

North Dakota University System

Campus Solutions – Financial Aid

Financial Aid Desk Reference

Below are activities that schools can expect to perform on a recurring basis. More detail on NDU processes, reports and queries can be found online at http://connectnd.ndus.edu/campus_solutions/training_documentation_for_staff/#c32686, Queries, Reports, Processes.xls. Other documentation, including the latest version of PeopleBooks, is also available at that site.

Table of Contents

| | | |
|---------|--|----|
| I. | ISIR Load | 2 |
| II. | Verification..... | 3 |
| III. | Aid Year Activation | 5 |
| IV. | FA Term Build | 6 |
| V. | Budgeting | 7 |
| VI. | Item Type Set Up..... | 8 |
| VII. | Load External Awards from Self Service | 9 |
| VIII. | Load External Awards from File | 9 |
| IX. | Single Term Adjustment | 10 |
| X. | Transfer Student Monitoring | 11 |
| XI. | Award Entry/Packaging | 12 |
| XII. | Repackaging | 14 |
| XIII. | Loan Counseling | 15 |
| XIV. | Perkins (Using Perkins MPN process)..... | 16 |
| XV. | CommonLine School Certification (Alternative Loan) | 17 |
| XVI. | Direct Loans | 19 |
| XVII. | Unsubsidized Stafford When Parent Refuses to Sign ISIR | 20 |
| XVIII. | Pell Origination | 21 |
| XIX. | Resend a COD File | 22 |
| XX. | Self Service (Staff)..... | 23 |
| XXI. | Self Service (Student)..... | 23 |
| XXII. | Disbursement. | 24 |
| XXIII. | Return of Title IV Funds..... | 25 |
| XXIV. | Unofficial Withdrawal | 25 |
| XXV. | Satisfactory Academic Progress..... | 26 |
| XXVI. | Prepare FISAP Report..... | 27 |
| XXVII. | Checklist..... | 28 |
| XXVIII. | Comment..... | 28 |
| XXIX. | Service Indicator..... | 28 |
| XXX. | Delete Run Control..... | 28 |
| XXXI. | Schedule a Query..... | 28 |

Financial Aid Desk Reference

I. ISIR Load

A. ISIRs load in batch daily. See schedule on NDUS website for times:

<http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/FAProcessingTimes.pdf>.

1. Review NDU ISIR Status Report available on Sophie.
2. To see imported files go to Financial Aid > File Management > ISIR Import > XXXX -XXXX ISIR File Data.

B. Load ISIRs on-line at Financial Aid > File Management > ISIR Import > XXXX-XXXX Suspense Management.

C. Troubleshoot unloaded ISIRs with query NDU_0079_FA, Suspended ISIR Cross Reference.

D. Identify students with specific comment codes by running NDU Applications > NDU Financial Aid > Report > NDU ISIR Comments.

E. Identify students with "C" codes by running Reporting Tools > Query > Query Viewer, NDU FA 0049, ISIR "C" Codes.

Financial Aid Desk Reference

II. Verification

A. Run the queries that apply to your business process: Reporting Tools > Query > Query Viewer:

1. NDU_0022_FA, Verification Selection – Low Income .
2. NDU_0023_FA, Verification Selection – Will File.
3. NDU_FA_0024, Verif Sel – Dependents.
4. NDU_FA_0048, Verification Status.
5. NDU_FA_0087, Verification With EFC More than COA.
6. NDU_FA_0087_01, Verification With EFC More than COA, to find estimated COA.
7. NDU_FA_0093, Verification of Independent Status.
8. NDU_FA_0123, No Admit Status Verification.

B. Schedule Communications:

1. NDU Applications > NDU Financial Aid > Process > NDU Verification Select Letter
2. Campus Community > Communications > Letter Generation

C. Enter Data on-line at Financial Aid > Verification > Manage XXXX - XXXX Verification.

D. Perform compare on-line at Financial Aid > Verification > Perform Auto Verification.

E. See corrections at Financial Aid > Federal Application Data > Correct XXXX -XXXX ISIR records.

F. Run Process ISIR Correction Export at Financial Aid>File Management > ISIR Corrections > Process ISIR Corrections.

G. Run process to outbound ISIR data at Financial Aid > File Management > Create Federal Data Files (FA EC File Outbound). Your path will be like: C:\psoft\finaid\federal\export\vcSU1\, where “vcSU1” represents your 5 digit institution code.

H. View outbound batch data at Financial Aid > File Management > ISIR Corrections > View XXXX - XXXX Outbound Files.

Financial Aid Desk Reference

- I. Manage ISIR corrections at Financial Aid > Federal Application Data > Manage Corrected ISIR Data.
- J. View inbound batch data at Financial Aid > File Management > ISIR Import > XXXX-XXXX ISIR File Data (Get Batch Numbers from the NDU ISIR Load Status report).
- K. Mark completed students as complete at Financial Aid > View Packaging Status Summary or Financial Aid > Verification > Perform Auto Verification.
- L. Remove Verification loan-holds at Financial Aid > Loans > Commonline Management > Maintain Originated Loans or run process at NDU Applications > NDU Financial Aid > Process > NDU Verification Loan Hold. Not Needed for DL loans.
- M. Set Pell to re-originate (to update verification status) at Financial Aid > Pell Payment > Manage Pell Payment.
- N. Check for rejects (COREXXOP.DAT file) in your reports folder on Sophie.
- O. To resend an ISIR Correction:
 - 1. Financial Aid > Federal Application Data > Manage Corrected ISIR Data: Select "Resubmit" in the action for each field you want to resubmit. (Each field has its own row.) Save.
 - 2. Financial Aid > Federal Application Data > Correct XXXX-XXXX ISIR Records: If necessary, call INAS to recalc the EFC, then set Correction Status to "Send". Save.
 - 3. Financial Aid > ISIR Corrections > Process ISIR Corrections: Run the process with "Process Corrections" and the "Active" boxes checked. TG Number is 52501.

Financial Aid Desk Reference

III. Aid Year Activation

A. The ISIR loan process aid year activates most students. To manually activate students:

1. Add row for aid year at Financial Aid > Aid Year Activation > Manage Financial Aid Years.
2. View info at Financial Aid > View Financial Aid Status.
3. View info at Financial Aid > View Packaging Status Summary.

B. To batch load students:

1. Run process at Financial Aid > Aid Year Activation > Process Financial Aid Years.
2. See document on the NDUS web site:
<http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/AidYrActvBatch.docx>.

Financial Aid Desk Reference

IV. FA Term Build

A. FA Term builds in batch daily. See schedule on NDUS website for times:

<http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/FAProcessingTimes.pdf>.

B. Access or build on-line at Financial Aid > Financial Aid Term > Maintain Student FA Term. To manually build FA Term when just pushing the Build button doesn't work:

1. Add a Term row and enter term.
2. On first tab enter Career, Prim Prog, Acad Plan and Campus
3. On second tab, enter Financial Aid Load
4. On fourth tab, enter NSLDS Loan Year and Direct Lending Year
5. On fifth tab, enter Weeks of Instruction (16 for academic year)
6. Save

C. View Report of students with FA Term set to inactive at census at Financial Aid > Financial Aid Term > FA Term Census Report.

D. At FA Census, identify student's with enrollment activity between midnight and FA Term build by running NDU Applications > NDU Financial Aid > Report > NDU Census Enrollment Activity.

E. FA Term will not go inactive at census if the student has aid. Identify these students after census by running Reporting Tools > Query > Query Viewer, NDU_FA_0080, Awarded – Not Attending.

Financial Aid Desk Reference

- V. Budgeting
- A. Freeze Budgets by running NDU Applications > Process > NDU Freeze Budgets.
 - B. Correct term weeks by running NDU Applications > NDU Financial Aid > Process > NDU Term Week Reconcile.
 - C. Identify students with mismatched residency codes at Reporting Tools > Query > Query Viewer, NDU FA 0020, Compare Adm to FA Residency.
 - D. To Mass Budget, run NDU Applications > NDU Financial Aid > Process > NDU Run FA Budgeting Job.
 - E. Do Clean Up as appropriate:
 - 1. Check for complete budget at NDU Applications > NDU Financial Aid > Report > NDU Missing Mndtry Bdgt Amnts.
 - 2. Find mismatches between budgeted housing code and FAFSA housing code by running query at Reporting Tools > Query > Query Viewer, NDU FA 0062, Incorrect Housing Code.
 - 3. Attempt to identify students benefitting from Basic Allowance Housing by running NDU Applications > NDU Financial Aid > Report > NDU Veteran Housing.
 - F. Create (or create and adjust) Budgets on-line at Financial Aid > Budgets > Create Student Budget.
 - G. Adjust existing budgets on-line at Financial Aid > Budgets > Maintain Term Budget.
 - H. View Budget Summary at Financial Aid > Budgets > View Student Budget Summary.
 - I. To easily zero budgets, see Zeroing Out Awards and Budgets at [http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/Zeroing Out Awards and Budgets.pdf](http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/Zeroing%20Out%20Awards%20and%20Budgets.pdf).

Financial Aid Desk Reference

VI. Item Type Set Up

- A. Create Item Type in cooperation with Student Financials (Set Up SACR > Product Related > Student Financials > Item Types > Item Types).
- B. Create FA Item Type (Set Up SACR > Product Related > Financial Aid > Awards > Financial Aid Item Types).
- C. Create Fiscal Item Type (Set Up SACR > Product Related > Financial Aid > Awards > Fiscal Item Types).
- D. Create Disbursement Rules for the Item Type (Set Up SACR > Product Related > Financial Aid > Awards > Define Item Type Rules).
- E. For Federal programs, consider adding to Return of Title IV Aid (to Set Up SACR > Product Related > Financial Aid > Application Processing > Define Rules for Return).
- F. For loans, always create a Loan Type (Set Up SACR > Product Related > Financial Aid > Loans > Create Loan Types).
- G. For federal loans, consider adding to Right to Rescind run control (NDU Applications > NDU Financial Aid > Process > NDU Right to Rescind Letter).
- H. For loans processed by Student Loan Service Center, consider adding to the setup for SLSC reporting (NDU Applications > NDU Financial Aid > Setup > NDU ESCI code table MX).
- I. For federal grants, consider adding it to the set up for the Perkins Vocational Group Listing (query NDU_FA_0054) (NDU Applications > NDU Financial Aid > Setup > NDU Vocational Groups).

Financial Aid Desk Reference

- VII. Load External Awards from Self Service
- A. Review, add item type and change to “unprocessed” at Financial Aid > Awards > External Awards > View Self Reported Aid. Click the Load button to move aid to Award Entry.
 - B. Complete instructions are available at <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/ExternalAwards.pdf>.
- VIII. Load External Awards from File
- A. If necessary, move the file to be loaded to your Sophie Reports folder.
 - B. Import the file at Financial Aid > Awards > External Awards > Process External Award File. Path for Sophie Reports folder is like \\172.16.129.92\home\financialaid\Reports\DSU01\filename.csv. Replace “DSU01” with your 5 digit institution code and “filename.csv” with the correct file name.
 - C. Review staged information at Financial Aid > Awards > External Awards > View Data File Staging Results.
 - D. Load the files at Financial Aid > Awards > External Awards > Load External Awards.
 - E. Problem records can be worked at Financial Aid > Awards > External Awards > Manage External Award Data. Rerun load process after making corrections.
 - F. Complete instructions are available at <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/ExternalAwards.pdf>.

Financial Aid Desk Reference

IX. Single Term Adjustment

A. To find one term students with budgets for multiple terms, run report at NDU Applications > NDU Financial Aid > Reports > NDU One Term Students.

B. After running NDU Ready Package, prepare one term students for packaging by running NDU Applications > NDU Financial Aid > Processes > NDU Ready One Term Calc. The normal budget durations would be:

1. 4 for fall.
2. 5 for spring.
3. 3 for summer.

C. INAS calc/re-calc for the single term by running Financial Aid > File Management > INAS Batch Calculation.

D. Use query Reporting Tools > Query > Query Viewer > NDU_FA_0045, One Term Package Status, to review which students are being/have been processed for one term.

E. Award/Package as normal, but it is recommended you use Packaging Plans designed for one term.

F. Complete instructions are available at <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/SingleTermMassPackaging.pdf>.

Financial Aid Desk Reference

- X. Transfer Student Monitoring
 - A. Identify one term students by running NDU Applications > NDU Financial Aid > Report > NDU One Term Students.
 - B. Update annual aggregates (box within the box) as necessary at Financial Aid > Awards > Aggregates > Update Incoming Aggregates.
 - C. Create a batch file for NSLDS at Financial Aid > File Management > NSLDS > Process NSLDS Request.
 - D. On Thursday, receive files by running Financial Aid > File Management > NSLDS > Process NSLDS Files.
 - E. Add comments and User Edit Messages by running NDU Applications > NDU Financial Aid > Process > NDU Update TSM Comments. *This holds disbursement until the record is reviewed.*
 - F. Find problem records at Financial Aid > File Management > NSLDS > FAT Load Error Report.
 - G. Work error report at Financial Aid > File Management > NSLDS > FAT Load Error Report.
 - H. Review for possible modifications to eligibility at Financial Aid > File Management > NSLDS > Review NSLDS Flagged Students.
 - I. Update aggregates as necessary at Financial Aid > Awards > Aggregates > Update Incoming Aggregates.
 - J. Update awards as necessary at Financial Aid > Awards > Award Processing > Assign Awards to a Student.
 - K. Remove unnecessary Comments and Edit Messages by running NDU Applications > NDU Financial Aid > Process > NDU Update TSM Comments.
 - L. Complete instructions are available at <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/FATranStudMonitoring.pdf>.

Financial Aid Desk Reference

- XI. Award Entry/Packaging
- A. Review Packaging Plans at Set Up SACR > Product Related > Financial Aid > Awards > Packaging Plan.
 - B. Award Packaging Plans on-line at Financial Aid > Awards > Award Processing > Assign Awards to a Student.
 - C. Assign Education Benefits at Financial Aid > Awards > Award Processing > Identify Education Resources.
 - D. Assign aid with override at Financial Aid > Awards > Award Processing > Invoke Professional Judgment.
 - E. Mass Package:
 - 1. Mark students as Ready to Package by running NDU Applications > Financial Aid > Process > NDU Ready Package or NDU First Year Ready Package.
 - 2. Select students at Financial Aid > Awards > Mass Packaging > Select Students. Use Equation Name READYPACKAGE.
 - 3. Assign plans at Financial Aid > Awards > Mass Packaging > Assign Plans. Use Selection Definition READYPACKAGE. You must select a Career, Plan ID and Sort Field.
 - 4. Calculate awards at Financial Aid > Awards > Mass Packaging > Process Mass Packaging. Use Selection Definition READYPACKAGE.
 - 5. See results at Financial Aid > Awards > Mass Packaging > View Mass Packaging Details.
 - F. Do Clean-up, as appropriate:
 - 1. NDU Applications > NDU Financial Aid > Reports > NDU Pell Grant with BA.
 - 2. Reporting Tools > Query > NDU_0141_FA, Failed to Mass Package.
 - 3. Find over-awarded students at Financial Aid > Awards > Generate Overaward Report.
 - 4. If you have both 2 and 4 year programs, run NDU Applications > NDU Financial Aid > Reports > NDU 2 Yr Prog Loan Eligibility.

Financial Aid Desk Reference

- G. Grant students self-service access to their awards at Financial Aid > Awards > Self-Service Awarding > Assign Self-Service Access .
- H. View Anticipated Aid by Term at Financial Aid > Awards > View Anticipated Aid by Term.
- I. Expire Anticipated Aid at Financial Aid > Awards > Award Processing > Expire Anticipated Aid.
- J. View Aggregate information at Financial Aid > Awards > Aggregates > View Aggregate Aid.
- K. View NSLDS information at Financial Aid > Awards > View NSLDS Loan Data.
- L. Revise NSLDS information or add unrecorded loans at Financial Aid > Loans > Aggregates > Update Incoming Aggregates. Note that NSLDS totals can be overridden.
- M. View Award Activity at Financial Aid > Awards > View Award Activity.
- N. View Award/Earnings at Financial Aid > Awards > View Award Earnings Summary.
- O. Schedule Communications:
 - 1. NDU Applications > NDU Financial Aid > Process > NDU Award Letter Select.
 - 2. Campus Community > Communications > Communication Generation.

Financial Aid Desk Reference

XII. Repackaging

A. Review/Revise your repackaging Plan at Set Up SACR > Financial Aid > Awards > Repackaging Plan.

B. Select students to repackage by Running Financial Aid > Awards > Repackaging > Select Students to Repackage.

C. See selected student list at Financial Aid > Awards > Repackaging > View Selected Students.

D. Assign Repackaging Plan by running Financial Aid > Awards > Repackaging > Assign Repackaging Plan.

E. Review plan assignment at Financial Aid > Awards > Repackaging > View Assigned Plans.

F. Schedule Communications:

1. NDU Applications > NDU Financial Aid > Process > NDU Award Letter Reprocess.

2. Campus Community > Communications > Communication Generation.

G.

Financial Aid Desk Reference

XIII. Loan Counseling

- A. Create and pre-fill loan counseling rows by running process at NDU Applications > Financial Aid > Process > NDU Loan Counseling Update. This creates a checklist and/or a communication if you select those options. Select *NSLDS* Option if you want transfer students with previous loans to be marked as completed (as happened in SA8.0).
- B. Identify students who need to complete Entrance Counseling by running Reporting Tools > Query > NDU_FA_0001_1, Loan Entrance Counseling.
- C. Complete Entrance Counseling at Financial Aid > Loans > View Loan Counseling Data. This also completes the checklist.
- D. Identify students selected for Exit Counseling by running Reporting Tools > Query > NDU_FA_0001_2, Loan Exit Counseling Forecast.
- E. Create communications for Exit Counseling by running NDU Applications > Financial Aid > Process > NDU Mass Exit Counseling.
- F. Create letters by running Campus Community > Communications > Letter Generation. Use letter code _LI.
- G. Complete instructions are available at <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/EntrExitLoanCnslSetup.doc>.

Financial Aid Desk Reference

- XIV. Perkins (Using Perkins MPN process)
- A. Run Perkins MPN process at Financial Aid > Loans > Print Perkins MPN.
 - B. Enter/Reprint/Close Perkins MPN at Financial Aid > Loans > View Perkins MPN.
 - C. View Perkins indebtedness information at Financial Aid > Loans > View Perkins Loan Indebtedness.
 - D. Identify students who have not returned their MPN at NDU Applications > NDU Financial Aid > Reports > NDU Perkins Missing MPN Report.
 - E. Identify students without a checklist by running NDU Applications > NDU Financial Aid > Report > NDU Missing Loan Checklist.
 - F. Complete instructions are available at <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/FA/PerkinsMPN.pdf>.

Financial Aid Desk Reference

- XV. CommonLine School Certification (Alternative Loan)
- A. Lender sends an un-requested Response File which you will see on query FA903, CL App Response Load Error Rpt.
 - B. To identify borrower, lender, loan type, loan amount requested, loan period and loan ID Run query NDU FA_0131, CL School Certification Request query.
 - C. Enter the award at Financial Aid > Awards > Process Awards > Assign Award to A Student. .
 - D. Originate the loan at Financial Aid > Loans > Process Loans.
 - E. On the Financial Aid > Loans > Commonline Management > Maintain Originated Loans page for each of these loans, enter:
 - 1. The appropriate Loan Destination Profile (if needed);
 - 2. A Loan Processing Code of "CR" (School Certification Request);
 - 3. The unique Loan ID, if provided by the lender; put it in place of the one generated by the Loan Origination process on tab 2.
 - F. Run process at Financial Aid > Loans > Commonline Management > Validate CL4 Loans.
 - G. *To prevent the loan from showing up in the future, in the Financial Aid > File Management > Commonline Loans > View CL4 Response Records page, set the load status of each processed certification request record to "Processed". Use "Skipped" if the student is not eligible. Note that you may have multiple response files for each loan.*
 - H. View Loan Information at Financial Aid > Loans > View Loan Application Status.
 - I. Troubleshooting:
 - 1. Change Address at Campus Community > Personal Information > Biographical > Addresses/Phones > Address.
 - 2. Change e-mail address at Campus Community > Personal Information > Biographical > Address/Phones > Electronic Addresses.

Financial Aid Desk Reference

3. Change Driver License information at Campus Community > Personal Information > Identification > Driver License Data.
 4. Find loans that have been accepted but not originated by running Reporting Tools > Query > Query Manager > NDU FA 0094, Accepted Loans With No Orig.
- J. Do batch Validation at Financial Aid > Loans > Commonline Management > Validate CL 4 Loans.
- K. Maintain loan disbursement amounts at Financial Aid > Loans > Commonline Management > Maintain CL Disbursements.

Financial Aid Desk Reference

XVI. Direct Loans

A. PLUS Only:

1. For DL PLUS electronic applications, obtain school certification information at NDU Applications > NDU Financial Aid > Process > NDU DL PLUS School Cert Request.
2. Add PLUS Borrower at Campus Community > Personal Information > Add/Update a Person.
3. Add Relationship for PLUS Borrower at Campus Community > Personal Information > Biographical > Relationships.

B. All Loans: Enter the loan award at Financial Aid > Awards > Award Processing > Assign Awards to a Student.

C. Originate the loan at Financial Aid > Loans > Process Loans.

D. View/adjust loans at Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application.

E. Find the status of a loan at Financial Aid > Loans > Direct Lending Management > View Loan Processing Actions.

F. As necessary, batch change citizenship by running NDU Applications > NDU Financial Aid > Process > Loan Citizenship Update.

G. Override bio/demo data at Financial Aid > Loans > Direct Lending Management > Override Loan Application Data.

H. Override processing actions at Financial Aid > Loans > Direct Lending Management > Override Processing Status.

I. Outbound Originations and Origination Changes or Disbursement to COD at Financial Aid > File Management > COD Full Participant > Generate Direct Loan Data. This process also does validation.

J. View Loan Information at Financial Aid > Loans > View Loan Application Status.

K. Troubleshooting:

1. Change Address at Campus Community > Personal Information > Biographical > Addresses/Phones > Address.
2. Change e-mail address at Campus Community > Personal Information > Biographical > Address/Phones > Electronic Addresses.

Financial Aid Desk Reference

3. Change Driver License information at Campus Community > Personal Information > Identification > Driver License Data.
 4. Find loans that have been accepted but not originated by running Reporting Tools > Query > Query Manager > NDU FA 0094, Accepted Loans With No Orig.
 5. Identify loans on hold by running running Reporting Tools > Query > Query Manager > NDU FA 0187, NDU DL Loans on Hold.
- L. Work validation errors from query Reporting Tools > Query > Query Viewer > NDU FA 0165, NDU Validation Errors Report.
- M. Outbound DL Loan Disbursements at Financial Aid > File Management > COD Full Participant > Generate Direct Loan Data. (Path: C:\psoft\finaid\federal\export\vcSU1\craaXXin.xdd, where "vcSU1" represents your 5 digit institution code and XX is the award aid year. See SFA Common School ID at end of this document.
- N. View status of COD information at Financial Aid > File Management > COD Full Participant > View COD Data. See Reporting School IDs (Pell Common School ID) at end of this document.
- O. Find Disbursement transactions still in Transmitted status using Financial Aid > Loans > View Loan Status Reports. (Use Loan Action Cd "D-Actual Disbursement" and Loan Action Status "T-Transmitted").
- XVII. Unsubsidized Stafford When Parent Refuses to Sign ISIR
- A. Check the "special circumstances" box at Financial Aid > View Packaging Status Summary, Database Matches.
 - B. Make the award on Financial Aid > Awards > Award Processing > Invoke Professional Judgment.

Financial Aid Desk Reference

XVIII. Pell Origination

- A. Originate at Financial Aid > Pell Payment > Originate Pell Payment.
- B. Manage Pell Originations at Financial Aid > Pell Payment > Manage Pell Payment. Set flag here to re-originate.
- C. View Pell origination status report at Financial Aid > Pell Payment > Origination Reports > Origination Status.
- D. Request federal reports at Financial Aid > File Management > Pell Grants > Create Pell Data Request.
- E. To Get Reports:
 - 1. Process the request for federal reports at Financial Aid > File Management > Pell Grants > Generate Pell Phase in Data.
 - 2. Outbound Pell data requests at Financial Aid > File Management > Create Federal Data Files. Your path will be like: C:\psoft\finaid\federal\export\vcSU1\, where "vcSU1" represents your 5 digit institution code.
- F. Outbound Pell Originations at Financial Aid > File Management > COD Full Participant > Generate Pell Data (Path: c:\psoft\finaid\federal\export\ACADEMIC INSTITUTION\craaXXin.xmp) where ACADEMIC INSTITUTION is your 5 digit code, like BSC01, NDSCS, LRSC1) and XX is the award aid year. See SFA Common School ID at end of this document.
- G. Troubleshooting:
 - 1. Query NDU_FA_0194, NDU Pell Awards with No Origination Record, helps find students where no origination has been sent to COD because one was never created.
- H. View status of COD information at Financial Aid > File Management > COD Full Participant > View COD Data. See Reporting School IDs (Pell Common School ID) at end of this document.

Financial Aid Desk Reference

XIX. Resend a COD File

- A. Using a unique file name, outbound Pell Originations at Financial Aid > File Management > COD Full Participant > Generate Pell Data or Generate Direct Loan Data.
- B. Go to Financial Aid > File Management > COD Full Participant > View COD Data. Enter your Reporting Code and the EmplID of one of the students in the file
- C. Open the Document ID that you want to resend.
- D. Click on the “Reset” button; this will make the file path and name box accessible. Make note of the file name that was used.
- E. Outbound Pell Originations at Financial Aid > File Management > COD Full Participant > Generate Pell Data, or Generate Direct Loan Data. using path and file name that you noted on the View COD Data screen.

Financial Aid Desk Reference

XX. Self Service (Staff)

- A. Set up options at Set Up SACR > Common Definitions > Self Service > Self-Service Options.
- B. Assign self-service access to students in batch by running Financial Aid > Awards > Self Service Awarding > Assign Self-Service Access.
- C. Assign self-service access to students in individually at Financial Aid > Awards > View Packaging Status Summary.
- D. See student activity at Financial Aid > Awards > Self Service Awarding > View Self Service Activity.
- E. View Self-Service information at Financial Aid > Awards > Self Service Awarding > View Self Service Status.
- F. Respond to Financial Aid > Awards > Self Service Awarding > View Self Service Requests.

XXI. Self Service (Student)

- A. Accept aid at Self Service > Student Center, Accept/Decline Aid link.

Financial Aid Desk Reference

XXII. Disbursement.

Both the Originate Loans process and the Loan Counseling processes need to be run immediately before the disbursement processes. If not, checklists may not be assigned to stop disbursement where needed.

A. Manually authorize at Financial Aid > Disbursement > Disburse Aid or Financial Aid > Disbursement > Disburse Aid With Override

B. Disburse manually authorized aid by running process at Financial Aid > Disbursement > Process Disbursement

C. Authorize aid at Financial Aid > Disbursement > Process Award Authorizations

D. Review Authorization Failure Report at Reporting Tools > Query > Query Viewer > NDU_FA_0033, Authorization Failure List

E. Disburse aid by running process at Financial Aid > Disbursement > Process Disbursements.

Financial Aid Desk Reference

XXIII. Return of Title IV Funds

A. Use worksheet at [Financial Aid > Return to Title IV Funds HERA > Create Worksheet](#)

B. Run Report at [Financial Aid > Return to Title IV Funds HERA > Return of TIV Aid Report](#)

XXIV. Unofficial Withdrawal

A. Identify potential unofficial withdrawals by running [NDU Applications > NDU Financial Aid > Report > NDU Unofficial Withdrawal](#)

Financial Aid Desk Reference

XXV. Satisfactory Academic Progress.

A. Review set up at Set Up SACR > Product Related > Financial Aid > Satisfactory Academic Progress > Define Evaluation Terms

B. Review set up at Set Up SACR > Product Related > Financial Aid > Satisfactory Academic Progress > Define Set Up Criteria

C. Schools have the option to run Aid Year Activation in a batch process by running Financial Aid > Aid Year Activation > Process Financial Aid Years.

1. Select Equation Engine as Selection Tool, FAAYNDU_ACTV as Equation Name.

2. Click on the Edit Prompts link and complete the prompts. Be sure career (UGRD, GRAD) and institution are in all caps.

3. Click on the Preview Selection Results to get the first 300 students the process will attempt to activate.

D. If this process is followed by FA Term Build, only students with actual enrollment will have FA Term built. By running these two processes, schools could ensure they were setting the selection criteria for the SAP Evaluation process.

E. Run process at Financial Aid > Satisfactory Academic Progress > Process SAP

F. Manage individual student at Financial Aid > Satisfactory Academic Progress> Maintain Student SAP Data

G. Simulate Student Eligibility at Financial Aid > Satisfactory Academic Progress > Simulate Student Eligibility

H. Run query Reporting Tools > Query > Query Viewer > NDU FA_0034, SAP Report Listing

Financial Aid Desk Reference

XXVI. Prepare FISAP Report

A. Post FWS Earnings to disbursement record at NDU Applications > NDU Financial Aid > Process > NDU Update YTD Earnings.

B. Run report at Financial Aid > Fund Management > Generate FISAP Report > FISAP Report 20XX-20XX.

1. To sent the .csv files to your Reports folder on Sophie, use this path, substituting your school code (BSC01, LRSC1, NDSCS, etc) : <\\sophie.cnd.nodak.edu\home\financialaid\Reports\DSU01>

C. If applicable, run NDU Applications > NDU Financial Aid > Report > NDU SEOG Matching for FISAP.

D. Run appropriate supporting FISAP queries at Reporting Tools > Query > Query Viewer. Use "FISAP" in the search box to see all 13 FISAP queries.

Financial Aid Desk Reference

XXVII. Checklist

- A. Add Checklist at Campus Community > Checklists > Person Checklists > Checklist Management – Person (Or use the Add a New Checklist Icon available on most pages)
- B. View summary of entered information at Financial Aid >View Financial Aid Status

XXVIII. Comment

- A. Add Comment at Campus Community > Comments > Comments Person > Person Comment Entry (or use the Add New Comment Icon available on most pages)
- B. View summary of entered information at Financial Aid >View Financial Aid Status

XXIX. Service Indicator

- A. Add Service Indicator at Campus Community > Service Indicators (Student)> Manage Service Indicators (Or use the Service Indicator Icon available on most students, and use “Add Service Indicator link”)
- B. View summary of entered information at Financial Aid >View Financial Aid Status

XXX. Delete Run Control

- A. NDU Applications > NDU Campus Community > Process > NDU Run Control Delete.

XXXI. Schedule a Query

- A. Create a run control at Reporting Tools > Query > Schedule Query
 - 1. Enter the query name (Like: NDU_FA_0054)
 - 2. Enter called for parameters (Institution, Aid Year, etc).
- B. Use “Run” button to initiate the process
- C. Your results will be in **Process Monitor**.

Financial Aid Desk Reference

| Institution | School Code | Pell Common School ID |
|-------------|-------------|--------------------------|
| BSC01 | 002988 | 18740362 |
| DSU01 | 002989 | 47706821 |
| LRSC1 | 002991 | 68323966 |
| MASU1 | 002993 | 38688400 |
| MISU1 | 002994 | 56037846 |
| MISUB | 002995 | 76652635 |
| NDSCS | 002996 | 39060065 |
| NDSU1 | 002997 | 79909520 |
| UND01 | 003005 | 75658862 |
| VCSU1 | 003008 | 39119698 |
| WSC01 | 003007 | 30638165 |

CPS Helpline: 1-800-330-5947

COD Helpline: 1-800-474-7268