

PeopleSoft®

PeopleSoft 8 SP1
Financial Aid PeopleBook

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About This PeopleBook

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements 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.

See *Using PeopleSoft Applications*.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. 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 database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. 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 this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related 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 Website, <http://www.peoplesoft.com/corp/en/login.asp>

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 PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	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 number <i>O</i> , not the letter <i>O</i> .
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 W.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (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.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

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.

A note that is preceded by *Important!* 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.

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 in These 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	<p>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.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>

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).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
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.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
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.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Financial Aid Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Common Elements in the PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Application Fundamentals

The *PeopleSoft Financial Aid PeopleBook* provides you with implementation and processing information for your PeopleSoft Financial Aid system. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

PeopleSoft Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft Student Administration Solutions and Contributor Relations Solutions product lines. Whether you are implementing only one application, some combination of applications within the product line, or the entire PeopleSoft Student Administration and Contributor Relations Solutions system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

In addition to the *PeopleSoft Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*, you should review the *PeopleSoft Campus Community Fundamentals PeopleBook*. This PeopleBook provides an overview of the campus community setup tables, and describes many features that are basic building blocks for both PeopleSoft Student Administration Solutions and PeopleSoft Contributor Relations Solutions.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “PeopleSoft Campus Community Preface”

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 PeopleSoft Financial Aid to designate a year of accounting for financial aid awarding.
Career	See <i>Academic Career</i> .
Institution	See <i>Academic Institution</i> .
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 PeopleSoft Financial Aid PeopleBook

This chapter provides an overview of PeopleSoft Financial Aid business processes and discusses:

- PeopleSoft Financial Aid integrations.
- PeopleSoft Financial Aid implementation tasks.

PeopleSoft Financial Aid Business Processes

PeopleSoft Financial Aid supports local management and awarding of federal aid, state aid, institutional aid, departmental aid, and scholarship funds. Once 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. Once 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 previously created 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 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.

PeopleSoft Financial Aid Integrations

PeopleSoft Financial Aid integrates with the following applications within PeopleSoft Student Administration Solutions:

- PeopleSoft Campus Community – integrates by receiving biographic, demographic, and relationship data.
- PeopleSoft Student Records – integrates by creating financial aid term data to determine financial aid eligibility.
- PeopleSoft Recruiting and Admissions – integrates by creating prospect data and by providing early financial aid offers.
- PeopleSoft Student Financials – integrates by receiving aid and tracking student disbursements, charges, and payments.

Implementing PeopleSoft Financial Aid

This section lists task 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.

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 institution's school codes.
- Establish financial aid defaults.
- Establish careers and programs.
- Activate an aid year for a student.
- Review NSLDS Codes.

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 clearly 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.

It is essential to specify which academic careers qualify for financial aid and to set up the valid terms for each financial aid career. This 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 they 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 application and awarding cycle, the following processes need to occur in the financial aid office for the aid cycle to be successful:

- Loading ISIRs.
- Entering PROFILE, Need Access, or institutional application information.
- Verifying selected students.
- Handling ISIR corrections.
- Budget processing for the current and upcoming award years.
- Tracking requested documents and loan applications.
- Monitoring all spending and reconciliation of funds.
- Pell Grant posting.
- Payment reporting.
- Ongoing loan entrance and exit counseling.

Prerequisites

Before implementing PeopleSoft Financial Aid, take a close look at how your financial aid office and your institution function operationally—how the actual work is done. To make the most of PeopleSoft Financial Aid's flexible design, 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 your PeopleSoft Financial Aid system.

- 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 operating PeopleSoft Student Records.

See [Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Creating Aid Processing Rule Sets, page 14.](#)

- Identify and decide which terms and sessions are valid for awarding and processing of financial aid once you establish your institution's academic structure. The creation and design of terms and sessions is carried out primarily by the staff operating PeopleSoft Student Records.

See *PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*, "Establishing Terms and Sessions".

- Determine all aspects that need to be considered for the setup process. Think of 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, as well as any business practices that are unique to your institution.

Establishing Aid Years

This section discusses how to:

- Define federal aid years.
- Associate each federal aid year with your institution's academic year.

Pages Used to Establish Aid Years

Page Name	Object Name	Navigation	Usage
Federal Aid Year Setup	FED_AID_YR_TBL	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Federal Aid Year Table • Design Student Administration, Design Financial Aid1, Setup F-K, Federal Aid Year Table 	Review the Federal Aid Year Table.
Financial Aid Year	AID_YEAR_TABLE	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Aid Year Table • Design Student Administration, Design Financial Aid1, Setup A-B, Aid Year Table 	Associate a valid federal aid year with the academic year of your institution.

Defining Federal Aid Years

Access the 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 the aid year begins and ends.

Associating Federal Aid Years and Academic Years

Access the Financial Aid Year page.

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

Academic Year Start Enter the dates your institution's academic year begins and ends.
Date and Academic Year
End Date

Setting Up Your School Codes

Title IV School Codes are delivered in Regulatory Release 1 of 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 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	Design Student Administration, Design Financial Aid2, Setup R-Z, School Code Table	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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, School Codes for Institution • Design Student Administration, Design Financial Aid2, Setup R-Z, 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

School Code: 001322 **Aid Year:** 2001 Financial Aid Year 2000-2001

School Information	
*Description	UNIVERSITY OF REDLANDS
Short Description	UNIVERSITY
Address:	1200 E COLTON AVE
City:	REDLANDS
St/Prov:	CA
Country:	USA
Postal:	92373
<input type="checkbox"/> TIV Inst Code DL Participant	

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 attached to this field.

Associating School Codes with an Aid Year

Access the School Codes for Institution page.

School Code

Select the school code 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 you have entered for the current aid year.

Establishing Defaults

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 PeopleSoft Financial Aid are specific to an aid year or a career. However, there are certain general financial aid processing values that the various processes in the system use as default values, and 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 (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.

PeopleSoft 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-specific or program-specific level to define alternate values for selected defaults (academic and non-standard base weeks, Pell Grant eligibility calculation criteria, GAP 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/career that differ from each other and from your installation defaults and for those combinations of aid year/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/career combination on the Valid Careers for Aid Year page or with the appropriate aid year/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.

Since 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	Design Student Administration, Design Financial Aid1, Setup F-K, Installation Defaults-Fin Aid	Define general financial aid processing defaults at the installation level.
Aid Processing Rule Setup	FA_DFLT_RULE_SET	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Aid Processing Rule Setup Administer Financial Aid, Package and Disburse Aid, Setup, 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.
Valid Careers for Aid Year	AID_YEAR_CAREER	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, Valid Careers for Aid Year Administer Financial Aid, Canadian Need Analysis, Setup, Aid Year Career Design Student Administration, Design Financial Aid2, Setup R-Z, 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.

Defining Installation Level Defaults

Access the Financial Aid Defaults page.

Financial Aid Defaults

Academic Base Weeks:	<input type="text" value="30.0"/>	Activation Indicators <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Freshman Loan 30 Day Delay <input checked="" type="checkbox"/> Direct Lending Activation <input checked="" type="checkbox"/> CommonLine Activation <input type="checkbox"/> Originate Loan on Offer <input type="checkbox"/> Pell Just In Time Institution <input type="checkbox"/> FFELP Serial MPN Activation <input checked="" type="checkbox"/> Audit FATerm Build 	
Non-Standard Base Weeks:	<input type="text" value="8.0"/>		
INAS Rule Set:	<input type="text" value="CSS Rules"/>		
*Pell Calculation Start:	<input type="text" value="Full Time"/>		
*Pell Calculation Midterm:	<input type="text" value="Enrollment FA Load"/>		
*Pell Calculation Census:	<input type="text" value="Enrollment Current Load"/>		
*Pell Number of Terms:	<input type="text" value="2"/>		
GAP Item Type:	<input type="text" value="999999999999"/>		
*Packaging Data Source:	<input type="text" value="Fed Only"/>		
Inst Application Source:	<input type="text" value="Profile"/>		
CNAS FM Rule Set:	<input type="text"/>	Background Errors Allowed:	<input type="text" value="1"/>
CNAS IM Rule Set:	<input type="text"/>	Last Packaging Batch Nbr:	
Last Loan Batch Sequence:	<input type="text" value="02"/>	Last Award Batch ID:	5
		Last Commonline Seq Num Assgn:	10001112

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 you want to use for the majority of your careers and programs. If you have careers and/or programs that require Pell calculation values that differ from those you set here, you need to create aid processing rule sets for those careers and/or programs.

Academic Base Weeks	Enter the number of weeks that define your institution's academic year. For aid years prior to the 2001-2002 aid year, several financial aid processes use this value to calculate eligibility and to calculate prorated EFCs.
Non-Standard Base Weeks	Enter the number of weeks that define your institution's non-standard terms. For aid years prior to the 2001-2002 aid year, several financial aid processes use this value to calculate eligibility and to calculate prorated EFCs. Non-standard terms are usually summer terms or intersessions.
INAS Rule Set	<p>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 or the program and rule set on the Valid Programs for Aid Year and Career page.</p> <p>The INAS rule set value allows full flexibility to determine how need analysis is performed. The INAS Rule Set table is loaded into your</p>

PeopleSoft Financial Aid 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.

Pell Calculation Start

Enter the load value to use for Pell Grant 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 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 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 COA/EFC/academic load values.

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 COA/EFC/academic load values.

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/quarters, enter 3. Although this value should match the TERM_TYPE on the ACAD_CAR_TBL, there is no automatic cross-check 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 in order to conserve funds or to allow room to award other types of aid in the future. The GAP financial aid item type 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 you have created in this field.

See [Chapter 5, “Setting Up Packaging Basics,” Defining GAP Financial Aid Item Types, page 102.](#)

Packaging Data Source

Select which application data to use when packaging a student for financial aid. It 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 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 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.”

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

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

CNAS IM Rule Set

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

Last Loan Batch Sequence	Enter the sequence number of the last DL Batch ID code processed. The system automatically updates this field each time a Direct Loan transaction file is created.
Background Errors Allowed	Enter the number of background errors 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.
Last Award Batch ID	The system does not currently populate this field.
Last CommonLine Seq Num Assgn (last CommonLine sequence number assigned)	Displays the sequence number of the last CommonLine transaction, generated when you run the Loan Origination 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.
Direct Lending Activation	Select to activate certain edits, assumptions, and programming logic that are specific to Direct Lending.
CommonLine Activation	Select to activate certain edits, assumptions, and programming logic that are specific to CommonLine.
Originate Loan On Offer	Select to originate loans when the student's loan award has a status of offered. This option is only valid for loans under the Direct Lending Program and is not applicable to CommonLine loans. Clear to originate loans when loan awards have an award status of accepted.
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 3 days from the disbursement date found on student award tables. Based on accepted origination and disbursement records, the Recipient Financial Management System (RFMS) sends a transaction to the Grants Administration and Payment System (GAPS) requesting that the funds for the requested disbursement be directly deposited into your institution's account.
FFELP Serial MPN Activation	Select to indicate that your institution qualifies for serial master promissory note (MPN) processing. 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	Select if you want the system to write a row to the audit table if there are any changes 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 20, “Preparing for Awarding and Packaging,” Selecting Your Application Data Source for Awarding, page 669](#)

[Chapter 6, “Setting Up Auto Packaging and Mass Packaging,” Defining Packaging Plans, page 150](#)

[Chapter 22, “Special Cases and Considerations in Packaging,” Awarding Pell Grants, page 769](#)

Creating Aid Processing Rule Sets

Access the Aid Processing Rule Setup page.

Aid Processing Rule Setup

Aid Processing Rule Set: BUSN

Description:

Short Description:

Fields for use on Career and/or Program level:

Academic Base Weeks:

Non-Standard Base Weeks:

***Pell Calculation Start:**

***Pell Calculation Midterm:**

***Pell Calculation Census:**

Fields for use on Career level only:

GAP Item Type:

Packaging Data Source:

Application Source:

***Pell Number of Terms:**

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 an aid year/academic career or aid year/academic program combination.

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 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 Financial Aid Defaults page.

See Also

[Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Defining Installation Level Defaults, page 9](#)

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 16

Establishing Careers and Programs

This section discusses how to:

- List the valid careers for each aid year.
- Define valid programs for aid year and career.
- Associate careers with school codes.
- Define valid terms for each career.
- Assign a 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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Valid Careers for Aid Year • Administer Financial Aid, Canadian Need Analysis, Setup, Aid Year Career • Design Student Administration, Design Financial Aid2, Setup R-Z, 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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Valid Programs for Aid Year • Design Student Administration, Design Financial Aid2, Setup R-Z, Valid Programs for Aid Year 	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.

Page Name	Object Name	Navigation	Usage
Careers for School Codes	SCHOOL_CAREER	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, Careers for School Codes Design Student Administration, Design Financial Aid1, Setup C-E, Careers for School Codes 	Specify the valid careers that exist for each Title IV school code at your institution. Each school code/academic career link must be set up separately because careers are not shared by school codes.
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	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, Valid Terms for Career Design Student Administration, Design Financial Aid2, Setup R-Z, Valid Terms for Career 	Define the eligible financial aid terms for each academic career/aid year combination once you have specified the valid careers for each aid year.
Financial Aid Career Type	CAREER_TYPE	Design Student Administration, Design Financial Aid1, Setup C-E, 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

Aid Year: 2001 Financial Aid Year 2000-2001

Copy

Valid Academic Careers
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				+	-
CNED	Continuing Education	Contng Ed	CSS Rules			GENL	+	-
GRAD	Graduate	Graduate	CSS Rules				+	-
LAW	Law	Law	CSS Rules				+	-
MEDS	Medical School	Medical	CSS Rules			MEDS	+	-
TECH	Technical	Technical	CSS Rules				+	-
UENG	Undergraduate Engineering	Ugrad Engr	CSS Rules				+	-
UGRD	Undergraduate	Undergrad	CSS Rules				+	-

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 your PeopleSoft Financial Aid 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 those 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 you've 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 7](#)

Defining Valid Programs for Aid Year and Career

Access the Valid Programs for Aid Year and Career page.

Valid Programs for Aid Year and Career

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2001 Financial Aid Year 2000-2001
Academic Career: LAW Law

[Copy](#)

Valid Academic Programs							First	1 of 1	Last
*Academic Program	*Description	Short Description	INAS Rule Set	CNAS FM Rule Set	CNAS IM Rule Set	Aid Processing Rule Set			
JDMBA	JD / MBA	JD / MBA				BUSN	+	-	

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 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 16

Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 7

Associating Careers with School Codes

Access the Careers for School Codes page.

Aggregate Aid processing uses this school code/career information to track a student's financial aid history at your institution.

Academic Career	Select an academic career that is valid for the displayed aid year and school code. You can only select those academic careers 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

Academic Institution: PSUNV

Aid Year: 2001 Financial Aid Year 2000-2001

Academic Career: UGRD Undergraduate

Valid Terms for Career				View All	First	1-3 of 8	Last
*Term:	0440	Descr:	2001 Summer	Short Desc:	2001 Sum		
Award Period:	Non Std	Loan Period Start:	05/25/2001	Loan Period End:	08/13/2001		
*Term:	0430	Descr:	2001 Spring	Short Desc:	2001 Sprng		
Award Period:	Academic	Loan Period Start:	01/10/2001	Loan Period End:	05/15/2001		
*Term:	0417	Descr:	2001 Spring Qtr	Short Desc:	2001 SpQt		
Award Period:	Academic	Loan Period Start:	03/17/2001	Loan Period End:	06/16/2001		

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 for the career. Once you enter a term value and tab out of the field, the Descr and Short Desc fields populate automatically. These values are defined on the Term Values Table page.

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 2000-2001 and were to run FA Term only for 1999-2000, the system would not recognize a term outside of the 1999-2000 academic/aid year.

Award Period

A term or set of terms tied to 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/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 non-standard term, like an intersession or summer term, and is generally associated with calculations that are not nine-month EFC calculations.

Loan Period Start and Loan Period End

The date the loan period begins. PeopleSoft Student Records supplies a default date. These dates are required for each term to build a valid loan period dynamically. The start date should generally correspond to the first day of instruction for the term and the end date should generally 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.

See Also

PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “Establishing Terms and Sessions”

Chapter 22, “Special Cases and Considerations in Packaging,” Understanding Passive/Active Mode in Multiple Award Period Processing, page 786

Assigning Financial Aid Career Types

Access the 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 only have 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. PeopleSoft 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

There may be times when you 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.

This section discusses how to activate an 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	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Use, Aid Year Activation Administer Financial Aid, Canadian Need Analysis, Use, Aid Year Activation 	Activate an aid year for a student manually.

Activating an Aid Year

Access the Student Aid Year Activation page.

Important! Before activating an aid year for a student, make sure the student has personal, biographical and demographic data in PeopleSoft Campus Community. To check or add the student, go to Build Community, Maintain Student Data, Use, Bio/Demo Data.

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

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

Reviewing NSLDS Codes

The Department of Education defines the National Student Loan Data System (NSLDS) Codes, which are delivered each year in a Regulatory Release. The NSLDS database is maintained by the Department of Education and gives a student's complete loan history and current loan status.

This section discusses reviewing the NSLDS Code Table.

Page Used to Review NSLDS Codes

Page Name	Object Name	Navigation	Usage
NSLDS Code Table	NSLDS_CODE_TABLE	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, NSLDS Code Table Design Student Administration, Design Financial Aid2, Setup N-P, NSLDS Code Table 	Review the NSLDS Codes.

Reviewing the NSLDS Code Table

Access the NSLDS Code Table page.

NSLDS Code Table					
View All First 1-10 of 34 Last					
	*NSLDS Status Code	*NSLDS Code Type	*Description	*Short Description	Title IV Eligible
1	AE	Default	Permanently assigned to ED	PrmAsgn ED	<input checked="" type="checkbox"/>
2	BC	Default	Bankruptcy-Discharged	Bnkprt-Dis	<input checked="" type="checkbox"/>
3	BK	General	Bankruptcy Claimed, Active	Bankruptcy	<input checked="" type="checkbox"/>
4	CA	Cancelatn	Canceled	Canceled	<input checked="" type="checkbox"/>
5	DA	Deferment	Deferred	Deferred	<input checked="" type="checkbox"/>
6	DB	Default	Default-Bnkprt-Active(Ch13)	Dflt-Bnkr2	<input type="checkbox"/>
7	DC	Default	Defaulted-Compromised	Dflt-Comp	<input checked="" type="checkbox"/>
8	DD	Default	Defaulted, then died	Dflt-Died	<input checked="" type="checkbox"/>
9	DE	Cancelatn	Death	Death	<input checked="" type="checkbox"/>
10	DF	Default	Defaulted, false cert Dischg	Dflt dschg	<input checked="" type="checkbox"/>

NSLDS Code Table page

NSLDS Status Code

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 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 attached to 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.

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 your school determines as an instructional accounting period and an academic career. Your institution defines financial aid terms during the setup process. Because some institutions may 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 session, 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.

PeopleSoft Financial Aid enables you to maintain actual or projected enrollment data for a given financial aid term for a student. Because PeopleSoft Student Administration 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. Only one instance of a term in Financial Aid Term exists, which means that information in Financial Aid Term is built for only one career/program combination. If students are enrolled in multiple careers or programs, then career primacy information is used to determine which career/program's information is built in 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 captures and maintains 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 and to establish a student's budget and proceed toward the awarding process.

Many downstream financial aid processes, like building student budgets, awarding students, originating student loans, requesting Pell funds, and disbursing aid to students, are dependent on having Financial Aid Term information built. Financial Aid Terms can be built with enrollment data or with "projected" data. Enrollment data is the enrollment statistics for a given term from PeopleSoft Student Records. Projected data is 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 they contain to ensure the proper use and building of Financial Aid Terms.

The FA Term Setup page defines which terms are built and how the terms are built. The information you enter on this page determines if Financial Aid Terms can be built only using 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). As an additional control on what type of data to use when building 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

You identify the terms you want the Financial Aid Term process to build for a student. Because your institution may 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	Design Student Administration, Design Financial Aid1, Setup F-K, 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.

FATerm Setup

Institution: PSUNV PeopleSoft University **Aid Year:** 2001

*Academic Career: UGRC Undergraduate

Term	Session	Weeks of Instruction	Census Dt	FA Census Dt	Lock
<input type="checkbox"/> 0440 2001 Summer					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 0430 2001 Spring	1	15	02/13/2001		<input type="checkbox"/>
<input type="checkbox"/> 0417 2001 Spring Qtr					<input checked="" type="checkbox"/>
<input type="checkbox"/> 0415 2001 Winter Qtr					<input checked="" type="checkbox"/>
<input type="checkbox"/> 0412 2000 Fall Qtr					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 0410 2000 Fall	1	15	09/21/2000		<input type="checkbox"/>
<input type="checkbox"/> 0405 2000 Summer Qtr	8W1	8			<input checked="" type="checkbox"/>
<input type="checkbox"/> 0402 2000 Summer					<input checked="" type="checkbox"/>

FA Term Setup page

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

Term	Displays all of the terms you associated with this aid year/academic career combination on the Valid Terms for Careers page. 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. 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, you encounter 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. After the date you enter in this field, the term can no longer be built as a projection and any projections for that term are made inactive.
Lock	<p>Select to lock certain student enrollment fields as of either the census date or the financial aid census date—if both exist, the financial aid census date is used. After this date, the Financial Aid Term build process does not change data in these student enrollment 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 TAKEN (Taken - Term on the Statistics page) on the FA Term table. The BUDGET_REQUIRED field (on the Financial Aid Info page) is changed to <i>No Assign</i> after the census date.</p> <p>If there is no census date or financial aid census date for the term, 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.</p>

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	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, Cost Codes Design Student Administration, Design Financial Aid1, Setup C-E, Cost Code 	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

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2002 Financial Aid Year 2001-2002
Academic Career: UGRD Undergraduate

[Copy Cost Code](#)

Sixty Percent Point in Time is required. View All First 1-2 of 2 Last

	*Acad Prog	*Loan Year	*Term	Description	FA Wks	Start Date	End Date	Cost Code	Regulated Program	
1	FAU	0	0450	2001 Fall	14	08/20/2001	12/21/2001	FAU0T0450	N	<div>+</div> <div>-</div>
2	FAU	0	0460	2002 Spring	14	01/14/2002	05/17/2002	FAU0T0460	N	<div>+</div> <div>-</div>

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.

Acad Prog (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 Wks (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 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 if the program is regulated by Ontario Student Assistance Program (OSAP). Regulated programs may 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 – Non-Regulated 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 institution/aid/year/career combination to the current institution/aid/year/career combination 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 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 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. Once 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 contain a list of budget categories, budget items, and amounts, while generic budget groups contain only a list of budget categories. Use generic budget groups for batch or online budget assignment using batch budget assignment rules.

To create student budgets in batch or online for an individual student using the same rules as in batch, first define budget assignment rules. In the Assign Budgets component, 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 zip code (distance). To select budget items based on distance (such as transportation costs), use a budget tree.

Defining Budget Components

This section provides common elements and discusses how to:

- Define budget categories.
- Define budget items.
- Prorate the Pell budget.
- 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 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Categories Administer Financial Aid, Manage Need Analysis, Setup, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Items Administer Financial Aid, Manage Need Analysis, Setup, 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 FA 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Formulas, Budget Formula Administer Financial Aid, Manage Need Analysis, Setup, 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.

Page Name	Object Name	Navigation	Usage
Budget Formula Groups	BUDGET_FORMULA_GRP	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Formulas, Budget Formula Groups Administer Financial Aid, Manage Need Analysis, Setup, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Trees Administer Financial Aid, Manage Need Analysis, Setup, 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: 2002 Financial Aid Year 2001-2002

Copy Setup Data

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	Fees	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	+	-

Create Budget Categories page

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 cost of attendance (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 COA) and Alternate Pell budget (Alternate Pell COA). If a budget category does not count toward the Pell 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 calculation.

Child Care: Designates dependent child care costs. Budget items with this Pell category are included in the Pell COA calculation 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 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 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 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 and you can copy the information on this page from one combination of academic institution and aid year to another.

See Also

[Chapter 22, “Special Cases and Considerations in Packaging,” Awarding Pell Grants, page 769](#)

Defining Budget Items

Access the Create Budget Items page.

Create Budget Items

Academic Institution: PSUNV PeopleSoft University
 Aid Year: 2002 Financial Aid Year 2001-2002
 Budget Item Category: BOOK Books and Supplies
 Item Classification: Federal Pell Category: Books [Copy Setup Data](#)

View All First 1 of 14 Last

*Budget Item Code: BOOK01 [Pell Adjustments](#) + -

*Description: Books for Undergrad Programs Short Description: Books

*Budget Item Amount: 400.00 USD Budget Multiplier ☒ COURSE_LD_PCT

Pell Annual Amount: 800.00

Long Description: Books and Supplies for Undergraduate Programs

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.

Pell Adjustments

Click to access the Pell Adjustments page and define the percentage of the Pell annual amount a student should receive based on the student's FA Load value on the student's Financial Aid Term record.

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 to multiply the budget item amount by from the field that appears when you select this check box. 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 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 representing 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—since these field values are a percentage, they can reduce the budget item amount. For example, to adjust a books budget item depending 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% of the budget item amount, 3/4 time students 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. If a student attends less than half time, you must set housing and personal Pell amounts to 0.00 USD.

The budget multiplier does not affect the Pell annual amount. Define how the student's FA Load value affects the Pell annual amount on the Pell Adjustments page.

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

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.

Prorating the Pell Budget

Access the Pell Adjustments page.

Adjust the percentages for each enrollment level as necessary to comply with federal regulations.

Three-quarter Load Adjustment

Enter the percentage of the Pell annual amount that a student with a three-quarter-time FA Load value receives. The default value is 100%.

Half-time Load Adjustment

Enter the percentage of the Pell annual amount that a student with a half-time FA Load value receives. The default value is 100%.

Less Half-Time Load Adjustment

Enter the percentage of the Pell annual amount a student with a less than half-time FA Load value receives. The default value is 100%.

Zero-Time Load Adjustment

Enter the percentage of the Pell annual amount a student with a zero-time time FA Load value (student is not enrolled in any units) receives. The default value is 0%.

Defining Budget Formulas

Access the Budget Formula page.

Budget Formula

Budget Formula Groups

Academic Institution: PSUNV

PeopleSoft University

Aid Year: 2001

Category: BOOK

Books and Supplies

Copy Setup Data

First

1 of 1

Last

*Effective Date:

01/01/1901

*Status:

Active

+

-

Formula Detail

First

1 of 2

Last

Formula Number:

1

*Processing Order:

1

Amount:

400.00

+

-

*Budget Item Code:

BOOK01

Budget Multiplier

Multiplier Field:

*Description:

Books for Undergrad Programs

Short Description:

Books

Formula Definition

1-2 of 2

*Field Name

*Operation

*Field Value

AND/OR

ACAD_CAREER

=

UGRD

OR

+

-

ACAD_CAREER

=

UENG

+

-

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 Value 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 those field values related to the selected field name.

AND/OR

Select an AND/OR connector to indicate that there are other field names, statements, or criteria which 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 will only process 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

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	DEPNDCY_STAT	NUMBER_IN_FAMILY

Budget Formula Field Names		
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
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

Budget Formula Field Names		
COUNTRY	FORM_OF_STUDY	UNT_TAKEN_FA_CL
COURSE_LD_PCT	HOUSING_TYPE	WEEKS_OF_INSTRUCT

Available Operations

Operation	Description
<	Less than
<=	Less than or Equal to
<>	Not Equal to
=	Equal
>	Greater Than
>=	Greater Than or Equal to
BLK	Is Blank
LIK	Like

Defining Budget Formula Groups

Access the Budget Formula Groups page.

Budget Formula		Budget Formula Groups	
Academic Institution:	PSUNV	PeopleSoft University	Aid Year: 2001
Category:	BOOK	Books and Supplies	
First ◀ 1 of 1 ▶ Last			
Effective Date:	01/01/1901	Status:	Active
+ -			
Formula Detail		View All First ◀ 1 of 2 ▶ Last	
Formula Number:	1	Processing Order:	1
Budget Item Code:	BOOK01	Description:	Books for Undergrad Programs
Amount: 400.00 + -			
Student Groups 1-2 of 2			
Field Name	Operation	Field Value	AND/OR
STDNT_GROUP	=	ITNL	OR
STDNT_GROUP	=	ESL	

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 8 SP1 Student Records PeopleBook, “Preparing to Track Student Data,” Managing Student Groups

Defining Budget Assignment Trees

Access the Create Budget Trees page.

Create Budget Trees

Academic Institution: PSUNV PeopleSoft University Aid Year: 2001
 Category: TRNS Transportation

First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

View All First 1 of 3 Last

Formula Number: 1

*Processing Order: 1 *Budget Item Code: TRANAZ Amount: 900.00

*Description: Transportation AZ Resident Short Description: Tran AZ

*Field Name: POSTAL *Operator: Within

Tree Information

Tree Name: FA_ZIPCODE_REGION Tree Node: REGION2

Create Budget Trees page

PeopleSoft Financial Aid delivers a tree that contains all 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. <i>Postal</i> is the default value, and indicates that postal codes in the tree should be compared against the student's postal code.
Operator	Select <i>Within</i> or <i>Not Within</i> 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 <i>FA_ZIPCODE_REGION</i> .

Creating Budget Groups

Budget groups define a budget for similar groups of 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 2001 Spring term. Then you can create a term budget for Spring 2001 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	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid1, Setup A-B, Budget Groups • Administer Financial Aid, Manage Need Analysis, Setup, Budget Groups 	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

Budget Group Code: RESU01 **Academic Institution:** PSUNV

Aid Year: 2001 Financial Aid Year 2000-2001
Career: UGRD Undergraduate
Term: 0430 2001 Spring

Cost of Attendance (Term)

Inst COA:	11,400.00
Fed COA:	11,400.00
Pell COA:	22,800.00

Copy Setup Data

***Description:** Undergrad Resident Spring **Short Description:** Spring

*Category	*Item Code	*Amount	Pell Amount	*Currency	Item Class
BOOK	BOOK01 Books	300.00	600.00	USD	Federal
HSNG	HOUS01 HOUSUCM	3,500.00	7,000.00	USD	Federal
LOAN	LOAN01 LOANU01	500.00	1,000.00	USD	Federal
MISC	MISC01 MISC01	300.00	600.00	USD	Federal
TRNS	TRANCA Trans CA	800.00	1,600.00	USD	Federal
TUIT	TUITU1 Undergrad	6,000.00	12,000.00	USD	Federal

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 <i>Federal</i> or <i>Institutional</i> . 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 <i>Federal</i> . 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.

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.
Currency	Displays the correct currency type for the Amount and Pell Amount fields. You can change the type.
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 with only budget categories (no budget items or amounts). This budget group code acts as a template during background budget assignment.

To create a generic budget group:

1. Add a new budget group code.
2. Enter a description and short description.
3. Add all budget categories you want included in the generic budget group, but do not assign budget items or amounts.

Preparing for Background Budget Assignment

After you establish your institution's budget categories, budget items, budget formulas and trees, and budget groups, there are three more steps you must take 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.

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 14, "Working With Student Budgets," page 327

Pages Used to Prepare for Background Budget Assignment

Page Name	Object Name	Navigation	Usage
Assign Career	BUDGET_CONTROL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Assignment, Assign Career Administer Financial Aid, Manage Need Analysis, Setup, Budget Assignments, Assign Career 	Specify a career you want to assign budgets for 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Assignment, Assign Budget Category Administer Financial Aid, Manage Need Analysis, Setup, Budget Assignments, Assign Budget Category 	Assign budget categories to each term valid for the career/aid year/academic institution combination.
Create Budget Run Controls	BUDGET_ASGN_RUNCTL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Budget Assignment Run Control Administer Financial Aid, Manage Need Analysis, Setup, Budget Assignment Run Control 	Select which careers and terms to use when running background budget assignment.

Specifying Careers

Access the Assign Career page.

Establish an effective-dated row for each career/aid year/academic institution combination that you want to assign budgets to using the Student Budget Assign process.

Assigning Automated Budget Categories

Access the Assign Budget Category page.

Assign Career Assign Budget Category

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Academic Career: UGRD Undergraduate

Effective Date: 02/06/2000 Undergraduate System Assigned

First 1 of 1 Last

*Term: 0440 2001 Summer *Bdgt Group: USYSTM Undergraduate System Assigned

1-2 of 2

*Category: BOOK Books *Error Type: Warning

*Processing Rule: Formula

*Description: Books and Supplies

Comments: Books and Supplies

*Category: TUIT Tuition *Error Type: Warning

*Processing Rule: Formula

*Description: Tuition and Fees

Comments: Tuition and Fees

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 budget assignment routine assigns the appropriate budget item and amount to each student using the budget formulas or trees 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 you assigned to this budget group.
- Category** Enter the budget category to assign to the selected term's budget. Make sure 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 over the record for which it encountered the error and does not assign a value to that record.
 - Stop:* All processing stops when the system 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 where

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, since 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 her 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 via the tuition calculation routine. The tuition calculation routine can be run either by PeopleSoft Student Financials or PeopleSoft Financial Aid; the Use Actual/Projected Tuition check box on the Create Budget Run Controls page specifies which tuition calculation routine to use.

Name

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

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

Institution: PSUNV PeopleSoft University
Aid Year: 2001 Financial Aid Year 2000-2001

First 1 of 1 Last

*Eff Date: 06/27/2001 Status: Active
 Descr: Undergraduate/Graduate Short Desc: UGRD/GRAD

View All First 1 of 4 Last

*Career: UGRD Undergraduate ☒ Use Actual/Projected Tuition
 *Term: 0410 2000 Fall

Table Maintenance Options

☒ Delete? Status: A Delete All
☒ Reset? Status: E Those W/Errors Value: Y Yes Asgn

Create Budget Run Controls page

Define each career/term combination in its own row.

Career

Select the career of the students for which the system assigns budgets when you run the Student Budget Assign (FAPBDGTS) process. 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 tuition calculation in PeopleSoft Student Financials generates based on tuition group rules that incorporate PeopleSoft Student Records data. If PeopleSoft 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 PeopleSoft Financial Aid calculates the student's tuition based on rules established in PeopleSoft Student Financials for financial aid tuition groups. The tuition amount calculated by PeopleSoft Financial Aid is only an estimated tuition amount.

Delete? and Status

Select the check box to have the system delete records in the work table according to the status 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 those records in the work table that have errors.

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

Reset? and Status

Select the 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 those records in the work table that have errors.

I—Those in Progress: The system resets the Budget Required field for those records in the work table that are still in progress. Records that are still in progress are records that the system has not moved to the student's budget tables. These are the records that are still being processed.

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 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 you generate batch budgets.

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

See Also

Chapter 13, “Managing Financial Aid Terms,” page 295

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 vs. packaging.
- Financial aid item types.

See Also

[Chapter 6, “Setting Up Auto Packaging and Mass Packaging,” page 117](#)

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).
- Establish your financial aid terms and set up your item types for financial aid in PeopleSoft Student Financials—you cannot set up your financial aid item types until you have set up item types.
- Review the concepts of tablesets and set IDs.

See *PeopleSoft 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*, “Introducing Business Units and Data Sharing,” Sharing Data Among Business Units.

- Complete your item types setup.

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 Recruiting and Admissions.

See *PeopleSoft 8 SPI Recruiting and Admissions 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,” Creating Equations, page 119.

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 vs. 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 SetID for all of your financial aid item types.

See Also

PeopleSoft 8 SPI Student Financials PeopleBook, “Completing PeopleSoft Student Financials General Setup”

Defining Packaging Variables

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 PeopleSoft 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. Packaging 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 PeopleSoft 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 Ratings Components component.
2. Enter the student's values on the Rating Components 1 page or Rating Components 2 page.

To enter packaging rating component information in batch:

1. Select the admissions rating components to use as package rating components in the Package Ratings Components component.
2. Run the Assign Packaging Rtnng 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	<ul style="list-style-type: none"> Administer Financial Aid, Package and Disburse Aid, Setup, Package Rating Components, Package Rating Components 1 or 2 Design Student Administration, Design Financial Aid2, Setup, Package Rating Components, Package Rating Components 1 or 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	Administer Financial Aid, Package and Disburse Aid, Use, Packaging Variables, User Variables	Enter institution-specific variable values for a student. All data on this page must be entered manually.
Assign Packaging Rating Components	RUNCTL_FA_PKG_RC	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Process, Assign Packaging Rtnng Comp Administer Financial Aid, Package and Disburse Aid, Process, Assign Packaging Rtnng Comp 	Populate rating components in batch. Move selected admissions rating components and GPA types and their associated values to the Rating Components 1 and 2 pages.
Rating Component 1 and Rating Component 2	STDNT_VAR_CMP1_7, STDNT_VAR_CMP8_14	<ul style="list-style-type: none"> Administer Financial Aid, Package and Disburse Aid, Use, Packaging Variables, Rating Component 1 Administer Financial Aid, Package and Disburse Aid, Use, Packaging Variables, 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
Package Rating Components 2

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2001 2000-2001

Academic Career: UGRD Undergraduate

View All First 1 of 1 Last

***Effective Date:** 05/08/2001
***Status:** Active

Component #1: SATI <input type="checkbox"/> SR	Component #6: <input type="text"/> <input type="checkbox"/> SR
Component #2: PRGM <input checked="" type="checkbox"/> SR	Component #7: <input type="text"/> <input type="checkbox"/> SR
Component #3: RECOM <input type="checkbox"/> SR	Component #8: <input type="text"/> <input type="checkbox"/> SR
Component #4: <input type="text"/> <input type="checkbox"/> SR	Component #9: <input type="text"/> <input type="checkbox"/> SR
Component #5: <input type="text"/> <input type="checkbox"/> SR	Component #10: <input type="text"/> <input type="checkbox"/> SR

SR = Records Rating Component

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	Rating Component 1	Rating Component 2
Fox, Janet		ID: FA0118
Institution: PSUNV		Aid Year: 2001
		Career: UGRD Undergraduate
Var Char1:	SIERRA COUNTY	Var Num1: 1,230.000
Var Char2:	EARLY ADMIT	Var Num2: 0.000
Var Char3:	PSYCHOLOGY	Var Num3: 5,353.000
Var Char4:		Var Num4: 0.000
Var Char5:		Var Num5: 0.000
Var Char6:		Var Num6: 0.000
Var Char7:		Var Num7: 0.000
Var Char8:		Var Num8: 0.000
Var Char9:		Var Num9: 0.000
Var Char10:		Var Num10: 0.000

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.

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.

Note. To employ packaging variables for use in equations, these fields must be populated for all students for routines like Mass Packaging to execute the equation properly. Enter a value of *None* for alphanumeric packaging variables and a value of 0 for numeric packaging variables for students who do not have an actual value for the packaging variable, instead of leaving a blank in the field. Failure to do so will result in mass packaging failing at the packaging equation level.

Populating Rating Components in Batch

Access the Assign Packaging Rating Components page.

Assign Packaging Rating Components

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

First 1 of 1 Last

*Institution: PSU *Aid Year: *Career: + -

Process Components From

☐ Admissions Rating Components ☐ Stdnt Records Special GPA ☒ Both ☒ Overwrite

Admissions Criteria	Records Criteria
View All First 1 of 1 Last Admit Term: <input type="text" value="0450"/> + - Stdnt Lvl: <input type="text" value="Admitted"/> Evaluation Status: <input type="text" value="FN"/> Evaluation Code: <input type="text" value="UGAPPLFYR"/>	View All First 1 of 1 Last Term - Student FA Term: <input type="text" value="0450"/> + - Term - Student Spcl GPA: <input type="text" value="0450"/> Match Level <input type="radio"/> Academic Career <input checked="" type="radio"/> Academic Program <input type="radio"/> Academic Plan <input type="radio"/> Academic Sub-Plan

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 PeopleSoft Student Records criteria for selecting students. Use this option if you want the process to select data from the Student Special GPA page in PeopleSoft 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 PeopleSoft 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: <i>CM</i> (committee evaluation in progress), <i>FN</i> (final), <i>HD</i> (on hold), or <i>IP</i> (in progress).
Evaluation Code	Students whose evaluation code matches the selected value are included in the process.

Records Criteria

Enter the PeopleSoft 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 8 SP1 Recruiting and Admissions PeopleBook, "Setting Up for Evaluating Applicants," Defining Evaluation Codes

Populating Rating Component Manually

Access the Rating Component 1 page.

User Variables		Rating Component 1	Rating Component 2
Fox,Janet		ID: FA0118	Aid Year: 2001
Institution: PSUNV		Career: UGRD Undergraduate	
Component #1:	ESSAY	Essay(s)	Value #1: 28.0000
Component #2:	EXTRA	Extracurricular Activities	Value #2: 46.0000
Component #3:	ACT	Highest ACT	Value #3: 27.0000
Component #4:	<input type="text"/>		Value #4: <input type="text"/>
Component #5:	<input type="text"/>		Value #5: <input type="text"/>
Component #6:	<input type="text"/>		Value #6: <input type="text"/>
Component #7:	<input type="text"/>		Value #7: <input type="text"/>
Component #8:	<input type="text"/>		Value #8: <input type="text"/>
Component #9:	<input type="text"/>		Value #9: <input type="text"/>
Component #10:	<input type="text"/>		Value #10: <input type="text"/>

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 PeopleSoft Recruiting and Admissions or PeopleSoft Student Records criteria on the Package Rating Components page. If you are populating the package rating components in batch, run the Assign Packaging Rtnng 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 setup 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 Rtnng 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

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 PeopleSoft 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.

Pages Used to Define Disbursement Plans and Split Codes

Page Name	Object Name	Navigation	Usage
Disbursement Plan	DISBURSE_PLAN_TBL	Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Plan Table	Create the disbursement plans, by aid year, that you offer for each career at your institution.
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	Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement ID Table	Set up disbursement IDs for each disbursement that should be associated with the disbursement plan.
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.
Disbursement Split Code	DISB_SPLIT_CD	Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Split Codes	Set up disbursement split codes.
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	Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Split Cd Formula	Define split code formulas, which define the split codes you created.
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

Academic Institution: PSUNV PeopleSoft University
Academic Career: UGRD Undergraduate **Aid Year:** 2001 2000-2001 Copy

[View All](#) [First](#) 21-30 of 60 [Last](#)

*Plan	*Description	Short Description	30 Day Delay Loan Plan		
22	Sum/Fall Qtr	SumFallQtr	<input type="checkbox"/>	+	-
23	Winter/Spring Qtr	WinSprQtr	<input type="checkbox"/>	+	-
24	Summer/Fall Semester	S/F Sem	<input type="checkbox"/>	+	-
25	Fall/Winter Quarter	Fall/Winte	<input type="checkbox"/>	+	-
26	Fall/Spring Quarter	Fall/Spr	<input type="checkbox"/>	+	-
27	DL_QTR_SPR	DL_QTR_SPR	<input checked="" type="checkbox"/>	+	-
28	DL_QTR_WTR	DL_QTR_WTR	<input checked="" type="checkbox"/>	+	-
30	QTR_12DISBS	QTR_12DISB	<input type="checkbox"/>	+	-
AP	AP_SEM_ALL_LEAD	APSMALLLDG	<input type="checkbox"/>	+	-
AT	AP_SEM_ALL_TRAIL	APSEMTRAIL	<input type="checkbox"/>	+	-

Disbursement Plan page

Define at least one disbursement plan for each career. For clarity, you may want to make your plans 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 disbursement plan.

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. Disbursement plans should 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.

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 9.](#)

Setting Up Disbursement IDs

Access the Disbursement ID page.

Disbursement ID

Institution:	PSUNV PeopleSoft University	Aid Year:	2001 2000-2001	Copy
Career:	UGRD Undergraduate	Disbursement Plan:	04 Quarters	

[View All](#)
First ◀ 1 of 3 ▶ Last

*Disbursement ID:	<input type="text" value="01"/> (Aid Year Sequence)	+ -
*Description:	<input type="text" value="Fall Qtr"/>	
Short Description:	<input type="text" value="Fall Qtr"/>	
*Term:	<input type="text" value="0412"/> 2000 Fall Qtr	Award Period: Academic
*Disbursement Date:	<input type="text" value="09/15/2000"/>	
Loan Request Dt:	<input type="text" value="09/11/2000"/>	

Disbursement ID page

Disbursement ID

Enter a number for each disbursement that occurs in the disbursement plan 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

Enter 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 PeopleSoft 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 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. If you have more than one disbursement ID per term—not per disbursement plan—you need to change the disbursement dates for all your disbursement IDs, except the first.

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 codes 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.

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. You define whether the amounts of the disbursement splits are to be equal or unequal with split code formulas.

Defining Split Code Formulas

Access the Disbursement Split Formula page.

Disbursement Split Formula

Institution: PSUNV PeopleSoft University Copy

Aid Year: 2001 Financial Aid Year 2000-2001 **Disbursement Plan:** 04 Quarters

Career: UGRD Undergraduate **Split Code:** 01 Even Across Quarters

Even Split Option: **Total Disbursement:** 100.00

Disbursement Split Percentages

Disbursement ID	Description	Term	Disbursement Date	Percentage
01	Fall Qtr	0412	09/15/2000	<input type="text" value="33.33"/>
02	Wtr Qtr	0415	12/22/2000	<input type="text" value="33.33"/>
03	Spr Qtr	0417	03/16/2001	<input type="text" value="33.34"/>

Disbursement Split Formula page

Split code formulas define what percentage of the award should be disbursed for each disbursement ID within each term. Define a 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 22, “Special Cases and Considerations in Packaging.”](#)
[Protecting Disbursements During Awarding](#), page 808.

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.

Even across all disbursements: The Packaging routine adheres to equal term target amounts and spreads that term's disbursements evenly among all disbursement IDs in the term. This value is not supported for aid years greater than 2001. If you select this option for use in packaging for aid years greater than 2001, you receive the following error message: “Message #9197 Even Across All Disbursements option—No support after Aid Year 2000-2001.” Use *Even across disbs by Term* instead.

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.

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	
<i>Even across disbs by Term</i>	500.00	500.00	500.00	500.00	500.00	500.00
<i>Even among first disb by Term</i>	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00

Setting Up Aggregate Aid

This section discusses how to:

- Review/establish aggregate levels.
- Create aggregate aid limits.
- Establish aggregate programs.
- Enter incoming aggregate aid information.
- Enter aggregate loan data.

Pages Used to Set Up Aggregate Aid

Page Name	Object Name	Navigation	Usage
Aggregate Level Cross-Reference	AGGR_LVL_XREF	Design Student Administration, Design Financial Aid1, Setup A-B, Aggregate Levels Xref	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 Aid Limit	AGGR_AID_TBL	Design Student Administration, Design Financial Aid1, Setup A-B, 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 Program	AGGR_PROG_TABLE	Design Student Administration, Design Financial Aid1, Setup A-B, Aggregate Programs	Establish aggregate aid program limits for Stafford and HEAL programs for both FFELP and Direct Lending.
Aggregate Aid Data	STDNT_AGGR_INPUT	Administer Financial Aid, Package and Disburse Aid, Use, Incoming Aggregates	Update the student's aggregate aid information with aggregate aid awarded from a source outside your institution.
Aggregate Loan Data	STDNT_AGGR_LN_SEC	Click the Loan link on the Aggregate Aid Data page.	Enter aggregate loan and lender information for CommonLine loans from an outside source.

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	<input checked="" type="checkbox"/>	Graduate 1st Year	Grad 1	+	-
G2	2nd Year Graduate	<input checked="" type="checkbox"/>	Graduate 2nd Year	Grad 2	+	-
G3	3rd Year Graduate	<input checked="" type="checkbox"/>	Graduate 3rd Year	Grad 3	+	-
G4	4th or more Graduate	<input checked="" type="checkbox"/>	Graduate 4th Year	Grad 4	+	-
P1	Graduate/Professional	<input checked="" type="checkbox"/>	Professional Students	Profession	+	-
P2	Graduate/Professional	<input checked="" type="checkbox"/>	Professional Students	Profession	+	-
P3	Graduate/Professional	<input checked="" type="checkbox"/>	Professional Students	Profession	+	-
P4	Graduate/Professional	<input checked="" type="checkbox"/>	Professional Students	Profession	+	-
U0	1st Year - Never Attended	<input type="checkbox"/>	Undergraduate Freshman - Never	Fresh-nev	+	-
U1	1st Year - Previously Attended	<input type="checkbox"/>	Undergraduate Freshman	Freshman	+	-
U2	2nd Year	<input type="checkbox"/>	Undergraduate Sophomore	Sophomore	+	-
U3	3rd Year	<input type="checkbox"/>	Undergraduate Junior	Junior	+	-
U4	4th Year	<input type="checkbox"/>	Undergraduate Senior	Senior	+	-
U5	5th Year+	<input type="checkbox"/>	Undergraduate Senior, 5th Year	5th Year	+	-

Aggregate Level Cross-Reference page

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.

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.

Creating Aggregate Aid Limits

Access the Aggregate Aid Limit page.

Aggregate Aid Limit

Aggregate Area: DL-SUB **Aid Year:** 2001 Financial Aid Year 2000-2001 Copy

First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1999 B1 **Status:** Active ▼

Description: Direct Loan - Subsidized

Long Description:

Aggregate Program: DSTF Q Stafford Direct Loan

***Source:** Federal ▼

Federal ID: Subsidized ▼

***Financial Aid Type:** Loan ▼

Loan Program: Direct ▼

Loan Interest Attribute: Subsidized ▼

Undergrad Lifetime: \$23,000

Graduate Lifetime: \$65,500

Max Terms: ☐

Grad Limit Rule

☐ Cumulative ☒ Distinct

Level Limits View All First ◀ 1-2 of 14 ▶ Last

*Aggregate Level	Aggregate Limit	Cumulative	Max Terms
G1 Q Graduate 1st Year	\$8,500	\$8,500	<input type="checkbox"/>
G2 Q Graduate 2nd Year	\$8,500	\$8,500	<input type="checkbox"/>

Aggregate Aid Limit page

Warning! Since financial aid item type information is shared across the PeopleSoft Student Administration 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 one of the four aggregate programs provided, select the appropriate aggregate program. Aggregate program limits link aggregate areas together to enable you to combine limits between subsidized and unsubsidized loan aggregate area limits.

Source

Select the funding source. You can select *Federal*, *Institutional* (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 associate 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 <i>Grant</i> 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 <i>Loan</i> as the financial aid type.
Loan Interest Attribute	<p>Indicates whether the government pays the interest on the loan. This field is only available if you select <i>Loan</i> as the financial aid type.</p> <p><i>Subsidized</i>: 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.</p> <p><i>Unsub</i> (unsubsidized): The government does not pay the interest on the loan.</p>
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	<p>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.</p> <p>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.</p>
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.
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.

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. 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

This field is not currently used for processing. The amount you enter in Aggregate Limit automatically appears in this field.

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.

Changing Aggregate Areas of Financial Aid Item Types

To change the aggregate area of a financial aid item type:

1. Cancel any awards that have been made using the financial aid item type for which you plan to change aggregate areas.

2. Change the aggregate area in the Aggregate Area field on the FA Item Type 1 page for the financial aid item type.
3. Re-award the financial aid item type.

Using Aggregate Areas without Aggregate Level Limits

You can have an aggregate area without aggregate levels as long as the Source for the aggregate area is not *Federal*. Consequently, you can track the student's aggregate aid by NSLDS loan year without imposing restrictions—in addition to tracking lifetime limits—using aggregate areas without aggregate levels or aggregate areas without aggregate level limits.

The Packaging routine and the Posting routine allow you greater flexibility when awarding across aggregate levels for aggregate areas without aggregate level limits. The actions described in this section apply only if:

- An aggregate area's Source is not *Federal*.
- The aggregate area does not have aggregate levels or it has aggregate levels with level limits of 0.00 USD (specifying the level limit as 0.00 USD means that the aggregate area is limitless).

If an aggregate area meets these two conditions, you can award for multiple aggregate levels within an aid year using the same financial aid item type. For example, you award a first-year undergraduate student—aggregate level U0 or U1—a 2,500.00 USD Frank Lee Scholarship (ID 900000000001) for the academic year of two semesters, with equal disbursements in each semester. The Frank Lee Scholarship financial aid item type is associated with the F-LEE aggregate area, which has a Source of *Institutnl* (institutional) and does not have aggregate level limits. The student becomes a sophomore with an aggregate level of U2 in the spring semester and is eligible for an additional 1,000.00 USD Frank Lee Scholarship. You can enter a second instance of the same Frank Lee Scholarship financial aid item type (ID 900000000001) for the additional 1,000.00 USD, with the same disbursement plan as the first instance, and a split code that disburses 100 percent of the award in the spring semester.

If the aggregate area's item type source is *Federal* or the non-federal aggregate area has aggregate level limits, you must use a separate financial aid item type to award for multiple aggregate levels within an aid year. A student's aggregate level is derived from the Aggregate Cross-Reference Table based on the NSLDS loan year in the student's FA Term record.

For those students whose NSLDS loan year you know at the outset will change between terms, there is also a difference in how their aggregate history appears on the Aggregate Summary inquiry page. For example, you have a student that you know prior to packaging is a freshman (U1) in the fall semester and a sophomore (U2) in the spring semester. You award the student a 1,000.00 USD University Grant for the academic year, with equal disbursements of 500.00 USD in the fall and the spring semesters. The following table demonstrates how this award appears on the Aggregate Summary page.

Aggregate Level	Amount (USD)
U1	500.00 (fall)
U2	500.00 (spring)

You then award the student an additional 500.00 USD University Grant in the spring semester. The following table demonstrates how this additional award is distributed.

Aggregate Level	Amount (USD)
U1	0.00 (fall)
U2	500.00 (spring)

The following table displays how the combined award of 1,500.00 USD appears on the Aggregate Summary inquiry page.

Aggregate Level	Amount (USD)
U1	500.00 (fall)
U2	1,000.00 (spring)

For the same award, but if the aggregate area is a federal aggregate area or a non-federal aggregate area with aggregate level limits, the combined award appears like this:

Aggregate Level	Amount (USD)
U1	1,000.00 (fall)
U2	500.00 (spring)

The difference is that for federal aggregate areas or a non-federal aggregate areas with aggregate level limits, the Posting routine associates the aggregate level of the first non-zero disbursement with all disbursements for that instance of the award.

If a non-federal aggregate area changes from limitless—no level limits or aggregate levels—to limit-based, use a separate financial aid item type for all subsequent awards for that aggregate area. An example of a non-federal aggregate area that changes from limitless to limit-based is an aggregate area that you set up without aggregate level limits at the beginning of the aid processing year. Awards are then made using financial aid item types that are tied to this aggregate area. Then, in the middle of the aid processing year, the setup for the aggregate area is modified to have aggregate level limits—for example, aggregate level limits for graduate students. Even if the student you are packaging is an undergraduate, the Packaging routine treats the previously awarded financial aid item type as belonging to an aggregate area with aggregate level limits. If a student changes NSLDS loan years, you cannot have multiple sequences of the same financial aid item type if this financial aid item type is tied to an aggregate area. If you want to use the same financial aid item type for this type of student, you must either modify the existing sequence of the financial aid item type or cancel the existing sequence and add a new sequence. Auto and Mass Packaging automatically cancel the existing sequence and add a new sequence so you do not have to use a separate financial aid item type when using these packaging methods.

If a non-federal aggregate area changes from limit-based to limitless, you do not have to use a separate financial aid item type for all subsequent awarding from that aggregate area. An example of a non-federal aggregate area that changes from limit-based to limitless is an aggregate area that you set up with level limits at the beginning of the aid processing year. Awards are then made using financial aid item types tied to this aggregate area. Then, during the aid processing year after you have already made awards, the setup for the aggregate area is modified to be without limits.

Setting Up Non-Federal Aggregate Areas with or without Level Limits

The following table highlights some considerations in awarding and tracking aggregate aid between non-federal aggregate areas with level limits and non-federal aggregate areas without level limits. You can use this table to help you decide whether to assign aggregate levels and level limits for your non-federal aggregate areas.

Activity	Aggregate Areas with Level Limits	Aggregate Areas without Aggregate Levels or Level Limits
Awarding Aggregate Aid	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.

The following two page shots illustrate the difference in tracking activity between aggregate areas with level limits and aggregate areas without aggregate levels or level limits.

Aggregate Summary **Aggregates by School**

Janet Fox ID: FA0118

First 1 of 1 Last

Aggregate Area: HONORS Honors

Lifetime Aggregate Totals First 1 of 2 Last

Lifetime Limits as of	2001	Active	Limit	Used	Remaining
Undergrad Lifetime:			10,000	2,000	8,000
Graduate Lifetime:		(Cumulative)	0	0	
Lifetime Terms:			0	2	

Aggregate Level Totals by Aid Year First 1 of 1 Last

Aid Year: 2001 Financial Aid Year 2000-2001

View All First 1-2 of 2 Last

Aggregate Level	Limit	Used	Remaining Eligibility
U1 Undergraduate Freshman	5,000	2,000.00	3,000.00

Displaying non-federal Aggregate Area with Level Limits for a student that crosses NSLDS loan years on the Aggregate Summary page (STDNT_AGGR_AWDS)

Aggregate Summary **Aggregates by School**

Janet Fox ID: FA0118

First 1 of 1 Last

Aggregate Area: HONORS Honors

Lifetime Aggregate Totals First 1 of 2 Last

Lifetime Limits as of	2001	Active	Limit	Used	Remaining
Undergrad Lifetime:			10,000	2,000	8,000
Graduate Lifetime:		(Cumulative)	0	0	
Lifetime Terms:			0	2	

Aggregate Level Totals by Aid Year First 1 of 1 Last

Aid Year: 2001 Financial Aid Year 2000-2001

View All First 1-2 of 2 Last

Aggregate Level	Limit	Used	Remaining Eligibility
U1 Undergraduate Freshman	0	1,000.00	
U2 Undergraduate Sophomore	0	1,000.00	

Displaying non-federal Aggregate Area without Level Limits for a student that crosses NSLDS loan years on the Aggregate Summary page (STDNT_AGGR_AWDS)

See Also

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

Establishing Aggregate Programs

Access the 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)	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)	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 PeopleSoft 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.

Updating Incoming Aggregate Aid Information

Access the Aggregate Aid Data page.

Aggregate Aid Data

Fox, Janet ID: FA0118

First 1 of 4 Last

*Aggregate Area: PERKINS Carl D. Perkins Loan - ELO

*Aid Year	Academic Year	*Aggregate Level	Status	*School Code	Expected Award	Terms	Loans
1 1999	1999	U0	Imported	001077	\$3,000.00	2	Loans + -

Aggregate Aid Data page

- 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.
- Aid Year** Select an aid year to correspond with the outside data for the student.
- Academic Year** Enter an academic year to correspond with the outside data for the student.
- Aggregate Level** Select an aggregate level to correspond with the outside data for the student.
- School Code** Select a school code to correspond with the outside data for the student.
- Expected Award Amount** Enter the amount of the expected award to correspond with the outside data for the student.
- Terms** Enter term information to correspond with the outside data for the student.
- Loans** Click to access the Aggregate Loan Data page and enter loan and lender information for CommonLine loans.

See Also

Chapter 19, “Assessing Eligibility for Financial Aid,” Running NSLDS FAT Load, page 644

Entering Aggregate Loan Data

Access the Aggregate Loan Data page.

Aggregate Loan Data

View All First 1 of 1 Last

Loan Application Seq Nbr: Lender OE Branch:

Loan Destination Nbr: Lender OE Code:

Loan Type:

Loan Period Start: Gross Disbursed Amount:

Loan Period End: Total Loan Fees:

☐ Borrower Based Academic Year Net Disbursed Amount:

Aggregate Loan Data page

Loan Application Seq Nbr (loan application sequence number)	System assigned sequence number assigned to each of the student's loans. The sequence number increases each time a new loan record is added.
Lender OE Branch	Displays the lender office of education branch. This field is populated automatically based on the loan destination or lender OE code value entered.
Loan Destination Nbr (loan destination number)	Enter the loan destination profile number of the loan. The Lender OE Code, Lender OE Branch, and Loan Type fields are automatically populated if the loan destination has been defined on the Loan Destination Profile page.
Lender OE Code	Displays the lender office of education code that identifies the institution offering the loan.
Loan Type	Identifies the type of loan.
Loan Period Start and Loan Period End	Enter the start and end dates of the loan period.
Gross Disbursed Amount	Enter the total amount of the disbursement.
Total Loan Fees	Enter the amount of loan fees associated with this loan.
Net Disbursed Amount	Enter the total amount the student received, equal to the gross disbursed amount minus total loan fees.
Borrower Based Academic Year	Select if the loan eligibility was calculated using a borrower based academic year. There is no processing attached to this field.

Setting Up 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 set ID *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 94](#)

Pages Used to Set Up Award Messages

Page Name	Object Name	Navigation	Usage
Award Messages	AWRD_MESSAGE_TBL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Award Messages Administer Financial Aid, Package and Disburse Aid, Setup, 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.

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

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Fee Table Administer Financial Aid, Process Loans, Setup, Loan Fee Table 	Create and maintain loan fees.

Creating Loan Fees

Access the Loan Fee Table page.

Loan Fee Table

Aid Year: 2001 **SetID:** PSUNV

Loan Fee: DL

View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

***Description:** Direct Loan Fee **Short Desc:** DL FEE

***Loan Fee Type:** P Processing

***Loan Fee Option:** Percentage

***Loan Fee Rule:** Weighted Across Disbursements

Loan Fee Percent: 3.00 % **Loan Fee Amount:** \$0.00

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 <i>Percentage</i> 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 <i>Flat</i> in the Loan Fee Option field. Enter the total loan fee amount.

Note. When you insert a row for the Direct Loan interest rebate, the effective date should reflect the date 02/16/2001 for all Direct Loan financial aid item types.

Processing Direct Loan Interest Rebate

Introduced in the 2001-2002 Direct Loan program year, 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 2001 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 99

Defining Financial Aid Item Types

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 8 SP1 Student Financials PeopleBook, “Completing PeopleSoft 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	<ul style="list-style-type: none"> • Design Student Administration, Define Student Financials, Setup A-H, Financial Aid Item Types, FA Item Type 1 • Design Student Administration, Design Financial Aid 1, Setup F-K, Financial Aid Item Types, FA Item Type 1 • Administer Financial Aid, Package and Disburse Aid, Setup, 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.

Page Name	Object Name	Navigation	Usage
FA Item Type 2	ITEM_TYPE_FA_6	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Financial Aid Item Types, FA Item Type 2 Design Student Administration, Design Financial Aid1, Setup F-K, Financial Aid Item Types, FA Item Type 2 Administer Financial Aid, Package and Disburse Aid, Setup, Financial Aid Item Types, FA Item Type 2 	Define awarding and rounding rules. Establish how the financial aid item type affects need and enter rounding and remainder rules for the financial aid item type.
Equation Summary	PKG_EQUATION_SEC	Click the  Item Type Equation button on the FA Item Type 2 page.	<p>View the packaging equation attached to the Selection Criteria field.</p> <p>Note. The Item Type Equation button only appears if you have a value selected in the Selection Criteria field.</p>
FA Item Type 3	ITEM_TYPE_FA_3	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Financial Aid Item Types, FA Item Type 3 Design Student Administration, Design Financial Aid1, Setup F-K, Financial Aid Item Types, FA Item Type 3 Administer Financial Aid, Package and Disburse Aid, Setup, Financial Aid Item Types, FA Item Type 3 	Define disbursement and anticipated aid. Update anticipated aid information, authorization for disbursement, and award letter information.
FA Item Type 4	ITEM_TYPE_FA_4	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Financial Aid Item Types, FA Item Type 4 Design Student Administration, Design Financial Aid1, Setup F-K, Financial Aid Item Types, FA Item Type 4 Administer Financial Aid, Package and Disburse Aid, Setup, Financial Aid Item Types, FA Item Type 4 	Set minimum and maximum award limits by the type of term (term category) as required.

Page Name	Object Name	Navigation	Usage
FA Item Type 5	ITEM_TYPE_FA_5	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Financial Aid Item Types, FA Item Type 5 Design Student Administration, Design Financial Aid1, Setup F-K, Financial Aid Item Types, FA Item Type 5 Administer Financial Aid, Package and Disburse Aid, Setup, Financial Aid Item Types, FA Item Type 5 	Define default disbursement plans and split codes for each academic career, which allows you to enter data quickly on the award entry pages manually.
FA Item Type 6	ITEM_TYP_FA_LN_FEE	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Financial Aid Item Types, FA Item Type 6 Design Student Administration, Design Financial Aid1, Setup F-K, Financial Aid Item Types, FA Item Type 6 Administer Financial Aid, Package and Disburse Aid, Setup, 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 FA Item Type 2 FA Item Type 3 FA Item Type 4 FA Item Type 5 FA Item Type 6

SetID: PSUNV
Item Type: 900000000105 [Federal SEOG Grant](#)
Aid Year: 2001 Financial Aid Year 2000-2001

FA Item Type Setup View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1900 ***Status:** Active Copy + -

***Description:** Federal SEOG Grant **Short Description:** SEOG

Financial Aid Type: Grant **Source:** Federal **Federal ID:** SEOG

Aggregate Area: **Institution Reporting Cd:** FG02

Comments: Federal SEOG Grant - used for neediest students that also receive Pell Grant

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		
Effective Date:	01/01/1900	Charge Priority List: ALL
Minimum Transaction Amount:	1.00	<input checked="" type="checkbox"/> Refundable Indicator
Maximum Transaction Amount:	4,000.00	<input checked="" type="checkbox"/> Taxable
Return		

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 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 8 SP1 Student Financials PeopleBook, “Completing PeopleSoft Student Financials General Setup,” Defining Charge Priority List Rules

Defining Awarding and Rounding Rules

Access the FA Item Type 2 page.

FA Item Type 1
FA Item Type 2
FA Item Type 3
FA Item Type 4
FA Item Type 5
FA Item Type 6

SetID: PSUNV
Item Type: 900000000105 [Federal SEOG Grant](#)
Aid Year: 2001 Financial Aid Year 2000-2001

Awarding Rules
View All
First
1 of 1
Last

Effective Date: 01/01/1900 Status: Active

Fed/Inst Affected: Both Fed and Inst
Meet Need/Cost: Straight Need/Cost
Packaging Methodology: Federal Methodology
Selection Criteria: PELLELIGIBLE

Rounding Rules
Rounding Option: Dollar
Round Direction: Nearest
Award Remainder Rule: 1st-Cents
Fee Remainder Rule:
Truncate Fees

☒ Need Based
☒ Equity Award
☒ Auto Package
☐ Disbursement Protection
☐ Self Help Award
☐ Lock Award
☐ Package Only Once

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. PeopleSoft 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 allow 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 reduced unmet need first. Then the routine compares the remaining unmet COA against the student's EFC

and award 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 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 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 allows 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.

See [Chapter 6, “Setting Up Auto Packaging and Mass Packaging,” Creating Equations, page 119.](#)

Need Based

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

Equity Award

Select evaluate this financial aid item type as an equity award. Equity awards are “free money” for 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 156.](#)

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 using any 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 22, “Special Cases and Considerations in Packaging.”](#) Protecting Disbursements During Awarding, page 808.

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 awarded 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 21, “Awarding and Packaging Students.”](#) Using Auto Packaging, page 711.

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, using 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.

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.

Auto assign lowest sequence

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 found. In this case, both instances are awarded if the student is eligible.

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 9. 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 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 does not receive the conditional award.



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 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 1	FA Item Type 2	FA Item Type 3	FA Item Type 4	FA Item Type 5	FA Item Type 6
SetID: PSUNV Item Type: 9000000000105 Federal SEOG Grant Aid Year: 2001 Financial Aid Year 2000-2001					
Award Attributes View All First 1 of 1 Last					
Effective Date: 01/01/1900		Status: Active			
Pass Anticipated Aid: Accepted		Anticip Aid Expiration Days: 30			
Disbursement Method: Stdnt Acct		Auto Cancel Item Type: <input type="text"/>			
<input type="checkbox"/> Signature Required		<input type="checkbox"/> Manual Authorization		<input type="checkbox"/> Include in Transcript	
Print Letter Option: Print		<input checked="" type="radio"/> Print as Award Item		Award Letter Print: <input type="text"/>	
		<input type="radio"/> Other Resource		Award Message: <input type="text"/>	

FA Item Type 3 page

Pass Anticipated Aid

Select when an award appears as anticipated aid in the student's PeopleSoft 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 work-study to appear as anticipated aid in this system because work-study funds are not allocated to the student until the money is earned. Therefore, you select *None* for the work-study 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 2001 term, in this example.

Expiration Days	Date	Apply Date	Expiration Date
45	02/18/2001	08/14/2001	09/29/2001
45	07/30/2001	08/14/2001	09/29/2001
45	08/30/2001	08/14/2001	10/14/2001

Disbursement Method

Identify where PeopleSoft Financial Aid transfers any disbursed financial aid amounts.

No: The funds are not disbursed into the student's PeopleSoft 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 PeopleSoft Student Financials.

Auto Cancel Item Type

If an existing award of a particular financial aid item type should be automatically cancelled 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 cancelled in this field. This enables you to award under an *estimated* financial aid item type and then replace it with the *actual* financial aid item type. 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 customized 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 allows 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 8 SP1 Campus Community Fundamentals PeopleBook, “Setting Up Communications,” Defining or Reviewing Standard Letter Codes

PeopleSoft 8 SP1 Student Financials PeopleBook, “Setting Up Credit Card Processing and Self Service,” Setting Up Institution Sets

Setting Term Minimum and Maximum Award Limits

Access the 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 PeopleSoft 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 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “Establishing Terms and Sessions,” Defining Terms

Defining Default Disbursement Plans and Split Codes

Access the FA Item Type 5 page.

FA Item Type 1 FA Item Type 2 FA Item Type 3 FA Item Type 4 **FA Item Type 5** FA Item Type 6

SetID: PSUNV
Item Type: 900000000105 [Federal SEOG Grant](#)
Aid Year: 2001 Financial Aid Year 2000-2001

Disbursement Rules View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

Missing Term Enrollment: ☐ Split evenly across valid term

Default Disbursement Splits First 1 of 1 Last

*Academic Institution	*Academic Career	*Disbursement Plan	*Split Code
PSUNV	UGRD	01	01

+

-

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 66.67% ($40\% / 60\% = .6667$). 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 63

Attaching Loan Fees

Access the FA Item Type 6 page.

FA Item Type 1
FA Item Type 2
FA Item Type 3
FA Item Type 4
FA Item Type 5
FA Item Type 6

SetID: PSUNV
Item Type: 900000000311 [Direct Sub Stafford](#)
Aid Year: 2001 Financial Aid Year 2000-2001

Loan Program
View All
First
1 of 1
Last

Effective Date: 01/01/1900 Status: Active
Loan Program: Direct Lending Loan Interest Attribute: Subsidized

Loan Fees
First
1 of 1
Last

	Loan Fee Type	Loan Fee Rule	Loan Fee Option	Fee Percent	Flat Fee
1 DL	Direct Loan Fee	P	Acrrs Disb	Percentage	3.00

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 82.](#)

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 24, "Processing CommonLine 4 Loans," Moving Inbound Files From Staging Tables to the Database, page 902.](#)

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 2001 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	$1167 \times (.03 - .015) = 17.505$	17	$1167 - 17 = 1150$	$1167 \times .03 = 35.01$	35	$1150 - (1167 - 35) = 18$
2	1167 USD	$1167 \times (.03 - .015) = 17.505$	17	$1167 - 17 = 1150$	$1167 \times .03 = 35.01$	35	$1150 - (1167 - 35) = 18$

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3	1166 USD	$1166 \times (.03 - .015) = 17.49$	17	$1166 - 17 = 1149$	$1166 \times .03 = 34.98$	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 82

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 (Administer Financial Aid, Package and Disburse Aid, Setup, Item Types).

If you need to create a GAP item type, define only the Initial Setup page. When you add the item type, we suggest 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 % of Total Need field in the packaging plan. For example, a packaging plan's FM % 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 7.

Budgeting Fiscal Limits

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

- Assign fiscal limits to financial aid item types.
- Review fiscal fund status.
- 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 PeopleSoft 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 Package and Disburse Aid - Setup - 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 Package and Disburse Aid - Setup - 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	<ul style="list-style-type: none"> • Design Student Administration, Define Student Financials, Setup A-H, Fiscal Item Types, Assign Fiscal Limits • Design Student Administration, Design Financial Aid1, Setup F-K, Fiscal Item Types, Assign Fiscal Limits • Administer Financial Aid, Package and Disburse Aid, Setup, 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.

Page Name	Object Name	Navigation	Usage
Fiscal Fund Status	ITEM_TYPE_FISCL2	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Fiscal Item Types, Fiscal Fund Status Design Student Administration, Design Financial Aid1, Setup F-K, Fiscal Item Types, Fiscal Fund Status Administer Financial Aid, Package and Disburse Aid, Setup, Fiscal Item Types, Fiscal Fund Status 	Review the status of a financial aid item type's fiscal fund.
Fiscal Fund Notes	ITEM_TYPE_FISCL3	<ul style="list-style-type: none"> Design Student Administration, Define Student Financials, Setup A-H, Fiscal Item Types, Fiscal Fund Notes Design Student Administration, Design Financial Aid1, Setup F-K, Fiscal Item Types, Fiscal Fund Notes Administer Financial Aid, Package and Disburse Aid, Setup, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Inquire, Fiscal Aggregate Summary Design Student Administration, Design Financial Aid2, Inquire, Fiscal Aggregate Summary Administer Financial Aid, Package and Disburse Aid, Inquire 1, 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		Fiscal Fund Status	Fiscal Fund Notes
SetID:	PSUNV		
Item Type:	900000000105 Federal SEOG Grant	Aid Year:	2001 Financial Aid Year 2000-2001
Budgeted:	Max to Offer 6,500,000.00	Max to Accept 6,500,000.00	Budgeted: 6,500,000.00
Highest:	8,000.00	8,000.00	Paid: 5,750.00
Reductions:	1,500.00	1,500.00	Potential Payments: 6,494,250.00
Net:	6,500.00	6,500.00	
Available:	6,493,500.00	6,493,500.00	
Count:	3	3	

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 allows 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 allows 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

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
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.

Assign Fiscal Limits		Fiscal Fund Status	Fiscal Fund Notes
SetID:	PSUNV		
Item Type:	900000000105 Federal SEOG Grant		Aid Year: 2001 Financial Aid Year 2000-2001
	Max to Offer	Max to Accept	Disbursements
Budgeted:	6,500,000.00	6,500,000.00	Budgeted: 6,500,000.00
Highest:	8,000.00	8,000.00	Paid: 5,750.00
Reductions:	1,500.00	1,500.00	Potential Payments: 6,494,250.00
Net:	6,500.00	6,500.00	Cancelled Amount: 0.00 Count: 0
Available:	6,493,500.00	6,493,500.00	Declined Amount: 0.00 Count: 0
Count:	3	3	

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 Limits for Aggregate Areas

Access the Fiscal Aggregate Summary page.

Fiscal Aggregate Summary				
SetID:	PSUNV	Aggregate Area:	SEOG	SEOG
View All First 1 of 1 Last				
Aid Year:	2001	Financial Aid Year 2000-2001		
DISBURSEMENTS		MAX TO OFFER		MAX TO ACCEPT
Budgeted:	\$9,000,000.00	Budgeted:	\$9,000,000.00	\$9,000,000.00
Paid:	\$13,350.00	Gross:	\$15,600.00	\$15,600.00
Potential Payments:	\$8,986,650.00	Reductions:	\$1,500.00	\$1,500.00
		Net:	\$14,100.00	\$14,100.00
		Available:	\$8,985,900.00	\$8,985,900.00
		Count:	6	6
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

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, Early Fin Aid Categories Develop Enrollment, Evaluate Applicants, Setup, Early Fin Aid Categories Administer Financial Aid, Package and Disburse Aid, Setup, Early Fin 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


Academic Institution: PSUNV PeopleSoft University
Academic Career: UGRD Undergraduate
Aid Category: LOANS

View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1900  ***Status:** Active   

***Description:** Financial Aid Loans

Short Description: Loans

Comments: All Loans, including Federal, State, University and Private. 

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

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 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 Campus Community Fundamentals 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 8 SP1 Recruiting and Admissions 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	Design Student Administration, Design Financial Aid2, Setup R-Z, 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	Design Student Administration, Design Financial Aid2, Setup R-Z, 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	Design Student Administration, Design Financial Aid2, Setup R-Z, 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	Design Student Administration, Design Financial Aid2, Setup R-Z, 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		Restricted Aid Detail 2		Restricted Aid Org/Contact		Restricted Aid Committees	
Institution:	PSUNV	PeopleSoft University		Restricted Aid ID:	REGENT		
Aid Year:	2001	Financial Aid Year 2000-2001					
Description:	<input type="text" value="Regents Scholarship"/>			Short Desc:	<input type="text" value="Regents"/>		
Restricted Aid Type:	<input type="text" value="Scholarship"/>			<input checked="" type="checkbox"/> Renewable			
Application Required:	<input type="text" value="Internal"/>						
Application Deadline:	<input type="text" value="03/01/2001"/>						
Application Submit Location:	<input type="text" value="Fin-Aid Office"/>						
Duration:	<input type="text" value="4"/>			<input type="text" value="Years"/>			
Development Code:	<input type="text" value="RS1"/>						

Restricted Aid Detail 1 page

Restricted Aid Type	Identify the restricted aid as a <i>Fellowship</i> or <i>Scholarship</i> .
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 <i>External</i> , <i>Internal</i> , or <i>No App</i> (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 <i>Days</i> , <i>Months</i> , <i>Terms</i> , or <i>Years</i> .
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 1		Restricted Aid Detail 2		Restricted Aid Org/Contact		Restricted Aid Committees	
Institution:	PSUNV	PeopleSoft University		Restricted Aid ID:	REGENT		
Aid Year:	2001	Financial Aid Year 2000-2001					
Number Of Awards:	<input type="text" value="200"/>	<input type="checkbox"/>	Bill Donor	Total Funding:	<input type="text" value="5,000,000.00"/>		
Min Amt:	<input type="text" value="1,000.00"/>			SetID:	<input type="text" value="PSUNV"/>		
Max Amt:	<input type="text" value="10,000.00"/>			Item Type:	<input type="text" value="9000000000001"/>		
Application Requirements:	<input type="text" value="UG Appl Requirements - All"/>						
Report Requirements:	<input type="text" value="Restricted Aid Requirements"/>						
Recipient Requirements:	<input type="text"/>						
Rating Scheme:	<input type="text" value="Undergraduate Interviews"/>						
Comment:	<input type="text" value="This scholarship is given to the most highly recruited students, with academic and interpersonal ranking above 99% of the applicant pool."/>						

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 PeopleSoft Recruiting and Admissions.

See Also

PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook, “Managing Checklists”

Attaching an External Organization

Access the Restricted Aid Org/Contact page.

The screenshot displays the 'Restricted Aid Org/Contact' page. At the top, there are four tabs: 'Restricted Aid Detail 1', 'Restricted Aid Detail 2', 'Restricted Aid Org/Contact' (which is active), and 'Restricted Aid Committees'. Below the tabs, the following information is shown:

- Institution:** PSUNV PeopleSoft University
- Restricted Aid ID:** REGENT
- Aid Year:** 2001 Financial Aid Year 2000-2001

Below this is a section for the external organization:

- *External Org ID:** DM4050 (dropdown menu) Oren Corporation
- Comment:** Additional funds are donated by this corporation.

Below the comment is a section for contact information:

- Contact Name:** Casantsev, Frank
- Job Title:**
- Address 1:** 3288 Weymouth Road
- City:** Granger Township OH 44256
- Email ID:** fcasantsev.com
- Type:** BUSN
- Phone:** 330/687-3477

Navigation buttons are present throughout the form, including 'First', '1 of 1', 'Last', and 'View All'.

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 Detail 1 | Restricted Aid Detail 2 | Restricted Aid Org/Contact | **Restricted Aid Committees**

Institution: PSUNV PeopleSoft University **Restricted Aid ID:** REGENT
Aid Year: 2001 Financial Aid Year 2000-2001

View All First 1 of 1 Last

***Committee:** Alumni Committee + -

Committee Type: Alumni Scholarship Committee

Comment: Committee comprised of two active alumni members.

View All First 1-2 of 2 Last

Evaluator ID: 8113	Frumman, Wolfgang	Committee Role: CHAI	Chair	+ -
8001	Schumacher, Simon	MMBR	Member	+ -

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 8 SP1 Campus Community Fundamentals PeopleBook, "Setting Up Committee Templates"

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, "Managing Committee Data"

Setting Up Award Adjustment Reasons

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 PeopleSoft 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup A-B, Award Adjustment Reasons Administer Financial Aid, Package and Disburse Aid, Setup, 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

Institution: PSUNV PeopleSoft University
Aid Year: 2001 Financial Aid Year 2000-2001

[Copy](#)

[View All](#) First 1-3 of 7 Last

*Code: <input type="text" value="AP1"/>	Description: <input type="text" value="Appeal to Director"/>	
	Long Description: <input type="text" value="Appeal to Director"/>	
<hr/>		
*Code: <input type="text" value="COA"/>	Description: <input type="text" value="Cost of Attendance Adjustment"/>	
	Long Description: <input type="text" value="Cost of Attendance adjustment"/>	
<hr/>		
*Code: <input type="text" value="EQK"/>	Description: <input type="text" value="Earthquake Damage"/>	
	Long Description: <input type="text" value="Adjustments to Tax Forms based on Earthquake Damage, Natural Disaster"/>	

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:

- Create equations.
- 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 53

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 PeopleSoft 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 set up 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 Processor to create these equations. 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 academic level, you would first write:

"If the student's academic level is Freshman, then I want to award 8,000.00 USD; if the student's academic level is Sophomore, then I want to award 8,500.00 USD; if the student's academic level is Junior, then I want to award 9,000.00 USD."

This sentence can be written as an equation:

FIND FA_TERM = FIND FIRST

SET OCCURRENCE FA_TERM_TERM ACAD_LEVEL

IF ACAD_LEVEL = Freshman, THEN calculate a value of 8,000.00 USD, OR

IF ACAD_LEVEL = Sophomore, THEN calculate a value of 8,500.00 USD, OR

IF ACAD_LEVEL = Junior, THEN calculate a value of 9,000.00 USD.

In the example, ACAD_LEVEL is the field name for academic level. The first line of the equation specifies which term the system should get information from, in this case the earliest term. The second line tells the system which fields are used by the equation. All other elements can be selected from the available options or entered directly into the field. When using the Equation Processor, you are guided in the writing of your equation by the various field prompts and their available options. A full description of how each value for each field behaves is included in the Creating Equations section.

Creating Equations

The Equation Processor 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 Processor 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 the equation is rendering. If you want the equation to render a group of students, decide exactly what the process for selecting those students is. If you want the equation to render a calculated value such as an award maximum, decide where the value is derived from and how it is calculated.

This section discusses how to:

- Enter packaging equation names.
- Define the packaging equation.
- View equations as algebraic expressions.
- Use institutional application data in equations.

- Round in packaging using equations.

Pages Used to Create Equations

Page Name	Object Name	Navigation	Usage
Packaging Equation	PKG_EQUATION_TBL	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Equation, Packaging Equation • Administer Financial Aid, Package and Disburse Aid, Setup, Packaging Equation, Packaging Equation 	Enter or view the name and effective-dated status of a particular equation.
Equation Detail	PKG_EQUATION_DTL	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Equation, Equation Detail • Administer Financial Aid, Package and Disburse Aid, Setup, Packaging Equation, Equation Detail 	Define packaging equations. Be aware that only a select number of fields are available for use.
Equation Summary	PKG_EQTN_SUMRY_SEC	Click Equation Summary or 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 from the Equation Detail page.

Entering the Packaging Equation Name

Access the Packaging Equation page.

Establish an effective-dated row for the equation and enter a description.

Defining the Packaging Equation

Access the Equation Detail page.

Equation Detail page

Note. Before defining an equation on the Equation Detail page devise a flow chart that takes into consideration what your end result should be. Using a flow chart helps you develop proper equation syntax.

Keyword

Enter Boolean operators, other than AND/OR, necessary to your equation.

(none): Use prior to an unqualified Action entry, such as to perform the action of *Calculate*, or to *Assign* a field/value to an equation field name, later used in the equation string. Also used in conjunction with the Boolean operator *AND/OR*.

ELSE: Used to end an *IF* statement string and is executed when the *IF* conditions are *not* met.

END IF: Indicates the end of an *IF* string but continues to process subsequent statements.

FIND: Used in conjunction with Action *SO*—*Set Occurrence* to find an instance of a field. The instance to be selected can be designated in Operand 2. You can set up the equation so that failure to find an occurrence results in the equation returning to the calling program. The calling program is the equation that contains the *GO* or *LN* in the Action field that points to the current equation.

FIND NEXT: Points to the next occurrence of the field in a *FIND* array and loops back through the immediate statements previously outlined by the *FIND* statement. You can set up the equation so that failure to find an occurrence results in the equation returning to the calling program. The calling program is the equation that contains the *GO* or *LN* in the Action field that points to the current equation.

IF: Indicates a conditional statement string and must be terminated by keywords *THEN* or *ELSE*. Compares one operand against another operand.

THEN: Terminates an *IF* or *ELSE* statement or any Action statement. The *THEN* keyword may be implied by selecting the option (*none*). The *THEN* statement is executed in the event the *IF* conditional statement is satisfied.

Note. You must end every equation by designating a true/false selection or an amount. Two equation fields, A_SELECT and A_AMOUNT, exist specifically for this purpose. Here is an example of each:

a) True/False Selection, used in selecting a group of students based on specified criteria.

IF certain designated criteria is true

THEN CL(calculate) F(field) A_SELECT = C(character) T(true)

ELSE CL(calculate) F(field) A_SELECT = C(character) F(false)

b) Calculating an amount using an equation.

IF certain designated criteria is true

THEN CL(calculate) F(field) A_AMOUNT = D(decimal) ###.##
(enter numeric value here)

ELSE CL(calculate) F(field) A_AMOUNT = D(decimal) ###.##
(enter numeric value here)

Action

Select the action to take upon the operand.

CL — Calculate: Indicates a calculation equation using +(add), -(subtract), *(multiply), and /(divide). A calculation equation must be terminated with an *IF*, *ELSE*, or *THEN* keyword. *Calculate* can also be used to assign a value.

GO — Go: Use to go to some other action (another equation, a link, and so on) and return to the calling program. The calling program is the equation that contains the *GO* or *LN* value.

LN — Link: Use to cause a 'branch and return'. Will go to another action (another equation, another link, and so on) and return only to the parent branch (one step above where it was used). Must be terminated by an *IF*, *ELSE*, or *THEN* keyword.

RT — Return: Causes a return to the calling program where an equation was involved. A value may be brought over as a result of the equation. Use of *Return* is optional. An equation can imply *Return* when another action request is activated or when reaching the last statement of an equation.

SO — Set Occurrence: Used in conjunction with a *FIND*. It marks a field for later use in the equation.

ST — Stop: Causes an unconditional halt to the equation. This would be used primarily for failed criteria, assuming the equation process reached this statement.

Type Identifies the type of information contained in the operand that follows. The values available for selection depend on where this field is in the equation.

Immediately following an Action:

E — Equation: Enables you to select another equation in the following operand.

F — Field name: Enables you to select a database field in the following operand.

Not following an Action:

C — Character String: Enables you to input up to 18 characters of alphanumeric data in the following operand. For example, use *Character* for values of T (true) or F (false).

D — Constant Numeric Decimal: Enables you to input numeric data in the following operand. The format allows 9 digits before and 2 digits after the decimal point. For example, you could have EFC / D 0.03.

F — Field Name: Enables you to select a database field in the following operand. For example, an equation might use FIND F FED_NEED to use federal need in the equation.

V — Field Value: Enables you to select valid field values, based on the *Field Name* specified in the previous operand. For example, you could select UGRD as the field value for the field name of Career.

Operand1-4 Enter a decimal, an alphanumeric word, a field name, or a field value. The Type chosen determines what you enter. Drop-down lists appear for field name and field value.

Op1-4 Contains the operation designator. Operation designators can be arithmetic, relational, Boolean, or assignment. There is also *RET* (return) which returns to the previous statement. The four following tables explain the available operation designators.

Arithmetic Operators	
+	Add
-	Minus or Subtract
*	Multiply
/	Divide

Relational Operators	
==	Equal to (Boolean)
<	Less than
<=	Less than or Equal to
>	Greater than
>=	Greater than or Equal to
<>	Not Equal to

Assignment Operator	
=	(Assign) Used to transfer a particular field value or constant to another field value. For example, you might use = as the first Op of a calculation action or as the assignment operator within a table lookup equation.

Boolean Operators	
<i>AND</i>	Used between two statements. It indicates that both statements must be met for the selection to be made. For example, A <i>AND</i> B must be true for a selection.
<i>OR</i>	Used between two statements. It indicates that only one of the statements must be met for selection to be made. For example, A <i>OR</i> B can be true for a selection.



Click to access the Equation Summary page and view the equation written as an algebraic expression.

Available Field Names for Equations

* Denotes the lower level keys that can be used in the FIND clause of the equation.

** Denotes fields that are considered "work fields" and are available for the primary purpose of holding interim results that need to be evaluated before further processing can occur.

Valid Fields for Equations		
Table Name	Column Name	Equation Field Name
ATHL_PART_STAT	Selection based on: EMPLID	Qualifier: SPORT
	ATHL_PART_CD	ATHL_PART_CD
	CUR_PARTICIPANT	CUR_PARTICIPANT
	NCAA_ELIGIBLE	NCAA_ELIGIBLE
	SPORT	SPORT
ISIR_COMPUTED	Selection based on: EMPLID, INSTITUTION, AID_YEAR, EFFDT, EFFSEQ	Qualifier: NONE
	ADJ_PAR_CONTRIB	ADJ_PAR_CONTRIB
	DEP_STU_A_CONTRIB	DEP_STU_A_CONTRIB
	DEP_STU_I_CONTRIB	DEP_STU_I_CONTRIB
	PRIMARY_EFC	PRIMARY_EFC
	SECONDARY_EFC	SECONDARY_EFC
	TOTAL_INCOME	TOTAL_INCOME
	TOTAL_PAR_CONTRIB	TOTAL_PAR_CONTRIB
	TOTAL_STU_CONTRIB	TOTAL_STU_CONTRIB
	VALID_EFC_CALC	VALID_EFC_CALC

Valid Fields for Equations		
ISIR_CONTROL	Selection based on: EMPLID, INSTITUTION, AID_YEAR, EFFDT, EFFSEQ	Qualifier: NONE
	DT_APP_RECEIVED	DT_APP_RECEIVED
	EFC_STATUS	EFC_STATUS
	FAA_INSTITUT_NUM	FAA_INSTITUT_NUM
	OWNING_SCHOOL_CODE	OWNING_SCHOOL_CODE
	PELL_ELIGIBILITY	PELL_ELIGIBILITY
	SSA_CITIZENSHIP_IND	SSA_CITIZENSHIP_IND
	TITLEIV_ELIG	TITLEIV_ELIG
	TRANS_PROCESS_DT	TRANS_PROCESS_DT
ISIR_PARENT	Selection based on: EMPLID, INSTITUTION, AID_YEAR, EFFDT, EFFSEQ	Qualifier: NONE
	AGI	AGI_PAR
	CHILD_SUPPORT	CHILD_SUPPORT_PAR
	LEGAL_RESIDENCE	LEGAL_RESIDENCE
	MARITAL_STAT	MARITAL_STAT_PAR
	NUM_IN_COLLEGE	NUM_IN_COLLEGE
	NUMBER_EXEMPTIONS	NUMBER_EXEMPTIONS_PAR
	NUMBER_IN_FAMILY	NUMBER_IN_FAMILY

Valid Fields for Equations		
	SOC_SEC_BENEFITS	SS_BENEFIT_PAR
	UNTAXED_INCOME	UNTAXED_INC_PAR
ISIR_STUDENT	Selection based on: EMPLID, INSTITUTION	Qualifier: NONE
	AGI	AGI_STU
	CHILD_SUPPORT	CHILD_SUPPORT
	DEPENDENCY_STAT	DEPENDENCY_STAT
	DEPENDENTS	DEPENDENTS
	ENROLL_CURNT_SUM	ENROLL_CURNT_SUM
	ENROLL_FALL	ENROLL_FALL
	ENROLL_NEXT_SUM	ENROLL_NEXT_SUM
	ENROLL_SPRING	ENROLL_SPRING
	ENROLL_WINTER	ENROLL_WINTER
	FIRST_BACH_DEGREE	FIRST_BACH_DEGREE
	FISAP_TOT_INC	FISAP_TOT_INC
	INTERESTED_IN_SL	INTERESTED_IN_SL
	INTERESTED_IN_WS	INTERESTED_IN_WS
	MARITAL_STAT	MARITAL_STAT
	MARRIED	MARRIED

Valid Fields for Equations		
	MONTHLY_VET_BEN	MONTHLY_VET_BEN
	NUMBER_EXEMPTIONS	NUM_EXEMPTIONS
	NUM_FAMILY_MEMBERS	NUM_FAMILY_MEMBERS
	NUM_MONTH_VET_BEN	NUM_MONTH_VET_BEN (treat as numeric value for use in equations)
	NUMBER_IN_COLLEGE	NUMBER_IN_COLLEGE
	ORPHAN	ORPHAN
	PAY_NUM_DEPENDENT	PAY_NUM_DEPENDENT
	RESIDENCY_DT	RESIDENCY_DT
	SOC_SEC_BENEFITS	SS_BENEFIT_STU
	STATE_AGENCY_RLSE	STATE_AGENCY_RLSE
	STATE_RESIDENCE	STATE_RESIDENCE
	UNTAXED_INCOME	UNTAXED_INC
	VETERAN	VETERAN
NSLDS_FAT_AGGR	Selection based on: EMPLID, EFFDT, EFFSEQ	Qualifier: NONE
	AGGR_SUBSDZD_TOTAL	AGGR_SUBSDZD_TOTAL
	AGGR_UNSUB_TOTAL	AGGR_UNSUB_TOTAL
	AGGR_CONSL_TOTAL	AGGR_CONSL_TOTAL

Valid Fields for Equations		
	NSLDS_AGGR_PERKINS	NSLDS_AGGR_PERKINS
	NSLDS_AGGR_SUBSDZD	NSLDS_AGGR_SUBSDZD
	NSLDS_AGGR_UNSUB	NSLDS_AGGR_UNSUB
	NSLDS_AGGR_CNSLDTD	NSLDS_AGGR_CNSLDTD
	PENDING_AGGR_SUB	PENDING_AGGR_SUB
	PENDING_AGGR_UNSUB	PENDING_AGGR_UNSUB
	PENDING_AGGR_CONSL	PENDING_AGGR_CONSL
	NSLDS_YTD_PERKINS	NSLDS_YTD_PERKINS
	NSLDS_ACTV_BNKRPTC	NSLDS_ACTV_BNKRPTC
	NSLDS_DFLT_LOAN	NSLDS_DFLT_LOAN
NSLDS_GEN	Selection based on: EMPLID	Qualifier: NONE
	NSLDS_PELL_OVRPYMN	NSLDS_PELL_OVRPYMN
	NSLDS_SEOG_OVRPYMN	NSLDS_SEOG_OVRPYMN
	NSLDS_PERK_OVRPYMN	NSLDS_PERK_OVRPYMN
PERSON_CHECKLST	Selection based on: EMPLID, CHECKLIST_DTTM	Qualifier: NONE
	ADMIN_FUNCTION	CHECKLIST_ADM_FUNC
	CHECKLIST_CD	CHECKLIST_CD

Valid Fields for Equations		
	CHECKLIST_STATUS	CHECKLIST_STATUS
PERSONAL DATA	Selection based on: EMPLID	Qualifier: NONE
	BIRTHCOUNTRY	BIRTHCOUNTRY
	BIRTHDATE	BIRTHDATE
	BIRTHPLACE	BIRTHPLACE
	BIRTHSTATE	BIRTHSTATE
	CITIZENSHIP_STATUS	CITIZENSHIP_STATUS
	CITY	CITY
	COUNTY	COUNTY
	DISABILITY_CD	DISABILITY_CD
	DISABLED	DISABLED
	DISABLED_VET	DISABLED_VET
	ETHNIC_GROUP	ETHNIC_GROUP
	MAR_STATUS	MAR_STATUS
	MILITARY STATUS	MILITARY_STATUS
	SEX	SEX
	STATE	STATE
	POSTAL	POSTAL

Valid Fields for Equations		
RELIGIOUS_PREF	Selection based on: EMPLID	Qualifier: NONE
	RELIGIOUS_PREF	RELIGIOUS_PREF
SRVC_IND_DATA	Selection based on: EMPLID	Qualifier: NONE
	SRVC_IND_REASON	SRVC_IND_REASON
	SRVC_IND_CD	SRVC_IND_CD
STUDENT_AID	Selection based on: Joined with STDNT_AID_ATRBT	Qualifier: AWARD_PERIOD
	FED_DEPEND_STAT	FED_DEPEND_STAT
	INST_DEPEND_STAT	INST_DEPEND_STAT
STDNT_AID_ATRBT	Selection based on: EMPLID, INSTITUTION, AID_YEAR	Qualifier: NONE
	AID_APP_STATUS	AID_APP_STATUS
	INS_MATCH	INS_MATCH
	NSLDS_LOAN_DEFAULT	NSLDS_LOAN_DEFAULT
	PAR_CREDIT_WORTHY	PAR_CREDIT_WORTHY
	PROCESSING_STATUS	PROCESSING_STATUS
	REVIEW_STATUS	REVIEW_STATUS

Valid Fields for Equations		
	SAT_ACADEMIC_PRG	SAT_ACADEMIC_PRG
	SCHOLARSHIP_STATUS	SCHOLARSHIP_STATUS
	SSA_CITIZENSHIP_IND	AWD_PER_SSA_CITIZN
	SSN_MATCH	SSN_MATCH
	SS_MATCH	SS_MATCH
	SS_REGISTRATION	SS_REGISTRATION
	TITLEIV_ELIG	AWD_PER_TTLIV-ELIG
	VERIF_STATUS_CODE	VERIF_STATUS_CODE
	VERIFICATION_STATUS	VERIFICATION_STATUS
STDNT_AWD_PER	Selection based on: See STUDENT_AID in this table.	Qualifier: See STUDENT_AID in this table.
	AWARD_PERIOD	AWARD_PERIOD *
	FED_EFC	FED_EFC
	FED_NEED	FED_NEED
	FED_PARENT_CONTRB	FED_PARENT_CONTRB
	FED_STDNT_CONTRB	FED_STDNT_CONTRB
	FED_YEAR_COA	FED_YEAR_COA
	INST_EFC	INST_EFC
	INST_NEED	INST_NEED

Valid Fields for Equations		
	INST_PARENT_CONTRB	INST_PARENT_CONTRB
	INST_STDNT_CONTRB	INST_STDNT_CONTRB
	INST_YEAR_COA	INST_YEAR_COA
	PELL_YEAR_COA	PELL_YEAR_COA
	PRORATED_EFC	PRORATED_EFC
	PRORATED_PAR_CNTRB	PRORATED_PAR_CNTRB
	PRORATED_STU_CNTRB	PRORATED_STU_CNTRB
STDNT_BUDGET_IT	Selection based on: EMPLID, INSTITUTION, AID_YEAR, ACAD_CAREER	Qualifier: BGT_TERM
	BGT_ITEM_AMOUNT	BGT_ITEM_AMOUNT
	BGT_ITEM_CATEGORY	BGT_ITEM_CATEGORY
	BGT_TERM	BGT_TERM
STDNT_FA_TERM	Selection based on: EMPLID, INSTITUTION	Qualifier: FA_TERM_TERM
	ACAD_CAREER	FA_TERM_CAREER
	ACAD_GROUP_ADVIS	ACAD_GROUP_ADVIS
	ACAD_LEVEL_BOT	ACAD_LEVEL_BOT
	ACAD_LEVEL_EOT	ACAD_LEVEL_EOT

Valid Fields for Equations		
	ACAD_LEVEL_PROJ	ACAD_LEVEL_PROJ
	ACAD_LOAD_APPR	ACAD_LOAD_APPR
	ACAD_PLAN	ACAD_PLAN
	ACAD_PROG_PRIMARY	ACAD_PROG_PRIMARY
	ACAD_STANDING	ACAD_STANDING
	ACAD_SUB_PLAN	ACAD_SUB_PLAN
	ACAD_YEAR	ACAD_YEAR
	ACADEMIC_LOAD	ACADEMIC_LOAD
	ADMIT_TERM	ADMIT_TERM
	ADVISOR_ID	ADVISOR_ID
	ADVISOR_ROLE	ADVISOR_ROLE
	AID_YEAR	FA_TERM_AIDYR
	BILLING_CAREER	BILLING_CAREER
	CAMPUS	CAMPUS
	CAMPUS_ADVISEMENT	CAMPUS_ADVISEMENT
	CAMPUS_FA	CAMPUS_FA
	CAMPUS_REGISTRAR	CAMPUS_REGISTRAR
	COMMITTEE_ID	COMMITTEE_ID
	COST_CODE	COST_CODE

Valid Fields for Equations		
	COUNTRY	COUNTRY
	COURSE_LD_PCT	COURSE_LD_PCT
	CUM_GPA	CUM_GPA
	CUR_RESIDENT_TERMS	CUR_RESIDENT_TERMS
	DIR_LND_YR	DIR_LND_YR
	ELIG_TO_ENROLL	ELIG_TO_ENROLL
	END_DATE	END_DATE
	EXP_GRAD_TERM	EXP_GRAD_TERM
	EXT_ORG_ID	EXT_ORG_ID
	FA_LOAD	FA_LOAD
	FA_NUMBER_OF_WEEKS	FA_NUMBER_OF_WEEKS
	FA_STANDING	FA_STANDING
	FORM_OF_STUDY	FORM_OF_STUDY
	GPA	GPA
	GRADE_POINTS	GRADE_POINTS
	NSLDS_LOAN_YEAR	NSLDS_LOAN_YEAR
	REMOTE_UNT_FA	REMOTE_UNT_FA
	START_DATE	START_DATE
	STUDY_AGREEMENT	STUDY_AGREEMENT

Valid Fields for Equations		
	TERM	FA_TERM_TERM *
	TERM_TYPE	TERM_TYPE
	TOT_GRADE_POINTS	TOT_GRADE_POINTS
	TOT_PASSED_FA	TOT_PASSED_FA
	TOT_TAKEN_FA	TOT_TAKEN_FA
	TOT_TAKEN_GPA	TOT_TAKEN_GPA
	TOT_TERM_UNT_FA	TOT_TERM_UNT_FA
	TRF_RESIDENT_TERMS	TRF_RESIDENT_TERMS
	UNT_PASSD_FA	UNT_PASSD_FA
	UNT_TAKEN_FA	UNT_TAKEN_FA
	UNT_TAKEN_GPA	UNT_TAKEN_GPA
	WEEKS_OF_INSTRUCT	WEEKS_OF_INSTRUCT
	WITHDRAW_CODE	WITHDRAW_CODE
STDNT_GRP	Selection based on: EMPLID, INSTITUTION	Qualifier: NONE
	STDNT_GROUP	STDNT_GROUP *
STDNT_PKG_ASGN	Selection based on: NONE	Qualifier: NONE
	I_LAST_AWD_AMT **	I_LAST_AWD_AMT **

Valid Fields for Equations		
	I_TOTAL_AWD_AMT **	I_TOTAL_AWD_AMT **
	I_TRGT_FED_RMNEED **	I_TRGT_FED_RMNEED **
	I_TRGT_INST_RMNEED **	I_TRGT_INST_RMNEED **
	I_TRUE_FED_RMNEED **	I_TRUE_FED_RMNEED **
	I_TRUE_INST_RMNEED **	I_TRUE_INST_RMNEED **
STDNT_PKG_VAR	Selection based on: EMPLID, INSTITUTION	Qualifier: NONE
	VARIABLE_CHAR1	VARIABLE_CHAR1
	VARIABLE_CHAR2	VARIABLE_CHAR2
	VARIABLE_CHAR3	VARIABLE_CHAR3
	VARIABLE_CHAR4	VARIABLE_CHAR4
	VARIABLE_CHAR5	VARIABLE_CHAR5
	VARIABLE_CHAR6	VARIABLE_CHAR6
	VARIABLE_CHAR7	VARIABLE_CHAR7
	VARIABLE_CHAR8	VARIABLE_CHAR8
	VARIABLE_CHAR9	VARIABLE_CHAR9
	VARIABLE_CHAR10	VARIABLE_CHAR10
	VARIABLE_FLAG1	VARIABLE_FLAG1
	VARIABLE_FLAG2	VARIABLE_FLAG2

Valid Fields for Equations		
	VARIABLE_FLAG3	VARIABLE_FLAG3
	VARIABLE_FLAG4	VARIABLE_FLAG4
	VARIABLE_FLAG5	VARIABLE_FLAG5
	VARIABLE_FLAG6	VARIABLE_FLAG6
	VARIABLE_FLAG7	VARIABLE_FLAG7
	VARIABLE_FLAG8	VARIABLE_FLAG8
	VARIABLE_FLAG9	VARIABLE_FLAG9
	VARIABLE_FLAG10	VARIABLE_FLAG10
	VARIABLE_NUM1	VARIABLE_NUM1
	VARIABLE_NUM2	VARIABLE_NUM2
	VARIABLE_NUM3	VARIABLE_NUM3
	VARIABLE_NUM4	VARIABLE_NUM4
	VARIABLE_NUM5	VARIABLE_NUM5
	VARIABLE_NUM6	VARIABLE_NUM6
	VARIABLE_NUM7	VARIABLE_NUM7
	VARIABLE_NUM8	VARIABLE_NUM8
	VARIABLE_NUM9	VARIABLE_NUM9
	VARIABLE_NUM10	VARIABLE_NUM10

Valid Fields for Equations		
STDNT_RSTRC_AID	Selection based on: EMPLID, INSTITUTION	Qualifier: NONE
	AID_YEAR	RSTRC_AID_YEAR
	EVALUATN_STATUS	EVALUATN_STATUS
	FINAL_DECISION	FINAL_DECISION
	OFFER_AMOUNT	OFFER_AMOUNT
	OVERALL_RATING	OVERALL_RATING
	RENEWABLE	RENEWABLE
	RESTRICTED_AID_ID	RESTRICTED_AID_ID *
STDNT_TERM_BDGT	Selection based on: EMPLID, INSTITUTION	Qualifier: TERM_BDGT_TERM
	FED_TERM_COA	FED_TERM_COA
	FIN_AID_FED_RES	FIN_AID_FED_RES
	FIN_AID_ST_RES	FIN_AID_ST_RES
	HOUSING_TYPE	HOUSING_TYPE
	INST_TERM_COA	INST_TERM_COA
	PELL_TERM_COA	PELL_TERM_COA
	RESIDENCY	RESIDENCY
	TERM	TERM_BDGT_TERM *

Valid Fields for Equations		
TRACKING_GRP	Selection based on: EMPLID	Qualifier: NONE
	ADMIN_FUNCTION	TRK_ADMIN_FUNC
	GROUP_STATUS	GROUP_STATUS
	TRACKING_GROUP	TRACKING_GROUP

Viewing Equations as Algebraic Expressions

Access the Equation Summary page.

Equation Summary

Equation Name: UNMET1000

```

IF ( I_TRUE_FED_RMNEED >= 10000 )
THEN ( A_SELECT = T )
ELSE ( A_SELECT = F )

```

[Return](#)

Equation Summary 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.

Using Institutional Application Data in Equations

The Equation Processor uses the Packaging Data Source field on the Financial Aid Defaults page to determine which field value to select for use in an equation. The Equation Processor uses field values from the appropriate ISIR_** table when a federal application data source is specified and uses field values from the appropriate INST_** table when an institutional application data source is specified. Examples of ISIR_** tables are ISIR_CONTROL and ISIR_STUDENT. Examples of INST_** tables are INST_CONTROL and INST_STUDENT. The following table indicates which values the Equation Processor uses when institutional application data is selected.

The table lists, for each ISIR_** table, equation field names in the left column and equation field types in the middle column. The right column indicates from where the Equation Processor selects the value for that field when an institutional data source is specified. Because institutional applications do not gather exactly the same data as the FAFSA, there are some institutional equation field values that are derived (untaxed income) and others that are assumed (database matches) by the Equation Processor.

Note. Pay special attention to the equation field type listed in the table when creating packaging equations. When defining equations in the Equation Detail page, you must select a valid "Type" value that corresponds to the field being referenced by the equation processor.

* "Equation field initialized to a space" means the equation field is populated with a blank space so the Equation Processor interprets the space as a value.

Equation Field Values with Institutional Data Source		
Equation Field Name	Equation Field Type	Values Used with Institutional Data Source:
Table: ISIR_CONTROL		
DT_APP_RECEIVED	Character	DT_APP_RECEIVED on INST_CONTROL table
FAA_INSTITUT_NUM	Character	* Equation field initialized to a space
OWNING_SCHOOL_CD	Character	* Equation field initialized to a space
PELL_ELIGIBILITY	Character	* Equation field initialized to a space
SSA_CITIZENSHIP_IND	Character	* Equation field initialized to a space
TITLEIV_ELIG	Character	Y_Yes is loaded (as an assumption)
TRANS_PROCESS_DT	Character	* Equation field initialized to a space
Table: ISIR_STUDENT		
AFDC_STU	Decimal	AFDC_BENEFITS on INST_STUDENT table
AGI_STU	Decimal	AGI on INST_STUDENT table

Equation Field Values with Institutional Data Source		
CHILD_SUPPORT	Decimal	CHILD_SUPPORT_RCVD on INST_STUDENT table
DEPENDENTS	Character	DEPENDENTS on INST_STUDENT table
DEPNDCY_STAT	Character	DEPNDCY_STAT on INST_INTERPRET table
DOB_PRIOR	Character	* Equation field initialized to a space
DRIV_LIC_STATE	Character	* Equation field initialized to a space
EARLY_ADMISSION	Character	* Equation field initialized to a space
ENROLL_CURNT_SUM	Character	* Equation field initialized to a space
ENROLL_FALL	Character	* Equation field initialized to a space
ENROLL_NEXT_SUM	Character	* Equation field initialized to a space
ENROLL_SPRING	Character	* Equation field initialized to a space
ENROLL_WINTER	Character	* Equation field initialized to a space
FIRST_BACH_DEGREE	Character	2-No is loaded (as an assumption)
INTERESTED_IN_PLUS	Character	* Equation field initialized to a space
INTERESTED_IN_SL	Character	* Equation field initialized to a space
INTERESTED_IN_WS	Character	* Equation field initialized to a space
MARITAL_STAT	Character	MARITAL_STAT on INST_STUDENT table
MARRIED	Character	* Equation field initialized to a space
MONTHLY_VET_BEN	Decimal	MONTHLY_VET_BEN on INST_STUDENT table

Equation Field Values with Institutional Data Source		
NUMBER_IN_COLLEGE	Character	NUMBER_IN_COLLEGE on INST_STUDENT table
NUM_EXEMPTIONS	Character	* Equation field initialized to a space
NUM_FAMILY_MEMBERS	Character	NUM_FAMILY_MEMBERS on INST_STUDENT table
NUM_MONTH_VET_BEN	Decimal (defined as Character in the database)	NUM_MONTH_VET_BEN on INST_STUDENT table
ORPHAN	Character	ORPHAN on INST_STUDENT table
PAY_NUM_DEPENDENTS	Character	* Equation field initialized to a space
PROJECTED_YR_INC	Character	* Equation field initialized to a space
RESIDENCY_DT	Character	* Equation field initialized to a space
SPS_EARNED_INCOME	Decimal	SPS_EARNED_INCOME on INST_STUDENT table
SS_BENEFIT_STU	Decimal	SOC_SEC_BENEFITS on INST_STUDENT table
STATE_RESIDENCE	Character	STATE_RESIDENCE on INST_STUDENT table
STD_EARNED_INCOME	Decimal	STD_EARNED_INCOME on INST_STUDENT table
UNTAXED_INC	Decimal	UNTAXED_INCOME on INST_STUDENT table
VETERAN	Character	VETERAN on INST_STUDENT table
Table: ISIR_PARENT		

Equation Field Values with Institutional Data Source		
AFDC_PAR	Decimal	AFDC_BENEFITS on INST_PARENT table
AGI_PAR	Decimal	AGI on INST_PARENT table
CHILD_SUPPORT_PAR	Decimal	CHILD_SUPPORT_RCVD on INST_PARENT table
LEGAL_RESIDENCE	Character	LEGAL_RESIDENCE on INST_PARENT table
MARITAL_STAT_PAR	Character	MARITAL_STAT on INST_PARENT table
NUMBER_IN_FAMILY	Character	NUMBER_IN_FAMILY on INST_PARENT table
NUM_EXEMPTIONS_PAR	Character	NUMBER_EXEMPTIONS on INST_PARENT table
NUM_IN_COLLEGE	Character	NUM_IN_COLLEGE on INST_PARENT table
SS_BENEFIT_PAR	Decimal	SOC_SEC_BENEFITS on INST_PARENT table
UNTAXED_INC_PAR	Decimal	sum of these fields from INST_PARENT: DEDUCT_IRA_PMTS TAX_DEFER_PENS_SAV DEP_MED_EXPENSE LIVING_ALLOWANCE TAX_EXEMPT_INT_INC FOREIGN_INC_EXCL OTHER_UNTAX_INC
Table: ISIR_COMPUTED		

Equation Field Values with Institutional Data Source		
ADJ_PAR_CONTRIB	Decimal	CONTRIB_FOR_STDNT on INST_P_BAS_CACL table
PRIMARY_EFC	Decimal	sum of: CONTRIB_FOR_STDNT on INST_P_BAS_CACL table and CONTRIB_FOR_STDNT on INST_S_BAS_CACL table
SECONDARY_EFC	Decimal	Value of zero (0) is loaded
TOTAL_INCOME	Decimal	sum of: TOTAL_INCOME on INST_P_BAS_CACL table and TOTAL_INCOME on INST_S_BAS_CACL table
TOTAL_PAR_CONTRIB	Decimal	CONTRIB_FOR_STDNT on INST_P_BAS_CACL table
TOTAL_STU_CONTRIB	Decimal	CONTRIB_FOR_STDNT on INST_S_BAS_CACL table
VALID_EFC_CALC	Character	Y_Yes is loaded (as an assumption)

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. Here is an example of a link call equation that you can use to effect correct dollar rounding. You can use this rounding equation by embedding it into your own equation as the final step of your equation when you require an even dollar rounding result.

The following illustrates how to create a RND_CALC equation on the Equation Detail page and how to embed this RND_CALC equation into your existing equations to effect correct dollar rounding.

This is how you create the RND_CALC equation.

CL F WORK_FIELD_NUM_05 = A_AMOUNT

CL F WORK_FIELD_NUM_04 = F WORK_FIELD_NUM_05 / D 100.00

CL F WORK_FIELD_NUM_04 = F WORK_FIELD_04 * D 100.00

```

CL F WORK_FIELD_NUM_03 = F A_AMOUNT - F WORK_FIELD_NUM_04
IF
F WORK_FIELD_NUM_03 < D 0.50
THEN
CL F A_AMOUNT = F WORK_FIELD_NUM_04
ELSE
CL F A_AMOUNT = F WORK_FIELD_NUM_04 + D 1.00
END IF

```

Equation Summary

Equation Name: RND_CALC (The name does not have to be "RND_CALC")

```

WORK_FIELD_NUM_05 = A_AMOUNT WORK_FIELD_NUM_04 = WORK_FIELD_NUM_05
/ 100 WORK_FIELD_NUM_04 = WORK_FIELD_NUM_04 * 100 WORK_FIELD_NUM_03 =
A_AMOUNT - WORK_FIELD_NUM_04 IF ( WORK_FIELD_NUM_03 < .50 ) THEN ( A_AMOUNT =
WORK_FIELD_NUM_04 ) ELSE ( A_AMOUNT = WORK_FIELD_NUM_04 + 1.00 END IF ( )

```

This is how to embed RND_CALC into your existing equations to effect correct dollar rounding.

```

CL F A_AMOUNT = D nnnn.nn
LN E RND_CALC
IF
F A_AMOUNT < = D 0.00
THEN
CL F A_AMOUNT = 0.00
END IF

```

Equation Summary

Equation Name: ROUND_TEST

A_MOUNT = nnnn.nn , where nnnn.nn is any integer/decimal combination

LN RND-CALC, where RND_CALC is the linked equation which is invoked to perform the rounding

```

(IF ( A_AMOUNT <=0 ) THEN ( A_AMOUNT = 0 )
END IF ( )

```

ROUND_TEST sets the value of A_AMOUNT to an integer/decimal limit amount. The ROUND_TEST equation then calls a linked equation RND_CALC to round the value of A_AMOUNT to an even dollar amount depending upon the decimal portion of the original A_AMOUNT value. If A_AMOUNT has an original decimal value of .50 or greater, then A_AMOUNT is incremented to the next even integer amount. Otherwise, A_AMOUNT is truncated to its current integer amount with a zero decimal value. Thus, if A_AMOUNT = 3012.50, it is rounded to 3013.00. If A_AMOUNT = 3012.33, it is rounded to 3012.00.

Thus, the RND_CALC equation is called from the root equation ROUND_TEST to perform the rounding. Note that there is a non-functional IF statement immediately following the RND_CALC call that must be used to effect successful return from the RND_CALC link call.

Creating Equity Item Type Groups

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 89](#)

Page Used to Create Equity Item Type Groups

Page Name	Object Name	Navigation	Usage
Equity Item Group	PKG_EQUITY_GROUP	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Pkg Equity Item Types Administer Financial Aid, Package and Disburse Aid, Setup, Pkg 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

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Academic Career: UGRD Undergraduate **Equity Item Group:** FEDUNV

First 1 of 1 Last

***Effective Date:** 03/15/2000 **Status:** Active **Description:** Federal/University Equity Awd **Short Description:** Fed/Unv

Equity Items View All First 1-3 of 3 Last

*Item Type	Description		
1 9000000000100	Federal Pell Grant	+	-
2 9000000000120	University Grant	+	-
3 9000000000800	PSU Foundation Scholarship	+	-

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

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Pkg Related Item Type Group Administer Financial Aid, Package and Disburse Aid, Setup, Pkg 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

Academic Institution: PSUNV PeopleSoft University
 Aid Year: 2001

Academic Career: UGRD Undergraduate
 Related Item Group: INST_AWD

First 1 of 1 Last

***Effective Date:** 05/30/2000
 Status: Active

Description: Institutional Awards
 Short Description: Institutn

Group Maximum: \$5,000.00
 Maximum Number of Awards: 2

Selection Criteria: UNMET1000
 [Equation Detail](#)

View All First 1-3 of 3 Last

Item Type	Description	Processing Order
90000000000015	Inst Grant 1: Disb Testing	1
90000000000016	Inst Grant 2: Disb Testing	2
90000000000017	Inst Grant 3: Disb Testing	3

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 Processor. 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

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, Packaging Plan Administer Financial Aid, Package and Disburse Aid, Setup, Packaging Plan, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, FM Target Administer Financial Aid, Package and Disburse Aid, Setup, Packaging Plan, FM Target 	Set up the packaging target for the packaging plan using federal methodology (FM).
IM Target	PKG_PLAN_INST_TRGT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, IM Target Administer Financial Aid, Package and Disburse Aid, Setup, Packaging Plan, IM Target 	Set up the packaging target for the packaging plan using institutional methodology (IM).
Equity Rule	PACKAGE_PLAN_LIMIT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, Equity Rule Administer Financial Aid, Package and Disburse Aid, Setup, Packaging Plan, Equity Rule 	Define packaging equity limits and offsets.

Page Name	Object Name	Navigation	Usage
Packaging Limits	PACKAGE_PLAN_LMT2	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, Packaging Limits Administer Financial Aid, Package and Disburse Aid, Setup, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, Packaging Rules 1 Administer Financial Aid, Package and Disburse Aid, Setup, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Packaging Plan, Packaging Rules 2 Administer Financial Aid, Package and Disburse Aid, Setup, 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		FM Target	IM Target	Equity Rule	Packaging Limits	Packaging Rules 1	Packaging Rules 2
Academic Institution:	PSUNV PeopleSoft University				Aid Year:	2001	
Academic Career:	UGRD Undergraduate				Plan ID:	FEDERAL	
First ◀ 1 of 1 ▶ Last							
*Effective Date:	01/01/1901		*Status:	Active			
Processing Order:	10	<input type="checkbox"/> Pell Grant specific					
*Award Period:	Academic						
*Description:	Undergraduate Federal						
Short Description:	UGRD-FED*L						
Selection Criteria:							

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 22, “Special Cases and Considerations in Packaging,” Using Pell-Only Repackaging Plans, page 773.](#)

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 Processor.

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 22, “Special Cases and Considerations in Packaging,” Understanding Multiple Award Period Processing, page 785](#)

Setting Up FM Packaging Target

Access the FM Target page.

Packaging Plan **FM Target** **IM Target** **Equity Rule** **Packaging Limits** **Packaging Rules 1** **Packaging Rules 2**

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Academic Career: UGRD Undergraduate **Plan ID:** FEDERAL

First 1 of 1 Last

Effective Date: 01/01/1901 **Status:** Active **Processing Order:** 10

FM Packaging Target

100.0 % of Total Need ☐ Disable Percentage

Maximum Amount: ☒ Constant ☐ Equation

FM Packaging Target Limit

☒ Follow Item Type Limits ☐ Override at Plan Level for

Maximum Amount: ☒ Constant ☐ Equation

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 <i>Constant</i> to use a specific, constant dollar amount as the packaging target. Select <i>Equation</i> 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 Processor.
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 <i>Conditional</i> , <i>Cost Only</i> , <i>No Effect</i> , and <i>Special Need/Cost</i> .
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 <i>Constant</i> to use a specific, constant dollar amount as the limit. Select <i>Equation</i> 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 Processor.

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 89

Setting Up IM Packaging Target

Access the IM Target page.

Packaging PlanFM TargetIM TargetEquity RulePackaging LimitsPackaging Rules 1Packaging Rules 2

Academic Institution:PSUNV PeopleSoft UniversityAid Year:2001

Academic Career:UGRD UndergraduatePlan ID:FEDERAL

First1 of 1Last

Effective Date:01/01/1901Status:ActiveProcessing Order:10

IM Packaging Target

100.0 % of Total Need

☐ Disable Percentage

Maximum Amount:

☐ Constant☒ Equation

VGAPAWARD

Equation Detail

IM Packaging Target Limit

☒ Follow Item Type Limits

☐ Override at Plan Level for

Maximum Amount:

☐ Constant☒ Equation

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 154

Defining Packaging Equity Limits and Offsets

Access the Equity Rule page.

Packaging Plan	FM Target	IM Target	Equity Rule	Packaging Limits	Packaging Rules 1	Packaging Rules 2
Academic Institution:		PSUNV PeopleSoft University		Aid Year:		2001
Academic Career:		UGRD Undergraduate		Plan ID:		FEDERAL
First ◀ 1 of 1 ▶ Last						
Effective Date:		01/01/1901		Status:		Active
				Processing Order:		10
<div> <div>+</div> <div>-</div> </div>						
Equity Limit						
Maximum Amount:		<input checked="" type="radio"/> Constant <input type="radio"/> Equation <input type="text" value="5,500.00"/>				
Offset						
<input checked="" type="checkbox"/> Parent Contribution (FM)		<input type="checkbox"/> Parent Contribution (IM)		<input type="checkbox"/> Equity Item Types		
<input type="checkbox"/> Student Contribution (FM)		<input type="checkbox"/> Student Contribution (IM)		Equity Item Group: <input type="text"/>		
<input type="checkbox"/> Social Security Benefits (FM)		<input type="checkbox"/> Social Security Benefits (IM)				

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 Processor.

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 147.](#)

Defining Loan and Work Packaging Limits

Access the Packaging Limits page.

Packaging Plan FM Target IM Target Equity Rule **Packaging Limits** Packaging Rules 1 Packaging Rules 2

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Academic Career: UGRD Undergraduate **Plan ID:** FEDERAL

First 1 of 1 Last

Effective Date: 01/01/1901 **Status:** Active **Processing Order:** 10

Loan Limits

Federal Maximum: ☒ Constant ☐ Equation 10,000.00
Institutional Maximum: ☒ Constant ☐ Equation 20,000.00

Work Limits

Federal Maximum: ☒ Constant ☐ Equation 1,800.00
Institutional Maximum: ☒ Constant ☐ Equation 2,000.00

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 Processor.

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 Processor.

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 Processor.

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 Processor.

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 Plan	FM Target	IM Target	Equity Rule	Packaging Limits	Packaging Rules 1	Packaging Rules 2
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Academic Institution:	PSUNV PeopleSoft University	Aid Year:	2001
Academic Career:	UGRD Undergraduate	Plan ID:	FEDERAL

First ◀ 1 of 1 ▶ Last			
Effective Date:	01/01/1901	Status:	Active
		Processing Order:	10

Item Types		View All	First ◀ 2 of 7 ▶ Last
Sequence Nbr:	<input type="text" value="20"/>	% of Total Package	<input type="text" value="100.0"/> Spending Limit Preferences
<input type="radio"/> Gap			
<input checked="" type="radio"/> Item Type <input type="text" value="900000000105"/> Federal SEOG Grant			
<input type="radio"/> Related Item Group <input type="text"/>			
Selection Criteria: <input type="text" value="PELLELIGIBLE"/> Equation Detail			

Limited By		Limiting Factor	
Minimum:	<input checked="" type="radio"/> Constant <input type="radio"/> Equation <input type="text" value="1.00"/>	<input type="radio"/> Nbr Units <input type="radio"/> Nbr Weeks <input checked="" type="radio"/> None	
Maximum:	<input checked="" type="radio"/> Constant <input type="radio"/> Equation <input type="text" value="4,000.00"/>	Equation Detail	

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 drop-down list box, 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 89 .
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.
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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 currently not supported, but it will be fixed in a future release. 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

Spending Limit for Item Types

☐ No Spending Limit
 ☒ Use Remaining Fund Balance

☐ Specify Amount
☐ % of Original Fund Balance

OK Cancel

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 103

Defining Packaging Rules: Award Status, Disbursement Plan and Split Code

Access the Packaging Rules 2 page.

Packaging Plan		FM Target	IM Target	Equity Rule	Packaging Limits	Packaging Rules 1	Packaging Rules 2
Academic Institution:	PSUNV PeopleSoft University				Aid Year:	2001	
Academic Career:	UGRD Undergraduate				Plan ID:	FEDERAL	
First 1 of 1 Last							
Effective Date:	01/01/1901		Status:	Active		Processing Order:	10
Item Type Defaults View All First 1 of 7 Last							
Sequence Nbr:	10	Item Type	900000000100		Federal Pell Grant		
Award Action:	Offer/Accept						
Disbursement Plan							
<input checked="" type="radio"/> Use Item Type Default		Disb Plan:	01	Two Semesters			
<input type="radio"/> Override Default							
Split Code							
<input type="radio"/> Use Item Type Default		Split Code:	02	All in Fall			
<input checked="" type="radio"/> Override Default							
<input type="radio"/> Custom Split Defined By:							

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 21, “Awarding and Packaging Students,” Awarding Online, page 706.](#)

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	<p>Select if you choose to follow a different disbursement pattern than the defined split codes for this financial aid item type.</p> <p><i>Attendance:</i> 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.</p> <p><i>COA:</i> 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.</p> <p><i>EFC:</i> 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.</p> <p><i>Enrollment:</i> The disbursement split is based on the number of units taken by the student for each term. This option is not currently supported.</p> <p><i>Equal Wt (weight):</i> The award amount is split equally among terms, regardless of any other factors.</p>

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 63

Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 84

Creating Mass Packaging Query Definitions

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Mass Packaging Definition Administer Financial Aid, Package and Disburse Aid, Setup, Mass Packaging Definition 	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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup F-K, Inst Mass Packaging Defn Administer Financial Aid, Package and Disburse Aid, Setup, Inst Mass Packaging Defn 	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

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Mass Packaging Query Defn: UNDERGRADS

***Description:**
Short Description:

	*Field Name	*Operation	Value:	AND/OR	
()	PROCESSING_STA*	=	3	AND	+ -
()	ACAD_CAREER	In List	List Values...		+ -

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	<p>Select the operation you want performed on the selected field.</p> <p><: Less than</p> <p><=: Less than or equal to</p> <p><>: Not equal to</p> <p>=: Equal to</p> <p>>: Greater than</p> <p>>=: Greater than or equal to</p> <p><i>In List:</i> Displays a list, such as a list of IDs. If you select this value, a List Values button appears in the Value column.</p> <p><i>Like:</i> Acts as a wild card. For example, if you enter Like FA, the operation retrieves all items that contain FA*.</p>
Value	Select a value for the field you have selected. If the field has certain valid values, they appear in a drop-down list. If the field value can be given a numeric value, enter a value. If <i>List</i> 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	<p>Select a Boolean operator.</p> <p><i>AND:</i> Used between two statements to indicate that both statements must be met for the selection to be made. For example, A <i>AND</i> B must be true for a selection.</p> <p><i>OR:</i> Used between two statements to indicate only one of the statements must be met for the selection to be made. For example, A <i>OR</i> B can be true for a selection.</p>

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_CITIZENSHIP_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

Mass Packaging Definitions		
DEPDNCY_STAT	MARITAL_STAT	TITLEIV_ELIG
DISABLED	MARITAL_STAT_PAR	VETERAN

Adding a List of Values

Access the 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

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Mass Packaging Query Defn: INSTUGRD

***Description:**
Short Description:

First ◀ 1-2 of 2 ▶ Last				
	*Field Name	*Operation	Value:	AND/OR
()	PROCESSING_STA	=	3	AND
()	ACAD_CAREER	=	UGRD	

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. Be 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 provides an overview of CommonLine loans and discusses how to:

- Set up loan participants.
- Set up loan types.
- Set up loan validation edits.
- 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, select the FFELP Serial MPN (master promissory note) Activation check box in the Activation Indicators group box and the CommonLine Activation check box.

See Also

Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Establishing Defaults, page 7

Common Elements Used in This Chapter

DUNS ID (data universal numbering scheme identification)

This field appears if your institution is required to report the DUNS ID in the processing of loans. Enter your DUNS ID. The Department of Education assigns the DUNS number to the reporting institution. Turn off Heading Table Setting.

Electronic Address

Click to view or enter the mailbox type and mailbox ID.

Contact Address

Click to view or update additional information about lender, guarantor, or servicer contacts, depending on the page where this link appears.

Mailbox ID	Displays the address where data files are to be sent when files are transmitted using the internet or a private communication network.
Mailbox Type	Enter the servicer's mailbox identification or address where data files are sent when files are transmitted using the internet or a private communication network.

Setting Up 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.

This section 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.

Pages Used to Set Up Loan Participants

Page Name	Object Name	Navigation	Usage
Lender Load Maintenance	LENDER_LOAD_MAINT	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup L-M, Lender Load Maint, Lender Load Maint • Administer Financial Aid, Process Loans, Setup, Lender Load Maint, Lender Load Maint 	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.

Page Name	Object Name	Navigation	Usage
Loan Lender Table	LOAN_LENDER_TABLE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Lender Table, Loan Lender Table Administer Financial Aid, Process Loans, Setup, Loan Lender Table, Loan Lender Table 	Contains all lenders from the Lender Load Maintenance table that will process loans for your institution. You can add lenders by copying them from the Lender Load Maintenance table.
Lender Information	LOAN_LENDER_INQ	Administer Financial Aid, Process Loans, Inquire 2, Loan Lenders, Loan Lenders	Review lender information.
Guarantor Load Maintenance	GUAR_LOAD_MAINT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup F-K, Guarantor Load Maint, Guar Load Maint Administer Financial Aid, Process Loans, Setup, Guarantor Load Maint, Guar Load Maint 	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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Guarantor Table, Loan Guarantor Table Administer Financial Aid, Process Loans, Setup, Loan Guarantor Table, Loan Guarantor Table 	Identify the guarantors 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 from the Loan Guarantor Table.	View or enter additional information about guarantor contacts.
Servicer Load Maintenance	SRVCR_LOAD_MAINT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup R-Z, Servicer Load Maint, Srvcr Load Maint Administer Financial Aid, Process Loans, Setup, Servicer Load Maint, Srvcr Load Maint 	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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Servicer Table, Loan Servicer Table Administer Financial Aid, Process Loans, Setup, Loan Servicer Table, Loan Servicer Table 	Identify the servicers your institution uses for processing loans and add new servicers. You can add servicers by copying them from the Servicer Load Maintenance table.

Page Name	Object Name	Navigation	Usage
Servicer Information	LOAN_SERVICE_INQ	Administer Financial Aid, Process Loans, Inquire 2, Loan Servicers, Loan Servicers	Review information about the loan servicers you set up on the Loan Servicer Table page.

Adding or Updating Lender Information

Access the Lender Load Maintenance page.

Lender Load Maintenance

Lender OE Code: 800720 **Lender OE Branch:** 0000 **Description:** Bank of America **Short Description:** Bank of Am

Address Information

Country: USA United States
Address 1: P.O. Box 2242
Address 2:
Address 3:

City: Brea
County: **Postal:** 92822
State: CA California

[Electronic Address](#)

Contact Information

View All First 1 of 1 Last

Contact Nbr: 1 **Name:** Rubio,Robert
Title: Group Operations Manager **Func Area:** FA [Contact Address](#)

Lender Load Maintenance page

Identifying Lenders as Loan Participants

Access the Loan Lender Table page.

Loan Lender Table

Lender ID	Lender OE Code	*Description	Short Desc	DUNS ID
5	800720	0000	Bank of America	Bank of Am
				LLLLLLLLL

Address Information

Country:
Address 1: P.O. Box 2242
Address 2:
Address 3: [Electronic Address](#)
City: Brea
County: **Postal:** 92822
State: CA

Contact Information

View All First 1 of 1 Last
Contact Nbr: 1 **Name:** Rubio,Robert
Title: Group Operations Manager **Func Area:** FA [Contact Address](#)

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) 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, fill in the fields manually.

Updating Guarantor Information

Access the Guarantor Load Maintenance page.

Guarantor Load Maintenance

Guarantor OE Code:

725

Description:

American Student Assistance

Short Description:

ASA

Address Information

Country:

USA



United States

Address 1:

330 Stuart Street

Address 2:

Address 3:

City:

Boston

County:

Postal:

21286

State:

MA



Massachusetts

Mailbox ID:

Mailbox Type:



Guarantor Load Maintenance page

Enter the guarantor's mailbox ID and mailbox type. The mailbox ID is the address where data files are sent when the files are transmitted using the internet or a private communication network.

Identifying Guarantors as Loan Participants

Access the Loan Guarantor Table page.

Loan Guarantor Table				
Guar ID:	OE Cd	Description	Short Desc	DUNS ID
3	666	State Guarantor	State Guar	
Address Information				
Country:	USA United States			
Address 1:	1425 Pacific Drive			
Address 2:				
Address 3:				
City:	Dallas			
County:		Postal:	73488-2323	
State:	TX Texas			
Contact Information View All First 1 of 1 Last				
*Ctact Nbr:	1	Name:	Stevens, Russel + -	
Title:	Analyst	Func Area:	School Relations	Contact Address

Loan Guarantor Table page

If you want 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) When you select an office of education code, the system automatically populates the rest of the information from the Guarantor Load Maintenance table.

Adding or Updating Servicer Information

Access the Servicer Load Maintenance page.

Servicer Load Maintenance

Destination OE Code:	Branch:	Description:	Short Description:
<input type="text" value="001318"/>	<input type="text" value="0000"/>	<input type="text" value="SallieMae"/>	<input type="text" value="SallieMae"/>

Address Information

Country:	<input type="text" value="USA"/> United States		
Address 1:	<input type="text" value="SallieMae Way"/>		
Address 2:	<input type="text" value="130303 Virginia Blvd"/>		
Address 3:	<input type="text"/>		
City:	<input type="text" value="Reston"/>		
County:	<input type="text"/>	Postal:	<input type="text" value="22079"/>
State:	<input type="text" value="VA"/> Virginia		

Mailbox ID:	<input type="text" value="340.2344.33423.0"/>	Lead Time	<input type="text" value="3"/>
*Mailbox Type:	<input type="text" value="I"/> Internet		

Servicer Load Maintenance page

Destination OE Code
(destination office of
education code)

When you select an office of education code, the system automatically populates the rest of the fields using 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.


Identifying Servicers as Loan Participants

Access the Loan Servicer Table page.

Loan Servicer Table

Servicr ID:	OE Cd:	Description:	Short Desc:	Proc Lead Time:	DUNS ID
3	444444  0000	Sallie Mae - LSC Texas	SLMA - TX	5 DAYS	888888888

Address Information

Country: USA  United States


Address 1: 2888 Ranch Road



Address 2:



Address 3: [Electronic Address](#)

City: Kileen

County: **Postal:** 08774

State: TX  Texas

Contact Information View All First  1 of 1  Last

Cntact Nbr: 1 **Name:** Wood,JoAnn  

Title: Loan Rep **Func Area:** School Services [Contact Address](#)

Loan Servicer Table page

Servicr ID (servicer identification)	Displays the number used to identify the servicer associated with the requested loan.
OE Cd (office of education code)	When you select an office of education code, the system automatically populates the rest of the information using the Servicer Load Maintenance table.
Proc Lead Time (process lead time)	Enter 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 be made to the student's loan only 5 days prior to the first disbursement.

To add a servicer that is not included on the Servicer Load Maintenance table, fill in the fields manually.

Setting Up Loan Types

This section discusses how to:

- Define loan types.
- Link CommonLine loan types with NSLDS loan history information.
- Define loan type documents for non-CommonLine loans.

Pages Used to Set Up Loan Types

Page Name	Object Name	Navigation	Usage
Loan Type Table	LOAN_TYPE_TABLE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Type Table, Loan Type Table Administer Financial Aid, Process Loans, Setup, Loan Type Table, Loan Type Table 	Define the types of loans your institution uses in the loan origination processes.
CommonLine/NSLDS Xref	LOAN_TYPE_TABLE2	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Type Table, CommonLine/NSLDS Xref Administer Financial Aid, Process Loans, Setup, Loan Type Table, CommonLine/NSLDS Xref 	Link loan types defined for CommonLine processing with the borrower's loans reported by the NSLDS.
Loan Type Documents	LOAN_TYPE_DOCUMENT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Type Table, Loan Type Documents Administer Financial Aid, Process Loans, Setup, Loan Type Table, Loan Type Documents 	Associate loan documents—loan report form IDs—to the selected loan type. Enables the printing of loan documents.

Defining Loan Types

Access the Loan Type Table page.

Loan Type Table		CommonLine/NSLDS Xref		Direct Loan Options		Loan Type Documents	
Aid Year:		2002 Financial Aid Year 2001-2002		Academic Institution:		PSUNV	
Loan Type	QSTF	Descr	Stafford Quarter Combo	Short Desc	StafQtr		
Processing				Requirements			
Loan Category:	Sub/Unsub			<input type="checkbox"/> Loan References Required	Nbr Ref Rq:	<input type="checkbox"/>	Loan Fee Rate: %
Loan Program:	FFELP			<input type="checkbox"/> Credit Check Required			
Loan Refund Indicator:	Borrower			<input type="checkbox"/> Loan Cosigner Required	Nbr Csg Rq:	<input type="checkbox"/>	*Max Nbr Disbs: 4
				Cosigner Required Amt:		\$0	
						Min Loan Amt: 1	
Loan Item Types							
First 1 of 1 Last							
*SetID:	PSUNV	*Item Type:	900000000378	Subsidized Stafford - Quarter		Subsidized	
						+ -	
View All First 1 of 1 Last							
Loan Fee	Ln Fee Amt	Ln Fee Typ	Ln Fee Pct				
1							

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 the following options: *Alt Loan* (alternative loan), *PLUS*, *Sub/Unsub*, *Subsidized*, or *Unsubsidized*.

Loan Program

Select *Alternative*, *Direct*, *FFELP*, *Health*, *Perkins*, *State*, or *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.

Requirements

The system enforces the selected requirements during loan 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.

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 requiring a cosigner. Enter cosigner information on the CommonLine Promissory Note PLUS/Alt and Originate Loans components.
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

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, 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 99

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 the type of alternative loan.

NSLDS Loan Type Select a loan type to translate the NSLDS loan type that's defined in the NSLDS tables.

See Also

http://www.nchelp.org/committees/e_standards/esc.asp

Defining Loan Type Documents for Non-CommonLine Loans

Access the Loan Type Documents page.

Loan Type Documents page

The values of the Loan Type, Loan Program, and Loan Ctgr (loan category) fields are based on the aid year and academic institution that you selected to access the page.

Checklist Select a checklist requirement to prevent disbursement of loan funds until required documents on the checklist are completed. You can also use a checklist to send reminders and for statistical reporting. Possible checklist values are *Direct Loan Promissory Note*, *Direct PLUS Prom Note*, and *Perkins Promissory Note*.

Ln RptFrmID (loan report form identification) Associate a form with the loan type. Loan report form IDs are created on the Loan Report Definitions page.

LnDoc ID (loan document identification) 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) Displays the number of copies requested for this document. Automatically populated from the Loan Report Definitions page.

For PLUS loans, the following additional fields are available.

PNote Type (promissory note type) Select from *Annual Nte* (annual note), *Ln Appl* (loan application), *Master Nte* (master promissory note) or *Open Note*. The promissory note type indicates the 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. If you select this check box, you cannot enter an interest rate.

Setting Up 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. PeopleSoft 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. You can use the Equation Engine to create or modify equations to support loan agencies that are not defined as a CommonLine standard.

This section discusses how to:

- Define validation edit messages.
- Create loan validation edit sets.

See Also

Equation Engine Programmer's Guide

Pages Used to Set Up Loan Validation Edits

Page Name	Object Name	Navigation	Usage
Loan Edits/Messages	LN_EDIT_TBL	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup L-M, Loan Edits / Messages, Loan Edits / Msgs • Administer Financial Aid, Process Loans, Setup, Loan Edits / Messages, Loan Edits / Msgs 	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_DFLT	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup L-M, Loan Edit Defaults, Loan Edit Defaults • Administer Financial Aid, Process Loans, Setup, Loan Edit Defaults, 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 executed based on aid year, 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

Aid Year: 2002 Financial Aid Year 2001-2002

[View All](#) First ◀ 1-4 of 24 ▶ Last

Section:	ADDR01 ▼	Permanent address missing	ADDR01	+ -
Edit Error Msg:	Permanent address missing			
Section:	ADDR02 ▼	Mailing address missing	ADDR02	+ -
Edit Error Msg:	Mailing address missing			
Section:	ADDR03 ▼	Borrower perm address missing	ADDR03	+ -
Edit Error Msg:	Borrower perm address missing			
Section:	ADDR04 ▼	Borrower mailing addr missing	ADDR04	+ -
Edit Error Msg:	Borrower mailing addr missing			

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 Section 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.

Predefined errors are described in the table below.

Equation Engine Edit	Description	Cause	Resolution
ADDR01	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 Process Demo Setup Address Usage Perm select order.	Add a valid address that can be used as the permanent address on the Demographic and Address Data page.

Equation Engine Edit	Description	Cause	Resolution
ADDR02	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 Process Demo Setup Address Usage Mail select order.	Add a valid address that can be used as the mailing address on the Demographic and Address Data page.
ADDR03	Borrower perm address missing	A valid permanent address cannot be found for the borrower. The address type is based on the Process Demo Setup Address Usage Perm select order.	Add a valid address to the borrow ID that can be used as the permanent address on the Demographic and Address Data page.
ADDR04	Borrower mail address missing	A valid mailing address cannot be found. The address type is based on the Process Demo Setup Address Usage Mail select order.	Add a valid address that can be used as the mailing address on the Demographic and Address Data page.
BORROW01	Loan borrower not defined	Used for alternative/PLUS loans. The Borrower ID field in the Originate Loans component is blank.	Enter the correct ID.
COSIGN01	No cosigners - co-signers required	Used primarily for alternative loans. If co-signers are required for the loan type, the edit verifies that the required number of co-signers are not defined in the Relationships page for the student and are also assigned to the loan.	Add the missing co-signers in the Relationships page and Originate Loan component.
COSIGN02	Cosigner signature required	Used primarily for alternative loans. Co-signer signatures have not been entered in the PLUS/ALT Pnote tracking page.	Fix the data on the CommonLine Prom Note PLUS/Alt - CommonLine Pnote page.

Equation Engine Edit	Description	Cause	Resolution
DEBT01	Total student loan debt required	Used for alternative loans. The total loan debt on the Originate Loan component is 0, and there is NSLDS loan history.	Update the total loan debt in the Originate Loan component using the Loan Demographic Data page.
DEPSTAT1	Dependency Status missing	The student's 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.
DEST01	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 Originate Loan component.
DISBDT01	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 Originate Loan 3 page.
DISBDT02	Disbursement date earlier than 10 days of loan period start	The first disbursement precedes the loan period begin date by more than 10 days. This may only be replicated by originating a new loan. An online edit prevents manually creating this situation.	Fix the disbursement date or loan period start date in the Originate Loan 3 page.
DISBDT03	Disbursement dates must be in chronological order	Disbursement dates are not in order.	Fix disbursement dates in the Originate Loan component.
DRVLIC01	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.

Equation Engine Edit	Description	Cause	Resolution
GRADDT01	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.
NAME01	Student Name missing	A valid name type cannot be found. The name type should be based on the Process Demo Setup Name Usage select order.	Add a valid name type that can be used as the student's name on the Demographic and Address Data page.
NAME02	Borrower name missing	A valid name type cannot be found. The name type should be based on the Process Demo Setup Name Usage select order.	Add a valid name type that can be used as the borrower's name on the Demographic and Address Data page.
PER01	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 a year.
PLUS01	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.
PLUS02	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.

Equation Engine Edit	Description	Cause	Resolution
REFS01	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 Originate Loan component.
SRVCIN01	Service indicator exists	An active negative service indicator is assigned to the student.	Remove the service indicator.
SSN01	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 pull the SSN into the originated loan record using the Loan Demographic Data page.
SSN02	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 Demographic and Address Data component and then pull 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

Aid Year: 2002 Financial Aid Year 2001-2002 **Institution:** PSUNV
Loan Program: FFELP **Loan Category:** Sub/Unsub
Loan Dest Processing Level: Guarantee Only

Default Profile Edits View All First ◀ 1-3 of 3 ▶ Last

*Section:	NAME01 ▼	Student name missing	+ -
Loan Requirement Status:	Required ▼	<input checked="" type="checkbox"/> Loan Edit Activated	
*Section:	SSN01 ▼	Borrower SSN is blank	+ -
Loan Requirement Status:	Required ▼	<input checked="" type="checkbox"/> Loan Edit Activated	

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, and University.
Loan Category	Indicates a subsidized or unsubsidized loan.
Loan Dest Processing Level (loan destination processing levels)	Values are Direct, Guarantee and Print Appl (application), Print and Guarantee, Guarantee Only, and 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.

Section	Select a predefined edit statement. Edit statements are set up on the Loan Edits/Messages page.
Loan Requirement Status	For each section, indicate one of the following: <i>Optional:</i> The selected section is not a requirement for the loan. <i>Recommended:</i> The selected section is not a requirement for the loan. <i>Required:</i> The selected section is a requirement for the loan. <hr/> Note. The field value does not drive current loan functionality, but is intended to support future business processes. <hr/>
Loan Edit Activated	Select to activate an edit.

Selecting Equations for the Hold and Release Process

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	Administer Financial Aid, Process Loans, Setup, Hold/Release Equation Names, Hold/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

Institution: PSUNV PeopleSoft University

Process Name: HOLD_REL

Description:

Equation Name		View All	First ◀	1-2 of 2	▶ Last
*Equation Name	Description				
<input type="text" value="LOAD_LVL_STA"/> 🔍	Load Level Status	+ -			
<input type="text" value="SAP_STATUS"/> 🔍	Check SAP Status	+ -			

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 the 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/release equation set with the two provided hold and release equations: LOAD_LVL_STA (Load Level edit) and SAP_STATUS (Satisfactory Academic Progress check).

Creating Loan Destinations

You 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.

This section describes how to:

- Define loan destination profiles.
- Define CommonLine options.
- Define loan destination edits.

Pages Used to Create Loan Destinations

Page Name	Object Name	Navigation	Usage
Loan Dest Profile (loan destination profile)	LOAN_DEST_PROFILE	Administer Financial Aid, Process Loans, Setup, Loan Destination Profile	Define participants your institution uses to exchange loan application data. You can designate multiple destinations for a given loan program.
CommonLine Options	LN_DEST_PROFILE2	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Destination Profile, CommonLine Options Administer Financial Aid, Process Loans, Setup, Loan Destination Profile, CommonLine Options 	Designate CommonLine options for a loan destination.
Loan Dest Edits (loan destination edits)	LN_DEST_EDITS	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Destination Profile, Loan Dest Edits Administer Financial Aid, Process Loans, Setup, Loan Destination Profile, 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
CommonLine Options
Loan Dest Edits

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

Loan Destination Profile

Destination: 6 Loan Program: FFELP Tolerance: 0.00
Description: PNC Bank Short Description: PNC

Destination Components

Guarantor ID: 6 CSAC OE Cd: 706 Ovrld ☒
Lender ID: 70 PNC Bank OE Cd: 809921 Branch: 0000
Servicer ID: 1 US Lender OE Cd: 525252 Branch: 0000
Physical Destination: Guarantor

Contact Order

Pre-Disb Contact: Servicer
Disb Contact: Servicer
Post Disb Contact: Servicer

Valid Category/Process Level

View All First 1 of 1 Last
Loan Category: Sub/Unsub ☒ Track PN Proc. Level: Print and Guarantee

Loan Dest Profile page

Normally, a loan destination includes a lender, guarantor, and servicer. CommonLine minimally requires that you define a guarantor for the destination.

Loan Destination Profile

Loan Program	Select from <i>Alternative</i> , <i>FFELP</i> , <i>Health</i> , <i>Perkins</i> , <i>State</i> , or <i>University</i> . Create a loan destination profile for each participant that receives the actual physical loan origination files.
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	<p>You can select any combination of the guarantor, lender, and servicer, but 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.</p> <p>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.</p>
OvrD (override)	You must 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 <i>Lender</i> , <i>Servicer</i> , or <i>Guarantor</i> .

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 Guarantor, Lender, or Servicer. These fields will be used for future loan processing functionality.
---	--

Valid Category Process Level

Assign the process level when you originate a loan.

Loan Category	Identify the loan category the loan destination will process. Values are <i>Alt Loan</i> (alternative loan), <i>PLUS</i> , <i>Sub/Unsub</i> (subsidized/unsubsidized), <i>Subsidized</i> , and <i>Unsub</i> .
Track PN (track promissory note)	Select to indicate how the presence of an application/promissory note determines the process level. The loan origination process checks for an application/promissory note in the CommonLine Prom Note—Stafford and CommonLine Prom Note PLUS/Alt 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/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.

Loan Dest Profile	CommonLine Options	Loan Dest Edits
Aid Year: 2002	Financial Aid Year 2001-2002	Institution: PSUNV
Loan Destination Nbr: 6	Loan Program: FFELP	PNC Bank
Change Transaction Destination		
Pre Disbursement Destination:	Lender	Destination ID: 70 PNC Bank
Post Disbursement Destination:	Guarantor	Destination ID: 6 California Student Aid Commiss
Build Options		
Use CommonLine Version:	CL 4	Stafford App Form Default: MPN
<input checked="" type="checkbox"/> Accept Change Records		Serial MPN Process Default: New MPN
<input type="checkbox"/> Create CL Alt @4		Prom Note Delivery Default: Paper
<input type="checkbox"/> Create CL Ref @5		Disb Hold/Release Default: Release
<input type="checkbox"/> Create CL Ref Sup @7		Funds Return Method Code: EFT

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. Currently, PeopleSoft only supports CommonLine version 4 (CL4).
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 where appropriate, but the system does not generate a CommonLine 4 change transaction record.
	<hr/> 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. <hr/>
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 there are no unused tracked Stafford applications. Values are <i>MPN</i> (master promissory note) or <i>CommonLine App</i> (CommonLine application). The type of Stafford application affects how the loan can be processed. For example, if your school practices serial loan processing, use the Stafford MPN.
Serial MPN Process Default (serial master promissory note process default)	Select the serial default master promissory note process. Use <i>New MPN</i> for a new master promissory note or <i>Serial MPN</i> 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 and the old common Stafford application is not used or specified to be used by the Stafford form App Default field, the system uses this default value. You can also override this setting at the loan origination level by updating the record in the Loan Origination component prior to the transmission of the loan.
	<hr/> 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 <i>NCHELP CommonLine Network for FFELP and Alternative Loans Reference Manual</i> for information about the serial loan process. <hr/>
Prom Note Delivery Default	Select how you want promissory notes to be delivered to the borrower. Values are <i>Email</i> , <i>Paper</i> , or <i>Web</i> .
	<hr/> Note. The promissory note delivery method is agreed upon between the school and the loan destination. <hr/>

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. *No Support*—the hold and release process is not supported by the loan destination—is the default value. 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/release status in the Loan Origination component. Changes to disbursement hold/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

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 Profile		CommonLine Options		Loan Dest Edits	
Aid Year:	2002	Financial Aid Year 2001-2002	Institution:	PSUNV	
Loan Destination Profile					
Destination:	6	PNC Bank	Loan Program:	FFELP	
Default Profile Edits First ◀ 1 of 1 ▶ Last					
Loan Category:	Sub / Unsub		Prom Note Tracking Status:	Yes	
Proc. Level:	Print and Guarantee				
View All First ◀ 1 of 1 ▶ Last					
*Section:	ADDR01	Permanent address missing	+ -		
Loan Requirement Status:	Required		<input checked="" type="checkbox"/> Loan Edit Activated		

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.

Section	Select a predefined 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

This section discusses how to set up your loan institution by specifying processes and contact information.

Pages Used to Set Up Loan Processes

Page Name	Object Name	Navigation	Usage
Loan Institution Table	LOAN_INST_TABLE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Institution Table, Loan Institution Table Administer Financial Aid, Process Loans, Setup, Loan Institution Table, 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 Loan Institution Contact 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
Loan Destination Default

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2002 Financial Aid Year 2001-2002

School Code	Branch	Description	Short Description	Career
001315	00	PEOPLESFT UNIVERSITY	PSUNV	Undergrad

Loan Processing Info

FFELP/Direct Participant: All Loans
DL Disclosure Print: LOC [Institution Address](#)
SSN Source: CC
☐ Access America Participant ☒ DL Serial MPN Activation ☐ EDE Special School

DUNS ID: 123546789
DL SchCd: G01315

Contact Information
View All First 1 of 1 Last

Contact Nbr: 1
Name: DOODLY-WOODLY,BRENDA
Title: LOAN COORDINATOR **Func Area:** LOANS
[Loan Institution Contact](#)

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)	Select the source of the student's Social Security Number, such as from PeopleSoft Campus Community.
Access America Participant	This setting is no longer used by the Department of Education.
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

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

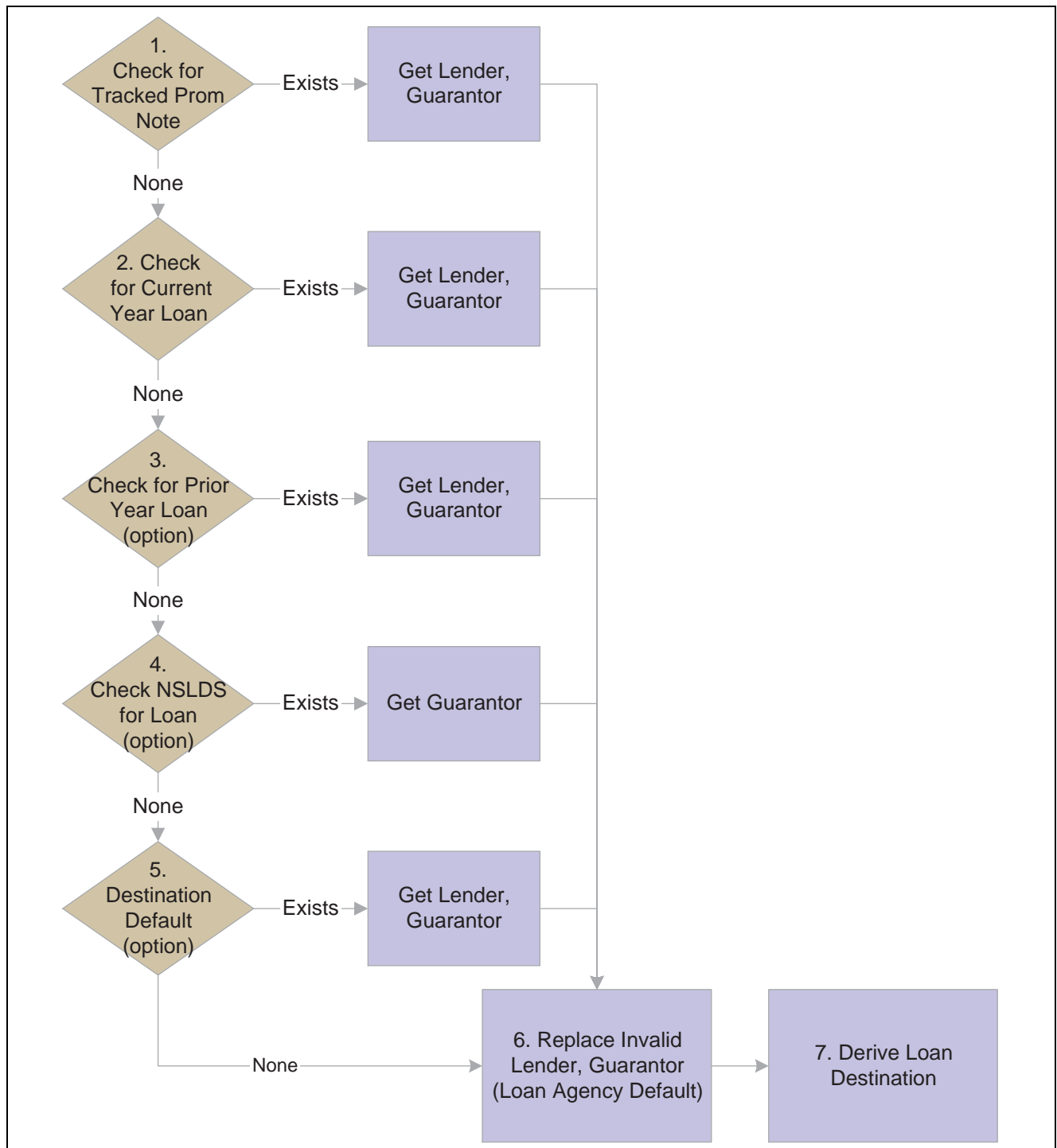
Because CommonLine 4 process levels only require a guarantor to originate a loan, the loan destination that you use to originate the loan might not be the same loan destination that you use to guarantee the loan.

Loan origination follows a seven-step process to determine 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 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
2	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
3	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
4	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. The 2001-2002 ISIR record has started to provide lender information. The loan origination process has not yet been modified to use this information.	Guarantor Only No Information
5	A default destination is assigned.	Lender Only Guarantor Only Lender and Guarantor No Information

Step	What Happens	Possible Information Selected
6	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, guarantor, and servicer 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Agency Default, Agency Default Setup Administer Financial Aid, Process Loans, Setup, Loan Agency Default, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Institution Table, Loan Destination Default Administer Financial Aid, Process Loans, Setup, Loan Institution Table, Loan Destination Default 	Set up loan destination default parameters.

Specifying a Default Loan Agency

Access the Agency Default Setup page.

Agency Default Setup

Aid Year: 2002 Financial Aid Year 2001-2002 **Academic Institution:** PSUNV

Loan Program: FFELP

Loan Agency Default Parameters View All First 1 of 1 Last

***Agency Type:** Lender **Nbr:** 1

Agency ID: 1 First Bank **OE:** 888888 **Lender OE Branch:** 0000

New Agency: 2 Metropolitan Bank **OE:** 222222 **Lender OE Branch:** 0000

Comments: Metro Bank bought First Bank

Agency Default Setup page

Agency Type Select from *Guar/Ins* (guarantor/insurer), *Lender*, or *Servicer*.

Agency ID After move out of this field, the system automatically populates the office of education ID and agency name.

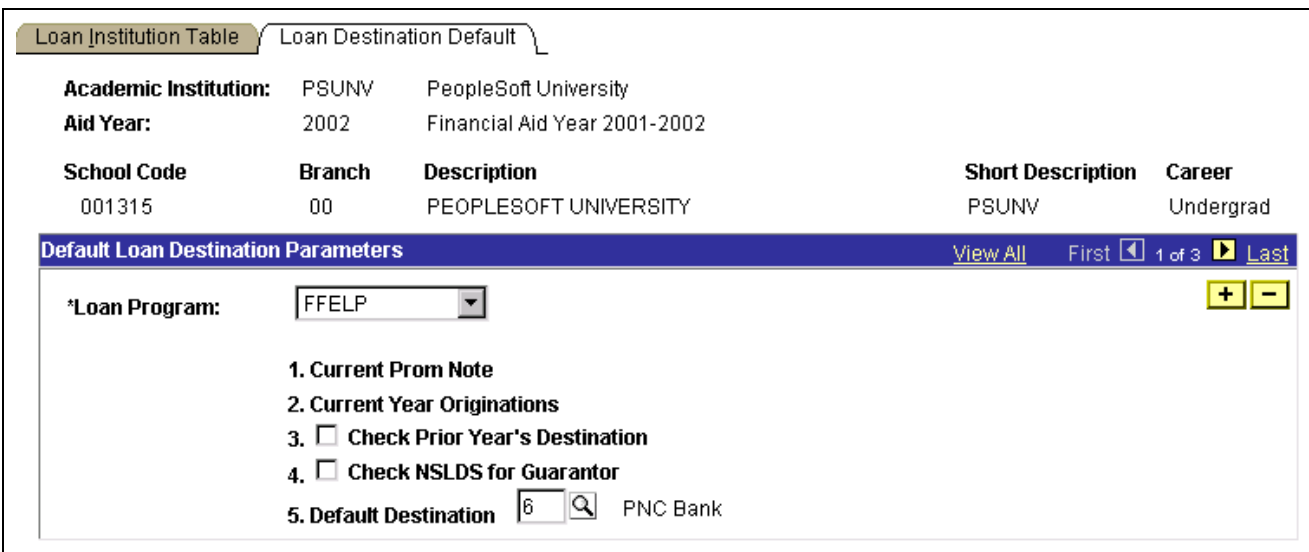
To assign a default loan agency, leave this field blank.

New Agency Enter the agency to replace the previous agency, or the default agency if you left the Agency ID field blank. The agency must be defined on the Lender Load Maintenance page.

Note. Default loan agencies must be defined on the Loan Destination Profile page.

Setting Up Loan Destination Defaults

Access the Loan Destination Default page.



Loan Institution Table Loan Destination Default

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2002 Financial Aid Year 2001-2002

School Code	Branch	Description	Short Description	Career
001315	00	PEOPLESOFT UNIVERSITY	PSUNV	Undergrad

Default Loan Destination Parameters [View All](#) First 1 of 3 Last

*Loan Program: FFELP + -

1. Current Prom Note
2. Current Year Originations
3. ☐ Check Prior Year's Destination
4. ☐ Check NSLDS for Guarantor
5. Default Destination: 6 PNC Bank

Loan Destination Default page

The order 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, and then Default Destination.

Loan Program Values are Alternative, Direct, FFELP, Health, Perkins, State, or University.

Current Prom Note (current promissory note) and The loan origination process always performs these steps.

Current Year Originations

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.

Setting Up Process Demographic Data

This section discusses how the loan origination process extracts borrowers' demographic information from PeopleSoft Campus Community.

Pages Used to Set Up Process Demo Data

Page Name	Object Name	Navigation	Usage
FA Process Demographic Use	FA_PRCSDemo_TBL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Process Demo Setup, Dmgrphc Proc Optns Administer Financial Aid, Exchange Financial Aid Data, Setup, Process Demo Setup, Dmgrphc Proc Optns Administer Financial Aid, Process Loans, Setup, Process Demo Setup, Dmgrphc Proc Optns 	Indicate where to retrieve the student demographic information for loan processing. The loan origination process extracts borrowers' demographic information from PeopleSoft Campus Community.
Address Usages	ADDR_USAGE_TABLE	Design Student Administration, Establish People Processing, Setup, Address Usage Table	View address usage, usage order, and usage type. The system searches the Campus Community Address Usage table for the appropriate address based on the settings displayed on the Demographic Process Options page.
Name Usage and Joint Name Usage	NAME_USAGE_TABLE	Design Student Administration, Establish People Processing, Setup, Name Usage Table	View name usage, usage order, and type of name. The system searches the Campus Community Name Usage table for the appropriate name based on the settings displayed on the Demographic Process Options page.

Setting Up Process Demographic Data

Access the FA Process Demographic Use page.

FA Process Demographic Use							
Process Demo Setup							
View All First 1-2 of 2 Last							
*Process Name	Address Usage	Perm Addr Usage	Mail Addr Usage	Name Usage	Phone Type	Email Type	
1 ISIR Processing	SLCT ORD 1			NAME USG 1		Campus	+ -
2 Loan Processing		LOAN_PERM	LOAN_MAIL	NAME USG 1	Permanent		+ -

FA Process Demographic Use page

The system displays settings defined by PeopleSoft Campus Community.

Address Usage Reserved for financial aid processes and not used for loans.

Perm Addr Usage Used to set the permanent address for loan processing.
(permanent address usage)

Mail Addr Usage (mail address usage)	Used to set the temporary address for alternative loan processing.
Name Usage	Indicates the name to use for the student and the borrower.
Phone Type	Indicates the type of phone number (such as a business or a cellular number) to use if the phone number associated with the address type is blank.
Email Type	Indicates the type of email address, such as home, business, dorm, or campus.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Designing PeopleSoft Campus Community,” Page Used to Establish Address Usages

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Designing PeopleSoft Campus Community,” Setting Up Name Formats and Usage

Setting Up Electronic Data Interchange

This section provides an overview of EDI Manager and describes how to:

- Create EDI entity codes.
- Set up a PeopleSoft Financial Aid EDI destination.
- Set up EDI partner profiles.
- Set up EDI internal trading partners.
- Set up EDI external trading 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. PeopleSoft 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 ready 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 initiate 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Entity Codes, Ec Entity Code Tbl PeopleSoft, EDI Manager, Use, Entity Code Definition, Ec Entity Code Tbl Administer Financial Aid, Process Loans, Setup, EDI Entity Codes, Ec Entity Code Tbl 	Create an entity code for an internal trading partner.
Financial Aid EDI Destination	FA_EDIDEST	Design Student Administration, Design Financial Aid1, Setup F-K, FA EDI Destination, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Partner Profile, Profile Definition PeopleSoft, EDI Manager, Use, Partner Profile Definition, Profile Definition Administer Financial Aid, Exchange Financial Aid Data, Setup, EDI Partner Profile, Profile Definition Administer Financial Aid, Process Loans, Setup, EDI Partner Profile, 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.

Page Name	Object Name	Navigation	Usage
Profile Defaults	EC_TP_PROFILE_2	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Partner Profile, Profile Defaults PeopleSoft, EDI Manager, Use, Partner Profile Definition, Profile Defaults Administer Financial Aid, Exchange Financial Aid Data, Setup, EDI Partner Profile, Profile Defaults Administer Financial Aid, Process Loans, Setup, EDI Partner Profile, Profile Defaults 	Set up your default partner profiles.
EC Int Partner Def (electronic commerce internal partner definition)	EC_INT_PARTNER_DEF	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Internal Partners, Ec Int Partner Def PeopleSoft, EDI Manager, Use, Internal Partner Defn, Ec Int Partner Def Administer Financial Aid, Process Loans, Setup, EDI 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI External Partners, Ec Ext Partner Def PeopleSoft, EDI Manager, Use, External Partner Defn, Ec Ext Partner Def Administer Financial Aid, Process Loans, Setup, EDI External Partners, Ec Ext Partner Def 	Set up external EDI trading partners.
Loan Transfer IDs	LN_XFER_ID_UPDT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Transfer ID, Loan Transfer IDs Administer Financial Aid, Process Loans, Setup, Loan Transfer ID, Loan Transfer IDs 	Set up loan transfer IDs to pass information to EDI Manager for all outbound loan file transactions.

Page Name	Object Name	Navigation	Usage
Loan Transfer ID Table	LN_XFER_ID_TBL	Administer Financial Aid, Process Loans, Inquire 1, Loan Transfer ID Table, 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

PeopleSoft Entity Code: LDST

Description: Loan Destination

Record (Table) Name: LN_EDT_DEST_VW  ☒ **External Entity**

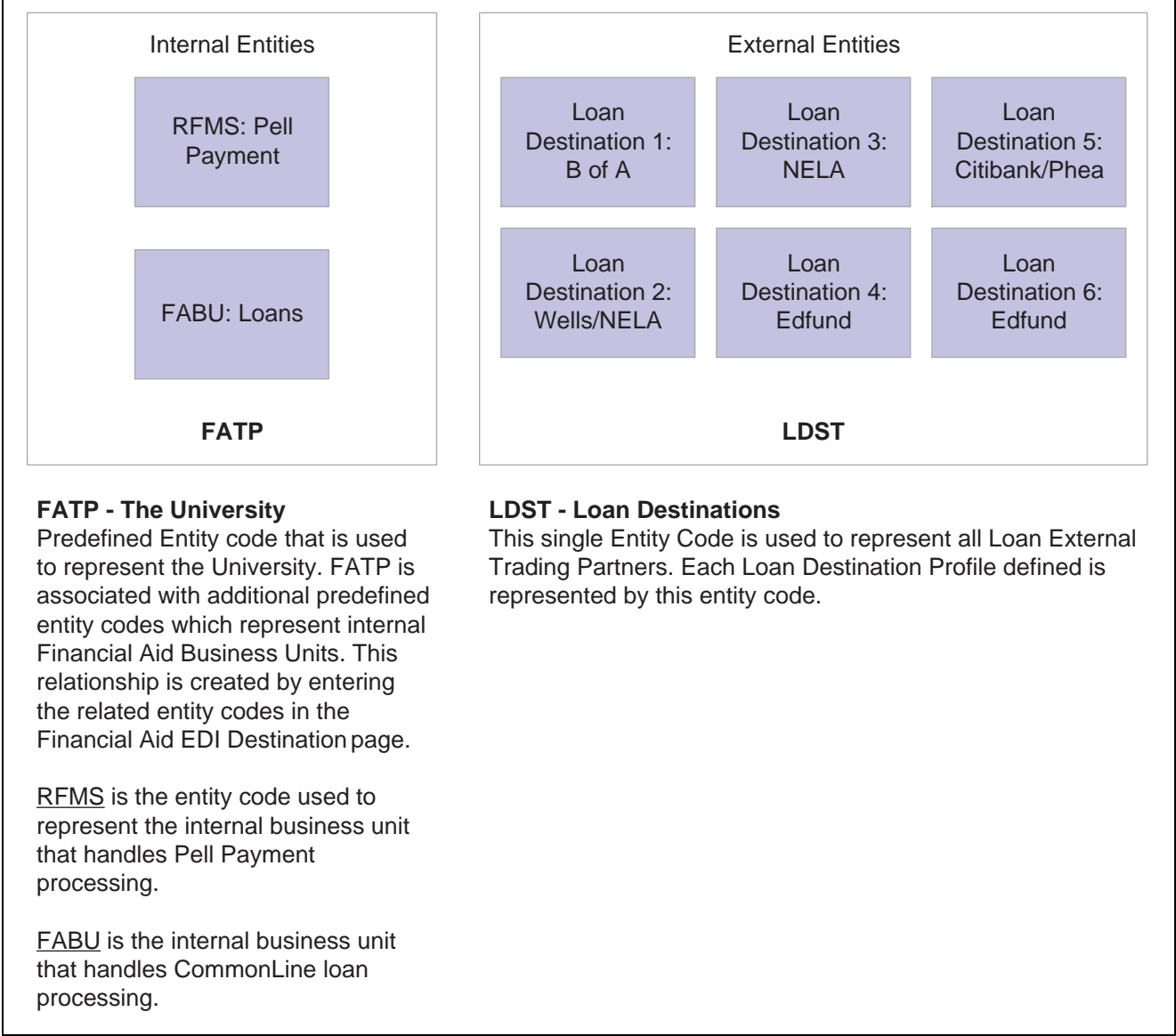
EC Entity Code Tbl page

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, while 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 PeopleSoft Financial Aid EDI Destinations

Access the Financial Aid EDI Destination page.

Financial Aid EDI Destination

Aid Year: 2001

FA EDI Destination: FABU

FA EDI Destination Information

***Description:** Financial Aid Bus Unit - PSUNV

Short Description: FABU

Internet Address:

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, you 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
Profile Defaults

EC Profile ID: CL_DESTIN
Source TPID: ADM_EDP_P

Description: CommonLine Destination

EC Outbound File List Path: c:\flatdata\

EC Outbound File List Name: CL_LIST.TXT

☒ **New List File Per Run**

Message

Profile Definition page

PeopleSoft 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	Use to 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	Specifies 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 this button 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	Indicates whether the process is inbound (<i>I</i>) or outbound (<i>O</i>).
Pri Event (primary event)	Also called purpose codes. Indicates the status of the transaction. It can be a new transaction, a cancellation, a duplicate, a status request, and so on. The system assigns the primary event code.

Sec Event (secondary event) Also called transaction codes. Indicates the type of transaction. Not all transaction types include secondary event codes.

Setting Up EDI Internal Partners

Access the EC Int Partner Def page.

Ec Int Partner Def

Int TPID: CL4_INT_TP

Descr: CommonLine 4 Internal TP

Business Unit Assignment

Find | View All First 1 of 1 Last

*PS Code FATP

*Unit FABU

Add

Delete

TP ID Alias Definition

Find | View All First 1 of 1 Last

*Ext TPID FFELP_SERVICER

*Alias TPID FFELP_ALIAS

Add

Delete

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 create your own.

Int TPID (internal trading partner identification)	System displays the internal trading partner ID.
PS Code	Indicates the EDI entity code that identifies the financial aid related business units at the school, FATP.
Unit	This field selects your internal financial aid EDI destinations that you set up in the FA EDI Destination page. Use the default value <i>FABU</i> or select the unit value that you have 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 corresponding section on the EC Ext Partner Def page is automatically populated by the EDI internal partner values.

Note. If you are creating your internal trading partner for the first time, leave this section blank until you have created external trading partners. When you create external trading partners, this section will be filled automatically with external trading partner information.

Alias TPID (alias trading partner identification)

Enter an alias code or the name used for your external trading partner. As an example, we created an alias trading partner ID called FFELP_ALIAS.

Setting Up EDI External Partners

Access the EC Ext Partner Def page.

The screenshot shows the 'Ec Ext Partner Def' page. At the top, 'Ext TPID' is set to 'FFELP_SERVICER'. Below this is the 'Trading Partner Definition' section with fields for 'Descr' (FFELP Generic Servicer), 'Map ID' (COMMONLN_), 'Profile ID' (CL_DESTIN), and 'Cvt Pro ID' (COMMONLINE). The 'Customer / Vendor Assignment' section shows a table with columns for '*PS Code' (LDST), 'SetID' (FABU), and '*PS Customer/Vendor Number' (6), with 'Add' and 'Delete' buttons. The 'TP Alias Assignment' section shows fields for '*Int TPID' (CL4_INT_TP) and '*Alias TPID' (FFELP_ALIAS), also with 'Add' and 'Delete' buttons.

EC Ext Partner Def page

There must be an external trading partner record 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. The following is the value for creating 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 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 <i>LDST</i> .
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. This 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 screen shot for this page uses an ID of FFELP_ALIAS. This value is used for all CommonLine external trading partners.

Once you complete the setup of an external trading partner record, your internal trading partner record automatically updates 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 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

Aid Year: 2002 Financial Aid Year 2001-2002

Loan Program: FFELP

View All First 1-2 of 4 Last

*EC Transaction ID	Description	Short Description	Loan Action Type
A004P	CommonLine 4 App Send	CommonLine	
In/Out	Batch Yr	Batch ID	*FA EDI Source Entity Cd
Outbound	2	4P	FATP Financial Aid Trading Partner
*FA EDI Destination Entity Cd:			LDST Loan Destination
*EC Transaction ID	Description	Short Description	Loan Action Type
C004P	CommonLine 4 Change Send	CommonLine	
In/Out	Batch Yr	Batch ID	*FA EDI Source Entity Cd
Outbound	2	4P	FATP Financial Aid Trading Partner
*FA EDI Destination Entity Cd:			LDST Loan Destination

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 if the file is inbound or outbound.

Batch Year

Enter the last digit of the appropriate aid year.

Batch ID

Unique ID for the batch used when transferring data to the loan destination.

EDI Source Entity Code

Identify the appropriate code for your institution. For most institutions, your source entity code is *FATP*.

EDI Destination Entity Code

Identify the appropriate code for the loan destination. For most institutions, your source destination code is *LDST*.

Source BU (source business unit)

The system populates this field once an EDI source entity code is selected. The default value should be *FABU*. This enables EDI Manager to retrieve and generate the appropriate file structure.

Reviewing Loan Action Codes

This section discusses predefined loan action codes and messages delivered by PeopleSoft Financial Aid.

Pages Used to Review Loan Action Codes

Page Name	Object Name	Navigation	Usage
Loan Action Code Table	PS_LOAN_ACTNCD_WK00	Administer Financial Aid, Process Loans, Setup, Loan Action Code Table	View loan action codes and messages for a given aid year and loan program.
Loan Action Codes	LOAN_ACTNCD_TBL	Administer Financial Aid, Process Loans, Inquire 1, Loan Action Codes, Loan Action Cd Tbl	View loan action codes and descriptions.

Viewing Loan Action Codes

Access the Loan Action Code Table page.

Loan Action Code Table

Aid Year: 2002 Financial Aid Year 2001-2002

[Find](#) [First](#) 1 of 4 [Last](#)

Loan Program: F FFELP

***Loan Action Type:** Disbursement

Loan Action Codes
[Find](#) [View All](#) [First](#) 1-3 of 26 [Last](#)

	*Description	Short Description	Loan Action Category
<input type="text" value="A"/>	<input type="text" value="Adjusted Disbursement"/>	<input type="text" value="Adjusted"/>	<input type="text" value="Status"/> + -
<input type="text" value="B"/>	<input type="text" value="Approved Disbursement"/>	<input type="text" value="Approved"/>	<input type="text" value="Status"/> + -
<input type="text" value="C"/>	<input type="text" value="Canceled Disbursement"/>	<input type="text" value="Canceled"/>	<input type="text" value="Status"/> + -

Loan Message Codes
[Find](#) [View All](#) [First](#) 1 of 79 [Last](#)

	*Category	*Description	Short Description
<input type="text" value="001"/>	<input type="text" value="Reject"/>	<input type="text" value="Invalid or Missing SSN"/>	<input type="text" value="SSN"/> + -

Message Set Number:
Message Number:

Loan Action Code Table page

Do not add or delete loan action codes and messages, but you can modify the descriptions. There are four loan action types: Disbursement, Origination, Promissory Note, and 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 only used by direct lending processes.

CHAPTER 8

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 your institution by the Department of Education and used during the exchange of electronic data.
TG Number	A number that corresponds to your 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 is less than 300.00 USD.

Setting Up 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. It eliminates the step of drawing down funds from Grants Administration and Payment System (GAPS). Recipient Financial Management System (RFMS) sends a transaction to GAPS requesting that the funds be directly deposited to your institution's account. These funds are delivered within 24 to 36 hours of the request.

Page Used to Set Up Your Pell Funding Method

Page Name	Object Name	Navigation	Usage
Financial Aid Defaults	INSTALLATION_FA	Design Student Administration, Design Financial Aid1, Setup F-K, Installation Defaults-Fin Aid	Define Pell funding method. Select general financial aid processing defaults at the installation level.

Defining Pell Funding Method

Access the Financial Aid Defaults page.

Financial Aid Defaults

Academic Base Weeks:

Non-Standard Base Weeks:

INAS Rule Set:

***Pell Calculation Start:**

***Pell Calculation Midterm:**

***Pell Calculation Census:**

***Pell Number of Terms:**

GAP Item Type:

***Packaging Data Source:**

Inst Application Source:

CNAS FM Rule Set:

CNAS IM Rule Set:

Last Loan Batch Sequence:

Activation Indicators

- ☐ Freshman Loan 30 Day Delay
- ☐ Direct Lending Activation
- ☐ CommonLine Activation
- ☐ Originate Loan on Offer
- ☒ Pell Just In Time Institution
- ☐ FFELP Serial MPN Activation
- ☐ Audit FATerm Build

Background Errors Allowed:

Last Packaging Batch Nbr:

Last Award Batch ID:

Last Commonline Seq Num Assgn:

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 your institution's Pell funding method. This sets the just-in-time option. Based on accepted origination and disbursement records, RFMS or COD sends a transaction to GAPS requesting that the funds for the requested disbursement be directly deposited into your institution's account.

See Also

[Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Defining Installation Level Defaults, page 9](#)

Setting Up Pell Payment Information

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	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup N-P, Pell Pmt, Pell Payment Setup • Administer Financial Aid, Process Pell Payment, Setup, Pell Payment Setup, Pell Payment Setup 	Define Pell payment information to include Pell IDs and other reporting data for Pell payment records to RFMS.
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 -Prog Dtl button on the Pell Payment Setup page.	Change Pell payment default information. Set up a career and program at your institution when the payment program differs from your default payment schedule or formula.

Defining Pell Payment Setup

Access the Pell Payment Setup page.

Pell Payment Setup Pell Institution Address

Aid Year: 2003 Academic Institution: PSUNV

Pell Payment Setup View All First 1 of 1 Last

Copy Pell Payment Option + -

*Pell ID Reporting: 001315 PeopleSoft University *TG Number: 51234

Software Provider ID: Z000187507 Weeks in Program Acad Year: 30

Institution Type: 4 years OPE ID Number: 08201963

Academic Calendar: Semester Maximum Pell Award: 3750

Payment Methodology: Formula 1 Max EFC: 3350

Financial Control: Public Disbursement Request Offset: -30

Low T&F Flag: Hours/Credits in Acad Year: 30 SFA Common School ID: 12345

Pell Just In Time Institution ☐ COD Full Participant ☒

[Career - Program Detail](#)

Pell Payment Setup page

Pell ID Reporting

Select to identify your institution. The system retrieves values from the School Codes for Institution table. For example, once 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 SAIG mailbox.

Software Provider ID

Enter the ID provided by RFMS. 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, or Less than 4 yrs.

Academic Calendar

This is a required field. If you leave this blank, the system displays the following save edit error: "Academic Calendar is required." 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. PeopleSoft 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. PeopleSoft 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

Select to calculate the student's Pell Grant. This is a required field. If you leave this blank, the system displays the following save edit error: "Payment Methodology is required." Values are *Formula 1*, *Formula 2*, *Formula 3*, *Formula 4*, *Formula 5*, and *None*.

Note. PeopleSoft Financial Aid does not support the Pell calculation for academic calendars tracked by clock hour or hours without terms.

Note. PeopleSoft 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.

Payment Methodology Formula Descriptions	
<i>Formula 1</i>	<p>Applies to a standard term, credit hour program that meets the following conditions:</p> <ul style="list-style-type: none"> • 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.
<i>Formula 2</i>	<p>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.</p>
<i>Formula 3</i>	<p>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.</p>

Payment Methodology Formula Descriptions	
<i>Formula 4</i>	Applies to a clock hour program or a credit hour program without terms.
<i>Formula 5</i>	Applies to nonresidential correspondence programs.

Financial Control	Select to indicate if your institution is <i>Proprietary</i> , <i>Prvt. Nprft</i> (private and nonprofit), or <i>Public</i> .
Low T & F Flag (low tuition and fees flag)	The system uses this field to identify tuition ranges when the annual tuition is less than 650.00 USD. A community college is an example of a school with an annual tuition of less than 650.00 USD. Valid values are <i>(none)</i> , <i>0</i> , <i>Range 1</i> , or <i>Range 2</i> . The ranges are 1-216, 217-433, and 650 or more.
Hours/Credits in Acad Year (hours/credits in academic year)	Enter the number of hours or credits in the program's academic year.
Pell Just In Time Institution	If your institution is participating in the just-in-time program, select to indicate your institution's Pell funding method. Based on accepted origination and disbursement records, RFMS or COD sends a transaction to GAPS requesting that the funds for the requested disbursement be directly deposited into your institution's account. Use this field for processing disbursement records.
Weeks in Program Acad Year (weeks in program academic year)	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 <i>30</i> 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 (3,800.00 USD) of expected family contribution used to calculate a Pell Grant award. RFMS does not accept an origination or disbursement record if the value is greater than the maximum EFC. If the EFC does not match the information on the application from RFMS, the system rejects the origination record.
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 you send disbursement records to RFMS or COD. This is used in the selection for the outbound disbursement process that populates the staging tables. 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. This is different from prior years where you only reported disbursements after they occurred.
SFA Common School ID	The system activates this field only if the COD Full Participant check box is selected. It is a new 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. The Entity ID replaces the Pell Institution Number. 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 your 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.

Note. Based on the Department of Education's COD implementation plan, only institutions approved as Full Participants for the 2002-2003 award year are eligible to process their files using COD.

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 your institution when the payment program differs from your default payment schedule or formula.

Copying Pell Payment Options

Access the Copy Pell Payment Options page.

Copy Pell Payment Options	
Copy From :	Copy To:
Academic Institution: PSUNV	Academic Institution: <input type="text"/> 
Aid Year: 2002	Aid Year: <input type="text"/> 
Pell ID Reporting: 001315	Pell ID Reporting: <input type="text"/> 

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		
View All First 1 of 1 Last		
*Academic Career: <input type="text" value="UGRD"/>	Weeks in Program Acad Year <input type="text" value="15"/>	Academic Calendar: <input type="text" value="Clock Hour"/>
*Primary Academic Program: <input type="text" value="FAU"/>	Hours/Credits in Acad Year <input type="text" value="20"/>	Payment Methodology: <input type="text" value="Formula 2"/>
*Academic Plan: <input type="text" value="ART-MINOR"/>	Pell Payment Periods <input type="text" value="4"/>	Low T&F Flag: <input type="text" value="Range 1"/>
<input type="checkbox"/> Use Fulltime Enrollment <input type="checkbox"/> Orig Offered <input type="checkbox"/> Orig Max Pell		

Pell Payment Detail page

Academic Career

Select the career defined by your institution. As an example, select from Graduate Business, Continuing Education, Graduate, Law, Medical School, Undergraduate Engineering, or Undergraduate.

Primary Academic Program

Select the program defined by your institution. As an example, select from *AGRC* (agriculture school), *FAU* (fine arts undergraduate), *FQU* (fine arts undergraduate quarter calendar), *LAU* (liberal arts undergraduate), *LQU* (liberal arts quarter calendar), *MUS* (music undergraduate), *SPEC* (special program part-time students and employees), or *VETUG* (veterinary school undergraduate).

Academic Plan

Select the plan defined by your institution. As an example, select from *Art Minor*, *Art History Minor*, *Undergraduate Honors*, *ROTC*, or *Undeclared*.

Weeks in Program Acad Year (weeks in program academic year)

Enter the number of weeks of instructional time in the program's academic year.

Hours/Credits in Acad Year (hours/credits in academic year)

Enter the number of hours or credits in the program's academic year.

Pell Payment Periods

Enter the number of terms or payment periods in the program's school year.

Academic Calendar

Select Clock Hour, Crdt Hr NS (credit hour nonstandard terms), Quarter, Semester, Trimester or Hr w/o Terms (hour without terms).

Payment Methodology

The formula used to calculate the student's Pell Grant award. Select *Formula 1*, *Formula 2*, *Formula 3*, *Formula 4*, *Formula 5*, or *None*.

Low T & F Flag (low tuition and fees flag)

Identifies an annual tuition of less than 650.00 USD. The ranges are 1-216, 217-433, and 650 or more. Select (*none*), *0*, *Range 1*, or *Range 2*.

Use Fulltime Enrollment

Select to indicate full-time enrollment. The system builds the field for all originated students using full time regardless of the student's actual enrollment. This enables the maximum Pell eligibility. For example, if you select this check box and a student is enrolled part-time, the system originates the maximum award for this student.

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. Previously, a student's award was originated only if the Pell award was in an Offer/Accept action. 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 force 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. For example, if a student is offered a Pell award of 1,500.00 USD and you select this check box, the system originates the maximum Pell award, which might be 4,000.00 USD for the 2003 aid year.

Setting Up Pell Reporting Identification and Processing Options

This section discusses how to identify Pell reporting ID data, contact information, and processing options.

Page Used to Set Up Pell Reporting Identification and Processing Options

Page Name	Object Name	Navigation	Usage
Pell Institution Address	PELL_INST_ADDRESS	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Pell Pmt, Pell Institution Address Administer Financial Aid, Process Pell Payment, Setup, Pell Payment Setup, 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 Payment Setup **Pell Institution Address**

Aid Year: 2002 **Academic Institution:** PSUNV

Address Information First 1 of 1 Last

Pell ID Reporting: 001315

FAA Name: Joe Smythe

FAA Phone Number: 818/922-2264

FAA Fax Number: 818/922-2300

Internet Address: peoplesoft.com

Pell Processing Options

☐ Originate Offered Awards ☐ Hold Corrections

☐ Use Fulltime Enrollment ☐ Disb Prior to Transmitting Rec

☐ Originate Max Pell Award ☐ Payment Period Start Date Req

Pell Institution Address Setup page

Pell ID Reporting

The identification code assigned to your 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. If this is clear, the system only originates Pell awards when the award status is accepted.

Use Fulltime Enrollment

Select to use full-time enrollment. The system builds the field for all originated students using full time regardless of the student's actual enrollment. This enables the maximum Pell eligibility. For example, if you select this check box and a student is enrolled part-time, the system originates the maximum award for this student.

Originate Max 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.

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 (disbursement prior to transmitting record)

Select to verify that Pell Grant funds have been disbursed to the student on the application before you request disbursement from RFMS or COD. The disbursement process does not pick up a student's disbursement record until the student has been paid through PeopleSoft Student Financials.

Payment Period Start Date Req (payment period start date required)

Select to indicate your institution is ineligible. You cannot process a disbursement request unless the process date is equal to or greater than the reported disbursement date. This replaces the special disbursement requirement starting 2001-2002.

Setting Up Pell Multi-Campus Identification

Assign a Pell ID for each of your 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.

Page Used to Define Pell Multi-Campus Identification

Page Name	Object Name	Navigation	Usage
Pell Attending	PELL_ATTENDING	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Pell ID Attending, Pell Attending Administer Financial Aid, Process Pell Payment, Setup, Pell ID Attending, Pell Attending 	Define Pell multi-campus identification. Assign a Pell 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

Aid Year: 2003 **Academic Institution:** PSUNV **Pell ID Reporting:** 001315

Attending Pell Info
First 1 of 1 Last

***Attended Pell ID** ***Description** **Campus**

Common School ID:

Pell Attending page

Attended Pell ID

Select the code assigned to your 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	This field is new. 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

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	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid2, Setup N-P, Pell Comment CD, Pell Comment Code Table • Administer Financial Aid, Process Pell Payment, Setup, Pell Comment Codes, 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:

Aid Year: 2002 Financial Aid Year 2001-2002 Copy Pell Comment Code

Communication Code			View All	First	1-3 of 146	Last
*Code	201	Description Missing Grant Batch Header.		Severity Level	1	+ -
	202	Missing Grant Batch Trailer.		1	+ -	
	203	Duplicate Grant Batch Header.		1	+ -	

Pell Comment Code Table page

This page defines the Student Comment Codes from the Department of Education. The tables and these codes are delivered with this application.

Code	An identification number assigned to a specific Pell comment.
Description	An explanation of the Pell comment code.
Severity Level	<p>You can select one of the following severity levels to indicate the action that you want the system to take.</p> <p><i>0 - Ignore:</i> The system disregards the message.</p> <p><i>1 - Action Required:</i> The person responsible for the Pell process at your institution must take some action.</p>
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

Copy From:	Copy To:
Aid Year: 2002	Aid Year: <input type="text"/> <input type="button" value="Q"/>

Copy Pell Comment Codes page

Select the aid year from which you want to copy the data. Then click the Copy Pell Comment Code button to access the Copy Pell Comment Codes page and select the aid year from the available options from the Copy to group box.

Defining Reconciliation Periods

This section discusses how you can track any requests that you have made for funds from GAPS and determine the frequency of reporting and the beginning and ending dates for each reconciliation period.

Page Used to Define Reconciliation Periods

Page Name	Object Name	Navigation	Usage
Reconciliation Period Setup	PROG_CASH_PER	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Reconciliation Periods, Reconciliation Period Setup Administer Financial Aid, Exchange Financial Aid Data, Setup, Reconciliation Period, Reconciliation Period Setup Administer Financial Aid, Process Loans, Setup, Loan Reconciliation Periods, Reconciliation Period Setup Administer Financial Aid, Process Pell Payment, Setup, Reconciliation Period, Reconciliation Period Setup 	Define reconciliation periods for cash management.

Defining Reconciliation Periods

Access the Reconciliation Period Setup page.

Reconciliation Period Setup

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2002 Financial Aid Year 2001-2002
Program: Pell Grant

Reconciliation Periods				View All	First ◀	1-2 of 2 ▶	Last
*Period	Description		Short Description:				
<input style="width: 80px;" type="text" value="1"/>	<input style="width: 280px;" type="text" value="Pell - 07/01"/>		<input style="width: 100px;" type="text" value="Pell 07/01"/>	<input style="width: 30px; height: 25px; background-color: yellow; border: 1px solid black;" type="button" value="+"/> <input style="width: 30px; height: 25px; background-color: yellow; border: 1px solid black;" type="button" value="-"/>			
Period Start Date:	<input style="width: 80px;" type="text" value="07/01/2001"/>	Period End Date:	<input style="width: 80px;" type="text" value="08/01/2001"/>				
*Period	Description		Short Description:				
<input style="width: 80px;" type="text" value="2"/>	<input style="width: 280px;" type="text" value="Pell - 08/01"/>		<input style="width: 100px;" type="text" value="Pell 08/01"/>	<input style="width: 30px; height: 25px; background-color: yellow; border: 1px solid black;" type="button" value="+"/> <input style="width: 30px; height: 25px; background-color: yellow; border: 1px solid black;" type="button" value="-"/>			
Period Start Date:	<input style="width: 80px;" type="text" value="08/01/2001"/>	Period End Date:	<input style="width: 80px;" type="text" value="09/01/2001"/>				

Reconciliation Period Setup page

Define a reconciliation period. Select Add in the search dialog box and enter the academic institution, aid year, and program.

Period Enter the period your reconciliation covers.

Description and Short Description	Enter a description for the period your reconciliation covers.

Period Start Date and Period End Date Enter start and end month/day/year your 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 9

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 review.

Prerequisites

Before beginning the setup of your 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 Student Financials. In addition, you must be familiar with how service indicators and checklists will impact 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 8 SP1 Campus Community Fundamentals PeopleBook, “Managing Checklists”

PeopleSoft 8 SP1 Student Financials PeopleBook, “Completing PeopleSoft Student Financials General Setup,” Setting Up Item Types and Item Type Groups

Disbursement Rules

The delivery of financial aid funds to students is a two-part process.

- Authorization of aid begins the process of delivering financial 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 PeopleSoft Student Financials. Financial aid is only disbursed if all authorization rules have been met.

Warning! For PeopleSoft Financial Aid's Authorization and Disbursement processes to function properly, you must implement PeopleSoft Student Financials first. Implementing PeopleSoft Financial Aid without PeopleSoft Student Financials is not advisable and requires the creation of modified interfaces.

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 somewhere else in the system, and holding disbursement if satisfactory academic progress is not met.

Additional disbursement rules for particular awards can also be defined. The rules for individual awards are tied to a career; so different rules can be defined for each career in which the award is used. There are many disbursement rules that 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, withdrawn, or has other holds in the system. Disbursement rules for an award can check to see that 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 states or countries, 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 if 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 with aid to disburse into several smaller population 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 may want to 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, PeopleSoft 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 the formula you set up on the Disbursement Proration Rules page. The proration is done 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 where the award amount should be based on the academic load of the student. A disbursement proration rule can be applied to a financial aid item type when defining the financial aid item type's disbursement rules, 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 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 9](#)

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. There are several different elements that 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 looks at global disbursement rules, defined by career, before item type disbursement rules. In addition, the authorization process checks to see that 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 many careers use the same item type, you need to define item type disbursement rules for each career. This allows you to choose different item type disbursement rules for different careers that use the same item type. Item type disbursement rules take effect in authorization and apply to the designated item type only. For example, a Perkins loan may 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. Even if 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 looks at global disbursement rules, defined by career, before item type disbursement rules. In addition, the authorization process checks to see that 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 plan to use background authorization and disbursement, you need not complete these pages. It is important to note that even if you do set up these calendars, they are not utilized if authorization and disbursement is done manually online. For this reason, security access to the online disbursement pages should be carefully determined. Using the background authorization and disbursement processes adds a great deal of control to the entire disbursement process.

Authorization and disbursement calendars need to include each term 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. As an alternative, 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 have 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 if 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. Be sure you set up both the cutoff date on the disbursement calendar and the disbursement date on the disbursement ID Table so 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 63

Defining 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 choose to have 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.

This section discusses how to create user edit messages.

Page Used to Define User Edit Messages

Page Name	Object Name	Navigation	Usage
User Edit Messages	FA_EDIT_MSG_TBL	Design Student Administration, Design Financial Aid2, Setup R-Z, 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

Institution: PSUNV PeopleSoft University

Edit Message		View All	First	1 of 1	Last
Edit Message Type:	E Error				
*Edit Message Code:	WD01				
*Description:	Withdraw from term w/aid msg				
Short Desc:	Withdraw				
Comment:	Student has withdrawn from a term in which s/he has received financial aid. Review students aid package and revise accordingly.				

User Edit Messages page

Edit Message Type

Categorizes the edit message. This field is currently for statistical purposes only and does not drive any processing. Values include *Error*, *Informational*, or *Warning*.

Note. When you enter a new edit message code, select an edit message type to categorize the error message.

Edit Message Code

Enter the code, up to six characters long, used to represent this error message. Enter any code you want, but consider that it should be meaningful for those who will use the code, since it appears on the Message Detail page in the authorization/disbursement components if the financial aid item type fails authorization.

Setting Up Disbursement Proration Rules

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Proration Rules Administer Financial Aid, Package and Disburse Aid, Setup, Disbursement 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

Institution: PSUNV PeopleSoft University

Disbursement Proration Rule: UNIV GRANT

Descr: University Grant **Short Desc:** University

Distribution Proration List			View All	First	1-3 of 3	Last
*FA Load	%	Comments				
Full-Time	100	Full time is 100 %				
Half-Time	50	Half time is 50%				
Less 1/2	0	Less than half time receive 0%				

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 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 Student Records Level/Load Rules component.

Full-Time: The student is enrolled full-time.

Half-Time: The student is enrolled half-time.

Less 1/2: The student is enrolled for 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 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 82](#)

Defining Global Disbursement Rules

Global disbursement rules are set up by career and these rules 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	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Rules: Global, Indicators • Administer Financial Aid, Package and Disburse Aid, Setup, Disbursement Rules: Global, Indicators 	Define basic global rules for authorization. Select specific rules used to hold disbursements of financial aid monies.
Tracking/Messages	DISB_RULE_GLB_2	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Rules: Global, Tracking/Messages • Administer Financial Aid, Package and Disburse Aid, Setup, Disbursement Rules: Global, 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.

Indicators **Tracking/Messages**

Academic Institution: PSUNV

Academic Career: Undergraduate **Aid Year:** 2001

Indicators [View All](#) First 1 of 2 Last

*Eff Date: 01/01/1902 Status: Active

Descr: Undergraduate Short Desc: Undergradu

☒ Review Complete
 ☒ Hold If Withdrawn
 Tolerance Amt: 50

☒ Package Complete
 ☒ Honor Disbursement Hold

☐ Verification Complete
 ☒ Must Meet Satisfactory Prog

☐ Post Disb Reduction Control
 ☐ Hold If No Enrollment Data

☐ Post Disb Red Ctrl - Census Dt
 ☒ Match Fees

Disbursement Rules: Global - Indicators page

Since these global disbursement rules apply for a particular career, you may want to include the career as part of the description and short description.

Select the reasons you want disbursement to be held. The authorization process verifies each of the items that have been selected.

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 (ED) 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, a disbursement has been made and the award is then 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 whether this box is selected or not. 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 may want to reduce the student's financial aid award and manually disburse online. The authorization process looks at 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 PeopleSoft Student Records—not projection data—for disbursements to be authorized. The rule checks to see that 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 20, “Preparing for Awarding and Packaging,” Reviewing the Financial Aid Status Page, page 675

Assigning Service Indicators, Tracking Groups, and User Edit Messages

Access the Tracking/Messages page.

The screenshot shows the 'Tracking/Messages' page with the following details:

- Academic Institution:** PSUNV
- Academic Career:** Undergraduate
- Aid Year:** 2001
- Tracking/Messages Section:**
 - Eff Date: 01/01/1902
 - Status: Active
 - Descr: Undergraduate
 - Short Desc: Undergradu
- Service Indicators Section:**
 - FAD Fin Aid Title IV Loan Default
- Tracking Section:**
 - FAAWD
- User Edit Messages Section:**
 - *Type: Error
 - Msg Code: WDD01
 - Withdraw from term w/aid msg

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 you list, the authorization process does not authorize that student's awards. Enter negative service indicators only since they are the ones that prevent disbursement of funds.

Tracking

Enter the tracking groups that must be completed before disbursement of financial aid to a student's account. Remember that 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

User edit messages are special handling instructions that you define for your students. Enter those 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 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

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Rules: Item Type, Indicators Administer Financial Aid, Package and Disburse Aid, Setup, Disbursement Rules: Item Type, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Rules: Item Type, Groups/Thresholds Administer Financial Aid, Package and Disburse Aid, Setup, Disbursement Rules: Item Type, Groups/Thresholds 	Define additional restrictions necessary for disbursement of the item type. Place restrictions by minimum units, by GPA required, by a student's attributes, by academic standing, by home residency, or by academic focus.
Checklists/Tracking	DISB_RULE_ITM3	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, Disbursement Rules: Item Type, Checklists/Tracking Administer Financial Aid, Package and Disburse Aid, Setup, Disbursement Rules: Item Type, Checklists/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.

Indicators **Groups/Thresholds** Checklists/Tracking

Item Type: 9000000000001 Frank Lee Scholarship **Aid Year:** 2001

Academic Career: Undergraduate **Institution:** PSUNV

Indicators First 1 of 1 Last

Eff Date: 01/01/1900 **Status:** Active [Copy Setup Data](#)

Descr: Frank Lee Scholarship **Short Desc:** Frank Lee

<input type="checkbox"/> Review Complete	<input checked="" type="checkbox"/> Awd Career Match Term Career	<input type="checkbox"/> Post Disb Red Ctrl - Census Dt
<input type="checkbox"/> Package Complete	<input type="checkbox"/> Honor Disbursement Hold	<input type="checkbox"/> Post Disb Reduction Control
<input type="checkbox"/> Verification Complete	<input type="checkbox"/> Must Meet Satisfactory Prog	
<input checked="" type="checkbox"/> Official Fed EFC	<input type="checkbox"/> Hold Disb Fed Overaward	\$0 Tolerance Amt
<input type="checkbox"/> NSLDS Loan Year Match	<input type="checkbox"/> Hold Disb Inst Overaward	\$0 FFELP Tolerance Amt
<input type="checkbox"/> Bdgt/Term Level Match	<input checked="" type="checkbox"/> Hold If Withdrawn	
<input type="checkbox"/> Hold If No Enrollment Data	<input type="checkbox"/> Match Fees	
<input type="checkbox"/> Loan Entrance Intervw Req	<input type="checkbox"/> Authorize To Fee Assessment	

Load Level Rules

☒ Bdgt/Term Load Match Disbursement Proration Rule: UNIV GRAN ☒ Stop After Census

☒ Awd/Term Load Match Use Current Load: OEE Only

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.

Indicators

Select the reasons 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 authorization finds a record, it authorizes the item type for disbursement. If there is no prior loan history, the student is assumed to be a new borrower and the item type fails authorization. When an item type fails authorization because of

the loan entrance counseling requirement, the following message appears:
“Loan Interview is required in order to authorize the loan.”

To control how this disbursement rule is executed, use the Loan Entrance Interview Status field on the Financial Aid Status page.

You can only select this check box 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 pre-delivered item grouping named “FA-BUDGET” in PeopleSoft Student Financials. Item groupings are set up on the Item Groupings page (Design Student Administration, Define Student Financials, Setup, Item Groupings). You must assign the appropriate item tree and tree nodes that contain the charge item types you want the rule to count.

See *PeopleSoft 8 SP1 Student Financials PeopleBook*, “Completing PeopleSoft 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 between the two. If this difference is greater than the FFELP tolerance amount, an error is displayed 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.

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 9, “Setting Up Disbursement Rules,” Defining Basic Global Rules for Authorization, page 245.](#)

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

If awards of this financial aid item type should be prorated based upon the student’s Financial Aid Term FA Load value, select a disbursement proration rule. This rule is used to disburse fractional award amounts to students based on fractional academic loads. For example, a student who is three-quarters time would only receive 75% 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 in Disbursement Proration Rule. 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, reached from the FA Term page, displays the census date used.

The proration of disbursements typically occurs during the add/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. Once this repackaging has been completed, your institution wants to 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.

The following example illustrates the stop after census date feature. An item type’s proration rule says the student should receive 50 percent of the disbursement if she is enrolled half-time. You select the Stop After Census check box for this item type and the census date is 10/15/00. If you authorize an award of this item type for a student enrolled half-time

on 10/14/01, the Packaging routine prorates the award. If you authorize the same award on 10/16/01, 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, there is a risk that prorated awards can be reauthorized for the maximum amount for the term. You may want to stop running batch authorization for these financial aid item types until you have completed repackaging your 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 must 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.

(blank): You want to use Financial Aid Term academic load information.

All Stdnts (all students): Financial Aid Term current load information should be used for all students with this financial aid item type.

OEE Only: Financial Aid Term current load information should be used for only Open Entry/Open Exit students with this financial aid item type.

See Also

Chapter 20, "Preparing for Awarding and Packaging," Reviewing the Financial Aid Status Page, page 675

Defining Additional Restrictions

Access the Groups/Thresholds page.

Indicators		Groups/Thresholds		Checklists/Tracking	
Item Type:	9000000000001 Frank Lee Scholarship			Aid Year:	2001
Academic Career:	Undergraduate			Institution:	PSUNV
Thresholds First 1 of 1 Last					
Eff Date:	01/01/1900	Status:	Active	Descr:	Frank Lee Scholarship
Ethnic Group:	<input type="checkbox"/>	Res State:	<input type="text"/>		
Acad Stand Hold:	<input type="text"/>	Country:	<input type="text"/>		
Form of Study:	<input type="text"/>	Group:	HONR	Honors	
Sport:	<input type="text"/>	Acad Plan:	<input type="text"/>		
Ath Par Cd:	<input type="text"/>	Sub-Plan:	<input type="text"/>		
Min GPA on FA Term:	<input type="text" value="0.000"/>				
Min GPA Prior FA Term:	<input type="text" value="0.000"/>				
Minimum Units:	<input type="text" value="10.00"/>	Use Current Units:	<input type="text" value="OEE Only"/>		

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 have the financial aid item type disbursed to them. 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, such as Canada or Australia.

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. Authorization 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 PeopleSoft Student Records.

Sport

Select a sport if this financial aid item type can only be disbursed 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 <i>Active Participant</i> , <i>Manager</i> , <i>Not Recruited</i> , or <i>Recruited</i> . The athletic participation code refers to the selected sport.
Sub-Plan	Select a sub-plan to limit disbursement of the financial aid item type to students with a particular academic sub-plan. The authorization process checks academic plan and sub-plan information from Financial Aid Term. You define academic plans and sub-plans in PeopleSoft Student Records.
Min GPA on FA Term (minimum GPA on Financial Aid Term)	Enter the minimum GPA a student must have for disbursement of this financial aid item type. Authorization looks at 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 a student must have on a prior Financial Aid Term for disbursement of this financial aid item type. Authorization looks at the cumulative GPA on the prior Financial Aid Term within the aid year. For example, if you want the fall term's minimum GPA checked before disbursing this financial aid item type for the spring term, you would enter the minimum fall term GPA here. You cannot use this 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 that a student must be registered in before this financial aid item type can be disbursed.
Use Current Units	<p>An option for the Minimum Units field. You have the option of using 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.</p> <p><i>(blank)</i>: You want to use FA Units information.</p> <p><i>All Stdnts</i> (all students): Current unit information should be used for all students with this financial aid item type.</p> <p><i>OEE Only</i>: Current unit information should be used for only Open Entry/Open Exit students with this financial aid item type.</p>

Assigning Checklists, Tracking Groups, Service Indicators, and User Edit Messages

Access the Checklists/Tracking page.

Indicators
Groups/Thresholds
Checklists/Tracking

Item Type: 900000000001 Frank Lee Scholarship
Aid Year: 2001
Academic Career: Undergraduate
Institution: PSUNV

Tracking/Messages
First 1 of 1 Last

Eff Date: 01/01/1900
Status: Active
Descr: Frank Lee Scholarship
+ -

Checklists
First 1 of 1 Last
+ -

Tracking
First 1 of 1 Last
+ -

Service Indicator List
First 1 of 1 Last
+ -

User Edit Messages
View All First 1 of 1 Last
+ -

Type:
Msg Code:
+ -

Checklists/Tracking page

Checklists

Enter the checklists that must be completed before awards of this financial aid item type are authorized. If a checklist is added here and it is not complete, the item type is not disbursed. Checklists may include one or more 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 since they are the ones that prevent disbursement of funds.

User Edit Messages

User edit messages are special handling instructions that you define for your students. Enter those 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 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

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	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid1, Setup C-E, Disb/Authorization Calendars, Authorization Calendar • Administer Financial Aid, Package and Disburse Aid, Setup, Disb/Authorization 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	<ul style="list-style-type: none"> • Design Student Administration, Design Financial Aid1, Setup C-E, Disb/Authorization Calendars, Disbursement Calendar • Administer Financial Aid, Package and Disburse Aid, Setup, Disb/Authorization 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 **Disbursement Calendar**

Institution: PSUNV PeopleSoft University **Aid Year:** 2001 Financial Aid Year 2000-2001

Auth Calendar Effective Date First ◀ 1 of 1 ▶ Last

***Eff Date:** 07/01/2000 **Status:** Active + -

Career/Term Auth Calendar View All First ◀ 1-3 of 4 ▶ Last

*Career: GRAD Graduate	*Term: 0410 2000 Fall	+ -
<input checked="" type="checkbox"/> Reauthorize All Aid		
*Career: GRAD Graduate	*Term: 0430 2001 Spring	+ -
<input checked="" type="checkbox"/> Reauthorize All Aid		
*Career: UGRD Undergrad	*Term: 0410 2000 Fall	+ -
<input checked="" type="checkbox"/> Reauthorize All Aid		

Authorization Calendar page

- Career** Select a career you want included in background authorization. Insert additional rows to list additional careers or career/term combinations.
- 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 the system can run a student's aid authorization against the disbursement rules multiple times to ensure that the most updated information is being used before disbursing any 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 may want to run authorization 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.

Authorization Calendar | **Disbursement Calendar**

Institution: PSUNV PeopleSoft University **Aid Year:** 2001 Financial Aid Year 2000-2001

Disbursement Calendar Effective Date 1 of 2 Last

*Eff Date: 07/01/2000 Status: Active Asgn Err's To:

SetID: PSUNV *Origin: 00008 *Group Type: Financial Aid

Career/Term/Item Type Disb Calendar First 2 of 4 Last

*Career: GRAD Graduate *Term: 0410 2000 Fall Cutoff Date: 12/16/2000

Subset

☒ All Types ☒ Except Items From: 9000000000038 To: 9000000000038

Selected Plans/Id's View All First 1-2 of 51 Last

Disb Plan	GT	Disb ID	05	DL Fall 5/5 Disbursements	Disb Date	12/01/2000
FS		10	FALL 20 DISB - 2 SEMESTER		11/17/2000	

Disbursement Calendar page

You may have various disbursement calendars with different effective dates and different subsets of awards to be disbursed, depending on your needs. You could have a disbursement calendar set up 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 could also have all your terms defined 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 the system should notify when errors are encountered during the background disbursement process. You can view disbursement errors in PeopleSoft 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

PeopleSoft Student Financials considers financial aid monies a “receivable.” Select the source of receivables; for financial aid monies, you normally have the financial aid office as the origin. Identifying each background disbursement group by origin and Group Type helps manage the flow of receivables. You set up origins in PeopleSoft Student Financials.

Group Type

Group types classify disbursements for PeopleSoft 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 what group types you define in PeopleSoft Student Financials.

Career/Term/Item Type Disb Calendar

Career	Select a career you want included in background disbursement. Insert an additional row to list additional careers or career/term combinations. 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 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 assigning disbursement IDs to packaging plan.
All Types	For each career/term combination, 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 disbursement plan/disbursement ID combination must be earlier or equal to the Cutoff Date for the disbursement plan/disbursement ID 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
06/01/02	01/08/02 05/30/02 06/01/02	All disbursement plans and disbursement IDs with the example disbursement dates are selected since the disbursement dates are earlier or equal to the cutoff date.
01/07/02	01/08/02 05/30/02 06/01/02	None of the disbursement plans and disbursement IDs with the example disbursement dates are selected. The disbursement dates are after the cutoff date.
01/08/02	01/08/02 05/30/02 06/01/02	Only disbursement plans and disbursement IDs with the disbursement date of 01/08/02 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 8 SPI Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “Introducing Business Units and Data Sharing,” Understanding TableSet Sharing

CHAPTER 10

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 new Return of Title IV Fund policy. This regulation impacts 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 students must return when they withdraw from school is no longer tied to your institution's refund policy. Refund policy and return of funds procedures are independent of one another. Refund policy is defined by your institution while 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

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	Administer Financial Aid, Package and Disburse Aid, Setup, Return of TIV Aid Rules, 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 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.

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 fall under the 50% 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%. 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 100% of this fund type comes from federal funds. Enter *50* if you have a fund such as SEOG where it may be matched 50% by state funds and 50% 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 aid 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

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	Administer Financial Aid, Package and Disburse Aid, Setup, Return of TIV Aid Rules, Institutional Charges	Set up institutional charges and the appropriate charge category.

Setting Up Institutional Charges

Access the Institutional Charges page.

Title IV Funds Institutional Charges

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2002

☐ **Use Actual Charges**

First 1 of 1 Last

*Item Type Group	*ChargeType
1	

☒ **Use Budget Charges**

First 1-3 of 3 Last

*Budget Item Category	*ChargeType
1 BOOK Books and Supplies	Other
2 FEES Tuition and Fees	Tuition
3 TUIT Tuition and Fees	Tuition

Institutional Charges page

Define the charges you want to use in the calculation. For example, you can use actual charges that are charged to the student from PeopleSoft Student Financials such as tuition and fees, or you can use the default budget item values.

Use Actual Charges	Select when you want to use charges calculated in PeopleSoft Student Financials.
Item Type Group	For actual charges, enter the item type group. Examples of options are <i>ENRDEPOSIT</i> (enrollment deposits), <i>FINAID</i> (financial aid), <i>MYPAYPLANS</i> (multi-year pay plans), <i>PAYMENTS</i> , or <i>TUITION</i> .
Charge Type	Enter the type of charge or institutional charge associated with the item type group. Options are <i>Other</i> , <i>Room/Board</i> , or <i>Tuition</i> . This is a required field.
Use Budgeted Charges	Select when you want 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*, or *Tuition*. This is a required field.

CHAPTER 11

Setting Up Self-Service for Financial Aid

This chapter provides an overview of the self-service application process and discusses how to:

- Set up self-service options.
- Modify status and comments text.
- Create user-defined text.

Understanding Self-Service for Financial Aid

PeopleSoft Student Administration and Contributor Relations Solutions offers self-service applications that are licensed separately. If you have licensed the Learner Services application, you can use the self-service pages described here.

See *PeopleSoft 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook*, “Introducing Collaborative Applications”.

The finances section of PeopleSoft Learner Services self-service collaborative application enables students to view a summary and detailed information of their financial aid for a specific aid year. Students can view their cost of attendance, expected family contribution, estimated need, total aid, and remaining need. In addition, students can view the type of award and the offered and accepted amount for each term within the aid year. They can also view their loan application status, loan amount, loan fee, net amount, and scheduled disbursement data.

Setting Up Self-Service Options

This section discusses how to define financial aid elements that students can view online.

Page Used to Set Up Self-Service Options

Page Name	Object Name	Navigation	Usage
Self-Service Options	SS_FA_INSTALL	Design Student Administration, Design Financial Aid2, Setup R-Z, Self-Service Options, Self-Serv Options	Define self-service options. Sets up information you want available for students to view.

Defining Self-Service Options

Access the Self-Service Options page.

Self-Service Options

[Copy Self-Service Options](#)

Institution: PSUNV **Aid Year:** 2002

Display Data

***View Summary By:**

Aid Year

***Need Methodology:**

Federal

☒ **Remaining Need**

☒ **Award Detail**

☒ **Canceled Awards**

☒ **Declined Awards**

Alternate Text

***Academic Year Award Period:**

Academic Year

***Non-Standard Award Period:**

Summer

Sort Order

***Award Period:**

Ascending

***Term:**

Descending

***Awards:**

Ascending

Default Loan Contact URL:

http://www.peoplesoft.com

Always use default ☒

Self-Service Options page

Display Data

View Summary By

Select from:

Aid Year: Displays the entire aid year across award periods.

Award Period: Displays aid year information by the award period for academic and non-standard periods.

Need Methodology

Select from:

Federal: Displays cost of attendance (COA) and expected family contribution (EFC) values based on federal methodology.

Institutional: Displays COA and EFC values based on institutional methodology.

Remaining Need

Displays the student's remaining need on the Financial Aid - Aid Year Summary page.

Award Detail

The system activates the Total Aid field link on the Financial Aid - Aid Year Summary page. If this check box is clear, the student cannot proceed beyond that page to view details of financial aid awards. You may want to hold back providing students the ability to view their awards online until after a majority of your awarding is complete.

Canceled Awards

If the student has a cancelled award, the system activates the View Canceled Awards link on the Financial Aid - Award Summary page.

Declined Awards

If the student has a declined award, the system activates the View Declined Awards link on the Financial Aid - Award Summary page.

Alternate Text

Academic Year Award Period

Enter text such as Academic Year 2002. The system displays this text when referring to this specific award period on self-service pages such as on the Financial Aid - Expected Family Contribution page.

Non-Standard Award Period

Enter text such as Summer. The system displays this text when referring to this specific award period on self-service pages such as on the Financial Aid - Expected Family Contribution page.

Sort Order

Award Period

Select from:

Ascending: Displays academic year data first and then non-standard period data.

Descending: Displays non-standard period data and then academic year data.

Term

Select from:

Ascending: Displays the most recent term last.

Descending: Displays the most recent term first.

Awards

The system sorts awards by item type. Select from:

Ascending

Descending

Default Loan Contact URL:

Enter a URL to enable students to access more detail about their specific loan information. Currently only one URL for an institution is available in the system. You may want to provide a URL that links students to an external loan servicer for which you have established a relationship or to an already existing intranet loan page. This link is available only if the loan has been originated in the system. The URL appears on the Financial Aid - Status Information page.

Always use default

Always select this check box.

Copy Self-Service Options

Click to copy financial aid self-service options from this institution and aid year to another.

Modifying Self-Service Loan Status Descriptions

This section discusses how to view or modify the status and comments text that you want a student to view online.

Page Used to Modify Loan Status Descriptions

Page Name	Object Name	Navigation	Usage
Self-Service Loan Status	SS_FA_LOAN_STAT	Design Student Administration, Design Financial Aid2, Setup R-Z, Self-Service Loan Status	Modify loan status descriptions and comments text that you want a student to see online. This page provides students with their loan application status. These values are delivered by PeopleSoft.

Modifying Loan Status Descriptions

Access the Self-Service Loan Status page.

Self-Service Loan Status

[View All](#)
[First](#)
1 of 3
[Last](#)

Loan Program: Alternative

Proc Status	Trans Status	Status	Comments
Canceled	Accepted	Canceled	Your canceled loan has been processed by your loan
Canceled	Chg Pend	Canceled	Due to a change in your eligibility your loan has been
Canceled	Error	Invalid	
Canceled	Orig Pend	Invalid	
Canceled	Trans	Canceled	Your canceled loan has been sent to your loan servicer.
Hold	Accepted	In Process	Your loan application is being reviewed by the FA Office.
Hold	Chg Pend	In Process	Your loan application is being reviewed by the FA Office.
Hold	Error	Invalid	
Hold	Orig Pend	In Process	Your loan application is being reviewed by the FA Office.
Hold	Trans	In Process	Your loan application is being reviewed by the FA Office.
Offered	Accepted	Invalid	
Offered	Chg Pend	Invalid	

Self-Service Loan Status page

Proc Status (process status)	Displays the administrative value as to where a specific loan application resides as it is being processed between your institution and the loan servicers.
Trans Status (transaction status)	Displays the administrative loan transmission status of a specific loan application.

Creating User-Defined Text

PeopleSoft Financial Aid provides an area on each of the self-service pages for you to add explanatory text. The text resides in the message catalog. The system displays the message number to help you determine the text you want on a page. If you do not want a message on a particular page, you can go to the message catalog and delete the text. You can also delete the message entirely, but we suggest that you only delete the text and not the reference number in case you decide to add text later.

CHAPTER 12

(CAN) Setting Up Canadian Need Analysis

This chapter discusses how to set up Canadian Need Analysis (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 may 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	CNAS_SETUP_TBL	<ul style="list-style-type: none"> • Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Rule Setup, CNAS Rule Setup • Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Rule Setup, CNAS Rule Setup 	Set up options that affect your global and institutional CNAS calculations. PeopleSoft delivers values for CSL and OSL rule sets. You can enter values for additional CNAS rule sets developed by your institution here as needed by your business practices.
CNAS Messages	CNAS_MESSAGES	<ul style="list-style-type: none"> • Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Messages, CNAS Message Setup • Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Messages, CNAS Message Setup 	Define or view the messages used by the CNAS calculation.
CNAS Option Tbl 1	CNAS_OPTION_TBL1	<ul style="list-style-type: none"> • Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Option Table, CNAS Option Tbl 1 • Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Option Table, CNAS Option Tbl 1 	Define or view information regarding your Financial Aid rule sets. Options for other rule sets can be added on these pages.
CNAS Option Tbl 2	CNAS_OPTION_TBL2	<ul style="list-style-type: none"> • Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Option Table, CNAS Option Tbl 2 • Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Option Table, CNAS Option Tbl 2 	Define or view pre-study and study period option information.

Page Name	Object Name	Navigation	Usage
CNAS Options Tbl 3	CNAS_OPTION_TBL3	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Option Table, CNAS Option Tbl 3 Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Option Table, CNAS Option Tbl 3 	Define or view various full-time student, parent or part-time student options.
Minimum Wage	MIN_WAGE_CSL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Minimum Wage Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Minimum Wage 	Define or view the minimum wage and minimum weekly and work hour data for each of the provinces.
MSOL Setup	CSL_MSOL_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, MSOL Setup Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, MSOL Setup 	Define or view the amounts designated as monthly living allowances for each of the provinces.
Parent MSOL Setup	PRT_MSOL_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Parent MSOL Setup Design Student Administration, Design Financial Aid1, Setup C-E, 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	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Tuition and Fees Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Tuition and Fees 	Define or view the budget cap amounts for non-co-op and co-op programs.

Page Name	Object Name	Navigation	Usage
Parent Weekly CSL	PRT_WKLY_CSL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Parent Weekly CSL Design Student Administration, Design Financial Aid1, Setup C-E, 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	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Parent Weekly OSL Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Parent Weekly 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	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Parent Yearly Inc Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Parent Yearly Inc 	Define or view information on family size, contribution limits, and which income formula to use in calculations.
Program Weekly Max (program weekly maximum)	PGM_WKLY_MAX	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Program Weekly Max Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Program Weekly Max 	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	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Prestudy Tax Setup Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Prestudy Tax Setup 	Define or view the information regarding tax deductions from the student's monthly income during the pre-study period.

Page Name	Object Name	Navigation	Usage
Study Pd Tax Setup (study period tax setup)	STD_SP_TX_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Study Pd Tax Setup Design Student Administration, Design Financial Aid1, Setup C-E, 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	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Spouse Tax Setup Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Spouse Tax Setup 	Define or view information regarding the tax deductions from a student's spousal monthly income during the study period.
Parent Federal Tax	PRT_FED_TX_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Parent Fed Tax Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Parent Fed Tax 	Define or view information regarding the federal tax deductions from a student's parent's monthly income during the study period.
Parent Prov Tax (parent provincial tax)	PRT_PROV_TX_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Parent Prov Tax Design Student Administration, Design Financial Aid1, Setup C-E, CNAS Setup, Parent Prov Tax 	Define or view information regarding the provincial tax deductions from a student's parent's monthly income during the study period.
Part-time Max (part-time maximum)	PT_MAX_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, CNAS Setup, Part-time Max Design Student Administration, Design Financial Aid1, Setup C-E, 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.
Cost Code Setup	CAN_COST_CODE	Administer Financial Aid, Canadian Need Analysis, Setup, Cost Codes	Define or view the cost codes for your institution.
Add Institutional Application	INST_ADD	Administer Financial Aid, Canadian Need Analysis, Use, Institutional Application	Define or view the application source code for a student's full-time or part-time application.

Defining CNAS Rules

Access the CNAS Rule Setup page.

CNAS Rule Setup

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

Copy CNAS Rule Set

*CNAS Rule Set	Description	Short Description		
CSL	Canada Student Loans	Canada Stu	+	-
OSL	Ontario Student Loans	Ontario	+	-

CNAS Rule Setup page

The system displays the Academic Institution and Aid Year. The system 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

Academic Institution: PSUNV **Aid Year:** 2003

Copy CNAS Messages

View All First 1-2 of 2 Last

CNAS Message Number	Description		
10	Did not meet minimum provincial length requirement		+ -
20	Not Canadian citizen or permanent resident		+ -

CNAS Messages page

The system displays Academic Institution and Aid Year.

The system displays the numeric 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, then enter the academic institution and aid year you want to create.

Defining CNAS Options – Table 1

Access the CNAS Option Tbl 1 page.

CNAS Option Tbl1 page

The system displays Academic Institution and 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.

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

This is the number of years students are required to be out of high school to be considered independent.

Required Residence Length

Translate values that correspond to translate values on the student's application.

1 – Less than 12 months

2 – More than 12 months

Common-law Years

Number of years of a student's common-law marriage required for a student to be considered independent.

FM/IM Use	<p>Select to update values.</p> <p><i>F</i> – Update federal need and family contribution (FC) values with calculation results.</p> <p><i>I</i> – Update institutional need and family contribution values with calculation results.</p> <p><i>B</i> – Update both federal and institutional values.</p>
CSL Numeric Variable	Select a numeric packaging variable in which to store the CSL amount. If left blank, the value is not written to packaging variables.
Prov Loan Variable (provincial loan variable number)	Select a numeric packaging variable in which to store the Provincial loan amount. If left blank, the value is not written to packaging variables.
CSG Numeric Variable	Select a numeric packaging variable in which to store the CSG (Canada Study Grant) amount. If left blank, the value is not written to packaging variables.
Institution Province	Enter the Province of your institution.
Award Period Use	<p>Results of calculation are populated in Student Award Period record based on translate values. Select from the following values:</p> <p><i>A</i> – <i>Academic Period</i></p> <p><i>N</i> – <i>Nonstandard Period</i></p> <p><i>B</i> – <i>both Academic and Nonstandard Periods</i></p>
Use Cost of Attendance	<p>Indicates which cost of attendance value is used. Select from the following values:</p> <p><i>1</i> – <i>Fed Year COA</i> (federal year cost of attendance)</p> <p><i>2</i> – <i>Inst Year COA</i> (institutional year cost of attendance)</p>
Workforce Option	If selected, students in workforce are considered independent.
Use Caps	Use budget caps associated with Additional Cost Recovery programs. Only needed if 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 you want to create.

Defining CNAS Options – Table 2

Access the CNAS Option Tbl 2 page.

CNAS Option Tbl 1		CNAS Option Tbl 2		CNAS Option Tbl 3	
Academic Institution:	PSUNV	PeopleSoft University			
Aid Year:	2003	Federal Aid Year 2002-2003			
CNAS Options View All First <input type="button" value="◀"/> 1 of 2 <input type="button" value="▶"/> Last					
CNAS Rule Set:	CSL	Canada Student Loans			
Prestudy Options			Study Period Options		
Prestudy Contribution Rate:	<input type="text" value="80.00"/>	Study Period Contribution Rate:	<input type="text" value="80.00"/>		
Prestudy Allow Against Minimum:	<input type="text" value="0"/>	Study Pd Allow Against Income:	<input type="text" value="600"/>		
Prestudy Allow Against Actual:	<input type="text" value="0"/>	Study Pd Govt Benefit Allow:	<input type="text" value="0"/>		
Prestudy Minimum Contribution:	<input type="text" value="0"/>	Study Pd Govt Contrib Rate:	<input type="text" value="100.00"/>		
Prestudy Maximum Weeks:	<input type="text" value="16"/>	Study Period Spouse Percent:	<input type="text" value="80.00"/>		
Prestudy Minimum Weeks:	<input type="text" value=""/>				
Prestudy Spouse Percent:	<input type="text" value="50.00"/>				

CNAS Option Tbl 2 page

The student and his or her 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 as deregulated or regulated by the Ministry of Education and Training.

The system displays Academic Institution, Aid Year and the CNAS Rule Set selected on the CNAS Option Table 1 page.

Pre-study Options

Prestudy Contribution Rate	This is the rate used to calculate the expected pre-study contribution from actual income.
Prestudy Allow Against Minimum	The pre-study allowance against minimum is a dollar amount used as an allowance against the minimum student contribution.
Prestudy Allow Against Actual	A dollar amount used as an allowance against the actual student contribution calculated.
Prestudy Minimum Contribution	Used to enforce a minimum pre-study student contribution when the actual calculation falls below minimum.
Prestudy Maximum Weeks	Number of weeks that are considered as the pre-study work period.
Prestudy Minimum Weeks	The minimum number of pre-study weeks required to charge a minimum student contribution.
Prestudy Spouse Percent	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. 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. A dollar amount used as an allowance against the actual student contribution calculated.
Study Pd Govt Benefit Allow (study period government benefits allowance)	Both CSL and OSL. A dollar 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. The percent of student's expected income from government benefits, typically 100 percent.
Study Period Spouse Percent	CSL only. 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)	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)	The 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)	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)	The percentage of the student's spousal income that is considered in calculating the contribution if both the student and spouse are in college.

See Also

Canada Student Loan Manual

Defining CNAS Options – Table 3

Access the CNAS Options Tbl 3 page.

CNAS Option Tbl 1		CNAS Option Tbl 2		CNAS Option Tbl 3	
Academic Institution:	PSUNV	PeopleSoft University			
Aid Year:	2003	Federal Aid Year 2002-2003			
CNAS Options View All First 1 of 2 Last					
CNAS Rule Set:	CSL	Canada Student Loans			
RRSP Yearly Adjustment:	<input type="text" value="2,000"/>	Parent Options			
Disability Exemption 1:	<input type="text" value="3,000"/>	Parent CPP Maximum: <input type="text" value="1,186.50"/>			
Disability Exemption 2:	<input type="text" value="5,500"/>	Parent Maximum Employment Ins: <input type="text" value="994.50"/>			
Disability Exemption 3:	<input type="text" value="500"/>	Parent Income Allowance: <input type="text" value="0.00"/>			
Car Allowance:	<input type="text" value="5,000"/>	Parent Contrib Calc w/Table E: <input type="text" value="N"/>			
Asset Allowance:	<input type="text" value="0"/>	Part-Time Options			
Asset Contribution Rate:	<input type="text" value="100.00"/>	Part-time Percentage: <input type="text" value="60.00"/>			
Full-Time Loan Minimum Amount:	<input type="text" value="100"/>	Part-time Disabled Percentage: <input type="text" value="40.00"/>			
Part-Time Loan Minimum Amount:	<input type="text" value="100"/>				

CNAS Option Tbl 3 page

The system displays Academic Institution, Aid Year, and the CNAS Rule Set selected on the CNAS Option Table 1 *page*.

RRSP Yearly Adjustment (registered retirement savings plans yearly adjustment)	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	The amount allowed for a student's first disability.
Disability Exemption 2	The amount allowed for a student's second disability.
Disability Exemption 3	The amount allowed for a student's third disability.
Car Allowance	The amount allowed for a student owned vehicle. The Financial Aid Administrator can increase the asset exemption level for vehicles up to \$10,000 in specific situations.
Asset Allowance	The exemption amount allowed to reduce asset value.
Asset Contribution Rate	The percentage rate used to assess a contribution based on assets.
Full-time Loan Minimum Amount	Minimum amount that can be loaned to a full-time student.
Part-time Loan Minimum Amount	Minimum amount that can be loaned to a part-time student.
Parent Options	
Parent CPP Maximum	Maximum, annual contribution allowance for parents to the Canada Pension Program (CPP) based on income.

Parent Max Employment Ins (parent maximum employment insurance)

Maximum annual contribution allowance for parents to the Employment Insurance program.

Parent Income Allowance

Allowance amount applied against parent's income.

Parent Contrib Calc PC w/Table E (parent contribution calculation of parent contribution with table)

If Y (yes) appears in this field, the calculation for the parent's contribution is based on information contained in Table E in the *Ontario Student Assistance Program Manual*.

Part-time Options

Part-time Percentage

The percentage of a full class load under which a student falls and is then considered a part-time student.

Part-time Disabled Percentage

The percentage of a full class load under which a student with a disability falls and is then considered a part-time student.

Defining Financial Parameters – 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.

*Province	Hourly Minimum Wage	Minimum Weekly Hours
AB Alberta	5.00	35.00
BC British Columbia	7.00	34.10
MB Manitoba	5.40	35.00
NB New Brunswick	5.50	35.00
NF Newfoundland	5.25	35.00
NS Nova Scotia	5.50	34.90
NT Northwest Territories	6.50	34.80
ON Ontario	6.85	34.50
PE Prince Edward Island	5.15	35.00
QC Quebec	6.70	34.00
SK Saskatchewan	5.35	35.00
YT Yukon	6.85	34.80

Minimum Wage page

The system displays Academic Institution and Aid Year.

Each Province is listed along with the corresponding Hourly Minimum Wage and Minimum Weekly Hours 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.

Province	Monthly Living Allowance
AB Alberta	692
BC British Columbia	890
MB Manitoba	716
NB New Brunswick	700
NF Newfoundland	714
NS Nova Scotia	746
NT Northwest Territories	1,103
ON Ontario	892
PE Prince Edward Island	705
QC Quebec	676
SK Saskatchewan	688
YT Yukon	868

MSOL Setup page

The system displays Academic Institution and 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.

Family Size	Parent MSOL Amount		
2	31,600	+	-
3	36,600	+	-
4	40,900	+	-
5	44,700	+	-
6	48,000	+	-
7	50,800	+	-
8	53,100	+	-
9	54,900	+	-
10	56,200	+	-

Parent MSOL Setup page

The system displays Academic Institution and Aid Year.

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 his or her study period.

Parent MSOL Amount

The moderate standard of living amount is listed 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 where fees have been capped.

Access the Tuition and Fees page.

Minimum Wage	MSOL Setup	Parent MSOL Setup	Tuition and Fees	Parent Weekly CSL	Parent Weekly OSL	▶
Academic Institution: PSUNV PeopleSoft University Aid Year: 2003 Federal Aid Year 2002-2003						
Number of Terms	Non-Coop Cap	Co-op Cap				
1	2,250	2,675	+	-		
2	4,500	5,350	+	-		
3	6,750	8,025	+	-		

Tuition and Fees page

The system displays Academic Institution and Aid Year.

Number of Terms The number of terms attended by a student.

Non-Coop Cap The combined cap amounts for tuition and compulsory fees for provincial colleges and universities for non-cooperative programs. Tuition and fees are capped based on whether a program is regulated or not regulated.

Co-op Cap 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 or not regulated.

Defining Financial Parameters – Parent Weekly CSL Contribution

Access the Parent Weekly CSL page.

Minimum Wage	MSOL Setup	Parent MSOL Setup	Tuition and Fees	Parent Weekly CSL	Parent Weekly OSL	▶
Academic Institution: PSUNV PeopleSoft University Aid Year: 2003 Federal Aid Year 2002-2003						
Parent Income From	Parent Income To	Parent Base Income	Parent ADI Percentage			
0	2,999	0	45.00	+	-	
3,000	5,999	1,350	60.00	+	-	
6,000	999,999	3,150	75.00	+	-	

Parent Weekly CSL page

The system displays Academic Institution and Aid Year.

The Parent Income From and Parent Income To range is listed along with the corresponding Parent Base Income and the Parent ADI Percentage (parent annual discretionary income) used to calculate the parent's weekly contribution in the CSL assessment.

Defining Financial Parameters – Parent Weekly OSL Contribution

Access the Parent Weekly OSL page.

Minimum Wage MSOL Setup Parent MSOL Setup Tuition and Fees Parent Weekly CSL **Parent Weekly OSL** ▶

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2003 Federal Aid Year 2002-2003

Parent Income From	Parent Income To	Parent Net Income Percentage	Parent Base Income	Parent ADI Percentage		
-999,999	0	3.00	0	0.00	+	-
0	2,999	3.00	0	45.00	+	-
3,000	5,999	3.00	1,350	60.00	+	-
6,000	999,999	3.00	3,150	75.00	+	-

Parent Weekly OSL page

The system displays Academic Institution and Aid Year.

The Parent Income From and Parent Income To range is listed along with the corresponding Parent Net Income Percentage, Parent Base Income, and the Parent ADI Percentage (parent annual discretionary income). The information is used to calculate the parent's weekly contribution in the OSL assessment.

Defining Financial Parameters – Parent Yearly Income

Access the Parent Yearly Inc page.

◀ Parent Weekly OSL **Parent Yearly Inc** Program Weekly Max Prestudy Tax Setup Study Pd Tax Setup ▶

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2003 Federal Aid Year 2002-2003

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, there are two different methods 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 Family Size, No Contribution Limit, Formula A From, Formula A To, and Formula B From.

See Also

Canada Student Loan Manual

Defining Financial Parameters – Program Weekly Maximum Entitlements

Access the Program Weekly Max page.

Parent Weekly OSLParent Yearly IncProgram Weekly MaxPrestudy Tax SetupStudy Pd Tax Setup

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

Program Student Category	CSL Maximum	CSG Maximum	OSL Maximum		
Single Independent/Dependent	165		110	+	-
Married Students no dependents	165		335	+	-
Married/Sole Support 1-2 deps	165	40	295	+	-
Married/Sole Support, 3+ deps	165	60	275	+	-

Program Weekly Max page

The system displays Academic Institution and Aid Year.

- Program Student Category

Indicates the category into which the student belongs for a program. These values are delivered with the system.
- CSL Maximum

Indicates the Canada student loan maximum for each program student category.
- CSG Maximum

Indicates the Canada student grant maximum for each program student category.
- OSL Maximum

Indicates the Ontario student loan maximum for each program student category.

Defining Financial Parameters – Pre-Study Tax Deductions Setup

Access the Prestudy Tax Setup page.

◀ Parent Weekly OSL Parent Yearly Inc Program Weekly Max **Prestudy Tax Setup** Study Pd Tax Setup ▶

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

Monthly Income From	Monthly Income To	Tax Rate		
1	1,249	5.76	+	-
1,250	2,999	8.93	+	-
3,000	999,999	12.71	+	-

Prestudy Tax Setup page

The system displays the Academic Institution and Aid Year.

The Monthly Income From and Monthly Income To 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 page.

◀ Parent Weekly OSL Parent Yearly Inc Program Weekly Max Prestudy Tax Setup **Study Pd Tax Setup** ▶

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

Monthly Income From	Monthly Income To	Tax Rate		
1	199	5.76	+	-
200	999	8.93	+	-
1,000	1,749	12.71	+	-
1,750	2,499	16.24	+	-
2,500	999,999	18.48	+	-

Study Pd Tax Setup page

The system displays the Academic Institution and Aid Year.

The Monthly Income From and Monthly Income To 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.

◀
Prestudy Tax Setup
Study Pd Tax Setup
Spouse Tax Setup
Parent Fed Tax
Parent Prov Tax
Part-time Max

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

Monthly Income From	Monthly Income To	Tax Rate		
1	499	5.76	+	-
500	999	8.86	+	-
1,000	1,499	13.03	+	-
1,500	1,999	16.75	+	-
2,000	2,499	19.14	+	-
2,500	3,999	23.25	+	-
4,000	999,999	31.03	+	-

Spouse Tax Setup page

The system displays the Academic Institution and Aid Year.

The Monthly Income From and Monthly Income To 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 page.

◀
Prestudy Tax Setup
Study Pd Tax Setup
Spouse Tax Setup
Parent Fed Tax
Parent Prov Tax
Part-time Max

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

Monthly Income From	Monthly Income To	Tax Rate		
1	499	5.76	+	-
500	999	8.86	+	-
1,000	1,499	13.03	+	-
1,500	1,999	16.75	+	-
2,000	2,499	19.14	+	-
2,500	3,999	23.25	+	-
4,000	999,999	31.03	+	-

Parent Fed Tax page

The system displays the Academic Institution and Aid Year.

The Monthly Income From and Monthly Income To range is listed along with the corresponding Tax Rate, which is the percentage of income to be deducted from a student's parent's monthly federal income during the study period.

Defining Financial Parameters – Parent Provincial Tax Deductions

Access the Parent Prov Tax page.

Monthly Income From	Monthly Income To	Tax Rate		
1	499	5.83	+	-
500	999	11.50	+	-
1,000	1,499	15.20	+	-
1,500	1,999	17.90	+	-
2,000	2,499	20.10	+	-
2,500	3,999	23.90	+	-
4,000	999,999	25.90	+	-

Parent Prov Tax page

The system displays the Academic Institution and Aid Year.

The Monthly Income From and Monthly Income To range is listed along with the corresponding Tax Rate, which is the percentage of income to be deducted from a student's parent's monthly provincial income during the study period.

Defining Financial Parameters – Part-time Maximum Entitlements

Access the Part-time Max page.

Family Size	SOG Maximum	Part-time Loan Maximum		
1	14,100	26,100	+	-
2	23,300	34,800	+	-
3	31,900	43,600	+	-
4	37,800	50,500	+	-
5	43,700	56,300	+	-
6	48,600	62,400	+	-
7	53,000	68,300	+	-

Part-time Max page

The system displays the Academic Institution and Aid Year.

Family Size	The student's family size is listed for each maximum amount.
SOG Maximum	The maximum for special opportunity grant is listed for each family size. The maximum amounts are based on the maximum total family gross income, assets, and family size.
Part-time Loan Maximum	The maximum for part-time Canada student loan is listed 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

Acosta, Juan L ID: FA0129

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

First 1 of 1 Last

*Application Source Code: O FT Canada Student Loan

Add Institutional Application page

The system displays the student name, ID, Aid Year, and Institution.

Application Source Code	Select from the available options. Choices for Canadian institutions include:
	<i>O</i> – FT Canada Student Loan
	<i>P</i> – Part-time Canada Student Loan.

Part-time applications must have a source code of P (part-time) for correct CNAS calculation.

Setting Up Cost Codes

Access the Cost Code Setup page.

Cost Code Setup

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003
Academic Career: UGRD Undergraduate

[Copy Cost Codes](#)

Sixty Percent Point in Time is required.

View All First 1-8 of 8 Last

	*Academic Program	*Loan Year	*Term	Description	FA Weeks	Start Date	End Date	Cost Code	Regulated Program	
1	LAU	1	0475	2002 Fall	12	08/27/2002	12/16/2002	CANADA		+ -
2	LAU	1	0487	2003 Spring	12	01/20/2003	05/15/2003	CANADA		+ -
3	LAU	2	0475	2002 Fall	12	08/27/2002	12/16/2002	CANADA		+ -
4	LAU	2	0487	2003 Spring	12	01/20/2003	05/15/2003	CANADA		+ -
5	LAU	3	0475	2002 Fall	12	08/27/2002	12/16/2002	CANADA		+ -
6	LAU	3	0487	2003 Spring	12	01/20/2003	05/15/2003	CANADA		+ -
7	LAU	4	0475	2002 Fall	12	08/27/2002	12/16/2002	CANADA		+ -
8	LAU	4	0487	2003 Spring	12	01/20/2003	05/15/2003	CANADA		+ -

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.

CHAPTER 13

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 25

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 also need to understand level/load rules. These rules determine a student's academic level and academic load and are set up as part of the PeopleSoft 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 25

Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Defining Valid Programs for Aid Year and Career, page 17

PeopleSoft 8 SP1 Student Records PeopleBook, “Preparing for the Course Catalog and Schedule of Classes,” Defining Academic Level and Load Rules

PeopleSoft 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions PeopleBook, “Designing Your Academic Structure,” Defining Academic Careers

PeopleSoft 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft Student Records or PeopleSoft 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 PeopleSoft 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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Financial Aid Term, FA Term • Administer Financial Aid, Canadian Need Analysis, Use, Financial Aid Term, FA Term • Administer Financial Aid, Manage Need Analysis, Use, Financial Aid Term, FA Term • Administer Financial Aid, Package and Disburse Aid, Use, Financial Aid Term, FA Term • Administer Financial Aid, Process Loans, Use, Financial Aid Term, FA Term • Administer Financial Aid, Process Pell Payment, Use, Financial Aid 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.
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.

Page Name	Object Name	Navigation	Usage
Acad Level (academic level)	STDNT_FA_ACAD_LVL	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Financial Aid Term, Acad Level • Administer Financial Aid, Canadian Need Analysis, Use, Financial Aid Term, Acad Level • Administer Financial Aid, Manage Need Analysis, Use, Financial Aid Term, Acad Level • Administer Financial Aid, Package and Disburse Aid, Use, Financial Aid Term, Acad Level • Administer Financial Aid, Process Loans, Use, Financial Aid Term, Acad Level • Administer Financial Aid, Process Pell Payment, Use, Financial Aid 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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Financial Aid Term, Statistics • Administer Financial Aid, Canadian Need Analysis, Use, Financial Aid Term, Statistics • Administer Financial Aid, Manage Need Analysis, Use, Financial Aid Term, Statistics • Administer Financial Aid, Package and Disburse Aid, Use, Financial Aid Term, Statistics • Administer Financial Aid, Process Loans, Use, Financial Aid Term, Statistics • Administer Financial Aid, Process Pell Payment, Use, Financial Aid Term, Statistics 	View, add, or update a student's academic statistics including GPA (grade point average), residency information, and progress for a term.

Page Name	Object Name	Navigation	Usage
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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Financial Aid Term, Financial Aid Info • Administer Financial Aid, Canadian Need Analysis, Use, Financial Aid Term, Financial Aid Info • Administer Financial Aid, Manage Need Analysis, Use, Financial Aid Term, Financial Aid Info • Administer Financial Aid, Package and Disburse Aid, Use, Financial Aid Term, Financial Aid Info • Administer Financial Aid, Process Loans, Use, Financial Aid Term, Financial Aid Info • Administer Financial Aid, Process Pell Payment, Use, Financial Aid 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.

Page Name	Object Name	Navigation	Usage
Records/Term Info	STDNT_FA_REC	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Financial Aid Term, Records/Term Info • Administer Financial Aid, Canadian Need Analysis, Use, Financial Aid Term, Records/Term Info • Administer Financial Aid, Manage Need Analysis, Use, Financial Aid Term, Records/Term Info • Administer Financial Aid, Package and Disburse Aid, Use, Financial Aid Term, Records/Term Info • Administer Financial Aid, Process Loans, Use, Financial Aid Term, Records/Term Info • Administer Financial Aid, Process Pell Payment, Use, Financial Aid Term, Records/Term Info 	View or modify the student's PeopleSoft Student Records information for a term.
Withdrawal Information	STDNT_FA_WITHDRAW	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Financial Aid Term, Withdrawal Info • Administer Financial Aid, Canadian Need Analysis, Use, Financial Aid Term, Withdrawal Info • Administer Financial Aid, Manage Need Analysis, Use, Financial Aid Term, Withdrawal Info • Administer Financial Aid, Package and Disburse Aid, Use, Financial Aid Term, Withdrawal Info • Administer Financial Aid, Process Loans, Use, Financial Aid Term, Withdrawal Info • Administer Financial Aid, Process Pell Payment, Use, Financial Aid Term, Withdrawal Info 	View withdrawal information from PeopleSoft Student Records.

Building a Financial Aid Term

Access the FA Term page.

FA TermAcad LevelStatisticsFinancial Aid InfoRecords/Term InfoWithdrawal Info

Mariano WhiteleafID: FAT0100

Term InformationFind | View AllFirst2 of 9Last

Institution: PeopleSoft University

*Term: 04502001 FallSemester

Student DataView AllFirst1 of 1Last

*Effective Date: 05/21/2001*Seq: 1Status: Active

Calculated ValuesFA Calc

Career: UndergraduateUGRDProjections

Prim Prog: LAULiberal Arts UndergraduateLAUOverride Expiration Date:

Acad Plan: UNDECL-UGUndeclared UndergraduateUNDECL-UGCampus: WALC

Sub-Plan:

*Aid Year: Financial Aid Year 2001-20022002Academic Year: 2002

Billing Career: UndergraduateEligible to Enroll

[Build Info](#)[Census Date](#)[Advisor](#)[Campus Info](#)

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 2000-2001 and were to run FA Term only for 1999-2000, 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 PeopleSoft 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 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 PeopleSoft Student Records or

Admissions (such as enrollment changes). Once 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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.

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*. 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft

Student Records. When selected, the PeopleSoft 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 PeopleSoft 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 13, “Managing Financial Aid Terms,” Viewing Changes in a Student’s FA Term Information, page 318.](#)

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.

Note. If you attempt to delete an FA Term for a student that has a budget for the term, you receive a warning message indicating that there is a budget. This is a warning message only, so you can bypass it. PeopleSoft recommends that you not grant all users at your institution the ability to delete rows. In addition, we recommend that you make rows inactive instead of deleting them.

Term Progression

PeopleSoft 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.

Viewing Term Build Details

Access the FA Term Build Statistics page.

FA Term Build Statistics

Mariano Whiteleaf	ID:	FAT0100
Academic Institution: PeopleSoft University	Term:	2001 Fall
Effective Date: 05/21/2001	Seq:	1
User ID: PS		
Process Instance:		
Creation Date: 05/21/2001		
Source: Term		
Online/Batch: Online Execution		
Driver Option: Both Updates and Projections		

[Return](#)

FA Term Build Statistics page

Source

Displays the source of the build.

Admissions: The student is not in the PeopleSoft 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 PeopleSoft Student Records or PeopleSoft 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 PeopleSoft 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.

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	
Mariano Whiteleaf	ID: FAT0100
Academic Institution: PeopleSoft University	Term: 2001 Fall
Effective Date: 06/20/2001	Seq: 5
Census Date Used: 09/17/2001	Financial Aid Census Date:
Lock After Census Date: <input checked="" type="checkbox"/>	Academic Census Date: 09/17/2001
Override Census Date Locking <input type="checkbox"/>	
Lock Override User:	
Lock Override Date:	
<hr/>	
FA Taken: 12.000	
FATaken Unlock: 12.000	
FA Load: Full-Time	
Budget Required: Assgn Bdgt	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

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	<p>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 <i>No Assign</i>. 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.</p> <p>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.</p> <hr/> <p>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.</p> <hr/>
Lock After Census Date	<p>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 <i>No Assign</i>.</p>
Academic Census Date	<p>Displays the census date defined by your institution for each session in a term in PeopleSoft Student Records. If a term has multiple sessions, you can define a default session for the term in PeopleSoft 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.</p> <p>On and after the academic census date, the FA Load and FA Taken fields are locked and the Budget Required field is changed to <i>No Assign</i>. 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.</p>
Override Census Date Locking	<p>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 the FA Taken, FA Load, and Budget Required fields to be updated 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.</p> <p>You can override the census date lock only for an individual student, not as a background process. Once you have selected this check box and saved the page, you cannot clear it.</p>

Lock Override User	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	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 enables 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, once the census date passes the value in this field becomes <i>No Assign</i> .

Viewing Academic Advisor Information

Access the 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	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 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.

FA Term	Acad Level	Statistics	Financial Aid Info	Records/Term Info	Withdrawal Info
Mariano Whiteleaf			ID: FAT0100		
Term Information Find View All First 2 of 9 Last					
Institution: PeopleSoft University		Term: 2001 Fall		Semester	
Student Data View All First 1 of 1 Last					
Effective Date:	05/21/2001	Seq:	1	Status:	Active
Academic Career:	Undergraduate	Primary Program:	Liberal Arts Undergraduate		
Academic Plan:	Undeclared Undergraduate				
Form of Study:	Enrollment	Calculated Values	Enrollment		
Approved Academic Load:	Full-Time	Calculated Values	Full-Time		
Academic Load:	3/4 Time	Calculated Values	3/4 Time		
Financial Aid Load:	Three Qtrs	Calculated Values	Three Qtrs		
Academic Level - Projected:	30	Calculated Values	Junior		
Academic Level - Start:	10	Calculated Values	Freshman		
Academic Level - End:	10	Calculated Values	Freshman		

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 PeopleSoft Student Records value. Values include *Detached*, *Enrollment*, *Abroad*, and *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 PeopleSoft 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*, and *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 PeopleSoft 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*, and *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	The projected academic level for the student at the end of the term, based on PeopleSoft 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	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	The student's academic level at the end of the term is based on cumulative passed units from previous terms plus the number of units passed for the current term.
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 8 SPI Student Records PeopleBook, "Preparing for the Course Catalog and Schedule of Classes," Setting Up Catalog and Schedule Options

Viewing Academic Statistics

Access the Statistics page.

FA Term	Acad Level	Statistics	Financial Aid Info	Records/Term Info	Withdrawal Info
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Mariano Whiteleaf ID: FAT0100

Term Information Find | View All First 2 of 8 Last

Institution: PeopleSoft University **Term:** 2001 Fall **Semester:**

Student Data View All First 1 of 4 Last

Effective Date: 06/20/2001 **Seq:** 4 **Status:** Active

Academic Career: Undergraduate **Primary Program:** Liberal Arts Undergraduate

Academic Plan: Undeclared Undergraduate **Academic Sub-Plan:**

	Term	Calc Vals	Cumulative	Calc Vals
GPA:	0.000	0.000	0.000	0.000
Taken:	12.000	12.000	71.000	71.000
Remote:	0.000			
Total:	12.000			
Passed:	3.000	3.000	12.000	12.000
Residency:	1.000		6.000	

Residence Terms: 0.000

☐ Cum Reset ☒ GPA Calc ☐ Warning

Session Detail

Anticipated: 6.000

In Progress: 3.000

Completed: 3.000

Current: 6.000

Current Load: Half-Time

[Transfer Credit](#) [Other Units](#) [Class Detail](#)

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 The student's grade point average (GPA) for the term you are viewing.

GPA-Cumulative The student's cumulative GPA, including this term.

Taken-Term 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 The total units a student has taken, including this term.

Remote 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 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	The number of units a student has completed in residency at your institution this term.
Residency - Cumulative	The total number of units a student has completed in residency at your institution.
Cum Reset (cumulative reset)	If selected, PeopleSoft 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 PeopleSoft Student Records or PeopleSoft 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	This link appears 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	This link appears 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 enables 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

Mariano Whiteleaf
ID: FAT0100

Academic Institution: PeopleSoft University
Term: 2001 Fall

Effective Date: 06/20/2001
Seq: 5

Term Values		Totals	
Transfer:	0.000	Transfer:	9.000
TrnPasGPA:	9.000	Test:	0.000
TrnPasNGPA:	0.000	Other:	0.000
Test:	0.000	Total TC Adjust:	0.000
Other:	0.000		

[Return](#)

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 PeopleSoft 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 PeopleSoft 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 8 SPI Student Records PeopleBook, "Processing Transfer Credit"

Viewing Term Statistics for a Student's Other Career

Access the FA Term 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

Mariano Whiteleaf

ID: FAT0100

Academic Institution: PeopleSoft University

Term: 2001 Fall

Effective Date: 06/20/2001 **Seq:** 5

Enrolled in OEE Courses: Y

Class Nbr	Description	FA Taken	Start Date	End Date	OEE
1171	Plant Pop	3.000	08/27/2001	12/16/2001	<input type="checkbox"/>
1406	Intermediate French	3.000	05/07/2001	08/24/2001	<input checked="" type="checkbox"/>
1411	Introduction to Intl Economics	3.000	08/06/2001	11/23/2001	<input checked="" type="checkbox"/>
1663	Statistical Methods III	3.000	01/08/2001	04/27/2001	<input checked="" type="checkbox"/>

[Return](#)

FA Term Class Detail page

Note. The data appearing on this page changes depending on the effective-dated row and enrollment changes from PeopleSoft 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 PeopleSoft Student Records.

FA Taken	Displays the number of financial aid eligible units the class is worth.
Start Date and End Date	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 PeopleSoft 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.

FA Term Acad Level Statistics **Financial Aid Info** Records/Term Info Withdrawal Info

Mariano Whiteleaf ID: FAT0100

Term Information Find | View All First 2 of 9 Last

Institution: PeopleSoft University **Term:** 2001 Fall Semester

Student Data View All First 1 of 1 Last

Effective Date: 05/21/2001 **Seq:** 1 **Status:** Active

Academic Career: Undergraduate **Primary Program:** Liberal Arts Undergraduate

Academic Plan: Undeclared Undergraduate **Academic Sub-Plan:**

NSLDS Loan Year: 1st Year - Previously Attended **Calculated Values**

Direct Lending Year: First Year, previously atnd 1st Year - Previously Attended

Confer Date: 01/04/2002 First Year, previously atnd

Expected Grad Term: Expected Grad Date:

Academic Standing: FA Standing:

Budget Required: Assign Bdg

[Field Audits](#)

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: <i>Fifth Year + Undergrad</i> ; <i>First Year, never attended</i> ; <i>First Year, previously attnd</i> ; <i>First Yr, Grad/Prof</i> ; <i>Fourth Year</i> ; <i>Fourth Yr+, Grad/Prof</i> ; <i>Third Year</i> , or <i>Third Yr, Grad/Prof</i> .
Confer Date	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)	<p>The term you expect the student to graduate. The system uses this value for loan processing. If available, the system uses the PeopleSoft Student Records value or the PeopleSoft Recruiting and Admissions value.</p> <p>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.</p> <p>The student's expected graduation term is a loan validation field edit. This means that if the expected graduation date has passed, the loan validation routine prevents loan origination. If there is a value for this field, it automatically appears when you create the student's loan origination application. The field can be updated online in the loan origination pages when processing the student's loan application.</p>
Expected Grad Date (expected graduation date)	<p>The date the student is expected to graduate. The system uses the expected graduation date for loan processing. If available, the system uses the PeopleSoft Student Records value. These are loan validation field edits. These fields can be updated online when processing the student's loan application.</p> <p>The loan validation field edit routine checks for this value. If there is a value for this field, it automatically appears in the Program Completion Dt (program completion date) field on the Loan Origination 2 page when you create the student's loan origination application. The field can be updated online in the loan origination pages when processing the student's loan application.</p> <hr/> <p>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.</p> <hr/>
Academic Standing	<p>This value is based on meeting your institution's academic progress guidelines. Options are <i>DIS1</i> (Disqualified), <i>DIS2</i>, <i>GOOD</i>, <i>PRB1</i> (Probation), <i>PRB2</i>, <i>PRB3</i>, <i>RMVD</i> (Removed), <i>WRN1</i> (Warning), and <i>WRN2</i>. These values are created on the Academic Standing Table page in PeopleSoft Student Records and are set up as action codes. For example, a student may receive two warnings (WRN2) before being placed on probation.</p> <p>The Financial Aid Term build process populates this field only if academic standing data exists for the student in PeopleSoft Student Records.</p>

FA Standing (financial aid standing)

This field is not used for financial aid processing, but you can use it in formulas or equations to select students.

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 PeopleSoft 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 PeopleSoft 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 once the census date has passed and the lock has been invoked.

Field Audits

Click 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 8 SPI Student Records 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

Mariano Whiteleaf

ID: FAT0100**Academic Institution:** PeopleSoft University**Term:** 2001 Fall**Effective Date:** 06/20/2001 **Seq:** 5

Field Name	Old Value	New Value	User ID	Online/Batch	Process Instance
CUM_GPA	00000000	00000003	LS	Online	
LS_GPA	00000000	00000003	LS	Online	

[Return](#)

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_AGREEMENT
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 PeopleSoft Student Records Term Information

Access the Records/Term Info page.

The screenshot shows the 'Records/Term Info' page in PeopleSoft. At the top, there are tabs for 'FA Term', 'Acad Level', 'Statistics', 'Financial Aid Info', 'Records/Term Info' (selected), and 'Withdrawal Info'. Below the tabs, the user 'Mariano Whiteleaf' is logged in with ID 'FAT0100'. The page is divided into two main sections: 'Term Information' and 'Student Data'. The 'Term Information' section shows 'Institution: PeopleSoft University', 'Term: 2001 Fall', and 'Semester'. The 'Student Data' section shows 'Effective Date: 05/21/2001', 'Seq: 1', 'Status: Active', 'Academic Career: Undergraduate', 'Primary Program: Liberal Arts Undergraduate', 'Academic Plan: Undeclared Undergraduate', 'Weeks of Instruction: 56', 'FA Number of Weeks: 0', 'Start Date: 01/08/2001', 'End Date: 12/21/2001', 'Study Agreement', 'External Org ID', 'Country', 'Academic Sub-Plan', 'Academic Advisor Group', 'Admit Term: 0330 1998 Fall', 'Bill Units', 'Override Billing Units', and 'Canadian Cost Code'.

Records/Term Info page

This page is intended for collecting study abroad or institutional visit information from PeopleSoft Student Records and entering Canadian cost code information. Information on this page can be changed for financial aid purposes without any effect on PeopleSoft 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	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 PeopleSoft 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 PeopleSoft Student Records. Select the appropriate ID to associate with the study agreement.
Country	This value is derived from PeopleSoft 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 PeopleSoft 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 PeopleSoft 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. Once 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.

FA Term	Acad Level	Statistics	Financial Aid Info	Records/Term Info	Withdrawal Info
Mark Cabeza			ID: FAT0120		
Term Information					Find View All First 1 of 1 Last
Institution: PeopleSoft University		Term: 2001 Fall		Semester:	
Student Data					View All First 1 of 4 Last
Effective Date:	06/20/2001	Seq:	4	Status:	Active
Academic Career:	Undergraduate		Primary Program:	Liberal Arts Undergraduate	
Academic Plan:	English (BA)		Academic Sub-Plan:		
Withdrawal/Cancel:	Withdrew				
Withdrawal/Cancel Reason:	Medical				
Withdrawal/Cancel Date:	06/20/2001	Refund Scheme:	STD		
Last Date of Attendance:	06/20/2001	Refund Classification:	S		
Refund Percentage:	100.00	Refund SetID:	PSUNV		
Tuition Calc Date Time:	06/20/01 10:24PM	Service Indicator Code:	ALL		
Tuition Group:	FATERM	Service Indicator Date Time:	06/20/2001 10:44:09PM		

Withdrawal Info page

PeopleSoft 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. PeopleSoft Student Financials uses this information to calculate whether the student should receive a refund and posts these calculations. This page displays information from PeopleSoft Student Records and PeopleSoft 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 PeopleSoft 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

Once 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.
- Once 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	Design Student Administration, Design Financial Aid1, Process, 1. Create FA Term Driver Recs	Create FA Term driver records for the batch Financial Aid Term build process.
Build FA Terms	RUNCTL_FAPTRMU1CBL	Design Student Administration, Design Financial Aid1, Process, 2. 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

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Process Name: FAPTRMU1

*Academic Institution: *Aid Year: 2000-2001

Driver Creation Option

☒ Both Updates and Projections ☐ Update Only

View All First 1-3 of 3 Last	
Academic Career:	Rebuild Projections:
<input type="checkbox"/> GRAD Graduate	<input type="checkbox"/>
<input checked="" type="checkbox"/> UENG Undergraduate Engineering	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> UGRD Undergraduate	<input checked="" type="checkbox"/>

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 FATerms

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Process Name: FAPTRMU1 User ID: PS

*Academic Institution:

*Aid Year: 2001-2002

*Commit Level: Print Detailed Messages? ☐

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 14

Working With Student Budgets

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

- Assign budgets in batch.
- Assign budgets online.
- Override a term budget.
- Maintain budgets.

Understanding Student Budgets

At the beginning of the aid-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)	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)	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)	The sum of Pell 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:

1. Select students for batch budget assignment.
2. View selected students.
3. Process formulas to determine budget amounts.
4. Process tuition calculation and budget trees to determine budget amounts.
5. Move student budgets.
6. Maintain budget tables.
7. Apply Pell adjustments.

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 49](#)

Pages Used to Assign Budgets in Batch

Page Name	Object Name	Navigation	Usage
Batch Budget Assignment - Select Students	RUNCTL_FABUDGET1	Administer Financial Aid, Manage Need Analysis, Process, 1: Bdgt Asgn/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	Administer Financial Aid, Manage Need Analysis, Inquire, Batch Budget Review	View the results of the Student Budget Assign processes (FAPBDGTS, FAPBDGTF, FAPBDGTT, and FAPBDGTM).
Budget Term Detail	STDNT_BDG_DTL2_SEC, STDNT_BDG_DTL4_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 Message	STDNT_BDGT_MSG_SEC, 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_BDGT_DTL_SEC, 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, STDNT_BDG_DTL5_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	Administer Financial Aid, Manage Need Analysis, Process, 2: Bdgt Asgn/Process Formula	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	Administer Financial Aid, Manage Need Analysis, Process, 3: Bdgt Asgn/Process Tuition	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	Administer Financial Aid, Manage Need Analysis, Process, 4: Bdgt Asgn/Assign Budget	Move budget results to the student's budget record with an effective-dated row.
Batch Budget Assignment - Table Maintenance	RUNCTL_FABUDGET5	Administer Financial Aid, Manage Need Analysis, Process, Bdgt Asgn/Table Maint.	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.
Pell Budget Adjustment	RUNCTL_FAPBGTB	Administer Financial Aid, Manage Need Analysis, Process, 6: Pell Adjustments	Calculate the annual Pell budget for budget categories that count towards the Pell COA.

Selecting Students

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 Selected Students

Access the Batch Student Budget Review page.

Batch Student Budget Review

Lenda, Brenda N
ID: FAD0171

Aid Year: 1999 Financial Aid Year 1998-1999
Institution: PSUNV

[View All](#)
1 of 3

Budget Term Information

Term:	0334 1999 Spring Qtr	Acad Plan:	MATH-QTR	
Career:	UGRD Undergraduate	Acad Plan Type:		Term Detail
FA Term Effdt:	01/01/1900 1	Sub-Plan:		Messages
Financial Aid Load:	Full-Time	Study Form:	ENRL	

Budget Demographic Information

Dependency Status:	Family Members:	
Housing Status:	State of Residence:	Enrollment Detail
Marital Status:	App State Res:	
	Postal Code:	

Budget Group: USYSTEM

Category	Item Code	Description	Amount	Rule	Status	
BOOK	BOOK01	Books for Undergrad Programs	400.00	Formula	Moved	+ -
FEES	FEES	Fees assigned by Tuition Calc	350.00	Formula	Moved	+ -
HSNG	HOUS03	Housing Undergrad Parents/Rltv	1,200.00	Formula	Moved	+ -
MISC	MISC01	Miscellaneous and Personal	300.00	Formula	Moved	+ -
TRIP	TRIPUG	Undergrad Trip	150.00	Formula	Moved	+ -
TRNS				Tree	Warning	+ -
TUIT				Formula	Warning	+ -

Batch Student Budget Review page

The information you view here is in a work table, so once 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)	Type of academic plan. Options include: <i>Honors</i> , <i>Major</i> , <i>ROTC</i> , and <i>Concentration</i> .
FA Term Effdt (financial aid term effective date)	The effective date and effective sequence of the Financial Aid Term information used to build the budget.
Financial Aid Load	The student's load, determined using the number of financial aid eligible units and level/load rules.
Study Form	The type of study the student is engaged in. Options include: <i>Detached</i> , <i>Enrollment</i> , <i>Abroad</i> , and <i>Candidacy</i> .
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	Number of people in the student's family.
Housing Status	The student's housing type—on campus, off campus, with relatives, or with parents.
App State Res (application state of residence)	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)	<p>For budget categories with a formula processing rule: Category, Item Code, Description, Amount, Rule, and Status</p> <p>For budget categories with a tuition or tree processing rule: Category, Rule, and Status</p>

Process	Fields With Data
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: <i>Found:</i> 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. <i>Moved:</i> The budget amount has been moved to the student's record. <i>Selected:</i> 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). <i>Warning:</i> 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

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.

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.

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.

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.

Applying Pell Adjustments

Access the Pell Budget Adjustment page.

The Pell Budget Adjustments process uses the student's FA Load value from the student's Financial Aid Term record and the proration scheme you define on the Pell Adjustments page for each budget item to determine the proper annual Pell budget amount for each Pell COA budget item. You should run this process at the end of the add/drop period, since the student's term schedule (and therefore FA Load value) is stable at this point.

Career, Institution, and Aid Year	Select the institution, aid year, and career for which you want to calculate the annual Pell budget based on a student's FA Load value.
Careers To Be Processed	Enter your Pell Grant-eligible careers to process multiple careers during Pell Grant adjustments. Since Pell grants are only available for undergraduates, select only undergraduate careers for this process.
Run	When you are ready to prorate Pell budget amounts, run the Pell Budget Adjustments process (FAPPBGTB).

See Also

Chapter 4, "Setting Up Student Budgets," Prorating the Pell Budget, page 38

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	Administer Financial Aid, Manage Need Analysis, Use, Create Student Budget	Generate a budget online for a single student.
View Term 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

Fox,Janet ID: FA0118
Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Budget Terms To Be Built

View All First 1-2 of 3 Last		Build Budget Move Budget
*Term	Career	
<input type="text" value="0410"/> 2000 Fall	UGRD Messages + -	
<input type="text" value="0430"/> 2001 Spring	UGRD Messages + -	

Budget Term Summary [View All](#) First 1 of 3 Last

Term:	0440 2001 Summer	Detail + -
Career:	UGRD Undergraduate	
Budget Group:	USYSTM Undergraduate System Assigned	

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	<p>Displays the career associated with the selected term.</p> <p>To change the career, change it on the Financial Aid Term page and rebuild the term. Then delete the old term and associated career on this page and add the new term with updated career. For example, you want to change the Spring term from undergraduate to graduate and have the graduate term appear in the Budget Terms To Be Built group box. You must first delete the displayed spring term (undergraduate), update the student's career on Financial Aid Term, rebuild the term, and then add the spring term (now graduate) to this group box.</p>
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.
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See Also

[Chapter 13, “Managing Financial Aid Terms,” Understanding Financial Aid Terms, page 295](#)

[Chapter 4, “Setting Up Student Budgets,” Creating Budget Groups, page 43](#)

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 14, “Working With Student Budgets,” Viewing Selected Students, page 330](#)

Overriding a Term Budget

This section discusses how to override an existing term budget or create a term budget on an exception basis.

Pages Used to Override a Term Budget

Page Name	Object Name	Navigation	Usage
Student Budget Maintenance	STDNT_TERM_BUDGET	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Use, Budget Maintenance Administer Financial Aid, Manage Need Analysis, Use, Budget Maintenance 	Override an existing term budget or create a term budget on an exception basis.
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.

Creating a Term Budget

Access the Student Budget Maintenance page.

Student Budget Maintenance

Fox, Janet ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Find First 2 of 3 Last

*Career: UGRD Undergraduate [FA Term](#) [Need Summary](#) [Student Detail](#) +

*Term: 0430 2001 Sprng **Awd Period:** Academic **Instr Week:** 15.0

First 1 of 2 Last

Eff Date: 11/22/2000 **Sequence:** 2 **User ID:** FAPBUDMV **Inst COA:** 11,350.00 +

Budget Group: USYSTM Undergraduate System Assigned **Fed COA:** 11,350.00

Pell COA: 11,350.00

*Category	*Item Code		User ID	Amount	Item Class	Pell Amt	
BOOK	BOOK01	Books	FAPBUDMV	400.00	Federal	400.00	+ -
FEES	FEES	FEES	FAPBUDMV	350.00	Federal	350.00	+ -
HSNG	HOUS01	HOUSUCM	FAPBUDMV	3,500.00	Federal	3,500.00	+ -
MISC	MISC01	MISC01	FAPBUDMV	300.00	Federal	300.00	+ -
TRNS	TRANCA	Trans CA	FAPBUDMV	800.00	Federal	800.00	+ -
TUIT	TUITU1	Undergrad	FAPBUDMV	6,000.00	Federal	6,000.00	+ -

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.
User	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 annual budgeted amount for the Pell 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 23, "Reviewing Awards," Reviewing Student Packaging Status by Date, page 827

Maintaining Budgets

This section discusses how to:

- Adjust budgets.
- Review students' budget information.

Pages Used to Maintain Budgets

Page Name	Object Name	Navigation	Usage
Student Budget Adjustments	STDNT_AY_BDGT_ADJ	Administer Financial Aid, Manage Need Analysis, Use, Budget Adjustments	Adjust existing budgets.
Student Budget Summary	STDNT_BUDGET_SUMM	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Inquire, Budget Review • Administer Financial Aid, Canadian Need Analysis, Inquire, Budget Review • Administer Financial Aid, Manage Need Analysis, Inquire, Student Budget Summary • Administer Financial Aid, Package and Disburse Aid, Inquire 1, Budget Review 	Review students' budget information including categories and amounts that comprise a student's budget, by award period.

Adjusting Budgets

Access the Student Budget Adjustments page.

Student Budget Adjustments

Fox, Janet ID: FA0118 Fed COA: 22,700.00
 Aid Year: Financial Aid Year 2000-2001 Institution: PSUNV Pell COA: 17,914.00
 Award Period: Academic Inst COA: 22,700.00

First ◀ 1 of 1 ▶ Last

Career: Undergraduate Adjust Pell

View All First ◀ 4 of 6 ▶ Last

Totals by Category:	MISC	Miscellaneous and Personal	Percentage	Budget Items	Pell Items	Adjust by:
			100.0 %	600.00	472.00	<input checked="" type="radio"/> Percentage <input type="radio"/> Amount

View All First ◀ 1-2 of 2 ▶ Last

Term	Budget Item	Percentage	Amount	Pell Amount
2001 Sprng	Miscellaneous and Personal	55.0	330.00	259.60
2000 Fall	Miscellaneous and Personal	45.0	270.00	212.40

Over/Under Amounts: \$0.00 \$0.00

Student Budget Adjustments page

The page displays budget information by budget category, listing all budget items for the specified award period.

Adjust Pell

Click to calculate the annual Pell budget amounts for budget categories that count towards the Pell COA. The adjustment process uses the student's FA Load value and the proration scheme you defined on the Pell Adjustments page for each budget item to determine the annual Pell budget amount for each Pell COA budget item.

Percentage

Appears when you select the Adjust by Percentage option. It displays the total percentage of the amounts in the Budget Items and Pell Items scheduled for distribution you have distributed between the displayed terms.

Budget Items and Pell Items

Displays the total budget and Pell budget amounts for this budget category during the displayed award period. You can adjust these amounts.

Adjust by

You can change the distribution of the total budget and total Pell budget amounts between terms.

Percentage: Choose this option to enter the percentage of the total amount you want each term to receive. The Percentage fields appear when you select this option.

Amount: Choose this option to enter a specific amount for each term.

Percentage

If you adjust term amounts by percentages, enter the percentage of the total amount you want this term to receive.

Amount

If you adjust term amounts by percentage, the amount in this field automatically reflects the percentage you enter for the term. If you adjust term amounts by amount, enter the correct budget amount for the term.

Pell Amount

If you adjust term amounts by percentage, this field automatically reflects the percentage you enter for the term. If you adjust term amounts by amount, enter the correct Pell budget amount for the term.

Over/Under Amounts

Indicates whether the sum of the term budget amounts and Pell budget amounts is over or under the total budget and Pell budget amounts for the award period. The amounts in this field automatically reflect the amounts in the Amount and Pell Amount fields.

Reviewing Students' Budget Information

Access the Student Budget Summary page.

Student Budget Summary

Fox,Janet
ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

First 1-2 of 2 Last

Award Period: Academic	Fed COA: \$22,700.00	Pell COA: \$22,700.00
	Inst COA: \$22,700.00	Alt Pell COA: \$12,700.00

Budget Summary 1-6 of 6

Category	Description	Inst Total	Pell Total	Fed Total	Item Class
BOOK	Books and Supplies	\$800.00	\$800.00	\$800.00	Federal
FEES	Tuition and Fees	\$700.00	\$700.00	\$700.00	Federal
HSNG	Housing	\$7,000.00	\$7,000.00	\$7,000.00	Federal
MISC	Miscellaneous and Personal	\$600.00	\$600.00	\$600.00	Federal
TRNS	Transportation	\$1,600.00	\$1,600.00	\$1,600.00	Federal
TUIT	Tuition and Fees	\$12,000.00	\$12,000.00	\$12,000.00	Federal

Award Period: Non Standard	Fed COA: \$6,400.00	Pell COA: \$12,800.00
	Inst COA: \$6,400.00	Alt Pell COA: \$12,000.00

Budget Summary 1-2 of 2

Category	Description	Inst Total	Pell Total	Fed Total	Item Class
BOOK	Books and Supplies	\$400.00	\$800.00	\$400.00	Federal
TUIT	Tuition and Fees	\$6,000.00	\$12,000.00	\$6,000.00	Federal

Student Budget Summary page

This page displays information by award period.

Alt Pell COA (alternate Pell cost of attendance)

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.

Inst Total (institutional total)

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.

Pell Total

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)

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 15

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. Beginning with the 2000-2001 processing year, PeopleSoft supports only the short form (2750 file length) for PROFILE data received from College Scholarship Services (CSS) and Need Access data from the Access Group.

Prerequisites

The *CSS INAS Users Technical 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 CSS 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, check that the financial aid applications used by your institution are available, and make sure that you understand the different admit levels that influence processing external data loads. To help you most effectively use PeopleSoft Financial Aid application processing, set up connections to these websites:

- U.S. Department of Education: <http://www.ed.gov>
- National Association of Financial Aid Administrators (NASFAA): <http://www.nasfaa.org>
- College Scholarship Service: <http://www.collegeboard.com>
- Need Access Group: <http://www.accessgroup.org>

Working With Applications

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). PeopleSoft 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 PeopleSoft 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 Student Administration 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, as 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 Student Records. These levels enable you to filter requests for ISIRs, PROFILE, or Need Access applications based on a student’s admission level—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 Campus Community and request records of students 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 active 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 looks for a second address. The PeopleSoft Student Administration Solutions system shares address options, so you must coordinate address option changes with other departments using 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 family size, the number of family members in college, taxable and nontaxable income, and assets into account. IM is a need analysis formula used to determine financial need for allocation of the school’s own financial aid funds. PeopleSoft 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	Design Student Administration, Design Financial Aid1, Setup A-B, Application Source Rank, App Source Rank	Define which application the batch Budget Assignment should use for Budget Formula and Budget Tree criteria.
Admit Level Associations	ADMIT_LVL_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, Admit Level Associations, Admit Level Associations Design Student Administration, Design Financial Aid1, Setup A-B, Admit Level Associations, Admit Level Associations Administer Financial Aid, Exchange Financial Aid Data, Setup, Admit Level Associations, Admit Level Associations 	Review the admit designations set up by your institution.
Prospect Source X-Ref Setup (prospect source cross-reference setup)	PROSPECT_XREF_TBL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup N-P, Prospect Cross Reference Tbl, Prospect Cross Reference Administer Financial Aid, Exchange Financial Aid Data, Setup, Prospect Cross Reference Tbl, Prospect Cross Reference Develop Enrollment, Process External Data, Setup, Prospect Cross Reference Tbl, Prospect Cross Reference 	Set up prospect cross-references for recruiting, by associating careers from external sources with an academic career at your institution. You can also associate programs from an external source with an academic program at your institution. The ISIR no longer provides academic program information. This section should therefore remain blank.

Defining Application Source Rank

Access the Application Source Ranking page.

Application Source Ranking

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2001 Financial Aid Year 2000-2001

Source Rank Type: Budgets

Application Source Ranking Information View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1901 BT **Status:** Active + -

***Award Period:** Academic + -

Description: Budget Source Ranking

Comments:

[View All](#) First ◀ 1-2 of 4 ▶ Last

	*Source of Information	Application Source	*Source Ranking
1	F Q		1 + -
2	I Q	8 Q	2 + -

Application Source Ranking page

The system displays the academic institution, aid year, and source rank type.

Application Source Ranking Information

Effective Date	Enter an effective date.
Status	Select <i>Active</i> or <i>Inactive</i> .
Award Period	Select <i>Academic</i> or <i>Non Std</i> (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: <i>FAFSA</i> (Free Application for Federal Student Aid). <i>Inst App</i> (institutional application).
Application Source	If the source of information is <i>Inst App</i> (institutional application), select from these values: <i>FT CSL</i> (Full-time Canada Student Loan) <i>Inst App</i> (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 looks for the next ranked item.

Note. If your institution is using the Canadian Need Analysis system, PeopleSoft recommends that you run full-time CSL applications first, followed by the part-time CSL applications.

Reviewing Admit Level Associations

Access the Admit Level Associations page.

Admit Level Associations

Admit Level Designation

View AllFirst1-8 of 12Last

Academic Program Status	Associated Admit Level
AC Active in Program	5 - Accepted/Continuing
AD Admitted	4 - Admitted
PM Prematriculant	4 - Admitted
AP Applicant	3 - Applied/Pending
WT Waitlisted	3 - Applied/Pending
CN Cancelled	2 - Inactive
DE Deceased	2 - Inactive
DM Dismissed	2 - Inactive

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. PeopleSoft recommends that you 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 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

Academic Institution: PSUNV PeopleSoft University

Prospect Data Source: ISIR02 2001-2002 ISIR

Career from External Source View All First 1-3 of 10 Last

*Ext Car	Description	Academic Career	
1	1st BA	Undergraduate	+ -
2	2nd BA	Undergraduate	+ -
3	Associate (Occu/Tech)	Semester Credit	+ -

Program from External Source View All First 1 of 1 Last

*Ext Prog	Description	Acad Prog	
			+ -

Prospect Source X-Ref Setup page

The system displays the academic institution and prospect data source.

Career from External Source

Ext Car (external career)

The external career relates to question 29 of the 2002–2003 FAFSA and refers to the code of the student's expected degree or certificate. Select the corresponding external career sections for the CSS Profile and Need Access applications.

Description

Enter a description from the ISIR for the external career.

Academic Career

Select the academic career that you want associated with the various external career codes that come in on students' ISIR records.

You may also assign a default academic career to ISIR records that are loaded where Question 29 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 assigned 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

ISIR01For 2000-2001 ISIRs

ISIR02For 2001-2002 ISIRs

ISIR03For 2002-2003 ISIRs

Program from External Source

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 relate to the external program.

Setting Up Financial Aid Processing

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

PeopleSoft predelivers most of the setup information for financial aid processing using the EDI Manager. This section describes the setup for inbound, outbound, and initial FAFSA application 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 EDI file information that appears on the ISIR EC Queue Review and Loan EC Queue Review pages. This information is prepopulated by PeopleSoft and does not require any additional setup, unless you want to change the file information that appears on the EC Queue panels.

Pages Used to Set Up Financial Aid Processing

Page Name	Object Name	Navigation	Usage
ISIR Ld Options 1 (SARA/SYSG)	ISIR_INST_CONTROL	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, ISIR Data Load Parms, ISIR Ld Options 1 (SARA/SYSG) Design Student Administration, Design Financial Aid1, Setup F-K, ISIR Data Load Parms, ISIR Ld Options 1 (SARA/SYSG) Administer Financial Aid, Exchange Financial Aid Data, Setup, ISIR Data Load Parms, ISIR Ld Options 1 (SARA/SYSG) 	Define how ISIR data from the CPS is loaded into the system.
ISIR Ld Options 2 (SARA/SYSG)	ISIR_INST_CONTROL2	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, ISIR Data Load Parms, ISIR Ld Options 2 (SARA/SYSG) Design Student Administration, Design Financial Aid1, Setup F-K, ISIR Data Load Parms, ISIR Ld Options 2 (SARA/SYSG) Administer Financial Aid, Exchange Financial Aid Data, Setup, ISIR Data Load Parms, ISIR Ld Options 2 (SARA/SYSG) 	Define how ISIR data from the CPS is loaded into the system.

Page Name	Object Name	Navigation	Usage
ISIR Ld Options 3 (CORR)	ISIR_INST_CONTROL4	<ul style="list-style-type: none"> Administer Financial Aid, Design Student Administration, Design Financial Aid1, Setup, ISIR Data Load Parms, ISIR Ld Options 3 (CORR) Administer Financial Aid, Exchange Financial Aid Data, Setup, ISIR Data Load Parms, ISIR Ld Options 3 (CORR) 	Define how corrected ISIR data from the CPS is loaded into the system.
ISIR Inst Search Match	ISIR_INST_SRCHMCH	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, ISIR Data Load Parms, ISIR Inst SearchMatch Design Student Administration, Design Financial Aid1, Setup F-K, ISIR Data Load Parms, ISIR Inst SearchMatch Administer Financial Aid, Exchange Financial Aid Data, Setup, ISIR Data Load Parms, ISIR Inst SearchMatch 	Define how ISIR records are processed when identified by the Search Match process. You can avoid duplicate records and determine whether the ISIR records load into the database as new records, append to existing records in the database, or are ignored.
ISIR Reject Reasons	ISIR_REJECT_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, ISIR Message Tables, ISIR Reject Reasons Design Student Administration, Design Financial Aid1, Setup F-K, ISIR Message Tables, ISIR Reject Reasons 	Review delivered ISIR reject reasons and set severity levels.
ISIR Comments	ISIR_COMMT_TBL	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Setup, ISIR Message Tables, ISIR Comments Design Student Administration, Design Financial Aid1, Setup F-K, ISIR Message Tables, ISIR Comments 	Review delivered ISIR comment codes and set severity levels. This page links the comment codes with the long description or text defined by the Department of Education.
Financial Aid EDI Transactions	FA_ECTTRANS	Administer Financial Aid, Design Financial Aid 1, Set Up F-K, FA 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.

Page Name	Object Name	Navigation	Usage
Setup Commit Levels	PROCESS_COMMIT	Design Student Administration, Design Financial Aid1, Setup C-E, Commit Levels, Process Commit Level	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 Ld Options 1 (SARA/SYSG) page.

ISIR Ld Options 1 (SARA/SYSG) | ISIR Ld Options 2 (SARA/SYSG) | ISIR Ld Options 3 (CORR) | ISIR Inst SearchMatch

Aid Year: 2002 Financial Aid Year 2001-2002 **School Cd:** 001315 PeopleSoft

ISIR Load Parameters View All First 1 of 1 Last

*Eff Date: 03/23/2001 Status: Active

ISIR Load Options

☒ Load NSLDS Data ☒ Use Current Date As Effdt

☐ Call INAS

☐ Create Prospect Data

Search Match Options

☒ Bypass Search Match

Bypass - No Match Action

☐ Add ☒ Suspend ☐ Skip

Update Address Options

☒ Discard Incoming Address ☐ Override Address Type

☐ Add if blank - Do not update

☐ Always Update

Update Name Options

☐ Update

Update Bio/Demo Options

☐ Update

Update Drivers License Options

☒ Discard

☐ Add if blank

☐ Always Update

ISIR Ld Options 1 (SARA/SYSG) page

These load parameters are for processing all initial ISIR records and system-generated ISIRs. These initial and system-generated ISIRs are identified by the letters *A*, *E*, or *G* in the Batch ID field of the ISIR header record. Federal data requests (*F*), year-to-date ISIR (*I*), state agency nonresident (*K*), state agency resident (*L*), and signature correction (*S*) files are not supported, but can be loaded if you alter the file to match a supported ISIR file type.

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 updates whenever an ISIR loads. Select this check box to force new NSLDS data to load 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/Search Match Bypass must not be called by the ISIR load process; this occurs automatically if there is an ISIR previously loaded for the student (for any aid year).
2. The NSLDS transaction number must be greater than the current loaded NSLDS data of the same aid year.
3. The NSLDS match flag cannot be 7 (match but no data provided) or 8 (record not sent to NSLDS).

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.

Create Prospect Data

Select to generate admissions prospect data, if the student does not have a PS_ACAD_PROG record in the database. This usually occurs when an EMPLID for the ISIR record is created during the load process. All prospect data created by the ISIR load process will have a PS_ADM_PRSPCT_CAR.ADM_REFRL_SRCE of ISIR.

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 ISIR loads using 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 load, the system uses the current date as the effective date.

Search Match Options

Bypass Search Match

Select to prevent the search match program from running. The system runs a set of search criteria to find a student. The criteria are last name, social security number, and birth date.

Bypass - No Match Action

Select one of the options to tell the load program what to do if no student with matching criteria is found. Options are:

Add: Select to add a record to the database if no student with matching criteria is found.

Suspend: Select to suspend a record if no student with matching criteria is found.

Update Address Options

Discard Incoming Address	Select to prevent a student's address information from being updated in personal data when an ISIR loads.
Add if blank - Do not update	Select if, when the ISIR loads, 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 loads.
Override Address Type	Select to force the ISIR address to load 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 loads, the student has no active name in personal data that matches name usage criteria, to update with the ISIR name.
---------------	---

Update Bio/Demo Options

Update	Select to update the bio/demo fields when the ISIR loads.
---------------	---

Update Drivers License Options

Discard	Select to prevent a student's driver's license information from being updated in personal data when the ISIR loads.
Add if blank	<p>Select to enable the following to occur:</p> <ul style="list-style-type: none"> • If there is driver's license information for the student in the Campus Community records, the system does not load the ISIR data. • If there is no driver's license information in the Campus Community records, the system loads the ISIR information.
Always Update	<p>Select to always update the driver's license fields when the ISIR loads. The system performs a check for an exact match of the driver's license number and driver's license state.</p> <p>If there is no exact match, the process 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.</p>

Defining ISIR Data Load Options 2

Access the ISIR Ld Options 2 (SARA/SYSG) page.

ISIR Ld Options 2 (SARA/SYSG) 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 ISIR to load 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 ISIR to suspend. 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. System-generated ISIRs are identified by #G and #Z, which appear in the Batch ID field in the ISIR header record.

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 ISIR load status to Suspended.

Note. Because these ISIRs can be generated for various reasons, you may want to suspend all records of this type and first review them in the Suspense Management page before loading the record. The load process attempts to determine and assign the EMPLID before the record is suspended.

Defining ISIR Data Load Options 3

Access the ISIR Ld Options 3 (CORR) page.

ISIR Ld Options 3 (CORR) page

Use these load parameters for processing all corrected ISIRs. The letter C in the Batch ID field of the ISIR header record identifies these records. The options are not available to initial ISIR records.

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.

Note. When corrected ISIRs are processed, the ISIR does not load if the corrected ISIR does not match a previously loaded ISIR that was corrected or if the source of the ISIR correction is not your institution.

Because it is likely that a student may have already been processed for financial aid when you receive the corrected ISIR, the system provides new INAS options.

INAS Call Options

Always Call INAS (always call Institutional Need Analysis System) Select to run the INAS calculation as the ISIR loads 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. Does not support future batch INAS calculation.

Defining ISIR Institutional Search Match

Access the ISIR Inst Search Match page.

ISIR Ld Options 1 (SARA/SYSG) ISIR Ld Options 2 (SARA/SYSG) ISIR Ld Options 3 (CORR) ISIR Inst SearchMatch

Aid Year: 2002 Financial Aid Year 2001-2002 **School Cd:** 001315 PeopleSoft

No Match Found

New: ☐ **Add** ☐ **Update** ☒ **Suspend** ☐ **Ignore** ☐

Match(es) Found [View All](#) First 1-2 of 5 Last

Order Nbr: 10 Name,Addr,City,Bday,Gender,SSN

One Match: ☐ ☒ ☐ ☐

Multiple Matches: ☐ ☒ ☐

Order Nbr: 20 SSN Only

One Match: ☐ ☒ ☐ ☐

Multiple Matches: ☐ ☒ ☐

ISIR Inst Search Match page

You can decide 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 down 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.

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.

One Match

For each order number, select an option to determine what to do with 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 make a change since the last changes were made, the system displays this message.

Setting Severity Levels for ISIR Reject Reasons

Access the ISIR Reject Reasons page.

ISIR Reject Reasons

ISIR Comments

Aid Year: 2002 Financial Aid Year 2001-2002
Institution: PSUNV

ISIR Reject Reasons

View All First 1-5 of 19 Last

*Code	Description	Severity Level
1	Simplified needs test is not met and all asset data are blank.	1 Action Req
10	Missing marital status and household size.	1 Action Req
11	Marital Status inconsistent with reported incomes.	1 Action Req
13	Missing Name.	1 Action Req
14	Missing student signature on paper application or SAR.	1 Action Req

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! Computed ISIR reject reasons and ISIR comment codes are defined by the Department of Education and are delivered to your institution as a value load process with each academic year release update. You can update the message tables if the CPS modifies the values after their initial release 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: <i>1—Action Required:</i> Requires action. <i>0—Ignore:</i> Requires no action.

Setting Severity Levels for ISIR Comment Codes

Access the ISIR Comments page.

*Code	Description	Severity Level
001	This is a copy of the ISIR you requested.	0 Ignore
003	This ISIR shows corrections to your data that was previously entered incorrectly	0 Ignore
004	This ISIR has been produced due to a change in your financial aid history	0 Ignore
005	We were unable to read all of the information on your application or SAR because it was damaged. Please review all of the items on	1 Action Req
006	If you need additional help with your ISIR, contact your school Financial Aid	0 Ignore

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: <i>1—Action Required:</i> Requires action. <i>0—Ignore:</i> Requires no action.

Setting Up Financial Aid EDI Transactions

Access the Financial Aid EDI Transactions page.

Financial Aid EDI Transactions			
View 100 First 1-9 of 129 Last			
*EC Transaction ID	*In/Out	Description	FA Use
A002P	Outbound	CommonLine Application	CommonLine + -
A004P	Outbound	CommonLine 4 App Send	CommonLine + -
C001P	Outbound	CommonLine Change Transactions	CommonLine + -
C004P	Outbound	CommonLine 4 Change Send	CommonLine + -
C01RP	Inbound	CommonLine Change Response	CommonLine + -
CLAPPRESP_96	Inbound	CommonLine App Response	CommonLine + -
CLCHGRES_96	Inbound	CommonLine Change Response	CommonLine + -
CLEFTROST_96	Inbound	CommonLine EFT Roster	CommonLine + -
CORR00IN	Outbound	99/00 ISIR Corrections	ISIR + -

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 Fin Aid Default Commit Level: 500

Set Commit Level			View All	First	1 of 1	Last
	Process Name	Description				Commit Level
1	FAPBUDMV	Bdgt Asgn/Assign Budget				10 + -

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 50th record that it processes. If you do not enter a value in this field, the default commit level is 0, which enables saving to occur 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 50th record that it processes.

Note. The appropriate commit levels to use depend on your production environment—type of database, size of database, and hardware. Commit levels should be set by knowledgeable technical staff only.

Reviewing Cross-References

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	Design Student Administration, Design Financial Aid1, Setup F-K, ISIR/SAR Cross Reference, ISIR/SAR Cross Reference	Review ISIR/SAR cross-references. This page is used by several background processes and online pages to link the SAR/FAFSA field number and ISIR record field number to the table and column name in the PeopleSoft Student Administration Solutions system. It cross-references the field name and description to the SAR/FAFSA record field number.
Institutional Cross Reference	INST_XREF	Design Student Administration, Design Financial Aid1, Setup F-K, Institutional Cross Reference, 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 Student Administration 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

Aid Year: 2002 Financial Aid Year 2001-2002

ISIR Field Cross-Reference Information
[View All](#)
First ◀ 1 of 12 ▶ [Last](#)

Record (Table) Name: ADDRESSES **Rec Descr:** Address Type

View All
First ◀ 1-4 of 4 ▶ Last

Field Name	SAR #	Correctable to Blank	Type	ISIR Field Type
1 ADDRESS1	0004	<input checked="" type="checkbox"/>	A	Alpha
2 CITY	0005	<input type="checkbox"/>	A	Alpha
3 POSTAL	0007	<input type="checkbox"/>	A	Alpha
4 STATE	0006	<input checked="" type="checkbox"/>	A	Alpha

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 PeopleSoft 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. This applies to alphanumeric fields only.
Type	Displays how the ISIR correction process is to treat 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

Value	Long Name	Short Name
M	Date (MMYY)	MMYY
N	Numeric	Numeric
S	Signed Numeric	Signed Num
Y	Date (Batch Year)	Batch Year

Reviewing Institutional Application Cross-References

Access the Institutional Cross Reference page.

Institutional Cross Reference

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

View All First 1 of 5 Last

Record (Table) Name: INST_CONTROL Record Description: Base Internal Student Aid Tbl

View All First 1-7 of 7 Last

*Field Name	Description	INST#	Aid Year
DT_APP_COMPLETED		0127	2002
SIGNED_BY_APPLICNT		0123	2002
SIGNED_BY_FATHER		0124	2002
SIGNED_BY_MOTHER		0126	2002
SIGNED_BY_SPOUSE		0125	2002
SIGNED_ELECTRONIC		0135	2002
SPECIAL_PROCESSING		0122	2002

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.

Note. Some of the fields are highlighted in turquoise in the user interface, which indicates that their values are longer than the width of the display.

The system displays the aid year, academic institution, record (table) name, and record description.

Field Name Displays the names of fields in the PeopleSoft Financial Aid system, from the designated table.

Description Displays what information the field contains.

INST # (institutional application field number)	Displays the institutional application field number that corresponds to the field in the PeopleSoft Financial Aid system.
Aid Year	Displays the aid year of the institutional application field number.

Defining Your Federal and Institutional Methodologies

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.
- 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 *CSS INAS Users Technical 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 process introduction 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_02	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, Global and Federal Options • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, Global and Federal Options • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, Global and Federal Options • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, Global and Federal 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.
FM Budget Durations	INAS_FM_DUR_SEC	Click the FM Budget Durations link on the Global and Federal Options page in the INAS Local Policy Options 02/03 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 Local Policy Options 02/03 component.	Define global, institutional academic and nonstandard budget durations.

Page Name	Object Name	Navigation	Usage
IM Tax/Assess Parms	INAS_LCL_PLCY2_02	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, IM Tax/Assess Parms • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, IM Tax/Assess Parms • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, IM Tax/Assess Parms • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, IM Tax/Assess Parms 	Define income tax parameters for students and parents.
EFM Yes/No Options	INAS_LCL_PLCY3_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, EFM Yes/No Options • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, EFM Yes/No Options • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, EFM Yes/No Options • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, EFM Yes/No Options 	Define values for FM PROFILE options. Select the student and parent options appropriate for your IM.

Page Name	Object Name	Navigation	Usage
IM Value Parms 1	INAS_LCL_PLCY4_02	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, IM Value Parms 1 • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, IM Value Parms 1 • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, IM Value Parms 1 • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, IM Value Parms 1 	Define value parameters for institutional options that appear on other pages. Enter institutional values for both parents and students.
IM Value Parms 2	INAS_LCL_PLCY11_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, IM Value Parms 2 • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, IM Value Parms 2 • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, IM Value Parms 2 • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, IM Value Parms 2 	Define value parameters for institutional options that appear on other pages. Enter institutional values for both parents and students. The information on this page is in addition to the IM Value Parameters 1 page.

Page Name	Object Name	Navigation	Usage
IM Yes/No Options	INAS_LCL_PLCY10_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, IM Yes/No Options • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, IM Yes/No Options • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, IM Yes/No Options • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, 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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, Minimum SC Income • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, Minimum SC Income • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, Minimum SC Income • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, Minimum SC Income 	Define the minimum institutional student contribution values for dependent students and independent students.

Page Name	Object Name	Navigation	Usage
Asset Options	INAS_LCL_PLCY5_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, Minimum SC Income • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, Minimum SC Income • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, Minimum SC Income • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, Minimum SC Income 	Define options and values for assessing home equity for parents and independent students.
Home/Asset Projections	INAS_LCL_PLCY7_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, Home/Asset Projections • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, Home/Asset Projections • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, Home/Asset Projections • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, Home/Asset Projections 	Define options and values for assessing home equity for parents, students, and students with dependents. Define asset assessment rates.

Page Name	Object Name	Navigation	Usage
Minimum PC Range (minimum parental contribution range)	INAS_LCL_PLCY8_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, Minimum PC Range • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, Minimum PC Range • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, Minimum PC Range • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, Minimum PC Range 	Define institutional minimum parental contribution values based on income ranges.
Budget Options	INAS_LCL_PLCY9_01	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, INAS Local Policy Opts 02/03, Budget Options • Design Student Administration, Design Financial Aid1, Setup F-K, INAS Local Policy Opts 02/03, Budget Options • Administer Financial Aid, Exchange Financial Aid Data, Setup, INAS Local Policy Opts 02/03, Budget Options • Administer Financial Aid, Manage Need Analysis, Setup, INAS Local Policy Opts 02/03, 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 CSS 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 performs 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 PeopleSoft 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.

Calc Fed Tax - Parent
(calculate federal tax
- parent)

Select to calculate and display federal tax for the parent.

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.

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 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 resides. INAS uses this field to determine a student's budget requirements.

Defining FM Budget Durations

Access the FM Budget Durations page.

INAS Rule Set:

CSS Rules/Values

FM Budget Durations

Dependent Students

Academic:

9

Non-Standard:

3

Total:

12

Independent Students

Academic:

9

Non-Standard:

3

Total:

12

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.

INAS Rule Set:

CSS Rules/Values

IM Budget Durations

Dependent Students

Academic:

9.0

Non-Standard:

3.0

Total:

12.0

Independent Students

Academic:

9.0

Non-Standard:

3.0

Total:

12.0

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.

Global and Federal Options | **IM Tax/Assess Parms** | EFM Yes/No Options | IM Value Params 1 | IM Value Params 2

Aid Year: 2003 Federal Aid Year 2002-2003 Institution: PSUNV

View All First 1 of 3 Last

*INAS Rule Set: CSS Rules/Values

Institutional

Use Parent AGI: CSS Deflt Rstrct # Household - Max Age:

Adjust IPA/MMA Regional COL: No Rstrct # in College - Max Age:

Adjust ERA Regional COL: No Student Assets as Family Assets: Separate

ASG Total Income Percentage: 1.52%

STUDENT

Fed Tax Allwnc Against Income: CSS Rules Income Assmnt Rate for Dep: 0.50

Use 70% Income Assmnt for Ind?: Yes

PARENT

Fed Tax Allwnc Against Income: CSS Rules

IM Tax/Assess Parms page

The system displays the aid year and institution.

INAS Rule Set Select the INAS rule set.

You can add rows for *Health Professional* and *Undergraduate/Graduate*. The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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 the ASG total income percentage. The default value is 1.52%. Additional options are 1.13% and 1.3%. The percentage is used as an allowance against income. Selecting 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	1750 USD	14850 USD

ASG Total Income %	Maximum Allowance Cap	CESA Minimum Value
1.3	1120 USD	12710 USD
1.13	810 USD	11030 USD

Rstrect # Household - Max Age (restrict number in household - maximum age)

Enter the values. By restricting the number in the household, the system does not use this value in the calculation. For example, the calculation does not include an allowance for a member in the household over the maximum age set by the institution.

Rstrect # in College - Max Age (restrict number in college - maximum age)

Enter the values. By restricting the number in college by age, the system does not use this value in the calculation. For example, the calculation does not include an allowance for a member of the household in college over the maximum age set by the institution.

Studnt 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) $FTNW = \text{Parents' Total Net Worth (NW)} + \text{Student's Total NW}$.
2. Family Discretionary Net Worth (FDNW) $FDNW = FTNW - \text{Asset Protection Allowances}$.
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) $FTNW = \text{Parents' Total Net Worth (NW)} + (\text{Student's Total NW} - \text{Students Value of Trusts})$
2. Student Contribution From Assets (SCA) $SCA = \text{Students Value of Trusts} * \text{Asset Conversion rate}$
3. Family Discretionary Net Worth (FDNW) $FDNW = FTNW - \text{Asset Protection Allowances}$
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.

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 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

CSS INAS User Manual

Defining EFM Yes and No Options

Access the EFM Yes/No Options page.

The screenshot displays the 'EFM Yes/No Options' page. At the top, there are tabs for 'Global and Federal Options', 'IM Tax/Assess Params', 'EFM Yes/No Options' (which is active), 'IM Value Params 1', and 'IM Value Params 2'. Below the tabs, the 'Aid Year' is set to '2002' and the 'Institution' is 'PSUNV'. A navigation bar includes 'View All', 'First', '1 of 3', and 'Last'. The 'INAS Rule Set' is a dropdown menu currently showing 'CSS Rules/Values'. Below this, the 'Institutional' section contains an 'EFM-Profile' area. This area is divided into two columns: 'STUDENT' and 'PARENT'. Each column contains three checkboxes: 'Use IM Imputed Asset Value', 'Use Projected Year Income', and 'Use IM Income Override'. At the bottom of the 'EFM-Profile' section, there is a checkbox labeled 'Use Profile Assumptions' which is checked.

EFM Yes/No Options page

The system displays the aid year and institution.

INAS Rule Set

Select the INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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 there is a reported income of 50,000.00 USD from the father and 50,000.00 USD from the mother, 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.
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See Also

CSS INAS User Manual

Defining IM Value Parameters 1

Access the IM Value Parm 1 page.

Global and Federal Options | IM Tax/Assess Params | EFM Yes/No Options | IM Value Params 1 | IM Value Params 2

Aid Year: 2003 Federal Aid Year 2002-2003 Institution: PSUNV

View All First 1 of 3 Last

*INAS Rule Set: CSS Rules/Values

Institutional

STUDENT	PARENT
% Employment Allowance: 0.36	% Employment Allowance: 0.36
% Unreimbursed Med/Dent Exp: 0.04	% Unreimbursed Med/Dent Exp: 0.04
Increase Last Year SC: 0.0	Increase Last Year PC: 0.0
% Of Stdnt IRA Include In NW: 0.00	Max Tuft Allowance Per Child: 0
Min Contribution From Asset: 0	Min Contribution From Asset: 0
Max Employment Allowance: 3250	Max Employment Allowance: 3250

IM Value Params 1 page

The system displays the aid year and institution.

Note. The multicollage enrollment parental contribution percentage information appears on the IM Value Params 2 (institutional methodology value parameters 2) setup page for aid year 2000–2001 and subsequent aid years.

INAS Rule Set

Select the INAS rule set.

The INAS rule set value allows full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

In the fields that appear in the STUDENT and PARENT group boxes, enter the percentages and values set by your institution for students and parents.

Defining IM Value Parameters 2

Access the IM Value Params 2 page.

IM Value Params 2 | IM Yes/No Options | Minimum SC Income | Asset Options | Home/Asset Projections

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

Multi-College Enrollment PC Allocation View All First 1 of 3 Last

*INAS Rule Set: CSS Rules/Values

Options

Allocation Percentages: ☒ S Use Std % Minimum Year in School for Alternate Percentages: ☐ 0

Percentages

Standard	Alternate-1	Alternate-2
2 in College: 0.600	2 in College: 0.500	2 in College: 0.500
3 in College: 0.450	3 in College: 0.333	3 in College: 0.333
4 in College: 0.350	4 in College: 0.250	4 in College: 0.250

IM Value Params 2 page

The system displays the aid year and institution.

Note. The multicollage enrollment parental contribution percentage information appears on the IM Value Params 2 (institutional methodology value parameters 2) setup page for aid year 2000–2001 and subsequent aid years.

Multi-College Enrollment PC Allocation

INAS Rule Set

Select the INAS rule set.

The INAS rule set value allows full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

Allocation Percentages

Select allocation percentages. Options are:

O - Use Alternate PC Allocation %: Select to make available the Alternate-1 fields in the Percentages group box. Select the alternate parental contribution percentages that you want to use in the Alternate-1 fields.

S - Use Standard PC Allocation %: Select to use the standard allocation. The standard allocation uses 60 percent of the total parental contribution for each child if two are enrolled in college; 45 percent, if three are enrolled; and 35 percent, if four are enrolled.

Minimum Year in School for Alternate Percentages

Select the minimum year in school for alternate percentages. If you enter a value in this field, the Alternate-2 fields in the Percentages group box become available. Select the alternate parental contribution percentages that you want to use in the Alternate-2 fields. Values are:

01 – 1st yr Never Attended.

02 – 1st yr Attended Before.

03 – 2nd yr Sophomore.

04 – 3rd yr Junior.

05 – 4th yr Senior.

06 – 5th yr other UG.

07 – 1st yr Grad/Prof.

08 – 2nd yr Grad/Prof.

09 – 3rd yr Grad/Prof.

10 – Beyond 3rd yr Grad/Prof.

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	and N/A	Then this percentage is used.		
Standard Table	If not blank	and is < Global Year in School	Then this percentage is used.		
Standard Table	If not blank	and is > or = Global Year in School			Then this percentage is used.
Optional Table	If blank	and N/A		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 not blank	and < Global Year in School		Then this percentage is used.	
Optional Table	If not blank	and > or = Global Year in School			Then this percentage is used.

Defining IM Yes and No Options

Access the IM Yes/No Options page.

The screenshot displays the 'IM Yes/No Options' page. At the top, there are tabs for 'IM Value Parm 2', 'IM Yes/No Options', 'Minimum SC Income', 'Asset Options', and 'Home/Asset Projections'. Below the tabs, the 'Aid Year' is set to 2002 and the 'Institution' is PSUNV. The 'INAS Rule Set' is set to 'CSS Rules/Values'. The 'Institutional' section contains two columns: 'STUDENT' and 'PARENT'. Under 'STUDENT', the following options are listed: 'Use Projected Year Income' (unchecked), 'Use FM Tx' (unchecked), 'Calc PC For Independent' (unchecked), 'Add Non Cust PC to PC' (unchecked), 'Add Hope/LTL' (unchecked), 'IM < FM' (checked), and 'Ind Use Par St Tax Alwnc' (unchecked). Under 'PARENT', the following options are listed: 'Use Projected Year Income' (unchecked), 'IM < FM' (checked), 'Use FM Tx' (unchecked), 'Allow Parent Other Loss' (unchecked), 'Allow Parent Bus/Farm Loss' (unchecked), 'Add Hope/LTL' (unchecked), 'Disallow Low Inc Asset Alwnc' (unchecked), and 'Use Rpt PC' (unchecked).

IM Yes/No Options page

The system displays the aid year and institution.

INAS Rule Set

Select an INAS rule set.

The INAS rule set value allows full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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 some 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 resulting 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 determines 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
	<i>CSS Rules</i>	<i>Calc Tax</i>	<i>Rptd Tax — CR</i>	<i>Rptd Tax</i>
Tax Filing Status:				
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 further calculations. This table demonstrates how the system processes the Hope value when reported taxes are lower than calculated taxes:

	Federal Tax	Allowance	Against	Income
	<i>CSS Rules</i>	<i>Calc Tax</i>	<i>Rptd Tax — CR</i>	<i>Rptd Tax</i>
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 fall 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 used in conjunction with the Use FM Tx check box, Use FM Tx takes priority for independent students.

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 another 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. The default is to disallow 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.

IM < FM

Select to allow the calculated IM EFC to fall below the calculated FM when an ISIR record is present.

See Also

CSS INAS User Manual

Defining Minimum Student Contribution

Access the Minimum SC Income page.

Minimum SC Income Asset Options Home/Asset Projections Minimum PC Range Budget Options

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

View All First 1 of 3 Last

INAS Rule Set: CSS Rules/Values

Use Default Min SC Amounts: Yes

Min SC Income - Dependents					
Undergrad					
1YR:	1150	1Prv:	1400	2YR:	1400
3YR:	1400	4YR:	1400	5+YR:	1400
Professional					
1YR:	1400	2YR:	1400	3YR:	1400
4YR:	1400				

Min SC Income - Independents					
Undergrad					
1YR:	1900	1Prv:	1900	2YR:	1900
3YR:	1900	4YR:	1900	5+YR:	1900
Professional					
1YR:	1900	2YR:	1900	3YR:	1900
4YR:	1900				

Minimum SC Income page

The system displays the aid year and institution.

INAS Rule Set

Select an INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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.

Minimum SC Income | **Asset Options** | Home/Asset Projections | Minimum PC Range | Budget Options

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

View All First 1 of 3 Last

*INAS Rule Set: CSS Rules/Values

	PARENT	STUDENT W/Dep	STUDENT No/Dep
Asset Options:	No Proj	No Proj	No Proj
Cash/Int - Limit:	00000 Yield% 1 Yield% 2	00000 Yield% 1 Yield% 2	00000 Yield% 1 Yield% 2
Cash/Int - Tolerance:	00000 00.0 00.0	00000 00.0 00.0	00000 00.0 00.0
Inv/Dvd - Limit:	00000		
Inv/Dvd - Tolerance:	00000 00.0 00.0		

Asset Options page

The system displays the aid year and institution.

INAS Rule Set Select an INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

Institutional

Asset Options

Select asset options. Values are:

No Proj (no projection): INAS does not impute the asset options.

Com Proj (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.

Ind Proj (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.

The screenshot displays the 'Home/Asset Projections' page. At the top, there are navigation tabs: 'Minimum SC Income', 'Asset Options', 'Home/Asset Projections' (which is active), 'Minimum PC Range', and 'Budget Options'. Below the tabs, the 'Aid Year' is set to '2002' and the 'Financial Aid Year' is '2001-2002'. The 'Institution' is 'PSUNV'. There are links for 'View All', 'First', '1 of 3', and 'Last'. A dropdown menu for 'INAS Rule Set' is set to 'CSS Rules/Values'. The main content area is divided into two columns: 'PARENT' and 'IND STUDENT'. Each column has fields for 'Home Projection' (both set to '1'), 'Home Option' (both set to 'Reported'), 'Home Tolerance' (both set to '00000'), and 'Home Cap' (both set to '999'). Below these columns is the 'Asset Assessment Rate' section, which includes fields for 'Asset % Dep' (0.25), 'Asset % Ind No Dep-Married' (0.25), 'Asset % Ind No Dep-Single' (0.25), 'Asset % Parent' (blank), and 'Asset % Ind W/Dep' (blank). A note in parentheses states: '(Leave These Two Entries Blank To Invoke Standard IM Rules -- Else Provide Value Between 000/100)'.

Home/Asset Projections page

The system displays the aid year and institution.

INAS Rule Set Select an INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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.

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 percentage, if you do not want the reported value or the computed value to exceed a certain percentage of the family's income. The system multiplies the percentage that you enter against the AGI (Adjust Gross Income), 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

CSS INAS User Manual

Defining Minimum Parental Contribution

Access the Minimum PC Range page.

Aid Year: 2002 **Financial Aid Year** 2001-2002 **Institution:** PSUNV

***INAS Rule Set:** CSS Rules/Values

Institutional

MINIMUM PC BASED ON INCOME RANGE

Range	Total Income Up To	Minimum PC
1	000000	000000
2	000000	000000
3	000000	000000
4	000000	000000
5	000000	000000
6	000000	000000
7	000000	000000

Minimum PC Range page

The system displays the aid year and institution.

INAS Rule Set

Select an INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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.

Minimum SC Income Asset Options Home/Asset Projections Minimum PC Range Budget Options

Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

View All First ◀ 1 of 3 ▶ Last

*INAS Rule Set: CSS Rules/Values

Institutional

Budgets: Re maximizing other family members' share of total PC based on an average of total budget, by educational sector.

% of Total Budget for 1/2 time:	1.00	Limit PC:	No
2yr Public Institution:	6,559	4yr Private Institution:	23,651
2yr Private Institution:	14,264	Grad/Prof Institution:	20,000
4yr Public Institution:	10,909	Proprietary Institution:	6,599
In State Undergrad:	14,118	In State Graduate:	16,118
Out of State Undergrad:	18,856	Out of State Graduate:	20,856

Budget Options page

The system displays the aid year and institution.

INAS Rule Set

Select an INAS rule set.

The INAS rule set value enables full flexibility to determine how need analysis performs for different academic careers and programs. The valid careers for aid year and valid programs for aid year tables link the INAS rule for aid year and set value to a specific academic career or program. Your institution can create additional INAS rule sets. You can add rows for Health Professional and Undergraduate/Graduate. Values are:

CSS Rules/Values.

Undergraduate/Graduate.

Health Professional.

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

PeopleSoft 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. There is no visual indicator specifying that the value is only an estimate. You need to know whether a student has an ISIR loaded to determine whether the value that appears is the estimated FM EFC or official FM EFC.

Reviewing INAS Assumption 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	Design Student Administration, Design Financial Aid1, Setup F-K, INAS Assumption Codes, INAS FM Assumption Codes	Review assumption codes regarding federal application information. INAS FM assumption codes are defined by the Department of Education and delivered with the PeopleSoft Financial Aid system.
INAS IM Assumption Codes	INAS_IM_ASMPTN	Design Student Administration, Design Financial Aid1, Setup F-K, INAS Assumption Codes, INAS IM Assumption Codes	Review dependency assumption codes regarding institutional application information. The Profile forms define the INAS IM assumption codes that are delivered with the PeopleSoft Financial Aid system.

Reviewing INAS FM Assumption Codes

Access the INAS FM Assumption Codes page.

INAS FM Assumption Codes		INAS JM Assumption Codes	
Aid Year: 2002 Financial Aid Year 2001-2002			
FM Assumptions		View All First 1-5 of 65 Last	
Code	Long Description		
DA	Born Before 1/1/77 is blank or "No" and date of birth is not blank or invalid and is less than 1/1/77. Assume "Yes" for Born Before 1/1/77.		
DB	Born Before 1/1/77 is blank or "Yes" and Date of Birth is not blank or invlid and is greater than 12/31/76. Assume "No" for Born Before 1/1/77.		
DC	Born Before 1/1/77 is blank, and Date of Birth is blank or invalid. Assume "No" for Born Before 1/1/77.		
DD	Student Married is blank or "No", and Student's Marital Status is "Married" or "Separated". Assume "Yes" for Is Student Married.		
DE	Student Married is blank or "Yes" and Student's Marital Status is "Unmarried". Assume "No" for Is Student Married.		

INAS FM Assumption Codes page

The system displays the aid year.

FM Assumptions

Code	Displays the code provided by the Department of Education.
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Long Description Displays the corresponding description for each code provided by the Department of Education.

Reviewing INAS IM Assumption Codes

Access the INAS IM Assumption Codes page.

INAS EM Assumption Codes

INAS IM Assumption Codes

Aid Year: 2002 Financial Aid Year 2001-2002

IM Assumptions

View AllFirst1-5 of 183Last

Code	Long Description
P0	Parents' EFM number in college overridden by local policy option
P03B	Parents assumed to be married
P03C	Parents assumed to be married
P03D	Parents assumed to be unmarried
P04B	Parents' reported household size overridden by family matrix

INAS IM Assumption Codes page

The system displays the aid year.

IM Assumptions

Code Displays the delivered IM assumption code.

Long Description Displays the corresponding description for each delivered IM assumption code.

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 to Use Financial Aid Run Controls for Profile and Need Access Processes

Page Name	Object Name	Navigation	Usage
Financial Aid Run Controls	RUNCTL_CPS	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Financial Aid Run Controls, Financial Aid Run Controls • Design Student Administration, Design Financial Aid1, Setup F-K, Financial Aid Run Controls, Financial Aid Run Controls • Administer Financial Aid, Exchange Financial Aid Data, Setup, Financial Aid Run Controls, Financial Aid Run Controls • Administer Financial Aid, Manage Need Analysis, Setup, Financial Aid Run Controls, Financial Aid Run Controls 	Define run controls for Profile and Need Access processes.

Defining Run Controls for Profile and Need Access Processes

Access the Financial Aid Run Controls page.

Financial Aid Run Controls

Academic Institution: PSUNV PeopleSoft University
Process Name: FAPFSR03 02/03 Profile Suspense Recycle

Run Parameters

Update Switch:	No ▼	Last Run Date:	
TG Number:	<input type="text"/>	Last Sequence Nbr:	
Title IV School Code:	<input type="text"/>		
Count of Records:	9,999,999		
Input/Output file:	<input type="text"/>		
Add Action:	Add to Database (Replace) ▼		

Financial Aid Run Controls page

The system displays the academic institution, process name, last run date, last sequence number, TG number, and Title IV school code.

Update Switch	Select <i>No</i> to run the process in simulation. 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 <i>Yes</i> 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 indicate the location of the file.
Add Action	Select <i>Add to Database (Replace)</i> or <i>Add (Do NOT Replace)</i> from the options.

Setting Up Need Access and PROFILE Data Load Parameters

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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Need Access Data Load Parm, Inst Na Load Cntrl • Design Student Administration, Design Financial Aid2, Setup N-P, Need Access Data Load Parm, Inst Na Load Cntrl • Administer Financial Aid, Exchange Financial Aid Data, Setup, Need Access Data Load Parm, Inst Na Load Cntrl 	Set up the Need Access parameters for your institution. The PeopleSoft Student Administration 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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Setup, Profile Data Load Parm, Profile Data Load Parm • Design Student Administration, Design Financial Aid2, Setup N-P, Profile Data Load Parm, Profile Data Load Parm • Administer Financial Aid, Exchange Financial Aid Data, Setup, Profile Data Load Parm, Profile Data Load Parm 	Set up the Profile application parameters for your institution. PeopleSoft Student Administration Solutions supports the College Board CSS <i>PROFILE</i> application.

Setting Up Need Access Data Load Parameters

Access the Need Access Data Load Parameters page.

Need Access Data Load Parameters		
Institution:	PSUNV PeopleSoft University	
Aid Year:	2001 Financial Aid Year 2000-2001	
<div>Need Access Data Load Parameters</div> <div>View All First 1 of 1 Last</div>		
*Effective Date:	04/24/2001	Status: Active <div>+</div> <div>-</div>
<div>Need Access Data Use</div> <div> <input type="checkbox"/> Update Name Data <input type="checkbox"/> Update Bio/Demo Data </div>		
<div>Need Access Address Use</div> <div> <input type="radio"/> Discard Incoming Address <input checked="" type="radio"/> Add if blank - Do not update <input type="radio"/> Always Update </div>		
<div>Address Type:</div> <div></div>		
<div>Need Access Routing Control</div> <div> *Student Status Add Level: Applicants or higher *Student Status Suspend Level: Anyone not loaded *Max Search Match Level: (Invalid Value) </div>		
<div>EFC Source</div> <div> <input type="radio"/> IM Base Calc <input type="radio"/> IM w/Options <input checked="" type="radio"/> Larger of two </div>		

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 PeopleSoft Campus Community data.

Update Bio/Demo Data (update biographic and demographic data) Select to enable Need Access biographic and demographic data to update PeopleSoft Campus Community data.

Need Access Address Use

Discard Incoming Address Select if you do not want to update PeopleSoft 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 PeopleSoft 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—Active Admits or higher.

5—Accepted/Continuing only.

Max Search Match Level
(maximum search match level)

Select a maximum search match level, which determines how restrictive the matching process should be. The system searches on the match that you select, plus the more restrictive matches that come before it. For example, if you select a match of 20 (SSN Only), 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.

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.

Setting Up PROFILE Data Load Parameters

Access the Profile Data Load Parameters page.

Profile Data Load Parameters

Institution: PSUNV PeopleSoft University
Aid Year: 2001 Financial Aid Year 2000-2001

Profile Data Load Parameters		View All	First ◀ 1 of 1 ▶ Last
*Effective Date:	10/19/1999	Status:	Active
Profile Data Use		Profile Address Use	
<input checked="" type="checkbox"/> Update Name Data <input checked="" type="checkbox"/> Update Bio/Demo Data		<input type="radio"/> Discard Incoming Address <input type="radio"/> Add if blank - Do not update <input checked="" type="radio"/> Always Update	
		Address Type:	
		Permanent	
Profile Routing Control		EFC Source	
*Student Status Add Level:		<input type="radio"/> IM Base Calc	
Load Everyone		<input checked="" type="radio"/> IM w/Options	
*Student Status Suspend Level:		<input type="radio"/> Larger of two	
Anyone not loaded			
*Max Search Match Level:			
SSN Only			

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 PeopleSoft Campus Community data.

Update Bio/Demo Data (update biographic and demographic data) Select to enable PROFILE biographic and demographic data to update PeopleSoft Campus Community data.

Profile Address Use

Discard Incoming Address Select if you do not want to update PeopleSoft 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. PeopleSoft 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.

Max Search Match Level Select a maximum search match level, which determines how restrictive the matching process should be. The system searches on the match that you select, plus the more restrictive matches that come before it. For example, if you select a match of 20 (SSN Only), 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.

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.

CHAPTER 16

Processing 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. PeopleSoft Student Administration Solutions supports the Renewal FAFSA, FAFSA on the web, Renewal FAFSA on the web, CSS *PROFILE* and Access Group *Need Access* applications as well as your own institutional application. This section discusses:

- Understanding how to process financial aid applications.
- Processing inbound files.
- Managing suspended ISIRs.
- Making ISIR corrections.
- Processing ISIR corrections.
- Processing outbound files.
- Processing rejected ISIR correction files.
- Adding your institution to a student's ISIR.
- Requesting a duplicate 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.
- Viewing ISIR reports.
- Printing ISIRs.
- Managing PROFILE processes.
- Managing Need Access processes.
- Using PROFILE suspense management.
- Using IM batch calculations.
- Reviewing institutional correction audits.
- Reviewing institutional correction audits.
- Using Need Access suspense management.

- Reviewing ISIR correction audits.

Understanding Processing 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, PeopleSoft Financial Aid enables you to receive and submit application information with both companies.

For PeopleSoft 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 PeopleSoft Financial Aid, the evaluation of a student's financial aid eligibility begins. PeopleSoft supports the processing of three categories of Institutional Student Information Records (ISIR), initial ISIRs, school corrected ISIR records, and system generated ISIRs.

Need Access applications and PROFILE applications are also supported by the system and are handled in the same manner as ISIRs. You can then use your institutional methodology or federal methodology to calculate the EFC (expected family contribution).

You can override assumptions and rejects, add your institution to a student's ISIR, request a duplicate ISIR, and make ISIR corrections. PeopleSoft 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 ISIR Inbound File Load Process for 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.

When you want to send out ISIR corrections, duplicate ISIR requests, 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 on the web process provided by the Department of Education, PeopleSoft 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, duplicate ISIR requests, and requests to add your institution to the student's ISIR.

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.

Select Administer Financial Aid, Exchange Financial Aid Data, Process XX (replace XX with the appropriate aid year) and then refer to the Process Menu Name column in the table for the final section of the menu path.

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. This replaced EDI Manager (ECIN0001) in the 2003 aid year.
FAPSAR00		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 ready ISIR correction (also called history corrections), add institution request, ISIR signatures or duplicate ISIR request records and copies them into the outbound staging tables.

Financial Aid Application Processes			
FA Outbound	Outgoing	FA EC File Outbound	Application Engine process used to create ISIR correction and FAFSA Signature files for transmission to the CPS. This replaced EDI Manager (ECOUT001) in the 2003 aid year.
Processing Error Files			
FASAREXX	Incoming	ISIR Correction Errors	This process evaluates batch and record level error files that have been received from the CPS (message classes CORE0XOP, FDRE02OP, EAPR0XOP, SIGA0XOP). If the file contains history correction errors, the process will update the matching Correction Management page records.
Processing Print ISIR files			
FAISRP03	Outgoing	Print ISIR	This process generates a printable ISIR file that closely follows the Print ISIR specifications published by the CPS.

Processing Inbound Files

A new process is used to load 2003 ISIR files into the ISIR Inbound staging tables. The FA_INBOUND Application Engine process replaces EDI Manager to process new 2003 files from the CPS. The process is easier to use because you need only to identify the file to be loaded. The FA_INBOUND process automatically determines the type of file and loads the file into the inbound staging tables.

Note. Continue to use EDI Manager for 2002 ISIR processing.

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:

- Load CPS files to ISIR staging tables.
- 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.
- Use the report of suspended ISIRs.

Pages Used to Process Inbound Files

Page Name	Object Name	Navigation	Usage
FA Inbound	RUNCTL_FA_INBOUND	Administer Financial Aid, Exchange Financial Aid Data, Process 03, FA EC File Inbound	Runs the FA_INBOUND Application Engine process that loads external financial aid electronic commerce files.
ISIR File Load	RUN_CNTL_FAPSAR00	Administer Financial Aid, Exchange Financial Aid Data, Process03, ISIR Load 02/03, ISIR Load	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 LoadParms page invoke when this process runs. Once 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	PeopleSoft, Process Monitor, Inquire, Process Requests, Process List	View the status of the load process and to view messages generated by the load process.
Process Detail	PMN_PRCRQSTDETAIL	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.

Page Name	Object Name	Navigation	Usage
ISIR EC Queue Review	FA_EDI_ECQUEUE	Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR File Review, EC Queue Review	Review all inbound and outbound files to the CPS. You can use the search page to select the type of CPS files to review.
FA EDI Transactions	FA_ECTRANS	Administer Financial Aid, Design Financial Aid 1, Set Up F-K, FA 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	RUNCTL_FA914	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Load Summary, 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.
ISIR Suspense Detail	RUNCTL_FA919	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Suspense Detail, ISIR Suspense Detail	Generate a Crystal report of all suspended ISIRs for a selected Aid Year and School Code.

Setting Inbound Load Parameters

Access the FA Inbound page.

FA Inbound

Run Control ID: ISIR_IN_2003
[Report Manager](#)
[Process Monitor](#)

Inbound File:

FA Inbound page

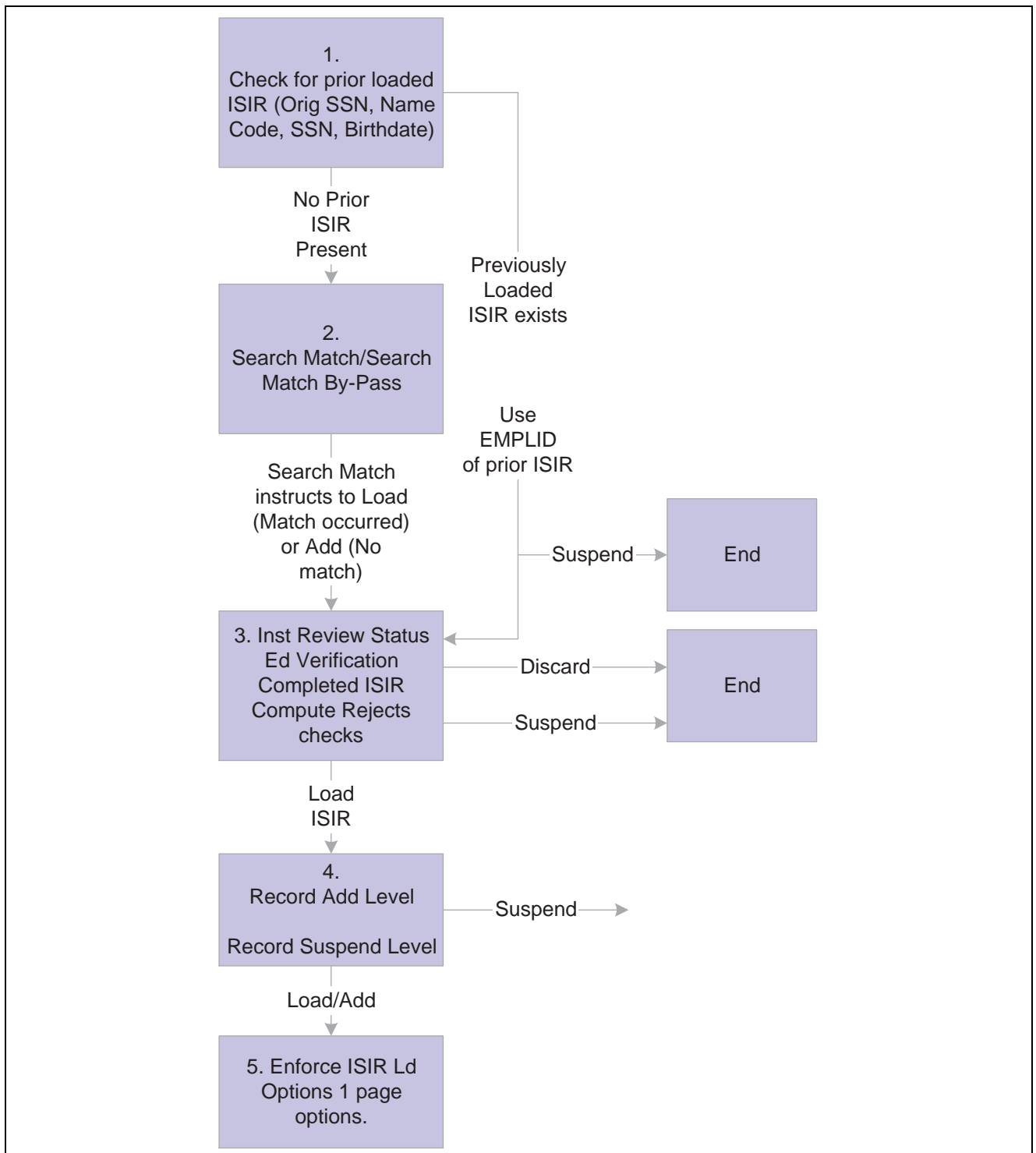
Use the Inbound File field to set the location and name of the file to be loaded. Make sure that your application server has access to the location of the file.

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.

To run the process, click the Run button and select the FA_INBOUND process from the Process Scheduler Request page. Continue to use the ISIR Load process to load the ISIRs from the staging tables into the application tables.

Understanding the ISIR Load Logic

The following diagram explains the ISIR Load Logic.



ISIR Load Logic

The FAPSAR00 process performs the following steps when initial ISIRs are processed for the aid year. You must first determine to which student the ISIR belongs and then determine if the ISIR can load. The ISIR Data Load Parameters component controls these steps.

1. The system determines if the school received a prior ISIR. The program searches for a matching original SSN, name code, current SSN, and birth date record in the ISIR tables

for the new ISIR. If it finds one, the EMPLID of the record is assigned to the new ISIR and step 3 is performed. If no record matches, step 2 occurs.

2. Use search match or search match by-pass to find the student record for the ISIR. If a match is found, execute the rule assigned to the search match criteria. If no match is found, suspend the record, skip the record, or create a new ID (school option).
3. Check for institutional review status, federal verification status, and ISIR reject routing instructions. If the routing instructions do not require the ISIR to be skipped or suspended, the system performs the final step.
4. Check and enforce the admit level rules. Based on the admit level of the student, the system either loads or suspends the ISIR.

Detailed results of the load process can be viewed in the ISIR Suspense Management component.

Using ISIR Load

Access the ISIR File Load page.

ISIR File Load

Run Control ID: EDI_LOAD [Report Manager](#) [Process Monitor](#) Run

ISIR Load Run Options

View All First 1 of 1 Last

*Aid Year: 2002

*TG Number: 51234

*Institution: PSUNV

Active ☒

+ -

Load ISIRs (#A,#B,#E,#Y) ☒
(Applications and Renewals)

Load ISIRs (#G,#Z) ☐
(System Generated)

Load ISIRs (#C) ☒
(Corrections)

Process Instance: 9


Run Date and Time: 06/13/2001 10:27:58AM

Refresh [Batch Message Print](#)

ISIR File Load page

The system displays the Run Control ID, Process Instance, and Run Date and Time.

- Aid Year** Select the aid year for the records that you want to load from the CPS.
- TG Number** Enter the TG Number for the records that you want to load.
- Institution** Select the institution whose ISIR records that you want to load.

Active	Select to have the load process use the criteria chosen to load data from the CPS. If you do not select the check box, the load process ignores the criteria specified in that row. More than one row can be active at a time, which enables you to load data from more than one aid year.
Load ISIRs (#A, #B, #E, #Y) (Applications and Renewals)	Select to load ISIRs with #A, #B, #E, or #Y in the record header row. These are application records or renewal records.
Load ISIRs (#G, #Z) (System Generated)	Select to load ISIRs with #G or #Z in the record header row. These are system generated records.
Load ISIRs (#C) (Corrections)	Select to load ISIR corrections that match the chosen aid year, institution, and TG number.
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 to add or delete multiple ISIR load run control instances.

Click the Refresh button to update the Process Instance and Run Date and Time fields.

Click the Batch Message Print link to open the Batch Message Print page. Use that page 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, and its location is based on the TEMP setting in the Configuration Manager.

Click the Run button and run the FAPSAR00 process from the process scheduler. The ISIR records that pass the ISIR Data Load Parameters load into the database once this process runs successfully.

See Also

Chapter 15, “Defining Application Processing Options,” Setting Up Financial Aid Processing, page 349

Reviewing ISIR Load Processing Messages

Access the Process List page.

Process List

Server List

View Process Request For

User: PS

Type:

Last: 1 Days

Refresh

Server:

Run Status:

Instance: to

☐ View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
12	SQR Report	FAPFIN02	PS	06/13/2001 1:00:38PM PDT	Error	Details
11	SQR Report	FAPFIN02	PS	06/13/2001 11:42:27AM PDT	Error	Details
10	SQR Report	ECIN0001	PS	06/13/2001 11:04:57AM PDT	Success	Details
9	COBOL SQL	FAPSAR00	PS	06/13/2001 10:27:07AM PDT	Success	Details
8	SQR Report	FAPFIN02	PS	06/12/2001 8:19:24PM PDT	Error	Details
7	SQR Report	FAPFIN02	PS	06/12/2001 7:55:38PM PDT	Error	Details

Process List page

The Run Status field tells you the status of the selected process.

Click the Details link for more information on the run status.

Viewing Process Details

Access the Process Detail page.

Process Detail

Process

Instance: 9

Type: COBOL SQL

Name: FAPSAR00

Description: ISIR Inbound Load

Run

Update Process

Run Control ID: EDI_LOAD

Location: Server

Server: PSNT

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Actions

Request Created On: 06/13/2001 10:27:15AM PDT

Run Anytime After: 06/13/2001 10:27:07AM PDT

Began Process At: 06/13/2001 10:27:34AM PDT

Ended Process At: 06/13/2001 10:27:58AM PDT

[Parameters](#)

[Message Log](#)

Batch Timings

Transfer

Process Detail page

Click the Message Log link to view the messages in the message log for the ISR Load process.

Message Log Page

Access the Message Log page.

Message Log			
Process			
Instance: 9		Type: COBOL SQL	
Name: FAPSAR00		Description: ISIR Inbound Load	
		View All	First 1-24 of 24 Last
Severity	Log Time	Message Text	Explain
10	10:27:34AM	FAPSAR00 : Begin program execution at 10.27.34.090000 on 2001-06-13	Explain
10	10:27:45AM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000010, CPS Record Type = #E (YR-2002)	Explain
10	10:27:45AM	FAPSAR00 : Number of Records Read.....: 00001	Explain
10	10:27:45AM	FAPSAR00 : Number of Records Loaded.....: 00000	Explain
10	10:27:45AM	FAPSAR00 : Number of Changes Processed: 00000	Explain
10	10:27:45AM	FAPSAR00 : Number of Records Suspended.....: 00001	Explain
10	10:27:46AM	FAPSAR00 : Number of Records Skipped.....: 00000	Explain
10	10:27:46AM	FAPSAR00 : Number of Records In Error.....: 00000	Explain
10	10:27:46AM	FAPSAR00 : Processing For ECQUEUEINSTANCE 000000010 completed (YR-2002)	Explain
10	10:27:46AM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000011, CPS Record Type = #A (YR-2002)	Explain
10	10:27:54AM	FAPSAR00 : Number of Records Read.....: 00005	Explain
10	10:27:54AM	FAPSAR00 : Number of Records Loaded.....: 00000	Explain
10	10:27:54AM	FAPSAR00 : Number of Changes Processed: 00000	Explain
10	10:27:54AM	FAPSAR00 : Number of Records Suspended.....: 00005	Explain
10	10:27:54AM	FAPSAR00 : Number of Records Skipped.....: 00000	Explain
10	10:27:54AM	FAPSAR00 : Number of Records In Error.....: 00000	Explain

Message Log page

Click the Explain button to see additional information.

Explain Page

Access the Explain page.

Explain**Message:**

Successfully posted generated files to the report repository

Description:

All files generated by this process was successfully posted to the report repository.

Explain page

Controlling ISIR Load Processing at the Batch Level

After you load batches of ISIRs from the CPS, you may want to further control how the batches are loaded from the ISIR staging tables into your database. The EC Queue Review page enables you to view the ISIR batch files in your staging tables. For every ISIR batch file loaded by the FA Inbound into the staging tables, a new row is inserted into the PS_ECQUEUE table. The information from the PS_ECQUEUE table displays in the ISIR EC Queue Review page.

The ISIR load process (FAPSAR00) loads ISIR batch files where the EC Queue Status is *Loaded*. The FAPSAR00 process always reviews any previously processed batches since you may want to reload a previously loaded ISIR or you may want to load an ISIR previously suspended or skipped. The processing of all batches can affect the performance of the FAPSAR00 process as the number of unprocessed ISIR records increases. To improve performance you can enable the ISIR Load process to skip processing all ISIRs within any loaded batch file by changing the EC Queue Status of the batch to *Processed*. When you want the ISIR batch file to process, reset the EC Queue Status to *Loaded*.

You can view all CPS records processed by the institution.

The following table provides information on the file types that are available for review. The letter X in the sample EC Transaction ID column stands for the aid year of the file. The system supports aid years 2000 (00), 2001 (01), 2002 (02) and 2003 (03).

CPS File Type	Input or Output File	Sample EC Transaction ID
ISIR Corrections	Output File	CORRXXIN
Inbound ISIRs	Input File	CPS_ISIR_XXXX
FAFSA Signature Page	Output File	SIGSXXIN
NSLDS Financial Aid Transcript	Input File	SHFATEOP

ISIR File Review Page

Access the ISIR File Review page.

ISIR EC Queue Review					
ISIR EC Queue Records					View All First 1-11 of 12 Last
Trans ID	Queue Inst	Status	EC Driver Datetime	EC Queue Control Number	
1 CPS_ISIR_2002	1	Summary Processed Update Status	03/23/2001 3:44:39.373000PM	#A100131520000912173843	
2 CPS_ISIR_2002	2	Summary Processed Update Status	03/23/2001 4:10:00.967000PM	#A100131520000912173843	
3 CPS_ISIR_2002	3	Summary Processed Update Status	04/09/2001 4:52:19.090000PM	#A100131520000301103713	
4 CPS_ISIR_2002	4	Summary Processed Update Status	04/09/2001 6:32:29.340000PM	#A100131520000912173843	
5 CPS_ISIR_2002	5	Summary Processed Update Status	04/23/2001 10:38:37.700000AM	#A200131520000208135109	
6 CPS_ISIR_2002	6	Summary Processed Update Status	05/08/2001 3:04:25.967000PM	#A100131520000912173843	
7 CPS_ISIR_2002	7	Summary Processed Update Status	05/08/2001 4:07:41.857000PM	#A100131520010222155743	
8 CPS_ISIR_2002	8	Summary Processed Update Status	05/30/2001 1:33:14.577000PM	#E200131520010104150136	
9 CPS_ISIR_2002	9	Summary Processed Update Status	05/30/2001 2:39:21.217000PM	#E200131520010104150136	
10 CPS_ISIR_2002	10	Summary Loaded Update Status	06/12/2001 8:08:52.913000AM	#E200131520001109092401	
11 CPS_ISIR_2002	11	Summary Loaded Update Status	06/12/2001 8:11:02.663000AM	#A200131520001118092421	

ISIR EC Queue Review page

Once you select the type of records to review, the system displays the records on the page. Each row on the page represents a batch of CPS files.

You can use the ISIR EC Queue Review page to monitor and control the load of your inbound ISIR files. Setting an inbound ISIR file from *Loaded* to *Processed* causes the batch not to process by the ISIR Load (FAPSAR00). In addition, you can use the page to recreate any outbound Electronic Application, ISIR Corrections, or Signature files if they need to be resent to the CPS. Click the Override button to reset the status of your outbound files from *Processed* to *Loaded*. When you run the FA Outbound process (FA_OUTBOUND), the batch is regenerated—a replica of the original file.

You can also navigate directly to a page that displays the individual records within a specified file. To access this capability, click the Summary link and either the ISIR Inbound Load Summary or the ISIR Outbound Summary page opens for the selected batch.

Queue Inst (queue instance) This is an incremental number assigned by the FA Inbound when it loads the ISIR batch file into the ISIR staging tables.

Status This displays the current status of the ISIR batch files loaded into the ISIR staging table. Choose from the following values:

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 Suspense Load process (FAPSAR00) is run.

Processed indicates the ISIR batch file no longer needs to be reviewed by the ISIR Load process. Click the Update Status button to manually set this value.

Update Status The update status button toggles the EC Queue Status between *Loaded* and *Processed*. To have the ISIR Load process skip an ISIR batch file, click the Update Status button to change the EC Queue Status to *Processed*. When you are ready for the ISIR batch file to be processed, click the Update Status button to reset the EC Queue Status back to *Loaded*. This causes the ISIR batch file to select the next time ISIR Load runs.

For outbound files such as ISIR corrections, *Loaded* indicates that the outbound records are ready to be generated into files by the FA Outbound process. *Processed* indicates that the file has been created. These values are automatically set by the system.

EC Driver Datetime

The date and time when the ISIR batch file loaded into the staging tables. The FA Inbound assigns this information. For outbound files, this date is set when the outbound file is generated.

EC Queue Control Number Displays the CPS batch number of the file.

Generating an ISIR Load Summary Report

Access the ISIR Batch Load Summary Report page.

ISIR Batch Load Summary Report

Run Control ID: ISIR_IN_2003 [Report Manager](#) [Process Monitor](#)

Report Parameters

School Code:	<input type="text" value="001315"/>	PeopleSoft University
Aid Year:	<input type="text" value="2003"/>	Federal Aid Year 2002-2003

ISIR Batch Load Summary Report page

School Code

Select a value from the available options or enter the number.

Click the Run button and select FA914 from the process scheduler request page.

Use the process monitor to verify the report ran successfully. View the report using the report manager page.

Using the Report of Suspended ISIRs

Access the ISIR Suspense Detail Report page.

Report of Suspended ISIRs

Run Control ID: REPORT [Report Manager](#) [Process Monitor](#)

Report Parameters

Aid Year:	<input type="text" value="2001"/>	Financial Aid Year 2000-2001
School Code:	<input type="text" value="001315"/>	PeopleSoft University

Report of Suspended ISIRs page

Aid Year

Select the appropriate aid year desired for the report.

School Code Select a value from the available options or enter the number.

Click the Run button, and select the Crystal report from the process scheduler request page.

Use the process monitor to verify the report ran successfully. View the report using the report manager page.

Using the System Generated ISIR Report

A report is provided to assist in reviewing system generated ISIRs. The report displays information from the ISIR staging tables so the ISIRs do not have to be loaded into the application tables for the report to function. PeopleSoft recommends that you first suspend all system generated ISIRs before running this report.

Access the Run Report page (System Generated ISIRs).

Run Report

Run Control ID: ISIR_IN_2003 [Report Manager](#) [Process Monitor](#) Run

Report Parameters

Aid Year: 2003

EC Transaction ID: CPS_ISIR_2003

*School Code: 001315 PeopleSoft University

ISIR Load Date Range

*From Date: 09/30/2001 09/30/2001 12:00AM

*To Date: 12/31/2001

Batch Number:

Run Report page

Use this page to run report FA925.

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.

Pages Used to Manage Suspended ISIRs

Page Name	Object Name	Navigation	Usage
ISIR Suspense Management	ISIR_SUSP_CNTRLPIA	<ul style="list-style-type: none"> Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR Susp Management, Isir Susp Cntrlpia Administer Financial Aid, Manage Need Analysis, Use2, ISIR Susp Management, Isir Susp Cntrlpia 	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.
ISIR Load Information	ISIR_STAGEINFO_SEC	Click the ISIR Load Info link on the ISIR Suspense Management page.	View detailed status information generated by the FAPSAR00 process for the selected ISIR.
CPS Generated Fields	ISIR_CPS_GEN_INFO	Click the CPS Gen Info link on the ISIR Suspense Management page.	View information generated by CPS for the ISIR.
Reject Reasons	ISIR_SUSP00REJ_SEC	Click the Reject Reasons link on the ISIR Suspense Management page.	View ISIR reject codes.
ISIR Inbound Summary: ISIR Batch Detail Records	ISIR_02_IN_SRCH	Administer Financial Aid, Exchange Financial Aid Data, Inquire, ISIR Inbound Summary, Inbound ISIR Summary	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.
Header and Trailer Data	ISIR_01_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_02_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.

Page Name	Object Name	Navigation	Usage
ISIR Data 2	ISIR_02_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_02_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_02_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 01/02

EC Queue Instance: 2 **Transaction Receipt Date:** 01/14/2000 **Rec Type:** #A Elec App
School Code: 001315 **Load Status:** Loaded L

ISIR Manual Load Parameters

EmplID: FAPK0003 ☐ ID Lock ☐ Add ISIR ☐ Recycle ☒ Skip/Done **Process ISIR**

***Institution:** PSUNV **Process Dt (Effdt):** 01/25/2000 **Alternate Effective Date:**

Student Information

Last Name: HAYDEN **First Name:** MATHEW **MI:** L
SAR ID: 250-70-0122 DO 01 **SSN:** 555-03-0003 **Date of Birth:** 07/03/1982
Dependency Status: D Dependent w/Primary EFC **Primary EFC:** 22726
Federal PELL Eligibility: **Student's Admit Lvl:** 0 - Student Not Found
ED Verification Status: **Verification Selection Flag:** N

[ISIR Load Information](#) [CPS Generated Data](#) [ISIR Reject Reasons](#) Search Match

ISIR Suspense Management page

The system displays EC Queue Instance, Transaction Receipt Date, Rec Type (record type), School Code, and Load Status.

EC Queue Instance	This is the unique internal number associated with the batch to which this record belongs.
EC Queue Status	The status is always <i>Loaded</i> because only records that have been loaded to the ISIR staging tables can be viewed on this page.
Rec Type (record type)	The record type is the type of CPS record that was loaded as defined by the batch type on the CPS file header record.

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. <i>or</i> 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 in order 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).

Alt Effdt (alternate effective date)

In order 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

Load Information	
Suspend Reason:	
Skip Reason:	
Error Code:	
Max Match Level:	20
Process Instance:	2
Process Date:	03/23/2001

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.

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.

	<i>G – System Generated Record</i> – 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: <ul style="list-style-type: none"> <i>1 – Invalid SSN</i> <i>2 – Invalid School Code</i> <i>3 – SQL Error Encountered</i> <i>4 – Update/Add PD Error (personal data)</i> <i>5 – Update/Add Address Error</i> <i>6 – Update/Add PS Names Error</i> <i>7 – Blank Date for Effective Date</i> <i>8 – Correction Record not found.</i>
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.

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

CPS Generated Information

Record Type:	#A	Elec App
Transaction Source Site Cdt:	11	Elec App
Input Record Type:		
Electronic App Entry Source:		
NSLDS Post-Screening Code:		
Processed Record Type:		
History Correction Applied:		
System Generated Indicator:		
Source of Correction:		
EFC Change Flag:		
CPS Batch Number:	0000000000000000000006414	

CPS Generated Fields page

Viewing ISIR Reject Codes

Access the ISIR Reject Reasons page.

Reject Reasons

ISIR Reject Reasons

Reject Reason Codes:

Reject Reason 1:

Reject Reason 2:

Reject Reason 3:

Reject Reason 4:

Reject Reason 5:

Reject Reason 6:

Reject Reason 7:

Reject Reasons 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_2002

EC Queue Instance: 2

Batch Number: #A100131520000912173843

ISIR Load Date:Time: 03/23/01 4:10PM

[Header and Trailer Data](#)

Inbound ISIR Batch Detail

[View All](#)

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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
1 102-70-0120	CH	01	Loaded	Suspend	FAPK0001		0
2 112-60-0121	CH	01	Loaded	Suspend	FAPK0002		0
3 250-70-0122	DO	01	Loaded	Suspend	FAPK0003		0
4 462-50-0123	DO	01	Loaded	Suspend	FAPK0004		0
5 564-70-0124	DO	01	Loaded	Suspend	FAPK0005		0
6 208-60-0125	DY	01	Loaded	Suspend	FAPK0006		0
7 154-70-0126	EL	01	Loaded	Suspend	FAPK0007		0
8 411-90-0127	EL	01	Loaded	Suspend	FAPK0008		0
9 238-50-0128	FL	01	Loaded	Suspend	FAPK0009		0
10 243-50-0129	FR	01	Loaded	Suspend	FAPK0010		0
11 133-70-0130	FU	01	Loaded	Suspend	FAPK0011		0
12 243-40-0131	GA	01	Loaded	Suspend	FAPK0012		0
13 453-60-0132	HE	01	Loaded	Suspend	FAPK0013		0
14 093-60-0133	WA	01	Loaded	Suspend	FAPK0014		0
15 095-60-0134	VI	01	Loaded	Suspend	FAPK0015		0
16 223-30-0135	VI	01	Loaded	Suspend	FAPK0016		0
17 012-70-0136	VO	01	Loaded	Suspend	FAPK0017		0
18 309-80-0137	WA	01	Loaded	Suspend	FAPK0018		0
19 003-60-0138	WA	01	Loaded	Suspend	FAPK0019		0
20 026-60-0139	WH	01	Loaded	Suspend	FAPK0020		0
21 425-60-0140	WI	01	Loaded	Suspend	FAPK0021		0
22 136-80-0141	WI	01	Loaded	Suspend	FAPK0022		0

ISIR Inbound Summary page: ISIR Batch Detail Records tab

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_2002

EC Queue Instance: 2

Batch Number: #A100131520000912173843

ISIR Load Date/Time: 03/23/01 4:10PM

[Header and Trailer Data](#)**Inbound ISIR Batch Detail**[View All](#)

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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	
1 102-70-0120	CH	01	555-01-0001	BOTHAM	IAN	A	03/29/1982	Search Match Bio-Demo
2 112-60-0121	CH	01	555-02-0002	TAYLOR	MARK	C	02/03/1981	Search Match Bio-Demo
3 250-70-0122	DO	01	555-03-0003	HAYDEN	MATHEW	L	07/03/1982	Search Match Bio-Demo
4 462-50-0123	DO	01	549-04-0004	SLATER	MICHAEL	J	03/18/1982	Search Match Bio-Demo
5 564-70-0124	DO	01	673-05-0005	CANTANA	ERIC	M	02/05/1982	Search Match Bio-Demo
6 208-60-0125	DY	01	302-06-0006	BORDER	ALAN	L	05/21/1982	Search Match Bio-Demo
7 154-70-0126	EL	01	349-07-0007	RUSH	IAN	L	01/17/1981	Search Match Bio-Demo
8 411-90-0127	EL	01	396-08-0008	TAYLOR	GRAHAM		02/14/1981	Search Match Bio-Demo
9 238-50-0128	FL	01	425-09-0009	PACKARD	PATRICK	A	05/06/1982	Search Match Bio-Demo
10 243-50-0129	FR	01	472-10-0010	HARVEY	MIKE	M	06/21/1982	Search Match Bio-Demo
11 133-70-0130	FU	01	547-11-0011	WADDLE	CHRIS	J	09/14/1982	Search Match Bio-Demo
12 243-40-0131	GA	01	319-12-0012	WATKIN	BRIAN	M	01/06/1982	Search Match Bio-Demo
13 453-60-0132	HE	01	670-13-0013	VIERRA	PATRICK	L	08/24/1982	Search Match Bio-Demo
14 093-60-0133	WA	01	549-14-0014	STAUNTON	STEVE	A	10/01/1982	Search Match Bio-Demo
15 095-60-0134	VI	01	164-15-0015	LEE	BRUCE	H	10/19/1982	Search Match Bio-Demo
16 223-30-0135	VI	01	295-16-0016	MALCOM	DAVID	A	08/26/1982	Search Match Bio-Demo
17 012-70-0136	VO	01	285-17-0017	WISE	MARTIN	S		Search Match Bio-Demo
18 309-80-0137	WA	01	653-18-0018	WAYNE	DENIS	Y	07/30/1982	Search Match Bio-Demo
19 003-60-0138	WA	01	268-19-0019	WRIGHT	JOHN	M	05/16/1982	Search Match Bio-Demo
20 026-60-0139	WH	01	596-20-0020	ZOLA	FRANCO	E	03/08/1984	Search Match Bio-Demo
21 425-60-0140	WI	01	409-21-0021	MORTEN	ANDREW	R	08/03/1982	Search Match Bio-Demo
22 136-80-0141	WI	01	491-22-0022	PLATINI	MICHAEL		07/21/1982	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 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_2002

EC Queue Instance: 2

Batch Number: #A100131520000912173843

ISIR Load Date:Time: 03/23/01 4:10PM

[Header and Trailer Data](#)

Inbound ISIR Batch Detail

[View All](#)

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ISIR Batch Detail Records		Student Information		Load Information		ISIR Inbound File Data	
Original SSN	Name CD	Trans Nbr	Load Action	Suspend Reason	Skip Reason	Error Code	Process Instance
1 102-70-0120	CH	01	Ignor/Skip				4
2 112-60-0121	CH	01	Ignor/Skip				4
3 250-70-0122	DO	01	Ignor/Skip				4
4 462-50-0123	DO	01	Ignor/Skip				4
5 564-70-0124	DO	01	Ignor/Skip				4
6 208-60-0125	DY	01	Ignor/Skip				4
7 154-70-0126	EL	01	Ignor/Skip				4
8 411-90-0127	EL	01	Ignor/Skip				4
9 238-50-0128	FL	01	Ignor/Skip				4
10 243-50-0129	FR	01	Ignor/Skip				4
11 133-70-0130	FU	01	Ignor/Skip				4
12 243-40-0131	GA	01	Ignor/Skip				4
13 453-60-0132	HE	01	Ignor/Skip				4
14 093-60-0133	WA	01	Ignor/Skip				4
15 095-60-0134	VI	01	Ignor/Skip				4
16 223-30-0135	VI	01	Ignor/Skip				4
17 012-70-0136	VO	01	Ignor/Skip				4
18 309-80-0137	WA	01	Ignor/Skip				4
19 003-60-0138	WA	01	Ignor/Skip				4
20 026-60-0139	WH	01	Ignor/Skip				4
21 425-60-0140	WI	01	Ignor/Skip				4
22 136-80-0141	WI	01	Ignor/Skip				4

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_2002EC Queue Instance: 2

Batch Number: #A100131520000912173843ISIR Load Date/Time: 03/23/01 4:10PMHeader and Trailer Data

Inbound ISIR Batch DetailView AllFirst1-25 of 91Last

ISIR Batch Detail RecordsStudent InformationLoad InformationISIR Inbound File Data

Original SSN	Name CD	Trans Nbr	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
1 102-70-0120	CH	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
2 112-60-0121	CH	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
3 250-70-0122	DO	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
4 462-50-0123	DO	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
5 564-70-0124	DO	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
6 208-60-0125	DY	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
7 154-70-0126	EL	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
8 411-90-0127	EL	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
9 238-50-0128	FL	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
10 243-50-0129	FR	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
11 133-70-0130	FU	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
12 243-40-0131	GA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
13 453-60-0132	HE	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
14 093-60-0133	WA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
15 095-60-0134	VI	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
16 223-30-0135	VI	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
17 012-70-0136	VO	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
18 309-80-0137	WA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
19 003-60-0138	WA	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
20 026-60-0139	WH	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
21 425-60-0140	WI	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3
22 136-80-0141	WI	01	ISIR Data 1	ISIR Data 2	NSLDS Data 1	NSLDS Data 2	NSLDS Data 3

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_03	Administer Financial Aid, Manage Need Analysis, Use2, ISIR Corrections 02/03, 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_EXT02_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 on the INAS Federal Extension page.	Override INAS local policy options federal academic and non-standard budget duration.
INAS IM Extension 1	INAS_PROF_EXT1_SEC	Click the IM link on the FAFSA Information page.	Override INAS local policy options institutional calculations on a student by student basis.

Page Name	Object Name	Navigation	Usage
INAS Institutional Extension 2	INAS_PROF_EXT2_S02	Click the Extension 2 link on the INAS Institutional Extension 1 page.	Override INAS Local Policy Option institutional calculations on a student by student basis.
Institutional Extension Budget Durations	INAS_PRFEX_DUR_SEC	Click the Budget Durations link on the INAS Institutional Extension 2 page.	Override INAS Local Policy Options institutional academic and non-standard budget duration.
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.
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_SEC02	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_SEC02	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_SEC00	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.

Page Name	Object Name	Navigation	Usage
Change Parent Earnings and Income Values	ISIR_ASM_PR1_SEC02	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.
Assumptions and School Codes	ISIR_PIA_CS2_03	Administer Financial Aid, Manage Need Analysis, Use2, ISIR Corrections 02/03, 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_03	Administer Financial Aid, Manage Need Analysis, Use2, ISIR Corrections 02/03, 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/Drop-Down List Field Objects

For the 2001 and 2002 aid years, many fields in the ISIR Corrections components may be represented by two different field objects. Either an:

- edit box and a drop down list or

- edit box and options.

The edit box displays the database value for the field. The options or drop down list display 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/drop down 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/drop down list value when the page is saved, or when you click the refresh button. Changing both the edit box value and the options/drop down 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 02/03 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), 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		Assumptions\School Codes		EFC\DB Matches\Corr	
Byron,Allon		ID:	FA0333		
Aid Year:	2003	Federal Aid Year	2002-2003		
		Institution:	PSUNV		
ISIR Data First 1 of 2 Last					
*Effective Date:	01/07/2002	Transaction Nbr:	1	Correction Status:	Pending
		Status Date:	01/07/2002		
EFC Status:	Unofficial	Primary EFC:	0	Prorated EFC:	0
		FM IM Need Summary INAS			
Actual Bio/Demo Data			ISIR Bio/Demo Data		
<input type="checkbox"/> Correct Name	First Name:	Allon	Middle:	P	Student's First Name:
	Last Name:	Byron			ALLON
				MI:	P
<input type="checkbox"/> Correct Address	Student Address		ISIR Address		
<input type="checkbox"/> Correct SSN	957-78-8907		SSN:		
			957-78-8907		
<input type="checkbox"/> Correct Birthdate	07/03/1980		Birthdate:		
			07/03/1980		
<input type="checkbox"/> Correct Telephone	812/294-4847		Telephone Nbr:		
			812/294-4847		
<input type="checkbox"/> Correct Citizenship	3 Alien Perm		Citizenship Status:		
			2 Eligible n		
<input type="checkbox"/> Correct Alien Reg Nbr	455456644		Alien Registration Number:		
			455456644		
	1760234012		Driver's License #:		
			1760234012		
			DL State:		
			CA California		
<input type="checkbox"/> Correct Email Address	ALLONS@MSN.COM		Student's Email Address:		
			ALLONS@MSN.COM		

FAFSA Information page (1 of 4)

Student Data - Enrollment Information					
Enrollment Summer 2002:	Full Time <input type="radio"/>	3/4 Time <input type="radio"/>	1/2 Time <input type="radio"/>	LT 1/2 Time <input type="radio"/>	Not Attending <input type="radio"/>
Enrollment Fall 2002:	Full Time <input type="radio"/>	3/4 Time <input type="radio"/>	1/2 Time <input type="radio"/>	LT 1/2 Time <input type="radio"/>	Not Attending <input type="radio"/>
Enrollment Winter 2002-2003:	Full Time <input type="radio"/>	3/4 Time <input type="radio"/>	1/2 Time <input type="radio"/>	LT 1/2 Time <input type="radio"/>	Not Attending <input type="radio"/>
Enrollment Spring 2003:	Full Time <input type="radio"/>	3/4 Time <input type="radio"/>	1/2 Time <input type="radio"/>	LT 1/2 Time <input type="radio"/>	Not Attending <input type="radio"/>
Enrollment Summer 2003:	Full Time <input type="radio"/>	3/4 Time <input type="radio"/>	1/2 Time <input type="radio"/>	LT 1/2 Time <input type="radio"/>	Not Attending <input type="radio"/>

Student Data - Background Information					
State of Residence:	<input type="text" value="CA"/> California	Res Prior 97:	<input type="radio"/> Blank <input type="radio"/> Yes <input type="radio"/> No	Residency Date:	<input type="text" value="01/01/2000"/>
Are You Male:	Yes <input type="radio"/> No <input type="radio"/>	Permit Sel Serv to Enroll:	Yes <input type="radio"/> No <input type="radio"/>		
Degree/Certificate:	<input type="text" value="1st Bachlr"/>	Current Grade Level:	<input type="text" value="2nd yr Sph"/>		
HS Diploma or GED:	Yes <input type="radio"/> No <input type="radio"/>	Received First Bachelor Degree:	Yes <input type="radio"/> No <input type="radio"/>		
Interested In Stu Loans:	Yes <input type="radio"/> No <input type="radio"/>	Interested In Work-Study:	Yes <input type="radio"/> No <input type="radio"/>		
Drug Conviction Affecting Elig:	<input type="radio"/> Blank <input type="radio"/> No <input type="radio"/> Yes (Part Year) <input type="radio"/> Yes/Don't Know				

FAFSA Information page (2 of 4)

Student Data - Financial Information						
Tax Return Filed:	<input type="radio"/> Blank <input type="radio"/> Already Filed/Completed <input type="radio"/> Will File <input type="radio"/> Will Not File					
Tax Form Used:	<input type="radio"/> Blank <input type="radio"/> IRS 1040 <input type="radio"/> IRS 1040A/EZ/Telefile <input type="radio"/> Foreign Tax Return <input type="radio"/> U.S. Territory Tax Return					
Eligible For 1040A or 1040EZ:	<input type="radio"/> Blank <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know					
Assumptions	AGI:	<input type="text" value="1,686"/>	Student Income:	<input type="text" value="1,686"/>	Worksheet A:	<input type="text" value="10"/>
	U. S. Tax Paid:	<input type="text" value="23"/> (a)	Spouse Income:	<input type="text" value="0"/> (a)	Worksheet B:	<input type="text" value="21"/>
	Exemptions:	<input type="text" value="00"/>			Worksheet C:	<input type="text" value="33"/> (a)
	Investment Net Worth:	<input type="text" value="5,001"/>	Bus/Farm Net Worth:	<input type="text" value="800"/>	Cash Savings:	<input type="text" value="30"/>
	VA Ben Nbr of Months:	<input type="text" value="03"/>	VA Ben Monthly Amt:	<input type="text" value="110"/>		

Student Data - Dependency Status Information					
Assumptions	DOB Before 01/01/79:	Yes <input type="radio"/> No <input type="radio"/> (a)	Dependents:	Yes <input type="radio"/> No <input type="radio"/> (a)	
	Grad Student:	Yes <input type="radio"/> No <input type="radio"/>	Orphan:	Yes <input type="radio"/> No <input type="radio"/>	
	Student Married:	Yes <input type="radio"/> No <input type="radio"/> (a)	Veteran:	Yes <input type="radio"/> No <input type="radio"/> (a)	
	Children:	Yes <input type="radio"/> No <input type="radio"/> (a)			
	Marital Status:	<input type="radio"/> Blank <input type="radio"/> Single/Divorced/Widowed <input type="radio"/> Married/Remarried <input type="radio"/> Separated <input type="radio"/> (a)			
	Marital Status Date:	<input type="text" value="10/01/2000"/>	Marital Status (Personal Data):	Married	
	Dependency Status:	D DEP	Citizenship Status:	2 Eligible n (a)	

Student Data - Independent Student Information	
Number in College:	<input type="text" value="1"/> (a)
Number in Family:	<input type="text" value="01"/> (a)

FAFSA Information page (3 of 4)

Parent Data - Parent Background Information				
Assumptions	Marital Status:	Blank <input type="radio"/> Married/Remarried <input checked="" type="radio"/> Single <input type="radio"/> Divorced/Separated <input type="radio"/> Widowed <input type="radio"/> (a)		
	Father's SSN:	957-78-8251	Father's Last Name:	BYRON
	Mother's SSN:	957-78-7251	Mother's Last Name:	BYRON
	Age of Older Parent:	43	Legal Residence	IN Indiana
	Res Prior 97:	Blank <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/>	Date of Legal Residence:	01/01/1976
	Father's Highest Grade Level:	Blank <input type="radio"/> Elementary <input type="radio"/> High School <input checked="" type="radio"/> College <input type="radio"/> Unknown <input type="radio"/>		
	Mother's Highest Grade Level:	Blank <input type="radio"/> Elementary <input type="radio"/> High School <input checked="" type="radio"/> College <input type="radio"/> Unknown <input type="radio"/>		
Parent Data - Parent Financial Information				
	Tax Return Filed:	Blank <input type="radio"/> Already Filed/Completed <input type="radio"/> Will File <input checked="" type="radio"/> Will Not File <input type="radio"/>		
	Tax Form Used:	Blank <input type="radio"/> IRS 1040 <input checked="" type="radio"/> IRS 1040A/EZ/Telefile <input type="radio"/> Foreign Tax Return <input type="radio"/> U.S. Territory Tax Return <input type="radio"/>		
	Eligible For 1040A or 1040EZ:	Blank <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know <input type="radio"/>		
Assumptions	AGI:	65,970	Father Income:	36,134
	U. S. Tax Paid:	8,490	Mother Income:	29,832
	Exemptions:	03	Worksheet A:	895
	Investment Net Worth:	77,000	Worksheet B:	22
	Bus/Farm Net Worth:	900	Worksheet C:	77
			Cash Savings:	4,400

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, Eff Date (effective date), Trans Nbr (transaction number), 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 PeopleSoft 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.

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 97 (resident prior to 1997) 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 PeopleSoft 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.

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).

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 <i>FM</i> , <i>IM</i> or <i>FM & IM</i> .
INAS Data Source	Select <i>FM</i> , <i>IM</i> or <i>Both F/I</i> .
Dependency Override	Choices include <i>Ind Prof J</i> : individual professional judgment <i>No</i> : no override.
Adjust EFC	Enter a positive or negative number to adjust the expected family contribution higher or lower.
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

Calc Fed Tax (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.
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Assumption Overrides

Number in College	Select one of the following: <i>Ovr d Asmpt</i> : (override assumption) to override the number in college assumption when calculating the parent contribution <i>Don't Ovr</i> : (don't override) to accept the number in college assumption when calculating the parent contribution.
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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.
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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 Student Address Information

Access the Student Address Use page.

Address Use

Active Address

Override Address Type
☐

Address Type: PERM **Default Address Type:** PERM

Address Line 1: 2619 John Milton Dr

City: Herndon

State: VA

Country: USA

Postal Code: 20171

Address Use page

Viewing the Original ISIR Address

Access the Original ISIR Address page.

Original ISIR Address

Address: 401 MISSION BEACH DR

City: SAN DIEGO

State: CA

Zip: 20816

Phone Nbr: 812/294-4847

Student's Email: ALLONS@MSN.COM

Original ISIR Address page

Viewing INAS Federal Extension Information

Access the INAS Federal Extension page.

		STUDENT	PARENT
INAS Federal Extension			
Federal			
INAS Rule Set:	CSS Rules		
INAS Calc Type:	FM & IM		
INAS Data Source:	Both F/I		
Dependency Override:			
Adjust EFC:	0		
<input type="checkbox"/> Calc a PC for Independent			
Budget Durations			
Allowances			
Calculate Federal Tax:		<input type="checkbox"/>	<input type="checkbox"/>
Tuition:			
Medical/Dental:			
Other:			
Asset Allowance:			
Assets			
Other:			
Assumption Overrides			
Number in College:			

INAS Federal Extension page

Entering Federal Extension Budget Durations

Access the Federal Extension Budget Durations page.

INAS Rule Set:	CSS Rules/Values		
Federal Extension - Budget Durations			
Academic:	9	Non-Standard:	3
Total:	12		

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.

INAS Rule Set:	CSS Rules/Values		
Institutional Extension - Budget Durations			
Academic:	9.0	Non-Standard:	3.0
Total:	12.0		

Institutional Extension Budget Durations page

You can enter any value for IM budget duration. Institutional rules allow whole numbers with one decimal place.

Viewing Need Summary Information

Access the Need Summary page.

Need Summary

[View All](#)
First ◀ 1 of 2 ▶ Last

Award Period: Academic	EFC Status: Official																												
Federal <table> <tr> <td>COA:</td> <td>0.00</td> </tr> <tr> <td>EFC:</td> <td>0 0 Mo.</td> </tr> <tr> <td>Need:</td> <td>0.00</td> </tr> <tr> <td>Montgomery GI Bill/Americorps:</td> <td>0</td> </tr> <tr> <td>Total Aid (Fed):</td> <td>0.00</td> </tr> <tr> <td>Unmet Need (Fed):</td> <td>0.00</td> </tr> <tr> <td>Overaward (Fed):</td> <td>0.00</td> </tr> </table>	COA:	0.00	EFC:	0 0 Mo.	Need:	0.00	Montgomery GI Bill/Americorps:	0	Total Aid (Fed):	0.00	Unmet Need (Fed):	0.00	Overaward (Fed):	0.00	Institutional <table> <tr> <td>COA:</td> <td>0.00</td> </tr> <tr> <td>EFC:</td> <td>0 0.0 Mo.</td> </tr> <tr> <td>Need:</td> <td>0.00</td> </tr> <tr> <td>Montgomery GI Bill/Americorps:</td> <td>0</td> </tr> <tr> <td>Total Aid (Inst):</td> <td>0.00</td> </tr> <tr> <td>Unmet Need (Inst):</td> <td>0.00</td> </tr> <tr> <td>Overaward (Inst):</td> <td>0.00</td> </tr> </table>	COA:	0.00	EFC:	0 0.0 Mo.	Need:	0.00	Montgomery GI Bill/Americorps:	0	Total Aid (Inst):	0.00	Unmet Need (Inst):	0.00	Overaward (Inst):	0.00
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EFC:	0 0 Mo.																												
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COA:	0.00																												
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Need:	0.00																												
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Total Aid (Inst):	0.00																												
Unmet Need (Inst):	0.00																												
Overaward (Inst):	0.00																												
Federal Calc Information <table> <tr> <td>Federal Rule Set:</td> </tr> </table>	Federal Rule Set:	Institutional Calc Information <table> <tr> <td>Institutional Rule Set:</td> </tr> <tr> <td>Institutional EFC Used:</td> </tr> </table>	Institutional Rule Set:	Institutional EFC Used:																									
Federal Rule Set:																													
Institutional Rule Set:																													
Institutional EFC Used:																													

Need Summary page

Click the IM link to override INAS Local Policy Options using the institutional extension page.

Click the INAS button to calculate an unofficial federal and institutional EFC using the College Board's Institutional Need Analysis System (INAS).

Changing Student Income Values

Access the Change Student Income Values page.

Change Student Income Values

	Assumed Value	ISIR Value	Assumption Indicator
Adjusted Gross Income:	0	0	Blank ▾
Taxes Paid:	0	0	Blank ▾
Student's Earned Income:	0	0	Blank ▾
Spouse's Earned Income:	0	0	Blank ▾
Worksheet C Total:	0	0	Blank ▾

Change Student Income Values page

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	<p>You can only set the value to reported or verified. This enables the field to be correctable on the main page.</p> <p><i>Assumption</i> indicates the information on the ISIR record was assumed by the CPS.</p> <p><i>Blank</i> means the CPS did not make an assumption on the value of the status field.</p> <p><i>Reported</i>: select if you are entering data reported by the student.</p> <p><i>Verified</i>: select if you have verified the data on the ISIR.</p> <p><i>Simulation</i>: indicates that the INAS simulation process set the ISIR field value.</p>

Changing Student Status Values

Access the Change Student Status Values page.

Change Student Status Values

	Assumed Value	ISIR Value	Assumption Indicator
Born Before 1/1/78:	2	No	Blank
Student Married:	2	No	Blank
Marital Status:	1	Single	Blank
Legal Dependents:	2	No	Blank
Number in Family:			Blank
Number in College:			Blank
Citizenship:	2	Elg NonCit	Blank
Veteran:	2	No	Blank
Children:			Blank

Change Student Status Values page

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			
	Assumed Value	ISIR Value	Assumption Indicator
Marital Status:		1 Mar/ReMar	Blank
Number in Family:		03	Blank
Number in College:		1	Blank
Assumed Father's SSN:	006-11-2156	957-78-8251	
Assumed Mother's SSN:	140-00-0000	957-78-7251	

Change Parent Household Information page

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			
	Assumed Value	ISIR Value	Assumption Indicator
Adjusted Gross Income:	0	65,970	Blank 
Taxes Paid:	0	8,490	Blank 
Father's Earnings:	0	36,134	Blank 
Mother's Earnings:	0	29,832	Blank 
Total From Worksheet C:	0	0	Blank 

Change Parent Earnings and Income Values page

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.

FAFSA Information		Assumptions\School Codes		EFC\DB Matches\Corr	
Parkinson, Shawn			ID:	FAI008	
Aid Year:	2003	Federal Aid Year	2002-2003	Institution:	PSUNV
<div>ISIR Data</div> <div>First 1 of 2 Last</div>					
Effective Date:	12/11/2001	Transaction Nbr:	1	Correction Status:	Sent
EFC Status:	Unofficial	Primary EFC:	0	Prorated EFC:	0
					FM IM Need Summary
<div>Miscellaneous Information</div>					
Dependency Override Indicator: <input type="radio"/> Dependent To Independent <input type="radio"/> Cancel Dep Override-Corr Only <input type="radio"/> Override Failed					
Authorizing Institution:			Date Application Completed: 11/03/2001		
Preparers SSN:			<input type="checkbox"/> Preparers Signature		
Preparers EIN:			<input type="checkbox"/> Include Verify Fields <input type="checkbox"/> Adjusted EFC Calc Requested		
Application Signed By:			<input type="radio"/> Applicant <input checked="" type="radio"/> Applicant and Parent		
Owning School Cd:			001315 PeopleSoft University		
<div>Student Data - Housing\School Code Information</div>					
1st School Choice:	001315	PEOPLESOFT UNIVERSITY	Housing Code 1:		
2nd School Choice:	001328	UNIVERSITY OF SOUTHERN CALIFOR	Housing Code 2:		
3rd School Choice:	001305	STANFORD UNIVERSITY	Housing Code 3:		
4th School Choice:	002130	BOSTON UNIVERSITY	Housing Code 4:		
5th School Choice:	002813	SARAH LAWRENCE COLLEGE	Housing Code 5:		

Assumptions/School Codes page (1 of 4)

Student Data - Housing\School Code Information					
1st School Choice:	001315	Peoplesoft University	Housing Code 1:	On-Campus	
2nd School Choice:	001328	UNIVERSITY OF SOUTHERN CALIFOR	Housing Code 2:	On-Campus	
3rd School Choice:	001804	UNIVERSITY OF INDIANAPOLIS	Housing Code 3:	On-Campus	
4th School Choice:	001989	UNIVERSITY OF KENTUCKY	Housing Code 4:	On-Campus	
5th School Choice:	003736	ROANOKE COLLEGE	Housing Code 5:	On-Campus	
6th School Choice:	001808	UNIVERSITY OF SOUTHERN INDIANA	Housing Code 6:	On-Campus	
Assumptions and Reject Overrides					
<input checked="" type="checkbox"/> Parent Nbr In College	<input checked="" type="checkbox"/> Student Nbr In College	<input checked="" type="checkbox"/> Reject Override N			
<input checked="" type="checkbox"/> Parent AGI	<input checked="" type="checkbox"/> Student AGI	<input checked="" type="checkbox"/> Reject Override B			
<input checked="" type="checkbox"/> Parent WK C	<input checked="" type="checkbox"/> Student WK C	<input checked="" type="checkbox"/> Reject Override W			

Assumptions/School Codes page (2 of 4)

FAA Information

CPS Process Date:	09/24/2001	System Generated Indicator:	
Institution Process Date:	12/17/2001	CPS Batch Number:	#E300131520011109092401
Date Application Received:	09/22/2001	Pell ID:	457-78-0251AL 1
Transaction Type:		Duplicate SSN Code:	Y
Transaction Source Site Cdt:	11		
Application Source Code:			

Reject Reasons

Reject Reason	Description
19	An EFC cannot be calculated because the Department of Education has placed a 'hold' on the student.
P	Invalid SSN range.

Assumptions/School Codes page (3 of 4)

Comments

Comment	Description
001	This is a copy of the ISIR you requested.
002	
007	
010	For additional information about your FSEOG overpayment, your Financial Aid Administrator must access NSLDS.
011	
043	To resolve your Pell overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, San Francisco Service Center, 50 United Nations Plaza, Room 250, San Francisco, California 94102.
053	You left "Drug Conviction Affecting Eligibility?" blank. Your failure to provide an answer to this question makes you ineligible to receive Title IV aid. Either indicate that you have never been convicted of possessing or selling illegal drugs or use the enclosed worksheet to determine your answer to this question. In any case, you can correct this item by calling 1-800-4FED-AID (1-800-433-3243) or by going to www.fafsa.ed.gov . You can also see your Financial Aid Administrator for assistance. Please understand that a drug conviction does not necessarily disqualify you from receiving student aid.
091	
128	It may be too late for you to make corrections or give us any more information for this year. Your school must have your corrected ISIR no later than August 15, 2003.
143	Your citizenship status has been confirmed by the Immigration and Naturalization Service (INS) and you meet the citizenship requirements for federal student aid.
154	The amount you reported for taxes paid by your parent(s) appears to be over the allowable amount based on what you reported for their adjusted gross income.

Field Review

ISIR Field Nbr	Description
0001	Student's Last Name
0003	Student's Middle Initial
0005	Student's City
0009	Student's Birthdate

Assumptions/School Codes page (4 of 4)

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: <i>Off-Campus</i> <i>On-Campus</i> <i>Parents</i> <i>Relatives</i>

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 unselected 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.

FAFSA Information		Assumptions\School Codes		EFC\DB Matches\Corr	
Byron,Alion			ID:	FA0333	
Aid Year: 2003 Federal Aid Year 2002-2003			Institution:	PSUNV	
ISIR Data First 1 of 2 Last					
*Effective Date: 01/07/2002		Transaction Nbr: 1		Correction Status: Pending	
				Status Date: 01/07/2002	
EFC Status: Unofficial		Primary EFC: 0		Prorated EFC: 0	
				FM IM Need Summary INAS	
EFC Information					
Paid EFC: 10,608		Pell Paid EFC Type:		Monthly EFC	
		Formula Type:		EFC Change Flag: 1	
Secondary EFC: 0		Secondary EFC Type: 4			
TI:	0	STI:	0	FTI:	66,865
ATI:	0	SATI:	2,200	AAI:	0
STX:	0	SIC:	0	APA:	0
EA:	0	SCA:	0	PC:	0
IPA:	0	PCA:	0	TSC:	0
AI:	0	CAI:	0	TPC:	0
				Dependency Status: I IND	

EFC\DB Matches\Corr page (1 of 2)

Database Matches/Flags			
SSA Citizenship Indicator:	B	LA/wk elig	NSLDS Match: 1 Eligible
Selective Service Match:	Y	Reg Conf	NSLDS Transaction Nbr: 01
Selective Service Registration:	N	Not comp	Verification Selection Ind: Y
SSN Match:	4	Match	Verification Tracking Flag: 99
INS Match:	Y	Confirmed	Verification Type:
VA Match:	2	No Qualify	SAR C Flag: Y Flag Set
Prisoner Match:	1	Local	Title IV Fund Eligibility: N
INS Verification Number:	999888777666555		Drug Offense Conviction: 1 No
Federal PELL Eligibility:	N		
Corrected Fields			
Correction Source: A Applicant			
View All First 1 of 1 Last			
ISIR Field Nbr: 0001	Student's Last Name		Code: 1 This Trans

EFC/DB Matches\Corr page (2 of 2)

The Verification Tracking Flag field is added.

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).

Paid EFC

The primary or secondary EFC, whichever is lower.

Pell Paid EFC Type

An example of an EFC type is *P* (primary) or *S* (secondary).

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).

Database Matches/Flags

The database match values come from the ISIR record. If the match is not correct, you have to resolve the mismatch. You cannot determine federal eligibility until all database mismatches have been resolved.

Corrected 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:	01130	02249	03368	04487	05606	06725	07844	08963	10221	10359	10497
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 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.

For example, if you indicate 9 months for academic budget duration and 3 months for non-standard and the non-standard term is the header, then the EFC for non-standard term is 3,368.00 USD. The EFC for the academic term is 7,129.00 USD. In other words, a 12 month EFC minus the 3 month EFC equals a 9 month EFC. If the non-standard term is the trailer, then the non-standard term is 414.00 USD and the academic term is 10,083.00 USD. In other words, a 12 month EFC minus the 9 month EFC equals the non-standard EFC.

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.

Changes to ISIR Data Corrections Online Edits

The online ISIR data correction edits are removed because they are obsolete. Other edits perform data assumptions defined by the NAS specifications that are also performed by INAS and so are redundant. Unless specified, the changes only affect the 2003 aid year.

The following online edits are removed or modified.

The following table contains edits the system always runs.

Edit #, Criteria	Change
#2029 Tax form entered but Tax Return Filed = No	Removed
#9005 Student's Marital Status is blank	Removed
#9009 Student's Veteran Status is blank	Removed
#9011 Student's Married Question is blank	Removed
#9012 Student's Orphan/Ward Status is blank	Removed
#9013 Student's Legal Dependents is blank	Removed
#9017 Student's City is blank	Modified edit so that it only works if the correct address check box is selected. Change also made for 2002.
#9024 Student's State is blank	Modified edit so that it only works if the correct address check box is selected. Change also made for 2002.
#10002 Student's Born Before 19xx is blank	Remove
#9021 Student's Post Bachelor's Degree Status is blank	Remove
#9022 Student's Tax Return Filed is not no and Tax Form is blank	Remove
Date App Completed must be between 01/01/2001 and 12/31/2002	Removed. Used only by the Initial FAFSA process.

The following table contains edits run when dependency status is *D* or *X* (Dependent or Dependent Rejected ISIR).

Edit #, Criteria	Change
#2010 Parent's report an AGI but no income	Removed
#2011 Parent's Tax return conflicts with filing status	Removed
#2013 Parent's AGI \leq 0 and blank tax form and blank tax form filed	Removed

Edit #, Criteria	Change
#2020 If Parent's Tax < 0 and Tax Form entered then reset Tax to 0	Removed
#9023 If Tax Return Filed not No and Tax Form blank	Removed

The following table contains edits run when dependency is *D*.

Edit #, Criteria	Change
#2024 If Spouse Income greater than 0 and Student not Married then spouse income set to 0	Removed
#2025 Students AGI may be set to Student's or Spouse's income by CPS	Removed
#2026 Student's AGI > 0 and No Tax Form Filed and Blank Tax Form	Removed
#3041 Student's DOB before 9/1/83 and Student is not Early Admission	Removed

The following table contains edits run when dependency is *I*.

Edit #, Criteria	Change
#2021 If Student's # in Family = 0 Student's Marital Status is Married and Spouse income is > 0 then Student's # in Family set to 2	Remove
#2027 Students AGI may be set to Student's or Spouse's income by CPS	Remove
#3042 Student's DOB before 9/1/83 and Student is not Early Admission and Student is not an Orphan	Remove
#3046 Student does not have Dependents and Student's # in Family > 2	Remove
#3047 Student does not have Dependents and Student's # in Family = 2 and Student is not Married	Remove

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.

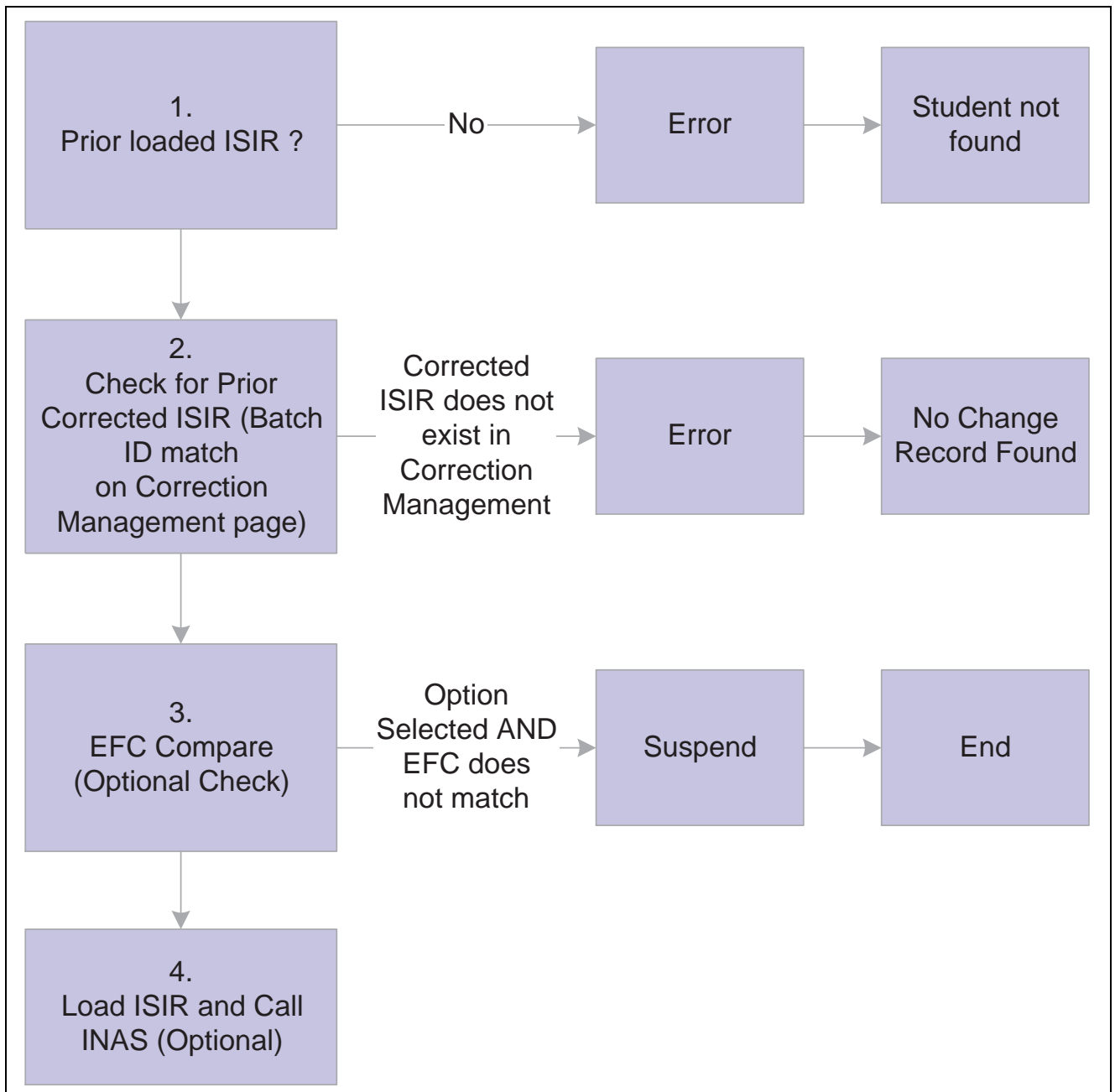
There are two data load options specifically for corrected ISIRs. The first enables you to suspend the ISIR if the primary EFC on the ISIR does not match the primary EFC displayed in the ISIR Data Corrections component. The second enables you to control the INAS process for corrected ISIRs.

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.

ISIR Correction Load Logic

The following diagram shows the ISIR Correction Load Logic.



ISIR Correction 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 checks if the school corrected the previous ISIR by verifying that the batch ID on the ISIR matches the batch ID generated by the ISIR Correction process (FAPCOR00) that is displayed on the Correction Management page for the student. If no match is found, the ISIR is set to Error Encountered and the error reason is No Change Record Found. If the school corrected the ISIR and a batch ID match is found, the next check is performed.

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.
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, duplicate ISIR requests, add institution requests, and FAFSA signature files. You also have the option of renaming the output files to the appropriate CPS message class name using the rename outbound EDI file process, Process outbound files. This section discusses how to:

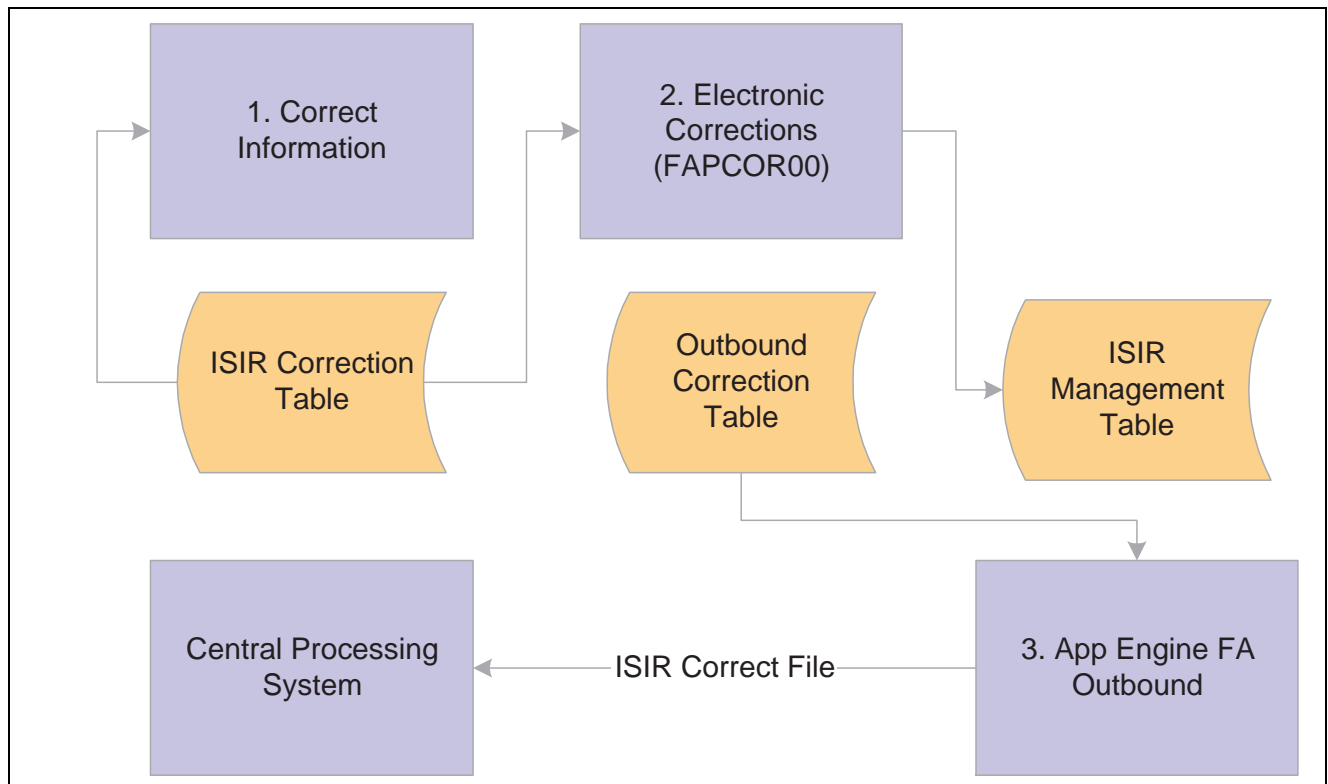
- Move records to outbound staging tables.
- View run information.
- View outbound staging tables.
- Create outbound files for CPS.

Pages Used to Process Outbound Files

Page Name	Object Name	Navigation	Usage
ISIR Corrections Export	RUN_CNTL_FAPCOR00	Administer Financial Aid, Exchange Financial Aid Data, Process03, ISIR Correction Export 02/03, Correction Export	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 Duplicate ISIR Requests, 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	administer Financial Aid, Exchange Financial Aid Data, Process 03, FA EC File Outbound 02/03	Runs the FA_OUTBOUND Application Engine process that creates external financial aid electronic commerce files for aid year 2003.
CPS Files Sent	ISIR_02_OUTBOUND	Administer Financial Aid, Exchange Financial Aid Data, Inquire, ISIR Outbound Summary 01/02, CPS Files Sent 02	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	Administer Financial Aid, Exchange Financial Aid Data, Inquire, ISIR Outbound Data 02/03, 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.
Duplicate Request Records	ISIR_DUPR_A_SEC	Click the Duplicate Requests link on the Outbound Staging Tables detail page: ISIR Dupr A tab.	View detail information about duplicate request records.

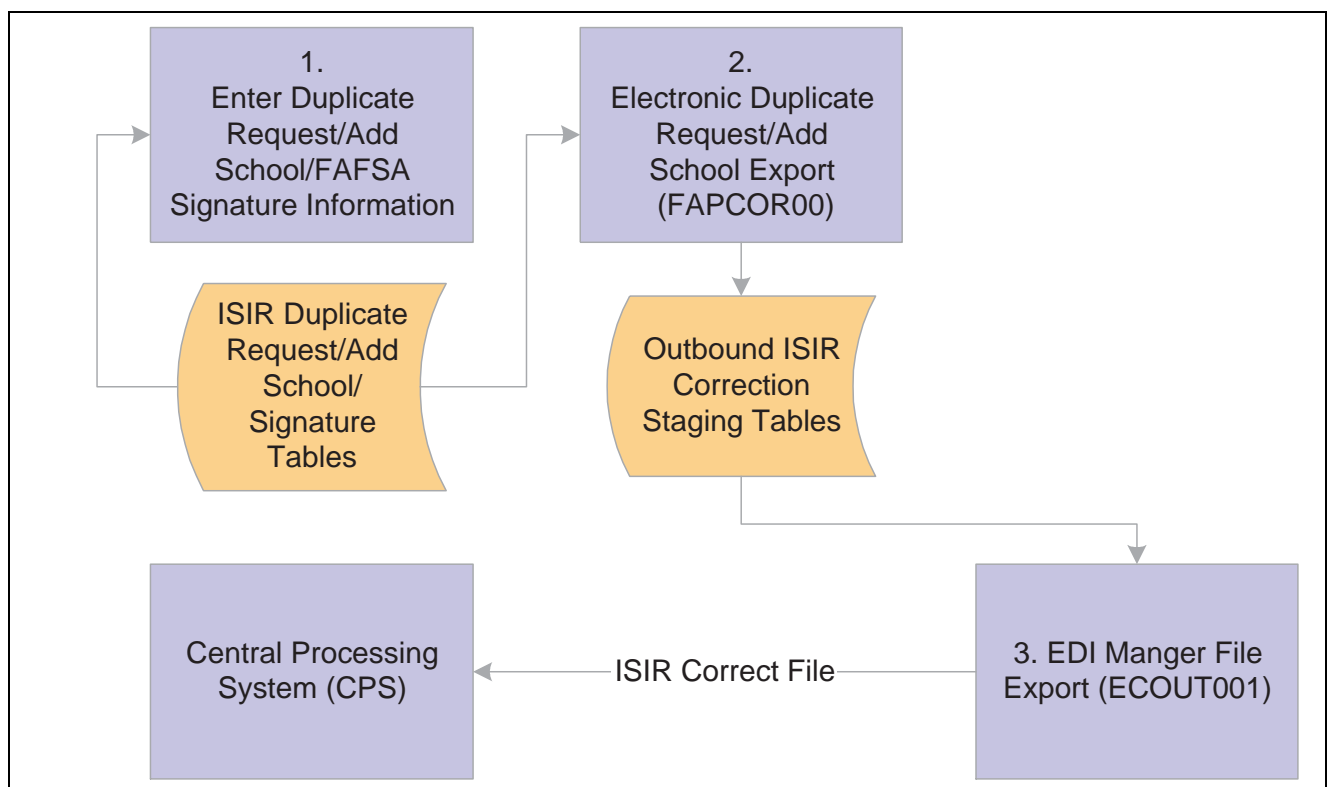
Outbound Processing

The following diagram shows processing ISIR correction records.



Processing ISIR Corrections Records

The following diagram shows ISIR duplicate requests, adding your school to an ISIR, and FAFSA signature records.



Processing ISIR Duplicate Requests/Add School/FAFSA Signature Records

Moving Records to Outbound Staging Tables

Access the ISIR Corrections Export page.

ISIR Corrections Export

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

ISIR Corrections Export View All First 1 of 1 Last

*Institution: PSUNV *Aid Year: 2002 *School Code: 001315 Active ☒ + -

*TG Number: 51234 ☒ Process Corrections ☒ Process Duplicate ISIR Request

☒ Process Add Institution ☒ Process ISIR Signatures

[Run Information](#) Process Instance: 16 Run Date and Time: 07/16/2001 12:42:51PM

[Refresh](#) [Batch Message Print](#)

ISIR Correction 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 not selected, 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 Duplicate ISIR Request	Select to export requests for duplicate ISIRs that match the chosen institution, aid year, school code, and TG number.

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	
Batch Number:	#C200131520010716124250
Total Number of Records Output:	1
Signature Batch Number:	#C200131520010716124251
Total Number of Records Output:	1

Batch Statistics page

Batch Number	The system displays the 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.

ISIR EDI Outbound File Process

There is a new process to create 2003 ISIR correction and FAFSA Signature files. The FA_OUTBOUND Application Engine process replaces EDI Manager to generate 2003 files for transmission to the CPS. You use the FA_OUTBOUND process after running the ISIR Corrections Export 02/03 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 – CORR03IN.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.

Note. Continue to use EDI Manager for 2002 processing.

Creating Outbound Files for CPS

Access the FA Outbound page.

FA Outbound

Run Control ID: CORRECTIONS_2003

[Report Manager](#)
[Process Monitor](#)
Run

*Outbound File Path:

*Outbound File Type:

*Aid Year:

*Institution:

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	CORR03IN.XXX
ISIR Signatures	SIGS03IN.XXX
DL Change	DESC02IN.XXX , DESC03IN.XXX
DL Disbursement	DESD02IN.XXX , DESD03IN.XXX
DL Plus Origination	DEPF02IN.XXX , DEPF03IN.XXX
DL Stafford Origination	DESF02IN.XXX , DESF03IN.XXX
Pell Origination	GET FROM VENET
Pell Data Request	GET FROM VENET
Pell Disbursement	GET FROM VENET

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	Administer Financial Aid, Exchange Financial Aid Data, Process03, ISIR Correction Errors 02/03, Correction Error	Run a process that evaluates batch and record level error files received from the CPS (SARE0XOP message class). If the file contains history (ISIR) correction errors, the process creates a matching Correction Management record for each rejected ISIR. Be sure to setup the run control for FASAREXX in Financial Aid Run Controls before running this process.
ISIR Corrections Management	ISIR_CORRECT	<ul style="list-style-type: none"> • Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR Correction Management, Correction Management • Administer Financial Aid, Manage Need Analysis, Use, ISIR Correction Management, Correction Management 	Make corrections to rejected ISIR Correction files.

Loading Error Files

Access the Load ISIR Error File page.

Load ISIR Error File

Run Control ID: CORRECTION_ERRORS [Report Manager](#) [Process Monitor](#) [Run](#)

View All First ◀ 1 of 1 ▶ Last

*Institution: PSUNV *Aid Year: 2002 *TG Number: 51234 Active ☒ + -

Input/Output file: \\LSNT456\TESTDATA\SARE02OP.DATA

Process Instance: 0 Run Date and Time:

[Refresh](#)

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

Advierse, Skye L ID: FAD0002
 Aid Year: 2002 Financial Aid Year 2001-2002 Institution: PSUNV

View

☒ All Corrections
 ☐ Rejected Only

Corrections Batch Information
View All First 1 of 1 Last

Batch Nbr:	#C200131520010607142032	As Of Date:	06/07/2001	Sequence Number:	1
Submission Date:	06/07/2001	Transaction Nbr:	1		
Batch Status:	Submitted				

Correction Field(s)
View All First 1 of 9 Last

ISIR Field Nbr:	0004 Student's Address	Action:	Pending
Old Value:		User:	
Submitted Value:	111 North State Street		

ISIR Corrections Management page

Making corrections to rejected ISIR Correction files requires several steps.

- Review the ISIR correction file using the Corrections Management page.
 - Select *Resubmit* in the Action field for any field you want to resubmit.
 - If you do not want a field resubmitted, select *Delete/Ignore* in the Action field.
 - Save the changes before exiting the Corrections Management page.
- Go to the ISIR data Corrections component to make any additional changes to ISIR fields.
 - If required, call INAS to recalculate the EFC.
 - Set the correction status to *Send (Correction(s))*.
 - Save the changes before exiting the ISIR data corrections component.
- 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.

When the corrected ISIR returns from the CPS, the ISIR load process deletes the correction management information of the most recent ISIR correction record.

Note. A rejected ISIR correction file is never deleted from correction management.

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.
- Request a duplicate 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	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Use, ISIR School Choice Additions, Add School to ISIR Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR School Choice Additions, Add School to ISIR 	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.
Request a Duplicate ISIR	ISIR_DUP_REQUEST	Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR Duplicate Request, Isir Dup Request	Request a duplicate ISIR for a student who has listed your school code as a destination point on the FAFSA.
FAFSA Signature	ISIR_SIGNATURE	Administer Financial Aid, Exchange Financial Aid Data, Use, FAFSA Signature, FAFSA Signature	Enter signature page information collected from students in preparation for transmission to the CPS.
Batch Message Print	BTCH_MSG_INQ_RUN	<ul style="list-style-type: none"> Administer Financial Aid, Exchange Financial Aid Data, Reports, Batch Message Inq/Print, Btch Msg Inq Run Manage Student Financials, Manage Tax Reporting, Report, Batch Message Inq/Print, Btch Msg Inq Run Administer Financial Aid, Process Loans, Reports 1, Batch Message Inq/Print, Btch Msg Inq Run Administer Financial Aid, Process Pell Payment, Reports, Batch Msg Inquire/Print, Btch Msg Inq Run 	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

Chritophe Coad
ID: FA0330

Add School Information

User ID:	PS	Process Status:	
School Cd:	001005	ALABAMA STATE UNIVERSITY	Process Date:
*Institution:	PSUNV	PeopleSoft University	Request Date:
*Aid Year:	2002	Financial Aid Year 2001-2002	06/07/2001
DRN:	<input type="text"/>	*Original SSN:	<input type="text"/>
*Trans Nbr:	<input type="text"/>	*Name CD:	<input type="text"/>
*Sch Pos:	Rplc Sch 6	<input type="checkbox"/> Request ISIR from CPS	

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.

Requesting a Duplicate ISIR

Access the Request Duplicate ISIR page.

Request Duplicate ISIR

Ernesto Amaya
ID: FA0008

Duplicate Request Information

Institution:	PSUNV PeopleSoft University		
Aid Year:	2001	Financial Aid Year 2000-2001	
*Original SSN:	<input type="text"/>	<input type="checkbox"/> Request ISIR	
*Name CD:	<input type="text"/>		
*Trans Nbr:	<input type="text" value="99"/>		
User ID:	PS		
Request Date:	06/14/2001	Process Date:	

Request Duplicate ISIR page

The system displays the student's name, ID, Institution, Aid Year, User ID, Request Date, and Process Date.

Original SSN (original Social Security Number) Enter the number for the student whose ISIR that you want to request.

Request ISIR Select to request the ISIR.

Name CD (name code) Enter the name code for the student.

Trans Nbr (transaction number) The system displays the transaction number.

Sending FAFSA Signature Receipt Information

Access the FAFSA Signature page.

FAFSA Signature

Alion Byron
ID: FA0333

Signature Information

User ID:	PS	Request Date:	01/08/2002
Institution:	PSUNV PeopleSoft University	Process Date:	
Aid Year:	2003 Federal Aid Year 2002-2003		
School Cd:	<input type="text"/>		
*Original SSN:	<input type="text"/>		
*Name CD:	<input type="text" value="BY"/>		
Signed By:	<input type="text"/>		

☐ **Submit Signature to CPS**

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. <i>A – Applicant Only</i> - if only the student signed <i>B – Applicant and Parent</i> - if both the student and the student's parent signed <i>P – Parent Only</i> - 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

Run Control ID: ISIR [Report Manager](#) [Process Monitor](#) [Run](#)

Message Search Criteria: ☒ Use Latest Process Instance ☐ Use Other [Retrieve Messages](#)

Display Messages			View All	First	1-7 of 7	Last
Last Update DateTime	Message Text	Detail				
1 06/04/2001 11:16:57AM	FAPLCLHR : Begin program execution at 11.16.55.450000 on 2001-06-04	Detail				
2 06/04/2001 11:16:59AM	FAPLCLHR: Total number of disbursements read 00000	Detail				
3 06/04/2001 11:16:59AM	FAPLCLHR: Total number of disbursements that could not be validated 00000	Detail				
4 06/04/2001 11:16:59AM	FAPLCLHR: Total number of disbursements that Failed validation 00000	Detail				
5 06/04/2001 11:16:59AM	FAPLCLHR: Total number of disbursements set to Release 00000	Detail				
6 06/04/2001 11:16:59AM	FAPLCLHR: Total number of disbursements set to Hold 00000	Detail				
7 06/04/2001 11:16:59AM	FAPLCLHR : End program execution at 11.16.55.450000 on 2001-06-04	Detail				

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 in order 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	Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR / NSLDS Delete, ISIR Delete	Delete incorrectly loaded ISIR records from the application tables so that correct ISIR information can be loaded for the student.
NSLDS Delete	NSLDS_DELETE	Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR / NSLDS Delete, Nsls Delete	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 (field 5 on the 2001-2002 ISIR).

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 (Field 271 on the 2001-2002 ISIR).
Date Application Received	The date the CPS received the FAFSA application.
ISIR Input Record Type	The ISIR data source (field 113 on the 2001-2002 ISIR). Select from the following values. <i>C</i> – correction application <i>D</i> – duplicate request <i>H</i> – history correction <i>R</i> – renewal FAFSA/renewal FAFSA on the web <i>S</i> – FAFSA Express/FAFSA on the web <i>blank</i> – initial application

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

Database Tables Affected by ISIR Delete
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.

ISIR Delete NSLDS Delete

Copeland, Shamika ID: FA0302

Aid Year: 2001 Financial Aid Year 2000-2001 Institution: PSUNV

NSLDS Data View All First 1 of 1 Last

NSLDS Transaction Nbr: 1 NSLDS Transaction Source: ISIR Last Updated: 03/06/2000

Effective Date	Effective Sequence	ISIR Source Year	NSLDS Transaction Source	Transaction Process Date
03/06/2000	1 01		ISIR	01/25/2000
07/09/1998			ISIR	02/06/1998

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	<p>The source of the last update of the student's NSLDS information. There are two sources of NSLDS data:</p> <p><i>F</i> -Financial Aid Transcript file (SHFATEOP)</p> <p><i>I</i> -ISIR load.</p> <p>If the value is F, and there is ISIR and FAT NSLDS data present in the grid section, only delete the ISIR rows.</p>
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	<p>Indicates the aid year of the source record.</p> <p><i>01</i> – data from a 2000-2001 ISIR or SHFATEOP FAT file.</p> <p><i>02</i> – data from a 2001-2002 ISIR or SHFATEOP FAT file.</p> <p><i>03</i> – data from a 2002-2003 ISIR or SHFATEOP FAT file.</p> <p>The field is blank for all previous aid years.</p>
NSLDS Transaction Nbr (NSLDS transaction number)	The transaction number for this row on NSLDS information.
NSLDS Transaction Source	<p>The source of the last update of the student's NSLDS information. There are two sources of NSLDS data:</p> <p><i>FA Trans</i> – Financial Aid Transcript file (SHFATEOP).</p> <p><i>ISIR</i> – ISIR load.</p>
Transaction Process Date	<p>The date the CPS (ISIR) or NSLDS (FAT) processed the data record that loaded.</p> <p>For ISIR source data, this date is the default effective date used when loading the ISIR into the ISIR Data Corrections component.</p>

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 Params, 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

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 no longer 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	Administer Financial Aid, Manage Need Analysis, Inquire, ISIR History Inquiry, 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	Administer Financial Aid, Manage Need Analysis, Inquire, ISIR History Inquiry, 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	Administer Financial Aid, Manage Need Analysis, Inquire, ISIR History Inquiry, 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 NAS 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 Ovr (ISIR assumption/reject override)	RUNCNTL_FAISRJAS	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Rej/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.

Generating the ISIR Assumption/Reject Report

Access the ISIR Assumption/Reject Ovr page.

ISIR Assumption/Reject Ovr

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)
Run

Report Parameters

Academic Institution:

PeopleSoft University

Aid Year:

Financial Aid Year 2001-2002

School Code:

UNIVERSITY OF CALIFORNIA (UCLA

ISIR Assumption/Reject Ovr page

Enter the Academic Institution, Aid Year, and School Code for which you want to create the Reject/Assumption Override report.

Viewing ISIR Reports

To access these reports, select Administer Financial Aid, Exchange Financial Aid Data, Reports.

Report Number	Report Name	Report Objective and Description	When to Use Report
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.	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	Hold File	SQR Report that produces a printable copy of the daily HOLD0XOP file sent by the CPS.	Daily

Report Number	Report Name	Report Objective and Description	When to Use Report
FA918	Drug Offense Ineligible	Identifies students who reported a drug offense conviction status of other than 1—eligible.	Run weekly.
FA915	ISIR Verification Select	Identifies Corrected ISIRs that have been selected for Ed Verification.	Run after the FAPSAR00 process is run.
FA917	ISIR Verification Select	Identifies unprocessed ISIRs that have been selected for Ed Verification.	Run before the FAPSAR00 process is run.
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.

Printing ISIRs

This section discusses how to:




- Select a student for printing and ISIR.
- Print ISIRs using JetForms for the 2001 aid year.
- Print an ISIR without using JetForms.

Pages Used to Print ISIRs

Page Name	Object Name	Navigation	Usage
ISIR Print Selection	ISIR_CORR_PRINT	Administer Financial Aid, Exchange Financial Aid Data, Use, ISIR Print Selection, Isir Corr Print	Indicate you want an ISIR printed for a particular student. You must open the page each time to add a student for whom you want to print an ISIR.
ISIR Print Ext-JetForm	NCTL_FAISRJ02	Administer Financial Aid, Exchange Financial Aid Data, Process02, Print ISIR Ext JeffForm 01/02	Create the JetForm extract file. After the JetForm extract is complete, you can use JetForms to print the ISIRs from the extract file. You must first set up the FAISRJ02.SQR run control in the Financial Aid Run Controls page.
Print ISIR Data	RUNCTL_FAISRPRT	Administer Financial Aid, Exchange Financial Aid Data, Process03, Print ISIR 02/03, Print ISIR	This process generates a positional print file that you can use to print a properly formatted paper ISIR on a configured network printer if your institution does not use the JetForms product.

Selecting a Student for Printing an ISIR

Access the ISIR Print Selection page.

ISIR Print Selection




Coad,Chritophe
ID: FA0330

Aid Year: 2002 Financial Aid Year 2001-2002
Institution: PSUNV

ISIR Print

Effective Date	Effective Sequence	Trans Nbr	EFC Status	Correction Status	Print ISIR
1 03/23/2001	1	1	Rejected		<input checked="" type="checkbox"/>

ISIR Print Selection page

Select Print ISIR to include this student in the JetForm Extract file when you run the JetForm extract process.

Printing ISIRs Using JetForm for the 2001 Aid Year

Access the ISIR Print Ext-Jetform page.

ISIR Print Ext-Jetform

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

*Academic Institution:

PeopleSoft University
Update: No

Process Name: FAISRJ02

Process Count: 9,999,999

Title IV School Code: 001315

TG Number: 05134

Input/Output file: \\bur-ras-01\printfiles\

Last Run Date:
Last Sequence Nbr: 0

ISIR Print Ext-JetForm page

Note. JetForm Printing of the ISIR is no longer supported for all subsequent aid years.

The system displays the Run Control ID, Process Name, Process Count, Title IV School Code, TG Number, Input/Output file, Last Run Date, and Last Sequence Nbr (last sequence number) based on what you entered on the Financial Aid Run Controls setup page.

Academic Institution Enter the institution for the ISIR JetForm extract

Click the Run button to run the FAISRJ01/FAISRJ02 process, an SQR report. After the process runs use JetForms to print the ISIRs from the extract file.

Printing ISIRs Without JetForm

Access the Print ISIR Data page.

Print ISIR Data

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

ISIR Field Cross-Reference Information
View All
First
1 of 1
Last

*Institution:
 *Aid Year:
 Update Print Request ☒
+ -

Print Selected Students
View All
First
1 of 1
Last

*EmplID	Name	*ISIR Trans Nbr
1 <input type="text" value="FA0600"/> <input type="button" value="Q"/>	Suazo, John B	<input type="text" value="1"/> <input type="button" value="Q"/> + -

Records Printed: 1 **Process Instance:** 8 **Run Dttm:** 02/06/2002 12:29:12PM

Print ISIR Data page

Note. Refer to your technical staff for the proper configuration of your printer. This process has been tested on an HP Laserjet 4000.

The system displays Run Control ID, Institution, and Aid Year.

Update Print Request	If selected, it clears the Print ISIR box on the ISIR Print Selection page after the process runs. This prevents the ISIR from being used again by the JetForm process.
Refresh	Updates the Records Printed, Process Instance and Run Dttm for the most recent running of the print ISIR process.
EmplID	Select from the available options. You can enter multiple Empl IDs to print.
ISIR Trans Nbr	When you enter an Empl ID, the ISIR transaction number defaults to the highest ISIR transaction number received by the school. You can change this to any lower transaction ISIR loaded by the school.

The system displays Records Printed, Process Instance, and Run Dttm (date and time).

Click the Run button to run this request. Use the process monitor and report manager to manage the printing of the output documents.

Note. Consult your technical staff and PeopleTools 8 documentation for the appropriate process scheduler setup necessary to print ISIRs in your environment.

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. Beginning with the 2000-2001 processing year, PeopleSoft supports only the short form (2750 file length) for PROFILE data received from CSS.

Pages Used to Load and Manage PROFILE Processes

Page Name	Object Name	Navigation	Usage
PROFILE Load	RUNCTL_FAPFIN01	Administer Financial Aid, Exchange Financial Aid Data, Process03, Profile Load 02/03, 02/03 Profile Load	Import PROFILE applications into the database. 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.

Page Name	Object Name	Navigation	Usage
PROFILE Recycle	RUNCTL_FAPFSR01	Administer Financial Aid, Exchange Financial Aid Data, Process03, Profile Susp Recycle 02/03, 02/03 Profile Recycle	Look at 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 now meets the condition of being admitted. Your school determines that these conditions also exist for several hundred other students. In order 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.

Page Name	Object Name	Navigation	Usage
PROFILE Suspense Move	RUNCTL_FAMVPF01	Administer Financial Aid, Exchange Financial Aid Data, Process03, Profile Suspense Move 02/03, 01/02 Profile Susp Move	Process suspended PROFILE records that have been marked as add or delete on the PROFILE Data Load Parameters page. 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.

Loading PROFILE Applications

Access the PROFILE Load page.

Profile Load 02/03

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) Run

***Academic Institution:**

Update: Yes

Process Name: FAPFIN03

Input/Output file: \\mycomputer\folder\profiledata.dat

Last Run Date: 03/20/2002

Last Sequence Nbr: 1

PROFILE Load 02/03 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.

Recycling PROFILE Suspense Records

Access the PROFILE Suspense Recycle page.

Profile Suspense Recycle 02/03

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) Run

***Academic Institution:**

Update: No

Process Name:

Add Action: Add to Database (Replace)

Last Run Date:

Last Sequence Nbr: 0

PROFILE Suspense Recycle 02/03 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.

Select an Academic Institution from the available options.

The system displays the Add Action, the last time this process was run, Last Run Date, the Last Sequence Number of the process.

Click the Run button to run the process scheduler.

Processing PROFILE Suspense Moves

Access the PROFILE Suspense Move page.

Profile Suspense Move 02/03

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) Run

Academic Institution: PSUNV PeopleSoft University**Update:** No

Process Name:

Last Run Date:**Last Sequence Nbr:** 0

PROFILE Suspense Move 02/03 page

The system displays the Run Control ID, Academic Institution, Process Name, Update, Last Run Date and Last Sequence Nbr (last sequence number) of the process.

Click the Run button to run the process scheduler.

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 applications.
- 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. Beginning with the 2000-2001 processing year, PeopleSoft supports only the short form (2750 file length) for Need Access data received from the Access Group.

Pages Used to Load and Manage Need Access Processes

Page Name	Object Name	Navigation	Usage
Need Access Load	RUNCTL_FANAIN01	Administer Financial Aid, Exchange Financial Aid Data, Process03, Need Access Load 02/03, 02/03 Need Access Load	Import Need Access applications into the database. 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 your School Code on the Need Access or PROFILE Application, you can load only those students officially admitted.

Page Name	Object Name	Navigation	Usage
Need Access Suspense Recycle	RUNCTL_FANASR01	Administer Financial Aid, Exchange Financial Aid Data, Process03, Need Access Susp Recycle02/03, 02/03 Need Access Susp Recycle	Look at 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. In order 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.

Page Name	Object Name	Navigation	Usage
Need Access Suspense Move	RUNCTL_FAMVNA01	Administer Financial Aid, Exchange Financial Aid Data, Process03, Need Access Susp Move 02/03, 02/03 Need Access Susp Move	Process suspended Need Access records that have been marked as add or delete on the Need Access Data Load Parameters page. 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.

Loading Need Access Applications

Access the Need Access Load page.

Need Access Load 02/03

Run Control ID: PS

[Report Manager](#) [Process Monitor](#) Run

***Academic Institution:**

Update: No

Process Name:

Input/Output file:

Last Run Date:

Last Sequence Nbr: 0

Need Access Load page

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

Access the Need Access Suspense Recycle page.

Need Access Suspense Recycle 02/03

Run Control ID: PS

[Report Manager](#) [Process Monitor](#) Run

***Academic Institution:** PeopleSoft University

Update: No

Process Name:

Add Action: Add to Database (Replace)

Last Run Date:

Last Sequence Nbr: 0

Need Access Suspense Recycle 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

Access the Need Access Suspense Move page.

Need Access Suspense Move 02/03

Run Control ID: PS

[Report Manager](#) [Process Monitor](#) Run

Academic Institution: PSUNV PeopleSoft University**Update:** No

Process Name: FAMVNA03

Last Run Date:**Last Sequence Nbr:** 0

Need Access Suspense Move 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_02	<ul style="list-style-type: none"> • Administer Financial Aid, Exchange Financial Aid Data, Use, Need Access Susp Mgmt 02/03, Need Access Susp Mgt 02/03 • Administer Financial Aid, Exchange Financial Aid Data, Use, Profile Susp Mgmt 02/03, Profile Susp Mgt 02/03 • Administer Financial Aid, Manage Need Analysis, Use2, Need Access Susp Mgmt 02/03, Need Access Susp Mgt 02/03 • Administer Financial Aid, Manage Need Analysis, Use2, Profile Susp Mgmt 02/03, Profile Susp Mgt 02/03 	Manage 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 general student information.
FNAR Messages	PROF_SUSP_FNAR_SEC	Click the FNAR Messages link on the PROFILE Suspense Management page.	View FNAR messages for this student.

Using PROFILE Suspense Control

Access the PROFILE Suspense Management page.

Profile Suspense Management

Williams, Marcus R

Aid Year: 2003 Federal Aid Year 2002-2003**CSS ID:** 6025777**SSN:** 145-82-7691**CSS School Code:** 5156**Institution:** PSUNV**Date Application Loaded:** 09/19/2001**Date Application Received:** 11/30/2001**Date Application Completed:**

Student Information

Application Source Code: Profile**EmplID:** FA922 **Date of Birth:** 02/16/1981**Student's Admit Level:** 1 - Has Not Applied**Suspend Reason:** 2 - Student not at Load Level[General Information](#) [FNAR Messages](#)

Processing Action

☐ Add to Database (Replace)☐ Add (Do NOT Replace)☒ Pending☐ Delete from Database

Reporting Type

☒ 1st Time Application☐ Subsequent Application☐ Registration Only

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.

Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS 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_COMPLETED	SUSP_PROF_CNTRL	201-202	1146	1150
DT_APP_LOADED	SUSP_PROF_CNTRL	Calculated by PeopleSoft		
DT_APP_RECEIVED	SUSP_PROF_CNTRL	7	24	31
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
REPORTING_ TYPE	SUSP_PROF_ CNTRL	12	57	1
SSN	SUSP_PROF_ COMM	24	163	171
SUSPEND_ REASON	SUSP_PROF_ CNTRL	Calculated by PeopleSoft		

Click the General Information link to open the General Information page.

Viewing General Student Information

Access the General Information page.

Student General Information

Student General Information

SSN 145-82-7691

Birthdate: 02/16/1981

Marital Status: Unmarried

Citizenship Status: Native

Year in School: 01 1st yr Never Attended

Student General Information page

Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
BIRTHDATE	SUSP_PROF_ COMM	23	155	162
CITIZENSHIP_ STATUS	SUSP_PROF_ COMM	33	219	219
CURRENT_ GRADE_LVL	SUSP_PROF_ STDNT	27	212	212

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
MARITAL_STAT	SUSP_PROF_STDNT	28	213	213
SSN	SUSP_PROF_COMM	24	163	171

Viewing FNAR Messages

Access the FNAR Messages page.

FNAR Messages

Message Number
22
58
61
62
74

FNAR Messages page

Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
FNAR_MESSAGE_NBR	SUSP_PROF_STMSG	Calculated by PeopleSoft		

Using IM Batch Calculations

This section discusses how to calculate files based on your institution's methodology.

Pages Used IM Batch Calculations

Page Name	Object Name	Navigation	Usage
INAS Batch Calc	RUNCTL_FAPINCLC	<ul style="list-style-type: none"> Administer Financial Aid, Exchange Financial Aid Data, Process02, INAS Batch Calc, Batch INAS Parms Administer Financial Aid, Manage Need Analysis, Process, INAS Batch Calculation, Batch INAS Parms 	Calculate files in batch based on Institutional Methodology.

Using the INAS Batch Calculation page

Access the INAS Batch Calc page.

Batch INAS Calculation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Process Name: FAPINCLC

Parameters

*Institution: PeopleSoft University

Aid Year: Federal Aid Year 2002-2003

Application Type: Profile

Clear Calc Requests?: Yes

INAS Batch Calc 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 <i>P</i> – <i>Profile</i> from the available options for the application type in order to run PROFILE INAS batch calculation.
Clear Calc Requests? (clear calculation requests)	Select <i>Y</i> to remove files from the tables after performing the batch calculation. Selecting <i>Y</i> prevents you from running batch calculation on these files again. <i>N</i> retains the files in the tables after performing the calculation. <i>N</i> 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 user controlled process.

Click the Run button to run the FAPINCLC process. The batch calculation process is the same process as the online calculation.

Reviewing Institutional Correction Audits

This section discusses using the Maintain Institutional Applications component to review correction audits.

Page Used to Review Institutional Correction Audits

Page Name	Object Name	Navigation	Usage
Institutional Correction Audits	INST_CORR_AUDITS	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Inquire, INST Correction Audits, INST Correction Audits Administer Financial Aid, Manage Need Analysis, Inquire, INST Correction Audits, INST Correction Audits 	Review corrections made to a student's institutional application using the Maintain Institutional Applications component.

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.

Pages Used to Manage Need Access Applications

Page Name	Object Name	Navigation	Usage
Need Access Suspense Management	PROF_SUSP_CNTRL_03	<ul style="list-style-type: none"> • Administer Financial Aid, Exchange Financial Aid Data, Use, Need Access Susp Mgmt 02/03, Need Access Susp Mgt 02/03 • Administer Financial Aid, Exchange Financial Aid Data, Use, Profile Susp Mgmt 02/03, Profile Susp Mgt 02/03 • Administer Financial Aid, Manage Need Analysis, Use2, Need Access Susp Mgmt 02/03, Need Access Susp Mgt 02/03 • Administer Financial Aid, Manage Need Analysis, Use2, Profile Susp Mgmt 02/03, Profile Susp Mgt 02/03 	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.

Need Access Suspense Management

Zipp,Jzeuren A

Aid Year: 2002 Financial Aid Year 2001-2002 **CSS ID:** 8199858 **SSN:** 166-74-2487
CSS School Code: 1565 **Institution:** PSUNV

Date Application Loaded: 05/29/2001 **Date Application Received:** 02/01/2001 **Date Application Completed:** 02/01/2001

Student Information

Application Source Code: Need Access

EmplID:

Date of Birth: 05/24/1983

Student's Admit Level: 0 - Student Not Found

Suspend Reason: 1 - Student ID not Found

[General Information](#) [FNAR Messages](#)

Processing Action

☐ Add to Database (Replace)
☐ Add (Do NOT Replace)
☒ Pending
☐ Delete from Database

Reporting Type

☒ 1st Time Application
☐ Subsequent Application
☐ Registration Only

Need Access Suspense Management page

The system displays the student's name, Aid Year, CSS ID, Institution, CSS 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.

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 17

Using Institutional Financial Aid Applications

This chapter gives an overview of the management of institutional financial aid application data, including CSS PROFILE (College Scholarship Services PROFILE) and Need Access electronic data that is loaded into the system using an auto-load process. A data map table for 2002–2003 CSS 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 CSS 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 CSS's file layouts. This chapter describes how to:

- Maintain institutional financial aid applications.
- Review institutional correction audits.

Maintaining Institutional Financial Aid Applications

Your institution can gather additional resource information about students and their families by using the CSS PROFILE application and the Need Access application, which are electronically supported by PeopleSoft Financial Aid Student Administration or by entering your institutional application on the pages in this component.

Note. The CSS 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 CSS PROFILE or Need Access data files are converted or appear as zeros in currency based numeric fields.

See Also

[Chapter 16, “Processing Financial Aid Applications,” Loading and Managing PROFILE Processes, page 491](#)

[Chapter 16, “Processing Financial Aid Applications,” Loading and Managing Need Access Processes, page 496](#)

[Chapter 16, “Processing Financial Aid Applications,” Using IM Batch Calculations, page 507](#)

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 15, "Defining Application Processing Options," Defining Your Federal and Institutional Methodologies, page 367

Pages Used for Institutional Applications

Page Name	Object Name	Navigation	Usage
Student Data	INST_STUDENT_03	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Use, Maintain Inst Appl 02/03, Student Data Administer Financial Aid, Manage Need Analysis, Use2, Maintain Inst Appl 02/03, Student Data 	View or enter all the information about the student.
Parent Data	INST_PARENT_03	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Use, Maintain Inst Appl 02/03, Parent Data Administer Financial Aid, Manage Need Analysis, Use2, Maintain Inst Appl 02/03, Parent Data 	View or enter all the parent information.
Miscellaneous Data	INST_MISC_03	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Use, Maintain Inst Appl 02/03, Miscellaneous Data Administer Financial Aid, Manage Need Analysis, Use2, Maintain Inst Appl 02/03, Miscellaneous Data 	View or enter signature, family member, school selection, and institutional question (the CSS PROFILE Section Q) information. You can also view FNAR messages on this page.
Computation Data	INST_COMP_SUMM_03	<ul style="list-style-type: none"> Administer Financial Aid, Manage Need Analysis, Use, Maintain Inst Appl 02/03, Computation Data Administer Financial Aid, Manage Need Analysis, Use2, Maintain Inst Appl 02/03, 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		Parent Data		Miscellaneous Data		Computation Data	
Baldwin, Steven A		ID:	FA1003	Institution:	PSUNV	Need Summary	
Dependency Status: Dependent		Source:	Profile	Aid Year:	2002	FM	IM
						INAS	
Bio/Demo Data				CSS Data			
SSN	345-67-6210	Marital Status:	Single	CSS ID:	6109408		
Birthdate:	10/11/1977	Citizenship Status:	Native	Date Loaded:	11/07/2000		
Student's Information							
State of Residence:	MA	Postal:	02186	Number in Family:	00	Number in College:	
Year in School:	4th yr Senior	Veteran :	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Response				
Financial Aid Status:	Renewal App, Cont. Student	Orphan / Ward :	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Response				
Marital Status:	Unmarried	Dependents :	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Response				
		Parents Separated/Divorced:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Response				
		Parents own Business/Farm:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Response				
Email Address:				Date Application Received:	03/11/1999		

Student Data page (1 of 3)

Student's Income and Benefits			
Tax Form:	1040 Est	Itemized Deductions:	0
Exemptions:	01	Student's Earnings:	4,939
Adjusted Gross Income:	4,964	Spouse's Earnings:	0
U. S. Tax Paid:	57	Dividend/Interest:	25
Hope Lifetime Learning Credit:	0	Social Security Benefits:	0
		Welfare Benefits:	0
		Child Support Received:	0
		Earned Income Credit:	0
		Other Untaxed Income:	0
		Taxable Financial Aid:	1,168
Student's Assets			
Cash Savings:	200	Other Real Estate:	0
IRA, Keogh, etc:	0	Business/Farm:	0
	Value		Debt
Investment:	0	Student Lives on Farm ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/R
Home:	0	Home Purchase Year:	
	Value		Price:
	Debt		
Student's Trust Information		Student's Expenses	
Value of Trust Fund:	0	Child Support Paid:	0
Trust Available ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/R	Medical/Dental:	0
Trust Established by:			

Student Data page (2 of 3)

Student's Expected Resources			
Veterans Benefits:	<input type="text" value="0"/>	Months:	<input type="text" value="00"/>
	Summer	Award Year	Award Year
Student's Earnings:	<input type="text" value="2,400"/>	<input type="text" value="1,200"/>	Grant/Scholarship: <input type="text" value="0"/>
Spouse's Earnings:	<input type="text" value="0"/>	<input type="text" value="0"/>	Tuition Benefits: <input type="text" value="0"/>
Other Taxable Income:	<input type="text" value="25"/>	<input type="text" value="25"/>	Parent(s) Contribution: <input type="text" value="5,000"/>
Untaxed Income:	<input type="text" value="0"/>	<input type="text" value="0"/>	Relatives Contributions: <input type="text" value="0"/>

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.

CSS ID This is the student's unique identifying number assigned by CSS to ensure both privacy and quick retrieval of records. When you call the CSS inquiry number with questions about specific records, it is helpful to know the student's CSS ID number. This number is also required when you submit requests on disk.

Date Loaded The date the CSS 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.

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 <i>Yes</i> , <i>No</i> , or <i>No Response</i> to indicate if the student is an orphan or ward of the state.
Dependents	Select the option <i>Yes</i> , <i>No</i> , or <i>No Response</i> to indicate if the student has dependents.
Parents Separated/Divorced	Select the option <i>Yes</i> , <i>No</i> , or <i>No Response</i> to indicate if the student's parents are separated or divorced.
Parents Own Business /Farm	Select the option <i>Yes</i> , <i>No</i> , or <i>No Response</i> 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 CSS.

Student's Income and Benefits

Tax Form	Select from the following values: <i>1040</i> – completed 1040 <i>1040 Est</i> – estimated 1040 <i>1040A/EZ</i> – completed 1040A or 1040EZ <i>1040A/EZ E</i> – estimated 1040A or 1040EZ <i>Non Filer</i> – 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 <i>Yes</i> , <i>No</i> , or <i>N/R</i> (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 <i>Yes</i> , <i>No</i> , or <i>N/R</i> (no response) to indicate the availability of the trust.
Trust Established by	Select <i>Other</i> or <i>Parents</i> .

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 2003 Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS 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
DIVORCED_SEPARATED	INST_PARENT	88	566	566
DT_APP_LOADED	INST_CONTROL	Calculated by PeopleSoft		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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
MAR_STATUS	PERSONAL_DATA	From Admissions App		
MARITAL_STAT	INST_STUDENT	28	213	213

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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
RELATIVES_CONTRIB	INST_STUDENT	82	536	541
SA_APP_STATUS	INST_STUDENT	26	211	211

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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
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
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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.

Student Data		Parent Data		Miscellaneous Data		Computation Data	
Baldwin, Steven A		ID:	FA1003	Institution:	PSUNV	Need Summary	
Dependency Status: Dependent		Source:	Profile	Aid Year:	2002	FM IM INAS	
Parents' Household							
Number Family Members:	<input type="text" value="04"/>	Parents in College:	<input type="text" value="Neither"/>	Legal Residence:	<input type="text" value="MA"/>		
Number in College:	<input type="text" value="2"/>	Marital Status:	<input type="text" value="Married/Remarried"/>				
Parents' Expenses							
	Current	Expected		Current	Expected		
Child Support Paid:	<input type="text" value="0"/>	<input type="text" value="0"/>	Other Tuition Paid:	<input type="text" value="0"/>	<input type="text" value="0"/>		
Educational Loans:	<input type="text" value="18,792"/>	<input type="text" value="20,738"/>	Number of Tuition Paid:	<input type="text" value="0"/>	<input type="text" value="0"/>		
Medical/Dental:	<input type="text" value="0"/>	<input type="text" value="0"/>					

Parent Data page (1 of 4)

Parents' Assets					
Cash Savings:	1,500		Siblings Prepaid Tuition:	0	
Assets Held by Siblings:	0		Student Prepaid Tuition:	0	
<hr/>					
	Value	Debt		Value	Debt
Investment:	0	0	Business:	0	0
Home:	300,000	169,236	Farm:	0	0
Home Purchase Year:	1980	Price: 55,000	Family Lives on Farm ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/R	
Monthly Mortgage/Rent Payment:	1,540		Other Real Estate:	65,000	29,038
			Other Real Estate Purchase Yr:	1990	Price: 45,000
<hr/>					
Parent's Prior Year Income					
Prior Year AGI:	203,442		Prior Year Item Deductions:	35,621	
Prior Year Taxes Paid:	42,336		Prior Year Untaxed Income:	4,597	

Parent Data page (2 of 4)

Parents' Income and Benefits	
Tax Form Filed:	1040 Est
Exemptions:	04
Adjusted Gross Income:	213,195
Wages, Salary, & Tips:	166,635
Interest Income:	110
Dividend Income:	0
Business/Farm:	37,500
Other Taxable:	10,350
Adjustments to Income:	1,400
U. S. Tax Paid:	46,134
Hope Lifetime Learning Credit:	0
Itemized Deductions:	35,000
Father's Earnings:	174,911
Mother's Earnings:	29,224
Social Security Benefits:	0
Welfare Benefits:	0
Child Support Received:	0
IRA/Keogh Payments:	0
Tax Deferred Plans:	6,715
Medical/Spending Accounts:	0
Earned Income Credit:	0
Living Allowance:	0
Tax-Exempt Interest:	0
Foreign Income Exclusions:	0
Other Untaxed:	0

Parent Data page (3 of 4)

Parents' Expected Income	
Father's Earnings:	175,000
Mother's Earnings:	30,000
Other Taxable Income:	110
Untaxed Income & Benefits:	6,900
Parents' Information	
Father's Age:	57
Mother's Age:	57
Non-Custodial Parent Info	
Separation Year:	
Divorce Year:	
Non-Custodial Parent's Contribution:	0

Parent Data page (4 of 4)

The system displays the student's name, ID, Institution, Dependency Status, application Source, and Aid Year.

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: <i>Neither</i> , <i>One Parent</i> , or <i>Both Parents</i> .
Marital Status	Select from the following values: <i>Divorced</i> , <i>Married/Remarried</i> , <i>Separated</i> , <i>Single</i> , or <i>Widowed</i> .
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 parent's home.
Monthly Mortgage/Rent Payment	Enter a value.
Business	Enter a value.
Farm	Enter a value.
Family Lives on Farm	Select <i>Yes</i> , <i>No</i> , or <i>N/R</i> (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 parent's tax form.

Wages, Salary, & Tips Enter values from the parent's tax form.

Interest Income Enter values from the parent's tax form.

Dividend Income Enter values from the parent's tax form.

Business/Farm Enter values from the parent's tax form.

Other Taxable Enter values from the parent's tax form.

Adjustments to Income Enter values from the parent's tax form.

U. S. Tax Paid Enter values from the parent's tax form.

Hope Lifetime Learning Credit Enter values from the parent's tax form.

Itemized Deductions Enter values from the parent's tax form.

Father's Earnings Enter values from the parent's tax form.

Mother's Earnings Enter values from the parent's tax form.

Social Security Benefits	Enter values from the parent's tax form.
Welfare Benefits	Enter values from the parent's tax form.
Child Support Received	Enter values from the parent's tax form.
IRA/Keogh Payments	Enter values from the parent's tax form.
Tax Deferred Plans	Enter values from the parent's tax form.
Medical/Spending Accounts	Enter values from the parent's tax form.
Earned Income Credit	Enter values from the parent's tax form.
Living Allowance	Enter living allowance.
Tax-Exempt Interest	Enter values from the parent's tax form.
Foreign Income Exclusions	Enter values from the parent's tax form.
Other Untaxed	Other untaxed income.

Note. If the parent's 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 parent's tax form.
Mother's Earnings	Enter values from the parent's tax form.
Other Taxable Income	Enter values from the parent's tax form.
Untaxed Income & Benefits	Enter values from the parent's tax form.

Parent's Information

These fields are self-explanatory.

Father's Age	Enter a value.
Mother's Age	Enter a value.

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 2003 Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
ADJ_TO_INCOME	INST_PARENT	129	855	861
AFDC_BENEFITS	INST_PARENT	135	896	901
AGE_FATHER	INST_PARENT	163	1027	1028
AGE_MOTHER	INST_PARENT	164	1029	1030
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	902	907
DEDUCT_IRA_PMTS	INST_PARENT	137	908	913
DEP_MED_EXPENSE	INST_PARENT	139	920	925
DIVIDEND_INCOME	INST_PARENT	126	834	840
EARNED_INC_CREDIT	INST_PARENT	140	926	931
EXPCT_CHLD_SPPT_PD	INST_PARENT	94	609	614

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
EXPCT_FATHER_INC	INST_PARENT	145	976	982
EXPCT_MED_DENT	INST_PARENT	96	621	626
EXPCT_MOTHER_INC	INST_PARENT	146	983	989
EXPCT_OTH_INC	INST_PARENT	147	990	996
EXPCT_OTH_UNTX_INC	INST_PARENT	148	997	1003
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
FARM_VALUE	INST_PARENT	110	713	720
FATHER_INCOME	INST_PARENT	132	876	882
FOREIGN_INC_EXCL	INST_PARENT	143	944	949
HOME_DEBT	INST_PARENT	104	678	685
HOME_PURCH_PRICE	INST_PARENT	106	688	695
HOME_PURCH_YEAR	INST_PARENT	116B	764	767

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
HOME_VALUE	INST_PARENT	103	670	677
HOPE_LL_CREDIT	INST_PARENT	144A	956	961
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	932	937
MARITAL_STAT	INST_PARENT	86	563	563
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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	INST_PARENT	144	950	955
PARENTS_IN_COLLEGE	INST_PARENT	85	562	562
PRIOR_AGI	INST_PARENT	117	773	780
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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_BENEFITS	INST_PARENT	134	890	895
STUDENT_PRE_TUIT	INST_PARENT	82B	551	558
TAX_DEFER_PENS_SAV	INST_PARENT	138	914	919
TAX_EXEMPT_INT_INC	INST_PARENT	142	938	943
TAX_FORM_FILED	INST_PARENT	121	809	809
TAXES_PAID	INST_PARENT	130	862	868
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	966	969
YEAR_SEPARATION	INST_PARENT	144B	962	965

Reviewing Family Information, Signatures, and Institutional Questions

Access the Miscellaneous Data page.

Student Data	Parent Data	Miscellaneous Data	Computation Data
Baldwin, Steven A		ID: FA1003	Institution: PSUNV
Dependency Status: Dependent		Source: Profile	Aid Year: 2002
			Need Summary FM IM INAS
Explanation / Certification			
<input checked="" type="checkbox"/> Student Signed <input type="checkbox"/> Spouse Signed		<input checked="" type="checkbox"/> Father Signed <input checked="" type="checkbox"/> Mother Signed <input type="checkbox"/> Electronic Signature <input checked="" type="checkbox"/> Special Circumstances	
		Date Application Completed: <input type="text"/> <input type="button" value="BT"/>	
Family Members First ◀ 1-3 of 3 ▶ Last			
Relationship	Age	College Status	College Type
Sibling	20	Full-Time	4Y Private
Parent	57		
Parent	57		
School Selection First ◀ 1 of 1 ▶ Last			
*CSS Code	Housing Code		
3094	Off-Campus Housing		

Miscellaneous Data page (1 of 2)

FNAR Messages First ◀ 1-4 of 4 ▶ Last	
Message Number	
22	
60	
62	
74	
Institutional Questions First ◀ 1 of 1 ▶ Last	
*Number Size Answer	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>	

Miscellaneous Data page (2 of 2)

The system displays the student's name, ID, Institution, Dependency Status, application Source, and Aid Year.

Explanation / Certification

Student Signed	Select this check box and any of the corresponding check boxes to indicating who has signed the institutional financial aid application.
Spouse Signed	This is the spouse of the student.
Father Signed	Enter a value.
Mother Signed	Enter a value.

Electronic Signature	This indicates that the Student and Parent signature was received either electronically or in a hard copy format by CSS or the Access Group.
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 CSS 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.
Date Application Completed	Select or enter the date the institutional financial aid application was completed.
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 <i>Full-Time</i> , <i>Half-Time</i> , <i>N/A</i> , and <i>Not Attend</i> .
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 CSS 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 CSS 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 2003 Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS 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
ATTEND_COLLEGE*	INST_FAMILY	162	1026	1026
COLLEGE_TYPE	INST_FAMILY	165B - 165H	1043 - 1049	1043 - 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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
CSS_SCHOOL_CODE*	INST_SCHOOL_PRF	178	1081	1084
CSS_SCHOOL_CODE*	INST_SCHOOL_PRF	180	1086	1089
CSS_SCHOOL_CODE*	INST_SCHOOL_PRF	182	1091	1094
CSS_SCHOOL_CODE*	INST_SCHOOL_PRF	184	1096	1099
DT_APP_COMPLETED	INST_CONTROL	200	1146	1150
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
HOUSING_CODE*	INST_SCHOOL_PRF	185	1095	1095
HOUSING_CODE*	INST_SCHOOL_PRF	185	1100	1100
MEMBER_AGE*	INST_FAMILY	203	1151	1152
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
RELATIONSHIP_CD*	INST_FAMILY	155	1019	1019
RELATIONSHIP_CD*	INST_FAMILY	157	1021	1021
RELATIONSHIP_CD*	INST_FAMILY	159	1023	1023
RELATIONSHIP_CD*	INST_FAMILY	161	1025	1025
SIGNED_BY_APPLICNT	INST_CONTROL	197	1142	1142
SIGNED_BY_FATHER	INST_CONTROL	199	1144	1144
SIGNED_BY_MOTHER	INST_CONTROL	200	1145	1145
SIGNED_BY_SPOUSE	INST_CONTROL	198	1143	1143
SIGNED_ELECTRONIC	INST_CONTROL	203B	1165	1165
SPECIAL_PROCESSING	INST_CONTROL	196	1141	1141

Reviewing All Computed Data for Student and Parents

Access the Computation Data page.

Student Data	Parent Data	Miscellaneous Data	Computation Data																																																								
Baerbositis, Demelza A	ID: FA881	Institution: PSUNV	Need Summary																																																								
Dependency Status: Dependent	Source: Profile	Aid Year: 2003	FM IM INAS																																																								
Contribution Summary																																																											
	<table border="1"> <thead> <tr> <th colspan="3">PARENT'S CONTRIBUTION</th> <th colspan="4">STUDENT'S CONTRIBUTION</th> </tr> <tr> <th>IM</th> <th>IM w / Options</th> <th>EFM</th> <th>IM</th> <th>IM Estimated</th> <th>IM w / Options</th> <th>EFM</th> </tr> </thead> <tbody> <tr> <td>Total Income:</td> <td>41,025</td> <td>41,025</td> <td>41,025</td> <td>0</td> <td>4,880</td> <td>0</td> </tr> <tr> <td>Total Contribution:</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Number in College Adjustment:</td> <td>0.0 %</td> <td>0.0 %</td> <td></td> <td>0.0 %</td> <td>0.0 %</td> <td>0.0 %</td> </tr> <tr> <td>Contribution for Student:</td> <td>2,287</td> <td>2,287</td> <td>2,729</td> <td>0</td> <td>2,121</td> <td>0</td> </tr> <tr> <td>From Income:</td> <td>2,513</td> <td>2,513</td> <td>2,729</td> <td>1,150</td> <td>2,121</td> <td>0</td> </tr> <tr> <td>From Assets:</td> <td>-226</td> <td>-226</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>			PARENT'S CONTRIBUTION			STUDENT'S CONTRIBUTION				IM	IM w / Options	EFM	IM	IM Estimated	IM w / Options	EFM	Total Income:	41,025	41,025	41,025	0	4,880	0	Total Contribution:	0	0	0	0	0	0	Number in College Adjustment:	0.0 %	0.0 %		0.0 %	0.0 %	0.0 %	Contribution for Student:	2,287	2,287	2,729	0	2,121	0	From Income:	2,513	2,513	2,729	1,150	2,121	0	From Assets:	-226	-226	0	0	0	0
PARENT'S CONTRIBUTION			STUDENT'S CONTRIBUTION																																																								
IM	IM w / Options	EFM	IM	IM Estimated	IM w / Options	EFM																																																					
Total Income:	41,025	41,025	41,025	0	4,880	0																																																					
Total Contribution:	0	0	0	0	0	0																																																					
Number in College Adjustment:	0.0 %	0.0 %		0.0 %	0.0 %	0.0 %																																																					
Contribution for Student:	2,287	2,287	2,729	0	2,121	0																																																					
From Income:	2,513	2,513	2,729	1,150	2,121	0																																																					
From Assets:	-226	-226	0	0	0	0																																																					
Education Savings Calculation																																																											
	AESA	CESA																																																									
Parents':			Student's: AESA CESA																																																								

Computation Data page (1 of 3)

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:	41,025	41,025	41,025	0	4,880	0	0
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	0
Employment Allowance:	0	0	0	0	0	0	0
Annual Educations Savings:	0	0	N/A	0	0	0	N/A
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:	2,513	2,513	2,729	1,150	2,121	0	0

Computation Data page (2 of 3)

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	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	N/A
Value of Trusts:	0	0	N/A	0	0	0	0
Net Worth:	0	0	0	0	0	0	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	N/A
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:	-226	-226	0	0	0	0	0

Computation Data page (3 of 3)

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 CSS PROFILE User's Guide. This guide is only available to CSS 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 CSS 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 CSS 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.

Education Savings Calculations

The system displays the Parent's and the Student's Annual Education Savings Allowance (AESAs) 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 2003 Page Map

Field Name	Record	CSS Field Number	CSS Start Position	CSS 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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
CUM_EDUC_SAV_ALWNC	INST_S_EST_CALC	Calculated by PeopleSoft		
CUM_EDUC_SAV_ALWNC	INST_S_OPT_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	CSS Field Number	CSS Start Position	CSS 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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
ELEM_SEC_TUIT	INST_P_OPT_CALC	Calculated by PeopleSoft		
ELEM_SEC_TUIT	INST_P_BAS_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		
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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
INCOME_ADJUSTMENTS	FED_P_CALC	Calculated by PeopleSoft		
INCOME_ADJUSTMENTS	FED_S_CALC	Calculated by PeopleSoft		
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
IRA_VALUE	INST_S_OPT_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		
LOW_INC_ASSET_ALLW	INST_P_BAS_CALC	Calculated by PeopleSoft		
LOW_INC_ASSET_ALLW	INST_P_OPT_CALC	Calculated by PeopleSoft		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
LOW_INC_ASSET_ALLW	INST_P_BAS_CALC	Calculated by PeopleSoft		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
NET_WORTH	FED_P_CALC	Calculated by PeopleSoft		
NET_WORTH	FED_S_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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
NUM_IN_COL_ ADJ_PCT	INST_P_BAS_ CALC	Calculated by PeopleSoft		
NUM_IN_COL_ ADJ_PCT	INST_P_OPT_ CALC	Calculated by PeopleSoft		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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		
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
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
TOTAL_INCOME	FED_S_CALC	337	2258	2264
TOTAL_INCOME	FED_P_CALC	317	2087	2094
TOTAL_INCOME	FED_S_CALC	337	2258	2264
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

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
TOTAL_INCOME	INST_S_OPT_CALC	332	2213	2219
TOTAL_INCOME	FED_S_CALC	337	2258	2264
TOTAL_INCOME	FED_P_CALC	317	2087	2094
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		

Field Name	Record	CSS Field Number	CSS Start Position	CSS End Position
UNTAXED_INC_BEN	FED_P_CALC	Calculated by PeopleSoft		
UNTAXED_INC_BEN	FED_S_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 CSS PROFILE or Need Access Applications for more information about the use of this component for PROFILE and Need Access.

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	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Inquire, INST Correction Audits, INST Correction Audits Administer Financial Aid, Manage Need Analysis, Inquire, INST Correction Audits, INST 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.

Font,Bob		ID: FA971	
Aid Year: 2001 Financial Aid Year 2000-2001		Institution: PSUNV	
Institutional Application Correction Audits View All First 1-3 of 22 Last			
User ID:	PS	Date/Time:	10/05/1999 6:17:12PM Source: Inst App
	INST_STUDENT ITEMIZED_DEDUCTION		
Old:	1	New:	0
User ID:	PS	Date/Time:	10/05/1999 5:29:32PM Source: Inst App
	INST_FAMILY RELATIONSHIP_CD		
Old:	1	New:	8
User ID:	PS	Date/Time:	10/05/1999 5:27:21PM Source: Inst App
	INST_FAMILY ATTEND_COLLEGE		
Old:		New:	

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.

CHAPTER 18

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 2002/2003. 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	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Inquire, Fed EFC Sumry/Detail 02/03, Fed EFC Sumry/Detail 02/03 Administer Financial Aid, Manage Need Analysis, Inquire, Fed EFC Sumry/Detail 02/03, Fed EFC Sumry/Detail 02/03 	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

Sandoval,Johana J
ID: FA0632

Aid Year: 2002 Financial Aid Year 2001-2002
Institution: PSUNV

[View All](#)
First ◀ 1 of 2 ▶ Last

Eff Date: 05/21/2001 Transaction Nbr: 1 EFC Status: Unofficial [ISIR Information Summary](#)

Federal Needs Analysis Dependent w/Primary EFC

Total Income:	208,500	Detail	Assumption Detail
Total Allowances:	117,477	Detail	
Available Income:	91,023	Detail	
Total Parent Contribution:	50,872	Detail	
Total Student Contribution:	1,236	Detail	
Prorated EFC	52,108	Detail	
Primary EFC:	52,108		

Federal EFC Summary page

The system displays the student's name, ID, Aid Year, application Source, 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	
Date Application Received:	12/08/2000
PELL ID:	523-50-1769 CL 1
Dependency Status:	Dependent w/Primary EFC
Federal PELL Eligibility:	
Selective Service Match:	T Exempt
Selective Service Registration:	
SSN:	573674329
SSN Match:	4 Match
INS Match:	
VA Match:	
Prisoner Match:	
Verification Selection Ind:	N
Citizenship Status:	
SAR C Flag:	
SSA Citizenship Indicator:	A U.S. Citiz
INS Verification Number:	

ISIR Information Summary page

The system displays the date the application was received, the Pell ID and eligibility, Dependency Status, Selective Service Match and Registration, SSN (Social Security Number) and Match, INS Match, and Citizenship Status.

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	
View All First 1 of 1 Last	
Assumption Code	Long Description
DE	Student Married is blank or "Yes" and Student's Marital Status is "Unmarried". Assume "No" for Is Student Married.

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			
Sandoval,Johana J		EmplID:	FA0632
Aid Year:	2002	Institution:	PSUNV
Eff Date:	05/21/2001	Transaction Nbr:	1
		EFC Status:	Unofficial
Federal Needs Analysis	Dependent w/Primary EFC		
	Taxable Income:	190,000	
	Worksheet A & B:	20,000 +	
	Worksheet C:	1,500 -	
	Total Income:	208,500	

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			
Sandoval,Johana J		EmplID:	FA0632
Aid Year:	2002	Institution:	PSUNV
Eff Date:	05/21/2001	Transaction Nbr:	1
		EFC Status:	Unofficial
Federal Needs Analysis	Dependent w/Primary EFC		
	U.S. Tax Paid:	80,000	
	State Tax Allowance:	12,510 +	
	FICA Taxes:	6,177 +	
	Inc Protection Allowance:	15,890 +	
	Employment Allowance:	2,900 +	
	Total Allowances:	117,477	

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

Sandoval,Johana J

EmplID: FA0632**Aid Year:** 2002**Institution:** PSUNV**Eff Date:** 05/21/2001**Transaction Nbr:** 1**EFC Status:** Unofficial

Federal Needs Analysis Dependent w/Primary EFC

Total Income: 41,573**Total Allowances:** 28,330 -**Available Income:** 13,243

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

Sandoval,Johana J

EmplID: FA0632**Aid Year:** 2002**Institution:** PSUNV**Eff Date:** 05/21/2001**Transaction Nbr:** 1**EFC Status:** Unofficial

Federal Needs Analysis Dependent w/Primary EFC

Available Income: 91,023**Contribution from Assets:** 26,982**Adj Available Income:** 118,005**Total Parent Contribution:** 50,872**Nbr in College:** 1**Parent Contribution:** 50,872

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 disabled.

Viewing Total Student Contribution

Access the Total Student Contribution Detail page.

Total Student Contribution Detail			
Sandoval,Johana J		EmplID:	FA0632
Aid Year:	2002	Institution:	PSUNV
Eff Date:	05/21/2001	Transaction Nbr:	1
		EFC Status:	Unofficial
Federal Needs Analysis	Dependent w/Primary EFC		
	Total Student Contribution:	1,236	
	Number in College:	0	
	Student Income Contribution:	501	
	Student Asset Contribution:	735	

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			
Sandoval,Johana J		EmplID:	FA0632
Aid Year:	2002	Institution:	PSUNV
Eff Date:	05/21/2001	Trans Nbr:	1
		EFC Status:	Unofficial
Federal Needs Analysis	Dependent w/Primary EFC		
	Parent Contribution:	50,872	
	Student Income Contribution:	501 +	
	Student Asset Contribution:	735 +	
	Prorated EFC	52,108	

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 2002/2003. 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_02	<ul style="list-style-type: none"> Administer Financial Aid, Apply for Financial Aid, Inquire, Inst EFC Sumry/Detail 02/03, Inst EFC Sumry/Detail 02/03 Administer Financial Aid, Manage Need Analysis, Inquire, Inst EFC Sumry/Detail 02/03, Inst EFC Sumry/Detail 02/03 	Review information about a student's Institutional EFC (expected family contribution).
Institutional Assumption Detail	STDNT_IM_ASMP_SEC	Click the IM Assumptions link 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 PeopleSoft 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	Select 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_02	Click the Total Income detail link on the Institutional EFC Summary Detail page.	View information about student's contribution using estimated federal methodology.

Page Name	Object Name	Navigation	Usage
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.
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.

Page Name	Object Name	Navigation	Usage
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

Vasquez,Raffaella D
Aid Year: 2002 **Source:** Profile **ID:** FA1027 **Institution:** PSUNV [IM Assumptions](#)

Dependent

PARENT CONTRIBUTION

IM w/Options EFM

Total Income: 99,218 [Detail](#) 99,083 [Detail](#)

Available Income: 49,798 [Detail](#) 52,367 [Detail](#)

Net Worth: 75,127 [Detail](#) 4,399 [Detail](#)

DNW/Inc Supp: 31,424 [Detail](#) 0 [Detail](#)

Contrib for Student: 10,977 [Detail](#) 10,011 [Detail](#)

STUDENT CONTRIBUTION

Base IM EFM

5,995 [Detail](#) 5,995 [Detail](#)

5,136 [Detail](#) 1,306 [Detail](#)

11,337 [Detail](#) 11,337 [Detail](#)

11,337 [Detail](#) 3,968 [Detail](#)

5,402 [Detail](#) 5,274 [Detail](#)

Institution 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 setup 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	
View All First 1-6 of 6 Last	
Assumption Code	Long Description
P11C	Computed AGI used because it was higher than reported AGI
P19A	Reported tax from completed return used (Option 1A - CSS Rules, Default)
P92	Income Protection Allowance (IPA) adjusted for cost of living index
P92A	Emergency Reserve Allowance (ERA) adjusted for cost of living index
S13D	Calculated tax used on a estimated return (Option 2)
S46A	Student's state of legal residence set to address because not reported

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	
INCOME	
Taxable Income:	97,018
Untaxed Income:	2,200 +
Adjustments to Income:	0 -
Total Income:	99,218

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	
INCOME	
Taxable Income:	97,018
Untaxed Income:	2,200 +
Income Adjustments:	135 -
Total Income:	99,083

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	
INCOME	
Taxable Income:	5,995
Untaxed Income:	0 +
Adjustments to Income:	0 -
<hr/>	
Total Income:	5,995

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	
INCOME	
Taxable Income:	5,995
Untaxed Income:	0 +
Income Adjustments:	0 -
<hr/>	
Total Income:	5,995

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**ALLOWANCES**

U.S. Income Tax:	14,023
State Income Tax:	5,953 +
FICA Taxes:	7,399 +
Medical/Dental:	0 +
Elementary/Secondary Tuition:	0 +
Employment Allowance:	2,940 +
Annual Educ Savings Allowance:	0 +
IPA / MMA:	19,105 +
<hr/>	
Total Allowances:	49,420
Calculated Available Income:	49,798
Available Income:	49,798

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	
ALLOWANCES	
U.S. Income Tax:	14,023
State Income Tax:	4,954 +
FICA Taxes:	7,399 +
Medical/Dental:	0 +
Elementary/Secondary Tuition:	0 +
Employment Allowance:	2,900 +
Income Protection Allowance:	17,440 +
Total Allowances:	46,716
Calculated Available Income:	10,011
Available Income:	52,367

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**ALLOWANCES**

U.S. Income Tax:	556
State Income Tax:	210 +
FICA Taxes:	93 +
Medical/Dental:	0 +
Employment Allowance:	0 +
Annual Educ Savings Allowance:	0 +
IPA / MMA:	0 +
<hr/>	
Total Allowances:	859
Calculated Available Income:	5,136
Available Income:	5,136

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**ALLOWANCES**

U.S. Income Tax:	680
State Income Tax:	360 +
FICA Taxes:	93 +
Medical/Dental:	0 +
Elementary/Secondary Tuition:	0 +
Employment Allowance:	0 +
Income Protection Allowance:	2,250 +
<hr/>	
Total Allowances:	3,383
Calculated Available Income:	2,612
Available Income:	1,306

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**ASSETS**

Cash Savings:	4,399
Home Equity:	57,641 +
Real Estate/Investment Equity:	0 +
Adjusted Business/Farm Value:	0 +
Assets in Sibling's Name:	13,087 +
<hr/>	
Net Worth:	75,127

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	
ASSETS	
Cash Savings:	4,399
IRA, Keogh, 401K Value:	0 +
Home Equity:	0 +
Real Estate/Investment Equity:	0 +
Adjusted Business/Farm Value:	0 +
<hr/>	
Net Worth:	4,399

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**ASSETS**

Cash Savings:	725
IRA Value:	0 +
Home Equity:	0 +
Real Estate/Investment Equity:	10,612 +
Adjusted Business/Farm Value:	0 +
Value of Trusts:	0 +
<hr/>	
Net Worth:	11,337

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**ASSETS**

Cash Savings:	725
IRA, Keogh, 401K Value:	0 +
Home Equity:	0 +
Real Estate/Investment Value:	10,612 +
Adjusted Business/Farm Value:	0 +
Value of Trusts:	0 +
<hr/>	
Net Worth:	11,337

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	
ASSET ALLOWANCES	
Emergency Reserve Allowance:	18,503
Cumulative Ed Savings Allowance:	25,200
Low Income Asset Allowance:	0
Discretionary Net Worth:	31,424

Parent Contribution - IM w/Options (discretionary net worth/income supplement) page

The system displays the Emergency Reserve Allowance, Cumulative Ed Savings Allowance (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	
ASSETS	
Asset Protection Allowance:	43,500
Discretionary Net Worth:	-39,101
Conversion Percentage:	0.0%
Income Supplement:	0

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	
ASSET ALLOWANCES	
Emergency Reserve Allowance:	0
Cumulative Ed Savings Allowance:	0
Low Income Asset Allowance:	0
Discretionary Net Worth:	11,337

Student Contribution -Base IM (discretionary net worth/income supplement) page

The system displays the Emergency Reserve Allowance, Cumulative Ed Savings Allowance (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	
ASSETS	
Asset Protection Allowance:	0
Discretionary Net Worth:	11,337
Conversion Percentage:	35.0%
Income Supplement:	3,968

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**

Total Contribution:	18,295
Number in College Adjustment:	60.0%
Contribution for Student:	10,977
Contribution from Income:	10,373
Contribution from Assets:	604

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**

Adjusted Available Income:	52,367
Total Contribution:	20,022
Number in College:	2
Contribution for Student:	10,011
Contribution from Income:	10,011
Contribution from Assets:	0

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	
Total Contribution:	5,402
Number in College Adjustment:	100.0%
Contribution for Student:	5,402
Contribution from Income:	2,568
Contribution from Assets:	2,834

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	
Adjusted Available Income:	0
Total Contribution:	5,274
Number in College:	0
Contribution for Student:	5,274
Contribution from Income:	1,306
Contribution from Assets:	3,968

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 19

Assessing Eligibility for Financial Aid

This chapter gives an overview of how you determine the type of aid for which a student is eligible once he has applied for financial aid, how much aid he can receive, and describes how to:

- Set up verification options.
- Verify resource and household information.
- Review a student's NSLDS data.
- Use the Institutional Need Analysis System (INAS) simulation.

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 select portion of their aid applicants for the purpose of awarding restricted aid. PeopleSoft 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 manual Student Eligibility

Page Used to Set Up Verification Options

Page Name	Object Name	Navigation	Usage
Verification Tolerance	VERIF_FLD_TOLS	<ul style="list-style-type: none">• Design Student Administration, Design Financial Aid2, Setup R-Z, Verification Tolerance Setup, Verification Tolerance• Administer Financial Aid, Manage Need Analysis, Setup, Verification Tolerance Setup, Verification Tolerance	Change the tolerance values delivered for Federal and Institutional processing to meet the needs of your institution.

Setting Up Tolerances

Access the Verification Setup page.

Verification Tolerance

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2003 2002-2003

First 1 of 1 Last

Effective Date: 01/01/1900

Status: Active

+ -

Total Tolerance Federal: 400

Total Tolerance Institutional: 400

Field Tolerance

View All First 1-10 of 56 Last

Use Federal Verification Institutional Verification

*Field Number	Field Name	Federal	Institutional		
1	Students number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
2	Parents number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
3	Students family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
4	Parents family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
5	Students number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
6	Parents number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
7	Students marital status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
8	Parents marital status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
9	Students tax form used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
10	Parents tax form used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Verification Tolerance page: Use tab

Verification Tolerance

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2003 2002-2003

First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/1900 **Status:** Active + -

Total Tolerance Federal: 400 **Total Tolerance Institutional:** 400

Field Tolerance View All First ◀ 1-10 of 56 ▶ Last

Use **Federal Verification** **Institutional Verification**

*Field Number	Field Name	Dependent	Independent	Tolerance Type	Tolerance Amount		
1	Students number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
2	Parents number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
3	Students family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
4	Parents family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
5	Students number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
6	Parents number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
7	Students marital status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
8	Parents marital status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
9	Students tax form used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
10	Parents tax form used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-

Verification Tolerance setup page : Federal Verification tab

Verification Tolerance

Academic Institution: PSUNV PeopleSoft University **Aid Year:** 2003 2002-2003

First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

Total Tolerance Federal: 400 **Total Tolerance Institutional:** 400

Field Tolerance View All First 1-10 of 56 Last

Use Federal Verification Institutional Verification

*Field Number	Field Name	Dependent	Independent	Tolerance Type	Tolerance Amount		
1	Students number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
2	Parents number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
3	Students family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
4	Parents family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
5	Students number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
6	Parents number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
7	Students marital status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
8	Parents marital status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
9	Students tax form used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-
10	Parents tax form used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		+	-

Verification Tolerance setup page : Institutional Verification tab

The selections on the Verification Setup page appear by default from the INAS process. Demonstration data is delivered with PeopleSoft 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 set based on minimum federal verification requirements, Adjusted Gross Income (AGE) + 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	The system displays the institution that you selected.
Aid Year	The system 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. Choices are <i>Active</i> or <i>Inactive</i> .
Total Tolerance Federal	Enter the total level accepted for federal requirements. This tolerance is the maximum difference that may exist between a student's reported and

verified information and still pass federal requirements. You can then 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 may exist between a student's reported and verified information and still meet your institutional requirements. You can then assign a tolerance for each field based on the need of your institution.

Field Number

Identifies 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. Select either *Use Amount* or *Use Pct* (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. Choices include *Use Amount* and *Use Pct* (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 federal 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 student aid from the U. S. Department of Education. PeopleSoft 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 2002/2003. PeopleSoft supports access for three active aid years.

Pages Used to Verify Resource and Household Information

Page Name	Object Name	Navigation	Usage
Household Info	VERIF03_FORM1	Administer Financial Aid, Manage Need Analysis, Use, Appl Data Verification, Household Info	Enter documented information about the student and members of the student's household.
TIV School Information	VERIF_SCHL_CD_SEC	Click the TIV Information link on the Household Info page	View Title IV school information.
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	VERIF03_FORM2	Administer Financial Aid, Manage Need Analysis, Use, Appl Data Verification, Tax Form Data	Enter information reported on the filers 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	VERIF_OTHER_INCOME	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 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 link on the Other Taxable Income page	View detail information on 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 link on the Other Taxable Income page	Enter or view Profit or Loss From Business data. Entries made here write to the Other Taxable Income - Business Income/Loss field.
Schedule D	SCH_D1_SEC	Click the Sch D link on the Other Taxable Income page	Enter or view Short Term Capital Gains and Losses, Long Term Capital Gains and Losses, and Summary and Tax Computation information. 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 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 link on the Other Taxable Income page	Enter or view farm income cash or accrual method or expense information. Selecting cash vs accrual affects what additional fields activate. Accrual activates accrual and expense fields. Cash activates accrual fields only. Entries made here affect Other Taxable Income – Farm Income/Losses.
Income Adjustments	VERIF_INCOME_ADJ	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	VERIF02_CREDIT_SEC	Click the Tax, Credits, and Payments link on the Tax Form Data page	Enter or view tax and credit data. Field activation in this page is dependent on the tax form filed. Taxable income is entered from 1040 line 39, 1040A line 24, 1040EZ line 6. Tax is entered from 1040 line 40, 1040A line 25, 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 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 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 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	VERIFICATION_FORM3	Administer Financial Aid, Manage Need Analysis, Use, Appl Data Verification 01/02, 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	Administer Financial Aid, Manage Need Analysis, Use, Appl Data Verification, Worksheet A	View information from Worksheet A.
Worksheet B	VERIF02_FORM_WSB	Administer Financial Aid, Manage Need Analysis, Use, Appl Data Verification, Worksheet B	View information from Worksheet B.
Worksheet C	VERIF02_FORM_WSC	Administer Financial Aid, Manage Need Analysis, Use, Appl Data Verification, Worksheet C	View information from Worksheet C.
Consolidating Forms	VERIF_TAX_CONSL_O1	Administer Financial Aid, Manage Need Analysis, Use, App Data Verification, Tax Data Consolidation	Combine the income and resources of all family members of the individual being verified.
Consolidate Tax Data	VIEW_TAX_CONSL	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 | Tax Form Data | W-2 Form | Worksheet A | Worksheet B | Worksheet C | Tax Data Consolidation

Sandoval, Johana J ID: FA0632
 Aid Year: 2002 Institution: PSUNV
 National ID: Date of Birth: 04/12/1981 [Get Fed Data](#) [Get Inst Data](#)

Application Data Verification View All First 1 of 2 Last

Sequence: 1 ☒ Student ☐ Spouse ☐ Father ☐ Mother ☐ Other/Step [+](#) [-](#)

Number in Family: 1 ☐ Override Family Members Number in College: 1 ☐ Override Number in College

Household Information View All First 1 of 1 Last

*Member Nbr	Relationship	Member Name	Age	School Code	TIV Information
1	Self	Sandoval, Johana J	20	001328	TIV Information + -

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 Displays 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) Household member counter. Increases by one for each row inserted at the Household Member level.

Relationship Indicates the relationship for the person selected in Sequence. For example, sequence for Student = Self, Spouse, Father, Mother, Other/Step. Data Verification for Father = 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 over counting. 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, 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	If applicable, entering a valid school code enables the system to calculate the Number In College field. If the school code remains blank, the system does not calculate for 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

School Code:001328

Aid Year:2001-2002

☐ TIV Inst Code DL Participant

Description

UNIVERSITY OF SOUTHERN CALIFOR

Address:

UNIVERSITY PARK CAMPUS

City:

LOS ANGELES

State:

CA

Country:

USA

Postal:

90089

TIV School Information page

Getting Institutional Data

Access the Get Institutional Data Using page.

Get Institutional Data using

Application Source Code:

Profile

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 selected 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	Type of tax form filed by the person whose information is being verified. A selection here determines which fields activate on the pages. Select from the following values: 1040 1040A/EZ/T Foreign Tx (tax) Territory
Elig 1040A/EZ (eligible to file 1040A/EZ)	Use this field to indicate whether the filer is eligible to file the tax form 1040A or 1040EZ.
Marital Status	Indicates the marital status of the person whose documents are being verified.
Filing Status	Indicates the tax filing status of the person whose information is being verified. A selection here determines which fields in the Wages page activate. Select from the following values: <i>Head HH</i> (household) Joint Separate Single Widower
Dependents	Indicates whether the person whose information is being verified has any dependents. Choices are <i>Yes</i> or <i>No</i> .
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	Any taxable income besides wages reported by the person whose information is being verified. Entries here may affect Worksheet A totals.
Income Adjustments	Any allowable adjustments to income as reported by the person whose information is being verified. Entries here may affect Worksheet A totals.
Adjusted Gross Income	Total of wages and other income less income adjustments for the person whose information is being verified.
U.S. Income Tax Paid	Total of U.S. income tax paid by the person whose information is being verified. Entries here may affect Worksheet B totals.
Untaxed Income	Amount of untaxed income for the person whose information is being verified. Entries here may 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

Wage Income-Student:

4,888

Wage Income Spouse:

0

Wages:

4,888

Student's Income from Wages page

The Wages Detail page displays Student/Spouse, or Father/Mother wage detail 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

Totals the wages from Wage Income entries. This amount populates the Wages field on the Tax Form Data page.

Entering Other Taxable Income

This page appears differently depending on what tax form is indicated on the Tax Form Data page.

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

Taxable Refund:	<input type="text" value="0"/>	Interest Income:	<input type="text" value="644"/>	Schedule B
Alimony Income:	<input type="text" value="0"/>	Tax Exempt Interest Income:	<input type="text" value="0"/>	
Total IRA Payments:	<input type="text" value="4,000"/>	Dividend Income:	<input type="text" value="0"/>	
Taxable IRA Payments:	<input type="text" value="3,500"/>	Business Income/Loss:	<input type="text" value="0"/>	Schedule C
Total Pension:	<input type="text" value="40,000"/>	Add to Total Wages	<input checked="" type="checkbox"/>	
Taxed Pension:	<input type="text" value="35,000"/>	Rental Income, Trusts:	<input type="text" value="0"/>	Schedule E
Social Security Benefits:	<input type="text" value="0"/>	Farm Income/Losses:	<input type="text" value="0"/>	Schedule F
Taxed Social Security Benefits:	<input type="text" value="0"/>	Add to Total Wages	<input checked="" type="checkbox"/>	
Unemployment Benefits:	<input type="text" value="0"/>	Total Other Income:	<input type="text" value="39,144"/>	
Capital Gains/Loss:	<input type="text" value="0"/>			
Other Gains/Losses:	<input type="text" value="0"/>			
Other Taxed Income:	<input type="text" value="0"/>			
Subtotal:	<input type="text" value="38,500"/>			

Other Taxable Income — Parent — 1040

Other Taxable Income	
Taxable Refund:	<input type="text" value="0"/>
Total IRA Payments:	<input type="text" value="0"/>
Taxable IRA Payments:	<input type="text" value="0"/>
Total Pension:	<input type="text" value="0"/>
Taxed Pension:	<input type="text" value="0"/>
Social Security Benefits:	<input type="text" value="0"/>
Taxed Social Security Benefits:	<input type="text" value="0"/>
Unemployment Benefits:	<input type="text" value="1,200"/>
Subtotal:	1,200
Interest Income: Schedule 1	<input type="text" value="402"/>
Tax Exempt Interest Income:	<input type="text" value="0"/>
Dividend Income:	<input type="text" value="96"/>
Total Other Income:	1,698

Other Taxable Income — Student 1040A

Add to Total Wages

This first check box adds or subtracts Business Income/Loss to wages for the filer of record and to Total Wages. It is selected by default.

Add to Total Wages

This second check box adds Farm Income/Losses to wages for the filer of record and to Total Wages. It is selected by default.

Comparing Other Taxable Income for Institutional Applications

Starting with 2002/2003 Verification, a new field is available for compare. This field matches CSS Profile Initial Application question #50e and Renewal Application question #60e, which requires the parent to report "other taxable" income: taxable refunds, alimony received, capital gain/loss, other gain/loss, 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

Total Other Income (Tax)	Other Taxable Income (Inst App)
Other Gain/Loss	Other Gain/Loss
Taxable IRA	Taxable IRA
Taxable Pension	Taxable Pension
Taxable Social Security	Taxable Social Security
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

* = The new field Taxable Refund is available only in the 2002/2003 Application Data Verification component.

[] = These fields are included in Total Other Income as appropriate based on the Add to Wages check boxes.

The new 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

Part I - Interest Income

Total from Line 2:

Excludable Interest:

Total Interest Income:

Part II - Dividend Income

Total Dividend Income:

Schedule 1 page

Entering Schedule B Information

Access the Schedule B page.

Schedule B

Interest Income

Total from Line 2:


Excludable Interest:

Total Interest Income:

Dividend Income

Total Ordinary Dividends:

Foreign Account and Trusts

☐ Foreign Account and Trusts Country: 

☐ Foreign distribution

Schedule B page

Entering Schedule C Information

Access the Schedule C page.

Schedule CPrincipal Business: Business Code: Business Name: EIN: **Accounting Method**☐ Cash ☐ Accrual ☒ Other☐ Materially Participated ☐ Started or Acquired**Part I - Income**Gross Receipts or Sales: Returns and Allowances: Adjusted Gross Receipts/Sales: Cost of Goods Sold: Gross Profit: Other Income: Gross Income: **Part II - Expenses**Total Expenses: Tentative Profit: Home Expenses for Business: Net Profit (or Loss): ☒ All Investment Is At Risk☐ Some Investment Not At Risk

Schedule C page

Entering Schedule D Information

Access the Schedule D page.

Schedule D**Short Term Capital Gain (Loss)**

Total from Schedule D-1 line 2:	<input type="text" value="0"/>
Total Sales Price:	<input type="text" value="0"/>
Net Loss/Gain from Schedule K1:	<input type="text" value="0"/>
Loss Carryover:	<input type="text" value="0"/>
Net Gain (or loss):	<input type="text" value="0"/>

Long-Term Capital Gains and Losses

Total from Schedule D-1 line 9:	<input type="text" value="0"/>
Total Sales Price:	<input type="text" value="0"/>
Net Loss/Gain from Forms:	<input type="text" value="0"/>
Net Loss/Gain from Schedule K1:	<input type="text" value="0"/>
Capital Gain Distribution:	<input type="text" value="0"/>
Loss Carryover:	<input type="text" value="0"/>
Net Gain (or Loss):	<input type="text" value="0"/>
Total Loss:	<input type="text" value="0"/>
Total Gain:	<input type="text" value="0"/>

Schedule D page(1 of 2)

Taxes (Max Capital Gains Rate)

25 Tax:	<input type="text" value="0"/>
31 Multiply line 30 by 8%:	<input type="text" value="0"/>
33 Multiply 32 by 10%:	<input type="text" value="0"/>
37 Multiply line 36 by 20%:	<input type="text" value="0"/>
38 Add lines 25, 31, 33, 37:	<input type="text" value="0"/>
39 Tax on amount on line 20:	<input type="text" value="0"/>
40 Tax on all taxable income:	<input type="text" value="0"/>

Schedule D page (2 of 2)

Entering Schedule E Information

Access the Schedule E page.

Schedule E**Rental Real Estate & Royalties**

Rents Received:	<input type="text" value="0"/>	Depreciation:	<input type="text" value="0"/>
Royalties Received:	<input type="text" value="0"/>	Income:	<input type="text" value="0"/>
Mortgage Interest:	<input type="text" value="0"/>	Losses:	<input type="text" value="0"/>
Expense Total:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>

Partnerships and S Corporations

Income:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>
Loss:	<input type="text" value="0"/>		

Estates and Trusts

32a EIN(A):	<input type="text"/>	Income:	<input type="text" value="0"/>
32b EIN(B):	<input type="text"/>	Loss:	<input type="text" value="0"/>
		Total:	<input type="text" value="0"/>

REMICs - Residual Holder

Total:	<input type="text" value="0"/>
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Summary

Farm Rental Income:	<input type="text" value="0"/>	Gross Farming:	<input type="text" value="0"/>
Total Income/Loss:	<input type="text" value="0"/>	Real Estate Income:	<input type="text" value="0"/>

Schedule E page

Entering Schedule F Information

Access the Schedule F page.

Schedule FAccounting Method: **Cash Method**

Resale of livestock:	<input type="text" value="0"/>	Agricultural Payments:	<input type="text" value="0"/>	Taxable amount:	<input type="text" value="0"/>
Cost of livestock:	<input type="text" value="0"/>	Taxable amount:	<input type="text" value="0"/>	Amount deferred Prior Year:	<input type="text" value="0"/>
Resale minus Cost:	<input type="text" value="0"/>	CCC Loans Election:	<input type="text" value="0"/>	Custom Hire Income:	<input type="text" value="0"/>
Livestock sales:	<input type="text" value="0"/>	CCC Loans Forfeited:	<input type="text" value="0"/>	Other Income:	<input type="text" value="0"/>
Total Cooperative:	<input type="text" value="0"/>	Taxable amount:	<input type="text" value="0"/>	Gross Income:	<input type="text" value="0"/>
Taxable amount:	<input type="text" value="0"/>	Crop Insurance:	<input type="text" value="0"/>		

Accrual Method

Resale of Livestock:	<input type="text" value="0"/>	CCC Loan Forfeited:	<input type="text" value="0"/>	Livestock inventory (start):	<input type="text" value="0"/>
Cooperative Total:	<input type="text" value="0"/>	Taxable amount:	<input type="text" value="0"/>	Cost of Livestock:	<input type="text" value="0"/>
Taxable amount:	<input type="text" value="0"/>	Crop Insurance:	<input type="text" value="0"/>	Inventory plus Costs:	<input type="text" value="0"/>
Agricultural Payments:	<input type="text" value="0"/>	Custom Hire Income:	<input type="text" value="0"/>	Livestock inventory (end):	<input type="text" value="0"/>
Taxable amount:	<input type="text" value="0"/>	Other Income:	<input type="text" value="0"/>	Cost of Livestock:	<input type="text" value="0"/>
CCC Loans Election:	<input type="text" value="0"/>	Total amount:	<input type="text" value="0"/>	Gross Income:	<input type="text" value="0"/>

Schedule F page (1 of 2)

Expenses

Car/Truck:	<input type="text" value="0"/>	Mortgage Interest:	<input type="text" value="0"/>	Utilities:	<input type="text" value="0"/>
Chemicals:	<input type="text" value="0"/>	Other Interest:	<input type="text" value="0"/>	Veterinary:	<input type="text" value="0"/>
Conservation:	<input type="text" value="0"/>	Labor Hired:	<input type="text" value="0"/>	Other expenses:	1. <input type="text" value="0"/>
Custom Hire:	<input type="text" value="0"/>	Pension Plan:	<input type="text" value="0"/>		2. <input type="text" value="0"/>
Depreciation:	<input type="text" value="0"/>	Rental Vehicles:	<input type="text" value="0"/>		3. <input type="text" value="0"/>
Employee Benefit:	<input type="text" value="0"/>	Other Rent:	<input type="text" value="0"/>		4. <input type="text" value="0"/>
Feeds:	<input type="text" value="0"/>	Repairs:	<input type="text" value="0"/>		5. <input type="text" value="0"/>
Fertilizers:	<input type="text" value="0"/>	Seeds:	<input type="text" value="0"/>		6. <input type="text" value="0"/>
Freight:	<input type="text" value="0"/>	Storage:	<input type="text" value="0"/>	Total Expenses:	<input type="text" value="0"/>
Gasoline:	<input type="text" value="0"/>	Supplies:	<input type="text" value="0"/>	Net Profit (or Loss):	<input type="text" value="0"/>
Insurance:	<input type="text" value="0"/>	Taxes:	<input type="text" value="0"/>		

☐ All Investment At Risk
☐ Some Investment No Risk

Schedule F page (2 of 2)

Entering Income Adjustments

Access the Income Adjustments page.

Income Adjustments	
Filer's IRA Deduction:	<input type="text" value="0"/>
Student Loan Int. Deduction:	<input type="text" value="233"/>
Medical savings acct deduction:	<input type="text" value="0"/>
Moving expenses:	<input type="text" value="0"/>
One-half self-employment tax:	<input type="text" value="0"/>
SE health insurance deduction:	<input type="text" value="0"/>
Keogh and Self-Empl Plans Ded:	<input type="text" value="0"/>
Penalty on early w/d of Saving:	<input type="text" value="0"/>
Alimony paid:	<input type="text" value="0"/>
Income Adjustments:	<input type="text" value="233"/>

Income Adjustments page – 1040

Note. The filers IRA deduction and student loan interest deduction are the only fields available for 1040A filers.

Entering Tax, Credits, and Payments

Access the Tax, Credits and Payments page.

Tax, Credits and Payments		
Tax, Credits, and Payments		
Taxable Income:	Schedule A	5,879
Tax:		1,960
Alternative minimum tax:		0
<hr/>		
Foreign tax credit:		0
Credit for child/dependent care:		0
Credit for the elderly or disabled:		0
Education Credit:		0
Child Tax Credit:		0
Adoption credit:		0
Other credits:		0
<hr/>		
Total Credits:		0
<hr/>		
U. S. Tax Paid:		1,960
<hr/>		
Earned Income Credit:		0
Additional Child Tax Credit:		0

Tax, Credits, and Payments page

Earned Income Credit 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 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 Itemize Deductions

Access the Schedule A Itemized Deductions page.

Schedule A Itemize Deductions

Medical and Dental Expenses

Allowable Med/Dental Expense:

Taxes You Paid

State and Local Taxes:

Real Estate Taxes:

Personal Property Taxes:

Other Taxes:

Total taxes paid:

Interest You Paid

Home mortgage:

Home mortgage (unreported):

Point not reported to you:

Investment interest:

Total interest paid:

Gifts To Charity

Gifts by cash or check:

Gifts other than cash or check:

Carryover from prior year:

Total gifts to charity:

Casualty and Theft Losses

Casualty or theft loss(es):

Job Expense & Misc Deductions

Unreimbursed employee expense:

Tax preparation fees:

Other expenses:

Total of job expenses:

Job Expense & Misc Deductions:

Other Miscellaneous Deductions:

Total Itemized Deduction:

Schedule A Itemize Deductions page

Viewing Untaxed Income

Access the Untaxed Income page.

Untaxed Income

Untaxed SS Benefits:

Earned Income Credit:

Tax Exempt Interest Income:

Additional Child Tax Credit:

AFDC Benefits:

Child Support Received:

Living Allowance:

Filer's IRA Deduction:

Untaxed IRA Distributions:

Untaxed Pension:

Tax-deferred Pension/Savings:

Tax-deferred Med/Dep Care Pmts:

Foreign Income Exclusions:

Other Untaxed:

Untaxed Income page

Verifying W-2 Information

Access the W-2 Form page.

W-2 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.

Household Info Tax Form Data W-2 Form **Worksheet A** Worksheet B Worksheet C Tax Data Consolidation

Sandoval, Johana J ID: FA0632

Aid Year: 2002 Institution: PSUNV

Worksheet A Summary View All First 1 of 2 Last

☒ Student ☐ Spouse ☐ Father ☐ Mother ☐ Other/Step Sequence: 1

Earned Income Credit:	0
Additional Child Tax Credit:	0
AFDC Benefits:	0
Untaxed SS Benefits:	0
Total:	0

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 payments received by the tax filer. The amount comes from the Untaxed Income page.
Untaxed SS Benefits	Amount of non-taxable Social Security benefits paid to the tax filer. The amount comes from 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.

Household Info	Tax Form Data	W-2 Form	Worksheet A	Worksheet B	Worksheet C	Tax Data Consolidation
Sandoval, Johana J				ID:	FA0632	
Aid Year: 2002				Institution:	PSUNV	
Worksheet B Summary View All First 1 of 2 Last						
<input checked="" type="radio"/> Student	<input type="radio"/> Spouse	<input type="radio"/> Father	<input type="radio"/> Mother	<input type="radio"/> Other/Step	Sequence:	1
Tax-deferred Pension/Savings:	0	Keogh & SEP Deduction:	0	Other Credits:	<input type="text" value="0"/>	
Untaxed Pension:	0	Filer's IRA Deduction:	0	Total:	<input type="text" value="1,550"/>	
Untaxed IRA Distributions:	0	Living Allowance:	0			
Tax Exempt Interest Income:	0	Child Support Received:	0			
Foreign Income Exclusions:	0	Other Untaxed:	1,550			

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

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

The amount of funds disbursed from an Individual Retirement Account 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

Interest income that is tax exempt based on established minimums. This amount writes from the Other Income page.

Foreign Income Exclusions

The amount of income earned by a citizen of a foreign country. This amount writes from the Untaxed Income page.

Keogh & SEP Deduction

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

The amount paid by the tax filer to an Individual Retirement Account. The amount writes from the Income Adjustments page.

Living Allowance

The amount of living allowance paid to the person whose information is being verified. This amount writes from Untaxed Income page.

Child Support Received

The amount of child support received by the tax filer. This amount writes from the Untaxed Income page.

Other Untaxed	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	The amount of other credits or benefits reported by the person whose information is being verified.
Total	Worksheet B total 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	The amount paid in child support by the person whose information is being verified.
Financial Aid Reported Income	The amount of student grant and scholarship aid in excess of tuition, fees, books, and supplies reported to the IRS.
Total	Worksheet C total amount of credits reported by the person whose information is being verified.

Consolidating Forms

Access the Consolidating Forms page.

Household Info Tax Form Data W-2 Form Worksheet A Worksheet B Worksheet C Tax Data Consolidation

Sandoval, Johana J ID: FA0632
 Aid Year: 2002 Institution: PSUNV

View All First 1 of 2 Last

Tax Return Filer

☒ Student ☐ Spouse ☐ Father ☐ Mother Status: Tax Data Consolidated

Consolidate [Consolidated Tax Data](#)

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 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. It is possible to 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

Student's Tax Data

Number of Family Members:	<input type="text" value="01"/>	Marital Status:	<input type="text" value="Unmarried"/>
Number In College:	<input type="text" value="1"/>	Tax Return Filed?	<input type="text" value="Filed/Comp"/>
Number of Exemptions:	<input type="text" value="00"/>	Tax Form Filed:	<input type="text" value="1040A/EZ/T"/>
Dependents:	<input type="text" value="No"/>	Eligible For 1040A or 1040EZ	<input type="text" value="Yes"/>
Wage Income-Student:	<input type="text" value="4,433"/>	AFDC Benefits:	<input type="text" value="0"/>
Wage Income Spouse:	<input type="text" value="0"/>	Child Support Received:	<input type="text" value="0"/>
Dividend and Interest Income:	<input type="text" value="498"/>	Tax-deferred Pension/Savings:	<input type="text" value="0"/>
Itemized Deductions:	<input type="text" value="0"/>	Tax-deferred Med/Dep Care Pmts:	<input type="text" value="0"/>
AGI:	<input type="text" value="5,511"/>	Living Allowance:	<input type="text" value="0"/>
Taxes Paid:	<input type="text" value="963"/>	Tax Exempt Interest Income:	<input type="text" value="0"/>
Worksheet A:	<input type="text" value="0"/>	Foreign Income Exclusions:	<input type="text" value="0"/>
Worksheet B:	<input type="text" value="800"/>	Other Untaxed Income:	<input type="text" value="800"/>
Worksheet C:	<input type="text" value="0"/>	Child Support Paid:	<input type="text" value="0"/>
Untaxed Social Security:	<input type="text" value="0"/>	Earned Income Credit:	<input type="text" value="0"/>

Consolidated Tax Data page (1 of 2)

Parent's Tax Data			
Number of Family Members:	<input type="text" value="03"/>	Marital Status:	<input type="text" value="Married"/>
Number In College:	<input type="text" value="1"/>	Tax Return Filed?	<input type="text" value="Filed/Comp"/>
Number of Exemptions:	<input type="text" value="03"/>	Tax Form:	<input type="text" value="1040"/>
Wages, Salaries, & Tips:	<input type="text" value="85,095"/>	Eligible For 1040A or 1040EZ?	<input type="text" value="No"/>
Wage Income Father:	<input type="text" value="36,522"/>	Untaxed Social Security:	<input type="text" value="0"/>
Wage Income-Mother:	<input type="text" value="48,573"/>	AFDC Benefits:	<input type="text" value="0"/>
Dividend Income:	<input type="text" value="0"/>	Child Support Received:	<input type="text" value="0"/>
Interest Income:	<input type="text" value="644"/>	IRA/KEOGH Deduction:	<input type="text" value="2,000"/>
Bus/Farm/Rent Income:	<input type="text" value="0"/>	Tax-deferred Pension/Savings:	<input type="text" value="0"/>
Other Taxable Income:	<input type="text" value="38,500"/>	Tax-deferred Med/Dep Care Pmts:	<input type="text" value="0"/>
Itemized Deductions:	<input type="text" value="0"/>	Living Allowance:	<input type="text" value="0"/>
Income Adjustments:	<input type="text" value="2,570"/>	Tax Exempt Interest Income:	<input type="text" value="0"/>
AGI:	<input type="text" value="121,669"/>	Foreign Income Exclusions:	<input type="text" value="0"/>
Taxes Paid:	<input type="text" value="19,006"/>	Other Untaxed Income:	<input type="text" value="5,500"/>
Worksheet A:	<input type="text" value="2,000"/>	Child Support Paid:	<input type="text" value="0"/>
Worksheet B:	<input type="text" value="7,500"/>	Earned Income Credit:	<input type="text" value="2,000"/>
Worksheet C:	<input type="text" value="0"/>		

Consolidated Tax Data page (2 of 2)

Common Page Information

Number of Family Members	Displays the number of members in the family.
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 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. <i>Div/Sep</i> (Divorced or Separated)

	Married
	Single
	Widowed
Tax Return Filed?	Displays the tax return information of either the student or parent. Valid values include the following: <i>Filed/Comp:</i> Return filed, completed. <i>Not Filed:</i> Tax return is not filed. <i>Will File:</i> Tax form will be filed.
Tax Form	Displays the tax form type filed. Valid values include the following: <i>1040:</i> Filer used the IRS tax form 1040. <i>1040A/EZ/T:</i> Filer used the IRS tax form 1040A or 1040EZ or 1040T. <i>Foreign Tx:</i> Foreign tax. <i>Territory:</i> 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 parent.

Worksheet B	Displays the total amount from Worksheet B for either the student or parent.
Worksheet C	Displays the total amount from Worksheet C for either the student or 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 Aid to Families with Dependent Children paid to student or parent.
Child Support Received	Displays the amount of child support received by either the student or 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 pre-tax pension or savings paid to either the student or parent.
Tax Deferred Med/Dep Care Pmts (tax deferred medical/dependents 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 parent.
Tax Exempt Interest Income (untaxed interest)	Displays the amount of untaxed interest paid to either the student or parent.
Foreign Income Exclusions	Displays the amount of foreign income exemption claimed by either the student or parent.
Other Untaxed Income	Displays the amount of other untaxed income earned by either the student or parent.
Child Support Paid	Displays the amount of child support paid to either the student or parent.
Earned Income Credit	Displays the amount of earned income credit claimed by either the student or parent.

Note. The fields on this page are the fields compared to your target tables.

Working with Auto Verification

This section discusses:

- Using auto verification.
- Using student verification tolerance.
- Using edit verification status.
- Using verification compare results.

Pages Used in Auto Verification

Page Name	Object Name	Navigation	Usage
Auto Verification	VERIF_COMP_DTL	Administer Financial Aid, Manage Need Analysis, Use, Auto Verification, Verification Detail	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 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 showed a variance.

Using Auto Verification

Access the Auto Verification page.

Auto Verification

Sandoval,Johana J ID: FA0632

Aid Year: 2003 Federal Aid Year 2002-2003 Institution: PSUNV

View All
First
1 of 1
Last

Verification Type: Federal
 Source: Tax/Verif
 Target: ISIR
 Application Type:
Pass/Fail Option: Field

☒ Mark Assumptions as Verified
 ☒ Set to Send ISIR Correction
 ☐ Use Student Level Override

Perform Compare
Apply Changes
[Student Tolerance Setup](#)

Results

Date:	09/13/2002 5:06PM	Execution Type:	Batch	Pass or Fail:	Failed
Tolerance:	400	Verification Status:	Reprocess	Edit Status	
Variance:	150,774	Review Status:	Incomplete	Field Comparison Detail	
FED Variance:	76,659				

Auto Verification page

The system displays the student's name, ID, Institution and Aid Year.

Verification Type	<p>Select from the following values:</p> <p><i>Federal</i>: Select to apply federal tolerance levels to this verification.</p> <p><i>Institutional</i>: Select to apply institutional tolerance levels to this verification.</p>
Source	<p>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:</p> <p><i>Inst App</i> – data from the Maintain Institutional Application tables.</p> <p><i>ISIR</i> – data from the ISIR Data Corrections tables.</p> <p><i>Tax/Verif</i> – selected data from the Application Data Verification pages created from the consolidate routine.</p>
Target	<p>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.</p> <p><i>Inst App</i> – data from the Maintain Institutional Application tables.</p> <p><i>ISIR</i> – data from the ISIR Data Corrections tables.</p>
Application Type	<p>Select a value from the available options. Choices include the following:</p> <p><i>Inst App</i>: Institutional Application.</p> <p><i>NA</i>: Need Access.</p> <p><i>PROFILE</i>: PROFILE application.</p> <p><i>FT – CSL</i>: Full-time Canadian Student Loan.</p> <p><i>PT – CSL</i>: Part-time Canadian Student Loan.</p>
Pass/Fail Option	<p>Select a value from the available options. 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 any one field out of a selected tolerated amount. Choices include:</p> <p><i>Federal</i>: Used with federal selection only. Selecting this evaluates pass or fail eligibility based on total tolerance amount set in federal field in Verification Tolerance Setup.</p> <p><i>Field</i>: 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.</p>
Mark Assumptions as Verified	<p>Populated from the Verification Run Setup. Mark Assumptions As Verified should only be used when the Source is <i>Tax/Verif</i> and Target is <i>ISIR</i>. Selecting this option tags fields originally identified as Assumption fields to a field status of <i>verified</i>. Assumed ISIR data fields, resulting from the federal methodology calculation, are maintained on pages on the ISIR Data Corrections pages.</p>

- 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** The verification sequence number 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.

Editing Student Level Tolerances

Access the Student's Verification Tolerance page.

Student's Verification Tolerance

ID: FA0632 Total Tolerance Federal: 400 Total Tolerance Institutional: 400

Field Tolerance First 1-54 of 54 Last

Use Federal Verification Institutional Verification

Field Number	Field Name	Federal	Institutional	
1	Students number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	Parents number in college	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
3	Students family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
4	Parents family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
5	Students number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
6	Parents number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
7	Students AGI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
8	Parents AGI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
9	Students federal taxes paid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
10	Parents federal taxes paid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
11	Students wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
12	Fathers wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
13	Students spouse wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
14	Mothers wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
15	Students SS benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
16	Parents SS benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
17	Students AFDC benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
18	Parents AFDC benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
19	Students child supp received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Student's Verification Tolerance page: Use tab

Results

The system displays the results of the most recent verification setup. The fields include Date, Tolerance, Variance, Fed Variance, Execution Type, Verification Status, Review Status, and Pass or Fail.

Federal Verification Tab

Access the Student's Verification Tolerance page, Federal Verification tab.

Student's Verification Tolerance

ID: FA0632 Total Tolerance Federal: 400 Total Tolerance Institutional: 400

Field Tolerance First 1-54 of 54 Last

Use Federal Verification Institutional Verification

Field Number	Field Name	Dependent	Independent	Tolerance Type	Tolerance Amount	Percent Tolerance	
1	Students number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount			-
2	Parents number in college	<input type="checkbox"/>	<input type="checkbox"/>	Use Amount			-
3	Students family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount			-
4	Parents family size	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount			-
5	Students number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount			-
6	Parents number of exemptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount			-
7	Students AGI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Pct		10	-
8	Parents AGI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Pct		10	-
9	Students federal taxes paid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100		-
10	Parents federal taxes paid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100		-
11	Students wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100		-
12	Fathers wage income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100		-
13	Students spouse wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100		-
14	Mothers wage income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100		-
15	Students SS benefits	<input type="checkbox"/>	<input type="checkbox"/>	Use Amount			-
16	Parents SS benefits	<input type="checkbox"/>	<input type="checkbox"/>	Use Amount			-
17	Students AFDC benefits	<input type="checkbox"/>	<input type="checkbox"/>	Use Amount			-
18	Parents AFDC benefits	<input type="checkbox"/>	<input type="checkbox"/>	Use Amount			-

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: FA0632 Total Tolerance Federal: 400 Total Tolerance Institutional: 400

Field Tolerance First ◀ 1-54 of 54 ▶ Last

Use Federal Verification Institutional Verification

Field Number	Field Name	Dependent	Independent	Tolerance Type	Tolerance Amount	
1	Students number in college	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		-
2	Parents number in college	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount		-
3	Students family size	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		-
4	Parents family size	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount		-
5	Students number of exemptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount		-
6	Parents number of exemptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount		-
7	Students AGI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100	-
8	Parents AGI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100	-
9	Students federal taxes paid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100	-
10	Parents federal taxes paid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100	-
11	Students wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100	-
12	Fathers wage income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100	-
13	Students spouse wage income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100	-
14	Mothers wage income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100	-
15	Students SS benefits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Amount	100	-
16	Parents SS benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Amount	100	-
17	Students AFDC benefits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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

Verification Status

ISIR Transaction Nbr:	1
Verification Flag:	Required ▼
Verification Status:	Not Select ▼
INST Verification Status:	Non Select ▼
Review Status:	Incomplete ▼

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 link 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 select an Apply check box, the target data changes to what you have as Source. If you do not select Apply, the field value remains the same as in your target.

Note. The Field comparison link is active only after Perform Compare is run.

See Also

[Chapter 23, “Reviewing Awards,” Reviewing Student Packaging Status by Date, page 827](#)

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	1	0
3 Students family size	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	0	1	0
7 Students AGI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5,244	4,122	1,122	10%
8 Parents AGI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	166,561	41,573	124,988	10%
9 Students federal taxes paid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1,892	977	915	100
10 Parents federal taxes paid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22,017	3,866	18,151	100
11 Students wage income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4,888	4,122	766	100
14 Mothers wage income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	79,128	41,573	37,555	100
23 Students total from Wrk Sh B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 when changes made are acceptable. This action launches the process that moves your fields marked in Field Comparison Detail to the target tables.

Using Batch Verification

This section discusses:

- Processing batch consolidation.
- Using batch consolidation detail.
- Using consolidate tax data.
- Processing batch verification.
- Using batch verification summary.
- Using batch verification detail.

Pages Used for Batch Verification

Page Name	Object Name	Navigation	Usage
Batch Consolidation	RUNCTL_FA_CONSL	Administer Financial Aid, Manage Need Analysis, Process, Batch Consolidation, Batch Consolidation	Set consolidation parameters for batch consolidation and run the process.
Batch Consolidation Detail	VERIF_CONSUL_SMRY	Administer Financial Aid, Manage Need Analysis, Inquire, Batch Consolidation Detail	View batch consolidation results at the student level. It mirrors the information from the Application Data Verification -- Tax Consolidation Consolidated Tax Data page.
Consolidate Tax Data	VERIF02_CONSL_SEC2	Click the Consolidated Tax Data link on the Batch Consolidation Detail inquiry page.	View consolidated tax information for student or parent.
Batch Verification	RUNCTL_FAPCMPI1_01	Administer Financial Aid, Manage Need Analysis, Process, Batch Verification, Batch Verification	Set parameters for batch verification and to run the process.
Batch Verification Summary	VERIF_COMP_SMRY	Administer Financial Aid, Manage Need Analysis, Inquire, Batch Verification Summary, Batch Verification Summary	View summary verification information.
Batch Verification Detail	STDNT_VERIF_DTL1	Administer Financial Aid, Manage Need Analysis, Inquire, Batch Verification Detail, Stdnt Verif Dtl1	View detail verification information. It mirrors the information from the Field Comparison Detail button on the Auto Verification page.


Processing Batch Consolidation


Access the Processing Batch Consolidation page.


Batch Consolidation

Run Control ID: 1V [Report Manager](#) [Process Monitor](#) Run

Consolidation Parameters

***Institution:** 

Aid Year: 

Selection Criteria: 

Batch Consolidation page

The system displays User ID and 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. PeopleSoft Process Scheduler runs the FAPTFCSL process at user-defined intervals.

Using Batch Consolidation Detail

Access the Batch Consolidation Detail page.

Batch Consolidation Detail

Institution: PSUNV PeopleSoft University **Batch Sequence Number:** 1

Aid Year: 2002 Financial Aid Year 2001-2002

Run Date and Time: 06/02/2001 9:46:40AM **Students Selected:** 2

User ID: PS **Students Processed:** 2

Selected Population			View All
ID	Name	Processing Status	
1 FA0613	Contreras,Victoria R	Processed	Consolidated Tax Data
2 FA0632	Sandoval,Johana J	Processed	Consolidated Tax Data

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	Yes
Wage Income-Student:	4,433	AFDC Benefits:	0
Wage Income Spouse:	0	Child Support Received:	0
Dividend and Interest Income:	498	Tax-deferred Pension/Savings:	0
Itemized Deductions:	0	Tax-deferred Med/Dep Care Pmts:	0
AGI:	5,511	Living Allowance:	0
Taxes Paid:	963	Tax Exempt Interest Income:	0
Worksheet A:	0	Foreign Income Exclusions:	0
Worksheet B:	800	Other Untaxed Income:	800
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:	Married
Number In College:	1	Tax Return Filed?	Filed/Comp
Number of Exemptions:	03	Tax Form:	1040
Wages, Salaries, & Tips:	85,095	Eligible For 1040A or 1040EZ?	No
Wage Income Father:	36,522	Untaxed Social Security:	0
Wage Income-Mother:	48,573	AFDC Benefits:	0
Dividend Income:	0	Child Support Received:	0
Interest Income:	644	IRA/KEOGH Deduction:	2,000
Bus/Farm/Rent Income:	0	Tax-deferred Pension/Savings:	0
Other Taxable Income:	38,500	Tax-deferred Med/Dep Care Pmts:	0
Itemized Deductions:	0	Living Allowance:	0
Income Adjustments:	2,570	Tax Exempt Interest Income:	0
AGI:	121,669	Foreign Income Exclusions:	0
Taxes Paid:	19,006	Other Untaxed Income:	5,500
Worksheet A:	2,000	Child Support Paid:	0
Worksheet B:	7,500	Earned Income Credit:	2,000
Worksheet C:	0		

Consolidated Tax Data page (2 of 2)

Processing Batch Verification

Access the Batch Verification page.

Batch Verification

Run Control ID: 1CWJ

[Report Manager](#)
[Process Monitor](#)
Run

Institution:

Verification Type:

Pass/Fail Option:

Source:

Target:

Application Type:

***Aid Year:**

Student Selection:

☒ Auto Update Target Table
☒ Set Verification Complete

☒ Mark Assumptions as Verified

☒ Set to Send ISIR Correction

[Results](#)

Batch Verification page

This runs verification for all students selected according to the criteria that you establish.

Click the Run button to run this request. PeopleSoft Process Scheduler runs the FAPCMPI1 process at user-defined intervals.

The system displays the Run Control ID, the student's name, ID, Institution and Aid Year.

Links to PeopleSoft Report Manager and Process Monitor links 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 any one field out of a selected tolerated amount. Choices include:

Federal: Used with federal selection only. Selecting this option evaluates 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. Selecting this option evaluates 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. Field value choices include the following:

Inst App: Data from the Maintain Institutional Application tables.

	<p><i>ISIR</i>: Data from the ISIR Data Corrections tables.</p> <p><i>Tax/Verif</i>: Selected data from the Application Data Verification pages created from the consolidate routine.</p>
Target	<p>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:</p> <p><i>Inst App</i>: Data from the Maintain Institutional Application tables.</p> <p><i>ISIR</i>: Data from the ISIR Data Corrections tables.</p>
Application Type	<p>Choices are valid with a Source or Target of Inst App only and include the following:</p> <p><i>Inst App</i>: Institutional Application.</p> <p><i>NA</i>: Need Access.</p> <p><i>PROFILE</i>: PROFILE application.</p> <p><i>FT – CSL</i>: Full-time Canadian Student Loan.</p> <p><i>PT – CSL</i>: Part-time Canadian Student Loan.</p>
Student Selection	<p>Select the value from the available options. Choices include:</p> <p><i>Both</i>: Processes records with a verification status of either Pending or Required.</p> <p><i>Pending</i>: Processes records with a verification status of Pending only.</p> <p><i>Required</i>: Processes records with a verification status of Required only.</p>
Mark Assumptions as Verified	<p>Populated from the Verification Run Setup. Mark Assumptions As Verified is only used when the Source is <i>Tax/Verif</i> and Target is <i>ISIR</i>. Selecting this option tags fields originally identified as assumption fields to a field status of <i>verified</i>. Assumed ISIR data fields, resulting from the federal methodology calculation, are maintained on secondary pages on the ISIR Data Corrections pages.</p>
Auto Update Target Table	<p>Automatically updates the target table with verified data identified with a variance.</p>
Set to Send ISIR Correction	<p>Select to set the Correction Status to <i>Send</i> on ISIR Corrections when the Auto Update Target Table is used.</p>
Set Verification Complete	<p>Select to automatically set the Verification Status to <i>Complete</i>. This field is enabled only when Auto Update Target Table is activated.</p>

Using Batch Verification Summary

Access the Batch Verification Summary page.

Batch Verification Summary

Institution: PSUNV PeopleSoft University

Aid Year: 2003 2002-2003

View All

First ◀ 1 of 1 ▶ Last

Process Instance:	114	Verification Type:	Fed
Date/Time:	09/13/2002 5:06PM	Source:	Tax/Verif
User ID:	PS	Target:	ISIR
Pass/Fail Option:	Field	Students Selected:	282
<input checked="" type="checkbox"/> Mark Assumptions as Verified		Students Skipped:	279
<input checked="" type="checkbox"/> Auto Update Target Table		Students Processed:	3
<input checked="" type="checkbox"/> Set Verification Complete		Students Passed:	0
<input checked="" type="checkbox"/> Set to Send ISIR Correction		Students Failed:	3

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

Sandoval,Johana J

ID: FA0632

Aid Year: 2003 Federal Aid Year 2002-2003

Institution: PSUNV

Results

Pass or Fail:	Failed	Tolerance:	400	Verification Sequence:	1
Verification Status:	Reprocess	Variance:	150,774	Verification Date:	09/13/2002 5:06PM
Review Status:	Incomplete	FED Variance:	76,659	Verification Type:	Fed
<input checked="" type="checkbox"/> Changes Applied to Target <input checked="" type="checkbox"/> Mark Assumptions as Verified <input checked="" type="checkbox"/> Set to Send ISIR Correction					

Field Comparison Detail

[First](#) [1-13 of 13](#) [Last](#)

Compared Field	Done	Source	Target	Difference	Tolerance
1 Students number in college	<input checked="" type="checkbox"/>	1	0	1	0
3 Students family size	<input checked="" type="checkbox"/>	1	0	1	0
8 Parents marital status	<input checked="" type="checkbox"/>	1	3	0	0
12 Students AGI	<input checked="" type="checkbox"/>	5511	4122	1389	0

Batch Verification Detail page (1 of 2)

13	Parents AGI	<input checked="" type="checkbox"/>	121669	41573	80096	0
14	Students federal taxes paid	<input checked="" type="checkbox"/>	963	977	14	0
15	Parents federal taxes paid	<input checked="" type="checkbox"/>	19006	3866	15140	0
16	Students wage income	<input checked="" type="checkbox"/>	4433	4122	311	0
17	Fathers wage income	<input checked="" type="checkbox"/>	36522	0	36522	0
19	Mothers wage income	<input checked="" type="checkbox"/>	48573	41573	7000	0
22	Parents total from Wrk Sh A	<input checked="" type="checkbox"/>	2000	0	2000	0
23	Students total from Wrk Sh B	<input checked="" type="checkbox"/>	800	0	800	0

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 because 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: 1–19 are fields common to both ISIR and Profile, 21–30 are unique ISIR fields, and 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 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	-

Using NSLDS Data and Processes

Data from the NSLDS (National Student Loan Data System) can be loaded into PeopleSoft Financial Aid through two sources, the NSLDS Transfer Monitoring Alert File (message class TRALRTOP) or the ISIR. The NSLDS Inquiry component is designed to match the NSLDS file structure. When you set up your ISIR data load parameters, you can also specify to populate these pages from the NSLDS information on the ISIR. Once this information is loaded, you can view the student's federal financial aid history maintained by the NSLDS.

This section discusses:

- Using NSLDS FAT file inbound.
- Running NSLDS FAT load.
- Using NSLDS suspense management.
- NSLDS FAT load error report.
- Using NSLDS alert file report.
- Using NSLDS change review.
- Processing NSLDS alert file information.
- Using NSLDS general aggregate information.
- Using NSLDS overpayment information.
- Using NSLDS active match.
- Using NSLDS loan detail.
- Using NSLDS Pell information.
- Using NSLDS additional information.

Pages Used to Review and Process NSLDS Data

Page Name	Object Name	Navigation	Usage
NSLDS FAT File Inbound	RUNCTL_FAT_INBOUND	Administer Financial Aid, Exchange Financial Aid Data, Process 02, NSLDS FAT File Inbound	Runs the Application Engine process that loads the NSLDS Alert file into the NSLDS staging tables.

Page Name	Object Name	Navigation	Usage
NSLDS Transfer Alert File Load	RUNCTL_FAPTALRT	Administer Financial Aid, Exchange Financial Aid Data, Process02, NSLDS FAT Load 01/02	Run the Load NSLDS Transfer Alert File (FAPTALRT) process.
NSLDS Suspense Management	NSLDS_SUSP_CNTRL	Administer Financial Aid, Exchange Financial Aid Data, Use, NSLDS Suspense Management, NSLDS Suspense Management	View NSLDS records that have been loaded into the staging tables by the FA Inbound process. This page is used primarily to review NSLDS records that have an error load status.
NSLDS FAT Load Error Report	RUNCTL_FA921	Administer Financial Aid, Exchange Financial Aid Data, Reports, NSLDS FAT Load Errors, FAT Load Errors	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.
NSLDS Alert File Report	RUNCTL_FA924	Administer Financial Aid, Exchange Financial Aid Data, Reports, NSLDS Alert File Report	Generate a report that lists students reported on the NSLDS Alert file and NSLDS information that was reported changed. These students need to be reviewed before federal aid should be disbursed to the student.
NSLDS Change Review	NSLDS_CHANGE_RVW	Administer Financial Aid, Exchange Financial Aid Data, Use, NSLDS Change Review	Review all NSLDS Alert file records that have been loaded into the NSLDS Inquiry application tables. Once the students NSLDS information has been reviewed by the financial aid staff, use the page to indicate that you have reviewed and resolved any student aid eligibility discrepancies.
NSLDS Information	NSLDS_GEN_AGGR	<ul style="list-style-type: none"> Administer Financial Aid, Package and Disburse Aid, Inquire 2, NSLDS Inquiry, NSLDS Information Administer Financial Aid, Apply for Financial Aid, Inquire, NSLDS Inquiry, NSLDS Information Administer Financial Aid, Manage Need Analysis, Inquire, NSLDS Inquiry, NSLDS Information Administer Financial Aid, Process Loans, Inquire, NSLDS Loan Data, NSLDS Information 	View error codes, change flags, MPN flags, and alert file flags.

Page Name	Object Name	Navigation	Usage
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_SEC	Click the NSLDS Loan Detail page link on the NSLDS Information page.	Review detailed information for every federal loan the student has received.
NSLDS Pell	NSLDS_PELL_SEC	Click the NSLDS Pell link on the NSLDS Information page.	Review a summary of a student's last 3 Pell awards.
NSLDS Additional Information	NSLDS_ADDL_INF_SEC	Click the NSLDS Additional Information link on the NSLDS Information page.	Review overpayment information or name history.

Using NSLDS FAT File Inbound

Access the NSLDS Trans Alert File Inbound page.

NSLDS Trans Alert File Inbound

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Inbound File:

NSLDS Trans Alert File Inbound page

Use the NSLDS Trans Alert File Inbound page to load NSLDS Alert 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 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

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)
Run

☒ **Insert FA User Edit Message**

Institution:

PeopleSoft University

Aid Year:

Financial Aid Year 2001-2002

Edit Message Type:

Edit Message Code:

Term:

NSLDS Transfer Alert File Load page

Use this page to run the NSLDS Transfer Alert File load process (FAPTALRT). In addition to loading NSLDS data into the application tables, you can also use the new fields on this page to enter User Edit Messages for the student to suspend disbursement processing.

Note. You must create new User Edit Messages to support this process.

Insert FA User Edit Message	Select this check box 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 will be modified for users to select the desired aid year in Financial Aid Regulatory Release 1 for 2003-2004.
Edit Message Type	Select one of the following options: <i>Error, Informtnal (informational), or Warning.</i>
Edit Message Code	Select the edit message code you want entered for the student. The available codes are restricted based on the Edit Message Type selected.
Term	Select the term for which you want the user edit message to become active.

See Also

Chapter 9, “Setting Up Disbursement Rules,” Defining Item Type Disbursement Rules, page 248

Load 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) on the NSLDS record and the SSN maintained by the PeopleSoft 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. Once 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 displays on the Suspense Management page is *Student not found*. In order to load the NSLDS record, you must update the student's SSN in the Campus Community components so that the SSNs match, and rerun the program.

If the NSLDS record is older than the current NSLDS information on the application, a record cannot load, and it 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 displays 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.

Note. The student's Packaging Status Summary information that updates is restricted to aid year 2002.

Using NSLDS Suspense Management

Access the NSLDS Suspense Management page.

NSLDS Suspense Management

Trans ID:	SHFATEOP	Queue Inst:	1	NSLDS Hdr Nbr:	1
------------------	----------	--------------------	---	-----------------------	---

SSN: 001-76-4613

Last Name: MELVIN

First Name: MOLLY

NSLDS Date of Birth: 07/24/1980

Load Status

☒ **Not Processed**

☐ **Processed**

☐ **Error**

☐ **Skip**

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 back 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 back 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 back to the school on the NSLDS Alert file.
Pell Change Flag	Indicates changed information on the alert file. <i>N:</i> No <i>Y:</i> Yes
Loan Change Flag	Indicates changed information on the alert file. <i>N:</i> No <i>Y:</i> Yes
Aggregate Change Flag	Indicates changed information on the alert file. <i>N:</i> No <i>Y:</i> Yes
Load Status	<p><i>Not Processed:</i> This is the default setting after the alert file has been loaded into the staging tables.</p> <p><i>Processed:</i> This value is set by the NSLDS FAT Load process if the record is successfully loaded into the application tables.</p> <p><i>Skip:</i> Set manually by the user if they do not want the record processed.</p> <p><i>Error:</i> If the NSLDS FAT Load program is unable to load the record into the application tables. If set, there will be an accompanying error message.</p>

The following are NSLDS FAT Load error messages.

Error	Message
EFFDT Conflict	The Alert file data is older than the current NSLDS information.

Error	Message
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

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)

NSLDS FAT Load Error Report page

There are no run control options for this report. The error reason is displayed on the report. Records identified on the report that you do not want to load must be set to Skip in 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

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)

NSLDS Alert File Report page

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 the student. The contents of the report matches 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.

Using NSLDS Change Review

Access the NSLDS Change Review page.

NSLDS Change Review						
1-9 of 9						
Reviewed	EmplID	Name	Pell Change	Loan Change	Aggregate Change	
<input type="checkbox"/>	FAFAT01	Cromartie,Nikida	N	N	Y	Awards Loans NSLDS
<input type="checkbox"/>	FA0279	Goodrich,William	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 student's 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 this check box 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.
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 student's enrollment begin date. Institutions can do this online at www.NSLDSFAP.ed.gov or use the Transfer Monitoring Inform file specifications to generate a batch file to be submitted to NSLDS.

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 01/02 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 ISIR search/match by-pass search criteria (last name, date of birth, and SSN must match) 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.

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 <i>Skip</i> .
Multiple Matches	More than one record in the database has the same last name, SSN, and birthdate. 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 birthdate 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 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 keep track of 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 be reviewed and modified, if required. Once the review of the student's eligibility has been completed, indicate 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 9, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 245

NSLDS Student Transfer Monitoring Process (July 2001)

Reviewing NSLDS General Aggregate Information

Access the NSLDS Information page.

NSLDS Information		NSLDS Loan Detail		NSLDS Pell		NSLDS Additional Information	
Eileen Danticat				ID: FA0275			
Last Updated:		09/01/2001		Last Effseq:		0	
NSLDS Transaction Nbr:				SSN:		870-76-7089	
NSLDS Transaction Source:		Alert File		NSLDS Loan Default:		N	
				NSLDS DOB:		09/13/1981	
School Cd:		001315		Branch:		00	
				Post-Screen Cd:		Overpay	
Aggregate Data				View All First 1 of 4 Last			
Eff Date:		09/01/2001		Seq:		0	
NSLDS Txn Nbr:				NSLDS Transaction Source:		Alert File	
						Detail	
Transaction		FFELP / FDLP					
Process Date:		09/01/2001		Subsidized		UnSub	
Default:		N		Aggregate:		\$10288	
Discharged:		N		Pending Disb:		\$0	
Active Bankruptcy:		N		Total:		\$10288	
Satisfactory Repayment:		N					
				Combined		Consolidated	
						Perkins	

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.

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 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. It is assumed 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 if a student's defaulted loan has been discharged, the values for the field are <i>Y – Yes</i> or <i>N – No</i> .
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.
Pending Disb (pending disbursement)	The system displays undisbursed loan amounts for the Subsidized, UnSub (unsubsidized), Combined, and Consolidated categories.

Viewing NSLDS Overpayment Information

Access the NSLDS Overpayment Information page.

NSLDS Overpayment Information

Contact Information

Pell Ovrpy:	N	NSLDS Pell Overpay Contact:	N/A
Perk Ovrpy:	N	NSLDS Perkins Overpay Contact:	N/A
SEOG Ovrpy:	N	NSLDS SEOG Overpay Contact:	N/A

NSLDS Overpayment Information page

The system displays any overpayments for Pell Ovrpy (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.

Click the Detail link to access the NSLDS Active Match page, where you can view FFEL/FDSL MPN loan information, NSLDS error codes, and change flags for the effective-dated row.

Viewing NSLDS Active Matches

Access the NSLDS Active Match page.

NSLDS Active Match:

NSLDS Error Codes

NSLDS Error Code 1:

NSLDS Error Code 2:

NSLDS Error Code 3:

NSLDS Error Code 4:

Change Flags

NSLDS Default Ln Chg: **NSLDS Overpymnt Chg:**

NSLDS Dschrgd Ln Chg: **NSLDS Aggr Loan Chg:**

NSLDS Satsfctry Rpymnt Chg: **NSLDS Perkins Chg:**

NSLDS Actv Bnkrptcy Chg: **NSLDS Pell Pymnt Chg:**

MPN Flags

DL Master-Prom Note Flag: U Unavail

FFEL Master-Prom Note Flag:

NSLDS FFEL Lender Code:

NSLDS Alert File Flags

Aggregate Change Flag: N **Loan Change Flag:** Y

Pell Change Flag: N

NSLDS Active Match page

The system displays NSLDS error codes, change 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.

Viewing NSLDS Loan Details

Access the NSLDS Loan Detail page.

NSLDS Information		NSLDS Loan Detail		NSLDS Pell		NSLDS Additional Information	
Eileen Danticat				ID: FA0275			
SSN: 870-76-7089		NSLDS DOB: 09/13/1981		Last Updated: 09/01/2001		Last Effseq: 0	
<div>Aggregate Data</div> <div>View All First 1 of 4 Last</div>							
Eff Date: 09/01/2001		Seq: 0		NSLDS Txn Nbr:		NSLDS Transaction Source: Alert File	
<div>Loan Detail</div> <div>View All First 1 of 4 Last</div>							
NSLDS Ln Seq: 1		Loan Year: 3rd Year		NSLDS Contact: 00100			
NSLDS Loan Type: D1 Direct Stafford				Contact Type: DL Servr			
NSLDS Status Code: ID In School or Grace				Stat EFFDT: 05/30/2001			
Guarantor: N/A				NSLDS Loan Type Cd:			
Prin Bal: \$5500		Net Disb: \$5500		Balance Dt: 07/30/2001			
Loan Start: 01/30/2001		Loan End: 01/17/2002		Grade Level:			
Orig Schl: 00374900 GEORGE MASON UNIVERSITY				Capitalize Int: N			
Extra Unsub Ind: Health Professional				Loan Change Flag: Y			
Last Loan Disbursement Date: 07/03/2001				NSLDS Lender Servicer: N/A			
Last Loan Disbursement Amount: \$275050				NSLDS Lender Code: 800720			

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 Detail group 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 displays 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.

Click the NSLDS Pell link to access the NSLDS Pell page to review a summary of a student's Pell information.

Viewing NSLDS Pell Information

Access the NSLDS Pell page.

NSLDS Information		NSLDS Loan Detail		NSLDS Pell		NSLDS Additional Information	
Eileen Danticat				ID: FA0275			
SSN: 870-76-7089		NSLDS DOB: 09/13/1981		Last Updated: 09/01/2001		Last Effseq: 0	
<div>Aggregate Data</div> <div>View All First 1 of 4 Last</div>							
Eff Date: 09/01/2001		Seq: 0		NSLDS Txn Nbr:		NSLDS Transaction Source: Alert File	
<div>NSLDS Pell Information</div> <div>View All First 1 of 2 Last</div>							
Pell Seq: 1		Pell Txn Nbr: 02		Pell Updt: 05/05/2001		Pell Amt to Pay: \$1700	
Pell Sched Amt: \$3400		Pell Pd to Dt: \$1700		Pell Prcnt Used: 50.00			
Pell Schl Cd: 00132800		UNIVERSITY OF SOUTHERN CALIFOR		NSLDS Pell Verf: VER			
Pell Award Amt: \$2400		NSLDS Pell EFC: 000012		Pell Change Flag: N			

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 Sched Amt (Pell scheduled amount), Pell Pd to Dt (Pell paid to date), Pell Amt (Pell amount) to Pay, Pell Prcnt (Pell percent) Used, Pell Schl Cd (Pell school code), Pell Award Amt, NSLDS Pell EFC(expected family contribution), and NSLDS Pell Verf (verification). EFC displays the expected family contribution used when the particular Pell Award was paid. Ver indicates the verification status of the EFC. EFC indicagtes a dollar amount and Ver indicates the applicable Pell verification code. Finally, the Pell Change Flag indicates whether there is a change in the student's Pell eligibility.

Viewing NSLDS Additional Information

Access the NSLDS Additional Information page.

NSLDS Information		NSLDS Loan Detail		NSLDS Pell		NSLDS Additional Information																									
Eileen Danticat				ID: FA0275																											
SSN: 870-76-7089		NSLDS DOB: 09/13/1981		Last Updated: 09/01/2001		Last Effseq: 0																									
<div>Aggregate Data View All First 1 of 4 Last</div> <div> Eff Date: 09/01/2001 Seq: 0 NSLDS Txn Nbr: NSLDS Transaction Source: Alert File Detail </div> <div> NSLDS Overpayment Information View All First 1-3 of 3 Last <table border="1"> <thead> <tr> <th>NSLDS Overpayment Seq</th> <th>Aid Year</th> <th>Overpayment Type</th> <th>Overpayment Indicator</th> <th>NSLDS Contact</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2001</td> <td>Pell</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>2</td> <td>2001</td> <td>FSEOG</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>3</td> <td>2001</td> <td>Perkins</td> <td>No</td> <td>N/A</td> </tr> </tbody> </table> </div> <div> NSLDS Name History View All First 1 of 1 Last <table border="1"> <thead> <tr> <th>NSLDS Name Hist Seq</th> <th>First Name History</th> <th>MI Hist</th> <th>Last Name History</th> </tr> </thead> <tbody> </tbody> </table> </div>								NSLDS Overpayment Seq	Aid Year	Overpayment Type	Overpayment Indicator	NSLDS Contact	1	2001	Pell	No	N/A	2	2001	FSEOG	No	N/A	3	2001	Perkins	No	N/A	NSLDS Name Hist Seq	First Name History	MI Hist	Last Name History
NSLDS Overpayment Seq	Aid Year	Overpayment Type	Overpayment Indicator	NSLDS Contact																											
1	2001	Pell	No	N/A																											
2	2001	FSEOG	No	N/A																											
3	2001	Perkins	No	N/A																											
NSLDS Name Hist Seq	First Name History	MI Hist	Last Name History																												

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

NSLDS Overpayment Seq (NSLDS overpayment sequence) Overpayment sequence refers to the sequential order (1, 2, 3) the ISIR loads.

Aid Year The system displays the aid year.

Overpayment Type Overpay type indicates which type of aid was overpaid such as Pell, Perkins, or SEOG.

Overpayment Indicator Overpayment indicator refers to the overpayment. Valid values are:

- N – No
- Y – Yes
- S – Satisfactory Arrangement.

NSLDS Contact NSLDS contact shows the agency—school, servicer, or lender—to contact for this loan.

NSLDS Name

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).

Using INAS Simulation

The INAS Simulation is like 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 gets 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 page introduction table are for aid year 2002/2003. 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_03	Administer Financial Aid, Manage Need Analysis, Use2, INAS Simulation 02/03, Student Income/Assets	Change income and asset values prior to INAS calculation.
INAS Simulation Fed Extension	INAS_SIM_FEDEX_S03	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_03	Administer Financial Aid, Manage Need Analysis, Use2, INAS Simulation 02/03, Student Information	Change student information prior to the INAS calculation.
Parent Income/Assets	INAS_SIM_PAR1_03	Administer Financial Aid, Manage Need Analysis, Use2, INAS Simulation 02/03, Parent Income/Assets	Change income and asset values prior to INAS calculation.
Assumption Overrides	INAS_SIM_OVRD_03	Administer Financial Aid, Manage Need Analysis, Use2, INAS Simulation 02/03, 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. It is a good idea to refresh the INAS Simulation table with the latest data because there may be leftover data in the table from a prior session.
2. Modify any of the values that you want to see reflected in the student’s EFC.
3. You can also override Local Policy Options at the student level, click the Fed Ext button from any page in this component. The default values you defined in the INAS Local Policy Options setup appear on the Federal Extension page when you select a Rule Set.
4. Once you are satisfied with the changes that you have made, click the INAS calculate button to invoke an INAS calculation. The system displays the results of the EFC after a successful completion of INAS.

5. Repeat steps 2 and 3 as many times as needed. If you want to start over, repeat Step 1 to refresh the work sheet.
6. 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*, a new row is inserted 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.

Note. 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		Student Information		Parent Income/Assets		Assumption Overrides	
Flowers, Cory E				ID:	FA0635		
Aid Year:	2002	Financial Aid Year 2001-2002		Institution:	PSUNV		
Get Federal Data		Fed Extension		Use Simulated Data		INAB	
				Need Summary		Fed EFC:	0
Married:	<input type="text" value="No"/>	AGI:	<input type="text" value="5,633"/>	Cash:	<input type="text" value="1,900"/>		
Marital Status:	<input type="text" value="Sng/Div/Wd"/>	U. S. Tax Paid:	<input type="text" value="988"/>	Inv Net Worth:	<input type="text" value="2,255"/>		
Mar StatDt:	<input type="text" value=""/>	Student's Earnings:	<input type="text" value="5,502"/>	Bus Net Worth:	<input type="text" value="0"/>		
Res State:	<input type="text" value="NC"/>	Spouse's Earnings:	<input type="text" value="0"/>	Worksheet A:	<input type="text" value="0"/>		
Date Lgl Res:	<input type="text" value="07/01/1995"/>	Res Prior to 96:	<input type="text" value="No"/>	Worksheet B:	<input type="text" value="0"/>		
In Family:	<input type="text" value="01"/>	File Return?:	<input type="text" value="Filed/Comp"/>	Worksheet C:	<input type="text" value="0"/>		
In College:	<input type="text" value="1"/>	Tax Form:	<input type="text" value="1040A/EZ/T"/>				
Exemptions:	<input type="text" value="00"/>	Elig 1040A/EZ?:	<input type="text" value="Yes"/>				
		Are You Male:	<input type="text" value="Yes"/>				

Student Income/Assets page

ISIR edits are not used in the simulation pages. It is important that changes used do 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.

Married Select either *Yes* or *No*.

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 00 – 12.
Res Prior 96 (resident prior to 01/01/96)	Select either <i>Yes</i> or <i>No</i> .
File Return?	You can select Filed/Comp (filed/completed), Not Filed, or Will File.
Tax Form	You can select 1040, 1040A/EZ/T, Foreign Tx (foreign tax), or Territory.
Elig 1040A/EZ?	Select from the following values: <i>Don't Know</i> : Select if you do not know if they are eligible to file a 1040A or 1040EZ. <i>No</i> : Select if the student is not eligible to file the 1040A or 1040EZ. <i>Yes</i> : Select if the student is eligible to file the 1040A or 1040EZ.
Are You Male?	Select <i>No</i> or <i>Yes</i> .

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 Fed Extension page.

INAS Simulation Federal Extension

	STUDENT	PARENT
Federal		
INAS Rule Set:	CSS Rules	
INAS Calc Type:	FM & IM	
INAS Data Source:	Both F/I	
Dependency Override:		
Adjust EFC:	0	
<input type="checkbox"/> Calculate PC for Independents		
Budget Durations		
Allowances		
Calculate Federal Tax:	<input type="checkbox"/>	<input type="checkbox"/>
Tuition:		
Medical/Dental:		
Other:		
Asset Allowance:		
Assets		
Other:		
Assumption Overrides		
Number in College:		

INAS Simulation Fed Extension page

Click the Budget Durations link to view budget duration information.

INAS Rule Set:	CSS Rules/Values		
Simulation Federal Extension - Budget Durations			
Academic:	9	Non-Standard:	0
Total:	9		

Simulation Federal Extension – Budget Durations page

See Also

Chapter 15, “Defining Application Processing Options,” Defining Your Federal and Institutional Methodologies, page 367

Working With Student Information

Access the Student Information page.

Student Income/Assets	Student Information	Parent Income/Assets	Assumption Overrides
Sandoval, Johana J		ID:	FA0632
Aid Year:	2003	Financial Aid Year	2002-2003
		Institution:	PSUNV
Get Federal Data Fed Extension Use Simulated Data INAS Need Summary Fed EFC: 0			
Dependency Status: Independent w/Primary EFC			
VA Ben Nbr of Months:	00 0	DOB Before:	2 No
Grade LVL:		Veteran:	2 No
Dependents:	2 No	Grad Stdnt:	2 No
Orphan:	2 No	Sel Serv:	1
Children:	2 No		

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.

Grade LVL (grade level)

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 Ext 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.

Student Income/Assets	Student Information	Parent Income/Assets	Assumption Overrides
Sandoval,Johana J		ID:	FA0632
Aid Year:	2003	Financial Aid Year	2002-2003
		Institution:	PSUNV
Get Federal Data Fed Extension Use Simulated Data INAS Need Summary			
Fed EFC: 0			
Marital Status: Div/Sep Legal Res: NC Date Lgl Res: Age Parent: 39 Family Mem: 04 Nbr Coll: 2 Exemptions: 04	AGI: 0 U. S. Tax Paid: 0 Father's Earnings: 0 Mother's Earnings: 0 Res Prior to 96: Tax Form: Tax Return Filed?: Elig 1040A/EZ?:	Cash: 0 Inv Net Worth: 0 Bus Net Worth: 0 Worksheet A: 0 Worksheet B: 0 Worksheet C: 0	

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 Select a state from the available options.

Exemptions Select a value 00 – 12

Res Prior 97 (Resident Prior to 01/01/97) Select *Yes* or *No*.

Tax Form You can select 1040, 1040A/EZ/T, Foreign Tx (foreign tax), or Territory.

Tax Return Filed? You can select Filed/Comp (*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 if the parent is eligible to file the 1040A or 1040EZ tax form.

I – Yes: Select if the parent is eligible to file the 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 link to override the INAS Local Policy Options at the student level.

Working With Assumption Overrides

Access the Assumption Overrides page.

Student Income/Assets	Student Information	Parent Income/Assets	Assumption Overrides
Sandoval, Johana J		ID:	FA0632
Aid Year:	2002	Financial Aid Year	2001-2002
		Institution:	PSUNV
Get Federal Data Fed Extension Use Simulated Data		INAS	Need Summary Fed EFC: 0
ASSUMPTION OVERRIDES			
Parent Nbr In College:	<input type="text" value="1"/>	Yes	Student Nbr In College:
Parent AGI:	<input type="text" value="1"/>	Yes	Student AGI:
Par Inc From WSC Asmd 0:	<input type="text"/>		Stu Inc From WSC Asmd 0:
REJECT OVERRIDES			
Reject Override N:	<input type="text" value="1"/>	Yes	
Reject Override B:	<input type="text" value="1"/>	Yes	
Reject Override W:	<input type="text" value="1"/>	Yes	

Assumption 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 Select 1 – Yes.
(parent number in college)

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 Select 1 – Yes.
(student number in college)

Student AGI (student adjusted gross income) Select 1 – Yes.

Stu Inc From WSC Asmd Select 1 – Yes.
0 (student income from
worksheet C assumed 0)

Reject Overrides

Reject Override N Select 1 – Yes.

Reject Override B Select 1 – Yes.

Reject Override W Select 1 – Yes.

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 link to override the INAS Local Policy Options at the student level.

CHAPTER 20

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.
- 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 108](#)

Pages Used to Make Early Financial Aid Offers

Page Name	Object Name	Navigation	Usage
Early Financial Aid Offer	ERLY_FA_OFFER	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Early Financial Aid Offer • Administer Financial Aid, Canadian Need Analysis, Use, Early FA Offer • Develop Enrollment, Evaluate Applicants, Use, Early Fin Aid Offer • Administer Financial Aid, Package and Disburse Aid, Use, 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

Alexa Martinez ID: FA0341

Career: Undergraduate Career Nbr: 0 Program Nbr: 0

Application Nbr: 00022523 Academic Program: Liberal Arts Undergraduate [Detail](#)

First 1 of 1 Last

*Effective Date: 04/20/2001 Sequence: 1 Aid Year: 2001 Offer Total: \$5500.00

View All First 1-3 of 3 Last

*Aid Category	Status	Offer Amount
SCHOLR Scholarships	Offered	\$1,500.00
GRANT Grants	Offered	\$1,000.00
LOANS Financial Aid Loans	Offered	\$3,000.00

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	<p>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.</p> <p>See Chapter 5, "Setting Up Packaging Basics," Preparing for Early Financial Aid Offers, page 108.</p>
Status	<p>The current action being taken on the aid category.</p> <p><i>Accepted:</i> The student has accepted the offered aid category.</p> <p><i>Canceled:</i> You have canceled the offered aid category.</p> <p><i>Declined:</i> The student has declined the offered aid category.</p> <p><i>Offered:</i> The aid category has been offered to the student, but no response has been received from the student yet.</p>
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

Complete: N

Evaluation Status:

Completed Date:

Evaluation Date: 07/30/1998

Application Detail

View All First 1 of 1 Last

Effective Date: 01/01/1900

Effective Sequence:

Academic Program: LAU

Status: Active in Program

Program Action: Matriculat

Admit Term: 0330

Action Reason:

Action Date: 07/31/1998

[Return](#)

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 Processor 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. If an ISIR also exists for the student, the routine uses ISIR data to determine federal eligibility and uses institutional data for all other selection or eligibility criteria, such as packaging equations. 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	<i>2-No</i> is loaded (as an assumption).
DRUG_OFFENSE_CONV	<i>1-Eligible</i> 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
NSLDS_MATCH	Eligible
PRISONER_MATCH	<i>0-Not Prisnr</i> 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.
SS_MATCH	Eligible
SS_REGISTRATION	Eligible
SSA_CITIZENSHIP_IND	Eligible
SSN_MATCH	Eligible
TITLEIV_ELIG	<i>Y_Yes</i> is loaded (as an assumption).

ISIR Fields Used in Packaging Routine with no Corresponding INST (PROFILE) field	How Packaging Fields are Populated when Institutional Data Source is used
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 6, “Setting Up Auto Packaging and Mass Packaging,” Using Institutional Application Data in Equations, page 140

Chapter 5, “Setting Up Packaging Basics,” Defining Awarding and Rounding Rules, page 89

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	Administer Financial Aid, Package and Disburse Aid, Use, Education Resources	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

Gallardo,Lola
ID: FA0119

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

EFC Status: Official
[ISIR Information](#)
[Database Matches](#)

Award Period: Academic	Montgomery GI Bill/AmeriCorps: 1,000	<input type="checkbox"/> Print as Other Resource
Award Period: Non Standard	Montgomery GI Bill/AmeriCorps: 0	<input type="checkbox"/> Print as Other Resource

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	<ul style="list-style-type: none"> • Administer Financial Aid, Apply for Financial Aid, Use, Packaging Status Summary • Administer Financial Aid, Manage Need Analysis, Use, Packaging Status Summary • Administer Financial Aid, Package and Disburse Aid, Use, Packaging Status Summary • Administer Financial Aid, Process Pell Payment, Use, Packaging Status Summary 	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 PeopleSoft 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.

Page Name	Object Name	Navigation	Usage
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.
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

Fox, Janet ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

EFC Status: Official [TERM](#) [ISIR Information](#) [Database Matches](#) [Need Summary](#) [PELL](#) [PELL Calculation Override](#)

Counselor: [Restricted Aid](#)

Aid Processing Status: Packaging Completed [Financial Aid Awarded](#)

Aid Application Status: Active ***Aid Packaging Method:** Counselor

Scholarship Status: Not Eval **Academic Career:** UGRD Undergraduate

Review Status: Complete **Packaging Plan ID:** FEDERAL Undergraduate Federal

INST Verification Status: Non Select ***Satisfactory Academic Progress:** Meets SAP

Verification Flag: Not Req'd **Disbursement Hold:**

Verification Status: Not Select **Loan Entrance Interview Status:** **Exit Interview:**

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	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	<p>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.</p> <p>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.</p> <p><i>Applied:</i> 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.</p> <p><i>No Electronic Application:</i> No electronic application has been received.</p> <p><i>Packaging Completed:</i> 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 <i>Packaging Completed</i>, use Manual or Auto Packaging or set up a Mass Packaging query definition to select students with a status of <i>Packaging Completed</i>.</p> <p><i>Ready for Counselor Review:</i> The student should be or is currently being reviewed by a financial aid counselor.</p> <p><i>Ready for Packaging:</i> 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.</p>
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	<p>Indicates whether the student's financial aid application is available for financial aid processing.</p> <p><i>(none):</i> You have not assigned the student's financial aid application a status. You cannot access certain pages until you enter a status.</p>

	<p><i>Active:</i> 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.</p> <p><i>Canceled:</i> You have canceled the student's financial aid application. You must enter this value manually.</p> <p><i>Restricted:</i> The student has applied for restricted aid only. You must enter this value manually.</p>
Aid Packaging Method	<p>The method used to create the student's financial aid package. The values in this field are automatically updated.</p> <p><i>Auto:</i> Packaged using Mass Packaging. View the packaging plan used to package the student in the Packaging Plan ID field.</p> <p><i>Counselor:</i> 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.</p> <p><i>Not Pkgd</i> (not packaged): Not yet packaged. This is the default value until you manually change it.</p>
Scholarship Status	<p>Identifies whether you have evaluated a student for scholarship funds. This is an information only field. It does not affect the packaging process.</p> <p><i>Evaluated:</i> You have evaluated the student for scholarship funds.</p> <p><i>Not Eval</i> (not evaluated): You have not evaluated the student for scholarship funds.</p>
Academic Career	<p>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 X-Ref 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.</p>
Review Status	<p>Indicate the status of the review if your institution conducts a review of the student's financial aid application.</p> <p><i>(none):</i> Indicates that your institution does not conduct a review.</p> <p><i>Complete:</i> The review of this application has been completed.</p> <p><i>Incomplete:</i> This application is awaiting a review.</p>
Packaging Plan ID	<p>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.</p>
INST Verification Status (institutional verification status)	<p>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.</p>

(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.

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 award 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.

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.

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.

See Also

Chapter 9, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 245

Chapter 24, "Processing CommonLine 4 Loans," Managing Disbursement Hold and Release Processing, page 909

Chapter 19, "Assessing Eligibility for Financial Aid," Working with Auto Verification, page 621

Chapter 20, "Preparing for Awarding and Packaging," Awarding Restricted Aid, page 693

Viewing Database Matches

Access the Database Matches page.

Database Matches

Match Values	Override
SSN Match: Match	<input type="checkbox"/>
SSA Citizenship Indicator: U.S. Citiz	<input type="checkbox"/>
INS Match:	<input type="checkbox"/>
Sec INS Match Flag:	
VA Match:	<input type="checkbox"/>
Selective Service Match:	<input type="checkbox"/>
Selective Service Registration:	<input type="checkbox"/>
NSLDS Match: Eligible	<input type="checkbox"/>
Prisoner Match:	<input checked="" type="checkbox"/>
Drug Offense Conviction: Eligible	<input type="checkbox"/>

☐ PLUS Override
 ☐ HEAL Eligible
 ☒ Title IV Fund Eligibility

OK
Cancel

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 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.

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 set 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.

INS Match (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 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

NSLDS Match (national student loan data system match)

Options are: *Exempt*, *Late*, *Mismatch*, *Not comp* (not completed), and *Reg Conf* (registration confirmed).

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.

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.

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 Pell Information

Access the PELL Information page.

PELL Information

Pell Processing Status:	Send	<input type="checkbox"/> Pell Student Level Override
Transaction Nbr:	1	
Effective Date:	03/06/2000	Low T&F Flag:
Effective Sequence:	1	Academic Calendar:
Primary EFC:	5222	Payment Methodology:
Academic Career:	UGRD	Pell Payment Periods:
Primary Academic Program:	LAU	Hours/Credits in Acad Year:
Academic Plan:	UNDECL-UG	Weeks in Program Acad Year:
Incarcerated Code:	Not Incar	
<input type="checkbox"/> Use Fulltime Enrollment <input checked="" type="checkbox"/> Originate Offered Awards <input type="checkbox"/> Originate Max Pell Award		

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 8, "Setting Up for Pell Payment Processing," Defining Pell Payment Setup, page 223](#)

[Chapter 22, "Special Cases and Considerations in Packaging," Awarding Pell Grants, page 769](#)

Overriding Pell Eligibility Calculation Setup Values

Access the Student Override page.

PELL Eligibility Calculation

Student Override

Academic Base Weeks:
Non-Standard Base Weeks:

Pell Calculation Start:

Pell Calculation Midterm:

Pell Calculation Census:

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 9

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:

1. Select students by running a Mass Change.
2. Review the selected students and delete any who should not be included.
3. Move the selected students from a temporary staging table into the Financial Aid Batch Update area, which is essentially a staging area, for use in step four.
4. Update the designated packaging status attributes for the selected students.

See Also

PeopleSoft 8 SP1 Application Fundamentals for Student Administration and Contributor Relations Solutions 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Process, Stdnt Aid Attr Review (MC) Administer Financial Aid, Manage Need Analysis, Use, Review Stdnt Aid Attr MC Administer Financial Aid, Package and Disburse Aid, Use, Review Stdnt Aid Attr MC 	Review the students selected by the Mass Change select process before moving on to the next step.
Update Student Aid Attribute	PRCSRUNCNTL	Design Student Administration, Design Financial Aid1, Process, Update Stdnt Aid Attr	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 (Administer Financial Aid, Package and Disburse Aid, Process, Run Mass Change). 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

MC Defn ID: FA-Verification Status Select

User: PS

Institution: PSUNV

Aid Year: 1999

Students Selected: 129

New Setting of Indicator: VS Verification Status

Will be: N

				View All	First	1-10 of 129	Last
Status	ID	Name	Current Value				
1 Pending	FA0001	Abarta,Fatana	C				
2 Pending	FA0008	Amaya,Ernesto	R				
3 Pending	FA0009	Aminy,Dipak	R				
4 Pending	FA0011	Aquino,Ruberto	C				
5 Pending	FA0014	Atwood,Joan	R				
6 Pending	FA0017	Aurelio,Milagra	R				
7 Pending	FA0023	Balgas,Miguel	R				
8 Pending	FA0026	Barker,Brian	R				
9 Pending	FA0029	Beaudreau,Bart	R				
10 Pending	FA0039	Elias,Michael	R				

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 21, "Awarding and Packaging Students," Awarding Online, page 706

Chapter 5, "Setting Up Packaging Basics," Setting Up Restricted Aid, page 110

Pages Used to Award Restricted Aid

Page Name	Object Name	Navigation	Usage
Restricted Aid	STDNT_RSTRC_AID1	Administer Financial Aid, Apply for Financial Aid, Use, 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	Administer Financial Aid, Apply for Financial Aid, Use, 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			
Fox, Janet		ID:	FA0118
Aid Year:	2001	Financial Aid Year 2000-2001	Institution: PSUNV
View All First 1 of 1 Last			
*Restricted Aid ID:	REGENTS	Regents Scholarship	<input checked="" type="checkbox"/> Renewable
App Method:	Stdnt Appl	Application Date:	05/20/2000
Evaluation Status:		Status Date:	06/08/2001
Final Decision:	Approved	Decision Date:	06/08/2001
Offer Amount:	2,500.00	Min Amt:	1,000.00000
		Max Amt:	8,000.00000
Overall Rating:	8.67	Committee Detail	Rating Scheme: Undergraduate Interviews
Comment:			

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	<p>Displays the current status of the restricted aid evaluation process for the student, as of the displayed date.</p> <p><i>In Progress:</i> This is the default value. It indicates that one or more committee members are still evaluating the student.</p> <p><i>Complete:</i> All committee members have completed their review of the student, and changed their status to <i>Complete</i> on the Restricted Aid Evaluations page.</p>
--	--

After the student has been evaluated, complete the rest of the page with information on the final decision.

Final Decision	<p>The final decision made by the restricted aid award committee for the student.</p> <p><i>Alternate:</i> The student is an alternate for the restricted aid award.</p> <p><i>Approved:</i> The student is approved to receive the restricted aid award.</p> <p><i>Denied:</i> The student does not receive the restricted aid award.</p> <p><i>Eligible:</i> 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.</p> <p><i>See Note:</i> Additional explanation regarding the final decision is provided in the Comments field at the bottom of the page.</p>
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 <i>Complete</i> .
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 <i>See Note</i> .

Entering Committee Comments

Access the Committee Detail page.

Restricted Aid - Committee

Committee Detail

Restricted Aid ID:

REGENTS

Regents Scholarship

View All

First

1 of 1

Last

Committee:

SCHLR

Scholarship Review Committee

Committee Type:

Scholarship Review

Evaluation Status:

Complete

Status Date:

06/08/2001

Committee Rating:

8.67

[Member Detail](#)

Committee Comments:

OK

Cancel

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 <i>Complete</i> 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.

Restricted Aid - Committee - Committee Members
Evaluator Detail

Restricted Aid ID: REGENTS Regents Scholarship
Committee: SCHLR Scholarship Review Committee

[View All](#) First ◀ 1 of 2 ▶ Last

Evaluator ID: 8101 Penrose,Steven
Role: CHAI Chair
Evaluation Status: Complete **Status Date:** 06/08/2001

Member Rating: 9.00
Comment:

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			
Fox, Janet		ID:	FA0118
Aid Year:	2001	Financial Aid Year 2000-2001	Institution: PSUNV
Restricted Aid ID:	REGENTS	Regents Scholarship	Rating Scheme UGINTERVW Undergraduate Interviews
Committee:	SCHLR	Scholarship Review Committee	
Evaluator ID:	8102	Sullivan, Theresa	
Member Rating:	8.33	Evaluation Status:	Complete
View All First 3 of 3 Last			
*Component:	PQ	Personal Qualities	+ -
Type:	Individual	Value:	8
Rating Comments:			

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. <i>In Progress:</i> This is the default value. It indicates that the committee member is still evaluating the student. <i>Complete:</i> 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 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. <i>Individual:</i> 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 8 SPI Recruiting and Admissions PeopleBook, “Setting Up for Evaluating Applicants”

CHAPTER 21

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.
- Change award status using mass action.

Understanding Awarding and Packaging Students

PeopleSoft 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. PeopleSoft 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. 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. PeopleSoft 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 150](#)

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 PeopleSoft 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 117](#)

[Chapter 2, "Setting Up Your Financial Aid Awarding Cycle," Establishing Defaults, page 7](#)

[Chapter 5, "Setting Up Packaging Basics," Defining Financial Aid Item Types, page 84](#)

[Chapter 5, "Setting Up Packaging Basics," Setting Up Aggregate Aid, page 69](#)

[Chapter 5, "Setting Up Packaging Basics," Defining Disbursement Plans and Split Codes, page 63](#)

[Chapter 5, "Setting Up Packaging Basics," Setting Up Award Messages, page 82](#)

[Chapter 5, "Setting Up Packaging Basics," Preparing for Early Financial Aid Offers, page 108](#)

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:

- Online manual awarding.
- Auto packaging.
- Need summary.

See Also

Chapter 22, “Special Cases and Considerations in Packaging,” Awarding Pell Grants, page 769

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.

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, we recommend 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.

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 89](#)

[Chapter 2, “Setting Up Your Financial Aid Awarding Cycle,” Defining Installation Level Defaults, page 9](#)

Awarding Online

This section discusses how to:

- Award students manually.
- View need summary information.
- View term summary information.
- Use Auto Packaging.
- View award disbursement detail.
- Document award adjustments.
- Use Professional Judgement.

Pages Used to Award Online

Page Name	Object Name	Navigation	Usage
Manual Student Packaging	STDNT_AWARD_ENTRY5	Administer Financial Aid, Package and Disburse Aid, Use, Award Entry/Manual, Manual Student Packaging	Award students manually.
Need Summary	STDNT_AWARD_NEED	<ul style="list-style-type: none"> • Administer Financial Aid, Package and Disburse Aid, Use, Award Entry, Need Summary • Administer Financial Aid, Package and Disburse Aid, Use, Award Entry/Manual, Need Summary • Administer Financial Aid, Package and Disburse Aid, Use, Award Override, Need Summary 	View need summary information for a student.

Page Name	Object Name	Navigation	Usage
Term Summary	STDNT_TERMDATA_SUM	<ul style="list-style-type: none"> Administer Financial Aid, Package and Disburse Aid, Use, Award Entry, Term Summary Administer Financial Aid, Package and Disburse Aid, Use, Award Entry/Manual, Term Summary Administer Financial Aid, Package and Disburse Aid, Use, Award Override, 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	Administer Financial Aid, Package and Disburse Aid, Use, Award Entry, Student Aid Package	Use auto packaging. Perform online manual awarding and Auto Packaging. Auto Packaging can be combined with online manual awarding in the same awarding session.
Award Disbursement Detail	STDNT_PKG_DISB_SEC	Click the Disbursement link on the Student Aid Package page, Manual Student Packaging page, or Professional Judgement 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 Judgement 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 Judgement page.	Document award adjustments by assigning an award adjustment reason to any adjusted award Action.
Professional Judgement	STDNT_AWARD_ENTRY4	Administer Financial Aid, Package and Disburse Aid, Use, Award Override, Professional Judgement	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.

Awarding Students Manually

Access the Manual Student Packaging page.

Manual Student Packaging
Need Summary
Term Summary

Gallardo,Lola
ID: FA0119

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

Career: UGRD
Award Period: Both
Package Status: Applied
Reset
Validate
Post

Student Aid Package
First 1 of 1 Last

Award
Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code
10		UGRD	9000000000001	Frank Lee Scholarship	3,000.00	3,000.00	01	01

Disbursement
+

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 21, "Awarding and Packaging Students," Using Auto Packaging, page 711

Viewing Need Summary Information

Access the Need Summary page.

Student Aid Package		Need Summary		Term Summary	
Fox, Janet				ID:	FA0118
Aid Year: 2001 Financial Aid Year 2000-2001				Institution:	PSUNV
Need Summary by Award Period First 1 of 2 Last					
Award Period: Academic		EFC Status: Official			
Fed Year COA:	22,700.00	Inst Year COA:	22,700.00	Pell Year COA:	22,700.00
Prorated EFC:	3,567	Institutional EFC:	0	Alt Pell COA:	12,700.00
Fed Need:	19,133.00	Inst Need:	22,700.00		
Montgomery GI Bill/AmeriCorps:	0	Montgomery GI Bill/AmeriCorps:	0		
N/B Aid (Fed):	19,133.00	N/B Aid (Inst):	22,700.00		
Special Need/Cost Aid (Fed):	3,567.00	Special Need/Cost Aid (Inst):	0.00		
Total Aid (Fed):	22,700.00	Total Aid (Inst):	22,700.00		
Unmet Need (Fed):	0.00	Unmet Need (Inst):	0.00		
Unmet COA(Fed):	0.00	Unmet COA(Inst):	0.00		

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 <i>Tuition</i> , <i>Child Care</i> , and <i>Disability</i> .

Viewing Term Summary Information

Access the Term Summary page.

Student Aid Package

Need Summary

Term Summary

Fox, Janet

Aid Year:

2001

Financial Aid Year 2000-2001

ID:

FA0118

Institution:

PSUNV

Term Budget

First 3 of 3 Last

Term:	0410	2000 Fall	Career:	UGRD Undergraduate	
Dependency Status:	DEP	Housing:	On Campus	Inst Term COA:	11,350.00
Academic Level:		Residency:		Fed Term COA:	11,350.00
FA Load:	Full-Time	Total Aid:	11,350.00		

FA Term Data

First 3 of 3 Last

Term:	0410	2000 Fall	Career:	UGRD Undergraduate	
Weeks of Instruction:	15	Prim Prog:	LAU	Expected Grad Date:	
Academic Level:		Acad Plan:	ENGL-BA		
FA Load:	Full-Time	Sub-Plan:			
NSLDS Loan Year:	2nd Year				

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 13, "Managing Financial Aid Terms," Building a Financial Aid Term, page 302](#)

Using Auto Packaging

Access the Student Aid Package page.

Student Aid Package
Need Summary
Term Summary

Fox, Janet
ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

Career: UGRD Undergraduate
Package Status: Applied
Validate
Post

Award Period: Academic
Packaging Plan ID: FEDERAL
Retrieve
Reset

Student Aid Package

Award
Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10	<input checked="" type="checkbox"/>	UGRD	900000000100	Federal Pell Grant	0.00	0.00	01	01	Disbursement Message +
20	<input type="checkbox"/>	UGRD	900000000105	Federal SEOG Grant	4,000.00	4,000.00	01	01	Disbursement +
30	<input type="checkbox"/>	UGRD	900000000200	Federal Work-Study Program	3,600.00	3,600.00	01	01	Disbursement +
40	<input type="checkbox"/>	UGRD	900000000322	Perkins Loan - ELO	4,000.00	4,000.00	01	01	Disbursement +
50	<input type="checkbox"/>	UGRD	900000000304	Sub Staff - Sem	3,500.00	3,500.00	01	01	Disbursement +
60	<input checked="" type="checkbox"/>	UGRD	900000000305	Unsub Staff Sem	0.00	0.00	01	01	Disbursement Message +
70	<input type="checkbox"/>	UGRD	900000000303	PLUS Loan	7,600.00	7,600.00	01	01	Disbursement +

Student Aid Package page

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.

Package Status

This field is known as the Aid Processing Status field on the Financial Aid Status page (Administer Financial Aid, Package and Disburse Aid, Use, Packaging Status Summary). 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.

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.

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.

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.

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).

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.

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, $20\% \text{ divided by } 60\% = 0.3333$ (33.33%) and $40\% \text{ divided by } 60\% = 0.6667$ (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
Need Summary
Term Summary

Fox, Janet
ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

Career: UGRD Undergraduate
Package Status: Applied
Validate
Post

Award Period: Academic
Packaging Plan ID: FEDERAL
Retrieve
Reset

Student Aid Package

Award
Status

*Nbr	Action	Career	*Item Type	PJ	Lock	Need Override	Override	Charge Priority	Award Status
10	X	UGRD	900000000100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	
20		UGRD	900000000105	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Accepted
30		UGRD	900000000200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Accepted
40		UGRD	900000000322	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Accepted
50		UGRD	900000000304	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Accepted
60	X	UGRD	900000000305	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	
70		UGRD	900000000303	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Accepted

Student Aid Package: Status tab

PJ (professional judgement) This check box is selected if an existing award was added or modified using professional judgement. 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 21, “Awarding and Packaging Students,” Using Professional Judgement, page 722.](#)

Since professional judgement awards can be manually modified on this page, anyone with access to this page—not just those with access to the Professional Judgement page—can modify professional judgement awards. Members of your staff may not realize an existing award is a professional judgement 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 judgement. To determine if the award was made using professional judgement, 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 <i>PeopleSoft 8 SP1 Student Financials PeopleBook</i> , "Completing PeopleSoft Student Financials General Setup," Defining Charge Priority List Rules.
Award Status	The current status of the award. The award status can be <i>Offered</i> , <i>Accepted</i> , <i>Canceled</i> , or <i>Declined</i> .
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, we recommend 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 63](#)

[Chapter 22, "Special Cases and Considerations in Packaging," Processing Awards for Multiple Award Periods Employing Passive/Active Mode, page 785](#)

Viewing Award Disbursement Detail

Access the Award Disbursement Detail page.

AWARD DISBURSEMENT DETAIL

Sequence: 50 Item Type: 900000000304 Net Award Amount: \$3,362.00

*Disbursement Plan: 01 *Split Code: XX ☒ Custom Split ☒ Custom Loan Fee

Disbursement Distribution											View All	First	1-2 of 2	Last
Disb ID	Term	Award Period	Aggr Lvl	Offered	Accepted	Offer Loan Fee	Offer Rebate	Accept Loan Fee	Accept Rebate	Net Disb Balance	Disbursed			
01	0410	Academic	U2	1,750.00	1,750.00	70.00	0.00	70.00	0.00	1,680.00	0.00			
02	0430	Academic	U2	1,750.00	1,750.00	68.00	0.00	68.00	0.00	1,682.00	0.00			

OK Cancel

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 24, “Processing CommonLine 4 Loans,” Moving Inbound Files From Staging Tables to the Database, page 902.](#)

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.

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 82](#)

Using Professional Judgement

Access the Professional Judgement page.

Professional Judgement
Need Summary
Term Summary

Fox, Janet
ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

Career: UGRD Undergraduate
Package Status: Completed
Validate
Post

Award Period: Both
Packaging Plan ID: FEDERAL
Retrieve
Reset

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	Charge Priority	Status		
10	<input checked="" type="checkbox"/>	UGRD	9000000000001	Frank Lee Scholarship	1,000.00	1,000.00	01	01	FEESONLY	Accepted	Disbursement	Adjustment Reason +
20	<input type="checkbox"/>	UGRD	9000000000105	Federal SEOG Grant	4,000.00	4,000.00	01	01	ALL	Accepted	Disbursement	+
30	<input type="checkbox"/>	UGRD	9000000000200	Federal Work-Study Program	3,600.00	3,600.00	01	01	ALL	Accepted	Disbursement	+
40	<input type="checkbox"/>	UGRD	9000000000322	Perkins Loan - ELO	4,000.00	4,000.00	01	01	ALL	Accepted	Disbursement	+
50	<input type="checkbox"/>	UGRD	9000000000304	Sub Staff - Sem	3,500.00	3,500.00	01	01	ALL	Accepted	Disbursement	+
60	<input type="checkbox"/>	UGRD	9000000000303	PLUS Loan	6,600.00	6,600.00	01	01	ALL	Accepted	Disbursement Message	+

Professional Judgement page

The fields on the Professional Judgement page correspond to those on the Student Aid Package page except that the PJ, Lock, Need Override, and Override check boxes are missing. You do not need these check boxes, since entering awards on this page serves the same function as selecting these check boxes. 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 21, "Awarding and Packaging Students," Using Auto Packaging, page 711](#).

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.

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 150

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 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 7

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	Administer Financial Aid, Package and Disburse Aid, Process, 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	Administer Financial Aid, Package and Disburse Aid, Use, 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	Administer Financial Aid, Package and Disburse Aid, Process, 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	Administer Financial Aid, Package and Disburse Aid, Use, Mass Packaging Plans 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	Administer Financial Aid, Package and Disburse Aid, Use, Mass Packaging Stdnts 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	Administer Financial Aid, Package and Disburse Aid, Process, Mass Packaging Process	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.

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			
Academic Institution:		PSUNV	PeopleSoft University
Aid Year:		2001	Financial Aid Year 2000-2001
Mass Packaging Query Definition:		READY_PKG	UGRD_RPKG
View All First 1-100 of 596 Last			
EmplID	Name	Career	*Process Status
FA0001	Abarta,Fatana	UGRD Undergraduate	Valid for Packaging
FA0002	Aballos,Robert	UGRD Undergraduate	Valid for Packaging
FA0003	Abban,Ali	UGRD Undergraduate	Valid for Packaging
FA0005	Acala,Lorenzo	UGRD Undergraduate	Valid for Packaging
FA0006	Acero,Alfredo	UGRD Undergraduate	Valid for Packaging
FA0008	Amaya,Ernesto	UGRD Undergraduate	Valid for Packaging
FA0009	Aminy,Dipak	UGRD Undergraduate	Valid for Packaging
FA0010	Aranda,Joseph	UGRD Undergraduate	Valid for Packaging
FA0011	Aquino,Ruberto	UGRD Undergraduate	Valid for Packaging
FA0012	Askins,Vijay	UGRD Undergraduate	Valid for Packaging
FA0013	Atwaller,Brian	UGRD Undergraduate	Valid for Packaging
FA0015	Aubin,Mark	UGRD Undergraduate	Valid for Packaging
FA0016	August,Henry	UGRD Undergraduate	Valid for Packaging
FA0017	Aurelio,Milagra	UGRD Undergraduate	Valid for Packaging
FA0018	Baines,Paul	UGRD Undergraduate	Valid for Packaging
FA0019	Baker,Corey	UGRD Undergraduate	Valid for Packaging

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

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

Institution:	<input type="text" value="PSUNV"/>	PeopleSoft University
Aid Year:	<input type="text" value="2001"/>	Financial Aid Year 2000-2001
Query Definition:	<input type="text" value="READY_PKG"/>	UGRD_RPKG

Packaging Plan Parameters First 1 of 1 Last

*Career	*Plan ID	*Sort Field	
<input type="text" value="UGRD"/>	<input type="text" value="FEDERAL"/>	<input type="text" value="FED_EFC"/>	<input checked="" type="radio"/> Asc <input type="radio"/> Desc + -

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
AGI_PAR	INST_EFC

Sort Field Values	
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

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2001 Financial Aid Year 2000-2001
Mass Packaging Query Definition: READY_PKG UGRD_RPKG

First 1-2 of 2 Last		
Packaging Plan ID:	Pkg Plan Selection Criteria Not Met	Academic Career: UGRD
Sort Packaging by:		Plan Order:
View All First 1-6 of 37 Last		
*EmplID	Name	
FA0006	Acero,Alfredo	Remove
FA0008	Amaya,Ernesto	Remove
FA0009	Aminy,Dipak	Remove
FA0015	Aubin,Mark	Remove
FA0022	Baldwin,Veronica	Remove
FA0023	Balgas,Miguel	Remove

View All First 1-6 of 549 Last		
Packaging Plan ID:	FEDERAL Undergraduate Federal	Academic Career: UGRD
Sort Packaging by:	FED_EFC Ascending	Plan Order: 10
*EmplID	Name	FED_EFC
FA0001	Abarta,Fatana	\$0.00
FA0002	Aballos,Robert	\$0.00
FA0003	Abban,Ali	\$0.00
FA0005	Acala,Lorenzo	\$0.00
FA0010	Aranda,Joseph	\$473.00
FA0011	Aquino,Ruberto	\$3,076.00

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 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 (Administer Financial Aid, Package and Disburse Aid, Inquire2, Mass Packaging Errors). 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 (Administer Financial Aid, Package and Disburse Aid, Use, Mass Packaging Details) 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	Administer Financial Aid, Package and Disburse Aid, Process, Inst 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	Administer Financial Aid, Package and Disburse Aid, Use, Inst Mass Pkg 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	Administer Financial Aid, Package and Disburse Aid, Process, Inst Mass Packaging Assign	Assign packaging plans to students by running the process.
Institutional Mass Packaging Plans by Query	FA_INST_PLANQRY	Administer Financial Aid, Package and Disburse Aid, Use, Inst Mass Pkg Plans 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	Administer Financial Aid, Package and Disburse Aid, Use, Inst Mass Pkg Stdnts 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	Administer Financial Aid, Package and Disburse Aid, Process, Inst Mass Packaging Process	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.

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

Institution:

PSUNV

PeopleSoft University

Aid Year:

2001

Financial Aid Year 2000-2001

Mass Packaging Query Definition:

READY_PKG

Ready for institutional pkg

View All

First

1-10 of 10

Last

EmplID	Name	Career	*Process Status
FA1002	Farber,Joan L	UGRD Undergraduate	Valid for Packaging
FA1003	Baldwin,Steven A	UGRD Undergraduate	Valid for Packaging
FA1004	Bennett,Virginia	UGRD Undergraduate	Valid for Packaging
FA1005	Demarco,Bernadete C	UGRD Undergraduate	Valid for Packaging
FA1006	Dunn,Charles T	UGRD Undergraduate	Valid for Packaging
FA1023	Reeves,Douglas G	UGRD Undergraduate	Valid for Packaging
FA1027	Vasquez,Raffaela D	UGRD Undergraduate	Valid for Packaging
FA972	McLellan,Jeremy	UGRD Undergraduate	Valid for Packaging
FA976	Mas,Karyn	UGRD Undergraduate	Valid for Packaging
FA978	Moss,Katya	UGRD Undergraduate	Valid for Packaging

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

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

Institution: PSUNV ▼ PeopleSoft University

Aid Year: 2001 Q Financial Aid Year 2000-2001

Query Definition: READY_PKG Q Ready for institutional pkg

Packaging Plan Parameters

First ◀ 1-2 of 2 ▶ Last

*Career	*Plan ID	*Sort Field			
UGRD ▼	BOTH_SRCEE ▼	INST_NEED ▼	Asc <input type="radio"/>	Desc <input checked="" type="radio"/>	+ -
UGRD ▼	FEDERAL ▼	FED_EFC ▼	Asc <input checked="" type="radio"/>	Desc <input type="radio"/>	+ -

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 21, “Awarding and Packaging Students,” Assigning Packaging Plans to Students, page 727

Reviewing Packaging Plans Assigned by Query

Access the Institutional Mass Packaging Plans by Query page.

Institutional Mass Packaging Plans by Query

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2001 Financial Aid Year 2000-2001

Mass Packaging Query Definition: READY_PKG Ready for institutional pkg

First ◀ 1 of 1 ▶ Last

Packaging Plan ID: FEDERAL	Academic Career: UGRD
Sort Packaging by: FED_EFC	Plan Order: 10

[View All](#) First ◀ 1-6 of 10 ▶ Last

*EmplID	Name	FED_EFC	
FA1002	Farber,Joan L	\$17,703.00	Remove
FA1003	Baldwin,Steven A	\$28,652.00	Remove
FA1004	Bennett,Virginia	\$0.00	Remove
FA1005	Demarco,Bernadete C	\$0.00	Remove
FA1006	Dunn,Charles T	\$8,893.00	Remove
FA1023	Reeves,Douglas G	\$0.00	Remove

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 21, “Awarding and Packaging Students,” Reviewing Packaging Plans Assigned by Query, page 729

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
Sort Packaging by:	FED_EFC	Ascending
Academic Career:	UGRD	
Plan Order:	10	
View 7 First 1-10 of 10 Last		
*EmplID	Name	FED_EFC
FA1004	Bennett,Virginia	\$0.00
FA1005	Demarco,Bernadete C	\$0.00
FA1023	Reeves,Douglas G	\$0.00
FA1027	Vasquez,Raffaela D	\$0.00
FA972	McLellan,Jeremy	\$0.00
FA976	Mas,Karyn	\$0.00
FA978	Moss,Katya	\$0.00
FA1006	Dunn,Charles T	\$8,893.00
FA1002	Farber,Joan L	\$17,703.00
FA1003	Baldwin,Steven A	\$28,652.00

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 21, “Awarding and Packaging Students,” Reviewing Packaging Plans Assigned by Packaging Plan, page 730

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 21, “Awarding and Packaging Students,” Processing Mass Packaging, page 731

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	Administer Financial Aid, Package and Disburse Aid, Inquire 2, 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	Administer Financial Aid, Package and Disburse Aid, Inquire 2, 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	Administer Financial Aid, Package and Disburse Aid, Inquire 2, 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	Administer Financial Aid, Package and Disburse Aid, Inquire 2, 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				
Institution:	PeopleSoft University		Aid Year:	2001 2000-2001
First ◀ 1 of 1 ▶ Last				
Batch Number:	1		Live vs. Simulation:	Simulation
Batch Date Time:	07/13/2001 5:19PM			
Student Batch Results				
First ◀ 1 of 1 ▶ Last				
Academic Career	Packaging Plan ID	Total Selected	Total Packaged	Total Not Packaged
Undergraduate	Undergraduate Federal	549	549	0

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. <i>Live:</i> The Mass Packaging process or Institutional Mass Packaging process updated all award-related tables. <i>Simulation:</i> 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		Awards Detail	
Batch Number:	1	Batch Date Time:	07/13/2001 5:19PM
Institution:	PeopleSoft University	Aid Year:	2000-2001
Packaging Plan:	Undergraduate Federal	Career:	Undergrad
		Total Packaged:	549
		Next 25 Students	Last 25 Students
Find View All First 25 of 25 Last			
Sequence:	25	ID:	FA0152 Davilla,Susan
Federal Dependency Status:	Independent	Institutional Dependency Status:	
Federal PELL Eligibility:	Yes	Received First Bachelor Degree:	No
Title IV Eligibility:	Y		
Find View All First 1 of 2 Last			
Award Period:	Academic	Pell Year COA:	\$11,350.00
		Alternate Pell COA:	\$6,350.00
Federal Year COA:	\$22,700.00	Institutional Year COA:	\$22,700.00
Prorated EFC:	\$0	Institutional EFC:	\$0
Federal Need:	\$22,700.00	Institutional Need:	\$22,700.00
Montgomery GI Bill/AmeriCorps:	\$0	Montgomery GI Bill/AmeriCorps:	\$0
Federal Need Based Aid:	\$21,525.00	Institutional Need Based Aid:	\$21,525.00
Federal Unmet Need:	\$1,175.00	Institutional Unmet Need:	\$1,175.00

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 21, "Awarding and Packaging Students," Viewing Need Summary Information, page 708](#)

Reviewing Student Award Information

Access the Awards Detail page.

Eligibility/Need
Awards Detail

Batch Number: 1
Batch Date Time: 07/13/2001 5:19PM
Total Packaged: 549

Institution: PeopleSoft University
Aid Year: 2000-2001
[Next 25 Students](#)

Packaging Plan: Undergraduate Federal
Career: Undergrad
Last 25 Students

Find | View All
First 25 of 25 Last

Student Packaging Sequence: 25
ID: FA0152 Davilla,Susan

Sequence	Item Type	Disbursement Plan	Split Code	Offer Amount	
10	900000000100 Pell Grant	01 Two Semst	XX	\$3,300.00	Disbursement
20	900000000105 SEOG	01 Two Semst	01 Even	\$4,000.00	Disbursement
30	900000000200 FWS	01 Two Semst	01 Even	\$3,600.00	Disbursement
40	900000000322 Perk - ELO	01 Two Semst	01 Even	\$4,000.00	Disbursement
50	900000000304 STAFF-SUB	01 Two Semst	01 Even	\$2,625.00	Disbursement
60	900000000305 STAFFUNSUB	01 Two Semst	01 Even	\$4,000.00	Disbursement
70	900000000303 PLUS	01 Two Semst	01 Even	\$0.00	Message Disbursement

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

Batch #: 31 **Batch Date Time:** 07/12/2001 6:10PM **Total Not Pkgd:** 1
Institution: PeopleSoft University **Aid Year:** 2001
Pkg Plan: Leading summer Plan **Career:** UGRD

First ◀ 1-2 of 2 ▶ Last				
Error Sequence	ID	Name	Error	
1	PK0051	Muhoberac,Jamie	9338	Detail
1	PK0051	Muhoberac,Jamie	9338	Detail

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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Process, Award Notification (MC) Administer Financial Aid, Package and Disburse Aid, Use, Award Notification 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Process, Award Notification Letter Administer Financial Aid, Package and Disburse Aid, Process, Award Notification Letter 	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	Administer Financial Aid, Package and Disburse Aid, Process, Award Ltr Data Extract	Create a FAN extract file.
Award Notification Summary	STDNT_FAN_ATRBT	Administer Financial Aid, Package and Disburse Aid, Inquire 1, Award Notification Summary	Review award letters for a student.
Summary of Data Printed on FAN	STDNT_FAN_DATA	Click the FAN Data link on the Award Notification Summary page.	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 8 SPI Campus Community Fundamentals PeopleBook*, "Managing Communications," Reviewing a Summary of Communications With an Individual.

- Financial Aid Status page.

See Chapter 20, “Preparing for Awarding and Packaging,” Reviewing the Student’s Packaging Status, page 673.

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 (Design Student Administration, Design Financial Aid2, Setup, 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 Student Administration 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 (Design Student Administration, Design Financial Aid2, Setup, Mass Change Definition).
 - a. Select *FAN-Update Comm Table* as the Mass Change Definition.
 - b. Select the Student Administration 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 (Build 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

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Understanding Mass Change for 3Cs,” Assigning a Communication Using Mass Change

Reviewing Students Selected for Award Notification

Access the Award Notification Selection page.

Award Notification Selection

Mass Change Definition: FAN-Select Letter **User:** PS

Institution: PSUNV **Aid Year:** 2001

Comm Key: FANUG **DateTime:** 06/11/2001 10:15:11AM **Date:** 06/11/2001

Category: AWARD **Context:** FAN01 **Direction:** OUT

Method: Letter **Communication ID:** **Print Comment:** N

Comment:

Mass Change Selection - Results First 1-3 of 3 Last

ID	Name	*Status
FA0779	Schlepp,Benjamin J	Pending <input type="button" value="+"/> <input type="button" value="-"/>
FA0785	Rumen,Jonathan B	Pending <input type="button" value="+"/> <input type="button" value="-"/>
FA0790	Wornack,T-jay L	Cancel <input type="button" value="+"/> <input type="button" value="-"/>

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 page.

Award Notification Selection

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

FAN Request Parameters			
ID:	<input type="text"/>	Sequence:	<input type="text"/>
<hr/>			
*Institution:	<input type="text" value="PSUNV"/> PeopleSoft University	Function:	<input type="text" value="FINA"/> Financial Aid
*Aid Year:	<input type="text" value="2001"/> 2000-2001	Category:	<input type="text" value="AWARD"/> Financial Aid Award Notificatn
Career:	<input type="text" value="UGRD"/> Undergrad	Letter Code:	<input type="text" value="FAN"/> Financial Aid Notification
<hr/>			
*Award Period:	<input type="text" value="Academic"/>	<input type="checkbox"/> Print Canceled/Declined Awards	
*Address Usage:	<input type="text" value="SLCT ORD 1"/>	<input type="checkbox"/> Institutional Methodology	
Address Name:	<input type="text" value="NAME_PREF"/>	<input checked="" type="checkbox"/> Update FAN Attributes	

Award Notification Selection 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 <i>Academic</i> . <i>Non Std</i> (non standard) is also available for nonacademic terms.
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.

Creating the FAN Extract File and Producing the FAN Letter

Access the Award Letter Data Extract page.

Award Letter Data Extract

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

FAN Data Extract Parameters

ID:	<input type="text"/>	Q		
*Institution:	<input type="text" value="PSUNV"/>	Q	PSU	Letter Code: <input type="text"/>
				Q
*Aid Year:	<input type="text" value="2001"/>	Q	2000-2001	Sequence: <input type="text"/>
				Q
Career:	<input type="text"/>	Q		
*Award Period:	<input type="text" value="Academic"/>		<input checked="" type="checkbox"/> Update FAN Attributes	
<hr/>				
<input checked="" type="checkbox"/> Use Current Effective Address	File Type:		<input type="text" value="CSV"/>	<input type="checkbox"/> Send to Printer
*Address Usage:	<input type="text" value="SLCT ORD 1"/>	Q	File Path:	<input type="text"/>
Address Name:	<input type="text"/>	Q	Template Path:	<input type="text"/>

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.

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	<p>Select the extract file type to be created. You can choose <i>JetForm</i>, <i>CSV</i>, or <i>Other</i>. <i>JetForm</i> is the default value. The value you choose in this field determines what other file-related fields appear on the page.</p> <p>If you select <i>JetForm</i>, the page displays the File Path and Override Flags fields.</p> <p>If you select <i>CSV</i>, the page displays the Send to Printer check box, the File Path field, and the Template Path field.</p> <p>If you select <i>Other</i>, the page displays the File Path field.</p>
Send to Printer	If you selected <i>CSV</i> 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. PeopleSoft 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 PeopleSoft 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.

CHAPTER 22

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 multiple NSLDS loan years for a student.
- 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.

Understanding Awarding and Packaging Students

PeopleSoft 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 89

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 84.

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 Multiple NSLDS Loan Years for a Student

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 notes 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.

To award loan monies to students who advanced NSLDS loan levels within the same aid year, you must use multiple loan financial aid item types and different disbursement plans/split codes to support the additional term. The loan financial aid item types must be associated with the same aggregate area to calculate aggregate limits correctly. The following scenario demonstrates how it works.

The student is awarded initially based on his 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 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 amount awarded. 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, but they must be associated with the same aggregate area. 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

* This is 3500 USD - 2625 USD = 875 USD

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.
- 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 using 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.

To make additional awards where the NSLDS loan year has changed, you must use a different financial aid item type for the second instance of the award. If you attempt to award an additional award using the same financial aid item type and the NSLDS loan year is different, posting is not successful. The system does not allow you to award the same financial aid item type when the NSLDS loan year is different for the two awards.

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.

Effected Field	Value after Item Types are Merged
Offered Amount	Sum of the Offered amounts
Accepted Amount	Sum of the Accepted amounts
Award Action	<p><i>B—Offered/Accepted</i> when sum of Accepted Amounts > 0</p> <p><i>O—Offer</i> when above condition is not met</p> <p>Note. Canceled and declined awards are no longer visible after posting.</p>

Effected Field	Value after Item Types are Merged
Split Code	<i>XX</i> when different split codes are used Note. The disbursement plans must be the same.
Aggregate Level	Posting fails if the student's Financial Aid Term is tied to more than one aggregate level. You must use different financial aid item types if the student changes NSLDS loan years during the aid year.

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 there was a University Grant disbursement of 500.00 USD, you must set this disbursement 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
					Nov	100.00 (11.1%)	0.00
					Dec	100.00 (11.1%)	0.00

FA Item Type	Disb Plan	Split Code	Action	Award Amount	Disb Date	Scheduled Disbs.	Actual Disbs.
					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 clear 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		
<i>Sequence of Award</i>	<i>Award</i>	<i>Aggregate Area</i>	<i>Sequence of Award</i>	<i>Award</i>	<i>Aggregate Area</i>
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 22, “Special Cases and Considerations in Packaging,” Protecting Disbursements During Awarding, page 808

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, 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 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 via PeopleSoft 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 14.](#)

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 13, “Managing Financial Aid Terms,” Overriding Census Date Locking, page 306](#)

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 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 for the 2000-2001 aid year, 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 USD for 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	Stdnt's Load Used	Fall Pell Award Amt	Pell Calculation Field Used - Spring	Stdnt's Load Used	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
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 chosen 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

PeopleSoft 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 for the 2002-03 aid year are as follows:

- Student's total cost of attendance (COA) must be 3,200.00 USD or more.
- The Expected Family Contribution (EFC) must be 500.00 USD or less.

- Student's tuition costs plus dependent child care costs and/or disability-related expenses must be less than 525.00 USD.

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 for the 2002-03 aid year using the following steps:

- Determines if the annual Pell COA (cost of attendance) is 3,200.00 USD or more.
- Determines if the federal COA is 500.00 USD or less.
- Determines if the Alternate Pell COA is less than 525.00 USD. 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

PeopleSoft 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. We refer 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. We refer 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
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.
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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	01 – Term 1 and Term 2	01 – Even Split across 2 terms
		1,000.00 USD	2		
Undergraduate	Subsidized Stafford Loan	2,750.00 USD	1	01 – Term 1 and Term 2	01 – Even Split across 2 terms
		2,750.00 USD	2		

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	1	01 – Term 1 and Term 2	Custom split with 100% in Term 1 OR 02 – 100% in Term 1
		0.00 USD	2		

Career	Award	Amount	Term	Disb Plan	Split Code
Undergraduate	Subsidized Stafford Loan	2,750.00 USD	1	01 – Term 1 and Term 2	01 – Even Split across 2 terms
		2,750.00 USD	2		
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		
<i>Sequence</i>	<i>Description</i>	<i>Amount (USD)</i>	<i>Sequence</i>	<i>Description</i>	<i>Amount (USD)</i>
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		
<i>Sequence</i>	<i>Description</i>	<i>Amount (USD)</i>	<i>Sequence</i>	<i>Description</i>	<i>Amount (USD)</i>
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 be 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 22, “Special Cases and Considerations in Packaging,” Protecting Disbursements During Awarding, page 808

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

	Non-Standard Award Period	Academic Award Period
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.

Student Aid Package

Need Summary

Term Summary

Dougan, John
 ID: FA0114
 Institution: PSUNV

Aid Year: 2001 Financial Aid Year 2000-2001

Career: UGRD Undergraduate
 Package Status: Completed
 Validate
 Post

Award Period: Both
 Packaging Plan ID: AP_TRAIL
 Retrieve
 Reset

Student Aid Package

Award

Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10		UGRD	900000000120	University Grant	600.00	600.00	12	02	Disbursement
20		UGRD	900000000120	University Grant	150.00	150.00	12	03	Disbursement

Student Aid Package page with two instances of the University Grant

The next two page shots show the disbursement detail for each instance of the University Grant.

AWARD DISBURSEMENT DETAIL**Sequence:** 10**Item Type:** 900000000120**Net Award Amount:** \$600.00***Disbursement Plan:** 12***Split Code:** 02☐ Custom Split**Disbursement Distribution**

View All

First 1-3 of 3 Last

Disb ID	Term	Award Period	Aggr Lvl	Offered	Accepted	Net Disb Balance	Disbursed
01	0410	Academic		300.00	300.00	300.00	0.00
02	0430	Academic		300.00	300.00	300.00	0.00
03	0440	Non Std		0.00	0.00	0.00	0.00

OK

Cancel

Award Disbursement Detail for the first instance of the University Grant – disbursements in the AAP only

AWARD DISBURSEMENT DETAIL**Sequence:** 20**Item Type:** 900000000120**Net Award Amount:** \$150.00***Disbursement Plan:** 12***Split Code:** 03☐ Custom Split**Disbursement Distribution**

View All

First 1-3 of 3 Last

Disb ID	Term	Award Period	Aggr Lvl	Offered	Accepted	Net Disb Balance	Disbursed
01	0410	Academic		0.00	0.00	0.00	0.00
02	0430	Academic		0.00	0.00	0.00	0.00
03	0440	Non Std		150.00	150.00	150.00	0.00

OK

Cancel

Award Disbursement Detail for the second instance of the University Grant – disbursement in the NSAP only

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 Need Summary Term Summary

Dougan, John ID: FA0114 Institution: PSUNV

Aid Year: 2001 Financial Aid Year 2000-2001

Career: UGRD Undergraduate Package Status: Completed Validate Post

Award Period: Both Packaging Plan ID: AP_TRAIL Retrieve Reset

Student Aid Package

Award Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code
20		UGRD	900000000120	University Grant	750.00	750.00	12	XX

[Disbursement](#) +

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

Sequence: 20 Item Type: 900000000120 Net Award Amount: \$750.00

*Disbursement Plan: 12 *Split Code: XX ☒ Custom Split

Disbursement Distribution							
Disb ID	Term	Award Period	Aggr Lvl	Offered	Accepted	Net Disb Balance	Disbursed
01	0410	Academic		300.00	300.00	300.00	0.00
02	0430	Academic		300.00	300.00	300.00	0.00
03	0440	Non Std		150.00	150.00	150.00	0.00

OK Cancel

Award Disbursement Detail for the combined University Grant – disbursements in both the AAP and NSAP

The Need Summary page also retains the separate disbursements.

Student Aid Package

Need Summary

Term Summary

Dougan, John
 Aid Year: 2001 Financial Aid Year 2000-2001

ID: FA0114
 Institution: PSUNV

Need Summary by Award Period
 First 1 of 2 Last

Award Period:	Academic	EFC Status:	Unofficial	
Fed Year COA:	22,700.00	Inst Year COA:	22,700.00	Pell Year COA: 22,700.00
Prorated EFC:	2,012	Institutional EFC:	0	Alt Pell COA: 12,700.00
Fed Need:	20,688.00	Inst Need:	22,700.00	
Montgomery GI Bill/AmeriCorps:	0	Montgomery GI Bill/AmeriCorps:	0	
N/B Aid (Fed):	600.00	N/B Aid (Inst):	600.00	
Special Need/Cost Aid (Fed):	0.00	Special Need/Cost Aid (Inst):	0.00	
Total Aid (Fed):	600.00	Total Aid (Inst):	600.00	
Unmet Need (Fed):	20,088.00	Unmet Need (Inst):	22,100.00	
Unmet COA(Fed):	22,100.00	Unmet COA(Inst):	22,100.00	

Need Summary page displaying AAP information and disbursements

Student Aid Package

Need Summary

Term Summary

Dougan, John
 Aid Year: 2001 Financial Aid Year 2000-2001

ID: FA0114
 Institution: PSUNV

Need Summary by Award Period
 First 2 of 2 Last

Award Period:	Non Standard	EFC Status:	Unofficial	
Fed Year COA:	6,400.00	Inst Year COA:	6,400.00	Pell Year COA: 12,800.00
Prorated EFC:	189	Institutional EFC:	0	Alt Pell COA: 12,000.00
Fed Need:	6,211.00	Inst Need:	6,400.00	
Montgomery GI Bill/AmeriCorps:	0	Montgomery GI Bill/AmeriCorps:	0	
N/B Aid (Fed):	150.00	N/B Aid (Inst):	150.00	
Special Need/Cost Aid (Fed):	0.00	Special Need/Cost Aid (Inst):	0.00	
Total Aid (Fed):	150.00	Total Aid (Inst):	150.00	
Unmet Need (Fed):	6,061.00	Unmet Need (Inst):	6,250.00	
Unmet COA(Fed):	6,250.00	Unmet COA(Inst):	6,250.00	

Need Summary page displaying NSAP information and disbursement

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 + $45/90 \times 500.00$, 45% spring + $45/90 \times 500.00$)	0.00 (10% originally scheduled, but shortage of need)

See Also

Chapter 22, “Special Cases and Considerations in Packaging,” Distributing Awards When There is a Shortage of Need in One Award Period, page 805

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 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
Need Summary
Term Summary

Emoto,Chima
ID: FA0117
Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

Career: UGRD Undergraduate
Package Status: Completed
Award Period: Both
Packaging Plan ID:

Validate
Post
Retrieve
Reset

Student Aid Package
Award
Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code
10		UGRD	900000000100	Federal Pell Grant	3,300.00	3,300.00	01	XX

Disbursement

Student Aid Package page displaying the student's award for the AAP

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.

Student Aid Package **Need Summary** Term Summary

Emoto,Chima **ID:** FA0117
Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Career: UGRD Undergraduate **Package Status:** Completed Validate Post
Award Period: Non Std **Packaging Plan ID:** Retrieve Reset

Student Aid Package

Award **Status**

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10		UGRD	900000000100	Federal Pell Grant	3,300.00	3,300.00	01	XX	Disbursement +

Student Aid Package page with existing Pell Grant award unavailable for edits

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 **Need Summary** Term Summary

Emoto,Chima **ID:** FA0117
Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Career: UGRD Undergraduate **Package Status:** Completed Validate Post
Award Period: Non Std **Packaging Plan ID:** Retrieve Reset

Student Aid Package

Award **Status**

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10		UGRD	900000000100	Federal Pell Grant	3,300.00	3,300.00	01	XX	Disbursement +
20	B	UGRD	900000000006	Honors Scholarship	1,000.00	1,000.00	12	03	+

Student Aid Package page with the new Honors Scholarship award and unavailable Pell Grant award

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.

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.

The screenshot shows the 'Student Aid Package' page for student Emoto, Chima. The 'Need Summary' tab is selected. The 'Aid Year' is 2001 (Financial Aid Year 2000-2001). The 'ID' is FA0117 and the 'Institution' is PSUNV. The 'Career' is UGRD (Undergraduate) and the 'Award Period' is 'Both'. The 'Package Status' is 'Applied'. There are buttons for 'Validate', 'Post', 'Retrieve', and 'Reset'. Below this, the 'Student Aid Package' section shows a table with one row for a Federal Pell Grant.

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code
10		UGRD	900000000100	Federal Pell Grant	3,300.00	3,300.00	01	XX Disbursement

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

Need Summary

Term Summary

Emoto,Chima
ID: FA0117

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

Career: UGRD Undergraduate
Package Status: Completed
Validate
Post

Award Period: Both
Packaging Plan ID:
Retrieve
Reset

Student Aid Package

Award
Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10		UGRD	9000000000100	Federal Pell Grant	3,300.00	3,300.00	01	XX	Disbursement +
20	B	UGRD	9000000000006	Honors Scholarship	5,000.00	5,000.00	12	04	+

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 Need Summary Term Summary

Fox, Janet ID: FA0118
 Aid Year: 2001 Financial Aid Year 2000-2001 Institution: PSUNV

Career: UGRD Undergraduate Package Status: Completed Validate Post
 Award Period: Both Packaging Plan ID: Retrieve Reset

Student Aid Package

Award Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code
10		UGRD	9000000000006	Honors Scholarship	5,000.00	5,000.00	12	04

Disbursement +

Student Aid Package page displaying the student's award for the 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*.

Student Aid Package Need Summary Term Summary

Fox, Janet ID: FA0118
 Aid Year: 2001 Financial Aid Year 2000-2001 Institution: PSUNV

Career: UGRD Undergraduate Package Status: Completed Validate Post
 Award Period: Academic Packaging Plan ID: Retrieve Reset

Student Aid Package

Award Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code
10		UGRD	9000000000006	Honors Scholarship	5,000.00	5,000.00	12	04

Disbursement +

Student Aid Package page with an Award Period value of Academic, showing the Honors Scholarship as an active award

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.

Student Aid Package

Need Summary

Term Summary

Fox,Janet

ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001

Institution: PSUNV

Career: UGRD Undergraduate

Package Status: Completed

Award Period: Academic

Packaging Plan ID:

Validate

Post

Retrieve

Reset

Student Aid Package

Award

Status

*Nbr	Action	Career	*Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10		UGRD	9000000000006	Honors Scholarship	5,000.00	5,000.00	12	04	Disbursement +
20	B	UGRD	9000000000311	Direct Subsidized Stafford	2,623.00	2,623.00	01	01	+

Student Aid Package page showing the Honors Scholarship as an active award when packaging for the AAP only

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

AAP		NSAP	
Federal Aid 1		Federal Aid 2	
Conditional Aid 2	Special Need/Cost	Conditional Aid 4	Special Need/Cost

Example B

AAP		NSAP	
<i>Item Type</i>	<i>Behavior</i>	<i>Item Type</i>	<i>Behavior</i>
Federal Aid 1		Conditional Aid 1	No Effect

Example C

NSAP		AAP	
<i>Item Type</i>	<i>Behavior</i>	<i>Item Type</i>	<i>Behavior</i>
Federal Aid 1		Conditional Aid 1	No Effect
		Federal Aid 2	
		Conditional Aid 2	Special Need/Cost

Example D

NSAP		AAP	
<i>Item Type</i>	<i>Behavior</i>	<i>Item Type</i>	<i>Behavior</i>
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.

Message Number	Message Text	Explanation
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 22, “Special Cases and Considerations in Packaging,” Processing Direct Loan Adjustments, page 765

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	
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	

2,500.00 USD (Increased Amount)						
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	
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	
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	

4,500.00 USD (Increased Amount)						
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 23

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

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 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	Administer Financial Aid, Package and Disburse Aid, Inquire 1, Award Activity	Review changes to a student's award by financial aid item type.
Award Activity 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 Activity 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 21, "Awarding and Packaging Students," Viewing Term Summary Information, page 710

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.

See Also

Chapter 5, "Setting Up Packaging Basics," Creating Aggregate Aid Limits, page 71

Understanding Reviewing Aggregate Aid

The Aggregate Aid component displays information about the aggregate areas you set up in your system. Aggregate aid is updated by the packaging and awarding processes. To have NSLDS data included in aggregate aid you must enter it manually or design a custom process to move the data from the NSLDS tables into the Aggregate Aid tables.

Although aggregate aid is important to keep track of for federal funds, you can establish aggregate areas and aggregate limits for any award in your 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 can award students more than federally or institutionally established annual and/or lifetime limits.

When you update aggregate information, all amounts are included in the aggregate limit for that aggregate area. This is helpful for keeping track of limits for students who may receive financial aid from several institutions. You can use aggregate aid information to determine if a student is close to an annual or a lifetime aggregate limit for a particular aggregate area/award.

Pages Used to Review Aggregate Aid

Page Name	Object Name	Navigation	Usage
Aggregate Summary	STDNT_AGGR_AWDS	<ul style="list-style-type: none"> Administer Financial Aid, Package and Disburse Aid, Inquire 1, Aggregate Aid, Aggregate Summary Administer Financial Aid, Process Loans, Inquire 1, Aggregate Aid, Aggregate Summary 	Review a student's aggregate aid summary.
Aggregates by School	STDNT_AGGR_SCHL	<ul style="list-style-type: none"> Administer Financial Aid, Package and Disburse Aid, Inquire 1, Aggregate Aid, Aggregates by School Administer Financial Aid, Process Loans, Inquire 1, 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 one institution.
Aggregate Detail	AGGR_SCHL_SEC	Click the Aggregate Detail button on the Aggregates by School page.	View additional details of each institution's aggregate aid award to the student, including loan information.

Reviewing Aggregate Aid Summary

Access the Aggregate Summary page.

Aggregate Summary
Aggregates by School

Ruberto Aquino
ID: FA0011

First 1 of 2 Last

Aggregate Area: PERKINS Carl D. Perkins Loan - ELO

Lifetime Aggregate Totals
First 1 of 5 Last

Lifetime Limits as of	2002	Active	Limit	Used	Remaining
Undergrad Lifetime:			20,000	666	19,334
Graduate Lifetime:		(Cumulative)	40,000	0	39,334
Lifetime Terms:			0	2	

Aggregate Level Totals by Aid Year
First 1 of 1 Last

Aid Year: 1999 Financial Aid Year 1998-1999

View All First 1 of 1 Last

Aggregate Level	Limit	Used	Remaining Eligibility
U2 Undergraduate Sophomore	4,000	666.00	3,334.00

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.

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

Aid Year	Identifies the aid year to which the displayed information belongs. Use the scroll arrows to view aggregate aid made in other aid years.
Aggregate Level	The student's aggregate level for the displayed year.
Limit	The annual maximum aggregate amount the student can receive for this award for the student's aggregate level.
Used	The amount of this award type the student has received.
Remaining Eligibility	The unused annual aggregate eligibility the student can receive.

Reviewing Aggregate Aid by School

Access the Aggregates by School page.

Aggregate Summary Aggregates by School

Ruberto Aquino ID: FA0011

First 1 of 2 Last

Aggregate Area: PERKINS Carl D. Perkins Loan - ELO **Total** 666.00 **Scheduled** 0.00

View All First 1 of 1 Last

Aid Year	Status	School Code	Award Amount	Scheduled
1999	Internal	001315 PeopleSoft University	666.00	0.00 Aggregate Detail

Aggregates 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 or scheduled to be 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. <i>Internal:</i> The aggregate aid was awarded by your institution, via the award entry pages. <i>Imported:</i> 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

Aggregate Area: STAFFORD Stafford Loan - Subsidized
Aid Year: **Academic Year:** 2001
School Code: 001315 UNIVERSITY OF CALIFORNIA (UCLA) **Status:** Internal

Aggregate Level: U2 Undergraduate Sophomore
Expected Award: 3,500.00 **Actual Award:** 0.00 **Scheduled:** 0.00

Aggregate Loan Data
View All
First
1 of 1
Last

Loan Application Seq Nbr: **Lender OE Branch:**
Loan Destination Nbr:
Lender OE Code:
Loan Type:

Loan Period Start: **Gross Disbursed Amount:** \$0
Loan Period End: **Total Loan Fees:** \$0.00
☐ **Borrower Based Academic Year** **Net Disbursed Amount:** \$0.00

[Return](#)

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.
Scheduled	The aggregate Pell amount award to the student. For non-Pell aggregate areas, this field remains at zero.

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.

See Also

[Chapter 5, "Setting Up Packaging Basics," Updating Incoming Aggregate Aid Information, page 79](#)

Reviewing Student Packaging Status by Date

Information used to award a student and the student's financial aid award package can change over time. The As Of Status component allows you to view information about a student's ISIR information and their 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_SUMMARY	Administer Financial Aid, Package and Disburse Aid, Inquire 1, As Of Status, 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_SUMMARY	Administer Financial Aid, Package and Disburse Aid, Inquire 1, As Of Status, 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		As of Award Summary	
Fox, Janet		ID:	FA0118
Aid Year:	2001	Financial Aid Year 2000-2001	Institution:
As Of Date:	04/12/2001		
Effective Date:	01/25/2000	Effective Sequence:	1
Date Application Received:	01/11/2000	INS Match:	
PELL ID:	443-80-0877 FO 1	VA Match:	
Dependency Status:	Dependent w/Primary EFC	Verification Selection Ind:	N
Federal PELL Eligibility:		Citizenship Status:	
Selective Service Match:		SAR C Flag:	
Selective Service Registration:		SSA Citizenship Indicator:	A U.S. Citiz
SSN:	589500777	INS Verification Number:	
SSN Match:	4 Match		

As of ISIR Summary page

As of Date Enter the date you want to check on 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 allows 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 20, "Preparing for Awarding and Packaging," Reviewing the Financial Aid Status Page, page 675](#)

Reviewing Award Summary by Date

Access the As of Award Summary page.

As of SIR Summary		As of Award Summary			
Fox, Janet		ID:	FA0118		
Aid Year:	2001	Financial Aid Year 2000-2001	Institution:		
As Of Date:	06/08/2001				
Item Type	Career	Offered	Accepted		
Authorized	Disbursed				
Federal SEOG Grant	UGRD	4,000.00	4,000.00	0.00	0.00
Federal Work-Study Program	UGRD	3,600.00	3,600.00	0.00	0.00
FFELP PLUS Loan	UGRD	7,600.00	7,600.00	0.00	0.00
Fed Stfd Loan-Subsidized	UGRD	3,500.00	3,500.00	0.00	0.00
Perkins Loan - ELO	UGRD	4,000.00	4,000.00	2,000.00	2,000.00

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 check on 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	Administer Financial Aid, Package and Disburse Aid, Inquire 1, 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

Fox, Janet

ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001

Institution: PSUNV

Category	Award Count	Offer Total	Accept Total	Authorized Total	Disbursed Total	
Grant	1	4,000.00	4,000.00	0.00	0.00	Award Detail
Loan	3	15,100.00	15,100.00	2,000.00	2,000.00	Award Detail
Work/Study	1	3,600.00	3,600.00	0.00	0.00	Award Detail
Total	5	22,700.00	22,700.00	2,000.00	2,000.00	

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	Administer Financial Aid, Package and Disburse Aid, Inquire 1, 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	Administer Financial Aid, Package and Disburse Aid, Inquire 1, 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		Award Term Summary					
Fox, Janet		ID:	FA0118				
Aid Year:	2001	Financial Aid Year	2000-2001				
		Institution:	PSUNV				
Item Type	Description	Career	Offered	Accepted	Authorized	Disbursed	
900000000105	Federal SEOG Grant	UGRD	4,000.00	4,000.00	0.00	0.00	Award Detail
900000000200	Federal Work-Study Program	UGRD	3,600.00	3,600.00	0.00	0.00	Award Detail
900000000303	PLUS Loan	UGRD	7,600.00	7,600.00	0.00	0.00	Award Detail
900000000304	Sub Staff - Sem	UGRD	3,500.00	3,500.00	0.00	0.00	Award Detail
900000000322	Perkins Loan - ELO	UGRD	4,000.00	4,000.00	1,920.60	1,920.60	Award Detail
TOTAL			22,700.00	22,700.00	1,920.60	1,920.60	

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 PeopleSoft 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 94

Pages Used to Review Anticipated Aid

Page Name	Object Name	Navigation	Usage
Anticipated Aid by Term	ANTICIPTD_AID_SUMM	Administer Financial Aid, Package and Disburse Aid, Inquire 1, Anticipated Aid by Term	Review the anticipated aid for a student by term.
Anticipated Aid by Item Type	ANTICIPATED_AID	Administer Financial Aid, Package and Disburse Aid, Inquire 1, 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

Fox,Janet

ID: FA0118

Aid Year: 2001

Financial Aid Year 2000-2001

Institution: PSUNV

Term: 0430

2001 Spring

Activity

View All

First

1-2 of 4

Last

Item Type:

Federal SEOG Grant

Career:

UGRD

Disbursement Plan:

01

Disbursement ID:

02

Date/Time:

06/08/2001 10:37:19AM

Apply Dt:

06/08/2001

Expire Dt:

07/08/2001

Net Award Amount:

2,000.00

Item Type:

Federal Work-Study Program

Career:

UGRD

Disbursement Plan:

01

Disbursement ID:

02

Date/Time:

06/08/2001 10:37:19AM

Apply Dt:

06/08/2001

Expire Dt:

07/08/2001

Net Award Amount:

1,800.00

Total Active Anticipated Aid:

7,488.00

* = Expired

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 Anticipated 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

Fox,Janet ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001 Institution: PSUNV

Item Type: 900000000105 Federal SEOG Grant ☐ Show Active Aid Only

First 1 of 1 Last

Disbursement Plan: 01 Two Semesters Career: UGRD

View All First 1 of 2 Last

Disbursement ID: 01 Fall Semester * = Expired

Activity View All First 1 of 1 Last

As of Date/Time	Term	Apply Dt	Expire Dt	Net Award
06/08/2001 10:37:19AM	0410 2000 Fall	06/08/2001	07/08/2001	2,000.00

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	Administer Financial Aid, Package and Disburse Aid, Use, 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

Fox,Janet ID: FA0118

Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Term: 0430 2001 Spring

[View All](#)
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Item Type: Federal 900000000105 SEOG Grant Date/Time: 06/08/2001 10:37:19AM Expire Anticipated Aid	Career: UGRD Apply Dt: 06/08/2001	Disb ID: 02 Disb Plan: 01 Expire Dt: 07/08/2001 Net Award Amount: \$2,000.00
Item Type: Federal 900000000200 Work-Study Program Date/Time: 06/08/2001 10:37:19AM Expire Anticipated Aid	Career: UGRD Apply Dt: 06/08/2001	Disb ID: 02 Disb Plan: 01 Expire Dt: 07/08/2001 Net Award Amount: \$1,800.00

* = Expired **Total Active Anticipated Aid:** \$7,488.00

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 23, “Reviewing Awards,” Reviewing Anticipated Aid, page 832

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	Administer Financial Aid, Package and Disburse Aid, Report, Overaward Report	Generate the Overaward Report.

Generating the Overaward Report

Access the 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 24

Processing CommonLine 4 Loans

This chapter provides an overview of CommonLine loan processing and discusses how to:

- (Optional) Manage promissory notes.
- Originate loans.
- Review loan origination information.
- Manage loans on hold.
- Manage loan origination transmission data.
- View loan disbursement processing.
- Send loan files to destinations.
- Receive inbound application files.
- Review files created or loaded by EDI Manager.
- Manage disbursement hold and release processing.
- Process loan changes.
- Resolve change transaction errors.
- Rename files (optional).
- Process school certification request applications.
- Adjust loan disbursements manually.

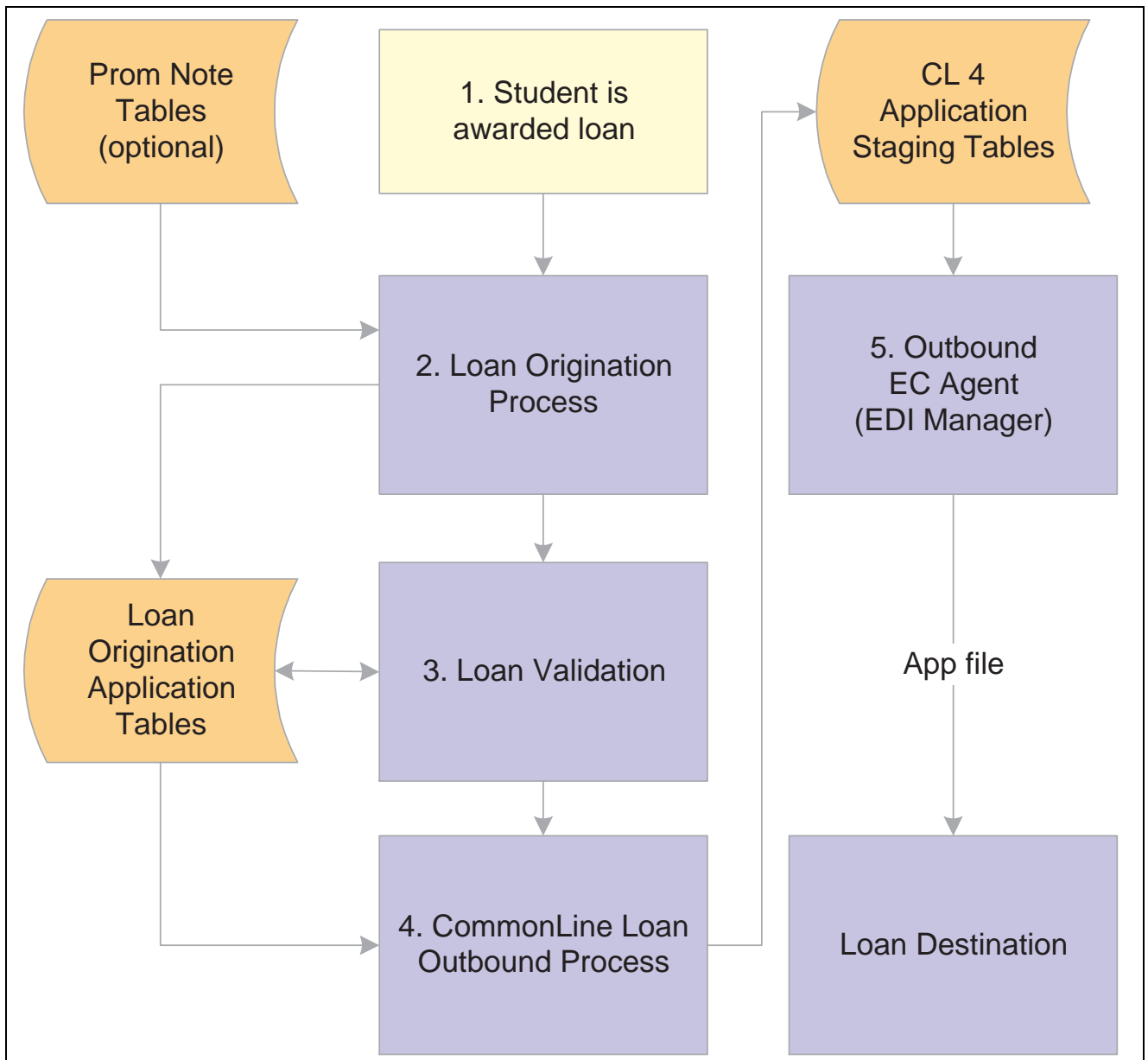
Understanding CommonLine 4

This section provides common elements and discusses CommonLine 4 loan process flow.

CommonLine 4 Loan Process Flow

Use the CommonLine 4 standard protocol to exchange loan processing data for Federal Family Education Loan program (FFELP) and alternative loans with your guarantors, lenders, and servicers. Processing CommonLine 4 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 recipient of the loan, and the appropriate process level to use. If a promissory note is submitted to the school prior to the loan's origination, you can use the submitted information. Once origination is completed, you validate the loan to check for data discrepancies. Loans that pass the validation process are then run through the CommonLine loan out process, which gathers loans by the recipient loan destination and stores the loan information in CommonLine 4 application staging tables. The final step is to run the Outbound EC Agent process, which is an EDI Manager process that creates the loan application data files in CommonLine 4 format. The school then sends the files to loan servicers for processing.

The following illustration shows the flow of CommonLine loan processing.



Loan origination outbound process

Common Elements Used in This Chapter

Application Sequence

The system increases this sequence number each time a new loan origination record is created for a specific student ID, career, loan type, institution, and aid year combination.

EC Transaction ID (electronic commerce transaction ID)

The EDI transaction set used to create the information on the pages.

Inbound/Outbound Switch	Indicates whether the process is inbound (<i>I</i>) or outbound (<i>O</i>).
EC Queue Instance (electronic commerce queue instance)	A unique number generated by the various electronic commerce processes. This number is associated with a unique batch of processed loan records.
EC Queue Status (electronic commerce queue status)	The status of a given batch of processed loan records. Values are as follows: <i>Loaded:</i> Data was moved successfully to the EDI Manager staging tables. <i>Processed:</i> A flat file was created from the data in the staging tables. <i>Error:</i> Data was not loaded into the staging tables. Resolve the error and rerun the Inbound EC Agent process.
<hr/> Note. To skip processing an inbound file with Loaded status, click the Change Status button on the Loan File Review page to change the status to Processed. <hr/>	
Action Status or Status	The state of a loan application action record in the PeopleSoft system. The state changes as the loan is processed. Values are <i>Accepted</i> , <i>Ac-NtApld</i> (accepted-not applied), <i>Authorized</i> , <i>Failed</i> , <i>Invalid</i> , <i>Pending</i> , <i>Received</i> , <i>Rejected</i> , and <i>Transmitted</i> .
Item Type	The item type in the student award summary that directly relates to the processed loan record.
Rqsted Disb Amt Detail (requested disbursement amount detail)	Displays the gross requested disbursement amount.
Total Sched Disb Amt (total scheduled disbursement amount)	Displays the total scheduled disbursement amount.
Ln Dsb Amt or Disb Amt (loan disbursement amount or disbursement amount)	Gross disbursement amount.
Net Disb (net disbursement)	Disbursement amount less fees.
Dsb Actl (disbursement actual)	The actual amount disbursed to the student.
Disb ID (disbursement ID)	The disbursement number of the selected loan. The disbursement ID is associated with the disbursement plan. It indicates the disbursement's sequence.
Ln Fee Amt (loan fee amount)	The fee charged for the loan. Loan fees are generally subtracted from the gross amount of the loan.
Ln Int Attr (loan interest attribute)	Loan interest attribute defined for the item type. <i>Subsidized</i> and <i>Unsubsidized</i> are the possible values.
Ln Nbr (loan number)	A sequential number assigned for each loan record in the file.

Phase Code

A CommonLine code which indicates the current status of the loan. Phase codes are assigned by the loan servicer. For example, AWPEN represents an application that has been received and is awaiting a promissory note.

(Optional) Managing Promissory Notes

Information on the promissory note pages is used by the origination process to determine the loan destination, process level, and MPN serial loan status.

This section provides common elements and discusses how to:

- Enter Stafford promissory note data.
- Review Stafford promissory note action status.
- Update biographical and demographic data.
- Enter PLUS and alternative promissory note data.
- Create loan reference and cosigner relationships.
- Create borrower/student relationships.
- Track master promissory note usage.

Common Elements Used in This Section

Loan Application Number	Displays a sequence number that indicates the number of promissory notes received from the student.
Requested Amount	Enter the total amount requested by the borrower.
Capitalize Interest	Select if the student wants to make interest payments on unsubsidized loans while in school. If the student does not pay the interest, the lender may capitalize the interest in accordance with its capitalization policy.
Request Deferment	Select to indicate authorization for the lender to defer repayment periods. The borrower requests to defer principal payments while attending school.
EFT Authorization (electronic funds transfer authorization)	Select to indicate the borrower has authorized the school to transfer the loan proceeds received by EFT to the appropriate student account.
References Complete	Select <i>No</i> if reference information is not complete on the promissory note.
Student Signature	Select if the student signed a valid promissory note.
Student Data	Click to access the Origination Detail page and view the student's biographical and demographic data.
Update Data	Click to access the Bio/Demo Data page and update the student's demographic and address data in PeopleSoft Campus Community.

PNote Status (promissory note status)

Click to access the Loan PNote Action Status page and view or update loan promissory note action status.

Pages Used to Manage Promissory Notes

Page Name	Object Name	Navigation	Usage
CommonLine PNote - Stafford (CommonLine promissory note - Stafford)	LN_CL_PNOTE_STAF	Administer Financial Aid, Process Loans, Use, CommonLine Prom Note -Stafford, 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 biographical and demographic data.
Bio/Demo Data (biographic/demographic data)	SA_BIO_DEMO_DATA3	Click the Update Data button on the CommonLine Pnote - Stafford page.	Update the student's demographic and address data in PeopleSoft Campus Community.
Loan Pnote Action Status (loan promissory note action status)	LN_CL_PN_ACTN_SEC	Click the Pnote Status button on the CommonLine Pnote - Stafford page.	View or update loan promissory note action status.
CommonLine Pnote (CommonLine promissory note)	LN_CL_PNOTE	Administer Financial Aid, Process Loans, Use, CommonLine Prom Note PLUS/Alt, CommonLine Pnote	Enter data for PLUS and alternative loans. The system uses this data for origination.
Loan Relation (Ref/Cosign) (loan relation [reference/cosigner])	LN_CL_PN_RELATN	Administer Financial Aid, Process Loans, Use, CommonLine Prom Note PLUS/Alt, Loan Relation (Ref/Cosign)	Identify a relationship between the student and any cosigners or references. To process PLUS and alternative loans, the borrower must be related to the student.
Relationships	RELATIONSHIPS	Click the Related IDs link on the Loan Relation (Ref/Cosign) page.	Identify and create relationships between people in or out of the database.
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.
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.

Page Name	Object Name	Navigation	Usage
CommonLine MPN Usage (CommonLine master promissory note usage)	LN_CL_MPN_USE	Administer Financial Aid, Process Loans, Use, CommonLine MPN Use, CommonLine MPN Usage	View Stafford serial master promissory note history. You can also use this page to require a student to sign a new note for each new Stafford loan.

Entering Stafford Promissory Note Data

Access the CommonLine PNote – Stafford page.

CommonLine PNote - Stafford

Health, Christina L
ID: FA0712

Aid Year: 2001 Financial Aid Year 2000-2001
Institution: PSUNV

View All First 1 of 1 Last

*Loan Type:
Loan Application Number: 1

Requested Amount: Form Cd: Sub/Unsub:

☐ Capitalize Interest ☐ Request Deferment ☐ EFT Authorization

Loan Period Start: Loan Period End:

References Complete:

Lender ID: Lender OE Code: Lender OE Branch: [Student Data](#)

Guarantor ID: Guarantor OE Code: [Update Data](#)

☐ Student Signature Signature Date: [PNote Status](#)

CommonLine PNote - Stafford page

This page is used primarily by schools who use the Guarantee Only process level.

The following fields are captured for reporting purposes but are not used by the origination process: Requested Amount, Sub/Unsub, Loan Period Start, and Loan Period End. Validation edits can be created to evaluate these fields.

Loan Type	Select from the Stafford loan types your institution has set up in the Loan Type Table page.
Form Cd (form code)	The information for the form code comes from the Loan Origination CommonLine page. Select from: <i>MPN</i> (master promissory note). <i>Sta 1/3/94</i> (Stafford Common Application).
Sub/Unsub (subsidized/unsubsidized)	Indicate if the requested Stafford loan is subsidized, unsubsidized, or a combination.

The Stafford master promissory note eliminates the questions for the student to indicate preferences regarding EFT (electronic funds transfer) and deferment. Instead, it includes certification statements. These certification statements authorize the loan to be disbursed by EFT and authorize the lender to defer and align the repayment periods on the loans.

Lender ID

If the promissory note is present for the loan when you run origination, the system uses the lender and guarantor data to receive the loan. For example, if a student requests a lender on the promissory note, you can indicate which lender, and the system does not use a default value.

When you press TAB to move out of the Lender ID and Guarantor ID fields, the system displays the office of education, office of education branch, and office of education code.

Reviewing Stafford Promissory Note Action Status

Access the Loan Pnote Action Status page.

Loan Pnote Action Status

Loan Type: Application Nbr: 1

View All First 1 of 1 Last

Loan Action Type: P Note Promissory Note Action Seq: 1

*Loan Action Cd: E Received

Loan Action Dttm: 06/08/2001 3:26:24PM

Loan Action Status: Pending Loan Action Status Dt: 06/08/2001

Date Received: 06/08/2001

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: Enter this value once you receive the promissory note. this value is automatically set when the promissory note is first entered.

I: Enter this value when the promissory note is set to inactive. Set this value manually to cancel the use of the promissory note.

O: Enter this value when the promissory note is used for origination. This value is automatically set when the promissory note is originated.

Date Received

When you enter a promissory note, the system sets the date with today's date. Use this field to record the date when you actually received the promissory note.

Updating Biographical and Demographic Data

The PeopleSoft Campus Community Fundamentals PeopleBook describes the Bio/Demo Data page.

See *PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook*, “Maintaining Bio/Demographic Data,” Entering Basic Bio/Demo Data.

Entering PLUS and Alternative Promissory Note Data

Access the CommonLine Pnote page.

The screenshot shows the 'CommonLine Pnote' page with the 'Loan Relation (Ref/Cosign)' tab selected. The page displays the following information:

- Health, Christina L** (Name)
- ID:** FA0712
- Aid Year:** 2001 (Financial Aid Year 2000-2001)
- Institution:** PSUNV
- Loan Application Number:** 1
- *Loan Type:** (Dropdown menu)
- Requested Amount:** (Text field)
- Form Cd:** (Dropdown menu)
- ☐ Capitalize Interest
- ☐ Request Deferment
- ☐ EFT Authorization
- Loan Period Start:** (Calendar icon)
- Loan Period End:** (Calendar icon)
- References Complete:** (Dropdown menu)
- Borrower ID:** (Text field with search icon)
- Lender:** (Text field with search icon)
- Lender OE Code:** (Text field)
- Lender OE Branch:** (Text field)
- Guarantor:** (Text field with search icon)
- Guarantor OE Code:** (Text field)
- ☐ Borrower Signature
- Signature Date:** (Calendar icon)
- ☐ Student Signature
- Signature Date:** (Calendar icon)

Navigation links on the right: [Borrower Data](#), [Student Data](#), [Update Data](#), [PNote Status](#).

CommonLine Pnote page

Use this page if your school primarily uses the Guarantee Only or Manual process level.

Note. This page tracks all CommonLine 4 PLUS and alternative loan applications and promissory notes. The fields that require data entry vary based on the loan type.

Loan Type The promissory note should match the loan type defined in the system.

Borrower ID Select the parent, guardian, or 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 a borrower of a student's loan, a relationship with Guardian type of Guardian, Parent, or Self for alternative loans where the student is the borrower must be created. You must create a relationship of the student to himself or herself.

Borrower Signature Select if the borrower signed a valid promissory note.

Borrower Data Click to access the Bio/Demo Data page and add a new person to PeopleSoft Campus Community or update the borrower's data.

Creating Loan Reference and Cosigner Relationships

Access the Loan Relation (Ref/Cosign) page.

CommonLine Note		Loan Relation (Ref/Cosign)	
Goodman,Sapna D		ID:	FA0723
Aid Year:	2001	Financial Aid Year	2000-2001
		Institution:	PSUNV
First ◀ 1 of 1 ▶ Last			
Loan Type:		Loan Application Number: 1	
Nbr Loan Cosigner Rqurd:	Nbr Loan References Rqrd:	Related IDs	
View All First ◀ 2 of 2 ▶ Last			
*Loan Relation Type:	Co-Signer	Current Address:	2 + -
*Relationship Nbr:	1 🔍	Name:	Nordstrum,Peter S
<input checked="" type="checkbox"/> Signature Indicator	Guardian:	Relation:	Father
		Citizenship Status:	
Owner/Renter Indicator	Monthly Housing Payment:	Years at Current Address:	
Own	1500.	7 Current Address	
Current Employment Income Previous Employment			

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 Seq Nbr
(relationship sequence number)

An incremental number that increases when you insert a row. It represents the number of people on the page.

Relationship Nbr
(relationship number)

When you press TAB to move out of 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 and identify and create relationships between people in or out of the database. For PLUS loans, the relationship to the student is generally the parent or guardian. For alternative loans, the relationship can be a parent, guardian, a cosigner, or the student. If the student is the borrower, create the relationship to the student as Self for both the Relation and Guardian fields.

Current Address

Click to access the Current Address Information page and view the cosigner's or reference's current address.

Current Employment

Click to access the Current Employment Information page and enter the cosigner's or reference's employment information.

Income

Click to access the Current Income Information page and enter the cosigner's or reference's income.

Previous Employment

Click to access the Previous Employment Information page and enter the cosigner's or reference's previous employment.

Creating Borrower/Student Relationships

The PeopleSoft Campus Community Fundamentals PeopleBook describes the Relationships page.

See *PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook*, "Maintaining Bio/Demographic Data," Relating One Individual to Another.

Tracking CommonLine Master Promissory Note Usage

Access the CommonLine MPN Usage page.

CommonLine MPN Usage			
Amanda Christian		ID: FA0111	
<div> <div>MPN Use History</div> <div>View All First 1 of 1 Last</div> </div>			
Institution:	PSUNV PeopleSoft University	Effective Date:	05/07/2001
*Serial Loan Code:	New MPN		
Lender ID:		Lender Confirm:	

CommonLine MPN Usage 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 Orig CommonLine page.

Lender Confirm

When you receive the response, this field displays what the lender determined. When the system loads the response, it updates the Lender ID 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 Orig CommonLine page if you do not want a student to be processed for a serial Stafford 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 Stafford loans originated will require a new MPN until the Serial Loan Code field is reset to S-Serial, Renew existing MPN.

See Also

NCHelp CommonLine Network for FFELP and Alternative Loans Reference Manual, CommonLine 4 Version

Originating Loans

This section discusses how to:

- Originate loans.
- Validate loans.
- Review validation errors.
- Review loan status information.

Pages Used to Process CommonLine Loans

Page Name	Object Name	Navigation	Usage
Loan Origination	RUNCTL_LNORIG	Administer Financial Aid, Process Loans, Process, Loan Origination, Loan Origination	Originate loans that have an award status of Accepted.
Process List	PMN_PRCSLIST	<ul style="list-style-type: none"> PeopleSoft, Process Monitor, Inquire, Process Requests, Process List Click the Process Monitor link on the Loan Origination page. 	View Process Monitor status and messages generated by the load process.
Process Detail	PMN_PRCRQSTDETAIL	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.
Loan Validation	LN_EDIT_RUNCTL	Administer Financial Aid, Process Loans, Process, Loan Validation, Loan Validation	Create loan validation requests and run the loan validation process. 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 Orig Edit Errors (loan origination edit errors)	LOAN_ORIG_ERRORS	Administer Financial Aid, Process Loans, Use, Originate Loan, Loan Orig Edit Errors	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.
Loan Status Summary Information	LN_DLSTATSUM_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.

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 and CommonLine Pnote PLUS/Alt pages.

Adjustments

Select to include origination adjustments when you run origination. The system selects and processes origination adjustments for loans in which student or borrower information has changed, or the overall amount and disbursement amount have been changed. New loans are also originated when this option is selected.

The information that you enter in the Selection Criteria group box and the Student Override group box is restricted by the institution, aid year, and career 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, and career 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, and career. Only students with loans that have a loan award in the Accepted status are available.

Save the page and click Run to initiate the Loan Origination process (FAPLBOG1), a COBOL SQL process.

Validating CommonLine Loans

Access the Loan Validation page.

Loan Validation

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)
[Run](#)

First		1 of 1	Last
*Institution:	PSUNV	PeopleSoft University	+ -
*Aid Year:	2002	Financial Aid Year 2001-2002	
*Academic Career:	UGRD	Undergraduate	
<input checked="" type="checkbox"/> Loan Edit Update Run			

Loan Validation page

Once you have run the origination process, use the 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.

Reviewing Validation Errors

Access the Loan Orig Edit Errors page.

Loan Origination 1		Loan Origination 2		Loan Origination 3		Loan Orig <u>CommonLine</u>		Loan Orig Edit Errors		
ID:	FA0712 Health,Christina L			Institution:	PSUNV					
Career:	UGRD Undergraduate			Aid Year:	2001			Loan Status Summary		
Loan Type:	STAF FFEL Stafford			Appl Seq:	1					
Total Orig Amt:	\$3,500.00		Loan Period Start:	08/17/2000		Loan Certification Date:	11/20/2000			
Total Sched Disb Amt:	\$3,500.00		Loan Period End:	05/15/2001						
Origination Detail								View All First 1 of 1 Last		
Orig Amount Detail:	\$3,500.00		Loan Application ID:	00131500010001055						
Rqstd Disb Amt Detail:	\$3,500.00		Item Type:	9000000000304 Fed Stfd Loan-Subsidized						
Loan Validation Errors								View All First 1 of 1 Last		
Section	Description									

Loan Orig Edit Errors page

Note. Loan validation errors can be enforced or turned off on the Loan Destination Edits table. Select Administer Financial Aid, Process Loans, Setup, Loan Destination Profile, Loan Destination Edits. You can also override a failed edit status using the CommonLine Loan Origination Transmission page. You can also run the CL Validation Errors report for a complete list of loans that have failed loan validation.

Reviewing CommonLine Loan Status Information

Access the Loan Status Summary Information page.

Loan Status Summary Information						
Student Eligibility						
DL Phnote Unique ID:			Loan Orig Ack Phnote stat:			
Origination Detail						
View All First 1 of 1 Last						
Item Type:	Fed Stfd Loan-Subsidized					
Loan Action Code:	Manually Accepted		Action Status:	Received 11/20/2000		
Loan Application ID:	00131500010001055		Request Amount:	\$3,500.00		
			Certified Amount:	\$3,500.00		
Disbursement Information						
View All First 1-2 of 2 Last						
Actions Amounts						
Disb ID	LOC Antic ID	LOC Actual ID	Action Code	Action Status		
01			Anticipated Disbursement	Pending	11/20/2000	
02			Anticipated Disbursement	Pending	11/20/2000	

Loan Status Summary Information page: Actions tab

Use this page at various stages of the loan origination process, including after origination, after validation, and after information from the loan servicer has been processed.

Student Eligibility

DL Pnote Unique ID (direct loan promissory note unique identification)	This field is for direct loans.
Loan Orig Ack (loan origination acknowledgment)	The status of the loan origination acknowledgment. This field is for direct loans.
Pnote stat (promissory note status)	The status of the promissory note. This field is used for direct, campus-based, and institutional loans.

Origination Detail

Loan Action Cd (loan action code)	The most recent origination level action taken on the loan.
Action Status	The status of the most recent action.
Loan Application ID	The CommonLine unique ID of the loan.

Disbursement Information

Shows the most recent actions performed on the individual loan disbursements.

LOC Antic ID (LOC anticipated ID) and LOC Actual ID	Used for direct loans.
Action Code	The most recent action taken on the individual disbursements.
Action Status	The status and date of the most recent action.

Amounts Tab

Select the Amounts tab.

Loan Status Summary Information

Student Eligibility

DL Photo Unique ID: **Loan Orig Ack**
Photo stat:

Origination Detail View All First 1 of 1 Last

Item Type: Fed Stfd Loan-Subsidized
Loan Action Code: Orig Change **Action Status:** Transmittd 05/21/2001
Loan Application ID: 00131500010001055 **Request Amount:** \$3,500.00
Certified Amount: \$3,500.00

Disbursement Information View All First 1-2 of 2 Last

Actions Amounts

LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Net Disb	Ln Fee Amt	Rebate Amt
		\$1,750.00	\$1,680.00	\$70.00	\$0.00
		\$1,750.00	\$1,682.00	\$68.00	\$0.00

Loan Status Summary Information page: Amounts tab

LOC Antic ID (LOC anticipated ID) and **LOC Actual ID** Used for direct loans.

Rebate Amt (rebate amount) The amount of the rebate. This field is used by direct loans.

Reviewing Loan Origination Information

This section discusses how to:

- Review borrower information.
- Update general biographical and demographic data.
- Create student/borrower relationships.
- Update loan demographic data.
- Enter loan relationship information.
- Review student loan eligibility.
- Adjust loan dates.
- Manage Stafford serial loan processing.

Pages Used to Review Loan Origination Information

Page Name	Object Name	Navigation	Usage
Loan Origination 1	LOAN_ORIG	Administer Financial Aid, Process Loans, Use, Originate Loan, Loan Origination 1	Update and review borrower information, parent information for PLUS loans, and loan 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 enter data if references or cosigners are set up as requirements for the loan type.
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 current job position if you are generating an Alternative Loan Detail record for CommonLine 4 Reference using the Reference Detail Record (@5).
Current Income	LN_ORIG_REL_INCOME	Click the Income link on the Loan Relationship Information page.	Enter 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	LOAN_ORIG_DEMO	Administer Financial Aid, Process Loans, Use, Originate Loan, Loan Origination 2	Review a student's loan eligibility, dependency status, and loan credit information.
Loan Origination 3	LOAN_ORIG_FIN	Administer Financial Aid, Process Loans, Use, Originate Loan, Loan Origination 3	Adjust loan start, end, certification, and scheduled disbursement dates.
Loan Orig CommonLine (loan origination CommonLine)	LOAN_ORIG_CL4	Administer Financial Aid, Process Loans, Use, Originate Loan, Loan Orig CommonLine	Manage Stafford Serial Loan processing and to control disbursement hold or release processing. The system calculates the information on this page when the loan is originated.

Updating Borrower Information

Access the Loan Origination 1 page.

Loan Origination 1		Loan Origination 2		Loan Origination 3		Loan Orig CommonLine		Loan Orig Edit Errors		▶	
ID:	FA0712	Health,Christina L		Institution:	PSUNV						
Career:	UGRD	Undergraduate		Aid Year:	2001						
Loan Type:	PL	FFEL Parent Loan		Appl Seq:	1				Loan Status Summary		
Borrower Information								Parent Loan			
Borrower ID:	<input type="text"/>							Loan Refund Indicator:		<input type="text" value="Borrower"/>	
Borrower SSN:	<input type="text"/>										
Borrower Date of Birth:	<input type="text"/>									Loan Demographic	
Driver's License #:	<input type="text"/>			State:	<input type="text"/>						Borr Bio/Demo Data
Borrower Requested Amt:	\$15,200.00									Select Ref/Csgn	
								Stdnt Bio/Demo Data			
								Related IDs			
Process											
Loan Destination Nbr:	<input type="text" value="36"/>		<input type="text"/>		Chase and EDFUND				<input type="checkbox"/> Manual Origination Ind		
Proc. Level:	<input type="text" value="GP"/>		<input type="text"/>		Guarantee and Print Appl				<input type="checkbox"/> Lender of Last Resort		
Servicer:											
Lender:	Chase Manhattan Bank (The)										
Guarantor:	California Student Aid Commiss										
								EFT Authorization:		<input type="text"/>	
								Request Deferment:		<input type="text"/>	
								Capitalize Interest:		<input type="text"/>	

Loan Origination 1 page

Borrower Information

Borrower ID

In most cases, the borrower is the student, but in the case of a Stafford PLUS or alternative 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

None means there is no state affiliated with the driver's license number. The field is blank if there is no license number.

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 Bio/Demo Data page and change the borrower name, gender, citizenship, marital status, date of birth, Social Security Number, and address.

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 Loan

Information in this group box is used for PLUS loans.

Loan Refund Indicator	Select if loan refunds go to the borrower—the parent or guardian in the case of PLUS—or the student.
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. Once 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 corresponds with the loan destination that is processing the loan. The loan origination process assigns this value. You must assign a loan destination if the origination process is unable to. Changing the loan destination value will cause the field values on the Loan Orig CommonLine page to reset to the new loan destination's default values.
Proc Level (process level)	<p>Values are as follows:</p> <p><i>CR - School Certification Request:</i> Select if you are processing a loan using the CommonLine certification request.</p> <p><i>D - Direct:</i> Select if your institution is a direct lending school.</p> <p><i>GO - Guarantee Only:</i> Select to have the service provider only guarantee the loan.</p> <p><i>GP - Guarantee and Print Appl:</i> Select to have the service provider guarantee the loan and then print and mail a promissory note to the borrower.</p> <p><i>M - Manual:</i> Select if the borrower requests to work with a lender unable to take electronic applications using CommonLine.</p> <p><i>PG - Print and Guarantee:</i> 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.</p>
Manual Origination Ind (manual origination indicator)	Select to access the Update ID page on the Loan Origination 3 page to alter the unique loan ID.
Lender of Last Resort	For information only. Select if this option is applicable to the loan.
EFT Authorization (electronic funds transfer authorization)	If FFELP loan origination is based on the promissory note, 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 the FFEL Master Promissory Note.
Capitalize Interest	If FFELP loan origination is based on the promissory note, select <i>Yes</i> or <i>No</i> to indicate the student's choice of making interest payments on

unsubsidized while in school. Otherwise, the origination process does this automatically, based on the tracked promissory note.

Request Deferment

Select *Yes* or *No* to indicate authorization for the lender to defer repayment periods. Not applicable for loans using the FFEL master promissory note.

Note. Demographic changes do not appear in the Loan Origination component until you refresh the component with the student's loan information.

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

The PeopleSoft Campus Community Fundamentals PeopleBook describes the Bio/Demo Data page.

See *PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook*, "Maintaining Bio/Demographic Data," Entering Basic Bio/Demo Data.

Creating Student/Borrower Relationships

The PeopleSoft Campus Community Fundamentals PeopleBook describes the Relationships page.

See *PeopleSoft 8 SPI Campus Community Fundamentals PeopleBook*, "Maintaining Bio/Demographic Data," Relating One Individual to Another.

Updating Loan Demographic Data

Access the Loan Demographic Data – This Application Only page.

Loan Demographic Data - THIS APPLICATION ONLY -			
ID:	FA0712	Health,Christina L	Career: UGRD
Loan Type:	FFEL Stafford	Appl Seq: 1	<input checked="" type="checkbox"/> Demo Chg
Borrow Demographic Information			
Borr ID:	FA0712	Health,Christina L	
Borr SSN:	487-88-8654	BorrVs/Pmt:	
Borr DOB:	04/21/1981	Borr Citizenship:	Native
License #:	<input type="text" value="B2601128164109"/>	WI	
Borr Default / Owes Refund:	<input type="text"/>		Update Borr Demo
Term Information			
Term:	<input type="text"/>	Cmplt Dt:	05/15/2006
Loan Year:	2nd Year	Acad Level:	Freshman
Dir Lnd Yr:	2nd Yr	Acad Load:	Full-Time
			Update Term Data
Student Demographic Information			
SSN:	487-88-8654	Citizenship:	
Birthdate:	04/21/1981	Visa/Permit:	
Depend Stat(Fed):	Dependent	Total Debt:	<input type="text" value="\$0"/>
Stdnt Default / Owes Refund:	<input type="text"/>		Update Student Demo

Loan Demographic Data - This Application Only page

The student's current demographic and financial aid term information from PeopleSoft Campus Community appears on the Loan Origination 1 and Loan Origination 2 pages. To update the loan origination data, you must update the student's information in PeopleSoft Campus Community 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.

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.

Borr Vs/Pmt (borrower visa/permit) Indicates the borrower's visa ID.

Updt Borr Demo (update borrower demographic) Click to move the most current information from PeopleSoft Campus Community (personal data) to the loan application that you are currently using. For example, to change the borrower's date of birth, go to the PeopleSoft Campus Community 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. You can edit this field.

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.

Updt Stdnt Demo (update student demographic) Click to move information from PeopleSoft Campus Community 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 24, “Processing CommonLine 4 Loans,” Creating Loan Reference and Cosigner Relationships, page 845.

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 1		Loan Origination 2		Loan Origination 3		Loan Orig CommonLine		Loan Orig Edit Errors		
ID:	FA0712 Health,Christina L				Institution:	PSUNV				 Loan Status Summary
Career:	UGRD Undergraduate				Aid Year:	2001				
Loan Type:	STAF FFEL Stafford				Appl Seq:	1				
Student Eligibility										
Academic Load:	Enrolled Full-Time				Depend Stat (Fed):	D Dependent				
Academic Level:	2nd Year				Depend Stat (Inst):					
Program Completion Dt:	05/15/2006									
Loan Credit Information										
Loan Credit Eligibility:										
Loan Credit Decision Dt:										
Loan Credit Override: <input type="checkbox"/>										

Loan Origination 2 page

The following information comes from the FA Term table and the Institutional Student Information Record (ISIR) record. To change any of the information, use the Loan Demographic page.

Academic Load	Indicates full-time or part-time enrollment.
Academic Level	This value is derived from the student's NSLDS loan year value in the student's FA term record.
Program Completion Dt (program completion date)	The date the student completes the program. This value is from the student's FA term record or is derived when the loan is originated.

The Loan Credit Information group box fields do not apply to CommonLine loans.

Adjusting Loan Dates

Access the Loan Origination 3 page.

Loan Origination 1		Loan Origination 2		Loan Origination 3		Loan Orig CommonLine		Loan Orig Edit Errors		▶	
ID:	FA0712	Health,Christina L		Institution:	PSUNV						
Career:	UGRD	Undergraduate		Aid Year:	2001						
Loan Type:	STAF	FFEL Stafford		Appl Seq:	1					Loan Status Summary	
Loan Application Data											
Total Orig Amt:		\$3,500.00		Loan Period Start:		08/17/2000					
Total Sched Disb Amt:		\$3,500.00		Loan Period End:		06/15/2001		Loan Certification Date:		11/20/2000	
Origination Detail View All First ◀ 1 of 1 ▶ Last											
Orig Amount Detail:		\$3,500.00		AntcNetTot:		\$3,362.00		Tot Othr Orig Amt:		\$0.00	
Rqstd Disb Amt Detail:		\$3,500.00		AntcFeeTot:		\$138.00		Tot Othr Rqstd Disb:		\$0.00	
LnAprvdAmt:		\$3,500.00		Ln Fee Amt:		\$138.00		Remaining Elig:		\$0	
Item Type:		Ln Int Attr:		Disbursement Information First ◀ 1-2 of 2 ▶ Last							
900000000304		Subsidized		Disb ID		Rqst Dt		Ln Dsb Amt		Net Disb	
Fed Stfd Loan-Subsidized				01		08/11/2000		\$1,750.00		\$1,680.00	
				02		01/05/2001		\$1,750.00		\$1,682.00	
Loan Application ID: Update ID											
00131500010001055											

Loan Origination 3 page

Loan Application Data

Loan Period Start and Loan Period End Generated from the Valid Careers for Terms table.

Loan Certification Date The date the loan is originated.

Origination Detail

LnAprvdAmt (loan approved amount) The lender-approved amount of the loan.

AntcNet Tot (anticipated net total) The anticipated amount of the loan after any fees are subtracted.

AntcFee Tot (anticipated fee total) The anticipated amount of fees for the loan.

Ln Fee Amt (loan fee amount) The actual amount of the fee charged for the loan.

Tot Othr Orig Amt (total other origination amount) The sum of all other existing loans for this ID, career, loan type, institution, aid year, and application sequence combination.

Tot Othr Rqstd Disb (total other requested disbursement) The sum of all other existing disbursements for this ID, career, loan type, institution, aid year, and application sequence combination.

Remaining Elig (remaining eligibility) The difference between the offer and accept amounts for this ID, career, loan type, institution, aid year, and application sequence combination.

Override Loan Dates Select to override loan start and end dates. This makes the loan date fields available for editing.

Loan Application ID The unique ID for this loan application (origination). You may need to alter or enter this value depending on your business processes.

Disbursement Information

Rqst Dt (request date) Associated with the disbursement ID. The anticipated date the disbursement is issued to the school or borrower.

Managing Stafford Serial Loan Processing

Access the Loan Orig CommonLine page.

Loan Origination 1		Loan Origination 2		Loan Origination 3		Loan Orig CommonLine		Loan Orig Edit Errors	
ID:	FA0712	Health, Christina L		Institution:	PSUNV				
Career:	UGRD	Undergraduate		Aid Year:	2001				
Loan Type:	STAF	FFEL Stafford		Appl Seq:	1		Loan Status Summary		
Serial MPN Information									
Fed App Type:	Sta 1/3/94		MPN Confirmation:						
Serial Loan Code:			Borrower Confirmation:						
Origination Detail First 1 of 1 Last									
CL Version:	CL-VER-04		Service Type Cdt:			Revised NOG Ind:			
Item Type:	900000000304		Reduction Code:	Fed Stfd Loan-Subsidized		Ln Int Attr:	Subsidized		
						Prote Amt Req:			
						Loan Sequence Nbr:	01		
View All First 1 of 2 Last									
Disb ID	Disb H/R Status						Antic Disb Date		
01	R	Release Disbursement					08/11/2000		
02	R	Release Disbursement					01/05/2001		

Loan Orig CommonLine page

Information on this page is based on how you set up your loan destination and the student's serial MPN history. You can view serial MPN history on the CommonLine MPN Use page.

Serial MPN Information

Fed App Type (federal application type) Select the federal application type. Values are as follows:

MPN (Master Promissory Note)

PL (PLUS) 4/25/94

Sta (Stafford) 1/3/94

Serial Loan Code Values are N - Use new MPN or S - Serial, Renew existing MPN.

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 does not know.

Borrower Confirmation

Indicates if the service provider has received borrower confirmation of the loan request.

Origination Detail

CL Version (CommonLine version)

Values are as follows:

CL-VER-04: A CommonLine 4 loan.

CL-VER-02: A CommonLine 96 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.

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 is populated by the CommonLine application response file.

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.

DisbH/R Status (disbursement hold/release status)

Select from *F - Forwarded to CDA* (central disbursing agent), *H - Hold Disbursement*, *N - Not Supported*, or *R - Release Disbursement*. Automatically set when you originate the loan, based on the loan destination setup. Changes after the loan has been transmitted to the lender are not resubmitted until after CommonLine 4 change processing has been provided.

Antic Disb Date (anticipated disbursement date)

Displays the anticipated disbursement date.

The following tables list translate values for the Service Type Cd, Reduction Code, and Revised NOG (notice of guarantee) Ind fields.

Service Type Code Translate Values

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.

CommonLine Reduction Code Translate Values

Value	Description
01	Approved for requested amount.
02	Reduced to maximum for grade level.
03	Reduced to maximum for career.
04	Reduced to maximum for period.
05	Lender approved amount.

Value	Description
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

Managing Loans on Hold

You can set loans to a hold status if rejected by the loan servicer, if information is missing from the student's originated loan record, or if placed on hold manually. Loans placed on hold are not processed automatically 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.
- Review loan origination and loan action status.
- Review loan disbursement detail.

Note. You can also use the CommonLine Loan Orig Trans component to manage loans on hold.

See Also

Chapter 24, “Processing CommonLine 4 Loans,” Managing Loan Origination Transmission Data, page 871

Common Elements Used in This Section

Action Code Indicates the action taken on the loan. Separate actions are assigned at the loan level and for each disbursement of a loan. For example, at the loan level the action could be *Guaranteed*, but at the disbursement level, the actions could be *Disbursed*.

Pages Used to Manage Loans on Hold

Page Name	Object Name	Navigation	Usage
Loan Orig Status (loan origination status)	LOAN_ORIG_STAT	Administer Financial Aid, Process Loans, Use, Originate Loan, Loan Orig Status	Hold and release loans in hold status and synchronize the data between your institution and loan destinations.
Origination Detail	LN_ORIG_TRANS_SEC	Click the Origination Detail button on the Loan Origination Status page.	Review loan origination and loan action status detail.
Disbursement Detail	LN_DISB_TRANS_SEC	Click the Disbursement Detail button 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 CommonLine
Loan Orig Edit Errors
Loan Orig Status
Loan Chg Request
Loan Chg Transmit

ID: FA0712 Health, Christina L
 Institution: PSUNV
 Career: UGRD Undergraduate
 Aid Year: 2001
 Loan Type: STAF FFEL Stafford
 Appl Seq: 1
 [Loan Status Summary](#)

Manual Action
☐ Hold Loan
 ☐ Remove Hold
 Update Origination

View All
First
1 of 1
Last

Item Type		Offer Amount	Accept Amount	
900000000304 Detail	ORIGINATED	\$3500.00	\$3500.00	Orig Trans Stat: Accepted
Loan Application ID 00131500010001055	ACKNOWLEDGED	\$3500.00	\$3500.00	Ln Proc Stat: In Service

View All
First
1-2 of 2
Last

Disbursement ID		Offer Balance	Accept Balance	Net Disb Balance
01 Detail	ORIGINATED	\$1750.00	\$1750.00	\$1680.00
	ACKNOWLEDGED	\$1750.00	\$1750.00	\$1680.00
02 Detail	ORIGINATED	\$1750.00	\$1750.00	\$1682.00
	ACKNOWLEDGED	\$1750.00	\$1750.00	\$1682.00

Loan Orig Status page

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*.

Note. If you initiate or remove a hold, you must save changes before leaving the component.

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*.

Ln Proc Stat (loan processing status) Displays the current status of the loan origination. 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*.

Detail Click to access the Origination Detail page and view more detail about the loan origination and the loan action status.

Detail Click to access the Disbursement Detail page and view information regarding the disbursement of the loan.

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
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

Item Type: 9000000000304 Sub Staff - Sem

Appl Seq: 1

	ORIGINATED	ACKNOWLEDGED
Offer Amount:	\$3500.00	\$3500.00
Accept Amount:	\$3500.00	\$3500.00
Loan Fee Amount:	\$138.00	

CURRENT APPLICATION

Loan Certified Amount:	\$3500.00	\$3500.00
Borrower Requested Amt:	\$3500.00	\$3500.00

Loan Application ID: 00131500010001055

[View All](#) First ◀ 1 of 3 ▶ [Last](#)

Sequence	Action Code	Loan Action Dttm	Status
3	OC Orig Chang	06/08/2001 8:53:10AM	Transmittd

Phase Code:

Origination Detail page

Sequence The origination action sequence is generated from the loan record activity. You can scroll to view each subsequent sequence for this loan.

Reviewing Loan Disbursement Detail

Access the Disbursement Detail page.

Disbursement Detail

Disbursement ID:	01	ORIGINATED	ACKNOWLEDGED
Offer Balance:		\$1750.00	\$1750.00
Accept Balance:		\$1750.00	\$1750.00
Net Disb Balance:		\$1680.00	\$1680.00

CURRENT APPLICATION

Loan Disbursement Amt:		\$1750.00	\$1750.00
Loan Fee Amount:		\$70.00	
Net Loan Disbursement:		\$1680.00	\$1680.00

Disb Hold/Release Status: Released

View All First ◀ 1 of 2 ▶ Last			
Sequence	Action Code	Loan Action Dttm	Status
2	A Adjusted	06/08/2001 8:53:10AM	Transmittd

Disbursement Detail page

Sequence Indicates the disbursement sequence number. This is the sequence in which loan disbursement actions were generated.

Managing Loan Origination Transmission Data

This section provides common elements and discusses how to:

- Update and synchronize loan origination transmission data.
- View a student's originated loans.
- View loan application summary.
- View loan origination information.
- View loan origination change.
- View loan period change.

Common Elements Used in This Section

Loan Cert Dt (loan certification date)	Displays the date the loan was originated.
Crt Amt (certified amount)	Displays the amount for which the loan was certified.
Change	Click to access the Loan Origination Change page. When you run adjustments, this page displays the type of loan change record and what changes occurred.

Message

Click to access the Loan Action Message Detail page and view any error messages received on the CommonLine application response record that generated the origination action.

Pages Used to Manage CommonLine Loan Origination Transmission Data

Page Name	Object Name	Navigation	Usage
CommonLine Loan Origination Transmission	LOAN_ORIG_TRANS	Administer Financial Aid, Process Loans, Use, CommonLine Loan Orig Trans, CommonLine Loan Orig Trans	Manually update loan status values to synchronize with the loan servicers. Performs the same operations as the Loan Orig Status page but can also be used to manually approve or deny a loan record.
Origination Student Summary	LOAN_ORIG_SUMM	Administer Financial Aid, Process Loans, Inquire 1, Origination Student Summary, Origination Student Summary	View a student's originated loans for a selected aid year.
Loan Application Summary	LOAN_ORIG_SUMM_DTL	Administer Financial Aid, Process Loans, Inquire 1, Loan Application Summary, Loan Application Summary	View one originated loan for a student in a particular aid year.
Loan Origination Information	LOAN_ORIG_SEC	Click the Origination Status button on the Origination Loan Summary page.	View additional loan origination information.
Loan Origination	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 error messages received on the CommonLine application response record that generated the origination action.

Updating and Synchronizing Loan Origination Transmission Data

Access the CommonLine Loan Origination Transmission page.

CommonLine Loan Origination Transmission

ID: FA0712 Health,Christina L **Institution:** PSUNV
Career: UGRD Undergraduate **Aid Year:** 2001
Loan Type: STAF FFEL Stafford **Appl Seq:** 1 [Loan Status Summary](#)

First ◀ 1 of 1 ▶ Last

☐ Accept Orig ☐ Error Loan ☐ Hold Loan ☐ Remove Hold [Update Status](#)

Item Type		Offer Amount	Accept Amount	Loan Processing Stat:	Orig Trans Stat:
900000000304	ORIGINATED	\$3500.00	\$3500.00	In Service	Trans
Detail	ACKNOWLEDGED	\$3500.00	\$3500.00	Ln App ID:	00131500010001055

[Find](#) | [View All](#) First ◀ 1-2 of 2 ▶ Last

Disbursement ID		Offer Balance	Accept Balance	Net Disb Bal
01	ORIGINATED	\$1750.00	\$1750.00	\$1680.00
Detail	ACKNOWLEDGED	\$1750.00	\$1750.00	\$1680.00
02	ORIGINATED	\$1750.00	\$1750.00	\$1682.00
Detail	ACKNOWLEDGED	\$1750.00	\$1750.00	\$1682.00

CommonLine Loan Origination Transmission page

The fields on this page are nearly identical to the Loan Orig Status page. Only unique fields are documented here.

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. This is the same as receiving a CommonLine application response file where the student's loan is reported guaranteed and receiving a CommonLine application response file in response to a CommonLine 4 change transaction. This action also manually releases a loan from error status.

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.

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
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 24, “Processing CommonLine 4 Loans,” Reviewing Loans on Hold, page 867

Viewing a Student’s Originated Loans

Access the Origination Student Summary page.

Origination Student Summary

Health,Christina L

ID: FA0712

Aid Year: 2001 Financial Aid Year 2000-2001

Institution: PSUNV

View All							First	1-2 of 2	Last
Career	Loan Type		Appl Seq	Loan Cert Dt	Cert Amt	Loan Start	Loan End		
UGRD	PL	FFEL Parent Loan	1	11/20/2000	\$15,200.00	08/17/2000	05/15/2001	Appl Data	
UGRD	STAF	FFEL Stafford	1	11/20/2000	\$3,500.00	08/17/2000	05/15/2001	Appl Data	

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

Health,Christina L

ID: FA0712

Aid Year: 2001 Financial Aid Year 2000-2001

Institution: PSUNV

[Student Loan Summary](#)

Career	Loan Type		Appl Seq	Loan Cert Dt	Total Cert Amt	LnAmt Borr	Start Date	End Date
UGRD	STAF	FFEL Stafford	1	11/20/2000	\$3,500.00	\$3,500.00	08/17/2000	06/15/2001

Origination Detail View All First 1 of 1 Last

Item Type: 900000000304 Subsidized

Origination Amount Detail:

\$3,500.00

[Origination Status](#)

Fed Stfd Loan-Subsidized

Borrower Requested Amt:

\$3,500.00

Ln App ID: 00131500010001055

Remaining Loan Eligibility:

\$0

[Disbursement Status](#)

Loan Application Summary page

LnAmt Borr (loan amount borrowed)

The actual amount the student has borrowed.

Loan Start and Loan End

The dates correspond to the aid year in which the loan is awarded. You set the loan start and end dates on the Disbursement ID Setup page.

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

Item Type: 900000000304 Fed Stfd Loan-Subsidized

Ln App ID: 00131500010001055 **Loan Certified Amount:** \$3,500.00

View All First 1-3 of 3 Last

Detail Detail 2

Sequence	Action Code	Phase Code	
3	OC	Orig Change	Change
2	PSMA	Manually Accepted	
1	O	Loan Originated	

Loan Origination Information page: Detail tab

The page displays changes—loan origination actions—that have occurred to the loan. 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.

Detail 2 Tab

Select the Detail 2 tab.

Loan Origination Information

Item Type: 900000000304 Fed Stfd Loan-Subsidized

Ln App ID: 00131500010001055 **Loan Certified Amount:** \$3,500.00

View All First 1-3 of 3 Last

Detail Detail 2

Status	Status Date	Transfer Batch	User ID	Process Instance
Transmittd	06/08/2001	4P060801101	PS	3
Received	11/20/2000		PS	
Pending	11/20/2000		PS	185

Loan Origination Information page: Detail 2 tab

Loan Action Status Values are *Accepted*, *Ac-NtApld* (Accepted-Not Applied), *Authorized*, *Failed*, *Invalid*, *Pending*, *Received*, *Rejected*, and *Transmitted*. When an origination acknowledgement contains errors, two rows are added to the grid: one row for the rejected origination and another row to set the loan action status to *Pending*.

Transfer Batch The ID for the specific batch in which the loan was transmitted or received.

User ID The person who ran the process that inserted the loan action code.

Process Instance 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		
Sequence:	3 Orig Change	06/08/2001 8:53:10AM
		View All First 1 of 1 Last
Loan Change Record Type	Change Status	
Loan Period Change (07)	Change	Ready

Loan Origination Change page

Change	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 servicers when the change record is processed.
Change Status	Displays status of the change record type. Change status values are as follows: <i>Ready:</i> The change record type is ready to be transmitted. <i>Pending:</i> Additional action is required before the change record type can be transmitted. This status only occurs with Change Record Types 11 and 12. <i>Accepted:</i> The change transaction has been received and approved by the loan servicer. <i>Error:</i> 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	
Change Sequence:	1 Loan Period Change (07)
Revised Loan Period Begin Date:	08/17/2000
Revised Loan Period End Date:	06/15/2001
Grade Level Code:	
Anticipated Completion Date:	
Change Certification Date:	06/08/2001

Loan Period Change page

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)
- School Refund (11)
- School Refund Correction (12)
- Sub/Unsub Reallocate Dec (13)
- Sub/Unsub Reallocate Dec (14)
- Loan Increase (24)

Note. PeopleSoft does not support Change record types 11, 12, 13, and 14.

Viewing Loan Disbursement Processing

This section provides common elements and discusses how to review:

- Loan disbursement processing.
- Loan disbursement actions.
- Loan disbursement changes.
- Cancelled and reinstated loans.
- Loan award disbursement information.
- Loan award transmission status.

Common Elements Used in This Chapter

Percentage

The percentage of the total loan award being disbursed.

Pages Used to View Loan Disbursement Processing

Page Name	Object Name	Navigation	Usage
Origination Loan Disbursement	LOAN_DISBURSEMENT	Administer Financial Aid, Process Loans, Inquire 1, Origination Loan Disbursement, Loan Disbursement	Review activity related to each disbursement record for a student's loan.
Loan Disbursement Action	LOAN_DISBACTN_SEC	Click the Detail link on the Origination Loan Disbursement page.	Review 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 change record type.
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 EFT roster.
Loan Award Disbursement Inquiry	LN_AWARD_DISB_INQ	Administer Financial Aid, Process Loan, Inquire 1, Loan Award Disbursement Inquiry	Review loan award disbursement information for a student's loans.
Transmission Status	LOAN_ORIG_TRNS_INQ	Administer Financial Aid, Process Loans, Inquire 1, Loan Transmission Status, Loan Transmission Status	Review loan award transmission status and award amounts.

Reviewing Loan Disbursement Processing

Access the Origination Loan Disbursement page.

Origination Loan Disbursement

ID: FA0712 Health, Christina L [Return to Application](#)

Loan Type: STAF FFEL Stafford **Academic Career:** UGRD

Item Type: 900000000304 Fed Stfd Loan-Subsidized **Application Seq Number:** 1

Ln App ID: 00131500010001055 Subsidized **Loan Certified Amount:** \$3,500.00

Disbursement Information						
Disb ID	Disb Amt	Net Disb	Percentage	Loan Paid	Loan Paid Date	H/R Stat
01	\$1750.00	\$1680.00	50.00 %	Not Paid		R Detail

Disbursement Actions					
Sequence	Description	Status	Status Date	Loan Action Dttm	
2	Adjusted Disbursement	Transmitted	06/08/2001	06/08/2001 8:53:10AM	Change
1	Anticipated Disbursement	Pending	11/20/2000	11/20/2000 12:41:57PM	

Origination Loan Disbursement page

Disbursement Information

Percentage	The percentage of the total loan award being disbursed.
Loan Paid	Indicates if the first disbursement has been credited to the student's account in PeopleSoft Student Financials.
H/R Stat (hold/release status)	Indicates if the disbursement is on hold (<i>H</i>) or release (<i>R</i>) 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.
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 on the CommonLine EFT roster.



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

Disbursement ID: 01 **Loan Disbursement Amt:** \$1750.00 **Net Loan Disbursement:** \$1680.00 **Percentage:** 50.00 %

[View All](#) First  1 of 2  Last

Disbursement Action

Seq Nbr: 2	06/08/2001 8:53:10AM	Actn Amt:	Actn Net:	Actn Fee:	Actn Adj:
Action Code: Adjusted		\$1750.00	\$1680.00	\$70.00	\$0.00
Action Status: Transmittd	06/08/2001	Transfer Batch:			

Trading Partner Amounts

Svcr Actual Orig Fee:	\$0.00	Svcr Actual Guar Fee:	\$0.00
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Loan Disbursement Action page

Loan Disbursement Amt	The gross loan amount.
Net Loan Disbursement	The net loan amount after fees are subtracted.

Seq Nbr (sequence number)	The sequence number of the disbursement action. You can view all disbursement actions by pressing the View All link.
Action Code	A code that represents a disbursement action message.
Actn Amt (action amount)	The gross disbursement amount.
Actn Net (action net)	The net disbursement amount after subtracting fees.
Actn Fee (action fee)	The loan fee amount for the disbursement.
Actn Adj (action adjustment)	The adjusted disbursement amount reported. This field is only filled if applicable.
Transfer Batch	The number generated by the institution to uniquely identify a specific batch of records.

Reviewing Loan Disbursement Changes

Access the Loan Disbursement Change page.

Message	Click to access the Cancel/Reinstate Loan page and view any errors reported by the loan servicers when the change record is processed.
Change	Click to access the Disbursement Message Information page and view disbursement related change information that is sent to the loan servicer.

See Also

Chapter 24, “Processing CommonLine 4 Loans,” Viewing Loan Origination Change, page 877

Reviewing Cancelled and Reinstated Loans

Access the Cancel/Reinstate Loan page.

Cancel/Reinstate Loan

Change Sequence:	1	Pre Disbursement Change (09)
Disbursement ID:	01	
Cancel Amount:		
Cancellation Date:		
Rev Disb Amount:	1750.00	
Rev Disb Date:	08/11/2000	
Hold/Release:	Release	
<input type="checkbox"/> Reinstatement Indicator Code		

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					
Health,Christina L			ID:	FA0712	
Aid Year:	2001	Financial Aid Year 2000-2001	Institution:	PSUNV	
First 1 of 3 Last					
Item Type	900000000303 FFELP PLUS Loan			Offered:	\$15200.00
Award Status:	Accepted	Disbursement Plan:	Two Semst	Career:	UGRD
				Accepted:	\$15200.00
First 1 of 2 Last					
Disbursement ID:	01	Disbursed Balance:		Offer Balance:	\$7600.00
	Fall	Net Disb Balance:	\$7374.00	Accept Balance:	\$7600.00
Loan Disbursements (by Application) View All First 1 of 1 Last					
Appl Seq:	1	Dsb Actl:	0.00	Loan Refund ID:	
Loan Type:	PL	Net Disb:	0.00	Loan Refund Indicator:	Borrower
			11/20/00 12:41:57PM		

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	The current status of the student's loan item type from the Award Summary page.
Disbursement Plan	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	The disbursement amount that has been applied to the student's financial account.
Net Disbursed Balance	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)	The ID of the person who receives any refunds on the loan. PeopleSoft Student Financials uses this ID to generate refund checks.
--	--

Loan Refund Indicator The person who receives any refunds on the loan. Values are *Student* and *Borrower*.

Reviewing Loan Award Transmission Status

Access the Transmission Status page.

Loan Status Summary Click to access the Reviewing CommonLine Loan Origination Record.

See Also

Chapter 24, “Processing CommonLine 4 Loans,” Reviewing Loans on Hold, page 867

Sending Loan Files to Destinations

After you have originated and validated your FFELP and alternative loans, you send the files to the loan destination. This section discusses how to:

- Select outbound files.
- Generate files to send.

Pages Used to Send Loan Files to Destinations

Page Name	Object Name	Navigation	Usage
CommonLine Outbound	RUNCTL_CLOUT	Administer Financial Aid, Process Loans, Process, CommonLine Loan Out, CL Loan Outbound	Select authorized outbound files and load them in the EDI Manager staging table.
Run Parameters	EC_RUN_OUTBOUND_01	<ul style="list-style-type: none"> • PeopleSoft, EDI Manager, Process, Outbound EC Agent, Run Parameters • Administer Financial Aid, Exchange Financial Aid Data, Process02, EDI Export 01/02, Run Parameters • Administer Financial Aid, Process Loans, Process, Outbound EC Agent, Run Parameters • Administer Financial Aid, Process Pell Payment, Process, EDI Export, Run Parameters 	Generate a file from the data in the EDI Manager staging table.

Page Name	Object Name	Navigation	Usage
Header (CommonLine 4 Export)	CL_EXP_HEAD4	Administer Financial Aid, Process Loans, Inquire 2, 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. Reset the EC queue status to create the file again, if necessary.
Application Detail	CL_EXP_DTL4_MAIN	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Export, Application Detail	View loan application records in the batch. This is helpful in resolving discrepancies between the school and destination.
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.
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.
Alternative Loan Information	CL_EXP_ALT4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Export, 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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Export, 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.

Page Name	Object Name	Navigation	Usage
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.
Trailer	CL_EXP_TRAIL4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Export, Trailer	View information contained in the trailer record for the CommonLine 4 application send file.

Selecting Outbound Files

Access the CommonLine Outbound page.

CommonLine Outbound

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Selection Criteria [View All](#) [First](#) [1-2 of 2](#) [Last](#)

*Institution: PSUNV PeopleSoft University *Aid Year: 2002 2001-2002 *School Code: 001315 PeopleSoft

*Version: CommonLine 2 ☒ Orig Outbound ☐ Orig Change Outbound

PSUNV PeopleSoft University 2002 2001-2002 001315 PeopleSoft

*Version: CommonLine 4 ☒ Orig Outbound ☐ Orig Change Outbound

CommonLine Outbound page

- Version** Select CommonLine 2 or 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 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. For example, if you are sending Stafford origination files and PLUS origination files, you must run the process twice with different EC transaction IDs. 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 and Suppress Rowid

If you are using the Rename EDI Outbound File process (RUNCTL_RENAME), clear these check boxes. Otherwise, they should be selected.

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.

See Also

Chapter 25, “Processing Direct Loans,” Renaming Direct Lending EDI Outbound Files, page 1046

Receiving Inbound Application Files

This section provides common elements and an overview of the inbound application file process and discusses how to:

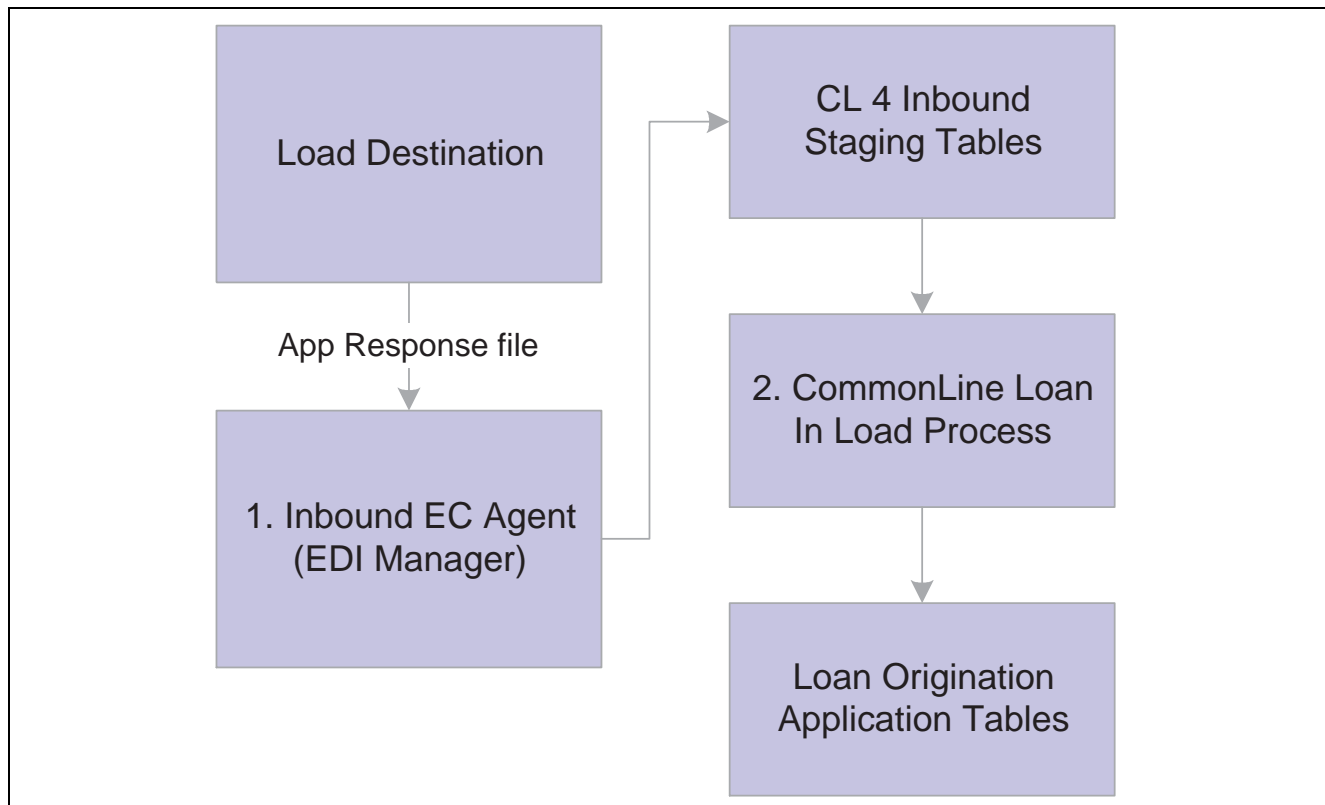
- Load inbound application response files into staging tables.
- View inbound file headers.
- View inbound application details.
- View servicer provider details.
- View certification details.
- View alternative loan details.
- View change errors details.
- Move data from staging tables to the database.

See Also

NCHelp CommonLine Network for FFELP and Alternative Loans Reference Manual, CommonLine 4 Version

Understanding the Inbound File Process

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 following illustration shows the process flow.



CommonLine 4 application response inbound process

As the information from the external loan record is used to update the loan record in the database, the system generates origination-level and disbursement-level action codes to indicate changes in the loan status.

Common Elements Used in This Section

Loan Unique ID and Seq Num (sequence number)	Displays the CommonLine ID and sequence number that identifies the loan.
Def/Ref (default/refund)	Indicates if the federal PLUS/alternative student is currently in default on a student loan or owes a refund on a federal grant.
Sig Cd (signature code)	Indicates if the school has a valid promissory note signed by the borrower.
CommonLine Batch ID	Displays a number generated by the sending agency to identify a specific batch of records.
File Identifier Code	Displays the type of data in the file and the version of the file layout.
Source ID	Displays the organization that created the file.
Recipient ID	Displays the recipient of the file (your school).

Pages Used to Receive Inbound Files

Page Name	Object Name	Navigation	Usage
Run Control Parameters	EC_RUN_INBOUND_01	<ul style="list-style-type: none"> • PeopleSoft, EDI Manager, Process, Inbound EC Agent, Run Control Parameters • Develop Enrollment, Process External Data, Proc G-R, Inbound EDI Agent, Run Control Parameters • Administer Financial Aid, Process Loans, Process, Inbound EC Agent, Run Control Parameters 	Load inbound CommonLine application response files into staging tables.
CommonLine 4 Import - Header	CL_IMP_HEAD4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, Header	View the fields contained in the CommonLine application response header record.
Application Detail	CL_IMP_MAIN4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, 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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, 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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, 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.
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.

Page Name	Object Name	Navigation	Usage
Alternative Loans	CL_IMP_ALT_V4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, Alternative Loans	View alternative loan details. This includes a student's loan debt, salary, income, and credit information.
Change Errors	CL_IMP_CHG_4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, Change Errors	View change errors details to inbound files.
Trailer	CL_IMP_TRAIL4	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Import, Trailer	View trailer summary information for the application response file.
EFT Information (electronic funds transfer information)	CL_EFT4_HEAD	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 EFT, 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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 EFT, 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	Administer Financial Aid, Process Loans, Process, CommonLine Loan In, CL Inbound	Move selected acknowledgment files from EDI Manager staging tables into the database.

Loading Inbound Application Response Files to Staging Tables

Access the Run Control Parameters page.

Run Control Parameters

Run Control ID: PS
[Report Manager](#)
[Process Monitor](#)
Run

Run Option

☐ File List Driven

☒ Single File

☐ Single Instance

Inbound Agent Parameters

Single File Path: c:\flatdata\

Single File Name: cl4appr.dat

Force Profile

☐ Do Not Force (998 or 999 in file)

☒ Force with Map Information (998)

☐ Force with Partner Information (999)

Inbound Agent Forced Parameters

EC Map ID: CL_APP_V4

EC Profile ID: CL_DESTIN

EC Convert Profile ID: COMMONLINE

File Options

☐ Suppress Rowid

☐ Comma Separated Format

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 PeopleSoft 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 Inbound File Headers

Access the CommonLine 4 Import - Header page.

Header				Application Detail		Service Provider Detail		Certification Detail		Alternative Loans		Change Errors			
EC Transaction ID:				R004P				Inbound / Outbound Switch:				Inbound			
EC Queue Instance:				7				EC Queue Status:				Loaded			
File Header Data															
File Identifier Code:				R004P				Source Name:				PEOPLESFT UNIVERSITY			
Source ID:				00131500				Loan Batch Load Dttm:				06/11/2001 1:30:50PM			
Recipient ID:				706				CommonLine Batch ID:				4P052301001			
File Create Date:				05/23/2001				File Create Time:				105557			
File Trailer Data															
Response Dtl Cnt:				000015				Alternative Loan Cnt:				000000			
Unique Supp Cnt:				000000				Reference Rec Cnt:				000000			
Special Msg Cnt:				000000				Change Error Rec Cnt:				000000			
								Supplemental Info Cnt:				000000			

CommonLine 4 Import - Header page

File Trailer Data

Response Dtl Cnt (response detail count) The number of response detail records.

Unique Supp Cnt (unique supplemental count) The number of unique supplemental detail records in the file for each loan or application, if you are using unique services provided by your sending organization.

Special Message Cnt
(special message count),
Alternative Loan Cnt
(alternative loan count),
Reference Rec Cnt
(reference record count),
Change Error Rec Cnt and count) (change error record count), and **Supplemental Info Cnt** (supplemental information count)

The number of the following types of records:
Special message detail records.
Alternative loan detail records.
Reference records.
Change error records.
Supplemental borrower information detail records.

Viewing Inbound Application Details

Access the Application Detail page.

Header		Application Detail		Service Provider Detail		Certification Detail		Alternative Loans		Change Errors	
EC Transaction ID:		R004P		Inbound / Outbound Switch:		Inbound					
EC Queue Instance:		7									
CommonLine Batch ID:		4P052301001		Load Dttm:		06/11/2001 1:30:50PM					
View All First ◀ 1 of 23 ▶ Last											
Ln Nbr:	1	Load Status:	<input type="text" value="Unproc"/>								
Loan Type:	01	Record Status:	G Guaranteed		Status Date:	20010523					
		Phase Code:	AELN		Phase Code Date:	00000000					
Loan Unique Id:	00131500010001016		Seq Num:	01		Address					
Borr First Name:	BENJAMIN		Mid Init:	J		SSN:	299-66-2747				
Borr Last Name:	SCHLEPP				DOB:	19770414					
Amt Req:	999999		Citizen Cd:	N		WI DL Nbr:	8526-0707-7134-01				
Borr St Res:	000000		Defer:		Int Ind:		EFT Athztn:				
Def/Ref:		Outstd Lns:		Sig Cd:		Sig Date:	00000000				

Application Detail page

Load Status Indicates whether the record is processed, unprocessed, or skipped, or if there was an error. Set the value to *Skipped* to mark application response records that you do not want to be loaded to the database.

Status Date 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.

Phase Code Date The date the phase code became active.

DL Nbr (driver's license number) Driver's license number.

Borr St Res (borrower state residence)	The date the borrower became a legal resident of the identified state.
Defer (deferment)	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)	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 and view borrower permanent address information.

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.

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.

Code	Description	Error Resolution
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.
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.
S - Source Data Corruption	<p>Loan servicer information is incorrect. One of the following is true:</p> <ul style="list-style-type: none"> 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). 	<p>For the first, request a new application response file from your loan servicer where the loan disbursement information is now correct—the gross amount = (loan fees - fees paid) + net amount</p> <p>For the second, request a new application response file from your loan servicer where the loan disbursement and approved amount information is now correct.</p> <p>For the third, request a new application response file from your loan servicer or manually fix and reprocess the file.</p>

Code	Description	Error Resolution
U - Unknown or invalid loan type	An unknown or invalid CommonLine loan type is defined for the application response record. Only the CommonLine 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.
Z - CL 96 to CL 4 Conversion Error	A CommonLine 4 loan destination was not found.	Create a matching loan destination that supports CommonLine 4 processing.

Once you resolve any load errors, rerun the CommonLine loan inbound process to reprocess any records set to Error.

Two reports can assist you in processing of load errors: the CL 4 App Response Load Error report and the CL School Cert Request report.

Viewing Service Provider Details

Access the Service Provider Detail page.

Header	Application Detail	Service Provider Detail	Certification Detail	Alternative Loans	Change Errors
EC Transaction ID: R004P		Inbound / Outbound Switch: Inbound			
EC Queue Instance: 7					
CommonLine Batch ID: 4P052301001		Load Dttm: 06/11/2001 1:30:50PM			
View All First 1 of 23 Last					
Ln Nbr:	1	Loan Unique ID:	00131500010001016	Seq Num:	01
Guarantee Amount:	02546	Guarantee Date:	20010523	Error Message Code 1:	
Sub Stafford Approved Amt:	02625	Tot GSL/SL:	00000000	Error Message Code 2:	
Usub Stafford Aprv Amt:	00000			Error Message Code 3:	
PLUS Approved Amount:	00000	Tot PLUS:	00000000	Error Message Code 4:	
Alt Loan Approved Amount:	00000			Error Message Code 5:	

Service Provider Detail page

Guarantee Amount	The total amount approved by the guarantor for the loan (including issued and pending disbursements). Includes all applicable fees.
Sub Stafford Approved Amt (subsidized Stafford approved amount), Unsub Stafford Aprv Amt (unsubsidized Stafford approved amount), PLUS Approved Amount and Alt Loan Approved Amount (Alternative loan approved amount)	Amounts approved by the lender for the following types of loans: subsidized federal Stafford loan, unsubsidized federal Stafford loan, PLUS loan, or alternative loan.
Tot GSL/SL (total guarantee supplemental loan/student loans)	The total amount of all students' outstanding federal Stafford and federal Supplemental Loan for Student (SLS) loans, as known by the sending organization. This data is required if students have outstanding federal Stafford/SLS debt; otherwise, the field contains zeros.
Tot PLUS (total PLUS)	The total amount of all students' outstanding federal PLUS loans, as known by the sending organization.
Error Message Code 1 through 5	Any loan application errors received from the service provider.

See Also

NCHelp CommonLine Network for FFELP and Alternative Loan Reference Manual, CommonLine 4 Version

Viewing Certification Details

Access the Certification Detail page.

Header	Application Detail	Service Provider Detail	Certification Detail	Alternative Loans	Change Errors
EC Transaction ID: R004P		Inbound / Outbound Switch: Inbound			
EC Queue Instance: 7					
CommonLine Batch ID: 4P052301001		Load Dttm: 06/11/2001 1:30:50PM			
View All First ◀ 1 of 23 ▶ Last					
Ln Nbr:	1	Loan Unique ID:	00131500010001016	Seq Num:	01
Stu Last Name:			Stu Borr:		
First:		MI:	SSN: 000-00-0000		
DOB:	000000000				
Citizen Cd:	N	Def/Ref:	Sig Cd:	Grd Lvl:	0
Grad Dt:	20050616	Enr Stat: F			
School ID:	00131500				
DUNS ID:	PSPSPSPSP	Certification Information		Disbursement Information	

Certification Detail page

School ID The school's OE (office of education) code.

Certification Info Click to access the Loan Certification Information page and view loan
(certification information) type, costs, FM EFC, financial aid, and certification details.

Disbursement Info Click to access the Disbursements page and view disbursement date
(disbursement information) and amount, origination and guarantor fees, net amount, fees paid, hold or release status, and the status of the loan.

Viewing Alternative Loan Details

Access the Alternative Loans page.

Header	Application Detail	Service Provider Detail	Certification Detail	Alternative Loans	Change Errors
EC Transaction ID: R004P		Inbound / Outbound Switch: Inbound			
EC Queue Instance: 7					
<div>First 1 of 2 Last</div>					
Ln Nbr: 1	Loan Unique ID: 00131990010001063	Seq Num: 01			
<div>View All First 1 of 1 Last</div>					
Ln Seq Nbr: 1	Loan Unique ID: 00131990010001063				
Student Major: LING-PHD	Stu Schl Phone:	Alt ID Cd: 04			
Staf Debt: 17625	Heal Debt: 000000	Own Code: NCLP			
SLS Debt: 00000	Perk Debt: 00000	Other Loan: 00000			
Other Debt: 00000	Interest Rate Option:				
Borrower Gross Annual Salary: 0000000	Repayment Option Code:				
Borrower Other Income: 0000000	Credit Under Diff Name: N				
Cosigner Information					

Alternative Loans page

Stu Schl Phone (student school phone)	The student's school telephone number.
Alt ID Cd (alternative identification code)	The alternative loan code.
Staf Debt (Stafford debt)	The borrower's total federal Stafford loan debt prior to this loan period.
Heal Debt	The borrower's total Health Education Assistance Loan (HEAL) debt prior to this loan period.
Own Code	Alternative loan owner code.
SLS Debt (supplemental loans student debt)	The borrower's total Federal Supplemental Loans for Students (SLS) debt prior to this loan period.
Perk Debt (Perkins debt)	The borrower's total Perkins loan debt prior to this loan period.
Other Debt	The borrower's total other debt prior to this loan period.
Other Loan	The borrower's total other student educational loan debt for this loan period.
Borrower Other Income	The total income earned by the borrower from sources other than his or her primary employment.
Interest Rate Option	The type of interest rate associated with the loan.
Repayment Option Code	The type of repayment option requested by the borrower.
	<i>D:</i> Deferment.
	<i>I:</i> Interest only.
	<i>P:</i> Principal and interest.

Cosigner Information

Click to view relationship, name, address, and income data of cosigners on the loan.

Viewing Change Errors Details

Access the Change Errors page.

Header Application Detail Service Provider Detail Certification Detail Alternative Loans **Change Errors**

EC Transaction ID: R004P Inbound / Outbound Switch: Inbound

EC Queue Instance: 7

Ln Nbr: 1 Loan Unique ID: 00131500010001016

View All First 1 of 1 Last

Loan Change Record Type: + -

Change Record Detail Number:

Disbursement Number:

Change Error 1:

Change Error 2:

Change Error 3:

Change Error 4:

Change Error 5:

CommonLine 4 Import - Change Errors page

Loan Change Record Type The type of change record.

Change Record Detail Number A counter.

Disbursement Number Identifies the disbursement.

Change Error 1: Change error codes.

Viewing Electronic Funds Transfer Information

Access the EFT Information page.

EFT Information		EFT Detail	
EC Transaction ID:	E004P	Inbound / Outbound Switch:	Inbound
EC Queue Instance:	3		
File Header Data			
File Identifier Code:	E004P	Loan Batch Load Dttm:	06/13/2001 12:28:25PM
Source ID:	755	CommonLine Batch ID:	4P052301003
Recipient ID:	00131500	File Create Date-time:	05/23/2001
Source Name:	GREAT LAKES HIGHER EDUCATION G		
File Trailer Data			
EFT Detail Record count:	000002	Unique Supp Rec Count:	000000
Total Net Disbursement Amt:	00000000712500	Special Msg Rec Count:	000000
Total Net EFT Amount:	00000000712500	Total Cancellation Amount:	00000000000000
Total Net Non EFT Amount:	00000000000000	Total Deficit Amount:	00000000000000
Total Reissue Amount:	00000000000000		

EFT Information page

EFT Detail Record Count
(electronic funds transfer
detail record count)

The number of EFT detail records in the EFT roster.

**Total Net Disbursement
Amt** (total net disbursement
amount)

The sum, if greater than zero, of the net disbursement amount minus the sum of net cancellation amount from all disbursement @1 detail records in the file.

Total Net EFT Amount
(total net electronic funds
transfer amount)

The sum of net disbursement amounts from all disbursement @1 detail records where the Funds Distribution Method Code field contains *E*.

Total Net Non EFT Amount
(total net non electronic
funds transfer amount)

The sum of net disbursement amounts from all disbursement @1 detail records where the Funds Distribution Method Code field contains *I* or *M*. This includes both new and reissued disbursements.

Total Reissue Amount

The sum of gross disbursement amounts in all disbursement @1 detail records where the Record Type Indicator Code field contains *R*.

Unique Supp Rec Count
(unique supplemental
record count)

The count of all unique supplemental @2 detail records in the file for each loan or application, if you are using unique services provided by your sending organization.

Special Msg Rec Count
(special message record
count)

The number of special messages @3 detail records in the application response file.

Total Cancellation Amount

The sum of net cancellation amounts from all disbursement @1 detail records where the Record Type Indicator Code field contains *A*.

Total Deficit Amount

The total deficit amount for this disbursement roster. This is the sum of the net disbursement amount minus the sum of the net cancellation amount from all disbursement @1 detail records in the file, when the result is an amount less than zero.

Viewing EFT Detail

Access the EFT Detail page.

EFT Information		EFT Detail	
EC Transaction ID:	E004P	Inbound / Outbound Switch:	Inbound
EC Queue Instance:	3		
CommonLine Batch ID:	4P052301003	Load Dttm:	06/13/2001 12:28:25PM
		View All	First ◀ 1 of 2 ▶ Last
Detail Number:	1	Load Status:	Processed
Loan Unique Id:	00131990010001063	Seq Num:	01
ID:	FA0722 Nguyen,Kiman		
Disbursement Number:	1	Funds Release Date:	20010523
Borrower Detail		Net Disbursement Amount:	0237500
Origination Detail		Check Number:	
Errors		Lender Name:	

EFT Detail page

Detail Number An incremental counter assigned to each EFT detail record.

Borrower Detail Click to access the Borrower Information page and view additional borrower information.

Origination Detail Click to access the Origination Information page and view additional origination detail.

Errors Click to access the Disbursement Errors page and view disbursement error codes.

Moving Inbound Files From Staging Tables to the Database

Access the CommonLine Inbound page.

Application Resp (application response) Select to move all CommonLine 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.

Run Click to initiate the CommonLine 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 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 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.

Note. Record status codes and application phase codes can be viewed 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 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.

Code	Description	Load Action
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.
AIL	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.

Code	Description	Load Action
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.
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.

Code	Description	Load Action
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.
AREP	Reprocessing	A loan origination action message is posted.
ATRM	Terminated loans have been withdrawn or cancelled.	A loan origination action message is posted.

Synchronization of Gross Disbursement Amounts in a Student's Package

The CommonLine 4 application load process synchronizes the loan fees and net disbursement amounts calculated by the packaging process so that the student's package reflects the actual fees determined by the loan servicer. The CommonLine inbound process also synchronizes the gross disbursement amounts in the student's package with the gross disbursement amounts returned by the loan servicer when the amounts do not match. 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. In addition, each individual disbursement must not have a gross amount different from the servicer-determined disbursement gross amount by more than 5.00 USD. If these two conditions are not met, the error code of A - Award Discrepancy is generated. You must update the awards to match the approved loan amount before the record can be loaded.

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 process 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 4 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.

Duplicate Disbursement Action Codes

The CommonLine loan inbound process prevents 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 4 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 21, "Awarding and Packaging Students," Awarding Online, page 706](#)

Reviewing Files Created or Loaded by EDI Manager

EDI processes generate an EC queue record for each loan file processed. By viewing the information contained in the record, you can verify the status of each file, control the processing of files, and diagnose EDI Manager problems.

Page Used to Review 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	Administer Financial Aid, Process Loans, Use, Loan File Review, EC Queue Review	Review files that were either created or loaded by EDI Manager.

Viewing EC Queue Records

Access the EC Queue Review page.

EC Queue Review						
Loan EC Queue Records				Find View All First 1-2 of 2 Last		
File Status Information		Bus Unit/Cust/Vndr Info				
In/Out	Trans ID	Queue Inst	EC Queue Status	Update Status	EC Driver Datetime	EC Queue Control Number
O	A004P	2	Processed	Update Status		4P053001201
O	A004P	3	Processed	Update Status		4P053001202

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) The EDI Manager map name. For CommonLine, the system uses the file ID. For direct lending, this is the file message class name.

EC Driver DateTime (electronic commerce driver date time) For inbound files, this is the date and time that the inbound EC agent process loaded the file into the staging tables.

For outbound files, this is the date and time the outbound EC agent created the loan file.

EC Queue Control Number (electronic commerce queue control number) The file batch ID for outbound loan files. For inbound loan files, the file source name.

Bus Unit/Cust/Vndr Info Tab

Select the Bus Unit/Cust/Vndr Info tab.

EC Queue Review						
Loan EC Queue Records				Find View All First 1-2 of 2 Last		
File Status Information		Bus Unit/Cust/Vndr Info				
In/Out	Trans ID	Queue Inst	Business Unit	EC BU Cd	Cust/Vndr	EC Ext Cd
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. 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. 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.

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.

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*.

Once 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

Equation Engine Language 2000 Programmer's Guide

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 196

Chapter 7, “Setting Up CommonLine Loans,” Selecting Equations for Hold and Release, page 192

Equation Engine Language 2000 Programmer’s Guide

Pages Used to Manage the Hold/Release Process

Page Name	Object Name	Navigation	Usage
Hold/Release	RUNCTL_CLHR	Administer Financial Aid, Process Loans, Process, Hold/Release, Set Hold/Release Flag	Run the set hold/release process. Establish run control settings and execute the FAPLCLHR COBOL process.
Hold/Release Error Messages	LN_HR_MSG_LOG	Administer Financial Aid, Process Loans, Inquire 1, Hold/Release Error Messages, Hold/Release 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 Hold and reset to Release, if eligible.

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 this link to review any processing messages.

Processing Loan Changes

This section provides an overview of changes to originated loans discusses how to:

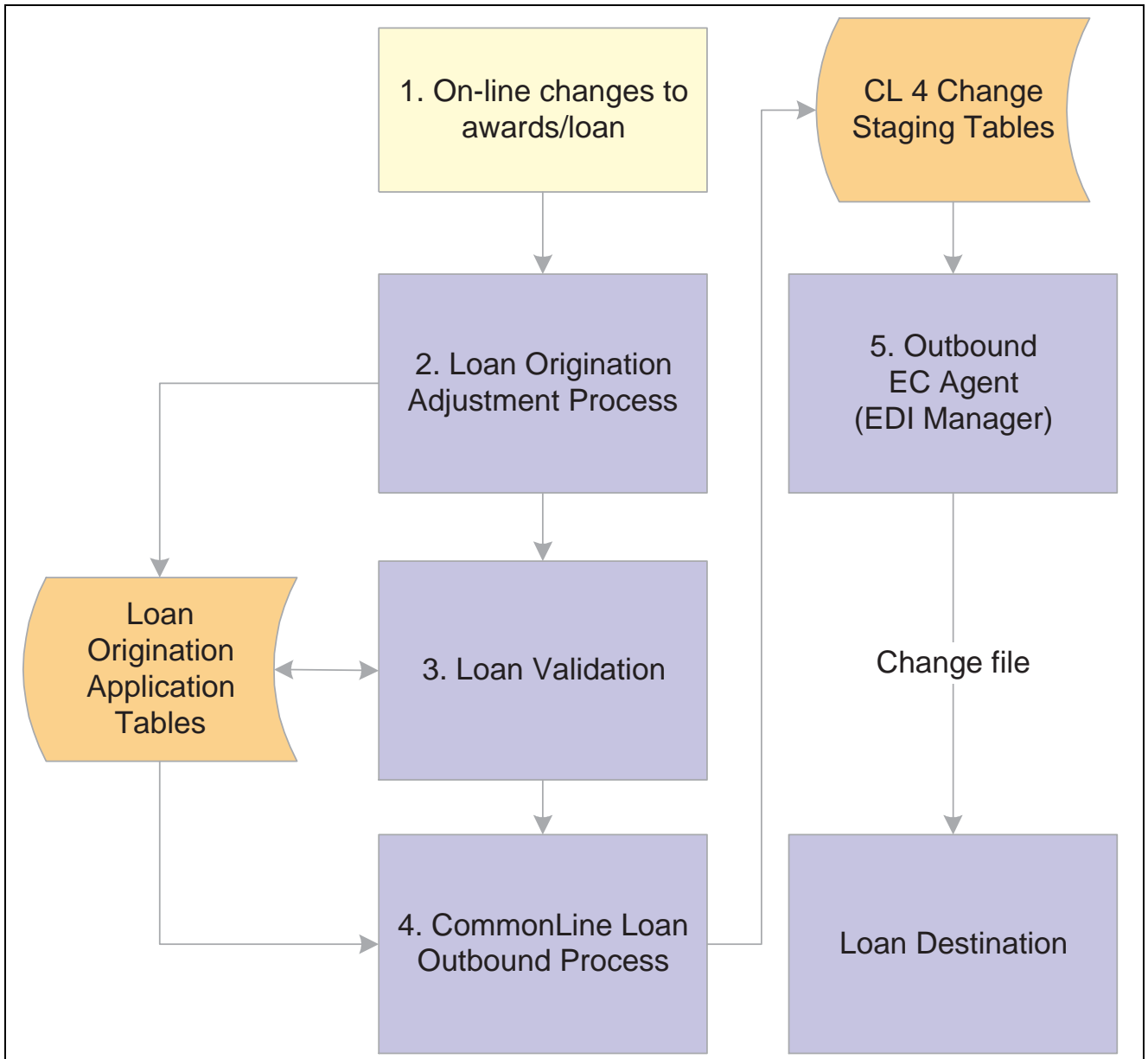
- Change loan dates and student grade level.
- Process cancellations and reinstatements.
- Process disbursement-level changes.
- Process post-disbursement changes.

- 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 types, 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.

The following illustration shows the process flow for loan changes.



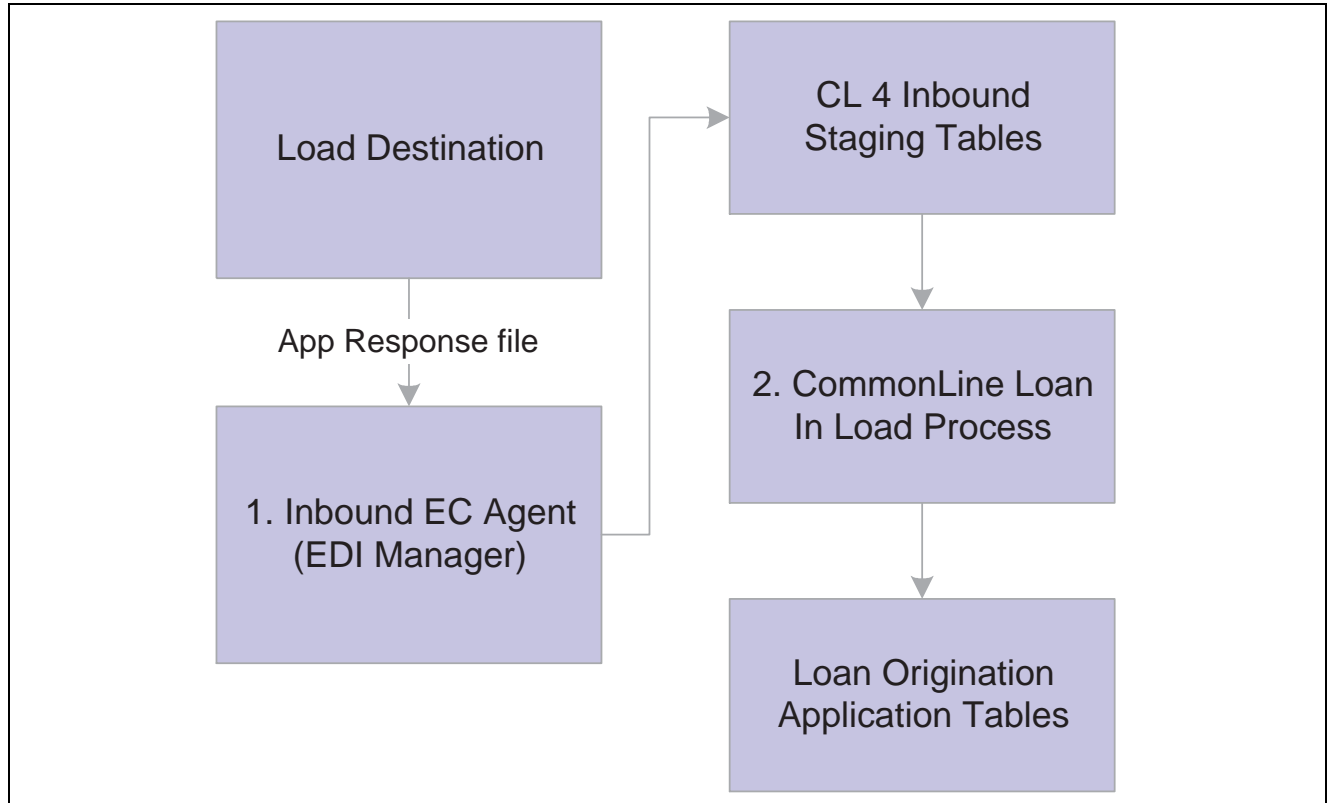
The loan change outbound process

In most cases, changes in loan eligibility result from online changes to the student's award or loan. Once 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 PeopleSoft 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 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.

Once 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.

The following illustration shows the process flow.



The loan change inbound process

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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Change, 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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Change, Change Detail 1	View borrower information from the @ 1-02 Borrower Detail record.
Change Detail 2	CL_CHX_DTL4_2	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Change, 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 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	Administer Financial Aid, Process Loans, Inquire 2, CommonLine 4 Change, 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.

Once 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 3 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 Originate Loan component, the loan origination process automatically detects these changes and identifies the loan as a CommonLine change record.

Select Use Prom. Note in the CL Orig Options field on the Loan Origination page. Once 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 25](#)

[Chapter 24, "Processing CommonLine 4 Loans," Updating Borrower Information, page 856](#)

[Chapter 24, "Processing CommonLine 4 Loans," Managing Loan Origination Transmission Data, page 871](#)

[Chapter 24, "Processing CommonLine 4 Loans," Processing Disbursement Level Changes, page 918](#)

[Chapter 24, "Processing CommonLine 4 Loans," Originating CommonLine Loans, page 849](#)

[Chapter 24, "Processing CommonLine 4 Loans," Viewing Loan Origination Information, page 875](#)

[Chapter 24, "Processing CommonLine 4 Loans," Viewing Loan Origination Change, page 877](#)

[Chapter 24, "Processing CommonLine 4 Loans," Viewing Loan Period Change, page 877](#)

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 the Look 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 than 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

Once 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 21, "Awarding and Packaging Students," Using Auto Packaging, page 711

Chapter 24, "Processing CommonLine 4 Loans," Originating CommonLine Loans, page 849

Processing Disbursement Level Changes

Disbursement level changes occur when you make adjustments to individual disbursements of a guaranteed loan. Two types of CommonLine 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 3 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 Orig CommonLine 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 mass change, 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

Once 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. Select Administer Financial Aid, Process Loans, Inquire 1, 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 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) and CommonLine 96 EFT Reconciliation (FA9081) reports delivered in 2000-01 Regulatory Release 1. Once the funds are returned to the lender or disbursing agent, update the returned amounts in the CommonLine Disbursement Maintenance page.

See Also

[Chapter 24, “Processing CommonLine 4 Loans,” Reviewing Loan Origination Information, page 854](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Understanding the Hold/Release Process, page 909](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Reviewing CommonLine Loan Status Information, page 852](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Originating CommonLine Loans, page 849](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Reviewing Loan Disbursement Actions, page 880](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Reviewing Loan Disbursement Changes, page 881](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Reviewing Cancelled and Reinstated Loans, page 881](#)

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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 Orig CommonLine page in the Originate Loan 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

Once 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.

Once 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. Select Administer Financial Aid, Process Loans, Inquire 1, 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 21, “Awarding and Packaging Students,” Awarding Online, page 706](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Originating CommonLine Loans, page 849](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Reviewing Loan Origination Information, page 854](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Processing Loan Changes, page 911](#)

Generating Change Transaction Files

All loans in the CommonLine 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 24, “Processing CommonLine 4 Loans,” Sending Loan Files to Destinations, page 883](#)

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 inbound staging tables. Then run the CommonLine 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 24, “Processing CommonLine 4 Loans,” Loading Inbound Application Response Files to Staging Tables, page 890](#)

[Chapter 24, “Processing CommonLine 4 Loans,” Receiving Inbound Application Files, page 887](#)

Accepting Change Transactions Manually

If you log directly into your guarantor’s system to enter changes and do not receive a response, use the CommonLine Loan Origination Transmission page to accept the changes.

See Also

[Chapter 24, “Processing CommonLine 4 Loans,” Managing Loan Origination Transmission Data, page 871](#)

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 24, “Processing CommonLine 4 Loans,” Viewing Loan Origination Information, page 875

Chapter 24, “Processing CommonLine 4 Loans,” Viewing Loan Origination Change, page 877

Resolving Error Messages

Make the necessary changes to correct the rejection. Required actions vary based on the error messages displayed. Once you have taken corrective action, use the CommonLine Loan Orig Trans page to remove the hold.

See Also

Chapter 24, “Processing CommonLine 4 Loans,” Managing Loan Origination Transmission Data, page 871

Running Loan Adjustments

Once 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.

Renaming Files

Use the optional EDI File renaming utility to rename CommonLine files. Select the Use External Trading PartnerID option to append each renamed file with the ID of the recipient external partner ID.

See Also

Chapter 25, “Processing Direct Loans,” Renaming Direct Lending EDI Outbound Files, page 1046

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

Use the CommonLine Disbursement Maintenance page to adjust disbursements manually.

Pages Used to Adjust Loan Disbursements Manually

Page Name	Object Name	Navigation	Usage
CommonLine Disbursement Maintenance	LOAN_FUND_MAINT	Administer Financial Aid, Process Loans, Use, CL Disbursement Maintenance, CL Disbursement Maintenance	Adjust disbursements for CommonLine 4 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

ID: FA0712 Health,Christina L
Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Loan Type: STAF FFEL Stafford **Career:** UGRD
Item Type: 900000000304 Fed Stfd Loan-Subsidized **Appl Seq:** 1 **Fund Maint.**

Loan Disbursement Info

Disb ID	Ln Dsb Amt	Net Disb
01	1750.00	1680.00

Loan Award Information (Interfaced to Authorization)

Net Disb	Dsb Actl	ActDisb Dt	Suspend Disb
0.00	0.00		N

Actions Other Information 

Sequence	*Action Code	Description	Actn Net	Action Dttm	Check Nbr
1	N	Anticipated Disbursement	1680.00	11/20/2000 12:41:57PM	

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 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.

Action Codes

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 PeopleSoft 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.

Code	Description	Use
PSCN	Unendorsed Check Received	Used for manual check entry. Updates PeopleSoft 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 <i>Y</i> .
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 <i>N</i> . 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 <i>Y</i> . This prevents disbursement to the student's account.
PSRH	Release Suspended Disbursement	The Suspend Disb (suspend disbursement) field is set to <i>N</i> . 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.

Other Information Tab

Select the Other Information tab.

CommonLine Disbursement Maintenance

ID:	FA0712	Health, Christina L	Aid Year:	2001
Institution:	PSUNV	PeopleSoft University	Career:	UGRD
Loan Type:	STAF	FFEL Stafford	Appl Seq:	1 Fund Maint.
Item Type:	900000000304	Fed Stfd Loan-Subsidized		

Loan Disbursement Info			Loan Award Information (Interfaced to Authorization)			
Disb ID	Ln Dsb Amt	Net Dsb	Net Dsb	Dsb Actl	ActDsb Dt	Suspend Dsb
01	1750.00	1680.00	0.00	0.00		N

Actions
Other Information
▶

Sequence	Loan Check Lender	Description	Check Date	ChkRecv Dt
1				

CommonLine Disbursement Maintenance page: Other Information tab

Sequence	The origination action sequence is generated from the loan record activity.
Loan Check Lender	The PeopleSoft unique ID of the lender who issued the check as entered in the page.
Description	The name of the lender who issued the check.
Comments	Click to open a free-form comment page that is associated exclusively with the loan action code entered in the page.
Fund Maint	Click this button to enter transactions.

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. Once 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. Once 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 once 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. Once the funds have been returned, enter a new action code of PSCR and enter the amount.

CHAPTER 25

Processing Direct Loans

This chapter provides the required changes for direct lending mandated by the Department of Education. This chapter discusses:

- Understanding direct lending
- Processing direct lending.
- Setting up 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.
- 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.
- Viewing the DL cash summary import file.
- 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 direct lending data maps.
- Using demographic data for loan origination.

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 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.

Before You Begin

There are several things related to your general Financial Aid setup that need to be completed in order 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 the LOC (loan origination center) 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 set up 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 in order to have the system correctly process the direct loan. Only the page shot and information specific for direct lending setup is provided.

Financial Aid Item Type 1 Page

Access the FA Item Type 1 page.

FA Item Type 1 FA Item Type 2 FA Item Type 3 FA Item Type 4 FA Item Type 5 FA Item Type 6

SetID: PSUNV
Item Type: 900000000311 [Direct Sub Stafford](#)
Aid Year: 2002 Financial Aid Year 2001-2002

FA Item Type Setup View All First 1 of 1 Last

***Effective Date:** 01/01/1900 ***Status:** Active **Copy** **+** **-**

***Description:** Direct Subsidized Stafford **Short Description:** DL SUB

Financial Aid Type: Loan **Source:** Federal **Federal ID:** Subsidized

Aggregate Area: DL-SUB **Institution Reporting Cd:**

Comments:

Defining Financial Aid Item Types (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	<i>Loan</i>	<i>Loan</i>	<i>Loan</i>
Source	<i>Federal</i>	<i>Federal</i>	<i>Federal</i>
Federal ID	<i>Subsidized</i>	<i>Unsubsidz</i>	<i>PLUS</i>
Aggregate Area	<i>DL-SUB</i> or the name of the aggregate area you set up for this type of loan.	<i>DL-UNSUB</i> or the name of the aggregate area you set up for this type of loan.	Leave this field blank.

Financial Aid Item Type 2 Page

Access the FA Item Type 2 page.

FA Item Type 1	FA Item Type 2	FA Item Type 3	FA Item Type 4	FA Item Type 5	FA Item Type 6
SetID: PSUNV Item Type: 900000000311 Direct Sub Stafford Aid Year: 2002 Financial Aid Year 2001-2002					
Awarding Rules View All First 1 of 1 Last					
Effective Date: 01/01/1900 Status: Active					
Fed/Inst Affected: Both Fed and Inst Meet Need/Cost: Straight Need/Cost Packaging Methodology: Selection Criteria:					
<div> <div> Rounding Rules Rounding Option: Dollar Round Direction: Nearest Award Remainder Rule: Last-Dllrs Fee Remainder Rule: <input checked="" type="checkbox"/> Truncate Fees </div> </div>					
<input checked="" type="checkbox"/> Need Based <input type="checkbox"/> Equity Award <input checked="" type="checkbox"/> Auto Package <input type="checkbox"/> Disbursement Protection <input type="checkbox"/> Self Help Award <input type="checkbox"/> Lock Award <input type="checkbox"/> Package Only Once					

Setting Up Financial Aid Item Type Awarding Rules (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 <i>Both Fed and Inst</i> (both federal and institution) <i>from the available values</i> .
Meet Need/Cost	Select <i>Straight Need/Cost</i> <i>from the available values</i> .
Rounding Option	Select <i>Dollar</i> <i>from the available values</i> .
Round Direction	Select <i>Nearest</i> <i>from the available values</i> .
Award Remainder Rule	Select <i>Last-Dllrs</i> (last dollars) <i>from the available values</i> .
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.

Financial Aid Item Type 3 Page

Access the FA Item Type 3 page.

FA Item Type 1	FA Item Type 2	FA Item Type 3	FA Item Type 4	FA Item Type 5	FA Item Type 6
SetID: PSUNV Item Type: 9000000000311 Direct Sub Stafford Aid Year: 2002 Financial Aid Year 2001-2002					
Award Attributes View All First 1 of 1 Last					
Effective Date: 01/01/1900		Status: Active			
Pass Anticipated Aid: Accepted		Anticip Aid Expiration Days: 30			
Disbursement Method: Stdnt Acct		Auto Cancel Item Type: <input type="text"/>			
<input type="checkbox"/> Signature Required		<input type="checkbox"/> Manual Authorization		<input type="checkbox"/> Include in Transcript	
Print Letter Option: Print		<input checked="" type="radio"/> Print as Award Item <input type="radio"/> Other Resource		Award Letter Print: <input type="text"/> Award Message: <input type="text"/>	

Setting Up Financial Aid Item Type Award Attributes (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.

Financial Aid Item Type 4 Page

Access the FA Item Type 4 page.

FA Item Type 1	FA Item Type 2	FA Item Type 3	FA Item Type 4	FA Item Type 5	FA Item Type 6
SetID: PSUNV Item Type: 9000000000311 Direct Sub Stafford Aid Year: 2002 Financial Aid Year 2001-2002					
Award Limits by Term Category View All First 1 of 1 Last					
Effective Date: 01/01/1900		Status: Active			
*Term Category	*Minimum	*Maximum			
Medical Level 1	\$150.00	\$8,500.00	<input data-bbox="1318 1346 1349 1377" type="button" value="+"/>	<input data-bbox="1386 1346 1417 1377" type="button" value="-"/>	
Regular Term	\$150.00	\$8,500.00	<input data-bbox="1318 1394 1349 1425" type="button" value="+"/>	<input data-bbox="1386 1394 1417 1425" type="button" value="-"/>	

Setting Up Financial Aid Item Type Award Limits (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.

Financial Aid Item Type 5 Page

Access the FA Item Type 5 page.

FA Item Type 1	FA Item Type 2	FA Item Type 3	FA Item Type 4	FA Item Type 5	FA Item Type 6
SetID: PSUNV Item Type: 900000000311 Direct Sub Stafford Aid Year: 2002 Financial Aid Year 2001-2002					
Disbursement Rules View All First 1 of 1 Last					
Effective Date: 01/01/1900 Status: Active Missing Term Enrollment: <input checked="" type="checkbox"/> Split evenly across valid term					
Default Disbursement Splits First 1-2 of 2 Last					
*Academic Institution		*Academic Career		*Disbursement Plan	
PSUNV		GRAD		D1	
PSUNV		UGRD		D1	
				*Split Code	
				01	
				01	
				+	
				-	

Setting Up Financial Aid Item Type Disbursement Rules (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.

Financial Aid Item Type 6 Page

Access the FA Item Type 6 page.

FA Item Type 1
FA Item Type 2
FA Item Type 3
FA Item Type 4
FA Item Type 5
FA Item Type 6

SetID: PSUNV
Item Type: 900000000311 [Direct Sub Stafford](#)
Aid Year: 2002 Financial Aid Year 2001-2002

Loan Program View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active
Loan Program: Direct Lending **Loan Interest Attribute:** Subsidized

Loan Fees First 1-2 of 2 Last

		Loan Fee Type	Loan Fee Rule	Loan Fee Option	Fee Percent	Flat Fee
1	DL Q	DIRECT LOAN SUB AND UNSUB	P	Acrss Disb	Percentage	3.00
2	DLR Q	DIRECT LOAN REBATE	R	Acrss Disb	Percentage	1.50

Setting Up Financial Aid Item Type Loan Fees (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 <i>Direct Lending</i> . The value comes from the aggregate area you select on the Financial Aid Item Type 1 page.	<i>Direct Lending</i>	<i>Direct Lending</i>
Loan Interest Attribute	Ensure this field displays <i>Subsidized</i> 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 <i>Unsubsidized</i> for subsidized Stafford loans.	Ensure this field displays <i>Unsubsidized</i> 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 2001-02) 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 2001-02) The loan fee values are derived from the Loan Fee Table.	3% (in 2001-02)	4% (in 2001-02)

Example of How the Direct Lending Loan Rebate Works

A student receives a direct loan of 1,000.00 USD for the Fall 2001 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 Campus Community and PeopleSoft 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 DL PNote Comm 02/03 and Print DL PNote 02/03 processes, the system allows you to link a loan type to a specific document type. This allows 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 in order to successfully print promissory notes and loan packages.

Setting Up Checklist Items

The navigation for this page is: Build Community, Checklists, Setup, Checklist Item Table.

Checklist Items

Checklist Item Code: DLPLUS

Item Code Detail

View All First 1 of 1 Last

*Effective Date:

01/01/1900

*Status:

Active

+

-

*Description:

DIRECT LOAN PLUS PNOTE

Short Description:

DL_PLUS

Item Association:

Long Description:

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 Build Community, Checklists, Setup, Checklist Function Item Table. Select the Administrative Function of *Loan* when you enter the page.

Checklist Item Functions

Administrative Function: LOAN Loan

Item List

*Item Code

DLPLUS	Q	DIRECT LOAN PLUS PNOTE	-
HEALTH	Q	HEALTH LOAN PNOTE	-
MPN	Q	DIRECT LOAN MPN	-
PNOTE	Q	Promissory Note	-
PNPERK	Q	Perkins Promissory Note	-
TIL	Q	Truth-in-Lending statement	-
UNIV	Q	INSTITUTIONAL LOAN PNOTE	-

Add

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 Build Community, Checklists, Setup, Checklist Table.

Checklists

Academic Institution: PSUNV PeopleSoft University

Checklist Code: DL_MPN DIRECT LOAN MPN

Detail		View All	First	1 of 1	Last															
*Effective Date:	01/01/1900	*Status:	Active																	
*Description:	DIRECT LOAN MPN																			
Short Description:	DL_MPN	Due Days:	45																	
*Function:	LOAN	Loan	Due Date:																	
Checklist Type:	Requirements List	Track Grp:																		
<table border="1"> <thead> <tr> <th colspan="2">Item List</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>*Sequence</th> <th>*Item Code</th> <th>Default Due Date</th> <th>Due Days</th> <th>Comm Key</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>MPN</td> <td>DL_MPN</td> <td>45</td> <td></td> </tr> </tbody> </table>						Item List		First	1 of 1	Last	*Sequence	*Item Code	Default Due Date	Due Days	Comm Key	100	MPN	DL_MPN	45	
Item List		First	1 of 1	Last																
*Sequence	*Item Code	Default Due Date	Due Days	Comm Key																
100	MPN	DL_MPN	45																	

Adding checklist items to the checklist (CS_CHKLIST_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 Build Community, Checklists, Setup, Checklist 3C Groups.

Checklist 3C Groups

Academic Institution: PSUNV PeopleSoft University
Checklist Code: DLPLUS Direct PLUS Prom Note

Admin Function: Loan
Checklist Type: Requirements List

Update/Inquiry Group

Giving 3C security for the checklist (CS_CHKLIST_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 Build Community, Communications, Setup, Communication Context Table.

Communication Context

Academic Institution: PSUNV PeopleSoft University
Communication Context: MPN02

Communication Context Description View All First 1 of 1 Last

***Effective Date:** ***Status:**

***Description:**

Short Desc:

Communication Context Method

*Method	Direction	Letter Code	Description
<input type="text" value="Document"/>	<input type="text" value="Outgoing Communication"/>	<input type="text" value="LNS"/> <input type="button" value="Q"/>	<input type="text" value="LOAN PROMISSORY NOTES"/> <input type="button" value="-"/>

Adding promissory note contexts (COMM_CTXT_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 <i>Outgoing</i> .
Letter Code	Select <i>Loan Promissory Notes</i> . 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 Build Community, Communications, Setup, Communication Category Table.

Communication Categories

Academic Institution: PSUNV PeopleSoft University

Communication Category: PNT_02

Communication Category Description
View All
First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1900
***Status:** Active
+ -

***Description:** PNOTES 2002

Short Description: PNOTES

***Function:** LOAN Loan

Communication Context

HEALTH	HEALTH LOANS	-
MPN02	MASTER P-NOTE 2002	-
MPN_2A	MPN 2002 - ADD ON	-
PERKNS	PERKINS LOANS	-
PLUS02	PLUS Loan PNOTE 2002	-
PLUS2A	PLUS Loan PNOTE- ADD ON	-
UNIVLN	UNIVERSITY LOANS	-

Add

Adding promissory note 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 <i>Loan</i> 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 Build Community, Communications, Setup, Communication 3C Groups.

Communication 3C Groups

Academic Institution: PSUNV PeopleSoft University
Communication Category: PNT_02 PNOTES 2002
Administrative Function: Loan

3C Update/Inquiry Group

FINA  Financial Aid



Add

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 Build Community, Communications, Setup, Communication Speed Key Table.

Communication Speed Keys

Academic Institution: PSUNV PeopleSoft University
Administrative Function: LOAN Loan

Comm Key Detail

View All First 1 of 1 Last

*Comm Key:	DL MPN	<input type="checkbox"/> Print Comment	 
*Description:	DL MASTER PROMISSORY NOTE	<input type="checkbox"/> Activity Completed	
Short Desc:	DLMPN	<input type="checkbox"/> Unsuccessful Outcome	
*Category:	DLPN  DIRECT LOAN PROMISSORY NOTE		
*Context:	MPN2A  MPN PNOTE - ADD ON		
Duration:			
*Method:	D  Document	Direction:	OUT  Letter Code: LNS 
Comments:	<div></div>		

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 <i>MPN</i> for the MPN Communication Key, <i>PLUS</i> 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 <i>MPN</i> for the MPN context field, <i>PLUS</i> 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

This section describes how to:

- Setup that page that you need for processing Direct Loans.
- Setup EDI trading partners so that the system can transfer flat files between your institution and the direct lending Loan Origination Center.
- Setup 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
EC Ext Partner Def (electronic commerce external partner definition)	EC_EXT_PARTNER_DEF	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI External Partners, Ec Ext Partner Def PeopleSoft, EDI Manager, Use, External Partner Defn, Ec Ext Partner Def Administer Financial Aid, Process Loans, Setup, EDI External Partners, Ec Ext Partner Def 	Set up external EDI trading partners. Because your external trading partners are represented by the loan destinations set up by your school, there must be an external trading partner record defined for each loan destination you want to transmit. To better organize your external trading partners, you should include the loan program and destination number as part of the external trading partner ID (Ex TPID).
EC Int Partner Def (electronic commerce internal partner definition)	EC_INT_PARTNER_DEF	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Internal Partners, Ec Int Partner Def PeopleSoft, EDI Manager, Use, Internal Partner Defn, Ec Int Partner Def Administer Financial Aid, Process Loans, Setup, EDI Internal Partners, Ec Int Partner Def 	Set up internal EDI recipients. An example of an internal EDI recipient is the admissions office.
Profile Definition	EC_TP_PROFILE_1	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Partner Profile, Profile Definition PeopleSoft, EDI Manager, Use, Partner Profile Definition, Profile Definition Administer Financial Aid, Exchange Financial Aid Data, Setup, EDI Partner Profile, Profile Definition Administer Financial Aid, Process Loans, Setup, EDI Partner Profile, Profile Definition 	Control how your outbound files are handled. PeopleSoft provides a predefined EDI partner profile for your use, DL_SRVC03(for the 2003–04 aid year), but your business processes may require you to create additional profiles.

Page Name	Object Name	Navigation	Usage
Profile Defaults	EC_TP_PROFILE_2	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Setup C-E, EDI Partner Profile, Profile Defaults Administer Financial Aid, Exchange Financial Aid Data, Setup, EDI Partner Profile, Profile Defaults Administer Financial Aid, Process Loans, Setup, EDI Partner Profile, Profile Defaults 	Create the transaction maps.
Loan Dest Profile (loan destination profile)	LN_DEST_PROFILE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Destination Profile, Loan Dest Profile Administer Financial Aid, Process Loans, Setup, Loan Destination Profile, Loan Dest Profile 	Define the participants your institution uses to exchange loan application data. This component consolidates the loan participants—the lender, guarantor, and servicer—into one entity, the Loan Destination, for processing purposes. You must create a Loan Destination Profile for the Direct Lending Servicer for Direct Loans. You can designate multiple destinations for a given loan program.
Ln DL Inst Parm (loan direct lending institution parameter)	LN_DL_INST_PARM	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan DL Inst Change Hold/Susp, Ln DI Inst Parm Administer Financial Aid, Process Loans, Setup, Loan DL Inst Change Hold/Susp, Ln DI Inst Parm 	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.
Ln Pnote Type (loan promissory note type)	LN_PNOTE_TYPE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan DL Serial Prom Note Table, Ln Pnote Type Administer Financial Aid, Process Loans, Setup, Loan DL Serial Prom Note Table, Ln Pnote Type 	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.

Page Name	Object Name	Navigation	Usage
Loan Fee Table	LOAN_FEE_TABLE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Fee Table, Loan Fee Table Administer Financial Aid, Process Loans, Setup, Loan Fee Table, Loan Fee Table 	Set up your loan fees and direct loan rebates for subsidized, unsubsidized, and PLUS loans. The system uses the loan fee types defined in the page to calculate anticipated net loan amounts when a loan is originated. You assign loan fee types to financial aid item types when you define them.
Loan Institution Table	LOAN_INST_TABLE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Institution Table, Loan Institution Table Administer Financial Aid, Process Loans, Setup, Loan Institution Table, Loan Institution Table 	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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Institution Table, Loan Destination Default Administer Financial Aid, Process Loans, Setup, Loan Institution Table, Loan Destination Default 	Set up your default loan destination parameters.

Page Name	Object Name	Navigation	Usage
Loan Report Definitions	LN_RPT_DEFN	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Report Definitions, Loan Report Definitions Administer Financial Aid, Process Loans, Setup, Loan Report Definitions, 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.
Copy Document Definition	LN_RPT_CPYDEF	Administer Financial Aid, Process Loans, Process, Copy Document Definition, Copy Document Definition	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	Administer Financial Aid, Process Loans, Setup, Loan Report Packages, 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Servicer Table, Loan Servicer Table Administer Financial Aid, Process Loans, Setup, Loan Servicer Table, Loan Servicer Table 	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.

Page Name	Object Name	Navigation	Usage
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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Transfer ID, Loan Transfer Ids Administer Financial Aid, Process Loans, Setup, Loan Transfer ID, Loan Transfer Ids 	Set up your EC transaction ID and information that has to be passed to EDI manager for all outbound loan file transactions. This allows 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Type Table, Loan Type Table Administer Financial Aid, Process Loans, Setup, Loan Type Table, Loan Type Table 	Enter specific processing types and loan requirements for a particular loan type. You can also associate specific loan item types to the loan type.
Direct Loan Options	LOAN_TYPE_TABLE_DL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Type Table, Direct Loan Options Administer Financial Aid, Process Loans, Setup, Loan Type Table, Direct Loan Options 	Specify direct lending options for the loan type setup. This page is used to define your disbursement options from PeopleSoft Financial Aid to PeopleSoft Student Financials. Additional options define when disbursements are transmitted to the Loan Origination Center (LOC).
Loan Type Documents	LOAN_TYPE_DOCUMENT	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup L-M, Loan Type Table, Loan Type Documents Administer Financial Aid, Process Loans, Setup, Loan Type Table, 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.

Page Name	Object Name	Navigation	Usage
Reconciliation Period	FA_RECONPER_TBL	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid2, Setup R-Z, Reconciliation Period, Reconciliation Period Administer Financial Aid, Process Loans, Setup, Reconciliation Period, Reconciliation Period 	Set up your reconciliation periods for the DLSAS. You should set up all your reconciliation periods before the aid year begins. You must set up a reconciliation period for each LOC statement period during your aid year.

Setting Up EDI External Partners for Direct Lending

Access the Ec Ext Partner Def page.

The screenshot shows the 'Ec Ext Partner Def' page. At the top, 'Ext TPID:' is set to 'DL_SRVC02'. Below this is the 'Trading Partner Definition' section with fields for 'Descr:' (Direct Lending LOC 2001-2002), 'Map ID:' (DL_2002), 'Profile ID:' (DL_SRVC02), and 'Cvt Pro ID:' (DIRECT_LNS). The 'Customer / Vendor Assignment' section shows '*PS Code' (FATP), '*SetID' (empty), and '*PS Customer/Vendor Number' (37). The 'TP Alias Assignment' section shows '*Int TPID' (DL_2002) and '*Alias TPID' (CPS). Each section has 'Add' and 'Delete' buttons.

Ec Ext Partner Def page

The system displays the Ext TPID (external trading partner ID).

Trading Partner Definition

The system displays the Descr (description). The system provides predefined Map Ids, Profile Ids, and Cvt Pro Ids for setup of your external trading partners.

Map ID	Identifies the EDI data map set to use.
Profile ID	Defines EDI outbound file creation parameters for the External Trading Partner. The EDI Partner Profile component is used to create profile ID records.
Cvt Pro ID (conversion data profile Ids)	Assigns the data conversion rules for the different EDI transactions.

Valid Loan Processing Map IDs

Map ID	Description
DL_2000	Direct lending 2000 maps
DL_2001	Direct lending 2001 maps
DL_2002	Direct lending 2002 maps
DL_2003	Direct lending 2003 maps

Valid Loan Conversion Profiles

Conversion Profile ID	Description
DIRECT_LNS	Direct Loans-Generic

Customer/Vendor Assignment

PS Code	Identifies the appropriate EDI Entity Code that represents your External Trading Partners. You should use the predefined <i>FATP</i> .
Set ID	Prompts from the SETID table. You can leave this field blank if you are not using Set ID to control your EDI outbound files. If you use Set ID, it must match your financial aid business unit entity code defined in the FA EDI Destination page in order for EDI manager to function properly. For direct lending, we recommend that you leave this field blank.
PS Customer/Vendor Number	The loan destination number created when you set up your loan destination number and profile. For direct lending you must enter your loan destination number created in Setup Loan Destination Number for this processing year. Do not use any values from the available options. In this example, we have assigned a value of 37.

TP Alias Assignment

In the TP Alias Assignment group box, select the internal trading partner to associate with this external trading partner.

Int TPID (internal trading partner ID)	This should be the internal trading partner ID you have set up in the EDI Internal Trading Partner page. You cannot access this field until you create your internal trading partner.
Alias TPID (alias trading partner ID)	This forms part of a cross-link between your external and internal EDI trading partners.

Once you have completed the setup of an external trading partner record, your internal trading partner record automatically updates with the external trading partner. You can view this in the TP ID Alias Definition section of the EDI Internal Partner page.

This 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 direct loan applications and change files.

Setting Up EDI Internal Partners for Direct Lending

Access the Ec Int Partner Def page.

The screenshot shows the 'Ec Int Partner Def' page. It contains several sections:

- Int TPID:** A text field containing 'DL_2002'.
- Descr:** A text field containing 'Direct Loans 2002'.
- Business Unit Assignment:** A section with a header bar containing 'Find | View All' and 'First 1 of 1 Last'. Below the header, there are two text fields: '*PS Code' with 'FATP' and '*Unit' with 'FABU'. To the right of these fields are 'Add' and 'Delete' buttons.
- TP ID Alias Definition:** A section with a header bar containing 'Find | View All' and 'First 1 of 1 Last'. Below the header, there are two text fields: '*Ext TPID' with 'DL_SRVCR02' and '*Alias TPID' with 'CPS'. To the right of these fields are 'Add' and 'Delete' buttons.

EC Int Partner Def page

The system displays the Int TPID (internal trading partner ID).

Descr (description) Enter a description for the Int TPID.

Business Unit Assignment

PS Code Identifies the EDI entity code that identifies the financial aid related business unit trading partner at the school, FATP. For direct lending, select *FATP* for this field.

Unit Selects your internal financial aid EDI destinations setup in the FA EDI Destination page. Use the default *FABU* or select the Unit value you have created for your institution.

TP ID Alias Definition

Ext TPID (external trading partner ID) Indicate the external trading partner ID with whom this internal partner exchanges data. This field cannot be completed until the EDI external

partner table is set up. The corresponding section on the EDI external partner table populates with the EDI internal partner values.

Alias TPID (alias trading partner ID)

This is informational data but is a required field. Enter an alias code or the name used for your external trading partner such as *CPS*.

Note. If you are creating your internal trading partner for the first time, leave this section blank until you have created external trading partners. When you create your external trading partners, this section should be filled automatically with your external trading partner information.

Setting Up EDI Partner Profile for Direct Lending

Financial aid uses the EDI partner profile primarily to control the location of the EDI files that are created. EDI manager can also generate a file list of all files that are created.



Creating the Profile Definition

Access the Profile Definition page.

Profile Definition

Profile Defaults

EC Profile ID: DL_SRVCR02

Source TPID:  

Description:

EC Outbound File List Path:

EC Outbound File List Name:

☒ New List File Per Run

Message

Profile Definition page

Source TPID

Can be used to copy information from an existing EC profile ID. To copy information, select the Source TPID you want to copy and click the EC Copy Profile Function link.

Description

Describes the EC profile ID.

EC Outbound File List Path

Specifies the directory to which you want EDI manager to write outbound files.

EC Outbound File List Name

Specifies the name of the file that contains your file list of all outbound files. Use this if you want to have multiple files processed at once.

New List File Per Run

If you select this check box, the system refreshes the file list each time you run the EC Outbound Agent.

Click the Message link to access the Output Message Header/Footer page to designate a message header and footer. The Output Message Header/Footer page is not used for direct lending, and so it is not shown here.

Creating the Profile Defaults

Access the Profile Defaults page.

Profile Defaults page

EC Transaction ID

Select from the available options. 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 2002-03. 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
DEPF03IN	O	Export To LOC	PLUS origination file
DESC03IN	O	Export To LOC	Change file
DESD03IN	O	Export To LOC	Disbursement file
DESF03IN	O	Export To LOC	Stafford origination file
DIOC03OP	I	Import From LOC	Change acknowledgement file
DIOD03OP	I	Import From LOC	Disbursement acknowledgement file
DIPA03OP	I	Import From LOC	Promissory note acknowledgement file
DIPC03OP	I	Import From LOC	PLUS credit decision file
DIPF03OP	I	Import From LOC	PLUS origination acknowledgement file
DISF03OP	I	Import From LOC	Stafford origination acknowledgement file
DSLRF03OP/DSDF03OP	I	Import From LOC	Statement of account summary file
Access ED1203OP to finish 2001-2002 reconciliation.			The Department of Education will discontinue this format beginning with 2002-03.
Access ED1303OP to finish 2001-2002 reconciliation.			The Department of Education will discontinue this format beginning with 2002-03.

Note. Message classes ED0902OP and ED1102OP are not included in the EC transactions ID table because they do not need to be added to your system. Message class ED0902OP uses the same data map as ED1202OP. Message class ED1102OP uses the same data map as ED1302OP.

Setting Up Loan Destination Profiles for Direct Lending

Access the Loan Dest Profile page.

Loan Dest 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 Select *Servicer* for direct lending.
(pre-disbursement contact)

Post Disb Contact (post Select *Servicer* for direct lending.
disbursement contact)

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 This field does not apply to direct lending.
note)

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 (Administer Financial Aid, Process Loans, Use, DL Stu Change Hold/Suspense).

Setting Up Global Direct Lending Change Parameters

Access the Ln DL Inst Parm page.

Ln DI Inst Parm

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2002 Financial Aid Year 2001-2002

DL Change Parameters				View All	First	1-2 of 2	Last
*Chg Field#	Description	DL Change Type	*Change Parm				
S009	Borrower Permanent Addr	Demographic	No Chg				+ -
S012	Borrower Permanent Zip Code	Demographic	Suspend				+ -

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 allows 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 LOC. 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

Academic Institution: PSUNV PeopleSoft University
Aid Year: 2002 Financial Aid Year 2001-2002

View All First 1-2 of 2 Last

*Loan PNOTE Type: MPN	*Communication Speed Key: DL MPN	+ -
*Loan PNOTE Type: PNOTE	*Communication Speed Key: DL PLUS	+ -

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 Fee Table for Direct Lending

Access the Loan Fee Table page.

Loan Fee Table

Aid Year: 2002 **SetID:** PSUNV
Loan Fee: DL

View All First 1 of 1 Last

Effective Date: 01/01/1900	Status: Active	+ -
*Description: DIRECT LOAN SUB AND UNSUB	Short Desc: DLSUB/USUE	
*Loan Fee Type: P Processing		
*Loan Fee Option: Percentage		
*Loan Fee Rule: Weighted Across Disbursements		
Loan Fee Percent: 3.00 %	Loan Fee Amount: \$0.00	

Loan Fee Table page

The system displays the Aid Year, Set ID, and Loan Fee.

Note. The effective date for the interest rebate should be set to 02/16/2001. This is when the direct lending interest rebate became effective in the system. If you accidentally saved your setup for the interest rebate with a date prior to 02/16/01, do not change or type over the effective-dated row. You must delete the incorrect row for the Loan Fee Type, re-create this Loan Fee Type with the new date, then save this page. If you have also added this Loan Fee Type for the rebate to the financial aid item type, you need to delete the row and re-insert the corrected loan fee type for the rebate.

Loan Fee Type	Indicates where the loan fee is applied. You can select <i>Insurance</i> , <i>Origination</i> , <i>Rebate</i> , or <i>Processing</i> . For direct lending fee types, you must define rebate and processing loan fee types.
Loan Fee Option	Select either <i>Flat</i> or <i>Percentage</i> to indicate if it is a flat fee or a fee based on a percentage of the loan. For direct lending, this field should be defined as <i>Percentage</i> .
Loan Fee Rule	Indicates if the fee is applied <i>All in 1st Disbursement</i> or <i>Weighted Across Disbursements</i> . If you select <i>Weighted Across Disbursements</i> , the fee is split evenly among all disbursements for the year. For direct lending, this field is fixed at <i>Weighted Across Disbursements</i> .
Loan Fee Percent	Enter the percentage for this fee. You can only enter a value here if you selected percentage in the Loan Fee Option field. At the time of this publication (for the 2001-2002 processing year), the Department of Education defined the loan fee for Stafford subsidized and unsubsidized loans as 3%, for PLUS loans as 4%, and for the rebate as 1.5%.
Loan Fee Amount	Enter the flat fee dollar amount. You can only enter a value here if you selected a flat fee in the Loan Fee Option field. Direct lending does not use flat fees.

Note. Be sure to update the appropriate financial aid item types as required if you update, add, or delete your loan fee records.

Setting Up Loan Institution Table for Direct Lending

Access the Loan Institution Table page.

Loan Institution Table		Loan Destination Default	
Academic Institution:	PSUNV	PeopleSoft University	
Aid Year:	2002	Financial Aid Year 2001-2002	
School Cd:	Branch:	Description:	Short Desc:
001315	00	PEOPLESOFT UNIVERSITY	PSUNV
Career: Undergrad			
Loan Processing Info			
FFELP/Direct Participant:	All Loans	DUNS ID:	123546789
DL Disclosure Print:	LOC	Institution Address	DL SchCd: 001315
SSN Source:	CC		
<input type="checkbox"/> Access America Participant	<input checked="" type="checkbox"/> DL Serial MPN Activation	<input type="checkbox"/> EDE Special School	
Contact Information View All First 1 of 1 Last			
Contact Nbr: 1	Name: DOODLY-WOODLY,BRENDA		<input type="button" value="+"/> <input type="button" value="-"/>
	Title: LOAN COORDINATOR	Func Area: LOANS	
Loan Institution Contact			

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- <i>All Loans</i> (both FFELP and direct lending) <i>Direct</i> (Lending only), or <i>FFELP</i> (only). Alternative loans are not affected by this setting. |
| DL Disclosure Print | Indicates where the loan disclosure is printed. Select from <i>LOC</i> , <i>Reprint</i> , <i>School</i> . <i>Reprint</i> 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 <i>LOC</i> . |
| SSN Source | Indicates where you want the student's Social Security Number to come from in the system. Select <i>CC</i> (Campus Community) or <i>ISIR</i> . |
| 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. |
| 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.

Contact 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
Institution Address

Country:  United States


Address 1:


Address 2:

Address 3:

City:

County: **Postal:**

State: 

***Mailbox Type:** 

Mailbox ID:

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 in order to save this page.

Entering Loan Institution Contact Information

Access the Loan Institution Contact Information Loan Institution Contact page.

Loan Institution Contact Information

Loan Institution Contact

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: **Postal:**

State:

Mailbox Type:

Mailbox ID:

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 Institution Table | **Loan Destination Default**

Academic Institution:	PSUNV	PeopleSoft University		
Aid Year:	2002	Financial Aid Year 2001-2002		
School Cd:	001315	Branch: 00	Description: PEOPLESFT UNIVERSITY	Short Desc: PSUNV
				Career: Undergrad

Default Loan Destination Parameters View All First 2 of 3 Last

***Loan Program:**

1. Current Prom Note
2. Current Year Originations
3. ☐ Check Prior Year's Destination
4. ☐ Check NSLDS for Guarantor
5. Default Destination DIRECT LENDING 2002

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

Loan Report Form ID: HEALTH_E Aid Year: 2000 Ln Output Type: External

*Description: Health Professionals Loan *Nbr Copies: Short Description: HEALTH_E

Checklist Item Code: Function: LOAN 1 *Document Type: P Note

View All First 1-3 of 24 Last

Out Seq	*Record (Table) Name	*Field Name	Tgt Col	Field Tag
1	LN_RPT_DEMO_VW	NAME	NAME	^FIELD
2	LOAN_PNOTE_VW	INSTITUTION	INSTITUTION	^FIELD
3	LOAN_PNOTE_VW	LN_PNT_ADDR_2_FRM	LOCATION	^FIELD

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 JetForm 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 JetForms 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 <i>LOAN</i> 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. <i>Cover Ltr:</i> Indicates a cover letter. <i>Mstr Pnote:</i> Indicates a master promissory note. <i>P Note:</i> Indicates a promissory note. <i>TIL:</i> Indicates a Truth-in-lending notice. <i>TIS:</i> Indicates a total indebtedness statement. <i>Hlth PNote:</i> Indicates a health promissory note. <i>Perk PNote:</i> Indicates a Perkins loan promissory note. <i>Univ PNote:</i> 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 are delivered for direct lending.

Loan Report Form ID	Description	Loan Output Type
DL_MPN_E	Direct Loan Master Promissory Note	External Product (for JetForms)
DL_MPN_P	Direct Loan Master Promissory Note	Positional Print (for preprinted forms)
DL_PLUS_E	Direct Loan PLUS Promissory Note	External Product (for JetForms)
DL_PLUS_P	Direct Loan PLUS Promissory Note	Positional Print (for preprinted forms)

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

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Source Document

*Loan Report Form ID:	PERKNS_E	Perkins Loan Program
Aid Year:	2000	Financial Aid Year 1999-2000
Ln Output Type:	E	External Product

Target Document

*New Loan Report Form ID:	CVR_LTR_P	
Description:	Perkins Loan Program	
Short Description:	Perkins Lo	
*New Aid Year:	2001	Financial Aid Year 2000-2001
*New Loan Output Type:	E	

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 such as JetForm.

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 25, “Processing Direct Loans,” Setting Up Loan Report Definitions for Health Professional, Perkins, and University/Institutional Loans, page 963

Understanding Loan Report Packages for Direct Lending

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 JetForms, you should define the package to collate the list of supported forms in the order of your preference. For example, if you use JetForm, 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 JetForm/External print institutions.

Setting Up Loan Report Packages for Direct Lending

Access the Loan Report Packages page.

Loan Report Packages 01/02

Report Package: LN_JETFORM **Aid Year:** 2002 **Ln Output Type:** External

***Description:** LOAN PACKAGE - JETFORM **Short Desc:** LN_JETFORM

Ext Ovrld Parm: **Field Delimiter:**

Input/Output file: C:\FLATDATA\

Rpt Seq	Document Type	File Name	Loan Type			
1	Cover Letter	LN_PKG				
2	Master PNote	LN_PKG				
3	Promissory Note	LN_PKG				
4	Health Professional PNote	LN_PKG	HL1			
5	Perkins PNote	LN_PKG	PERK			
6	University Loan PNote	LN_PKG	UL1			

Loan Report Packages 01/02 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 Ovrld Parm (external override parameter)

If you are using JetForm, you can enter valid values in this field using the guidelines set by JetForm. This field appends parameters to the JOB line in the JetForm extract file. Please review your JetForm User's Guide.

Leave this field blank if you do not use JetForm.

Field Delimiter

This field is not used for promissory note processing.

Input/Output file

If you are using JetForm, 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 JetForm.

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 JetForm, you must enter the file name of the JetForm 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 JetForm.

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.

Setting Up Loan Servicer Table for Direct Lending

Access the Loan Servicer Table page.

Loan Servicer Table

Servicer ID: 2 OE Cd: 000000 Description: Direct Lending Service Center Short Desc: DL Srvc Proc Lead Time: 5 DAYS DUNS ID: 123456789

Address Information

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Contact Information View All First 1 of 1 Last

Contact Nbr: 1 Name: Direct Lending Servicer Person + -

Title: Func Area: Contact Address

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 Contact 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.



The screenshot shows a web form titled "Servicer Electronic Address" in blue text. Below the title is a horizontal line. There are two input fields: "Mailbox Type:" with a dropdown menu showing "Internet" and a small downward arrow, and "Mailbox ID:" with a text box containing "loan_origination@mail.eds.com".

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

Country:	<input type="text" value="USA"/>  United States
Address 1:	<input type="text" value="9876 A Street"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text" value="Washington"/>
County:	<input type="text"/>
State:	<input type="text" value="DC"/>  District of Columbia
Postal:	<input type="text" value="20111"/>
Email ID:	<input type="text" value="you@home.gov"/>

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

Aid Year: 2002 Financial Aid Year 2001-2002

Loan Program: Direct Lending

View All First  1-2 of 11  Last					
*EC Transaction ID	Description	Short Description	Loan Action Type  		
<input type="text" value="DEPF02IN"/> 	Full Load Plus Origination	Full Load			
In/Out	Batch Yr	Batch ID	*FA EDI Source Entity Cd	*FA EDI Source Business Unit	
Outbound	<input type="text" value="2"/>	<input type="text" value="PF"/>	<input type="text" value="FATP"/>  Financial Aid Trading Partner	<input type="text" value="FABU"/>	
*FA EDI Destination Entity Cd:			<input type="text" value="FATP"/>  Financial Aid Trading Partner		
*EC Transaction ID	Description	Short Description	Loan Action Type  		
<input type="text" value="DESC02IN"/> 	Loan Origination Chg 2001-2002	Loan Origi			
In/Out	Batch Yr	Batch ID	*FA EDI Source Entity Cd	*FA EDI Source Business Unit	
Outbound	<input type="text" value="2"/>	<input type="text" value="#E"/>	<input type="text" value="FATP"/>  Financial Aid Trading Partner	<input type="text" value="FABU"/>	
*FA EDI Destination Entity Cd:			<input type="text" value="FATP"/>  Financial Aid Trading Partner		

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 <i>Inbound</i> or <i>Outbound</i> .
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 <i>FATP</i> .
FA EDI Source Business Unit	The system populates this field once an FA EDI Source Entity Cd is selected. The default value should be <i>FABU</i> . 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 <i>FATP</i> .

Valid Loan Transfer IDs for 2002-2003

The table below lists the Direct Lending Loan Transfer ID information for 2002-03. 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
DEPF03IN	Out	Export to LOC PLUS Origination File	3	PF	FATP	FABU
DESC03IN	Out	Export to LOC Change File	3	#E	FATP	FABU
DESD03IN	Out	Export to LOC Disbursement File	3	#H	FATP	FABU
DESF03IN	Out	Export to LOC Stafford Origination File	3	#D	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
DIOC03OP	In	Import from LOC Change Ack. File	3	#E	FATP	FABU
DIOD03OP	In	Import from Disb. Ack. File	3	#H	FATP	FABU
DIPA03OP	In	Import from LOC PNote Ack. File	3	#A	FATP	FABU
DIPC03OP	In	Import from LOC PLUS Credit Decision File	3	#C	FATP	FABU
DIPF03OP	In	Import from LOC PLUS Origination Ack. File	3	PF	FATP	FABU
DISF03OP	In	Import from LOC Stafford Origination Ack. File	3	#D	FATP	FABU
DSLF03OP /DSDF03OP	In	Import from LOC Statement of Account Summary File	3	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		CommonLine/NSLDS Xref	Direct Loan Options	Loan Type Documents
Aid Year:	2002	Financial Aid Year 2001-2002		Academic Institution: PSUNV
Loan Type:	DSQT	Description:	DIRECT QTRSUB STAFFORD	
		Short Description:	DL_QTSUB	
Processing		Requirements		
Loan Category:	Subsidized	<input type="checkbox"/> Loan References Required	Nbr Ref Rq: <input type="checkbox"/>	Loan Fee Rate: 3.000 %
Loan Program:	Direct	<input type="checkbox"/> Credit Check Required		*Max Nbr Disbs: 20
Loan Refund Indicator:	Borrower	<input type="checkbox"/> Loan Cosigner Required	Nbr Csg Rq: <input type="checkbox"/>	Min Loan Amt: 1
		Cosigner Required Amt:	\$0	
Loan Item Types First 1 of 1 Last				
*SetID:	PSUNV	*Item Type:	900000000382 DL QTR Sub Stafford Loan	
View All First 1-2 of 2 Last				
Loan Fee	Ln Fee Amt	Ln Fee Typ	Ln Fee Pct	
DL DIRECT LOAN SUB AND UNSUB	P	Processing	3.00	
DLR DIRECT LOAN REBATE	R	Rebate	1.50	

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 LOC 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 aid 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.

Loan Type Table		CommonLine/NSLDS Xref		Direct Loan Options		Loan Type Documents	
Aid Year:		2002 Financial Aid Year 2001-2002		Academic Institution:		PSUNV	
Loan Type		DUSB DIRECT LOAN UNSUBSIDIZED		Loan Program:		Direct Lending	
Loan Ctgry:				Loan Ctgry:		Unsub	
Direct Loan Options							
Use Direct Loan Version:		DL 2002		DL Disbursement Option:		Orig Ack	
Days to Add to Inserted Disb:				DL Transmit Disb Option:		Orig+PNote	

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, we 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 LOC 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.

DL Transmit Disb Optn
(direct lending transmit
disbursement option)

PNote Ack: Disburses loans after you receive the promissory note acknowledgment.

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 LOC 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 PeopleSoft 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	<i>Orig</i>	YES	
Originate Loan	<i>Orig Ack</i>	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	<i>Orig + PNote</i>	NO	<p>Outbound the Originations file.</p> <p>Promissory notes must be accepted through Promissory Note acknowledgement file from the LOC (also printed and manifested if required). The promissory note acknowledgement file must be loaded into the system.</p> <p>Wait for the Origination Acknowledgment file and import the file.</p>
Originate Loan	<i>PNote Ack</i>	NO	<p>Promissory notes must be accepted through Promissory Note acknowledgement file from the LOC (also printed and manifested if required). The promissory note acknowledgement file must be loaded into the system.</p>

DL Transmit Disb Option

This table should be used to help you determine when you can send the disbursement file to the LOC, 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?
<i>Orig Ack</i>	Yes, if Origination Acknowledgement has been imported and Loan Origination is accepted.	If Loan Origination Acknowledgement has <i>not</i> 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.
<i>Orig + PNote</i>	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 LOC (also printed and manifested if required). The promissory note acknowledgement file must be loaded into the system.	If Loan Origination Acknowledgement has <i>not</i> 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 Table		CommonLine/NSLDS Xref		Direct Loan Options		Loan Type Documents	
Aid Year: 2002		Financial Aid Year 2001-2002		Academic Institution: PSUNV			
Loan Type: DUSB DIRECT LOAN UNSUBSIDIZED		Checklist: DURLN		DL P Note			
Loan Program: Direct Lending		Loan Ctgry:		Unsub			
Loan Documents View All First 1 of 1 Last							
*Ln RptFrmID:				Doc Type:			
*Description:				Short Desc:			
LnDoc ID:				Nbr Copies:			

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 <i>Annual Nte</i> (note), <i>Ln Appl</i> (loan application), <i>Master Nte</i> (master promissory note) or <i>Open Note</i> . 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.



See Also

Chapter 25, “Processing Direct Loans,” Setting Up Promissory Notes in Campus Community, page 937

Setting Up Reconciliation Periods for the DLSAS

Access the Recon Period page.

Note. Required for aid years prior to 2003–2004.

Recon Period	
Institution:	PeopleSoft University
School Cd:	PeopleSoft University
FA Program:	Direct Lending
Recon Per:	SEPT2002
<hr/>	
*Reconciliation Start Dt:	<input type="text" value="09/01/2002"/> 
*Reconciliation End Date:	<input type="text" value="09/30/2002"/> 
*Description:	<input type="text" value="September Reconciliation"/>
*Short Description:	<input type="text" value="Sept Recon"/>

Recon Period page

Reconciliation Start Dt (date) The beginning date for the reconciliation period.

Reconciliation End Date The ending date for the reconciliation period. This date should match the LOC end date for any particular reconciliation period. When you load the DLSAS file into the database, the system uses the end dates to match DLSAS reconciliation files with reconciliation information in your system.

Note. The reconciliation start and end dates must not span more than one calendar month due to Department of Education regulations.

Description Enter a long description for this reconciliation period. If your institution has multiple campuses, you can specify the particular campus as part of the description.

Short Description Enter a short description for this reconciliation period.

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 Loan Origination Center.

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.

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 (Administer Financial Aid, Process Loans, Use, Direct Loan App, Application Financial) 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	Administer Financial Aid, Process Loans, Process, Loan Origination, Loan Origination	Originate any Stafford or PLUS loans that have been awarded and have an award status of <i>Accepted</i> . The Stafford or PLUS loans must have the loan program indicated as <i>Direct</i> —Direct Lending—in order to be selected by this run control. You can insert additional rows to originate loans for multiple Institutions, aid years, and careers.
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

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Control Information			
*Institution:	*Aid Year:	*Career:	CL Orig Options:
PSUNV	2002	UGRD	
			<input checked="" type="checkbox"/> Adjustments
Selection Criteria			
Last Name FROM:		Last Name TO:	
Student Override			
ID:	FAD0003	Jarrell, Michael E	<input checked="" type="checkbox"/> Student Override
ID:	FAD0013	Behrman, Kathryn E	

Loan Origination page

Note. If your institution wants to originate loans that have an award status of *Offer*, you must go to the Financial Aid Defaults page and select the Originate Loan on Offer check box. If the Originate Loan on Offer check box is selected, all loans in *Offer* or *Offer/Accept* status are originated when you run an origination process.

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 <i>Atkins</i> and Last Name TO <i>McMurphy</i> .
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 <i>Accepted</i> 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

Student Eligibility

DL Pnote Unique ID: 242400682M02G01315001	Loan Orig Ack Pnote stat: Ack Pend
--	---

Origination Detail View All First 1 of 1 Last

Item Type:	DL QTR Sub Stafford Loan	Direct Lending Booked Status:	Unbooked
Loan Action Code:	Loan Originated	Action Status:	Transmittd 07/06/2001
Loan Application ID:	242400682S02G01315001	Request Amount:	\$2,625.00
		Certified Amount:	\$2,625.00

Disbursement Information View All First 1-3 of 3 Last

Actions

Amounts

Disb ID	LOC Antic ID	LOC Actual ID	Action Code	Action Status
01	01		Anticipated Disbursement	Pending 07/06/2001
07	02		Anticipated Disbursement	Pending 07/06/2001
13	03		Anticipated Disbursement	Pending 07/06/2001

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 <i>Booked</i> if the origination, first disbursement, and promissory notes are accepted and acknowledged by the LOC. Until this occurs, the status is <i>Unbooked</i> .
Action Status	Displays the current status of the action. The field values are: <i>Accepted</i> , <i>Ac-NtApld</i> (accepted-not applied), <i>Authorized</i> , <i>Failed</i> , <i>Invalid</i> , <i>Pending</i> , <i>Received</i> , <i>Rejected</i> , and <i>Transmitted</i> . The Action Status for an Acknowledgement is always <i>Received</i> . 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 <i>01</i> through <i>20</i> .
LOC Antic ID (loan origination center anticipated [disbursement] ID)	The sequentially ordered ID for the anticipated disbursement. The system converts the disbursement ID that comes from the awarding page to meet LOC disbursement sequencing requirements.
LOC Actual ID	This is the numerically ordered disbursement ID, without skipping numbers. The system converts the disbursement ID to meet LOC requirements. The LOC does not care what disbursement IDs are given by PeopleSoft Financial Aid awarding—they want disbursements to be sequentially ordered. This number does not change throughout the processing and is sent to the LOC 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. If the student is packaged prior to when your institution is ready to post all Spring disbursements to student accounts, your institution can post Spring disbursements before you retroactively post for Fall. In this example, Disbursement ID 3 is disbursed first, and the system submits it to the LOC as disbursement one so the LOC receives the disbursements in sequential order.
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

Student Eligibility

DL Phnote Unique ID: 242400682M02G01315001

Loan Orig Ack Phnote stat: Ack Pend

Origination Detail View All First 1 of 1 Last

Item Type: DL QTR Sub Stafford Loan
Loan Action Code: Loan Originated
Loan Application ID: 242400682S02G01315001

Direct Lending Booked Status: Unbooked
Action Status: Transmittd 07/06/2001
Request Amount: \$2,625.00
Certified Amount: \$2,625.00

Disbursement Information View All First 1-3 of 3 Last

Actions

Amounts

LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Net Disb	Ln Fee Amt	Rebate Amt
01		\$875.00	\$862.00	\$26.00	\$13.00
02		\$875.00	\$862.00	\$26.00	\$13.00
03		\$875.00	\$862.00	\$26.00	\$13.00

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 loan origination center (LOC) 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	Administer Financial Aid, Process Loans, Use, Direct Loan App, 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	Administer Financial Aid, Process Loans, Use, Direct Loan App, Application Misc Data	Process and review information pertaining to student eligibility, promissory note printing, and loan credit.
Application Financial	LOAN_ORIG_FIN_DL01	Administer Financial Aid, Process Loans, Use, Direct Loan App, 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	Administer Financial Aid, Process Loans, Use, Direct Loan App, 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 LOC, 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.
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.

Page Name	Object Name	Navigation	Usage
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		Application Misc Data		Application Financial		Application Acknowledgement	
ID:	FAD0003	Jarrell,Michael E	Institution:	PSUNV			
Career:	UGRD	Undergraduate	Aid Year:	2002			
Loan Type:	DSQT	DIRECT QTRSUB STAFFORD	Appl Seq:	1	Loan Status Summary		
Borrower Information							
Borrower ID:	FAD0003	Jarrell,Michael E	Loan Refund Indicator:		Borrower		
SSN:	242-40-0682	SSN Date:					
DOB:	10/30/1971	DOB Date:					
Citizenship:	Native	Visa/Alien Permit:					
Telephone:	919/736-4732	<input type="checkbox"/> Override Phone			Borr Default / Owes Refund:		
Driver's License #:	28531321	State:	NC			No	
Student Information							
SSN:	242-40-0682	Birthdate:	10/30/1971	Dflt/Rfnd:		No	
Status:	Native	Visa/Alien Permit:					

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 ID's page. The PLUS borrower displays in this list only if they are defined in Relationships as a Parent or Guardian. You define Relationships in Administer Financial Aid, Process Loans, Use, Relationships.
SSN	Displays the Social Security Number for the borrower.
SSN Date	The Social Security Number Date field is the effective date for borrower's new social security number. This field is used only if the borrower has a changed social security number. You must enter this field manually.
DOB (date of birth)	Displays the date of birth for the borrower.
DOB Date (date of birth date)	Used only if the borrower has a changed legal date of birth. The date of birth date is the effective date for borrower's new legal date of birth. You must enter this field manually.
Loan Refund Indicator	Select a value if loan refunds go to the <i>Borrower</i> —the parent or guardian in the case of PLUS loans—or to the <i>Student</i> .
Citizenship	Indicates whether the borrower is a citizen of the United States. <hr/> Note. The direct lending program obtains citizenship information from the citizenship fields in PeopleSoft 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. <hr/>
Visa/Alien Permit	Indicates whether a borrower who is not a U.S. citizen holds a valid Visa or Alien Permit. <hr/> Note. The Direct Lending program obtains this information from the citizenship fields in PeopleSoft Campus Community. <hr/>
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.

Driver's License # State

If a borrower has more than one valid driver's license, this field allows you to select which license to use. The initial driver's license number displayed is derived by the loan origination process, which selects the first driver's license number from a list sorted by state.

**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 Bio/Demo		Application Misc Data		Application Financial		Application Acknowledgement	
ID:	FAD0003	Jarrell,Michael E		Institution:	PSUNV		
Career:	UGRD	Undergraduate		Aid Year:	2002		
Loan Type:	DSQT	DIRECT QTRSUB STAFFORD		Appl Seq:	1	Loan Status Summary	
Student Eligibility							
Direct Lending Year:	First Year,never attended			Depend Stat (Fed):	Independent		
<input type="checkbox"/> HEAL Eligible				<input type="checkbox"/> Additional Unsub Eligible			
PNote Print Information							
Loan Destination Nbr:	37	DIRECT LENDING 2002					
Loan Print Option:	School Prints			DL Disclosure Print:	LOC		
Loan Orig Ack Pnote stat Pnote Status:	Ack Pend			DL Pnote Unique ID:	242400682M02G01315001		
Loan Credit Information							
Loan Credit Eligibility:							
Loan Credit Decision Dt:							
Loan Credit Override:	<input type="checkbox"/>						

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 LOC.

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 LOC (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 LOC (the destination) prints the promissory note and sends it to the borrower.

Dest Reprint: Select this option to specify that the LOC (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 LOC, 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 *LOC* or *School* prints the disclosure. You can also select *Reprint* to indicate the disclosure was reprinted. Select *LOC* unless the school has a custom print solution. PeopleSoft 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.

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 (Administer Financial Aid, Process Loans, Use, Direct Loan Override).

The loan credit values and the explanation of their use are in the following table.

Loan Credit Values	Explanation of Values
<i>C—C O New Info</i> (credit override, new information)	Changes the Loan Credit Eligibility to Credit Approved.
<i>D—Credit Denied</i>	Changes the Loan Credit Eligibility to Credit Denied.

Loan Credit Values	Explanation of Values
<i>E—CO Endorser OK</i> (credit override, OK by endorser)	Changes the Loan Credit Eligibility to Credit Approved.
<i>N—Denied after Pending</i>	Changes the Loan Credit Eligibility to Credit Denied.
<i>X—Credit Pending</i>	Changes the Loan Credit Eligibility to Credit Pending.

Processing and Reviewing Financial Data

Access the Application Financial page.

Application Bio/Demo		Application Misc Data		Application Financial		Application Acknowledgement			
ID:	FAD0003	Jarrell,Michael E	Institution:	PSUNV					
Career:	UGRD	Undergraduate	Aid Year:	2002					
Loan Type:	DSQT	DIRECT QTRSUB STAFFORD	Appl Seq:	1	Loan Status Summary				
Loan Application Data									
Acad Year Start:	08/15/2001	Loan Period Start:	08/25/2001	<input type="checkbox"/> Override Loan Dates					
Academic Year End Date:	05/15/2002	Loan Period End:	06/16/2002	<input type="checkbox"/> Override Loan Period					
				Loan Certification Date:	07/15/2001				
Origination Detail First 1 of 1 Last									
Item Type:	900000000382	DL QTR Sub Stafford Loan	Loan Certified Amount:	\$2,625.00					
Ln App ID:	242400682802G01315001	DL Orig Fee:	3.000%	Request Amount:	\$2,625.00				
Disb ID	LOC Antic ID	LOC Actual ID	Ovrd Disb Dt	Antc Date	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Loan Paid
01	01			09/14/2001	\$875.00	\$26.00	13.00	\$862.00	
07	02			12/24/2001	\$875.00	\$26.00	13.00	\$862.00	
13	03			03/15/2002	\$875.00	\$26.00	13.00	\$862.00	

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 <i>01</i> through <i>20</i> .
LOC Antic ID (loan origination center anticipated ID)	This is the numerically ordered disbursement ID, without skipping numbers. The system converts the disbursement ID to meet LOC requirements. The LOC does not care what disbursement IDs are given by PeopleSoft Financial Aid awarding—they want disbursements to be sequentially ordered. This number does not change throughout the processing and is sent to the LOC 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 PeopleSoft 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 LOC Actual ID is what is sent to the LOC 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 Bio/Demo
Application Misc Data
Application Financial
Application Acknowledgement

ID: FAD0003 Jarrell,Michael E Institution: PSUNV
Career: UGRD Undergraduate Aid Year: 2002
Loan Type: DSQT DIRECT QTRSUB STAFFORD Appl Seq: 1

[Loan Status Summary](#)

☐ Hold Loan
☐ Remove Hold
[Update Origination](#)

Origination Detail View All First 1 of 1 Last

[Activate Change](#)
Loan Process Status: In Service
Loan Orig Trans Stat: Transmitted

[Misc Loan Detail](#) [Borrower Detail](#) [Name Detail](#)
[Eligibility Detail](#) [Student Detail](#) [Address Detail](#)

Anticipated Acknowledged

Disb ID	LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Antc Date
01	01		\$875.00	\$26.00	13.00	\$862.00	09/14/2001
07	02		\$875.00	\$26.00	13.00	\$862.00	12/24/2001
13	03		\$875.00	\$26.00	13.00	\$862.00	03/15/2002

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 LOC 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 LOC.

In Service: Indicates the loan has been transmitted to the LOC.

Terminated: Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the LOC.

Loan Orig Trans Stat (loan origination transmission status)

Indicates the current status of the loan origination. The possible values are:

Accepted: Indicates the LOC has accepted the loan.

Change Pending Transmission: Indicates an adjustment generated a change transaction that has not been sent to the LOC. Any further changes entered alter the change record until the transmission occurs.

Error: Represents an acknowledgement from the LOC indicating a rejection of an origination or origination change record.

Origination Pending Transmission: Indicates an Origination that has not been transmitted to the LOC.

Transmitted: Indicates that an acknowledgement from the LOC 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 Bio/Demo Application Misc Data Application Financial Application Acknowledgement

ID: FAD0003 **Jarrell, Michael E** **Institution:** PSUNV
Career: UGRD Undergraduate **Aid Year:** 2002
Loan Type: DSQT DIRECT QTRSUB STAFFORD **Appl Seq:** 1 [Loan Status Summary](#)

☐ Hold Loan ☐ Remove Hold [Update Origination](#)

Origination Detail View All First 1 of 1 Last

[Activate Change](#) **Loan Process Status:** In Service [Misc Loan Detail](#) [Borrower Detail](#) [Name Detail](#)
Loan Orig Trans Stat: Transmitted [Eligibility Detail](#) [Student Detail](#) [Address Detail](#)

Anticipated Acknowledged

Disb ID	LOC Antic ID	LOC Actual ID	Ack Antc Gr	Ack Antc Net	Ack Dsb Date	Ln Paid Dt
01	01					
07	02					
13	03					

Application Acknowledgement page – Acknowledged tab

Ack Antc Gr (acknowledged anticipated gross)	Indicates the acknowledged anticipated gross disbursement amount, as acknowledged by the LOC. 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 LOC. 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			
Loan Type:	DSUB	Direct Subsidized Stafford	
Appl Seq:	1	ORIGINATED	ACKNOWLEDGED
Loan Print Option:	School Prints	School Prints	
DL Disclosure Print:	LOC	LOC	
DL Origination Fee Percentage:	3.000	3.000	
Academic Year Start Date:	08/15/2000	08/15/2000	
Academic Year End Date:	05/15/2001	05/15/2001	

Miscellaneous Loan Detail page

The field values are derived from the Origination record and Direct Loan Application component. If the LOC 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

Loan Type:	DSUB	Direct Subsidized Stafford	
Appl Seq:	1	ORIGINATED	ACKNOWLEDGED
Loan Period Start:	01/10/2001		01/10/2001
Loan Period End:	05/15/2001		05/15/2001
Depend Stat (Fed):	Indepndnt		Indepndnt
Program Completion Dt:	05/15/2006		05/15/2006
NSLDS Loan Year:	3rd Year		3rd Year
Direct Lending Year:	Third Year		Third Year
	<input type="checkbox"/> HEAL Eligible		<input type="checkbox"/> HEAL Eligible
	<input type="checkbox"/> Additional Unsub Eligible		<input type="checkbox"/> Additional Unsub Eligibility

Loan Eligibility Detail page

The field values are derived from the origination record and Direct Loan Application component. If the LOC 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

Loan Type:	DSUB	Direct Subsidized Stafford	
Appl Seq:	1	ORIGINATED	ACKNOWLEDGED
Borrower SSN:	412-30-0525		412-30-0525
Borrower Date of Birth:	08/16/1971		08/16/1971
Borrower Citizenship Stat:	Native		Native
Borrower Visa/Permit Nbr:			
Driver's License #:	89328471		89328471
Borrower Drivers license State:	TN		TN
Telephone:	901/751-0538		901/751-0538
Borr Default / Owes Refund:	No		No

Borrower Detail page

The field values are derived from the origination record and Direct Loan Application 00/01 component. If the LOC 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		
Loan Type:	DSUB	Direct Subsidized Stafford
Appl Seq:	1	<div>ORIGINATED</div> <div>ACKNOWLEDGED</div>
Social Security #:	412-30-0525	412-30-0525
Date of Birth:	08/16/1971	08/16/1971
Citizenship Status:	Native	Native
Visa/Permit Number:		
Stdnt Default / Owes Refund:	No	No

Student Detail page

The field values are derived from the origination record and Direct Loan Application component. If the LOC 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		
Loan Type:	DSUB	Direct Subsidized Stafford
Appl Seq:	1	<div>ORIGINATED</div> <div>ACKNOWLEDGED</div>
<div>View All</div> <div>First ◀ 1 of 1 ▶ Last</div>		
Loan Name Type:	Borrower	
First Name:	David	David
Middle:	C	C
Last Name:	Dostal	Dostal

Name Detail page

The field values are derived from the origination record and Direct Loan Application component. If the LOC 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

Loan Type: DSUB Direct Subsidized Stafford

Appl Seq: 1

ORIGINATED

ACKNOWLEDGED

View All

First

1 of 2

Last

☐ Override Address

Loan Address Type: Mailing

Country: USA

USA

Address Line 1: 9035 Glenalden Drive

9035 Glenalden Drive

City: Germantown

Germantown

State: TN

TN

Postal Code: 38139

38139

Address Detail page

The field values are derived from the origination record and Direct Loan Application component. If the LOC 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.

Working with Relationship, Demographic and Address Data

This section discusses how to:

- Create relationship data.
- Change demographic and address data.

Pages Used to Create Relationship Data, and to Change Demographic and Address Data

Page Name	Object Name	Navigation	Usage
Relationships	RELATIONSHIPS	Administer Financial Aid, Process Loans, Use, Relationships, Relationships	Identify and create relationships between individuals. You can identify an individual's relationship with another individual in your database or enter data to identify a relationship to someone not in the database.
Bio/Demo Data	SA_BIO_DEMO_DATA3	Administer Financial Aid, Process Loans, Use, Demographic and Address Data, Bio/ Demo Data	Update the student's demographic and address data in Campus Community. You can use this page to update the student's name, marital status, and national ID or SSN.
Addresses	BIO_DEMO_ADDRESSES	Administer Financial Aid, Process Loans, Use, Demographic and Address Data, Addresses	Change or update the student's address or telephone number and email address information.

Creating Relationship Data

Access the Relationships page.

Relationships Relationship Address Relationship Detail

Lauren Conway ID: FAD0018

Relationship View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

Related ID: FA0277 *Relationship: Step-Fathr

*Name: Testloan1,Parent A

Prefix: Suffix:

Sex: Male Marital Status: Single *Guardian: Parent

NID Country: USA NID Type: PR National ID: 078680999

Comment:

[Bio/Demo Data](#) Legacy Communication Recipients Joint Communication Management

Using the Relationships page (RELATIONSHIPS)

In the case of a direct lending PLUS loan, the relationship to the student is generally the parent or guardian. The value of *N/A* in the Guardian field is not acceptable for a direct lending PLUS loan. For Alternative loans, the relationship can be a parent, guardian, a cosigner, or the student. If the student is the borrower, create the relationship to the student as *Self* for both the Relation and Guardian fields.

See Also

PeopleSoft 8 SP1 Campus Community Fundamentals PeopleBook, “Maintaining Bio/Demographic Data,” Entering Relationships Data

Changing Demographic and Address Data

Use the Demographic and Address Data component to change or correct Campus Community data. These pages link directly to Campus Community tables. You can access these pages to update or correct information after Origination so that the system can adjust loans through origination change processing.

Beginning with 2001-02 the Student’s Electronic Address—email address—must be submitted to the LOC for Stafford loans. For direct lending, the electronic address is restricted to 50 characters and must follow electronic address identification protocol (for example, name@mailbox.edu).

You must save changes to data made on these pages. To commit the data that you override to the origination file and application pages, go to Administer Financial Aid, Process Loans, Use, Direct Loan Application, App Acknowledgement and click the Activate Change button. Then re-run origination with adjustments.

Changing Bio/Demo Data

Access the Bio/Demo Data page.

Bio/ Demo Data **Addresses**

Joan Atwood ID: FA0014

Personal Data View All First 1 of 1 Last

*Effective Date: 07/09/1998 [BT]

Name

Format Using: USA [Q] United States [Name](#)

Name: Atwood,Joan

Prefix: (Invalid Val [v])

First Name: Joan Middle: []

Last Name: Atwood Suffix: [] [Q]

*Marital Status: Single [v]

National ID View All First 1 of 1 Last

Country USA [Q] *NID Type PR [Q] SSN National ID 096-70-6588 Primary [x] [+ -]

Biographic Information

Sex: Unknown [v] Birthdate: 11/18/1980 [BT] [Birth Information](#)

Military Status: Not Indic. [v] Ethnic Group: White [v] [Ethnicity Detail](#)

Campus ID: [] ☐ Disabled ☐ Disabled Veteran ☐ VA Benefit

[Visa/Permit Data](#) [Citizenship](#) [Phone](#) [Email Address](#)

Using the Bio/Demo Data page (SA_BIO_DEMO_DATA3)

See also

PeopleSoft Campus Community Fundamentals PeopleBook: Maintaining Biographic and Demographic Data: Entering and Updating Bio/Demo Data

Changing Addresses

Access the Addresses page.

Bio/Demo Data Addresses

Joan Atwood ID: FA0014

Address Type View All First 1 of 1 Last

*Address Type: Permanent + -

Address History View All First 1 of 1 Last

*Effective Date: 01/14/1998 Country: USA United States + -

*Status: Active Address 1: 72 Park Avenue

Address Linkage Address 2:

Address 3:

City: Latham

County: Postal: 12110

State: NY New York

☐ Addr Manul ☐ Othr Manul

Using the Addresses page (BIO_DEMO_ADDRESSES)

See also

PeopleSoft Campus Community Fundamentals PeopleBook

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 Administer Financial Aid, Process Loans, Use, 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 Loan Origination Center (LOC). 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	Administer Financial Aid, Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Name	View the current name information on a direct loan record. This is a view only page.
Direct Loan Phone	LOAN_PHONE	Administer Financial Aid, Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Phone	Override telephone information on the direct loan record.
Direct Loan Address	LOAN_ADDRESS	Administer Financial Aid, Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address	Override address information on the direct loan record.
Direct Loan Email	LOAN_EMAIL	Administer Financial Aid, Process Loans, Use, Direct Loan Bio/Demo, 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 LOC 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	Administer Financial Aid, Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Demo Ovr	Override Campus Community or institutional application information.

Overriding Direct Loan Name Information

Access the Direct Loan Name page.

Direct Loan Name
Direct Loan Phone
Direct Loan Address
Direct Loan Email
Direct Loan Demo Ovr

ID: FA0911 Jones,Jackie Institution: PSUNV
Career: UGRD Undergraduate Aid Year: 2001
Loan Type: DSUB Direct Subsidized Stafford Appl Seq: 1

[Loan Status Summary](#)

View All First 1 of 1 Last

Loan Name Type: Borrower
First Name: Jackie
Middle Name:
Last Name: Jones



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 Name		Direct Loan Phone	Direct Loan Address	Direct Loan Email	Direct Loan Demo Ovr
ID:	FA0911	Jones,Jackie		Institution:	PSUNV
Career:	UGRD	Undergraduate		Aid Year:	2001
Loan Type:	DSUB	Direct Subsidized Stafford		Appl Seq:	1
<div style="text-align: right;">    </div>					
Loan Status Summary					
<hr/>					
Telephone:		<input type="text"/>	<input type="checkbox"/> Override Phone		

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 Name		Direct Loan Phone	Direct Loan Address	Direct Loan Email	Direct Loan Demo Ovr
ID:	FA0911	Jones,Jackie		Institution:	PSUNV
Career:	UGRD	Undergraduate		Aid Year:	2001
Loan Type:	DSUB	Direct Subsidized Stafford		Appl Seq:	1
<div style="text-align: right;">    </div>					
Loan Status Summary					
<hr/>					
<div style="text-align: right;"> View All First 1 of 2 Last </div>					
Loan Address Type:		Mailing	<input type="checkbox"/> Override Address		
<hr/>					
Country: <input type="text"/>					
Address 1:					
Address 2:					
Address 3:					
City:					
County:		Postal:			
State:					

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 Name		Direct Loan Phone		Direct Loan Address		Direct Loan Email		Direct Loan Demo Ovrdr	
ID:	FA0911	Jones,Jackie		Institution:	PSUNV		  		
Career:	UGRD	Undergraduate		Aid Year:	2001		Loan Status Summary		
Loan Type:	DSUB	Direct Subsidized Stafford		Appl Seq:	1				
<input type="text" value="memyself@university.edu"/>								<input checked="" type="checkbox"/> Override Email Address	

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 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.
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Overriding Direct Loan Application Information

Access the Direct Loan Demo Ovrdr page.

Direct Loan Name		Direct Loan Phone		Direct Loan Address		Direct Loan Email		Direct Loan Demo Ovr	
ID:	FA0911	Jones,Jackie		Institution:		PSUNV			
Career:	UGRD	Undergraduate		Aid Year:		2001			
Loan Type:	DSUB	Direct Subsidized Stafford		Appl Seq:		1		Loan Status Summary	
Borrower ID: FA0911 Jones,Jackie									
<input type="checkbox"/> Override Borrower SSN		Borr SSN:		060-60-0905		SSN Date:			
<input type="checkbox"/> Override Academic Year Start		Academic Year Start Date:		08/15/2000					
<input checked="" type="checkbox"/> Override Academic Year End		Academic Year End Date:		05/15/2001					
<input type="checkbox"/> Override Dependency Status		Depend Stat (Fed):		D					
<input type="checkbox"/> Override Borrower BirthDate		Borr DOB:				DOB Date:			
<input checked="" type="checkbox"/> Override Borrower Citizenship		Borrower Citizenship Stat:		1					
<input type="checkbox"/> Override Borrower Alien Reg		Borrower Visa/Permit Nbr:							

Direct Loan Demo Ovr 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 LOC 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 LOC 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	Administer Financial Aid, Process Loans, Use, Direct Loan Override, 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	Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, 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	Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, Direct Loan Disb Actions	View the disbursement actions associated with the loan.
Loan Exception Messages	LN_MSG_INQ	<ul style="list-style-type: none"> • Administer Financial Aid, Process Loans, Inquire 1, Loan Exception Messages, Loan Exception Messages • Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, 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

ID: FA0911 Jones,Jackie
Career: UGRD Undergraduate
Loan Type: DSUB Direct Subsidized Stafford

Institution: PSUNV
Aid Year: 2001
Appl Seq: 1

[Loan Status Summary](#)

☐ Accept Orig ☐ Accept Promissory Note ☐ Remove Hold
☐ Update DL Disb Status ☐ Error Loan ☐ Hold Loan [Update Origination](#)

Origination Detail

View All First 1 of 1 Last

[Activate Change](#)
Loan Process Status: Orig Pend [Borrower Detail](#) [Name Detail](#) [Eligibility Detail](#)
Loan Orig Trans Stat: Orig Pend [Student Detail](#) [Address Detail](#) [Misc Loan Detail](#)

Anticipated Acknowledged

Disb ID	LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Antc Date
02	01		\$2,625.00	\$78.00		\$2,547.00	01/10/2001

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 LOC 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 LOC. 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 LOC or if the promissory note was rejected and you want to authorize a disbursement and report and transmit the disbursed award to the LOC 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 (Administer Financial Aid, Process Loans, Use, Direct Loan PNote) or on the Direct Loan PNote Actn page (Administer Financial Aid, Process Loans, Inquire 1, Direct Loan PNote Actn).

The system inserts a message into the Loan Exception Messages page (Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, 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 LOC rejects a promissory note—after you have overridden the promissory note acknowledgement—the loan's status will be unbooked. In order to get the loan to a booked status and properly disburse the funds, this situation must be resolved directly with the LOC.

Error Loan

Perform this action only if you will not receive an acknowledgement file from the LOC. Selecting this option changes the Orig Trans Stat (origination transmission status) to *Error*. This simulates receiving an LOC 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

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	<p>Displays the current status of the loan. The possible values are:</p> <p><i>Cancelled:</i> Not used for direct lending.</p> <p><i>Hold:</i> Indicates the LOC rejected an activity or a user manually set the loan to hold status. The system suspends all loan processing until the hold is removed.</p> <p><i>Offered and Not Accepted:</i> Indicates that a loan transmission based on an offer will not be transmitted until the award is accepted.</p> <p><i>Origination Pending:</i> Indicates a pending origination that has not been transmitted to the LOC.</p> <p><i>In Service:</i> Indicates the loan has been transmitted to the LOC.</p> <p><i>Terminated:</i> Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the LOC.</p>
Loan Orig Trans Stat (loan origination transaction status)	<p>Indicates the current status of the loan origination. The possible values are:</p> <p><i>Accepted:</i> Indicates the LOC has accepted the loan.</p> <p><i>Change Pending Transmission:</i> Indicates an adjustment generated a change transaction that has not been sent to the LOC. Any further changes entered alter the change record until the transmission occurs.</p> <p><i>Error:</i> Represents an acknowledgement from the LOC indicating a rejection of an origination or origination change record.</p>

Origination Pending Transmission: Indicates an Origination that was not transmitted to the LOC.

Transmitted: Indicates that an acknowledgement from the LOC 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 LOC.

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 LOC 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 LOC 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.

Other Information Tab

Access the Direct Loan Orig Actions page, Other Information tab.

Direct Loan Orig Actions		Direct Loan Disb Actions		Loan Exception Messages	
ID:	FA0911	Jones,Jackie	Institution:	PSUNV	
Career:	UGRD	Undergraduate	Aid Year:	2001	  
Loan Type:	DSUB	Direct Subsidized Stafford	Appl Seq:	1	Loan Status Summary
View All First 1 of 1 Last					
Direct Sub Stafford		Loan Process Status:	Orig Pend	Total Certified Loan Amt:	\$2,625.00
Item Type: 900000000311		Loan Orig Trans Stat:	Orig Pend	Borrower Requested Amount:	\$2,625.00
<div> <div>Actions</div> <div>Other Information</div> </div>					
Batch ID	Instance	User			
PF1G0131520000604155639	6	PS			

Direct Loan Orig Actions page: Other 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 LOC. 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.

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
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 LOC. The system suspends Loan Origination Change Processing until you receive the acknowledgement from the LOC. 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 LOC accepted the loan origination. The system inserts a new origination action. If you change the origination data, the system generates an origination change record.
Hold	Orig Pend	Rejected Orig	Received	You received an origination acknowledgement from the LOC and ran Direct Loan Inbound. The LOC rejected the origination. The system inserts two new actions (Rejected Orig and Loan Originated).

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
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 LOC.

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 LOC 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.

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
In Service	Accepted	Orig Change	Accepted	You received an origination acknowledgment from the LOC 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 LOC 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 Orig Actions
Direct Loan Disb Actions
Loan Exception Messages

ID: FA0911 Jones,Jackie Institution: PSUNV
Career: UGRD Undergraduate Aid Year: 2001
Loan Type: DSUB Direct Subsidized Stafford Appl Seq: 1

[Loan Status Summary](#)

First 1 of 1 Last

Direct Sub Stafford Loan Process Status: Orig Pend Total Certified Loan Amt: \$2,625.00
Item Type 9000000000311 Loan Orig Trans Stat: Orig Pend Borrower Requested Amount: \$2,625.00

View All First 1 of 1 Last

Disbursement ID: 02 Loan Disb Trans Stat: Disb Pending

Actions
Details
Other Information

Sequence	Description	Action Status	Loan Action Status Date
3	Disbursed to Student Account	Received	06/19/2000
2	Disbursed to Student Account	Received	06/01/2000
1	Anticipated Disbursement	Pending	06/01/2000

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 file name—DIODxxOP.DAT. Because of this, you must load and process these files into your PeopleSoft system in their sequentially numbered order. For example, if your institution received DIOD02OP.012 and DIOD02OP.013 files on the same day, you must load the DIOD02OP.012 file before the DIOD02OP.013 file.




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 <i>Accepted</i> , <i>Chg Pend</i> (change pending), <i>Actual</i> (actual disbursement), <i>Error</i> , <i>Disb Pend</i> (disbursement pending), <i>Trans</i> (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 <i>Adjusted Disbursement</i> , <i>Canceled Disbursement</i> , <i>Actual Disbursement</i> , <i>Booking Disbursement</i> , <i>Booking Adjustment</i> , <i>Anticipated Disbursement</i> , <i>Servicer Refund</i> , and <i>Disbursed to Student Account</i> .
Action Status	The current status of the disbursement action. The field values are: <i>Accepted</i> , <i>Ac-NtApld</i> (accepted-not applied), <i>Authorized</i> , <i>Failed</i> , <i>Invalid</i> , <i>Pending</i> , <i>Received</i> , <i>Rejected</i> , and <i>Transmitted</i> . The Action Status for an acknowledgement is always <i>Received</i> .
Loan Action Status Date	For actions representing received information, the action status date is the LOC 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 Orig Actions		Direct Loan Disb Actions		Loan Exception Messages	
ID:	FA0911	Jones, Jackie	Institution:	PSUNV	
Career:	UGRD	Undergraduate	Aid Year:	2001	  
Loan Type:	DSUB	Direct Subsidized Stafford	Appl Seq:	1	Loan Status Summary
First ◀ 1 of 1 ▶ Last					
Direct Sub Stafford		Loan Process Status:	Orig Pend	Total Certified Loan Amt:	\$2,625.00
Item Type	900000000311	Loan Orig Trans Stat:	Orig Pend	Borrower Requested Amount:	\$2,625.00
View All First ◀ 1 of 1 ▶ Last					
Disbursement ID: 02		Loan Disb Trans Stat: Disb Pending			
Actions		Details		Other Information	
Loan Action Dttm	Loan Disb Action Amt	Loan Disb Action Fee	Loan Disb Action Net	Loan Disb Action Adj	
06/19/2000 8:34:34AM	\$0.00	\$0.00	\$0.00	\$0.00	
06/01/2000 10:34:14AM	\$0.00	\$0.00	\$2,547.00	\$0.00	
06/01/2000 8:53:14AM	\$2,625.00	\$78.00	\$2,547.00	\$0.00	

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 Orig Actions		Direct Loan Disb Actions		Loan Exception Messages	
ID:	FA0911	Jones,Jackie	Institution:	PSUNV	
Career:	UGRD	Undergraduate	Aid Year:	2001	  
Loan Type:	DSUB	Direct Subsidized Stafford	Appl Seq:	1	Loan Status Summary
First ◀ 1 of 1 ▶ Last					
Direct Sub Stafford		Loan Process Status:	Orig Pend	Total Certified Loan Amt:	\$2,625.00
Item Type	900000000311	Loan Orig Trans Stat:	Orig Pend	Borrower Requested Amount:	\$2,625.00
View All First ◀ 1 of 1 ▶ Last					
Disbursement ID: 02		Loan Disb Trans Stat: Disb Pending			
Actions		Details			
Other Information					
Direct Lending Booked Status	Loan Disb Sequence Status	Loan School Cd Status	Loan Disbursement Status	Loan ID Status	User ID
					PS
					PS
				6	PS

Direct Loan Disb Actions page: Other Information tab

Direct Lending Booked Status

Displays *Booked* if the LOC 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 LOC. The Disbursement Outbound program inserts a new disbursement action.
Accepted	Actual Disbursement	Accepted	You received a disbursement acknowledgement from the LOC 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 LOC indicating the disbursement was rejected. The Disbursement program updates the disbursement action.
Transmitted	Adjusted Disbursement	Transmitted	You transmitted an adjusted disbursement record to the LOC. 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 LOC 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 LOC indicating the disbursement adjustment was rejected. The disbursement program updates the disbursement action.
Accepted	Booking Disbursement	Accepted	You received a booking notification from the LOC. This is transmitted with a DIODXXOP 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 LOC's 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 LOC, you also receive a booking notification. The booking notification includes the Disbursement Activity Type "M" booking adjustment, booked date and the LOC's total net booked amount.
Accepted	Servicer Refund	Accepted	You received a servicer refund acknowledgement from the LOC. This is transmitted with a DIODXXOP 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.

Direct Loan Orig Actions
Direct Loan Disb Actions
Loan Exception Messages

Loan Exception Messages

ID: FA0911 Jones, Jackie
Institution: PSUNV
Career: UGRD Undergraduate
Aid Year: 2001
Loan Type: DSUB Direct Subsidized Stafford
Appl Seq: 1
[Loan Status Summary](#)

First 1 of 1 Last

Direct Sub Stafford
Item Type: 900000000311

DateTime	Message

[More ..](#)

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 LOC for all subsidized and unsubsidized loans disbursed for the academic year 2000-2001 and forward. An open master promissory note on file at the LOC 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 LOC 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 LOC. 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.
- 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	Administer Financial Aid, Process Loans, Process, Create DL PNote Comm, Create DL PNote Comm	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	Administer Financial Aid, Process Loans, Process, Print DL PNote, Print DL Prom Notes	Print promissory notes for direct lending.
Direct Loan Pnote (direct loan promissory note)	LN_DL_PNOTE	Administer Financial Aid, Process Loans, Use, Direct Loan PNote, Direct Loan PNote	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	Administer Financial Aid, Process Loans, Use, Direct Loan Batch Signature, DL Btch Pnt	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 Comm 01/02

Batch Message Inquiry

Run Control ID: PS

Report Manager Process Monitor Run

Selection Criteria View All First 1 of 1 Last

*Institution: PSUNV Ln Output Type: External *Print Option: P Stat + -

*Aid Year: 2002 Report Package: From Date: Thru Date:

*Career: UGRD Document Type: Mstr Pnote

☐ Student Override

*EmpID Name + -

Create DL PNote Comm 01/02 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: <i>Delimited</i> , <i>External</i> , <i>Fixed</i> , or <i>Positional</i> . For direct lending we support <i>External</i> (for institutions that use third-party software to generate documents) and <i>Positional</i> options.
Report Package	Specify your Report Package based on how you setup the Loan Report Packages 01/02 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: <i>Hlth Pnote</i> , <i>Mstr Pnote</i> , <i>Pnote</i> , <i>Perk Pnote</i> , or <i>Univ Pnote</i> . 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 <i>Pnote</i> 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 LOC.

P Stat: This option prints all promissory notes that the LOC 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 this request. PeopleSoft Process Scheduler runs the Create PNote Communication Rec process (FAPLDPN2) at user-defined intervals.

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.

Be sure to check the Batch Message Inquiry page in this component after you run the process to be sure it completed properly.

See Also

Using PeopleSoft Applications PeopleBook

Printing Direct Lending Promissory Notes

Access the Print DL Prom Notes page.

Print DL Prom Notes 01/02

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Selection Criteria View All First 1 of 1 Last

*Institution:	PSUNV	Ln Output Type:		From Date:	06/01/2001	+ -
*Aid Year:	2001	Report Package:		Thru Date:	08/31/2001	
*Career:	UGRD	Document Type:	P Note	Number of Copies:	2	

☐ Student Override

*EmplID

+ -

Print DL Prom Notes 01/02 page

Selection Criteria

The following fields are the same as those on the Create DL PNote Comm 01/02 page: Institution, Aid Year, Career, Ln Output Type, Report Package, Student Override, EmplID.

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.

For JetForm users, the system prints the package based on how you setup the sequence of the document types on the Loan Report Packages 01/02 page. For example, if the order of your package is a cover letter, followed by the master promissory note, and then a Perkins promissory note, the system prints the cover letter followed by the MPN and Perkins PNote. Then it prints the next package in the same sequence. Sorting is not necessary.

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 and not JetForm, 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 Applications PeopleBook




Signing and Reviewing Direct Loan Promissory Notes

Access the Direct Loan PNote page.

Direct Loan PNote

ID: FAD0001 Boyd,Tonya L

DL Pnote ID: 595400515M02G01315002



Loan PNOTE Type: MPN

Loan Pnote Status: Accepted

Promissory Note Amount:

☐ Borrower Signature

Signature Date:

Manifest:

Pending

☐ Student Signature

Signature Date:

Loan Manifest Date:

Actions

Details

Other Information

Sequence	Action Cd	Description	Loan Pnote Status	Loan Action Status Dt
2	A	Accepted	Accepted	06/27/2001
1	C	Created	Pending	06/27/2001

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

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 then populates the Student Signature field.

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 3C's inquiry group to your communication category.

Student Signature	Select this check box when the student has signed the promissory note. The student signature is required 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 loan origination center (LOC). The following field values are possible: <i>Authorize:</i> Indicates the signature check boxes are selected. <i>Batch:</i> Indicates the Manifest Generation process is complete. <i>Pending:</i> 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: <i>A</i> – Accepted, <i>C</i> – Created, <i>X</i> – Pending, and <i>R</i> – 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 <i>Accepted</i> , <i>Pending</i> , and <i>Rejected</i> .
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

ID: FAD0001 Boyd,Tonya L

DL Pnote ID: 595400515M02G01315002

Loan PNOTE Type: MPN Loan Pnote Status: Accepted Promissory Note Amount:

☐ Borrower Signature Signature Date:  Manifest: 

☐ Student Signature Signature Date: Loan Manifest Date:

Actions Details Other Information

Borrower Signature	Signature Date	Student Signature	Signature Date	Promissory Note Amount
<input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>		

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 Indicates if the student has signed the promissory note. This field is used 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, Other Information tab.

Direct Loan PNote

ID: FAD0001 Boyd,Tonya L

DL Pnote ID: 595400515M02G01315002

Loan PNOTE Type: MPN Loan Pnote Status: Accepted Promissory Note Amount:

☐ Borrower Signature Signature Date:  Manifest: 

☐ Student Signature Signature Date: Loan Manifest Date:

Actions Details Other Information

Loan Action Dttm	Batch ID	Instance	User ID
06/28/2001 2:11:26PM	#A2G0131520010624182257	83	PS
06/27/2001 2:57:21PM		69	PS

Direct Loan PNote page: Other 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.

DL Batch Signature				
Batch Photo ID: JULY_21_1		Batch Photo Selection		
*Description: <input type="text" value="JULY_21_1"/>		Batch Photo Action: <input type="text" value="Select"/> 		
<div> <div>First</div> <div>1-2 of 2</div> <div>Last</div> </div>				
*DL Photo ID:	Name:	Photo Status:	Photo Type:	 
<input type="text" value="373100517P02G01315001"/> 	Budge,Madiha Y	Pending	PNOTE	
<input checked="" type="checkbox"/> Borrower Signature	<input type="text" value="07/27/2001"/> 	<input checked="" type="checkbox"/> Student Signature	<input type="text" value="07/27/2001"/> 	<input type="text" value="Authorize"/> 
<div> <div>+</div> <div>-</div> </div>				
<input type="text" value="519100516P02G01315001"/> 	Brown,Russell L	Pending	PNOTE	
<input type="checkbox"/> Borrower Signature	<input type="text" value=""/> 	<input type="checkbox"/> Student Signature	<input type="text" value=""/> 	<input type="text" value="Pending"/> 

DL Batch Signature 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 2001, the aid year designation is 01 and for Aid year 2002, the aid year designation is 02

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 Note 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.

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 <i>Accepted</i> , <i>Pending</i> , and <i>Rejected</i> .
PNOTE Type	Specifies the type of promissory note. It displays either <i>MPN</i> for Stafford loans or <i>PNOTE</i> 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. Select this check box to indicate the student signed the PLUS loan promissory note. The system automatically selects this check box when you sign a batch of promissory notes. Clearing the check box indicates the student has not signed the promissory note. Use the date field to enter the date the student signed the promissory note.

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

Pnote Selection Criteria	
Btch Pnote ID:	MPN_1
Last Name FROM:	<input type="text"/>
Last Name TO:	<input type="text"/>
National ID FROM:	<input type="text"/>
National ID TO:	<input type="text"/>
Loan PNOTE Type:	Both <input type="button" value="v"/>

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.

**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	Administer Financial Aid, Process Loans, Inquire 1, Direct Loan PNote Actn, Direct Loan PNote Actn	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 Actn

ID: FAD0002 Advierse, Skye L

DL Note ID: 394900482M02G01315002

Loan PNOTE Type: MPN Loan Note Status: Rejected Promissory Note Amount:

☐ Borrower Signature Signature Date: Manifest: Pending

☐ Student Signature Signature Date: Loan Manifest Date:

Actions
Details
Other Information

Sequence	Description	Loan Note Status	Loan Action Status Dt	
2	Rejected	Rejected	06/27/2001	Msg
1	Created	Pending	06/27/2001	

Direct Loan PNote Actn 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 25, “Processing Direct Loans,” Signing and Reviewing Direct Loan Promissory Notes, page 1031

Viewing Loan Disbursement Messages

Access the Loan Disbursement Messages page.

Loan Disbursement Messages

Promissory Note Action

Sequence: 2 06/29/01 3:20:31PM
Batch ID: #A2G0131520010629111855

Pnt	MsgSq	Msg Code	Msg	Descr
1		01	Msg	Missing Origination Record

Loan Disbursement Messages page

Pnt MsgSq (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 LOC 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 loan origination center (LOC). 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 LOC.

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	<ul style="list-style-type: none"> Administer Financial Aid, Process Loans, Process, DL Manifest Generation, Populate Manifest Administer Financial Aid, Process Loans, Process, DL Manifest Generation 99/00, Populate 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	<ul style="list-style-type: none"> Administer Financial Aid, Process Loans, Use, Direct Loan Manifest 99/00, Loan Manifest Administer Financial Aid, Process Loans, Use, Direct Loan Manifest, Loan Manifest 	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	Administer Financial Aid, Process Loans, Reports 2, DL Print Manifest Report Plus, Plus Manifest	Print PLUS loan manifests.
DL Print Stafford Manifest	RUNCTL_MANIFEST3	Administer Financial Aid, Process Loans, Reports 2, DL Print Manifest Report Staf, Stafford Manifest	Print subsidized and unsubsidized Stafford loan manifests.

Creating a Direct Loan Manifest

Access the Populate Manifest page.

Populate Manifest

Run Control ID: PS
[Report Manager](#)
[Process Monitor](#)

Academic Institution:

PeopleSoft University

Aid Year:

Financial Aid Year 2001-2002

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 2000/01 process (FAMANF01).

Editing the Direct Loan Manifest

Access the Loan Manifest page.

Loan Manifest

Institution: PSUNV **Aid Year:** 2002 **School Code:** 001315 **Loan Manifest Date:** 07/02/2001

First ◀ 1 of 1 ▶ Last

Manifest Group Number: 1 **DL Batch ID:** #A000131520010702132516

Seq Number	EmplID	Loan ID		Delete Row
1	1 FAD0001	595400515S02G01315001	MPN	<input checked="" type="checkbox"/>
2	2 FAD0001	595400515S02G01315002	MPN	<input type="checkbox"/>
3	3 FAD0002	394900482S02G01315002	MPN	<input type="checkbox"/>
4	4 FAD0002	394900482S02G01315001	MPN	<input type="checkbox"/>
5	5 FAD0003	242400682S02G01315001	MPN	<input type="checkbox"/>
6	6 FAD0003	242400682S02G01315002	MPN	<input type="checkbox"/>

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 LOC.
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 <i>Authorize</i> 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

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)
Run

Academic Institution:



Aid Year:




Loan Manifest Date:



From Manifest Group Number:



Thru Manifest Group Number:



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 (FAMANFS2).

Printing a Stafford Loan Manifest

Access the DL Print Stafford Manifest page.

DL Print Stafford Manifest

Run Control ID: PS

[Report Manager](#)
[Process Monitor](#)
Run

Academic Institution:

PSUNV

Aid Year:

2002

Loan Manifest Date:

From Manifest Group Number:

Thru Manifest Group Number:

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 lending loan origination center (LOC). Origination files, origination change files, and disbursement files use the same process.

Note. In order 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

Page Name	Object Name	Navigation	Usage
Direct Loan Outbound	RUNCTL_DLOUT0	Administer Financial Aid, Process Loans, Process, Direct Loan Out, DL Loan Outbound	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.

Page Name	Object Name	Navigation	Usage
Outbound EC Agent - Run Parameters	EC_RUN_OUTBOUND_01	<ul style="list-style-type: none"> • PeopleSoft, EDI Manager, Process, Outbound EC Agent, Run Parameters • Administer Financial Aid, Exchange Financial Aid Data, Process01, EDI Export 00/01, Run Parameters • Administer Financial Aid, Exchange Financial Aid Data, Process02, EDI Export 01/02, Run Parameters • Administer Financial Aid, Process Loans, Process, Outbound EC Agent, Run Parameters • Administer Financial Aid, Process Pell Payment, Process, EDI Export, Run Parameters 	Create a flat file from the data in the EDI MANAGER staging table. The EC Trans ID—message class—you select on the page determines the format of the flat file created when you run this process.
Rename EDI Outbound File	RUNCTL_RENAME	<ul style="list-style-type: none"> • Administer Financial Aid, Exchange Financial Aid Data, Process01, Rename EDI Outbound File, Rename EDI Outbound File • Administer Financial Aid, Exchange Financial Aid Data, Process02, Rename EDI Outbound File, Rename EDI Outbound File • Administer Financial Aid, Process Loans, Process, Rename EDI Outbound File, Rename EDI Outbound File • Administer Financial Aid, Process Pell Payment, Process, Rename EDI Outbound File, Rename EDI Outbound File 	<p>Run the Rename EDI Outbound File (FARENAME) process. Identify the directory of the outbound files that needs to be renamed and where the process should put the renamed files.</p> <p>The page supports the processing of multiple file input/output instances. You can setup an individual run instance for ISIR related files, direct lending files, CommonLine files, and Pell payment files.</p>

Moving Data to Staging Tables

Access the Direct Loan Outbound page.

Direct Loan Outbound

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Selection Criteria				View All	First	1-2 of 2	Last
*Institution:	*Aid Year:	*Career:					
PSUNV PeopleSoft University	2002 2001-2002	UGRD Undergrad					
<input checked="" type="checkbox"/> Orig Outbound <input type="checkbox"/> Orig Change Outbound <input type="checkbox"/> Disbursement Outbound <input type="checkbox"/> Validate Only							
PSUNV PeopleSoft University	2002 2001-2002	GRAD Graduate					
<input checked="" type="checkbox"/> Orig Outbound <input type="checkbox"/> Orig Change Outbound <input checked="" type="checkbox"/> Disbursement Outbound <input type="checkbox"/> Validate Only							

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 (Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry).
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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.

Outbound EC Agent - Run Parameters page

Outbound Agent Run Parameters

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 ECOOUT001 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 loan origination center (LOC).
DEPF02IN	Send PLUS origination file to the direct lending LOC.
DESC02IN	Send origination change file to the direct lending LOC.
DESD02IN	Send disbursement file to the direct lending LOC.

Outbound File Options

Suppress EC 999 Record Do not select this check box if you plan to use the EDI renaming functionality. Select this check box if your institution has created its own renaming process for Direct Lending files.

Suppress Rowid Do not select this check box.

Comma Separated Format Do not select this check box.

Click Run to run the Outbound EC Agent process (ECOOUT001).

Renaming Direct Lending EDI Outbound Files

Financial Aid uses EDI Manager to create ASCII files that are sent to various external trading partners. The Outbound EC Agent process (ECOOUT001) generates files with a .DAT extension. EDI Manager follows a common file naming convention by attaching the EDI Business Document ID number before the '.DAT'. For example, if the Business Document ID number 352 is added to .DAT to create 352.DAT. In order to follow the naming requirements of the receiving organization, you need to rename the files that are created by the Outbound EC Agent process. You can create your own renaming system or use the one provided.

To rename these files you use an EDI Manager feature. EDI Manager has the ability to mark each file created with a 999 control record, which appears as the first row in the file. The 999 control record identifies the type of file that was created (EC Transaction ID) as well as the file destination (External Trading Partner ID). An SQR process has been created to read the 999 record contained in the file and use the information to copy and create a new file using the EC Transaction ID as the name of the file. The file extension is also changed from .DAT to an incremental sequence number starting with .001. The newly renamed files also have the 999 control record deleted.

A report—FARENAME.LIS—is generated each time the renaming process is run that lists the files that have been renamed and the path and name of the new file.

Running the EDI Renaming Process

Access the Rename EDI Outbound File page.

Rename EDI Outbound File

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) **Run**

View All First 1-2 of 2 Last

EC Profile ID: DL_SRVC02 Active Switch ☒ + -

*Input Directory: c:\flatdata\

*Output Destination: c:\renamed_data\

Use External Trading PartnerID ☐ Rename Processed Records? ☐

EC Profile ID: DL_SRVC02 Active Switch ☒ + -

*Input Directory: c:\flatdata2\

*Output Destination: c:\renamed_data2\

Use External Trading PartnerID ☐ Rename Processed Records? ☒

Rename EDI Outbound File page

EC Profile ID

Use the EDI Partner Profile definition to locate the directory of the files you want to rename. If you select an EC Profile ID and tab out of the field, the Input Directory field is automatically populated with the directory path where the files created by EDI Manager are located. EDI Manager uses this same EDI Partner Profile definition when creating the outbound files.

Input Directory

The directory path location of the EDI files you want to be renamed. If you do not enter an EC Profile ID, you can enter the Input Directory you want the renaming process to use and all files in that directory are renamed.

Output Destination

Enter the directory path where you want the process to put the renamed EDI files.

Active Switch

Select if you want the run instance to be executed when the process is run. If you do not select this check box, the run instance is skipped.

Note. The Input Directory path and the Output Destination path must always end with a backslash (\).

Use External Trading Partner ID

Select to have the External Trading Partner ID value appended to the name of the renamed file. This provides an additional level of identification to the renamed file. This option is useful for CommonLine files where there are multiple external trading partners (loan destinations).

Rename Processed Records Select to rename all processed files in the selected Input Directory with .old appended to the file name. This prevents the file from being reprocessed if they are not deleted from the Input Directory before the process is run again.

Note. If you do not select the Rename Processed Records check box or remove the renamed files from the Output Destination directory, the file extensions of any subsequent files created with the same filename are assigned a sequence number based on the highest sequence number in the destination directory.

Click Run to run the Rename EDI Outbound File process (FARENAME).

Note. The Rename EDI Outbound File (FARENAME) process ignores all files in the Input Directory that do not have a 999 control record or that have a file extension of .old.

After the process runs, you can check your Output Destination directory to see that your renamed files are there. You can view or print the FARENAME.LIS report after you run the process to see which files were renamed and what their new names are.

Direct Loan Files Available for Renaming

The table below lists the current Direct Loan files that would be used in the Rename EDI Outbound File process (FARENAME). In addition to this list, any EDI Manager created file with a 999 record can be renamed using this process.

Transaction IDs	Description
DEPF02IN	2001-2002 DL Full PLUS Origination
DESC02IN	2001-2002 DL Loan Orig Change
DESD02IN	2001-2002 DL Disbursement
DESF02IN	2001-2002 DL Full Stafford Origination
DEPF01IN	2000-2001 DL Full PLUS Origination
DESC01IN	2000-2001 DL Loan Origination Change
DESD01IN	2000-2001 DL Disbursement
DESF01IN	2000-2001 DL Full Stafford Origination

Receiving Direct Lending Inbound Files

This section discusses how to:

- Move inbound flat files to staging tables.
- Review inbound processing.
- Move inbound files to the database.

Pages Used to Receive Direct Lending Inbound Files

Page Name	Object Name	Navigation	Usage
Run Control Parameters	EC_RUN_INBOUND_01	<ul style="list-style-type: none"> • PeopleSoft, EDI Manager, Process, Inbound EC Agent, Run Control Parameters • Administer Financial Aid, Process Loans, Process, Inbound EC Agent, Run Control Parameters 	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	<ul style="list-style-type: none"> • PeopleSoft, EDI Manager, Inquire, Business Document Summary, Summary • Administer Financial Aid, Exchange Financial Aid Data, Inquire, Business Document Summary, Summary • Administer Financial Aid, Process Loans, Inquire 2, Business Document Summary, Summary • Administer Financial Aid, Process Pell Payment, Inquire, Business Document Summary, Summary 	Review the status of a file that is being loaded into the EDI staging tables. For the 732 Loan Detail Report you must check the status of the load using this page to be sure it was successful.
Direct Loan Inbound	RUNCTL_DLIN0	Administer Financial Aid, Process Loans, Process, Direct Loan In, DL Loan Inbound	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

Run Control ID: PS
[Report Manager](#)
[Process Monitor](#)
Run

Run Option <input type="radio"/> File List Driven <input checked="" type="radio"/> Single File <input type="radio"/> Single Instance	Inbound Agent Parameters Single File Path: c:\templ Single File Name: DISF02OP.DAT	
Force Profile <input type="radio"/> Do Not Force (998 or 999 in file) <input checked="" type="radio"/> Force with Map Information (998) <input type="radio"/> Force with Partner Information (999)	Inbound Agent Forced Parameters EC Map ID: DL_OSAC_02 EC Profile ID: DL_SRVCRO2 EC Convert Profile ID: DIRECT_LNS	File Options <input type="checkbox"/> Suppress Rowid <input type="checkbox"/> Comma Separated Format

Run Control Parameters page

Note. You should keep track of your acknowledgement file names. The LOC 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_DLSASY	DSASYOP *	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 in order to run the DL 732 Loan Detail report provided by PeopleSoft 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).

Reviewing Inbound Processing

Access the Business Document Summary – Summary page.

Summary
EC Business Doc Links

Business Document Summary

Bus Doc ID: 236
Bus Doc File Name: C:\My Documents\Ed\ITS189.DAT
Status: Loaded
Errors: 0
Load Total: 1

Direction
☒ Inbound
☐ Outbound

EC Queue Details
Find | View All
First 1 of 1 Last
Add Delete

EC Queue Instance: 11
EC Transaction ID: ADM_TRNS_TS189
EC Queue Status: L
EC Driver Datetime: 10/28/97 2:40:15.013000PM
EC Application Dttm:
Queue Control Number: 250997041

Business Unit: PSUNV
EC BU Cd: UNIV
Cust/Vndr: 000010001
EC Ext Cd: ADAP
EC Action Code:

Business Document Summary - Summary page

Bus Doc File Name

This is the directory path and file name of the file you loaded using the Inbound EC Agent page. Be sure you are looking at the correct file.

Status

This indicates if the loading of the file to the staging tables was successful or not. The following statuses are possible:

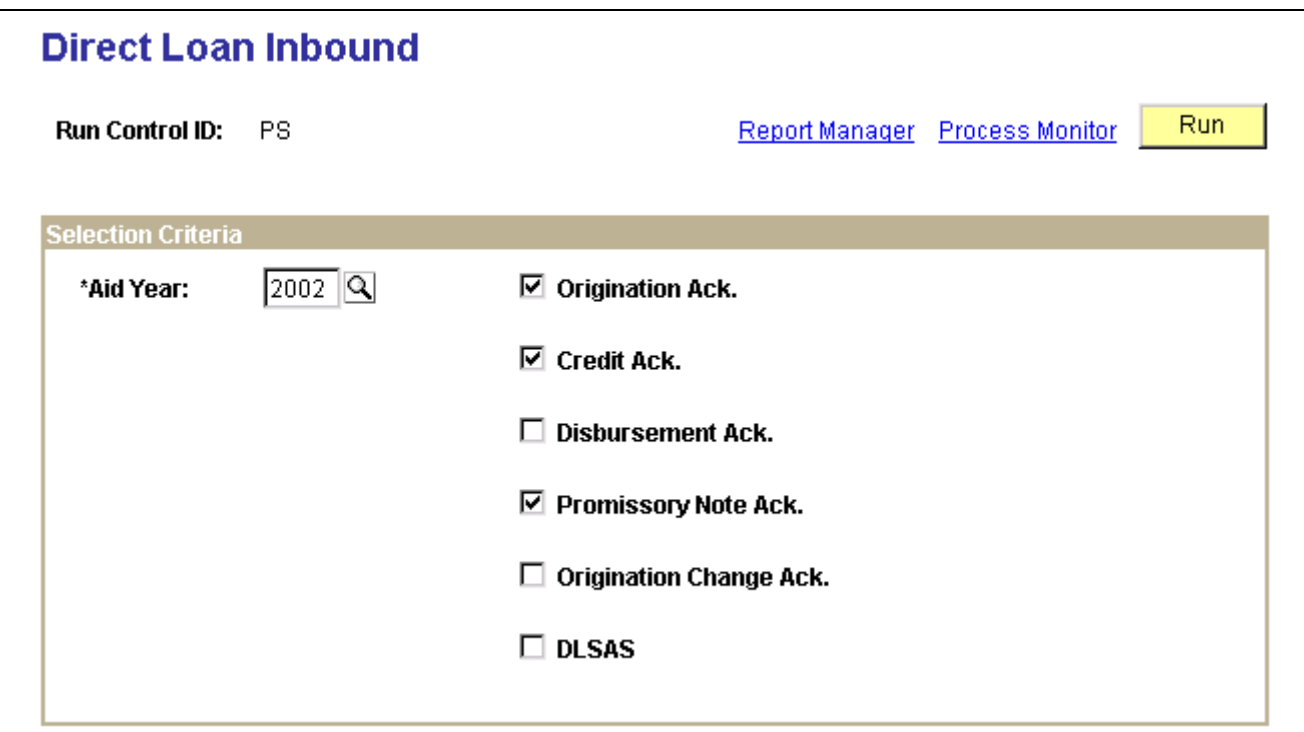
Loaded: This indicates the file loaded successfully into the staging tables.

Error: This indicates there was an error in loading the file to the staging tables.

Not Found: This indicates the system could not find the file. Check the directory path and file name to be sure they match what you entered on the Inbound EC Agent page.

Moving Inbound Files to the Database

Access the Direct Loan Inbound page.



Direct Loan Inbound

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Selection Criteria

*Aid Year: 2002

☒ Origination Ack.

☒ Credit Ack.

☐ Disbursement Ack.

☒ Promissory Note Ack.

☐ Origination Change Ack.

☐ DLSAS

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_EDT_ECQUEUE	Administer Financial Aid, Process Loans, Use, Loan EC Queue Review, EC Queue Review	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						
Loan EC Queue Records						
Find View All First 1-4 of 4 Last						
File Status Information Bus Unit/Cust/Vndr Info						
In/Out	Trans ID	Queue Inst	EC Queue Status	Update Status	EC Driver Datetime	EC Queue Control Number
I	DSLFO30P	1	Loaded	Update Status	03/11/2002 11:44:43.000000AM	
I	DSLFO30P	2	Loaded	Update Status	04/02/2002 4:39:17.000000PM	
I	DSLFO30P	3	Loaded	Update Status	04/18/2002 2:54:35.000000PM	
I	DSLFO30P	4	Loaded	Update Status	04/18/2002 2:59:26.000000PM	

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.

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 (Administer 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.

Pages Used to Review Direct Lending Origination Export Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_ORIG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, Batch Header	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	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, Borrower Information	Review borrower information in the outbound origination file.
Student Information	DL_STD_ORIG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, Student Information	Review student information in the outbound origination file.
Financial Information 1	DL_FIN1_ORIG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, Financial Information 1	Review origination financial data contained in the outbound origination file.
Financial Information 2	DL_FIN2_ORIG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, Financial Information 2	Review origination financial data contained in the outbound origination file.
Misc Export Information (miscellaneous export information)	DL_MSC_ORIG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, Misc Export Information	Review origination loan data contained in the outbound origination file.
Batch Trailer	DL_TRL_ORIG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Exp 01/02, 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	Borrower Information	Student Information	Financial Information 1	Financial Information 2
Batch ID: #D2G0131520010624174737 Ln App ID: 556700520U02G01315001 Status: Processed Trans ID: DESF02IN Queue Inst: 1 In/Out: Outbound				
Student Loan Information				
ID: FAD0018 Conway, Lauren A Institution: PSUNV Career: UGRD Undergraduate Aid Yr: 2002 Loan Type: DUSB DIRECT LOAN UNSUBSIDIZED Appl Seq: 1				
Batch Information				
Message Class: DESF02IN Record Length: 1064 Instance: 23 DL Date: 06/24/2001 Batch Reject Cd: User: PS DL Time: 174737 Header End Dt:				

Batch Header page

Batch ID	Displays the unique ID for the batch used when transferring data to and from the Direct Lending Loan Origination Center (LOC).
Ln App ID (loan application ID)	Displays the number used to identify the Loan Application.
Status	<p>Displays the status of this file. The following Status types are possible.</p> <p><i>Loaded:</i> Indicates the data is moved to the EDI Manager staging tables.</p> <p><i>Processed:</i> Indicates the flat file is created from the data in the staging tables.</p> <hr/> <p>Note. If your flat file was not generated, or if the LOC did not receive your file, or if the data in the file is corrupted, flat files can be recreated by setting the Status to <i>Loaded</i>. Before you re-create files, verify with your technical support personnel or the LOC that the file in question is truly unrecoverable.</p> <hr/> <p><i>Error:</i> Indicates there was an error when creating the flat files from the staging tables.</p>
Trans ID (transaction ID)	Indicates the name of the outbound file you are viewing. This is the same as the LOC Message Class.
Queue Inst (queue instance)	Indicates the particular instance of the outbound file you are viewing.
In/Out	Displays <i>Outbound</i> or <i>Inbound</i> to indicate if the data is moving into your system or 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 LOC naming specifications.
Record Length	Indicates the actual length of the flat file. It must match record layout requirements as stated in the LOC 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 LOC.
Batch Reject Cd (batch reject code)	Indicates the reason the LOC rejected the entire batch. This field is only populated in the header of an acknowledgement file. The following values are possible: <i>01:</i> Duplicate Batch ID number. <i>02:</i> Indicates that the School Code is for a non-Direct Loan participant. <i>03:</i> Indicates the file contains non-ASCII keyboard printable characters. <i>04:</i> Batch not processed, contact the LOC for more information. <i>05:</i> Invalid message class. <i>06:</i> Not in Use. <i>07:</i> 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 LOC.
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.

Batch Header	Borrower Information	Student Information	Financial Information 1	Financial Information 2
Batch ID: #D2G0131520010624174737	Ln App ID: 556700520U02G01315001	Status: Processed		
Trans ID: DESF02IN	Queue Inst: 1	In/Out: Outbound		
Ln App ID: 556700520U02G01315001	Perm Address: 15098 Lindenberry Ln			
SSN: 556-70-0520	Perm City: Montclair			
First Name: Lauren	Perm State: VA			
Last Name: Conway	Perm Zip: 220260000			
Middle Initial: A	Local Address: 15098 Lindenberry Ln			
Birthdate: 19821206	Local City: Montclair			
Phone Number: 7037306178	Local State: VA			
Alien Reg #:	Local Zip: 220260000			
Citizenship: 1	Drivers License: 556734546			
Birthdate Date:	Perm Addr Date:			
Driver Lic St: VA	Default ED Loans: N			
SSN Date:	Local Addr Date:			

Borrower 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.

Viewing Origination Export Student Information

Access the Student Information page.

Batch Header	Borrower Information	Student Information	Financial Information 1	Financial Information 2
Batch ID: #D2G0131520010624174737	Ln App ID: 556700520U02G01315001	Status: Processed		
Trans ID: DESF02IN	Queue Inst: 1	In/Out: Outbound		
Std Grade Level: 1				
Student's SSN:				
Student's First Name:				
Student's Last Name:				
Student's Middle Initial:				
Student's Citizenship:				
Student's Alien Reg Nbr:				
Student's Date of Birth:				
Default ED Loans:				
Student's E-mail Address:				

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.

Viewing Origination Export Financial Information 1

Access the Financial Information 1 page.

Batch Header		Borrower Information		Student Information		Financial Information 1		Financial Information 2	
Batch ID:	#D2G0131520010624174737	Ln App ID:	556700520U02G01315001			Status:	Processed		
Trans ID:	DESF02IN	Queue Inst:	1			In/Out:	Outbound		
Loan Amount Approved: 02625					Loan Amount Requested:				
	Gross	Fee	Rebate	Net	Date	%			
Disb 1:	01313	00039	00020	01294	20010817	050			
Disb 2:	01312	00039	00020	01293	20020110	50			
Disb 3:									
Disb 4:									
Disb 5:									
Disb 6:									
Disb 7:									
Disb 8:									
Disb 9:									
Disb 10:									

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.

Viewing Origination Export Financial Information 2

Access the Financial Information 2 page.

Batch Header	Borrower Information	Student Information	Financial Information 1	Financial Information 2
Batch ID: #D2G0131520010624174737	Ln App ID: 556700520U02G01315001	Status: Processed		
Trans ID: DESF02IN	Queue Inst: 1	In/Out: Outbound		
<hr/>				
Loan Amount Approved: 02625		Loan Amount Requested:		
Gross	Fee	Rebate	Net	Date %
Disb 11:				
Disb 12:				
Disb 13:				
Disb 14:				
Disb 15:				
Disb 16:				
Disb 17:				
Disb 18:				
Disb 19:				
Disb 20:				

Financial Information 2 page

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.

Student Information	Financial Information 1	Financial Information 2	Misc Export Information	Batch Trailer
Batch ID: #D2G0131520010624174737	Ln App ID: 556700520U02G01315001	Status: Processed		
Trans ID: DESF02IN	Queue Inst: 1	In/Out: Outbound		
<hr/>				
Loan Period Start Dt:	20010827	School Code:	G01315	
Loan Period End Dt:	20020515	HEAL Eligible:		
Prom Note Print Ind:	F	Acad Year Start:	20010815	
Additional Unsub Eligible:		Acad Year End Date:	20020515	
Orig Fee Pct:	03000	Origination Date:	20010624	
Discl Stmt Ind:	Y			

Misc Export 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.

Viewing Origination Export Trailer

Access the Batch Trailer page.

Student Information		Financial Information 1		Financial Information 2		Misc Export Information		Batch Trailer	
Batch ID:	#D2G0131520010624174737	Ln App ID:	556700520U02G01315001	Status:	Processed				
Trans ID:	DESF02IN	Queue Inst:	1	In/Out:	Outbound				
<hr/>									
DL Trailer ID:	DL TRAILER								
Record Length:	1064								
Number of Records:	1								
Accepted Records:									
Rejected Records:									
Pending Records:									
Loan Trailer Nbr:	1								

Batch Trailer page

DL Trailer ID (direct lending trailer ID)	Identifies the trailer record for the LOC.
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 LOC.
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 LOC.
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 LOC. 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 acknowledgment files received from the LOC.
- View the origination acknowledgment data received from the LOC.
- View the trailer information for the origination files received from the LOC.

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.

Pages Used to Review Direct Lending Origination Acknowledgement Import Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_ORGACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Ack Imp 01/02, Batch Header	View the header information for the origination acknowledgment files received from the LOC.
Origination Acknowledgement	DL_ORIGACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Ack Imp 01/02, Origination Acknowledgement	View the origination acknowledgment data received from the LOC.
Batch Trailer	DL_TRL_ORGACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Orig Ack Imp 01/02, Batch Trailer	View the trailer information for the origination acknowledgment files received from the LOC.

Viewing Origination Acknowledgement Import Data

Access the Origination Acknowledgement page.

Batch Header		Origination Acknowledgement		Batch Trailer	
Batch ID:	#D2G0131520010715145827	Ln App ID:	242400682802G01315001	Status:	Loaded
Trans ID:	DISF02OP	Queue Inst:	2	In/Out:	Inbound

View All		First	1 of 1	Last
DL Acknowledgement Dt:	20010716	Master Prom Note Stat:	P	
DL Full Orig Status:	A	Master Prom Note Indicator:	<input type="checkbox"/>	
DL Full Orig Reject 1:		Loan Amount Requested:	00000	
DL Full Orig Reject 2:				
DL Full Orig Reject 3:				
DL Full Orig Reject 4:				
DL Full Orig Reject 5:				
Loan Header Nbr:	1	Load Status:	Not Procd. ▼	

Origination Acknowledgement page

DL Acknowledgement**Dt** (direct lending acknowledgement date)

The date the loan was acknowledged by the LOC. 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 LOC. The value is blank for PLUS notes. The possible values are:

A – Accepted Master Promissory Note at the LOC

P – Master Promissory Note NOT on file at the LOC

I – Inactive

C – Closed

Q – Rejected

	<i>X</i> – 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 LOC. The valid values are <i>Y</i> for Yes and <i>N</i> for No. The LOC 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	<p>The status of the individual record you are loading. The following values are possible:</p> <p><i>Not Prcsd</i>: (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables.</p> <p><i>Processed</i>: Indicates the record was moved from the staging tables to the application tables.</p> <p><i>Error</i>: Indicates a problem loading the file to the application tables.</p> <p><i>Skip</i>: 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.</p>

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 Loan Origination Center (LOC). The LOC generates the Promissory Note Acknowledgement files after you have submitted the promissory note manifests and promissory notes to the LOC. This section discusses how to:

- View header information for the promissory note acknowledgement import files received from the LOC.
- View the promissory note information received from the LOC.
- View the trailer information for the promissory note acknowledgement files received from the LOC.

Pages Used to Review Direct Lending Promissory Note Acknowledgement Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_PNT_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan PNote Imp 01/02, Batch Header	View the header information for the Promissory Note Acknowledgment Import files received from the LOC.
PNote Acknowledgement (promissory note acknowledgement)	DL_PNTACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan PNote Imp 01/02, Pnote Acknowledgement	View the promissory note information received from the LOC.
Batch Trailer	DL_TRL_PNT_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan PNote Imp 01/02, Batch Trailer	View the trailer information for the promissory note acknowledgment files received from the LOC.

Viewing Promissory Note Acknowledgement Import Data

Access the PNote Acknowledgement page.

Batch Header Pnote Acknowledgement Batch Trailer			
Batch ID:	#A2G0131520010629111855	Ln App ID:	242400682802G01315001
Trans ID:	DIPA02OP	Queue Inst:	3
		Status:	Processed
		In/Out:	Inbound

View All First ◀ 1 of 1 ▶ Last			
Accept Date:	20010629	Disb 1:	Disb 11:
Status:	A	Disb 2:	Disb 12:
Reject 1:		Disb 3:	Disb 13:
Reject 2:		Disb 4:	Disb 14:
Reject 3:		Disb 5:	Disb 15:
Reject 4:		Disb 6:	Disb 16:
Reject 5:		Disb 7:	Disb 17:
Master Prom Note ID:	242400682M02G01315001	Disb 8:	Disb 18:
Master Prom Note Request Amt:	00000	Disb 9:	Disb 19:
Ln Hdr Nbr:	1	Disb 10:	Disb 20:
		Load Status:	Processed ▼

PNote Acknowledgement page

Accept Date

The date the LOC 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 <i>Direct Loan Technical Reference</i> .
Master Prom Note ID (master promissory note ID)	Displays the unique identifier printed on the master promissory note. The LOC 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	<p>The status of the individual record you are loading. The following values are possible:</p> <p><i>Not Prcsd</i>: (not processed) Indicates the record is in the EDI Manager staging table, but the record has not been added to your application tables.</p> <p><i>Processed</i>: Indicates the record was moved from the staging tables to the application tables.</p> <p><i>Error</i>: Indicates a problem loading the file to the application tables.</p> <p><i>Skip</i>: 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.</p>

Reviewing Direct Lending Credit Decision Files

This section discusses how to:

- View the header information for the credit decision import file received from the LOC.
- View the PLUS loan credit decision information received from the LOC.
- View the trailer information for the credit decision import file received from the LOC.

Pages Used to Review Direct Lending Credit Decision Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CRD_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Credit Imp 01/02, Batch Header	View the header information for the credit decision import file received from the LOC.
Credit Decision	DL_CRDACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Credit Imp 01/02, Credit Decision	View the PLUS loan credit decision information received from the LOC.
Batch Trailer	DL_TRL_CRD_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Credit Imp 01/02, Batch Trailer	View the trailer information for the Credit Decision import file received from the LOC.

Viewing Credit Decision Import Data

Access the Credit Decision page.

Batch Header
Credit Decision
Batch Trailer

Batch ID: #C1G0131520000604155639 **Ln App ID:** 250700566P01G01315001 **Status:**
Trans ID: DIPC01OP **Queue Inst:** 2 **In/Out:** Inbound

View All First ◀ 1 of 1 ▶ Last

Credit Decision Dt: 20000604
Credit Override: E
Ln Hdr Nbr: 1 **Load Status:** Processed ▼

Credit Decision page

Credit Decision Dt (credit decision date) Displays the date the credit decision is processed at the LOC. 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
Ln DL Stu Parm (loan direct lending student parameters)	LN_DL_EMPL_PARM	Administer Financial Aid, Process Loans, Use, DL Stu Change Hold/Suspense, Ln DL Stu Parm	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 Ln DL Stu Parm page.

The screenshot shows the 'Ln DL Stu Parm' page. At the top, there is a breadcrumb 'Ln DL Stu Parm'. Below it, the page is divided into sections. The first section contains student information: 'ID: RS21', 'White, Jeff', 'Institution: PSUNV', and 'Aid Year: 2002'. Below this is a blue header for 'DL Student Change Parameters' with navigation links 'View All', 'First', '1 of 1', and 'Last'. The main area contains a table with four columns: '*Chg Field#:', 'Description:', 'DL Change Type:', and '*Change Parm:'. The first row shows 'P007' in the first column, 'Student Citizenship' in the second, 'Demographic' in the third, and 'Suspend' in the fourth. There are also '+' and '-' buttons to the right of the '*Change Parm:' column.

Ln DL Stu Parm 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 DI Inst Parm page.

Note. The above change parameters affect those loans that have been transmitted to the LOC. Prior to submitting loans to the LOC, 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 LOC.

See Also

Chapter 25, “Processing Direct Loans,” Understanding Global Direct Lending Change Parameters, page 956

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 25, “Processing Direct Loans,” Reviewing Direct Lending Change Export Files, page 1072

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 LOC.

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). Administer Financial Aid, Process Loans, Use, Demographic and Address Data, Bio/Demo Data
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). Administer Financial Aid, Process Loans, Use, Direct Loan App, 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) Administer Financial Aid, Process Loans, Process, 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. Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, Direct Loan Orig Actions
6. Now the change is complete and ready to send to the LOC.

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 LOC.

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. Administer Financial Aid, Package and Disburse Aid, Use, Award Entry, Student Aid Package
2. 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) Administer Financial Aid, Process Loans, Process, Loan Origination. Select the Adjustments check box and run the Loan Origination process.
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. Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, 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 LOC. View this file using the Direct Loan Change Export 00/01 component. The LOC 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 LOC and the LOC 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). Administer Financial Aid, Process Loans, Use, Demographic and Address Data, Bio/Demo Data
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). Administer Financial Aid, Process Loans, Use, Direct Loan App, 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) Administer Financial Aid, Process Loans, Process, Loan Origination. Select the Adjustments check 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*. Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, Direct Loan Orig Actions.
6. Run the Origination Change Outbound and Outbound EC Agent (EDI outbound) processes to export the file to the LOC.
7. The LOC 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 LOC 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*. Administer Financial Aid, Process Loans, Inquire 1, DL Actions Inquiry, Direct Loan Orig Actions
12. You must now fix the error and resubmit the change record to the LOC.

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.

Pages Used to Review Direct Lending Change Export Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CHG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Change Exp 01/02, Batch Header	View Direct Lending Change Processing header data included in the outbound file you are sending to the LOC.
Change Information	DL_CHG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Change Exp 01/02, Change Information	View Direct Loan Change Processing data included in the outbound file you are sending to the LOC.
Batch Trailer	DL_TRL_CHG_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Change Exp 01/02, Batch Trailer	View Direct Loan Change Processing trailer data included in the outbound file you are sending to the LOC.

Viewing Change Information Export Data

Access the Change Information page.

Batch Header
Change Information
Batch Trailer

Batch ID: #E2G0131520010629154934 Ln App ID: 394900482802G01315002 Status: Processed
Trans ID: DESC02IN Queue Inst: 1 In/Out: Outbound

View All First ◀ 1 of 1 ▶ Last

Seq:	1
Chg Fld 1:	S032 20010925
Chg Fld 2:	S100 111111111 North State Street
Chg Fld 3:	S101 GRENOBLE MOUNTAI
Chg Fld 4:	
Chg Fld 5:	
Chg Fld 6:	
Chg Fld 7:	
Chg Fld 8:	
Chg Fld 9:	
Chg Fld 10:	

Change Information page

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 LOC.
- View Direct Loan change processing data included in the outbound file you are sending to the LOC.
- View Direct Loan change processing trailer data included in the outbound file you are sending to the LOC.

Pages Used to Review Direct Lending Change Acknowledgement Import Files

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_CHGACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Change Ack 01/02, Batch Header	View Direct Loan Change Acknowledgment data included in the inbound file you receive from the LOC.
Change Acknowledgement	DL_CHGACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Change Ack 01/02, Change Acknowledgement	View Direct Loan Change Acknowledgment data included in the inbound file you receive from the LOC.
Batch Trailer	DL_TRL_CHGACK_02	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Change Ack 01/02, Batch Trailer	View Direct Loan Change Acknowledgment trailer data for the inbound file you receive from the LOC.

Viewing Change Acknowledgment Import Data

Access the Change Acknowledgement page.

Batch Header		Change Acknowledgement		Batch Trailer	
Batch ID:	#E2G0131520010629154934	Ln App ID:	394900482802G01315001	Status:	Processed
Trans ID:	DI0C020P	Queue Inst:	2	In/Out:	Inbound

View All			First	1 of 1	Last
Seq:	1	Ln Hdr Nbr:	1	Load Status:	Processed
Chg Fld 1:	S032	20010925			
Chg Fld 2:	S100	111111111 NORTH STATE STREET			
Chg Fld 3:	S101	GRENOBLE MOUNTAI			
Chg Fld 4:					
Chg Fld 5:					
Chg Fld 6:					
Chg Fld 7:					
Chg Fld 8:					
Chg Fld 9:					
Chg Fld 10:					

Change Acknowledgement page

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 in order to successfully disburse Direct Lending awards to students and send the correct disbursement information to the LOC. The LOC receives disbursement information with the loan origination (anticipated disbursement information) and with the loan disbursement data (actual disbursement information).

Important! Information reported to the LOC is based on your setup on the Direct Loan Options page (Administer Financial Aid, Process Loans, Setup, Loan Type Table, Direct Loan Options). 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 LOC.
- View data contained in the Direct Loan Disbursement Acknowledgement file you receive from the LOC.

Pages Used to Review Direct Lending Disbursements

Page Name	Object Name	Navigation	Usage
Batch Header	DL_HDR_DSB_01	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Disb Exp 00/01, Batch Header	View the disbursement information contained in the outbound file you are sending to the LOC.
Disbursement Information	DL_DSB_01	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Disb Exp 00/01, Disbursement Information	View the disbursement information contained in the outbound file you are sending to the LOC.
Batch Trailer	DL_TRL_DSB_01	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Disb Exp 00/01, Batch Trailer	View the disbursement information contained in the outbound file you are sending to the LOC.
Batch Header	DL_HDR_DSBACK_01	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Disb Ack Imp 00/01, Batch Header	View the disbursement acknowledgment data contained in the import file you receive from the LOC.
Disbursement Acknowledgement	DL_DSBACK_01	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Disb Ack Imp 00/01, Disbursement Acknowledgement	View the disbursement acknowledgment data contained in the import file you receive from the LOC.
Batch Trailer	DL_TRL_DSBACK_01	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Disb Ack Imp 00/01, Batch Trailer	View the trailer information for the disbursement acknowledgment import file that you receive from the LOC.

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 LOC.

Viewing Disbursement Information Export Data

Access the Disbursement Information page.

Batch Header

Disbursement Information

Batch Trailer

Batch ID: #H2G0131520010629152445

Ln App ID: 595400515S02G01315001

Status: Processed

Trans ID: DESD02IN

Queue Inst: 1

In/Out: Outbound

View All

First

1 of 1

Last

Disbursement Number: 01

Disbursement Action: D

Disbursement Action Dt: 20010629

Disbursement Seq Nbr: 01

Actual Gross Amt: 01313

Actual Fee Amt: 00039

Actual Net Amount: 01294

ActualRebate: 00020

User ID Create: PS

School Code: G01315

Affirmation Flag:

Disbursement Information page

Disbursement Number	ID number assigned to this disbursement.
Disbursement Action	Refers to the Disbursement Activity field defined in the <i>Direct Lending Technical Reference</i> . Valid values are <i>D</i> —Actual Disbursement, <i>A</i> —Adjusted Disbursement, and <i>Q</i> —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 <i>Direct Lending Technical Reference</i> .
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 <i>Direct Lending Technical Reference</i> .
Actual Fee Amt (actual fee amount)	Indicates the actual loan fee amount. Refers to the Disbursement Actual Loan Fee Amount field defined in the <i>Direct Lending Technical Reference</i> .
Actual Net Amount	The loan total amount minus the loan fee amount. Refers to the Disbursement Actual Net Amount field defined in the <i>Direct Lending Technical Reference</i> .

Actual Rebate	The actual rebate amount for this disbursement. Refers to the Disbursement Actual Rebate field defined in the <i>Direct Lending Technical Reference</i> .
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 <i>Y-Yes</i> 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 LOC.

Viewing Disbursement Acknowledgement Import Data

Access the Disbursement Acknowledgement page.

Batch Header		Disbursement Acknowledgement		Batch Trailer	
Batch ID:	#H2G0131520010629152445	Ln App ID:	595400515802G01315001	Status:	Processed
Trans ID:	DIOD020P	Queue Inst:	2	In/Out:	Inbound

View All First ◀ 1 of 1 ▶ Last		
Disbursement Number:	01	Load Status: <input type="text" value="Processed"/>
Disbursement Action:	D	DL Action Dt Status:
Disbursement Action Dt:	20010629	Seq Status:
Disbursement Seq Nbr:	01	Svcr Actual Gross:
Actual Gross Amt:	01313	Svcr Actual Fee:
Actual Fee Amt:	00039	Svcr Actual Net:
Actual Net Amount:	01294	Svcr Actual Adjustment:
Actual Rebate Amt:	00020	Svc Total Booked Net: 2
User ID Create:	PS	Acknowledgement Date: 0010629
School Code:	G01315	Affirmation Flag:
School Code Status:		Disbursement Nbr Status:

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 <i>the Direct Lending Technical Reference</i> . Valid values are <i>I</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 LOC calculated actual gross amount of the disbursement.
Svcr Actual Fee (servicer actual fee)	The LOC calculated actual loan fee amount.
Svcr Actual Net (servicer actual net)	The LOC 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 LOC 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 LOC for this loan.
Acknowledgement Date	The date the LOC 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 <i>Direct Lending Technical Reference</i> .

See Also

Chapter 25, “Processing Direct Loans,” Reviewing Direct Lending Disbursement Export Files, page 1077

Overview of Direct Lending Cash Management

This section discusses how to manage Direct Lending cash.

PeopleSoft 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 Loan Origination Center (LOC). You also reconcile individual student disbursements using the data in your Loan Application tables and the disbursement information from the LOC. 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 LOC.

Reconciliation periods are used to group transactions made during a particular period. Reconciliation periods for Direct Lending must be one month in length. The reconciliation periods you setup should match the reconciliation periods the LOC uses in its reports to your institution. Most LOC reconciliation periods begin on the first day of the month and end on the last day of the month. Your institution's data for a reconciliation period is processed by the LOC at the beginning of the following month and a report—the Direct Loan School Account Statement (DLSAS)—is returned to your institution around the 15th of the month. For example, if your reconciliation period were September 1 to September 30, the LOC would process your data around October 6 and return a DLSAS to your institution by October 15. The file name of the DLSAS is DSASYYP.dat where YY is the last two digits of the year.

For each reconciliation period, a comparison is made between PeopleSoft Financial Aid, PeopleSoft Student Financials, and LOC data. Data from all three sources should match. The PeopleSoft Student Financials data shows dollars actually disbursed to students and the amount of each cash receipt and return of excess cash. EDGAPS or 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 Reconciliation Periods for the Aid Year on the Recon Period) page (FA_RECONPER_TBL).
2. Receive cash receipts—cash drawdowns—and return excess cash.
3. Associate your Reconciliation Periods with a Financial Aid Reconciliation Sequence on the Cash Summary page.
4. Enter your cash receipt and return of excess cash information on the Cash Detail page.
5. Load the DLSAS file into your system after a reconciliation period has ended.
6. Use the online and report information to reconcile your institutional data with the LOC data.
7. Repeat steps 2 - 6 for each Reconciliation Period.

Understanding the Direct Loan School Account Statement

The Direct Lending Loan Origination Center (LOC) 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 LOC 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.”

The LOC initiates the reconciliation process by sending a DLSAS file—electronic flat file—to each school in the Direct Lending program. You can import this flat file and format it for printing so it looks similar to a bank statement. The DLSAS contains the LOC data on cash balances, cash details, booked loans, and booked or unbooked disbursement transactions. For the 2001-2002 aid year, six sections (types) of reconciliation data are sent to the schools:

Section I: Year-To-Date Cash Summary – Statement Record Type “T” and Cash Summary Type “Y1”

Section II: Year-To-Date Disbursement Summary (sorted by Loan Type) – Statement Record Type “Y”

Section III: Monthly Cash Summary – Statement Record Type “T” and Cash Summary Type “T1”

Section IV: Monthly Disbursement Summary (sorted by Loan Type) – Statement Record Type “M”

Section V: Cash Detail – Statement Record Type “D”

Section VI: Loan Detail – Statement Record Type “L”

Note. The DLSAS electronic file name is DSASXXOP.DAT, where XX is the processing year. For example, for the processing year 2001-2002 the file name is DSAS02OP.DAT. The .DAT file extension increments numerically each time the file is issued by the LOC.

Processing Cash Reconciliation for Direct Lending

The Financial Aid office may not be the only user of the Direct Loan Cash Reconciliation component pages. For example, the Bursar’s Office or Student Accounts Office may actually do the cash reconciliation for your institution and require access to these pages. The data entered by your institution includes information on cash receipts—funds received by your institution from the Direct Lending program—and return of excess cash—funds returned by your institution to the Direct Lending program. This section discusses how to:




- View summary information from the DLSAS file as well as your institutional cash transaction information.
- Enter your institutional data for cash transactions, including information about your cash receipts from GAPS and your excess cash returned to GAPS.
- View disbursement information from the DLSAS flat file and the system’s loan origination file for each student.

Pages Used to Process Cash Reconciliation for Direct Lending

Page Name	Object Name	Navigation	Usage
Cash Summary	FA_CASH_SUMM	Administer Financial Aid, Process Loans, Use, Direct Ln Cash Reconciliation, Cash Summary	View summary information from the DLSAS file as well as your institutional cash transaction information.
Review Detail	FA_CASH_RPTD_SEC	Click the Review Detail link on the Cash Summary page.	Review a summary of the disbursement detail records.
Cash Detail Summary	FA_CASH_SUMDTL_SEC	Click the Cash Detail link on the Cash Summary page.	View a summary of the information entered on the Cash Detail page. The data on this page is a summary of your institutional and LOC cash detail information.
Disbursement Detail Summary	FA_DSBDTL_INQ_SEC	Click the Disb Detail link from the Cash Summary page.	View summary information from LOC-reported individual student loan detail.
Cash Detail	FA_CASH_DTL	Administer Financial Aid, Process Loans, Use, Direct Ln Cash Reconciliation, Cash Detail	Enter your institutional data for cash transactions, including information about your cash receipts from GAPS and your excess cash returned to GAPS.
Cash Notes	FA_CASH_NOTES	Click the Note button from the Cash Detail page.	Make any notes about the cash transaction.
Disbursement Detail	FA_CASHDISB_DTL	Administer Financial Aid, Process Loans, Use, Direct Ln Cash Reconciliation, Disbursement Detail	View disbursement information from the DLSAS flat file and the system's loan origination file for each student.
Review Disbursement Detail	FA_CSHDISBRPTD_SEC	Click the Review Detail button from the Disbursement Detail page.	Compare the disbursement detail information from the LOC with your institutional disbursement detail information.

Using Cash Summary

Access the Cash Summary page.

Cash Summary		Cash Detail	Disbursement Detail
Institution:	PSUNV PeopleSoft University	Aid Year	2002
School Cd:	001315 PeopleSoft University	FA Program:	Dir Lend
FA Reconciliation Sequence: 1		Batch ID:	
Reconciliation Period	Reconciliation Start	Reconciliation End	FA Reported Reconciliation End
SETP_01 	09/01/2001	09/30/2001	
Financial Aid Trading Partner: LnDest 		Trading Partner Process Date: 10/08/2001 	
Total Number Cash Txns: 1		Total of all Transactions: \$0.00	
Total Number of Disbursements:		Total Number of Detail Recs: 1	
User ID: PS		Cash Action Date/Time:	
Review Detail		Cash Detail	
		Disb Detail	

Cash Summary page

FA Reconciliation Sequence A system-generated sequence number that increases by one each time you add a cash summary.

Note. It is important that you add Direct Loan Cash Reconciliation information in chronological order. The Cash Summary page associates the Reconciliation Periods you setup with the FA Reconciliation Sequence. The FA Reconciliation Sequence is increased by one each time you enter the Cash Summary page in Add mode. Add the first reconciliation period first, the second reconciliation period second, and so on. You do not have to add everything at once, simply in the correct order.

Batch ID The number from the DLSAS flat file. The system populates this field after the DLSAS file is loaded into your database.

Reconciliation Period Select a reconciliation period to associate with the reconciliation sequence. For example, when you add your first cash summary data the reconciliation sequence is 1. If August is the first month you are reconciling, select August for the reconciliation period. You create the available options for this field when you setup your reconciliation periods. If the reconciliation period you want is not available, click the Reconciliation Period button to go to the Recon Period page and add a new reconciliation period.

This field is required. If you leave the field blank, an error message displays to alert you.

Reconciliation Start The first day of the reconciliation period. This value is based on the reconciliation period selected.

Reconciliation End The last day of the reconciliation period. This value is based on the reconciliation period selected.

FA Reported Reconciliation End	This date is the reconciliation period end date that your institution reported to the LOC. This date comes from the imported DLSAS file.
Financial Aid Trading Partner	This field is automatically populated. The value of <i>LnDest</i> (loan destination) displays for Direct Lending. You cannot change this field value.
Trading Partner Process Date	The Process Date is the date the LOC processed the reconciliation. This date comes from the imported DLSAS file and can be changed.

The system populates the values for the Total fields below by calculating values or using data derived from the imported DLSAS file.

Total Number Cash Txns (transactions)	Indicates the number of cash transactions. This is the combined total of cash receipts and returned excess cash derived from the Cash Detail page. This data is derived from institutional data and the DLSAS file for the reconciliation period.
Total of all Transactions	The total amount of your institution's transactions—cash receipts and returned excess cash—derived from the Cash Detail page for the reconciliation period.
Total Number of Disbursements	Indicates the total number of disbursements made to students. The system calculates this institutional total after the DLSAS file is loaded and processed.
Total Number of Detail Recs (records)	Indicates the total number of disbursement records for the reconciliation period. There is one disbursement detail record for each student. The system computes this institutional total after the DLSAS file is loaded and processed.
User ID	The ID of the user who processed the transaction.
Cash Action Date/Time	The system stamped date/time for any data loads or manual changes to the data processed by the system.
Review Detail	Click this link to access the Review Detail page, where you can view a summary of the cash reconciliation detail.
Cash Detail	Click this link to access the Cash Detail page, where you can view a summary of information contained in the Cash Detail page.
Disb Detail (disbursement detail)	Click this link to access the Disbursement Detail Summary page, where you can view a summary of disbursement detail.

Viewing a Summary of the Cash Reconciliation

Access the Review Detail page.

Review Detail			
FA Recon Seq:	1	Recon Strt:	09/01/2001
Batch ID:		Recon End:	09/30/2001
	INST Data	LOC Data	Difference
Beginning Cash Balance:	\$0	\$0	\$0
Cash Receipts:	\$0	\$0	\$0
Excess Cash Returned:	\$0	\$0	\$0
Total Net Cash Receipts:	\$0	\$0	\$0
Net Booked Disbursements:	\$0	\$0	\$0
Net Booked Adjustments:	\$0	\$0	\$0
Tot Booked Disbursements:	\$0	\$0	\$0
Ending Cash Balance:	\$0	\$0	\$0
Net Unbooked Disbursements:	\$0	\$0	\$0
Net Unbooked Adjustments:	\$0	\$0	\$0
Total Unbooked Disb:	\$0	\$0	\$0
Adjusted End Cash Balance:	\$0	\$0	\$0

Review Detail page

The system displays the FA Recon Seq (financial aid reconciliation sequence), Recon Strt (reconciliation start), Batch ID, Recon End (reconciliation end) values.

This page displays data in three columns.

INST Data	Summary of the manual transactions (cash receipts and cash returns) entered on the Cash Detail page and information from the loan application table for the reconciliation period.
LOC Data	Summary of transactions for the reconciliation period included in the DLSAS file. The LOC Data column contains all zeros until the DLSAS file is loaded into the database.
Difference	Displays the difference between the INST Data and the LOC Data columns using realtime data. If you make changes to a page, the system does not update the Difference values until you save the page.

Viewing a Cash Detail Summary



Access the Cash Detail summary page.

Cash Detail					
FA Recon Seq:		1	Recon Strt:		09/01/2001
Batch ID:			Recon End:		09/30/2001
View All First 1 of 1 Last					
FA Rcn Dtl Seq	FA Txn Type	Cash Dt Rptd	Txn Amt Rptd	GAPS Ctl Nbr	Chk Nbr
1	Cash Rcpt				

Cash Detail summary page

Viewing Disbursement Detail Summary

Access the Disbursement Detail Summary page.

Disbursement Detail					
FA Recon Seq:		1	Recon Strt:		09/01/2001
Batch ID:			Recon End:		09/30/2001
View All First  1 of 1  Last					
ID:			Loan Type:		
Ln App ID:			Booked Stat:		
Disb ID:			Disb Book Date:		
Disb Dt Rptd:			Disb Amt Rptd:		\$0.00
			Disb Fee Rptd:		\$0.00
			Disb Net Rptd:		\$0.00
			Disb Adj Rptd:		\$0.00

Disbursement Detail Summary page

This data is derived from the Disbursement Detail page of the component. If the LOC data on the DLSAS for a student matches your institutional loan origination data, the system displays the student on this page. The information on this page comes from the DLSAS file. Use this page to view disbursement information for each student within the reconciliation period.

Use the scroll bar to view all the student disbursement records. The following fields are defined on the Disbursement Detail page. ID, Loan Type, Ln App ID (loan application ID), Booked Stat (booked status), Disb Book Date (disbursement booked date), Disb ID (disbursement ID), Disb Dt Rptd (disbursement date reported).

Disb Amt Rptd
(disbursement amount reported) The student's Disbursement Amount Reported to the LOC. This is the loan amount including any loan fees.

Disb Fee Rptd
(disbursement fee reported) The amount of the student's Disbursement Fee Reported to the LOC.

Disb Net Rptd
(disbursement net reported) The student's Disbursement Net Amount for the loan reported to the LOC. This is Disb Amt Rptd minus Disb Fee Rptd.

Disb Adj Rptd
(disbursement adjusted reported) The amount of the student's Disbursement Adjustments Reported to the LOC. If there are no adjusted disbursements, this field is blank.

See Also

Chapter 25, "Processing Direct Loans," Reviewing DLSAS Fields for 2002-03, page 1098

Using Cash Detail

Access the Cash Detail page.

Cash SummaryCash DetailDisbursement Detail

Institution:

PSUNV

PeopleSoft University

School Cd:

001315

PeopleSoft University

Aid Year

2002

FA Program:

Dir Lend

FA Recon Seq:

1

Recon Per:

SETP_01

Recon Strt:

09/01/2001

Recon End:

09/30/2001

View All

First

1 of 1

Last

FA Reconciliation Dtl Seq:

1

Recon End Rptd:

FA Cash Transaction Type:

Cash Rcpt

FA Cash Transaction Date:

06/05/2001

FA Check Number:

FA Transaction Amount:

\$0

GAPS Control Number:

Batch ID:

User ID:

PS

Csh Actn Dttm:

Loan Program:

Direct

Destination:

SetID:

FABU

Item Type:

9000000000311

[FA Rcn Dtl Seq](#)

Fin Aid

Process Dt:

Txn Amt Rptd:

\$0

Cash Dt Rptd:

Cash Detail page

You can enter the information on this page manually prior to receiving the DSLAS from the LOC. By manually entering the data from your institution, you can then compare it to the data received in the DSLAS file.

Note. The system matches the manually entered cash transactions to the transactions on the DLSAS by a unique key structure that is based on the FA Reconciliation Dtl Seq (financial aid reconciliation detail sequence). If you do not enter a cash transaction that is subsequently reported on the DLSAS, a row is inserted on this page and the following fields are populated with data from the DLSAS: Batch ID, Recon End Rptd, FA Cash Transaction Date, FA Check Number (if available), and GAPS Control Number.

Note. The system does not populate the FA Transaction Amount field. Values in this field are always manually entered.

FA Reconciliation Dtl Seq (financial aid reconciliation detail sequence)	Counter for each cash transaction within the reconciliation period. This number increases by one each time a new row is inserted. You can manually insert rows for each transaction you enter. The system inserts rows for each transaction on the DLSAS that is not entered manually.
Recon End Rptd (reconciliation end reported)	This date is the reconciliation period end date that your institution reported to the LOC. This date comes from the DLSAS file.
FA Cash Transaction Type	Indicates the cash transaction you are entering. You can select the following values: <i>Adj Disb</i> —Adjusted Disbursement, <i>Cash Rcpt</i> —Cash Receipt, <i>Cash Retrn</i> —Cash Return, <i>Csh Trnsfr</i> —Cash Transfer, <i>Disbmnt</i> —Disbursement.

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For Direct Lending, the primary selections are *Cash Rcpt* when your institution receives a cash draw-down and *Cash Retrn* when your institution returns excess cash.

FA Cash Transaction Date	The date the cash transaction occurred at your institution. You can use the calendar button to select a date.
FA Check Number	The check sent to the 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. If the field is blank, the system automatically enters the data from the DLSAS file for cash returns.
FA Transaction Amount	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. If the field is empty, the system enters the value from the DLSAS file.
GAPS Control Number	The GAPS Control Number received from GAPS for cash receipts only. This information typically comes from your Bursar's Office. You or the Bursar Office can enter the data in this field. If the field is blank, the system populates it with data from the DLSAS file.
Batch ID	The batch identifier for the DLSAS file associated with this reconciliation period, as defined in the <i>Direct Lending Technical Reference</i> . It indicates the batch that includes the student's information. This batch ID is derived from the DLSAS file.
User ID	The user who entered the data on this page.
Csh Actn Dttm (cash action date/time)	The system date/time for any data loads or manual changes to the data processed by the system.
Loan Program	Identifies the loan program associated with this cash transaction. The following values are possible: <i>Alternativ</i> —alternative loans, <i>Direct</i> —Direct Lending, <i>FELP</i> —CommonLine processing, <i>Health</i> —Health loans, <i>Perkins</i> —Perkins loan program <i>State</i> —for state loan programs, <i>University</i> —institutional loans.
Destination	Select the loan destination number for the organization with which you are making this transaction. For Direct Lending, select the destination number for the LOC. The numbers available are based on what you setup in your system. This field is not required for DLSAS processing, it is for information purposes only.
SetID	Identifies the business unit that manages Direct Lending cash transactions. This field is not required for DLSAS processing, it is for information purposes only.
Item Type	Select the item type you want to reference for this transaction. This field is not required for DLSAS processing, it is for information purposes only.

The system populates the following fields with data from the DLSAS file. Use this data to reconcile the LOC values to the values your institution recorded.

Process Dt (process date)	The date the LOC processed the cash transaction.
----------------------------------	--

Txn Amt Rptd (transaction amount reported)	The amount of Cash Receipt or Return of Excess Cash reported to the LOC for this cash transaction. This field is identical to the Transaction Amount field in the <i>Direct Lending Technical Reference</i> .
Cash Dt Rptd (cash date reported)	The date the cash transaction occurred at your institution. The LOC enters this date on the DLSAS.

Click the FA Rcn Dtl Seq (financial aid reconciliation detail sequence) link to access the Cahs Notes page, where you can enter notes regarding the cash transaction.

Viewing Cash Notes

Access the Cash Notes page.

Cash Notes

FA Recon Seq:	1	Recon Strt:	09/01/2001
FA Rcn Dtl Seq:	1	Recon End:	09/30/2001

View AllFirst1 of 1Last

FA Rcn Nt Seq:	1	Cash Action Date/Time:	User ID:	PS	<div>+</div> <div>-</div>
Cash Txn Notes:	<div>Enter any notes about the transaction here.</div>				

Cash Notes page

You can have a separate note for each FA Rcn Dtl Seq (financial aid reconciliation detail sequence).

FA Rcn Nt Seq (financial aid reconciliation notes sequence)	Indicates the sequential order of notes added for this cash transaction and is associated with the FA Recon Seq and the FA Rcn Dtl Seq fields.
Cash Action Date/Time	The system stamped date/time for any data loads or manual changes to the data processed by the system.
User ID	The user who entered the note.
Cash Txn Notes (cash transaction notes)	Enter any notes for this cash transaction. For example, you can enter notes about exceptions or differences between the institutional data and what the LOC has reported. This note is for internal use only and is maintained for internal audit purposes.

Using Disbursement Detail

Access the Disbursement Detail page.

Cash Summary		Cash Detail		Disbursement Detail	
Institution:	PSUNV	PeopleSoft University		Aid Year	2002
School Cd:	001315	PeopleSoft University		FA Program:	Dir Lend
<hr/>					
FA Recon Seq:	1	Recon Per:	SETP_01	Recon Strt:	09/01/2001
				Recon End:	09/30/2001
View All First 1 of 1 Last					
Disb Dtl Seq:	1	Batch ID:		Process Dt:	
<hr/>					
ID:					
Ln App ID:		Appl Seq:		Recon End Rptd:	
Loan Prog: Direct		Loan Type:		Disb Dt Rptd:	
Item Type:		FA Txn Type:		Disb Txn Dt:	
Disb ID:		Disb Txn Nbr:		0	Disb Book Date:
Chk Nbr:		Destination:		Disb Dtl Seq	
Csh Actn Dttm:		User ID:		PS	

Disbursement Detail page

Note. When the DLSAS file is loaded into your database, the system inserts a row for each Loan Application ID included in the DLSAS file. The system checks the Loan Origination Table to find a matching Loan Application ID and Disbursement ID. If a matching Loan Application ID is found, the system populates the fields in the Disbursement Detail page. If a matching Loan Application ID is not found, only the DLSAS data displays on this page and many fields are left blank, including the student ID field. If the student ID field is blank, you should attempt to resolve the inconsistency of your data and the DLSAS information.

The following fields are defined in Using Cash Summary FA Recon Seq (financial aid reconciliation sequence), Recon Per (reconciliation period), Recon Strt (reconciliation start), and Recon End (reconciliation end).

The following fields display disbursement detail information for the reconciliation period by student.

Disb Dtl Seq (disbursement detail sequence)	Identifies the student record within the DLSAS batch file. This number comes from the DLSAS file.
Batch ID	The batch identifier for this DLSAS file. It indicates which batch contains the student's information. This number is derived from the DLSAS file.
Process Dt (date)	The date the LOC processed the DLSAS file. This value comes from the DLSAS file.
ID	The student's ID number entered from the Loan Origination Table. The ID displays only if there is a match found for the Loan Application ID in the DLSAS file and in the loan origination table.
Loan App ID (loan application ID)	Used to match the student's record from the DLSAS file with the student's record in the loan origination files. This field comes from the DLSAS file.

Loan Prog (loan program)	Identifies the loan program that disbursed the funds. For Direct Lending the field value is <i>Direct</i> . This field comes from the DLSAS file.
Item Type	The financial aid item type used to disburse money to the student. This field comes from the Loan Origination Table.
Disb ID (disbursement ID)	The ID assigned to the loan when the loan was awarded. This field comes from the DLSAS file.
Chk Nbr (check number)	This field is used for CommonLine processing only. For Direct Lending the field value is <i>N/A-Not applicable</i> .
Csh Actn Dttm (cash action date/time)	Displays the system stamped date/time for any data loads or manual changes to the data processed by the system.
Appl Seq (application sequence)	This number increments by one each time a new loan origination record is created for each ID, Career, Loan Type, Institution, and Aid Year combination. This field comes from the Loan Origination Table.
Loan Type	This code comes from the Loan Origination table. You set up Loan Types as part of the loan processing setup.
FA Txn Type (financial aid transaction type)	The possible values are <i>Disbmnt</i> (disbursement) or <i>Adj Disb</i> (adjusted disbursement). This field comes from the DLSAS file.
Disb Txn Nbr (disbursement transaction number)	Used for CommonLine processing and is blank for Direct Lending.
Destination	The Loan Destination Number field is used for CommonLine loan processing and is blank for Direct Lending.
User ID	Identifies the source of information on this page. The field value <i>DLSAS</i> indicates the DLSAS file was used.
Recon End Rptd (reconciliation end reported)	The reconciliation period end date that your institution reported to the LOC. This date comes from the DLSAS file.
Disb Dt Rptd (disbursement date reported)	The disbursement date for the student reported to the LOC by your institution. This is the date your institution actually disbursed the loan to the student. This date is entered from the DLSAS file.
Disb Txn Dt (disbursement transaction date)	Identifies the transaction date the adjustment or disbursement occurred.
Disb Book Date (disbursement booked date)	The date the LOC booked the student's disbursement. This field comes from the DLSAS file.

Click the Disb Dtl Seq (disbursement detail sequence) link to access the Review Disbursement Detail page, where you can view and compare disbursement detail information from the LOC with your institutional disbursement detail information.

Reviewing Disbursement Detail

Access the Review Disbursement Detail page.

Review Detail			
Disb Dtl Seq:	1	Recon Strt:	09/01/2001
Batch ID:		Recon End:	09/30/2001
	INST Data	LOC Data	Difference
Loan Disb Action Amt:	\$0.00	\$0.00	\$0.00
Loan Disb Action Net:	\$0.00	\$0.00	\$0.00
Loan Disb Action Fee:	\$0.00	\$0.00	\$0.00
Loan Disb Action Adj:	\$0.00	\$0.00	\$0.00
FA Transaction Amount:	\$0	\$0	\$0
DL Disbursement Seq Number:			
Direct Lending Booked Status:			

Review Disbursement Detail page

The system displays the Disb Dtl Seq (disbursement detail sequence), Batch ID, Recon Strt (reconciliation start), and Recon End (reconciliation end) values.

Viewing the DL Cash Summary Import File

This section discusses how to view the Direct Lending School Account Summary (DLSAS) data in the EDI manager staging tables.

Pages Used to View the Direct Lending Cash Summary Import File

Page Name	Object Name	Navigation	Usage
DL Cash Summary Inbound 02-03,	DL_CSHSUM_INBND_03	Administer Financial Aid, Process Loans, Inquire 2, Direct Loan Cash Sum Imp	View the Direct Lending School Account Summary (SAS) data in the EDI Manager staging tables.
Cash Summary – Detail Sequence Number	DL_CSHSUM_IN03_SEC	Click the Detail Sequence Number link on the Direct Loan Cash Summary Inbound 02-03 page.	View the detail sequence number information for this school account report.
Disbursement Summary – Disbursement Summary Sequence	DL_DISSUM_IN03_SEC	Click the Details link on the Direct Loan Cash Summary Inbound 02-03 page Disbursement Summary Sequence line.	View the disbursement summary sequence information for this school account report.
Cash Detail – Cash Detail Sequence	DL_CSHDTL_IN03_SEC	Click the Details link on the Direct Loan Cash Summary Inbound 02-03 page Cash Detail Sequence line.	View the cash detail sequence information for this school account report.
Loan Level Detail – DL Loan ID	DL_LNLVL_IN03_SEC	Click the DL Loan ID link on the Direct Loan Cash Summary Inbound 02-03 page Loan Level Sequence line.	View the Loan Level Detail DL loan ID information for this school account report.
Loan Disbursement Activity Level Detail – DL Loan ID	DL_LNDAL_IN03_SEC	Click the DL Loan ID link on the Direct Loan Cash Summary Inbound 02-03 page Loan Disbursement Sequence line.	View the Loan Disbursement Activity Level Detail DL loan ID information for this school account report.

Viewing Direct Lending School Account Summary Data

Access the DL Cash Summary Inbound page.

DL Cash Summary Inbound 02-03

EC Transaction ID: DSDF030P

In/Out: Inbound

EC Queue Instance: 2

Bus Doc ID:

EC Queue Status: Loaded

View All First 1 of 1 Last					
Loan Header Nbr: 1		DL Header ID: DL HEADER			
View All First 2 of 2 Last					
Detail Sequence Number: 2		DL Process Date: 02/01/2003		DL Csh Sum Type: T1	
DL Batch ID: AS3G0131520030212114009		DL End Date: 01/31/2003		Detail Sequence Number	
View All First 1 of 16 Last					
Disbursement Summary Sequence	DL Disbursement Summary Type	Statement Record Type	Details		
1	MS	M	Details		
View All First 1 of 1 Last					
Cash Detail Sequence	Transaction Date	Check Number	Transaction Type - Cash	Transaction Amount	Details
1	01/14/2003		R	1445373	Details
View All First 1 of 1 Last					
Loan Level Sequence	DL Loan ID	Loan Booked Date at Servicer	DL Loan ID		
			DL Loan ID		
View All First 1 of 12 Last					
Loan Disbursement Sequence	DL Loan ID	Transaction Type-Disbursement	Transaction Date	DL Loan ID	
1	224300567803G0131500	D	02/01/2003	DL Loan ID	
View All First 1 of 1 Last					
Loan Trailer Nbr: 0		DL Trailer ID: DL TRAILER			

DL Cash Summary Inbound 00-01 page

The system displays the Disbursement Activity Level data for this EC transaction ID.

DL Cash Summary Inbound 02-03

EC Transaction ID: DSLF030P **In/Out:** Inbound
EC Queue Instance: 2 **Bus Doc ID:** **EC Queue Status:** Loaded

View All First 1 of 1 Last					
Loan Header Nbr: 1		DL Header ID: DL HEADER			
View All First 2 of 2 Last					
Detail Sequence Number: 2		DL Process Date: 02/01/2003		DL Csh Sum Type: T1	
DL Batch ID: AS3G0131520020212112834		DL End Date: 01/31/2003		Detail Sequence Number	
View All First 1 of 16 Last					
Disbursement Summary Sequence	DL Disbursement Summary Type	Statement Record Type	Details		
1	MS	M	Details		
View All First 1 of 1 Last					
Cash Detail Sequence	Transaction Date	Check Number	Transaction Type - Cash	Transaction Amount	Details
1	01/14/2002		R	1445373	Details
View All First 1 of 12 Last					
Loan Level Sequence	DL Loan ID	Loan Booked Date at Servicer		DL Loan ID	
1	612400560S03G0131500	01/15/2002		DL Loan ID	
View All First 1 of 1 Last					
Loan Disbursement Sequence	DL Loan ID	Transaction Type - Disbursement	Transaction Date	DL Loan ID	
				DL Loan ID	
View All First 1 of 1 Last					
Loan Trailer Nbr: 0		DL Trailer ID: DL TRAILER			

DL Cash Summary Inbound 02-03 page (DSLF030P EC Transaction ID)

The system displays the Loan Level Sequence data for this EC transaction ID.

EC Transaction ID	The name and description of the inbound file you are viewing.
EC Queue Instance	The particular instance of the inbound file you are viewing.
Bus Doc ID (business document ID)	The number used by the Business Document Summary to identify the inbound file you are viewing.
In/Out	Indicates if you are viewing an inbound or outbound file. In this case, <i>I</i> is displayed for Inbound.
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 <i>Loaded</i> . When the data in the file is moved from the staging tables to the database, the EC Queue Status is <i>Processed</i> . If you do not want a specific file loaded to the database, set the EC Queue Status to

Processed and the file is ignored by subsequent loads to the database. If you need to reload a file to the database, set the EC Queue Status to *Loaded*. The system attempts to load to the database any files with an EC Queue Status of *Error* the next time you run the inbound process.

Loan Header Nbr (loan header number)	A system generated key that identifies the loan header.
DL Header ID	Identifies the header as a Direct Lending header.
Dtl Seq Nbr (detail sequence number)	A system generated unique key that ensures multiple detail is loaded into the system sequentially.
DL Process Date	Indicates the date the LOC processed the DLSAS file.
DL Batch ID	The batch identifier for this DLSAS file, as defined in the <i>Direct Lending Technical Reference</i> . It indicates the batch in which the student's information is included. This number comes from the DLSAS file.
DL End Date	Indicates the reconciliation period end date that your institution reported to the LOC. It is referred to in other Financial Aid pages as Recon End Rptd (reconciliation end reported).

See Also

Chapter 25, "Processing Direct Loans," Reviewing DLSAS Fields for 2002-03, page 1098

Viewing Detail Sequence Number Information

Access the Cash Summary page.

Cash Summary		
Detail Sequence Number		
Detail Sequence Number:	1	DL Batch ID: AS3G0131520030212114009
Statement Record Type:	T	Total Net Cash Receipts: 991234
School Code:	G01315	Net Booked Disbursement: 992345
Region Code:	09	Net Booked Adjustments: 993456
State Code:	CA	Total Booked Loan Detail: 999567
DL End Date:	02/01/2003	Ending Cash Balance: 995678
DL Process Date:	02/05/2003	Net Unbooked Disb Actual: 996789
DL Cash Summary Type:	Y1	Net Unbooked Adjustments: 997890
Beginning Cash Balance:	998901	Total Unbooked Loan Detail: 998901
Cash Receipts:	999012	Adjusted Ending Cash Balance: 2
Excess Cash:	997123	Record Count Sequence #: 1
DL Filler 30:		

Cash Summary – Detail Sequence Number page

Viewing Disbursement Summary Sequence Information

Access the Disbursement Summary page.

Disbursement Summary			
Disbursement Summary Sequence			
Record Count Sequence #:	1	DL Booked Gross Amount:	5
Statement Record Type:	M	DL Booked Fee Amount:	5
School Code:	G01315	DL Booked Rebate Amount:	5
Region Code:	09	DL Booked Net Amount:	5
State Code:	CA	DL Unbooked Gross Amount:	5
DL End Date:	02/01/2003	DL Unbooked Fee Amount:	5
DL Process Date:	02/05/2003	DL Unbooked Rebate Amount:	5
DL Disbursement Summary Type:	MS	DL Unbooked Net Amount:	5
DL Filler 74:			

Disbursement Summary – Disbursement Summary Sequence page

Viewing Cash Detail Sequence Information

Access the Cash Detail page.

Cash Detail			
Cash Detail Sequence			
Cash Detail Sequence:	1	DL Batch ID:	AS3G0131520030212114009
Statement Record Type:	C	Transaction Type - Cash:	R
School Code:	G01315	Transaction Date:	01/14/2003
Region Code:	09	Check Number:	
State Code:	CA	Transaction Amount:	1445373
DL End Date:	02/01/2003	GAPS Control Number:	3011474792
DL Process Date:	02/05/2003	Record Count Sequence #:	000019
DL Filler 119:			

Cash Detail - Cash Detail Sequence page

Viewing Loan Level Detail Direct Loan ID Information

Access the Loan Level Detail page.

Loan Level Detail**DL Loan ID**

Loan Detail Sequence:	1	DL Batch ID:	AS3G0131520020212112834
Statement Record Type:	L	DL Loan ID	
School Code:	G01315	DL Actual Svcr Gross:	1345
Region Code:	09	DL Actual Svcr Fee:	190
State Code:	CA	DL Actual Svcr Rebate:	134
DL End Date:	02/01/2002	DL Actl Svcr Net:	1890
DL Process Date:	02/05/2002	Record Count Sequence #:	20
Loan Booked Date at Servicer:	01/15/2002	DL Filler 8:	
DL Filler 107:			

Loan Level Detail – DL Loan ID page

Viewing Loan Disbursement Activity Level Detail Direct Loan ID Information

Access the Ln Disb Activity Level Detail page.

Ln Disb Activity Level Detail**DL Loan ID**

Loan Detail Sequence:	1	DL Batch ID:	AS3G0131520030212114009
Statement Record Type:	D	DL Loan ID:	224300567803G01315001
School Code:	G01315	DL Disb Svcr Act Adjstd:	1
Region Code:	09	Disbursement Number:	1
State Code:	CA	Disbursement Seq Nbr:	4
DL End Date:	02/01/2003	Trans Type Disb:	D
DL Process Date:	02/05/2003	Transaction Date:	02/01/2003
Loan Booked Date at Servicer:	01/29/2003	DL Total Svcr Gross:	1
Disbursement Book Date at LOC:	02/01/2003	DL Total Svcr Fee:	1
DL Disb Svcr Act Gross:	1	DL Total Svcr Rebate:	1
DL Disb Svcr Act Fee:	1	DL Total Svcr Net:	1
DL Disb Svcr Rebate:	1	Record Count Sequence #:	20
DL Disb Svcr Act Net:	1		
DL Filler 68:			

Ln Disb Activity Level Detail – DL Loan ID page

Reviewing DLSAS Fields for 2002-03

The sections below contain detailed information about each field in the six sections of the DLSAS file. You should review these sections so you are familiar with the data provided by the LOC in the DLSAS file.

For more information about the fields listed in the sections below, see the Direct Loan Technical Reference, dated November 2001 (2002 – 2003), Custom Layouts section.

These data maps contain information current as of April 2002. The data is presented in the following sections:

- Sections I and II: Year-To-Date Cash Summary and Monthly Cash Summary.
- Sections III and IV: Year-To-Date Disbursement Summary by Loan Type and Monthly Disbursement Summary by Loan Type.
- Section V: Cash Detail.
- Section VI: Loan Detail, Loan Level. Data loads here only for message class DSLF03OP.
- Section VII: Loan Detail, Disbursement Activity Level. Data loads here only for message class DSDF03OP.

Note. The U.S. Department of Education identifies the loading of data in Sections VI and VII as optional. PeopleSoft suggests you elect to load all of the data in those sections.

Sections I and II (Fixed-Length)

Year-To-Date and Monthly Cash Summary (Record Type “T”)

(DSLF03OP/DSDF03OP) Batch Type AS

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch.	T = Cash Summary	Left
2	2	24	23	School Account Statement Batch Identifier. The batch identifier for this file.	Batch Type = AS Cycle Indicator = 3 (for 02–03) School Code = X00000– X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record.	X00000– X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school.	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code. See the State /Country/ Jurisdiction Codes table in Section 1. Can be blank.	Left
6	35	42	8	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	Date
7	43	50	8	Process Date Date processed at COD.	Format is CCYYMMDD 19000101– 20991231	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
8	51	52	2	Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total	Left
9	53	63	11	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 0999999999 Zeros for Cash Summary Type = Y1	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
10	64	74	11	<p>Cash Receipts</p> <p>Total receipts of cash (drawdowns) for the period.</p> <p>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program year-to-date and corrections to drawdowns processed during the program year-to-date.</p> <p>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
11	75	85	11	<p>Excess Cash</p> <p>Total excess cash returned for the period.</p> <p>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.</p> <p>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.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
12	86	96	11	<p>Total Net Cash Receipts</p> <p>The difference between the total Cash Receipts (drawdowns) and total Excess Cash returned.</p> <p>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all excess cash returned to COD for the program year-to-date.</p> <p>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all excess cash returned to COD for the current month.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
13	97	107	11	<p>Net Booked Disbursements</p> <p>The total net amount of all actual disbursements booked at COD.</p> <p>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program year-to-date.</p> <p>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
14	108	118	11	<p>Net Booked Adjustments</p> <p>The total net amount of all disbursement adjustments booked at COD.</p> <p>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.</p> <p>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p> <p>(-) indicates a downward adjustment.</p> <p>(+) indicates an upward adjustment.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
15	119	129	11	<p>Total Booked Loan Detail</p> <p>The total of Net Booked Disbursements and Net Booked Adjustments.</p> <p>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.</p> <p>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right
16	130	140	11	<p>Ending Cash Balance</p> <p>This is COD's ending balance for this report.</p> <p>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD.</p>	<p>-9999999999 to 0999999999</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
17	141	151	11	<p>Net Unbooked Disbursements Actual</p> <p>The total net amount of all the actual disbursements not booked at COD.</p> <p>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program year-to-date.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right
18	152	162	11	<p>Net Unbooked Adjustments</p> <p>The total net amount of all the actual disbursement adjustments not booked at COD.</p> <p>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program year-to-date.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p> <p>(-) indicates a downward adjustment.</p> <p>(+) indicates an upward adjustment.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
19	163	173	11	<p>Total Unbooked Loan Detail</p> <p>The difference between the Net Unbooked Disbursement Actuals and the Net Unbooked Adjustments.</p> <p>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program year-to-date.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right
20	174	184	11	<p>Adjusted Ending Cash Balance</p> <p>The difference between the Ending Cash Balance and the Total Unbooked Loan Detail.</p> <p>For Cash Summary Type = "Y1" and "T1," this is the total year-to-date unbooked amount applied to the ending balance.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right
21	185	214	30	Filler	For ED use only	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
22	215	220	6	Record Count Sequence # Record counter for each record in the SAS file.	000001-999999	Right
		Total Bytes	220			

Sections III and IV (Fixed-Length)

Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)

(DSL F03OP/DSDF03OP) Batch Type AS

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch.	Y = year-to-date Disbursement Summary. M = Monthly Disbursement Summary.	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file.	Batch Type = AS Cycle Indicator = 3 (for 02–03) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record.	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code. See the State /Country/ Jurisdiction codes table in Section 1. Can be blank.	Left
6	35	42	8	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	Date
7	43	50	8	Process Date Date processed at COD.	Format is CCYYMMDD 19000101–20991231	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
8	51	52	2	Disbursement Summary Type	<p>YS = year-to-date disbursement total for subsidized loans</p> <p>YU = year-to-date disbursement total for unsubsidized loans</p> <p>YP = year-to-date disbursement total for PLUS loans</p> <p>YT = year-to-date disbursement total for subsidized/ unsubsidized /PLUS loans</p> <p>MS = monthly disbursement total for subsidized loans</p> <p>MU = monthly disbursement total for unsubsidized loans</p> <p>MP = monthly disbursement total for PLUS loans</p> <p>MT = monthly disbursement total for subsidized/ unsubsidized /PLUS loans</p>	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
9	53	63	11	<p>Booked Gross</p> <p>For Disbursement Summary Type = “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.</p> <p>For Disbursement Summary Type = “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.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
10	64	74	11	<p>Booked Fee</p> <p>For Disbursement Summary Type = “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.</p> <p>For Disbursement Summary Type = “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.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
11	75	85	11	<p>Booked Interest Rebate</p> <p>For Disbursement Summary Type = "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.</p> <p>For Disbursement Summary Type = "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.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
12	86	96	11	<p>Booked Net</p> <p>For Disbursement Summary Type = "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.</p> <p>For Disbursement Summary Type = "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.</p>	<p>-9999999999 to 0999999999</p> <p>If no activity, zero filled.</p>	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
13	97	107	11	Unbooked Gross For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," 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 0999999999 If no activity, zero filled.	Right
14	108	118	11	Unbooked Fee For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," 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 0999999999 If no activity, zero filled.	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
15	119	129	11	Unbooked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," 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 0999999999 If no activity, zero filled.	Right
16	130	140	11	Unbooked Net For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," 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 0999999999 If no activity, zero filled.	Right
17	141	214	74	Filler	For ED use only	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
18	215	220	6	Record Count Sequence # Record counter for each record in the SAS file.	000001–999999	Right
		Total Bytes	220			

Section V (Fixed-Length)

Cash Detail (Record Type “C”)

(DSLF03OP/DSDF03OP) Batch Type AS

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch.	C = Cash Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file.	Batch Type = AS Cycle Indicator = 3 (for 02–03) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record.	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school.	01-99	
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code. See the State /Country/ Jurisdiction Codes table in Section 1. Can be blank.	
6	35	42	8	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	Date
7	43	50	8	Process Date Date Processed at COD.	Format is CCYYMMDD 19000101–20991231	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
8	51	51	1	Transaction Type—Cash Type of Cash Transaction.	R = Cash Receipts X = Returns of Excess Cash	Left
9	52	59	8	Transaction Date Date that Excess Cash is applied, or Date that Drawdown activity occurred.	Format is CCYYMMDD 20010622- 20040927	Date
10	60	71	12	Check Number (if available at COD) Check number returned by the school on a check for return of excess cash.	Numeric >= 0 Can be blank	Right
11	72	82	11	Transaction Amount COD amount of the cash receipt or return of excess cash transaction.	-9999999999 to 0999999999 Cannot be blank; can be zero filled.	Right
12	83	95	13	GAPS Control Number Code received from GAPS for cash receipts only.	Numeric > 0 Can be blank.	Right
13	96	214	119	Filler	For ED use only	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
14	215	220	6	Record Count Sequence # Record counter for each record in the SAS file.	000001–999999	Right
		Total Bytes	220			

Note. For Cash Receipts (drawdowns) and Excess Cash, the GAPS system accepts pennies. However, these amounts are truncated on the SAS.

Section VI (Fixed-Length)

Loan Detail, Loan Level (Record Type “L”)

(DSLFO3OP) Batch Type AS

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch.	L = Loan Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file.	Batch Type = AS Cycle Indicator = 3 (for 02–03) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record.	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school.	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code. See the State /Country/ Jurisdiction Codes table in Section 1. Can be blank.	Left
6	35	42	8	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	Date
7	43	50	8	Process Date Date Processed at COD.	Format is CCYYMMDD 19000101–20991231	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination.	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 03 School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD.	Format is CCYYMMDD 19000101–20991231	Date
10	80	87	8	Filler		Left
11	88	92	5	Actual Gross Amount - COD The sum of COD calculated actual gross amounts (in dollars) for the loan.	Numeric > 0	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
12	93	97	5	Actual Loan Fee Amount - COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan.	Numeric > 0	Right
13	98	102	5	Actual Interest Rebate Amount - COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan.	Numeric > 0	Right
14	103	107	5	Actual Net Amount—COD The sum of COD calculated actual net amount (in dollars) for the loan.	Numeric > 0	Right
15	108	214	107	Filler	For ED use only	Left
16	215	220	6	Record Count Sequence # Record counter for each record in the SAS file.	000001–999999	Right
		Total Bytes	220			

Section VII (Fixed-Length)

Loan Detail, Disbursement Activity Level (Record Type “D”)

(DSDF03OP) Batch Type AS

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch.	D = Disbursement Activity Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 02–03) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record.	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school.	01-99	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code. See the State /Country/ Jurisdiction Codes table in Section 1. Can be blank.	Left
6	35	42	8	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	Date
7	43	50	8	Process Date Date Processed at COD.	Format is CCYYMMDD 19000101– 20991231	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination.	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 03 School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD.	Format is CCYYMMDD 19000101–20991231	Date
10	80	87	8	Disbursement Booked Date at COD Date the individual disbursement activity booked at COD.	Format is CCYYMMDD 19000101–20991231	Date
11	88	92	5	Disbursement Actual Gross Amount - COD COD calculated actual gross amount (in dollars) of the disbursement.	Numeric > 0	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
12	93	97	5	Disbursement Actual Loan Fee Amount - COD COD calculated actual loan fee amount (in dollars).	Numeric > 0	Right
13	98	102	5	Disbursement Actual Interest Rebate Amount - COD COD calculated actual interest rebate amount (in dollars).	Numeric > 0	Right
14	103	107	5	Disbursement Actual Net Amount—COD COD calculated actual net amount (in dollars) of the disbursement.	Numeric > 0	Right
15	108	113	6	Disbursement Actual Net Adjustment - COD COD calculated actual net adjustment amount (in dollars) of the disbursement.	-99999 to 099999 Can be blank	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
16	114	115	2	Disbursement Number The disbursement number for the current disbursement transaction.	01–04 for PLUS 01–20 for Subsidized/Unsubsidized	Right
17	116	117	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed.	01–99	Right
18	118	118	1	Transaction Type - Disbursement Disbursement Activity recorded at COD.	A = Adjusted Disbursement Amount D = Disbursement Disbursement Activity = Q is not indicated on the SAS.	Left
19	119	126	8	Transaction Date Date disbursement activity occurred at the school.	Format is CCYYMMDD 20010622-20040927	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
20	127	131	5	Total Gross Amount - COD The sum of COD calculated actual gross amounts (in dollars) for the loan.	Numeric > 0 Can be blank	Right
21	132	136	5	Total Loan Fee Amount - COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan.	Numeric > 0 Can be blank	Right
22	137	141	5	Total Interest Rebate Amount - COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan.	Numeric > 0 Can be blank	Right
23	142	146	5	Total Net Amount - COD The sum of COD calculated actual net amount (in dollars) for the loan.	Numeric > 0 Can be blank	Right
24	147	214	68	Filler	For ED use only	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Contents	Justify
25	215	220	6	Record Count Sequence # Record counter for each record in the SAS file.	000001–999999	Right
		Total Bytes	220			

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 Reconciliation Loan Destination 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	Administer Financial Aid, Process Loans, Reports 2, DL School Account Statement, DL School Account Statement	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 LOC 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 Detail	RUNCTL_FA_RECON_LN	Administer Financial Aid, Process Loans, Reports 2, DL Reconciliation Detail, Reconciliation Ln Destination	Generate the Reconciliation Loan Destination report. Run this report each month after the DLSAS file is imported and processed to compare the student disbursement information from the LOC with your institutional data. The report data is presented in sections for booked loans and unbooked loans. There are also two sub-sections identifying loans for which the LOC indicates a different booked status than the institution.

Generating the DL School Account Statement Report

Access the DL School Account Statement page.

DL School Account Statement

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Institution: PeopleSoft University
Aid Year:
DL Batch ID:

DL School Account Statement page

- 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) using PeopleSoft Process Scheduler.

Important! To maintain a historical archive of the DL School Account Statement Report, we strongly recommend 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 Reconciliation Loan Destination Report

Access the DL Reconciliation Detail page.

DL Reconciliation Detail

Run Control ID: PS

[Report Manager](#) [Process Monitor](#)

Run

Control Information

First 1 of 1 Last

*Institution: PSUNV PeopleSoft University

*Aid Year: 2002 Financial Aid Year 2001-2002

Acad Year St: 08/15/2001

Acad Year End: 05/15/2002

Month(s) To Reconcile

View All First 1 of 1 Last

*Month 09 September

Year 2001

DL Reconciliation Detail page

Control Information

Institution

Select the academic institution whose DSLAS data you want included on this report. You can create the report for multiple institution and aid year combinations by adding rows.

Aid Year

Select the aid year that corresponds to the DSLAS data you want included on this report.

Acad Year St (academic year start)

The system displays the start date for the academic year when you enter the Aid Year. This date comes from the Aid Year table.

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Acad Year End (academic year end)

The system displays the end date for the academic year when you enter the Aid Year. This date comes from the Aid Year table.

Month(s) to Reconcile

The Month(s) to Reconcile group box allows you to specify one or more months you want to reconcile. For Direct Lending reconciliation, you should only reconcile one month at a time.

Month

Select a month from the available options to specify the data you want to reconcile. The system captures data from the specified month to the current date.

Year

Enter the calendar year that corresponds to the Month you selected.

Note. We recommend that you run this report each month when you receive the DLSAS file from the LOC; however, the system allows you to include multiple months in one report. If you run a report from a previous month, the system captures your institution's disbursement data from the specified month up to the current date. For example, if you wait until August to reconcile data from the month of June, the report will contain disbursement transactions from your institution that span from June 1st to the current date in August.

Click Run to run the Reconciliation Loan Destination report (FADLNDTL) using PeopleSoft Process Scheduler.

Important! To maintain a historical archive of the Reconciliation Loan Destination report, we strongly recommend 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.

Reviewing Reconciliation Loan Destination Report Layout

The DL Reconciliation Loan Destination report data is presented in sections for booked loans and unbooked loans. There are also two sub-sections identifying loans for which the LOC indicates a different booked status than the institution. The system sorts the report data by ID within each section. Each ID contains up to three rows of data. The following table describes the report layout.

Report Section/ Description	Row 1 Contents	Row 2 Contents	Row 3 Contents
Booked Loans This section includes data for each loan the LOC considers booked.	Student's disbursement data recorded in PeopleSoft Financial Aid for booked loans. If no disbursement data exists, the row displays "No Matching PeopleSoft Data."	Student's disbursement data recorded at the LOC for booked loans.	If there is disbursement data for the student in Row 1, this row displays a comparison between the disbursement data recorded at the institution and the disbursement data from the LOC for booked loans.

Report Section/ Description	Row 1 Contents	Row 2 Contents	Row 3 Contents
Unbooked Status This section includes data for each loan ID the LOC considers unbooked.	Student's disbursement data recorded in PeopleSoft Financial Aid for unbooked loans. If no disbursement data exists, the row displays "No Matching PeopleSoft Data."	Student's disbursement data recorded at the LOC for unbooked loans.	If there is disbursement data for the student in Row 1, this row displays a comparison between the disbursement data recorded at the institution and the disbursement data from the LOC for unbooked loans.
Mismatched Status 1: A/R This section includes data for each Loan ID with the following status: PeopleSoft Financial Aid = A (Accepted); LOC = R (Rejected).	Student's disbursement data recorded in PeopleSoft Financial Aid for loans matching the Mismatched Status 1 A/R criteria. If no disbursement data exists, the row displays "No Matching PeopleSoft Data."	Student's disbursement data recorded at the LOC for loans matching the Mismatched Status 1 A/R criteria.	If there is data for the student in Row 1, this row displays a comparison between the disbursement data recorded at the institution and the disbursement data from the LOC for loans matching the Mismatched Status 1 A/R criteria.
Mismatched Status 1: R/A This section includes data for each Loan ID with the following Booked Status: PeopleSoft Financial Aid = R (Rejected); LOC = A (Accepted).	Student's disbursement data recorded in PeopleSoft Financial Aid for loans matching the Mismatched Status 2 R/A criteria. If no disbursement data exists, the row displays "No Matching PeopleSoft Data."	Student's disbursement data recorded at the LOC for loans matching the Mismatched Status 2 R/A criteria.	If there is data for the student in Row 1, this row displays a comparison between the disbursement data recorded at the institution and the disbursement data from the LOC for loans matching the Mismatched Status 2 R/A criteria.

Using the Direct Lending 732 Loan Detail Report

You can use the 732 Loan Detail Report to compare disbursement data from the Direct Lending Loan Origination Center (LOC) with disbursement data in your PeopleSoft system for Direct Lending loans. At this time, PeopleSoft is not supporting the 732 Disbursement Activity Detail Report.

The LOC sends the 732 Loan Detail Report—a flat file—to your institution on a regular basis. You select the schedule for receiving the report. Monthly delivery of the 732 Loan Detail Report is the default.

PeopleSoft Financial Aid supports the following processing with the 732 Loan Detail Report:

Note. The Direct Lending 732 Loan Detail Report functionality works for aid years 2001- 02 and beyond. It cannot be used for aid years prior to 2001-02.

- Loading the 732 Loan Detail Report into staging tables using EDI Manager.
- Running a report to compare data in your system with data delivered on the 732 Loan Detail Report.
- Creating custom queries on the data in the staging tables.

The 732 Loan Detail Report is delivered in two files. Each file has two message classes associated with it; one message class is for the monthly version of the file and the other message class is for the biweekly version of the file. Files ED1202OP/ED0902OP include:

- Section I: Disbursement Summary Records by Loan Type
- Section II: Cash Receipts
- Section III: Excess Cash
- Section IV: Loan Detail

Files ED1302OP/ED1102OP include Section VI: Cash Summary.

See Also

Direct Loan Technical Reference materials provided by the LOC.

Pages Used for the Direct Lending 732 Loan Detail Report

Page Name	Object Name	Navigation	Usage
DL 732 Loan Detail Report	RUNCTL_DL732	Administer Financial Aid, Process Loans, Reports 2, DL 732 Loan Detail, DL 732 Loan Detail	Run an SQR report that compares the LOC 732 Loan Detail Report data with Direct Lending loan data in your system. You must have loaded all sections of the 732 Loan Detail Report—two files—into the staging tables before running this report.

Generating the DL 732 Loan Detail Report

Access the DL 732 Loan Detail Report page.

DL 732 Loan Detail Report

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Academic Institution: PeopleSoft University

Aid Year: Financial Aid Year 2001-2002

DL Batch ID:

DL 732 Loan Detail Report page

Institution	Select the institution for which you are running this report.
Aid Year	Select an aid year of 2002 or greater. The report does not work for aid years before 2002.
DL Batch ID	Select the batch ID associated with the ED1202OP/ED0902OP file you want to use for this report. The SQR locates the batch ID for the associated ED1302OP/ED1102OP file, so you do not have to select it.

Click Run to run the DL 732 Loan Detail Report using PeopleSoft Process Scheduler. If you have not loaded the Section IV: Cash Summary file—message classes ED1302OP/ED1102OP—the system displays the message “Cash Summary record was not found” and the report terminates.

DL 732 Loan Detail Report

This section discusses details of the DL732 Loan Detail report.

Loan Detail Mismatches

The first section lists any mismatches between the LOC data and your system data for each loan ID by student. When the amounts do not match, the current amount—your system amount—is displayed along with the LOC amount. The amounts for gross, fee, rebate, and net are shown. There is also a note explaining the mismatch.

Cash Receipts and Excess Cash Returns as of [Date]

This section lists the cash drawdowns and return of excess cash using an ‘as of date’ determined by the LOC. Negative numbers are indicated with parenthesis around them.

Disbursement Total for Subsidized, Unsubsidized, Plus Loans as of [Date]

There is a Disbursement Total section for each loan type—subsidized, unsubsidized, and PLUS. For each loan type the gross amount, fee amount, rebate amount, and net amount is displayed and summed separately for booked and unbooked loans. The LOC determines the ‘as of date.’

Cash Summary as of [Date]

This section displays all the cash summary information from the LOC. It shows your beginning balance, how much cash you have on hand, actual and adjusted disbursements, and ending cash balance.

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
DL Chg Field Cross Reference (direct lending change field cross reference)	DL_CHG_XREF	Administer Financial Aid, Process Loans, Inquire 1, DL Chg Field Cross Reference, DL Chg Field Cross Reference	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.

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.

Viewing Direct Lending Change Field Cross References

Access the DL Chg Field Cross Reference page.

DL Chg Field Cross Reference

Aid Year: 2002 Financial Aid Year 2001-2002

View All First 1-3 of 82 Last

Direct Loan Chg Field Number		Length:	9	DL Chg Type:	Demographi
P002 Student SSN				Status:	Active
Record:	LOAN_ORIGNATN	Field Name:	SSN	DL Fld Type:	Number
Direct Loan Chg Field Number		Length:	9	DL Chg Type:	Demographi
P003 Student First Name				Status:	Active
Record:	LN_NAME_VW	Field Name:	FIRST_NAME	DL Fld Type:	Alphanumeric
Direct Loan Chg Field Number		Length:	16	DL Chg Type:	Demographi
P004 Student Last Name				Status:	Active
Record:	LN_NAME_VW	Field Name:	LAST_NAME	DL Fld Type:	Alphanumeric

DL Chg Field Cross Reference 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 (Administer Financial Aid, Process Loans, Use, DL Stu Change Hold/Suspense, Ln DL Stu Parm) and the Ln DI Inst Parm page (Administer Financial Aid, Process Loans, Setup, Loan DL Inst Change Hold/Susp).

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.

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	<ul style="list-style-type: none"> • Administer Financial Aid, Process Loans, Reports 2, DL Pnote Error 00/01, Pnote Error Report • Administer Financial Aid, Process Loans, Reports 2, DL Accepted Originations, DL Accepted Originations • Administer Financial Aid, Process Loans, Reports 2, DL Loans on Hold, DL Loans on Hold • Administer Financial Aid, Process Loans, Reports 2, DL PLUS Credit Decisions, DL PLUS Credit Decision • Administer Financial Aid, Process Loans, Reports 2, DL Rejected Originations, DL Rejected Originations • Administer Financial Aid, Process Loans, Reports 2, DL Transmitted Originations, DL Transmitted Originations • Administer Financial Aid, Process Loans, Reports 2, DL Pending Origination Changes, DL Pending Origination Changes • Administer Financial Aid, Process Loans, Reports 2, DL Transmitted Change Pending, DL Transmitted Pending Changes • Administer Financial Aid, Process Loans, Reports 2, DL Validation Errors, DL Validation Errors • Administer Financial Aid, Process Loans, Reports 2, DL Inbound Orig Ackn Errors, DL Inbound Orig Ack Errors 	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
		<ul style="list-style-type: none"> You can access the Financial Aid Reports page through multiple navigation paths in addition to the ten paths listed above. 	
DL Booking Status Report	RUN_CNTL_FADLBOOK	Administer Financial Aid, Process Loans, Reports 2, DL Booking Status, DL Originations Booking	Run the Direct Lending Originations Booking report (FADLBOOK).
DL Disbursement Exception Report	RUNCTL_FA_EXCEP_LN	Administer Financial Aid, Process Loans, Reports 2, DL Disbursement Exceptions, Runtl Fa Excep Ln	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

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Academic Institution: PeopleSoft University
Aid Year: Financial Aid Year 2001-2002

Financial Aid Reports page

Select the Academic Institution and Aid Year for which you want to run the report.

Click Run to run the report using PeopleSoft Process Scheduler.

Generating the Direct Lending Loan Booking Status Report

Access the DL Booking Status Report page.

DL Booking Status Report

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Academic Institution: PeopleSoft University
Aid Year: Financial Aid Year 2001-2002
Direct Lending Booked Status:

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 PeopleSoft Process Scheduler.

Generating the Direct Lending Disbursement Exceptions Report

Access the DL Disbursement Exception Report page.

DL Disbursement Exception Report

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

***Institution:** PeopleSoft University
***Aid Year:** Financial Aid Year 2001-2002
***From Date:** ***Thru Date:**

DL Disbursement Exception Report page

Select the Institution and Aid Year for which you want to run this report. Enter a From Date and a Thru Date to set the time period for the report.

Click Run to run the report using PeopleSoft Process Scheduler.

Using Direct Lending Data Maps for 2002-03

This section contains the data maps for the:

- Direct Lending Origination process.
- Direct Lending Origination Change process.

Direct Lending Origination Data Map

In the table below, the two Record/Record Field column entries are formatted as follows: Record Name / Record Field Name. For example, in the first Record/Record Field column in the second row (LOC Field #2), PS_PERS_NID is the record name and NATIONAL_ID is the record field name.

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
1	Loan Identifier	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Ln Appl ID	LOAN_ORIG_DTL/ LN_APPL_ID
2	Borrower's Social Security Number	Process Loans, Use, Demographic and Address Data, Names/ID Data	National ID	PS_PERS_NID /NATIONAL_ID	Process Loans, Use, Loan Application, Bio/Demo	SSN (**borr section)	
3	Borrower's First Name	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**First Name)	NAMES / FIRST_NAME	Process Loans, Use, Loan Application, Bio/Demo	Name (**borr name)	LOAN_NAME / FIRST_NAME
4	Borrower's Last Name	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Last Name)	NAMES / LAST_NAME	Process Loans, Use, Loan Application, Bio/Demo	Name (**borr name)	LOAN_NAME / LAST_NAME
5	Borrower's Middle Initial	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Middle Name)	NAMES / MIDDLE_NAME	Process Loans, Use, Loan Application, Bio/Demo	Name (**borr name)	LOAN_NAME /MIDDLE_NAME
6	Borrower's Permanent Address	Process Loans, Use, Demographic and Address Data, Addresses	Address 1	ADDRESSES / ADDRESS1	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address	Address 1	LOAN_ADDRESS / ADDRESS1

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
7	Borrower's Permanent Address City	Process Loans, Use, Demographic and Address Data, Addresses	City	ADDRESSES / CITY	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address	City	LOAN_ ADDRESS / CITY
8	Borrower's Permanent Address State	Process Loans, Use, Demographic and Address Data, Addresses	State	ADDRESSES / STATE	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address	State	LOAN_ ADDRESS / STATE
9	Borrower's Permanent Zip Code	Process Loans, Use, Demographic and Address Data, Addresses	Postal	ADDRESSES / POSTAL	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address	Postal	LOAN_ ADDRESS / POSTAL
10	Borrower's Telephone Number	Process Loans, Use, Demographic and Address Data, Addresses	Telephone	PERSONAL_ PHONE / PHONE	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Phone	Phone	LOAN_ ORIGINATN / PHONE
11	Borrower's Driver's License Number Note. This field is no longer required it is replaced with the filler when the outbound file is created.	Build Community, Identification Data, Use, Driver's License Data	Driver's License #	DRIVERS_LIC / DRIVERS_LICENSE#	Process Loans, Use, Loan Application, Application Bio/Demo	Drivers License #	LOAN_ ORIGINATN / DRIVERS_LICENSE#

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
12	Borrower's Date of Birth	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Date of Birth	PERSONAL_ DATA / BIRTHDATE	Process Loans, Use, Loan Application, Application Bio/Demo	DOB	LOAN_ ORIGNATN / BORR_ DOB
13	Borrower's Citizenship	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Citizenship Status	PERSONAL_ DATA / CITIZENSHIP_ STATUS	Process Loans, Use, Loan Application, Application Bio/Demo	Citizenship Status	LOAN_ ORIGNATN / BORR_ CTZNSHP_ STAT
14	Borrower's Alien Registration Number	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Visa/Permit Number	VISA_ PMT_ DATA / VISA_ WRKPMT_ NBR	Process Loans, Use, Loan Application, Application Bio/Demo	Visa/Alien Permit	LOAN_ ORIGNATN / BORR_ VISA_ WKPT_ NBR
15	Borrower's Default on Education Loans/Grants	Package and Disburse Aid, Packaging Status Summary, Database Matches	NSLDS Matches	STDNT_ AID_ ATRBT / NSLDS_ MATCH	Process Loans, Use, Loan Application, Application Bio/Demo	DfltRfnd	LOAN_ ORIGNATN / LN_ BORR_ DFLT_ RFND
16	Student's College Grade Level	Package and Disburse Aid, Financial Aid Term, Financial Aid Info	Direct Lending Year	STDNT_ FA_ TERM / DIR_ LND_ YR	Process Loans, Use, Loan Application, Application Misc Data	Direct Lending Year	LOAN_ ORIGNATN / DIR_ LND_ YR
17	Loan Amount Approved	Package and Disburse Aid, Award Entry, Student Packaging	Offered	STDNT_ AWARDS / OFFER_ AMOUNT	Process Loans, Use, Loan Application, Application Financial	Loan Certified Amount	LOAN_ ORIG_ DTL / LN_ AMT_ CERTIFIED

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
18	Loan Period Start Date	Design Financial Aid 2, Setup R-Z, Valid Terms for Career	Loan Period Start	AID_YR_CAR_TERM / LN_PERIOD_START	Process Loans, Use, Loan Application, Financial	Loan Period Start	LOAN_ORIGNATN / LN_PERIOD_START
19	Loan Period End Date	Design Financial Aid 2, Setup R-Z, Valid Terms for Career	Loan Period End	AID_YR_CAR_TERM / LN_PERIOD_END	Process Loans, Use, Loan Application, Financial	Loan Period End	LOAN_ORIGNATN / LN_PERIOD_END
20	1st Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
21	First Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
22	First Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
23	First Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
24	First Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
25	Second Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
26	Second Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
27	Second Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
28	Second Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
29	Second Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
30	Third Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
31	Third Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
32	Third Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
33	Third Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
34	Third Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
35	Fourth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
36	Fourth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
37	Fourth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
38	Fourth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
39	Fourth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
40	Fifth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
41	Fifth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
42	Fifth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
43	Fifth Disbursement Anticipated interest rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
44	Fifth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
45	Sixth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
46	Sixth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
47	Sixth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
48	Sixth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
49	Sixth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
50	Seventh Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
51	Seventh Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
52	Seventh Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEE

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
53	Seventh Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
54	Seventh Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
55	Eighth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
56	Eighth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
57	Eighth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
58	Eighth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
59	Eighth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
60	Ninth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
61	Ninth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
62	Ninth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
63	Ninth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
64	Ninth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
65	Tenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
66	Tenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
67	Tenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
68	Tenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
69	Tenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
70	Eleventh Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
71	Eleventh Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
72	Eleventh Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
73	Eleventh Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
74	Eleventh Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
75	Twelfth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
76	Twelfth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
77	Twelfth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
78	Twelfth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
79	Twelfth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
80	Thirteenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
81	Thirteenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
82	Thirteenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEE

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
83	Thirteenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
84	Thirteenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
85	Fourteenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
86	Fourteenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
87	Fourteenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
88	Fourteenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
89	Fourteenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
90	Fifteenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
91	Fifteenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
92	Fifteenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
93	Fifteenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
94	Fifteenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
95	Sixteenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
96	Sixteenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
97	Sixteenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
98	Sixteenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
99	Sixteenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
100	Seventeenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
101	Seventeenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
102	Seventeenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
103	Seventeenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
104	Seventeenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
105	Eighteenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
106	Eighteenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
107	Eighteenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
108	Eighteenth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
109	Eighteenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
110	Nineteenth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
111	Nineteenth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
112	Nineteenth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
113	Nineteenth Disbursement Anticipated interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_AWRD_DISB / OFFER_BAL_LN_REBATE	Process Loans, Use, Loan Application, Application Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
114	Nineteenth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
115	Twentieth Disbursement Anticipated Date	Design Financial Aid 1, Setup C-E, Disbursement ID Table	Disbursement Date	DISB_ID_TBL / DISBURSEMENT_DATE	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT / LN_ANTIC_DT
116	Twentieth Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB / OFFER_BALANCE	Process Loans, Use, Loan Application, Application Financial	Antc Gross	LOAN_DISBMNT / LN_ANTIC_GROSS
117	Twentieth Disbursement Anticipated Loan Fee Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Fee	STDNT_AWRD_DISB / OFFER_BAL_LN_FEE	Process Loans, Use, Loan Application, Application Financial	Antc Fees	LOAN_DISBMNT / LN_ANTIC_FEES

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
118	Twentieth Disbursement Anticipated Interest Rebate Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offer Loan Rebate	STDNT_DISB / AWRD_BAL_LN_LN_REBATE	Process Loans, Use, Loan Application, Financial	Antic Rebate	LOAN_DISBMNT / LN_ANTIC_REBATE
119	Twentieth Disbursement Anticipated Net Amount	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Antc Net	LOAN_DISBMNT / LN_ANTIC_NET
120	Loan Origination Batch Identifier	N/A	N/A	N/A	N/A	N/A	N/A
121	Promissory Note Print Indicator	Process Loans, Setup, Loan Destination Profile, Loan Dest Profile	Loan Print Option	LN_DESTPROF_TBL / LN_PRINT_OPTN	Process Loans, Use, Loan Application, Application Misc Data	Loan Print Option	LOAN_ORIGNATN / LN_PRINT_OPTN
122	Additional Unsubsidized Eligibility for Dependent Student	Package and Disburse Aid, Packaging Status Summary, Database Matches	PLUS Override	STDNT_AID_ATTRBT / PAR_CREDIT_WORTHY	Process Loans, Use, Loan Application, Application Misc Data	Additional Unsub Eligible	LOAN_ORIGNATN / DL_ADD_USUB_SW

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
123	Origination Fee Percentage	Process Loans, Setup, Loan Destination Profile, Loan Type Table	Loan Fee Rate	LN_TYPE_TBL / LOAN_FEE_RT	Process Loans, Use, Loan Application, Application Financial	DL Orig Fee	LOAN_ORIGNATN / DL_ORIG_FEE
124	Student's Social Security Number (PLUS)	Process Loans, Use, Demographic and Address Data, Names/ID Data	National ID	PS_PERS_NID / NATIONAL_ID	Process Loans, Use, Loan Application, Application Bio/Demo	SSN (**stdnt section)	
125	Student's First Name (PLUS)	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**First Name)	NAMES / FIRST_NAME	Process Loans, Use, Loan Application, Application Bio/Demo	Name (**stdnt name)	LOAN_NAME / FIRST_NAME
126	Student's Last Name (PLUS)	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Last Name)	NAMES / LAST_NAME	Process Loans, Use, Loan Application, Application Bio/Demo	Name (**stdnt name)	LOAN_NAME / LAST_NAME
127	Student's Middle Initial (PLUS)	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Middle Name)	NAMES / MIDDLE_NAME	Process Loans, Use, Loan Application, Application Bio/Demo	Name (**stdnt name)	LOAN_NAME / MIDDLE_NAME
128	Student's Citizenship (PLUS)	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Citizenship Status	PERSONAL_DATA / CITIZENSHIP_STATUS	Process Loans, Use, Loan Application, Application Bio/Demo	Citizenship Status	LOAN_ORIGNATN / CITIZENSHIP_STATUS

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
129	Student's Alien Registration Number (PLUS)	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Visa/Permit Number	VISA_PMT_DATA / VISA_WRPMT_NBR	Process Loans, Use, Loan Application, Application Bio/Demo	Visa/Alien Permit	LOAN_ORIGNATN / VISA_WRPMT_NBR
130	Student's Date of Birth (PLUS)	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Date of Birth	PERSONAL_DATA / BIRTHDATE	Process Loans, Use, Loan Application, Application Bio/Demo	DOB	LOAN_ORIGNATN / BIRTHDATE
131	Student's Loan Default/Grant Overpayment (PLUS)	Package and Disburse Aid, Packaging Status Summary, Database Matches	NSLDS Matches	STDNT_AID_ATTRBT / NSLDS_MATCH	Process Loans, Use, Loan Application, Application Bio/Demo	Dflt\ Rfnd	LOAN_ORIGNATN / LN_BORR_DFLT_RFND
132	School Code	Process Loans, Setup, Loan Institution Table, Loan Institution Table	DL SchCd	LN_INSTUTN_TBL / DIR_LND_SCH_CD	Process Loans, Inquire 2, Direct Loan Orig Exp, Misc Export Info	School Code	DL_ORIG_01_EC / DL_SCHOOL_CD
133	Loan Amount Requested (Accepted Promissory Note Amount) (PLUS)	Package and Disburse Aid, Award Entry, Student Packaging	Accepted	STDNT_AWARDS / ACCEPT_AMOUNT	Process Loans, Use, Loan Application, Financial	Request Amount	LOAN_ORIG_DTL / LN_BORRQSTD_DTL
134	Student's Local Address	Process Loans, Use, Demographic and Address Data, Addresses	Address 1	ADDRESSES / ADDRESS1	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address 00\01	Address 1	LOAN_ADDRESS / ADDRESS1

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
135	Student's Local Address City	Process Loans, Use, Demographic and Address Data, Addresses	City	ADDRESSES / CITY	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address 00\01	City	LOAN_ADDRESS / CITY
136	Student's Local Address State	Process Loans, Use, Demographic and Address Data, Addresses	State	ADDRESSES / STATE	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address 00\01	State	LOAN_ADDRESS / STATE
137	Student's Local Zip Code	Process Loans, Use, Demographic and Address Data, Addresses	Postal	ADDRESSES / POSTAL	Process Loans, Use, Direct Loan Bio/Demo, Direct Loan Address 00\01	Postal	LOAN_ADDRESS / POSTAL
138	Permanent Address Change Date. Note. This field is no longer required. It is viable for 2002 but is filler only for 2003.	N/A	N/A	N/A	N/A	N/A	N/A

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
139	Local Address Change Date. Note. This field is no longer required. It is viable for 2002 but is filler only for 2003.	N/A	N/A	N/A	N/A	N/A	N/A
140	Borrower's Social Security Number Change Date. Note. This field is no longer required. It is viable for 2002 but is filler only for 2003.	N/A	N/A	N/A	N/A	N/A	N/A
141	Borrower's Date of Birth Change Date. Note. This field is no longer required. It is viable for 2002 but is filler only for 2003.	N/A	N/A	N/A	N/A	N/A	N/A

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
142	Dependency Status	Package and Disburse Aid, Use, Package Status Summary, ISIR Information Summary	Dependency Status	STUDENT_AID / FED_DEPEND_STAT	Process Loans, Use, Loan Application, Application Misc Data	Depend Stat (Fed)	LOAN_ORIGNATN / FED_DEPEND_STAT
143	First Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT_OF_AWARD
144	Second Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT_OF_AWARD
145	Third Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT_OF_AWARD
146	Fourth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT_OF_AWARD

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
147	Fifth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
148	Sixth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
149	Seventh Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
150	Eighth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
151	Ninth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
152	Tenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
153	Eleventh Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
154	Twelfth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
155	Thirteenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
156	Fourteenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
157	Fifteenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
158	Sixteenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
159	Seventeenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
160	Eighteenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
161	Nineteenth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
162	Twentieth Disbursement Percentage. Note. This field is no longer required.	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Percentage	LOAN_DISBMNT / PERCENT _ OF_AWARD
163	Loan Origination Date	N/A	N/A	N/A	Process Loans, Use, Loan Application, Application Financial	Ln Cert Dt	LOAN_ORIGNATN / LN_CERT _ DT
164	Academic Year Start	Design Financial Aid 1, Setup A - B, Aid Year Table	Start Date	AID_YEAR_TBL / ACAD_YEAR _ START	Process Loans, Use, Loan Application, Application Financial	Acad Year Start	LOAN_ORIGNATN / ACAD_YEAR _ START

LOC Field #	Tech Ref Field Desc.	Source Panel	Panel Field	Record/ Record Field	Target Panel	Target Panel Field	Record/ Record Field
165	Academic Year End	Design Financial Aid 1, Setup A - B, Aid Year Table	End Date	AID_YEAR_TBL / ACAD_YEAR_END	Process Loans, Use, Loan Application, Financial	Acad Year End	LOAN_ORIGNATN / ACAD_YEAR_END
166	Additional Unsubsidized Eligibility up to HEAL Amount	Package and Disburse Aid, Packaging Status Summary, Database Matches	Heal Elig	STDNT_AID_ATTRBT / DL_HEAL_LN_SW	Process Loans, Use, Loan Application, Misc Data	Heal Eligible	LOAN_ORIGNATN / DL_HEAL_LN_SW
169	Disclosure Statement Print Indicator	Process Loans, Setup, Loan Institution Table, Loan Institution Table	DL Disclosure Print	LN_INSTUTN_TBL / DL_DISC_PRT_IND	Process Loans, Use, Loan Application, Misc Data	Disclosure Prt	LOAN_ORIGNATN / DL_DISC_PRT_IND
170	Student's Email Address	Build Community / Bio/Demographic Data, Use, Electronic Addresses	Email ID	EMAIL_ADDRESSES / EMAILID	Process Loans, Use, Demographic Address Data / Electronic Addr	Email ID	LOAN_EMAIL / EMAILID

Direct Lending Origination Change Data Map

This table provides information on the source of data gathered for Origination Change records sent to the LOC. The Source Panel, Panel Field, Record, and Record Field describe where in the PeopleSoft system the particular value is located.

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
P002	Student's Social Security Number	Process Loans, Use, Demographic and Address Data, Names/ID Data	National ID	PS_NID	NATIONAL_ID	N
P003	Student's First Name	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**First Name)	NAMES	FIRST_NAME	N
P004	Student's Last Name	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Last Name)	NAMES	LAST_NAME	N
P005	Student's Middle Initial	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Middle Name)	NAMES	MIDDLE_NAME	N
P006	Student's Date of Birth	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Date of Birth	PERSONAL_DATA	BIRTHDATE	N
P007	Student's Citizenship	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Citizenship Status	PERSONAL_DATA	CITIZENSHIP_STATUS	N
P008	Student's Alien Registration Number	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Visa/Permit Number	VISA_PMT_DATA	VISA_WRPMT_NBR	N

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
P009	Student's Loan Default/Grant Overpayment	Process Loans, Use, Loan Application, Application Bio/Demo	DfltRfnd	LOAN_ORIGNATN	LN_BORR_DFLT_RFND	Y
S005	Borrower's Social Security Number	Process Loans, Use, Demographic and Address Data, Names/ID Data	National ID	PS_NID	NATIONAL_ID	Y
S006	Borrower's First Name	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**First Name)	NAMES	FIRST_NAME	N
S007	Borrower's Last Name	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Last Name)	NAMES	LAST_NAME	N
S008	Borrower's Middle Initial	Process Loans, Use, Demographic and Address Data, Names/ID Data	Name (**Middle Name)	NAMES	MIDDLE_NAME	N
S009	Borrower's Permanent Address	Process Loans, Use, Demographic and Address Data, Addresses	Address 1	ADDRESSES	ADDRESS1	Y
S010	Borrower's Permanent Address City	Process Loans, Use, Demographic and Address Data, Addresses	City	ADDRESSES	CITY	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S011	Borrower's Permanent Address State	Process Loans, Use, Demographic and Address Data, Addresses	State	ADDRESSES	STATE	Y
S012	Borrower's Permanent Zip Code	Process Loans, Use, Demographic and Address Data, Addresses	Postal	ADDRESSES	POSTAL	Y
S013	Borrower's Telephone Number	Process Loans, Use, Demographic and Address Data, Addresses	Telephone	PERSONAL_PHONE	PHONE	Y
S014	Borrower's Driver's License State. Note. This field is no longer required.	Build Community\ Identification Data\ Use\ Driver's License Data	State	DRIVERS_LIC	STATE	Y
S015	Borrower's Driver's License Number. Note. This field is no longer required.	Build Community\ Identification Data\ Use\ Driver's License Data	Driver's License #	DRIVERS_LIC	DRIVERS_LICENSE#	Y
S016	Borrower's Date of Birth	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Date of Birth	PERSONAL_DATA	BIRTHDATE	N

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S017	Dependency Status	Package and Disburse Aid, Use, Package Status Summary, ISIR Information Summary	Dependency Status	STUDENT_AID	FED_DEPEND_STAT	Y
S018	Borrower's Citizenship	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Citizenship Status	PERSONAL_DATA	CITIZENSHIP_STATUS	Y
S019	Borrower's Alien Registration Number	Process Loans, Use, Demographic and Address Data, Bio/Demo Data	Visa/Permit Number	VISA_PMT_DATA	VISA_WRPMT_NBR	Y
S022	Borrower's Loan Default/Grant Overpayment	Process Loans, Use, Loan Application, Application Bio/Demo	DfltRfnd	LOAN_ORIGNATN	LN_BORR_DEFLT_RFND	Y
S026	Student's College Grade Level	Package and Disburse Aid, Financial Aid Term, Financial Aid Info	Direct Lending Year	STDNT_FA_TERM	DIR_LND_YR	N
S029	Loan Amount Approved	Package and Disburse Aid, Award Entry, Student Packaging	Offered	STDNT_AWARDS	OFFER_AMOUNT	N
S032	Loan Period Start Date	Process Loans, Use, Loan Application, Application Financial	Loan Period Start	LOAN_ORIGNATN	LN_PERIOD_START	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S033	Loan Period End Date	Process Loans, Use, Loan Application, Application Financial	Loan Period End	LOAN_ORIGNATN	LN_PERIOD_END	Y
S038	1st Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S039	1st Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S048	2nd Disbursement Anticipated Date	Process Loans, Use, Loan Application, Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S049	2nd Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S058	3rd Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S059	3rd Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S068	4th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S069	4th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S083	Promissory Note Print Indicator	Process Loans, Use, Loan Application, Application Misc Data	Loan Print Option	LOAN_ORIGNATN	LN_PRINT_OPTN	Y
S100	Borrower's Local Address	Process Loans, Use, Demographic and Address Data, Addresses	Address 1	ADDRESSES	ADDRESS1	Y
S101	Borrower's Local Address City	Process Loans, Use, Demographic and Address Data, Addresses	City	ADDRESSES	CITY	Y
S102	Borrower's Local Address State	Process Loans, Use, Demographic and Address Data, Addresses	State	ADDRESSES	STATE	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S103	Borrower's Local Zip Code	Process Loans, Use, Demographic and Address Data, Addresses	Postal	ADDRESSES	POSTAL	Y
S104	Permanent Address Change Date. Note. This is no longer a valid change field.					
S105	Local Address Change Date. Note. This is no longer a valid change field.					
S106	Borrower's Social Security Number Change Date. Note. This is no longer a valid change field.	Process Loans, Use, Loan Application, Application Bio/Demo	SSN Date	LOAN_ORIGNATN	LN_BORR_SSN_CHGD	Y
S107	Borrower's Date of Birth Change. Note. This is no longer a valid change field.	Process Loans, Use, Loan Application, Application Bio/Demo	DOB Date	LOAN_ORIGNATN	LN_BORR_DOB_CHGDT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S110	Additional Unsubsidized Eligibility for Health Profession Programs	Package and Disburse Aid, Packaging Status Summary, Database Matches	Heal Elig	STDNT_AID_ ATRBT	DL_HEAL_LN_SW	N
S115	Disclosure Statement Print Indicator	Process Loans, Use, Loan Application, Application Misc Data	Disclosure Prt	LOAN_ ORIGNATN	DL_DISC_PRT_IND	Y
S116	Origination Fee Percentage	Process Loans, Use, Loan Application, Application Financial	DL Orig Fee	LOAN_ ORIGNATN	DL_ORIG_FEE	N
S121	Academic Year Start Date	Process Loans, Use, Loan Application, Application Financial	Acad Year Start	LOAN_ ORIGNATN	ACAD_YEAR_ START	Y
S122	Academic Year End Date	Process Loans, Use, Loan Application, Application Financial	Acad Year End	LOAN_ ORIGNATN	ACAD_YEAR_END	Y
S123	Additional Unsubsidized Eligibility for Dependent Student	Package and Disburse Aid, Packaging Status Summary, Database Matches	PLUS Override	STDNT_AID_ ATRBT	PAR_CREDIT_ WORTHY	N
S126	Student's Email Address	Process Loans, Use, Demographic and Address Data, Electronic Addr	Email ID	LOAN_EMAIL	EMAILID	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S130	5th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S131	5th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S134	6th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S135	6th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S138	7th Disbursement Anticipated Date	Process Loans, Use, Loan Application 00/01 \\\ Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S139	7th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S142	8th Disbursement Anticipated Date	Process Loans, Use, Loan Application 00/01 \\\ Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S143	8th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S146	9th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_ DISBMNT	LN_ANTIC_DT	Y
S147	9th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_ BALANCE	N
S150	10th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S151	10th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S154	11th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S155	11th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S158	12th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S159	12th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S162	13th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S163	13th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S166	14th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S167	14th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S170	15th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S171	15th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S174	16th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S175	16th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_DISB	OFFER_BALANCE	N
S178	17th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S179	17th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S182	18th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S183	18th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S186	19th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y
S187	19th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S190	20th Disbursement Anticipated Date	Process Loans, Use, Loan Application, Application Financial	Antc Date	LOAN_DISBMNT	LN_ANTIC_DT	Y

DL Change #	DL Tech Ref Field Name	Source Panel	Panel Field	Record	Record Field	Override (Y/N)
S191	20th Disbursement Anticipated Gross Amount	Package and Disburse Aid, Award Entry, Student Packaging, Award Disbursement Detail	Offered	STDNT_AWRD_ DISB	OFFER_BALANCE	N
S193 Note. We do not support this change field.	Interest Rebate Percentage					

Using Demographic Data Selection for Loan Origination

The loan processes utilize three database views in order 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 26

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 careers.
- Send Pell payment records to the Recipient Financial Management System (RFMS).
- Generate Pell outbound files.
- Verify outbound payment data.
- Receive Pell records from the RFMS.
- Load and move Pell acknowledgment data.
- Verify inbound payment data from the RFMS.
- Select Pell data request types.
- Send Pell data requests to the RFMS.
- Verify outbound Pell data requests.
- Receive Pell data requests from the RFMS.
- Verify inbound Pell data requests from the RFMS.
- Track requests for funds from the Grants Administration and Payment System (GAPS).

Understanding Pell Payment Processing

This section lists common elements and discusses:

- Pell payment processing.
- Pell processing action codes.

Common Elements Used in This Chapter

Academic Calendar

Applies to the student's educational program and dictates which payment methodology is accepted. 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.
Aid Year	An awarding cycle with defined disbursement periods.
EC Queue Instance (electronic commerce queue instance)	A unique number generated by the Pell outbound process. Associated with the batch to which this record belongs.
EC Transaction ID (electronic commerce transaction ID)	Indicates the actual process run and is the same as the message class on the record layout.
Inbound/Outbound Switch	Displays whether the process is inbound (<i>I</i>) or outbound (<i>O</i>).
Incarcerated Code	Displays the student's incarcerated status. Values are: <i>N</i> : No longer incarcerated. <i>Y</i> : Incarcerated.
Institution	Displays the college, university, or school.
Pell ID Reporting	Select your institution, aid year, and Pell ID reporting number. When you run the process, the system selects students whose Pell Grant is accepted and identified as pending.
Pell Origination ID	Identifies an origination.

Pell Payment Processing

The Pell payment process begins when you submit an origination record to the RFMS or Common Origination and Disbursement (COD) system using Application Engine. If an origination record is available, you can submit an origination record and a disbursement record at the same time. You use origination data to verify a student's eligibility, identify possible conflicts with other institutions, and set the stage for processing the disbursement record. After RFMS or COD processes origination records, the system sends an acknowledgment to you for each origination record submitted. The acknowledgment contains the status of accepted, accepted with corrections, duplicate, or rejected.

Use the disbursement record to report a disbursement or expected disbursement for each student. Once RFMS or COD accepts an origination record for a student, it can process disbursement records for the student.

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	N/A	N/A	N/A	N/A	Blank	N/A
Origination	Selected	Ready	Originated	Originated	Originated	Blank	Originated
Origination without Originate Offered Awards Option checked	Pending	N/A	N/A	N/A	N/A	Blank	N/A
Outbound Origination	Reported	Transmitted	Transmitted	Origination Transmitted	Originated	Blank	Originated
Inbound Origination with Action Code of A	Reported	Ready	Accepted	Origination Ack. Received	Originated	Blank	Originated
Inbound Origination with Action Code of C	Reported	Ready	Corrected	Origination Ack. With Corrections	Originated	Blank	Originated
Inbound Origination with Action Code of C and Pell Setup Option is Hold Corrections	Reported	On Hold	Corrected	Origination Ack. With Corrections	Originated	Blank	Originated

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 Ack. Rejected	Originated	Blank	Originated
Outbound Disbursement	Reported	Transmitted	Accepted	Origination Ack. Received	Trans.	Blank	Disb. Trans.
Inbound Disb. With Action Code of A	Reported	Ready	Dep. on Origination Status	Dep. on Origination Status	Disbursed	Accepted	Disb. Ack.
Inbound Disb. With Action Code of C*	Reported	Ready	Dep. on Origination Status	Dep. on Origination Status	Disbursed	Corrected	Disb. Acc with Corrections
Inbound Disb. 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 Disb. With Action Code of E**	Reported	On Hold	Dep. on Origination Status	Dep. on Origination Status	Rejected	Rejected	Disb. Rejected

Note. A corrected status shows a new row indicating that the corrected row was replaced by RFMS.
******A rejected disbursement record enables the Resend button which resets the Pell disbursement status to *Originated*. The system picks up the record in the next disbursement run.

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, expected family contribution, 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	Administer Financial Aid, Process Pell Payment, Process, Pell Origination, 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 when you want to process an individual student or a group of students. For example, if you know of a student who applied late, you can select this student's ID. Only students who have been awarded and have a Pell 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 defines the student's Pell origination ID, 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	Administer Financial Aid, Process Pell Payment, Use, Pell Origination, Pell Origination	Review results of Pell origination.
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 Information	PELL_INFO_SEC	Click the Pell Info button on the Pell Origination page.	Review or change the Pell processing status.
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. This includes 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		Pell Disbursement	Pell Disb/Career
Stowitzky,Renee M		ID:	FA0860
Aid Year: 2003 Federal Aid Year 2002-2003		Institution:	PSUNV
<div> </div>			
Pell Origination ID: 589600713ST200300131500		Pell ID Reporting:	001315
Pell Info Orig Status		Pell Trans Stat:	Ready 04/08/2002 5:14PM
<input type="checkbox"/> Update Pell Origination		Pell Orig Stat:	Accepted 04/08/2002 4:38PM
		MRR Stat:	

Org Detail		Setup Info	Other Information					
Original SSN	Name CD	Attended Pell ID	Action Code	Total Pell Amt	ED Verf Cd	Enroll Status	Pell EFC	Sec EFC Flag
589-60-0713	ST	001315	A	\$4000.00	A	1	\$0	

Pell Origination page: Org Detail tab

Pell Trans Stat (Pell transaction status)

Select a value to reset the status. Options are: *C - Review*, *H - On Hold*, *R - Ready*, *T - Transmitted*, or *X - 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. Once 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 to and from RFMS or COD. Values are:

Accepted: Indicates an accepted acknowledgment record from RFMS or COD.

Cancelled: Indicates a cancelled Pell award from the system. Run origination again to send to RFMS or COD.

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 acknowledgment record with corrections from RFMS or COD.

Originated: Indicates that the origination process ran successfully.

Rejected: Indicates a rejected acknowledgment record from RFMS or COD. If the record is rejected, the system sets the processing status to *Review* and the transmitted status to *On Hold*.

Transmitted: Indicates that the record was sent to RFMS or COD. The corresponding acknowledgment record for this student must come back from RFMS or COD before you can run another process for this 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 and Concurrent*, *Blocked Institution*, *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*, and *Verification W*.

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 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: 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:

V: Verified.

W: Without documentation.

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 those required by the RFMS. The system sets the values V, W, or Blank.

Enroll Status

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)

Displays the student's EFC from the Institutional Student Information Record (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: The student's award is 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 **Pell Disbursement** Pell Disb/Career

Stowitzky, Renee M ID: FA0860

Aid Year: 2003 Federal Aid Year 2002-2003 Institution: PSUNV

Pell Origination ID: 589600713ST200300131500 **Pell ID Reporting:** 001315

[Pell Info](#) [Orig Status](#) **Pell Trans Stat:** Ready 04/08/2002 5:14PM

☐ **Update Pell Origination** **Pell Orig Stat:** Accepted 04/08/2002 4:38PM

MRR Stat:

Org Detail **Setup Info** Other Information

Pell Enroll Dt	Low T&F Flag	Trans Nbr	Pay Method	Pell COA	Sched Pell	Weeks Calc	Weeks Acad Yr
09/25/2002		2	1	\$51099.00	4000		

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 is less than 650.00 USD. A community college is an example of a school with an annual tuition of less than 650.00. Values are: *(none)*, *O*, *Range 1*, or *Range 2*. The ranges are 1–216, 217–433, 434–649, and 650 or more.

Trans Nbr (transaction number)

Displays the transaction number from an eligible ISIR or SAR used to calculate the award.

Pay Method

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 Pell for which a student is eligible based on full-time enrollment. The student cannot exceed the scheduled Pell award.

Weeks Calc (weeks calculated)

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)

Displays the number of weeks of instructional time in the program's academic year.

Other Information

Select the Other Information tab.

Pell Origination | Pell Disbursement | Pell Disb/Career

Stowitzky, Renee M ID: FA0860
 Aid Year: 2003 Federal Aid Year 2002-2003 Institution: PSUNV

Pell Origination ID: 589600713ST200300131500 Pell ID Reporting: 001315
 Pell Trans Stat: Ready 04/18/2002 3:59PM
 Pell Orig Stat: Originated 04/18/2002 3:59PM
 MRR Stat:

[Pell Info](#) [Orig Status](#)
☐ Update Pell Origination

Org Detail | Setup Info | Other Information

Hrs Credits Pd	HrsCredAc	IncarcerCd	AcadCalend	Prev ISIR Txn	Prev EFC	Prev Sec EFC Cd	Prev COA
			3				

Pell Origination page: Other Information tab

Hrs Credits Pd (hours credits paid)

Displays the number of credit or clock hours that the student is expected to complete and get paid from the award year.

HrsCredAc (hours credit accepted)

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)

Indicates the calendar that applies to the student's educational program and dictates 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 calendar.

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.
Ed Flags (education flags)	The system activates this link when a record is inbound. Click to view the ed 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.
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.

Reviewing Pell Processing Status

Access the Pell Information page.

Pell Information

Pell Processing Status:

☐ **Pell Student Level Override**

Transaction Nbr:

Effective Date:

Effective Sequence:

Academic Career:

Primary Academic Program:

Academic Plan:

Incarcerated Code:

Low T&F Flag:

Academic Calendar:

Payment Methodology:

Pell Payment Periods:

Hours/Credits in Acad Year:

Weeks in Program Acad Year:

☐ **Use Fulltime Enrollment**
☐ **Originate Offered Awards**
☐ **Originate Max Pell Award**

Pell Information page

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: <i>Pending:</i> When a student is awarded a Pell Grant, the system sets the status to <i>Pending</i> , whether the award is in offer status or accepted status. When you run origination, the system looks for students whose status is set to <i>Pending</i> 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 to RFMS. If you know that the student is eligible for more Pell 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. For example, select *Graduate Business*, *Continuing Education*, *Graduate*, *Law*, *Medical School*, *Undergraduate Engineering*, or *Undergraduate*.

Primary Academic Program

Select the primary academic program defined by your institution. For example, select *AGRC* (agriculture school), *FAU* (fine arts undergraduate), *FQU* (fine arts undergraduate quarter calendar), *LAU* (liberal arts undergraduate), *LQU* (liberal arts quarter calendar), *MUS* (music undergraduate), *SPEC* (special program part-time students and employees), or *VETUG* (veterinary school undergraduate).

Academic Plan

Select the academic plan defined by your institution. For example, select *Art Minor*, *Art History Minor*, *Undergraduate Honors*, *ROTC*, or *Undeclared*.

Incarcerated Code

Enter one of these values:

N: No longer incarcerated.

Y: Incarcerated.

Blank: Not incarcerated.

Pell Student Level Override

Select to override the payment plan 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 is less than 650.00 USD. A community college is an example of a school with an annual tuition of less than 300.00 USD. Values are: <i>(none)</i> , <i>O</i> , <i>Range 1</i> , or <i>Range 2</i> . The ranges are 1–216, 217–433, 434–649, and 650 or more.
Academic Calendar	Select the academic calendar type. Values are: <i>Clock Hour</i> , <i>Crdt Hr NS</i> (credit hour nonstandard terms), <i>Quarter</i> , <i>Semester</i> , <i>Trimester</i> , or <i>Hr w/o Terms</i> (hour without terms).
Payment Methodology	Select the payment methodology—that is, the formula used to calculate the student’s Pell Grant award. Values are: <i>Formula 1</i> , <i>Formula 2</i> , <i>Formula 3</i> , <i>Formula 4</i> , <i>Formula 5</i> , or <i>None</i> .
Pell Payment Periods	Enter the number of Pell payment periods.
Hours/Credits in Acad Year (hours or credits in academic year)	Enter the number of hours or credits in the program’s academic year.
Weeks in Program Acad Year (weeks in program academic year)	Enter the number of weeks of instructional time in the program’s academic year.
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. This enables the maximum Pell eligibility. For example, if you select this check box and a student is enrolled part-time, the system originates the maximum award for this student.
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					
Pell Origination ID: 062700690QU200300131500			Total Pell Award: \$3950.00		
Origination Action Detail					
			View All First 1-2 of 2 Last		
Seq:	2	Code: Origination Transmitted	Date:	04/28/2002 3:23PM	Origination Message
Pell Batch Nbr: #O200300131520020428152351			User: PS		
Seq:	1	Code: Originated	Date:	04/28/2002 3:20PM	Origination Message
Pell Batch Nbr:			User: PS		

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 an 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 the action was performed. Whenever there is an action on 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.

Pell Batch Nbr (Pell batch number)

Displays the batch number, which the system assigns to each student receiving a Pell Grant.

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 from RFMS or COD.

Reviewing Pell Origination Message Detail

Access the Pell Orig Message Detail page.

PELL ORIG MESSAGE DETAIL

Origination Action		
Seq:	Description:	Date:
5	Orig ACKN Acknowledgement Received	04/08/2002 4:38PM
Pell Batch Nbr:		#0200300131520020408103818

Pell Orig Action Messages			
		View All	First ◀ 1-2 of 3 ▶ Last
Seq:	Msg:	Description:	Severity:
1	030		

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	Administer Financial Aid, Process Pell Payment, Use, Pell Origination, 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 (Pell 3 tab).	Review Pell disbursement action detail.

Reviewing Pell Disbursement Results

Access the Pell Disbursement page.

Pell Origination		Pell Disbursement		Pell Disb/Career	
Stowitzky,Renee M			ID:	FA0860	
Aid Year:	2003	Federal Aid Year 2002-2003		Institution:	PSUNV
  					
Origination ID:		589600713ST200300131500			
Disbursement Detail		Other Information		COD Info	
Disbursement ID	Pell Dsb SeqNbr	Pell Dsb Amt	Pell Disb Dt	Pell Disb Status	Action Code
01	1	\$3750.00	04/23/2002	Disbursed	Accepted
				Pell YTD Dsb'd	\$3500.00

Pell Disbursement page: Disbursement Detail tab

Disbursement ID Displays the disbursement ID.

Pell Dsb SeqNbr (Pell disbursement sequence number) Displays the order in which the process was run.

Pell Dsb Amt (Pell disbursement amount) Displays the disbursement amount.

Pell Disb Dt (Pell disbursement date) Displays the disbursement date.

Pell Disb Status (Pell disbursement status) Displays the Pell disbursement status, based on origination, disbursement, or any other outbound process. Values are: *Originated*, *Disbursed*, or *Transmitted*.

Action Code Displays the action code, which indicates an action to take. 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 Dsb'd (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 Origination		Pell Disbursement	Pell Disb/Career
Stowitzky,Renee M		ID:	FA0860
Aid Year:	2003	Federal Aid Year 2002-2003	Institution: PSUNV
  			
Origination ID:		589600713ST200300131500	
Disbursement Detail		Other Information	COD Info
Item Type	Payment Period Start Date	RFMS Dsb Seq	
900000000370	09/25/2002	1	Disbursement Detail Ed Flags

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 request 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. It 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 Origination		Pell Disbursement	Pell Disb/Career
Stowitzky,Renee M		ID:	FA0860
Aid Year:	2003	Federal Aid Year 2002-2003	Institution: PSUNV
  			
Origination ID:		589600713ST200300131500	
Disbursement Detail		Other Information	COD Info
COD Disb Amt	COD Disb Num	COD Disb Seq	
3750.00	1	1	

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 page.

PELL DISB ACTION DETAIL

Pell Origination ID: 589600713ST200300131500

Pell Dsb Amt: \$3750.00

RFMS Dsb Seq: 1

Item Type: 9000000000370

Disb ID: 01

Disbursement Detail

View AllFirst1-3 of 3Last

3

Disbursement Acknowledged

04/08/2002 5:14PM

[Disbursement Messages](#)

Pell Batch Nbr: #D200300131520020408164226

Operator ID: PS

2

Disbursement Transmitted

04/08/2002 4:42PM

[Disbursement Messages](#)

Pell Batch Nbr: #D200300131520020408164226

Operator ID: PS

Pell Disb Action Detail page

- Pell Batch Nbr** (Pell batch number)

Displays the Pell batch number, which the system assigns to each student receiving a Pell Grant.
- Operator ID**

Displays the name of the person who initiated the action.
- Disbursement Messages**

Click to view the Pell Disbursement Message Detail page.

Changing Career Statuses

This section provides an overview of changing careers and discusses how to change a student’s career.

Understanding Changing Career Statuses

You make changes to a student’s Pell award based on changes in the student’s career. For example, you award a student a Pell Grant using an undergraduate career for the year—fall and spring terms. Then, 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. Then you can use the Pell Disb/Career page to make the change to the career for the spring term before running the origination process.

After you make changes to 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. RFMS and COD do not use the Career field, 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. It is important that you correct the Career field after a career change. Otherwise, the system sends out a disbursement request under the new career. This can result in confusion with the Department of Education, as 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	Administer Financial Aid, Process Pell Payment, Use, Pell Origination, 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.

Career	Disbursement ID	Pell Dsb SeqNbr	Pell Dsb Amt	Pell Dsb Dt	Pell Dsb Status	Action Code	Pell YTD Dsb'd
UENG	01	1	\$3750.00	04/23/2002	Disbursed	A	\$3500.00

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	Displays the disbursement ID.
Pell Dsb SeqNbr (Pell disbursement sequence number)	Displays the order in which the process was run.
Pell Dsb Amt (Pell disbursement amount)	Displays the disbursement amount.
Pell Dsb Dt (Pell disbursement date)	Displays the disbursement date.

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*, or *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 Dsb'd (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 Origination		Pell Disbursement		Pell Disb/Career	
Stowitzky, Renee M			ID:	FA0860	
Aid Year: 2003 Federal Aid Year 2002-2003			Institution:	PSUNV	
  					
Pell Origination ID:		589600713ST200300131500			
Disb/ Career Detail		Other Information			
Item Type	RFMS Dsb Seq				
900000000370	1		Disbursement Detail		Ed Flags

Pell Disb/Career page: Other 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.

Sending Pell Payment Records to the RFMS

This section provides an overview of sending Pell records to the RFMS and discusses how to select Pell outbound files.

See Also

[Chapter 26, “Processing Pell Payments,” Generating Pell Outbound Files, page 1216](#)

[Chapter 32, “Using Common Origination and Disbursement,” Sending COD Files, page 1339](#)

Understanding Sending Pell Records to the RFMS

The process of sending Pell records to the RFMS is the same for origination, disbursement, and Pell data requests.

There are two steps in the process of sending files to the RFMS. The first step is to run a process that moves your outbound files to the Application Engine staging tables. The second process creates a flat file from the data in the staging tables. When the data is in the staging tables, you can verify the data. Once you are satisfied with the data for the flat file, you can send the flat file to the RFMS. This process moves the data from the staging tables to the Pell Grant Record Layout Format using Application Engine.

Pages Used to Send Pell Payment Records to the RFMS

Page Name	Object Name	Navigation	Usage
Pell Out	RUNCTL_PELLOUT0	Administer Financial Aid, Process Pell Payment, Process, Pell Process Out, Pell Out	Select Pell outbound files. Send Pell origination records, disbursement records, institution data requests, or Pell data requests to the outbound staging tables.
FA Outbound	RUNCTL_FA_OUT	Administer Financial Aid, Process Pell Payment, Process, FA EC File Outbound	Generate Pell outbound files. Run the process that takes the records in Pell outbound staging tables and builds a flat file for transmission to RFMS.

Selecting Pell Outbound Files

Access the Pell Out page.

Pell Out

Run Control ID: pell_orig_03

[Report Manager](#) [Process Monitor](#)

Run

Selection Criteria

*Institution:

PSUNV

*Aid Year:

2003

*Pell ID:

001315

☐ Send Disb if Verification "W"

☒ Pell Origination Outbound

☐ Pell Disbursement Outbound

☐ Pell Inst Data Request Outbnd

☐ Pell Data Request Outbound

Pell Out page

Institution	Select your institution.
Aid Year	Select the aid year.
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 <i>W</i> (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. Once you have selected the institution, aid year, Pell ID reporting number, and one of the check boxes, and 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

This section provides an overview of Application Engine outbound and discusses how to generate outbound files.

Understanding Application Engine Outbound

The FA_OUTBOUND Application Engine process replaces EDI Manager to generate files for transmission to the RFMS 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 uniqueness. If there are previously generated files of the same message class in the output directory, the process ensures that those files are not overwritten.

Page Used to Generate Pell Outbound Files

Page Name	Object Name	Navigation	Usage
FA Outbound	RUNCTL_FA_OUT	Administer Financial Aid, Process Pell Payment, Process, FA EC File Outbound	Generate outbound files.

Generating Outbound Files

Access the FA Outbound page.

FA Outbound

Run Control ID: pell_orig_03 [Report Manager](#) [Process Monitor](#) [Run](#)

*Outbound File Path:

*Outbound File Type:

*Aid Year:

*Institution:

FA Outbound page

Outbound File Path	Enter the path for where you want to create the file.
Outbound File Type	Select the outbound file type.
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 to the RFMS.

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	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Outbound, Pell Header	View Pell origination, disbursement, institution data requests, and Pell data request information.
Pell Origination	PELL_ORIG_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student 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	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Outbound, Pell Disbursement	Review Pell disbursement data in the staging table.
Pell Outbound Batch	PELL_00_OUTBOUND	Administer Financial Aid, Process Pell Payment, Inquire, Pell Outbound Batches, Pell Outbound Batch	View originations, disbursements, or other batches that you ran.
Pell Trailer	PELL_TRAILER_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student 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 Header		Pell Origination		Pell Disbursement		Pell Special Disbursement		Pell Trailer	
EC Transaction ID:	PGOR03IN			Origination Records 02/03					
EC Queue Instance:	1			Inbound / Outbound Switch:			0		
Origination Info View All First 1 of 1 Last									
Pell Origination ID:	062700690QU200300131500			Pell Orig Seq #:		1			
ID:	FA0874		Original SSN:	062700690		Original Name Code:	QU		
Pell Attend ID:	001315		Action Code:			Low T&F Cd:			
Awd Amt:	0395000		Enrlmnt Dt:	20020925		Incarcerated Code:			
Verif Stat:	V		ISIR Txn Nbr:	01		Academic Calendar:	3		
Pell EFC:	00063		Sec EFC Cd:			Enrollment Status:	1		
Pay Meth:	1		COA:	2050000		Hrs Acad Yr:			
Wks in Calc:			Wks in AY:			Hours used in Payment Period:			
Estimated Disbursement Date				Student Demo Information					

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: <i>V</i> : Verified. <i>W</i> : 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: <i>A</i> : Accepted, all fields accepted. <i>C</i> : Corrected, one or more fields corrected.

	<i>D</i> : Duplicate.
	<i>E</i> : 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)	<p>Displays the EFC value that the system uses to determine the award amount. Values are:</p> <p><i>O</i>: 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.</p> <p><i>S</i>: Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.</p>
COA (cost of attendance)	Displays the cost of attendance calculated by the institution following the federal Pell Grant payment regulations.
Wks in AY (weeks in aid 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 Cd	The system uses this field to identify tuition ranges when the annual tuition is less than 650.00 USD. A community college is an example of a school with an annual tuition of less than 650.00 USD. Values are: <i>(none)</i> , <i>O</i> , <i>Range 1</i> , or <i>Range 2</i> . The ranges are 1–216, 217–433, 434–649, and 650 or more.
Incarcerated Code	<p>Displays the student's incarcerated status. Values are:</p> <p><i>N</i>: No longer incarcerated.</p> <p><i>Y</i>: Incarcerated.</p>
Academic Calendar	Indicates the calendar that applies to the student's educational program and dictates 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 calendar.
Enrollment Status	<p>Displays the enrollment status code which applies to the student's expected enrollment status for the award year. Values are:</p> <p><i>1</i>: Full-time.</p> <p><i>2</i>: Three-quarter-time.</p> <p><i>3</i>: Half-time.</p>

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.

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 Header	Pell Origination	Pell Disbursement	Pell Special Disbursement	Pell Trailer
EC Transaction ID: PGDR03IN		Disbursement Records 02/03		
EC Queue Instance: 1		Inbound / Outbound Switch: 0		
Pell Distribution View All First 1 of 1 Last				
Pell Origination ID:		062700690QU200300131500		
Dsb Ref Nbr:		01		
ID:		FA0874		
Action Code:				
Debit/Credit Indicator:		P		
Disbursement Amount:		0131700		
Disbursement Date:		20020423		
Pay Period Start Dt:		COD Info		

Pell Disbursement page

Pell Origination ID Identifies an origination.

Dsb Ref Nbr (disbursement reference number) Displays the number (01–90) of this disbursement. RFMS sends disbursement numbers 91–99 for system generated 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.

	<i>D</i> : Duplicate.
	<i>E</i> : Rejected, record was rejected.
Debit/Credit Indicator	Indicates if the disbursement amount is <i>P</i> - <i>Positive</i> or <i>N</i> - <i>Negative</i> .
Disbursement Amount	Displays the amount of the disbursement.
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 From the RFMS

The process for receiving Pell records from the RFMS is the same for origination, disbursement, and Pell data requests.

There are two steps in the process of receiving files from the RFMS. The first step is to run an Application Engine process that inbounds your files to the staging tables. The second process updates the Pell tables with acknowledgment data.

Loading and Moving Pell Acknowledgment Data

The FA_INBOUND Application Engine process replaces EDI Manager to receive files from the RFMS 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 from RFMS.
- Move Pell acknowledgment data to the database.

See Also

Chapter 32, “Using Common Origination and Disbursement,” Loading an XML File, page 1350

Pages Used to Load and Move Pell Acknowledgment Data

Page Name	Object Name	Navigation	Usage
Pell Inbound	RUNCTL_PEL_INBOUND	Administer Financial Aid, Process Pell Payment, Process, FA EC File Inbound	Load inbound files from the Department of Education.
Pell Process In	RUNCTL_PELLIN0	Administer Financial Aid, Process Pell Payment, Process, Pell Process In, Pell In	Move data from the staging tables to the database.

Loading Pell Acknowledgment Files From RFMS

Access the Pell Inbound page.

PELL Inbound

Run Control ID: Pell_Orig_IN_03
[Report Manager](#)
[Process Monitor](#)
Run

Process Instance:41

Inbound File: \\bursqa01\sqa6\SF8302D\VPell\Flatdata\orig1.txt

Pell Inbound page

Inbound File Enter the path where the system deposited the file after receipt from RFMS.

Moving Pell Acknowledgment Data to the Database

Access the Pell Process In page.

Pell Process In

Run Control ID: Pell_Orig_IN_03
[Report Manager](#)
[Process Monitor](#)
Run

Report Request Parameters

☒ Pell Origination Acknowledgmnt
☐ Pell Disbursement Acknowledgmt
☐ Pell Special Disbursement Ack
☐ Pell Multiple Reporting Record

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 request to move the Pell disbursement acknowledgment files from the staging tables to the database.
Pell Special Disbursement Ack (Pell special disbursement acknowledgment)	Select to move the Pell special disbursement acknowledgment from the staging tables to the database.
	<hr/> Note. The system does not support this feature for 2002 and 2003. <hr/>
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) from PeopleSoft Process Scheduler.

Verifying Inbound Payment Data From the RFMS

After you request origination, disbursement, multiple reporting, statement of account, or year-to-date acknowledgment files, you can review the data received from the RFMS 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 From the RFMS

Page Name	Object Name	Navigation	Usage
Pell Header	PELL_HEADER_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Inbound, Pell Header	View the values from the inbound EC Agent process.
Pell Origination Ack (Pell origination acknowledgment)	PELL_ORGACK_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Inbound, Pell Origination Ack	Review Pell origination acknowledgment data that returns from the RFMS. 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.
Pell Orig Ack Message Sec (Pell origination acknowledgment message secondary)	PELL_ORACK_MSG_SEC	Click the Acknowledge Message Code link on the Pell Origination Acknowledgement Detail page.	View messages from the RFMS.
Pell Disbursement Ack (Pell disbursement acknowledgment)	PELL_DISBACK_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Inbound, Pell Disbursement Ack	Review Pell disbursement acknowledgment records. This data returns from RFMS and represents the results of edits and corrections made by the RFMS.
Pell Trailer	PELL_TRAILER_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Inbound, Pell Trailer	View inbound data from the RFMS.

Reviewing Pell Origination Acknowledgments

Access the Pell Origination Ack page.

Pell Header	Pell Origination Ack	Pell Disbursement Ack	Pell Special Disbursement Ack	Pell Trailer
EC Transaction ID: PGOA03OP		Pell Origination Ackn 02/03		
EC Queue Instance: 1		Inbound / Outbound Switch: I		
Acknowledgment Info First 1 of 11 Last				
Pell Origination ID:	589600713ST200300131500	Pell Orig Seq #:	1	
ID:	FA0860	Original SSN:	589600713	Original Name Code: ST
Pell Attend ID:	001315	Action Code:	A	Low T&F Cd:
Awd Amt:	0375000	Enrlmnt Dt:	20020925	Incarcerated Code:
Verif Stat:	V	ISIR Txn Nbr:	02	Academic Calendar: 3
Pell EFC:	00000	Sec EFC Cd:		Payment Methodology: 1
COA:	5109900	Enrlmnt St:	1	Hrs Pay Period:
Wks in Calc:		Sched Pell:	03750	Prev ISIR Txn: 00
Wks in AY:		Hrs Acad Yr:		Prev Sec EFC Cd:
Prev EFC:	00000	Prev COA:	0000000	Pell NegPendAmt: 0000000
Pell Orig Ack Detail		Student Demo Information		Nbr Pay Per:

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 26, "Processing Pell Payments," Reviewing Results of Pell Origination, page 1200

Reviewing Pell Disbursement Acknowledgments

Access the Pell Disbursement Ack page.

Pell Header		Pell Origination Ack		Pell Disbursement Ack		Pell Special Disbursement Ack		Pell Trailer	
EC Transaction ID:		PGDA020P		Pell Disbursement Ackn		01/02			
EC Queue Instance:		1		Inbound / Outbound Switch:		I			
Inbound Pell Disbursement									
View All First 1 of 13 Last									
Pell Origination ID:	079588865BA200200131500			Pell Orig Seq #:	1		Ed Use Flag 1:	1	
ID:	FA0273			Disb Reference Nbr:	01		Ed Use Flag 2:	1	
Disbursement Date:	20010914			Pay Period Start Dt:			Ed Use Flag 3:		
Action Code:	A			Process Instance:	169		Ed Use Flag 4:		
Disbursement Amount:	01000000			Pell Trans Date/Time:	04/11/02 4:11:44PM		Ed Use Flag 5:		
Db/Cr Ind:	P			Processing Status:	P		Ed Use Flag 6:		
YTD Dsb Amt:	03300000						Ed Use Flag 7:		
							Ed Use Flag 8:		
							Ed Use Flag 9:		
							Ed Use Flag 10:		
Acknowledgement Message Codes				COD Info					

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 the Pell transaction was generated.
Processing Status	Displays the acknowledgment processing status. Values are: <i>P</i> : Processed. <i>N</i> : Not processed. <i>E</i> : Error.
Ed Use Flag (education use flag)	Click to view education use flags 1–10. These are set to inform you of modifications that have been made to your database. The system uses education use flags when the acknowledgment is rejected by RFMS. These flags require immediate action.
Acknowledgement Message Codes	Click to view disbursement acknowledgment message codes 1–25.
COD Info (common origination and disbursement information)	Click to view the Pell COD disbursement amount, number, and sequence.

See Also

Chapter 26, “Processing Pell Payments,” Reviewing Results of Pell Origination, page 1200

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 may also have awards originated at other institutions.

Once you select the type of data request and run the process, the process for sending this data to the RFMS 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	Administer Financial Aid, Process Pell Payment, Use, Pell Data Request, Pell Data Request	Select the type of data request that you want from RFMS.
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 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			Aid Year:	2003
Academic Institution:	PSUNV	PeopleSoft University	<input type="button" value="Reset"/>	
Pell ID Reporting:	001315	UNIVERSITY OF CALIFORNIA (UCLA)		
Attended Pell ID:	001315	UNIVERSITY OF CALIFORNIA (UCLA)		
Pell Data Request Type			First	1 of 1
Request Seq:	1	Request Type:	Multiple Reporting <input type="button" value="+"/> <input type="button" value="-"/>	
Multiple Report Request Code 1:	Disbursed Records			
Multiple Report Request Code 2:	Selected Students			
<input type="button" value="Institution"/>		<input type="button" value="YTD Request ID"/>		<input type="button" value="Student"/>

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 RFMS sent out and how many rejects 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 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 Code 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, click the Run button, and run the process.

Sending Pell Data Requests to the RFMS

The process for sending Pell data requests to the RFMS is the same as for origination and disbursement.

This section discusses how to send Pell data requests.

See Also

[Chapter 26, “Processing Pell Payments,” Sending Pell Payment Records to the RFMS, page 1215](#)

[Chapter 26, “Processing Pell Payments,” Generating Pell Outbound Files, page 1216](#)

Pages Used to Send Pell Data Requests to the RFMS

Page Name	Object Name	Navigation	Usage
Pell Out	RUNCTL_PELLOUT0	Administer Financial Aid, Process Pell Payment, Process, Pell Process Out	Send Pell data requests by moving them from the database to the outbound staging tables.
FA Outbound	RUNCTL_FA_OUT	Administer Financial Aid, Process Pell Payment, Process, FA EC File Outbound	Generate outbound files.

Sending Pell Data Requests

Access the Pell Out page. Select the Pell Data Request Outbound option.

See Also

[Chapter 26, “Processing Pell Payments,” Selecting Pell Outbound Files, page 1215](#)

Verifying Outbound Pell Data Requests

You can review data in the staging tables for Pell data requests and make corrections before sending these records to the RFMS.

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	Administer Financial Aid, Process Pell Payment, Inquire, Pell Inst Data Out, Pell Header	View Pell data requests.
Pell Data Request	PELL_DREG_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Institution Data Out, Pell Data Request	Review Pell data requests.
Pell Data Req Ack Comment Sec (Pell data request acknowledgment comment secondary)	PELL_DRQA_CMNT_SEC	Click the Comments link on the Pell Data Request Acknowledgment Comment page.	View message codes for Pell data requests.
Pell Trailer	PELL_TRAILER_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Inst Data Out, 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 Header
Pell Institution Data
Pell Data Request
Pell Trailer

EC Transaction ID: PGRQ03IN
Pell Data Request 02/03

EC Queue Instance: 1
Inbound / Outbound Switch: 0

Pell Request Info
View All
First
1 of 4
Last

Request Seq: 1
Pell ID Reporting: 001315

Request Type: M Multiple Reporting

Pell Origination ID:

Multiple Report Request Code 1: D Disbursed Records

Multiple Report Request Code 2: S Selected Students

MRR Student ID: 589600713ST
Pell Media Type: E

MRR Institution Pell-ID:
Attended Pell ID: 001315

Acknowledgement

Action Code:
[Comments](#)
[Student Demo Information](#)

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: <i>B</i> : Batch replacement. <i>M</i> : Multiple reporting. <i>S</i> : Statement of account. <i>Y</i> : Year-to-date. <i>R</i> : Reconciliation.
Multiple Report Request Code 1	Indicates whether the institution is requesting originated or disbursed institutions. Values are: <i>O</i> : Send originated institutions. <i>D</i> : Send disbursed institutions.
Multiple Report Request Code 2	Indicates whether the institution is requesting by selected student, selected institution, or all students. Values are: <i>A</i> : Send list of other institutions for all students. <i>S</i> : Send other institution for students listed in record. <i>I</i> : Send student for listed institutions listed in record.
MRR Student ID (multiple report request student ID)	Displays the student's social security number and name code for which a multiple report is requested.
MRR Institution Pell-ID (multiple report request institution Pell ID)	Displays the code for which multiple report listings are requested.
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. <i>E</i> : 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 Acknowledgment 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 From the RFMS

The process for receiving Pell data requests from the RFMS is the same as for origination and disbursement.

See Also

[Chapter 26, “Processing Pell Payments,” Receiving Pell Records From the RFMS, page 1222](#)

[Chapter 26, “Processing Pell Payments,” Loading and Moving Pell Acknowledgment Data, page 1222](#)

Verifying Inbound Pell Data Requests From the RFMS

After you request origination, disbursement, multiple reporting, statement of account, or year-to-date acknowledgment files, you can review the data received from the RFMS 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 From the RFMS

Page Name	Object Name	Navigation	Usage
Pell Header	PELL_HEADER_00	Administer Financial Aid, Process Pell Payment, Inquire	View the values from the inbound process.
Pell Statement of Acct Summ (Pell statement of account summary)	PELL_SAR_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Statement of Acct, Pell Statement of Acct Summ	Review statement of account summary and GAPS information from the RFMS.
Pell Statement of Acct Detail (Pell statement of account detail)	PELL_SARD_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Statement of Acct, Pell Statement of Acct Detail	Review statement of account detail. Includes data about adjustment amount, report date, process date, batch number, and adjustment description.
Pell Multiple Report	PELL_MRR_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Multiple Reporting Rec, Pell Multiple Report	Review multiple reporting data on students for whom you originate awards and who may also have awards originated at other institutions.

Page Name	Object Name	Navigation	Usage
Pell MMR Institution	PELL_MRR_00_INST	Administer Financial Aid, Process Pell Payment, Inquire, Pell Multiple Reporting Rec, Pell MRR Institution Info	View demographic and financial aid administrator data.
Pell YTD Originations (Pell year-to-date originations)	PELL_YTDORG_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell YTD Records, Pell YTD Originations	Review Pell year-to-date originations.
Estimated Disbursement Dates	PELL_YTDORG_00_SEC	Click the Org Detail link on the Pell YTD Originations page.	View approximate disbursement dates.
Pell YTD Disbursements (Pell year-to-date disbursements)	PELL_YTDSB_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell YTD Records, Pell YTD Disbursements	Review Pell year-to-date disbursements.
Pell YTD Summary (Pell year-to-date summary)	PELL_YTDSUM_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell YTD Records, Pell YTD Summary	Review Pell year-to-date summary of originations and disbursements.
Comment Code Detail	PELL_YTDSUM_00_SEC	Click the Sum Detail link on the Pell YTD Summary page.	View the number of times that a comment code was returned to your institution on an acknowledgment.
Pell Recon 00 (Pell reconciliation 00)	PELL_RECON_00	Administer Financial Aid, Process Pell Payment, Inquire, Pell Reconciliation, Pell Recon 00	Review Pell reconciliation records. Reconcile the total disbursement amount per student with the RFMS.
Pell Trailer	PELL_TRAILER_00	<ul style="list-style-type: none"> Administer Financial Aid, Process Pell Payment, Inquire, Pell Statement of Acct, Pell Trailer Administer Financial Aid, Process Pell Payment, Inquire, Pell Inst Data Out, Pell Trailer Administer Financial Aid, Process Pell Payment, Inquire, Pell Mult Reporting Rec, Pell Trailer Administer Financial Aid, Process Pell Payment, Inquire, Pell Reconciliation, Pell Trailer 00 Administer Financial Aid, Process Pell Payment, Inquire, Pell YTD Records, Pell Trailer 	View inbound data from the RFMS.

Reviewing Statement of Account Summary

Access the Pell Statement of Acct Summ page.

Pell Header		Pell Statement of Acct Summ		Pell Statement of Acct Detail		Pell Trailer	
EC Transaction ID:	PGAS020P	Pell Statement of Acct				01/02	
EC Queue Instance:	1	Inbound / Outbound Switch:				I	
Pell Statement First ◀ 1 of 1 ▶ Last							
Record Indicator:	S	Pell ID:	001315	Pell Grantee DUNS Nbr:	072995848		
Payee DUNS:		Acct Sched Seq:	1	Acct Sched Dt:	05/25/2001		
Previous Obligation Amount:		Previous Payment Amount:					
Current Obligation Amount:	3185427.00	Current Payment Amount:					
Total Obligation Adj Amount:	3185427.00	Total Payment Adj Amount:					
YTD AcptDisbAmt:		YTD PostDisbAmt:					
YTD TotUndRcp:		YTD AdmCostAllw:					
Payment Control Number:		GAPS Lst Act Dt:		05/26/2002			
GAPS Expenditure Amount:		GAPS Awd Nbr:		P063P 20010417			
PG Trans Dttm:	06/13/01 9:35:25PM	Process Instance:		26		Pell Stg Proc:	N

Pell Statement of Acct Summ page

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 accepted by RFMS.
YTD TotUndRcp (year-to-date total unduplicated recipients)	Displays the year-to-date number of unduplicated recipients at your institution.
Payment Control Number	Displays a reference number for the last payment sent to 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 COBOL or EDI Manager process.
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 assigned by RFMS 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 of disbursements posted to RFMS.
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.

Reviewing Statement of Account Detail

Access the Pell Statement of Acct Detail page.

Pell Header		Pell Statement of Acct Summ		Pell Statement of Acct Detail		Pell Trailer	
EC Transaction ID:		PGAS020P		Pell Statement of Acct		01/02	
EC Queue Instance:		1		Inbound / Outbound Switch:		I	
Pell Statement First 1 of 1 Last							
Record Indicator:	D			Pell ID:	001315		
Pell Grantee DUNS Nbr:	072995848			Payee DUNS Number:			
GAPS Award Number:	P063P 20010417			Debit/Credit Indicator:	P		
Adjustment Report Date:	05/26/2001						
Adjustment Amount:	3185427.00						
Adjustment Process Date:	05/26/2001						
Adjustment Batch Number:	#D200200131520020526194321						
Adjustment Description:							
Pell Trans Date/Time:	06/13/01 9:35:25PM			Pell Staging Record Proc Stat:	N		
Process Instance:	26						

Pell Statement of Acct Detail page

Pell ID	Displays the unique ID of the reporting 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.
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 to ED CAPS.
Adjustment Amount	Displays the amount of your institution's adjustment batch.
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 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.
Payee DUNS Number (payee data universal numbering scheme number)	Displays the data universal numbering scheme number assigned to the payee institution.
Debit/Credit Indicator (debit or credit indicator)	Indicates if the adjustment amount is <i>P</i> - Positive or <i>N</i> - Negative.

Reviewing Pell Multiple Reporting Data

Access the Pell Multiple Report page.

Pell Header		Pell Multiple Report		Pell MRR Institution Info.		Pell Trailer	
EC Transaction ID:	PGMR020P	Pell Multiple Report Rec 01/02					
EC Queue Instance:	2	Inbound / Outbound Switch: I					
Report Information View All First 1 of 1 Last							
Record Type:	RD	Multi Rpt Req 1:	Multi Rpt Req 2:				
Pell Reporting Campus ID:	001315	MRR Institution Pell-ID:	001315				
MRR Student ID:	252500677EB	Original Name Code:	EB				
Student Original SSN:	252500677	Pell ID Reporting:	001315				
Scheduled Fed Pell Grant:	3300.00	Orig Awd Amt:	3000.00	EFC:	100		
Transaction Number:	1	Total of Disbursement Accept:	2900.00				
Enrollment Date:	08/27/2001	Origination Create Date:	08/06/2001				
Next Est Disbursement Date:	01/15/2002	Last Activity Date:	08/30/1999				
Eligibility Used:	95.00	Process Instance:	35				
Pell Stg Proc:	E	Pell Trans Date/Time:	06/14/01 3:56:31PM				

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.

	<i>D</i> : 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: <i>A</i> : Send list of other institutions for all students. <i>S</i> : Send other institution for students listed in record. <i>I</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.
Scheduled Fed Pell Grant	Displays the maximum amount of Pell 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 date of the next estimated disbursement date.
Eligibility Used	Displays the percentage of the student's eligibility used by the institution.
MRR Institution Pell-ID (multiple reporting 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 by the RFMS for the student.
Origination Create Date	Displays the date on which the origination was created in RFMS.
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.

Reviewing Pell Year-to-Date Originations

Access the Pell YTD Originations page.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 11		Inbound / Outbound Switch: I		
Pell YTD Originations				View All
First	1 of 1	Last		
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5
Orig 6	Orig 7	Orig 8		
Pell Origination ID	Original SSN	Original Name Code	Pell Attending Campus ID	
1 252500677EB200200131501	252500677	EB	001315	

Pell YTD Originations page: Orig 1 tab

Orig 1

Select the Orig 1 tab.

Pell Attending Campus ID Displays the Pell ID of the campus attended.

Orig 2

Select the Orig 2 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 11		Inbound / Outbound Switch: I		
Pell YTD Originations				View All
First	1 of 1	Last		
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5
Orig 6	Orig 7	Orig 8		
Pell Origination ID	Original SSN	Pell Origination Sequence Nbr	EmplID	
1 252500677EB200200131501	252500677		1 FA0861	

Pell YTD Originations page: Orig 2 tab

Pell Origination Sequence Nbr (Pell origination sequence number) Represents the number of times that the Pell origination was run for the student.

Orig 3

Select the Orig 3 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																		
EC Transaction ID:	PGYR020P	Pell Year to Date 01/02																				
EC Queue Instance:	11	Inbound / Outbound Switch: I																				
<table border="1"> <tr> <th colspan="5">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 1</td> <td>Orig 2</td> <td>Orig 3</td> <td>Orig 4</td> <td>Orig 5</td> <td>Orig 6</td> <td>Orig 7</td> <td>Orig 8</td> <td></td> </tr> </table>					Pell YTD Originations					View All	First	1 of 1	Last	Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8	
Pell YTD Originations					View All	First	1 of 1	Last														
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8															
Pell Origination ID	Original SSN	Action Code	Pell Payment Periods	Total Pell Award Amount																		
1 252500677EB200200131501	252500677	A		3300.00																		

Pell YTD Originations page: Orig 3 tab

Pell Payment Periods Displays the number of terms or payment periods in the student's school year. This field is no longer required after aid year 2001.

Total Pell Award Amount Displays the amount of the Pell award for the student's entire school year.

Orig 4

Select the Orig 4 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																		
EC Transaction ID:	PGYR020P	Pell Year to Date 01/02																				
EC Queue Instance:	11	Inbound / Outbound Switch: I																				
<table border="1"> <tr> <th colspan="5">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 1</td> <td>Orig 2</td> <td>Orig 3</td> <td>Orig 4</td> <td>Orig 5</td> <td>Orig 6</td> <td>Orig 7</td> <td>Orig 8</td> <td></td> </tr> </table>					Pell YTD Originations					View All	First	1 of 1	Last	Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8	
Pell YTD Originations					View All	First	1 of 1	Last														
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8															
Pell Origination ID	Original SSN	Org Detail																				
1 252500677EB200200131501	252500677	Org Detail																				

Pell YTD Originations page: Orig 4 tab

Org Detail Click to view the Estimated Disbursement Dates page.

Orig 5

Select the Orig 5 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																		
EC Transaction ID:	PGYR020P	Pell Year to Date 01/02																				
EC Queue Instance:	11	Inbound / Outbound Switch: I																				
<table border="1"> <tr> <th colspan="5">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 1</td> <td>Orig 2</td> <td>Orig 3</td> <td>Orig 4</td> <td>Orig 5</td> <td>Orig 6</td> <td>Orig 7</td> <td>Orig 8</td> <td></td> </tr> </table>					Pell YTD Originations					View All	First	1 of 1	Last	Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8	
Pell YTD Originations					View All	First	1 of 1	Last														
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8															
Pell Origination ID	Original SSN	Pell Enrollment Date	Low Tuition and Fees Flag																			
1 252500677EB200200131501	252500677	08/20/2001																				

Pell YTD Originations page: Orig 5 tab

Pell Enrollment Date Displays the first date on which the student was enrolled in an eligible program for the designated school year.

Low Tuition and Fees Flag Displays an indicator to identify tuition ranges, when the annual tuition is less than 213.00 USD.

Orig 6

Select the Orig 6 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 11		Inbound / Outbound Switch: I		
Pell YTD Originations View All First 1 of 1 Last				
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5
Orig 6	Orig 7	Orig 8		
Pell Origination ID	Original SSN	ED Verification Status Cd	Incarcerated Code	Transaction Nbr
1 252500677EB200200131501	252500677	A		1

Pell YTD Originations page: Orig 6 tab

Transaction Nbr (transaction number) Displays a transaction number from an eligible ISIR or SAR used to calculate the award.

Orig 7

Select the Orig 7 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 11		Inbound / Outbound Switch: I		
Pell YTD Originations View All First 1 of 1 Last				
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5
Orig 6	Orig 7	Orig 8		
Pell Origination ID	Original SSN	Pell EFC	Secondary EFC Flag	Academic Calendar
1 252500677EB200200131501	252500677	35		3

Pell YTD Originations page: Orig 7 tab

Pell EFC (Pell expected family contribution) Displays the Pell EFC, which must equal the student's EFC from the ISIR or SAR.

Secondary EFC Flag (secondary expected family contribution flag) Displays the secondary EFC.

Orig 8

Select the Orig 8 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																		
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																				
EC Queue Instance: 11		Inbound / Outbound Switch: I																				
<table border="1"> <tr> <th colspan="5">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 1</td> <td>Orig 2</td> <td>Orig 3</td> <td>Orig 4</td> <td>Orig 5</td> <td>Orig 6</td> <td>Orig 7</td> <td>Orig 8</td> <td></td> </tr> </table>					Pell YTD Originations					View All	First	1 of 1	Last	Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8	
Pell YTD Originations					View All	First	1 of 1	Last														
Orig 1	Orig 2	Orig 3	Orig 4	Orig 5	Orig 6	Orig 7	Orig 8															
Pell Origination ID		Original SSN	Payment Methodology	Pell COA	Enrollment Status																	
1 252500677EB200200131501		252500677	1	2275.00	5																	

Pell YTD Originations page: Orig 8 tab

Payment Methodology

Displays the formula used to calculate the student's federal Pell Grant award. The formula determines the data required for enrollment status, weeks of instructional time, weeks of instructional time and clock hours in the academic year, and credit and clock hours that the student is expected to complete.

Pell COA (Pell cost of attendance)

Displays the COA used to calculate the Pell award amount. It must equal the COA calculated by the institution following the Pell Grant Payment regulations.

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.

Orig 9

Select the Orig 9 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																		
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																				
EC Queue Instance: 11		Inbound / Outbound Switch: I																				
<table border="1"> <tr> <th colspan="5">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> <td></td> </tr> </table>					Pell YTD Originations					View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15	
Pell YTD Originations					View All	First	1 of 1	Last														
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15															
Pell Origination ID		Original SSN	Weeks Used in Calculation	Weeks in Prgm Acad Year																		
1 252500677EB200200131501		252500677		30																		

Pell YTD Originations page: Orig 9 tab

Weeks Used in Calculation

Displays the number of weeks of instructional time the student is to be enrolled and paid. The number of weeks is used to calculate payment.

Weeks in Prgm Acad Year (weeks in program academic year)

Displays the number of weeks of instructional time in the program's academic year.

Orig 10

Select the Orig 10 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 11		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> </tr> </table>					Pell YTD Originations				View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15
Pell YTD Originations				View All	First	1 of 1	Last													
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15													
Pell Origination ID	Original SSN	Hours used in Payment Period	Hours in Academic Year																	
1 252500677EB200200131501	252500677																			

Pell YTD Originations page: Orig 10 tab

Hours used in Payment Period

Displays the number of hours that you expect the student to complete and to be paid for the award year.

Hours in Academic Year

Displays the number of clock hours or credits in the student's educational program's academic year definition.

Orig 11

Select the Orig 11 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 11		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> </tr> </table>					Pell YTD Originations				View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15
Pell YTD Originations				View All	First	1 of 1	Last													
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15													
Pell Origination ID	Original SSN	Scheduled Pell Award	Pell Student Name																	
1 252500677EB200200131501	252500677	3300	EBERHART KATIE A																	

Pell YTD Originations page: Orig 11 tab

Scheduled Pell Award

Displays the scheduled amount for a full-time student. This can range from 0.00 USD to 3,125.00 USD.

Orig 12

Select the Orig 12 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 11		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> </tr> </table>					Pell YTD Originations				View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15
Pell YTD Originations				View All	First	1 of 1	Last													
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15													
Pell Origination ID	Original SSN	Student Current SSN	Pell Student Date of Birth																	
1 252500677EB200200131501	252500677	252500677	08/20/1979																	

Pell YTD Originations page: Orig 12 tab

Orig 13

Select the Orig 13 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 11		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> </tr> </table>					Pell YTD Originations				View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15
Pell YTD Originations				View All	First	1 of 1	Last													
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15													
Pell Origination ID	Original SSN	CPS Verification Selection Cd	YTD Disbursed Amount																	
1 252500677EB200200131501	252500677	*	0330000																	

Pell YTD Originations page: Orig 13 tab

CPS Verification Selection Cd

Indicates whether CPS selected the student for institutional verification of applicant data as of the transaction number reported.

YTD Disbursed Amount (year-to-date disbursed amount)

Displays the total of processed disbursements by RFMS.

Orig 14

Select the Orig 14 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 11		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> </tr> </table>					Pell YTD Originations				View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15
Pell YTD Originations				View All	First	1 of 1	Last													
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15													
Pell Origination ID	Original SSN	Pell Batch ID																		
1 252500677EB200200131501	252500677	#0200200131520010618101822																		

Pell YTD Originations page: Orig 14 tab

Pell Batch ID

Displays a unique number generated by the institution to identify a specific batch of records.

Orig 15

Select the Orig 15 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 11		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Originations</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Orig 8</td> <td>Orig 9</td> <td>Orig 10</td> <td>Orig 11</td> <td>Orig 12</td> <td>Orig 13</td> <td>Orig 14</td> <td>Orig 15</td> </tr> </table>					Pell YTD Originations				View All	First	1 of 1	Last	Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15
Pell YTD Originations				View All	First	1 of 1	Last													
Orig 8	Orig 9	Orig 10	Orig 11	Orig 12	Orig 13	Orig 14	Orig 15													
Pell Origination ID	Original SSN	Pell RFMS Process Dt	Process Instance																	
1 252500677EB200200131501	252500677	06/18/2001	71																	

Pell YTD Originations page: Orig 15 tab

Pell RFMS Process Dt (Pell recipient financial management system process date) Displays the date on which this record was processed by the federal Pell Grant program.

Reviewing Pell Year-to-Date Disbursements

Access the Pell YTD Disbursements page.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer																
EC Transaction ID: PGYR020P		Pell Year to Date 01/02																		
EC Queue Instance: 8		Inbound / Outbound Switch: I																		
<table border="1"> <tr> <th colspan="4">Pell YTD Disbursements</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <td>Disb 1</td> <td>Disb 2</td> <td>Disb 3</td> <td>Disb 4</td> <td>Disb 5</td> <td>Disb 6</td> <td>Disb 7</td> <td></td> </tr> </table>					Pell YTD Disbursements				View All	First	1 of 1	Last	Disb 1	Disb 2	Disb 3	Disb 4	Disb 5	Disb 6	Disb 7	
Pell YTD Disbursements				View All	First	1 of 1	Last													
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5	Disb 6	Disb 7														
ID	Pell Origination ID	Pell Origination Sequence Nbr	Action Code																	
1 FA0861	252500677EB200200131501		1 A																	

Pell YTD Disbursements page: Disb 1 tab

Disb 1

Select the Disb 1 tab.

Pell Origination Sequence Nbr (Pell origination sequence number) Represents the number of times that the Pell origination was run for the student.

Disb 2

Select the Disb 2 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 8		Inbound / Outbound Switch: I		
Pell YTD Disbursements				View All First 1 of 1 Last
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5
ID	Disbursement Reference Nbr	Pell Disbursement Amt	Debit/Credit Indicator	
1 FA0861	01	1850.00	P	

Pell YTD Disbursements page: Disb 2 tab

Disbursement Reference Nbr (disbursement reference number) Displays the number of the disbursement per student for the award year.

Pell Disbursement Amt (Pell disbursement amount) Displays the amount of disbursement for the student's payment period. This is the accepted amount that returns from RFMS.

Debit/Credit Indicator (debit or credit indicator) Indicates if the disbursement amount is *P* (positive) or *N* (negative).

Disb 3

Select the Disb 3 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 8		Inbound / Outbound Switch: I		
Pell YTD Disbursements				View All First 1 of 1 Last
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5
ID	Pell Disbursement Date	Payment Period Number	Payment Period Start Date	
1 FA0861			08/20/2001	

Pell YTD Disbursements page: Disb 3 tab

Pell Disbursement Date Displays the date on which the disbursement was or will be made to the student.

Payment Period Number Displays the number used to identify which payment period this record is referencing.

Payment Period Start Date Displays the beginning date of the payment period.

Disb 4

Select the Disb 4 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 8		Inbound / Outbound Switch: I		
Pell YTD Disbursements				View All First ◀ 1 of 1 ▶ Last
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5
Disb 6	Disb 7			
ID	Payment Period End Date	Pell Payment Periods	Payment Period Amount	
1 FA0861				

Pell YTD Disbursements page: Disb 4 tab

Payment Period End Date Displays the ending date of the payment period.

Pell Payment Periods Displays the number of terms or payment periods in the student's school year.

Payment Period Amount Displays the payment amount for this payment period.

Disb 5

Select the Disb 5 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 8		Inbound / Outbound Switch: I		
Pell YTD Disbursements				View All First ◀ 1 of 1 ▶ Last
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5
Disb 6	Disb 7			
ID	Pay Period Acad Calendar	Pay Period Payment Methodology	Pell Cost of Attendance	
1 FA0861				

Pell YTD Disbursements page: Disb 5 tab

Pay Period Acad Calendar (payment period academic calendar) Displays the calendar that applies to the payment period.

Pay Period Payment Methodology (payment period payment methodology) Displays the formula used to calculate this payment for the student's Federal Pell Grant.

Pell Cost of Attendance Displays the cost of attendance for this payment period.

Disb 6

Select the Disb 6 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 8		Inbound / Outbound Switch: I		
Pell YTD Disbursements View All First 1 of 1 Last				
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5
Disb 6	Disb 7			
ID	Pay Period Enrollment Status	Pay Period Weeks in Calc	Weeks in Prgm Acad Year	
1 FA0861				

Pell YTD Disbursements page: Disb 6 tab

Pay Period Weeks in Calc Indicates the number of weeks used to calculate payment for this payment period.
(pay period weeks in calculation)

Weeks in Prgm Acad Year Indicates the number of weeks defined in the program's academic year.
(weeks in program academic year)

Disb 7

Select the Disb 7 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 8		Inbound / Outbound Switch: I		
Pell YTD Disbursements View All First 1 of 1 Last				
Disb 1	Disb 2	Disb 3	Disb 4	Disb 5
Disb 6	Disb 7			
ID	Pay Period Hours	Hours in Academic Year	Process Instance	
1 FA0861			64	

Pell YTD Disbursements page: Disb 7 tab

Pay Period Hours Displays the hours used to calculate the payment for this period.

Hours in Academic Year Displays the number of hours or credit hours defined by your institution for the academic year.

Reviewing Pell Year-to-Date Summary

Access the Pell YTD Summary page.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 13		Inbound / Outbound Switch: I		
Pell YTD Summary				View All First 1 of 1 Last
Sum 1	Sum 2	Sum 3	Sum 4	
YTD Total Unduplicated Receipt	Pell YTD Total Originations	Pell YTD Originations Accepted		
1	21650	3000	2800	

Pell YTD Summary page: Sum 1 tab

Sum 1

Select the Sum 1 tab.

YTD Total Unduplicated Receipt (year-to-date total unduplicated recipients)

Displays the year-to-date number of recipients not duplicated for your institution.

Pell YTD Total Originations (Pell year-to-date total originations)

Displays the total year-to-date number of originations received for your institution.

Pell YTD Originations Accepted (Pell year-to-date originations accepted)

Displays the total year-to-date number of originations received and accepted for your institution.

Sum 2

Select the Sum 2 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 13		Inbound / Outbound Switch: I		
Pell YTD Summary				View All First 1 of 1 Last
Sum 1	Sum 2	Sum 3	Sum 4	
Pell YTD Originations Correctd	Pell YTD Originations Rejected	Pell YTD Total Disbursements		
1	250	150	776	

Pell YTD Summary page: Sum 2 tab

Pell YTD Originations Correctd (Pell year-to-date originations corrected)

Displays the total year-to-date number of originations received and corrected for your institution.

Pell YTD Originations Rejected (Pell year-to-date originations rejected)

Displays the total year-to-date number of originations received and rejected for your institution.

Pell YTD Total Disbursements (Pell year-to-date total disbursements)

Displays the total year-to-date number of disbursements and special disbursements received for your institution.

Sum 3

Select the Sum 3 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 13		Inbound / Outbound Switch: I		
Pell YTD Summary View All First 1 of 1 Last				
Sum 1	Sum 2	Sum 3	Sum 4	
Pell YTD Disbursements Accepted		Pell YTD Disbursements Correct	Pell YTD Disbursements Rejected	
1		375	250 150	

Pell YTD Summary page: Sum 3 tab

Pell YTD Disbursements Accepted (Pell year-to-date disbursements accepted)

Displays the total year-to-date number of disbursements received and accepted by your institution.

Pell YTD Disbursements Correct (Pell year-to-date disbursements correct)

Displays the total year-to-date number of disbursements and special disbursements received and corrected for your institution.

Pell YTD Disbursements Rejected (Pell year-to-date disbursements rejected)

Displays the total year-to-date number of disbursements and special disbursements received and rejected for your institution.

Sum 4

Select the Sum 4 tab.

Pell Header	Pell YTD Originations	Pell YTD Disbursements	Pell YTD Summary	Pell Trailer
EC Transaction ID: PGYR020P		Pell Year to Date 01/02		
EC Queue Instance: 13		Inbound / Outbound Switch: I		
Pell YTD Summary View All First 1 of 1 Last				
Sum 1	Sum 2	Sum 3	Sum 4	
Sum Detail		Process Instance		
1 Sum Detail		74		

Pell YTD Summary page: Sum 4 tab

Sum Detail

Click to view the Comment Code Detail page. This page indicates the year-to-date number of times a comment code was returned to your institution on an acknowledgment.

Reviewing Pell Reconciliation Records

Access the Pell Recon 00 page.

Pell Header 00	Pell Recon 00	Pell Trailer 00
EC Transaction ID:	PGRC020P	Pell Reconciliation Rec 01/02
EC Queue Instance:	2	Inbound / Outbound Switch: I
Pell Origination ID:	451700731CA200200131500	Origination Award Amount: 3500.00
PG First Name:	SHANE P	Scheduled Award Amount: 3500
PG Last Name:	CARR	Year to Date Disbursement Amt: 175000
Student Current SSN:	451700731	
Pell Attending Campus ID:	196908	Verification Status Code: 0
Transaction Number:	8	POP Flag: 0
Expected Family Contribution:	205	

Pell Recon 00 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.

Tracking Requests for Funds From GAPS

This section discusses how to:

- Track 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	Administer Financial Aid, Process Pell Payment, Use, Pell Cash Management, 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.

Tracking Requests for Funds From GAPS

Access the Pell Cash Summary page.

Pell Cash Summary

Pell Cash Summary

Institution: PeopleSoft University **Aid Year:** 2002 Financial Aid Year 2001-2002
Program: Pell Grant
Recon Period: 1 Pell 07/01 **Start Date:** 07/01/2001 **End Date:** 08/01/2001

Total Nbr of Records in Period: 50 **Total Cash:** \$10,000.00
Total of all Transactions: \$25,000.00 **Tot Antic Disb:** \$500,000.00
Total Requested Amount: \$490,000.00

Cash Summary
First 1 of 1 Last

*Seq: 1 Tot # Recs: 50 Conf Cd: RFMS0102
Pell Batch ID: #A001315082019991219 Batch Dt: 08/20/2001

Antic Disb: \$500,000.00 Recon Cash on Hand: \$10,000.00
Rqstd Amt: \$490,000.00 Request Date: 07/01/2001
Txn Amt: \$25,000.00 Txn Date: 07/01/2001

[Item Type](#)
[Cash Transaction Notes](#)

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 RFMS data.
Conf Cd (confirmation code)	Displays the confirmation code for this cash draw down 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.
Rqstd Amt (requested amount)	Displays the amount of money that you requested from RFMS for this disbursement period. Generally, the requested amount 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 for 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			
Pell Batch ID:	#A001315082019991219	Recon Batch Date:	08/20/2001
Txn Amt:	\$25,000.00	Recon Transaction Date:	07/01/2001
View All First 1 of 1 Last			
*Item Type:	90000000010	Federal Pell Grant	
Tot # Recs:	50	User:	PS
		Cash Action Datetime:	06/15/2001 4:08PM
Request Date	07/01/2001	Csh onHnd	\$10,000.00
		Antic Disb	\$500,000.00
		Recon Requested Amount	\$490,000.00

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			
Pell Batch ID:	#A001315082019991219	Recon Batch Date:	08/20/2001
Txn Amt:	\$25,000.00	Recon Transaction Date:	07/01/2001
First 1 of 1 Last			
*Note Seq:	1	User:	PS
		Cash Action Datetime:	06/15/2001 4:08PM
Requested \$500,000.00. Sent memorandum to General Accounting requesting Draw Down from GAPS.			

Cash Transaction Notes page

Note Seq (note sequence)

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.

CHAPTER 27

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 overview of authorization and disbursement, anticipated aid, and service indicators in disbursement authorization.

Prerequisites

To authorize and disburse a student's aid, there must be accepted financial aid awards for the student. You must also set up global disbursement rules and financial aid item type disbursement rules for each career before authorizing or disbursing awards.

See Also

Chapter 9, "Setting Up Disbursement Rules," Defining Basic Global Rules for Authorization, page 245

Authorization and Disbursement

Once 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).

There are two ways financial aid awards can be displayed on the student's account.

- Before disbursement, financial aid awards can appear as anticipated aid on a student's account.
You can also choose to have anticipated awards not 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—authorization and disbursement.

- The authorization process is the gatekeeper for disbursement. Authorization uses rules to determine if 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 actual transfer of funds from the PeopleSoft Financial Aid system to the student's account in the PeopleSoft Student Financials system. A financial aid award must be accepted before it can be authorized and disbursed.

See Also

PeopleSoft 8 SPI Student Financials PeopleBook, “Maintaining Receivables,” Entering Groups of Transactions

Background Authorization and Disbursement

PeopleSoft 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 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 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. Once 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 and 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 make the necessary changes to 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 go to another page and authorize the award using an override. Authorizing with an override should only be done in very special circumstances because once 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 PeopleSoft Financial Aid, it appears in Financial Aid's pages as if the funds have been applied to the students' accounts. This is not true. The students' accounts are not actually credited until PeopleSoft Student Financials posting processes apply the funds to the students' accounts. The scheduling of batch disbursement processing should be coordinated with the student financials 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 since aid can be disbursed at any time in the aid year.

Anticipated Aid

When defining financial aid item types, one of the choices you make is whether the award should be reflected on a student's account in PeopleSoft 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:

- Using 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. If the net award amount is zero, it means the award has been disbursed.

- Using 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 23, "Reviewing Awards," Reviewing Anticipated Aid, page 832

Service Indicators in Disbursement Authorization

Negative service indicators can be used to prevent disbursement of financial aid funds. Disbursement authorization checks if there is an active service indicator for the disbursement term and if that service indicator should prevent disbursement of funds. Only those 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 (Administer Financial Aid, Package and Disburse Aid, Use, Service Indicator Data, Service Indicator Data 1) 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 8 SPI Campus Community Fundamentals 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 this page to track financial aid related events for a student to supplement (or use as an alternative to) the Campus Community 3C’s communication records.

Users edit messages can be used 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 9, “Setting Up Disbursement Rules,” Defining User Edit Messages, page 241

Page Used to Assign User Edit Messages

Page Name	Object Name	Navigation	Usage
Review User Edit Messages	STDNT_FA_EDIT_MSGS	Administer Financial Aid, Package and Disburse Aid, Use, Review User Edit Messages	Assign new, or update existing, user edit messages for a student for a given aid year and term.

Assigning User Edit Messages

Access the Review User Edit Messages page.

Chen,Deborah L
ID: 0042025

Aid Year: 2003 Federal Aid Year 2002-2003
Institution: PSUNV

View All First 1 of 1 Last

*Msg Type: Error *Msg Code: UNIT01 Term Units Less Than Full Time [Message Detail](#) + -

Msg Dt/Tm: 04/08/2002 4:00:40.000000PM *Term: 0475 2002 Fall Msg Action: None Taker Process:

User ID: PS Student has a reduced load.
Dt Compl: 04/08/2002

Review User Edit Messages page

Msg Type (message type) Options are:

Error: A severe message type category. Indicates a problem that may necessitate halting financial aid processing for the student.

Informtnl (informational): Indicates a student event that has no impact on the student's financial aid processes.

Warning: Indicates a student event that may negatively affect the student's financial aid processes.

Msg Code (message code)	Once 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)	Date/Time the record was first assigned.
Term	The term for which the user edit message applies. This is a required field.
Msg Action (message action)	The current action taken on the edit message. Options are <i>None Taken</i> , <i>Pending</i> , and <i>Resolved</i> . Edits set to Resolved do not hold financial aid disbursements.
Process	User defined field.
User ID	User ID who entered the record.
Dt Compl (date completed)	The date 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 may 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 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 Disb/Auth Calendar Summary (disbursement/authorization calendar summary) 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.

While you can set up the same business process using the authorization and disbursement calendar settings, the Authorize Aid page and Disburse Aid page provide a greater degree of 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 take a background process previously defined by the disbursement and authorization calendars and redesign it 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 2001 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 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 9, "Setting Up Disbursement Rules," Authorization and Disbursement Calendars, page 240](#)

Common Elements Used in This Section

Process Instance	Displays the unique identifying number assigned by PeopleSoft Process Scheduler to each active row when the authorization process runs.
Run Date and Time	Displays the most recent date and time 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	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Inquire, Disb/Auth Calendar Summary, Disbursement Calendar Summary Design Student Administration, Design Financial Aid2, Inquire, Disb/Auth Calendar Summary, Disbursement Calendar Summary 	Review your institution's disbursement calendar for a particular financial aid year by effective-dated row.
Authorize Calendar Summary	AUTH_CAL_SUMRY	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Inquire, Disb/Auth Calendar Summary, Authorize Calendar Summary Design Student Administration, Design Financial Aid2, Inquire, Disb/Auth Calendar Summary, Authorize Calendar Summary 	Review your institution's authorization calendar for a particular financial aid year by effective-dated row.
Authorize Aid	RUNCTL_AUTHRIZE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Process, Authorize Disbursements Administer Financial Aid, Package and Disburse Aid, Process, Authorize Aid 	Authorize financial aid in batch by selecting records for authorization and then running the Background Mass Authorization process.
Disburse Aid	RUNCTL_DISBURSE	<ul style="list-style-type: none"> Design Student Administration, Design Financial Aid1, Process, Disbursements Administer Financial Aid, Package and Disburse Aid, Process, Disburse Aid 	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

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameters		View All	First	1 of 1	Last
*Institution:	PSUNV	PeopleSoft University			<input type="checkbox"/> Active + -
*Aid Year:	2001	Financial Aid Year 2000-2001			
<input type="checkbox"/> Update Switch <input checked="" type="checkbox"/> Process Selected Terms		<input type="checkbox"/> Select Awards in Offered Stat		<input type="checkbox"/> Process Selected Items	
Select Terms		View All	First	1 of 1	Last
Term					
1	0410 2000 Fall + -				
Select Item Types		View All	First	1 of 1	Last
Item Type					
1	+ -				

Process Instance: Run Date and Time:

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 doing a test run, so that you do not accidentally authorize and disburse offered awards.

Process Selected Terms

Select to indicate that you want 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 indicate that you want 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 27, “Authorizing and Disbursing Financial Aid,” Reviewing Authorization and Disbursement Results, page 1270.](#)

See Also

[Chapter 5, “Setting Up Packaging Basics,” Defining Disbursement and Anticipated Aid, page 94](#)

Disbursing Financial Aid in Batch

Access the Disburse Aid page.

Disburse Aid

Run Control ID: PS

[Report Manager](#) [Process Monitor](#)

Run

Run Control Parameters

View All

Run Control Parameters

1 of 1

Last

*Institution: PSUNV PeopleSoft University

☐ Active

*Aid Year: 2001 Financial Aid Year 2000-2001

Grace Period (Days): 5

☒ Honor Disbursement Date

☐ Process Selected Items

☒ Process Selected Terms

Select Item Types

View All

First

1 of 1

Last

Item Type

1

Select Terms

View All

First

1 of 1

Last

Term

1

0410

2000 Fall

Process Instance:

Run Date and Time:

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)	<p>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. 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.</p> <p>For example, 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 need to enter 4 in this field for these disbursement dates to be processed.</p>
Process Selected Terms	Select to indicate that you want 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 indicate that you want to disburse only selected financial aid item types instead of all the financial aid item types selected on the disbursement calendar.
	<hr/> <p>Important! The financial aid item types 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 says ONLY Item Type 900000000001 should be processed, then no disbursements are made.</p> <hr/>
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

While 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 just 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	Administer Financial Aid, Package and Disburse Aid, Use, 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, disbursement success, and 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




Vigor, Lamii D ID: FA0711

Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Term: 0430 2001 Spring **Career:** Undergrad




Term Disbursements [View All](#) [First](#) 2-3 of 3 [Last](#)

Item Type: 900000000304 Sub Staff - Sem **Disb ID:** 02 Spring **Disb Date:** 01/10/2001

Accepted: \$1,750.00 **Authorized:** \$0.00   

Net Disb Bal: \$1,682.00 **Disbursed:** \$0.00
[Authorization](#)
[Disbursement](#)
[Messages](#)

Item Type: 900000000322 Perkins Loan - ELO **Disb ID:** 02 Spring **Disb Date:** 01/10/2001

Accepted: \$2,000.00 **Authorized:** \$0.00   

Net Disb Bal: \$2,000.00 **Disbursed:** \$0.00
[Authorization](#)
[Disbursement](#)
[Messages](#)

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 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 the student receives is reduced by any administrative fees. This situation occurs for many student loan programs. The amount reflects what the net disbursement is 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 if any corrective action is required by the student, financial aid office, or another department to resolve the failure. Once 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 PeopleSoft 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, 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 very special cases.

Warning! Since the Disburse Aid with Override page enables you to override both the global and financial aid item type disbursement rules, you may 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	Administer Financial Aid, Package and Disburse Aid, Use, 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 Overrides page.	Review messages for authorization failure, disbursement failure, disbursement success, and 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

Vigor,Lamii D ID: FA0711

Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Term: 0430 2001 Spring **Career:** Undergrad

Term Disbursements				View All	First	2-3 of 3	Last
Item Type:	900000000304 Sub Staff - Sem	Disb ID:	02 Spring	Disb Date: 01/10/2001			
Accepted:	\$1,750.00	Authorized:	\$0.00	<input type="checkbox"/> Override Authorization			
Net Disb Bal:	\$1,682.00	Disbursed:	\$0.00	Authorization Disbursement Messages			
Item Type:	900000000322 Perkins Loan - ELO	Disb ID:	02 Spring	Disb Date: 01/10/2001			
Accepted:	\$2,000.00	Authorized:	\$0.00	<input checked="" type="checkbox"/> Override Authorization			
Net Disb Bal:	\$2,000.00	Disbursed:	\$0.00	Authorization Disbursement Messages			

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 can help 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 the Disbursement button available.

After you have authorized an award with overrides, the system clears this check box. The only way to tell the amount was authorized with overrides is to click the Messages link, where the "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, even with the override.

The descriptions for the other fields on this page match those on the Disburse Aid page.

See [Chapter 27, "Authorizing and Disbursing Financial Aid," Authorizing and Disbursing Aid Manually, page 1267.](#)

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	Administer Financial Aid, Package and Disburse Aid, Inquire 1, Authorization/Disbursements	Review a student's authorization and disbursement activity by term. The page displays only those 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

Vigor,Lamii D ID: FA0711

Aid Year: 2001 Institution: PSUNV

[View All](#)
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[Last](#)

Term:	0430	2001 Spring	Career	Undergrad	Disb ID:	02
Item Type:	9000000000322 Perkins Loan - ELO				Disb Plan:	01
Offer:	\$2,000.00	Accept:	\$2,000.00	Auth:	\$2,000.00	Disbursed: \$0.00

Messages

[View All](#)
[First](#)
1-2 of 2
[Last](#)

Run Date/Time:	06/14/2001 10:17:03AM	Disb ID:	02	Messages
Authorization has been Overridden!				
Disb./Rule Value:	Student's Value:			

Run Date/Time:	06/14/2001 10:17:03AM	Disb ID:	02	Messages
Student's Review Status is not Complete.				
Disb./Rule Value:	Y	Student's Value:	I	

Student Authorize/Disburse page

Disb ID (disbursement ID)

Displays the disbursement ID for the award that falls within the selected term. If the award has more than one disbursement that falls 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/disbursement messages for this disbursement ID in this group box.

Reviewing Award Summary Information

There are several pages that 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 the content is presented.

Understanding Award Summary By Date

The As of Award Summary page enables you to look at a student's aid information as of a particular date in time. The page displays information for the entire aid year. The page displays the financial aid item type, the career, 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 23, "Reviewing Awards," Reviewing Award Summary by Date, page 828](#).

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 given are for the entire aid year. Authorized and disbursed amounts may not be equal to the accepted amount if not all terms have been disbursed.

See [Chapter 23, "Reviewing Awards," Reviewing Annual Award Summary, page 831](#).

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 (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 23, "Reviewing Awards," Reviewing Award Summary Information by Category, page 829](#).

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 in year-to-date, month-to-date, and quarterly amounts.

See Chapter 29, "Managing Work-Study," page 1307.

CHAPTER 28

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/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 10, “Setting Up Return of Title IV Funds,” Understanding Return of Title IV Funds, page 263

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 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	Unique identification code for an individual associated with your institution.
User ID	The user ID of the last person to update the page.
Name	The name of an individual.
Last Update Timestamp	Date and time the page was last updated.

Days Elapsed

Once 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 data to calculate the return of Title IV funds.

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	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds 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		Return of Funds Worksheet		Student/School Return		Post-Withdrawal Disbursement		Return TIV Aid Notes	
Jenkins, Ronald				ID:	FA0900		SSN:	002-60-0920	
Institution:		PSUNV PeopleSoft University		Aid Year:	2001				
Term:		0430 2001 Spring		Program Type:	Credit Hour Program				
Student Status		FA Term		Calculate All					
Summary									
Date of Withdrawl:		03/24/2001		<input type="checkbox"/> Undetermined Withdrawal Date		Days Elapsed:		6	
*Overall Status:		Pending		*Institutional Determination Dt:		05/08/2001		Date Form Completed:	
Period Information									
<input type="radio"/> Payment Period		<input checked="" type="radio"/> Enrollment Period		*Start Date:		01/20/2001		*End Date:	
Term/Session Information									
Term:		0430		Withdraw Date:		03/24/2001		60 Pct Dt:	
Session:				Withdraw Date:				60 Pct Dt:	
FA Term Withdraw Date:		03/24/2001		Term Begin Date:		01/16/2001		Term End Date:	
				FA Term Academic Career:		UGRD			

Return TIV Aid page

The fields are populated with data from the Term Session table and PeopleSoft Student Records.

Days Elapsed

Once 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.

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*.

Completed: The calculation, the student notification, and the return of Title IV funds has occurred. Once you set the status to *Completed*, 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 *Completed*. The user ID is also updated when you change the status to *Completed*. 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.
<hr/>	
Note. Because you can change the enrollment period start and end dates that are used by the system to calculate the Title IV percentage, we recommend that you establish procedures to define how these dates should be changed.	
<hr/>	
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. PeopleSoft Student Records—Student Career Term table—provides this information. The system displays the PeopleSoft 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 Withdraw Date. PeopleSoft 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 PeopleSoft 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 23, “Reviewing Awards,” Reviewing Student Packaging Status by Date, page 827](#)

[Chapter 13, “Managing Financial Aid Terms,” page 295](#)

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	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds Worksheet, Return of Funds Worksheet	Generate a valid calculation by entering values in the editable fields 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 TIV Aid	Return of Funds Worksheet	Student/School Return	Post-Withdrawal Disbursement	Return TIV Aid Notes
Jenkins,Ronald		ID:	FA0900	
Institution: PSUNV PeopleSoft University		Aid Year:	2001	
Term: 0430 2001 Spring		Program Type:	Credit Hour Program	
Calculate	Calculate All	Date of Withdrawl:	03/24/2001	Institutional Determination Dt: 05/08/2001
Worksheet Data				
A. Total TIV Aid Disb:		4109.00	Detail	G. Total Institutional Chrgs: 6750.00 Detail
B. Total TIV Aid:		4109.00		H. Pct TIV Aid Unearned: 42.30
C. Pct. TIV Aid Earned:		57.70	Detail	I. Unearned Inst Charges: 2855.25
D. TIV Aid Earned:		2370.89		J. Amt Due From School: 1738.11 Detail
E. TIV Aid to Disburse:		0.00		K. Amt Due From Student: 0.00
F. TIV Aid to Return:		1738.11		Action: Complete School Return of Funds

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

Student's TIV Aid Amounts

1. Unsub FFEL/Direct:	0.00
2. Sub FFEL/Direct Staff:	2547.00
3. Perkins:	0.00
4. FFEL/Direct PLUS:	0.00
5. Pell Grant:	1562.00
6. FSEOG:	0.00
7. Other:	0.00
(Grant:	0.00)

Student's TIV Aid Information

View All First 1-2 of 2 Last

Fund Type: Pell

☒ 50 Pct. Grant Protection

Item Type:	9000000000100	Net Disb Bal	Disbursed:
Fed Funds Pct.:	100	1562.00	1562.00
TIV Eligible		1562.00	1562.00

Fund Type: Sub

☐ 50 Pct. Grant Protection

Item Type:	9000000000311	Net Disb Bal	Disbursed:
Fed Funds Pct.:	100	861.00	861.00
TIV Eligible		861.00	861.00

A. Total TIV Aid Disb: 4109.00B. Total TIV: 4109.00Totals: 2423.002423.00Calculate Aid

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

Percentage of TIV Aid Earned

Date of Withdrawl:	03/24/2001	Completed Days:	<input type="text" value="64"/>
Period Start Date:	01/20/2001	Student Adjustment:	<input type="text" value="0"/>
Period End Date:	05/15/2001	Total Days:	<input type="text" value="116"/>
		Period Adjustment:	<input type="text" value="5"/>

0 / 0
C. Pct. TIV Aid Earned:
57.70

Holiday Adjustment

Holiday Schedule:	AHS	Academic Holiday Schedule
	View All	First <input type="button" value="◀"/> 1-3 of 6 <input type="button" value="▶"/> Last
Holiday:	02/19/2001	Hours: 24.00
Holiday:	03/19/2001	Hours: 24.00
Holiday:	03/20/2001	Hours: 24.00

Holiday Adjustment (Days):
5 (0)
0.00

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. PeopleSoft Student Records associates this schedule to terms used in Student Administration.
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		Student's Budget Charge Information		View All	First	1-2 of 2	Last
Stdnt Institutional Chg Amts		ChargeType: Tuition	Academic Career UGRD				
Tuition and Fees:	6350.00	Category: FEES	Item Code: FEES				
Room and Board:	0.00	Amount:	350.00				
Other:	400.00	ChargeType: Tuition	Academic Career UGRD				
		Category: TUIT	Item Code: TUITU1				
		Amount:	6000.00				
G. Total Institutional Chrgs:	6750.00	Total Institutional Charges:	6350.00	Calculate			

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	A 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 36](#)

Calculating Return Amounts

Access the Calculate Return Amounts page.

Calculate Return Amounts					
Student's TIV Aid Amounts		School Return of Funds		Student Return of Funds	
1. Unsub:	0.00	1. Unsub:	0.00	1. Unsub:	0.00
2. Sub:	2547.00	2. Sub:	1738.11	2. Sub:	0.00
3. Perkins:	0.00	3. Perkins:	0.00	3. Perkins:	0.00
4. PLUS:	0.00	4. PLUS:	0.00	4. PLUS:	0.00
5. Pell:	1562.00	5. Pell:	0.00	5. Pell:	0.00
6. FSEOG:	0.00	6. FSEOG:	0.00	6. FSEOG:	0.00
7. Other:	0.00	7. Other:	0.00	7. Other:	0.00
(Grant:	0.00)			Grant Protected:	0.00
A. Total Disb:	4109.00	J. By School:	1738.11	K. By Student:	0.00
					Calculate

Calculate Return Amounts page

School Return of Funds and Student Return of Funds

The system 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	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds Worksheet, Student/School Return	Track return information for the student and school.
Post-Withdrawal Disbursement	STDNT_RTRN_TIV_WK3	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds 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	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds 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.

Return TIV Aid		Return of Funds Worksheet		Student/School Return		Post-Withdrawal Disbursement		Return TIV Aid Notes	
Jenkins,Ronald				ID:		FA0900			
Institution:		PSUNV PeopleSoft University		Aid Year:		2001			
Term:		0430 2001 Spring		Program Type:		Credit Hour Program			
Calculate		Date of Withdrawl:		03/24/2001		Institutional Determination Dt:		05/08/2001	
Student Return of Funds									
Student Return Status:		Complete		Student Notified		<input type="checkbox"/>		Notification Date: <input type="text"/>	
Amount Student Needs to Return:		0.00		= K. Amt Due From Student:		0.00		- Grant Protected: 0.00	
Student Response Information									
Response Date:		<input type="text"/>		Repayment Arrangement:		N/A			
School Return of Funds									
School Return Status:		Complete		Funds Return Date:		05/01/2001		Amount School Needs to Return: 1738.11	

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 *Completed*.

Completed: Indicates that calculation, student notification, and the return of Title IV funds has occurred.

Note. We recommend that you update the Student Return Status to *Completed* 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	<p><i>NA:</i> Not Applicable indicates response information for this student does not apply at this time.</p> <p><i>No Response:</i> Indicates the institution has not received a response from the student about Title IV overpayment.</p> <p><i>Will Pay in Full:</i> Indicates the student will pay the Title IV overpayment in full.</p> <p><i>Will Make Arrangements:</i> Indicates the student intends to make arrangements to pay the Title IV overpayment.</p> <p><i>Will Not Make Arrangements:</i> 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.</p>
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 Completed.
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.

Return TIV Aid	Return of Funds Worksheet	Student/School Return	Post-Withdrawal Disbursement	Return TIV Aid Notes
Jenkins,Ronald		ID:	FA0900	
Institution:	PSUNV PeopleSoft University	Aid Year:	2001	
Term:	0430 2001 Spring	Program Type:	Credit Hour Program	
Calculate		Date of Withdrawal:	03/24/2001	Institutional Determination Dt: 05/08/2001
Post-Withdrawal Disb Status:		<input type="text"/>		
Calculations				
Calculation:	0.00	-	0.00	= 0.00 Detail
	(TIV Aid Earned)		(Total TIV Aid Disb)	(Aid To Be Late Disbursed)
Institutional Actions				
Date Disbursements Credited:	<input type="text"/>	<input type="text"/>	Date Disbursements Accepted:	<input type="text"/>
Date Disbursements Offered:	<input type="text"/>	<input type="text"/>	Date Disbursements Declined:	<input type="text"/>
Date Disbursements Made:	<input type="text"/>	<input type="text"/>		

Post-Withdrawal Disbursement page

Post-Withdrawal Disb Status (post-withdrawal disbursement status)

Indicates whether or not post-withdrawal disbursement calculations are complete.

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

Eligible Aid Not Disbursed		Aid To Be Late Disbursed		Remaining To Be Disbursed	
					0.00
Pell Grant:	0.00	Pell Grant:	0.00		0.00
FSEOG:	0.00	FSEOG:	0.00		0.00
Other:	0.00	Other:	0.00		0.00
Perkins:	0.00	Perkins:	0.00		0.00
Sub:	0.00	Sub:	0.00		0.00
Unsub:	0.00	Unsub:	0.00		0.00
PLUS:	0.00	PLUS:	0.00		0.00

Calculate

Remaining: 0.00

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		Return of Funds Worksheet		Student/School Return		Post-Withdrawal Disbursement		Return TIV Aid Notes	
Jenkins,Ronald				ID:		FA0900			
Institution:		PSUNV PeopleSoft University		Aid Year:		2001			
Term:		0430 2001 Spring		Program Type:		Credit Hour Program			
Date of Withdrawl: 03/24/2001				Institutional Determination Dt: 05/08/2001					
								View All First 1 of 1 Last	
								+ -	
User ID: PS				Last Update Timestamp: 05/08/2001 1:42PM					

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	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds Tracking, 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	Administer Financial Aid, Package and Disburse Aid, Use, Return of TIV Funds Tracking, Track School Returns	Track school return of TIV funds. View the status of funds for your institution.
Post Withdrawal Disb Tracking	TIV_PWD_TRACKING	Administer Financial Aid, Package and Disburse Aid, Use, PW Disbursement Tracking, PWD Tracking	Review post-withdrawal disbursement tracking data.

Tracking Student Return of Title IV Funds

Access the Track Student Returns page.

Track Student Returns | Track School Returns

Institution: PSUNV PeopleSoft University **Aid Year:** 2001

Term: 0430 2001 Spring **Program Type:** Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First 1 of 1 Last

Status	Summary 1	Summary 2	Last Updated
EmplID	Name	Return Status	
1 FA0905	Sickle, Jana	Pending	

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

Unique identification code for an individual associated with your institution.

Name

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.

Completed: The calculation, student notification, and the return of Title IV funds has occurred.

Summary 1 Tab

Select the Summary 1 tab.

Track Student Returns **Track School Returns**

Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Term: 0430 2001 Spring **Program Type:** Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First ◀ 1 of 1 ▶ Last

Status	Summary 1	Summary 2	Last Updated
Institutional Determination Dt	Days Elapsed *	Student Notified	Notification Date
1 05/09/2001	5	<input type="checkbox"/>	<input type="text"/>

* Dept of ED must be notified within 45 days of a student's overpayment if the student has neither repaid nor made satisfactory arrangements to repay.

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 **Track School Returns**

Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Term: 0430 2001 Spring **Program Type:** Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First ◀ 1 of 1 ▶ Last

Status	Summary 1	Summary 2	Last Updated
Response Date	Repayment Arrangement	Amount Due From Student	Detail
1			Detail

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 system displays *N/A*, *No Response*, *Will Pay in Full*, *Will Make Arrangements*, or *Will Not Make Arrangements*.

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.

The screenshot shows the 'Track Student Returns' page with the 'Last Updated' tab selected. The page displays filters for Institution (PSUNV, PeopleSoft University), Aid Year (2001), Term (0430, 2001 Spring), and Program Type (Credit Hour Program). The 'View' section has radio buttons for All, Complete, and Pending, with 'Pending' selected. A navigation bar includes 'View All', 'First', '1 of 1', and 'Last'. Below the tabs, a table shows the 'Last Updated' data:

User ID	Last Update Timestamp
1 PS	05/09/2001 1:54PM

Track Student Returns page: Last Updated tab

Tracking School Return of Title IV Funds

Access the Track School Returns page.

The screenshot shows the 'Track School Returns' page with the 'Status' tab selected. The page displays filters for Institution (PSUNV, PeopleSoft University), Aid Year (2001), Term (0430, 2001 Spring), and Program Type (Credit Hour Program). The 'View' section has radio buttons for All, Complete, and Pending, with 'Pending' selected. A navigation bar includes 'View All', 'First', '1-2 of 2', and 'Last'. Below the tabs, a table shows the 'Status' data:

EmplID	Name	Return Status
1 FA0905	Sickle,Jana	Pending
2 FA0909	Fluent,Amanda	Pending

* The institution must return its share of unearned Title IV funds within 30 days.

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 *Completed*.

Completed: Indicates that calculation, student notification, and the return of Title IV funds has occurred.

Summary Tab

Select the Summary tab.

Track Student Returns
Track School Returns

Institution: PSUNV PeopleSoft University
Aid Year: 2001

Term: 0430 2001 Spring
Program Type: Credit Hour Program

View:
☐ All
☐ Complete
☒ Pending

View All
First
1-2 of 2
Last

Status	Summary	Last Updated		
Institutional Determination Dt	Days Elapsed *	Funds Return Date	Amount Due From School	Detail
1 05/09/2001	5	<input type="text"/> 31	1878.74	Detail
2 05/09/2001	5	<input type="text"/> 31	5114.61	Detail

* The institution must return its share of unearned Title IV funds within 30 days.

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 Student Returns		Track School Returns	
Institution:	PSUNV PeopleSoft University	Aid Year:	2001
Term:	0430 2001 Spring	Program Type:	Credit Hour Program
View:	<input type="radio"/> All <input type="radio"/> Complete <input checked="" type="radio"/> Pending		
		View All First 1-2 of 2 Last	
Status	Summary	Last Updated	
User ID	Last Update Timestamp		
1 PS	05/09/2001 1:54PM		
2 PS	05/09/2001 3:45PM		

*** The institution must return its share of unearned Title IV funds within 30 days.**

Track School Returns page: Last Updated tab

Reviewing Post-Withdrawal Disbursement Tracking Data

Access the Post Withdrawal Disb Tracking page.

Post Withdrawal Disb Tracking			
Institution:	PSUNV PeopleSoft University	Aid Year:	2001
Term:	0430 2001 Spring	Program Type:	Credit Hour Program
View:	<input type="radio"/> All <input type="radio"/> Complete <input checked="" type="radio"/> Pending		
		View All First 1 of 1 Last	
Status	Summary	Dates	Last Updated
EmplID	Name	Status	
1			

*** Post-Withdrawal Disbursements must be made within 90 days of the date of the institution's determination that the student withdrew.**

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 *Completed* 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

Institution: PSUNV PeopleSoft University

Aid Year: 2001

Term: 0430 2001 Spring

Program Type: Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All

First ◀ 1 of 1 ▶ Last

Status	Summary	Dates	Last Updated
Institutional Determination Dt	Days Elapsed *	Disbursement Amount	Detail
1	0		Detail

* Post-Withdrawal Disbursements must be made within 90 days of the date of the institution's determination that the student withdrew.

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

Institution: PSUNV PeopleSoft University **Aid Year:** 2001
Term: 0430 2001 Spring **Program Type:** Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First 1 of 1 Last

Status	Summary	Dates	Last Updated
Date Disbursements Offered	Date Disbursements Made	Date Disbursements Declined	Date Disbursements Credited
1			Date Disbursements Accepted

* Post-Withdrawal Disbursements must be made within 90 days of the date of the institution's determination that the student withdrew.

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

Institution: PSUNV PeopleSoft University

Aid Year: 2001

Term: 0430 2001 Spring

Program Type: Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First 1 of 1 Last	
Status	Summary
Dates	Last Updated
User ID	Last Update Timestamp
1	

* **Post-Withdrawal Disbursements must be made within 90 days of the date of the institution's determination that the student withdrew.**

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 of the student's return of 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	Administer Financial Aid, Package and Disburse Aid, Use, Rtn TIV Funds Stu Summary, Rtrn Tiv Stu Track	View summary of the student's return of TIV funds calculation.

Reviewing Summary of Student Return of TIV Funds

Access the Return of TIV Funds Summary page.

Return of TIV Funds Summary

Institution: PSUNV PeopleSoft University **Aid Year:** 2001

Term: 0415 2001 Winter Qtr **Program Type:** Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First ◀ 1-3 of 3 ▶ Last

Status	Summary	Calculation Period	Worksheet Data
EmplID	Name	*Status	Go To Worksheets
1 FA0902	Jones,Bridgette	Pending ▼	Go To Worksheets
2 FA0906	Ish, Van	Pending ▼	Go To Worksheets
3 FA0910	Truelove,Bethany	Pending ▼	Go To Worksheets

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 *Completed*.

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.

Completed: 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

Institution: PSUNV PeopleSoft University

Aid Year: 2001

Term: 0415 2001 Winter Qtr

Program Type: Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First 1-3 of 3 Last				
Status	Summary	Calculation Period	Worksheet Data	
Undetermined Withdrawal Date	Withdrawal \ Cancel Date	Inst Determination Date	Days Elapsed	
1 <input type="checkbox"/>	01/27/2001	06/12/2001	1	
2 <input type="checkbox"/>	03/14/2001	06/12/2001	1	
3 <input type="checkbox"/>	02/01/2001	06/12/2001	1	

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 PeopleSoft Student Records.

Calculation Period Tab

Select the Calculation Period tab.

Return of TIV Funds Summary

Institution: PSUNV PeopleSoft University

Aid Year: 2001

Term: 0415 2001 Winter Qtr

Program Type: Credit Hour Program

View: ☐ All ☐ Complete ☒ Pending

View All First 1-3 of 3 Last					
Status	Summary	Calculation Period	Worksheet Data		
Period Used for Calculation	Period Start Date	Period End Date	Date Form Completed	E. TIV Aid to Disburse	Status
1 Enrollment	01/03/2001	03/24/2001			
2 Enrollment	01/03/2001	03/24/2001			
3 Enrollment	01/03/2001	03/30/2001			

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 <i>Completed</i> 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 <i>Pending</i> or <i>Completed</i> .

Worksheet Data Tab

Select the Worksheet Data tab.

Return of TIV Funds Summary

Institution: PSUNV PeopleSoft University
Aid Year: 2001

Term: 0415 2001 Winter Qtr
Program Type: Credit Hour Program

View:
☐ All
☐ Complete
☒ Pending

View All First 1-3 of 3 Last

Status	Summary	Calculation Period	Worksheet Data
J. Amt Due From School	Status	K. Amt Due From Student	Status
1	1100.44 Pending		
2			
3	1057.50 Pending	1119.68 Complete	

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 <i>Pending</i> or <i>Completed</i> .
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 <i>Pending</i> or <i>Completed</i> .

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	Administer Financial Aid, Package and Disburse Aid, Report, Return of TIV Aid Report, Run Cntl Fativrtn	Generate the Return of Title IV Funds Withdrawal report.
Career Totals	RUN_CNTL_CARTOLS	Click the Totals link.	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

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Return of TIV Funds Report Parameters

View All First 1 of 1 Last

*Institution: PSUNV *Aid Year: 2002 Term: 0507 Active ☒ + -

Report Structured By: By Date

Process Students: New and Pending Withdrawals

Process Selected Careers ☒

Selected Careers

View All First 1 of 1 Last

Academic Career	Totals
1 Undergrad	Totals + -

Program Type (Credit/Clock Hr)

☐ Clock Hour Program

☒ Credit Hour Program

Total Students Processed: 0

Students 0-10 Days: 0

Students 11-20 Days: 0

Students 21-30 Days: 0

Students Over 30 Days: 0

Process Instance: 0

Run Date and Time:

Refresh

Return of TIV Funds Report page

The report displays the most recent withdraw 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: <i>By Date</i> , <i>By Name</i> , or <i>By Date Range/Name</i> .
Process Students	<p>Select from the following status options.</p> <p><i>Completed Withdrawals</i>: Select to view students who have completed withdrawal worksheets.</p> <p><i>New Withdrawals Only</i>: Select to view students who have a withdrawal date but no withdrawal worksheet records.</p> <p><i>New and Pending Withdrawals</i>: Select to view students who have a withdrawal date, but the withdrawal process is not complete.</p> <p><i>Pending Withdrawals</i>: Select to view students whose Return of Title IV calculations are not complete.</p>
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

Total 0-10:	0	Total 21-30:	0	Total Students Processed:	0
Total 11-20:	0	Total 30+:	0		

Totals for Career page

CHAPTER 29

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 PeopleSoft 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.

Pages Used to Manage Work-Study Jobs

Page Name	Object Name	Navigation	Usage
Work Study Placement	STDNT_WRKSTUDY_AWD	Administer Financial Aid, Package and Disburse Aid, Use, 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 Human Resources.
Award Summary	FA_EARNINGS1	Administer Financial Aid, Package and Disburse Aid, Inquire 1, Awards/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.
Earnings Summary	FA_EARNINGS	Administer Financial Aid, Package and Disburse Aid, Inquire 1, Awards/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.

Assigning a Work-Study Job

Access the Work Study Placement page.

Work Study Placement

Emoto,Chima **ID:** FA0117

Aid Year: 2001 Financial Aid Year 2000-2001 **Institution:** PSUNV

Item Type: 900000000200 Federal Work-Study Program

Award Status: Accepted **Offered:** 1,500.00 **Accepted:** 1,500.00 **Disbursed:** 0.00

View All First 1 of 1 Last

Effective Date: 05/09/2001

Status: Active

Placement Status: Eligible

Placement Date: 05/09/2001

Community Service Indicator:

Empl Rcd Nbr:

Rcd Effective Date:

Effective Sequence:

Department:

Job Code: [Student Job Summary](#)

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	<p>The hiring department selects the value that indicates the current status of the student's job placement. Options are:</p> <p><i>Earned Max</i> (earned maximum): The student has earned the annual awarded work-study maximum.</p> <p><i>Eligible</i>: The student is eligible for job placement.</p> <p><i>Not Placed</i>: The student is not in a work-study job. This is the default value.</p> <p><i>Placed</i>: The student is in a work-study job.</p> <p><i>Terminated</i>: The student is no longer in the work-study job.</p>
Placement Date	Enter the date the hiring department enters the placement status.
Community Service Indicator	<p>Indicates if the student's job fulfills the community service requirement for your institution. Options are:</p> <p><i>Comm Srvc</i> (community service): Fulfills a community service requirement.</p> <p><i>Not CS</i> (not community service): Does not satisfy the community service requirement.</p>

Note. The following fields become available when the student's placement status is *Eligible*, *Placed*, or *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 from PeopleSoft Human Resources.

Viewing the Student's Work History

For information on viewing a student's work history, refer to your PeopleSoft Human Resources for Education and Government documentation.

See Also

PeopleSoft Human Resources for Education and Government PeopleBook, "Administering Your Workforce," Viewing Workforce Summary Information, Viewing Employee Job History

CHAPTER 30

Using the Fiscal Operation Report and Application to Participate (FISAP)

This chapter provides an overview of the FISAP Report and discusses how to produce the FISAP Report for 8.0.

Understanding the FISAP Report

You must report expenses for Federal Campus-Based programs—the Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study, and the Federal Perkins Loan program—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 reported affect subsequent year allocations. The programs enable you to transfer certain percentages of funds back to last year or forward to the next year to best utilize unexpended funds.

You must submit your FISAP expenditures to the Department of Education using the EDconnect32 software and the Title IV Wide Area Network (TIVWAN). PeopleSoft Financial Aid provides an SQR report 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 for a minimum of five years.

PeopleSoft 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. Federal Supplemental Educational Opportunity Grant (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.

Students Selected for the Report

The FISAP report includes only students who:

- Have an FA Term build source of *T–Term* or *M–Manual*. You can view the source on the FA Term Build Statistics page.
- Have an official ISIR on file. You can view the status of a student's ISIR using the EFC Status field on the Federal EFC Summary page.

- Are eligible citizens based on the SSA Citizenship Indicator database match. You can view the student's citizenship status using the SSA Citizenship Indicator field on the Database Matches page.
- 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 student's 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 his enrollment status in the final term of the award year, he is counted as less than full-time 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 expected family contribution (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. The FISAP report counts all students with a yes value for `AUTO_ZERO_EFC` on the `ISIR_COMPUTED` 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 a Federal Supplemental Education Opportunity Grant (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 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 manually verify that these students are categorized correctly 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. PeopleSoft 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 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—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 his 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 84

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/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. PeopleSoft Financial Aid provides unduplicated counts on this section of the FISAP report, meaning that the system counts each student once regardless if 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

FISAP Report Column	Distribution of Program Recipients
F	FWS Funds
G	Unduplicated Count of Students

Producing the FISAP Report

This section discusses how to:

- Generate the FISAP report.
- Use FISAP queries. (Optional)

Page Used to Produce the FISAP Report

Page Name	Object Name	Navigation	Usage
Report on Eligible Aid Applicants for Award Year 2001 - 2002	RUNCTL_FA_FISAP04	Administer Financial Aid, Package and Disburse Aid, Report, FISAP Report 04	Generate the FISAP report.

Generating the FISAP Report

Access the Report on Eligible Aid Applicants for Award Year 2001 - 2002 page.

Report on Eligible Aid Applicants for Award Year 2001 - 2002

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

Institution:

Aid Year:

Report on Eligible Aid Applicants for Award Year 2001 - 2002 page

The system populates by default the run controls setup on the Financial Aid Run Controls page. The file name for reports generated by this SQR is FAPFSP_XX.PDF, where XX is the processing year.

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.

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/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

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. These queries are provided as data analysis tools only and are not supported by functionality.

Query ID	Query Name/Menu Path	Query Objective and Description	When to Use Query
QUERIES TO SUPPORT APPLICATION PART II – Section F			
FISAP_ELIG_APP_GRAD_IND	No Menu Path available. Go to 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, your institution should make appropriate line item adjustments to Application Part II –Section F, Column E.
FISAP_ELIG_APP_UGRD_DEP_DEG	No Menu Path available. Go to 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, your institution should make appropriate line item adjustments to Application Part II –Section F, Column B.
FISAP_ELIG_APP_UGRD_DEP_NOT_FT	No Menu Path available. Go to 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, your institution should make appropriate line item adjustments to Application Part II –Section F.

Query ID	Query Name/Menu Path	Query Objective and Description	When to Use Query
FISAP_ELIG_APP_UGRD_DEP_NO_DEG	No Menu Path available. Go to 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, your institution should make appropriate line item adjustments to Application Part II –Section F, Column A.
FISAP_ELIG_APP_UGRD_IND_DEG	No Menu Path available. Go to 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, your institution should make appropriate line item adjustments to Application Part II –Section F, Column D.
FISAP_ELIG_APP_IND_NO_DEG	No Menu Path available. Go to 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, your institution should 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. Go to People Tools Query.	This Query identifies students who received Campus Based funds and whose EFC is considered to be an Auto Zero EFC. The Auto Zero EFC is based on data obtained from the student's ISIR record.	Use this Query to analyze and compare data after the FISAP SQR has been processed. If necessary, your institution should make appropriate line item adjustments to Application Part VI -Program Summary data, Item #18.

Query ID	Query Name/Menu Path	Query Objective and Description	When to Use Query
FISAP_ DISTRIBUTION_GRAD	No Menu Path available. Go to People Tools Query.	This Query identifies Campus Based funds disbursed to Graduate/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, your institution should make appropriate line item adjustments to Application Part VI -Program Summary data, Item #15.
FISAP_ DISTRIBUTION_ UGRD_DEPEND	No Menu Path available. Go to People Tools Query.	This Query identifies Campus Based funds 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, your institution should make appropriate line item adjustments to Application Part VI -Program Summary data, Items #1-7.
FISAP_ DISTRIBUTION_ UGRD_IND	No Menu Path available. Go to People Tools Query.	This Query identifies Campus Based funds 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, your institution should 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. Go to 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 term(s) in same award year.	Use this Query to analyze and compare data after the FISAP SQR has been processed. If necessary, your institution should make appropriate line item adjustments to Application Part VI -Program Summary data.

Query ID	Query Name/Menu Path	Query Objective and Description	When to Use Query
FISAP_NO_DISB_NOT_FT_MAX_TERM	No Menu Path available. Go to 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, your institution should make appropriate line item adjustments to Application Part VI -Program Summary data.
FISAP_DISTRIBUTION_LTFT	No Menu Path available. Go to People Tools Query.	This Query identifies every disbursement for all students who have Perkins, FWS, or SEOG awards, whose enrollment status for last term of award year is less than full time.	Use this Query to analyze and compare data after the FISAP SQR has been processed. If necessary, your institution should make appropriate line item adjustments to Application Part VI -Program Summary data.

CHAPTER 31

Reviewing Financial Aid Self-Service

This chapter provides an overview of the of the self-service application and discusses how to:

- View student self-service pages by aid year.
- View student self-service pages by award period.

Understanding Viewing Financial Aid by Aid Year or Award Period

Students can view their financial aid data by aid year or award period. If your institution enters *Aid Year* in the View Summary By field on the Self-Service Options page, the system displays data based on the aid year. If your institution enters *Award Period* in the View Summary By field on the Self-Service Options page, the system displays the data by award period.

See Also

[Chapter 11, “Setting Up Self-Service for Financial Aid,” Understanding Self-Service for Financial Aid, page 267](#)

[Chapter 11, “Setting Up Self-Service for Financial Aid,” Setting Up Self-Service Options, page 267](#)

Viewing Student Self-Service Pages by Aid Year

This section discusses how to:

- Select an aid year to view.
- View financial aid summary by aid year.
- View cost of attendance by aid year.
- View expected family contribution by aid year.
- Select a career to view by aid year.
- View a detailed summary of financial aid by aid year.
- View loan application information by aid year.
- View financial aid loan status information by aid year.
- View declined awards by aid year.

- View canceled awards by aid year.
- View scheduled disbursements by aid year.

Pages Used to View Student Self-Service Pages by Aid Year

Page Name	Object Name	Navigation	Usage
Financial Aid - Select Aid Year to View	SS_FA_AWD_AY_SEL	SA Self Service, Learner Services, Finances, Financial Aid	Select an aid year to view.
Financial Aid - Aid Year Summary	SS_FA_AY_SUMMARY	Click the link designating the aid year to view.	View financial aid summary by aid year. This includes cost of attendance, expected family contribution, estimated need, total aid, and remaining need.
Financial Aid - Cost of Attendance	SS_FA_COA	Click the Cost of Attendance amount link on the Financial Aid - Aid Year Summary page.	View cost of attendance by aid year.
Financial Aid - Expected Family Contribution	SS_FA_EFC_SUMMARY	Click the Expected Family Contribution amount link on the Financial Aid - Aid Year Summary page.	View expected family contribution by aid year for both parent and student.
Financial Aid - Select Career to View	SS_FA_AY_CAR_SEL	Click the Total Aid amount link on the Financial Aid - Aid Year Summary page.	Select a career to view by aid year.
Financial Aid - Award Summary	SS_FA_AWD_SUMM_ALL	Click the Total Aid amount link on the Financial Aid - Aid Year Summary page.	View a detailed summary of financial aid by aid year. This includes the type of award and the offered and accepted amounts for the aid year and terms within the aid year.
Financial Aid - Loan Application Information	SS_FA_LOAN_DETAIL	Click the Loan Application Information link on the Financial Aid - Award Summary page.	View loan application information. This includes loan status, loan amount, loan fee, net amount, and activity date. A student must have an originated loan in the system for this information to be available.
Financial Aid - Status Information	SS_FA_STATUS_INFO	Click the link below the Status field on the Financial Aid - Loan Application Information page.	View the financial aid loan status information.
Financial Aid - Declined Awards	SS_FA_AWD_ALL_CD	Click the View Declined Awards link on the Financial Aid - Award Summary page.	View declined awards by aid year. This view is available if your institution entered <i>Aid Year</i> in the <i>View Summary By</i> field on the Self-Service Options page.

Page Name	Object Name	Navigation	Usage
Financial Aid - Canceled Awards	SS_FA_AWD_ALL_CD	Click the View Canceled Awards link on the Financial Aid - Award Summary page	View canceled awards by aid year. This view is available if your institution entered <i>Aid Year</i> in the <i>View Summary By</i> field on the Self-Service Options page.
Financial Aid - Scheduled Disbursements	SS_FA_AWD_TERM_DTL	Click the link for the term in the scroll area on the Financial Aid - Award Summary page.	View scheduled disbursements by term. This includes the type of award, the accepted amount, the fee, the net amount, and the scheduled disbursement dates for a particular term.

Selecting an Aid Year to View

Access the Financial Aid - Select Aid Year to View page.

Financial Aid

Select Aid Year to View

Paula Farella

User-defined text (14409,500)

2002 PeopleSoft University Financial Aid Year 2001-2002

Financial Aid - Select Aid Year to View page

Students select the aid year they want to view. The system displays all the aid years for which the student has been aid year activated on this page. If the Cost of Attendance, Expected Family Contribution, and Total Aid amounts for an aid year are all zero, the hyperlink for that year is disabled, and the system displays, "No financial aid data available." instead of the aid year description. If the self-service options for an aid year have not been set up, the hyperlink for that year is disabled, and the system displays, "Aid Year not set up for self-service." instead of the aid year description.

Viewing Financial Aid Summary by Aid Year

Access the Financial Aid - Aid Year Summary page.

Financial Aid

Aid Year Summary

Financial Aid Year 2001-2002

Paula Farella

User-defined text (14409,502)

Cost of Attendance:	22,700.00	USD
Expected Family Contribution:	1,442.00 -	
Estimated Need:	21,258.00	USD
Total Aid:	12,925.00 -	
Remaining Need:	8,333.00	USD

[Return to Aid Year Selection](#)

Financial Aid - Aid Year Summary page

Cost of Attendance

Click to view the detailed information the system used to determine the student's cost of attendance. If the cost of attendance amount is zero, the link is disabled.

Expected Family Contribution

Click to view the parent, student, and total expected contribution. If the expected family contribution amount is zero, the link is disabled.

Total Aid

Click to view the type of award and the offered and accepted amount for the aid year and terms within the aid year. If the total aid amount is zero, the link is disabled. If the student has more than one career for the aid year or award period, this link takes them to the Select Career to View page; otherwise, it goes directly to the Award Summary page.

Note. If the Award Detail check box is not selected in the self-service options for this institution and aid year, the Total Aid link is inactive.

Return to Aid Year Selection

Click to return to the Financial Aid - Select Aid Year to View page.

Viewing Cost of Attendance by Aid Year

Access the Financial Aid – Cost of Attendance page.

Financial Aid

Cost of Attendance

Financial Aid Year 2001-2002

Paula Farella

User-defined text (14409,506)

2002 Spring

Books and Supplies	400.00 USD
Tuition and Fees	350.00
Housing	3,500.00
Miscellaneous and Personal	300.00
Transportation	800.00
Tuition and Fees	6,000.00
Term Total	11,350.00 USD

Financial Aid - Cost of Attendance page (1 of 2)

2001 Fall

Books and Supplies	400.00 USD
Tuition and Fees	350.00
Housing	3,500.00
Miscellaneous and Personal	300.00
Transportation	800.00
Tuition and Fees	6,000.00
Term Total	11,350.00
Total COA	22,700.00 USD

[Return to Financial Aid Summary](#)

Financial Aid - Cost of Attendance page (2 of 2)

Return to Financial Aid Summary

Click to return to the Financial Aid - Aid Year Summary page.

Viewing Expected Family Contribution by Aid Year

Access the Financial Aid - Expected Family Contribution page.

Financial Aid

Expected Family Contribution

Financial Aid Year 2001-2002

Paula Farella

User-defined text (14409,507)

	Academic Year	Non Standard Per.
Contribution from Parents	0.00	0.00 USD
Contribution from Student	1,442.00	0.00
Total Expected Contribution	1,442.00	0.00 USD

[Return to Financial Aid Summary](#)

Financial Aid - Expected Family Contribution page

Return to Financial Aid Summary

Click to return to the Financial Aid - Aid Year Summary page.

Selecting a Career to View by Aid Year

Access the Financial Aid - Select Career to View page.

Financial Aid

Select Career to View

Financial Aid Year 1998-1999

Brian Zoller

User-defined text (14409,510)

[Graduate](#)

[Undergraduate](#)

Financial Aid - Select Career to View page

If the student has financial aid for more than one career in the same aid year or award period, the Total Aid amount link on the Financial Aid - Aid Year Summary page takes them to the Financial Aid - Select Career to View page. This page displays a list of all careers for which the student has aid. When they select a career, the system takes them to the Financial Aid - Award Summary page, where awards for that career are displayed. To select a different career, the student must return to the Select Career to View page.

Viewing a Detailed Summary of Financial Aid by Aid Year

Access the Financial Aid - Award Summary page.

Financial Aid

Award Summary

Financial Aid Year 2001-2002
Paula Farella
User-defined text (14409,511)

Aid Year		
Award	Offered	Accepted
Federal Pell Grant	2,300.00	2,300.00 USD
Federal SEOG Grant	4,000.00	4,000.00
Sub Staff - Sem	2,625.00	2,625.00 Loan Application Information
Perkins Loan - ELO	4,000.00	4,000.00
Aid Year Totals	12,925.00	12,925.00 USD

[View Declined Awards](#)
[View Canceled Awards](#)

Financial Aid - Award Summary page (1 of 2)

Terms

[View 2002 Spring](#)

Award	Offered	Accepted
Federal Pell Grant	1,150.00	1,150.00 USD
Federal SEOG Grant	2,000.00	2,000.00
Sub Staff - Sem	1,312.00	1,312.00
Perkins Loan - ELO	2,000.00	2,000.00
Term Totals	6,462.00	6,462.00 USD

[View 2001 Fall](#)

Award	Offered	Accepted
Federal Pell Grant	1,150.00	1,150.00 USD
Federal SEOG Grant	2,000.00	2,000.00
Sub Staff - Sem	1,313.00	1,313.00
Perkins Loan - ELO	2,000.00	2,000.00
Term Totals	6,463.00	6,463.00 USD

[Return to Financial Aid Summary](#)

Financial Aid - Award Summary page (2 of 2)

Loan Application Information

Click to view loan status, loan amount, loan fee, net amount, and activity date. The Loan Application Information links are associated with loans that have been originated.

View Declined Awards

Click to view any declined awards for this aid year. The system does not display a declined awards link if the student does not have any declined awards for the aid year.

View Canceled Awards

Click to view any canceled awards for this aid year. The system does not display a canceled award link if the student does not have any canceled awards for the aid year.

Term Detail

Click (for example, View 2002 Spring) in the Terms scroll area to view the type of award, the accepted amount, the fee, the net amount, and the scheduled disbursement date. If a term includes only awards which are not disbursed through Student Financials (Work-Study, for example), the Term Detail link is disabled because there are no scheduled disbursements.

Return to Financial Aid Summary

Click to return to the Financial Aid - Aid Year Summary page.

Viewing Loan Application Information by Aid Year

Access the Financial Aid - Loan Application Information page.

Financial Aid				
Loan Application Information				
Financial Aid Year 2001-2002				
Paula Farella				
Sub Staff - Sem				
User-defined text (14409,513)				
Status	Amount	Loan Fee	Net Amount	Activity Date
In Process	2,625.00	103.00	2,522.00 USD	05/30/2001
Totals	2,625.00	103.00	2,522.00 USD	
Return to Award Summary				

Financial Aid - Loan Application Information page

The loan status information comes from the loan origination records in the system and is based on the combination of the process and transmission loan statuses. The values displayed for the different combinations are defined on the Self-Service Loan Status setup page.

Status

Click the link below the Status field (In Process in this example) to view a more detailed description of the loan status.

Return to Award Summary

Click to return to the Financial Aid - Award Summary page.

Viewing Financial Aid Loan Status Information by Aid Year

Access the Financial Aid - Status Information page.

Financial Aid
Status Information
Financial Aid Year 2001-2002
Paula Farella
Sub Staff - Sem
User-defined text (14409,518)
Your loan application was certified by the FA Office and submitted to the loan servicer.
For more information, go to: http://www.peoplesoft.com

Financial Aid - Status Information page

The system displays a statement describing the status of the loan application. This text is from the Self-Service Loan Status setup page.

The URL displayed on this page is from the Self-Service Options page for this institution and aid year. If you do not enter a URL on the Self-Service Options page, the system does not display a link to the student on the Status Information page.

Viewing Declined Awards by Aid Year

Access the Financial Aid - Declined Awards page.

Financial Aid
Declined Awards
Financial Aid Year 2001-2002
Paula Farella
User-defined text (14409,517)
Award
Unsub Staff Sem
Return to Award Summary

Financial Aid - Declined Awards page

Return to Award Summary Click to return to the Financial Aid - Award Summary page.

Viewing Canceled Awards by Aid Year

Access the Financial Aid - Canceled Awards page.

Financial Aid**Canceled Awards**

Financial Aid Year 2001-2002

Paula Farella

User-defined text (14409,516)

Award

Federal Work-Study Program

[Return to Award Summary](#)

Financial Aid - Canceled Awards page

Return to Award Summary Click to return to the Financial Aid - Award Summary page.**Viewing Scheduled Disbursements by Aid Year**

Access the Financial Aid - Scheduled Disbursements page.

Financial Aid**Scheduled Disbursements**

Financial Aid Year 2001-2002

Paula Farella

2002 Spring

User-defined text (14409,519)

Award	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal Pell Grant	1,150.00		1,150.00 USD	01/10/2002
Federal SEOG Grant	2,000.00		2,000.00	01/10/2002
Sub Staff - Sem	1,312.00	51.00	1,261.00	01/10/2002
Perkins Loan - ELO	2,000.00	0.00	2,000.00	01/10/2002
Term Totals	6,462.00	51.00	6,411.00 USD	

[Go to Student Financials](#)[Return to Award Summary](#)

Financial Aid - Scheduled Disbursements page

Fee

If a fee is not applicable for a particular award, the system displays a blank in this column.

Go to Student Financials

Click to access the Account Summary - Summary for All Terms page to view your account information.

Return to Award Summary

Click to return to the Financial Aid - Award Summary page.

Viewing Student Self-Service Pages by Award Period

This section discusses how to:

- Select an award period to view.
- View financial aid summary by award period.
- View cost of attendance by award period.
- View expected family contribution by award period.
- Select a career to view by award period.
- View a detailed summary of financial aid by award period.
- View loan application information by award period.
- View financial aid loan status information by award period.
- View declined awards by award period.
- View canceled awards by award period.
- View scheduled disbursements by award period.

Pages Used to View Student Self-Service Pages by Award Period

Page Name	Object Name	Navigation	Usage
Financial Aid - Select Aid Year to View	SS_FA_AWD_AY_SEL	SA Self Service, Learner Services, Finances, Financial Aid	Select an award period to view.
Financial Aid - Award Period Summary	SS_FA_AP_SUMMARY	Click the link on the Financial Aid - Select Aid Year to View page designating the aid year they want to view.	View financial aid summary by award period. This includes cost of attendance, expected family contribution, estimated need, total aid, and remaining need.
Financial Aid - Cost of Attendance	SS_FA_COA	Click the Cost of Attendance amount link on the Financial Aid - Award Period Summary page.	View cost of attendance by award period.
Financial Aid - Expected Family Contribution	SS_FA_EFC_BY_AP	Click the Expected Family Contribution amount link on the Financial Aid - Award Period Summary page.	View expected family contribution by award period. This includes both parent and student.
Financial Aid - Select Career to View	SS_FA_AP_CAR_SEL	Click the Total Aid amount link on the Financial Aid - Award Period Summary page.	Select a career to view by award period.

Page Name	Object Name	Navigation	Usage
Financial Aid - Award Summary	SS_FA_AWD_SUMM_PER	Click the Total Aid amount link on the Financial Aid - Award Period Summary page.	View a detailed summary of financial aid by award period. This includes the type of award and the offered and accepted amounts for the academic year and terms within the award period.
Financial Aid - Loan Application Information	SS_FA_LOAN_DETAIL	Click the Loan Application Information link on the Financial Aid - Award Summary page.	View loan application information. This includes loan status, loan amount, loan fee, net amount, and activity date. A student must have an originated loan in the system for this information to be available.
	SS_FA_STATUS_INFO	Click the link below the Status field on the Financial Aid - Loan Application Information page.	View the financial aid loan status information.
Financial Aid - Declined Awards	SS_FA_AWD_PER_CD	Click the View Declined Awards link on the Financial Aid - Award Summary page.	View declined awards. This view is available to the student if the institution entered <i>Award Period</i> in the <i>View Summary By</i> field on the Self-Service Options page.
Financial Aid - Canceled Awards	SS_FA_AWD_PER_CD	Click the View Canceled Awards link on the Financial Aid - Award Summary page.	View canceled awards. This view is available to the student if the institution entered <i>Award Period</i> in the <i>View Summary By</i> field on the Self-Service Options page.
Financial Aid - Scheduled Disbursements	SS_FA_AWD_TERM_DTL	Click the link for the term in the scroll area on the Financial Aid - Award Summary page.	View scheduled disbursements by term. This includes the type of award, the accepted amount, the fee, the net amount, and the scheduled disbursement dates for a particular term.

Select an Award Period to View

The system uses The Financial Aid - Select Aid Year to View page for both aid year and award period options.

See Also

Chapter 11, “Setting Up Self-Service for Financial Aid,” Setting Up Self-Service Options, page 267

Viewing Financial Aid Summary by Award Period

Access the Financial Aid - Award Period Summary page.

Financial Aid

Award Period Summary

Financial Aid Year 2001-2002

Paula Farella

User-defined text (14409,504)

Academic Year

Cost of Attendance:	<u>22,700.00</u>	USD
Expected Family Contribution:	<u>1,442.00</u>	-
Estimated Need:	21,258.00	USD
Total Aid:	<u>12,925.00</u>	-
Remaining Need:	8,333.00	USD

Financial Aid - Award Period Summary page (1 of 2)

Summer

Cost of Attendance:	0.00	USD
Expected Family Contribution:	0.00	-
Estimated Need:	0.00	USD
Total Aid:	0.00	-
Remaining Need:	0.00	USD

[Return to Aid Year Selection](#)

Financial Aid - Award Period Summary page (2 of 2)

See Also

[Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Financial Aid Summary by Aid Year, page 1321](#)

Viewing Cost of Attendance by Award Period

The Financial Aid - Cost of Attendance page is the same for both aid year and award period options.

See Also

[Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Cost of Attendance by Aid Year, page 1322](#)

Viewing Expected Family Contribution by Award Period

Access the Financial Aid – Expected Family Contribution page.

Financial Aid**Expected Family Contribution**

Financial Aid Year 2001-2002

Paula Farella

User-defined text (14409,508)

	Academic Year
Contribution from Parents	0.00 USD
Contribution from Student	1,442.00
Total Expected Contribution	1,442.00 USD

[Return to Financial Aid Summary](#)

Financial Aid - Expected Family Contribution page

Return to Financial Aid Summary

Click to return to the Financial Aid - Award Period Summary page.

See Also

Chapter 31, "Reviewing Financial Aid Self-Service," Viewing Expected Family Contribution by Aid Year, page 1323

Selecting a Career to View by Award Period

Access the Financial Aid - Select Career to View page.

Financial Aid**Select Career to View**

Financial Aid Year 1998-1999

Brian Zoller

User-defined text (14409,509)

[Graduate](#)[Undergraduate](#)[Return to Financial Aid Summary](#)

Financial Aid - Select Career to View page

See Also

Chapter 31, “Reviewing Financial Aid Self-Service,” Selecting a Career to View by Aid Year, page 1324

Viewing a Detailed Summary of Financial Aid by Award Period

Access the Financial Aid - Award Summary page.

Financial Aid

Award Summary

Financial Aid Year 2001-2002
Paula Farella
User-defined text (14409,512)

Academic Year		
Award	Offered	Accepted
Federal Pell Grant	2,300.00	2,300.00 USD
Federal SEOG Grant	4,000.00	4,000.00
Sub Staff - Sem	2,625.00	2,625.00 Loan Application Information
Perkins Loan - ELO	4,000.00	4,000.00
Academic Year Totals	12,925.00	12,925.00 USD

[View Declined Awards](#)
[View Canceled Awards](#)

Financial Aid - Award Summary page (1 of 2)

Terms

[View 2002 Spring](#)

Award	Offered	Accepted
Federal Pell Grant	1,150.00	1,150.00 USD
Federal SEOG Grant	2,000.00	2,000.00
Sub Staff - Sem	1,312.00	1,312.00
Perkins Loan - ELO	2,000.00	2,000.00
Term Totals	6,462.00	6,462.00 USD

[View 2001 Fall](#)

Award	Offered	Accepted
Federal Pell Grant	1,150.00	1,150.00 USD
Federal SEOG Grant	2,000.00	2,000.00
Sub Staff - Sem	1,313.00	1,313.00
Perkins Loan - ELO	2,000.00	2,000.00
Term Totals	6,463.00	6,463.00 USD

[Return to Financial Aid Summary](#)

Financial Aid - Award Summary page (2 of 2)

Viewing Loan Application Information by Award Period

Students use the Financial Aid - Loan Application Information page to view loan status, loan amount, loan fee, net amount, and activity date. A student must have an originated loan in the system for this information to be available.

See Also

Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Loan Application Information by Aid Year, page 1326

Viewing Financial Aid Loan Status Information by Award Period

The Financial Aid - Status Information page is the same for both aid year and award period options.

See Also

Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Student Self-Service Pages by Aid Year, page 1319

Viewing Declined Awards by Award Period

Access the Financial Aid - Declined Awards page.

Financial Aid

Declined Awards

Financial Aid Year 2001-2002	Academic Year
Paula Farella	
User-defined text (14409,515)	
Award	
Unsub Staff Sem	

[Return to Award Summary](#)

Financial Aid - Declined Awards page

See Also

Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Declined Awards by Aid Year, page 1327

Viewing Canceled Awards by Award Period

Access the Financial Aid - Canceled Awards page.

Financial Aid

Canceled Awards

Financial Aid Year 2001-2002 Academic Year

Paula Farella

User-defined text (14409,514)

Award

Federal Work-Study Program

[Return to Award Summary](#)

Financial Aid - Canceled Awards page

See Also

Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Canceled Awards by Aid Year, page 1327

Viewing Scheduled Disbursements by Award Period

The Financial Aid – Scheduled Disbursements page is the same for both aid year and award period.

See Also

Chapter 31, “Reviewing Financial Aid Self-Service,” Viewing Scheduled Disbursements by Aid Year, page 1328

CHAPTER 32

Using Common Origination and Disbursement

This document provides an overview of common origination and disbursement and discusses how to:

- Set up COD for Pell and Direct Loans.
- Process COD files.
- Send COD files.
- View XML file content.
- Map PeopleSoft fields to COD field numbers and names.
- Load COD files.

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, only institutions approved as Full Participants for the 2002 - 2003 award year are eligible to process their files using COD.

See Also

Department of Education 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 and enter your SFA Common School ID.
- Enter the corresponding Common School ID for each Attended Pell ID on the Pell Attending page.

To use the COD process for Direct Loans processing, you must select the COD Full Participant check box on the Loan Institution Table and enter your SFA Common School ID.

See Also

Chapter 8, “Setting Up for Pell Payment Processing,” Defining Pell Payment Setup, page 223

Processing COD Files

Only the final step in Pell payment and Direct Loan processing has changed to accommodate the COD process. The COD Out and COD In Application Engine processes replace EDI Manager and function much the same way as the FA_OUTBOUND and FA_INBOUND introduced for the 2002-2003 award year.

The new COD Out process (FA_COD_OUT) replaces the Outbound EC Agent process (ECOUT001) and the new COD In process (FA_COD_IN) replaces the Inbound EC Agent process (ECIN0001).

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 Driver process (FAPPDRO).

This process populates the Pell staging tables using data from the Pell origination tables.

3. Run the COD Out process (FA_COD_OUT).

This process is an all 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 Pell origination and disbursement acknowledgement records, you must:

1. Run the COD In process (FA_COD_IN)

This process loads Common Records from the XML file into staging tables.

2. Run the Pell Inbound Driver process (FAPPIDRO).

This process populates the Pell origination tables using data from the COD staging table.

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 Direct Loan Out- Outbound Driver process FAPLDOD0. Select the Orig Outbound or Orig Change Outbound check box. This process populates the Direct Loan staging tables using data from the Direct Loan application tables.
3. Run the COD Out process (FA_COD_OUT). 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. Select the Disbursement Outbound check box. This process populates the Direct Loan staging tables using data from the Direct Loan application tables.
2. Run the COD Out process (FA_COD_OUT). 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:

1. Run the COD In process (FA_COD_IN). This process loads Common Records from the XML file into staging tables.
2. Run the Direct Loan Inbound Driver process (FAPLDID0). This process populates the Direct Loan origination tables using data from the COD staging table. The COD Out and COD In 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 COD Files

After moving data to the staging tables, run the COD Out process (FA_COD_OUT) to create Common Records in XML.

Note. Pell and Direct Loans use the same COD processing pages. The COD processing pages in this chapter display Pell data.

This section discusses how to create an XML file.

Page Used to Send COD Files

Page Name	Object Name	Navigation	Usage
Common Origination and Disbursement Outbound	RUNCTL_COD_OUT	<ul style="list-style-type: none"> Administer Financial Aid, Process Pell Payment, Process, Common Orig and Disb Outbound Administer Financial Aid, Process Loans, Process, Common Orig and Disb Outbound 	Create an XML file containing Common Records to send to the COD processing center.

Creating an XML File

Access the Common Origination and Disbursement Outbound page.

Common Origination and Disbursement Outbound

Run Control ID: pell_cod_out [Report Manager](#) [Process Monitor](#)

File Path and Name:

Common Origination and Disbursement Outbound page

Enter the file path the process should create the XML file in and the name of the XML file.

The COD Out process (FA_COD_OUT) 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.

Viewing XML File Content

Use the Common Orig and Disb component to view the contents of inbound and outbound XML files. You must run the COD In process (FA_COD_IN) before you can view inbound XML files and the COD Out process (FA_COD_OUT) before you can view outbound XML files.

The discussion for each page does not include a detailed description of each field. The COD Technical Reference provides information on each field. To determine a field's COD field number and name, use the table in "Mapping PeopleSoft Fields to COD Field Numbers and Names."

This section provides a list of common elements and discusses:

- Viewing high level summary information.
- Viewing student biographic/demographic information.
- Viewing student address information.
- Viewing student phone number information.

- Viewing response data.
- Viewing a student's award information.
- Viewing responses to award rejects and corrections.
- Viewing additional loan information.
- Viewing disbursement information.
- Viewing responses to disbursement rejects and corrections.

Common Elements Used in This Section

Processing Status	Displays the status of the batch: P – Processed I – Inbound
ID	Displays the student's institutionally defined ID.
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 Summary	COD_RPTSUM	<ul style="list-style-type: none"> • Administer Financial Aid, Process Pell Payment, Inquire, Common Orig and Disb, COD Summary • Administer Financial Aid, Process Loans, Inquire 2, Common Orig and disb, COD Summary 	View high level summary information for all records in the file.
COD Student	COD_STUDENT	<ul style="list-style-type: none"> • Administer Financial Aid, Process Pell Payment, Inquire, Common Orig and Disb, COD Student • Administer Financial Aid, Process Loans, Inquire 2, Common Orig and disb, COD Student 	View a student's biographic/demographic information.
Address Block	COD_ADDRESS	Click the Address Information link on the COD Student page.	View student address information.
Phone Block	COD_PHONE	Click the Phone Number Information link on the COD Student page.	View student phone number information.

Page Name	Object Name	Navigation	Usage
Student Response Block	COD_STUDENT_RSP	Click the Response Information link on the COD Student page.	View response data for rejects or corrections.
COD Award	COD_AWARD	<ul style="list-style-type: none"> Administer Financial Aid, Process Pell Payment, Inquire, Common Orig and Disb, COD Award Administer Financial Aid, Process Loans, Inquire 2, Common Orig and disb, COD Award 	View a student's award information.
Award Response Block	COD_AWARD_RSP	Click the Response Information link on the COD Award page.	View responses to award rejects and corrections.
Loan Info Block (loan information block)	COD_LOANINFO	Click the Additional Loan Information link on the COD Award page.	View additional loan information.
COD Disbursement	COD_DISB	<ul style="list-style-type: none"> Administer Financial Aid, Process Pell Payment, Inquire, Common Orig and Disb, COD Disbursement Administer Financial Aid, Process Loans, Inquire 2, Common Orig and disb, COD Disbursement 	View disbursement information, including disbursement amount and disbursement date.
Disbursement Response Block	COD_DISB_RSP	Click the Response Information link on the COD Disbursement page.	View responses to disbursement rejects and corrections.

Viewing High Level Summary Information

Access the COD Summary page.

COD Summary
COD Student
COD Award
COD Disbursement

COD Document ID: 2002-04-02T16:25:24.0001234567
Processing Status: P

Receipt Date: 2002-04-02T18:57:01.01
Document Status: A
Process Date: 2002-04-02

ID: FA0878
Reporting School ID: 01234567
Attending School ID: 01234567

Summary
View All
First
1 of 1
Last

Summary Year: 2003
Award Type: Pell
Total Number of Students: 3
Total Award Amt Reported: 10283.00
Total Disb Amt Reported: .0

COD Summary page

Although this component is student specific, the information in the Summary group box provides basic information about the entire file that contains the student's record.

Viewing Student Biographic/Demographic Information

Access the COD Student page.

COD Summary		COD Student		COD Award		COD Disbursement	
COD Document ID:	2002-04-02T16:25:24.0001234567			Processing Status:	P		
Receipt Date:	2002-04-02T18:57:01.01		Document Status:	A		Process Date:	2002-04-02
ID:	FA0878	Reporting School ID:	01234567	Attending School ID:	01234567		
SSN:	112631129	Date of Birth:	1981-05-02	Last Name:	Sykala		
New SSN:		Date of Birth:		Citizenship Status:			
First Name:	IWONA	Middle Initial:	R	Drivers License State:			
Last Name:	SYKALA	Drivers License Number:					
School Use:	FA0878						
Email Address:							
Address Information Phone Number Information Response Information							

COD Student page

School Use	Displays the student's ID.
Address Information	Click to access the Address Block page and view student address information.
Phone Number Information	Click to access the Phone Block page and view student phone number information.
Response Information	Click to access the Student Response Block and view response data for rejects or corrections.

Viewing Student Address Information

Access the Address Block page.

COD Address Inquiry**Address Block****COD Document ID:** 2002-04-02T16:25:24.0001234567**Reporting School ID:** 01234567**Attending School ID:** 01234567**ID:** FA0878**Address Blocks**[View All](#)

First

1 of 1

Last

Address Sequence:**Address 1:****Temporary Address:****Address 2:****Foreign Address:****Address 3:****City:****State/Province:****Postal Code:****Country:****County:**[Return](#)

Address Block page

The page displays address information for the student. You are not required to report this information to identify the student.

Viewing Student Phone Number Information

Access the Phone Block page.

COD Phone Inquiry**Phone Block****COD Document ID:** 2002-04-02T16:25:24.0001234567**Reporting School ID:** 01234567**Attending School ID:** 01234567**ID:** FA0878**Phone Blocks**[View All](#)

First

1 of 1

Last

Phone Sequence:**Phone Number:**[Return](#)

Phone Block page

The page displays phone number information for the student. You are not required to report this information to identify the student.

Viewing Response Data

Access the Student Response Block page.

COD Student Inquiry**Student Response Block****COD Document ID:** 2002-04-02T16:25:24.0001234567**Reporting School ID:** 01234567**Attending School ID:** 01234567**ID:** FA0878**Response Blocks**

View All First 1 of 1 Last

Error Code Seq:**Error Code:****Response Message:****Field Tag:****Field Value:**[Return](#)

Student Response Block page

The page displays student responses to rejects and corrections.

Viewing a Student's Award Information

Access the COD Award page.

COD Summary		COD Student		COD Award		COD Disbursement	
COD Document ID:	2002-04-12T14:40:37.0001234567			Processing Status:	I		
Receipt Date:	2002-04-13T18:57:01.01		Document Status:	A		Process Date:	2002-04-12
ID:	FA0878	Reporting School ID:	01234567	Attending School ID:	01234567		
Award Blocks				View All First 1 of 1 Last			
Award Year:	2003	Award ID:					
Award Name:	Pell	Award Created Date:					
Award Number:	1	Award Amount:	4000.00				
CPS Transaction Number:	01	Response Indicator:	A				
School Use:	225900023CA0013151		Response Information				
Pell Information							
Cost of Attendance:	22700.00	Credit/Clock Hours in Award Yr:					
Enrollment Date:	2002-08-27	Credit/Clock Hours in Pgm Yr:					
Scheduled Pell Award:	4000.00	Low Tuition Ind:					
Academic Calendar:	3	Incarcerated Ind:					
Verification Status:		Instructional Weeks Def:					
Secondary EFC Ind:		Instructional Weeks Used:					
YTD Disb Amt:	000.000	Payment Method:	1				
SFA Indicator:	CE	Total Eligibility Used:	000.000				

COD Award page (1 of 2)

Loan Information

Loan Key:

Dependency Override:

Loan Default Applies To:

Loan Default:

Additional HPPA:

Electronic MPN Flag:

MPN ID:

MPN Status:

MPN Link Flag:

Booked Loan Date:

Booked Loan Amount:

[Additional Loan Information](#)

Grade Level:

Award Amount Requested:

Payment to Servicer Amt:

Payment to Servicer Date:

Credit Decision Status Date:

Credit Override Indicator:

Credit Decision Status:

Less than Full Time:

Other Information

Federal Share Amount:

FISAP Income Override:

COD Award page (2 of 2)

The page displays information about the student’s Pell Grant and/or Direct Loans.

- School Use

Displays key identifying elements of the Pell Origination ID and internal Pell Origination Sequence Number.
- Response Information

Click to access the Award Response Block page and view responses to award rejects and corrections.
- Additional Loan Information

Click to access the Loan Info Block page and view additional loan information.

Viewing Responses to Award Rejects and Corrections

Access the Award Response Block page.

COD Award Inquiry**Award Response Block****COD Document ID:** 2002-04-02T16:25:24.0001234567 **Reporting School ID:** 01234567 **Attending School ID:** 01234567**ID:** FA0878 **Award Name:** Pell**Award Year:** 2003 **Award Number:****Response Blocks**

View All First 1 of 1 Last

Error Code Seq:**Error Code:****Response Message:****Field Tag:****Field Value:**[Return](#)

Award Response Block page

The page displays student responses to award rejects and corrections.

Viewing Additional Loan Information

Access the Loan Info Block page.

COD Loan Inquiry**Loan Info Block****COD Document ID:** 2002-04-02T16:25:24.0001234567 **Reporting School ID:** 01234567 **Attending School ID:** 01234567**ID:** FA0878**Loan Key:****Grade Level:****Origination Fee Percentage:****Award Begin Date:****Interest Rebate Percentage:****Award End Date:****PNote Print Indicator:****Academic Year Begin Date:****Disclosure Print Indicator:****Academic Year End Date:**[Return](#)

Loan Info Block page

Viewing Disbursement Information

Access the COD Disbursement page.

<div> <div>COD Summary</div> <div>COD Student</div> <div>COD Award</div> <div>COD Disbursement</div> </div>			
COD Document ID: 2002-04-13T11:05:54.0001234567		Processing Status: I	
Receipt Date: 2002-04-13T19:57:01.01	Document Status: A	Process Date: 2002-04-13	
ID: FA0878	Reporting School ID: 01234567	Attending School ID: 01234567	
<div> <div>Awards</div> <div>View All First 1 of 1 Last</div> </div>			
Award Year: 2003	Award Name: Pell	Award Number: 1	
<div> <div>Disbursement Blocks</div> <div>View All First 1 of 1 Last</div> </div>			
Disbursement Number: 1	Disbursement Number Sequence: 1		
Disbursement Amount: 2000.00	Disbursement Confirmation Flag:		
Disbursement Date: 2002-04-24	Disbursement Net Amt:		
Payment Period Start Date:	Disbursement Fee Amt:		
Payment Trigger Flag: true	Disbursement Rebate Amt:		
School Use: 01	First Disbursement Flag:		
Response Information	Response Indicator: A		

COD Disbursement page

School Use Displays the Pell disbursement sequence number.

Response Information Click to access the Disbursement Response Block page and view responses to disbursement rejects and corrections.

Viewing Responses to Disbursement Rejects and Corrections

Access the Disbursement Response Block page.

COD Disbursement Inquiry
Disbursement Response Block

COD Document ID: 2002-04-04T12:49:48.0001234567 **Reporting School ID:** 01234567 **Attending School ID:** 01234567

ID: 1 **Award Name:** Pell **Disbursement Number:** 1
Award Year: 2003 **Award Number:**

Response Blocks View All First ◀ 1 of 1 ▶ Last

Error Code Seq:
Error Code:
Response Message:
Field Tag:
Field Value:

[Return](#)

Disbursement Response Block page

The page displays responses to disbursement rejects and corrections.

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 (FA_COD_IN).

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	RUNCTL_COD_IN	<ul style="list-style-type: none"> Administer Financial Aid, Process Pell Payment, Process, Common Orig and Disb Inbound Administer Financial Aid, Process Loans, Process, Common Orig and Disb 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

Run Control ID: pell_cod_fullresp_in

[Report Manager](#) [Process Monitor](#)

[Run](#)

Inbound File: \\wjones2111899\codin\fa08788182_pell_FR.xml

Common Origination and Disbursement Inbound page

Enter the location and name of the XML file to import into your system.

The COD In process (FA_COD_IN) loads Common Records from the XML file into staging tables.

Mapping PeopleSoft Fields to COD Field Numbers and Names

The table lists field names, grouped by page.

Note. The information in this table is based on the *COD Technical Reference* version 3.4, dated June 2002.

PeopleSoft Field Name	COD Field Number	COD Field Name
COD Summary page		
COD Document ID	2	<Document Id>
Processing Status	Psoft	
Receipt Date	119	<Receipt>
Document Status	123	<Document Stat>
Process Date	124	<Process Date>
ID	Psft	
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
Summary Year	13	<Summary Yr>

PeopleSoft Field Name	COD Field Number	COD Field Name
Award Type	12	<Award Type>
Total Number of Students	14	<TotNumStuds>
Total Award Amt Reported	15	<TotAwardAmtRep>
Total Disb Amt Reported	16	<TotDisbAmtRep>
COD Student page		
COD Document ID	2	<Document Id>
Processing Status	Psoft	
Receipt Date	119	<Receipt>
Document Status	123	<Document Stat>
Process Date	124	<Process Date>
ID	Psft	
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
SSN	18	<Student SSNum=""DtofBirth="" LastName="">
Date of Birth	18	<Student SSNum=""DtofBirth="" LastName="">
Last Name	18	<Student SSNum=""DtofBirth="" LastName="">
New SSN	20	<SSNum>
First Name	25	<FirstName>

PeopleSoft Field Name	COD Field Number	COD Field Name
Middle Initial	26	<MiddleInitial>
Last Name	27	<LastName>
School Use	40	<SchlUseOnly>
Email Address	39	<Email>
Date of Birth	41	<DtofBirth>
Citizenship Status	42	<CitznStatusInd>
Drivers License State	22	<State>
Drivers License Number	23	<Number>
Address Block page		
COD Document ID	2	<Document Id>
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
ID	Psft	
Address Sequence	Psft	
Address 1	32	<Addr>
Address 2	32	<Addr>
Address 3	32	<Addr>
City	33	<City>
State/Province	34	<StateProv>

PeopleSoft Field Name	COD Field Number	COD Field Name
Country	37	<Country>
Postal Code	35	<PostalCd>
County	36	<County>
Temporary Address	31	<Temp>
Foreign Address	30	<Foreign>
Phone Block page		
COD Document ID	2	<Document Id>
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
ID	Psft	
Phone Sequence	Psft	
Phone Number	38	<PhoneNum>
Student Response Block page		
COD Document ID	2	<Document Id>
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
ID	Psft	
Error Code Seq	Psft	
Error Code	126	<RsErrorCd>

PeopleSoft Field Name	COD Field Number	COD Field Name
Response Message	127	<RsMsg>
Field Tag	128	<Field>
Field Value	129	<Value>
Reported Value	150	<Reported Value>
COD Award page		
COD Document ID	2	<Document Id>
Processing Status	Psoft	
Receipt Date	119	<Receipt>
Document Status	123	<Document Stat>
Process Date	124	<Process Date>
ID	Psft	
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
Award Year	54	<AwardYr>
Award Name	53	Various
Award Number	65	<AwardNum>
CPS Transaction Number	55	<CPSTransNum>
School Use	40	<SchlUseOnly>
Award ID	66	<AwardID>

PeopleSoft Field Name	COD Field Number	COD Field Name
Award Created Date	67	<AwardCreateDt>
Award Amount	56	<AwardAmt>
Response Indicator	121	<RsInd>
COD Award page - Pell Information group box		
Cost of Attendance	70	<CostOfAttend>
Enrollment Date	80	<EnrollDt>
Scheduled Pell Award	106	<SchedFedPellGrt>
Academic Calendar	71	<AcCal>
Verification Status	79	<VerifStatCd>
Secondary EFC Ind	81	<SecondaryEFCInd>
YTD Disb Amt	104	<YrTDDisbAmt>
SFA Indicator	107	<SFAInd>
Credit/Clock Hours in Award Year	75	<CrClockHrsinAwardYr>
Credit/Clock Hours in Program Year	76	<CrClockHrsinProgsAcYr>
Low Tuition Ind	77	<LowTuitFeesInd>
Incarcerated Ind	78	<IncarceratedFlg>
Instructional Weeks Def	74	<InstructWksDefiningAcYr>
Instructional Weeks Used	73	<InstructWksUsed>
Payment Method	72	<PmtMethod>

PeopleSoft Field Name	COD Field Number	COD Field Name
Total Eligibility Used	105	<TotEligUsed>
COD Award page - Loan Information group box		
Loan Key	61	<Loan Key>
Dependency Override	57	<DependOverride>
Loan Default Applies To	63	<AppliesTo="">
Loan Default	64	<Value="">
Additional HPPA	69	<AddtHPPA>
Electronic MPN Flag	93	<EMPNFlg>
MPN ID	94	<MPNId>
MPN Status	95	<MPNStat>
MPN Link Flag	96	<MPNLinkFlg>
Booked Loan Date	100	<BkdLoanAmtDt>
Booked Loan Amount	99	<BkdLoanAmt>
Grade Level	48	<GradeLevelInd>
Award Amount Requested	68	<AwardAmtRqd>
Payment to Servicer Amt	97	<PmttoSvcrAmt>
Payment to Servicer Date	98	<PmttoSvcrDt>
Credit Decision Status Date	102	<CrDecisionDate>
Credit Override Indicator	103	<CrOverrideInd>

PeopleSoft Field Name	COD Field Number	COD Field Name
Credit Decision Status	101	<CrDecisionStat>
Less than Full Time	58	<LessThanFTFlg>
COD Award page – Other Information group box		
Federal Share Amount	57	<FedShareAmt>
FISAP Income Override	60	<FISAPIncomeOverride>
Award Response Block page		
COD Document ID	2	<Document Id>
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
ID	Psft	
Award Year	54	<AwardYr>
Award Name	53	Various
Award Number	65	<AwardNum>
Error Code Seq	Psft	
Error Code	126	<RsErrorCd>
Response Message	127	<RsMsg>
Field Tag	128	<Field>
Field Value	129	<Value>
Reported Value	150	<Reported Value>

PeopleSoft Field Name	COD Field Number	COD Field Name
Loan Info Block page		
COD Document ID	2	<Document Id>
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
ID	Psft	
Loan Key	43	<DLLoanInfo LoanKey="">
Origination Fee Percentage	44	<OrigntnFeePct>
Interest Rebate Percentage	45	<IntRebatePct>
Pnote Print Indicator	46	<PromNtPrtInd>
Disclosure Print Indicator	47	<DiscStmtPrtInd>
Grade Level	48	<GradeLevelInd>
Award Begin Date	49	<AwardBeginDt>
Award End Date	50	<AwardEndDt>
Academic Year Begin Date	51	<AcYrBeginDt>
Academic Year End Date	52	<AcYrEndDt>
COD Disbursement page		
COD Document ID	2	<Document Id>
Processing Status	Psoft	
Receipt Date	119	<Receipt>

PeopleSoft Field Name	COD Field Number	COD Field Name
Document Status	123	<Document Stat>
Process Date	124	<Process Date>
ID	Psft	
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
Award Year	54	<AwardYr>
Award Name	53	Various
Award Number	65	<AwardNum>
Disbursement Number	82	<DisbursementNumber="">
Disbursement Amount	83	<DisbAmt>
Disbursement Date	84	<DisbDt>
Payment Period Start Date	92	<PmtPeriodStartDt>
Payment Trigger Flag	85	<PmtTriggerFlag>
School Use	40	<SchlUseOnly>
Disbursement Number Sequence	86	<DisbSeqNum>
Disbursement Confirmation Flag	91	<ConFlg>
Disbursement Net Amt	88	<DisbNetAmt>
Disbursement Fee Amt	89	<DisbFeeAmt>
Disbursement Rebate Amt	90	<IntRebateAmt>

PeopleSoft Field Name	COD Field Number	COD Field Name
First Disbursement Flag	87	<FirstDisbFlg>
Response Indicator	121	<Rsind>
Disbursement Response Block page		
COD Document ID	2	<Document Id>
Reporting School ID	10	<ReportingSchl EntityId="">
Attending School ID	17	<Attending Schl EntityId="">
ID	Psft	
Award Name	53	Various
Disbursement Number	82	<DisbursementNumber="">
Award Year	54	<AwardYr>
Award Number	65	<AwardNum>
Error Code Seq	Psft	
Error Code	126	<RsErrorCd>
Response Message	127	<RsMsg>
Field Tag	128	<Field>
Field Value	129	<Value>
Reported Value	150	<Reported Value>

CHAPTER 33

(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.
- 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.

See Also

Chapter 15, “Defining Application Processing Options,” Using Financial Aid Run Controls for Profile and Need Access Processes, page 398

Page Used to Define the CNAS File Load Parameters

Page Name	Object Name	Navigation	Usage
File Load Setup	CSL_CONTROL	<ul style="list-style-type: none"> Administer Financial Aid, Canadian Need Analysis, Setup, File Load Control, File Load Control Design Student Administration, Design Financial Aid1, Setup F-K, File Load Control, File Load Control 	Define the parameters of the file load.

Defining Data Load Parameters

Access the File Load Setup page.

File Load Setup

Academic Institution: PSUNV PeopleSoft University

Aid Year: 2003 Federal Aid Year 2002-2003

***Input/Output file:** C:\canada\data\osapdata1.txt

Error file: C:\canada\data\osapdataerror.txt

Match

- ☒ Name
- ☒ ID
- ☐ SIN

Record Add Level: 0 Load Everyone

Record Suspend Level: 0 Load Everyone

CSL Numeric Variable: 3

Prov Loan Numeric Variable: 0

CSG Numeric Variable: 0

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: <ul style="list-style-type: none"> 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 the CNAS Data

This section discusses how to load CNAS data.

Page Used to Load CNAS Data

Page Name	Object Name	Navigation	Usage
Data Load	RUNCTL_OSAP	Administer Financial Aid, Canadian Need Analysis, Process, Data Load, Data Load	Load eligibility data from the provincial Student Services Bureau into the system.

Loading CNAS Data

Access the Data Load page.

Data Load

Run Control ID: CNAS_LOAD_03 [Report Manager](#) [Process Monitor](#) Run

*Academic Institution: PeopleSoft University

*Aid Year: Federal Aid Year 2002-2003

Data Load page

Academic Institution Select for this CNAS data load.

Aid Year Select for this CNAS data load.

Click Run to run the OSAP Data Load process (FAOSAPLD).

Managing CNAS Suspende

This section discusses how to:

- Review CNAS suspense.
- Process CNAS suspense.
- View CNAS load results.

Pages Used to Manage CNAS Suspende

Page Name	Object Name	Navigation	Usage
Suspense Management	FA_OSAP_SUSP	Administer Financial Aid, Canadian Need Analysis, Use, Suspense Management, Suspense Mgmt	Manage the applications that did not to load during an incoming application process.
Suspense Maintenance	RUNCTL_SUSP	Administer Financial Aid, Canadian Need Analysis, Process, Suspense Processing, Suspense Processing	Move records that have been marked as add, pending or delete on the Suspense Management page.
Load Results	OSAP_RESULTS1	Administer Financial Aid, Canadian Need Analysis, Inquire, Load Results, Load Results1	View information about student records that have been successfully loaded to your database from suspense.

Reviewing CNAS Suspende

Access the Suspense Management page.

Suspense Management

Academic Institution: PSUNV **Aid Year:** 2003
FA Student ID: AD1002 RISK MARK
Last Transaction Date: 07/29/2002

View All First ◀ 1 of 1 ▶ Last

Application Account Number: 001372557

Social Insurance Number: 497-280-294
Date of Birth: 05/05/1975
Student's Admit Level: 3 - Applied/Pending
OSAP Suspend Reason:
ID:

Action
☐ Add to Results
☒ Pending
☐ Delete from Suspense

Suspense Management page

Academic Institution	Indicates the college or university.
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: 1 - Emplid not matched 2 - SIN not matched

- 3 - Name not matched
- 4 - Emplid/SIN not matched
- 5 - Emplid/Name not matched
- 6 - SIN/Name not matched
- 7- Emplid/SIN/Name not matched
- 8 -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 database.
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

Run Control ID: CNAS_SUSPEND_03

[Report Manager](#)
[Process Monitor](#)

Run

***Academic Institution:**

***Aid Year:**

▼

▼

PeopleSoft University

Federal Aid Year 2002-2003

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).

Viewing CNAS Load Results

Access the Load Results page.

Load Results

Churchill,Edward ID: FA0456 SIN: 680-989-976

Aid Year: 2003 Institution: PSUNV Last Transaction Date: 08/12/2002

View All First 1 of 1 Last

Application Account Number:	001276021	+ -
<hr/>		
Total Entitled Award:	8,500	Grant Issued: 0
CSL Amount:	2,805	Date Received at SSB: 04/17/2002
OSL Amount:	5,015	Highest Percentage Courseload: 060
CSG Amount:	680	Total Need: 0
Total OSL Issued:	1,887	Total Need Flag: X
Total CSL Issued:	2,805	Current Cost Code: FDES
<hr/>		
Multiple Apps:	NE Code: A1	Academic Year: 0203
Preprint Indicator: Y	Year Entering: 4	School Code: EUAX

Load Results page (1 of 2)

Status Codes			
Status 1:	3	Status 5:	Status 9:
Status 2:	5	Status 6:	Status 10:
Status 3:	5	Status 7:	Status 11:
Status 4:	5	Status 8:	Status 12:
			Status 13:
			Status 14:
			Status 15:

Load Results page (2 of 2)

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.

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	Administer Financial Aid, Canadian Need Analysis, Use, Institutional Application, 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

Abbasi, Manan ID: FA0004

Aid Year: 2003 Federal Aid Year 2002-2003 Institution: PSUNV

First 1-2 of 2 Last

*Application Source Code: 0 FT Canada Student Loan

+ -

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 options for the student.

CNAS Calc

Click to calculate an unofficial federal and institutional FC 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	Administer Financial Aid, Canadian Need Analysis, Use, Full-time Application, Student Personal Info	Enter and view demographic and schooling 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	Administer Financial Aid, Canadian Need Analysis, Use, Full-time 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	Administer Financial Aid, Canadian Need Analysis, Use, Full-time 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	Administer Financial Aid, Canadian Need Analysis, Use, Full-time Application, Student Financial Data	Enter or view a student's pre-study and study period financial data.
Parent Data	INST_PARENT_CSL_J	Administer Financial Aid, Canadian Need Analysis, Use, Full-time Application, Parent Data	Enter or view information about a parent's family status, income, and taxes.
Spouse Info	INST_STDNT_CSL_K	Administer Financial Aid, Canadian Need Analysis, Use, Full-time Application, Spouse Info	Enter or view spouse information.
Signature/ Next of Kin	INST_STDNT_CSL_M	Administer Financial Aid, Canadian Need Analysis, Use, Full-time 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		Student Current Stat/Residency		Student Study Pd Info		Student Financial Data		Parent Data	
Abbasi,Manan				ID:		FA0004			
Aid Year:		2003		Source:		FT CSL		NID: 958707070	
Institution:		PSUNV		Student Extensions		CNAS Calc			
Date of Birth:		06/23/1980		CNAS Application Date:		11/01/2002			
Preferred Language:				Disabled:		N		CSL Citizenship: N	
Last High School Date:		05/01/1999		Years Out of High School:		3		Gender: Unknown	
<input checked="" type="checkbox"/> Prior Postsecondary Studies				Prior Postsecondary Date:		12/23/1999			
<input type="checkbox"/> Prior Canadian Student Loan									
<input type="checkbox"/> Defaulted Loan									
View All First 1 of 1 Last									
Driver's License Number:		F46335448206806							

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

View All First 1 of 1 Last

*CNAS Rule Set: Status: CSL-OSL: CSL

Enrollment Override: Car Allowance Override:

Override Standard Category: Asset Allowance Override:

Prestudy Weeks Override: ☐ ☐ Spouse Disabled

Prestudy Housing Override: ☐

FM/IM Use: Both FM and IM EFC

Use Cost of Attendance:

Award Period Use:

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 <i>OSL</i> or <i>CSL</i> .
Status	Indicates the effective status of the extension. Options include <i>Active</i> and <i>Inactive</i> . Only active extensions are processed.
CSL-OSL	Select the type of calculation to perform. <i>O – OSL:</i> Invokes OSAP special rules for parent tax table use and parental contribution calculations. <i>C – CSL:</i> 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 <i>Full-Time</i> or <i>Part-Time</i> .
Override Standard Category	Information entered here overrides standard category values for federal or institutional need calculation. You can select the following values. <i>Married:</i> Indicates the student is married. <i>Sng Dep:</i> Indicates the student is single and a dependent. <i>Sng Ind:</i> Indicates the student is single and independent. <i>Sole Supp:</i> Indicates the student is the sole supporter of her 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 <i>O – Other</i> or <i>P – Parents</i> .
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: <i>F – FM EFC</i> : Use to calculate family contributions and to store information in federal methodology fields in PeopleSoft Financial Aid. <i>I – IM EFC</i> : Use to calculate family contributions and to store information in institutional methodology fields. <i>B – Both FM and IM</i> : Use to store information in both FM and IM fields.
Use Cost of Attendance	Indicates whether <i>F – fed year coa</i> (federal year cost of attendance) or <i>I – inst year coa</i> (institutional year cost of attendance) is used in calculation of need.
Award Period Use	Indicates whether <i>A - Academic</i> , <i>B – Both</i> or <i>N – Nonstandard</i> award periods are updated with calculation results.

Entering Student Family Status and Residency Information

Access the Student Current Stat/Residency page.

Student Personal Info	Student Current Stat/Residency	Student Study Pd Info	Student Financial Data	Parent Data
Abbasi,Manan		ID:	FA0004	
Aid Year:	2003	Source:	FT CSL	NID: 958707070 Institution: PSUNV Student Extensions CNAS Calc
Marital Status: Single		Marital Status Date: <input type="text"/>		  
<input type="checkbox"/> Dependents Other Than Spouse		<input type="checkbox"/> Orphan or Ward of the Court		<input type="checkbox"/> In Workforce
*Student's Residence:	<input type="text" value="ON"/>	Student's Residence Length:	<input type="text" value="2"/>	At least 12 Months
Spouse's Residence:	<input type="text"/>	Spouse's Residence Length:	<input type="text"/>	
Parent Residence:	<input type="text" value="ON"/>	Parent Residence Length:	<input type="text" value="2"/>	At least 12 Months
Dependents 11 and Under:	<input type="text" value="0"/>	Child Care Costs:	<input type="text" value="0"/>	
Dependents 12 to 18:	<input type="text" value="0"/>			
Dependents 19 and Older:	<input type="text" value="0"/>			

Current Stat/Residency page

Marital Status Indicates the student's marital status.

Marital Status Date	If married, 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	Select if the student has dependents aged eleven or younger.
Dependents 12 to 18	Select if the student has dependents aged twelve to eighteen.
Dependents 19 and Older	Select if the student has 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 Personal Info	Student Current Stat/Residency	Student Study Pd Info	Student Financial Data	Parent Data	Spouse Info	Signature/Next of Kin			
Abbasi,Manan		ID:	FA0004						
Aid Year:	2003	Source:	FT CSL	NID:	958707070	Institution:	PSUNV	Student Extensions	CNAS Calc
Anticipated Academic Program:			FQU						
Study Period Start Date:			09/01/2002		Degree/Certificate:			3 Bachelor's Degree	
Study Period End Date:			06/01/2003		Year in Program:			2	
*Course Load Percentage:			100.00		Total Program Years:			4	
<input type="checkbox"/> Cooperative Education Program					Study Period Housing:			0 Other	
<input type="checkbox"/> Correspondence/Distance Educ					Travel Home Cost:			0	
<input type="checkbox"/> Merit Scholarship Recipient									
Fed Year Cost of Attendance:			6,325.00		Number of Terms:			1	
Inst Year Cost of Attendance:			6,325.00		FA Number of Weeks:			16	
			Tuition Component:		0		Regulated Program:		

Student Study Pd Info

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 number of years the student has been 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 (<i>P – parents</i>) or living elsewhere (<i>O – Other</i>).
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 (<i>R – Regulated Program</i>) or non-regulated (<i>N- Non-Regulated Program</i>) based on criteria from the Ministry of Education and Training.

Entering Student Financial Data

Access the Student Financial Data page.

Student Personal Info	Student Current Stat/Residency	Student Study Pd Info	Student Financial Data	Parent Data	Spouse Info
Abbasi,Manan		ID:	FA0004		
Aid Year:	2003	Source:	FT CSL	NID:	958707070
Institution:		PSUNV		Student Extensions	CNAS Calc
Prestudy					
Income:	<input type="text" value="8,800"/>	Income Source:	<input type="text" value="4"/>	Other	
Prestudy Housing:	<input type="text" value="P"/>	With Parents		<input type="checkbox"/> Bankruptcy	
Study Period					
Gross Income:	<input type="text" value="500"/>	Other Income:	<input type="text" value="0"/>	S/B/A Income:	<input type="text" value="0"/>
Income Source:	<input type="text"/>				
Assets					
Vehicle Make 1:	<input type="text" value="CHEVROLET"/>	Vehicle Year 1:	<input type="text" value="1991"/>		
Vehicle Model 1:	<input type="text" value="LUMINA"/>	Vehicle Value 1:	<input type="text" value="1,000"/>		
Vehicle Make 2:	<input type="text"/>	Vehicle Year 2:	<input type="text"/>		
Vehicle Model 2:	<input type="text"/>	Vehicle Value 2:	<input type="text" value="0"/>		
Retirement Savings Value:	<input type="text" value="0"/>	Investment Value:	<input type="text" value="0"/>		

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 Allowance 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.

Student Personal Info	Student Current Stat/Residency	Student Study Pd Info	Student Financial Data	Parent Data
Abbasi,Manan		ID:	FA0004	
Aid Year:	2003	Source:	FT CSL	NID: 958707070 Institution: PSUNV Student Extensions CNAS Calc
Marital Status: <input checked="" type="checkbox"/> Married		Dependents:	<input type="text" value="4"/>	Number in College: <input type="text" value="1"/>
Father's Information Father's Social Insurance #: <input type="text" value="544-845-720"/> <input type="checkbox"/> Father has No ID Father Actual Income: <input type="text" value="29,999"/> Expected Father's Earnings: <input type="text" value="0"/> Father's Pension: <input type="text" value="1,855"/> Father's Empl Ins: <input type="text" value="0"/> Father's Tax Paid: <input type="text" value="4,744"/>		Mother's Information Mother's Social Insurance #: <input type="text" value="544-845-720"/> <input type="checkbox"/> Mother has No ID Mother Actual Income: <input type="text" value="29,999"/> Expected Mother's Earnings: <input type="text" value="0"/> Mother's Pension: <input type="text" value="1,855"/> Mother's Empl Ins: <input type="text" value="0"/> Mother's Tax Paid: <input type="text" value="4,292"/>		
Parent Income Source:		<input checked="" type="text" value="4"/>	Other	

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 Canadian 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
(employment insurance) Enter an amount of employment insurance that the father receives.

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.

Student Study Pd Info | Student Financial Data | Parent Data | **Spouse Info** | Signature/Next of Kin

Abbasi, Manan ID: FA0004

Aid Year: 2003 Source: FT CSL NID: 958707070 Institution: PSUNV [Student Extensions](#) [CNAS Calc](#)

Spouse:

Spouse's Occupation: [Relationships](#)

☐ Living in Canada ☐ Spouse Full-Time Courseload ☐ Spouse in 12 Week Program

Spouse Institution:

Spouse Last High School Date:

Spouse Gross Income:

Spouse Income Source:

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 8 SP1 Campus Community Fundamentals PeopleBook, “Maintaining Bio/Demographic Data”

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	Administer Financial Aid, Canadian Need Analysis, Use, Part-time Application, Part-Time App 1	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	Administer Financial Aid, Canadian Need Analysis, Use, Part-time Application, Part-Time App 2	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, Part-Time App 3	Enter or view study period information.

Entering Student and Dependency Information

Access the Status/Residency page.

Status/Residency	Financial Info	Study Period Info
Atwaller, Brian		ID: FA0013
Aid Year: 2003	Source: PT CSL	NID: 957786956 Institution: PSUNV Part-time Student Extensions CNAS Calc
Date of Birth: 01/19/1980	CNAS Application Date: 05/31/2002	
Gender: Unknown	Marital Status: Single	CSL Citizenship: Y
Dependents 11 and Under: <input type="text" value="0"/>	Part-time Reason: <input type="text"/>	
Dependents 12 to 18: <input type="text" value="0"/>	Fed Year Cost of Attendance: <input type="text" value="0.00"/>	
Dependents 19 and Older: <input type="text" value="0"/>	Inst Year Cost of Attendance: <input type="text" value="0.00"/>	
Part-time Weekly Child Care: <input type="text" value="0"/>		
*Student's Residence: <input type="text" value="ON"/>	<input type="checkbox"/> Prior SOG	<input type="checkbox"/> Perform SOG Grant Calculation
*Course Load Percentage: <input type="text" value="25.00"/>	<input type="checkbox"/> SAP for previous SOG	
Next of Kin: <input type="text"/>	Relationships	

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	Select if the student has dependents aged eleven or younger.
Dependents 12 to 18	Select if the student has dependents aged twelve to eighteen.
Dependents 19 and Older	Select if the student has 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: <ul style="list-style-type: none"> 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.
	<hr/> Note. Eligibility for SOG is calculated only if you select the Perform SOG Grant Calc check box. <hr/>
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 Spousal Financial Information

Access the Financial Info page.

Status/Residency	Financial Info	Study Period Info
Atwaller, Brian		ID: FA0013
Aid Year: 2003	Source: PT CSL	NID: 957786956 Institution: PSUNV Part-time Student Extensions CNAS Calc
Student		
Occupation:	<input type="text"/>	Weekly Hours: <input type="text"/> Gross Income: <input type="text"/>
Spouse		
Spouse ID:	<input type="text"/>	Weekly Hours: <input type="text"/>
Occupation:	<input type="text"/>	Gross Income: <input type="text"/>
Retirement Savings Value:	<input type="text"/>	Investment Value: <input type="text"/>
<input type="checkbox"/> Prior Canadian Student Loan	<input type="checkbox"/> Prior Part-Time Loan	Amount of Prior Part-time Loan: <input type="text"/>
<input type="checkbox"/> Defaulted Loan		Part-time Aid Requested: <input type="text"/>
<input type="checkbox"/> Student Signed	<input type="checkbox"/> Spouse Signed	

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_RESULTS1	Administer Financial Aid, Canadian Need Analysis, Inquire, CNAS Results, 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	Administer Financial Aid, Canadian Need Analysis, Inquire, CNAS Results, CNAS Results2	View results of the calculations performed.
CNAS Results 3	CNAS_RESULTS3	Administer Financial Aid, Canadian Need Analysis, Inquire, CNAS Results, CNAS Results3	View results of the calculations performed.

Viewing Results of CNAS Calculation 1

Access the CNAS Results page.

CNAS Results

CNAS Results2

CNAS Results3

Abbasi,Manan
ID: FA0004

Aid Year: 2003
Academic Institution: PSUNV
Application Source Code: 0

View All
First 1 of 1 Last

Effective Date: 05/31/2002
Effective Sequence: 1

View All
First 1 of 2 Last

CNAS Rule Set: CSL

Student Category: Single Dependent

Total Initial Budget: 6,325

CSL Amount: 573
Overaward Used: 0
Budget Reduction/Cap: 0

CSG Amount: 0
Overaward Balance: 0
Use Cost of Attendance: Fed Year COA

Provincial Loan Amount: 0
CNAS Abort Flag: N
FM/IM Use: FM EFC

SOG Amount: 0
Full/Part Time: F
Award Period Use: Academic

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 Results		CNAS Results2		CNAS Results3	
Abbasi,Manan			ID: FA0004		
Aid Year: 2003		Academic Institution: PSUNV		Application Source Code: 0	
View All First 1 of 1 Last					
Effective Date: 05/30/2002			Effective Sequence: 1		
View All First 1 of 2 Last					
CNAS Rule Set: CSL					
Minimum Prestudy Contribution:		2,160	Father's Income Used:		24,068
Actual Prestudy Contribution:		5,289	Mother's Income Used:		24,520
Prestudy Contribution Used:		5,289	Parent's ADI:		588
Study Period Inc Contribution:		0	Total Parent Contribution:		264
Asset Contribution:		0	Parent Contribution for Student:		81
Final Student Contribution:		5,289	Family Contribution:		5,370
			Financial Need: 955		

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	Administer Financial Aid, Canadian Need Analysis, Inquire, Application Audit, Application Audit	View a history of changes made to entries for the student application record.
Extension Audit	EXT_AUDIT	Administer Financial Aid, Canadian Need Analysis, Inquire, Extension Audit, Extension Audit	View changes made to the Student Extension record.

Viewing Changes Made to Applications

Access the Application Audit page.

Application Audit			
Name:	Abbasi,Manan		ID: FA0004
Academic Institution:	PSUNV	Aid Year: 2003	Application Source Code: 0
			View All First 1 of 1 Last
Date and Time Stamp:	05/31/2002 1:36:23.927000PM	User ID:	PS
Field Name:	CITIZENSHIP_CSL	Record (Table) Name:	INST_STDNT_CSL
Old Value:	N		
New Value:	Y		

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			
Abbasi,Manan		ID:	FA0004
Academic Institution:	PSUNV	Aid Year:	2003
		CNAS Rule Set:	CSL
			View All First 1-2 of 16 Last
Date and Time Stamp:	06/06/2002 6:27:37.267000PM	User ID:	PS
Field Name:	EFF_STATUS	Record (Table) Name:	STDNT_CNAS_EXT
Old Value:			
New Value:	A		
Date and Time Stamp:	06/06/2002 6:27:37.287000PM	User ID:	PS
Field Name:	FM_IM_USE	Record (Table) Name:	STDNT_CNAS_EXT
Old Value:			
New Value:	B		

Extension Audit page

Date and Time Stamp	Displays the date and time changes were made to the extension record.
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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 21, “Awarding and Packaging Students,” page 701

Page Used to Insert an ISIR Row

Page Name	Object Name	Navigation	Usage
ISIR Row Insert	RUNCTL_CAN_APP	Administer Financial Aid, Canadian Need Analysis, Process, ISIR Row Insert	Create ISIR records for mass packaging.

Inserting ISIR Rows

Access the ISIR Row Insert page.

ISIR Row Insert

Run Control ID: CNAS_ISIR_ROW_INSERT [Report Manager](#) [Process Monitor](#) Run

Institution: PSUNV PeopleSoft University
Aid Year: 2003 Federal Aid Year 2002-2003

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

PeopleSoft Financial Aid Reports

This appendix provides an overview of PeopleSoft 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

PeopleSoft Financial Aid Reports: A to Z

This table lists the PeopleSoft Financial Aid reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
FA701 Careers and Terms	Used to review which terms are valid for each aid year, and which careers are valid for each term.	Design Student Administration, Design Financial Aid 1, Report, FA701 Careers and Terms	RUNCTL_FA_RPT
FA702 Budget Categories	Used to review the budget groups you have set up for each term and career in an aid year. For each budget group listed, the report also displays the budget categories assigned to that budget group.	Design Student Administration, Design Financial Aid 1, Report, FA702 Budget Categories	RUNCTL_FA_RPT
FA704 Budget Items	Used to review the budget items for each budget category.	Design Student Administration, Design Financial Aid 1, Report, FA704 Budget Items	RUNCTL_FA_RPT
FA706 Disbursement Plan	Used to review the disbursement plans for each career. The disbursement IDs for each disbursement plan are also listed.	Design Student Administration, Design Financial Aid 1, Report, FA706 Disbursement Plan	RUNCTL_FA_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA708 Disbursement Split Cds	Used to review the disbursement split codes for each disbursement plan. The disbursement split code formula for each disbursement split code is also listed.	Design Student Administration, Design Financial Aid 1, Report, FA708 Disbursement Split Cds	RUNCTL_FA_RPT
FA710 Packaging Plan Rules	Used to review the packaging plan setup and the packaging rules associated with each packaging plan.	Design Student Administration, Design Financial Aid 1, Report, FA710 Packaging Plan Rules	RUNCTL_FA_RPT
FA711 Related Item Groups	Used to review your related item type groups. Used in concert with packaging plans.	Design Student Administration, Design Financial Aid 1, Report, FA711 Related Item Groups	RUNCTL_FA_RP
FA712 Packaging Equations Dtl	Used to review your packaging equations.	Design Student Administration, Design Financial Aid 1, Report, FA712 Packaging Equations Dtl	RUNCTL_FA_NOPARMS
FA713 Loan Fee Table	Review loan fees, their types and rules. Use after loan types are set up.	Administer Financial Aid, Process Loans, Reports 1, Loan Fee Table	RUNCTL_FA_NOPARMS
FA714 Fin Aid Item Types	Used to review financial aid item types—by institution and aid year—that you have established.	Design Student Administration, Design Financial Aid 1, Report, FA714 Fin Aid Item Types	RUNCTL_FA714
FA715 Aggregate Aid Limits	Used to review the aggregate aid limits you have established for use in packaging cross-references.	Design Student Administration, Design Financial Aid 1, Report, FA715 Aggregate Aid	RUNCTL_FA_NOPARMS
FA716 Aggregate Level X-Ref	Used to review the correlation between NSLDS Loan Year and aggregate levels you have established for use in packaging.	Design Student Administration, Design Financial Aid 1, Report, FA 716 Aggregate Level X - Ref	RUNCTL_FA_NOPARMS
FA717 Package Equity Item Type	Used to review your equity item type groups for use in packaging plans.	Design Student Administration, Design Financial Aid 2, Report, FA717 Package Equity Item Type	RUNCTL_FA_NOPARMS
FA718 Package Rating Component	Used to review the admissions rating criteria and GPA types assigned as package rating components for each career.	Design Student Administration, Design Financial Aid 2, Report, FA718 Package Rating Component	RUNCTL_FA_NOPARMS
FA719 Pell Comments Code List	Used to view Pell comment codes.	Administer Financial Aid, Pell Process Payment, Reports, Pell Comment Codes	RUNCTL_FA_NOPARMS

Report ID and Report Name	Description	Navigation	Run Control Page
FA721 NSLDS Codes Tbl List	Used to review the delivered NSLDS codes and associated descriptions.	Design Student Administration, Design Financial Aid 1, Report, FA721 NSLDS Codes Tbl List	RUNCTL_FA_NOPARMS
FA723 Aggregate Programs	Used to review the aggregate programs you have established for use with aggregate aid limits.	Design Student Administration, Design Financial Aid 1, Report, FA723 Aggregate Programs	RUNCTL_FA_NOPARMS
FA725 Aid Year Table	Used to review which federal aid years have been defined for each institution in your system.	Design Student Administration, Design Financial Aid 1, Report, FA725 Aid Year Table	RUNCTL_FA_NOPARMS
FA727 Award Adjustment Reasons	Used to review—by institution and aid year—the award adjustment reasons you have established.	Design Student Administration, Design Financial Aid 1, Report, FA727 Award Adjustment Reasons	RUNCTL_FA_NOPARMS
FA728 Award Messages	Used to review—by institution and aid year—the award messages you have established.	Design Student Administration, Design Financial Aid 1, Report, FA728 Award Messages	RUNCTL_FA_NOPARMS
FA729 Budget Assignment Career	Used to review which careers have been designated for budget processing for each aid year for an institution.	Design Student Administration, Design Financial Aid 1, Report, FA729 Budget Assignment Career	RUNCTL_FA_NOPARMS
FA744 FA Installation Defaults	Used to view financial aid installation defaults.	Design Student Administration, Design Financial Aid 1, Report, FA744 FA Installation Defaults	RUNCTL_FA_NOPARMS
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.	Administer Financial Aid, Packaging and Disburse Aid, Report, FA801 Award Data by Item Type	RUNCTL_FA_RPT
FA802 Fiscal Item Types	Used to review fiscal fund balances.	Design Student Administration, Design Financial Aid 1, Report, FA802 Fiscal Item Types	RUNCTL_FA_RPT8
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.	Administer Financial Aid, Packaging and Disburse Aid, Report, FA821 Batch Packaging Summary	RUNCTL_FA_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
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.	Administer Financial Aid, Packaging and Disburse Aid, Report, FA822 Batch Packaging Detail	RUNCTL_FA_RPT
FA850 Loan Origination Auth Sumry	Review loans by their origination action and status. Use after loans have been originated.	Administer Financial Aid, Process Loans, Reports 1, Loan Origination Auth Sumry	RUNCTL_FA_LN_RPT
FA851a Loan Status Reports-Loan Disbursement Sum	Review all disbursement activity for a particular disbursement action and status. Use after disbursement activity is generated.	Administer Financial Aid, Process Loans, Reports 1, Loan Status Reports	RUNCTL_FA_LN_RPT
FA851b Loan Status Reports—Loan Disb Sum (Ln Tp)	Similar to the Loan Disbursement Summary, but lists information by loan type. Use after disbursement activity is generated.	Administer Financial Aid, Process Loans, Reports 1, Loan Status Reports—Loan Disb Sum (Ln Tp)	RUNCTL_FA_LN_RPT
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.	Administer Financial Aid, Process Loans, Reports 1, Loan Status Reports—Loan PNote Summary	RUNCTL_FA_LN_RPT
FA853 DL Accepted Originations	Review and monitor originated loans accepted by the LOC.	Administer Financial Aid, Process Loans, Reports 2, DL Accepted Originations	RUN_CNTL_DL_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.	Administer Financial Aid, Process Loans, Reports 2, DL Loans on Hold	RUN_CNTL_DL_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 co-signer, etc. Use after you receive the PLUS origination acknowledgement file.	Administer Financial Aid, Process Loans, Reports 2, DL PLUS Credit Decision	RUN_CNTL_DL_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
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.	Administer Financial Aid, Process Loans, Reports 2, DL Rejected Originations	RUN_CNTL_DL_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.	Administer Financial Aid, Process Loans, Reports 2, DL Transmitted Originations	RUN_CNTL_DL_RPT
FA858 DL Pending Origination Changes	Review and monitor transmitted changes made to previously originated loans. Use after sending out Origination Change files.	Administer Financial Aid, Process Loans, Reports 2, DL Pending Origination Changes	RUN_CNTL_DL_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 = <i>T—Transmitted</i>) previously submitted to the LOC. Run this in between importing and exporting Origination and Change files.	Administer Financial Aid, Process Loans, Reports 2, DL Transmitted Change Pending	RUN_CNTL_DL_RPT
FA860 DL Validation Errors	Review and monitor validation rejects. This report is designed to assist you in resolving potential errors prior to outbound Origination records. Use after you run the validation process.	Administer Financial Aid, Process Loans, Reports 2, DL Validation Errors	RUN_CNTL_DL_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
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.	Administer Financial Aid, Process Loans, Reports 2, DL Inbound Orig Ackn Errors	RUN_CNTL_DL_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.	Administer Financial Aid, Process Loans, Reports 2, DL Disbursement Errors	RUN_CNTL_DL_RPT
FA867 DL Disbursement Status	Review and monitor disbursement status and booked status for loans. Use weekly.	Administer Financial Aid, Process Loans, Reports 2, DL Disbursement Status	RUN_CNTL_DL_RPT
FA868 DL Disbursement Booking Stat	Review and monitor Disbursement Booked and Unbooked status. Designed for use with Reconciliation Processing. Use weekly.	Administer Financial Aid, Process Loans, Reports 2, DL Disbursement Booking Stat	RUN_CNTL_DL_RPT
FA870 Print Pell Grant ESOA	Review and monitor Federal Pell Grant Fund allocations.	Administer Financial Aid, Pell Process Payment, Reports, Print Pell Grant ESOA	RUN_CNTL_PG_RPT
FA871 YTD Orig All Rcpts	Generate a list of students who are in an origination year-to-date file sent by RFMS.	Administer Financial Aid, Pell Process Payment, Reports, YTD Originations	RUN_CNTL_OPG2_RPT
FA872 YTD Orig Errors	Review conflicting information from RFMS and your application tables.	Administer Financial Aid, Pell Process Payment, Reports, YTD Origination Errors	RUN_CNTL_PG3_RPT
FA873 YTD Disb All Recipients	Generate a list of students who have been disbursed as of the year to date.	Administer Financial Aid, Pell Process Payment, Reports, YTD Disbursements	RUN_CNTL_PG2_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA874 YTD Disbursement Errors	Review conflicting information from RFMS and your application tables.	Administer Financial Aid, Pell Process Payment, Reports, YTD Disbursement Errors	RUN_CNTL_0PG3_RPT
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell MRR Report by Batch	RUN_CNTL_PG_875
FA875A Pell MRR Report	Review and monitor POP (potential overaward payment) and Blocked Institution situation. Use after the MRR inbound file is imported.	Administer Financial Aid, Pell Process Payment, Reports, Pell MRR Report	RUN_CNTL_PG4_RPT
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell MRR Report by MRR Status	RUN_CNTL_PG_MRR_ST
FA876 Pell Originations by Action Cd	Review and monitor students whose originations are acknowledged.	Administer Financial Aid, Pell Process Payment, Reports, Pell Originations by Action Cd	RUN_CNTL_PG_ACTNCD
FA877 Pell Disbursements by Action Cd	Review or monitor all students whose Disbursement records have been acknowledged.	Administer Financial Aid, Pell Process Payment, Reports, Pell Disbursements by Action Cd	RUN_CNTL_PG_ACTNC1
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell Origination Records	RUN_CNTL_PG4_RPT2

Report ID and Report Name	Description	Navigation	Run Control Page
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell Origination by Orig Stat	RUN_CNTL_PG_ORIG
FA880 Pell Originations by Batch	Determines which detail records are included in a specific batch.	Administer Financial Aid, Pell Process Payment, Reports, Pell Originations by Batch	RUN_CNTL_PG_880
FA880A Rejected Pell Originations by Batch	Determines which Pell origination records are rejected by RFMS in a specific batch.	Administer Financial Aid, Pell Process Payment, Reports, Rejected Pell Originations by Batch	RUN_CNTL_PG_880A
FA881 Pell Disbursements by Batch	Review detail records included in a specific batch.	Administer Financial Aid, Pell Process Payment, Reports, Pell Disbursements by Batch	RUN_CNTL_PG_881
FA881A Pell Disbursements by Batch	Review and monitor Pell Disbursement records rejected by RFMS in a specific batch.	Administer Financial Aid, Pell Process Payment, Reports, Rejected Pell Disb by Batch	RUN_CNTL_PG_881
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell Records by Trans Stat	RUN_CNTL_PG_TRANS
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell Disbursement Records	RUN_CNTL_PG4_RPTA
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.	Administer Financial Aid, Pell Process Payment, Reports, Pell Disbursements by Dsb Stat	RUN_CNTL_PG_DISB

Report ID and Report Name	Description	Navigation	Run Control Page
FA885 Pell Cash Management	Review and monitor your cash management activity.	Administer Financial Aid, Pell Process Payment, Reports, Pell Cash Management	RUN_CNTL_PG_CSHMGT
FA886 Pell Disbursement Ackn Batch	Review and monitor student disbursement records acknowledged by RFMS in a specific batch.	Administer Financial Aid, Pell Process Payment, Reports, Pell Disbursement Ackn Batch	RUN_CNTL_PG_886
FA887 Pell Origination Acknowledgements by Batch	Lists students who have origination acknowledgement records by a specific batch.	Administer Financial Aid, Pell Process Payment, Reports, Pell Origination Ackn Batch	RUN_CNTL_PG_887
FA888 Pell Awds w/o Orig	Select all students who have Pell awards (on the Awards pages) who do NOT have Pell Origination records.	Administer Financial Aid, Pell Process Payment, Reports, Pell Awards w/o Orig Records	RUN_CNTL_PG5_RPT
FA900 CL Rejected Application	Review and monitor applications with CommonLine reject codes. Works for CL 96 and CL 4 loans. The report does not report Change Transaction errors. Use after loading Application Response files.	Administer Financial Aid, Process Loans, Reports 1, CL Rejected Application	RUN_CNTL_CL_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 Loan Origination processes; and manually through the CommonLine Loan Orig Trans page.	Administer Financial Aid, Process Loans, Reports 1, CL Loans on Hold	RUN_CNTL_CL_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.	Administer Financial Aid, Process Loans, Reports 1, CL Validation Errors	RUN_CNTL_CL_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA903 CommonLine Application Response Load Errors	<p>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.</p> <p>Setting the Load Status to Processed removes records from the report.</p>	Administer Financial Aid, Process Loans, Reports 1, CL 4 App Response Load Errors	RUN_CNTL_CL_RPT
FA904 CommonLine 4 School Certification Requests	<p>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.</p> <p>Setting the Load Status to Processed removes records from the report.</p>	Administer Financial Aid, Process Loans, Reports 1, CL 4 School Cert Requests	RUN_CNTL_CL_RPT
FA905 CommonLine Application Response Delinquencies	<p>Reports originated and transmitted loan records where a response from the loan agency has not been received.</p> <p>A similar report can also be derived from the FA850 report.</p>	Administer Financial Aid, Process Loans, Reports 1, CL Appl Response Delinquencies	RUN_CNTL_CL_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.	<ul style="list-style-type: none"> Administer Financial Aid, Process Loans, Reports 1, Award vs. Disb Reconciliation Administer Financial Aid, Package and Disburse Aid, Reports, Award vs. Disb Reconciliation 	RUN_CNTL_NE_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
FA9072 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.	Administer Financial Aid, Process Loans, Reports 1, CL 4 EFT Reconciliation	RUN_CNTL_EFT_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. The 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.	Administer Financial Aid, Process Loans, Reports 1, CL Check Reconciliation	RUN_CNTL_CL_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.	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Load Summary	RUNCTL_FA914
FA915 ISIR Verification Select	Identifies Corrected ISIRs that have been selected for Ed Verification. Run after the FAPSAR00 process is run.	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Verif Select	RUNCTL_FACRWRPT
FA917 ISIR Verification Select	Identifies unprocessed ISIRs that have been selected for Ed Verification. Run before the FAPSAR00 process is run.	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Verif Select	RUNCTL_FACRWRPT
FA918 Drug Offense Ineligible	Identifies students who reported a drug offense conviction status of other than 1—eligible. Run Weekly.	Administer Financial Aid, Exchange Financial Aid Data, Reports, Drug Offense Ineligible	RUNCTL_FACRWRPT
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.	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Suspense Detail	RUNCTL_FA919

Report ID and Report Name	Description	Navigation	Run Control Page
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.	Administer Financial Aid, Packaging and Disburse Aid, Report, Fund Roster	RUN_CNTL_NE_RPT
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.	Administer Financial Aid, Exchange Financial Aid Data, Reports NSLDS FAT Load Errors	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 overawarded amount.	Administer Financial Aid, Packaging and Disburse Aid, Report, Overaward Report	RUN_CNTL_FA922_RPT
FA923 Pell Reconciliation Report	Review records reconciled with RFMS.	Administer Financial Aid, Pell Process Payment, Reports, Pell Reconciliation Report	RUN_CNTL_PG_923
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.	Administer Financial Aid, Exchange Financial Aid Data, Reports, 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.	Administer Financial Aid, Exchange Financial Aid Data, Reports, System Generated ISIRs	RUNCTL_FACRWRPT

Report ID and Report Name	Description	Navigation	Run Control Page
FADL732 DL 732 Loan Detail	Review information when reconciling Year to Date disbursement and booking information with the LOC. Use after the 732 file has been imported. Note. DL 732 Report processing is not valid for 2002-2003 reconciliation processing.	Administer Financial Aid, Process Loans, Reports 2, DL 732 Loan Detail	RUNCTL_DL732
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.	Administer Financial Aid, Process Loans, Reports 2, DL Booking Status	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.	Administer Financial Aid, Process Loans, Reports 2, DL Disbursement Exceptions	RUNCTL_FA_EXCEP_LN
FADLNDTL DL Reconciliation Detail	Review information when reconciling information with the LOC. Use after the DSAS file has been imported and processed.	Administer Financial Aid, Process Loans, Reports 2, DL Reconciliation Detail	RUNCTL_FA_RECON_LN
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.	Administer Financial Aid, Process Loans, Reports 2, DL School Account Statement	RUNCTL_DLSAS
FAHDLXX Hold File	SQR Report that produces a printable copy of the daily HOLDXOP file sent by the CPS. Run daily.	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Hold File Report	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.	Administer Financial Aid, Exchange Financial Aid Data, Reports, ISIR Rej/Assumption Override	RUNCNTL_FAISRJAS

Report ID and Report Name	Description	Navigation	Run Control Page
FALPNERR DL PNote Error 00/01	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.	Administer Financial Aid, Process Loans, Reports 2, DL PNote Error 00/01	RUN_CNTL_DL_RPT
FAMANFS2 DL Print Manifest Report Plus	Generates a PLUS loan manifest. Use after PLUS notes have been signed and received.	Administer Financial Aid, Process Loans, Reports 2, DL 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.	Administer Financial Aid, Process Loans, Reports 2, DL Print Manifest Report Staf	RUNCTL_MANIFEST3
FAMSGLN Loan Exception Messages Sumry	Identifies rejected change loans along with a list of the specific error messages applied to each rejected loan. Use after you run origination.	Administer Financial Aid, Process Loans, Reports 1, Loan Exception Messages Sumry	RUN_CNTL_FAMSGLN
FAORIGRJ DL Rejected Origination Changes	Review the origination change files the LOC rejected. Run before you inbound the Origination Change Acknowledgement file.	Administer Financial Aid, Process Loans, Reports 2, DL Rejected Origination Changes	RUN_CNTL_DL_RPT
FARPTX0 Loan Documents	Set up your JetForm print specifications, if you use the external JetFom printer. Use prior to printing your promissory notes.	Administer Financial Aid, Process Loans, Reports 1, Loan Documents	RUNCTL_LN_PRINT
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.	Administer Financial Aid, Package and Disburse Aid, Report, 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.
account	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
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 entry	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
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.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery method it may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
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.
application agent	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attachment	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
background process	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
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.
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 event	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).
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.
category	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
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.
child	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
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 <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
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.
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.
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.
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 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.
corporate account	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
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.

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 elements	<p>Data elements, at their simplest level, define a subset of data and the rules by which to group them.</p> <p>For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.</p>
data row	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
data validation	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
DAT file	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
delivery method	In PeopleSoft Enterprise Learning Management, identifies a learning activity's delivery method type. An activity can have one or more delivery methods.
delivery method type	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
double byte character	If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
dynamic tree	A tree that takes its detail values dynamically directly from a table in the database, rather than from a range of values 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 job	Abbreviation for <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . 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.
equipment	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

event	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, <i>event</i> also refers to incidents that affect 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.
external system	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
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.
filter	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
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.
group	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
homepage	Users can personalize the homepage, or the page that first appears when they access the portal.
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.
key	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.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
learning activity	See <i>activity</i> .
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
learning plan	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
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 <i>rates</i>) 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.

level	A section of a tree that organizes groups of nodes.
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.
load	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
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 <i>1</i> is the address you use most often and may be different from the main address.
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.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific 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	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
objective	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
override	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
pagelet	Each block of content on the homepage 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.

parent node	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
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 <i>participant object</i> .
payout	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an 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.
per seat cost	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
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 section	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
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.
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.
private view	A user-defined view that is available only to the user who created it.
process	See <i>Batch Processes</i> .
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 an SQR, a COBOL 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 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.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record definition	A logical grouping of data elements.
record field	A field within a record definition.
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 <i>record input value-added tax flag</i> . 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 <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
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.
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.
results management process	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
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.
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.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
routing	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes email message, electronic form, or worklist entry.
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.
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.
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.
self-service application	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
session	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.
sibling	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
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 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.
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.
SQR	See <i>Structured Query Report (SQR)</i> .
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.
Structured Query Report (SQR)	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
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 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 <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
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.
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.
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 loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
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.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
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.
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.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
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.

URL

See *uniform resource locator (URL)*.

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.

warehouse

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

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.

workflow

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

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.

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.

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