Getting Started with

FINANCIER ®

This is a pre-release document. It has not undergone a complete edit and content review. Some portions of the document are still under development.

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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 web-based facilities help to accomplish a whole array of tasks–fund administration, application review, posting and disbursing of awards, communications with external agencies and reporting– quickly, accurately and dependably.

This handbook introduces you to FINANCIER's rich functionality and simple navigation, and helps guide you through setup and training, as you work with WolffPack's project team toward full implementation.
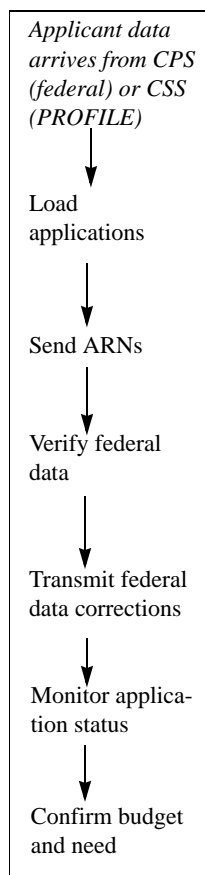
FINANCIER™ AND THE FINANCIAL AID CYCLE

The workflow scenario that follows provides a brief overview of how FINANCIER™ might be used over the course of an aid year. The processing sequence is intended as an example only; the discussion should help you develop your own practices for using FINANCIER most effectively.

Functional Workflow: Application Processing

Applicant data arrives from CPS (federal) or CSS (PROFILE)

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Load applications

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Send ARNs

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Verify federal data

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Transmit federal data corrections

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Monitor application status

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Confirm budget and need

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 ADD (Applicant Data Delivery) process. Using the ADD Import process, the source data is first imported into the year-specific ISIR table or CSS table and an ADD table record is created for each application. The ADD records enable you to review the applications and, if necessary, correct basic identification information online before the application data is loaded. When students acquire the appropriate status, their application data is loaded by the ADD Load process into a set of tables for application processing.

The ADD Load also performs initial budget, need analysis and application requirements calculations. Information stored for each student includes 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 web pages listed on the Application menu.

Sending Application Requirements Notifications (ARNs)

Application Requirements Notifications (ARNs) are communications to students informing them of documents to submit and other requirements to fulfill in order to complete their applications for financial aid. You can set up FINANCIER to deliver ARNs via print, e-mail or student portal.

During implementation of the system, your institution defines formats and

text for initial and followup notifications. Default formats are assigned to each student by the ADD Load process. You can generate the notifications at any point after the initial application requirements evaluation (performed by the ADD Load).

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

The Application Requirements web page 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 notification overrides to force or prevent generation of a notification to the student in the next ARN cycle.

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 are submitted to tolerance testing.

You enter a student's verification data on the Verification web page. You may verify the student online or verify students en masse using the Verification Calculation process.

Depending on your Aid Office policies, your verification calculation can be customized to select additional students for federal verification, or to perform an institutional verification. The Verification web page provides two additional levels of federal data detail to accommodate customization.

The verification calculation is set up to automatically overlay incorrect federal data with verification values, in the event of a mismatch or discrepancy outside the tolerance limit. (You also can update the federal data directly on the Federal Data web pages and have the option to deactivate the overlay.) 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 a value used in the need analysis calculation is changed, the online system dynamically recalculates the student's need and family contribution amounts.

Transmitting Corrections

A student's federal data can be corrected online (on the ADD List or a Federal Data web page), by submitting transactions to the maintenance process

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 Federal Corrections Export process.

You can view/modify/delete corrections for a student on the Federal Corrections web page before export processing. (Corrections remain in the table but are not displayed after export processing.)

If rejected corrections are returned by the CPS, use the Federal Corrections Import process to reload the correction information. You can then fix the error and export the correction again.

A request for an ISIR (change of institution) for a student is also handled through export processing. You enter the request on the CPS Communications web page, 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.

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 web page, 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 web page. The submissions status and overall status are updated dynamically whenever you change a document status.

The FAO Checklist is drawn up by the Aid Office during implementation and typically includes verification, transmittal of federal corrections and confirmation of an adequate admissions/enrollment status. Checklist statuses are updated dynamically as items are completed.

You may wish to run a mass Application Requirements Calculation process periodically–and especially before packaging–to ensure that all requirements records reflect current statuses.

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 mass Budget Calculation and Need Analysis Calculation processes handle these recalculations.

Functional Workflow: Awarding

Applications and need analysis are complete

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Package awards

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Send ANs

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Accept awards

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Process loans
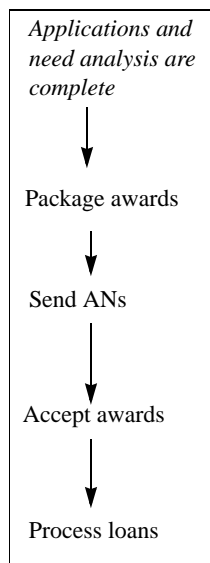
When the application is complete, a student is ready for award packaging. This involves defining student eligibility criteria, funding pools and award calculation logic, then generating and posting awards.

Your institution defines eligibility criteria, pools and calculation logic during FINANCIER implementation. You will need to conduct an annual review and update to prepare the system for each year's packaging.

Packaging

FINANCIER's packaging module matches students to funding pools based on eligibility "traits" (the attributes that determine whether the student meets the requirements for an award on the pool). For example, a scholarship might be available to female instate seniors with GPA of 3.5 or greater; the corresponding trait would select students with Sex=female, Residency=instate, Class=senior and GPA > or = 3.5.

The funding pools associate eligibility traits with FINANCIER funds. Most pools will correspond to a single fund (for example, Pell). Others, such as a general scholarship pool, might include numerous funds. Each funding pool has a priority that determines the order in which it is addressed in packaging, and flags that indicate whether awards contribute to meeting a student's need and are limited by the student's remaining need.

For students that qualify for a pool, award amounts are calculated according to logic that may vary in complexity from a fixed amount that is offered to all eligible students, to a program-determined amount based on multiple conditions. For example, freshman and sophomores might be subject to one calculation, and juniors and seniors to another. Award amounts might depend on previous year amounts, maximum/minimum limits, or any other condition. The calculations for the Pell grant and federal loan programs are delivered as part of base FINANCIER.

Students are selected for a packaging run using traits defined for the volume packaging process. The packaging process evaluates these students for eligibility, calculates award amounts for the pools for which each student qualifies, and creates award offer transactions which are then posted to students' records.

You can add or cancel awards, or entirely package a student individually, using the Award Summary or Award Processing web page.

Sending Aid Notifications (ANs)

Aid Notifications (ANs) are communications to students listing their award offers. You can set up FINANCIER to deliver ANs via print, e-mail or student portal.

During implementation of the system, your institution defines formats and text for the award and denial notifications. Default formats are assigned to each student by the ADD Load process. You can generate the notifications at any point after packaging, by running the Aid Notification process. Similarly, you generate aid Denial Notifications (DNs) by running the Aid Denial Notification process.

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

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

Recording Acceptances

The system may be customized to allow students to accept or reject their offers directly. Or you can record their decisions on the Award Summary or Award Processing web page.

Processing Loans

Applications/originations for FFELP, Direct, Perkins and other loans may be generated in packaging for eligible students, or created manually on the Loan Summary web page.

You can certify completed FFELP and Direct loan applications online or in volume via the Certification process. Communicating a FFELP application or Direct loan origination to the loan processor involves a set of import/export functions.

■   For FFELP loans, use the FFELP Loan Export process to prepare applications for transmittal. If loan data is to be transmitted directly to the guarantee agencies, the export file is batched by guarantor using the FFELP Loan Batching process. Application acknowledgments received from the loan processor are loaded into FINANCIER™ by the FFELP Loan Import process.

Subsequent modifications to the loan are transmitted in the same man-

ner. EFT disbursement rosters are imported using the FFELP Loan Import.

- For Direct loans, origination records (and any subsequent modifications) are prepared for transmittal to COD by the Direct Loan Export process.
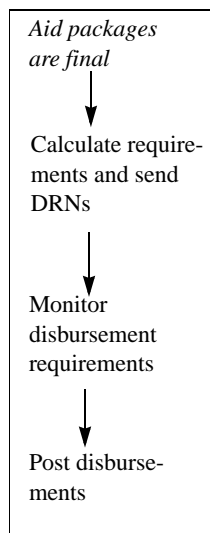
  The system tracks MPNs and generates promissory notes as needed using the Direct Loan Promissory Note process. After signatures are recorded on the Loan Summary web page, you run the Export process to generate promissory note export records.

  Disbursements may take place at any time after promissory note signatures are received. Disbursement records are prepared for transmittal by the Export process.

  Acknowledgments received from COD for originations, promissory notes, disbursements, booking status and PLUS credit decision overrides are loaded into FINANCIER™ by the Direct Loan Import process.

- For Perkins loans, after loan detail is entered on the Loan Summary web page, promissory notes are generated by the Perkins Loan Promissory Note process.

Functional Workflow: Disbursement

Aid packages are final

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Calculate requirements and send DRNs

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Monitor disbursement requirements

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Post disbursements

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.

Calculating Requirements and Sending Disbursement Requirements Notifications (DRNs)

Disbursement Requirements Notifications (DRNs) are communications to students informing them of documents to submit and other requirements to fulfill in order to receive financial aid disbursements. You can set up FINANCIER to deliver DRNs via print, e-mail or student portal.

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 generating DRNs, perform an initial requirements evaluation, by running the Disbursement Requirements Calculation process. You can review and make individual adjustments to any student's requirements on the Disbursement Requirements web page.

To generate DRNs, run the Disbursement Requirements Notification process. During implementation of the system, your institution defines formats and text for initial and followup notifications. Default formats are assigned to each student by the Disbursement Requirements Calculation process.

The Disbursement Requirements web page displays the initial and followup formats assigned to the student. Other controls enable you to transfer unmet application requirements to DRNs. You can change these values as needed, and you can set notification overrides to force or prevent generation of a notification to the student in the next DRN cycle.

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 web page, 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 web page. The submissions status and overall status are updated dynamically whenever you change a document status.

The FAO Checklist is drawn up by the Aid Office during implementation. and typically includes confirmation of an adequate enrollment status, application status, and loan default and grant repayment conditions. Checklist statuses are updated dynamically as items are completed.

SAP (satisfactory academic progress) may also be a disbursement requirement–or, 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 process. You can review and, if appropriate, override a student's SAP on the Satisfactory Progress web page.

You may wish to run a mass Disbursement Requirements Calculation process periodically–and especially before disbursement–to ensure that all requirements records reflect current statuses.

When appropriate, you can override requirements checking on the Disbursement Requirements web page; this allows disbursement regardless of

the requirements status.

Posting Disbursements

Once disbursement requirements are complete you can begin posting disbursements, by running the Disbursement process. This process 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 web page, Award web page or volume Award process) 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, which are paid directly to the student by the employer, would be handled to update FINANCIER™ only.

Functional Workflow: Reporting

Pell Payment Reporting

Institutions must report eligibility and disbursements for each Pell award to COD. Use the Pell Reporting Export process to generate origination and disbursement records for transmittal, and the Pell Reporting Import process to record acknowledgments received in response.

You can monitor reporting status on the Pell Payment Reporting web page, which summarizes a student's disbursements as currently recorded in FINANCIER™ and as reported to COD.

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 processed in the previous fiscal year and requests funds for the next year. The FISAP Reporting Export process generates certain components of this report.

THE FINANCIER™ DOCUMENTATION

FINANCIER's documentation addresses both business and technical users 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.

The documentation package combines hypertext-linked online topics and printed manuals to provide a complete reference and training set.

■ The *FINANCIER HELP Library* is your primary source of information about the system. This online reference library contains multiple "books," organized by menu and fully indexed, describing the financial aid and system setup/maintenance functions. Information is accessible directly from FINANCIER, by button and context-based links.

A PDF version of the HELP Library is available for printing on the WolffPack web site.

■ *Page Help* and *Field Help* document the purpose and use of each functional web page in FINANCIER. Page Help links to the HELP Library for more detailed how-to instructions.

■ The *FINANCIER Technical Guide*, available in PDF for printing, and linked to the Help Library, discusses system and database architecture, with programmer guidelines for software maintenance and modification.

■ The *Web-Based FINANCIER Installation Guide*, which is delivered with the software, as a PDF file on the install CD, directs you through the process of installing the software.

■ This *Getting Started* handbook provides materials to support you through training and implementation, as you prepare for production processing: functional overviews, worksheets and training outlines.

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 volume processing operations and performing system management/maintenance tasks.

The HELP Library contains all the basic functional, operational and setup documentation, in three volume sets: Financial Aid Functions, System Functions and Technical Reference.

- The Financial Aid Functions topics, which are intended primarily for aid administrators and their staffs, include functional overviews and detailed procedures for performing financial aid management tasks.

- The System Functions and Technical Reference topics are intended primarily for technical staff who will be maintaining the FINANCIER software and database and coordinating the workflow. System Functions topics describe the purpose and use of the Dictionary, security facilities and system control pages. Technical Reference topics include discussions of system architecture and database structure and guidelines for extending FINANCIER to support institutional functions.

There are three entrances to the HELP Library from FINANCIER:

- Click the Help button at the top right of any FINANCIER web page

- Click the Help entry at the bottom of the FINANCIER menu

- For context-based access, click the title of a FINANCIER web page; this displays the Page Help window, which links to the corresponding topic in the Library

Once you've called up the Help Library, you'll see the Help menu on the left, with a "bookshelf" for each of the volume sets: Financial Aid Functions, System Functions and Technical Reference. These expand to list the "books" they contain. The books expand to a list of topics.

Updates to the Help Library

Help Library revisions and 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 post updates along with software release items, on the WolffPack web site.

Copies

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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 the FINANCIER documentation more useful to you.

In FINANCIER, any student's financial aid information is just a few clicks away. There's a web page for each financial aid function, with pages grouped by menu according to their place in the financial aid business cycle, and linked to the Help Library for convenient reference. With its familiar navigation techniques and task-oriented design, you'll quickly learn your way around the system.

Logging On and Off

Depending on how your system has been implemented, the steps for logging on to FINANCIER may vary. Basically, getting to FINANCIER is just like accessing any secure web site.

☞ To log on to FINANCIER:

1. Open the web browser and enter the address for your institution's copy of FINANCIER.

2. The system presents the FINANCIER logon page. Type your user ID and password and press the **LOGON** button. (Your password will not be displayed.)

☞ To log off FINANCIER, simply close the browser.

The Menu Panel

When you log on to FINANCIER, the menu panel is displayed at the left in the browser window with the page display area on the right.

The menu panel contains a folder representing each major functional area: student information, application processing, awarding, fund management, etc. The folders open to list the update/display pages available for performing specific financial aid tasks and reviewing financial aid data.

SID: 999315165   Neal Allison

FAO: Undergraduate

The upper right panel contains the "context" information, which identifies the record being displayed

Demographic

Identification

Name: Allison   Neal

(Last)

The selected page is displayed in the main panel, in the lower right portion of the browser window

Student ID: 9993

SSN: 999-31-5165

Date of birth: 20-JAN-1983

Male

The FINANCIER menu is displayed at the left of the screen; each folder represents a functional area

- Click on the folder to open it (display its list of pages) or close it

- Click on the page entry to go to that page

Drivers license/state

DMV9993151

Spouse ID:

Parent:

Special designation:

Communication

Addresses:

43 Progressive Ave

Working on a Page

After logging on to FINANCIER, you select the page 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 page.

Selecting a Page

☞ To go to a display/update page from the FINANCIER menu:

1. Locate the folder for the functional area. If the folder is closed, click the folder icon or title to open it and display its page contents.

   Security Note

   Each person who uses the system has a user definition that, in part, controls access to the web pages. If you are not authorized for access to a particular page or folder, you will not see it listed on the menu.

2. Click the page icon or title.

> *Typographic Convention*
>
> We use the format "folder>page" or "folder>subfolder>page" to represent the series of selections leading to a page. For example, Applications>Need Analysis>Federal means to click the Applications folder, then the Need Analysis folder, and from that subfolder, choose the Federal page.

The page is displayed to the right of the menu, with the context panel (where record identification information will display) at the top. In a Windows environment, you can use the F11 key on your keyboard to toggle between a full-screen view of the page and the default browser view.

The context panel contains a set of navigation buttons. The data area contains buttons for the processing options available on the page.

What are the buttons for? The buttons displayed depend on your security access to the page. If you can view but not update information on the page, you won't see the Delete button or any of the update-level buttons (Update, Event, Notepad). If you can update information but cannot delete records, the Delete button won't be displayed. If you have full access you'll see all the buttons that pertain to the subject in context and the purpose of the page.

When you position the mouse over a button, a popup label displays to iden-
tify the button.

Button	Function
Notes	Create a note for the student (fund, parent, etc.) being displayed A "note" is an audit mechanism for maintaining detail in support of financial aid decisions
Event	Create an event record for the student (fund, parent, etc.) being displayed An "event" is an audit mechanism for maintaining a processing history
Help	Open the Help Library in a separate browser window The Library Introduction is displayed; you can select any topic from the Library menu listing
Select	Select a student (or fund, parent, or other record) for display
Notification	Send a letter to the currently displayed student; for example, from the Application Requirements page, an ARN (Application Requirements Notification)
Calculate	Dynamically calculate a status or total for the student; for example, Need Analysis figures on the Need Analysis Calculation page.
Update	Register data changes entered on the page for the student (fund, parent, etc.)
Delete	Remove the record in context (student, fund, parent, lender, guarantor, etc.) from FINANCIER
Filter	Restrict a display list to see only those records that meet the criteria you specify; for example, you can filter the events display to see the events of a single aid year
Submit	Run a volume processing job
Add	Add a record that is subsidiary to the page function, such as a document on the Requirements page

Selecting a Record
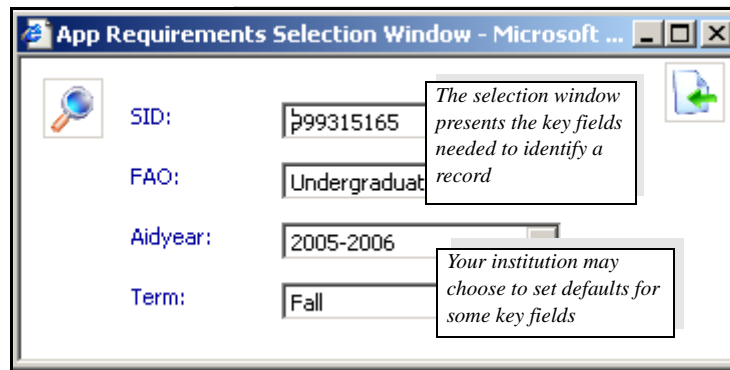
When you request your first page after logon, you must specify the student
(or fund, parent, lender, guarantor, etc., depending on the page) for which

you'll be viewing or entering information.

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

☞ To select a record:

1. Press the Select button in the upper right panel.

2. Complete the empty fields in the pop-up selection box and press **Retrieve**.

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

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 the Select button in the upper right panel for the selection window.

2. Press the search icon by the SID field in the selection window.

   The system displays the Search window, with search fields for Last Name and First Name.

3. Type the last name, or the first several characters of the last name 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 **Search**.

   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.

   To get a list of all students, enter an asterisk (*) in the Last Name field.

4. Select the student: click on the SID.

   The Selection window is redisplayed with the SID you requested.

5. Press **Retrieve** in the Selection window.

   The student's information is retrieved and displayed.

Once a record has been retrieved, it remains in context until you request another record. (However, if you go to a page that involves another type of record–from a student page to a fund page, for example–you'll need to click the Select button again to specify a compatible record.)

Adding a New Student, Fund or Parent. On most student pages, you can work only with students for whom a record already exists in the system. To add a new student, you must use either the Student Demographic page or the FAFSA page. If you attempt to retrieve a record with a new student ID on any other student page, a message reminds you to select an existing student or go to the appropriate page to add a student.

Similarly, you can add a new fund only on the Fund Attributes page, and a new parent only on the Parent Information page.

Entering Information on a Page

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

What Do the Colors Mean? The color of text on a FINANCIER page clues you to its purpose on the page.

Color:	Used for:
Dark red	Page title; link to Page Help
Dark red, smaller font	Headings under which the data fields are organized
Dark blue	Field label; link to Field Help
Green	Field content that is linked to greater detail
Red	Message or item needing attention (such as an incomplete requirement)

Requesting Page Help. For documentation on the use of an update/display page, click the page title. The system presents a brief Page Help summary. If more detailed information is available, the Page Help text contains a link to the corresponding topic in the Help Library. For example, Page Help on

the Application Requirements page links to the Help Library topic "Monitoring Application Requirements."

Requesting Field Help. For information about the purpose of a field on the page, click the dark blue field label. Field Help provides a basic description of the field and its use.

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

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. When a set of valid values exists, the field has a scroll box containing the values. To select a value, click on the scroll box and highlight the appropriate value.

| (space) |
| Alabama |
| Alaska |
| Arizona |
| Arkansas |
| California |
| Colorado |
| Connecticut |
| Delaware |
| District of Columb |
| Florida |

Scroll box expands to display value list
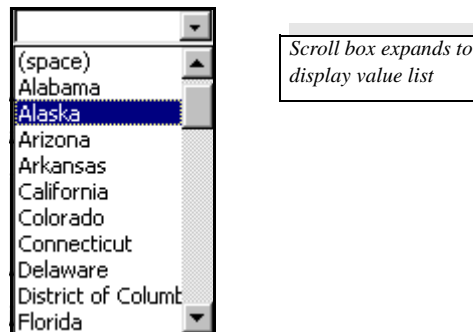
More accurately, the value list consists of value "translations." The actual values, as stored in the database, are codes. For example, the value that corresponds to the translation "Alaska" is AK.

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.

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 numeric field–for example, a dollars and cents field– include the decimal point if you are entering figures in the decimal positions. If you are entering a whole number, simply enter the digits, with no decimal point needed.

• Dates field are displayed in the format **DD-MMM-YYYY** (day, month,

year). You can input dates as **MMDDYY** (using 01 -12 for the months and a 2-digit or 4-digit year) and allow the system to do the formatting. If you input dates in the **DD-MMM-YYYY** format, use 01 through 09 for single-digit days, the 3-letter abbreviation for the month, and all four digits of the year: for example, **05-DEC-2006**.

Saving or Canceling Your Changes. It's important to remember that any information you add or change on a page or window will not update the record until you press the **Update** button. If you attempt to leave a page or window without clicking **Update**, a message will remind you that your entries will not be saved.

If you inadvertently update the value of a field, you can always enter the previous value again. If you can't remember the previous value of an audited field, you can use the Audit Display page to determine the previous value.

Expanding for Detail. Many pages have an "expand" capability to link to a greater level of detail for certain information. Typically the field content is green if there is more detail available. For example, you can expand any of the Standard Documents on the Application Requirements page for a detail window describing the document and its individual status. Similarly, the **Add** button will bring up a detail window with the fields needed to create a new record.

Typically a detail window has its own **Delete** and **Update** buttons. You must use these buttons when changing data in the window.

IMPLEMENTATION TASKS

The Implementation Task Summary on the following pages is an 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. The implementation team can use this document as the starting point for developing a detailed plan for your institution.

For multi-FAO implementations, where a number of FAOs will share a single copy of the software, there are a number of "core" decisions that must be made at a cross-FAO, institution-wide level. Any implementation steps that involve these shared decisions are marked in the Task Checklist (in the second column), as Core tasks.

Implementation is coordinated with the eight training sessions which WolffPack provides. For each training session you may have preparatory assignments, which should be completed before the session; and post-session assignments, to reinforce the material you have learned and put it to use. Under the session outline you'll find the implementation worksheets needed to help you gather setup information for input into the system, and references to setup procedures documented in the FINANCIER Help Library.

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

FINANCIER™ Implementation Task Summary (Sheet 1 of 10)

Task	Assigned to	Time Frame
Delivery and Installation		
1. Deliver FINANCIER™ software and documentation.	WolffPack	Per contract
2. Establish Internet access to institution for WolffPack. (*Must be completed* before project kick-off.)	School	2 days
3. Establish SAIG connection if not already available.	School	1 week
4. Prepare environment (hardware, operating system, Oracle database and Apache).	School	
5. Install software and generate database.	Both	2 days
6. Hold project kick-off meeting with full project team (optional).	Both	.5-1 day
7. Perform gap analysis of institution-required functionality not provided in base FINANCIER.	School	Ongoing thru project
Technical Implementation and Development		
8. Technical Training 1: Database and system architecture; interfaces; technical standards.	Both	2 days
9. Implement the interface with Admissions and Records: a. Establish Student ID scheme. If SSNs are not used as IDs, customize ID retrieval routines. b. Define student enrollment status values. c. Determine source and map fields/values needed for Demographic and Academic pages, and for veteran benefits/certification, SAP, budgeting and packaging functions. d. Design and develop the interface program(s). e. Review Demographic Information and Academic Information pages: design, code and test.	School with WP consulting (Core)	4 weeks
10. Implement the interfaces with Student Accounts and Payroll: a. Map fund/account number relationships. b. Determine need for online disbursement. c. Determine need to export estimated aid. d. Design, develop and test the interface program(s).	School with WP consulting (Core)	2 weeks

FINANCIER™ Implementation Task Summary (Sheet 2 of 10)

Task	Assigned to	Time Frame
11. Determine if automated conversion is appropriate for loading funds, application/disbursement requirements, parent, lender, guarantor, fund donor and other auxiliary data. Use FINANCIER XML Update process or develop any conversion programs needed; load data and review results.	School with WP consulting	2 weeks
12. For volume processing: a. Plan working relationship between FAOs and IT. b. Consider job scheduling needs. c. Set up volume jobs.	School	1 week
13. Analyze state aid programming needs.	School (Core)	Determine based on analysis
14. Analyze need for institution-specific pages and schedule development.	School (Core)	
15. Develop student self-service pages.	School	
16. Analyze any additional customization needs and schedule development.	School	
Basic Setup and User-Defined Processing Controls		
17. Functional Training 1: Basic Setup and Student Information	Both	2 days
18. Define FAOs: a. Gather information to define Financial Aid Offices (FAOs) on the FAO Setup worksheets. For multiple FAO environments, decide what components and decisions are to be shared. b. Define FAO values in the Dictionary. c. Enter information for each FAO using the FAO Setup page. d. Review/test FAO setup.	School (Core)	1 day

FINANCIER™ Implementation Task Summary (Sheet 3 of 10)

Task	Assigned to	Time Frame

19. Set up security:
 	
  a. List users with user IDs and passwords on the User Profile worksheet.
 	
  b. Determine page security settings for each user ID using the Page Security Worksheets.
 	
  c. Enter security profiles into the system using the Security Setup page and test.
	School (Core)	1 week

20. Define schedules:
 	
  a. Gather information to define the institution's schedules on the Schedule Setup worksheet.
 	
  b. Enter schedules using the Schedule Setup page.
 	
  c. Review/test schedule setup.
	School	3 days

21. Set up volume processing jobs:
 	
  a. Plan procedures and schedule for submission of background jobs.
 	
  b. Review the catalogue of jobs and the sample jobs delivered.
 	
  c. Revise the samples or define additional/other jobs to meet your volume processing needs.
	School	1 week

22. Set up audit trails:
 	
  a. Determine if other fields besides Federal data–such as the Lock flag or budget data–should be part of your audit trail. Set audit flags.
 	
  b. Decide how you will use Notes and Events. Define institutional note tags and event types in the Dictionary.
 	
  c. Review Event History program code and add to programs as needed.
	School (Core)	2 days

23. Determine if values are needed for the Special tag for students; define and add to Dictionary as appropriate.	School	1 day
Financial Aid Applications		
24. Functional Training 2 – Application Processing.	Both	3 days

FINANCIER™ Implementation Task Summary (Sheet 4 of 10)

Task	Assigned to	Time Frame
25. Review the ADD Load and Federal Corrections processes and plan procedures for handling ISIRs. Determine handling of ISIRs with no matching student ID (such as, export and send to Recruitment).	School	2 days
26. Define application/disbursement requirements:		2-3 weeks
a. List all documents that may be required to complete a student's application or to allow disbursement of aid on the Standard Documents Worksheet. Define documents in the Dictionary.	School (Core)	
b. Identify documents that can be required automatically and outline the criteria for posting to a student's application on the Standard Documents Worksheet. Set up requirements logic on the Requirements Tree page.	School	
c. Define the Checklist events required for the application status and disbursement status to be complete. Modify the Application Requirements and Disbursement Requirements programs to reflect the Checklist requirements.	WolffPack	
d. Plan for requirements display on student self-service pages.	School	
e. Review/test Application Requirements and Disbursement Requirements calculation results.	School	
27. Set up budget criteria:		2-3 weeks
a. Define budget categories in the Dictionary.	School (Core)	
b. Define budget logic and dollar amounts using the Budget Worksheets.		
c. Define special budget attributes if needed.		
d. Create the Budget Tree containing the logic for assigning a budget to a student.	WolffPack	
e. Review/test budget calculation results.	School	

FINANCIER™ Implementation Task Summary (Sheet 5 of 10)

Task	Assigned to	Time Frame
28. Define Application Requirement Notifications (ARNs). a. Analyze need for student communication via email and print. b. Determine the notification formats needed for ARNs and define the values in the Dictionary. c. Compose and enter the text for each ARN format using the WolffPack-provided Word templates. d. Plan student defaults for format, frequency and maximum. e. Test letter production and verify output. f. Review assignment of formats to students.	School	2 weeks
29. Implement SAP: a. Define SAP codes and override values. b. Modify the SAP Calculation program to calculate or retrieve SAP data. c. Plan procedures for handling failed SAP.	School	2 weeks
30. Review data source and office procedures for veteran certification. If data is to be retrieved from an external source, include in interface development.	School	2 days
31. Implement verification processing: a. Review the verification process and plan office procedures. b. Modify the Verification program if needed to accommodate institution-specific selection and/or processing. c. Review and test verification and overlay results.	School	1-2 weeks
32. Test and refine volume processing jobs for application functions (for list, see Help Library>Application Processing>Volume Processes).	School	2 days
Funds and Awarding		
33. Functional Training 3 – Fund Management and Auxiliary Records	Both	2 days

FINANCIER™ Implementation Task Summary (Sheet 6 of 10)

Task	Assigned to	Time Frame
34. Gather fund information on the Fund Management and Fund Definition Worksheets. a. Determine Fund IDs and fund attributes. b. Enter fund information on the Fund Attributes page. c. Enter fund allocations on the Fund Utilization page. d. Set up any fund-specific document requirements (such as Perkins promissory note).	School	2 weeks
35. Define aid programs and add the values to the Dictionary. Use the Aid Programs Worksheet.	School	1 day
36. Define award distribution rules: a. Plan the award distribution rules for each schedule, on the Award Distribution Rules worksheet. b. Enter distribution rules using the Distribution Rule Setup page. c. Review/test codes on the Award page.	School	1 day
37. Set up the Loan Types table. a. List funds associated with loan programs and plan processing defaults. b. Define loan types using the Loan Types setup page. c. Review/test loan defaults and funds.	School	1 day
38. Determine fund-related auxiliary entities (guarantors, lenders, donors, employers) and enter into FINANCIER.	School	1-2 weeks
39. Functional Training 4 – Awarding and Packaging	Both	3 days
40. Define pools, eligibility traits, packaging rules and controls.	Both	3 weeks

FINANCIER™ Implementation Task Summary (Sheet 7 of 10)

Task	Assigned to	Time Frame
41. Define Award and Denial Notifications (ANs).		1-2 weeks
a. Analyze need for student communication via email and print.	School	
b. Determine the notification formats needed for ANs and define the values in the Dictionary.	School	
c. Compose and enter the text for each AN format using the WolffPack-provided Word templates.	School	
d. Plan student defaults for format, frequency and maximum. Identify the packaging status needed to generate a notification.	School	
e. Modify the Application Requirements Calculation program to register defaults for notification formats, frequency and maximum.	WolffPack	
f. Test letter production and verify output.	School	
g. Review assignment of formats to students.	School	
42. Design, code and test any programs needed to handle state award packaging issues and state reporting requirements.	WolffPack (Core)	3-4 weeks
43. Review setup for federal grant reporting.	School	1 day
44. Test and refine volume processing jobs for packaging, awarding and federal grant reporting functions.	School	2 days
Loan Management		
45. Functional Training 5 – Loan Processing	Both	2 days
46. Gather parent, guarantor, lender data and enter into FINANCIER.	School	1 week
47. Implement loan processing:	School	3-4 weeks
a. Determine loan processing and certification procedures.		
b. Modify loan certification/snapshot programs as desired.		
c. Coordinate testing with external agencies.		
d. Review/test loan processing.		
48. Test and refine volume processing jobs for Loan certification and import/export. For EFT Import (FFELP), review the disbursement snapshot process (see Step 51).	School	2 days

FINANCIER™ Implementation Task Summary (Sheet 8 of 10)

Task	Assigned to	Time Frame
Disbursement and Reporting		
49. Functional Training 6 – Disbursement	Both	2 days
50. Define Disbursement Requirement Notifications (DRNs).		1 week
a. Analyze need for student communication via email and print.	School	
b. Determine the notification formats needed for DRNs and define the values in the Dictionary.	School	
c. Compose and enter the text for each DRN format using the WolffPack-provided Word templates.	School	
d. Plan student defaults for format, frequency and maximum.	School	
e. Modify the Disbursement Requirements Calculation program to register defaults for notification formats, frequency and maximum.	WolffPack	
f. Test letter production and verify output.	School	
g. Review assignment of formats to students.	School	
51. Review the Disbursement Snapshot process.	School with WP consulting	2 days
a. Modify program as needed.		
b. Determine procedure to handle non-matching students for subsequent disbursement or return of funds.		
52. Test and refine volume processing jobs for Disbursement.	School	2 days
Miscellaneous Reporting		
53. Functional training 7: Volume Processing and Reporting	Both	1 day
54. Run and test the FISAP reporting volume process.	School	2 days
55. Define and create any needed/desired institution-specific reports.	School with WP consulting	2-4 weeks
a. Assemble report requirements and specifications		
b. Using report writer of choice, code reports		
Preparing for Production		
56. Technical Training 2 – Annual maintenance and Regulations implementation	Both	2 days

FINANCIER™ Implementation Task Summary (Sheet 9 of 10)

Task	Assigned to	Time Frame
57. Implement Regulations for new aid year	Both	2 days
58. Set up for new aid year a. Add next-year values in the Dictionary for Aid Year and Fiscal Year fields. b. Set new year as an active aid year on FAO page and enter dates on Schedule page. c. Roll funds, budget trees, requirement trees and Checklist, packaging pools, traits and trees and any year-specific institutional programs. d. Review documents and letter text for the new year; modify setup as needed.	School	1 week
System Testing		
59. Functional Training 8: System and project review	Both	1 day

FINANCIER™ Implementation Task Summary (Sheet 10 of 10)

Task	Assigned to	Time Frame

60. Test the system with a full walk-through.
 	
    a. Run the ADD Import and examine the ADD List page.
 	
    b. Run the ADD Load and check Budget, FAFSA and Application Requirements pages.
 	
    c. Review student portal display of requirements; generate ARNs as needed.
 	
    d. Verify students in mass and individually.
 	
    e. Export ISIR corrections and import rejected corrections.
 	
    f. Run the Budget and Need Analysis recalculation programs.
 	
    g. Run the volume data maintenance process.
 	
    h. Run packaging and review Award and Loan pages.
 	
    i. Run the Federal Grant Export and Import and review the Federal Grant Reporting page.
 	
    j. Review student portal display of awards; generate ANs as needed.
 	
    k. Certify and export loans and review loan detail; import acknowledgments; generate corrections.
 	
    l. Run the Disbursement Requirements Calculation; review student portal display of requirements and generate DRNs as needed.
 	
    m. Run disbursements and enter manual disbursements.
 	
    n. Run the FISAP report (after a full year of financial aid data is obtained).
	Both	3 days

TRAINING 1: BASIC SETUP AND STUDENT INFORMATION

In this session we will walk through a hypothetical year in the Financial Aid Office. You'll see how FINANCIER™ supports your day-to-day activities, and we'll introduce the web pages and programs that you'll use to perform each task.

Following the functional walk-through, we'll discuss how basic student information is recorded in, or retrieved for, FINANCIER; and begin to think through and gather information for some initial setup tasks.

Objectives

In this session you will learn how to:

- Locate and use FINANCIER web pages and Help topics

- Work with student demographic and academic information

- Enter parent information

- Define values for data fields in the Dictionary

- Enter information to define your institution's FAOs

- Set user security

- Set audit trail requirements

- Enter processing controls and parameters: disbursement schedules, award distribution rules, budget criteria, application/disbursement requirement criteria

- Set up and run volume processing jobs

Getting Ready

To prepare for this training visit, please take some time to complete these prerequisites:

- Read the sections "FINANCIER™ and the Financial Aid Cycle" (page 3) and "Getting Around in FINANCIER™" (page 14) in this *Getting Started* guide.

- Be sure each member of the implementation team has the instructions for signing on to the system, and the opportunity to experiment with navigation and data entry.

- Access the Help Library and read the topics under the Student Information and System Functions menu. If you want to print this information, a print-designed version of the Help Library topics is available under the Documentation link on the WolffPack web site.

Worksheets

The worksheets on page 35 through page 40 are provided to assist you in organizing and gathering information for the system setup activities covered in this session. Copy and distribute as needed.

Page Prints

On page A-1 through page A-15 you'll find images of the FINANCIER Student and System web pages covered in this session. You may find these convenient for notetaking during the training presentations and discussion.

Moving Forward

After the session, proceed to implement your institution's security definitions and FAO definitions.

Begin thinking about procedures for volume processing: what office should control them, when and how often the jobs are run. As appropriate, begin setting up jobs.

Begin planning and gathering information for the system controls required for application processing (disbursement schedules, budget criteria, application requirements criteria) and awarding (disbursement schedules, award distribution rules). Create related Dictionary entries and audit triggers. You'll revisit and review your system setup entries and decisions throughout the implementation period, as you learn more about the functions they support.

FAO Setup 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): __ __

Institutional IDs

   Institution No. (6): _____

   OPE (8): _____

   DUNS (11): _____

   Pell Entity No. (13): _____

   TG No. (7): _____

Name and Address

   Name (up to 30):

   _____

   Address (up to 30 per line):

   _____

   _____

   _____

   Phone: _____ - _____ - _____

   Email:

   _____

FAO Defaults

   Schedule: _____   (from Schedule Worksheets)

   Active aid years: _____

   Enrollment Duration for need analysis: ___ (number of months)

   Disbursement Feed to Student Accounts: Term-based or Fiscal-year based? _____

   Disbursement Feed to Student Loans: Term-based or Fiscal-year based? _____

   Will your institution participate in the CSS PROFILE Service? Yes __   No __

College Codes for ADD Import (one entry for each external application source)

   College Code _____   Source: Federal

   College Code _____   Source: _____

   College Code _____   Source: _____

   College Code _____   Source: _____

   College Code _____   Source: _____

   College Code _____   Source: _____

   College Code _____   Source: CSS

Enrollment Status Worksheet

Instructions: List values for student enrollment status. The status is retrieved from the student system by the Student Interface, and appears in context on student-related pages. Typically, the Requirements Checklists contain a status condition, to specify what status the student must achieve in order to be considered ready to package (Application Requirements) or disburse (Disbursement Requirements). Additionally the status can be used as a selection criterion for volume processing. For example, you might set up the ADD Load job so that someone who has been confirmed for admission (AC) will be loaded, but others still in the admissions process (AA, AN, AP) will not.

Status values must be defined in the Dictionary for the field **FAO_DEC.STATUS**. 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. The values delivered with the base system are listed below; these may be changed if appropriate.

Status	Description (up to 20 characters)
AA	Admission Approved
AC	Admission Confirmed
AN	Admission Not Coming
AP	Admission Pending
DN	Degree, Not Enrolled
DR	Degree, Enrolled
NF	Not Found
NN	Nondeg, Not Enrolled
NR	Nondegree, Enrolled
WD	Withdrew, Degree
WN	Withdrew, Nondegree

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Job Maintenance: Student Status Parameter Worksheet

Instructions: Complete a copy of this grid for each FAO that your institution has defined. First, transfer your institution=s values for Student Enrollment Status (from Enrollment Status worksheet) to the title row of the grid below. Then, for each volume process listed down the left side, decide whether students of each status should be processed or not. (Use check mark for Yes and blank for No.)

When you have completed your grids, use this information to create volume processing jobs on the Job Maintenance page.

ADD Load																			
AN Extract																			
ARN Extract																			
App Reqmts																			
Budget Calc																			
Disbursement																			
Disb Reqmts																			
DRN Extract																			
Fed Corr Export																			
Rej Corr Import																			
FISAP																			
Loan Certif																			
Loan Export																			
Loan Import																			
Packaging																			
Packaging Awd																			
Student Update																			
Verificatn Calc																			

Schedule Setup Worksheet

Create one schedule per aid year for each term structure in use (quarter, semester, etc.) using the Setup>Schedule page.

I. Review your current system to determine if there are schedules not in use, or new ones you would like to add.

Assign a 1-character Schedule ID to each type of schedule, with a description of up to 10 characters. Define the schedule IDs as values for the field **SCHEDULE.SCHEDULE** in the Dictionary.

Schedule ID	Description (10)	FAOs that use this schedule
Q	Quarter	_____ _____ _____ _____ _____
S	Semester	_____ _____ _____ _____ _____
___	——————————	_____ _____ _____ _____ _____
___	——————————	_____ _____ _____ _____ _____
___	——————————	_____ _____ _____ _____ _____
___	——————————	_____ _____ _____ _____ _____

II. For each schedule, identify terms and disbursement points. Gather related information, including dates for active aid years (see example below). Define term IDs and disbursement point IDs in the Dictionary as values for **SCHEDULE_RT.REG_TERM** and **SCHEDULE_DP.DISB_PT**.

Schedule: SEMESTER   Aid Year: 2006

Federal Academic Calendar: SEMESTERS

Federal Payment Methodology: FORMULA 1

Term ID	Description	Seq	Disb Pt	Description	FiscYr	CalYr
F	Fall	1	1	Fall 1	2006	2005
Dates:	8-AUG-2005	15-DEC-2005	2	Fall 2	2006	2005
Reg Yr:	2005		_____	_____	_____	_____
Academic/Non : Academic			_____	_____	_____	_____

Term ID	Description	Seq	Disb Pt	Description	FiscYr	CalYr
S	Spring	2	3	Spring 1	2006	2006
Dates:	3-JAN-2006	15-MAY-2006	4	Spring 2	2006	2006
Reg Yr:	2005		_____	_____	_____	_____
Academic/Non : Academic			_____	_____	_____	_____

Disbursement Point Dates:

Disb Pt	Seq	Primary Date	30-day Date	Midterm Date
1	1	18-AUG-2005	_____	_____
2	2	19-SEP-2005	_____	_____
3	3	13-JAN-2006	_____	_____
4	4	13-FEB-2006	_____	_____

Schedule Setup Worksheet

Schedule: _____   **Aid Year:** _____

Federal Academic Calendar: _____

Federal Payment Methodology: _____

Term ID	**Description**	**Seq**	**Disb Pt**	**Description**	**FiscYr**	**CalYr**
_____	_____	___	_____	_____	_____	_____
Dates: _____			_____	_____	_____	_____
Reg Yr: _____			_____	_____	_____	_____
Academic/Non : _____			_____	_____	_____	_____

Term ID	**Description**	___	**Disb Pt**	**Description**	**FiscYr**	**CalYr**
_____	_____		_____	_____	_____	_____
Dates: _____			_____	_____	_____	_____
Reg Yr: _____			_____	_____	_____	_____
Academic/Non : _____			_____	_____	_____	_____

Term ID	**Description**	___	**Disb Pt**	**Description**	**FiscYr**	**CalYr**
_____	_____		_____	_____	_____	_____
Dates: _____			_____	_____	_____	_____
Reg Yr: _____			_____	_____	_____	_____
Academic/Non : _____			_____	_____	_____	_____

Term ID	**Description**	___	**Disb Pt**	**Description**	**FiscYr**	**CalYr**
_____	_____		_____	_____	_____	_____
Dates: _____			_____	_____	_____	_____
Reg Yr: _____			_____	_____	_____	_____
Academic/Non : _____			_____	_____	_____	_____

Term ID	**Description**	___	**Disb Pt**	**Description**	**FiscYr**	**CalYr**
_____	_____		_____	_____	_____	_____
Dates: _____			_____	_____	_____	_____
Reg Yr: _____			_____	_____	_____	_____
Academic/Non : _____			_____	_____	_____	_____

Disbursement Point Dates:

Disb Pt	**Seq**	**Primary Date**	**30-day Date**	**Midterm Date**
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____

User Profile Worksheet

Instructions: Create a security profile for each individual or group with the same access requirements.

User ID: __ __ __ __ __ __ __ __
Password: __ __ __ __ __ __ __ __ __
Name: _
Default FAO: __ __ **Group:** _____
Print Route: __ __ __ __ __ __ __ __ **VBS:** _____
FAO Access (Read/Update/Delete/None)
_____**Use page security for user ID** _____
_____
_____
_____
_____
_____

User ID: __ __ __ __ __ __ __ __
Password: __ __ __ __ __ __ __ __ __
Name: _
Default FAO: __ __ **Group:** _____
Print Route: __ __ __ __ __ __ __ __ **VBS:** _____
FAO Access (Read/Update/Delete/None)
_____**Use page security for user ID** _____
_____
_____
_____
_____
_____

User ID: __ __ __ __ __ __ __ __
Password: __ __ __ __ __ __ __ __ __
Name: _
Default FAO: __ __ **Group:** _____
Print Route: __ __ __ __ __ __ __ __ **VBS:** _____
FAO Access (Read/Update/Delete/None)
_____**Use page security for user ID** _____
_____
_____
_____
_____
_____

Page Security Worksheet

Instructions: FINANCIER pages are listed on this worksheet in the order in which they appear in the Page Access portion of the Security page. To prepare input for security setup, print one worksheet for each User ID with unique page security requirements. For each page, indicate the access level–R (Read; view only), U (Update; add and change), D (Add, change and delete) or N (No access)–for which the user(s) should be authorized. (For initial testing and training, we recommend that users be given the same access to all screens.)

User ID:_____

Page	N	R	U	D	Page	N	R	U	D
Set **all pages** to the same level					Set **all Award** pages				
Set **all Student** pages					Award Summary				
Demographic Information					Grant/Work Processing				
Academic Information					Loan Summary				
NSLDS Information					Disbursement Distribution				
Event History					Distribution				
Audit History					Award Audit				
Notes					Aid/Need Evaluations				
Activity Summary					Disbursement Requirements				
					Award History				
Set **all Application** pages					Pell Reporting				
ADD Record									
Application Requirements									
Federal (Compressed Format)									
Federal (FAFSA Format)									
CSS (Compressed Format)					Set **all Fund** pages				
CSS (Profile Format)					Fund Attributes				
CSS/Federal Comparison					Fund Utilization				
Need Analysis Calculations					Fund Historical Trends				
Electronic Corrections					Fund Event History				
CPS Communication					Fund Audit Display				
Budget/Need Evaluation					Fund Notes Display				
Verification					Fund Roster				
Veteran Certification									
Satisfactory Progress									
Aid Year Schedule									

Page	N	R	U	D	Page	N	R	U	D
Set **all Auxiliary** pages					**Institutional** pages				
Lender Information									
Guarantee Agency Information									
On-Campus Employer Info									
Off-Campus Exmployer Info									
Fund Donor Information									
Parent Information									
Parent Event History									
Parent Audit Display									
Parent Notes Display									
Set **all System** pages									
Dictionary									
Security									
FAO Setup									
Schedule Setup									
Distribution Rules									
Loan Types									
Notification									
Set **all Volume Processing** pages									
Job Maintenance									
Job Log									

User-Defined Dictionary Values

This worksheet lists fields for which your institution should define values in the Dictionary.

Most user-defined fields are also noted in the setup worksheets (for Schedules, Distribution Rules, etc.), as it's much easier to determine an appropriate value set when looking at the functions in which the fields are used. The primary purpose of this worksheet is as a checklist, to be sure at the conclusion of implementation that all necessary values have been defined.

In the following list, the tag (C) means the field has values defined by both WolffPack and users. You can add values as needed to the set delivered by WolffPack, but don't delete the WolffPack values. In most cases (although there are a few exceptions), the WolffPack values will be alphabetic, and users should use numeric values for locally-defined values.

FAO (Financial Aid Office)

`FAO.FAO`

These fields use the values defined for `FAO.FAO`:

`ADD_FEDERAL.FAO`	`FUND_EVENT.FAO`	`REQUIREMENT.FAO`
`AIDYEAR.FAO`	`FUND_NOTES.FAO`	`REQUIREMENT_TREE.FAO`
`AIDYEAR_DET.FAO`	`FUND_NOTES_DET.FAO`	`SCHEDULE.FAO`
`AIDYEAR_NOT.FAO`	`FUND_REQ.FAO`	`SECURITY_FAO.FAO`
`AIDYEAR_SAP.FAO`	`FUND_UTILIZATION.FAO`	`SECURITY_PAGE.FAO`
`AWARD.FAO`	`GUARANTOR.FAO`	`STUDENT.FAO`
`AWARD_AUDIT.FAO`	`INSTITUTION.FAO`	`STUDENT_FIN_EVENT.FAO`
`AWARD_AUDIT_DET.FAO`	`ISIR_0506.FAO`	`STUDENT_FIN_NOTES.FAO`
`AWARD_DET.FAO`	`LOAN.FAO`	`STUDENT_FIN_NOTES_DET.FAO`
`BUDGET.FAO`	`LOAN_APP.FAO`	`VERIFY_0506.FAO`
`CPS_APPLIC_0506.FAO`	`LOAN_AUDIT.FAO`	*(key fields)*
`CPS_REPORT_0506.FAO`	`LOAN_DET.FAO`	
`CSS_0506.FAO`	`LOAN_REPORT.FAO`	`FIELDHELP.CONTEXT_FAO` *(context field)*
`DISTCODE.FAO`	`LOAN_TYPE.FAO`	
`DISTCODE_DP.FAO`	`LOCAL_DATA.FAO`	
`DONOR.FAO`	`NOTIFICATION.FAO`	
`FAO_COL.FAO`	`PARENT.FAO`	`FUND_ATTRIBUTES.FU_ROLL_FAO`
`FAO_DEC.FAO`	`PARENT_AUDIT.FAO`	`SECURITY.USER_FAO`
`FEDERAL_0506.FAO`	`PARENT_EVENT.FAO`	
`FUND_ATTRIBUTES.FAO`	`PARENT_NOTES.FAO`	

Schedule

`SCHEDULE.SCHEDULE`

These fields use the values defined for `SCHEDULE.SCHEDULE`:

`AIDYEAR.AY_SCHED`	`FAO.SCHEDULE`	`SCHEDULE_RT.SCHEDULE`
`FIELDHELP.CONTEXT_SCHED_ID`	`SCHEDULE_DP.SCHEDULE`	

Term

`SCHEDULE_RT.REG_TERM`

These fields use the values defined for `SCHEDULE_RT.REG_TERM`:

`BUDGET.REG_TERM`	`SCHEDULE_DP.REG_TERM`
`POOL_MASTER.REG_TERM (C)`	`FIELDHELP.CONTEXT_TERM`

Disbursement Point

SCHEDULE_DP.DISB_PT

    These fields use the values defined for SCHEDULE_DP.DISB_PT*:*
DISTCODE_DP.DISB_PT   LOAN_REPORT.DISB_PT

Notifications

NOTIFICATION.NOTIF_FORMAT   AIDYEAR_NOT.AY_OVR_RSN

    Choose a subset of NOTIFICATION.NOTIF_FORMAT *values for:*
AIDYEAR_NOT.AY_NOT_C_FMT   AIDYEAR_NOT.AY_NOT_F_FMT   AIDYEAR_NOT.AY_NOT_I_FMT

Security

SECURITY.USER_GROUP   SECURITY.USER_PRINT   SECURITY.USER_VBS

Budget

BUDGET_TREE.CATEG_VALUE   AIDYEAR.AY_B_SP1   AIDYEAR.AY_B_SP3
AIDYEAR.AY_B_M1_GRP   AIDYEAR.AY_B_SP2

    This field use the values defined for BUDGET_TREE.CATEG_VALUE*:*
BUDGET_COMP.BU_COMP

    These fields use the values defined for AIDYEAR.AY_B_M1_GRP*:*
AIDYEAR.AY_B_M2_GRP   AIDYEAR.AY_B_M3_GRP

Requirements

REQUIREMENT.DOCUMENT   AIDYEAR.AY_D_OVR_RSN

    These fields use the values defined for REQUIREMENT.DOCUMENT*:*
FUND_REQ.DOCUMENT   REQUIREMENT_TREE.DOCUMENT

Verification

VERIFY_0506.VE_INS_REQD   VERIFY_0506.VE_VER_INS   VERIFY_0506.VE_VET_REQD
VERIFY_0506.VE_INS_STAT   VERIFY_0506.VE_VER_REVER (C)   VERIFY_0506.VE_VET_STAT

Notes

STUDENT_FIN_NOTES_DET.NO_TAG

Funds and Awarding

DISCTCOD.DIST_CODE   HISTORY_AID.HIST_PROGRAM
CPS_REPORT_0506.CP_R_D_ACT_RSN (C)CPS_REPORT_0506.CP_R_O_ACT_RSN (C)
FUND_ATTRIBUTES.FU_J_AUTH_FMT   FUND_ATTRIBUTES.EXT_REQ1
FUND_ATTRIBUTES.FU_L_PROM_FMT   FUND_ATTRIBUTES.EXT_REQ2
FUND_ATTRIBUTES.FU_NOT_ORDER   FUND_ATTRIBUTES.EXT_REQ3

    These fields use the values defined for DISCTCOD.DIST_CODE*:*
AWARD.AW_DIST   AWARD_AUDIT.AT_DIST   FUND_ATTRIBUTES.FU_DIST

These fields use the values defined for `HISTORY_AID.HIST_PROGRAM`*r:*

`FUND_ATTRIBUTES.FU_PGM_TSCPT`   `FUND_ATTRIBUTES.FU_PGM_FISAP`   `(not on Fund Attr page)`

Loans

`LOAN.LOAN_SUBTYPE (C)`	`LOAN_APP.LA_A_ACT_RSN (C)`	`LOAN_APP.LA_R_TYPE (C)`
`LOAN_TYPE.LT_SYS`	`LOAN_APP.LA_P_ACT_RSN`	`LOAN_REPORT.LR_METH`

These fields use the values defined for `LOAN.LOAN_SUBTYPE`*:*

`LOAN_DET.LOAN_SUBTYPE`   `LOAN_REPORT.LOAN_SUBTYPE`

Student

For the Student Interface; coordinate FINANCIER values with values from the source system:

`STUDENT.ST_AC_ADM`	`STUDENT.ST_RT1_BRD/RT2/3/4`	`STUDENT.ST_RT1_TIM/RT2/3/4`
`STUDENT.ST_AC_CLS`	`STUDENT.ST_RT1_CLS/RT2/3/4`	`STUDENT.ST_AD1_CNTRY/`
`STUDENT.ST_AC_COL`	`STUDENT.ST_RT1_COL/RT2/3/4`	`AD2_CNTRY`
`STUDENT.ST_AC_DEG`	`STUDENT.ST_RT1_DEG/RT2/3/4`	`STUDENT.ST_AD1_STATE/`
`STUDENT.ST_AC_IOS`	`STUDENT.ST_RT1_HSG/RT2/3/4`	`AD2_STATE`
`STUDENT.ST_AC_MAJ`	`STUDENT.ST_RT1_IOS/RT2/3/4`	`STUDENT.ST_DL_STATE`
`STUDENT.ST_AC_SEP`	`STUDENT.ST_RT1_MAJ/RT2/3/4`	`STUDENT.ST_NM_TITLE`

For the Disbursement Snapshot function:

`BUDGET.BU_S_CLS`	`BUDGET.BU_S_IOS`	`BUDGET.BU_S_SS2`
`BUDGET.BU_S_COL`	`BUDGET.BU_S_MAJ`	`BUDGET.BU_S_SS3`
`BUDGET.BU_S_DEG`	`BUDGET.BU_S_SS1`	`BUDGET.BU_S_TIM`

TRAINING 2: APPLICATION PROCESSING

In this session we'll discuss FINANCIER's facilities for receiving and managing federal financial aid applications (ISIRs) and, if your institution employs them, PROFILE applications.

Objectives

In this session you will learn how to set up the following:

- Criteria by which student budgets are calculated

- Criteria by which application/disbursement requirements are assigned to students

- Formats and text for application requirements notifications (ARNs)

You will learn how to perform the financial aid tasks involved in application processing:

- Import and load application data from CPS and CSS

- Review and correct application data

- Export federal corrections

- Initiate Change of Institution requests and communicate professional judgment decisions

- Send application requirements notifications (ARNs) and monitor the status of requirements

- Work with budget and need analysis figures

- Perform federal verification

- Review veteran's benefits

- Review satisfactory progress evaluations

Getting Ready

To prepare for this training visit, please take some time to complete these prerequisites:

- Access the Help Library and read the topics under the Application Processing menu, and review the System Functions>Setup topics "Define Budget Criteria" and "Define Requirements Criteria."

- Think about the application functions that are performed in volume: ADD Import/Load, Application Requirements Notifications, Verification and calculations (Budget, Need Analysis, Application Requirements, SAP). Plan business procedures and submittable jobs for these processes.

Worksheets

The worksheets on page 48 through page 58 are provided to assist you in organizing and gathering information for the requirements and budget setup activities covered in this session. Copy and distribute as needed.

Depending on the contract arrangements, WolffPack may be constructing your budget trees based on the information you gather

Notification Starter Set

To set up mail merge processing for Application Requirement Notifications and Aid Notifications, use the job aids on page 59 through page 73. These pieces refer to a "starter" set of mail merge documents which are delivered with FINANCIER with default install on c:.

Page Prints

On page A-16 through page A-29 you'll find images of the FINANCIER Application web pages covered in this session. You may find these convenient for notetaking during the training presentations and discussion.

Moving Forward

After the session, record your procedures for handling federal applications, noting decisions that remain to be finalized. Continue with implementation of document requirements, budget logic, disbursement schedules, notifications and volume processing jobs.

Standard Documents Worksheet

Instructions: Use this worksheet to identify documents for application and disbursement requirements and to describe the conditions under which each document may be required. For example, a parent tax return might be required for dependent students selected for verification.

Documents will be defined in the Dictionary as values for REQUIREMENT.DOCUMENT, and entered into the Document Master list. The requirement conditions will be used on the Requirements Tree page to define the criteria for automatic assignment of required documents to students.

Examples are listed on the worksheet. Add and/or change as many entries as needed. Supply the following information about each document:

Value

Unique alphanumeric identifier, up to 6 characters.

Description

Description of document, up to 20 characters.

Application or Disbursement Requirements

Whether the document is needed to complete an aid application (**App**), or to allow aid disbursement (**Disb**)

Required Of

Conditions for which this document should be assigned automatically (for example, parent tax form required for all dependent 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

Value	Description	App/Disb	Required of:	Req Freq	Start Year	Affects Status
BIRTH	Birth certificate	App	_____	ST		N
			_____			
			_____			
ISIR	Federal application	App	all aid applicants_____	AY		Y
			_____			
			_____			
PTAX02	Parent tax return	App	dependent, selected for verification	AY		Y
			_____			
			_____			
STAX02	Student tax return	App	all aid applicants_____	AY		Y
			_____			
			_____			
U-APP	University application	App	all aid applicants_____	AY		N
			_____			
			_____			
SELSRV	Selective Service Dc	App	males 18 or older_____	ST		Y
			_____			
			_____			
FRESHM	Freshman Interview		Year in college = freshman_____	ST		N
			_____			
			_____			

Standard Documents

Code	Description	App/ Disb	Required of:	Req Freq	Start Year	Affects Status
------	------------------		_____	--		--
			_____			
			_____			
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			_____			
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			_____			
			_____			

Requirements 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, and the events/conditions that must be fulfilled before disbursement. Typical Checklist items used by client institutions are indicated below.

FAO(s) using this Checklist:

—— —— —— —— —— —— —— —— —— —— ——

APPLICATION REQUIREMENTS CHECKLIST

Event (up to 15 char.):	**Needed for Application to be Complete for Packaging**:
Student Enrollment Status	Display student's current status; pass for Admitted Confirmed and Enrolled; fail for others
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".
——————————————	————————————————— ————————————————— ————————————————— —————————————————
——————————————	————————————————— ————————————————— ————————————————— —————————————————
——————————————	————————————————— ————————————————— ————————————————— —————————————————

Event (up to 15 char.):

— — — — — — — — — — — — — — — —

Needed for Application to be Complete for Packaging:

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DISBURSEMENT REQUIREMENTS CHECKLIST

Event (up to 15 char.):	Needed to be Complete for Disbursement:
Student Enrollment Status	Display student's current status; pass for Enrolled; fail for others
Application Status	Must be complete
Loan Default	Defaulted Loans in NSLDS data must be negative
Grant Repayments	Overpayment fields in NSLDS data must be negative
Overaward	Need-based aid must not exceed need.
Satisfactory Academic Progress	SAP status for most recent term must be adequate
———————————————	_____ _____ _____ _____
———————————————	_____ _____ _____ _____
———————————————	_____ _____ _____ _____
———————————————	_____ _____ _____ _____
———————————————	_____ _____ _____ _____

Event (up to 15 char.):   **Needed to be Complete for Disbursement**:

— — — — — — — — — — — — — —   _____

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Budget Component Worksheet

Instructions: Complete one of these worksheets for each different set of budget criteria. Identify the FAO(s) and the initial term and aid year for which this budget will be used. If you use a need analysis methodology with a different duration than the standard federal 9-month duration, define a separate budget for each methodology.

- For each component, list the student attributes on which budget amounts may vary, and the values that determine the amounts; for example, separate registration fees for undergraduate and graduate students.

- Enter the amount (plus or minus) corresponding to each value. Amounts 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.

Additional components can be defined if neeed, as values for **BUDGET_TREE.CATEG_VALUE**.

EXAMPLE

FAO(s): WP WC   **Term/Aid Year:** Fall 2006-07   **Methodology**: FM

Budget Component	Used for this type of student	Amount
Tuition & Fees	grade level undergraduate, residence in-state, enrollment full time major: everything except Nursing	2,000
	grade level undergraduate, residence in-state, enrollment full time major: Nursing	2,500
	grade level graduate, residence in-state, enrollment full time	4,000
	grade level graduate, residence out-of-state, enrollment full time	7,500
Room & Board	housing on campus	4,000
	housing off campus, full time	3,000
	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

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	Used for this type of student	Amount
Miscellaneous	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other Component 1	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other Component 2	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other Component 3	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other Component 4	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

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): define a value in the Dictionary for **DISTCODE.DIST_CODE** to identify each rule.

- **Rounding** values are Cents (round calculated amounts to the closest cent) and Whole dollar (round to closest dollar); **Overage** values are First (add dollars or cents remaining after rounding to the first distribution) and Last (add to last distribution)

- **Disbursement Points** are those defined for the schedule

- **Multiplier and Divisor** (maximum of 3 char. each for numerator and denominator) comprise the fraction of the award total to be disbursed at the corresponding point

Schedule: _____

Distribution Code	Disbursement Point ID	Title (Schedule)	Multiplier /Divisor	Disbursement Point ID	Title (Schedule)	Multiplier /Divisor
__	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
Rounding: __	__	_____	__/__	__	_____	__/__
Overage: __	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
__	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
Rounding: __	__	_____	__/__	__	_____	__/__
Overage: __	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
__	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
Rounding: __	__	_____	__/__	__	_____	__/__
Overage: __	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
__	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
Rounding: __	__	_____	__/__	__	_____	__/__
Overage: __	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__
	__	_____	__/__	__	_____	__/__

Job Aid: ARN Setup

An application requirements notification lists documents the student must submit to confirm aid eligibility. The letter text varies according to the ARN format and document statuses extracted from the student's FINANCIER records:

February 21, 2007

Emily Archer
683 Prospect Ave
Newton, MA 02458

Dear Emily:

Date *is the extract date.*

Name and address *come from the ARN extract. Empty lines in the address as extracted are suppressed by the ARN template.*

The text in the **opening** *and* **closing** *paragraphs can be tailored according to the ARN format extracted for the student. This opening applies to an entering student (format 1). Other text is designed for returning students (format 2) and for followup letters (3).*

Congratulations on your admission to xxx University!

We have received information indicating that you are interested in financial aid for the 2007-2008 academic year. In order to determine your eligibility for financial aid, we will need you to submit the following documents:

 • You have not provided all the necessary information on your Free Application for Federal Student Aid (FAFSA) . Log onto www.fafsa.ed.gov to complete or correct your FAFSA.
  • Forward a copy of your birth certificate.
  • Forward a copy of your Social Security Card.
  • Forward a copy of your marriage certificate.
  • Provide documentation supporting your disability discharge.
  • Forward documentation for proof of your citizenship.
  • Forward a copy of your driver's license.

Documents *are extracted by the ARN Extract run. The text associated with each document may vary according to the document status.*

 • You failed to answer the drug conviction question. Complete the enclosed form or log on to www.fafsa.ed.gov and complete the drug conviction question.
 • Forward copies of form SSA-1099 from the Social Security Administration that shows the amount of social security benefits received for ALL family members in 2006.
 • The National Student Loan Data System (NSLDS) indicates you are in default on a federal student loan. Please provide proof that you are no longer in default or that you have made satisfactory repayment arrangements.
 • We have received your Verification worksheet, but have not yet reviewed it to confirm that the form is complete and that we have received your parents' 2006 Federal tax form.
 • We have received a copy of your 2006 Federal tax return, but it is not a copy of the final SIGNED form.
 • Please complete the enclosed Special Condition form. Please be sure to complete all sections and provide your signature and a parent signature if dependent.

Thank you for your prompt attention to our request. Should you need additional information, contact the Financial Aid Office at (nnn) nnn-nnnn or via e-mail at financialaid@xxx.edu.

Use of a word processor provides flexible text formatting and control over the appearance of the letter.

Sincerely,
The Financial Aid Staff

ARN Template Structure and Logic

Open the merge files in Word to study their structure and relationships: ARN Template.doc, ARN_text_rqmt.doc, ARN_text_block.doc.

The **ARN Template** begins with a reference to the INCLUDETEXT files, followed by statements to supply the date, address and greeting:

Include files
{INCLUDETEXT "C:\\ARN_fields.doc" * MERGEFORMAT }
{INCLUDETEXT "C:\\ARN_text_block.doc" * MERGEFORMAT }
{INCLUDETEXT "C:\\ARN_text_reqmt.doc" * MERGEFORMAT }

Date
{letter_date \@ "MMMM d, yyyy" * MERGEFORMAT}

The notification date is the date of the extract.

Name and address
{MERGEFIELD st_nm_first } {MERGEFIELD st_nm_last }
{MERGEFIELD st_ad1_strt1 }
{MERGEFIELD st_ad1_strt2 }
{MERGEFIELD st_ad1_city } {IF {MERGEFIELD st_ad1_state } "" "" "," }
{MERGEFIELD st_ad1_state } {MERGEFIELD st_ad1_zip }

In the address, the MERGEFIELD statements refer to data identifiers from the header record in the extract file for the student's first and last names, street address, etc. The IF statement inserts a comma between the city and state.

Greeting
Dear {MERGEFIELD st_nm_first }:

Opening
The opening paragraphs are then assembled, with text varying according to the student's notification format.

{IF ARN_format = format1 "{ARN1_open * MERGEFORMAT}"
{IF ARN_format = format2 "{ARN2_open * MERGEFORMAT}"
{IF ARN_format = format3 "{ARN3_open * MERGEFORMAT}"

ARN_format is the logical name defined in ARN_fields.doc for the notification format (the field notif_format in the extract file). format1, format2 and format3 are defined in **ARN_text_block.doc** to refer to the potential values for student format–in our example, 1 (letter format to be sent to an entering student), 2 (letter for a returning student) and 3 (followup letter). The opening text for the three formats is set up as ARN1_open, ARN2_open and ARN3_open in **ARN_text_block.doc**.

Outstanding Documents After the logic for the opening text comes the logic to list the student's documents with text that corresponds to the document status:

```
{IF doc1 = findoc1 "{IF stat1 = "R" "{findoc1_r_text \* MERGEFORMAT}"
    "{IF stat1 = "I" "{findoc1_i_text \* MERGEFORMAT}"}"}"}
{IF doc2 = findoc1 "{IF stat2 = "R" "{ findoc1_r_text \* MERGEFORMAT}"
    "{IF stat2 = "I" "{findoc1_i_text \* MERGEFORMAT}"}"}"}
...
{IF doc20 = findoc1 "{IF stat20 = "R" "{findoc1_r_text\ *MERGEFORMAT}"
    "{IF stat20 = "I" "{findoc1_i_text \* MERGEFORMAT}"}"}"}
```

This block of statements is repeated for each document in use. Each findoc# corresponds to a FINANCIER document ID (defined in **ARN_text_reqmt.doc**). The logic above tests each of the 20 document fields in the ARN extract record (doc1 through doc20) for the document ID associated with the findoc#. When it finds a match, it looks at the document's status (stat#) for R(equired) or I(ncomplete) to determine what text to print.

For example, if a school's findoc1 is BIRTH, the merge logic examines each successive document field in a student's extract record for the document BIRTH – if it finds one, it looks to see if the status is R or I, and if so, prints the text that has been defined for Required or Incomplete BIRTH documents on the student's letter.

If Required is the only status that should yield a message, the text assignment logic can be simpler:

```
{IF doc1 = findoc1 "{IF stat1 = "R" "{findoc1_r_text \* MERGEFORMAT}"}"
```

doc1 through doc20 and corresponding document status fields (stat1 through stat20) are logical names defined in ARN_fields.doc to refer to the fields document1 through document20 in the ARN extract file.

Document Text The association between the document IDs and findoc#s, along with the status-specific text, is set up in **ARN_text_reqmt.doc**:

```
{SET findoc1 "*ISIR*"}
{SET findoc1_r_text " • Complete your Free Application for Federal
Student Aid on-line at www.fafsa.ed.gov.}
{SET findoc1_i_text " • Records available to Enrollment Services indi-
cate your Free Application for Federal Student Aid (FAFSA) is incomplete.
We are unable to determine your financial aid eligibility because you have
not completed the necessary information on the FAFSA.  Log onto
www.fafsa.ed.gov and make the necessary corrections."}
```

This logic sets the text to be printed if the student has no ISIR (ISIR

document is required – status R) or the ISIR is incomplete (status I).

Note that the document ID is enclosed in asterisks: {SET findoc1 "*ISIR*"}. This is to compensate for Word's inability to handle IDs that begin with numerals. The ARN Extract program puts asterisks around the document IDs when it writes the extract file.

Documents are listed on the merged letter in the order in which the findoc blocks are placed in the ARN template. In the template, this corresponds to the findoc#: findoc1 prints first, findoc2 next, etc.

Closing

Like the opening, the logic in the ARN Template for the closing paragraphs finds text associated with the notification format:

{IF ARN_format = format1 "{ARN1_close * MERGEFORMAT}"
{IF ARN_format = format2 "{ARN2_close * MERGEFORMAT}"
{IF ARN_format = format3 "{ARN3_close * MERGEFORMAT}"

The text for ARN#_close is stored in **ARN_text_block.doc**.

Adapting the Files

To create your institutional ARN mail merge files, copy and rename the templates. Modify the new files as follows:

File names and locations

[ ] At the top of your **ARN Template** file, change the names of the INCLUDETEXT files from C:\\ARN_fields.doc, C:\\ARN_text_block.doc and C:\\ARN_text_reqmt.doc to the new names and location.

ARN formats

[ ] In your **ARN_text_block** file, replace the 1, 2 and 3 format values in the {SET format} statements with your institution's ARN format values. If you have more than three formats with different opening or closing text, add {SET format4}, {SET format5}, etc. statements as needed to accommodate these values.

Opening and Closing text

[ ] In your **ARN_text_block** file, revise the text in the ARN1_open, ARN2_open and ARN3_open blocks to contain the opening paragraphs for your format1/2/3. As needed, create ARN#_open blocks for any additional formats.

Similarly, revise/add the ARN#_close and ARN_sign blocks.

Double quotes can't be used in letter text as they are used to

define the begin and end of the text block. If quotes are needed within the text, use single quotes.

Documents   Set up documents and text in your **ARN_text_reqmt** file.

[ ] Revise the {SET findoc#} statements to use the document IDs you have defined in FINANCIER. (Remember that, in the template logic as delivered, the order in which documents are assigned to a findoc# determines the print order.)

[ ] For each findoc, revise the text in the {SET findoc#_r_text} statement as needed. For documents that could have an Incomplete status, include a {SET findoc#_i_text} statement as well.

[ ] In **ARN_Template.doc**, edit the block for each findoc to be sure that the statuses match those set up for the findoc in **ARN_text_reqmt.doc**. That is, if you have text for both I and R statuses, you'll need to reference both statuses in each of the 20 IF statements that refer to that findoc# in the template:

```
{IF doc1 = findoc1 "{IF stat1 = "R" "{findoc1_r_text \* MERGEFORMAT}"
    "{IF stat1 = "I" "{findoc1_i_text \* MERGEFORMAT}"}"}"}
{IF doc2 = findoc1 "{IF stat2 = "R" "{ findoc1_r_text \* MERGEFORMAT}"
    "{IF stat2 = "I" "{findoc1_i_text \* MERGEFORMAT}"}"}"}
...
```

If you want to print a message for any document with a L (logged) status, you'll need a {SET findoc#_l_text} statement in **ARN_text_reqmt.doc** and an "{IF stat3 = "L" "{ findoc1_l_text * MERGEFORMAT}" clause inserted in each of the 20 IF statements in the findoc block for that document in **ARN_Template.doc**.

[ ] If you have more than 20 documents, add a { SET findoc#} block for each in **ARN_text_reqmt.doc** using the next available findoc# with text for each status to be printed.

In **ARN_Template.doc** add a findoc block of 20 IF statements to test each of the student's extracted requirement/status combination against the new findoc# and print the corresponding document text.

Document Print   There are two ways to manage the order in which documents are
Order   printed in the ARNs.

The most straightforward way to dictate the print order on initial implementation is to retain the template logic as delivered, by

assigning findoc#s in order as intended for printing. However, depending on the complexity of your template logic, this may not be a practical way to maintain the appropriate order over time.

If Required is the only status used for all the documents, or if Required and Incomplete are used for all – if the logic in the template is identical for all documents – it will be manageable to leave the template logic in its original order, and shuffle the assignment of document IDs to findoc#s to dictate print order.

However, if different statuses are used for different documents, then it will be inconvenient and unwieldy to change the document-to-findoc assignments. In this situation, the recommended method is to assign each new document ID to the next available findoc# and rearrange the order of the findoc blocks in the template to accomplish the intended ordering.

ARN Extract Fields

The following fields are represented in the data file produced by the ARN Extract:

Source field in FINANCIER	Field ID in extract file header	Logical name in template
ARN Extract format selection parameters (p_i_fmt, p_f_fmt, p_c_fmt)	ifc_indicator	
AIDYEAR.AY_NOT_I_FMT AIDYEAR.AY_NOT_F_FMT AIDYEAR.AY_NOT_C_FMT	notif_format	ARN_format
ARN Extract aid year parameter (p_aid_year)	aid_year aid_year_trans	aid_year_trans
ARN Extract FAO parameter (p_fao)	fao	
AIDYEAR.AY_NOT_TOTAL	notif_total	
AIDYEAR.AY_NOT_DATE	notif_date	
STUDENT.ST_SID	st_sid	
STUDENT.ST_SSN	st_ssn	

STUDENT.ST_NM_LAST
  ST_NM_FIRST
  ST_NM_MI
  ST_NM_SUFFIX
  ST_NM_TITLE
	st_nm_last
	st_nm_first
	st_nm_mi
	st_nm_suffix
	st_nm_title	

Source field in FINANCIER	Field ID in extract file header	Logical name in template
STUDENT.ST_EMAIL	st_email	
STUDENT.ST_DOB	st_dob	
STUDENT.st_ad1_strt1 st_ad1_strt2 st_ad1_city st_ad1_state st_ad1_cntry st_ad1_zip (a set of st_ad2 fields is also extracted)	st_ad1_strt1 st_ad1_strt2 st_ad1_city st_ad1_state st_ad1_cntry st_ad1_zip (and st_ad2 set)	
REQUIREMENT.DOCUMENT (first 20 assigned) (translations)	document1 thru document20 doc_trans1 thru doc_trans20	doc1 thru doc20
REQUIREMENT.RE_STAT (for first 20 assigned documents)	re_stat1 thru re_stat20	stat1 thru stat20

Job Aid: AN Setup

An aid notification lists awards being offered to the student, and might include information about the aid programs or instructions for accepting the aid components. An aid denial might explain why certain aid for which the student applied cannot be offered.

The letter text varies according to the specific format and awards extracted from the student's FINANCIER records. The two sample letters that follow illustrate the content of an initial award letter and a denial:

March 8, 2007

Date *is the extract date.*

Name and address *come from the AN extract. Empty lines in the address as extracted are suppressed by the AN template.*

The text in the **opening** *and* **closing** *paragraphs can be tailored according to the AN format extracted for the student. This opening applies to an entering student (format E). Other text is designed for returning students (format R) and for followup letters (F) and denial letters (C, S or N)*

Michael Allison
19 Jenny Ct
Freehold, MT 08401

Dear Michael:

Congratulations again on your admission to xxx University. On preliminary review of your federal application for financial aid and the supporting documents that you have submitted, we have estimated that you are eligible for the following financial aid for the 2007-2008 academic year:

Awards *are extracted by the AN Extract. Disbursement point headings and totaling are set up in the template.*

Messages *can be defined for each fund.*

	Fall	Spring
Alternative Loan	$ 1,000.00	$ .00
FFELP Stafford Subs	600.00	.00
Pell Grant	1,250.00	.00
Total	**$ 2,850.00**	**$ .00**

  • Please be aware that while your subsidized Stafford loan is interest-free while you remain in school, it is a loan that must be repaid once you are no longer enrolled.
  • Please visit the university website using the enclosed instructions to find more information about Pell Grants.

Please contact the Financial Aid Office at (nnn) nnn-nnnn or via e-mail at financial-aid@xxx.edu, or visit the university website using the enclosed instructions, to accept or decline each component of your financial aid.

Use of a word processor provides flexible text formatting and control over the appearance of the letter.

Sincerely,
The Financial Aid Staff

March 8, 2007

Michael Allison
19 Jenny Ct
Freehold, MT 08401

Dear Michael:

On review of your federal application for financial aid and your academic record, we find that you are not making progress toward your degree as required to maintain eligibility for federal, state, or institutional financial aid.

If you have questions regarding your academic status, please contact your academic adviser. You may contact the Financial Aid Office at (nnn) nnn-nnnn or via e-mail at financial-aid@xxx.edu, or visit the university website using the enclosed instructions, to review financial aid eligibility requirements.

Sincerely,
The Financial Aid Staff

Date *is the extract date.*

Name and address *come from the AN extract. Empty lines in the address as extracted are suppressed by the AN template.*

The text in the **opening** *and* **closing** *paragraphs can be tailored according to the AN format extracted for the student. This opening and closing apply to a student denied aid because unsatisfactory acadmic progress (format S)*

The **Award** *and* **Message** *blocks are suppressed if no awards are extracted for the student.*

Denial letters can be tailored according to the reason for the denial by defining a notification format for each reason, and composing the corresponding opening and closing text.

AN Template Structure and Logic

Open the merge files in Word to study their structure and relationships: AN Template.doc, AN_text_fund.doc, AN_text_block.doc.

The **AN Template** begins with a reference to the INCLUDETEXT files, followed by statements to supply the date, address and greeting:

Include files
{INCLUDETEXT "C:\\AN_fields.doc" * MERGEFORMAT }
{INCLUDETEXT "C:\\AN_text_block.doc" * MERGEFORMAT }
{INCLUDETEXT "C:\\AN_text_fund.doc" * MERGEFORMAT }

Date
{letter_date \ @ "MMMM d, yyyy" * MERGEFORMAT}

The notification date is the date of the extract.

Name and address
{MERGEFIELD st_nm_first } {MERGEFIELD st_nm_last }
{MERGEFIELD st_ad1_strt1 }
{MERGEFIELD st_ad1_strt2 }

{MERGEFIELD st_ad1_city } {IF {MERGEFIELD st_ad1_state } "" "" "," }
{MERGEFIELD st_ad1_state } {MERGEFIELD st_ad1_zip }

In the address, the MERGEFIELD statements refer to data identifiers
from the header record in the extract file for the student's first and
last names, street address, etc. The IF statement inserts a comma
between the city and state.

Greeting   Dear {MERGEFIELD st_nm_first }:

Opening   The opening paragraphs are then assembled, with text varying
according to the student's notification format.

{IF AN_format = format1A "{AN1_open * MERGEFORMAT}"
{IF AN_format = format2A "{AN2_open * MERGEFORMAT}"
{IF AN_format = format3A "{AN3_open * MERGEFORMAT}"
{IF AN_format = format1D "{DN1_open * MERGEFORMAT}"
{IF AN_format = format2D "{DN2_open * MERGEFORMAT}"
{IF AN_format = format3D "{DN3_open * MERGEFORMAT}"

AN_format is the logical name defined in AN_fields.doc for the noti-
fication format (the field notif_format in the extract file). format1A,
format2A, etc. are defined in **AN_text_block.doc** to refer to the
potential values for student format. In our example, there are three
formats for award letters and three for denial letters.

- Award letter formats: E (format for the initial letter to be sent to
  an entering student), R (initial letter for a returning student) and
  F (followup letter).

- Denial letter formats: C (format for denial based on insufficient
  enrollment level), S (denial based on failure to achieve satisfac-
  tory academic progress) and N (denial based on low need)

The opening text for the six formats is set up in
AN_text_block.doc, as AN1_open, AN2_open, AN3_open,
DN1_open, DN2_open and DN3_open.

Awards   After the logic for the opening text comes the logic to list the stu-
dent's awards:

{IF total_off = " " "   **Fall   Spring**"}
{IF fund1 = " " " "
"   { fund1_name * MERGEFORMAT} {off1_d1 * MERGEFORMAT}
{off1_d2 * MERGEFORMAT}"
{IF fund2 = " " " "
"   { fund2_name * MERGEFORMAT} {off2_d1 * MERGEFORMAT}
{off2_d2 * MERGEFORMAT}"

```
...
{IF fund15 = " " " "
"      { fund15_name \* MERGEFORMAT} {off15_d1 \* MERGEFORMAT}
{off15_d2 \* MERGEFORMAT}"
{IF total_off = " " " "
"          Total   {total_off_d1 \* MERGEFORMAT}       {total_off_d2
\* MERGEFORMAT}"}
```

The statement {IF total_off = " "...} causes the award listing to be suppressed if the student does not have any awards extracted; for students with awards it provides tabular formatting, headings for the disbursement points (Fall and Spring in our example), and totals for each disbursement point.

For each fund in the AN extract file, the fund name and offer amounts for the disbursement points in use, Fall and Spring, are listed in the print order specified on the fund.

fund1 through fund15 and the corresponding offer amount fields (off1_d1 and off1_d2 through off15_d1 and off15_d2) and offer total fields are logical names defined in AN_fields.doc to refer to fields in the extract file.

Fund Message Text   The fund-specific text that follows the list of awards is set up in **AN_text_fund.doc**:

```
{SET msgfund1 "*PELL*" }{SET msgfund1_text " • Please visit the uni-
versity website using the enclosed instructions to find more information
about Pell Grants.}
```

The fund ID is enclosed in asterisks to compensate for Word's inability to handle IDs that begin with numerals. The AN Extract program puts asterisks around the fund IDs when it writes the extract file.

The **AN Template** logic checks the fund IDs of the student's funds against the fund IDs set for the msgfund#s in **AN_text_fund.doc**. If a msgfund# is found for the fund, the corresponding msgfund1_text is merged in the letter.

```
{IF fund1 = msgfund1 " { msgfund1_text \* MERGEFORMAT}"}
{IF fund1 = msgfund2 " { msgfund2_text \* MERGEFORMAT}"}
{IF fund1 = msgfund3 " { msgfund3_text \* MERGEFORMAT}"}
{IF fund1 = msgfund4 " { msgfund4_text \* MERGEFORMAT}"}
{IF fund1 = msgfund5 " { msgfund5_text \* MERGEFORMAT}"}
```

This block of text is repeated in the template to accommodate the maximum of 15 funds that can be extracted and listed. The fund

messages appear in the letter in the same order as the funds.

The block contains an IF statement for each msgfund defined in **AN_text_fund.doc**. There are five sample msgfunds defined in the file as delivered.

Closing   Like the opening, the logic in the AN Template for the closing paragraphs finds text associated with the notification format:

```
{IF AN_format = format1A "{AN1_close \* MERGEFORMAT}"
{IF AN_format = format2A "{AN2_close \* MERGEFORMAT}"
{IF AN_format = format3A "{AN3_close \* MERGEFORMAT}"
{IF AN_format = format1D "{DN1_close \* MERGEFORMAT}"
{IF AN_format = format2D "{DN2_close \* MERGEFORMAT}"
{IF AN_format = format3D "{DN3_close \* MERGEFORMAT}"
```

The close text for each format option is stored in **AN_text_block.doc**.

Adapting the Files

To create your institutional AN mail merge files, copy and rename the templates. Modify the new files as follows:

File names and locations   [ ] At the top of your **AN Template** file, change the names of the INCLUDETEXT files from C:\\AN_fields.doc, C:\\AN_text_block.doc and C:\\AN_text_reqmt.doc to the new names and location.

AN formats   [ ] In your **AN_text_block** file, replace the format values in the {SET formatxx} statements with your institution's AN format values; delete any unneeded statements. If you have more than three formats for award letters or denials, add {SET format4A}, {SET format4D}, etc. statements as needed to accommodate these values.

Opening and Closing text   [ ] In your **AN_text_block** file, revise the text in the AN1_open, AN2_open and AN3_open blocks to contain the opening paragraphs for your format1A/2A/3A. As needed, create AN#_open blocks for any additional formats.

If you are using denial formats, revise the text in the DN1_open, DN2_open and DN3_open blocks to contain the opening paragraphs for your format1D/2D/3D. As needed, create DN#_open blocks for any additional formats.

Similarly, revise/add the AN#_close and DN#_close blocks and

the AN_sign block.

Double quotes can't be used in letter text as they are used to define the begin and end of the text block. If quotes are needed within the text, use single quotes.

Awards Based on up to six disbursement points for which offer amounts may be extracted, modify the disbursement headings in the **AN Template**.

Award Messages Set up funds and text in your **AN_text_fund** file.

[ ] Revise the {SET msgfund#} statements to use the fund IDs you have defined in FINANCIER for the corresponding aid programs. Revise the corresponding text in the {SET msgfund#_text} statement as needed.

[ ] Add other fund messages as needed. Enter a {SET msgfund#} and {SET msgfund#_text} statement for each using the next available msgfund# number.

In **AN_Template.doc**, at the end of each of the 15 blocks that tests the fund ID against the msgfund#, add an IF statement for each of the new msgfund#s. For example, the block for fund1 would look like:

```
{IF fund1 = msgfund1 " { msgfund1_text \* MERGEFORMAT}"}
{IF fund1 = msgfund2 " { msgfund2_text \* MERGEFORMAT}"}
{IF fund1 = msgfund3 " { msgfund3_text \* MERGEFORMAT}"}
{IF fund1 = msgfund4 " { msgfund4_text \* MERGEFORMAT}"}
{IF fund1 = msgfund5 " { msgfund5_text \* MERGEFORMAT}"}
{IF fund1 = msgfund6 " { msgfund6_text \* MERGEFORMAT}"}
{IF fund1 = msgfund7 " { msgfund7_text \* MERGEFORMAT}"}...
```

AN Extract Fields

The following fields are represented in the data file produced by the AN Extract:

Source field in FINANCIER	Field ID in extract file header	Logical name in template
AN Extract format selection parameters (p_i_fmt, p_f_fmt, p_c_fmt)	ifc_indicator	

Source field in FINANCIER	Field ID in extract file header	Logical name in template
AIDYEAR.AY_NOT_I_FMT AIDYEAR.AY_NOT_F_FMT AIDYEAR.AY_NOT_C_FMT	notif_format	AN_format
AN Extract aid year parameter (p_aid_year)	aid_year aid_year_trans	aid_year_trans
AN Extract FAO parameter (p_fao)	fao	
AIDYEAR.AY_NOT_TOTAL	notif_total	
AIDYEAR.AY_NOT_DATE	notif_date	
STUDENT.ST_SID	st_sid	
STUDENT.ST_SSN	st_ssn	

STUDENT.ST_NM_LAST
  ST_NM_FIRST
  ST_NM_MI
  ST_NM_SUFFIX
  ST_NM_TITLE
	st_nm_last
	st_nm_first
	st_nm_mi
	st_nm_suffix
	st_nm_title	

STUDENT.ST_EMAIL	st_email	

STUDENT.st_ad1_strt1
  st_ad1_strt2
  st_ad1_city
  st_ad1_state
  st_ad1_cntry
  st_ad1_zip
(a set of st_ad2 fields is also extracted)
	st_ad1_strt1
	st_ad1_strt2
	st_ad1_city
	st_ad1_state
	st_ad1_cntry
	st_ad1_zip
	
	(and st_ad2 set)	

AIDYEAR_DET.AY_BUDGET AIDYEAR_DET.AY_FC AIDYEAR_DET.AY_SC AIDYEAR_DET.AY_PC AIDYEAR_DET.AY_NEED	ay_budget ay_fc ay_sc ay_pc ay_need	
BUDGET_DET.BU_COMP BUDGET_DET.BU_COMP_AMT	bud_comp1 bud_comp_amt1 (20 sets for 20 budget components)	
AWARD_TOTAL_SUMMARY.AW_OFF ?	tot_off tot_off_d1 thru tot_off_d6	

Source field in FINANCIER	Field ID in extract file header	Logical name in template
AWARD_DET.FIN_KEY_F AWARD_DET.AW_D_OFF	fund_id1 fu_trans1 aw_off1_d1 thru aw_off1_d6 (15 sets for 15 funds)	

TRAINING 3: FUNDS AND AUXILIARY RECORDS

In this session we address the setup and maintenance of the financial aid funds on which award processing depends.

Objectives

In this session you will learn how to set up the funds that represent your financial aid programs:

- Collect fund information and create fund records

- Collect and enter information on fund donors, lenders (for loan funds) employers (for job funds)

You will learn how to perform the financial aid tasks involved in fund management:

- Maintain fund notes

- Monitor fund balances

- Review audit information

Getting Ready

To prepare for this training visit, please take some time to read the Fund Management topics in the Help Library.

Worksheets

The worksheets on page 75 through page 80 are provided to assist you in organizing and gathering information for the fund definition and awarding setup activities covered in this session. Copy and distribute as needed.

Page Prints

On page A-30 through page A-35 you'll find images of the FINANCIER Fund Management web pages covered in this session. You may find these convenient for notetaking during the training presentations and discussion.

Moving Forward

Continue with implementation of funds, donors and employers.

Fund Definition Worksheet

Fund Attributes

Fund name: [   ]   Accounts: [   ] [   ]

Attributes

Aid source: [   ]
Aid type: [   ]
Aid program: [   ]
Transcript: [   ]

Aid Notifications

Print on ANs / Order: [   ] [   ]

Fund message text:
[   ]

Disbursement

Student Accounts: Account number:
[   ]   [   ]

Student Loans: Sub-acct number:
[   ]   [   ]

Check: Disb status: [   ]   Snapshot: [   ]
         Clock hours: [   ]

Awarding

Fund status: [   ]
Freeze offers: [   ]
Freeze disburse: [   ]
Limit awards: [   ]
Allow awards: [   ]

Replacement rule: Fund:
[   ]   [   ]

Rollup fund: [   ]

Meets need: [   ]
Replaces FC: [   ]
Offsets Stafford: [   ]

Default distrib: [   ]

Program annual: [   ]
Lifetime maximum: [   ]

Fund Requirements

Document	Period	Affects Status

```
        Fund Utilization Screen fields
  (Complete only if Limit Awards = N or G)
Offer Limit:          _____

Disbursement Limit: _____
```

```
Depending on aid type:
Donor:      _____ (for Grant funds)

Lender:     _____ (for Loan funds)

Employer: _____ (for Job funds)

Authorization format: _ (for Job funds)
```

(Note: IDs for Donors, Lenders and Employers should be set up in the corresponding tables–see worksheet on page 80)

Fund Attributes Worksheet

Instructions: Review the value sets for the following fund attribute fields.

AID SOURCE

The Aid Source is used in the packaging process. Base system values listed are listed below; do not change these, but you may enter any additional values that may be needed.

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

F   Federal

I   Institutional

P   Private

S   State

<u>O </u>   <u>Other</u> (can be added if useful)

____   —————————————————————

____   —————————————————————

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 values as needed.

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

G   Grant

J   Job

L   Loan

O   Other resource

——————————————————————

——————————————————————

AID PROGRAM

The Aid Program field is used in packaging and awarding; for federal programs, it is linked to processing controls and defaults in the Loan Types table, Grant Types table or Work Types table. Please append any institutional programs with special processing rules. 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
GP	FFELP Loan-PLUS
GS	FFELP Loan-Sub
GU	FFELP Loan-Unsub
GX	FFELP-Ext Unsub
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

Besides standard documents required for disbursement, there may be requirements associated with a particular fund, perhaps imposed by the lender, donor or employer, or based on institutional policy. For example, a donor may request a follow-up grade report for students awarded from the fund.

Use the Standard Documents Worksheet (page 48) to list fund-specific documents.

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.)**

____   _____

____   _____

____   _____

____   _____

AWARD DISTRIBUTION CODES

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

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

A   Even AcadYear split

1   All in Fall

2   All in Winter

3   All in Spring

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Auxiliary Entities Worksheet

Instructions: The Auxiliary tables contain information on other Institutions, Lenders/Servicers, 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, 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.

The entity ID (Parent ID, Donor ID, etc.), by which each record is identified, has a maximum of 9 characters. For each entity 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 auxiliary 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)

<u>Example:</u>

```
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
```

```
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:  _____
```

TRAINING 4: AWARDING AND PACKAGING

This session prepares you to handle award packaging and notification functions.

Objectives

In this session you will learn how to set up packaging traits, pools and calculation logic.

You'll review your setup of awarding parameters: loan types and award distribution rules, and review your award letter setup.

You will learn how to perform the financial aid tasks involved in award processing:

- Run the volume award packaging process, review and post results

- Send aid notifications and denials and monitor responses

- Work with an individual student's package, handling offers, acceptances, rejections and cancellations

Getting Ready

To prepare for this training visit, please take some time to read the Awarding topics in the Help Library.

Read the topics "Define Traits," "Define Pools" and "Define Packaging Calculations" under the System Functions>Setup Information menu. Review the topics "Define Loan Types" and "Define Award Distribution Rules."

Worksheets

The worksheets beginning on page 84 are provided to assist you in organizing and gathering information for the packaging setup activities covered in this session. Copy and distribute as needed.

Packaging Starter Set

The job aids beginning on page 91 contain guidelines and procedures for implementing packaging. They describe the basic setup delivered by WolffPack for packaging the federal programs; you can use them to learn

about the WolffPack design and to work out any institutional modifications needed.

Page Prints

On page A-36 through page A-41 you'll find images of the FINANCIER Awarding web pages covered in this session. You may find these convenient for notetaking during the training presentations and discussion.

Moving Forward

Continue with implementation of packaging requirements and volume processing jobs.

Packaging Trait Definition Worksheet: Example

Instructions: Complete a worksheet for each trait you will need to represent the eligibility criteria for your packaging pools. Provide the information to identify the trait, then list each student characteristic with the corresponding attribute and value to be used in building the trait tree.

FAO: __UG__   Aid year: __2007-08__   Use for: Packaging _x_

Trait name (50 char): <u>Acheson elig</u>   Volume Proc ___ Checklist ___

Trait description: <u>Acheson Nursing Scholarship eligibility</u>   Pool(s): <u>Acheson Nurs Schol</u>

Student characteristics (from Packaging Pool Definition worksheet)	or	Attribute(s)	= > <	Value(s)
Nursing student		STUDENT.ST_AC_MAJ	=	Nursing
Junior		STUDENT.ST_AC_CLS	=	Junior
with Jr Application document completed	or	REQUIREMENT. NSCHOLAPPJ	=	Complete
Senior		STUDENT.ST_AC_CLS	=	Senior
with Jr Application document completed,	or	REQUIREMENT. NSCHOLAPPJ	=	Complete
with a Sr Application completed, if there is no completed Jr Application on file		REQUIREMENT. NSCHOLAPPJ REQUIREMENT. NSCHOLAPPS	= =	Not Complete Complete
EFC less than $3000		ISIR_xxyy.IS_S_FC1	<	3000

Packaging Trait Definition Worksheet: Example

Instructions: Complete a worksheet for each trait you will need to represent the eligibility criteria for your packaging pools. Provide the information to identify the trait, then list each student characteristic with the corresponding attribute and value to be used in building the trait tree.

FAO: __UG__   Aid year: __2007-08__   Use for: Packaging _x_
Trait name (50 char): <u>Resident Johnson County</u>   Volume Proc ___ Checklist ___
Trait description: <u>Resident of Johnson County</u>   Pool(s): <u>Johnson Cty Schol</u>

Student characteristics (from Packaging Pool Definition worksheet)	Attribute	= > <	Value
Resident of Johnson County	STUDENT.COUNTY	=	134

FAO: __UG__   Aid year: __2007-08__   Use for: Packaging _x_
Trait name (50 char): <u>Undergrad GPA</u>   Volume Proc ___ Checklist ___
Trait description: <u>Undergrad with GPA>3.0</u>   Pool(s): <u>Johnson Cty Schol</u>

Student characteristics (from Packaging Pool Definition worksheet)	Attribute	= > <	Value
Undergraduate	STUDENT.ST_AC_CLS	=	not Graduate or Professional
First baccalaureate	FEDERAL_0708.FE_S_BACH _DEG	=	No
GPA > 3.0			
Freshmen	STUDENT.ST_AC_CLS	=	Freshman
High school GPA > 3.0	STUDENT.ST_GPA_HS	>	3.0
Sophmores, juniors and seniors	STUDENT.ST_AC_CLS	=	Soph or Jr or Sr
Prev Spring Term GPA > 3.0	STUDENT.ST_RT2_GPA	>	3.0

Packaging Trait Definition Worksheet

Instructions: Complete a worksheet for each trait you will need to represent the eligibility criteria for your packaging pools. Provide the information to identify the trait, then list each student characteristic with the corresponding attribute and value to be used in building the trait tree.

FAO: _____   Aid year: _____   Use for: Packaging _x_

Trait name: (50 char): _____   Volume Proc ___ Checklist ___

Trait description: _____   Pool(s): _____

Student characteristics (from Packaging Pool Definition worksheet)	Attribute	= > <	Value

Packaging Pool Definition Worksheet: Example

Instructions: Complete a worksheet for each pool you want to be included in automated packaging. Identify the FAO, Term(s) and Aid Year for which the pool should be packaged.

FAO: ___UG___   Term/Aid year: _Fall and Spring 2007-08_ Priority ___40___

Pool Name: (50 char): <u>Johnson Cty Schol</u> Description: <u>Johnson County Resident Scholarship</u>

List the eligibility criteria–the student characteristics that will be used to define the traits associated with this pool. **Use these criteria to complete the Packaging Traits worksheets.** List the funds that comprise the pool's resources.

Student Eligibility Characteristics
Resident of Johnson County
GPA of better than 3.0
Undergraduate with no baccalaureate

Funds
Hamilton Family Endowment
Johnson County Grant

All funds should have the same setting as the pool for:
__x_ Meets need (awards from the fund decrease the student's remaining need)
____ Replace FC, SC or PC (award can be used to replace the family contribution)
____ Offset Stafford (award reduces eligibility for Stafford loans)

Awards from the pool should be limited by (check one):
__x_ Need   ____ Cost of attendance   ____ No limit

List requirements for calculating the award amount. **(Use these criteria to complete the Pool Award Calculation Logic worksheet.)**

Student Group	Award Calculation Logic
Eligible freshmen and sophomores	Award lesser of $1000 or 25% of need
Eligible juniors	Award lesser of $2000 or 30% of need
Eligible seniors	Award lesser of $3000 or 35% of need

Pool Definition Worksheet

Instructions: Complete a worksheet for each pool you to be included in automated packaging. Identify the FAO, Term(s) and Aid Year for which the pool should be packaged.

FAO: _____   Term/Aid year: _____   Priority_____

Pool Name: (50 char): _____   Description _____

List the eligibility criteria–the student characteristics that will be used to define the traits associated with this pool. **Use these criteria to complete the Packaging Traits worksheets.** List the funds that comprise the pool's resources.

Student Eligibility Characteristics

Funds

All funds should have the same setting as the pool for:
_____ Meets need (awards from the fund decrease the student's remaining need)
_____ Replace FC, SC or PC (award can be used to replace the family contribution)
_____ Offset Stafford (award reduces eligibility for Stafford loans)

Awards from the pool should be limited by (check one):
_____ Need   _____ Cost of attendance   _____ No limit

List requirements for calculating the award amount. **Use these criteria to complete the Pool Award Calculation Logic worksheet.**

Student Group	Award Calculation Logic

Packaging Pool Award Calculation Worksheet: Example

Instructions: Complete a worksheet for each packaging pool describing the logic by which award amounts are calculated: what groups of students should get what amounts.

FAO: __UG__   Aid year: __2007-08__   Pool: <u>Johnson Cty Schol</u>

Student Group (from Packaging Pool Definition worksheet)	or	Attribute(s)	= > <	Value(s)
Freshmen and sophmores		STUDENT.ST_AC_CLS	=	Freshman or Sophomore
Juniors		STUDENT.ST_AC_CLS	=	Junior
Senior		STUDENT.ST_AC_CLS	=	Senior

Award Calculation Logic (from Packaging Pool Definition worksheet)	Formula or Calculation
lesser of $1000 or 25% of need	
lesser of $2000 or 30% of need	
lesser of $3000 or 35% of need	

Packaging Pool Calculation Worksheet

Instructions: Complete a worksheet for each packaging pool describing the logic by which award amounts are calculated: what groups of students should get what amounts.

FAO: _____ Aid year: _____ Pool: _____

Student characteristics or	Amount

Student characteristic(s) or	Attribute(s)	= > <	Value(s)

Amount	Formula or Calculation

JOB AIDS: SETUP FOR PACKAGING OF FEDERAL PROGRAMS

These job aids walk you through a basic, generic packaging setup, explaining the factors to consider in implementing packaging pools, traits and awarding logic for federal aid programs, and providing realistic examples to serve as guidelines and source materials.

The federal aid programs included in the discussion are:

- Federal Pell Grant

- Federal Supplemental Educational Opportunity Grant

- Federal Work Study

- Perkins Loan

- Americorp benefits

- Chapter 30 Veteran benefits

- Subsidized Stafford Loan (FFELP or Direct Lending student loans)

- Unsubsidized Stafford Loan (FFELP or Direct Lending student loans)

To show how state and institutional grants might fit in, we include an example of these as well.

For each program you'll find a summary of appropriate pool settings, suggested eligibility traits and basic examples of award amount calculation logic.

Prerequisites

To be ready for packaging setup you should have:

- Completed training sessions on funds and awarding, the use of traits and pools in packaging, and the mechanics of tree-building in FINANCIER

- Familiarized yourself with the associated documentation:

  Help>Financial Aid Functions>Fund Management>Create a Fund

  Help>Financial Aid Functions>Awarding>Post Awards

  Help>Financial Aid Functions>Packaging>all topics

  Help>System Functions>Setup Information>Define Traits/Define Pools/Define Packaging Calculations

- Completed the implementation of budgets and basic application and awarding controls (FAO, schedules, distribution rules, loan types)

- Loaded funds for packagable aid programs

- Tested the Student Interface to ensure that fields used in packaging (especially any fields added by your institution) are being populated as intended

- Manually awarded any need-based scholarships or other aid handled outside of the packaging process

Job Aid 15: Pool Priorities

The priority on a packaging pool determines the order in which the pool is evaluated by the Packaging process. The purpose of this activity is to ensure that pools are set up to be packaged in the intended order.

[ ] For each of your packagable aid programs, note if other aid must be packaged first.

[ ] Assign priority numbers in ascending order, leaving "room" between numbers for later insertions. For example, 10 for the program to be packaged first, 20 for the next, etc.

Things to Consider
- Typically you would want entitlement aid, such as Pell Grants, to be evaluated first.

- Often subsidized Stafford loans are evaluated after entitlement and state aid, and unsubsidized Stafford are packaged last. Regardless of where you place the Stafford pools relative to other aid, the Subsidized Stafford pool *must* precede the Unsubsidized Stafford pool.

- Can you package Americorp and Veteran benefits, or will you award these manually? This may depend on how early in the process you can identify benefiting students and certify their information. If all necessary information is available at the time of packaging, these programs can be packaged.

- Subsidized Stafford loans should be evaluated *after* Veteran Benefits have been awarded (because the program for calculating subsidized Stafford amounts takes explicit account of any benefit amounts). Either the manual awards for veteran benefits should be in place, or the Veteran Benefits pool should have a lower packaging priority number.

Example
For the purpose of these job aids, pool priorities have been ordered as:

Federal Pell Grant	10
State Grant	20
FSEOG	40
Institutional Grant	50
Americorp benefits	80
Chapter 30 Veteran benefits	80
Subsidized Stafford Loan	100

Federal Work Study   110
Perkins Loan   120
Unsubsidized Stafford Loan 200

In the example, Americorp and Veteran Benefits have the same priority level; both are set up to be packaged after the grants and scholarships and before the loans, but either can be packaged before the other.

Job Aid 16: Eligibility Trait(s) for Federal Funds

Regulatory Requirements Consider whether all federal requirements concerning students' eligibility for federal funds have been adequately checked by your applications requirements documents and checklist. If not, you can define trait(s) for any federal requirements that should be checked before packaging, and attach these traits to the federal program packaging pools.

Degree Program To check that the student is in an eligible degree program:

Attribute: STUDENT.ST_AC_DEG
Value: multi-value node that includes all eligible degrees (BA, BS, etc.)

SSA Match To check that the student's name, SSN and date of birth have been confirmed by the Social Security Administration:

Attribute: ISIR_xxyy.IS_C_MATCH_SSN
Value: SSN/name/DOB match

NSLDS Match To check that the student's grant and loan status have been verified by NSLDS:

Attribute: ISIR_xxyy.IS_C_MATCH_NSL
Value: Eligible for Title IV

Citizenship To check that the student is a U.S. citizen or eligible noncitizen, and that eligible noncitizens have been DHS-confirmed:

Attribute: ISIR_xxyy.IS_C_MATCH_CIT
Value: U.S. citizen
Value: not a U.S. citizen
  Attribute: FEDERAL_xxyy.FE_S_CIT
  Value: Eligible noncitizen
    Attribute: ISIR_xxyy.IS_C_MATCH_DHS
    Value: Citizenship confirmed
    Value: Citizenship not confirmed
      Attribute: ISIR_xxyy.IS_C_MATCH_DHS2
      Value: Citizenship status confirmed by DHS

Selective Service To check that male students have complied with selective service registration:

Attribute: STUDENT.ST_SEX

Value: Female
Value: Male
　Attribute: ISIR_xxyy.IS_C_VER_SS
　Value: multi-value set to include values for confirmed and exempt

High School Diploma

To check that the student is a high school graduate or equivalent:

Attribute: FEDERAL_xxyy.FE_S_HS_GED
Value: HS/GED completed

Drug Conviction

To check response to the Drug Conviction question:

Attribute: FEDERAL_xxyy.FE_S_DRUG
Value: Eligible

SAP

To check that the student has maintained adequate academic progress:

Attribute: AIDYEAR_SAP.AY_S_SAP
Value: Satisfactory

Institutional Requirements

You may also have institution-specific requirements that apply to more than one program.

- To limit eligibility to undergraduates:

Attribute: STUDENT.ST_AC_CLS
Value: multi-value set to include freshmen, sophomore, juniors and seniors

- To offer programs with limited funds to first applicants, based on the ISIR receipt date:

Attribute: STUDENT.ST_AC_CLS
Value: freshmen
　Comparison: for freshmen:
to_date(ISIR_XXYY.is_c_orig_date,'YYYYMMDD') < '02 apr 2007'

Value: a multi-value set for other undergraduates
　Comparison: for other undergrads:
to_date(ISIR_XXYY.is_c_orig_date,'YYYYMMDD') < '02 may 2007'

- To check that the student has completed all application require-
  ments and has not yet been packaged:

Attribute: AIDYEAR.AY_A_STAT
Value: Complete
  Attribute: AIDYEAR.AY_P_STAT
  Value: Not yet packaged
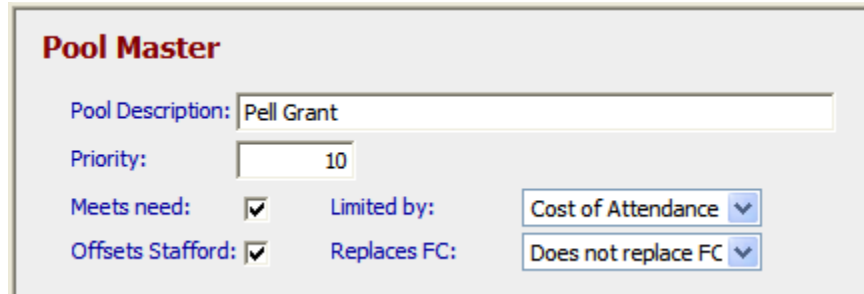
Job Aid 17: Pell Grant Packaging

Fund and Pool   [ ]   Define a packaging pool for awarding Pell and set pool flags. Use the Priority from Job Aid 1.

[ ]   Check that the Pell fund has the same settings for Meets Need, Offsets Stafford and Replaces FC.

On the Pell fund, set Auto Accept Awards to Yes.

[ ]   Assign the fund to the pool, and assign the pool's traits as follows.

Eligibility Traits   [ ]   Define a trait that tests for students with the "Pell eligible" flag set on their ISIRs:

Attribute: ISIR_xxyy.IS_C_PELL_ELIG
Value: Eligible

[ ]   Apply general eligibility trait(s) as needed from Job Aid 2.

Packaging Tree Logic   In the PL/SQL package WPL_PKG, WolffPack provides functions to calculate Pell awards for full time, three-quarter time, half time and less than half time enrollment over an aid year, using the COA and EFC calculated for the FM(9) need analysis calculation. To use these calculations you will need to:

[ ]   Define the Pell pool tree structure with at least one node for each enrollment level, to which the code to call the corresponding Pell calculation can be attached.

For example, the following tree assumes a two-term aid year. There is a branch for each of the two terms, built using the attributes STUDENT.ST_RT1_TIM and STUDENT.ST_RT2_TIM. Under each term's branch are the values representing the four enrollment levels:

Packaging Tree

```
□ PELL
  □ Term Enrollment Time Status (student.st_rt2_tim)
      Full-time [C]
      Three-quarter-time [C]
      Half-time [C]
      Less than half-time [C]
  □ Term Enrollment Time Status (student.st_rt1_tim)
      Three-quarter-time [C]
      Full-time [C]
      Half-time [C]
      Less than half-time [C]
```

○ all pools   ⦿ tree mode
⦿ one pool   ○ calculations mode
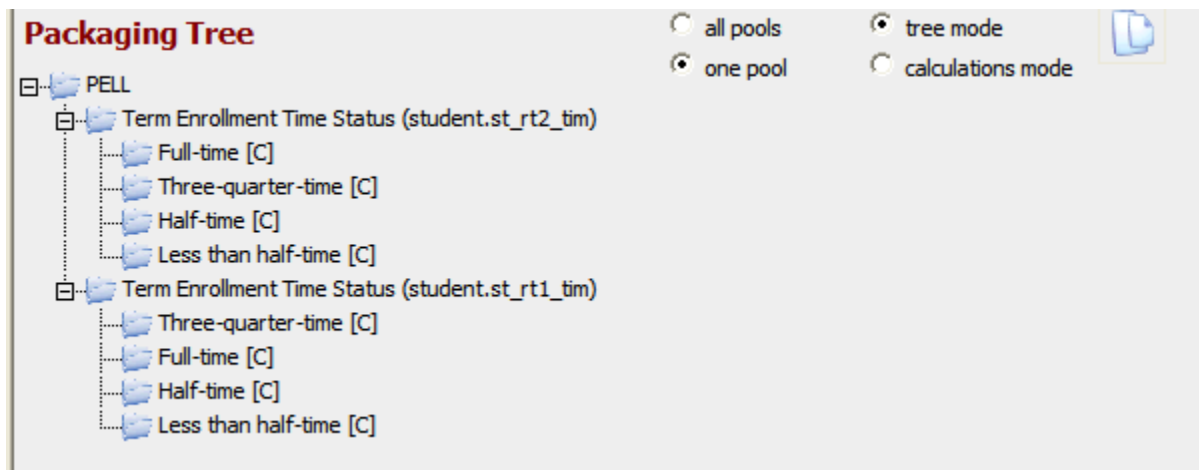
[ ] In Calculations mode, enter the appropriate code on each value:

```
pv.leaf_amt:= wpl_pkg.pell_full *.5;
pv.leaf_amt:= wpl_pkg.pell_3qtr *.5;
pv.leaf_amt:= wpl_pkg.pell_half *.5;
pv.leaf_amt:= wpl_pkg.pell_lt_half *.5;
```

The calculation amount on each node is for half the year (one term), so the year's amount is multiplied by .5. The result will be rounded to the nearest dollar. (These calculations just determine the award total. The distribution rule on the fund or pool overrides is what determines how the total is actually divided for disbursement.)

Note: with this set of calculations, there is one group of students that cannot be properly packaged: *Pell eligible, with EFC close to the upper limit, attending less than 1/2 time in just one of the terms.* You will need to locate these students (you can design a trait to do it) and package them manually.

If students' enrollment for all terms in the aid year cannot be known at Packaging time you could base the tree structure on enrollment for term 1 (ST_RT1_TIM) or perhaps the student's intended enrollment from the FAFSA (FEDERAL.FE_S_ENR). If you do this, be sure the Student Interface is coded to populate all fields with your packaging assumptions until the actual values can be entered, so that an enrollment snapshot can capture the values used for packaging.

If you have just one branch for each enrollment level to encompass the entire year's calculation, the code would be:
```
pv.leaf_amt:= wpl_pkg.pell_full;
pv.leaf_amt:= wpl_pkg.pell_3qtr;
pv.leaf_amt:= wpl_pkg.pell_half;
pv.leaf_amt:= wpl_pkg.pell_lt_half;
```

Job Aid 18: FSEOG Packaging

Fund and Pool   [ ] Define a packaging pool for awarding the Federal Supplemental Educational Opportunity Grant and set pool flags. Use the Priority from Job Aid 1.

[ ] Check that the FSEOG fund uses the same settings for Meets Need, Offsets Stafford and Replaces FC.

On the FSEOG fund, set Auto Accept Awards to Yes.

[ ] Assign the fund to the pool, and assign the pool's traits as follows.

Eligibility Traits   [ ] Define trait(s) to match your institution's criteria for identifying students to receive FSEOG support.

This campus-based program restricts funds to high-need undergraduate students. Eligibility trait(s) will identify undergraduates and examine some need indicator. In our example we are using:

• the Pell eligibility trait as the criterion to establish need per "Pell Grant Packaging" on page 98

• a trait to find undergraduates:

Attribute: STUDENT.ST_AC_CLASS
Value: Multi-value set to include all undergraduate class values, named "Undergrad"

[ ] Assign general eligibility trait(s) as needed from Job Aid 2.

Packaging Tree Logic   [ ] Define logic to represent the rules by which you assign award amounts.

Our example shows the code for an awarding scheme in which the amount diminishes with unmet need.

```
if pv.mF_unmet_need > 9700 then pv.leaf_amt:=1000; end if;
if pv.mF_unmet_need between 8900 and 9700 then pv.leaf_amt:= 900; end if;
if pv.mF_unmet_need between 8100 and 8899 then pv.leaf_amt:= 800; end if;
if pv.mF_unmet_need between 7100 and 8099 then pv.leaf_amt:= 700; end if;
if pv.mF_unmet_need between 6300 and 7099 then pv.leaf_amt:= 600; end if;
if pv.mF_unmet_need between 5100 and 6299 then pv.leaf_amt:= 500; end if;
if pv.mF_unmet_need between 3500 and 5099 then pv.leaf_amt:= 400; end if;
```

Job Aid 19: Americorp and Veteran Benefits Packaging

Funds and Pools   [ ]   If you determine you can award Americorps and/or Veteran benefits via Packaging, define packaging pool(s) and set pool flags. Use the Priority from Job Aid 1.

[ ]   Check that the Americorp and Chapter 30 Veteran Benefit funds match their pool settings for Meets Need, Offsets Stafford and Replaces FC.

On the *Veteran Benefits fund*, set Auto Accept Awards to Yes. The Aid Program on the fund should be VA Chapter 30.

On the *Americorp fund*, set Auto Accept Awards to Yes. The Aid Program on the fund should be Americorp.

[ ]   Assign each fund to the corresponding pool, and assign the pools' traits as follows.

Eligibility Traits   [ ]   Define a trait for each pool to check that a student's benefits status has been certified. For the Americorp pool:

Attribute: STUDENT.ST_VET_TYPE
Value: Americorp
  Attribute: VERIFY_xxyy.VE_VET_STAT
  Value: Pass

The trait to check Veteran benefits status is the same except that the value of STUDENT.ST_VET_TYPE would be Chapter 30.

In either case, if you intend to package on the student's self-reported benefits, without requiring certification, you can eliminate the VE_VET_STAT node.

Packaging Tree Logic

[ ] No tree structure is needed. At the top tree level, in Calculations mode, enter a formula to calculate benefits as the product of the monthly benefit amount by the number of months over which the benefit is to be received.

Formula:
nvl(federal_xxyy.fe_s_vet_ben,0) * nvl(federal_xxyy.fe_s_vet_mth,0)

nvl is an Oracle function that dictates a value to be used if a numeric field is empty (null) – typically zero, as in this example.

Following the formula, in the code box are statements setting the award amount equal to the formula result and setting the variable that accumulates veteran benefits to the current level:
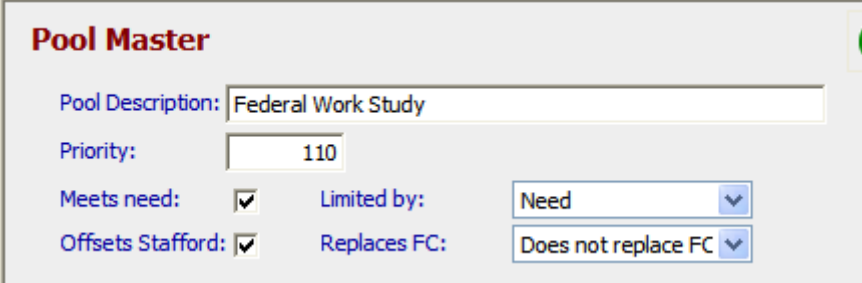
Code:
pv.leaf_amt:= pv.fn_amt;
pv.vet_ben:= pv.vet_ben + pv.leaf_amt;

Job Aid 20: Federal Work Study Packaging

Fund and Pool   [ ] Define a packaging pool for awarding Federal Work Study and set pool flags. Use the Priority from Job Aid 1.

Pool Master

Pool Description: Federal Work Study
Priority: 110
Meets need: ☑   Limited by: Need
Offsets Stafford: ☑   Replaces FC: Does not replace FC

[ ] Check that the FWS fund has the same settings for Meets Need, Offsets Stafford and Replaces FC.

If students are paid directly, rather than through the FINANCIER Disbursement process, set the fund's Student Accounts Feed control to Do not feed.

[ ] Assign the fund to the pool, and assign the pool's traits as follows.

Eligibility Traits   [ ] Define trait(s) to match your institution's criteria for identifying students for FWS. For example, you might wish to check the student's interest in work; this trait would use

Attribute: FEDERAL_xxyy.FE_S_INT
Value: Multi-value set to include values indicating interest in work

[ ] Apply general eligibility trait(s) as needed from Job Aid 2.

Packaging Tree Logic   [ ] Define logic to represent the rules by which you assign award amounts.
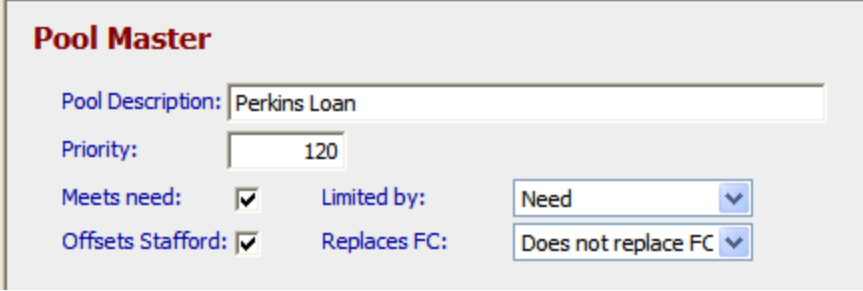
Our example shows the code to offer any qualifying student $2000 or the amount of remaining need, whichever is less, with a minimum award of $100. Code is entered in the code box at the top level:

Code:
```
pv.leaf_amt:= least (2000, pv.mF_unmet_need);
if pv.leaf_amt < 100 then pv.leaf_amt:= 0; end if;
```

Job Aid 21: Perkins Loan Packaging

Fund and Pool   [ ] Define a packaging pool for awarding Perkins loans and set pool flags. Use the Priority from Job Aid 1.

Pool Master

Pool Description: Perkins Loan

Priority: 120

Meets need: ☑   Limited by: Need

Offsets Stafford: ☑   Replaces FC: Does not replace FC

[ ] Check that the Perkins fund has the same settings for Meets Need, Offsets Stafford and Replaces FC.

[ ] Assign the fund to the pool, and assign the pool's traits as follows.

Eligibility Traits   [ ] Define trait(s) to express your institution's criteria for identifying students for Perkins loans.

■   You may want a trait that looks at the student's loan limits:

Attribute: STUDENT.ST_AC_CLS
Value: multi-value set for undergraduates
   Comparison for undergrads: zna (ISIR_xxyy.NS_PERK_CUR) < 4000 and zna (ISIR_xxyy.NS_PERK_TOTAL) < 20000

Value: multi-value set for graduates
  Comparison for graduates: zna (ISIR_xxyy.NS_PERK_CUR) < 6000 and zna (ISIR_xxyy.NS_PERK_TOTAL) < 40000

This comparison checks the student's NSLDS-reported current-year Perkins amount (NS_PERK_CUR) and accumulated Perkins amount (NS_PERK_TOTAL) against the regulatory annual and lifetime Perkins loan limits for the aid year. (zna is a WolffPack function that substitutes zero for a value of N/A.)

■   If you wish to check the student's interest in loans, this trait would use:

Attribute: FEDERAL_xxyy.FE_S_INT
Value: Multi-value set to include values indicating interest in loans

[ ] Apply general eligibility trait(s) as needed from Job Aid 2.

Packaging Tree Logic

[ ] Define logic to represent the rules by which you assign award amounts.

The example shows a flat amount based on enrollment, with a min-

imum award of $100.
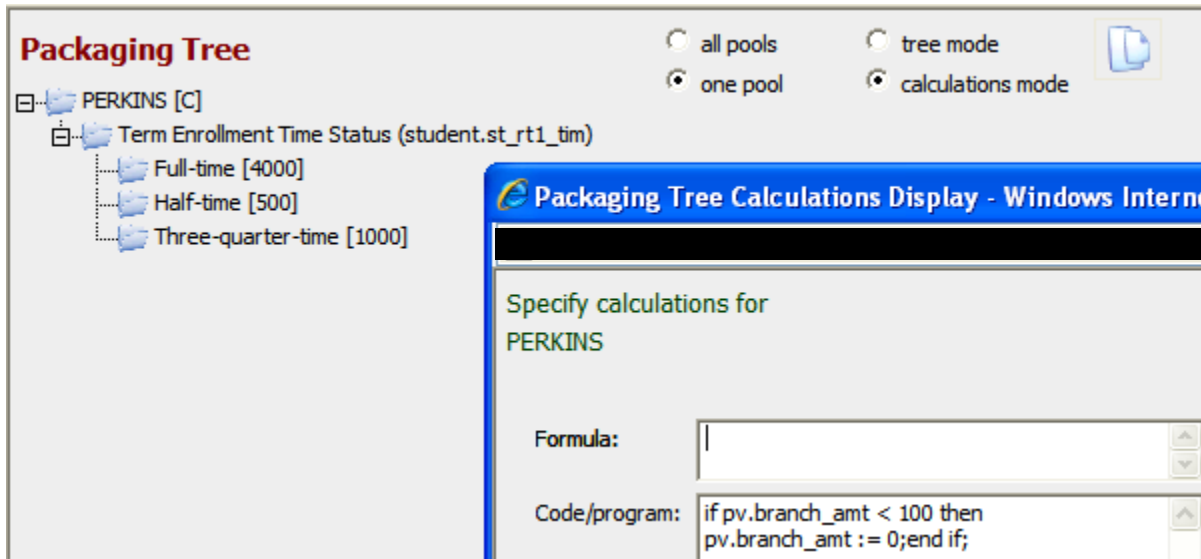
The logic for the minimum award can be entered once at the top level, in the code box directly on the pool or "branch" node:

Code: if pv.branch_amt < 100 then pv.branch_amt:= 0;end if;

Under each enrollment branch enter the maximum amount for that enrollment level in the Formula box.

Full-time, half-time and three-quarter time students receive a specified amount, subject to remaining need (because this is a need-based pool). If remaining need is less than the specified amount for her enrollment level, the student gets the remaining need amount. If remaining need is less than $100, the student does not get a Perkins offer.

Job Aid 22: Stafford Loan Packaging

The setup is the same for student loans offered under the FFELP and Direct Loan programs.

For entering the calculations you will need a list for the aid year of the regulatory limits for subsidized plus unsubsidized loans and supplemental unsubsidized allowance for independent students. Our examples use 2009-10 levels:

Loan limits	Freshman	Sophomore	Junior/Senior	Graduate
Annual Sub	3,500	4,500	5,500	8,500
Annual Dep Sub+Unsub	5,500	6,500	7,500	
Annual Indep Sub+Unsub	9,500	10,500	12,500	20,500
Aggregate Sub	23,000	23,000	23,000	65,500
Aggregate Dep Sub+Unsub	31,000	31,000	31,000	
Aggregate Indep Sub+Unsub	57,500	57,500	57,500	138,500

Subsidized Stafford Fund and Pools

[ ] Define two packaging pool for awarding subsidized Stafford loans – one for dependent and one for independent students – and set pool flags. Use the Priority from Job Aid 1.

[ ] Both pools employ the same fund, Stafford Subsidized. Check that the Stafford Sub fund has the same settings for Meets Need, Offsets Stafford and Replaces FC.

[ ] Assign the fund to the pools, and assign the pool's traits as fol-

lows.

Eligibility Traits for Stafford

[ ] Define a Dependent trait for the Stafford Sub Dependent pool.

Attribute: ISIR_xxyy.IS_C_DEP
Value: Multi-value set to include values for dependent students

[ ] Define an Independent trait for the Stafford Sub Independent pool.

Attribute: ISIR_xxyy.IS_C_DEP
Value: Multi-value set to include values for independent students

[ ] To serve for both subsidized and unsubsidized pools, define a trait to ensure that the student is enrolled at least half time:

Attribute: STUDENT.ST_RT1_TIM (or STUDENT.ST_AC_TIM)
Value: Multi-value set to include values of half time and greater

[ ] You may also wish to examine the NSLDS flags that warn when a student is nearing the loan limits. (The calculation itself also ensures that the limits are not exceeded):

Attribute: ISIR_xxyy.NS_CMB_LIMIT
Value: Exceeded, with "not" box checked
Attribute: ISIR_xxyy.NS_SUB_LIMIT
Value: Exceeded, with "not" box checked

[ ] Apply general eligibility trait(s) as needed from Job Aid 2.

Packaging Tree Logic for Subsidized Stafford Dependent

[ ] Build branches to calculate dependent students' Stafford for each grade level based on values of STUDENT.ST_RT1_CLS (or STUDENT.ST_AC_CLS).
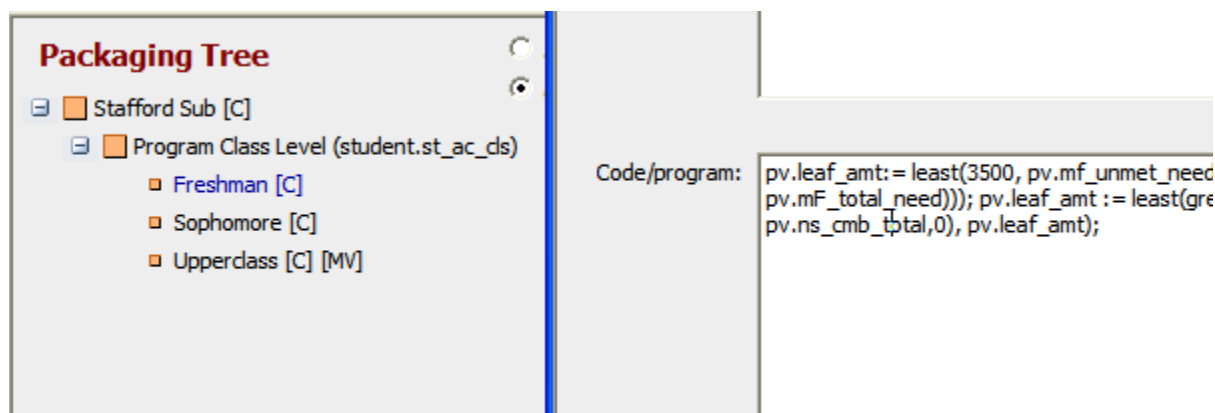
In the code box for each class level, enter the following code, replacing the numbers that represent the annual and lifetime maximums with the figures appropriate to the class and current regulations:

Code:
```
pv.leaf_amt:= least(3500, pv.mf_unmet_need + (least(pv.vet_ben,
pv.mF_total_need)));
pv.leaf_amt:= least(greatest(23000 - pv.ns_cmb_total,0), pv.leaf_amt);
```

This logic:

- takes the annual maximum for the student's grade (our example is for the freshman node) or the amount of remaining unmet need (adjusted to counter any veteran benefit amount that has been accumulated into the unmet need, not to exceed the original need) – whichever is smaller:
```
pv.leaf_amt:= least(3500, pv.mf_unmet_need + (least(pv.vet_ben,
pv.mF_total_need)));
```

- takes the result of that calculation and compares it to the difference between the aggregate limit and the student's outstanding loan total; the smaller is the student's Stafford loan amount:
```
pv.leaf_amt:= least(greatest(23000 - pv.ns_cmb_total,0), pv.leaf_amt);
```

Packaging Tree Logic for Subsidized Stafford Independent

[ ] Build branches to calculate independent students' Stafford for each class level based on values of STUDENT.ST_RT1_CLS (or STUDENT.ST_AC_CLS).

In the code box for each class level, enter the following code, replacing the numbers that represent the annual and lifetime maximums with the figures appropriate to the class and current regulations:

Code:
```
pv.leaf_amt:= least(3500, pv.mf_unmet_need + (least(pv.vet_ben,
pv.mF_total_need)));
pv.leaf_amt:= least(23000 - pv.ns_sub_total, 57500 - pv.ns_cmb_total,
pv.leaf_amt);
```

Dependent Unsubsidized Stafford Fund and Pool

[ ] Define a packaging pool for awarding unsubsidized Stafford

loans and set pool flags. Use the Priority from Job Aid 1.

Pool Master

Pool Description: Fed Stafford Unsub Loan

Priority: 200

Meets need: ☑   Limited by: Cost of Attendance ▾

Offsets Stafford: ☑   Replaces FC: Replaces PC or SC ▾

[ ] Check that the Stafford Unsub fund has the same settings for Meets Need, Offsets Stafford and Replaces FC.

[ ] Assign the fund to the pool, and assign the pool's traits, using the same trait definition guidelines as for the Stafford Sub pool.

Packaging Tree Logic for Unsubsidized Stafford

The tree logic for unsubsidized Stafford contains a branch for dependent and a branch for independent, with branches beneath each for the class levels.

For the dependent logic, you'll need to have a document defined for confirming PLUS denial for a dependent student. In our example, the document ID is PLUS DN.

Packaging Tree   ○ all pools   ○ tree mode
                        ● one pool   ● calculations mode

☐ ■ Stafford Unsub [C]
  ☐ ■ Dependency Status (isir_xxyy.is_c_dep)
    ☐ ■ Independent [MV]
      ☐ ■ Program Class Level (student.st_ac_cls)
        ■ Freshman [C]
        ■ Sophomore [C]
        ■ Upperclassman [C] [MV]
        ■ Graduate [C] [MV]
    ☐ ■ Dependent [MV]
      ☐ ■ Program Class Level (student.st_ac_cls)
        ⊞ ■ Upperclassman [C] [MV]
        ☐ ■ Freshman [C]
          ■ Parent Plus Denial [C] (requirement.plus dn)
        ⊞ ■ Sophomore [C]

[ ] Build the Dependent/Independent branches based on values of ISIR_xxyy.IS_C_DEP.

[ ] Build branches to calculate Stafford for each class level based on values of STUDENT.ST_RT1_CLS (or STUDENT.ST_AC_CLS).

In the code box for each class level on the Independent nodes, enter the following code, replacing the numbers that represent the annual and lifetime maximums with the figures appropriate to the class and current regulations:

Code:
```
pv.leaf_amt:= least(9500 - pv.sub_stafford, pv.mf_unmet_need +
pv.mf_fc);
pv.leaf_amt:= least(greatest(57500 - pv.ns_cmb_total - pv.sub_stafford,
0), pv.leaf_amt);
```

This logic:

-   takes the annual maximum for the student's grade (our example is for the freshman node), subtracts the amount of the subsidized loan to be offered, and compares that result to the amount of remaining unmet need plus the expected family contribution (as unsubsidized loans can be offered up to the cost of attendance), then takes the smaller:
```
pv.leaf_amt:= least(9500 - pv.sub_stafford, pv.mf_unmet_need +
pv.mf_fc);
```

-   compares that result to the difference between the aggregate limit and the student's outstanding loan total, less the previously calculated subsidized Stafford; the smaller is the student's unsubsidized loan amount:
```
pv.leaf_amt:= least(greatest(57500 - pv.ns_cmb_total - pv.sub_stafford,
0), pv.leaf_amt);
```

Any amounts calculated are limited by the cost of attendance, as stipulated on the Unsub Stafford pool.

In the code box for each class level on the Dependent nodes, enter the following code, replacing the numbers that represent the annual and lifetime maximums with the figures appropriate to the class and current regulations:

Code:
```
pv.leaf_amt:= least(5500 - pv.sub_stafford, pv.mf_unmet_need +
pv.mf_fc);
pv.leaf_amt:= least(greatest((31000 - pv.ns_cmb_total) - pv.sub_stafford,
0), pv.leaf_amt);
pv.leaf_amt:= greatest(pv.leaf_amt, 0);
if pv.leaf_amt < 100 then pv.leaf_amt:=0; end if;
pv.unsub_stafford:= pv.leaf_amt;
```

[ ]   Beneath each Dependent/class level node add a branch for students whose parents are denied a PLUS loan, based on the document REQUIREMENT.PLUS DN, value of Complete.

In the code box for PLUS DN node, enter the following code, replacing the numbers that represent the annual and lifetime maximums with the figures appropriate to the class and current regulations:

Code:

```
pv.leaf_amt:= least(3500 - pv.sub_stafford, pv.mf_unmet_need + pv.mf_fc);
pv.leaf_amt:= least(greatest((31000 - pv.ns_cmb_total) - pv.sub_stafford, 0), pv.leaf_amt);
pv.leaf_amt:= greatest(pv.leaf_amt, 0);
if pv.leaf_amt < 100 then pv.leaf_amt:=0; end if;
pv.unsub_stafford:= pv.leaf_amt;
pv.leaf_amt:= least((7500 - pv.sub_stafford) - pv.unsub_stafford, pv.mf_unmet_need + pv.mf_fc);
pv.leaf_amt:= least(greatest((((57500 - pv.ns_cmb_total) - pv.sub_stafford) - pv.unsub_stafford), 0), pv.leaf_amt);
pv.sup_unsub_stafford:= pv.leaf_amt;
```

TRAINING 5: LOAN PROCESSING

In this session, we'll present the web pages and volume processes for entering loan applications, certifying loans and transmitting loan data to the loan servicers.

Objectives

You will learn how to perform the loan management tasks for the loan programs in effect at your institution:

- FFELP: create and certify applications; export application data to the guarantor and import responses; make and report corrections; import the EFT disbursement roster

- Direct Lending: create and certify originations; export originations to COD and import acknowledgments; make and report corrections; export promissory notes; export disbursement data and receive acknowledgments

- Perkins: record loan data and print promissory notes

Getting Ready

To prepare for this training visit, please take some time to read the Loan Processing topics in the Help Library.

Contact external guarantor/processing agencies to coordinate testing.

Review/complete the Loan Types setup entries.

Page Prints

On page A-37 you'll find images of the FINANCIER web pages covered in this session. You may find these convenient for notetaking during the training presentations and discussion.

Moving Forward

Continue with implementation of loan management volume processing jobs.

On the Implementation Task Checklist, mark setup tasks that remain incomplete, and formalize a timeline for completion. Make a list of any

outstanding questions about using FINANCIER to bring up in Session 6.

TRAINING 6: DISBURSEMENT

This session concerns FINANCIER's facilities for authorizing disbursement of aid.

Objectives

In this session you will learn how to perform the financial aid tasks involved in disbursement:

- Tracking disbursement requirements

- Running the Disbursement Authorization process

- Posting individual disbursements manually

Getting Ready

To prepare for this training visit, please take some time to read the Disbursement topics in the Help Library.

Review your disbursement requirement setup (begun in "Training 2: Application Processing" on page 46) and disbursement schedule setup (begun in "Training 1: Basic Setup and Student Information" on page 33).

Page Prints

On page A-41 you'll find images of the FINANCIER web pages covered in this session. You may find these convenient for notetaking during the training presentations and discussion.

Moving Forward

Continue with implementation of disbursement requirements and volume processing jobs for disbursement.

TRAINING 7: VOLUME PROCESSING AND REPORTING

In this session we review FINANCIER's volume processing facilities, discuss the standard reports produced by volume processing, and look at your plans for addressing further reporting needs. As well, we examine the processes for COD and FISAP reporting.

Objectives

In this session you will examine the standard report output from the FINANCIER volume processes. You will learn how to perform the financial aid tasks involved in federal reporting:

- Running the Federal Export and Import processes, and reviewing the reporting status

- Extracting Applicant and Recipient statistics for the FISAP report

Getting Ready

To prepare for this training visit, please take some time to read the Background Processing and Federal Reporting topics in the Help Library.

If your institution has chosen a report writer to use with FINANCIER data, ensure that appropriate training has been scheduled.

Review your disbursement requirement setup (begun in "Training 2: Application Processing" on page 46) and disbursement schedule setup (begun in "Training 1: Basic Setup and Student Information" on page 33).

Worksheets

The worksheet on page 119 is provided to assist you in defining traits to use as selection criteria for volume processing. Copy and distribute as needed.

Moving Forward

Continue with implementation of volume processing jobs for Federal Grant reporting and FISAP reporting. Determine the need for institutional reports and compile report requirements and specifications. Work with technical staff and WolffPack staff to code SQL queries and/or report writer requests to produce the reports, and to set up volume processes to run them.

Volume Processing Trait Definition Worksheet: Example

Instructions: Complete a worksheet for each trait you will need to define student populations for volume processing. Provide the information to identify the trait, then list each student characteristic with the corresponding attribute and value to be used in building the trait tree.

FAO: __UG__   Aid year: __2007-08__   Use for: Packaging ___

Trait name (50 char): <u>Freshmen aid applicants</u>   Volume Proc _x_ Checklist ___

Trait description: <u>Freshmen with aid application complete</u>Job(s):   <u>ARNs, Package Students</u>

Student characteristic(s) or	Attribute(s)	= > <	Value(s)
Freshman	STUDENT.ST_AC_CLS	=	Freshman or Freshman transfer
Application status is complete		=	

Volume Processing Trait Definition Worksheet

Instructions: Complete a worksheet for each trait you will need to define student populations for volume processing. Provide the information to identify the trait, then list each student characteristic with the corresponding attribute and value to be used in building the trait tree.

FAO: _____   Aid year: _____   Use for: Packaging ____

Trait name: (50 char): _____   Volume Proc _x_ Checklist ____

Trait description: _____ Job(s): _____

Student Characteristic	Attribute	= > <	Value

TRAINING 8: SYSTEM REVIEW AND TESTING

In this session, we'll review the material covered in Sessions 1-7, with special attention to any questions you may wish to raise.

Objectives

This review should:

- Reinforce your familiarity with FINANCIER functionality and facilities (web pages and volume processes)

- Help you prepare for final testing with a complete walk-through of all system processes

Getting Ready

Spend as much time as you can working in the test/training system. Record any questions about how the various processes should work.

Test Plan

The test plan on page 122 through page 153 outlines the processing situations and range of functions you need to test. Copy and distribute as needed.

...and Congratulations!

With the completion of FINANCIER training and the finalization of your implementation and testing, you're ready to begin the transition into Production. The WolffPack project team will remain available for assistance as you begin live processing. Once you're in full production, you'll be introduced to WolffPack Support for ongoing help with any questions or issues that may arise.

Thank you for choosing FINANCIER!

ADD Import/Load Process

Objectives   Test the Applicant Data Delivery (ADD) Import and Load functions to ensure federal applications and (if used) PROFILE data are loaded accurately into FINANCIER, and that application data can be viewed and manipulated.

Test the operation of the corresponding system components:

Volume Processes   ADD Import (WPL_ADD_IMPORT)
ADD Load (WPL_ADD_LOAD)

Pages   Student>Demographic, Academic, NSLDS, Event History, Student Summary
Applications>ADD List, Appplication Requirements, CPS Communications, Federal Corrections, Budget/Need, Verification, Veteran Certfication, Satisfactory Progress, Aid Year Schedule
Applications>Need Analysis>Federal, Federal (FAFSA), CSS, CSS (PROFILE), Calculations

Procedure   **Review basic setup.** For each FAO to be tested, check that:

[ ] Student Interface has been implemented to retrieve information from your student records system.

[ ] College Codes for ADD Load are implemented. Student defaults for schedule, need analysis and notifications are defined. (System<Setup<FAO).

[ ] Schedules are defined for the aid year to be tested. (System<Setup<Schedule).

[ ] Budget criteria have been defined for the aid year and term to be tested. (System<Setup<Budget Tree).

[ ] Document requirements have been defined for the aid year to be tested. (System<Setup<Requirements Tree).

[ ] Volume jobs are defined for the ADD Import and ADD Load processes (Volume Processing>Job Maintenance) with appropriate parameters.

Prepare Input for the ADD Import. Gather a range of ISIRs to include:

[ ] ISIRs resulting from FAFSA submissions and from institutional correc-

tions

[ ] Students with varying levels of admission/enrollment status and progress through the application cycle (federal corrections in process, verified, packaged, applications locked)

[ ] Students with federal reject codes (and no EFC).

[ ] Several ISIRs, with different transaction numbers, for the same student

[ ] Students with different EFCs, budgets, application requirements (for subsequent testing of need analysis, budget and application requirements calculations)

PROFILE schools should gather similar PROFILE input.

Run the ADD Import volume job. Check results:

[ ] The process runs successfully to completion, producing the Processing Counts/Errors and Replaced ISIRs reports.

[ ] The ADD List page displays all records from the import file. If there were multiple ISIRs for a student, the correct one is listed in the display.

[ ] Send Reasons and Transaction Numbers are correct.

[ ] Clicking a student name brings up the ADD Maintenance window. Corrections can be made to student name, SSN, date of birth.

[ ] The Compare button on the ADD Maintenance window shows the financial data from the ISIR, displayed beside any data that is currently stored for the student.

Load students manually (25-30 total recommended).

[ ] The Load button on the ADD Maintenance window enables you to load a student's data.

[ ] A message is displayed and the student is no longer displayed on the ADD List page.

Run the ADD Load volume job. Begin with a Trial run; you can then do successively larger Update runs using the Record Limit parameter. Check results:

[ ] The process runs successfully to completion, producing the Processing Counts/Errors, Field Value Errors and Loaded Students reports.

[ ] Records were loaded as expected (per Loaded Students report), and those students are no longer listed on the ADD List page.

[ ] Records that should have rejected, did reject. On the ADD List page, filtering for Rejected records displays the appropriate students. Rejected students have the correct Reject Reasons.

Check students loaded manually as well as by ADD Load:

[ ] Student information from the Student Records Interface is displayed on the Demographic and Academic pages, in the context area, and on any Local pages you have built.

[ ] On the Student Demographic page, the Previous Name and Special fields operate correctly.

[ ] The loan history information from the ISIR is displayed on the NSLDS page.

[ ] Comment codes, reject codes, EFCs and eligibility data from the ISIR are displayed on the CPS Communications page. For comment codes, comment text is available and correct.

[ ] ISIR information is correctly reflected on the Federal and FAFSA pages. PROFILE information is correctly reflected on the CSS pages.

[ ] An ADD Load event has been added on the Event History page with the correct transaction number.

[ ] The correct schedule has been assigned on the Aid Year Schedule page.

[ ] The Activity Summary has been properly updated for the aid year (ADD = No, Federal = Yes).

(The loading of budget, need analysis, verification, federal corrections and application requirements information is tested in the next four exercises.)

SYSTEM TEST PLAN: APPLICATION PROCESSING

Review of Setup

Objectives Review the Student System Interface and basic control settings for application functions to ensure that everything is in place for testing.

Subsequent exercises will test the efficacy of the system settings to establish that they support your intentions and lead to accurate, useful results. This review is a prerequisite to the functional testing, to double-check that all necessary setup has been done.

Customized Programs Student System Interface (WPL_INTERFACE.build_stu_rec)
Application Requirements Checklist (WPL_CHECKLIST)

Pages System>Setup>FAO, Schedule, Audit Triggers
System>Setup>Budget>Budget Tree
System>Setup>Requirements>Requirements Tree
System>Setup>Traits>Trait Master, Trait Tree (for volume processing selection and, if needed, QA verification selection)
Volume Processing>Job Maintenance

Procedure **Review Student System Interface.** Confirm that:

[ ] Your institution's build_stu_rec function is coded to retrieve the intended data from the Student Records/Admissions system.

[ ] Interface is functional; code supplied for testing prior to interface implementation has been commented out.

Review FAO settings (System>Setup>FAO). For each FAO to be tested, check that:

[ ] College Codes are implemented for ADD Import.

[ ] Identification information needed by export processes has been entered: TG Number, Institution ID for federal corrections, Pell Entity for COD reporting

[ ] Student defaults for schedule, need analysis and notifications are defined.

Review Schedule setup (System>Setup>Schedule). For each FAO to be tested, check that:

[ ] Schedules are defined for the aid year to be tested.

Review Budget setup (System>Setup>Budget Tree). For each FAO to be tested, check that:

[ ] Budget criteria have been defined for the appropriate aid year and terms for the 9-month Federal Methodology (FM).

[ ] If used, the alternate FM and/or Institutional Methodology (IM) budgets are also defined.

Review Need Analysis implementation. If the CSS IM is used, confirm that:

[ ] INAS has been implemented.

Review Verification customization. Confirm that:

[ ] If additional data needs to be reviewed, corresponding modifications to the Verification Calculation have been coded.

[ ] For QA verification, traits have been defined for selection criteria, and a volume Verification Selection job created (based on the Student Data Maintenance catalog job) to flag students as institutionally selected for federal verification.

[ ] Coding of your institution's Verification Overlay program is complete.

Review Application Requirements setup. For each FAO being tested, check that:

[ ] Document assignment criteria are defined for the aid year (System> Requirements Tree).

[ ] Checklist items and assignment criteria are defined (in the package WPL_CHECKLIST).

[ ] Notification formats are defined in the Dictionary

[ ] Text has been entered for each email letter format (System>Setup>Notification>Layout)

[ ] Mail merge templates have been customized to reflect your institution's letter text and document-specific text

[ ] Documents are set up, with status-based text for ARNs, on the Notifi-

cation>Requirement Master page.

[ ] The ARN is set up for HTML or data extract.

Review job definitions for volume processing. Check that jobs are defined (on the Volume Processing>Job Maintenance page) for application volume processes:

ADD Import and ADD Load

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Budget Calculation

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Need Analysis Calculation

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Student Data Maintenance (to select students for verification)

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Verification Calculation

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Federal Corrections Export and Rejected Corrections Import

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Application Requirements Calculation

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

Application Requirements Notification processes

[ ] Executable job name(s) conform to your naming convention

[ ] Run parameters are set correctly

[ ] Traits are defined for all needed selection criteria

SYSTEM TEST PLAN: APPLICATION PROCESSING

Application Requirements

Objectives Test the Application Requirements Calculation to ensure that the application status is evaluated accurately, and Application Requirements Notifications (ARNs) are generated as intended.

Test the operation of the corresponding system components:

Volume Processes Application Requirements Calculation (WPL_REQUIREMENTS)
Application Requirements Notifications Extract (WPL_REQ_LETTERS)

Page Applications>Application Requirements

Procedure **Review basic setup.** For each FAO being tested, check that:

[ ] Documents are defined in the Dictionary, as values for REQUIREMENT.DOCUMENT.

[ ] Document assignment criteria are defined for the aid year (System> Requirements Tree).

[ ] Checklist items and assignment criteria are defined (in the program WPL_CHECKLIST).

[ ] Notification formats are defined in the Dictionary (System>Notification).

[ ] Defaults for notification formats and other notification controls are defined (System>FAO).

[ ] Volume processing jobs are defined for the Application Requirements Calculation and ARN Extract processes.

[ ] For mail merge, the ARN templates contain letter text for each format, and document-specific text as needed.

Review effects of ADD Load, Verification and Federal Corrections testing. On the Application Requirements page, check that:

[ ] For each student loaded in the ADD Load test, the correct items appear in the Checklist and Submissions lists and the notification defaults have been supplied.

[ ] The Checklist reflects the current verification status and corrections situation. Incomplete Checklist items are displayed in red.

[ ] Application status is incomplete for all students with required documents outstanding and unfulfilled Checklist items.

Update requirements. Test the effects of changing document requirements on the application status. For student(s) with Checklist requirements complete, change the status of each document from Required – change most to Complete, a few to Waived and Deleted. As each document status is updated, check that:

[ ] As long as any document that is set to affect the overall status is still Required (or anything short of Complete, Waived or Deleted), the application status remains Incomplete.

[ ] When all documents set to affect the overall status are Complete, Waived or Deleted, the application status is Complete.

[ ] Changing a document back to an incomplete status results in application status of Incomplete.

[ ] A Required document that is *not* set to affect the overall status does not cause the application status to change from Complete.

Prepare for ARN generation. Choose a number of students, grouped by a trait that can be used to limit the ARN Extract run. For each of these students, determine (from the most recent type sent) which format to expect. Set a few to Hold notifications.

Run the ARN Extract volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report and generating an extract file.

[ ] Students with Holds were not selected.

[ ] An ARN event is added to the students' event histories (Student>Event).

Using the Extract file, run a mail merge. Check results:

[ ] Notifications are in the format expected for each student.

[ ] Notification text is appropriate to the format.

[ ] Outstanding requirements are accurately stated in the notifications.

Generate individual ARNs. Change the Holds to Print, and generate letters for those individuals from the Application Requirements page. After mail merge, check results:

[ ] Notifications are in the format expected for each student.

[ ] Notification text is appropriate to the format.

[ ] Outstanding requirements are accurately stated in the notifications.

[ ] An ARN event is added to the students' event histories (Student>Event).

Prepare for a volume Application Requirements Calculation. Make a change to the Requirements Tree that should result in adding a document to one or more students who currently have a Complete application status.

Run the Application Requirements Calculation volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report.

[ ] Students who should be affected have the new required document, and application status of Previously Complete.

SYSTEM TEST PLAN: APPLICATION PROCESSING

Budgets/Need Analysis

Objectives   Test the Budget Calculation and Need Analysis Calculation to ensure that student budgets, family contributions (EFCs) and need are evaluated accurately for all methodologies in use.

Test the operation of the corresponding system components:

Volume   Budget Calculation (WPL_BUDGET)
Processes   Need Analysis Calculation (WPL_NEED)

Pages   Applications>Budget/Need
Applications>Need Analysis>Federal, FAFSA, Calculations

Procedure   **Review basic setup.** Check that:

[ ] Budget criteria have been defined (on the System>Budget Tree page) for the appropriate aid year and terms for the 9-month Federal Methodology (FM). If used, the alternate FM and/or Institutional Methodology (IM) budgets are also defined.

[ ] If the IM is used, INAS has been implemented

[ ] Volume processing jobs are defined for the Budget Calculation and Need Analysis Calculation processes.

Review effects of ADD Load testing. For each student loaded in the ADD Load test, examine the budget and need information loaded:

[ ] The Budget/Need page shows budget line item amounts and totals for each need analysis methodology in use.

[ ] Budgets are calculated accurately according to budget tree criteria.

[ ] Need analysis calculation results are displayed on the Calculations page for the ISIR, FM(9) and alternate duration-based FM. IM results are displayed if PROFILE data was loaded.

[ ] The 9-month ISIR EFC, or the student's reject codes, are displayed correctly on the CPS Communications and Calculations pages.

[ ] If ISIR and FINANCIER need analysis calculation results differ, the

reason can be traced using the EFC Mismatches report.

Modify budget information. Test the effects of changing students' budget amounts on the Budget/Need page. Check that:

[ ] Changing a term amount for any budget line item has the expected effect on the aid year amount.

[ ] Manual recalculation of an unlocked budget restores the default budget. Locked budgets are not affected by forced calculation.

Prepare for a volume budget recalculation. Choose a budget condition, and/or the amount attached to a condition, to be changed; review students to find those who should be affected, then modify this budget condition on the Budget Tree.

For a few other students, enter manual amount changes for a term/methodology and lock those budgets.

Run the Budget Calculation job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report and updating budgets.

[ ] Those students affected by the budget tree change have budgets modified accurately.

[ ] Locking a term budget prevents recalculation for that term and methodology.

Modify need analysis information. Test the effects of changing students' federal data and the effects of the calculation options. Check that:

[ ] Changes made on the Federal pages have the expected effects on EFCs and intermediate calculations on the Need Analysis>Calculations page in the FM column(s).

[ ] For students with verifiable rejects or assumptions, the reject and assumption overrides operate as expected.

[ ] Changing the Duration results in a recalculated EFC in the alternate FM column.

[ ] For an independent student, setting the Dependency override results in an independent student calculation.

[ ] A trial recalculation shows expected results, with a message that no updates were performed.

Run the Need Analysis Calculation job and EFC Mismatches Report job. Check results:

[ ] The Need Analysis process runs successfully to completion, producing the Processing Counts/Errors report.

[ ] The EFC Mismatches report lists the students for whom you made changes to the ISIR data as loaded.

(The effect of changes made to federal data on federal corrections is tested in the Federal Corrections exercises.)

Federal Verification

Objectives Test the Verification Calculation to ensure that student-provided verification data is accurately tested against federal data from the ISIR.

Test the operation of the corresponding system components:

Volume Processes Verification Calculation (WPL_VERIFICATION)
For QA schools, Student Data Maintenance (WPL_GENL_UPD) for verification selection

Pages Applications>Verification, Federal, Federal (FAFSA)

Procedure **Review basic setup.** Check that:

[ ] Customization of your institution's Verification Overlay program is complete.

[ ] Volume processing job is defined for the Verification Calculation process.

[ ] For QA schools, institutional selection traits are set up and volume process is defined using Student Data Maintenance to flag students as institutionally selected for federal verification.

Review effects of ADD Load testing. For students loaded in the ADD Load test, check the following on the Verification page:

[ ] ISIR data is displayed in the Federal columns.

[ ] Any students federally selected for verification are flagged as Selected.

Prepare for verification processing. If you have defined criteria for institutional selection of students, run the process (Student Data Maintenance) to flag students as selected. Or, as needed, manually flag some students as federally selected and/or institutionally selected for federal verification.

Ensure that you have a mixture of dependent and independent students selected.

Enter student verification data. For the selected students, fill in the Verification fields with data to test exact matches and tolerances. For one or two of these students, set the Reverification flag to Manual reverification.

Test the individual calculation. Choose several students, of which at least one dependent and one independent should pass verification and one of each should fail. Calculate each in turn, and check results:

[ ] For dependents, the student passes only if the parents' family size and number in college exactly match federal data, and the total of student and parent comparison differences for AGI, federal tax and untaxed income is within the tolerance level. Otherwise, the student passes after overlay.

[ ] For independents, the student passes only if the student's family size and number in college exactly match federal data, and the total of student comparison differences for AGI, federal tax and untaxed income is within the tolerance level. Otherwise, the student passes after overlay.

Run the Verification volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report and Processing Detail report.

[ ] Students set for manual recalculation were bypassed. Students not flagged as selected for verification were bypassed. Students with insufficient verification data (Number in Family blank) were bypassed.

[ ] All other students were calculated with exact match and overlays as expected.

[ ] Federal correction records were created for federal data corrected by overlay.

[ ] A Verification event is created for each student verified, with appropriate detail.

[ ] Each verified student is udpated on the Verification page with verification status and date, federal status, ISIR transaction number.

[ ] If Verification is an Application Checklist item, the item is complete for students who passed verification.

(The effect of the Verification Overlay on federal corrections is tested in the Federal Corrections exercises.)

Federal Corrections

Objectives   Test the Federal Corrections Export to ensure that ISIR corrections are generated and reported accurately. Test the Rejected Corrections Import to ensure that rejected corrections are handled appropriately.

Test the operation of the corresponding system components:

Volume
Processes   Federal Corrections Export (WPL_REQUIREMENTS)
Rejected Corrections Import (WPL_REQ_LETTERS)

Pages   Applications>Federal Corrections, CPS Communications
Student>Demographic

Procedure   **Prerequisite.** In order to test the Rejected Corrections Import and the ADD Load for corrected ISIRs, you will need to manually create some test records to import.

Review basic setup. Check that:

[ ] Volume jobs are defined for the Federal Corrections Export and Rejected Corrections Import processes (Volume Processing>Job Maintenance).

Review effects of ADD Load, Need Analysis and Verification testing.
On the Federal Corrections page, check that:

[ ] The students for which you entered ADD Maintenance corrections to name, SSN or date of birth have correction records for those fields recorded on the Federal Corrections page.

[ ] For students with changes made to need analysis information on the Federal pages, the appropriate corrections are recorded.

[ ] For students with changes made via the Verification Overlay process, the appropriate corrections are recorded.

Generate corrections. For any students with ISIRs loaded:

[ ] Make additional changes on the Federal pages to create federal corrections on the student's Federal Corrections page.

[ ] From the Student Demographic page, make changes to parent data (name, SSN and/or date of birth), and check that the corresponding records are displayed on the Federal Corrections page.

[ ] From the CPS Communications page, enter one or more FAO Action requests, and check that corresponding records are displayed on the Federal Corrections page.

Prepare for Export processing.

[ ] On the Federal corrections page, change several corrections to invalid values that should be rejected by the CPS.

[ ] Check the Submit flags on the Federal Corrections page. Adjust several students (with valid corrections) to hold submissions.

[ ] Check the Federal IDs (on the CPS Communications page) for students with corrections.

Run the Export volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report and Processing Detail report and generating a corrections export file.

[ ] The Processing Detail report lists the students who should have been bypassed.

[ ] Students with holds remain on the Federal Corrections page; students for whom export records were produced are not.

[ ] If Federal Corrections is an Application Checklist item, the students with corrections exported are shown to be in process; students with holds in place are not.

[ ] The export is reflected in the students' event histories (Student>Event page).

Using a manually created file of rejected corrections, run the Rejected Corrections Import volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report and loading the records from the input file.

[ ] The rejected corrections are listed as "rejected" on the Federal Corrections page, and provide error codes in the detail.

[ ] Rejected corrections do not retransmit until the error has been rectified.

Using a file of corrected ISIRs, run the ADD Import. Check results:

[ ] The records are displayed as corrections on the ADD List page.

[ ] Records can be loaded successfully.

Review of Setup

Objectives   Review the fund setup, packaging setup and basic control settings for award and disbursement functions to ensure that everything is in place for testing.

Subsequent exercises will test the efficacy of the system settings to establish that they support your intentions and lead to accurate, useful results. This review is a prerequisite to the functional testing, to double-check that all necessary setup has been done.

Pages   System>Setup>Schedule, Distribution Rule, Loan Type
Fund>Attributes, Utilization
System>Setup>Packaging>Pool Master, Pool Packaging Tree, Pool Distribution Override

Procedure   **Review schedule settings (System>Setup>Schedule).** For each schedule in use, check that:

[ ] Terms reflect the correct start and end dates.

[ ] The registration year associated with each term is correct.

[ ] Disbursement points have primary disbursement dates assigned and have sequence numbers assigned in date order. (If needed 30-day delay dates for federal loan disbursement should also be entered.)

[ ] The fiscal year and calendar year/month associated with each disbursement point is correct.

Review distribution rules (System>Setup>Distribution Rule). For each schedule in use, check that:

[ ] You have a rule defined for each typical distribution pattern.

[ ] All rules in use are set up to distribute awards across disbursement points in the intended proportions. Overage and rounding controls are set as intended.

Review loan types. Check that:

[ ] You have a loan type defined for each loan program offered at the institution.

[ ] Institution, fund(s) and other controls are appropriate for each type.

Review fund setup. Check that you have a fund for each aid program that requires separate accounting.

[ ] Funds are active, not frozen and set to allow awards. You may wish to have at least some funds set as nonawarding or frozen in order to test those flags.

[ ] If an aid history is to be maintained, the Aid History program is identified.

[ ] Funds for which disbursement should be communicated to Student Accounts or a loan management system are flagged to feed Student Accounts or Student Loans with the correct account number.

[ ] FFELP loan funds that are to be disbursed by disbursement roster import are flagged to Require Release.

[ ] Settings to check the disbursement requirements status and snapshot are flagged as intended.

[ ] Any fund that is set up as limited by gross or net offers or disbursements has the corresponding dollar limits specified for utilization.

[ ] Fund-specific disbursement requirements are defined.

[ ] Default distribution rules are specified.

Review packaging setup. Check that you have a pool defined for each fund or group of funds with identical eligibility requirements.

[ ] Each pool has the appropriate fund(s) associated.

[ ] Each pool is flagged to be limited by Need, COA or no limit, as appropriate to the type of aid.

[ ] Flags for Meets Need, Replace FC and Offsets Stafford are the same for the pool and its fund(s).

[ ] Each pool's eligibility criteria are represented by the assigned traits.

[ ] Pool priorities are set to ensure that they are packaged in the correct order.

[ ] The packaging tree contains award calculation logic for each pool.

[ ] As needed, distribution override rules are defined for pools with disbursement patterns that deviate from the default rule.

[ ] Volume processing jobs are defined for the Packaging, Award and Award and Disbursement Import processes.

Review disbursement setup. For each FAO being tested, check that:

[ ] Disbursement documents are defined in the Dictionary, as values for REQUIREMENT.DOCUMENT.

[ ] Document assignment criteria are defined for the aid year (System> Requirements Tree).

[ ] Disbursement Checklist items and assignment criteria are defined (in the program WPL_CHECKLIST).

If not included in your applications checklist, the disbursement checklist has condition(s) defined for students with Pell overpayment or loan default status reported by NSLDS.

[ ] Notification formats are defined in the Dictionary (System>Notification).

[ ] Defaults for notification formats and other notification controls are defined (System>FAO).

[ ] Volume processing jobs are defined for the Disbursement Requirements Calculation, DRN Extract and Disbursement Authorization processes.

[ ] For mail merge, the DRN templates contain letter text for each format, and document-specific text as needed.

Packaging and Awarding

Objectives   Test the Packaging process to confirm that it generates and applies awards for eligible students in the correct amounts and distribution.

Test the Award Import process to confirm that it applies awards as input.

Test manual awarding to ensure that all award actions increase or reduce the student's aid in the correct amounts and distributions.

Test the operation of the corresponding system components:

Volume Processes   Packaging Process
Award Process
Award and Disbursement Import

Pages   Fund>Attributes, Utilization
Award>Award Summary, Grant/Work Processing, Loan Summary
Award>Award Audit, Aid/Need Evaluation
Award>Student Pools/Funds, Student Proposed Awards
System>Setup>Schedule, Distribution Rule, Loan Type
System>Setup>Traits>Trait Tree, Test Student
System>Setup>Packaging>Pool Master, Pool Packaging Tree, Pool Distribution Override

Procedure   **Review setup for awarding and packaging.** See "Review of Setup" on page 140.

Prepare test students for packaging.

[ ] Chart eligibility information and expectations for the federal grant and loan programs for some 25-50 students, noting their budgets, EFCs, need, dependency status, Pell eligibility flag, enrollment time status and other factors affecting federal eligibility, based on traits attached to the packaging pools. Note the pools for which these students should qualify for aid.

[ ] Chart eligibility information and expectations for these students for any institutional or scholarship programs you wish to test.

[ ] Confirm readiness for packaging: enrollment status, application status, packaging status.

Test eligibility expectations. Test each student against the pool eligibility

traits using the System>Traits>Test Student page.

[ ] Confirm that the True/False results match expectations.

Note baseline fund utilization. For each fund to be packaged, record utilization figures prior to packaging, for comparison before and after awarding.

Prepare jobs for volume packaging.

[ ] Decide how to group students for volume packaging runs (such as by status, class, by ISIR receipt date, etc.) Create VP traits to select for these groups. Make sure that each test student belongs to at least one of the packaging groups.

[ ] Create the executable jobs to package students by status and trait (based on the catalog job Packaging Process) and post the proposed awards (catalog job Award Process).

Package individual students. Package 5-10 of the test students via the Award>Student Pools/Funds page. Verify that

[ ] The methodology and existing award information is accurate for each student.

Examine each proposed award and check that:

[ ] Students who should be eligible for that pool are awarded in the correct amounts, and ineligible students are not awarded.

[ ] Any packaging logic to assume values for null fields, such as "use FAFSA values if student year in school is null," has handled students appropriately.

[ ] Awards on pools such as Staff Sub and Unsub that have annual and cumulative limits are calculated accordingly.

[ ] For students with no CPS-calculated EFC, Pell, SEOG, Perkins and Stafford loans are not packaged. Pell is not packaged for any students with prior bachelor degrees.

[ ] Pre-awarded funds are applied as a resource and accurately included in amount calculations.

[ ] No awards are packaged from funds set up as nonawarding or frozen, and fund limits are respected.

Post packaging results for individual students. Using the Award>Student Proposed Awards page, flag some awards to post an offer, others not to post. After applying the awards, check that:

[ ] The Award Summary page is displayed, with awards are posted or not, as marked.

[ ] Offers are for the packaged amounts, and are distributed accurately over the terms of the student's schedule according to the fund's default distribution rule (or distribution override). The disbursement amounts reflect the distribution rule's overage and rounding requirements.

[ ] If funds are set up for automatic acceptance, awards on these funds have an accepted amount equal to the offer.

[ ] The Packaging status is set to Packaged.

[ ] Each award is accurately reflected in the Award Audit and Fund Roster.

[ ] Fund Utilization fund balances are updated to include the posted awards in the gross and net offers. Net offers equal gross offers less the sum of canceled and rejected offers.

[ ] Each student's Aid/Need evaluation takes account of the posted awards: the Meets Need, Replaces FC and Offset Stafford accumulators, Aid/Need Gap and Remaining Eligibility are correct, and the student has not been overawarded.

For awards on Stafford Sub and Unsub funds, the amounts are accumulated to offset Stafford.

Total aid and resources do not exceed cost of attendance except as allowed by regulations (Chapter 30 Veteran Benefits, Americorps, Pell) or policy (scholarships, athletic aid, nonFWS jobs).

[ ] If any fund has disbursement requirements, the corresponding documents are posted for any students received awards from that fund.

[ ] Loan awards create the corresponding loan applications, with unique ID and appropriate status and processing defaults.

Package remaining students in volume. Run the Packaging job for each set of selection criteria. After each run, confirm that:

[ ] The job runs successfully to completion and produces a control report and a detail report.

[ ] The expected students were selected according to the job's trait/status criteria and are listed in the detail reports.

[ ] Students were assessed correctly for pool eligibility and awards were calculated correctly.

[ ] No awards are packaged from funds set up as nonawarding or frozen.

Apply proposed awards in volume. Run the Packaging Award job to apply awards. Check results for each student:

[ ] Offers are for the packaged amounts, and are distributed accurately over the terms of the student's schedule according to the fund's default distribution rule (or distribution override). The disbursement amounts reflect the distribution rule's overage and rounding requirements.

[ ] The Packaging status is set to Packaged.

[ ] If funds are set up for automatic acceptance, awards on these funds have an accepted amount equal to the offer.

[ ] Each award is accurately reflected in the Award Audit, Fund Utilization and Fund Roster.

[ ] The Aid/Need page accurately reflects the student's aid package.

[ ] Loan applications exist for any loan awards.

[ ] Each student's event history has a record of the packaging run.

Manually modify awards. On the Award Summary screen, test the offer, accept, increase and cancel transactions.

[ ] Replace an existing award with a new offer.

[ ] Offer/accept a new award.

[ ] Increase/decrease offer and accepted amounts for some awards,

[ ] Confirm results on the Award Audit, Fund Utilization, Fund Roster and Aid/Need pages.

Manually update loan applications. For loan awards, bring up the application detail from the Loan Summary page and assure that:

[ ] Loan defaults can be changed and new values stored.

[ ] The loan snapshot has the correct data (federal or institutional) for reporting.

Manually certify several loan applications. Verify that:

[ ] Loans that certify have no missing student data, and those with missing data do not certify.

[ ] Successful certification is recorded in the loan's activity history.

[ ] Changes to enrollment and other student data that occur after certification do not update the snapshot.

[ ] Loan defaults can be changed after certification and new values stored.

Certify remaining loans in volume. Confirm that all loans certified should have been certified, that no rejected loans should have been certified, and that the loan activity histories show the certifications occurred.

Test the Award Import. If you intend to import awards from an outside agency (such as state grants):

[ ] Create an executable job to import the awards (based on the catalog job Award and Disbursement Import).

[ ] Ensure that input file(s) are in the appropriate format.

[ ] Run the job and check output reports. Confirm results on the Award Audit, Fund Utilization, Fund Roster and Aid/Need pages (and Loan Summary for loans).

Disbursement Authorization

Objectives   Test disbursement authorization processing, in volume and for individual students, to confirm that amounts are generated according to schedule, available for posting to Student Accounts and posted in FINANCIER.

Test the assessment of disbursement requirements and the generating of disbursement requirement notifications.

Test the posting of disbursement transactions in FINANCIER from an external source.

Test the operation of the corresponding system components:

Volume Processes
Disbursement Requirements Calculation
Disbursement Requirements Notification Extract
Disbursement Authorization
Award and Disbursement Import

Pages   Award>Award Summary, Disbursement Requirements

Procedure   **Review disbursement setup.** See "Review disbursement setup" on page 142.

Review disbursement requirements. Check the Disbursement Requirements page for each student packaged in the Award testing.

[ ]   The correct items appear in the Checklist and Submissions lists and Incomplete items are displayed in red.

[ ]   The notification defaults have been supplied.

[ ]   Disbursement status is incomplete for all students with required documents outstanding and/or unfulfilled checklist items.

Update requirements. Test the effects of changing document requirements on the disbursement status. For a few student(s) with checklist requirements complete, change the status of Required documents – change most to Complete, a few to Waived and Deleted. As each document status is updated, check that:

[ ]   As long as any document that is set to affect the overall status is still

Required (or anything short of Complete, Waived or Deleted), the disbursement status remains Incomplete.

[ ] When all documents set to affect the overall status are Complete, Waived or Deleted, the disbursement status is Complete.

[ ] Changing a document back to an incomplete status results in disbursement status of Previously Complete.

[ ] A Required document that is *not* set to affect the overall status does not cause the disbursement status to change from Complete.

Prepare for DRN generation. Choose a number of students with incomplete documents, grouped by a trait that can be used to limit the DRN Extract run.

[ ] For each of these students, determine (from the most recent type sent) which format to expect.

[ ] Set a few students to hold notifications.

[ ] As needed, adjust the job's trait selection criteria to process the group of students you are testing.

Run the DRN Extract volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report and generating an extract file. The expected students were selected.

[ ] Students with Holds were not selected.

[ ] A DRN event is added to the students' event histories.

Using the Extract file, run a mail merge. Check results:

[ ] Notifications are in the format expected for each student.

[ ] Notification text is appropriate to the format.

[ ] Outstanding requirements are accurately stated in the notifications.

Generate individual DRNs. Change the Holds to Print, and generate letters for those individuals from the Disbursement Requirements page. After mail merge, check results:

[ ] Notifications are in the format expected for each student.

[ ] Notification text is appropriate to the format.

[ ] Outstanding requirements are accurately stated in the notifications.

[ ] A DRN event is added to the students' event histories.

Prepare for a volume Disbursement Requirements Calculation. Make a change to the Requirements Tree that should result in adding a document to one or more students who currently have a Complete disbursement status.

Run the Disbursement Requirements Calculation volume job. Check results:

[ ] The process runs successfully to completion, producing a Processing Counts/Errors report.

[ ] Students who should be affected have the new required document, and disbursement status of Previously Complete.

Prepare for Disbursement. Look at the term enrollment snapshots on the Disbursement Requirements page and note students with incomplete data. Run the Term Snapshot Calculation in TRIAL mode. Confirm that

[ ] Students with incomplete data failed the snapshot check for funds that require a snapshot match.

[ ] No students were stopped for funds that do not require a snapshot match.

Correct/complete the enrollment data for failed students and rerun the Term Snapshot Calculation in TRIAL mode.

[ ] Students with corrected snapshots now pass the snapshot check.

Set a few students with disbursement holds.

Note any students with existing disbursements.

Process Disbursements. Run the Disbursement Authorization job. Confirm that:

[ ] The job runs successfully and produces the Processing Counts/Errors, Reject Detail and Processing Detail reports.

[ ] Students are correctly selected according to the aid year, term, status and trait parameters.

[ ] Students with disbursement holds are not disbursed.

[ ] Disbursements are authorized only on active funds.

[ ] If a fund is flagged to require a disbursement status check, only students with status of Complete are authorized for disbursement from that fund.

[ ] If a fund has required documents, only students who had completed those documents are authorized for disbursement on that fund.

[ ] Funds with disbursement limits reflect the utilization of disbursement dollars. No award on such a fund is offered without a balance sufficient to cover the disbursement.

[ ] Each disbursement is reflected in the student's Event History and Award Audit.

[ ] Funds set to record an Aid History show the appropriate pending and disbursed amounts.

[ ] A row has been added to the STUDENT_SAR (and/or STUDENT_SLN) table for each student's disbursement on a fund set to Feed SAR/Feed SLN.

Verify that post-disbursement changes are processed correctly. Update some award amounts, both increases and decreases, using the offer increase/decrease, offer and accept increase/decrease, cancel and reject transactions. Confirm awarding results, then run the Disbursement Authorization again to pick up the differences.

[ ] For awards with accepted amount different from previously disbursed amounts, disbursements are processed in the correct amounts for the proper disbursement points.

[ ] Awards that have been decreased (canceled or reduced) since a previous disbursement produce a negative disbursement, regardless of whether a disbursement hold is set.

If you have institutional post-disbursement procedures in place, add steps to test these function.

Test the Disbursement Import. If you intend to import disbursements

from an outside source (such as FWS wages paid directly to students by the Payroll department):

[ ] Create an executable job to import the disbursement transactions (based on the catalog job Award and Disbursement Import).

[ ] Ensure that input file(s) are in the appropriate format.

[ ] Run the job and check output reports. Confirm results on the Award Summary, Award Audit and Fund Utilization pages

COD Reporting of Federal Grants

Objectives   Test the export and import processing of Pell, ACG and SMART grants to ensure originations and disbursements are accurately reported, and acknowledgments are recorded.

Test the operation of the corresponding system components:

Pages   Award>Federal Grant Reporting

Volume Processes   Federal Grant Reporting Export
Federal Grant Reporting Import

Procedure   **Prerequisite.** To test the Import you will need a response file, either a live file from COD or a dummy file.

Review basic setup. Check that:

[ ]   Institution, TG #, and Entity IDs are set up in the FAO Table.

[ ]   Schedule table is set up with disbursement points, fiscal and calendar years, and calendar months for the terms identified in the aid year.

[ ]   Volume jobs are defined for the Federal Grant Export and Federal Grant Import processes. You may wish to define separate export jobs for Pell, ACG and SMART in order to test the grant type selection.

Prepare students for reporting. Locate students from the packaging and disbursement testing that received a Pell grant and ACG or SMART grant. For each student, check the Federal Grant Reporting page and confirm that:

[ ]   Pell budget and enrollment are accurately displayed.

[ ]   ACG class level and enrollment are accurately displayed. (You may wish to have some students who are freshmen in the fall term and sophomore in the spring.)

[ ]   SMART Grant CIP, class level and enrollment are accurately displayed. (You may wish to include some students who change from an eligible CIP in fall to an ineligible one in spring.)

Set a few students' grant(s) to hold reporting.

Run the Federal Grant Reporting Export. Check results:

[ ] The volume process ran successfully to completion, producing the Processing Counts/Errors, Error Detail and Reported Students reports.

[ ] The grant type(s) selected for export correspond to the run parameters you have set for Pell, ACG and/or SMART.

[ ] Grants with holds are not reported.

[ ] The Reported Students output shows originations for all grants not previously reported. Disbursements are reported only if the primary disbursement date in the Schedule table has been reached, and the grants have been authorized for disbursement.

[ ] The export grant ID and export date are recorded for each grant selected on the student's Federal Grant Reporting page. The grant ID is properly constructed.

[ ] Any student with an ACG or SMART grant who changes class levels within the aid year has two grants reported.

[ ] Current and In Process columns match on the Federal Grant Reporting page.

[ ] A grant export event is added to the students' event histories.

If you sent the data to COD and have a response file, run the Federal Grant Report Import. Check results:

[ ] The volume process ran successfully to completion, producing the Processing Counts/Errors and Error Detail reports.

[ ] The students' Federal Grant Reporting pages show acknowledgments for all exported transactions and the In Process columns are cleared. If any grants had previously acknowledged originations, the acknowledgment is updated only if the export reported a change to the origination data.

[ ] If an origination or disbursement was accepted, the Accepted column is updated.

[ ] If an origination or disbursement was rejected, the Import set a hold on the grant.

[ ] A grant import event is added to the students' event histories.

Test reporting of grant changes. Change some award amounts and enroll-ment data. Ensure that the Federal Grant Reporting export picks up the grant changes, and the export results are accurately reflected in Federal Grant Reporting page.

COD Reporting of Direct Loans

Objectives   Test the export and import processing of Direct Loans to ensure originations and disbursements are accurately reported, and acknowledgments are recorded.

Test the operation of the corresponding system components:

Pages   Award>Loan Summary

Volume Processes   Direct Loan Export
Direct Loan Import

Procedure   **Prerequisite.** To test the Import you will need a response file, either a live file from COD or a dummy file.

Review basic setup. Check that:

[ ] Institution, TG #, and Entity IDs are set up in the FAO Table.

[ ] Schedule table is set up with disbursement points, fiscal and calendar years, and calendar months for the terms identified in the aid year.

[ ] Loan Type table has an entry for Direct student loans indicating separate applications for subsidized and unsubsidized loans, with the fee and rebate amounts for the processing year.

[ ] Volume jobs are defined for the Direct Loan Export and Direct Loan Import processes.

Prepare students for reporting. Locate students from the packaging and disbursement testing that received a subsidized or unsubsidized loan. For each student, check the Loan Application page and confirm that:

[ ] The loan period has been calculated correctly based on the student's schedule.

[ ] The correct fee and rebate amounts have been applied.

[ ] Activity history shows the loans are certified.

[ ] Disbursement detail is displayed in the loan processing window.

Set a few students' loans to hold reporting.

Run the Direct Loan Export. Check results:

[ ] The volume process ran successfully to completion, producing the Processing Counts/Errors, Error Detail and Reported Students reports.

[ ] Loans with holds are not reported.

[ ] The Reported Students output shows originations for all loans not previously reported. Actual disbursements are reported only if the primary disbursement date in the Schedule table has been reached, and the loans have been authorized for disbursement.

[ ] Each loan's activity history and disbursement detail accurately reflects the export results.

[ ] A DL export event is added to the students' event histories.

If you have a response file, run the Direct Loan Import. Check results:

[ ] The volume process ran successfully to completion, producing the Processing Counts/Errors and Error Detail reports.

[ ] The students' Loan Application pages show acknowledgments for all exported transactions. If any loans had previously acknowledged originations, the acknowledgment is updated only if the export reported a change to the origination data. Rejects have set the loan or disbursement on hold.

[ ] Each loan's activity history shows the import results.

[ ] A DL import event is added to the students' event histories.

Test reporting of loan changes. Change some award amounts and enrollment data. Ensure that the Direct Loan Reporting export picks up the changes, and the export results are accurately reflected in loan activity.

FFELP Loan Reporting

Objectives   Test the exchanges of data between FINANCIER and the loan processor.

Test the operation of the corresponding system components:

Pages   Award>Loan Summary

Volume   FFELP Export
Processes   FFELP Import

Procedure   **Prerequisite.** Arrange to test the data exchange with your processor, in order to ensure that the export files are acceptable, import files are responsive to the export, and to allow subsequent operations to be performed on the test loans.

Review basic setup. Check that:

[ ] Schedule table is set up with disbursement points, fiscal and calendar years, and calendar months for the terms identified in the aid year.

[ ] Loan Type table has an entry for FFELP student loans with application type (separate or combined sub/unsub), guarantor and lender and corresponding fee and rebate amounts, subsidized and unsubsidized funds.

[ ] Volume jobs are defined for the FFELP Loan Export and FFELP Loan Import processes.

Prepare students for reporting. Locate students from the packaging and disbursement testing that received a subsidized or unsubsidized loan. For each student, check the Loan Application page and confirm that:

[ ] The loan period has been calculated correctly based on the student's schedule.

[ ] The correct fee and rebate amounts have been applied.

[ ] Activity history shows the loans are certified.

[ ] Disbursement detail is displayed in the loan processing window.

Set a few students' loans to hold reporting.

Run the FFELP Loan Export. Check results:

[ ] The volume process ran successfully to completion, producing the Processing Counts/Errors, Error Detail and Reported Students reports.

[ ] Loans with holds are not reported.

[ ] The Reported Students output shows originations for all loans not previously reported. Actual disbursements are reported only if the primary disbursement date in the Schedule table has been reached, and the loans have been authorized for disbursement.

[ ] Each loan's activity history and disbursement detail accurately reflects the export results.

[ ] A FFELP export event is added to the students' event histories.

If you have a response file, run the FFELP Loan Import. Check results:

[ ] The volume process ran successfully to completion, producing the Processing Counts/Errors and Error Detail reports.

[ ] The students' Loan Application pages show acknowledgments for all exported transactions. If any loans had previously acknowledged originations, the acknowledgment is updated only if the export reported a change to the origination data. Rejects have set the loan or disbursement on hold.

[ ] Each loan's activity history shows the import results.

[ ] A FFELP import event is added to the students' event histories.

Test reporting of loan changes. Change some award amounts and enrollment data. Ensure that the FFELP Export picks up the loan changes, and the export results are accurately reflected in loan activity.

Appendix

FINANCIER™ Web Page Images

Table: (STUDENT)
Column: (ST_AC_MAJ)

Dictionary

Attributes

Header: PROGRAM MAJOR
Label: Major:
Edit mask:
Format: Alphanumeric
Length / Decimal places: 3
Maintenance type: User-maintained

Values

Definition by: User-defined
Order selection:
Reference:
   Table:
   Column:

Audit

Audit type:
Required:

Description

The major course of study may affect the student's eligibility for some financial aid funds.

Federal Field Numbers

SAR Field   DSL Field   DPL Field

Table: (STUDENT)
Column: (ST_AC_MAJ)

Field Values

Value	Value Translation
CSC	Computer Science
MED	Medicine
MTH	Mathematics
NRS	Nursing

System>Dictionary page and Values page

Security: **WPDemo** (WPDemo)

Security

User Definition

Name:	WPDemo
Password:	1t.1.yN/.$

Email address: wpdemo@wolffpack.com
Default FAO: Demo

FAO Access

FAO	Access
Demo	Delete

Page Access (by FAO)

Demo

Page	Access
FINANCIER	Delete
Student	Delete
Demographic	Delete
Academic	Delete
NSLDS	Delete
Event History	Delete
Audit History	Delete
Notes	Delete
Activity Summary	
Transcript	
Demo (test)	Delete
Applications	Delete
ADD List	Delete
App Requirements	Delete
Need Analysis	Delete
Federal	Delete
Federal (FAFSA)	Delete
CSS	

System>Security page

FAO: **Undergraduate**

FAO

Definition

Director: Peggy Belle Ring

Address:
24 South Ave.
Room 5566
Rochester   New York
14624

Phone: (585)424-1562
E-Mail: pring@wpuniv.edu

Institution ID: 000001234
DUNS ID:
OPE ID: 1234565
TG Number: TG11111

Defaults

Financial aid schedule: Semester
Active FINANCIER aid years: 2005 -- 2006

Need Analysis:
Duration: 9 month
Methodology 1 / 2 / 3:
FM(9Mo)   FM(Dur)   INAS IM

Application Requirements:
Initial format: Freshman initial
Follow-up format: Reqmt follow-up
Confirmation fmt: Reqmt completion
Frequency: Monthly
Maximum:

Pell Entity:
Disburse SAR: Term-based
Disburse SLN: Term-based

Disbursement Requirements:
Initial format: Freshman initial
Follow-up format:
Confirmation fmt:
Frequency:
Maximum:

College Code Cross-Reference

College Code	Source
123456	Federal data
23400	Federal data

System>Setup>FAO

Schedule: **Semester** (S)

FAO: **Undergraduate**
AidYear: **2004-2005**

Schedule

Registration Term			Disbursement			
Term	Registration Year	Regular Term	Disbursement Point	Fiscal Year	Calendar Year	Calendar Month
Fall (F)	2005	Yes	Early Fall (1)	2005	2004	09
			Late Fall (2)	2005	2004	10
Spring (S)	2005	Yes	Early Spring (5)	2005	2005	01
			Late Spring (6)	2005	2005	02
Summer (M)	2006	No	Early Summer (7)	2005	2005	07
			Late Summer (8)	2006	2005	08

Term Maintenance

Registration term: Fall
Term sequence: 01
Registration year: 2005
Academic year term: Yes
Begin date:
End date:

Disbursement Point Maintenance

Disbursement point: Early Fall
DP sequence: 01
Registration term: Fall
Fiscal year: 2004-2005
Calendar year: 2004
Calendar month: September
Primary date:
30-day date:
Mid-term date:

System>Setup>Schedule and windows

FAO: **Undergraduate**
AidYear: **2004-2005**

Loan Type

Loan Type
Direct
Direct Plus
FFELP
FFELP Plus

Loan Type Detail - Direct

Identification

Institution: Fredricksburg College
System indicator:

FINANCIER Processing

Processing mode: Electronic
Application style: Separate subtypes
Certification level:
Promissory notes: AidYear prom notes

Default Processors

Lender:
Guarantor:

Processor Defaults

Requested processing:
Promissory note type:
MPN promissory note type:
Promissory note delivery:
Loan fee %:
Loan rebate %:

Funds

Subsidized: DIRECT subsidized
Unsubsidized:
Extended unsub:

System>Setup>Loan Type and window

FAO: **Undergraduate**
AidYear: **2004-2005**

Distribution Rule

Distribution Code	Rounding	Overage Rule
(A) Fall/Spring	Whole dollar	Last disbursement
(F) Fall	Whole dollar	Last disbursement
(M) Summer	Whole dollar	
(S) Spring	Whole dollar	

Distribution Code Setup

Distribution code: Fall/Spring   Rounding: Whole dollar
                                      Overage rule: Last disbursement

Disbursement Point	Multiplier		Divisor
Early Fall	1	/	2
Late Fall		/	
Early Spring	1	/	2
Late Spring		/	
Early Summer		/	
Late Summer		/	

System>Setup>Distribution Rule and window

Term:	**Fall** (F)		Methodology:	**FM (Dur)**

FAO:	**Undergraduate**
AidYear:	**2004-2005**

Budget Tree

tree mode
amount mode

- Tuition [+4500]
  - Student Address State
    - not Alabama
    - not New York [+1000]
- Room/Board [+0]
  - Student Housing
    - Campus housing [+3425]
    - Off-campus [+4500]
    - With parents [+1500]
- Books/Supplies
  - Term Major
    - Computer Science [+200]
    - Mathematics [+100]
    - Medicine [+500]
    - Nursing [+250]
- Dependent care
  - Student Address State
    - California [MV]
  - Student Child Dependents Test
- Personal [+150]
- Transportation
  - Student Housing
    - Off-campus [+500]
    - Campus housing [+100]
    - With parents [+500]
- Lab fees
  - Term Major
    - Medicine [+400]
    - Nursing [+200]
    - Computer Science [+150]
- Miscellaneous [+50]
- Other 1
  - Student Address State
    - Three states [MV]
    - Two states [MV]
- Other 2

System>Setup>Budget>Budget Tree
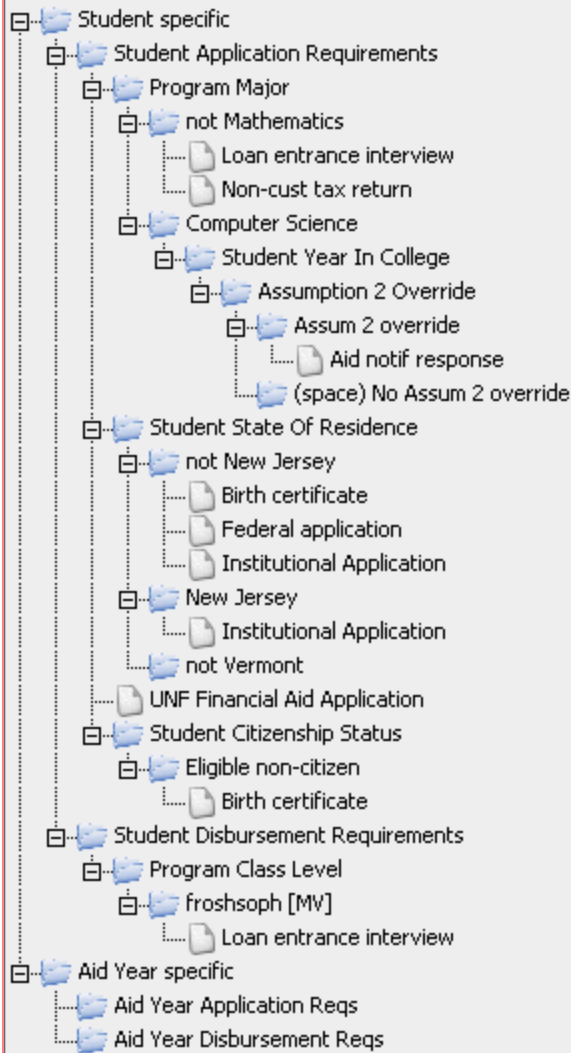
System>Setup>Requirement>Requirement Tree

Audit Triggers

Triggers output file: `aud_trig_work.ddl`

Tables with Audited Columns	Audit Type
FUND_ATTRIBUTES	Fund
AIDYEAR	Student
CSS_0102	Student
CSS_0203	Student
CSS_0304	Student
CSS_0405	Student
CSS_0506	Student
FEDERAL_0102	Student
FEDERAL_0203	Student
FEDERAL_0304	Student
FEDERAL_0405	Student
FEDERAL_0506	Student
STUDENT	Student

System>Setup>Audit Triggers

Notification

Layout

Item	Sequence	Print
Opening	1	Yes
Before Awards	3	No
Awards	4	Yes
Before Fund Messages	7	No
Fund Messages	8	Yes
Closing	10	Yes

Notification Setup

Item: Opening

Sequence: 1

Print: Yes

Text:
```
<p>
This is to inform you that your Financial Aid Application data
has been recieved and reviewed. As a result of new
information provided to our institution, we have revised your
aid package.  We are pleased to offer you the following
financial assistance.
</p>

<p>Please review the information below.</p>
```

System>Notification page and Setup window

Student: **Erin Banks** (999323238)

FAO: **Undergraduate**

Demographic

Identification

Name: | Banks | Erin | E | | Ms
(Last) | (First) | (MI) | (Suffix) | (Title)

Student ID: 999323238   **Previous name:**

SSN: 999-32-3238   **Drivers license/state:**

Date of birth: 18-JAN-0198   DMV99932323886   Massachusetts

Sex: Female   **Spouse ID:**

Veteran type: **Parent:**

Alien registration:

Student PIN: 4533   **Special designation:**

Communication

Addresses:

2473 Elmwood Ave

Weymouth   Massachusetts

02188

Phone: (781)635-5444

Email address: ERINBANKS@NOWHERE.NET

Lending

Lender:

FFELP MPN ID: **Direct MPN ID:**

Student>Demographic page

Student: **Erin Banks** (999323238)

FAO: **Undergraduate**
AidYear: **2005-2006**

Academic

Program

Admission status / date:	Admitted	First enrollment date:	09-SEP-2005
Separation reason / date:		Expected degree date:	

Enrollment

	Program	Fall	Spring	Summer
I/O state:	In-state			
College:	DOC College			
Major:	Mathematics			
Degree:	Bachelor of Arts			
Class:	Sophomore			
Enrollment:	15.00			
Time status:		Full-time		
Housing:		Off campus		
Board:				

Student>Academic page

Student: **Erin Banks** (999323238)

FAO: **Undergraduate**

Event History

Aid year: [--All years-- ▼] Begin date: [   ] End date: [   ] User: [-----All users----- ▼]

Type: [---All types--- ▼] Generated by: [---All--- ▼]

Aid Year	Date	User	Type	Description
2001-2002	17-JUL-2002	DanH	ADD Load	FedTran # / EFC $4462
2001-2002	04-JUL-2002	DanH	ADD Load	FedTran # / EFC $4462
2001-2002	03-JUL-2002	DanH	ADD Load	FedTran # / EFC $4462
2001-2002	03-JUL-2002	DanH	ADD Load	FedTran # / EFC $4462
2001-2002	02-JUL-2002	DanH	ADD Load	FedTran # / EFC $4462

Student>Event History page

| Student: | **Erin Banks** (999323238) | | | | | | |
| FAO: | **Undergraduate** | | | | | | |

Audit History

Aid year: --All years-- | Begin date: | End date: | User: -----All users-----

Table/column: -----------All tables/columns----------- | Technical names: ☐

Aid Year	Date	User	Table	Column	Old Value	New Value
2001-2002	22-AUG-2003	BruceM	STUDENT	STUDENT DATE OF BIRTH	19-JAN-80	18-JAN-98
2001-2002	22-AUG-2003	BruceM	STUDENT	STUDENT DATE OF BIRTH	19-JAN-98	19-JAN-80
2001-2002	22-AUG-2003	BruceM	STUDENT	STUDENT DATE OF BIRTH	19-JAN-83	19-JAN-98
2001-2002	02-JUL-2003	BruceM	FEDERAL_0102	PARENT STATE RESIDENCE DATE	01-JUL-96	19-JUL-06
2001-2002	02-JUL-2003	BruceM	FEDERAL_0102	STUDENT STATE RESIDENCE DATE	01-JUL-96	19-JUL-06
2001-2002	02-JUL-2003	BruceM	FEDERAL_0102	PARENT STATE RESIDENCE DATE	20-JUL-06	01-JUL-96
2001-2002	02-JUL-2003	BruceM	FEDERAL_0102	STUDENT STATE RESIDENCE DATE	19-JUL-01	01-JUL-96
2001-2002	02-JUL-2003	BruceM	FEDERAL_0102	PARENT STATE RESIDENCE DATE	19-JUL-06	20-JUL-06

Student>Audit page

Student: **Erin Banks** (999323238)

FAO: **Undergraduate**

Notes

Aid year: 2004-2005   Begin date: [   ]   End date: [   ]   User: -----All users-----

Aid Year	Create Date	Create User	Update Date	Update User	Note Text
2004-2005	15-APR-2005	SallyW			Father unemployed as of 6/15/04

Student>Notes page

FAO: **Undergraduate**
AidYear: **2005-2006**

Application Data Delivery List

New/Reject: ----All---- ▼   Reject reason: --All reject reasons-- ▼

Last name: [   ]   First name: [   ]

SSN	Student Name	DOB	Reason	Imported	New / Reject	Reject Reason
300-10-1801	Edit , Electroni C	31-DEC-1980	Automatic	03-DEC-2004	New	
200-10-1802	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1805	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1807	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1809	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1812	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1814	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1816	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	
200-10-1818	Edit , Electroni C	02-JAN-1982	Automatic	03-DEC-2004	New	

ADD rows displayed: 9

Application Data Delivery List page

Student: Paul Bellinski (999324480)   **Admission Approved**

FAO: Undergraduate
AidYear: 2005-2006

Application Requirements

Application status: Incomplete

Notification

Override: [ ]   Override reason / date: [ ] [ ]

Formats: Most Recent:

Initial: Freshman initial   Frequency: Monthly   Type: [ ]

Follow-up: Reqmt follow-up   Maximum: [ ]   Date: [ ]

Confirmation: Reqmt completion   Start / Stop: [ ] [ ]

Checklist

Application Checklist	
Academic status	Admission Approved
Verification	Not yet verified
EDE corrections	No corrections

Submissions

Document	Period	Start Year	Status	Status Date	Affects Status	Notifications
Student Tax Return - 2002	Aid year		Complete	25-FEB-04	Yes	
Birth certificate	Student		Complete	25-FEB-04	Yes	
Institutional Application	Student		Required	08-OCT-02	No	
Federal application	Student		Complete	25-FEB-04	Yes	
Loan entrance interview	Student		Required	08-OCT-02	No	
Non-cust tax return	Student		Waived	25-FEB-04	Yes	
Parent Tax Return 2002	Student		Complete	25-FEB-04	Yes	
	Student		Required	24-FEB-05	Yes	

Application>Application Requirements page

Student: **Paul Bellinski** (999324480)   **Admission Approved**

FAO: **Undergraduate**
AidYear: **2005-2006**

Federal

STUDENT

Citizenship status: [_____]
State of residence: [_____]
Residence date: [____]
5-year residence: [_____]
Marital status: [_____]
Marital status date: [____]
Family size: [__]
Family in college: [__]
Bachelor degree: [_____]
HS diploma/GED: [_____]
Drug conviction: [_____]
Student male: [_____]
Sel service reg: [_____]

Income

Tax filer: [_____]
Tax form: [_____]
Short form eligibility: [_____]
Tax exemptions: [__]
Adjusted gross income: [____]
Student work income: [____]
Spouse work income: [____]
Federal tax: [____]
Credits/benefits: [____]
Untaxed income: [____]
Income exclusions: [____]
Veteran education benefits:
   Vet benefit months: [____]

PARENTS

State of residence: [_____]
Residence date: [____]
5-year residence: [_____]
Marital status: [_____]
Marital status date: [____]
Family size: [__]
Family in college: [__]

Father ed level: [_____]
Mother ed level: [_____]

Income

Tax filer: [_____]
Tax form: [_____]
Short form eligibility: [_____]
Tax exemptions: [__]
Adjusted gross income: [____]
Father work income: [____]
Mother work income: [____]
Federal tax: [____]
Credits/benefits: [____]
Untaxed income: [____]
Income exclusions: [____]

Applications>Need Analysis>Federal page

Student: **Paul Bellinski** (999324480)   **Admission Approved**

FAO: **Undergraduate**
AidYear: **2005-2006**

Assets

Cash: [ ]

RE/investments: [ ]

Business/farm: [ ]

Status

Date of birth: [▼]

Graduate: [▼]

Married: [▼]

Child dependents: [▼]

Other dependents: [▼]

Orphan/ward: [▼]

Veteran: [▼]

Plans

Year in college: [▼]

Degree/certificate: [▼]

Housing: [▼]

Interest:

  Work/study: [▼]

  Student loans: [▼]

Enrollment: [▼]

Assets

Cash: [ ]

RE/investments: [ ]

Business/farm: [ ]

APPLICATION

Signature(s): [▼]

Signature date: [ ]

REJECT/ASSUMPTION OVERRIDE

Reject 3: [▼]

Reject 12: [▼]

Reject A: [▼]

Reject B: [▼]

Reject C: [▼]

Reject G: [▼]

Reject J: [▼]

Reject K: [▼]

Reject N: [▼]

Reject W: [▼]

Assumption 1: [▼]

Assumption 2: [▼]

Assumption 3: [▼]

CALCULATION

Dep override: [▼]

Federal record lock: [▼]

Ver rej suppression: [▼]

Enrollment duration: [9 months ▼]

Calc methodology: [INAS IM ▼]

Applications>Need Analysis>Federal page (cont.)

Federal (FAFSA)

Step One

1) Name: [Bellinski] [Paul] [ ] [ ] [ ]
   (Last)   (First)   (MI) (Suffix) (Title)

4) Addresses: [240 Montrose Ave] [ ]
   [ ] [ ]
   [Malden] [Massachusetts ▼] [ ] [▼]
   [02148] Country: [ ]   [ ] Country: [ ]
   Phone: [(781)555-1212]   Phone: [ ]

8) SSN: [999-32-4480]

9) Birthdate: [31-AUG-1982]

11) Driver license/state: [DMV99932448086] [▼]

13) E-mail address: [PAULBELLINSKI@NOWHERE.NET]

14) US citizen / Alien registration: [▼] [ ]

16) Marital status: [▼]

17) Marital status date: [ ]

18) State of legal residence: [▼]

19) Resident before 1/1/2000: [▼]

20) Residency date: [ ]

21) Male: [▼]

22) Selective Service registration: [▼]

Step Six

86) Housing code: [▼]

98) Enrollment status: [▼]

Step Seven

99) Date completed: [ ]

100) Signatures: [▼]

Applications>Need Analysis>Federal FAFSA page

REJECT/ASSUMPTION OVERRIDE

Reject 3:	▼
Reject 12:	▼
Reject A:	▼
Reject B:	▼
Reject C:	▼
Reject G:	▼
Reject J:	▼
Reject K:	▼
Reject N:	▼
Reject W:	▼
Assumption 1:	▼
Assumption 2:	▼
Assumption 3:	▼
Assumption 4:	▼
Assumption 5:	▼
Assumption 6:	▼

CALCULATION

Dependency override:	▼
Federal record lock:	▼
Verifiable reject suppression:	▼
Enrollment duration:	9 months ▼

Applications>Need Analysis>Federal FAFSA page (cont.)

Student:	**Paul Bellinski** (999324480)	**Admission Approved**	
FAO:	**Undergraduate**		
AidYear:	**2005-2006**		

Need Analysis Calculations

	ISIR	FM(9Mo)FT	9 month
Dependency status:			
Family contribution:			
FISAP income:			

Student

Analysis type:			
Student contribution:	0	0	0

Parents

Analysis type:			
Parent contribution:			
Rejects/Assumptions	None	None	None

Applications>Need Analysis>Need Analysis Calculation page

Student: **Catherine Anniston** (999317028)

FAO: **Undergraduate**
AidYear: **2005-2006**

CPS Communication

Student Identification

Federal ID:

DRN:

College:

FAO Action

Adjusted EFC request:

Loan default override:

CPS Information

Dependency:

Primary EFC:

FISAP income:

Reject codes:

Comment codes:

Communication Activity

Original app source:

Processor receipt:

Transaction source:

Transaction receipt:

Elec transaction ind:

ISIR pushed flag:

EFC change flag:

Reject status chg flag:

SAR C change flag:

Verif status chg flag:

Verif tracking number:

Verification selection:

Pell eligible:

SAR C flag:

SSA SSN/name:

SSA citizenship:

DHS match:

DHS verif number:

DHS second match:

SelServ registration:

SelServ status:

Veterans admin:

NSLDS default:

NSLDS results:

Father SSA match:

Mother SSA match:

Applications>CPS Communications page

FAO: **Undergraduate**
AidYear: **2005-2006**

Federal Corrections

New/Reject: ----All---- ▾

Last name: [   ]   First name: [   ]

Student ID	Student Name	New/Reject	Reject Date	Submit Flag
000005610	Henderson, Thomas M	New		

Federal Corrections Maintenance

Student: [000005610] [Henderson, Thomas M]

Submit: [▾]

New/Reject: [New]   SSN error: [   ]   Record rejects: [   ]

Reject date: [   ]   Tran error: [   ]

Field	Name	Value	Error
035	FEDERAL_0506.FE_S_AGI	25000	

Applications>Federal Corrections page and Maintenance window

Student:	**Thomas Henderson (000005610)**		**Admission Approved**	
FAO:	**Undergraduate**		**Special Needs**	
AidYear:	**2005-2006**			

Budget/Need

	FM(9Mo)	FM(Dur)
Budget lock:		
Budget:	0	7,430
Tuition	0	1,752
Room/Board	0	1,500
Books/Supplies	0	300
Dependent care	0	0
Personal	0	0
Transportation	0	414
Lab fees	0	0
Miscellaneous	0	414
Other 1	0	3,050
Other 2	0	0
EFC:	2,764	2,764
Student contribution:	2,764	2,764
Parent contribution:	0	0
Other resources:		
Need:	2,764-	4,666

Budget Detail

Methodology: FM(Dur)

	AidYear	Fall	Spring	Summer
Budget lock:				
Budget:	7,430	7,430	0	
Tuition	1,752	1,752	0	
Room/Board	1,500	1,500	0	
Books/Supplies	300	300	0	
Dependent care	0	0	0	
Personal	0	0	0	
Transportation	414	414	0	

Applications>Budget/Need page and FM(Dur) Budget Detail window

Student:	Paul Bellinski (999324480)			**Admission Approved**	

FAO: **Undergraduate**
AidYear: **2005-2006**

Verification

Federal

		Institutional
Selection: Federal:	Institution:	Selection:
Status:	Status date:	Status:
Federal status:	Transaction:	Status date:
Re-verification:		

Student			Parent		
	Verification	Federal		Verification	Federal
Family size:			Family size:		
Family in college:			Family in college:		
Adjusted gross income:			Adjusted gross income:		
Federal tax:			Federal tax:		
Untaxed income:			Untaxed income:		

Student Information

	Verification	Federal		Verification	Federal
Attributes			**Income**		
Citizenship:			Filer:		
Residence:			Form:		
Marital stat:			SForm:		
Family size:			Exemptions:		
Family in college:			Federal tax:		
			Adjusted gross:		
			Student work:		
			Spouse work:		
Status			Credits/benefits:		
DOB:			Untaxed income:		
Grad:			Inc exclusions:		
Mar:					
CDep:			**Assets**		
ODep:			Cash:		
Orph:			RE/investments:		

Applications>Verification page and Student detail window

A-26

Student:	Paul Bellinski (999324480)	**Admission Approved**	
FAO:	Undergraduate		
AidYear:	2005-2006		

Veteran Certification

Veteran type: [▼]

Verification

Selection: [▼]

Status: [▼] [ ]

Benefits

Monthly amount: [ ]

Number of months: [ ]

Annual total: [ ]

Applications>Veteran Certification page

Student:	**Thomas Henderson** (000005610)		**Admission Approved**
FAO:	**Undergraduate**		**Special Needs**
AidYear:	**2005-2006**		

Satisfactory Progress

Registration Term	Progress Status	Override Reason	Last Update
Fall (F)	Unsatisfactory		05-AUG-2005
Spring (S)	Satisfactory		05-AUG-2005
Summer (M)	Unsatisfactory		05-AUG-2005

Applications>Satisfactory Progress page

Student: **Paul Bellinski** (999324480)   **Admission Approved**

FAO: **Undergraduate**
AidYear: **2005-2006**

Aid Year Schedule

Schedule: Semester

Registration Term			Disbursement			
Term	Registration Year	Regular Term	Disbursement Point	Fiscal Year	Calendar Month	Calendar Year
Fall	2006	Yes	Early Fall	2006	09	2005
			Late Fall	2006	10	2005
Spring	2006	Yes	Early Spring	2006	01	2006
			Late Spring	2006	02	2006
Summer	2006	No	Early Summer	2006	07	2006
			Late Summer	2007	08	2006

Applications>Aid Year Schedule page

A-29

Fund:	**Pell Grant** (Pell)
FAO:	**Undergraduate**
AidYear:	**2005-2006**

Fund Attributes

Fund name: Pell Grant   Accounts: 32423423453   34234

Attributes

Aid source:	Federal
Aid type:	Grant
Aid program:	Pell Grant
Transcript:	Pell Grant

Aid Notifications

Print on ANs / Order: Print on ANs   1

Fund message text:
This is a federal grant.

Awarding

Fund status:	Active
Freeze offers:	Do not freeze
Freeze disburse:	Do not freeze
Limit awards:	
Allow awards:	Allow awards

Replacement rule: Absolute replacement   Fund:

Rollup fund:

Disbursement

Student Accounts:		Account number:
Feed to Student Accounts		23423421

Student Loans:		Sub-acct number:
Do not feed to SLN		

Check: Disb status: No   Snapshot: No
        Clock hours: No

Meets need:	Meets need
Replaces FC:	Replaces PC only
Offsets Stafford:	Offsets Stafford

Default distrib: Fall/Spring

Program annual:

Lifetime maximum:

Fund Requirements

Document	Period	Affects Status
Birth Certif	Student specific	Affects disbursement status

Fund>Fund Attributes page

A-30

Fund:	**Pell Grant** (Pell)			
FAO:	**Undergraduate**			
FiscalYear:	**2005-2006**			

Utilization

Fund Utilization Analysis		Unduplicated Headcounts
Offer limit:	50,000.00	
Offered (gross):	4,300.00	1
Cancelled:	.00	-1
Rejected:	.00	0
Offered (net):	4,300.00	4
Accepted:	2,500.00	2
Outstanding offers:		
Available to offer:		
Disbursement limit:	50,000.00	
Disbursed:	1,000.00	1
Outstanding accepts:		
Available to disburse:	49,000.00	

Fund>Fund Utilization page

Fund: **Pell Grant** (Pell)

FAO: **Undergraduate**

Historical Trends

Fiscal Year	Offered (gross)	Cancelled	Rejected	Offered (net)	Accepted	Disbursed	D/G %
2001	.00	.00	.00	.00	.00	.00	0
2002	.00	2,500.00-	.00	2,500.00	2,500.00	.00	0
2003	500.00	2,500.00-	.00	3,000.00	3,000.00	.00	0
2004	1,000.00	2,000.00-	.00	3,000.00	.00	.00	0
2005	33,412.00	50.00	.00	36,562.00	.00	.00	0
2006	4,300.00	.00	.00	4,300.00	2,500.00	1,000.00	0.25
2007	750.00	.00	.00	750.00	500.00	.00	0

Fund: **Pell Grant** (Pell)

FAO: **Undergraduate**
FiscalYear: **2005-2006**

Roster

Student ID	Student Name	Offered	Accepted	Cancelled	Rejected	Disbursed
999316407	Rebecca Amore	500.00	500.00	.00	.00	.00
999332553	Erin Carruth	500.00	.00	.00	.00	.00
999333174	Robert Chalmers	2,000.00	2,000.00	.00	.00	1,000.00
000005610	Thomas Henderson	1,300.00	.00	.00	.00	.00

Fund>Fund Historical Trends and Fund Roster pages

Fund: **Pell Grant** (Pell)

FAO: **Undergraduate**

Event History

Fiscal year: 2006 ▾ Begin date: [   ] End date: [   ] User: -----All users----- ▾

Type: ---All types--- ▾

Fiscal Year	Date	User	Type	Description
2006	31-AUG-2005	SallyW	Cre	Fund created 01-Jan-05

Fund: **Pell Grant** (Pell)

FAO: **Undergraduate**

Audit History

Fiscal year: ----All---- ▾ Begin date: [   ] End date: [   ] User: -----All users----- ▾

Table/column: ----------All tables/columns---------- ▾ Technical names: ☐

Fiscal Year	Date	User	Table	Column	Old Value	New Value
No records match filter criteria						

Fund>Fund Event History and Fund Audit History pages

Fund>Fund Notes page with Notes Maintenance window

Fund: **Pell Grant** (Pell)

FAO: **Undergraduate**
FiscalYear: **2005-2006**

Roster

| Student ID	Student Name	Offered	Accepted	Cancelled	Rejected	Disbursed
999316407	Rebecca Amore	500.00	500.00	.00	.00	.00
999332553	Erin Carruth	500.00	.00	.00	.00	.00
999333174	Robert Chalmers	2,000.00	2,000.00	.00	.00	1,000.00
000005610	Thomas Henderson	1,300.00	.00	.00	.00	.00

Fund>Fund Roster page

Student: Catherine Anniston (999317028)

FAO: Undergraduate
AidYear: 2005-2006

Award Summary
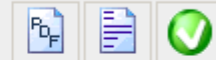
Packaging status / date: [Packaged ▾] [31-AUG-2005]

Notification (Aid/Denial)

Most Recent: Type: [   ]   Date: [   ]

Override: [▾]   Override reason / date: [▾] [   ]

Awards

Grants/Work				
Fund		Offered	Accepted	Disbursed
Smith Family Scholarship		2,000.00	2,000.00	.00
Total Grant/Work:		**2,000.00**	**2,000.00**	**.00**

Loans				
Program		Offered	Accepted	Disbursed
FFELP Subsidized		1,500.00	1,500.00	.00
FFELP Extended Unsubsidized		.00	.00	.00
Total Loans:		**1,500.00**	**1,500.00**	**.00**

Total Awards:		**3,500.00**	**3,500.00**	**.00**

Grant/Work Processing   Fund: [Director Scholarship]

Award action: [Off/Acc increase * ▾]   Award amount: [500]
Distribution rule: [Fall ▾]

Disbursement Amount	Disbursement Point	Offered	Accepted	Disbursed
		500.00	**500.00**	**.00**
[ ]	Early Fall	500.00	500.00	.00
[ ]	Late Fall	.00	.00	.00
[ ]	Early Spring	.00	.00	.00
[ ]	Late Spring	.00	.00	.00
[ ]	Early Summer	.00	.00	.00

Award>Award Summary and Grant/Work Processing pages

Student: **Catherine Anniston** (999317028)
LType: **FFELP**
FAO: **Undergraduate**
AidYear: **2005-2006**

Loan Summary

Loan Type	Subtype	Loan ID	Start Date	End Date	Status
FFELP	Subsidized	1012000000FHAD001			Cancelled
FFELP	Extended Unsubsidized	1012000000FHAD001			Cancelled

Loan Application: FFELP

Loan ID: 1012000000FHAD001

Requested: 2,300.00
Type: Sub and Unsubsidized
Period: --
Def?: Cap?: EFT?:

Lender: Agent 007
Guarantor: CBS Bank

Loan fee / rebate %: .26 .30

Lender status:
Guarantor status:
Credit status:

Eligibility

	SUB	UNSUB	XUNSUB
Off:	1,500.00		
Acc:	1,500.00		
Dsb:			

Promissory Note

Type: Stafford MPN
MPN type: New
Delivery: Web
Status:
Date:

Application

	Method / Action	Request / Reason	Date	Sub	Unsub	XUnsub
Xmt:						
Crt:	Approved	Guarantee Only rqst	12-AUG-2005	1,500.00		
Chg:	Cancel		12-AUG-2005			

Activity

Action	Reason	Date	Sub	Unsub	XUnsub	

Unsub	XUnsub	Acknowledgment	Date
		Accepted D/G	12-AUG-2005

Award>Loan Summary page and Loan Application window

Student: **Catherine Anniston** (999317028)

FAO: **Undergraduate**
AidYear: **2005-2006**

Distribution

Fund	Term	Disbursement	Offered	Accepted	Disbursed
Director Scholarship			**.00**	**.00**	**.00**
	Fall		.00	.00	.00
		Early Fall	.00	.00	.00
		Late Fall	.00	.00	.00
	Spring		.00	.00	.00
		Early Spring	.00	.00	.00
		Late Spring	.00	.00	.00
	Summer		.00	.00	.00
		Early Summer	.00	.00	.00
		Late Summer	.00	.00	.00
FFELP Stafford Ext. unsub			**.00**	**.00**	**.00**
	Fall		.00	.00	.00
		Early Fall	.00	.00	.00
		Late Fall	.00	.00	.00
	Spring		.00	.00	.00
		Early Spring	.00	.00	.00
		Late Spring	.00	.00	.00
	Summer		.00	.00	.00
		Early Summer	.00	.00	.00
		Late Summer	.00	.00	.00
FFELP Stafford Subsidized			**1,500.00**	**1,500.00**	**.00**
	Fall		750.00	750.00	.00
		Early Fall	750.00	750.00	.00
		Late Fall	.00	.00	.00
	Spring		750.00	750.00	.00
		Early Spring	750.00	750.00	.00
		Late Spring	.00	.00	.00
	Summer		.00	.00	.00
		Early Summer	.00	.00	.00
		Late Summer	.00	.00	.00

Award>Award Distribution page

Student: **Catherine Anniston** (999317028)

FAO: **Undergraduate**
AidYear: **2005-2006**

Award Audit

Fund ID: -All funds- ▾   Begin date: [   ]   End date: [   ]   User: -----All users----- ▾

Fund ID	Date	User	Action	Amount	Distribution
ffelpx	12-AUG-2005	SallyW	C	800.00	Fall/Spring
Smith	31-AUG-2005	SallyW	B	2,000.00	Fall
Direct	31-AUG-2005	SallyW	C	500.00	Fall
Direct	31-AUG-2005	SallyW	B	500.00	Fall

Student: **Catherine Anniston** (999317028)

FAO: **Undergraduate**
AidYear: **2005-2006**

Aid/Need Evaluation

	FM(9Mo)	FM(Dur)
Budget:		
EFC:		
Student contribution:		
Parent contribution:		
Need:		
Aid:	3,500	3,500
Meets need:	1,500	1,500
Replaces SC:	0	0
Replaces PC:	0	0
Replaces SC or PC:	0	0
Aid/Need gap:	0	0
Remaining eligibility:	0	0
Overaward:	0	0

Award>Award Audit and Aid/Need Evaluation pages

Student: **Neal Allison** (999315165)

FAO: **Undergraduate**
AidYear: **2005-2006**

Aid/Need Evaluation

	FM(9Mo)	FM(Dur)
Budget:		
EFC:		
Student contribution:		
Parent contribution:		
Need:		
Aid:	2,728	2,728
Meets need:	2,728	2,728
Replaces SC:	0	0
Replaces PC:	0	0
Replaces SC or PC:	0	0
Aid/Need gap:	0	0
Remaining eligibility:	0	0
Overaward:	0	0

Award>Aid/Need Evaluation page

Disbursement Requirements

Student: Thomas Henderson (000005610)   **Admission Approved**

FAO: Undergraduate   **Special Needs**
AidYear: 2005-2006

Disbursement Requirements

Disbursement status: Incomplete

Override: [▼]   Override reason / date: [▼] [ ]

Notification

Override: [▼]   Override reason / date: [▼] [ ]
Stop ARNs: [▼]   Include app reqmts: [▼]

Formats: Most Recent:
Initial: [Freshman initial ▼]   Frequency: [▼]   Type: [ ]
Follow-up: [▼]   Maximum: [ ]   Date: [ ]
Confirmation: [▼]   Start / Stop: [ ] [ ]

Checklist

Disbursement Checklist	
Academic status	Admission Approved
Application status	Incomplete
Loan default	Not in default
Grant repayment	Does not owe repaymt

Submissions

Document	Period	Start Year	Status	Status Date	Affects Status	Notifications
Aid notif response	Aid year		Incomplete	25-FEB-04	Yes	
Parent Tax Return 2002	Aid year		Waived	06-APR-04	Yes	
Student Tax Return - 2002	Aid year		Complete	14-NOV-03	Yes	

Document Maintenance

Document: [Loan entrance interview]
Format / type: [Disbursement Requirement] [Student]
Start year: [ ]
Status / date: [Required ▼] [18-APR-2005]
Affects status: [Yes ▼]
Notifications: [ ]

Award>Disbursement Requirements page and Document Maintenance window