



User Guide

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TABLE OF CONTENTS

INTRODUCING FINANCIER™

Welcome to FINANCIER™	1-1
System Components and Naming Conventions	1-3
Installing the Software	1-7
Implementation Task Checklist	1-14
FINANCIER™ and the Financial Aid Business Cycle	1-26
Annual Regulatory Releases	1-39

FINANCIER™ ONLINE

Online Navigation	2-1
Entering Student Information	2-11
Processing Financial Aid Applications	2-21
Awarding Financial Aid	2-54
Managing Financial Aid Funds	2-90
Entering Auxiliary Information	2-115
Maintaining System Data	2-120
Customizing the Online System	2-165

FINANCIER™ BATCH PROCESSING

FINANCIER™ ONLINE

Functions Available in Batch	3-1
Running a Batch Program	3-4
Batch Programs	3-15

THE FINANCIER™ DATABASE

Database Files (or Relational Tables)	4-1
Database Access	4-12
Modifying the Database	4-18

INDEX

INTRODUCING FINANCIER™

Welcome to FINANCIER™	1-1
Finding Information	1-1
Updates to the User Guide	1-2
Copies	1-2
Your Comments are Invited	1-2
System Components and Naming Conventions	1-3
Software Members	1-3
Files/Tables and Fields	1-5
Installing the Software	1-7
Installation Tape Contents	1-7
Installation Procedure	1-7
File Size	1-9
Installing INAS (PROFILE only)	1-11
Implementation Task Checklist	1-14
FINANCIER™ and the Financial Aid Business Cycle	1-26
Application Processing	1-27
Awarding	1-32
Disbursement	1-35
Reporting	1-37
Annual Regulatory Releases	1-39

Tables

WolffPack Software Member Naming Conventions	1-4
Average Record Length and Frequency	1-10

Implementation Worksheets

FINANCIER Implementation Task Checklist	1-15
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WELCOME TO FINANCIER™

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 screens and batch 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.

This User Guide, along with complementary online Help, 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.

Finding Information

How you use the documentation will depend on how you use FINANCIER. For example, aid counselors will probably be most interested in instructions for handling students' applications and awards; administrators may need information on fund utilization as well; technical staff will want details on running batch cycles and performing system management/maintenance tasks.

How-to's for Business Functions

Chapter 2, which is intended primarily for aid administrators and their staffs, provides a detailed tour of functions that can be performed online. It includes task instructions (highlighted by the symbol ►► in the margin of the text), screen illustrations, and cross-references to related batch processes discussed in Chapter 3.

Technical Reference

Chapters 3 and 4 are intended primarily for technical staff who coordinate batch processing (Chapter 3) and maintain the database (Chapter 4). In addition, Chapter 2 contains periodic "Technical Notes" that pertain to the screens under discussion, and a section on "Customizing the Online System" (beginning on page 2-165) for programmers who will be adding institutional screens to the system.

Implementation

The User Guide is a key source of information about all aspects of the sys-

tem throughout the implementation period. The overall implementation plan is summarized in the “Implementation Task Checklist” on page 1-14.

Certain parts of Chapter 2 deal extensively with setup issues and procedures: in particular, “Managing Financial Aid Funds” beginning on page 2-90 and “Maintaining System Data” beginning on page 2-120. Additionally, implementation notes and planning worksheets are appended to the discussions of certain screens and programs in chapters 2 and 3; look for these under the subheading “Implementation.”

Updates to the User Guide

User Guide updates will be provided periodically to maintenance clients, both to accompany regulations and enhancement upgrades to the software and to incorporate corrections and improvements to the documentation itself. We expect to deliver updates electronically, as files in PDF format for printing at client sites.

Copies

You may make additional copies of the User Guide for onsite distribution, as stipulated in your license agreement. Include the copyright statement from the title page at the front of each copy.

Your Comments are Invited

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

SYSTEM COMPONENTS AND NAMING CONVENTIONS

This section explains the naming conventions by which FINANCIER software member and file/field IDs are derived. Programmers in particular should read this section carefully; if you are adding institutional programs to FINANCIER, all member IDs should be formulated in accordance with these conventions.

For nontechnical users, we generally use descriptive names as well as the IDs when we refer to programs and files in this User Guide. While nontechnical users probably won't be concerned with maps, subroutines and data areas, it is useful for anyone interested in the structure of the system to know how to recognize the type and purpose of a software component from its ID.

Software Members

Each WolffPack software member has an eight-position ID by which its basic function and member type can be identified. For example, the name WFARNNTB identifies the member as a FINANCIER batch program that generates Application Requirements Notifications:



Table 1-1 explains the structure of the ID.

Programmers should note that there are several member types that are unique to WolffPack software. Also, in some cases, WolffPack's use of member types deviates from Software AG naming conventions.

Table 1-1: WolffPack Software Member Naming Conventions

ID Component Position	ID Component Description
Position 1	All WolffPack software members have W in the first position of the ID.
Position 2	Indicates the member's relationship to WolffPack systems: W Member contains core or primary information that potentially could be used by more than one WolffPack software system F Member is specific to FINANCIER X Member is a "shell" to be customized and renamed by user C Member is a conversion program or one-time utility
Positions 3-7	Identifies the specific function with which the member is associated. Generally, all members associated with a particular function will share the same five-byte literal. In the case of screens with multiple maps, however, the map literal will vary slightly to include a two-digit number that allows you to distinguish one map from another.
Position 8	Indicates the member type: B Batch program C Copycode D Data area PDA E External subroutine H Helproutine M Map N Subprogram O I/O subroutine P Online program R Restricted PDA (These are used by I/O programs to maintain database referential integrity, from other PDAs.) S Shadow file PDA T File-specific security routine V Control variables PDA W Data edits and mask processing subroutine (used for multiple-map screens) X Shadow file load subroutine (used for multiple-map screens) Y Shadow file edit/unload subroutine (used for multiple-map screens) Z Data edit and mask processing subroutine (used for single-map screens) OR Routing to edit and mask processing subroutine (used for multiple-map screens) 1 Shadow file load subroutine (invoked by an X type subroutine) 2 Data edit subroutine (invoked by an X type subroutine)

Example: Members Related by Function

Listed below are the members associated with the WW-DICTIONARY user view of the WW-SYSTEM file. Since they are tied to the same function, only the last position of the ID varies.

WWDICTOD	Dictionary data area PDA
WWDICTOR	Dictionary restricted PDA
WWDICTOS	Dictionary shadow file PDA
WWDICTOV	Dictionary control variable PDA
WWDICTOT	Dictionary security routine
WWDICTOO	Dictionary I/O subprogram

Example: Mask and Edit Subroutines

The members associated with defining field values are listed below. Note that because the screen on which field values are defined has only one map, there is only one mask and editing subroutine (WWDICTHZ). If there were multiple maps for the screen, WWDICTHW would call WWDICTHX (load) and WWDICTHY (edit/unload), which would in turn call map-specific subroutines.

WWDICTHM	Map for the value definition screen
WWDICTHP	Online program for the value definition screen
WWDICTHZ	Mask and editing subroutine for the value definition screen

Example: Online Programs for Pull-Down Menus

The names of the online programs controlling each pull-down menu on the menu bar follow the format WFxxxxxP, where xxxxx is the five-character abbreviation for that menu. The System (SYSTEM) pull-down menu, for example, is controlled by program WFSYSTMP.

Files/Tables and Fields

Terminology Note

DB2 users should substitute “relational table” for “file” in the following discussion, and for all references to database files throughout the User Guide.

File IDs have the format WF-xxx...x (for files specific to FINANCIER) or WW-xxx...x (for files that could potentially be used by more than one WolffPack software system), with a maximum length of 20 characters. The xxx...x part of the name describes the content of the file: for example, WW-STUDENT, WF-AIDYEAR. Year-specific files have the suffix -xyyy appended, where xyyy refers to the aid year span. For example, WF-FEDERAL-1213 contains federal data for the 2012-13 aid year.

Field IDs also begin with the WW- or WF- prefix, followed by a descriptive mnemonic; maximum length is 20 characters. Except for key fields that are common to a number of files (such as WW-STUDENT-ID, WW-FAO) and system control fields (such as WW-CDATE), the mnemonic begins with a 2-character file identifier. For example, a field that begins WW-ST- belongs to the WW-STUDENT file; a field that begins WF-AY- belongs to the WF-AIDYEAR file. (In a few situations, file-specific fields may be used in other files as well. For example, the ADD file contains several fields identical to some Student file fields, named with the WW-ST- prefix and file identifier in both files.)

For fields common to more than one file, the format “filename.fieldname” is used to express the field’s location.

INSTALLING THE SOFTWARE

The following is an overview of the software installation procedure for FINANCIER.

Installation Tape Contents

Each installation tape contains the following three datasets:

PROF.FNCnnn.INPL	(Contains the FINANCIER modules)
PROF.FNCnnn.SYST	(FINANCIER data file to be used as input to the ADABAS load utility ADALOD)
PROF.FNCnnn.DATA	(PREDICT definitions for the FINANCIER data files)

The dataset names consist of the following information:

Software AG ID code	PROF
FINANCIER product code	FNC
Version number	n (this digit will vary)
Release number	n (this digit will vary)
Maintenance level	n (this digit will vary)
Dataset type	INPL, DATA, etc.

Installation Procedure

1. Load the FINANCIER modules into the NATURAL 2 System Files. Use PROF.FNCnnn.INPL as input.
2. If NATURAL Security is being used, define the FINANCIER library to NATURAL Security. Be sure to modify the library's security profile to use Reporting mode. (While all but two of the FINANCIER modules are Structured mode, the remaining two use the SET GLOBALS command, which is available only in Reporting mode.)
3. Use the NATURAL 2 NATLOAD procedure to create and load the FINANCIER library in the FUSER system file. Use the following NATLOAD input:

```
L
FIN
```

4. Establish the FINANCIER System file (WW-SYSTEM) using the ADABAS ADALOD utility. Use PROF.FNCnnn.SYST as input. The recommended parameters are:
DSSIZE=700 BLOCKS
MAXISN=30000
NISIZE=750 BLOCKS
UISIZE=20 BLOCKS
5. Load the PREDICT definitions for FINANCIER files. Use PROF.FNCnnn.DATA, which was created via the PREDICT Migrate Utility, as input. The following SYSIN dataset loads the FINANCIER file layouts into PREDICT:
LOGON SYSDICBE
MENU
LOAD ALL, CODE=N
FIN
6. Change file numbers to match the installation's physical file numbers.
7. Link the files loaded in PREDICT to your logical database.
8. Regenerate DDMs.
 - You may need to set the Generate Security option to YES for new files.
 - Unless your institution requires hard-coded DBIDs, you may choose not to enter a Database name at generation time. This would keep the existing DDM's DBID=0, forcing a default reference to the installation's current database.
9. If NATURAL Security is used, add the new files to NATURAL Security.
10. Generate ADABAS files.
11. Link the new files to the FINANCIER library as Update.
12. In the FINANCIER Constants LDA (WWCONST):
 - If necessary, change the date and time formats (HI-DATE, HI-TIME and LO-TIME) to match your institution's internal NATURAL standard. The system is delivered with International format (yyyy/mm/dd); it can be changed to U.S. format (mm/dd/yyyy).
 - Set DOUBLE-QUOTE to accommodate requirements for XML in Pell and Direct Loan reporting. VMS and Unix (ASCII) users should

initialize DOUBLE-QUOTE as INIT<H' 22'>. All other (EBCDIC) users should initialize DOUBLE-QUOTE as INIT<H' 7F'>.

13. Issue a CATALL against the programs in the FNANCIER library. For the purposes of the CATALL process only, adjust the parameters as indicated below. Please note that if you use the MCG (code optimizer) option, you may need to increase these parameters, as the MCG option utilizes more buffer space.

DATSIZE=40

ESIZE=100

FSIZE=74

USIZE=54

14. Adjust NATURAL parameters for development and testing:

DATSIZE=100

ESIZE=75

FSIZE=30

USIZE=30

All programs except WWENVIRP are in Structured mode.

File Size

The following table shows average record lengths and frequencies to help in space planning. Please note that the compressed record lengths listed here are based on development experience and may not fully reflect production usage.

You can use the record frequencies to project total numbers of records. For example, in the WF-AWARD file, there will be one record per aid year for each award to each student.

Since processing for consecutive aid years will overlap, at least two, and often three, aid years are usually active at one time, meaning that two or three versions of most year-specific files (those with suffix -xxyy in the file ID) will be in use. For most year-specific files, three versions are delivered

on the tape.

Table 1-2: Average Record Length and Frequency

File Name	Average Compressed Record Length	Average Record Frequency
WF-ADD	130	One per student per aid year
WF-AIDYEAR	150	One per student per aid year
WF-AWARD	100	One per student per fund per aid year
WF-BUDGET	200	One per student per aid year per term
WF-CPS- <u>xyy</u>	100	One per student per aid year (Three year-specific files are delivered.)
WF-CSS- <u>xyy</u>	1,500	One per student per aid year (Three year-specific files are delivered.)
WF-ECAR	80	One per student per aid year
WF-ISIR- <u>xyy</u>	2,000	One per student (Only one file is maintained at a time.)
WF-FEDERAL- <u>xyy</u>	1,500	One per student per aid year (Three year-specific files are delivered.)
WF-FISAP	80	One per student per fund per fiscal year
WF-FUND	130	One per fund per fiscal year
WF-FUND-PACKAGE	300	One per fund per fiscal year
WF-LOANAPP	100	One per student per aid year per loan
WF-LOANDSB	20	One per disbursement per loan
WF-NSLDS- <u>xyy</u>	800	One per student per aid year (Three year-specific files are delivered.)
WF-PELL	16	One per cell in federal Pell tables per year (approximately 13,000 per year)
WF-REQUIREMENT	70	One per student per aid year per requirement type (The base system includes application requirements and disbursement requirements.)
WF-TRANSCRIPT	200	Average of three per student
WF-VERIFY- <u>xyy</u>	600	One per student per aid year (Three year-specific files are delivered.)
WW-AUDIT	120	Average of 60 per student per aid year; contains both audit and anecdotal detail
WW-EXTERNAL	90	Average of 2,000 records

Table 1-2: Average Record Length and Frequency (Cont.)

File Name	Average Compressed Record Length	Average Record Frequency
WW-NOTIFICATION	350	15 per notification type (Base system includes aid notifications and denial notifications.)
WW-STUDENT	110	One per student
WW-SYSTEM	200	Average of 9,000 records

Installing INAS (PROFILE only)

For schools that process PROFILE applications, FINANCIER interfaces with the College Scholarship Service's Institutional Need Analysis System (INAS) to perform the Institutional Methodology need analysis calculations. Accordingly, for these schools, WolffPack's installation process includes downloading the INAS software and modifying it for use with FINANCIER.

The modules involved are listed below. The names of the INAS routines are those provided by CSS.

Because the INAS modules are year-specific, the nn or nnnn in each name represents the processing year. *Please note* that within INAS, the beginning year of the processing year is used, rather than the ending year. For example, for the 2004-05 aid year, the module names would be FED04, FEDEXT04, INAS2004, etc.

Copybooks:

FED <u>nn</u>	PROWRK <u>nn</u>
FEDEXT <u>nn</u>	TAXPRM <u>nn</u>
FEDORI <u>nn</u>	
FEDWRK <u>nn</u>	
FMCNST <u>nn</u>	
FUNCWA <u>nn</u>	
GLOBAL <u>nn</u>	
IMCNST <u>nn</u>	
INAR <u>nn</u>	
PLUSWA <u>nn</u>	
PRO <u>nn</u>	
PROEXT <u>nn</u>	

Programs:

FMCALC _{nn}	IMTWEK _{nn}
FMRJCT _{nn}	INAS _{nnnn}
FMSNT _{nn}	INCOMP _{nn}
FMTWEK _{nn}	INFUNC _{nn}
IMCALC _{nn}	INLCL _{nn}
IMMAPI _{nn}	INMIGR _{nn}
IMMAPO _{nn}	INTAX _{nn}
IMMSGE _{nn}	
IMPLUS _{nn}	

Installation Procedure

1. FTP the new INAS source from the INAS web site and load the INAS modules to your institution's source libraries.
2. In the COBOL program, INAS_{nnnn}, make the following changes:
 - Change the phrase EXIT PROGRAM to GOBACK
 - Comment out the call to subroutine ININAR_{nn}
3. Compile the INAS source and load to your load libraries. Use the options NORES, NODYNAM, REUSE (reusable), and REENT (re-entrant).

The Level I programs listed below may be compiled in any order, but all of Level I must be compiled before you proceed with Levels II and III.

Level 1:

FMRJCT _{nn}
FMSNT _{nn}
IMMAPI _{nn}
IMMSGE _{nn}
IMPLUS _{nn}
INFUNC _{nn}
INLCL _{nn}
INMIGR _{nn}
INTAX _{nn}

Level 2:

FMCALC _{nn}
FMTWEK _{nn}
IMCALC _{nn}
IMMAPO _{nn}
IMTWEK _{nn}
INCOMP _{nn}

Level 3:

INAS _{nnnn}

4. In CICS environments, add a PPT entry for INAS_{nnnn}; this gives NATURAL addressability to the COBOL object.

Under VSE on CICS, link all lower level programs below INAS_{nnnn} as OBJs to ensure that there is an INCLUDE NATDMNSO statement in the

jobstream.

(For more information, see the NATURAL 2 Reference Manual for the CALL verb. NATDMNSO is in the NATURAL/VSE relo library and must be linked to the COBOL program.)

5. Verify that FINANCIER subprogram WFNAIyyN is coded to call INASnnnn. (Remember, in FINANCIER programs, the aid year designation, yy, corresponds to the ending year of the processing year. For example, subprogram WFNAI05N would be associated with INAS2004.)

WFNAIyyN is delivered with the call to INAS commented out. To “turn on” the INAS call:

- Remove the comment indicator from the following lines:

```
CALL 'INASnnnn' FEDnn(1:size) FEDEXTnn(1:size) INARnn(1:size)  
GLOBALnn(1:size) PROnn(1:size) PROEXTnn(1:size)
```

- Restow the subprogram.

6. Test the INAS install:

- Log on to FINANCIER.
- Go to the Appls>Need Analysis>Federal (Compressed Format) screen with a student in context. (You can press PF2 from the Student ID field in the selection window for a list of students.)
- Modify some data and press ENTER. You should be automatically forwarded to the Need Analysis Calculations screen. Data under the INAS IM column heading is the result of the INAS calculation. Data under the FM column headings is the result of the FINANCIER Need Analysis calculation if there is federal data available, or the INAS estimated federal calculation if there is no federal data available.

IMPLEMENTATION TASK CHECKLIST

The checklist on the following pages is the implementation team's overall map for setting up the system and preparing it for production. It summarizes the tasks to complete and milestones to reach, with estimates of the time involved. You may wish to provide a copy to each member of the team.

The checklist refers to implementation worksheets designed to help you gather setup information for input into the system. These worksheets are incorporated into the discussion of related functions in Chapter 2. For a list of worksheets refer to the Table of Contents for Chapter 2.

Your WolffPack representative will work closely with you during the implementation period to ensure that you receive the technical support and training you need, and that any problems you encounter are addressed and resolved.

FINANCIER Implementation Task Checklist (Sheet 1 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
1. Delivery of FINANCIER software and documentation.	WolffPack	Milestone			
2. Establish Internet access to institution for WolffPack. (Important! Must be completed before project kick-off.)	School	2 days			
3. Establish SAIG connection if not already available.	School	3 weeks			
4. Install software and generate database files. (For installation from tape, see “Installing the Software” on page 1-7.)	School	1 week			
5. Discuss training needs and plan the training schedule.	Both	1 day			
6. Project kick-off with full project team.	Both	2 days			
7. Set up the Institution and FAO tables: <ul style="list-style-type: none"> a. Set institution-wide processing parameters on the Institution Table screen. b. Gather information to define Financial Aid Offices (FAOs) on FAO Table Worksheet. c. Add each FAO from Worksheet using the FAO Table screen. d. Review FAO setup. 	School	1 day 1 day 1 day			

FINANCIER Implementation Task Checklist (Sheet 2 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
8. Set up the Schedule Table: <ul style="list-style-type: none"> a. Gather information to define the institution's schedule(s) on the Schedule Table Worksheet. b. Add schedules from Worksheet using the Schedule Table screen. c. Review/test schedule setup. 	School	1 day 1 day 1 day			
9. Set up the Calendar Table, using the Calendar Display screen to enter term begin and end dates and disbursement point dates.	School	1 day			
10. Set up security: <ul style="list-style-type: none"> a. Create initial user definitions online to control access to the system. Use the User Profile Worksheet. b. Enter screen and file security settings for each user or group of users. Use the Screen and File Security Worksheets. 	School	1 week			
11. Implement the interface with Admissions and Records: <ul style="list-style-type: none"> a. Design, code and test the interface program(s). b. Review Demographic Information and Academic Information screens: modify as needed and test. c. When interface is working, remove this line of code from WFFUNCTE: <code>ASSIGN #STATUS-DECISION='Y' /* testing</code> 	School	2 weeks 3 weeks			

FINANCIER Implementation Task Checklist (Sheet 3 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
12. Set up the FAO Status Decision Table: a. Determine values for student status and analyze status requirements for batch processes, using the Academic Status Worksheet. b. Add/update values in the Dictionary. c. Enter status requirements in the Status Decision Table online.	School	2 days			
13. Define Application Requirements: a. List all documents that could be required of a student and update the valid values in the Dictionary accordingly. Use the Standard Documents Worksheet. b. Identify documents that can be automatically requested and outline the criteria by which the document should be posted as a requirement. Submit to WolffPack on the Standard Documents Worksheet. c. Define each of the events required for the application status to be complete and submit to WolffPack. Use the Application Requirements FAO Checklist Worksheet. d. Modify the Application Requirements program to reflect the school's required documents and FAO Checklist from worksheets. e. Review/test Application Requirements and FAO Checklist.	School School School WolffPack School	2 days 2 days 1 day 2 weeks 1 day			

FINANCIER Implementation Task Checklist (Sheet 4 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
14. Set up budget criteria: a. Define budget categories, logic and dollar amounts and submit to WolffPack. Use the Budget Worksheets. b. Modify the Budget Calculation program. c. Review/test results of Budget Calculation program.	School WolffPack School	2 days 2 weeks 1 day			
15. Set up need analysis (IM sites): a. Install INAS. b. Determine which INAS local policy options are to be used and update INAS (see INAS documentation). c. Recompile INAS and make available to NATURAL region.	School	1 day 2 days 1 day			
16. Run and test the Applicant Data Delivery (ADD) process.	School	1 day			
17. Determine batch program submission procedures and define job streams in FINANCIER as needed. (Refer to batch program documentation.) If needed, implement remote job entry (RJE) processing: a. Design and build the program parameter screens. b. Write the routine which will build the JCL. c. Test the RJE process.	School	1 week 3 weeks			
18. Review current Event History program code and add to other batch programs as desired.	School	ongoing			

FINANCIER Implementation Task Checklist (Sheet 5 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
19. Determine if other student-specific fields besides Federal data—such as the Lock flag or budget data—should be part of your audit trail. Modify fields accordingly in the Dictionary.	School	2 days			
20. Define Application Requirement Notifications (ARNs).		1 week			
a. Determine whether school will use the extract or the mainframe print program.	School				
b. Analyze notification format codes and update Dictionary as needed.	School				
c. Determine default ARN formats for students, as well as desired defaults for frequency and maximum. Update Dictionary as needed	School				
d. Notify WolffPack of all defaults.	School				
e. For mainframe print, define the text for each ARN format and load text using the Notification Maintenance screen.	School				
f. Modify Application Requirements Calculation program to register application requirements defaults for notification formats, frequency and maximum.	WolffPack				
g. Test letter production and verify output.	School				
h. Review defaults.	School				

FINANCIER Implementation Task Checklist (Sheet 6 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
21. Implement verification process: a. Review verification practices. b. Review/test verification program and overlay results.	School	3 days			
22. Gather fund data and create funds. Use Fund Management and Fund Definition Worksheets. a. Determine Fund IDs. b. Import fund data or enter funds using Fund Attributes screen. c. Determine and enter fund allocations on Fund Utilization screen. d. Identify any documents required for awards from the fund (for example, Perkins promissory note).	School	1 week			
23. Define any fund-related external entities and enter into FINANCIER.	School	2 days			
24. Set up the Loan Types, Grant Types and Work Types tables. a. Plan processing defaults and list funds associated with loan and grant programs b. Define loan, grant and work types using the respective table screens c. Review/test loan defaults and funds	School	1 day			

FINANCIER Implementation Task Checklist (Sheet 7 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
25. Set up the Distribution Codes Table: a. Plan the award distribution rules for each schedule, on the Award Distribution Rules Worksheet. b. Add distribution rules using the Distribution Code List screen. c. Review/test codes on the Award screen.	School	1 day 1 day 1 day			
26. Define the aid programs used in transcripts and update the valid values in the Dictionary. Use the Transcript Worksheet.	School	1 hour			
27. Implement packaging: a. Analyze awarding and packaging procedures and provide institutional packaging specifications to WolffPack. b. Code institutional packaging routines. c. Run and test the Packaging process.	School WoffPack School	2 weeks			
28. Design, code and test any programs needed to handle state award packaging issues and state reporting requirements.	School	3 weeks			

FINANCIER Implementation Task Checklist (Sheet 8 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
29. Define Award Notifications (ANs) and Denial Notifications (DNs).		1 week			
a. Determine whether school will use the extract or the mainframe print program.	School				
b. Analyze notification format codes and update Dictionary as needed.	School				
c. Determine default AN/DN formats for students, as well as desired defaults for frequency and maximum. Update Dictionary as needed.	School				
d. Identify the packaging status required before a notification will be printed.	School				
e. Notify WolffPack of all defaults.	School				
f. For mainframe print, define the text for each AN/DN format and load text using the Notification Maintenance screen.	WolffPack				
g. Modify Application Requirements Calculation program to register defaults for AN/DN formats, frequency and maximum.	School				
h. Test letter production and verify output.	School				
i. Review defaults.	School				

FINANCIER Implementation Task Checklist (Sheet 9 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
30. Implement loan processing: a. Determine loan processing and certification procedures. b. Modify loan certification programs as desired. c. Review/test loan processing.	School	2 days 1 week 2 days			
31. Design, code and test use of the Satisfactory Progress screen: a. Define status codes and override reasons. b. Using the interface shell, write code to retrieve values from Student Records. Ensure that application and/or disbursement requirements for SAP are communicated to WolffPack on the FAO Checklist worksheets (see Step 13 and Step 35).	School	2 weeks			
32. Define and create any needed/desired institution-specific screens or reports.	School	3 weeks			
33. Run and test the Federal Grant reporting batch programs.	School	2 days			
34. Run and test the FISAP reporting batch program.	School	2 days			

FINANCIER Implementation Task Checklist (Sheet 10 of 11)

Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
35. Define disbursement requirements and DRNs:					
a. Define documents required for disbursements using the Standard Documents Worksheet and submit to WolffPack.	School	1 day			
b. Add new Standard Document values in the Dictionary.	School	1 day			
c. Define the events and conditions required for disbursement, to be used on the Disbursement Requirements Checklist, and communicate to WolffPack. Use the Disbursement FAO Checklist Worksheet.	School	1 day			
d. Determine whether school will use mainframe print or extract program for Disbursement Requirements Notifications (DRNs).	School	3 days			
e. Analyze notification format codes and update Dictionary as needed.	School	1 day			
f. Determine default DRN formats for students, as well as desired defaults for frequency and maximum. Update Dictionary as needed.	School	1 day			
g. For mainframe print, define the text for each DRN format.	School	1 day			
h. Modify the disbursement requirements calculation program to include the DRN default values.	WolffPack	1 week			
i. Modify the Disbursement FAO Checklist code.	WolffPack				

FINANCIER Implementation Task Checklist (Sheet 11 of 11)

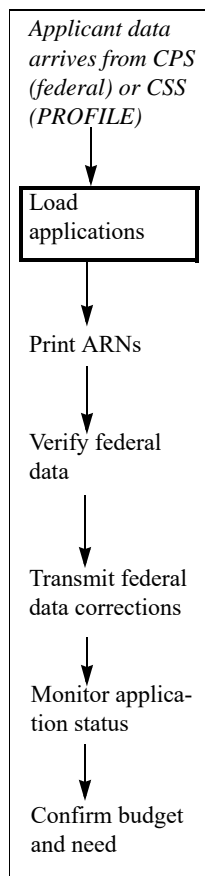
Task	Assigned to	Time Frame	Start Date	Due Date	Date Completed
<p>36. Test the system with a full batch and online walk-through:</p> <p>–Batch–</p> <ul style="list-style-type: none"> a. ADD Process <ul style="list-style-type: none"> Data loads ISIR print loads Need Analysis calculations Budget calculations Application Requirements calculation Log events Verification with overlay and corrections b. EDE Correction processing c. Batch recalculations d. Batch maintenance e. Batch import/export functions <ul style="list-style-type: none"> ADD process Corrections ARN, DRN, AN and DN letter exports/prints Packaging Loan programs Disbursement Federal Grant reporting FISAP reporting f. Print and review all reports <p>–Online–</p> <p>Test all screens, features and functions.</p>	School	2 weeks			

FINANCIER™ AND THE FINANCIAL AID BUSINESS CYCLE

This overview shows how FINANCIER supports Financial Aid Office functions through the course of a business year, from the initial receipt and processing of ISIRs through awarding, disbursement and reporting. Some of the tasks depicted, such as loading data received from the Central Processing System or College Scholarship Service will probably be performed by technical staff; others, including most online functions, by counselors and other Aid Office staff.

The processing sequence described here is intended as an example only. The discussion should help you develop your own practices for using FINANCIER most effectively.

Application Processing



When applicants' federal or PROFILE data arrives from the Central Processing System or College Scholarship Service, you load the information into FINANCIER. You can then proceed to verify the data, transmit any necessary corrections to federal data, send Application Requirements Notifications to students and monitor receipt of required documents.

Loading Applications

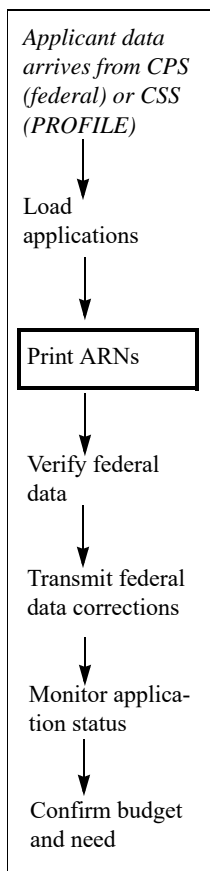
Entering federal or PROFILE data into the system is accomplished by the batch ADD (Applicant Data Delivery) process. Using the ADD Import program (WFADDIMB), the source data is first imported into the ADD file, a holding file where you can review and, if necessary, correct information online. It is then loaded by the ADD Load program (WFADDLDB) from the ADD file into a set of files for application processing.

The ADD Load also performs initial budget, need analysis and application requirements calculations. Information stored for each student includes budget totals, need analysis totals, required documents and application statuses, as well as the original ISIR or CSS data.

You can review and manipulate budget components, need analysis factors and application requirements using screens listed on the Application menu.

For More Detail

- “WFADDIMB (ADD Import)” on page 3-16 and “WFADDLDB (ADD Load)” on page 3-18
- “Loading Application Data into FINANCIER” on page 2-21 and “Reviewing ADD File Records Online” on page 2-22



Printing Application Requirements Notifications

Application Requirements Notifications (ARNs) are letters to students informing them of documents to submit and other requirements to fulfill in order to complete their applications for financial aid. You can generate these letters at any point after the initial application requirements evaluation (performed by the ADD Load), by running the Application Requirements Notification program (WFARNNTB). The program can be adapted either to format letters for mainframe printing, or to extract information for downloading to a PC.

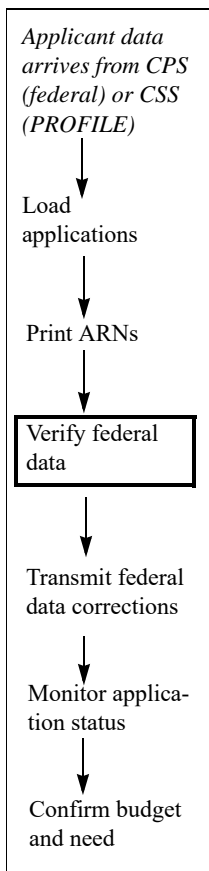
During implementation of the system, your institution defines formats for initial and followup letters, including the text for mainframe-printed letters. Default formats are assigned to each student by the ADD Load process.

Before issuing ARNs, you may wish to review and make individual adjustments to certain students' requirements. You can use the Application Requirements screen to add or delete required documents for any student.

The Application Requirements screen also displays the initial and followup formats assigned to the student and other ARN control settings in effect. You can change these values as needed, and you can set print overrides to force or prevent generation of a letter to the student in the next print cycle.

For More Detail

- “WFARNNTB (Application Requirements Notification)” on page 3-31
- “Required Submissions” on page 2-26 and “Notification Options” on page 2-28
- “Setting Up Notifications Formats” on page 2-159



Verifying Federal Data

Verification involves comparing values in certain federally mandated fields on the ISIR against like information from supporting documents, such as tax returns. Fields such as size of family require an exact match; dollar fields may be submitted to tolerance testing. The calculation varies according to the year's federal regulations.

You enter a student's verification data on the Verification screen, where you may also verify the student online. To verify students en masse, use the batch Verification Calculation program (WFVCNCLB). Verification is also performed by the ADD Load process (WFADDLDB), unless the student is flagged for manual verification (verification outside of FINANCIER).

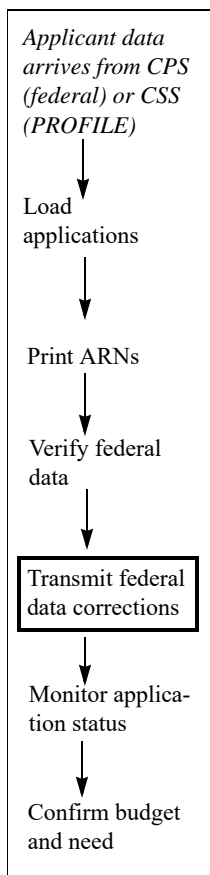
Depending on your Aid Office policies, your verification calculation may be customized to check additional data. The Verification screen provides two additional levels of detail to accommodate more extensive verification.

The base system's verification calculation is set up to overlay incorrect federal data with verification values, in the event of a mismatch or discrepancy outside a tolerance limit. (You can also update federal data directly, on the Federal Data screens). For any update to federal data the system stores a record of the change to be processed for transmittal to the CPS as a correction.

If the value of a field used in the need analysis calculation is changed, the online system dynamically recalculates the student's need and family contribution amounts.

For More Detail

- "WFVCNCLB (Verification Calculation) (Discontinued after 2012-13)" on page 3-122
- "Verifying Federal Data" on page 2-50



Transmitting Corrections

A student's federal data can be corrected online (on the ADD List or a Federal Data screen), by submitting transactions to the batch maintenance process (WFMAINPB/WFMAINTB) or by automatic verification overlay. Any correction made to a federal data field generates a correction record for the student. Periodically correction records should be prepared for transmittal to the CPS, by running the EDE Corrections Export program (WFECOEXB).

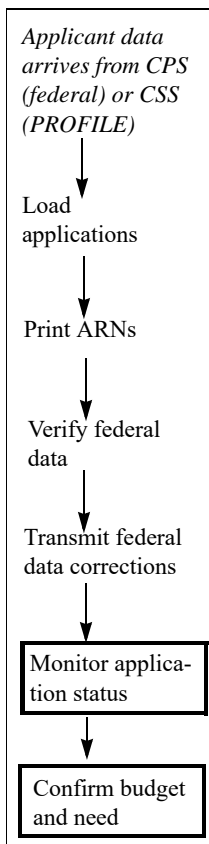
You can view/modify/delete corrections for a student on the Electronic Corrections screen before export processing. (Corrections remain in the file but are not displayed after export processing.)

If rejected corrections are returned by the CPS, use the EDE Corrections Import program (WFECAIMB) to reload the correction information. You can then fix the error and export the correction again.

A change of institution request for a student's ISIR is also handled through export processing. You enter the request on the CPS Communications screen, and the next export run will prepare the electronic request. ISIRs returned by the CPS are entered into FINANCIER via the ADD Import/ADD Load process.

For More Detail

- "WFECOEXB (EDE Corrections Export)" on page 3-72
- "WFECAIMB (EDE Corrections Import)" on page 3-70
- "Reviewing Electronic Corrections" on page 2-38
- "Initiating EDE Requests" on page 2-40



Monitoring Application Status

Application requirements include documents, which the student must submit, and an FAO Checklist of tasks the Aid Office requires. Documents and Checklist items are listed on the Application Requirements screen, along with the status of each requirement and the overall application status.

As each required document is received, you mark it as complete on the Application Requirements screen. The submissions status and overall status are updated dynamically whenever you change a document status.

A financial aid transcript may be required for transfer students. When a transcript arrives you can enter the information on the Transcript screen, and then mark the requirement as complete (by a link from the screen).

Typically the FAO Checklist includes verification, transmittal of electronic corrections and confirmation of an adequate admissions/enrollment status. When a Checklist item such as verification is completed online, you should invoke the application requirements calculation to update the Checklist status. Similarly, run the batch Application Requirements Calculation (WFAPPCLB) after batch verification. In general, it's a good idea to run the batch recalculation periodically—especially prior to packaging—to ensure that all applications reflect current conditions.

For More Detail

- “WFAPPCLB (Application Requirements Calculation)” on page 3-29
- “Monitoring Application Requirements” on page 2-25
- “Transcripts” on page 2-14

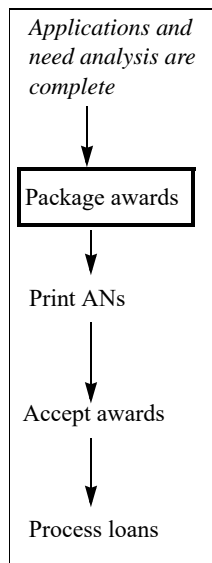
Confirming Budget and Need Analysis Figures

During the application processing period, and before award packaging commences, you may wish to perform periodic recalculations of budget and need, to ensure that all records are properly synchronized and reflect the latest information. The batch Budget Calculation (WFBGTCLB) and Need Analysis Calculation (WFNANCLB) handle these recalculations.

For More Detail

- “WFBGTCLB (Budget Calculation)” on page 3-39
- “WFNANCLB (Need Analysis Calculation)” on page 3-100
- “Reviewing Need Analysis Information” on page 2-35 and “Reviewing Student Budgets” on page 2-42

Awarding



When applications and need analysis are complete, students should be ready for award packaging.

Packaging

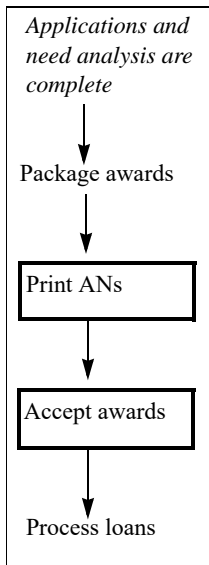
Packaging involves matching students with funds, based on eligibility criteria associated with the funds. The process contains institutional year-specific programs to allow you to customize the eligibility criteria and vary it from one aid year to the next.

Packaging is a several-step batch process. The Packaging Selection program (WFPKSELB) identifies students ready for packaging and sorts the selected students into priority order. The Packaging Calculation (WFPKPAKB) assesses students' eligibility for each fund, calculates award amounts and creates award transactions for posting to FINANCIER. You run the Award Process (WFAWARDDB) to apply the award transactions, which are posted to students' records as offers or offer/accept transactions.

You can add or cancel awards, and make other changes to a student's package online, using the Award or Award Summary screen.

For More Detail

- "WFPELIMB (Pell Tables Import)" on page 3-104
- "WFPKPAKB (Packaging Calculation)" on page 3-108
- "WFAWARDDB (Batch Award Process)" on page 3-35
- "Posting Awards Online" on page 2-55



Printing ANs

Aid Notifications (ANs) are letters to students listing their award offers. You can generate these letters at any point after packaging, by running the Aid Notification program (WFANNNTB). Similarly, you can generate aid denial letters (DNs) by running the Aid Denial Notification program (WFDNNNTB). These programs can be adapted either to format letters for mainframe printing, or to extract information for downloading to a PC.

During implementation of the system, your institution defines formats for the award and denial letters, including the text for mainframe-printed letters. Default formats are assigned to each student by the ADD Load process.

Before issuing ANs, you may wish to review and make individual adjustments to certain students' aid packages. You can use the Award or Award Summary screen to make any necessary changes.

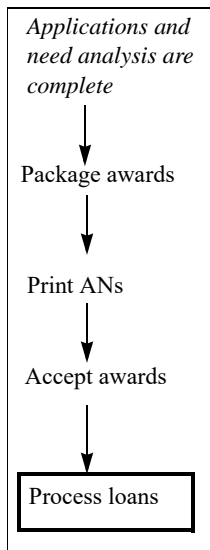
The Award screen also displays the initial and followup formats assigned to the student and other AN control settings in effect. You can change these values as needed, and you can set print overrides to force or prevent generation of a letter to the student in the next print cycle.

Recording Acceptances

As students respond to their aid notifications, you record their decisions to accept or reject their offers on the Award or Award Summary screen.

For More Detail

- “WFANNNTB (Aid Notification)” on page 3-25
- “WFDNNNTB (Aid Denial Notification)” on page 3-60
- “Posting Awards Online” on page 2-55



Processing Loans

For an award on a Direct, Perkins or other loan fund, FINANCIER generates a loan application/origination, which you can maintain on the Loan Summary screen. If no award exists, you can begin the process by creating a loan application on the Loan Summary screen, which will generate a corresponding award.

You can certify completed Direct loan applications online or in batch via the Batch Certification process (WFLCRCLB). Reporting a Direct loan origination to COD involves a set of import/export programs.

Originations and disbursements are extracted by the Direct Loan Export program (WFDLNEXB) and formatted into an XML document by the Direct Loan XML Create program (WFDLEXPB) for transmittal to COD. FINANCIER keeps track of subsequent modifications to the loan for export in the next cycle.

Acknowledgments received from COD for originations, corrections and disbursements, as well as COD system-generated promissory note information, PLUS credit status information and booking notifications, are translated from XML by the Direct Loan XML Import program (WFDLIMPB). The information is loaded into FINANCIER by the Direct Loan Import program (WFDLAIMB).

For Perkins loans, after loan detail is entered on the Loan Summary screen, promissory notes can be printed using the Perkins Loan Promissory Note Print program (WFNPMNTB).

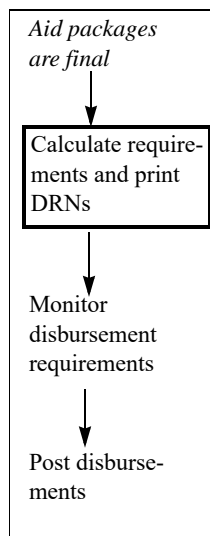
For More Detail on Direct Loan Processing

- “WFLCRCLB (Loan Certification Process)” on page 3-93
- “WFDLNEXB (Direct Loan Export)” on page 3-53
- “WFDLEXPB (Direct Loan XML Create)” on page 3-49
- “WFDLIMPB (Direct Loan XML Import)” on page 3-51
- “WFDLAIMB (Direct Loan Import)” on page 3-46
- “Direct Loans” on page 2-66

For More Detail on Perkins Loan Processing

- “WFNPMNTB (Perkins Loan Promissory Note Print)” on page 3-102
- “Perkins Loans” on page 2-73

Disbursement



Disbursement takes place after aid packages are complete and disbursement requirements have been fulfilled, according to schedules set up in the Schedule Table. Your institution defines a schedule for each term structure (quarter, semester, etc.) in use, listing the disbursement point(s) in each term. One default schedule is assigned to each FAO in the FAO Table.

Calculating Requirements and Printing Disbursement Requirements Notifications

Disbursement Requirements Notifications (DRNs) are letters to students informing them of documents to submit and other requirements to fulfill in order to receive financial aid disbursements. Requirements may be fund-specific (that is, tied to the fund on which an award is offered), aid-year-specific or student-specific. Some funds may also be set up to allow disbursement regardless of a student's disbursement requirements status.

Before printing letters, perform an initial requirements evaluation, by running the Disbursement Requirements Calculation program (WFDSBCLB). You can review and make individual adjustments to any student's requirements on the Disbursement Requirements screen.

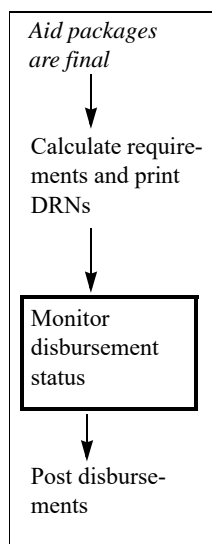
To generate DRNs, run the Disbursement Requirements Notification program (WFDRNNTB). The program can be adapted either to format letters for mainframe printing, or to extract information for downloading to a PC.

During implementation of the system, your institution defines formats for initial and followup letters, including the text for mainframe-printed letters. Default formats are assigned to each student by the disbursement requirements calculation process.

The Disbursement Requirements screen displays the initial and followup formats assigned to the student and other DRN control settings in effect. You can change these values as needed, and you can set print overrides to force or prevent generation of a letter to the student in the next print cycle.

For More Detail

- "WFDSBCLB (Disbursement Requirements Calculation)" on page 3-68 and "WFDRNNTB (Disbursement Requirements Notification)" on page 3-64
- "Required Submissions" on page 2-75 and "Notification Options" on page 2-77
- "Setting Up Notifications Formats" on page 2-159



Monitoring Disbursement Requirements

Disbursement requirements include documents, which the student must submit, and an FAO Checklist of tasks the Aid Office requires. Documents and Checklist items are listed on the Disbursement Requirements screen, along with the status of each requirement and the overall requirements status.

As each required document is received, you mark it as complete on the Disbursement Requirements screen. The submissions status and overall status are updated dynamically whenever you change a document status.

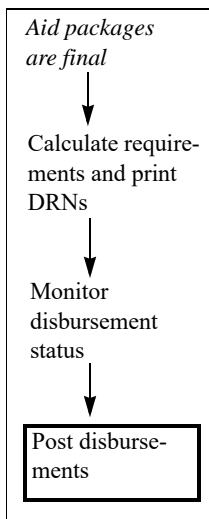
Typically the FAO Checklist includes confirmation of an adequate admissions/enrollment status, application status, and loan default and grant repayment conditions. SAP (satisfactory academic progress) may also be a requirement. (Depending on the timing of the SAP evaluation, this may be an application requirement instead.) SAP evaluations are calculated or retrieved by the Satisfactory Academic Progress Calculation program (WFSPRCLB). You can review (and if appropriate override) a student's SAP on the Satisfactory Progress screen.

When a Checklist item, such as SAP, is completed online, you should invoke the disbursement requirements calculation to update the Checklist status. In general, it's a good idea to run the batch Disbursement Requirements Calculation (WFDSBCLB) periodically—and especially before disbursement—to ensure that all requirements records reflect current conditions.

When appropriate, you can override requirements checking on the Disbursement Requirements screen; this allows disbursement regardless of the requirements status.

For More Detail

- “WFDSBCLB (Disbursement Requirements Calculation)” on page 3-68
- “Tracking Disbursement Requirements” on page 2-74
- “WFSPRCLB (Satisfactory Academic Progress Calculation)” on page 3-118
- “Reviewing Satisfactory Progress” on page 2-52



Posting Disbursements

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

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

For More Detail

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

Reporting

Federal Grant Reporting to COD

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

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

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

For More Detail

- “Federal Grant Reporting” on page 2-87

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

FISAP Reporting

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

For More Detail

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

ANNUAL REGULATORY RELEASES

To keep FINANCIER™ current with federal aid regulations and CSS PROFILE requirements, WolffPack provides annual regulatory (“Regs”) updates to maintenance clients. Typically this involves a two-phase release, with modifications to support initial federal and final PROFILE changes issued in the October-November time frame, followed in January/February with any late revisions. (The schedule, of course, depends on the timeliness of the Department of Education and College Board in publishing specifications and other critical information.) The FINANCIER modifications are documented and posted in release items on the WolffPack web site.

The overall procedure for implementing a Regs release consists of the following steps. Specific instructions are included in the release notes that accompany the release item posting.

1. Ensure that all release items posted prior to the regulatory items have been applied.
2. Read over the release notes for the regulatory items. Typically there are two release items in the fall posting, the first containing file changes and the second containing source code changes. Along with implementation instructions, the release notes list new and changed modules and describe any processing or functionality differences.
3. Load the new file definitions to PREDICT and enter changes to existing files.
4. Add/replace NATURAL program objects (or apply source code changes manually to your current programs).
5. Import Dictionary definitions for new fields and add new values to existing definitions manually.
6. Import the Pell tables, using the utility program WFPyyIMB.
7. Roll your year-specific institutional programs (application requirements, budget, etc.) to the next processing year. Copy current versions forward and change all year references, then make any further changes needed to reflect new-year requirements. (If you need assistance in identifying these objects or the logic to be updated, WolffPack Support can help.)
8. Review local customization in year-specific FINANCIER base pro-

grams (names beginning with W and containing a 2-digit year, such as WFFLR09B). Keep a list of all local modifications for this purpose; those coded for you by WolffPack are flagged with the comment “LocalMod”.

9. Enter Calendar Table information for the new year.
10. Run WFFNDRLB to roll active funds to the new year.
11. Update the Active Years on the FAO Table screen; the high year in the range should be the new processing year. (The low year represents the earliest year for which data is available. It is set at implementation to be the first year in which FINANCIER processing is performed and can be changed as needed.)
12. Using the Dictionary Maintenance screen, add the new aid year as a valid value for the field WWSYSVRD.WF-AID-YEAR and the next fiscal year as a valid value for the field WWSYSVRD.WW-FISCAL-YEAR.
13. Update JCL to reflect new record lengths for export/import programs: ADD Import (WFADDIMB), Rejected Corrections Import (WFECAIMB), Direct Loan Export (WFDLNEXB/WFDLEXPB), Direct Loan Import (WFDLIMPB/WFDLAIMB), Federal Grant Export (WFFLREXB/WFFLEXPB), Federal Grant Import (WFFLIMPB/WFFLAIMB).
14. When test ISIRs are available, test the ADD Load for the new year.

FINANCIER™ ONLINE

Online Navigation	2-1
The Menu Bar	2-1
The Function Keys	2-1
Logging On and Off	2-4
Working on a Screen.	2-4
Entering Student Information	2-11
Adding and Activating a Student	2-11
Viewing Academic, Transcript and Audit Information	2-14
Processing Financial Aid Applications.	2-21
Loading Application Data into FINANCIER.	2-21
Reviewing ADD File Records Online	2-22
Monitoring Application Requirements	2-25
Reviewing Need Analysis Information.	2-35
Reviewing Electronic Corrections	2-38
Initiating EDE Requests	2-40
Reviewing Student Budgets	2-42
Verifying Federal Data	2-50
Verifying Veterans' Benefits	2-52
Reviewing Satisfactory Progress	2-52
Awarding Financial Aid	2-54
Processing Awards	2-54
Processing Loans	2-61
Tracking Disbursement Requirements	2-74
Processing Disbursements	2-84
Reviewing Awards Activity	2-85
Managing Financial Aid Funds.	2-90
Setting Up Funds	2-90

Monitoring Fund Activity	2-96
Entering Auxiliary Information	2-115
Use of External Records	2-115
Adding External Information	2-116
Maintaining System Data	2-120
Maintaining the Dictionary	2-120
Maintaining Security	2-125
Maintaining System Tables	2-135
Setting Up Notifications Formats	2-159
Customizing the Online System	2-165
Adding a Field to a Screen	2-165
Adding a Window to an Existing Screen Using “Expand”	2-165
Adding a Window to an Existing Screen Using Other PF Keys ...	2-166
Setting Up a New Screen With an Existing Security Definition ...	2-167
Setting Up a New Screen With Its Own Security Definition	2-168
Adding Security for a New File	2-170
Adding a New Screen to a Pull-Down Menu	2-173

Figures

Correspondence Between Menus and Function Keys	2-2
Relationship Between Award Processing and Loan Generation	2-62
Sample Text for AR Notification Components	2-162

Tables

Use of Function Keys on Screens	2-3
Award Action Codes and Transaction Input	2-60
External Record Relationships	2-115
FAO Status Decision Table Functions	2-140
Notification Format Values	2-160

Implementation Worksheets

Transcript Worksheet	2-20
Standard Documents Worksheet (Application Requirements)	2-30

Application Requirements FAO Checklist Worksheet	2-33
Budget Component Worksheet	2-46
Budget Groups (Optional)	2-49
Standard Documents Worksheet (Disbursement Requirements)	2-79
Disbursement Requirements FAO Checklist Worksheet	2-82
Fund Management Worksheet	2-101
Fund Definition Worksheet (Instructions)	2-106
Fund Definition Worksheet (Loans)	2-111
Fund Definition Worksheet (Grants)	2-112
Fund Definition Worksheet (Jobs)	2-113
Fund Definition Worksheet (Other Resources)	2-114
External Entities Worksheet	2-118
User Profile Worksheet	2-130
Screen Security Worksheet	2-132
File Security Worksheet	2-134
FAO Table Worksheet	2-142
Academic Status Worksheet	2-143
Schedule Table Worksheet	2-149
Award Distribution Rules Worksheet	2-158

ONLINE NAVIGATION

In the FINANCIER™ online system, any student's financial aid information is just a few keystrokes or menu selections away. There's a screen for each financial aid function, with screens grouped in menus according to their place in the financial aid business cycle. With its simple navigation techniques and task-oriented design, you'll quickly learn your way around the system.

The Menu Bar

When you log on to the system, the FINANCIER menu bar is displayed automatically at the top of the screen. You use the menu bar to move from one area of the system to another, selecting from a series of pull-down menus. You have two navigational options for selecting from the menu bar and pull-down menus: the tab key plus the ENTER key, or a corresponding function key. (Depending on your workstation configuration, you may be able to use the mouse as well as the tab key to place the cursor.)

The Function Keys

The function keys may be labeled PF1, PF2, PF3, etc. or F1, F2, F3, etc. on your keyboard. Since they are referred to as PF1 through PF12 on the FINANCIER screens, this documentation adopts the same designation.

Whenever the menu bar or a pull-down menu is active, each menu item corresponds to one of the function keys. When a screen is active, the function keys correspond to data entry, processing or navigation functions that are available from that screen. The function to which each PF key currently corresponds is always displayed at the bottom of the screen.

Figure 2-1 on page 2-2 illustrates the relationship between menus and function keys. Table 2-1 on page 2-3 summarizes the use of function keys on a screen.

A Note on Terminology

We use the terms *menu*, *screen* and *window* to designate the facilities that enable you to work online. A screen is a form for viewing and entering data; each screen pertains to a particular financial aid function, and you choose the screen you want from a menu—a list of screens that lets you move around the system. A window is a box that “pops up” in response to the pressing of a function key on a screen, or when the system needs further information in order to respond. For example, if you press PF1, Help is displayed in a pop-up window; if you press PF10, the record selection window appears.

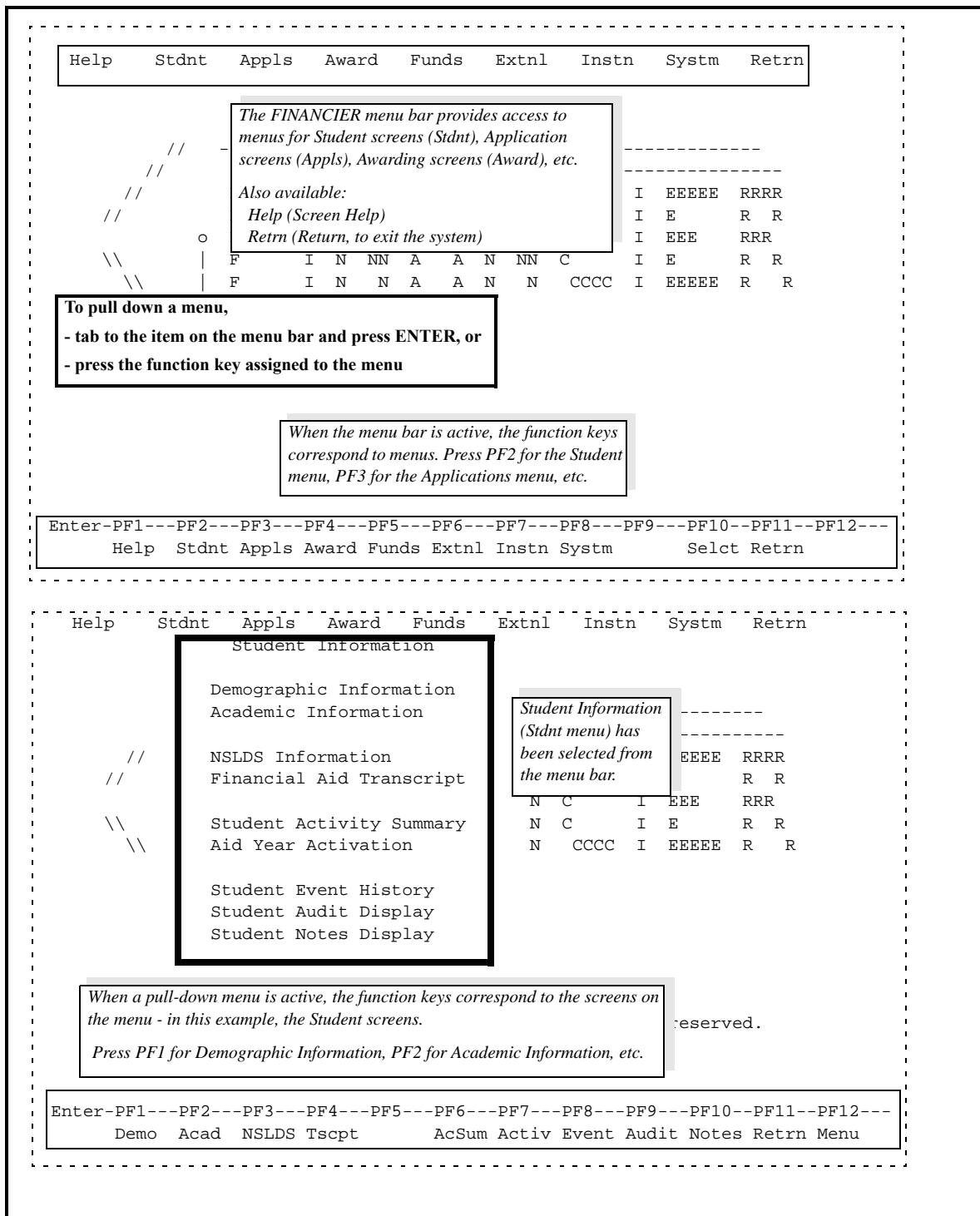


Figure 2-1. Correspondence Between Menus and Function Keys

:

Table 2-1: Use of Function Keys on Screens

Key	Function	Enables you to
PF1	Help	Access Screen Help or Field Help
PF2	Value	View the list of values defined for a field
PF3	Ntpad	Open the Notepad, on which you create or update notes about students, funds, lenders—or any entity that has a unique ID associated with it
PF4	Reqmt	Open the Application or Disbursement Requirements window, where you can mark a required event or document as complete directly from the screen on which you completed the requirement
PF5	(Varies by screen)	Calculate (for application requirements, budget, need analysis, verification calculations) Purge (for ADD file, Dictionary, security records)
PF6	(Varies by screen)	Print to attached printer (for notifications) Load student information (for ADD file records) Retrieve next record (for Dictionary and security records)
PF7	Pg-Up	Page up on a multi-page screen or window
PF8	Pg-Dn	Page down on a multi-page screen or window
PF9	Expnd	“Expand” information in a detail window, so you can see additional detail or update the record
PF10	Selct	Open the Selection window, in which you specify the information needed to select or search for a particular record
PF11	Retrn	Return to the previous screen or window; can be used to cancel out of an update
PF12	Menu	Go to the menu bar screen

Remember: you can always look at the bottom of the screen to see which keys are functioning on that screen.

Logging On and Off

Depending on how your system has been implemented, the steps for logging on to FINANCIER may vary. This procedure describes how to log on to a test version of the system.

►► To log on to FINANCIER:

1. Follow your institution's steps to gain access to the Test Application library.
2. At the Next prompt in the Test Application library, type FNANCIER (note: FNANCIER, not FINANCIER) and press ENTER.
 - If your user ID is the same for your operating environment and for FINANCIER, the system presents the menu bar screen, and you can begin working.
 - If your user ID is different for FINANCIER, the system presents the FINANCIER logon screen. Type your user ID and password and press ENTER. (Your password will not be displayed.)

Technical Note. NATURAL loads the NATURAL system variable *USER-ID with your operating system user ID. If FINANCIER finds the value from *USER-ID in its Security file, it presents the menu bar screen; otherwise it presents the logon screen.

►► To log off FINANCIER:

1. If the menu bar screen is not already displayed, press the PF12 (Menu) key.
2. Press PF11 (Retrn).
3. When the message window appears, press PF11 (Retrn) again to exit (or you can press ENTER to go back into FINANCIER).

Working on a Screen

After logging on to FINANCIER, you select the screen for the task at hand, and the record (student, fund or other) you want to work with. With the selected record “in context”—retrieved for display—you add or change information by typing values into the fields on the screen.

Selecting a Screen

►► To go to a screen from the FINANCIER menu bar:

1. Tab to the position just to the left of the menu you want and press ENTER. Or press the function key that corresponds to the menu item.

Security Note

Each person who uses the system has a user definition that, in part, controls access to screens for security purposes. If you are not authorized for access to a particular screen or secondary menu, you will not be able to select it.

2. Tab to an item on the resulting pull-down menu and press ENTER. Or press the function key that corresponds to the screen or secondary menu you want.

If a secondary menu is displayed, select the screen you want: either tab to the item and press ENTER, or use the appropriate function key.

Typographic Convention

We use the format “menu>screen” or “menu>submenu>screen” to represent the series of selections leading to a screen. For example, Appl>Need Analysis>Federal Data (Compressed) means to pull down the Application (Appl) menu, choose Need Analysis, and from that secondary menu, choose Federal Data (Compressed).

3. If the selection window is displayed, specify the student (or fund, or other entity) for which you’ll be viewing or recording information. (See “Selecting a Record,” below.)

Selecting a Record

When you request your first screen after logon, you must specify the student (or fund, parent, lender, guarantor, etc., depending on the screen) for which you’ll be viewing or entering information. The system presents a selection window, where you enter identifying information, including the student ID (or fund or other ID).

If you don’t know the ID, you can search among existing records to locate it.

►► To select a record:

1. If the selection window is not automatically displayed, press PF10.

2. Complete the required fields (those underlined in red) in the selection window and press ENTER.

Student Selection	
Student ID: _____	FAO: UG
Aid Year: 2013	Term: F

The selection window presents the key fields needed to identify a record

Fund Selection	
Fund ID: _____	FAO: UG
Fiscal Year: 2013	

Your institution may choose to set defaults for some key fields

- To locate a record ID (using Student ID as an example; the search process operates in basically the same way for funds and other types of records):

1. Press PF2 (Values) from the Student ID field in the selection window.

The system displays a list of students in order by name. You can page through the list using the PF7 and PF8 keys. If the list is long, use the search fields (Last Name/First Name) at the bottom of the screen to find the name.

2. To search by name, type the last name, or the first several characters of the last name followed by an asterisk, in the Last Name field. If useful, include the first name or part of the first name as well (in the First Name field). Press ENTER.

The more characters you provide, the more restrictive the search. For example, the entry S* in the Last Name field produces a list of all students with last names that begin with S; the entry SMITH gets you a list of all students with last name SMITH. With SMITH in the Last Name field and L* in the First Name field, the list includes only students with last name SMITH and first names that begin with L.

3. Select the student: tab to the name and press ENTER.

Once a record has been retrieved, it remains in context until you request another record. (However, if you attempt to go to a screen that involves another type of record—from a student screen to a fund screen, for example—the selection window will intervene so that you can specify a compatible record.)

As a privacy measure, the student selection window is available directly from the menu bar screen. To hide a student's data and then select another student, a counselor can press PF12 for the menu bar and then PF10.

Entering Information on a Screen

With a record in context, you may proceed to update it. Information is organized on the screen by area, and FINANCIER uses color to highlight headings, messages and fields.

What Do the Colors Mean? The color of text on a FINANCIER screen clues you to its purpose on the screen. For example, updatable fields appear on the screen in light blue; display-only and protected fields are green. (The colors may vary depending on your hardware configuration.)

Color:	Used for:
Yellow	<ul style="list-style-type: none">- System control fields (date and time, screen name, page number, PF key definition)- Field labels for expandable fields- Expandable headings
Green	Display-only data fields (those that cannot be updated). This is controlled in part by the security level assigned to an individual user. If your user definition does not allow you to update information on a particular screen, all data fields on that screen will be displayed in green for you.
Light blue	Updatable data fields
White	Field labels—the names of the data fields—for non-expandable fields
Dark blue	Headings under which related fields are grouped
Red	Critical information highlights, such as <ul style="list-style-type: none">- System messages (in the lower left corner or body of the screen)- “Special” messages for student (if one has been added, it appears directly below the student name)- In selection windows, the information required to select a record- Values denoting an incomplete status

Requesting Screen Help. For information on the use of a screen, press the Help key (PF1) from the background of the screen (anywhere outside of a data field). The system presents a brief Screen Help summary.

Requesting Field Help. For information about the purpose of any field on the screen, use the Help key (PF1) for Field Help. Field Help provides a basic description of the field and its use. A second level—technical Help—conveys information such as the NATURAL field name, the storage length of the field and whether an edit mask controls the way values are displayed.

Text for both Screen Help and Field Help is stored in the Dictionary.

►► To get Help on a field:

1. Move the cursor to the data field.
2. Press PF1. A pop-up window displays descriptive Help text.
3. If you want to see the field's technical Help, press PF1 again.
4. When you are finished, press ENTER or PF11 to return.

Retrieving Values. If a field has a set of valid values defined for it in the Dictionary, the system accepts only those values as input. Valid values are available via the PF2 key, and you can pass a value back from the list to the screen.

►► To see and choose from a list of valid values:

1. Move the cursor to the data field.
2. Press PF2. A pop-up window displays the value list.
3. Move the cursor to the value you wish to pass back and press ENTER. (For fields with many values, you may need to use the paging keys to locate the value you want first.)
4. Press ENTER again for the system to accept the value.

Entering Text, Numbers and Dates. If a field does not have valid values defined, its input may be restricted to data of a particular type. Usually the type is clear from the name of the field; obviously a dollar field such as AGI requires a number and a date field such as Birthdate requires a date.

If you're not sure of the data type you can check technical Help (by pressing PF1 twice from the field). A field that accepts only numeric input will have an edit mask with one or more 9's (probably along with one or more Z's) in it; a date field has the edit mask mm/dd/yyyy and the word "Date" in place of a length. If there's no edit mask, or if the edit mask consists exclusively of X's, any combination of characters is acceptable as input.

The edit mask tells you how your input will be interpreted and displayed.

- The Z's in a numeric mask indicate that, if the number doesn't fill the field, the leading zeroes in higher order positions need not be entered and won't be displayed.
- A decimal point in a numeric mask indicates how many decimal places are assumed; if you don't specifically enter the decimal point in a deci-

mal-masked field, the system assumes the number as input is a whole number and displays it with “.00” attached when you press ENTER.

- Commas, hyphens and slashes in an edit mask show how these characters will be inserted in the display format. For example, in a date field with edit mask mm/dd/yyyy, if you enter 060613, it is displayed as 06/06/2013 when you press ENTER.

This boils down to a few simple pointers for data entry:

- Enter all data starting at the leftmost position of the input field (where the cursor is automatically placed when you go to the field). In display, numbers are right-justified; all other values are left-justified.
- In a decimal-masked numeric field—for example, a dollars and cents field—include the decimal point if you are entering figures in the decimal positions. That is, type the number 123.55 as 123 . 55, not as 12355
- In a decimal-masked numeric field, if you are entering a whole number, you can omit the decimal point, provided you also omit the zero’s behind the decimal point. That is, you can type the whole number 1234 as 1234 or 1234 . or 1234 . 00, but not as 123400 (which would be interpreted as 123,400.00)
- In a date field, provide the figures for the month, day and year in that order. Either 2-digit or 4-digit years (19yy and 20yy) are OK. Any unambiguous input should be accepted: for example, 011113 or 1-11-13 or 1/11/2013 would be interpreted and displayed as 01/11/2013, but 11113 would be rejected (as it could mean either 11/1/13 or 1/11/13.)

Saving or Canceling Your Changes. It’s important to remember that any information you add or change on a screen or window will not update the record until you press ENTER. If you leave a screen or window by pressing PF11 or PF12 without pressing ENTER first, your updates will not be saved.

- ▶▶ To save changes on a screen, press ENTER. The system issues a message to inform you that the new information has been accepted.
- ▶▶ To cancel changes on a screen, *do not press* ENTER. Instead, press the Return key (PF11). You will return to the previous level. For example, if you cancel from the Student Demographic screen, you will be returned to the Student Information pull-down menu.

If you inadvertently update the value of a field, you can always enter the

previous value again and press ENTER. If you can't remember the previous value of an audited field, you may be able to use the Student Audit Display to determine the previous value.

Expanding for Detail. Many screens have an “expand” capability to provide a greater level of detail for certain information. A yellow label or heading indicates that a field or item is expandable. For example, you can expand the Standard Documents area on the Application Requirements screen for a detail window listing each required document and its individual status.

- ▶▶ To expand an item on a screen, tab to the field by the yellow label and press PF9.
- ▶▶ To close an expansion window, press PF11. (Remember, to save any changes you make to the information in the window, you must press ENTER *before* closing the window.)

ENTERING 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.

Adding and Activating a Student

Most students enter FINANCIER through the batch ADD Load process (WFADDLDB), which creates FINANCIER records from incoming ISIRs or CSS PROFILE data. For information about the ADD Load process, see “Loading Application Data into FINANCIER” on page 2-21 and “WFADDLDB (ADD Load)” on page 3-18.

If there's reason to add a student prior to receiving the student's federal or CSS data, you can do so online, using the Demographic Information screen on the Student menu.

Adding a Student

►► To add a student manually:

1. Go to the Demographic Information screen (Stdnt>Demographic Information) with the student in context.

- Demographic Information -

Date		Student: 236010049 Elcks, Laura		<i>If there is a note in the Special field, it is displayed with the student's name on any Student, Application or Award screen</i>	<i>Most bio/demo information comes from a student system by way of the Student Interface</i>
FAO: UG		Early decision			
Name: Elcks		Laura		Ms. Update	
(Last)		(First)		(M) (S)	
Birthdate: _____		Sex: _ VetTyp: _		Pell Lifetime El	
Drivers Lic: _____		PerkinsMPN: _____		Master promissory note (MPN) IDs for Perkins loans are entered by the Promissory Note Print program; for Direct loans by the DL Import program; Pell LEU is entered by the Federal Grant Import program	
Prv Nm: _____		Direct MPNs: _____			
Sp: _____ Par: _____		ATB: AidYear: _____ St: _____ Adm: _____			
Special: Early decision		Date: _____ Cd: _____ Tst: _____			
Addresses:					
Electronic mail address: _____					

Student ID and Social Security Number are different fields and can be different numbers

For Ability to Benefit students, enter an ATB aid year when ATB data is ready to report to COD

If you attempt to enter application data before a basic student record exists, you will be rerouted to the Demographic Information screen.

If the FINANCIER Student Interface is functioning, and the student is

on file in the interfacing student records or admissions system, much of the information on this screen is retrieved dynamically from the student system.

2. Type in values as appropriate. (Unless your system is set up to allow FINANCIER operators to update information retrieved by the Student Interface, you will not be able to enter or change values in those fields.)
 - The Special field enables you to attach 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 screens
 - If you are correcting the student’s name (updating any of the name component fields), you can store the “old” name as well, by typing a Y in the Update Previous Name field
 - Use the Par fields to enter parent ID(s): press PF2 in a Parent field, select the parent name and press ENTER to retrieve the parent ID. (Prior to 2014-15, use the first Parent field for the father, and the second for the mother.)

If there’s no entry for that parent in the selection list you will need to create a record for the parent in the External file. Exit from the selection list via PF11, and (back on the Student Demographic screen) type the parent ID in the Parent field, then press PF9 to expand the field. The Parent Information screen is displayed; supply the name, SSN and other information and press ENTER. Press PF11 to return to the Student Demographic screen.

- For an ability-to-benefit student, enter the ATB data as the information becomes available, then enter the ATB Aid Year when it is complete. The Federal Grant or Direct Loan Export program will then include the ATB fields on Pell, DL and TEACH originations.

3. Press ENTER to create the student’s record in FINANCIER.

Student ID. The fact that the Student ID and Social Security Number are different fields means that your institution may choose to use its own numbering scheme for student IDs and parent IDs if convenient.

Technically, both the Student ID and the SSN are attributes on the student record, and distinct from the internal ID by which the record is keyed. For technical information on student records and the Student Interface, see “Technical Note: Student ID” on page 4-3 and “Technical Note: The Student Interface” on page 4-4.

Parent Data Corrections. Changes made to federally correctable parent fields (SSN, name, date of birth) from the Student Demographic screen (by expanding to the Parent Information screen) will create correction (ECAR) records for subsequent Corrections Export processing.

Aid Year Activation

Once the student has been added to FINANCIER, you can enter other information needed for application and award processing. However, before adding any year-specific data (such as federal data or verification data), you must “activate” the student for the aid year. Activation is a once-per-aid-year process. For students loaded in batch, aid year activation is included in the ADD Load process. When the aid year is activated the system:

- Creates an aid year record for the student
- Calculates the initial budget
- Calculates the application requirements status

When you request an Application or Awards screen, if the student in context has not yet been activated, the system presents the Aid Year Activation screen and requires you to approve its settings before you continue.

►► To activate a student online:

1. Go to the Aid Year Activation screen (Stdnt>Aid Year Activation) with the student in context.
2. Review the processing controls set for the student and make any necessary changes, then press ENTER to activate.

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

Aid Year Activation -

03:40 PM

Student: 236010049 Elcks, Laura
 FAO: UG Early decision

-----Schedule-----		-----Need Analysis-----	
FINANCIER: S	Semester	Enrollment duration:	
Fed calendar		able reject suppression:	
Fed pay meth		sis methodologies:	

Schedule and Need Analysis control settings default from the Schedule Table and FAO Table

---Application Reqmts Calculation---		-----Budget Calculation-----	
App status:	Incomplete	Methodology budget groups:	1
Initial notification format:	F	Component 1:	R Registration f
Follow-up notification format:	R	2:	H Housing/board
Confirmation notification format:	C	3:	B Books/supplies
Notification frequency:		4:	T Transportation
Notification maximum:			ent care
Notification start date:			costs
Notification stop date:			costs

Application Requirements and Budget Calculation controls are set according to institution-specific criteria in the calculation programs

Student's aid year record must be "activated" at the start of an aid cycle for year-specific processing; FINANCIER presents this screen if you attempt to process on application or award for a student that has not yet been activated

Once the student's record has been activated the processing controls are protected against further update on the Aid Year Activation screen. However, you can still change application notification settings on the Application Requirements screen (Appl>Application Requirements).

Viewing Academic, Transcript and Audit Information

Other screens on the Student menu display critical information from a student's academic and financial aid history.

Academic Information

The Academic Information screen (Stdnt>Academic Information) 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 screen to its needs.

Transcripts

The NSLDS screen (Stdnt>NSLDS) displays information from the National Student Loan Data System for Title IV aid applicants. The information enters FINANCIER from the student's ISIR. Pell payment and loan detail history are available by expansion, using the PF9 key.

The Financial Aid Transcript screen (Stdnt>Financial Aid Transcript) contains a history of awards. The information comes from the Transcript file, which is updated automatically by awarding activity within FINANCIER. The screen lists the aid programs from which the student has accepted awards, with detail available by expansion (via PF9).

You can add and update prior transcript information for transfer students manually.

►► To add a student's previous financial aid history to the transcript:

1. Go to the Financial Aid Transcript screen (Stdnt>Financial Aid Transcript) with the student in context.

Date	- Financial Aid Transcript -				10:55 AM
Student: 282931181 Laughlin, Michael					
FAO: UG					
Program		LnDeflt	GrRepay	Paid	Pending
Pell_ Pell Grant				1,500.00	.00
_____		<div>Expand via PF9 for program detail</div> <div>Amounts actually disbursed (Paid) and expected to be disbursed (Pending) - updated for FINANCIER awards when disbursements are made - used in award processing to prevent exceeding of fund limits for program maximum and lifetime maximum</div>			

2. Enter information by financial aid program.

- If a program is already listed, tab to the entry and press PF9.

- If it is not listed, tab to the first available field and specify the aid program. (Values are available via PF2.) Press ENTER.
3. In the resulting detail window, add or update the transcript detail for that program (the institution that awarded the aid and the award year, with amounts paid and pending), using a new line for each institution/year combination. Press ENTER when all award entries for the program are complete.
 4. If this is the last aid program to be updated, go to the next step. Otherwise, press PF11 to return to the main screen and repeat Step 2 and Step 3 to add the other aid programs.
 5. To mark an application requirement for a transcript from another school as complete, press PF4 from the Transcript Detail window.

Date
- Financial Aid Transcript -
10:55 AM

Student: 282931181 Laughlin, Michael

Transcript Detail - Pell Grant

Loan default: _
Grant repayment: _

Institution	Source	Year	Paid	Pending
00004_ WolffPack University		1999	1,500.00_	_____

Press PF4 to record completion of an FAO Checklist requirement

A transfer student typically would not have amounts pending from schools previously attended

Requirement

Institution	S Beginning	Status	#Not
_____	- _____	-	0

To modify the current student information, make changes and press ENTER

6. In the resulting Requirement window, mark the status of the requirement and press ENTER.
7. Press PF11 to return to the Transcript Detail window, and PF11 again to return to the main screen.

A transcript purge function is available for cleanup of incorrect records, such as manual items entered in error, or records reflecting an inappropriate transcript program on a fund. *This operation should be used with caution*, as it removes *all* entries on the selected program for a student.

- To purge the entries for a transcript program, go to the Financial Aid Transcript screen (Stdnt>Financial Aid Transcript) with the student in context, and press PF9 for the Transcript Detail window. Press PF5 to purge, then

ENTER to complete the operation. (To cancel the operation, press PF11 instead of ENTER.)

Implementation. During system implementation, your institution defines the aid programs that may be recorded on a transcript or reported to the NSLDS database, by setting up a code for each program and entering the codes as values for the Dictionary field WFTSCPTD.WF-AID-PROGRAM. (The field WFFUNDSD.WF-FU-PGM-TSCPT, displayed on the Fund Attributes screen, is defined to use the same values by reference.) You can use the worksheet on page 2-20 to help you plan these entries.

Audit Information

Audit information includes a student's financial aid event history, data maintenance history and miscellaneous notes that have been appended. You can view events, audit records and notes for a particular aid year or for the student's entire career, and you can specify a begin date for the display. A future begin date positions the display at the latest entries.

Student Event History. The Student Event Display screen (Stdnt>Student Event History) traces major events 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 screen.

- ▶▶ To add an event to a student's event history:
 1. Go to the Student Event Display screen (Stdnt>Student Event History) with the student in context.
 2. Tab to the Add New Event field and press PF9.
 3. Specify the event type (use PF2 for valid values) and supply a brief description. Press ENTER.
 4. Press PF11 to return to the main screen.

System-generated events are not updatable. Events added manually may be updated: tab to and expand the item, overwrite the text and press ENTER, then PF11. To delete, expand and purge.

Values for the system-generated events are defined in the Dictionary. If you need a new type of event, which will be entered either by an institutional program or online, add the event type as a value for the field WW-AUDIT.WW-EV-TYPE.

Student Event History: Technical Note. Most student-related FINANCIER batch processes and their online equivalents generate events (as Audit file records of record type E) for display on this screen. If you are adding a program, you can include the following code to generate an event:

```
01 #EVENT-TYPE(A5)           /*SHORT DESC
01 #EVENT-DESC(A40)         /*LONG FREE-FORM DESC
...
PERFORM ADD-EVENT #EVENT-TYPE #EVENT-DESC
```

The program should also:

- include the WWGDA (WolffPack GDA) in the code
- load ##AID-YEAR, ##STUDENT-ID and ##FAO-ID in the GDA (if you are processing through the WF-AIDYEAR file, you'll have these values in WF-AID-YEAR, WW-STUDENT-ID and WF-FAO respectively)
- if the user (source of the event) is to display, load ##USER in the GDA with the appropriate user ID

Data Audit. For data control purposes, critical information, including most Federal file (WF-FEDERAL-xyyy) and CSS file (WF-CSS-xyyy) fields, are audited, meaning that an update causes an Audit file record to be generated, with the date of the update, the operator or process responsible, the field that was updated and the new value. A student's data audit history is available on the Student Audit Display screen (Stdnt>Student Audit Display). Audit entries can be expanded for further detail.

Your institution can select additional fields for audit in any of the updatable student-specific files: Student, Aid Year, Budget, Requirement, Transcript, Federal, CPS, CSS, Verification and Loan. The flag that causes a field to generate an audit record is set in the field's Dictionary definition. For instructions on setting or removing an audit requirement on a field, see page 2-121 (Step 5 of the procedure for defining a field).

Student Notes. All student, application and awards screens provide access to FINANCIER's Notepad, where you can enter free-form notes about the student in context. You can review and update notes on the Student Notes Display screen (Stdnt>Student Notes Display).

- To add a note for the student in context on any student-subject screen:
 1. Press PF3 for the Notepad window.
 2. If useful, supply one or more tags to group notes for search purposes.
 3. Type the note text. (Notice that words do not wrap from line to line; use

the Tab key after the last complete word at the end of a line to move to the next line.) When the text is complete, press ENTER.

4. To exit the Notepad, press PF11.

►► To review and update student notes:

1. Go to the Student Notes Display screen (Stdnt>Student Notes Display) with the student in context.

The first two notes for the aid year in context are displayed. To see all notes for a student, type N (No) in the Limit field and press ENTER. Notes are presented in order by date.

2. Locate the note to be modified. Change the aid year (in the Selection Box, via PF10) as needed, and use the Begin Date to specify a starting point within the aid year. Use PF7 and PF8 to navigate through the display.
3. When the note is displayed, tab to it and press PF9 for the Notepad.
4. Type over the note text to modify. Press ENTER to update.
5. To exit the Notepad, press PF11.

►► To delete a student note:

1. Go to the Student Notes Display screen (Stdnt>Student Notes Display) with the student in context.
2. Use the Limit year, Begin Date and PF7/PF8 keys as necessary to locate the note you wish to delete.
3. Tab to the note and press PF9 for the Notepad.
4. Press PF5 to purge, then press ENTER to complete the delete operation. (To cancel, press PF11 instead of ENTER.)
5. Press PF11 to exit the Notepad.

Student Activity Summary

Use the Student Activity Summary screen to determine whether a student has critical application and award information on file in FINANCIER. If

06/01/2006 - Student Activity Summary - 03:35 PM

Student: 545544580 Wonderly, Susan
 FAO: I

Message indicates more than 10 aid years on file

Additional prior activity

FAOs: I Notepad: Yes

Student has an aid year record for each year listed

Aidyear:	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
ADD:	No	No	No	No	No	No	No	No	No	No
Application										
Federal:	Yes	No	No	No	No	No	No	No	No	No
CSS:	No	No	No	No	No	No	No	No	No	No
Verif:	Yes	No	No	No	No	No	No	No	No	No
Corr:	No	No	No	No	No	No	No	No	No	No
Awards:	Yes	No	No	No	No	No	No	No	No	No

Student has record(s) in each file flagged with Yes

If the student has no ADD file data, no corrections in process and no award data, you can delete the student with the Purge key (PF5)

Student not eligible for purge

the student has more than 10 years on file, the screen displays the most recent 10 years. A message informs you if there are previous years that are not displayed.

If there are no ADD file records for the student, no electronic correction records in process (transmitted but not yet acknowledged) and no awards (even canceled awards), for any aid year, you can delete the student from FINANCIER.

- To delete a student, go to the Student Activity Summary screen (Stdnt>Student Activity Summary) with the student in context. Press PF5 to purge, then press ENTER to complete the operation. (To cancel the operation, press PF11 instead of ENTER.)

You can use the Student Purge program (WWSPURGB) to delete student records in batch.

Both online and in batch, the delete operation removes all records for the student from the Aid Year, Audit, Budget, ECAR, Requirements, Student, Transcript and year-specific (Federal, CSS, Verification, ISIR, CPS, NSLDS) files.

Security Note

Set FAO security and screen security to control access to this important function. In a multi-FAO environment, a user with the ability to delete student records must have access to records for all FAOs, as well as W (write) access to the Student Activity Summary screen.

Transcript Worksheet

Instructions: Use this worksheet to identify aid programs listed on transcripts. Sample values are provided below. After you complete the worksheet, update your Dictionary with the new values.

Program (up to 5 char.) **Description** (up to 20 char.)

PERK Perkins Loan

SEOG Fed Supp Op Grant

FWS Fed Work Study Pgm

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PROCESSING FINANCIAL AID APPLICATIONS

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

Loading Application Data into FINANCIER

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

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

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

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

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

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

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

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

Reviewing ADD File Records Online

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

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

ADD File List - 03:33 PM

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

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

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

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

Last: * _____ First: * _____

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

►► To review ADD file data:

1. Select ADD Record from the Appl (Applications) menu and press ENTER for the ADD File List screen.
2. Tab to a student on the list and press PF9 to expand. (You can page through the list with the PF7 and PF8 keys, or search for a student by name using the fields at the bottom of the screen.)
3. In the expansion window, check the social security number, name and

ADD File Maintenance			
Student: 226010009 Anthony, Cregan F			
SSN: 226-01-0009	Last name: Anthony		
DOB: 03/05/1978	First name: Cregan		
Correct: _ B _ _ M	Middle initial: F		
FAO: UG	Processor college code: 001002		
New/Reject: N	Processor/Transmit reason: F A		
Rejects:	Federal transaction: 01		
Reject override: _	Processor received: 02/01/1999		
ADD record created: 06/04/1999 Updated: 06/04/1999			

If you correct the Social Security Number, birth date or name on a federal application, FINANCIER sets a Correct flag so that an EDE correction will be generated when the student is loaded.

Information identifying the source record

date of birth. If there is an error, type in the correct value and press ENTER.

For federal data (ADD source F), if you update a field, the system sets a flag in the corresponding Correct fields. The Correct flags prompt the ADD Load program to generate EDE corrections for the updates.

4. Press PF9 again to view the student's financial data. The expansion

ADD/FINANCIER Comparison - Overview			
Student: 226010009 Anthony, Cregan F			
FAO UG			
ADDFILE	-----Summary-----	-----Student-----	-----Parents-----
	Depdcy: Independent	Analysis:	Analysis:
	9-mo EFC: 1200	SC: 1200	PC:
		Income: 15400	Income:
	Reject:	Assets: 6500	Assets:
	FINANCIER	-----Summary-----	-----Student-----
		Depdcy: Independent	Analysis: Regular
		9-mo EFC: 0	SC:
			Income:
		Reject:	Assets:

New record

Data already residing in the system

screen shows both the current, already loaded data (if any) and the new data. Use PF7 and PF8 to switch between “pages” containing overview, student and parent data. The overview shows the initial CPS-calculated EFC with income and asset totals; the student and parent pages show income and asset detail.

5. To return to the ADD File List screen, press PF11 twice.
- ▶▶ To load a student’s data into FINANCIER manually, select the student on the ADD File List screen (Appl>ADD Record) and press PF9, then PF6. A message informs you that the student has been loaded, and you can proceed with application processing.

Monitoring Application Requirements

Once application data has been loaded in FINANCIER, use the Applications Requirements screen (Applications menu) to monitor the progress of

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

Application Requirements -

03:30 PM

Student: 440101100 Brown, Sandra

FAO: UG

Application status: 06/05/1999 Incomplete

The application status is complete when all Required Submissions and all FAO Checklist items are complete.

Documents that the student must submit to support the application. Expand the Standard Documents and FA Transcripts fields for a detailed list.

Conditions that must be satisfied to complete the application.

-----Required Submissions-----

Standard documents	3	Complete
FA Transcripts	None required	

-----Notification-----

Override/reason: _ _

Initial/follow/confirm format: F R C

Frequency/maximum: M 5

Start/stop: _____

Most recent: _____

-----FAO Checklist-----

Academic status	Not enrolled
Verification	Not yet verified
EDE corrections	No corrections

Notification parameters instruct the Application Requirements Notification program (WFARNNTB) whether to generate a letter.

Tab to appropriate value and press ENTER to select

a student's financial aid application, record the status of required documents and set parameters that determine when requirements notifications are sent.

Application requirements include Required Submissions (documents that the student must provide) and FAO Checklist items (events that must take place and tasks which the aid office must complete). Requirements are assigned to a student's application by the ADD Load process, and may be manipulated individually online.

The screen displays the current status of required submissions and FAO Checklist items. In the example above, all necessary documents have been submitted, but the application is incomplete, because Checklist requirements are incomplete: the student's data has not been verified, and the academic status is not sufficient. Typically the academic status is a value fed from the Admissions or Records system, describing what stage the student has reached in the admissions/registration process, and the statuses that satisfy an FAO Checklist requirement are defined in the FAO Status Decision Table.

Tip: When you Select an Application

If the system routes you to the Demographic Information screen, 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 into FINANCIER, or press PF10 to work with a different student.

If the system routes you to the Aid Year Activation screen, this means that the student has not yet been activated for the aid year in context. Review/update the processing control settings displayed on the screen and press ENTER to activate, then PF11 to return to the Application Requirements screen. Or, press PF10 to work with a different student or different aid year.

Implementation

Standard documents, the conditions by which a document requirement is assigned to a student, and the items on your FAO Checklist are defined by your institution during implementation of FINANCIER and coded into the application requirements routines. The worksheets that begin on page 2-30 and page 2-33 are provided to help you describe and organize these requirements.

To avoid unnecessary duplication, you should probably plan application requirements and disbursement requirements in tandem. Disbursement requirements worksheets begin on page 2-79 and page 2-82.

Required Submissions

The ADD Load process assigns required documents to students, based on conditions you specify during implementation of the system. You can modify a student's list of required documents from the Application Requirements screen.

- ▶▶ To add a document to the list of required submissions:
 1. Tab to the position in front of the Standard Documents field on the Application Requirements screen. Press PF9 for the expansion window, where each document is listed individually.

2. Tab to a blank line, using PF8 if needed to page to the bottom of the list.

Standard Documents						
Document	S	Reqd	Begin	Status	#Not	
BIRTH_ Birth certificate	Y	ST	2003	R	03/13/2002	Number of notifications sent
ISIR_ Federal application	Y	AY		C	03/13/2002	
_____						Status of the document (progress toward completion)

_____						First aid year for which the document is required (and first aid year in which the document will be included in overall application status)

Documents that the student must submit to support the application.

Whether the document affects the overall application status

How often the document must be submitted

Press PF2 in the Document field for a list of documents, and select the one you need.

3. Enter values to describe the requirement, again using PF2 as needed.

- In the Affects Status (S) field, indicate whether this document status affects the overall application status (defaults to Yes).
- In the Required field, indicate whether the document is to be submitted once per aid year (AY), or once for the student (ST).
- If the requirement has a start date, specify the Begin Year
- In the Status field, set its current status (defaults to R–Required, not yet submitted).

Press ENTER when all values are in place.

►► To mark a document as complete, or otherwise update its status:

1. On the Application Requirements screen, press PF9 in the Standard Documents expansion field.
2. In the Status field on the expansion window, change the document status to C (complete) or other value as appropriate. Press ENTER.

When all documents required for the application are complete (or deleted or waived), the Standard Documents status on the main screen is changed to Complete.

►► To delete a document that has been entered in error or is no longer needed, change its Status to D (delete). (The system won't allow you to delete a document that has been listed on a notification letter to a student.)

1. On the Application Requirements screen, press PF9 in the Standard Documents expansion field.
2. In the Status field on the expansion window, set the document status to D. Press ENTER.

The deleted document will be removed from the list the next time the application requirements calculation is invoked. This occurs automatically when you press PF11 to exit the window. Or you can press PF5 to invoke the calculation manually.

- If transcripts are required, track them in the same way as standard documents: press PF9 from in front of the FA Transcripts field on the Application Requirements screen, and record the institution that must supply the transcript and the status on the expansion window.

Tip: the Requirements Function Key (PF4)

When a requirement can be completed from another screen (for example, when you have added a transfer student's financial aid transcript data), the Requirements function key (PF4) is a handy shortcut for marking the requirement as complete. Instead of having to go back to the Application Requirements screen, you simply press PF4 from the screen on which you completed the requirement. A small pop-up window appears, displaying the requirements that can be completed from that screen, and you can mark the status of the appropriate requirement as complete.

- To reevaluate the application status, after you have changed the status of any application requirement, press PF5 from the Application Requirements screen. If all application requirements are complete (or deleted or waived), the system resets the application status to Complete.

In particular, you should force a recalculation when you enter a change that should affect the status of an FAO Checklist item. For example, if verification is one of your FAO Checklist requirements, and you verify a student on the Verification screen, press PF5 from the Application Requirements screen to ensure that the student's Checklist status is updated. Similarly, a batch Verification run (WFVCNCLB) should be followed with a batch Application Requirements calculation (WFAPPCLB).

Notification Options

The fields in the Notification portion of the Application Requirements screen enable you to control the printing of requirements notifications—letters sent to inform students of outstanding document requirements.

The values in the Notifications fields determine:

- the format of notification letters (Initial/Followup/Confirmation fields)
- how often letters are sent and how many may be sent (Frequency/Maximum fields)
- the first and last dates for sending (Start/Stop fields)

The defaults for most of these fields are set by the application requirements routine during the ADD Load process. You may change these values to affect how and when future notifications are generated.

For mainframe printing, the Format values are linked to letter formats defined in the Notifications file. For information about this relationship, see the section “Setting Up Notifications Formats” on page 2-159.

Letters are generated in batch by the Application Requirements Notifications program (WFARNNTB), which extracts the requirements information and either prints the letters or prepares an extract file for input to a PC word processing system. For more information, see the section “WFARNNTB (Application Requirements Notification)” on page 3-31.

- ▶▶ To direct the system to generate a letter in the next requirements notification cycle, type P (Print) in the Override field on the Application Requirements screen and press ENTER. Similarly, you can direct the system *not* to print a letter by setting the value to H (Hold).

The P or H value overrides the Notification program’s normal selection processing based on Frequency, Maximum and Start/Stop date settings.

- ▶▶ To direct the system to roll all incomplete application requirements over to disbursement requirement letters, type H in the Override field on the Application Requirements screen, and DR in the adjacent Override Reason field. Press ENTER.
- ▶▶ To print a notification on an attached printer, press PF6 from the Application Requirements screen. (Your system must be set up to support this feature.)

Standard Documents Worksheet (Application Requirements)

Instructions: Use this worksheet to identify all documents that could be required to complete a student's aid application. These are the values (codes) you will use when manually adding required documents for a student on the Application Requirements screen. The information you provide will be used to assign required documents automatically and to calculate the application requirements status of a student.

Examples are listed on the worksheet. Add and/or change as many codes as needed. For example, you might wish to use the code "BIRTH" for a birth certificate. Remember that you may require documents based on a particular student characteristic (for example, tax returns for all independent students).

Supply the following information about each document:

Code

Unique alphanumeric code, up to 6 characters.

Description

Description of document, up to 20 characters.

Required Of

Documents can be automatically requested of students based upon certain scenarios. List any conditions for which this document could be requested automatically (for example, all independent students).

Frequency Required

How often the document must be submitted.

AY (Once per aid year)

ST (Once per student)

Affects Overall Application Status

Indicates whether the submission of this document will affect the student's overall application status. If a student's application cannot be considered complete unless this document has been submitted, use Y (Yes).

Y (Yes) N (No)

Standard Documents (Application Requirements)

Code	Description	Required of:	Required Frequency	Affects App. Status
BIRTH	Birth certificate	_____	ST	N

ISIR	Federal application	all aid applicants_____	AY	Y

NTAX98	Non-cust. tax return	_____	AY	Y

PTAX98	Parent tax return	dependent, selected for verification	AY	Y

STAX98	Student tax return	all aid applicants_____	AY	Y

U-APP	University application	all aid applicants_____	AY	N

SELSRV	Selective Service Dc	_____	ST	Y

FRESHM	Freshman Interview	Year=FR from Federal data_____	ST	N

Standard Documents (Application Requirements)

Code	Description	Required of:	Required Frequency	Affects App. Status
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--

Application Requirements FAO Checklist Worksheet

Instructions: Use this worksheet to identify the events/conditions that must be achieved before a student's application can be considered complete and ready for packaging or awarding. Each FAO may have a separate Checklist, or you may use the same Checklist for multiple campuses. Typical Checklist items used by client institutions are indicated below.

FAO(s) using this FAO Checklist:

FAO CHECKLIST

Event (up to 15 char.):

Needed for Application to be Complete:

Academic Status*

Display student's current academic status; pass or fail based on ARChklst function on FAO Status Decision Table.

Verification

Display student's current verification status from Verification screen; pass if student not selected for verification, or if selected for verification and meets verification criteria.

EDE Corrections

Pass if no corrections in process for student (pending or transmitted). Display "No corrections in process," "Corrections pending" or "Corrections xmitted".

* The ARChklst entries on the FAO Status Decision Table indicate (with a Y or N) whether a student's application can be considered complete and ready for awarding when the student has a particular academic status. The Application Requirements FAO Checklist will be linked to the ARChklst entries in your FAO Status Decision Table. Review your Academic Status Worksheet for appropriate values.

Application Requirements FAO Checklist Worksheet (cont.)

Event (up to 15 char.):

Needed for Application to be Complete:

[illegible][illegible]

Reviewing Need Analysis Information

Use the Need Analysis screens on the Applications menu to examine federal data and PROFILE data (if used), and view the results of need analysis calculations.

The information on the federal data and PROFILE data screens usually enters the system through the ADD Load process, but you can also add or correct the information manually for a student.

Federal Data

You can view federal data in FAFSA or Compressed format.

The “pages” of the Federal Data (FAFSA Format) screen correspond to the paper form—for example, page 1A and 1B online equate to page 1 of the paper form. The final online page of this screen presents some options you can set to manipulate the need analysis calculation.

If you’re entering data into several fields on a federal data screen, you can page up and down using the PF7 and PF8 keys. It’s not necessary to press ENTER until you have finished typing in data.

The first page of the Federal Data (Compressed Format) screen contains the federal fields that affect the need analysis calculations, plus calculation options. Subsequent pages contain further federal data; beginning in 2009-

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

Federal Data - 04:00 PM

Student: 523744580 Abat, Robert
FAO: I

Expand for corrections detail

Corrections: New: NO
Rej: NO

STUDENT -----
Cit: U Form: *Compressed Format screen* *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.* *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Res: AR Exem: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Mar: S AGI: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Fam: 6 StWk: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Col: 2 SpWk: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*

PARENTS -----
Form: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Res: Exem: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Mar: AGI: 7 *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Fam: FaWk: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*
Col: MoWk: *Information needed for the need analysis calculations; typically comes from the ISIR and is entered by the ADD Load process.*

Calculation options you can set:
Perform a nonupdating calculation
Suppress verifiable INAS rejects (before 2004-05)
Change FM enrollment duration
Tag a dependent student as independent
Set institutional methodology
Flag a record as adjusted by professional judgment
Protect against update by ADD Load

Files
-Status-
DOB: N
Grad: N
Mar: N
Dep: N N
Orph: N
A/V: N N
CALC
Trial:
Dur: 9
Dep O:
IMeth: I
PJudg:
Lock:

10, the second page provides the detail that sums to the Untaxed Income and Additional Information figures on page 1. These pages all indicate whether there are corrections on file for the student, and allow you to expand to work with the new or rejected correction data. The final page

displays the bottom line totals from the need analysis calculation. Chang-

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

Need Analysis Calculations - 10:53 AM

Student: 123456779 Abat, Robert
 FAO: UC

	ISIR	FM(9Mo)	FM(9Mo)
FISAP INCOME			
FAMILY CONTRIBUTION			
STUDENT			
Contribution:			
From income:			
From assets:			
PARENTS			
Contribution:			
From income:			
From assets:			
REJECTS/ASSUMPTIONS			

FISAP income under FM(9Mo) is used by FISAP reporting process

Results of need analysis calculations: FISAP income and family contribution totals, subtotals for student and parent contributions and breakdown to amount from income and amount from assets.

Calculation results are presented for all methodologies in use:

 ISIR: amounts as originally calculated by CPS

 FM(9Mo): For Pell calculation, always based on 9 month duration

 FM(9Mo): Federal methodology; duration from FAO Table or individual override

 If used, IM: Institutional methodology from FAO Table or individual override

ing calculation data on another page of the screen automatically invokes the need analysis calculations after you press ENTER, and the system presents the Calculations screen with updated family contribution figures.

Manual Recalculation. 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 Federal FAFSA screen or Student Demographic screen).

- To force a recalculation, press PF5 from the Federal Data (Compressed Format) screen.

FINANCIER also provides a batch calculation program—the Need Analysis Calculation, WFNANCLB. Use the batch program if it’s important to recalculate all records—for example, after a modification to INAS or a FINANCIER need analysis program has been applied.

Trial Calculation. You can use the Trial calculation option for “what-if” analysis, to gauge the effect of changing calculation variables without storing the changes or calculation results in the database.

- To test different calculation variables, without updating stored values, set the Trial field to T on the first page of the Federal Data (Compressed Format) screen. Change pertinent calculation data and press ENTER to view calculation results. If you decide to save the data, set the Trial field to C and press ENTER.

Reject and Assumption Overrides. Aid administrators may override verifiable rejects and assumptions registered by the CPS. Overrides are used in

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

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

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

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

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

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

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

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

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

PROFILE Data

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

Need Analysis Calculation Detail

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

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

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

Reviewing Electronic Corrections

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

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

- For a list of students with corrections in process, go to the Electronic Corrections screen on the Applications (Appl) menu.

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

StudentID	Student Name	FAO	New/Rej	Reject Date	Submit
005741608	Hemingway, Sylvia J	U	N		C
378582609	Miller, Samuel	U	N		R
007743329	Morrison, Lewis M	U	N		C
005840449	Pelletier, Danielle L	U	N		N

A New record results from a correction; a Reject is a correction that has been rejected by the CPS for errors

Submit flag:
C - corrections ready for submission to Export process
N - not ready for submission
R - ISIR has been requested

Last: * _____ First: * _____

Tab to appropriate value and press Expnd to select

To restrict the size of the list, type the limiting characters, followed by an asterisk unless you are looking for an exact match, in the Last name and/or First name fields and press ENTER. For example, to list only students with last names that begin with D, type D* in the Last name field; to find corrections for Andrea Delgado, specify Delgado with no asterisk.

- To see correction record detail, tab to the student's name on the Electronic Corrections screen and press PF9. The expansion window displays corrections by SAR field number. If needed, you can overwrite the correction field number or value. To delete a correction, blank out the field number

Student: 005741608 Hemingway, Sylvia J
FAO: U

New/Rej: N Reject date: SSN error: Record rejects:
Submit: C Tran error:

Field	Value	Error	Field	Value	Error
038	2		051	*	
0A1	1				

The SAR field number identifies a corrected field. Field numbers that begin with OR or OA identify federal reject and assumption overrides.

The new value is displayed. A correction can be altered manually on this screen if appropriate.

An asterisk (*) value means a numeric field has been changed to a blank.

and value.

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

Press PF2 from the field for the meaning of the error code.

- ▶▶ To prevent processing of a correction for export, set the Submit value on the Electronic Corrections expansion window to N and press ENTER.

Student: 005741608 Hemingway, Sylvia J
FAO: O

New/Rej: N	Reject date:	SSN error:	Record rejects:
Submit: C		Tran error:	

- ▶▶ To purge *all* electronic corrections for a student:
 1. On the Electronic Corrections screen, tab to the student and press PF9.
 2. Press PF5 (Purge).
 3. Press ENTER to confirm that you want to delete all corrections displayed. (To exit without purging, press PF11.)

Initiating EDE 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 screen. This screen provides the information needed to transmit and receive federal data, and is used for Pell reporting as well as professional judgment requests. The screen also summarizes CPS decisions on the student's dependency status, selection for verification, Pell eligibility, etc. See Field Help on CPS Designation and Eligibility fields for details.

- ▶▶ To request a first ISIR, as a change of institution correction for a student that did not originally include the institution among the ten to receive the application information, provide the student's Federal ID and DRN and the institution's College code on the CPS Communications screen. 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.)

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

CPS Communication -

11:54 AM

Student: 005741608 Hemingway, Sylvia J

FAO: UG test2

-Student Identification-

FedID: 005741608 HE 01

DRN: _____

College: _____

-----FAO Action-----

Institution change: _

Loan default override: _

Use these fields to enter requests. A request generates an ECAR record

Admission Approved

-----CPS Designation---

Dependency:

Primary EFC: 99,999

FISAP inc:

Reject codes:

Comment codes:

Press PF2 on a comment code to read its translation

-----Eligibility-----

Verification:

Pell eligible:

Spec circ: SAR C:

ATEX: Stu: Par:

IRS DIS: Stu: Par:

SSA ident/citizen:

DHS:

SelServ req/stat:

Veterans adm:

DOD qualif:

Parent1/Parent2 SSA:

High sch:

NSLDS dftl/results:

-----Communication Activity-----

Original app: ETI: EFC:

Current tran: Pushed: Rej:

SARC:

Ver:

Federal ID field expands (via PF9) to display year-specific student and parent names, SSNs and birth dates from the current ISIR

- If a student is flagged by the NSLDS as being in loan default, even though the default condition has already been resolved, you can override the NSLDS setting to resume disbursement of federal aid to the student. To override an NSLDS loan default setting, type Y in the Loan Default Override field on the CPS Communications screen and press ENTER.

In response to a request entered in one of the FAO Action fields, the system sets the Submit flag on the student's Electronic Corrections record so that the request can be transmitted to the CPS.

Student and Parent Identification Information

The student and parent identification information that is displayed on the Federal FAFSA screen (including name, SSN, date of birth, address) comes from the Student file/Student Interface and External file, to keep institutional control over these important fields, to generate corrections based on institutionally established information, and to ensure coordination between FINANCIER and your student system. The institutional data may differ from corresponding year-specific information on the ISIR.

The year-specific information may be needed in some situations—for exam-

ple, if there is a change in custodial parent from one year to the next, or when accessing FAA Online or COD for student or parent information. When needed, the student name, SSN, date of birth and address, and parent names, SSNs and dates of birth from the current ISIR are available by expansion from the CPS Communication screen, on the ISIR Information window.

- To see year-specific student and parent identification data from the current ISIR, tab to the expansion field that follows the FedID label on the CPS Communications screen and press the Expand key (PF9). (You can determine the transaction number of the current ISIR from the last two digits of the student's Federal ID.)

Reviewing Student Budgets

Use the Budget/Need Evaluation screen (Appl>Budget/Need Evaluation) on the Applications menu for a summary of costs, family contribution and remaining need.

Budgets are calculated initially by the ADD Load process for each methodology in use, by term or year according to how the budget calculation routine has been set up. You can enter or change budget components and amounts for an individual student online.

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

Budget/Need Evaluation - 10:02 AM

Student: 005637399 Akim, Francis
FAO: UG

Budget is calculated for each methodology in use
Expand the column to change budget line items

	FM (9Mo) FT	FM (9Mo)	INAS	IM
Budget:	16,050	18,725	16,050	
Registration	10,000	12,500	10,000	
Housing/board	5,000		5,000	
Books/supplies	550		550	
Transportation	150		150	
Dependent care:	100		100	
Other costs:	250	250	250	
Other costs:				
Other costs:				
EFC:	4,000		13,000	O
Stu Contribution:	4,000		5,000	
Par Contribution:				
Other resources:			8,000	
Need:	12,050		3,050	

Need = Budget - EFC

T indicates that term budgets have been entered and the aid year totals are calculated

Expand the IM EFC to override calculated student or parent contribution

O indicates an EFC override in effect

Implementation

Default budget components, conditions and amounts are defined in the budget calculation process during implementation of FINANCIER, and updated as needed for each new aid year. Use the worksheets on page 2-46

through page 2-49 to plan initial budget criteria and (if needed) budget groups and special budget attributes.

Working with a Student's Budget

If you budget by aid year, you can adjust budget amounts on the main screen. To adjust term budgets or to add line items, use the Budget Detail window.

- ▶ To update a term budget manually, tab to the expansion field for the methodology column on the Budget/Need Evaluation screen and press PF9 for the Budget Detail window. Type over amounts as needed and press ENTER.

Budget Detail - FM(9Mo)FT

Budget group:

Budget components: R H B T D 1 _ _

Term Snapshot

Special attributes: _ _

Expand for disbursement snapshot

	AidYear	Fall	Spring	Summer	
Budget:	16,050	8,025	8,025		
Registration fees:	10,000	5,000	5,000		
Housing/board:	5,000	2,500	2,500		
Books/supplies:	550	225	225		
Transportation:	150	75	75		
Dependent care:	350	175	175		
Other costs:					

There is a column for each term's budget (for up to four terms).

The system recalculates budget and need. If your budget calculation is set up to assign budget groups, the group to which the student belongs appears on the Budget Detail expansion window.

- ▶ To add a budget line item, specify the item in one of the Components fields in the Budget Detail window, using PF2 as needed for values. Press ENTER. The system provides a line item for the component. Fill in the amount for each term (or the aid year) and press ENTER.

To remove a budget line item, blank out the Component item and blank out figures on the corresponding detail line. Press ENTER.

- ▶ If you wish to retain adjusted budget figures, lock the budget: type L in the Lock field, located in front of the Budget total on the Budget/Need Evaluation screen and press ENTER. (There is a separate lock for each methodology column.)
- ▶ If a budget is not locked, and you wish to restore budget figures based on the default budget components, press PF5 on the Budget/Need Evaluation screen.

Working with the IM Calculation

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

- To override the IM family contribution calculation on the Budget/Need Evaluation screen, tab to the expansion field in front of the EFC total in the IM column and press PF9. In the resulting window, enter figures for the Student or Parent Contribution from Income/Asset components and press ENTER. Press PF11 to return to the main screen.

06/17/1999
- 1999-00 Budget/Need Evaluation -
10:02 AM

Student: 005637399 Akim, Francis
FAO: UG

	FM(9Mo)FT	FM(9Mo)	INAS	IM
L	16,050	18,725	T	16,050

IM EFC can be adjusted manually

Expand the EFC total on the Budget/Need Evaluation screen for the EFC Override window

ion fees:
board:
plies:
ation:
care:
Other costs:
Other costs:
Other costs:
EFC:
Stu Contribution:
Par Contribution:
Other resources:
Need:

INAS IM EFC Override

EFC: 13,000

Stu Contribution: 5,000

From Income: 5,000_

From Assets: _____

Par Contribution: _____

From Income: _____

From Assets: _____

Other resources: 8,000

8,000_

3,050

When an override is in effect the EFC total on the Budget/Need Evaluation screen is flagged with a red O.

- To remove the IM EFC override and restore the default INAS calculation, expand the IM EFC total on the Budget/Need Evaluation screen, then press PF5 (Calculate) in the EFC Override window.

Recording Snapshots for Disbursement Processing

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 certain funds, you have access to snapshot data through the Budget/Need Evaluation screen and the Disbursement Requirements screen (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 budget calculation. The batch Term Snapshot Calculation (WFTSSCLB) can be run to record snapshots systematically for all students.

- To see disbursement term snapshots, expand (PF9) a budget column on the Budget/Need Evaluation screen, and then expand the Term Snapshot heading in the Budget Detail window. You can modify values as appropriate.

Budget Detail - FM(9Mo)FT

Budget group:		Term Snapshot		
Budget components: R H B T		Disbursement Snapshot		
	AidYear	Fall	Spring	Summer
Budget:	16,050	I/O state: I	I	—
Registration fees:	10,000	College: AS	AS	—
Housing/board:	5,000	Major: PSY	PSY	—
Books/supplies:	550	Degree: AB	AB	—
Transportation:	150	Class: JR	SR	—
Dependent care:	350	Enrollment: 12.00	15.00	—
Other costs:	—	Time stat: F	F	—
		Special 1: —	—	—
		Special 2: —	—	—
		Special 3: —	—	—

In a disbursement snapshot check, I/O State, College, Major, Degree and Class require an exact match; current Time Status and Enrollment hours must equal or exceed snapshot values

Special 1, 2 and 3 fields may be user-defined to compare additional data

Budget Component Worksheet

Instructions: Complete one of these worksheets for each FAO with distinct budget components. Please note that while you can define more than 8 budget components to FINANCIER, no student can have more than 8 components assigned to him/her.

- Identify the FAO Code(s) for which this set of budget components will be used.
- Identify each budget component. If necessary, you may rename the components listed.
- Identify all the possible values for each component and the student attribute for which that value is to be used—for example, separate registration fees for undergraduate and graduate students. The values may be specific dollar amounts or formulas to determine the correct value for a student, such as: “Number of Dependents x \$500” for the Dependent Care component.
- If necessary, define the optional Budget Group descriptions and Special Budget Attributes values

FAO(s): _____ Term/Aid Year: _____ Methodology: _____

Budget Component	Used for this type of student	Amount
Tuition & Fees	grade level undergraduate, residence in-state, enrollment full time	2,000
	major: everything except Nursing	
	grade level undergraduate, residence in-state, enrollment full time	2,500
	major: Nursing	
	grade level graduate, residence in-state, enrollment full time	4,000
	grade level graduate, residence out-of-state, enrollment full time	7,500
	housing on campus	4,000
	housing off campus, full time	3,000
Room & Board	housing off campus, part time	2,000
Book & Supplies	major: everything except Chemistry	300
	major: Chemistry	550
Transportation	state of residence New York	500
	state of residence not NY	750
Child/Dependent Care	number of dependents	no. dep. x 500
Loan Fees	grade level freshman	50
	grade level undergraduate other than freshman	80
	grade level graduate	300
Miscellaneous	all students	100

Budget Component Worksheet (cont.)

FAO(s): _____ Term/Aid Year: _____ Methodology: _____

Budget Component	Used for this type of student	Amount
Tuition & Fees	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Room & Board	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Books & Supplies	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Transportation	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Child Care	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Dependent Care	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Loan Fees	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Budget Component Worksheet (cont.)

Budget Component	Used for this type of student	Amount
------------------	-------------------------------	--------

Miscellaneous		
---------------	--	--

Other Component 1		

Other Component 2		

Other Component 3		

Other Component 4		

Budget Groups (Optional)

A budget group is based on the calculation criteria. The institution may define a budget group for a significant combination of values. For example, if the calculation criteria include dependency, residency and year in college, you could define groups for dependent/instate/undergraduate, independent/instate/undergraduate, dependent/out-of-state/undergraduate, etc.

If you wish to have Budget Group descriptions displayed on the Budget Detail window, identify each grouping. These groups may be different in each need analysis methodology for a student.

Special Budget Attributes (Optional)

Special budget attributes are user-defined fields that you can define and maintain to provide budget criteria that are not otherwise stored in FINANCIER or available through the Student Interface. If you have a need for special budget attributes (such as a music major who needs new instrument), identify each attribute code and a description. Up to three codes can be displayed on the Budget Detail window.

Code (2 char)	Description
--------------------------	--------------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Verifying Federal Data

Use the Verification screen (Appl>Verification) to enter data for federal verification (and, optionally, institutional verification). Students selected

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

Student: 746231061 ADAMS, ERNESTINE

Verification - 10:59 AM

Expand DTL for IRS Data Retrieval field flags

Selected for customized institutional verification

When a student passes federal verification the Status is updated to P and the Reverification flag is set to A (allow automatic reverification)

Manually setting the Status to P results in a Reverification value of M (manual) to prevent automatic reverification

Selected by the institution or CPS for federal verification

IRS Request: Stu: Par: DTL

-----Federal Verification-----

Selection: Institution: Federal: Y V1

Status: -

Re-verification: Current: 03

STUDENT Verification Federal Data PARENTS Data

HS/SEP: - -

Fam/Col: - -

AGI: - - - - -

Fed tax: - - - - -

Untaxed: - - - - -

St inc: - - - - -

Sp inc: - - - - -

Current federal transaction no.

Verification tracking group determines fields that must be verified; other fields are protected

Expand STUDENT or PARENTS for next level of verification detail

3 1

90,000

2,030

70,000

20,000

Depending on year, untaxed income may not be directly updatable at this level

for federal verification by the CPS are flagged in the Selection: Federal field. If your institution selects additional students for federal verification, these students may be flagged with a value in the Selection: Institution field.

The Verification screen provides fields for entering data into the federally mandated verification fields and displays corresponding data from the student's federal record for student and parent. Depending on the year's regulations, some fields may not need to be verified for some students. If a student meets a condition for bypassing evaluation of a field, that field is displayed in the Verification column as protected (green) and the cursor will skip it as you tab through the fields. For example, if the regulations stipulate that Number in College need not be verified if the value from the FAFSA is 1, the field will be protected for any student who reported Number in College as 1. The student's verification group (displayed beside the Federal selection value Y) determines what verification data are required, and fields that don't pertain to the student's assigned group are protected.

You verify students individually as you enter the data, by means of an online calculation. The verification calculation compares values from the Federal file against corresponding values in the Verification file for parents and student (if the student is dependent) or student (if independent), and applies year-specific regulatory rules to determine the accuracy of the federal data.

When a student passes verification, the system sets the Federal Verification Status to P (exact match) or T (for pass within federally defined tolerance limit) and sets the Reverification flag. If all required fields were verified the Reverification flag is set to A, which permits reverification by the ADD Load if new federal data is received later for the student.

The Verification screen expands to provide additional level(s) of detail; the content and purpose of each level depends on the aid year.

►► To verify a student:

1. Go to the Verification screen (Appl>Verification) with the student in context.
2. Type in data for basic federal verification for student (if independent) or student and parent (dependent student). If there is no untaxed income for the student you can complete the verification work at this top level.

If there is untaxed income to verify, expand to the Required Verification window: from the Parent or Student expansion field, press PF9. When untaxed income component amounts are in place, press ENTER.

3. Press PF5 to evaluate the federal data against the verification data.

When the student has passed federal verification, the Federal Verification Status field is updated to P or T, and a message indicating that verification is complete is displayed on the screen.

4. If verification is one of your FAO Checklist requirements on the Application Requirements screen, and the student has passed verification, go to the Application Requirements screen and press PF5 to recalculate the student's Checklist status and overall application status.

►► If you are verifying a student outside of FINANCIER, set the Federal Verification Status to P on the Verification screen once the student has passed. This causes the Reverification flag to be set to M (manual verification) and prevents automatic reverification by the ADD Load or batch Verification Calculation. (However, if you invoke the verification calculation online with the PF5 key, the Reverification setting is ignored and the calculation will be performed.) You can also set the Reverification value directly.

►► To view student and parent IRS Data Retrieval Tool field flags, which indicate whether FAFSA information such as the AGI and Federal Income Tax were retrieved from a filed tax return, expand (PF9) the DTL field.

Verifying Veterans' Benefits

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

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

Reviewing Satisfactory Progress

Use the Satisfactory Progress screen on the Applications menu to monitor a student's academic progress. The screen 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.

- ▶▶ To override an academic progress evaluation:
 1. Go to the Satisfactory Progress screen (Appl>Satisfactory Progress) with the student in context.
 2. Specify the Override Reason and press ENTER.
- ▶▶ To recalculate SAP for a student:
 1. Go to the Satisfactory Progress screen (Appl>Satisfactory Progress) with the student in context.
 2. Press PF5.

Implementation

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

- Customized SAP Calculation program to post values
(FINANCIER provides a shell program, WXSPr~~yy~~N for this purpose; for technical information see page 3-118.)
- SAP values defined in the FINANCIER Dictionary
- Override Reason values defined in the FINANCIER Dictionary
- Optionally, Satisfactory Progress screen customized to protect posted SAP values against modification in FINANCIER

AWARDING FINANCIAL AID

An “award” is an amount from a financial aid fund that is offered to, and (if not canceled or rejected) eventually accepted by and disbursed to, a student. The actual delivery of financial aid to a student involves assembling and offering an awards package, recording the student’s acceptance or rejection of the award offers, ensuring that all requirements for disbursement are fulfilled and then disbursing the aid according to the institution’s disbursement schedule.

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

Processing Awards

Most awards enter the system as a result of batch packaging, which involves a series of operations:

- The Packaging Selection process (WFPKSELB) identifies students ready for packaging and sorts them into priority order
- The Packaging Calculation (WFPKPAKB) calculates aid packages for the selected students and creates award transactions and batch maintenance transactions (to update students’ packaging status)
- Batch Award Process (WFAWARDDB) applies the award transactions to the FINANCIER database
- Batch Maintenance Process (WFMAINPB/WFMAINTB) applies the maintenance transactions

For more information about any of these programs see the program descriptions in Chapter 3.

Packaged awards are posted as offers, and you typically post acceptances, rejections and cancellations online (although input to the packaging process does provide the option to request that awards be generated as “offer and accept” or “offer and accept increase”). You can make online adjustments to a student’s aid package, and enter awards manually.

Posting Awards Online

Like batch awarding, online awarding is essentially a matter of applying award transactions. An award transaction consists of an action (such as an offer or acceptance), the amount to be applied, and its distribution (how it is to be paid across disbursement points). Table 2-2 on page 2-60 lists the possible actions and summarizes input requirements for entering award transaction online.

To process award transactions online, use the Award Summary or Award screen. Use the Summary screen if you are working with multiple funds, and the Award screen if you are working with a single fund. For example, if you’re entering several awards from different funds for a student, the Award Summary screen is more convenient; if you’re entering a series of awards from the same fund to different students, the Award screen is more convenient.

►► To enter an award offer (on the Award Summary screen):

1. Go to the Award Summary screen (Award>Award Summary) with the student in context.

The screen title includes the aid year that is currently in context		Award Summary -		04:03 PM
Student: 123456779 Abat, Robert				
FAO: UG				
Action (all awards): __			Unmet Need	
Fund			Offered	Accepted
DIRECT-PL			2,000.00	Disbursed
Pell_____			Aid year totals are displayed for each award on file	
_____			To enter a new award, specify the fund ID (use PF2 for a selection list)	

Packing Status is generated by WFPKPAKB for students packaged in batch			Aid notification formats for initial and followup letters (entered by the Application Requirements calculation) can be reset	
Application status and Disbursement status as last calculated				
Packing status: _			Application status: Complete	
I/F formats: AN: F R AD: _ _			Disbursement status: Incomplete	
AN/DN print: _ _			Most recent notification:	

2. Tab to a blank Fund field (past the invisible expansion field in front of the input field) and specify the Fund ID from which the award is to be

made, then press ENTER. (You can press the PF2 key from the Fund field for a fund selection list.)

3. In the resulting detail window, type O (offer) in the Action field and specify the amount of the offer and the distribution:

The screenshot shows the 'AWARD DISTRIBUTION RULE' screen. On the left, there are fields for 'Action' (containing 'O') and 'Amount' (containing '2000'). Below these are four empty lines for distribution points, with labels 'Fall', 'Spring', 'Summer 1', and 'Summer 2' to their right. A dashed box encloses the entire screen. Annotations include:

- A box pointing to the Action and Amount fields: 'Specify the action, total offer amount and distribution'.
- A box pointing to the distribution point lines: 'Disbursement points are those defined in the Schedule Table'.
- A box pointing to the distribution point lines: 'If no distribution rule applies, specify disbursement amounts by distribution point that sum to the total offer amount'.
- A box pointing to the distribution rule list: 'Distribution rules divide the award across disbursement points according to fractions defined in the Distribution Codes Table'.

 The distribution rule list on the right contains the following items:

- A Even AcadYear split
- F Even Fall split
- M Even Summer split
- S
- W
- 1
- 2
- 3
- 4 All in Late Winter
- 5 All in Early Spring
- 6 All in Late Spring
- 7 All in Early Summer
- 8 All in Late Summer

- If the distribution follows a typical pattern for which a Distribution Rule has been defined, enter the rule in the field following the Action and Amount fields. (You can use PF2 for a list of distribution rules; select one that is valid for the schedule.)
 - Otherwise, leave the Distribution Rule field blank and type disbursement amounts in the appropriate disbursement point fields; the sum of the amounts entered must equal the offer total.
4. Press ENTER to process the offer.
The system updates the student's aid year totals and displays the amounts distributed to each disbursement point.
 5. Press PF11 to return to the main screen, where you'll see the offer total displayed.
 6. You may wish to set the Packaging Status and review/reset the Aid Notification formats. Press ENTER to save any changes.

►► To enter an award offer (on the Award screen):

1. Go to the Award screen (Award>Award Processing) with the student and fund in context.
2. Type O (offer) in the Action field and specify the amount of the offer and the distribution:
 - If the distribution follows a typical pattern for which a Distribution Rule has been defined, enter the rule in the field following the Action and Amount fields. (You can use PF2 for a list of distribution rules; select one that is valid for the schedule.)
 - Otherwise, leave the Distribution Rule field blank and type disbursement amounts in the appropriate disbursement point fields; the amounts entered must equal the offer total.
3. Press ENTER to process the offer.
4. Press PF11 to return to the main screen, where you'll see the offer total displayed.

The procedures by which you accept, increase or cancel an award are essentially the same; what drives the process is the action code used. As you can see in Table 2-2 on page 2-60, certain action codes operate on all open awards; others operate on a single award. For example, if a student chooses to accept all award offers, you can process the acceptances in a single transaction; but if the student has accepted some and rejected others, you must process at least some of the entries individually. (In this case, you could handle the rejects individually, then accept the rest.)

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

1. Go to the Award Summary screen (Award>Award Summary) with the student in context.

08/05/1999	AWARD ACTION (ALL AWARDS)		04:03 PM
Student: 123456779 Abat, R	AA	Accept all	Unmet Need
FAO: UG	CA	Cancel all	
Action (all awards):	CU	Cancel undisbursed	Disbursed
Fund	DA	Disburse all	
DIRECT-PL Direct PLUS Loan	RA	Reject all	
PELL Pell Grant	RU	Reject unaccepted	

2. Type the action code in the Action (All Awards) field and press ENTER. (Action code values are available via PF2.)

When you press ENTER, the accepted amounts are displayed.

- To accept (or increase, cancel or reject) an individual award (on the Award Summary screen):

1. Go to the Award Summary screen (Award>Award Summary) with the student in context.
2. Tab to the expansion field in front of the award entry and press PF9.
3. In the expansion window, type the appropriate action code in the Action field and specify the amount and distribution.

If the offer was posted using a distribution rule, the system displays that value as the default distribution. Otherwise, you must select a distribution rule, or type distribution amounts in the disbursement point fields. (Amounts must add up to the accepted amount total, and no distribution can exceed the offer distribution for any disbursement point.)

The amount and distribution are not required for some action types, as they are assumed to be the same as the offer amount and distribution; see Table 2-2 on page 2-60.

4. Press ENTER to process the transaction.
5. Press PF11 to return to the main screen.

►► To accept (or increase, cancel or reject) an individual award (on the Award screen):

1. Go to the Award screen (Award>Award Processing) with the student and fund in context.
2. Type the appropriate action code in the Action field and specify the amount.

If the offer was posted using a distribution rule, the system displays that value as the default distribution. Otherwise, you must select a distribution rule, or type distribution amounts in the disbursement point fields. (Amounts must add up to the accepted amount total, and no distribution can exceed the offer distribution for any disbursement point.)

The amount and distribution are not required for some action types, as they are assumed to be the same as the offer amount and distribution; see Table 2-2 on page 2-60.

3. Press ENTER to process the transaction.
4. Press PF11 to return to the main screen.

Tip

You can use a negative number to reverse the ordinary effect of a transaction. For example, to reduce an offer, you can offer an increase (OI) with the reduction expressed as a negative amount.

On any transaction, the system ensures that the accepted amount does not exceed the offered amount.

Table 2-2: Award Action Codes and Transaction Input

Action Code	Function/Effect	Amount and Distribution Required?
A	Accept the selected award, increasing the accepted amount by the transaction amount	Y
AA	Accept all currently unaccepted awards, setting accepted amount equal to offered amount	N
AR	Accept the transaction amount on the selected award and reject all remaining unaccepted dollars, bringing offered amount equal to accepted amount	Y
B	Offer and simultaneously accept the entire amount of a single award, <u>replacing</u> any current amounts	Y
BI	Offer and simultaneously accept an increase on a single award	Y
C	Cancel all or part of a single award, reducing offered and accepted amounts by the transaction amount	Y
CA	Cancel all awards, reducing offered and accepted amounts to zero	N
CU	Cancel undisbursed amounts on all awards or on a single award, bringing offered and accepted amounts to the disbursed amount	N
D	Disburse a single award, setting disbursement amounts as specified by distribution point, and initiating a disbursement feed	Y
DA	(Disburse all - not currently functional)	N
O	Offer an award (entirely <u>replacing</u> the amount and distribution of any existing offer)	Y
OI	Offer an increase on an award in the transaction amount	Y
P	Record a payment in FINANCIER, without initiating a disbursement feed	Y
R	Reject a single award, reducing offered and accepted amounts by the transaction amount	Y
RA	Reject all awards in entirety	N
RU	Reject unaccepted awards, bringing offered equal to accepted amounts	N

Processing Loans

In FINANCIER, the management of loans is coordinated with awards processing.

When you award a loan to a student—that is, process an offer on a fund that is associated with a loan program—the system creates a loan application record (and associated loan disbursement records) that can be viewed and updated on the Loan Summary screen. You can also create a loan on the Loan Summary screen; a corresponding award record is generated that can be viewed and updated on the Award Summary or Award screen. Figure 2-2 on page 2-62 illustrates the relationship between award processing and loan generation.

Certification/approval of Direct loans can take place either in batch or online. Certified Direct loans may be prepared for transmission to the Common Origination and Disbursement system (COD) by the Direct Loan Export (WFDLNEXB) program. Before export processing, changes can be made to either the award or the loan record. Once the loan has been transmitted, however, most changes should be handled on the Loan Summary screen, and a reduction in the loan amount can be handled *only* on the Loan Summary screen.

Implementation

In order to begin processing loan application/originations your institution must:

- Coordinate values for the fund attribute Aid Program (WF-FU-PGM-AWARD) and the loan attributes Loan Type (WF-LA-TYPE), Request Type (WF-LA-R-TYPE) and Subtype (WF-LA-SUBTYPE1) in the Dictionary
- Set up loan funds
- Define loan types available at your institution in the Loan Types Table

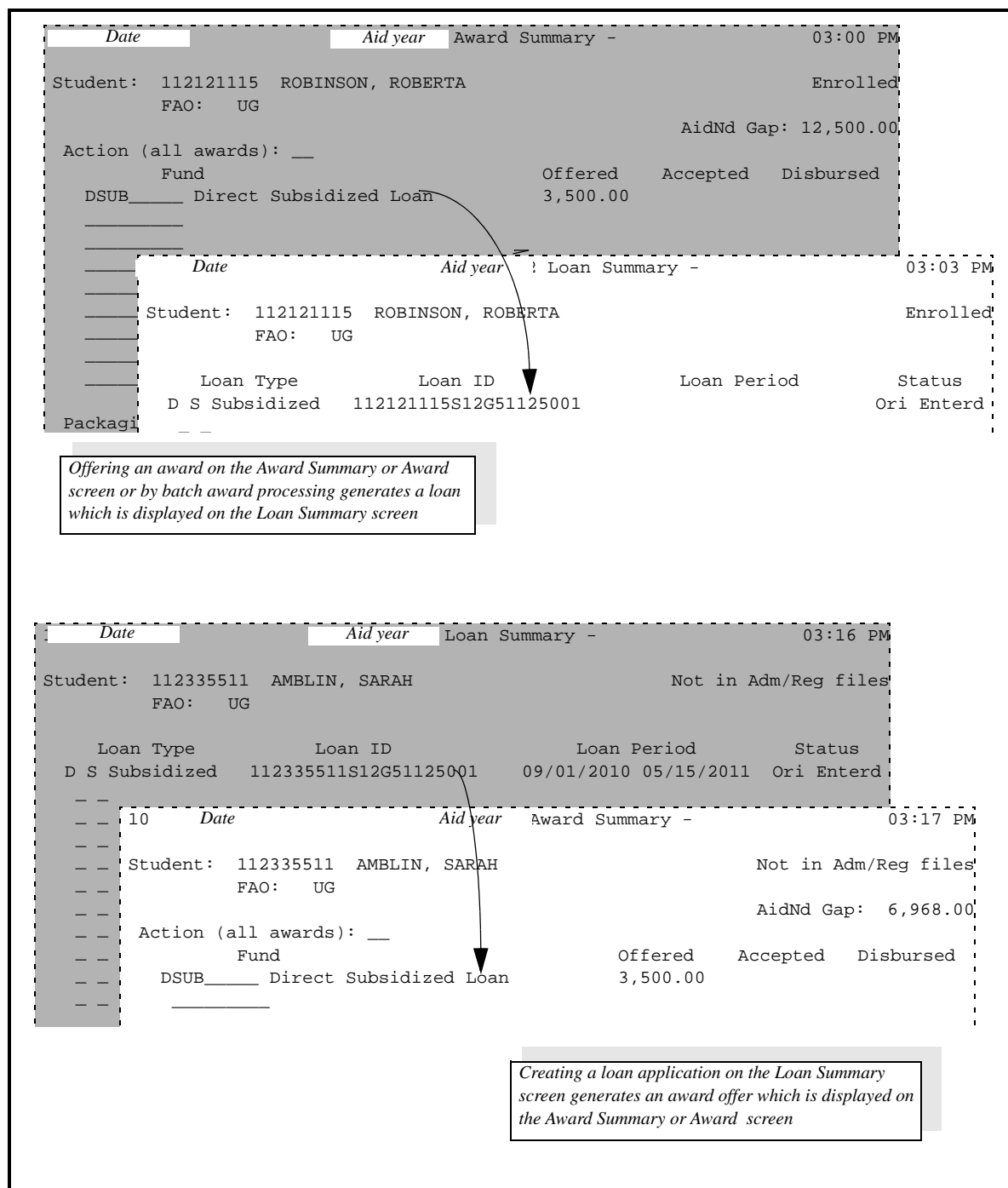


Figure 2-2. Relationship Between Award Processing and Loan Generation

Dictionary Values. The Loan Type identifies a student loan program. For example, D is the loan type for Direct loans. Loan Type values as delivered include D (Direct), N (Perkins) and L (Institutional).

The Subtype distinguishes student loans from PLUS loans. If you implement institutional loan programs, you can use a subtype to distinguish among these.

The Request Type indicates the student's request for subsidized (value S) or unsubsidized (U).

Dictionary values for Loan Type, Subtype and Request Type are defined by WolffPack. You may delete values for programs not available at your institution, and you can add subtypes for institutional and state loans, but do not otherwise change the value set.

Values for the Aid Program attribute on a loan fund correlate with loan type and (for Direct types) subtype/request type values. The first character of the two-position Aid Program value corresponds to the loan type and the second to the subtype/request type. For funds referenced in the Loan Types Table, the system supplies the Aid Program when a loan fund is created with an Aid Type designation of L.

The Loan Types Table contains processing rules for each loan type. You will have one table record for each active loan program: Direct student, Direct PLUS, Perkins, etc.

Loan Funds. For instructions on creating funds in FINANCIER, see “Setting Up Funds” on page 2-90. Be sure to set the Aid Type value to L and leave the Aid Program blank; the system will supply the program when the Loan Types Table is complete. This ensures that the fund and table remain properly coordinated.

If your practice is to enter loan offers as soon as eligibility is established, you may want to postpone generating the application/origination until after the awards have been accepted. You can do this by awarding the preliminary offers using nondisbursing “dummy” funds that have been set up for this purpose. Then when a loan is accepted, you award the loan on the actual fund, which is set up to replace the preliminary award on the dummy fund. To employ this capability, define a pair of funds, one dummy and one actual, for each loan program.

On the actual fund, set the following attributes:

Aid Type	L (loan)
Aid Program	defaults according to the loan type/fund relationship set up in the Loan Types Table
Replacement Rule	A (absolute—if you want the actual award to reduce the preliminary offer to zero) or D (dollar-for-dollar—if you want to reduce the amount of the preliminary offer by the amount of the actual loan)
Replacement Fund ID	the fund ID of the dummy fund
Student Accounts and Student Loans feeds	activated

On the dummy fund, set the following attributes:

Aid Type	blank (to prevent Aid Program default)
Aid Program	same as the actual fund
Student Accounts and Student Loans feeds	inactivated

For more information on replacement funds, see “Defining a Replacement Fund” on page 2-93.

Loan Types Table. FINANCIER refers to this table to answer certain processing decisions. The table provides default values that are entered on a new loan when the application is created. For example, the table is where you set the requirement to generate separate applications for subsidized and unsubsidized Direct loans, and indicate whether applications/origina-tions should be transmitted electronically. For Perkins loans, the table indicates the type of promissory note and certification basis (eligibility or request). For setup instructions, see “Defining Loan Types” on page 2-152.

Entering Loan Information

Use the Loan Summary screen to create a loan for a student, or to add information on a loan generated from an award screen or by batch award processing.

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

Loan Summary -10:15 AM

Student: 559901234 Banks, Elisabeth CEnrolled
FAO: U

Loan Type	Loan ID	Loan Period	Status
D S Subsidized	559901234S16G51125001	08/31/2015 05/07/2016	App Enterd
Expand the entry (via PF9) for application/origination detail			
-			
-			
-			

The Loan Summary screen lists all loans in process for the student in context. The loan status indicates the current stage of progress—in the example above, the loan application has been entered but not yet approved. An expansion field in front of each loan entry provides access to the loan detail. The fields on the expansion screen vary according to the type of loan.

Direct Loans.

►► To originate a Direct loan:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Tab to an empty line, past the expansion field at the beginning of the line to the Loan Type input field. Specify the loan type and the request type and press ENTER. Values are:
 - D S or D U for a student loan
 - D P for a PLUS loan (parent PLUS or graduate PLUS)
3. Enter loan detail in the resulting expansion window:
 - The Request Type (Requested field) carries over from the Loan

Specify Eligibility amount and Award Distribution code		Subsidized only - 000014396S16G51125001	
Requested: S	Eligibility: Sub: 20,000	Uns:	
Fee: 1.068	Awd Dist/Loan Period: A	09/02/2016 - 05/31/2017	
Addl: Dep: _ HEAL: _	Lock Dates/Acad Year: _	09/02/2016 - 05/31/2017	
----- Application ----- Sub Uns -----			
Xmt: E SS			Snapshot
Ori: _ _			Acknowledgment: _
Chg: _ _			Acknowledgment: _
Prm: _ _			Mnfst: _ Ack: _
----- Disbursements ----- Sub Uns Enr Disbursement			
Dsb: _ _	4,000		1 09/15/2016 A
Dsb: _ _	4,000		A 09/30/2016 A
Dsb: _ _	4,000		2 10/30/2016 A
Dsb: _ _	4,000		C 01/15/2017 A
Dsb: _ _	4,000		3 03/01/2017 A
Dsb: _ _			

Enrollment status is recorded for COD reporting when a disbursement is first authorized

Loan Period is calculated based on Calendar Table dates spanning the award distribution terms; Academic Year is generated according to federal rules using Calendar Table dates Both sets of dates can be adjusted manually and can be locked and unlocked to prevent or allow automatic update

Certification date and amounts are entered by the Certification program
Change date and amounts are entered by the Export program
Acknowledgments are entered by the Import programs

System calculates expected disbursement amounts by disbursement point using the Loan Period/Award Distribution code

Application. Optionally, you may enter the total amount requested (accepted) by the student.

- In the Eligibility fields, enter the amount(s) for which the student has qualified (the amounts offered).
- In the Awd Dist field, specify the award distribution rule.

If your institution is required to divide one-term loans into two equal disbursements and to delay first-time freshman loans for 30 days, you probably have an award distribution rule defined to accommodate these conditions.

Loans originated by awards processing (on an award screen or by the Batch Award process) will have the request type, award distribution

code and the eligibility and disbursement amounts carried over to the Loan screen.

4. On a parent PLUS loan, specify the parent ID, using PF2 to select from a list of existing parent IDs.
 - For a new parent ID, type the ID in the Parent field and then expand (PF9) to the Parent Information screen to create the parent record.
 - Supply the name, SSN and other information and press ENTER.
 - Press PF11 to return to the Loan detail window.

(If the student is a graduate student per the loan snapshot, the parent ID field is not displayed on the PLUS application window, and the borrower is assumed to be the student.)

5. Ensure that the Xmit value is correct, indicating whether the loan is to be processed manually (value M), electronically (E), or using a combination of both options. (The Xmit value defaults from the Processing entry set up in the Loan Types Table.)
 - Manual processing will make most fields updatable, so that you can enter amounts, dates, approval, changes and disbursement to keep track of the progress of the loan. If you are processing the application manually, but will process corrections and disbursements electronically, use A as the Xmit value.
 - Electronic processing will result in protecting much of the application data online, since the loan will be certified and updated in batch by the Certification program (WFLCRCLB) and Direct Loan Export program (WFDLNEXB).
6. Press PF9 in front of the Snapshot field to enter or check student information. When you have finished, press ENTER to save any changes, and then PF11 to return to the loan detail.

Typically the Snapshot data is supplied by the system from other files, and it is updated automatically until the loan is certified. At that point it remains as approved unless you update it manually. (However, once a PLUS loan has been created with an award amount, the student's class level cannot be updated in the snapshot to a level inappropriate to the borrower.)

7. When all pertinent values are in place, press ENTER to create the loan record. The system fills in the disbursement schedule under the Disbursements heading and defaults the promissory note and disclosure statement printing request to SS (COD prints and sends to student, per the setting on the Loan Type table).

Up to six disbursements are displayed. (A loan with more than six disbursement points should be put on hold, to prevent subsequent processing, and managed manually.)

8. Press PF11 to return to the Loan Summary screen, where you will see an entry for the loan, with a system-assigned loan ID and the current status. 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).

Graduate PLUS Loans. The student's class level (undergraduate or graduate) in the loan snapshot determines whether a PLUS borrower can be a parent or student. You can have a parent PLUS for an early part of the year and a graduate PLUS for a later part of the year provided both loans are not "open" at the same time—that is, one must be at least transmitted before the second one can be created/awarded.

►► To create a graduate PLUS loan while the student is still a senior:

1. Add a Direct PLUS loan on the Award>Loan Summary screen (per instructions beginning on page 2-66).
2. On the Direct PLUS detail window expand (PF9) the Snapshot heading and change the student's class to a graduate level. Press ENTER and PF11.
3. Enter loan data and press ENTER to create the application/origination.

Once a student becomes "mixed-level" (either because the class level has really changed or because it was manually updated in the loan snapshot), all PLUS loan increases and decreases *must* be managed from the Loan screens rather than from the Award screen.

PLUS Loan Credit Monitoring. The COD system-generated Credit Status (CS) record provides details regarding progress of PLUS loan applicants toward meeting credit requirements. Credit status information is displayed in the PLUS Credit window on a PLUS loan application.

►► To view PLUS applicant credit status information:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the PLUS loan entry and press PF9 to expand.
3. On the Direct PLUS detail window tab to the Credit heading and expand (PF9).

COD requires that all credit requirements be met before the loan can be disbursed – that is, the Requirements Met value in the PLUS Credit window must be Y. If the value is not Y, you should manage this disbursement requirement manually; for example, by placing a hold on the loan (see procedure on page 2-70).

Loan Corrections and Maintenance Procedures.

►► To maintain loan fees on a Direct loan:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand.
3. Press PF9 from the appropriate Dsb (disbursement point) field for the Loan Disbursement Detail window. Specify the fee amount and press ENTER.
4. Press PF11 to return to the loan detail window.

►► To adjust loan period or academic year dates:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand.
3. Type over loan period/academic year start or end dates as appropriate. To protect the dates against automatic recalculation, set the Lock field: A to lock the academic year, L to lock the loan period, B to lock both. Press ENTER.
4. Press PF11 to return to the loan detail window.

►► To certify a Direct loan online:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the application and press PF9 to expand.
3. Review the application detail for accuracy and completeness.
4. To approve, type A in the Ori field. Press ENTER.

When you approve the loan, the system enters the approved amount and approval date and posts an award for the loan if one does not already exist.

If you want approvals to take place in batch, the Ori field should remain blank.

►► If you need to deny a Direct loan or place it on hold (pending future developments, such as receipt of a needed document):

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand. Type D (deny) or H (hold) in the Ori field and press ENTER.

►► To increase eligibility amounts after a loan has been transmitted, create a new application. To record a decrease:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand.
3. Type the new loan total in the appropriate Eligibility field and the new disbursement amounts in the appropriate columns. Press ENTER.

▶▶ To cancel a loan that has not been transmitted:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand. Type X in the Chg field in the loan expansion window and press ENTER.

▶▶ To cancel a loan that has been transmitted.

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand.
3. In the loan expansion window, type 0 in the Eligibility field and 0 for each disbursement amount.
4. Press ENTER.

▶▶ To cancel a disbursement:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Select the loan entry and press PF9 to expand. In the Loan detail window, type the new loan total in the appropriate Eligibility field and type 0 in the Dsb field for the canceled disbursement. Press ENTER.

The system collects loan changes to be processed for transmittal, which you can view, modify or purge from the loan Corrections expansion window.

- ▶▶ To bring up the loan Corrections window, press PF9 in the Corrections expansion field on the Loan detail window (Award>Loan Summary expanded). To modify an entry, type over the values displayed and press ENTER. To purge an entry, press PF5 from the field, then ENTER to confirm. Press PF11 to return to the loan detail.
- ▶▶ To correct parent data for the parent associated with a PLUS loan:
 1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
 2. Select the PLUS loan entry and press PF9 to expand to the Direct PLUS detail window.
 3. Expand (PF9) the Parent field, and enter changes on the Parent Information screen. Press ENTER to process, then PF11 to return to the loan detail.

Changes to federally correctable parent fields (SSN, last name, first initial, date of birth) made by this route *do not* create correction (ECAR) records for subsequent federal Corrections Export processing. If federal corrections are needed, enter the parent data updates by way of the Student Demographic screen (see page 2-12).

Perkins Loans.

►► To enter a Perkins loan on the Loan Summary screen:

1. Go to the Loan Summary screen (Award>Loan Summary) with the student in context.
2. Tab to an empty line to the Loan Type input field. Type the Loan Type (N) and press ENTER.
3. In the resulting expansion window, provide the Eligibility amount and the Award Distribution and press ENTER.

Loan corrections may be made on the Loan screen or the Award screen.

- For the MPN type (the FINANCIER default, supporting current Education Department requirements), both the loan record and award record are adjusted in the amount of the change.
- For annual or term types, if the amount is changed on the Loan screen, the award is updated. If a correction is made to the loan amount on the Award screen, 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 (WFPMTB) 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 screen.)
- To cancel a Perkins loan, blank out the loan amount on the Perkins Loan detail window (expand the Perkins loan entry on the Loan Summary screen), or cancel the award on the Award screen (expand the Perkins award entry on the Award Summary screen). An annual or term note can then be voided. An MPN that covers any other loans should not be voided.

Tracking Disbursement Requirements

When batch and online packaging is complete, an institution typically runs the batch Disbursement Requirements Calculation (WFDSBCLB) to prepare for disbursement. The requirements calculation process determines the documents that must be submitted and FAO Checklist tasks that must be completed before students can receive disbursements. It also updates the current status of each requirement and posts the overall disbursement requirements status.

You can then use the Disbursement Requirements screen (Award>Disbursement Requirements) to review a student's requirements status, record the receipt of required documents, and set parameters that determine when requirements notifications are sent.

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

Disbursement Requirements -

10:16 AM

Student: 123456779 Abat, Robert
FAO: UG

The Disbursement Status is Complete when all Required Submissions and all FAO Checklist items are complete.

Disbursement status: 07/29/2015 Incomplete

Setting a disbursement status override in the Action field enables disbursement to take place regardless of status

Expand the Standard Documents heading for a detailed list of required documents.

-----Required Submissions-----

Standard documents 3 Not complete

-----Notification-----

Override/reason: _ _

Stop ARNs/include app reqmts: Y Y

Initial/follow/confirm format: F R C

Frequency/maximum: M 3

Start/stop: _ _

Most recent:

Checklist conditions must be satisfied to allow disbursement.

-----FAO Checklist-----

Academic status Adm

App status Com

Loan default Not in de

Grant repayment Does not owe repaymt

Notification parameters instruct the Disbursement Requirements Notification program (WFDRNNTB) whether to generate a letter.

Tab to appropriate value and press ENTER to select

Implementation

Standard document codes, the items on your FAO Checklist, and the conditions by which a requirement is assigned to a student are defined by your institution during implementation of FINANCIER and coded into the Disbursement Requirements Calculation routine. The worksheets that begin on page 2-79 and page 2-82 are provided to help you describe and organize these requirements.

To avoid unnecessary duplication, you should probably plan application requirements and disbursement requirements in tandem. Application requirements worksheets begin on page 2-30 and page 2-33.

Required Submissions

In the Required Submissions portion of the screen, you see the Standard Documents status, which remains Not Complete until all required documents have been posted as complete. The Standard Documents heading expands to display the list of required documents assigned to a student by the Disbursement Requirements Calculation process.

►► To add a document to the list of required submissions:

1. Go to the Disbursement Requirements screen (Award>Disbursement Requirements) with the student in context.
2. Tab to the position in front of the Standard Documents field and press PF9 for the expansion window, where each document is listed individually.
3. Tab to a blank line, using PF8 if needed to page to the bottom of the list.

Standard Documents						
Document	S	Reqd	Begin	Status	#Not	
A-RESP Aid notif response	Y	ST	1999	R 08/05/1999	0	
	Y	AY		—		
	N	ST		—		
	—	—		—		
	—	—		—		
	—	—		—		
	—	—		—		
	—	—		—		
	—	—		—		
	—	—		—		

Documents that the student must submit to support the application.

Whether the document affects the overall application status

How often the document must be submitted

Number of notifications sent

Status of the document (progress toward completion)

Press PF2 in the Document field for a list of documents, and select the one you need.

4. Enter values to describe the requirement, again using PF2 as needed.
 - In the Affects Status (S) field, indicate whether this document status affects the overall disbursement status (defaults to Yes).
 - In the Required field, indicate whether the document is to be submitted once per aid year (AY), or once for the student (ST).
 - In the Status field, set its current status (defaults to R—Required, not yet submitted).

Press ENTER when all values are in place.

- ▶▶ To mark a document as complete, or otherwise update its status:
 1. On the Disbursement Requirements screen, press PF9 in the Standard Documents expansion field.
 2. In the Status field on the expansion window, change the document status to C (complete) or other value as appropriate. Press ENTER.

When all documents required for disbursement are complete (or deleted or waived), the Standard Documents status on the main screen is changed to Complete.

- ▶▶ To delete a document that has been entered in error or is no longer needed, change its Status to D (delete). (The system won't allow you to delete a document that has been listed on a notification letter to a student.)
 1. On the Disbursement Requirements screen, press PF9 in the Standard Documents expansion field.
 2. In the Status field on the expansion window, set the document status to D. Press ENTER.

The deleted document will be removed from the list the next time the disbursement requirements calculation is invoked. This occurs automatically when you press PF11 to exit the window. Or you can press PF5 to invoke the calculation manually.

- ▶▶ To reevaluate the disbursement status, after you have changed the status of any disbursement requirement, press PF5 from the Disbursement Requirements screen. If all requirements are complete (or deleted or waived), the system resets the status to Complete. ***In particular, you should force a recalculation*** if you enter a change that should affect the status of an FAO Checklist item.

Disbursement Snapshots

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 updated to a non-blank value; depending on your implementation, snapshots may also be recorded by other processes, such as budget calculation. The batch Term Snapshot Calculation (WFTSSCLB) can be run to record snapshots systematically for all students.

- ▶▶ To see disbursement term snapshots, expand the Term Snapshot heading on the Disbursement Requirements screen. You can modify values as appropriate. (Term snapshots are also accessible from the Budget/Need Analysis screen on the Application menu.)

Notification Options

The fields in the Notification portion of the Disbursement Requirements screen enable you to control the printing of requirements notifications—letters sent to inform students of outstanding document requirements.

The values in the Notifications fields determine:

- whether to cease or continue printing application requirements notifications for this student (Stop ARNs fields)
- the format of notification letters (Initial/Followup/Confirm fields)
- how often letters are sent and how many may be sent (Frequency/Maximum fields)
- the first and last dates for sending (Start/Stop fields).

The defaults for most of these fields are set by the disbursement requirements calculation process. You may change these values to affect how and when future notifications are generated.

For mainframe printing, the Format values are linked to letter formats defined in the Notifications file. For information about this relationship, see the section “Setting Up Notifications Formats” on page 2-159.

Letters are generated in batch by the Disbursement Requirements Notifications program (WFDRNNTB), which extracts the requirements information and either prints the letters or prepares an extract file for input to a PC word processing system. For more information, see the section “WFDRNNTB (Disbursement Requirements Notification)” on page 3-64.

- ▶▶ To direct the system to roll all incomplete application requirements over to disbursement requirement letters, type Y in the Stop ARN field and Include App Reqmts field on the Disbursement Requirements screen. Press ENTER.
- ▶▶ To direct the system to generate a letter in the next requirements notification cycle, type P (Print) in the Override field on the Disbursement Requirements screen and press ENTER. Similarly, you can direct the system *not* to print a letter by setting the value to H (Hold).

The P or H value overrides the Notification program’s normal selection

processing (based on Frequency, Maximum and Start/Stop date settings).

- ▶▶ To print a notification on an attached printer, press PF6 from the Disbursement Requirements screen. (Your system must be set up to support this feature.)

Standard Documents Worksheet (Disbursement Requirements)

Instructions: Use this worksheet to identify all documents that could be required before aid can be disbursed. These are the values (codes) you will use when manually adding required documents for a student on the Disbursement Requirements screen. The information you provide will be used to assign required documents automatically and to calculate the disbursement requirements status of a student.

Examples are listed on the worksheet. Add and/or change as many codes as needed. For example, you might wish to use the code “ACCEPT” for Award Acceptance or a signed award letter. Remember that you may require documents based on a particular student characteristic (for example, tax returns for all independent students), or for those receiving a particular type of aid (for example, Perkins promissory note for all Perkins awards).

If your FAO Checklist for disbursement includes the item “Application status must be complete,” don’t include documents required for application on this disbursement list. Otherwise, list all documents required for disbursement, even those that are also defined as application requirements.

Supply the following information about each document:

Code

Unique alphanumeric code, up to 6 characters. You may define up to 216 documents.

Description

Description of document, up to 20 characters.

Required Of

Documents can be automatically requested of students based upon certain scenarios. List any conditions for which this document could be requested automatically (for example, all independent students).

Frequency Required

How often the document must be submitted.

AY (Once per aid year)

ST (Once per student)

Affects Overall Disbursement Status

Indicates whether the submission of this document will affect the student’s overall disbursement status. If a student’s aid cannot be disbursed unless this document has been submitted, use Y (Yes).

Y (Yes) N (No)

Standard Documents (Disbursement Requirements)

Code	Description	Required of:	Required Frequency	Affects Disb. Status
BIRTH	Birth certificate	_____	ST	Y

ISIR	Federal application	all aid applicants_____	AY	Y

NTAX98	Non-cust. tax return	_____	AY	Y

PTAX98	Parent tax return	dependent, selected for verification	AY	Y

STAX98	Student tax return	all aid applicants_____	AY	Y

U-APP	University application	all aid applicants_____	AY	Y

SELSRV	Selective Service Dc	_____	ST	Y

FRESHM	Freshman Interview	Year=FR from Federal data_____	ST	Y

Standard Documents (Disbursement Requirements)

Code	Description	Required of:	Required Frequency	Affects Disb. Status
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--
-----	-----	_____ _____ _____	--	--

Disbursement Requirements FAO Checklist Worksheet

Instructions: Use this worksheet to identify, for each FAO code you have defined, the events/conditions that must be achieved before aid can be disbursed to a student. The system will use this information whenever it calculates a student's disbursement status. Each FAO may have a separate checklist, or you may use the same checklist for multiple campuses. Typical checklist items used by client institutions are indicated below.

FAO(s) using this checklist:

FAO CHECKLIST

Event (up to 15 char.):

Required before aid can be disbursed:

Academic Status*

Display student's current academic status; pass or fail based on DRChklst function on FAO Status Decision Table.

Application Status

Must be complete. Display "Complete" or "Incomplete".

Loan Default

Loan Default field in transcript record must be N. Display "No default" or "Loans in default".

Grant Repayments

Grant Repayment field in transcript record must be N. Display "No repayments owed" or "Owes a repayment".

Overaward

Need-based aid must not exceed need. Display "Overaward" or "Not overawarded".

Satisfactory Academic Progress

Check SAP screen for status in the most recent term. Post and display values: "Satisfactory," "Failed SAP," "Probation" etc. Disbursement Process should check SAP for the term in which the disbursement is to take place.

* The DRChklst entries on the FAO Status Decision Table indicate (with a Y or N) whether a student's aid may be disbursed when the student has a particular academic status. The Disbursement Requirements FAO Checklist will be linked to the DRChklst entries in your Decision Table. Review your Academic Status Worksheet for appropriate values.

Disbursement Requirements FAO Checklist Worksheet (cont.)

Event (up to 15 char.):

Required before aid can be disbursed:

[illegible][illegible]

Processing Disbursements

Most disbursements are initiated by the batch Disbursement Process (WFDISBSB), which reads through the Awards file and (subject to override) 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.

Awards processing provides a means for handling individual and off-schedule disbursements: the D and P award transactions, which can be entered in batch by the Batch Award Process (WFAWARDDB), or online using the Award Summary/Award Processing screen. The D action posts the disbursement in FINANCIER and passes disbursement data to the Student Interface, so that your Student Accounts feed can create/post transactions. To process a D transaction, the Student Accounts feed flag on the fund must be set to Y or R.

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 work-study payments, if the Payroll office reports wages to Financial Aid, and the aid office reports them to Student Accounts. A use of the P transaction might be for posting an external loan which is paid directly to the student.

Technical Note. When a D transaction is entered online, the award processing program passes information to the Student Interface, which in turn calls the institution's Student Account interface routine to create and/or apply the update to Student Accounts. If this routine is set up to post the disbursement to Student Accounts in real time, the entire process is completed in real time, and the disbursement is posted in both FINANCIER and Student Accounts. However, if Student Account updates can be applied only in batch, Student Account files will be out of synch with FINANCIER until the batch update has been run. For more information, see "Technical Note: The Student Interface" on page 4-4.

- ▶▶ To disburse an award (on the Award Summary screen):
 1. Go to the Award Summary screen (Award>Award Summary) with the student in context.
 2. Tab to the expansion field in front of the award entry and press PF9.
 3. In the expansion window, type the D or P action code in the Action

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

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

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

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

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

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

Reviewing Awards Activity

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

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

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

Award Term Distribution and Award Disbursement Distribution

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

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

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

Award Term Distribution -

10:00 AM

Student: 123456779 Abat, Robert

FAO: UG

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

Distribution - Offered

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

Offer detail by term

Award Audit Display

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

Aid Need Evaluation

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

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

Aid/Need Evaluation - 10:57 AM

Student: 123456779 Abat, Robert
FAO: UG

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

Federal Grant Reporting

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

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

16 Federal Grant Reporting - 11:56 AM

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

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

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

Latest action request, reason and date *Date when award data was last sent to COD*

TEACH Action: Export: OrigAck: DisbAck:

Expand grant heading for report detail

Action: Export: OrigAck: DisbAck:

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

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

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

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

Student: 024888573 Balinger, Raphael J

Pell Reporting

Addtl Eligibility: _

 Actn: _ _

 Exported:
 OrigAck:
 DisbAck:

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

Set flags to hold or retransmit an origination or disbursement

Information as currently recorded in FINANCIER

Report as acknowledged

Information in transit, as reported

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

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

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

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

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

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

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

Information as currently
recorded in FINANCIER

Disbursements as
acknowledged

Disbursements in
transit, as reported

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

Additional Pell and TEACH

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

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

MANAGING FINANCIAL AID FUNDS

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

Setting Up Funds

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

Implementation

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

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

The fields under the Attributes heading describe basic characteristics.

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

►► To define a fund:

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

Attributes section of the screen, as appropriate. For federal loan funds, grant funds and work funds, specify the Aid Type, but *don't* enter an Aid Program value—the system will provide it.

You can expand the Aid Type field to specify the donor, employer or lender and enter related requirements.

3. Supply information needed for award, notification and disbursement processing in the Awarding, Aid Notifications and Disbursement sections of the screen (discussed below).
4. When all values have been entered, press ENTER.

Refer to Field Help (via PF2) for information about the purpose and values of each field. For your convenience, this information is also included in the instructions to the Fund Definition worksheet (page 2-106).

Awarding Attributes

The following procedures describe the use of the awarding controls on the Fund Attributes screen. Remember, you must press ENTER before you leave a screen to save any changes.

Activating a Fund and Enabling Awarding. Awards can be offered on a fund only if it is active and is defined to allow awards.

- ▶▶ To enable the offering of aid from a fund, enter A (active) in the Fund Status field and Y in the Allow Awards field on the Fund Attributes screen.

Besides awards funds from which aid is dispensed, you can define non-awarding funds (N in the Allow Awards field) for summary reporting and other special purposes. See the procedure for defining rollup funds (page 2-94) for an example of a nonawarding fund.

- ▶▶ To disable awarding, type Y in the Freeze Offers and/or Freeze Disbursements field on the Fund Attributes screen.

Setting the Allow Awards flag to N or the Fund Status to I 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, by running the Fund Rollover batch program (WFFNDRLB), but inactive funds are not.

Setting Fund Limits. You can set a maximum on 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:

1. On the Fund Attributes screen, set the Limit Awards flag to N (placing the limit on the net offer total) or G (limiting the gross offer total).

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

Fund Attributes - 03:56 PM

Fund: SCHOL Scholarship
FAO: UG

Name: Scholarship Acct: _____

-----Attributes-----

Aid source: P Aid program: T Fund status: _____
Aid type: G Transcript: _____ Freeze off/disp: _ _ Replaces FC: _
FISAP: _____ Limit awards: G Offsets Stf: _
Allow awards: Y

G Limit awards based on gross offer total
N Limit awards based on net offer total

(The net offer total is equal to the gross offer total, minus rejected offers and canceled offers.)

2. On the Fund Utilization screen (Funds>Fund Utilization), set the Offer Limit to the maximum total for awards from this fund.

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

Fund Utilization - 11:25 AM

Fund: SCHOL Scholarship
FAO: UG

Unduplicated

Offer limit:	500,000.00	<i>A maximum of \$500,000 in gross offers or net offers (depending on the Limit Awards value) can be awarded from this fund</i>
Offered (gross):	250,000.	
Cancelled:	2,000.	
Rejected:		
Offered (net):	248,000.	

If you set an offer limit, the Disbursement process (WFDISBSB) will check the available balance before processing a disbursement.

- To set a dollar limit on total disbursements from a fund, enter a Disbursement Limit on the Fund Utilization screen.
- To limit the size of a single award, enter the least amount and/or greatest amount in the Minimum/Maximum Award fields on the Fund Attributes screen.

►► To limit amounts that can be awarded to a single student:

- In a single year: enter the maximum that can be offered in the Program Annual field (Fund Attributes screen)
- Over the student's life: enter the maximum that can be offered altogether in the Life Max field (Fund Attributes screen)

Defining a Replacement Fund. In some situations it is useful to replace awards on one fund with awards on another fund. 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-for-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 probably 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.

In dollar-for-dollar replacement, the replacement is done by disbursement point; awards on a replacement fund affect only amounts for the same disbursement points in the preliminary fund. For example, if an offer on the replacement fund is for Fall only, only the Fall dollars on the preliminary fund are reduced.

►► To define a fund as a replacement fund, set its Replace flag (on the Fund Attributes screen) to A (absolute replacement) or D (dollar-for-dollar replacement), and specify the fund ID of the fund to be replaced.

In most cases, the preliminary fund (the fund to be replaced) would be set up as a nondisbursing fund, and the replacement fund would be set to disburse. See the instructions on page 2-95 for setting disbursement attributes.

Defining a Rollup Relationship. 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, which exists for inquiry and reporting purposes, is nonawarding. This capability is useful if you want to handle certain segments of the award recipient population individually, 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 non-awarding 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 specific 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. Typically the summary fund is a nonawarding fund, with Allow Awards set to N.
- Specify the summary fund ID in the Rollup field on each detail fund.

Aid Notification Attributes

With the Aid Notification fields on the Fund Attributes screen, you can control whether awards are listed on an aid notification, and in what order.

- ▶ To suppress printing of awards from the fund on aid notification letters, type N in the Print on notifications field on the Fund Attributes screen. (Awards will be printed if the value is Y or blank.)
- ▶ To specify a place in the order in which awards are listed on the notification, type the number in the Order field on the Fund Attributes screen.

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

-----Aid Notifications-----		-----Disbursement-----	
Print on notifications: _	Order: _	Student Accounts: Y 12222333344	
Awards on the fund are printed on aid notifications if the Print setting is Y or blank		Student Loans: _	
		Reqmts: _ _ _	
		Check: DStatus: _ SShot: _ CHrs: _	
		tations: NO	

Disbursement Attributes

In the Disbursements section of the Fund Attributes screen, you can distinguish disbursing and nondisbursing funds and set up requirements that must be fulfilled before aid can be disbursed from the fund.

- ▶ To enable the feeding of disbursements to the bursar or loans collection, set the Student Accounts or Student Loans feed flag to Y or R and specify the account number of the receiving account.
 - Use the Y value to allow disbursement by either the Disbursement process (WFDISBSB) or the Awards process (via the D award transaction, which can be entered online or applied in batch by WFAWARDDB).
 - Use the R value to restrict the fund to disbursement by the Awards process.
- ▶ To create fund-specific document requirements for disbursement, enter values in the Reqmts fields on the Fund Attributes screen. Type the code for the document or condition, its period (ST for one-time, AY for annual) and what it affects (A if it's required for disbursements from this fund only, S if it affects a student's total disbursement status). Examples of document requirements might include receipt of a work authorization for a job pro-

gram, or attending an entrance interview for a loan. The work authorization would have an annual (AY) period; the entrance interview a one-time (ST) period.

- ▶▶ To set other fund-specific disbursement requirements, use the Check fields on the Fund Attributes screen:
 - To allow disbursement only if a student's disbursement requirements are complete, type Y in the DStatus field
 - To require a "snapshot" match against student enrollment information for the terms being disbursed, type Y in the SShot field
 - For an institution that has implemented a clock-hour check, type Y in the CHrs field to include it as a disbursement requirement

Packaging Attributes

Packaging attributes are fund-specific settings that affect the selection of students and generation of awards by the batch Packaging Calculation program (WFPKPAKB).

- ▶▶ To enter packaging controls, tab to the expansion field labeled "Packaging attribs/restrictions" on the Fund Attributes screen and press Expand (PF9) for the Packaging Attributes window.

Fields in the Packaging Attributes window under the Selection Criteria label determine student eligibility for the fund. A student must meet all the conditions you set in order to be considered for an award.

- To select students based on the FAFSA receipt date, specify the cutoff date in the CPS Received Date field. Students with a receipt date equal to or prior to the date specified can be considered for awards.
- To select only students who are Pell eligible, type Y in the Pell Eligible field.
- To select students based on their family contribution level, type Y in the EFC Check field and specify the eligibility range in the Minimum and Maximum fields. For example, to limit the fund to students with EFC under 1500, enter 0 to 1499 as the range.
- To select students based on a document submission, enter the document ID in the Document Check field and specify all statuses that qualify. For example, to require the student to complete a grant application unless a waiver is in effect, enter the document ID for the grant application and specify statuses C and W. (If no statuses are specified, any status qualifies a student who has the document posted.)

- To exclude students based on a document, enter the document ID in the Document Check field and type Y in the Exclude field. Only students who do NOT have this document posted can be selected.

Under the Calculation Logic heading,

- Specify the Category which identifies the packaging routine to be used to calculate an award on the fund. Values should be defined for any aid program with unique logic.
- For the Pell fund, enter conditions under which a student should be awarded an estimated rather than an actual Pell: the Lifetime Eligibility Use range and time status. For example if the LEU range is 501 minimum and 550 maximum, students with LEU of 500 or less may receive an actual Pell; students of 501–550 may receive an estimated Pell; students over 550 get no award. The amount of the estimated award depends on the enrollment time status specified: full-time, half-time, etc.

Estimated awards are posted to the PELL-EST fund, which is set up to be replaced when an actual Pell is offered. See instructions on page 3-109.

- Specify the Award Action to be on award transactions generated by packaging.

Monitoring Fund Activity

FINANCIER provides three screens for viewing fund totals:

- Fund Utilization, to monitor offer and disbursement totals within a fiscal year, and to set limits on total offers and disbursements
- Fund Historical Trends, to track fund utilization over longer spans of time
- Fund Roster, to review a list of award recipients

In addition, you can record and review miscellaneous notes and significant events, and you can audit the changes made to critical fund data.

Fund Utilization

The Fund Utilization screen displays a fund's dynamically maintained offer and disbursement totals within a fiscal year. (You can press PF10 to change

the fiscal year in context.)

The screen title includes the fiscal year that is currently in context			Fund Utilization -	11:25 AM
Fund:	SCHOL	Scholarship		
FAO:	UG			
			Unduplicated Headcounts	
Offer limit:	500,000.00			
Offered (gross):	250,000.00		100	
Cancelled:	2,000.00		1	
Rejected:				
Offered (net):	248,000.00		99	
Accepted:	233,000.00		40	
Outstanding offers:	15,000.00			
Available to offer:	250,000.00			
Disbursement limit:	500,000.00			
Disbursed:	100,000.00			
Outstanding accepts:	133,000.00			
Available to disburse:	400,000.00			

Offer Limit: The maximum amount that can be offered from the fund, used to calculate the Available to Offer amount. (If the fund has no offer limit, the Available to Offer field is also blank.)

Offered (Gross): The total of all award offers processed on the fund.

Cancelled: Total offers that were made and withdrawn by the institution

Rejected: Total offers that were rejected by students.

Offered (Net): Gross offer total minus the sum of canceled and rejected offers.

Accepted: Amount of the net offers that has been accepted by students

Outstanding Offers: Offers that have not yet been accepted or rejected, calculated as the difference between net offers and accepted amount.

Available to Offer: The amount of uncommitted dollars in the fund, equal to the offer limit minus gross offers, if the Limit Awards value on the Fund Attributes screen is G, or net offers, if the Limit Awards is N.

Disbursement Limit: The maximum amount that can be disbursed from the fund, used to calculate the Available to Disburse amount. (If the fund has no disbursement limit, the Available to Disburse field is also blank.)

Disbursed: The total amount of aid that has been disbursed from the fund.

Outstanding Accepts: The offers yet to be disbursed, calculated as the total accepted less the total disbursed

Available to Disburse: The difference between the disbursement limit and the amount disbursed

Fund Historical Trends

The Fund Historical Trends screen summarizes a fund's utilization infor-

mation from the Fund file—offered, accepted and disbursed amounts, with a utilization percentage (disbursements divided by gross offers)—by fiscal year. There is a line of information for each of the most recent 15 years.

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 stored in the FISAP file.

Audit Information

Audit information includes a fund's event history, data maintenance history and miscellaneous notes that have been appended. You can view events, audit records and notes for a particular fiscal year or for all years of a fund's existence, and you can specify a begin date for the display. A future begin date positions the display at the latest entries.

Fund Event History. The Fund Event Display screen (Funds>Fund Event History) enables you to record and review events relative to the administration of your financial aid funds.

Your institution should establish the types of fund events that can be entered, by defining valid values for the field WW-AUDIT.WW-EV-TYPE.

►► To add an event to a fund's event history:

1. Go to the Fund Event Display screen (Funds>Fund Event History) with the fund in context.
2. Tab to the Add New Event field and press PF9.
3. Specify the event type (use PF2 for values) and supply a brief description. Press ENTER.
4. Press PF11 to return to the main screen.

To update, tab to and expand the item, overwrite the text and press ENTER, then PF11. To delete, expand and purge.

Data Audit. For data control purposes, critical fund information can be audited, meaning that an update causes an Audit file record to be generated, with the date of the update, the operator or process responsible, the field that was updated and the new value. A fund's data audit history is available on the Fund Audit Display screen (Funds>Fund Audit Display). Audit entries can be expanded for further detail.

Your institution can select fields for audit in the Fund file and Fund Packaging Information file. The flag that causes a field to generate an audit record is set in the field's Dictionary definition. For instructions on setting or removing an audit requirement on a field, see page 2-121 (Step 5 of the procedure for defining a field).

Notes. All fund screens provide access to FINANCIER's Notepad, where you can enter free-form notes about the fund in context. You can review and update notes on the Fund Notes Display screen (Funds>Fund Notes Display).

- ▶▶ To add a note for the fund in context on any fund screen:
 1. Press PF3 for the Notepad window.
 2. If useful, supply one or more tags to group notes for search purposes.
 3. Type the note text. (Notice that words do not wrap from line to line; use the Tab key after the last complete word at the end of a line to move to the next line.) When the text is complete, press ENTER.
 4. To exit the Notepad, press PF11.
- ▶▶ To review and update or delete fund notes:
 1. Go to the Fund Notes Display screen (Funds>Fund Notes Display) with the fund in context.

The first two notes for the fiscal year in context are displayed. To see all notes for a fund, type N (No) in the Limit Year field and press ENTER. Notes are presented in order by date.
 2. Locate the note to be modified. Change the fiscal year (in the Selection Box, via PF10) as needed, and use the Begin Date to specify a starting point within the year. Use PF7 and PF8 to navigate through the display.
 3. When the note is displayed, tab to it and press PF9 for the Notepad.
 4. To modify, type over the note text and press ENTER to update.

To delete, press PF5 to purge, then press ENTER to complete the delete operation. (To cancel, press PF11 instead of ENTER.)
 5. To exit the Notepad, press PF11.

Fund Management Worksheet

Instructions: Several types of fund-related information must be established before you can begin defining individual funds. Define values for the following fields as needed.

AID SOURCE

The Aid Source field indicates the general source of the aid. This information will be used during the packaging process. Do not alter the base system values listed below. If additional values are needed, please add below.

Code (1 char.)Description (up to 20 char.)

F Federal

I Institutional

P Private

S State

O Other

AID TYPE

The Aid Type is used in awarding and in the automated packaging process. It is linked to user-defined requirements and policies. Do not change these values, but you may add additional values below.

Code (1 char.)Description (up to 20 char.)

G Grant

J Job

L Loan

O Other resource

Fund Management Worksheet (cont.)

AID PROGRAM

The Aid Program field is used in packaging and awarding to control any specific processing that must be completed for a student. Please indicate any additional programs with special processing rules that you may have. It is not necessary to define programs for which there is no special processing (for example, a university short-term loan not requiring a promissory note). If you define additional values, remember that your institution is responsible for the additional programming required to process those values in packaging and awarding.

Code (2 char.)	Description (up to 20 char.)
----------------	------------------------------

DP	Direct Loan-PLUS
DS	Direct Loan-Sub
DU	Direct Loan-Unsub
DX	Direct Loan-Ext Uns
L	Institutional Loan
N	Perkins Loan (NDSL)
O	Off-campus Work
P	Pell Grant
S	Supplemental Grant
T	Tuition Waiver
V	Veteran's Benefits
W	Work/Study Work

FUND REQUIREMENTS

Aside from any standard documents required for disbursement, there may be other requirements associated with a particular fund, either imposed by the lender, donor or employer, or perhaps based on your institutional policy. For example, a donor may request a follow-up grade report for students awarded from the fund. You will use this list of values when defining individual funds.

Code (1 char.)	Description (up to 20 characters)
R	Submit grade roster to fund donor
T	Student must submit Thank You to donor
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fund Management Worksheet (cont.)

AWARD DISTRIBUTION CODES

The award distribution indicates how an award will be distributed across terms. Each fund may be assigned a default award distribution code. Examples are indicated below; you may change them as necessary.

Code (1 char.)	Description (up to 20 characters)
----------------	-----------------------------------

A	Even AcadYear split
---	---------------------

1	All in Fall
---	-------------

2	All in Winter
---	---------------

3	All in Spring
---	---------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

PROMISSORY NOTE FORMAT

For funds requiring a promissory note, you will need to identify the appropriate format. Examples are indicated. Identify any others your institution may need. Remember that your institution is responsible for any programming needed to accommodate additional formats.

Code (1 char.)	Description (up to 20 char.)
----------------	------------------------------

C	Common format
---	---------------

N	Perkins
---	---------

_____	_____
-------	-------

_____	_____
-------	-------

WORK AUTHORIZATION FORMAT

For job funds that require a work authorization, you will need to identify the format of the authorization.

Code (1 char.)	Description (up to 20 char.)
----------------	------------------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Fund Definition Worksheet (Instructions)

You should complete a separate Fund Definition Worksheet for each fund. There are separate worksheet formats for loans, grants, jobs and other resources, since each requires a different expansion window of information. It may be necessary to skip the expansion windows until the fund-related external entities (lenders, donors, employers) can be added to the system. Follow the descriptions and instructions for individual fields provided here when completing the worksheets.

Fund ID (up to 9 characters)

Provide a unique, alphanumeric ID.

Fund Name (up to 30 characters)

Indicate the fund name.

Acct. # (2 fields, each up to 15 characters)

The financial accounting system number(s) to which the fund should be linked (optional).

ATTRIBUTES

Aid source (1-character field)

The general source of this fund (for example, Federal or State); refer to your Fund Management Worksheet to determine the appropriate value.

Aid type (1-character field)

The type of fund (i.e., grant, job, or loan); refer to your Fund Management Worksheet for the appropriate value.

Aid program (2-character field)

The aid program with which the fund is associated (i.e., Pell, Work Study); refer to your Fund Management Worksheet for values.

Transcript (5-character field)

For funds to be reported on financial aid transcripts, to the Clearinghouse or to the NSLDS (i.e., Pell, Direct Loans, Work Study), indicate here the code by which awards from this fund should be identified. Refer to your Transcript Worksheet for your institution's values.

FISAP (5-character field)

For federal funds, indicate here the code by which the fund should be identified in FISAP reporting.

AWARDING

Fund Status (1-character field)

Indicate whether the fund has active (A) or inactive (I) status.

Freeze off/disb (two 1-character fields)

You can leave these fields blank until you decide to stop making offers and disbursing from this fund (Y or N to have the system freeze activity).

Limit awards (1-character field)

Use this field to indicate if awards should be limited based on the gross offer total (G) or the net offer total (N). Leave the field blank if you do not wish to limit awards.

Fund Definition Worksheet (Instructions) (cont.)

Allow awards (1-character field)

Indicate whether awards can be made to students directly from this fund (Y/N). If Y, complete the other fields under the Awarding heading. Otherwise, leave them blank.

Replace (1-character and 9-character fields)

Indicate the award fund (in the 9-character field) that this fund should replace and whether it should be an absolute replacement (A), regardless of the amount of the original offer, or a dollar-for-dollar replacement (D), in which case only a portion of the original award may be replaced.

Roll-up (9-character field)

If necessary, you can define secondary and master level funds. Activity from multiple secondary-level funds can be “rolled up” to a higher-level, or master fund. This may be especially helpful when you have different disbursement requirements for certain subsets of students (for example, incoming freshmen) receiving a particular type of aid. By defining lower level funds with separate disbursement requirements, you can award students from these secondary funds and have reporting driven from the master level. When defining a lower level fund that will be “rolled up” to another fund, indicate the Fund ID to which activity in the fund you are defining should be “rolled up.” When defining a higher level fund to which other funds will roll, leave this field blank.

Meets need (1-character field)

Indicate if awards from this fund meet need (Y/N).

Replaces FC (1-character field)

Indicate if any awards from this fund can replace family contribution. Values are N (does not replace FC), P (replaces PC only), S (replaces SC only), and F (replaces PC or SC). The field may also be left blank if awards will not replace any portion of FC.

Offsets Stf (1-character field)

Indicate if the award will offset the student’s Stafford eligibility (Y/N).

Dflt distrb (1-character field)

Indicate the default award distribution, if any, for awards from this fund. Refer to your Award Distribution Code Worksheet for values.

Minimum/maximum award (two 5-character fields)

Indicate the minimum and/or maximum amount, if any, that can be awarded to the student from this fund. (May be left blank.)

Program ann/life max (two 5-character fields)

Indicate the annual and the lifetime program maximum per student, if any. These fields may be left blank.

Fund Definition Worksheet (Instructions) (cont.)

AID NOTIFICATIONS

Print on notifications (1-character field)

Indicate whether awards from this fund should be printed on the student's aid notification, AN (Y/N).

Order (1-character field)

Indicate the order in which this fund should print on the AN.

DISBURSEMENT

Student Accounts (1-character and 15-character fields)

In the first field, indicate if amounts from this fund will be disbursed to Student Accounts (Y/N/R=requires indep release). If Y, identify in the second field the Student Accounting sub-account number to which disbursement will be made.

Student Loans (1-character and 15-character fields)

In the first field, indicate if amounts from this fund will be disbursed to Student Loans (Y/N). If Y, identify in the second field the Student Loans sub-account number to which disbursement will be made.

Check disbursement status (1-character field)

Indicate whether the disbursement status for awards from this fund should be checked (Y/N). The disbursement program will only check the disbursement status for awards from funds that have this field set to Y.

Requirements (two sets of 5-, 2- and 1-character fields)

You may define up to two disbursement requirements for a fund. If you do so, any awards from the fund will automatically carry these disbursement requirements (e.g., ISIR, BIRTH, DRUG). Refer to your Standard Documents Worksheet for your institution's fund requirement codes and descriptions. For each requirement, indicate the document code (for example, STAFF), the frequency with which the document is required (AY or ST), and whether the requirement affects the student's overall disbursement status (S) or only awards from this fund (A).

Fund Definition Worksheet (Instructions) (cont.)

LOAN EXPANSION WINDOW

Lender (9-character field)

Identify the Lender ID associated with this loan. Refer to your Lender Definition Worksheet for your institution's values.

Requirements (three 1-character fields)

Enter up to three loan fund requirements. Refer to the Fund Requirements section of your Fund Management Worksheet for values.

Prom Note format (1-character field)

Identify the format to be used for this loan's promissory notes. Refer to the Promissory Note Format section of your Fund Management Worksheet for your institution's values.

Electronic format (1-character field)

Indicate the electronic format for the loan. Base system values are C (Common format) or D (Direct Loan format).

Origination charge (1-character field)

Indicate whether the origination charge is a percentage, fee or some combination of the two. Values are F (Flat fee), M (Percentage with minimum fee), P (Flat percentage) and X (Percentage with maximum fee). Be sure to also indicate the percentage and/or fee (zz.zz/z,zzz).

Interest rate (4-character field)

Indicate the interest rate for the loan (zz.zz).

Fund Definition Worksheet (Instructions) (cont.)

GRANT EXPANSION WINDOW

Donor (9-character field)

Identify the Donor ID associated with this grant. Refer to your Donor Definition Worksheet for values.

Requirements (three 1-character fields)

Enter up to three fund requirements. Indicate any requirements (other than disbursement requirements) associated with this grant. Refer to the Fund Requirements section of your Fund Management Worksheet for values.

JOB EXPANSION WINDOW

Employer (9-character field)

Identify the Employer ID associated with this job. Refer to your Employer Definition Worksheet for values.

Requirements (three 1-character fields)

Enter up to three fund requirements. Indicate any requirements (other than disbursement requirements) associated with this job. Refer to the Fund Requirements section of your Fund Management Worksheet for your institution's values.

Authoriz. format (1-character field)

Indicate the type of work authorization format associated with this job. Refer to the Work Authorization Format section of your Fund Management Worksheet for your institution's values.

OTHER RESOURCE EXPANSION WINDOW

Requirements (three 1-character fields)

Enter up to three fund requirements. Indicate any requirements (other than disbursement requirements) for this resource. Refer to the Fund Requirements section of your Fund Management Worksheet for values.

Fund Definition Worksheet (Loans)

FY_____ Fund Attributes			
Fund ID: _____			
Name: _____		Acct: _____	
-----Attributes-----		-----Awarding-----	
Aid source: _	Aid program: _	Fund status: _	Meets need: _
Aid type: L	Transcript: _____	Freeze off/disb: _	Replaces FC: _
FISAP: _____		Limit awards: _	Offsets Stf: _
-----Aid Notifications-----		Allow awards: _	
Print on notifications: _	Order: _	Replace: _	_____
-----Disbursement-----		Roll-up: _____	Dflt distrb: _
Student Accounts: _		Minimum/maximum award: _____	
Student Loans: _		Program ann/life max: _____	
Reqmts: _			
Check: DStatus: _		Packaging attribs/restrictions:	
SShot: _		CHrs: _	

Fund Utilization Screen fields (Complete only if Limit Awards = N or G)	
Offer Limit:	_____
Disbursement Limit:	_____

Loan Expansion Window	
Lender:	_____
Requirements:	_ _ _
Prom note format: _	Origination charge: _
	Pct: _____ Fee: _____
Electronic format: _	Interest rate: _____

(Note: Lender IDs should be set up in the External file—see worksheet on page 2-118)

Fund Definition Worksheet (Grants)

FY_____ Fund Attributes			
Fund ID: _____			
Name: _____		Acct: _____	
-----Attributes-----		-----Awarding-----	
Aid source: _	Aid program: _	Fund status: _	Meets need: _
Aid type: L	Transcript: _____	Freeze off/disb: _ _	Replaces FC: _
	FISAP: _____	Limit awards: _	Offsets Stf: _
-----Aid Notifications-----		Allow awards: _	
Print on notifications: _ Order: _		Replace: _ _____	
		Roll-up: _____ Dflt distrb: _	
-----Disbursement-----		Minimum/maximum award: _____	
Student Accounts: _ _____		Program ann/life max: _____	
Student Loans: _ _____			
Reqmts: _____			
Check: DStatus: _ SShot: _ CHrs: _		Packaging attribs/restrictions:	

Fund Utilization Screen fields (Complete only if Limit Awards = N or G)
Offer Limit: _____
Disbursement Limit: _____

Grant Expansion Window
Donor: _____
Requirements: _ _ _

(Note: Donor IDs should be set up in the External file—see worksheet on page 2-118)

Fund Definition Worksheet (Jobs)

FY_____ Fund Attributes			
Fund ID: _____			
Name: _____		Acct: _____	
-----Attributes-----		-----Awarding-----	
Aid source: _	Aid program: _	Fund status: _	Meets need: _
Aid type: L	Transcript: _	Freeze off/disb: _	Replaces FC: _
	FISAP: _	Limit awards: _	Offsets Stf: _
-----Aid Notifications-----		Allow awards: _	
Print on notifications: _	Order: _	Replace: _	Roll-up: _
-----Disbursement-----		Dflt distrb: _	
Student Accounts: _		Minimum/maximum award: _	
Student Loans: _		Program ann/life max: _	
Reqmts: _			
Check: DStatus: _		Packaging attribs/restrictions:	
SShot: _		CHrs: _	

Fund Utilization Screen fields (Complete only if Limit Awards = N or G)	
Offer Limit:	_____
Disbursement Limit:	_____

Job Expansion Window
Employer: _____
Requirements: _ _ _
Authorization format: _

(Note: Employer IDs should be set up in the External file—see worksheet on page 2-118)

Fund Definition Worksheet (Other Resources)

FY_____ Fund Attributes			
Fund ID: _____			
Name: _____		Acct: _____	
-----Attributes-----		-----Awarding-----	
Aid source: _	Aid program: _	Fund status: _	Meets need: _
Aid type: L	Transcript: _____	Freeze off/disb: _ _	Replaces FC: _
	FISAP: _____	Limit awards: _	Offsets Stf: _
-----Aid Notifications-----		Allow awards: _	
Print on notifications: _		Order: _	Replace: _ _____
		Roll-up: _____	Dflt distrb: _
-----Disbursement-----		Minimum/maximum award: _____	
Student Accounts: _ _____		Program ann/life max: _____	
Student Loans: _ _____			
Reqmts: _____			
Check: DStatus: _		SShot: _	CHrs: _
Packaging attribs/restrictions:			

<p style="text-align: center;">Fund Utilization Screen fields</p> <p style="text-align: center;">(Complete only if Limit Awards = N or G)</p> <p>Offer Limit: _____</p> <p>Disbursement Limit: _____</p>

<p style="text-align: center;">Other Resources Expansion Window</p> <p>Requirements: _ _ _</p>

ENTERING AUXILIARY INFORMATION

Besides the records that are directly involved in the awarding and disbursing of aid, FINANCIER stores basic address and contact information for related external entities: other institutions, lenders and guarantors, student employers, fund donors and parents. These “external” records provide selection 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 External Records

In many cases, you must have the proper external records in place in order to complete some loan, fund management and other functions. For example, before you can enter transcript detail for an aid program, you must have a record on file for the institution that offered the aid. Table 2-3 describes how external records support related financial aid functions.

Table 2-3: External Record Relationships

To perform this function:	You must have records of this type available:
Enter transcript detail for an aid program (Financial Aid Transcript screen)	Institution
Specify the lender on a student loan (Loan screen) Associate a lender with the fund for a loan program (Fund Attributes screen) Associate a lender with a loan type (Loan Types Table screen)	Lender
Specify the guarantee agency for a student loan (Loan screen) Associate a guarantee agency with a loan type (Loan Type table screen)	Guarantor
Associate an employer with the fund for a work program (Fund Attributes screen)	Employer
Associate a fund donor with the fund for a grant program (Fund Attributes screen)	Fund donor
Associate a student and parent (Demographic Information screen) Retrieve parent information for a PLUS loan (Loan screen)	Parent

Adding External Information

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 from another source. You can also enter information manually using the screens on the External (Extnl) menu.

Since all external records are stored in a single file (the External file, WW-EXTERNAL), they are distinguished by type (institution, parent, etc.) There is a screen for each external type.

- ▶▶ To add a record for an external entity (using an institution as an example):
 1. Select the screen for the type of record to be added (Extnl>Institution Information) and press ENTER.
 2. Assign the External ID in the selection window and press ENTER. (The ID must be unique within the external type.)
 3. Fill in the name, address and contact information. There may also be

```

      Institution Information
ID:          00004
Name:        Sanguine College_____
Contact:     _____
Address:     _____
              _____
              _____
              _____ Ph#: _____
E-mail:      _____

```

type-specific fields; for example, the Parent screen contains PLUS loan information fields. Press ENTER.

Parent Corrections. Updates made directly on the Parent Information screen (Extnl>Parent) to the parent SSN, name and date of birth do *not* create federal corrections; the message “No fed corrections” is displayed to remind you of this. Use the Student Demographic screen to register federal corrections to these fields, by expanding (PF9) on the first Parent field (for father) or second Parent field (for mother).

- ▶▶ To select an external record for update:
 1. Select the screen for the external type from the External menu.
 2. Use the search capability in the selection window: press PF2 from the External ID field for a list of records of that type, locate and tab to the entry and press ENTER.

Audit Information

You can record significant events and maintain miscellaneous notes relative to parents, lenders etc., and you can audit the changes made to external data. You can view events, audit records and notes for a particular aid year or for all years, and you can specify a begin date for the display. A future begin date positions the display at the latest entries.

Event History. The External Event Display screen (Extnl>External Event History) enables you to record and review events involving business relationships. Your institution should establish the types of events that can be entered for parents, lenders, etc. by defining valid values for the field WW-AUDIT.WW-EV-TYPE.

- ▶▶ To add an event for the parent, lender etc. in context, expand (PF9) the Add field on the Event Display screen; to update an existing event, tab to the entry and expand. To delete, expand and purge.

Data Audit. Parent and other external information can be audited, meaning that an update causes an Audit file record to be generated, with the date of the update, the operator or process responsible, the field that was updated and the new value. The data audit history is available on the External Audit Display screen (Extnl>External Audit Display). Entries can be expanded for further detail.

Your institution can select any External file field for audit. The flag that causes a field to generate an audit record is set in the field's Dictionary definition. For instructions on setting or removing an audit requirement on a field, see page 2-121 (Step 5 of the procedure for defining a field).

Notes. All External screens provide access (via the PF3 key) to FINANCIER's Notepad, where you can enter free-form notes about the parent, lender, etc. in context. You can review, update and delete notes on the External Notes Display screen (Extnl>External Notes Display).

Implementation

The worksheet that begins on page 2-118 will help you plan what external information should be entered into FINANCIER.

External Entities Worksheet

Instructions: The External file contains information on other Institutions, Lenders/Service-ers, Guarantee Agencies, On-Campus and Off-Campus Employers, Fund Donors, and Parents, for use in setting up funds, processing loans and other functions. During your planning you should discuss whether this type of information must be entered manually in FINANCIER or, if it is already available elsewhere, whether it must be converted or can be accessed in its current location via an I/O routine.

The External ID, by which each record is identified, has a maximum of 9 characters. For each external type, you can use any convenient numbering scheme. For example, you might want to use federal IDs for institutions, tax IDs for lenders, social security numbers for parents, department numbers for on-campus employers, fund ID plus a sequential number for fund donors—whatever.

The following information may be stored for an external entity:

- ID (9-character field)
- Name (up to 30 characters)
- Phone (10 digits)
- Address line 1 (up to 35 characters)
- Address line 2 (up to 35 characters)
- City (up to 20 characters)
- State/Province (2 characters)
- Zip/Postal code (up to 10 characters)
- Country (up to 15 characters)
- Contact (up to 30 characters)
- E-mail address (up to 50 characters)

Example:

ID: 123456789
Name: WolffPack Foundation
Phone: 716-555-1212
Address: 123 Wolff Plaza
Suite 6789
Rochester, NY 14444-6789
USA
Contact: Rachelle Smith
E-mail: r_smith@WP.org

External Entities Worksheet (cont.)

ID:	_____
Name:	_____
Phone:	_____
Address:	_____

Contact:	_____
E-mail:	_____

ID:	_____
Name:	_____
Phone:	_____
Address:	_____

Contact:	_____
E-mail:	_____

ID:	_____
Name:	_____
Phone:	_____
Address:	_____

Contact:	_____
E-mail:	_____

ID:	_____
Name:	_____
Phone:	_____
Address:	_____

Contact:	_____
E-mail:	_____

MAINTAINING SYSTEM DATA

This section is addressed to the implementation team and technical staff responsible for ensuring that FINANCIER is set up to serve the institution's needs. It contains instructions on using FINANCIER's system screens in order to maintain the Dictionary, security records and system tables.

Maintaining the Dictionary

The Dictionary contains field definitions that describe the content and use of FINANCIER data elements for documentation and value editing purposes. A field definition provides information about the length and format of a field and may include Field Help text (for display when an operator presses PF1 from the field), values (for display via PF2), and instructions for special processing that must be performed when the field is updated.

If you are adding a new field to your system, you will want to define its technical characteristics and Help information in the Dictionary.

Security Note

Only operators with Write access to the Dictionary can add, delete or modify a Dictionary definition.

Defining a Field

►► To enter or update a field definition:

1. Go to the Dictionary screen (System>Dictionary).

This brings up the Header Information screen. You must create a Header record for a field before you can add values or Help text.

2. Identify the field, using PF2 to select the File PDA name and Field ID.

The screenshot shows the 'Header Information' screen with a 'WF-LOANAPP Field List' pop-up. The main screen has fields for File (WFLOAPPD), Field (empty), Heading, Edit mask, Fmt/Lngth, Maintenance, Values exist (FALSE), Value list use, Use values from (File, Range, Field, Srch), and Utility Updates. The pop-up lists various field IDs like WF-AID-YEAR, WF-FAO, WF-LA-A-ACK, etc. An arrow points from the 'Field:' field in the pop-up to the 'Field:' field in the main screen.

Header Information	
File: WFLOAPPD	
Field: _____	
Heading: _____	SA
Edit mask: _____	DS
Fmt/Lngth: _____	DE
Maintenance: _____	
Values exist: FALSE	De
Value list use: _____	
Use values from:	
File: _____	Range: _____
Field: _____	Srch: _____
-----Utility Updates-----	
_____	_____
_____	_____
_____	_____

WF-LOANAPP Field List

- WF-AID-YEAR
- WF-FAO
- WF-LA-A-ACK
- WF-LA-A-ACK-DATE
- WF-LA-A-ACT
- WF-LA-A-ACT-DATE
- WF-LA-A-ACT-RSN
- WF-LA-A-AMT1
- WF-LA-A-AMT2
- WF-LA-A-AMT3
- WF-LA-A-END-DATE
- WF-LA-A-PHASE
- WF-LA-A-PHASE-DATE
- WF-LA-A-SEQ1
- WF-LA-A-SEQ2
- WF-LA-A-SEQ3

If this is a new entry, press ENTER.

3. Enter or update the field characteristics. At a minimum the entry should include a Heading (descriptive name), Format (data type) and Length. If the display format includes characters such as commas or hyphens, you may wish to specify the Edit Mask.
4. Some value information may be added on the header:
 - To define values by reference – apply the value list defined for another field to this field – provide the File PDA name and Field ID of the reference field (under the label “Use values from”).
 - To define a range of values (such as 01-99), specify the lower and upper limits in the Range field.
5. In the Utility Update fields, set any special processing flags that apply: A if maintenance of the field should be system-audited; C if the field is involved in calculating financial aid need.
6. When you have entered all pertinent information, press ENTER to add or update the field definition.

7. Add valid values and/or Help text as needed. (For detailed instructions, see “Maintaining Field Help” on page 2-122 and “Maintaining Values” on page 2-123).

Definitions of Federal Data and Direct Loan Fields. Federal data fields that should generate EDE corrections when they are updated have their SAR field numbers specified in the Dictionary. Direct loan fields have a DSL or DPL field number. Dictionary entries for all such fields are provided by WolffPack and should not be changed.

ID Field Definitions. Certain key fields, such as Student ID and Fund ID, are used by FINANCIER to provide the selection lists that are available via the PF2 key in a selection window. For example, pressing PF2 from the Student ID field in the Student selection window for the Student screens brings up a list of all students in FINANCIER.

Fields that require this selection list capability are defined in the Dictionary with a value in the Srch (Search) field. Don’t change a Srch value, as this would interfere with the proper functioning of the retrieval mechanism.

Maintaining Field Help

Once a Dictionary entry has been created, you can enter Help text from the Dictionary screen, or “on the fly” from a financial aid screen on which the field is located.

- To add Help text from the Dictionary screen:

1. With the file and field identified, tab to the Description expansion field

Header Information	
File: WFLOAPPD	Description
Field: WF-NEW-FIELD_____	Values list

and press PF9.

The system displays existing Help Text, if any.

2. Press PF9 again for an editable window. Type the Help description on the lines provided, typing over existing text to replace it. To avoid splitting words between two lines, use the Tab key after the last word on each line. When the description is complete, press ENTER.
3. Press PF11 to return to the Dictionary screen.

►► To add Help text from a financial aid screen on which the field appears:

1. From the field for which Help is to be entered or modified, press PF1.
The system displays the existing Help Text, if any.
2. Press PF9 for an editable Help window. Type the Help description on the lines provided, typing over existing text to replace it. Use the tab key after the last word that fits on a line to continue on the next line. When the description is complete, press ENTER.
3. Press PF11 to return to the original screen.

Maintaining Values

You can define valid values for a field from the Dictionary screen, or “on the fly” from a financial aid screen on which the field is located.

►► To add values from the Dictionary screen:

1. With the file and field identified, tab to the Values list expansion field

Header Information	
File: WFREQMTD	Description
Field: WF-RE-DOC-ST-DOC_____	Values list

and press PF9.

The system displays existing values or a message that none have been defined. For example, with WFREQMTD (Requirements file) and WF-RE-DOC-ST-DOC (Standard Documents field ID) in context, you retrieve the list of standard documents that have been defined for use in setting application requirements.

2. Press PF9 again for the value input window. Enter the Value (the literal content) and press ENTER.

Value Information	
File: WFREQMTD	
Field: WF-RE-DOC-ST-DOC_____	
Value: _____	
Definition: _____	
Federal value: _____	

For example, to add a value for state tax return to the list of standard documents, you might enter a code such as St-Tax as the Value.

3. Type the Definition (what the value means). Press ENTER.

For example, the Definition for the St-Tax value would be State Tax Return.

4. Press PF11 to return to the Dictionary screen.
- To add values from a financial aid screen on which the field appears.
1. From the field for which values are to be defined or modified, press PF2.
The system displays the existing value list, if any.
 2. Press PF9 for the value input window. Enter the Value (the literal content) and press ENTER.
 3. Enter or type over the Definition (what the value means). Press ENTER.
 4. Press PF11 to return to the financial aid screen.

Deleting a Dictionary Definition

- To delete the header and all associated values:
1. On the Dictionary screen, identify the field by File PDA name and Field ID.
 2. Press PF5 (purge).
A message instructs you to press ENTER to confirm.
 3. Press ENTER to delete the Dictionary entry or PF11 to cancel without deleting.

Technical Note: Non-Database Field Definitions. Some screen fields, such as the GDA fields in selection windows, are not associated with actual database fields. FINANCIER stores Help text and value edit information for such fields by means of an ersatz “file” that is Dictionary-defined but has no physical counterpart. For example, Help for the Student ID in the Student Selection window, which corresponds to GDA field ##SID, is defined via the System Variables “file” WW-SYSVARS (WWSYSVRD) and “field” WW-GDA-SID. The same mechanism is used to store text in the Dictionary for Screen Help (via file ID WWSHELPD), batch parameter documentation (WWPHELPD) and year-specific ISIR comment code translations (WFICOxyD).

Maintaining Security

FINANCIER security controls access to the online system. To set security, you define a user profile for each operator or group of operators with the same access requirements. The user profile dictates the level of access (write, read or none) allowed to each FAO, screen and file in the system.

- Write access allows the user to view and update information
- 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 Read or Write access, no access is permitted.

FAO Security

FAO security enables you to restrict an operator to the records of specified financial aid offices. For example, for a Graduate School aid counselor, you might wish to assign write access to the records of the Graduate School FAO, read-only access to the records of the Undergraduate FAO and no access to other FAOs.

Screen Security

Screen Security enables you to restrict an operator to certain screens. For example, an aid counselor might need write access to application and award screens, read access to student information screens and fund screens and no access to system screens.

File Security

File Security enables you to restrict an operator to specified files. For example, only the person responsible for administering security should have write access to the Security file, and only those responsible for Dictionary maintenance should have write access to the Dictionary.

The system always abides by the most restrictive security defined for the user. If an operator has read-only access to a file, but write access for the screen on which it is displayed, the operator will be able to view the information on the screen, but not update it. If the operator has *no* access to the file, any fields from that file would remain blank on the screen.

Entering Security Information

Use the User Definition screen to add a user profile and set FAO security for an operator. Once the user definition has been entered, set the operator's screen security and file security using the corresponding Screen Security and File Security screens.

- ▶▶ To go to a security screen, select Security Maintenance from the System menu, and then User Definition, Screen Security or File Security from the Security Maintenance menu.
- ▶▶ To add a new user or modify user characteristics:
 1. Select User Definition from the Security Maintenance menu.
 2. Type the user ID and press ENTER. To retrieve an existing user definition when you're not sure of the user ID, you can use the PF6 key to page through the records.
 3. Complete these fields:
 - In the User Name field, enter an operator name or description (such as UG Operator 1). If the FINANCIER user ID is different from the operating system user ID, specify the password that the operator must use to sign on to FINANCIER.
 - As the Default FAO, specify the FAO that should be in context when the operator signs on.

Typically this operator will use the printer associated with the default FAO. You can use the Print Route feature to assign a different printer.

User Definition

User Id: FINOP001Password: PASSWORD_

User name: FINANCIER system operator_____

Default FAO: UGPrint Route: _____

-----FAO Security-----

FAO R/W	FAO R/W	FAO R/W	FAO R/W
** W	— —	— —	— —
— —	— —	— —	— —
	— —	— —	

Other limitations: _Group: _____

Identify the user, default FAO and (if necessary) password

Set FAO security

4. Establish the operator's FAO security: add each FAO code and indicate the type of access (R for read, W for write or N for no access). If the

user is to have the same level of access to all FAOs you may enter ** to represent all codes.

5. Press ENTER.
6. Proceed to define the operator's screen security and file security.

►► To set screen security:

1. Select Screen Security from the Security Maintenance menu.
2. If no user ID is in context, specify the user ID and press ENTER. (You can use the PF6 key to locate the user record.)
3. Set the access level (W for write, R for read, blank or N for none) for each screen. If the operator should have the same level of access for *all* or *most* screens, set the level for all screens, then reset the level on individual screens as needed.

The screenshot shows a terminal window titled "Screen Security". Inside, it displays "User Id: FINOP001" and a "Submenu" list with the following items: "Student Information", "Application Processing", "Awarding", "Fund Management", "External Information", "Institutional", "System Control", and "Utility Functions". At the bottom, it says "Set all screens: W". Two callout boxes are present: one pointing to the "Submenu" list with the text "For setting access to each screen individually", and another pointing to the "Set all screens: W" line with the text "For setting security on all screens to the same access level".

- To set the same level of access for all screens at once, specify the level in the Set All Screens field and press ENTER. (Note: Any previous settings are overwritten if you use this function.)
- To set access for an individual screen, tab to the appropriate submenu and press PF9. Set the level for each screen on the resulting list and press ENTER. (For additional menus, labeled in yellow, you must first tab to the menu and press PF9 to expand.)

If you don't use the Set All Screens function, be sure to set the appropriate access on each individual screen.

►► To set file security:

1. Select File Security from the Security Maintenance menu.
2. If no user ID is in context, specify the user ID and press ENTER. (You can use the PF6 key to locate the user record.)
3. Set the access level (W for write, R for read, blank or N for none) for each file. If the operator should have the same level of access for *all* or *most* files, set the level for all files: specify the level in the Set All Files field and press ENTER. Then reset the level on individual files as needed.

If you don't use the Set All Files function, be sure to set the appropriate access for each individual file.

File Security					
User Id: FINOP001			Set all files: _		
	R/W/N		R/W/N		R/W/N
Students	W	ADD Applicants	W	Awards	W
NSLDS	W	AidYear Summary	W	Loan Application	W
Aid Transcripts	W	Requirements	W	Loan Disbursement	W
		CPS Information	W	FISAP	W
		Federal Data	W		
Dictionary	W	CSS Data	N	Funds	W
Security	W	ISIRs	W	Fund Packaging	W
System Tables	W	Corrections	W		
Wotifications	W	Budget Detail	W		
Audit Trails	W	Verification	W	Externals	W

- To delete (purge) a user definition:

Important!

Use the purge function with caution. When a user definition is deleted, the operator loses all access to the online system.

1. Select User Definition from the Security Maintenance menu.
2. Type the user ID and press ENTER.
3. Press PF5 (purge).
A message instructs you to press ENTER to confirm.
4. Press ENTER to delete the user definition or PF11 to cancel without deleting.

Implementation. Most security setup takes place during implementation of FINANCIER. You can use the worksheets on the following pages to help you plan your security structure.

User Profile Worksheet

Instructions: You should complete copies of this worksheet as needed to add users to the system. For initial testing and training, we recommend that users be given the same access to all files and screens (R for Read-only, W for Write, N for None). If a user will have the same access for all FAO Codes, use ** as the FAO Code.

EXAMPLE: User ID (up to 8 char.): User1

Password (up to 9 char.): Password

User Name (up to 30 char.): Application operator

Default FAO (up to 2 char.): WP

Print Route (up to 8 char.): _ _ _ _ _ _ _ _

-----FAO Security-----

FAO R/W	FAO R/W	FAO R/W	FAO R/W	FAO R/W	FAO R/W
WP W	_ _	_ _	_ _	_ _	_ _
_ _	_ _	_ _	_ _	_ _	_ _

User ID (up to 8 char.): _ _ _ _ _ _ _ _

Password (up to 9 char.): _ _ _ _ _ _ _ _

User Name (up to 30 char)

Default FAO (up to 2 char.): _ _

Print Route (up to 8 char.): _ _ _ _ _ _ _ _

-----FAO Security-----

FAO R/W	FAO R/W	FAO R/W	FAO R/W	FAO R/W	FAO R/W
_ _	_ _	_ _	_ _	_ _	_ _
_ _	_ _	_ _	_ _	_ _	_ _

User ID (up to 8 char.): _ _ _ _ _ _ _ _

Password (up to 9 char.): _ _ _ _ _ _ _ _

User Name (up to 30 char)

Default FAO (up to 2 char.): _ _

Print Route (up to 8 char.): _ _ _ _ _ _ _ _

-----FAO Security-----

FAO R/W	FAO R/W	FAO R/W	FAO R/W	FAO R/W	FAO R/W
_ _	_ _	_ _	_ _	_ _	_ _
_ _	_ _	_ _	_ _	_ _	_ _

User Profile Worksheet (cont.)

User ID (up to 8 char.): __ __ __ __ __ __ __ __

Password (up to 9 char.): __ __ __ __ __ __ __ __ __

User Name (up to 30 char)

Default FAO (up to 2 char.): __ __

Print Route (up to 8 char.): __ __ __ __ __ __ __ __

-----FAO Security-----
FAO R/W FAO R/W FAO R/W FAO R/W FAO R/W FAO R/W
__ __ __ __ __ __ __ __ __ __ __ __
__ __ __ __ __ __ __ __ __ __ __ __

User ID (up to 8 char.): __ __ __ __ __ __ __ __

Password (up to 9 char.): __ __ __ __ __ __ __ __ __

User Name (up to 30 char)

Default FAO (up to 2 char.): __ __

Print Route (up to 8 char.): __ __ __ __ __ __ __ __

-----FAO Security-----
FAO R/W FAO R/W FAO R/W FAO R/W FAO R/W FAO R/W
__ __ __ __ __ __ __ __ __ __ __ __
__ __ __ __ __ __ __ __ __ __ __ __

User ID (up to 8 char.): __ __ __ __ __ __ __ __

Password (up to 9 char.): __ __ __ __ __ __ __ __ __

User Name (up to 30 char)

Default FAO (up to 2 char.): __ __

Print Route (up to 8 char.): __ __ __ __ __ __ __ __

-----FAO Security-----
FAO R/W FAO R/W FAO R/W FAO R/W FAO R/W FAO R/W
__ __ __ __ __ __ __ __ __ __ __ __
__ __ __ __ __ __ __ __ __ __ __ __

Screen Security Worksheet

Instructions: FINANCIER screens are listed on this worksheet in the order in which they appear on the screen security screens. To prepare input for security setup, print one worksheet for each set of User IDs with the same screen security requirements. For each screen, indicate the access level—R (Read; view only), W (Write; view and update) or N (No access)—for which the user(s) should be authorized.

User ID: _____

Screen	R	W	N	Screen	R	W	N
Set all screens to the same level				Awarding screens			
Student Information screens				Award Summary			
Demographic Information				Award Processing			
Academic Information				Award Distribution (Term)			
NSLDS Information				Award Distribution (Disb)			
Financial Aid Transcript				Award Audit Display			
Student Activity Summary				Loan Summary			
Aid Year Activation				Aid/Need Evaluation			
Student Event History				Disbursement Requirements			
Student Audit Display				Federal Grant Reporting			
Student Notes Display							
Application Processing screens				Fund Management screens			
ADD Record				Fund Attributes			
Application Requirements				Fund Utilization			
Federal (Compressed Format)				Fund Historical Trends			
Federal (FAFSA Format)				Fund Roster			
CSS (Compressed Format)				Fund Event History			
CSS (Profile Format)				Fund Audit Display			
CSS/Federal Comparison				Fund Notes Display			
Need Analysis Calculations							
Electronic Corrections							
CPS Communication							
Budget/Need Evaluation							
Verification							
Veteran Certification							
Satisfactory Progress							
Aid Year Schedule							

Screen Security Worksheet (cont.)

Screen	R	W	N	Screen	R	W	N
External Information screens				Institutional screens			
Institution Information							
Lender Information							
Guarantee Agency Information							
On-Campus Employer Information							
Off-Campus Employer Information							
Fund Donor Information							
Parent Information							
External Event History							
External Audit Display							
External Notes Display							
System Control screens							
Dictionary Maintenance							
User Definition							
File Based Security							
Screen Security							
Institution Table							
FAO Table							
Schedule Table							
Calendar Table							
Distribution Codes							
Loan Types							
Grant Types							
Work Types							
Notification Maintenance							
Job Management							
Utility Function windows							
Notepad Entry							
Transcript Requirement Pop-up							
Std Document Requirement Pop-up							

File Security Worksheet

Instructions: FINANCIER files are listed on this worksheet in alphabetic order in the first column, and rearranged in data entry order (as the cursor moves on the File Security screen) in the second column. To prepare input for security setup, print one worksheet for each set of User IDs with the same file security requirements. For each file, indicate the access level—R (Read; view only), W (Write; view and update) or N (No access)—for which the user(s) should be authorized. Use either column, or both, as convenient.

User ID: _____

File (Alphabetic order)	R	W	N	File (Data entry order)	R	W	N
Set all files to the same level				Set all files to the same level			
ADD Applicants				Students			
Aid Transcripts				ADD Applicants			
Aid Year Summary				Awards			
Audit Trails				NSLDS			
Awards				Aid Year Summary			
Budget Detail				Loan Application			
Corrections				Aid Transcripts			
CPS Information				Requirements			
CSS Data				Loan Disbursement			
Dictionary				CPS Information			
Externals				FISAP			
Federal Data				Federal Data			
FISAP				Dictionary			
Fund Packaging				CSS Data			
Funds				Funds			
ISIRs				Security			
Loan Application				ISIRs			
Loan Disbursement				Fund Packaging			
Notifications				System Tables			
NSLDS				Corrections			
Requirements				Notifications			
Security				Budget Detail			
Students				Audit Trails			
System Tables				Verification			
Verification				Externals			

Maintaining System Tables

System tables contain institution-specific values and conditions that are needed to perform various processing tasks. Storing this information in tables makes it accessible to any program (since they are external to the program code) and easy to enter and maintain (as no programming is involved).

The FINANCIER system tables include:

- The Institution Table, which contains system-wide, cross-FAO settings
- The FAO Table, which defines processing conditions for each financial aid office
- The Schedule Table, which defines the institution's term structures and aid disbursement points
- The Calendar Table, which contains term and disbursement dates
- The Loan Types Table, Grant Types Table and Work Types Table, which define the institution's active loan, grant and work programs
- The Distribution Codes Table, which defines the award distribution rules for each schedule

There is a screen for maintaining each table. Your institution will set up most tables during FINANCIER implementation, with occasional maintenance needed for changes in policy, practice or regulations.

Setting up the Institution Table

Use the Institution Table to enter basic controls, including information needed for interfaces and ADD Import processing.

Institution Table					
Multi-FAO: Y		Convert case: Y		Disburse SAR: T	
Shared FAO: WP				SLN: F	
-----External College Codes-----					
Src College	FAO	Src College	FAO	Src College	FAO
F 001001	UG	F 001002	GR	C 002001	UG
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

►► To set up the Institution Table:

1. Go to the Institution Table screen (System>Table Maintenance>Institution Table).
2. Provide values in the following fields on the Institution Table screen and press ENTER.
 - If there is to be more than one FAO defined in the system, type Y in the multi-FAO field.
 - If you want student bio/demo data loaded from federal data to display in mixed case, type Y in Convert Case.
 - Set interface controls: indicate whether the interface to Student Accounts Receivable (for disbursement processing) is term-based or fiscal year-based, and whether the interface to Student Loans is term-based or fiscal year-based.
 - Set ADD Import controls: for each federal college code associated with the institution, indicate which FAO should receive incoming aid application data. In the External College Codes fields, specify the source (F for federal or C for CSS PROFILE), college code and destination FAO. In the Shared FAO field, you can specify an FAO to receive any records for which the college code can't be matched.

For more information about these variables, see the online Field Help.

Defining Financial Aid Offices

Use the FAO Table to establish FAO-specific controls, including Status Decision Table conditions for application, award, loan and disbursement processing.

Status Decision Table. The Status Decision Table is a grid that relates financial aid functions to student enrollment status. Each column corresponds to a student status (such as admitted, accepted admission, enrolled, withdrawn, etc.), and each row to a FINANCIER function (such as federal ADD processing, Award processing, etc.). Table 2-4 on page 2-140 provides a list of all functions that refer to the Status Decision Table.

For each function, a Y or N in the status column indicates whether the function should be performed for a student of this status.

In this example, the Fedl ADD function (the process by which federal

Status Decision Table													
FAO: UG										Page 1			
	Status												
	NF	DA	LA	WD	AP	AD	AC	EN					
Function													
Fedl ADD	N	N	N	N	Y	Y	Y	Y		AC	Admission accepted		
AwardMnt	N	N	N	N	N	N	Y	Y		AD	Admitted		
BdgtCalc	Y	Y	Y	Y	Y	Y	Y	Y		AP	Appl'd for admission		
NeedCalc	Y	Y	Y	Y	Y	Y	Y	Y		DA	Denied admission		
VerfCalc	N	N	N	N	Y	Y	Y	Y		EN	Enrolled		
AppReq	Y	Y	Y	Y	Y	Y	Y	Y		LA	On leave of absence		
DsbReq	Y	Y	Y	Y	Y	Y	Y	Y		NF	Not in Adm/Reg files		
Disbmt	N	N	N	N	N	N	N	Y		WD	Withdrawn		
AN Print	N	N	N	N	Y	Y	Y	Y					
DN Print	N	N	N	N	N	Y	Y	Y					

application data is entered into FINANCIER) is to be performed for students that have applied, been admitted, accepted admission or enrolled, but not for students that have been denied admission, students for which no student system records exist, or students that have withdrawn or taken a leave of absence. The Disbursement (Disbmt) function is more exclusive; processing is performed only for students that have enrolled. Budget recalculations (BdgtCalc) and Need Analysis recalculations (NeedCalc) are performed regardless of status; this setting helps ensure that all budget and need amounts on file remain synchronized with current calculation variables.

Note that the status condition may be only one of several selection criteria for a process. All selection criteria must be satisfied in order for a record to be processed. For example, a student may have a status appropriate for federal ADD Load processing, but the student's data won't be added unless all other prerequisites are met as well.

For the most part, online processing does not refer to the Status Decision Table, since manually adding students and posting or disbursing awards is a student-by-student operation that is controlled by an aid counselor or other authorized individual, who is presumably exercising professional judgment. The only online processes that refer to the table are the FAO Checklist evaluations (on the Application Requirements and Disbursement Requirements screens), if the Checklist contains an Academic Status item. The student's current status must match a Y-flagged status in the ARchkst or DRchkst row of the table in order to fulfill an Academic Status checklist requirement.

Implementation. FAO Table setup takes place during implementation of FINANCIER. You can use the worksheets on page 2-142 through page 2-145 to help you define your FAOs and status codes and plan FAO Table entries.

Important!

Before you can enter table data for an FAO, the FAO code, which identifies the financial aid office, must be defined in the FINANCIER Dictionary.

►► To set up the FAO Table:

1. Go to the FAO Table screen (Systm>Table Maintenance>FAO Table). Follow steps 2 through 5 for each FAO code that has been defined. To change the FAO in context use the PF10 key to bring up the Selection window, supply the FAO code and press ENTER.
2. Provide values in the following fields on the FAO Table screen and press ENTER.
 - Enter identification information: FAO Name, Director, Address and Phone, DUNS and other federal identification numbers.
 - Specify Active Aid Years for student activation and need analysis. Typically you will raise the high year in the range when you install the Regulations tape for the next year, and the low year when you archive an old year.
 - Set defaults to be assigned to students when an aid year is activated: the Financial aid schedule by which disbursements are made; the length of the enrollment period for need analysis (Duration); the methodologies used to calculate need. Typically Methodology1 is 9 and Methodology2 is F; if you use the INAS institutional calculation for PROFILE data, set Methodology3 to I.

3. Proceed to the Status Decision Table: tab to the expansion field at the bottom of the screen and press PF9.
4. At the top of the table, enter status codes to create the table's columns. The table should have a column for each status code entered on your Academic Status Worksheet (see page 2-143) and defined in your Dictionary.
5. For each function, under each status code, enter Y if the function should be performed for a student with this status; N if the function should not be performed for a student with this status.

You can use the PF8 (Page Down) and PF7 (Page Up) keys to scroll through the rows of the table.

Technical Note. The rows of the Status Decision Table (functions) are defined in LDA member WFFUNCTL. To create a row for a new function, add the 8-character function identifier to WFFUNCTL, by overwriting the first placeholder (labeled `Funct-nn`). Stow WFFUNCTL, and stow WFFUNCTE and WWDTBLEP (which copy WFFUNCTL). Then go to the Status Decision Table screen and fill in each status column in the new row. Enter Y if the function should be performed for a student of the status; N if the student should be bypassed.

Table 2-4: FAO Status Decision Table Functions

This function:	Is used by this batch program:	To select students that are ready for this process:
Fedl ADD	ADD Load (WFADDLDB)	Load federal application data (note that PROFILE data has a separate entry) and perform initial budget, need, verification and application requirements calculations
Award	Batch Award Process (WFAWARDDB)	Post awards created by the packaging process or other sources of award transactions
BdgtCalc	Budget Calculation (WFBGTCLB)	Recalculate student budgets, following a change to a budget component or amount Most likely all entries should be Y (calculate the budget for all students that meet other selection criteria), since any budgets on file should probably be recalculated
NeedCalc	Need Analysis Calculation (WFNANCLB)	Recalculate need, following a change to a calculation component Most likely all entries should be Y (calculate need for all students that meet other selection criteria), since any need figures on file should probably be recalculated
VerfCalc	Verification Calculation (WFVCNCLB)	Verify students' federal data
AppReq	Applications Requirements Calculation (WFAPPCLB)	Reevaluate completeness of document submissions and overall application status, following a change to required documents or FAO Checklist requirements Most likely all entries should be Y (evaluate applications for all students that meet other selection criteria), since any applications on file should probably be reexamined
DsbReq	Disbursement Requirements Calculation (WFDS-BCLB)	Evaluate completeness of document submissions and overall disbursement status Most likely all entries should be Y (evaluate requirements status for all students)
Disbmt	Disbursement Process (WFDISBSB)	Authorize disbursements to student accounts
AN Print	Aid Notification (WFANNNTB)	Prepare letters informing students of awards
DN Print	Aid Denial Notification (WFDNNNTB)	Prepare letters informing students that aid has been denied
ARN Prnt	Application Requirements Notification (WFARNNTB)	Prepare letters informing students of requirements for completing their aid applications
DRN Prnt	Disbursement Requirements Notification (WFDRNNTB)	Prepare letters informing students of requirements to be completed before they can receive disbursements

Table 2-4: FAO Status Decision Table Functions (Cont.)

This function:	Is used by this batch program:	To select students that are ready for this process:
ElecCorr	EDE Corrections Export (WFECOEXB)	Create EDE records for transmitting corrections to students' federal data
LoanExp	Direct Loan Export (WFDLNEXB)	Prepare Direct loan originations, disbursements and corrections for transmittal to COD
LoanCert	Loan Certification (WFLCRCLB)	Approve loans for export
Package	Packaging Selection (WFPKSELB)	Select and sort students in preparation for calculating aid packages
BatchMnt	Batch Maintenance Update (WFMAINTB)	Add student records and change data on existing records (excluding award, ISIR and electronic correction records)
Prof ADD	ADD Load (WFADDLDB)	Load students' PROFILE data and perform initial budget, need, verification and application requirements calculations
ARchk1st	Applications Requirements Calculation (WFAPPCLB) and online AR Calculation	Mark the Student Status item on the FAO Checklist as complete
DRchk1st	Disbursements Requirements Calculation (WFDSBCLB) and online DR Calculation	Mark the Student Status item on the FAO Checklist as complete
SAP Calc	Satisfactory Academic Progress Calculation (WFSPRCLB)	Post an evaluation of the student's academic process (displayed on the Satisfactory Progress screen)
FISAP	FISAP Reporting Export (WFFSPEXB)	Evaluate student for inclusion in the FISAP report

FAO Table Worksheet

Instructions: How many institutions, schools or campuses will be sharing your copy of FINANCIER? Assign a 1- or 2-character FAO Code for each and complete a worksheet for each FAO Code you establish.

FAO Code (up to 2): __ __ **Name (up to 30):** _____

Institutional IDs

Institution No. (6): _____

DUNS (11): _____

OPE (8): _____

TG No. (7): _____

Pell Entity No. (13): _____

Name and Address

Director's Name (up to 30): _____

Address (up to 30 per line): _____

Phone: _____ - _____ - _____

Email: _____

Active Years: ____ - ____

FAO Defaults

Schedule: _____ (from Schedule Worksheets)

Enrollment Duration for need analysis: ____ (number of months)

Will your institution participate in the CSS PROFILE Service? Yes ____ No ____

Institution Table

College Codes for ADD Import (one entry for each external application source)

Source: Federal College Code: _____ FAO: ____

Source: CSS College Code: _____ FAO: ____

Source: _____ College Code: _____ FAO: ____

Source: _____ College Code: _____ FAO: ____

Academic Status Worksheet

Instructions for Part I: You must define values (up to 20) for academic status, which will be entered in your Status Decision Table. The Status Decision Table allows you to control whether or not a particular function will be performed, based on the student's academic status at the time of processing. For example, you might set up the function of loading CPS data into FINANCIER so that someone who has Applied for Admission (AP) will be loaded, but someone who has been Denied Admission (DA) will not.

We recommend that you begin by reviewing the status codes available from your student information system. Look for values that may not be needed, and for values you need to add. Since the Status Code field is alphanumeric, each status may be assigned a meaningful 2-character code. The values delivered with the system are listed below; these may be changed if appropriate.

<u>Status Code</u>	<u>Description (up to 20 characters)</u>
--------------------	--

NF	Not Found
DA	Denied Admission
AP	Applied for Admission
EN	Enrolled
AD	Admitted
LA	On Leave of Absence
AC	Admission Accepted
WD	Withdrawn

— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —
— —	— — — — — — — — — — — — — — — — — —

Academic Status Worksheet (cont.)

Instructions for Part II: Review the example of a Status Decision Table below, then move to the next page. The status codes are the columns of the table; and the various processing functions within FINANCIERJ are the rows. For each combination of a Function and Academic Status, a Y or N indicates whether that processing should take place or not for students with that particular Academic Status.

WolffPack Example Status Decision Table

<u>Function</u>	<u>Academic Status</u>																		
	NF	DA	AP	EN	AD	LA	AC	WD	—	—	—	—	—	—	—	—	—	—	—
Fedl Add	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
Award	N	N	N	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
BdgtCalc	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
NeedCalc	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
VerfCalc	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
AppReq	Y	Y	Y	Y	Y	Y	Y	Y	—	—	—	—	—	—	—	—	—	—	—
DsbReq	Y	Y	Y	Y	Y	Y	Y	Y	—	—	—	—	—	—	—	—	—	—	—
Disbmt	N	N	N	Y	N	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
AN print	Y	N	N	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
DN print	Y	N	N	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
ARN Prnt	Y	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
DRN Prnt	Y	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
ElecCorr	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
LoanExp	N	N	N	Y	N	N	N	N	—	—	—	—	—	—	—	—	—	—	—
LoanCert	N	N	N	Y	N	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
Package	N	N	N	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
BatchMnt	N	N	Y	Y	Y	Y	Y	Y	—	—	—	—	—	—	—	—	—	—	—
Prof ADD	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
ARChklst	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
DRChklst	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—
SAP Calc	N	N	Y	Y	Y	N	Y	N	—	—	—	—	—	—	—	—	—	—	—

Academic Status Worksheet (cont.)

Instructions for Part III: You must complete a copy of this grid for each FAO that your institution has defined. First, transfer your institution's values for Academic Status (from the first page of this worksheet) to the top line of the Status Decision Table. Then, for each Function listed down the left side, decide whether students at each academic status should be processed or not. (Use Y for YES and N for No.) When you have completed your grids, enter this data in FINANCIER using the Status Decision Table window on the FAO Table screen.

Status Decision Table

Academic Status

Function

Fedl Add

AwardMnt

BdgtCalc

NeedCalc

VerfCalc

AppReq

DsbReq

Disbmt

AN print

DN print

ARN Prnt

DRN Prnt

ElecCorr

LoanExp

LoanCert

Package

BatchMnt

Prof ADD

ARChklst

DRChklst

SAP Calc

Defining Terms and Disbursement Points

Use the Schedule Table to establish registration terms and aid disbursement points and define relationships between the aid year, registration year, fiscal year and calendar year. You should set up a disbursement schedule for each term structure in effect at your institution. For example, if some units operate on a quarter basis, and others on a semester basis, set up a quarter schedule and a semester schedule.

Schedule Display - Semester						
Aid Year: 2011-12		Federal calendar: 2		Payment methodology: 1		
Registration Terms			Disbursements			
F Fall	RY: 2011	AYT	1 Fall	FY: 2012	CMY: 09	2011
S Spring	RY: 2012	AYT	2 Spring	FY: 2012	CMY: 01	2012
M Summer	RY: 2012		3 Summer 1	FY: 2012	CMY: 05	2012
			4 Summer 2	FY: 2013	CMY: 07	2012

The table shows 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

In this example of a semester schedule, there is one disbursement point in the fall term, one in the spring and two in the summer, of which the second falls in the next fiscal year. Fall disbursements can be posted beginning in September (CMY 09); spring disbursements can be posted beginning in January (CMY 01), and so on. If your institution is required to divide one-term Direct loans into two equal disbursements and to delay first-time freshman loans for 30 days, you would define three disbursement points per term – one for the primary disbursement date, one 30 days in for first-time freshman first-time borrowers, and one at mid-term for a second disbursement on one-term loans.

Schedule information is used by award processing (WFAWARDDB and online awarding), which distributes offered and accepted amounts among the disbursement points, and by the disbursement process (WFDISBSB), which calculates disbursement amounts and initiates posting to student accounts. Both Federal Grant reporting (WFFLREXB) and FISAP reporting (WFFSPEXB) refer to the table for term information to determine students' enrollment time status.

The Disbursement Process is run for a specified disbursement point. The program calculates disbursement amounts for that point and each previous point in the schedule; each disbursement amount is equal to the accepted amount for the 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.

Implementation. Schedule Table setup takes place during implementation of FINANCIER. You can use the worksheets on page 2-149 and page 2-150 to help you plan Schedule Table entries.

Important!

Before you can enter Schedule Table data, schedule IDS must be defined in the FINANCIER Dictionary as values for WWSYSVRD.WF-SCHEDULE

►► To set up the Schedule Table:

1. Go to the Schedule Table screen (System>Table Maintenance>Schedule Table). Follow steps 2 through 7 for each schedule ID that has been defined. To change the schedule in context use the PF10 key to bring up the Selection window, supply the Schedule ID and press ENTER.
2. Tab to the Registration Terms expansion field and press PF9 for the Registration Terms window.

```
-----
Schedule Display - Semester
-----
Aid Year: 2011-12      Federal calendar: 2      Payment methodology: 1
-----
Registration Terms      Disbursements
F Fall      RY: 2011  AYT      1 Fall      FY: 2012  CMY: 09 2011
-----
```

3. In the Registration Terms window, type the ID for each term in the registration year, followed by the Title (description), RY Offset and Academic Year indicator.

```
-----
Schedule: S
Federal: 2  Pay Method: 1
-----
ID      Title      RY Offset  AYr
-----
F      Fall_____  1-        A
S      Spring_____  _         A
M      Summer_____  _         N
-      _____  _         -
-      _____  _         -
-      _____  _         -
-      _____  _         -
-----
```

Term ID values should be the same as those used in an interfacing admissions or records system.

If the year of the term precedes the aid year (that is, if it is in the first year of an aid year span), enter -1 (or 1-) in the RY Offset field. A term in the second year of the aid year span has no offset (blank). Typically a fall term is in the first year and should have an offset of -1. For

example, suppose the aid year runs from September through August, and the fall term from September into December. The fall 2011 term is in the 2012 aid year; fall 2012 is in the 2013 aid year and so on.

In the AYr field, flag each term as part of the regular academic year (A) or outside it (N).

4. When all term definitions are in place, press ENTER. Then press PF11 to return to the Schedule Table display screen.
5. Tab to the Disbursements expansion field and press PF9 for the Disbursements window.
6. In the Disbursements window, enter the code for each disbursement point in the registration year, followed by the title (description).

Disbursements

Schedule: S

ID	Title	Offset		CM	RT
		FY	CY		
1	Fall_____	—	1—	09	F
2	Spring_____	—	—	01	S
3	Summer 1__	—	—	05	M
4	Summer 2__	1_	—	07	M
—	_____	—	—	—	—
—	_____	—	—	—	—
—	_____	—	—	—	—
—	_____	—	—	—	—
—	_____	—	—	—	—
—	_____	—	—	—	—
—	_____	—	—	—	—
—	_____	—	—	—	—

Specify the calendar month in which the disbursement is made (CM—used in Pell reporting) and the registration term in which it falls (RT). In each FY and CY Offset field, enter the number (-1, blank for 0, or 1) that reconciles the fiscal year or calendar year with the aid year.

If the year precedes the aid year, enter -1 (or 1—) in the Offset field; if it follows the aid year, enter 1. For example, suppose the aid year runs from September through August and the fiscal year from July through June. A 2011 fall disbursement point would require a CY offset of -1, since the aid year is 2012. A disbursement point that comes in July or August 2012 will belong to the next fiscal year, 2013, and would require an FY offset of 1.

7. When all disbursement point definitions are in place, press ENTER. Then press PF11 to return to the Schedule Table display screen.

Schedule Table Worksheet

Instructions: Complete one of these worksheets for each schedule you will need (semester, quarter, trimester, etc.) Review your current system to determine if there are schedules not in use, or new ones you would like to add. A sample quarter and semester schedule are provided below as an example.

You must give each registration term and disbursement point a 1-character ID and a title (description) of up to 10 characters. For registration terms, you also must indicate the registration year offset and flag it as an academic-year or non-academic-year term. For disbursement points you need to identify the calendar month (2 digits) and the fiscal year and calendar year offsets.

The system uses the offset in conjunction with the aid year to determine the calendar year of a registration term, and the calendar year and fiscal year of a disbursement point. To calculate the offset, subtract the aid year from the calendar year or fiscal year. (Both fiscal year and aid year are identified by the higher year in a calendar year span – the aid year that goes from September 2011 through August 2012 is the 2012 aid year; the fiscal year that goes from July 2012 through June 2013 is the 2013 fiscal year.) The part of a registration, calendar or fiscal year prior to the aid year has offset –1; the part after the aid year has offset 1. The following guidelines will take care of most situations:

- If a fall term is in the first year of the aid year span, the RY offset is –1
- If fall disbursement points are in the first year of the aid year span, the CY offset is –1
- If a late summer disbursement point is in the next fiscal year, the FY offset is 1

Sample Semester Schedule

---Registration Term---				-----Disbursement-----				
ID	Title	RY Off	Ac	ID	Title	FY Off	CY Off	CM
F	Fall	-1	A	1	First Fall		-1	08
				2	30day Fall		-1	09
				3	Mid Fall		-1	10
S	Spring		A	4	First Spr			01
				5	30day Spr			02
				6	Mid Spr			03
M	Summer		N	7	First Sum			06
				8	30day Sum	1		07
				9	Late Sum	1		07

Sample Quarter Schedule

---Registration Term---				-----Disbursement-----				
ID	Title	RY Off	Ac	ID	Title	FY Off	CY Off	CM
F	Fall	-1	A	F	Fall		-1	09
W	Winter		A	W	Winter			01
S	Spring		A	S	Spring			03
M	Summer		A	1	Summer 1			06
				2	Summer 2	1		07

Schedule Table Worksheet (cont.)

Schedule ID (1): _____ **Schedule Title (up to 10):** _____

FAO Code(s) using this schedule: ___ ___ ___ ___ ___

Federal Academic Calendar (1): ____ **Federal Payment Methodology (1):** ____

To allow you to group the disbursement points wherever needed, space has been left in each registration term for the maximum of four disbursement points. However, because there is a maximum of 12 disbursement points per aid year, you should make a total of only 12 entries. If you will always have a single disbursement point per registration term, you may want to consider using matching codes and descriptions for consistency.

[illegible]

Filling out the Calendar Table

Use the Calendar Table to enter the dates associated with each term and disbursement point defined in the Schedule Table. Functions such as loan

Calendar Display - Semester						
Aid Year: 2011-12				FAO: UG		
Term	Begin	End	Disb	Primary	30-Day	Mid-Term
F Fall	08/25/2011	12/03/2011	1 Fall	08/25/2011	08/25/2011	
S Spring	01/04/2012	05/07/2012	2 Spring	01/04/2012	01/04/2012	
M Summer	06/08/2012	08/05/2012	3 Summer	06/08/2012	06/08/2012	
			4 Summer	07/08/2012	07/08/2012	

processing and Pell reporting refer to the Calendar Table for disbursement dates.

►► To complete the calendar:

1. Go to the Calendar Display screen (Systm>Table Maintenance>Calendar Table).
2. Press PF9 in the Term expansion field, specify the begin and end dates for each term and press ENTER, then PF11 to return to the Display screen.
3. Press PF9 in the Disb field. Specify the scheduled disbursement date for each disbursement point in the Primary date field, and put the same date in the 30-Day date field.
4. Press ENTER. Press PF11 to return to the Display screen.
5. Repeat for each schedule defined. Press PF10 to change the schedule in context.

Defining Loan Types

For loan processing, you need to assign funds and set some processing defaults for the loan programs in which you participate. Use the Loan Types Table to enter these settings.

Loan Types. You'll have one entry for each loan program available—that is, each program for which you will be exporting loan data or printing promissory notes. The program is identified by loan type and subtype. Values are:

D (Direct student - blank subtype)

D P (Direct PLUS - subtype P)

L x (Institutional; an entry for each program offered; x is a user-defined subtype)

N (Perkins - blank subtype)

G and A types are obsolete after aid year 2011-12.

Implementation. To plan your Loan Types Table entries you must determine the fund or funds associated with each loan program. A Direct student loan type typically has a fund each for subsidized and unsubsidized loans. A Direct PLUS loan type may have a fund for Graduate PLUS as well as one for Parent PLUS. Other loan types correspond to a single fund.

You should plan your funds in coordination with your Loan Types Table. Once you begin entering this information in FINANCIER, however, create your funds *before* you set up the Loan Types Table, so that the Aid Program attribute on a loan fund can be set automatically to match the appropriate Loan Type. (See fund setup documentation on page 2-90.)

►► To set up the Loan Types Table:

1. Go to the Loan Type List screen (System>Table Maintenance>Loan Types).
2. In a set of blank fields, specify the Loan Type for the first loan program. For PLUS specify the Subtype. Press ENTER..

Loan Type List	
Loan Type	Loan Type
D	P
---	---
---	---
---	---
---	---
---	---
---	---
---	---
---	---

Loan Type and Subtype identify a loan program

The Subtype is blank for Direct student and Perkins types

LOAN TYPE

A Alternative

D Direct

G FFELP

L Institutional

N Perkins

LOAN SUBTYPE

P PLUS

S Subsidized

U Unsubsidized

X RET - Extended

Values (available by PF2) defined by WolffPack should not be changed

You may add subtypes for institutional loans if needed

(Values A and G are obsolete)

S and U subtypes do not apply to Loan Type definitions and will be ignored if entered

3. In the resulting expansion window, supply processing controls and specify fund(s) for the loan type:

Institution Code:

The processor's identifier for your institution is required for all loan types

Application:

For Direct student type: S (Separate applications for Sub and Unsub0)

Identification

Institution code: _____ System indicator: _____

-----FINANCIER Processing-----

Processing: _____

Application: _____

Certification: _____

Promissory Notes: _____

-----Processor Defaults-----

Requested processing: _____

Promissory note type: _____

Promissory note delivery: _____

-----Default-----

Lender: _____

Guarantee agency: _____

Alternative prog code: _____

Enter fund IDs in proper order. For D student type,

- subsidized on the first line
- unsub on the second line

For DP type,

- Parent PLUS on the first line
- Grad PLUS on the second line

For all others, list a single fund

Provide values to be used as defaults when loans are created; see Field Help for field descriptions (PF1) and values (PF2)

Fields that do not apply to the loan type being defined are protected (green) and the cursor will bypass them.

For Direct student (type D, blank subtype):

- Supply the 6-character Institution Code assigned by COD
- Select the appropriate Processing value (E to use FINANCIER's application and disbursement processing)
- Provide Application value of S (separate applications for subsidized and unsubsidized loans)
- Enter fund IDs for subsidized and unsubsidized in that order
- Specify SS as the Requested Processing value (under the Processor Defaults heading), to require COD printing of promissory notes and disclosure statements

For Direct PLUS (type D, subtype P):

- Supply the 6-character Institution Code assigned by COD
- Select the appropriate Processing value (E to use FINANCIER's application and disbursement processing)
- Enter fund IDs for parent PLUS and graduate PLUS offers in that order
- Specify SS as the Requested Processing value (under the Processor Defaults heading), to require COD printing of promissory notes and disclosure statements

For Perkins:

- Supply a 6-character Institution Code
- Select the appropriate Processing value (E to use FINANCIER's application and disbursement processing)
- Enter the fund ID for the Perkins loan fund
- Select the Certification value: E (eligibility—for an MPN or open note) or R (request—for a closed note) and the Promissory Notes type (typically M for MPN)

4. Press ENTER to save and then PF11 to return to the main screen.
5. Add the next loan type, repeating Steps 2 through 4.

Defining Grant Types and Work Types

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

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

►► To set up the Grant Types Table:

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

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

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

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

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

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

Defining Distribution Rules

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

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

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

The table defines the award distribution rules available to each schedule

Distribution codes are defined in the Dictionary

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

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

►► To set up the Distribution Codes table:

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

The system displays a detail window. The disbursement points are

those defined for the schedule in the Schedule Table.

A (Fall/Spring)		
Rounding: D		Overage rule: F
Disbursement	Portion	
1 Fall	1 / 2	
2 Spring	1 / 2	
3 Summer 1	___ / ___	
4 Summer 2	___ / ___	

The distribution rule determines how awards are divided among the disbursement points in a schedule, based on the fraction assigned to each point

Fractions must total 1

3. For each disbursement point at which a distribution is to occur, indicate the fraction of the total award that is to be disbursed at that time. For example, if the award is to be divided evenly between the Fall and Spring points, type 1 / 2 for Fall and 1 / 2 for Spring. Press ENTER.
 4. Press PF11 to return to the List screen. The system interpolates the new code so that all values are displayed alphabetically down the columns.
 5. Repeat steps 2 through 4 for each distribution rule that applies to the schedule in context, then proceed to the next schedule. To change the schedule, use the PF10 key to bring up the Selection window, specify the schedule ID and press ENTER.
- To remove a distribution rule from the Distribution Codes Table, tab to the code and press PF9 to expand. Press PF5 to purge and then ENTER to confirm; a message will indicate that the record has been successfully removed. Press PF11 to return to the List screen.

Award Distribution Rules Worksheet

Instructions: Complete one of these worksheets for each schedule defined in the Schedule Table. List the distribution rules in effect for the schedule with the following information:

- **Distribution codes** (1 char. length): use the values gathered in the Award Distribution Codes sheet of the Fund Management Worksheet and defined in the Dictionary
- **Rounding** values are C (round calculated amounts to the closest cent) and D (round to closest dollar); **Overage** values are F (add dollars or cents remaining after rounding to the first distribution) and L (add to last distribution)
- **Disbursement Points** are those defined for the schedule
- **Portion** (max. 3 char. each for numerator and denominator) is the fraction of the award total to be disbursed at the corresponding point

Schedule: _____

Distribution Code	Disbursement Point ID	Title (Schedule)	Portion	Disbursement Point ID	Title (Schedule)	Portion
—	—	_____	— / —	—	_____	— / —
Rounding:	—	_____	— / —	—	_____	— / —
Overage:	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
—	—	_____	— / —	—	_____	— / —
Rounding:	—	_____	— / —	—	_____	— / —
Overage:	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
—	—	_____	— / —	—	_____	— / —
Rounding:	—	_____	— / —	—	_____	— / —
Overage:	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
—	—	_____	— / —	—	_____	— / —
Rounding:	—	_____	— / —	—	_____	— / —
Overage:	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —
	—	_____	— / —	—	_____	— / —

Setting Up Notifications Formats

If your institution has chosen the mainframe print process to generate notification letters, you must define the structure and content of each standard letter. (If you are using the data extract process for PC printing, the letter formats will be designed with your PC word processing software.)

Notifications include the following kinds of letters, each of which is identified in FINANCIER by Notification Type:

- application requirements notifications (type AR), to inform students of the documents they must submit to complete their aid applications
- aid notifications (type AN), to offer students a financial aid package
- aid denials (type DN), to inform students they do not qualify for aid
- disbursement requirements notifications (type DR), to inform students of the documents they must submit before they can receive aid disbursements

Prerequisite: Defining Notification Format Values

You can have multiple letter variants for each of the four notification types. For example, you might want to provide different instructions for freshmen and returning students and to vary the text in initial letters and followup letters.

You need a notification format for each set of students and circumstances that gets a different variant of a standard letter. To set up different text for freshman initial, freshman followup, upperclass initial and upperclass followup letters, you would need four notification formats. If useful, you can use the same notification format values with different notification types—a unique combination of type and format corresponds to a version of the letter for that type.

Default Formats for Students. On the Aid Year Activation, Application Requirements, Award Processing and Disbursement Requirements screens you will find fields that display the initial and followup formats assigned to the student in context. These values default at aid year activation and can be changed as needed for individual students. (The defaults are set up in the application requirements calculation, which is performed when students are loaded and activated.)

Implementation. Values for Notification Type and Notification Format are defined in the FINANCIER Dictionary. Notification types are defined by WolffPack and should not be changed. Your institution should define its

own Notification Format values.

The values for the students' default formats are a subset of the notification format values. Select those values that are appropriate to each purpose (initial AR, followup AR, initial AN, followup AN, initial DR and followup DR) and define them as valid values for the corresponding fields.

Table 2-5 summarizes the values to be defined.

Table 2-5: Notification Format Values

Field	Value Definition
Notification Type (WW-NOTIFICATION-TYPE) Key field on requirements record (WWNOTIFD)	Values are defined by WolffPack; do not modify AR Application Requirements Notification DR Disbursement Requirements Notification AN Aid Notification DN Aid Denial
Notification Type (WW-GDA-NOTIF-TYPE) Selection field in Notification Maintenance selection window	Set by WolffPack to use the value list defined for WW-NOTIFICATION-TYPE
Notification Format (WW-NOTIFICATION-FORM) Key field on requirements record (WWNOTIFD)	Institution should define a value for each set of students and circumstances that will require a different version of a letter
Notification Format (WW-GDA-NOTIF-FORM) Selection field in Notification Maintenance selection window	Set by WolffPack to use the value list defined for WW-NOTIFICATION-FORM
Initial Formats on student aid year record (WFAIDYRD) for AR Notifications (WF-AY-A-NOT-I-FMT) Aid Notification (WF-AY-P-NOT-I-FMT) DR Notifications (WF-AY-D-NOT-I-FMT) Aid Denial (WF-AY-P-DEN-I-FMT)	Institution should define values, using a subset of values defined for WW-NOTIFICATION-FORM (those that correspond to initial notifications of each type)

Table 2-5: Notification Format Values (Cont.)

Field	Value Definition
Followup Formats on student aid year record (WFAIDYRD) for AR Notifications (WF-AY-A-NOT-F-FMT) Aid Notification (WF-AY-P-NOT-F-FMT) DR Notifications (WF-AY-D-NOT-F-FMT) Aid Denial (WF-AY-P-DEN-F-FMT)	Institution should define values, using a subset of values defined for WW-NOTIFICATION-FORM (those that correspond to followup notifications of each type)

Defining the Notification Letters

Use the Notifications Maintenance screens to define the structure and content of each letter format. These screens enable you to choose the components to be included in each letter layout and to provide the text for them.

Layout. The components available for each notification type include the following:

AR and DR

Opening
Before standard documents
(introductory text preceding the list of required documents)
Standard documents
(list of required documents, with text based on status)
Before transcripts
(introductory text preceding the list of required transcripts)
Transcripts
Closing

AN

Opening
Before need evaluation
(introductory text explaining the need evaluation)
Need evaluation
Before awards
(introductory text preceding the list of awards)
Awards
Before fund messages
Fund messages
Closing

Figure 2-3 gives an example of an AR letter, showing sample text for selected components.

	<p>April 23, 2000</p> <p>Ms. Mary Ann Bowers 123 Front Street Fallville, NY 14999</p> <p>Dear Mary Ann Bowers:</p>	<p><i>The date and greeting are generated by the Notification program</i></p>
Opening	<p>Congratulations on your acceptance to The WolffPack Academy.</p>	
Before standard documents	<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>	
Standard documents	<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>	
Closing	<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>	

Figure 2-3. Sample Text for AR Notification Components

►► To define notification formats:

1. Select Notification Maintenance from the System menu.
2. In the Selection window, specify the notification type and format for the letter to be designed. Press ENTER.

Application Requirements - Freshman initial

FAO: UG

Layout

	Print	Text available
Opening	Y	Yes
Before standard documents	Y	Yes
Standard documents	Y	
Before transcripts	Y	Yes
Transcripts	Y	
Closing	Y	Yes

Components flagged with a Y in the Print field are printed in letters

Expand component fields to view and enter letter text

The Layout screen is displayed, listing each component of the letter. The Print column indicates whether to include this component in a printed letter. The Text available column indicates whether text for the component has been entered.

In this example, the AR freshman initial letter consists of opening lines, followed by a list of standard document requirements and a list of transcript requirements, and then the closing lines. There is introductory text preceding the lists of documents and transcripts, and there may be document-by-document text as well.

3. On the Layout screen, tab to the expansion field for the Opening text and press PF9. Type the opening text in the lines of the resulting expansion window and press ENTER.

Use the tab key to proceed from one line to the next to avoid splitting words between two lines.

4. Press PF11 to return to the Layout screen. Assuming you wish the opening to be printed as part of the letter, type Y in the Print field.
5. Repeat for each text component you wish to include: expand the field and enter text, then flag the Print field. For Standard Documents, you may enter text to accompany any document status, by expanding the

field for that document and status.

The Standard Documents window lists each required document and indicates whether text exists for each document status

Standard Documents												
Document	Status:	R	<--	I	<--	P	C	<--	L	W	<--	D
BIRTH_ Birth certificate		Yes	No	No	No	No	No	No	No	No	No	No
ISIR_ Federal application		Yes	Yes	No	No	No	No	No	No	No	No	No
N-TAX_ Non-cust tax return		Yes	No	No	No	No	No	No	No	No	No	No
P-TAX_ Parent tax return		Yes	No	No	No	No	No	No	No	No	No	No
S-TAX_ Student tax return		Yes	No	No	No	No	No	No	No	No	No	No
U-APP_ University applicazn		Yes	Yes	No	No	No	No	No	No	No	No	No
_____		No	No	No	No	No	No	No	No	No	No	No
_____		No	No	No	No	No	No	No	No	No	No	No
_____		No	No	No	No	No	No	No	No	No	No	No
_____		No	No	No	No	No	No	No	No	No	No	No

Expand document status fields to view and enter text

6. When you are ready to define the next letter format, press PF10 for the selection window, and change the notification type and format.

CUSTOMIZING THE ONLINE SYSTEM

This section contains some technical guidelines for programmers who are modifying FINANCIER screens or adding institutional screens to the system. It assumes NATURAL programming expertise. Because the same task can be accomplished in a variety of ways using programs, subprograms or external subroutines, and because some institutions opt not to follow WolffPack programming standards, this section does not deal with the specifics of creating your specialized code, but rather with how your code should be linked and activated within the system.

If you are adding new members to the system, be sure you are familiar with the FINANCIER naming conventions (documented beginning on page 1-3).

Important!

If you intend to make modifications that involve the updating of *existing* fields, you should be aware that the system has built-in safeguards to ensure referential integrity. Before making modifications that would update existing fields, you should contact the Support Line to discuss the impact of your modification and what additional steps may be necessary to maintain referential integrity.

Adding a Field to a Screen

Adding a field to a screen is discussed as part of the overall process of adding a new field to FINANCIER. See “Adding a New Field to the System” on page 4-19.

Adding a Window to an Existing Screen Using “Expand”

The PF9 key allows users to “expand” a separate window of additional information from a screen. Because the expand function is usually based on the location of the cursor at the time the PF9 key is pressed, more than one “expand” window can be created for a screen. Once you have completed creating the window and the code to control it:

1. Edit the online program controlling the screen.
2. If the PF9 key is already active for the screen:
 - Locate the `IF #PF-KEY = #EXPAND-KEY` statement.

- Duplicate the statement and modify the copy so as to invoke the window you have created.

If the PF9 key is not already active:

- Copy the `IF #PF-KEY = #EXPAND-KEY` statement from an online program where it is active.
- Modify the statement so as to invoke the window you created.

3. Restow the program.

Adding a Window to an Existing Screen Using Other PF Keys

Unlike the PF9 key, which usually depends on the position of the cursor, other PF keys may be defined or redefined so that an institutionally defined window of data will appear, regardless of the cursor's position. After you have created the new window and the code to control it:

1. Edit local data area WWKEYLDA, which assigns variable names to the PF-keys.
2. Review WWKEYLDA for an example of redefining a key. The `#CALC-KEY`, for example, has been redefined as both `#PF-5-KEY` and `#PURGE-KEY`.
3. Stow WWKEYLDA.
4. Edit the online program controlling the screen.
5. Go to the `SET-KEYS` inline subroutine and add the statement

```
RESET INITIAL WWKEYLDA.keyname
```

where `keyname` is the key being redefined. The following sample code redefines the PF5 key in order to provide the Purge function.

```
/*
/* Purge Key redefinition (reuse Calc key)
SET KEY PF5=PGM NAMED 'PURGE'
RESET INITIAL WWKEYLDA.#CALC-KEY
```

In this example, the `SET KEY` statement causes the literal “Purge” to appear on the valid key text. The `RESET INITIAL` statement causes the PF5 key to become “active” for the program. The `#CALC-KEY` variable name is used because only the first definition of a variable can contain an initial value. After the `RESET INITIAL` statement, however, you may refer to the `#PURGE-KEY` variable name.

The sample code below examines the system variable *PF-key to see if it is the key which invokes a FETCH RETURN on a program. As is normally the case in online programs within FINANCIER, the IF statement is within a REPEAT loop, so an ESCAPE TOP statement is made after the FETCH RETURN statement to ensure that the data is reread and/or redisplayed in the event that data was updated or a calculation occurred in the program.

```
IF *PF-KEY = WWKEYLDA.#EXPAND-KEY
  MOVE ##AID-YEAR TO #AID-CCYY
  COMPRESS 'WFAFC' #AID-YY 'P' INTO #SUBPGM LEAVING NO
  FETCH RETURN #SUBPGM
  PERFORM SET-KEYS
  ESCAPE TOP
END-IF
```

6. Restow the program.

Setting Up a New Screen With an Existing Security Definition

It is not necessary to create a separate security definition for a new screen if the security definition of a similar existing screen suits your purposes. You can instead simply direct the system to use an existing security definition. To do so, your institution-specific coding must use the FINANCIER security routines and reference the GDA (WWGDA).

Within your online program (or subprogram or subroutine):

1. Load the name of your program to the GDA in the field ##PGM-ID, which is an eight-byte, alphanumeric field.
2. Set the ##PGM-ID variable to the value of the existing screen from which you are using the security definition. For example, if you are going to use the security definition for the Student Demographic screen, set the variable to WWSDEMOP. This will cause the GDA to treat your new screen, for security purposes only, as if it were the Student Demographic screen.
3. Restow the program.

To add the screen to a menu, refer to “Adding a New Screen to a Pull-Down Menu” on page 2-173.

Setting Up a New Screen With Its Own Security Definition

If there is not an existing screen with a security definition appropriate to your new screen (see above), it will be necessary to define a separate security definition.

1. Edit the program security LDA (WWPXREFL) and determine an available array entry. You may use any empty occurrence, but to avoid conflict with future FINANCIER development it is recommended that you use the lower entries.
2. Enter the name of the program controlling the new screen into an empty occurrence of #PGM-ID. Be sure to take note of the occurrence, or subscript value, because you will need it further in the process.
3. Restow LDA WWPXREFL.
4. Restow the Program Cross-Reference Load external subroutine WWPXREFE.
5. Determine the pull-down menu to which your new screen should be added and the appropriate map to be edited:
Student DemographicWWSCSTUM
Application ProcessingWWSCAPPM
AwardingWWSCAWDM
Fund ManagementWWSCFNDM
External InformationWWSCEXTM
InstitutionalWWSCINSM
System ControlWWSCSYSM
6. Edit the map for the pull-down menu:
 - Add a line of text that matches the description to be used in adding the new screen to a pull-down menu. (Refer to Step 3 of “Adding a New Screen to a Pull-Down Menu” on page 2-173.)

- To the right of the description, pull in a one-byte field from the Security File PDA WWSECURD that corresponds to the subscript value used in Step 1. For example, if the program was entered in array entry 65, the field to be placed on the map would be WWSECURD.WW-SCR-65.
 - Edit the field definition of the new one-byte field to assign the control variable corresponding to the array subscript value (in the above example, SCR-65-CV) and assign the help routine as 'WWHELP1H',=
7. Stow the map and the associated subprogram, which has the same name as the map except that the last character is N. For example, if you modified WWSCSTUM, you would restow both WWSCSTUM and WWSCSTUN. This makes the security definition available to the online program.

Adding Security for a New File

If your screen uses an institutional file, you will need to set up file security in addition to screen security.

1. Add file identifiers to the file security LDA (WWFXREFL) in #PDA-ID (A8) and #FILE-ID (A20). Use the same occurrence number; to avoid conflict with FINANCIER development, begin at occurrence 150 (bottom) and work backwards.
2. Add a file identifier to WWFXREFL in #FILE-ID-SEC (A20) this won't be the same occurrence as in Step 1. To avoid conflict with FINANCIER development, begin at occurrence 50 (bottom) and work backwards. Note this occurrence number, as you will use it in Step 6 as well.
3. Restow WWFXREFL.
4. Restow all external subroutines that begin with W and end with T. (T denotes a security-related external subroutine.) This will make the new array entry in WWFXREFL available to all security routines.
5. Restow the File Cross-Reference Load, WWFXREFE.
6. Edit the file security map WWFLSECM:
 - Add an entry (description) for each file to be added.
 - Add a one-byte field from the Security File PDA (WWSECURD) for the file that corresponds to the occurrence number used in Step 2. For example, for occurrence 50 of #FILE-ID-SEC, the map entry would be WWSECURD.WW-FILE-50.
 - Add control variable assignment for the entry (ex. FILE-50-CV) and help routine 'WWHELP1H, = '.
7. Stow WWFLSECM, WWFLSECP, and WWFLSECZ.
8. Create PDAs to hold file-specific variables (only those fields from the file that are actually displayed on the screen need to be defined):
 - Create a PDA to hold file data variables (see WWSTDNTD as an example).
 - Create a PDA to hold file-specific control variables (see WWSTDNTV as an example).
 - Create a PDA to hold "shadow file" definitions (see WWSTDNTS as an example).

9. Create a file-specific security routine (see WWSTDNTT as an example) to load field-specific control variables.
10. Add the control variables to the institutional maps.
11. Add logic to the institutional program(s) to invoke the security routines:
 - ##FILE-ID is loaded with the file PDA ID.
 - Name of program (8-byte name used in screen security) is loaded into ##PGM-ID.
 - Security program (created in Step 9) is invoked.
 - file-LOGICALS is reset (we use file-LOGICALS for pass-fail logic, repeated for each file on map).

Sample code below, from WFFSA02P accesses three files for one (or more) maps.

```
MOVE 'WWSTDNCD' TO ##FILE-ID
MOVE #SECURITY-PROGRAM TO ##PGM-ID
PERFORM STUDENT-CMP-SECURITY STUDENT-CMP-CNTL-VARS
RESET INITIAL STUDENT-CMP-LOGICALS
MOVE 'WFFED02D' TO ##FILE-ID
MOVE #SECURITY-PROGRAM TO ##PGM-ID
PERFORM FEDERAL-0102-SECURITY FEDERAL-0102-CNTL-VARS
RESET INITIAL FEDERAL-0102-LOGICALS
MOVE 'WFAIDYND' TO ##FILE-ID
MOVE #SECURITY-PROGRAM TO ##PGM-ID
PERFORM AIDNEED-SECURITY AIDNEED-CNTL-VARS
RESET INITIAL AIDNEED-LOGICALS
```

Screen and file security settings will be loaded into field-specific control variables and passed to institutional maps.

Setting Access for the Calculation Key

To prevent users with R (read only) access from using the PF5 key on a calculation screen, add code in your institutional program immediately after the code that invokes security. The following example is from WFAPREQP (Applications Requirement calculation). Use the three lines between the **SAG comment markers..

```
IF #DISPLAYED-KEY = #NULL-KEY
  MOVE 'WFAIDYSD' TO ##FILE-ID
  MOVE #SECURITY-PROGRAM TO ##PGM-ID
  PERFORM AIDSTAT-SECURITY AIDSTAT-CNTL-VARS
  RESET INITIAL AIDSTAT-LOGICALS
  PERFORM FIELD-SECURITY-OVERRIDE
**SAG DEFINE EXIT AFTER-SECURITY
  IF ##PASS-SECURITY NE 'W'           /*ALLOW W ACCESS
    RESET WWKEYLDA.#CALC-KEY         /*DO CALC
  END-IF
**SAG END-EXIT
```

Adding a New Screen to a Pull-Down Menu

Once you have created a new screen and the code to control it, the steps below should be performed to add the screen to one of the system's pull-down menus. Some of the steps are followed by an example of the code being described, taken from the program WFFUNDSP, which controls the Fund Management pull-down menu.

1. Determine the pull-down menu to which your new screen will be added and the appropriate program to edit:

Student DemographicWFSTDNTP

Application ProcessingWFAPPLSP

AwardingWFAWARDP

Fund ManagementWFFUNDSP

External InformationWWEXNTLP

InstitutionalWFINSTNP

System ControlWFSYSTMP

2. Update the initial values of the variable #CODE-IN-LIST array. Insert a numeric value in an unoccupied occurrence of the array to correspond to the new program. The value should be consecutive with the others around it. Blanks are used where blank lines will appear between the menu items.

```
01 #CODE-IN-LIST(A2/1:12) INIT<  
    '01','02',' ','03','04',' ','05'>
```

3. Update the initial values of the #FUNCTION array. This array contains the text that will be displayed on the pull-down menu. Be sure to enter the text exactly as it should appear, in upper and lower case letters. Blanks are used to indicate where blank lines should appear between

```
01 #FUNCTION(A45/1:12) INIT<
    `;Fund Attributes',
    `;Fund Utilization',
    ` ',
    `;Fund Historical Trends',
    `;Fund Notes Display',
    ` ',
    `;Fund Roster',
    ` ',
    ` ',
    ` ',
    ` ',
    ` '>
```

- ```
01 #PROGRAM-ARRAY
02 #PGM-ID-1(A8) INIT <'WFFATTRP'>
02 #PGM-ID-2(A8) INIT <'WFFUTILP'>
02 #PGM-ID-3(A8) INIT <' '>
02 #PGM-ID-4(A8) INIT <'WFFTRNDP'>
02 #PGM-ID-5(A8) INIT <'WFNOTEFP'>
02 #PGM-ID-6(A8) INIT <' '>
02 #PGM-ID-7(A8) INIT <'WFFROSTP'>
02 #PGM-ID-8(A8) INIT <' '>
02 #PGM-ID-9(A8) INIT <' '>
02 #PGM-ID-10(A8) INIT <' '>
02 #PGM-ID-11(A8) INIT <' '>
02 #PGM-ID-12(A8) INIT <' '>
01 REDEFINE #PROGRAM-ARRAY
02 #PGM-ARRAY(A8/1:12)
```

- ```
01 #PF-KEY-DEF(A5/1:12)
      INIT <'Attrb','Util','Trend','Notes','Rostr',
      ' ',' ',' ',' ',' ',' ',' ','Retrn','Menu'>
```

- 10/4/17

field must correspond to the occurrence number used in the arrays.

```
DECIDE ON FIRST #CODE
/*
/* CODE: 01 ==> Fund Attributes
/*
VALUE '01'
  IF *LEVEL = 1 THEN
    STACK TOP COMMAND *PROGRAM
    FETCH 'WFFATTRP'
  END-IF

<snip>

NONE
  REINPUT 'INVALID MENU OPTION SELECTED'
  MARK *#CODE ALARM
END-DECIDE
```

7. Restow the program to activate the new menu entry.

FINANCIER™ BATCH PROCESSING

Functions Available in Batch	3-1
Application Processing	3-1
Awarding Aid	3-1
Managing Loans	3-2
Database Maintenance	3-2
Reporting	3-3
Preparing for a New Aid Year	3-3
Running a Batch Program	3-4
Standard Control Parameters	3-4
File Assignments	3-6
Batch Programs	3-15
WFADDIMB (ADD Import)	3-16
WFADDLDB (ADD Load)	3-18
WFADDPGB (ADD File Purge)	3-24
WFANNNTB (Aid Notification)	3-25
WFAPPCLB (Application Requirements Calculation)	3-29
WFARNNTB (Application Requirements Notification)	3-31
WFAWARDDB (Batch Award Process)	3-35
WFBGTCLB (Budget Calculation)	3-39
WFDISBSB (Disbursement Process)	3-41
WFDISUMB (Disbursement Summary)	3-45
WFDLAIMB (Direct Loan Import)	3-46
WFDLEXPB (Direct Loan XML Create)	3-49
WFDLIMPB (Direct Loan XML Import)	3-51
WFDLNEXB (Direct Loan Export)	3-53
WFDLYTDB (Direct Loan Year-to-Date Reconciliation)	3-57
WFDNNNTB (Aid Denial Notification)	3-60
WFDRNNTB (Disbursement Requirements Notification)	3-64

WFDSBCLB (Disbursement Requirements Calculation)	3-68
WFECAIMB (EDE Corrections Import)	3-70
WFECOEXB (EDE Corrections Export)	3-72
WFFLAIMB (Federal Grant Reporting Import).	3-74
WFFLEXPB (Federal Grant XML Create)	3-77
WFFLIMPB (Federal Grant XML Import)	3-79
WFFLREXB (Federal Grant Reporting Export)	3-81
WFFLYTDB (Federal Grant Year-To-Date Reconciliation)	3-84
WFFNDRLB (Fund Rollover)	3-87
WFFSPEXB (FISAP Reporting Export)	3-88
WFLCRCLB (Loan Certification Process).	3-93
WFMAINPB (Batch Maintenance Preliminary Processing)	3-95
WFMAINTB (Batch Maintenance Update)	3-98
WFNANCLB (Need Analysis Calculation)	3-100
WFNPMNTB (Perkins Loan Promissory Note Print)	3-102
WFPELIMB (Pell Tables Import)	3-104
WFPKSELB (Packaging Selection)	3-105
WFPKPAKB (Packaging Calculation).	3-108
WFSPRCLB (Satisfactory Academic Progress Calculation)	3-118
WFTSSCLB (Term Snapshot Calculation)	3-120
WFVCNCLB (Verification Calculation) (Discont. after 2012-13)	3-122
WWDICLSB (Dictionary Print).	3-124
WWPRNTBB (Spool Print Utility)	3-125
WWSPURGB (Student Purge).	3-126
WFLNCANB (Loan Cancellation).	3-128

Tables

Summary of Job Setup Information	3-7
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FUNCTIONS AVAILABLE IN BATCH

FINANCIER™ provides batch programs and jobs to perform the following financial aid functions. Programs are listed in functional order—the order in which they are likely to be used over the course of an aid year business cycle.

Application Processing

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Receive federal application data from CPS or PRO-FILE data from CSS into ADD file	ADD Import (WFADDIMB)	WFADDIMJ
Load ADD file data to Federal, Profile and other files; perform initial budget, need, application requirements and verification calculations	ADD Load (WFADDLDB)	WFADDLDJ
Notify student of incomplete application requirements	Application Requirement Notification (WFARNNTB/WWPRNTBB)	WFARNNTJ
Send federal data corrections to the CPS	EDE Corrections (WFECOEXB)	WFECOEXJ
Receive rejected federal data corrections from the CPS	EDE Rejected Corrections (WFECAIMB)	WFECAIMJ
Re-evaluate the status of students' aid applications	Application Requirements Calculation (WFAPPCLB)	WFAPPCLJ
Recalculate students' budgets	Budget Calculation (WFBGTCLB)	WFBGTCLJ
Recalculate students' need	Need Analysis Calculation (WFNANCLB)	WFNANCLJ
Verify the accuracy of students' federal data	Verification Calculation (WFVCNCLB)	WFVCNCLJ

Awarding Aid

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Import Pell tables for the aid year	Pell Tables Import (WFPELIMB)	WFPELIMJ
Select students for packaging	Packaging Selection (WFPFSELB)	WFPKSELJ
Calculate aid packages and format award transactions	Packaging Calculation (WFPKPAKB)	WFPKPAKJ
Apply award transactions to the Award file	Batch Award Process (WFAWARDB)	WFAWARDJ

Notify students of financial aid decisions	Aid Notification (WFANNNTB/ WWPRNTBB)	WFANNNTJ
	Aid Denial Notification (WFDNNNTB/WWPRNTBB)	WFDNNNTJ
Evaluate the status of students' disbursement requirements	Disbursement Requirements Calculation (WFDSBCLB)	WFDSBCLJ
Notify students of requirements for receiving aid disbursements	Disbursement Requirements Notification (WFDRNNTB/ WWPRNTBB)	WFDRNNTJ
Generate student "snapshot" data for comparison at disbursement time	Term Snapshot Calculation (WFTSSCLB)	WFTSSCLJ
Initiate posting of aid disbursements to students' accounts	Disbursement Process (WFDISBSB)	WFDISBSJ
Generate a disbursement summary report	Disbursement Summary (WFDISUMB)	WFDISUMJ

Managing Loans

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Approve Direct Loan originations	Loan Certification (WFLCRCLB)	WFLCRCLJ
Generate Direct Loan data for export to COD	Direct Loan Export (WFDLNEXB)	WFDLNEXJ
Format Direct Loan export data into XML	Direct Loan XML Create (WFDLEXPB)	WFDLEXPJ
Translate Direct Loan acknowledgment data from XML	Direct Loan XML Import (WFDLIMPB)	WFDLIMPJ
Record Direct Loan acknowledgments	Direct Loan Import (WFDLAIMB)	WFDLAIMJ
Print Perkins Loan notes	Perkins Loan Promissory Note Print (WFNPMNTB/WWPRNTBB)	WFNPMNTJ
Cancel specified Direct, Perkins or institutional loans	Loan Cancellation (WFLNCANB)	WFLNCANJ

Database Maintenance

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Apply transactions to update the database	Batch Maintenance Process (WFMAINPB/WFMAINTB)	WFMAINTJ
Delete inactive student records and related records	Student Purge (WWSPURGB)	WWSPURJ

Reporting

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Generate federal grant export data for reporting to COD	Federal Grant Reporting Export (WFFLREXB)	WFFLREXJ
Format federal grant export data into XML	Federal Grant XML Create (WFFLEXPB)	WFFLEXPJ
Translate federal grant acknowledgments from XML	Federal Grant XML Import (WFFLIMPB)	WFFLIMPJ
Load federal grant acknowledgment data to FINANCIER	Federal Grant Reporting Import (WFFLAIMB)	WFFLAIMJ
Diagnose federal grant reporting discrepancies; update FINANCIER data to match COD	Federal Grant YTD Reconciliation (WFFLYTDB)	WFFLYTDJ
Generate FISAP report components	FISAP Reporting Export (WFFSPEXB)	WFFSPEXJ

Preparing for a New Aid Year

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Create funds for the aid year	Fund Rollover (WFFNDRLB)	WFFNDRLJ
Remove unloaded federal/PROFILE application records for the previous aid year from the ADD file	ADD File Purge (WFADDPGB)	WFADDPGJ

For More Detail

For details about control parameters and processing, refer to the “Batch Programs” section, beginning on page 3-15, where each program is discussed in detail. Program entries are ordered alphabetically by program ID.

RUNNING A BATCH PROGRAM

This section provides some guidelines for setting up JCL/command procedures to execute FINANCIER programs.

Standard Control Parameters

Most FINANCIER batch programs employ a standard set of run parameters: aid year, registration term, financial aid office, run mode and date. Some programs have additional program-specific parameters.

- To set these parameters, edit the values in the JCL or command procedure, in the line following the statement that executes the program. The parameter record consists of a string of values separated by commas. The first five values are the standard parameters; they are followed by program-specific parameters, if any, in the following format:

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

aaaa	Aid year	Processing year (for example, 1999) to which the data pertains. Use a value that is defined for the field WWSYSVRD.WF-AID-YEAR and falls within the active year range in the FAO Table.
b	Term	Registration term to which the data pertains. Use a value defined for the field WWSYSVRD.WW-REGISTRATION-TERM.
cc	FAO	Financial aid office to which the data belongs. Use a value defined for the field WWSYSVRD.WF-FAO.
d(10)	Run mode	Options for special purpose runs. Values are: (blank) Normal update run with all records processed and files updated (default) RECOVER Run to rebuild output lost in a program or system failure; typically a nonupdating run (exceptions for individual programs are noted in the “Batch Programs” section) SAMPLE: <u>nn</u> Limited update run, where <u>nn</u> is the number of records to be processed TRIAL Test run (report only) with all records processed TRIAL: <u>nn</u> Limited test run (report only), where <u>nn</u> is the number of records to be processed
ee/ee/eeee	Date	The effective date of the run. Required in RECOVER mode; otherwise, defaults to the processing date.
xxx.....	Program-specific parameters	Run controls that apply only to the program being executed. For format and values, see the program entry in the “Batch Programs” section.

If the parameter value is shorter than the maximum length, don’t leave any space between the value and the delimiting comma. The parameter

record should be one continuous string, with no embedded spaces. For example, in the following record, the values for FAO (U) and run mode (TRIAL) are shorter than the maximum length allowed for these parameters:

2012,F,U,TRIAL,12/01/2012

If you omit an optional parameter in the middle of the string, include the comma which determines its position in the parameter record. In the following example, the parameter string includes a program-specific parameter (value xxx) and two commas to mark the position of the default run mode and date:

2012,F,U,, ,xxx

If the default values fall at the end of the string, the commas aren't needed. For example, the string 2012,F,U implies a normal update run (run mode parameter is omitted) for today's date (effective date parameter is omitted), with no program-specific parameters.

Parameter Help

For your convenience, batch parameter information is available online in FINANCIER.

- ▶▶ To look up a parameter's format and values, go to the Dictionary screen (System>Dictionary Maintenance) and specify the Parm Help file (WWPHELPD) as the File and the parameter as the Field (press PF2 for a selection list). The parameter is expressed as *program:parm-mnemonic*. For example, to get Help on the Address Type parameter for the Application Requirements Notification program, select WFARNNTB:ADDR-TYPE as the Field entry.

File ID is WWPHELPD
Field ID is the parameter designator, available via PF2

The Address Type parameter has the same values as the Student Address Type

Header Information

File: WWPHELPD
Field: WFARNNTB:ADDR-TYPE

Expand (PF9) Values
List for values

Description
Values list

Heading: WFARNNTB:ADDR-TYPE
Edit mask:
Fmt/Lngth: A_1.0

Maintenance: H

SAR field#:
DSL field#:
DPL field#:

Values exist: FALSE
Use values from:
File: WWSTDNTD
Field: WW-ST-AD1-TYPE

Value list use: E
Range: -
Srch: _

Definition by: U

Refer to the Fmt/Lngth fields for the format and length of the parameter. If the parameter has a set of valid values, tab to the Values List and press PF9 for values. The parameter has a set of valid values if the Values Exist flag is

set to True, or there is a value reference file and field listed under the Use Values From heading.

File Assignments

Table 3-1 on page 3-7 summarizes the work files and print files that are expected as input or generated as output by FINANCIER batch programs. You may need this information if you are making changes to the JCL/command procedures as delivered. For more detail about input and output files, see the program entry in the “Batch Programs” section.

Print Files

The standard for print file usage is:

- Print File 1 contains a control report (Processing Counts/Errors); always generated
- Print File 2 contains a “problem” report, such as a list of records rejected by an external processor; generated by most import/export programs
- Print File 3 contains a roster of processed records (students, loans, etc.); may be generated for update programs, usually in Trial or Sample runs only
- Print Files 4 and 5 are used for special forms or documents that may require some kind of printer setup with preprinted forms or letterhead

Table 3-1: Summary of Job Setup Information

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

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

Member/Function	Parameters	Work Files	Lgth	Print Files
WFARNNTJ (WFARNNTB-WWPRNTBB) Application Requirements Notification Print application requirements notification letters	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1 Format (up to 10) A1 x 10	4 Interim spool file	4882	1 Processing Counts/Errors 2 ARN Letters
WFAWARDJ (WFAWARDDB) Batch Award Process Post batch award transactions	Not applicable (drives off batch header)	1 Input award transactions 2 Rejected award transactions	80 80	1 Processing Counts/Errors 2 Rejected Transactions
WFBGTCLJ (WFBGTCLB) Budget (Re)calc Perform mass budget calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample report
WFDISBSJ (WFDISBSB) Disbursement Process Perform mass disbursement process	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Schedule A1 Disbursement Point A1	None		1 Processing Counts/Errors 2 Unprocessed Disbursements 3 Authorized Disbursements
WFDISUMJ (WFDISUMB) Disbursement Summary	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Fiscal Year A4	None		1 Processing Counts/Errors 3 Disbursement Summary
WFDLAIMJ (WFDLAIMB) Direct Loan Import Apply Direct Loan acknowledgments for originations and disbursements	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Summary acknowledgment data (from WFDLIMPB) 2 Loan acknowledgment data (from WFDLIMPB) before <u>2014-15</u> <u>2014-15</u> <u>2015-16</u> and later	1179 5993 6002 6009	1 Processing Counts/Errors 2 Problem Records

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

Member/Function	Parameters	Work Files	Lgth	Print Files
WFDLEXPJ (WFDLEXPB) Direct Loan XML Create Generate Direct loan XML document for reporting to COD	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Summary (from WFDLNEXB) 69 2 Student-specific loan data (from WFDLNEXB) 838 <u>2013-14</u> <u>2014-15</u> and later 1009 3 XML Common Record documents, DL-specific var		1 Processing Counts/Errors
WFDLIMPJ (WFDLIMPB) Direct Loan XML Import Translate Direct loan acknowledgment data from XML	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A1	1 Summary acknowledgment data 1179 2 Loan acknowledgment data before <u>2014-15</u> 5993 <u>2014-15</u> 6002 <u>2015-16</u> and later 6009 3 XML response documents 400		1 Processing Counts/Errors
WFDLNEXJ (WFDLNEXB) Direct Loan Export Export Direct loan originations/corrections/disbursements export data for input to XML Create process	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Export Selection A6	1 Summary 69 2 Student-specific loan data 838 <u>2013-14</u> <u>2014-15</u> and later 1009		1 Processing Counts/Errors 2 Untransmitted Loans Report 3 DL Prom Note Manifest 4 DL PLUS Prom Note Manifest
WFDNNNTJ (WFDNNNTB/WWPRNTBB) Aid Denial Notification Print aid denial letters	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1 Format (up to 10) A1 x 10	4 Interim spool file 4882		1 Processing Counts/Errors 3 DN Letters
WFDNRNTJ (WFDNRNTB-WWPRNTBB) Disbursement Requirements Notification Print disbursement requirement notification letters	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1 Format (up to 10) A1 x 10	4 Interim spool file 4882		1 Processing Counts/Errors 2 DRN Letters

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

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

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

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

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

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

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

Member/Function	Parameters	Work Files	Lgth	Print Files
WFPKPAKJ (WFPKPAKB) Packaging Calculation Determine student eligibility, calculate awards and create award transactions	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Distribution Code A1 Student Report Detail A1 Fund Report Detail A1 Student Reports Order A1 <u>Beginning 2013-14:</u> Prior Year Pell A1 Fund Count A2 <i>up to 3 comma-separated records follow:</i> Fund IDs (max 7) Fund IDs (max 7) Fund IDs (max 6)	1 Selected students in priority order 2 Fund eligibility criteria (obsolete after 2012-13) 3 Award transactions 4 Batch maintenance transactions 5 Sort for Fund report 6 Sort in processing order for Student reports 7 Sort in name order for Student reports	131 80 80 100 80 137 137	1 Processing Counts/Errors 2 Students Selected but not Packaged (in processing order) 3 Students Packaged (in processing order) 4 Fund Statistics 5 Students Selected but not Packaged (in name order) 6 Students Packaged (in name order)
WFPKSELJ (WFPKSELB) Packaging Selection Select student population(s) for packaging	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Population A10 Report A1	1 Selected students in priority order 2 All students examined	131 131	1 Processing Counts/Errors 2 Bypass List 3 Selected Students
WFSPRCLJ (WFSPRCLB) Satisfactory Academic Progress Calculation Post academic progress evaluations	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample report
WFTSSCLJ (WFTSSCLB) Term Snapshot Calculation Update snapshot data for disbursement comparison	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 2 Snapshot Mismatch 3 Original Snapshot

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

Member/Function	Parameters	Work Files	Lgth	Print Files
WFVCNCLJ (WFVCNCLB) Verification (Re)calc Perform mass verification calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample report
WWDICLSJ (WWDICLSB) Dictionary Print Print Dictionary entries	PDA/File name A32	None		1 Dictionary Report
WWSPURGJ (WWSPURGB) Student Purge Remove student-specific records for students with no current ADD or ECAR activity and no award history	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Students to be deleted	80	1 Processing Counts/Errors 2 Deleted Students

BATCH PROGRAMS

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

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

WFADDIMB (ADD Import)

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

Timing

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

The program can be rerun if necessary.

Control Parameters

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

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

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

Work Files Input

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

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

Processing

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

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

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

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

Database File Updated

ADD file (WF-ADD)

Report Produced

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

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

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

Transaction
number

Send reason

WFADDLDB (ADD Load)

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

Timing

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

Implementation

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

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

Control Parameters

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

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

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
Edit overrides:		
f	Fed Reject	Option to load data even if the student is a federal reject
g	Corr Pend	Option to load data even if electronic corrections are pending
h	Corr Sent	Option to load data even if electronic corrections have been transmitted
i	Locked	Option to load data even if the student’s application has been locked
j	Verified	Option to load data even if the student has been verified
k	Packaged	Option to load data even if the student has been packaged

Values for each override position are:

(blank) Normal edit; don’t override (default)

Y Yes, override; don’t perform this edit

For example, to prevent rejects based on electronic corrections (the second and third override positions), the parameter record would include a blank for the first override position, followed by two Y’s:

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

Database Files Read

ADD file (WF-ADD), Aid Year file (WF-AIDYEAR), CSS file (WF-CSS-xxyy), ECAR file (WF-ECAR), External file (WW-EXTERNAL), Federal file (WF-FEDERAL-xxyy), ISIR file (WF-ISIR-xxyy), Verification file (WF-VERIFY-xxyy), Student file (WW-STUDENT), System file (WW-SYSTEM, for FAO Status Decision entries and FAO Need Analysis defaults)

Processing

Reads the ADD file sequentially. For a federal (source F) record that originated as an ISIR 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 federal 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 an institutionally corrected ISIR.

For a CSS source C (PROFILE) record checks that the student is not packaged and the application is not locked (unless the packaging or lock override parameter is set). For a CSS source N (non-custodial parent) record, ensures that a corresponding C record exists.

For source N, flags the existing CSS record. For federal (source F) or PROFILE (source C) applications, checks the record against the ADD Load criteria defined in the FAO Status Decision Table (refers to the Fedl ADD row to check federal data, or Prof ADD row to check PROFILE data). If the record passes this edit, loads the data into the application processing files.

- For ADD records of source C (CSS), populates the Student file and year-specific CSS file
- For ADD records of source F (federal), populates the Student file and year-specific ISIR file, NSLDS file, Federal file and CPS file

Uses the aid year, term 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 file records, changing the Reject flag from N (new) to R and entering a corresponding value in the Reject Reason field.

For federal records, creates or updates parent (External) record(s) for the parent(s). Invokes subroutine DETERMINE-PID (WWDTPIDE) to return the external ID, based on the SSN. If no External record exists for the parent, one is created. If an External record does exist, the name and DOB are compared to the ISIR values, and updated if the ISIR values are different and not blank. (If the parent's first initial on the ISIR coincides with the first name currently stored, the first name is left intact. The External name is parsed as last name, first name.) Checks the Student record and adds the parent ID to the student's record if it is not found in either parent field. (Before 2014-15, associates the first parent field with the father and the second with the mother; adds a new parent ID to the appropriate field, or if a parent ID is found in the wrong field, flips it to the right one.)

Performs budget, application requirements, need analysis and verification calculations based on newly loaded application data.

For the budget calculation, checks for FAO-specific conditions which affect costs, such as state residency. Totals the contents of FAO-specific

budget amount fields—up to eight, typically set up to include tuition, fees, books and supplies, transportation, room and board. Updates the Aid Year file with the budget total. If budgets are term-specific, also updates the Budget file.

For the application requirements evaluation, follows FAO-specific logic to determine the documents to be submitted and the FAO Checklist conditions to be fulfilled for each student. Creates application requirement records in the Requirements file for each student, and sets the status of each requirement. On the student's Aid Year record, sets defaults for notification letters and sets the overall application status.

For the need analysis calculation, reads the financial data from the Federal file and/or CSS file and, via a series of calls, invokes WFNC~~D~~YY (for dependent students) or WFNC~~I~~YY (independent students) to perform the Federal Methodology calculation, and when appropriate, INAS to perform the Institutional Methodology calculation. (In the absence of federal data, INAS also performs an estimated federal calculation.) Bypasses the IM calculation if the Override flag is set.

As of 2013-14, verification is invoked only for students who previously passed verification – student is federally or institutionally selected, Verification Status, WF-VE-VER, is not blank, and Reverification flag, WF-VE-VER-REVER, is not M. Prior to 2013-14, verification could proceed only if a Verification record existed with a family size value greater than 0.

The verification calculation compares values for federally required verification data (such as number in family, adjusted gross income, federal tax paid, etc.) in the Federal file against the same values in the Verification file. Looks at parent and student financial data (if the student is dependent), or student financial data (if the student is independent), according to year-specific federal rules for exact match, tolerance limits and (in 2012-13) criteria that allow bypassing verification of certain fields based on their federal values, or criteria that mandate a specified set of data based on student characteristics, such as the Verification Tracking group (2013-14). In the 2012-13 calculation, student passes verification automatically if the ISIR indicates that financial data has been retrieved from the IRS and not subsequently changed, family size and number in college are the minimum for the dependency and marital statuses, and the student/parent did not receive food stamps and did not claim to have paid child support.

For fields that fail the comparison, applies overlay logic to overwrite the Federal file and/or CSS file with Verification file data. An institution which uses CSS data may choose to verify CSS data and overlay Federal data, or verify Federal data and overlay CSS data.

If the student passes verification, sets the Federal Verification Status (WF-VE-VER) to P (pass with exact match, including pass by overlay) or T (pass by tolerance) and sets the Reverification flag (WF-VE-REVER) to A (permitting automated reverification) or P (permitting reverification without overlay, applied if any fields were bypassed due to value criteria; 2012-13 only).

If any correctable Federal data was modified during online processing of a student's ADD file record, or by the verification overlay, stores correction data in the ECAR file for EDE Correction Export processing by WFEEOEXB.

Activates the aid year for the student and generates an ADD process event in the student's event history.

Database Files Updated

ADD file (WF-ADD), Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT), Budget file (WF-BUDGET), CPS file (WF-CPS-xxyy), CSS file (WF-CSS-xxyy), ECAR file (WF-ECAR), External file (WW-EXTERNAL), Federal file (WF-FEDERAL-xxyy), ISIR file (WF-ISIR-xxyy), NSLDS file (WF-NSLDS-xxyy), Requirements file (WF-REQUIREMENT), Student file (WW-STUDENT), Verification file (WF-VERIFY-xxyy)

Reports Produced

Processing Counts/Errors (Print File 1)

Field Value Errors (Print File 2)

Loaded Students (Print File 3): optional list of students for which records were added to the system in the run; printing depends on the program variable #PRINT-LOG. Since the volume of records processed, and hence the size of the report, may be very large, WFADDLDB is delivered with the #PRINT-LOG value set to FALSE (no report). If you want to generate this report, reset the #PRINT-LOG value to TRUE.

CPS/FINANCIER EFC Mismatches (Print File 4): list of students whose calculated EFC does not match the EFC on the ISIR being loaded.

StudentID	Name	CPS EFC	FIN EFC	
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	CPS Reject
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	

Lists student with EFC mismatch if record being loaded is a federal record

Notes if the incoming record is a CPS Reject

Resolving Problems

Requested ISIRs. If you want to load an ISIR that is older than one already on file, you can request it from the ISIR Datamart (via FAA Access/CPS Online). To process, remove any later ISIRs from the ADD file (so it will be accepted in the ADD file) and change the transaction portion of the currently stored Federal ID (on the CPS Communications screen) to zero or blank (so the ADD Load won't find a later transaction already in the year-specific files).

Annual Maintenance

You should review customized code before a new processing year begins, to ensure that it still reflects current policies and practices. For example:

- Budget calculation. If budget components (tuition, fees, etc.) or dollar amounts change, corresponding code must be modified.
- Application requirements. If policies change regarding required submissions or FAO Checklist requirements, corresponding code must be modified.
- Federal/CSS overlay. If practices change for maintaining CSS PROFILE and Federal data, overlay logic may need to be modified.

WFADDPGB (ADD File Purge)

The ADD Purge job deletes all records for a specified year from the ADD file.

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 Status Decision Table test for ADD Load processing will sit in the ADD file 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.

Control Parameters

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

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

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

Database File Read

ADD file (WF-ADD)

Processing

Reads the ADD file sequentially, deleting records for the aid year and FAO specified in the control record.

Database File Updated

ADD file (WF-ADD)

Reports Produced

Processing Counts/Errors (Print File1)

WFANNNTB (Aid Notification)

Run the Aid Notification job to generate and print letters to students informing them of financial aid decisions. The job (WFANNNTJ) executes two programs: WFANNNTB and the mainframe print utility program, WWPRNTBB, which is described under a separate heading (page 3-125).

Implementation

During implementation of FINANCIER, your institution chooses one of two processing paths for WFANNNTB—either letter formatting for mainframe printing, or data extract for printing from PC word processing software—and customizes the program accordingly. If the PC extract path is selected, the WFANNNTJ job must be modified to remove execution of the mainframe print utility (WWPRNTBB).

Typically only one award letter is sent to a student. A student is selected for a second followup notification only if the AN Print Override flag (WF-AY-P-NOT-OVR) on the Award Summary screen is manually set to P. 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 screen, in the two fields labeled I/F Formats: AN. Specify the initial format in the first field and the followup format in the second field.

Timing

Print aid notification letters to students after their awards packaging is complete—after awards have been posted by WFAWARDDB and reviewed/modified online as needed.

Control Parameters

The WFANNNTJ parameter record consists of the five standard control parameters, followed by a set of program-specific print control parameters:

aaaa,b,cc,dddddddddd,ee/ee/eeee,f,g,h,h,h,h,h,h,h,h,h,h

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Print order	Order in which to produce the notifications. Values are:
		I FINANCIER internal student ID order (default)
		N Last name order
		Z Zip code order

g	Address type	Indicates which student address to use. Use a value defined for the field WW-STUDENT.WW-ST-AD1-TYPE.
h	Format	The letter formats for student selection; include a maximum of 10, using values defined for the initial and followup letter fields: WF-AID-YEAR.WF-AY-P-NOT-I-FMT and WF-AY-P-NOT-F-FMT. Default is all formats.

Database Files Read

Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), Fund File (WF-FUND), Notifications file, if printing is mainframe-driven (WW-NOTIFICATION), Student file (WW-STUDENT)

Processing

Processes sequentially through the Aid Year file to determine which students should receive notifications.

If the Print Override flag is set to force printing (WF-AY-P-NOT-OVR value is P), selects the student if:

- FAO Status Decision Table criteria for the process (in the AN Prnt row of the table) are satisfied
- at least one award is flagged as printable (the value of WF-FU-NOT-PRINT is Y) and the award total is not zero
- the AN format for the letter the student should receive (initial or followup) matches a format set for the run

If the Print Override flag is not set to force or hold printing (WF-AY-P-NOT-OVR is blank), selects the record if the above conditions apply and:

- no previous aid notification has been sent (the value of WF-AY-P-NOT-TOTAL is zero)
- the student's Packaging status (WF-AY-P-STAT) is set to P

If the Print Override flag is set to hold printing (WF-AY-P-NOT-OVR is set to H), the student is bypassed.

Proceeds to format letters (if customized for mainframe printing) or extract data for letters (if customized for PC word processing).

Mainframe processing. For each letter to be generated, reads the Award file and retrieves award detail. Reads the Student file for name and address.

Validates formats specified in the control record against the Notifications file and retrieves corresponding text. Writes letter text to Work File 4. Generates an initial letter if no notifications are on record; otherwise, generates a followup.

Updates Aid Year records with the notification date and turns off the Print Override flag if it is set to P. Generates an AN event in the student's event history (Audit file).

Extract for PC processing. For each letter to be generated, reads the Award file for award detail. Reads the Student file for name and address.

Writes a sequential record for each letter containing student name, address, format and awards to Work File 4.

Updates Aid Year records with the notification date and turns off the Print Override flag if it is set to P. Generates an AN event in the student's event history (Audit file).

Database Files Updated

Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT)

Work File Output

Work File 4 Spool file (created by WFANNNTB and passed to WWPRNTBB)

Technical Note (Mainframe Printing). Work File 4 contains one record for each letter, with the line structure determined by an array defined in the subprogram WFANNPRN. Each array entry (maximum 60 occurrences) corresponds to a line. You can adjust the position of a line up or down on the printed page by changing the subscript number on the array entry.

For example, to move the name up one line, locate the array definition in the inline subroutine PRINT-NAME-ADDRESS:

```
ASSIGN #IP = 11
MOVE #NAME-FML TO #PL-DATA (#IP)
ASSIGN #IP = 12
MOVE #ADDR-L1 TO #PL-DATA (#IP)
ASSIGN #IP = 13
MOVE #ADDR-L2 TO #PL-DATA (#IP)
ASSIGN #IP = 14
MOVE #ADDR-CSZ TO #PL-DATA (#IP)
```

```
ASSIGN #IP = 16
MOVE EDITED #NOTIF-DATE (EM=L(12)' 'DD', 'YYYY) TO #PL-DATA (#IP)
...
```

This code assigns the name (contents of #NAME-FML) to line 11, first address line (#ADDR-L1) to line 12 and so on. To move the name up to line 10, change the line assignment from ASSIGN #IP = 11 to
ASSIGN #IP = 10.

Reports Produced

Processing Counts/Errors (Print File 1)

Aid Notification Letters (Print File 2)

WFAPPCLB (Application Requirements Calculation)

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 WFAPPCLB just before the packaging process.

When you change the status of a required submission online, FINANCIER calculates the application status automatically. However, recalculation (either by running WFAPPCLB or invoking the calculation online) may be necessary to register the effect of a change 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.

Control Parameters

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

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

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

Database File Read

Aid Year file (WF-AIDYEAR)

Processing

Reads the Aid Year file for the specified year and selects students according to FAO Status Decision Table criteria (AppReq row). Via a series of calls, invokes the application requirements calculation.

The calculation program follows FAO-specific logic to determine the documents to be submitted and the FAO Checklist conditions to be fulfilled for each student. Updates (or creates) application requirement records in the Requirements file for each student, setting the status of each requirement. Physically deletes requirement records for standard documents that have

been marked for deletion (except any that have been included on requirements notifications). On the student's Aid Year record, sets defaults for notification letters as needed and sets the overall application status.

Database Files Updated

Aid Year file (WF-AIDYEAR), Requirements file (WF-REQUIREMENT)

Report Produced

Processing Counts/Errors (Print File 1)

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

WFARNNTB (Application Requirements Notification)

Run the Requirements Notification job to generate and print letters to students detailing the documents they must submit to complete their financial aid applications. The job (WFARNNTJ) executes two programs: WFARNNTB and the mainframe print utility program, WWPRNTBB, which is described under a separate heading (page 3-125).

Implementation

During implementation of FINANCIER, your institution chooses one of two processing paths for WFARNNTB—either letter formatting for mainframe printing, or data extract for printing from PC word processing software—and customizes the program accordingly. If the PC extract path is selected, the WFARNNTJ job must be modified to remove execution of the mainframe print utility (WWPRNTBB).

Timing

Run notifications after the ADD Load (WFADDLDB) has been run to load application data and evaluate application requirements. As needed, the aid office can review applications individually online before issuing the notification letters.

Control Parameters

The WFARNNTJ parameter record consists of the five standard control parameters, followed by a set of program-specific print control parameters:

aaaa,b,cc,dddddddddd,ee/ee/eeee,f,g,h,h,h,h,h,h,h,h,h,h

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Print order	Order in which to produce the notifications. Values are: I FINANCIER internal student ID order (default) N Last name order Z Zip code order
g	Address type	Indicates which student address to use. Use a value defined for the field WW-STUDENT.WW-ST-AD1-TYPE.

h	Format	The letter formats for student selection; include a maximum of 10, using values defined for the initial, followup and confirmation letter fields: WF-AID-YEAR.WF-AY-A-NOT-I-FMT, WF-AY-A-NOT-F-FMT and WF-AY-A-NOT-C-FMT. Default is all formats.
---	--------	--

Database Files Read

Aid Year file (WF-AIDYEAR), Notifications file, if printing is mainframe-driven (WW-NOTIFICATION), Requirements file (WF-REQUIREMENT), Student file (WW-STUDENT)

Processing

Processes sequentially through the Aid Year file to determine which students should receive notifications.

If the Print Override flag is set to force printing (WF-AY-A-NOT-OVR value is P), selects the student if all the following are true:

- the status of at least one required document is R, I or P (required, incomplete or previously complete)
- FAO Status Decision Table criteria for the process (in the ARN Prnt row of the table) are satisfied
- the ARN format for the letter the student should receive (initial, followup or confirmation) matches a format set for the run

If the Print Override flag is not set to force or hold printing (WF-AY-A-NOT-OVR is blank), selects the record 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

If the Print Override flag is set to hold printing (WF-AY-A-NOT-OVR is set to H), the student is bypassed.

Proceeds to format letters (if customized for mainframe printing) or extract data for letters (if customized for PC word processing).

Mainframe processing. For each letter to be generated, reads the Requirements file and selects documents with status R, I or P (required, incomplete or previously complete). Reads the Student file for name and address.

Validates formats specified in the control record against the Notifications file and retrieves corresponding text. Writes letter text to Work File 4. Generate an initial letter if no notifications are on record, or a confirmation letter if explicitly requested; in all other cases, generates a followup.

Updates Requirements file records, incrementing a notifications counter on each document. Updates Aid Year records, incrementing the notification date and notifications counter on each application, and turning off the Print Override flag if it is set to P. Generates an ARN event in the student's event history (Audit file).

Extract for PC processing. For each letter to be generated, reads the Requirements file and selects documents with status R, I or P (required, incomplete or previously complete). Reads the Student file for name and address.

Writes a sequential record for each letter containing student name and address, letter format, documents and document status to Work File 4. Generates an ARN event in the student's event history (Audit file).

Updates Requirements file records, incrementing a notifications counter on each document. Updates Aid Year records, incrementing the notification date and notifications counter on each application, and turning off the Print Override flag if it is set to P.

Database Files Updated

Aid Year file (WF-AIDYEAR), Audit file (WF-AUDIT), Requirements file (WF-REQUIREMENT)

Work File Output

Work File 4 Spool file (created by WFARNNTB and passed to WWPRNTBB)

Technical Note (Mainframe Printing). Work File 4 contains one record for each letter, with the line structure determined by an array defined in the subprogram WFARNPRN. Each array entry (maximum 60 occurrences) corresponds to a line. You can adjust the position of a line up or down on the printed page by changing the subscript number on the array entry.

For example, to move the name up one line, locate the array definition in the inline subroutine PRINT-NAME-ADDRESS:

```
ASSIGN #IP = 11
MOVE #NAME-FML TO #PL-DATA (#IP)
ASSIGN #IP = 12
MOVE #ADDR-L1 TO #PL-DATA (#IP)
ASSIGN #IP = 13
MOVE #ADDR-L2 TO #PL-DATA (#IP)
ASSIGN #IP = 14
MOVE #ADDR-CSZ TO #PL-DATA (#IP)
ASSIGN #IP = 16
MOVE EDITED #NOTIF-DATE (EM=L(12)' 'DD', 'YYYY) TO #PL-DATA (#IP)
...
```

This code assigns the name (contents of #NAME-FML) to line 11, first address line (#ADDR-L1) to line 12 and so on. To move the name up to line 10, change the Assign statement from ASSIGN #IP = 11 to ASSIGN #IP = 10.

Reports Produced

Processing Counts/Errors (Print File 1)

Application Requirements Notification Letters (Print File 2)

WFAWARDDB (Batch Award Process)

Run the Batch Award job to apply award transactions (offers of aid, acceptances and other actions) generated in the packaging process.

Timing

This is the third process in the four-stage award packaging process:

- WFPKSELB identifies students ready for packaging and sorts them into priority order
- The Packaging Calculation (WFPKPAKB) calculates aid packages for the selected students and creates award transactions and batch maintenance transactions (to update students' packaging status)
- **Batch Award Process (WFAWARDDB) applies the award transactions to the FINANCIER database**
- Batch Maintenance Process (WFMAINPB/WFMAINTB) applies the maintenance transactions

Implementation

If your institution receives awards information from an external source, such as a file of state awards, you will need a customized program to generate award transactions in the format required by WFAWARDDB.

Transaction Layouts

Each batch input to WFAWARDDB must begin with a batch header record, which identifies the batch for audit and control purposes.

Batch Header layout.

Field/Position	Explanation/Values
Header Identifier 01-09	Identifies the record as a batch header. Required. Value must be BATCH HDR.
Batch ID 10-17	Identifies the batch for institutional purposes.
User ID 18-25	Security ID that must be validated before the run can proceed; values must be defined in the Security File. In batches from the Packaging Calculation, the value is generated as WFPKPAKB.
FAO 26-27	The financial aid office to which the aid applications belong. Required. Use a value defined for the field WWSYSVRD.WF-FAO.
Aid Year 28-31	The aid year to which the awards pertain. Required.
Activate Student 32	Indicates whether to activate the student for the aid year. Required. Values are: Y Activate N Don't activate
Check Decision Table 33	Indicates if the FAO Status Decision Table should be checked to determine if the student meets the criteria for award processing. Y Check table N Don't check table (default)

Award transaction layout.

Field/Position	Explanation/Values
Student ID 01-09	The student for whom the award is to be processed. Required.
Aid Year 10-13	The processing year to which the award pertains. Assumes the value from the header.
FAO 14-15	The financial aid office to which the aid applications belong. Assumes the value from the header.
Fund ID 16-24	The fund from which award amounts are to be disbursed. Required. Use a value defined for the field WFFUNDSD.WF-FUND-ID.
Action Code 26-27	The award function to be performed (offer, acceptance, cancellation, etc.) Required. Use a value defined for the field WWSYSVRD.WF-PGM-AW-ACTION.
Amount 28-36	The award amount to be posted; required according to action code. Value is a five-digit number with two decimal places (zz,zzz.zz).
Distribution rule 37	Indicates how the award function should be divided into disbursements. Required for all action codes <u>except</u> D (manual disbursement) and P (payment), which require a specific disbursement point instead in position 38 (see below). Use a value defined for the field WFAWARD.D.WF-AW-DIST.
Disbursement point 38	For manual disbursements and payments only, identifies the disbursement point to be used. Required if the action code is D (manual disbursement) or P (payment). Use a value defined for the field WWSYSVRD.WF-DISBURSEMENT.

Note on Loan Disbursing. If you are using the Award 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.

Work File Input

Before 2011-12: Work File 1 (created as Work File 2 by the PARS Import, WFPARIMB), containing award transaction batches

2012-13 and after: Work File 1 (created as Work File 3 by the Packaging Calculation process, WFPKPAKB), containing award transaction batches

Database Files Read

Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), FISAP file (WF-FISAP), Fund file (WF-FUND), Transcript file (WF-TRANSCRIPT), System file (WW-SYSTEM, for Dictionary and Security information)

Processing

Reads Work File 1 to edit and apply the contents.

Ensures that each batch has a header record, and the user ID on the header (typically WFPKPAKB) is a valid user ID defined in the Security file.

For Accept, Disburse, Payment, Cancel and Reject transactions, verifies that the corresponding award record(s) exist.

Calls WFAWDPRN to edit the award transactions and post the awards.

- Validates values (amounts are numeric; fund IDs, action codes and distribution codes are Dictionary-defined) and required fields and performs action code-specific edits. For example, for an offer action (action code value O), ensures that there is an amount on the transaction; that the fund is active; that the offer does not exceed fund limits.
- If the Activate Student value on the batch header is set to N, verifies that the student has already been activated for the aid year. If not, rejects the transaction.
- For each transaction that passes these edits, reads the Fund file records (one for each fiscal year affected) for the fund ID on the transaction. Verifies that the distribution rule on the transaction is valid for the fund. If there are disbursement requirements attached to the award, updates the Requirements file.
- Applies valid transactions to update FINANCIER files: Aid Year file (including effect on meet-need aid, replacement of student or parent contribution, total aid); Award file, Fund file (may affect records for either fiscal year), FISAP file (may affect records for either fiscal year), Audit file, Transcript file, Requirements file.

Work File Output

Work File 2, containing rejected award transactions

Database Files Updated

Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT), Award file (WF-AWARD), FISAP file (WF-FISAP), Fund file (WF-FUND), Requirements file (WF-REQUIREMENT), Transcript file (WF-TRANSCRIPT)

Reports Produced

Processing Counts/Errors (Print File 1)

Rejected Transactions Report (Print File 2)

WFBGTCLB (Budget Calculation)

Run the Budget Calculation job to recalculate student budgets.

Timing

The ADD Load program (WFADDLDB) 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.

Control Parameters

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

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

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

Database File Read

Aid Year file (WF-AIDYEAR)

Processing

Reads the Aid Year file for the specified year and selects students according to FAO Status Decision Table criteria (BdgtCalc row). Via a series of calls, invokes the budget calculation.

The calculation program follows FAO-specific logic to determine conditions that affect costs, such as state residency. Totals the contents of FAO-specific budget amount fields—up to eight, typically set up to include tuition, fees, books and supplies, transportation, room and board. Updates the Aid Year file with the budget total. If budgets are term-specific, also updates the Budget file. Can be written to store a snapshot of student information in the Budget file (for subsequent comparison at disbursement time if required).

Database Files Updated

Aid Year file (WF-AIDYEAR), Budget file (WF-BUDGET)

Reports Produced

Processing Counts/Errors (Print File 1)

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

WFDISBSB (Disbursement Process)

Run the Disbursement Process job to authorize the posting of aid disbursements to student accounts.

Timing

You process disbursements according to a schedule defined in your institution's Schedule Table. You specify the schedule and the specific disbursement point within the schedule as control parameters when you run the program.

Typically a schedule has one or two disbursement points per term. The program calculates disbursements for the aid year through the disbursement point 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 amount credited for the second disbursement equals the accepted amount for the first and second points.

Control Parameters

The WFDISBSJ parameter record consists of the standard control parameters, followed by the program-specific Schedule and Disbursement Point parameters:

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

aaaa	Aid year	(For parameter descriptions and values, see "Standard Control Parameters" on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Schedule	The schedule that indicates when disbursements are to be made. Use a value defined in the Schedule Table.
g	Disbursement Point	The point for which disbursements are to be authorized. Use a value defined in the Schedule Table for the schedule designated in the previous parameter.

Database Files Read

Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), Fund file (WF-FUND), Loan files (WF-LOANAPP and WF-LOANDSB), Requirements file (WF-REQUIREMENT), Schedule Table in System file (WW-SYSTEM)

Processing

Processes sequentially through the Award file, selecting awards for

disbursement.

For a cancellation or reduction of a previous disbursement, selects the record if:

- the fund for the award is active and is set up to feed disbursements (typically via a transaction-generating interface to Accounts Receivable or the Loans office)
- the student's aid year record is not set to hold disbursements (value of WF-AY-D-OVR is not H)

For a forced disbursement (value of WF-AY-D-OVR is D on the student's aid year record), selects the record 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 (WF-AY-D-OVR is blank), selects the record if the above conditions apply and:

- the student passes an FAO Status Decision Table edit (Disbmt row)
- any fund-specific document requirements are complete
- the student's disbursement status is complete (tested only if the fund's disbursement status is set to Y, by invoking the disbursement requirements calculation)
- student data matches the "snapshot" stored previously (tested only if the fund's snapshot check flag is set to Y): Time Status and Enrollment hours must equal or exceed snapshot values; other snapshot fields require an exact match
- student has completed the required clock hours for his/her academic program (tested only if the student's progress is measured in clock hours—student's Schedule value is 5—and the fund's clock-hour check flag is set to Y)

If an award on a feedable fund is rejected, writes a record to the unprocessed disbursements report (Print File 2). (Awards on nonfeedable funds are not reported.) If the award is authorized for disbursement, writes a record to the processed disbursements report (Print File 3).

For each disbursement, calls the disbursement program, WFDISBSN, to generate 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.

- For the D transactions, passes student information (student ID, net disbursement amount, account numbers, term, year, whether the amount is a debit or a credit) to the Student Interface. Sets WW-ST-BURSAR and WW-ST-LOANS to W, indicating that a disbursement is being authorized, so that the disbursement feed interface can create/post transactions.
- For Direct loans, calls the year-specific interface subprogram WFFIDyyN to return the enrollment status, provided no status has yet been recorded for the disbursement – that is, captures the enrollment status for a loan disbursement when, and only when, first authorized. The status is stored in the Loan Disbursements file (WF-LOANDSB).
- Applies transactions to update the award record, setting the disbursement amount (WF-AW-D_{nn}-DIS, where nn is the number of the disbursement point) equal to the accepted amount through the disbursement point, and incrementing the total disbursed for the aid year (WF-AW-D-DIS).
- Creates a Disb event record for the student in the Audit file with the description “through [term]”.
- If the fund is set up to require transcripts of awards, creates a transcript record.
- Updates fund records and FISAP records (two fund records and two FISAP records may be involved if the terms being disbursed fall into two fiscal years).

For Direct loans, sets the loan’s Disbursement Action field to D, to flag the disbursement for COD reporting, unless the disbursement action is already set to I or H, indicating incomplete reporting activity for the scheduled disbursement. In this case, “queues up” the actual disbursement that has taken place by moving the disbursement date into the disbursement Check field (WFLODSBD.WF-LD-CHECK). (When the reporting activity is completed, the process that clears the disbursement action, typically the Direct Loan Import or manual clearing of a hold, will set the loan's Disbursement Action field to D and move the disbursement date from the Check field to the Disbursement Action date.)

Database Files Updated

Award file (WF-AWARD), Audit file (WW-AUDIT), FISAP file (WF-FISAP), Fund file, (WF-FUND), Loan Disbursements file (WF-LOANDSB), Student

file (WW-STUDENT), Transcript file (WF-TRANSCRIPT)

Reports Produced

Processing Counts/Errors (Print File 1)

Unprocessed Disbursements (Print File 2)

Authorized Disbursements (Print File 3)

Resolving Problems

- ▶▶ If you need to cancel a disbursement after WFDISBSB has run, use the Award or Award Summary screen (or the batch Award Process, WFAWARDDB) 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 D (in the Action field on the Disbursement Requirements screen)
 - Blank out and then reset the student's Packaging Status (on the Award Summary screen)
 - Manually change snapshot values to match current values (in the Snapshot window of the Budget/Need Evaluation screen)

Program Maintenance

If you use the Disbursement Snapshot check, you can customize the data and/or comparisons involved.

- To modify the data to be captured, make changes in WFGTTRME at the end of the subroutine. Note in particular that the SS1, SS2 and SS3 fields are intended for user definition.
- To modify comparisons, make changes to WFDSBSSE.

If some of the delivered snapshot fields are not relevant, you can either modify WFGTTRME not to capture them, or modify WFDSBSSE not to compare them.

WFDISUMB (Disbursement Summary)

Run the Disbursement Summary job to monitor disbursements by fund. You can use the report to reconcile fund amounts with billing records.

Control Parameters

The WFDISUMB parameter record consists of the five standard control parameters, followed by the program-specific parameter Fiscal Year:

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

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
------	----------	--

b	Term
---	------

cc	FAO
----	-----

d(10)	Run mode
-------	----------

ee/ee/eeee	Date
------------	------

ffff	Fiscal year	The fiscal year (for example, 2012) for which fund disbursements are to be reported.
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Database File Read

Fund file (WF-FUND)

Processing

Reads the Fund file 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 File Updated

Fund file (WF-FUND)

Reports Produced

Processing Counts/Errors (Print File 1)

Disbursement Summary Report (Print File 3)

WFDLAIMB (Direct Loan Import)

Run the Direct Loan Import job to record

- Acknowledgments and rejects sent by the Common Origination and Disbursement system (COD) in response to loan origination and disbursement exports
- COD system-generated information, such as notifications of PLUS credit status, promissory note information and booked loans

The Problem Records report lists rejected records and other items that require review and followup.

Timing

See page 3-53 for information on the place of this program in the overall context of Direct loan processing.

Control Parameters

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

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

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

Work File Input

Work File 1 Summary acknowledgment

Work File 2 Response data: Direct loan acknowledgments/rejects (from response type RS); PLUS credit status (CS); promissory note information (PN); booking notifications (BN)

Processing

Calls the year-specific program WFDLAYyB to read the import records from the work files and post acknowledgments to FINANCIER. For each reject, writes information to the Problem Records report (Print File 2).

For each import record processed, stores a LnImp (loan import) event for the student in the Audit file.

For an Origination. Updates the loan application record with the acknowledgment status (WF-LA-A-ACK) and corresponding date. 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 record (as WW-ST-D-MPN for regular student loans or WW-ST-G-MPN for graduate PLUS) or in the Parent (External) record (WW-EX-P-D-MPN for parent PLUS).

For Promissory Note information. Stores the MPN ID in the Student file. If the MPN has been linked to a loan (incoming MPN Link indicator of Y), sets the Promissory Note acknowledgment (WFLOAPPD.WF-LA-P-ACK) to M; otherwise, records the incoming MPN Status as the acknowledgment value. Prints the MPN Status on the output report.

For Credit Status information. Updates the Loan Application record with an acknowledgment status indicating the credit decision (WF-LA-A-ACK) and corresponding date. If returned, stores the credit action status (WF-LA-PC-CR-ACTION), PLUS counseling completion date (WF-LA-PC-COMP-DT), endorser approval (WF-LA-PC-END-APP) and/or credit requirements met flag (WF-LA-PC-CR-REQ-MET). Notes denied credit or an endorser amount on the report.

For a Correction. Sets the acknowledgment status (WF-LA-C-ACK) and date. For an accepted correction, resets the change activity flag (WF-LA-C-ACT—the Chg field on the Loan screen) from I (in process; set by WFDLNEXB when the correction was processed for export) to blank. For a rejected correction, replaces the I with H (hold), and sets the change activity reason to RC.

For a Disbursement. Sets the acknowledgment status (WF-LD-ACK) and date. For an accepted disbursement, updates the accepted amount to the accepted gross disbursement amount, and updates the disbursement to indicate actual or anticipated. Resets the last reported amount to zero and sets the disbursement activity flag (WF-LD-ACT—the Dsb field on the Loan screen) from I (disbursement or change in process) to blank. If there is a date in the Check field (WF-LD-CHECK), indicating an actual disbursement that took place before the scheduled disbursement was acknowledged, moves the disbursement date from the Check field to the Disbursement Date field and resets the Check field.

For a rejected disbursement, sets the disbursement activity flag to H (hold), and sets the change activity reason to R D (R C for a disbursement change).

For a Booking Notification. Sets the phase code (WF-LA-A-PHASE) to B and the associated date to indicate that the loan has been booked by COD.

(Booking requires an approved origination, a linked promissory note, an approved credit decision for a PLUS loan, and an actual disbursement).

For any Record Type. If values are returned for the student's subsidized loan eligibility usage and/or usage limit flag, updates the NSLDS file (WF-NS-C-SUB-LE-USED/WF-NS-C-SUB-LE-FLAG).

Database Files Updated

Loan files (WF-LOANAPP and WF-LOANDSB), NSLDS file (WF-NSLDS-xyyy), Student file (WW-STUDENT), External file (WW-EXTERNAL)

Reports Produced

Processing counts/Errors (Print File 1)

Problem Records (rejects, warnings, review items; Print File 2)

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

WFDLEXPB (Direct Loan XML Create)

Run the Direct Loan XML Create job to generate an XML document file of student and PLUS loan origination and disbursement data for reporting to the Common Origination and Disbursement system (COD), using output from the Direct Loan Export (WFDLNEXB).

Timing

See page 3-53 for information on the place of this program in the overall context of Direct loan processing.

Control Parameters

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

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

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

Work File Input

Work File 1 Summary data from WFDLNEXB

Work File 2 Student-specific loan export data from WFDLNEXB

Processing

Reads the input work files. Checks that job parameters for the WFDLNEXB run that created the work files are the same as those for the current job.

Calls the year-specific program WFDLEyyB to create the XML document in Work File 3.

Work File Output

Work File 3 Student-specific XML Common Record file

Technical Notes. In the <NoteMessage> tag, NoteMessage is student ID when it occurs in the student block and parent ID when it occurs in the borrower block.

In the <DLLoanInformation LoanKey="X"> tag, X is #1 for Subsidized information, #2 for Unsubsidized information and #3 for PLUS 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.

In the <DisbursementReleaseIndicator> tag, a value of “true” indicates actual disbursements, and “false” means anticipated disbursements.

Reports Produced

Processing Counts/Errors (Print File 1)

WFDLIMPB (Direct Loan XML Import)

Run the Direct Loan XML Import to translate the XML response file issued by the Common Origination and Disbursement system (COD) into a flat file format that can be applied to update FINANCIER. FINANCIER supports import of file type RS (response to institution's export), PN (promissory note information), CS (PLUS credit status) and BN (booking notification).

Timing

See page 3-53 for information on the place of this program in the overall context of Direct loan processing.

Control Parameters

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

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

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

Work File Input

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

Processing

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

- Work File 1 holds summary information, including response codes for the document, reporting school and attended school. (Reporting school and attended school will always be identical.)
- Work File 2 contains student-specific loan information

For originations and disbursements, the response includes the exported data and corresponding error codes, error fields, and response codes: A

(accepted), R (rejected), C (corrected).

Work File Output

Work File 1 Summary acknowledgment

Work File 2 Direct loan acknowledgments/rejects; promissory note
information; PLUS credit status; booking notifications

Reports Produced

Processing Counts/Errors (Print File 1)

WFDLNEXB (Direct Loan Export)

Run the Direct Loan Export job to extract Direct Loan origination, change, and disbursement data for transmission to the Common Origination and Disbursement system (COD).

Timing

The overall work flow for processing Direct loans involves the following steps.

Loan is originated:

- The aid office enters loan awards either online (Award Summary, Award or Loan Summary screen) or by the Batch Award process (WFAWARDDB), and communicates eligibility to the student
- On receiving an award acceptance or loan data collection form from the student, the aid office enters the origination detail on the Loan Summary screen
- Loans are certified on the Loan Summary screen or by the Batch Certification process (WFLCRCLB)
- Origination records are prepared for transmittal to COD, using WFDLNEXB to extract the data and the XML Create program, WFDLEXPB, to generate the XML export documents
- Acknowledgments are received from COD, translated from XML by the XML Import program, WFDLIMPB, and loaded into FINANCIER by the Direct Lending Import program (WFDLAIMB), with rejected loans reported
- Promissory note information may be sent from COD and loaded into FINANCIER by WFDLIMPB/WFDLAIMB

If a PLUS loan is denied because of a credit decision:

- Endorser information may be solicited from the borrower by COD
- Credit status information may be transmitted to the institution
- Credit status information is loaded into FINANCIER by WFDLIMPB/WFDLAIMB, with denials and endorser amounts reported

If the loan requires modification:

- The aid office enters changes or corrections on the Loan Summary screen

- Changes are prepared for transmittal by WFDLNEXB/WFDLEXPB
- Acknowledgments are received and loaded into FINANCIER by WFDLIMPB/WFDLAIMB

Direct loans are disbursed to students via the Disbursement Process (WFDISBSB),

- Disbursement export records are prepared by WFDLNEXB/WFDLEXPB
- Disbursement acknowledgments are received and loaded into FINANCIER by WFDLIMPB/WFDLAIMB

Once there is an approved origination, an approved credit decision (for PLUS), a linked promissory note and a first actual disbursement, COD regards the loan as “booked”:

- A booking notification is transmitted to the institution
- Booking notifications are loaded into FINANCIER by WFDLIMPB/WFDLAIMB

Implementation

Ensure that the Entity ID is set up in the FAO Table (8 characters, left-justified), and that each term’s begin and end dates are set up in the Calendar Table.

Check that Direct loan types are set up for COD handling of promissory notes and disclosure statements: Requested Processing value is SS

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

Control Parameters

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

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

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

ffffff	Export selection	Flags that indicate the information to be exported:
		Position 1 Student loan originations/corrections
		Position 2 PLUS loan originations/corrections
		Position 3 (blank; not currently in use)
		Position 4 (blank; not currently in use)
		Position 5 Student loan actual disbursements
		Position 6 PLUS loan actual disbursements
		Values are:
	Y	Process for export
	N	Don't process

Important! In the Export Selection parameter (ffffff), flags 5 and 6 govern actual disbursements only. Anticipated disbursements always accompany originations/corrections.

Once actual disbursement of Direct loan funds is begun for the year, unanticipated errors may result from the export of originations/corrections without disbursements and vice versa. Accordingly, WolffPack recommends that once disbursement begins, you should always set flags 1 and 5 together; likewise, flags 2 and 6.

Database Files Read

ECAR file (WF-ECAR), External file (WW-EXTERNAL), ISIR file (WF-ISIR-xyy), Loan files (WF-LOANAPP and WF-LOANDSB), Student file (WW-STUDENT), FAO Status Decision table, Calendar table and Loan Types table in System file (WW-SYSTEM)

Processing

Calls the year-specific program WFDLNyyB (yy represents the aid year) to read through the loan file(s) and select originations, corrections, notes and disbursements according to the export selection parameter, for students that pass an FAO Status Decision Table check (LoanExp row). For each loan selected, writes an export record to the appropriate work file. Beginning with Schema 4.0a, for both originations and disbursements, if required data is not available in FINANCIER, calls the year-specific interface subprogram WFFIDyyN (Federal Export Data Retrieval) to retrieve the data.

For Originations. Selects loans that have been certified (the application activity flag, WF-LA-A-ACT—the Ori field on the Loan screen—is set to A) but not transmitted (the transmit date, WF-LA-A-SNT-DATE, is blank), or are flagged to be retransmitted (WF-LA-A-ACT is set to R and the corresponding date, WF-LA-A-ACT-DATE, is more recent than the transmit date).

For each loan selected, updates the loan application record with the amounts and date of the export and stores a LnExp (loan export) event for

the student in the Audit file.

For Corrections to Loans Previously Transmitted. Selects loans with a change date (WF-LA-C-ACT-DATE) more recent than the transmit date (WF-LA-A-SNT-DATE). Updates the change activity flag (WF-LA-C-ACT—the Chg field on the Loan screen) from C (change) to I (in process) and sets the corresponding change reason to C. Deletes the ECAR record.

For Disbursements. Selects loans that are being originated in the current run, for which a disbursement amount has changed since it was last reported and accepted, or for which an actual disbursement has been authorized (a disbursement activity flag, WF-LD-ACT—one of the Dsb fields on the screen—is set to D and the expected disbursement date has been reached), or changed (set to C). For each disbursement selected, sets the last reported amount to the current gross amount and updates the date of export. Sets the disbursement activity flag to I (in process) and sets the corresponding change reason to D or C (the previous value of the activity flag) for an actual disbursement, or blank for an anticipated disbursement.

Work File Output

Work File 1 Summary data (total students selected, total loan originations reported, total disbursements reported)

Work File 2 Student-specific loan export data

Database Files Updated

Audit file (WW-AUDIT), ECAR file (WF-ECAR), Loan files (WF-LOANAPP and WF-LOANDSB)

Reports Produced

Processing Counts/Errors (Print File 1)

Untransmitted Loans (Print File 2)

WFDLYTDB (Direct Loan Year-to-Date Reconciliation)

(to be developed)

(DL YTD Reconciliation - to be developed)

(DL YTD Reconciliation - to be developed)

WFDNNNTB (Aid Denial Notification)

Run the Aid Denial Notification job to generate and print letters to students informing them of financial aid denial decisions. The job (WFDNNNTJ) executes two programs: WFDNNNTB and the mainframe print utility program, WWPRNTBB, which is described under a separate heading (page 3-125).

You might use these letters for students who are ineligible as a result of need analysis (no need), or who cannot be packaged for some reason such as a late application or SAP failure.

Implementation

During implementation of FINANCIER, your institution chooses one of two processing paths for WFDNNNTB—either letter formatting for mainframe printing, or data extract for printing from PC word processing software—and customizes the program accordingly. If the PC extract path is selected, the WFDNNNTJ job must be modified to remove execution of the mainframe print utility (WWPRNTBB).

Timing

Print aid denial letters to students after award evaluation or packaging has determined that no aid is available.

Typically only one letter is sent to a student. A student is selected for a second followup notification only if the Print Override flag (WF-AY-P-NOT-OVR) on the Award Summary screen is manually set to P.

Control Parameters

The WFDNNNTJ parameter record consists of the five standard control parameters, followed by a set of program-specific print control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee , f , g , h , h , h , h , h , h , h , h , h

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Print order	Order in which to produce the notifications. Values are: I FINANCIER internal student ID order (default) N Last name order Z Zip code order
g	Address type	Indicates which student address to use. Use a value defined for the field WW-STUDENT.WW-ST-AD1-TYPE.

h	Format	The letter formats for student selection; include a maximum of 10, using values defined for the initial and followup letter fields: WF-AID-YEAR.WF-AY-P-DEN-I-FMT and WF-AY-P-DEN-F-FMT. Default is all formats.
---	--------	--

Database Files Read

Aid Year file (WF-AIDYEAR), Notifications file, if printing is mainframe-driven (WW-NOTIFICATION), Student file (WW-STUDENT)

Processing

Processes sequentially through the Aid Year file to determine which students should receive notifications.

If the Print Override flag is set for demand printing (WF-AY-P-NOT-OVR value of P), selects the student if the DN format for the letter the student should receive (initial or followup) matches a format set for the run.

If the Print Override flag is not set to force or hold printing (WF-AY-P-NOT-OVR is blank), selects the student if:

- FAO Status Decision Table criteria for the process (in the DN Prnt row of the table) are satisfied
- no previous aid notification has been sent (the value of WF-AY-P-NOT-TOTAL is zero)
- the student's Packaging status (WF-AY-P-STAT) is set to D
- the DN format for the letter the student should receive (initial or followup) matches a format set for the run

If the Print Override flag is set to hold printing (value H), the student is bypassed.

Proceeds to format letters (if customized for mainframe printing) or extract data for letters (if customized for PC word processing).

Mainframe processing. For each letter to be generated, reads the Student file for name and address.

Validates formats specified in the control record against the Notifications file and retrieves corresponding text. Writes letter text to Work File 4. Generates an initial letter if no notifications are on record; otherwise, generates a followup.

Updates Aid Year records with the notification date and turns off the Print

Override flag if it is set to P. Generates a DN event in the student's event history (Audit file).

Extract for PC processing. For each letter to be generated, reads the Student file for name and address.

Writes a sequential record for each letter containing student name, address and format to Work File 4.

Updates Aid Year records with the notification date and turns off the Print Override flag if it is set to P. Generates a DN event in the student's event history (Audit file).

Database Files Updated

Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT)

Work File Output

Work File 4 Spool file (created by WFDNNNTB and passed to WWPRNTBB)

Technical Note (Mainframe Printing). Work File 4 contains one record for each letter, with the line structure determined by an array defined in the subprogram WFDNNPRN. Each array entry (maximum 60 occurrences) corresponds to a line. You can adjust the position of a line up or down on the printed page by changing the subscript number on the array entry.

For example, to move the name up one line, locate the array definition in the inline subroutine PRINT-NAME-ADDRESS:

```
ASSIGN #IP = 11
MOVE #NAME-FML TO #PL-DATA (#IP)
ASSIGN #IP = 12
MOVE #ADDR-L1 TO #PL-DATA (#IP)
ASSIGN #IP = 13
MOVE #ADDR-L2 TO #PL-DATA (#IP)
ASSIGN #IP = 14
MOVE #ADDR-CSZ TO #PL-DATA (#IP)
ASSIGN #IP = 16
MOVE EDITED #NOTIF-DATE (EM=L(12)' 'DD', 'YYYY) TO #PL-DATA (#IP)
...
```

This code assigns the name (contents of #NAME-FML) to line 11, first address line (#ADDR-L1) to line 12 and so on. To move the name up to line 10, change the line assignment from ASSIGN #IP = 11 to ASSIGN #IP = 10.

Reports Produced

Processing Counts/Errors (Print File 1)

Aid Denial Letters (Print File 3)

WFDRNNTB (Disbursement Requirements Notification)

Run the Disbursement Notification job to generate and print letters to students detailing the documents they must submit in order to receive disbursements on their financial aid awards. The job (WFDRNNTJ) executes two programs: WFDRNNTB and the mainframe print utility program, WWPRNTBB, which is described under a separate heading (page 3-125).

Implementation

During implementation of FINANCIER, your institution chooses one of two processing paths for WFDRNNTB—either letter formatting for mainframe printing, or data extract for printing from PC word processing software—and customizes the program accordingly. If the PC extract path is selected, the WFDRNNTJ job must be modified to remove execution of the mainframe print utility (WWPRNTBB).

Timing

Run disbursement notification letters to students after awards have been posted and acceptances and rejections have been recorded.

Control Parameters

The WFDRNNTJ parameter record consists of the five standard control parameters, followed by a set of program-specific print control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee , f , g , h , h , h , h , h , h , h , h , h , h

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Print order	Order in which to produce the notifications. Values are: I FINANCIER internal student ID order (default) N Last name order Z Zip code order
g	Address type	Indicates which student address to use. Use a value defined for the field WW-STUDENT.WW-ST-AD1-TYPE.
h	Format	The letter formats for student selection; include a maximum of 10, using values defined for the initial, followup and confirmation letter fields: WF-AID-YEAR.WF-AY-D-NOT-I-FMT, WF-AY-D-NOT-F-FMT and WF-AY-D-NOT-C-FMT.

Database Files Read

Aid Year file (WF-AIDYEAR), Notifications file, if printing is mainframe-driven (WW-NOTIFICATION), Requirements file (WF-REQUIREMENT), Student file (WW-STUDENT)

Processing

Processes sequentially through the Aid Year file to determine which students should receive notifications.

If the Print Override flag is set to force printing (WF-AY-D-NOT-OVR value is P), selects the student if:

- the status of at least one required document is R, I or P (required, incomplete or previously complete)
- all FAO Status Decision Table criteria for the process (in the DRN Prnt row of the table) are satisfied
- the DRN format for the letter the student should receive (initial, followup or confirmation) matches a format set for the run

If the Print Override flag is not set to force or hold printing (WF-AY-D-NOT-OVR 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

If the Print Override flag is set to hold printing (WF-AY-D-NOT-OVR is set to H), the student is bypassed.

Based on the value of the AR Include flag (WF-AY-D-INC-AR), determines whether the notification should include incomplete application requirements in addition to disbursement requirements (value Y means include).

If the Stop ARNs flag (WF-AY-D-STOP-AR) is Y, sets the AR Print Override flag (WF-AY-A-NOT-OVR) to H (hold) and the associated Reason code to DR, so that no further application requirements notifications will be generated.

Proceeds to format letters (if customized for mainframe printing) or extract

data for letters (if customized for PC word processing)

Mainframe processing. For each letter to be generated, reads the Requirements file and selects documents with status R, I or P (required, incomplete or previously complete). Reads the Student file for name and address.

Validates formats specified in the control record against the Notifications file and retrieves corresponding text. Writes letter text to Work File 4. Generates an initial letter if no notifications are on record, or a confirmation letter if explicitly requested; in all other cases, generates a followup.

Updates Requirements file records, incrementing a notifications counter on each document. Updates Aid Year records, incrementing the notification date and notifications counter on each student's record, and turning off the Print Override flag if it is set to P. Generates a DRN event in the student's event history (Audit file).

Extract for PC processing. For each letter to be generated, reads the Requirements file and selects documents with status R, I or P (required, incomplete or previously complete). Reads the Student file for name and address.

Writes a sequential record for each letter containing student name and address, format, documents and document status to Work File 4.

Updates Requirements file records, incrementing a notifications counter on each document. Updates Aid Year records, incrementing the notification date and notifications counter on each student's record, and turning off the Print Override flag if it is set to P. Generates a DRN event in the student's event history (Audit file).

Database Files Updated

Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT), Requirements file (WF-REQUIREMENT)

Work File Output

Work File 4 Spool file (created by WFDRNNTB and passed to WWPRNTBB)

Technical Note (Mainframe Printing). Work File 4 contains one record for each letter, with the line structure determined by an array defined in the subprogram WFDRNPRN. Each array entry (maximum 60 occurrences) corresponds to a line. You can adjust the position of a line up or down on the printed page by changing the subscript number on the array entry.

For example, to move the name up one line, locate the array definition in the inline subroutine PRINT-NAME-ADDRESS:

```
ASSIGN #IP = 11
MOVE #NAME-FML TO #PL-DATA (#IP)
ASSIGN #IP = 12
MOVE #ADDR-L1 TO #PL-DATA (#IP)
ASSIGN #IP = 13
MOVE #ADDR-L2 TO #PL-DATA (#IP)
ASSIGN #IP = 14
MOVE #ADDR-CSZ TO #PL-DATA (#IP)
ASSIGN #IP = 16
MOVE EDITED #NOTIF-DATE (EM=L(12)' 'DD', 'YYYY) TO #PL-DATA (#IP)
...
```

This code assigns the name (contents of #NAME-FML) to line 11, first address line (#ADDR-L1) to line 12 and so on. To move the name up to line 10, change the line assignment from ASSIGN #IP = 11 to ASSIGN #IP = 10.

Reports Produced

Processing Counts/Errors (Print File 1)

Disbursement Requirements Notification Letters (Print File 2)

WFDSBCLB (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.

Control Parameters

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

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

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

Database File Read

Aid Year file (WF-AIDYEAR)

Processing

Reads the Aid Year file for the specified year and selects students according to FAO Status Decision Table criteria (DsbReq row). Invokes the disbursement requirements calculation.

The calculation program follows FAO-specific logic to determine the documents to be submitted and the FAO Checklist conditions to be fulfilled for each student. Updates (or creates) disbursement requirement records (type D) in the Requirements file for each student, setting the status of each requirement. Physically deletes requirement records for standard documents that have been marked for deletion (except any that have been included on requirements notifications). On the student's Aid Year record, sets defaults for disbursement requirements notification letters and sets the overall disbursement status (WF-AY-D-STAT).

Database Files Updated

Aid Year file (WF-AIDYEAR), Requirements file (WF-REQUIREMENT)

Report Produced

Processing Counts/Errors (Print File 1)

WFECAIMB (EDE Corrections Import)

Run the EDE 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 WFEEOEXJ).

Control Parameters

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

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

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

Database File Read

CPS file (WF-CPS-xxyy)

Work Files Input

Work File 4, containing rejected corrections

Processing

Calls the year-specific program WFECAyyB (where yy is the aid year) to process the input. Locates the original records in the ECAR file, marks them as rejected and enters the federal reject code in the field that is causing the problem.

Database Files Updated

CPS file (WF-CPS-xxyy), ECAR file (WF-ECAR)

Reports Produced

Processing Counts/Errors (Print File 1)

Import Errors Report (Print File 2)

WFECOEXB (EDE Corrections Export)

Run the Corrections Export job to create EDE records for transmittal to the Central Processing System, containing corrections your institution has made to students' federal data.

Timing

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

Control Parameters

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

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

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

Database File Read

CPS file (WF-CPS-xxyy), ECAR file (WF-ECAR)

Correction records are stored in the ECAR file when you change federal data online, in batch or during verification overlay processing, if this option is in use. Fields that generate correction records have a SAR Field Number in their Dictionary definitions.

Processing

Calls the year-specific program WFECE_{yy}B (where yy is the aid year) to select ECAR records for processing and write the corresponding export records to the appropriate work file.

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

- it is marked as a correction (Submit flag value of C, set automatically)
- the student has a federal (Pell) ID (and, for a duplicate request, a SSN)
- the student meets criteria specified in the ElecCorr row of the FAO Status Decision Table
- no rejected record exists for the same student

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

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

Work Files Output

Work File 1, containing corrections

Database File Updated

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

Reports Produced

Processing Counts/Errors (Print File 1)

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

WFFLAIMB (Federal Grant Reporting Import)

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

Timing

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

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

Control Parameters

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

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

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

Work File Input

Work File 1 Summary acknowledgment, output by WFFLIMPB

Work File 2 Student grant acknowledgments, output by WFFLIMPB

Processing

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

For each record, updates the corresponding CPS file record.

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

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

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

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

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

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

Database File Updated

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

Reports Produced

Processing Counts/Errors (Print File 1)

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

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

Resolving Problems

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

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

quent transmissions may resume.

WFFLEXPB (Federal Grant XML Create)

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

Timing

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

Control Parameters

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

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

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

Work File Input

Work File 1 Summary from WFFLREXB

Work File 2 Student grant export data from WFFLREXB

Processing

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

Work File Output

Work File 3 Grant-specific XML Common Record file

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

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

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

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

Reports Produced

Processing Counts/Errors (Print File 1)

WFFLIMPB (Federal Grant XML Import)

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

Timing

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

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

Control Parameters

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

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

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

Work File Input

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

Processing

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

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

Work File Output

Work File 1 Summary acknowledgment

Work File 2 Student grant acknowledgments

Reports Produced

Processing Counts/Errors (Print File 1)

WFFLREXB (Federal Grant Reporting Export)

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

Timing

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

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

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

Implementation

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

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

Control Parameters

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

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

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

Database Files Read

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

Processing

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

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

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

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

changes to anticipated disbursements if their amounts change).

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

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

Writes all export data to the work files.

Work File Output

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

Work File 2 Student grant export data

Database File Updated

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

Reports Produced

Processing Counts/Errors (Print File 1)

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

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

Recovery

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

WFFLYTDB (Federal Grant Year-To-Date Reconciliation)

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

Timing

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

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

Control Parameters

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

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

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

Database Files Read

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

Work File Input

Work File 1 Pell YTD file (message class PGYRyyOP)

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

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

bursement transaction transmitted to and accepted by COD.

Processing

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

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

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

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

Database File Updated

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

Reports Produced

Processing Counts/Errors (Print File 1)

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

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

WFFNDRLB (Fund Rollover)

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

Timing

Fund records must exist for each fiscal year in which aid is to be disbursed.

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

Control Parameters

The WFFNDRLJ parameter record consists of the five standard control parameters, followed by the program-specific parameter Fiscal Year:

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

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
ffff	Fiscal year	The fiscal year (for example, 2012) for which fund records are to be created.

Database File Read

Fund file (WF-FUND), Packaging Information file (WF-FUND-PACKAGE)

Processing

Reads the Fund file and selects active funds (WF-FU-STATUS not set to Inactive) for the previous year (fiscal year from the control record minus 1). For each record selected, creates a fund record for the new fiscal year (the year on the control record). The new-year record has the same fund ID and attributes as the old-year record, with zeroes in all amount fields.

If there are related records in the Packaging Information file, creates corresponding records for the new year.

Database File Updated

Fund file (WF-FUND), Packaging Information file (WF-FUND-PACKAGE)

Reports Produced

Processing Counts/Errors (Print File 1)

WFFSPEXB (FISAP Reporting Export)

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.

WFFSPEXB also generates supplementary work files containing detail in support of the applicant and recipient counts.

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 your system tables have been set up to support FISAP processing.

- Ensure that the FAO Status Decision Table has a FISAP row. (You can add the row if necessary; see instructions on page 2-139.)
- Ensure that your Schedule Table has all terms properly flagged as academic-year or non-academic-year.
- Ensure that fund IDs for SEOG grants are identified in the Grant Types Table; fund IDs for Perkins loans in the Loan Types Table; and fund IDs for Federal Work Study funds in the Work Types Table.

Control Parameters

The WFFSPEXJ parameter record consists of the five standard control parameters, followed by the program-specific parameter Fiscal Year:

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

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
ffff	Fiscal year	The fiscal year (for example, 2012) for which the report is to be generated

Year-specific programs used in the process correspond to the fiscal year.

For example the 2012 report (covering fiscal 2012) employs the program WFFSP12B. The calculations used in the program may vary by year, as detailed in the Processing description below.

Database Files Read

Aid Year file (WF-AIDYEAR), CPS file (WF-CPS-xxyy), Federal file (WF-FEDERAL-xxyy), FISAP file (WF-FISAP), Student file (WW-STUDENT), System file (WW-SYSTEM; for FAO Table, Grant Types Table, Loan Types Table, Schedule Table and Work Types Table)

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 (FAO Decision Table entry for the student's academic status in the FISAP row is Y)
- Are US citizens or eligible non-citizens (WFFEDyyD . WF-FE-S-CIT value of U or E)
- Applied for financial aid by filing a FAFSA that resulted in an official EFC (WFCPSyyD . WF-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 defined as follows:

Column A: Dependent undergraduate without a previous degree:

WFAIDYRD . WF-AY-M1-DEP = D *and*
WFFEDyyD . WF-FE-S-TEST-GRAD = N *and*
WFFEDyyD . WF-FE-S-BACH-DEG not = Y

Column B: Dependent undergraduate with a previous degree:

WFAIDYRD . WF-AY-M1-DEP = D *and*
WFFEDyyD . WF-FE-S-TEST-GRAD = N *and*
WFFEDyyD . WF-FE-S-BACH-DEG = Y

Column C: Independent undergraduate without a previous degree:

WFAIDYRD . WF-AY-M1-DEP = I *and*
WFFEDyyD . WF-FE-S-TEST-GRAD = N *and*
WFFEDyyD . WF-FE-S-BACH-DEG not = Y

Column D: Independent undergraduate with a previous degree:

WFAIDYRD . WF-AY-M1-DEP = I *and*
WFFEDyyD . WF-FE-S-TEST-GRAD = N *and*
WFFEDyyD . WF-FE-S-BACH-DEG = Y

Column E: Independent graduate/professional:

WFAIDYRD . WF-AY-M1-DEP = I *and*
WFFEDyyD . WF-FE-S-TEST-GRAD = Y

The columns are mutually exclusive and define the entire eligible aid applicant pool.

Row 25: Students with an Automatic Zero EFC, if dependent and parent analysis type is “bypass” (WFAIDYRD . WF-AY-M1-DEP = D *and* WFAIDYRD . WF-AY-M1-PANAL = B), or independent and student analysis type is “bypass” (WFAIDYRD . WF-AY-M1-DEP = I *and* WFAIDYRD . WF-AY-M1-SANAL = B)

Rows 26-39: Non-Automatic Zero EFC Students with Taxable + Untaxed Income in various ranges

Uses the FINANCIER-calculated FISAP income, which is stored in the Aid Year file whenever the Needs Analysis calculation is invoked. (Uses the internally calculated income rather than the CPS-calculated figure from the ISIR because the accuracy of the CPS calculation depends on reporting of all corrections. While WolffPack recommends that all corrections be reported, institutions are not required to report corrections for students who are not Pell-eligible.)

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. Uses the FISAP income from the Aid Year file.

Reports Produced

Processing Counts/Errors (Print File 1)

Applicant Report (Print File 3)

Recipient Report (Print File 4)

Work File Output

WFFSPEXB generates supplemental listings of the students included in the reports (Work File 4), and students bypassed in processing (Work File 5).

Work File 4 Eligible Applicants Grid and Recipients Grid detail contains one record per student per cell, formatted as follows:

FISAP II-F (APP) CELL-30C Ayotte, Jennifer L	006640136
FISAP VI-A (REC) CELL-04A Ames, Misti	014805649

<i>FISAP grid</i> <i>(positions 1-16)</i>	<i>Cell line and column</i> <i>(18-25)</i>	<i>Student name</i> <i>(27-61)</i>	<i>Student ID</i> <i>(63-71)</i>
--	---	---------------------------------------	-------------------------------------

Total record length is 120 characters; positions 17, 26, 62 and 72-120 are blank

The program does not generate records in Work File 4 for cells that are simple sums of other cells. It does generate records for unduplicated totals.

Work File 5 Excluded Students detail contains one record for each student bypassed in FISAP processing, formatted as follows:

EXCLUDED FROM FISAP	Ward, Tammy D	520748440	Academic status - not
EXCLUDED FROM FISAP	Dispenzieri, Michele A	006807286	EFC - not official CPS

<i>Excluded from FISAP</i> <i>(positions 1-19)</i>	<i>Student name</i> <i>(27-61)</i>	<i>Student ID</i> <i>(63-71)</i>	<i>Exclusion reason</i> <i>(73-112)</i>
---	---------------------------------------	-------------------------------------	--

Total record length is 120 characters; positions 20-26, 62, 72 and 113-120 are blank

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 program 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.)

WFLCRCLB (Loan Certification Process)

Run the WFLCRCLJ job to certify Direct loan applications as complete and ready for export to the Common Origination and Disbursement system (COD). (The process also certified FFELP loans before the FFELP program was discontinued.)

Timing

Typically you'll run the Certification process before each Direct Loan Export run. For use of the program in the overall context of Direct Loan processing, see page 3-53.

Implementation

Specific certification criteria used in this process are defined by your institution. WolffPack supplies a template program, WXLCRYyN (where yy represents the aid year), to be customized and renamed for this purpose. For programming guidelines, see the comments in WXLCRYyN.

Control Parameters

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

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

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

Database Files Read

Aid Year file (WF-AIDYEAR), Federal file (WF-FEDERAL-xyyy), Loan Applications file (WF-LOANAPP), Student file (WW-STUDENT) and/or files required by customized programming in WXLCRYyN

Processing

Reads through the Loan File checking for uncertified loans (the application activity flag, WF-LA-A-ACT-the Crt or Ori field on the Loan screen-is blank). Checks the student's status against the FAO Status Decision Table (LoanCert row), and if it passes, calls the routine, WFLCRCLE to perform certification processing.

WFLCRCLE applies FAO-specific criteria (defined in the institutional program WXLCRYyN, where yy is the aid year) to determine whether an

application should be certified. Returns the decision to the main program, which updates the loan record: enters an approval or rejection value in the Crt/Ori field (WF-LA-A-ACT), sets the corresponding date (WF-LA-A-ACT-DATE), records any associated reason code (WF-LA-A-ACT-RSN) and (for an approval) fills in the approved amounts.

Database Files Updated

Loan Applications file (WF-LOANAPP)

Reports Produced

Processing Counts/Errors (Print File 1)

Uncertified Loans (Print File 2)

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

WFMAINPB (Batch Maintenance Preliminary Processing)

Run the Batch Maintenance job to apply transactions to update the FINANCIER database. The job (WFMAINTJ) executes two programs: WFMAINPB, which organizes the transactions, and WFMAINTB (described on page 3-98), which updates the files.

Batch maintenance cannot be used to update the Award file (updated only by the Batch Award Process, WFAWARDDB, and online award processing), the ECAR file (updated indirectly or online) or the ISIR and NSLDS files (updated only by the ADD Load, WFADDLDB).

Timing

Run as needed for general database maintenance.

The Packaging Calculation (WFPKPAKB) generates a file of batch maintenance transactions for updating students' aid year packaging status. To process these transactions you would run Batch Maintenance in conjunction with WFAWARDDB, which applies the corresponding award transactions.

Transaction Layouts

Each batch input to WFMAINPB must begin with a batch header record, which identifies the batch for audit and control purposes.

Batch Header Record Layout.

Field/Position	Explanation/Values
Header Identifier 01-09	Identifies the record as a batch header. Required. Value must be BATCH HDR.
Batch ID 10-17	Identifies the batch for institutional purposes.
User ID 18-25	Security ID that must be validated before the run can proceed; value must be defined in the Security file. In batches from the Packaging Calculation the value is generated as WFPKPAKB.
Activate Student 26	For a student-specific and aid-year-related update, indicates whether to activate the student for the aid year. Required. Values are: Y Activate N Don't activate
Check Decision Table 27	For a student-specific update, indicates whether the FAO Status Decision Table should be checked to determine if the student meets criteria for the update. Values are: Y Check table N Don't check table (default)

Transaction Layout. The maintenance transaction consists of key fields that identify the record to be updated, followed by fields that supply the content of the update. All fields are required.

The key fields located in positions 16-29 vary according to the file to be updated.

Field/Position	Explanation/Values
Entity ID 01-09	The Student ID, Fund ID or External file ID of the particular student, fund or external entity (parent, lender, institution, etc.) for which information is to be updated.
Aid Year 10-13	The aid year to which the update pertains.
FAO 14-15	The financial aid office to which the updatable record belongs. Use a value defined for the field WWSYSVRD.WF-FAO.
File-specific 16-29	See below for fields and values that depend on the file to be updated
Field ID 30-70	The field to be updated. Enter value in the format <i>file.field</i> where <i>file</i> is the PDA name or the ADABAS file name.
Value 71-100	The data to be entered into the updatable field.

File-specific transaction fields:

External File:

Record Type 16	The type of external entity (parent, lender, etc.) for which information is to be maintained. Values are: D Donor E On-campus employer G Guarantor I Institution L Lender O Off-campus employer P Parent
17-29	blank

Loan File:

Loan Type 16-17	The loan type or type/subtype combination that identifies the loan program. (Direct separate-application loan types and PLUS loan types require both type and subtype.) Use value sets defined for WWSYSVRD.WF-LOAN-TYPE and WF-LOAN-SUBTYPE.
18-21	blank
Loan Identifier 22-28	Direct/Perkins/Institutional loans: the 3-digit sequence number from the end of the loan ID, followed by four blanks.
29	blank

Requirements File:

Requirement Type 16	The function with which the requirement is associated. Values are: A Application D Disbursement
Term 17	The registration term to which the requirement applies. Use a value defined for WWSYSVRD.WW-REGISTRATION-TERM
Document type 18	The type of required document. Values are: S Standard document to be submitted by the student T Financial aid transcript from another institution
Document frequency 19-20	For an update to a standard document requirement, indicates how often the document must be submitted. For Doc Type S, values are: ST Submit once AY Submit once per aid year For Doc Type T, the value should be blank.
21	blank
Document ID 22-29	The standard document to be updated. Use a value defined for WFREQMTD.WF-RE-DOC-ST-DOC.
<u>Transcript File:</u>	
Aid Program 16-20	The type of financial aid (work/study program, Direct loan program, etc.) for which transcript information is to be maintained. Use a value defined for the field WFTSCPTD.WF-AID-PROGRAM.
21-29	blank
<u>All other files</u> (excluding those that cannot be updated by this process: Award, ISIR, ECAR)	
16-29	blank

Work File Input

Work File 1, containing input transactions created by a transaction-generating program or by a text editor or other manual process

(For example, to apply transactions generated by WFPKPAKB, assign the WFPKPAKB output in Work File 3 as Work File 1 for input to WFMAINTJ.)

Processing

Reads input from Work File 1. Performs preliminary edits: ensures that there is a batch header and that records do not exceed the maximum length of 100. Writes rejected transactions to Work File 2 (enters a Reject Reason code in position 21 on the transaction).

Writes accepted transactions to Work File 3 and sorts them by file for processing by WFMAINTB.

Database Files Updated

None

WFMAINTB (Batch Maintenance Update)

Run the Batch Maintenance job to apply transactions to update the FINANCIER database. The job (WFMAINTJ) executes two programs: WFMAINPB (described on page 3-95), which organizes the transactions, and WFMAINTB, which updates the files.

Timing

Run as needed for general database maintenance. To apply transactions generated by WFPKPAKB, you would run Batch Maintenance in conjunction with the Batch Award Process (WFAWARDDB, which applies the corresponding award transactions).

Work File Input

Work File 3, containing edited and sorted transactions from WFMAINPB.

Processing

Checks the user ID on the batch header against the Security file.

Reads the transactions in Work File 1 sequentially. For each transaction, validates the file name. Calls a file-specific program (identified by the first seven characters of the file PDA name, followed by B—for example, WWSTDNTB to process a student record) to perform the update.

Checks that the update field specified on the transaction (positions 30-70) is maintainable in batch.

Validates values against the Dictionary, and returns information from the Dictionary:

- whether there is a value in any of the Utility Update fields, indicating utility updates should be performed (the base system supports two: audit updates, value A, and need analysis calculation, value C)
- whether there is a SAR (Student Aid Report), DSL (Direct Student Loan) or DPL (Direct PLUS Loan) field number, indicating corresponding federal data corrections or loan corrections should be stored

If the file is student-specific and aid-year-related, and the Activate Student value on the batch header is set to Y, posts the update value and activates the student for the aid year. If the Activate Student value is set to N, posts the update value only if the student has already been activated; otherwise, rejects the transaction.

If the file is not student-specific and not aid-year-related, ignores the batch

header Activate Student value and simply posts the update value.

For any transaction posted to the Requirements file, invokes the application requirements calculation routine to synchronize requirements and aid year records.

If packaging statuses are updated, records corresponding student snapshots.

Performs special processing according to the utility update, SAR, DSL and DPL flags. Generates ECAR records for federal data updates.

Writes rejected transactions to Work File 2 (enters a reject reason code in position 21 on the transaction).

Work File Output

Work File 2, containing rejected transactions

Database Files Updated

The database file(s) for which transactions were submitted and files affected by any indirect updates that were performed: Audit file (WW-AUDIT), ECAR file (WF-ECAR)

Report Produced

Processing Counts/Errors (Print File 1)

Rejected Transactions (Print File 2)

WFNANCLB (Need Analysis Calculation)

Run the Need Analysis Calculation job to do a mass recalculation of EFCs.

Timing

The ADD Load program (WFADDLDB) 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 a need analysis program, you would want to recalculate need for all students.

Control Parameters

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

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

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

Database Files Read

Aid Year file (WF-AIDYEAR), year-specific Federal file or CSS file (WF-FEDERAL-xyyy or WF-CSS-xyyy)

Processing

Reads the Aid Year file for the specified year and selects students according to FAO Status Decision Table criteria (NeedCalc row). Reads the financial data from the Federal file or CSS file and, via a series of calls, invokes WFNCDyyN (for dependent students) or WFNCIyyN (independent students) to perform the Federal Methodology calculation, and when appropriate, INAS to perform the Institutional Methodology calculation. (In the absence of federal data, INAS also performs an estimated federal calculation.) Bypasses the IM calculation if the Override flag is set.

Updates the Aid Year file with the need totals.

Database File Updated

Aid Year file (WF-AIDYEAR)

Reports Produced

Processing Counts/Errors (Print File 1)

Sample Report (Print File 3)

CPS/FINANCIER EFC Mismatches (Print File 4): lists students whose calculated EFC does not match the EFC on the ISIR record.

StudentID	Name	CPS EFC	FIN 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 record)

Notes if the incoming record is a CPS Reject or if the student has corrections in process

WFNPMNTB (Perkins Loan Promissory Note Print)

Run the Perkins Loan Promissory Note Print job to generate promissory notes for students on pre-printed forms.

The job (WFNPMNTJ) executes two programs: WFNPMNTB and the main-frame print utility program, WWPRNTBB.

Timing

The overall work flow for processing Perkins loans involves the following steps:

- The aid office enters loan awards either online (Award Summary, Award or Loan Summary screens) or by the Batch Award process (WFAWARDDB), and communicates eligibility to the student.
- Promissory notes are printed by WFNPMNTB/WWPRNTBB.

Typically, Perkins loans are set up for Master Promissory Note processing. For MPNs, a note is printed only if no previous note exists for the student, or the loan is flagged for printing. For promissory notes that specify an amount, changing the loan amount or adding a new loan will generate a new note.

Control Parameters

The WFNPMNTJ parameter record consists of the five standard control parameters, followed by two program-specific print parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeeee , f , g

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Print order	Order in which to produce the notifications. Values are: I FINANCIER internal student ID order (default) N Last name order Z Zip code order
g	Address type	Indicates which student address to use. Use a value defined for the field WW-STUDENT.WW-ST-AD1-TYPE.

Database File Read

Loan Applications file (WF-LOANAPP), Student file (WW-STUDENT), FAO Table in the System file (WW-SYSTEM)

Processing

Reads through the Loan Applications file to select Perkins loans for printing. Selects a loan if all the following conditions are true:

- the print date (WF-LA-P-PRT-DATE) is blank and the prom note activity flag (WF-LA-P-ACT—the Prm field on the Loan screen) is not set to H (hold); or the prom note activity flag is set to P (Print)
- the loan meets criteria for print selection defined in the Loan Type Table (if selection is based on loan acceptance, the requested amount must be filled in)
- if the loan is set for MPN processing, no master promissory note ID is on record (WW-ST-N-MPN is blank)

For each award or term type loan selected, records the print date and print amount. (Does not enter a print date or amount for loans of the MPN type.) If the loan was flagged for printing (WF-LA-P-ACT set to P), resets the flag and the corresponding reason and date to blank. Generates a PNote event for the student in the Audit file. If an MPN was printed, stores the loan ID in the Student record.

Database File Updated

Audit file (WW-AUDIT), Loan Applications file (WF-LOANAPP), Student file (WW-STUDENT)

Work File Output

Work File 4 Spool file (created by WFNPMNTB and passed to WWPRNTBB)

Technical Note (Mainframe Printing). Work File 4 contains one record for each promissory note, with the line structure determined by an array defined in WFNPMyyB. Each array entry (maximum 60 occurrences) corresponds to a line. You can adjust the position of a line up or down on the printed page by changing the subscript number on the array entry.

Reports Produced

Processing counts/Errors (Print File 1, created by WFNPMNTB)

Promissory notes (Print File 4, created by WWPRNTBB)

WFPELIMB (Pell Tables Import)

Run the Pell Tables Import job to load the Award Year Federal Pell Grant Program Payment and Disbursement Schedules, as published by CPS and released for FINANCIER.

Timing

The Pell tables are published annually in late January/early February and prepared by WolffPack for FINANCIER release. The Pell tables must be loaded into FINANCIER before the year's packaging can commence.

Control Parameters

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

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

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

Work File Input

Work File 1 Pell table data, delivered by WolffPack as comma-separated values; each record contains enrollment level, high EFC, high COA, scheduled award amount

Processing

Formats the input data into WF-PELL records, taking the aid year from the control parameter.

Database Files Updated

Pell Tables file (WF-PELL)

Reports Produced

Processing Counts/Errors (Print File 1)

WFPKSELB (Packaging Selection)

Run the Packaging Selection job to specify the population(s) of students to be packaged for financial aid.

Timing

This is the first program in the four-stage award packaging process:

- **WFPKSELB identifies students ready for packaging and sorts them into priority order**
- The Packaging Calculation (WFPKPAKB) calculates aid packages for the selected students and creates award transactions and batch maintenance transactions (to update students' packaging status)
- The Batch Award Process (WFAWARDDB) applies the award transactions to the FINANCIER database
- The Batch Maintenance Process (WFMAINPB/WFMAINTB) applies the maintenance transactions

Packaging typically would begin after aid applications are complete – after ADD Load processing has performed need analysis, budget calculations and requirements analysis, students have been verified and applications have been manipulated as needed online.

Implementation

To allow for institutional criteria that may vary from one aid year to the next, the population selection process employs an institutional year-specific program, WXP~~KS~~SyyN, which contains criteria that define packaging populations and student sort order.

Selection. A packaging population is a set of students to be packaged separately. For example, if you intend to package freshmen separately from returning students, you might code Population A to represent freshmen and Population B to represent other students. Batch operations staff will specify one or more of these populations in the WFPKSELB control record for each run of the program.

Sort. Students within the selected population can be prioritized for packaging based on up to five sort criteria which are defined in WXP~~KS~~SyyN. For example, if early applicants should be packaged first, the first sort field might be associated with the CPS' application receipt date.

In preparation for packaging each year, you should ensure that population selection and student sort criteria are accurately defined in WXP~~KS~~SyyN, and

note the population identifiers (A.B, etc.) that are available for use when the selection process is run.

Control Parameters

The WFPKSELJ parameter record consists of the five standard control parameters, followed by the program-specific Population and Bypass Report parameters:

```
aaaa , b , cc , dddddddddd , ee / ee / eeee , ffffffff , g
```

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f(10)	Population	The set(s) of students to be packaged. Value is a string of up to 10 populations (ABCD...) each of which is defined within the institutional packaging selection program WXPkSyN. Default (blank) is to process all students.
g	Report	Whether to include a report of students that were bypassed (not selected) in the run. Values are: Y Yes, provide a list of bypassed students N Don’t report bypassed students (default)

Database Files Read

Aid Year file (WF-AID-YEAR); other files as needed to accommodate institutional selection or sort criteria

Processing

Reads through the Aid Year file, using Work File 2 to flag students as selected or bypassed. Selects students who have not yet been packaged (Packaging Status, WF-AY-P-STAT, is blank) and have complete applications (WF-AY-A-STAT is set to C). Further checks that a student belongs to a population specified in the run parameters (using the institutional program WXPkSyN) and has a status that meets the conditions set in the Package row of the FAO Status Decision table.

Sorts the students in Work File 2 according to institutional criteria. Writes selected students to Work File 1 and prints a report of selected students, with a report of bypassed students if requested.

Work Files Output

Work File 1, for input to the Packaging Calculation process; contains a record for each student selected, in order as sorted, with the student’s ID and name

Work File 2, all students processed, with detail information for bypass reporting

Reports Produced

Processing Counts/Errors (Print File 1)

Bypass List (Print File 2) of students that were processed but not selected, with bypass reason

Selected Students (Print File 3) listed in priority order

Program Maintenance

The logic that defines the populations and sort criteria in the institutional population selection program WXPKSyyN should be modified as appropriate for the aid year.

WFPKPAKB (Packaging Calculation)

Run the Packaging Calculation job to determine students' aid eligibility and award amounts on specified financial aid funds.

Timing

This is the second process in the four-stage award packaging process:

- The Packaging Selection process, WFPKSELB, identifies students ready for packaging and sorts them into priority order
- **WFPKPAKB calculates aid packages for the selected students and creates award transactions and batch maintenance transactions (to update students' packaging status)**
- The Batch Award Process (WFAWARDDB) applies the award transactions to the FINANCIER database
- The Batch Maintenance Process (WFMAINPB/WFMAINTB) applies the maintenance transactions

Implementation

Ensure that all funds to be packaged have attributes correctly set (particularly the Aid Program, Allow Awards, Meets Need and Replace FC flags), and that the year's Pell tables have been imported (using WFPELIMB).

In batches produced by WFPKPAKB, the batch header record has a user ID field with the value WFPKPAKB. In order for these batches to pass the security validation check when they are processed, you must define WFPKPAKB as a user ID in the Security file, with file security for the Award and Aid Year files set to allow W (Write) access.

Beginning in 2013-14, ensure that

- The federal Pell fund is identified on the Fund Attributes screen with
 - Aid Source value of Federal
 - Aid Program value of Pell
 - Replace values of A and PELL-EST, to cause a Pell award to replace the entire amount of an estimated Pell award
 - Pell packaging attributes set on the Fund Attributes>Packaging

Attributes window to reflect your institution's criteria:

Packaging Attributes	
Pell Grant	
Aid Source: Federal	<i>As set on the Fund Attributes screen: Fund ID for your Pell fund, aid source and aid type</i>
Aid Type: Grant	
-----Selection Criteria-----	
CPS Received Date: _____	Category: PELL_____
Pell eligible: Y	
EFC check: -	Estimated Pell LEU Minimum: 5nn
Minimum EFC: _____	LEU Maximum: 5nn
Maximum EFC: _____	Time Status: F
Document Check: _____	
Statuses: _____	Award action: B_
Exclude: _____	
-----Calculation Logic-----	
Category value is PELL	
Pell Eligible is Y	
Enter your institution's values for the estimated Pell LEU range and time status	
If no award action is entered, default is O (offer)	

- The estimated Pell fund (PELL-EST) is set up as follows:

Fund Attributes -	
Fund: PELL-EST	Estimated Pell
FAO: UG	
Name: Estimated Pell_____ Acct: _____	
-----Attributes-----	
Aid source: F	Aid program: _____
Aid type: G	Transcript: _____
	FISAP: _____
-----Awarding-----	
Fund status: A	Meets need: Y
Freeze off/disb: _ _	Replaces FC: N
Limit awards: _	Offsets Stf: Y
Allow awards: Y	
Replace: _	
Roll-up: _____	Dflt distrb: _
-----Aid Notifications-----	
Print on notifications: Y	Order: _
-----Disbursement-----	
Student Accounts: N	Minimum/maximum award: _____
Student Loans: N	Program ann/life max: _____
Reqmts: _____	
Check: DStatus: _ SShot: _ CHrs: _	Packaging attribs/restrictions: NO

- Fund Category values for institutional aid programs are defined in the Dictionary under WFFPACKD.WF-FP-FUND-CATEGORY

Control Parameters (beginning 2013-2014)

The WFPKPAKJ parameter record consists of the five standard control parameters, followed by program-specific flags. Up to three additional records list the funds to be included (maximum of 20), by fund ID, in packaging priority order, with a maximum of seven fund IDs per record.

aaaa , b , cc , dddddddddd , ee / ee / eeee , f , g , h , i , j , k
 FUND1 , FUND2 , FUND3 , FUND4 , FUND5 , FUND6 , FUND7
 FUND8 , FUND9 , FUND10 , FUND11 , FUND12 , FUND13 , FUND14
 FUND15 , FUND16 , FUND17 , FUND18 , FUND19 , FUND20

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Distribution rule	How awards created in this run should be distributed; use a value defined for WFAWARD.DD.WF-AW-DIST.
g	Student Report detail	<p>The level of packaging detail to print on the Students Packaged reports Values are:</p> <ol style="list-style-type: none"> 1 For each student, print only funds awarded and award amounts 2 Also include diagnostics for ineligible funds (default) 3 Also include the level of family contribution and need remaining after each potential award offer
h	Fund Report detail	<p>The level of packaging detail to print on the Fund Statistics report. Values are:</p> <ol style="list-style-type: none"> 1 For each fund, print flag settings, beginning balance, potential award total and end balance (default) 2 Also include a roster of students and potential award amounts
i	Student Report sort order	<p>Whether to produce the Students Packaged and Students Selected but not Packaged reports in processing order (as sorted by WFPKSELB). Values are:</p> <p>Y Produce a set of reports in processing order (as well as a set in name order)</p> <p>N (default) Suppress the processing order reports; produce one set of reports only, in name order</p>
j	Prior Year Pell	<p>Whether to include undisbursed Pell from the previous year when calculating the LEU to use for a student. Values are:</p> <p>Y Yes, add undisbursed prior year Pell to the COD-reported or NSLDS-reported LEU</p> <p>N (default) Don’t include undisbursed prior year Pell</p>
k	Fund Count	The total number of funds to be packaged in the run, from 1 through 20. The funds themselves are listed by fund ID in priority order on subsequent record(s), with a maximum of seven fund IDs on up to three records.

Control Parameters (2012-2013)

The WFPKPAKJ parameter record consists of the five standard control parameters, followed by program-specific flags.

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

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Distribution rule	How awards created in this run should be distributed; use a value defined for WFAWARD.DD.WF-AW-DIST.
g	Student Report detail	The level of packaging detail to print on the Students Packaged reports. Values are: 1 For each student, print only funds awarded and award amounts 2 Also include diagnostics for ineligible funds (default) 3 Also include the level of family contribution and need remaining after each potential award offer
h	Fund Report detail	The level of packaging detail to print on the Fund Statistics report. Values are: 1 For each fund, print flag settings, beginning balance, potential award total and end balance (default) 2 Also include a roster of students and potential award amounts
i	Student Report sort order	Whether to produce the Students Packaged and Students Selected but not Packaged reports in processing order (as sorted by WFPKSELB). Values are: Y Produce a set of reports in processing order (as well as a set in name order) N (default) Suppress the processing order reports; produce one set of reports only, in name order

Work File Input

Work File 1 Students selected and sorted by WFPKSELB

Work File 2 (2012-13 only) Fund eligibility criteria, with a record for each fund, and funds listed in packaging priority order. (Beginning with 2013-14, the fund criteria are entered online, on the Fund Attributes>Packaging Attributes screen, and are stored in and retrieved from the Packaging Information file, WF-FUND-PACKAGE.)

Prepare the 2012-13 Work File 2 using the following record layout:

Field/Position	Explanation/Values
Fund ID 01-09	Fund identifier in the Fund file (WF-FUND-ID)
<i>delimiter</i> 10	:
Fund Title 11-19	Fund name in the Fund File (WF-FU-NAME)
<i>delimiter</i> 20	:
Fund Category 21-29	Pointer to internal subroutine containing packaging logic for the fund; allows multiple funds to employ the same packaging logic. Values are: PELL logic is in PACKAGE-PELL DLSUB logic is in PACKAGE-DLSUB DLUNSUB logic is in PACKAGE-DLUNSUB GRADPLUS logic is in PACKAGE-GRADPLUS PLUS logic is in PACKAGE-PLUS SEOG logic is in PACKAGE-SEOG STGRANT logic is in PACKAGE-STGRANT TEACH logic is in PACKAGE-TEACH WORK logic is in PACKAGE-WORK additional values are defined for institutional aid programs
<i>delimiter</i> 30	:
Award Action 31-32	The type of award transactions to be created in this run. Values are: O (default) Create Offer transactions B Create Offer/Accept transactions BI Create Offer/Accept Increase transactions
<i>delimiter</i> 33	:
Pell Fund Flag 34	Indicates whether the fund is for Pell awards. Values are: Y Fund represents Pell N (default) Not Pell
<i>delimiter</i> 35	:
Pell-eligible Flag 36	Indicates whether eligibility for this fund is contingent on the student's CPS-determined eligibility for a Pell Grant. Values are: Y Student must be Pell-eligible N (default) No Pell eligibility requirement
<i>delimiter</i> 37	:

EFC Check Flag 38	Indicates whether eligibility is contingent on the student's CPS-calculated expected family contribution. Values are: Y Check the EFC N (default) EFC is not relevant
<i>delimiter</i> 39	:
Minimum EFC 40-44	If EFC Check is Y, the minimum EFC for eligibility (inclusive)
<i>delimiter</i> 45	:
Maximum EFC 46-50	If EFC Check is Y, the maximum EFC for eligibility (inclusive)
<i>delimiter</i> 51	:
Document 52-57	Eligibility is contingent on the existence or absence of a document from the student's list of required submissions; use values defined for WF-REQUIREMENT.WF-RE-DOC-ST-DOC. Default (blank) indicates no document requirement.
<i>delimiter</i> 58	:
Document Status 59-68	If eligibility depends on a document existing for the student, the comma-separated string of document status values that pass the document requirement. Use values defined for WF-REQUIREMENT.WF-RE-DOC-STAT: for example: C,D,W to mean "student is eligible if the document status is Complete, Deleted or Waived". If eligibility depends on a document NOT being in the student's list, specify EXCLUDE (upper case) for the status. If a document is specified but this status field is blank, student is eligible if the document is posted in the student's list.
<i>delimiter</i> 69	:
Include Fund Flag 70	Option to "turn off" packaging of the fund in this run. Values are: Y (default) Yes, include this fund in packaging N Bypass this fund
<i>delimiter</i> 71	:
filler 72-80	(blank)

Database Files Read

Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), Federal file (WF-FEDERAL-xxyy), Fund file (WF-FUND), ISIR file (WF-ISIR-xxyy), Packaging Information file (WF-FUND-PACKAGE), Pell Tables file (WF-PELL), Student

file (WW-STUDENT); other files as needed to accommodate institutional packaging criteria

Processing

Loads fund criteria from the Packaging Information file (or Work File 2 for 2012-13) and builds a table of the funds to be packaged with their attributes and utilization values.

Sequentially processes through the pre-sorted students in Work File 1. For each student, loops through the input funds to assess the student's eligibility. For each fund, determines that

- the fund should be included in this packaging run
- the fund is active, is not frozen and allows awards
- the student meets any Pell-eligibility, EFC range or document conditions specified for the fund

Employs base system modules for packaging federal programs such as Pell and Direct Loans, and calls the institutional packaging program (WxPKPyN) for campus-based, state aid and institutional aid funds.

Checks that the student meets aid-program-specific requirements such as tests for annual and lifetime loan limits or interest in work and calculates the award amount on each fund for which the student is eligible, subject to limitations imposed by accumulated Replace FC and Meet Need totals, and respecting the fund's minimum and maximum awards and offer limit. With each award, increments the student's running totals for packaged, Replace FC and Meet Need aid.

Formats the appropriate award and batch maintenance transactions. Generates student and fund reports.

Work Files Output

Work File 3, containing award transactions for input to WFAWARDDB

Work File 4, containing packaging update transactions for input to WFMAINPB/WFMAINTB

Work File 5, used to sort students for printing in name order on the Fund Statistics detail report

Work File 6, with students in processing order (prioritized as specified in the institutional program WXPkSyyN and sorted by WFPKSELB) for the Student reports

Work File 7, used to sort students for printing in name order on the Student reports

When applied, the award transactions will update multiple files with awards package information. The maintenance transactions will set the packaging status on students' aid year records (WF-AY-P-STAT field) to P (base system value for "packaged.")

For award transaction layouts, see the section on WFAWARDDB (Batch Award Process). For maintenance transaction layouts, see the section on WFMAINPB (Batch Maintenance Preliminary Processing).

Reports Produced

Processing Counts/Errors (Print File 1)

Students Selected but Not Packaged (Print File 2 for processing order or Print File 5 for name order)

StudentID	Name	
000001068	HENDERSON, DAVE M	Not packaged
		Academic and CPS information
		Not in Adm/Reg files; ISIR exists; Col=; Deg=; Cls=; TStat=F
		GPA=0.000; IOS=; Dep=I; DL Sub=17531; DL Cmb=17531; LEU= 0
Pell COA: 24150	Pell Need: 15932	Pell EFC: 8218
COA: 14150	Need: 5932	FC: 8218 PC: 0 SC: 0
		For full report detail (value 3): Pell COA/Need: FM(9) Initial COA/Need: FM(Dur)
PELL	: Not Pell eligible	
SEOG	: Not Pell eligible	
WPAINST	: Not Pell eligible	
TEACH	: Not Pell eligible	
FWS	: Fund not set for packaging	
DSUB	: Annual limit reached	
DUNSUB	: Annual limit reached	
		Reason fund was not considered or student was not awarded
Remaining =====>	Need: 5932	FC: 8218 PC: 0 SC: 8218

Students Packaged (Print File 3 for processing order or Print File 6 for name order)

StudentID	Name	
112334455	ANDERSON, MARIAN	Packaged
		Academic and CPS information
		Admission Approved; ISIR exists; Col=; Deg=AAS; Cls=FR; TStat=F
		GPA=0.000; IOS=1; Dep=D; DL Sub=0; DL Cmb=0; LEU= 0
Pell COA: 13050	Pell Need: 10468	Pell EFC: 2582
COA: 10550	Need: 7968	FC: 2582 PC: 2582 SC: 0
		For full report detail (value 3): Need and EFC levels before packaging Pell COA/Need: FM(9) Initial COA/Need: FM(Dur)
PELL	Awarded:	3,000.00
Meets need:	Y	Remaining Need: 4968
Replaces FC:	F	Remaining FC: 2582
		Need and EFC levels after packaging each eligible fund
SEOG	Awarded:	200.00
Meets need:	Y	Remaining Need: 4768
Replaces FC:	N	
WPAINST	: Program not found	
TEACH	: Invalid enrollment	
FWS	: Fund not set for packaging	
DSUB	Awarded:	3,500.00
Meets need:	Y	Remaining Need: 1268
Replaces FC:	N	
		Reason fund was not considered or student was not awarded
DUNSUB	: Fund limit exceeded	
		Need and EFC levels after packaging last fund
Remaining =====>	Need: 1268	FC: 2582 PC: 2582 SC: 0

Fund Statistics (Print File 4)

Fund ID

Name

PELL

Pell Grant

Meets Need: Y
 Replace FC/SC/PC: Replaces: FC
 Offer Limit: 0.00

 Beginning balance (offers): 15,050.00
 Amount Offered: 14,100.00
 Ending Balance: 29,150.00
 Students awarded: 3

*For full report detail (value 2):
summary statistics*

Fund parameters:

Fund settings specified

Fund ID: PELL

Category: PELL

Pell fund

(Fund considered this run)

Student must be Pell eligible (per ISIR)

Required document: ISIR (Document status must = C,W,,,)

** = Estimated Pell (PELL-EST)

ID	Name	Amount	Tran
112335511	AMBLIN, SARAH	3,000.00	B
000001115	ARMSTRONG, ERNIE A	5,645.00	B
000001141	DAVIS, IVANA J	5,645.00**	B

*Fund roster of students awarded
 ** indicates student was awarded
 estimated rather than actual Pell
 due to LEU range restrictions*

WFSPRCLB (Satisfactory Academic Progress Calculation)

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 screen (Applications menu).

Timing

If SAP is one of your FAO 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 WFSPRCLB 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 calculation logic in the shell program WXSPrYyN, which contains notes about where and how to add institution-specific data areas and logic to calculate or retrieve SAP information.

Control Parameters

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

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

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4. <i>However, note</i>
cc	FAO	<i>that for this program, the Recover run mode</i>
d(10)	Run mode	<i><u>does</u> update files.)</i>
ee/ee/eeee	Date	

Database File Read

Aid Year file (WF-AIDYEAR)

Processing

Reads the Aid Year file for the specified year and selects students according to FAO Status Decision Table criteria (SAP Calc row). For each student selected, invokes the SAP calculation.

The calculation program performs FAO-specific logic to derive or retrieve the academic progress evaluation and compares the new value for each term to the existing value. If the new value is different and there is no override in place for that term, posts the new evaluation along with the date of calculation.

Database File Updated

Aid Year file (WF-AIDYEAR)

Reports Produced

Processing Counts/Errors (Print File 1)

Sample Report (for Sample:nn or Trial:nn run mode only; list of students calculated/updated, with unchanged evaluations noted; Print File 3)

WFTSSCLB (Term Snapshot Calculation)

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.

Control Parameters

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

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

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4. <i>However, note</i>
cc	FAO	<i>that for this program, the Recover run mode</i>
d(10)	Run mode	<i><u>does</u> update files.</i>)
ee/ee/eeee	Date	

Database Files Read

Aid Year file (WF-AIDYEAR), Budget file (WF-BUDGET), Student file (WW-STUDENT)

Processing

For each student in the Aid Year file, reads the Budget file for each term in the student’s schedule. Bypasses terms for which there is no snapshot recorded and no corresponding student data.

In a Trial run, compares existing term snapshots to corresponding student data for the term and diagnoses any discrepancies in the Snapshot Mismatch report (Print File 2). In/Out of State, College, Major, Degree, Class

and the three institution-specific 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 file to the Budget file, and lists the student in the Original Snapshot report (Print File 3). If a snapshot already exists for the term, compares it to corresponding student data and diagnoses any discrepancies in the Snapshot Mismatch report (Print File 2), then updates the snapshot.

Database File Updated

Budget file (WF-BUDGET)

Reports Produced

Processing Counts/Errors (Print File 1)

Snapshot Mismatch (Print File 2)

Students that fail the snapshot comparison are listed by ID, name and term, followed by the mismatch fields:

StudentID	Name	Term	Mismatch
999999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXX/XXX/XXX/XXX/XXX/XXX/XXX/XXX

Abbreviations used for the snapshot fields are:

Col	College
Maj	Major
IOS	In/Out of State
Deg	Degree
Cls	Class
Tim	Time
Enr	Enrollment
SS1, SS2, SS3	Institution-specific fields

Original Snapshot (Print File 3); list of students for whom new snapshot data was stored, with name and ID for each term updated

WFVCNCLB (Verification Calculation) (Discontinued after 2012-13)

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

Timing

You can run a batch verification after entering students' verification data on the Verification screen, 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 (WFVERYD.WF-VE-VER-INS).

Your institution can write a procedure to flag additional students for federal verification.

- Flag to denote selection for institutional verification (WFVERYD.WF-VE-INS-REQD).

Your institution can write a procedure to verify other federal data, and flag students for this extended processing.

Control Parameters

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

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

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

Database Files Read

Aid Year file (WF-AIDYEAR), year-specific Federal file (WF-FEDERAL-xyyy) or CSS file (WF-CSS-xyyy), year-specific Verification file (WF-VERIFY-xyyy)

Processing

Reads the Aid Year file for the specified year to select students that have an adequate enrollment status (based on the VerfCalc criteria in the FAO Status Decision Table). Invokes the year-specific verification program which selects students that have been federally or institutionally flagged for federal verification and are not restricted to manual processing (Reverification flag, WF-VE-VER-REVER, is not set to M).

The calculation compares values for federally required verification data (such as number in family, adjusted gross income, federal tax paid, etc.) in the Federal file against the same values in the Verification file. Looks at parent and student financial data (if the student is dependent), or student financial data (if the student is independent), according to year-specific federal rules for exact match or tolerance limits. In aid year 2012-13, a student passes verification automatically if the ISIR indicates that financial data has been retrieved from the IRS and not subsequently changed, family size and number in college are the minimum for the dependency and marital statuses, and the student/parent did not receive food stamps and did not claim to have paid child support.

For fields that fail the comparison, applies overlay logic to overwrite the Federal file and/or CSS file with Verification file data. An institution which uses CSS data may choose to verify CSS data and overlay Federal data, or verify Federal data and overlay CSS data. If any critical Federal data was modified by the verification overlay, stores correction data in the ECAR file for EDE Correction Export processing by WFECOEXB.

If the student passes verification, sets the Federal Verification Status (WF-VE-VER) to P (pass with exact match, including pass by overlay) or T (pass by tolerance) and sets the Reverification flag (WF-VE-REVER) to A (permitting automated reverification).

Database Files Updated

Aid Year file (WF-AIDYEAR), ECAR file (WF-ECAR), Verification file (WF-VERIFY-xxyy); depending on overlay logic, Federal file (WF-FEDERAL-xxyy) and/or CSS file (WF-CSS-xxyy)

Reports Produced

Processing Counts/Errors (Print File1)

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

WWDICLSB (Dictionary Print)

Run the Dictionary Print job to get a listing of data descriptions and values as defined in the FINANCIER data Dictionary.

Timing

You may find this printout useful during implementation of FINANCIER, when you are defining valid values or adding fields to a file.

Control Parameters

You may request a single-file listing; the default is to report all files. To restrict output to a single file, specify the file PDA name (xxxxxxxD) or file ID in the JCL or command procedure, on a line after the statement that executes the program. (Note that the standard control parameters do not apply to this program.)

Database File Read

Dictionary (WW-DICTIONARY, a userview based on the System file, WW-SYSTEM)

Processing

Reads Dictionary entries for each field of each file to be reported, and generates the report in Print File 1. The report includes the field description (heading and extended description); technical characteristics (format, length, edit mask); valid values defined or retrieved by reference from another field.

Database Files Updated

None

Report Produced

Dictionary Report (Print File 1)

WWPRNTBB (Spool Print Utility)

The Spool Print Utility facilitates mainframe-driven printing of requirements notifications and aid notifications. The program is executed in the WFARNNTJ, WFANNNTJ, WFDNNNTJ, WFDPMNTB, and WFDNRNTJ and WFNPMNTJ jobs.

Work File Input

Work File 4 (spool file)

Processing

Reads and sorts Work File 4 according to the print order specified in the job's control parameters.

Prints each record as a separate page consisting of 80-byte lines.

Puts the formatted pages in Print File 1-7, based on the print file indicator set on each work file record. Refer to the program that generated the work file for the print file assignments.

WWSPURGB (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 file cannot be purged using this program; use the online purge from the ADD File List screen or the batch ADD File Purge process (WFADDPGB) for this purpose.

Control Parameters

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

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

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

Work File Input

Work File 1 (containing a record for each student to be purged, identified by WW-ST-SID, the external Student ID)

Database Files Read

ADD file (WF-ADD), Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), Electronic Corrections file (WF-ECAR), Student file (WW-STUDENT)

Processing

For each student in Work File 1, checks for records in the ADD file, Electronic Corrections file and Award file. If there are no ADD records (for the Social Security Number linked with the Student ID), and no ECAR records in transit (marked with an X in the WF-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

Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT), Budget file (WF-BUDGET), CPS file (WF-CPS-xyyy), CSS file (WF-CSS-xyyy), Electronic Corrections file (WF-ECAR), Federal file (WF-FEDERAL-xyyy), ISIR file (WF-ISIR-xyyy), NSLDS file (WF-NSLDS-xyyy), Requirements file (WF-REQUIREMENT), Student file (WW-STUDENT), Transcript file (WF-TRANSCRIPT), Verification file (WF-VERIFY-xyyy)

Reports Produced

Processing Counts/Errors (Print File 1; lists students from the work file that were not processed because they did not pass the ADD file, in-process correction or award edits)

Deleted Students (Print File 2)

WFLNCANB (Loan Cancellation)

Run this job to cancel a set of specified loans (Direct, Perkins or institutional) and, optionally, to generate a file of replacement award transactions.

Timing

Loans may be canceled at any stage in their disbursement history. A primary use for mass loan cancels would be to handle regulations changes that occur midyear, such as a change in interest rates. For example, if a rate change is mandated for loans of a particular award year that have not disbursed by a certain date, you can cancel and reaward loans that are subject to the new rate.

Control Parameters

The WFLNCANJ parameter record consists of the five standard control parameters, followed by a program-specific parameter:

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

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Replace awards	Indicates whether to create a file of award transactions to replace the canceled loan. Values are: Y Create replacement awards blank Do not create replacements (default)

Work File Input

Work File 1 Loans to be canceled, listed by Student ID and Loan ID.
Prepare work file 1 using the following record format:

Field/Position	Explanation/Values
Student ID 01-09	Institutional student identifier in the Student file (WF-ST-SID)
<i>filler</i> 10	Any character or none; you can use a space for convenience when writing the file, or a comma (CSV file)
Loan ID 11-35	Loan identifier in the Loan Application file (WF-LA-ID)

Database Files Read

Award file (WF-AWARD), Loan Application file (WF-LOANAPP), Loan Disbursements file (WF-LOANDSB), Fund file (WF-FUND), Student file (WW-STUDENT), System file (WW-SYSTEM, for Loan Type table and Sched-

ule table)

Processing

Reads Work File 1 for the student and loan IDs. Loops through each student's Loan Application records to find the specified loan ID; determines its type and subtype. Reads the Loan Types table to find the fund and Schedule table for disbursement point information.

Using the fund, finds the award record.

Attempts to cancel the loan:

- If the loan is a Direct loan that has not been reported to COD (WFLOAPPD.WF-LA-A-SNT-DATE is blank), sets the loan's Action flag (WFLOAPPD.WF-LA-C-ACT) to X (which will physically delete the loan).
- If the loan is a Direct loan that has been reported (WFLOAPPD.WF-LA-A-SNT-DATE is not blank), sets WFLOAPPD.WF-LA-C-ACT to C (signalling a change).
- If the loan is not a Direct loan, sets the Action flag WFLOAPPD.WF-LA-C-ACT to X

Replaces the disbursement point identifiers (WF-LD-DP) with X and wipes out eligibility and disbursement amounts in the Loan Applications and Loan Disbursements files.

Invokes the loan/award synchronization process (WFAWDLNN/WFLNAWDN) to cancel the corresponding award.

If the Replace Awards flag is set, creates an award transaction to replace the canceled loan: a BI (offer and accept increase) transaction if the original loan had been accepted in full, or an OI (offer increase) transaction if the original loan was not fully accepted.

Prints successful cancels to the Student Loans Canceled report and failed attempts to the Student Loans Bypassed report.

Work File Output

Work File 2, holding unsorted student detail for reports

Work File 3, holding sorted student detail for reports

Work File 4, containing award transactions (created if the Replace Awards control parameter is set to Y)

Database File Updated

Award file (WF-AWARD), Loan Application file (WF-LOANAPP), Loan Disbursements file (WF-LOANDSB)

Reports Produced

Processing Counts/Errors (Print File 1)

Student Loans Canceled (Print File 2)

Aid Yr	SID	Name / Loan ID	Fund	Amount
2014	000005611	Henderschott, Irving		
		- 000005611N2014001	PERK	4,000.00
		- 000005611P14G51125001	PLUS	5,000.00
		- 0888003400F8NI003	ALT	4,000.00
2014	000005610	Henderson, Thomas J		
		- 000002288S14G51125001	DSUB	5,000.00
		- 000002288U14G51125001	DUNSUB	5,000.00

Student Loans Bypassed (Print File 3)

THE FINANCIER™ DATABASE

Database Files (or Relational Tables).....	4-1
Student-Based Data.....	4-3
Fund and Award Data.....	4-8
Notification Data.....	4-9
External Data	4-10
Audit Data.....	4-10
System Data	4-11
Packaging Regulations Data.....	4-11
Database Access	4-12
File PDAs and I/O Subroutines	4-12
Userviews	4-16
Modifying the Database	4-18
Shadow Files.....	4-18
Adding a New Field to the System.....	4-19

Figures

FINANCIER™ File/Table Relationships	4-2
---	-----

Tables

File PDAs and I/O Subprograms	4-12
Userviews	4-16

DATABASE FILES (OR RELATIONAL TABLES)

FINANCIER stores information about students (and their aid applications, awards, loans and transcripts), financial aid funds and related external entities (such as other institutions, parents, lenders and guarantors). In addition the system contains audit information for data control purposes, and system data, which includes the data Dictionary, security records and processing control tables.

The diagram in Figure 4-1 on page 4-2 shows how this data is organized into files, and demonstrates the relationships that exist amongst the files (or relational tables—DB2 users should substitute “table” for “file” in the following discussion). Note that:

- All file IDs begin with the prefix WF- or WW-. WF-files contain information that is related exclusively to financial aid functions; WW-files contain more general information.
- Some file IDs end with the suffix -xxyy. These files apply only to the aid year that spans the calendar years xx and yy; for example, WF-FEDERAL-1213 is the Federal data file for the aid year 2012-13. WolffPack provides these files with your regulatory updates; the modular design simplifies implementation.

All data except system data (and the Pell table, which is federally defined) is specific to a Financial Aid Office (FAO), which is therefore a key field on all records except System file records. Partitioning data by FAO allows your institution to implement different sets of processing rules for each aid office. For example, if the College of Arts and Sciences and the Medical School have separate financial aid organizations and different decision-making criteria and requirements, you can accommodate the needs of both offices within FINANCIER by defining separate FAOs and assigning students and funds accordingly.

FINANCIER does not use database relationships, since it runs against multiple DBMSs. Referential integrity is maintained at the application code level.

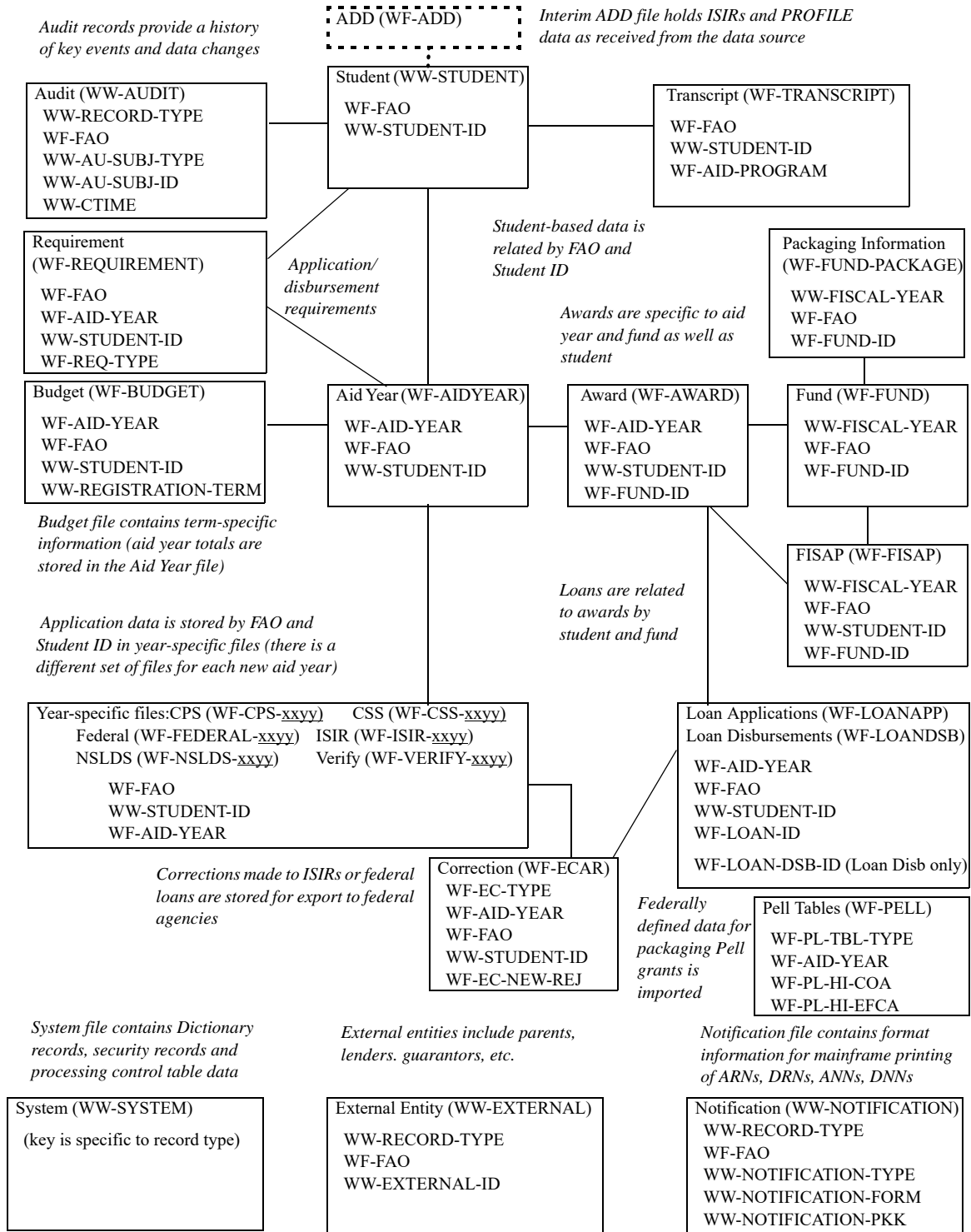
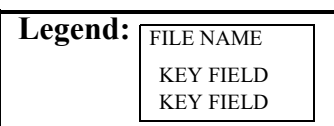


Figure 4-1. FINANCIER™ File/Table Relationships



Student-Based Data

Student-based data—records that pertain to an individual student—includes biographic/demographic facts and the information used in processing aid applications, awards, loans and transcripts.

All student-based records are identified by Student ID and FAO. Records relating to application, award and loan processing are also specific to and identified by aid year.

Student Biographic/Demographic Data

The Student file (WW-STUDENT), which is the source of student bio/demo data within FINANCIER, contains a record for each student, identified by Student ID and FAO. Your institution may choose to retrieve some bio/demo data from other student systems by way of a dynamic interface. In this case, student data stored in WW-STUDENT may include values from an interfacing system's files instead of or along with values actually entered in FINANCIER.

You must have a WW-STUDENT record in place before you can process a student's aid application. Student records can be entered online, created by the ADD Load program (WFADDLDB) or retrieved from an interfacing student system.

Technical Note: Student ID. The student ID in the WW-STUDENT record key is not the same field as the student ID entered by an operator in order to retrieve a record online. The key field (WW-STUDENT-ID; GDA field ##STUDENT-ID) is internal to FINANCIER; in the base system the value is formatted as WWnnnnnnnn, where nnnnnnnn is the timestamp affixed when the student is loaded into the system. WW-STUDENT-ID is built by the subroutine WWSTKEYE, which requires the GDA fields ##FAO-ID and ##SID to be filled in.

The external student ID (WW-ST-SID; GDA field ##SID), the 9-byte identifier by which the student is known to a FINANCIER operator and/or an interfacing student system, is actually an attribute on the student record. This allows an institution to change the external student ID without requiring changes to all student-based files.

The student's social security number is also stored separately, in the field WW-ST-SSN, which allows an institution to use a different identification numbering scheme for external IDs. If you don't use the SSN as the external student ID, you must modify the external subroutine WWDTSIDE, which looks up an SID based on a passed SSN. As delivered, WWDTSIDE assumes the two to be identical.

The external subroutine WWSTINFE is the primary mechanism for looking up a student and loading student-specific data in the GDA. It requires the GDA fields ##FAO-ID and ##STUDENT-ID to call the Student Interface via WWSTDNTO.

Technical Note: The Student Interface. The Student Interface is a set of I/O programs that retrieve student information from files in your other administrative student systems, such as admissions, registration and student records systems, for use in FINANCIER. The interface programs include:

- WWSTDNTO, which provides biographic/demographic information, and payroll, student account and student loan information
- WWSTDNIO, which looks up the internal student ID from the external ID that has been supplied to the process (called once for each student processed)
- WWSTDNMO, which provides names in alphabetic order when a name search is initiated from the student selection window
- WWSTDNCO, which is called instead of WWSTDNTO for efficiency purposes when a limited (“compressed”) view of the student record is needed to save space—for example, on the Federal Data screen, where the buffer must hold both student data and FAFSA data

WWSTDNMO and WWSTDNCO are special-purpose programs, called only in the situations described above. When a FINANCIER program needs student-level information for any other purpose, it calls WWSTDNTO, using the WWSTDNTD PDA to pass data back and forth.

The calling program fills in record key information and sets a series of flags to request specific subsets of information, or “data groups” to be returned (using R for Read access or W for Write access to the information). It fills in any necessary group key information, which typically identifies the time period for which the information is needed. The data groups include:

- WW-SYSTEM, WW-STUDENT-NAME and WW-STUDENT-IDENTIFIERS (always returned)
- Records and administrative data (returned via a call to the external subroutine WXSISARE)
- Payroll data (returned via a call to the external subroutine WXSIPAYE)
- Student accounts data (returned via a call to the external subroutine WXSISARE)

- Student loan data (returned via a call to the external subroutine WXSISLNE)

The four external subroutines (WXSIXXXE) are delivered as templates for institutional interface programs, to be renamed and customized by your institution to go to the proper files for the data that is needed. Most institutions will need to customize at least WXSISARE (for the information displayed on the Student screens) and WXSISARE (for information used in the disbursement process).

When WWSTDNTO is called with a Read request, it reads the FINANCIER Student file (WW-STUDENT), looking for a record for the student ID passed in the WW-STUDENT-ID field of the WWSTDNTD data area. If it finds a record, it moves the information it finds into WWSTDNTD. It then calls the appropriate institutional interface for the requested data group via a Perform statement (PERFORM-ADM-SRR for records and administrative data), passing WWSTDNTD to it.

The interface subroutine gathers any of the requested information it can find and moves it to WWSTDNTD, overwriting corresponding values from the FINANCIER WW-STUDENT file. It then passes WWSTDNTD back to WWSTDNTO, which passes the data area back to the original calling program.

Because FINANCIER programs always access student information in this way, the data stored in most fields of WW-STUDENT are irrelevant for most students most of the time, as it is always replaced dynamically by corresponding values returned from the interface call. The purposes of WW-STUDENT are:

- To provide a link between the external student ID (which should be the key to the files accessed by the interface) and the internal ID (part of the key to all student-related files in FINANCIER)
- If the institution routinely or occasionally loads students into FINANCIER who do not have records in another administrative student system, to provide a temporary storage place for demographic data (name, address, birth date) until it is available from the interface
- To provide a storage place for student information that is required for financial aid processing but is not stored in any interfacing files, such as driver license information and alien registration number

Hence if an institution chooses never to load students into FINANCIER that are not also present in Admissions and/or Student Records/Registration files, and if all student-level information needed for financial aid

processing is stored in files accessed by the interface, there is no need to store anything more in WW-STUDENT than the FAO, internal student ID, external student ID and name. (Further, if the name search is modified to produce an alphabetic listing of students from a different institutional file, the name would not need to be stored either.)

If WWSTDNTO has been called with a Write request, it moves information from the WWSTDNTD data area to the WW-STUDENT record and stores it in FINANCIER as described above. Then it calls the institutional subroutine, passing it the WWSTDNTD data area.

Only a few FINANCIER functions may perform data updates to interfacing files: the programs that control the Student Demographic screen and the Academic Information screen and the ADD Load process. In most cases, at most institutions, updates to the Admissions and Student Records/Registration files by FINANCIER are not allowed. If this is absolutely the case, then the interface program should be written to exit when it detects a Write request.

- ▶ In writing your WXSISARE interface program, keep in mind the following guideline:
 - If the external student ID (WW-ST-SID; GDA field ##SID) is always the same as the SSN, use ##SID (passed to WWSTDNTO and to WXSISARE) as the student identifier for access to the admissions/student records files. When the WWSTDNTD PDA is passed to the Interface, WW-ST-SID and WW-ST-SSN will be filled in if the student was found in WW-STUDENT; blank if the student was not found. If the student is found in the admissions/student records files, fill in WW-ST-SID and WW-ST-SSN before returning the WWSTDNTD to WWSTDNTO. If the student is not found, leave WW-ST-SID and WW-ST-SSN blank.
 - If the external student ID and the SSN are not always the same, add code to the subroutine WWDTSIDE (DETERMINE-SID) to use the student's SSN, name and/or birth date to determine the SID. Use ##SID to identify the student and have the interface program fill in WW-ST-SID if and only if the information is available in the admissions/student records files.
- ▶ In writing your WXSISARE interface program, keep in mind the following guidelines:
 - WXSISARE may be called once or twice, depending on whether it is set up to disburse by term or by fiscal year. For example, if there are two disbursement points in summer term that fall in different fiscal years, a term-based interface would be called once, but a fiscal-year-based

interface would be called twice.

- If you are operating under CICS, and you intend to allow use of the D award transaction to initiate aid disbursements, be aware that NATURAL under CICS can't read from or write to sequential files. If Student Accounts updates are posted by a batch program that expects a sequential file as input, the Student Accounts interface will need some facility, such as an ADABAS file acting as a queue or staging area, for holding the formatted transactions.

Important! Once your Student Interface is functioning, *remove the following line of code* from the external subroutine WFFUNCTE:

```
ASSIGN #STATUS-DECISION='Y'      /* testing
```

This line enables you to test processing that depends on passing a FAO Status Decision Table check, before the Student Interface is hooked up to retrieve the student's status for comparison. The line must be removed to allow the Decision Table check to proceed properly.

Application Data

Application data is loaded from the interim ADD file (WF-ADD) into a set of application processing files by the ADD Load process. The ADD file is a holding file for federal data that has been received from the Central Processing System (CPS) and PROFILE data from the College Scholarship Service (CSS). ADD file records can be reviewed online before they are loaded into FINANCIER's application files.

The files loaded by the ADD Load for use in application processing are:

- Aid Year file (WF-AIDYEAR), containing need analysis totals, budget totals and notification information for each year that the student is active
- Budget file (WF-BUDGET), containing budget totals by term for each year that the student is active
- Requirements file (WF-REQUIREMENT), containing requirements which the student must fulfill to complete an application or disburse an award
- Year-specific files: CSS file (WF-CSS-xxyy), containing PROFILE data; Federal file (WF-FEDERAL-xxyy), ISIR file (WF-ISIR-xxyy), and NSLDS file (WF-NSLDS-xxyy), containing data from the ISIR; CPS file (WF-CPS-xxyy), used in CPS communication functions

These records are all keyed by Student ID, FAO and aid year (although some requirements, those requested only once for a student, have a blank

aid year). An additional key field in the Requirements file, record type, distinguishes application requirement records from disbursement requirement records.

Online application processing requires a WW-STUDENT record and, if year-specific data is being maintained, an Aid Year record. The first time that an operator attempts to work with application data for a new aid year, the system presents the Aid Year Activation screen, which provides the opportunity to change the student's schedule, budget and notification defaults. The operator must approve these values before work on the application can go forward.

Verification and Correction Data

Verification—the process of establishing the accuracy of students' federal data—requires a Verification file (WF-VERIFY-xxxy) record for each student to be verified; typically verification data consists of tax return data entered on the Verification screen. Verification records are identified by student ID, FAO and aid year.

In the course of application processing, if corrections are made to students' federal data (either by optional verification overlay processing or by direct update), correction records are added to the EDE Corrections file (WF-ECAR). Correction records are prepared for transmittal to the CPS by the EDE Corrections Export program (WFECOEXB). Rejections returned by the CPS are loaded into the ECAR file by the EDE Corrections Import (WFECAIMB).

Correction records are keyed by record type and correction type as well as student ID, FAO and aid year. The record type (value E) identifies a correction record; the correction type (value N or R) distinguishes between “new” corrections (those not yet sent to, or sent and accepted by, the CPS) and “rejected” corrections (those sent to and rejected by the CPS).

CPS Communications Data

The Add Load process creates a CPS file (WF-CPS-xxxy) record for each student, which stores data for reporting federal grants to COD via the Federal Grant Reporting Export program (WFFLREXB). As well, the CPS file contains some CPS-computed data from the ISIR and identifiers (DRN and college code) for reporting Change of Institution corrections.

Fund and Award Data

The Fund file (WF-FUND) contains a record for each financial aid fund, identified by fiscal year, FAO and fund ID. Fund records are created on the Fund Attributes screen, or in batch by the Fund Rollover program

(WFFNDRLB), which creates funds for a new fiscal year, based on records from the old year.

The Packaging Information file (WF-FUND-PACKAGE, with the same key fields as WF-FUND) contains parameters and controls for packaging awards on a fund. Records are created online using the Fund Attributes>Packaging Attributes screen. (For 2012-13, this information was entered into a work file associated with the Packaging Calculation program, WFPKPAKB, rather than entered online.)

Awards

A financial aid award links a student with a fund. Awards are entered online or packaged in batch and posted to the FINANCIER Award file (WF-AWARD) by the Batch Award process (WFAWARDDB). An award record is identified by fund ID as well as student ID, FAO and aid year.

Input to the Packaging process includes student data from student-based files and fund information from the Fund file and the Packaging Information file.

In award processing, the act of offering an award on a loan fund to a student creates a loan application record (in the Loan Applications file, WF-LOANAPP) and related loan disbursement records (Loan Disbursements file, WF-LOANDSB) that are synchronized with the award record. Similarly, adding a loan on the Loan screen generates both loan and award records. Loan records are keyed by student ID, loan ID (plus a disbursement ID in the loan disbursement records), FAO and aid year.

Award information is also stored in the FISAP file (WF-FISAP) for use in FISAP reporting, and the Transcript file (WF-TRANSCRIPT). FISAP records are organized by student and fund, transcript records by student.

Notification Data

If you print application or disbursement requirements notifications or award/denial notifications using the mainframe print driver (WWPRNTBB), the text components and structures you define for the notification letters are stored in the Notification file. Records are identified by record type, FAO, notification type (the purpose of the letter), notification format (some institutions specify different formats for freshmen and upperclass students), and text keys (for student-specific information).

External Data

External entities for which you can store information include other institutions, parents of students, lenders, guarantee agencies, fund donors, on-campus student employers and off-campus student employers. Information is entered online, using the screens under the External menu, and stored in the External file (WW-EXTERNAL).

External file records are keyed by record type (which identifies the entity), FAO and external ID. Record type values include:

D	Donor
E	Employer (on-campus)
G	Guarantee agency
I	Institution
L	Lender
O	Employer (off-campus)
P	Parent

Audit Data

Audit data comprises a history of the important changes and developments that take place in the course of financial aid processing. This information, which includes event history, award history, notes and data maintenance audit records, is stored in the Audit file (WW-AUDIT). Records are keyed by FAO and record type, subject type, subject ID and timestamp.

Record Type	Subject Type/Subject ID
A Audit	S Student/Student ID
E Event	F Fund/Fund ID
N Note	D Donor/External ID
	E Employer (on-campus)/External ID
	G Guarantor/External ID
	I Institution/External ID
	O Employer (off-campus)/External ID
	L Lender/External ID
	P Parent/External ID
W Award	S Student/Student ID

FINANCIER programs contain logic for generating student event and award history records during application, award and disbursement processing. Audit records are generated during online and batch maintenance

processing for fields that are flagged in their Dictionary definitions for auditing. Events can be entered manually from Student, Fund and External Event Display screens. Notes can be entered manually from any screen for the student, fund, parent, etc. in context.

System Data

System data includes Dictionary, Security and Table records, which are maintained on the screens under the System menu.

- The Dictionary contains data definitions for data editing and online Help
- Security records control operator access to FINANCIER
- The Institution table contains institution-level (cross-FAO) processing parameters
- The FAO table defines your institution's financial aid offices and each office's processing rules (based on student enrollment status) for financial aid functions
- The Schedule Table coordinates the financial aid calendar with the registration and fiscal year calendars and defines terms and disbursement points for awards processing
- The Calendar Table provides dates for functions such as loan disbursement and federal grant reporting
- The Loan Types Table defines your active loan programs and sets up loan program/fund associations
- The Distribution Codes Table defines award distribution rules by schedule
- The Grant Types Table defines your active grant programs and sets up grant program/fund associations
- The Work Types Table defines your active work programs and sets up work program/fund associations

Packaging Regulations Data

To support federal requirements for packaging Pell grants, FINANCIER imports (via WFPOLIMB) the Pell tables published annually by the Education Department into a non-FAO-specific file, WF-PELL. Each record is an award amount keyed by aid year to a student's enrollment level (full-time, three-quarter-time, half-time, less than half-time) within a cost of attendance range and family contribution (EFC) range. (For 2012-13, the file is year-specific, named WF-PELL-xxyy.)

DATABASE ACCESS

All FINANCIER database access is accomplished through CALLNAT statements to I/O subprograms. There are no VIEW (or FIND, READ, UPDATE, DELETE, HISTOGRAM, STORE, etc.) statements in the application code. The “view” of the data is passed between the application code and the I/O code by means of file-specific PDAs.

File PDAs and I/O Subroutines

The following quick-reference table lists the PDAs and I/O subprograms associated with each database file or DB2 table, together with a description of the data it contains and the superdescriptor fields (key) by which records are identified.

Table 4-1: File PDAs and I/O Subprograms

Physical file/table name	Contents	Superdescriptor (key) components
WF-ADD PDA WFADDDSD I/O sub WFADDDSO	Interim file for holding student federal data received from CPS; populated by WFADDIMB; processed by WFADDLDB	WF-AID-YEAR A4 WF-FAO A2 WW-ST-SSN A9 WF-AD-SOURCE A1
WF-AIDYEAR PDA WFAIDYRD I/O sub WFAIDYRO	Contains students' notification data, need analysis totals, budget totals, etc. by year	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-AWARD PDA WFAWARD I/O sub WFAWARD	Contains students' award detail by year	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-FUND-ID A9
WF-BUDGET PDA WFBUDGTD I/O sub WFBUDGTO	Contains students' budget detail by term (yearly totals are stored in WF-AID-YEAR)	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WW-REGISTRATION-TERM A1
WF-CPS- <u>xyxy</u> PDA WFCPS <u>yy</u> D I/O sub WFCPS <u>yy</u> O	Contains data communicated to and from CPS for the aid year span <u>xyxy</u>	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9

Table 4-1: File PDAs and I/O Subprograms (Cont.)

Physical file/table name	Contents	Superdescriptor (key) components
WF-CSS- <u>xxyy</u> PDA WFCSSyyD I/O sub WFCSSyyO	Contains PROFILE application data from CSS for the aid year span <u>xxyy</u>	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-ECAR PDA WVECARS I/O sub WVECARSO Name search PDA WVECARN I/O sub WVECARSO	Contains application data from CSS for the aid year span <u>xxyy</u>	WF-EC-TYPE A1 WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-EC-NEW-REJ A1 WF-EC-TYPE A1 WF-AID-YEAR A4 WF-FAO A2
WF-FEDERAL- <u>xxyy</u> PDA WFFEDyyD I/O sub WFFEDyyO	Contains federal application data for the aid year span <u>xxyy</u> ; loaded by WFAD-DLDB from the ADD file	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-FISAP PDA WFFISAPD I/O sub WFFISAPO Name search PDA WFFISAND I/O sub WFFISANO	Contains student award data by fund; used primarily for FISAP reporting	WW-FISCAL-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-FUND-ID A9 WW-FISCAL-YEAR A4 WF-FAO A2 WF-FUND-ID A9 WW-ST-NAME A35 WW-STUDENT-ID A9
WF-FUND PDA WFFUNDSD I/O sub WFFUNDSDO Name search PDA WFFUNDND I/O sub WFFUNDNO	Contains fund attributes and utilization amounts	WW-FISCAL-YEAR A4 WF-FAO A2 WF-FUND-ID A9 WW-FISCAL-YEAR A4 WF-NAME-FUND A30 WF-FUND-ID A9
WF-FUND-PACKAGE PDA WFFPACKD I/O sub WFFPACKO	Contains fund-specific packaging options and controls	WW-FISCAL-YEAR A4 WF-FAO A2 WF-FUND-ID A9

Table 4-1: File PDAs and I/O Subprograms (Cont.)

Physical file/table name	Contents	Superdescriptor (key) components
WF-ISIR- <u>xyyy</u> PDA WFISRyyD I/O sub WFISRyyO	Contains federal ISIR data as supplied by CPS for the aid year span <u>xyyy</u> ; loaded by WFADDLDB from the ADD file; not updatable	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-LOANAPP PDA WFLOAPPD I/O sub WFLOAPPO	Contains students' loan application detail	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-LOAN-ID N2
WF-LOANDSB PDA WFLODSBD I/O sub WFLODSBO	Contains students' loan disbursement detail	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-LOAN-ID N2 WF-LOANDSB-ID N2
WF-NSLDS- <u>xyyy</u> PDA WFNSLyyD I/O sub WFNSLyyO	Contains NSLDS warehouse data as supplied by CPS for the aid year span <u>xyyy</u> ; loaded by WFADDLDB from the ADD file; not updatable	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-PELL no PDA or I/O subroutine (uses NATURAL FIND)	Contains Pell award data	WF-PL-TBL-TYPE A1 WF-AID-YEAR A4 WF-PL-HI-EFC N5 WF-PL-HI-COA N5
WF-REQUIREMENT PDA WFREQMTD I/O sub WFREQMTO	Contains information about students' application requirements and disbursement requirements—documents to be supplied and conditions to be fulfilled	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-REQ-TYPE A1
WF-TRANSCRIPT PDA WFTSCPTD I/O sub WFTSCPTO	Contains an aggregate history of students' awards	WF-FAO A2 WW-STUDENT-ID A9 WF-AID-PROGRAM A5
WF-VERIFY- <u>xyyy</u> PDA WFVERyyD I/O sub WFVERyyO	Contains verification data, traditionally tax return information, for the aid year span <u>xyyy</u>	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9

Table 4-1: File PDAs and I/O Subprograms (Cont.)

Physical file/table name	Contents	Superdescriptor (key) components
WW-AUDIT Forward PDA WFAUDTFD I/O sub WFAUDTFO Reverse PDA WFAUDTRD I/O sub WFAUDTRO	Contains audit information: award history, event history, notes and field changes	WW-RECORD-TYPE A1 WF-FAO A2 WW-AU-SUBJ-TYPE A1 WW-AU-SUBJ-ID A9 WW-CTIME T WW-RECORD-TYPE A1 WF-FAO A2 WW-AU-SUBJ-TYPE A1 WW-AU-SUBJ-ID A9 WW-CTIME-REVERSE T
WW-EXTERNAL PDA WFEXTRID I/O sub WFEXTRIO Name search PDA WFEXTRND I/O sub WFEXTRNO	Contains information about entities external to the institution: lenders, guarantors, parents, other institutions, etc.	WW-RECORD-TYPE A1 WF-FAO A2 WW-EXTERNAL-ID A9 WW-RECORD-TYPE A1 WF-FAO A2 WW-NAME-EXTNL A30 WW-EXTERNAL-ID A9
WW-NOTIFICATION PDA WFNOTIFD I/O sub WFNOTIFO	Contains text used to compose main-frame-printed application requirements notification, aid and disbursement requirements notification letters	WW-RECORD-TYPE A1 WF-FAO A2 WW-NOTIFICATION-TYPE A2 WW-NOTIFICATION-FORM A1 WW-NOTIFICATION-PKK A11
WW-STUDENT PDA WFSTDNTD I/O sub WFSTDNTO	Contains student bio/demo data. Used to interface to other student systems, such as Records and Admissions	WF-FAO A2 WW-STUDENT-ID A9
WW-SYSTEM	Contains Dictionary, table and security definitions	Accessed by userviews

Userviews

To improve I/O efficiency, database access typically employs “userviews” in place of the actual physical files or tables. A userview is a NATURAL-defined view of the data—a logical record structure consisting of a subset of the data fields from the physical file/table. The following userviews are delivered in the FINANCIER base system.

Table 4-2: Userviews

Userview	Related File/Table	Superdescriptor (key) components	
WF-ADD-CMP PDA WFADCDND I/O sub WFADCDNO	WF-ADD	WF-AID-YEAR WF-FAO WW-NAME-LF WW-ST-SSN WF-AD-SOURCE	A4 A2 A40 A9 A1
WF-AIDCALC PDA WFAIDYCD I/O sub WFAIDYCO	WF-AIDYEAR	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-AIDNEED PDA WFAIDYND I/O sub WFAIDYNO	WF-AIDYEAR	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-AIDSTAT PDA WFAIDYSD I/O sub WFAIDYSO	WF-AIDYEAR	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-CPS-CMP- <u>xxyy</u> PDA WFCPCyyD I/O sub WFCPCyyO	WF-CPS- <u>xxyy</u>	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-CSS-CMP- <u>xxyy</u> PDA WFCSCyyD I/O sub WFCSCyyO	WF-CSS- <u>xxyy</u>	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-ISIR-CMP- <u>xxyy</u> PDA WFISCyyD I/O sub WFISCyyO	WF-ISIR- <u>xxyy</u>	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-FED-CMP- <u>xxyy</u> PDA WFFECyyD I/O sub WFFECyyO	WF-FEDERAL- <u>xxyy</u>	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9

Table 4-2: Userviews (Cont.)

Userview	Related File/Table	Superdescriptor (key) components	
WF-NSLDS-CMP- <u>xyyy</u> PDA WFNSC <u>yy</u> D I/O sub WFNSC <u>yy</u> O	WF-NSLDS- <u>xyyy</u>	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WF-VER-CMP- <u>xyyy</u> PDA WFVEC <u>yy</u> D I/O sub WFVEC <u>yy</u> O	WF-VERIFY- <u>xyyy</u>	WF-AID-YEAR WF-FAO WW-STUDENT-ID	A4 A2 A9
WW-STUDENT-CMP PDA WWSTDNCD I/O sub WWSTDNCO	WW-STUDENT	WF-FAO WW-STUDENT-ID	A2 A9
Student ID PDA WWSTDNID I/O sub WWSTDNIO		WF-FAO WW-ST-SID	A2 A9
Name Search PDA WWSTDNMD I/O sub WWSTDNMO		WF-FAO WW-NAME-LAST WW-NAME-FIRST WW-STUDENT-ID	A2 A20 A20 A9
WW-DICTIONARY PDA WWDICTOD I/O sub WWDICTOO	WW-SYSTEM	WW-RECORD-TYPE WW-FILE WW-FIELD WW-VALUE	A1 A8 A20 A10
WW-INSTITUTION PDA WWINSTND I/O sub WWINSTNO	WW-SYSTEM	WW-RECORD-TYPE WW-TABLE-ID WW-TABLE-VALUE	A1 A6 A2
WW-SCHEDULE PDA WWSCHEDD I/O sub WWSCHEDO	WW-SYSTEM	WW-RECORD-TYPE WW-TABLE-ID WW-TABLE-VALUE	A1 A6 A2
WW-SECURITY PDA WWSECURD I/O sub WWSECURO	WW-SYSTEM	WW-RECORD-TYPE WW-TABLE-ID WW-TABLE-VALUE	A1 A6 A2
WW-TABLES PDA WWTABLED I/O sub WWTABLEO	WW-SYSTEM	WW-RECORD-TYPE WW-TABLE-ID WW-TABLE-VALUE	A1 A6 A2

MODIFYING THE DATABASE

Adding new data fields in FINANCIER involves several steps, some of which are unique to this system because of its design. The following background information helps to provide a context for the procedure that follows.

Shadow Files

Normally in NATURAL programming, if an edit mask is used to control how a numeric or date field is displayed, values for that field must be entered online in exactly that format or else they will be rejected. In addition, individual editing errors on a screen are detected and displayed one at a time.

To prevent values from being rejected simply because they are not in the expected format, and to allow the system to detect and display all edit errors at once, FINANCIER employs a unique programming concept WolffPack has called the “shadow file.” Each data file has its own shadow file, which is basically a separate PDA that contains the display or “masked” definition of each field. The shadow file also includes any field- or file-specific logicals and control variables that are required for processing. In the online technical Help, the shadow file is listed as the Mask PDA.

The masked fields in the shadow file are alphanumeric and large enough to accommodate both the field’s value and its edit mask. For example, the masked field for a date would be A10 (to accommodate the mm/dd/yyyy format). Similarly, if a numeric field had an edit mask of zz,zz9.99, its masked field in the shadow file would be A9.

When an operator updates information on a screen, the data is first loaded to the appropriate shadow file, where a subprogram edits the contents for formatting and values. Errors are displayed for the operator to correct. Once all errors have been corrected, the information is “unmasked”—converted to the format in which it is actually stored—and unloaded from the shadow file to the appropriate data area PDA.

If you add a new field to a file, you must update the corresponding shadow file to include the processing information and, if the new field has an edit mask, its masked field. When you add the new field to a map, you specify the shadow file field name, rather than the field name from the data area PDA.

When there is a single map for a screen, one map-specific subroutine loads,

edits and unloads the data in the shadow file. Because of the buffer size limitations imposed by NATURAL, however, if a screen has multiple maps (as the Federal Data in FAFSA Format screen does, for example), the process is split into two subroutines. The main subroutine then acts as a routing mechanism that calls separate load and edit/unload subroutines, which in turn must each call a map-specific subroutine.

The use of shadow files does create some processing overhead for the system, since the edited fields must be loaded and unloaded from the shadow file before and after each Input statement. There is also a small amount of redundancy necessary between the control variables in the shadow files and the Control Variable PDAs used by the security routines. However, the advantages to users in terms of simplifying data entry and streamlining online editing outweigh the processing overhead.

Adding a New Field to the System

The steps necessary to add a new data field to FINANCIER will vary, depending on what you plan to do with the information. In all cases, the field must first be added to the appropriate file, data areas and I/O routines, with values, Help text and other information defined as needed in the Dictionary. Additional steps must be taken if the field will be updatable online, or if the field will be updated by the Batch Maintenance Process or other batch program.

►► To add a field to the database:

(For your convenience in determining the correct member names, refer to “File PDAs and I/O Subroutines” on page 4-12.)

1. Add the field to the appropriate physical file/table and regenerate the DDM(s). *Note:* maximum length for the field ID is 20 characters.
2. Add the field to the appropriate data area PDA(s) and restow the PDA(s). (Remember that the field could be stored in more than one userview of the file.)
3. Add the field to the appropriate view in the file’s I/O subprogram(s) and restow.
4. Add a Dictionary definition for the field, including
 - Heading (title)
 - Edit mask (if applicable), format and length
 - Utility updates (if applicable)

- Values (if applicable) and Description (Help text)
- (For details, refer to “Maintaining the Dictionary” on page 2-120.)

►► To add the new field to a screen:

1. Add the following to the appropriate shadow file PDA and restow:
 - Control variable and field logical
 - If the field requires an edit mask, the masked field and masked logical

(For information about shadow files and their functions, refer to page 4-18.)

2. Add the control variable to the appropriate control variable PDA and restow.
3. In the appropriate security routine, add the control variable to the list of control variables being loaded, then restow.
4. Add the programming logic associated with the field to the appropriate mask and editing subroutine(s) and restow:
 - If the new field requires an edit mask, scan the map-specific subroutine for “VALUE LOAD” and add logic to load the shadow field (MOVE EDITED from data PDA to shadow file PDA).
 - Scan the map-specific subroutine for “VALUE EDIT” and add logic to the Decide statement to edit the field. Look at the code for a similar existing field to get the appropriate syntax.

For programs that deal with single-page screens, there is one external subroutine that loads the shadow file and performs data editing (for example, WWSDEMOZ, the Student Demographic subroutine). For programs that deal with multi-page screens, there is a separate subroutine for each map. If a map has a very high concentration of data, the load and edit functions may be split yet again into separate subroutines, to avoid problems with NATURAL buffer limits. For example, for the 2011-12 Compressed Federal Data screen, there are a total of six subroutines: WFF1201Z calls WFF12011 (page 1 load) and WFF12012 (page 1 edit); WFF1202Z calls WFF12021 (page 2 load) and WFF12022 (page 2 edit).

5. Edit the appropriate map(s) as indicated below and restow:
 - Add the field to the map. If the field requires an edit mask, indicate the shadow file PDA. Otherwise, indicate the data area PDA.

- Edit the field definition on the map to include the control variable and to specify the appropriate normal or refer helproutine.

Normal syntax is: `WWHELPRH' , =

To use value passback with a normal helproutine, replace the R with a value from 1 to 9 or A (which indicates 10) to specify the length of the value being passed back. For example, to pass back a three-byte value using a normal helproutine, specify

`WWHEL P3H' , =

Refer syntax is: `WWHELRRH' , ' data area PDA.field name '

The PDA and field being referenced must be enclosed in single quotes and must be 39 bytes in length (if necessary, include spaces after the field name to reach 39 bytes).

To use value passback with a refer helproutine, replace the second R in WWHELRRH with a value from 1 to 9 or A (which indicates 10) to specify the length of the value being passed back. For example, to pass back values from a four-byte field using a refer helproutine, specify `WWHEL R4H' along with the appropriate data area PDA and field name reference.

6. If field-specific processing logic is required, add it to the appropriate online program and restow. Even if additional logic is not required, restow the online program to access the updated versions of the PDA(s).
7. Perform a CATALL or scan for all programs that reference the PDA(s) and restow to access the updated versions.

►► To enable updating of the field in batch:

1. If the field will be updated by a batch program other than Batch Maintenance, modify the appropriate program accordingly and restow.
2. If the field will be updated through the Batch Maintenance process:
 - Determine the file-specific program to be updated. (It will have the same ID as the PDA of the “full” view of the physical file, except that it will end with B instead of D. For example, for the Aid Year file, WFAIDYRB is the batch maintenance program and WFAIDYRD is the “full file” data area PDA.)
 - Scan the file-specific program for “DECIDE ON FIRST VALUE #TRAN-FIELD”, add logic to the Decide statement to maintain the field and then restow. Look at the code for a similar existing field to get the appropriate syntax.

Example

In this example, suppose that you want to add a one-byte alphanumeric status field (WF-FU-STAT) and a status date field (WF-FU-STAT-DATE) to the Fund File and to the Fund Attributes Screen. Also suppose that the date field you're adding will use the standard edit mask of mm/dd/yyyy and that the fields being added will be maintained both online and via the Batch Maintenance Process.

Add the fields to the physical file, data area PDA, I/O subprogram and Dictionary:

1. Add WF-FU-STAT and WF-FU-STAT-DATE to physical file WF-FUND and regenerate the DDM.
2. Add WF-FU-STAT and WF-FU-STAT-DATE to PDA WFFUNDSD and restow.
3. Add WF-FU-STAT and WF-FU-STAT-DATE to the WF-FUND view in I/O subprogram WFFUNDSD and restow.
4. Enter Dictionary definitions for the fields WFFUNDSD.WF-FU-STAT and WFFUNDSD.WF-FU-STAT-DATE online:
 - Add the headings, field formats and lengths for both WF-FU-STAT and WF-FU-STAT-DATE
 - Add the edit mask for WF-FU-STAT-DATE
 - Add values for WFFUNDSD.WF-FU-STAT and descriptions (Help text) for both fields

To enable online updating:

1. Add the following items to shadow file WFFUNDSS and restow:
 - Control variables WF-FU-STAT-CV (C) and WF-FU-STAT-DATE-CV (C) to the FUND-CNTL-VARS group
 - Field logicals WF-FU-STAT-F (L) and WF-FU-STAT-DATE-F to the FUND-LOGICALS group
 - Masked logical WF-FU-STAT-DATE-M (L) to the WF-FU-SHADOW-LOGICALS group
2. Add control variables WF-FU-STAT-CV (C) and WF-FU-STAT-DATE-CV (C) to the FUND-CNTL-VARS group in control variable PDA WFFUNDSD.
3. Add control variable references for WF-FU-STAT-CV and WF-FU-STAT-DATE-CV to security routine WFFUNDST and restow.

4. In subroutine WFFATTRZ:

- Scan for "VALUE LOAD" and add the logic to load the new date field to the shadow file:

```
IF WFFUNDSD.WF-FU-STAT-DATE NE INIT-DATE
    MOVE EDITED WFFUNDSD.WF-FU-STAT-DATE (EM=MMDDYYYY)
    TO WFFUNDSS.WF-FU-STAT-DATE
END-IF
```

- Add the logic to edit the new fields, then restow. Scan for "VALUE-EDIT" and add:

```
WHEN FU-FUND-STAT-CV MODIFIED OR FU-FUND-STAT-F
    ASSIGN #FILE-FIELD = 'WFFUNDSD.WF-FU-FUND-STAT'
    ASSIGN #VALUE = WFFUNDSD.WF-FU-FUND-STAT
    ASSIGN #FIELD-POS = POS(WFFUNDSD.WF-FU-FUND-STAT)
    RESET INITIAL #EDIT-MASK
    RESET INITIAL #BLANK-SUB
    PERFORM CALL-EDITOR WWVALLDA
    IF NOT #VALID-VALUE OR NOT #VALID-MASK
        ASSIGN FU-FUND-STAT-F = TRUE
        MOVE HI-LITE-ATTR TO FU-FUND-STAT-CV
    ELSE
        MOVE NORMAL-ATTR TO FU-FUND-STAT-CV
        RESET INITIAL FU-FUND-STAT-F
        ASSIGN FUND-LOGICAL = TRUE
    END-IF
WHEN FU-FUND-STAT-DATE-CV MODIFIED OR FU-FUND-STAT-DATE-F
    ASSIGN #FILE-FIELD = 'WFFUNDSS.WF-FU-FUND-STAT-DATE'
    ASSIGN #VALUE = WFFUNDSS.WF-FU-FUND-STAT-DATE
    ASSIGN #FIELD-POS = POS(WFFUNDSS.WF-FU-FUND-STAT-DATE)
    ASSIGN #EDIT-MASK = 'MM/DD/YYYY'
    RESET INITIAL #BLANK-SUB
    PERFORM CALL-EDITOR WWVALLDA
    IF NOT #VALID-VALUE OR NOT #VALID-MASK
        ASSIGN FU-FUND-STAT-DATE-F = TRUE
        MOVE HI-LITE-ATTR TO FU-FUND-STAT-DATE-CV
    ELSE
        MOVE NORMAL-ATTR TO FU-FUND-STAT-DATE-CV
        RESET INITIAL FU-FUND-STAT-DATE-F
        ASSIGN FUND-LOGICAL = TRUE
        IF #VALUE = SPACE
            RESET WFFUNDSD.WF-FU-FUND-STAT-DATE
            WFFUNDSS.WF-FU-FUND-STAT-DATE
        ELSE
            MOVE EDITED #VALUE TO WFFUNDSD.WF-FU-FUND-STAT-
DATE
                (EM=MMDDYYYY)
            MOVE EDITED WFFUNDSD.WF-FU-FUND-STAT-DATE
                (EM=MM/DD/YYYY) TO WFFUNDSS.WF-FU-FUND-STAT-
DATE
        END-IF
        IF #VALU-SUB > 0
            MOVE WFFUNDSS.WF-FU-FUND-STAT-DATE TO
                WWVALLDA.#VALU(#VALU-SUB)
        END-IF
    END-IF
```

5. Edit the WFFATTRM map as indicated below and restow:
 - Add WF-FU-STAT from data area PDA WFFUNDSD and WF-FU-STAT-DATE from shadow file PDA WFFUNDSS.
 - Edit the field definitions on the map to include control variables WF-FU-STAT-CV and WF-FU-STAT-DATE-CV.

Specify helproutine WWWHELP1H,= for WF-FU-STAT (so the value can be passed back) and WWHELP1RH,= for WF-FU-STAT-DATE (since there are no values to pass back).
6. Edit program WFFATTRP and restow.
7. Perform a CATALL or scan for all programs that reference the PDA(s) and restow to access the updated versions.

To enable the fields to be updated in batch:

1. Since the fields will not be updated by any batch program other than the Batch Maintenance Process, skip to the next step.
2. In the batch maintenance program WFFUNDSB:
 - Scan for the value
"DECIDE ON FIRST VALUE#TRAN-FIELD" and add:

```
VALUE 'WF-FU-STAT'  
  ASSIGN #FILE-FIELD = 'WFFUNDS.WF-FU-STAT'  
  ASSIGN #VALUE = BATCH-TRAN.DATA-VALUE  
  PERFORM CALL-EDIT-ROUTINE  
  IF NOT #VALID-VALUE OR NOT #VALID-MASK  
    ASSIGN REJECT-TRANS = TRUE  
  ELSE  
    ASSIGN WFFUNDS.WF-FU-STAT = #VALUE  
  END-IF  
VALUE 'WF-FU-FUND-STAT-DATE'  
  ASSIGN #FILE-FIELD = 'WFFUNDS.WF-FU-FUND-STAT-DATE'  
  ASSIGN #VALUE = BATCH-TRAN.DATA-VALUE  
  ASSIGN #EDIT-MASK = 'MM/DD/YYYY'  
  PERFORM CALL-EDIT-ROUTINE  
  IF NOT #VALID-VALUE OR NOT #VALID-MASK  
    ASSIGN REJECT-TRANS = TRUE  
  ELSE  
    IF #VALUE-SUB > 0  
      MOVE EDITED #VALUE-MASK TO  
        WFFUNDS.WF-FU-FUND-STAT-DATE (EM=MMDDYYYY)  
      MOVE EDITED WFFUNDS.WF-FU-FUND-STAT-DATE  
        (EM=MM/DD/YYYY) TO WWVALLDA.#VALU(#VALU-SUB)  
    END-IF  
  END-IF
```

- Restow the program.

INDEX

Symbols

> (typographic convention) 2-5

A

Ability to Benefit data 2-12

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

academic progress. *See* SAP

academic status 2-25, 2-143

See also FAO Status Decision Table

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

Academic Year field 2-66

action codes. *See* awards: action code

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

ADD file

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

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

relationship to other files 4-2

size 1-10

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

See also federal data, PROFILE data

ADD File List screen 2-21, 2-22–2-24

ADD File Purge (WFADDPGB)

parameter/file assignment summary 3-7

processing description and run information 3-24

use 3-3

ADD Import (WFADDIMB)

controls on Institution Table 2-136

parameter/file assignment summary 3-7

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

related online functions 2-21, 2-22

related programs 3-18

use 1-27, 3-1

ADD Load (WFADDLDB)

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

parameter/file assignment summary 3-7

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

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

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

use 1-27, 3-1

Aid Denial Notification (WFDNNNTB)

and FAO Status Decision Table 2-140

parameter/file assignment summary 3-9

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

use 1-33, 3-2

aid denial notifications (DNs)

changing student defaults 2-56

data extract for PC 3-60, 3-62

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

defining format values 2-159–2-161

formats stored 4-9

implementation 1-22, 2-159–2-164

mainframe printing 3-60, 3-61–3-63

Aid Need Evaluation screen 2-85, 2-86

Aid Notification (WFANNNTB)

and FAO Status Decision Table 2-140

parameter/file assignment summary 3-7

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

use 1-33, 3-2

aid notifications (ANs)

processing overview 1-33

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

data extract for PC 3-25, 3-27

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

defining format values 2-159–2-161

formats stored 4-9

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

mainframe printing 3-25–3-28

setting fund-related controls 2-95

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

aid year

activation

by ADD Load process 3-22

by Batch Award Process 3-36, 3-38

by Batch Maintenance process 3-95, 3-98

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

purpose 2-13

on award transaction 3-36, 3-37

batch run parameter 3-4

calendar year offset 2-148, 2-149

fiscal year offset 2-148, 2-149

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

range of active years 2-138

registration year offset 2-147

on Schedule Table 2-146–2-148

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

Aid Year file

data 4-7

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

relationship to other files 4-2

size 1-10

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

Aid Year Schedule screen 2-22

AN. *See* aid notifications

application requirements

functional overview 1-31

batch maintenance transaction fields 3-97

calculation

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

invoked by ADD Load process 3-21

invoking online 2-28, 3-29

mass recalculation 3-29

program maintenance 3-23

- documents
 - adding 2-26
 - deleting 2-27
 - packaging selection criteria 2-96–2-97
 - posted by ADD Load 2-26
 - updating status 2-27
- FAO Checklist
 - academic status item 2-25, 2-138
 - evaluating status 2-28, 3-21, 3-29
 - implementation 1-17, 2-33
 - maintenance 3-23
 - purpose 2-25
 - SAP item 1-23, 3-118
 - verification item 2-51
- included on DRNs 2-77, 3-65
- monitoring 2-25–2-29
- notifications (ARNs)
 - functional overview 1-28
 - changing student defaults 2-29
 - data extract for PC 3-31, 3-33
 - default formats assigned 2-13, 2-159, 3-21, 3-30
 - defining format values 2-159–2-161
 - formats stored 4-9
 - implementation 1-19, 2-159–2-164
 - mainframe printing 3-31–3-34
 - print controls 2-29, 3-32
- transcripts, marking as complete 2-15
- worksheets 2-30–2-34
- Application Requirements Calculation (WFAPPCLB)
 - and FAO Status Decision Table 2-140, 2-141
 - parameter/file assignment summary 3-7
 - processing description and run information 3-29–3-30
 - related programs 2-28, 3-118
 - use 1-31, 3-1
- Application Requirements FAO Checklist Worksheet 1-17, 2-33–2-34
- Application Requirements Notification (WFARNNTB)
 - and FAO Status Decision Table 2-140
 - parameter/file assignment summary 3-8
 - processing description and run information 3-31–3-34
 - related online functions 2-25, 2-29
 - use 1-28, 3-1
- Application Requirements screen 1-28, 1-31, 2-13, 2-22, 2-25–2-28, 2-51, 2-138
- applications. *See* federal data; PROFILE data; ADD Import; ADD Load; application requirements
- ARN. *See* application requirements notifications
- assumptions, CPS 2-36
- Audit file
 - data
 - award history 2-86, 4-10
 - event history 2-16, 2-99, 2-117, 4-10
 - field maintenance history 2-17, 2-99, 2-117, 2-121, 4-10
 - notes 2-17, 2-100, 2-117, 4-10
 - read 3-82, 3-84
 - relationship to other files 4-2
 - size 1-10
 - updated 3-22, 3-27, 3-33, 3-38, 3-43, 3-56, 3-62, 3-66, 3-73, 3-99, 3-103, 3-127
- Award Audit Display screen 2-85, 2-86
- Award Disbursement Distribution screen 2-85
- Award Distribution Rules Worksheet 1-21
- Award file
 - read 3-26, 3-41, 3-82, 3-84, 3-113, 3-126
 - relationship to other files 4-2, 4-9
 - size 1-10
 - updated 3-38, 3-43, 3-75, 3-83, 3-86, 3-95, 3-130
- Award screen 1-32, 1-33, 2-55, 2-57, 2-61, 2-84, 2-85, 3-53, 3-102
- Award Summary screen 1-32, 1-33, 2-55, 2-58, 2-61, 2-84, 3-25, 3-53, 3-60, 3-102
- Award Term Distribution screen 2-85
- Awardr file
 - read 3-128
- awards
 - processing overview 1-32–1-34
 - action code
 - on award screens 2-55–2-59
 - on batch award transaction 3-37
 - purpose 2-55
 - values 2-60
 - distribution rule
 - on award screens 2-56, 2-57, 2-58
 - on batch award transaction 3-37
 - defining values 2-104, 2-156
 - fund default 3-38
 - on loan screen 2-66
 - entering online
 - accept/cancel/reject offers 2-58–2-59, 3-44
 - disbursements 2-84, 2-84–2-85
 - offers 2-55–2-57
 - generating in batch 2-54, 3-108–3-116
 - history 2-86
 - listed by fund 2-86
 - and loan generation 2-61
 - packaging
 - aid/need comparison 2-86
 - batch process 3-105–3-115
 - calculation 3-108–3-115
 - input 2-96–2-97, 4-9
 - selection of students 3-105–3-107
 - workflow 1-32, 2-54–2-55, 2-74, 3-35, 3-68, 3-118
- Pell. *See* Pell award
- posting in batch 3-35–3-38
- reviewing activity 2-85–2-86
- and Schedule Table 2-146
- state 1-21, 3-35
- and student delete 2-19
- transaction layout 3-36–3-37
- See also* disbursements *and* funds

B

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

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

C

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

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

D

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

- implementation
 - academic status values 1-17
 - aid program values 2-16, 2-20, 2-61
 - distribution codes 2-156
 - document IDs 1-17, 1-24
 - FAO codes 2-138
 - loan type/subtype/request type values 2-63
 - notification format values 1-19, 1-22, 1-24, 2-159–2-160
 - SAP values 2-53
 - schedule IDs 2-147
- purpose 2-17, 2-38, 2-120, 2-122, 3-5
- report 3-124
- security 2-120, 2-125
- stored 4-1, 4-11
- used in batch processing 3-20, 3-38, 3-72, 3-98
- used in online processing 2-8
- user-defined values 1-21, 2-139
- userview 4-17
- Dictionary Print (WWDICLSB) 3-14, 3-124
- Dictionary screen 2-121, 2-122, 2-123, 2-124, 3-5
- Direct Loan Export (WFDLNEXB)
 - and FAO Status Decision Table 2-141
 - parameter/file assignment summary 3-9
 - processing description and run information 3-53–3-56
 - related online functions 2-61, 2-67
 - use 1-34, 3-2
- Direct Loan Import (WFDLAIMB)
 - parameter/file assignment summary 3-8
 - processing description and run information 3-46–3-48
 - use 1-34, 3-2
- Direct Loan XML Create (WFDLEXPB)
 - parameter/file assignment summary 3-9
 - processing description and run information 3-49–3-50
 - use 1-34
- Direct Loan XML Import (WFDLIMPB)
 - parameter/file assignment summary 3-9
 - processing description and run information 3-51–3-52
 - use 1-34
- Direct loans
 - academic year 2-66, 2-69
 - booking notifications 3-46, 3-47, 3-52, 3-54
 - canceling 2-71, 3-128
 - certifying
 - in batch 3-93
 - online 2-70
 - controls on Loan Types Table 2-64, 2-152–2-154
 - denying 2-70
 - disbursement points 2-66, 2-146
 - disbursements
 - canceling 2-71
 - enrollment status 2-66, 2-85
 - importing acknowledgments 3-54
 - mass processing in batch 3-43
 - posting online 2-85
 - posting via batch award process 3-37
 - reporting 3-54
 - distribution rules 2-66, 2-156
 - electronic or manual processing 2-67
 - fees 2-69
 - field numbers for corrections processing 3-98
 - funds 2-63–2-64, 2-90, 2-152
 - holding 2-70
 - IDs assigned 2-68
 - loan period 2-66, 2-69
 - loan type and subtype 2-63, 2-152
 - modifying
 - in batch 3-96
 - online 2-70, 3-53
 - MPNs 2-11, 3-47
 - originating 2-66–2-68, 3-53
 - PLUS 2-63, 2-66, 2-67, 2-68, 2-102, 2-115, 3-53
 - reporting to COD
 - creating XML documents 3-49–3-50
 - generating export data 3-53–3-56
 - import/export data displayed 2-66
 - importing XML acknowledgments 3-51–3-52
 - posting acknowledgments 3-46–3-48
 - reports
 - Problem Records 3-46, 3-48
 - Uncertified Loans 3-94
 - Untransmitted Loans 3-56
 - student snapshot 2-67, 2-68
 - subsidized and unsubsidized 2-63, 2-66, 2-102
 - subsidized loan eligibility usage 3-48
 - workflow 2-61, 3-53–3-54
- Disbursement FAO Checklist Worksheet 1-24
- disbursement points
 - and award distribution 2-56, 2-57, 2-58, 2-59, 3-37
 - defining 2-146–2-150
 - in disbursement process 2-84, 3-41, 3-43
 - for loans 2-66
- Disbursement Process (WFDISBSB)
 - and Calendar Table 2-66, 2-146
 - and FAO Status Decision Table 2-140
 - parameter/file assignment summary 3-8
 - processing description and run information 3-41–3-44
 - related online functions 2-84, 2-92, 2-95
 - and Schedule Table 2-146
 - use 1-37, 3-2, 3-54
- disbursement requirements
 - functional overview 1-36
 - batch maintenance transaction fields 3-97
 - calculation
 - implementation 1-24, 2-74
 - invoking online 2-76
 - mass recalculation 3-68
 - documents
 - adding 2-75
 - deleting 2-76, 3-68
 - posted automatically 2-75
 - updating status 2-76
 - FAO Checklist
 - academic status item 2-138
 - evaluating status 3-68
 - implementation 1-24, 2-74, 2-82
 - purpose 2-74
 - SAP item 1-23, 3-118
 - fund-specific
 - defining 1-20, 2-95, 2-103
 - posted automatically 3-38
 - term snapshot check 2-45, 2-76, 2-96, 3-120
 - monitoring 2-54, 2-74

- notifications (DRNs)
 - functional overview 1-35
 - changing student defaults 2-77
 - default formats assigned 2-77, 2-159, 3-68
 - defining format values 2-159–2-161
 - extract for PC 3-64, 3-66
 - formats stored 4-9
 - implementation 1-24, 2-159–2-164
 - including application requirements 2-77
 - mainframe printing 3-64–3-67
 - print controls 2-77, 3-64
 - printing online 2-78
 - worksheets 2-79–2-83
 - Disbursement Requirements Calculation (WFDSBCLB)
 - and FAO Status Decision Table 2-140, 2-141
 - parameter/file assignment summary 3-10
 - processing description and run information 3-68–3-69
 - related online functions 2-74
 - related programs 3-118
 - use 1-35, 1-36, 3-2
 - Disbursement Requirements FAO Checklist Worksheet 2-82–2-83
 - Disbursement Requirements Notification (WFDRNNTB)
 - and FAO Status Decision Table 2-140
 - parameter/file assignment summary 3-9
 - processing description and run information 3-64–3-67
 - related online functions 2-77
 - use 1-35, 3-2
 - Disbursement Requirements screen 1-35, 1-36, 2-45, 2-75, 2-76, 2-78, 2-138
 - Disbursement Summary (WFDISUMB)
 - parameter/file assignment summary 3-8
 - processing description and run information 3-45
 - use 3-2
 - disbursements
 - and Calendar Table 2-66, 2-146
 - canceled 3-44
 - fund totals
 - Disbursement Summary 3-45
 - Fund Roster 2-99
 - Fund Utilization 2-97
 - processing
 - overview 1-35
 - in batch 2-54, 3-41–3-44
 - online 2-54, 2-84–2-85
 - reports
 - Authorized Disbursements 3-44
 - Disbursement Summary 3-45
 - Unprocessed Disbursements 3-44
 - and Schedule Table 2-146
 - setting amount limits 2-90, 2-92
 - Student Accounts feed. *See* Student Interface to Student Accounts
 - Distribution Codes Table
 - in award processing 2-56
 - purpose 2-156, 4-11
 - setting up 1-21, 2-156–2-157
 - distribution rule. *See* awards: distribution rule
 - DN. *See* aid denial notifications
 - DOB update 2-36
 - documents. *See* application requirements: documents; disbursement requirements: documents
 - donors 2-91, 2-103, 2-110, 2-115
 - See also* External file; external ID
 - DRN. *See* disbursement requirements notifications
 - DUNS 2-138
- ## E
- ECAR file
 - data 2-38, 4-8
 - read 3-19, 3-55, 3-72, 3-126
 - relationship to other files 4-2
 - size 1-10
 - updated 3-22, 3-48, 3-56, 3-70, 3-73, 3-95, 3-99, 3-123, 3-127
 - EDE Corrections Export (WFECOEXB)
 - and FAO Status Decision Table 2-141
 - parameter/file assignment summary 3-10
 - processing description and run information 3-72–3-73
 - related online functions 2-38
 - related programs 3-22
 - use 1-30, 3-1
 - EDE Corrections Import (WFECAIMB)
 - parameter/file assignment summary 3-10
 - processing description and run information 3-70–3-71
 - use 1-30, 3-1
 - EDE corrections. *See* federal data: corrections
 - edit mask 2-8, 4-18, 4-20
 - editing, online 4-18
 - EFC. *See* family contribution
 - Electronic Corrections screen 1-30, 2-38, 2-39
 - electronic corrections. *See* federal data: corrections
 - employers 2-115
 - See also* External file; external ID
 - enrollment status. *See* academic status
 - events
 - added in batch 3-22, 3-43, 3-46, 3-62, 3-66, 3-73, 3-103
 - adding online 2-16, 2-99, 2-117
 - external 2-117
 - fund 2-99
 - modifying programs to generate 1-18, 2-17
 - stored 4-10
 - student 2-16–2-17
 - Expand key. *See* PF9
 - expansion window 2-10, 2-15
 - export selection parameters
 - Direct loans 3-55
 - Federal Grant Reporting 3-82
 - External Audit Display screen 2-117
 - external entities
 - adding/updating online 2-116, 2-117
 - audit 2-117
 - batch maintenance transaction fields 3-96
 - events 2-117
 - fund-related 1-20, 2-106
 - notes 2-117
 - parents. *See* parents
 - use 2-115
 - External Entities Worksheet 2-118–2-119
 - External Event Display screen 2-117
 - External file
 - data 2-116, 2-118, 4-10
 - read 3-19, 3-55
 - size 1-10

- updated 3-22, 3-48
- external ID
 - assigning 2-116, 2-118
 - key field 4-2, 4-10, 4-15

F

- FAFSA 2-35

- family contribution

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

- FAO

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

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

- FAO Status Decision Table

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

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

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

- FAO Status Decision table

- in batch processing
 - Direct Loan Export 3-55

- FAO Table

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

- in batch processing

- Direct Loan Export 3-54

- purpose 2-137, 4-11

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

- FAO Table screen 2-137, 2-138

- FAO Table Worksheet 1-15, 2-142

- federal data

- processing overview 1-27–1-31

- audited 2-17

- compared to PROFILE data 2-38

- corrections

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

- Dictionary definitions 2-122

- and family contribution 2-36

- importing 3-16–3-17

- loading in batch 2-21–2-22, 3-18–3-23

- loading online 2-24

- locking 2-37

- purging 3-24

- reject/assumption overrides 2-36, 2-39

- reviewing in ADD file 2-23, 4-7

- stored 4-7

- verifying 2-50–2-51, 3-122–3-123

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

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

- Federal Data (FAFSA Format) screen 2-35

- Federal file

- data 4-7

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

- relationship to other files 4-2

- size 1-10

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

- Federal Grant Reporting Export (WFFLREXB)

- and Calendar Table 2-151

- parameter/file assignment summary 3-11

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

- related online functions 2-88

- and Schedule Table 2-148

- use 1-37, 4-8

- Federal Grant Reporting Import (WFFLAIMB)

- parameter/file assignment summary 3-10

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

- related online functions 2-88

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

- Federal Grant XML Create (WFFLEXPB)

- parameter/file assignment summary 3-10

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

- Federal Grant XML Import (WFFLIMPB)

- parameter/file assignment summary 3-10

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

- Federal Grant Year-to-Date Reconciliation (WFFLYTDB)

- parameter/file assignment summary 3-11

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

- related online functions 2-88

- use 1-37

- federal grants

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

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

G

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

H

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

I

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

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

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

installing

- FINANCIER 1-7–1-11, 1-15

- INAS 1-11–1-13, 1-18

Institution Table

- and application processing 3-17

- purpose 2-136, 4-11

- setting up 1-15, 2-136

Institution Table screen 2-136

institutions 2-115

- See also* External file; external ID

interface

- to INAS. *See* INAS

- to student systems. *See* Student Interface

ISIR file

- data 4-7

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

- relationship to other files 4-2

- size 1-10

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

ISIRs

- comment code translations 2-41, 2-124

- importing 1-27, 2-11, 3-16–3-17

- NSLDS data 2-14

- requested 3-23

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

- student/parent identification information 2-41

- See also* federal data

J

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

K

key fields

- common 4-1, 4-2

- Dictionary definitions 2-122

- on batch maintenance transactions 3-96

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

L

LDA

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

- file security (WWFXREFL) 2-170

- FINANCIER Constants (WWCONST) 1-8
- PF Keys (WWKEYLDA) 2-166
- program security (WWPXREFL) 2-168
- lenders 2-115
 - See also* External file; external ID
- LEU. *See* Pell LEU
- Lifetime Eligibility Used. *See* Pell LEU
- Loan Application file
 - read 3-93, 3-128
 - updated 3-130
- Loan Applications file
 - read 3-41, 3-55, 3-103
 - relationship to other files 4-2
 - size 1-10
 - updated 3-56, 3-94, 3-103, 4-9
- loan attributes
 - Dictionary definitions 2-122
 - Loan Request Type 2-63, 2-66
 - Loan Subtype 2-63
 - Loan Type 2-63, 2-73
- Loan Cancellation (WFLNCANB)
 - parameter/file assignment summary 3-12
 - processing description and run information 3-128–3-130
 - use 3-2
- Loan Certification Process (WFLCRCLB)
 - and FAO Status Decision Table 2-141
 - parameter/file assignment summary 3-12
 - processing description and run information 3-93–3-94
 - related online functions 2-67
 - related programs 3-53
 - use 1-34, 3-2
- Loan Corrections window 2-72
- Loan Disbursements file
 - read 3-41, 3-55, 3-128
 - relationship to other files 4-2
 - size 1-10
 - updated 3-43, 3-56, 3-130, 4-9
- loan ID 4-9
- Loan Summary screen 1-34, 2-61, 2-65, 2-66, 2-68, 2-70, 2-71, 2-73, 3-53, 3-102
- Loan Type List screen 2-153
- Loan Types Table
 - in Direct loan export processing 3-55
 - in FISAP report processing 3-88
 - and loan funds 2-63
 - loan type values 2-152
 - purpose 2-67, 4-11
 - setting up 2-61, 2-64, 2-152–2-154
- loans
 - processing overview 1-34, 2-61
 - batch maintenance transaction fields 3-96
 - cancelling in batch 3-128
 - Direct. *See* Direct loans
 - implementation 1-23, 2-61–2-64, 2-152–2-154
 - institutional 2-152
 - Perkins. *See* Perkins loans
 - viewing a student's history 2-14
- logging on/off FINANCIER 2-4

M

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

N

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

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

NSLDS 2-16

NSLDS file
data 4-7
read 3-84
relationship to other files 4-2
size 1-10
updated 3-22, 3-48, 3-127

NSLDS screen 2-14

numeric input 2-9

O

offers

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

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

online navigation 2-1–2-5

online programs

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

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

overrides

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

P

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

Packaging Calculation (WFPKPAKB)

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

Packaging Information file

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

Packaging Selection (WFPKSELB)

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

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

packaging. *See* awards: packaging

Page-down key. *See* PF8

Page-up key. *See* PF7

Parameter Help 3-5

parameters. *See* batch processing: standard run parameters

parents

federal corrections 2-12, 2-72
for Direct PLUS loans 2-67
identification data on ISIR 2-41
student association 2-115
updated by ADD Load 3-20
updating on Loan detail window 2-72
updating on Parent Information screen 2-116
updating on Student Demographic screen 2-12
See also External file; external entities

PDA

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

Pell award

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

Pell fund 2-97

Pell LEU 2-11, 2-97

Pell Tables file

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

Pell Tables Import (WFPELIMB)

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

Perkins Loan Promissory Note Print (WFNPMNTB)

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

Perkins loans

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

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

R

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

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

S

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

- defining ID fields for 2-122
- for external records 2-117
- for fund records 2-6
- for student records 2-6
- security
 - access levels 2-125
 - external subroutines
 - and file security modifications 2-170
 - and screen security modifications 2-168
 - changes to accommodate a new field 4-20
 - names 1-4
- FAO
 - effects 2-125
 - setting 2-126–2-127
- file
 - defining for institutional screens 2-170–2-172
 - effects 2-125
 - setting 2-128
- implementation 1-16, 2-130–2-134
- log-on 2-4
- for PF5 key 2-172
- screen
 - defining for institutional screens 2-167–2-169
 - effects 2-5, 2-7, 2-125
 - setting 2-127
- user profile
 - adding 2-126
 - deleting 2-129
 - effects 2-4
- Select key. *See* PF10
- selection window 2-5, 2-6, 2-7, 2-122
- SEOG grants 3-88
- shadow files. *See* files: shadow
- snapshots. *See* students: snapshots
- Social Security Number
 - on ADD file records 3-17
 - errors on correction records 2-40
 - for ISIR duplicate request 3-72
 - and student ID 2-12, 4-3
- Special Budget Attributes Worksheet 2-49
- Spool Print Utility (WWPRNTBB)
 - processing description and run information 3-125
 - related programs 3-25, 3-31, 3-60, 3-64, 3-102
- Standard Documents window 2-26
- Standard Documents Worksheet
 - Application Requirements 1-17, 2-30–2-32
 - Disbursement Requirements 2-79–2-81
- standard documents. *See* application requirements: documents; disbursement requirements: documents
- state awards 1-21, 3-35
- Structured mode 1-9
- Student Activity Summary screen 2-19
- Student Audit Display screen 2-10, 2-17
- Student Demographic screen 2-11, 4-6
- Student Event Display screen 2-16
- Student file
 - data 4-3–4-7
 - purpose 4-5–4-6
 - read 3-19, 3-26, 3-32, 3-55, 3-61, 3-65, 3-82, 3-84, 3-89, 3-93, 3-103, 3-114, 3-120, 3-126, 3-128
 - relationship to other files 2-11, 4-2
 - size 1-11
 - updated 3-22, 3-43, 3-48, 3-127

- student ID
 - attribute (WW-ST-SID) 2-12, 2-124, 4-3, 4-5, 4-6
 - key field (WW-STUDENT-ID) 1-6, 2-12, 4-2, 4-3, 4-5, 4-7, 4-9, 4-12–4-15
 - related external subroutines 4-3, 4-4
 - search list
 - defining 2-122
 - displaying 2-6
 - and Social Security Number 2-11, 2-12, 4-3, 4-6
- Student Interface
 - controls on Institution Table 2-136
 - I/O subprograms 4-4, 4-5–4-6
 - to Payroll 4-4
 - to Student Accounts
 - in disbursement processing 2-84, 3-42, 3-43
 - enabling by fund 2-84, 2-95
 - external subroutine shell (WXSISARE) 4-4, 4-5, 4-6–4-7
 - fiscal year-based or term-based 2-136, 3-43, 4-6
 - implementation under CICS 4-7
 - to Student Loans 2-95, 2-136, 4-5
 - to Student Records
 - academic and enrollment data 2-14
 - bio/demo data 2-11
 - external subroutine shell (WXSISARE) 4-4, 4-5, 4-6
 - implementation 1-16
 - and term IDs 2-147
 - updates to interfacing files 2-12, 4-6
- Student Notes Display screen 2-17, 2-18
- Student Purge (WWSPURGB)
 - parameter/file assignment summary 3-14
 - processing description and run information 3-126–3-127
 - related online functions 2-19
 - use 3-2
- students
 - Ability to Benefit 2-12
 - activating
 - in batch 2-21, 3-36, 3-38, 3-95, 3-98
 - online 2-13
 - added by ADD Load 2-11
 - adding online 2-11–2-12
 - audit 2-17
 - Date of Birth update 2-36
 - deleting
 - in batch 3-126–3-127
 - online 2-19
 - events 2-16–2-17
 - identification data on ISIR 2-41
 - Loaded Students (ADD Load) report 3-22
 - notes
 - maintaining 2-17–2-18
 - stored 4-10
 - parent records 2-12, 2-115
 - privacy 2-6
 - snapshots
 - loan 2-67, 2-68
 - term 2-45, 2-76, 2-96, 3-120
 - "special" messages 2-7
 - verifying federal data 2-51
- subprograms 1-4, 2-169, 3-15
 - See also* I/O subprograms
- subroutines, external 1-4, 2-168, 2-170, 4-18–4-19, 4-20
- superdescriptors

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

T

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

U

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

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

V

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

W

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

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

WF-REQUIREMENT. *See* Requirements file
 WFSPRCLB. *See* Satisfactory Academic Progress Calculation
 (WFSPRCLB)
 WF-TRANSCRIPT. *See* Transcript file
 WFTSSCLB. *See* Term Snapshot Calculation (WFTSSCLB)
 WFVCNCLB. *See* Verification Calculation (WFVCNCLB)
 WF-VERIFY-xyxy. *See* Verification file
 windows
 adding to a screen 2-165–2-167
 expansion 2-10, 2-15
 selection 2-5, 2-6, 2-7, 2-122
 WolffPack
 Dictionary maintenance 2-63, 2-122, 2-159, 2-160
 implementation support 1-17, 1-18, 1-19, 1-22, 1-24
 naming conventions 1-3–1-6
 regulatory updates 4-1
 Support Line 1-2, 2-165
 work files 3-6–3-14
 Work Types Table
 in FISAP report processing 3-88
 purpose 4-11
 setting up 2-155
 WW-AUDIT. *See* Audit file
 WWDICLSB. *See* Dictionary Print (WWDICLSB)
 WWDTSIDE 4-3
 WW-EXTERNAL. *See* External file
 WWGDA 2-17, 2-167
 WWKEYLDA 2-166
 WW-NOTIFICATION. *See* Notifications file
 WWPRNTBB. *See* Spool Print Utility (WWPRNTBB)
 WWPXREFL 2-168
 WWSPURGB. *See* Student Purge (WWSPURGB)
 WWSTDNTO 4-5–4-6
 WWSTINFE 4-4
 WW-STUDENT. *See* Student file
 WW-SYSTEM. *See* System file

Y

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