



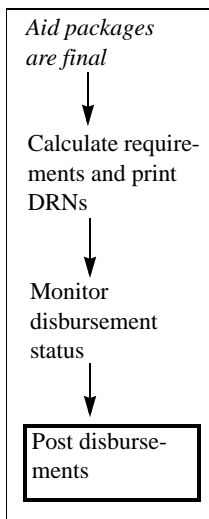
# User Guide

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## Posting Disbursements

Once disbursement requirements are complete you can begin posting disbursements, by running the Disbursement Process (WFDISBSB). This program calculates amounts due to students through a specified disbursement point, and passes the amounts to an interfacing feed program that can create or post transactions for updating Student Accounts. The Disbursement Process also records disbursements on the awards in FINANCIER.

For single disbursements or off-schedule disbursements, you can use the awarding facilities (Award Summary screen, Award screen or batch Award Process, WFAWARDDB) to enter disbursement transactions. There are two types of disbursement transactions, one that initiates a feed to Student Accounts and one that records the disbursement only in FINANCIER. For example, Pell disbursements typically would be processed to feed Student Accounts, while Federal Work Study wages would be handled to update FINANCIER only.

### *For More Detail*

- “WFDISBSB (Disbursement Process)” on page 3-41
- “Processing Disbursements” on page 2-84

## Reporting

### Federal Grant Reporting to COD

Institutions must report eligibility and disbursements for each Pell and TEACH grant award to COD. Use the Federal Grant Reporting programs (WFFL~~xxxx~~) to extract data and format it into XML documents for transmittal, and to translate and record acknowledgements received in response.

You can monitor reporting status on the Federal Grant Reporting screen, which summarizes a student’s disbursements as currently recorded in FINANCIER and as reported to COD.

The Federal Grant Year-to-Date Reconciliation program is a tool for diagnosing (and, if appropriate, repairing) discrepancies between a student’s data as recorded in FINANCIER and by COD.

### *For More Detail*

- “Federal Grant Reporting” on page 2-87

- “WFFLREXB (Federal Grant Reporting Export)” on page 3-81
- “WFFLEXPB (Federal Grant XML Create)” on page 3-77
- “WFFLIMPB (Federal Grant XML Import)” on page 3-79
- “WFFLAIMB (Federal Grant Reporting Import)” on page 3-74
- “WFFLYTDB (Federal Grant Year-To-Date Reconciliation)” on page 3-84

### **FISAP Reporting**

Institutions that administer Perkins loans and other campus-based aid submit a FISAP report annually to the Department of Education. The report details students serviced in the previous fiscal year and requests funds for the next year. The FISAP Reporting Export program (WFFSPEXB) generates certain components of this report.

#### ***For More Detail***

- “WFFSPEXB (FISAP Reporting Export)” on page 3-88

## **PROCESSING FINANCIAL AID APPLICATIONS**

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FINANCIER™ provides a combination of batch programs and screens to help you manage financial aid applications, from the initial loading of federal ISIR data and (if used) CSS PROFILE data through the receipt of supporting documents and dispatching of federal data corrections to the CPS. Batch processes conveniently handle the mass operations: importing and then loading the application data, calculating budgets and need, posting application requirements, formatting federal data communications. The application screens enable you to track the progress of an individual student's application: post completed requirements, make corrections, override default settings and, in general, to give any application the special attention it needs.

### **Loading Application Data into FINANCIER**

When your institution receives financial aid application data from the Central Processing System (CPS) or PROFILE data from the College Scholarship Service (CSS), there is a two-step batch process for entering the information into FINANCIER.

First, you run the ADD Import batch program (WFADDIMB), which enters the application data into a holding file (the ADD file, WF-ADD) where it can be reviewed and, if necessary, corrected online, using the ADD File List screen. Then, when you are ready to begin processing the applications, you load the data from the ADD file into FINANCIER's application processing files with a second batch program, the ADD Load (WFADDLDB).

The Load process adds records only for students that meet institutional criteria specified in the FAO Status Decision Table. For example, if the aid office requires an admission application before it will consider a student for financial aid, data will be loaded only for students who have applied for admission. For these students, the Load process performs the initial budget calculation and need analysis; activates the student for the award year, allowing year-specific processing for that student to occur; and evaluates the financial aid application status. If your institution made any changes to federal data in the ADD file that must be reported to the CPS, the Load process generates the EDE corrections.

The ADD Import and Load processes are also used to bring noncustodial parent information from CSS into FINANCIER.

When federal or PROFILE application data is successfully loaded, a number

of files are updated with the student's information, which can then be viewed and updated online.

Type of data	Can be viewed or modified on this menu>screen
Demographic	Stdnt>Demographic Information
Schedule	Appls>Aid Year Schedule
Application requirements	Appls>Application Requirements
Federal	Appls>Need Analysis>Federal (Compressed Format) or Federal (FAFSA Format)
PROFILE	Appls>Need Analysis>CSS (Compressed Format) or CSS (PROFILE Format)
Need analysis	Appls>Need Analysis>Need Analysis Calculations Appls>Need Analysis>CSS/Federal Comparison
Budget	Appls>Budget/Need Evaluation

For more information on the ADD Import and ADD Load programs, see the batch program documentation, page 3-16 through page 3-22.

## Reviewing ADD File Records Online

After application data has been imported into the ADD file, and before the ADD Load process is run, you can use the ADD File List screen to examine application data. You can also “force-load” individual students

Year-specific screens are modified annually as needed by WolffPack; the screen title indicates the aid year

ADD File List - 03:33 PM

SSN	Student Name	Src	Rsn	Imported	N/R	Rejects
336-31-0506	Alta, Mike E	F	A	02/07/2015		
226-01-0009	Anthony, Cregan F	F	A	06/04/2015		
069-98-7246	Baraka, Amiri L	F	A	02/07/2015		
236-07-0019	Barney, A	F	A	02/07/2015		
437-02-2003	Belle, A	F	A	02/07/2015		
234-61-0011	Bogart, A	F	A	02/07/2015		
256-32-4104	Candor, A	F	A	02/07/2015		
236-01-0005	D'Almatt, A	F	A	02/07/2015		
556-78-2270	Eggbert, Benedict W	F	A	02/07/2015		
287-50-0049	Elcks, Laura	F	A	02/07/2015	R	C V
326-40-0046	Flite, Frieda T	F	A	02/07/2015	N	
623-11-1501	Flutter, Ana L					
236-01-0018	Frederick, Flynt E					
444-13-2216	Fuller, Elmer W					
001-01-9801	Funt, Jane A					
882-73-6217	Girstner, Nyle					

The ADD Source (Src) indicates the origin and type of record: federal (F), PROFILE (C) or CSS noncustodial parent (N).

The contents of the ADD file are imported from federal (CPS) or PROFILE (CSS) files by the ADD Import program (WFADDIMB) and can be reviewed online prior to being loaded.

To restrict the length of the list, use the name fields at the bottom of the screen. Specify one or more characters of the last name followed by \* (for example, S\* to list students with names that begin with S).

Last: \* \_\_\_\_\_ First: \* \_\_\_\_\_

manually from this screen to expedite processing of their applications. On the ADD List, note that the ADD Source (Src) distinguishes among federal applications (F), PROFILE applications (C) and noncustodial data for PROFILE (N).

any subsequent need analysis calculations and are transmitted to the CPS as corrections.

- ▶▶ To enter an override to a verifiable reject or assumption, go to the Federal Data (Compressed Format) screen and page down (PF8) to the second page. Enter a Y in the appropriate Reject or Assumption field.

The reject/assumption override fields are also available on the final page (Calculation Options) of the Federal Data (FAFSA) screen.

**Professional Judgment.** Aid year administrators can initiate federal data changes for a student based on professional judgment.

- ▶▶ To flag a record as adjusted due to professional judgment, enter the data changes and set the PJudg field to Y on the Federal (Compressed) screen. Press ENTER.

FINANCIER retains the Professional Judgment flag setting unless it is manually reset, and reports it with any subsequent federal corrections for the student.

**Application Lock.** After reviewing a student's federal data, you can "lock" the record to prevent the overlay of this information by records subsequently received and processed in the ADD Load process. Federal records that have been locked *are* subject to update by online or batch maintenance.

- ▶▶ To lock a student's federal data, type L in the Lock Federal Record field on the Federal Data (Compressed Format) screen and press ENTER.

The Lock field is also available on the Calculation Options page of the Federal Data (FAFSA Format) screen.

### **PROFILE Data**

The PROFILE data screens operate much like the federal data screens. The CSS Data Profile Format screen is an online reproduction of the PROFILE form, and the Compressed Format screen presents the calculation data first, followed by supporting information and then by the Need Analysis Calculations page. You can do trial calculations and lock CSS records from the Compressed Format screen. Changing a calculation value automatically invokes the need analysis calculation to update the EFC.

## Need Analysis Calculation Detail

- ▶▶ If you need to see calculation detail in addition to results, go to the Need Analysis Calculations screen directly from the Need Analysis menu (Appl>Need Analysis>Need Analysis Calculations). Tab to the Student or Parents expansion field and press PF9. Use PF7/PF8 to page through the detail.

If there are rejects or assumptions in effect for the calculations, you'll see a message by the Rejects/Assumptions heading on the Need Analysis Calculations Screen. Expand (PF9) to see the codes applied to each methodology. (A difference between the CPS and need analysis-generated codes will likely explain an EFC mismatch, and needs to be considered when deciding what corrections, if any, need to be made.)

If you use CSS data and the PROFILE data screens are functioning, similar information is available on the CSS Federal Comparison screen (Appl>Need Analysis>CSS Federal Comparison). The Student and Parents headings expand to show values for critical demographic, income, asset and status fields from the PROFILE and federal applications.

## Reviewing Electronic Corrections

When you change certain application-critical federal data for a student, FINANCIER stores the correction in the ECAR file for processing by the EDE Corrections Export (WFECOEXB). The Export program formats the correction data into EDE records that can be transmitted to the CPS.

The fields mandated for corrections reporting by the CPS are flagged in the FINANCIER Dictionary with a SAR field number containing the CPS correction number for the field. You can view correction data for a student on the Electronic Corrections screen.



field. Specify the total to be disbursed, and the amount for each disbursement point.

4. Press ENTER to process the transaction, and then PF11 to return to the main screen.

►► To disburse an award (on the Award screen):

1. Go to the Award screen (Award>Award Processing) with the student and fund in context.
2. Type the D or P action code in the Action field. Specify the total to be disbursed, and the amount for each disbursement point.
3. Press ENTER to process the transaction and then PF11 to return to the main screen.

**Notes on Loan Disbursing.** If you are using award transactions to disburse Direct loans, use action code D and enter the gross loan amount. The program will split out the net disbursement, the fee amount and any interest rebate.

Beginning with XML schema 4.0a, COD requires that the student's enrollment status be reported as of the first actual disbursement of each scheduled disbursement of a Direct loan. The enrollment status is captured in FINANCIER and is displayed on the Loan Summary for each disbursement point when the corresponding disbursement is first authorized in batch or online. If needed the enrollment status can be updated manually. However, once stored, it is not updated automatically by subsequent disbursement processing affecting the same disbursement point.

## Reviewing Awards Activity

FINANCIER provides the following inquiry screens for examining the results of awards processing:

- Award Term Distribution and Award Disbursement Distribution screens, displaying offer, acceptance and disbursement amounts posted to date
- Award Audit Display, listing online updates to a student's award package
- Aid Need Evaluation, summarizing the cumulative effect of awards on need
- Federal Grant Reporting, showing Pell and TEACH grant disbursements

as currently stored and as reported to and acknowledged by COD.

### Award Term Distribution and Award Disbursement Distribution

These screens display a list of awards by fund, with columns for offered, accepted and disbursed amounts, in a format similar to the Award Summary screen. Having this information available on inquiry screens allows for easy separation of review and update functions, should this be desirable for convenience, data control or security purposes.

The amount columns expand for detail, showing distribution by term (Award Term Distribution) or disbursement point (Award Disbursement Distribution).

The screen title includes the aid year that is currently in context

Award Term Distribution - 10:00 AM

Student: 123456779 Abat, Robert  
FAO: UG

Fund	Offered	Accepted	Disbursed
DIRECT-PL Direct PLUS	2,000.00	2,000.00	

Distribution - Offered

Fund	Fall	Spring	Summer
DIRECT-PL Direct PLUS			2,000.00
PELL Pell	1,000.00	1,000.00	
WK-STUDY Work-Study	1,000.00		

Offer detail by term

### Award Audit Display

The Award Audit Display screen gives you a history of online award processing, including the transaction date, the operator responsible and the transaction content (action, amount and distribution rule). Each line is expandable for distribution detail. Information comes from the Audit file.

### Aid Need Evaluation

Refer to the Aid Need Evaluation screen to judge the adequacy of a student's award package. The screen shows the cost budget, family contribution, and need, calculated for the three need analysis methodologies, as offset by the current aid total:

*The screen title includes the aid year that is currently in context*

Aid/Need Evaluation - 10:57 AM

Student: 123456779 Abat, Robert  
FAO: UG

	FM(9Mo)FT	FM(9Mo)	INAS IM
Budget:	10,800	10,800	10,800
EFC:	4,000	4,000	4,000
SC:	1,000	1,000	1,000
PC:	3,000	3,000	3,000
Need: <i>Need= Budget - EFC</i>	6,800	6,800	6,800
Aid:	5,000	5,000	5,000
Meets need:	5,000	5,000	5,000
Replaces SC:			
Replaces PC:			
Replaces SC or PC:			
<i>Awards meet need and replace student and/or parent contributions based on fund attribute settings</i>			
Aid/Need gap:	1,800	1,800	1,800
Remaining eligibility:	1,800	1,800	1,800
Overaward:			
<i>Aid/Need gap = Need - Aid that Meets Need</i>			

## Federal Grant Reporting

For each Pell and TEACH grant recipient, the institution “originates” the grant with COD (typically when the award is accepted), and reports each disbursement. (For Pell only “actual” disbursements are reported, when the disbursement has been posted, and the primary disbursement date for the disbursement point on the Calendar Table has been reached. For TEACH, scheduled disbursements are reported with the origination, and actual disbursements as they take place.) The Federal Grant Reporting screen helps you monitor a student’s grant reporting progress.

*The screen title includes the aid year that is currently in context*

16 Federal Grant Reporting - 11:56 AM

Student: 000014396 ARCHIBALD, DARLA K Not in Adm/Reg files  
FAO: UG

PELL Action: H RJ 09/01/2015 Export: OrigAck: DisbAck: *Acceptance/rejection codes and dates returned by COD*

*Use the Action field to resend an origination/disbursement or hold reporting*

*Latest action request, reason and date*

*Date when award data was last sent to COD*

TEACH Action: Export: OrigAck: DisbAck:

*Expand grant heading for report detail*

Action: Export: OrigAck: DisbAck:

*Two separate TEACH grants are allowed if student is enrolled in a term that crosses COD award years*

For each grant type, the screen shows current activity: hold or retransmit

instructions in place, last export date and corresponding acknowledgment status (such as accepted or rejected) and acknowledgment date. As there may be two separately reportable TEACH grants across two COD award years, there are two sets of fields for TEACH detail. You can expand the heading (Pell or TEACH) for detailed reporting information.

The screen title includes the aid year that is currently in context
Federal Grant Reporting - 09:49 AM

Student: 024888573 Balinger, Raphael J

Pell Reporting

Addtl Eligibility: \_  
  
 Actn: \_ \_  
  
 Exported:  
 OrigAck:  
 DisbAck:

	--Current--	-Accepted-	In-Process
Fed tran:	02		
Verification:			
Cost:	13,050		
Enr Date:	08/29/2014		
Award:	2000.00		
Disbs:	.00		
Sched Awd:	2000.00		

Set flags to hold or retransmit an origination or disbursement

Information as currently recorded in FINANCIER

Report as acknowledged

Information in transit, as reported

In the expanded detail window, the Current column on the screen shows what is currently true in FINANCIER. The Accepted column shows the information most recently acknowledged by COD with a code of A (accepted), C (accepted with corrections) or D (duplicate origination), as entered by the batch program Federal Grant Reporting Import (WFFLAIMB).

The In Process column shows information that has been reported to COD but not yet acknowledged; the information is entered by the Federal Grant Reporting Export program (WFFLREXB) and cleared by the Import program when an acceptance is posted.

You can set an Action field in the window to hold transmission of an origination or disbursement (value H), or to retransmit a record (value R). If a record has been rejected by COD, the Import program sets the Action to H, and the corresponding reason to RJ; when you have resolved the problem you reset the flag to R.

The Origination and Disbursement Acknowledgment (Ack) fields display the acceptance/rejection code from the most recent import. If you run the Federal Grant YTD Reconciliation (WFFLYTDB) to correct a student's data based on COD's records, you will see a Y in those fields, indicating update by the YTD Reconciliation program.

The Disbursements label expands to display disbursement detail. Like the grant reporting window, the data is arranged in Current, COD Accepted,

and In Process columns. The rows are disbursements, in order as reported to COD:

Disbursements									
----Current----				----COD Accepted-----			-----In Process-----		
Disbursement	Awarded	Disbrsd	S#	Disbrsd	DisbrsDate	S#	Disbrsd	DisbrsDate	
Fall 1	1	2025.00	2025.00	01	2025.00	08/29/2014			
Spring 1	2	265.00	265.00	02	265.00	02/06/2015			

Information as currently  
recorded in FINANCIER

Disbursements as  
acknowledged

Disbursements in  
transit, as reported

The Current column contains the current awarded and disbursed amounts. The Accepted column displays the most recently accepted sequence number, disbursement amount, and disbursement date. If there is a transaction that has been sent but not yet acknowledged, you will see that sequence number with disbursement amount and date in the In Process column.

### Additional Pell and TEACH

Students may get additional Pell or TEACH amounts during a single aid year if they are enrolled in a “crossover” term—one that crosses the July 1 COD award year boundary. To do this for TEACH in FINANCIER, the award must have disbursements in consecutive fiscal years. So if you anticipate offering a second TEACH, be sure the student’s schedule is defined so that there is a fiscal year crossover between disbursement points. When it finds this condition, the Federal Grant Export will report two separate grants.

To justify a larger than normal Pell award, use the Additional Eligibility Indicator (Pell detail screen). If populated this flag is exported to COD.

## MANAGING FINANCIAL AID FUNDS

A fund is an accounting unit established to administer a financial aid program. Typically an institution will have funds for Pell Grants, Direct Loans, scholarship programs, work-study and so on. FINANCIER's fund screens enable you to set up and activate funds, define interface relationships to Student Accounts and Loans, and monitor fund balances for both day-to-day purposes and long range analysis.

### Setting Up Funds

Use the Fund Attributes screen to set up a fund and define its characteristics. If you are setting an upper limit for total offers or disbursements, you will use the Fund Utilization screen as well.

#### Implementation

Most fund setup takes place during initial implementation of FINANCIER. You can use the worksheets on page 2-101 through page 2-114 to help you plan and collect the information you'll need to define your funds.

<i>The screen title includes the fiscal year that is currently in context</i>		Fund Attributes - 03:56 PM	
Fund: PELL Pell	FAO: UG	<i>For federal loan funds, grant funds and work funds, leave the Aid Program blank for the system to fill in</i>	
Name: Pell _____		Acct: _____	
-----Attributes-----		-----Awarding-----	
Aid source: F	Aid program: _____	Fund status: A	Meets need: Y
Aid type: G	Transcript: _____	Freeze off/disb: _ _	Replaces FC: N
	FISAP: _____	Limit awards: _	Offsets Stf: Y
-----Aid Notifications-----		Allow awards: Y	
Print on notifications: Y	Order: 1	Replace: _	
-----Disbursement-----		Roll-up: _____	Dflt distrb: F
Student Accounts: Y 1222233344		Minimum/maximum award: _____	
Student Loans: _		Program ann/life max: _____	
Reqmts: _____			
Check: DStatus: Y	SShot: Y	CHrs: _	Packaging attribs/restrictions: NO

*The fields under the Attributes heading describe basic characteristics.*

*The Awarding, Aid Notifications and Disbursement headings group fields by the functions that they influence.*

#### ►► To define a fund:

1. Go to the Fund Attributes screen (Funds>Fund Attributes) with the fund ID in context. Type a brief description in the Name field.
2. Provide basic information—aid source, aid type and aid program—in the

## Defining Grant Types and Work Types

Use the Grant Types Table and Work Types Table to associate funds with grant programs and work programs. The Federal Grant Reporting Export (WFFLREXB) refers to the Grant Types table to determine Pell and TEACH funds. The FISAP Reporting Export refers to the Grant Types table for SEOG funds and to the Work Types table for Work Study funds.

**Implementation.** You should plan your grant and work program funds in coordination with your Grant Types Table and Work Types Table. Once you begin entering this information in FINANCIER, however, create your funds *before* you set up the tables, so the funds are available to the table setup. (See fund setup documentation on page 2-90.) Also, you should have a value for each grant program and work program defined in your Dictionary.

### ►► To set up the Grant Types Table:

1. Go to the Grant Type List screen (System>Table Maintenance>Grant Types).
2. In a blank field, specify the Grant Type. (Press PF2 for values.) Press ENTER.

Grant Type List		
Grant Type	Grant Type	Grant Type
P Pell Grant	—	—
—	—	—
—	—	—
—	—	—

3. In the resulting expansion window, identify the fund(s) on which grants

Pell Grant		
Fund Name	Fund ID	Act/Est
Pell Grant	PELL_____	A
Estimated Pell Grant	PELL-EST_	E
	_____	—
	_____	—
	_____	—
	_____	—

of this type will be awarded. Specify fund name and fund ID. In the Act/Est field distinguish an actual disbursing fund (value A) from a preliminary estimate fund (E). (For grant reporting, only actual funds are reported.)

- ### ►► To set up the Work Types Table, specify the work program type on the Work Type List screen (System>Table Maintenance>Work Types) and enter associated funds on the expansion screen.

## Defining Distribution Rules

The Distribution Codes Table defines the distribution rules available for award processing.

A distribution rule determines how the award total is distributed across the disbursement points in a schedule. Each rule is identified by a distribution code, and consists of a set of fractions, each associated with a disbursement point. When you post an award the system multiplies the award total by the fraction for each disbursement point to calculate the disbursement amount for that point.

Distribution Code List - Semester		AWARD DISTRIBUTION RULE	
Distribution Code	Distribution Code		
A Fall/Spring		A	Fall/Spring
F Fall		F	Fall
M Summer		M	Summer
S Spring		S	Spring
—		W	Winter
—		Y	Fall/Spring/Summer
—			

*The table defines the award distribution rules available to each schedule*

*Distribution codes are defined in the Dictionary*

**Implementation.** You should set up a Distribution Codes Table for each schedule in use at your institution. Before you can enter Distribution Code data, schedules must be defined in the Schedule Table and distribution codes must be defined in the FINANCIER Dictionary as values for WWSYSVRD.WF-AWARD-DIST.

Define a rule for each frequently used distribution pattern, including, if appropriate, rules to accommodate delays for first-time freshman borrowers and second disbursement of one-term Direct loans. A worksheet is provided on page 2-158 to help you plan.

►► To set up the Distribution Codes table:

1. Go to the Distribution Code List screen (System>Table Maintenance>Distribution Codes).
2. Tab to a blank field and type or (using PF2) select a code which should apply to the schedule in context. Press ENTER.

The system displays a detail window. The disbursement points are



**Table 3-1: Summary of Job Setup Information**

Member/Function	Parameters		Work Files	Lgth	Print Files
WFADDIMJ (WFADDIMB) ADD Import  Load federal and PROFILE data to WF-ADD file	Aid Year Term FAO Runmode:Limit Date	A4 A1 A2 A10 A10	<u>2013-14</u> 1 ID <sub>xx</sub> /IG <sub>xx</sub> /ISRF <sub>yy</sub> OP (Daily, pushed, requested ISIRs)  <u>2014-15</u> 1 ID <sub>xx</sub> /IG <sub>xx</sub> /ISRF <sub>yy</sub> OP (Daily, pushed, requested ISIRs)  <u>2015-16</u> 1 ID <sub>xx</sub> /IG <sub>xx</sub> /ISRF <sub>yy</sub> OP (Daily, pushed, requested ISIRs)	4500  4700  4300	1 Processing Counts/Errors 2 Replaced ISIR Records
WFADDLDJ (WFADDLDB) ADD Load  Load federal and PROFILE data to application processing files  Calculation routines invoked: Need analysis Application requirements Budget Verification (federal only)	Aid Year Term FAO Runmode:Limit Date Edit Overrides: Federal Rejects Corrections pending Correctns transmitted Application locked Student Verified Student Packaged	A4 A1 A2 A10 A10  A1 A1 A1 A1 A1 A1	None		1 Processing Counts/Errors 2 Field Value Errors 3 Loaded Students (optional) 4 EFC Mismatch
WFADDPGJ (WFADDPGB) ADD File Purge	Aid Year Term FAO Runmode:Limit Date	A4 A1 A2 A10 A10	None		1 Processing Counts/Errors
WFANNNTJ (WFANNNTB/WWPRNTBB) Aid Notification  Print aid notification letters	Aid Year Term FAO Runmode:Limit Date Print Order Address Type Format (up to 10)	A4 A1 A2 A10 A10 A1 A1 A1 x 10	4 Interim spool file	4882	1 Processing Counts/Errors 2 AN Letters
WFAPPCLJ (WFAPPCLB) Application Requirements (Re)calc  Perform mass application requirements calculation	Aid Year Term FAO Runmode:Limit Date	A4 A1 A2 A10 A10	None		1 Processing Counts/Errors 3 Sample report

**Table 3-1: Summary of Job Setup Information (Cont.)**

Member/Function	Parameters	Work Files	Lgth	Print Files
WFARNNTJ (WFARNNTB-WWPRNTBB) Application Requirements Notification  Print application requirements notification letters	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1 Format (up to 10) A1 x 10	4 Interim spool file	4882	1 Processing Counts/Errors 2 ARN Letters
WFAWARDJ (WFAWARDDB) Batch Award Process  Post batch award transactions	Not applicable (drives off batch header)	1 Input award transactions 2 Rejected award transactions	80 80	1 Processing Counts/Errors 2 Rejected Transactions
WFBGTCLJ (WFBGTCLB) Budget (Re)calc  Perform mass budget calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample report
WFDISBSJ (WFDISBSB) Disbursement Process  Perform mass disbursement process	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Schedule A1 Disbursement Point A1	None		1 Processing Counts/Errors 2 Unprocessed Disbursements 3 Authorized Disbursements
WFDISUMJ (WFDISUMB) Disbursement Summary	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Fiscal Year A4	None		1 Processing Counts/Errors 3 Disbursement Summary
WFDLAIMJ (WFDLAIMB) Direct Loan Import  Apply Direct Loan acknowledgments for originations and disbursements	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Summary acknowledgment data (from WFDLIMPB) 2 Loan acknowledgment data (from WFDLIMPB) before <u>2014-15</u> <u>2014-15</u> and later	1179 5993 6002	1 Processing Counts/Errors 2 Problem Records

**Table 3-1: Summary of Job Setup Information (Cont.)**

Member/Function	Parameters	Work Files	Lgth	Print Files
WFDLEXPJ (WFDLEXPB) Direct Loan XML Create  Generate Direct loan XML document for reporting to COD	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Summary (from WFDLNEXB) 69 2 Student-specific loan data (from WFDLNEXB) 838 <u>2013-14</u> <u>2014-15</u> and later 1009 3 XML Common Record documents, DL-specific var		1 Processing Counts/Errors
WFDLIMPJ (WFDLIMPB) Direct Loan XML Import  Translate Direct loan acknowledgment data from XML	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A1	1 Summary acknowledgment data 1179 2 Loan acknowledgment data before <u>2014-15</u> 5993 <u>2014-15</u> and later 6002 3 XML response documents 400		1 Processing Counts/Errors
WFDLNEXJ (WFDLNEXB) Direct Loan Export  Export Direct loan originations/corrections/disbursements export data for input to XML Create process	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Export Selection A6	1 Summary 69 2 Student-specific loan data 838 <u>2013-14</u> <u>2014-15</u> and later 1009		1 Processing Counts/Errors 2 Untransmitted Loans Report 3 DL Prom Note Manifest 4 DL PLUS Prom Note Manifest
WFDNNNTJ (WFDNNNTB/WWPRNTBB) Aid Denial Notification  Print aid denial letters	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1 Format (up to 10) A1 x 10	4 Interim spool file 4882		1 Processing Counts/Errors 3 DN Letters
WFDRNNTJ (WFDRNNTB-WWPRNTBB) Disbursement Requirements Notification  Print disbursement requirement notification letters	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1 Format (up to 10) A1 x 10	4 Interim spool file 4882		1 Processing Counts/Errors 2 DRN Letters

**Table 3-1: Summary of Job Setup Information (Cont.)**

Member/Function	Parameters	Work Files	Lgth	Print Files
WFDSBCLJ (WFDSBCLB) Disbursement Requirements (Re)calc  Perform mass disbursement requirements calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors
WFECAIMJ (WFECAIMB) EDE Rejected Corrections Import  Import rejected EDE Correction records from the CPS	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	4 COREyyOP (Rejected Corrections)	140	1 Processing Counts/Errors 2 Import Errors
WFECOEXJ (WFECOEXB) EDE Corrections Export  Export EDE Correction records to the CPS	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 CORRyyIN (Corrections)	680	1 Processing Counts/Errors 3 Sample report
WFFLAIMJ (WFFLAIMB) Federal Grant Reporting Import  Apply Pell and TEACH acknowledgment data	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Summary acknowledgment (from WFFLIMPB) 2 Student-specific acknowledgments (from WFFLIMPB)	1179 5781	1 Processing Counts/Errors 2 Problem Records 3 Sample report
WFFLEXPJ (WFFLEXPB) Federal Grant XML Create  Generate XML document for reporting Pell and TEACH data to COD	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Summary (from WFFLREXB) 2 Student-specific export data (from WFFLREXB) 2013-14 2014-15 and later 3 Common Record documents, grant-specific	69 448 592 var	1 Processing Counts/Errors
WFFLIMPJ (WFFLIMPB) Federal Grant XML Import  Translate Pell and TEACH acknowledgment data from XML	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A1	1 Summary acknowledgment 2 Student-specific acknowledgment data 3 XML response documents	1179 5781 400	1 Processing Counts/Errors

**Table 3-1: Summary of Job Setup Information (Cont.)**

Member/Function	Parameters		Work Files	Lgth	Print Files
WFFLREXJ (WFFLREXB) Federal Grant Reporting Export  Generate Pell and TEACH export data for input to XML create process	Aid Year	A4	1 Summary	69	1 Processing Counts/Errors
	Term	A1	2 Student-specific export data		2 Students in Error
	FAO	A2	<u>2013-14</u>	448	3 Reported Students
	Runmode:Limit	A10	<u>2014-15</u> and later	592	
	Date	A10			
	Export Selection	A4			
WFFLYTDJ (WFFLYTDB) Federal Grant Year-to-Date Reconciliation  Reconcile FINANCIER data with grant YTD file from COD	Aid Year	A4	1 PGYR <sub>yy</sub> OP (Pell YTD)	350	1 Processing Counts/Errors
	Term	A1	4 THRB <sub>yy</sub> OP (TEACH Rebuild)	406	2 Problem Records
	FAO	A2			3 Sample report
	Runmode:Limit	A10			
	Date	A10			
	Fiscal Year	A4			
WFFNDRLJ (WFFNDRLB) Fund Roll-over  Roll fund information from previous fiscal year	Aid Year	A4	None		1 Processing Counts/Errors
	Term	A1			
	FAO	A2			
	Runmode:Limit	A10			
	Date	A10			
	Fiscal Year	A4			
WFFSPEXJ (WFFSPEXB) FISAP Reporting Export  Generate FISAP report components	Aid Year	A4	4 List of students included in each report, by cell	120	1 Processing Counts/Errors
	Term	A1	5 List of students excluded from Applicants report	120	3 Applicant Report
	FAO	A2			4 Recipient Report
	Runmode:Limit	A10			
	Date	A10			
	Fiscal Year	A4			

**Table 3-1: Summary of Job Setup Information (Cont.)**

Member/Function	Parameters	Work Files	Lgth	Print Files
WFLCRCLJ (WFLCRCLB) Loan Certification  Approve Direct Loan originations	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 2 Uncertified Loans 3 Sample report
WFLNCANJ (WFLNCANB) Loan Cancellation  Cancel specified loans	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Replace Awards A1	1 Input transactions (loans to be canceled) 2 Unsorted report data 3 Sorted report data 4 Award replacement transactions (for input to WFAWARDDB)	80 90 90 80	1 Processing Counts/Errors 2 Student Loans Canceled 3 Student Loans Bypassed
WFMAINTJ (WFMAINPB/WFMAINTB) Batch maintenance process  Perform batch maintenance against non-sys-tem maintained files	Not applicable (drives off batch header)	1 Input transactions (to WFMAINPB) 2 Rejected transactions (output by both programs) 3 Sorted (interim) transactions (from WFMAINPB to WFMAINTB)	100 100 130	1 Processing Counts/Errors 2 Rejected Transactions
WFNANCLJ (WFNANCLB) Need Analysis (Re)calc  Perform mass Need Analysis calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample Report 4 EFC Mismatch
WFNPMNTJ (WFNPMNTB/WWPRNTBB) Perkins Loan Promissory Note Print  Print promissory notes for Perkins loans	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1	4 Interim spool file	4882	1 Processing Counts/Errors 4 Promissory Notes
WFPELIMJ (WFPELIMB) Pell Tables Import  Import aid year Pell award data to FINANCIER	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Pell tables CSV input	50	1 Processing Counts/Errors

## BATCH PROGRAMS

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This reference section describes each FINANCIER batch program in detail, with information about control parameters, job timing, files used and processing performed. The programs are listed in order by program ID.

For the most part, these programs are “driver” programs with dynamic calls to year-specific and file-specific subprograms or routines. The main program handles control parameters and editing; the called routines perform the data access, calculations and update functions.

## WFADDIMB (ADD Import)

Run the Applicant Data Delivery (ADD) Import job to enter application data received from the Central Processing System (CPS) or College Scholarship Service (CSS) into the ADD file (WF-ADD). The ADD file is an interim holding file, from which data can be reviewed and manipulated online before it is loaded into FINANCIER's application processing files.

### Timing

Coordinate the ADD Import with the ADD Load (WFADDLDB). You may import application data at any point after receiving files from the data source. It may be convenient to import source data more frequently than loading it. For example, one scenario might involve daily importing of source data; checking/correcting information for certain students online; online "force-loading" of applicants being considered for immediate admission; weekly submission of ADD file contents for loading in batch by the ADD Load program, WFADDLDB.

The program can be rerun if necessary.

### Control Parameters

The WFADDIMJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see "Standard Control Parameters" on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

### Work Files Input

Electronically received files from the Central Processing System, College Scholarship Service or other source, assigned as work files:

- Work File 1 for federal records (ISIRs)
- Work File 4 for CSS PROFILE data



## Processing

Processes input records sequentially. For each source record, looks up the college code in the Institution Table to determine the FAO destination. Checks the ADD source in the FAO Table to ensure that the data source is accepted by the FAO.

For federal data, if there are multiple records for the same student (same SSN and FAO), selects one to retain in the ADD file. If all are ISIRs resulting from a student application or correction made by the student, CPS or another institution, takes the most recent (highest federal transaction number); otherwise, takes the most recent corrected ISIR.

(PROFILE data is not checked for a later record, as CSS does not issue corrected records.)

In an update run, creates ADD file records of source C for CSS PROFILE data, F for federal ISIR data or N for CSS non-custodial parent data . Uses the aid year and term from the control parameters, the FAO from the Institution Table, the student SSN and the record type to compose the record key.

## Database File Updated

ADD file (WF-ADD)

## Report Produced

Processing Counts/Errors (Print File 1): shows counts of input records read (automatic ISIR, corrected ISIR and CSS) and processed (added, updated and bypassed)

Replaced ISIR Records (Print File 2): lists federal transactions as processed (added to ADD file) or discarded, in the following layout:

SSN	Student Name	Processed Tran	Rsn	Discarded Tran	Rsn
999-99-9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX	X	XX	X

Transaction  
number

Send reason

## **WFADDLDB (ADD Load)**

Run the ADD Load job to enter federal ISIR data or CSS PROFILE data from the ADD file (WF-ADD) to the application processing files. For federal and PROFILE applications, the program performs initial budget, application requirements, need analysis and (when appropriate) verification calculations.

### **Timing**

Coordinate the ADD Load with the prerequisite ADD Import (WFADDIMB) process (see page 3-16).

### **Implementation**

During implementation of FINANCIER, a number of the calculations invoked by the ADD Load process are customized to reflect your institution's aid office policies and business practices:

- Budget components (tuition, fees, etc.) and dollar amounts are defined in the budget calculation. Selection logic can be tailored to check for conditions that affect costs, such as state residency.
- Required submissions (the list of supporting documents that a student must provide) and FAO Checklist requirements (the events that must take place before an application can be considered complete) are defined in the application requirements calculation. Commonly used Checklist requirements include: a student's federal data must be verified, student status must meet FAO Status Decision Table criteria, corrections to federal data must be sent to the CPS.

### **Control Parameters**

The WFADDLDJ parameter record consists of the five standard control parameters, followed by a set of program-specific edit override parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee , f , g , h , i , j , k

Adds an Electronic Correction event to the student's event history.

Marks the ECAR record as processed, by changing the Source flag (WF-EC-NEW-REJ) from N or R to X.

### **Work Files Output**

Work File 1, containing corrections

### **Database File Updated**

Audit file (WW-AUDIT), CPS file (WF-CPS-xxyy), ECAR file (WF-ECAR)

### **Reports Produced**

Processing Counts/Errors (Print File 1)

Sample Report (for Sample:nn or Trial:nn run mode only; Print File 3)

## WFFLAIMB (Federal Grant Reporting Import)

Run the Federal Grant Reporting Import to record Pell or TEACH grant acknowledgment data in FINANCIER.

### Timing

Acknowledgement processing takes place on receipt of a response file from the Common Origination and Disbursement system (COD).

Submit the response file to the Federal Grant XML Import (WFFLIMPB), which translates the XML response document into a flat file format, then submit the WFFLIMPB output files to WFFLAIMB for posting to FINANCIER.

### Control Parameters

The WFFLAIMJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

### Work File Input

Work File 1    Summary acknowledgment, output by WFFLIMPB

Work File 2    Student grant acknowledgments, output by WFFLIMPB

### Processing

Validates the run parameters and calls a year-specific routine (WFFLAYyB) to process sequentially through the input file.

For each record, updates the corresponding CPS file record.

For an acceptance (code of A or C), records the values that were accepted, clears in-process reported data in the CPS file and sets the Origination or Disbursement Acknowledgement code and date. Prints C records on the Problem Records report.

For a reject (code R), sets the grant Action to H (hold) and the corresponding reason to RJ and records the Origination or Disbursement Acknowledgment code and date. For a COD-generated transaction (dis-

bursement sequence number greater than 65) sets the Action to H and assigns the reason according to the transaction type.

For an acknowledgment indicating an unprocessed duplicate (code D), records the values that were returned (in case the duplicate was sent to COD because an earlier acknowledgment was not received or loaded), clears in-process reported data and sets the Origination or Disbursement Acknowledgement code and date. Reports the student on the Problem Records report (as an informational message; there is no error involved).

(COD is not actually returning D at this time, but they define the value, so they may in the future. Now that total disbursement amounts rather than incremental changes are being reported, handling D records as accepted is an appropriate approach for disbursements as well as for originations.)

For each accepted disbursement, updates the appropriate Award file record(s).

### **Database File Updated**

CPS file (WF-CPS-xyy), Award file (WF-AWARD)

### **Reports Produced**

Processing Counts/Errors (Print File 1)

Problem Records (Students with any data block—document, reporting entity, attended entity, student, award, or disbursement—that comes back with a response code other than A, or that comes back with FSA codes or edit codes; Print File 2)

Sample Report (for Sample:nn or Trial:nn run mode only; Print File 3)

### **Resolving Problems**

It's important to review the Problem Records report to ensure that all transactions have been properly received and processed by COD. You can request Federal Grant Year-to-Date records for problem students and use the Federal Grant YTD Reconciliation process to diagnose discrepancies and (when appropriate) update FINANCIER to match COD.

When a Negative Disbursement is imported, you'll see an informational entry in the Problem report: "COD-generated Seq#" followed by the COD sequence number from the Import document. The student will have an H (Hold) in the grant Action field on the Federal Grant Reporting screen, with ND as the action reason. When you have reviewed the ND transaction and resolved the situation that caused it, blank out the Hold so that subse-

quent transmissions may resume.

## WFFLEXPB (Federal Grant XML Create)

Run the Federal Grant XML Create job to generate an XML document file of Pell or TEACH grant origination and payment data for reporting to the Common Origination and Disbursement system (COD), using output from the Federal Grant Reporting Export (WFFLREXB).

### Timing

The Federal Grant Reporting Export is run first, to select students and extract data for reporting. The XML Create job is then run to translate the export data into the XML documents required by COD.

### Control Parameters

The WFFLEXPJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

### Work File Input

Work File 1    Summary from WFFLREXB

Work File 2    Student grant export data from WFFLREXB

### Processing

Reads the input work files. Checks that job parameters for the WFFLREXB run that created the work files are the same as those for the current job. Calls the year-specific program WFFLEyyB to create the XML document in Work File 3.

### Work File Output

Work File 3    Grant-specific XML Common Record file

**Technical Notes.** In the <SchoolNoteMessage> tag, SchoolNoteMessage is the disbursement point ID when it occurs in the disbursement block. In the award block, SchoolNoteMessage is ORIG, DISB or BOTH to indicate the purpose of the export.

In the <FullResponseCode> tag, Full Response will always be set to F in

order to ensure that all reported data fields are echoed back.

For Pell, the <DisbursementReleaseIndicator> tag is always set to a value of “true” indicating actual disbursements. (COD allows but does not require reporting of anticipated disbursements for these grants. As they don’t do anything with the anticipated disbursement data, WolffPack has elected to report actual disbursements only.) However, for TEACH, COD requires that you report anticipated as well as actual disbursements, so those are sent with <DisbursementReleaseIndicator> value of “false” for anticipated.

### **Reports Produced**

Processing Counts/Errors (Print File 1)



## WFFLIMPB (Federal Grant XML Import)

Run the Federal Grant XML Import to translate the XML response file issued by the Common Origination and Disbursement system (COD) into a flat file format that can be applied to update FINANCIER.

### Timing

You should load acceptances and rejections promptly to keep communication records up to date for review on the Federal Grant Reporting screen. On receiving a response file, run WFFLIMPB to handle the XML, followed by WFFLAIMB, to post the acknowledgment information.

Import response files one at a time; do not concatenate.

### Control Parameters

The WFFLIMPJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

### Work File Input

Work File 3 XML Response file, laid out in blocks: student block(s), award block, disbursement block(s), attended school block, reporting school block and document block. Contains a response code, and error codes and fields as needed, for each block

### Processing

Validates the run parameters and calls a year-specific routine (WFFLIyyB) to process sequentially through the input response file. Creates two output files:

- Work File 1 holds summary information, including response codes for the document, reporting school and attended school. (Reporting school and attended school will always be identical.)
- Work File 2 contains student information, including the exported data and corresponding error codes, error fields, and response codes. Response codes are A (accepted), R (rejected), C (corrected).

**Work File Output**

Work File 1    Summary acknowledgment

Work File 2    Student grant acknowledgments

**Reports Produced**

Processing Counts/Errors (Print File 1)

## **WFFLREXB (Federal Grant Reporting Export)**

Run the Federal Grant Reporting Export job to generate Pell and TEACH grant origination and payment data for reporting to the Common Origination and Disbursement system (COD). The output is submitted to the Federal Grant XML Create program (WFFLEXPB) to be formatted into XML documents for transmittal to COD.

### **Timing**

It's a good idea to run the program in Trial mode several days before you plan to transmit the data. This gives you time to examine the "Students in Error" report (generated in Print File 2) and to research and correct any problem records.

Institutions must submit an origination for each grant award and disbursement information for each grant disbursement. Originations (which establish the award amount and provide basic information) may be reported when the award is accepted, or with the first disbursement. Early submission of the origination allows time for any errors to be corrected before disbursement.

For Pell, disbursements are submitted after the disbursement has been posted, based on the primary disbursement date for the disbursement point on the Calendar Table (actual disbursements). For TEACH, both actual and anticipated disbursements are reported.

### **Implementation**

Ensure that the Entity ID is set up in the FAO Table (8 characters, left-justified), begin and end dates are set up in the Calendar Table for all terms, and each reporting date is set up in the Calendar Table as the Primary date for the corresponding disbursement point. Ensure that Pell and TEACH grant funds are defined in the Grant Types Table.

Beginning with XML Schema 4.0a, implement the year-specific interface subprogram WFFIDyyN (Federal Export Data Retrieval) to retrieve required export data, such as program CIP, that is not stored in FINANCIER. See comments in the program for implementation instructions.

### **Control Parameters**

The WFFLREXJ parameter record consists of the five standard control parameters, followed by the program-specific export selection parameter:

aaaa , b , cc , dddddddddd , ee / ee / eeee , ffff

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
ffff	Export selec- tion	Flags that indicate the type of record to be exported: Position 1 Pell originations and disbursements Position 2 (formerly used for ACG; use value N) Position 3 (formerly used for SMART; use N) Position 4 TEACH originations and disbmts Values are: Y Process records of this type for export N Don’t process records of this type

## Database Files Read

Aid Year file (WF-AIDYEAR); Audit file (WW-AUDIT, for Award Audit records); Award file (WF-AWARD); CPS file (WF-CPS-xxyy); ISIR file (WF-ISIR-xxyy); Student file (WW-STUDENT); Verification file (WF-VERIFY-xxyy); Calendar Table, Grant Type Table, FAO Table and Schedule Table, all in WW-SYSTEM.

## Processing

Validates the run parameters and calls a year-specific routine (WFFLRyyB) to process sequentially through the CPS file for the grant type(s) specified in the Export Selection parameters.

**Origination Reporting.** Selects grant-award students for whom no origination has yet been sent, or students for whom current information does not match acknowledged information, in both cases bypassing students with the grant Action flag set to H (hold). If the flag is set to R (retransmit), selects the student if not yet re-reported.

Writes current data to reported data in the CPS file for display on the Federal Grant Reporting screen (in the appropriate detail window, In Process column). Clears grant Action fields and sets the Sent Dates.

**Disbursement Reporting.** Selects students with grant disbursements that have been authorized by WFDISBSB, have reached the primary date in the Calendar Table, and are different from the previously acknowledged amounts. Bypasses students with the grant Action flag set to H (hold). If the flag is set to R (retransmit), reports the student if not yet re-reported. Increments the disbursement reference number for each student selected. For TEACH, reports anticipated (that is, scheduled but not yet authorized by the Disbursement Process) as well as actual disbursements (and reports

changes to anticipated disbursements if their amounts change).

Writes total reported disbursements to the CPS file and disbursement detail to the Award file for display on the Federal Grant Reporting screen (in the appropriate detail window, In Process column). Clears grant Action fields and sets the Sent Dates.

Beginning with Schema 4.0a, for both originations and disbursements, if required data is not available in FINANCIER, calls the year-specific interface subprogram WFFIDyyN (Federal Export Data Retrieval) to retrieve the data.

Writes all export data to the work files.

### **Work File Output**

Work File 1    Summary (total students selected, total awards reported, total disbursements reported)

Work File 2    Student grant export data

### **Database File Updated**

CPS file (WF-CPS-xxyy), Award file (WF-AWARD), Audit file (WW-AUDIT) with Event records

### **Reports Produced**

Processing Counts/Errors (Print File 1)

Students in Error (list of students who have received a grant disbursement, but do not pass CPS edits; Print File 2)

Reported Students (student ID, name, federal ID, grant type, export type of ORIG or DISB, disbursement point for DISB type; Print File 3)

### **Recovery**

If the Sent date is the same as the date on the date parameter, selects a grant for export. Performs normal edits and processing: if the grant passes the edits and is determined to have changed since the last acknowledgment, it is processed for export with corresponding database updates. If a grant in process is not selected for export, the record will remain as it is, with the most recently reported information still showing as In Process.

## WFFLYTDB (Federal Grant Year-To-Date Reconciliation)

Run the Federal Grant Year-to-Date job to compare FINANCIER's Pell or TEACH grant payment data to a COD Year-to-Date file, and when helpful, to update FINANCIER records to match the processor's data.

### Timing

*Do not run the YTD Reconciliation while there are grant disbursement reports in process.* That is, if a Federal Grant Reporting export has been run, then those records must be transmitted, and the acknowledgments must be received and imported *before* a YTD file is obtained from the processor and run through this process.

Under normal grant reporting conditions you shouldn't need this program. However, if a synchronization problem occurs, the YTD Reconciliation program can be used in Trial mode to diagnose students with discrepancies, and then run in Update mode to adjust FINANCIER data, if research indicates this is an appropriate solution.

### Control Parameters

The WFFLYTDJ parameter record consists of the five standard control parameters:

aaaa , b , cc , ddddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see "Standard
b	Term	Control Parameters" on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

### Database Files Read

Aid Year file (WF-AIDYEAR); Award file (WF-AWARD); Audit file (WW-AUDIT); Federal file (WF-FEDERAL-xxyy); CPS file (WF-CPS-xxyy); NSLDS file (WF-NSLDS-xxyy); Student file (WW-STUDENT); Verification file (WF-VERIFY); System file (WW-SYSTEM)

### Work File Input

Work File 1 Pell YTD file (message class PGYRyyOP)

Work File 4 TEACH Origination and Disbursement Rebuild files (message class THRByyOP)

For each student requested, the file contains a YTD Origination record for each grant awarded, followed by a YTD Disbursement record for each dis-

bursement transaction transmitted to and accepted by COD.

### **Processing**

Processes through each input file sequentially. For each YTD Origination record, reads the student's CPS record and compares eligibility and award information. If the information in the CPS record does not match the YTD data, lists the student in the Problem report in Print File 2 and (in Update mode) clears any current Action code/reason/date. If an Action code indicates that something is in process, issues a warning on the corresponding Problem report line. Updates the FINANCIER data to match the COD data, sets the Origination Acknowledgment to Y, indicating update based on a YTD file, and sets the date.

Reads the YTD disbursement records and accumulates an array of the information by disbursement number, including the disbursement amount, date, and sequence number of the last successful transaction. Compares this information to the acknowledged data as recorded in FINANCIER's Award file, first attempting to confirm a match on the entire series of disbursement numbers. If there is not a perfect match on disbursement numbers, makes a next attempt to assign disbursement numbers to disbursement points by matching YTD amount and date to current disbursement amount and date. Then associates the lowest remaining number in the YTD array with the first unmatched FINANCIER disbursement that has a disbursement date or (if none have a disbursement date) an offer amount, finally assigning any remaining YTD disbursements to "empty" FINANCIER disbursements.

Once disbursement numbers have been correlated, diagnoses students with discrepancies. Updates their acknowledged data in the Award file to match the COD data and lists the students in the problem report in Print File 2. Clears the grant Action code, reason and date, sets the Disbursement Acknowledgment to Y in the CPS file, and sets the corresponding date.

The student ID, reported by FINANCIER in a <SchoolAssignedPersonID> tag in an origination export, may not be returned on YTD records. Accordingly, the YTD process must look up the student ID using the SSN. Students who cannot be identified in this way are noted in the Processing Counts/Errors report.

**Database File Updated**

CPS file (WF-CPS-xyyy), Award file (WF-AWARD), Audit file (WW-AUDIT)

**Reports Produced**

Processing Counts/Errors (Print File 1)

Students in Error (list of students with FINANCIER data that does not match the YTD data; Print File 2)

Sample Report (for Sample:nn or Trial:nn run mode only; list of students evaluated with mismatches noted; Print File 3)



# INDEX

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## Symbols

> (typographic convention) 2-5

## A

Ability to Benefit data 2-12

Academic Information screen 1-16, 2-14, 4-6

academic progress. *See* SAP

academic status 2-25, 2-143

*See also* FAO Status Decision Table

Academic Status Worksheet 1-17, 2-143–2-145

Academic Year field 2-68

action codes. *See* awards: action code

ADABAS 1-8, 3-96, 4-7

ADD file

data 2-21, 2-22, 4-7

read 3-19, 3-24, 3-126

relationship to other files 4-2

size 1-10

updated 3-16, 3-17, 3-22, 3-24

*See also* federal data, PROFILE data

ADD File List screen 2-21, 2-22–2-24

ADD File Purge (WFADDPGB)

parameter/file assignment summary 3-7

processing description and run information 3-24

use 3-3

ADD Import (WFADDIMB)

controls on Institution Table 2-136

parameter/file assignment summary 3-7

processing description and run information 3-16–3-17

related online functions 2-21, 2-22

related programs 3-18

use 1-27, 3-1

ADD Load (WFADDLDB)

and FAO Status Decision Table 2-137, 2-140, 2-141

parameter/file assignment summary 3-7

processing description and run information 3-18–3-23, 4-7, 4-8

related online functions 2-11, 2-13, 2-21, 2-22, 2-23, 2-25, 2-26, 2-29, 2-35, 2-37, 2-42, 2-51, 4-3, 4-6

related programs 3-16, 3-31, 3-39, 3-95, 3-100, 3-118

use 1-27, 3-1

Aid Denial Notification (WFDNNNTB)

and FAO Status Decision Table 2-140

parameter/file assignment summary 3-9

processing description and run information 3-60–3-63

use 1-33, 3-2

aid denial notifications (DNs)

changing student defaults 2-56

data extract for PC 3-60, 3-62

default formats assigned 2-159, 3-21, 3-30

defining format values 2-159–2-161

formats stored 4-9

implementation 1-22, 2-159–2-164

mainframe printing 3-60, 3-61–3-63

Aid Need Evaluation screen 2-85, 2-86

Aid Notification (WFANNNTB)

and FAO Status Decision Table 2-140

parameter/file assignment summary 3-7

processing description and run information 3-25–3-28

use 1-33, 3-2

aid notifications (ANs)

processing overview 1-33

changing student defaults 2-55, 2-56, 3-25

data extract for PC 3-25, 3-27

default formats assigned 2-159, 3-21, 3-30

defining format values 2-159–2-161

formats stored 4-9

implementation 1-22, 2-159–2-164, 3-25

mainframe printing 3-25–3-28

setting fund-related controls 2-95

aid program. *See* fund attributes: basic; transcripts

aid year

activation

by ADD Load process 3-22

by Batch Award Process 3-36, 3-38

by Batch Maintenance process 3-95, 3-98

online 2-13, 2-26, 4-8

purpose 2-13

on award transaction 3-36, 3-37

batch run parameter 3-4

calendar year offset 2-148, 2-149

fiscal year offset 2-148, 2-149

key field 4-2, 4-3, 4-7, 4-9, 4-12–4-15

range of active years 2-138

registration year offset 2-147

on Schedule Table 2-146–2-148

Aid Year Activation screen 2-13, 2-26, 4-8

Aid Year file

data 4-7

read 3-19, 3-26, 3-29, 3-32, 3-39, 3-41, 3-61, 3-65, 3-68, 3-82, 3-84, 3-89, 3-93, 3-100, 3-106, 3-113, 3-118, 3-120, 3-122

relationship to other files 4-2

size 1-10

updated 3-22, 3-27, 3-30, 3-33, 3-38, 3-39, 3-62, 3-66, 3-69, 3-100, 3-119, 3-123, 3-127

Aid Year Schedule screen 2-22

AN. *See* aid notifications

application requirements

functional overview 1-31

batch maintenance transaction fields 3-97

calculation

implementation 1-17, 1-19, 1-22, 2-26, 3-18

invoked by ADD Load process 3-21

invoking online 2-28, 3-29

mass recalculation 3-29

program maintenance 3-23

- documents
  - adding 2-26
  - deleting 2-27
  - packaging selection criteria 2-96–2-97
  - posted by ADD Load 2-26
  - updating status 2-27
- FAO Checklist
  - academic status item 2-25, 2-138
  - evaluating status 2-28, 3-21, 3-29
  - implementation 1-17, 2-33
  - maintenance 3-23
  - purpose 2-25
  - SAP item 1-23, 3-118
  - verification item 2-52
- included on DRNs 2-77, 3-65
- monitoring 2-25–2-29
- notifications (ARNs)
  - functional overview 1-28
  - changing student defaults 2-29
  - data extract for PC 3-31, 3-33
  - default formats assigned 2-13, 2-159, 3-21, 3-30
  - defining format values 2-159–2-161
  - formats stored 4-9
  - implementation 1-19, 2-159–2-164
  - mainframe printing 3-31–3-34
  - print controls 2-29, 3-32
- transcripts, marking as complete 2-15
- worksheets 2-30–2-34
- Application Requirements Calculation (WFAPPCLB)
  - and FAO Status Decision Table 2-140, 2-141
  - parameter/file assignment summary 3-7
  - processing description and run information 3-29–3-30
  - related programs 2-28, 3-118
  - use 1-31, 3-1
- Application Requirements FAO Checklist Worksheet 1-17, 2-33–2-34
- Application Requirements Notification (WFARNNTB)
  - and FAO Status Decision Table 2-140
  - parameter/file assignment summary 3-8
  - processing description and run information 3-31–3-34
  - related online functions 2-25, 2-29
  - use 1-28, 3-1
- Application Requirements screen 1-28, 1-31, 2-13, 2-22, 2-25–2-28, 2-52, 2-138
- applications. *See* federal data; PROFILE data; ADD Import; ADD Load; application requirements
- ARN. *See* application requirements notifications
- assumptions, CPS 2-36
- Audit file
  - data
    - award history 2-86, 4-10
    - event history 2-16, 2-99, 2-117, 4-10
    - field maintenance history 2-17, 2-99, 2-117, 2-121, 4-10
    - notes 2-17, 2-100, 2-117, 4-10
  - read 3-82, 3-84
  - relationship to other files 4-2
  - size 1-10
  - updated 3-22, 3-27, 3-33, 3-38, 3-43, 3-56, 3-62, 3-66, 3-73, 3-99, 3-103, 3-127
- Award Audit Display screen 2-85, 2-86
- Award Disbursement Distribution screen 2-85
- Award Distribution Rules Worksheet 1-21
- Award file
  - read 3-26, 3-41, 3-82, 3-84, 3-113, 3-126
  - relationship to other files 4-2, 4-9
  - size 1-10
  - updated 3-38, 3-43, 3-75, 3-83, 3-86, 3-95, 3-130
- Award screen 1-32, 1-33, 2-55, 2-57, 2-61, 2-84, 2-85, 3-53, 3-102
- Award Summary screen 1-32, 1-33, 2-55, 2-58, 2-61, 2-84, 3-25, 3-53, 3-60, 3-102
- Award Term Distribution screen 2-85
- Awardr file
  - read 3-128
- awards
  - processing overview 1-32–1-34
  - action code
    - on award screens 2-55–2-59
    - on batch award transaction 3-37
  - purpose 2-55
  - values 2-60
  - distribution rule
    - on award screens 2-56, 2-57, 2-58
    - on batch award transaction 3-37
  - defining values 2-104, 2-156
  - fund default 3-38
  - on loan screen 2-68
  - entering online
    - accept/cancel/reject offers 2-58–2-59, 3-44
    - disbursements 2-84, 2-84–2-85
    - offers 2-55–2-57
  - generating in batch 2-54, 3-108–3-116
  - history 2-86
  - listed by fund 2-86
  - and loan generation 2-61
  - packaging
    - aid/need comparison 2-86
    - batch process 3-105–3-115
    - calculation 3-108–3-115
    - input 2-96–2-97, 4-9
    - selection of students 3-105–3-107
    - workflow 1-32, 2-54–2-55, 2-74, 3-35, 3-68, 3-118
- Pell. *See* Pell award
- posting in batch 3-35–3-38
- reviewing activity 2-85–2-86
- and Schedule Table 2-146
- state 1-21, 3-35
- and student delete 2-19
- transaction layout 3-36–3-37
- See also* disbursements *and* funds

**B**

- Batch Award Process (WFAWARDDB)
  - and disbursement 2-95, 2-146
  - and FAO Status Decision Table 2-140
  - loans 3-53, 3-102
  - parameter/file assignment summary 3-8
  - processing description and run information 3-35–3-38
  - related online functions 2-84
  - related programs 3-25
  - use 1-32, 3-1, 4-9
  - workflow 2-54, 3-105, 3-114
- batch maintenance

- enabling for new fields 4-21
- Rejected Transactions report 3-99
- transaction layout 3-95–3-96
- Batch Maintenance Process (WFMAINPB/WFMAINTB)
  - in award processing 2-54, 3-105
  - Batch Maintenance Preliminary Processing (WFMAINPB) 3-95–3-97
  - Batch Maintenance Update (WFMAINTB) 3-98–3-99
  - and FAO Status Decision Table 2-141
  - parameter/file assignment summary 3-12
  - use 3-2
- batch processing
  - driver programs 3-15
  - jobs
    - listed by function 3-1–3-3
    - running 3-4–3-6
    - setting up 1-18, 3-7–3-14
    - standard run parameters 3-4–3-6
    - See also specific programs*
- budget
  - aid year totals and term totals 2-42, 4-7
  - calculation
    - implementation 1-18, 2-42, 3-18
    - invoked by ADD Load process 2-21, 2-42, 3-20, 3-39
    - invoked online 2-43
    - mass recalculation 3-39
    - program maintenance 3-23
    - restoring defaults 2-43
    - and snapshot calculation 2-45
  - components 2-13, 2-43, 3-18
  - and family contribution 2-42
  - groups 2-43, 2-49
  - locking 2-43
  - and need 2-42, 2-86
  - special attributes 2-49
  - updating online 2-43
  - worksheets 1-18, 2-46–2-49
- Budget Calculation (WFBGTCLB)
  - and FAO Status Decision Table 2-140
  - implementation 1-18
  - parameter/file assignment summary 3-8
  - processing description and run information 3-39–3-40
  - use 1-31, 3-1
- Budget Component Worksheet 2-46–2-48
- Budget file
  - data 4-7
  - read 3-120
  - relationship to other files 4-2
  - size 1-10
  - updated 3-22, 3-39, 3-121, 3-127
- Budget Groups Worksheet 2-49
- Budget/Need Evaluation screen 2-22, 2-42–2-45

## C

- Calculation key. *See* PF5 key
- Calendar Display screen 2-151
- Calendar Table
  - in federal grant report processing 3-82

- in Direct Loan processing 3-54
- purpose 2-151, 4-11
- setting up 1-16, 2-151
- campus-based aid. *See* FISAP reporting, Perkins loans
- Central Processing System 1-27, 2-11, 2-21, 2-37, 2-38, 2-40, 2-41, 2-50, 3-1, 3-16, 3-18, 3-70, 4-7, 4-8
- checkpoint (on Disbursement Summary report) 3-45
- CICS 1-12, 4-7
- COD. *See* Common Origination and Disbursement system
- college code 2-40, 2-136, 3-17
- College Scholarship Service 1-27, 2-11, 2-21, 2-136, 3-16, 3-17, 4-7
- Common Origination and Disbursement system (COD) 1-37, 2-61, 2-85, 2-86, 3-46, 3-49, 3-51, 3-53, 3-74, 3-77, 3-79, 3-81, 3-84
- control variables
  - in control variable PDAs 4-20
  - in security routines 4-20
  - in shadow files 4-18, 4-19, 4-20
- corrections to federal data. *See* federal data: corrections
- CPS Communications screen 1-30, 2-40
- CPS file
  - data 4-7, 4-8
  - read 3-70, 3-72, 3-82, 3-84, 3-89
  - size 1-10
  - updated 3-22, 3-70, 3-73, 3-75, 3-83, 3-86, 3-127
- CPS Received Date 2-96
- CPS. *See* Central Processing System
- CSS (PROFILE Format) screen 2-22
- CSS Data (Compressed Format) screen 2-37
- CSS Data (PROFILE Format) screen 2-37
- CSS Federal Comparison screen 2-38
- CSS file
  - audited 2-17
  - data 4-7
  - read 3-100, 3-122
  - relationship to other files 4-2
  - size 1-10
  - updated 3-22, 3-123, 3-127
  - See also* PROFILE data
- CSS. *See* College Scholarship Service

## D

- data entry 2-8–2-9
- database
  - access 3-15, 4-12–4-17
  - description 4-3–4-11
  - entities 4-1
  - maintenance. *See* batch maintenance
  - modifying structure 4-18–4-25
  - structure 4-2
  - See also specific files*
- date input 2-9
- date parameter, in batch processing 3-4
- DB2 1-5, 4-1
- Demographic Information screen 1-16, 2-11, 2-22, 2-26
- denial notifications (DNs). *See* aid denial notifications
- Dictionary
  - definition for a new field 4-19
  - entering field definitions and values 2-120–2-124

- implementation
  - academic status values 1-17
  - aid program values 2-16, 2-20, 2-61
  - distribution codes 2-156
  - document IDs 1-17, 1-24
  - FAO codes 2-138
  - loan type/subtype/request type values 2-63
  - notification format values 1-19, 1-22, 1-24, 2-159–2-160
  - SAP values 2-53
  - schedule IDs 2-147
- purpose 2-17, 2-38, 2-120, 2-122, 3-5
- report 3-124
- security 2-120, 2-125
- stored 4-1, 4-11
- used in batch processing 3-20, 3-38, 3-72, 3-98
- used in online processing 2-8
- user-defined values 1-21, 2-139
- userview 4-17
- Dictionary Print (WWDICLSB) 3-14, 3-124
- Dictionary screen 2-121, 2-122, 2-123, 2-124, 3-5
- Direct Loan Export (WFDLNEXB)
  - and FAO Status Decision Table 2-141
  - parameter/file assignment summary 3-9
  - processing description and run information 3-53–3-56
  - related online functions 2-61, 2-69
  - use 1-34, 3-2
- Direct Loan Import (WFDLAIMB)
  - parameter/file assignment summary 3-8
  - processing description and run information 3-46–3-48
  - use 1-34, 3-2
- Direct Loan XML Create (WFDLEXPB)
  - parameter/file assignment summary 3-9
  - processing description and run information 3-49–3-50
  - use 1-34
- Direct Loan XML Import (WFDLIMPB)
  - parameter/file assignment summary 3-9
  - processing description and run information 3-51–3-52
  - use 1-34
- Direct loans
  - academic year 2-68, 2-70
  - booking notifications 3-46, 3-47, 3-52, 3-54
  - canceling 2-71, 3-128
  - certifying
    - in batch 3-93
    - online 2-71
  - controls on Loan Types Table 2-64, 2-152–2-154
  - denying 2-71
  - disbursement points 2-68, 2-146
  - disbursements
    - canceling 2-72
    - enrollment status 2-68, 2-85
    - importing acknowledgments 3-54
    - mass processing in batch 3-43
    - posting online 2-85
    - posting via batch award process 3-37
    - reporting 3-54
  - distribution rules 2-68, 2-156
  - electronic or manual processing 2-69
  - fees 2-70
  - field numbers for corrections processing 3-98
  - funds 2-63–2-64, 2-90, 2-152
  - holding 2-71
  - IDs assigned 2-70
  - loan period 2-68, 2-70
  - loan type and subtype 2-63, 2-152
  - modifying
    - in batch 3-96
    - online 2-71, 3-53
  - MPNs 2-11, 3-47
  - originating 2-68–2-70, 3-53
  - PLUS 2-63, 2-68, 2-69, 2-70, 2-102, 2-115, 3-53
  - reporting to COD
    - creating XML documents 3-49–3-50
    - generating export data 3-53–3-56
    - import/export data displayed 2-68
    - importing XML acknowledgments 3-51–3-52
    - posting acknowledgments 3-46–3-48
  - reports
    - Problem Records 3-46, 3-48
    - Uncertified Loans 3-94
    - Untransmitted Loans 3-56
  - student snapshot 2-69, 2-70
  - subsidized and unsubsidized 2-63, 2-68, 2-102
  - subsidized loan eligibility usage 3-47
  - workflow 2-61, 3-53–3-54
- Disbursement FAO Checklist Worksheet 1-24
- disbursement points
  - and award distribution 2-56, 2-57, 2-58, 2-59, 3-37
  - defining 2-146–2-150
  - in disbursement process 2-84, 3-41, 3-43
  - for loans 2-68
- Disbursement Process (WFDISBSB)
  - and Calendar Table 2-68, 2-146
  - and FAO Status Decision Table 2-140
  - parameter/file assignment summary 3-8
  - processing description and run information 3-41–3-44
  - related online functions 2-84, 2-92, 2-95
  - and Schedule Table 2-146
  - use 1-37, 3-2, 3-54
- disbursement requirements
  - functional overview 1-36
  - batch maintenance transaction fields 3-97
  - calculation
    - implementation 1-24, 2-74
    - invoking online 2-76
    - mass recalculation 3-68
  - documents
    - adding 2-75
    - deleting 2-76, 3-68
    - posted automatically 2-75
    - updating status 2-76
  - FAO Checklist
    - academic status item 2-138
    - evaluating status 3-68
    - implementation 1-24, 2-74, 2-82
    - purpose 2-74
    - SAP item 1-23, 3-118
  - fund-specific
    - defining 1-20, 2-95, 2-103
    - posted automatically 3-38
    - term snapshot check 2-45, 2-76, 2-96, 3-120
  - monitoring 2-54, 2-74

- notifications (DRNs)
      - functional overview 1-35
      - changing student defaults 2-77
      - default formats assigned 2-77, 2-159, 3-68
      - defining format values 2-159–2-161
      - extract for PC 3-64, 3-66
      - formats stored 4-9
      - implementation 1-24, 2-159–2-164
      - including application requirements 2-77
      - mainframe printing 3-64–3-67
      - print controls 2-77, 3-64
      - printing online 2-78
    - worksheets 2-79–2-83
  - Disbursement Requirements Calculation (WFDSBCLB)
    - and FAO Status Decision Table 2-140, 2-141
    - parameter/file assignment summary 3-10
    - processing description and run information 3-68–3-69
    - related online functions 2-74
    - related programs 3-118
    - use 1-35, 1-36, 3-2
  - Disbursement Requirements FAO Checklist Worksheet 2-82–2-83
  - Disbursement Requirements Notification (WFDRNNTB)
    - and FAO Status Decision Table 2-140
    - parameter/file assignment summary 3-9
    - processing description and run information 3-64–3-67
    - related online functions 2-77
    - use 1-35, 3-2
  - Disbursement Requirements screen 1-35, 1-36, 2-45, 2-75, 2-76, 2-78, 2-138
  - Disbursement Summary (WFDISUMB)
    - parameter/file assignment summary 3-8
    - processing description and run information 3-45
    - use 3-2
  - disbursements
    - and Calendar Table 2-68, 2-146
    - canceled 3-44
    - fund totals
      - Disbursement Summary 3-45
      - Fund Roster 2-99
      - Fund Utilization 2-97
    - processing
      - overview 1-35
      - in batch 2-54, 3-41–3-44
      - online 2-54, 2-84–2-85
    - reports
      - Authorized Disbursements 3-44
      - Disbursement Summary 3-45
      - Unprocessed Disbursements 3-44
    - and Schedule Table 2-146
    - setting amount limits 2-90, 2-92
    - Student Accounts feed. *See* Student Interface to Student Accounts
  - Distribution Codes Table
    - in award processing 2-56
    - purpose 2-156, 4-11
    - setting up 1-21, 2-156–2-157
  - distribution rule. *See* awards: distribution rule
  - DN. *See* aid denial notifications
  - DOB update 2-36
  - documents. *See* application requirements: documents; disbursement requirements: documents
  - donors 2-91, 2-103, 2-110, 2-115
    - See also* External file; external ID
  - DRN. *See* disbursement requirements notifications
  - DUNS 2-138
- ## E
- ECAR file
    - data 2-38, 4-8
    - read 3-19, 3-55, 3-72, 3-126
    - relationship to other files 4-2
    - size 1-10
    - updated 3-22, 3-47, 3-56, 3-70, 3-73, 3-95, 3-99, 3-123, 3-127
  - EDE Corrections Export (WFECOEXB)
    - and FAO Status Decision Table 2-141
    - parameter/file assignment summary 3-10
    - processing description and run information 3-72–3-73
    - related online functions 2-38
    - related programs 3-22
    - use 1-30, 3-1
  - EDE Corrections Import (WFECAIMB)
    - parameter/file assignment summary 3-10
    - processing description and run information 3-70–3-71
    - use 1-30, 3-1
  - EDE corrections. *See* federal data: corrections
  - edit mask 2-8, 4-18, 4-20
  - editing, online 4-18
  - EFC. *See* family contribution
  - Electronic Corrections screen 1-30, 2-38, 2-39
  - electronic corrections. *See* federal data: corrections
  - employers 2-115
    - See also* External file; external ID
  - enrollment status. *See* academic status
  - events
    - added in batch 3-22, 3-43, 3-46, 3-62, 3-66, 3-73, 3-103
    - adding online 2-16, 2-99, 2-117
    - external 2-117
    - fund 2-99
    - modifying programs to generate 1-18, 2-17
    - stored 4-10
    - student 2-16–2-17
  - Expand key. *See* PF9
  - expansion window 2-10, 2-15
  - export selection parameters
    - Direct loans 3-55
    - Federal Grant Reporting 3-82
  - External Audit Display screen 2-117
  - external entities
    - adding/updating online 2-116, 2-117
    - audit 2-117
    - batch maintenance transaction fields 3-96
    - events 2-117
    - fund-related 1-20, 2-106
    - notes 2-117
    - parents. *See* parents
    - use 2-115
  - External Entities Worksheet 2-118–2-119
  - External Event Display screen 2-117
  - External file
    - data 2-116, 2-118, 4-10
    - read 3-19, 3-55
    - size 1-10

- updated 3-22, 3-47
- external ID
  - assigning 2-116, 2-118
  - key field 4-2, 4-10, 4-15

## F

FAFSA 2-35

family contribution

- and budget 2-42
- CPS/need analysis discrepancies 3-22, 3-101
- CPS-calculated 2-24
- IM calculation 2-42, 2-44
- in need analysis 2-36, 2-86
- packaging selection criteria 2-96
- professional judgment change 2-37, 2-41

FAO

- on award transaction 3-36, 3-37
- batch run parameter 3-4
- default setting, for operator log-on 2-126
- defining codes 2-138, 2-142
- key field 1-6, 4-1, 4-2, 4-3, 4-7, 4-9, 4-12–4-15
- security. *See* security: FAO
- shared 2-136

FAO Checklist. *See* application requirements: FAO Checklist; disbursement requirements: FAO Checklist

FAO Status Decision Table

- academic statuses 2-25, 2-137, 2-143
- adding a function (row) 2-139
- functions 2-140–2-141
- in batch processing

- ADD Load 2-21, 3-20
- Aid Denial Notification 3-61
- Aid Notification 3-26
- Application Requirements Calculation 3-29
- Award Process 3-36
- Batch Maintenance 3-95
- Budget Calculation 3-39
- Disbursement Process 3-42
- Disbursement Requirements Calculation 3-68
- Disbursement Requirements Notification 3-65
- EDE Corrections Export 3-72
- FISAP Reporting Export 3-89
- Loan Certification 3-93
- Need Analysis Calculation 3-100
- SAP Calculation 3-119

- in online processing 2-138
- setting up 1-17, 2-139, 2-143–2-145
- structure 2-137
- and Student Interface 4-7

FAO Status Decision table

- in batch processing
- Direct Loan Export 3-55

FAO Table

- in batch processing
  - ADD Import 3-17
  - Federal Grant Reporting Export 3-82
  - Perkins Loan Promissory Note 3-103
- default settings for need analysis 2-13

in batch processing

- Direct Loan Export 3-54

- purpose 2-137, 4-11

- setting up 1-15, 2-138, 2-142

FAO Table screen 2-137, 2-138

FAO Table Worksheet 1-15, 2-142

federal data

- processing overview 1-27–1-31

- audited 2-17

- compared to PROFILE data 2-38

- corrections

- deleting/modifying untransmitted 2-39, 2-40
- exporting 3-72–3-73, 4-8
- generated 2-21, 2-23, 3-22, 3-98, 4-8
- handling rejects 2-36, 2-39–2-40, 3-70
- importing rejects 3-70–3-71, 4-8
- parent 2-12, 2-72
- preventing transmittal 2-40
- and student delete 2-19

Dictionary definitions 2-122

and family contribution 2-36

importing 3-16–3-17

loading in batch 2-21–2-22, 3-18–3-23

loading online 2-24

locking 2-37

purging 3-24

reject/assumption overrides 2-36, 2-39

reviewing in ADD file 2-23, 4-7

stored 4-7

verifying 2-50–2-52, 3-122–3-123

viewing/modifying online 2-22, 2-35–2-37

Federal Data (Compressed Format) screen 2-35–2-37, 4-4

Federal Data (FAFSA Format) screen 2-35

Federal file

- data 4-7

- read 2-50, 3-19, 3-89, 3-93, 3-100, 3-113, 3-122

- relationship to other files 4-2

- size 1-10

- updated 3-22, 3-123, 3-127

Federal Grant Reporting Export (WFFLREXB)

- and Calendar Table 2-151

- parameter/file assignment summary 3-11

- processing description and run information 3-81–3-83

- related online functions 2-88

- and Schedule Table 2-148

- use 1-37, 4-8

Federal Grant Reporting Import (WFFLAIMB)

- parameter/file assignment summary 3-10

- processing description and run information 3-74–3-75

- related online functions 2-88

Federal Grant Reporting screen 1-37, 2-85, 2-87–2-89, 3-79

Federal Grant XML Create (WFFLEXPB)

- parameter/file assignment summary 3-10

- processing description and run information 3-77–3-78

Federal Grant XML Import (WFFLIMPB)

- parameter/file assignment summary 3-10

- processing description and run information 3-79–3-80

Federal Grant Year-to-Date Reconciliation (WFFLYTDB)

- parameter/file assignment summary 3-11

- processing description and run information 3-84–3-86

- related online functions 2-88

- use 1-37

federal grants

- creating XML for export 3-77–3-78
  - generating export data 3-81–3-83
  - importing XML acknowledgments 3-79–3-80
  - posting acknowledgments 3-74–3-75
  - reconciliation 3-84–3-86
  - resolving export errors 3-81
- federal regulations 1-39–1-40
- Federal Work Study 3-88
- Federal/CSS overlay 3-23
- FFELP loans 2-65–2-67, 3-93
- Field Help
  - defining 2-120, 2-122–2-123
  - PF1 key 2-3
  - technical 2-7, 2-8
  - using 2-7–2-8
- field IDs 1-6
- field logicals, in shadow files 4-18, 4-20
- fields, database
  - adding to a file 4-18, 4-19–4-20, 4-22
  - adding to a screen 4-20–4-21, 4-22–4-24
  - audited 1-19, 2-121
  - in calculations 2-121
  - Dictionary definitions 2-120–2-122, 3-124
  - providing batch update capability 4-21, 4-25
- fields, on screens
  - date 2-9
  - display-only 2-7
  - expandable 2-7, 2-10
  - numeric 2-9
  - protected 2-7
  - system control data 2-7
  - updatable 2-7
  - See also* values
- file IDs 1-5
- File Security Worksheet 1-16, 2-134
- file security. *See* security: file
- files
  - database
    - data relationships 4-2
    - estimating size 1-9
    - record lengths 1-9
    - student-based 4-3–4-4
    - summary list 4-12–4-15
    - and userviews 4-16
    - year-specific 1-9, 2-13, 4-1, 4-2, 4-7
  - non-physical 2-124
  - print 3-6–3-14
  - shadow 4-18–4-19
  - work 3-6–3-14
- Financial Aid Transcript screen 1-31, 2-14–2-15
- FINANCIER
  - documentation 1-1–1-2
  - functional overview 1-26–1-38
  - implementing 1-14–1-25
  - installing software 1-7–1-11, 1-15
  - log-on/log-off procedures 2-4
- FISAP file
  - data 2-99, 4-9
  - read 3-89
  - relationship to other files 4-2
  - size 1-10
  - updated 3-38, 3-43
- FISAP Reporting Export (WFFSPEXB)
  - and FAO Status Decision Table 2-141
  - and Grant and Work Types Tables 2-155
  - parameter/file assignment summary 3-11
  - processing description and run parameters 3-88–3-91
  - use 1-38, 3-3
- Fiscal Operations Report and Application to Participate (FISAP) 1-38, 3-88
- fiscal year
  - batch run parameter 3-45
  - for disbursement points 2-148
  - and FISAP report 3-88
  - key field 3-38, 3-87, 4-2, 4-9, 4-13
- function keys 2-1–2-3
- fund attributes
  - aid notification controls 2-95
  - awarding controls
    - Allow Awards 2-91, 2-94
    - Fund Status 2-91
    - Limit Awards 2-92
    - Replace 2-93
    - Rollup 2-94
  - basic
    - Aid Program 2-61, 2-63, 2-90, 2-102, 2-152
    - Aid Source 2-90, 2-101
    - Aid Type 2-63, 2-90, 2-101
  - disbursement controls 2-84, 2-95–2-96
  - packaging controls 2-96–2-97
- Fund Attributes screen 1-20, 2-16, 2-90, 2-91, 2-92, 2-93, 2-95, 4-8
- Fund Definition Worksheets 1-20, 2-106–2-114
- Fund Event Display screen 2-99
- Fund file
  - data 2-99, 4-8
  - read 3-26, 3-38, 3-41, 3-45, 3-87, 3-113, 3-128
  - relationship to other files 4-2
  - size 1-10
  - updated 3-38, 3-43, 3-45, 3-87
- Fund Historical Trends screen 2-97, 2-98
- fund ID
  - assigning 1-20, 2-106
  - on award transaction 3-37
  - key field 2-55, 3-87, 4-2, 4-12, 4-13
  - search list 2-6, 2-122
- Fund Management Worksheet 1-20, 2-101–2-105
- Fund Notes Display screen 2-100
- Fund Rollover (WFFNDRLB)
  - parameter/file assignment summary 3-11
  - processing description and run information 3-87
  - related online functions 2-91
  - use 3-3, 4-8
- Fund Roster screen 2-97, 2-99
- Fund Utilization screen 1-20, 2-90, 2-92, 2-97
- funds, financial aid
  - activating 2-91
  - audit 2-99
  - and awards posting 2-54, 2-55
  - creating
    - by batch rollover 3-87
    - online 2-90–2-91
  - disabling 2-91
  - and disbursement processing 2-84, 3-42, 3-43
  - enabling Student Accounts feed 2-95
  - enabling Student Loans feed 2-95
  - events 2-99

- grant
  - donors 2-115
  - Pell 2-155
- job/work program 2-105, 2-115
- loan 2-61, 2-63–2-64, 2-91, 2-152
- nonawarding 2-91, 2-94
- nondisbursing 2-93, 2-95
- notes
  - maintaining 2-100
  - stored 4-10
- packaging input 4-9
- replacement 2-63–2-64, 2-93
- reviewing activity
  - Disbursement Summary report 3-45
  - list of students and awards 2-99
  - utilization 2-97
  - utilization by fiscal year 2-98
- rollup 2-94
- setting award controls 2-91–2-93
- setting limits
  - award amount 2-92
  - disbursement total 2-92
  - offer total 2-92
  - student offers 2-93
- setting up 2-90–2-91, 2-152, 2-155
- Work Study 2-155
- worksheets 2-101–2-114

## G

- GDA 2-17, 2-124, 2-167, 4-3, 4-4, 4-6
- graduate PLUS loans. *See* Direct loans: PLUS
- Grant Types Table
  - in federal grant reporting 3-82
  - in FISAP report processing 3-88
  - purpose 4-11
  - setting up 2-155
- guarantors 2-115
  - See also* External file; external ID

## H

- he 3-95
- Help key. *See* PF1
- Help. *See* Field Help, Screen Help, Parameter Help
- helproutine 1-4, 2-169, 4-21

## I

- I/O subprograms
  - changes to accommodate new fields 4-19
  - listed by file 4-12–4-15
  - names 1-4
  - Student Interface 4-4
- Implementation Task Checklist 1-15–1-25
- implementation worksheets

- application requirements 2-30–2-34
- budget 2-46–2-49
- disbursement requirements 2-79–2-83
- external records 2-118–2-119
- fund setup 2-101–2-114
- security 2-130–2-134
- system tables 2-142–2-145, 2-149–2-150
- transcript 2-20

INAS 1-11, 2-36, 2-138, 3-21, 3-100

installing

- FINANCIER 1-7–1-11, 1-15

- INAS 1-11–1-13, 1-18

Institution Table

- and application processing 3-17

- purpose 2-136, 4-11

- setting up 1-15, 2-136

Institution Table screen 2-136

institutions 2-115

- See also* External file; external ID

interface

- to INAS. *See* INAS

- to student systems. *See* Student Interface

ISIR file

- data 4-7

- read 3-19, 3-55, 3-82, 3-113

- relationship to other files 4-2

- size 1-10

- updated 3-22, 3-95, 3-127

ISIRs

- comment code translations 2-41, 2-124

- importing 1-27, 2-11, 3-16–3-17

- NSLDS data 2-14

- requested 3-23

- requesting change of institution 1-30, 2-40

- student/parent identification information 2-41

- See also* federal data

## J

- JCL 1-18, 3-4, 3-6
- job streams. *See* batch processing

## K

key fields

- common 4-1, 4-2

- Dictionary definitions 2-122

- on batch maintenance transactions 3-96

- See also* aid year; external ID; FAO; fiscal year; fund ID; student ID; superdescriptors

## L

LDA

- FAO Status Decision Table Functions (WFFUNCTL) 2-139

- file security (WWFXREFL) 2-170



- FINANCIER Constants (WWCONST) 1-8
- PF Keys (WWKEYLDA) 2-166
- program security (WWPXREFL) 2-168
- lenders 2-115
  - See also* External file; external ID
- LEU. *See* Pell LEU
- Lifetime Eligibility Used. *See* Pell LEU
- Loan Application file
  - read 3-93, 3-128
  - updated 3-130
- Loan Applications file
  - read 3-41, 3-55, 3-103
  - relationship to other files 4-2
  - size 1-10
  - updated 3-56, 3-94, 3-103, 4-9
- loan attributes
  - Dictionary definitions 2-122
  - Loan Request Type 2-63, 2-68
  - Loan Subtype 2-63
  - Loan Type 2-63, 2-73
- Loan Cancellation (WFLNCANB)
  - parameter/file assignment summary 3-12
  - processing description and run information 3-128–3-130
  - use 3-2
- Loan Certification Process (WFLCRCLB)
  - and FAO Status Decision Table 2-141
  - parameter/file assignment summary 3-12
  - processing description and run information 3-93–3-94
  - related online functions 2-69
  - related programs 3-53
  - use 1-34, 3-2
- Loan Corrections window 2-72
- Loan Disbursements file
  - read 3-41, 3-55, 3-128
  - relationship to other files 4-2
  - size 1-10
  - updated 3-43, 3-56, 3-130, 4-9
- loan ID 4-9
- Loan Summary screen 1-34, 2-61, 2-65, 2-68, 2-69, 2-71, 2-72, 2-73, 3-53, 3-102
- Loan Type List screen 2-153
- Loan Types Table
  - in Direct loan export processing 3-55
  - in FISAP report processing 3-88
  - and loan funds 2-63
  - loan type values 2-152
  - purpose 2-69, 4-11
  - setting up 2-61, 2-64, 2-152–2-154
- loans
  - processing overview 1-34, 2-61
  - batch maintenance transaction fields 3-96
  - cancelling in batch 3-128
  - Direct. *See* Direct loans
  - implementation 1-23, 2-61–2-64, 2-152–2-154
  - institutional 2-152
  - Perkins. *See* Perkins loans
  - viewing a student's history 2-14
- logging on/off FINANCIER 2-4

## M

- maps
  - changes to accommodate new fields 4-20–4-21
  - changes to accommodate new screens 2-168
  - load, edit and unload functions 4-18–4-19
  - names 1-4
- mask PDA 4-18
- master promissory notes (MPNs)
  - Direct loans. *See* Direct loans: MPNs
  - Perkins. *See* Perkins loans: promissory notes
- menu
  - adding a screen 2-173–2-175
  - bar 2-1, 2-2
  - structure 2-1, 2-2
- messages
  - on screens 2-7
  - "special" (for student) 2-7, 2-12

## N

- naming
  - fields 1-6
  - files/tables 1-5
  - software members 1-3–1-5
- NATURAL 1-7, 1-9, 2-4, 2-165, 4-7, 4-18
- NATURAL Security 1-8
- navigation 2-1–2-5
- need analysis
  - and aid denial 3-60
  - in application processing 2-21
  - calculation
    - invoked by ADD Load process 3-21, 3-100
    - invoking online 2-36
    - mass recalculation 3-100
    - overriding IM EFC 2-44
    - results displayed 2-36
    - trial 2-36
  - controls on FAO Table 2-138
  - EFC Mismatch reports 3-22, 3-101
  - FINANCIER federal calculation 3-21, 3-100
  - methodology 2-36, 2-42, 2-49, 2-86
  - totals 4-7
  - See also* INAS
- Need Analysis Calculation (WFNANCLB)
  - and FAO Status Decision Table 2-140
  - parameter/file assignment summary 3-12
  - processing description and run information 3-100
  - related online functions 2-36
  - use 1-31, 3-1
- Need Analysis Calculations screen 2-22, 2-36, 2-38
- Notepad 2-3, 2-17, 2-18, 2-100, 2-117
- Notepad key. *See* PF3
- notes. *See* students: notes, funds: notes, external entities: notes
- notification formats
  - batch run parameters 3-26, 3-32, 3-61, 3-64
  - defining 1-19, 1-22, 1-24, 2-159–2-164
  - See also* aid notifications (ANs); application requirements notifications (ARNs); disbursement requirements notifications (DRNs)
- Notification Maintenance screen 1-19, 1-22

Notifications file  
data 2-29, 4-9  
read 3-26, 3-32, 3-61, 3-65  
size 1-11

NSLDS 2-16

NSLDS file  
data 4-7  
read 3-84  
relationship to other files 4-2  
size 1-10  
updated 3-22, 3-47, 3-127

NSLDS screen 2-14

numeric input 2-9

## O

offers

accept all, cancel all or reject all 2-58  
accept, cancel, increase or reject a single offer 2-58–2-59  
entering 2-55–2-57  
posting in batch 3-35

online Help. *See* Field Help, Screen Help, Parameter Help

online navigation 2-1–2-5

online programs

changes to accommodate new fields 4-21  
changes to accommodate screen modifications 2-165–2-175  
names 1-4

overlay. *See* verification: overlay, federal/CSS overlay

overrides

for ADD Load process 3-19  
AN print 3-25  
ARN print 2-29, 3-32  
in disbursement processing 2-84, 3-42  
DN print 3-60, 3-61  
DRN print 2-77, 3-65  
IM calculation 2-42, 2-44, 3-21, 3-100  
Perkins prom note print 3-103  
SAP 2-53, 3-119  
verifiable rejects and CPS assumptions 2-36, 2-39

## P

Packaging Attributes window 2-96–2-97, 3-111

Packaging Calculation (WFPKPAKB)

and FAO Status Decision Table 2-141  
parameter/file assignment summary 3-13  
processing description and run information 3-108–3-116  
related programs 1-32, 2-54, 3-37, 3-95  
use 1-32, 3-1

Packaging Information file

read 3-87, 3-113  
size 1-10  
updated 3-87

Packaging Selection (WFPKSELB)

parameter/file assignment summary 3-13  
processing description and run information 3-105–3-107  
related programs 1-32, 2-54, 3-95  
use 1-32, 3-1

packaging status 1-22, 2-45, 2-54, 2-56, 2-76, 3-95, 3-105, 3-115, 3-120

packaging. *See* awards: packaging

Page-down key. *See* PF8

Page-up key. *See* PF7

Parameter Help 3-5

parameters. *See* batch processing: standard run parameters

parents

federal corrections 2-12, 2-72  
for Direct PLUS loans 2-69  
identification data on ISIR 2-41  
student association 2-115  
updated by ADD Load 3-20  
updating on Loan detail window 2-72  
updating on Parent Information screen 2-116  
updating on Student Demographic screen 2-12  
*See also* External file; external entities

PDA

and Dictionary definitions 2-121  
changes to accommodate new fields 4-19  
control variable 4-20  
listed by file 4-12–4-15  
listed by userview 4-16–4-17  
names 1-4  
Security (WWSECURD) 2-169, 2-170  
shadow file 4-18, 4-20  
Student (WWSTDNTD) 4-4, 4-6

Pell award

Additional Eligibility Indicator 2-89  
COD reporting 1-37  
batch process 3-74–3-83  
monitoring online 2-87–2-89  
disbursements 2-87  
eligibility 2-40, 2-96  
estimated Pell 2-97  
originations 2-87  
reconciliation 3-84–3-86  
student history 2-14

Pell fund 2-97

Pell LEU 2-11, 2-97

Pell Tables file

data 4-11  
imported 1-39  
read 3-113  
size 1-10  
updated 3-104

Pell Tables Import (WFPELIMB)

processing description and run information 3-104  
use 3-1

Perkins Loan Promissory Note Print (WFNPMNTB)

parameter/file assignment summary 3-12  
processing description and run information 3-102–3-103  
use 1-34, 3-2

Perkins loans

adding 2-73  
canceling 3-128  
controls on Loan Types Table 2-64, 2-154  
correcting 2-73  
loan type and subtype 2-152  
promissory notes 2-11  
MPN 2-73  
printing 3-102  
workflow 3-102

- PF1 (Help key) 2-3, 2-7
- PF2 (Values key) 2-3, 2-6, 2-8
- PF3 (Notepad key) 2-3
- PF4 (Requirements key) 2-3, 2-28
- PF5 key 2-3, 2-172
- PF6 key 2-3
- PF7 (Page-up key) 2-3
- PF8 (Page-down key) 2-3
- PF9 (Expand key) 2-3, 2-10, 2-165
- PF10 (Select key) 2-3
- PF11 (Return key) 2-3, 2-4, 2-9, 2-10
- PF12 key 2-3
- PLUS loans. *See* Direct loans: PLUS
- print files 3-6–3-14
- print parameters 3-31
  - for ANs 3-25–3-26
  - for ARNs 3-31
  - for DNs 3-60–3-61
  - for DRNs 3-64
  - for Perkins promissory notes 3-102
- printer, attached 2-29, 2-78
- privacy feature 2-6
- professional judgment 2-37, 2-41
- PROFILE data
  - processing overview 1-27–1-31
  - compared to federal data 2-38
  - importing 3-16–3-17
  - loading in batch 2-11, 2-21, 3-18–3-23
  - loading online 2-24
  - processing controls on system tables 2-136, 2-138
  - purging 3-24
  - reviewing in ADD file 2-23, 4-7
  - stored 4-7
  - viewing/modifying online 2-22, 2-35, 2-37
- promissory notes. *See* Direct loans: MPNs; Perkins loans: promissory notes
- Purge key. *See* PF5

## R

- record keys. *See* key fields
- record type
  - in Audit file 4-10
  - in ECAR file 4-8
  - in External file 4-10
  - in Notification file 4-9
  - in Requirements file 4-8
- records
  - search list of 2-6, 2-117
  - selecting for display 2-5–2-6
- referential integrity 2-165, 4-1
- Regs releases 1-39–1-40
- rejected federal data. *See* federal data corrections: handling rejects
- relational tables 1-5, 4-1
- remote job entry (RJE) 1-18
- replacement funds. *See* funds, financial aid
- Requirements file
  - batch maintenance transaction fields 3-96
  - data 4-7
  - read 3-32, 3-41, 3-65

- relationship to other files 4-2
- size 1-10
- updated 3-22, 3-30, 3-33, 3-38, 3-66, 3-69, 3-127
- Requirements key. *See* PF4
- Return key. *See* PF11
- Reverification flag 2-51, 3-21, 3-123
- rollup funds. *See* funds, financial aid
- run mode parameter, in batch processing 3-4

## S

- SAP (Satisfactory Academic Progress)
  - and aid denial 3-60
  - evaluating
    - in batch 3-118
    - online 2-53
  - implementation 1-23, 2-53, 3-118
  - setting overrides 2-53, 3-119
- SAR field number 2-38, 2-39, 2-122, 3-72, 3-98
- SARA (Automatic ISIRs) 3-16, 3-19
- Satisfactory Academic Progress Calculation (WFSPRCLB)
  - and FAO Status Decision Table 2-141
  - parameter/file assignment summary 3-13
  - processing description and run information 3-118–3-119
  - related online functions 2-53
  - use 1-36
- Satisfactory Progress screen 1-23, 2-52, 3-118
- schedule
  - defining 2-146–2-150
  - overriding a default setting 2-13
  - setting student default 2-138
  - viewing for a student 2-22
- schedule ID 2-147, 2-150
- schedule parameter, in disbursement processing 3-41
- Schedule Table
  - in federal grant reporting 3-82
  - in FISAP processing 3-88
  - in award/disbursement processing 2-56, 2-84, 3-41
  - purpose 2-13, 2-146, 4-11
  - related to Calendar Table 2-151
  - related to Distribution Codes Table 2-156
  - setting up 1-16, 2-147–2-148
- Schedule Table screen 2-146, 2-147
- Schedule Table Worksheet 1-16, 2-149–2-150
- Screen Help
  - PF1 key 2-3
  - stored 2-124
  - using 2-7
- Screen Security Worksheet 1-16, 2-132–2-133
- screen security. *See* security: screen
- screens
  - adding or modifying 2-165–2-175
  - canceling data updates 2-9
  - design 2-7
  - entering data 2-8–2-9
  - expanding for detail 2-10
  - navigation 2-1–2-5
  - saving data 2-9
  - value edits 4-18
- search

- defining ID fields for 2-122
- for external records 2-117
- for fund records 2-6
- for student records 2-6
- security
  - access levels 2-125
  - external subroutines
    - and file security modifications 2-170
    - and screen security modifications 2-168
    - changes to accommodate a new field 4-20
    - names 1-4
- FAO
  - effects 2-125
  - setting 2-126–2-127
- file
  - defining for institutional screens 2-170–2-172
  - effects 2-125
  - setting 2-128
- implementation 1-16, 2-130–2-134
- log-on 2-4
- for PF5 key 2-172
- screen
  - defining for institutional screens 2-167–2-169
  - effects 2-5, 2-7, 2-125
  - setting 2-127
- user profile
  - adding 2-126
  - deleting 2-129
  - effects 2-4
- Select key. *See* PF10
- selection window 2-5, 2-6, 2-7, 2-122
- SEOG grants 3-88
- shadow files. *See* files: shadow
- snapshots. *See* students: snapshots
- Social Security Number
  - on ADD file records 3-17
  - errors on correction records 2-40
  - for ISIR duplicate request 3-72
  - and student ID 2-12, 4-3
- Special Budget Attributes Worksheet 2-49
- Spool Print Utility (WWPRNTBB)
  - processing description and run information 3-125
  - related programs 3-25, 3-31, 3-60, 3-64, 3-102
- Standard Documents window 2-26
- Standard Documents Worksheet
  - Application Requirements 1-17, 2-30–2-32
  - Disbursement Requirements 2-79–2-81
- standard documents. *See* application requirements: documents; disbursement requirements: documents
- state awards 1-21, 3-35
- Structured mode 1-9
- Student Activity Summary screen 2-19
- Student Audit Display screen 2-10, 2-17
- Student Demographic screen 2-11, 4-6
- Student Event Display screen 2-16
- Student file
  - data 4-3–4-7
  - purpose 4-5–4-6
  - read 3-19, 3-26, 3-32, 3-55, 3-61, 3-65, 3-82, 3-84, 3-89, 3-93, 3-103, 3-114, 3-120, 3-126, 3-128
  - relationship to other files 2-11, 4-2
  - size 1-11
  - updated 3-22, 3-43, 3-47, 3-127

- student ID
  - attribute (WW-ST-SID) 2-12, 2-124, 4-3, 4-5, 4-6
  - key field (WW-STUDENT-ID) 1-6, 2-12, 4-2, 4-3, 4-5, 4-7, 4-9, 4-12–4-15
  - related external subroutines 4-3, 4-4
  - search list
    - defining 2-122
    - displaying 2-6
    - and Social Security Number 2-11, 2-12, 4-3, 4-6
- Student Interface
  - controls on Institution Table 2-136
  - I/O subprograms 4-4, 4-5–4-6
  - to Payroll 4-4
  - to Student Accounts
    - in disbursement processing 2-84, 3-42, 3-43
    - enabling by fund 2-84, 2-95
    - external subroutine shell (WXSISARE) 4-4, 4-5, 4-6–4-7
    - fiscal year-based or term-based 2-136, 3-43, 4-6
    - implementation under CICS 4-7
  - to Student Loans 2-95, 2-136, 4-5
  - to Student Records
    - academic and enrollment data 2-14
    - bio/demo data 2-11
    - external subroutine shell (WXSISARE) 4-4, 4-5, 4-6
    - implementation 1-16
    - and term IDs 2-147
    - updates to interfacing files 2-12, 4-6
- Student Notes Display screen 2-17, 2-18
- Student Purge (WWSPURGB)
  - parameter/file assignment summary 3-14
  - processing description and run information 3-126–3-127
  - related online functions 2-19
  - use 3-2
- students
  - Ability to Benefit 2-12
  - activating
    - in batch 2-21, 3-36, 3-38, 3-95, 3-98
    - online 2-13
  - added by ADD Load 2-11
  - adding online 2-11–2-12
  - audit 2-17
  - Date of Birth update 2-36
  - deleting
    - in batch 3-126–3-127
    - online 2-19
  - events 2-16–2-17
  - identification data on ISIR 2-41
  - Loaded Students (ADD Load) report 3-22
  - notes
    - maintaining 2-17–2-18
    - stored 4-10
  - parent records 2-12, 2-115
  - privacy 2-6
  - snapshots
    - loan 2-69, 2-70
    - term 2-45, 2-76, 2-96, 3-120
  - "special" messages 2-7
  - verifying federal data 2-51–2-52
- subprograms 1-4, 2-169, 3-15
  - See also* I/O subprograms
- subroutines, external 1-4, 2-168, 2-170, 4-18–4-19, 4-20
- superdescriptors

- listed by file 4-12-4-15
- listed by userview 4-16-4-17
- Support Line. *See* WolffPack: Support Line
- System file
  - data 4-1, 4-11
  - read 3-19, 3-55, 3-82, 3-84, 3-89, 3-103, 3-124, 3-128
  - size 1-11
  - updated 3-83
  - userviews 4-17

## T

- tab key 2-1
- tables, system 2-135-2-157
  - See also specific table entries*
- TEACH grant
  - COD reporting
    - batch process 3-74-3-83
    - monitoring online 2-87-2-89
  - disbursements 2-87
  - originations 2-87
- term parameter, in batch processing 3-4
- Term Snapshot Calculation (WFTSSCLB)
  - parameter/file assignment summary 3-13
  - processing description and run information 3-120-3-121
  - related online functions 2-45
  - use 3-2
- terms
  - defining 2-147-2-148
  - and disbursement points 2-146, 2-149
  - student snapshots 2-45, 2-76, 2-96, 3-120
- testing 1-25
- transactions. *See* awards: transactions; batch maintenance: transactions
- Transcript Detail window 2-15
- Transcript file
  - batch maintenance transaction fields 3-97
  - data 2-14, 4-9
  - relationship to other files 4-2
  - size 1-10
  - updated 3-38, 3-44, 3-127
- Transcript screen. *See* Financial Aid Transcript screen
- Transcript Worksheet 1-21, 2-20
- transcripts
  - aid program 1-21, 2-14, 2-16
  - as application requirements 2-28, 3-97
  - deleting 2-15
  - entering information online 2-14-2-15
  - institution records 2-115
  - updated by disbursement process 3-43
- trial calculation. *See* need analysis calculation

## U

- User Guide. *See* FINANCIER documentation
- User Profile Worksheet 1-16, 2-130-2-131
- user profile. *See* security: user profile
- userviews

- Dictionary 3-124
  - summary list 4-16-4-17
- utility print program 3-125
- Utility Update controls (on field definition)
  - in batch maintenance processing 3-98
  - setting 2-121

## V

- value editing 2-8, 2-120, 4-11, 4-18, 4-20
- values
  - defining 2-120, 2-121, 2-122, 2-123-2-124
  - displaying 2-3, 2-8
  - listed on Dictionary report 3-124
- Values key. *See* PF2
- verification
  - calculation 3-21
    - implementation 1-20, 3-122
    - mass recalculation 3-122-3-123
    - reverification by ADD Load 2-51
  - federal and institutional 2-50, 2-51, 3-122
  - functional overview 1-29
  - manual 2-52
  - overlay 3-72
  - status 2-51
- Verification Calculation (WFVCNCLB)
  - and FAO Status Decision Table 2-140
  - parameter/file assignment summary 3-14
  - processing description and run information 3-122-3-123
  - related online functions 2-28, 2-50
  - use 1-29, 3-1
- Verification file
  - data 2-50, 4-8
  - read 3-19, 3-82, 3-84, 3-122
  - relationship to other files 4-2
  - size 1-10
  - updated 3-22, 3-123, 3-127
- Verification screen 1-29, 2-28, 2-50, 2-51
- VSE 1-12

## W

- WF-ADD. *See* ADD file
- WFADDIMB. *See* ADD Import (WFADDIMB)
- WFADDLDB. *See* ADD Load (WFADDLDB)
- WFADDPGB. *See* ADD File Purge (WFADDPGB)
- WF-AIDYEAR. *See* Aid Year file
- WFANNNTB. *See* Aid Notification (WFANNNTB)
- WFAPPCLB. *See* Application Requirements Calculation (WFAPPCLB)
- WFARNNTB. *See* Application Requirements Notification (WFARNNTB)
- WF-AWARD. *See* Award file
- WFAWARDB. *See* Batch Award Process (WFAWARDB)
- WFBGTCLB. *See* Budget Calculation (WFBGTCLB)
- WF-BUDGET. *See* Budget file
- WF-CPS-xyyy. *See* CPS file
- WF-CSS-xyyy. *See* CSS file

WFDISUMB. *See* Disbursement Summary (WFDISUMB)  
 WFDLAIMB. *See* Direct Loan Import (WFDLAIMB)  
 WFDLEXPB. *See* Direct Loan XML Create (WFDLEXPB)  
 WFDLIMPB. *See* Direct Loan XML Import (WFDLIMPB)  
 WFDLNEXB. *See* Direct Loan Export (WFDLNEXB)  
 WFDNNNTB. *See* Aid Denial Notification (WFDNNNTB)  
 WFDRNNTB. *See* Disbursement Requirements Notification  
 (WFDRNNTB)  
 WFDSBCLB. *See* Disbursement Requirements Calculation  
 (WFDSBCLB)  
 WFECAIMB. *See* EDE Corrections Import (WFECAIMB)  
 WF-ECAR. *See* ECAR file  
 WFECOEXB. *See* EDE Corrections Export (WFECOEXB)  
 WF-FEDERAL-xyxy. *See* Federal file  
 WFFIDyyN 3-43, 3-54, 3-55, 3-81, 3-83  
 WF-FISAP. *See* FISAP file  
 WFFLAIMB. *See* Federal Grant Reporting Import (WFFLAIMB)  
 WFFLEXPB. *See* Federal Grant XML Create (WFFLEXPB)  
 WFFLIMPB. *See* Federal Grant XML Import (WFFLIMPB)  
 WFFLREXB. *See* Federal Grant Reporting Export (WFFLREXB)  
 WFFLYTDB. *See* Federal Grant Year-to-Date Reconciliation  
 (WFFLYTDB)  
 WFFNDRLB. *See* Fund Rollover (WFFNDRLB)  
 WFFSPEXB. *See* FISAP Reporting Export (WFFSPEXB)  
 WFFUNCTE 1-16, 4-7  
     *See also* FAO Status Decision Table  
 WFFUNCTL 2-139  
 WF-FUND. *See* Fund file  
 WF-FUND-PACKAGE. *See* Packaging Information file  
 WF-ISIR-xyxy. *See* ISIR file  
 WFLCRCLB. *See* Loan Certification Process (WFLCRCLB)  
 WFLNCANB. *See* Loan Cancellation (WFLNCANB)  
 WF-LOANAPP. *See* Loan Applications file  
 WF-LOANDSB. *See* Loan Disbursements file  
 WFMAINPB. *See* Batch Maintenance Process (WFMAINPB/  
 WFMAINTB))  
 WFMAINTB. *See* Batch Maintenance Process (WFMAINPB/  
 WFMAINTB)  
 WFNANCLB. *See* Need Analysis Calculation (WFNANCLB)  
 WFNPMNTB. *See* Perkins Loan Promissory Note Print  
 (WFNPMNTB)  
 WF-NSLDS-xyxy. *See* NSLDS file  
 WFPELIMB. *See* Pell Tables Import (WFPELIMB)  
 WF-PELL. *See* Pell Tables file  
 WFPKPAKB. *See* Packaging Calculation (WFPKPAKB)  
 WFPKSELB. *See* Packaging Selection (WFPKSELB)

WF-REQUIREMENT. *See* Requirements file  
 WFSPRCLB. *See* Satisfactory Academic Progress Calculation  
 (WFSPRCLB)  
 WF-TRANSCRIPT. *See* Transcript file  
 WFTSSCLB. *See* Term Snapshot Calculation (WFTSSCLB)  
 WFVCNCLB. *See* Verification Calculation (WFVCNCLB)  
 WF-VERIFY-xyxy. *See* Verification file  
 windows  
     adding to a screen 2-165–2-167  
     expansion 2-10, 2-15  
     selection 2-5, 2-6, 2-7, 2-122  
 WolffPack  
     Dictionary maintenance 2-63, 2-122, 2-159, 2-160  
     implementation support 1-17, 1-18, 1-19, 1-22, 1-24  
     naming conventions 1-3–1-6  
     regulatory updates 4-1  
     Support Line 1-2, 2-165  
 work files 3-6–3-14  
 Work Types Table  
     in FISAP report processing 3-88  
     purpose 4-11  
     setting up 2-155

WW-AUDIT. *See* Audit file  
 WWDICLSB. *See* Dictionary Print (WWDICLSB)  
 WWDTSIDE 4-3  
 WW-EXTERNAL. *See* External file  
 WWGDA 2-17, 2-167  
 WWKEYLDA 2-166  
 WW-NOTIFICATION. *See* Notifications file  
 WWPRNTBB. *See* Spool Print Utility (WWPRNTBB)  
 WWPXREFL 2-168  
 WWSPURGB. *See* Student Purge (WWSPURGB)  
 WWSTDNT0 4-5–4-6  
 WWSTINFE 4-4  
 WW-STUDENT. *See* Student file  
 WW-SYSTEM. *See* System file

## Y

year. *See* aid year; fiscal year  
 year-specific files. *See* files: database: year-specific  
 year-specific student/parent identification data 2-41  
 YTD Reconciliation (federal grant) 3-84