





Introducing External Awards

External Awards

- External Awards (EA) are aid originating from outside the SFOA.

External Awards

- External Awards notification can come from various sources:
 - On a list received from a department or outside agency.
 - On a file received from a department or outside agency.
 - Reported by the student via Self-Service.
 - Report by the student by phone or letter.
 - Received from Student Financials records.
 - Received as a Loan Certification request.



External Awards

- Some things to note when using EA:
 - All awards automatically post as “accepted”.
 - Loans are sequenced to the bottom of the order.
 - All other aid is sequenced to the top of the order.
 - Aid entered via External Aid is shown on Award Entry as EA.
 - Entering External Aid may create over-awards; repackaging should be run after using EA processes.



External Awards

- We are NOT “early implementers” of External Awards.

External Awards

- ▽ Awards
 - ▷ Early Financial Aid Awards
 - ▽ External Awards
 - [Add External Awards by Type](#)
 - [Add External Awards to Student](#)
 - [Manage External Award Data](#)
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 - [View Self Reported Aid](#)
 - [Process SF External Award](#)

External Awards

- Adding External Awards by Type

External Awards

Financial Aid > Awards > External Awards > Add External Awards by Type

Add External Awards by Type

Institution NDSU1 North Dakota State University Aid Year 2008 -2009 NDSU1







Transaction Date Transaction Nbr

Award Type Loan Certification

Source

Program

Item Type Staff/Dep/Spouse Tuition Waive

Customize Find  First  1-3 of 3  Last			
* Student ID	Name	*Entry Code	Award Amount
<input type="text" value="073"/>	<input type="text" value="Achie"/>	<input type="text" value="Replace"/>	<input type="text" value="5000.00"/> Award Detail  
<input type="text" value="073"/>	<input type="text" value="Albal"/>	<input type="text" value="Replace"/>	<input type="text" value="5000.00"/> Award Detail  
<input type="text" value="071"/>	<input type="text" value="Albri"/>	<input type="text" value="Replace"/>	<input type="text" value="5000.00"/> Award Detail  



External Awards

Add External Awards by Type

Institution MISUB Minot State Univ-Bottineau

Aid Year 2008 -2009

MISUB

Transaction Date

Transaction Nbr

Award Type

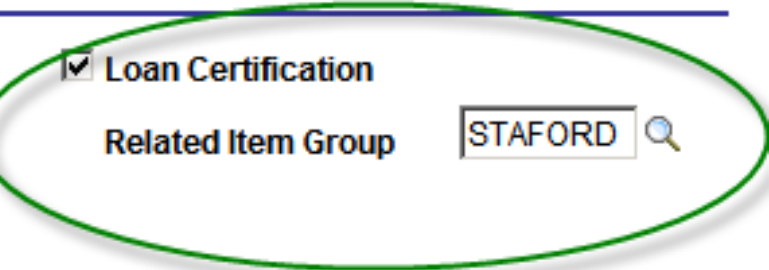
Source

Program

Item Type

Loan Certification

Related Item Group



Customize Find			
*Student ID		*Entry Code	
Name		Award Amount	
<input type="text"/>		New	<input type="text" value="4000"/> Award Detail

External Awards

Add External Awards by Type

Institution MISUB Minot State Univ-Bottineau

Aid Year 2008 -2009

MISUB

Transaction Date

Transaction Nbr

Award Type

Loan Certification

Source

Related Item Group

Program

Item Type SLND DEAL LOAN

Customize | Find | First 1 of 1 Last

*Student ID	Name	*Entry Code	Award Amount	
<input type="text"/>		New	0.00	Award Detail + -



External Awards

Award Disbursement Detail

ID 073: Achiek, Daniel Mabior







Description

Award Amount

Disbursed Amount

Academic Career

Disbursement Plan Split Code

Customize Find  First  1 of 1  Last				
<u>Disb Nbr</u>	<u>Disb ID</u>	<u>Scheduled Award</u>	<u>Disbursed Amount</u>	<u>Term</u>
<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>   

Comments Visible in Self Service



External Awards

Financial Aid > Awards > External Awards > Load External Awards

Load External Awards

Run Control ID: Load_External_Awards_dj

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

Run

Process Instance:1555850

Report Request Parameters			
*Institution	<input type="text" value="NDSU1"/>	<input type="button" value="🔍"/>	North Dakota State University
*Aid Year	<input type="text" value="2009"/>	<input type="button" value="🔍"/>	Federal Aid Year 2008-2009
*Status	<input type="text" value="Unprocessed"/>	<input type="button" value="▼"/>	
Data Source	<input type="text" value="Manual Entry"/>	<input type="button" value="▼"/>	
File Mapping ID	<input type="text"/>	<input type="button" value="▼"/>	
Transaction Date	<input type="text" value="02/13/2009"/>	<input type="button" value="📅"/>	Transaction Nbr <input type="text"/>
Award Type	<input type="text"/>	<input type="button" value="▼"/>	Source <input type="text"/>
		<input type="button" value="▼"/>	Program Code <input type="text"/>
Update Aid Processing Status			
Exclude	<input type="text" value="FAEAEXCLUDE"/>	<input type="button" value="🔍"/>	Exclude EA Load if SAP = Y
Load Processing Rule			
Term Mismatch	<input type="text" value="Error"/>	<input type="button" value="▼"/>	
Multi-Career	<input type="text" value="Error"/>	<input type="button" value="▼"/>	




External Awards

- Adding External Awards a student at a time

External Awards

Financial Aid > Awards > External Awards > Manage Student Awards

[Add External Awards](#) [View Award Summary](#)

Aid Year: 2009 **Federal Aid Year:** 2008-2009 **ID:**   


Institution: NDSU1

Transaction Date: 02/13/2009 **Transaction Nbr:** 16

Award Type Loan Certification + -



Source ***Entry Code**


Program **Academic Career**



Item Type  Staff/Dep/Spouse Tuition Waive

Description

Amount **Disbursed**

Disbursement Plan  **Split Code**  Paid in full

Disbursements [Customize](#) [Find](#)  First Last

<u>Disb Nbr</u>	<u>Disb ID</u>	<u>Scheduled Award</u>	<u>Disbursed Amount</u>	<u>Term</u>		
<input type="text" value="1"/>	<input type="text" value="01"/>	<input type="text" value="2,500.00"/>	<input type="text" value="2,500.00"/>	<input type="text" value="0910"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="2"/>	<input type="text" value="02"/>	<input type="text" value="2,500.00"/>	<input type="text" value="2,500.00"/>	<input type="text" value="0930"/>		<input type="button" value="+"/> <input type="button" value="-"/>

External Awards

Award Disbursement/Split

Sequence: 10 Item Type: 930000001280 Net Award Amount: \$5,000.00
Disbursement Plan: 01 Split Code: XX

Disbursement Distribution							
<u>Disb ID</u>	<u>Term</u>	<u>Award Period</u>	<u>Level</u>	<u>Offered</u>	<u>Accepted</u>	<u>Net Disb Balance</u>	<u>Disbursed</u>
01	0910	Academic		2,500.00	2,500.00	2,500.00	2,500.00
02	0930	Academic		2,500.00	2,500.00	2,500.00	2,500.00





Note the waiver can be entered as disbursed!


External Awards


Financial Aid > Awards > External Awards > Manage Student External Awards

External Awards **Award Summary**

Sheena ID: 043
Aid Year: 2009 Federal Aid Year 2008-2009 Institution: MISUB
Aid Processing Status:

   
Load

Filter by
Type Source Processing Status 

EA Transaction **Award** **Status** 

<u>Trans Nbr</u>	<u>Seg</u>	<u>Status</u>	<u>Date</u>	<u>Data Source</u>	<u>External Award Type</u>	<u>Source</u>	<u>Program</u>
20	1	<input type="text" value="Unprocessed"/>	02/17/2009	Manual Add			
18	1	Processed	02/16/2009	SF Feed	Waiver	School	CDW

External Awards

- Your choices for manual entry:
 - Enter awards in mass
 - Enter awards by student

 - Load awards in batch
 - Load awards by student

External Awards

- Load Awards From a File



External Awards

Financial Aid > Awards > External Awards > Process External Award file

External Award Staging Process


Run Control ID: ExternalAward_Staging_Proc_dj

[Report Manager](#)


[Process Monitor](#)

Run


Parameters



*Institution  Dickinson State University

*Aid Year  Federal Aid Year 2008-2009

File Mapping ID: 

File Path List

[Customize](#) | [Find](#) | 

First  1 of 1  Last

File Path

File List Indicator



External Awards

Financial Aid > Awards > External Awards > View Data File Staging Results

External Award File Summary

Institution DSU01 Dickinson State University **Aid Year** 2008 -2009
Transaction Nbr 21 **Date** 03/10/2009 **Process Instance** 1556283 **Status** Processed
File Mapping ID NDU_FA_STATE_GRANT **Operator Id** djunk
File Name \\172.16.129.92\home\financialaid\state_grant\Test\DSU01\HE1\DSU01.CSV
Student Count 218 **Award Total** 168,400.00
Actual Count 218 **Actual Total** 168,400.00

From Row To Row Row Count 218

Student Information						Award	Status	Customize Find
EmplID	National ID	Last Name	First Name	Date of Birth				
1	123-45-6789	AD	KYLE				-	
2	234-56-7890	AND	JAINEEN				-	
3	345-67-8901	AND	MELISSA				-	



External Awards

Financial Aid > Awards > External Awards > Load External Awards

Load External Awards

Run Control ID: Load_External_Awards_dj

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters			
*Institution	<input type="text" value="DSU01"/>		Dickinson State University
*Aid Year	<input type="text" value="2009"/>		Federal Aid Year 2008-2009
*Status	<input type="text" value="Unprocessed"/>		
Data Source	<input type="text" value="External File"/>		
File Mapping ID	<input type="text" value="NDU_FA_STATE_GRANT"/>		
Transaction Date	<input type="text"/>		Transaction Nbr <input type="text" value="21"/>
Award Type	<input type="text" value="Grant"/>	Source	<input type="text" value="ND State"/> Program Code <input type="text" value="SSIG"/>
Update Aid Processing Status			
Exclude	<input type="text"/>		
Load Processing Rule			
Term Mismatch	<input type="text" value="Error"/>		
Multi-Career	<input type="text" value="Error"/>		

External Awards

Financial Aid > Awards > External Awards > External Award Load Detail

External Award Load Detail

Process Instance 1556287

Institution DSU01 Dickinson State University

Aid Year 2008 -2009

[Find](#) | [View All](#) First 1 of 1 Last

Transaction Nbr 21

From Row To Row Row Count 218

[Customize](#) | [Find](#) | 

[Student Information](#)

[Award](#)

[Status](#)



<u>Trans Nbr</u>	<u>Seq</u>	<u>Status</u>	<u>EmplID</u>	<u>National ID</u>	<u>Birthdate</u>	<u>Last Name</u>	<u>First Name</u>
21	1	Processed	0736	123-45-6789		AD	KYLE
21	2	Processed	0716	234-56-7890		AND	JAINEEN
21	3	Processed	0682	345-67-8910		AND	MELISSA

External Awards

Remember, external awards are Accepted:

Student Aid Package **Need Summary** Term Summary

Ad: Kyle ID: 073
Aid Year: 2009 Federal Aid Year 2008 -2009 Institution: DSU01

Career: UGRD Undergrad Package Status: Repackage
Packaging Plan ID: UGRDALLFED Retrieve Aggregate Source: Default
Repackaging Plan ID: Repackage Award Period: Both

[Award Notification](#)
[Validate](#)
[Post](#) [Reset](#)

Award Status

*Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	UGRD	900000001200	North Dakota State Grant	800.00	800.00	01	01	Disbursement +
20	<input type="checkbox"/>	UGRD	900000001100	Federal Pell Grant	4,731.00	4,731.00	01	01	Disbursement +
30	<input type="checkbox"/>	UGRD	970000001100	VA Chapter 31 Benefits	5,984.00	5,984.00	01	01	Disbursement +
40	<input type="checkbox"/>	UGRD	910000002100	Fed Subsidized Stafford Loan	1,749.00	1,749.00	01	01	Disbursement +

External Awards

Consider originally awarding an Estimated State Grant then Auto Canceling it.

FA Item Type 1 FA Item Type 2 FA Item Type 3 FA Item Type 4 FA Item Type 5 FA Item Type 6

SetID: DSU01
Item Type: 900000001200 [North Dakota State Grant](#)
Aid Year: 2009 Federal Aid Year 2008 -2009

Award Attributes Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active

Pass Anticipated Aid: Authorized
Disbursement Method: Stdnt Acct

Anticip Aid Expiration Days: 00

Auto Cancel Item Type:

Signature Required Manual Authorization Include in Transcript

Print Letter Option: Print Print as Award Item Print as Other Resource

Award Letter Print:

Award Message:

Self Service Actions

Accept Reduce Decline

External Awards

- Enter Awards from Student Self-Service

External Awards

(Student Self-Service View)

need.

(14409, 521)

Last Updated: 02/13/2009 15:16:57

Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Sub Stafford Loan	Loan	Undergraduate	3,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan	Loan	Undergraduate	6,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Pell Grant	Grant	Undergraduate	1,641.00	1,641.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			11,141.00	1,641.00		

Currency used is US Dollar.

[accept all](#)

[decline all](#)

[clear all](#)

[update totals](#)

[SUBMIT](#)

[Account Inquiry](#)

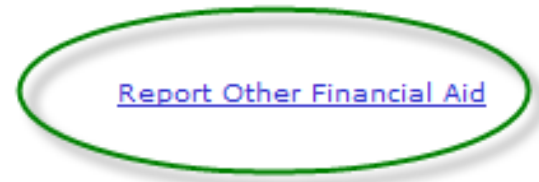
[Contact FA Office](#)

[Return to Aid Year Selection](#)

[Consumer Information](#)

[Report Other Financial Aid](#)

go to ...



External Awards

(Student Self-Service View)

Financial Aid

Aid from Other Sources

Federal Aid Year 2008-2009

Click the Report Additional Aid to add other aid that you expect to receive from sources such as private entities or state and local agencies.

No awards processed or pending.

[REPORT ADDITIONAL AID](#)

[Return to Award Package](#)

go to ...



External Awards

(Student Self-Service View)

Financial Aid

Report Other Financial Aid

Enter the relevant information below. Click 'Add Another Award' to add more items to the list. All items you report are reviewed by a financial aid counselor. Click 'Save' when you are done.

*Award	*Type	Description	*Amount	
Other <input type="button" value="v"/>	Scholarship <input type="button" value="v"/>	Not A Common Scholarship	200.00	<input type="button" value="delete"/>
Dollars for Scholars <input type="button" value="v"/>	Scholarship		200.00	<input type="button" value="delete"/>
<div style="display: flex; justify-content: space-between;"><div><ul style="list-style-type: none">OtherBOT MISCELLANEOUS SCHOLBOT MUSIC SCHOLARSHIP<li style="background-color: #0056b3; color: white;">Dollars for Scholars</div><div style="text-align: right;"><input type="button" value="ADD ANOTHER AWARD"/></div></div>				

* Required Field

External Awards

Financial Aid > Awards > External Awards > View Self Reported Aid

External Awards

Award Summary

Amber

ID: 0801



Aid Year: 2009 Federal Aid Year 2008-2009

Institution: MISUB

Aid Processing Status: Packaging Completed

Load

Filter by

Type

Source

Processing Status



EA Transaction

Award

Status



Trans Nbr	Seq	Status	Item Type	Rel Item	Description	Fin Aid Type	Loan Cert	Amount	
23	1	Reported			Not A Common Scholarship	Scholarship	<input type="checkbox"/>	200.00	Detail
23	2	Reported	950000001103			Scholarship	<input type="checkbox"/>	200.00	Detail

External Awards

Enter comments for this award

Transaction Nbr 17 Sequence Nbr 1

Award Type

Source

Program

Item Type 950000002260 Amount 200.00

Description Dollars for Scholars

Comments:

Visible in Self Service

Thank you for reporting your Dollars for Scholars scholarship

External Awards

(Student Self-Service View)

Financial Aid

Aid from Other Sources

Federal Aid Year 2008-2009

The list below shows aid from other sources reported on your behalf. Click the Report Additional Aid to add items to this list.

Award	Description	Amount	Status
Dollars for Scholars	Dollars For Scholars	200.00	Processed

Currency used is US Dollar.

[REPORT ADDITIONAL AID](#)

External Awards

(Student Self-service View)

Aid from Other Sources

Award Detail

Award	Dollars for Scholars	Status	Processed
Amount	200.00	Date Reported	02/13/2009
		Date Processed	02/13/2009 15:34

Currency used is US Dollar.

This award is comprised of other aid reported as:	Amount
Dollars For Scholars	200.00

Messages

Thank you for reporting your Dollars for Scholars scholarship

[Return to List of Aid from Other Sources](#)



External Awards

- Load Student Financials Information



External Awards

Financial Aid > Awards > External Awards > Process SF External Award

SF External Award Feed

Run Control ID: SF_External_Award_dj

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

Run

Process Instance:1556290

Population Selection

Selection Tool

PS Query



[Edit Prompts](#)

Query Name

NDU__FA_SFEA



[Launch Query Manager](#)

[Preview Selection Results](#)

Parameters

Institution:

MISUB



Minot State Univ-Bottineau

Aid Year:

2009



Federal Aid Year 2008-2009

Report Items by Group

Item Type Group:

Report Specific Items

Item Type:

930000001200



Institutional Tuition Waiver

External Awards

Financial Aid > Awards > External Awards > Manage External Award Data

Manage External Award Data

Transaction Nbr 22 Date 03/10/2009
Data Source SF Feed File Mapping
File Name
Student Count Award Total 0.00

From Row 1 To Row 6 Row Count 6

Student Information							Award		Status	
	Status	EmpID	National ID	Last Name	First Name	Date of Birth				
1	Unprocessed	066		Mel	Kadee		31	-		
2	Unprocessed	072		Kni	Shaun		31	-		

External Awards

Financial Aid > Awards > External Awards > Load External Awards

Load External Awards

Run Control ID: Load_External_Awards_dj

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

Run

Report Request Parameters	
*Institution	<input type="text" value="MISUB"/> Minot State Univ-Bottineau
*Aid Year	<input type="text" value="2009"/> Federal Aid Year 2008-2009
*Status	<input type="text" value=""/>
Data Source	<input type="text" value="Student Financials"/>
File Mapping ID	<input type="text" value=""/>
Transaction Date	<input type="text" value=""/> Transaction Nbr <input type="text" value=""/>
Award Type	<input type="text" value=""/> Source <input type="text" value=""/> Program Code <input type="text" value=""/>
Update Aid Processing Status	
Exclude	<input type="text" value=""/>
Load Processing Rule	
Term Mismatch	<input type="text" value="Error"/>
Multi-Career	<input type="text" value="Error"/>

External Awards

Financial Aid > Awards > External Awards > View External Awards Detail

External Award Load Detail

Process Instance 1555872

Institution MISUB Minot State Univ-Bottineau

Aid Year 2008 -2009

[Find](#) | [View All](#) First 1 of 1 Last

Transaction Nbr 18

From Row To Row Row Count 11

[Customize](#) | [Find](#) | 

Student Information

Award

Status



<u>Trans Nbr</u>	<u>Seq</u>	<u>Status</u>	<u>EmplID</u>	<u>National ID</u>	<u>Birthdate</u>	<u>Last Name</u>	<u>First Name</u>
18	2	Processed	0697				
18	3	Processed	0704				
18	4	Processed	0722				



External Awards

- Note: If you run this process before spring disbursements have been made, the spring award will be zeroed out.

External Awards

- Processing External Awards can result in an over-award.
- Repackaging should be run after processing External Awards in batch.

External Awards

- External Awards can be entered:
 - Manually on a mass entry screen
 - Individually
 - Through Importing a file
 - From Self-Service Reporting
 - From Student Financials




















External Awards

- Set Up Considerations

External Awards

Set Up SACR > Product Related > Financial Aid > External Awards > Define External Award Types

External Award Type

Customize Find  First  1-8 of 8  Last			
<u>*Award Type</u>	<u>*Description</u>	<u>Short Description</u>	
EXT	External Scholarship	Ext Sch	 
FWS	Federal Works Study	FWS	 
GNT	Grant	Grant	 
INT	Internal Scholarship	Int Sch	 
LNS	Loans	Loan	 
STP	Employee Stipend	Emp Stip	 
TPC	Third Party Contract	3rd Party	 
WVR	Waiver	Waiver	 

External Awards

Set Up SACR > Product Related > Financial Aid > External Awards > Define External Award Sources

External Award Source

Find | View 1 First 1-6 of 6 Last

*External Award Source + -

*Description

*Short Description

*Program Code	*Description	Short Description		
<input type="text" value="SSI"/>	<input type="text" value="North Dakota State Grant"/>	<input type="text" value="SSIG"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NDS"/>	<input type="text" value="North Dakota Scholars"/>	<input type="text" value="ND Schirs"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NDI"/>	<input type="text" value="North Dakota Indian Scholarshi"/>	<input type="text" value="ND Ind Sch"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

*External Award Source + -

*Description

*Short Description

*Program Code	*Description	Short Description		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

External Awards

Set Up SACR > Product Related > Financial Aid > External Awards > Item Type Cross Reference

External Award Cross Reference

Academic Institution MISUB Minot State Univ-Bottineau Aid Year 2008 -2009

Customize Find First 1-9 of 9 Last						
*Award Type	*Source	Program Code	*Item Type	Description	Self Service	
EXT	BIA		900000001300	BUREAU OF INDIAN AFFAIRS	<input type="checkbox"/>	+ -
EXT	OTH		950000001103	Dollars for Scholars	<input checked="" type="checkbox"/>	+ -
EXT	VET		950000003010	VETERANS BENEFITS CHAPTER 35	<input type="checkbox"/>	+ -
GNT	ND	NDI	900000003100	NORTH DAKOTA INDIAN SCHOLARSHI	<input type="checkbox"/>	+ -
GNT	ND	NDS	900000003000	NORTH DAKOTA SCHOLARS PROGRAM	<input type="checkbox"/>	+ -
INT	DPT	MUS	940000001190	BOT MUSIC SCHOLARSHIP	<input checked="" type="checkbox"/>	+ -
INT	SCF		950000001100	BOT MISCELLANEOUS SCHOL	<input checked="" type="checkbox"/>	+ -
WVF	SCF	ITW	930000001200	Institutional Tuition Waiver	<input type="checkbox"/>	+ -
WVF	SCF	CDW	930000001100	Diversity Waiver	<input type="checkbox"/>	+ -

External Awards

What's Next?

External Awards

- A Committee to discuss set up
 - Are you willing to serve?
- Regional sessions for set up and training
 - Would you invite us?

External Awards

Questions??

External Awards

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