

Getting Started with Reporting ACG/SMART Grants.

1. **Administer Financial Aid > Process ACG/SMART Grants > Setup > ACG/SMART Setup.** The very first time you use ACG/SMART, you'll need to setup this page.
 - a. The **Disbursement Offset** is how many days before or after disbursement you want records reported to COD. A negative number indicates days before disbursement. The maximum number of days prior to disbursement is 7.
 - b. If you leave the **Originate Offered Awards** box unchecked, only awards in accepted status will transmit for origination.
 - c. Select the **Disb Prior to Transmitting** if you want the grants to be disbursed before reporting the disbursement. This is the setting most schools have for Pell (Administer Financial Aid > Process Pell Payment > Setup > Pell Payment Setup, second tab).

[Home](#) > [Administer Financial Aid](#) > [Process ACG/SMART Grants](#) > [Setup](#) > **ACG/SMART Setup**

ACG/SMART Setup

Institution: DSU01 Dickinson State University

Aid Year: 2007

Setup Options		View All	First	1 of 1	Last
*Reporting School Code:	<input type="text" value="002989"/>	DICKINSON STATE UNIVERSITY	<input type="button" value="+"/>	<input type="button" value="-"/>	
Disbursement Offset:	<input type="text" value="-7"/>	<input type="checkbox"/> Originate Offered Awards	<input checked="" type="checkbox"/> Disb Prior to Transmitting		

2. The first set (after setup) is to enter eligibility information for students with ACG/SMART awards. You can do this one of two ways:
 - a. You have the option of entering the information onto a spreadsheet, then formatting it and sending to HECN via e-mail for batch entry. See Atch 1 for details.
 - b. If you want to enter each student individually, use **Financial Aid > Process ACG/SMART Grants > Use > Grant Eligibility Interface.**
 - i. If the ACG Eligibility Reason is **HS Prog**, then a **Rigorous High School Program** code must be entered.
 - ii. Student Level is required for both ACG and SMART recipients.

Grant Eligibility Interface

Haug

ID: 050

Origination Defaults			
ACG Eligibility Reason:	HS Prog	SMART Eligible CIP Code:	<input type="text"/>
Rigorous High School Program:	ND0001	Student Level:	1st year

3. The second step is to originate the grants using **Administer Financial Aid > Process ACG/SMART Grants > Process > ACG/SMART Origination**. You can originate selected students by checking the **Student Override** box and entering EmplIDs, or you can leave the Student Override box unchecked and originate all students who have the awards.
 - a. The Message Log will tell you how many student records originated or were adjusted, but not which ones. It will, however, tell you which EmplIDs did not originate because of errors and the reason why.
 - b. Students without Eligibility information will originate, but they will not transmit until the eligibility information is entered.

Process ACG/SMART Grants

Run Control ID: ACG_SMART_Grant_dj

[Report Manager](#) [Process Monitor](#)

[Run](#)

Control Information			
*Institution:	MASU1	*Aid Year:	2007
*Reporting School Code:	002993	<input checked="" type="checkbox"/>	Student Override

Student Override List		View All	First	1 of 1	Last
ID:	<input type="text"/>	+ -			

4. Once the origination process has been run for a student, you can see the student's ACG/SMART origination information at **Administer Financial Aid > Process ACG/SMART Grants > Use > Manage ACG/SMART Grants**.
 - a. If the student is missing eligibility information listed on this form, you can enter it here and save. No re-origination is necessary. If you make adjustments to the award amount on the Award Entry screen, that will cause the ACG/SMART to automatically re-originate the next time you run origination. For other changes, be sure to checkmark the Update Origination box and run the origination process. Origination will transmit

next time the outbound process is run (Financial Aid>File Management>COD Full Participant> Generate ACG/SMART Data). If the student's eligibility information changes mid year (for example, changing from first year to second year), you must use a separate item type for each year, and a separate origination record will be reported.

- b. If the record is rejected by COD:
 - i. Because of missing/incorrect eligibility information, then correct the problem, change the **Origination Status** from **Rejected** to **Originated**, change the **COD Transmission Status** from **On-Hold** to **Ready**, check-mark the **Update Origination** box and run the origination process.
 - ii. Because of a change to the award or to the disbursement amount, change the **Origination Status** from **Rejected** to **Originated**, change the **COD Transmission Status** from **On-Hold** to **Ready** and run the origination process.

Home > Administer Financial Aid > Process ACG/SMART Grants > Use > Manage ACG/SMART Grants

Origination Disbursement

Heg_ EmpID: 05
 Aid Year: 2007 Federal Aid Year 2006-2007 Institution: MISU1
 Item Type: 900000001300 Federal ACG Grant Career: UGRD

Award ID: 502066250A07002994001 Reporting School Code: 002994
 Grant Type: ACG Origination Status: Originated 12/14/06 16:43:09
 Update Origination [Oriq Status](#) COD Transmit Status: Ready 12/14/06 16:43:09

Seq	Trans Nbr	Award Amount	Student Lvl	Enrollment Date	Elig Reason Cd	HS Program Cd	Program CIP Cd
1	2	\$1300.00	2nd ye	08/21/2006	HS Prog		

5. Finally, outbound the records. Do review the Message Log for the process called FAPASOUT, as it will tell you which EmplIDs did not transmit and why. **Do not run this process more than once a day or you may overwrite any previous files.** Once a day, at the same time that Pell records are processed, Production Control will send the processed ACG/SMART records to COD.
 - a. The SFA Common School ID is available from the drop down.
 - b. Note the File Path and Name (example: **C:\psoft\finaid\Federal\Export\MISU1\craa07in.xml**); it will need your Academic Institution designator (BSC01, DSU01, etc) as part of the path.

ACG/SMART Outbound

Run Control ID: ACG_SMART_Out_dj

[Report Manager](#) [Process Monitor](#)

[Run](#)

Selection Criteria		First	1 of 1	Last
*Academic Institution:	NDSU1 <input type="text"/> North Dakota State University	<input checked="" type="checkbox"/>	Origination	+ -
*Aid Year:	2007 <input type="text"/> 2006-2007	<input checked="" type="checkbox"/>	Origination and Disbursement	
*Academic Career:	UGRD <input type="text"/>			
*SFA Common School ID:	79909520 <input type="text"/>			
*Schema Version:	Ver 2.0 <input type="text"/>			
*File Path and Name:	C:\pssoft\finaid\Federal\Export\NDSU1\craa07in.xml			

- c. On the second page of the run control, you will need to check-mark the **Select** box each time you do a run.

Process Scheduler Request

User ID: djunk

Run Control ID: ACG_SMART_Out_dj

Server Name:	<input type="text"/>	Run Date:	12/18/2006 <input type="text"/>
Recurrence:	<input type="text"/>	Run Time:	09:52:50 <input type="text"/>
Time Zone:	<input type="text"/>	Reset to Current Date/Time	

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	COD ACG/SMART Outbound	ASGOUT	PSJob	(None) <input type="text"/>	(None) <input type="text"/>
<input type="checkbox"/>	COD ACG/SMART Outbound	FAPASOUT	COBOL SQL	(None) <input type="text"/>	(None) <input type="text"/>
<input type="checkbox"/>	SFA_COD_OUT	SFA_COD_OUT	Application Engine	(None) <input type="text"/>	(None) <input type="text"/>

6. Adjustment Processing: After a grant record has been accepted by COD, report changes in eligibility as follows:
 - a. When a change to the student's award amount occurs, these records are automatically selected and adjusted by the origination process.
 - b. If a change to the student's eligibility information – ACG eligibility reason code, HS program code, or CIP code is required, the change must be initiated manually in the Manage ACG/SMART Grants component. Check-mark the **Update Origination** checkbox and run the origination process. A new row will be inserted in the origination detail grid which allows the user to change the eligibility criteria of the grant.
 - c. When a grant is adjusted, any updated data in the Grant Eligibility Interface page will be used by the origination process.
 - d. Changes in the student's academic level are not allowed after a grant has been accepted by COD. Users must cancel the current origination record and re-originate the grant using a different item type.

- e. Once a disbursement has been disbursed to the student, any subsequent change made to the disbursement amount will not be reported until the adjusted amount has been posted to the student account.

Atch 1

Generating the list of grant recipients using an Excel spreadsheet

Step one:

Create a spreadsheet with the interface file fields and enter your eligible students. All cells should be formatted as text. Note the first row contains ASG HEADER in the EMPLID column.

	A	B	C	D	E
1	EMPLID	Elig Code	HS Code	CIP Code	Acad Level
2	ASG HEADER				
3	12345678901	01	CA0002	14.0901	2
4	FAD0089	01	CA0001		1
5	FAD0103	02	AR6001		2
6	FAD0125			26.0406	3
7	FA0337	01	CA0002	12.1254	2

Step 2: In cell F2 paste the following function:

```
=CONCATENATE(A2,(REPT(" ",11-LEN(A2))),B2,(REPT(" ",2-LEN(B2))),C2,(REPT(" ",6-LEN(C2))),D2,(REPT(" ",7-LEN(D2))),E2,(REPT(" ",1-LEN(E2))))
```

This is what you should see after your paste.

	A	B	C	D	E	F
1	EMPLID	Elig Code	HS Code	CIP Code	Acad Level	
2	ASG HEADER					ASG HEADER
3	12345678901	01	CA0002	14.0901	2	
4	FAD0089	01	CA0001		1	
5	FAD0103	02	AR6001		2	
6	FAD0125			26.0406	3	
7	FA0337	01	CA0002	12.1254	2	

Step 3: Paste the function to the remaining rows in column F (except for the first row with the column header labels).

Copy F2 and do a paste special (formulas only) down the column.



This is what you should now see:

	A	B	C	D	E	F
1	EMPLID	Elig Code	HS Code	CIP Code	Acad Level	
2	ASG HEADER					ASG HEADER
3	12345678901	01	CA0002	14.0901	2	1234567890101CA000214.09012
4	FAD0089	01	CA0001		1	FAD0089 01CA0001 1
5	FAD0103	02	AR6001		2	FAD0103 02AR6001 2
6	FAD0125			26.0406	3	FAD0125 26.04063
7	FA0337	01	CA0002	12.1254	2	FA0337 01CA000212.12542

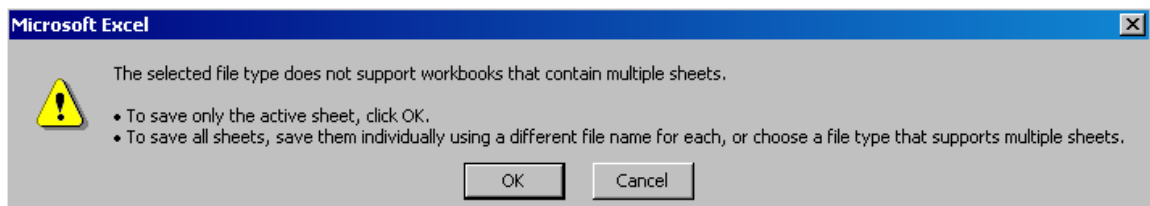
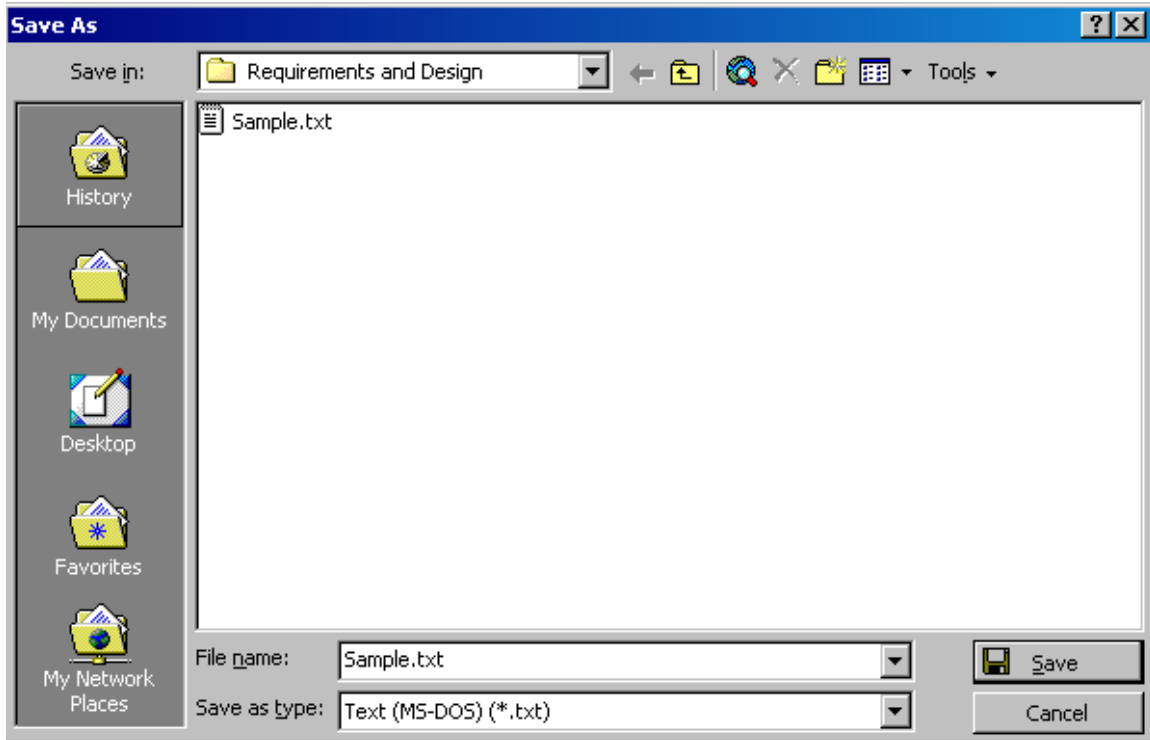
Step 4: Copy the column F data and paste to a new worksheet.

Do a copy and then paste special (values only) to the new sheet.

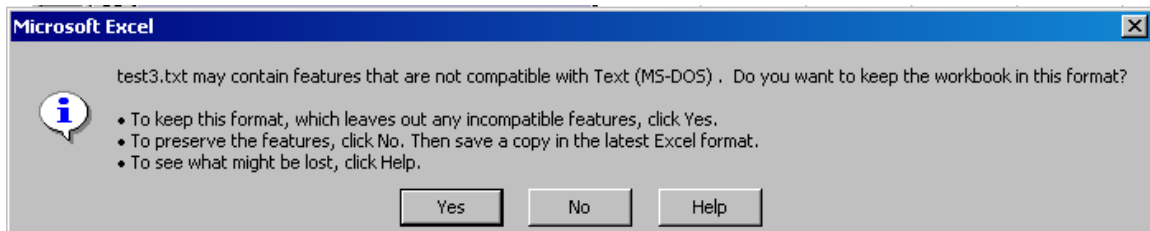
A1 =

	A	B	C
1			
2	ASG HEADER		
3	1234567890101CA000214.09012		
4	FAD0089 01CA0001 1		
5	FAD0103 02AR6001 2		
6	FAD0125 26.04063		
7	FA0337 01CA000212.12542		
8			
9			
10			

Step 5: Save the new sheet as Text (MS-DOS)



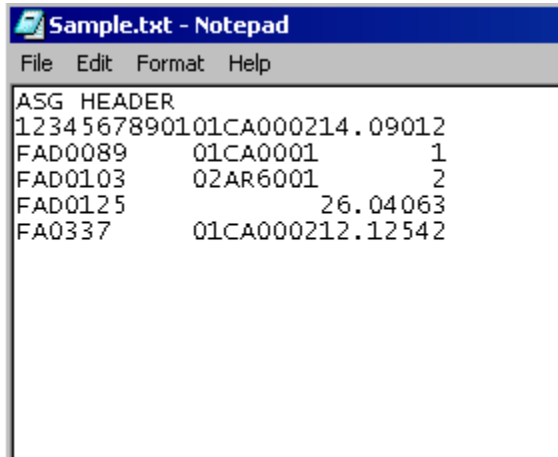
Click OK



Click Yes

Step 6: Verify output

The file should look like this:



```
Sample.txt - Notepad
File Edit Format Help
ASG HEADER
1234 567890101CA000214.09012
FAD0089 01CA0001 1
FAD0103 02AR6001 2
FAD0125 26.04063
FA0337 01CA000212.12542
```