



# User Guide

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# INTRODUCTION

The FINANCIER™ financial aid system supports the Financial Aid Office in its responsibility to manage the dispensing of financial aid to students. FINANCIER's convenient web pages and volume processing facilities help to accomplish a whole array of tasks—fund setup, application review, posting and disbursing of awards, communications with external agencies and reporting—quickly, accurately and dependably.

The FINANCIER HELP Library, which is available directly from FINANCIER, is your primary source of information about the system. The documentation attempts to serve both business and technical users, and to meet your information needs as you learn how FINANCIER works, implement its capabilities in your environment and use it through the course of the business cycle.

For printing purposes, the HELP topics are gathered into the FINANCIER User Guide and FINANCIER Technical Guide.

## *The HELP Library*

FINANCIER links directly to the HELP Library by menu, by button and by context-based Page Help, as the figure on page 5 illustrates:

- Click the Help button at the top right of any FINANCIER web page
- Click the Help entry at the bottom of the FINANCIER menu
- For context-based access, click the title of a FINANCIER web page; this displays the Page Help window, which links to the corresponding topic in the Library

The HELP Library contains all the basic functional, operational and setup documentation, in two “bookshelves”: Financial Aid Functions and System Functions. A third shelf, Technical Reference, addresses system structure, maintenance and customization guidelines.


## *Customizing HELP*

The HELP Library contains an FAO Shelf to provide a potential location for topics added by your institution; for example, it might be useful to attach your policies and procedures manual, along with documentation on institutional web pages.

Your institution can easily add its own topics to the HELP Library, or replace WolffPack topics with customized versions. Instructions are provided in the HELP Library (Technical Reference>HELP Library Maintenance); the topic is also included in the FINANCIER Technical Guide.

## *The FINANCIER User Guide*

This User Guide contains the Financial Aid Functions and System Functions topics from the HELP Library.



SID: 999317649  
FAO: Undergraduate

### Demographic


Student ID: 99  
SSN: 99  
Date of birth: 30  
Sex:   
Veteran type:   
Alien registration:   
Student PIN:

- FINANCIER™
  - Student
    - Demographic
    - Academic
    - NSLDS
    - Event History
    - Audit History
    - Notes
    - Activity Summary
  - Applications
  - Award
  - Fund
  - Auxiliary
  - Local Information
  - System
  - Volume Processing
  - Development
  - Help

Click the page title for Page Help, which links to related topics in the HELP Library

Click the Help entry in the FINANCIER menu to bring up the HELP Library

Click the Help button to bring up the HELP Library



## DICTIONARY

The FINANCIER Dictionary contains field definitions, the content and use of FINANCIER fields. It supports numerous processing functions, including field auditing, generation of federal correction display.

### Field Definitions

A "field" is a basic unit of information, such as a Student Fund Program, which corresponds to a database field. The Dictionary definition of a database field includes its technical characteristics and value content and is used for context-based Field Help. The definition contains:

- The field's Table and Column identifiers
- The Label by which the field is identified on the page

- FINANCIER™ Help Library
  - Financial Aid Functions
  - System Functions
    - Security
    - Dictionary
    - Setup Information
    - Notification
    - Background
    - Data Maintenance
  - Technical Reference
  - FAO Shelf
  - Index

Documentation is organized into three "bookshelves": Financial Aid Functions, System Functions and Technical Reference, with an FAO Shelf for institutional topics

## HELP Library Navigation and Contents

### *Financial Aid Functions*

The topics in the Financial Aid Functions section are intended for aid administrators and the FAO staff, including any adjunct technical staff responsible for volume processing operations. These topics explain how to use the FINANCIER web pages and corresponding volume processes to accomplish your day-to-day financial aid business. In the User Guide, these topics are gathered under the headings:

- Student Information
- Application Processing
- Fund Management
- Award Processing
- Aid Disbursement
- Parents, Lenders and Other Auxiliary Records
- Federal Reporting

### *System Management Functions*

The System Management topics detail the FINANCIER support functions: setup and maintenance of data definitions, processing rules and controls and background processing jobs. The implementation team will refer to these topics frequently, along with complementary worksheets and other materials that are provided in the training handbook, *Getting Started with FINANCIER™*. Technical staff will also need to be familiar with this material. In the User Guide, these topics are gathered under the headings:

- Dictionary
- Security
- System Setup
- Notifications Setup
- Background Processing.

### *Index*

Each Index entry in the User Guide links to the primary topic on the subject; cross-references within the topic provide secondary indexing. Index entries are noun-based that is, if you're seeking information on how to post an award, look for "Awards, posting" in the Index.

### *The FINANCIER Technical Reference Guide*

The Technical Reference Guide (*currently under development*) contains the topics from the HELP Library Technical Reference shelf. It provides information for programmers and DBAs: system architecture, interface and database documentation, with guidelines for hooking institutionally developed web pages into FINANCIER.



## *Documentation Updates*

HELP Library topic updates are provided periodically to maintenance clients, both to accompany regulations and enhancement upgrades to the software and to incorporate corrections and improvements to the documentation. The printed User and Technical guides are updated in tandem.

## *Your Comments are Invited*

Please address questions about the documentation and suggestions for improvement to the FINANCIER Support Line ([support@wolffpack.com](mailto:support@wolffpack.com)). We will respond promptly to questions and we're eager to hear of anything that could make the documentation more useful to you.

## STUDENT INFORMATION

The student, of course, is the focal point of most financial aid business. Application tracking, award packaging and disbursement, CPS communications--all such activities, and the records that support them, are student-centered. Accordingly, a basic student record must exist in FINANCIER before you can proceed with the student's aid application.

**Most students enter FINANCIER** through the volume ADD Load process, which creates FINANCIER records from incoming ISIRs or CSS PROFILE data. If no student record exists in FINANCIER when the ISIR or PROFILE application is loaded, the ADD Load creates one, assigning an internal FINANCIER student ID and storing some basic identification data, such as name, social security number and birth date.

Once the student record exists in FINANCIER, other information about that student is available from your Admissions or Student Records system by way of the Student Interface:

- Non-year-specific identification and contact information is displayed on the Demographic Information page
- Academic year-specific information is displayed on the Academic Information page

Your institution decides what student-system information is available to FINANCIER, and whether any of it can be updated in FINANCIER, when it customizes and implements the Student Interface. Since information from the student system is not "owned" by FINANCIER, most institutions choose to make this data display-only on the Demographic Information and Academic Information pages.

Information from the student system is retrieved dynamically whenever the Student Interface is invoked (for example, whenever the Student Demographic or Academic Information page is redisplayed), overlaying any previous values in the Student record.

***If there's reason to add a student manually*** prior to receiving the student's federal or CSS data, you can do so on the Demographic Information page.

Once the student has been added to FINANCIER, you can enter other information needed for application and award processing.

### **Student Information Functions**

- >> To add a new student or change student information online (page 10)
- >> To view a student's academic information (page 11)
- >> To view a student's aid history (page 12)
- >> To view or update student notes (page 14)
- >> To view or update a student's event history (page 15)
- >> To view a student's data audit history (page 16)
- >> To review student activity and delete inactive students (page 17)

***Volume Processing***

ADD Load process (page 47)

Student Purge process (page 18)

***See also***

Student Interface (see Technical Guide)

# STUDENT INFORMATION

## *Adding a Student or Changing Student Information*

A basic student record must exist in FINANCIER before you can proceed with the student's aid application.

Most students enter FINANCIER through the volume ADD Load process, which processes incoming federal and CSS PROFILE applications. If there's reason to add a student prior to receiving the student's federal or CSS data, you can create an individual student record manually on the Demographic Information page.

>> To add an individual student, or change updatable student information:

1. From the side menu bar, select Student>Demographic.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.
  - If you are adding a new student, assign a unique ID.
  - To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the student in context and displays any existing data on the Demographic Information page.*

3. If the SSN and other fields populated by the Student Interface are blank, enter values as needed. (If the student exists in your student system, you will not be able to change values retrieved via the Interface, unless your Student Interface is set up to allow updates in FINANCIER.)

In FINANCIER, the Student ID and social security number are different fields, allowing your institution to use its own numbering scheme for Student IDs if preferable.

Technically, both the SID and the SSN are attributes on the student record, and distinct from the internal ID by which the record is keyed.

4. Provide other values as needed. The following fields typically are **not** supplied by the Student Interface:
  - Driver's License and Alien Registration number (under the Identification heading); many institutions populate these fields automatically using federal data, which has been match-verified
  - PIN (under the Identification heading)
  - Special Designation (under the Identification heading); a tag or brief message – such as **NCAA Athlete** or **Academic probation** – to be displayed with the student's name at the top of all Student, Application and Award

pages

- MPN IDs (under the Stafford Lending heading) are updated automatically by the Direct Lending or FFEL Import programs when a new master promissory note is acknowledged, and can be entered or updated manually if necessary
- Lender of Choice (under the Stafford Lending heading)

5. When finished, click Update to register your changes.

### ***Viewing Academic Information***

The Student>Academic Information page lists academic program and enrollment data which may be pertinent to budget calculation and awards packaging. Typically all information displayed comes from a student system via the Student Interface, and each institution is encouraged to adapt this page to its needs.

#### ***Related Functions***

>> To view a student's aid history (page 12)

>> To view or update student notes (page 14)

>> To view or update a student's event history (page 15)

>> To view a student's data audit history (page 16)

>> To review student activity and delete inactive students (page 17)

#### ***See also***

ADD Load process (page 47)

Student Purge process (page 18)

Student Interface (see Technical Guide)

## STUDENT INFORMATION

For tracking a student's aid history, you can refer to the NSLDS page for information on federally monitored programs, and to the Aid History page for an internally maintained history of selected programs.

### *Reviewing NSLDS Information*

The Student>NSLDS page displays federal grant and loan detail information from the National Student Loan Data System for Title IV aid applicants. The information, which enters FINANCIER from the student's ISIR, includes

- NSLDS match flag and post-screening results
- Overpayment, loan default or discharge and bankruptcy statuses
- Direct or FFELP student loan balances and Perkins loan totals
- Payment detail, by aid program, school and date, for Pell, ACG, SMART, FFELP and Direct loans

### *Reviewing a Student's Aid History*

The Student>Aid History page presents a student's cumulative award totals for aid programs designated by your institution. For a program to be displayed on the Aid History page, the corresponding fund must have an Aid History value assigned. You will want to include funds for which information about previous years' awards is needed in packaging or for enforcing annual or lifetime award limits.

The Aid History page summarizes amounts that have been disbursed to the student (in the Paid column) and offered but not yet disbursed (in the Pending column) for each applicable fund, with detail by institution and aid year. The Exception column can be used to note irregular conditions such as loans in default or grant repayments due.

Information on awards made in FINANCIER is retrieved using a view based on the AWARD tables, and cannot be updated on the Aid History page. You can enter information on aid awarded outside of FINANCIER (before FINANCIER was implemented, or while the student was attending another school) either manually or by an automated process; these records are stored in and displayed from the HISTORY\_AID table.

>> To work with payment information for an aid history program:

1. Go to the Student>Aid History page with the student in context.
2. To see program detail, click the entry for the program.

*The program detail window that appears shows paid and pending amounts by year and institution.*

3. To add an amount manually, click the Add button, either at the Aid History level or from the detail window for the program to be updated.

*The Aid History Maintenance window is displayed.*

4. Specify the identifying program, institution and aid year in the Maintenance window. (If you started from the program detail window, that program is sup-

plied for you.)

The institution must be defined in FINANCIER (must have a record in the Institution table). You can search for the Institution ID from the Aid History Maintenance window:

- Click the Search icon beside the Institution label.
- Enter the first several letters of the name in the search window. (You can use an asterisk to get a list of all institutions.)
- Press the Search button, then select from the list of matching IDs that is returned.

If the institution isn't available, you will need to add an Institution record in order to use it.

5. Enter the paid/pending amounts. When all values are in place, click Update and then close the window.

*The Aid History summary and the program detail are updated. On the detail entry, the Aid Year is displayed in green, indicating that the item can be updated.*

### **Implementation Notes**

To make a program available on the Aid History page, you must assign the Aid History attribute on the corresponding fund.

>> To set up Aid History programs:

1. List the aid programs that must be monitored for annual and/or lifetime limits. You may not need to include the federal grant and loan programs tracked by NSLDS, as that information is available to you on the NSLDS page.
2. In the Dictionary, for the field HISTORY\_AID.HIST\_PROGRAM, define values for the programs that you need to follow. The corresponding Aid History fund attribute, FUND\_ATTRIBUTES.FU\_PGM\_HIST, will use the same values by reference.

To add Dictionary values (page 172)

3. On the Fund>Attributes page, assign the appropriate Aid History values to the applicable funds.

### **Related Functions**

>> To add a new student or change student information online (page 10)

>> To view a student's academic information (page 11)

>> To view or update student notes (page 14)

>> To view or update a student's event history (page 15)

>> To view a student's data audit history (page 16)

### **See also**

ADD Load process (page 47)

## STUDENT INFORMATION

To supplement or qualify the student application and award information maintained in FINANCIER, you can enter detailed notes and record significant events that occur in the course of the student's career.

For data control and accountability purposes, you can audit the changes made to a student's critical data.

### *Maintaining Student Notes*

FINANCIER's Notepad enables you to record free-form notes on the student in context from any student-subject page. You can review and update notes on the Student Notes page.

**Implementation Note.** Your institution may wish to establish note tags, to allow grouping of notes for selection and reporting purposes, by defining valid values for the field STUDENT\_FIN\_NOTES\_DET.NO\_TAG.

>> To review student notes:

1. Go to the Student>Notes page with the student in context.

*Notes are listed for the aid year in context, by date of original entry, with the earliest note first. Above the listing you will find filter fields for controlling the display by aid year, date and user.*

2. Use the filter fields to locate notes based on when they were created, and by whom.
  - If you are searching for notes that pertain to a single aid year, select the year in the Aid Year field
  - For notes created during a particular time span, supply a date range using the Begin and End date fields
  - For notes created by a particular user, select the user name in the User field
3. When you are satisfied with the filter criteria, click the Filter button.

*The notes listing is redisplayed, showing those notes that match the criteria you specified. To update a note, click the note text, which is displayed in green.*

>> To enter a student note:

1. From any student-based page, click the Notepad icon on the upper right corner.

*The Notepad opens to allow entry of notes for the student in context.*

2. If useful, supply one or more tags to categorize the note.
3. Type in the note content and click the Update button.

>> To modify or delete a student note:

1. Go to the Student>Notes page with the student in context.
2. Locate the note to be updated or deleted.

*Notes are listed for the aid year in context, by date of original entry. You can*



*change the year, and further restrict the display by date range or by user (the person/process who originated the note): enter selection values in the fields at the top of the page and press the Filter button.*

3. Click the Note Text for the Student Note Maintenance detail window.
  - To update, revise the text and press Update, then close the window.
  - To delete, press Delete and then close the window.

## **Maintaining Student Events**

The Student Event History page traces major developments in a student's financial aid processing, including notifications, calculations, verification, etc. While most events are generated by the system, you can also add an event manually on this page. System-generated events are not updatable. Events added manually may be updated or deleted.

>> To review student events:

1. Go to the Student>Event History page with the student in context.

*Event entries are listed for the aid year in context, by date of original entry, with the earliest event first. Above the listing you will find filter fields for controlling the display by aid year, date, user and event type.*
2. Use the filter fields to locate events based on when they were created, by whom they were created and/or by how you have classified them.
  - For events pertaining to a single aid year, select the year in the Aid Year field
  - For events created within a particular time span, supply a date range using the Begin and End date fields
  - For events created by a particular user, select the user name in the User field
  - For events of a defined type, select the Type value.
3. When you are satisfied with the filter criteria, click the Filter button.

*The events listing is redisplayed, showing those events that match the criteria you specified. To update a manually entered event, click the event text, which is displayed in green.*

>> To enter a student event:

1. Go to the Student>Event History page with the student in context. Click the Add button.

*FINANCIER opens the Student Event Maintenance detail window.*
2. Specify the event type and enter the event description. Press Update, then close the window.

>> To modify or delete a manually created student event:

1. Go to the Student>Event History page with the student in context.
2. Locate the entry to be updated or deleted.

*Events are listed for the aid year in context, by date of original entry. You can change the year, and further restrict the display by date range or by user (the*

*person/process who originated the note) or event type: enter values in the filter fields at the top of the page and press the Filter button.*

3. Click the event's Description to bring up the Event History Maintenance window.
  - To update, revise the description (and event type, if appropriate) and press Update, then close the window.
  - To delete, press Delete and then close the window.

## **Reviewing the Student Audit History**

FINANCIER's data audit facilities provide the ability to record a maintenance history for critical fields. An audit requirement is set in the field's Dictionary definition, generating an "audit trigger" in the database table. Once the audit trigger is created, any update to the field generates an audit record.

Student audit records are viewed on the Student>Audit History page. Audit information includes the name of the field (table and column), the date of the update, the user or process responsible and the old and new values.

The default display is for the aid year in context. You can change the year, or further restrict the display by date range, by user or by field: enter values in the filter fields at the top of the page and press the Filter button. For example, to review updates performed by User1 during the period 1 March 2003 through 30 June 2003, you would supply the Begin Date, End Date and User as filters. To review the maintenance history of the 2003-04 Federal Parent AGI field, you would select FEDERAL\_0304.FE\_P\_AGI as the Table/column filter.

Depending on your purpose, you may want the audit list to designate fields by their Dictionary labels, or by their technical database IDs. To see technical names, turn on (click) the Technical Names checkbox and press the Filter button. The default, when the checkbox is blank, is to display the field labels.

### **Related Functions**

- >> To add a new student or change student information online (page 10)
- >> To view a student's academic information (page 11)
- >> To view a student's aid history (page 12)
- >> To review student activity and delete inactive students (page 17)

### **See also**

- >> To select fields for auditing (page 192)

## STUDENT INFORMATION

To keep your records current, you can locate and delete inactive students.

### *Reviewing Processing Activity*

Use the Student Activity Summary page to determine whether a student has critical application and award information recorded in FINANCIER. For each year that the student has an aid year record, the page shows whether there are any corresponding ADD, Federal, CSS, Verification, Federal Correction or Award records.

If there are no ADD records, no federal corrections in process (transmitted but not yet acknowledged) and no awards (even canceled awards), you can delete the student from FINANCER.

>> To delete a student:

1. From the side menu bar, select Student>Activity Summary.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate a student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the student in context and displays the activity summary by aid year.*

3. Press the Delete button.

You can use the volume Student Purge process to remove inactive students en masse.

The student delete/volume purge operation removes all records for the student from the Aid Year, Audit, Budget, Federal correction, Requirements, Student and year-specific (Federal, CSS, Verification, ISIR, CPS) tables.

### **See also**

Student Purge process (page 18)

# STUDENT INFORMATION

## *Volume Processing: Student Purge*

Run the Student Purge job to delete inactive students from FINANCIER. Typically you would use this program to delete a student added in error, or a student who is removed from admissions, enrollment and financial aid consideration before aid application processing and packaging has begun. You cannot delete a student who has any ADD records, corrections in process or award activity (even canceled) on file.

The ADD tables cannot be purged using this program; use the delete function on the ADD List page or the volume ADD Purge process for this purpose.

### *Running the Program*

Create an input file containing a record for each student to be purged, identified by ST\_SID, the institutional Student ID.

Using the Batch Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

For each student in the input file, checks for records in the ADD tables, FEDERAL\_CORRECTIONS table and AWARD table. If there are no ADD records (for the Social Security Number linked with the Student ID), and no Corrections records in transit (marked with an X in the EC\_NEW\_REJ field), and no Award records (including canceled awards) for the Student ID, deletes the student's records for all aid years from all student-specific files.

### *Database Files Updated*

AIDYEAR tables, STUDENT\_FIN\_AUDIT, BUDGET tables, CPS tables, CSS tables, FEDERAL\_CORRECTIONS, FEDERAL tables, ISIR tables, NSLDS tables, REQUIREMENTS, STUDENT tables, VERIFICATION

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors: lists students from the work file that were not processed because they did not pass the ADD table, in-process correction or award edits
- Deleted Students

## APPLICATION PROCESSING

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 process for entering the information into FINANCIER.

First, you run the ADD Import process, which creates entries in the year-specific ISIR table and the ADD table (Federal and/or CSS) to hold the application data. The application data can be reviewed and, if necessary, corrected, using the Federal ADD List and CSS ADD List pages. Then, when you are ready to begin processing the applications, you load the data into FINANCIER's application processing tables with a second program, the ADD Load. You can also load applications individually from the ADD List pages.

Load processing performs the initial budget calculation and need analysis; activates the student for the award year (so that year-specific processing for that student may proceed); and evaluates the financial aid application status. If your institution made any changes during the ADD stage to federal data that must be reported to the CPS, the Load process stores correction data needed for later formatting and transmittal of the corresponding federal correction records.

Once an ADD record has been successfully loaded you can work with the student's application data to monitor budget, need and application requirements, review academic progress and veterans' benefits, and verify federal data.

### ***Application Processing Functions***

- >> To review/change imported ISIR data (page 20)
- >> To load an individual application (page 20)
- >> To manage ADD rejects (page 21)
- >> To monitor application requirements (page 23)
- >> To review student budgets (page 31)
- >> To review need analysis information (page 28)
- >> To verify federal data (page 33)
- >> To process federal data corrections (page 36)
- >> To initiate CPS requests (page 38)
- >> To check veterans' benefits (page 35)
- >> To monitor academic progress (page 40)

### ***Volume Processing***

Application Processing programs (page 44)

## APPLICATION PROCESSING

After application data has been imported into the ISIR and ADD tables via the ADD Import process, and before the ADD Load process is run, you can use the Federal ADD List and CSS ADD List pages to examine application data, and to “force-load” individual students.

### *Reviewing and Updating ADD Information*

The ADD List pages display a matrix containing a row for each imported student application. Students with imported ISIRs appear on the Federal ADD List page; PROFILE applicants on the CSS ADD List page. The student’s name, SSN and birth date is accompanied by summary information about the imported record: why it was sent to the institution, the import date, whether it has been rejected by the ADD Load and (for ISIRs) the federal transaction number.

>> To review/change imported application data:

1. From the side menu bar, select Applications>Federal ADD List (or CSS ADD List).

*The display lists students with federal or PROFILE ADD records, according to the page requested. Filter criteria allow you to limit the display by student, New/Reject flag, or reject reason.*

2. Locate the application you want to examine.
  - To see only New records or only records previously Rejected by the ADD Load, select the corresponding value in the New/Reject field
  - To search for a particular student, enter all or part of the student’s name in the Last Name and First Name fields
  - Press Filter to request the listing

3. Click the student SSN to see application detail.

4. In the ADD Maintenance window, check the Social Security Number, name and date of birth. If there is an error, type in the correct value and press Update.

*If you update a field, the system sets the corresponding Correction field (and stores changes to federal data for eventual export as ISIR corrections). For example, if you change the student’s SSN, the value **SSN Corrected** will appear in the SSN Correction field.*

5. To view the student’s financial data, click the Compare button.

*The ADD/FINANCIER window appears. For Student and Parent income and assets, columns show figures as currently recorded in FINANCIER and in the imported transaction.*

When you are satisfied with your review, the records are ready to load, either individually or by the volume ADD Load process.

### *Loading Applications*

>> To load a student individually:

1. From the side menu bar, select Applications>Federal ADD List (or CSS ADD List).
2. Locate the student and click the student SSN.
3. In the ADD Maintenance window, click the Compare button
4. In the ADD Compare window, click Load and then close the window.
5. Close the ADD Maintenance window.

When a student is successfully loaded, a series of processes takes place:

- A basic student record is created or updated in the STUDENT table. The key is a generated student ID; the record contains the name, SSN, institutional ID and other attributes displayed on the Demographic page. (Attributes that are populated by the Student Interface are overwritten with values from the Student system when you go to the Demographic page, and whenever the Interface is invoked.)
- The ADD record is deleted, along with the ADD pointer in the ISIR or CSS record.

For a federal application, a Federal record is created, with a pointer in the ISIR record.

Federal data includes biographic data and student and parent income and asset figures. It is updatable and is displayed on the Application>Federal and FAFSA pages. The nonupdatable CPS-calculated EFC and dependency evaluation are displayed on the CPS Communications page.

The ISIR table retains the application data as it was imported. The NSLDS portion of the ISIR can be viewed on the Student>NSLDS page.

For a PROFILE application, the application data is stored in the CSS table.

- A budget calculation is performed, and the student's budget totals are stored in the term-specific BUDGET\_DET table.
- An application requirements evaluation is performed to determine what requirements remain to be fulfilled before packaging. The results can be viewed on the Application Requirements page.
- A need analysis is performed. Results can be viewed on the Need Analysis>Calculation page.
- If the student has already been verified, and is flagged to allow automatic verification, a reverification is performed. Results can be viewed on the Application>Verification page.
- If any correctable federal data was updated from the ADD List page, or during verification, correction data is stored in the FEDERAL\_CORRECTIONS table for subsequent export processing.
- An "ADD Process" event is generated in the student's event history.

## *Managing ADD Rejects*

Certain conditions may cause federal applications to be rejected by the volume ADD Load process:

- The student is a federal reject

- The student has corrections that are pending export or acknowledgment
- The student has a locked application in FINANCIER
- The student has been verified
- The student has been packaged
- The import record lacks an FAO, student ID or name

Both federal and CSS ADD records are rejected if they fail to meet the enrollment status criteria specified for the ADD Load run.

You'll want to work through the rejected ADD records periodically, so you're aware of the condition of all applications that have been sent to your institution. Reject reasons are displayed on the ADD Maintenance window.

>> To review ADD Load rejects:

1. From the side menu bar, select Applications>Federal ADD List (or CSS ADD List).
2. In the New/Reject field, select **Rejected record** and press Filter.  
*FINANCIER displays students that were rejected in the ADD Load.*
3. Click a student SSN to see the reason(s) that the record was rejected.

The course of action depends on the reject reason. For example, if the problem is corrections in transit, you may choose to wait until the condition is resolved (corrections are sent, or acknowledgments posted) and let the student load in the next run. If you determine a record is no longer needed, you can delete it (using the ADD Maintenance window). In some situations, you may need to wait until you can talk to the student. If you want the student loaded regardless of the reject reason, you can load the student manually, or set the appropriate reject override parameters in the ADD Load job.

### **Related Functions**

- >> To monitor application requirements (page 23)
- >> To review need analysis information (page 28)
- >> To verify federal data (page 33)
- >> To process federal data corrections (page 36)
- >> To initiate CPS requests (page 38)
- >> To check veterans' benefits (page 35)
- >> To monitor academic progress (page 40)

### **See also**

- ADD Import process (page 45)
- ADD Load process (page 47)



# APPLICATION PROCESSING

Once application data has been loaded into FINANCIER, use the Application Requirements page to monitor the progress of a student's financial aid application, record the status of required documents and set controls that determine when requirements notifications are sent.

## *Monitoring Application Requirements*

The Application Requirements page contains three sections:

- Notifications: the format, number and frequency of application requirements notifications (ARNs) to be sent
- Requirements Checklist: events that must take place and tasks which the aid office must complete prior to packaging
- Required Submissions: documents that the student must provide

Documents, Checklist requirements and notification settings are assigned automatically to a student by the Application Requirements Calculation in the ADD Load process, and may be manipulated individually on the Application Requirements page.

**Implementation Note.** Your institution defines its set of standard documents, Checklist items, and the rules by which formats and requirements are assigned to students, during implementation of FINANCIER.

- Standard document assignment criteria are set up on the System>Requirements Tree page. For setup information, see page 199.
- Checklist requirements and assignment criteria are defined programmatically (in the WPL\_CHECKLIST package).
- Notification formats are defined in the Dictionary. For setup information, see page 225.

If you intend to use a mail merge process for generating letters, WolffPack provides a starter kit of template documents for use in MicroSoft Word, with detailed implementation job aids.

- Defaults for assigning notification formats to students are set up on the System>FAO page. For setup information, see page 182.

## *Required Submissions*

The ADD Load process assigns required documents to students, based on institutional rules defined in the Requirements Tree. You can modify a student's list of required documents as needed.

Any update to a required document automatically invokes the Application Requirements Calculation, which reevaluates the individual document status, the Required Submissions status and the overall application status.

>> To add a document to a student's list of required submissions:

1. From the side menu bar, select Applications>App Requirements.

2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

**Tip: When you select an application,** if the system routes you to the Demographic page, this means there is no student record on file for the student you specified. You can add the basic required data needed to enter the student in FINANCIER, or select a different student to work with.

3. Click the Add Document button.
4. In the Document Maintenance window, identify the Document (select from the dropdown list), and enter values to describe the requirement.
  - In the Format/Type field, select **Application**
  - In the Affect Status field, indicate whether this document status affects the overall application status (defaults to **Affects overall status**)
  - If the requirement has a start date, enter it in the Start Year field
  - In the Status field, set its current status (defaults to **Required**)
5. Press the window's Update button.

*The Application Requirements page is redisplayed, with the new document inserted in the list of Required Submissions.*

*If a document has a start year, it will not be included in a requirements status evaluation until that aid year, even if it is listed in earlier years as a student's requirement.*

As documents are received and reviewed, the Aid Office updates the statuses accordingly.

>> To mark a document as completed, or otherwise update its status:

1. On the Application Requirements page, with the student in context, click the document in the Required Submissions list.
2. In the Status field on the Maintenance window, change the document status to Complete or other value as appropriate. Click Update.

*The Application Requirements page is redisplayed. If the status is changed to complete, the background color in which the document entry appears in the Required Submissions list changes.*

>> To delete a document that has been entered in error or is no longer needed:

1. On the Application Requirements page, with the student in context, click the document in the Required Submissions list.

2. Click the Maintenance window's Delete button.

When all documents required for the application are complete (or deleted or waived), FINANCIER sets the Required Submissions status to Complete.

### *Requirements Checklist*

The ADD Load process assigns the Checklist requirements for each student, based on institutionally defined rules. Typical Checklist items might include

- Enrollment status – where the student must be in the admissions/enrollment process
- Verification – whether federal verification is required, and if so, whether the student has passed
- Federal application processing – whether federal data can be/has been corrected by FINANCIER Overlay processing
- EDE corrections – whether the student has federal data corrections in process (not yet acknowledged by the CPS)
- Loan default – whether the NSLDS reports the student to be in default on repayment of federal loans
- Grant repayment – whether the NSLDS reports the student to be in default on repayment of Pell grant funds
- Institutional Verification – whether the student has been selected for verification procedures beyond the federal verification test, and if so, whether the student has passed.

In order for the Checklist status to be complete, each item must be complete. A student with these Checklist requirements would have to achieve an acceptable academic status, pass federal and/or institutional verification if selected for verification, have any ISIR corrections completely processed and address any federal loan or grant repayment problems.

The Checklist status, and the overall application status, are updated automatically whenever the Application Requirements page is updated and redisplayed.

### *Notification Options*

The fields in the Notification portion of the Application Requirements page enable you to control the printing of requirements notifications (ARNs) – letters sent to inform students of outstanding requirements. Letters are generated for students that have incomplete documents, using information extracted by the Application Requirements Notification Extract program.

The values in the Notification fields determine:

- the format of notification letters

The Initial/Followup/Confirmation format fields allow you to assign different versions of the letter for the first communication and any followup reminders or confirmational notice that your practices dictate.

- how often letters are sent and how many may be sent (Frequency/Maximum fields)

Frequency can indicate a period of time, such as weekly or monthly, or you can set it to request a letter whenever the student is assigned a new requirement.

- the first and last dates for sending (Start/Stop dates)

The fields under the “Most Recent” heading comprise a summary to date: the format and date of the last ARN, and the total number that have been sent.

The defaults for the format, frequency and maximum fields are set by the Application Requirements Calculation program during the ADD Load process. You may change these values to affect how and when future notifications are generated.

In volume processing, a student population is identified for the run by status and traits; within this group, a student is selected to receive an ARN if she has incomplete or required documents and has not yet received the maximum number of letters, if enough time has passed since the last letter based on the frequency, if the date is between the start and stop dates and the format of the letter she should receive is a format specified for the run. She will get an initial letter if her “most recent” total is 0 and a followup letter otherwise (if she has a followup format) unless you explicitly request a confirmation format.

You can intervene in this cycle by requesting a letter in the next run, by placing a hold on the next letter or by printing an individual ARN from the Application Requirements page.

>> To direct the system to generate a letter in the next requirements notification run:

1. Go to the Application Requirements page with the student in context.
2. Set the Override field to **Print**.

Similarly, you can direct the system *not* to print a letter by setting the value to **Hold**.

The Print or Hold value overrides the Notification program’s normal selection processing based in Frequency, Maximum and Start/Stop date settings.

>> To direct the system to roll all incomplete application requirements over to disbursement requirements letters:

1. Go to the Application Requirements page with the student in context.
2. Set the Print Override to **Hold** and the adjacent Override Reason to **Disbursement Requirements**.

>> To print a letter on demand (via mail merge):

If you are set up to generate letters by mail merge:

1. Go to the Application Requirements page with the student in context.
2. Press the Extract button.

*The ARN Extract process creates a file containing mail merge data for the student. A window opens explaining two options for downloading the extract file to*

*the mail merge client machine:*

- 1. Click on the link, which may display the file in a spreadsheet application or text editor (if you defined an association for the .csv file type), or*
- 2. Right click and choose "Save Target As" to save the file to your machine.*
3. Follow the instructions for either option, saving the file to the directory used for mail merge. If the mail merge documents don't reside on your machine, save the extract file and transfer it to the appropriate location for mail merge.
4. On the mail merge machine, open your institution's ARN merge document and complete the merge.

### **Related Application Functions**

>> To review need analysis information (page 28)

>> To verify federal data (page 33)

>> To process federal data corrections (page 36)

>> To check veterans' benefits (page 35)

### **See also**

Application Requirements Calculation program (page 55)

Application Requirements Notifications Extract program (page 50)

Notifications Setup (page 225)

FAO Setup (page 182)

Requirement Tree Setup (page 199)

# APPLICATION PROCESSING

## Reviewing Need Analysis Information

Use the Need Analysis pages on the Application Processing menu to examine federal application data and CSS PROFILE data (if used), and to view the results of need calculations.

- On the **Federal (FAFSA)** page, each field corresponds to a numbered question on the FAFSA form. This information is reorganized on the **Federal** page, with fields that affect the need analysis calculation grouped together at the top, and supporting data below.
- The **CSS (PROFILE)** page is a reproduction of the PROFILE form. The **CSS** page presents the calculation-related fields first, followed by supporting data.
- The **Calculation** page summarizes the EFC (family contribution) calculation figures for all methodologies in use, with subtotals for student and parent contributions and breakdown to amount from income and amount from assets.

## Correcting Application Data

Federal and PROFILE application data usually enter the system through the ADD Load process, but you can enter or correct a student's data manually on the Federal and CSS pages. You can also perform trial (nonupdating) need analysis calculations, initiate reporting of a professional judgment decision and set calculation options, such as reject suppression, dependency overrides and record locking.

>> To correct a student's federal or PROFILE information:

1. With the student in context, go to the appropriate page on the Application>Need Analysis submenu. For federal data use either the Federal or the Federal (FAFSA) page; for PROFILE data use either the CSS or the CSS (PROFILE) page.
2. Type over the value(s) and press Update.

*To view the updated family contribution, go to the Calculations page.*

If you update a CPS-reportable federal field, the system stores the new value in the FEDERAL\_CORRECTIONS table for eventual Corrections Export processing and transmittal to the CPS.

>> To force a recalculation of family contribution figures:

1. Go to the Application>Need Analysis>Calculation page with the student in context.
2. Press the Calc button.

**Important!** While updates to most calculation variables will automatically trigger a need analysis recalculation, you should recalculate manually if you change a student's date of birth (on the FAFSA or Student Demographic page).

>> (2008-09 and later years) To flag a record as adjusted due to professional judgment:

1. Enter the data changes on the Federal screen.
2. Set the Prof Judgment field to Y and press Update.

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

(For 2007-08 and prior years, use the procedure on page 38.)

>> To test different calculation variables, without updating stored values:

1. Go to the Federal page or the Federal (FAFSA) page with the student in context.
2. Set the Trial field (under the Calculation Options heading) to Trial Calculation.
3. Change pertinent calculation data and press Update to view calculation results.

If you decide to save the data, reset the Trial field to blank and press Update.

You can use the Trial calculation option for “what-if” analysis, to gauge the effect of changing calculation variables.

>> To override verifiable federal rejects and assumptions:

1. Go to the Federal page or the Federal (FAFSA) page with the student in context.
2. Locate the field for the reject or assumption you are dealing with (under the Overrides heading).
3. Select the Override value from the value list and press Update.

FINANCIER will employ the override in future need analysis calculations as long as it remains in effect. The override setting is stored in the FEDERAL\_CORRECTIONS table for eventual Corrections export processing.

>> To “lock” a federal record against further update by ADD Load processing:

1. Go to the Federal page or the Federal (FAFSA) page with the student in context. Locate the Lock field (under the Calculation Options heading).
2. Select the Lock value from the value list and press Update.

Once a record is locked, incoming ISIRs will be rejected by the ADD Load process, unless the ADD Load Lock Override option is turned on. A locked federal record *is* subject to online update.

### **Related Functions**

>> To monitor application requirements (page 23)

>> To verify federal data (page 33)

>> To process federal data corrections (page 36)

>> To review student budgets (page 31)

>> To check veterans’ benefits (page 35)

>> To monitor academic progress (page 40)

**See also**

Need Analysis Calculation (page 59)



## APPLICATION PROCESSING

Use the Budget/Need Evaluation page on the Applications menu for a summary of costs, family contribution and remaining need.

### *Reviewing Student Budgets*

Term budgets are calculated initially by the ADD Load process for each need analysis methodology, and summed to display the aid year budget. You can enter or change term budget amounts for an individual student on the Budget/Need evaluation page.

>> To update budget figures:

1. From the side menu bar, select Applications>Budget/Need.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the student in context and displays any existing data on the Budget/Need Evaluation page.*

*There is a row for the total budget and each budget line item defined in your institutional budget calculation (typically Tuition and Fees, Housing and Board, etc.), followed by rows for total family contribution (EFC) and the student and parent contributions to the budget. There is a column for each need analysis methodology in use at your institution, containing the aid year amount for the budget and family contribution components.*

3. Press the button for the methodology containing the figure(s) to be updated.  
*FINANCIER displays the Budget Detail window for the methodology selected, with aid year and term amounts for each budget component.*
  - Type over the budget amount(s) and press Update.  
*The system recalculates budget and need and displays the updated amounts.*
  - Press Back to return to the summary Budget/Need page, where the updated aid year totals are displayed.
4. If you wish to retain adjusted budget figures, lock the budget.

### *Working with the IM Calculation*

For the Institutional Methodology (IM) calculation, you can manipulate family contribution components.

### *Recording Snapshots for Disbursement*

Some funds may require a “snapshot” check before disbursement. The snapshot check is a comparison between current values for a set of student enrollment data and a previously recorded snapshot of the same data; the snapshot for a term must match current values for the term in order to disburse for the term.

If your institution has implemented a student snapshot requirement for disbursing from student funds, you have access to snapshot data through the Budget/Need Evaluation page and the Disbursement Requirements page (on the Award menu). Snapshots are updated when a student's packaging status is updated to a non-blank value; depending on your implementation, snapshots may also be recorded by other processes, such as the budget calculation. The volume Snapshot Calculation can be run to record snapshots systematically for all students.

>> To see the current term snapshot (and modify values as needed), press the Snapshot button.

#### **Related Functions**

>> To monitor application requirements (page 23)

>> To review need analysis information (page 28)

>> To verify federal data (page 33)

#### **See also**

>> To define institutional budgeting criteria (page 193)

Budget Calculation (page 57)

## APPLICATION PROCESSING

Use the Application>Verification page to enter data for federal verification (and, optionally, institutional verification). Students selected for federal verification by the CPS are flagged in the Selection: Federal field, under the Federal Verification heading. If your institution selects additional students for federal verification, these students may be flagged with a value in the Selection: Institution field, under the Federal Verification heading.

If your institutional has its own verification procedures in addition to the federal requirements, you can flag a student selected for institutional verification in the Selection field under the Institutional Verification heading.

### Verifying Federal Data

The Verification page provides fields for entering data into the federal mandated verification fields and displays corresponding data from the student's federal record. You can verify students individually as you enter the data, or enter the data and run verifications subsequently in volume, using the Verification process.

The verification calculation compares federal values against corresponding verification values for parents and student (if the student is dependent) or student (if independent), and applies matching and tolerance rules to determine the accuracy of the federal data.

If the federal data does not pass verification with an exact match or within tolerance levels, the Verification calculation reports a "pass with overlay." This means that the discrepant federal fields are updated with the verification values entered, and corresponding federal corrections are issued for the student.

>> To verify a student:

1. From the side menu bar, select Application>Verification.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate a student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well.) You can use an asterisk in the Last Name field to get a list of all students. Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the student in context and displays student and parent federal data, alongside any verification data that has been entered, on the Verification page.*

3. Type in data for basic federal verification.

**Beginning in 2009-10**, you can enter Untaxed Income in either of two ways: as a total amount in the Untaxed Income field on the top-level Verification page, OR as Untaxed Income components on the corresponding Student/Parent detail page.

To enter component amounts,

- Click the Student or Parent heading to expand to the financial detail. Components are the fields indented under Untaxed Income, beginning with Pension Payments (Pen pmts).
- Enter the amount(s) for the appropriate components and click Update.
- Close the detail window.

*If you enter component amounts, the Untaxed Income total is automatically updated and protected. It cannot be manually updated as long as there are any non-zero component amounts. You can clear out all the components (update them to blank or zero) if you wish to enter a manual total.*

**Prior to 2009-10**, the Untaxed Income on the top-level Verification page is always protected, and you must use the Student or Parent detail page to enter component (Worksheet B) amounts.

- Click the Student or Parent heading to expand to the financial detail.
- Click the label of the Untaxed Income field and enter component amounts in the Worksheet B window that comes up.
- Click Update, then close the detail window.

4. When all basic verification data has been entered, press Update on the Verification page.
5. Press the Calc button to evaluate the federal data against the verification data.

*A message describes the verification results. If any federal data did not meet the matching or tolerance requirements, those fields are corrected to the verification values. Corresponding federal correction records are created for subsequent export processing.*

*When the student has passed federal verification the Federal Verification Status field is updated to Pass. Also, the Reverification flag is set to Automatic; this permits reverification by the ADD Load process if new federal data is received later for the student.*

6. If institutional verification of need analysis calculation fields has been implemented, click the Student or Parent heading to expand to the financial detail.

*The Student Information and Parent Information windows contain all the federal fields that may affect need analysis, with columns to enter verification numbers and to display the values currently stored in FINANCIER.*

*If you wish to perform automated comparisons and update of this data, your institution must provide a program for the purpose.*

If you verify a student outside of FINANCIER, set the Federal Verification Status to Pass on the Verification page once the student has passed. This causes the Reverification flag to be set to Manual and prevents automatic reverification by the ADD Load or volume Verification process. (However, if you invoke the verification calculation using the Calc button on the Verification page, the Reverification setting is ignored and the calculation will be performed.)

## *Verifying Veterans' Benefits*

Use the Application>Veteran Certification page to verify a student's veteran status. For a student flagged as a veteran on the ISIR, the page displays the type of benefits s/he may receive. Selection and status fields are provided for institutional confirmation.

This page does not automatically generate an award for the student. Veteran benefits must be packaged or manually awarded in order to be included in the student's financial aid package.

***Aid year 2008-09 and previous years.*** The page displays the amount of veteran's benefits recorded on the student's ISIR. You can compare the amount reported by the Veteran's Administration with the amount on the page and manually make any corrections. A correction record will be generated automatically.

### ***Related Functions***

- >> To monitor application requirements (page 23)
- >> To review need analysis information (page 28)
- >> To process federal data corrections (page 36)
- >> To initiate CPS requests (page 38)
- >> To monitor academic progress (page 40)

### ***See also***

Verification Calculation program (page 62)

## APPLICATION PROCESSING

When you change certain application-critical federal data for a student, FINANCIER stores the correction in the FEDERAL\_CORRECTIONS table for processing by the Federal Corrections Export. The fields mandated by ED for corrections reporting are flagged in the FINANCIER Dictionary with a CPS correction number (the CPS identification number for the field).

The Export program formats the correction data into the record format expected by the CPS. You can monitor the status of corrections on the Federal Corrections page, and, if necessary, modify students' correction data before it is processed for export.

### Reviewing Federal Data Corrections

>> To review/modify corrections in process:

1. From the side menu bar, select Applications>Federal Corrections.

*FINANCIER displays a list of students with corrections on the Federal Corrections page, identified by name and Student ID. For each student listed, the New/Reject column gives the status of the student's corrections. "New" means the corrections have not yet been processed for export; "in transit" means the corrections have been exported but not yet acknowledged by the CPS; "rejected" means the corrections were exported and rejected by the CPS.*

- To restrict the size of the list, type the limiting characters in the Last Name and/or First Name fields and press the Filter button on the page.
- To limit the display to new corrections or rejected corrections, enter the value in the New/Reject field and press Filter.

2. Locate the student and click the Student ID.

*The Federal Corrections Maintenance window displays corrections by CPS correction number. Field numbers that begin with OA or OR identify federal reject and assumption overrides.*

>> To modify or delete correction data:

1. In the Corrections Maintenance window, click the field number of the entry to be modified.

*The Federal Corrections Field Maintenance window comes up.*

2. Highlight the Value to be replaced and type over with the proper value. Press Update.

Or, to delete the correction entry, press Delete.

3. Close the Field Maintenance window.

*A modified value appears in the Corrections listing. A deleted entry is removed from the listing.*

For reject records, the following fields help you diagnose the problem:

- A value in the SSN Error or Tran Error field denotes a problem with the SSN or transaction number part of the student's federal ID.

- A value in the Record Rejects field indicates a technical problem with the record or transmission.
- A value in an Error field indicates a data problem.

>> To prevent export of a correction:

1. Locate the student in the Federal Corrections listing and click the Student ID to see the student's corrections.
2. In the Federal Corrections Maintenance window, set the Submit value to **Do Not Submit**.
3. Close the Corrections Maintenance window. On the Federal Corrections page the Submit column should carry the Do Not Submit instruction.

>> To purge all corrections for a student:

1. Locate the student in the Federal Corrections listing and click the Student ID to see the student's corrections.
2. In the Federal Corrections Maintenance window, press the Delete button.
3. Close the Corrections Maintenance window. On the Federal Corrections page the student should no longer be listed.

### **Related Functions**

>> To monitor application requirements (page 23)

>> To review need analysis information (page 28)

>> To verify federal data (page 33)

>> To initiate CPS requests (page 38)

### **See also**

Federal Corrections Export (page 52)

Rejected Federal Corrections Import (page 54)

## APPLICATION PROCESSING

The CPS Communications page summarizes the results of CPS processing of the student's FAFSA: decisions on the student's dependency status, selection for verification and Pell Eligibility; returns from SSA, NSLDS and other data "matches" performed. See the fields under the CPS Information heading for details.

The page also provides information on the source and purpose of the current ISIR transaction, and provides the means to enter some ISIR action requests.

### *Initiating CPS Requests*

You can request the CPS to take certain actions involving a student's federal aid application, using the FAO Action fields on the CPS Communications page.

>> (2007-08 and prior years) To request a professional judgment adjustment to the CPS' calculation of family contribution (EFC):

1. Go to the Applications>CPS Communications page with the student in context.
2. Set the Adjusted EFC Request field (under the FAO Action heading) to **Request**.
3. Click the Update button.

(For 2008-09 and subsequent years, use the procedure on page 28.)

>> To request a first ISIR, as a change of institution correction for a student that did not originally include the institution among the six to receive the application information:

1. Provide the student's DRN and the institution's College code on the CPS Communications screen.
2. Type Y in the Institution Change field and press ENTER.

Once an ISIR has been received, the Federal ID, DRN and College code fields are protected against further online update.

>> To override an NSLDS loan default setting (when you know the condition has been resolved):

1. Go to the Applications>CPS Communications page with the student in context.
2. Set the Loan Default Override field (under the FAO Action heading) to **Override**.
3. Click the Update button.

In response to a request entered on the CPS Communications page, the system sets the Submit flag on the students' Electronic Corrections record so that the request can be transmitted to the CPS.

>> To monitor application requirements (page 23)

>> To review need analysis information (page 28)

>> To verify federal data (page 33)

>> To process federal data corrections (page 36)



>> To check veterans' benefits (page 35)

>> To monitor academic progress (page 40)

# APPLICATION PROCESSING

## Monitoring Academic Progress

Use the Satisfactory Progress page to monitor a student's academic progress. The page displays a progress evaluation for each term that is calculated or retrieved according to institutionally defined logic. The SAP evaluation may not be updatable manually, depending on your aid office practices, but you can effectively change it by entering an override.

For setup information see **Implementation Notes** (page 40)

>> To override an academic progress evaluation:

1. From the side menu bar, select Applications>Satisfactory Progress.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

3. Click the Term to which the override should apply.
4. In the Satisfactory Progress Maintenance window, specify the Override Reason. Click Update and then close the window.

*The Override Reason is displayed for the term, with the maintenance date.*

To remove an override, reset the Override Reason to blank.

>> To recalculate SAP for a student:

1. Go to the Applications>Satisfactory Progress page with the student in context.
2. Press the Calculation button.

### **Satisfactory Progress: Implementation Notes**

To enable the Satisfactory Progress page, your institution must have the following components in place:

- Customized SAP Calculation program to post Progress Status values
- Progress Status values defined in the Dictionary for AIDYEAR\_SAP.AY\_S\_SAP  
You must retain the N value (Not yet determined), as this is used in the logic for setting the maintenance date.
- Override Reason values defined in the Dictionary for AIDYEAR\_SAP.AY\_S\_SAP\_RSN
- Optionally, Satisfactory Progress page customized to protect posted SAP values against modification

***Related Functions***

>> To monitor application requirements (page 23)

>> To review student budgets (page 31)

>> To review need analysis information (page 28)

>> To verify federal data (page 33)

>> To process federal data corrections (page 36)

>> To initiate CPS requests (page 38)

>> To check veterans' benefits (page 35)

***See also***

Satisfactory Academic Progress Calculation (page 64)

# APPLICATION PROCESSING

## *Confirming ACG Eligibility*

Use the ACG Eligibility page to examine and confirm the high school coursework information used to establish a student's eligibility to receive an Academic Competitiveness Grant. The page displays data reported by the student on the FAFSA, as received from CPS and loaded into FINANCIER, or data entered by financial aid staff to verify the student's eligibility.

Along with the eligibility data is a Lock field that can be set to prevent overlay of the data by subsequent ADD Load processing. If useful, your institution can define values for the lock to mark stages in the data confirmation process.

The following scenario suggests how FINANCIER functionality might be used in the context of an Aid Office's overall procedure for administering the Academic Competitiveness Grants.

- ACG input files are received, imported and loaded. The roster from the ADD Load (or some ad hoc report) provides a list of students to review.
- The Aid Office proceeds to review, revise, confirm the student-reported data on the ACG Eligibility page.
- At some point in the process, the eligibility data on the ACG Eligibility page is locked, using the value Locked or a value you have defined to indicate the current status of the review.
- Once a student's eligibility data is confirmed, the other criteria (year in school, time status, freshman GPA for sophomore students, Pell recipient, etc.) are examined.
- Students who pass all criteria are packaged for an ACG, and the awards are disbursed as scheduled.
- The Federal Grant Export program reports the grants and the disbursements. The verified ACG data is reported to justify the determination of eligibility.
- If subsequent ACG data arrives later in the year for a student who has been determined to be eligible and has been awarded an ACG, the ADD record can simply be deleted. If a subsequent ACG record is received for a student who was not deemed eligible, the choice of whether to review the data probably depends on the level of detail involved in the earlier audit. If ACG data arrives for a student who hasn't yet been considered for the award, a review of the data may result in a revised package for the student, or in denied eligibility for the ACG.

>> To review a student's ACG data:

1. From the side menu bar, select Applications>ACG Eligibility.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search

button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

3. Update or enter data as appropriate to confirm student eligibility.

For grant reporting purposes, a student must have a value in one of the three fields that describe the high school coursework: either Approved Program, or AP/IB Courses, or Rigorous Courses. Based on which field is used, the Federal Grant Export program supplies a Payment Reason of 01, 02 or 03 to support the student's eligibility.

4. To lock a confirmed record against further update by the ADD Load, select the appropriate value (**Locked** or an institutionally defined value) in the ACG Data Lock field.

5. Click Update.

### **Related Application Functions**

>> To monitor application requirements (page 23)

>> To review student budgets (page 31)

>> To review need analysis information (page 28)

>> To verify federal data (page 33)

>> To process federal data corrections (page 36)

>> To initiate CPS requests (page 38)

>> To check veterans' benefits (page 35)

>> To monitor academic progress (page 40)

### **See also**

Federal Grant Reporting Export (page 162)

Federal Grant Reporting Import (page 165)

# APPLICATION PROCESSING

## *Volume Processes*

FINANCIER provides the following volume jobs for application processing:

- ADD Import process - receives federal application data from the CPS or PROFILE data from CSS into the ISIR and ADD tables (page 45)
- ADD Load process - loads imported application data to Student, Federal, CSS and other database tables; performs initial budget, need, application requirements and verification calculations (page 47)
- Application Requirements Notification Extract - extracts information concerning incomplete application requirements, for use in generating letters to students (page 50)
- Federal Corrections Export - generates correction records for transmittal to the CPS (page 52)
- Rejected Federal Corrections Import - receives rejected federal data corrections from the CPS (page 54)
- Application Requirements Calculation - re-evaluates the status of students' aid applications (page 55)
- Budget Calculation - recalculates students' budgets (page 57)
- Need Analysis Calculation - recalculates students' EFCs (page 59)
- EFC Mismatch List - reports students whose ISIR-calculated EFC and FINANCIER-calculated EFC are different (page 60)
- Verification Calculation - verifies the accuracy of students' federal data (page 62)
- Satisfactory Academic Progress Calculation - calculates or retrieves SAP evaluations for use as application and/or requirements criteria (page 64)
- ADD Purge - removes unloaded federal/PROFILE application records from the ADD table (page 65)

## *ADD Import (WPL\_ADD\_IMPORT package)*

Run the Applicant Data Delivery (ADD) Import job to hold federal application data received from the Central Processing System (CPS) or PROFILE applications received from College Scholarship Service (CSS) in FINANCIER preparatory to loading.

During the ADD stage, students' application data can be reviewed and manipulated on the ADD List page before it is loaded into FINANCIER's application processing tables.

### *Timing*

Coordinate the ADD Import with the ADD Load. 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; "force-loading" of applicants being considered for immediate admission; weekly submission of ADD table contents for volume loading.

### *Running the Program*

Using the Job Maintenance page, select the job, modify parameters as needed and assign input files as input. You should have separate jobs for:

- federal records (automatic ISIRs, institutionally corrected and requested ISIRs)
- CSS PROFILE data

For specific instructions see "Running a Background Job" (page 229)

### *Processing*

Processes input records sequentially. For each source record, looks up the college code in the FAO 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.

In an update run, creates ADD records using the aid year from the control parameters, the FAO from the FAO table and an internal unique ID to compose the record key. Stores federal data in the ISIR table and PROFILE data in the CSS table.

For federal data, if there are multiple ISIRs for the same student (same SSN and FAO), the ADD record points to the most recent institutionally corrected or requested ISIR. If all are automatic ISIRS, the ADD record refers to the most recent automatic ISIR. (ADD records for PROFILE data always point to the record being imported, as CSS does not issue corrected records.)

### *Database Tables Updated*

ADD\_FEDERAL table, ADD\_CSS table

## Reports Produced

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors: shows counts of source records read (automatic, corrected, requested and CSS) and processed (added, updated and bypassed)
- Imported ISIR Records: lists federal transactions added to the ADD table, in the following layout:

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

*Transacti  
on*

*Send*



## *ADD Load (WPL\_ADD\_LOAD package)*

Run the ADD Load job to enter federal ISIR data or CSS PROFILE data into FINANCIER's application processing tables. The program also performs initial budget, applications requirements and need analysis calculations. When appropriate it performs a verification calculation.

### *Timing*

Coordinate the ADD Load with the prerequisite ADD Import process. 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; "force-loading" of applicants being considered for immediate admission; weekly run of the ADD Load to proceed with normal application processing.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### *Processing*

Reads the ADD tables sequentially. For an ADD\_FEDERAL record that originated as an automatic ISIR (resulting from a student application or correction made by the student, CPS or another institution), determines if:

- The student is a federal reject
- Electronic corrections are pending for the student in FINANCIER
- Electronic corrections have been transmitted for the student in FINANCIER
- The student's application has been locked in FINANCIER
- The student has been verified in FINANCIER
- The student has been packaged in FINANCIER

If any of these conditions is true, rejects the record unless a corresponding override parameter has been set (in which case the condition is ignored). Does not perform these edits on a CSS record, or an institutionally corrected or institutionally requested ISIR.

If no reject condition applies, checks the student against the Status parameter for the run. If the student's status is adequate, loads the data into the application processing tables.

- For ADD\_CSS table records, populates the STUDENT table, AIDYEAR table and CSS\_xxyy table
- For ADD\_FEDERAL table records, populates the STUDENT table, AIDYEAR table, FEDERAL\_xxyy table and CPS\_xxyy table

Uses the aid year and FAO from the control parameters to compose the record keys. Translates source values to FINANCIER values, checking all values against the FINANCIER Dictionary.

Marks rejected ADD table records, changing the Reject flag from N (new) to R and entering a corresponding value in the Reject Reason field.

Assigns the student's schedule, using the FAO default (as specified on the FAO Setup page).

For an ISIR that contains parent data, creates or updates PARENT records for the father and/or mother (unless the ISIR parent data does not include an SSN, in which case the issue is reported on the Processing Detail report for the student). If the parent's first initial on the ISIR coincides with the first name currently stored, the first name is left intact. (The FINANCIER parent name is parsed as last name, first name.) Checks the STUDENT\_PARENT table for the student relationship records, adding the father or mother if there is no existing record for the relationship, using the FINANCIER-generated parent ID from the PARENT record.

Performs budget, application requirements, need analysis, satisfactory progress posting and, if appropriate, verification calculations based on newly loaded application data.

For the budget calculation, refers to the student's schedule in the AIDYEAR table for the terms applicable to the aid year being processed. For these budgets, checks the budget locks; for budgets that are not locked, totals the contents of budget amount fields (determined for the term/methodology according to Budget Tree criteria) and updates the BUDGET\_DET table.

For the application requirements evaluation, follows Requirements Tree logic to determine the documents to be submitted. Invokes the Checklist package (WPL\_CHECKLIST) to determine the Requirements Checklist conditions to be fulfilled for each student. Creates application requirement records in the REQUIREMENT table for each student, and sets the status of each requirement. On the student's AIDYEAR record, sets defaults for notification letters and sets the overall application status.

For the need analysis calculation, reads the FEDERAL table and/or CSS table and invokes the EFC calculation module to perform the Federal Methodology. If the Institutional Methodology is in use, calls INAS to perform the calculation. Bypasses the IM calculation if the Override flag is set.

For the satisfactory progress calculation, reads the AIDYEAR\_SAP table and invokes institution-specific logic to calculate or retrieve SAP evaluations by term. Updates AIDYEAR\_SAP if the new value for a term is different from the currently stored value and there is no override in place for that term.

If the student previously has passed an automated verification (Verification Status, VE\_VER, is not blank, and Reverification flag, VE\_VER\_REVER, is not M), performs the verification calculation to reverify. Compares values for federally required verification data (number in family, adjusted gross income, federal tax paid, etc.) in the FEDERAL table against the same values in the VERIFICATION table, using student and parent financial data (if the student is dependent), or student financial data (if the student is independent). Totals the amounts in dollar

fields (adjusted gross income, federal tax paid, etc.), computes the difference between the federal sum and the verification sum, and tests the difference against the tolerance limit for the processing year. If the difference does not fall within the tolerance range, the student fails verification.

If verification fails and the institution is using the Verification Overlay, overwrites the FEDERAL table and/or CSS table with VERIFICATION table data.

If any correctable Federal data was modified during the ADD stage, or by the verification overlay, stores correction data in the FEDERAL\_CORRECTIONS table for Federal Correction Export processing.

Generates an ADD process event in the student's event history.

#### *Database Tables Updated*

ADD\_FEDERAL/ADD\_CSS tables, AIDYEAR table, BUDGET\_DET table, year-specific CPS table, year-specific CSS table, FEDERAL\_CORRECTIONS table, year-specific FEDERAL table, year-specific ISIR table, REQUIREMENT table, STUDENT table, STUDENT\_FIN\_AUDIT table, VERIFICATION table

#### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Field Value Errors
- Reject Detail

## *Application Requirements Notification Extract (function in WPL\_REQ\_LETTERS package)*

Run the Application Requirements Notification (ARN) Extract job as the first step in the process of generating letters to students regarding the documents they must submit in order to complete their financial aid applications.

The ARN Extract produces a file containing requirements information for selected students, to be applied as input to a mail merge process that formats the letters.

### *Timing*

Typically you would send notifications after the ADD Load has been run to load application data and evaluate students' application requirements. As needed, the aid office can review applications on the Application Requirements page before issuing notifications.

Run the ARN Extract to collect the requirements information for the desired population of students, then download the extract file to the workstation where the letters are to be generated and perform the mail merge.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### *Processing*

Determines whether to employ the application requirements or disbursement requirements function based on the job being run.

Processes through the AIDYEAR\_NOT table to find students who should receive notifications, bypassing anyone with Notification Override flag (AIDYEAR\_NOT.AY\_NOT\_OVR) set to hold printing. For each student to be examined, invokes the application requirements calculation to ensure that each student's document statuses and overall application status are current.

If the Notification Override flag is set to force printing, selects a student if all of the following are true:

- the status of at least one required document is Required, Incomplete or Previously complete
- the student satisfies enrollment status and trait criteria set for the run
- the ARN format for the letter the student should receive (initial, followup or confirmation) matches a format set for the run

If the Notification Override flag is blank, selects the student if the above conditions apply and:

- the number of notifications already sent does not equal the maximum for the application

- the time between the date of the most recent notification and the date of the run is not less than the notification frequency on the application
- the date of the run falls between the start and stop date range on the application

Proceeds to extract letter data, reading the STUDENT table for student information (name, ID, address). For each student selected, reads the REQUIREMENT table and selects documents with status Required, Incomplete or Previously complete. Determines the appropriate notification format: initial if no notifications are on record, a confirmation letter if explicitly requested and requirements are complete, otherwise a followup.

Writes the student data, requirement data and notification format to the extract file.

Updates REQUIREMENT table records, incrementing a notifications counter on each document. Updates AIDYEAR\_NOT records, incrementing the notification format type, date and notifications counter on each application, and turning off the Notification Override flag if it is set to Print. Generates an ARN event in the student's event history (STUDENT\_FIN\_EVENT table).

### *Database Tables Updated*

AIDYEAR\_NOT table, REQUIREMENT table, STUDENT\_FIN\_EVENT table

### *Files Output*

CSV extract file, named according to run parameter and delivered into the directory specified for the run (default is the directory assigned to the logical name fin\_data\_dir)

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Processing Detail (Trial mode only; list of students extracted: student name, ID and status)

### *Implementation*

WolffPack delivers a start-up kit containing a set of template documents for MS Word mail merge processing of ARNs, with documentation describing the template files and explaining how to customize the letter content.

## *Federal Corrections Export (function in WPL\_FED\_CORR package)*

Run the Corrections Export job to create ISIR correction records for transmittal to the Central Processing System.

Correction records are stored in the FEDERAL\_CORRECTIONS table when you update federal data on a Federal page or during verification overlay processing. Fields that generate correction records have a CPS correction number in their Dictionary definitions.

### *Timing*

Process corrections periodically, after you begin to receive and verify federal data.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

Selects Correction records for processing and writes the corresponding export records to the appropriate output file.

Selects a record if all of the following conditions are true:

- it is marked as a correction (Submit corrections, set automatically) or duplicate request (Submit ISIR request, set manually on the CPS page)
- the student has a federal (Pell) ID (and, for a duplicate request, a SSN)
- enrollment status criteria (specified in the Student Status parameter for the run) are satisfied

If a reject exists and is marked for submission, any new records for the same student will be bypassed.

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

Creates an in-process Corrections record with a Corrections Detail record for each field updated. (Inserts a record with the Source flag, FC\_NEW\_REJ set to In transit, and deletes the former New or Reject record; adds the detail records).

### *Output File*

Corrections and duplicate requests for transmittal

### *Database Tables Updated*

FEDERAL\_CORRECTIONS and FEDERAL\_CORRECTIONS\_DET tables,  
CPS\_APPLIC\_xxyy table, STUDENT\_FIN\_EVENT table

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- List of Students with Corrections Processed

## ***Rejected Federal Corrections Import (function in WPL\_FED\_CORR package)***

Run the Rejected Federal Corrections Import job to load CPS-rejected corrections (corrections to students' federal data that were exported to the Central Processing System by your institution, and subsequently sent back as rejected).

### ***Timing***

After importing rejects from the CPS, fix the errors online, then export with other corrections to the CPS (via the Federal Corrections Export).

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### ***Processing***

Locates the original records in the FEDERAL\_CORRECTIONS table, marks them as rejected and, in the FEDERAL\_CORRECTIONS\_DET table, enters the federal reject code in each problem field (and a reject marker in each of the other fields to flag them for eventual resubmission).

### ***Database Tables Updated***

FEDERAL\_CORRECTIONS and FEDERAL\_CORRECTIONS\_DET tables

### ***Reports Produced***

- Processing Counts/Errors
- List of Rejects Imported



## *Application Requirements Calculation (WPL\_REQUIREMENTS package)*

Run the Application Requirements Calculation job to re-evaluate the status of students' aid applications.

### *Timing*

You should run a mass recalculation whenever it's critical to ensure that all applications have been evaluated against the most current requirements. For example, if you require the application status to be complete before packaging, you might want to run the Application Requirements Calculation just before the packaging process.

When you change the status of a required submission on the Application Requirements page, FINANCIER calculates the application status automatically. However, recalculation (either by running the volume job or invoking the calculation for the student) may be necessary to register the effect of changes in the status of an FAO Checklist item, such as academic status. Running a mass recalculation periodically ensures that the overall application status remains synchronized with the current status of the individual application requirements.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### *Processing*

Reads the AIDYEAR table for the specified year and selects students according to the enrollment status criteria specified for the run.

The calculation follows Requirements Tree logic to determine the documents to be submitted. Invokes the Checklist package (WPL\_CHECKLIST) to determine the Requirements Checklist conditions to be fulfilled for each student. Creates application requirement records in the REQUIREMENT table for each student, and sets the status of each requirement. On the student's AIDYEAR record, sets defaults for notification letters and sets the overall application status.

### *Database Tables Updated*

AIDYEAR table, REQUIREMENT table

### *Report Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors

### *Annual Maintenance*

- Roll the Requirements Tree to the new year.
- Check the Requirements Checklist. If needed, modify the WPL\_CHECKLIST package to update the Checklist.

## ***Budget Calculation (WPL\_BUDGET package)***

Run the Budget Calculation job to recalculate student budgets.

### ***Timing***

The ADD Load program performs the initial budget calculation, when the aid application data is first entered into FINANCIER. Thereafter, you should run a mass recalculation whenever it's critical to ensure that budgets for all students have been calculated according to current budget criteria. In particular, if budget components or budget amounts are modified during the aid year, or any change is made to data involved in the budget calculation, you will need to recalculate all budgets.

### ***Implementation***

The Budget Calculation refers to user-maintained Budget Trees for conditions and amounts specific to each methodology for each term within an aid year.

For instructions on constructing a Budget Tree, see "Defining Budget Criteria" (page 193)

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### ***Processing***

Reads the AIDYEAR table for the specified year and selects students according to the enrollment status criteria specified for the run. Through a series of calls, invokes the institutional budget calculation.

The Budget calculation refers to the student's schedule in the AIDYEAR table for the terms applicable to the aid year being processed. For these budgets, checks the budget locks; for budgets that are not locked, totals the contents of budget amount fields (determined for the term/methodology according to Budget Tree criteria) and updates the BUDGET tables.

### ***Database Tables Updated***

AIDYEAR table, BUDGET\_COMP and BUDGET\_DET tables

### ***Report Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors

### *Annual Maintenance*

Roll budget trees and modify budget components (tuition, fees, etc.) and dollar amounts as needed for the terms in the new aid year.

## ***Need Analysis Calculation (WPL\_NEED\_CALC package)***

Run the Need Analysis Calculation job to recalculate need. Uses a WolffPack module for the Federal Methodology calculations. If the Institutional Methodology is used, calls INAS to perform the calculation.

### ***Timing***

The ADD Load program performs the initial need analysis calculation, when aid application data is first entered into FINANCIER. Thereafter, you should run a mass recalculation whenever it's critical to ensure that all need figures incorporate the most recent financial data—for example, before packaging. In particular, if you install a modification to INAS, you would want to recalculate need for all students.

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### ***Processing***

Reads the AIDYEAR table for the specified year and selects students according to the enrollment status criteria specified for the run. Reads the financial data from the FEDERAL table or CSS table and invokes the need analysis module to perform the Federal Methodology calculations. If an Institutional Methodology calculation is required, invokes INAS. Bypasses the IM calculation if the Override flag is set.

Updates the AIDYEAR\_DET table with the need totals.

### ***Database Table Updated***

AIDYEAR\_DET table

### ***Reports Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Need Analysis Calculation Processing Detail: an exception list of students whose calculated EFC does not match the EFC on the ISIR record.

## ***EFC Mismatch List (WPL\_LIST.EFC\_MISMATCH\_P)***

Run the EFC Mismatch List job to get a list of students who have a discrepancy between the EFC calculated by CPS and returned on the ISIR, and the 9-month federal methodology EFC as calculated by FINANCIER.

### ***Timing***

Run as needed to diagnose need analysis problems. If useful you can chain this job to the volume ADD Load and/or Need Analysis Calculation, so that the mismatch detail is generated whenever need analysis figures are updated in volume.

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### ***Processing***

Reads the AIDYEAR and AIDYEAR\_DET tables for the specified year and selects students according to the status and trait selection criteria specified for the run. For each student that qualifies, compares the ISIR-calculated EFC (IS\_C\_FC1) to the FINANCIER-calculated EFC for methodology FM(9) (AY\_FC). If there is a discrepancy, writes the student to the EFC Mismatch List report.

### ***Database Table Updated***

None

### ***Reports Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- EFC Mismatch List.

StudentID	Name	CPS EFC	Calculated EFC	
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	CPS Reject
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	Corrections

*Lists student with EFC mismatch  
(provided student has an ISIR*

*Notes if the incoming record  
is a CPS Reject or if the*

## *Verification Calculation (WPL\_VERIFICATION package)*

Run the Verification Calculation job to test the accuracy of students' federal data, in accordance with CPS requirements.

### *Timing*

You can run a verification job after entering students' verification data on the Verification page, and whenever it's critical to ensure that federal data has been compared to the most recent verification data.

### *Implementation*

As delivered, the Verification process tests federally mandated fields for federally selected students. If your institution has additional requirements for the verification population and/or process, you may wish to make use of the following features:

- Flag to denote institutional selection for federal verification (VE\_VER\_INS)  
Your institution can write a procedure to flag additional students for federal verification.
- Flag to denote selection for institutional verification (VE\_INS\_REQD)  
Your institution can write a procedure to verify data used to calculate family contribution and data from supplemental worksheets, and flag students for this extended processing.

When there is a discrepancy between Federal and Verification data, FINANCIER overlays the FEDERAL and/or CSS records with the Verification values. If you want to turn off the overlay, locate the PERFORM\_OVERLAY flag (in the private year-specific function CALC\_STUDENT\_xxyy in the WPL\_VERIFICATION package). Set the flag value to FALSE and recompile the package.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### *Processing*

Reads the AIDYEAR table for the specified year to select students that have an adequate enrollment status, based on Student Status parameter specified for the run. Selects students that have been federally or institutionally flagged for federal verification and are not restricted to manual processing (Reverification flag, VE\_VER\_REVER, is not set to M).

The calculation compares values for federally required verification data (number in family and in college, adjusted gross income, federal tax paid, untaxed income) in the FEDERAL table against the same values in the VERIFICATION table, using parent and student financial data (if the student is dependent), or student financial



data (if the student is independent). Totals the amounts in dollar fields (adjusted gross income, federal tax paid, etc.), computes the difference between the federal sum and the verification sum, and tests the difference against the tolerance limit for the processing year.

If all fields match, student passes verification and the Verification Status (VE\_VER) is set to P (Pass; exact match). If number in family and college match and dollar fields fall within the tolerance range, the Verification Status is set to T (Pass; by tolerance).

If neither of these conditions are met, sets the Verification Status to O (Pass; by Overlay) and applies overlay logic to overwrite the FEDERAL table and/or CSS table with VERIFICATION table data. An institution which uses CSS data may choose to verify CSS data or Federal data and define overlay rules to bring CSS and Federal data into consistency.

If any critical Federal data was modified by the verification overlay, stores correction data in the FEDERAL\_CORRECTIONS\_DET table for Federal Correction Export processing. (If student has no corrections entries, requires a FEDERAL\_CORRECTIONS table record to be created as well.) If Untaxed Income was entered as a total, rather than calculated from component fields, determines which of the component fields to correct:

- If there is just one federal component with a non-zero amount, sets it to the amount of the verification Untaxed Income total.
- If there are multiple non-zero federal components, and their sum is less than the verification Untaxed Income total, corrects federal Other Untaxed Income to make up the difference
- If there are multiple non-zero federal components, and their sum is greater than the verification Untaxed Income total, sets Other Untaxed Income to the verification total, and the other federal components to zero

Sets the Reverification flag (VE\_REVER) to A (permitting automated reverification).

### *Database Tables Updated*

FEDERAL\_CORRECTIONS and FEDERAL\_CORRECTIONS\_DET table, VERIFICATION table; FEDERAL\_xxyy table; CSS\_xxyy table

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Verified Students List (notes when an overlay has been performed)

## ***Satisfactory Academic Progress Calculation (WPL\_SAT\_ACAD\_PROG package)***

Run the SAP Calculation job to post academic progress evaluations of students by term. The results of the calculation are displayed on the Satisfactory Progress page (Applications menu).

### ***Timing***

If SAP is one of your Checklist requirements for completing an aid application or authorizing disbursements, coordinate the running of SAP calculations so that the information is available to the ADD Load or Application Requirements Calculation or Disbursement Requirements Calculation process. You may wish to run the SAP Calculation prior to packaging, or periodically, to pick up late-arriving applications, mid-year transfers, etc.

### ***Implementation***

To provide SAP values for posting in FINANCIER, your institution must customize the function WPLSS\_SAT\_ACAD\_PROG.analyze\_student to calculate or retrieve and return the SAP evaluation.

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### ***Processing***

Reads the AIDYEAR\_SAP file for the specified year and selects students according to enrollment status and trait criteria specified for the run. For each student selected, invokes the institution-specific SAP calculation.

Compares the SAP value returned for each term by the institution-specific calculation to the existing value. If the new value is different and there is no override in place for that term, posts the new evaluation and date.

### ***Database Table Updated***

AIDYEAR\_SAP table

### ***Report Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors

## ***ADD Purge***

The ADD Purge job deletes all records for a specified year from the year-specific ADD\_FEDERAL or ADD\_CSS table.

### ***Timing***

You can use this program at the end of a processing year to discard aid applications that have never been loaded. PROFILE or federal records that do not pass the enrollment status test for ADD Load processing will sit in the ADD tables as long as the student's enrollment status remains inadequate, and will need to be cleaned out when applications for that year are no longer being accepted.

### ***Processing***

Deletes records from the ADD\_FEDERAL and ADD\_CSS tables for the aid year and FAO specified in the run parameters.

### ***Database Tables Updated***

ADD\_FEDERAL and ADD\_CSS tables

### ***Report Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors

## FUND MANAGEMENT

A fund is an accounting unit established to administer a financial aid program. Typically an institution will have funds for Pell Grants, Direct Loans, FFELP Loans, scholarship programs, work-study and so on.

FINANCIER's fund pages enable you to set up and maintain funds and to monitor fund balances for both day-to-day purposes and long range analysis.

### ***Fund Management Functions***

>> To create funds or update fund characteristics (page 67)

>> To define replacement funds (page 71)

>> To define rollup funds (page 71)

>> To monitor fund activity (page 73)

>> To maintain fund notes and fund events (page 75)

>> To review fund audit information (page 77)

### ***Volume Processing***

Fund Rollover process (page 78)

# FUND MANAGEMENT

## *Creating and Maintaining Funds*

Most fund setup takes place during initial implementation of FINANCIER, when you create the funds needed for your first FINANCIER processing year. At that time you will list all aid programs, assign fund IDs and determine how the funds should be awarded and disbursed.

For guidelines see **Implementation Notes** (page 69).

>> To create a fund or update its characteristics:

1. From the side menu bar, select Fund>Attributes.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Fund ID and, if necessary, the FAO and Fiscal Year as well.
  - If you are adding a new fund, assign a unique ID.
  - To locate an existing fund ID, click the Search icon beside the Fund label. Enter the first several letters of the fund name. (You can use an asterisk in the Fund Name field to get a list of all funds.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection window information has been supplied, click Retrieve.

Technically, the Fund ID (FUND\_ID) is an attribute on the fund record, and distinct from the internal ID (FIN\_KEY\_F) by which the record is keyed.

3. Provide basic information: aid source, type, program and transcript reference. For informational purposes, you may also enter the account number(s) by which the fund is identified in your Financial Accounting systems.
4. Set basic awarding characteristics.
  - To enable the awarding of aid from this fund, set the Fund Status flag to **Active** and the Allow Awards flag to **Allow**.
  - To disable awarding, set the Freeze Offers and/or Freeze Disbursements field to **Freeze**.

Setting the Allow Awards flag to **Do Not Allow**, or the Fund Status flag to **Inactive**, also effectively disables awarding. However, since the Allow Awards flag distinguishes an awarding *type* of fund from a nonawarding type, it could be confusing to change this value.

Similarly, it's generally better to retain an active Fund Status as long as there is any likelihood of future activity. Active funds are carried forward from one fiscal year to the next, but inactive funds are not.

5. Define need-related awarding characteristics. Set flags to indicate whether an award on this fund Meets Need, Replaces Family contribution and/or Offsets

Stafford.

6. Set awarding limits. You can set a maximum of offer and disbursement totals as well as limiting the size of an individual award and the total awarded to a student.

- To set a dollar limit on total offers from a fund, set the Limit Awards field to **Gross** (limit awards based on gross offer total) or **Net** (limit awards based on net offer total).

You'll complete this process on the Fund Utilization page, in Step 11. Similarly you'll specify the Disbursement Limit, if any, on the Fund Utilization page.

- To limit the size of a single award, enter the least amount and/or greatest amount in the Minimum Award/Maximum Award fields.
- To limit the amount that can be awarded to a single student in a single year, specify the maximum offer in the Program Annual Maximum field.
- To limit the amount that can be awarded over a student's whole career, specify the total in the Program Lifetime Maximum field.

7. Set up feeds to Student Accounts and/or Student Loans.

- To enable the feeding of disbursements to the bursar, set the Student Accounts Feed flag to **Feed** or **Requires Release** and specify the account number of the receiving account.

If you wish to restrict disbursement processing to individually released transactions (via the Award process D transaction), use the value **Requires Release**. FFELP loan funds that are to be disbursed by means of EFT import should be defined as **Requires Release**.

To allow disbursement by either the Disbursement Authorization process or the Awards process (D transaction) use the **Feed** value.

- To enable the feeding of disbursements to Student Loans, set the Student Loans Feed flag to **Feed** and specify the account number of the receiving account.

8. Define disbursement conditions.

- To allow disbursement only if a student's disbursement requirements are complete, set the Check Status flag to **Check Status**.
- To require a "snapshot" match against student enrollment information for the terms being disbursed, set the Check Snapshot flag to **Check Snapshot**.
- For an institution that has implemented a clock-hour check, set the Check Clock Hours flag to activate it as a disbursement requirement.

9. Set aid notification characteristics.

- To suppress printing of awards from the fund on aid notification letters, set the Print on Notifications flag to **Do Not Print**. (Awards will be printed if the value is Print or blank.)

- To specify a place in the order in which awards are listed on the notification, type the number in the Print Order field.

If you choose to order funds, order them all; otherwise funds with blank order numbers will be placed in front of funds with numbers specified. Order numbers needn't be unique; funds with the same order number will be sequenced within that order by fund name.

- If you want information or instructions about an award from this fund to appear on the aid notification enter the text in the Fund Message Text box.

10. When all pertinent attributes have been entered, click Update.

11. To complete the procedure for defining an offer limit, or to define a disbursement limit, go to the Fund Utilization page with this fund in context. Enter the maximum total(s) that can be distributed from this fund for offers (Offer Limit) and/or disbursements (Disbursement Limit).

Once aid has been offered or disbursed from a fund during the current aid year, certain fund attributes are protected against update. You won't be able to change the fund's Aid Program, Aid History, Meet Need, Replace FC or Offsets Stafford settings if the Fund Utilization shows any net offers or net disbursements. If there are any gross offers recorded, the Rollup field is protected.

You can't delete a fund that has any gross offers posted.

### **Related Functions**

- >> To define replacement funds (page 71)
- >> To define rollup funds (page 71)
- >> To monitor fund activity (page 73)
- >> To maintain fund notes and fund events (page 75)
- >> To review fund audit information (page 77)

### **Fund Maintenance: Implementation Notes**

**Drawing up a Fund List.** You will need a fund for each aid program that requires separate accounting. A few pointers:

- Direct and FFELP loan programs need separate funds for subsidized and unsubsidized awarding.
- If your practice is to process offers as soon as eligibility is established, consider awarding the offers on a nondisbursing "estimated" fund, to be replaced by an award on an actual fund when the offer is accepted. For programs of this sort you will need to plan the estimate fund and the actual (replacement) fund. For details see the Replacement Fund topic.
- If you have reporting requirements that involved summarizing a group of related funds, consider defining a nonawarding rollup fund for the summary totals. Rollup functionality enables you to handle certain segments of the award recipient population individually, while tracking totals for all recipients. For details see the Rollup Fund topic.

***Coordinating Funds and Loan Processing Rules.*** The Loan Type table contains processing information needed for each loan program in effect at your institution. You should plan these table entries as you plan your fund setup. For more information see the Setup>Loan Type Table topic.

***Annual Maintenance.*** Fund maintenance is also needed at the beginning of a new fiscal year, when the previous year's active funds are rolled to the new year using the Fund Rollover process. At that time you should review the new-year funds for attributes that need updating, enter offer and disbursement limits for the new year and add funds for new aid programs.

***Related Program***

>> Fund Rollover (page 78)



## FUND MANAGEMENT

A replacement fund is a fund designed to replace awards initially offered on another fund. A rollup fund summarizes dollar totals awarded on subsidiary funds.

### *Defining Replacement Funds*

Setting up a replacement relationship provides flexibility when critical information, such as award amounts, is not immediately available.

For example, you can process a loan for an estimated amount on a preliminary nondisbursing fund. Then, when the actual amount of the loan is established, you can award the loan on a disbursing fund which is set up to replace the nondisbursing fund.

Another application might be a situation where the total amount to be offered is known, but the specific source or sources is not. For example, you could award a scholarship total on a preliminary generic scholarship fund, and replace it later with one or more awards from specific scholarship funds.

Replacements are either absolute (the entire award is canceled on the preliminary fund) or dollar-to-dollar (only the amount of the replacement award is canceled on the preliminary fund, leaving any remainder of the original offer amount intact). In the first example, the actual-for-estimate replacement would be absolute, since the exact amount is not known until the actual award is processed. The specific-for-generic replacement would be dollar-for-dollar.

>> To define a fund as a replacement fund:

1. Go to the Fund Attributes page with the fund in context.
2. In the Replacement field, specify the fund ID of the fund to be replaced.  
  
To locate a fund ID, click the Search icon beside the field label. Enter the first several letters of the fund name. (You can use an asterisk in the Fund Name field to get a list of all funds.) Press the Search button, then select from the list of matching IDs that is returned.
3. In the Replacement Rule field, select the rule: **Absolute** or **Dollar-for-dollar**.
4. Set the Student Accounts Feed. In most cases, the estimated or preliminary fund (the fund to be replaced) would be set up as a nondisbursing fund (value **Do not feed**), and the replacement fund would be set to disburse (**Feed** or **Requires ind release**).
5. Set the Fund Status to **Active** and enter other fund attributes as appropriate.
6. Press Update.

### *Defining Rollup Funds*

In a rollup structure, dollar totals from several related detail funds “roll up” to, or are totaled in, a summary fund. The detail funds are set up to offer awards and the summary fund, if it exists only for inquiry and reporting purposes, is nonawarding (although there a rollup fund can be defined as awarding if appropriate). The rol-

lup capability is useful if you want to handle certain segments of the award recipient population differently, but need to track totals for all recipients.

For example, suppose a certain aid program dictates a different maximum award for freshmen and upperclassmen, and you want the ability to administer these restrictions while monitoring the whole program. You could create a detail fund for awards to freshmen and one for upperclassmen, with the appropriate award maximums, and set them both to roll to a nonawarding summary fund.

If the program has an offer budget, it would be entered as the offer limit on all three funds; the limit on the summary fund would prevent the combined activity from exceeding the program budget, without imposing lesser limits on either detail fund.

As another example, suppose an aid program has a total offer budget, and a requirement that freshmen receive 25 per cent of that total. You could create a detail fund for awards to freshmen and one for upperclassmen, with offer limits equal to 25% of the program total and 75% respectively. These funds would roll up to a summary fund with a 100% limit.

If the requirement is that freshmen may receive *up to* 25 per cent (a lesser participation is acceptable) of the budget, the offer limit on freshmen would be 25%, but the offer limit for upperclassmen would be 100% rather than 75%. The limit on the summary fund, also 100%, would prevent combined activity from exceeding the total budget.

>> To define a rollup relationship:

- Identify the conditions that distinguish the detail funds, and determine how the detail funds should participate in the whole
- Create the summary fund and detail funds with corresponding attributes. If the summary fund is a nonawarding fund, set the Allow Awards field to **Do not allow awards**.
- Specify the summary fund ID in the Rollup field on each detail fund.

### **Related Functions**

>> To create funds or update fund characteristics (page 67)

>> To monitor fund activity (page 73)

>> To maintain fund notes and fund events (page 75)

>> To review fund audit information (page 77)

# FUND MANAGEMENT

## *Monitoring Fund Activity*

FINANCIER provides three perspectives on fund activity to help you manage fund balances for both day-to-day purposes and longer range analysis:

- The Fund Utilization page displays offer, acceptance and disbursement totals within a fiscal year
- The Fund Historical Trends page tracks fund utilization over longer spans of time
- The Fund Roster page lists award recipients

### *Fund Utilization*

The Fund Utilization page displays a fund's dynamically maintained offer and disbursement totals within a fiscal year. If it's appropriate to limit the total that may be offered or disbursed from the fund, an Offer Limit or Disbursement Limit can be set on this page.

The page reports cumulative offers, canceled and rejected offers, acceptances and disbursements. From these stored totals, it calculates and displays the differences:

- Outstanding Offers: total unaccepted offers; net offers total less total accepted.
- Available to Offer, if the fund has an offer limit: total uncommitted dollars in the fund; the difference between the offer limit and the total net or total gross offers, as required by the Limit Awards setting on the Fund Attributes page.
- Outstanding Accepts: total of awards accepted but not yet disbursed; total accepted less total disbursed
- Available to Disburse: the difference between the disbursement limit and the total disbursed

>> To set a limit on total offers or disbursements from the fund:

1. For an offer limit, go to the Fund Attributes page with the fund in context, and ensure that the Limit Awards field has the correct setting. (The Limit Awards field determines whether the limit applies to gross offers or net offers.)
2. Go to the Fund Utilization page, and enter the dollar amount for the Offer Limit and/or Disbursement Limit. Press Update.

### *Fund Historical Trends*

The Fund Historical Trends page summarizes utilization information—offered, accepted and disbursed amounts, with a utilization percentage (disbursements divided by gross offers)—by fiscal year. There is a line of information on the page for each fiscal year represented in the FUND\_UTILIZATION table.

### *Fund Roster*

The Fund Roster summarizes fund activity by student. It consists of a list of students who have received awards from the fund. For each student you see the name, student ID and offered, accepted and disbursed amounts. This information is retrieved from the FISAP table.

### **Related Functions**

- >> To create funds or update fund characteristics (page 67)
- >> To define replacement funds (page 71)
- >> To define rollup funds (page 71)
- >> To monitor fund activity (page 73)
- >> To maintain fund notes and fund events (page 75)
- >> To review fund audit information (page 77)

## FUND MANAGEMENT

To supplement or qualify the fund attributes and utilization figures maintained in FINANCIER, you can record miscellaneous notes and significant events that occur in the course of fund administration.

For data control and accountability purposes, you can audit the changes made to critical fund data.

### *Maintaining Fund Notes*

FINANCIER's Notepad enables you to record free-form fund notes on the fund in context. You can review and update notes on the Fund Notes page.

**Implementation Note.** Your institution may wish to establish note tags, to allow grouping of notes for selection and reporting purposes, by defining valid values for the field FUND\_NOTES\_DET.NO\_TAG.

>> To review fund notes:

1. Go to the Fund>Notes page with the fund in context.

*Notes are listed for the aid year in context, by date of original entry, with the earliest note first. Above the listing you will find filter fields for controlling the display by aid year, date and user.*

2. Use the filter fields to locate notes based on when they were created, and by whom.
  - If you are searching for notes that pertain to a single aid year, select the year in the Aid Year field
  - For notes created during a particular time span, supply a date range using the Begin and End date fields
  - For notes created by a particular user, select the user name in the User field
3. When you are satisfied with the filter criteria, click the Filter button.

*The notes listing is redisplayed, showing those notes that match the criteria you specified. To update a note, click the note text, which is displayed in green.*

>> To enter a fund note:

1. From any fund page, click the Notepad icon on the upper right corner.

*The Notepad opens to allow entry of notes for the fund in context.*

2. If useful, supply one or more tags to categorize the note.
3. Type in the note content and click the Update button.

>> To modify or delete a fund note:

1. Go to the Fund>Notes page with the fund in context.
2. Locate the note to be updated or deleted.

*Notes are listed for the fiscal year in context, by date of original entry. You can change the fiscal year, and further restrict the display by date range or by user (the person/process who originated the note): enter selection values in the*

*fields at the top of the page and press the Filter button.*

3. Click the Note Text for the Fund Note Maintenance detail window
  - To update, revise the text and press Update, then close the window.
  - To delete, press Delete and then close the window.

## **Maintaining Fund Events**

The Fund Event History page enables you to record and review events pertaining to the administration of funds.

**Implementation Note.** Your institution should establish the types of fund events that can be entered, by defining valid values for the field FUND\_EVENT.EV\_TYPE.

>> To review fund events:

1. Go to the Fund>Event History page with the fund in context.

*Event entries are listed for the aid year in context, by date of original entry, with the earliest event first. Above the listing you will find filter fields for controlling the display by aid year, date and user.*
2. Use the filter fields to locate events based on when they were created, and by whom.
  - For events pertaining to a single aid year, select the year in the Aid Year field
  - For events created within a particular time span, supply a date range using the Begin and End date fields
  - For events created by a particular user, select the user name in the User field
  - For events of a defined type, select the Type value.
3. When you are satisfied with the filter criteria, click the Filter button.

*The events listing is redisplayed, showing those events that match the criteria you specified. To update a manually entered event, click the event text, which is displayed in green.*

>> To enter a fund event:

1. Go to the Fund>Event History page with the fund in context. Click the Add button.

*FINANCIER opens the Fund Event Maintenance detail window.*
2. Specify the event type and enter the event description. Press Update, then close the window.

>> To modify or delete a fund event:

1. Go to the Fund>Event History page with the fund in context.
2. Locate the entry to be updated or deleted.

*Events are listed for the fiscal year in context, by date of original entry. You can change the fiscal year, and further restrict the display by date range, by user (the person/process who originated the note) or by event type: enter selection*

*values in the fields at the top of the page and press the Filter button.*

3. Click the Event Description for the Fund Event Maintenance detail window
  - To update, revise the description and press Update, then close the window.
  - To delete, press Delete and then close the window.

## **Reviewing the Fund Audit History**

FINANCIER's data audit facilities provide the ability to record a maintenance history for critical fields. An audit requirement is set in the field's Dictionary definition, generating an "audit trigger" in the database table. Once the audit trigger is created, any update to the field generates an audit record.

Fund audit records are viewed on the Fund Audit History page. Audit information includes the name of the field (table and column), the date of the update, the user or process responsible and the old and new values.

The default display is for the fiscal year in context. You can change the fiscal year, or further restrict the display by date range, by user or by field: enter values in the filter fields at the top of the page and press the Filter button. For example, to review updates performed by User1 during the period 1 March 2002 through 30 June 2002, you would supply the Begin Date, End Date and User. To review the maintenance history of the Fund Status field (assuming it is audit-flagged), you would select FUND\_ATTRIBUTES.FU\_STATUS as the Table/column filter.

Depending on your purpose, you may want the audit list to designate fields by their Dictionary labels, or by their technical database IDs. To see technical names, turn on (click) the Technical Names checkbox and press the Filter button. The default, when the checkbox is blank, is to display the field labels.

### **Related Functions**

- >> To create funds or update fund characteristics (page 67)
- >> To define replacement funds (page 71)
- >> To define rolup funds (page 71)
- >> To monitor fund activity (page 73)

### **See also**

- >> To select fields for auditing (page 192)

# FUND MANAGEMENT

FINANCIER provides the Fund Rollover process for systematic setup of funds for the next year.

## *Volume Process: Fund Rollover (WPL\_FUND)*

Run the Fund Rollover job to create fund records for a new fiscal year.

### *Timing*

Include Fund Rollover in the schedule of tasks that must be performed to prepare for a new financial aid business cycle. After running the program to create funds you can enter opening balances online.

### *Processing*

Reads the FUND\_ATTRIBUTES table and selects active funds (FU\_STATUS not set to Inactive) for the aid year specified in the run parameters. For each record selected, creates a fund record for the new aid year (the run parameter "to" year). The new-year record has the same institutional fund ID and attributes as the old-year record.

If there are related disbursement requirement records in the FUND\_REQ table, creates corresponding records for the new year.

### *Database Files Updated*

FUND\_ATTRIBUTES table, FUND\_REQ table

### *Report Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors



## AWARD PROCESSING

The actual delivery of financial aid to a student involves assembling and offering an aid “package,” recording the student’s acceptance or rejection of the offers, ensuring that all requirements for disbursement are fulfilled and then disbursing the aid according to the institution’s disbursement schedule. The package may consist of grant, scholarship and work awards and loans; each award or loan represents the potential commitment of an amount on a financial aid fund. (Technically, information about a student’s grant/scholarship/work awards is stored in the AWARD tables and loan information in the LOAN tables.)

In FINANCIER, packaging—the assembling of the set of awards and loans that make up the totality of aid dispensable to a student in an aid year—and disbursement are predominantly volume operations, with equivalent single-student processes for handling exceptional situations and individual adjustments. Recording students’ responses and tracking disbursement requirements is done on a student-by-student basis, using the pages under the Award menu.

### *Aid Packaging*

Most awards and loans enter the system as a result of volume packaging. The process involves a series of operations:

1. Setup of student eligibility traits, packaging pools, packaging logic and student populations is reviewed for currency and adjusted as needed.
2. The Packaging process is run to assemble the aid packages and create award transactions and loan applications.
3. The award transactions are applied to the FINANCIER database, and loan records created, by running the Award Process.

For information on the packaging process, see “PACKAGING” on page 95.

### *Manual Awarding*

Once packaging has been run and awards loaded, you can review students’ awards on the Award pages. Unless your institution has set up the Packaging process to accept as well as offer, awards are posted as offers, and you typically post acceptances, rejections and cancellations manually. Similarly you can make individual adjustments to a student’s aid package or put together an entire package using the Award pages.

A student’s grant/work awards and loan programs are listed on the Award Summary page. Each grant/award entry links to the Grant/Work Processing window for update; direct access to Grant/Work Processing is also available from the menu. Each loan program entry on the Award Summary page links to a Loan Summary (also directly accessible by menu), where the student’s individual loans are listed by ID. The loan ID in turn links to Loan Application detail. From the Loan Application, the loan amounts can be updated in the Loan Processing window.

At the Grant/Work Processing and Loan Processing level, award transactions are entered to update award amounts and distributions.

## Award Transactions

An award transaction consists of an **action** (the type and effect of the activity, such as an offer or acceptance), the **amount** to be applied, and its **distribution** (how it is to be paid across disbursement points).

### Award Actions

An award is created as an offer or a simultaneous offer and acceptance.

- **Offer** - creates an award with offered amount equal to the transaction amount (replaces any existing offered amount and adjusts any accepted amount accordingly)
- **Offer/accept** - creates an award with offered and accepted amounts equal to the transaction amount

FINANCIER will not allow an accepted amount to exceed an offered amount.

Some subsequent actions affect the entire amount of an awards; others are limited to a specified amount.

If the entire amount is intended, only the Action value is required; the amount on the transaction is derived automatically from the currently posted amount and distribution.

Actions that operate on the entire award amount include:

- **Accept all** - accept entire offer amount
- **Cancel all** - cancel entire award, reducing offered and accepted amounts to zero
- **Cancel undisbursed** - cancel undisbursed amount, reducing offered and accepted amounts to the disbursed amount
- **Reject all** - reject entire award, reducing offered and accepted amounts to zero
- **Reject unaccepted** - reject the unaccepted amount, reducing accepted amount to offered amount

**Tip:** The result of canceling or rejecting an award is the same. You might choose to use a Cancel transaction when the decision originates with the aid office, and Reject when the decision originates with the student.

To increase or decrease posted amount(s) use one of the following award actions and specify the amount and distribution. (Use a negative amount to decrease an award.)

- **Accept inc/dec** - Accept an award, increasing/decreasing the accepted amount by the transaction amount
- **Acc/reject** - Accept the transaction amount and reject all remaining unaccepted dollars, bringing offered amount equal to accepted amount

- **Off/Acc increase** - Offer and simultaneously accept an additional amount, increasing/decreasing the offered and accepted amounts by the transaction amount
- **Cancel** - Cancel all or part of an award, reducing offered and accepted amounts by the transaction amount
- **Cancel Undisbursed** - Cancel the undisbursed portion of the award, reducing offered and accepted amounts to the disbursed amount (don't specify a transaction amount)
- **Reject** - Reject all or part of an award, reducing offered and accepted amounts by the transaction amount

There are also two award transactions that update the disbursed amounts: the **Pay** and **Disburse** actions, which are discussed in the Disbursement topics.

### *Award Audit Trail*

FINANCIER maintains a detailed record of all award transactions, and all loan activity. The information is stored in the AWARD\_AUDIT, LOAN\_AUDIT and LOAN\_REPORT and displayed on the Award Audit and Loan Application pages.

### *Awarding Functions*

- >> To offer a grant/work award (page 82)
- >> To accept (or cancel or reject) a student's awards (page 83)
- >> To work with a FFELP loan (page 100)
- >> To work with a Direct loan (page 109)
- >> To work with a Perkins loan (page 114)
- >> To review awards activity (page 86)
- >> To review Pell Reporting detail (page 157)

### *Volume Processing*

Awarding: Volume Processes (page 88)

### *See also*

Packaging (page 95)

Aid Disbursement (page 132)

## AWARDS PROCESSING

To post an award on a grant, scholarship or work fund, begin from the Award Summary (if you are working with a single student) or Grant/Work Processing page (if you are entering awards from a single fund to a series of students) to create an award transaction.

To post an award for a loan, begin from the Award Summary or Loan Summary page to create a loan application, with award transactions for the loan amounts.

For detailed information on loan processing, see page 99.

### *Entering an Offer for a Grant/Work Award*

>> To post an award offer from the Award Summary page:

1. From the side menu bar, select Award>Award Summary.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.
  - To locate a student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.
  - When all selection information has been supplied in the selection window, click Retrieve.

*FINANCIER places the student in context and displays any existing data on the Award Summary page.*

3. Locate the Grant/Work listing and click the Add button. In the resulting Grant/Work Add window, select the Fund ID and click Update.

*The Grant/Work Processing window is displayed, with the fund entered.*

4. In the Grant/Work Processing window, select Offer as the Action (or Offer/Accept if the student is certain to accept the award), and specify the Award Amount and the distribution.
  - If the distribution follows a typical pattern, select the corresponding Distribution Rule.
  - If no distribution rule applies, leave the Distribution Rule field blank and manually enter disbursement amounts for the appropriate disbursement points. The sum of the amounts entered must equal the offer total.

5. Press the window's Update button.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

6. After reviewing the transaction processing results, close the Grant/Work Processing window.

*The Award Summary page is redisplayed, with the new award and offer amount (and accepted amount, if you used an Offer/Accept transaction)*

*inserted in the list.*

7. If the student's award package is complete, set the Packaging Status to Packaged.
8. Review the Notification formats for Initial/Followup letters. Use the Override field to request a letter in the next aid notification cycle (value Print), or to prevent letter generation (Hold). Press Update to record any changes.

>> To post an offer (using the Grant/Work Processing page):

1. From the side menu bar, select Award>Grant/Work Processing.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID), Fund ID and, if necessary, the FAO, Aid Year and/or Term as well.
  - To locate a student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.
  - To locate a fund ID, click the Search icon beside the Fund label. Enter the first several letters of the Fund Name. (You can use an asterisk in the Fund Name field to get a list of all funds.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied in the selection window, click Retrieve.

*FINANCIER places the student in context.*

3. Select Offer as the Action (or Offer/Accept if the student is certain to accept the award), and specify the Award Amount and the distribution.
  - If the distribution follows a typical pattern, select the corresponding Distribution Rule.
  - If no distribution rule applies, leave the Distribution Rule field blank and type disbursement amounts for the appropriate disbursement points. The sum of the amounts entered must equal the offer total.
4. Press the Update button.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

## **Accepting (Canceling/Rejecting) a Student's Awards**

The procedures by which you accept, increase or cancel an award are essentially the same; what drives the process is the Action value.

>> To accept all (or cancel or reject all) awards for a student:

1. Go to the Award>Award Summary page with the student in context.
2. In the Process All Awards field, select the appropriate action. Press Update.

*FINANCIER applies the action to each award and redisplay the student's awards list, with offered and accepted amounts updated accordingly.*

>> To accept (cancel/reject) a grant/work award (from the Award Summary page):

1. Go to the Award>Award Summary page with the student in context.
2. Click the award to be updated.
3. In the Grant/Work Processing window, select the appropriate Action, and specify the Award Amount and the distribution.

If the offer was posted using a distribution rule, the system displays that value as the default distribution.

If the distribution rule isn't appropriate to your purpose, blank it out and type in amounts for individual disbursement points. (Amounts must add up to the transaction amount total, and no disbursement point amount can exceed the corresponding offer amount.)

4. Press the window's Update button.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

5. After reviewing the transaction processing results, close the Grant/Work Processing window.

*The Award Summary page is redisplayed with the updated offered and accepted amounts.*

>> To accept (cancel/reject) an award (on the Grant/Work Processing page):

1. Go to the Awards>Grant/Work Processing page with the student and fund in context.
2. Select the appropriate Action, and specify the Award Amount and the distribution.

If the distribution rule displayed isn't appropriate to your purpose, blank it out and type in amounts for individual disbursement points. (Amounts must add up to the transaction amount total, and no disbursement point amount can exceed the corresponding offer amount.)

3. Press the Update button.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

## Controlling Aid Notifications

Aid notifications (ANs) are letters to students informing them of packaging decisions and listing award offers. Letters are generated for students with a packaging status of Packaged or Denied, using information extracted by the Aid Notification Extract program.

The Formats fields on the Award Summary page allow you to assign different versions of the letter for the initial communication and any followup reminders that your practices dictate.

The fields by the "Most Recent" label comprise a summary of communications to date: the format and date of the last AN, and the total number that have been sent.

In volume processing, a student population is identified for the run by status and traits; within this group, a student is selected to receive an AN if she has a packaging decision of Packaged or Denied and the format of the letter she should receive is a format specified for the run. She will get an initial letter if her “most recent” total is 0 and a followup letter otherwise (if she has a followup format).

You can intervene in this cycle by requesting a letter in the next run, by placing a hold on the next letter or by printing an individual AN from the Award Summary page.

>> To direct the system to generate a letter in the next aid notification run:

1. Go to the Award Summary page with the student in context.
2. Set the Override field to **Print**.

Similarly, you can direct the system *not* to print a letter by setting the value to **Hold**.

>> To print a letter on demand (via mail merge):

If you are set up to generate letters by mail merge:

1. Go to the Award Summary page with the student in context.
2. Press the Extract button.

*The AN Extract process creates a file containing mail merge data for the student. A window opens explaining two options for downloading the extract file to the mail merge client machine:*

- 1. Click on the link, which may display the file in a spreadsheet application or text editor (if you defined an association for the .csv file type), or*
- 2. Right click and choose “Save Target As” to save the file to your machine.*
3. Follow the instructions for either option, saving the file to the directory used for mail merge. If the mail merge documents don’t reside on your machine, save the extract file and transfer it to the appropriate location for mail merge.
4. On the mail merge machine, open your institution’s AN merge document and complete the merge.

### **Related Functions**

- >> To work with a FFELP loan (page 100)
- >> To work with a Direct loan (page 109)
- >> To work with a Perkins loan (page 114)
- >> To review awards activity (page 86)
- >> To review Pell Reporting detail (page 157)
- >> To set up and maintain Distribution Rules (page 188)

### **See also**

- Aid Disbursement (page 132)
- Awarding: Volume Processes (page 88)

# AWARDS PROCESSING

## *Reviewing Award Activity*

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

- Award Distribution, displaying offer, acceptance and disbursement amounts posted to date
- Award Audit, listing updates made to a student's award package
- Aid Need Evaluation, summarizing the cumulative effect of awards on need

### *Award Distribution*

The Award Distribution page displays a student's list of awards, with columns for offered, accepted and disbursed amounts, and rows providing detail by term and by disbursement point. Award totals and term totals are displayed in green; individual disbursement amounts are displayed in black.

This information is also available on the Award Summary page. Having an inquiry page allows for easy separation of review and update functions, should this be desirable for convenience, data control or security purposes.

### *Award Audit*

The Award Audit page gives you a history of a student's award processing history by fund, including the transaction date, the operator or process responsible and the transaction content (action, amount and distribution rule). Each line is expandable for distribution detail. Information comes from the AWARD\_AUDIT table.

### *Aid Need Evaluation*

Refer to the Aid Need Evaluation page to judge the adequacy of a student's award package. The page shows the cost budget, family contribution and need, calculated for the three need analysis methodologies, as offset by the current aid total. Amounts that may be applied to replace student or parent contributions are also listed. Calculated fields are:

- Need = Budget - EFC
- Aid/Need gap = Need - Aid that meets need

Awards are defined to meet need or replace student/part contributions based on fund attribute settings.

### **Related Functions**

- >> To offer a grant/work award (page 82)
- >> To accept (or cancel or reject) a student's awards (page 83)
- >> To work with a FFELP loan (page 100)



- >> To work with a Direct loan (page 109)
- >> To work with a Perkins loan (page 114)
- >> To review Pell Reporting detail (page 157)

**See also**

Aid Disbursement (page 132)

Awarding: Volume Processes (page 88)

# AWARDS PROCESSING

## *Volume Processes*

FINANCIER provides the following volume jobs for awards processing:

- Award and Disbursement Import - applies transactions received from an external source to create awards or record disbursements/payments in FINANCIER (page 89)
- Aid Notification Extract - extracts information for use in generating letters to notify students of aid decisions (page 93)

## *Award and Disbursement Import (WPL\_AWARD\_IMPORT)*

Run the Award Process job to apply award transactions or disbursement transactions received from a source external to FINANCIER, such as a file of state grant awards, or a file of wages paid to students for their work/study jobs.

### *Implementation*

If your institution receives award information from an external source, you will need a customized process to create the award transactions in the required format.

### *Input file*

The fixed-length input record consists of the following fields, in the order listed:

Start	End	Length	Description
1	2	2	FAO
3	6	4	aid year
7	26	20	fund ID
27	46	20	student ID
47	55	9	SSN
56	75	20	last name
76	95	20	first name
96	96	1	middle initial
97	104	8	DOB
105	106	2	action
107	116	10	award amt
117	117	1	dist rule
118	127	10	disb pt 1 amt
128	137	10	disb pt 2 amt
138	147	10	disb pt 3 amt
148	157	10	disb pt 4 amt
158	167	10	disb pt 5 amt
168	177	10	disb pt 6 amt
178	187	10	disb pt 7 amt
188	197	10	disb pt 8 amt
198	207	10	disb pt 9 amt
208	217	10	disb pt 10 amt
218	227	10	disb pt 11 amt
228	237	10	disb pt 12 amt
238	262	25	loan ID

Values are:

FAO: required. Validated against runtime FAO parameter

Aid Year: required. Validated against runtime Aid Year parameter

Fund ID: required. Must exist in FINANCIER

Student ID: optional.

SSN: required if no Student ID. Used to find student if Student ID is not provided

Last name: optional. Used only if adding student

First name: optional. Used only if adding student

Middle Initial: optional. Used only if adding student

DOB: optional. YYYYMMDD; used only if adding student

Action: required. Valid values are:

AR - Accept transaction amount, reject remainder of offer

AA - Accept entire offer

A - Accept transaction amount, increasing or decreasing existing accepted amount

B - Offer and Accept transaction amount (replacing existing offer/accept amounts)

BI - Increase/decrease Offer and Accept by transaction amount

C - Cancel transaction amount

CA - Cancel entire award

CU - Cancel undisbursed amount

D - Disburse transaction amount

O - Offer transaction amount (replacing any existing offer)

OI - Increase/decrease Offer by transaction amount

P - Record payment of transaction amount

R - Reject transaction amount

RA - Reject entire amount

RU - Reject undisbursed amount

Award amount total: required for actions O, OI, A, AR, B, BI, D, R, D, P; not valid for other actions. May be negative with leading or following sign

Distribution rule: not valid for D/P disbursement actions; optional on award transactions. Validated against rules defined for the FAO

Disb point 1 amount: a distribution amount is required in one or more of the 12 disbursement point fields if an award total is specified and no distribution rule is used. May be negative with leading or following sign; distribution amounts must sum to award total

Disb point 2 amount

Disb point 3 amount

Disb point 4 amount

Disb point 5 amount

Disb point 6 amount

Disb point 7 amount

Disb point 8 amount

Disb point 9 amount

Disb point 10 amount

Disb point 11 amount

Disb point 12 amount

Loan ID: required if the award is a loan

Specify amounts as whole numbers or include a decimal point. For example, to post 2145.00, enter either 2145 or 2145.00 (not 214500, which would register as 214,500). Providing that it is entirely within the prescribed field limits, it does not matter where the number begins; it may be left- or right-justified.

If you want the Award Import to create STUDENT records, the input transaction must include the SSN, last name and first name.

### *Running the Program*

Using the Job Maintenance page, select the job, modify parameters as needed and assign input files as input. To create an executable job use the catalog job Award Disb Import.

If you want the Award Import to create STUDENT records, the job must be set to allow students to be added.

For specific instructions see “Running a Background Job” (page 229)

**Note on Loan Disbursing.** If you are using the Award Import process to disburse **Direct Loans**, submit a D transaction (action code D) for the gross amount. The program will split out the net disbursement and the fee amount.

If you are using the Award Import process to disburse **FFELP loans**, submit a D transaction (if the disbursement should be fed to Student Accounts Receivable) or P transaction (if the disbursement should be recorded in FINANCIER only) for the net amount, and an additional P transaction for the fee amount.

### *Processing*

Reads through the input file and edits the transaction data.

- Locates the STUDENT record. If the input record does not contain a Student ID, uses the SSN to look up the Student ID.  
  
If no STUDENT record exists for the Student ID/SSN, invokes the Student Interface and looks for the SSN. If the student exists in the interface (and any institutionally required name/DOB matches that are coded into the interface are satisfied), and if the student’s status and traits are adequate for the run, and the Student Add run parameter is set to Yes, adds the student in FINANCIER.
- For Accept, Disburse, Payment, Cancel and Reject transactions, verifies that the corresponding award record(s) exist.
- Validates values (amounts are numeric; action codes and distribution codes are Dictionary-defined and system-defined).
- Performs action code-specific edits. For example, for an offer action (action code value O), ensures that there is an amount on the transaction and that FUND\_ATTRIBUTE and FUND\_UTILIZATION settings are respected: the fund is active and not frozen; the offer does not cause the student to exceed program and lifetime limits, or the fund to exceed net or gross fund limits. If the award crosses fiscal years, checks FUND\_UTILIZATION for both fiscal years affected.
- If there are disbursement requirements attached to the fund, updates the student’s disbursement requirements in the REQUIREMENT table.

For students that meets the status/trait requirements set for the run, applies valid transactions to post the awards.

Updates the AIDYEAR table (including effect on meet-need aid, replacement of student or parent contribution), AWARD or LOAN table (recording the transaction content), AWARD\_DET or LOAN\_DET table (amount distribution by disbursement point), FUND\_UTILIZATION table, AWARD\_AUDIT or LOAN\_AUDIT table and AWARD\_AUDIT\_DET or LOAN\_AUDIT\_DET tables. For disbursement transactions (action code D), creates a STUDENT\_SAR record to make the disbursement data available to the institutional interface to Student Accounts.

Invalid transactions are reported on the Award Import Rejects report.

#### *Database Tables Updated*

AIDYEAR, AWARD, AWARD\_AUDIT, AWARD\_DET, AWARD\_AUDIT\_DET, FUND\_UTILIZATION, LOAN, LOAN\_AUDIT, LOAN\_DET, LOAN\_DET\_AUDIT, REQUIREMENT, STUDENT

#### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Award Import Rejects
- Award Import Detail (produced in Trial mode only; reports students and awards updated)

## *Aid Notification Extract*

Run the Aid Notification (AN) Extract job as the first step in the process of generating award letters or aid denial letters to students.

The AN Extract produces a file containing award information for selected students, to be applied as input to a mail merge process that formats the letters.

### *Implementation*

Typically only one aid notification is sent to a student. A student is selected for a second followup notification only if the Notification Override flag (AIDYEAR\_NOT.AY\_NOT\_OVR) on the Award Summary page is manually set to Print.

If you intend to send followup letters, you must assign followup formats to students, even if the followup format is the same as the initial format. Enter format values on the Award Summary page.

If you intend to issue aid denial letters, you must define a format value for each letter variant. For example, if you wish to send different letters depending on the denial reason, you would need a format for each reason (such as no need, inadequate enrollment status, failure to make satisfactory progress or other circumstance).

WolffPack delivers a start-up kit containing a set of template documents for MS Word mail merge processing of ANs, with documentation describing the template files and explaining how to customize the letter content.

### *Timing*

Typically you would send aid notifications to students after their awards packaging is complete—after awards have been posted to the AWARD table and reviewed/modified as needed on the Awarding pages.

Run the AN Extract to collect the requirements information for the desired population of students, then download the extract file to the workstation where the letters are to be generated and perform the mail merge.

### *Running the Program*

Using the Batch Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

Processes through the AIDYEAR\_NOT table to determine which students should receive notifications, bypassing anyone with Notification Override flag (AIDYEAR\_NOT.AY\_NOT\_OVR) set to hold printing.

Selects the student for an initial notification if:

- the student satisfies enrollment status and trait criteria set for the run
- the packaging status is set to Packaged or Denied Aid
- the student has an initial format assigned that matches a format set for the run
- no previous AN has been sent (total notifications of 0)

Selects the student for a followup notification if:

- the student satisfies enrollment status and trait criteria set for the run
- the packaging status is set to Packaged or Denied Aid
- the student has a followup format assigned that matches a format set for the run
- the Notification Override flag is set to force printing

Proceeds to extract letter data, reading the STUDENT table for student information (name, ID, address). For each student selected, reads the AWARD\_DET table and retrieves award detail. Determines the appropriate notification format: initial if no notifications are on record, otherwise a followup.

Writes the student data, award data and notification format to the extract file.

Updates AIDYEAR\_NOT records with the notification format and date and turns off the Notification Override flag if it is set to P. Generates an AN event in the student's event history (STUDENT\_FIN\_AUDIT table).

#### *Database Tables Updated*

AIDYEAR\_NOT, STUDENT\_FIN\_AUDIT

#### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- List of Students Selected



## PACKAGING

A financial aid “package” is the set of awards that make up the totality of aid (grants, work, scholarships, loans) offered to a student for an enrollment period, typically an aid year. Packaging is the process of matching students to aid program funds.

The match is based on eligibility criteria associated with the aid programs, and results in awards calculated according to rules defined for the contributing funds. Students are tested against the aid program’s criteria, and the students who are selected are offered awards. Awards are calculated to meet program requirements and institutional policies, such as amount limits and controls based on remaining need, gift aid limits, etc.

### *Eligibility Traits and Funding Pools*

For example, to be packaged for a Pell award, a student must meet general federal eligibility requirements (adequate enrollment status, degree program, satisfactory progress, citizenship status, etc.) and Pell program-specific requirements (undergraduate, EFC less than this year’s maximum). The award for an eligible student is calculated according to the standard Pell formulas. The Pell award amount may affect controls such as the student’s remaining need, which subsequently may influence the amount of other awards for which the student is eligible.

To automate this matching process, WolffPack employs the concepts of:

- “Traits” to describe eligibility requirements
- “Pools” to aggregate the FINANCIER funds that contribute to an aid program; for example, the Pell Grant pool would involve a single fund, the Pell fund, while a general athletic scholarship pool might have many contributing funds

A pool represents an aid program and is defined in terms of the traits that establish its eligibility requirements and the funds from which its awards are drawn. Associated with a pool is the calculation logic by which award amounts are determined.

If a student tests true for all the traits assigned to a pool, the student qualifies for an award from that pool. The amount of the award depends on calculation logic assigned to the pool; the logic can range in complexity from a specific amount to a formula or a calculation involving conditions and variables.

### *Implementation Notes*

To implement packaging your institution must:

- Define the traits that describe eligibility requirements and student populations  
For information on trait setup, see *Defining Traits* (page 204).
- Define funding pools, each consisting of one or more funds aggregated on the basis of identical eligibility requirements

For information on pool setup, see *Defining Pools* (page 214).

- Define the calculation logic for each pool

For information on packaging calculations, see Defining Award Determination Logic (page 216).

## ***Packaging Process***

Once your trait, pool and packaging logic setup is complete, the packaging process itself is simple. You can package students individually, using the Student Pool/Fund Eligibility page, or in volume, by running the Packaging process.

### ***Packaging Functions***

>> To calculate a student's package (page 97)

>> To apply a student's package (page 97)

### ***Packaging Setup Procedures***

>> To define packaging traits (page 204)

>> To define packaging pools (page 214)

>> To define packaging calculation logic (page 216)

### ***Volume Processing***

Packaging Process (page 92)

Award Process (page 93)

Packaging Variable Create (page 94)

### ***See also***

>> To offer a grant/work award (page 82)

>> To accept (or cancel or reject) a student's awards (page 83)

## PACKAGING

A financial aid “package” is the set of awards that make up the totality of aid (grants, work, scholarships, loans) offered to a student for an enrollment period, typically an aid year. Packaging is the process of matching students to aid program funds. For packaging purposes, funds with identical eligibility requirements can be aggregated into packaging pools.

### *Packaging an Individual Student*

To be packaged for an award on a pool, a student must meet the eligibility traits for the pool, and then go through a calculation assigned to the pool, ending up with a positive award amount. (For the repackaging adjustment process, negative awards may be generated, but for the primary packaging process, all offers are positive.)

The Student Pools/Funds Eligibility page enables you to look at the results of the packaging process for an individual student. The page first summarizes relevant information about the student: family contribution (EFC), cost of attendance (COA) and need for the various methodologies in use, as well as existing awards for the current aid year. Beneath this information is a list of the pools for which the student qualifies, with the “requested” amount for which the student qualifies, and the “actual” amount of a prospective offer. The actual amount can differ from the requested amount if the pool does not have sufficient funds to cover the requested amount. For each potential award, you can see the cumulative effect on the student’s unmet need.

Besides its function in simulated and final packaging forays, this page is also useful for testing the packaging tree setup. Once the logic for award calculation is in place, you can examine the results of applying the logic on selected test students to be sure the calculations are producing the results that they should.

The package of awards is carried over to the Student Proposed Awards page, where you can (depending on your security level) approve the package, or select among the proposed awards, approving some and rejecting others. Approved awards are then posted to the student.

>> To review the results of the packaging process for a student:

1. Select Award>Student Pools/Funds from the side menu bar.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate a student ID, click the Search icon beside the SID label. Enter the first several letters of the student’s name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*The packaging process is applied to the student you selected. FINANCIER displays critical packaging information and packaging results.*

>> To apply a student's package:

1. From the Award>Student Pool/Fund Eligibility page, proceed to Award>Proposed Awards with the same student in context.
2. For each award listed, enter a yes or no decision to offer.

### ***Packaging Setup Procedures***

>> To define packaging traits (page 204)

>> To define packaging pools (page 214)

>> To define packaging logic (page 216)

### ***Volume Processing***

Packaging Process (page 92)

Award Process (page 93)

Packaging Variable Create (page 94)

### ***See also***

>> To offer a grant/work award (page 82)

>> To accept (or cancel or reject) a student's awards (page 83)

# LOAN PROCESSING

Loans are created by the Packaging process or entered as applications from the Award Summary or Loan Summary page. You complete the application information and monitor a loan's progress using the Loan Application page.

Certification/approval of Direct loans and FFELP applications can take place either in volume or on a loan-by-loan basis. There are volume export processes to format loan information for transmission to the loan processor, and corresponding import processes for recording the acknowledgments received in response. There are promissory note print programs for Direct loans and Perkins loans.

## *Implementation Notes*

In order to begin processing loan application/originations your institution must first set up funds and loan types for your loan programs.

For information on setting up loan funds, see page 67.

For information on setting up the Loan Type Table, see page 190.

### ***Loan Management functions***

>> Working with FFELP Loans and Alternative Loans (page 100)

>> Working with Direct Loans (page 109)

>> Working with Perkins Loans (page 114)

### ***See also***

Aid Disbursement (page 132)

Loan Processing: Volume Processes (page 116)

# LOAN PROCESSING

## *Working with FFELP Loans*

The overall work flow for processing FFELP (undergraduate student, parent PLUS and graduate PLUS) loans and Alternative loans involves the following steps:

- The aid office enters loan awards either online (Award Summary or Loan Summary page) or by the volume packaging process, and communicates loan eligibility to students.

On receiving a loan application or loan data collection form from the student, the application detail is entered on the Loan Summary>Loan Application page and the award is accepted (Loan Summary>Loan Application>Loan Processing).

The procedures by which loans are initiated depends largely on institutional practices. Most schools wait until they get an application before initiating parent PLUS loans. On student FFELP loans an application may come in first, depending on how early the school is packaging; if an outside agency communicates directly with students, it may send CommonLine “certification requests” to the school to initiate loan processing.

- Loan applications are certified on the Loan Summary>Loan Application page or by the Loan Certification process.
- Applications are prepared for transmittal by the FFELP Loan Export program, then sent to the loan processor.
- When application acknowledgments have been received from the loan processor, they are loaded into FINANCIER by the FFELP Loan Import program, with rejected loans reported, and accepted loans posted with a “guaranteed” status.

If a loan requires modification:

- The aid office enters changes or corrections on the Loan Summary>Loan Application page.
- Changes are prepared for transmittal to the loan processor by the FFELP Loan Export.
- Change acknowledgments are received from the loan processor and loaded into FINANCIER by the FFELP Loan Import.

The student or lender may communicate changes directly to the processor. The processor passes such information to the Aid Office as a “modification after guarantee” transaction. These are loaded into FINANCIER by the FFELP Loan Import.

If loans are disbursed electronically:

- The disbursement forecast file received from the loan processor is processed by the FFELP Import, which checks the student for disbursement readiness: compares current enrollment data against the certification snapshot for each proposed disbursement and confirms that the student has completed all disbursement requirements and the fund’s settings will allow disbursement. The process sets a disbursement hold on any loan that fails any of the disbursement edits.

- Disbursement holds are reported by the next FFELP Export and acknowledged; the processor does not disburse the loan to the school until it receives a release request.
- When the student's data discrepancy is resolved, the Aid Office submits a disbursement release request, which is exported to the processor and acknowledged.
- The EFT disbursement roster received from the loan processor is processed by the FFELP Import and disbursements are authorized for feeding to the Student Accounts system.

### *Creating a FFELP Application*

Use the Award Summary or Loan Summary page to create a loan and enter or update the application information.

>> To add a FFELP student, FFELP PLUS or Alternative loan application:

To begin from the Award Summary page:

1. Go to the Award>Award Summary page with the student in context.  
*The page summarizes the student's aid, with a line for each grant/work fund and each loan program awarded.*
2. Click the Add button (beside the "Loans" heading, on the list of awards) to open a new application. You will get the Loan Application Add window; specify the loan type (such as **FFELP** or **FFELP Plus**) and click Update.

(Or, if you are beginning from the Loan Summary page:

1. Go to the Award>Loan Summary page with the student **and loan type** in context.
2. Click the Add button for the Loan Application window.)  
*FINANCIER displays the Loan Application window, with values for the Servicers, Promissory Note and Processing fields defaulted from the Loan Type definition. (If the student's record indicates a preferred lender, that choice overrides the lender for the loan type.)*
3. Under the Loan ID heading:
  - For a combined application student loan, specify the Request Type (subsidized only, or subsidized and unsubsidized) and, optionally, the Requested Amount.
  - For a parent PLUS loan, specify the parent ID.

To choose a different parent, click the search icon by the Parent field. In the Search window, enter the name, or the first several characters of the name (or an asterisk (\*) for an unlimited search); and then click the search button. A match list is presented; select by clicking the ID and FINANCIER will return the value to the Loan Application window.

- Leave the Loan Period start and end dates blank to be system-calculated.

System-calculated dates are derived when the award transaction(s) that create

loan amount(s) are processed (in Step 8). FINANCIER determines the registration terms related to the loan's disbursement points, and the start and end dates for these registration terms (using the Schedule table), and then selects the earliest start date and the latest end date.

- Fill in the student's choice for deferred repayment (Def), capitalization of accrued unsubsidized interest (Cap) and payment by electronic funds transfer (EFT). (If blank, values for these fields are assumed to be **Yes**.)

4. Under the Servicers heading, check the Lender and Guarantor fields. The default guarantor comes from the Loan Type table, and the default Lender from the Student record (if the student has indicated a preferred lender) or the Loan Type table. The associated fee and rebate percentages default from the Loan Type table, or from the lender or guarantor auxiliary record.

To choose a different lender or guarantor, click the search icon by the Lender or Guarantor field. In the Search window, enter the name, or the first several characters of the name (or an asterisk (\*) for an unlimited search); and then click the search button. A match list is presented; select by clicking the ID and FINANCIER will return the value to the Loan Application window.

5. Under the Promissory Note heading, check the Promissory Note Type and Delivery. These values default from the Loan Type table.

6. Under the Processing heading:

- Ensure that the FINANCIER processing value is correct, indicating whether the loan is to be processed manually, electronically, or using a combination of both options.

**Electronic** processing means that certification and application/change exports are to be handled programmatically. If you specify **Manual** processing, the loan will be bypassed when the FFELP Export process is run.

- Indicate request for handling by the processor with one of the values in the Processor field.

7. When this basic application processing information is in place in the Loan Application window, press the Update button to create the loan record.

8. Enter Eligibility amount(s) for which the student has qualified, using the Sub and Unsub buttons (or the PLUS button for a PLUS loan). For example, to enter a subsidized amount on a student loan, click the Sub button to get the Loan Processing window.

In the Loan Processing window, build the award transaction(s) for the subsidized loan amount. The fund should default from the Loan Type table.

- Select the Award Action (such as **Offer**, or **Offer/Accept**).
- Specify the total amount (in the Award Amount field).
- If the distribution follows a pattern for which a Distribution Rule has been defined, select the rule. Otherwise, leave the Distribution Rule field blank and enter disbursement amounts in the appropriate disbursement point fields; the sum of the amounts entered must equal the award amount total.
- Click Update to process the transaction.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*



*Disbursement detail is listed at the bottom, under Scheduled Disbursements. For each disbursement point you will see the date (from the Schedule table) and the amount breakdown: Loan Amt (gross) - Fees + Rebates = Net disbursement amount.*

9. After reviewing the transaction processing results, close the Processing window.

*The Loan Application window is redisplayed, showing the appropriate eligibility amount and the system-calculated loan period dates.*

10. Press the Loan Snapshot button to review student enrollment information. When you have finished, close the Snapshot window to return to the loan detail.

Snapshot data is supplied by the system and is refreshed automatically, to reflect current information, until the loan is certified. At that point it remains as approved, but can be updated manually as needed.

11. Close the Loan Application window.

*The loan registers on the Award Summary page, with updated offer, accepted and disbursement amounts displayed, and the Loan Summary page, where the system-assigned loan ID is displayed. The 17-character loan ID has the CommonLine format aaaaaabbbbcnnnnnn:*

- **aaaaaabbbb** is the institution code (from the Loan Type Table; defined as school code plus branch ID)
- **c** is the system indicator (from the Loan Type Table)
- **nnnnnn** is the sequence number, generated according to CommonLine specifications

>> To modify a loan application:

1. Go to the Award>Award Summary page with the student in context.
2. On the list of loan awards, click the entry for the loan type.  
(Or, you can begin directly from the Loan Summary page, with the student and loan type in context.)
3. On the Loan Application page, modify values as needed, then click Update.
4. To change a loan amount, click the Sub or Unsub button (or the PLUS button for a PLUS loan). For example, to update a subsidized amount on a student loan, click the Sub button to get the Loan Processing window.

In the Loan Processing window, build the award transaction(s) for the subsidized loan amount. The fund should default from the Loan Type table.

- Select the Award Action (such as **Offer Increase**).
- Specify the amount of change in the Award Amount field. (For an Offer transaction, the amount will replace the existing amount rather than increasing or decreasing it.)
- Select a Distribution Rule has been defined, or leave the Distribution Rule field blank and enter disbursement amounts in the appropriate disbursement point fields. The sum of the amounts entered must equal the offer total.
- Click Update to process the transaction.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

*Disbursement detail is updated (under Scheduled Disbursements).*

5. After reviewing the transaction processing results, close the Processing window.

*The Loan Application window is redisplayed, with the appropriate eligibility amount updated.*

You can manually update disbursement-specific information as long as the scheduled amount has not been fully disbursed (or if the loan is set for manual processing). Updatable fields are the fee and rebate amounts, disbursement date and disbursement method.

>> To maintain disbursement information (disbursement fee, rebate, date or delivery method):

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Click the Sub or Unsub heading to bring up the Loan Processing window.
4. Under the Scheduled Disbursement detail, click the appropriate disbursement point to correct amounts or values as needed.
5. Click Update to register the change, and close the window to see the revised entry in the Scheduled Disbursement list.

### ***Certifying a FFELP Application***

FINANCIER's Certification process ensures that the loan application is ready to export—that it contains the information needed to pass the processor's edits and result in the processing of an accepted loan. Certification of the loan can take place either in mass, by running the volume Loan Certification program, or individually, from the Loan Application window.

Information required for certification of a FFELP or Alternative loan includes the loan period, guarantor, lender, citizenship, class level, enrollment and graduation date. The application must include at least one loan with a positive loan amount. If the loan amount changes, the loan needs to be recertified, and will be considered by the next volume Certification run, or can be individually certified.

>> To certify a single loan:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Review the application detail for accuracy and completeness.
4. Click the Calculation button to certify.

*If any information required by the Certification calculation is missing, a message informs you of the missing field(s).*

*If all information is in place, you see a message reporting that certification has been successfully completed. Audit information, including the date, status (Certified), subtype (sub, unsub, PLUS) and loan amount, is recorded and displayed in the Activity History at the bottom of the page.*

>> To record manual certification of a loan:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Select **Certification** in the Action field (under the Processing heading). Click Update.

This action essentially forces the Certification process to mark the loan as certified regardless of whether the “required” information has been entered. Because it runs the risk of certifying an application that will be rejected on export, it should be used only in exceptional circumstances—for example, when automated certification will fail because of missing snapshot data that you will be filling in afterward.

4. Click the Calculation button to certify.

>> If you need to hold transmission of the application (pending developments such as receipt of a needed document), or flag it to be retransmitted (to resend a lost record, or a rejected application or application correction that has been fixed):

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Select **General Hold** or **Retransmit** in the Action field (under the Processing heading). If appropriate select or specify the reason for taking this action.
4. Click Update.

Next time the FFELP Export is run, the loan will be bypassed (Hold) or selected (Retransmit).

### ***Correcting a FFELP Loan after Transmitting***

Loan amount corrections may be needed after the application has been approved and transmitted to the loan processor.

>> To change eligibility amounts after a loan has been transmitted:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Click the Sub or Unsub heading as appropriate.
4. In the Loan Processing window, enter a transaction to update the award amount:
  - Award Action of **Offer Increase/Decrease** or **Cancel**
  - Award Amount equal to the amount of change (if the intent is to decrease

the loan total, and the action is Offer Increase/Decrease, specify a negative number - for example, -500; if the action is Cancel, enter a positive number for the amount of the decrease)

- Distribution Rule or manual entry of disbursement amounts to the appropriate disbursement points
- 5. Click the Update button in the Loan Processing window. Close the window to return to the Loan Application.

When the loan has been fully disbursed you cannot increase the amount. A new loan would have to be opened.

>> If you need to place a disbursement on hold (to prevent disbursement to the student when a disbursement roster is imported):

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Select **Disbursement hold** in the Action field (under the Processing heading). Specify the disbursement number in the Action Reason field.  
  
(A disbursement number is generated for each scheduled disbursement when the application is first exported. The number is displayed in the Scheduled Disbursements list.)
4. Click Update.

When the FFELP Import processes a disbursement forecast file, it sets a disbursement hold on any scheduled disbursement that fails any of the disbursement edits: snapshot check, disbursement requirements, fund settings. The aid office must resolve the discrepancy and issue a disbursement release request in order to receive the disbursement.

>> To release a disbursement hold:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Select **Disbursement release** in the Action field (under the Processing heading). Retain the disbursement number in the Action Reason field.
4. Click Update.

Next time the FFELP Export is run, the release request will be reported to the processor, who will acknowledge it and include the disbursement in the next disbursement roster.

>> If you need to adjust loan period start or end dates, you can change them manually.

However, be aware that any future award transaction affecting the loan will recalculate the dates based on the Schedule table, so you will need to continue to maintain them manually.

### Reviewing the Activity History

At the bottom of the Loan Application window is the loan's activity history, which lists significant processing events, such as certification, export, import, hold removal. For each of these activities, the history includes a reason (indicating the aspect of the loan or the stage in processing that's affected), date and status, with amount and/or disbursement information as appropriate.

The events that you might see listed include:

Activity	Reason	Status	Posted when
Certification	Application	Certified	A volume or manual certification attempt results in a certified application
Export	Application or Correction	(blank)	A FFELP Export run selects the application or corrected application and prepares it for transmission
Import	Certification request	(blank)	A FFELP Import creates an application to reflect a student's direct request to the processor
Import	Application	Guaranteed or Guaranteed/PN received <i>(depending on your processor setup)</i>	A FFELP Import returns an acknowledgment indicating the application process is complete and loan(s) are accepted
Import	Application	In process	A FFELP Import returns an acknowledgment indicating loan(s) are accepted pending guarantee and lender approval of the application
Import	Application	Terminated	A FFELP Import returns an acknowledgment for a loan you canceled prior to guarantee
Import	Correction	Accepted	A FFELP Import returns an acknowledgment indicating loan change is accepted
Import	Application or Correction	Rejected	A FFELP Import returns an acknowledgment indicating the application or correction is not accepted
Import	Application <i>(PLUS loans only)</i>	Pending Denied	A FFELP Import returns a provisional acceptance pending the credit check, or a denial for inadequate credit
Import	Disbursement or Disbursement forecast	Accepted	A FFELP Import posts a prospective disbursement or actual disbursement
Import	Mod after Guarantee	Guaranteed	A FFELP Import receives a data update (such as a status or change in disbursement date or amount) initiated by the student or lender

Activity	Reason	Status	Posted when
Import	Disbursement or Disbursement forecast	Rejected	An attempt to import a prospective or actual disbursement failed due to an amount or snapshot data mismatch
Export	Disbursement nn *	Held	A FFELP Export run sent a Hold to prevent the processor from issuing the specified disbursement
Export	Disbursement nn *	Release	A FFELP Export sent a Release to allow import of the specified disbursement

\*The disbursement number (nn) is the sequence number assigned to the disbursement point in the schedule definition.

### **Related Functions**

- >> To offer a grant/work award (page 82)
- >> To accept (or cancel or reject) a student's awards (page 83)
- >> To work with a Direct loan (page 109)
- >> To work with a Perkins loan (page 114)
- >> To review awards activity (page 86)

### **See also**

Loan Processing: Volume Processes (page 116)

# LOAN PROCESSING

## *Working with Direct Loans*

The overall work flow for processing Direct (student or PLUS) loans involves the following steps:

Loan is originated:

- The aid office enters loan awards either individually (from the Award Summary or Loan Summary pages) or by the volume Award Process, and communicates eligibility to the student.
- On receiving an award acceptance or loan data collection form from the student, the aid office completes the origination detail on the Loan Summary>Loan Application page.
- Loans are certified on the Loan Summary>Loan Application page or by the volume Certification process.
- Origination records, including scheduled disbursements, are prepared for transmittal to COD, using the Direct Loan Export process.
- Acknowledgments are received from COD and loaded into FINANCIER by the Direct Loan Import process, with rejected loans reported.
- When the student signs a promissory note (typically an electronic MPN), acknowledgment of the note is received from COD and loaded into FINANCIER by the Direct Loan Import process.

If a PLUS loan is denied because of a credit decision:

- Endorser information may be solicited from the parent by COD.
- A credit decision override may be transmitted to the institution.
- Credit decision overrides are loaded into FINANCIER by the Direct Loan Import process, with continued denials reported.

If the loan requires modification:

- The aid office enters changes or corrections on the Loan Summary>Loan Application page.
- Changes are prepared for transmittal by the Direct Loan Export process.
- Acknowledgments are received and loaded into FINANCIER by the Direct Loan Import process.

Disbursement may take place at any point after the promissory note is signed:

- Loans are disbursed to students.
- Actual disbursements are reported by the Direct Loan Export process.
- Disbursement acknowledgments are received and loaded into FINANCIER by the Direct Loan Import process.

## *Originating a Loan*

Use the Award Summary or Loan Summary page to create a loan and enter or update the origination information.

>> To create a Direct student or Direct PLUS loan:

1. Go to the Award>Award Summary page with the student in context.

*The page summarizes the student's aid, with a line for each grant/work fund and each loan program awarded.*

(Or, begin from the Loan Summary page, with the student **and loan type** in context. If you are starting from the Loan Summary page, skip to Step 3.)

2. Click the Add button (beside the "Loans" heading, on the list of awards) to open a new application. You will get the Loan Application Add window; specify the loan type (**Direct**, **Direct Plus** or **Direct Graduate PLUS**) and click Update.

3. As the loan type is Direct, which uses separate applications for subsidized and unsubsidized loans, the Loan Application Add window is displayed again. Specify **Subsidized** or **Unsubsidized** in the Subtype field and click Update.

*FINANCIER displays the Loan Application window, with values for the Processing fields defaulted from the Loan Type definition.*

4. Under the Loan ID heading:

- For a parent PLUS loan, specify the parent ID. (For a graduate PLUS loan, you won't see a parent ID field. The process will assume that the student is the borrower.)
- Specify the Loan Period start and end dates, or leave them blank if you want the system to calculate them.

System-calculated dates are derived when the award transaction(s) that create loan amount(s) are processed (in Step 7). FINANCIER determines the registration terms related to the loan's disbursement points, and the start and end dates for these registration terms (using the Schedule table), and then selects the earliest start date and the latest end date.

5. Under the Processing heading:

- Ensure that the FINANCIER processing value (from the loan type definition) is correct, indicating whether the loan is to be processed electronically or manually.

**Electronic** processing means that certification and origination exports are to be handled programmatically. If you specify **Manual** processing, the loan will be bypassed when the Direct Loan Export process is run.

- The Promissory Note print option and the Disclosure Statement print option are protected. These values should default from the loan type definition to the required value **COD prints**.
- Ensure that the Loan Fee and Rebate Percent values (from the loan type definition) are correct for the aid year.

6. When this basic application processing information is in place in the Loan Application window, press the Update button to create the loan record.

*The loan application is created. You should see the generated loan ID displayed at the top left of the page. The 21-character loan ID consists of the student's SSN (9 positions), loan type (1), year (2), institution code (6) and sequentially generated number (3).*

*The Sub and/or Unsub links to the Loan Processing window are activated. If*



*sub and unsub are processed on separate applications, only the link corresponding to the subtype in context is active.*

*The Promissory Note and Disclosure Statement print options are set for COD printing and are protected.*

7. Enter Eligibility amount(s) for which the student has qualified, using the SUB and/or UNSUB links (or the PLUS link for a PLUS loan) at the upper right of the window. For example, to enter a subsidized amount on a student loan, click the SUB heading to get the Loan Processing window.

In the Loan Processing window, build the award transaction(s) for the subsidized loan amount. The fund should default from the Loan Type table.

- Select the Award Action (such as **Offer**, or **Offer/Accept**).
- Specify the total amount in the Amount field.
- If the distribution follows a pattern for which a Distribution Rule has been defined, select the rule. Otherwise, leave the Distribution Rule field blank and enter disbursement amounts in the appropriate disbursement point fields; the sum of the amounts entered must equal the award amount total.
- Click Update to process the transaction.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

*Disbursement detail is listed at the bottom, under Scheduled Disbursements. For each disbursement point you will see the date (from the Schedule table) and the amount breakdown: Loan Amt (gross) - Fees + Rebates = Net disbursement amount.*

8. After reviewing the transaction processing results, close the Processing window.

*The Loan Application window is redisplayed, with the appropriate eligibility amount updated.*

*If you did not enter a loan period, the automatically generated dates should be entered.*

9. Press the Loan Snapshot button to review student enrollment information. When you have finished, close the Snapshot window to return to the loan detail.

Snapshot data is supplied by the system and is refreshed automatically, to reflect current information, until the loan is certified. At that point it remains as approved, but can be updated manually as needed.

10. Close the Loan Application window.

*The new or updated loan registers on the Award Summary page and Loan Summary page, where the system-assigned loan ID is displayed.*

### **Certifying a Direct Loan**

FINANCIER's Certification process insures that the loan is ready to originate—that it contains the information needed to pass COD's edits and result in the processing of an accepted loan. Certification of the loan can take place either in mass, by

running the volume Loan Certification program, or individually, from the Loan Application window.

Information required for certification of a Direct loan includes the loan period, citizenship, class level, enrollment and graduation date. The application must include at least one loan with a positive loan amount. If the loan amount changes, the loan needs to be recertified, and will be considered by the next volume Certification run, or can be individually certified.

>> To certify a single loan:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Review the application detail for accuracy and completeness.
4. Click the Calculation button to certify.

*If any information required by the Certification calculation is missing, a message informs you of the missing field(s).*

*If all information is in place, you see a message reporting that certification has been successfully completed. Audit information, including the activity (Certification), date, status (Certified), subtype (sub, unsub, PLUS) and loan amount, is recorded and displayed in the Activity History at the bottom of the page.*

>> To record manual certification of a loan:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Select **Certification** in the Action field (under the Processing heading). Click Update.

*Audit information displayed in the Activity History at the bottom of the page includes the activity (Certification), reason (Manual), date, status (Certified), subtype (sub, unsub, PLUS) and loan amount.*

This action essentially forces the Certification process to mark the loan as certified regardless of whether the “required” information has been entered. Because it runs the risk of certifying an application that will be rejected on export, it should be used only in exceptional circumstances—for example, when automated certification will fail because of missing snapshot data that you will be filling in afterward.

>> If you need to hold transmission of the application (pending developments such as receipt of a needed document), or flag it to be retransmitted (to resend a lost record, or a rejected origination that has been fixed):

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Select **General hold** or **Retransmit** in the Action field (under the Processing heading). If appropriate select or specify the reason for taking this action.
4. Click Update.

Next time the Direct Loan Export is run, the loan will be bypassed (Hold) or selected (Retransmit).

### *Correcting a Direct Loan after Origination*

Loan amount corrections may be needed after the origination has been transmitted to the loan processor.

>> To change eligibility amounts after a loan has been transmitted:

1. Go to the Loan Summary page (Award>Loan Summary) with the student and loan type in context.
2. Click the loan ID to bring up the Loan Application window.
3. Click the SUB or UNSUB heading as appropriate.
4. In the Loan Processing window, enter a transaction to update the award amount:
  - Award Action (such as **Offer Increase/Decrease** or **Cancel**)
  - Award Amount equal to the amount of change (if the intent is to decrease the loan total, and the action is Offer Increase/Decrease, specify a negative number - for example, -500; if the action is Cancel, enter a positive number for the amount of the decrease)
  - Distribution Rule or manual entry of disbursement amounts to the appropriate disbursement points
5. Click the Update button in the Loan Processing window. Close the window to return to the Loan Application.

When the loan has been fully disbursed you cannot increase the amount. A new loan would have to be opened.

### **Related Functions**

- >> To offer a grant/work award (page 82)
- >> To accept (or cancel or reject) a student's awards (page 83)
- >> To work with a FFELP loan (page 100)
- >> To work with a Perkins loan (page 114)
- >> To review awards activity (page 86)

### **See also**

Loan Processing: Volume Processes (page 116)

# LOAN PROCESSING

## *Working with Perkins Loans*

>> To enter a Perkins loan:

To start from the Award Summary page:

1. Go to the Award>Award Summary page with the student in context.

*The page summarizes the student's aid, with a line for each grant/work fund and each loan program awarded.*

2. If there is already an entry for the loan type, click that entry to see a list of loan applications (Loan Summary).

Or, you can start directly from the Award>Loan Summary page, with the student **and loan type** in context. Steps for both paths are the same from here on:

3. On the Loan Summary page or window, select the application you wish to work with by clicking the loan ID.

If there is no open application for the loan type, press the Add button on the Loans list. In the Application Add box, specify the loan type and click Update.

*FINANCIER displays the Loan Application window.*

4. Build the award transaction(s) for the subsidized loan amount. The fund should default from the Loan Type table.

- Select the Award Action (such as **Offer**, or **Offer/Accept**).
- If the distribution follows a pattern for which a Distribution Rule has been defined, select the rule. Otherwise, leave the Distribution Rule field blank and enter disbursement amounts in the appropriate disbursement point fields; the sum of the amounts entered must equal the offer total.
- Click Update to process the transaction.

*The effect of the transaction registers in the Offered column (and Accepted column for an Offer/Accept) to show the total amount and the amount for each disbursement point.*

5. After reviewing the transaction processing results, close the Processing window.

*The Loan Application window is redisplayed, with the appropriate Eligibility amount updated.*

6. Specify the Loan Period start and end dates, or leave them blank if you want the system to calculate them. System-calculated dates are derived by determining the registration terms related to the loan's disbursement points, and the start and end dates for these registration terms (using the Schedule Table), and then selecting the earliest start date and the latest end date.
7. Check the Processing the Promissory Note fields. The system should supply default values for these fields based on the student's record or the loan type definition; you may change these values as needed.
8. When all pertinent values are in place (in the Loan Application window), press the Update button to create/modify the loan record. Close the Loan Application

window.

*The new or updated loan registers on the Award Summary page and Loan Summary page*

Loan corrections may be made on the Loan Summary>Loan Application page or the Award page.

- For the MPN type (the FINANCIER default, supporting current Education Department requirements), the loan record is adjusted in the amount of the change.
- For annual or term types, the loan is updated if the change is made before a promissory note is printed. If the change is made after printing, an additional loan is created. If the amount is decreased, the existing loan is canceled and a new one is established for the new amount; if it is increased, the existing loan is left as is and an additional loan is created in the amount of the increase.

Promissory notes are printed by the Perkins Promissory Note Print process according to the promissory note type setting (annual, term or MPN). For the MPN type, a note is printed only if the student's record indicates that no previous note exists, or a reprint is explicitly requested.

>> To force or hold printing of a promissory note, use the Promissory Note action field on the Perkins Loan window. (Expand the Perkins loan entry on the Loan Summary page.)

>> To cancel a Perkins loan, blank out the loan amount on the Loan Application window (expand the Perkins loan entry on the Loan Summary page). An annual or term note can then be voided. An MPN that covers any other loans should not be voided.

### **Related Functions**

>> To offer a grant/work award (page 82)

>> To accept (or cancel or reject) a student's awards (page 83)

>> To work with a FFELP loan (page 100)

>> To work with a Direct loan (page 109)

>> To work with a Perkins loan (page 114)

>> To review awards activity (page 86)

>> To review Pell Reporting detail (page 157)

### **See also**

Loan Processing: Volume Processes (page 116)

# LOAN PROCESSING

## *Volume Processing*

FINANCIER provides the following volume jobs for handling loans:

- Loan Certification - approves FFELP/Alternative applications or Direct Loan originations (page 117)
- Direct Loan Export - prepares certified Direct Loans for export to COD(page 119)
- Direct Loan Import - records receipt of Direct Loan acknowledgments (page 121)
- FFELP Loan Export - prepares certified FFELP applications for export to the processor (page 124)
- FFELP Loan Import - records receipt of FFELP/Alternative acknowledgments (page 127)

## *Loan Certification Process*

Run the Loan Certification job to certify FFELP, Alternative or Direct loan applications as complete and ready for export to the loan processor.

### *Timing*

Typically you'll run the Certification process after reviewing loan applications (checking student status, resolving questionable information, registering students' acceptance), and before each FFELP Export or Direct Loan Export run.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed. Executable jobs are based on the Loan Certification catalog job.

For specific instructions see "Running a Background Job" (page 229)

### *Processing*

Selects loan applications for certification. Reads through the LOAN\_APP table, bypassing

- Incomplete applications (no LOAN records attached, or loans with total offer amount of zero)
- Applications on hold (LOAN\_APP.LA\_A\_ACT = H)
- Applications already exported (having LOAN\_APP\_REPORT record with value of E)
- Applications already electronically certified (having at least one LOAN\_APP\_REPORT record with LR\_ACT = C, with current loan amounts for all subtypes on the most recent)

For selected applications, checks that required data is complete:

- Loan period contains valid start and end dates
- Guarantor and lender contain values (for FFELP and Alternative loan types)
- Alternative loan program has a value (for Alternative loans)
- Citizenship, Class level, Enrollment and Graduation date have values

To flag applications that pass the required data edits as certified, creates a record in the LOAN\_APP\_REPORT table to record the application certification activity: action (LR\_ACT set to C), reason (LR\_ACT\_RSN value of A, application), status (LR\_ACT\_STATUS of C, certified) and date.

Creates a row in the LOAN\_REPORT table for each loan in the application (each row in the LOAN table) to record the reported loan amount (setting LR\_AMT to the offer amount).

### *Database Tables Updated*

LOAN\_APP\_REPORT, LOAN\_REPORT

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Loan Certification Processing Detail

Web FINANCIER  
Loan Certification  
Processing Detail  
Job Number: 102920  
Run date/time: 14-AUG-2009 11:06:23

Student ID	Student Name	Loan ID	Status
158845333	Howell, Angelina M	158845333S10234000001	(S) Previously Certified - (Trial run)
236704693	Lynn, Sheri A	236704693S10234000001	(S) Previously Certified - (Trial run)



## Direct Loan Export

Run the Direct Loan Export job to prepare Direct Loan origination, change, promissory note and disbursement data for transmission to COD.

### Timing

Run the Export after originations have been certified (Loan Certification process), loan corrections entered, promissory notes printed and/or DL disbursements made.

### Running the Program

Using the Job Maintenance page, select the job and modify parameters as needed. Executable jobs are based on the Direct Loan Export catalog job.

For specific instructions see “Running a Background Job” (page 229)

### Processing

Looks at Direct loans for students that pass the job’s enrollment status and trait parameter checks. Bypasses loans that are set for manual processing (LOAN\_APP.LA\_PROC value of M) and loans that are on hold (LOAN\_APP.LA\_A\_ACT set to H).

Selects a loan application for **origination** if either of the following is true:

- It has been certified for the current loan amount(s) (established via the certification logic) but not transmitted (there is no LOAN\_APP\_REPORT record with LR\_ACT value of E for the loan ID)
- It is flagged to be retransmitted (LOAN\_APP.LA\_A\_ACT is set to A).

Selects an application for export of **corrections** if either of the following is true:

- The application or its loans have changed (determined by comparing records of the most recently acknowledged data in LOAN\_APP to current data) and the correction has not yet been transmitted
- It is flagged to be retransmitted (LOAN\_APP.LA\_A\_ACT is set to A)

If there is a change pending for a disbursement, holds the loan changes until the disbursement changes have been transmitted and acknowledged.

For each loan selected, writes the XML output and enters detail for the application and its loans (in the LOAN\_APP record and its related subtype-specific and disbursement-specific records):

- Records the loan start and end date in LOAN\_APP. If re-export was requested (loan was selected because LOAN\_APP.LA\_A\_ACT is set to A), clears the action, reason and date on the loan application (LA\_A\_ACT, LA\_A\_ACT\_RSN, and LA\_A\_ACT\_DATE)

- Stores a Loan Export event (event type Loan Export) for the student in STUDENT\_FIN\_EVENT
- Enters the disbursement reporting detail for each loan in LOAN\_DET: reported amount (LO\_D\_RPT) and date (LO\_D\_RPT\_DATE)
- Creates an activity history record in LOAN\_APP\_REPORT: unique sequence number, export action (LR\_ACT set to E), reason (LR\_ACT\_RSN set to A or C), date, student snapshot data and doc ID (name of the export file produced)
- Using the sequence number from LOAN\_APP\_REPORT, creates a disbursement history record in LOAN\_REPORT for each loan ID/subtype with the reported amount for that subtype (LR\_AMT).

### *Output Files*

- Summary data (total students selected, total loan originations reported, total disbursements reported)
- Student-specific loan data

Export data is formatted as a Common Record-compliant XML document.

### *Database Tables Updated*

LOAN, LOAN\_APP, LOAN\_APP\_REPORT, LOAN\_DET, LOAN\_REPORT, STUDENT\_FIN\_EVENT

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Direct Loan Export Processing Detail

FINANCIER  
Direct Loan Export  
Processing Detail  
Job Number: 383  
Run date/time: 04-MAY-2009 10:12:17

Student ID	Student Name	Type	Status
511250004	Daniels, Ron S.	DG	Processed, loan orig 511250004P10G02202001
511250005	Erdman, Louis W.	D	Processed, loan orig 511250005U10G02202001

## *Direct Loan Import*

Run the Direct Loan Import job to record acknowledgments and rejects sent by the Direct Lending processor in response to your institution's loan origination, correction, disbursement and/or promissory note exports.

The Exceptions Detail report lists rejected records for your review and followup.

### *Timing*

After each Export batch the corresponding acknowledgments should be imported.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed. Executable jobs are based on the Direct Loan Import catalog job.

For specific instructions see "Running a Background Job" (page 229)

### *Input Files*

- Summary acknowledgment
- Direct loan acknowledgments/rejects

### *Processing*

Reads the import records from the input files and posts acknowledgments to FINANCIER. For each reject, writes information to the Exceptions Detail report. An application general hold, LA\_A\_ACT value of H, does not prevent acknowledgment updates.

Locates each loan ID in the Response document and determines loan type.

- Creates a LOAN\_APP\_REPORT record to document the Import activity: activity (LR\_ACT) value of I, reason (LR\_ACT\_RSN) of L (Loan), date and status (LR\_ACT\_STATUS). Sets the status to Q (some rejected) if any block response code is R, R (rejected) if all blocks rejected, otherwise to A (accepted).
- If all information blocks are accepted, updates the LOAN\_APP promissory note and credit status fields if any values are returned.
- Finds the LOAN\_DET record(s) created by the corresponding Export run, using the returned disbursement number. If the loans is accepted, resets reported fields and enters the disbursement acknowledgment detail: sequence number, acknowledged amount, status and date. If the loan is rejected just resets the reported data.
- Using the sequence number from LOAN\_DET, creates a LOAN\_REPORT record for each subtype with the amount (LR\_AMT) set to the returned amount and disbursement point.
- If there's an actual disbursement accepted, creates a LOAN\_APP\_REPORT record to document the Import activity: activity (LR\_ACT) value of I, reason

(LR\_ACT\_RSN) of D (actual disbursement), date and status (LR\_ACT\_STATUS).

- Updates the LOAN\_APP record with acknowledged student data and resets the Action flag. If the loan is rejected, sets the action to H (general hold). For each information block accepted, updates corresponding data: enters data into acknowledgment (LA\_A\_...) fields and, when appropriate, resets reported (LA\_R\_...) fields. (No reported data is kept for demographic fields.)
- Creates a student event (STUDENT\_FIN\_EVENT row) with event type of DL Import and description "Direct" with the loan ID appended.
- If the acknowledgment contains a master promissory note ID, indicating that COD has an approved MPN on file for the student or parent, stores the MPN ID in the STUDENT or PARENT record.

Reports results of processing each incoming student on the Processing Detail report.

### *Database Tables Updated*

LOAN\_APP, LOAN\_APP\_REPORT, LOAN, LOAN\_DET, LOAN\_REPORT, STUDENT\_FIN\_EVENT

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing counts/Errors
- Direct Loan Import Processing Exceptions Detail

Web FINANCIER  
Direct Loan Import  
Processing Exceptions Detail  
Job Number: 462  
Run date/time: 11-MAY-2009 10:41:55

Student ID	Student Name	Type	Loan ID	Processed
Reason	Status			
511250007	Greenwood, Mark N.			** Loan not found in FINANCIER **
511250006U10G02202001				
/Student/DLPLUS/Disbursement Number="1"/				
** R	=>	code=056,	field=DisbursementSequenceNumber	
/Student/DLPLUS/Disbursement Number="1"/				
** R	=>	code=058,	field=Disbursement Number	

- Direct Loan Import Processing Detail

Web FINANCIER  
Direct Loan Import  
Processing Detail  
Job Number: 462  
Run date/time: 11-MAY-2009 10:41:55

Student ID	Student Name	Type	Loan ID	Processed	Reason
Status					

511250005	Erdman, Louis W.	D	511250005U10G02202001	Yes	Loan
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Accepted

```

/Student/DLUnsubsidized/Disbursement Number="1"/
** A    =>  code=054, field=DisbursementReleaseIndicator
/Student/DLUnsubsidized/Disbursement Number="2"/
** A    =>  code=059, field=DisbursementAmount

```

511250006	Fenton, Amanda P.	D	511250006S10G02202001	Yes	Loan
-----------	-------------------	---	-----------------------	-----	------

Mixed, some rejected

```

/Student/DLSubsidized/Disbursement Number="1"/
** R    =>  code=056, field=DisbursementSequenceNumber
/Student/DLSubsidized/Disbursement Number="1"/
** R    =>  code=058, field=Disbursement Number
/Student/DLSubsidized/Disbursement Number="2"/
** A    =>  code=054, field=DisbursementReleaseIndicator
/Student/DLSubsidized/Disbursement Number="2"/
** A    =>  code=059, field=DisbursementAmount

```

## FFELP Loan Export

Run the FFELP Loan Export job to prepare FFELP or Alternative loan applications and corrections for transmission to the loan processor.

### Timing

Run the Export after applications have been certified (Loan Certification process), and periodically as needed to pick up loans that have been corrected, and disbursement hold/release requests that have been posted.

### Running the Program

Using the Job Maintenance page, select the job and modify parameters as needed. Executable jobs are based on the FFELP Export catalog job.

For specific instructions see “Running a Background Job” (page 229)

### Processing

Looks at FFELP and/or Alternative loans (according to the job parameters for loan type selection) for students that pass the job’s enrollment status and trait parameter checks. Bypasses loans that are set for manual processing (LOAN\_APP.LA\_A\_PROC value other than E) and are on hold (LOAN\_APP.LA\_A\_ACT set to H).

Selects a loan **application** for export if any of the following is true:

- It has been certified for the current loan amount(s) (established via the certification logic) but not transmitted (there is no LOAN\_APP\_REPORT record with LR\_ACT value of E for the loan ID)
- It is flagged to be retransmitted (LOAN\_APP.LA\_A\_ACT is set to A)

Selects an application for export of **corrections** if any of the following is true:

- The application or its loans have changed (determined by comparing records of the most recently acknowledged data to current data), the guarantee is received (there is a LOAN\_APP\_REPORT record with LR\_ACT value of I and LR\_ACT\_STATUS of B or G) and the correction has not yet been transmitted
- It is flagged to be retransmitted (LOAN\_APP.LA\_A\_ACT is set to A)

Selects an application for export of a **disbursement hold** request if a disbursement hold is set on the (LOAN\_APP.LO\_A\_ACT value of D) and not yet exported. Selects an application for export of a **disbursement release** request if a disbursement release is set (LOAN\_APP.LO\_A\_ACT value of R) and not yet exported.

Writes a Common Record XML document to the output file containing the export data for the selected loans. Uses the <DocumentTypeCode> of Request.

Enters **application or corrections export** detail for the selected application and its loans (in the LOAN\_APP record and its related subtype-specific and disbursement-specific records):

- Enters the disbursement reporting detail for each loan in LOAN\_DET: reported amount (LO\_D\_RPT) and date (LO\_D\_RPT\_DATE)
- Creates an activity history record in LOAN\_APP\_REPORT: export action (LR\_ACT set to E), reason (LR\_ACT\_RSN set to A or C), date  
Using the sequence number from LOAN\_APP\_REPORT, creates a disbursement history record in LOAN\_REPORT for each loan ID/subtype with the reported amount for that subtype (LR\_AMT).
- Stores a Loan Export event (event type Loan Export) for the student in STUDENT\_FIN\_EVENT
- If re-export was requested (loan was selected because LOAN\_APP.LA\_A\_ACT is set to A), clears the action, reason and date on the loan application (LA\_A\_ACT, LA\_A\_ACT\_RSN, and LA\_A\_ACT\_DATE)

For each **disbursement hold or release**:

- Creates an activity history record in LOAN\_APP\_REPORT: unique sequence number (SEQ\_NO), action (LR\_ACT set to E), reason (LR\_ACT\_RSN) from the application that documents the affected disbursement, date (LR\_ACT\_DATE), disbursement hold or release status (LR\_ACT\_STATUS value of H or S)
- Using the sequence number from LOAN\_APP\_REPORT, creates a disbursement history record in LOAN\_REPORT for each loan ID/subtype with the disbursement point and reported amount for the disbursement on hold
- Clears the action, reason and date (LA\_A\_ACT, LA\_A\_ACT\_RSN, LA\_A\_ACT\_DATE) from the LOAN\_APP record
- Stores an event (event type FFELP DisbHold or FFELP DisbRelease, with the loan ID and disbursement point appended) for the student in STUDENT\_FIN\_EVENT

#### **Database Tables Updated**

LOAN\_APP, LOAN\_APP\_REPORT, LOAN\_DET, LOAN\_REPORT,  
STUDENT\_FIN\_EVENT

#### **Output File**

Common Record document containing FFELP student, FFELP PLUS and Alternative export data, with destination in the header determined by the Guarantor run parameter

#### **Reports Produced**

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Error Messages

- FFELP Export Processing Detail

Web FINANCIER

FFELP Export

Processing Detail

Job Number: 35162

Run date/time: 12-FEB-2008 17:03:38

Student ID	Student Name	Type	Status
209613511	Miller, Lauren	G	*Bypassed, loan 1234567890F1S4001 not certified
147576213	Allison, Sarah A	G	Processed, loan 1234567890F134001



## *FFELP Loan Import*

Run the FFELP Loan Import job to load information returned by the loan processor: Response file with acknowledgments/rejects of FFELP and Alternative loan applications and changes, Disbursement Roster or Forecast file with planned or actual disbursements.

### *Timing*

After each FFELP Export, the returned batch of acknowledgments should be imported.

Import the Disbursement Roster and Disbursement Forecast files separately.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed. Executable jobs are based on the FFELP Import catalog job.

For specific instructions see “Running a Background Job” (page 229)

### *Input Files*

Common Record Response files received from the loan processor (<Document-  
TypeCode> of Response)

Common Record Disbursement Rosters (<DocumentTypeCode> of  
DisbursementRoster) or Forecast files (<DocumentTypeCode> of Disbursement-  
Forecast) received from the loan processor

### *Processing*

**Application/corrections acknowledgments.** Reads the Response document and posts acknowledgment information to FINANCIER. (An application general hold, LA\_A\_ACT value of H, does not prevent acknowledgment updates). Uses the <SchoolNoteMessage> value in the <Student> block, set by the FFELP Export and echoed in the response, to distinguish between application and correction response data; assumes an application unless it is explicitly identified as a “Correction.”

For each loan ID in the Response document:

- Finds the LOAN\_APP record and updates the guarantor, lender, promissory note and credit status and date. Resets the reported data (LA\_R\_XXX).
- Finds the LOAN\_DET record(s) created by the corresponding Export run, using the returned disbursement number, and enters the disbursement acknowledgment detail: sequence number, acknowledged amount, status and date.
- Creates a LOAN\_APP\_REPORT record to document the Import activity: activity (LR\_ACT) value of I, reason (LR\_ACT\_RSN) of A (application) or C (correction), date and status (LR\_ACT\_STATUS). Sets the status to R (reject) if any block response code is R, otherwise to A (accepted).

- Creates a LOAN\_REPORT record for each subtype with the amount (LR\_AMT) set to the returned guarantee amount. For corrections, enters amount changes into the LOAN\_REPORT record for the appropriate subtype(s), updating LR\_AMT to be the summed acknowledged amounts from the LOAN\_DET records.
- Creates a student event (STUDENT\_FIN\_EVENT row) with event type of Loan Import and description "FFELP Application" or "FFELP Correction" with the loan ID appended.
- Reports results of processing each incoming student on the Processing Detail report.

**Disbursement Forecast import.** Reads the Forecast document and evaluates the disbursement information, bypassing loans set for application general hold, LA\_A\_ACT value of H.

For each loan ID in the Forecast document:

- Finds the LOAN\_APP record and updates the promissory note status and date.
- Finds the corresponding LOAN\_DET record(s), identifying the subtype by the presence of <FFELPSubsidized> or <FFELPUnsubsidized> tags and the disbursement point by matching the <DisbursementNumber="nn"> value with LO\_D\_RPT\_SEQ1.

For each loan component of the application, edits for disbursement readiness. Compares the student's loan snapshot from certification in LOAN\_APP to student information for the term associated with the disbursement point. Compares the incoming <DisbursementAmount> to the expected disbursement amount (LOAN\_DET.LO\_D\_OFF). Checks that the student has completed all disbursement requirements (if the fund is set to check disbursement status) and that the associated funds are set up to allow disbursement.

For discrepancies, sets the LOAN\_APP action (LA\_A\_ACT) to hold disbursement (D), enters the disbursement number to document the hold reason (LA\_A\_ACT\_RSN) and records the action date.

- Inserts a LOAN\_APP\_REPORT row to record the Import activity: activity (LR\_ACT) value of I, reason (LR\_ACT\_RSN) of F (forecast), date and status (LR\_ACT\_STATUS). Sets status to R (reject) if the snapshot/amount comparison failed. For loans that passed the comparison, sets the status to A.
- Creates a LOAN\_REPORT row for each disbursement (loan ID/subtype/disbursement point) with LR\_AMT set to the forecast disbursement amount. Records the fee (LR\_FEE) and rebate (LR\_REB) using the fee amount information provided; sets the net amount (LR\_NET) to the forecast net amount.
- Creates a student event (STUDENT\_FIN\_EVENT row) with event type of Loan Import and description "FFELP DisbForecast" with the loan ID appended.
- Reports results for each student in the Processing Detail report.

**Disbursement Roster import.** Reads the Disbursement Roster and evaluates the disbursement information, bypassing loans set for application general hold, LA\_A\_ACT value of H.

For each loan ID in the roster:

- Finds the LOAN\_APP record and updates the promissory note status and date.
- Finds the corresponding LOAN\_DET record(s), identifying the subtype by the presence of <FFELPSubsidized> or <FFELPUnsubsidized> tags and the disbursement point by matching the <DisbursementNumber="nn"> value with LO\_D\_RPT\_SEQ1.

For each loan component of the application, edits for disbursement readiness. Compares the student's loan snapshot from certification in LOAN\_APP to student information for the term associated with the disbursement point. Compares the incoming <DisbursementAmount> to the expected disbursement amount (LOAN\_DET.LO\_D\_OFF). Checks that the student has completed all disbursement requirements (if the fund is set to check disbursement status) and that the associated funds are set up to allow disbursement.

For discrepancies, sets the LOAN\_APP action (LA\_A\_ACT) to hold (H), enters DR (disbursement roster) to document the hold reason (LA\_A\_ACT\_RSN) and records the action date.

For loans that pass the disbursement edits, updates the LOAN\_DET to record the disbursement: gross amount, fee, rebate, net amount. Invokes the Disbursement Authorization process which writes a disbursement transaction to post the disbursed net to the student's account, and payment transactions to update LOAN\_DET.LO\_D\_DIS to reflect the fee and rebate.

- Creates a LOAN\_APP\_REPORT record to record the Import activity: action (LR\_ACT) value of I, reason (LR\_ACT\_RSN) of D (disbursement), date and status (LR\_ACT\_STATUS). Sets status to R (reject) if the snapshot/amount comparison failed. For loans that passed the comparison, sets the status to A.
- Creates a LOAN\_REPORT record for each disbursement (loan ID/subtype/disbursement point) with LR\_AMT set to the disbursement amount. Records fee (LR\_FEE) and rebate (LR\_REB) using the fee amount information provided; sets the net amount (LR\_NET) to the disbursed net amount. Enters the disbursement method (LR\_METH) from the <Funds DistributionMethodCode> tag.
- Creates a student event (STUDENT\_FIN\_EVENT row) with event type of Loan Import and description "FFELP DisbRoster" with the loan ID appended.
- Reports results for each student in the Processing Detail report.

**Loan Certification Request.** Reads the Certification Request document and creates loan applications and related records for students who applied directly to the service provider who transmitted the document.

- Identifies the student by SSN, confirms that the student does not already have a loan of the incoming type for the aid year of the run, and finds the LOAN\_TYPE record. If the student is not found, or the student already has a loan of that type, or the loan type is not defined, reports an error and bypasses that student's incoming data.
- For incoming records that qualify for processing, ensures that the student has an Aid Year record for the aid year of the run. If so, retrieves the schedule; if not, creates an Aid Year record using the FAO default schedule. Compares the schedule start and end dates to the loan start and end dates from the certification request.
- If the loan dates fall within the schedule, finds the LENDER and GUARANTOR records, and PARENT record if the request is for a parent PLUS loan, and creates a LOAN\_APP record in FINANCIER. If the loan dates do not fall within the

schedule, issues message that the certification request is for the previous or next aid year.

- For a parent PLUS type, checks that the FIN\_KEY\_P for the parent is associated with the student in the STUDENT\_PARENT table; if not, creates a record with a relationship value indicating a PLUS applicant (P, Q, R or S). If no PARENT record exists, inserts one. For incoming parent data, updates the corresponding PARENT fields only if currently null.
- Creates a LOAN\_APP\_REPORT record to document the import activity: Action (LR\_ACT) value of I, Reason (LR\_ACT\_RSN) of R for Certification Request, date.
- Creates a student event of type Import with description "FFELP CertRequest" with the loan ID appended.

**Modification After Guarantee.** Posts processor-initiated updates from the Response file (identified by the <ResponseTypeCode> value) in FINANCIER. Identifies the student via the SSN if the FIN\_KEY\_S is not sent. For each loan ID:

- Enters changed LOAN\_APP information. Does NOT reset the reported data (LA\_R\_xxx) – as, if there is an Export in process, it needs to remain in process until the corresponding acknowledgments are received.
- Finds the LOAN\_DET record(s), using the returned disbursement number, and enters the disbursement acknowledgment detail: sequence number, acknowledged amount, status and date.
- Creates a LOAN\_APP\_REPORT record to document the Import activity: activity (LR\_ACT) value of I, reason (LR\_ACT\_RSN) of M (modification after guarantee), date and status (LR\_ACT\_STATUS). Sets the status to R (reject) if any block response code is R, otherwise to A (accepted).
- Enters amount changes into the LOAN\_REPORT record for the appropriate subtype(s), updating LR\_AMT to be the summed acknowledged amounts from the LOAN\_DET records.
- Creates a student event (STUDENT\_FIN\_EVENT row) with event type of Loan Import and description "ModAfterGuar" with the loan ID appended.
- Reports results of processing each incoming student on the Processing Detail report.

#### **Database Tables Updated**

LOAN\_APP, LOAN\_APP\_REPORT, LOAN, LOAN\_DET, LOAN\_REPORT, STUDENT\_FIN\_EVENT

#### **Reports Produced**

- Processing Counts/Errors
- Processing Detail

Web FINANCIER  
 FFELP Import  
 Processing Detail  
 Job Number: 41706  
 Run date/time: 09-MAY-2008 14:11:02

Student ID	Student Name	Details
148614186	Ballmer, Corey J	G XML Processed, Application acknowledgement 1234567890F66G001
147598405	Anderson, Jasleen M	GG XML Processed, Application acknowledgement 1234567890F83W002
**Reject, code=2094, message=SERVICE PROVIDER WILL CONTACT THE SCHOOL OR RECIPIENT, field=FINANL AWARD ID,value=		
**Reject, code=2094, message=SERVICE PROVIDER WILL CONTACT THE SCHOOL OR RECIPIENT, field=, value=		

## Resolving Problems

Check the Processing Detail report for rejects and review each problem record.

For disbursement roster rejects:

- If the payment amount is correct, submit correcting transactions to the Award and Disbursement Import: a D (disbursement) or P (payment) transaction for the net loan amount to update the award and (for a D) to feed a disbursement authorization; and a P transaction for the loan fee
- If the loan amount is not correct in FINANCIER, make a correction to the loan online. The next time the FFELP Export is run to export loan corrections, the updates will cause an appropriate correction record to be created (reallocation of the loan, return of funds, etc.)

If the Disbursement Forecast results in rejects on more than one disbursement for the same loan, all rejected disbursements should show on the report, but only one will set a disbursement hold on the Loan Application page. If you can't clear up the problems quickly, and really need to hold more than one disbursement, export the first hold, and then manually set the second one to go in the next export.

For loan application rejects, after correcting each problem loan, set the Action field (application activity flag, LA\_A\_ACT) on the Loan Application page to Retransmit.

For loan change rejects, after correcting each problem record, blank out the Hold status in the Action field (LA\_A\_ACT) on the Loan Application page.

## AID DISBURSEMENT

To prepare for disbursement, an institution typically runs the volume Disbursement Requirements Calculation and then distributes Disbursement Requirements Notifications to students.

Disbursement authorization proceeds after all requirements are met (or waived). Most students are prepared for disbursement via the Disbursement Authorization process, which calculates amounts through a specific disbursement point (based on the student schedule assigned during ADD Load processing) and posts disbursement data to the STUDENT\_SAR table, where it is available for passing to Student Accounts. Single disbursements or off-schedule disbursements can be posted manually using the Award pages.

>> To monitor disbursement requirements (page 133)

>> To process disbursements (page 138)

### **See also**

Schedule Setup (page 184)

Disbursement programs (page 140)

# AID DISBURSEMENT

## *Monitoring Disbursement Requirements*

Once award packaging is complete, an institution typically runs the volume Disbursement Requirements Calculation to prepare for disbursement. The requirements calculation process determines the documents that must be submitted and Checklist Requirements tasks that must be completed before students can receive disbursements. It also updates the current status of each requirements and posts the overall disbursement requirements status.

You can then use the Disbursement Requirements page to review a student's readiness for disbursement, record the status of required documents and set controls that determine when requirements notifications are sent.

The Disbursement Requirements page contains three sections:

- Required Submissions: documents that the student must provide
- Requirements Checklist: events that must take place and tasks which the aid office must complete prior to disbursement
- Notifications: the format, number and frequency of disbursement requirements notifications (DRNs)

**Implementation Note.** Your institution defines its set of standard documents, Checklist items, and the rules by which notification formats and requirements are assigned to students, during implementation of FINANCIER. WolffPack codes your institutional Disbursement Requirements Calculation program to support these criteria.

- Standard document assignment criteria are set up on the System>Requirements Tree page. For setup information, see page 199.
- Checklist requirements and assignment criteria are defined programmatically (in the WPL\_CHECKLIST package).
- Notification formats are defined in the Dictionary. For setup information, see page 225.

If you intend to use a mail merge process for generating letters, WolffPack provides a starter kit of template documents for use in MicroSoft Word, with detailed implementation job aids.

- Defaults for assigning notification formats to students are set up on the System>FAO page. For setup information, see page 182.

### *Required Submissions*

The Disbursement Requirements Calculation assigns required documents to students, based on your Requirements tree. You can modify a student's list of required documents as needed.

Any update to a required document automatically invokes the Disbursement Requirements Calculation, which reevaluates the individual document status, the Required Submissions status and the overall disbursement status.

>> To add a document to the list of required submissions:

1. From the side menu bar, select Award>Disb Requirements.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student's name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

3. Click the Add a Document label.
4. In the Document Maintenance window, identify the Document (select from the dropdown list), and enter values to describe the requirement.
  - In the Format/Type field, select **Disbursement**
  - In the Affect Status field, indicate whether this document status affects the overall disbursement status (defaults to **Affects overall status**)
  - If the requirement has a start date, enter it in the Starting field
  - In the Status field, set its current status (defaults to **Required**)
5. Press the window's Update button.

*The Disbursement Requirements page is redisplayed, with the new document inserted in the list of Required Submissions.*

As documents are received and reviewed, the Aid Office updates the statuses accordingly.

>> To mark a document as completed, or otherwise update its status:

1. On the Disbursement Requirements page, with the student in context, click the document in the Required Submissions list.
2. In the Status field on the Maintenance window, change the document status to Complete or other value as appropriate. Click Update.

*The Disbursement Requirements page is redisplayed. If the status is changed to complete, the color in which the document entry appears in the Required Submissions list changes from red to green.*

>> To delete a document that has been entered in error or is no longer needed:

1. On the Disbursement Requirements page, with the student in context, click the document in the Required Submissions list.
2. Click the Maintenance window's Update button.

When all documents required for the disbursement are complete (or deleted or waived), FINANCIER sets the Required Submissions status to Complete.



## *Requirements Checklist*

The ADD Load process assigns the Checklist requirements for each student, based on your Requirements tree. Typical Checklist items might include

- Enrollment status - where the student must be in the admissions/enrollment process
- Application status - whether the student's aid application is complete
- EDE corrections - whether the student has federal data corrections in process (not yet acknowledged by the CPS)
- Satisfactory Academic Progress - whether the student has maintained an adequate level of achievement in coursework

In order for the Checklist status to be complete, each item must be complete. A student with these Checklist requirements would have to achieve an acceptable academic status and academic progress level, complete all application requirements, pass federal and/or institutional verification if selected for verification and have any ISIR corrections completely processed.

The Checklist status is updated automatically whenever the Disbursement Requirements page is updated and redisplayed.

## *Notification Options*

The fields in the Notification Attributes portion of the Disbursement Requirements page enable you to control the printing of requirements notifications—letters sent to inform students of outstanding requirements. Letters are generated for students that have incomplete documents, using information extracted by the Disbursement Requirements Notification Extract program.

The values in the Notification fields determine:

- the format of notification letters  
The Initial/Followup/Confirmation format fields allow you to assign different versions of the letter for the first communication and any followup reminders or confirmational notice that your practices dictate.
- how often letters are sent and how many may be sent (Frequency/Maximum fields)  
Frequency can indicate a period of time, such as weekly or monthly, or you can set it to request a letter whenever the student is assigned a new requirement.
- the first and last dates for sending (Start/Stop dates)

The fields under the “Most Recent” heading comprise a summary to date: the format and date of the last DRN, and the total number that have been sent.

The defaults for the format, frequency and maximum fields are set by the Application Requirements Calculation program during the ADD Load process. You may change these values to affect how and when future notifications are generated.

In volume processing, a student population is identified for the run by status and traits; within this group, a student is selected to receive a DRN if she has incom-

plete or required documents and has not yet received the maximum number of letters, if enough time has passed since the last letter based on the frequency, if the date is between the start and stop dates and the format of the letter she should receive is a format specified for the run. She will get an initial letter if her “most recent” total is 0 and a followup letter otherwise (if she has a followup format) unless you explicitly request a confirmation format.

You can intervene in this cycle by requesting a letter in the next run, by placing a hold on the next letter or by printing an individual DRN from the Disbursement Requirements page. You can direct FINANCIER to stop producing ARNs and to including incomplete application requirements in the disbursement requirements letters.

>> To roll incomplete application requirements over to DRNs:

1. Go to the Disbursement Requirements page with the student in context.
2. Set the Stop ARN field and the Include App Reqmnts field to Yes.
3. Press Update.

>> To direct the system to generate a letter in the next requirements notification cycle:

1. Go to the Disbursement Requirements page with the student in context.
2. Set the Override field to **Print**.
3. Press Update.

Similarly, you can direct the system *not* to print a letter by setting the value to **Hold**.

The Print or Hold value overrides the Notification program’s normal selection processing based on Frequency, Maximum and Start/Stop date settings.

>> To print a letter on demand (via mail merge):

If you are set up to generate letters by mail merge:

1. Go to the Disbursement Requirements page with the student in context.
2. Press the Extract button.

*The DRN Extract process creates a file containing mail merge data for the student. A window opens explaining two options for downloading the extract file to the mail merge client machine:*

- 1. Click on the link, which may display the file in a spreadsheet application or text editor (if you defined an association for the .csv file type), or*
- 2. Right click and choose “Save Target As” to save the file to your machine.*
3. Follow the instructions for either option, saving the file to the directory used for mail merge. If the mail merge documents don’t reside on your machine, save the extract file and transfer it to the appropriate location for mail merge.
4. On the mail merge machine, open your institution’s DRN merge document and complete the merge.

### *Disbursement Snapshot*

Some funds may require a “snapshot” check before disbursement. The snapshot check is a comparison between current values for a set of student enrollment data and a previously recorded snapshot of the same data; the snapshot for a term must match current values for the term in order to disburse for the term.

Snapshots are updated when a student's packaging status is set. Depending on your implementation, snapshots may also be recorded by other processes, such as budget calculation. The volume Term Snapshot Calculation can be run to record snapshots systematically for all students.

>> To see disbursement term snapshots:

1. Go to the Disbursement Requirements page with the student in context.
2. Click the Snapshot button.

You can modify values as appropriate. (Term snapshots are also accessible from the Budget/Need Analysis page on the Application menu.)

### **Related Function**

>> To process disbursements (page 138)

### **See also**

Disbursement Requirements Calculation program (page 141)

Disbursement Requirements Notifications program (page 142)

Snapshot Calculation program (page 144)

Notifications Setup (page 225)

Schedule Setup (page 184)

## AID DISBURSEMENT

Authorization of students for disbursement proceeds after all requirements are met (or waived). Most students are processed in volume, via the Disbursement Authorization process. The Disbursement Authorization selects awards for processing based on schedule, amount and fund settings. The schedule on the award must be the schedule assigned for the run; the accepted amount of the award cannot be fully disbursed through the disbursement point assigned for the run; and the fund on the award must be an active fund with its Student Accounts feed flag set to Y.

Single disbursements can be authorized manually using the Award pages.

### *Posting Individual Disbursements*

Awards processing provides a means for handling individual and off-schedule disbursements: the D and P award transactions, which can be entered by the volume Award process, or using the award processing pages (Grant/Work Processing or Loan Processing).

- The D action posts the disbursement in FINANCIER and prepares disbursement data for passing to Student Accounts. To process a D transaction the Student Accounts feed flag on the fund must be set to Feed or Requires Individual Release.
- The P action posts the disbursement in FINANCIER, but does not perform feed processing, regardless of the fund setting.

You might use the D transaction for handling such aid as scholarships that need to be individually authorized for disbursement once the funds are received by the school. This transaction is also useful for exceptional circumstances – any disbursement that must be authorized outside of “normal” procedures.

Use a P transaction for posting work-study payments, if the Payroll office reports wages already earned to Financial Aid. Another use of the P transaction might be for recording an external scholarship in FINANCIER that has already been posted directly to the student’s account by the Bursar.

>> To disburse an award:

1. Go to the Award>Summary page with the student in context.

(Alternatively, you can start directly from the Award>Loan Summary page, with the **student and loan type** in context, or the Award>Grant/Work Processing page, with the **student and fund** in context.)

2. Click the award to be disbursed. For a loan, click the loan type and then select the specific loan from the Loan Summary window.

*The Grant/Work Processing or Loan Application window is displayed.*

For a loan, in the Loan Application window, click the Eligibility button that corresponds to the subtype of loan to be disbursed (for example, Sub or Unsub).

*The Loan Processing window is displayed.*

3. In the Grant/Work Processing window or Loan Processing window, select the

Disburse or Payment action code in the Action field. Specify the total to be disbursed, and the amount for each disbursement point.

4. Press Update to process the transaction, and then close the window to return to the Summary page.

**See also**

Disbursement Authorization (page 146)

Disbursement Summary (page 149)

Schedule Setup (page 184)

# DISBURSEMENTS

## *Volume Processes*

FINANCIER provides the following volume jobs for disbursement-related processing:

- Disbursement Requirements Calculation - evaluates the status of students' disbursement requirements (page 141)
- Disbursement Requirements Notification Extract - extracts information concerning incomplete disbursement requirements, for use in generating letters to students (page 142)
- Snapshot Calculation - updates student "snapshot" data for comparison at disbursement time (page 144)
- Disbursement Authorization - prepares aid disbursement data for posting to students' accounts (page 146)
- Disbursement Summary - produces a disbursement summary report (page 149)

## ***Disbursement Requirements Calculation***

Run the Disbursement Requirements Calculation job to evaluate the status of requirements that must be fulfilled before aid can be dispensed.

### ***Timing***

Run this calculation after packaging is complete. In general, you should run a mass calculation whenever it's critical to ensure that all student records have been evaluated against the most current disbursement requirements.

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see "Running a Background Job" (page 229)

### ***Processing***

Reads the AIDYEAR table for the specified year and selects students according to enrollment status criteria specified in the Student Status parameter for the run.

The calculation follows Requirements Tree logic to determine the documents to be submitted. Invokes the Checklist package (WPL\_CHECKLIST) to determine the Requirements Checklist conditions to be fulfilled for each student. Creates disbursement requirement records in the REQUIREMENT table for each student, and sets the status of each requirement. On the student's AIDYEAR\_NOT record, sets defaults for notification letters and sets the overall application status (AY\_D\_STAT).

### ***Database Tables Updated***

AIDYEAR tables, REQUIREMENT table

### ***Report Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors

## *Disbursement Requirements Notification (WPL\_REQ\_LETTERS package)*

Run the Disbursement Requirements Notification (DRN) Extract job as the first step in the process of generating letters to students regarding the documents they must submit in order to receive aid disbursements on their financial aid awards.

The DRN Extract produces a file containing requirements information for selected students, to be applied as input to a mail merge process that formats the letters.

### *Timing*

Typically you would send disbursement notification letters to students after awards have been posted and acceptances and rejections have been recorded.

Run the DRN Extract to collect the requirements information for the desired population of students, then download the extract file to the workstation where the letters are to be generated and perform the mail merge.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

Determines whether to employ the application requirements or disbursement requirements function based on the job being run.

Processes through the AIDYEAR\_NOT table to find students who should receive notifications, bypassing anyone with Notification Override flag (AIDYEAR\_NOT.AY\_NOT\_OVR) set to hold printing. For each student to be examined, invokes the application requirements and disbursement requirements calculations to ensure that each student's document statuses and overall application status and disbursement status are current.

If the Print Override flag is set to force printing, selects the student if all the following are true:

- the status of at least one required document is Required, Incomplete or Previously complete
- the student satisfies enrollment status and trait criteria set for the run
- the DRN format for the letter the student should receive (initial, followup or confirmation) matches a format set for the run

If the Notification Override is blank, selects the record if the above conditions apply and:

- the number of notifications already sent does not equal the maximum set for the student



- the time between the date of the most recent notification and the run date is not less than the notification frequency set for the student
- the run date falls between the start and stop date range set for the student

Based on the value of the AR Include flag (AY\_INC\_AR), determines whether the notification should include incomplete application requirements in addition to disbursement requirements.

If the Stop ARNs flag (AY\_STOP\_AR) is Yes, sets the Notification Override flag on the application to Hold and the associated Reason code to indicate that DRNs have begun, so that no further application requirements notifications will be generated.

Proceeds to extract letter data, reading the STUDENT table for student information (name, ID, address). For each student selected, reads the REQUIREMENT table and selects documents with status Required, Incomplete or Previously complete. Determines the appropriate notification format: initial if no notifications are on record, a confirmation letter if explicitly requested, otherwise a followup.

Writes the student data, requirement data and notification format to the extract file.

Updates REQUIREMENT table records, incrementing a notifications counter on each document. Updates AIDYEAR\_NOT records, incrementing the notification format, date and counter for each student, and turning off the Notification Override flag if it is set to Print. Generates a DRN event in the student's event history (STUDENT\_FIN\_EVENT table).

### *Database Tables Updated*

AIDYEAR\_NOT table, REQUIREMENT table, STUDENT\_FIN\_EVENT table

### *Files Output*

CSV extract file, named according to run parameter and delivered into the directory specified for the run (default is the directory assigned to the logical name fin\_data\_dir)

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Processing Detail (Trial mode only; list of students extracted: student name, ID and status)

### *Implementation*

WolffPack delivers a start-up kit containing a set of template documents for MS Word mail merge processing of DRNs, with documentation describing the template files and explaining how to customize the letter content.

## *Snapshot Calculation (WPL\_BUDGET.snapshot\_calc\_p)*

Run this job to compare previously recorded “snapshots” of student enrollment data to current values, to accommodate fund-specific disbursement controls. Snapshots are recorded and compared by term. Data includes in/out of state, college, major, degree, class, enrollment and time status fields and up to three institution-specific fields.

### *Timing*

If your institution has implemented a fund-specific snapshot check, you can run the program to record snapshots at the appropriate point(s) in the aid cycle, such as when budgets are calculated. (Snapshots are updated automatically when the packaging status is updated to a non-blank value.)

You can run the program in Trial mode just prior to disbursement, to get a preview of students who might fail the snapshot comparison. **Important: if you have already recorded the appropriate snapshots** for disbursement comparison, **do not** run the program in Update mode, or you will overlay snapshots with current data.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

For each student in the AIDYEAR table, reads the BUDGET table for each term in the student’s schedule.

**In a Trial run**, compares existing term snapshots to corresponding student data for the term and diagnoses any discrepancies in the Processing Detail report. In/ Out of State, College, Major, Degree and Class fields require an exact match to pass; Enrollment and Time Status must equal or exceed the snapshot values.

**In an Update run**, if the student has no snapshot for a term, copies snapshot values for the term from the Student TABLE to the BUDGET table. If a snapshot already exists for the term, compares it to corresponding student data and diagnoses any discrepancies in the Processing Detail report, then updates the snapshot.

### *Database Table Updated*

BUDGET table

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Processing Detail: exception report of students that fail the snapshot comparison, listed by ID, name and term, followed by the mismatch fields

## *Disbursement Authorization*

Run the Disbursement Authorization job to prepare aid disbursement data for posting to Student Accounts.

### *Timing*

You process disbursements according to schedules and disbursement points defined by your institution. You specify a schedule and a disbursement point within the schedule as control parameters when you run the program.

The program calculates disbursements for the aid year through the disbursement point specified for the run. For example, if there are two disbursement points for fall, and the program is being run for the second disbursement, students who qualify will get the remainder of their fall amount. If nothing was credited at the first disbursement point, the student will be credited for both the first and second disbursements.

The process loads student disbursement data (such as student ID, account, amount, debit/credit indicator, date) into the STUDENT\_SAR and STUDENT\_SLN tables, where it is available to the institutional process that handles interfacing with Student Accounts or a loan management system.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

Selects students who pass the job's enrollment status and trait parameter checks and are not flagged to hold disbursement (Disbursement Override, AY\_D\_OVR, is not Hold). Refers to the AWARD\_DISB\_SUMMARY and LOAN\_DISB\_SUMMARY views to further identify those whose total accepted aid through the disbursement point for the run does not equal the total disbursed. For each of these students, processes through the AWARD\_DET and LOAN\_DET tables to find awards for disbursement.

For a forced disbursement (Disbursement Override is set to Disburse), selects the award or loan if:

- the fund for the award is active, not frozen and set up to feed disbursements
- the amount disbursed to date is not equal to the accepted amount as of the disbursement point for the run
- the fund has a balance sufficient to cover the disbursement

If the student is not set to force or hold disbursement (AY\_D\_OVR is blank), selects the award or loan if the above conditions apply and:

- any fund-specific document requirements are complete

- the student's disbursement status is complete (tested only if the fund's disbursement status check flag, FU\_DIS\_STATUS, is set to Yes, by invoking the disbursement requirements calculation)
- student data matches the "snapshot" stored previously (tested only if the fund's snapshot check flag, FU\_DIS\_SNAP, has a value other than No, using baseline logic if the value is Yes and customized logic for other values)
- student has completed the required clock hours for his/her academic program (tested only if the student's progress is measured in clock hours and the fund's clock-hour check flag, FU\_DIS\_CHRS, is set to Yes)

If an award on a feedable fund is rejected, writes a record to the Reject Detail report. (Awards on nonfeedable funds are not reported.) If the award is authorized for disbursement, writes a record to the Processing Detail report.

For each authorized disbursement, generates a D (Disburse) award transaction. For Direct loans, generates a D transaction for the net amount of the loan, and a P transaction for the loan fee.

Applies transactions to update the AWARD\_DET and LOAN\_DET records for the appropriate disbursement(s), setting the disbursement amount (AW\_D\_DIS or LO\_D\_DIS) equal to the accepted amount through the disbursement point.

Writes account/amount information to the STUDENT\_SAR and/or STUDENT\_SLN tables (depending on whether the fund is set to feed SAR or feed SLN), so the institution's disbursement interface(s) can create or post transactions.

Creates a Disbursement event record for the student in the STUDENT\_FIN\_EVENT table with event type Disbursement and description "Disbursement through [disbursement point identifier]".

Updates FUND\_UTILIZATION records (two fund records may be involved if the terms being disbursed fall into two fiscal years).

### *Database Tables Updated*

AWARD table, AWARD\_DET table, FUND\_UTILIZATION table, LOAN table, LOAN\_DET table, STUDENT\_FIN\_EVENT table, STUDENT\_SAR table, STUDENT\_SLN table

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Reject Detail
- Processing Detail

## Resolving Problems

If you need to cancel a disbursement after the Disbursement Authorization has run, use the Award or Award Summary page (or the volume Award Process) to process either a C (cancel) or A (accept) award transaction.

- The C transaction resets both the accepted and offered amounts. Specify the amount to be canceled.
- The A transaction resets only the accepted amount. Specify the amount to be canceled as a negative amount. For example, to cancel an award of \$500, enter -500 as the transaction amount.

If you want to disburse an award that has been rejected for failing a snapshot check, you can do one of the following:

- Set the Disbursement Override for the student to Disburse (on the Disbursement Requirements page)
- Manually change snapshot values to match current values (in the Snapshot window of the Budget/Need Evaluation page)

## Implementation

**Customizing the Disbursement Snapshot.** If you use the Disbursement Snapshot check, you can customize the data and/or the comparisons involved.

The baseline process compares values for College, Major, In/Out of State, Degree, Class, Tim and Enrollment. You may choose to suppress the comparison for one or more of these values, or to substitute other fields; and the particular combination of values to be examined may differ depending on fund, FAO, aid year or term. To analyze your requirements, consider the following:

- Do you want just one rule for the snapshot comparisons, or are there variations specific to different kinds of funds? For example, you might want to suppress the comparison of the student's major for most funds, but require it for others.
- What is the detail logic for each rule? Does it differ by FAO, aid year or term?

For each rule, you will need to:

- Assign a Dictionary value for the snapshot check flag (FUND\_ATTRIBUTES.FU\_DIS\_SNAP). **Use numeral values** to ensure that your values do not collide with WolffPack's values.
- Develop a routine to be called by the Disbursement Authorization to perform the comparisons.

WolffPack provides a template function called WPLSS\_SNAPSHOT.COMPARE\_SNAPSHOT from which to develop your institutional process(es). This institutional process is passed the value of FU\_DIS\_SNAP, along with the student ID, FAO, aid year and term and must pass back a Y or N (student passes or fail the check). Comments are provided in the code to explain where customized comparison logic should be inserted.

## ***Disbursement Summary***

Run the Disbursement Summary job to monitor disbursements by fund. You can use the report to reconcile fund amounts with billing records.

### ***Running the Program***

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### ***Processing***

Reads the FUND\_ATTRIBUTES table sequentially and generates a Summary report line for each fund that has disbursement activity recorded for the specified fiscal year and aid office. The report line includes the fund ID, account number, fund name, and two amount columns: Disbursements (the net total disbursed to date) and Checkpoint (the net amount disbursed since the last run).

Sets the Checkpoint field to the current net disbursements in preparation for the next run.

### ***Database Table Updated***

FUND\_ATTRIBUTES Table

### ***Reports Produced***

Links to reports are available on the Volume Processing>Job Log page.

- Processing Counts/Errors
- Disbursement Summary Report

## PARENTS, LENDERS AND OTHER AUXILIARY RECORDS

Besides the student-based and fund-based records that are directly involved in the awarding and disbursing of aid, FINANCIER stores basic address and contact information for related entities: parents, lenders and guarantors, student employers, fund donors and other institutions. These auxiliary records provide value lists of institutions, lenders, etc., so that input can be restricted to the persons and organizations with whom a business relationship has been established.

### *Use of Auxiliary Information*

In many cases, you must have the proper auxiliary records in place in order to complete some loan, fund management and other functions. For example, before you can assign a lender to a student, you must have a record defining the lender. The following table describes how auxiliary records support related financial aid functions.

**Auxiliary Record Relationships**

<b>To perform this function:</b>	<b>You must have records of this type available:</b>
Specify a default FFELP lender for a student Specify the lender on a student loan (Loan Summary>Loan Application page) Associate a lender with the fund for a loan program (Fund Attributes page) Associate a lender with a loan type (Loan Types Table page)	Lender
Specify the guarantee agency for a student loan (Loan Summary>Loan Application page) Associate a guarantee agency with a loan type (Loan Type table page)	Guarantor
Associate an employer with the fund for a work program (Fund Attributes page)	Employer
Associate a fund donor with the fund for a grant program (Fund Attributes page)	Fund donor
Associate a student and parent for PLUS loan purposes (Demographic Information page) Retrieve parent information for a PLUS loan (Loan Summary>Loan Application page)	Parent

FINANCIER provides Institution, Parent, Lender, Guarantor, Employer and Donor pages under the Auxiliary menu. Events maintenance, notes maintenance and data audit capabilities are available for parents via the Auxiliary>Parent>Event History, Notes and Audit History pages.

>> To add a parent, lender or other auxiliary record (page 152)

>> To maintain notes and events for a parent (page 155)



>> To view the data audit history for a parent (page 156)

# PARENTS, LENDERS AND OTHER AUXILIARY RECORDS

## *Maintaining Information for Parents, Lenders, etc.*

Certain information, such as parents' names and addresses, might be made available by interface to another system, or could be converted and loaded into FINANCIER. You can also enter information manually using the pages under the Auxiliary menu.

>> To add a parent or update parent information:

(Instructions are basically the same for adding a lender on the Lender page, fund donor on the Donor page, etc.)

1. From the side menu bar, select Auxiliary>Parent.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Parent ID and, if necessary, the FAO, Aid Year and/or Term as well.
  - If you are adding a new record, assign a unique ID.
  - To locate an existing parent ID, click the Search icon beside the ID label. Enter the first several letters of the name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all parents.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the parent in context and displays any existing data on the Parent Information page.*

Technically, the Parent ID (PARENT\_ID) is an attribute on the parent record, and distinct from the internal ID (FIN\_KEY\_P) which forms part of the record key.

Similarly, for Lenders, Guarantors, Employers and other entities there are both institutional IDs, by which you retrieve records on the update pages, and internal key IDs.

3. Fill in the name, address and contact information.
4. Press Update.

>> To delete a parent record, go to the Parent page with the parent in context and click the Delete button.

## *Maintaining Information for Institutions*

Create records for institutions needed on the Aid History page to record aid received by students when attending other institutions.

>> To add an institution:

1. From the side menu bar, select Auxiliary>Institution.
2. Click the Select button in the upper panel. In the resulting selection window,

enter a unique Institution ID and, if necessary, the FAO, Aid Year and/or Term as well.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the institution in context and displays any existing data on the Institution Information page.*

Technically, the Institution ID (INSTITUTION\_ID) is an attribute on the institution record, and distinct from the internal ID (FIN\_KEY\_i) which forms part of the record key.

3. Fill in the name, address and contact information.
4. Press Update.

### ***Related Functions***

- >> To maintain notes and events for a parent (page 154)
- >> To view the data audit history for a parent (page 156)

## PARENTS, LENDERS AND OTHER AUXILIARY RECORDS

To supplement or qualify the information maintained in FINANCIER for parents, you can record miscellaneous notes and significant events.

For data control and accountability purposes, you can audit the changes made to critical data.

### *Maintaining Notes for Parents*

FINANCIER's Notepad enables you to record free-form notes on the parents of students. You can review and update notes on the Auxiliary>Parent>Notes page.

**Implementation Note.** Your institution may wish to establish note tags, to allow grouping of notes for selection and reporting purposes, by defining valid values for the fields PARENT\_FIN\_NOTES\_DET.NO\_TAG,

>> To review parent notes:

1. Go to the Auxiliary>Parent>Notes page with the parent in context.

*Notes are listed for the aid year in context, by date of original entry, with the earliest note first. Above the listing you will find filter fields for controlling the display by aid year, date and user.*

2. Use the filter fields to locate notes based on when they were created, and by whom.

- If you are searching for notes that pertain to a single aid year, select the year in the Aid Year field
- For notes created during a particular time span, supply a date range using the Begin and End date fields
- For notes created by a particular user, select the user name in the User field

3. When you are satisfied with the filter criteria, click the Filter button.

*The notes listing is redisplayed, showing those notes that match the criteria you specified. To update a note, click the note text, which is displayed in green.*

>> To enter a parent note:

1. From the Parent page, click the Notepad icon on the upper right corner.

*The Notepad opens to allow entry of notes for the parent in context.*

2. If useful, supply one or more tags to categorize the note.
3. Type in the note content and click the Update button.

>> To modify or delete a parent note:

1. Go to the Auxiliary>Parent>Notes page with the parent in context.
2. Locate the note to be updated or deleted.

*Notes are listed for the aid year in context, by date of original entry. You can change the year, and further restrict the display by date range or by user (the person/process who originated the note): enter selection values in the fields at the top of the page and press the Filter button.*

3. Click the Note Text for the Note Maintenance detail window
  - To update, revise the text and press Update, then close the window.
  - To delete, press Delete and then close the window.

## ***Maintaining Events for Parents***

The Auxiliary Event History page enables you to record and review events pertaining to the parents of students.

**Implementation Note.** Your institution should establish the types of student events that can be entered, by defining valid values for the fields PARENT\_FIN\_EVENT.EV\_TYPE,

>> To review parent events:

1. Go to the Auxiliary>Parent>Event History page with the parent in context.  
*Event entries are listed for the aid year in context, by date of original entry, with the earliest event first. Above the listing you will find filter fields for controlling the display by aid year, date and user.*
2. Use the filter fields to locate events based on when they were created, and by whom.
  - For events pertaining to a single aid year, select the year in the Aid Year field
  - For events created within a particular time span, supply a date range using the Begin and End date fields
  - For events created by a particular user, select the user name in the User field
  - For events of a defined type, select the Type value.
3. When you are satisfied with the filter criteria, click the Filter button.  
*The events listing is redisplayed, showing those events that match the criteria you specified. To update a manually entered event, click the event text, which is displayed in green. (System-generated events are not updatable.)*

>> To enter a parent event:

1. Go to the Auxiliary Event History page with the parent in context. Click the Add button.  
*FINANCIER opens the Auxiliary Event Maintenance detail window.*
2. Specify the event type and enter the event description. Press Update, then close the window.

>> To modify or delete a parent event:

1. Go to the Auxiliary Event History page with the parent in context.
2. Locate the entry to be updated or deleted.  
*Events are listed for the aid year in context, by date of original entry. You can change the year, and further restrict the display by date range, by user (the person/process who originated the note) or by type: enter selection values in the fields at the top of the page and press the Filter button.*

3. Click the Event Description to bring up the Event Maintenance detail window.
  - To update, revise the description and press Update, then close the window.
  - To delete, press Delete and then close the window.

### ***Reviewing the Audit History for Parents***

FINANCIER's data audit facilities provide the ability to record a maintenance history for critical fields. An audit requirement is set in the field's Dictionary definition, generating an "audit trigger" in the database table. Once the audit trigger is created, any update to the field generates an audit record.

Audit records for parents are viewed on the Auxiliary>Parent>Audit History page. Audit information includes the name of the field (table and column), the date of the update, the user or process responsible and the old and new values.

The default display is for the aid year in context. You can change the year, or further restrict the display by date range, by user or by field: enter values in the filter fields at the top of the page and press the Filter button. For example, to review updates performed by User1 during the period 1 March 2002 through 30 June 2002, you would supply the Begin Date, End Date and User. To review the maintenance history of the Parent SSN (assuming it is audit-flagged), you would select PARENT.PA\_SSN as the Table/column filter.

Depending on your purpose, you may want the audit list to designate fields by their Dictionary labels, or by their technical database IDs. To see technical names, turn on (click) the Technical Names checkbox and press the Filter button. The default, when the checkbox is blank, is to display the labels.

#### ***Related Function***

>> To add a parent, lender or other auxiliary record (page 152)

#### ***See also***

>> To select fields for auditing (page 192)

# FEDERAL GRANT REPORTING

## *Federal Grant Reporting*

For each Pell, ACG, SMART or TEACH recipient, an institution must report eligibility and disbursements to the federal Common Origination and Disbursement system (COD). The institution “originates” the grant with COD (typically when the award is accepted), and reports each “actual” disbursement (when the disbursement has been posted, and the primary disbursement date for the disbursement point in the schedule has been reached). For TEACH grants, scheduled disbursements are reported as well as actual disbursements, per COD requirements.

In FINANCIER, the volume Federal Grant Reporting Export process generates the origination and disbursement records, and the Federal Grant Reporting Import records the COD acknowledgments that are returned. A summary of the student’s origination and disbursement information is displayed on the Award>Federal Grant Reporting page.

>> To review grant reporting communications:

1. From the side menu bar, select Award>Federal Grant Reporting.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Student ID (SID) and, if necessary, the FAO, Aid Year and/or Term as well.

To locate an existing student ID, click the Search icon beside the SID label. Enter the first several letters of the student’s name in the Last Name field. (If useful, specify one or more characters of the first name as well. You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching IDs that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the student in context and displays grant reporting information.*

For each grant type, the page shows grant-level activity: hold or retransmit instructions in place, and dates of the last origination export and last disbursement export, with corresponding acknowledgment status (such as accepted or rejected) and acknowledgment date. As there may be two separate ACG or SMART awards within an aid year if the student changes class level from one term to the next, and two separate TEACH grants across two COD award years, there are two sets of reporting fields for these grant types.

The Current column on the page shows what is currently true in FINANCIER. The Accepted column shows the information most recently acknowledged by COD as Accepted, Accepted with corrections or Duplicate origination, as entered by the Federal Grant Reporting Import volume process.

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 volume process and cleared by the Import when an acknowledgment is posted.

Each grant heading links to the Federal Grant Reporting Maintenance detail window, where you can set the Action field to hold or retransmit a record in exceptional situations, overriding normal Export processing, as well as review disbursement reporting history by disbursement point.

>> To direct the system to hold or retransmit a record in the next Export cycle:

1. Go to the Federal Grant Reporting page with the student in context.
2. Click the label for the appropriate grant (Pell, ACG1, ACG2, SMART1, SMART2, TEACH1 or TEACH2).

*The Grant Reporting Maintenance window pops up.*

3. Set the appropriate action:

- **Hold** to prevent export of a problem grant
- **Re-submit** if it is necessary to resend a record while the last export is still in process – for example, if an export batch were to get lost in transit
- Clear a hold (blank out the value) to resume normal processing once a problem is resolved

If you have defined Action Reason values to document grant actions, select one as appropriate.

4. Click Update and close the window.

*The Federal Grant Reporting page is redisplayed with the action, reason (if entered) and action date.*

If you clear a Hold action, the next run of the Federal Grant Export will pick up the grant if there is no data in process and it detects changes made since the last acknowledged export. For example, if a record has been rejected by COD, the Import program sets the Action flag to Hold, and the corresponding reason to Rejected; when you have resolved the problem you clear the Action flag.

>> To review a grant's disbursement reporting activity:

1. Go to the Federal Grant Reporting page with the student in context.
2. Click the label for the appropriate grant (Pell, ACG1, ACG2, SMART1, SMART2, TEACH1 or TEACH2).

*The Grant Reporting Maintenance window displays detail for each disbursement point in the student's schedule, with columns for current, COD-acknowledged and in process data.*

This disbursement history provides a complete record of what is in FINANCIER, and what the acknowledgments indicate is in the COD database. It should help in resolving any problems that arise in the data exchange.

### **Student Class Level**

The student's class level, as it appears in the term-specific Class fields on the Academic page (ST\_RTn\_CLS), controls how an ACG or SMART grant award is divided between the two sections for the grant on the ACG or SMART detail window. If the student's class changes from one term to the next, the amount of the



award will be split, with the amount for each portion determined by the disbursement points associated with the term(s) for each class level.

For example, suppose a freshman receives an ACG award of \$500 with \$300 to be disbursed in fall and \$200 in spring. If the student becomes a sophomore in spring, the award will be represented in the ACG detail window as two reportable grants of \$300 and \$200. Any necessary revisions to either amount can be made on the Award Summary page. In particular, if the student is no longer eligible for the grant because of the class year, such as a sophomore ACG recipient who becomes a junior mid-year, you will want to cancel the ineligible amount on the Award Summary page, or make whatever correction is needed to express the real situation.

If it turns out that a student's class level was reported in error, the next run of the Federal Grant Export will correct the condition. It updates the grant's origination data to reflect a \$0 award, and originates a second grant at the correct class level for the full grant amount.

### *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 new Additional Eligibility Indicator on the Federal Grant Maintenance window for Pell detail (AEI field). If populated this flag is exported to COD.

### **Related Programs**

>> Federal Grant Reporting Export (page 162)

>> Federal Grant Reporting Import (page 165)

# FEDERAL REPORTING

## *FISAP Reporting*

Schools that participate in campus-based aid programs are required to file a FISAP report by October 1. The Fiscal Operations Report summarizes aid applicant and recipient information for the fiscal year (July 1 through June 30) that has just ended; the Application to Participate requests funds for the next fiscal year (beginning next July 1, after the current year).

The FISAP Reporting Export volume process generates the Eligible Aid Applicants Grid and Campus-Based Aid Recipients Grid components of the Fiscal Operations Report. This information can then be merged with information collected from other sources for delivery of the full report to the FISAP processor.

### ***Related Programs***

>> FISAP Reporting Export (page 167)

# FEDERAL REPORTING

## *Volume Processing*

FINANCIER provides the following volume jobs for federal grant and FISAP reporting:

- Federal Grant Reporting Export - generates an XML document containing Pell, ACG, SMART and/or TEACH grant origination and disbursement data for transmittal to the processor (page 162)
- Federal Grant Reporting Import - loads Pell, ACG, SMART and/or TEACH grant origination and disbursement acknowledgments received from the processor (page 165)
- FISAP Reporting Export - generates FISAP report components (page 167)

## *Federal Grant Reporting Export (WPL\_GRANT\_EXP)*

Run the Federal Grant Reporting Export job to generate Pell, ACG, SMART and TEACH grant origination and payment data for reporting to the Common Origination and Disbursement system (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 Error Detail report 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.

Actual disbursements are submitted after the disbursement has been posted, based on the primary disbursement date for the disbursement point on the Schedule table. Anticipated TEACH disbursements (scheduled but not yet authorized) are reported along with the origination.

When you run the Federal Grant Reporting Export in Update mode, retain a backup copy of the outgoing file until acknowledgments are received back.

### *Implementation*

Ensure that the Pell Entity is entered on the FAO page (8 characters). On the Schedule page, ensure that schedule begin and end dates are defined for all terms, and each reporting date is designated as the primary date for the corresponding disbursement.

Check that ST\_AC\_CLS (which is the source for values for the term-specific class fields) has values for undergraduate class levels defined as 1 (freshman), 2 (sophomore), 3 (junior), 4 (senior) and 5 (other undergraduate). The Federal Grant Export edits for class level of 1 or 2 for ACG, and 3 or 4 for SMART.

Students eligible for a second TEACH grant must have their schedules defined so that the disbursement point(s) for the first grant are in a different fiscal year than that (those) of the second grant.

Check that the Pell, ACG, SMART and TEACH grant funds are set up with the proper Aid type and Aid program values on the Fund Attributes page.

QA verification schools should be sure that, for any students who were federally selected but not institutionally selected for QA verification, the Federal Verification Status flag (VE\_VER\_FED) is set to S (selected but not verified).

## *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed. The executable job is based on the catalog job Federal Grant Export.

For specific instructions see “Running a Background Job” (page 229)

## *Processing*

Validates the run parameters and processes sequentially through the CPS\_APPLIC\_xxyy table. Checks each student’s awards 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 Action flag set to Hold (GRANT\_xxyy.GR\_ACT value of H). If the flag is set to retransmit (value R), selects the student if not yet re-reported.

Writes current data to reported data in the GRANT\_xxyy file for display on the Federal Grant Reporting page (in the In Process column). Clears the Action fields and sets the grant ID and reporting date.

**Disbursement Reporting.** Selects students with grant disbursements that have been authorized by the Disbursement Authorization, have reached the primary date in the SCHEDULE table, and are different from the previously acknowledged amounts. Bypasses students with the Action flag set to Hold. If the flag is set to Retransmit, selects the student if not yet re-reported. Increments the disbursement reference number for each disbursement selected. For TEACH grants, reports anticipated as well as actual disbursements.

Writes the disbursement amount and award amount to the GRANT\_xxyy table for display on the Federal Grant Reporting page (in the In Process column). Writes the individual disbursement point reported award and disbursed amounts to the AWARD\_DET table for use in subsequent processing. Clears the Action fields and sets the reporting date.

**Output.** Writes export data to the output file specified in the job parameter, formatted as a Common Record-compliant XML document.

## *XML Tags (Schema 3.0b, 2009-10)*

In the <SchoolNoteMessage> tag, SchoolNoteMessage is the disbursement point ID when it occurs in the disbursement block. In an award block, SchoolNoteMessage contains a literal indicating the reason for reporting the award: ORIG for origination data only, DISB for disbursement accompanied by unchanged contextual origination data, ORIGDISB for disbursement with origination update. This note enables the Federal Grant Import to update the origination acknowledgment dates appropriately to indicate the last real change in the origination information.

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, ACG and SMART, 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.

### *XML Tags (Schema 2.0e, 2008-09 and earlier years)*

In the <NoteMessage> tag, NoteMessage is student ID (FIN\_KEY\_S) when it occurs in the student block, and disbursement point ID when it occurs in a disbursement block. In an award block, <NoteMessage> is ORIG, DISB or ORIGDISB 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.

The <DisbursementReleaseIndicator> tag is always set to "true" indicating actual disbursements.

### *Database Tables Updated*

AWARD\_DET, GRANT\_xxyy

### *Reports Produced*

Processing Counts/Errors

Error Detail (list of students who have received a grant, but do not pass CPS edits)

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

### *Resolving Problems*

If a student is rejected for a "Payment Reason" error, check the ACG Eligibility page. In order for the Federal Grant Export to assign the correct Payment Reason, the student must have a valid Approved Program entry (resulting in Payment Reason 01), OR a value of Yes in either the AP/IB Courses or the Rigorous Courses field (resulting in Payment Reason of 02 or 03 respectively).

## ***Federal Grant Reporting Import (WPL\_GRANT\_IMPORT)***

Run the Federal Grant Reporting Import to record Pell, ACG, SMART and TEACH grant acknowledgment data in FINANCIER.

### ***Timing***

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

### ***Running the Program***

Using the Job Maintenance page, select the job, modify parameters as needed and assign input files as input. The executable job is based on the catalog job Federal Grant Import.

For specific instructions see “Running a Background Job” (page 229)

### ***Input File***

XML Response file, laid out in blocks: student block(s), award block(s), 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 reads the input response file.

For each student represented, updates the corresponding GRANT\_xxyy record, setting the Origination and/or Disbursement Acknowledgment code and date. Refers to the <SchoolNoteMessage> or <NoteMessage> returned in the award block to determine if the corresponding export included origination updates; if not, the origination code and date are not updated.

The Disbursement Acknowledgment (the Disb field on the Federal Grant Reporting page) always contains the most recently returned disbursement acknowledgment. For example, if Fall (COD disbursement 01) and Spring (COD disbursement 02) are transmitted, processed, and acknowledged together, the Disb field will reflect the COD action taken on the Spring disbursement.

Performs additional updating appropriate to the acknowledgment code:

- For an acceptance (code of A or C), records the values that were accepted and clears in-process reported data in GRANT\_xxyy. If the transmission includes disbursement data, updates the AWARD\_DET table. Prints C records on the Error Detail report.
- For a reject (code R), sets the Grant Action to H (hold) and the corresponding reason to RJ. For a COD-generated transaction (disbursement sequence number greater than 65) sets the Disbursement 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) and clears in-process reported data. Reports the student on the Error Detail 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. Since total disbursement amounts rather than incremental changes are reported, handling D records as accepted is an appropriate approach for disbursements as well as for originations.)

### *Database File Updated*

AWARD\_DET, GRANT\_xxyy

### *Reports Produced*

Processing Counts/Errors

Error Detail (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; includes warnings and informational messages as well as actual processing errors, all of which should be reviewed by the Aid Office)

Sample Report (for Trial run mode only)

### *Resolving Problems*

It's important to review the Error Detail report to ensure that all transmissions have been properly received and processed by COD.

**Negative Disbursement.** When a Negative Disbursement is imported, you'll see an informational entry in the Error report: "COD-generated Seq#" followed by the COD sequence number from the Import document. The student will have an H (Hold) in the Disbursement 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 subsequent transmissions may resume.

**Entire Document Rejected.** If the entire document, the reporting entity, or the attending entity was rejected, the Federal Grant Reporting Import does not process the student data – does not import all of the student rejects and put all of the grants on hold.

In this event you should fix the originally exported XML manually and resend it. For example, if the FAO table entity number is wrong, COD rejects the entire XML document with a reject code that indicates a Source Entity ID error. You would change the Entity IDs in the XML and retransmit the export file. (And fix the entity number on the FAO page for future use.)



## *FISAP Reporting Export (WPL\_FISAP)*

Run the FISAP Reporting Export job to generate the Eligible Aid Applicants Grid and Campus-Based Aid Recipients Grid components of the Fiscal Operations Report. This information can then be merged with information collected from other sources for delivery of the full report to the FISAP processor.

The process also generates supplementary files containing detail in support of the applicant and recipient counts.

The calculations involved may vary by year, as detailed in the processing description below.

### *Timing*

Schools that participate in campus-based aid programs are required to file a FISAP report by October 1. The Fiscal Operations Report summarizes aid applicant and recipient information for the fiscal year (July 1 through June 30) that has just ended; the Application to Participate requests funds for the next fiscal year (beginning next July 1, after the current year).

### *Implementation*

Check that system tables have been set up to support FISAP processing.

- Ensure that your SCHEDULE table has all terms properly flagged as academic-year or non-academic-year.
- Ensure that FUND\_ATTRIBUTES records for SEOG grants, Perkins loans and Federal Work Study funds are flagged appropriately in the FU\_PGM\_AWARD column.

### *Running the Program*

Using the Job Maintenance page, select the job and modify parameters as needed.

For specific instructions see “Running a Background Job” (page 229)

### *Processing*

**Eligible Aid Applicants Grid.** Determines eligible aid applicants and completes the Eligible Aid Applicants Grid. Selects students that:

- Were enrolled in an eligible program
- Are US citizens or eligible non-citizens (FE\_S\_CIT value of U or E)
- Applied for financial aid by filing a FAFSA that resulted in an official EFC (CP\_A\_DEP value of D or I)
- Have on file all information needed to perform a need analysis

Counts aid applicants according to column/row criteria specified in the reporting instructions:

**Column A:** Dependent undergraduate without a previous degree

AIDYEAR\_DET.AY\_M1\_DEP = D and  
FEDERAL\_xxyy.FE\_S\_TEST\_GRAD = N and  
FEDERAL\_xxyy.FE\_S\_BACH\_DEG not = Y

**Column B:** Dependent undergraduate with a previous degree

AIDYEAR\_DET.AY\_M1\_DEP = D and  
FEDERAL\_xxyy.FE\_S\_TEST\_GRAD = N and  
FEDERAL\_xxyy.FE\_S\_BACH\_DEG = Y

**Column C:** Independent undergraduate without a previous degree

AIDYEAR\_DET.AY\_M1\_DEP = I and  
FEDERAL\_xxyy.FE\_S\_TEST\_GRAD = N and  
FEDERAL\_xxyy.FE\_S\_BACH\_DEG not = Y

**Column D:** Independent undergraduate with a previous degree

AIDYEAR\_DET.AY\_M1\_DEP = I and  
FEDERAL\_xxyy.FE\_S\_TEST\_GRAD = N and  
FEDERAL\_xxyy.FE\_S\_BACH\_DEG = Y

**Column E:** Independent graduate/professional

AIDYEAR\_DET.AY\_M1\_DEP = I and  
FEDERAL\_xxyy.FE\_S\_TEST\_GRAD = Y

The columns are mutually exclusive and define the entire eligible aid applicant pool. That is, each student falls into one and only one column (except dependent graduate/professional students, who are bypassed).

**Row 25:** Students with an Automatic Zero EFC, if dependent and parent analysis type is "bypass," (AIDYEAR\_DET.AY\_M1\_DEP = D and AIDYEAR\_DET.AY\_PANAL = B) or independent and student analysis type is "bypass" (AIDYEAR\_DET.AY\_M1\_DEP = I and AIDYEAR\_DET.AY\_SANAL = B).

**Campus-Based Aid Recipients Grid.** Completes the Campus-Based Aid Recipients Grid. Columns include counts of recipients and amounts disbursed in the Perkins, FSEOG and Federal Work Study programs; rows classify undergraduate dependent, undergraduate independent and graduate students classified by income level.

### *Reports Produced*

Links to reports are available on the Volume Processing>Job Log page.

- Processing Count/Errors
- FISAP Applicants Report: the Eligible Aid Applicants Grid

- FISAP Recipients Report: the Campus-Based Aid Recipients Grid
- FISAP Cell Detail: list of students included in the reports; contains one record per student per cell, indicating the grid, the cell's row and column and the student's name

The process does not generate records for cells that are simple sums of other cells. It does generate records for unduplicated totals.

- FISAP Report Exclusions Detail: a list of students bypassed in processing; contains one record for each student bypassed in FISAP processing, indicating the student's name and ID and the reason for exclusion

There are three conditions which would result in a student's exclusion from the Applicants grid. The corresponding Exclusion Reason messages (truncated in the example above for lack of space) are

- Academic status - not enrolled regular
- Citizenship - not citizen/resident
- EFC - not official CPS calculation

The process does not output records for students excluded from the Recipients grid. (Most are excluded because they had no Perkins, SEOG or FWS awards; the only other reason would be if they had awards on these funds but no disbursements.)

# DICTIONARY

The FINANCIER Dictionary contains field definitions that document the content and use of FINANCIER fields. Dictionary information supports numerous processing functions, including value editing, field auditing, generation of federal corrections and online Help display.

## *Field Definitions*

A “field” is a basic unit of information, such as Aid Year, Student ID or Fund Program, which corresponds to a column in a database table. The Dictionary definition of a database field describes its technical characteristics and value content and provides text for context-based Field Help. The definition consists of:

- The field’s Table and Column identifiers
- The Label by which the field is identified on an update/display page
- Input/display information: the Format (type of input accepted, such as numeric or date), Length (maximum length of input) and Edit Mask (the display format, including hyphens, decimal points, other special characters)
- Field maintenance rules: whether the field may be updated by users and/or by FINANCIER processes
- Value definition rules: whether there are valid values associated, and if so whether they may be user-defined
- Audit rules: whether updates to the field should generate an audit record of the changes being made
- For correctable federal fields, the CPS correction numbers used for reporting ISIR corrections
- Extended Description: the Help text that appears when Field Help is requested

Depending on the value definition characteristic, other value information may be needed:

- If the field requires a specific set of values to be defined, the list of Valid Values; these are the values presented in a dropdown box when the field appears on a display/update page
- If the field should use the values defined for another field, the Reference Table and Column of that field

## *Non-database Fields*

Besides the database fields used to store FINANCIER data, the Dictionary includes definitions for certain “artificial” documentation fields. These provide the Help content for context-based Page Help (entered as PAGEHELP table definitions), some supplementary Field Help (FIELDHELP table), Volume Processing Parameter Help (SYSPARMS table) and ISIR Comment Code translations (ICOMMENT table).

### *Maintaining Dictionary Entries*

When you implement FINANCIER you will use the Dictionary to enter your institution's values for user-definable fields (such as FAO and student status) and to set field audit requirements. If you add new fields to the system, you will want to define their characteristics and Help information in the Dictionary.

- >> To enter a field definition, maintain values or set audit requirements (page 172)
- >> To maintain Field Help or Page Help (page 175)
- >> To delete a field definition (page 173)

# DICTIONARY

## *Maintaining Dictionary Entries*

The FINANCIER Dictionary contains field definitions that document the content and use of FINANCIER fields. Dictionary information supports numerous processing functions, including value editing, field auditing, generation of federal corrections and online Help display.

When you implement FINANCIER you will use the Dictionary to enter your institution's values for user-definable fields (such as FAO and student enrollment status) and to set field audit requirements. If you add new fields to the system, you will want to define their technical characteristics and Help information in the Dictionary.

>> To enter or update the Dictionary definition of a field:

**Prerequisite:** You'll need to know the field ID (TABLE.COLUMN). If you know the field by its location on a page you can click the label for Field Help, which displays the ID in the Help window header.

Before changing a field definition, look for the words "User-defined" or "Combined FINANCIER and user" in the Definition field (under the Values heading) on the Dictionary page. Dictionary definitions for fields described as "FINANCIER-defined" or "Externally defined" should not be modified.

1. From the side menu bar, select System>Dictionary.
2. Click the Selection icon in the upper panel. In the resulting selection window, identify the field by the name of its database Table and Column. Click the Retrieve button.

*FINANCIER places the field in context and displays the existing definition, if any.*

- If you're **defining values**, go to Step 5.
  - If you're **setting audit requirements**, go to Step 7.
  - If you're defining a new field, continue with the next step.
3. Describe its technical characteristics using the Dictionary fields under the Attributes heading.
    - Supply a descriptive Header to serve as the title for Field Help.
    - Supply a descriptive Label to accompany the field on a display/update page.
    - Select the Format and specify the Length. For a numeric field that allows decimal input, specify the number of Decimal Places. If values are to be displayed with special characters (commas, decimal points, signs, etc.), enter the Edit Mask.
    - Select a Maintenance Type value to describe whether/how the field may be updated.

4. Under the Values heading, select a Definition setting to describe whether the field should have a set of valid values defined, and whether values may be user-defined.
5. If appropriate, define values:
  - To use the set of valid values defined for another field, supply the Reference table and column.
  - To enter a new value, click the Values heading, then press the Add button. In the resulting update window, specify the Value (the literal content to be stored) and the Translation (the meaning, to be included in dropdown value lists for the field). Click Update and then close the window.
  - To change a value, click the Values heading, then click the value to be modified. Make the change in the resulting update window. Click Update and then close the window.

*When valid values are modified, the corresponding database constraints are updated in tandem. Database constraints ensure that valid values are enforced if the column is updated by a process outside of FINANCIER, such as a SQL procedure.*

To return to the Dictionary page from the Valid Values window, click the System>Dictionary item on the FINANCIER menu (or click the browser's Back button.)

6. Enter Field Help text. Type the Extended Description, using HTML tags for formatting.

WolffPack's convention is to use <br><br> between paragraphs. This provides a simple paragraph format both when the Help is displayed from a page context and when it is printed in the Dictionary report. (The Dictionary Print program strips out the <br> tags and substitutes corresponding print formatting.)

7. To flag the field for auditing, use the two fields under the Audit heading. Specify the Type of audit record to be created (Student if the field belongs to a student-based table, Fund for a fund-based table, Parent for the Parent table) and select Required to set the audit requirement.

*Once the audit triggers have been created, any update to an audit-flagged field will generate an Audit record. The audit trail for a student, fund or parent can be reviewed on the Student/Fund/Parent Audit History page.*

8. When all information is in place, click the Update button.

*The field definition is updated and redisplayed. If an audit trigger was set, triggers are regenerated for the database table to which the column belongs.*

>> To delete a field definition:

1. From the side menu bar, select System>Dictionary.
2. Click the Selection icon in the upper panel. In the resulting selection window, identify the field by the name of its database Table and Column. Click the Retrieve button.

*FINANCIER places the field in context and displays the existing definition.*

3. Click the Delete button in the upper panel.

### *Deleted and Retired Values*

If a value that you have defined turns out not to be needed, or becomes obsolete, you can delete it from the Dictionary.

If you delete value that is being used in a record, the value is not removed from the Dictionary but “retired.” This means that it is displayed in dropdown lists for documentary purposes, but can no longer be assigned to a student or other entity. Retired values are greyed out in a dropdown list.

Retired values **are** available for tree-building, so that traits can be defined to select students that have the retired values, and budget or packaging conditions can be based on retired values.

**Tip:** Mark retired values by changing their translations, so that they can be easily distinguished in the tree-building windows. For example, insert XX in front of the translation description; this provides a visual reminder, and also causes the retired value to be displayed at the bottom of the list. (Most values are listed in alphabetic order by translation).

>> To delete a value from the Dictionary:

1. Retrieve the field definition: click the selection button on the System>Dictionary page, supply the Table and Field identifiers and click Retrieve.
2. Click the Values heading, then click the value to be removed.
3. If there is a chance that the value exists on a student record or other record, change the translation in the Field Value Maintenance window to mark the value as obsolete. Click Update.
4. Click Delete and then close the window.

To return to the Dictionary page from the Valid Values window, click the System>Dictionary item on the FINANCIER menu (or click the browser’s Back button.)

### *CPS Correction Number*

Federal fields that correspond to correctable ISIR data have their CPS-assigned correction numbers recorded in the Dictionary (technically, stored in a child table, DICTIONARY\_SAR). The CPS correction numbers are delivered with the annual Regulations software and should not be changed without direction from WolffPack.

The correction number and the associated year are displayed under the heading CPS Correction Number on the Dictionary page. FINANCIER uses this information to generate and report federal corrections.



>> If it does become necessary to change a field's correction number:

1. From the side menu bar, select System>Dictionary.
2. Click the Selection icon in the upper panel. In the resulting selection window, identify the field by the name of its database Table and Column. Click the Retrieve button.
3. Find the correction number area at the bottom of the page.
  - To add a new number, click the Add button.
  - To delete an existing entry, or to change its Year, click the entry.
4. In the detail window, supply the necessary information. Click Update and then close the window.

Or, to delete the entry, click Delete and then close the window.

## *Page Help and Field Help*

Page Help (the documentation that summarizes the purpose of each FINANCIER web page) and Field Help (the glossary-style definitions available for most fields on the web pages) are both maintained in the Dictionary.

### *Field Help*

Field Help text is stored as the Extended Description of a field in its Dictionary definition (as documented in Step 6 of the field definition procedure on page 172). For example, the Field Help text for the Special Designation field on the Student Demographic page is stored in the Dictionary definition of the field STU-DENT.ST\_SPECIAL.

In some cases, it's not possible to refer to a database field for Help purposes, either because the label that serves as a link to Help encompasses more than one field on the page, or because the field itself is not defined in the database (calculated fields and some navigational fields). In these circumstances Field Help is defined using FIELDHELP as the identifying table. For example, the Field Help text for the calculated field Available to Offer on the Fund Utilization page is stored under FIELDHELP.PGM\_AVAIL\_O.

### *Page Help*

Page Help text is stored as the Extended Description of a Dictionary entry with the name PAGEHELP.page. For example, Page Help for the Student Demographic page is stored in the Dictionary definition for PAGEHELP.demographic.

## SECURITY

FINANCIER security controls access to financial aid and system data. To set security, you define a user profile for each person or group with the same access requirements. The user profile dictates the level of access (read, write, delete or none) allowed to each FAO and input/display page in the system.

- **Delete** access allows the user to view and change requested information, and to delete records
- **Add/Update** access allows the user to view and change information, but not to delete records
- **Read** access allows the user to view information, but not update it
- **No access** prevents the user from even viewing the information.

**Important!** If you don't specifically authorize Delete, Add/Update or Read access, no access is permitted.

### Logon Security

Logon security controls access to the system. Default access is by way of the FINANCIER log-on page, which requires the entry of an authorized User ID and password. If your institution's network provides single-signon access to its applications via CAS (Central Authorization System), you can configure FINANCIER to be directly available to a user who is signed into the network, without requiring a separate logon.

When the default logon process is in effect, users are allowed a certain number of consecutive failed logon attempts before they are "locked out" for a period of time. In the base system as delivered, the controls are set for a one-minute lockout period, with a maximum of five password attempts or three user ID attempts.

>> To change the length of the lockout period or the number of maximum attempts allowed, edit the SYSTEM\_SETTINGS table:

- For a bad ID (that is, the user ID is not recognized), the lockout period is stored in IP\_LOCKOUT\_INTERVAL, and the number of attempts in IP\_CONSEC\_FAILURES\_MAX.
- For a bad ID/password combination (the user ID is recognized, but the password does not match), the lockout period is stored in USER\_LOCKOUT\_INTERVAL, and the number of attempts in USER\_CONSEC\_FAILURES\_MAX.

### FAO Security

FAO security enables you to restrict a user to the records of specified financial aid offices. For example, for a Graduate School aid counselor, you might wish to assign update access to the records of the Graduate School FAO, display-only access to the records of the Undergraduate FAO and no access to other FAOs.

## *Page Security*

Page security enables you to restrict a user to certain functional input/display pages within each FAO allowed. For example, an aid counselor might need Update access to application and award pages, Read access to student information and fund pages and No access to system functions.

Page security is subordinate to FAO security, so the page security settings you define are limited by the FAO level. For example, if a user is given Add/Update access to the Undergraduate FAO, that user cannot have Delete access to Undergraduate data on any page.

## *Logout and Privacy Options*

With its browser presentation architecture, FINANCIER can be closed without impairment of data or processing simply by closing the browser. If you want to log off of FINANCIER, but keep the browser open, use the Logout page. The Logout page closes FINANCIER, clears context (records that were currently being displayed) and presents the Logon page.

In further support of an institution's responsibility to protect the privacy of student information, FINANCIER provides a Student Clear page, which immediately removes the current student (and fund) from context and presents the system's initial banner page. Records that may be in context for system functions (Dictionary, Security etc.) are not affected by the Clear.

FINANCIER also allows a session to time out after a period of inactivity. To set the length of the timeout period (maximum amount of time for which a session can remain inactive), edit the SESSION\_TIMEOUT field in the SYSTEM\_SETTINGS table.

>> To add a new user or modify a user's access (page 178)

>> To delete a user definition (page 180)

>> To enable single sign-on via CAS (page 177)

## SECURITY

For each person requiring access to FINANCIER, define a user profile, consisting of basic characteristics, such as name and logon password, and access to your institution's FAOs and to specific FINANCIER pages.

### *Adding a New User or Modifying a User's Access*

FINANCIER provides three ways to define security profiles:

- Enter all user information individually

For each person with unique access requirements you'll need to set up an individual user profile.

- Copy an existing user record to create another record

If you have a number of users with similar access requirements, you can set up one profile, copy it for other users and modify the copies individually as needed.

- Set up a user to employ the page access defined for another user

If you have a number of users with identical page access requirements, you can set up one "template user" and point other user records to use the settings defined in that template.

For example, suppose USER1 through USER100 have identical page access needs in the Undergraduate FAO. USER1 is set up to allow Delete access to the Undergraduate FAO. Within that FAO, page security is set for Read access to Student pages, Delete access to Application pages, Add/Update access to Awarding pages and No access to Fund and System pages. USER2 through USER100 all refer to USER1 for their page access authorization.

An advantage of this method, in addition to the convenience of initial setup, is that if the access requirements for this group change, you need to update only one security record, that of USER1, in order to effectively change the privilege levels for the entire group.

>> To add a new user or modify a user's access:

1. From the side menu bar, select System>Security.
2. Click the Select button in the upper panel. In the resulting selection window, specify the User ID and FAO.
  - If you are defining a new user, assign a unique ID.
  - To locate an existing ID, click the Search icon beside the User ID label. Enter the first several letters of the name. You can use an asterisk to get a list of all users. Press the Search button, then select from the list of matching IDs that is returned.

Click the Retrieve button.

*The user ID is placed in context. If security has been defined for this user, the settings are displayed.*

3. For a new user:
  - Complete the Name, Password, Email Address and Default FAO fields in the User Definition area. The default FAO is the FAO that should be in context

when the user signs on.

- If this user will be required to run system-level volume processing jobs (jobs that are not FAO-specific), supply **Yes** in the Cross FAO field.

Cross-FAO jobs are those with names that begin with "nonFao" in the job catalog; they include a number of general query, XML query and XML update jobs. Only Cross-FAO qualified users will see these in a job search, on the job log, or in a job catalog listing.

- Click Update to create the basic user definition.

4. Establish the user's FAO security for each FAO defined at your institution. An access list displays any existing settings.

- To define security for an FAO, click the Add button beside the FAO Access heading. In the resulting FAO Access window, select the FAO and specify the level of access allowed (**Read, Add/Update, Delete** or **No Access**) and click the Update button. When you are finished, close the window
- To update a setting displayed in the FAO access list, click the FAO name and change the level of access in the FAO Access window. Click Update, then close the window.

*The Security page is redisplayed with an updated FAO access list.*

5. Establish the user's page security for each FAO.

You may set an access level for all FINANCIER pages, or for each functional level (Student, Application, etc.) and then change the access as needed for any individual page within the group. For example, a user might have Read access to most Student windows, but Write access to the Notes page.

(Remember that a page cannot have a higher access level than that assigned to the FAO.)

- Select an FAO, using the dropdown box in the Page Access area.

*The Page Access list for the FAO is displayed.*

- Set security for each page in the Page Access list. Click a group level (FINANCIER, to start with the same setting for all pages; or a functional group, such as Student or Application) or individual page entry. When the Page Access window pops up, specify the level of access allowed (**Read, Add/Update, Delete** or **No Access**) and click Update, then close the window.

*The Security page is redisplayed, with page access set to the specified level for corresponding page(s).*

>> To create a user by copy:

1. From the side menu bar, select System>Security.
2. Click the Select button and enter the User ID of the "copy-to" record. Press Retrieve.
3. Click the Copy button
  - Specify the "copy-from" user.
  - Check the box to copy FAO security.
  - To copy this user's page security as well, check the box for page security.

4. When choices are complete, press the Update button.

*The Security page is redisplayed, with FAOs listed under FAO access.*

5. On the Security page, fill in the Name, Password, Email Address and Default FAO fields in the User Definition area. The default FAO is the FAO that should be in context when the user signs on.

If this user will be required to run system-level volume processing jobs (jobs that are not FAO-specific), supply **Yes** in the Cross FAO field.

6. Click Update.

*The Security page is redisplayed, with the user information and encrypted password. Page access is displayed for the default FAO.*

7. Review the page access for each FAO and modify as needed. Select the FAO (using the dropdown box beneath the Page Access heading) to display the page access settings for that FAO.

>> To create a new user with page access by reference:

1. Create the template user that is to serve as the source for the page access reference.

See the procedure for adding a new user (page 178)

2. Create the users who will refer to the template, following Step 1 through Step 3 of the procedure for adding a new user.
3. For each user, establish FAO security for each FAO defined at your institution
  - Click the Add button beside the FAO Access heading. In the resulting FAO Access window, select the FAO and specify the level of access allowed (**Read**, **Add/Update**, **Delete** or **No Access**).
  - Specify the template user in the field labeled "Page User ID."
  - Click the Update button. When you are finished, close the window.

## **Deleting a User**

>> To delete a user definition

1. Go to the System>Security page with the user in context.
2. Click the page's Delete button.

## **Related Function**

>> To enable single sign-on via CAS (page 177)

## SYSTEM SETUP

The Setup Information pages contain institution-specific values and conditions that are needed to perform various processing tasks.

- **FAO Setup** contains processing rules for each financial aid office
- **Schedule Setup** defines term structures, dates and aid disbursement points
- **Distribution Codes Setup** defines the award distribution rules available for each schedule
- **Loan Types Setup** defines processing rules for loan programs
- **Audit Trigger Setup** enables you to select fields for field maintenance auditing
- The **Budget Tree** depicts your institution's criteria for calculating student budgets
- The **Requirements Tree** depicts your institution's criteria for assigning application and disbursement requirements to students
- The **Trait Trees** represent the eligibility rules for the aid programs used in automated packaging; selection conditions for volume processing; and application/disbursement checklist requirements
- The **Pool Setup** and **Packaging Tree** represent the fund(s) and awarding logic for aid programs used in automated packaging

Your institution enters this information during implementation of FINANCIER. Annual maintenance is needed for date-specific information, such as active aid years in the FAO Setup and Schedule Setup dates, budget amounts and required documents. A “copy” capability simplifies the annual maintenance of budgets and application/disbursement requirements.

### System Setup Procedures

- >> To set up and maintain FAO information (page 182)
- >> To set up and maintain the institution's Schedules (page 184)
- >> To set up and maintain Distribution Rules (page 188)
- >> To set up and maintain (page 190)
- >> To select fields for auditing (page 192)
- >> To define institutional budgeting criteria (page 193)
- >> To define requirements criteria (page 199)
- >> To define packaging traits (page 204)
- >> To define packaging pools (page 214)
- >> To define packaging logic (page 216)

# SYSTEM SETUP

## Setting Up and Maintaining FAO Information

Use the FAO Setup page to establish Aid Office identification information and FAO-specific processing controls.

**Prerequisite:** Before you can enter FAO Setup data, values identifying your institution's financial aid offices must be defined in the FINANCIER Dictionary for the field FAO.FAO.

>> To enter or update FAO processing controls:

1. From the side menu, select System>Setup>FAO.
2. Click the Select button in the upper panel. In the resulting selection window, select the FAO and click Retrieve.  
*FINANCIER places the FAO in context and displays current settings, if any.*
3. Provide values in the following fields:
  - Under the Definition heading, enter identification information: Director, Address and Phone, TG number, Pell Entity number and other federal IDs. Indicate whether the feeds to Student Accounts and/or Student Loans are aid-year or term-based.
  - Under the Defaults heading, set the default values for schedule, need analysis and application/disbursement requirements notifications; these are the values to be assigned to students when aid year-specific records are created or requirements are calculated. For need analysis, typically Methodology 1 is FM(9) and Methodology 2 is FM(Dur); if you use the INAS institutional calculation for PROFILE data, set Methodology 3 to INAS IM.
4. If the FAO receives federal aid applications and/or CSS PROFILE applications, enter College Code information (used by the ADD Load to determine the destination of incoming records). Click the Add button for the maintenance window.
  - For federal applications, specify the college code(s) used by the CPS to identify this FAO and select Federal as the Source.
  - For PROFILE applications, specify the college code used by CSS to identify this FAO and select CSS as the Source.

Click the Update button and then close the window.

**To delete** a College Code, click the entry in the College Code table, then click the Delete button in the maintenance window.

5. When all changes on the FAO page are in place, click Update (in the upper right panel of the page) to register your changes.
6. Repeat previous steps for each FAO to be defined in FINANCIER.

### Other Setup Procedures

>> To set up and maintain the institution's Schedules (page 184)



- >> To set up and maintain Distribution Rules (page 188)
- >> To set up and maintain Loan Types (page 190)
- >> To select fields for auditing (page 192)
- >> To define institutional budgeting criteria (page 193)
- >> To define requirements criteria (page 199)
- >> To define packaging traits (page 204)
- >> To define packaging pools (page 214)
- >> To define packaging logic (page 216)

# SYSTEM SETUP

## *Setting Up and Maintaining Schedules*

Use the Schedule Setup page to establish registration terms and aid disbursement points and define relationships between the aid year, registration year, fiscal year and calendar year.

**Prerequisite:** Before you can enter Schedule Setup data, schedule IDs, disbursement point IDs and FAO must be defined in the FINANCIER Dictionary for the fields SCHEDULE.SCHEDULE, SCHEDULE\_DP.DISB\_PT and FAO.FAO.

A “schedule” consists of the terms that comprise a complete year’s registration cycle, and the point(s) in each term at which financial aid is disbursed to students. The schedule definition indicates the calendar month and year of each disbursement point, together with the registration term and fiscal year in which it falls. Academic-year terms are distinguished from non-academic-year terms.

For example, a semester schedule probably includes a fall and spring term in its regular academic year, and may include a leading or trailing summer term as well. If the institution’s fiscal year begins in July, summer disbursement points may be in a different fiscal year from the spring or fall disbursements.

You should define a schedule for each term structure in effect for each FAO. For example, if you have an FAO for the Undergraduate college, which has both a semester and a trimester option, and an FAO for Graduate studies which operates by semester, you’ll need three schedules defined: Undergraduate semester, Undergraduate trimester and Graduate semester.

Initial schedule setup takes place during implementation of FINANCIER. Schedules must be rolled forward and updated to prepare for each new aid year.

### *Schedule and Disbursement Points*

Schedule information is used by award processing, which distributes the offered and accepted amounts across the disbursements points, and by the volume Disbursement Authorization process, which calculates disbursement amounts and initiates posting to student accounts. Both Federal Grant reporting and FISAP reporting refer to the schedule definition for term information to determine students’ enrollment time status. Federal Grant reporting uses the disbursement dates from the schedule to determine when to report actual disbursements.

The Disbursement Authorization is run for a specified disbursement point. The program calculates disbursement amounts for that point and each previous point in the schedule; the total disbursement is equal to the sum of the accepted amounts through the current disbursement point, less the amount that has already been disbursed. In the spring disbursement point of a semester schedule, for example, the program calculates the fall disbursement as well as the spring disbursement. For most students, the fall amount will be 0, since the full amount will already have been posted.

>> To define a schedule:

1. From the side menu, select System>Setup>Schedule.
2. Click the Select button in the upper panel. In the resulting selection window, identify the FAO, Schedule (semester, quarter, etc.) and the Aid Year. Click Retrieve.  
*FINANCIER places the schedule in context and displays current settings, if any. If the schedule has been defined, you'll see a table, with terms listed on the left and corresponding disbursement points on the right. For a new schedule you'll just see two Add buttons, for creating terms (the left button) and disbursement points (the button on the right).*
3. Define each term in the schedule:
  - To update information for an existing term, click the entry to be modified in the table.
  - To enter information for a new term, click the left button (Add Registration Term).
4. In the resulting Term Maintenance window, enter the term's title/description (such as Fall), sequence number (indicating its order in the progression of terms through the academic year), the registration year, academic year indicator and begin/end dates. Click Update and then close the window.
5. Define disbursement points for the term:
  - To update information for an existing disbursement point, click the entry to be modified in the table.
  - To enter information for a new point, click the right button (Add Disbursement Point).
6. In the resulting Disbursement Point Maintenance window, enter the disbursement point's title/description (such as First Fall), sequence number, term, fiscal year, calendar year and begin month, and disbursement date(s).
  - For FFELP and Direct loan processing, if your institution is required to delay first-time freshman loans for 30 days, and to divide one-term loans into two equal disbursements, specify the Primary disbursement date, the 30-day date, and the Midterm date.
  - Otherwise, use the same date in the first two date fields and leave the third field blank.
  - Sequence number should describe the order of the disbursement points through the aid year.Click Update and then close the window.
7. Repeat previous steps for each schedule to be defined in FINANCIER.

### ***Rolling a Schedule***

If your schedule structure is the same or similar from one year or FAO to the next, it's convenient to begin the schedule for a new aid year or different FAO with a copy of an existing schedule.

>> To create a schedule based on an existing one:

1. From the side menu bar, select System>Setup>Schedule.
2. Click the Select button and enter the FAO, Aid Year and Schedule ID of the schedule to be created. Click Retrieve.  
*If this schedule hasn't been defined yet, the page display shows only the Copy button and the two Add buttons for adding terms and disbursement points.*  
*If a schedule already exists for the FAO, aid year and schedule ID you entered, the schedule is displayed. Continuing with these "Copy" instructions will overwrite the existing schedule record.*
3. Click the Copy button for the Schedule Rollover window.
4. In the Schedule Rollover window, specify the "copy-from" schedule. Press Update.  
*FINANCIER copies the term and disbursement structure from the schedule you selected to the new schedule, and increments its registration year, calendar year and fiscal year by the difference between the aid year of the new schedule and the "copy-from" aid year.*  
*For example, if you are creating a schedule for aid year 2008-09 based on a schedule for 2006-07, a difference of two years, the registration years for the terms on the new schedule will be two years higher than those on the source schedule. Likewise the calendar and fiscal years on the disbursement points will be two years higher.*  
*The dates on the terms and disbursement points are blank in the new schedule.*
5. Complete the term definitions. For each term in the schedule,
  - Click the Term entry on the schedule display and specify the Begin Date and End Date in the Term Maintenance window.
  - Click the Update button and close the window.
6. Complete the disbursement point definitions. For each disbursement point in the schedule,
  - Click the Disbursement Point entry on the schedule display and specify the Primary disbursement date in the Disbursement Point Maintenance window. If required for loan disbursement, specify a 30-day and/or Midterm date.
  - Click the Update button and close the window.

### **Other Setup Procedures**

- >> To set up and maintain FAO information (page 182)
- >> To set up and maintain Distribution Rules (page 188)
- >> To set up and maintain Loan Types (page 190)
- >> To select fields for auditing (page 192)
- >> To define institutional budgeting criteria (page 193)
- >> To define requirements criteria (page 199)
- >> To define packaging traits (page 204)
- >> To define packaging pools (page 214)

>> To define packaging logic (page 216)

**See also**

Disbursement Authorization (page 146)

Pell Reporting (page 157)

FISAP Reporting

# SYSTEM SETUP

## Defining Distribution Rules

Use the Distribution Rule page to set up distribution rules for award processing.

A distribution rule determines how the award total is distributed across the disbursement points in a schedule. A rule consists of a set of fractions, each associated with a disbursement point. For example, if an award is to be split evenly between disbursement point 1 and disbursement point 3, the distribution rule will specify 1/2 for point 1 and 1/2 for point 3. When you post an award that has a distribution rule assigned, the system multiplies the award total by the fraction for each disbursement point to calculate the disbursement amount for that point.

A distribution rule is a data entry shortcut. For any award you can apportion the total over one or more disbursement points manually; but if most awards are divided in characteristic ways, it's convenient to have rules that determine the amounts, and let the system do the arithmetic.

You should create a set of distribution rules for each FAO/schedule combination in use at your institution.

**Prerequisite:** Before you can enter Distribution Rule data, schedules must be defined in the SCHEDULE table and distribution code values must be defined in the Dictionary for the field DISCTCODE.DIST\_CODE .

>> To set up distribution rules:

1. From the side menu, select System>Setup>Distribution Rule.  
*FINANCIER displays existing rules, if any.*
2. Define a rule for each common award distribution pattern in use for the schedule in context:
  - To update rule information, click the entry to be modified in the table.
  - To enter a new rule, click the button labeled Add Dist Code.
3. In the resulting update window, select the Distribution Code for the rule being defined.
  - Specify requirements for rounding (to cents or dollars) and overage (where to put the extra amount if there's a remainder after apportionment and rounding).
  - Enter the fraction (multiplier / divisor) indicating the share to be disbursed at each disbursement point.
  - Click Update and then close the window.

### Other Setup Procedures

>> To set up and maintain FAO information (page 182)

>> To set up and maintain the institution's Schedules (page 184)

>> To set up and maintain Loan Types (page 190)

>> To select fields for auditing (page 192)

>> To define institutional budgeting criteria (page 193)

>> To define requirements criteria (page 199)

**See also**

Awards Processing (page 82)

# SYSTEM SETUP

## Defining Processing Rules for Loan Programs

To prepare for processing that involves loan programs, you need to specify the funds associated with the programs and set some processing controls. These parameters are entered in the Setup>Loan Types page.

### Setting up Loan Types

FINANCIER refers to loan type settings to make certain processing decisions. For example, for FFELP and Direct Loans, the loan type Application setting determines whether to generate a single combined application or separate applications for subsidized and unsubsidized loans. For Perkins loans, the Certification loan type setting indicates whether to base promissory notes on eligibility or request.

Loan type entries provide some default values for new loans. For example, the loan type Processing mode setting provides the default to the field on the loan application which indicates whether applications/originations should be transmitted electronically.

You'll have one Loan Type entry for each loan program available; that is, each program for which you will be exporting loan data or printing promissory notes.

To plan your Loan Type entries you must determine:

- For FFELP and Direct student loan programs, whether offers for subsidized and unsubsidized loans will be handled on separate or combined applications. (Typically, FFELP loans would use combined applications; Direct loans would use separate applications.)
- The fund or funds associated with each loan program. A FFELP or Direct student loan type typically has a fund for subsidized loans and a fund for unsubsidized loans. Other loan types correspond to a single fund.

You should plan your funds in coordination with your Loan Types. Once you begin entering this information in FINANCIER, we recommend that you create the funds first, so that they are available for lookup on the Loan Type page.

>> To set up Loan Type information:

1. From the side menu, select System>Setup>Loan Type.
2. Click the Select button in the upper panel. In the resulting selection window, identify the FAO and the Aid Year. Click Retrieve.

*FINANCIER displays current loan type definitions, if any, in a table.*

3. Identify the loan type to be added or redefined.
  - To update an existing definition, click the loan type entry in the table.
  - To add, click the Add button. In the resulting selection window, select the loan type and click Update.

*The Loan Type Detail window appears.*

4. Supply processing controls and specify fund(s) for the loan type.



- For FFELP student: Institution, System Indicator, Processing Mode, Application Style (typically **Combined**), funds (enter Fund IDs for subsidized and unsubsidized offers), fields under the Processor Defaults heading
- For FFELP PLUS: Institution, System Indicator, Processing Mode, Fund, fields under the Processor Defaults heading

For FFELP types, you may enter Rebate and Fee percentages on the loan type and/or the lender record; figures specified for the lender, if any, take precedence when defaults are assigned on a new loan.

- For Direct student: Institution, Processing Mode, Application Style value of **Separate**, Lender Fee and Rebate Percent, funds (enter Fund IDs for subsidized and unsubsidized offers)
- For Direct PLUS and Graduate PLUS: Institution, Processing Mode, Lender Fee and Rebate Percent, Fund

For Direct types, the Requested Processing field is protected. It will default to the required value **DL-COD PN-stu/COD DS** (COD prints and sends to student) when the loan type is created (Step 5).

- For Perkins: Institution, Certification, Promissory Notes, Fund

5. Click Update and close the window.

*The new loan type is listed in the table on the Loan Type page.*

### **Other Setup Procedures**

- >> To set up and maintain FAO information (page 182)
- >> To set up and maintain the institution's Schedules (page 184)
- >> To set up and maintain Distribution Rules (page 188)
- >> To select fields for auditing (page 192)
- >> To define institutional budgeting criteria (page 193)
- >> To define requirements criteria (page 199)
- >> To define packaging traits (page 204)
- >> To define packaging pools (page 214)
- >> To define packaging logic (page 216)

### **See also**

Loan Processing (page 99)

Federal Grant Export program (page 162)

FISAP Reporting Export program (page 167)

# SYSTEM SETUP

## Selecting Fields for Auditing

In the base system as delivered, most Federal data fields, CSS fields and Award fields are flagged for data maintenance auditing. Auditing provides a history of changes made to the data.

When a field is set up to be audited, any update to the field will create an Audit record, storing the value entered, the previous value, the maintenance date and time, and the user ID of the person or process that performed the update. Audit results can be viewed by student, fund or parent (on the Audit History page for the student, fund or parent).

During implementation your institution sets additional field audit requirements as needed. Refer to the Audit Triggers page for a list of all fields currently flagged for audit, and then use the Dictionary to flag the fields to be audited. FINANCIER generates database “triggers” for the tables to which audit-flagged fields belong.

>> To review existing audit requirements:

1. From the side menu, select System>Setup>Audit Triggers.

*The page lists all tables for which audit triggers exist.*

2. Click the table names to determine which fields in those tables are currently flagged for auditing.

*A detail window lists the fields by column ID and English name (the label by which the field is identified on a FINANCIER display/update page).*

>> To set up field auditing (or remove an audit requirement), use the Dictionary (page 172).

### Related Functions

>> To view a student's audit history (page 16)

>> To view a fund's audit history (page 77)

>> To view a parent's audit history (page 156)

### Other Setup Procedures

>> To set up and maintain FAO information (page 182)

>> To set up and maintain the institution's Schedules (page 184)

>> To set up and maintain Distribution Rules (page 188)

>> To set up and maintain Loan Types (page 190)

>> To define institutional budgeting criteria (page 193)

>> To define requirements criteria (page 199)

>> To define packaging traits (page 204)

>> To define packaging pools (page 214)

>> To define packaging logic (page 216)

# SYSTEM SETUP

## Defining Budget Criteria

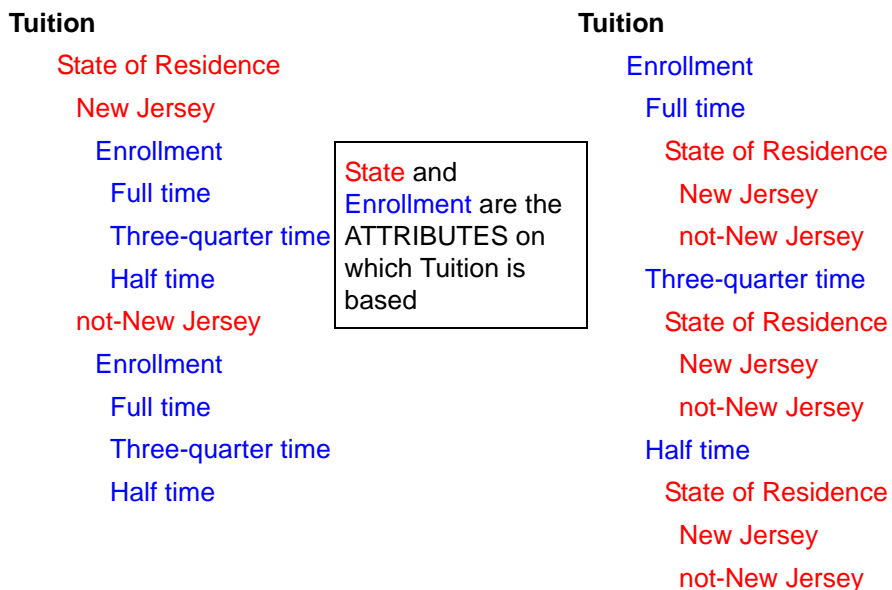
Use the Budget Tree page to describe the logic by which student budgets are calculated, and to enter the amounts associated with each budget line item.

Line items include tuition, room and board, books and supplies, dependent care, personal expense, transportation, lab fees and miscellaneous, with two additional user-definable categories available. Line item amounts vary from one student to another according to certain conditions. For example, most state institutions offer lower tuition rates to instate students; the amounts budgeted for books and supplies may differ according to a student's major field of study. The conditions on which the line item amounts depend are defined in the Budget Tree.

Your institution creates a budget tree for each term's budget in each FAO. If convenient, the tree logic may be "rolled" (copied over) from one term and/or FAO to the next and then modified to fit the new term/FAO budget.

## Building the Tree

The Budget Tree begins with a folder for each budget line item. Beneath the line item you attach the **attributes** (state of residence, major, etc.) on which amounts may differ, and the **values** (instate/not instate) on which the differences depend. For example, suppose tuition is based on instate/out-of-state residence in combination with enrollment time (half/three-quarters/full). The tree structure might look like the following example, with the enrollment time possibilities nested beneath the state of residence possibilities (or, equally valid, the residence possibilities nested beneath the enrollment time).



Note the "New Jersey/not New Jersey" values for State of Residence. A checkbox on the Budget Tree page allows you to separate a set of values into one (the instate value in this example, New Jersey) versus all others. You can also group a

number of values into a single entry. For example, suppose tuition depends on the college attended, but the criteria for determining tuition amounts are the same for three of five colleges. You could create a group "value" for the three colleges with identical criteria rather than list each one and attach the same logic and amounts to each.

You can also use a numeric comparison to define student distinctions. For example, if tuition is based on enrolled hours for the term, you might have branches for STUDENT.ST\_RT1\_ENR=12, STUDENT.ST\_RT1\_ENR=9, etc.

Amounts, or formulas to calculate the amounts, may be attached at any branch of the tree, and may be positive or negative. A positive amount is added to the line item total for students meeting the condition to which it is attached; a negative amount is deducted. Our example shows two styles of attaching the amounts:

Tuition		Tuition	
State of Residence		State of Residence	
New Jersey		New Jersey	
Enrollment		Enrollment	2000
Full time	2000	Three-quarter time	-400
Three-quarter time	1600	Half time	-900
Half time	1100	not-New Jersey	
not New Jersey		Enrollment	4000
Enrollment		Three-quarter time	-800
Full time	4000	Half time	-1800
Three-quarter time	3200		
Half time	2200		

If tuition were based on credit hours, a formula could be used. The following example employs a rate of \$70 per enrolled credit hour for instate students, and \$100 per hour for out-of-state:

Tuition	
State of Residence	
New Jersey	STUDENT.ST_RT1_ENR * 70
not New Jersey	STUDENT.ST_RT1_ENR * 100

Budgets are calculated for all students during the ADD Load process. The Budget Calculation process evaluates each student against the Budget Tree criteria, accumulating the amounts associated with each condition satisfied. Student budgets are displayed and can be manipulated individually on the Budget/Need page.

**Implementation Note.** Before drawing up the budget tree, think through the calculations carefully. For each line item, list the characteristics on which students should be differentiated, and locate the corresponding attributes in FINANCIER. Check the values defined for each attribute to be sure they correspond to the distinctions needed for budgeting. Establish the amount (plus or minus) or formula that goes with each value or value combination.

>> To define budget criteria and enter amounts:

1. From the side menu bar, select System>Setup>Budget Tree.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Methodology. Check the FAO, Aid Year and Term; change as needed.

As the Methodology, begin with FM(9), the standard federal methodology for calculating family contributions (EFC) for a 9-month academic year. If you also need to set up criteria for a different period - the FM(Dur) methodology - or for the PROFILE institutional methodology, you can build those after completing the FM(9) budget tree; or you can copy and modify the FM(9) budget tree using the Budget Tree copy feature.

*The Budget Tree page is displayed, with a folder for each line item. If any logic has already been defined for a line item, its folder is open, displaying a sub-folder for each attribute involved, and under each attribute, the values on which amount differences are based.*

3. To draw the tree logic, check the top right of the page to be sure you are in "Tree mode". If the logic is already in place, and you are entering amounts, skip to Step 6.

(You can define the entire structure in Tree mode, and then switch to Amount mode to enter amounts and/or formulas for amount calculation. Or if it is more convenient, you may switch back and forth between Tree mode and Amount mode. Both the Tree Definition window and the Amount Definition window have toggles for switching modes at need.)

4. To define new logic for a line item, add attributes and values as needed. (To copy existing logic to another location or delete a branch, see Step 5.)

- Click the branch of the tree on which to build.

*The Tree Definition window is displayed.*

***If the branch you select is a line item***, you'll see in the window a selection list of possible attributes relating to that line item. For example, if you click the Tuition branch, you'll see a list of attributes on which Tuition amounts can be based.

***If the branch you select is an attribute***, you'll see a selection list containing its values. For example, if Student State of Residence is defined as a condition beneath Tuition, and you click on it, you'll see a value list of states.

***If the branch you select is a value*** beneath an attribute, you'll see a selection list of attributes (in case there are additional conditions to attach to the value).

- In the window's selection list, highlight (click) the appropriate attribute or value (or group of values). To select an attribute, you may need first to select the appropriate database table (in the Table field).

**Tip:** If you are selecting values, and need to make a distinction between a particular value versus all other values, use the NOT values checkbox. For example, if a Pennsylvania school has one rate for instate and another for out-of-state students, values for the State of Residence condition could be Pennsylvania and not-Pennsylvania.

To create a set of values for which all subordinate logic will be the same, hold down the Ctrl key, highlight each of the values, then release the Ctrl key. Enter a group name for the value set in the field beneath. For example, if the budget logic is the same for College A, B and C, but D and E both have different conditions, you can create a multi-value set consisting of colleges A, B and C, and identify them with an appropriate name – “Prof Schools,” for example. A multi-value set is flagged on the tree with an [MV].

Values and multi-value sets can also be renamed directly from the tree display. Position the mouse over the value/ value set and right-click. In the resulting dropdown, choose the Rename option. You can then edit the value label. (Don’t type past the system-generated [MV] or [C] flags that may appear at the end of the name; any characters entered to the right of the [ will not register when the page repaints.)

- To create a condition based on a comparison, enter a SQL-compliant expression in the Comparison box on the appropriate value node.

For tips on composing comparisons see page 208.

- Press the Update button.

*On update, the budget tree is redisplayed with the new entry under the branch.*

5. To edit existing logic, you can copy and delete branches.

- To copy logic from one location to another, right-click the source branch and select Copy from the resulting dropdown options. *(Note that you can copy attribute branches only; this prevents values from being placed beneath attributes to which they are not appropriate.)* Then position the mouse at the destination, right-click and select Paste. You’ll see a message asking you to confirm your intent; click OK.

*When you click OK, the tree is redisplayed with the copied logic in place.*

- Use the page’s Delete button to remove a branch (with everything that is hierarchically beneath it): click the branch and then click the button. (Or, you can right-click the branch and choose the Delete function from the resulting dropdown options.)

6. When criteria have been established for all line items, enter amounts.

- Click the button on the upper right for “Amount mode.”
- Click the branch of the tree on which to enter an amount.

*The Amount Definition window is displayed.*

- In the Formula field, enter the amount (with minus sign if it is to be subtracted). Or you may enter a formula to calculate the amount. Click Update.

For tips on using formulas see page 197.

- Press the Update button.

If you are modifying budget criteria for a term that already has students budgeted, be sure to run the volume Budget Calculation when you have finished, so that students may be reevaluated with the updated logic.

### *Tips on Formulas*

If the amount on a budget node depends on a variable, you can attach a formula to compute the amount (in Amount mode). The formula may include any SQL-compliant algorithm or Oracle function that returns a numeric value.

For example, the algorithm

STUDENT.ST\_AC\_ENR \* 80

would multiply the value found for the student's enrolled hours by 80 to get the student's budget amount for that node.

The function

greatest (1000, STUDENT.ST\_AC\_ENR \* 80)

would compare the product of enrolled hours times 80 to 1000 and assign the larger as the amount for that node.

Alphabetic characters in the formula can be typed in either upper or lower case.

For year-specific tables used in a formula, you may specify the name using "xxyy" in place of the year. The system will supply the year when the formula is evaluated, using the aid year in context (for manual entry online) or the date of the job (for volume processing). This eliminates the need to update the formula when the budget tree is rolled to a new year.

Only one database table can be referenced in a formula.

Calculated budget amounts are rounded to the nearest dollar; that is, .5 and higher is rounded up and .49 or less is rounded down. Rounding takes place on each formula. So if tuition (for example) involves a formula at each of three nodes, each of those calculations is rounded **before** the sum is calculated for the tuition branch.

If you have a formula that produces cents, and want to truncate rather than round the result, it can be done in the formula with the Oracle Floor function.

### *Rolling a Budget Tree*

If your budget logic is the same or similar from one term (or methodology or FAO) to the next, it's convenient to begin the budget tree for a different term/methodology/FAO with a copy of existing logic.

>> To create a budget tree based on an existing tree:

1. From the side menu bar, select System>Setup>Budget Tree.
2. Click the Select button and enter the FAO, Aid Year, Term and Methodology of

the “copy-to” tree.

*If this tree hasn't been defined yet, the page display shows only the skeletal structure consisting of branches for the budget line items (Tuition, Room/Board etc.).*

*If a budget tree already exists for the FAO, methodology and aid year you entered, the tree is displayed. Continuing with these “Copy” instructions will overwrite the existing tree.*

3. Click the Copy button. In the resulting Budget Tree Copy window,
  - Specify the “copy-from” tree.
  - Highlight the line item components to be copied. (In a Windows environment, hold down the Ctrl key and click each line item to be included.)
  - When choices are complete, press the Update button.

*The tree is created with exact copies of the branches you specified.*

4. Review the logic and budget amounts; modify as needed.

### **Other Setup Procedures**

>> To set up and maintain FAO information (page 182)

>> To set up and maintain the institution's Schedules (page 184)

>> To set up and maintain Distribution Rules (page 188)

>> To set up and maintain Loan Types (page 190)

>> To select fields for auditing (page 192)

>> To define requirements criteria (page 199)

>> To define packaging traits (page 204)

>> To define packaging pools (page 214)

>> To define packaging logic (page 216)

### **Related Function**

>> To review student budgets (page 31)



# SYSTEM SETUP

## Defining Requirements Criteria

Use the Requirement Tree page to describe the logic by which documents are assigned to students as application and disbursement requirements. The tree is used by the Application Requirements Calculation and Disbursement Requirements Calculation programs.

### Defining Documents

Before defining requirements criteria, you need to set up the documents that may be required. Define documents in the Dictionary as values for REQUIREMENT.DOCUMENT.

When document definitions are complete, you can proceed to build the Requirements Tree, which contains the criteria for assigning documents to students.

### Building the Tree

The Requirements Tree begins with two folders: one for student-specific requirements (those that a student provides once, such as a birth certificate), and one for aid-year-specific requirements (those that must be provided each year, such as tax returns). Under each is a folder for application requirements and one for disbursement requirements.

Beneath the application and disbursement requirements branches you attach the **attributes** (such as year in college, citizenship, etc.) for which document requirements may differ, and the **values** (freshman, not-freshman; US citizen, resident noncitizen, noncitizen) on which the differences depend. Documents may be attached at any branch of the tree. In the following example, only New Jersey residents must complete an institutional application, so the Institutional Application document requirement is attached to the New Jersey value, under the State of Residence attribute. However, all students must submit a birth certificate, so that requirement hangs directly off the student-specific branch.

#### Student Specific Requirements

State of Residence	Attribute
New Jersey	Value
Institutional application	Document
Birth Certificate	

#### Aid Year Specific Requirements

Dependency Status
Dependent
Parent Tax Return
Student Tax Return
Independent
Student Tax Return

You can also use a comparison to define student distinctions. For example, if a document is required for tax filers reporting no AGI, you might have a node for tax filer status with an attached comparison to find students with zero or blank in the FEDERAL field FE\_P\_AGI (or FE\_S\_AGI, according to whether the parent's or student's AGI is in question).

**Implementation Note.** Before drawing up the requirements tree, think through the assignment logic carefully. List each document that you require, and note whether it is student-specific or aid-year-specific, whether it is required only for particular year(s), and whether it is an application requirement or a disbursement requirement. List the characteristics of students who must provide it.

For each student characteristic, locate the corresponding attributes in FINANCIER. Check the values defined for each attribute to be sure they correspond to the distinctions needed.

>> To define requirements criteria and enter documents:

1. From the side menu bar, select System>Setup>Requirement Tree.
2. Click the Select button in the upper panel. Check the FAO and Aid Year; change as needed.
3. To draw the tree logic, check the top right of the page to be sure you are in "Tree mode".

*If any logic has already been defined, its folder is open, displaying a subfolder for each attribute involved, and under each attribute, the values on which the document requirements depend, and any documents that have been assigned.*

If the logic is already in place, and you are entering documents, skip to Step 6.

(You can define the entire structure in Tree mode, and then switch to "Document mode," for attaching documents to the appropriate document assignment logic. Or if it is more convenient, you may switch back and forth between Tree mode and Document mode. Both the Tree Definition window and the Requirement Tree Documents window have toggles for switching modes at need.)

4. To define new logic for a requirement, add attributes and values as needed. (To copy existing logic to another location or delete a branch, see Step 5.)
  - Click the branch of the tree on which to build.

*The Tree Definition window is displayed.*

**If the branch you select is a requirements folder**, you'll see in the window a selection list of possible attributes relating to the requirement type. For example, if you click the Student-Specific>Application Requirements branch, you'll see a list of attributes on which the assignment of Application Requirement documents can be based.

**If the branch you select is an attribute**, you'll see a selection list containing its values. For example, if State of Residence is defined as a condition beneath Application Requirements, and you click on it, you'll see a value list of states.

**If the branch you select is a value** beneath an attribute, you'll see a selection list of attributes (in case there are additional conditions to attach to the value).

- In the selection list at the right, highlight (click) the appropriate attribute or value. To select an attribute, you may need first to select the appropriate

database table (in the Table field).

**Tip:** If you are selecting values, and need to make a distinction between a particular value versus all other values, use the NOT values checkbox. For example, if a different document is required for first year students than for other students, values could be freshmen and not-freshmen.

To create a set of values for which all subordinate logic will be the same, hold down the Ctrl key [Windows environment], highlight each of the values, then release the Ctrl key. Enter a group name for the value set in the field beneath. For example, if the same document is requirement for freshmen and sophomores, you can create a multi-value set named “underclassmen” consisting of freshmen and sophomores. A multi-value set is flagged on the tree with an [MV].

Values and multi-value sets can also be renamed directly from the tree display. Position the mouse over the value/value set and right-click. In the resulting dropdown, choose the Rename option. You can then edit the value label. (Don’t type past the system-generated [MV] or [C] flags that may appear at the end of the name; any characters entered to the right of the [ will not register when the page repaints.)

- To create a condition based on a comparison, enter a SQL-compliant expression in the Comparison box on the appropriate value node.

For tips on composing comparisons see page 208.

- Press the Update button.

*The requirement tree is redisplayed with the new entry under the branch.*

5. To edit existing logic, you can copy and delete branches.

*You can add branches beneath Aid Year Application Reqs, Aid Year Disbursement Reqs, Student Application Requirements or Student Disbursement Requirements. Note that you can copy attribute branches only; this prevents values from being placed beneath attributes to which they are not appropriate.*

- To copy logic from one location to another, right-click the source branch and select Copy from the resulting dropdown options. Then position the mouse at the destination, right-click and select Paste. You’ll see a message asking you to confirm your intent; click OK.

*When you click OK, the tree is redisplayed with the copied logic in place.*

- Use the page’s Delete button to remove a branch (with everything that is hierarchically beneath it): click the branch and then click the button. (Or, you can right-click the branch and choose the Delete function from the resulting dropdown options.)

6. When criteria have been established for all categories of requirements, enter

documents.

- Click the button on the upper right for "document mode."
- Click the branch of the tree on which to enter a document.

*The Requirement Tree Documents window is displayed.*

- Select the document to be attached and click Update.

If you are modifying requirement criteria for a term that already has students loaded, be sure to run the volume Application Requirements Calculation and/or Disbursement Requirements Calculation, so that students may be reevaluated with the updated logic.

### ***Rolling the Requirement Tree***

If your requirement logic is the same or similar from one aid year or FAO to the next, it's convenient to begin the requirement tree for a different year/FAO with a copy of existing logic.

>> To create a requirement tree based on an existing tree:

1. From the side menu bar, select System>Setup>Requirement Tree.
2. Click the Select button and enter the FAO and Aid Year of the tree to be created.

*If this tree hasn't been defined yet, the page display shows only the skeletal structure consisting of two branches, Student-specific and Aid-year-specific, with branches beneath each of them for Application Requirements and Disbursement Requirements.*

*If a requirement tree already exists for the FAO and aid year you entered, the tree is displayed. Continuing with these "Copy" instructions will overwrite the existing tree.*

3. Click the Copy button for the Requirement Tree Copy window.
4. In the Requirement Tree Copy window,
  - Specify the "copy-from" branch(es), one for the Aid-year-specific requirements and one for Student-specific requirements, as appropriate. (In a Windows environment, hold down the Ctrl key and click each branch to be included.)
  - Click Update.

*The tree is created with exact copies of the branches you specified.*

5. Review the logic and documents; modify as needed.

*If you are rolling the tree to a new aid year, and you have year-specific documents, such as "2007 tax return," you will need to delete the document for the old year and attach the document for the correct year.*

### **Other Setup Procedures**

>> To set up and maintain FAO information (page 182)

>> To set up and maintain the institution's Schedules (page 184)

- >> To set up and maintain Distribution rules (page 188)
- >> To set up and maintain Loan Types (page 190)
- >> To select fields for auditing (page 192)
- >> To define institutional budgeting criteria (page 193)
- >> To define packaging traits (page 204)
- >> To define packaging pools (page 214)
- >> To define packaging logic (page 216)

***Related Functions***

- >> To monitor application requirements (page 23)
- >> To monitor disbursement requirements (page 133)

***See Also***

- >> Application Requirements Calculation (page 55)
- >> Disbursement Requirements Calculation (page 141)

# SYSTEM SETUP

## Defining Traits

A “trait” is a set of student characteristics (attribute values) used to group students for various purposes, such as

- Eligibility criteria for packaging

For example, a scholarship may be available to female juniors and seniors with GPA of 3.5 or more. The trait that defines eligibility for the scholarship consists of the values Sex=Female, Class=Junior or Senior, and GPA=3.5 or GPA>3.5.

- Selection parameters for volume processing

For example, you may wish to run Application Requirements Notifications for enrolled freshmen only. The trait that determines student selection for the run consists of the characteristics Class=Freshman and Status=Enrolled.

- Simple student reports

For example, someone may request a report of students with EFC below \$2000.

- Application or disbursement requirements checklist [future enhancement]

Use the Trait Master and Trait Tree pages to define a trait. You provide a trait ID and description on the Trait Master page, and enter the attribute and value structure on the Trait Tree.

## Building the Tree

The Trait Tree begins with a branch labeled with the trait name.

Beneath this top level you attach the **attributes** (such as year in college, citizenship, etc.) on which selection is based, and the **values** (freshman, not-freshman; US citizen, resident noncitizen, noncitizen) required for selection. The following example shows the attributes and values used to define a trait to select female undergraduate math majors.

■ Undergrad Women Majoring in Math Major		Trait description
■ Major	Attribute	
■ Mathematics	Value	
■ Sex		
■ Female		
■ Class Level	Attribute branches are marked with a large square bullet	
■ Freshman		
■ Sophomore	Value branches are marked with a small square bullet	
■ Junior		
■ Senior		

It's also possible to attach a numeric or date comparison to a trait. For example, if the intent is to select only students of a certain minimum age, the trait can be set up to require Date of Birth before January 1 of the appropriate year.

Note that **all** of the attributes listed must be satisfied in order for the student to qualify, and an attribute is satisfied if **any one** of the values listed beneath it is true for the student. In the example above, the student must be a math major, female and undergraduate to be selected; to qualify as an undergraduate, she may be a freshman or a sophomore or a junior or a senior.

Besides student, federal and ISIR attributes, you can base conditions on the status of required documents. For example, you might want a trait to run a Verification job only for students who have submitted verification-related documents.

For conditions involving need analysis data, the year-specific MULTI\_METH\_VIEW makes available the calculation data for each of the FINANCIER-calculated methodologies in use: 9-month federal methodology, alternate duration federal methodology, CSS institutional methodology and state methodology.

**Implementation Note.** Before defining traits, think through the selection logic carefully.

- For packaging traits, list each aid program to be included in the packaging process and describe the student characteristics that comprise the program's eligibility requirements.
- For volume processing traits, list each job and determine the characteristics by which students should be grouped for processing.
- For an application or disbursement requirements checklist, list each action item and identify the student characteristics to be tested. Decide what the checklist should report for each possible value.

For each student characteristic, locate the corresponding attribute in FINANCIER. Check the values defined for each attribute to be sure they correspond to the distinctions needed.

>> To define a trait:

1. If you are adding a new trait, select System>Setup>Traits>Trait Master from the side menu bar. If you working with an existing trait, go to Step 5.
2. Click the Select button in the upper panel. In the resulting selection window, assign a unique trait name and, if necessary, the FAO as well. Click Retrieve.

*FINANCIER places the trait in context on the Trait Master page.*

3. Enter a description.
  - If the trait should be specific to a year or term, select the appropriate year and term.

You might want to associate the trait with a specific aid year if it is to be used in packaging (or another function) only for that year. Once the trait has been created, you

won't be able to change a non-year-specific trait to year-specific, or vice-versa.

- Indicate the use(s) for which the trait is intended by clicking the checkboxes for Checklist, Packaging and/or Volume Processing Jobs.
4. Click Update to create the trait record.
  5. Proceed to the Trait Tree page to enter the structural logic (System>Setup>Traits>Trait Tree).

To retrieve an existing trait:

- Click the Select button in the upper panel and specify the trait name in the Trait field of the selection box.

To locate the trait name, click the Search icon beside the Trait field. Enter the first several letters of the name in the Trait Name field. (You can use an asterisk in the Trait Name field to get a list of all traits.) Press the Search button, then select from the list of matching trait names that is returned.

- In the selection box, click Retrieve.

*The trait tree is displayed. For a new trait, you'll see a single branch labeled with the trait name you specified on the Trait Master page. If any logic has already been defined, the trait branch is open, displaying a subsidiary branch for each attribute involved, and under each attribute, the values on which selection depends.*

6. To define logic for each selection criterion, add attributes and values as needed. (To copy logic from one branch to another location or delete a branch, see Step 7.)
- Click the branch of the tree on which to build.

*The Tree Definition window is displayed.*

***If the branch you select is the trait's top level***, you'll see in the window a selection list of the database tables available (Table field), and a selection list of the attributes from whichever table is currently specified (Attribute field). For example, if the STUDENT table is specified, you'll see a list of STUDENT attributes. (Only attributes with a set of Dictionary-defined values are listed.) The Sort By field enables you to organize the attribute list by the database column ID or the English field description.

***If the branch you select is an attribute***, you'll see a selection list containing its values. For example, if State of Residence is defined as a condition, and you click on it, you'll see a value list of states.

***If the branch you select is a value*** beneath an attribute, you'll see a selection list of tables and attributes (in case there are additional conditions to attach to the value).

- In the selection list(s), highlight (click) the appropriate table and attribute, or value.

**Tip:** If you are selecting values, and need to make a distinction between a particular value versus all other values, use the NOT values checkbox. For example, to create a condition involving students residing in a foreign



country, you might use “not U.S.” as the value for the attribute Student Address Country.

If there are several values, any of which is valid for selection, and for which all subordinate logic will be the same, you can combine them in a multi-value set for convenience. For example, if the criterion for Class Level is undergraduate, you can create a multi-value set named “undergraduate” consisting of freshmen and sophomores and juniors and seniors. If the criterion is undergraduate, but there’s a further condition for freshman and sophomores, you might create multi-value sets for “fresh/soph” and “upperclass.”

To create a multi-value set, hold down the Ctrl key [Windows environment], highlight each of the values, then release the Ctrl key. Enter a group name for the value set in the field beneath. A multi-value set is flagged on the tree with an [MV].

Values and multi-value sets can also be renamed directly from the tree display. Position the mouse over the value/value set and right-click. In the resulting dropdown, choose the Rename option. You can then edit the value label. (Don’t type past the system-generated [MV] or [C] flags that may appear at the end of the name; any characters entered to the right of the [ will not register when the page repaints.)

- To create a condition based on a comparison, enter a SQL-compliant expression in the Comparison box on the appropriate value node.

For tips on composing comparisons see page 208.

- Press the Update button.

*The trait tree is redisplayed with the new entry under the branch.*

7. To edit existing logic, you can copy and delete branches.

- To copy logic from one location to another, right-click the source branch and select Copy from the resulting dropdown options. (*Note that you can copy attribute branches only; this prevents values from being placed beneath attributes to which they are not appropriate.*) Then position the mouse at the destination, right-click and select Paste. You’ll see a message asking you to confirm your intent; click OK.

*When you click OK, the tree is redisplayed with the copied logic in place.*

- Use the page’s Delete button to remove a branch (with everything that is hierarchically beneath it): click the branch and then click the button. (Or, you can right-click the branch and choose the Delete function from the resulting dropdown options.)

## Copying Traits

If you are building a trait that has logic similar to an existing trait, it's convenient to begin with a copy of the existing trait.

>> To create a trait based on an existing trait:

1. Select System>Setup>Traits>Trait Master from the side menu bar.
2. Click the Select button in the upper panel. In the resulting selection window, assign a unique name for the new trait and, if necessary, the FAO as well. Click Retrieve.

*FINANCIER places the trait in context on the Trait Master page.*

3. Enter the description and indicate the use(s) for which the trait is intended by clicking the checkboxes for Checklist, Packaging and/or Volume Processing Jobs. If needed, assign an aid year and term.
4. Click Update to create the trait record.
5. Proceed to the Trait Tree page to enter the structural logic (System>Setup>Traits>Trait Tree).

*The new trait tree is displayed with a single top-level branch.*

6. Click the Copy button. In response to the resulting confirmation message, press OK in the dialog box.

*The Trait Copy window is displayed.*

- Specify the "copy-from" trait.
- Press the Update button.

*The logic from the trait you chose is attached to the trait in context -- the trait being defined. The trait tree is redisplayed with a + at the top branch, indicating it now has subordinate branching.*

7. Expand the trait tree and review the logic; modify as needed.

## Tips on Comparisons

**Tree Structure.** On trait trees, a comparison can be entered at the topmost level. At any other level (and at any level on a budget or requirements tree), a comparison must be attached to a value node.

If the condition that defines the branch involves both a value and a comparison – for example, a branch for juniors with GPA of 3.5 or higher – simply select the value (Junior, under the attribute Class Level) and enter the SQL syntax for the comparison into the Comparison box. You may wish to name the value descriptively, something like "Jr - 3.5."

If the condition that defines the node involves only a comparison you can attach it to a value that will be true of all students. For example, to create a branch for students with GPA of 3.5 or higher, you could add a branch for "student belongs to the Wooster College FAO", since all students in the FAO will test true for this condition. You would use STUDENT.FAO as the attribute and Wooster College as the value, and attach the GPA condition to that value.

**Simple Comparisons.** In both examples above, the GPA comparison may be expressed as STUDENT.ST\_AC\_GPA >= 3.5. Syntax for a typical simple numeric comparison is

TABLE.COLUMN relator *n*

where **TABLE.COLUMN** identifies a numeric field, the **relator** is a symbol describing the relationship between field and number, and ***n*** is the number. The most useful relator symbols include =, <, <=, >, >=. The field ID can be typed in either upper or lower case.

Similarly, for a date comparison, the basic format is

TABLE.COLUMN relator 'dd mmm yyyy'

For example, STUDENT.ST\_DOB < '1 Jan 1986' would find students born before January 1, 1986.

**Year-Specific Tables.** For year-specific tables used in a comparison, you can specify the name using "xxyy" in place of the year. The system will supply the year when the condition is evaluated, using the year in context (individual page processing) or the aid year parameter value (volume processing).

**ISIR Fields.** Special handling is needed for some ISIR table fields in order to use them in numeric or date comparisons. (All ISIR data is stored in character format – Oracle data type VARCHAR2.)

- Values delivered in sign-overpunched fields must be converted to numbers in order to be used in a comparison. For this purpose WolffPack provides the function WPL\_UTIL.OVP\_TO\_NUM. The following comparison would select students with reported income from work greater than 10,000:

wpl\_util.ovp\_to\_num (ISIR\_XXYY.IS\_S\_ST\_INC) > 10000

(If you can refer to fields from the FEDERAL table or CPS\_APPLIC table rather than from the ISIR table, the comparison won't need to employ this function.)

- If N/A is reported in a field that otherwise would contain a numeric value, the WolffPack ZNA function must be used to convert the N/A to zero. For example,

ZNA (ISIR\_xxyy.NS\_PERK\_CUR) < 4000

This comparison would select students with current-year Perkins loan amounts of less than \$4,000; any student with N/A in the current Perkins amount field would be selected, as the N/A would be interpreted as 0.

- The TO\_DATE function must be used to convert ISIR dates into date format. For example, the following comparison tests the application receipt date to select students who applied before April 2, 2007.

to\_date (ISIR\_xxyy.IS\_C\_ORIG\_DATE, 'yyyymmdd') < '02 apr 2007'

**CDATE or MDATE.** By default Oracle date fields include the timestamp as part of the date value. Hence, in a comparison that looks for a specific record create date or maintenance date (CDATE or MDATE equal to a specified date), the date must be truncated so that the time is ignored. For example, the statement

TRUNC (ISIR\_xxyy.CDATE) = '01 May 2007' would select records inserted in the ISIR table on the specified date.

SYSDATE, Oracle's term for the current system date, can be similarly truncated and used in place of a specific date to indicate "today":

TRUNC (ISIR\_xxyy.CDATE) = TRUNC (SYSDATE)

**Null Values.** You can write comparisons that check for the existence of a value, using the statement TABLE.COLUMN IS NOT NULL, or to check for an empty field, using TABLE.COLUMN IS NULL. Any field, alphanumeric as well as numeric, can be checked for null/not null. For the NOT NULL condition, a student with any value in the specified field tests true; for the NULL condition, a student with any value in the specified field tests false.

You can use the Oracle function NVL to assign a value, such as zero, to a numeric field that is null. For example, NVL(FEDERAL\_xxyy.FE\_P\_AGI,0) < 50000 will find students with blank parent AGIs, since null is treated as 0, as well as students with a number from 0 through 49,999 in the Parent AGI field.

**Conditions based on Comment Codes or Reject Codes.** As there are 20 comment code fields on an ISIR, and any specific comment may be reported in any one of those positions, the comparison evaluation process must look at all the comment codes fields in order to check for students with a particular comment code. The syntax to select students on the basis of comment codes reported on the ISIRs is

ISIR\_xxyy.IS\_C\_COMnn = comment number

For example, to check for comment 112 use ISIR\_xxyy.IS\_C\_COMnn = 112. FINANCIER automatically expands the comparison to look at all 20 comment code fields on the ISIR.

Similarly, to select students on the basis of reject codes, the syntax is ISIR\_xxyy.IS\_C\_REJn = reject number.

**Ranges.** To write a comparison that looks for a value within a range of numbers or characters you can use a BETWEEN relationship. For example, to select students with reported AGI in a \$10,000 – \$20,000 range:

FEDERAL\_xxyy.FE\_S\_AGI between 10000 and 20000

"Between" logic is inclusive; students with AGI of either \$10,000 or \$20,000 would test true for this condition. The range limits must be specified in order, the low limit before the high limit.

Using the Substring function in combination with this Between syntax, you can build a trait that looks at a range based on the first character of students' last names:

substr (STUDENT.NAME\_LAST, 1,1) between 'A' and 'J'

For a comparison that looks at a non contiguous set, use IN in place of BETWEEN and list the elements of the set. For example, to find students whose last name begins with C, K or Q the statement would look like this:

```
substr (STUDENT.NAME_LAST, 1,1) in ('C','K','Q')
```

The Substring function is case-sensitive, so the case of the specified values must be expressed exactly as stored. Names are stored all in upper case in STUDENT.NAME\_LAST.

**Complex Conditions.** Compound statements connected by AND and OR are also valid. For example, the statement

```
FEDERAL_xxyy.FE_S_AGI is null or  
FEDERAL_xxyy.FE_S_ST_INC is null or  
FEDERAL_xxyy.FE_S_FED_TAX is null
```

would be true for students with no reported value for either AGI, income from work or federal income tax paid.

Only one database table can be referenced in a compound statement. For a complex condition involving more than one table, break the logic into separate statements, one for each table involved, and link them using subordinate branches.

For example, to express the condition "ISIR EFC is less than 13,000 and AGI is greater than 20,000," which involves both the ISIR and FEDERAL tables, you could create a branch for the comparison ISIR\_xxyy.IS\_C\_FC1 < 13000 with a subsidiary branch for the comparison FEDERAL\_xxyy.FE\_P\_AGI > 20000.

### Testing the Trait Tree

To ensure that your trait logic produces the intended results, you can use the Test Student page to evaluate specific students. Choose a student who should test true for the trait. The Test page reports whether the specific student passes or fails the test for the specified trait(s).

>> To test trait logic:

1. Go to System>Setup>Traits>Test Student via the side menu bar.
2. If not already in context, specify the student:
  - Click the Select button in the upper panel. In the resulting selection window, fill in the student ID.

To search for the student ID click the Search icon in the selection window. Enter the first several letters of the name in the Student Last Name field. (You can use an asterisk in the Last Name field to get a list of all students.) Press the Search button, then select from the list of matching names that is returned.

  - In the selection window, click Retrieve.
3. On the Test Student page, click the checkbox for each trait to be tested.
4. Click the Test button at the top of the page.

*FINANCIER evaluates the student's record against the trait conditions. For each trait tested, if the student's values meet the conditions on all of the nodes, the result for that trait is posted as True. If any of the trait's conditions is not true for the student, the result for that trait is posted as False.*

5. To see the node at which a student failed the trait test, click the False link in the

Results column for the trait in question.

Once you have tested a trait with a few control students, you may wish to test with a larger population. For this purpose, you can use the volume process Student List.

### ***Deleting a Trait***

If a trait has been used to set up a packaging pool or a volume processing job, the Trait Master page shows the pools and/or jobs with which the trait is associated. Before you delete a trait, you should check the Trait Master to be sure that the trait is not currently being used.

If you do delete a trait that is associated with a pool, or a trait that is used as a selection parameter on a volume job, the trait is simply removed from the pool's list of associated traits, or the job's list of selection traits.

>> To delete a trait:

1. Go to System>Setup>Traits>Trait Master via the side menu bar.
2. If not already in context, specify the trait:
  - Click the Select button in the upper panel. In the resulting selection window, fill in the trait name.  
  
To search for the trait name click the Search icon in the selection window. Enter the first several letters of the name in the Trait Name field. (Leave the Trait Name field blank or enter an asterisk to get a list of all traits.) Press the Search button, then select from the list of matching traits that is returned.
  - In the selection window, click Retrieve.
3. Click the Delete button on the Trait Master page.

### ***Related Functions***

>> To define packaging pools (page 214)

>> To define packaging logic (page 216)

### ***Related Programs***

>> Packaging Process (page xx)

>> Packaging Awards (page xx)

>> Student List (page xx)

### ***Other Setup Procedures***

>> To set up and maintain FAO information (page 182)

>> To set up and maintain the institution's Schedules (page 184)

>> To set up and maintain Distribution rules (page 188)

>> To set up and maintain Loan Types (page 190)

>> To select fields for auditing (page 192)

>> To define institutional budgeting criteria (page 193)

>> To define requirements criteria (page 199)

# SYSTEM SETUP

## Defining Pools for Packaging

Use the Pool Master page to create a funding “pool” for packaging.

A pool is a group of financial aid funds (one or more) with identical eligibility traits, aggregated for packaging purposes to represent a financial aid program. You’ll have a pool for each federal, state, private and institutional program to be packaged.

During the packaging process, students are tested against each pool’s eligibility criteria. For students who qualify, offer amounts are calculated according to rules defined in the pool’s packaging tree. Awards on the pool will eventually be disbursed from the fund or funds that make up the pool.

>> To set up a funding pool for packaging:

**Prerequisite:** All contributing funds should be set up in FINANCIER, and trait trees built for the packaging traits.

1. From the side menu bar, select System>Setup>Packaging>Pool Master.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Pool name and, if necessary, the FAO, Aid Year and/or Term as well.
  - If you are adding a new pool, assign a unique pool name.
  - To locate an existing pool, click the Search icon beside the Pool Name label. Enter the first several letters of the name in the Pool Name field. (You can use an asterisk in the Pool Name field to get a list of all pools.) Press the Search button, then select from the list of matching pools that is returned.

When all selection information has been supplied, click Retrieve.

*FINANCIER places the pool in context on the Pool Master page.*

3. Enter a description and specify the pool’s priority to indicate the order in which it should be considered during the packaging process. (Typically you would assign numbers initially in increments of at least 10, so that other pools can be inserted later if necessary, without needing to renumber the priorities.)
4. Set control flags that affect award amount calculation and the computation of remaining need during the packaging process:
  - The Limited By flag indicates that an award from the pool should be limited by the student’s Need or Cost of Attendance. Typically only certain types of scholarships would be unlimited.
  - The flags for Meets Need (award from the pool goes toward meeting student’s total need), Replace FC (award can be used to replace a portion of the family contribution, such as the pool for an unsubsidized Stafford loan) and Offsets Stafford (award reduces Stafford eligibility) should echo the same fund settings.
5. Establish the pool’s traits by moving them from the list of “packaging traits” to the list of “traits used for this pool.” (To move traits between the list boxes, highlight the appropriate entries and click the arrow buttons.)



6. Establish the pool's funds by moving them from the list of "packaging funds" to the list of "funds used for this pool." (To move traits between the list boxes, highlight the appropriate entries and click the arrow buttons.)
7. Click the Update button to create the pool or modify pool settings.

#### ***Related Functions***

- >> To define packaging traits (page 204)
- >> To define packaging logic (page 216)

#### ***Related Programs***

- >> Packaging Process (page xx)
- >> Packaging Awards (page xx)

#### ***Other Setup Procedures***

- >> To set up and maintain FAO information (page 182)
- >> To set up and maintain the institution's Schedules (page 184)
- >> To set up and maintain Distribution rules (page 188)
- >> To set up and maintain Loan Types (page 190)
- >> To select fields for auditing (page 192)
- >> To define institutional budgeting criteria (page 193)
- >> To define requirements criteria (page 199)

## SYSTEM SETUP

### *Defining Award Determination Logic for Packaging*

Use the Pool Packaging Tree page to enter the conditions and logic by which award amounts are calculated for each funding pool to be used in packaging students. The awarding logic attached to a pool can be as simple as a single amount, or as complicated as the federal rules for calculating subsidized and unsubsidized Stafford loans. (WolffPack delivers standard calculations for the Pell Grant and suggested code for the federal loan programs.)

For example, suppose the award amount for a scholarship varies according to an eligible student's class level and state residency. The packaging tree allows you to specify a signed amount, a formula and/or a more complex calculation for each set of class/residency conditions: freshman instate, freshman out-of-state, sophomore instate, sophomore out-of-state, etc.

The determination of the award begins with the amount or formula; that result is then submitted to any further programmatic calculation. This allows for any level of complexity that may be needed. (A programmer's assistance may be needed to write complex calculations).

### *Building the Tree*

The Packaging Tree contains a folder for each funding pool. You can view the whole tree (default display) or the branch for a single pool. Use the toggle buttons (All Pools or One Pool) just below the context area on the right to change views.

Beneath each pool you attach the **attributes** (such as year in college, state residency, etc.) on which the conditions are based, and the **values** (freshman, not-freshman; instate, out-of-state) by which the calculations differ. For example, the tree structure for a scholarship that gives different amounts based on year in col-

lege and state residency might have the class-level possibilities nested beneath the state of residence possibilities:

Scholarship		
<i>Residency and Class are the attributes on which the scholarship amount is based</i>	Residency	<i>Award calculation can begin with a base amount or formula</i>
	Instate	
	Class	
	Freshman	
	Sophomore	
	Junior	<i>Formula result may be submitted to further calculation written using PL/SQL code</i>  <i>Packaging variables, named pv.variable_name, are provided to represent quantities such as EFC, unmet need, formula amount (fn_amt), final amount (leaf_amt), etc. in calculations</i>
	Senior	
	Out-of-State	
	Class	
	Freshman	
	Sophomore	
	Junior	
	Senior	

Once a branch is completed, you can enter the calculation information for that branch: a specific award amount, a formula, and/or a program using PL/SQL code.

In the example, the scholarship for instate freshmen begins with a flat amount, \$500. The award amounts for instate sophomores, juniors and seniors are computed by class level based on enrolled credit hours: \$60 per hour for sophomores, \$65 for juniors and \$75 for seniors. For all students, this amount is then submitted to a calculation that compares it to the student's unmet need (federal methodology) and takes the lesser of the two amounts.

The current level of unmet need is a "packaging variable" that is tracked for each student in the course of the packaging process. Other such variables include original need, EFC, etc. Need and EFC variables are defined for each methodology (CPS-calculated, FINANCIER-calculated federal, duration-adjusted federal, CSS institutional). User-defined variables can also be constructed for tracking any quantity that an institution might need to consider in packaging that is not included in the delivered set of variables.

**Implementation Note.** Before setting up the packaging tree, think through the packaging logic carefully. For each aid program (pool), describe the conditions that determine how award amount(s) are calculated, and list the student characteristics for each condition. For each student characteristic, locate the corresponding attribute in FINANCIER. Check the values defined for each attribute to be sure they correspond to the distinctions needed.

For each condition, analyze the logical steps performed to reach the award amount to be offered.

>> To set up the award determination logic for a pool:

**Prerequisite:** Packaging trait and pool definition should be complete.

1. From the side menu bar, select System>Setup>Packaging>Pool Packaging Tree.

*The packaging tree is displayed, with a folder for each pool.*

2. If you want to limit the display to a single pool:

- Specify the pool: click the Select button in the upper panel. In the resulting selection window, enter the Pool name and, if necessary, the FAO, Aid Year and/or Term as well.

(To locate the pool name, click the Search icon beside the Pool Name label. In the resulting search window, enter the first several letters of the name in the Pool Name field; or you can use an asterisk in the Pool Name field to get a list of all pools. Press the Search button, then select from the list of matching pools that is returned.)

- When all selection information has been supplied, click Retrieve.

*FINANCIER places the pool in context and redisplay the entire packaging tree.*

- Click the toggle button for "One Pool" (beneath the context area, at the right).

*FINANCIER displays the packaging tree for the selected pool.*

3. To draw the tree logic, check the top right of the page to be sure you are in "Tree mode". If the logic is already in place, and you are entering amounts/calculations, skip to Step 6.

(You can define the entire structure in Tree mode, and then switch to Calculations mode to enter amounts, formulas and code for amount calculation. Or if it is more convenient, you may switch back and forth between Tree mode and Calculations mode. Both the tree definition window and the calculations detail window have toggles for switching modes at need.)

4. To define logic for each pool, add attributes and values as needed to represent the groups for which the amount calculations will differ. (To copy existing logic to another location or delete a branch, see Step 5.)

- Click the branch of the tree on which to build.

*The Tree Definition window is displayed.*

**If the branch you select is the pool folder**, you'll see in the window a selection list of the database tables available (Table field), and a selection list of the attributes from whichever table is currently specified (Attribute field). For example, if the STUDENT table is specified, you'll see a list of STUDENT attributes. (Only attributes with a set of Dictionary-defined values are listed.) The Sort By field enables you to organize the attribute list by the database column ID or the English field description.

**If the branch you select is an attribute**, you'll see a selection list containing its values. For example, if State of Residence is defined as a condition, and you click on it, you'll see a value list of states.

**If the branch you select is a value** beneath an attribute, you'll see a selection list of tables and attributes (in case there are additional conditions to attach to

*the value).*

- In the selection list(s), highlight (click) the appropriate table and attribute, or value.

**Tip:** If you are selecting values, and need to make a distinction between a particular value versus all other values, use the NOT values checkbox. For example, to create a condition involving students residing in a foreign country, you might use “not U.S.” as the value for the attribute Student Address Country.

If there are several values for which all subordinate logic will be the same, you can combine them in a multi-value set for convenience. For example, if the amount calculation is the same for freshmen and sophomores that qualify for a pool, but different for both juniors and seniors, you can create a multi-value set under Class Level to contain freshmen and sophomores.

To create a multi-value set, hold down the Ctrl key [Windows environment], highlight each of the values, then release the Ctrl key. Enter a group name for the value set in the field beneath. A multi-value set is flagged on the tree with an [MV].

Values and multi-value sets can also be renamed directly from the tree display. Position the mouse over the value/value set and right-click. In the resulting dropdown, choose the Rename option. You can then edit the value label. (Don't type past the system-generated [MV] or [C] flags that may appear at the end of the name; any characters entered to the right of the [ will not register when the page repaints.)

- Press the Update button.

*The packaging tree is redisplayed with the new entry under the branch.*

5. To edit existing logic, you can copy and delete branches.

- To copy logic from one location to another, right-click the source branch and select Copy from the resulting dropdown options. (*Note that you can copy attribute branches only; this prevents values from being placed beneath attributes to which they are not appropriate.*) Then position the mouse at the destination, right-click and select Paste. You'll see a message asking you to confirm your intent; click OK.

*When you click OK, the tree is redisplayed with the copied logic in place.*

- Use the page's Delete button to remove a branch (with everything that is hierarchically beneath it): click the branch and then click the button. (Or, you can right-click the branch and choose the Delete function from the resulting dropdown options.)

6. When the conditional structure is established, enter calculations.

- Click the button on the upper right for “Calculations Mode.”

- Click the branch of the tree on which to enter calculation.

*The Calculation Definition window is displayed.*

- To specify an amount, enter the amount and (with minus sign if it is to be subtracted) in the Formula field.
- To apply a formula, use any direct algorithm or Oracle function that returns a numeric value; the expression must employ SQL syntax.
- To apply a calculation program, enter PL/SQL code in the Code box
- Press the Update button.

### **Syntax Rules for Formulas and Calculation Code**

**Formulas.** A formula can be any SQL-compliant algorithm or Oracle function that returns a numeric value.

For example, the formula

FEDERAL\_xxyy.FE\_S\_FAM\_SIZE \* 1000

describes an arithmetic operation, in which the student's number of family members is multiplied by 1000.

The formula

greatest (2000, FEDERAL\_xxyy.FE\_S\_FAM\_SIZE \* 1000)

employs the SQL "greatest" comparison. This results in a Select statement that selects from FEDERAL\_xxyy (where xxyy is the year from context) using a key composed automatically from the program's knowledge of the database and the student's key and other pertinent values. If FE\_S\_FAM\_SIZE were 3 for this student, the formula would yield 3000, which is the greater of 2000 and 3\*1000.

For year-specific tables used in a formula, you may specify the name using "xxyy" in place of the year. The system will supply the year when the formula is evaluated. This eliminates the need to update the formula when the tree is rolled to a new year.

Only one database table can be referenced in a formula.

**ISIR Fields.** For the ISIR tables, special handling is needed for "numeric" fields in order to use them as numbers in formulas. (All ISIR data actually is stored in character format – Oracle data type VARCHAR2.)

- Values in sign-overpunched fields must be converted to numbers in order to be used in a formula. For this purpose WolffPack provides the function WPL\_UTIL.OVP\_TO\_NUM. The following formula subtracts the student's income from 50,000 and returns that number:

(50000 - wpl\_util.ovp\_to\_num(ISIR\_XXYY.IS\_S\_ST\_INC, 0))

The ovp\_to\_num function takes two parameters. The first is the field to convert; the second is the number of decimal places to assume (0 in the example). The second parameter may be omitted and defaults to assume zero decimal

places.

(If you can refer to fields from the FEDERAL table or CPS\_APPLIC table rather than from the ISIR table, the comparison won't need to employ this function.)

- If N/A is reported in a field that otherwise would contain a numeric value, the WolffPack ZNA function must be used to convert the N/A to zero. For example, `greatest(1000, 4000 - zna(ISIR_xxyy.NS_PERK_CUR))`

This formula subtracts the year's Perkins loan amount from 4000 and returns that result or 1000, whichever is larger. If the student's value for the Perkins annual amount is N/A, the N/A would be interpreted as 0.

**Coding.** On reaching the code/program processing, anything in the code/program box will be evaluated as a block of PL/SQL code. (The code in the box is understood by the interpreting program to be wrapped with a Begin and an End; PL/SQL statement which makes it a "block" of code by PL/SQL standards.)

Essentially, you can do anything you can do in PL/SQL within a block. References to database tables are limited to one table (as in the formula). The amount of the calculated formula result is stored in the packaging variable **pv.fn\_amt**. For example:

```
pv.leaf_amt := pv.fn_amt * 1.2;
```

This calculation sets the variable **pv.leaf\_amt** to 1.2 times whatever was calculated from the amount/formula. **pv.leaf\_amt** is what the Packaging process uses to accumulate the amount for the node that is being evaluated. When entering code into the code/program box, the last statement must set **pv.leaf\_amt** to the result of the calculations. If the code/program box is not used, **pv.leaf\_amt** is set automatically to **pv.fn\_amt**, the formula result.

Each statement must end with the semi-colon symbol ;

The following illustrates the use of variables in if/then statements:

```
if pv.mF_fc < 201 then pv.leaf_amt:=1000; end if;
if pv.mF_fc > 200 and pv.mF_fc < 501 then pv.leaf_amt:=500;
end if;
```

This calculation sets the amount to \$1000 for students with EFC of 200 or less, and \$500 for students with EFC between 201 and 500.

Note that if/then conditions require the presence of an "end if" statement.

To insert a comment line in the code, use the format

```
/* comment text */
```

The most complex calculations are best handled by calling an externally defined function. For example:

```
pv.leaf_amt := wpl_pkg.pell_full;
```

This calculation invokes a function defined to compute the Pell amount for full time students, and sets **pv.leaf\_amt** to that. (WolffPack's calculations for Pell include pell\_full, pell\_3qtr, pell\_half and pell\_lt\_half, all stored in the WPL\_PKG Oracle package.)

Due to differences between SQL and PL/SQL, the packaging variables can't be used in a formula. The primary distinction between the formula and the code box is that the formula must be valid SQL – that is, something you can execute via Oracle's SQL processor. The code box is executed by the PL/SQL processor (which may, in turn, call the SQL processor if it needs to).

The packaging variables are defined in a PL/SQL package (PV), so they are readily accessible from PL/SQL. The Packaging Variables Create job is run to re-create the variable set whenever a new user-defined variable is added, or a new system-defined variable is delivered. Packaging variables are not accessible via SQL directly. The code box is essential for dealing with variables that are carried throughout the packaging process.

### *Packaging Variables*

The report produced by the volume job Packaging Variables Create lists the packaging variables, including any user-defined variables. The packaging variables delivered by WolffPack include the following:

Variable	Type	Initial value	Description
pv.m9_coa pv.mF_coa pv.mI_coa pv.mA_coa	number	0	Student's original cost of attendance by methodology (federal 9-month, federal alternative duration, CSS institutional, state)
pv.m9_total_need pv.mF_total_need pv.mI_total_need pv.mA_total_need	number	0	Student's original need by methodology (federal 9-month, federal alternative duration, CSS institutional)
pv.m9_unmet_need pv.mF_unmet_need pv.mI_unmet_need pv.mA_unmet_need	number	0	Student's remaining need, as accumulated at any point in the packaging process, by methodology (federal 9-month, federal alternative duration, CSS institutional)
pv.m9_fc pv.mF_fc pv.mI_fc pv.mA_fc	number	0	Student's EFC by methodology (federal 9-month, federal alternative duration, CSS institutional)
pv.m9_sc pv.mF_sc pv.mI_sc pv.mA_sc	number	0	Student contribution portion of the EFC by methodology (federal 9-month, federal alternative duration, CSS institutional)



Variable	Type	Initial value	Description
pv.m9_pc pv.mF_pc pv.mI_pc pv.mA_pc	number	0	Parent contribution portion of the EFC by methodology (federal 9-month, federal alternative duration, CSS institutional)
pv.m9_ores pv.mF_ores pv.mI_ores pv.mA_ores	number	0	Other resources total for the student by methodology (federal 9-month, federal alternative duration, CSS institutional)
pv.m9_dependency pv.mF_dependency pv.mI_dependency pv.mA_dependency	varchar2	null	Dependency status for the student by methodology (federal 9-month, federal alternative duration, CSS institutional)
pv.replaces_fc pv.replaces_sc pv.replaces_pc	number	0	Aid that replaces the family contribution (fc), student contribution (sc) or parent contribution (pc), as accumulated at any point in the packaging process
pv.existing_pell	number	0	Amount of Pell already awarded to the student
pv.sub_stafford pv.unsub_stafford pv.sup_unsub_stafford	number	0	Subsidized Stafford amount calculated for the student in the run Unsubsidized Stafford amount calculated for the student in the run Extended unsubsidized Stafford amount calculated for the student in the run
pv.ns_sub_out pv.ns_uns_out pv.ns_cmb_out	number	0	Outstanding subsidized (sub), unsubsidized (uns) or combined (cmb) Stafford principal amount reported for the student by NSLDS
pv.ns_sub_total pv.ns_uns_total pv.ns_cmb_total	number	0	Total subsidized (sub), unsubsidized (uns) or combined (cmb) Stafford amount reported for the student by NSLDS (The total represents the outstanding principal plus pending disbursements)
pv.ns_perk_total pv.ns_perk_cur	number	0	Outstanding Perkins amount reported for the student by NSLDS Current year Perkins amount reported for the student by NSLDS
pv.vet_ben	number	0	Student's veteran benefits amount for the aid year
pv.fn_amt	number	0	Amount resulting from formula application
pv.leaf_amt	number	0	Amount calculated for a leaf or node of the packaging tree
pv.branch_amt	number	0	Amount calculated for a pool branch of the packaging tree
pv.tree_amt	number	0	Total amount for the student for all pools
pv.pct_limit	number	100	Percent of funds to make available for a packaging run
pv.dollar_limit	number	9(9)	Dollar amount of funds to make available for a packaging run
pv.dollar_total	number	0	Running dollar total for a packaging run

### **Related Functions**

>> To define packaging traits (page 204)

>> To define packaging pools (page 214)

***Related Programs***

Packaging Process (page 92)

Award Process (page 93)

Packaging Variable Create (page 94)

***Other Setup Procedures***

>> To set up and maintain FAO information (page 182)

>> To set up and maintain the institution's Schedules (page 184)

>> To set up and maintain Distribution rules (page 188)

>> To set up and maintain Loan Types (page 190)

>> To select fields for auditing (page 192)

>> To define institutional budgeting criteria (page 193)

>> To define requirements criteria (page 199)

## NOTIFICATION SETUP

Notifications include three types of financial aid letters:

- Application requirements notifications (ARNs), to inform students of the documents they must submit to complete their aid applications
- Aid notifications (ANs), to offer students a financial aid package, or to inform students that they do not qualify for aid
- Disbursement requirements notifications (DRNs), to inform students of the documents they must submit before they can receive aid disbursements

### *Notification Formats*

For each notification type you may design a series of different formats geared to specific groups of students. For example, for application requirements letters, you might need one format for entering students and one for returning students, as well as one or more for followup requests. You need a notification format for each set of students and circumstances that gets a different variant of a standard letter.

When you implement FINANCIER, you must plan the formats your institution will need, and define a value for each in the FINANCIER Dictionary for the field AIDYEAR\_NOT.AY\_NOT\_I\_FMT. WolffPack delivers a sample set of values that illustrate some of the situations that might call for different versions of the ARN or AN:

- 1 Reqmt-Entering
- 2 Reqmt-Returning
- 3 Reqmt-Followup
- E Aid-Initial Entering
- F Aid-Revision/Followup
- R Aid-Initial Returning
- C Denial-Credit Enrollment
- N Denial-No need
- S Denial-SAP

Under this scenario, entering freshmen might get a “welcome” ARN, with first-time student information included that returning students would not need, and all students would get the same followup reminder if documents remained outstanding after a period of time. ANs would also allow different text for entering and returning students as well as a special letter to be sent out if initial offers are revised. Three other AN formats cover denial conditions, some of which may still allow some types of loans or scholarships to be awarded: denial of aid because of insufficient enrollment levels, low need or failure to achieve satisfactory academic progress.

Based on your institution’s practices, you may find some of these formats appropriate to retain; you will delete any that are not appropriate, or change the translation to apply to other conditions, and add others values as needed.

### *Formats Assigned to Students*

On the Application Requirements, Award Summary and Disbursement Requirements pages, you will find fields that display the initial and followup formats assigned to the student in context for ARNs, ANs and DRNs; ARNs and DRNs also allow a third format option for confirmation letters. These formats, which determine the version of the first and subsequent letters sent to the student for each purpose, are assigned automatically and can be changed as needed for individual students.

Formats are applied to students by the Application Requirements calculation based on defaults set up in the FAO table; the Application Requirements calculation is performed as part of the ADD Load process. You can design queries to assign formats other than the defaults to selected students, or customize the Application Requirements calculation.

### *Letter Structure and Content*

Once you have planned the formats you need for each notification type, you can proceed to define the structure and content of each letter format. Typically WolffPack performs this implementation task for you, using a set of template mail merge documents.

The components available for each notification type include the following:

#### **Application Requirements and Disbursement Requirements Notifications:**

- Opening (with introductory text preceding the list of required documents)
- Standard documents (list of required documents, with text based on status)
- Closing

#### **Aid Notifications**

- Opening (with introductory text preceding the list of awards, or reason for denial)
- Awards (if any)
- Fund messages (information or instructions regarding the aid programs awarded)
- Closing

The following example illustrates the layout and content of an Application Requirements Notification for entering freshmen.

	<p>April 23, 2003</p> <p>Ms. Mary Ann Bowers 123 Front Street Fallville, NY 14999</p> <p>Dear Mary Ann Bowers:</p>
<p>Opening</p>	<p>Congratulations on your acceptance to The WolffPack Academy.</p>
<p>Before standard documents</p>	<p>In order to complete your application for financial aid, you must submit a number of documents to us. These will allow us to assess your eligibility for a variety of federal, state, and institutional aid programs.</p>
<p>Standard documents</p>	<p>We require submission of an official, notarized copy of your birth certificate.</p>
	<p>We have received your Free Application for Federal Student Aid (FAFSA). It is incomplete, or has not been signed by all required signers. Please review the Student Aid Report (SAR) sent to you by the federal processor, and send any further information to us. If you cannot determine the source of the problem, please contact us.</p>
<p>Closing</p>	<p>As soon as we receive the information described above, we will determine your financial aid eligibility. We will then let you know about the aid available to you.</p>
	<p>Again, congratulations on your admission to the Academy. We look forward to seeing you on campus.</p> <p>Sincerely,</p> <p>M.L. Ade Director, Financial Aid</p>

**See also**

Application Requirements Notifications program (page 50)

Disbursement Requirements Notifications program (page 142)

Aid Notification program (page 93)

## BACKGROUND PROCESSING

FINANCIER's background processing facilities help you manage volume processes, such as loading federal data or generating federal corrections for export. "Background" refers to the ability to schedule and run volume processes simultaneously, in real time, with FINANCIER web page activity, including student, fund and award updating.

FINANCIER provides a catalog of basic background job templates. From this, your institution can define its own list of executable jobs, which are run from the Job Maintenance page. (You can also set up an executable job by copying an existing job and modifying the description and parameters.)

- >> To run a background job (page 229)
- >> To define a executable job (page 231)
- >> To add a catalog entry for an institutional job

## BACKGROUND PROCESSING

Your institution maintains a set of executable volume processing jobs, which are created from a catalog of jobs supplied by WolffPack. Subject to security authorization, you can run a job from the Job Maintenance page, and then review the output on the Job Log page.

### *Running a Background Job*

>> To run a background job:

1. From the side menu bar, select Volume Processing>Job Maintenance.
2. Click the Selection icon in the upper panel. In the resulting selection window, identify the job by name.

To locate a job name, click the Search icon beside the job name label. Enter the first several letters of the name in the Exec Job Name field. (If useful, specify one or more characters of the catalog name as well. You can use an asterisk in the Exec Job Name field to get a list of all the executable jobs that you are authorized to see.) Press the Search button, then select from the list of job names that is returned.

When the name has been supplied in the selection window, click Retrieve.

*FINANCIER places the executable job definition in context and displays its run parameters on the Job Maintenance page.*

3. Check the job information:
  - If needed, change the run parameters by selecting values.
  - If a followup job should be run directly after this one, see that the job name is in the Next Job box.

Depending on your institution's policies, job information may not be updatable. Some institutions may choose to define several jobs for the same program, with parameters preset according to the purpose of the run.

If you modify any job information, press Update.

4. When you're satisfied with the job information for the run, press the Submit button.

*The Submit page is displayed.*

- If you wish to delay processing for a specific period of time, click the option for "Some time later" and enter the number of days, hours and/or minutes before run time.
- If you wish to schedule processing for a particular point in time, click the option for "At a specific date and time" and enter the date and time.
- If you wish to run the program periodically, click the option for "Run regularly" and specify the period of time between runs.

5. Click the Run button to complete the submission.

*If the job is set to run immediately, the process takes place, and the system displays the Job Log page, with links to messages and output.*

After the job has run, check the results.

>> To review job output:

1. Go to the Volume Processing>Job Log page (use the menu if you were not transferred there automatically).

*A Job Log entry is created each time a job is submitted; the display shows information for the jobs that you are authorized to see. If someone other than yourself submitted the job, that user's name appears in parentheses with the job name.*

2. In the log, locate the job by name and run date/time.

Note that there is only one entry in the job log for a recurring job, as the job keeps the same Oracle job number for each execution.

3. If any error or informational messages were generated during the run, the Message Count cell will contain an active link. Click to review.

*Messages are displayed in a separate browser window for reading and followup as needed; when you have finished, close the message window.*

4. For a list of reports, web pages and other output created by the run, click the job name.

*The job's output links are listed, along with summary information (job description, catalog source and most recent run time). For a recurring job, the output for each execution "stacks up" behind the output link and is identified by date and time.*

5. Review each item in turn by clicking on the report/file name in the output listing. (Use the browser's Back button to return from the report detail to the output listing.) If you wish to delete one or more of the output items listed, checkmark the items, using the checkboxes in the Delete column, then click the Delete button.

*An alert message asks you to confirm your intent to delete.*

6. If you wish to delete the entire job log record, return (by way of the menu or the browser's Back button) to the Job Log page. Click the Delete link in the last cell of the row.

*An alert message asks you to confirm your intent to delete. Note that deleting the job log for a recurring job also removes the job from the queue, effectively canceling future scheduled runs.*

### **Related Functions**

>> To define a submittable job (page 231)

>> To add a catalogue entry for an institutional job



## BACKGROUND PROCESSING

FINANCIER maintains a catalogue of basic templates for creating background job scripts. From this, your institution can define its own list of executable jobs, by selecting a template from the catalog, providing a job name and description and setting the run parameters and security options. (You can also set up an executable job by copying an existing job and modifying the description and parameters.)

You may wish to have several executable jobs for certain volume processes, each tailored to a particular purpose. For example, you could have two Application Requirements Notification jobs, one to generate initial letters and one for followup letters.

### *Defining a Background Job*

Use the Job Maintenance page to set up jobs and modify descriptions and parameters. You can define a job from the catalog, or copy and modify an existing executable job.

As the ability to run jobs that change the content of FINANCIER data is a powerful one, there is an additional level of security beyond access to the Job Maintenance page: the user who defines an executable job stipulates who else, if anyone, is authorized to view, copy, update or submit the job.

You have full access (view, copy, update, submit) to any jobs that you create. You may have some level of access to the jobs created by others as well. Jobs available to you will be listed in a job search.

>> To define an executable job from a catalog template:

1. From the side menu bar, select Volume Processing>Job Maintenance.
2. Click the Add button at the top right of the page. In the resulting window,
  - assign a unique job name
  - select the job template from the catalog
  - provide a brief description of the new job

Press the window's Update button.

*The Job Maintenance page is redisplayed, with a list of the job's run parameters and e-mail and security options.*

3. If there is a followup job, specify it in the Next Job field. Check the run parameter defaults and reset as needed. Enter values for all required parameters.
4. If others should be alerted when the job has completed a run, select the e-mail recipients. (Default is to e-mail the job owner on completion.)

*You'll see two boxes, one for "Allowed" and one for "Disallowed," with your username listed under Allowed. If you choose to specify additional recipients (or eliminate your name as a recipient), highlight the name(s) and use the arrow buttons (> or <) to move them between the "Allowed" and "Disallowed" lists. The double arrows (>> and <<) will move the entire set of names.*

5. Set security for the job. Designate who (besides you) may view the job, submit

it, copy it and update it.

*At each privilege level, the options are to authorize no one, everyone or a specific set of users. If you choose to specify users, you'll see two boxes, one for "Allowed" and one for "Disallowed." Highlight one or more names and use the arrow buttons (> or <) to move them between the "Allowed" and "Disallowed" lists. The double arrows (>> and <<) will move the entire set of names.*

6. When all settings are in place, click Update to register your entries.

>> To modify a job definition:

1. From the side menu bar, select Volume Processing>Job Maintenance.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Job Name.

To locate an existing job definition, click the Search icon beside the Exec Job Name label. Enter the first several letters of the executable job name. (If useful, specify the catalog job name as well. You can use an asterisk in the Exec Job Name field to get a list of all defined jobs to which you have access.) Press the Search button, then select from the list of matching job names that is returned.

When the job name has been entered in the selection window, click Retrieve.

*FINANCIER places the job in context, with the current job parameters displayed on the Job Maintenance page. If you are the "owner" of the job – if you created it – you'll see the security setting as well.*

3. Make any changes needed to the job description, next job, run parameters or security settings. When all values are in place, click Update.

>> To create an executable job by copy:

1. From the side menu bar, select Volume Processing>Job Maintenance.
2. Click the Select button in the upper panel. In the resulting selection window, enter the Executable Job Name.

To locate a job name, click the Search icon beside the Exec Job Name label. In the resulting Search window, enter the first several letters of the executable job name. (If useful, specify the catalog job name as well. You can use an asterisk in the Exec Job Name field to get a list of all defined jobs to which you have access.)

Press the Search button, then select from the list of matching job names that is returned. When the job name has been entered in the selection window, click Retrieve.

*FINANCIER places the job in context and displays the job definition settings on the Job Maintenance page.*

3. Click the Copy button. In the resulting window, specify the new job name and description and click the window's Update button.

*The Job Maintenance window is redisplayed, with the new job in context.*

4. Check the Next Job and the run parameters and reset as needed.
5. Set security for the job. Designate who (besides you) may view the job, submit it, copy it and update it.

*At each privilege level, the options are to authorize no one, everyone or a spe-*

*cific set of users. If you choose to specify users, you'll see two boxes, one for "allowed" and one for "disallowed." Highlight one or more names and use the arrow buttons (> or <) to move them between the "allowed" and "disallowed" lists. The double arrows (>> and <<) will move the entire set of names.*

6. When all settings are in place, click Update to register your entries.

### **Deleting a Job**

>> To delete a job:

1. Go to the Volume Processing>Job Maintenance page.
2. Retrieve the job definition: click the Select button in the upper panel for the selection window and enter the executable job name.

To locate a job definition, click the Search icon beside the Exec Job Name label. Enter the first several letters of the job name. (If useful, specify the catalog job name as well. You can use an asterisk in the Exec Job Name field to get a list of all defined jobs to which you have access.) Press the Search button, then select from the list of matching job names that is returned.

When the job name has been entered in the selection window, click Retrieve.

*The job definition is displayed.*

3. Click the Delete button.

### **Related Functions**

>> To run a background job (page 229)

>> To add a catalogue entry for an institutional job

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