Campus Café Financial Aid Module Documentation

Module Introduction

The Campus Café Financial Aid Module includes the following major functions:

- ISIR download and storage

- Award Packaging – creation of Pell, Sub, Unsub Awards

- Award interface to add manual awards, adjustments, payment plans

- Tracking and uploading of documents using activity tracking system

- Financial Aid Status portal- viewing of awards, award letter, view and attach required documents

- Scheduled disbursement roster

- Integration with student ledger cards

- Creation of an Admissions Application if an ISIR is downloaded and the prospect is not already in the Campus Café database.

Text in italics is generally for general notes rather than definitions of pages and functions.

The financial aid system may be used as a standalone module, or has functions that allow uploading of awards and disbursements from third party systems.

The documentation that follows will describe these functions and the parameters that are used to set up the system according to your requirements.

Financial Aid Reporting

There are numerous reports in the Base Reports Menus and also reporting capabilities with the Campus café interface. Here are some examples of those reports.

- Title IV Report. Detail and summary of awards with a date range.

- IPEDs Financial Aid Report.

- SAP reports which look at earned credit or attendance percentages and cumulative average.

- Disbursement Evaluation Reports.

- Financial Aid Disbursement Roster. This feature can be used as a projected funds report and has extensive filtering capabilities. It can also be used to schedule disbursements for payment. Because Campus Café is an enterprise system, the user may pre-filter students through the finders before using the disbursement roster. For example, students who are ineligible for disbursement (academic issues, not making SAP or attendance requirements, on leave of absence, etc.) can be filtered in the student finder and then the resulting list of IDs can be fed into the disbursement roster.

Scenarios and Examples of how to Process from ISIR to Award Letter

Scenario 1- An ISIR is downloaded and the person already has been added to the system through admissions. Because the person has not been selected for Verification or C coded (SAR-c), the package status is U (Unpackaged). Once all required documents have been received and attached in activity tracking, you can now select the person and create an award package. The award letter can now be printed and/or made available to the student through the portal. *You may want to also add a payment plan for the student through the manual award interface to cover unfunded balances.*

Scenario 2- An ISIR is downloaded and the person already has been added to the system through admissions. This person has been selected for Verification or C coded (SAR-c), the package status is automatically set to H(Held). The system will not package awards if the status is H. Once all required

documents have been received and attached in activity tracking (including verification related documents) the package status can now be set to U(unpackaged) and you can now select the person and create an award package. The award letter can now be printed and/or made available to the student through the portal.

Scenario 3- An ISIR is downloaded and the person is not in the system. A application will be processes using the information in the ISIR. Typically, someone from admissions or financial aid will have to fill in certain key fields before packaging can occur. This would include the prospect's major/program and start date, since this information is needed to get the proper cost of attendance and disbursement schedule.   This person has not been selected for Verification or C coded (SAR-c), so the package status is automatically set to U(Unpackaged)).   Once all required documents have been received and attached in activity tracking, you can now select the person and create an award package. The award letter can now be printed and/or made available to the student through the portal.

The following pages describe specific screens and processes. Also described are parameters and configurations that are needed to tailor the system according to your requirements.

Financial Aid Packaging

The Campus Café packaging interface allows for downloading of ISIRs

and selecting desired records for packaging. To download ISIRs, click the browse button and find the file to be imported. If a record does not exist in the database with a matching SSN, then system will create a simulated application for admissions and add the person to the database. Multiple ISIRs can be downloaded for a person where they have multiple financial aid years. An updated ISIR can be uploaded and the existing ISIR will get overwritten. The revision number will also change. Each ISIR downloaded is saved in the table FA_ISIR so that there is a record of subsequent ISIR submissions.

The Campus Café packaging function will automatically create awards for Pell, Sub, and Unsub based on the rules and configurations that are set up. The packaging function requires that several configuration tables are set up to support the packaging logic. These include

- FA_SCHEDULE_PELL

- FA_SCHEDULE_STAFFORD

- FA_COST_OF_ATTENDENCE

- FA_DISBURSEMENT_RULES

The packaging function will look at the part time code in the degree row (RGDEGR.PART_TIME_CODE) to determine the following criteria.

blank = FT

H = Half time

3 = 3/4 time

L = less than half time

The packaging will use this code to determine eligibility for aid and for selecting corresponding PELL schedules.

The major code in the current degree row will be used to determine cost of attendance.

The Pell schedule table contains amounts to be awarded based on the award year, full or part time, cost of attendance, and family contribution. NOTE: This table is downloaded from the department of education and supplied/updated by the Campus Café team.

The Stafford schedule table holds the break downs of SUB and USUB loans to be awarded based on award year, full or part time, grade level, and dependency status. NOTE: This table is downloaded from the department of education and supplied/updated by the Campus Café team.

The cost of attendance table must be filled out through the user interface and reflect the cost of attendance for each program.

The disbursement rules table must be filled out through the user interface and reflect the rules for scheduling disbursements.

During packaging, the system will retrieve required data elements from the ISIR and the student record to determine the amount of the Pell, Sub, and Unsub.

Some examples of data elements that affect packaging of awards: Full time or half time status. The grade level column usually comes from ISIR import. The dependent column will be 'X' if scheduled award is for dependent status or else it will be blank for independent.

The process requires each student for award year be assigned FULL-TIME or HALF-TIME using rule from table STMAJR where if CREDITS_PER_SEMESTER1>=12 then full-time else if CREDITS_PER_SEMESTER1>0 and <12 then half-time OR HOURS_TO_COMPLETE >=900 then full-time else if HOURS_TO_COMPLETE>0 and <900 then half-time. Everything else is considered full-time.

The unsubsidized loan (USUB) is not dependent on the remaining need constraint of the subsidized loan (SUB) and is based on remaining COST defined as overall cost - (pell awarded + sub awarded) rather than remaining NEED (overall cost - EFC). The package will fit the selected scheduled USUB award to the

remaining cost but not more.

When testing a student, pay attention to the student's grade level as found in their package row and verify a scheduled Stafford record exists for that grade level in the FA_SCHEDULED_STAFFORD table. NOTE: This table is supplied and updated by the Campus Café team as changes are made by governmental agencies.

Document and Activity Tracking

Please see the student services documentation for a more complete description of the Campus Café Activity Tracking system. This system has extensive document management, activity tracking, notes storage, and CRM (outreach) capabilities. It also can be shared across departments and users dependent on the Campus Café permission system. For example, we would typically set up a documents folder for financial aid documents. Another folder can be set up for verification documents. The activity tracking filters make it easy to find student who have all of their documents complete or incomplete within each folder. Those student IDs can them be fed into the student finder for functions like packaging, emailing, texting, downloading.

Financial Aid Award Interface

Fin Aid Transactions for Karen (Karrie) Holbrook

FinAid Packaging Page

Award Code:	-- Award Code: --	Semester: -- choose one --	Start Date Override:
No Split: ☐		Split Sem2: -- choose one --	Split Sem3: -- choose one --

Search: Search...

Copy | Excel | PDF | Print | Column Visibility

Edit ▲	Delete ⇕	Disbursements ⇕	Award Year ⇕	Semester ⇕	Award Code ⇕	Revision ⇕	Status ⇕	Comment-1 ⇕	Award Amount ⇕	Gross Disbursed Amount ⇕	Net Disbursed Amount ⇕
✏	✖	💵	2016	201620 - Spring 2016	USUB	0	V - Verified		3000.00	2000.00	1980.00
✏	✖	💵	2016	201620 - Spring 2016	SUB	0	V - Verified		2000.00	1000.00	990.00
✏	✖	💵	2016	201620 - Spring 2016	PELL	0	V - Verified		1000.00	1000.00	1000.00
✏	✖	💵	2016	201620 - Spring 2016	PAYP	0	V - Verified		2580.00	1580.00	1580.00

This interface allows manual adding, updating, and deleting of awards in the table FAWARD. The packaging interface automates the process of creating Pell, Sub, and Unsub awards. There are several configurations and tables that must be set up in order to add an award through this interface. These include:

- Transaction Code Maintenance

- Financial Aid Code Maintenance

- Financial Aid Disbursement Rules

When an award is manually added, the award code dropdown will display awards that are available. You must choose a semester. Please note that the term semester is used interchangeably with term, quarter, trimester etc. throughout Campus Café. If the no split checkbox is checked, then the system assumes you are adding an award for a single semester. If this box is unchecked, the system will split the awards into multiple terms according to the rules set up in the majors table (STMAJR) using the financial aid semester suffixes. If you then enter an amount on the detail page, the system will create awards for each semester specified by dividing the total amount entered.

When an award is created, the scheduled disbursements will also be created. The scheduled disbursements will be created based on the disbursement rules file. This file contains rules where the

user can define disbursement dates for specific award types based on the start date. For example, a Pell might be disbursed on the day the student begins or 30 days later with a second disbursement at midpoint. Here is a hierarchy of how the start date for the disbursements:

- Start date override entered on the page

- Start date override in the student's current degree record.

- Start date in the semester dates table for the semester of the award and based on the student site in the current degree record.

The system will create the disbursements based on the rules in the disbursement rules table, but there are exceptions. A seen below, there is a flag in the award code maintenance that governs whether an award's disbursements can span multiple award years. For loans, the disbursements can typically be spread across award years, while for Pell, they cannot. This field can be used to manage these rules.

Financial Aid Transaction Detail

This page allows for manipulated some of the fields in the award record. NOTE: the amount fields are not editable because changes to the amounts must be made in the scheduled disbursements page. Changes made to the scheduled disbursements will automatically be reflected in this award record.

Award Status (FAWARD.PENDING_CODE)
This field indicates the status of the award. Valid statuses are A=Anticipated, P=Pending, V=Verified.

Award Amount (FAWARD.AWARD_AMOUNT

This field contains the total amount of the award.

Gross Disbursed Amount (FAWARD.GROSS_AWARD_AMOUNT

This field contains the gross amount disbursed to date.

Net Disbursed Amount (FAWARD.AMT_PAID_TO_DATE

This field contains the net amount paid to date. This typically differs from the gross amount disbursed because of fees associated with the award.

Comment 1 (FAWARD.AWARD_COMMENT_ONE

This field allows the user to annotate the award.

Award Year (FAWARD.AWARD_YEAR

This field contains the first four digits of the award semester or term.

Loan From Date (FAWARD.LOAN_PERIOD_DATE_FROM

This field contains the beginning date for the loan period.

Loan To Date (FAWARD.LOAN_PERIOD_DATE_TO

This field contains the ending date for the loan period.

Financial Aid Disbursement Transaction Summary Grid

This page displays a summary of the disbursement transactions for an award. These scheduled disbursements are typically automatically created during the award packaging function or when an

award is manually entered. They are created based on the rules in the disbursement rules table. In the example above, the first disbursement was scheduled on 3/16/2016 which was the student start date. This disbursement has been posted to the student ledger and reflects the gross and net disbursed amounts. The second disbursement is scheduled for 5/16/2016 (the student's midpoint in this example), and has not yet been disbursed. The student billing statement will reflect both posted payments in the body of the statement, and also the undisbursed amounts in the financial aid pending/verified summary at the bottom.

Financial Aid Disbursement Transaction Detail

This page allows the user to manually disburse a scheduled amount.

Scheduled Date (FA_SCHEDULED_DISBURSEMENT/SCHEDULED_DATE)
This date may be changed as needed to reflect the student's anticipated disbursement date based on changes to satisfactory academic progress, leave of absence, etc. NOTE: this field is used in the disbursement roster query tool and disbursements may be batch updated as well as manually updated here.

Disbursement Date (FA_SCHEDULED_DISBURSEMENT/DISBURSEMENT_DATE)
This date will get updated automatically during the posting process to the student account.

Scheduled Amount (FA_SCHEDULED_DISBURSEMENT/SCHEDULED_AMOUNT)
This amount may be changed and if changed will update the corresponding amount in the award table.

Gross Disbursed Amount (FA_SCHEDULED_DISBURSEMENT/GROSS_DISBURSED_AMOUNT)
This amount may be changed and if changed will update the corresponding amount in the award table.

Net Disbursed Amount (FA_SCHEDULED_DISBURSEMENT/NER_DISBURSED_AMOUNT)
This amount may be changed and if changed will update the corresponding amount in the award table. Most importantly, changing this amount will create a student billing transaction that will ultimately get posted to the student ledger.   As seen in the below screen shot, the exact amount of the net disbursement is added as a billing transaction. The transaction code is derived from the award code table. After the billing batch is posted, the scheduled disbursement table and award table will be updated with appropriate values (disbursement date, amounts disbursed to date, etc.).

Examples of Changes to Financial Aid

Net Disbursed Amount: Changed to:		Billing Batch Record created for:
$0.00	$1000.00	-$1,000.00 (credit to student account)
$1,000.00	$0.00	$1,000.00 (debit to student account)
$500.00	$1000.00	-$500.00 (credit to student account)
$1000.00	$500.00	$500.00 (debit to student account)

NOTE: deleting an award will also result in a changed to amount of $0.00.

Upon update of the billing batch, the amount of the debit or credit will be applied directly to the student account. The offsetting entry will be posted to the account that is set up in the Transaction Code Table. The financial aid disbursement record will also be update with the disbursement date (based on the billing posting date), and the amounts paid.

Example:

Net Disbursed Amount :   Changed to: Billing Batch Record created for: Transaction code

$0.00 $500.00   -$500.00 (credit to student account)   IG (Institutional Grant)

The student account will be credited -500.00 and the Institutional Grant account 1-7850 will be debited $500.00. This is because the Transaction Code IG contains this account number as the offset.

Example: A Stafford Loan is disbursed. Note the use of "WASH" accounts to audit the transaction.

Net Disbursed Amount :   Changed to: Billing Batch Record created for: Transaction code

$0.00 $1000.00   -$1,000.00 (credit to student account)   ST (Stafford)

The student account will be credited -$1,000.00 and the Loan Clearing account 1-2450 will be debited $1,000.00. This is because the Transaction Code ST contains this account number as the offset. Generally, this is done so that the financial aid posting to the student account and the cash receipts can be audited separately.

By fully receipting a Gross Disbursed Amount equal to the Award Amount, the pending or verified amount will now disappear, since these amounts are calculated by subtracting the gross disbursed amount from the Award Amount. The gross disbursed amount is used to prevent the situation where the paid to date amount is rounded to the nearest dollar but the calculation of fees leaves a remainder.

We now have a liability sitting in the Loan Clearing account. If we were to run the Financial Aid Discrepancy Report from the Crystal Reports ™ drop down list, it would show that the aid has been posted, and the cash has not yet been received.

In the cash entry system, we would then look up the student account and debit cash for $1,000.00. Instead of crediting the student (this has already been done through the billing entry above), we would use the AUTO FILL feature to automatically create the offsetting entry against Loan Clearing account 1-2450, thus completing this transaction. The discrepancy report will no longer show this student.

The auto fill feature requires that the Transaction Code has the auto fill flag with a value of "Y". Upon entering the cash receipt and clicking on the auto fill button, the program will automatically create the distribution for the offset.

Financial Aid Disbursement Roster

The disbursement roster has many key functions in the financial aid module including:

- Finding disbursements that are scheduled or overdue for Pell, loans, payment plans, and any other awards recorded. NOTE: The disbursements can be filtered here on the disbursement roster, but the disbursement roster can be "called" from the student finder. This allows better control of the disbursement selection. For example, you might want to get all Pell awards that are scheduled for disbursement, but only for students in a particular program or site. In this example, you could use the student finder to first isolate the desired students and then use the disbursement roster link and filter to get the scheduled Pell for those students.

- Export to Provider. This function will create an export file that would be used in a third-party system to actually requests the funds from COD.

- Send Selected to Student Finder. This function would be used to take the results from the grid and feed the id numbers into the student finder.   For example, you obtain a list of students who have an overdue payment reminder. Send the results to the student finder and create a batch of late fees.

- Add Tracking Batch. This function is used to add activity tracking based on results in the grid. Some examples of uses include disbursement notifications, payment reminders, and overdue payment notices. This feature has special logic that will imbed certain values into the activity tracking record upon creation. This includes the following fields that can then be used in the merge email/letter function of Campus Café.

    Gross Disbursed Amount goes in Original Amount.

    Net Disbursed Amount goes in Amount Paid.

    Difference between gross and net amounts goes in amount due (e.g. loan fees).

    Disbursement Date goes in Due Date.

    Disbursement number goes in Comment 2.

    Award Description goes in Comment 3.

    Last 4 of Student SSN goes in Comment 4.

    Student Status goes in Comment 5

    Parent name goes in Comment 6 (used for parent plus loan disbursement notifications).

    Last 4 or Parent SSN goes in Comment 7 (used for parent plus loan disbursement

    notifications). Data comes from related PAR record in the database.

- Get historical award data. For example, you might want to get a list of all loans that were disbursed in a specific date range (e.g. a past or current award year).

Financial Aid Cost of Attendance

Above is the cost of attendance grid which can be used to add or view costs of attendance. Use the edit button to update an existing record as below.

Fin Aid Cost Detail

Award Year:2017 Major Code:ACC

Information that is red is required

Tuition In State:	10000.0	Tuition Out of State:	15000.0
Room and Board On Campus:	5200.0	Room and Board Off Campus:	0
Room and Board With Parents:	5200.0	Transportation On Campus:	0
Transportation Off Campus:	0	Transportation With Parents:	0
Misc/Personal On Campus:	0	Misc/Personal Off Campus:	0
Misc/Personal With Parents:	0	Books and Equipment:	0
Fees:	1000.0		

Entered By: 660088110 Entered Date: 20170217 Changed By: Changed Date: 0

Save Delete Cancel

The cost of attendance must exist for the award year being packaged. There is a copy function on the grid that allows copying records from a prior year to facilitate data entry of this table. In addition to the costs in this table, a student specific "additional cost" can be added into the packaging record.

Financial Aid Disbursement Rules Interface

A disbursement rule must exist for the award year being packaged. Each award type can have its own rules. NOTE: There is an override in the financial aid code table that allows an award to "span" multiple award years. For example, a Pell award can only be disbursed in the award year, but a sub or unsub award can have a disbursment in multiple years.

The grid below can be used to view, add, and copy disbursement rules.

Filter on Award Code: `-- Award Code: --` Filter on Award Year: `2018` Submit
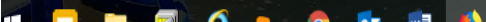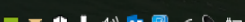
Search: `Search...`

Edit | Delete | Select all | Select none | Copy | Excel | PDF | Print | Column Visibility

Select	Award Code	Award Year	Major Code	Disburse Order	Days Offset	Set Status	Percentage Disbursed	Amount Disbursed	Interval in Days	Use Midpoint D
☐	USUB	2018		2	0		50.00	0.00	0	Y
☐	USUB	2018		1	30		50.00	0.00	0	
☐	SUB	2018		2	0		50.00	0.00	0	Y
☐	SUB	2018		1	30		50.00	0.00	0	
☐	SEOG	2018		2	0		50.00	0.00	0	
☐	SEOG	2018		1	0		50.00	0.00	0	

Fin Aid Disbursement Rule Detail

Award Code: USUB Award Year: 2017 Major Code: Disbursement#: 2

Information that is red is required

Percentage Disbursed: 50.0   Amount Disbursed: 0

Use Mid-point Date: ☑   Day of Month: 0

Interval In Days: 0   Days Offset: 0

Usage Notes:
Unless overridden in degree, base start date is FAWARD semester's FASCDT start date for site.
If Day of Month is 31 assume last day of month.
Each disbursement should be in next month from prior.

Entered By: 660088110 Entered Date: 20170113 Changed By: 660088110 Changed Date: 20170330
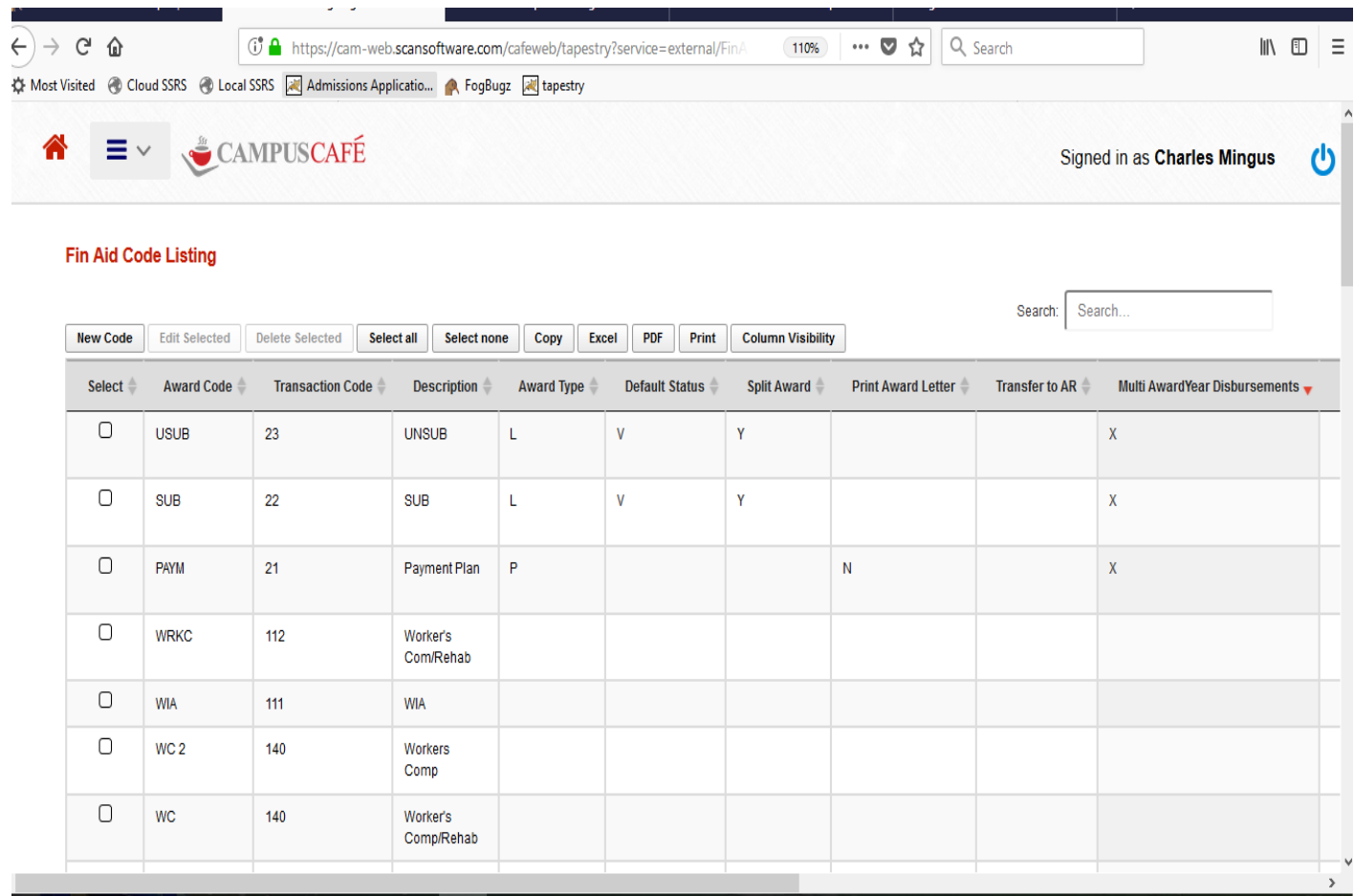
Save Delete Cancel

Disbursment rules can be configured for many different scenarios. Here are some examples:

- Pell awarded-50% on the day the student starts (this is typically their start date in the degree row or the start date of the term in the semester dates table). Then they receive 50% at mid-point (this is typically their enrollment verification date in the their degree row or the enrollment verification date for their term in the semester dates table).

- Payment Plan set up for the student for $4,000.00. 25% on the 15th of each month.

Days offset is typically used for first payment (e.g. Pell is award 30 days after the start date).

Please see the usage notes for system designated rules (e.g. monthly payments must always be in different months).

Financial Aid Code Maintenance

Purpose
The purpose of this screen is scanning the financial aid award code file to add, change, or delete records.

Search
Click on Search or enter the beginning search value, the tab key, then click on the Search button.   A search window will appear with the next records displayed for selection. Use the scroll bar on the left or page/roll keys to scan through the records available for selection.

Select
Double click on the desired award code, or highlight the record and click on the Select button. The F/A Award code file screen for that record will appear for viewing/updating.
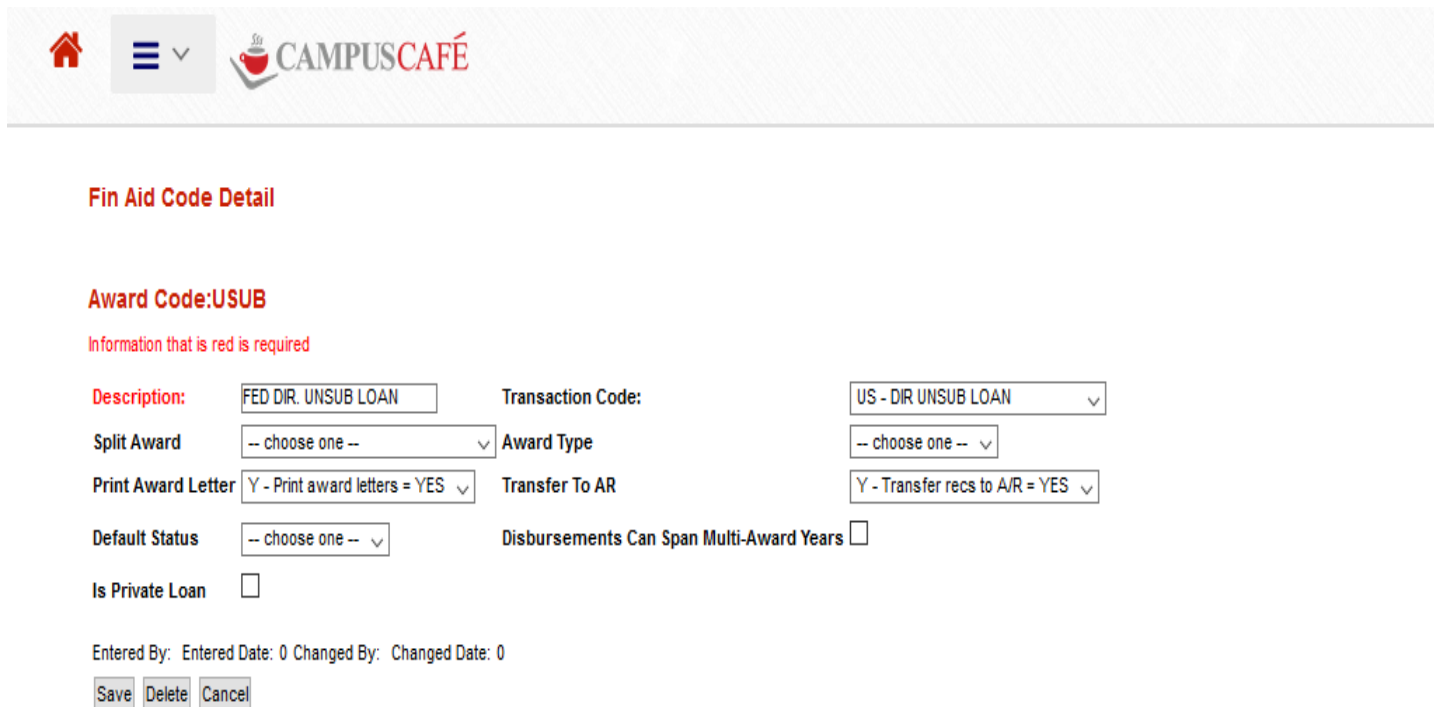
Add

Enter the F/A award code in the F/A award code box, then the tab key. Click on the Add button to go to the F/A award code entry screen.

Back

Click on Exit to return to the Student Financials Module Main Screen.

Award Code Screen:

Purpose

This screen is used to add or update records to the financial aid award code description file.

Delete

Click here to delete this F/A award code from the Financial Aid Award Code file and return to the F/A Award Code Search Screen only if award code is not used in award tables.

Save
Click on Save to save changes to this award code record.

Cancel
Click on Cancel to return to the F/A Award Code Search Screen.

F/A Award Code (FAWCOD/AWARD_CODE)
This field contains the 4-position award code for the award.

Description (FAWCOD/DESCRIPTION)
This field contains the description of the award type.

Transaction Code (FAWCOD/BILL_CODE) This field contains the student ledger transaction code for this award type.   When the funds will be applied awards are posted to the student account, the transaction code code is used to indicate to which G/L account.

Split Award (FAWCOD/SPLIT_AWARD)
A 'Y' in this field will require multiple semesters when entering an award of this type manually. This can be overridden by selecting the no split checkbox which appears after split semester 3. If this field is blank and an award of this type is entered manually and split semesters are specified, the entire amount will appear under the first semester, ignoring the split.

Award Type (FAWCOD/AWARD_TYPE_CODE)
- A 'P' in this field indicates a Payment Plan award. The 'P' prevents the awards from being removed with the Financial Aid Upload process which would have no record of the payment plan.

- A 'G' in this field indicates a grant.

- An 'L' in this field indicates a loan.

- An 'S' in this field indicates a scholarship.

This flag is used in reporting to group awards together.

Transfer Records (FAWCOD/TRANSFER_TO_AR)

This field was used to determine whether receipt of an award of this type is automatically posted to accounts receivable.   Currently the Process Disbursement field in the F/A Link Entry/Maintenance determines which awards are posted to accounts receivable.

Print Award Letter (FAWCOD/PRINT_AWARD_LETTER)
IF this value is blank or Y, then the award will print on the award letter. If the value is N, the award will not print.

Disbursements Can Span Multi-Award Years
(**FAWCOD/SPAN_MULTI_AWARD_YEAR_DISB**)
This field if checked will allow an award to span multiple award years when the scheduled disbursement table is populated.

Is Private Loan (**FAWCOD/PRIVATE_LOAN**)

This field is used in some of the canned reports to segregate private loans (e.g. Gainful Employment)

Payment Plan Receipts

If the transaction code entered is designated as a Payment Plan (BILCOD/BILLING RULES_BILLING_FLAG=P) the interface will allow you to enter an award type and semester. The amount of the payment plan receipt will be subtracted from the remaining balance of the payment plan award.

The student must have a budget set up for this semester in the Financial Aid Award Table (*FAWARD*). If the student does not have a budget set up for the code in the semester specified, an error will appear.

Please Note
Receipts to payment plan award codes will add to the Net Amt Paid to Date and Gross Disbursed Amounts in the FA_SCHEDULED_DISBURSEMENT and FAWARD tables and therefore reduce pending or verified aid by the amount of the payment.

If the payments exceed the contract balance (award amount) the contract balance in table FAWARD will be adjusted up for the difference.