pell Orig Message Detail page.



Pell Orig Message Detail page

Viewing Pell Disbursement Data

This section discusses how to:

- Review Pell disbursement results.

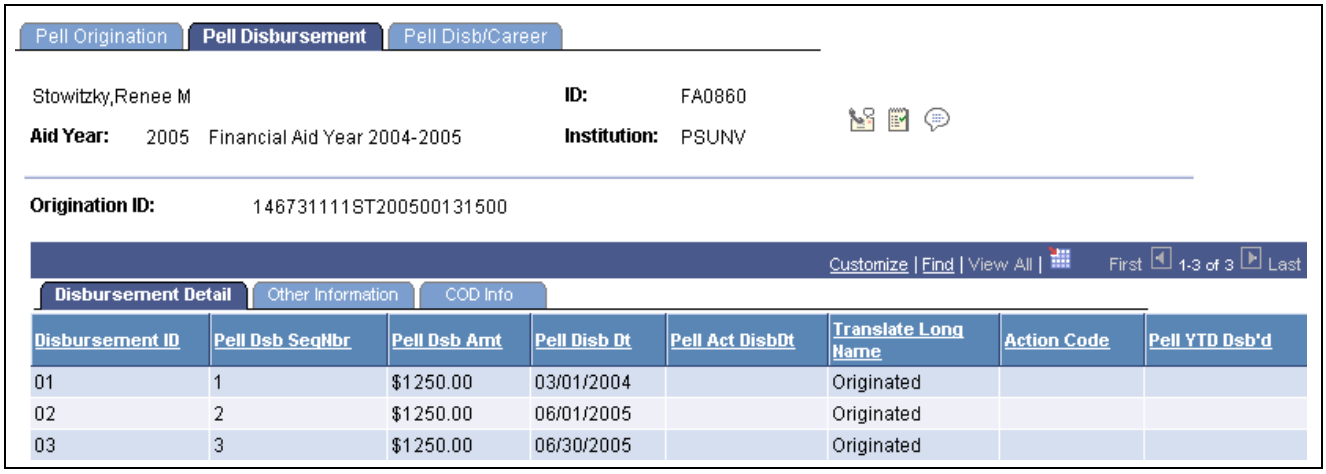
- Review Pell disbursement action detail.

Pages Used to View Pell Disbursement Data

Page Name	Object Name	Navigation	Usage
Pell Disbursement	PELL_DISB_2	Financial Aid, Pell Payment, Manage Pell Payment, Pell Disbursement	Review Pell disbursement results.
Pell Disb Action Detail (Pell disbursement action detail)	PELL_DISB_SEC	Click the Disbursement Detail link on the Pell Disbursement page (Lender Information tab).	Review Pell disbursement action detail.

Reviewing Pell Disbursement Results

Access the Pell Disbursement page.



Pell Disbursement page: Disbursement Detail tab

Disbursement ID Indicates the ID number assigned to the disbursement record.

Pell Dsb SeqNbr (Pell disbursement sequence number) Displays the order in which the process was run.

Pell Dsb Amt (Pell disbursement amount) Displays the amount of the disbursement.

Pell Act DisbDt (Pell actual disbursement date) Displays the actual date that Pell was disbursed to the student's account.

Pell Disb Status (Pell disbursement status) Displays the Pell disbursement status, based on origination, disbursement, or any other outbound process. Values are:

Originated

Disbursed

Transmitted

Action Code Displays the action. The value is a result of the acknowledgment record. Values are:

Accepted: all fields accepted.

Corrected: one or more fields corrected.

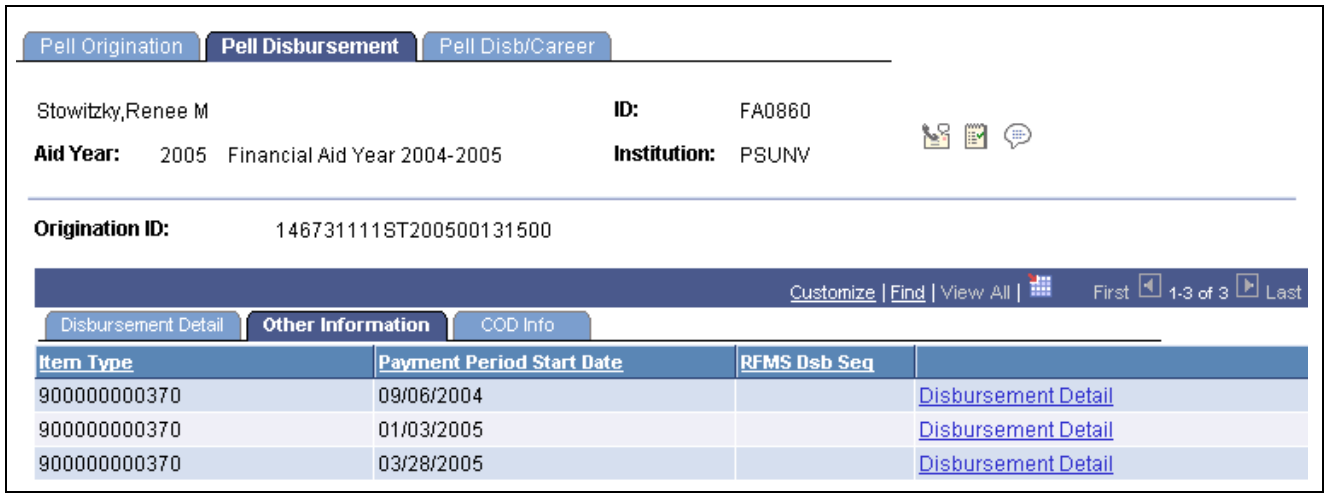
Duplicate:

Rejected: record was rejected.

Pell YTD Dsbd (Pell year-to-date disbursed) Displays the total year-to-date number of disbursements received and accepted by your institution.

Other Information

Select the Lender Information tab.



Pell Disbursement page: Other Information tab

Item Type Displays the code for the financial aid type.

Payment Period Start Date Displays the beginning date of the payment period. This is not a required field. The system displays this field if you select the Payment Period Start Date Req option on the Pell Institution Address setup page.

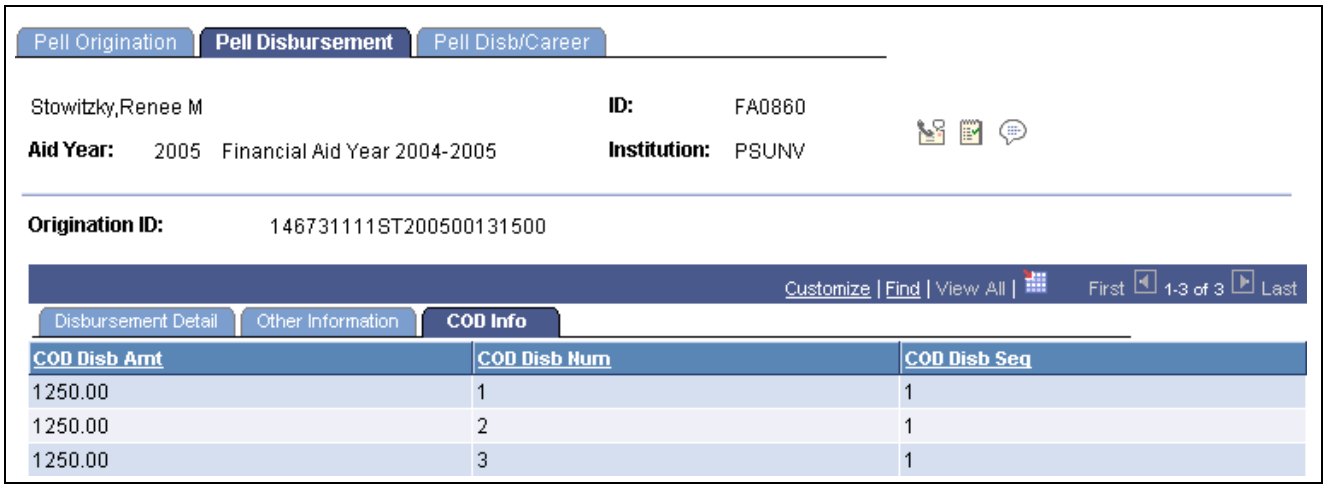
RFMS Dsb Seq (recipient financial management system disbursement sequence number) Displays the order in which this process was run. The order corresponds to the disbursement ID and enables you to track changes to specific disbursement IDs.

Disbursement Detail Click to view Pell disbursement action detail, such as the origination ID, disbursement amount, date of the action, and batch number.

Ed Flags (education flags) Click to view the education use flags from the inbound record. These are set to inform you of modifications that were made to your database. Education use flags are also activated when the record is rejected, and they require immediate action.

COD Info

Select the COD Info tab.



Pell Disbursement page: COD Info tab

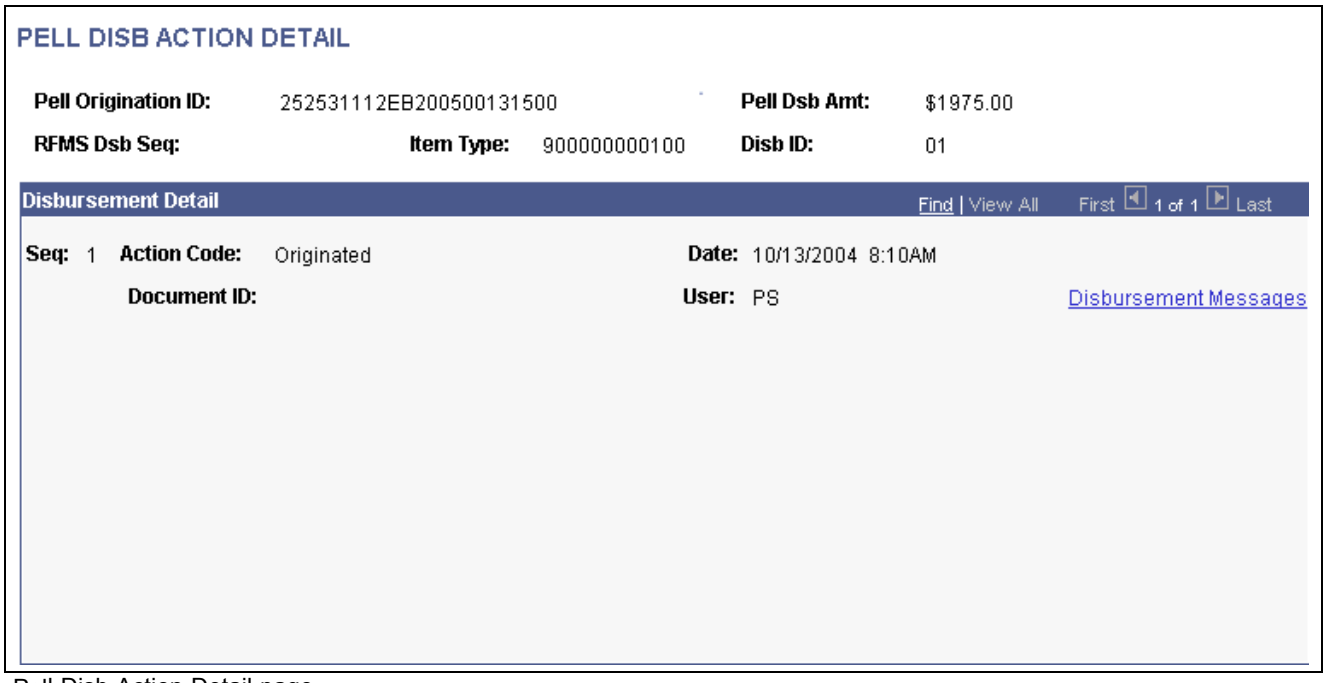
COD Disb Amt (common origination and disbursement amount) Displays the amount of funds credited or expected to be credited to a student's account.

COD Disb Num (common origination and disbursement number) Displays the disbursement number reported for a particular disbursement sequence.

COD Disb Seq (common origination and disbursement sequence) Displays the number that determines the order in which transactions must be processed for a particular disbursement number.

Reviewing Pell Disbursement Action Detail

Access the Pell Disb Action Detail (Pell disbursement action detail) page.



Pell Disb Action Detail page

Document ID	Displays the document identification that the system assigns to each student receiving a Pell Grant.
Disbursement Messages	Click to view the Pell Disbursement Message Detail page.

Changing Career Statuses

This section provides an overview of changing career statuses and discusses how to change a student's career.

Understanding Changing Career Statuses

You change a student's Pell award based on changes in the student's career. For example, assume that after you award a student a Pell Grant using an undergraduate career for the year—fall and spring terms, the student changes to an undergraduate engineering career for the spring term. You must cancel the spring Pell under the undergraduate career and award the spring Pell again, this time with the undergraduate engineering career on the award entry page. You can then use the Pell Disb/Career page to make the change to the career for the spring term before running the origination process.

After you revise the student's Pell award, the system resets the Pell processing status to pending. However, because no changes have been made to the student's origination or disbursement detail, the origination process does *not* find this student. Career is not used by Pell for payment acceptance, so the system does not outbound this data.

If you do not correct the Career field after a career change, the system picks up the cancelled award under the old career, and if that award was disbursed, the Pell process returns a negative disbursement.

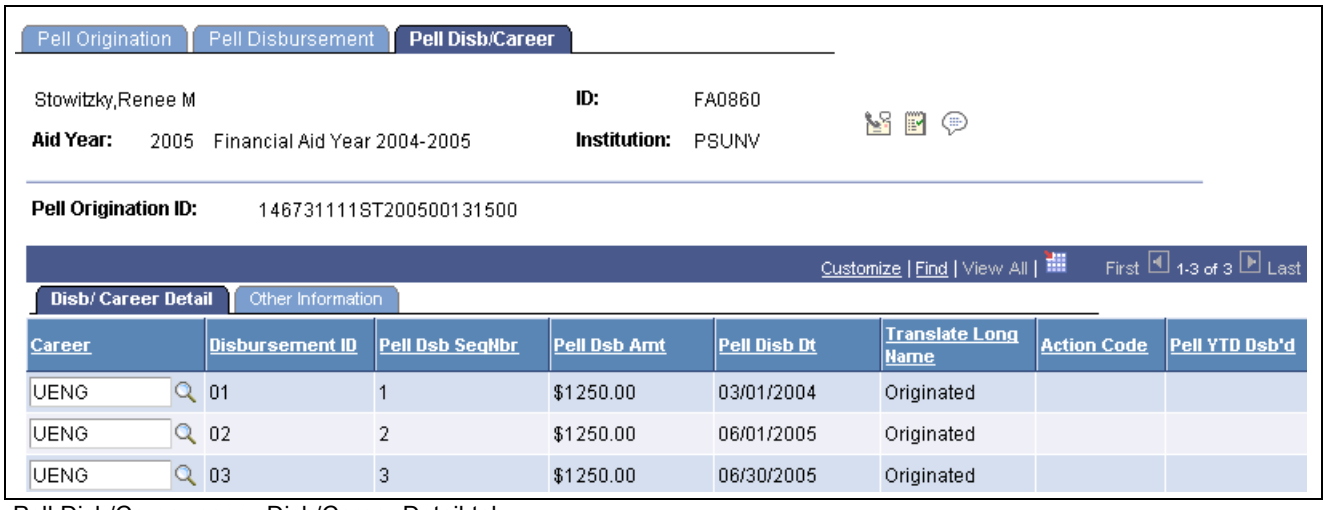
Note. You should correct the Career field after a career change. Otherwise, the system sends a disbursement request under the new career. This can result in confusion with the Department of Education, because you are simultaneously cancelling a disbursement and requesting a disbursement for the same disbursement period for the same student.

Page Used to Change Careers

Page Name	Object Name	Navigation	Usage
Pell Disb/Career (Pell disbursement and career)	PELL_DISB_1	Financial Aid, Pell Payment, Manage Pell Payment, Pell Disb/Career	Change a career on any disbursement row that was previously processed using an old career.

Changing a Student's Career

Access the Pell Disb/Career page.



Pell Disb/Career page: Disb/Career Detail tab

Career — Displays the code that represents the type of academic work done by the student.

Disbursement ID — Indicates the ID number assigned to the disbursement record.

Pell Dsb SeqNbr (Pell disbursement sequence number) — Displays the order in which the process was run.

Pell Dsb Amt (Pell disbursement amount) — Displays the amount of the disbursement.

Pell Disb Status (Pell disbursement status) — Displays the Pell disbursement status based on the origination, disbursement, or any other outbound process. Values are:

Originated

Disbursed

Transmitted

Action Code — Displays the action code, which indicates an action to be taken. The action code value is a result of the acknowledgment record. Values are:

A: Accepted, all fields accepted.

C: Corrected, one or more fields corrected.

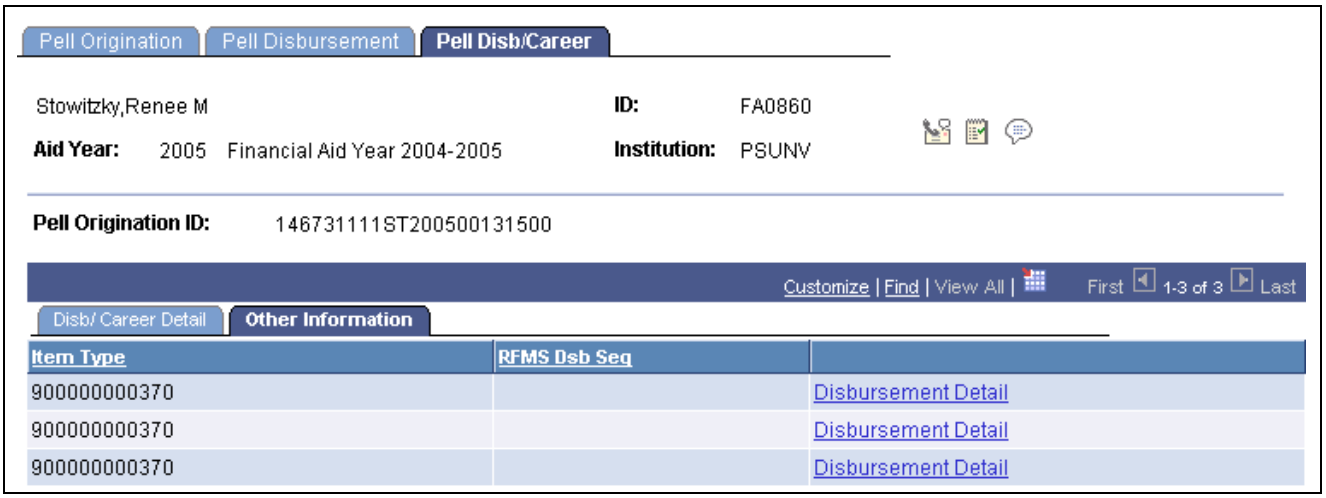
D: Duplicate.

E: Rejected, record was rejected.

Pell YTD Dsbd (Pell year-to-date disbursed) — Displays the total year-to-date number of disbursements received and accepted by your institution.

Other Information

Select the Other Information tab.



Pell Disb/Career page: Lender Information tab

Item Type Displays the code for the financial aid type.

RFMS Dsb Seq (recipient financial management system disbursement sequence number) Displays the order in which this process was run which corresponds to the disbursement ID and enables you to track changes to specific disbursement IDs.

Disbursement Detail Click to view Pell disbursement action detail such as the origination ID, disbursement amount, date of the action, and batch number.

Ed Flags (education flags) Click to view the education use flags from the inbound record. These are set to inform you of modifications that were made to your database. Education use flags are also activated when the record is rejected, and they require immediate action.

Note. If you are a COD full participant, refer to the Using Common Origination and Disbursement chapter in this book for outbound and inbound transmission usage. Phase-In transmission usage for reconciliation purposes is documented in the section, "Sending Payment Records for Phase-In" in this chapter.

See Also

Chapter 32, "Using Common Origination and Disbursement," Reviewing COD Data, page 1287

Chapter 27, "Processing Pell Payments," Sending Pell Payment Records for Phase-In, page 1205

Selecting Pell Data Request Types

This section provides an overview of Pell data requests and discusses how to select data requests.

Understanding Pell Data Requests

Use the data request record to request acknowledgment batch replacement, multiple reporting, statement of account, year-to-date information, and reconciliation. You can also use the data request record to receive multiple reporting information concerning students for whom you originate awards and who might also have awards originated at other institutions.

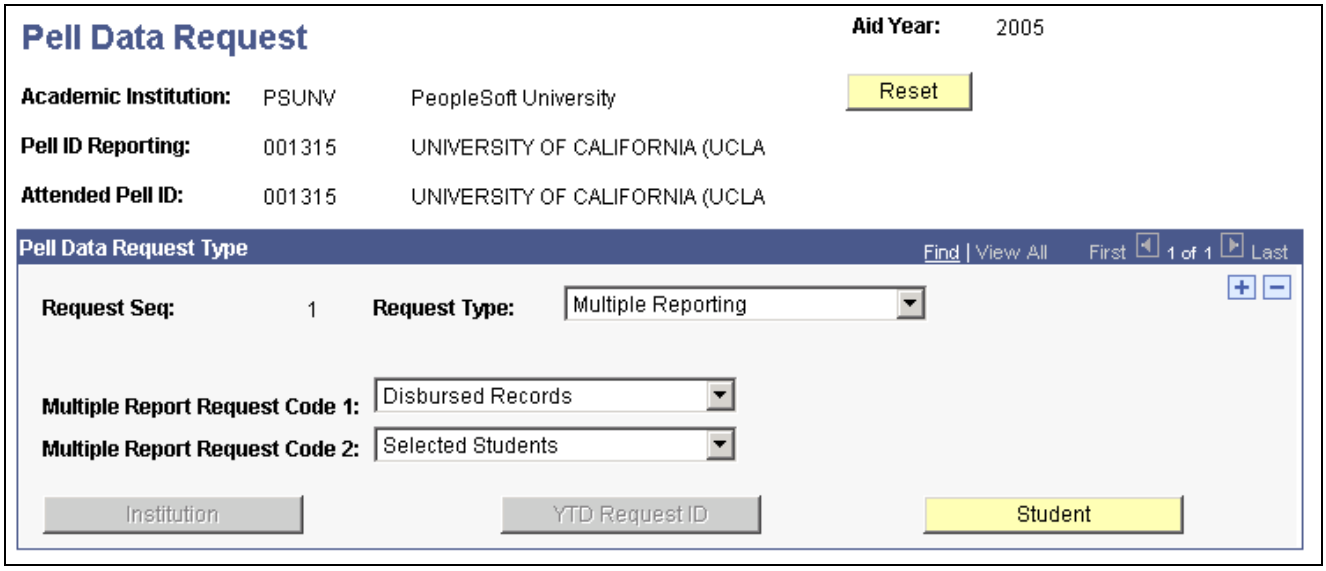
After you select the type of data request and run the process, the process for sending this data is the same as for selecting, viewing, and generating other outbound files.

Pages Used to Select Pell Data Request Types

Page Name	Object Name	Navigation	Usage
Pell Data Request	PELL_DATA_REQUEST	Financial Aid, File Management, Pell Grants, Create Pell Data Request, Pell Data Request	Select the type of data request that you want.
By Institution	PELL_DATA_INST_SEC	Click the Institution button on the Pell Data Request page.	Request multiple reporting from other institutions.
Year to Date Request IDs	PELL_DATA_ORIG_SEC	Click the YTD Request button on the Pell Data Request page.	List students for whom you want to review year-to-date data.
By Student	PELL_DATA_STDT_SEC	Click the Student button on the Pell Data Request page.	Request multiple reporting by student.

Selecting Data Requests

Access the Pell Data Request page.



Pell Data Request page

Request Type Select the request type. Values are:

Multiple Reporting: Select for multiple reporting information.

Reconciliation Request: Select for reconciliation information.

Statement of Account: Select to receive your funding levels and transactions with GAPS.

Year-to-Date: Select to receive a summary of how many originations and disbursements were sent out and how many rejections and message codes you received based on year-to-date.

You can run multiple requests. Insert a row for the next request and select the type. Each record consists of one request with a header and a trailer.

Multiple Report Request Code 1 Select *Disbursed Records* or *Originated Records.* For example, if you want to know if a student or all of your students are conflicting with other schools, you can base the request on disbursements to see if another school has disbursed to a student.

Multiple Report Request Code 2 Select *All Students, Selected Institution,* or *Selected Students.* If you want to know if a student or all of your students are conflicting with other schools, you can base the request on disbursements to see if another school has disbursed aid to a student.

Reset Click to refresh the page and to display the Multiple Report Request Code 1 and Multiple Report Request Code 2 fields.

Institution, YTD Request ID (year-to-date request ID), and **Student** These fields are available depending on the criteria that you set in the Request Type, Multiple Report Request Code 1, and Multiple Report Request 2 fields. For example, if you select *Multiple Reporting* as the request type, *Disbursed Records* or *Originated Records* as the multiple report request code 1, and *Selected Students* as the multiple report request code 2, then the Student field is available. If you select *Selected Institution* as the multiple report request code 2, then the Institution field is available. If you select *Year-to-Date* as the request type, then the YTD Request ID field is available.

Click Institution to request multiple reporting from other institutions. You can select the institution for which you are requesting data.

Click YTD Request ID to list students for whom you want year-to-date data.

Click Student to request multiple reporting by student.

Save the page.

Sending Pell Data Requests

The process for sending Pell data requests is the same as for Phase-In origination and disbursement.

This section discusses how to send Pell data requests.

See Also

Chapter 27, “Processing Pell Payments,” Sending Pell Payment Records for Phase-In, page 1205

Chapter 27, “Processing Pell Payments,” Understanding Sending Pell Records for Phase-In, page 1205

Pages Used to Send Pell Data Requests

Page Name	Object Name	Navigation	Usage
Pell Out	RUNCTL_PELLOUT0	Financial Aid, File Management, Pell Grants, Generate Pell Phase-In Data, Pell Process Out	Send Pell data requests by moving them from the database to the outbound staging tables.
FA Outbound	RUNCTL_FA_OUT	Financial Aid, File Management, Create Federal Data Files, FA Outbound	Generate outbound files.

Sending Pell Data Requests

Access the Pell Out page.

See Also

Chapter 27, "Processing Pell Payments," Selecting Pell Outbound Files, page 1206

Verifying Outbound Pell Data Requests

You can review data in the staging tables for Pell data requests and make corrections before sending these records.

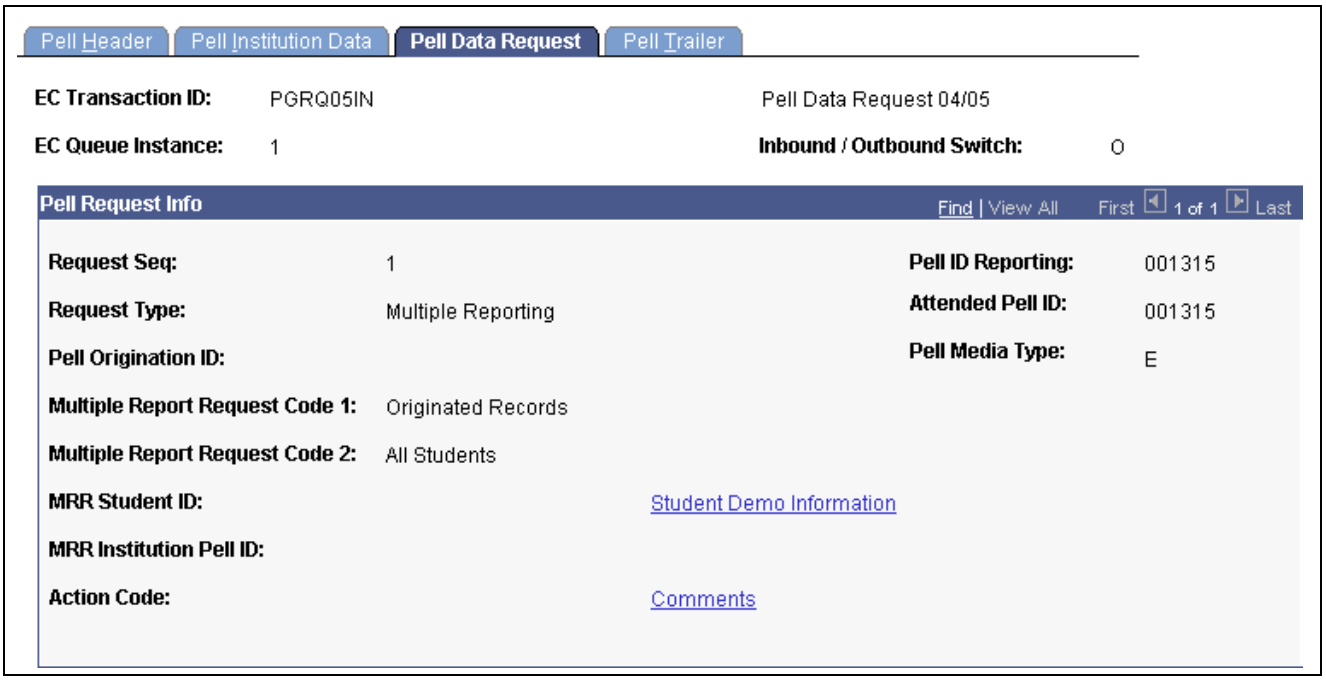
This section discusses how to review Pell data requests.

Pages Used to Verify Outbound Pell Data Requests

Page Name	Object Name	Navigation	Usage
Pell Header	PELL_HEADER_00	Financial Aid, File Management, Pell Grants, View Pell Data Requests, Pell Header	View Pell data requests.
Pell Data Request	PELL_DREG_00	Financial Aid, File Management, Pell Grants, View Pell Data Requests, Pell Data Request	Review Pell data requests.
Comments	PELL_DRQA_CMNT_SEC	Click the Comments link on the Pell Data Request Comment page.	View message codes for Pell data requests.
Pell Trailer	PELL_TRAILER_00	Financial Aid, File Management, Pell Grants, View Pell Data Requests, Pell Trailer	View the data that is reported and accepted from the inbound batch.

Reviewing Pell Data Requests

Access the Pell Data Request page.



Pell Data Request page

Request Seq (request sequence) Displays the number of times that the data request was run.

Request Type Displays a code identifying the type of request. Values are:

Batch replacement

Multiple reporting

Statement of account

Year-to-date

Reconciliation

Multiple Report Request Code 1 Indicates whether the institution is requesting originated or disbursed institutions. Values are:

Originated Records

Disbursed Records

Multiple Report Request Code 2 Indicates whether the institution is requesting by selected student, selected institution, or all students. Values are:

All Students

Selected Students

Selected Institutions

MRR Student ID (multiple reporting record student ID) Displays the student's social security number and name code for which a multiple report is requested.

MRR Institution Pell ID (multiple reporting record institution Pell ID) Displays the code for which multiple report listings are requested.

Pell ID Reporting	Displays the ID of the reporting institution.
Pell Media Type	Displays the code for the type of tape to use when sending output data. This is available for aid years prior to 2001. *E:* Send output by electronic file
Attended Pell ID	Displays the attending campus ID code assigned to your institution by the Department of Education.
Comments	Click to view the message codes on the Pell Data Request Comment page.
Student Demo Information	Click to view the student's first name, last name, middle initial, date of birth, and social security number.

Receiving Pell Data Requests

The process for receiving Pell data requests is the same as for Phase-In origination and disbursement.

See Also

Chapter 27, "Processing Pell Payments," Receiving Pell Records for Phase-In, page 1212

Verifying Inbound Pell Data Requests

After you request origination, disbursement, multiple reporting, statement of account, or year-to-date acknowledgment files, you can review the data received before loading the files to the database.

This section discusses how to:

- Review statement of account summary.
- Review statement of account detail.
- Review Pell multiple reporting data.
- Review Pell year-to-date originations.
- Review Pell year-to-date disbursements.
- Review Pell year-to-date summary.
- Review Pell reconciliation records.

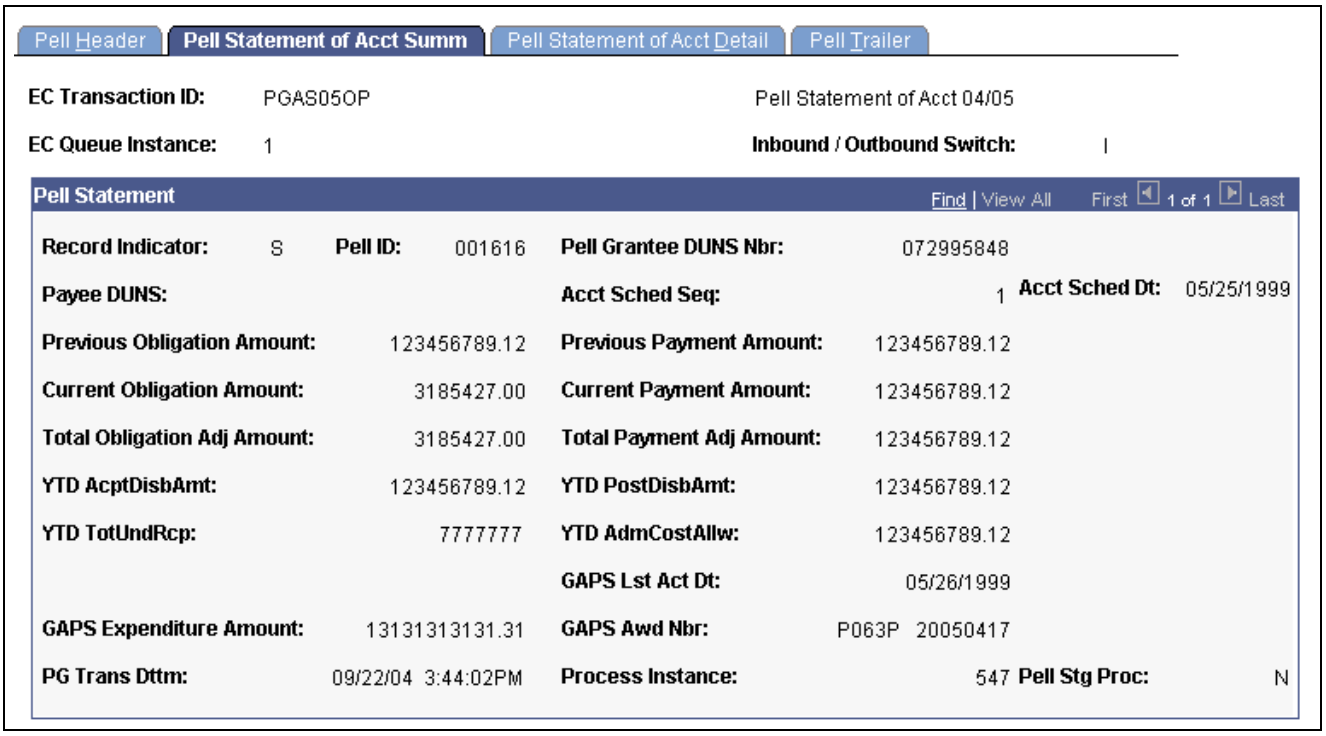
Pages Used to Verify Inbound Pell Data Requests

Page Name	Object Name	Navigation	Usage
Pell Header	PELL_HEADER_00	• Financial Aid, Pell Payment, Cash Management Reports, Review Statement of Account, Pell Header • Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Header • Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation, Pell Header • Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell Header	View the values from the inbound process.
Pell Statement of Acct Summ (Pell statement of account summary)	PELL_SAR_00	Financial Aid, Pell Payment, Cash Management Reports, Review Statement of Account, Pell Statement of Acct Summ	Review statement of account summary and GAPS information.
Pell Statement of Acct Detail (Pell statement of account detail)	PELL_SARD_00	Financial Aid, Pell Payment, Cash Management Reports, Review Statement of Account, Pell Statement of Acct Detail	Review statement of account detail, including data about adjustment amount, report date, process date, batch number, and adjustment description.
Pell Multiple Report	PELL_MRR_00	Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Multiple Report	Review multiple reporting data for students for whom you originate awards and who might also have awards originated at other institutions.
Pell MRR Institution Info	PELL_MRR_00_INST	Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell MRR Institution Info	View demographic and financial aid administrator data.
Pell YTD Originations (Pell year-to-date originations)	PELL_YTDORG_00	Financial Aid, Pell Payment, Year to Date Report, Review YTD Records, Pell YTD Originations	Review Pell year-to-date originations.
Student Demo Information	PELL_STDT_YTD_SEC	Click the Student Demo Information link on the Pell YTD Originations page.	View the student's name, date of birth, and SSN.

Page Name	Object Name	Navigation	Usage
Estimated Disbursement Dates	PELL_YTDORG_00_SEC	Click the Estimated Disbursement link on the Pell YTD Originations page.	View approximate disbursement dates.
Pell YTD Disbursements (Pell year-to-date disbursements)	PELL_YTDSB_00	Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell YTD Disbursements	Review Pell year-to-date disbursements.
Pell YTD Summary (Pell year-to-date summary)	PELL_YTDSUM_00	Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell YTD Summary	Review Pell year-to-date summary of originations and disbursements.
Comment Code	PELL_YTDSUM_00_SEC	Click the Comment Codeslink on the Pell YTD Summary page.	View the number of times that a comment code was returned to your institution on an acknowledgment.
Pell Reconciliation	PELL_RECON_00	Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation, Pell Reconciliation	Review Pell reconciliation records. Reconcile the total disbursement amount per student.
Pell Trailer	PELL_TRAILER_00	• Financial Aid, Pell Payment, Cash Management Reports, Pell Statement of Acct, Pell Trailer • Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Trailer • Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation, Pell Trailer • Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell Trailer	View inbound data.

Reviewing Statement of Account Summary

Access the Pell Statement of Acct Summ page.



Pell Statement of Acct Summ page

Record Indicator Indicates if the record is summary data. The value is:

S: Summary data

Pell ID Displays the unique ID of the reporting institution.

Payee DUNS (payee data universal numbering scheme) Displays the number assigned to the payee institution.

Previous Obligation Amount Displays the amount of your institution's previous obligation balance.

Current Obligation Amount Displays the amount of your institution's current obligation balance.

Total Obligation Adj Amount (total obligation adjustment amount) Displays a total of all adjustments to obligations for the GAPS award number.

YTD AcptDisbAmt (year-to-date accepted disbursement amount) Displays the year-to-date total of disbursements.

YTD TotUndRcp (year-to-date total unduplicated recipients) Displays the year-to-date number of unduplicated recipients at your institution.

GAPS Expenditure Amount (Grants Administration and Payment System expenditure amount) Displays the current expenditure amount in GAPS.

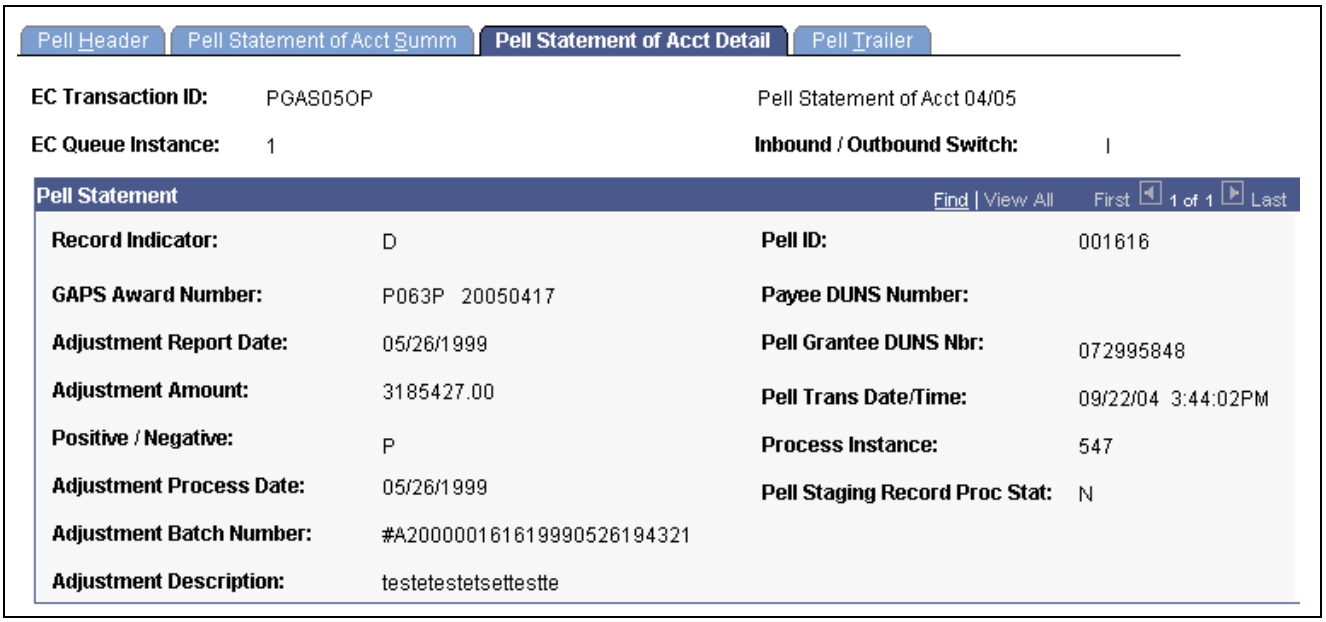
PG Trans Dttm (Pell Grant transaction date time)	Displays the Pell Grant transaction date and time generated by the transmission.
Pell Grantee DUNS Nbr (Pell grantee data universal numbering scheme number)	Displays the number assigned to the reporting institution by the Department of Education.
Acct Sched Seq (account scheduled sequence)	Displays the sequence number to track accounting schedules.
Acct Sched Dt (account scheduled date)	Displays the date of your current accounting schedule.
Previous Payment Amount	Displays the amount of your institution's previous payment balance. This does not apply to advance funding institutions.
Current Payment Amount	Displays the amount of your institution's current payment balance. This does not apply to Advance Funding Institutions.
Total Payment Adj Amount (total payment adjustment amount)	Displays the total adjustments to payment for the GAPS award number. This does not apply to Advance Funding Institutions.
YTD PostDisbAmt (year-to-date posted disbursement amount)	Displays the year-to-date total posted disbursement amount.
YTD AdmCostAllw (year-to-date administration cost allowance)	Displays the year-to-date amount paid to your institution.
GAPS Lst Act Dt (Grants Administration and Payment System last account date)	Displays the date on which GAPS last posted a transaction for the GAPS award number.
GAPS Awd Nbr (Grants Administration and Payment System award number)	Displays the GAPS award number, which is used to identify a unique funding transaction for an institution.

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Statement of Account Detail

Access the Pell Statement of Acct Detail page.



Pell Statement of Acct Detail page

Record Indicator Indicates if the record is the YTD origination or YTD Disbursement. The values are:

O: Origination

D: Disbursement

GAPS Award Number (Grants Administration and Payment System award number) Displays the GAPS award number, which is used to identify a unique funding for an institution.

Adjustment Report Date Displays the date adjustment batch reported.

Adjustment Amount Displays the amount of your institution's adjustment batch.

Positive / Negative Indicates an adjustment value of *P* for positive or *N* for negative.

Adjustment Process Date Displays the date on which GAPS processed the adjustment batch.

Adjustment Batch Number Displays the batch number that generated the adjustment.

Adjustment Description Describes the type of batch.

Pell ID Displays the unique ID of the reporting institution.

Payee DUNS Number (payee data universal numbering scheme number) Displays the data universal numbering scheme number assigned to the payee institution.

Pell Grantee DUNS Nbr (Pell grantee data universal numbering scheme number) Displays the Pell grantee data universal numbering scheme number assigned to the reporting institution.

Pell Trans Date/Time (Pell transaction date and time) Displays the date and time of the Pell transaction generated by the COBOL or EDI Manager process.

Process Instance Displays the occurrence number assigned by the inbound acknowledgment process.

Pell Staging Record Proc Stat(Pell staging record processing status) Displays the values:

E: Error

N: Not Processed

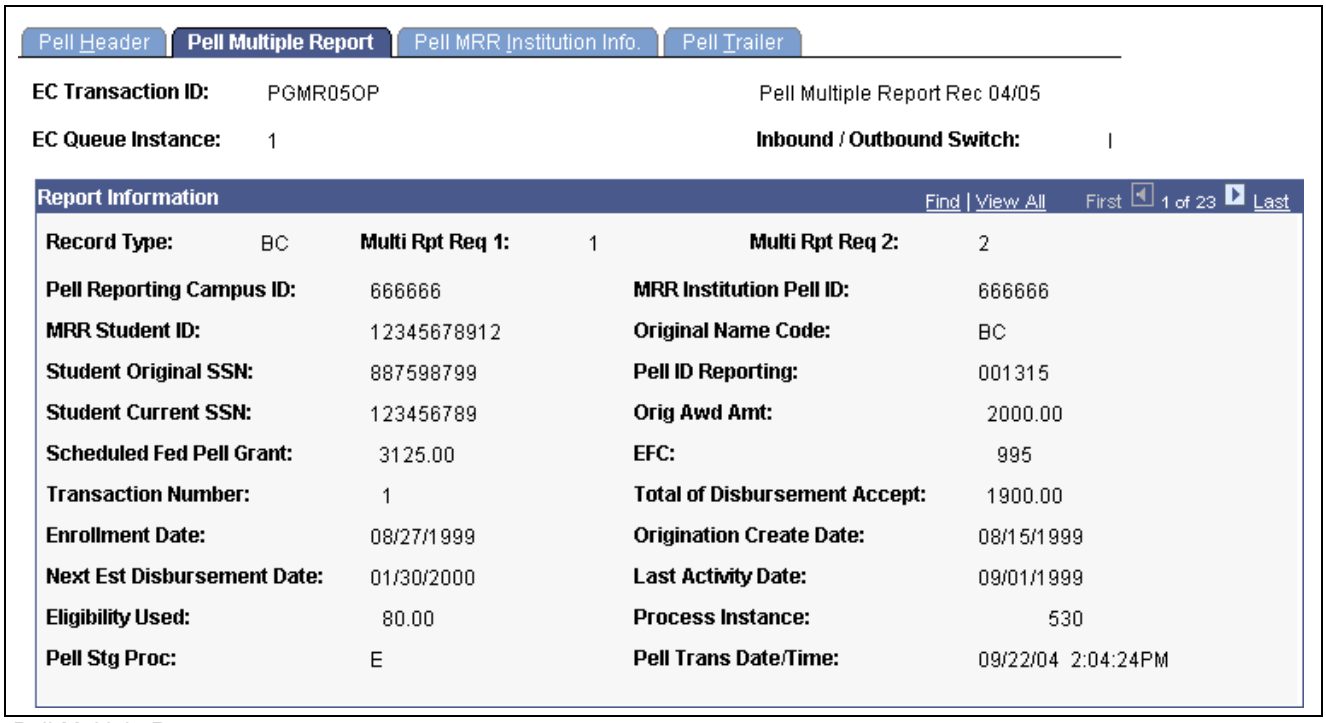
P: Processed

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Multiple Reporting Data

Access the Pell Multiple Report page.



Pell Multiple Report page

Record Type Displays a code indicating the reason that the institution is receiving the record. Values are:

RO: Originated institution

RD: Disbursed institution

RN: None found

CE: Concurrent enrollment institution

PB: Blocked institution

PR: Blocker institution

PU: Unblocked institution

BC: Blocked and concurrent enrollment

RC: Blocker and concurrent enrollment

VW: Verification W

SI: Shared SAR ID

Multi Rpt Req 1 (multiple reporting request 1) Displays a code indicating whether your institution is requesting originated or disbursed institutions. Values are:

O: Send originated institutions

D: Send disbursed institutions

Multi Rpt Req 2 (multiple reporting request 2) Displays a code indicating whether your institution is requesting by selected student, selected institution, or all students. Values are:

A: Send list of other institutions for all students.

S: Send other institution for students listed in record.

I: Send student for listed institutions listed in record.

Pell Reporting Campus ID Displays the ID of the requesting institution.

MRR Student ID (multiple reporting record student ID) Displays the student's social security number and name code for which a multiple report is requested. This field is blank for concurrent enrollment and potential over-award records.

Student Original SSN (student original social security number) Displays the student's original social security number from the origination record.

Student Current SSN (student current social security number) Displays the student's current social security number.

Scheduled Fed Pell Grant Displays the maximum amount of Pell aid for which a student is eligible based on full-time enrollment. The student cannot exceed the scheduled Pell award.

Transaction Number Displays the transaction number from the eligible ISIR or SAR used to calculate the award.

Enrollment Date Displays the first date on which the student was enrolled in an eligible program for the designated school year.

Next Est Disbursement Date (next estimated disbursement date) Displays the estimated date of the next disbursement.

Eligibility Used Displays the percentage of the student's eligibility used by the institution.

MRR Institution Pell-ID (multiple reporting record institution Pell ID) Displays the institution code for which multiple reporting listings are requested. This field is blank for concurrent enrollment and potential over-award records.

Original Name Code Displays the student's name code from the origination record.

Orig Awd Amt (origination award amount) Displays the annual award amount that appears on the origination record.

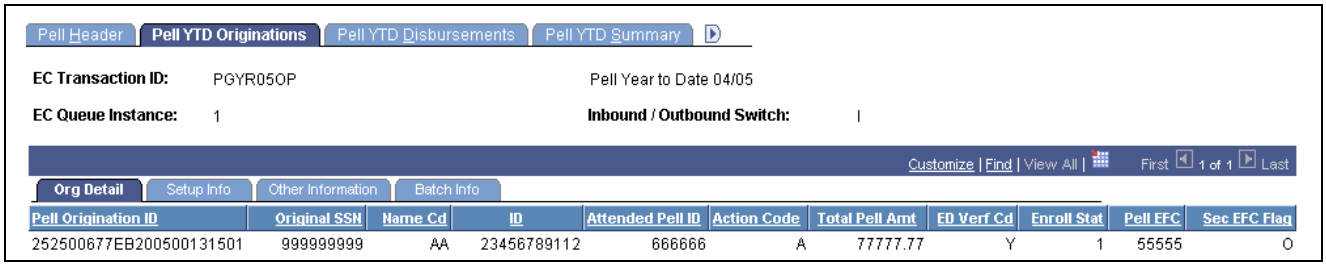
Total of Disbursement Accepted	Displays the total amount of all disbursements accepted for the student.
Origination Create Date	Displays the date on which the origination was created.
Last Activity Date	Displays the date on which the last payment was received from the institution.
Pell Trans Date/Time (Pell transaction date and time)	Displays the date and time of the Pell transaction generated by the COBOL or EDI Manager process.

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Year-to-Date Originations

Access the Pell YTD Originations page.



Pell YTD Originations page: Org Detail tab

The following fields are common to this component.

EC Transaction ID (electronic commerce transaction identification)	Indicates the actual process run and is the same as the message classes on the record layout.
EC Queue Instance (electronic commerce queue instance)	Displays a unique number generated by the Pell outbound process. This number is associated with the batch to which this record belongs.
Inbound/Outbound Switch	Displays whether the process is *I* (inbound) or *O* (outbound).

Org Detail

Pell Orgination ID	Identifies a specific origination.
Original SSN (original social security number	Displays the student's social security number from the origination record.
Name CD	Displays the student's name code from the origination record.
ID	Displays the student's institutionally defined unique identification number.
Attended Pell ID	Displays the attending school identification.
Action Code	Displays a code that indicates an action to be taken. The action code value is a result of the acknowledgment record. The code values are: *A:* Accepted, all fields accepted

C: Corrected, one or more fields corrected

D: Duplicate

E: Rejected, record was rejected

Total Pell Amt (total Pell amount) — The amount of the Pell award for the student's entire school year.

ED Verf Cd (education verification code) — Displays the verification status of the student's data by the school. Values are:

V: Verified

W: Without documentation

S: Selected, but not verified blank.

Enroll Stat (enrollment status) — Displays the enrollment status code which applies to the student's expected enrollment status for the award year. Values are:

1: Full time

2: 3/4 time

3: 1/2 time

4: Less than half time

5: Enrollment change from one pay period to another or student attends more than the number of terms in the full academic year.

Pell EFC (Pell expected family contribution) — Displays the Pell expected family contribution, which must equal the student's EFC from the ISIR or SAR.

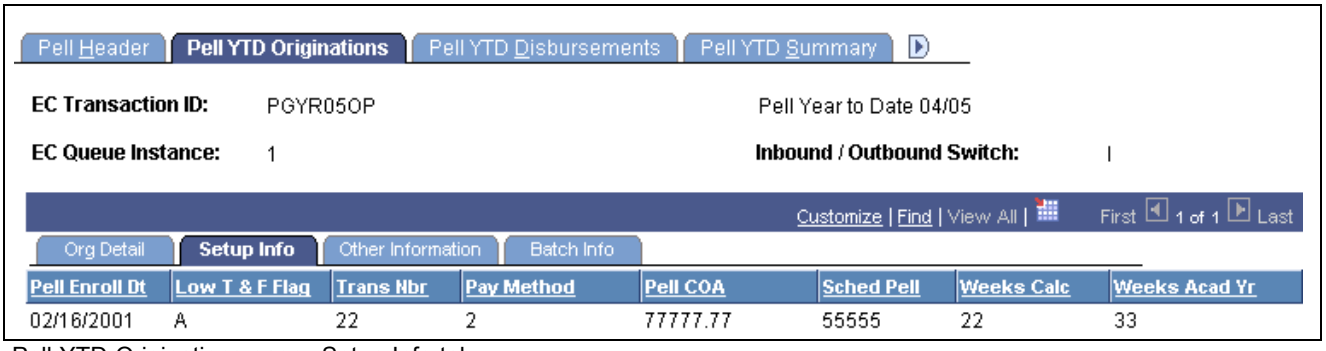
Sec EFC Flag (secondary expected family contribution flag) — Displays a code to indicate which expected family contribution value is used to determine the award amount. Values are:

0: Pell award was reported previously based on the secondary EFC. Award is now based on the original EFC.

S: The Pell Grant award is based on the secondary EFC.

Setup Info

Select the Setup Info tab.



Pell YTD Originations page: Setup Info tab

Pell Enroll Dt (Pell enrollment date) — Displays the first date that the student was enrolled in an eligible program for the designated school year.

Low T&F Flag (low tuition and fees flag) The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are:

(none)

O

Range 1

Range 2

Trans Nbr (transaction number) Displays a transaction number from an eligible ISIR or SAR that is used to calculate the award.

Pay Method Displays the formula code used to calculate the student's federal Pell Grant award. It determines the data required for enrollment status, weeks of instructional time, and clock hours in the academic year, and credit/clock hours that the student is expected to complete.

Pell COA (Pell cost of attendance) Displays the cost of attendance used to calculate the Pell Award amount. This value must equal the COA calculated by the institution following the Pell Grant Payment regulations.

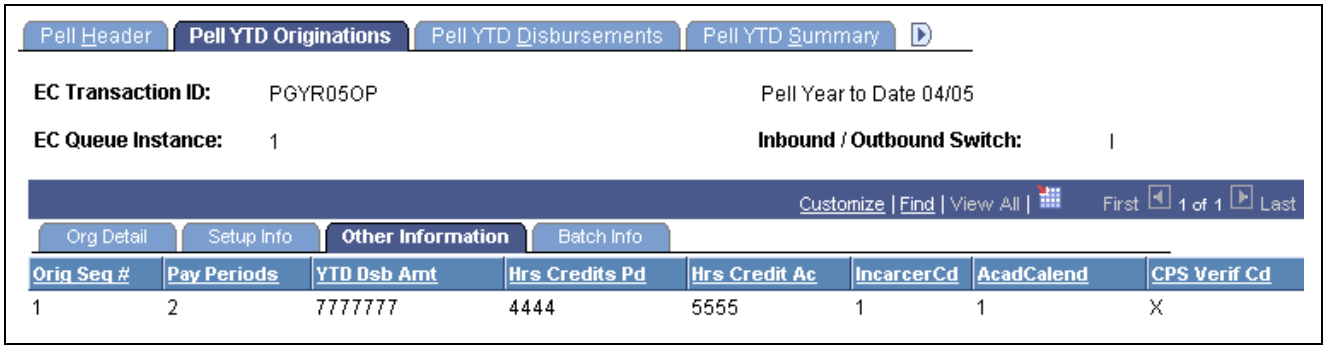
Sched Pell (schedule Pell) Displays the scheduled Pell amount for a full-time student.

Weeks Calc (weeks calculation) Displays the number of weeks of instructional time that the student is to be enrolled and paid. The number of weeks is used to calculate payment.

Weeks Acad Yr (weeks academic year) Displays the number of weeks of instructional time in the program's academic year.

Other Information

Select the Lender Information tab.



Pell YTD Originations page: Other Information tab

Orig Seq# (origination sequence number) Represents the number of times that the Pell origination has been run for the student.

Pay Periods Displays the number of terms or payment periods in the student's school year.

YTD Dsb Amt (year-to-date disbursement amount) Displays the total amount of processed disbursements by the processor.

Hrs Credit Pd (hours credit paid) Displays the number of hours that you expect the student to complete and to be paid for the award year.

Hrs Credit Ac (hours credit academic) Displays the total number of credit/clock hours in the academic year for the student's program of study.

IncarcerCd (incarcerated code) Displays a code to indicate the student's incarcerated status. Values are:

N: No longer incarcerated

Y: Incarcerated

(blank): Not incarcerated

AcadCalend (academic calendar) Displays the calendar that applies to the student's educational program. Values are:

1: Credit hour (nonstandard terms).

2: Use standard quarters.

3: Use standard semesters.

4: Use standard trimesters.

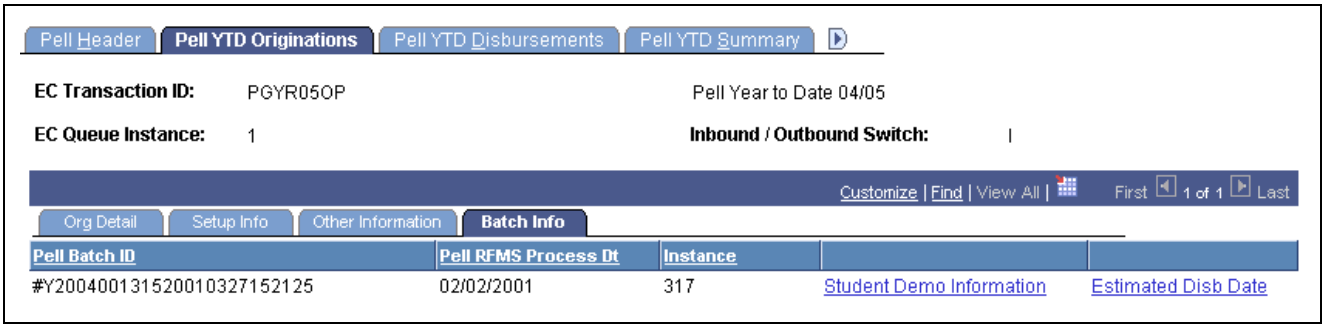
5: Academic progress by clock hours.

6: Credit hour without terms.

CPS Verif Cd (Central Processing System verification code) Indicates whether the CPS selected the student for institutional verification of applicant data as of the transaction number reported

Batch Info

Select the Batch Info tab.



Pell YTD Originations page: Batch Info tab

Pell Batch ID Displays a unique number generated by the institution to identify a specific batch of records.

Pell RFMS Process Dt (Pell Recipient Financial Management System process date) Displays the date that this record was processed by the processor.

Instance Displays the process number associated with the specific occurrence of the process.

Student Demo Information Click the Student Demo Information link to access the Student Demo Information page, on which you can view the student's name, social security number, and date of birth.

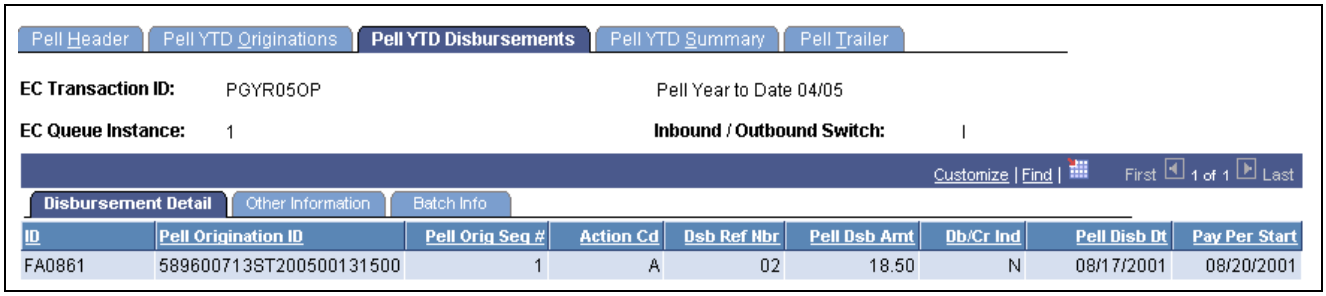
Estimated Disb Date (estimated disbursement date) Click the Estimated Disb Date link to access the Estimated Disbursement Date page, on which you can view estimated disbursement dates.

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Year-to-Date Disbursements

Access the Pell YTD Disbursements page.



Pell YTD Disbursements page: Disbursement Detail tab

Disbursement Detail

ID Displays the student's institutionally defined unique identification number.

Pell Origination ID Displays a unique number used to identify an origination.

Pell Orig Seq # (Pell origination sequence number) Displays the number of times that the Pell origination has been run for the student.

Action Cd (action code) Displays a code that indicates an action to be taken. The action code value is a result of the acknowledgment record. The code values are:

A: Accepted, all fields accepted.

C: Corrected, one or more fields corrected.

D: Duplicate.

E: Rejected, record was rejected.

Dsb Ref Nbr (disbursement reference number) Displays the number of the disbursement per student for the award year.

Pell Dsb Amt (Pell disbursement amount) Displays the amount of disbursement for the student's payment period. This is the accepted amount that comes from the processor.

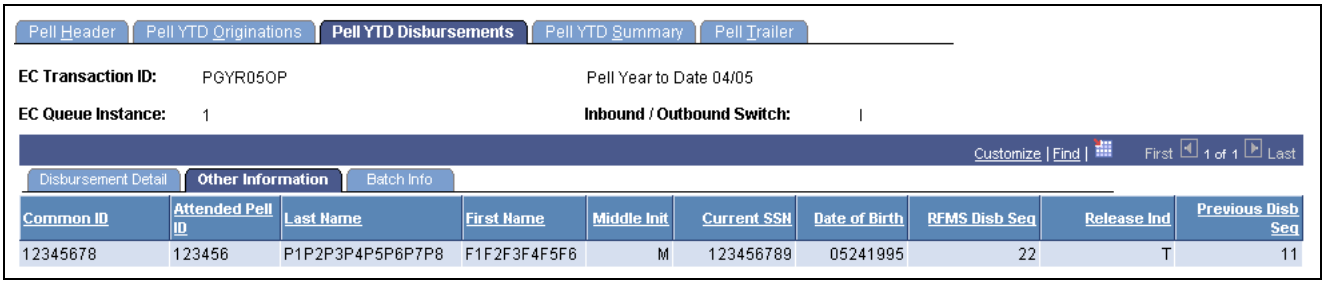
Db/Cr Ind (debit or credit indicator) Indicates whether the disbursement amount is *P* (positive) or *N* (negative).

Pell Disb Dt (Pell disbursement date) Displays the date that the disbursement was or will be made to the student.

Pay Per Start (payment period start) Displays the beginning date of the payment period.

Other Information

Select the Other Information tab.



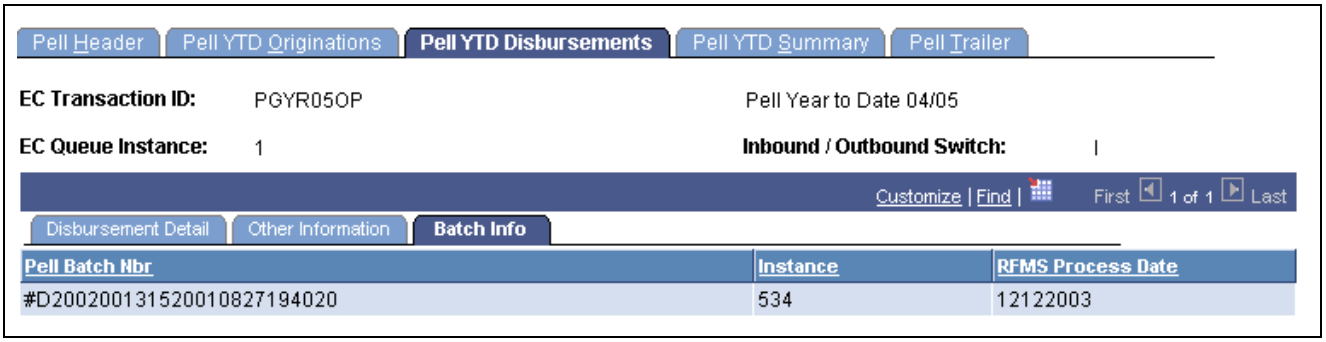
Pell YTD Disbursements page: Other Information tab

Common ID Displays the common school identifier that is a randomly generated eight digit number assigned by the Department of Education

Attended Pell ID Displays the Pell ID of the campus that the student attended.

Batch Info

Select the Batch Info tab.



Pell YTD Disbursements page: Batch Info tab

Pell Batch Nbr (Pell batch number) Indicates a number generated by the institution to identify a specific batch of records.

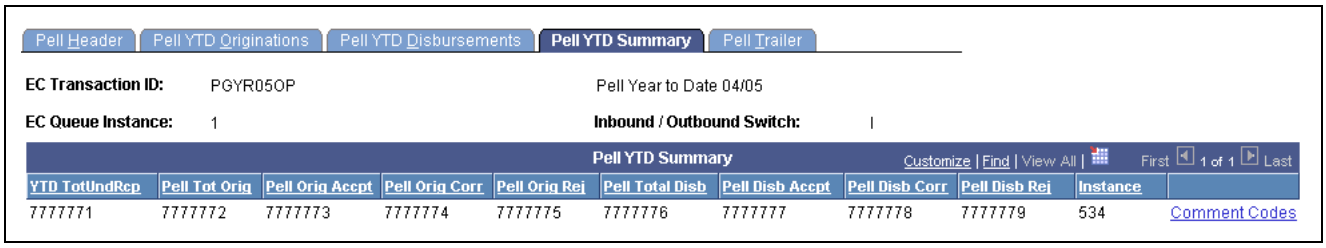
Instance Displays the process number associated with the specific occurrence of the process.

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Year-to-Date Summary

Access the Pell YTD Summary page.



Pell YTD Summary page

YTD TotUndRcp (year-to-date total unduplicated recipients) Displays the year-to-date number of recipients not duplicated for your institution.

Pell Tot Orig (Pell total originations) Displays the total number of originations received for your institution.

Pell Orig Accpt (Pell originations accepted) Displays the number of originations received and accepted for your institution.

Pell Orig Corr (Pell originations corrected) Displays the number of originations received and corrected for your institution.

Pell Orig Rej (Pell originations rejected) Displays the number of originations received and rejected for your institution.

Pell Total Disb (Pell total disbursements) Displays the number of disbursements received and accepted for your institution.

Pell Disb Corr (Pell disbursements corrected) Displays the number of disbursements received and corrected for your institution.

Pell Disb Rej (Pell disbursements rejected) Displays the number of disbursements received and rejected for your institution.

Instance Displays the process number associated with the specific occurrence of the process.

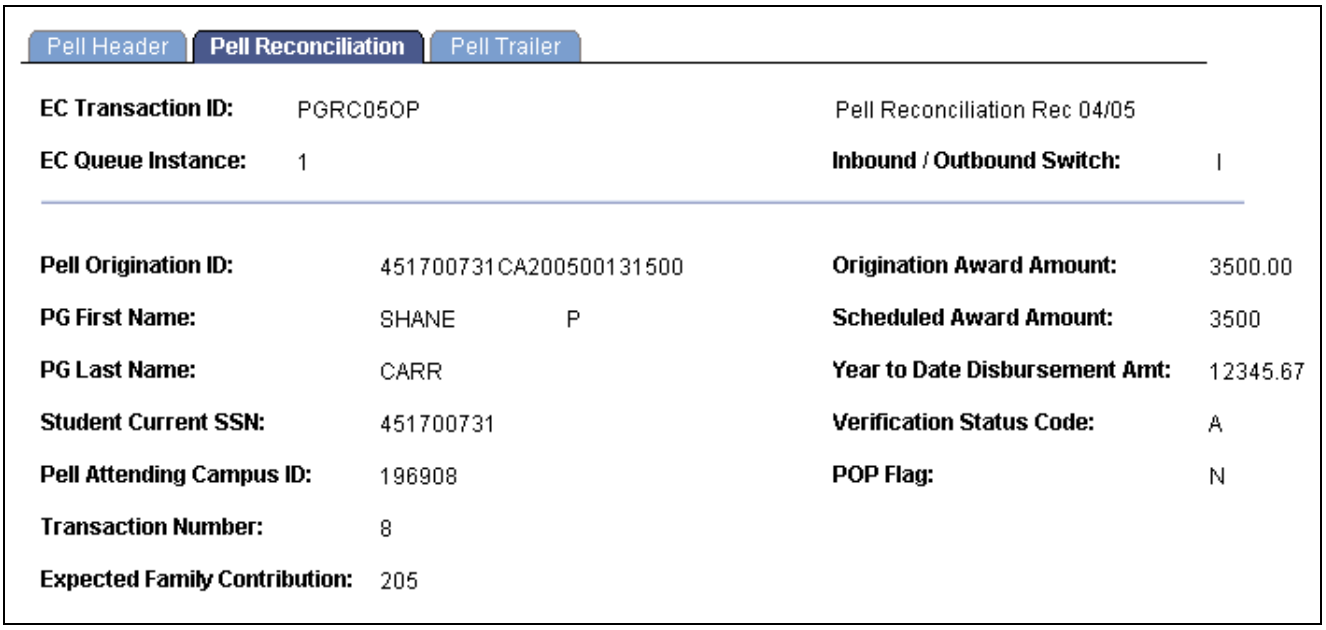
Comment Codes Click to view the number of times that a comment code was returned to your institution on an acknowledgment.

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Reconciliation Records

Access the Pell Reconciliation page.



Pell Reconciliation page

Transaction Number Displays the transaction number from the eligible SAR or ISIR used to calculate the award.

Expected Family Contribution Displays the amount that the family is expected to contribute toward the student's cost of attendance.

Origination Award Amount Displays the annual award amount on the origination record.

Scheduled Award Amount Displays the award amount that the student is scheduled to receive.

Year to Date Disbursement Amt (year-to-date disbursement amount) Displays the year-to-date disbursement amount that the student received.

POP Flag (potential over-award payment flag) Indicates that more than one institution is requesting payment for the same student.

See Also

Common Origination and Disbursement (COD) Technical Reference

Tracking Requests for Funds From GAPS

This section discusses how to:

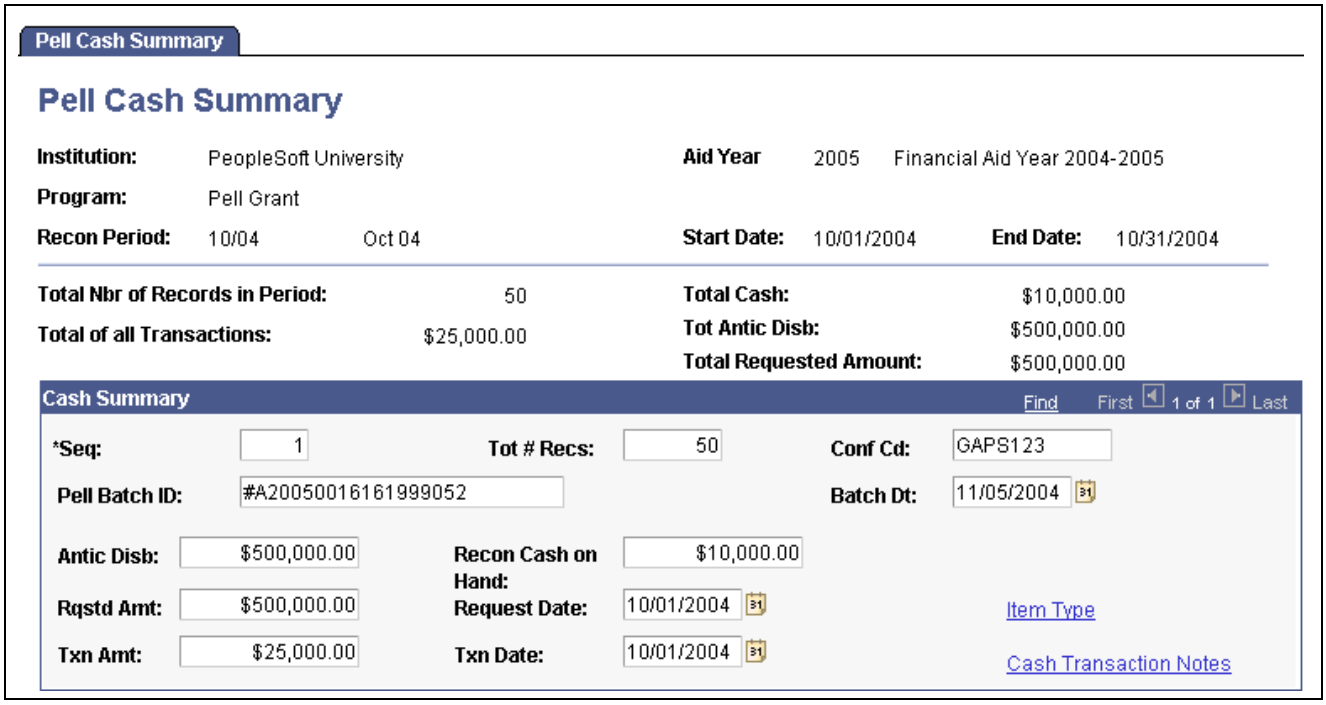
- Review requests for funds from GAPS.
- Manage item type detail.
- Enter cash transaction notes.

Pages Used to Track Requests for Funds From GAPS

Page Name	Object Name	Navigation	Usage
Pell Cash Summary	PROG_CASH_SUMM_PG	Financial Aid, Pell Payment, Cash Management Reports, Cash Summary, Pell Cash Summary	Track requests for funds from GAPS. Enter applicable cash management detail.
Item Type	PRG_CSH_ITM_PG_SEC	Click the Item Type button on the Pell Cash Summary page.	Manage item type detail. Enter specific item type information for this cash summary. This enables you to divide each cash summary into the item types for which it is associated.
Cash Transaction Notes	PROG_CSH_NT_PG_SEC	Click the Cash Txn Notes button on the Pell Cash Summary page.	Enter cash transaction notes specific to this cash summary detail.

Reviewing Requests for Funds From GAPS

Access the Pell Cash Summary page.



Pell Cash Summary page

Total Nbr of Records in Period (total number of records in period) Displays the total number of cash summary detail records included in this reconciliation period.

Total of all Transactions Displays the total of all the transaction amounts for this reconciliation period for each cash summary detail record.

Total Cash Displays the total of all cash on hand amounts for this reconciliation period for each cash summary detail record.

Tot Antic Disb (total anticipated disbursement) Displays the total of all anticipated disbursement amounts for this reconciliation period for each cash summary detail record.

Total Requested Amount Displays the total of all requested amounts for this reconciliation period for each cash summary detail record.

Cash Summary

Seq (sequence) Displays a number that increases each time that you insert a new row. The sequence counts each cash summary detail record in this reconciliation period.

Tot # Recs (total number records) Indicates the total number of records in the reconciliation period. You can change this number to correct a mismatch with the data.

Conf Cd (confirmation code) Displays the confirmation code for this cash drawdown request, which is received from GAPS.

Pell Batch ID Displays the batch ID associated with this cash summary detail.

Batch Dt (batch date) Displays the date on which the batch was created. This is recorded when you run outbound disbursements.

Antic Disb (anticipated disbursement) Displays the amount that you anticipate to disburse to students for Pell Grants during the reconciliation period.

Recon Cash on Hand Displays the amount of cash that you have on hand.

Rqstd Amt (requested amount) Displays the amount of money that you requested for this disbursement period. The requested amount typically equals the anticipated disbursement minus your cash on hand.

Request Date Displays the date on which you request the amount.

Txn Amt (transaction amount) Displays the amount of the transaction for this request.

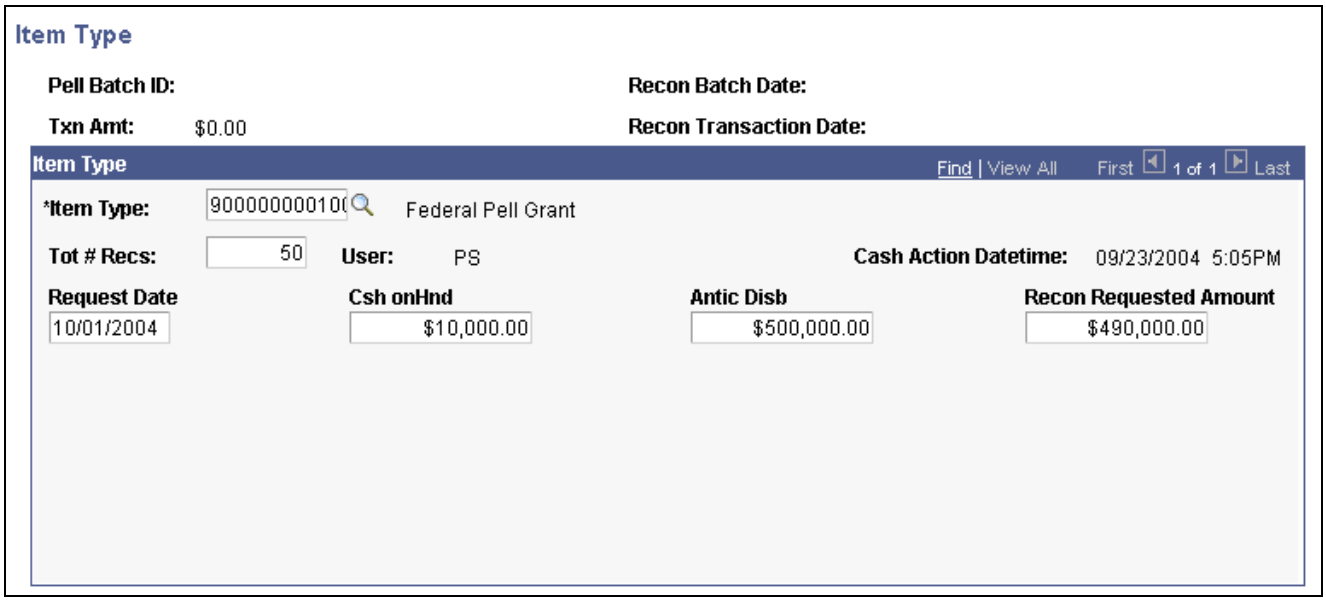
Txn Date (transaction date) Displays the date on which this cash summary detail occurred.

Item Type Click to enter specific item type information for this cash summary. You can divide each cash summary into the item types with which it is associated.

Cash Transaction Notes Click to enter comments specific to this cash summary detail.

Managing Item Type Detail

Access the Item Type page.

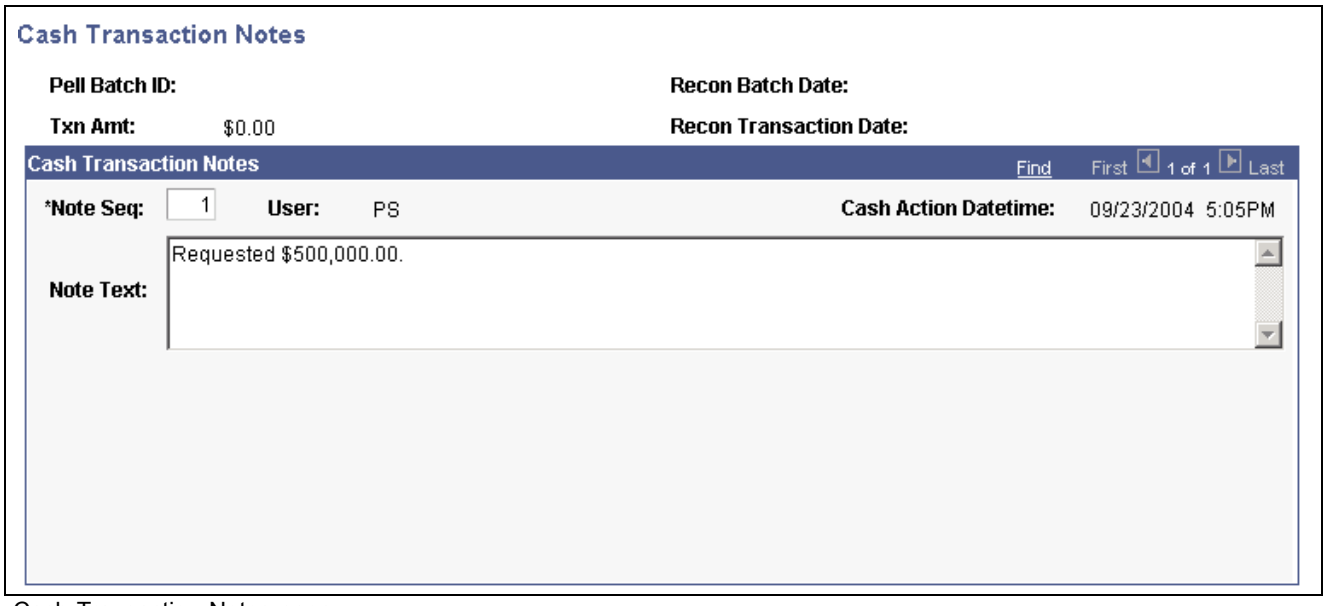


Item Type page

Item Type Select an item type. Edit the other fields as needed. The system updates the User and Cash Action Datetime (cash action date and time) fields when you insert a new row.

Entering Cash Transaction Notes

Access the Cash Transaction Notes page.



Cash Transaction Notes page

Note Seq (note sequence) Displays a number that increases each time that you add a row for a new note. The system updates the User and Cash Action Datetime (cash action date and time) fields when you insert a new row.

Enter comments about the requests that you made. For example, you can enter a notation about sending a memo to the main accounting office requesting an electronic funds transfer.

Sending Pell Payment Records for Phase-In

This section provides an overview of sending Pell records for phase-in and discusses how to:

- Select Pell outbound files.
- Generate Pell outbound files.

See Also

Chapter 32, "Using Common Origination and Disbursement," Sending Pell and Direct Loan COD Files, page 1285

Understanding Sending Pell Records for Phase-In

Pell Phase-In functionality has been retained to allow outbound and inbound transmissions for reconciling phase-in payment transactions. The process of sending Pell records for phase-in is the same for origination, disbursement, and Pell data requests.

Sending files for phase-in is a two-step process. The first step is to run a process that moves your outbound files to the Application Engine staging tables. The second step is a process that creates a flat file from the data in the staging tables. When the data is in the staging tables, you can verify the data. After you are satisfied with the data for the flat file, you can transmit it. This process moves the data from the staging tables to the Pell Grant Record Layout Format using Application Engine.

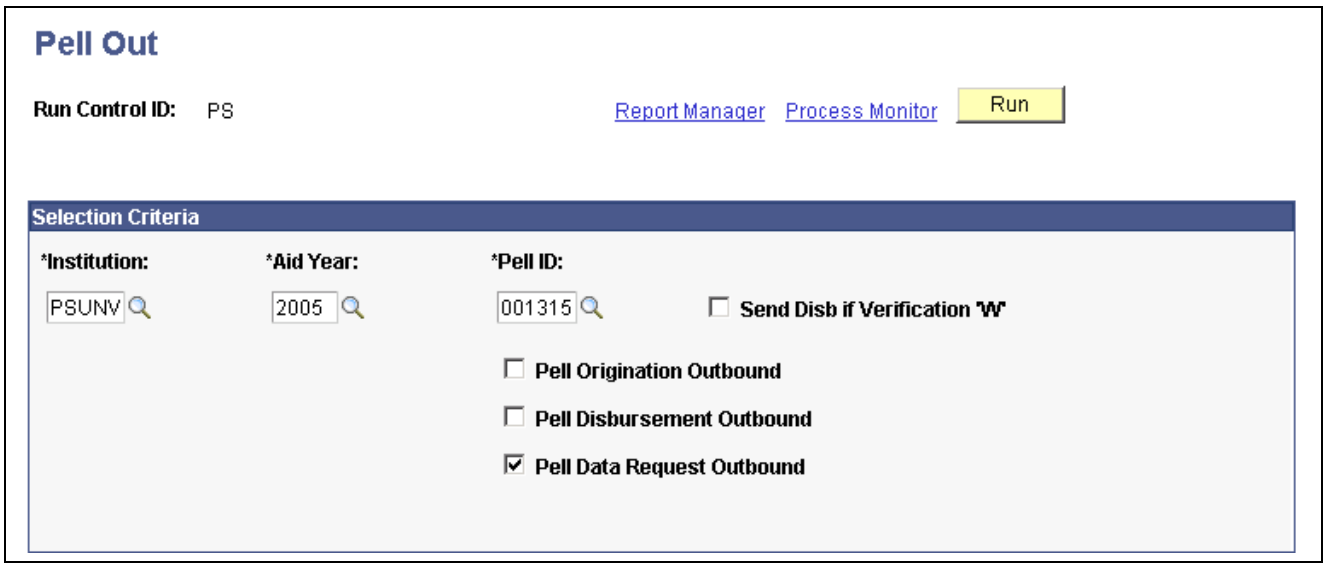
The FA_OUTBOUND Application Engine process replaces EDI Manager to generate files for transmission for 2003. The FA_OUTBOUND process selects records in the outbound staging tables and generates files ready for transmission. If the system generates multiple files of the same message class at one time, the system increments the file name extension to ensure that file names are unique. If previously generated files of the same message class exist in the output directory, the process ensures that those files are not overwritten.

Pages Used to Send Pell Payment Records for Phase-In

Page Name	Object Name	Navigation	Usage
Pell Out	RUNCTL_PELLOUT0	Financial Aid, File Management, Pell Grants, Generate Pell Phase-In Data, Pell Out	Select Pell outbound files. Send Pell origination records, disbursement records, or Pell data requests to the outbound staging tables.
FA Outbound	RUNCTL_FA_OUT	Financial Aid, File Management, Create Federal Data Files, FA Outbound	Generate Pell outbound files. Run the process that retrieves the records in Pell outbound staging tables and builds a flat file for transmission.

Selecting Pell Outbound Files

Access the Pell Out page.



Pell Out page

Pell ID Select the institution ID.

Send Disb if Verification "W" (send disbursement if verification without documentation) Select to send the disbursement if the verification status code is *W* (without documentation). This value is used only for disbursement.

Pell Origination Outbound Select to move the Pell origination outbound records to the staging tables where the flat files are created.

Pell Disbursement Outbound Select to move the Pell disbursement outbound records to the staging tables where the flat files are created.

Pell Data Request Outbound Select to move Pell data request records to the staging tables where the flat files are created.

Run Click to initiate the Pell Outbound Driver process (FAPP0DRO), which moves the selected files from the database to the staging tables.

Save the page, click the Run button, and initiate the Pell Outbound Driver process (FAPP0DRO) to move the selected files from the database to the staging tables. After you have selected the institution, aid year, Pell ID reporting number, and one of the check boxes, and then run the Pell Outbound Driver process, the system selects students whose Pell Grant is accepted and identified as ready. The system sets the Pell processing status to reported and the Pell transaction status to transmitted.

Generating Pell Outbound Files

Access the FA Outbound page.

FA Outbound page

Outbound File Path Enter the path where you want to create the file.

Aid Year Select the aid year for which you want to run the process.

Institution Select the institution for which you want to run the process.

Verifying Outbound Payment Data

You can review data in the staging tables for origination, disbursement, institution data requests, and Pell data requests and make corrections before sending these records.

This section discusses how to:

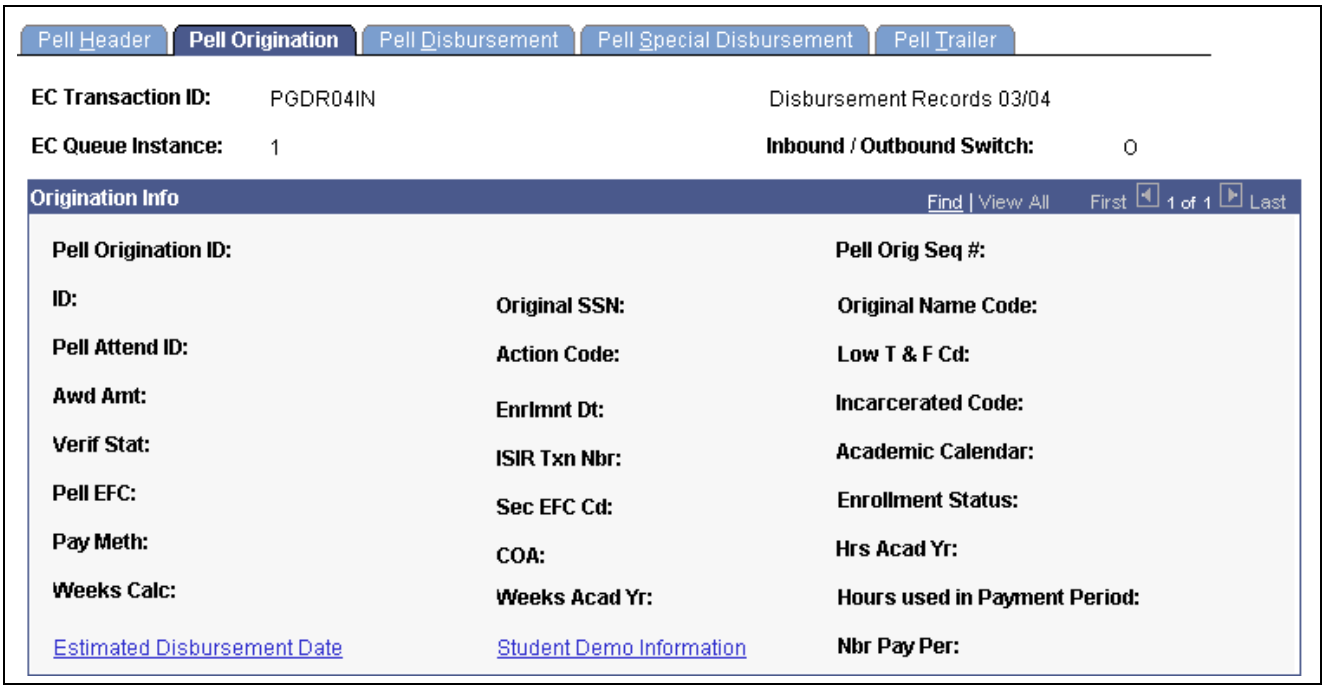
- Review Pell origination.
- Review Pell disbursement.

Pages Used to Verify Outbound Payment Data

Page Name	Object Name	Navigation	Usage
Pell Header	PELL_HEADER_00	Financial Aid, File Management, Pell Grants, View Phase-In Outbound, Pell Header	View Pell origination, disbursement, institution data requests, and Pell data request information.
Pell Origination	PELL_ORIG_00	Financial Aid, File Management, Pell Grants, View Phase-In Outbound, Pell Origination	Review Pell origination data in the staging table.
Pell Orig Disb Date Sec (Pell origination disbursement date secondary)	PELL_ORIG_EST_SEC	Click the Estimated Disbursement Date link on the Pell Origination page.	View estimated disbursement dates.
Pell Disbursement	PELL_DISB_00	Financial Aid, File Management, Pell Grants, View Phase-In Outbound, Pell Disbursement	Review Pell disbursement data in the staging table.
Pell Outbound Batch	PELL_00_OUTBOUND	Financial Aid, File Management, Pell Grants, Review Pell Outbound Batches, Pell Outbound Batch	View originations, disbursements, or other batches.
Pell Trailer	PELL_TRAILER_00	Financial Aid, File Management, Pell Grants, View Phase_in Outbound, Pell Trailer	View the trailer ID, record length, batch ID, and the number of records reported. The record length and Pell batch ID should be the same as the information on the Pell header. The number of records reported on the trailer should be the same as the value of the batch total.

Reviewing Pell Origination

Access the Pell Origination page.



Pell Origination page

ID Displays the student's ID number.

Pell Attend ID Displays the Pell ID of the campus that the student is attending.

Awd Amt (award amount) Displays the total annual Pell Grant award.

Verif Stat (verification status) Displays the verification status of the student's data, by school. Values are:

V: Verified

W: Without documentation

Blank.

Pell EFC (Pell expected family contribution) Displays the Pell expected family contribution, which must equal the student's EFC from the ISIR or SAR.

Pay Meth (payment methodology) Displays the formula used to calculate the student's federal Pell Grant award.

Wks in Calc (weeks in calculation) Displays the number of weeks of instructional time during which the student is enrolled and paid as part of the academic year or program, as defined for each payment methodology.

Original SSN (original social security number) Displays the student's social security number from the original FAFSA.

Action Code Displays the action code which indicates an action to be taken. The action code value is a result of the acknowledgment record. Values are:

A: Accepted, all fields accepted.

C: Corrected, one or more fields corrected.

D: Duplicate.

E: Rejected, record was rejected.

Enrlmnt Dt (enrollment date) — Displays the first date on which the student was enrolled in an eligible program for the designated school year.

ISIR Txn Nbr (institutional student information report transaction number) — Displays the transaction number used to calculate a Pell award.

Sec EFC Cd (secondary expected family contribution code) — Displays the EFC value that the system uses to determine the award amount. Values are:

O: Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.

S: Federal Pell Grant award based on the secondary EFC, as calculated by the Central Processing System (CPS).

COA (cost of attendance) — Displays the cost of attendance calculated by the institution following the federal Pell Grant payment regulations.

Weeks in Acad Yr (weeks in academic year) — Displays the number of weeks of instructional time in the program's academic year.

Pell Orig Seq # (Pell origination sequence number) — Displays the Pell origination sequence number, which represents the number of times that the Pell origination was run for the student.

Original Name Code — Displays the student's name code from the original FAFSA.

Low T&F Flag (low tuition and fees flag) — The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are:

(none)

O

Range 1

Range 2

Incarcerated Code — Displays the student's incarcerated status. Values are:

N: No longer incarcerated.

Y: Incarcerated.

Academic Calendar — Indicates the calendar that applies to the student's educational program and determines which payment methodology is accepted. Credit hours with standard terms of quarters or credit hours with standard terms of semesters or trimesters are examples of academic calendars.

Enrollment Status — Displays the enrollment status code which applies to the student's expected enrollment status for the award year. Values are:

1: Full-time

2: Three-quarter-time

3: Half-time

4: Less than half-time

5: Other

Hrs Acad Yr (hours academic year) Displays the number of instructional hours in the academic year.

Hours used in Payment Period Displays the number of hours used to calculate the payment.

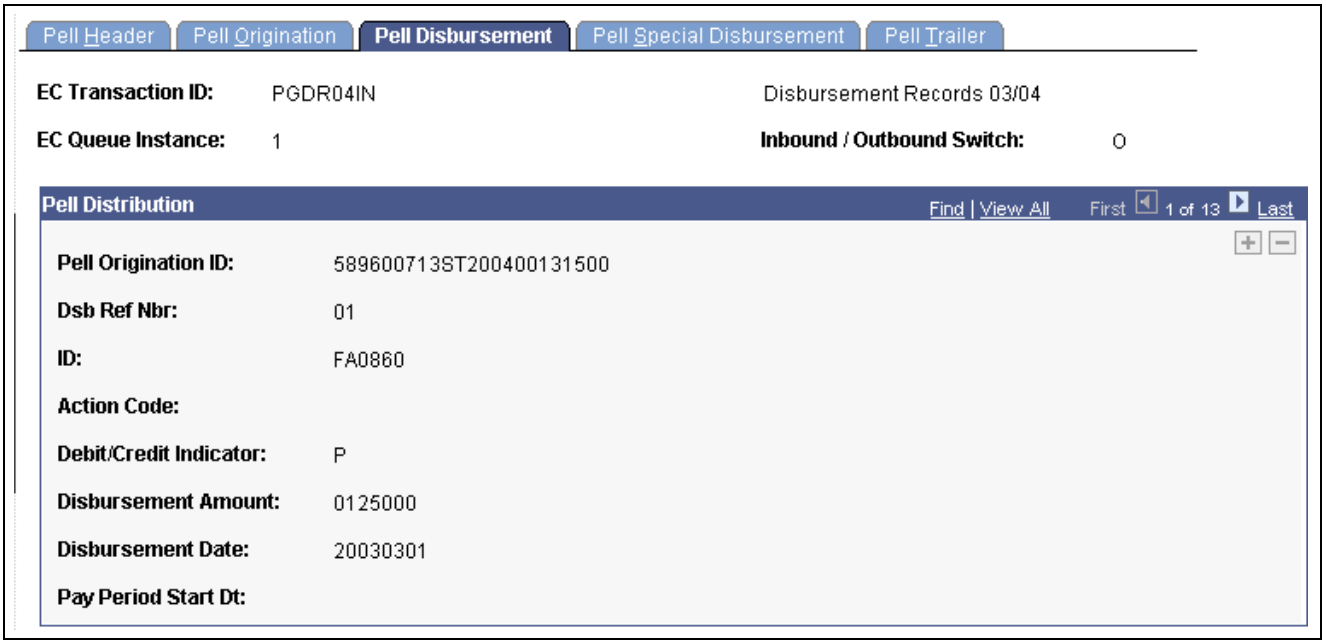
Nbr Pay Per (number pay period) Displays the number of pay periods.

Estimated Disbursement Date Click to view estimated disbursement dates.

Student Demo Information Click to view the student's first name, last name, middle initial, date of birth, and social security number.

Reviewing Pell Disbursement

Access the Pell Disbursement page.



Pell Disbursement page

Pell Origination ID Identifies an origination.

Dsb Ref Nbr (disbursement reference number) Displays the reference number (01–90) of this disbursement.

ID Displays the student's ID number.

Action Code Displays the action code which indicates an action to be taken. The action code value is a result of the acknowledgment record. Values are:

A: Accepted, all fields accepted.

C: Corrected, one or more fields corrected.

D: Duplicate.

	E: Rejected, record was rejected.
Debit/Credit Indicator	Indicates if the disbursement amount is *P* (positive) or *N* (negative).
Disbursement Date	Displays the date on which this disbursement is made to the student.
Pay Period Start Dt (pay period start date)	Displays the date on which the pay period begins.
COD Info (common origination disbursement information)	Click to view the Pell COD amount, number, and sequence.

Receiving Pell Records for Phase-In

The process for receiving Pell records is the same for origination, disbursement, and Pell data requests.

Loading and Moving Pell Acknowledgment Data

The FA_INBOUND Application Engine process replaces EDI Manager to receive files for 2003. The FA_INBOUND Application Engine process automatically determines the type of file and loads the file into the inbound staging tables.

This section discusses how to:

- Load Pell acknowledgment files.
- Move Pell acknowledgment data to the database.

See Also

Chapter 32, "Using Common Origination and Disbursement," Loading an XML File, page 1302

Pages Used to Load and Move Pell Acknowledgment Data

Page Name	Object Name	Navigation	Usage
Pell Inbound	RUNCTL_FA_INBOUND	Financial Aid, File Management, Import Federal Data Files, FA Inbound	Load inbound files from the Department of Education.
Pell Process In	RUNCTL_PELLIN0	Financial Aid, File Management, Pell Grants, Import Pell Phase-In Data, Pell Process In	Move data from the staging tables to the database.

Loading Pell Acknowledgment Files for Phase-In

Access the FA Inbound page.

FA Inbound page

The system provides two run options on the FA Inbound page: Single File and File List.

Run Option Select one of the following new run options:

Single File: The FA Inbound process expects the file listed in the Inbound File field to be one of the supported EDI files.

File List: The FA Inbound process expects the file listed in the Inbound File field to be a list of files to be processed.

The default value is Single File.

The file list contains the data path and name of the file to be processed. For example, the file list file LIST1.TXT might contain the following files to be processed:

\\JSERVER1\2003\SARA03OP.001

\\FILESERV\2003\SARA03OP.002

C:\ISIR\2004\SARA04OP.001

D:\PELL\2003\PGOA03OP.001

\\DLSERVER\INBOUND\2003\DIPA030P.001

Describing the FA EC File Inbound Process

If the system processes a file list, the FA Inbound reads the file list and searches for the listed files using the path defined in the file list. Once the system processes the file list, it creates a new file in the same directory as the original file. The new file has the name of the file list with an appended date/time stamp. For example, if LIST1.TXT were processed September 1, at 9 A.M., the new file would be called LIST1.TXT20020901090000.

This new file lists the files that were processed during that run of the FA_INBOUND process. If a problem occurs with any of the files in the file list, the file indicates all files that were successfully processed and the file that generated the error. The error file is always the last row and has the message “Error not processed” appended to the file path. You can use the message log to view the specific error reason. If, for example, the system processed LIST1.TXT, but a problem occurred with the SARA04OP.001file, the LIST1.TXT20020901090000 file would appear like the following example:

\\JSERVER1\2003\SARAOP03.001

\\FILESERV\2003\SARAOP03.002

Error not processed: C:\ISIR\2004\SARA04OP.001

Note. The remaining two files defined in the file list were not processed.

You can use the message log to view the files that the system loaded successfully or unsuccessfully. The system displays specific error messages in the log. Use the File/Log Viewer to read these messages.

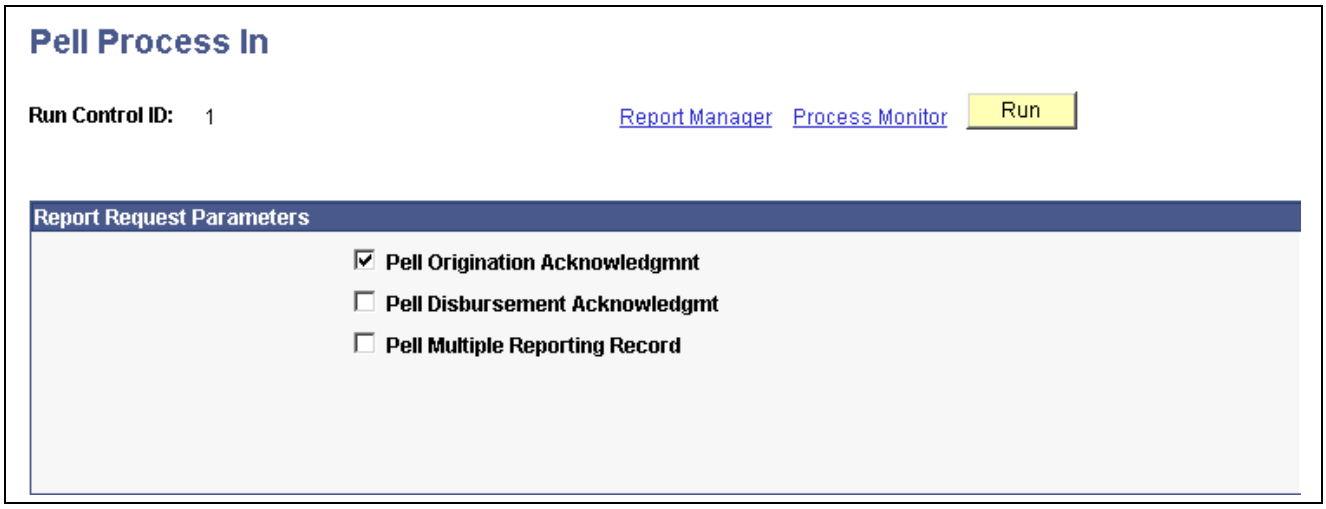
If a problem occurs with a file in the list file, the FA Inbound process stops processing. The system loads the files that were processed before the error occurred into the database. All subsequent files in the file list are not processed. You can verify whether all files in a file list were successfully processed by opening the date-stamped list file and verifying that the last row in the file does not read, "Error not processed."

Note. If a problem occurs with the load process, the system might still display the run status in the Process Monitor for the FA_INBOUND process as Success.

Review the message log for any errors that occurred and verify the files that were not processed.

Moving Pell Acknowledgment Data to the Database

Access the Pell Process In page.



Pell Process In page

Pell Origination Acknowledgmnt (Pell origination acknowledgment) — Select to move the Pell origination acknowledgment files from the staging tables to the database.

Pell Disbursement Acknowledgmt (Pell disbursement acknowledgment) — Select to move the Pell disbursement acknowledgment files from the staging tables to the database.

Pell Multiple Reporting Record — Select to inbound any MRRs previously requested by more than one institution for the same student.

Run — Click to run the Pell Inbound Driver COBOL SQL process (FAPPIDRO).

Verifying Inbound Payment Data for Phase-In

After you request origination, disbursement, or multiple reporting, you can review the data before loading the files to the database.

This section discusses how to:

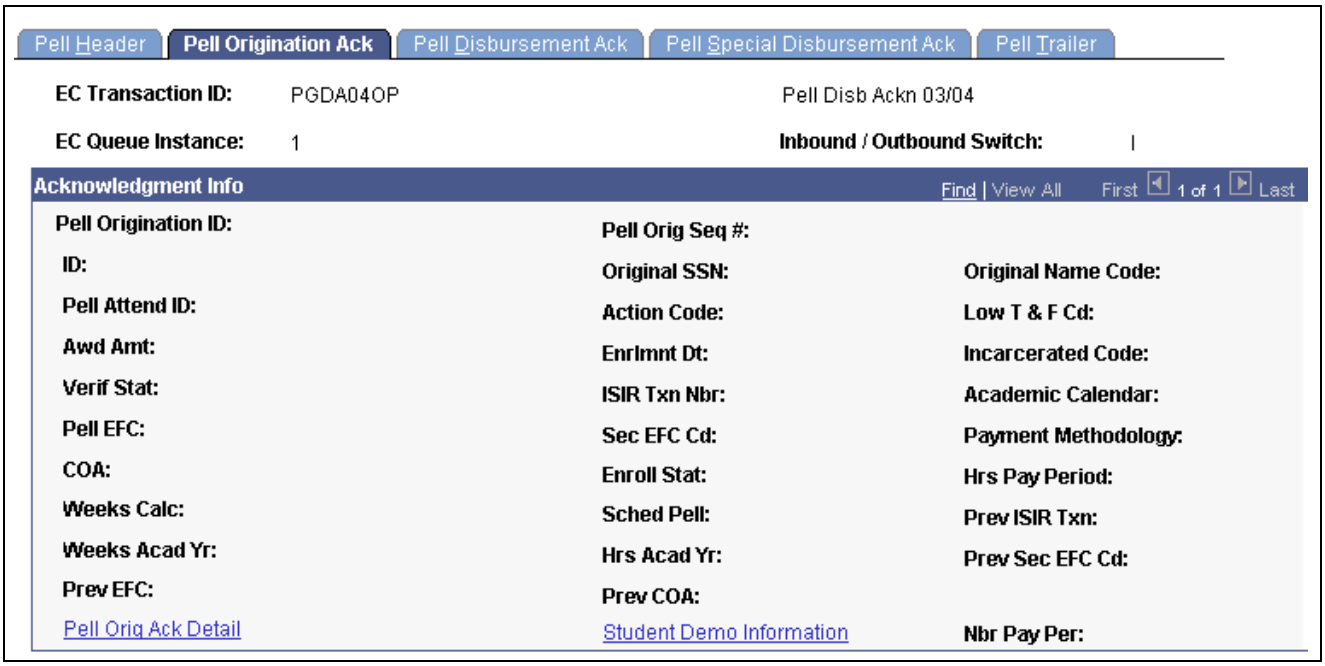
- Review Pell origination acknowledgments.
- Review Pell disbursement acknowledgments.

Pages Used to Verify Inbound Payment Data for Phase-In

Page Name	Object Name	Navigation	Usage
Pell Header	PELL_HEADER_00	Financial Aid, File Management, Pell Grants, View Pell Phase-In Inbound, Pell Header	View the values from the inbound EC Agent process.
Pell Origination Ack (Pell origination acknowledgment)	PELL_ORGACK_00	Financial Aid, File Management, Pell Grants, View Pell Phase-In Inbound, Pell Origination Ack	Review Pell origination acknowledgment data. The system displays the action code of the record as accepted, corrected, duplicate, or rejected.
Pell Orig Acknowledge Dtl Sec (Pell origination acknowledgment detail secondary)	PELL_ORACK_DTL_SEC	Click the Pell Orig Ack Detail link on the Pell Origination Ack page.	View rejected or corrected items.
Student Demo Information	PELL_STDT_OA_SEC	Click the Student Demo Information link on the Pell Origination Ack page.	View date of birth and name.
Pell Orig Ack Message Sec (Pell origination acknowledgment message secondary)	PELL_ORACK_MSG_SEC	Click the Acknowledge Message Code link on the Pell Origination Acknowledgment Detail page.	View messages.
Pell Orig Ack Disb Date Sec (Pell origination acknowledgment disbursement data secondary)	PELL_ORACK_EST_SEC	Click the Estimated Disbursement Date link on the Pell Orig Ack Detail Sec page.	View estimated disbursement dates.
Pell Disbursement Ack (Pell disbursement acknowledgment)	PELL_DISBACK_00	Financial Aid, File Management, Pell Grants, View Pell Phase-In inbound, Pell Disbursement Ack	Review Pell disbursement acknowledgment records. This data represents the results of edits and corrections.
Pell Trailer	PELL_TRAILER_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Inbound, Pell Trailer	View inbound data.

Reviewing Pell Origination Acknowledgments

Access the Pell Origination Ack page.



Pell Origination Ack page

Pell Orig Ack Detail (Pell origination acknowledgment detail) Click to view rejected or corrected items.

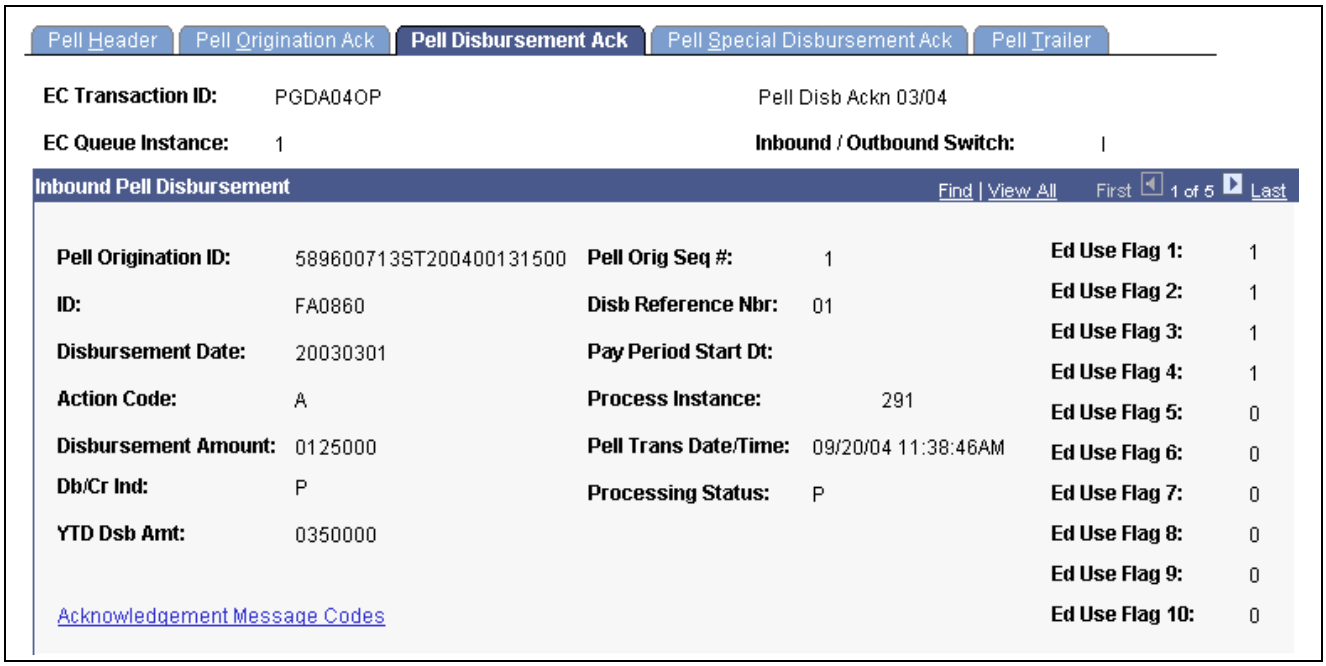
Student Demo Information Click to view the student's first name, last name, middle initial, date of birth, and social security number.

See Also

Chapter 27, "Processing Pell Payments," Reviewing Results of Pell Origination, page 1166

Reviewing Pell Disbursement Acknowledgments

Access the Pell Disbursement Ack page.



Pell Disbursement Ack page

YTD Dsb Amt (year-to-date disbursement amount) Displays the year-to-date total amount disbursed to the student for the award year.

Pell Orig Seq # (Pell origination sequence number) Identifies the origination sequence for the disbursement acknowledgment.

Process Instance Displays the occurrence number assigned by the inbound acknowledgment process.

Pell Trans Date/Time (Pell transaction date and time) Displays the date and time that the system generated the Pell transaction.

Processing Status Displays the acknowledgment processing status. Values are:

P: Processed

N: Not processed

E: Error

Ed Use Flag (education use flag) Click to view education use flags 1–10. These are set to notify you of modifications that have been made to your database. The system uses education use flags when the acknowledgment is rejected. These flags require immediate action.

Acknowledgement Message Codes Click to view disbursement acknowledgment message codes 1–25.

See Also

Chapter 27, "Processing Pell Payments," Reviewing Results of Pell Origination, page 1166

CHAPTER 28

Authorizing and Disbursing Financial Aid

This chapter provides an overview of authorizing and disbursement financial aid and discusses how to:

- Use user edit messages.
- Run background authorization and disbursement.
- Disburse aid manually.
- Disburse aid with overrides.
- Review authorization and disbursement results.

Understanding Authorizing and Disbursing Financial Aid

This section lists prerequisites and provides an overviews of authorization and disbursement, background authorization and disbursement, online authorization and disbursement, anticipated aid, and service indicators in disbursement authorization.

Prerequisites

Before you can authorize and disburse a student's aid, accepted financial aid awards must exist for the student. You must also set up global disbursement rules and financial aid item type disbursement rules for each eligible career before authorizing or disbursing awards.

See Also

Chapter 11, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 325

Authorization and Disbursement

After a student has been awarded financial aid, the next step is to disburse the aid. Disbursing aid to students involves:

1. Authorizing each payment disbursement, which checks rules you have defined.
2. Disbursing the money (the actual delivery of financial aid to the student's account).

Financial aid awards can appear two ways on the student's account.

- Before disbursement, financial aid awards can appear as anticipated aid on a student's account.

  You can also choose not to have anticipated awards appear on the student's account.
- After disbursement, awards appear as actual awards credited to the student's account.

Disbursing financial aid to students involves two distinct steps—the authorization process and disbursement.

- The authorization process is the gatekeeper for disbursement. Authorization uses rules to determine whether a particular award can be disbursed to a student's account.

  The rules can be set up to apply to all students in a particular career or to particular awards for a career.

- Disbursement is the transfer of funds from the Financial Aid system to the student's account in the PeopleSoft Enterprise Student Financials system.

  A financial aid award must be accepted before it can be authorized and disbursed.

See Also

PeopleSoft Enterprise Student Financials 8.9 PeopleBook, "Maintaining Receivables," Entering Groups of Transactions

Background Authorization and Disbursement

Financial Aid enables you to authorize and disburse aid to individual students or to a group of students. Authorizing and disbursing aid for a group of students is done using two background (batch) processes:

1. Authorize awards using background authorization.
   - All accepted awards are selected for authorization.

     Use the authorization calendar and background authorization run control page to further control the terms and financial aid item types to be processed.
   - The background authorization process uses the global disbursement rules and any item type disbursement rules that you set up for the disbursement process, using the award's disbursement date to select the valid effective-dated global and/or item type rules to enforce.
   - You can run the authorization process in a test mode to see which disbursements will be successfully authorized.

     After any authorization problems have been resolved by making changes to the student's record, rerun background authorization in update mode.
2. Disburse awards using background disbursement.
   - Authorized awards defined in the disbursement calendar are selected for the batch disbursement process.

     Use the background disbursement run control page to further control the records to be processed.
   - Awards authorized online but not disbursed online are included in the batch disbursement.
   - Awards where the authorized amount equals the current disbursed amount are skipped.

Online Authorization and Disbursement

Authorization and disbursement for individual students can also be done online; the disbursement process immediately credits the student's account. If the authorization of an award is not successful, the system provides a message explaining each failure. You can revise the student's record and attempt to authorize the award again. If you are unable to authorize an award and want to override the rules set up for the career and the award, you can access another page and authorize the award using an override. Authorizing with an override should only be done in very special circumstances because after the award has been authorized, it is easily disbursed. An award can only be disbursed after it is successfully authorized.

Warning! When financial aid is disbursed in batch from People Soft Financial Aid, it appears in Financial Aid pages as if the funds have been applied to the students' accounts. This is not true. The students' accounts are not actually credited until Student Financials posting processes apply the funds to the students' accounts. The scheduling of batch disbursement processing should be coordinated with the student financial office to ensure that aid is promptly applied to the students' accounts.

Note. The *online* authorization and disbursement processes do *not* use the authorization and disbursement calendars. Security for the online authorization and disbursement pages should be closely controlled because aid can be disbursed at any time in the aid year.

Anticipated Aid

When you define financial aid item types, one of the choices that you make is whether the award should be reflected on a student's account in Student Financials as anticipated aid prior to disbursement. Anticipated aid is financial aid that you have awarded but not disbursed to a student.

You can view anticipated aid for a student in two ways:

- Use the Anticipated Aid by Term page to view the anticipated financial aid for the student, by term, for a designated aid year.

  You can use this page to determine which awards in each term have yet to be disbursed to a student. A net award amount of zero indicates that the award has been disbursed.
- Use the Anticipated Aid by Item Type page to view a student's anticipated financial aid for a particular term by financial aid item type.

See Also

Chapter 24, "Reviewing Awards," Reviewing Anticipated Aid, page 920

Service Indicators in Disbursement Authorization

You can use negative service indicators to prevent disbursement of financial aid funds. Disbursement authorization verifies whether an active service indicator exists for the disbursement term and whether that service indicator should prevent disbursement of funds. Only the negative service indicators defined as global or item type disbursement rules prevent the authorization and disbursement of funds.

You can create a service indicator that is active for a specific term or for multiple terms. Creating a service indicator for multiple terms (an open-ended service indicator) ensures that funds are not disbursed for any term until the service indicator is removed.

Use the Service Indicators page (Campus Community, Service Indicators, Service Indicator Data) to add or view a service indicator. You can enter or view information such as the reason for the hold, whom to contact to resolve the issue, and the active term for the service indicator.

To create an open-ended service indicator, enter *9999-End Term* in the Service Ind Active Term (service indicator active term) field. When you use this value, the service indicator remains active until it is manually removed from the student's record.

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Service Indicators," Assigning or Removing Service Indicators

Using User Edit Messages

User edit messages are financial aid office communication records that can be assigned to students for a given aid year. Financial aid offices can use user edit messages to track financial aid-related events for a student to supplement (or to use as an alternative to) the Campus Community 3C's communication records.

You can use user edit messages to withhold the disbursement of financial aid funds by assigning message codes to global or item type disbursement rules. User edits messages are assigned manually, or automatically in the NSLDS Transfer Monitoring Alert file process.

This section discusses how to assign user edit messages.

See Also

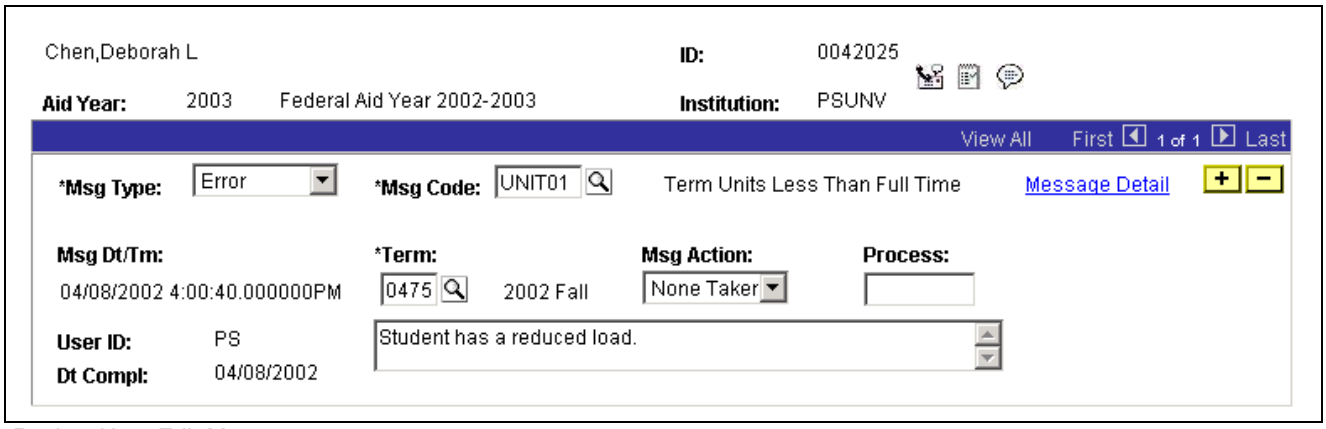
Chapter 11, "Setting Up Disbursement Rules," Defining User Edit Messages, page 322

Page Used to Assign User Edit Messages

Page Name	Object Name	Navigation	Usage
Review User Edit Messages	STDNT_FA_EDIT_MSGS	Financial Aid, Disbursement, Maintain User Edit Messages Financial Aid, Awards, Maintain User Edit Messages	Assign new user edit messages or update existing ones for a student for a given aid year and term.

Assigning User Edit Messages

Access the Review User Edit Messages page.



Review User Edit Messages page

Msg Type (message type) Enter a message type. Options are:

Error: A severe message type category that indicates a problem that might necessitate halting financial aid processing for the student.

Informtnl (informational): Indicates a student event that has no effect on the student's financial aid processes.

Warning: Indicates a student event that might negatively affect the student's financial aid processes.

Msg Code (message code)	After a message type is selected, the available message codes are limited to those with a matching message type.
Msg Dt/Tm (message date and time)	Displays the date and time that the record was first assigned.
Term	Enter the term for which the user edit message applies. This is a required field.
Msg Action (message action)	Enter the current action taken on the edit message. Options are *None Taken, Pending,* and *Resolved.* Edits set to a resolved status do not hold financial aid disbursements.
Process	User-defined field.
User ID	Displays the ID of the user who entered the record.
Dt Compl (date completed)	Displays the date that the Msg Action field is set.

Running Background Authorization and Disbursement

This section provides an overview of background authorization and disbursement, lists common elements, and discusses how to:

- Authorize financial aid in batch.
- Disburse financial aid in batch.

Understanding Background Authorization and Disbursement

Both authorization and disbursement can be run as a background process for all students who have not had their awards authorized or disbursed. In most situations, you will want to run authorization and disbursement as background processes.

Before you begin to run the background authorization and disbursement processes, you might want to review the terms and careers specified in your authorization and disbursement calendars. All valid careers and their terms must be defined in the calendar before you run the background processes. Check that all financial aid item types that you want to process are properly defined in the disbursement calendar. You can review a summary of the authorization calendar and disbursement calendar for your institution using the View Calendar Settings component.

The background process uses at the very least, the authorization and disbursement calendars and the Disbursement Date field on the Disbursement ID page to control whether awards can be disbursed. You can use the Authorize Aid page and the Disburse Aid page to refine further the group of students and the financial aid item types considered for authorization and disbursement.

Although you can set up the same business process using the authorization and disbursement calendar settings, the Authorize Aid page and Disburse Aid page provide more flexibility and can better support your institution's business rules. Another benefit of using these additional parameters is an improvement in the performance of the background processes. You can redesign a background process previously defined by the disbursement and authorization calendars as a single run control with multiple rows. The resulting batch authorization (or disbursement) process runs more efficiently than when the disbursement and authorization calendars defined the process. Also, a commit to the database occurs as each row of run parameters is processed, rather than waiting for the entire background process to complete.

The Authorize Aid page and Disburse Aid page provide this additional flexibility through the Term and Item Type fields. These additional parameters act as a filter against the criteria defined in the calendar. For example, you set up your disbursement calendar for aid year 2004 to select all valid terms and all item types. You can set up the batch authorization and disbursement processes to run for only one of the valid terms by creating a run control row that selects only the term you want. If you want to select specific financial aid item types for processing using the Item Type field, keep in mind that:

- The authorization process allows any financial aid item type to be processed.
- The disbursement process only processes financial aid item types that are defined in the authorization and disbursement calendars.

If you do not want to use the Term and Item Type fields, you can use the authorization and disbursement calendars to define the records to be processed. In this case, you do not use the batch run settings on the Authorize Aid page and Disburse Aid page.

See Also

Chapter 11, "Setting Up Disbursement Rules," Authorization and Disbursement Calendars, page 322

Common Elements Used in This Section

Process Instance Displays the unique identifying number assigned by Process Scheduler to each active row when the authorization process runs.

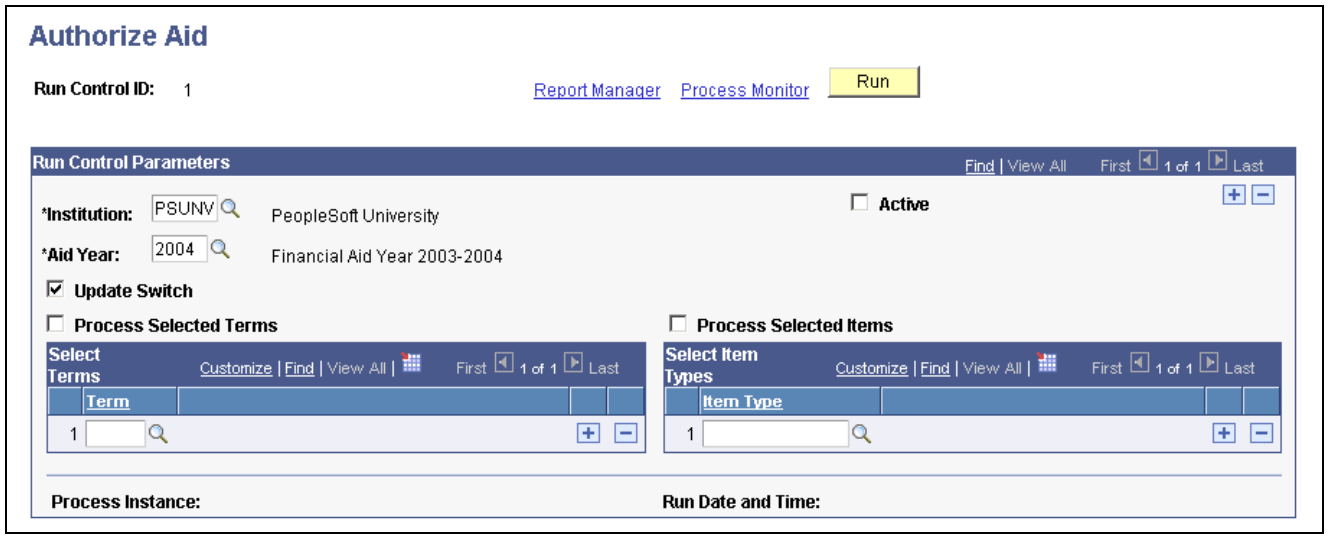
Run Date and **Time** Displays the most recent date and time that the process has been run.

Pages Used to Run Background Authorization and Disbursement Processes

Page Name	Object Name	Navigation	Usage
Disbursement Calendar Summary	DISB_CAL_SUMRY	Financial Aid, Disbursement, View Calendar Settings	Review your institution's disbursement calendar for a particular financial aid year by effective-dated row.
Authorize Calendar Summary	AUTH_CAL_SUMRY	Financial Aid, Disbursement, View Calendar Settings	Review your institution's authorization calendar for a particular financial aid year by effective-dated row.
Authorize Aid	RUNCTL_AUTHRIZE	Financial Aid, Disbursement, Process Award Authorizations	Authorize financial aid in batch by selecting records for authorization and then running the Background Mass Authorization process.
Disburse Aid	RUNCTL_DISBURSE	Financial Aid, Disbursement, Process Disbursements	Disburse financial aid in batch by selecting records to disburse and then running the Background Mass Disbursement process.

Authorizing Financial Aid in Batch

Access the Authorize Aid page.



Authorize Aid page

You can restrict the authorization process to specific terms and financial aid item types, as well as set up and process multiple institutions and aid years using the same run control ID. If you do not restrict the authorization process, the process evaluates all students defined in the authorization calendar that have awards with a status of *Accepted* (where the current disbursement amount does not match the current authorized amount— unless the reauthorize option is selected). The process then uses the global and financial aid item type disbursement rules to determine if an award can be authorized. If an award requires manual authorization, you receive an error during background processing.

Active — Select to indicate that this row of settings can be processed. You can insert additional rows, and have more than one aid year active at the same time. When you run the authorization process, all active rows are processed. The authorization process cannot update rows that have this check box cleared.

Update Switch — Select to have the background authorization process update the database. To perform a test run of the authorization process, clear this check box.

Select Awards in Offered Stat (select awards in offered status) — This check box is available when the Update Switch check box is cleared. Select to have the authorization process review only awards in *Offered* status. This option is only available when performing a test run, so that you do not inadvertently authorize and disburse offered awards.

Process Selected Terms — Select to authorize only selected terms instead of all terms defined for this aid year in the authorization calendar. If cleared, all terms defined in the authorization calendar are authorized.

Term — List the terms defined in the authorization calendar for this aid year that you want to authorize. Only terms defined in the authorization calendar are available for selection.

Process Selected Items — Select to process only selected financial aid item types instead of all financial aid item types.

Note. The authorization calendar does not define which financial aid item types to authorize. If you do not select this check box, all financial aid item types are processed.

Item Type Select the financial aid item types that you want to authorize.

Run Run the Background Mass Authorization process (FAPAUTHS) when you are ready to authorize students in batch.

Authorization results done in test mode can be viewed on the Student Authorize/Disburse page.

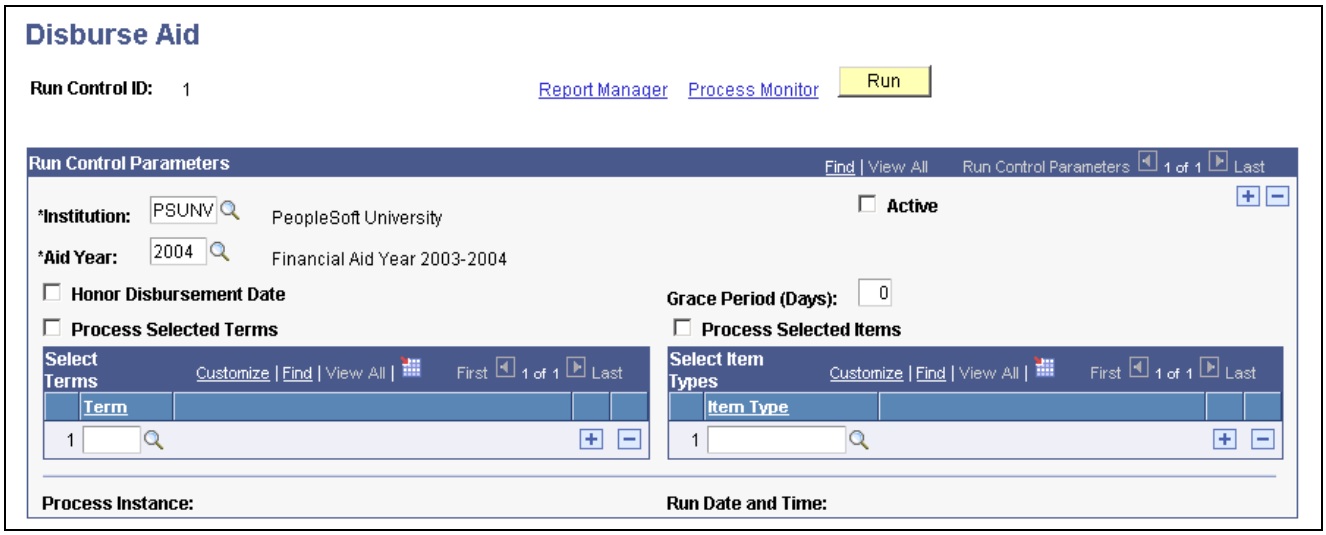
See Chapter 28, "Authorizing and Disbursing Financial Aid," Reviewing Authorization and Disbursement Results, page 1231.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Disbursement and Anticipated Aid, page 107

Disbursing Financial Aid in Batch

Access the Disburse Aid page.



Disburse Aid page

Only awards that have been authorized (but the disbursed amount does not match the authorized amount) are included in the batch for disbursement. You can restrict the disbursement process to specific terms and financial aid item types. You can also set up and process multiple institutions and aid years using the same run control ID.

Active Select to indicate that this row is active for the current aid year. You can insert additional rows, and have more than one aid year active at the same time. The disbursement process skips rows that have this check box cleared.

Honor Disbursement Date Select to have the disbursement process compare the disbursement date on the Disbursement ID page against the current date for all selected financial aid item types. The process disburses only those awards that have a disbursement date earlier than or equal to the current date. Use the Grace Period (Days)

field to allow disbursement dates within a specified number of days to be disbursed as well.

Grace Period (Days) This field is available only if you select the Honor Disbursement Date check box. Enter a limit to the number of days before the disbursement date that funds can be processed for disbursement. For example, if you never want funds to be disbursed more than five days before the scheduled disbursement date, enter *5* in the field. If you want the disbursement date to be earlier than or equal to the current date without exception, enter *0* in this field.

For example, assume that you are running the disbursement process on 09/11/00, and you want to process all awards with disbursement dates of 09/15/00 and earlier. You would enter *4* in this field for these disbursement dates to be processed.

Process Selected Terms Select to disburse only selected terms instead of all terms within the aid year.

Term Enter the terms defined in the disbursement calendar for this aid year that you want to disburse.

Process Selected Items Select to disburse only selected financial aid item types instead of all the financial aid item types selected on the disbursement calendar.

Important! The financial aid item types that you select on the Disburse Aid page do not override the disbursement calendar settings. For example, if the disbursement calendar indicates that all financial aid item types except 900000000001 should be processed, and the Disburse Aid page specifies that only item type 900000000001 should be processed, then no disbursements are made.

Item Type Select the financial aid item types that you want to disburse. Although all financial aid item types are available for selection in this field, only financial aid item types defined in the disbursement calendar are eligible for processing.

Run Run the Background Mass Disbursement process (FAPDISBS) when you are ready to disburse aid in batch.

Disbursing Aid Manually

Although you generally run authorization and disbursement for large numbers of students as a background process, you can use the Disburse Aid page to authorize and disburse aid online for an individual student. You can authorize and disburse all of the aid for a term or for a particular award for the term. The page requires you to authorize each award individually.

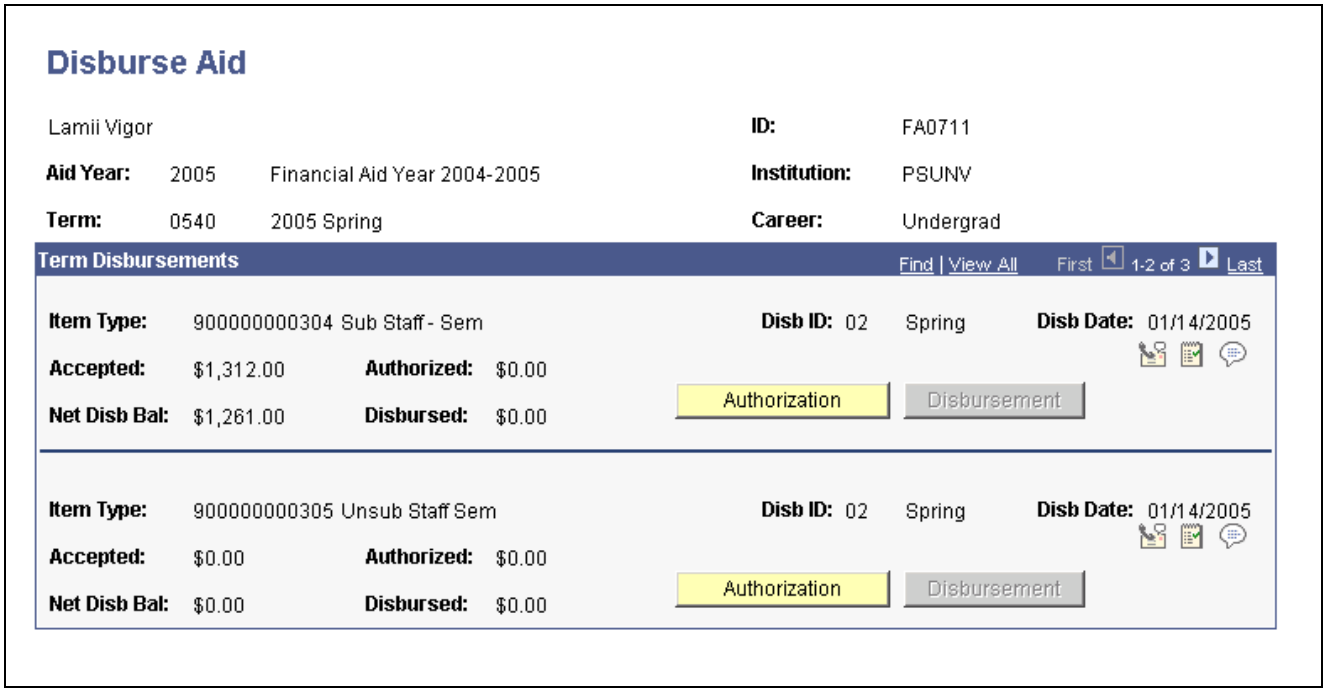
This section discusses how to authorize and disburse aid manually.

Pages Used to Manually Disburse Aid

Page Name	Object Name	Navigation	Usage
Disburse Aid	STDNT_DISB_PROCESS	Financial Aid, Disbursement, Disburse Aid	Authorize and disburse aid manually for a single student, one award at a time.
Disburse Aid - Message Detail	STDNT_DISB_MSG_SP	Click the Messages link on the Disburse Aid page or the Disburse Aid with Overrides page.	Review messages for authorization failure, disbursement failure, and disbursement success, as well as override messages.
Disburse Aid - Message Detail: Description	STDNT_DISB_MSG1_SP, STDNT_DISB_MSG1	Click the Messages link on the Disburse Aid - Message Detail page or on the Student Authorize/Disburse page.	View further information about the displayed message.

Authorizing and Disbursing Aid Manually

Access the Disburse Aid page.



Disburse Aid page

This page displays all of the student's financial aid awards for the selected term. The financial aid award must have a status of *Accepted* for the Authorization button to be available. The page shows awards by term, so you can only disburse aid for one term at a time. This can help prevent disbursing aid for subsequent terms unintentionally.

Disb ID (disbursement ID) Displays the disbursement ID for the award that falls within the selected term. If the award (like a Direct Loan) has more than one disbursement that falls within the term, there are multiple disbursement IDs for the award on this page.

Disb Date (disbursement date)	Displays the date that the disbursement ID is scheduled for disbursement.
Accepted	Displays the award amount that the student has accepted.
Authorized	Displays the amount that has been authorized for disbursement for that disbursement ID. This amount is zero until you have successfully authorized the award, using either the Authorization button on this page or the background authorization process.
Net Disb Bal (net disbursement balance)	Displays the net disbursement balance, which differs from the accepted amount if the actual amount that the student receives is reduced by any administrative fees. This situation occurs for many student loan programs. The amount reflects the net disbursement after fees are taken out.
Disbursed	Displays the amount that has been disbursed to the student for that disbursement ID. This amount is zero until you have successfully disbursed the award, using either the Disbursement button on this page or the background disbursement process.
Authorization	Click to run the authorization process for the disbursement ID of a specific financial aid item type for the displayed term. Authorization uses global and financial aid item type disbursement rules to determine if the award can be authorized. If authorization is not successful, the process generates a message explaining the reason for failure. If authorization fails, your institution's business processes determine whether any corrective action is required by the student, financial aid office, or another department to resolve the failure. After authorization is successful, the Disbursement button becomes available.
Disbursement	Click to disburse a specific financial aid item type for the term. This button is only available for use after successful authorization of the award. Click this button to start a disbursement program and send a "quick post" of funds to the student's account in Student Financials. If the student does not already have a student account set up, sending the disbursement also establishes the student's account.
Messages	Click to access the Disburse Aid - Message Detail page and review messages for authorization failure, disbursement failure, and disbursement success. If authorization passes successfully, there are no messages.

Receiving Disbursement Error Message RE: Business Unit

If you manually change a student's career and/or program in the Financial Aid Term record and do not populate all corresponding fields in that record, you create a condition that prevents disbursements from occurring. Packaging the student with Financial Aid Term data missing causes the STDNT_AWRD_DISB field to be incomplete. As a result, when you attempt to disburse any monies, you receive the following message: "Fatal Error - Business Unit Not Passed." This error indicates the business unit is missing from the STDNT_AWRD_DISB field. The STDNT_AWRD_DISB field is populated as part of the Financial Aid Term record then is propagated to the student award table as a result of award posting.

To resolve this error, you must populate the Financial Aid Term record completely for the student's career and/or program, post the student's awards, and then authorize and disburse the aid.

Disbursing Aid with Overrides

If you want to disburse the student's award even though it has failed authorization, you can use the Disburse Aid with Override page to override the authorization rules. Disbursing aid by overriding the authorization rules should only be done in special cases.

Warning! Because the Disburse Aid with Override page enables you to override both the global and financial aid item type disbursement rules, you might want to limit the number of users who have access to this page.

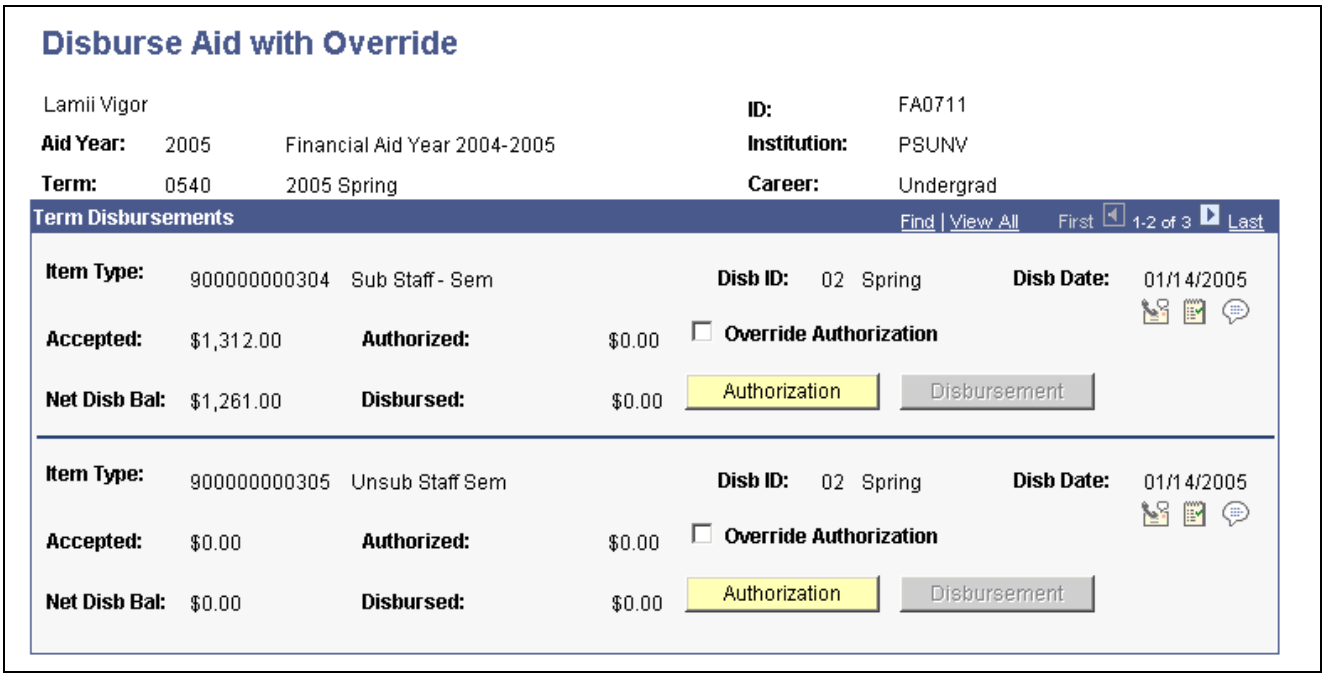
This section discusses how to authorize and disburse aid using overrides.

Pages Used to Disburse Aid with Overrides

Page Name	Object Name	Navigation	Usage
Disburse Aid with Override	STDNT_DISB_PROC_WO	Financial Aid, Disbursements, Disburse Aid with Override	Authorize and disburse aid using overrides. These overrides prevent global and financial aid item type rules from being enforced.
Disburse Aid with Overrides - Message Detail (inquiry)	STDNT_DISB_MSG_SP	Click the Messages link on the Disburse Aid page or the Disburse Aid with Override page.	Review messages for authorization failure, disbursement failure, disbursement success; review override messages.
Disburse Aid with Overrides - Message Detail: Description (inquiry)	STDNT_DISB_MSG1_SP, STDNT_DISB_MSG1	Click the Messages link on the Disburse Aid - Message Detail page or on the Student Authorize/Disburse page.	View further information about the displayed message.

Authorizing and Disbursing Aid Using Overrides

Access the Disburse Aid with Override page.



Disburse Aid with Override page

The Disburse Aid with Override page displays all of the student's financial aid awards for the selected term. The financial aid award must have a status of *Accepted* for the Authorization button to be available. The page shows awards by term, so you can only disburse aid for one term at a time. This helps to prevent disbursing aid for subsequent terms unintentionally.

Override Authorization Select to have the authorization process ignore the global and financial aid item type disbursement rules. Then click the Authorization button to run authorization and make available the Disbursement button.

After you have authorized an award with overrides, the system clears this check box. The only way to determine whether the amount was authorized with overrides is to click the Messages link. A message indicating that "Authorization has been Overridden!" indicates that overrides were used.

Note. If you attempt to override authorization for external loans, such as the FFEL Stafford, Plus, and Alternative loans, the funds must be received at your institution or the authorization process fails, regardless of the override.

The descriptions for the other fields on this page match those on the Disburse Aid page.

See Chapter 28, "Authorizing and Disbursing Financial Aid," Authorizing and Disbursing Aid Manually, page 1228.

Reviewing Authorization and Disbursement Results

This section discusses how to:

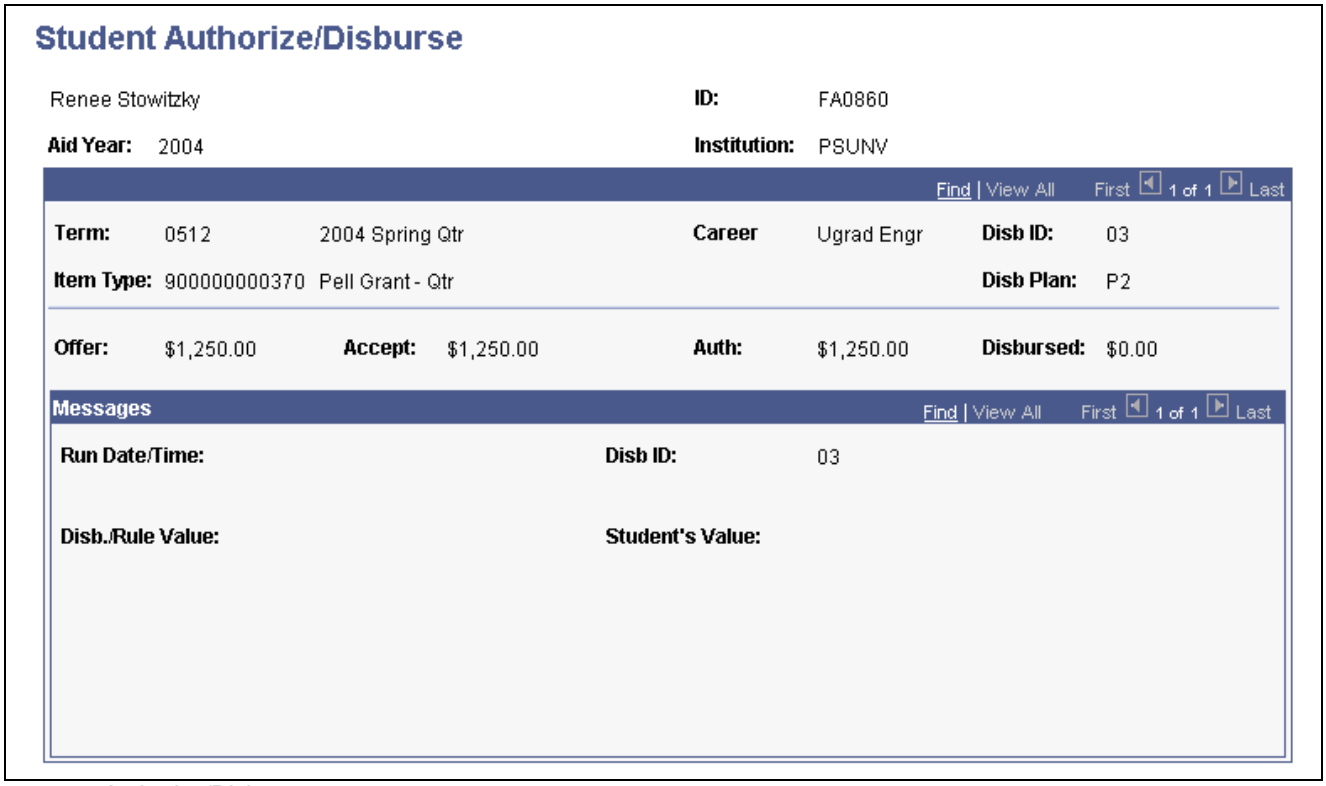
- Review a student's authorization and disbursement activity.
- Review award summary information.

Page Used to Review Authorization and Disbursement Results

Page Name	Object Name	Navigation	Usage
Student Authorize/Disburse	STDNT_DISB1	Financial Aid, Disbursement, View Disbursement Status	Review a student's authorization and disbursement activity by term. The page displays only the awards that you have authorized or tried to authorize.

Reviewing a Student's Authorization and Disbursement Activity

Access the Student Authorize/Disburse page.



Student Authorize/Disburse page

Disb ID (disbursement ID) Displays the disbursement ID for the award that occurs within the selected term. If the award has more than one disbursement that occurs within the term, and these disbursement IDs have been authorized, use the scroll arrows to view the other disbursement IDs.

Disb Plan (disbursement plan) Displays the disbursement plan associated with the award.

Offer Displays the award amount offered by the financial aid office to the student when the student was packaged.

Accept Displays the award amount that the student has accepted.

Auth (authorized)	Displays the total amount that has been authorized for disbursement for that disbursement ID. This amount is zero until you have successfully authorized the award.
Disbursed	Displays the total amount that has been disbursed to the student for that disbursement ID. This amount is zero until you have successfully disbursed the award.

Messages

You can view any authorization or disbursement messages for this disbursement ID in this group box.

Reviewing Award Summary Information

Several pages enable you to view summary information regarding a student's financial aid awards and the amounts that have been authorized and disbursed. All of these pages include the authorized and disbursed amounts but vary by what additional information is offered or by the way that the content is presented.

Understanding Award Summary By Date

Use the As of Award Summary page to review a student's aid information as of a particular date. The page displays information for the entire aid year, including the financial aid item type, the career, and the offered, accepted, authorized and disbursed amounts for each award in that aid year. The information on this page comes from the student award information and the authorization and disbursement processes.

See Chapter 24, "Reviewing Awards," Reviewing Award Summary by Date, page 918.

Understanding Award Summary Information

Use the Award Summary page to view a student's awards and the offered, accepted, authorized, and disbursed amounts for each award. Totals for each type of amount are displayed at the bottom of the page. The amounts shown are for the entire aid year. Authorized and disbursed amounts might not equal the accepted amount if not all terms have been disbursed.

See Chapter 24, "Reviewing Awards," Reviewing Annual Award Summary, page 920.

Understanding Award Summary Information By Category

Use the Award Category Totals page to view awards by award category for the entire aid year. Totals for each award category and information about unmet need (including both federal and institutional calculations of need) are available. If the student has been overawarded by either federal or institutional calculations, the unmet need information is highlighted in red. You can click the drilldown button to view the awards included in each category—and the award status, offered, accepted, authorized and disbursed amounts, and career, disbursement plan and split codes.

See Chapter 24, "Reviewing Awards," Reviewing Award Summary Information by Category, page 918.

Understanding Earnings Summary and Awards

Use the Awards/Earnings Summary component to view a student's financial aid awards and campus earnings. Information for each award includes the associated career, offered amount, accepted amount, authorized amount, and disbursed amount. The campus earnings information includes hours worked and gross earnings expressed in year-to-date, month-to-date, and quarterly amounts.

See Chapter 30, "Managing Work-Study," page 1267.

CHAPTER 29

Processing Return of Title IV Funds

This chapter discusses how to:

- Manage data to calculate return of Title IV funds.
- Use return of funds worksheet.
- Track student and school return information.
- Track return of Title IV funds.
- Review return of Title IV funds student summary.
- Generate return of Title IV aid report.

See Also

Chapter 12, "Setting Up Return of Title IV Funds," Understanding Return of Title IV Funds, page 341

Common Elements Used in This Chapter

Date of Withdrawal	Indicates one of the following: the last date of recorded attendance, the date the student began the withdrawal process, the date the student provided your school with the intent to withdraw, or the midpoint of the payment period if the student unofficially withdraws. The system displays the default date based on the date that was established in PeopleSoft Enterprise Student Records.
Undetermined Withdrawal Date	Select for students who have withdrawn unofficially. The system displays the midpoint of the payment period in the Date of Withdrawal field if the student unofficially withdraws. Update this field if you want to use a different withdrawal date. For example, you can use the date when the student last attended an academic-related event if this date was verified by your institution.
Institutional Determination Dt (institutional determination date)	Indicates the withdrawal date determined by the financial aid office.
ID	Indicates the unique identification code for the student.
User ID	Displays the identification code of the last person to update the page.
Name	Displays the name of the student.
Last Update Timestamp	Displays the date and time the page was last updated.

Days Elapsed After an institution determines the date of withdrawal, the system displays the number of days passed since the student withdrew. The institution must notify a student with 45 days if the student has to return funds.

Managing Data to Calculate Return of Title IV Aid

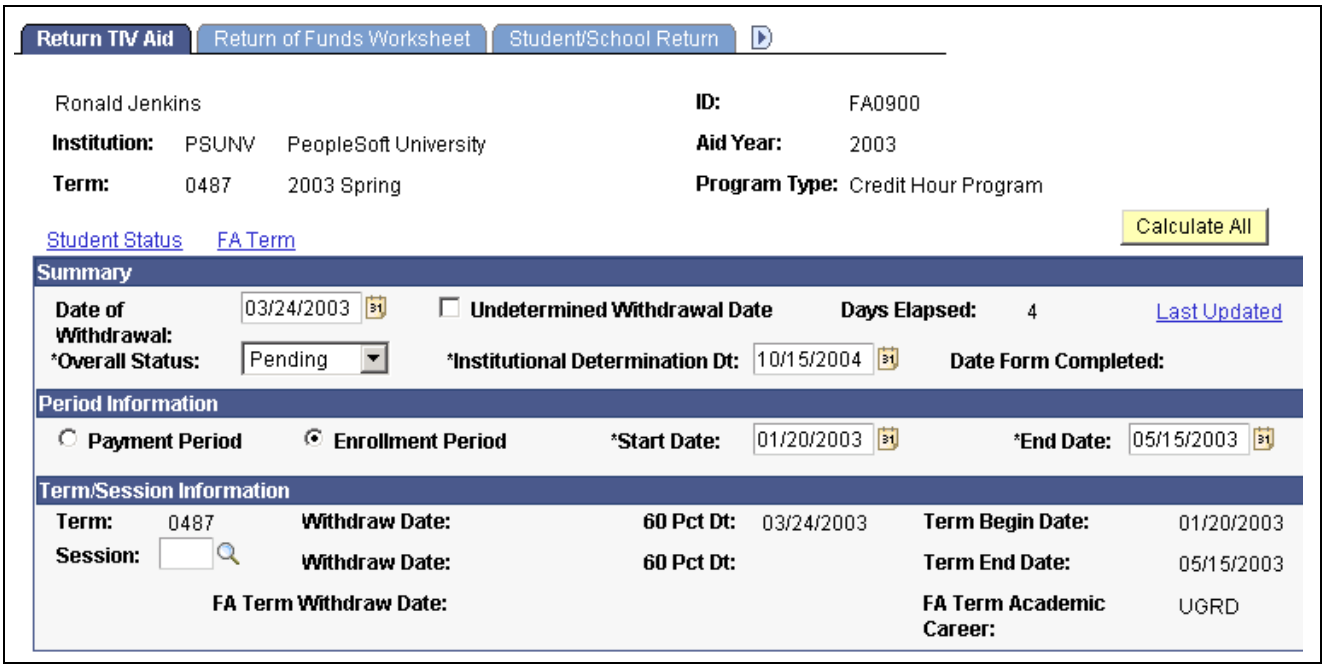
This section discusses how to manage the return of Title IV aid.

Pages Used to Manage Data to Calculate Return of Title IV Aid

Page Name	Object Name	Navigation	Usage
Return TIV Aid	STDNT_RTRN_TIV_AID	Financial Aid, Return of TIV Funds, Create Worksheet, Return TIV Aid	Manage the return of Title IV aid. Add a student who has withdrawn, calculate the withdrawal percentage, view various dates from different sources, view the payment or enrollment period, or view term information.
Financial Aid Status	STDNT_AID_PACKAGE	Click the Student Status link on the Return TIV Aid page.	Review the student's need, budget, and award or to change the student's packaging status.
FA Term	STDNT_FA_TERM	Click the FA Term link on the Return TIV Aid page.	View a student's term information, add a new term for a student, or build the student's financial aid term.
Last Updated	STDNT_RTRN_TIVSEC5	Click the Last Updated link on the Return TIV Aid page.	View the user's ID and the date and time of the last update made to the Return TIV Aid page.

Managing the Return of Title IV Aid

Access the Return of TIV Aid page.



Return TIV Aid page

The fields are populated with data from the Term Session table and Student Records.

Days Elapsed After an institution determines the date of withdrawal, the system calculates and displays the number of days passed since the student withdrew. The days are calculated using the Institutional Determination Date field as a starting date.

Overall Status Displays the student's withdrawal status. The values are:

Pending: The calculation and the return of Title IV funds are still in progress. The default status is *Pending* until you manually change the status to *Complete.*

Complete: Indicates that the calculation, the student notification, and the return of Title IV funds has occurred. After you set the status to *Complete,* the entire component becomes display only.

Date Form Completed When you click the Calculate All button on this page to calculate the student's withdrawal percentage, the system displays the date this occurred in this field. The date is set to the current date by default when you change the overall status to *Complete.* The user ID is also updated when you change the status to *Complete.* You can view the user ID update on the page when you click the Last Updated link.

Payment Period Select to indicate nonstandard periods or terms. A nonstandard period or term is defined as a term that is not a quarter, semester, or trimester. It can be a payment period or a period of enrollment. A payment period can consist of more than one term.

Enrollment Period Select to indicate the academic period determined by an institution for which charges are assessed. The enrollment period is the length of the term.

Start Date and **End Date** Displays the beginning and ending date of the payment or enrollment period. The system uses the start and end date in the actual Return of Title IV Funds calculation.

Note. Because you can change the enrollment period start and end dates that are used by the system to calculate the Title IV percentage, PeopleSoft recommends that you establish procedures to define how these dates should be changed.

Term Displays the identification number for the term. A term is a period of time an institution has determined as an instructional accounting period.

Withdraw Date Displays the date the student withdrew from the term. Student Records—Student Career Term table—provides this information. The system displays the Student Records value of this field when you open the page.

60 Pct Dt (60 percent date) Displays the default value from the Term Session table. This is the date that indicates the point in time a student would have completed 60% of the credit/clock hour of the program for the session.

Term Begin Date Displays the beginning date of the term.

Session Enter the session from which the student has withdrawn. A session is a class scheduling, enrollment control time period within an academic term. All classes are offered within a session and a session belongs to a term for billing and other administrative purposes.

Term End Date Displays the ending date of the term.

FA Term Withdraw Date Displays the date the student withdrew from the term. The Financial Aid Term table provides the FA term withdrawal date. Student Records determines the date.

FA Term Academic Career Displays the grouping of all academic work undertaken by a student at an institution. This information is from the Financial Aid Term table.

Student Status Click to access the Financial Aid Status page to review the student's need, budget, and award or to change the student's packaging status.

FA Term Click to access the Financial Aid Term page to view a student's term information, add a new term for a student, or build the student's financial aid term. If the student withdraws and the withdrawal date defined by Student Records changes, you must rebuild the FA Term.

Calculate All Click to update and populate the fields with the student's calculated withdrawal information. The system displays the withdrawal status of the student for the specified term and calculates the actual values for the amount of earned aid, amount of unearned aid, and amount of aid to be returned. When you click this link, the system uses the setup and award data specific to the student. If you change the start and end dates from the Return of TIV Aid page, click the Calculate All button to update the values on the Return of Funds Worksheet page.

Last Updated Click to access the Last Updated page to view the user ID and Last Update Timestamp for the last update made to the page.

See Also

Chapter 24, "Reviewing Awards," Reviewing Student Packaging Status by Date, page 916

Chapter 14, "Managing Financial Aid Terms," page 365

Using Return of Funds Worksheet

This section discusses how to:

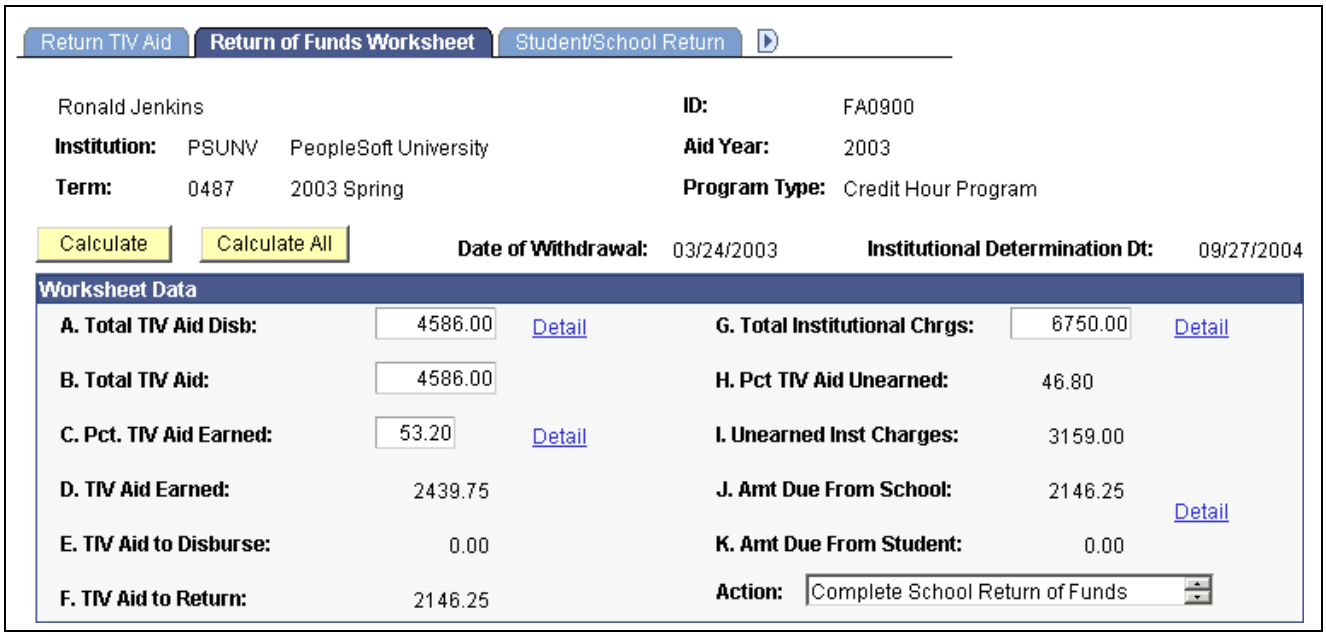
- Generate a valid calculation.
- Recalculate TIV Aid Information.
- Recalculate percentage of TIV aid earned using credit hours.
- View institutional and budget charges.
- Calculate return amounts.

Pages Used to Generate a Valid Calculation

Page Name	Object Name	Navigation	Usage
Return of Funds Worksheet	STDNT_RTRN_TIV_WK1	Financial Aid, Return of Title IV Funds, Create Worksheet, Return of Funds Worksheet	Generate a valid calculation by entering values in the fields that you can edit or to recalculate the values due by the student and school.
Calculate TIV Aid Information	STDNT_RTRN_TIVSEC1	Click the Detail link to the right of the A. Total TIV Aid Disb field on the Return of Funds Worksheet page.	Recalculate or view the A. Total TIV Aid Disb field. The information displayed under Student's TIV Aid Information is from the Student Award Disbursement table and is used to populate the fields under Student's TIV Aid Amounts.
Calculate Pct. TIV Aid Earned	STDNT_RTRN_TIVSEC2	Click the Detail link to the right of the C. Pct. TIV Aid Earned field on the Return of Funds Worksheet page.	Recalculate the Percentage of Title IV Aid Earned field and view the Holiday Adjustment field.
Calculate Charge Information	STDNT_RTRN_TIVSEC6	Click the Detail link to the right of the G. Total Institutional Chrgs (charges) field on the Return of Funds Worksheet page.	View institutional and budget charges.
Calculate Return Amounts	STDNT_RTRN_TIVSEC4	Click the Detail link to the right of J. Amt. Due From School or K. Amount Due From Student fields on the Return of Funds Worksheet page.	Calculate return amounts by the student and institution or view the amount of disbursed Title IV aid to the student.

Generating a Valid Calculation

Access the Return of Funds Worksheet page.



Return of Funds Worksheet page

A. Total TIV Aid Disb (A. total Title IV aid disbursed) Displays the total amount of disbursed Title IV funds credited to the student's account to pay for both direct and indirect costs.

B. Total TIV Aid (B. total Title IV aid) Displays an amount that was awarded to the student. This value also includes funds that were not disbursed to the student for which he or she was eligible. It is the total disbursed Title IV aid plus the Title IV aid that could have been disbursed for the payment period or period of enrollment.

C. Pct. TIV Aid Earned (C. percent Title IV aid earned) Displays the percentage of the period of enrollment or payment period that the student completed.

D. TIV Aid Earned (D. Title IV aid earned) Displays the amount of earned Title IV funds disbursed or to be disbursed to the student.

E. TIV Aid to Disburse (E. Title IV aid to disburse) Displays the amount of aid the student may be eligible for as a post-withdrawal disbursement. If the student received less than the eligible amount, the system displays the amount to be disbursed.

F. TIV Aid to Return (F. Title IV aid to return) Displays the total amount of aid to be returned to the federal government by the student and/or school.

G. Total Institutional Chrgs (G. total institutional charges) Displays the value of the charges your institution set up in the Institutional Charges setup page. Institutional costs are defined as charges—the cost of attendance—a student must pay to the institution directly. Whether you use the actual or budgeted charges, the system displays the value for the institutional charges you defined in your setup.

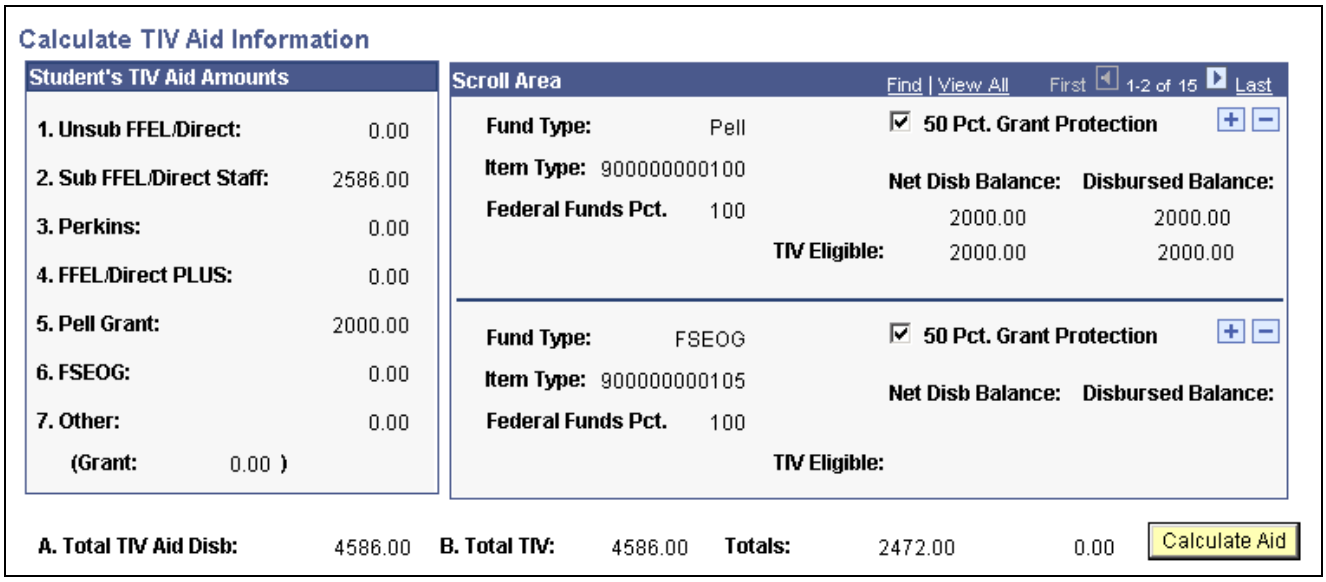
H. Pct TIV Aid Unearned (H. percent title IV aid unearned) Displays the amount to be returned based on the percentage of the unearned aid.

I. Unearned Inst Charges (I. unearned institutional charges) Displays the amount of aid the student must return for institutional charges. For example, tuition is an institutional charge. If a student withdraws at 10% of the term, the student earns 10% of the charges for tuition. The remaining 90% is unearned.

J. Amt Due From School (J. amount due from school)	Displays the amount of aid the institution must return to the Title IV program. The institution determines its share of unearned funds first.
K. Amt Due From Student (K. amount due from student)	Displays the amount of aid the student must return to the Title IV program. The student returns the difference between the Title IV aid to be returned and the amount of Title IV aid due by the institution. For example, if the returned aid were 1000.00 USD and your institution has to return 600.00 USD, the student has to return 400.00 USD.
Action	After you calculate the Return of Title IV Funds, the system displays a note as a reminder to update the tracking fields on the Student/School Return page or the Post-Withdrawal Disbursement page based on what has occurred with the student.
Calculate	Click if you made a change to the C. Pct. TIV Aid Earned field or any of the values in the Calculate Pct. TIV Aid Earned page fields. The system recalculates the values based on the adjustments you made to the percentages.
Calculate All	Click to update and populate the fields with the student's calculated withdrawal information. The system displays the withdrawal status of the student for the specified term and calculates the actual values for the amount of earned aid, amount of unearned aid, and amount of aid to be returned. When you click this link, the system uses the setup and award data specific to the student. If you change the start and end dates from the Return of TIV Aid page, click Calculate All to update the values on the Return of Funds Worksheet page.
Detail	Click to access the Calculate TIV Aid Information page. Use this page to view or recalculate the student's Title TIV aid.
Detail	Click to access the Calculate Pct. TIV Aid Earned page. Use this page to view or recalculate the student's percentage of earned Title IV aid.
Detail	Click to access the Calculate Charge Information page. Use this page to view or recalculate the student's institutional and budget charges.
Detail	Click to access the Calculate Return Amounts page. Use this page to view or recalculate the amount of funds to be returned from both the student and the institution.

Recalculating TIV Aid Information

Access the Calculate TIV Aid Information page.



Calculate TIV Aid Information page

Student's TIV Aid Amounts

The system displays the Title IV programs for which the student received assistance.

(Grant:) Funds that are federal grants or are fully funded by federal funds fall under the 50% rule. If any portion of the return of funds due by the student's share of unearned funds is allocated to a grant program, it is reduced by 50%.

Student's TIV Aid Information

Fund Type Displays the type of Title IV program. Pell Grants, PLUS loans, SEOGs, and Subsidized and Unsubsidized Federal Stafford loans are examples of Title IV funds.

Item Type Displays the financial aid item type that your institution has assigned to the Fund Type. The system uses the item type to map the financial aid transaction to the appropriate general ledger account during the general ledger process. The way item types are classified governs how they are processed.

Net Disb Bal (net disbursed balance) Displays the net amount of funds that have been offered to the student but may not have been disbursed.

Disbursed Displays the amount of Title IV aid disbursed to the student.

Fed Funds Pct (federal funds percent) Displays the percentage of the funds that is federally funded for the item type.

Title IV Eligible Displays the amount of Title IV aid of the fund type for which the student is eligible.

A. Total TIV Aid Disb (A. total Title IV aid disbursed) Displays the total amount of disbursed Title IV funds credited to the student's account to pay for both direct and indirect costs.

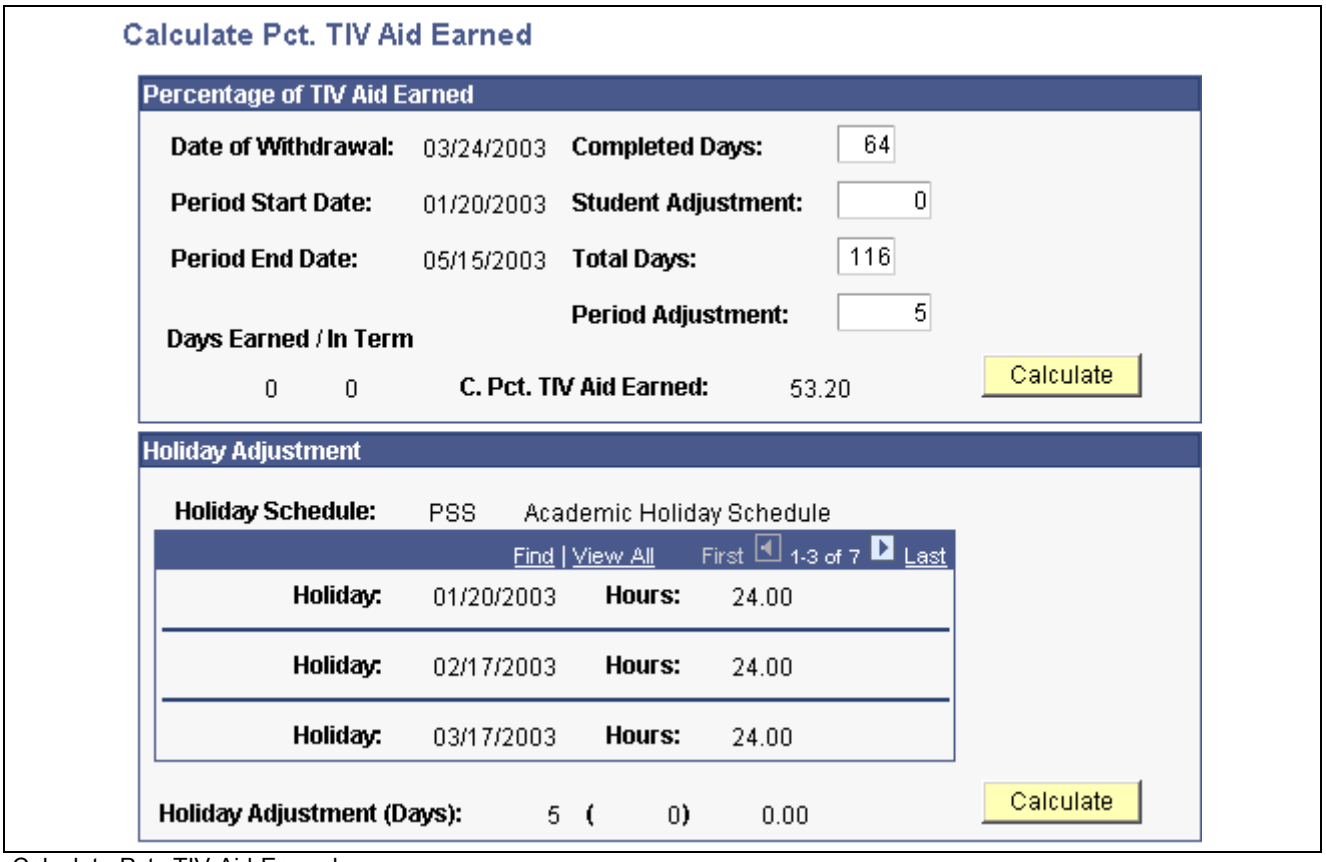
B. Total TIV Aid (B. total Title IV aid) Displays an amount that was disbursed to the student. This value also includes funds that were not disbursed to the student for which he or she was eligible. It is the total disbursed Title IV aid plus the Title IV aid that could have been disbursed for the payment or period of enrollment.

Totals Displays total Title IV net disbursed balance and disbursed aid amount.

Calculate Aid Click to recalculate the student's awards if there was a change to an item type or after using the Calculate link from this page or the Return of TIV Aid page.

Recalculating Percentage of TIV Aid Earned Using Credit Hours

Access the Calculate Pct. TIV Aid Earned page.



Calculate Pct. TIV Aid Earned page

Percentage of Title IV Aid Earned

Period Start Date Displays the first day of the term or payment period. The system uses the payment period or enrollment period start date from the Return of TIV Aid page.

Period End Date Displays the last day of the term or payment period. The system uses the payment period or enrollment period end date from the Return of TIV Aid page.

Completed Days Displays the number of days between the start date of the period and withdrawal date of the student.

Student Adjustment For professional judgment purposes, use this field to make adjustments to the student's completed days.

Total Days Displays the number of days between the start and end date of the period. This value includes the start and end date.

Period Adjustment Displays the adjustment that is required for scheduled holidays of five consecutive days or more. The system displays *0* if there are no holidays scheduled consecutively for 5 or more days.

0/ 0 Displays the number of completed days divided by the total days.

C. Pct TIV Aid Earned (C. percent Title IV aid earned) Displays the percentage of the period of enrollment or payment period that the student completed.

Holiday Adjustment

Holiday Schedule Displays the name of the holiday schedule defined and set up in human resources for that term. Student Records associates this schedule to terms and sessions used in Campus Solutions.

Holiday Displays the date of the holiday. The system lists all holidays, not just those that are consecutive.

Hours Displays the number of clock hours for the holiday.

Holiday Adjustment (Days) Displays the number of consecutive holidays defined in the holiday schedule.

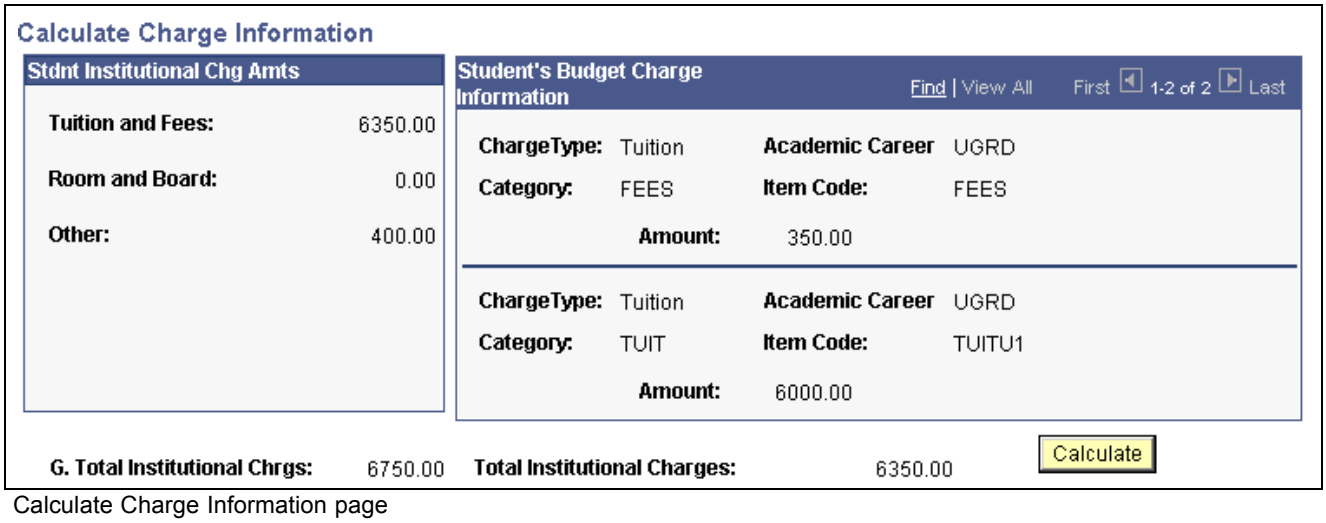
Calculate Click to recalculate the new percentage if you changed a value in any of the fields where the Title IV percentage is used.

Calculate Click to recalculate the adjustment for holidays if you made a change to the start and end dates of the payment or enrollment period. The system determines if there are any changes to the holiday schedule based on the new start and end dates.

Note. The system does not support clock hours even though you can select clock hours as a program type when you enter the access requirements to enter the Return of TIV Aid page.

Viewing Institutional and Budget Charges

Access the Calculate Charge Information page.



Calculate Charge Information page

Charge Type Displays institutional charges for the student associated with an item type group for the term.

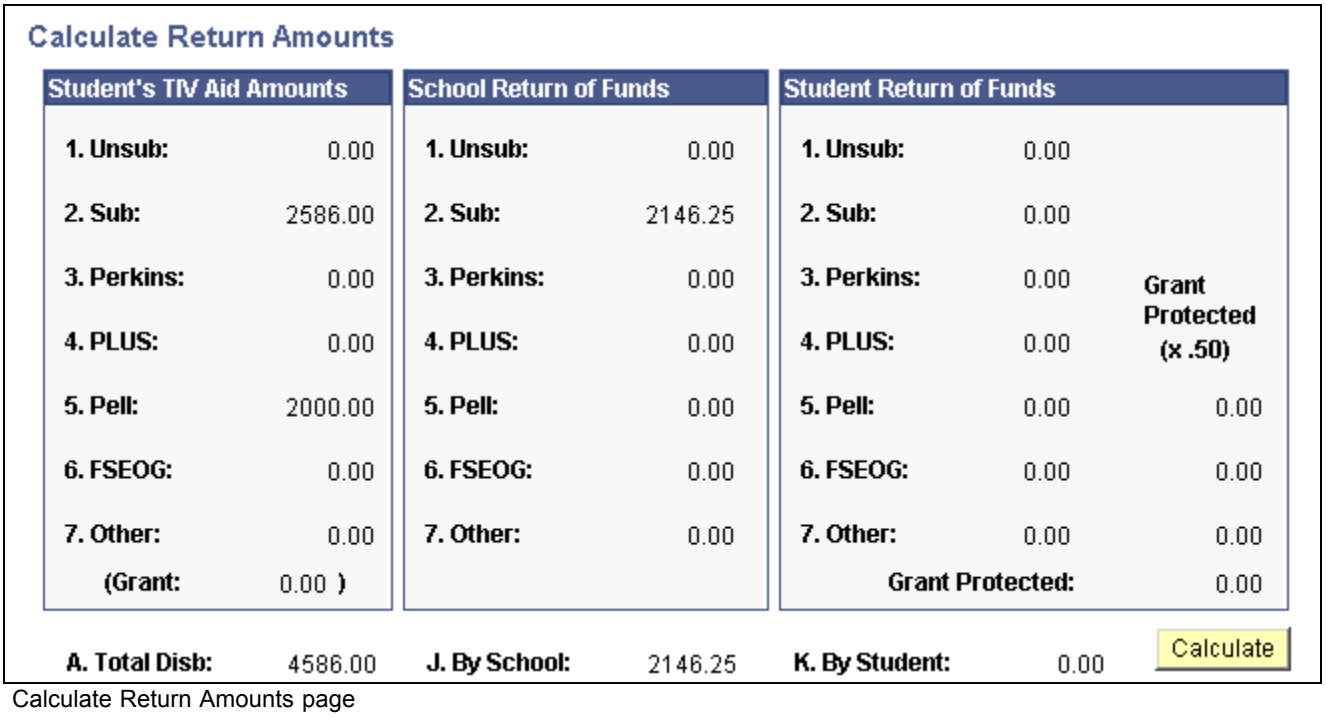
Category	Displays the budget category for which the charge type is associated.
Academic Career	Displays the grouping of all academic work undertaken by a student at an institution.
Item Code	Displays a budget item within a budget category.
Amount	Displays the charge amount for the charge type.
G. Total Institutional Chrgs (total institutional charges)	Displays the value of the charges your institution set up in the Institutional Charges setup page. Institutional costs are defined as charges a student must pay to the institution directly. Whether you use the actual or budgeted charges, the system displays the value for the institutional charges you defined in your setup.
Total Institutional Charges	Displays the total value of the charges based on specific charge types for the Return of Title IV calculation for the student.
Calculate	Click to recalculate total institutional charges and to update the Return of Funds Worksheet page.

See Also

Chapter 4, "Setting Up Student Budgets," Defining Budget Items, page 51

Calculating Return Amounts

Access the Calculate Return Amounts page.



Calculate Return Amounts page

School Return of Funds and **Student Return of Funds**	Displays the amount to be returned by the school and the student and an amount that is grant protected. The values do not change unless there is a change to any component in the return to Title IV calculation. For example, if

	you change the total days and recalculate the percent of earned aid, use this page to recalculate the values to show the change in the return of funds.
Grant Protected	Displays the amount protected by the 50% grant protection rule. This applies only to the student.
A. Total Disb (total disbursed)	Displays the total disbursed funds to the student. The system uses data from awarding and packaging and lists the amount by the Title IV programs from which the student received aid.
J. By School	Displays the amount of funds needed to be returned by the school.
K. By Student	Indicates the amount of funds needed to be returned by the student.
Calculate	Click to recalculate the totals if you updated or modified the values.

Tracking Student and School Return Information

This section discusses how to:

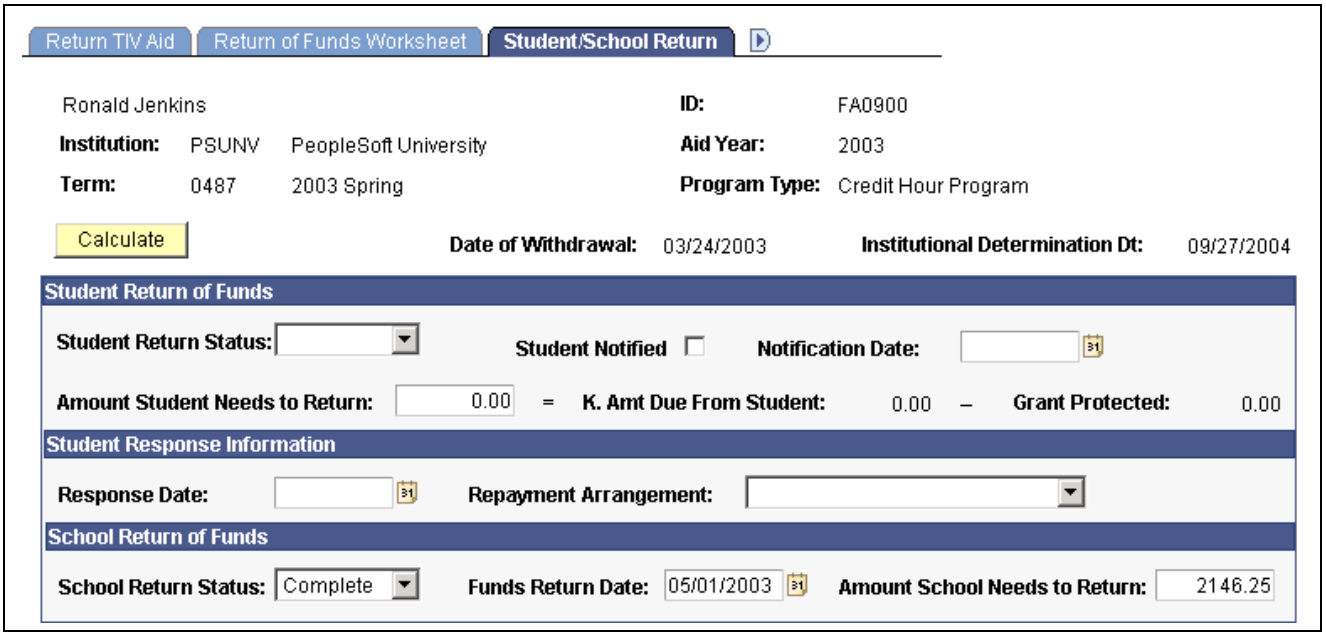
- Track return information.
- Track post-withdrawal disbursement.
- Review post-withdrawal disbursements.
- Enter return of TIV aid notes.

Pages Used to Track Student and School Return Information

Page Name	Object Name	Navigation	Usage
Student/School Return	STDNT_RTRN_TIV_WK2	Financial Aid, Return of Title IV Funds, Create Worksheet, Student/School Return	Track return information for the student and school.
Post-Withdrawal Disbursement	STDNT_RTRN_TIV_WK3	Financial Aid, Return of Title IV Funds, Create Worksheet, Post-Withdrawal Disbursement	Track post-withdrawal disbursements. The student was entitled to these funds but they were not disbursed.
Post-Withdrawal Disbursements	STDNT_PWD_SEC1	Click the Detail link in the Calculations group box.	Review post-withdrawal disbursements. Includes the amount of eligible aid not yet disbursed, eligible aid to be disbursed late, or remaining eligible aid to be disbursed.
Return TIV Aid Notes	STDNT_RTRN_TIV_WK4	Financial Aid, Return of Title IV Funds, Create Worksheet, Return TIV Aid Notes	Enter return of Title IV aid notes. Document information regarding the processing of Title IV Return of Funds.

Tracking Return Information

Access the Student/School Return page.



Student/School Return page

Student Return Status Displays the student's return of Title IV funds status.

Pending: Indicates that the calculation and the return of Title IV funds are still in progress. The default status is *Pending* until you manually change the status to *Complete.*

Complete: Indicates that calculation, student notification, and the return of Title IV funds has occurred.

Note. PeopleSoft recommends that you update the Student Return Status field to *Complete* when a student does not have to return funds.

Amount Student Needs to Return Displays the amount of Title IV funds the student must return. If a student owes a return, the system populates this value from the Return of Funds Worksheet page.

Student Notified Indicates the student was notified of any Title IV overpayment due from the student.

Notification Date Displays the date the student was notified of Title IV overpayment.

K. Amt Due From Student (K. amount due from student) Displays the amount of aid the student must return to the Title IV programs. The student returns the difference between the Title IV aid to be returned and the amount of Title IV aid due by the institution. For example, if the returned aid is 1000.00 USD and your institution has to return 600.00 USD, the student has to return 400.00 USD.

Grant Protected Displays the amount protected by the 50% grant protection rule. This applies only to the student.

Response Date Displays the date the student responded to the notification from the institution about Title IV overpayment.

Repayment Arrangement

NA: Not Applicable indicates response information for this student does not apply at this time.

No Response: Indicates the institution has not received a response from the student about Title IV overpayment.

Will Make Arrangements: Indicates the student intends to make arrangements to pay the Title IV overpayment.

Will Not Make Arrangements: Indicates the student does not intend to make arrangements to pay the Title IV overpayment. You can use this field to query students who are not repaying and report these students to the Department of Education for collection.

Will Pay in Full: Indicates the student will pay the Title IV overpayment in full.

School Return Status Indicates the institution's repayment status as pending or complete. The default status is pending until you manually change the status to complete.

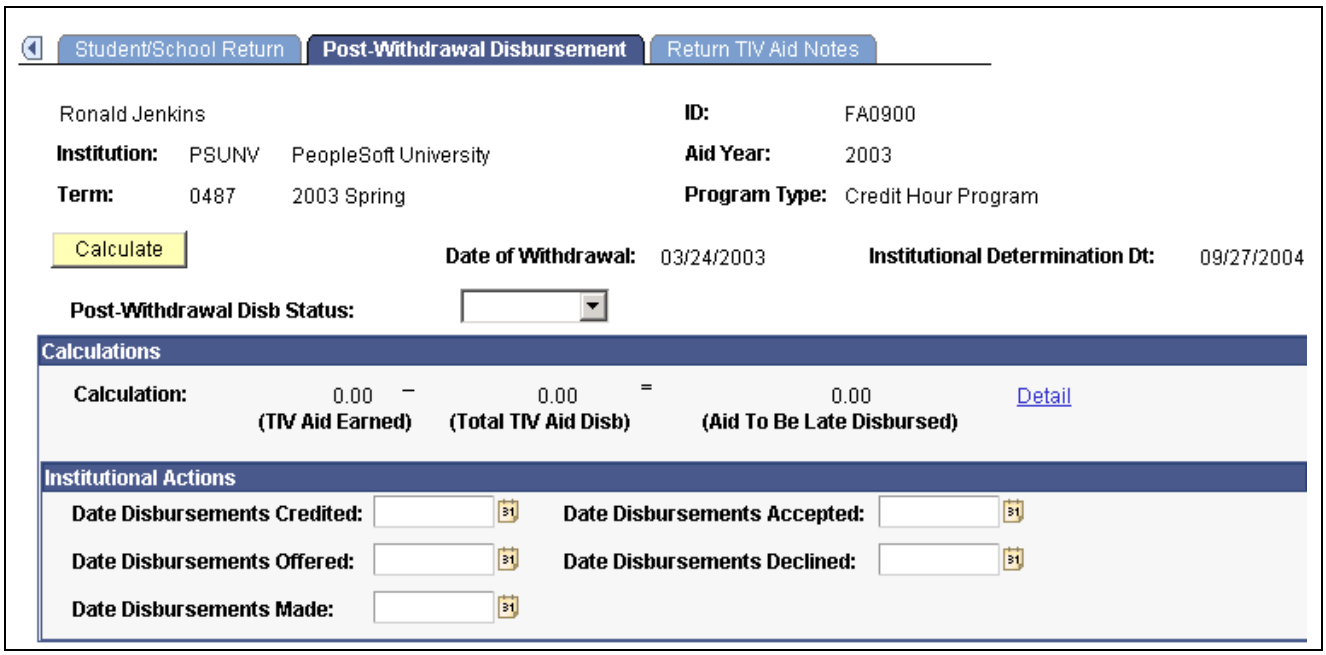
Funds Return Date Indicates the date the funds were returned.

Amount School Needs to Return Indicates the amount of Title IV funds the institution must return. If the school owes a return, the system automatically populates this value from the Return of Funds Worksheet page.

Calculate Click to recalculate the amount the school and student have to return if you made a change to the percentage on the Return of Funds Worksheet page.

Tracking Post-Withdrawal Disbursement

Access the Post-Withdrawal page.



Post-Withdrawal Disbursement page

Post-Withdrawal Disb Status (post-withdrawal disbursement status) Indicates whether or not post-withdrawal disbursement calculations are complete or pending.

Calculations

(TIV Aid Earned) (Title IV aid earned) Displays the amount of earned Title IV funds disbursed or to be disbursed to the student.

(Total TIV Aid Disb) (total Title IV aid disbursed) Displays the total amount of disbursed Title IV funds credited to the student's account to pay for both direct and indirect costs.

(Aid To Be Late Disbursed) Displays the amount of earned aid that can be offered to the student as a late disbursement to pay for unpaid charges.

Institutional Actions

Date Disbursements Credited Displays the date the disbursement was credited to the student's account.

Date Disbursements Offered Displays the date the disbursement was offered to the student.

Date Disbursements Made Displays the date the disbursement was made to the student.

Date Disbursements Accepted Displays the date the offer for the post-withdrawal disbursement was accepted by the student.

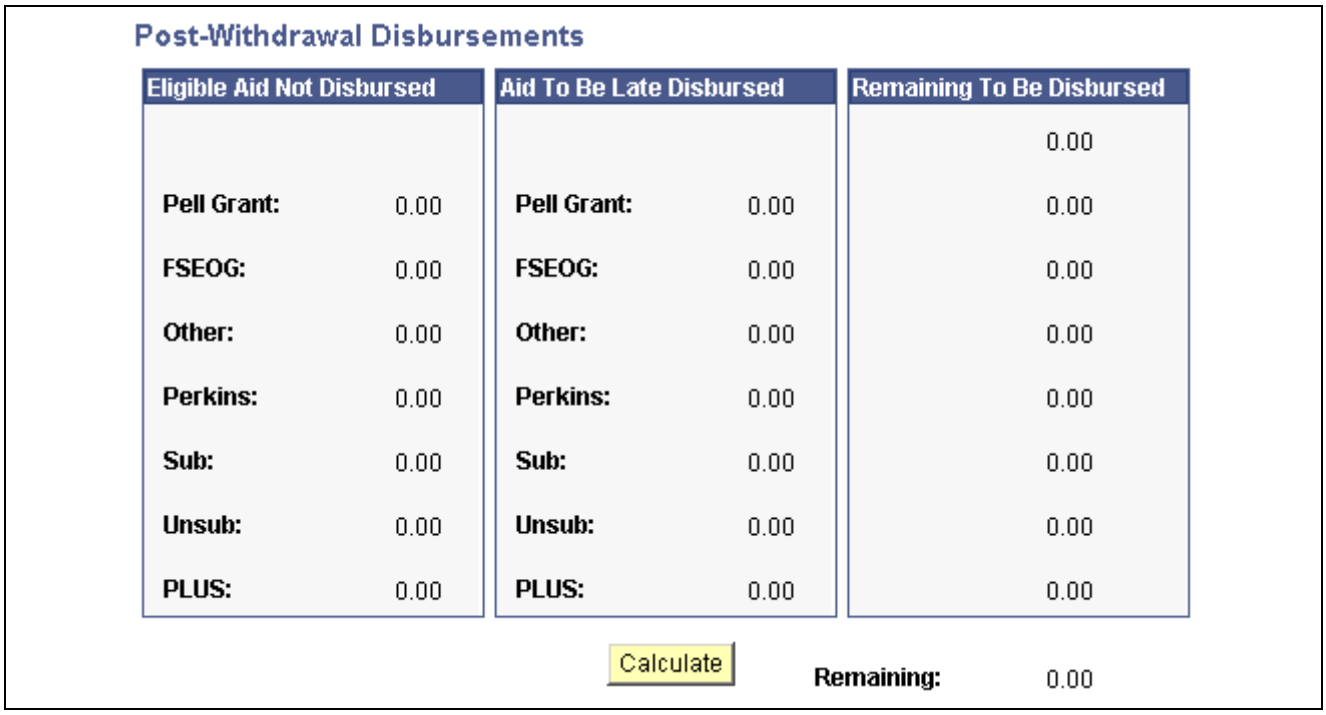
Date Disbursement Declined Displays the date the offer for the post-withdrawal disbursement was declined by the student.

Calculate Click to recalculate the amount of aid to a post-withdrawal student if you made a change to the percentage.

Detail Click to view the Post-Withdrawal Disbursements page. You can view the amount of eligible aid not yet disbursed, eligible aid to be disbursed late, or remaining eligible aid to be disbursed.

Reviewing Post-Withdrawal Disbursements

Access the Post-Withdrawal Disbursements page.



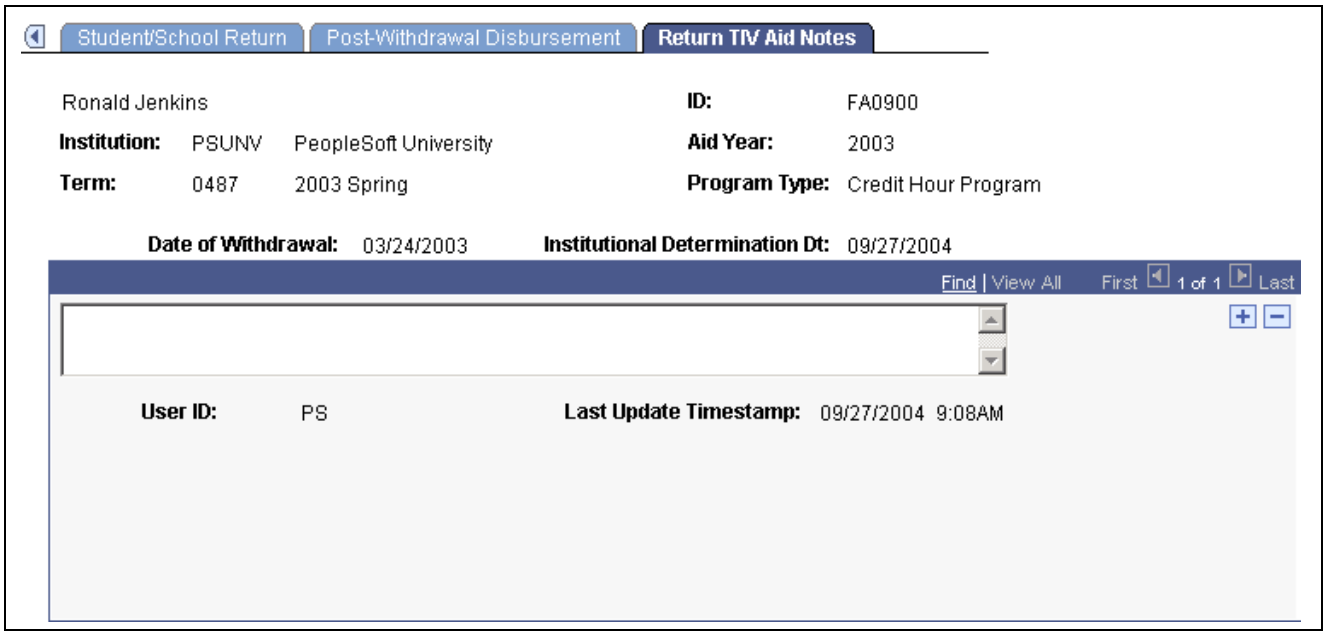
Post-Withdrawal Disbursements page

Remaining Displays the remaining amount of Title IV funds to be disbursed.

Calculate Click to recalculate the remaining amount of funds to be disbursed if you made changes to the percentage.

Entering Return TIV Aid Notes

Access the Return TIV Aid Notes page.



Return TIV Aid Notes page

Enter comments of any length into the text area.

Tracking Return of TIV Funds

This section discusses how to:

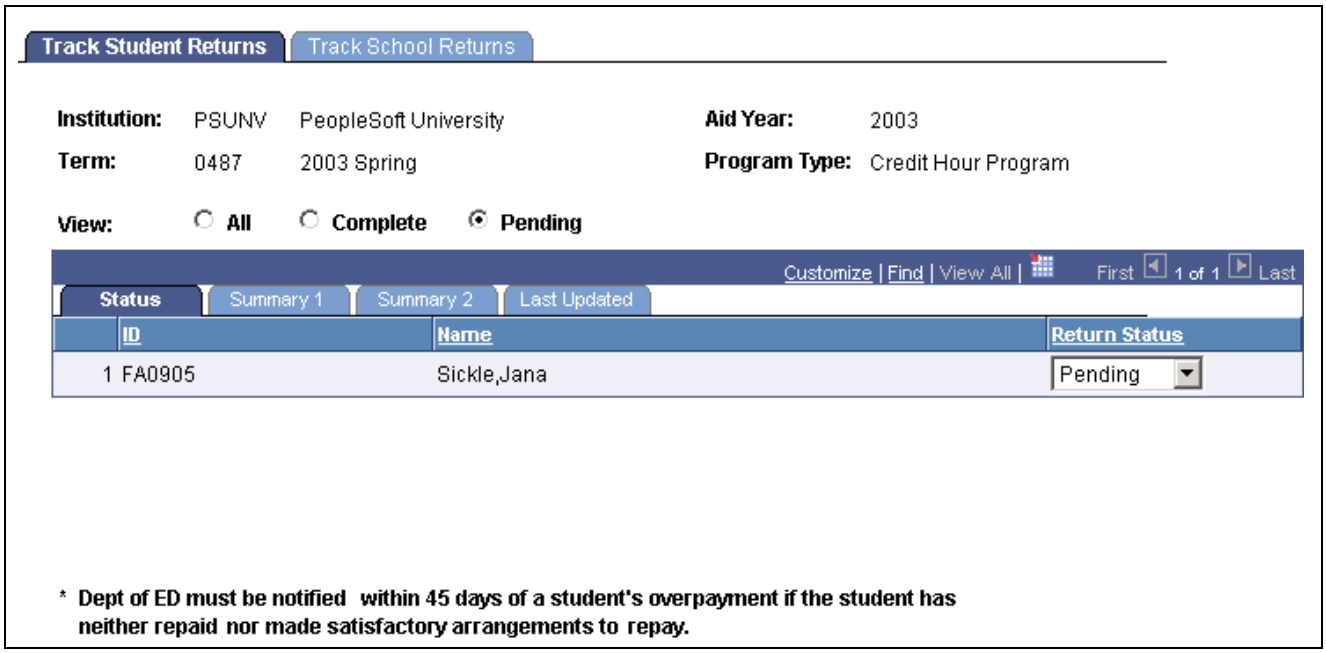
- Track student return of TIV funds.
- Track school return of TIV funds.
- Review post-withdrawal disbursement tracking data.

Pages Used to Track Return of TIV Funds

Page Name	Object Name	Navigation	Usage
Track Student Returns	TIV_RTRN_TRACKING	Financial Aid, Return of Title IV Funds, Track TIV Funds Return, Track Student Returns	Track student return of Title IV funds. View the status of funds for all students where a calculation exists.
Return of Funds Detail	STDNT_RTOF_SEC1	Click the Detail link to the right of the Amount Due From student column.	View student aid amount and the return of funds for both the student and school.
Track School Returns	TIV_RTRN_TRACKING2	Financial Aid, Return of Title IV Funds, Track TIV Funds Return, Track School Returns	Track school return of TIV funds. View the status of funds for your institution.
Post Withdrawal Disb Tracking	TIV_PWD_TRACKING	Financial Aid, Return of Title IV Funds, Track PW Disbursement, Post Withdrawal Disb Tracking	Review post-withdrawal disbursement tracking data.

Tracking Student Return of Title IV Funds

Access the Track Student Returns page.



Track Student Returns page: Status tab

Common Page Information

View Select one of the following:

All: View students with a status of pending or completed.

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

Status Tab

ID Indicates a unique identification code for an individual associated with your institution.

Name Displays the name of an individual.

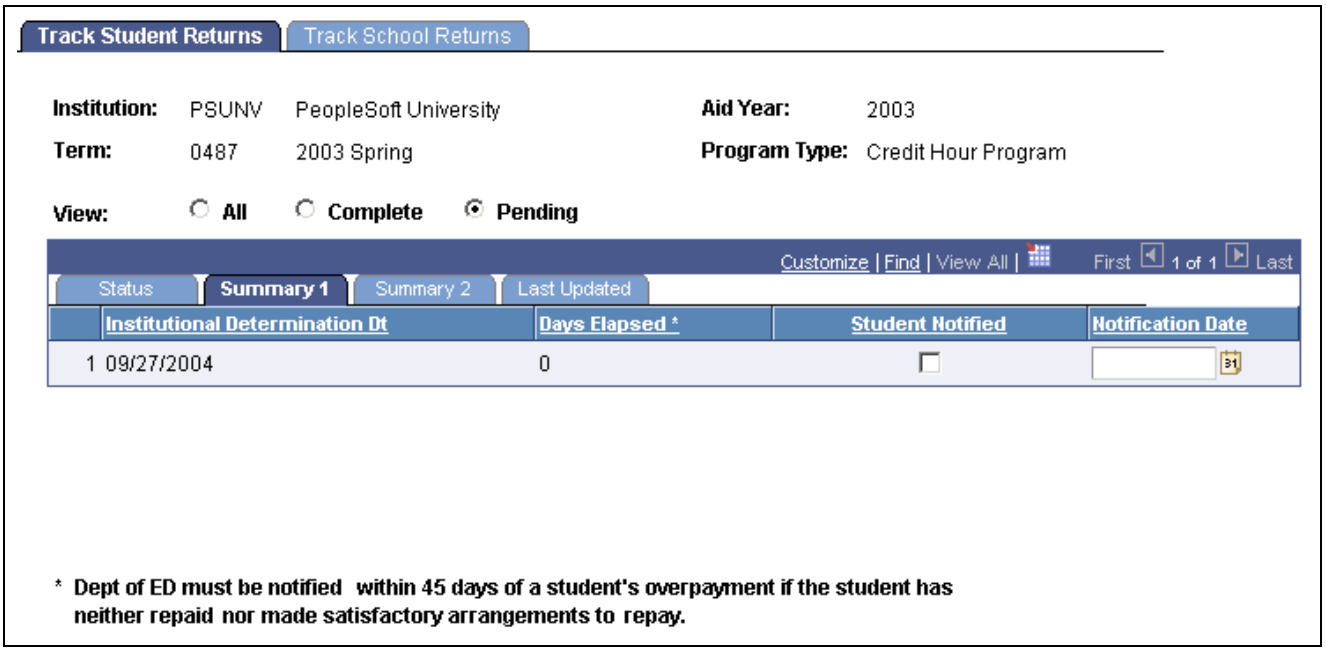
Return Status Displays the student's return of Title IV funds status. This status comes from the School/Student Return page. If a student does not have a return, the student does not appear in the list regardless of the status.

Pending: The calculation and the return of Title IV funds are still in progress. The default status is Pending until you manually change the status to Completed.

Complete: The calculation, student notification, and the return of Title IV funds has occurred.

Summary 1 Tab

Select the Summary 1 tab.



Track Student Returns page: Summary 1 tab

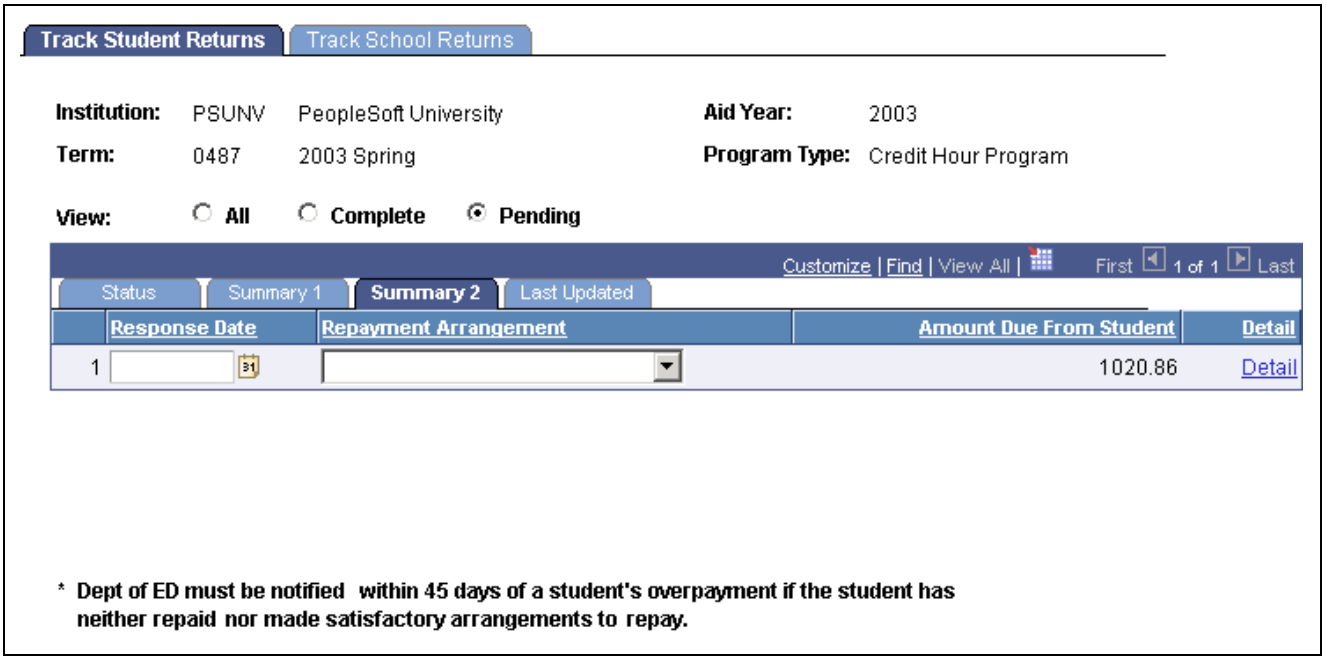
Institutional Determination Date Displays the withdrawal date determined by the financial aid office.

Student Notified Indicates the student was notified of any Title IV overpayment due from the student.

Notification Date Displays the date the student was notified of Title IV overpayment.

Summary 2 Tab

Select the Summary 2 tab.

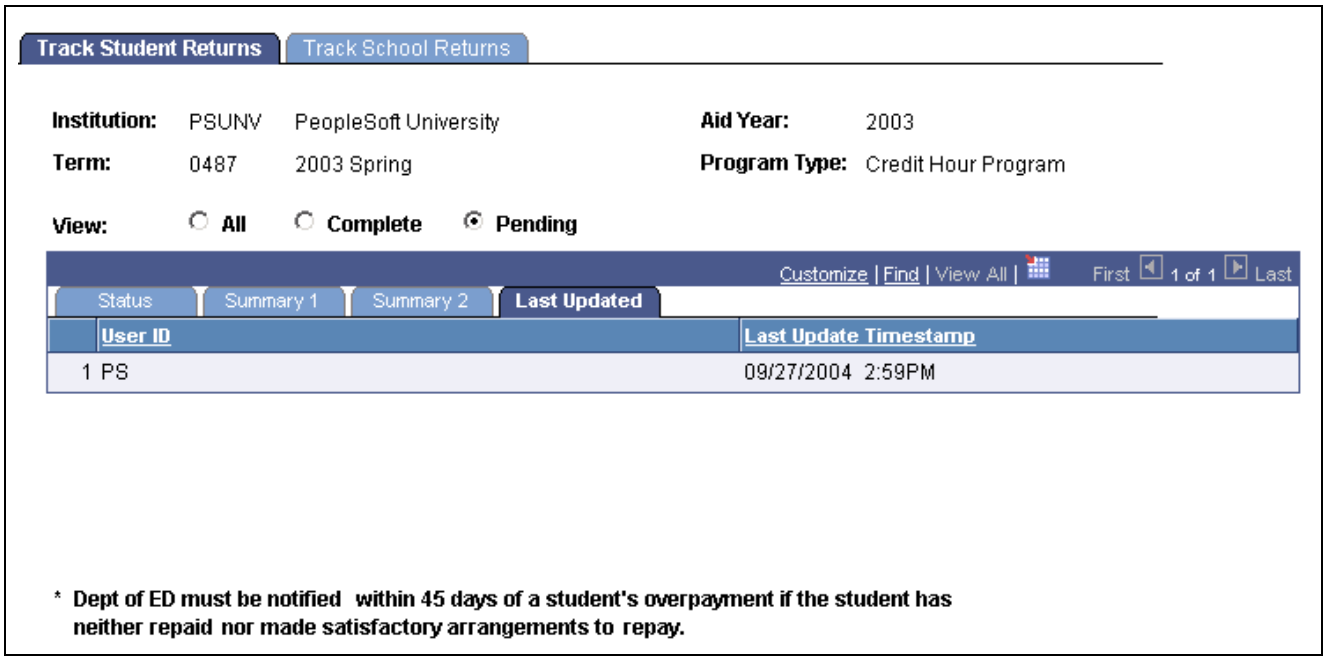


Track Student Returns page: Summary 2 tab

Response Date	Displays the date the student responded to the notification from the institution about Title IV overpayment.
Repayment Arrangement	Displays one of the student response options from the Student/School Return page. The values are: *N/A* *No Response* *Will Make Arrangements* *Will Not Make Arrangements* *Will Pay in Full*
Amount Due From Student	Displays the amount of funds needed to be returned by the student.
Detail	Click to view the Return of Funds Detail page.

Last Updated Tab

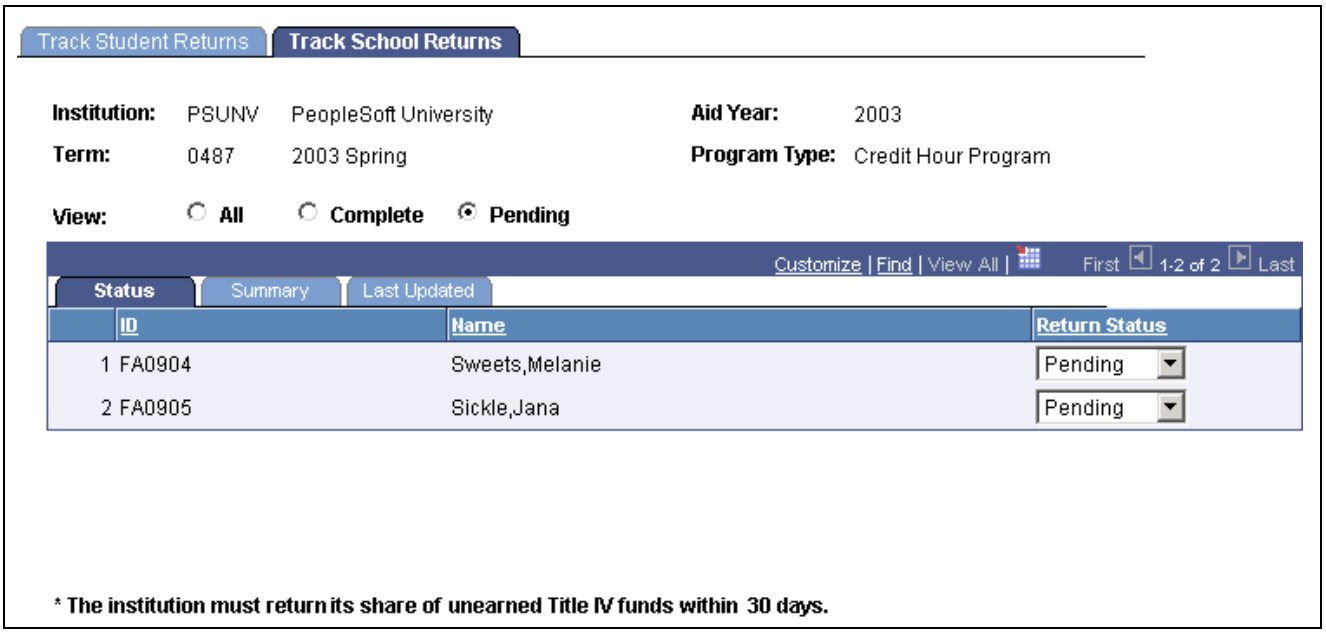
Select the Last Updated tab.



Track Student Returns page: Last Updated tab

Tracking School Return of Title IV Funds

Access the Track School Returns page.



Track School Returns page: Status tab

Common Page Information

View Select one of the following:

All: View students with a status of pending or completed.

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

Status Tab

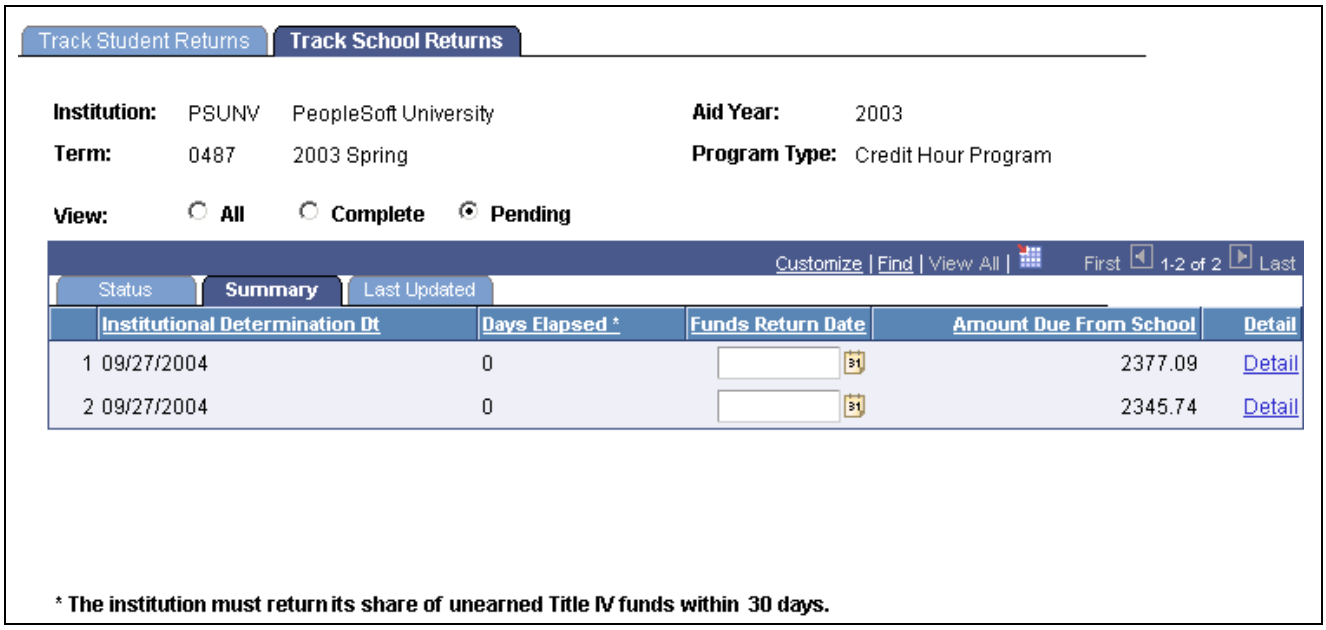
Return Status Displays the school's return of Title IV funds status.

Pending: Indicates that the calculation and the return of Title IV funds are still in progress. The default status is *Pending* until you manually change the status to *Complete.*

Complete: Indicates that calculation, student notification, and the return of Title IV funds has occurred.

Summary Tab

Select the Summary tab.



Track School Returns page: Summary tab

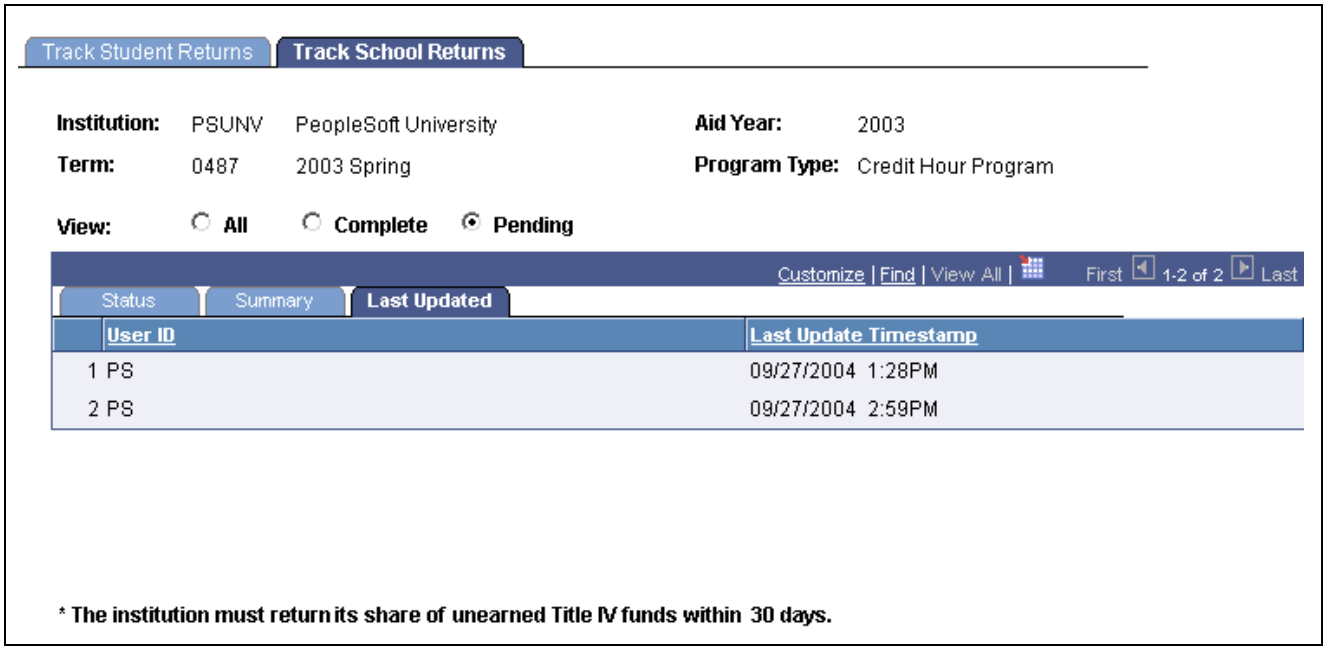
Funds Return Date Displays the date the user updated the Funds Return date field on the Student/School Return page.

Amount Due From School Displays the amount of Title IV funds to be returned by the institution.

Detail Click to view the Return of Funds Detail page.

Last Updated Tab

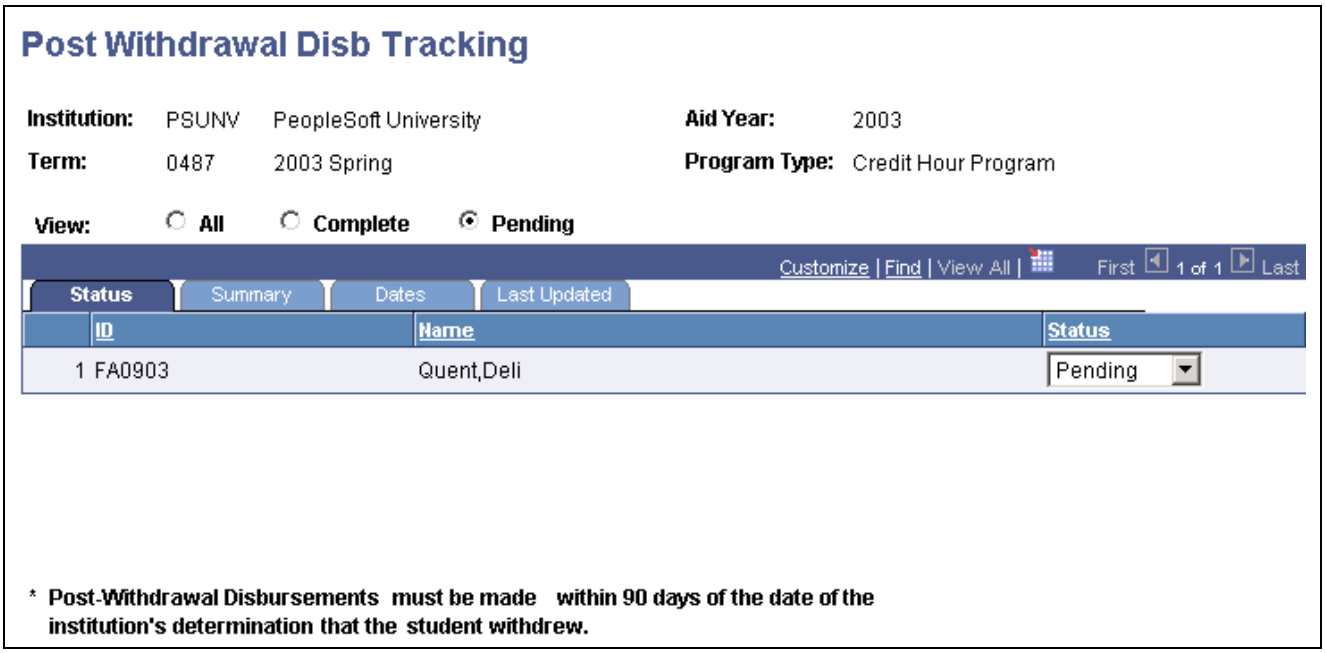
Select the Last Updated tab.



Track School Returns page: Last Updated tab

Reviewing Post Withdrawal Disbursement Tracking Data

Access the Post Withdrawal Disb Tracking page.



Post Withdrawal Disb Tracking page: Status tab

Common Page Information

View Select one of the following:

All: View students with a status of *Pending* or *Completed.*

Complete:: View students who have completed the Return of Title IV Funds process.

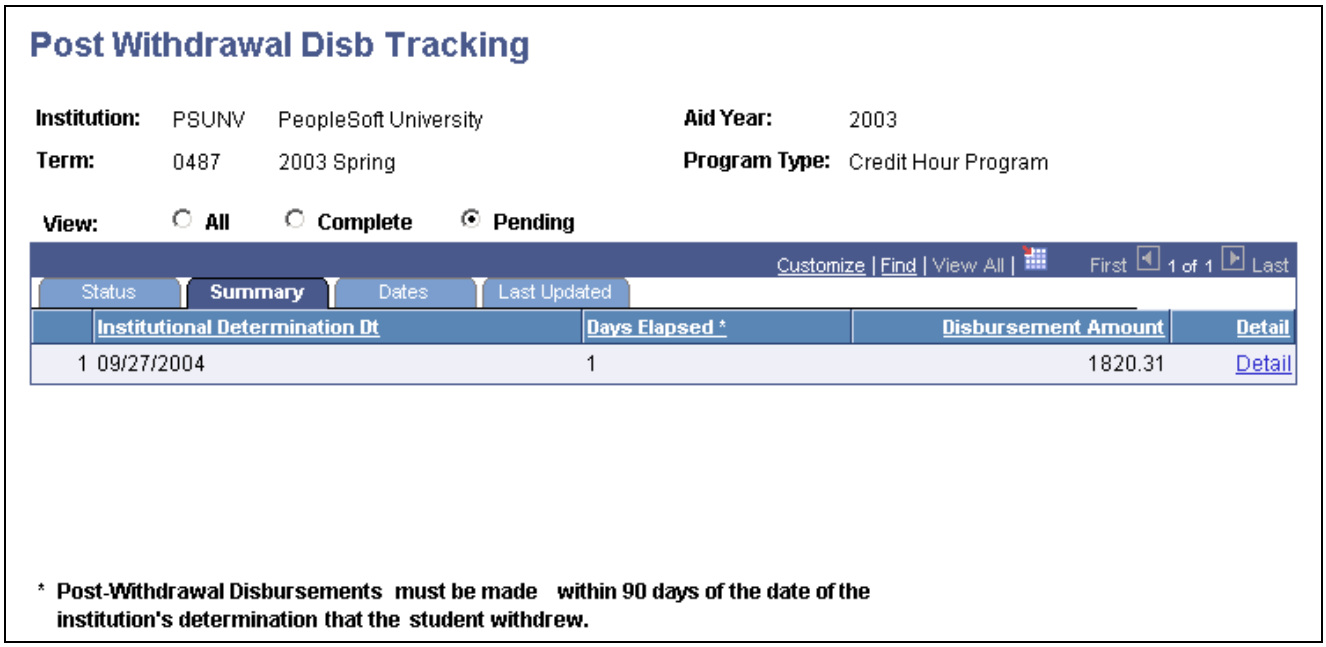
Pending: View students who are being processed.

Status Tab

Status Displays the student's post-withdrawal disbursement status. The system displays a status of *Pending* to indicate that the calculation and the post-withdrawal disbursement are still in progress. A status of *Complete* indicates that calculation, student notification, and the post-withdrawal disbursement has occurred. The status is from the Post-Withdrawal Disbursement page.

Summary Tab

Select the Summary tab.



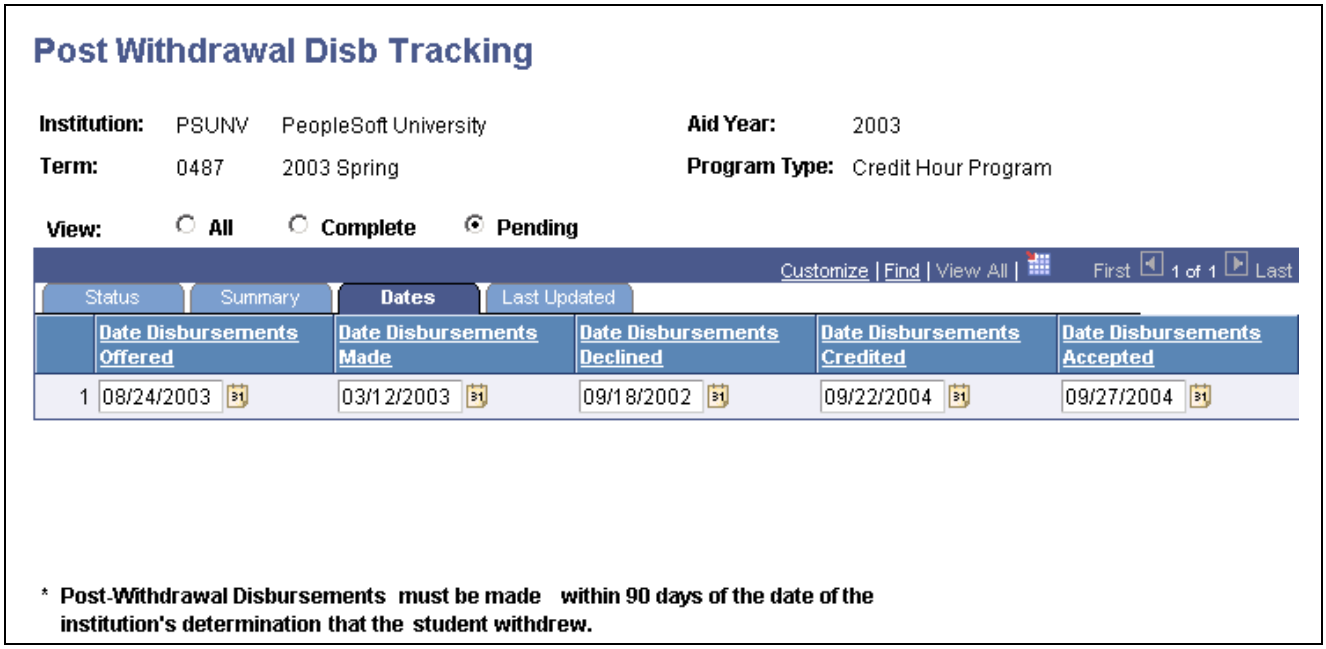
Post Withdrawal Disb Tracking page: Summary tab

Disbursement Amount Displays the amount of funds the institution can offer the student as a post-withdrawal disbursement.

Detail Click to view the Post-Withdrawal Disbursements page.

Dates Tab

Select the Dates tab.



Post Withdrawal Disb Tracking: Dates tab

Date Disbursements Offered Displays the date the disbursement was offered to the student.

Date Disbursements Made Displays the date the disbursement was made to the student.

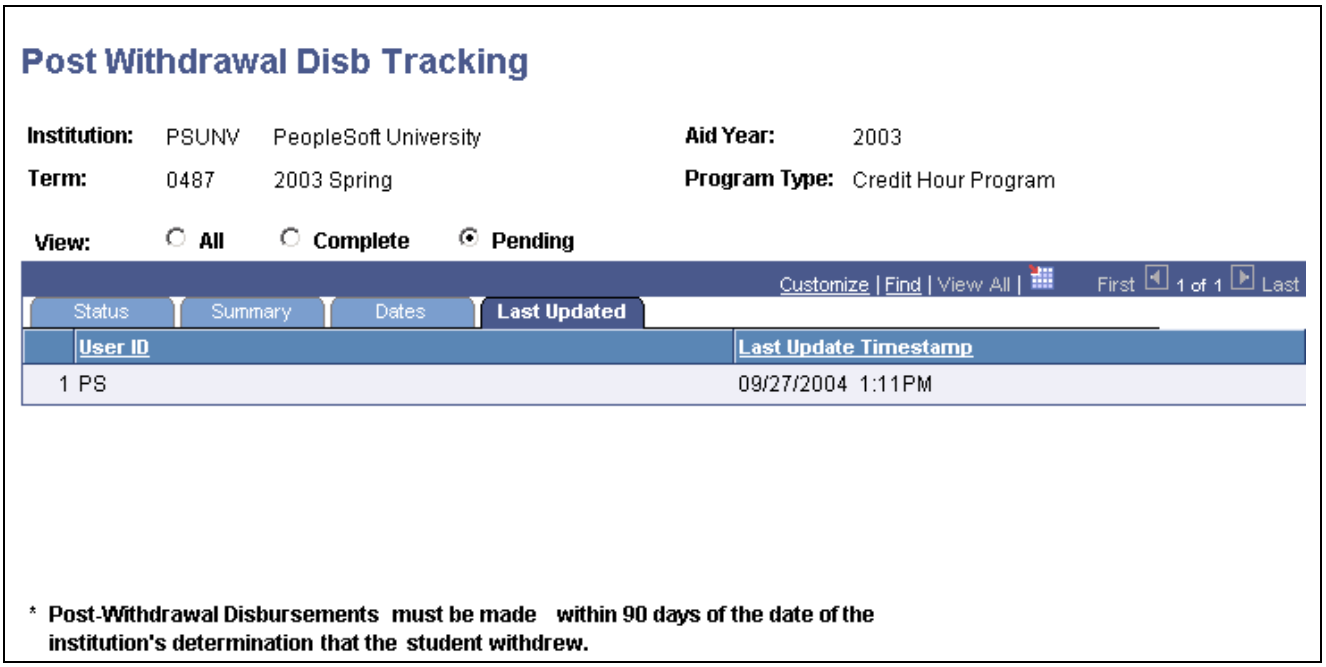
Date Disbursements Declined Displays the date the disbursement was declined by the student.

Date Disbursements Credited Displays the date the disbursement was credited to the student's account.

Date Disbursements Accepted Displays the date the disbursement was accepted by the student.

Last Updated Tab

Select the Last Updated tab.



Post Withdrawal Disb Tracking: Last Updated tab

Note. The Calculate link is not available when you access the Post-Withdrawal Disbursements page from the Post Withdrawal Disb Tracking page.

Reviewing Return of TIV Funds Student Summary

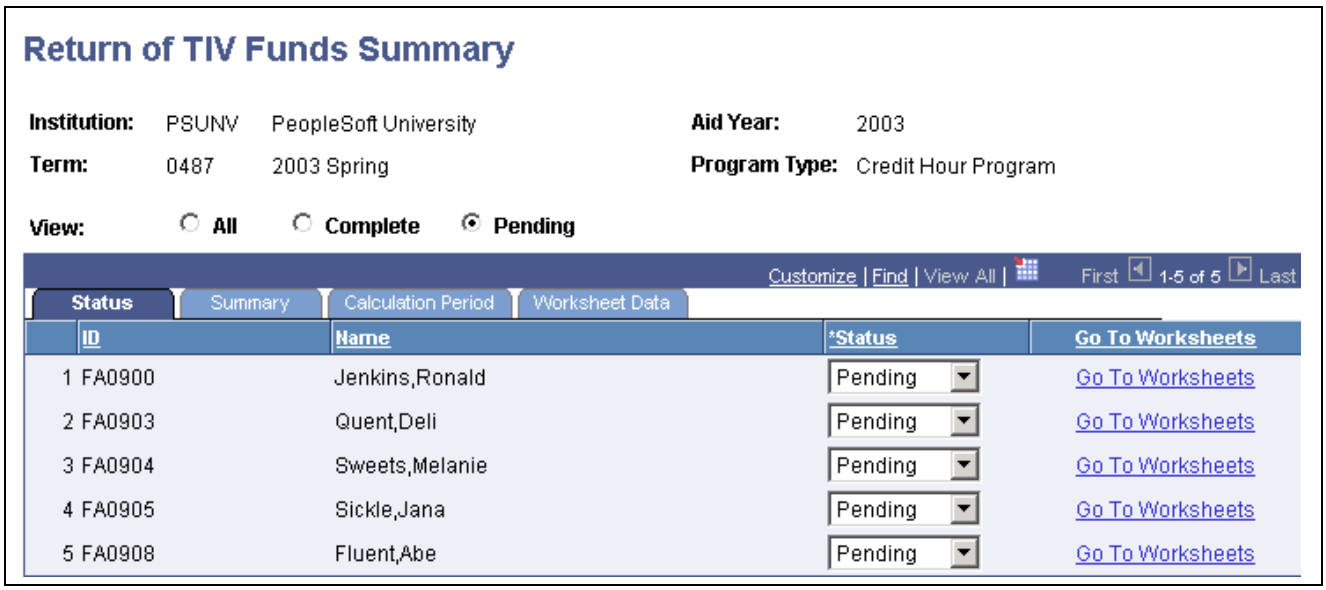
This section discusses how to review the summary student return of TIV funds.

Page Used to Review Return of TIV Funds Student Summary

Page Name	Object Name	Navigation	Usage
Return of TIV Funds Summary	RTRN_TIV_STU_TRACK	Financial Aid, Return of Title IV Funds, Review Summary of TIV Return, Return of TIV Funds Summary	View summary of the student's return of TIV funds calculation.

Reviewing the Summary of Student Return of TIV Funds

Access the Return of TIV Funds Summary page.



Return of TIV Funds Summary page: Status tab

Common Page Information

View Select one of the following:

All: View students with a status of *Pending* or *Complete.*

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

Status Tab

Status Indicates the student's overall status of the Return of Title IV calculation.

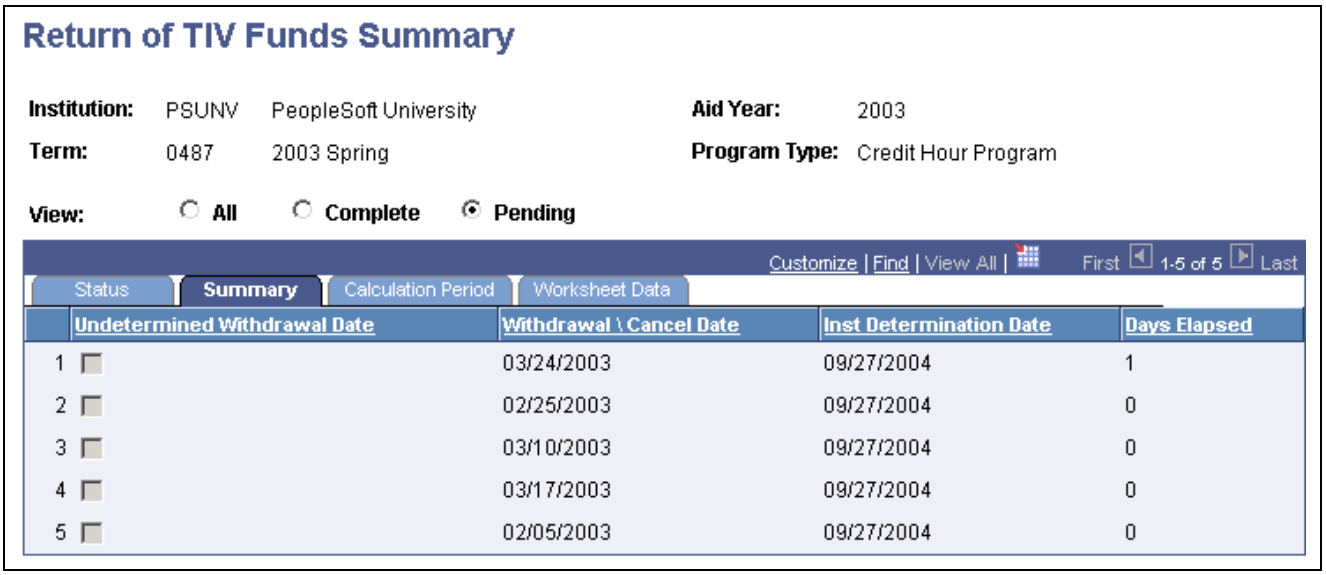
Pending: The calculation and the return of Title IV funds are still in progress.

Complete: The calculation, student notification, and the return of Title IV funds has occurred.

Go To Worksheets Click to access the Return TIV Aid page.

Summary Tab

Select the Summary tab.



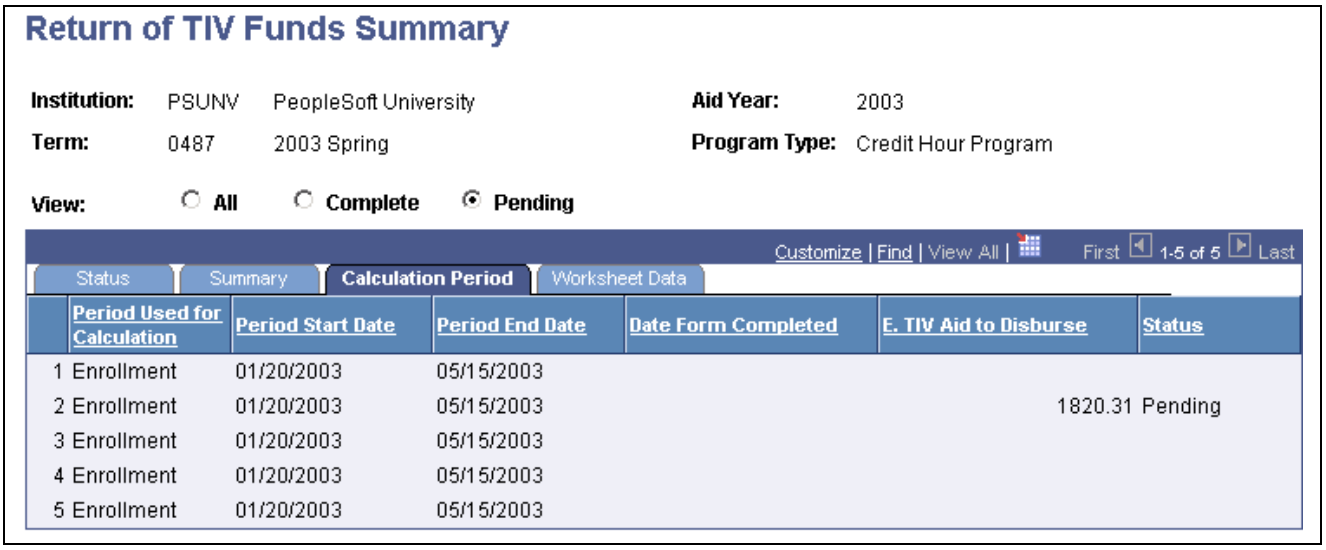
Return of TIV Funds Summary page: Summary tab

Undetermined Withdrawal Date If the student withdrew unofficially, the system displays this check box as selected. This information comes from the Return TIV Aid page. The system displays a date to indicate the midpoint of the payment period if the student unofficially withdraws. You can update this field if you want to use a different withdrawal date. For example, you can use the date the student last attended an academic-related event if this date was verified by your institution.

Withdrawal/Cancel Date Displays the last date of recorded attendance, the date the student began the withdrawal process, the date the student provided to your school with the intent to withdraw, or the midpoint of the payment period if the student unofficially withdraws. The system displays the default date based on the date that was established in Student Records.

Calculation Period Tab

Select the Calculation Period tab.



Return of TIV Funds Summary page: Calculation Period tab

Period Used for Calculation Displays the time period the system uses to define the start and end date of the payment period or enrollment period.

Period Start Date Displays the first day of the term or payment period. The system uses the payment period or enrollment period start date from the Return of TIV Aid page.

Period End Date Displays the last day of the term or payment period. The system uses the payment period or enrollment period end date from the Return of TIV Aid page.

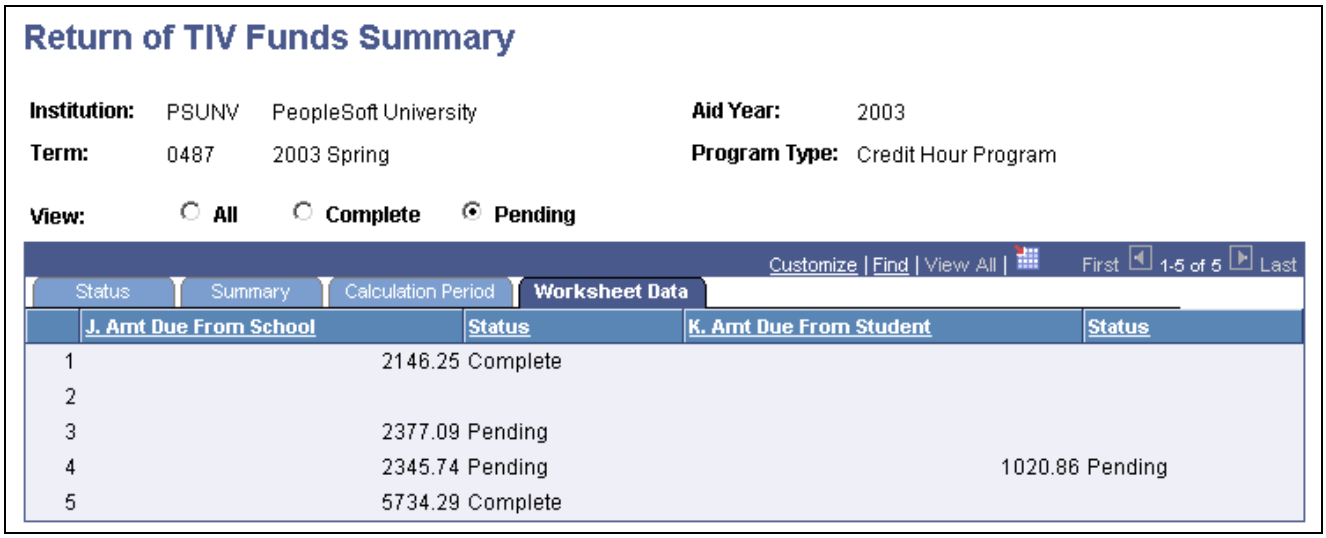
Date Form Completed Displays the date when you calculated the student's withdrawal percentage or changed the overall status to *Complete* from the Return of TIV Aid page.

E. TIV Aid to Disburse Displays the amount of aid the student may be eligible for as a post-withdrawal disbursement. If the student received less than his eligibility, the system displays the amount to be disbursed.

Status Displays the status of the post-withdrawal disbursement calculation for Title IV aid to be disbursed as *Pending* or *Complete*.

Worksheet Data Tab

Select the Worksheet Data tab.



Return of TIV Funds Summary page: Worksheet Data tab

J. Amt. Due From School (J. amount due from school) Displays the amount of aid the institution must return to the Title IV programs. The institution allocates its share of unearned funds first.

Status Displays the school's return status of the calculation for the amount due from the school as *Pending* or *Complete.*

K. Amt. Due From Student (K. amount due from student) Displays the amount of aid the student must return to the Title IV programs. The student returns the difference between the Title IV aid to be returned and the amount of Title IV aid due by the institution. For example, if the returned aid is 1000.00 USD and your institution has to return 600.00 USD, the student has to return 400.00 USD.

Status Displays the student's return status of the calculation for the amount due from the student as *Pending* or *Complete.*

Generating Return of TIV Funds Withdrawal Report

This section discusses how to:

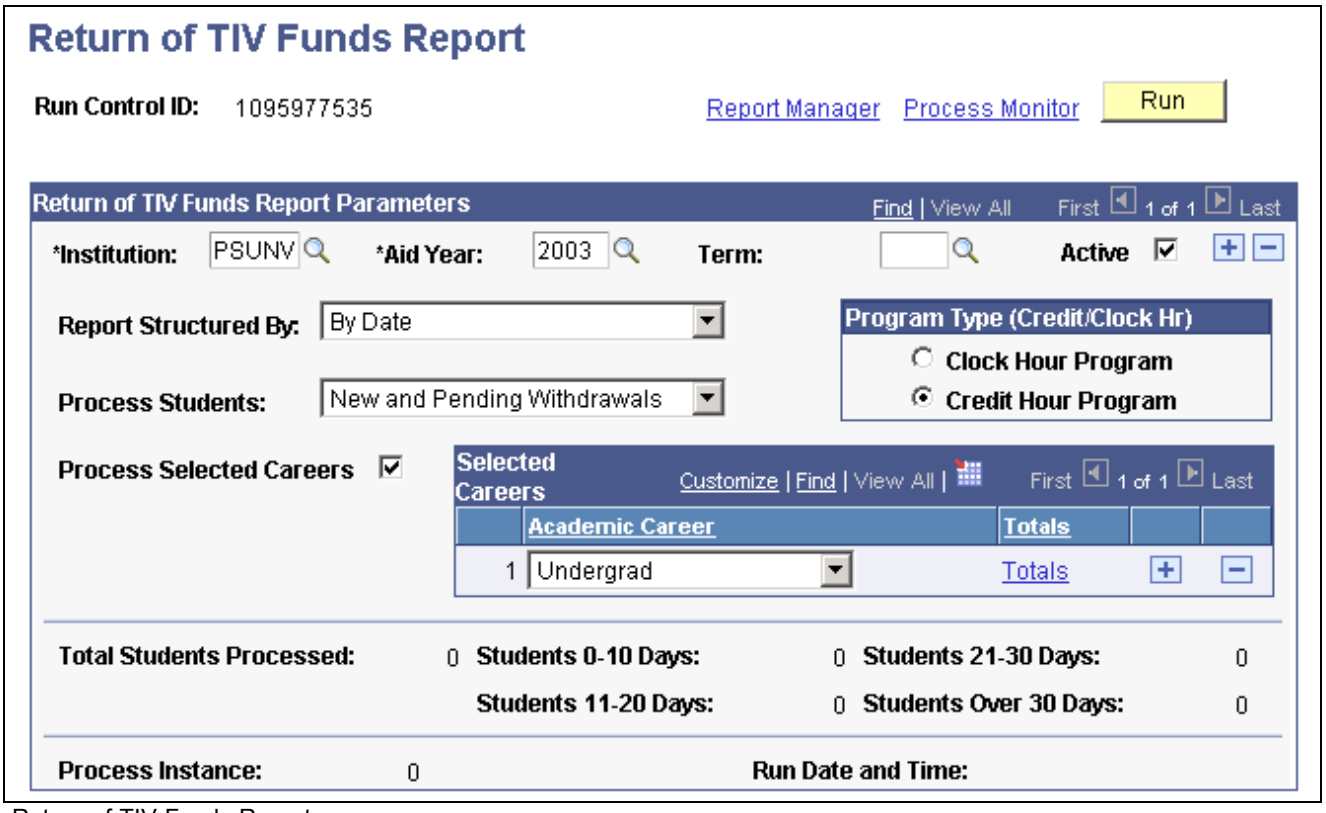
- Generate a report.
- View career totals.

Pages Used to Generate the Return of TIV Aid Report

Page Name	Object Name	Navigation	Usage
Return of TIV Funds Report	RUN_CNTL_FATIVRTN	Financial Aid, Return of Title IV Funds, Return of TIV Aid Report, Return of TIV Funds Report	Generate the Return of Title IV Funds Withdrawal report.
Career Totals	RUN_CNTL_CARTOLS	Click the Totals link on the Return of TIV Funds Report page.	View the total number of days passed for each aging agent category and view the total number of students processed.

Generating Return of TIV Aid Report

Access the Return of TIV Funds Report page.



Return of TIV Funds Report page

The report displays the most recent withdrawal dates first and the oldest last. The system displays the information based on how you define your run control options. It includes worksheet calculations, return of funds by the school and student, institutional charges, and number of days since the withdrawal date.

Institution Select the institution to identify the school for which you want the report to run.

Aid Year Select the aid year for which you want the report to run.

Term Select the term for which you want the report to run.

Active Select to activate the run control for that row.

Report Structured By Select from the following options how the report was structured: *By Date, By Name,* or *By Date Range/Name.*

Process Students Select from the following status options.

Completed Withdrawals: Select to view students who have completed withdrawal worksheets.

New Withdrawals Only: Select to view students who have a withdrawal date but no withdrawal worksheet records.

New and Pending Withdrawals: Select to view students who have a withdrawal date, but the withdrawal process is not complete.

Pending Withdrawals: Select to view students whose Return of Title IV calculations are not complete.

Process Selected Careers Select to process the report by specific careers. If this check box is clear, the system processes all careers.

Clock Hour Program Select to view records with a program type by clock hours.

Credit Hour Program Select to view records with a program type by credit hours.

Students 0-10 Days, Students 11-20 Days, Students 21-30 Days, and **Students Over 30 Days** Used as an aging agent to indicate how many days have passed since the institution determined the date of withdrawal.

Total Students Processed Displays the total number of students processed for this report.

Process Instance Displays an increment counting of the last time the process was run.

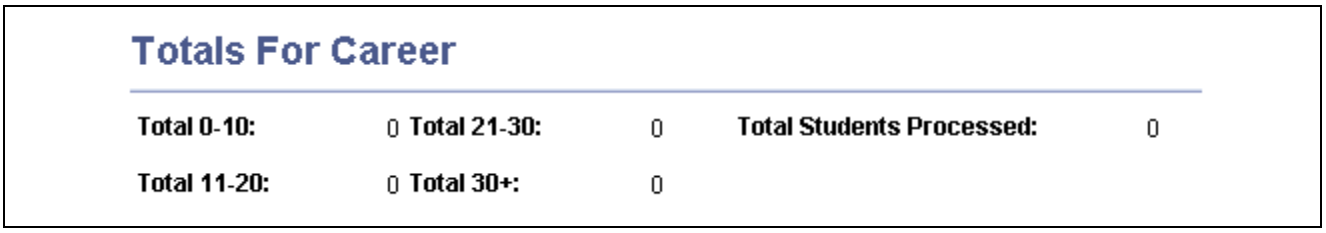
Run Date and Time Displays the date and time the process was run.

Refresh Click to refresh the totals after each time you run the process.

Totals Click to view the total number records based on career.

Viewing Career Totals

Access the Totals for Career page.



Totals for Career page

CHAPTER 30

Managing Work-Study

This chapter provides an overview of work-study and discusses how to:

- Manage work-study jobs.
- View the student's work history.

Understanding Work-Study

Managing work-study requires a bridge between the institution's payroll department and the financial aid office to provide an overall view of student employment. Students that are classified as *employees* are identified and accessed in the institution's payroll department to track compensated wages. Wages may come from various forms of employment such as academic, staff, or work-study. Once each type of compensation is identified, the information is updated and can be viewed within Financial Aid. This allows the institution to report and monitor student earnings to ensure that total earnings do not exceed the work-study award.

work-study is an important part of a financial aid package for students. The federal work-study program provides jobs for undergraduate and graduate students with financial need, enabling them to earn money to pay educational expenses. Students receive work-study awards from participating institutions after filing a Free Application for Federal Student Aid (FAFSA) to determine their financial need. Students can be employed by the institution; by a federal, state, or local public agency; by private nonprofit organizations; or by private organizations. The program encourages community service work and work related to the student's course of study.

The minimum requirement to access a work-study placement record is an accepted work-study award. The hiring department then records the student's placement on the Work-Study Placement page. After placement, you can review the placement records of students who are active as employees.

Managing Work-Study Jobs

This section discusses how to:

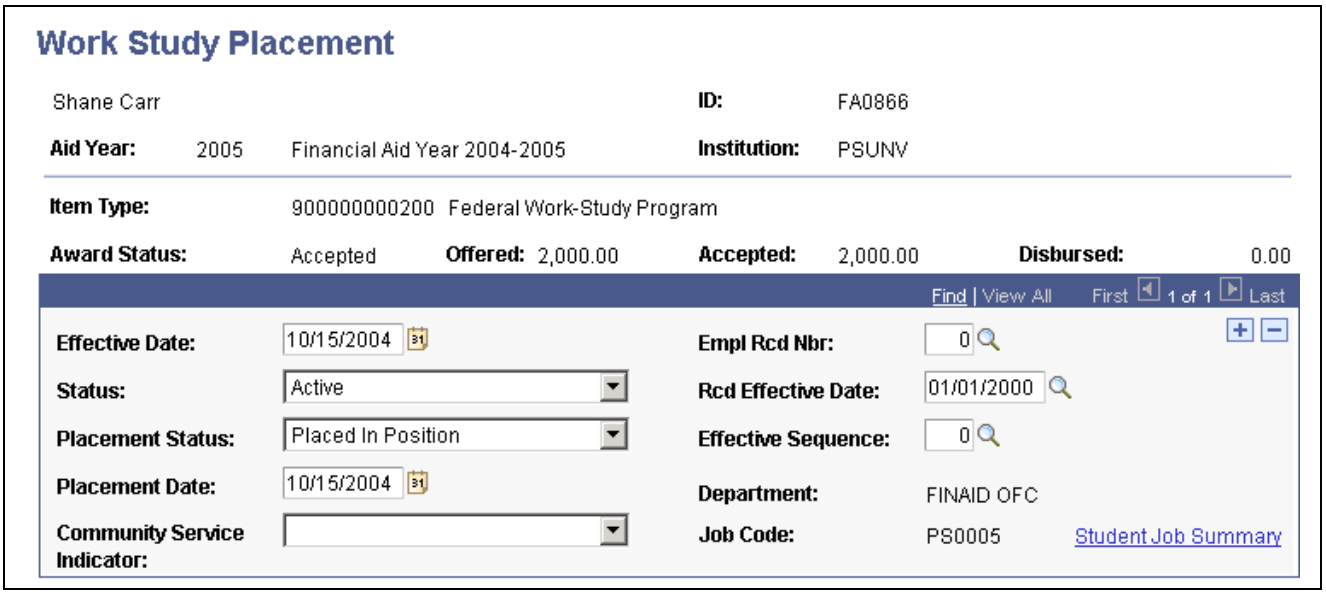
- Assign a work-study job.
- View job summary information.
- View award summary.
- View earnings summary.
- View general job information, work location, and compensation.
- View salary components.

Pages Used to Manage Work-Study Jobs

Page Name	Object Name	Navigation	Usage
Work Study Placement	STDNT_WRKSTUDY_AWD	Financial Aid, Awards, View Work Study Approval, Work Study Placement	Assign a work-study job to an approved student and verify that the student has a posted work-study award.
Job Summary	STDNT_WS_JOB_SEC	Click the Student Job Summary link on the work-study Placement page.	View the student's job information from PeopleSoft Enterprise Human Resources.
Award Summary	FA_EARNINGS1	Financial Aid, Awards, View Award Earnings Summary, Award Summary	View the student's total award package and the status of each award. This page lists each of the student's awards, providing the financial aid item type, career associated with the award, and the offered, accepted, authorized, and disbursed amounts.
Award Detail	AWARD_DETAIL_SEC	Click the Award Details link on the Award Summary page.	View offered and accepted amounts, net disbursement balance, and authorized and disbursed amounts.
Earnings Summary	FA_EARNINGS2	Financial Aid, Awards, View Award Earnings Summary, Earnings Summary	View a student's campus earnings. Campus earnings information includes hours worked and gross earnings in year-to-date, month-to-date, and quarterly amounts.
Job Information	JOB_SUMMARY	Financial Aid, Awards, View Campus Jobs, Job Information	View job information, work location, and compensation.
Salary Components	COMP_JOB_SUMM_SEC	Click the Components link on the Job Information page.	View compensation rate and frequency and other payment information.

Assigning a Work-Study Job

Access the Work Study Placement page.



Work Study Placement page

Item Type Displays the item type number description for the work-study award.

Award Status Displays acceptance of work-study award by student.

Offered Displays the amount of work-study earnings offered to the student.

Accepted Displays the amount of work-study earnings that the student accepted.

Disbursed Displays the amount of work-study earned by the student.

Placement Status Select the value that indicates the current status of the student's job placement. Options are: *Appointment Terminated:* The student is no longer in the work-study job.

Earned Maximum for Award: The student has earned the annual awarded work-study maximum.

Eligible for Placement The student is eligible for placement.

Not Placed in Position: The student is not placed in a work-study position.

Placed in Position: The student is placed in a work-study position.

Placement Date Enter the date the hiring department enters the placement status.

Community Service Indicator Indicates if the student's job fulfills the community service requirement for your institution. Options are:

Community Service: Fulfills a community service requirement.

Not Community Service: Does not satisfy the community service requirement.

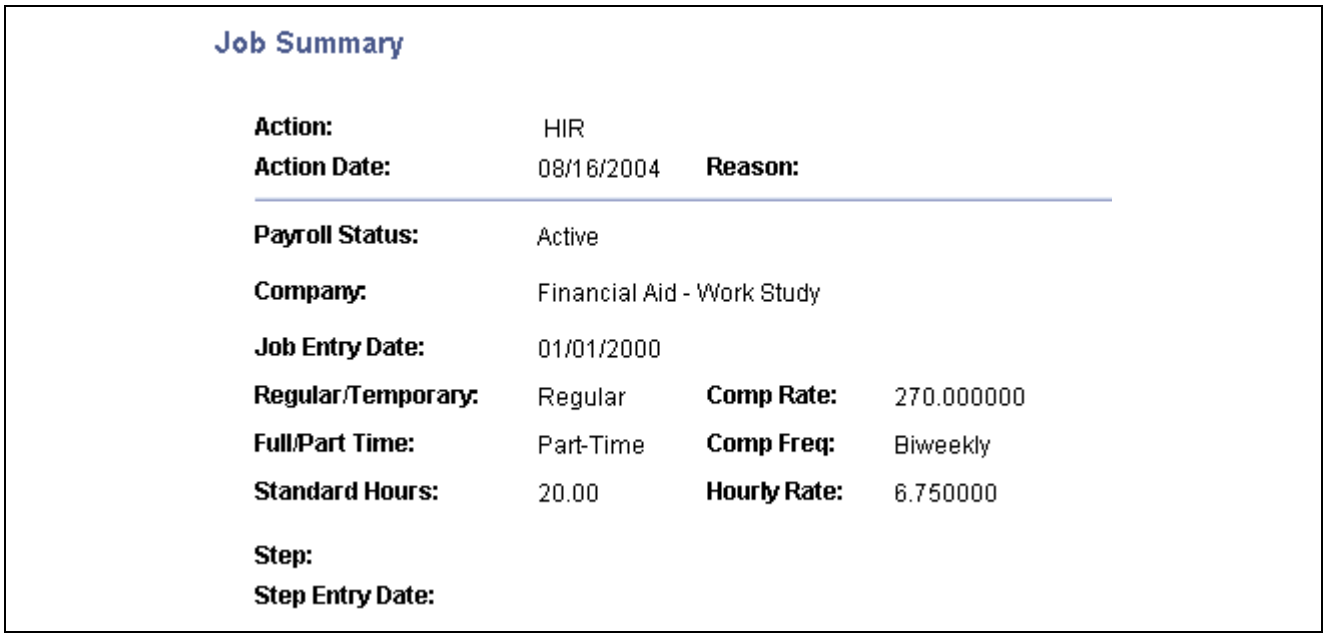
Note. The following fields become available when the student's placement status is *Eligible for Placement, Placed in Position,* or *Appointment Terminated.*

Empl Rcd Nbr (employment record number) Select the employment record number that corresponds to the assigned job.

Rcd Effective Date (record effective date)	Enter the date when the student's employment record was initialized.
Effective Sequence	Enter the sequence number for that particular employment record number.
Department	Displays the department of the student's job. This value comes from the employment record.
Job Code	Displays the job code for the student's job. This value comes from the employment record.
Student Job Summary	Click to access the Job Summary page and view the student's job information.

Viewing Job Summary Information

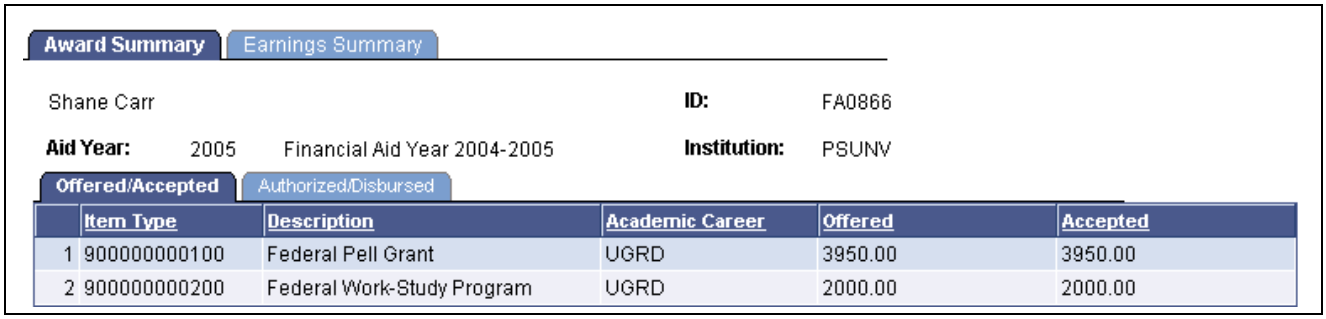
Access the Job Summary page.



Job Summary page

Viewing Award Summary

Access the Award Summary page.

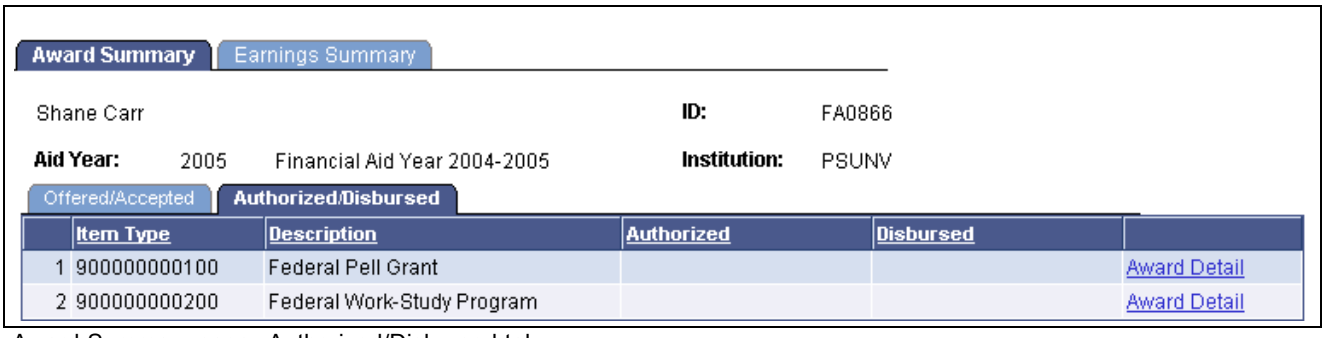


	Item Type	Description	Academic Career	Offered	Accepted
1	900000000100	Federal Pell Grant	UGRD	3950.00	3950.00
2	900000000200	Federal Work-Study Program	UGRD	2000.00	2000.00

Award Summary page: Offered/Accepted tab

Authorized/Disbursed Tab

Select the Authorized/Disbursed tab.

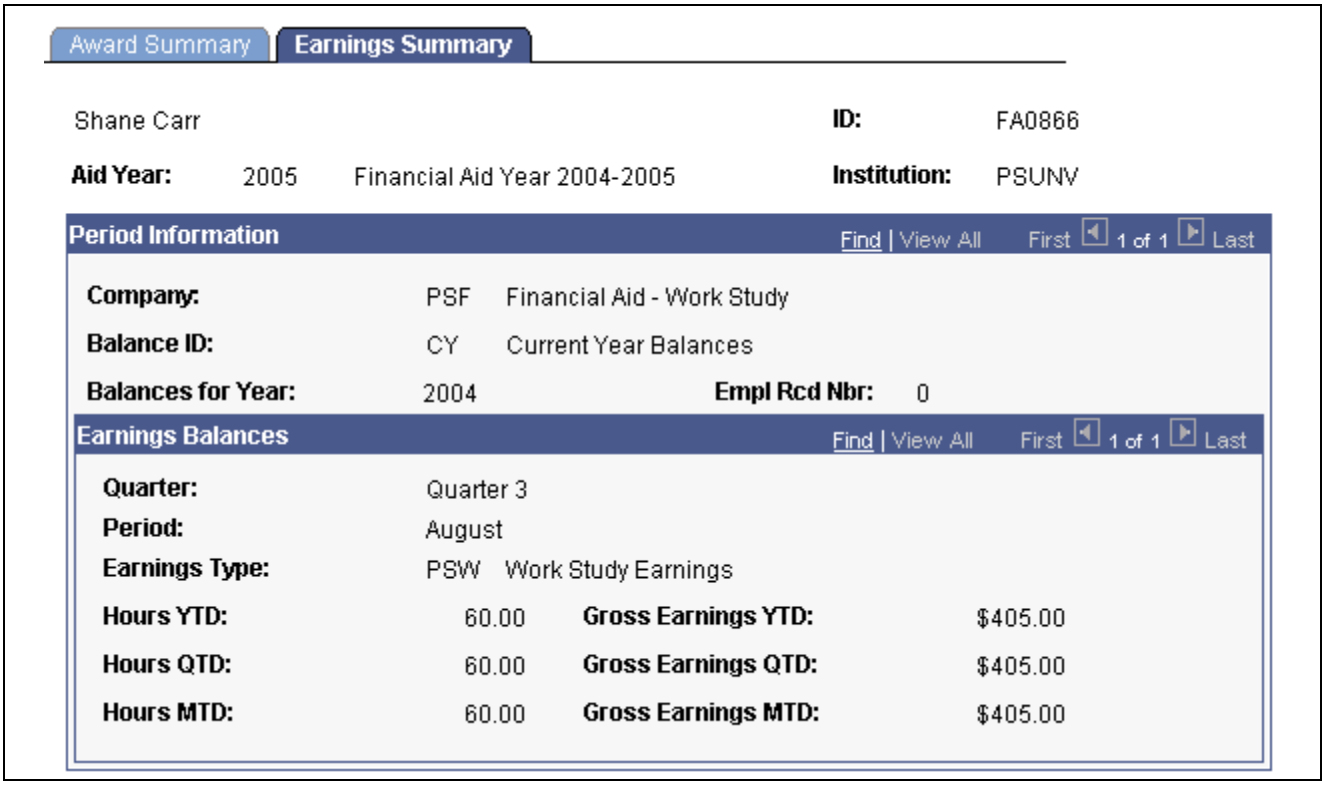


Award Summary page: Authorized/Disbursed tab

Award Detail Click to access the Award Detail page.

Viewing Earnings Summary

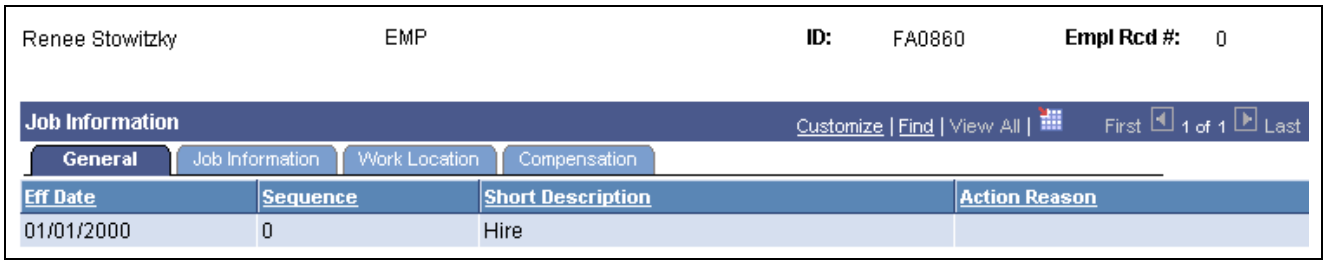
Access the Earnings Summary page.



Earnings Summary page

Viewing General Job Information, Work Location, and Compensation

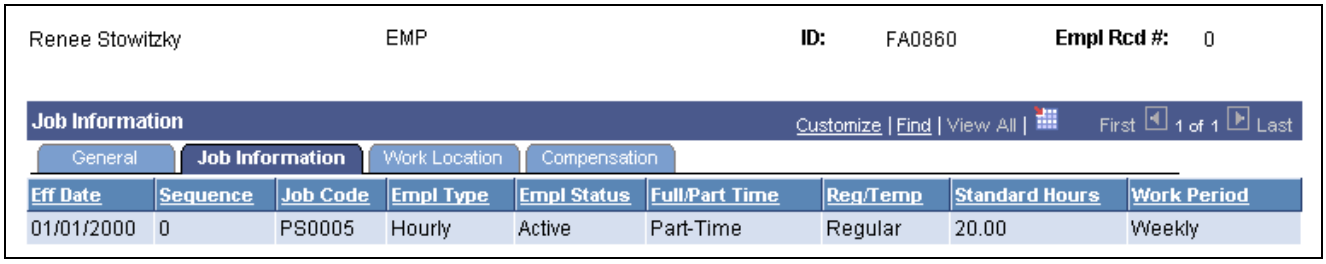
Access the Job Information page.



Job Information page: General tab

Job Information Tab

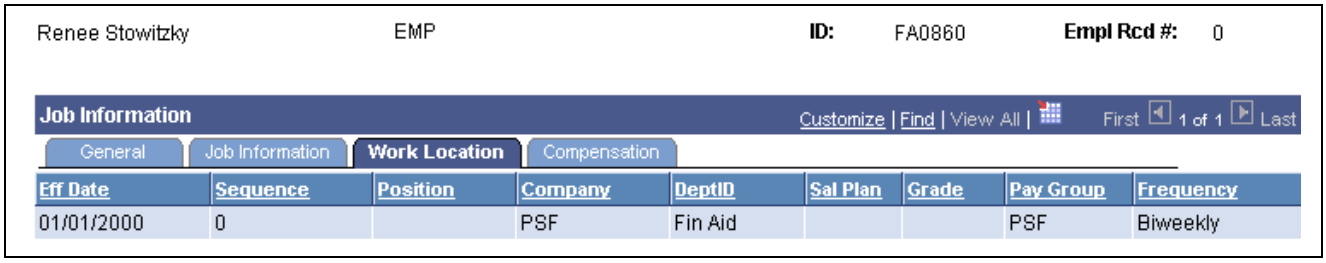
Select the Job Information tab.



Job Information page: Job Information tab

Work Location Tab

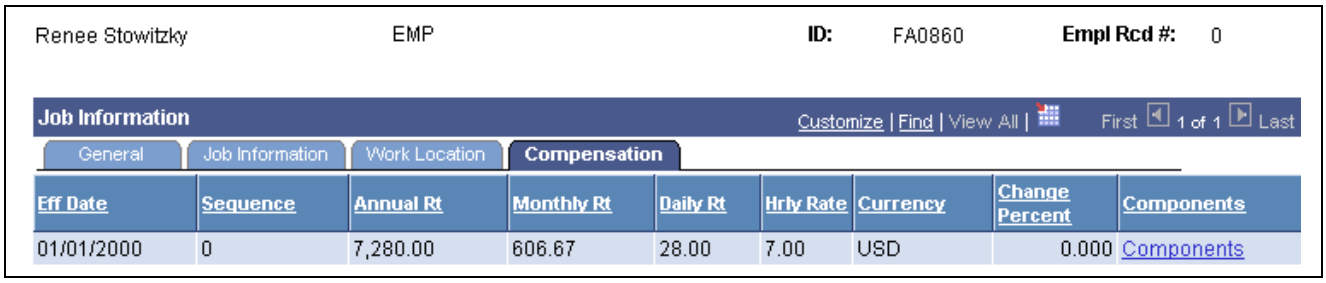
Select the Work Location tab.



Job Information page: Work Location tab

Compensation Tab

Select the Compensation tab.

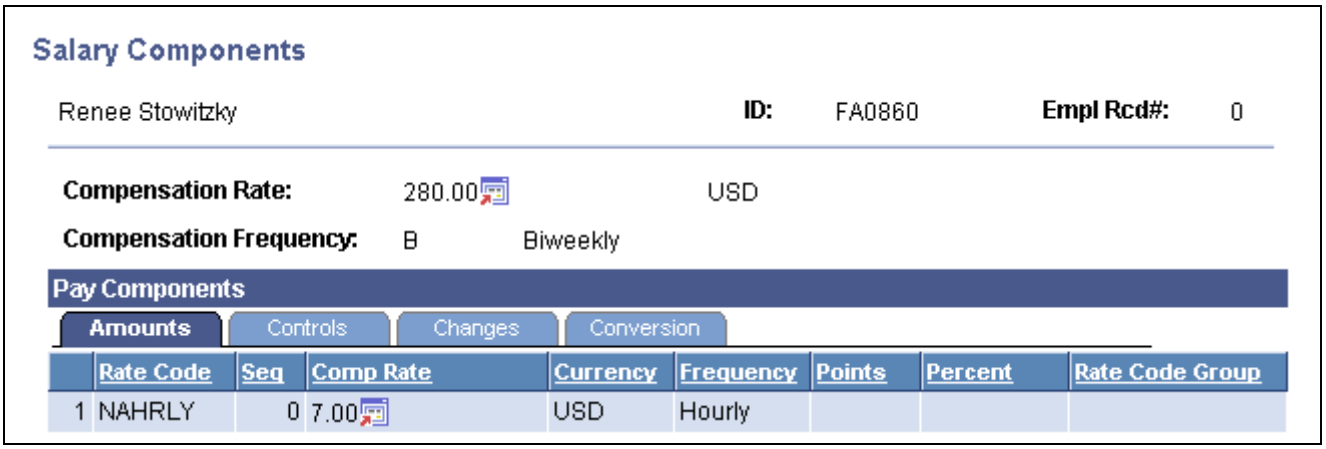


Job Information page: Compensation tab

Components Click to access the Salary Components page.

Viewing Salary Components

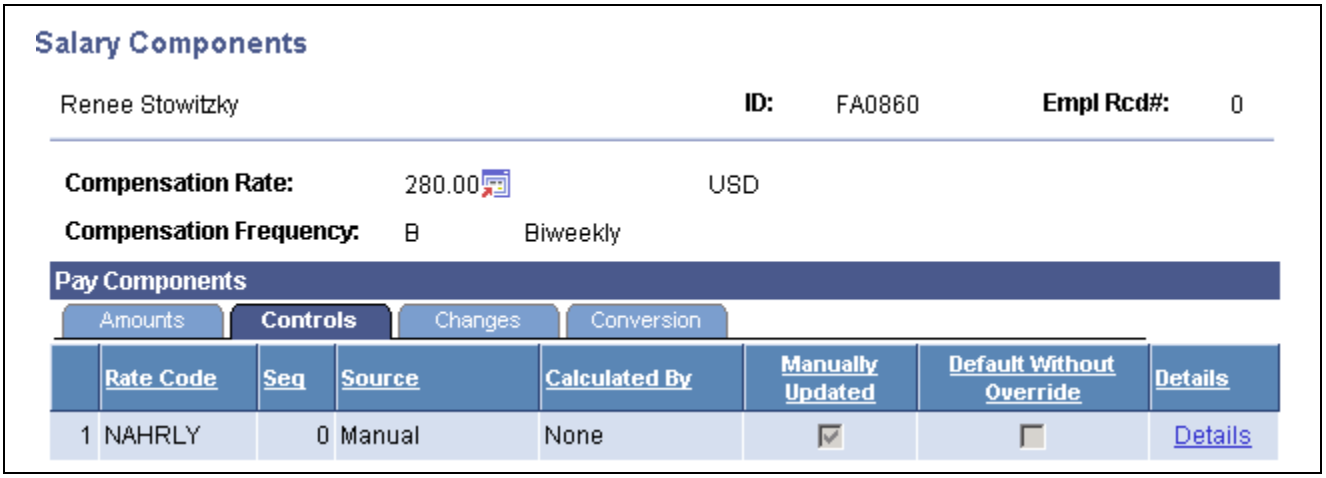
Access the Salary Components page.



Salary Components page: Amounts tab

Controls Tab

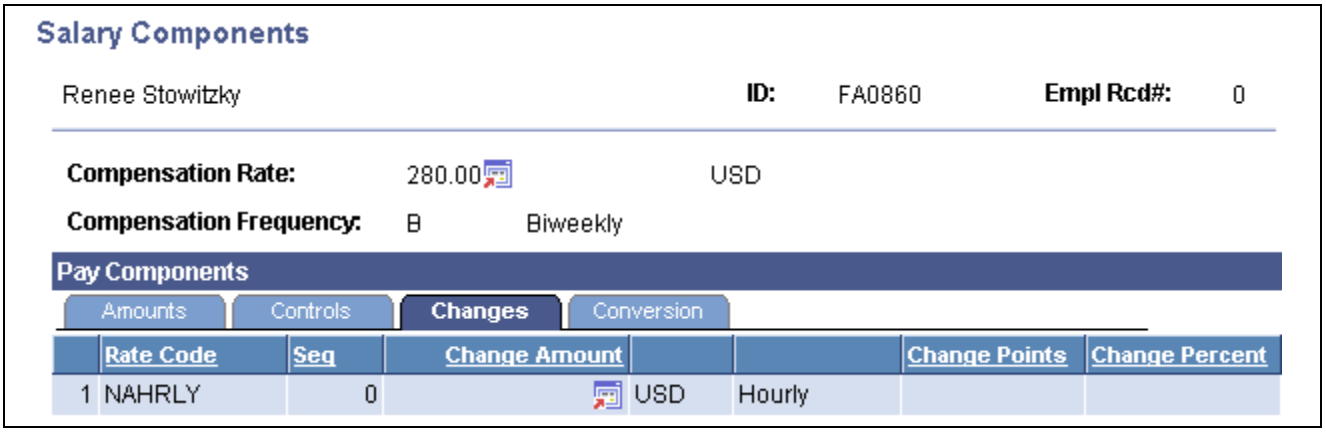
Select the Controls tab.



Salary Components page: Controls tab

Changes Tab

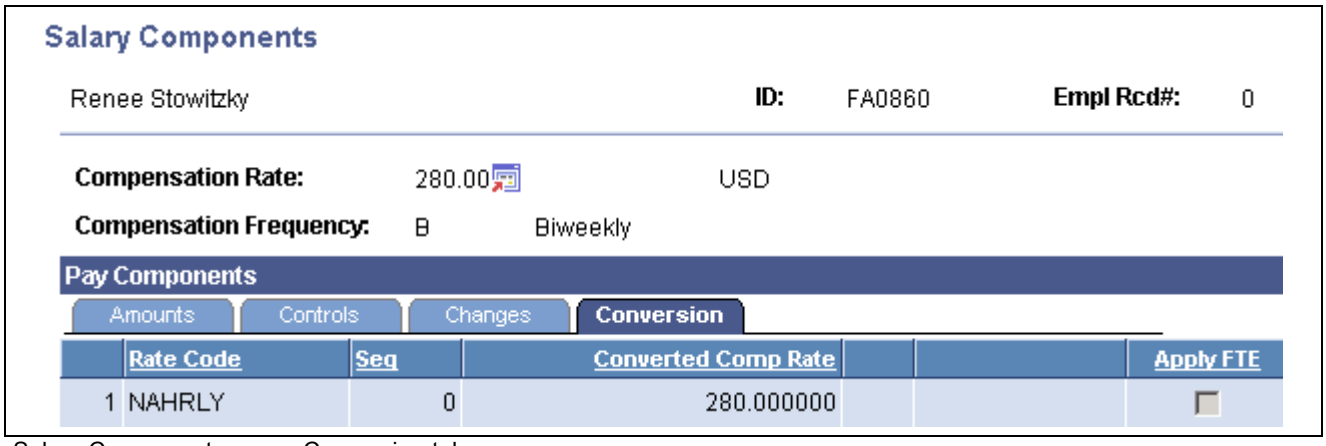
Select the Changes tab.



Salary Components page: Changes tab

Conversion Tab

Select the Conversion tab.



Salary Components page: Conversion tab

Viewing the Student's Work History

For information on viewing a student's work history, refer to your Human Resources documentation.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Viewing Summary Workforce Information," Viewing Worker Job History

CHAPTER 31

Using the Fiscal Operations Report and Application to Participate (FISAP)

This chapter provides an overview of the Fiscal Operations Report and Application to Participate (FISAP) and discusses how to produce the FISAP report for 8.9.

Understanding the FISAP Report

You must report expenses for federal campus-based programs—the Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study, and Federal Perkins Loan programs—using the FISAP process. The Department of Education uses the distribution of expenditures to evaluate if institutions are appropriating their federal allocation of campus-based funds to applicants with the most need. The spending levels that are reported affect subsequent years' allocations. The programs enable you to transfer certain percentages of funds back to last year or forward to the next year to best use unexpended funds.

For your school to transmit, receive, and report FISAP data, you must submit your FISAP expenditures to the Department of Education through the Department of Education's FISAP website at http://www.cbfisap.sfa.ed.gov/. You must have a personal identification number (PIN). The PIN serves as an identifier to enable you to access information in various department systems. If you do not have a PIN, access www.pin.ed.gov to apply. You must also have a TG number. The system uses the TG number to identify your school and your access rights to the eCampus-Based system. If you do not have a TG number, access www.sfawebenroll.ed.gov.

Financial Aid provides a structured query report (SQR) that you can print and use to enter the calculated values into the Department of Education's FISAP for Windows or FISAP on the web. For audit purposes, the Department of Education requires that you keep data logs and backups of your final FISAP reports and any records necessary to support their data (for example., the source data for the income grid) for three years from the end of the award year for which the FISAP is submitted.

Financial Aid generates the following FISAP report information:

- Part II, Section E. Assessment and Expenditures: Total Federal Pell Expenditures and Total Expended for State Grants and Scholarships Made to Undergraduates
- Part II, Section F. Information on Eligible Aid Applicants for Award Year
- Part IV, Section C. FSEOG Program: Total Funds to FSEOG Recipients and Non-Federal Share of Funds to FSEOG Recipients
- Part IV, Section D. Federal Funds Spent for FSEOG Program: Federal Share of Funds to FSEOG Recipients
- Part VI, Section A. Distribution of Program Recipients and Expenditures by Type of Student

This section discusses:

- Students selected for the report.

- Assessments and expenditures.
- Information on eligible aid applicants.
- Distribution of program recipients and expenditures by type of student.

Students Selected for the Report

The FISAP report includes only students who:

- Have an FA Term (financial aid term) build source of *T–Term* or *M–Manual.* You can view the source on the FA Term Build Statistics page.
- Have an official Institutional Student Information Record (ISIR) on file. You can view the status of a student's ISIR using the EFC Status (expected family contribution status) field on the Federal EFC Summary page.
- Are eligible citizens based on the Social Security Administration (SSA) Citizenship Indicator database match. You can view the student's citizenship status using the SSA Citizenship Indicator field on the Database Matches page. There is also additional logic to select students who passed the SSA Citizenship database when their citizenship field value was *Assumed U.S. Citizen.*
- Have awards with financial aid item types of *FSEOG, Federal Perkins Loan, Federal Work-Study,* or *Federal Pell Grant* at the time of disbursement. This means that even if the institution changes the award's financial aid item type after disbursing the award, the FISAP report still counts the student and the award amount in the proper category.

The FISAP report uses the following rules when categorizing the selected students:

- The most recent effective-dated sequenced ISIR row for students who meet the above report selection criteria.
- The student's National Student Loan Data System (NSLDS) loan year value determines whether the report counts the student as an undergraduate or graduate for the FISAP report.
- If a student is less than full-time based on enrollment status in the final term of the award year, the student is counted as less than full-time for the entire year for FISAP purposes.
- Total FISAP income is derived directly from the student's ISIR.
- The Central Processing System (CPS) assigns students who meet certain tax filing and income criteria for an automatic EFC of zero. These students have an automatic zero EFC flag set to yes on their ISIR. If set to yes, this flag is on the EFC/DB Matches page in the ISIR Corrections component.

  To qualify as an Auto Zero EFC candidate on the report, the student's ISIR must be processed by the CPS as official and must be flagged with a *Y* in the *Auto Zero EFC* field. If changes are made to the student's ISIR record, and INAS determines that the student qualifies as an Auto Zero EFC candidate, schools must have the ISIR reprocessed by the CPS. The FISAP report counts all students with a *Y* value for AUTO_ZERO_EFC on the ISIR_COMPUTED table and an *O* value in EFC_STATUS on the ISIR_CONTROL table and lists them in the Students with an "Automatic" Zero EFC lines.
- The FISAP report includes a third page that identifies graduate students who received an FSEOG as an undergraduate student in a previous term in the same award year. This page is for your information, because these students are included and reported in the appropriate sections of Application Part VI of the Program Summary Grid, based on the Department of Education's instructions. These instructions stipulate that the funds received by these FSEOG recipients should be categorized in the appropriate undergraduate category (dependent or independent by income). If the student only received FSEOG, the student is also included in the undergraduate category for the unduplicated count. If the recipient also received Federal Perkins or Federal Work-Study funds, only the student's undergraduate FSEOG funds must be reported in the appropriate undergraduate category. The student is then reported in the unduplicated recipients column only once by using the student's career in the final term of the award year (in this case, as a graduate student). For Federal Perkins and Federal Work-Study students, a student's career for the final term of the award

year determines a student's career for FISAP purposes. You can verify manually that these students are categorized correctly by using the information on the third page of the SQR report. The system does not generate a third page if there are no graduate students with an FSEOG.

Assessments and Expenditures

Part II, Section E of the FISAP report lists total expenditures in dollar amounts. Financial Aid uses award disbursement information for Pell financial aid item types—defined as having a source of *Federal* and a federal ID of *Pell* on the FA Item Type 1 page—to calculate the total Federal Pell Grant expenditures for the aid year. This total includes all students who received a Pell award, regardless of the NSLDS loan year.

The system calculates the total for state grant and scholarship expenditures to undergraduates for the award year from award disbursement information for state grant and scholarship financial aid item types. These item types are defined as having a source of *State* and a financial aid type of *Grant* or *Scholarship* on the FA Item Type 1 page. For each term, the student must also be an undergraduate according to the NSLDS loan year (NSLDS loan years 0 through 5). The calculation does not use award disbursement information for terms when the student is a graduate.

See Also

Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 99

Authorizing and Disbursing Financial Aid

Information on Eligible Aid Applicants

Part II, Section F of the report lists the number of eligible aid applicants in an institution by income level. At various taxable and untaxed income levels, it tracks the following information:

FISAP Report Column	Eligible Aid Applicants
A	Dependent undergraduates without degrees.
B	Dependent undergraduates with degrees.
C	Independent undergraduates without degrees.
D	Independent undergraduates with degrees.
E	Graduate and professional students.

Distribution of Program Recipients and Expenditures by Type of Student

Part VI, Section A lists the number of students receiving Federal Perkins, FSEOG, and Federal Work-Study awards at various undergraduate dependent, undergraduate independent, and graduate and professional income levels. You can view both number of recipients and amount of funds for each aid type. This section also lists totals for each aid type and for "automatic" zero EFC students, and provides a summary of funds and recipients at each income level. Financial Aid provides unduplicated counts on this section of the FISAP report, meaning that the system counts each student once regardless of whether they receive multiple types of awards.

FISAP Report Column	Distribution of Program Recipients
A	Federal Perkins Loan Recipients
B	Federal Perkins Loan Funds
C	FSEOG Recipients
D	FSEOG Funds
E	FWS Recipients
F	FWS Funds
G	Unduplicated Count of Students

Producing the FISAP Report

This section discusses how to:

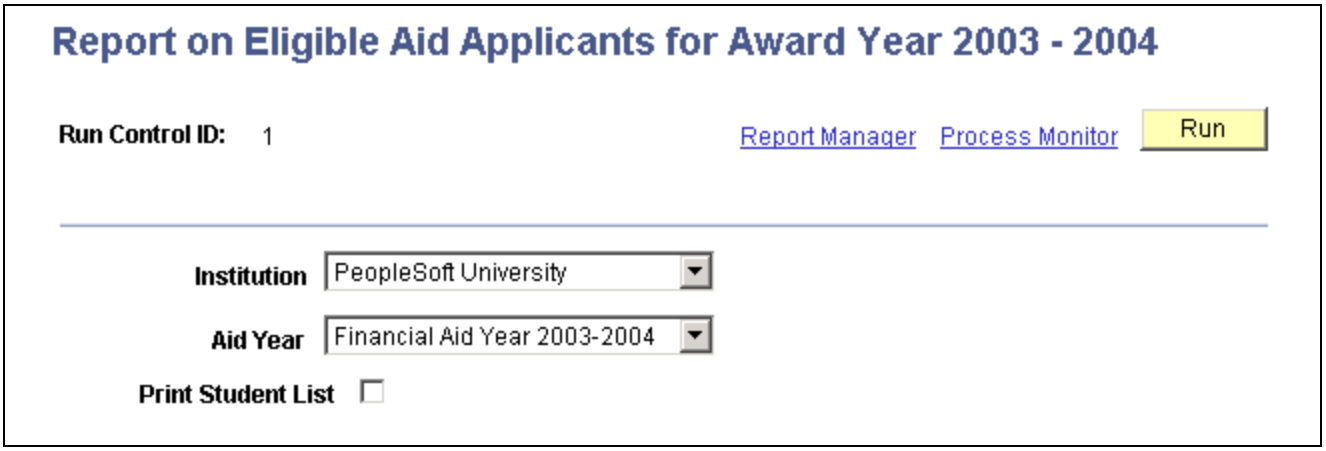
- Generate the FISAP report.
- (Optional) Use FISAP queries.

Page Used to Produce the FISAP Report

Page Name	Object Name	Navigation	Usage
Report on Eligible Aid Applicants for Award Year 2003 - 2004	RUNCTL_FA_FISAP06	Financial Aid, Fund Management, Generate FISAP Reports, FISAP 2005–2006, Report on Eligible Aid Applicants for Award Year 2003–2004	Generate the FISAP report.

Generating the FISAP Report

Access the Report on Eligible Aid Applicants for Award Year 2003 - 2004 page.



Report on Eligible Aid Applicants for Award Year 2003 - 2004 page

The system populates by default the run controls, set up on the Financial Aid Run Controls page. The file name for reports that are generated by this SQR is FAPFSP06_XX.PDF, where XX is the processing instance.

Institution Select the institution for which you want to generate the FISAP report. This list reflects those institutions or satellite campuses that you have previously identified.

Aid Year Select the aid year for which you are reporting, not the aid year for which you are applying.

Print Student List When you select this check box, the system prints an itemized list of all students in these two sections: Part II Section F and Part VI Section A.

You should check the SQR log for messages after running this report. If there's a student with a blank NSLDS loan year or a student with an FSEOG award who has a graduate or professional NSLDS loan year for the final term of the award year, the system generates an error in the SQR log when you run the FISAP. These errors do not prevent the system from generating the FISAP report.

Using FISAP Queries

These queries are provided as data analysis tools only and are not supported by functionality.

The queries in the following table are available as a baseline data verification tool with which you can define additional queries to meet your institution's needs.

Query ID	Query Name Menu Path	Query Objective and Description	When to Use Query
QUERIES TO SUPPORT APPLICATION PART II – Section F			

Query ID	Query Name Menu Path	Query Objective and Description	When to Use Query
FISAP_ELIG_APP_ GRAD_IND	No menu path available. Access People Tools Query.	This query identifies graduate professional students for Application Part II – Section F on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part II – Section F, Column E.
FISAP_ELIG_APP_ UGRD_DEP_DEG	No menu path available. Access People Tools Query.	This query identifies dependent undergraduate students with a prior degree for Application Part II – Section F on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part II – Section F, Column B.
FISAP_ELIG_APP_ UGRD_DEP_NOT_FT	No menu path available. Access People Tools Query.	This query identifies dependent undergraduate students who are less than full-time in the final term of their award year for Application Part II – Section F on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part II – Section F.
FISAP_ELIG_APP_ UGRD_DEP_NO_DEG	No menu path available. Access People Tools Query.	This query identifies dependent undergraduate students without a prior degree for Application Part II – Section F on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part II – Section F, Column A.
FISAP_ELIG_APP_ UGRD_IND_DEG	No menu path available. Access People Tools Query.	This query identifies independent undergraduate students with a prior degree for Application Part II – Section F on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part II – Section F, Column D.

Query ID	Query Name Menu Path	Query Objective and Description	When to Use Query
FISAP_ELIG_APP_ IND_NO_DEG	No menu path available. Access People Tools Query.	This query identifies independent undergraduate students without a prior degree for Application Part II – Section F on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part II – Section F, Column C.
QUERIES TO SUPPORT APPLICATION PART VI - PROGRAM SUMMARY – Section A			
FISAP_ DISTRIBUTION_ AUTO_0_EFC	No menu path available. Access People Tools Query.	This query identifies students who received campus-based funds and whose EFC is considered to be an automatic zero EFC. The automatic zero EFC is based on data that is obtained from the student's ISIR record.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data, Item #18.
FISAP_ DISTRIBUTION_GRAD	No menu path available. Access People Tools Query.	This query identifies campus-based funds that are disbursed to graduate and professional students for Application Part VI – Section A on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data, Item #15.
FISAP_ DISTRIBUTION_ UGRD_DEPEND	No menu path available. Access People Tools Query.	This query identifies campus-based funds that are disbursed to dependent undergraduate students for Application Part VI – Section A on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data, Items #1-7.

Query ID	Query Name Menu Path	Query Objective and Description	When to Use Query
FISAP_ DISTRIBUTION_ UGRD_IND	No menu path available. Access People Tools Query.	This query identifies campus-based funds that are disbursed to independent undergraduate students for Application Part VI – Section A on a detail level.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data, Items #8-14.
FISAP_NO_DISB_IN_ GRAD_MAX_TERM	No menu path available. Access People Tools Query.	This query identifies graduate students who did not receive campus-based funds in the final term of their award year. This same group of students, however, received campus-based funds as undergraduates in previous terms in the same award year.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data.
FISAP_NO_DISB_NOT_ FT_MAX_TERM	No menu path available. Access People Tools Query.	This query identifies students who did not receive campus-based funds and whose enrollment status is classified as less than full-time in the final term of their award year.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data.
FISAP_ DISTRIBUTION_LTFT	No menu path available. Access People Tools Query.	This query identifies every disbursement for all students who have Perkins, Federal Work-Study, or FSEOG awards, and whose enrollment status for the last term of the award year is less than full-time.	Use this query to analyze and compare data after the FISAP SQR has been processed. If necessary, make appropriate line item adjustments to Application Part VI – Program Summary data.

CHAPTER 32

Using Common Origination and Disbursement

This document provides an overview of Common Origination and Disbursement (COD) and discusses how to:

- Set up COD for Pell and Direct Loans.
- Process COD files.
- Send Pell and Direct Loan COD files.
- View XML file content.
- Load COD files.
- Map PeopleSoft fields to COD field numbers and names.
- Submit documents.
- Use common origination message class table.

Understanding Common Origination and Disbursement

This section provides an overview of COD setup, the common record and XML, and COD processing. It contains changes to support the Office of Federal Student Aid's Common Origination and Disbursement (COD) process.

The COD process uses a single record, called the Common Record, to report origination and disbursement for both Pell and Direct Lending. To keep the size of the Common Record to a minimum, Common Record data is sent in XML format. Each XML file contains one or more Common Records.

Note. Based on the Department of Education's COD implementation plan and PeopleSoft support policy, all institutions must be approved and process files as COD Full Participants beginning with 2004 - 2005.

See Also

The Common Origination and Disbursement System (COD) Technical Reference

Setting Up COD for Pell and Direct Loans

To use the COD process for Pell payment processing, you must:

- Select the COD Full Participant check box on the Pell Payment Setup page (PELL_PMT_OPTION) and enter your SFA Common School ID.

- Enter the corresponding Common School ID for each Attended Pell ID on the Pell Attending page (PELL_ATTENDING).

To use the COD process for Direct Loans processing, you must select the COD Full Participant check box on the Loan Institution Table (LOAN_INST_TABLE) and enter your SFA Common School ID.

See Also

Chapter 10, "Setting Up for Pell Payment Processing," Defining Pell Payment Setup, page 305

Chapter 9, "Setting Up Direct Loans," Setting Up Loan Institution Table for Direct Lending COD, page 277

Processing COD Files

Processing Pell payment and Direct Loan outbound occurs as a single step. When you run PELLOUT for Pell and DLOUT for Direct Loans, the system populates COD inquiry pages and creates the XML file for exporting to Student Aid Internet Gateway (SAIG).

This section discusses how to:

- Process Pell origination and disbursement records.
- Process Direct Loan origination, change, and disbursement records.

Processing Pell Origination and Disbursement Records

To send Pell origination and disbursement records, you must:

1. Run the Pell Origination process (FAPPLBLO).

   This process populates the Pell origination tables.

2. Run the Pell Outbound process (PELLOUT).

   This process is an all inclusive process that moves student records into inquiry tables, updates Pell origination tables, and creates an XML file that contains Common Records from the data in that inquiry table.

To load Pell origination and disbursement acknowledgement records, you must run the COD Inbound process (CODIN).

This process loads Common Records from the XML file into inquiry tables and updates Pell origination tables.

Processing Direct Loan Origination, Change, and Disbursement Records

To send Direct Loan origination and origination change, you must:

1. Run the Direct Loan Origination process (FAPLBOG1). Select the Adjustment check box to ensure that the origination changes are processed. This process populates the Direct Loan application tables.
2. Run the COD Direct Loan Outbound process (DLOUT). Select the Originations Outbound or Origination Changes Outbound check box. This process populates the Direct Loan staging tables using data from the Direct Loan application tables. If you select both Originations and Validation Only check boxes, the system runs your origination in simulation mode. This feature allows you to check your originated data on the

View Direct Loan Loan Processing Actions component for statuses and errors. After you verify your data and you are ready, clear the Validation Only check box and run your process again. This process is an inclusive process that moves student records into a staging table and creates an XML file that contains Common Records from the data in that staging table.

To send Direct Loan disbursement records, you must:

1. Run the Direct Loan Out - Outbound Driver process (FAPLDOD0). This process populates the Direct Loan staging tables using data from the Direct Loan application tables.
2. Run the COD Direct Loan outbound process (DLOUT). Select the Disbursement Outbound check box. This process is an inclusive process that moves student records into a staging table and creates an XML file that contains Common Records from the data in that staging table.

To load Direct Loan origination, change and disbursement acknowledgement records, you must:

Run the COD Inbound process (CODIN). This process loads Common Records from the XML file into staging tables. This is an all inclusive process that populates the Direct Loan origination tables using data from the COD staging table. The Pell and Direct Loan outbound and inbound Application Engine processes replace EDI Manager and function much the same way as the FA EC OUTBOUND and FA EC INBOUND introduced for the 2002-2003 award year.

Sending Pell and Direct Loan COD Files

Run the Pell Outbound process (PELLOUT) and Direct Loan Outbound process (DLOUT) to create Common Records in XML.

This section discusses how to:

Create an XML file for Pell.

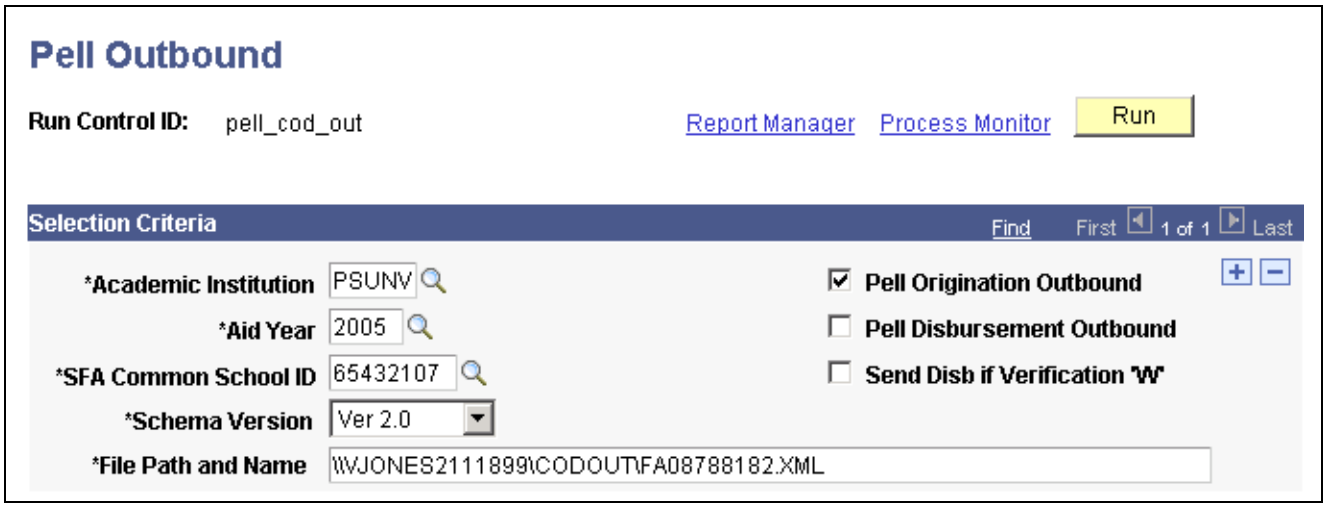
Create an XML file for Direct Loans.

Page Used to Send COD Files

Page Name	Object Name	Navigation	Usage
Pell Outbound	SFA_RUNCTL_PL_OUT	Financial Aid, File Management, COD Full Participant, Generate Pell Data, Pell Outbound	Update Pell COD inquiry tables, update Pell origination tables, and create an XML file containing Common Records to send to the COD processing center.
Direct Loan Outbound	SFA_RUNCTL_DL_OUT	Financial Aid, File Management, COD Full Participant, Generate Direct Loan Data, Direct Loan Outbound	Create an XML file containing Common Records to send to the COD processing center.

Creating an XML File for Pell

Access the Pell Outbound page.



Pell Outbound page

The Pell Outbound process (PELLOUT) is an inclusive process that updates Pell origination tables, moves student records into the COD inquiry table, and creates an XML file that contains Common Records from the data in the inquiry table. You can run this process for multiple attending school ID's by inserting a row.

Academic Institution Select the institution for which you want to create an XML file.

Aid Year Enter aid year 2005 for 2004–2005 processing. Do not leave this field blank.

SFA Common School ID (student financial assistance common school identification) Select your institution's identification number.

Schema Version Select Version 2.0 for 2004–2005 processing. Do not use Version 1.0.

Note. The information in this document is based on the COD Technical Reference v2.0d. However, within the application, when you select 2.0, the system includes all incremental versions. For example, v2.0d is represented by 2.0.

File Path Enter the file path for which the process should create the XML file in and the name of the XML file.

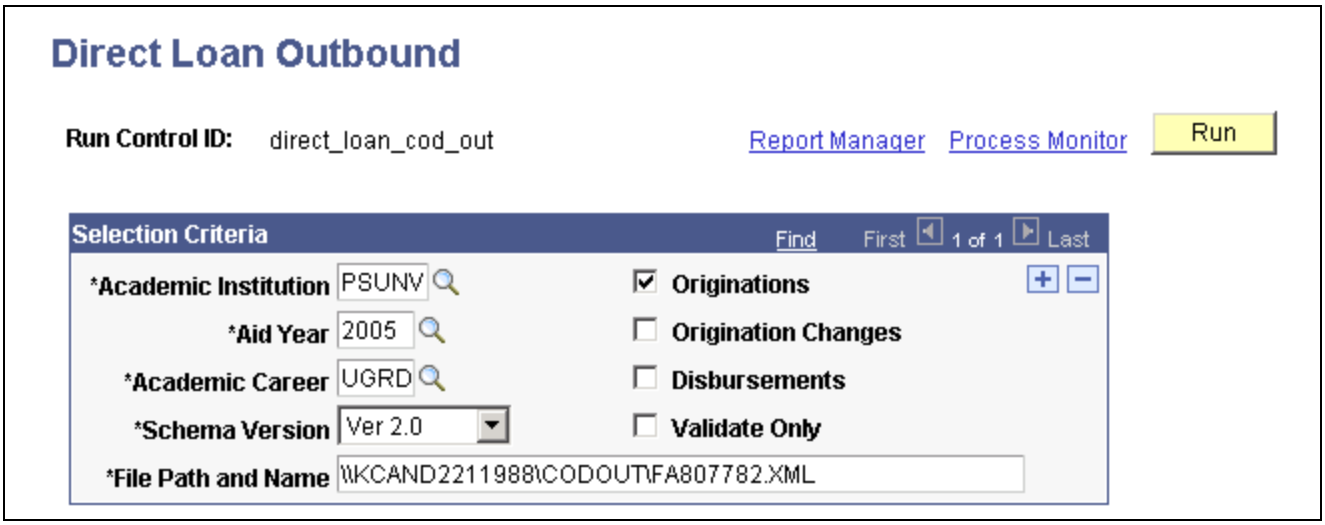
Pell Origination Outbound Select to process Pell origination outbound records.

Pell Disbursement Outbound Select to process Pell disbursement outbound records. When you select Pell disbursement, the system automatically activates Pell origination outbound PS.

Send Disb if Verification "W" (send disbursement if verification "W") Select to send the disbursement if the verification status code is W (without documentation). This value is used only for disbursement.

Creating an XML File for Direct Loans

Access the Direct Loan Outbound page.



Direct Loan Outbound page

Enter data in the fields and select the appropriate check box to move records to staging tables.

Reviewing COD Data

This section discusses how to:

- View COD document information.
- View document response information.
- View COD school information.
- View reporting school summary information.
- View reporting school response.
- View attended school response.
- View student biographical and demographic information.
- View student address information.
- View student phone number information.
- View student response data.
- View a student's award information.
- View responses to award rejections and corrections.
- View additional loan information.
- View loan response information.
- View borrower information.
- View borrower address information.
- View borrower phone number information.
- View borrower response data.
- View disbursement information.

- View responses to disbursement rejections and corrections.

Common Elements Used in This Section

Document ID Displays the date and time stamp with the Source Entity ID.

Document Type Displays the type of document being returned from COD.

Values are:

BN: Booking Notification

CO: Credit Decision Override

ND: Negative Disbursement

PS: Payment to Servicing

PN: Promissory Note

RC: Receipt

RS: Response

SG: System Generated

WB: Web Initiated

Processing Status Displays the status of the batch:

Outbound and Generated for outbound files

Processed and Loaded for inbound files

Reset Displays when you outbound a file. Permits you to regenerate the XML file. When you select Reset, the system opens the File Path and Name field and updates the processing status from *Generated* to *Outbound.* You can correct and update the path if necessary. You must save the page before exiting to save the status change. Then when you rerun PELLOUT or DLOUT, the system regenerates an XML file using the same Document ID. Running this process only calls the Application Engine section of the outbound process (PELLOUT/DLOUT). The system creates an XML file only for records with the same Document ID associated with the reset process. You can elect to update the File and Name path in the run control if you know for sure that these are the *only* records to be picked up by the PELLOUT/DLOUT process. If you know or question whether additional unprocessed records will be picked up in the process, then THE FILE PATH NAME IN VIEW COD DATA AND THE FILE PATH NAME IN THE RUN CONTROL MUST BE UNIQUE. If they are not unique, the new records overwrite the reprocessed records in XML file creation.

Receipt Date Displays the date and time stamp indicating receipt of the document at COD.

Document Status Displays the status of the processed document on COD.

Values are:

A: Accepted

R: Rejected

D: Duplicate

Process Date Displays the date the document information was processed at COD.

ID Displays the student's unique identification.

Reporting School ID Displays an identification that provides a logical grouping of elements related to Reporting School Entity Information.

Attending School ID Displays an identification that provides a logical grouping of elements related to Attending School Entity Information.

Response Indicator Displays the result of processing the COD.

Values are:

A: Accepted

R: Rejected

D: Duplicate

C: Corrected

Address Sequence Identifies the order in which address updates occurred. Values are *1* and *2*.

Phone Sequence Identifies the order in which phone number updates occurred. Values are *1*, *2*, and *3*.

Error Code Seq(error code sequence) Identifies the order in which error codes were received. Values are *1* through *999*.

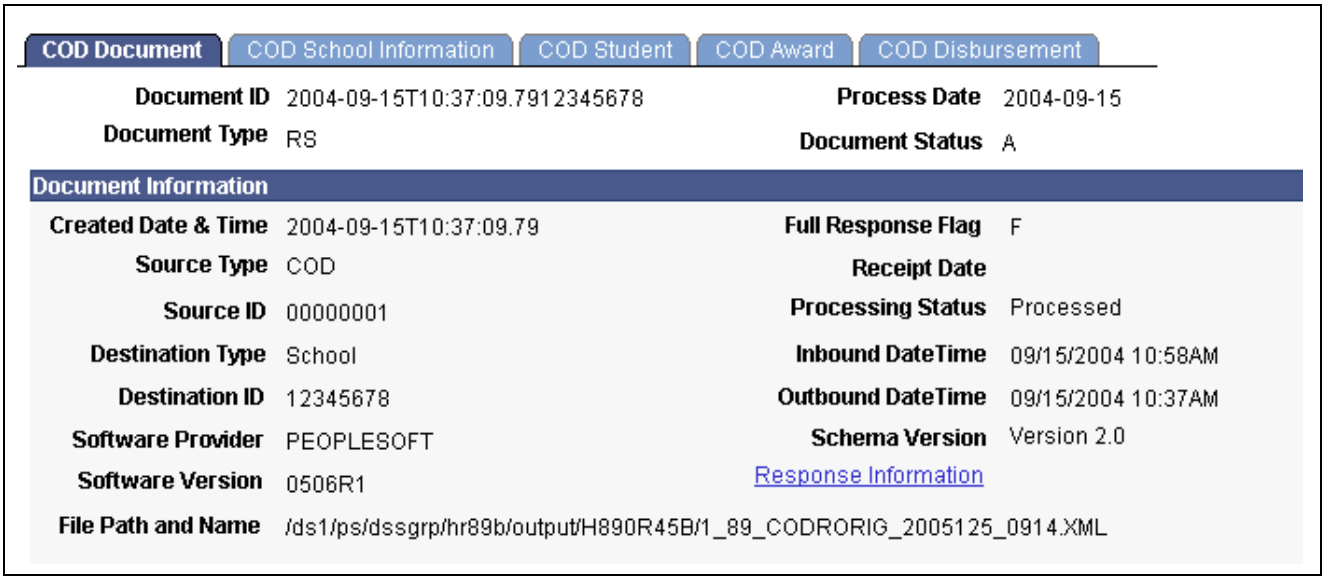
Pages Used to View XML File Content

Page Name	Object Name	Navigation	Usage
COD Document	SFA_COD_DOCUMENT	Financial Aid, File Management, COD Full Participant, View COD Data, COD Document	View information at the COD document level on your outbound and inbound XML record transmissions.
Document Response	SFA_COD_DOC_RSP	Click the Response Information link on the COD Document page.	View document level response rejection or correction information from COD.
COD School Information	SFA_COD_SCHOOL_INF	Financial Aid, File Management, COD Full Participant, View COD Data, COD School Information	View summary and response information at the reporting and attending school level.
Reporting School Summary	COD_RPRTSCHL_SUM	Click the Reporting School Summarylink on the COD School Information page.	View document summary totals by award type.
Reporting School Response	SFA_COD_REPORT_RSP	Click the Response Information link on the COD School Information page.	View reporting school level response rejection or correction information.
Attended School Response	SFA_COD_ATTEND_RSP	Click the Response Information link on the COD School Information page.	View attending school level response rejection or correction information.

Page Name	Object Name	Navigation	Usage
COD Student	SFA_COD_STUDENT	Financial Aid, File Management, COD Full Participant, View COD Data, COD Student	View a student's biographical and demographic information.
Student Address	SFA_COD_ADDRESS	Click the Address Information link on the COD Student page.	View student address information.
Student Phone	SFA_COD_PHONE	Click the Phone Number Information link on the COD Student page.	View student phone number information.
Student Response	SFA_COD_STU_RSP	Click the Response Information link on the COD Student page.	View response data for rejections or corrections.
COD Award	SFA_COD_AWARD	Financial Aid, File Management, COD Full Participant, View COD Data, COD Award	View a student's award information.
Award Response	SFA_COD_AWARD_RSP	Click the Response Information link on the COD Award page.	View responses to award rejections and corrections.
Loan Information	FA_COD_LOANINFO	Click the Additional Loan Information link on the COD Award page.	View additional loan information.
Loan Response	SFA_COD_LN_RSP	Click the Response Information link on the Loan Information page.	View loan level response rejection or correction information.
Borrower Information	SFA_COD_BORROWER	Click the Borrower Information link on the COD Award page.	View borrower information.
Borrower Address	SFA_COD_BORR_ADDR	Click the Address link on the Borrower Information page.	View borrower address information.
Borrower Phone	SFA_COD_BORR_PHONE	Click the Phone Number Information link on the Borrower Information page.	View borrower phone information.
Borrower Response	SFA_COD_BORR_RSP	Click the Response Information link on the Borrower Information page.	View borrower level response rejection or correction information.
COD Disbursement	SFA_COD_DISB	Financial Aid, File Management, COD Full Participant, View COD Data, COD Disbursement	View disbursement information, including disbursement amount and disbursement date.
Disbursement Response	SFA_COD_DSB_RSP	Click the Response Information link on the COD Disbursement page.	View responses to disbursement rejections and corrections.

Viewing COD Document Information

Access the COD Document page.



COD Document page

This page displays information at the COD document level on your outbound and inbound XML record transmissions. Refer to your COD Full Participant technical reference for field definitions not described below.

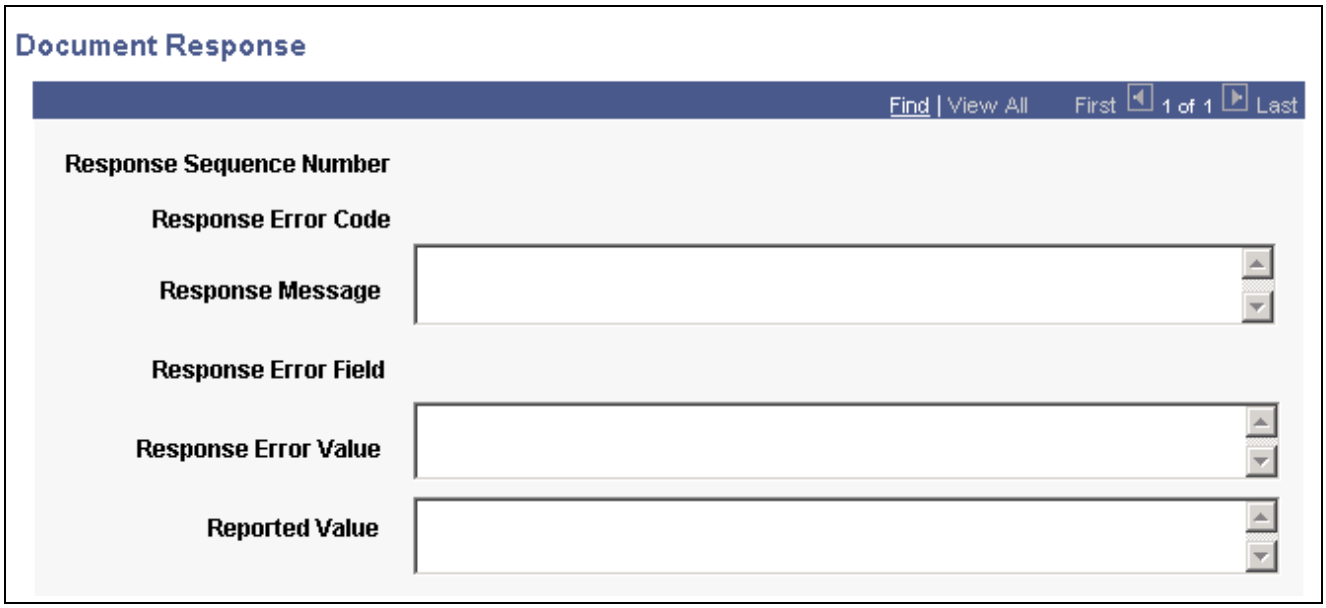
Inbound Date Time Indicates the date and time that the file was received from COD into your system.

Outbound Date Time Indicates the date and time that the file was created for outbound transmission to the COD system.

Response Information Click to access the Document Response page to review document level response rejection or correction information.

Viewing Document Response Information

Access the Document Response page.

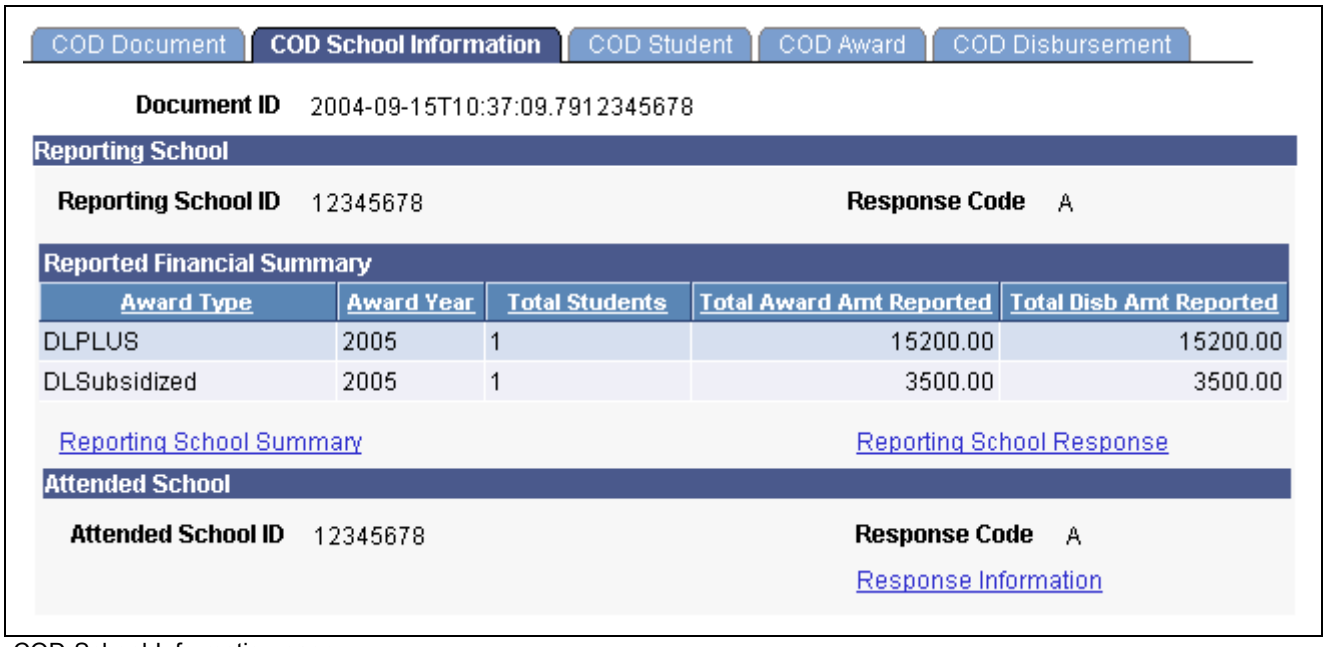


Document Response page

This page displays rejection or correction information from COD.

Viewing COD School Information

Access the COD School Information page.



COD School Information page

This page displays summary and response information at the reporting and attending school level.

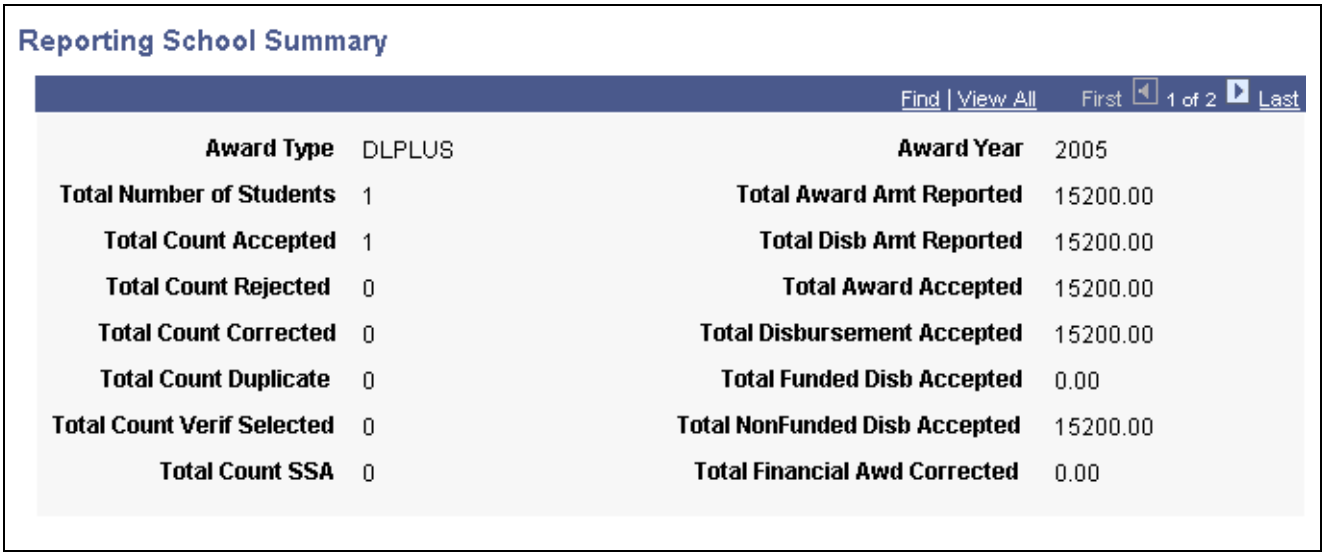
Reporting School Summary Click to access the Reporting School Summary page to review document summary totals.

Response Information Click to access the Attended School Response page to review attending school level response rejection or correction information.

Response Information Click to access the Reporting School Response page to review reporting school level response rejection or correction information.

Viewing Reporting School Summary Information

Access the Reporting School Summary page.

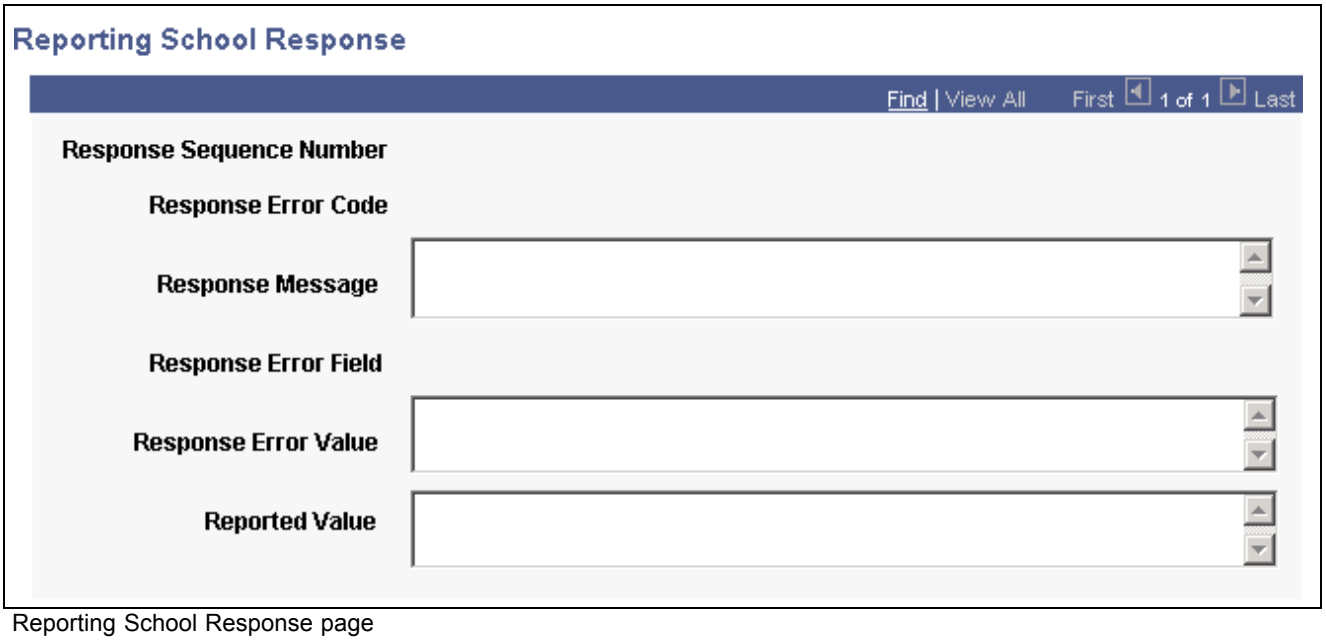


Reporting School Summary page

This page displays document summary totals by award type.

Viewing Reporting School Response

Access the Reporting School Response page.

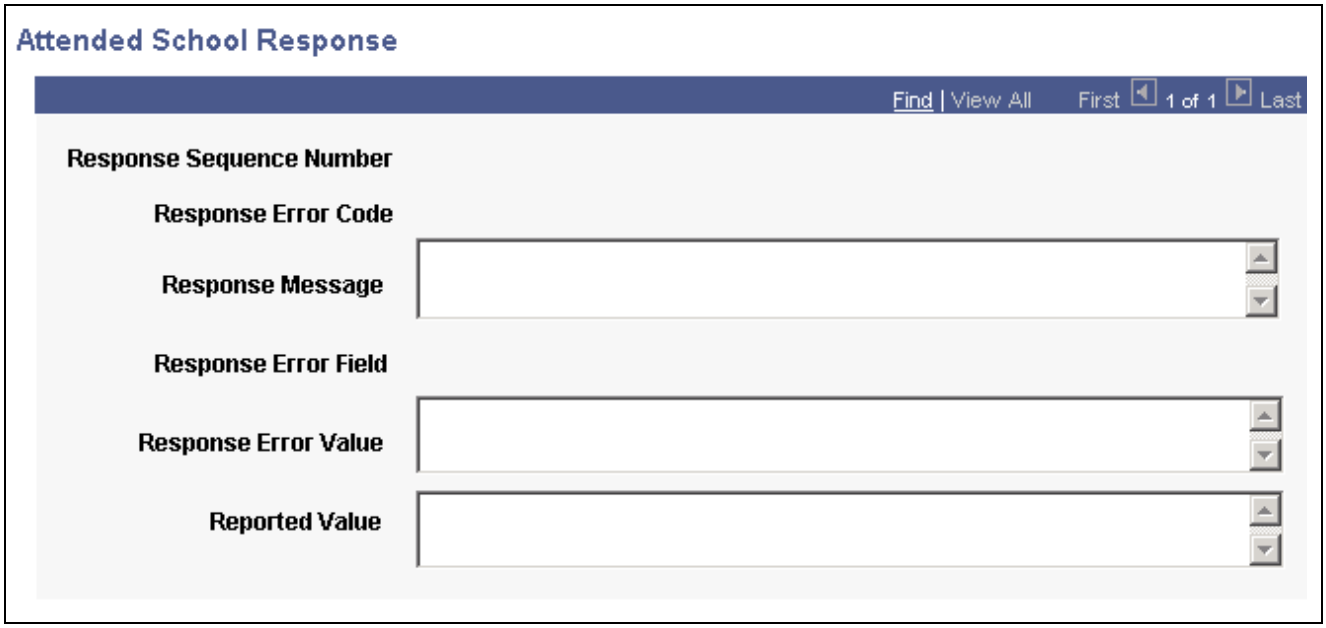


Reporting School Response page

This page displays reporting school level response rejection or correction information.

Viewing Attended School Response

Access the Attended School Response page.

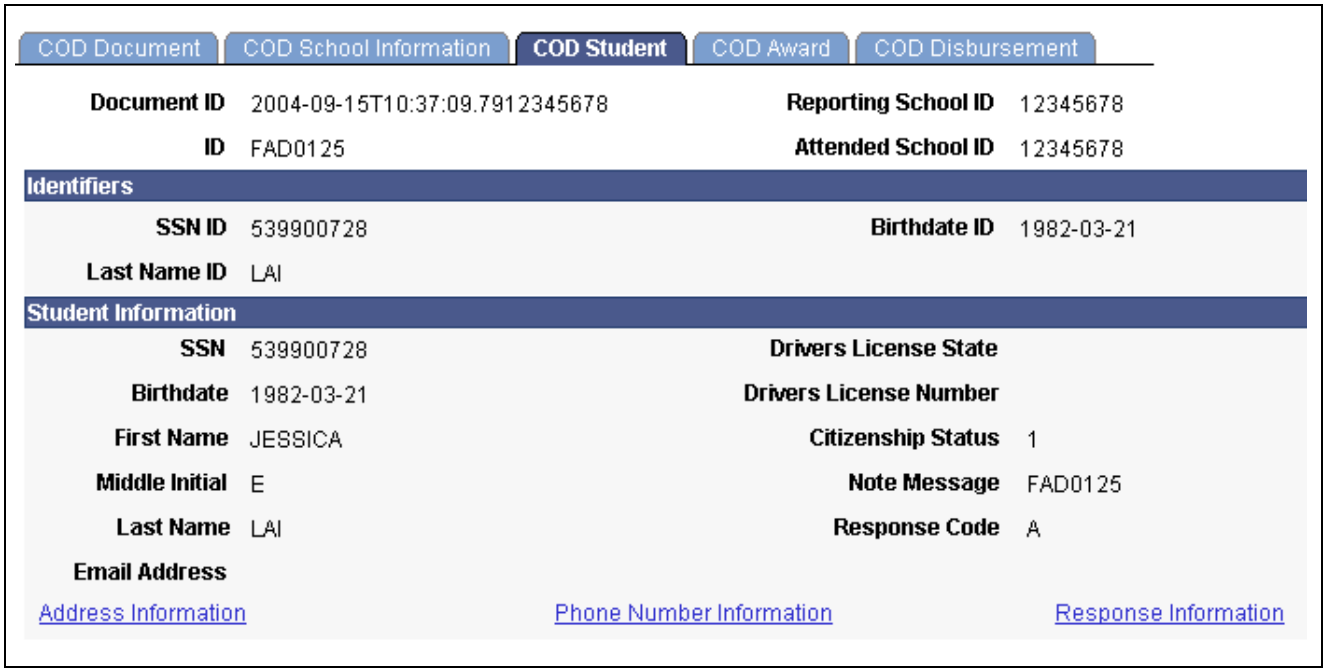


Attended School Response page

This page displays attended school level response rejection or correction information.

Viewing Student Biographical and Demographic Information

Access the COD Student page.

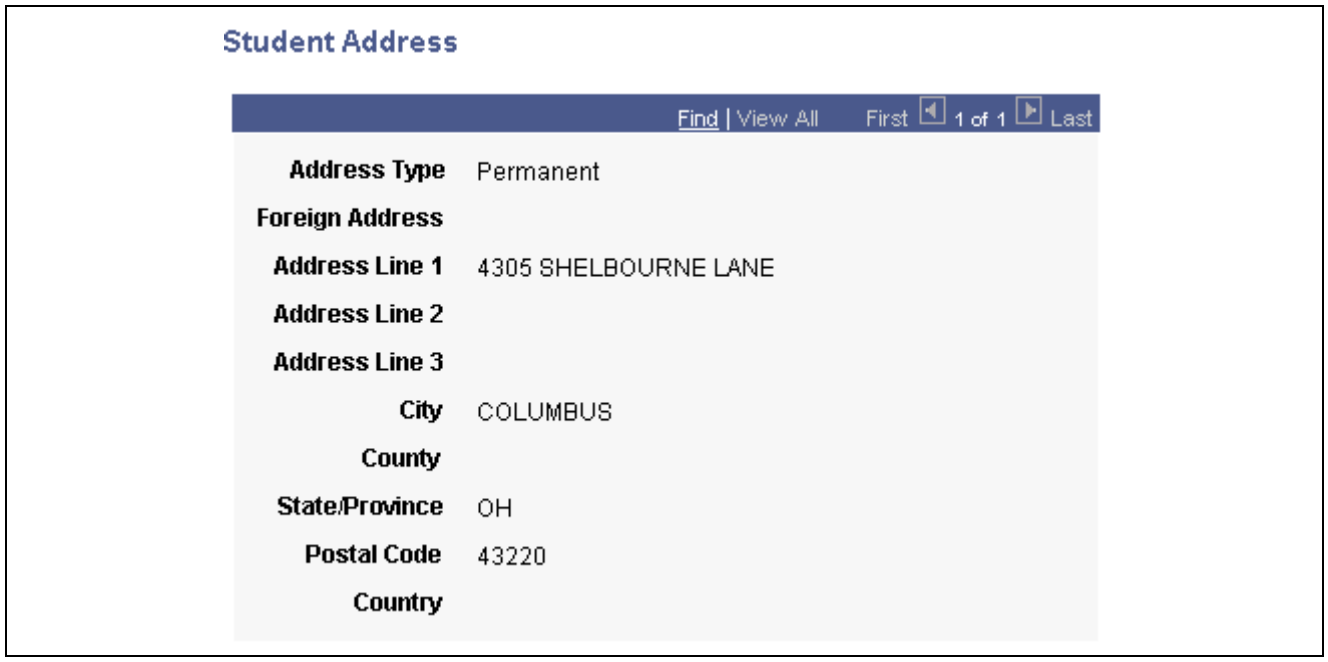


COD Student page

Address Information	Click to access the Student Address page to review student address information.
Phone Number Information	Click to access the Student Phone page to review student phone number information.
Response Information	Click to access the Student Response page to review response data for rejections or corrections.

Viewing Student Address Information

Access the Student Address page.



Student Address page

This page displays changes to address information that you report for the student.

Viewing Student Phone Number Information

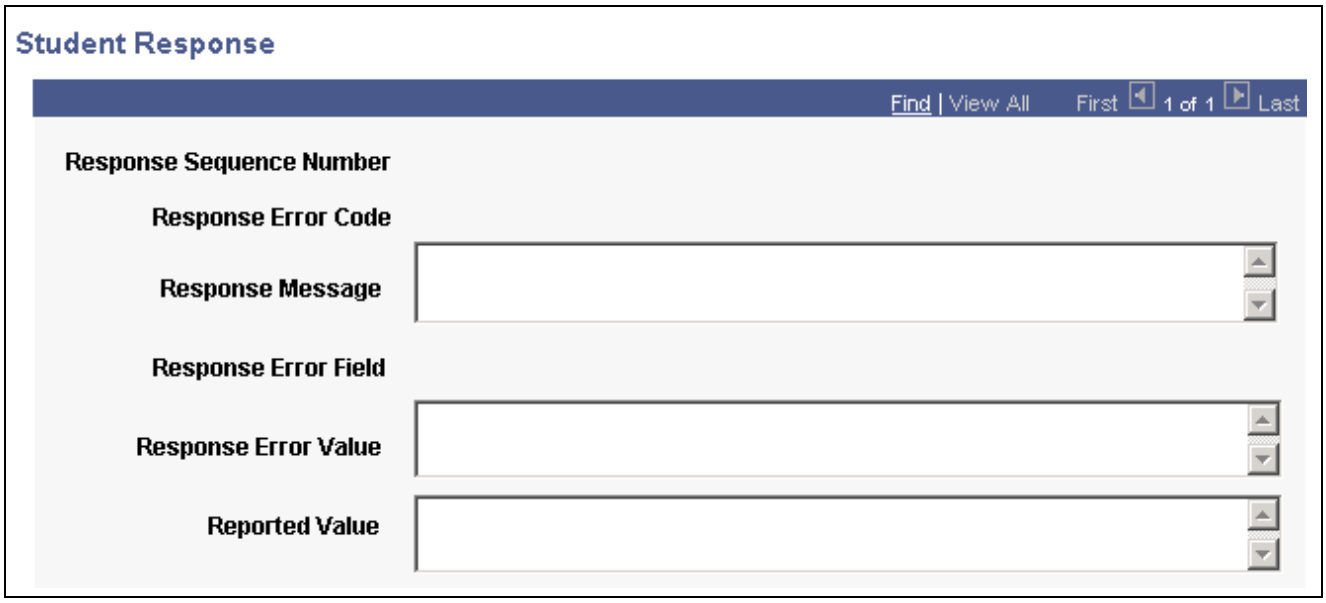
Access the Student Phone page.

Student Phone page

This page displays changes to phone number information that you report for the student.

Viewing Student Response Data

Access the Student Response page.

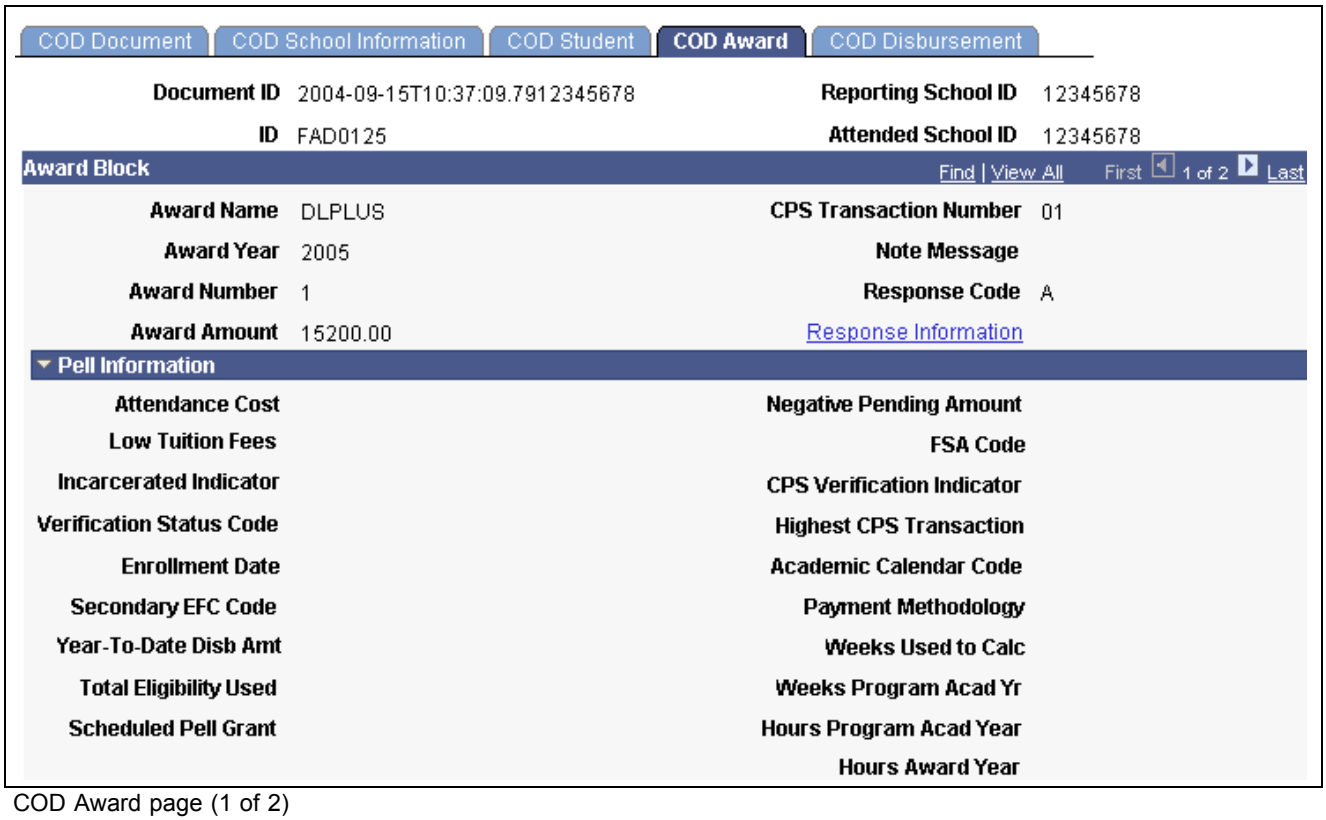


Student Response page

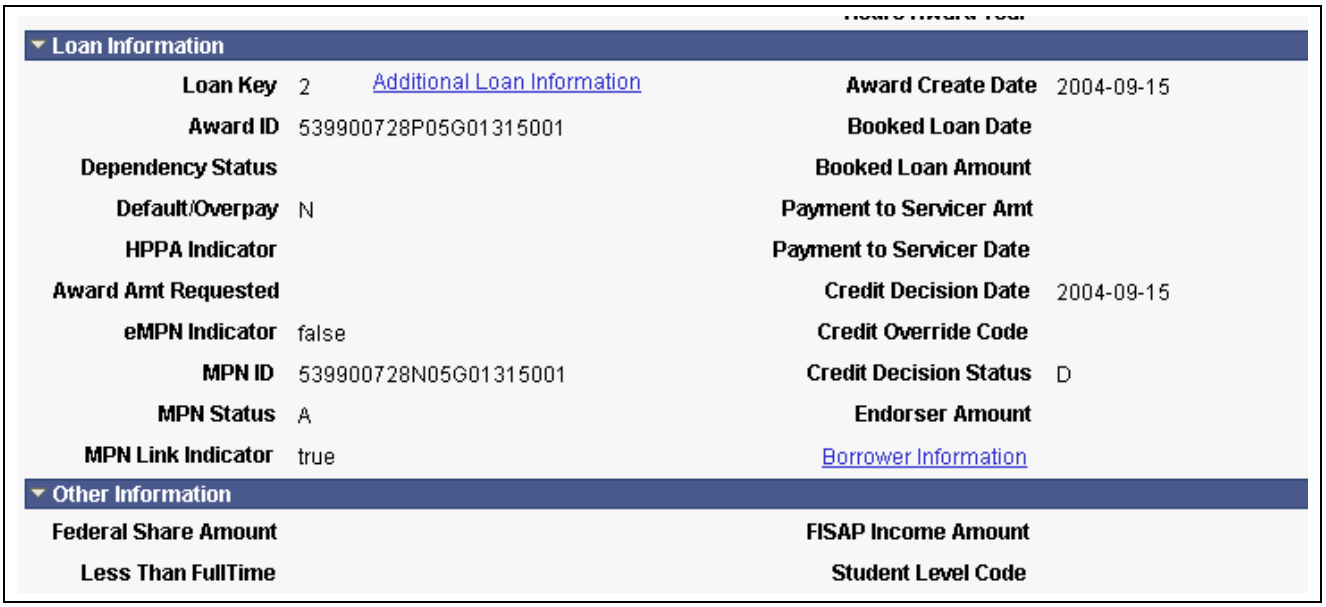
This page displays student level response rejection or correction information.

Viewing a Student's Award Information

Access the COD Award page.



COD Award page (1 of 2)



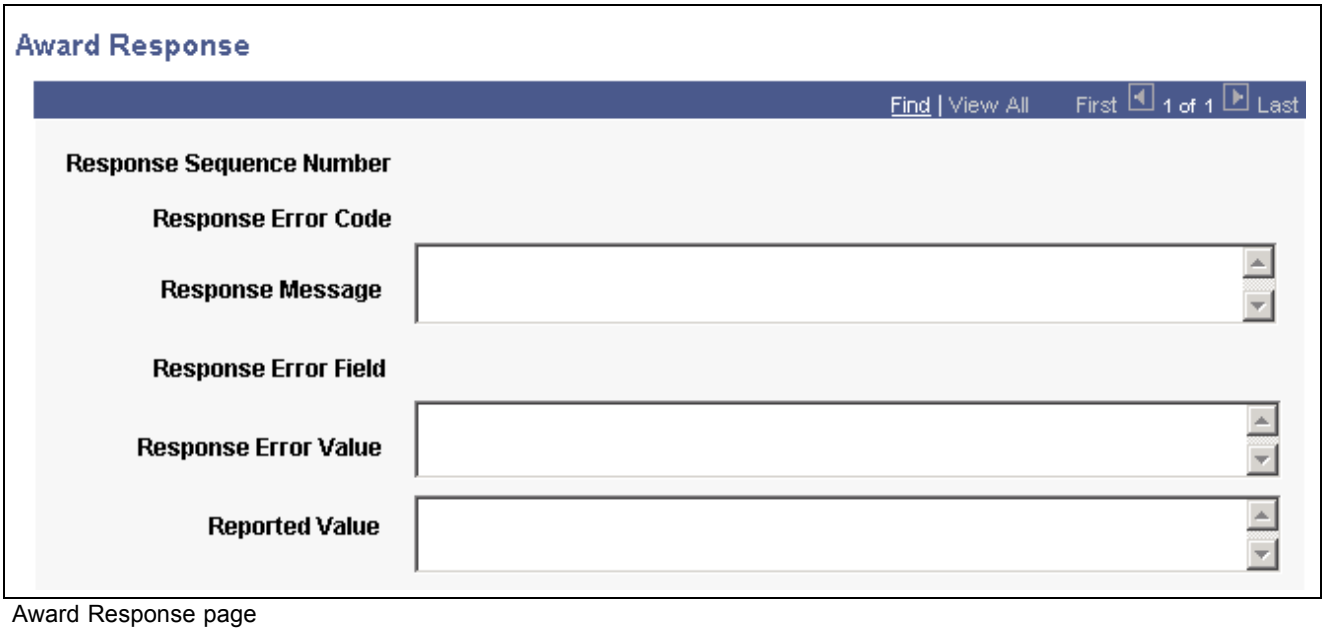
COD Award page (2 of 2)

This page displays information about the student's Pell Grant or Direct Loans.

Additional Loan Information	Click to access the Loan Information page to review additional loan information.
Borrower Information	Click to access the Borrower Information page to review borrower information.

Viewing Responses to Award Rejections and Corrections

Access the Award Response page.

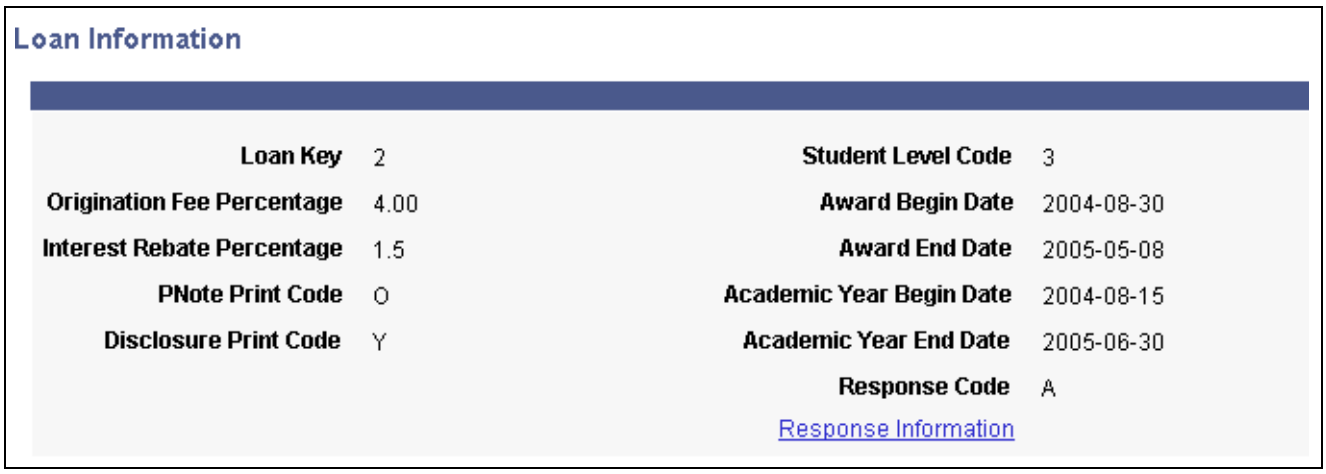


Award Response page

This page displays student award level response rejection or correction information.

Viewing Additional Loan Information

Access the Loan Information page.

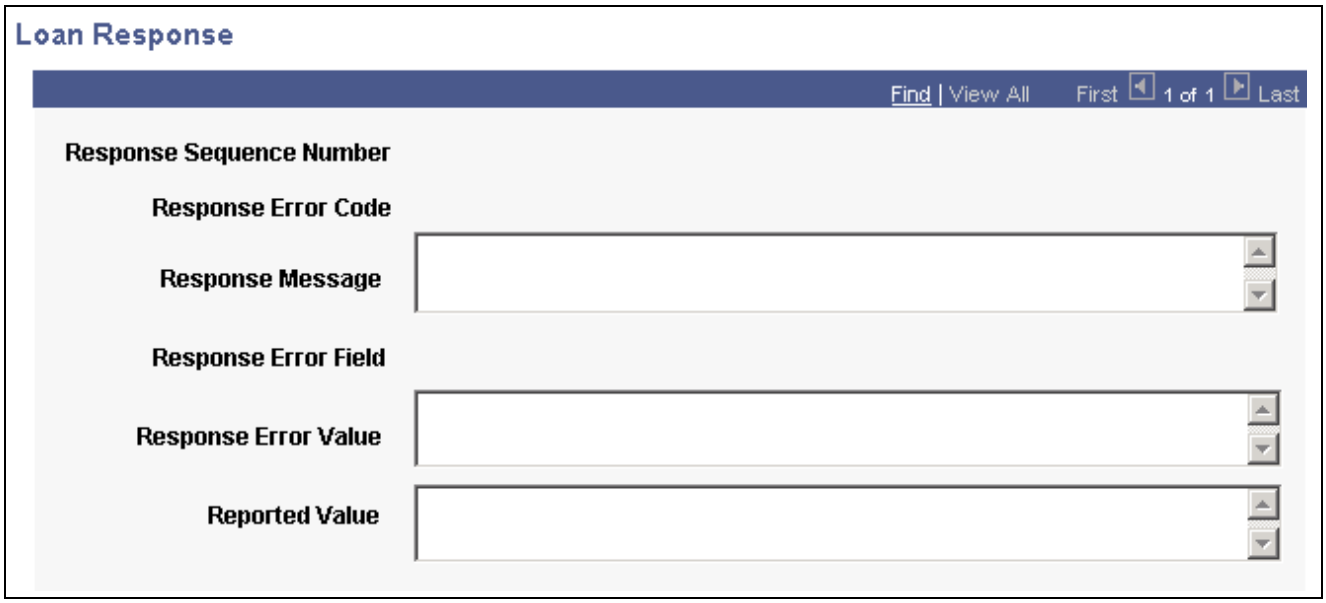


Loan Information page

Response Information Click to access the Loan Information Response page to review rejection or correction information.

Viewing Loan Response Information

Access the Loan Response page.



Loan Response page

This page displays student loan award level response rejection or correction information.

Viewing Borrower Information

Access the Borrower Information page.

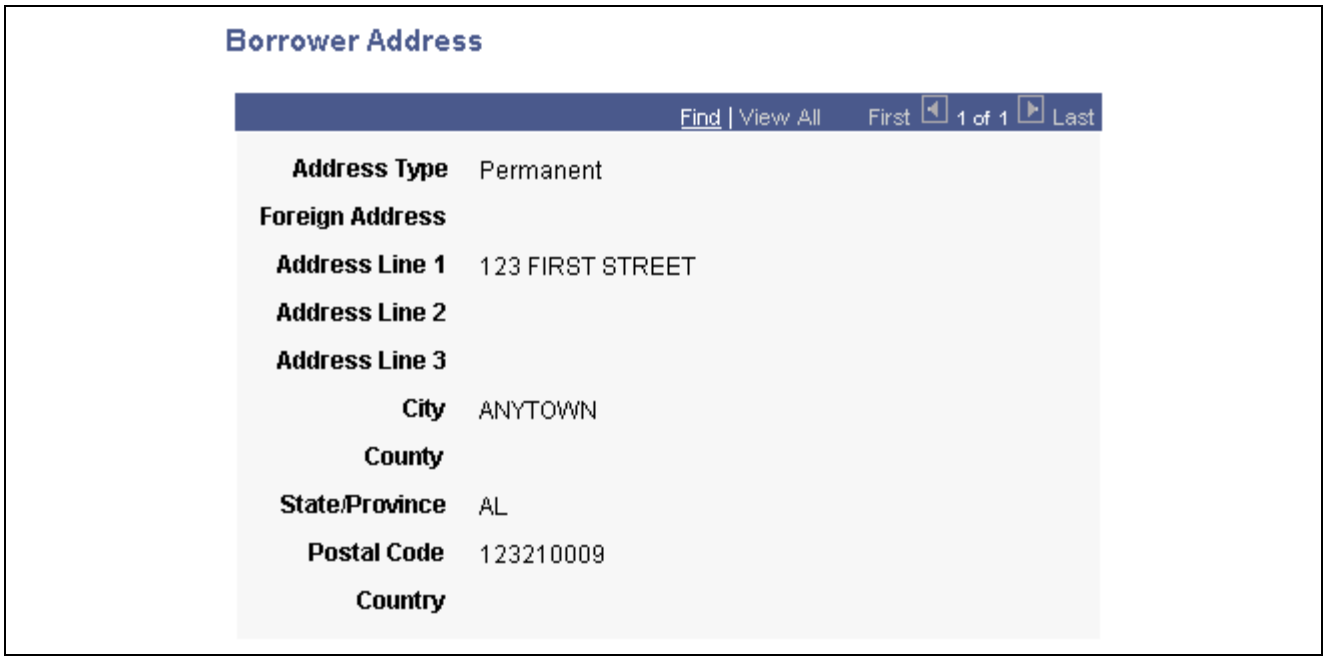
Borrower Information page

This page displays borrower information and provides access to the borrower's address, telephone number, and response.

Address Information	Click to access the Borrower Address page to view the borrower's address.
Response Information	Click to access the Borrower Response page to view the borrower's response information.
Phone Number Information	Click to access the Borrower Phone Number page to view the borrower's telephone number.

Viewing Borrower Address Information

Access the Borrower Address page.



Borrower Address page

This page displays the borrower's address information.

Viewing Borrower Phone Number Information

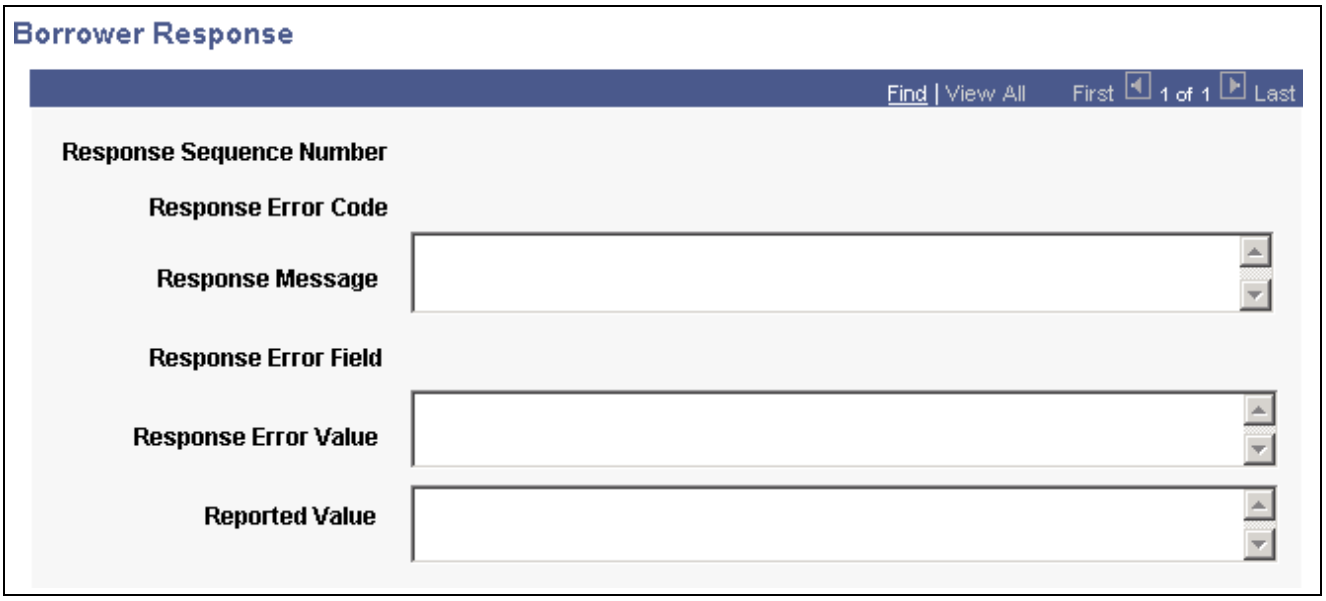
Access the Borrower Phone page.

Borrower Phone page

This page displays the borrower's telephone information.

Viewing Borrower Response Data

Access the Borrower Response page.

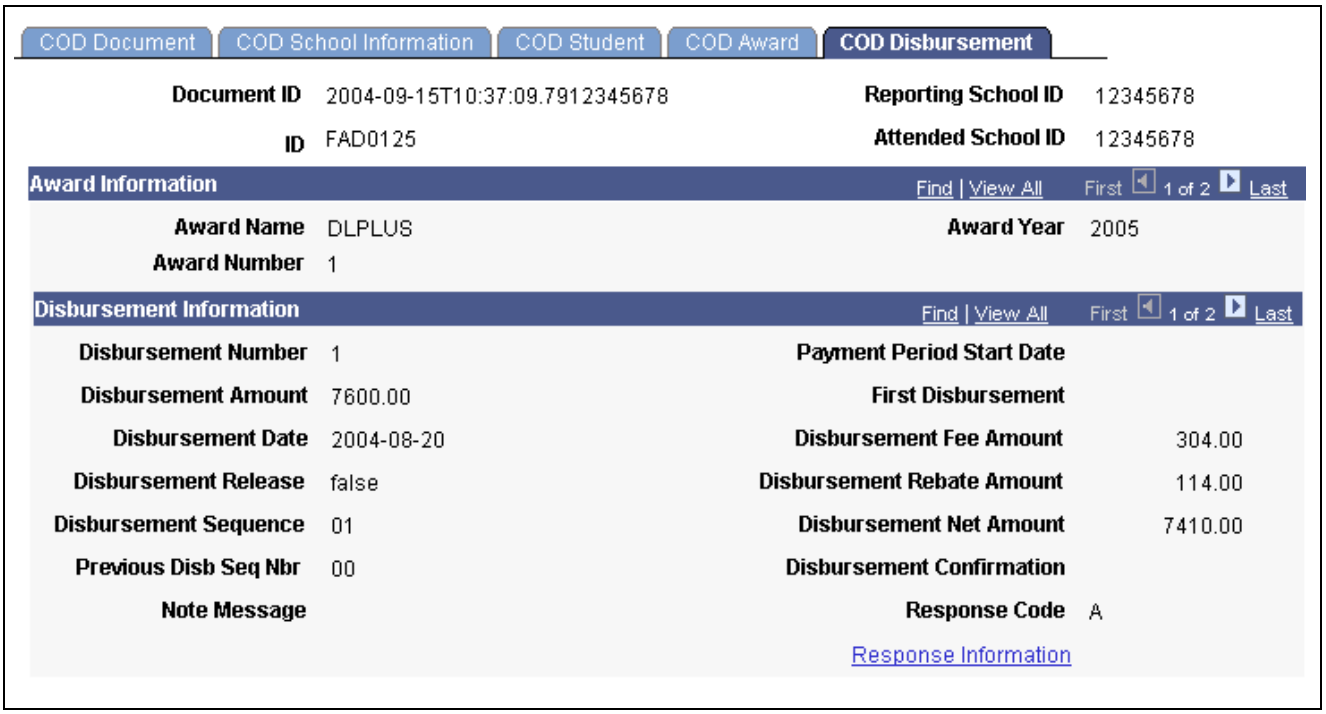


Borrower Response page

This page displays the borrower's response to rejection or correction information.

Viewing Disbursement Information

Access the COD Disbursement page.

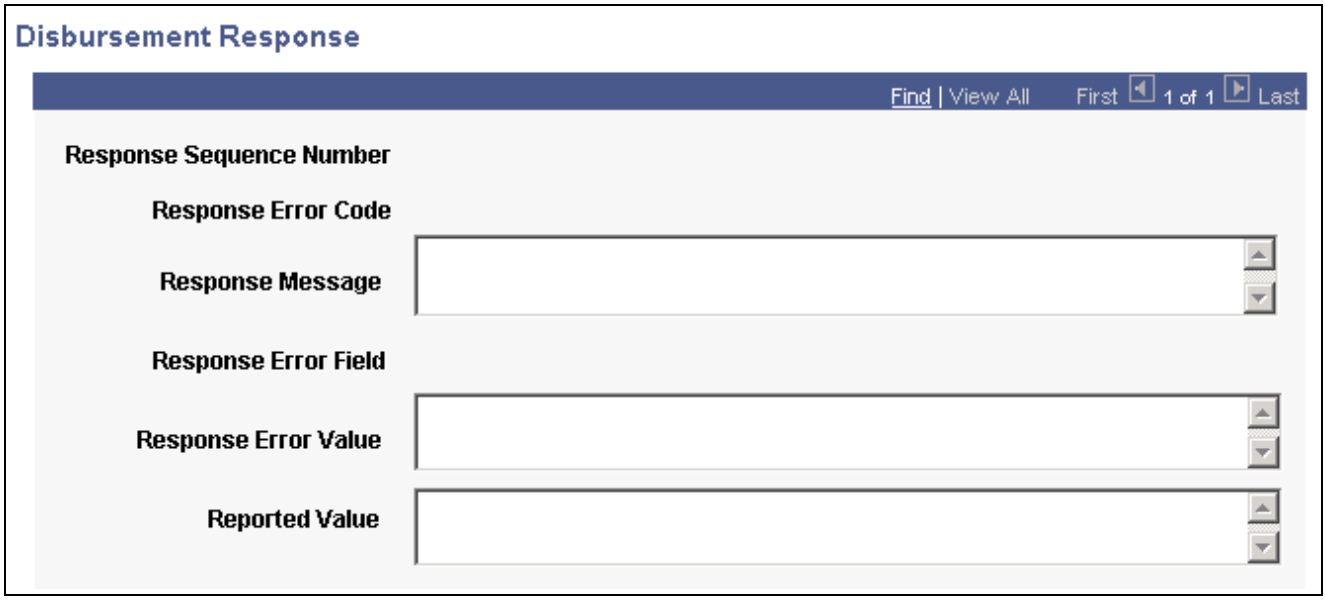


COD Disbursement page

Response Information Click to access the Disbursement Response Block page to view responses for disbursement rejections and corrections.

Viewing Responses to Disbursement Rejections and Corrections

Access the Disbursement Response page.



Disbursement Response page

This page displays student disbursement level response rejection or correction information.

Loading COD Files

After receiving a response file from the processor and placing it somewhere convenient for import, load the XML file into your system using the COD In process (CODIN).

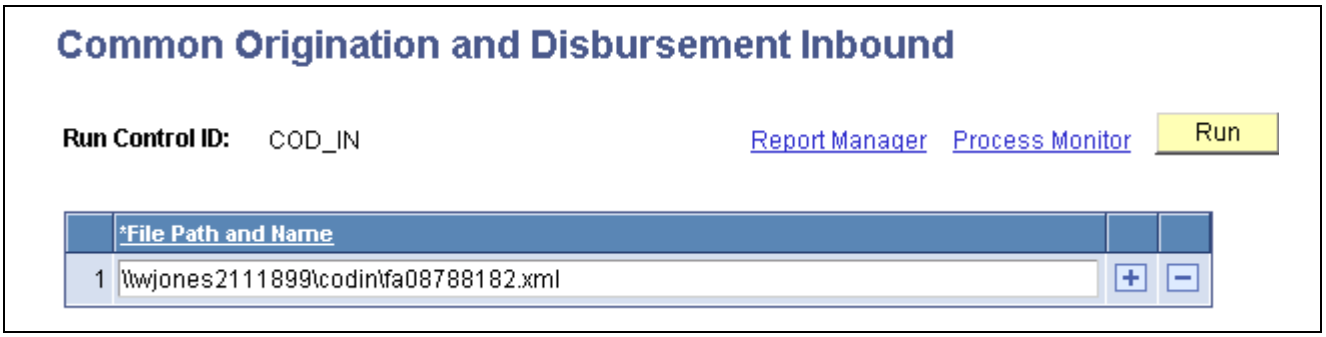
This section discusses how to load an XML file.

Page Used to Load COD Files

Page Name	Object Name	Navigation	Usage
Common Origination and Disbursement Inbound	SFA_RUNCTL_COD_INB	Financial Aid, File Management, COD Full Participant, Import COD Response Data, Common Origination and Disbursement Inbound	Load an XML file into your system.

Loading an XML File

Access the Common Origination and Disbursement Inbound page.



Common Origination and Disbursement Inbound page

Enter the location and name of the XML file to import into your system.

The COD In process (CODIN) loads Common Records from the XML file into inquiry tables and updates Pell and Direct Loan origination tables.

Mapping PeopleSoft Fields to COD Field Numbers and Names

The tables are available on Customer Connection in Documentation Updates.

Submitting Documents

Beginning in the 2003-2004 award year, you can submit common record documents to the COD System using the COD website or by batch processing. All documents submitted using batch processing for the 2003-2004 award year must be submitted using the SAIG Electronic Data Exchange.

Using Common Origination Message Class Table

The Full Participant Message Class table describes the message classes that are to be used by Full Participants for sending and receiving data to and from the COD System for the 2003-2004 processing year.

The following table lists the message class, data description, and destination mailbox.

Message Class	Data Description	Destination Mailbox
COMRECIN	Common Record Documents sent from school to COD system.	To TG71900
COMRECOP	Responses sent from COD system to school including the following system-generated responses.	From TG71900

Message Class	Data Description	Destination Mailbox
	Direct Loan System Response Files: • Promissory Note Responses • Credit Decision Override Response • Booking Notifications • Payment to Servicing	
	Pell Payment Response System Generated Disbursements	

Use the COMRECIN Message Class to send COMMON RECORD XML files through the SAIG. The system generates outbound COD files by using the Direct Loan or Pell system.

Use the COMRECOP Message Class to receive COMMON RECORD RESPONSE XML files. To import these response files into the Direct Loan or Pell Payment system.

Note. For award years prior to 2004-2005, schools should continue to send documents in the non-program, non-award year specific message class (COMRECIN, COMRECOP).

Beginning with the 2004-2005 award year, Full Participants will be able to choose the message class in which they send and receive documents to and from the COD system. Message class options will include the following: Non-program specific and non-award year specific. (Example: COMRECIN, COMRECOP), Non-program specific and award year specific (2004–2005), Program specific (Pell or Direct Loan) and non-award year specific, and Program specific (Pell or Direct Loan) and award year specific (2004–2005).

See Also

The Common Origination and Disbursement System (COD) Technical Reference

CHAPTER 33

Using Forms Engine

The Forms Engine's primary function is to enable high speed and high volume printing to PostScript printers. It does this by sending a PostScript print data stream directly to the printer, bypassing any print driver routines. It also caches the form layout onto the printer itself so that only the data that changes from page to page must be sent to the printer for each page.

This chapter discusses how to:

- Use the components of Forms Engine.
- Purge form data.
- Modify a form.
- Add data to the form data tables.
- Set up images.
- Change a logo.

Using the Components of Forms Engine

The Forms Engine consists of several components. This section describes how to:

- Use the application designer.
- Use the Form Editor.
- Use the form image text repository.
- Upload form image text.
- Understand form groups.
- Use output destination formats.
- Use output destination types.
- Use output destination values.
- Specify font names.
- Specify PostScript fonts.
- Use the Inquire On Form Data page.

Pages Used with the Forms Engine Components

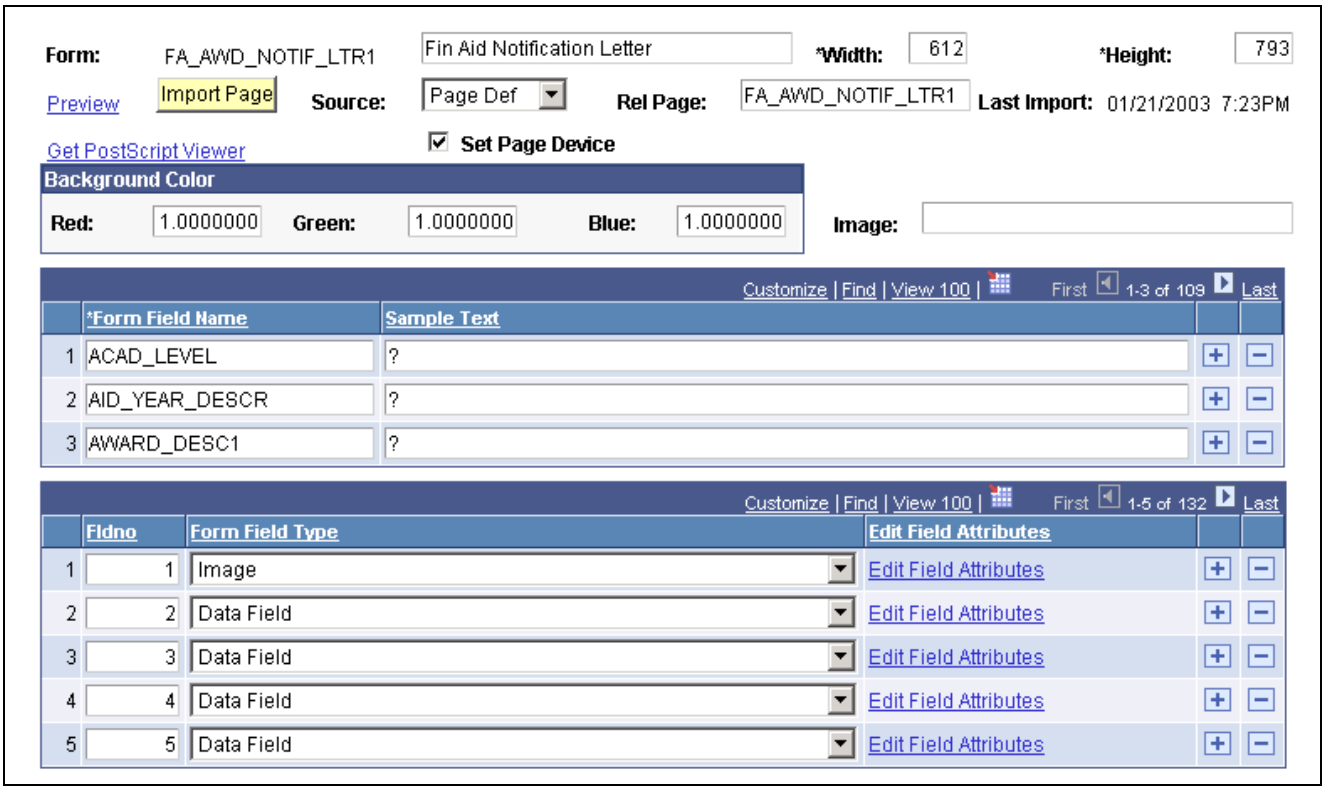
Page Name	Object Name	Navigation	Usage
Form Editor	FORM_EDITOR	Set Up SACR, Common Definitions, Forms Engine, Set Up, Forms Engine	Create or modify forms.
Form Image Text	FE_IMAGE_TEXT	Set Up SACR, Common Definition, Forms Engine, Set Up, Form Image Text	Update Description and Cache From On Printer fields.
Upload EPS Image File	FE_UPIMG_RUNCTL	Set Up SACR, Common Definition, Forms Engine, Process, Upload EPS Image File	Modify an image that you are rendered on a page by making a new or modified file in encapsulated Postscript (EPS) format.
Form Groups	FORM_GROUP_TABLE	Set Up SACR, Common Definitions, Forms Engine, Set Up, Form Groups	Use to tie a list of forms together.
Output Destination Formats	FE_OUTDESTFMT	Set Up SACR, Common Definition, Forms Engine, Set Up, Out Dest Formats	View parameters for various output formats usable by programs that use the Forms Engine.
Font Names	FONT_NAME_TABLE	Set Up SACR, Common Definitions, Forms Engine, Set Up, Font Names	Lists all PostScript font names that you can specify within Form Editor.
PostScript Fonts	POSTSCRIPT_FONTS	Set Up SACR, Common Definitions, Forms Engine, Set Up, PostScript Fonts	View list of translations using font names as specified in the Application Designer and translate to a PostScript font name.

Using Application Designer

The Application Designer is not part of the Forms Engine. However, page layouts defined within the Application Designer can be imported into the Form Editor. You can make all of your changes to a form using Application Designer. If you use Application Designer to make changes, it is not necessary to make changes in Form Editor.

Using Form Editor

You can create or modify forms using the Form Editor either by importing a page layout from the Application Designer or by manually adding objects to the page definition. If you import a page layout from the Application Designer, the entire contents of the form definition are replaced by the imported page definition.



Form Editor page

Select Set Page Device to force the form to start on a new piece of paper. This is important when duplex printing (printing on both sides of the paper). If you do not select Set Page Device, a new form might print on the backside of a piece of paper.

You can add types of objects to forms such as Box, Data Field, Image, Line, Long Text, and Text. You can set attributes for each of these objects such as color, font, position, length, style, scale, spacing, justification, line thickness, dashes, image ID, and literal text. Not all attributes apply to all form child objects. You can specify to have sample text values display in data fields when you preview the form.

To preview the form that you are editing, click the Preview link on the Form Editor page. This saves any unsaved changes, generates the PostScript print data stream, and sends the data to your browser. If your browser is configured to display this type of data, it displays the image of the form. If your browser is not configured to display this type of data, you can save the data to a disk directory. If you save the data to a disk directory and give it a file name, give it a (.ps) extension indicating that it is a PostScript file. Copy this file to a postscript printer. The page image renders graphically to that printer.

If you want to view the PostScript preview page image on your browser, click the Get PostScript Viewer link on the Form Editor page. The system displays a website where you can obtain a PostScript View program.

Using Form Image Text Repository

Access the Form Image Text page.

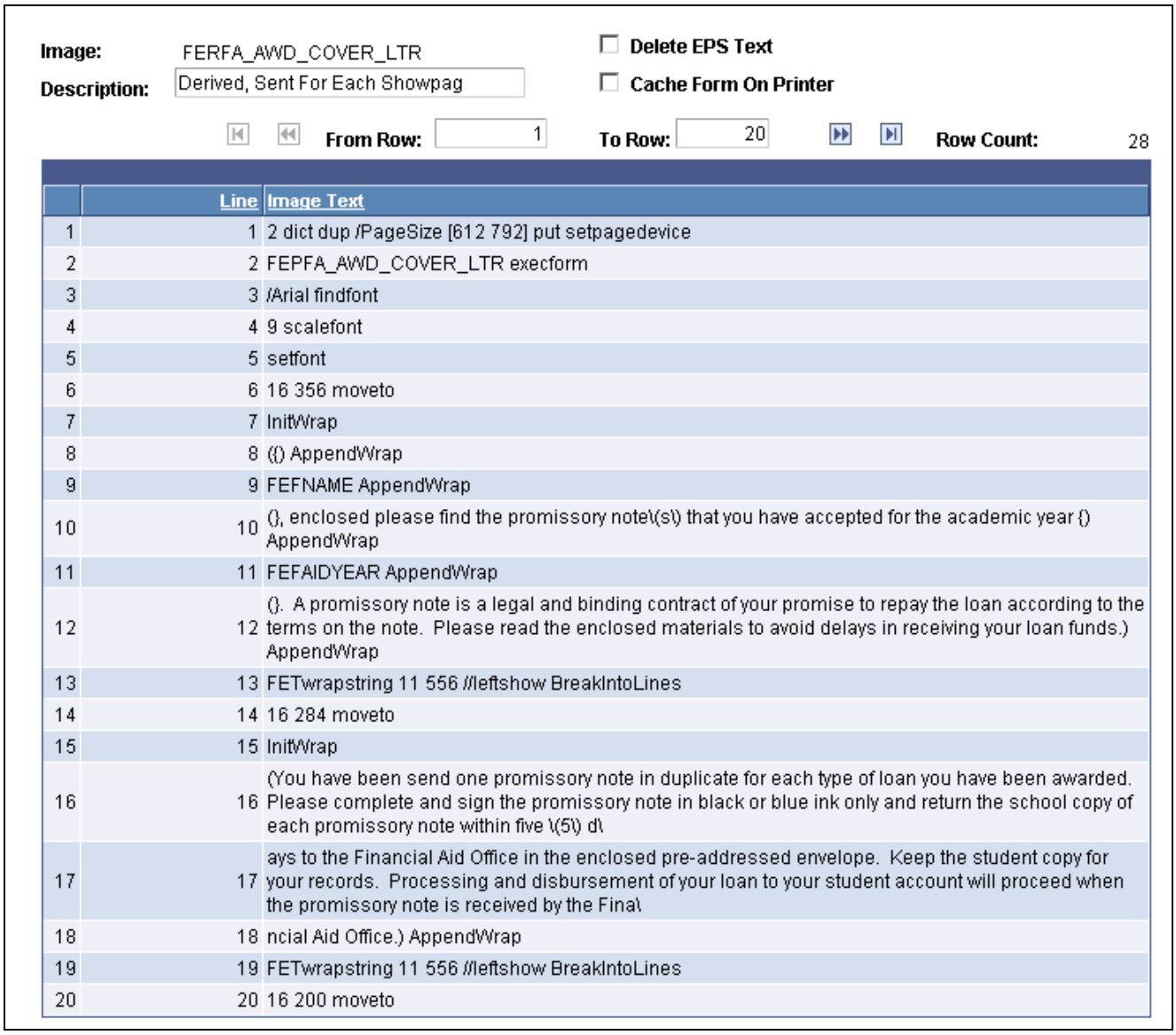


Image: FERFA_AWD_COVER_LTR

Description: Derived, Sent For Each Showpag

Delete EPS Text

Cache Form On Printer

From Row: 1 To Row: 20 Row Count: 28

	Line	Image Text
1	1	2 dict dup /PageSize [612 792] put setpagedevice
2	2	FEPFA_AWD_COVER_LTR execform
3	3	/Arial findfont
4	4	9 scalefont
5	5	setfont
6	6	16 356 moveto
7	7	InitWrap
8	8	(\) AppendWrap
9	9	FEFNAME AppendWrap
10	10	(\, enclosed please find the promissory note\(s\) that you have accepted for the academic year (\) AppendWrap
11	11	FEFAIDYEAR AppendWrap
12	12	(\. A promissory note is a legal and binding contract of your promise to repay the loan according to the terms on the note. Please read the enclosed materials to avoid delays in receiving your loan funds.) AppendWrap
13	13	FETwrapstring 11 556 //leftshow BreakIntoLines
14	14	16 284 moveto
15	15	InitWrap
16	16	(You have been send one promissory note in duplicate for each type of loan you have been awarded. Please complete and sign the promissory note in black or blue ink only and return the school copy of each promissory note within five \(5\) d\
17	17	ays to the Financial Aid Office in the enclosed pre-addressed envelope. Keep the student copy for your records. Processing and disbursement of your loan to your student account will proceed when the promissory note is received by the Fina\
18	18	ncial Aid Office.) AppendWrap
19	19	FETwrapstring 11 556 //leftshow BreakIntoLines
20	20	16 200 moveto

Form Image Text page

The form image text is the actual PostScript text that is sent to the PostScript printer. To access the Form Image Text page, navigate to Design Student Administration, Forms Engine, Setup, Form Image Text.

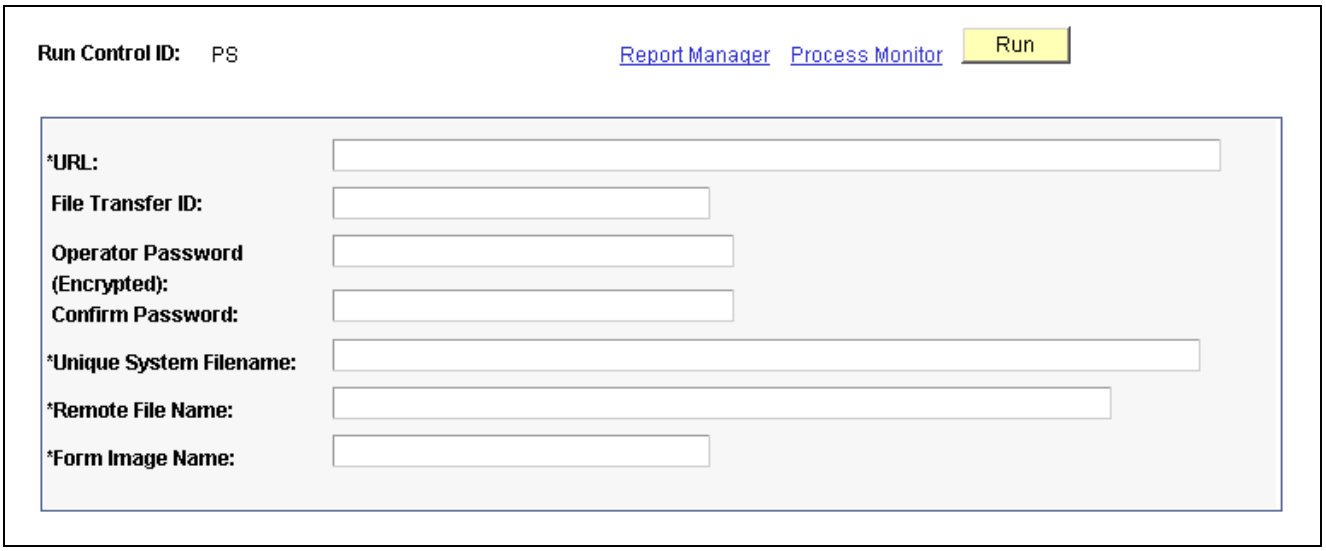
The only fields you can update on the setup page are Description and the Cache Form On Printer. Cache Form On Printer indicates whether the form is sent to the printer only once at the beginning of the print run or each time that the image is needed.

When you save a form layout in the Form Editor, it generates two corresponding entries in the Form Image Text table. The entry that starts with FEP followed by the form name is the static page layout. It is automatically set to cache on the printer. The other entry is the one that starts with FER followed by the form name. It is the runtime portion of the page and is sent each time that the page is printed. The runtime portion combines the page layout with images and wrapped text.

Uploading Form Image Text

To modify an image that is being rendered on a page, you must create a new or modified form image text file in encapsulated PostScript (EPS) format and upload it to an FTP site you choose. You can then run the process to upload this text into the Form Image Text repository.

Access the Upload EPS Image File page.



Upload EPS Image File page

Follow these steps to upload form image text.

1. Create a run control record. The URL is the name of the FTP domain to which you had previously uploaded the EPS file. If you uploaded it to the FTP server called MYFTPSITE, then you would enter MYFTPSITE into this field.
2. Enter the ID and password that you used to log on to the FTP site.
3. Retype the password in the Confirm Password field. The unique system filename should be a filename in 8.3-format without any blank spaces.

   Note. Do not enter path information. For example, MYLOGO.EPS is used for the MYLOGO form image text file. The remote file name is the path and name of the file that you specified when you uploaded it to your FTP site. The form image name is the name that PeopleSoft uses as the key to the Form Image Text repository. Our example is MYLOGO.
4. Submit the process.
5. Navigate to the Form Image Text page after the process completes successfully. Enter a description for the image and select the Cache Form On Printer check box.

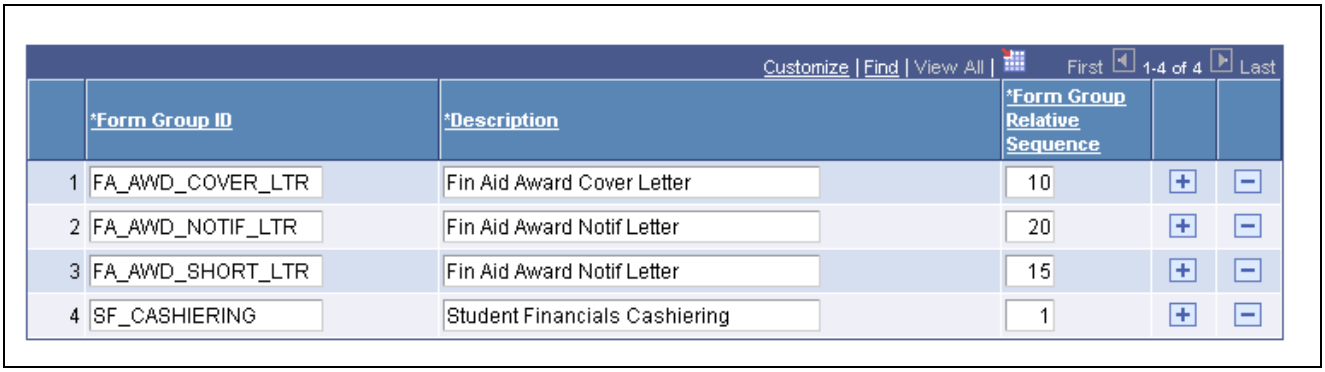
To create or modify Form Image Text, you can create or modify the corresponding EPS file in the Data directory of ps_home. For example, to create a graphic image called MYLOGO, copy the FAPSULGO.EPS file from the data directory to a file called MYLOGO.EPS. Use a simple text editor to edit it and change every occurrence of FAPSULGO with MYLOGO. You can modify the contents of the image text using a simple text editor and enter PostScript command text to construct an image.

An alternative technique for creating an EPS file for your image is to use some other program to generate the PostScript file. A possible future enhancement to this process is that the program that uploads the EPS Image File will accept files with the .JPG extension and convert them to EPS format while loading them into the Form Image Text repository. Some JPG files convert to EPS files that are too large to cache on the printer. You will have to clear the Cache Form On Printer check box if your image is converted from a JPG file.

Understanding Form Groups

A Form Group ties a list of forms together. The form groups relative sequence field indicates the relative order for form groups to be rendered when more than one form group is output into a single print stream. The forms are tied to the form groups within an application program. Because of this, you should not modify these settings unless you are customizing a program.

Access the Form Groups page.



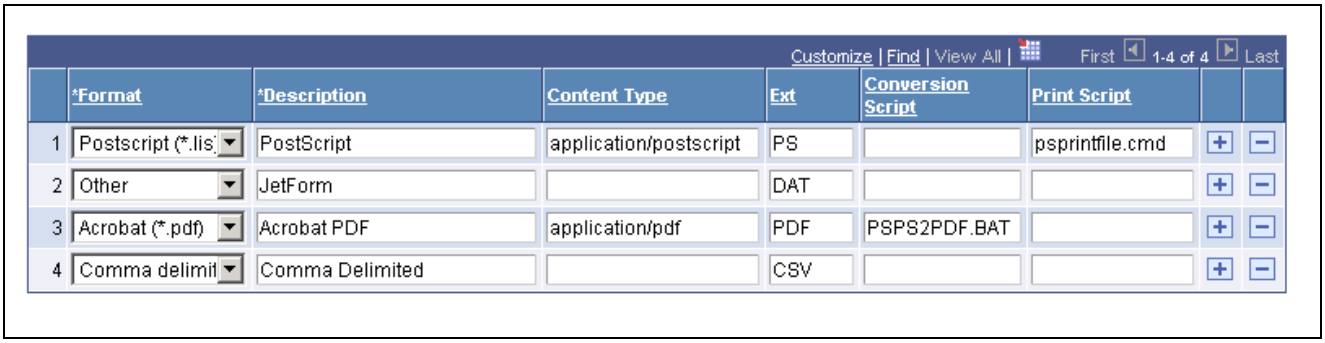
Customize | Find | View All | First 1-4 of 4 Last

	*Form Group ID	*Description	*Form Group Relative Sequence
1	FA_AWD_COVER_LTR	Fin Aid Award Cover Letter	10
2	FA_AWD_NOTIF_LTR	Fin Aid Award Notif Letter	20
3	FA_AWD_SHORT_LTR	Fin Aid Award Notif Letter	15
4	SF_CASHIERING	Student Financials Cashiering	1

Form Groups page

Using Output Destination Formats

Access the Output Destination Formats page.



Customize | Find | View All | First 1-4 of 4 Last

	*Format	*Description	Content Type	Ext	Conversion Script	Print Script
1	Postscript (*.lis	PostScript	application/postscript	PS		psprintfile.cmd
2	Other	JetForm		DAT		
3	Acrobat (*.pdf)	Acrobat PDF	application/pdf	PDF	PSPS2PDF.BAT	
4	Comma delimit	Comma Delimited		CSV		

Output Destination Formats page

This table specifies parameters for various output formats usable by programs which in turn use the Forms Engine. For example, a program looks at the Print Script field to determine the name of a command script for printing. In the case of the PostScript output destination format, the print script PSPRINTFILE.CMD requires two arguments: the printer name and the filename.

Using Output Destination Types

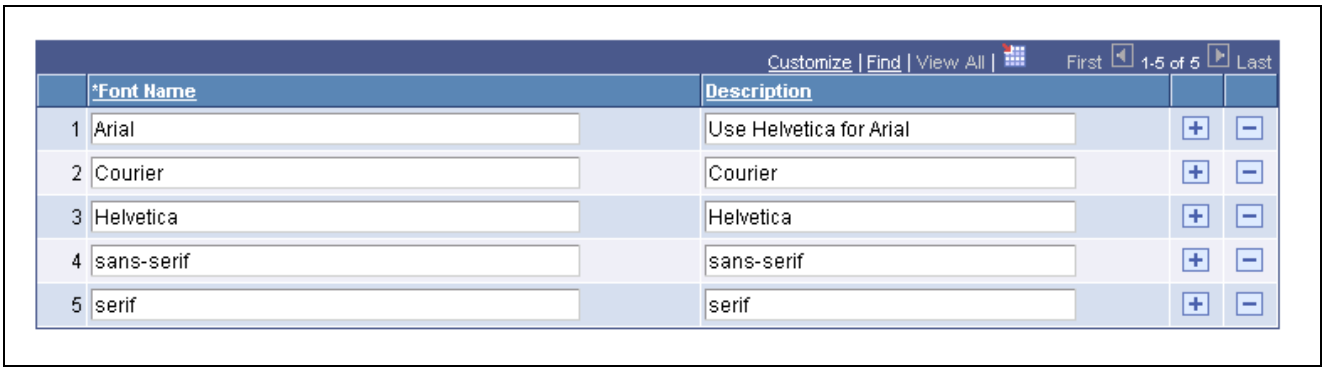
This page is not currently in use and should be hidden.

Using Output Destination Values

This page is not currently in use and should be hidden.

Specify Font Names

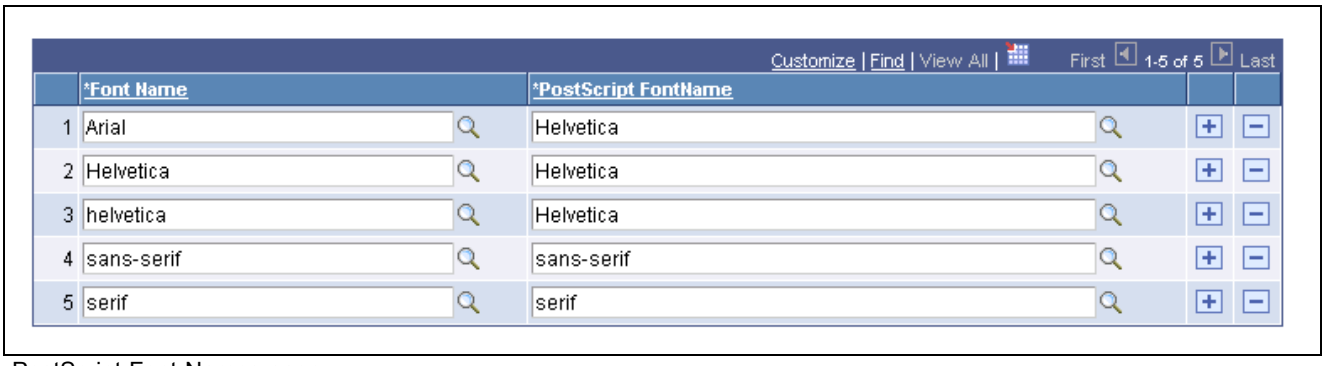
This table contains the list of all PostScript font names that you can specify within the Form Editor.



Font Names page

Use PostScript Fonts

Access the PostScript Fonts page.



PostScript Font Names page

This table is a list of translations that uses a font name as specified in the Application Designer and translates it into a PostScript font name. You must install the font names specified on all of the PostScript printers at your installation.

Using the Inquiring On Form Data Page

This page is normally hidden. You should restrict access to this page. It allows you to view any page printed by the Forms Engine retained in the Form Data tables. Functions that refer to this data have pages and views that restrict the content to data relating to just that function. Use this page to debug problems.

Purging Form Data

You must first write to the Form Data tables and assign an expiration date for every page printed with the Forms Engine. Schedule a daily purge job to run the process to purge expired pages. To determine if such a job exists, use your query tool to issue this query:

```
SELECT

*

FROM PSPRCSRQST

WHERE PRCSNAME = 'FE_FORM_PUR'

AND RUNSTATUS = 5
```

If no such process is scheduled to run, you must schedule it. Use the following steps to schedule a process.

1. Navigate to Design Student Administration, Forms Engine, Process, Form Data Purge.
2. Create a run control.
3. Click the Run button.
4. Set the server name.
5. Set the Recurrence value to a daily purge schedule. If you do not have a recurrence, create a new one by navigating to PeopleTools, Process Scheduler Manager, Use, Recurrence Definitions to create a new one.
6. Click OK.

Modifying a Form

There are two ways to modify a form. PeopleSoft recommends that you use the Application Designer. It is also possible to edit the form with the Form Editor. If you modify the form by modifying the related page in the Application Designer (AD), click the Import Page button to import the modified page to the Form Editor

In the AD, page fields are not tied to record fields, and the page size matches the paper size in units of EN'S. There are 72 EN'S per inch. If you want to lay out a page in landscape format, you must change the page size so that the width is larger than the length. An 8 ½ by 11 inch piece of paper in portrait layout has the page size of 612 wide by 792 tall. To view or set this, navigate to page properties and select the Use tab.

Currently, there are no recurring fields permitted by the Forms Engine. Instead, each field on the page must have a unique name. View or set the PAGEFIELDNAME in the field properties and select the General tab. To see all of the PAGEFIELDNAMEs on a page, click the Order tab in AD for the page. You can rearrange, hide, or delete page fields. However, it is not possible to move fields to a different page or add new fields without changing the application program.

Adding Data to the Form Data Tables

To change the application program, it is necessary to understand the nature of the various tables that store the form data. A computer programmer typically performs the following application program steps.

1. Obtain the next available FORM_PROC_INST by incrementing the field LAST_FORM_PROCINST in table PS_INSTALLATION_FA.
2. Insert one row into the PS_FORM_INSTANCES table corresponding to a single batch of output to be collated into one output stream.
3. Insert multiple rows into the PS_FORM_COLLATEGRP table, one per unique value of the FORM_GROUP_SEQ field. This is the description of the FORM_GROUP_SEQ field from its property in AD: *Form Group Sequence enables the sequencing of form groups within a FORM_PROC_INST. Each time a group of forms begins to print, this value is incremented and stays the same within that form group. If the same form group prints again, it is incremented again, so that it is not the same value if the same form group prints twice.*
4. Insert multiple rows into the PS_FORM_DATA table, one per data value. If the length of the data value exceeds 40 characters, you must also insert a related row into one of these tables: PS_FORM_DATA_C128, PS_FORM_DATA_C254 or PS_FORM_DATA_LONG. Set the value of the FORM_FIELD_LTYPE accordingly. Set the appropriate value for the FORM_GROUP_SUB_SEQ field. This is the description of that field from its property in AD: *Form Group Sub Sequence is a sequence number within a form group, one per form. When a new form group begins to print, this sequence number starts back at one.*

Setting Up Images

An image must exist in the Form Image Text table. You can use a PostScript rendering utility to generate a related bitmap or JPG file. Some examples of utilities that you can use are GhostScript® or Adobe® Distiller.

See http://www.ghostscript.com

See http://www.adobe.com

Setting Up a Background Image

If you want to use Application Designer to modify the background image, you must create a modified style sheet and set the background image there. Refer to the Application Designer User Guide for details.

If you want to use the Form Editor to modify the background image, enter the image name in the Image field located to the right of the Background Color group box on the Form Editor page. The name you enter here must be one of the names in the Form Image Text table.

Setting Up a Foreground Image

If you want to use Application Designer to add, modify, or create a foreground image, you must first create an image object, which you subsequently place on your page. Follow these steps if you want to use the Form Editor to modify or create a foreground image.

1. Insert a row into the list of form field objects.
2. Set form field type to *Image*.
3. Click the Edit Field Attributes link.
4. Set the image name, position, and scaling factor.
5. Click OK.

Changing a Logo

You can convert an image (for example, the Financial Aid PeopleSoft Univ Logo FAPSULGO) to encapsulated PostScript (eps) format suitable for use by the Forms Engine. To upload your image in eps format, you must first convert your logo from jpeg format to eps format. You must also convert your jpeg to gif format to view it in Application Designer. You must use the same naming convention for all three formats. The only change to the file name is the format extension (for example, Univ_Logo.jpg/Univ_Logo.eps/Univ_Logo.gif).

Note. If you are converting an image other than FAPSULGO, use that name in place of FAPSULGO.

You may want to consult your technical support group before implementing this procedure.

To change FAPSULGO:

Phase 1 – Converting the Application Designer Image to EPS Format

Perform the following 26 steps before proceeding with Phase 2.

1. Install Microsoft Photo Editor, GhostScript (http://www.ghostscript.com) and GsView, and JPEG2PS Utility. (http://umn.dl.sourceforge.net/sourceforge/gnuwin32/jpeg2ps-1.9-bin.zip)
2. In Application Designer, open image FAPSULGO.
   - To add a new image:

     When prompted to select the image, select the gif. (for example, FAPSULGO.gif). The system displays the message, "Image format cannot be displayed in Windows. Do you want to import an alternate image?" Click Yes and then select the .jpg (for example, FAPSULGO.jpg).

     Right click and select image properties.

     Type in a description. On the Use tab, leave the Image URL blank.

     Click OK and save.
   - To export an existing image:

     Click File, Export Image

     Save it to a temporary location (for example, c:\temp\FAPSULGO.GIF) in GIF format.
   - Close Application Designer.
3. Use Microsoft Photo Editor to convert the GIF to JPG format. Double click the GIF file in Windows Explorer to invoke Photo Editor and open this file. Select File, Save As and select Jpeg format. Use the MORE button to reduce the size of the jpg file. Alternatively, you can override the scaling factor in step 13 below to avoid losing image resolution.
4. Reopen the jpg file in Photo Editor to confirm that you like the way it looks in jpg format and then close Photo Editor.
5. If you are using the jpeg2ps utility, issue the command: jpeg2ps FAPSULGO jpg > FAPSULGO eps.
6. Edit FAPSULGO.eps in Notepad.
7. Save the file as FAPSULGO.ps. Note. It is '.ps', not '.eps'.
8. Remove the comments at the start of the file that start with '%'.
9. Remove the language level test and the 'save' line.

10. At this point, all of the lines prior to the /RawData ... line have been deleted. The first line of the file now starts with /RawData.
11. Remove the 'showpage' line.
12. Remove the 'restore' line.
13. Change the 'scale' line to specify the width (65) and height (54) of the image (for example, 65 54 scale). The width and height can be seen in the image attributes three lines down. You can override the scaling factors here to resize your image without losing resolution.
14. Change the 'translate' to locate the image on the page. A page of 8.5 by 11 inches would have the dimensions in 'ens' of 612 by 792 (multiply inches by 72). For example, to place the image 1/2 inch from the top and 1/2 inch from the left, change the translate line to 36 702 translate. The 702 = 792 - 36 - 54 (image height).
15. Insert this comment line after the 'scale' line: % /BBox [0 0 1 1] def
16. Although this file does not need a /BBox statement, the Form Editor looks for a /BBox statement when it is importing a page's image.
17. Add a 'showpage' line at the end of the file.
18. File FAPSULGO.ps.
19. Display FAPSULGO.ps using Ghostview. Verify that this looks like what you want.
20. Print FAPSULGO.ps by copying it to your printer from a command line: copy FAPSULGO.ps\\prtserver\printername.
21. Confirm that the output looks good.
22. Using Notepad, edit FAPSULGO.ps. Save it as FAPSULGO.eps (note it is '.eps', not '.ps').
23. Remove the 'showpage' at the end of the file.
24. Comment out the scale and translate lines near the top of the file by inserting a '%' at the front of each of those lines.
25. Add a comment at the very top of the file starting with a '%' describing this image. for example,: % PeopleSoft Logo Icon.
26. File FAPSULGO.eps.

Phase 2 – Uploading and Editing Form Image Text

Perform steps 1 through 6 before proceeding with Phase 3.

1. Upload FAPSULGO.eps into the form image text FAPSULGO:
   - Navigate to Design Student Administration, Forms Engine, Process, Upload EPS Image File.
   - URL: ftp.myserver.com
   - File Transfer ID: ftpid
   - Operator Password: ftppw
   - Unique System Filename: FAPSULGO.eps
   - Remote File Name: FAPSULGO.eps
   - Form Image Name: FAPSULGO
   - Submit

2. Edit the eps image file settings. For example: Navigate to Design Student Administration, Forms Engine, Setup, Form Image Text.
3. Open FAPSULGO.
4. In the description, enter the description of the image. For example: PeopleSoft Logo Icon.
5. Do not enable the ’Cache Form On Printer’ check box.
6. Save.

Phase 3 – Using Application Designer to Establish Field Properties and Create a New Image

Perform the following 17 steps.

1. Open Application Designer.
2. Open the page FA_AWD_NOTIF_LTR1 in Application Designer.
   - In the page field properties, change the existing image to the image you just created.
   - In the Image/Format Size section, set the width and the height. See Step 13 for values.
   - Click OK and save your changes.
3. Right click the image on the page.
4. Select Page Field Properties.
5. Select the Image ID FAPSULGO.
6. Select the ’Size’ option on the image.
7. Set the width to 65 and the height to 54. Refer to Step 13 above.
8. Click OK.
9. The image on the page in Application Designer should now show the new logo.
10. Save the page.
11. Click OK to all the prompts for "Warning: Page field with label ’’not related to database field." You can hold down the Enter key and let it auto-repeat the enter.
12. Close Application Designer.
13. Access Form Editor. Navigate to Design Student Administration, Forms Engine, Setup, Form Editor.
14. Open the form FA_AWD_NOTIF_LTR1.
15. Click the Import Page button.
16. Click the Preview link. This automatically saves the form with the newly imported page values.
17. If the icon looks good here, you are ready to test.

CHAPTER 34

(CAN) Using Canadian Financial Aid Applications and Canadian Need Analysis

This chapter provides an overview of using Canadian financial aid applications and discusses how to:

- Define CNAS file load parameters.
- Load CNAS data.
- View CNAS load results.
- Manage CNAS suspense.
- Add application source code.
- Use the full-time application.
- Use part-time application.
- Review CNAS calculation results.
- View audits.
- Insert ISIR rows.

Understanding Canadian Need Analysis (CNAS)

The Canadian Need Analysis (CNAS) application allows entry of full-time or part-time Canadian student loan applications. You invoke calculation routines from the application pages and can view the results online. Auditing is available for all fields on the application pages. The system stores calculation results in effective-dated tables.

Defining the CNAS File Load Parameters

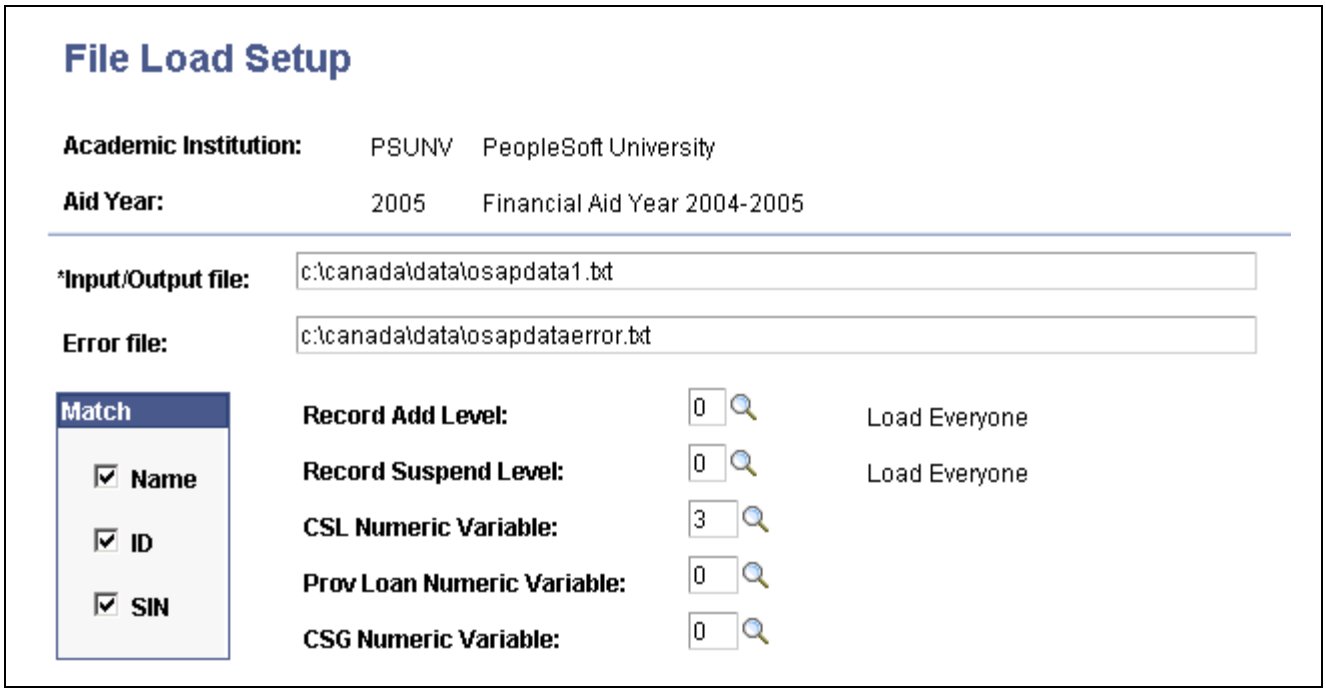
This section discusses how to define data load parameters.

Page Used to Define the CNAS File Load Parameters

Page Name	Object Name	Navigation	Usage
File Load Setup	CSL_CONTROL	Set Up SACR, Product Related, Financial Aid, File Management, CSL File Load Control	Define the parameters of the file load.

Defining Data Load Parameters

Access the File Load Setup page.



File Load Setup page

Input/Output file Enter the file path and file name of the input/output file you want to load.

Error file Enter the file path and file name where you want the error file.

Name, ID or SIN (social insurance number) Select a check box to indicate which criteria to use in matching incoming student records to existing records in the database.

Record Add Level and **Record Suspend Level** Indicates the admit level required to add a student record to the database or place it in suspense. The values are as follows:

0: Load Everyone

1: Recruits or Higher

2: Inactive Admits or Higher

3: Applicants or Higher

4: Active Admits or Higher

5: Accepted/Continuing Only

Student records meeting criteria below the suspense admit level are not loaded from the OSAP file.

CSL Numeric Variable (Canada student loan numeric variable), **Prov Loan Numeric Variable** (province loan numeric variable), and **CSG Numeric Variable** (Canada study grant numeric variable)

Select a value from the available options. Variables enable the system to assign load data to numeric packaging variable fields.

Note. Verify that the variable chosen is not already in use. This process overwrites any existing data in the chosen numeric packaging variable fields.

Loading and Viewing CNAS Data

This section discusses how to:

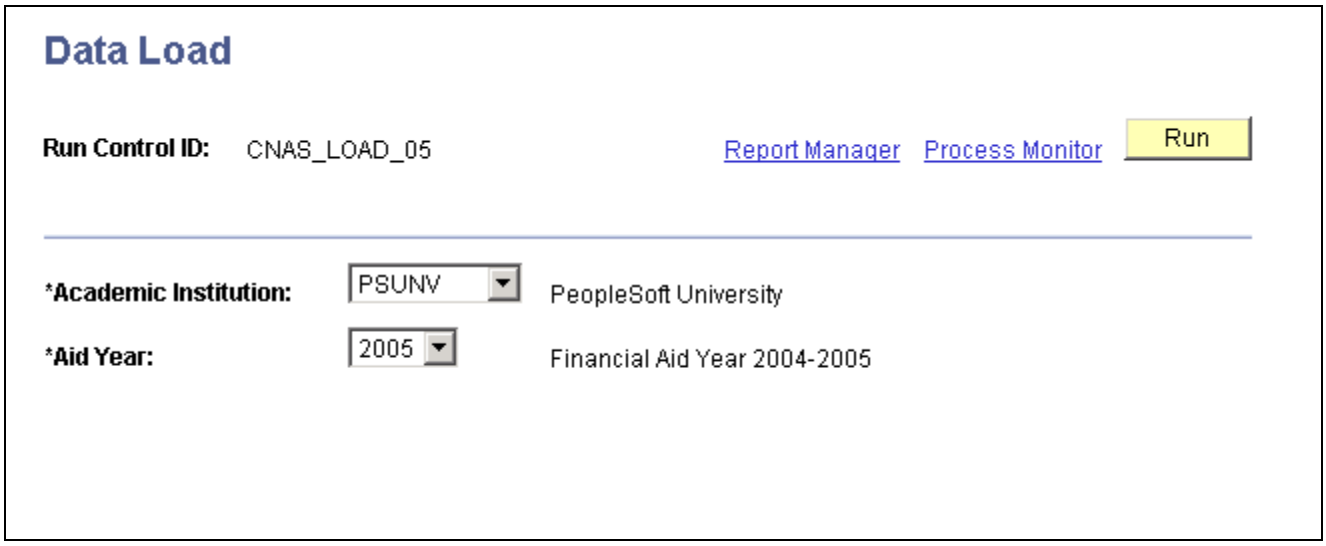
- Load CNAS data.
- View CNAS load results.

Page Used to Load and View CNAS Data

Page Name	Object Name	Navigation	Usage
Data Load	RUNCTL_OSAP	Financial Aid, File Management, Canadian, Process Data Load	Load eligibility data from the provincial Student Services Bureau into the system.
Load Results	OSAP_RESULTS	Financial Aid, File Management, Canadian, View Load Results	View information about student records that have been successfully loaded to your database.

Loading CNAS Data

Access the Data Load page.



Data Load page

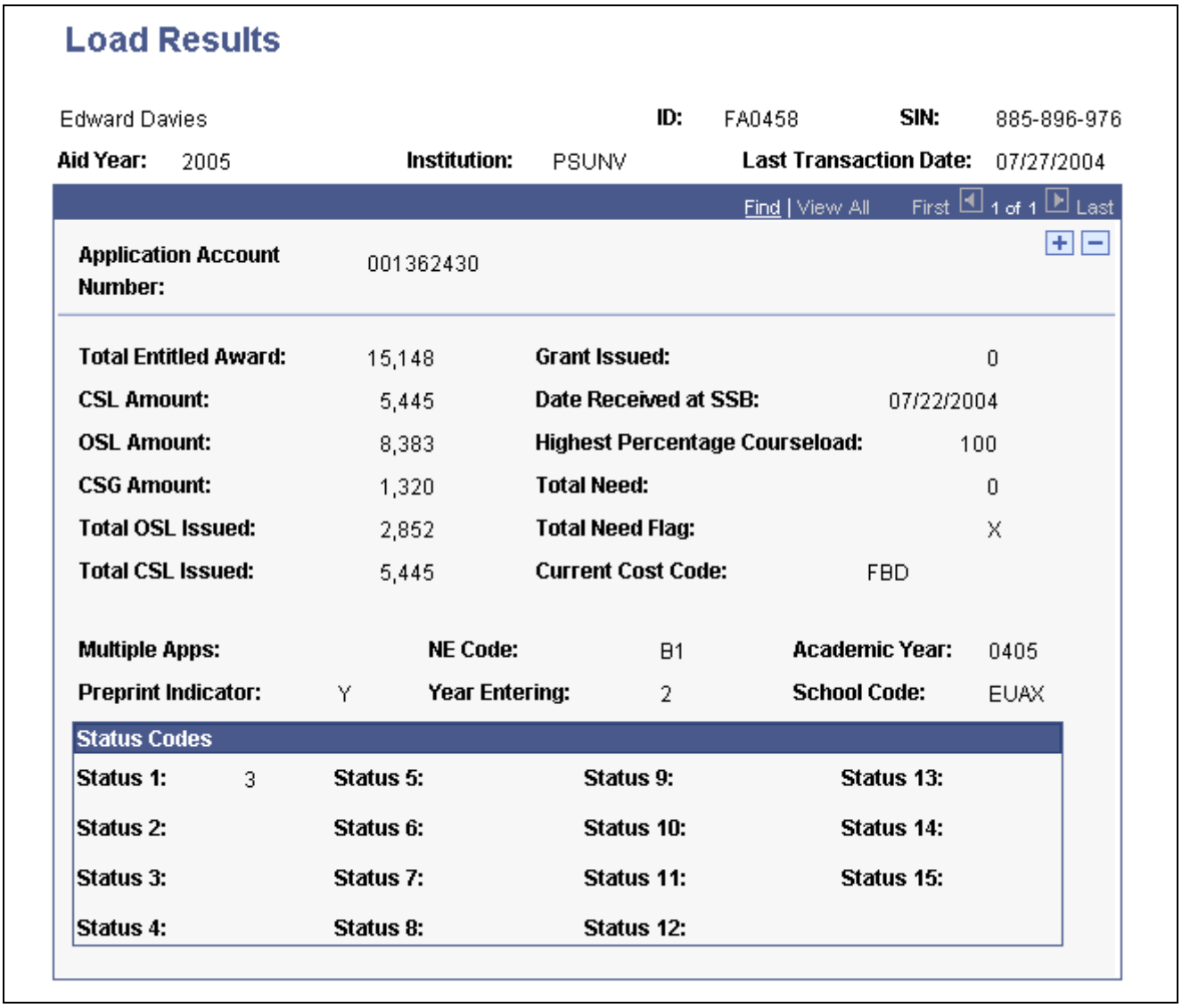
Academic Institution Select the institution to populate the load data.

Aid Year Select to process the data load.

Click Run to run the OSAP Data Load process (FAOSAPLD).

Viewing CNAS Load Results

Access the Load Results page.



Load Results page

The system displays the student name, ID, SIN (social insurance number), Aid Year, Institution, Last Trans (transaction) Date.

Application Account Number The number assigned to the application. A student can have multiple application rows.

Total Entitled Award Displays the student's total award amount.

CSL Amount (Canada student loan amount) Displays the loan amount from CSL.

OSL Amount (Ontario student loan amount) Displays the loan amount from OSL.

CSG Amount (Canada study grant amount) Displays the grant amount from CSG.

Total OSL Issued Displays the amount issued to the student from OSL.

Total CSL Issued	Displays the amount issued to the student from CSL.
Grant Issued	Displays the grant amount issued.
Date Received at SSB (student support branch)	Displays date received at SSB.
Highest Percentage Course load	Displays the course load percentage.
Total Need	Displays the amount of the student's total financial aid need.
Total Need Flag	Displays the total need flag.
Current Cost Code	Displays the current cost code. Cost code is based on the number of weeks of financial aid and the student's career, program, and year in school.
Multiple Apps (multiple applications)	Indicates multiple applications.
Preprint Indicator	Indicates preprint.
NE Code	Displays the NE code.
Year Entering	Displays the year the student is entering the program. For example if the student is entering her second year, this field displays a 2.
Academic Year	Displays the academic year.
School Code	Displays the school code.

In the Status Codes group box, the system displays any applicable status codes.

Managing CNAS Suspense

This section discusses how to:

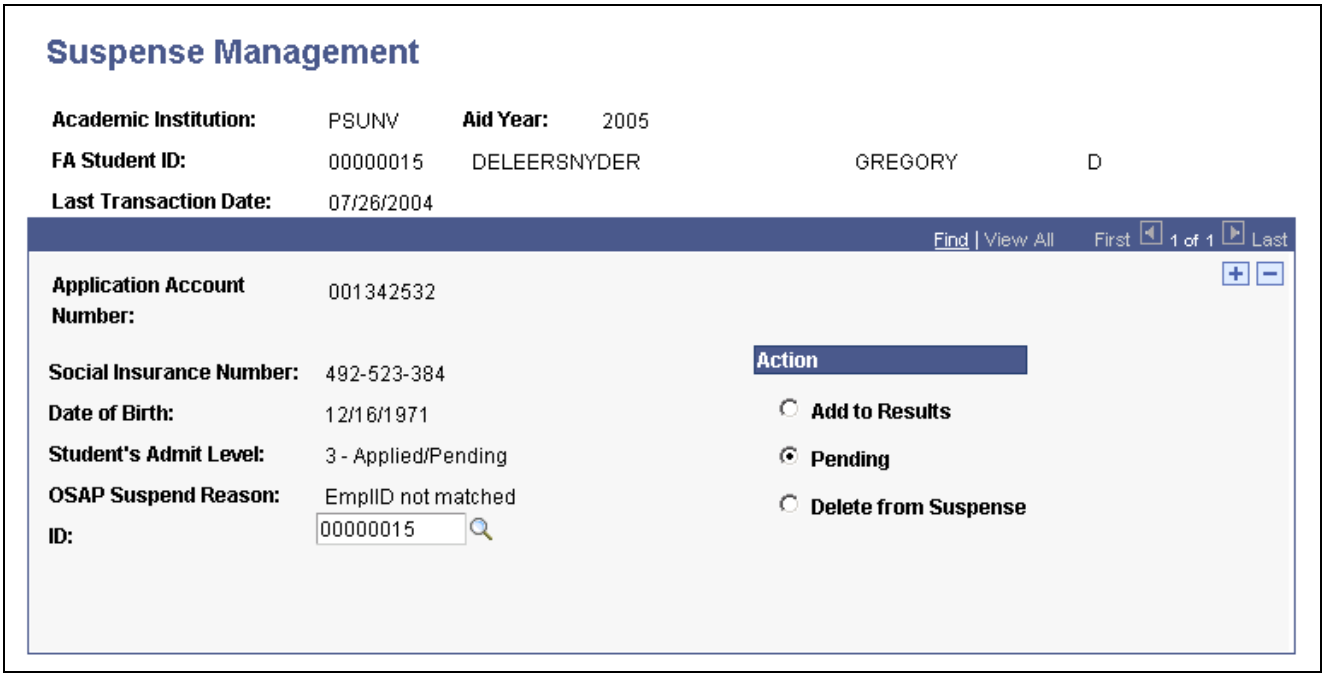
- Review CNAS suspense.
- Process CNAS suspense.

Pages Used to Manage CNAS Suspense

Page Name	Object Name	Navigation	Usage
Suspense Management	FA_OSAP_SUSP	Financial Aid, File Management, Canadian, Manage Suspended Records	Manage the applications that did not to load during an incoming application process.
Suspense Maintenance	RUNCTL_SUSP	Financial Aid, File Management, Canadian, Process Suspense Files	Move records that have been marked as add, pending or delete on the Suspense Management page.

Reviewing CNAS Suspense

Access the Suspense Management page.



Suspense Management page

Academic Institution Indicates the institution for data you want to maintain.

Aid Year An awarding cycle with defined disbursement periods.

FA Student ID Displays the student's unique identification.

Last Transaction Date Displays the date of the last transaction.

Application Account Number Displays the application account number.

Social Insurance Number Displays the social insurance number.

Date of Birth Displays the student's date of birth.

Student's Admit Level Displays admission level. Values are as follows:

0 - Student Not Found

1 - Has Not Applied

2 - Inactive

3 - Applied/Pending

4 - Admitted

5 - Accepted/Continuing

OSAP Suspend Reason (Ontario Student Assistance Program suspend reason) Displays reason for suspense. Values are as follows:

EmplID not matched

SIN not matched

Name not matched

EmplID/SIN not matched

EmplID/Name not matched

SIN/Name not matched

EmplID/SIN/Name not matched

Student not at load level

ID Enter the student's unique identification.

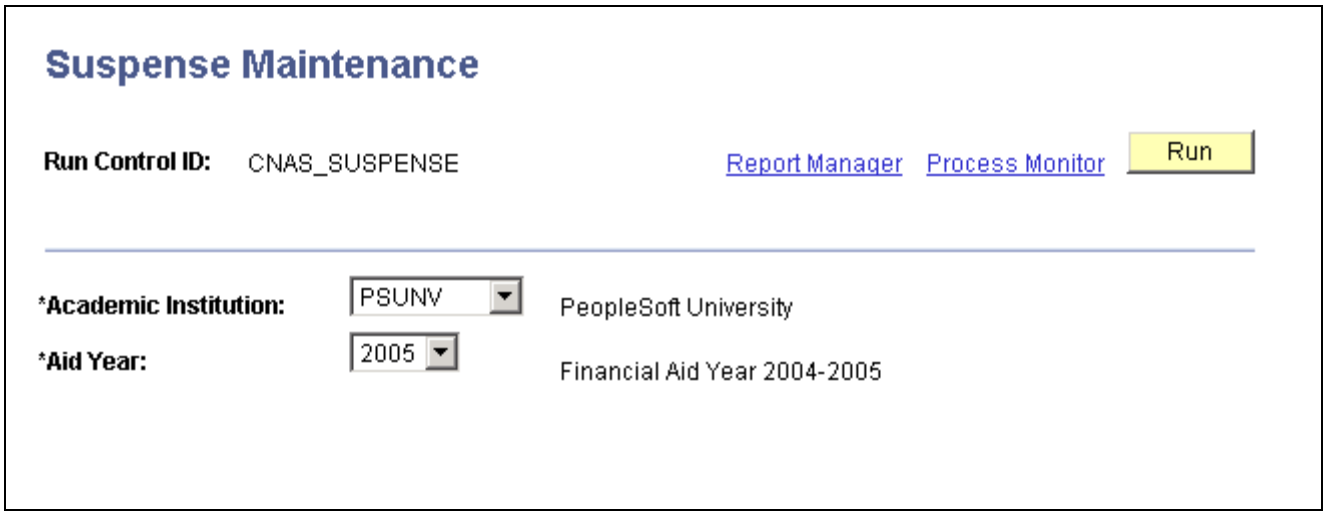
Add to Results Select to move the student's record from suspense to the load results table.

Pending Select to keep the student's record in suspense. For example, if your institution only loads admitted students and you know that a student is not yet admitted, you would select Pending to keep the student in suspense.

Delete from Suspense Select to move the student from suspense.

Processing CNAS Suspense

Access the Suspense Maintenance page.



Suspense Maintenance page

Academic Institution Select the institution for the suspense data you want to move.

Aid Year Select the aid year for the suspense data you want to move.

Click Run to run the OSAP Suspense Processing process (FAOSAPSP).

Adding an Application Source Code for Canadian Applications

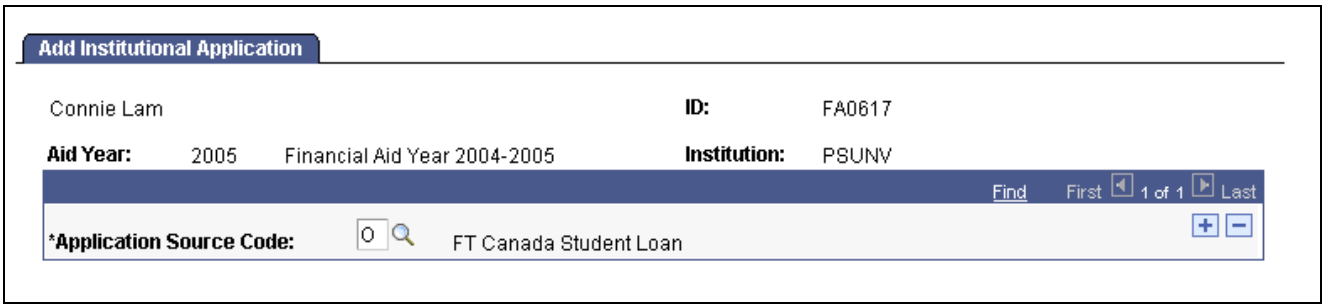
This section discusses how to add an application source code.

Page Used to Add an Application Source Code

Page Name	Object Name	Navigation	Usage
Add Institutional Application	INST_ADD	Financial Aid, Canadian Application Data, Add Institutional Application	Add or view the application source code for a student's full-time or part-time Canadian application.

Adding an Application Source Code

Access the Add Institutional Application page.



Add Institutional Application page

Application Source Code Select one or more of the options to associate this type of application to the student. The verification process uses the application source code.

0: Need Access

8: Profile

9: Institutional Application

O: FT Canada Student Loan (full time)

P: PT Canada Student Loan (part time)

Note. Part-time applications must have an Application Source Code of *P* (part-time) for correct CNAS calculation.

Using the Full-Time Application

There are different Canadian financial aid applications for full-time and part-time students. Use the Full-time Application component to enter and maintain data for full-time students.

This section discusses how to:

- Enter student personal information.
- Override institutional CNAS options.
- Enter student current status and residency information.
- Enter student study period information.
- Enter student financial data.
- Enter parent data.

- Enter spouse information.
- Enter signature and next of kin information.

Common Elements Used in This Section

Student Extensions Click to access the Student Extensions Page where you can override the institutional CNAS setup options for the student.

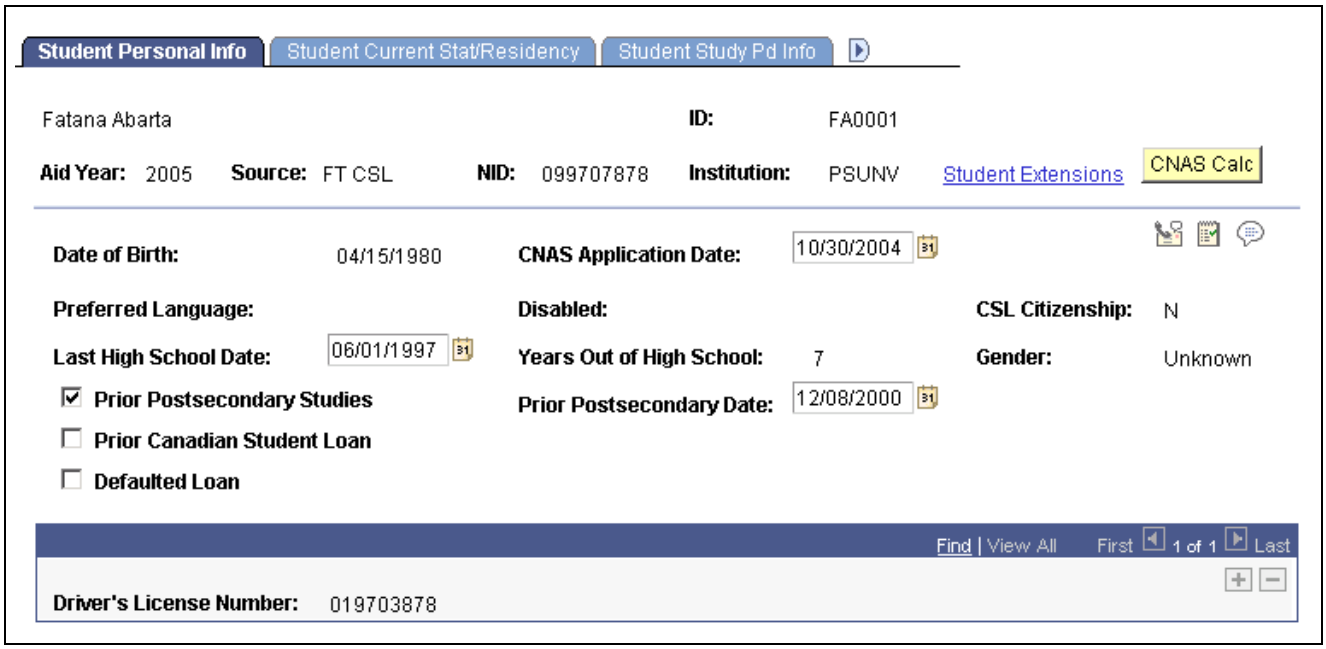
CNAS Calc Click to calculate an unofficial federal and institutional family contribution and award amounts using CNAS. RFC invokes a COBOL function to perform the CNAS calculation.

Pages Used to Maintain Full-Time Student Data

Page Name	Object Name	Navigation	Usage
Student Personal Info	INST_STDNT_CSL_A	Financial Aid, Canadian Application Data, Create/Update FT Application, Student Personal Info	Enter and view demographic and school data for a student's full-time Canadian application.
Student Extensions	STDNT_CNAS_EXT_SBP	Click the Student Extensions button on the Student Personal Info page.	Override institutional level options.
Student Current Stat/Residency	INST_STDNT_CSL_BC	Financial Aid, Canadian Application Data, Create/Update FT Application, Student Current Stat/Residency	Enter or view a student's family and residency information.
Student Study Pd Info (student study period information)	INST_STDNT_CSL_D	Financial Aid, Canadian Application Data, Create/Update FT Application, Student Study Pd Info	Enter or view data regarding the academic program in which the student is enrolled for the study period.
Student Financial Data	INST_STDNT_CSL_E	Financial Aid, Canadian Application Data, Create/Update FT Application, Student Financial Data	Enter or view a student's pre-study and study period financial data.
Parent Data	INST_PARENT_CSL_J	Financial Aid, Canadian Application Data, Create/Update FT Application, Parent Data	Enter or view information about a parent's family status, income, and taxes.
Spouse Info	INST_STDNT_CSL_K	Financial Aid, Canadian Application Data, Create/Update FT Application, Spouse Info	Enter or view spouse information.
Signature/ Next of Kin	INST_STDNT_CSL_M	Financial Aid, Canadian Application Data, Create/Update FT Application, Signature/Next of Kin	Enter or view family and signature information.

Entering Student Personal Information

Access the Student Personal Info page.



Student Personal Info page

Date of Birth Indicates the student's date of birth.

CNAS Application Date The date the CNAS application was filed.

Preferred Language Indicates the preferred language for the student.

Disabled Indicates if the student is disabled.

CSL Citizenship Indicates whether CSL citizenship is established.

Last High School Date Indicates the date the student last attended high school.

Years Out of High School Indicates the number of years the student has been out of high school.

Gender Indicates the student's gender.

Prior Postsecondary Studies Select if the student has had prior postsecondary studies.

Prior Postsecondary Date Enter the date the student was last studying at the postsecondary level.

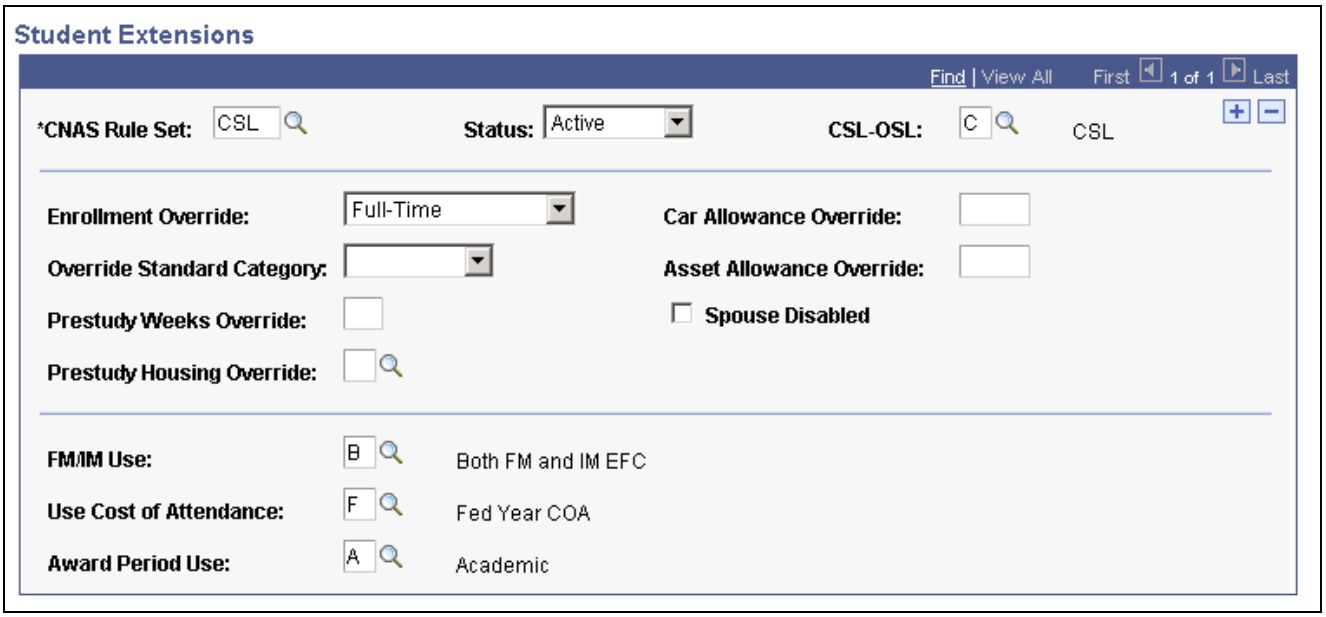
Prior Canadian Student Loan Select if the student received a Canadian student loan in the past.

Defaulted Loan Select to indicate that the student defaulted on a Canadian student loan.

Driver's License Number Indicates the student's driver's license number.

Overriding Institutional CNAS Options

Access the Student Extensions page.



Student Extensions page

The values on this page override institutional level options.

Note. While many options may be entered and calculated, there may be only one value used to update federal need and FC (family contribution) values and only one value used to update institutional need and FC values. The most recent option entered is used in the calculation.

CNAS Rule Set Choose the CNAS Rule Set to use for this student. Select *OSL* or *CSL*.

Status Indicates the effective status of the extension. Options include *Active* and *Inactive*. Only active extensions are processed.

CSL-OSL Select the type of calculation to perform.

O − OSL: Invokes OSAP special rules for parent tax table use and parental contribution calculations.

C − CSL: Invokes Canadian rules for parent tax table use and parental contribution calculations.

Enrollment Override Information entered here overrides enrollment values for federal or institutional need calculation. You can select *Full-Time* or *Part-Time.*

Override Standard Category Information entered here overrides standard category values for federal or institutional need calculation. You can select the following values.

Married: Indicates the student is married.

Sng Dep: Indicates the student is single and a dependent.

Sng Ind: Indicates the student is single and independent.

Sole Supp: Indicates the student is the sole supporter of the household.

Pre-study Weeks Override Information entered here overrides pre-study weeks values for federal or institutional need calculation.

Pre-study Housing Override Information entered here overrides pre-study housing values for federal or institutional need calculation. Select either *O − Other* or *P − Parents*.

Car Allowance Override Enter a dollar amount to override car allowance values for federal or institutional need calculation.

Asset Allowance Override Enter a dollar amount to override asset allowance values for federal or institutional need calculation.

Spouse Disabled Select to indicate the student's spouse is disabled and you want to override the values for federal or institutional need calculation.

FM/IM Use Select one of the following:

F − FM EFC: Use to calculate family contributions and to store information in federal methodology fields in Financial Aid.

I − IM EFC: Use to calculate family contributions and to store information in institutional methodology fields.

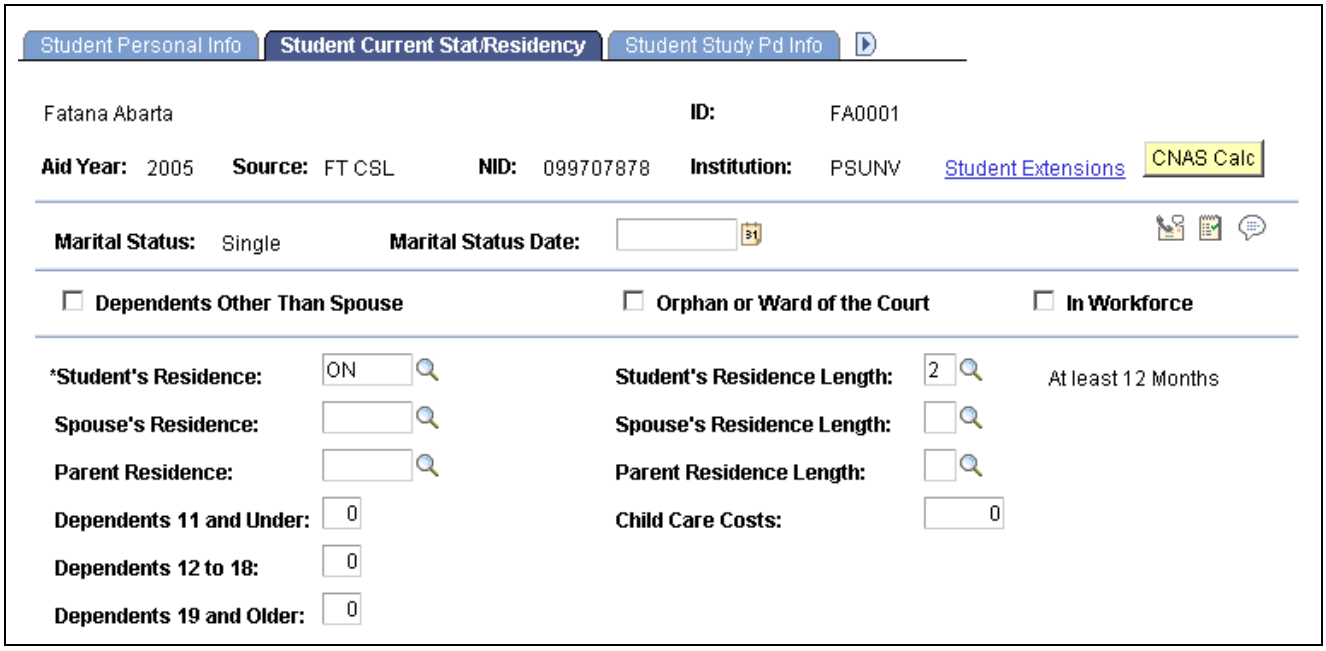
B − Both FM and IM: Use to store information in both FM and IM fields.

Use Cost of Attendance Indicates whether *F − fed year coa* (federal year cost of attendance) *or I − inst year coa* (institutional year cost of attendance) is used in calculation of need.

Award Period Use Indicates whether *A - Academic, B − Both* or *N − Nonstandard* award periods are updated with calculation results.

Entering Student Family Status and Residency Information

Access the Student Current Stat/Residency page.



Student Current Stat/Residency page

Marital Status Indicates the student's marital status.

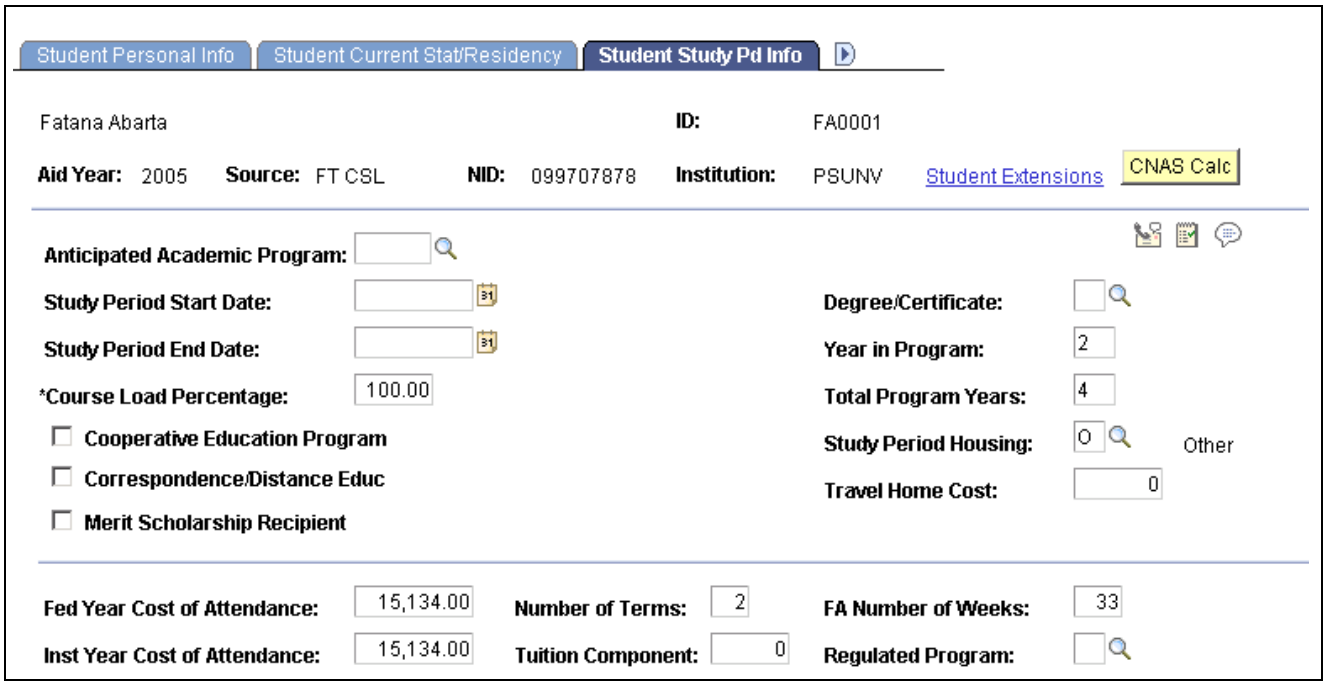
Marital Status Date If other than single, this field indicates the date of the marriage.

Dependants Other Than Spouse Select if the student has dependents other than a spouse.

Orphan or Ward of the Court	Select if the student is an orphan or a ward of the court.
In Workforce	Select if the student is in the workforce.
Student's Residence	Select the province in which the student lives.
Student's Residence Length	Length of time student has lived in the province. Select from the following options. *1:* less than 12 months. *2:* at least 12 months.
Spouse's Residence	Select the province in which the student's spouse lives from the available options.
Spouse's Residence Length	Length of time the student's spouse has lived in the selected province. Select from the following options. *1:* less than 12 months. *2:* at least 12 months.
Parent Residence	Select the province in which the student's parent lives.
Parent Residence Length	Length of time the student's parent has lived in the selected province. Select from the following options. *1:* less than 12 months. *2:* at least 12 months.
Dependents 11 and Under	Enter number of dependents aged eleven or younger.
Dependents 12 to 18	Enter number of dependents aged twelve to eighteen.
Dependents 19 and Older	Enter number of dependents aged nineteen or older.
Child Care Costs	Enter a dollar amount if the student pays child care costs.

Entering Student Study Period Information

Access the Student Study Pd Info page.



Student Study Pd Info page

Data in many of the fields on this page default from setup tables and from FA Term data. You can overwrite the defaulted data on this page.

Anticipated Academic Program Select an academic program in which the student plans to enroll.

Study Period Start Date and **Study Period End Date** Enter the dates on which the study period begins and ends.

Course Load Percentage Enter the percentage of a full-time course load in which the student is enrolled. For example, if the student is enrolled half-time, enter *50.00*.

Cooperative Education Program Select if the student is enrolled in a co-op program.

Correspondence/Distance Select if the student is enrolled in a correspondence/distance program.

Educ (education) Select if the student is enrolled in a correspondence or distance education program.

Merit Scholarship Recipient Select if the student is receiving a merit scholarship.

Degree/Certificate Select the degree or certificate the student is working toward at the institution from the available options:

1: Diploma

2: Certificate

3: Bachelor's Degree

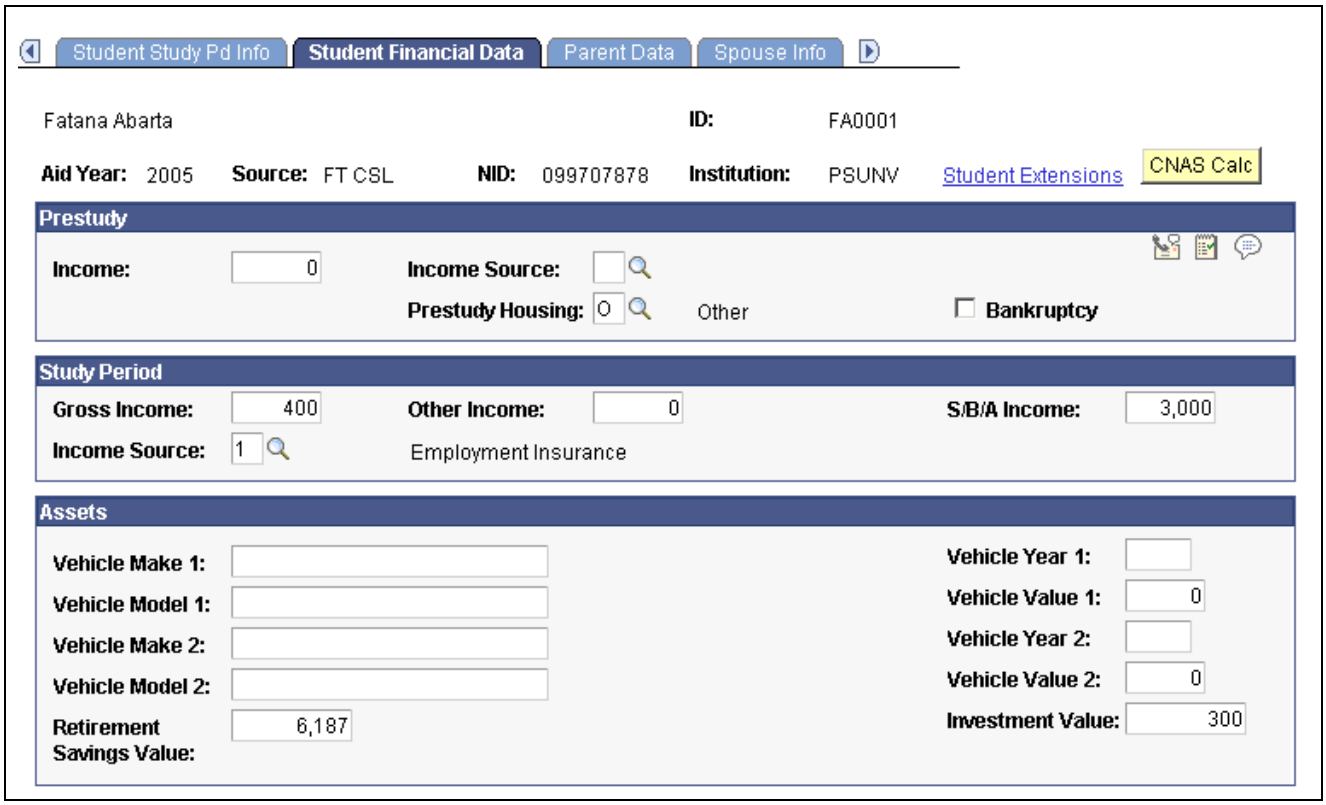
4: Master's Degree

5: Doctoral Degree

Year in Program	Enter the year the student will be in the program.
Total Program Years	Enter the total number of years it takes to complete the program.
Study Period Housing	Select a value to indicate if a student is living with parents *(P − parents)* or living elsewhere *(O − Other)*.
Travel Home Cost	Enter an amount allowed for a student to travel home from school during the study period.
Fed Year Cost of Attendance (federal year cost of attendance)	The federal methodology amount for a yearly cost of attendance.
Inst Year Cost of Attendance (institutional year cost of attendance)	The institutional methodology amount for a yearly cost of attendance.
Number of Terms	Data in this field is used in the resource calculation for Additional Cost Recovery, which is a deregulated program.
Tuition Component	Tuition and fees data in this field is used for the Additional Cost Recovery program.
FA Number of Weeks	The number of weeks that are considered part of the study period for financial aid purposes.
Regulated Program	Indicates whether a program is regulated *(R − Regulated Program)* or non-regulated *(N – Non-Regulated Program)* based on criteria from the Ministry of Education and Training.

Entering Student Financial Data

Access the Student Financial Data page.



Student Financial Data page

Prestudy

Income Enter the student's pre-study income amount.

Income Source Values are as follows:

1: Ontario Disability Pgm

2: Family Benefits

3: General Welfare

4: Other

Prestudy Housing Values are as follows:

O: Other

P: With Parents

Bankruptcy Select if the student has declared bankruptcy in the past.

Study Period

Gross Income Enter an amount for the student's gross income during the study period.

Other Income Enter an amount for any other income the student receives during the study period.

S/B/A Income (scholarship, bursary, and award income) Enter the gross income recorded on the student assistance application for income from scholarships, bursaries and awards the student is to receive during the study period.

Income Source Source of income received during the study period. Values include: *1:* Employment Insurance *2:* Loss of Earnings Benefits *3:* Extended Care & Maint Alwnc (maintenance allowance) *4:* Ontario Disability Support Pgm (program) *5:* Ontario Works, *6:* Family Benefits *7:* Natv Post-Sec Stu Sup Pgm (Native Post-secondary Student Support Program) *8:* Canada Pension Plan *9:* Other

Assets

Vehicle Make 1 and **2** Enter the makes of the cars the student owns.

Vehicle Model 1 and **2** Enter the models of the cars the student owns.

Vehicle Year 1 and **2** Enter the years of the cars the student owns.

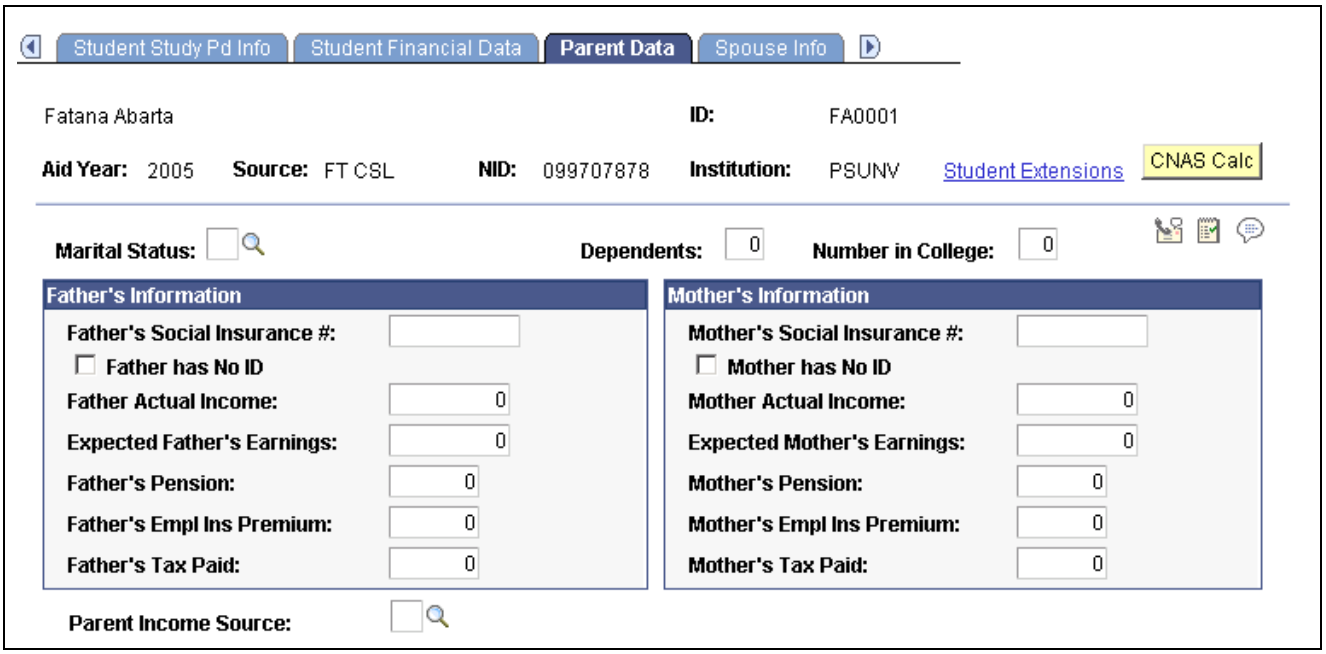
Vehicle Value 1 and **2** Enter the values of the cars the student owns.

Retirement Savings Value Enter the student's retirement savings amount.

Investment Value Enter the student's investment value amount.

Entering Parent Data

Access the Parent Data page.



Parent Data page

Marital Status Options include: *C − Common-law, D − Divorced, E − Separated, H − Head of Household, M − Married, S − Single, U − Unknown, W − Widowed.*

Dependents Enter the number of dependents the parents have.

Number in College Enter the number of people in college in the parent's household.

Father's Information

Father's Social Insurance # Enter the father's social insurance number.

Father Has No ID Select this check box if the father has no social insurance number.

Father Actual Income and **Expected Father's Earnings** Enter an amount for either the father's actual income or the father's expected earnings.

Father's Pension Enter an amount for the father's pension if he receives one.

Father's Empl Ins Premium (employment insurance) Enter an amount of employment insurance for the father.

Father's Tax Paid Enter the amount of tax that the father paid.

Mother's Information

The fields in the Mother's Information group box are the same as those in the Father's Information group box.

Parent Income Source Indicate the parent's income source. Select from the available options:

1: Ontario Disability Program

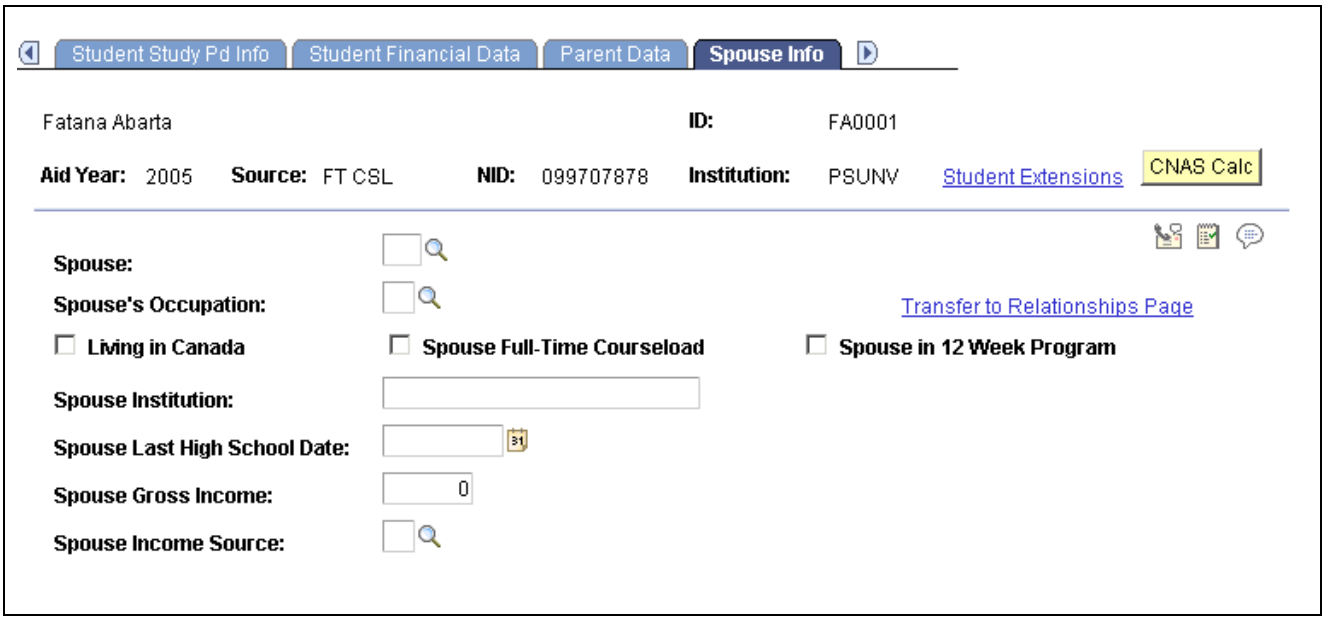
2: Family Benefits

3: General Welfare

4: Other

Entering Spouse Information

Access the Spouse Info page.



Spouse Info page

Spouse Select the student's spouse. The student's spouse is identified by an ID number, a relationship number, and relationship name. If the spouse is not among the options, enter the spouse's information on the Relationships page.

Spouse's Occupation Select from the following available options:

1: Full−time Student

2: Employed, full-time

3: Employed, part-time

4: Unemployed

5: Other

Relationships Click to access the Relationships page to enter a person's relationship to a student in your system.

Living in Canada Select if the student's spouse lives in Canada.

Spouse Full-Time Course load Select if the student's spouse is taking a full-time course load in school.

Spouse 12 Week Program Select if the student's spouse is enrolled in a 12 week program.

Spouse Institution Enter the name of the spouse's institution if the student's spouse is enrolled in a program.

Spouse Last High School Date Enter the date the spouse last attended high school.

Spouse Gross Income Enter the amount of the spouse's gross income.

Spouse Income Source Select from the following available options:

1: Ontario Disability Prgm

2: Family Benefits

3: General Welfare

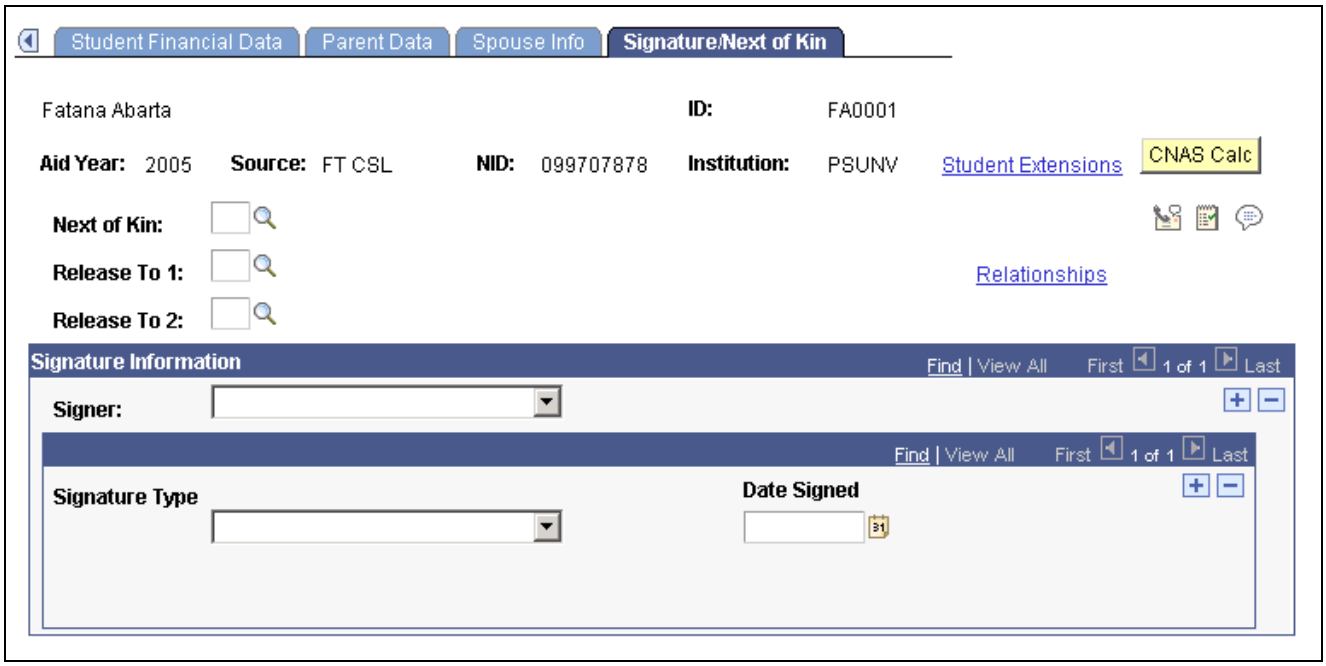
4: Other

See Also

PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook, "Managing Biographical Information"

Entering Signature and Next of Kin Information

Access the Signature/Next of Kin page.



Signature/Next of Kin page

Next of Kin Select the next of kin for the student from the available options. You may need to go the Relationship page to add a person before you can select the person from the available options.

Release To 1 and **Release To 2** Select the first and second person to whom your institution releases information about the student. You may need to go the Relationship page to add a person before you can select the person from the available options.

Relationships Click to access the Relationships page where you can enter a person's relationship to a student in your system.

Signature Information

Signer Select a signer from these options: *Applicant, Father, Mother, Spouse.* You can have multiple signature information by adding additional rows.

Signature Type Select a signature type from these options: *Collect Income Tax Info, Collect Personal Info, Part-time Appl Signature,* and *Release Personal Info.* You can have multiple signature types by adding additional rows.

Date Signed Enter the date signed for each signature type.

Using the Part-Time Application

There are different Canadian financial aid applications for full-time and part-time students. Use the Part-time Application component to enter and maintain data for part-time students. If you have full-time application data in your system for a student, the system populates this data in the fields on the part-time application.

This section discusses how to:

- Enter student and dependency information.
- Enter student and spousal financial information.
- Enter study period information.

Common Elements Used in This Section

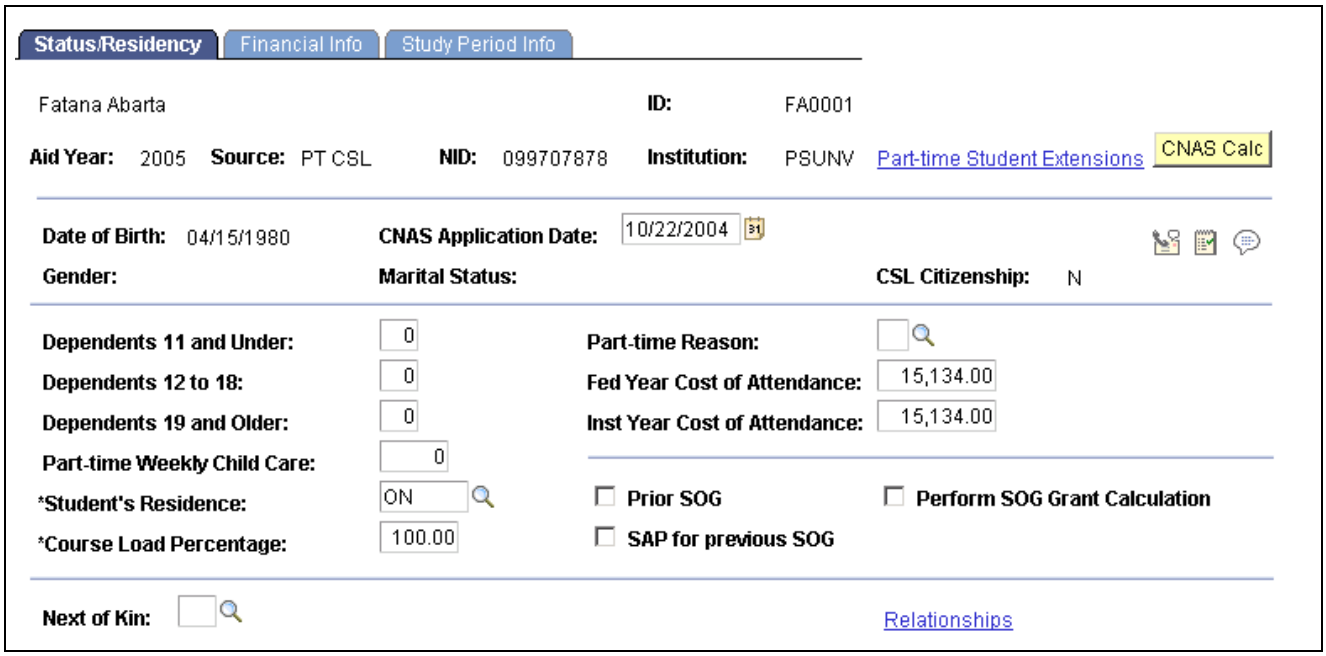
Part-time Student Extension Click to access the Student Extensions page where you can override the institutional CNAS options for the student.

Pages Used to Maintain Part-Time Student Data

Page Name	Object Name	Navigation	Usage
Status/Residency	INST_PT_STDNT_A	Financial Aid, Canadian Application Data, Create/Update PT Application, Status Residency	Enter or view student and dependency information.
Student Extensions	STD_CNAS_PT_EXT	Click the Part-time Student Extensions link to access the Student Extensions page.	Override institutional level options.
Financial Info	INST_PT_STDNT_CD	Financial Aid, Canadian Application Data, Create/Update PT Application, Financial Info	Enter or view student and spousal financial information.
Study Period Info	INST_PT_STDNT_EF	Administer Financial Aid, Canadian Need Analysis, Use, Part-time Application, Study Period Info	Enter or view study period information.

Entering Student and Dependency Information

Access the Status/Residency page.



Status Residency page

Date of Birth Displays the student's date of birth.

CNAS Application Date Displays the date of the CNAS application.

Gender Displays the student's gender.

Marital Status Displays the student's marital status.

CSL Citizenship Indicates whether the student is a citizen.

Dependents 11 and Under Enter number of dependents aged eleven or younger.

Dependents 12 to 18 Enter number of dependents aged twelve to eighteen.

Dependents 19 and Older Enter number of dependents aged nineteen or older.

Part-time Weekly Child Care Enter an amount if applicable.

Student's Residence Select the province in which the student lives.

Course Load Percentage Enter the course load percentage the student is taking.

Part-time Reason Select from the following options:

1: Single Parent.

2: Elderly Dependents.

3: Restricted Mature Student.

4: Disabled.

5: Grade Improvement.

6: Excessive Debt.

7: Financial.

8: Course Not Available.

9: Program Almost Complete.

0: Other.

Fed Year Cost of Attendance — Enter an amount for the federal year cost of attendance.

Inst Year Cost of Attendance — Enter an amount for the institutional year cost of attendance.

Prior SOG (prior special opportunity grant) — Select if the student has a prior special opportunity grant.

SAP for Previous SOG (student assistance program for previous special opportunity grant) — Select if the student has a student assistance program for previous special opportunity grant.

Perform SOG Grant Calc (perform special opportunity grant calculation) — Select to perform a calculation for SOG eligibility.

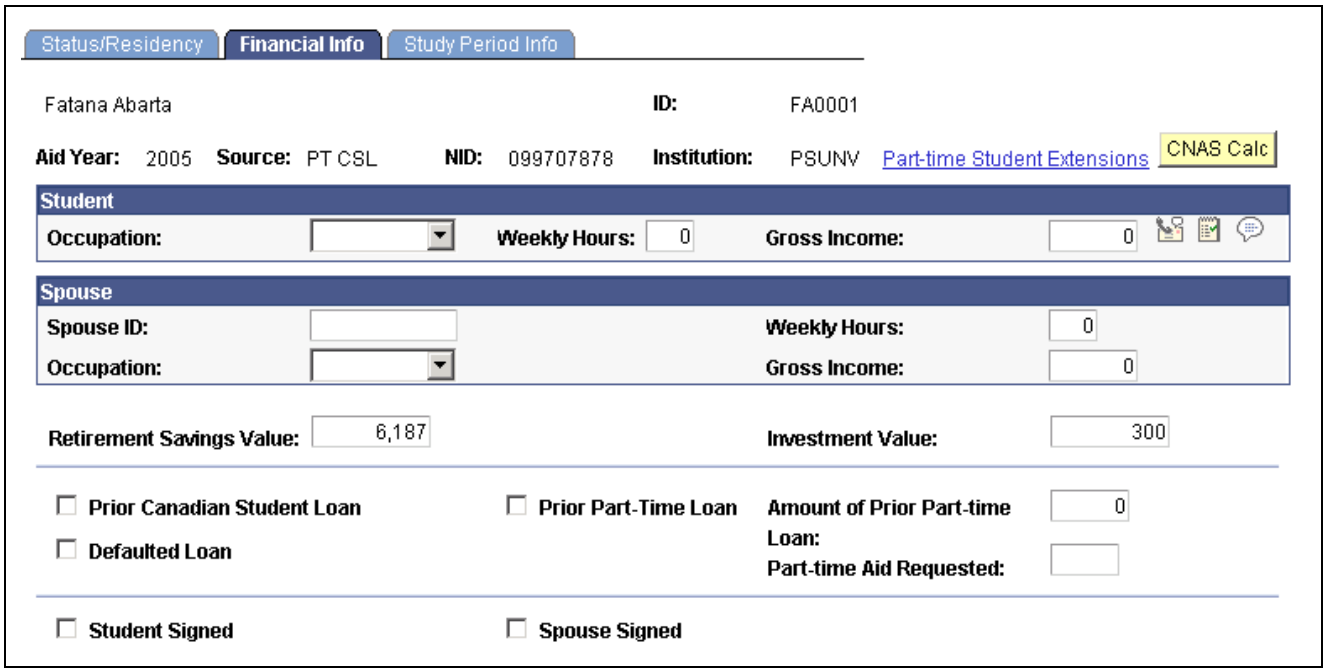
Note. Eligibility for SOG is calculated only if you select the Perform SOG Grant Calc check box.

Next of Kin — Select a number for the next of kin from the available options. You may need to go into the relationship page to add a person before you can select the number for next of kin.

Relationships — Click to access the Relationships page where you can enter a person's relationship to a student in your system.

Entering Student and Spouse Financial Information

Access the Financial Info page.



Financial Info page

Student

Occupation Select from the following options: *Empl FT* (employed full-time), *Empl PT* (employed part-time), *FT Std* (full-time student), *Other,* and *Unemp* (unemployed).

Weekly Hours Enter the student's weekly hours worked.

Gross Income Enter the student's gross income.

Spouse

Spouse ID Enter the spouse's unique identification.

Weekly Hours Enter the spouse's weekly hours worked.

Occupation Select from the following options: *Empl FT* (employed full-time), *Empl PT* (employed part-time), *FT Std* (full-time student), *Other,* and *Unemp* (unemployed).

Gross Income Enter the spouse's gross income.

Retirement Savings Value Enter the value of the student's retirement savings.

Investment Value Enter the value of the student's investments.

Prior Canadian Student Loan Select if the student has a prior Canadian student loan.

Prior Part-time Loan Select if the student has a prior part-time loan.

Amount of Prior Part-time Loan Enter the student's prior part-time loan amount.

Defaulted Loan Select if the student has defaulted on a loan.

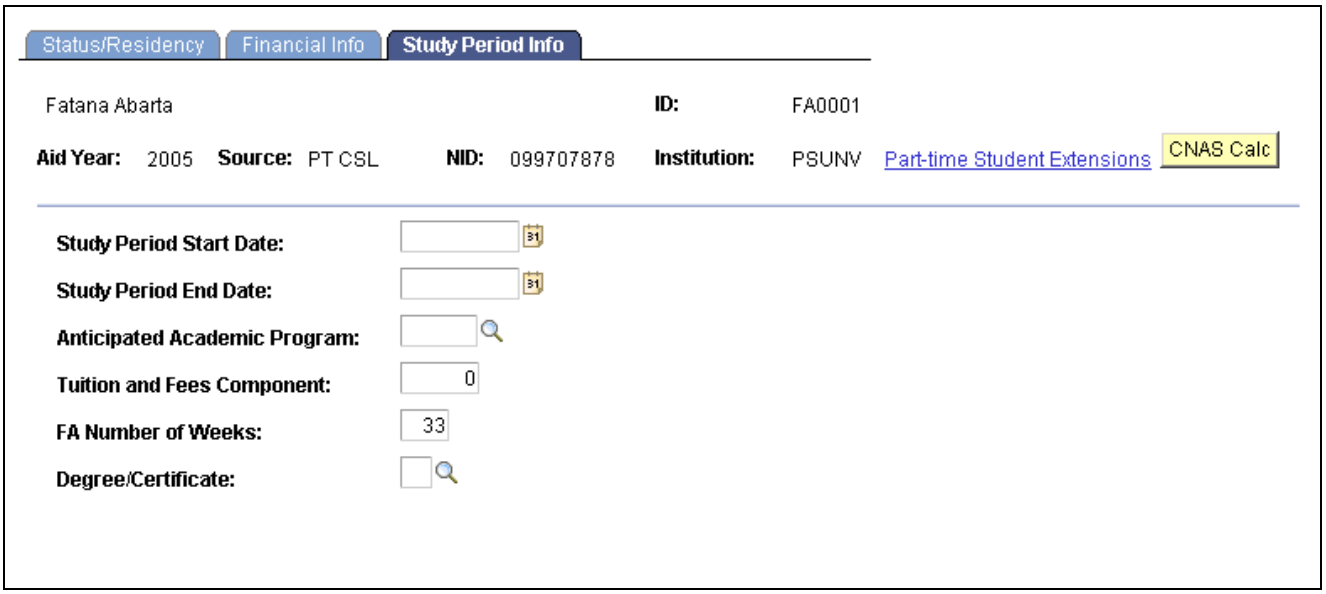
Part-time Aid Requested Enter the amount of part-time aid requested.

Student Signed Select if the student signed the application.

Spouse Signed Select if the student's spouse signed the application.

Entering Study Period Information

Access the Study Period Info page.



Study Period Info page

Study Period Start Date Enter or view the dates on which the study period begins.

Study Period End Date Enter or view the dates on which the study period ends.

Anticipated Academic Program Select an anticipated program for the student.

Tuition and fees component Enter a tuition and fee amount.

FA (financial aid) **Number of Weeks** Enter the number of financial aid weeks.

Degree/Certificate Select a degree or certificate for the student from the following options:

1: Diploma

2: Certificate

3: Bachelor's Degree

4: Master's Degree

5: Doctoral Degree

Reviewing CNAS Calculation Results

This section discusses how to:

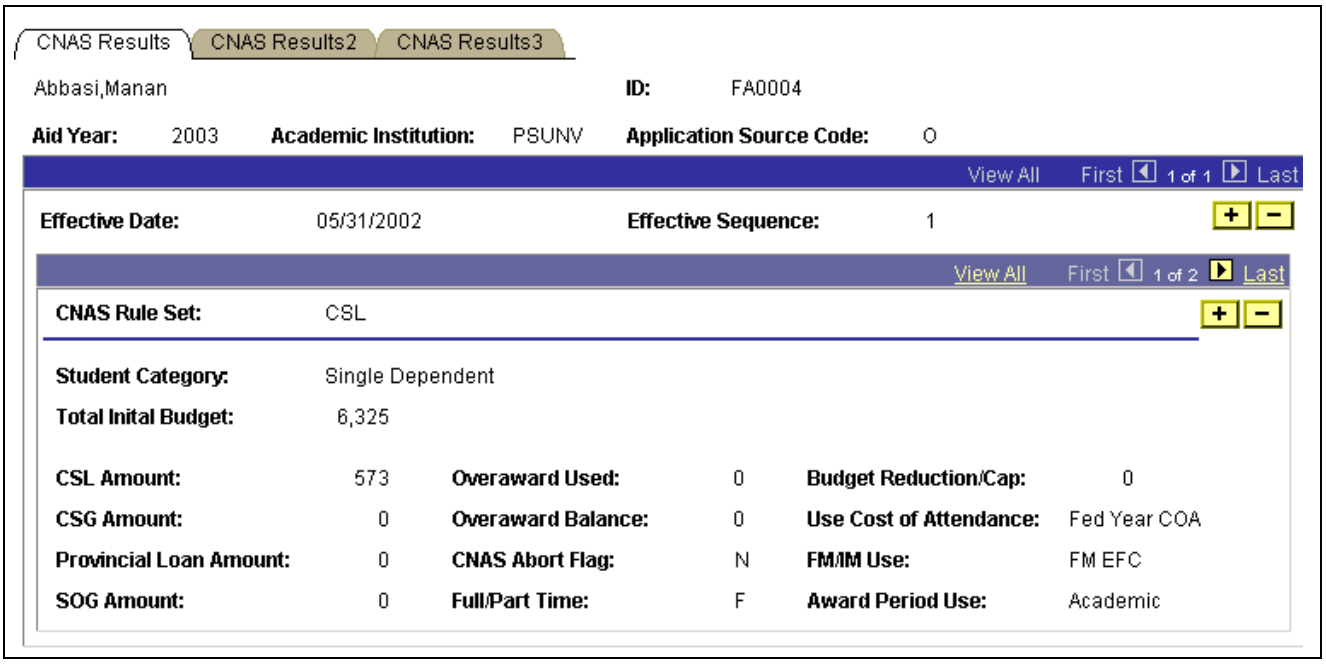
- View results of CNAS calculation 1.
- View results of CNAS calculation 2.
- View results of CNAS calculation 3.

Pages Used to Review CNAS Calculation Results

Page Name	Object Name	Navigation	Usage
CNAS Results	CNAS_RESULTS	Financial Aid, Canadian Application Data, View CNAS Results	View results of the calculations performed. You can run multiple calculations for a single student and view them by effective date and effective sequence.
CNAS Results 2	CNAS_RESULTS2	Financial Aid, Canadian Application Data, View CNAS Results, CNAS Results2	View results of the calculations performed.
CNAS Results 3	CNAS_RESULTS3	Financial Aid, Canadian Application Data, View CNAS Results, CNAS Results3	View results of the calculations performed.

Viewing Results of CNAS Calculation 1

Access the CNAS Results page.



CNAS (Canadian Need Analysis System) Results page

CNAS Rule Set (Canadian Need Analysis System rule set) Displays the rule set of the CNAS calculation.

Student Category Indicates the student's dependency status.

Total Initial Budget Displays the student's budget.

CSL Amount (Canadian student loan amount) Displays the CSL loan eligibility amount.

CSG Amount (Canadian study grant amount) Displays the CSG eligibility amount.

Provincial Loan Amount Displays the provincial loan eligibility amount.

SOG Amount (special opportunity grant amount) Displays the SOG eligibility amount.

Overaward Used Indicates whether over-award was used in the calculation.

Overaward Balance Displays the over-award balance amount.

CNAS Abort Flag Displays the CNAS abort flag.

Full/Part Time Indicates whether the student is full-time or part-time.

Budget Reduction/Cap Displays the budget reduction amount.

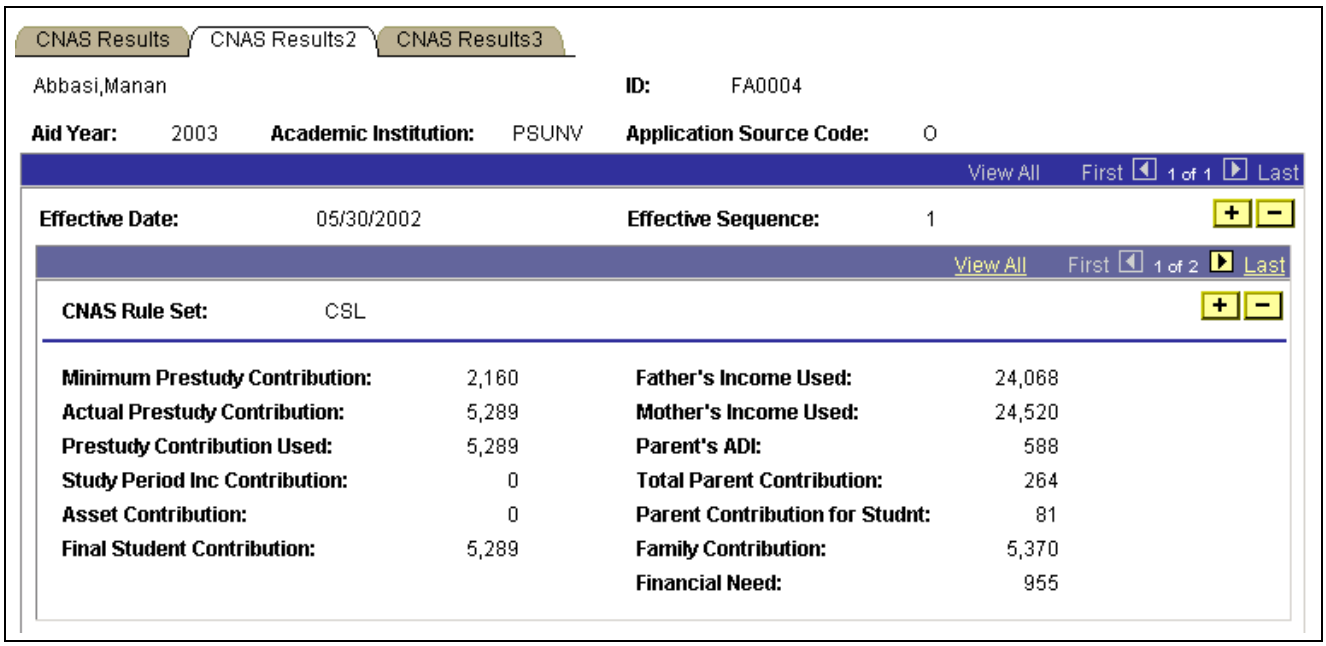
Use Cost of Attendance Displays the type of COA.

FM/IM Use (Federal methodology/institutional methodology use) Displays whether the system used FM or IM in the calculation.

Award Period Use Displays the award period that the system used for the calculation.

Viewing Results of CNAS Calculation 2

Access the CNAS Results2 page.



CNAS (Canadian Need Analysis System) Results2 page

Minimum Prestudy Contribution Displays the student's minimum prestudy contribution.

Actual Prestudy Contribution Displays the student's actual prestudy contribution from income.

Prestudy Contribution Used Displays the amount of prestudy contribution used from income.

Study Period Inc Contribution (study period income contribution) Displays the expected study period contribution from income.

Asset Contribution Displays the contribution amount based on assets.

Final Student Contribution Displays the student's final contribution amount.

Father's Income Used Displays the father's income used for calculation.

Mother's Income Used Displays the mother's income used for calculation.

Parent's ADI (parent's annual discretionary income) Displays the parent's annual discretionary income.

Total Parental Contribution Displays the total parent contribution.

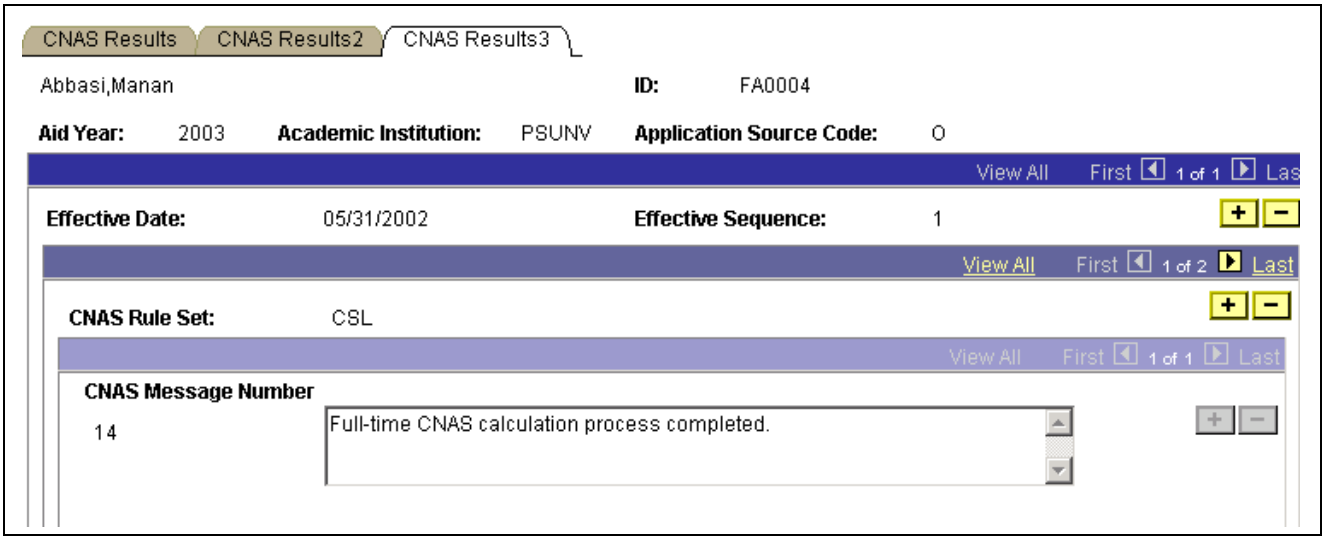
Parent Contribution for Student Displays the parent contribution for the student.

Family Contribution Displays the total family contribution.

Financial Need Displays the financial need for the student.

Viewing Results of CNAS Calculation 3

Access the CNAS Results3 page.



CNAS (Canadian Need Analysis System) Results3 page

Viewing Audits

This section discusses how to:

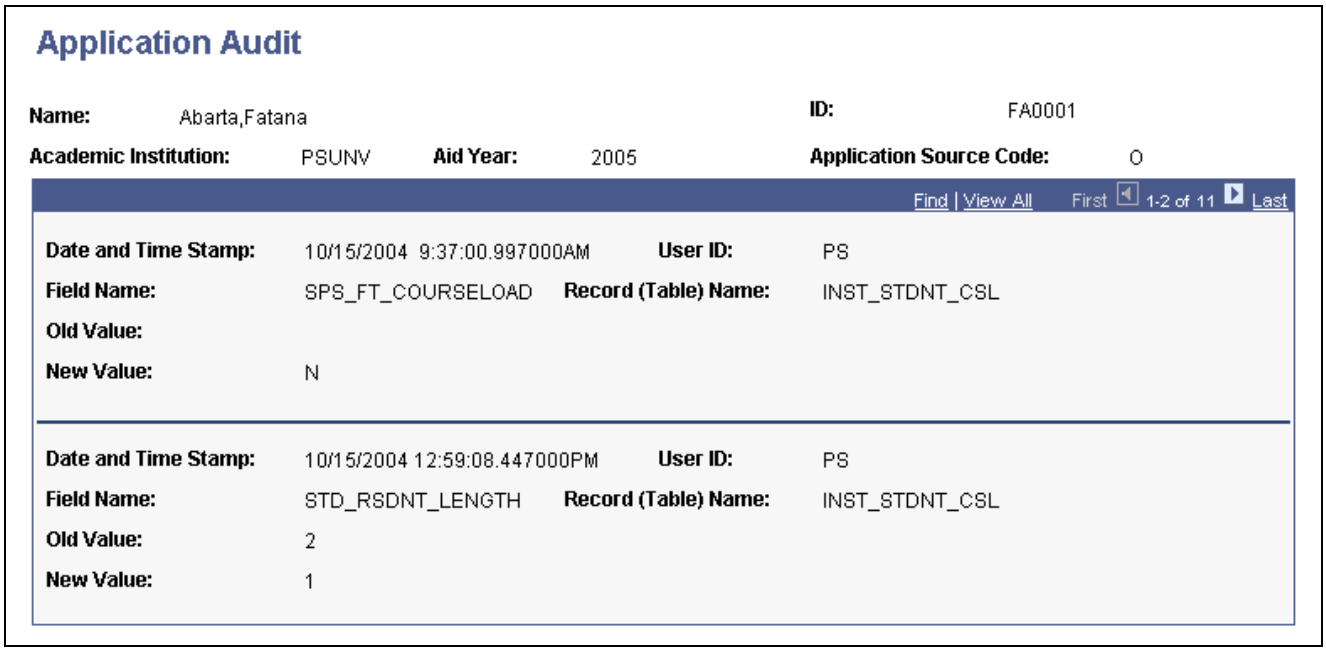
- View changes made to applications.
- View changes made to extension data.

Pages Used to View Audits

Page Name	Object Name	Navigation	Usage
Application Audit	CSL_AUDIT	Financial Aid, Canadian Application Data, View Application Audit	View a history of changes made to entries for the student application record.
Extension Audit	EXT_AUDIT	Financial Aid, Canadian Application Data, View Extension Audit	View changes made to the Student Extension record.

Viewing Changes Made to Applications

Access the Application Audit page.



Application Audit page

Date and Time Stamp Displays the date and time changes were made to the application.

Field Name Displays the changed field name.

Old Value Displays the previous value before change.

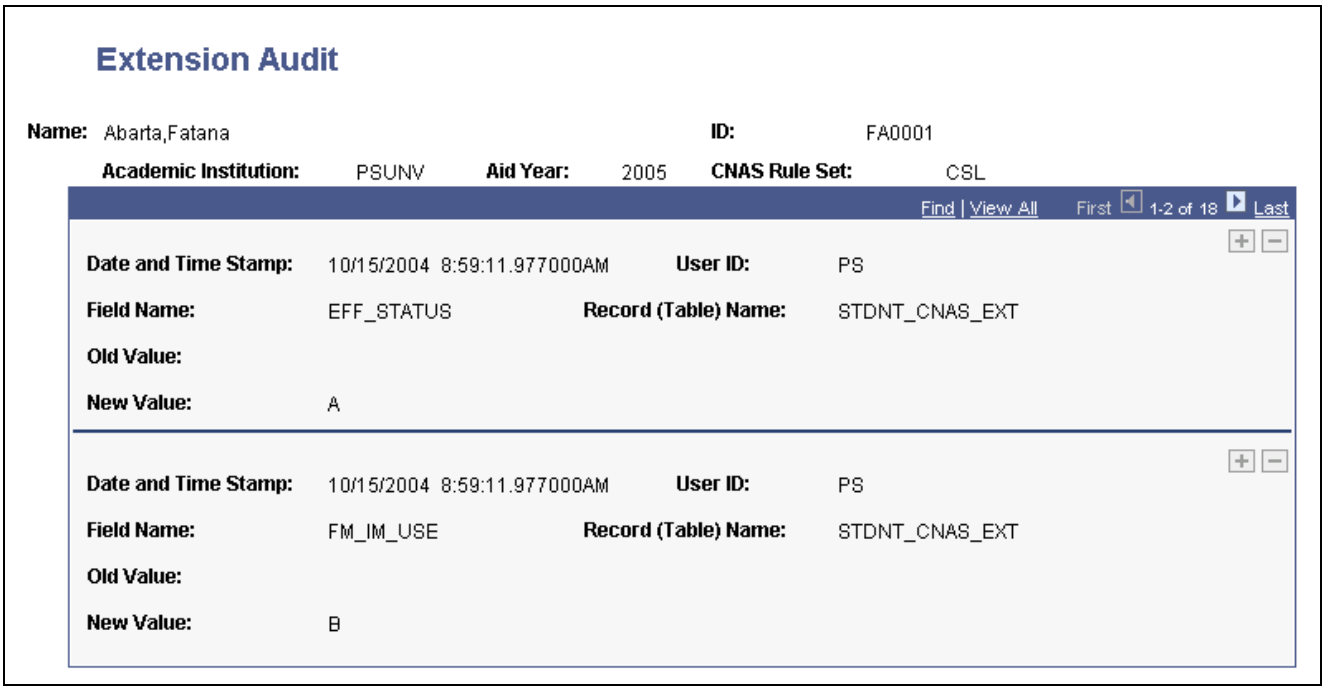
New Value Displays the new value.

User ID Displays the unique identification of the person who made the change.

Record (Table) Name Displays the record/table name of the changed field.

Viewing Changes Made to Extension Data

Access the Extension Audit page.



Extension Audit page

Date and Time Stamp Displays the date and time changes were made to the extension record.

Field Name Displays the changed field name.

Old Value Displays the previous value before the change.

New Value Displays the new value.

User ID Displays the unique identification of the person who made the change.

Record (Table) Name Displays the record/table name of the changed field.

Inserting an ISIR Row

This section discusses how to create an ISIR record to enable use of the Mass Packaging feature.

See Also

Chapter 22, “Awarding and Packaging Students,” page 767

Page Used to Insert an ISIR Row

Page Name	Object Name	Navigation	Usage
ISIR Row Insert	RUNCTL_CAN_APP	Financial Aid, Awards, Institutional Mass Packaging, Insert ISIR Rows	Create ISIR records for mass packaging.

Inserting ISIR Rows

Access the ISIR Row Insert page.

ISIR Row Insert page

Institution Enter the institution for which you want to run the process.

Aid Year Enter the aid year for which you want to run the process.

APPENDIX A

Financial Aid Reports

This appendix provides an overview of Financial Aid reports and enables you to view a summary table of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Financial Aid Reports: A to Z

This table lists the Financial Aid reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
SFA_AGGR Lifetime Aggregates	Used to review internally maintained aggregate data and the NSLDS reported total pushed into the aggregate aid table.	Financial Aid, Awards, Aggregates, Review Lifetime Aggregate, Lifetime Aggregate Report	SFA_RUN_AGGR_RPT
FA801 Award Data by Item Type	Used to review to whom each financial aid item type was awarded to, as well as whether the award has been disbursed to the student.	Financial Aid, Fund Management, FA801 Award Data by Item Type ,	RUNCTL_FA_RPT
FA821 Batch Packaging Summary	Used to review the number of students and the total amount awarded for each financial aid item type in a particular packaging plan during a Mass Packaging run.	Financial Aid, Mass Packaging, Mass Packaging Summary Report	RUNCTL_FA_RPT_821
FA822 Batch Packaging Detail	Used to review the award package for each student awarded during a Mass Packaging run. The students are organized by packaging plan.	Financial Aid, Awards, Mass Packaging, , Mass Packaging Detail Report	RUNCTL_FA_RPT_822

Report ID and Report Name	Description	Navigation	Run Control Page
FA852 Loan Status Reports—Loan PNote Summary	Review the PNote Transmission Status for 1999/2000 PNotes and MPNs − can also be used to review institutional PNotes if they are defined as a loan document. Use after Loan Origination and Pnotes have been created.	Financial Aid, Loans, View Loan Status Reports, Loan PNote Summary	RUNCTL_FA_LN_RPT
Accepted Originations DL Accepted Originations	Review and monitor originated loans accepted by the LOC.	Financial Aid, Loans, Direct Lending Reconciliation, Accepted Originations Report	RUN_CNTL_FA853_RPT
FA854 DL Loans on Hold	Review and monitor loans placed on hold. Loans are placed on hold by the system when rejected origination acknowledgement, origination change acknowledgement, and disbursement acknowledgement files are received. You can also place loans on hold manually. Use after every import function.	Financial Aid, Loans, Direct Lending Reconciliation, Loans on Hold Report	RUN_CNTL_FA854_RPT
FA855 DL PLUS Credit Decision	Provides a list of decision statuses for PLUS loans, allowing you to advise the parent whether they qualify, need a cosigner, etc. Use after you receive the PLUS origination acknowledgement file.	Financial Aid, Loans, Direct Lending Reconciliation, PLUS Credit Decision	RUN_CNTL_FA855_RPT
FA856 DL Rejected Originations	Review and monitor origination and origination change acknowledgements rejected by the LOC. This report will assist you in identifying the reject reason(s). Use after the origination acknowledgement file is imported.	Financial Aid, Loans, Direct Lending Reconciliation, Rejected Originations Report	RUN_CNTL_FA856_RPT
FA857 DL Transmitted Originations	Review and monitor originations submitted to the LOC. The report is a cumulative list of originations. This allows you to track transmitted origination files and identify transmitted origination files that may have outstanding acknowledgments.	Financial Aid, Loans, Direct Lending Reconciliation, Origination Export Report	RUN_CNTL_FA857_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA858 DL Pending Origination Changes	Review and monitor transmitted changes made to previously originated loans. Use after sending out Origination Change files.	Financial Aid, Loans, Direct Lending Reconciliation, Origination Changes Report	RUN_CNTL_FA858_RPT
FA859 DL Transmitted Change Pending	Review and monitor changes made to loan records that are waiting for acknowledgements from transmitted origination data (Loan Action Status = *T—Transmitted*) previously submitted to the LOC. Run this in between importing and exporting Origination and Change files.	Financial Aid, Loans, Direct Lending Reconciliation, Origination Change Report	RUN_CNTL_FA859_RPT
FA860 DL Validation Errors	Review and monitor validation rejects. This report is designed to assist you in resolving potential errors prior to outbounding Origination records. Use after you run the validation process.	Financial Aid, Loans, Direct Lending Reconciliation, Validation Errors Report	RUN_CNTL_FA860_RPT
FA861 DL Inbound Orig Ackn Errors	Review and monitor inbound student record(s) not loaded into the system because the inbound student record contained IDs that do not match existing ID's in current database. This report allows you to identify and correct conflicts. Use after Inbound files are loaded into the system. **Note.** This report only exists for Origination. Reports for other Direct Lending processes may be available in the future.	Financial Aid, Loans, Direct Lending Reconciliation, Inbound Errors Report	RUN_CNTL_FA861_RPT
FA866 DL Disbursement Errors	Review and monitor disbursements rejected by the LOC. The report assists you in resolving errors reported on the Disbursement Acknowledgement file. Use after the disbursement acknowledgement has been imported.	Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Errors Report	RUN_CNTL_FA866_RPT
FA867 DL Disbursement Status	Review and monitor disbursement status and booked status for loans. Use weekly.	Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Status Report	RUN_CNTL_FA867_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA868 DL Disbursement Booking Stat	Review and monitor Disbursement Booked and Unbooked status. Designed for use with Reconciliation Processing. Use weekly.	Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Booking Report	RUN_CNTL_FA868_RPT
FA870 Print Pell Grant ESOA	Review and monitor Federal Pell Grant Fund allocations.	Financial Aid, Pell Payment, Cash Management Reports, Print Pell Grant ESOA	RUN_CNTL_PG_ESOA
FA871 YTD Originationsi	Generate a list of students who are in an origination year-to-date file sent by RFMS.	Financial Aid, Pell Payment, Year To Date Reports, YTD Originations	RUN_CNTL_PGOYTD_AL
FA872 YTD Originations Errors	Review conflicting information from RFMS and your application tables.	Financial Aid, Pell Payment, Year To Date Reports, YTD Originations Errors	RUN_CNTL_PGOYTD_ER
FA873 YTD Disbursements	Generate a list of students who have been disbursed as of the year to date.	Financial Aid, Pell Payment, Year To Date Reports, YTD Disbursements	RUN_CNTL_PGDYTD_AL
FA874 YTD Disbursement Errors	Review conflicting information from RFMS and your application tables.	Financial Aid, Pell Payment, Year To Date Reports, YTD Disbursement Errors	RUN_CNTL_PGDYTD_ER
FA875 Pell MRR Report by Batch	Review and monitor POP (potential overaward payment) and Blocked Institution situation by specific batches. Use after the MRR inbound file is imported.	Financial Aid, Pell Payment, Multiple Reporting, MRR by Batch	RUN_CNTL_FA_875_RPT
FA875A Pell MRR Report	Review and monitor POP (potential overaward payment) and Blocked Institution situation. Use after the MRR inbound file is imported.	Financial Aid, Pell Payment, Multiple Reporting, MRR Report	RUN_CNTL_PG_MRR
FA875B Pell MRR Report by MRR Status	Review and monitor POP (potential overaward payment) and Blocked Institution situation by specific Status codes. Use after the MRR inbound file is imported.	Financial Aid, Pell Payment, Multiple Reporting, MRR by Status	RUN_CNTL_FA875B_RP
FA876 Pell Originations by Action Cd	Review and monitor students whose originations are acknowledged.	Financial Aid, Pell Payment, Origination Reports, Originations by Action Code	RUN_CNTL_PG_OACTN
FA877 Pell Disbursements by Action Cd	Review or monitor all students whose Disbursement records have been acknowledged.	Financial Aid, Pell Payment, Disbursement Reports, Disbursements by Action Code	RUN_CNTL_PG_DACTN

Report ID and Report Name	Description	Navigation	Run Control Page
FA878 Pell Origination Records	Review and monitor from your Pell population what has been originated and whether the records have been imported or exported from the application tables. Use after you have run the origination process and after origination records have been exported, or after origination acknowledgement files have been imported.	Financial Aid, Pell Payment, Origination Reports, Origination Import and Export	RUN_CNTL_FA878_RPT
FA879 Pell Origination by Orig Stat	Review and monitor originations and current origination status. Displays status of all origination records. You can run the report for one of seven different statuses: Accepted, Corrected, Originated, Rejected, Transmitted, Changed to Origination, and Cancelled.	Financial Aid, Pell Payment, Origination Reports, Origination Status	RUN_CNTL_FA879_RPT
FA880 Pell Originations by Batch	Determines which detail records are included in a specific batch.	Financial Aid, Pell Payment, Origination Reports, Originations by Batch	RUN_CNTL_FA880_RPT
FA880A Rejected Pell Originations by Batch	Determines which Pell origination records are rejected by RFMS in a specific batch.	Financial Aid, Pell Payment, Origination Reports, Rejected Originations by Batch	RUN_CNTL_FA880A_RP
FA881 Pell Disbursements by Batch	Review detail records included in a specific batch.	Financial Aid, Pell Payment, Disbursement Reports, Disbursements by Batch	RUN_CNTL_FA881_RPT
FA881A Pell Disbursements by Batch	Review and monitor Pell Disbursement records rejected by RFMS in a specific batch.	Financial Aid, Pell Payment, Disbursement Reports, Rejected Disbursement by Batch	RUN_CNTL_FA881_RPT
FA882 Pell Records by Trans Stat	Review and monitor students in different transaction statuses. You can run the report by using one of five different statuses: Cancel, On Hold, Ready, Review, and Transmitted. Depending on the status, the report can be run after origination or disbursement inbound records have been imported.	Financial Aid, Pell Payment, Origination Reports, Transaction Status	RUN_CNTL_FA882_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA883 Pell Disbursement Records	Review and monitor which student records have either had disbursement requests made or actual disbursements acknowledged. Reports consist of all disbursement status types.	Financial Aid, Pell Payment, Disbursement Reports, Disbursement Records	RUN_CNTL_FA883_RPT
FA884 Disbursements by Dsb Stat	Review or monitor the status of disbursement records that have been imported or exported. You can run the report for one of seven different statuses.	Financial Aid, Pell Payment, Disbursement Reports, Disbursements by Status	RUN_CNTL_FA884_RPT
FA885 Pell Cash Management	Review and monitor your cash management activity.	Financial Aid, Pell Payment, Cash Management Reports, Cash Management	RUN_CNTL_FA885_RPT
FA886 Pell Disbursement Ackn Batch	Review and monitor student disbursement records acknowledged by RFMS in a specific batch.	Financial Aid, Pell Payment, Disbursement Reports, Disbursement Acknowledgment	RUN_CNTL_FA886RPT_GBL
FA887 Pell Origination Acknowledgements by Batch	Lists students who have origination acknowledgement records by a specific batch.	Financial Aid, Pell Payment, Origination Reports, Origination Acknowledgement	RUN_CNTL_FA887_RPT
FA888 Pell Awds w/o Orig	Select all students who have Pell awards (on the Awards pages) who do NOT have Pell Origination records.	Financial Aid, Pell Payment, Origination Reports, Records With No Origination	RUN_CNTL_FA888_RPT
FA900 CL Rejected Application	Review and monitor applications with CommonLine reject codes. . The report does not report Change Transaction errors. Use after loading Application Response files.	Financial Aid, Loans ,Commonline Reconciliation, Rejected Application Report	RUN_CNTL_FA900_RPT
FA901 CommonLine Loans on Hold	Review and monitor FFELP and Alternative loans placed on hold. Holds can be placed automatically by the CommonLine Loan In, CommonLine Loan Out and manually through the CommonLine Loan Orig Trans page.	Financial Aid, Loans, Commonline Reconciliation, Loans on Hold Report	RUN_CNTL_FA901_RPT
FA902 CommonLine Validation Errors	Review originated loans that have failed the loan validation process. The report selects records that have failed validation and those that failed when run in simulation mode. Use post validation.	Financial Aid, Loans, Commonline Reconciliation, Validation Error Report	RUN_CNTL_FA902_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA903 CommonLine 4 Application Response Load Errors	Reports all CommonLine 4 application response records that erred when the CommonLine Loan In process was run. The report displays information necessary to clear the error conditions so that the record loads. Use after loading Application Response files. Setting the Load Status to Processed removes records from the report.	Financial Aid, Loans, Commonline Loans, CL 4 Load Error Report	RUN_CNTL_FA903_RPT
FA904 CommonLine 4 School Certification Requests	Reports all School Certification requests delivered on a CommonLine 4 Application Response file. The report provides the information necessary to process the loan request. You must enter enough information about the borrower and loan so that the loan can be originated by the loan system. Use after running FA903 and detecting school certification request load errors. Setting the Load Status to Processed removes records from the report.	Financial Aid, Loans, Commonline Reconciliation, Certification Request Report	RUN_CNTL_FA904_RPT
FA905 CommonLine Application Response Delinquencies	Reports originated and transmitted loan records where a response from the loan agency has not been received. A similar report can also be derived from the FA850 report.	Financial Aid, Loans, Commonline Reconciliation, , Pending Response Report	RUN_CNTL_FA905_RPT
FA906 Award vs. Disbursement Reconciliation	Reports selected financial aid item types where the awarded accept amount does not match the disbursed amount. Run daily.	Financial Aid, Disbursement, Reconciliation Report	RUN_CNTL_FA906_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA907 CommonLine 4 EFT Reconciliation	Lists EFT disbursements where the EFT amount has not yet been disbursed. Sorted by EFT batch receipt date. Run daily to insure that loan funds are disbursed and returned in compliance with federal regulations. Used in conjunction with the CommonLine Disbursement Maintenance page.	Financial Aid, Loans, Commonline Reconciliation, EFT Discrepancy Reports	RUN_CNTL_FA907_RPT
FA909 CommonLine Check Reconciliation	Lists all loan checks tracked on the CommonLine Disbursement Maintenance page where the check amount does not match the amount paid on the student's account. he report displays the data on the CommonLine Disbursement Maintenance page. Run daily to ensure that loan funds are disbursed and returned in compliance with federal regulations.	Financial Aid, Loans, Commonline Reconciliation, Check Reconciliation Report	RUN_CNTL_FA909_RPT
FA914 ISIR Load Summary	Provides a summary of all ISIR batches that have been loaded with statistics on the load status of the ISIRs in each batch.	Financial Aid, File Management, ISIR Import, ISIR Load Summary Report	RUNCTL_FA914
FA919 ISIR Suspense Detail	Provides a detailed report of all ISIRs that suspended or are set to error by the ISIR Load program. Data on the report derives from the ISIR Suspense Management page. Run after the FAPSAR00 process is run.	Financial Aid,File Management, ISIR Import, ISIR Suspense Detail Report	RUNCTL_FA919
FA920 Fund Roster	Used to review total offered, accepted, authorized, and disbursed amounts for the financial aid item types you specify. A list of students and their offered, accepted, authorized, and disbursed amounts is provided for each financial aid item type.	Financial Aid, Fund Management, Fund Roster	RUN_CNTL_FA920_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA921 NSLDS FAT Load Errors	Provides a report that displays the NSLDS change flags for loaded NSLDS records that have not yet been reviewed by the staff. This report matches what is displayed in the NSLDS Change Review page.	Financial Aid, File Management, NSLDS, NSLDS FAT Load Error Report	RUNCTL_FA921
FA922 Overaward Report	Used to review a list of students who have been overawarded. Displays the amount of the overaward and information about the student's COA, EFC, need, and total over awarded amount.	Financial Aid, Awards, Generate Overaward Report	RUN_CNTL_FA922_RPT
FA923 Pell Reconciliation Report	Review records reconciled with RFMS.	Financial Aid, Pell Payment, Cash Management Reports, Reconciliation Report	RUN_CNTL_FA_923_RPT
FA924 NSLDS Alert File Report	Provides a report of NSLDS Transfer Alert file records that were unable to load into the database. Users must resolve the error and rerun the NSLDS Load process to resolve the error.	Financial Aid, File Management, NSLDS, NSLDS Alert File Report	RUNCTL_FA924
FA925 System Generated ISIRs	Identifies why a system generated ISIR record was created. Run prior to loading system generated ISIR files. You may want to suspend all system generated files before running this report because suspending the file will cause the student's ID to be determined and printed on the report.	Financial Aid, File Management, ISIR Import, System Generated ISIR Report	SFA_RUNCTL_FA928
FADLBOOK DL Originations Booking Status	Returns all loans for a specified booking status, aid year, and institution. Use after you inbound the disbursement file or whenever necessary.	Financial Aid, Loans, Direct Lending Reconciliation, Booking Status Report	RUN_CNTL_FADLBOOK
FADLEXCP DL Disbursement Exceptions	Identifies mismatched statuses between origination, disbursements, and the DLSAS booking status. Use after the DLSAS file has been imported and processed.	Financial Aid, Loans, Direct Lending Reconciliation, Report Disbursement Exception Summary	RUNCTL_FA_EXCEP_LN

Report ID and Report Name	Description	Navigation	Run Control Page
FADLSAS DL School Account Statement	Review Cash Summary Section, Cash Detail Section and the Loan Detail Section of the DSAS file received from the LOC. Use after the DSAS file has been imported to the EDI Manager staging tables.	Financial Aid, Loans, DL School Account Summary, Generate DLSAS Report	RUNCTL_DLSAS
FAHDLXX Hold File	SQR Report that produces a printable copy of the daily HOLD0XOP file sent by the CPS. Run daily.	Financial Aid, File Management, ISIR Import, Process Signature Hold Filet	RUNCTL_FAHLDXX
FAISRJAS ISIR assumption/reject override	Creates a report that lists students who have assumptions and/or rejects that have no respective overrides made to them or who have overrides made but no assumptions or rejects. Use this list to identify which students need to have assumption overrides applied manually. This report is not aid-year specific.	Financial Aid, File Management, ISIR Import, CPS Reject/Assumption Report	RUNCNTL_FAISRJAS
FALPNERR DL PNote Error	Takes PNote reject codes from the PNote acknowledge file and lists by PNote ID and error type. Use after you receive your Promissory Acknowledgement file.	Financial Aid, Loans, Direct Lending Disbursements, Disbursement Errors	RUN_CNTL_DL_RPT
FAMANFS2 DL Print Manifest Report Plus	Generates a PLUS loan manifest. Use after PLUS notes have been signed and received.	Financial Aid, Loans, Direct Lending Management, Print Manifest Report Plus	RUNCTL_MANIFEST2
FAMANFS3 DL Print Manifest Report Staf	Generates a Stafford loan manifest. Use after MPNs have been signed and received.	Financial Aid, Loans, Direct Lending Management, Print Manifest Report Stafford	RUNCTL_MANIFEST3
FAORIGRJ DL Rejected Origination Changes	Review the origination change files the COD rejected. Run before you inbound the Origination Change Acknowledgement file.	Financial Aid, Loans, Direct Lending Management, Rejected Origination Changes	RUN_CNTL_DL_RPT
FATIVRTN Return of TIV Funds Report	View worksheet calculations, return of funds by school and student, institutional charges, number of days since the withdrawal date, and career totals.	Financial Aid, Return of Title IV Funds, Return of TIV Aid Report	RUN_CNTL_FATIVRTN

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called *need analysis.*
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See *event.*
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag

Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname

The name of a record that is used to determine the associated field to match a value or set of values.

recognition

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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