CHAPTER 1

Managing External Award Reporting

This chapter describes methods for entering and processing external award data into the core set of External Award Staging records. After external award transactions are posted to the External Award Staging table, you load external award transactions and finally post a new or updated award to the student award tables.

This chapter provides an overview of external award processing and discusses how to:

- Manually add external award data.
- Manage existing external award transactions.
- Process data from a file.
- Process Student Financial payments.
- Load data to the Student Award table.

Understanding External Award Processing

A core set of External Award Staging records maintain the external award transaction data. Each transaction is keyed with a set of values and has a processing status that indicates the loading of that transaction into the student award records.

The following diagram provides a high-level flow of the various data sources that update the core set of External Award Staging tables. After external award data or transactions have been updated to the staging tables, a separate External Award Load process is run to determine whether and how the external award data is to update the student award tables.

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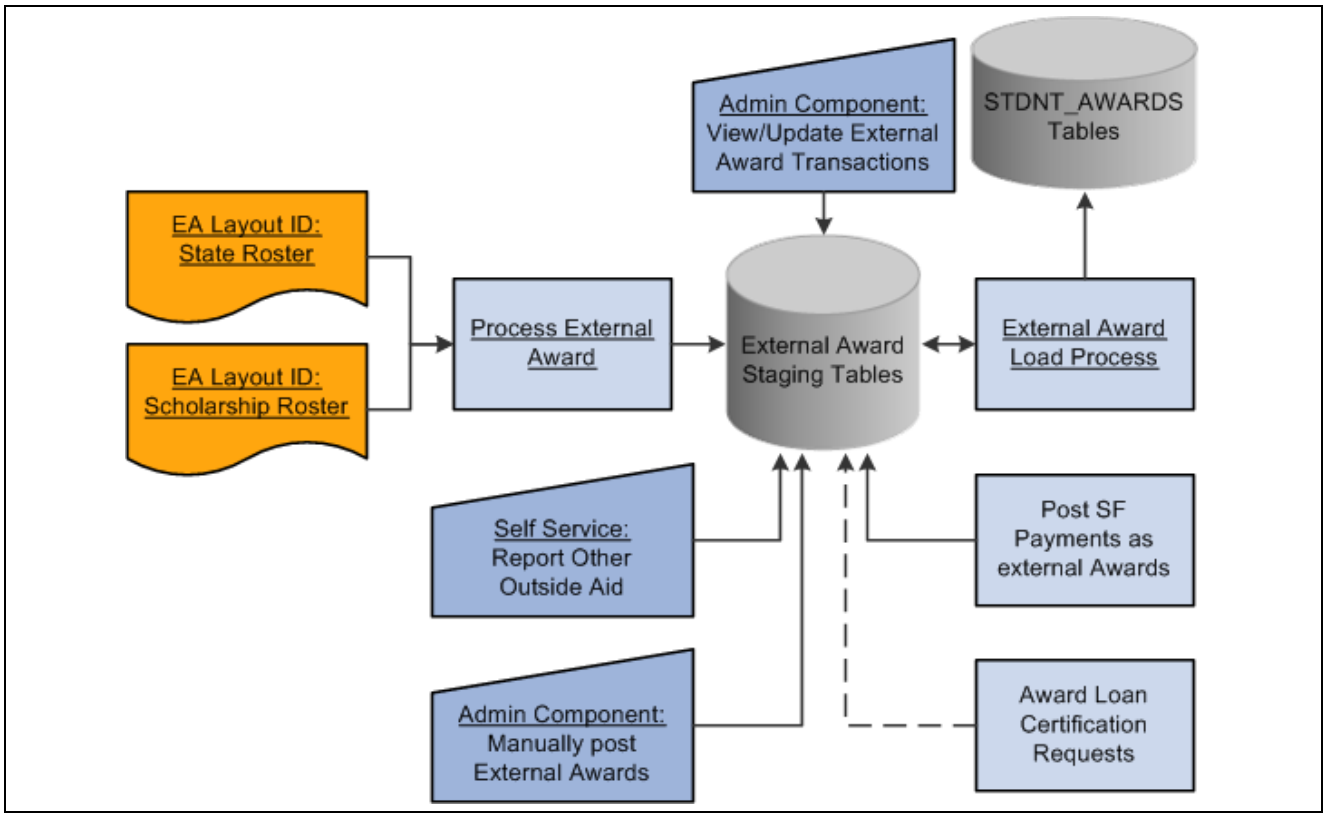

Flow of external award data

Manually Adding External Award Data

This section discusses how to:

- Add external awards by type.
- Add award disbursement details.
- Add external awards by student.
- View Award Summary.

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Pages Used to Add External Award Data

Page Name	Definition Name	Navigation	Usage
Add External Awards by Type	SFA_EA_STAGE_ADD	Financial Aid, Awards, External Awards, Add External Awards by Type, Add External Awards by Type	Add an external award type and source to one or multiple students.
Award Disbursement Detail	SFA_EA_DISB_DTL1	Click the Award Detail link on the Add External Awards by Type page.	Add award disbursement details.
Add External Awards	SFA_EA_STAGE_STDNT	Financial Aid, Awards, External Awards, Add External Awards to Student, Add External Awards	Add one or more external awards for a single student.
View Award Summary	SFA_EA_AWARD_SUMVW	Financial Aid, Awards, External Awards, Add External Awards to Student, View Award Summary	View a student's award record and need summary totals to make an overall assessment before manually adding a new external award transaction.

Adding External Awards by Type

Bundle 27
Added Load Action field

Access the Add External Awards by Type page (Financial Aid, Awards, External Awards, Add External Awards by Type, Add External Awards by Type).

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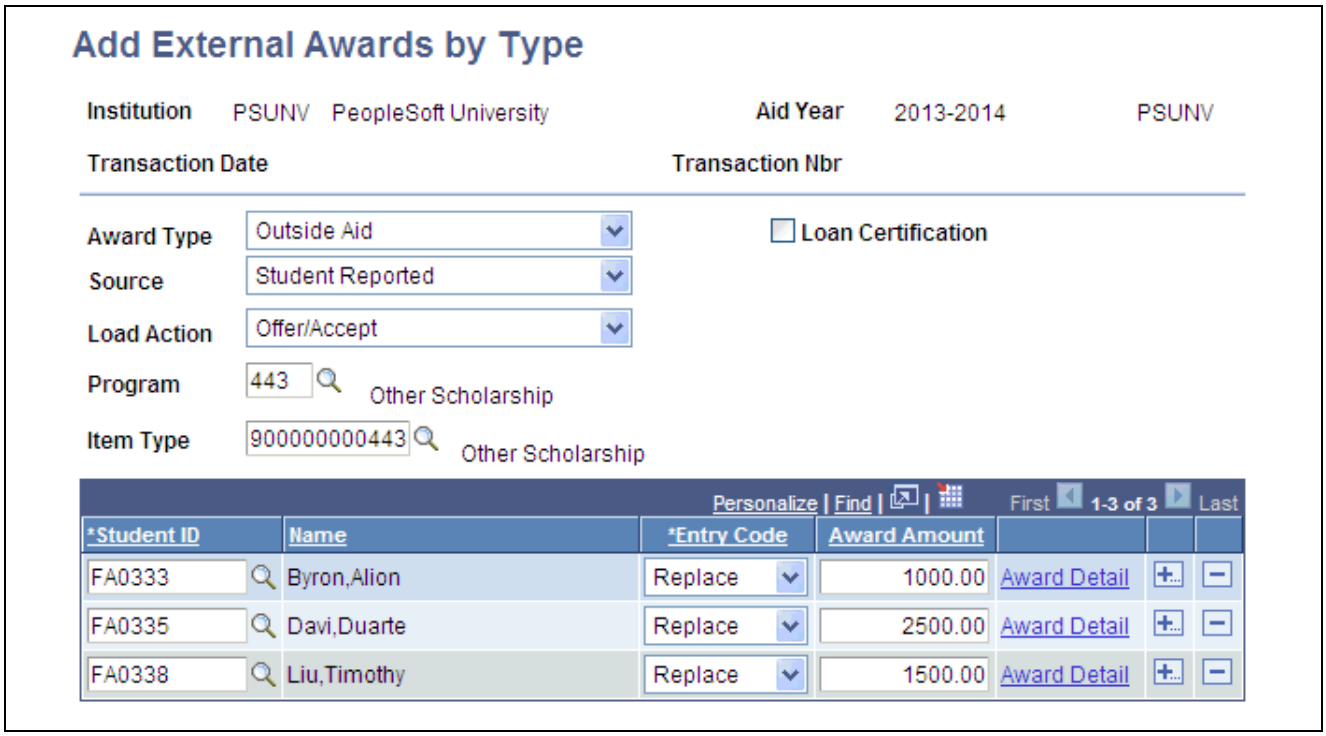

Add External Awards by Type page

Use this page to quickly enter external awards with the same external award attributes, such as a list of students who are recipients of a graduate departmental award. You can identify the attributes or directly indicate item type and then list the student IDs and award amounts. You can also enter specific award details beyond the annual award amount.

Award Type (Optional) Select an award type defined on the External Award Type page. The financial aid item types associated with the combination external award type and source on the External Award Cross Reference setup page are displayed in the Item Type lookup.

Source (Optional) Select an award source defined on the External Award Source page. The financial aid item types associated with the combination external award type and source on the External Award Cross Reference setup page are displayed in the Item Type lookup.

Bundle 27 **Added new field.**

Load Action Select the Load Action for the External Awards being entered.

- *Offer* – Select *Offer* to allow the External Award process to post the transaction as an award with an Award Status of *Offer* and populate the Offered amount fields. If there is an existing award with matching Item Type, the award action must also be in *Offer* status to allow External Award processing to post successfully.

  Note. The corresponding Disbursed Amount fields are disabled when the Load Action is set to *Offer*.

- *Offer/Accept* – Select *Offer/Accept* to allow the External Award process to post the transaction as an award with an Award Status of *Accept*. Both

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Offered and Accepted amount fields are populated. *Offer/Accept* is the default value.

Program (Optional) Use if more than one program is defined for a source.

Item Type (Optional) If you entered an award type and source, select an associated item type. If you did not enter an award type and source, your list of item types displays all active item types for this aid year.

Note. You can specify either the item type or the award type and source (and program). To save the data on the page, select one.

Loan Certification If this external award is a School Loan Certification Request, select this check box. When this check box is selected, the Related Item Type field appears:

- If your Loan Certification Request is for a Stafford loan, select a related item type that evaluates both subsidized and unsubsidized Stafford item types. The External Award Load process evaluates federal need eligibility, as if awarding a subsidized and unsubsidized Stafford loan on the standard award entry pages.
- If your Loan Certification Request is for a federal PLUS or alternative loan, identify the item type.

Note. Identify an external award as a Loan Certification only after you have completed the necessary steps to process School Certification Request Applications for CommonLine. If the external award process determines the student's loan eligibility and successfully posts a loan award, then continue to process the loan certification according to the steps outlined in the "Processing CommonLine Loans" chapter.

See lsfa, Setting Up External Awards.

See lsfa, Processing CommonLine Loans.

Entry Code (Reporting code in the record layout) (Required) Determines how transaction data is posted to the student's award package. Values are:

- *Append:* Use to increase an existing award. Append transactions can increase annual award amounts to specific disbursement ID amounts. If the item type to be posted does not already exist, the External Award Load process treats the transaction as if Entry Code were *New.*
- *New:* Use for external awards reported once each aid year. If the item type to be posted already exists, the External Award Load process sets the transaction to *Error.*
- *Replace:* This is the default value when you are entering transactions manually. Use this value to change an existing annual and disbursement details of an award. If the item type to be posted does not already exist, the External Award Load process treats the transaction as if the Entry Code value is *New.*

Award Amount (Optional) Enter the annual amount of the award in U.S. dollars and cents. The Entry Code value determines how the amount affects an existing award.

Award Detail Click the Award Detail link to access the Award Disbursement Detail page.

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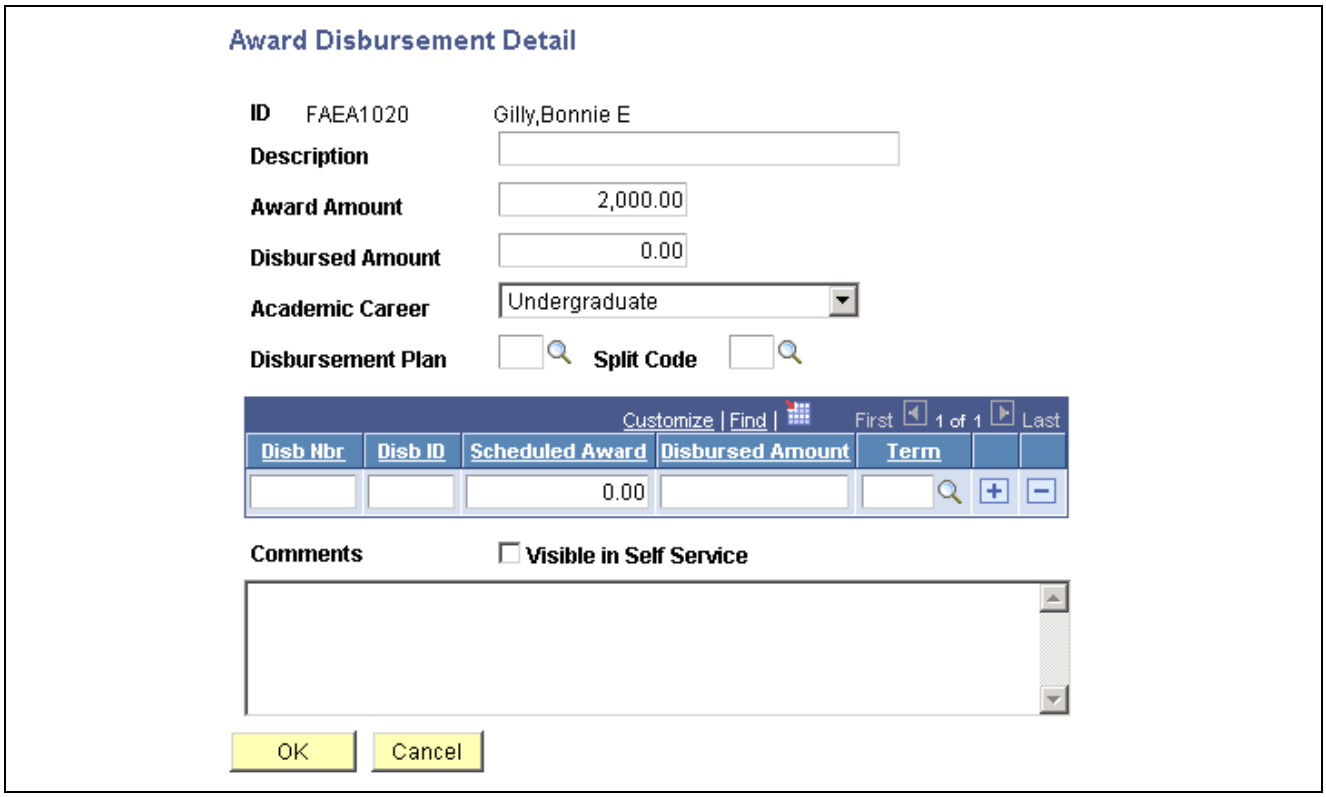
Adding Award Disbursement Details

Access the Award Disbursement Detail page (click the Award Detail link on the Add External Awards by Type page).



Award Disbursement Detail page

Use this page to enter additional details relevant to the external award transaction.

Description Enter a description of the external award to display on student self-service pages.

Award Amount (Optional) Enter the annual amount to be posted. If scheduled disbursement amounts are provided, the cumulative scheduled disbursement amounts must equal the annual award amount. If this field is blank, and scheduled disbursement detail is provided, then the annual award amount is assigned the sum of scheduled disbursement amounts.

Disbursed Amount (Optional) Enter the total disbursed amount to be posted. If disbursement detail amounts are provided, the cumulative amounts must equal the disbursed amount. If this field is blank and disbursement detail is provided, then Disbursed Amount is assigned the sum of the disbursement detail amounts. The Disbursed Amount field appears based on row order after the external award information is saved.

Note. Disbursed Amount is updated only when the item type has a Disburse Method value of *No*.

Note. Disbursed Amount field is disabled when Load Action is set to *Offer*.

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Academic Career

The student's active career appears by default. If the student has multiple careers within an aid year, select the career to which the external award should be posted.

Disbursement Plan

(Optional) If provided, then the disbursement plan (DP) is used. If the DP is not provided, the default DP from the item type's career default DP/Split Code (SC) is used. If the default DP/SC does not work with the student's active term enrollment, the External Award Load process attempts to locate an appropriate DP/SC based on the student's active term enrollment.

If a DP/SC is not found, the External Award Load process creates an error transaction. For Replace/Append transactions, this must be the same value used on the posted (noncanceled) award.

Note. A split code does not need to be provided if a Disbursement Plan code is provided. Providing only a Disbursement Plan code allows the External Award Load process to establish the term disbursement structure and define the specific distribution based on amounts provided in the transaction.

Split Code

(Optional) If provided, this split code is used to determine the disbursement split formula. Split code is set to XX if disbursement data is provided on the External Award transaction.

Disb Nbr (disbursement number)

System assigned. After the external award information is saved, Disb Nbr appears based on row order. It is the award disbursement to be processed for this external award transaction.

Disb ID (disbursement ID)

(Optional) If known, the disbursement ID allows for specific award disbursement detailed amounts to be processed. It is typically used to append a disbursement amount to a specific disbursement ID on an existing award.

Scheduled Award

The scheduled or allocated disbursement amount.

Disbursed Amount

The disbursed or paid amount at the disbursement sequence level.

Note. The disbursed amount on the posted award is updated only when the item type has a Disburse Method value of *No.*

Note. Disbursed Amount field is disabled when Load Action is set to *Offer*.

Term

(Optional) If provided, the External Award Load process determines whether the term is valid with the student's enrollment. If a disbursement ID value is not provided, then the first disbursement ID for that term is updated.

Comments

Enter a comment of any length.

Visible in Self Service

Select to display this comment on the student's self-service page.

OK

Click this button to save the entered information and return to the Add External Awards by Type page.

Cancel

Click this button to delete any entered information and return to the Add External Awards by Type page.

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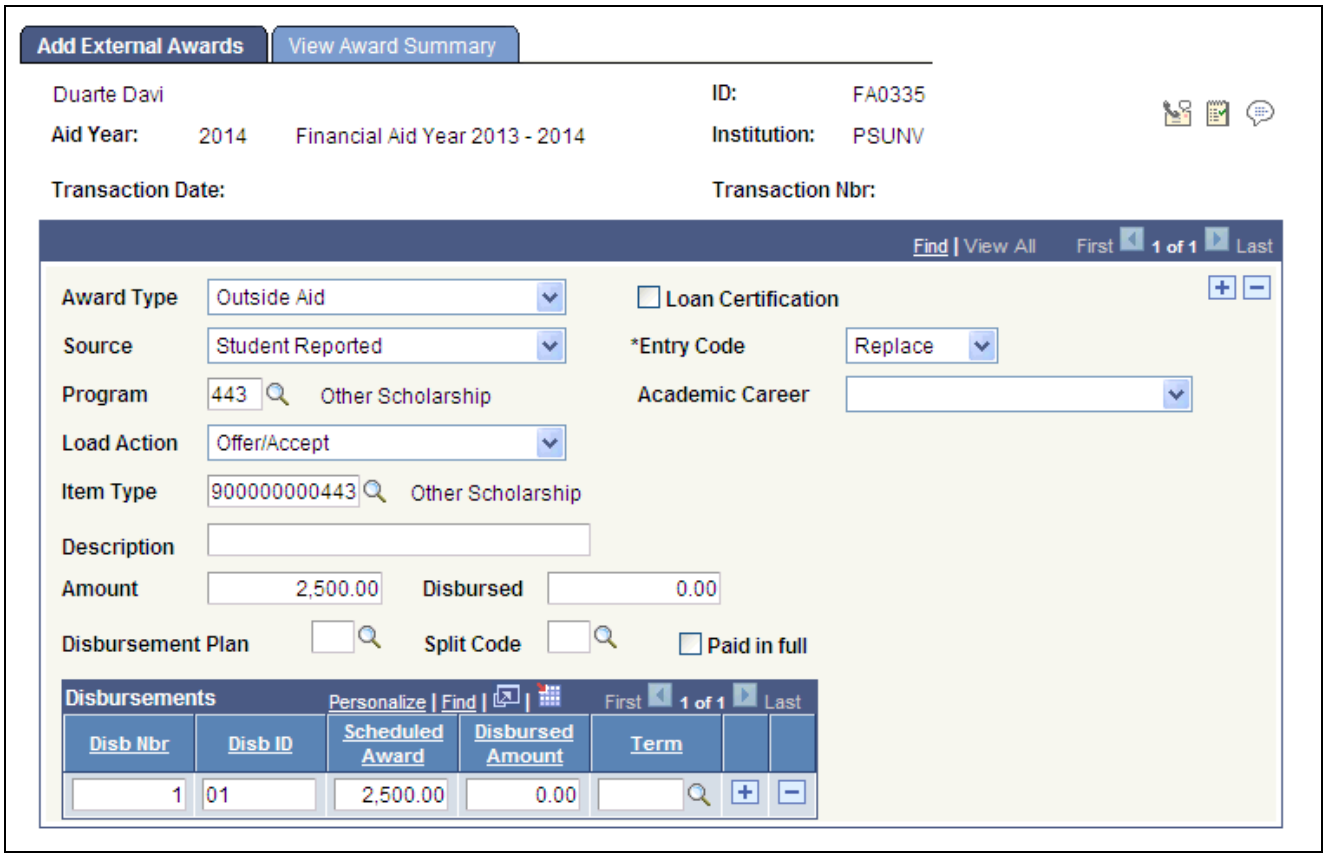
If the External Award Load process is run for an append transaction that intends to update a disbursed amount and neither the Disb ID or Term field is specified on the Award Disbursement Detail page, an error message appears.

Note. The External Award process only allows item types that are non-disbursable to student accounts to be updated with disbursed amounts using the External Award process.

Adding External Awards by Student

Bundle 27
Added Load Action field

Access the Add External Awards page (Financial Aid, Awards, External Awards, Add External Awards to Student, Add External Awards).



Add External Awards page

Use this page to enter one or more external awards for a specific student.

See Also

lsfa, Managing External Award Reporting, Manually Adding External Award Data, Adding External Awards by Type

Viewing Award Summary

Access the View Award Summary page (Financial Aid, Awards, External Awards, Add External Awards to Student, View Award Summary).

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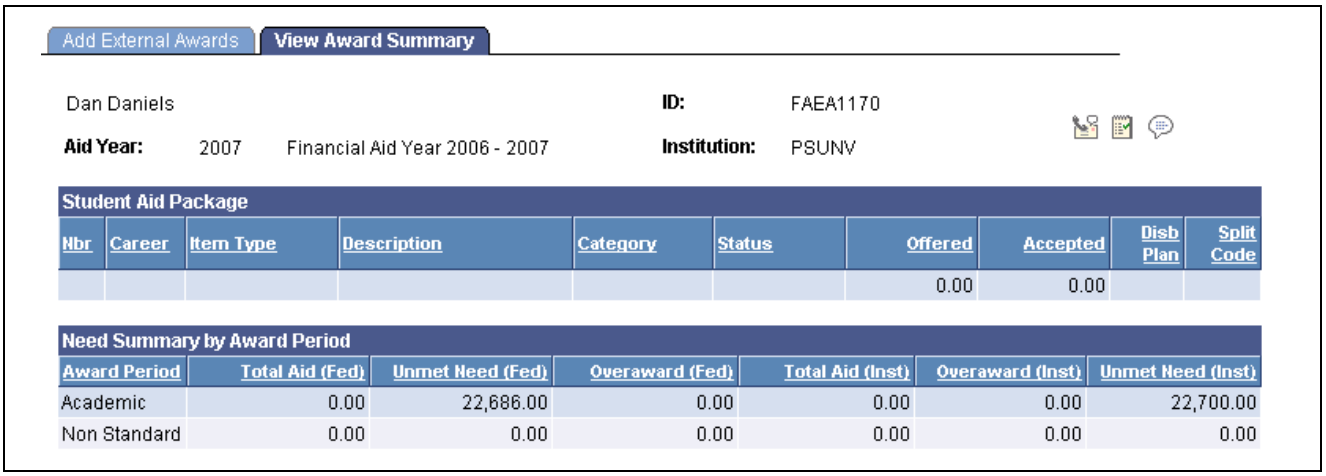

View Award Summary page

This page provides current award and need summary information. Use this page to estimate or anticipate the possible effect of an external award on a student's award package.

Managing Existing External Award Transactions

You can view transactions, correct data, and run the External Award Load process for a specific student using Manage External Award components. The pages in the component contain similar information, but vary by the search record used.

This section discusses how to:

- Manage external award data.
- Manage external award data by type.
- Manage external award data by status.
- View and load a student's external award data.

Pages Used to Manage Existing External Award Transactions

Page Name	Definition Name	Navigation	Usage
Manage External Award Data	SFA_EA_STAGE_MGMT	Financial Aid, Awards, External Awards, Manage External Award Data, Manage External Award Data	View and update external award data in the External Award Staging table. Retrieve search results by transaction number, transaction date, source (external file, Self Service, manual entry, Student Financials, or loan certification file), or file mapping ID.

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Page Name	Definition Name	Navigation	Usage
Award Disbursement Detail	SFA_EA_DISB_DTL	Click the Detail link on the Award tab of the Manage External Award Data page. Financial Aid, Awards, External Awards, Manage External Award Data	Enter additional details relevant to the external award transaction.
Manage External Award Data by Type	SFA_EA_STAGE_MGMT1	Financial Aid, Awards, External Awards, Manage External Awards by Type, Manage External Award Data by Type	View and update external award data in the External Award Staging table. Retrieve search results by the type categories entered in the External Award Type page.
Manage External Awards Data by Status	SFA_EA_STAGE_MGMT3	Financial Aid, Awards, External Awards, Manage Awards by Status, Manage External Awards Data by Status	View and update external award data. Retrieve search results by processing status.
External Awards	SFA_EA_STAGE_MGMT2	Financial Aid, Awards, External Awards, Manage Student External Awards, External Awards	View and update external award data by student. When you use the page to make a remote call of the External Award Load process for a specific student, only external award transactions with an Unprocessed status are loaded.
Award Summary	SFA_EA_AWARD_SUMVW	Financial Aid, Awards, External Awards, Manage Student External Awards, Award Summary	View all existing awards and need summary for a student.
Award Disbursement Detail	SFA_EA_DISB_DTL2	Click the Detail link on the Award tab of the Manage External Award Data page (Manage Student External Awards component).	Enter additional details that are relevant to the external award transaction.
Enter comments for this award	SFA_EA_COMMENT_SEC	Click the Comments link on the Status tab of the Manage External Award Data page.	Add a comment and optionally choose to display it on the student's self-service page.

Managing External Award Data

Bundle 27
Added Load Action field to Award tab.

Access the Manage External Award Data page (Financial Aid, Awards, External Awards, Manage External Award Data, Manage External Award Data).

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Manage External Award Data

Transaction Nbr 67 Date 08/29/2012
Data Source Data File File Mapping EXT FILE_EA DATA
File Name \\rtdc1006nap\apps\heqa\he_dev\financial_aid\barb\eatest_sm1.csv
Student Count 11 Award Total 11,055.00

From Row 1 To Row 11 Row Count 11 of 11 Reset

Personalize | Find

Student Information | Award | Status

	Sequence	Status	Empl ID	National ID	Last Name	First Name	Date of Birth
1	1	Processed	FAEA1192	643101192	TATTER	Arthur	
2	2	Suspend		643101300	COWLES	Ariel	
3	3	Processed	FAEA1194	643101194	HAZEONTE	Anna	
4	4	Processed	FAEA1195	643101195	SETON	WINTERIM	
5	5	Processed	FAEA1196	643101196	SETON	ANDREA	
6	6	In Process Abend	FAEA9999	643101197	STARNEY	Angel	
7	7	Processed	FAEA1047	643101047	Moy	Jessica	
8	8	Processed	FAEA1048	643101048	PANCOST		
9	9	Processed	FAEA1050	643101050	PARIS	Missy	
10	10	In Process Abend	FAEA1090	643101090	STOCKTON	Rob	
11	11	Processed	FAEA1023	643101023	PAGE	Chuckie	

Manage External Award Data page, Student Information tab

Manage External Award Data

Transaction Nbr 67 Date 08/29/2012
Data Source Data File File Mapping EXT FILE_EA DATA
File Name \\rtdc1006nap\apps\heqa\he_dev\financial_aid\barb\eatest_sm1.csv
Student Count 11 Award Total 11,055.00

From Row 1 To Row 11 Row Count 11 of 11 Reset

Personalize | Find

Student Information | Award | Status

	Sequence	Status	Type	Source	Program	Load Action	Item Type	Rel Item	Loan Cert	Description		
1	1	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
2	2	Suspend	Grant	CSAC	A	Offer/Accept	900000000404			prior award	Detail	
3	3	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
4	4	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
5	5	Processed	Grant	CSAC	A	Offer/Accept	900000000404			prior award	Detail	
6	6	In Process Abend	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
7	7	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
8	8	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
9	9	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
10	10	In Process Abend	Grant	CSAC	A	Offer/Accept	900000000404				Detail	
11	11	Processed	Grant	CSAC	A	Offer/Accept	900000000404				Detail	

Manage External Award Data page, Award tab

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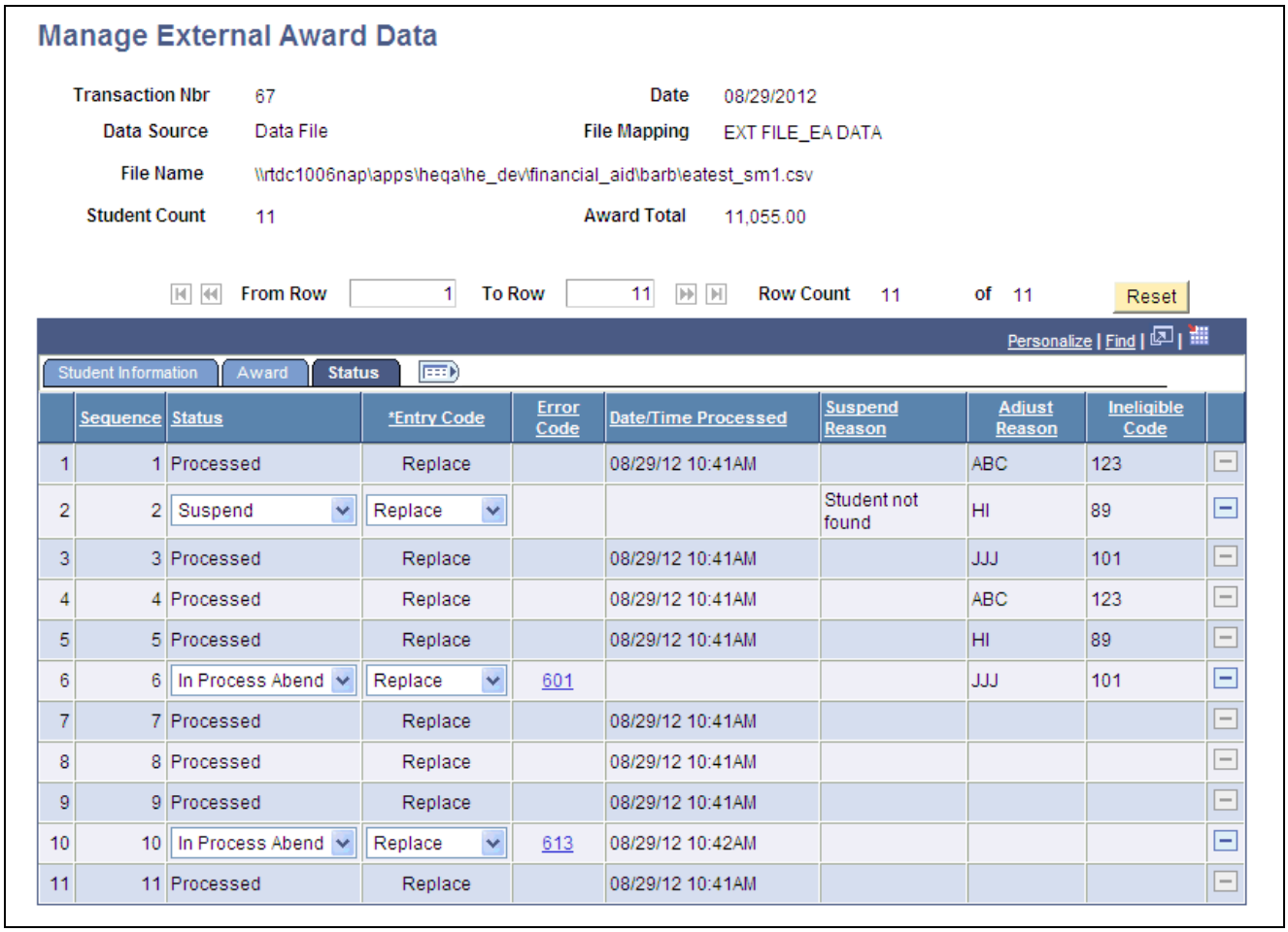

Manage External Award Data

Transaction Nbr	67	Date	08/29/2012
Data Source	Data File	File Mapping	EXT FILE_EA DATA
File Name	\\rtdc1006nap\apps\heqa\he_dev\financial_aid\barb\eatest_sm1.csv		
Student Count	11	Award Total	11,055.00

From Row 1 To Row 11 Row Count 11 of 11 Reset

Personalize | Find |

Student Information | Award | Status

	Sequence	Status	*Entry Code	Error Code	Date/Time Processed	Suspend Reason	Adjust Reason	Ineligible Code
1	1	Processed	Replace		08/29/12 10:41AM		ABC	123
2	2	Suspend	Replace			Student not found	HI	89
3	3	Processed	Replace		08/29/12 10:41AM		JJJ	101
4	4	Processed	Replace		08/29/12 10:41AM		ABC	123
5	5	Processed	Replace		08/29/12 10:41AM		HI	89
6	6	In Process Abend	Replace	601			JJJ	101
7	7	Processed	Replace		08/29/12 10:41AM			
8	8	Processed	Replace		08/29/12 10:41AM			
9	9	Processed	Replace		08/29/12 10:41AM			
10	10	In Process Abend	Replace	613	08/29/12 10:42AM			
11	11	Processed	Replace		08/29/12 10:41AM			

Manage External Award Data page, Status tab

This page displays all external award transactions (sequence numbers) associated with the transaction number. Each row of data is associated with an EMPLID and has segmented all relevant external award fields into three grid tabs: Student Information, Award, and Status. Click the icon to the right of the tabs to display all columns of data.

You can update the external award transaction until it has a status of *Processed* or *Adjusted.*

Student Information tab

Status

Indicates the status that is specific to an external award transaction Values are:

- *Adjusted:* System-assigned. Assigned during the batch External Award Load process if the transaction encountered a condition as noted in the Multi-Career batch run control option or the Term Mismatch batch run control option. Options allow transactions to be set to either *Adjusted* or *Error.*
- *Duplicate:* Either set manually or set when multiple transactions with the same attributes are found during the External Award Load process.
- *Error:* Transactions with an *Error* status have an accompanying Error code located on the Status tab. This status is assigned during the External Award Load process if an error occurred during the transaction.

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- *In Process Abend:* Assigned to transactions selected for a particular External Award Load process. If the program terminates during processing, batch transactions remain at this status.
- *Processed:* Assigned by the system to indicate a successful External Award Load run.
- *Reported:* Assigned to all new external awards with a Data Source value of *Self Service.*
- *Skip:* Based on the Search/Match option.
- *Suspend:* Based on the Search/Match option, Multi-Career batch option, or Term Mismatch batch option.
- *Unprocessed:* Indicates that no attempt was made by the External Award Load process. All transactions start with this value except student-reported aid (Self Service).

Award tab

Bundle 27 **Added new field.**

Load Action

Select the Load Action for the External Awards being entered.

- *Offer* – Select *Offer* to allow the External Award process to post the transaction as an award with an Award Status of *Offer* and populate the Offered amount fields. If there is an existing award with matching Item Type, the award action must also be in *Offer* status to allow External Award processing to post successfully.

  Note. The corresponding Disbursed Amount fields are disabled when the Load Action is set to *Offer*.

- *Offer/Accept* – Select *Offer/Accept* to allow the External Award process to post the transaction as an award with an Award Status of *Accept.* Both Offered and Accepted amount fields are populated. *Offer/Accept* is the default value.

Item Type

(Required) If this field is blank, the External Award Load process uses the External Award Item Type Cross Reference setup to determine the item type to be added or updated, based on the award type and source provided. If neither is provided or the item type is not found in setup, the External Award Load process returns an Error code of *Error* with accompanying Error Message *Code 606 (item type not found).*

Rel Item (related item)

Available only when the Loan Cert check box is selected. Use to determine Stafford Subsidized and Unsubsidized eligibility. The related item type group should identify both a Subsidized and Unsubsidized Stafford item type for potential awarding.

Loan Cert (Loan Certification)

Indicates a Loan Certification Request with a corresponding related item type group or item type. Loan Certification always uses an Entry Code value of *New.* If the item type to be posted already exists on the student's award record, the External Award Load process returns a status of *Error* with accompanying Error Message code 612 (Invalid Report Code of *New.)*

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If the Packaging process determines that the student is not eligible for the loan, the External Award process returns an error code of *Processed* with accompanying Error Message Code 646 (Student is not eligible for this award).

Description Appears on student self-service page to describe external award.

Detail Click the Detail link to access the Award Disbursement Detail page.

Status tab

Entry Code (Reporting Code in the record layout) (Required) Used to determine how transaction data is posted to the student's award package.

- *New:* If the item type to be posted already exists, the External Award Load process sets the transaction to *Error.* Use for external awards reported once each aid year.
- *Replace:* Default value when you are entering transactions manually. Use this value to change an existing annual amount and disbursement details of an award. If the item type to be posted does not already exist, the External Award Load process treats this transaction as if the Entry Code value is *New.*
- *Append:* Use to add to an existing award. Append transactions can increase the annual award amounts, specific disbursement IDs, or both. If the item type to be posted does not already exist, the External Award Load process treats the transaction as if the Entry Code value is *New.*

Managing External Award Data by Type

Bundle 27
Added Load Action field to Award tab.

Access the Manage External Award Data by Type page (Financial Aid, Awards, External Awards, Manage External Awards by Type, Manage External Award Data by Type).

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Manage External Award Data by Type

Institution	PSUNV PeopleSoft University	Aid Year	2010-2011
Award Type	Scholarship	Transaction Nbr	58
Source	Institutional	Student Count	8

Filter by

Processing Status | Reporting Code

From Row 1 To Row 8 Row Count 8 of 8 Reset

Personalize | Find

Student Information | Award | Status

	Sequence	Status	*Empl ID	National ID	Last Name	First Name	Date of Birth
1	1	Error	FAEA1157		Fanshaw	Jason	
2	2	Error	FAEA1157		Fanshaw	Jason	
3	3	Processed	FAEA1157		Fanshaw	Jason	
4	4	Processed	FAEA1157		Fanshaw	Jason	
5	5	Processed	FAEA1157		Fanshaw	Jason	
6	6	Error	FAEA1157		Fanshaw	Jason	
7	7	Processed	FAEA1157		Fanshaw	Jason	
8	8	Processed	FAEA1157		Fanshaw	Jason	

Manage External Award Data by Type page, Student Information tab

Manage External Award Data by Type

Institution	PSUNV PeopleSoft University	Aid Year	2010-2011
Award Type	Scholarship	Transaction Nbr	58
Source	Institutional	Student Count	8

Filter by

Processing Status | Reporting Code

From Row 1 To Row 8 Row Count 8 of 8 Reset

Personalize | Find

Student Information | Award | Status

	Sequence	Status	Program	Load Action	Item Type	Related Item Group	Loan Cert	Description		
1	1	Error	GPA	Offer	900000000440		☐	x1processed	Detail	
2	2	Error	GPA	Offer	900000000440		☐	x2adjust	Detail	
3	3	Processed	GPA	Offer	900000000440		☐	x3error	Detail	
4	4	Processed	GPA	Offer	900000000440		☐	x4skip	Detail	
5	5	Processed	GPA	Offer	900000000440		☐	x5suspend	Detail	
6	6	Error	GPA	Offer	900000000440		☐	x6duplicate	Detail	
7	7	Processed	GPA	Offer	900000000440		☐	x7reported	Detail	
8	8	Processed	GPA	Offer	900000000440		☐	x8unprocessed	Detail	

Manage External Award Data by Type page, Award tab

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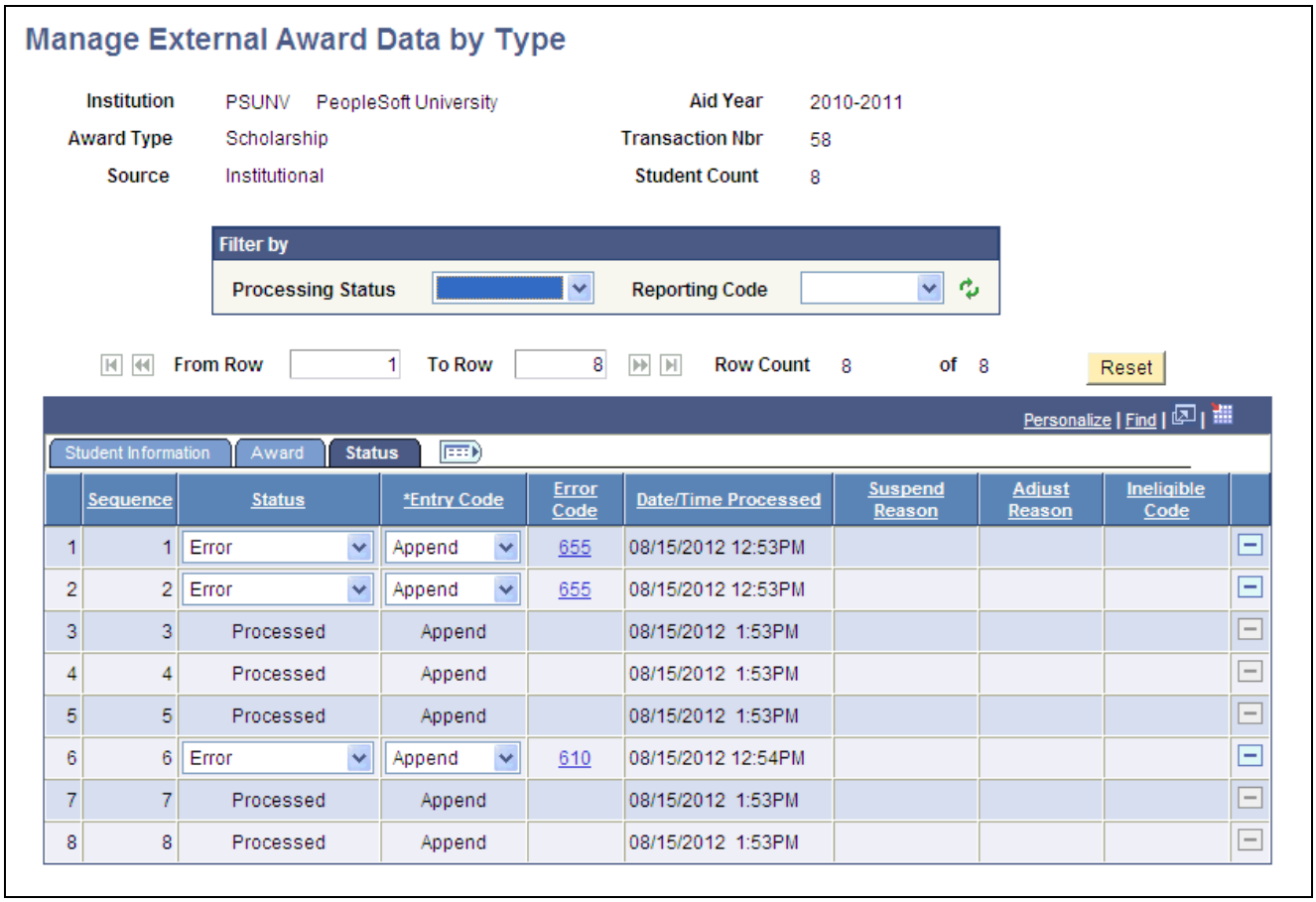

Manage External Award Data by Type page, Status tab

This page displays all external award transactions (sequence numbers) associated with the transaction number. Each row of data is associated with an EMPLID and relevant external award fields are displayed in three grid tabs: Student Information, Award, and Status. Click the icon to the right of the tabs to display all columns of data.

You can update the external award transaction until it has a status of *Processed* or *Adjusted.*

You can filter results by processing status, entry code, or both.

See Also

lsfa, Managing External Award Reporting, Managing Existing External Award Transactions, Managing External Award Data

Managing External Award Data by Status

Bundle 27
Added Load Action field to Award tab.

Access the Manage External Award Data by Status page (Financial Aid, Awards, External Awards, Manage Awards by Status, Manage External Award Data).

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Manage External Awards by Status

Institution PSUNV PeopleSoft University
Aid Year 2011 Financial Aid Year 2010 - 2011
Status Error
Student Count 3

Transaction Nbr 58 Date 08/15/2012 Data Source Data File
File Name \\SLC00DHY\Temp\FAEA1157.csv

From Row 1 To Row 6 Row Count 3 of 3 Reset

Personalize | Find |

Student Information | Award | Status

	Sequence	Empl ID	National ID	Last Name	First Name	Date of Birth
1	1	FAEA1157		Fanshaw	Jason	
2	2	FAEA1157		Fanshaw	Jason	
3	6	FAEA1157		Fanshaw	Jason	

Manage External Award Data by Status page, Student Information tab

Manage External Awards by Status

Institution PSUNV PeopleSoft University
Aid Year 2011 Financial Aid Year 2010 - 2011
Status Error
Student Count 3

Transaction Nbr 58 Date 08/15/2012 Data Source Data File
File Name \\SLC00DHY\Temp\FAEA1157.csv

From Row 1 To Row 6 Row Count 3 of 3 Reset

Personalize | Find |

Student Information | Award | Status

	Sequence	Type	Source	Program	Load Action	Item Type	Rel Item	Loan Cert	Description		
1	1	Scholarshp	INST	GPA	Offer	900000000440		☐	x1processed	Detail	
2	2	Scholarshp	INST	GPA	Offer	900000000440		☐	x2adjust	Detail	
3	6	Scholarshp	INST	GPA	Offer	900000000440		☐	x6duplicate	Detail	

Manage External Award Data by Status page, Award tab

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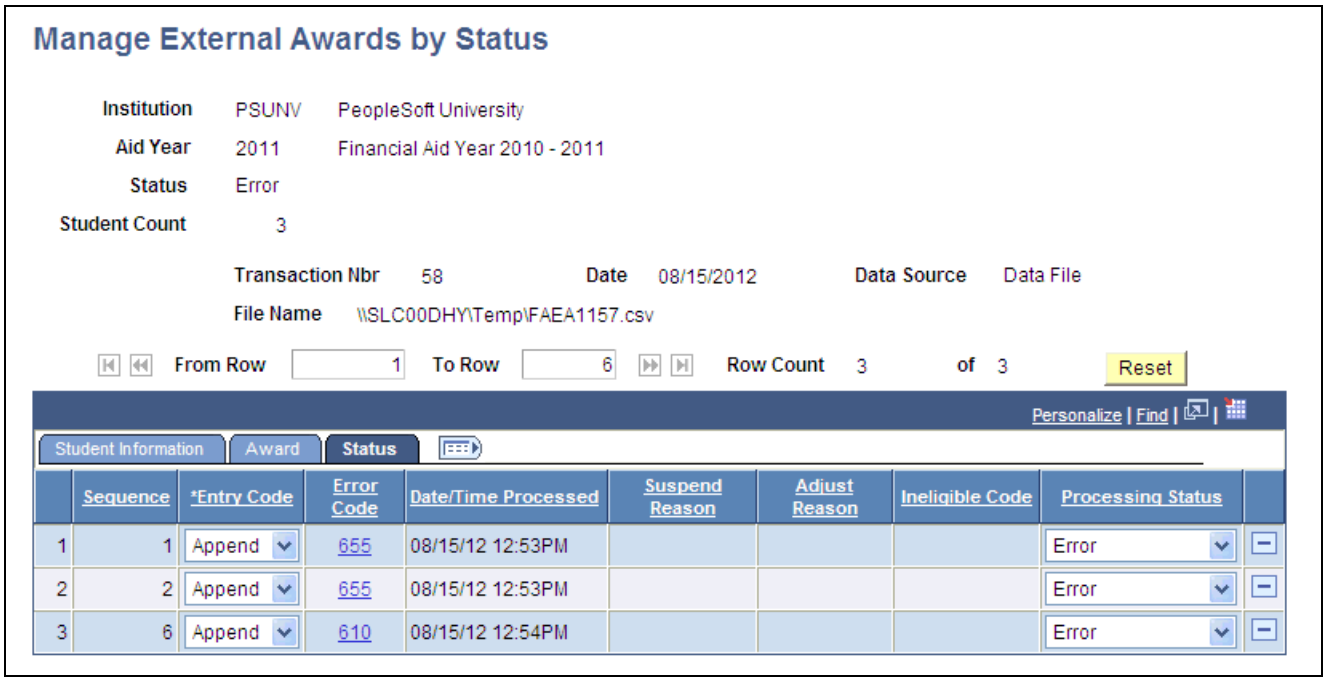

Manage External Award Data by Status page, Status tab

The Manage External Award Data by Status page displays all external award transactions (sequence numbers) associated with the transaction number. Each row of data is associated with an EMPLID and all relevant external award fields are segmented into three grid tabs: Student Information, Award, and Status. Click the icon to the right of the tabs to display all three sets of fields.

You can update the external award transaction until it has a status of *Processed* or *Adjusted.*

You can filter results by processing status, entry code, or both.

See Also

lsfa, Managing External Award Reporting, Managing Existing External Award Transactions, Managing External Award Data

Viewing and Loading a Student's External Award Data

Bundle 27
Added Load Action field to EA Transaction tab.

Access the External Awards page (Financial Aid, Awards, External Awards, Manage Student External Awards, External Awards).

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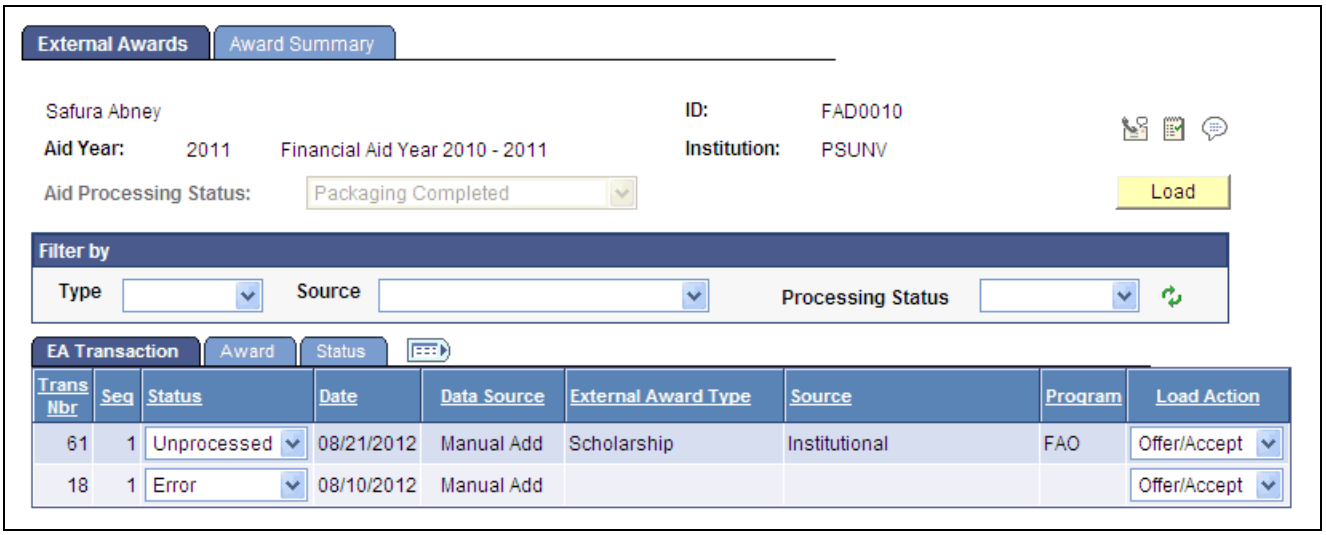
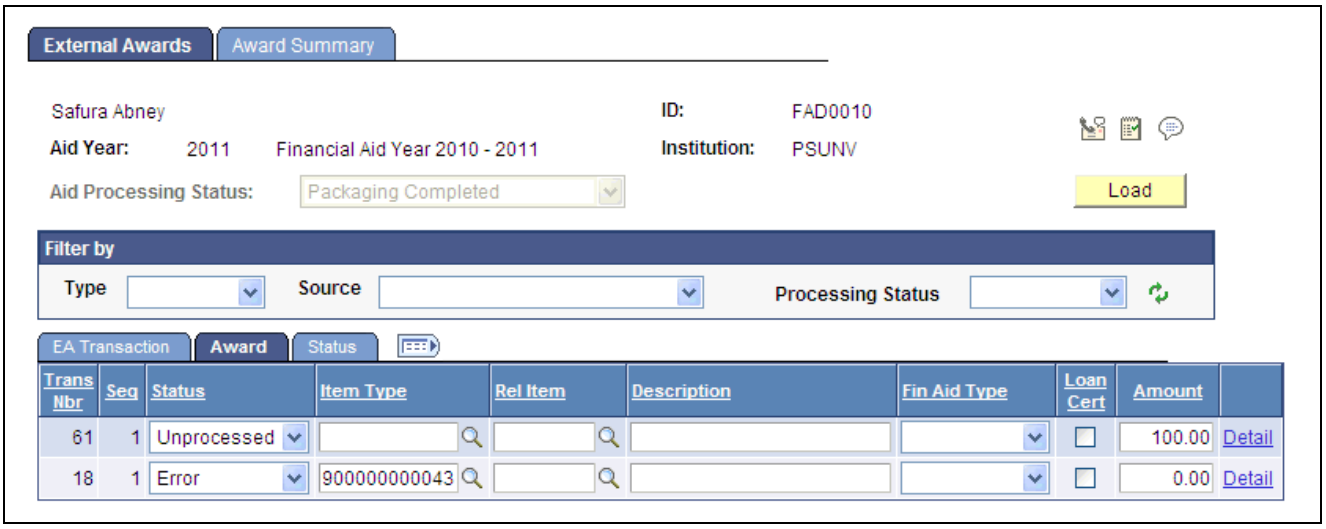
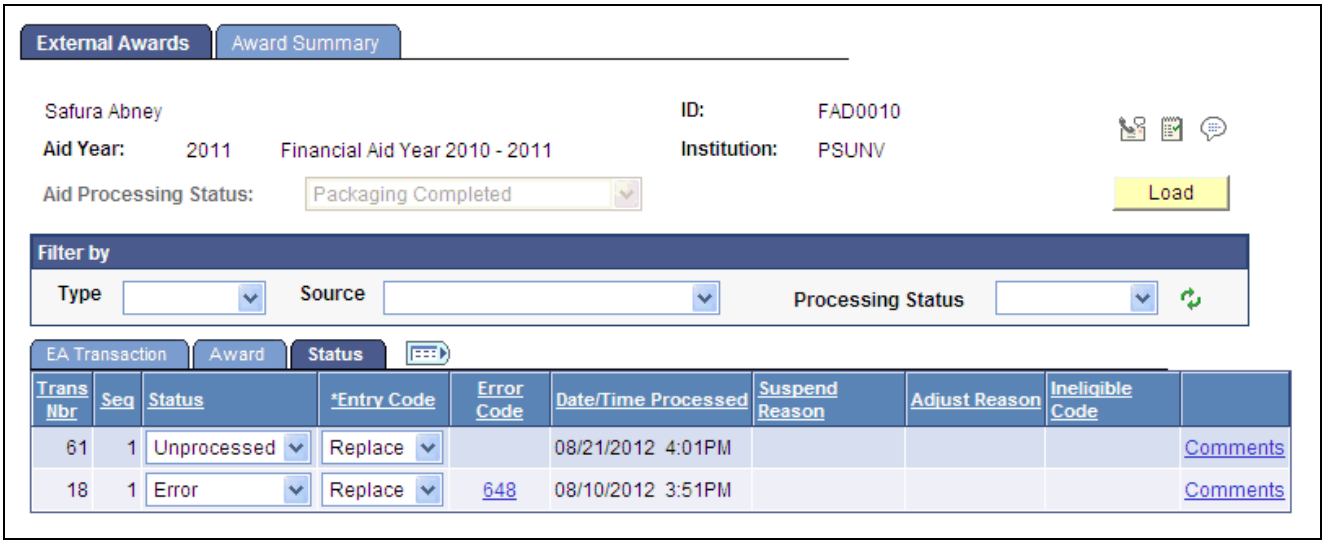


External Awards page, EA Transaction tab



External Awards page, Award tab



External Awards page, Status tab

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This page displays all external award transactions for this ID. Each row of data is keyed by transaction number and sequence number. All relevant external award fields are segmented into three grid tabs: Student Information, Award, and Status. Click the icon to the right of the tabs to display all three sets of fields.

You can update the external award transaction until it has a status of *Processed* or *Adjusted.*

You can filter results by type, source, and processing status.

See lsfa, Managing External Award Reporting, Managing Existing External Award Transactions, Managing External Award Data.

Aid Processing Status (Also known as Package Status)	Display-only field. If the Aid Processing status is *Packaging Completed* and you click the Load button to run an online External Award Load process, the value changes to *Repackage,* making the student a candidate for the batch Repackaging process. That is, this field is updated after you run the External Award Load process only if the prior status was *Packaging Completed.* You can change the status on this page. During the batch External Award Load process, use the Exclude Equation parameter to prevent selected IDs from having the status change to *Repackaging*. See lsfa, Managing External Award Reporting, Loading Data to the Student Award Table.
Load	Click the Load button to run the External Award Load process for all transactions for this student that have an *Unprocessed* status.

Processing Data from a File

This section lists prerequisites and discusses how to:

- Load external award data from a data file.
- View summary results of a file load.
- View award disbursement details.

Prerequisites

Before you load external data from an external data file:

- Define a mapping definition in the File Parser utility.
- Associate a Search/Match parameter set with the Mapping definition on the External Award Search Match Rules setup page.

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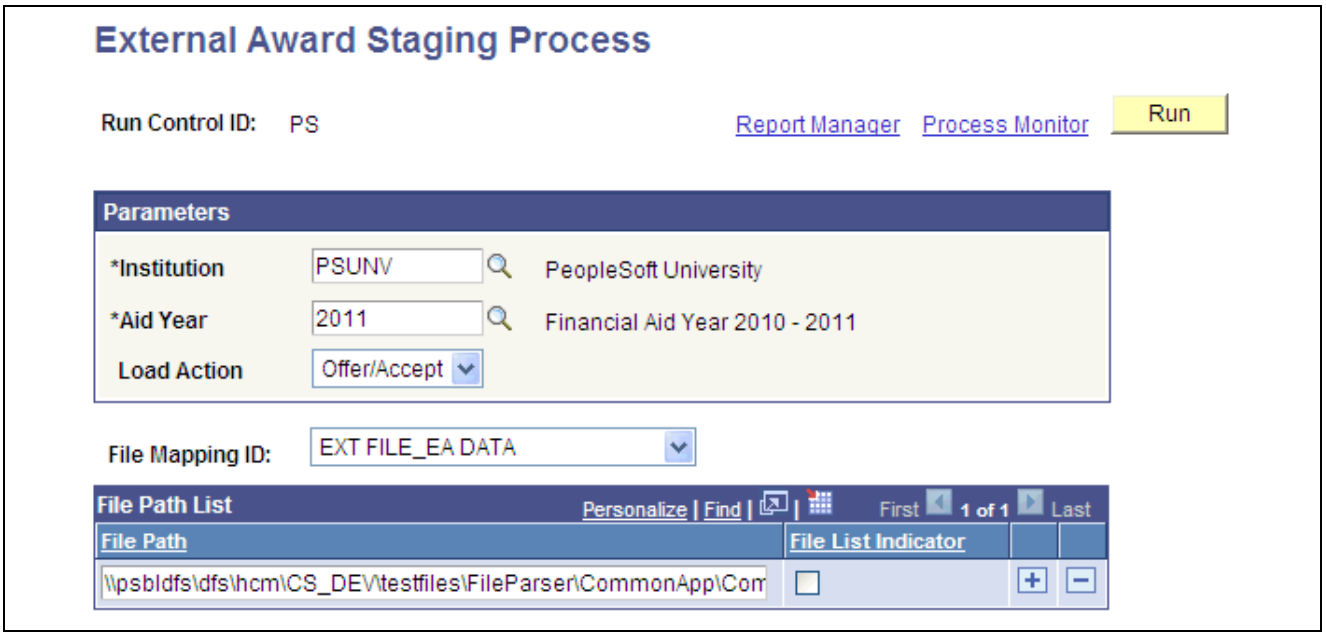
Pages Used to Process Data from a File

Page Name	Definition Name	Navigation	Usage
External Award Staging Process	SFA_RUN_EA_STAGE	Financial Aid, Awards, External Awards, Process External Award File, External Award Staging Process	Load external award data from a data file into the External Award Staging table.
External Award File Summary	SFA_EA_STAGE_INQRY	Financial Aid, Awards, External Awards, View Data File Staging Results, External Award File Summary	View summary results of processing a data file into the External Award Staging table.
Award Disbursement Detail	SFA_EA_DISB_DTL3	Click the Disbursement link on the Award tab of the External Award File Summary page.	View award disbursement details.

Loading External Award Data from a Data File

Bundle 27
Added Load Action parameter.

Access the External Award Staging Process page (Financial Aid, Awards, External Awards, Process External Award File, External Award Staging Process).



External Award Staging Process page

Load Action Select the Load Action to be reported on all data transactions processed during this instance.

- *Offer*
- *Offer/Accept*. This is the default value.

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File Mapping ID Select *File Mapping ID (Definitions) created in File Parser.* Only mapping definitions created with the External Award Context definition are available for selection.

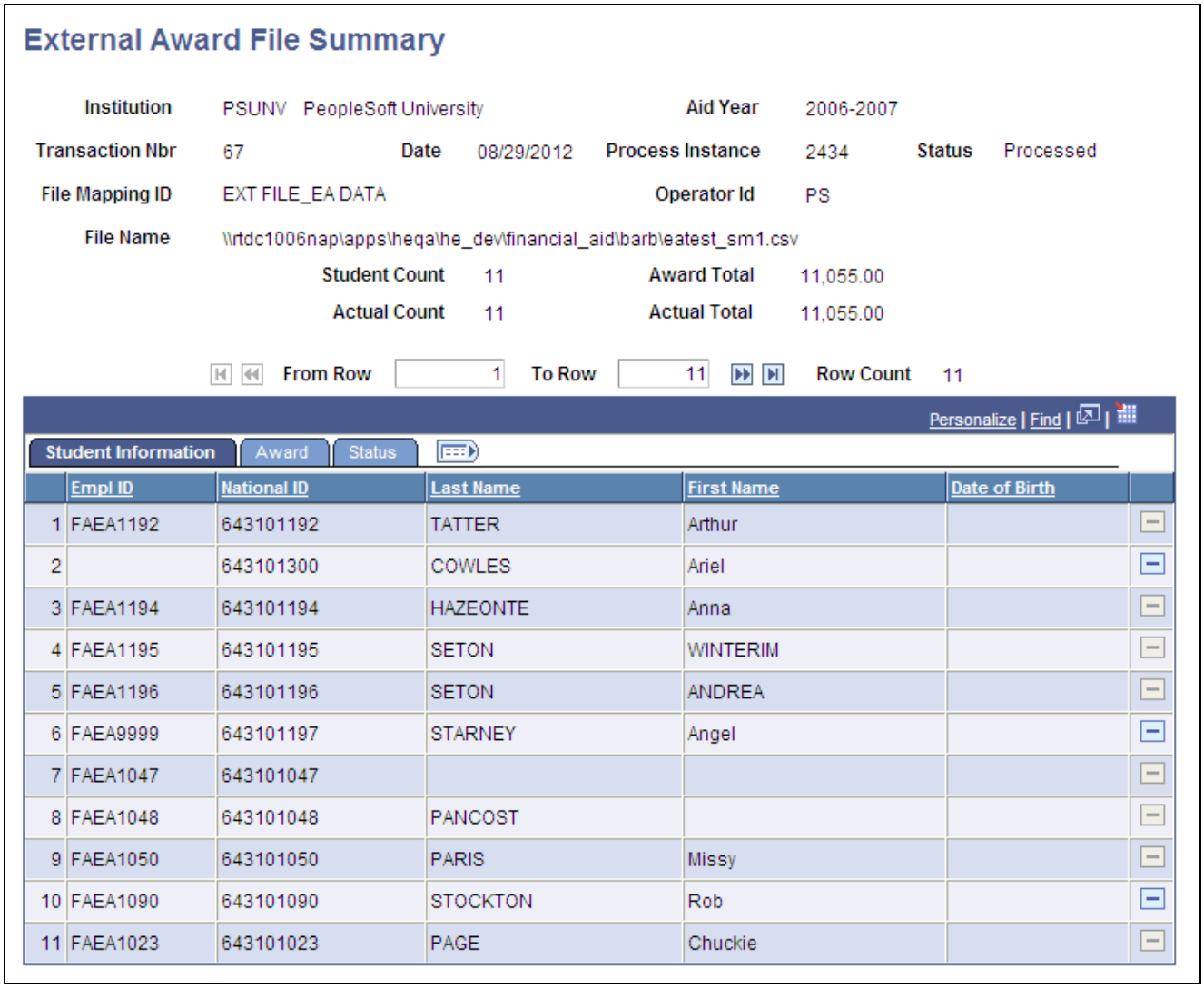
File Path Location of the external file or file list name.

File List Indicator Select this option if you have created a file list to be loaded.

Viewing Summary Results of a File Load

Bundle 27
Added Load Action field to Award tab.

Access the External Award File Summary page (Financial Aid, Awards, External Awards, View Data File Staging Results, External Award File Summary).



	Empl ID	National ID	Last Name	First Name	Date of Birth
1	FAEA1192	643101192	TATTER	Arthur	
2		643101300	COWLES	Ariel	
3	FAEA1194	643101194	HAZEONTE	Anna	
4	FAEA1195	643101195	SETON	WINTERIM	
5	FAEA1196	643101196	SETON	ANDREA	
6	FAEA9999	643101197	STARNEY	Angel	
7	FAEA1047	643101047			
8	FAEA1048	643101048	PANCOST		
9	FAEA1050	643101050	PARIS	Missy	
10	FAEA1090	643101090	STOCKTON	Rob	
11	FAEA1023	643101023	PAGE	Chuckie	

External Award File Summary page, Student Information tab

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External Award File Summary

Institution	PSUNV PeopleSoft University		Aid Year	2006-2007	
Transaction Nbr	67	Date 08/29/2012	Process Instance	2434	Status Processed
File Mapping ID	EXT FILE_EA DATA		Operator Id	PS	
File Name	\\rtdc1006nap\apps\heqa\he_dev\financial_aid\barb\eatest_sm1.csv				
	Student Count	11	Award Total	11,055.00	
	Actual Count	11	Actual Total	11,055.00	

From Row 1 To Row 11 Row Count 11

Personalize | Find |

Student Information | Award | Status

	Entry Code	Program	Load Action	Item Type	Loan Cert	Academic Career	Award Amount		
1	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,000.00	Disbursement	
2	Replace	Cal A	Offer/Accept	900000000404			1,001.00	Disbursement	
3	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,002.00	Disbursement	
4	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,003.00	Disbursement	
5	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,004.00	Disbursement	
6	Replace	Cal A	Offer/Accept	900000000404			1,005.00	Disbursement	
7	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,006.00	Disbursement	
8	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,007.00	Disbursement	
9	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,008.00	Disbursement	
10	Replace	Cal A	Offer/Accept	900000000404		UENG	1,009.00	Disbursement	
11	Replace	Cal A	Offer/Accept	900000000404		UGRD	1,010.00	Disbursement	

External Award File Summary page, Award tab

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External Award File Summary

Institution	PSUNV PeopleSoft University		Aid Year	2006-2007	
Transaction Nbr	67	Date 08/29/2012	Process Instance	2434	Status Processed
File Mapping ID	EXT FILE_EA DATA		Operator Id	PS	
File Name	\\rtdc1006nap\apps\heqa\he_dev\financial_aid\barb\eatest_sm1.csv				
	Student Count	11	Award Total	11,055.00	
	Actual Count	11	Actual Total	11,055.00	

From Row 1 To Row 11 Row Count 11

Personalize | Find |

Student Information | Award | Status

	Processing Status	Error Code	Date/Time Processed	Suspend Reason	Adjust Reason	Ineligible Code
1	Processed		08/29/12 10:41AM		ABC	123
2	Suspend			N	HI	89
3	Processed		08/29/12 10:41AM		JJJ	101
4	Processed		08/29/12 10:41AM		ABC	123
5	Processed		08/29/12 10:41AM		HI	89
6	In Process Abend	601			JJJ	101
7	Processed		08/29/12 10:41AM			
8	Processed		08/29/12 10:41AM			
9	Processed		08/29/12 10:41AM			
10	In Process Abend	613	08/29/12 10:42AM			
11	Processed		08/29/12 10:41AM			

External Award File Summary page, Status tab

This page displays all external award transactions for this transaction number and specific file mapping ID. Each row of data is keyed by a transaction and sequence number. The displayed data has been read from an external data file and loaded into the External Award Staging tables. Fields are segmented into three grid tabs: Student Information, Award, and Status. Click the icon to the right of the tabs to display all three sets of fields.

To view disbursement details, click the Disbursement link on the Award tab. To check for errors, select the Status tab and then click the Error link to view the message number.

See lsfa, Managing External Award Reporting, Managing Existing External Award Transactions, Managing External Award Data.

Process Instance Generated by the Process External Award request.

Status Displays the overall status associated with the loading of external data file.

Student Count Represents the mapped total row count as read directly from the file. If this field value is not mapped, it is set to the Actual Count value.

Actual Count The calculated count for rows with unique sequence numbers.

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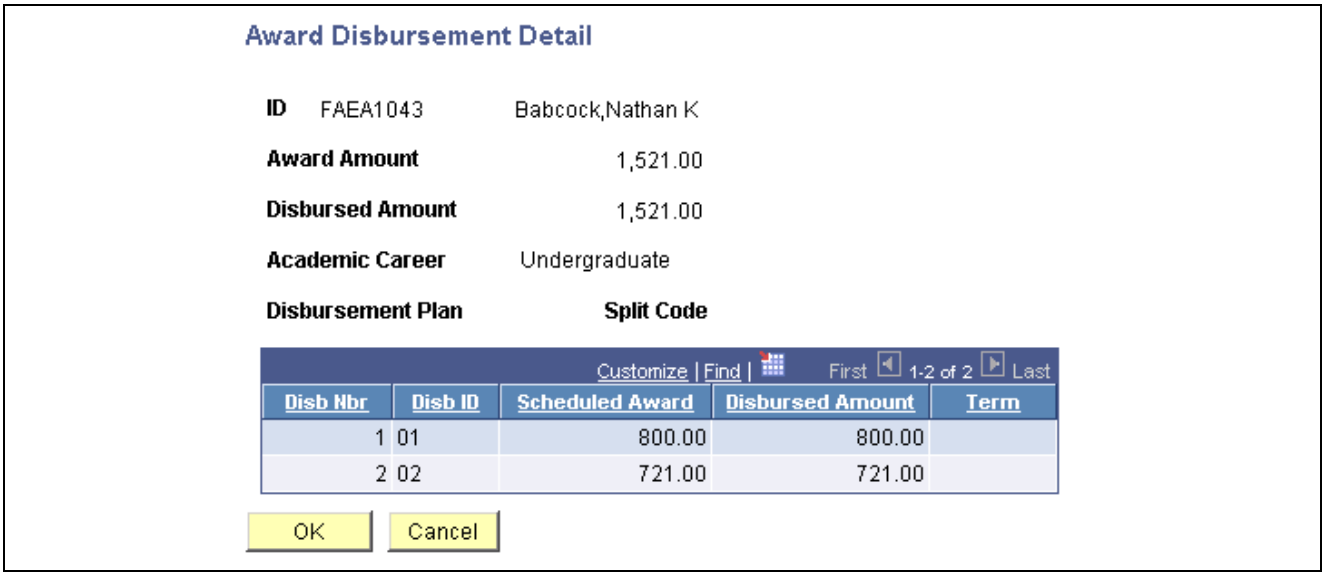
Award Total Represents the total award amount for all transactions as read from the file. If this field value is not provided on the file, it is set to Actual Total value.

Actual Total Calculated sum of award amount for all rows.

Viewing Award Disbursement Details

Access the Award Disbursement Detail page (click the Detail link on the Award tab of the Manage External Award Data page).



Award Disbursement Detail page

You can view the information on this page, but you cannot edit it.

See Also

lsfa, Managing External Award Reporting, Manually Adding External Award Data, Adding Award Disbursement Details

Processing Student Financial Payments

This section provides an overview and discusses how to receive Student Financials payments as external awards.

Understanding Student Financials Payments

Student Financial payments already posted to a customer account are not automatically recognized on a student's aid package. Payment transactions such as waivers, third-party credits, and direct payments must be accounted for and posted to a student's award package to ensure the true effect on a student's total financial aid package and financial need.

The Student Financial Award Feed process takes these steps:

- Selects students based on the Population Selection query and aid year entered on run control page.

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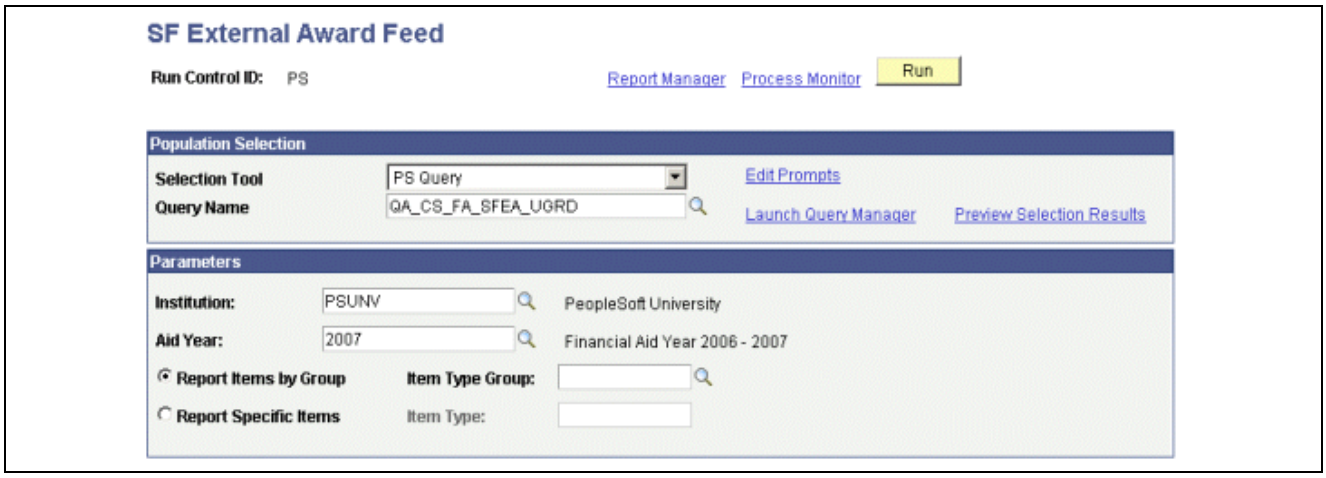
- Evaluates payments or waivers from the (SF) PAYMENT_TABLE for the selected students.
- Focuses on (Financial Aid) item types identified on the run control page.
- Gathers (Student Financial) payments with external award attributes entered in the Item Type setup that are mapped to selected (Financial Aid) item types.
- Sums all (Student Financial) payments, both new and changed, by terms applicable to the aid year.
- Posts the summed term amount as an external award transaction to the appropriate (Financial Aid) item type.
- Posts the external award with an Entry Code value of *Replace* because all new and changed (Student Financial) payments are summed.

Page Used to Process Student Financial Payments

Page Name	Definition Name	Navigation	Usage
SF External Award Feed	SSF_RUNCTL_EXT_AWD	Financial Aid, Awards, External Awards, Process SF External Award, SF External Award Feed	Add external awards transactions based on Student Financial payments already posted to a student's account.

Receiving Student Financials Payments as External Awards

Access the SF External Award Feed page (Financial Aid, Awards, External Awards, Process SF External Award, SF External Award Feed).



SF External Award Feed page

The Student Financial External Award Feed process sends payments, waivers, and third-party credits associated with the financial aid item type or item group on the run control, based on the aid year and institution. When more than one business unit maps to the same institution, all eligible credits stored on the PAYMENT_TBL are evaluated for each business unit to report back to financial aid as an external award transaction.

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Only students with valid FA_TERM records are considered. Aid year is associated with a payment by comparing the payment's term with the student's FA term record. Financial aid item types are mapped to the payment through the (Student Financial) Item Type setup for the payment, third-party credit, or waiver. If any change occurs in the student's eligible credits, all student credits mapping to the same (Financial Aid) item type for the term and aid year are evaluated to derive the full amount to be sent to the External Award staging tables. Changes are determined by comparing the Payment table payment amount to SSF_PMT_AMT_SENT, which contains the amount that was last sent to Financial Aid.

Note. Because the Student Financial External Award Feed derives the full amount, when any change is identified in the student's eligible credits, each external award transaction posted is updated with an Entry Code value of *Replace* to present the most current status of payments mapped to the appropriate (Financial Aid) item type.

Population Selection

Population selection is a method for selecting the IDs to process for a specific transaction. The Population Selection group box is a standard group box that appears on run control pages when the Population Selection process is available or required for the transaction. Selection tools are available based on the selection tools that your institution selected in the setup of the Population Selection process for the application process and on your user security. Fields in the group box appear based on the selection tool that you select. If your institution uses a specific delivered selection tool (PS Query, Equation Engine equation, or external file) to identify IDs for a specific transaction, you must use it.

See lscc, Using the Population Selection Process.

Selection Tool Select *PS Query.* Depending on your selection, other fields are displayed.

Query Name Appears only when you select *PS Query.* Select a PS Query that selects a population using the bind record *SSF_EA_BIND.*

The Edit Prompt and Preview Selection Results links are available when you select *PS Query* and a query designated for the SF External Awards Feed process.

Note. Remember that the process runs more efficiently if you select the Distinct check box on the Query Properties page.

See *PeopleTools PeopleBook: PeopleSoft Query*

Parameters

Report Items by Group Select to identify a range of (financial aid) item types to be evaluated. The Student Financial External Award process evaluates which Student Financial payments to include as an external award, based on the External Award Item Type Cross-Reference setup and the External Award attributes entered on the (Student Financial) item type setup.

Report Specific Items Select to identify a specific (Financial Aid) item type to be evaluated. The SF External Award process evaluates which SF payments to include as an external award, based on the External Award Item Type Cross-Reference setup and the External Award attributes entered on the (student financial) item type setup.

Item Type Group Select an item type group previously defined on the Item Type Group setup. Only item types in the Financial Aid category are considered and must be identified in the External Award Item Type Cross-Reference setup.

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Item Type Select a financial aid item type.

Example of Reporting a Student Financial Payment as an External Award

The following table shows three Student Financial waivers mapped to the same financial aid item type, 900000000470. The Financial Aid office determines how much detail it needs to provide in a student's award package and therefore how many FA item types to use and whether a one-to-one or many-to-one relationship is established.

Financial Aid Item Type Mapped to a Student Financial Payment Item Type

(FA) Item Type	Description	EA Type	EA Source / Program Code	(SF) Item Type	Description
900000000470	Waiver	WVR	SF	350000010100	FA EA Waiver #1
900000000470	Waiver	WVR	SF	350000010200	FA EA Waiver #2
900000000470	Waiver	WVR	SF	350000010300	FA EA Waiver #3
900000000471	General	TPC	SF/C	360000010010	FA EA TPC #1
900000000471	General	TPC	SF	3600000101020	FA EA TPC #2
900000000472	TPC Army	TPC	SF/A	360000010030	FA EA TPC #3
900000000473	Dept Scholarship	SCH	SF	320000000100	FAEA Dept Aid #1
900000000473	Dept Scholarship	SCH	SF	320000000200	FAEA Dept Aid #2
900000000473	Dept Scholarship	SCH	SF	320000000300	FAEA Dept Aid #3

After you determine a high-level mapping strategy, update the External Award Cross-Reference setup and the (SF) Item Type-External Award tab with the correct values.

Example of Student Financial Payment

This example shows payments posted in Student Financials and then reported as an external award in the External Award staging tables.

Date	Activity	SF Item Type	Term	Amount	FA Item Type	Term	Amount
09/01/2006	Post Tuition Waiver in Student Financials to fall 2006 (0570) term	350000010100	0570	510.00 USD			
09/03/2006	Post Tuition Waiver in Student Financials to fall 2006 (0570) term.	3500000010200	0570	100.00 USD			
09/03/2006	Post Department Scholarship directly to Customer Account by Student Financials office.	320000000100	0570	980.00 USD			

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Date	Activity	SF Item Type	Term	Amount	FA Item Type	Term	Amount
09/15/2006	Run Process SF External Award to create External Award transactions in External Award Staging tables.				900000000470 900000000473	0570 0570	610.00 USD 980.00 USD
12/01/2006	Post Tuition Waiver in Student Financials to spring 2007 (0580) term.	350000010100 350000010200	0580 0580	522.00 USD 100.00 USD			
12/15/2006	Run Process SF External Award to create External Award transactions in External Award Staging tables.				900000000470	0570 0580	610.00 USD 622.00 USD

On September 15, 2006, the SF External Award process is run and two external award transactions are posted:

- External award transaction for the financial aid item type 900000000470 is based on combining the two different waiver items (350000010100 510.00 USD and 350000010200 100.00 USD), which are combined as a total 0570 term amount of 610.00 USD.
- External award transaction for the financial aid item type 900000000473 is based on the SF posted department scholarship (320000000100 980.00 USD), which is posted as a total 0570 term amount of 980.00 USD.

On December 15, 2006, the SF External Award process is run and one external award transaction that represents the prior 0570 term amounts now contains the 0580 term Waivers Items.

- External award transaction for the financial aid item type 900000000470 is based on combining the two different waiver items (350000010100 510.00 USD and 350000010200 100.00 USD), which are combined as a total 0570 term amount of 610.00 USD.
- External award transaction for the financial aid item type 900000000470 is based on combining the two different waiver items (350000010100 522.00 USD and 350000010200 100.00 USD), which are combined as a total 0580 term amount of 622.00 USD.

Loading Data to the Student Award Table

This section provides an overview and discusses how to:

- Load external awards in batch.
- View External Award Load summary data.

This section also lists external award error messages.

Understanding the External Award Load Process

The External Award Load processing takes these steps:

- Moves the data from the Staging Table to the Student Award table.

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- For missing EmplIDs, ensures that students are active in the Campus Solutions database.
- Ensures that each student applied for financial aid for the given institution and aid year.
- Maps external awards to financial aid item types.
- Determines action to take for duplicate awards.
- Assigns a disbursement plan and split code for each award.
- Takes any necessary packaging actions.
- Posts error-free awards to the Student Award table.
- Updates Need Summary.
- Sends processing status and any accompanying error codes to the Staging table.

Pages Used to Load Data to the Student Award Table

Page Name	Definition Name	Navigation	Usage
Load External Awards	SFA_RUN_EA_LOAD	Financial Aid, Awards, External Awards, Load External Awards, Load External Awards	Evaluate external award transactions to post or update student award tables.
External Award Load Summary	SFA_EA_LOAD_HDR	Financial Aid, Awards, External Awards, External Award Load Summary, External Award Load Summary	View summary data, such as the number of students selected, processed, and skipped.
External Award Load Detail	SFA_EA_LOAD_DTL	Financial Aid, Awards, External Awards, External Award Load Detail, External Award Load Detail	View the status of each external award transaction processed during the External Award Load process.

Loading External Awards in Batch

Access the Load External Awards page (Financial Aid, Awards, External Awards, Load External Awards, Load External Awards).

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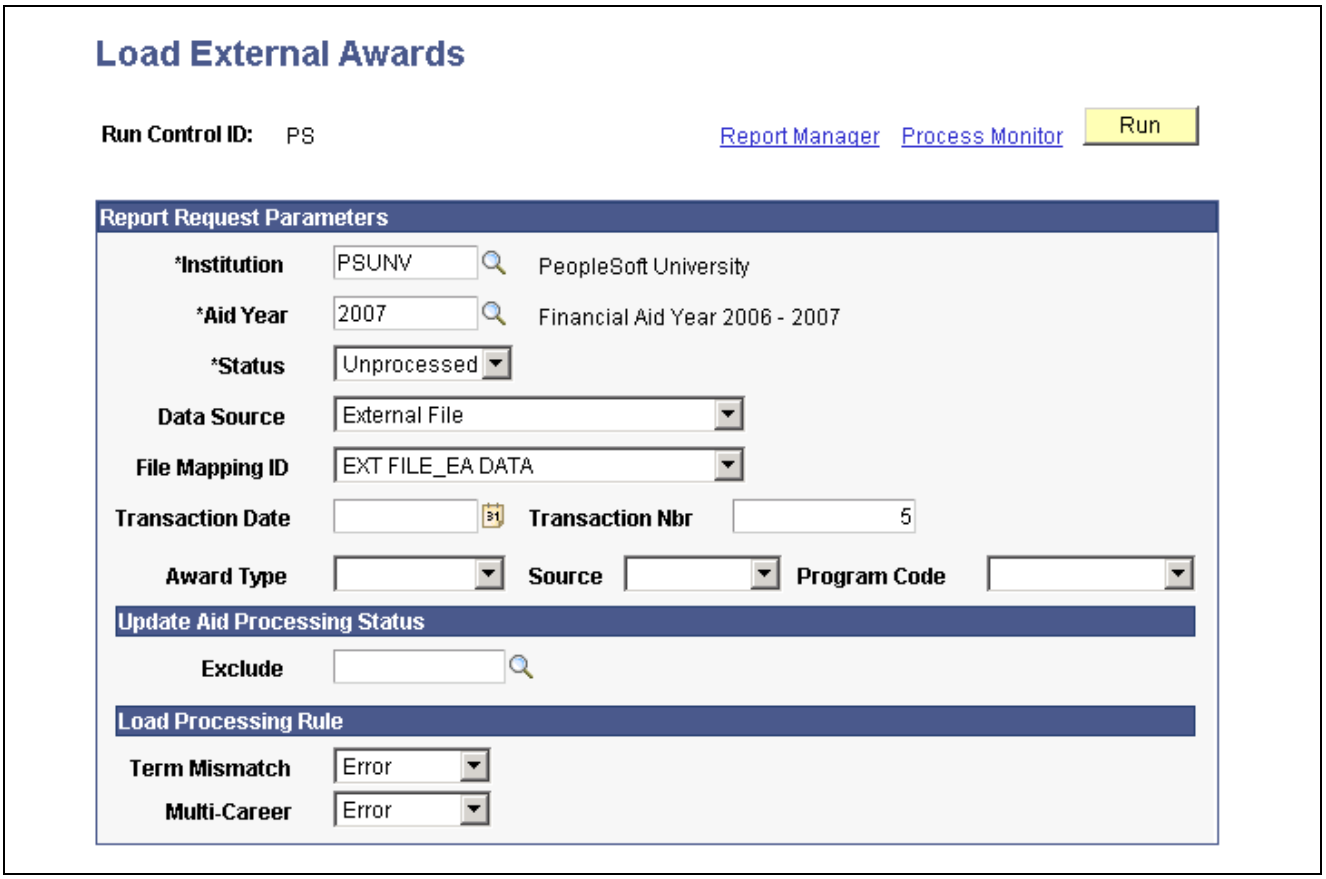

Load External Awards page

Run control provides filtering parameters to focus the selection of external award transactions to be processed. Other parameters control how the Aid Processing status is updated and set rules that guide the External Award Load process when certain student conditions are encountered.

Report Request Parameters

Status (Required) Select the processing status of external award transactions to be processed.

Data Source (Optional) Select a value to narrow the selection of transactions to be processed. If you select *External File*, also select a specific file mapping ID to identify the Search/Match parameter rule.

File Mapping ID (Optional) Select to narrow the selection of transactions to be processed. See Data Source.

Transaction Date (Optional) Select a specific transaction date to narrow the selection of transactions to be processed.

Transaction Nbr (transaction number) (Optional) Select a specific transaction number to narrow the selection of transactions to be processed.

Award Type (Optional) Select an external award attribute value to narrow the selection of transactions to be processed.

Source (Optional) Select an external award attribute value to narrow the selection of transactions to be processed.

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Program Code (Optional) Select an external award attribute value to narrow the selection of transactions to be processed.

Update Aid Processing Status

Exclude Select a group of IDs to exclude having the Aid Processing Status value change from *Packaging Completed* to *Repackage* after the External Award Load process finishes. These groups are defined using the Equation Editor (Set Up SACR, Common Definitions, Equation Engine, Equation Editor).

To decide whether to provide an equation for this option, consider how your institution identifies students as possible candidates for the batch Repackaging process. For example, if you identify all overaward students, regardless of the size of the overaward amount, you would not provide an equation in the Exclude option. If a student's aid package is updated with an external award and has an overaward greater than zero and Aid Processing Status is *Packaging Completed*, then the student's Aid Processing Status is changed to *Repackage*.

Or, if you identify students whose overaward is greater than 200.00 USD, you would use the Exclude option and an equation that identifies IDs with an overaward less than 201.00 USD.

Note. This option considers only students whose Aid Processing Status is *Packaging Completed* before the External Award Load is run. All other Aid Processing Status values remain unchanged.

Load Processing Rule

Term Mismatch Select an action to take when a mismatch exists between the term on the external award disbursement data and the actual enrollment data. A term mismatch exists when a term defined on an external award transaction does not match a student's actual enrollment. If a term mismatch condition is met, this option instructs the External Award Load process to set the processing status to one of the following statuses:

- *Error:* Default. Set the processing status to *Error* and do not update the student's award package. This option is available only when you run the External Award Load process online.
- *Suspend:* Set the processing status to *Suspend* and do not update the student's award package.
- *Adjust:* Set the processing status to *Adjust.* The External Award Load process posts award disbursement data into the student's first Disbursement ID of Term.

Multi-Career Select an action to take when a conflict exists between the career on the external award disbursement data and the actual enrollment data. A multicareer condition exists when a career defined on an external award transaction does not match a student's actual enrollment. If a multicareer condition is met, this option instructs the External Award Load process to set the processing status to one of the following statuses:

- *Error:* Default. Set the processing status to *Error* and do not update the student's award package. This option is available only when you run the External Award Load process online.

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- *Suspend:* Set the processing status to *Suspend* and do not update the student's award package.
- *Adjust:* Set the processing status to *Adjust.* The External Award Load process posts award and disbursement data into the student's first career found.

Posted External Awards

All new or updated awards posted as a result of a successful External Award Load process are sequenced above existing awards, except for Loan Certifications, which are sequenced below all awards. New or updated awards are assigned an External Award lock attribute, which is displayed on the Student Aid Package page, Status tab. The lock prevents the award from being overwritten by the Auto or Mass Packaging and Repackaging processes.

Loan Certification Requests

Loan certification transactions are evaluated for eligibility. In the case of a Stafford Loan Certification with a Related item type identified on the external award transaction, if the existing package has already been awarded a subsidized or unsubsidized Stafford, the External Award Load process returns a status of *Processed* and an error message number *646 (Student is not eligible for this award).*

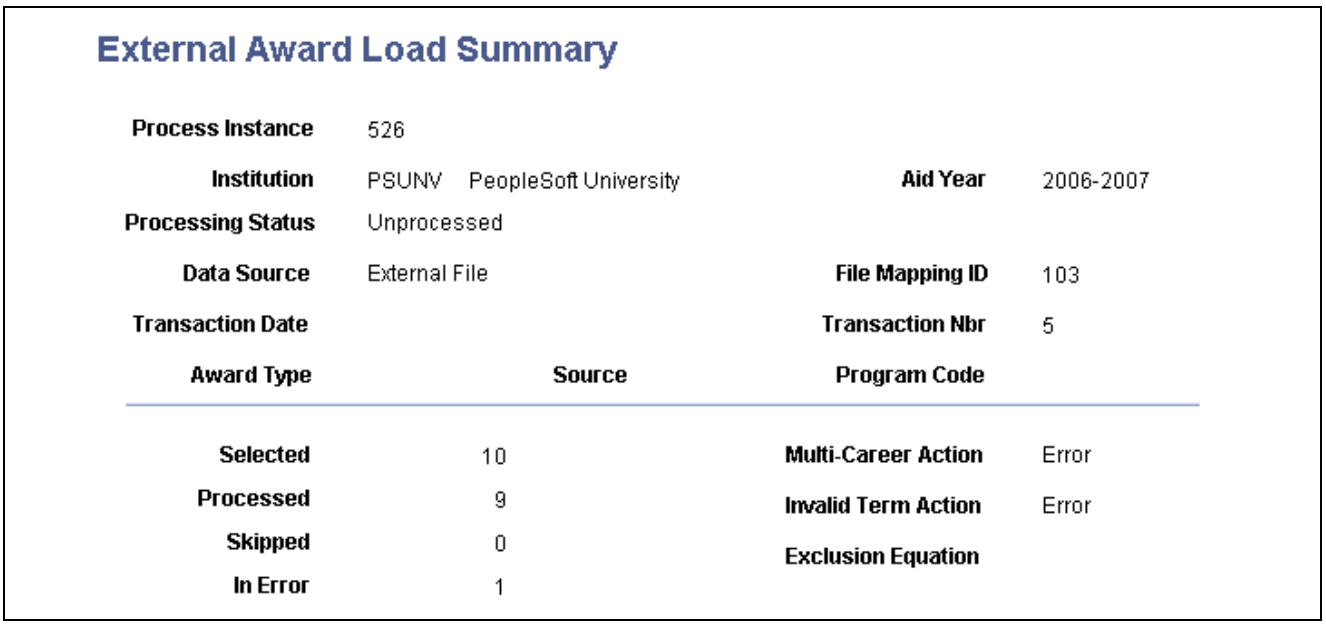
Note. Loan Certification Requests awarded during the External Award process should be performed only for loan certification request applications that have already been inbound into the Loan component.

Auto-Cancel Awards

An external award posted with an Auto Cancel item type cancels the Auto Cancel item type and then sequences the external award immediately following the canceled award.

Viewing External Award Load Summary Data

Access the External Award Load Summary page (Financial Aid, Awards, External Awards, External Award Load Summary, External Award Load Summary).



External Award Load Summary page

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The External Award Load Summary page lists the criteria used to select transactions to be processed. It also shows the selected, processed, skipped, and in error process counts. Verify that the criteria is correct and that the counts are correct. If transactions skipped or in error, use any of the Manage Existing External Award pages to correct wrong data and address any errors reported.

External Award Error Messages

The following table lists and explains possible External Award Load error messages. These messages are contained in Message Set Number 14402.

Message Number	Message Text	Message Explanation
601	Student is not active for Aid Year specified.	Student is not active for Aid Year specified. No row found in PS_STUDENT_AID.
602	Student not active for Aid Year specified.	Student is not active for Aid Year specified. No row found in PS_STDNT_AID_ATRBT.
603	Student not active for Aid Year specified.	Student is not active for Aid Year specified. No row found in PS_STDNT_AWD_PER.
604	No valid FA Term data found.	No valid FA Term data found. No rows found in PS_STDNT_FA_TERM.
605	More than one active academic career found.	More than one active academic career found.
606	Item Type not found.	Item Type not found. A valid Item Type for the external award could not be found. Check the external award type and source defined and the Item Type being used.
607	Item Type could not be assigned.	Item Type could not be assigned. Multiple values map to the specified external award type and source.
608	Invalid Disbursement Plan and Split Code.	Invalid Disbursement Plan and Split Code. The specified disbursement plan and split code would result in invalid disbursement rows for the student.
609	Unable to assign disbursement plan and/or split code.	Unable to assign disbursement plan, split code, or both. Multiple values meet student's attributes.
610	Invalid term specified.	Invalid item specified. The term specified on a disbursement entry is not a valid term for the student.
611	External Award Report Code not found.	External Award Report Code not found. The report code is required when the same item type has already been awarded.
612	Invalid Report Code (N = New).	Invalid or incorrect Report Code (N = New). This item type already exists in the student's award package and is therefore a duplicate entry.
613	Disbursement IDs not found for specified Disbursement Plan.	Disbursement IDs that correspond to student's term enrollment were not found for specified Disbursement Plan.

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Message Number	Message Text	Message Explanation
614	Unable to create disbursement rows. SQL error on disbursement row insert.	Disbursement IDs that correspond to student's term enrollment were not found for specified Disbursement Plan.
615	Missing or invalid Disbursement ID for an Append or Replace transaction.	When using a Report Code of *Append* or *Replace*, the Disbursement ID was missing or invalid.
616	The sum of scheduled disbursements does not equal the total award amount.	The sum of scheduled disbursements does not equal the total award amount.
617	Unable to assign valid Disbursement IDs.	Unable to assign valid Disbursement IDs for the Term specified on the staging table.
618	Invalid Report Code for loan certification award.	Invalid Report Code used for loan certification award. Loan certifications must use a Report Code value of *New.*
619	Invalid Disbursement Plan for append transaction.	Invalid Disbursement Plan for append transaction. The Disbursement Plan for the append transaction must match the Disbursement Plan for the exiting award.
620	Invalid Disbursement Plan for replacement transaction.	Invalid Disbursement Plan for replacement transaction. The disbursement plan for the replacement award has to match the disbursement plan on the existing, non-zero award.
621	Invalid Disbursement Plan for replacement award.	Invalid Disbursement Plan for replacement award. The disbursement plan for the replacement award is different from the disbursement plan for the existing award and the existing award has non-zero authorized and/or disbursed balances.
622	Charge Priority not found for Item Type.	Charge Priority not found for Item Type.
623	Missing disbursement schedule.	Missing disbursement schedule. The disbursement information must be specified when adjusting or replacing an award with a Split Code value of *XX* (Custom Split).
624	Disbursement Term mismatch.	Disbursement Term mismatch. Unable to find a valid split code for disbursement allocation.
625	Invalid transaction amount.	Invalid transaction amount. The annual award amount, annual disbursement amount, or both is zero.
626	External Award Load	Process completed successfully.
627	External Award Load ERROR	Award accept amount can never be negative on the Assign Fiscal Limits page.
628	External Award Load ERROR	SQL error encountered by FAPPKEAL. Check the log for details.

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Message Number	Message Text	Message Explanation
629	External Award Load ERROR	Application Engine program SFA_EA_LOAD encountered errors. Check the log for details.
630	External Award Load ERROR	The external award load process did not run to successful completion. Check the log for errors.
631	Record Insert Error.	Error creating Application Engine state record SFA_EALOAD_AET.
632	External Award Load ERROR	Error encountered during award Posting process (FAPPKPST).
633	External Award Load ERROR	Error encountered during award Validation process (FAPPKCTL).
634	Same award already exists with non-zero authorized and/or disbursed balances.	The loan certification award already exists with non-zero authorized, disbursed balances, or both.
635	Insufficient process run parameters.	Insufficient parameters. Institution, Aid Year, and Mapping ID are required to run the process.
636	Search/match parameter not found.	Search/match parameter not found. Unable to assign EMPLID.
637	Zero award amount. Award was not posted.	A new award with a zero amount cannot be posted.
638	Award Amount has been adjusted to reflect the Disbursed Amount.	Disbursed Amount is greater than the Award Amount. The award amount has been adjusted to reflect the disbursed amount.
639	Invalid award amount for a Replace transaction.	The transaction award amount is zero, but the disbursed amount is non-zero. The award cannot be posted as it will replace the existing award with a zero award. A disbursement amount greater than the zero award amount cannot be processed.
640	Invalid number of disbursements specified.	The number of disbursements specified is greater than the number of scheduled disbursements for the disbursement plan on the existing award. Either fix the number of disbursements to match the existing award or choose a new disbursement plan. Note that a new disbursement plan can only be used if payments have not been made against the award and it has not been disbursed.
641	Missing or invalid Term for an Append or Replace transaction.	When using a Report Code of *Append* or *Replace*, the disbursement detail must have the correct terms specified when the disbursement IDs are not known. Otherwise, specify the disbursement IDs for all rows.

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Message Number	Message Text	Message Explanation
642	Missing or invalid Term.	When specifying the disbursement allocation, all entries must have the correct term specified if at least one allocation has a term defined. Otherwise, specify the Disbursement IDs or leave both the Disbursement ID and Term fields for all allocations blank.
643	Missing or invalid Disbursement ID.	When specifying the disbursement allocation, all entries must have the appropriate Disbursement ID specified if at least one allocation has a Disbursement ID defined. Otherwise, specify the Term instead or leave both the Disbursement ID and Term fields for all allocations blank.
644	Invalid disbursement allocation specified.	The disbursement allocation is invalid. The Disbursement IDs specified do not match the student's enrollment terms.
645	Invalid Disbursement IDs specified.	One or more Disbursement IDs do not match the Disbursement IDs for the Disbursement Plan assigned.
646	Student is not eligible for this award.	The award has been processed but it was not posted to the student's financial aid package. The student is not eligible for this award.
647	External Award Load error.	Error encountered during call to Equation Processor (FAPEQRUN).
648	Sum of disbursed term amounts does not equal the total amount disbursed.	The sum of the disbursed balances in the disbursement detail does not equal the total amount disbursed.
649	Invalid amount specified. Amount is less than zero.	Invalid amount specified. Amount is less than zero.
650	Zero amount for Append transaction.	Zero amount for Append transaction. To set the award amount to zero, use an Entry Code value of *Replace*. Otherwise update the transaction to reflect the correct amount to append.
651	New award with zero amount not posted. This award cancels an existing award (auto-cancel).	The award was processed but was not posted to the student's financial aid package. The zero amount indicates student is not eligible for this award and canceled an existing award matching the auto-cancel item.
652	Disbursement detail is needed when appending to the Disbursed amount.	You must provide specific term disbursement details when requesting to move disbursed amounts from the External Award staging tables to the Awarding tables using the 'Append' reporting code.
654	There is an existing Award in non Offered status.	You are trying to load an Offered award, but there is an existing Award in a non Offered status.
655	Disbursed amount present in Offer Award.	Transaction is being loaded with Offer award action and there are Disbursed amounts greater then zero present in the External Award transaction. You should either change the award action to Offer/Accept action or nullify Disbursed amounts.

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