



Financial Aid System - Legacy

***2019-2020
Unit Record Report***

Due October 5, 2020

© SBCTC-IT
support@sbctc.edu

Documentation Index URL
<http://www.sbctc.edu/colleges-staff/it-support/legacy-applications/fas/fas-document-index.aspx>

Printing History

September 2001
September 2002
August 2003
September 2004
June 2005
August 2006
August 2007
August 2008
August 2009
August 2010
September 2011
August 2012
September 2013
September 2014
September 2015
September 2016
September 2017
September 2018
August 2019
August 2020

Table of Contents

1	Overview	1
	2019-2020 Unit Record Report Changes	2
	Checklists for URR Process	4
	SBCTC-IT Unit Record Report (URR) Process	4
	Preliminary Steps	4
	Schedule the URR Program	5
	WSAC Unit Record Reporting Application	5
2	Preliminary Steps	7
	Output Generated by the URR Program	8
	Reconciling Award Data with FMS Expenditure Data (AG941A)	9
	Updating Award Data and Running the Final Reconciliation Report (AG942A)	10
	Posting SMS Year-in-School (FAM FA Tab)	11
	Running SM9146J	11
	Updating SMS Academic Hours to FAM Academic Tab	13
	Using SM9110J for All Colleges	13
	Updating SMS Residence Status and Posting SID/EMPLID to FAM Student Tab	15
3	Updating Award Code Data	17
	Printing a List of Award Codes	18
	Determining Award Code Usage (DataExpress SM9824R)	19
	Updating Award Codes	20
	Award Code Worksheet for URR Table Setup	23
	Understanding Processing Table Values	27
4	Running the Unit Record Report	33
	Scheduling a Preliminary Unit Record Report (SM9738J)	34
	Resolving Error Messages on Preliminary Report A	35
	Reviewing Students Listed on Preliminary Report B	49
	Reviewing Edit Summaries on Preliminary Report C	51
	Scheduling the Final Unit Record Report (SM9738J)	54
	Downloading the Unit Record Extract File	55
	Locating Biographic Data	57
	Colleges on the Legacy System - Locating Race and Ethnicity Data in SMS	57
	Appendix A: SM9431 (Preliminary Award Disbursement Reconciliation Report)	58
	Appendix B: SM9432 (Final Award Disbursement Reconciliation Report)	59
	Appendix C: SM9110 (FinAid Academic Attempted Hours Update Report)	60

This page inserted for back-to-back printing.

1 Overview

The student financial aid Unit Record Report (URR) is an annual report identifying the distribution of financial aid to students attending higher education institutions in the state of Washington. A student is to be reported on the Unit Record Report if he or she received aid on the basis of financial need as determined through the formal process of need analysis as well as students who received non-need-based Federal loans.

The Unit Record Report program SM9738J is a batch job that identifies students with need-based aid and some non-need-based aid and reports the aid received by award code into fields defined in the CIS/WAT Processing Table. Awards must be in status 2 (accepted) or in an optional alternative disbursement status to be selected. You will need to list all need-based **and** non-need-based award codes opposite the appropriate value in the Processing Table.

The URR process provides a series of reports you can use to resolve any discrepancies in the Financial Aid System. It is recommended that colleges run the URR in preliminary mode for exceptions only to begin the edit resolution process. Edits on the WCC150A report are provided to enable colleges to resolve discrepancies before the extract file is created. Edits provided on the WCC150A report mirror the edits that will be performed on the data at the Washington Student Achievement Council (WSAC).

Once you have resolved all records to the best of your ability, run a final URR to create an extract file. Keep in mind that you may run the URR process in final mode more than once; however each time you run the URR process in either preliminary or final mode, the extract file is overwritten. If run in preliminary mode, the extract file is blanked out; if run in final mode, the extract file is re-written with the data from that run. Upload the extract file to the Unit Record Reporting Application via the portal website provided by the Washington Student Achievement Council (WSAC). Once any additional edits are resolved on the website, complete the URR process by submitting the final report to WSAC.

2019-2020 Unit Record Report Changes

There are several changes to the Unit Record Report process for 2019-2020. They are:

- The process has been changed to look at the 2019-2020 year.
- Two changes to the reporting file headers
 - StateNeedGrant has been changed to WACollegeGrant
 - OpportunityScholarship has been changed to WSOSBAScholarship
- Six new required fields have been added to the reporting file
 - IsirWasfaTransactionNumber (this is the last two digits of the Pell ID field on the FA tab in FAM)
 - WcgApprenticeship
 - PassporttoCollegeIncentiveGrant
 - TeacherConditionalScholarshipPrograms
 - TeacherGrantPrograms
 - WSOSCareerTech
- Five new CIS/WAT Processing Table entries are available for the new required programs list above
 - WCC150-WCGAPP
 - WCC150-PASSINC
 - WCC150-TEACHCOND
 - WCC150-TEACHGR
 - WCC150-WSOSCAR
- The CIS/WAT Processing Table entry for Washington College Grant has changed from WCC150-SNG to WCC150-WCG
- The following fields have been removed from the csv file
 - FederalPerkinsLoan
 - PassporttoCareersApprenticeship
 - GETReady forMathScience

File Format

The Unit Record Reporting file produced follows WSAC's portal submission requirements. Enrollment and financial aid received are reported on a term by term basis.

NOTE: because of the file formatting requirements, the Unit Record Reporting file's size has increased from previous years. It may take a longer to download from your HPUX. Blank spaces at the end of the file will be automatically trimmed so that the file should be less than 10 MB in size. WSAC requires a file larger than 10 MB be zipped before uploaded to the portal. Large colleges may still need to zip the file before loading to the WSAC portal.

Checklists for URR Process

Following are checklists of the tasks required to complete the Unit Record Report process. The checklist is divided into two sections: SBCTC-IT Unit Record Report (URR) Process and the WSAC Unit Record Reporting Application.

SBCTC-IT Unit Record Report (URR) Process

The SBCTC-IT portion of the URR process includes the preliminary set-up tasks that you must complete before actually scheduling the URR batch job SM9738J.

Preliminary Steps

- 1. Run AG941A in preliminary mode to identify discrepancies and reconcile award data with expenditure data.
- 2. (Optional) Run AG942A in final mode to update award data on the Award Tab with expenditure data (for work-study awards, at a minimum).
- 3. Run SM9146J to post SMS year-in-school to the Financial Aid Tab.
- 4. Run SM9110J for each year/session to update SMS academic attempted hours data on the Academic Tab.
- 5. Run SM9108J to update SMS state residence data on the Student Tab.
- 6. (Recommended) Print an award code listing to gather a list of award codes to update your CIS/WAT Processing Table.
- 7. (Recommended) Run DataExpress procedure SM9824R to determine if an award code was in use and should be updated in your CIS/WAT Processing Table for the 2018-2019 award year.
- 8. Update the CIS/WAT Processing Table for all awards you want to report on the Unit Record Report (URR).

Note: the entry for Washington College Grant has changed from WCC150-SNG to WCC150-WCG. If the new entry is not added, none of your WCG awards will be reported.

Schedule the URR Program

For any problems with this portion of the URR process, please email SBCTC-IT Customer Support at support@sbctc.edu.

- ❑ 1. Schedule the URR program (SM9738J) in preliminary mode to generate reports listing student records that have error messages. You can run the report in preliminary mode as often as needed.
- ❑ 2. Resolve the errors listed on the preliminary URR reports. Those that you cannot resolve may be modifiable on the Unit Record Reporting Application provided by WSAC.
- ❑ 3. After resolving the error messages, schedule the URR program SM9738J in final mode to generate the reporting file on the HP-UX that will be uploaded to the Unit Record Reporting Application.
- ❑ 4. Download the reporting file using the online process SM9724, naming the file SM9738S.CSV. Note the drive and folder location where you save this file (for example, C:\URR1920\SM9738S.CSV). You will need this information to import the file to WSAC's portal.

WSAC Unit Record Reporting Application

For any problems with this portion of the URR process (Unit Record Reporting Application), please email unitrecord@wsac.wa.gov or contact Ann Voyles at 360-753-7843 (annv@wsac.wa.gov), Carla Idohl-Corwin at 360-753-7847 (carlai@wsac.wa.gov) or Marla Skelley at 360-753-7851 (marlas@wsac.wa.gov).

- ❑ 1. Go to the WSAC Portal web site at <https://portal.wsac.wa.gov/>
This will take you to the Portal Login screen.
- ❑ 2. At the Portal Login screen, enter your username (typically your email address) and your password.
If you do not know your password or do not have an account, please contact Ann Voyles, Carla Idohl-Corwin or Marla Skelley at WSAC.
- ❑ 3. At the Main Menu, click Programs and then Unit Record
- ❑ 4. On the Unit Record Menu, click Upload Data From A File.
- ❑ 5. At the Welcome to the Unit Record Report Warehouse screen, click the Next: Proceed to Upload button. Click the Browse button and locate the URR reporting file SM9738S.CSV.
- ❑ 6. Once you have located the file SM9738S.CSV, click the Upload button.
If the file has successfully uploaded to the web server, you will see the File Upload Results page.

- ❑ 7. To begin the data edit process, on the Unit Record Reporting Application click the Proceed to Edits button.

The following message will be displayed: “We’re currently processing your edits. You may work on resolving edits as we process them. You can also leave this page or log out and come back when processing is complete. Alternatively, we can email you a csv download or all your edits one processing completes”. A message of ‘Processing Done’ will display when all edits have been found.

- ❑ 8. To return to the main Unit Record Menu, click the Return to Menu button.
- ❑ 9. To begin reviewing and resolving any errors, at the Unit Record Menu in the Edit Reports section, click any of the four edit report options.
- ❑ 10. Once you have made all necessary corrections to the error records, at the Unit Record Menu, in the Finalize Your Report section click the Submit Your Unit Record button.

This is **FINAL** so do not click the Submit button until you are positive your data is true and correct.

2 Preliminary Steps

This chapter describes the preliminary steps you need to complete before running the URR (SM9738J) process:

1. Reconcile award data with FMS expenditure data (job group AG941A).
2. Optionally, update award data with expenditure data and run the final reconciliation report (job group AG942A).
3. Post SMS year-in-school (job SM9146J) on the Financial Aid Tab.
4. Update SMS academic data (job SM9110J) on the Academic Tab.
5. Update SMS residence status (job SM9108J) on the Student Tab.

Output Generated by the URR Program

The Unit Record Report program (SM9738J), whether run in preliminary or final mode, generates up to three reports as well as the extract file:

- **Report A – State of Washington Unit Record Report (WCC150A)**

This report provides a list of students with edit exceptions who will appear on the extract file. Depending on the job scheduling parameters you enter for SM9738J, the report will include either all students or only students with edit exceptions.

The last page of the report lists the award summary totals for each field in the URR as well as a count of all students on the extract and a count of the number of students with errors.

- **Report B – Error Report Of Eligible Students With No ISIR, No Need, or No Fin Aid Tab (WCC150B)**

This report provides a list of students with need-based awards, including Pell grant, who either: do not have FAF data on the Financial Aid Tab, show no need on the Financial Aid Tab, or do not have a valid ISIR. These students may be included in the extract file that is uploaded to the Unit Record Reporting Application via the website provided by the WSAC. You may encounter edits on the Unit Record Reporting Application for these students.

- **Report C – Error Summary Report (WCC150C)**

This report tallies the edit exceptions and provides a total count of each type of edit exception. If the error count for error code 001, “NO AID TYPES LISTED (OR UNRECOGNIZED AID)”, is greater than zero, you will need to review your CIS/WAT Processing Table to ensure that you have properly listed all award codes in the table. Optionally, the students in error can display sorted by error code or by student name.

- **Reporting File (Final Mode Only)**

Once you have resolved all edits in preliminary mode, you can run the URR in final mode to generate the reporting file. If you find that there are award changes after the final has run you can either edit these awards on the Unit Record Reporting Application or re-run the URR program in final mode to create another updated reporting file to then re-upload to the Unit Record Reporting Application. If you choose to re-upload a new, final reporting file, you must clear all data on the web site before re-uploading the new file. You will lose any editing completed on the web site for the prior data.

NOTE: If you run the report in final mode, and then run it again in preliminary mode, the reporting file created by the previous final mode run will be blanked out by the preliminary mode run. If you run the report again in final mode, the reporting file will be recreated. You may want to download the reporting file prior to running the URR after a run in final mode to retain that file.

Reconciling Award Data with FMS Expenditure Data (AG941A)

Schedule job group AG941A (Preliminary Award Disbursement Reconciliation) to produce a report of the discrepancies between data in the FAEXP database (which is updated from the general ledger in FMS) and awards (as taken from Student Award Detail, viewed on the Award Tab/FAM502). If the batch job finishes with NODATA, that means there are **no** discrepancies between your FAEXP data and your award data.

Entering job scheduling parameters for AG941A

JM1001-002	JOB GROUP SCHEDULING SCREEN						
GROUP NUM :	AG941A	TRANS NUM :	510601	RUN DATE :	082320	STATUS :	REQUESTED
PRIORITY :	0	EXECUTION TIME :	I	HH:MM		PROCESS LEVEL :	FREQ :
COLLEGE :	SPDEV	SEND TO :					
PARAMETER:	VALUE:						
SM9430-FAPC-LN1	<u>001 002 008 009 010 014 021</u>						
SM9430-FAPC-LN2	<u>065 066 067 071 077-086</u>						
SM9430-FAPC-LN3	<u>090-094</u>						
SM9430-YRQ-LINE	<u>B901 B902 B903 B904 B905</u>						

For an example of the Preliminary Award Disbursement Reconciliation Report (SM9431) produced by running AG941A, see Appendix A.

Updating Award Data and Running the Final Reconciliation Report (AG942A)

Once you have completed the reconciliation between FAEXP and your award data, you then may choose to update the Student Awards screen (Award Tab) with your expenditures by running job group AG942A (Final Award Disbursement Reconciliation/Update). Make sure you have the approval of your Financial Aid Director prior to overlaying data on the Student Awards screen.

Entering job scheduling parameters for AG942A

JM1001-002	JOB GROUP SCHEDULING SCREEN			
GROUP NUM: AG942A	TRANS NUM: 510601	RUN DATE: 082320	STATUS: REQUESTED	
PRIORITY : 0	EXECUTION TIME : I	HH:MM	PROCESS LEVEL :	FREQ :
COLLEGE : SPDEV	SEND TO :			
PARAMETER:	VALUE:			
SM9430-FAPC-LN1	<u>008</u>			
SM9430-FAPC-LN2				
SM9430-FAPC-LN3				
SM9430-YRQ-LINE	<u>B901 B902 B903 B904 B905</u>			

For an example of the Final Award Disbursement Reconciliation Report (SM9432) produced by running AG942A, see Appendix B.

Posting SMS Year-in-School (FAM FA Tab)

WSAC has indicated that they want the highest year in school on which financial aid was disbursed. They have indicated that this needs to come from the college's system and not from the student's ISIR. To report the year-in-school for students (also referred to as "grade level") as it currently exists on your system run SM9146J (Post SM Grade Level to FAID) to post year-in-school on the Financial Aid Tab. For colleges on the Legacy system, the process looks at SMS data from the SM and TRANSFR databases. For colleges in Dual Processing, the process looks at data from PeopleSoft. . The credit totals do not take into account program changes. Before running a posting report, consult with your registration or evaluation staff to determine if the transfer credits entered are actual evaluated credits. Some institutions use transfer credits for registration priority purposes. Transfer credit data could be erroneous until it is modified to reflect true transfer credits, which is done only at the time of graduation.

Running SM9146J

The job SM9146J (Post SM Grade Level to FAM) posts a student's grade level (year-in-school) for colleges. For Legacy colleges the program reads the SM and TRNSFR databases and for colleges on Dual Processing, the process reads the cloned PSSM database to determine the number of credits a student has accumulated and the grade level is assigned as follows:

Year 1	Students who have earned less than 45 college level credits
Year 2	Students who have earned 45 or more college level credits
Year 3	Baccalaureate students ('I' Intent) who have earned 90 to 134 college level credits
Year 4	Baccalaureate students ('I' Intent) who have earned 135 or more college level credits
Year 5	Students who answered 'Yes' to FAFSA question 'First Bachelor's degree by 7-01-2019?'

Note: If you have any Running Start students or other students who have not yet graduated from high school receiving need-based aid, you will need to manually post an '8' as the year-in-school.

You may also need to add '8' as a valid value for the Year In School field on the FA tab. To do that, go to the Validation Table (Application Setup; Validation Config). Type SAF_YR_IN_SCHL in the Table Name field and click the Search button. Click the Edit icon. If '8' is not already on the list click the Insert icon. Type 8 in the Value field and a description such as OTHER in the Short Description and Long Description fields. Click the Save & Go Back button. Click the Save & Go Back button again to exit the edit page.

If there is no record in the SM database, a default year of 1 is posted.

Entering job scheduling parameters for SM9146J.

Note: no report is produced when the job completes.

JM1001-002	<u>JOB SCHEDULING SCREEN</u>						
JOB NUM :	SM9146J	TRANS NUM :	82899	RUN DATE :	082320	STATUS :	REQUESTED
PRIORITY :	0	EXECUTION TIME :	I HH:MM	PROCESS LEVEL :		FREQ :	
COLLEGE :	SPDEV	SEND TO :		PRIOR TRANS :	0	NEXT JOB NUM :	
PARAMETER:		VALUE:					
FA-SES-STRT		<u>B901</u>					

Updating SMS Academic Hours to FAM Academic Tab

To update the academic hour's data from SMS to the academic data in FAM (Academic Tab), you need to run the batch job SM9110J (FINAID Academic Attempted Hours Update).

Using SM9110J for All Colleges

You will need to update student enrollments from SMS to FAM (Academic Tab) or from the cloned PS data if you are in Dual Processing. To do this, schedule the job SM9110J once for each year/session that you have awards, for example, B901, B902, B903, B904, and B905 (if you awarded in B905).

You may have already been running SM9110J each quarter for Pell and Direct Loan reporting to COD. However, if it has been some time since you last ran this job, you need to run this job for each quarter to update enrollments on the Academic Tab. Keep in mind that if a student reduced credits after the enrolled hours were posted SM9110J will not post the lower amount.

SM9110J will post enrolled hours for students enrolled in courses that are fully state funded, except for ABE, ESL, developmental skills, grant or contract, or community service classes. Students are excluded if their fee pay status is coded as high school, apprentice, EMT, parent education/family life, or retirement. Students with student class status of 0 (not reported to SBCTC in MIS Finals) are also excluded.

SM9110J will not post enrolled hours for students without a Financial Aid Tab in FAM.

Schedule SM9110J for each year/session for which you have awards. It is best to schedule each job at a separate process level (for example, A, B, C) so they do not conflict with each other.

Example: Academic Tab with Attempted Hours

Academic Data Edit

Student ID Jones, Jughead -

Session <input type="text" value="B892"/> Fall 2018 Institution Code <input type="text" value="01"/> HAPPY VALLEY COLLEGE Eligible Session Eligible Code Student Status <input type="text" value="SS"/> Session Start Session End Acad Misc 1 <input type="text"/> Blank Acad Misc 2 <input type="text"/> Blank Degree <input type="text"/> Curriculum Code <input type="text"/> Blank CIP Code <input type="text" value="24.1265"/> Enrollment Status <input type="text" value="F = Full Time"/> <input type="button" value="v"/> Grade Level <input type="text" value="1 = 1st year, attended college before"/> <input type="button" value="v"/>	Acad Stat <input type="text"/> Blank Session GPA <input type="text" value="0.000"/> Cum GPA <input type="text" value="0.000"/> Cum QPA <input type="text"/> Withdraw Code <input type="text"/> Withdraw Date <input type="text"/> <input type="button" value="v"/> Appeal Code <input type="text"/> Blank Appeal Date <input type="text"/> <input type="button" value="v"/> Cum Transfer Hrs <input type="text" value="0.00"/> Program Length <input type="text" value="2.000"/> Program Length Unit <input type="text" value="Y = Years"/> <input type="button" value="v"/> Weeks Program Acad Year <input type="text" value="33.000"/> Special Program Flag <input type="text" value="N = Not Applicable"/> <input type="button" value="v"/> Prog Credential Level <input type="text" value="2 = Associate's degree"/> <input type="button" value="v"/> Program Freeze Flag <input type="text" value="Blank = No"/> <input type="button" value="v"/>
---	--

Session Unit/Hrs

Attempted <input type="text" value="14.00"/> Earned <input type="text" value="0.00"/> Funded <input type="text" value="0.00"/> Override Ind <input type="checkbox"/>	Override Hours <input type="text" value="0.00"/> Hours Adjustment <input type="text" value="0.00"/> Misc Code 1 <input type="text"/> <input type="button" value="v"/> Misc Code 2 <input type="text"/> <input type="button" value="v"/>
---	--

Entering job scheduling parameters for SM9110J

```

JM1001-002                JOB SCHEDULING SCREEN
JOB NUM : SM9110J  TRANS NUM: 82890  RUN DATE: 082420  STATUS: REQUESTED
PRIORITY : 0    EXECUTION TIME : I  HH:MM  PROCESS LEVEL :    FREQ :
COLLEGE : SPDEV   SEND TO :    PRIOR TRANS : 0    NEXT JOB NUM :

PARAMETER:        VALUE:
EXCL-ITM-LN01    ←
EXCL-ITM-LN02
EXCL-ITM-LN03
EXCL-ITM-LN04
EXCL-ITM-LN05
FA-PRG-HRS      0000
FA-SES-BEG      B901
FA-YR-SES       B902
REG-YR-SES      B902
    
```

Excl-Item-Ln01 through Excl-Item-Ln05: Enter additional course numbers that you want to exclude beyond the standard (for example, ABE, ESL, Development skills, Grant, contract).

Reg-Yr-Ses (Registration year/session): Enter the same year/session as the FA-YR-SES (Financial aid year/session) with the exception of B905, which would be C011.

For an example of the FinAid Academic Attempted Hours Update Report produced by running SM9110J, see Appendix C.

Updating SMS Residence Status and Posting SID/EMPLID to FAM Student Tab

A student's state of residence in FAM should be the same as the state of residence in SMS or in PS in your college is on Dual Processing. In addition, WSAC is requiring that the student's institution provided ID be included in the reporting file. In Legacy this is the student's SID; for colleges in Dual Processing it is the PeopleSoft EMPLID.

To update the FAM residence with the SMS residence status and post the SID or EMPLID, run job SM9108J Financial Aid Biographic Update. This job updates the SID/EMPLID, address, ethnic origin, sex, and residency status from SMS to the FAM Student Tab. If your institution runs this nightly as a part of your regular business practice, you will not need to complete this step.

Note: if the student's SID or EMPLID has not been posted to the Student Tab, WSAC's portal will reject the file.

Entering job scheduling parameter for SM9108J

```
JM1001-002                JOB SCHEDULING SCREEN
JOB NUM : SM9108J   TRANS NUM : 82901   RUN DATE : 082420   STATUS : REQUESTED
PRIORITY : 0       EXECUTION TIME : I   HH:MM           PROCESS LEVEL :     FREQ :
COLLEGE : SPDEV    SEND TO :           PRIOR TRANS : 0     NEXT JOB NUM :
PARAMETER:         VALUE:
SM9108-SES-APPL   B901
```

This page inserted for back-to-back printing.

3 Updating Award Code Data

The following set-up tasks are described in this chapter:

1. Print a listing of award codes (recommended)
2. Determine award code usage (DataExpress SM9824R) (recommended)
3. Update award code data (CIS/WAT Processing Table)

When a student's record is selected in the Unit Record Report (URR), only those award codes that are listed in the CIS/WAT Processing Table are included. Award codes that are not listed in CIS/WAT Processing Table will not appear as part of the student's aid package on the URR, even if they appear on the Award Tab in award status 2 (accepted). In effect, if you do not list all award codes in the CIS/WAT Processing Table, then you may be reporting a student who has need-based aid but not accurately reporting his or her full aid package. You will want to report non-need-based aid awarded to a student who received need-based aid if the non-need-based aid was included in the student's total aid package.

When a student has an award that is not listed in the CIS/WAT Processing Table, the student will be on the WCC150A report as an exception. The student will appear on the report with the exception message, "NO AID TYPES LISTED (OR UNRECOGNIZED AID)." The student may still be included in the reporting file; however, the student will have no award data and will end up on the edit (i.e. error) report on the Unit Record Reporting Application software provided by the WSAC.


You will need to list all award codes opposite the appropriate value in the Processing Table; otherwise the program will not know the field to which the award amount should be posted in the final URR reporting file.

Note: the entry for Washington College Grant has changed from WCC150-SNG to WCC150-WCG. If the new entry is not added, none of your WCG awards will be reported.

Printing a List of Award Codes

Before deciding which values to enter into the CIS/WAT Processing Table, it is recommended that you print a listing of your current award code master entries. (Reports > Application Config > Awards Rpt.) This report provides you with a list of all award codes defined for you college. You will need to identify the award codes to be excluded (for example, net loan award codes) and the award codes to be listed as non-need-based (for example, scholarships or unsubsidized loans).

Example: Award Code Listing

		CO-FAM065 08/24/17 14:57		Award Code Listing WCTC			Version 12/28/04 Page 1 of 5	
Code	Award Name	Maximum	Minimum	Type	MT Status	Issuance	Short Name	
01	FEDERAL PELL GRANT	\$1,974.00	\$0.00	GT	BA	ON	PELL GNT	
02	FED SUPL OPPRTY GRANT	\$4,000.00	\$100.00	GT	BA	ON	FED SEOG	
03	SEOG-CONTINUING	\$0.00	\$0.00	GT	BA	ON	SEOGC	
04	FEDERAL PERKINS LOAN	\$2,000.00	\$0.00	LN	BA	ON	PERKINS	
05	NURSING LOAN	\$0.00	\$0.00	LN	BA	ON	NLOAN	
06	HEALTH PROF SCHOL	\$0.00	\$0.00	SC	BA	ON	HLTHSCH	
07	PELL RECOVERIES	\$0.00	\$0.00	GT	NA	OF	PELLR	
08	FEDERAL WORK-STUDY	\$4,000.00	\$1.00	WK	BA	OF	FED WKS	
09	WA STATE NEED GRANT	\$3,620.00	\$1.00	GT	BA	OF	WA SNG	
10	STATE WORK-STUDY	\$4,800.00	\$1.00	WK	BA	OF	ST WKS	
11	INSTIT SCHOL	\$1,500.00	\$1.00	SC	NF	ON	INSTSCHO	
13	FED COL WK STDY-OFF	\$850.00	\$0.00	WK	BA	OF	CWSP0	
14	ST WS OFF-CAMPUS	\$0.00	\$0.00	WK	BA	OF	SWSOFF	
15	FED VOC WORK ST	\$850.00	\$300.00	WK	BA	OF	FVWKS	
16	TRUST TER WK ST	\$850.00	\$300.00	WK	NA	OF	TTWKS	
17	RES FUTURE USE,RFU	\$0.00	\$0.00	TA	NF	ON	RFU	
18	OFF CAMP N RES	\$0.00	\$0.00	TA	NF	ON	OCNR	
19	CHIL POWS/MIAS	\$0.00	\$0.00	TA	NF	ON	CPM	
1A	ACAD COMPET YR1	\$0.00	\$0.00	GT	NA	ON	ACG YR1	
1C	COLLEGE BOUND SCHOLARSHIP	\$2,175.00	\$1.00	SC	BA	ON	CBS	
1D	DEPENDENT CARE ALLOWANCE	\$0.00	\$0.00	GT	NA	OF	STATEDCA	
1P	PASSPORT TO COLLEGE	\$4,500.00	\$0.00	SC	BA	ON	PASS	

Determining Award Code Usage (DataExpress SM9824R)

If you are unsure if a certain award code has been used in the 2018-2019 academic year, it is recommended that you run DataExpress procedure SM9824R (General Extract - Student Award Detail) to view a list of awards that have award status of 2 (accepted) and optionally, your alternate disbursement award status.

Example: Running DataExpress SM9824R:

```

MBF-UDALink Reporter

RUN an existing procedure

RUN procedure name SM9824R

Catalog directory ../.. / PLIB / INFORM
    
```

Entering selection values for DataExpress SM9824R

```

ENTER SELECTION VALUES FOR THE FOLLOWING DATA FIELDS:

      YR-SES      B901, B902, B903, B904, B905
and AWD-CDE      58,60          (for example)
and AWD-STATUS   2
and AWD-SUB-CDE          (leave blank)
and TRANS-DATE   (leave blank)
and AWD-MISC-1    (leave blank)
and AWD-MISC-2    (leave blank)
and STD-ID-NO     (leave blank)
    
```

Example: DataExpress SM9824R Report

SM9824R- GENERAL EXTRACT [STUDENT AWARD DETAIL]									page
STD-ID-NO	AWD CDE	AW ST	AWD-AMT	YR SES	TRANS DATE	AWD SUB CDE	AWD MISC1	AWD MISC2	
999999340	60	2	3134.00	B902	2020/03/16				
999999156	60	2	743.00	B902	2019/08/01				
999999598	60	2	800.00	B903	2019/12/02				
	60	2	1300.00	B904	2020/04/30				
999999527	60	2	382.00	B902	2019/09/12	M3/4	MP		
	60	2	382.00	B903	2019/11/25	M3/4	JD		
	60	2	757.00	B904	2020/04/30	M3/4	JD		
999999851	60	2	190.00	B902	2019/07/30				
	60	2	190.00	B903	2019/07/30				
	60	2	690.00	B904	2020/04/30		JD		
999999556	60	2	824.00	B904	2020/04/28		JD		
999999215	60	2	510.00	B902	2019/07/30				
	60	2	510.00	B903	2019/07/30				
	60	2	1010.00	B904	2020/04/29		JD		
999999292	60	2	292.00	B902	2019/09/20	M3/4			
	60	2	523.00	B903	2019/07/30				

Updating Award Codes

Change the following entries on the CIS/WAT Processing Table, as appropriate. The award codes listed in the example table are **samples only**. The Description/Parameter Values field should include **your** institution's award codes for each of the program categories. On the following pages, there are detailed descriptions of each Processing Table value and what the WSAC manual cites as intended data for that field.

You can include the program titles in the Note field box for each value (maximum of 70 characters).

Example: CIS/WAT Processing Table

WCC150-NURSHPL			
WCC150-NURSSCHL	06		
WCC150-OPPSCHLR	2P		
WCC150-OTAGENC2	OM1VB1		
WCC150-OTAGENCY	586892		
WCC150-OTHRLOAN	AK		
WCC150-OTWAIVER	363851EAEBECEDEO89		
WCC150-PASSPORT	1P5P		
WCC150-PELL	01		
WCC150-PLUSGRAD			
WCC150-PLUSPAR			
WCC150-PRIVLOAN	AL		
WCC150-SBCTC	Z1Z2Z3Z4Z5Z6Z7Z8Z9ZAZDZEFZGZHZI		
WCC150-SCHLINST	1175		
WCC150-SCHLROU2	IM		
WCC150-SCHLROUT	616263646566677071727376777891RDBD83		
WCC150-SEOG	02		
WCC150-SWS	10		
WCC150-SWS-OFF	14		
WCC150-TEACH			
WCC150-TEACHCOND			
WCC150-UNSUB	99DU		
WCC150-URAWDST1	108		
WCC150-URAWDST2			
WCC150-URAWDST3			
WCC150-WCG	09		
WCC150-WCGAPP			
WCC150-WKFORCE2	WM		
WCC150-WKFORCET	52555659939697X1X8		
WCC150-WSOSCAR	2C		

WCC150-NURSHPL			
WCC150-NURSSCHL	06		
WCC150-OPPSCHLR	2P		
WCC150-OTAGENC2	OM1VB1		
WCC150-OTAGENCY	586892		
WCC150-OTHRLOAN	AK		
WCC150-OTWAIVER	363851EAEBECEDEO89		
WCC150-PASSPORT	1P5P		
WCC150-PELL	01		
WCC150-PERKINS			
WCC150-PLUSPAR			
WCC150-PRIVLOAN	AL		
WCC150-SBCTC	Z1Z2Z3Z4Z5Z6Z7Z8Z9AZDZEFZGZHZI		
WCC150-SCHLINST	1175		
WCC150-SCHLROU2	IM		
WCC150-SCHLROUT	616263646566677071727376777891RDBD83		
WCC150-SEOG	02		
WCC150-SWS	10		
WCC150-SWS-OFF	14		
WCC150-TEACHCOND			
WCC150-UNSUB	99DU		
WCC150-URAWDST1	108		
WCC150-URAWDST2			
WCC150-URAWDST3			
WCC150-WCG	09		
WCC150-WCGAPP			
WCC150-WKFORCE2	WM		
WCC150-WKFORCET	52555659939697X1X8		
WCC150-WSOSCAR	2C		

Make sure there are **NO** typographical errors in the values listed in your table. You should have all the values listed in the above example on your table, even if you do not award all the aid programs. Leave the Description/Parameter Values field blank for those values that do not apply to your institution. Also, take the time now to remove any old values that are not listed above (for example, WCC150-PLUSUNS), as they no longer apply to the Unit Record Report program. There is a complete list of old values at the end of the Award Code Worksheet.

Note: the entry for Washington College Grant has changed from WCC150-SNG to WCC150-WCG. If the new entry is not added, none of your WCG awards will be reported.

These CIS/WAT Processing Table entries can be removed. They will be ignored if left on the table.

- WCC150-ACG1 and WCC150-ACG2
- WCC150-EOG
- WCC150-GETREADY
- WCC150-GNWAIVER
- WCC150-GRSCHL35
- WCC150-NONEEDWV
- WCC150-NONNEED1 through WCC150-NONNEED4
- WCC150-OTHER
- WCC150-PERKINS
- WCC150-SCHLINST
- WCC150-SMART3 and WCC150-SMART4
- WCC150-SNG (replace it with WCC150-WCG)

Alternate Award Status

SM9738J only looks at awards in status 2; however some colleges have used an alternate disbursement award status for gross loan award codes. The following Processing Table entries will now allow colleges to indicate the award codes and award status that they want to include in the Unit Record Report file.

Three CIS/WAT Processing Table entries are available to designate award codes and alternate award status – WCC150-URAWDST1, WCC150-URAWDST2, and WCC150-URAWDST3.

Award Code Worksheet for URR Table Setup

Use the following worksheet to list all award codes for a specific URR Category. You can then use the worksheet as a guide to updating the CIS/WAT Processing Table. Keep a copy of the worksheet with the final WCC150A report in the event that WSAC contacts you with questions. The worksheet can serve as a helpful tool to confirm how an individual aid program was reported. You may be contacted by the WSAC if the aid total reported in a specific field has changed more than 5% from a previous URR. Remember that all aid that is included in a student aid package should be reported for all students receiving need-based aid.

Financial Aid Program	Award Code	CIS/WAT Processing Table Value	URR Category
College Bound Scholarship		WCC150-COLBOUND	College Bound Scholarship
Pipeline for Paraeducators Conditional Scholarship Alternate Routes to Teaching Certification Conditional Award in Special Education Future Teachers Conditional Scholarship Other conditional loans not reported elsewhere		WCC150-CONDLOAN	Conditional Loans
Federal Work Study		WCC150-CWSP	Federal Work Study
List all award codes to be excluded from the URR, for example, any award codes used for NET loan disbursement. Students will be included on the report if they have a need-based award; however, any award codes listed under this value will not appear on the reporting for that student.		WCC150-EXCLUDE WCC150-EXCLUDE2 WCC150-EXCLUDE3 WCC150-EXCLUDE4	N/A
Federal Direct/Stafford Subsidized Loans		WCC150-GSL	Federal Direct/Stafford Subsidized Loans
List your college's WSAC institution number.		WCC150-INST	
Work First Work Study Non-Work Study Institutional and Off-Campus Employment Institutional aid fund used as Work Study		WCC150-INSTEMPL	Institutional Employment
Institutional Loans		WCC150-INSTLOAN	Institutional Loans
3.5% Waivers Athletic Waivers (need-based) Graduate Tuition Waivers (need-based)		WCC150-NEEDAID WCC150-NEEDAI2 WCC150-NEEDAI3	Need based Institutional Gift Aid

Financial Aid Program	Award Code	CIS/WAT Processing Table Value	URR Category
Institutional Aid Fund (need-based) Institutional grants and scholarships (need-based) Need-Based Institutional Gift Aid Need-Based Tuition & Fee Waivers Nonresident Enrollment Incentive Waiver (need-based) Tuition & Fee Waivers (need-based) Western Undergraduate Exchange Waiver (need-based)		WCC150-NEEDAI4	
Athletic Waivers (non-need based) Graduation Tuition Waivers (non-need based) Institutional Aid Fund (non-need based) Institutional grants and scholarships (non-need based) Non-Need Based Institutional Gift Aid Nonresident Enrollment Incentive Waiver (non-need based) Tuition & Fee Waiver (non-need based) Western Undergraduate Exchange Waiver (non-need based)		WCC150-NONEDAI1 WCC150-NONEDAI2 WCC150-NONEDAI3 WCC150-NONEDAI4	Non-need-based Institutional Gift Aid waivers
Federal Nursing Student Loan Health Professional Student Loan		WCC150-NURSHPL	Federal Nursing and Health Loans
Federal Nursing Scholarships and Grants Other Health Professional Scholarship and Grants		WCC150-NURSSCHL	Federal Nursing Scholarships
Opportunity Scholarship		WCC150-OPPSCHLR	Bacelaureate Opportunity Scholarship
AmeriCorp Bureau of Indian Affairs (BIA) Scholarship Chapters 31 and 33 veterans' benefits Federal scholarships for TRIO students L & I Assistance ROTC Scholarships		WCC150-OTAGENCY WCC150-OTAGENC2 WCC150-OTAGENC3 WCC150-OTAGENC4	Other Agency Assistance

Financial Aid Program	Award Code	CIS/WAT Processing Table Value	URR Category
Services for the Blind Assistance Veteran's benefits Vocational Rehab Assistance (DVR) Workforce Investment Act Asst. Other Agency Assistance			
Alaska Student Loan Canadian Student Loan Micronesia Student Loan Other Loans not reported elsewhere		WCC150-OTHRLOAN	Other Loans
Early Achievers Opportunity Grant Gold Star Book Stipend Washington Award for Vocational Excellence (WAVE) Washington Scholars American Indian Endowed Scholarships GEAR-UP All Other State-Funded Gift Asst.		WCC150-OTWAIVER	Other State-Funded Gift Assistance
Passport to College Incentive Grant		WCC150-PASSINC	Passport to College Incentive Grant
Passport to College Scholarship		WCC150-PASSPORT	Passport to College Scholarship
Pell Grant		WCC150-PELL	Federal Pell Grant
Perkins Loan		WCC150-PERKINS	Federal Perkins Loan
Federal Graduate PLUS Loan		WCC150-PLUSGRAD	Federal Graduate PLUS Loan
Federal Parent PLUS Loan		WCC150-PLUSPAR	Federal Parent PLUS Loan
PREP Loan Other Private Loans		WCC150-PRIVLOAN	Private Loans
List the award codes used for SBCTC Opportunity Grant		WCC150-SBCTC	SBCTC Opportunity Grant
Company Scholarships Employer Funded Tuition Assistance Governor's Scholarship Leadership 1000 Scholarship National Merit Scholarships Organizational Scholarships Other state scholarships		WCC150-SCHLROUT WCC150-SCHLROU2 WCC150-SCHLROU3 WCC150-SCHLROU4	Outside Scholarships

Financial Aid Program	Award Code	CIS/WAT Processing Table Value	URR Category
(i.e.,Oregon) Outside Scholarships Private Scholarships Robert C. Byrd Honors Scholarship Service Club Scholarships Washington State Achievers Scholarship			
SEOG		WCC150-SEOG	Federal SEOG
On-Campus State Work Study		WCC150-SWS	On-Campus State Work Study
Off-Campus State Work Study		WCC150-SWS-OFF	Off-Campus State Work Study
Federal TEACH Grant		WCC150-TEACH	Federal TEACH Grant
Teacher Conditional Scholarship Alternate Routes to Teaching Certification Educator ReTooling		WCC150-TEACHCOND	Teacher Conditional Scholarship Programs
Teacher Grant Programs		WCC150-TEACHGR	Teacher Grant Program
Federal Direct/Stafford Unsubsidized Loans		WCC150-UNSUB	Federal Direct/Stafford Unsubsidized Loans
List award codes & statuses for awards that need to be included in the URR that uses an alternate award status value, other than '2'. For example, status '8'.		WCC150-URAWDST1	N/A
Same as above.		WCC150-URAWDST2	N/A
Same as above.		WCC150-URAWDST3	N/A
Washington College Grant		WCC150-WCG	Washington College Grant (formerly State Need Grant)
WCG Apprenticeship		WCC150-WCGAPP	WCG Apprenticeship
Work-based Learning Tuition Assistance Funds Worker Retraining Workforce Training Program Basic Food Employment & Training (BFET)		WCC150-WKFORCET WCC150-WKFORCE2 WCC150-WKFORCE3 WCC150-WKFORCE4	Workforce Training Funds
WSOS Career and Technical Scholarship		WCC150-WSOSCAR	Opportunity Scholarship CT

Note: the entry for Washington College Grant has changed from WCC150-SNG to WCC150-WCG. If the new entry is not added, none of your WCG awards will be reported.

These CIS/WAT Processing Table entries can be removed. They will be ignored if left on the table.

- WCC150-ACG1 and WCC150-ACG2
- WCC150-EOG
- WCC150-GETREADY
- WCC150-GNWAIVER
- WCC150-GRSCHL35
- WCC150-NONEEDWV
- WCC150-NONNEED1 through WCC150-NONNEED4
- WCC150-OTHER
- WCC150-PERKINS
- WCC150-SCHLINST
- WCC150-SMART3 and WCC150-SMART4
- WCC150-SNG (replace it with WCC150-WCG)

Understanding Processing Table Values

When determining which Processing Table value to use for listing specific award codes, use the following WSAC guidelines for reporting. Awards are reported in the manner in which they were treated by the institution. If an award was treated as part of a student's financial aid package, it should appear on this report. If an award was treated as part of the student's contribution, then the amount of that student's award should be manually added in the Unit Record Reporting Application provided by the WSAC. The amount of the award should be manually added to the amount of the student contribution listed for that individual student.

The following descriptions include guidelines for using Processing Table values.

WCC150-COLBOUND

Enter the College Bound Scholarship award code to report the amount of funds received by a student.

WCC150-CONDLOAN

Enter up to 20 award codes, with no spaces, for Pipeline for Paraeducators Conditional Scholarship, Alternative Routes to Teaching Certification, Conditional Award in Special Education, Future Teachers Conditional Scholarship, and other conditional loans not reported elsewhere. .

WCC150-CWSP

Enter up to 20 award codes, with no spaces, for Gross Federal Work Study awards (compensation) from July 1, 2018 through June 30, 2019. Include both the matching shares from the federal government and the employer. If you award your matching fund separately on the student's award screen, you must list both award codes in the Description/Parameter Values field with no spaces. Make sure you have reconciled your expenditure data using job group AG942A (Final Award Disbursement Reconciliation/Update) and updated your award screen to match your expenditures.

WCC150-EXCLUDE, WCC150-EXCLUDE2, WCC150-EXCLUDE3, WCC150-EXCLUDE4

Enter up to 20, non-need-based award codes, with no spaces on each line. (Do not include non-need-based tuition waivers.) These awards are then excluded from reporting on the URR. This does not exclude a student from the URR unless that student has *only* excluded awards. If a student has other aid, those awards will be listed on the report, but all excluded awards will not be listed for that student. Use this value for only those awards that might exist for a student and which you specifically do not want to appear on the URR, even if the student received need-based aid. This *is not* an appropriate place to list unsubsidized loan funds, as you will want to report this amount if a student also has additional need-based aid. This *is* an appropriate place to list the award codes used for *net* loan amounts, since you only want to report *gross* loan amounts for each student.

WCC150-GSL

Enter up to 20 award codes, with no spaces, for Federal Direct/Stafford Subsidized Loans. You will report the total gross amount, including fees, actually borrowed for the year. Do not list award code used for **net** disbursement; make sure that the **net** award code is listed in one of the key value WCC150-EXCLUDE (-2,- 3, or - 4). Also, ensure that your system lists those **gross** awards with award status of 2 so that the award will be picked up by the URR. If you assign a different award status to the gross award codes, be sure to enter them in the WCC150-URAWDST1-3.

WCC150-INST

Enter the four-digit institution code assigned to your institution by WSAC.

WCC150-INSTEMPL

Enter up to 20 award codes, with no spaces, for **gross** earnings from institutional employment.

NOTE: Include this information only if this employment was awarded on the basis of need and was included in the student's financial aid package. If your institution uses the 3½ percent fund for work-study, you will report those awards in this field.

WCC150-INSTLOAN

Enter up to 20 award codes, with no spaces, for institutional loans.

WCC150-NEEDAID, WCC150-NEEDAI2, WCC150-NEEDAI3, WCC150-NEEDAI4

Enter up to 80 award codes (20 per entry), with no spaces, for need-based institutional gift aid. This includes 3.5% or 4% Waivers, Athletic Waivers, Graduate Tuition Waivers, Institutional Aid Fund, Institutional Grants and Scholarships, Need-Based Institutional Gift Aid, Need-based Tuition & Fee Waivers, Nonresident Enrollment Incentive Waivers, Tuition & Fee Waivers, and Western Undergraduate Exchange Waivers.

WCC150-NONEDAID, WCC150-NONEDAI2, WCCNONEDAI3, WCCNONEDAI4

Enter to up to 80 award codes (20 per entry), with no spaces for non-need based institutional gift aid. This includes Athletic Waivers, Graduate Tuition Waivers, Institutional Aid Fund, Institutional Grants and Scholarships, Non-need Based Institutional Gift Aid, Nonresident Enrollment Incentive Waivers, Tuition & Fee Waivers, and Western Undergraduate Exchange Waivers.

WCC150-NURSHPL

Enter up to 20 award codes, with no spaces, for federal Nursing Loan, and Health Professions Loans.

WCC150-NURSSCHL

Enter up to 20 award codes, with no spaces, for federal grants to nurses and other health professional training scholarships and grants.

WCC150-OPPSCHLR

Enter in the award code to report Opportunity Scholarship. College Success Foundation Opportunity Scholarship and Washington State Opportunity Scholarship funds received by a student

WCC150-OTAGENCY, WCC150-OTAGENC2, WCC150-OTAGENC3, WCC150-OTAGENC4

Enter up to 80 award codes (20 per entry), with no spaces, to report any funds received by a student from other government or outside agencies, such as AmeriCorp, Bureau of Indian Affairs (BIA) Scholarships, Chapter 33 veterans' benefits, federal scholarships for TRIO students, the Department of Labor and Industries, other agency assistance, ROTC scholarships, Services for the Blind, Veteran's benefits, Vocational Rehabilitation, and Workforce Investment Act assistance. Amounts should be reported if the funds are considered as awards to meet the student's need. These can either be need-based or non-need-based.

WCC150-OTHRLOAN

Enter up to 20 award codes, with no spaces, to report any funds received by a student for other loans such as Alaska Student Loan, Canadian Student Loan, Micronesian Student Loan and other loans not reported elsewhere.

WCC150-OTWAIVER

Enter up to 20 award codes, with no spaces, to report other state funds awarded to students. Include American Indian Endowed Scholarship, Early Achievers Opportunity Grant, GEAR UP, Washington Scholars, Gold Star Book Stipend, WAVE Awards and other state funded gift assistance.

WCC150-PASSPORT

Enter the Passport to College Scholarship award code to report the amount of funds received by a student.

WCC150-PELL

Enter the Pell award code to report the amount of Pell Grant funds received by a student.

WCC150-PLUSGRAD

Enter up to 20 award codes, with no spaces, to report the total gross amount borrowed for the year including fees for Graduate PLUS loan funds.

WCC150-PLUSPAR

Enter up to 20 award codes, with no spaces, to report the total gross amount borrowed for the year including fees for Parent PLUS loan funds.

WCC150-PRIVLOAN

Enter up to 20 award codes, with no spaces, to report the amount of PREP Loan or other private loans received by a student.

WCC150-SBCTC

Enter up to 20 award codes, with no spaces, to report the amount of funds awarded under the State Board for Community and Technical College's (SBCTC) Opportunity Grant Program.

WCC150-SCHLROUT, WCC150-SCHLROU1, WCC150-SCHLROU2, WCC150-SCHLROU3

Enter up to 80 award codes, 20 per entry with no spaces, to report the dollar value of outside scholarships that were used as part of a student's financial aid package. Include company scholarships, employer funded tuition assistance, Governors' Scholarship, Leadership 1000 Scholarship, National Merit Scholarships, organizational scholarships, other state scholarships (i.e., Oregon), outside scholarships, private scholarships, Robert C. Byrd Honors Scholarship, service club scholarships, and Washington State Achievers Scholarship. .

WCC150-SEOG

Enter the award code to report federal SEOG funds received by a student.

WCC150-SWS

Enter the award code to report On-Campus State Work Study earnings. Per WSAC you **must** be reporting On-Campus SWS separate from Off-Campus SWS; therefore, you must use two separate award codes. Prior to reporting you should have reconciled your expenditure data and updated your award screen to reflect actual earnings using job group AG942A (Final Award Disbursement Reconciliation/Update).

WCC150-SWS-OFF

If your institution acts as the employer of record and the student works off campus, it is preferable for earnings to be reported as Off-Campus; otherwise report earnings as On-Campus. This applies even if a student is working off campus with an outside company since the institution is responsible for managing student payment. Prior to reporting you should have reconciled your expenditure data and updated your award screen to reflect actual earnings using job group AG942A (Final Award Disbursement Reconciliation/Update).

WCC150-TEACH

Enter the award codes to report TEACH Grant funds received by a student.

WCC150-TEACHCOND

Enter award codes for Teacher Conditional Scholarship Programs

WCC150-UNSUB

Enter up to 20 award codes, with no spaces, to report the total gross amount of Federal Unsubsidized loans, including fees, actually borrowed for the year. Also ensure that your system lists those *gross* awards in award status 2 so that the award will be picked up by the URR

WCC150-URAWDST1, WCC150-URAWDST2, and WCC150-URAWDST3

List award and award status(es) used for any of the award codes being reported on the Unit Record Report, other than status '2'. Do not list a '2' value. Format is two-character award code, followed by one-character award status, then followed by a space. Up to 5 award code/award status combinations can be added to each line. Example: 808 858 908; where 80, 85 and 90 are award codes and the '8' is the alternate disbursement award status.

NOTE: The award codes also need to be entered in the appropriate CIS/WAT Processing Table entry. Example: WCC150-GSL if the award codes are for a Federal Direct Subsidized Loan or WCC150-OTAGENCY if the award code is for Chapter 33 Veterans funds.

WCC150-WCG

Enter the award codes to report Washington College Grant and DCA funds received by a student.

WCC150-WKFORCET, WCC150-WKFORCE2, WCC150-WKFORCE3, WCC150-WKFORCE4

Enter up to 80 award codes (20 per entry), with no spaces, to report the amount of funds awarded under the State Board for Community and Technical College's (SBCTC) Workforce Training Program. These can either be need-based or non-need-based.

WCC150-WSOSCAR

Enter the award codes for the WSOS Career and Technical ScholarshipThis page inserted for back-to-back printing.

Note: the entry for Washington College Grant has changed from WCC150-SNG to WCC150-WCG. If the new entry is not added, none of your WCG awards will be reported.

These CIS/WAT Processing Table entries can be removed. They will be ignored if left on the table.

- WCC150-ACG1 and WCC150-ACG2
- WCC150-EOG
- WCC150-GETREADY
- WCC150-GNWAIVER
- WCC150-GRSCHL35
- WCC150-NONEEDWV
- WCC150-NONNEED1 through WCC150-NONNEED4
- WCC150-OTHER
- WCC150-PERKINS
- WCC150-SCHLINST
- WCC150-SMART3 and WCC150-SMART4
- WCC150-SNG (replace it with WCC150-WCG)

4 Running the Unit Record Report

This chapter discusses the tasks related to running the Unit Record Report (SM9378J):

1. Schedule the preliminary Unit Record Report
2. Resolve errors on the preliminary Report A and Report C
3. Review students listed on Report B
4. Schedule the final Unit Record Report
5. Download the Unit Record Report extract file
6. Locate SMS data

Scheduling a Preliminary Unit Record Report (SM9738J)

When you schedule the Unit Record Report batch job SM9738J for a preliminary report, you can run it with an Execution Time as any of the following:

- I** Immediate – with approval of your operations staff
- B** Batch
- P** Production

Scheduling the job with an Execution Time of either Batch or Production will give you the report the next day.

Entering job scheduling parameters for preliminary URR (SM9738J)

PARAMETER:		VALUE:	
FA-FILE-OPT	<u>1</u>		← 1 (Preliminary), 2 (Final - creates extract file)
FA-PRT-OPT	<u>E</u>		← E (Exceptions Only), A (All Students)
FA-PRT-SORT	<u>S</u>		← N (Sort in Name order), S (Sort in Student ID order)
FA-PRT-SUM	<u>Y</u>		← Print Error Summary Report (Report C): Y (yes), N (no). E (students by error) or S (errors by student)
FA-SES-BEG	<u>B901</u>		← These must match the session range used on the Financial Aid Tab.
FA-SES-END	<u>B905</u>		

Scheduling the job in Name order (FA-PRT-SORT of N) will ensure that Report A (WCC150A) is in the same order as the Edit Download file from the Unit Record Reporting Application software. Scheduling the job in Stud-Id order (FA-PRT-SORT of S) will ensure that Report A (WCC150A) is in the same order as the Edit screen in the Unit Record Reporting Application software.

Resolving Error Messages on Preliminary Report A

Review preliminary Report A (WCC150A) provided by the Unit Record Report batch job SM9738J. Resolve as many error messages as possible in FAM. You may reschedule the preliminary Unit Record Report as many times as necessary to determine if your resolutions have cleared the edits for each student.

You can also view students with errors on the Report C (WCC150C).

Sample Error Message on Report WCC150A

```
| 999-99-7575 JONES, JUGHEAD  
  
RESIDENT STATUS: WASHINGTON RESIDENT  
SEX: FEMALE DOB: 05/14/88  
RACE DATA AVAILABLE: 1 HISPANIC ORIGIN: 0  
  AMERICAN INDIAN/ALASKA NATIVE: 0 ASIAN: 0  
  BLACK/AFRICAN AMERICAN: 0 WHITE: 1  
  HAWAIIAN/PACIFIC ISLANDER: 0 OTHER: 0  
SUMMER 1: NOT ENROLLED FALL: FULLTIME  
WINTER: FULLTIME SPRING: FULLTIME  
SUMMER 2: NOT ENROLLED  
CLASS LEVEL: SOPHOMORE  
DEPENDENCY STATUS: INDEP MARITAL STATUS: UNMARRIED  
FAMILY SIZE: 01 FAMILY INCOME: $ 30,101  
INSTITUTION ID: - - FAMILY IN COLLEGE: 01  
COST OF ATTENDANCE: 19,098  
NEED: 11,769 BUDGET PERIOD: 09  
PARENT CONTRIBUTION: 0 STUDENT RESOURCES: 7,329  
NEED ASSOCIATED DISBURSE: YES DISBURSE ASSOCIATED NEED: YES  
NEED BASED RECEIPT: YES FAFSA ON FILE: YES  
SUBSIDIZED STAFFORD LOAN 4,500.00  
UNSUB. STAFFORD LOANS 6,000.00  
WASHINGTON COLLEGE GRANT 2,465.00  
  
>>>>>> INFO ONLY: MARITAL STATUS (REPORTED AS UNMARRIED)
```

The following pages contain a table that lists error messages, provides a description of the field that has generated the error and provides possible ways to resolve the error. This is useful when handling errors that appear when the URR program (SM9738J) is run in preliminary mode.

Error Message	Description of the Field in Error	How to Handle the Error
NEED-BASED RECIPIENT MUST HAVE FAFSA ON FILE	The student received a Need-based award but does not have a valid ISIR on file.	Verify whether or not the student is eligible to receive the Need-based award. If the student has a valid ISIR, load the ISIR into FAM.
DATE OF BIRTH IS OUT OF RANGE	The student's BIRTHDATE on the Student Master Tab is greater than 12/31/2005 or less than 01/01/1945.	Review the student's reported date of birth. If it is valid take no action. The student will be reported on the final Unit Record Report extract file. If the birth date is invalid change the date on the Student Master Tab.
CONTRIB < 0 OR > 250,000	The student and/or parent contribution is less than zero or greater than \$250,000 on the Financial Aid Tab.	<p>The EFC cannot be a negative number therefore it is more likely that this error will be caused by a contribution in excess of \$250,000. If you encounter what appears to be a negative number in this field contact SBCTC-IT Customer Support.</p> <p>If the EFC is greater than \$250,000 you will need to review the student's awards. Verify that the student was not provided a need-based award in error. If the student was awarded in error, resolve this using your college's policy for correcting errors in awards.</p> <p>If the student is receiving only non-need-based aid then review the values in the CIS/WAT Processing Table. Ensure that the award code for that student appears in the description field associated with appropriate table value.</p>

Error Message	Description of the Field in Error	How to Handle the Error
FAMILY INCOME LESS THAN -300,000 OR GREATER THAN 600,000	The combination of student and parent income is less than \$-300,000 or greater than \$600,000 (Financial Aid Tab).	Verify the information for the student. Income outside of the WSAC range is considered invalid for need-based aid recipients.
FAMILY SIZE TOO SMALL OR > 20	For dependent students, the NUMBER OF FAMILY MEMBERS is less than 02 or greater than 20. For independent students, the NUMBER IN STUDENT'S FAMILY is 00 or greater than 20	If the family size is greater than 20 and is accurate no action is necessary. The student record will appear on the final report. If the family size is less than 00 for independent or 02 for dependent upload the incorrect value and adjust the family size directly on the WSAC website.
FAMILY SIZE NOT >1 FOR MARRIED/DEPENDENT STUDENTS	For married or dependent students, the family size must be greater than 1.	If the family size is less than 02 for married students or 02 for dependent upload the incorrect value and adjust the family size directly on the WSAC website.
NUMBER IN COLLEGE TOO SMALL OR > FAMILY SIZE	The number in college cannot be greater than the family size and must be at least at least 1	Verify the ISIR you are reporting on contains the correct number in college.
INVALID BUDGET DURATION	The BUDGET MONTHS on the Financial Aid Tab is not 01 through 12.	For URR purposes the budget duration must reflect a single academic year. Change the budget duration to be no greater than 12 months while generating the Unit Record Report. You may change it back after running the final if necessary.
INVALID INDEP/DEPEND CODE	The student's DEP/IND CODE on the Financial Aid Tab is not D or I.	Change the DEP/IND code to reflect the student's dependency status, D = Dependent, I = Independent.
NEED AMOUNT MUST BE > ZERO	The student's NEED amount must be greater than zero.	Verify that the student has need. If the student does not have need, they will not be included in the reporting file.

Error Message	Description of the Field in Error	How to Handle the Error
NEED AMOUNT EXCEEDS COST OF ATTENDANCE	The student's NEED amount is higher than the Cost of Attendance	Verify that the student has been assigned the correct Budget on the FA Tab.
DURATION OF NEED ZERO FOR NEED-BASED RECIPIENT	The student's Budget Months is zero.	Adjust the student's Budget on the FA tab.
INVALID SOCIAL SECURITY NUMBER	The student's Social Security Number is not in the correct format in FAM such as containing 9 numbers	Adjust the number entered in the student's STUDENT ID and SSN fields on the Student Tab.
FAFSA REQUIRED, BUT DATE OF BIRTH INVALID	An ISIR is required for the aid assigned and the student's birthdate is not complete	Verify that the student has an ISIR loaded into FAM. Verify that the student's birthdate is complete in FAM and on the ISIR.
FAFSA REQUIRED, BUT MARITAL STATUS NOT 1-5	An ISIR is required for the aid assigned and the student's Marital Status is blank or not correct.	Verify that the student has an ISIR loaded into FAM. Adjust the Marital Status value on the FA Tab.
FAFSA REQUIRED, BUT DEPENDENT STATUS INVALID	An ISIR is required for the aid assigned and the student's DEP/IND CODE on the Financial Aid Tab is not D or I.	Verify that the student has an ISIR loaded into FAM. Change the DEP/IND code to reflect the student's dependency status, D = Dependent, I = Independent.
FAFSA REQUIRED, BUT FAMILY SIZE INVALID	An ISIR is required for the aid assigned and the student's Family Size is blank or not correct	Verify that the student has an ISIR loaded into FAM. Adjust the Family size directly on the WSAC website.
FAFSA REQUIRED, BUT NUMBER IN COLLEGE INVALID	An ISIR is required for the aid assigned and the student's Number in College is not correct	Verify that the student has an ISIR loaded into FAM and it contains the correct number in college.
FAFSA REQ'D, BUT FAM INCOME <-3000,00 or > 600,000	An ISIR is required for the aid assigned and the combination of student and parent income is less than \$-300,000 or greater than \$600,000 (Financial Aid Tab).	Verify the student has an ISIR loaded into FAM and the information for the student. Income outside of the WSAC range is considered invalid for need-based aid recipients.

Error Message	Description of the Field in Error	How to Handle the Error
FAFSA REQUIRED, BUT EFC INVALID	An ISIR is required for the aid assigned and the student's EFC is not valid	Verify the student has an ISIR loaded into FAM and that the EFC is valid.
FAFSA REQUIRED, BUT COA INVALID	An ISIR is required for the aid assigned and the student's Cost of Attendance is not valid.	Verify that the student has an ISIR loaded into FAM and that the Budget Amount on the FA tab is correct.
FAFSA REQUIRED, BUT NEED DURATION INVALID	An ISIR is required for the aid assigned and the student's Budget Months are not valid.	Verify that the student has an ISIR loaded into FAM and that the Budget Months on the FA tab are correct.
FAFSA REQUIRED, BUT NEED AMOUNT INVALID	An ISIR is required for the aid assigned and the student's Budget Amount is not valid.	Verify that the student has an ISIR loaded into FAM and that the Budget Amount on the FA tab is correct.
COA EXCEEDS 250,000 LIMIT	The Cost of Attendance exceeds the expected range	Adjust the student's Budget Amount to below the \$250,000 limit.
SBCTC OPP-GRANT RECIPIENT HAS NO FAFSA ON FILE	An ISIR is required for the aid assigned.	Verify the student has an ISIR loaded into FAM.
WORKFORCE AWARD RECIPIENT HAS NO FAFSA ON FILE	An ISIR is required for the aid assigned.	Verify the student has an ISIR loaded into FAM.
FED NON-NEED RECIPIENT (EXCL NURSE) HAS NO FAFSA	An ISIR is required for the aid assigned.	Verify the student has an ISIR loaded into FAM.
FED NON-NEED (NURSE) RECIPIENT HAS NO FAFSA	An ISIR is required for the aid assigned.	Verify the student has an ISIR loaded into FAM.
GET READY MATH/SCIENCE EXCEEDS ZERO LIMIT	The student's total Get Ready for Math/Science award for the year/session range is greater than \$0.	Since this aid program is no longer funded, there should not be any students with this award.

INFO ONLY: MARITAL STATUS (REPORTED AS UNMARRIED)	The MARITAL STATUS is a value of '4' on the student's ISIR.	This message is Informational only. The WSAC system accepts values 1, 2, or 3 only. Students with a marital status of '4' (widowed) will be automatically reported with a value of '1' (single).
INVALID RESIDENT CODE	The student's STATE RESIDENCE on the Student Tab is not WA, SR, NR, or FR.	Validate and correct the STATE RESIDENCE field on the Student Tab. This must be done before you can upload the file to the WSAC portal. The file will not upload if the State Residence is not WA, SR, NR or FR.
INVALID GENDER CODE	<p>The student's SEX code on the Student Tab is not M or F.</p> <p>The sex code is defined by the student's response to question number 21 on the FAFSA, "Are you male or female?" If the student left this blank the Budget Assignment process will update the sex code from the student system. If the student does not exist in the student system when the budget assignment was run, a default value for the sex code will be entered (commonly zero).</p>	<p>Enter the correct value in the Sex Code field on the Student Tab.</p> <p>M = Male F = Female</p>

NEED AMOUNT EXCEEDS 250,000	The student's need amount on the Financial Aid Tab is greater than \$250,000.	<p>Verify that the budget assigned to the student is correct.</p> <p>Hint 1: In some cases when using both <i>component budgets by session</i> and <i>annual fixed budgets</i> it is possible to unintentionally inflate an individual student's budget. This occurs when a budget code that is defined with a fixed budget (greater than zero) exists in the BUDGET CODE field and component budgets are assigned to the individual BUDGET CODE by session fields. All budgets amounts are added together and appear in the NEED AMOUNT field.</p> <p>Hint 2: Supplemental income information, when entered incorrectly can increase, rather than decrease a student's budget. Review the supplement amount and verify that it is correctly adjusting the student's budget and therefore their need amount.</p>
INVALID YEAR IN SCHOOL	The YEAR IN SCHOOL field on the Financial Aid Tab is not 1, 2, 3, 4, 5, 6, 7, or 8.	Enter the correct year in school in the YEAR IN SCHOOL field on the Financial Aid Tab.
NO AID TYPES LISTED (OR UNRECOGNIZED AID)	The student has an award for a program that is not listed in WCC150-EXCLUDE (-2,-3, or -4) and not listed in any of the include award code parameters (WCC150-PELL, and so forth).	<p>Review the student in error and determine which award code is missing from the CIS/WAT Processing Table.</p> <p>Important NOTE: This error should not appear on your final report. All aid programs need to be either excluded or they must have a field number specified for the award amount. Check your table!</p>

NO MATCH ON SID IN SMS – ENSURE SMS DATA IS MANUALLY POSTED FOR RES/YR/HRS	All students receiving need-based aid with eligibility determined through formal needs analysis should have a record in the SMS cross-walk.	Use the Student Search Screen (SM5015) to look up the SID by the student name. Manually enter the residency status, year in school, and unit hour attended on Student Tab, Financial Aid Tab, and Academic Tab, respectively. You must also look up the ethnic origin to enter this data in the Unit Record Reporting website provided by the WSAC.
NO\INVALID NEED DATA - DEFAULT FAMILY SIZE	<p>The student either does not have a record in the NED_DOE_DTL table or the household fields are blank.</p> <p>The program calculates the FAMILY SIZE as follows:</p> <p>Dependent students = 2</p> <p>Independent students = 1 (single), 2 (married)</p> <p>Plus the value in the PARENT/STUDENT CHILDREN field of the Financial Aid Tab.</p>	If the student has filed a FAFSA with your college listed, you will need to locate the correct ISIR batch and load into FAM. Do not be concerned about overwriting student records as the ISIR load process will not overwrite a record if it already exists and is the same transaction number or higher. If the household fields are blank, enter them on the student's ISIR record in FAM; however, be cautious that the household information entered does not alter the student's EFC.
NOT ENROLLED IN SESSIONS 1 THRU 4	The student has no Unit/Hours Attempted on the Academic Tab in any of the year/sessions during the year.	Enter the correct enrolled credits for which the student was awarded for each session they were enrolled for in the Unit/Hours Attempted field on the Academic Tab.
PELL EXCEEDS LIMIT	The total Pell award for the year/session range is greater than \$9,293.	Reconcile the student's awards. Verify that the Pell award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.

SEOG EXCEEDS LIMIT	The total SEOG award for the year/session range is greater than \$6,000 on the Award Tab.	Reconcile the student's awards. Verify that the SEOG award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
SBCTC OPP GRANT EXCEEDS LIMIT	The total SBCTC Opportunity Grant award for the year/session range is greater than \$10,000.	Reconcile the student's awards. Verify that the SBCTC Opp. Grant amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
PERKINS AWARD EXCEEDS ZERO LIMIT	The student's total Perkins award for the year/session range is greater than \$0.	Since Perkins loan's are no longer funded, their should not be any students with this award.
STAFFORD/GSL EXCEEDS LIMIT	The total Federal Direct/Stafford Subsidized loan awards exceed \$5,500.	Reconcile the student's awards. Verify that the subsidized loan amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
UNSUB STAFFORD EXCEEDS LIMIT	The student's Federal Direct/Stafford Unsubsidized loan is greater than \$12,500 on the Award Tab.	Reconcile the student's awards. Verify that the unsubsidized loan award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session. If the award amount exceeds the edit limit but is correct due to student's eligibility for funds then you may ignore this edit. The student will appear on the final URR; however you may need to verify the award amount once more on the Unit Record Edit website provided by the WSAC.

COLLEGE BOUND EXCEEDS LIMIT	The student's College Bound Scholarship is greater than \$12,000 on the Award Tab.	Reconcile the student's awards. Verify that the College Bound Scholarship amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
WCG EXCEEDS LIMIT. AWARDED SESSIONS < 2	The total WCG award is greater than \$1,370 and the student has awards for one year/session only on the Award Tab.	Reconcile the student's awards. Verify that the WCG award amount listed for the student in status 2 is accurate. If the award amount exceeds the edit limit but is correct due to student's eligibility for special WCG funds then you may ignore this edit. The student will appear on the final URR; however, you may need to verify the award amount once more on the Unit Record Edit website provided by the WSAC.
WCG EXCEEDS LIMIT. AWARDED SESSIONS < 3	The total WCG award is greater than \$2,740 and the student has awards for two or less year/sessions on the Award Tab.	See note above.
WCG EXCEEDS LIMIT. AWARDED SESSIONS < 4	The total WCG award is greater than \$4,110 and the student has awards for three or less year/sessions on the Award Tab.	See note above.
WCG EXCEEDS LIMIT. AWARDED SESSIONS < 5	The total WCG award is greater than \$5,480 and the student has awards for four or less sessions on the Award Tab.	See note above.
WCG RECIPIENT NOT RESIDENT	The student has a WCG award but the RESIDENCE CODE on the Student Tab is not WA or SR.	Verify the student's residency in SMS. Resolve either by retracting award for ineligible students or changing the residence code to WA for eligible WCG recipients.

WCG RECIPIENT NOT UNDERGRAD	The student has a WCG award and the YR IN SCHL field on the Financial Aid Tab is 5, 6, or 7.	Correct the year in school to match their attendance at your institution, not the year in school reported from the ISIR.
SWS RECIPIENT NOT RESIDENT	The student has a SWS award but the RESIDENT CODE on the Student Tab is not WA or SR.	Verify the student's residency in SMS. Resolve either by retracting award for ineligible students or changing the residence code to WA for eligible SWS recipients.
ACTIVE AWARD HAS \$0 (STD MAY NOT BE IN CSV FILE)	The student has an included award in status 2 but the award amount is \$0.00.	Change the Award Status to something other than status 2 (typically 5 for cancelled).
TEACH GRANT EXCEEDS 4,000 LIMIT	The total Teach Grant award for the year/session range is greater than \$4,000.	Reconcile the student's awards. Verify that the Teach Grant award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
PARENT PLUS EXCEEDS 99,999 LIMIT	The total Parent Plus award for the year/session range is greater than \$99,999.	Reconcile the student's awards. Verify that the Parent Plus award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
GRAD PLUS EXCEEDS 99,999 LIMIT	The total Grad Plus award for the year/session range is greater than \$99,999.	Reconcile the student's awards. Verify that the Grad Plus award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
PASSPORT SCHOOL EXCEEDS 6,750 LIMIT	The total Passport award for the year/session range is greater than \$6,750.	Reconcile the student's awards. Verify that the Passport award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.

APPRENTICESHIP EXCEEDS ZERO LIMIT	The student's total WCG Apprenticeship award for the year/session range is greater than \$0.	Since WCG Apprenticeship is not currently funded, there should not be any students with this award.
PASSPORT TO COLLEGE INCENTIVE EXCEEDS 5,000 LIMIT	The total Passport Incentive Grant award for the year/session range is greater than \$5,000.	Reconcile the student's awards. Verify that the Passport Incentive Grant award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
TEACHER CONDITNL SCHOLARSHIP EXCEEDS 8,000 LIMIT	The total Teacher Conditional Scholarship award for the year/session range is greater than \$8,000.	Reconcile the student's awards. Verify that the Teacher Conditional Scholarship award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
TEACHER GRANT PROGRAMS EXCEED 10,000 LIMIT	The total Teacher Grant programs awards for the year/session range is greater than \$10,000.	Reconcile the student's awards. Verify that the Teacher Grant programs award amounts listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
WSOS CAREER TECH EXCEEDS 6,000 LIMIT	The total WSOS Career Technical award for the year/session range is greater than \$9,293.	Reconcile the student's awards. Verify that the WSOS Career Technical award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
WASHINGTON COLLEGE GRANT AMT EXCEEDS 19,000 LIMIT	The total WCG award for the year/session range is greater than \$19,000.	Reconcile the student's awards. Verify that the WCG award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.

WSOS BA SCHOLARSHIP AMOUNT EXCEEDS 7,500 LIMIT	The total WSOS BA Scholarship award for the year/session range is greater than \$7,500.	Reconcile the student's awards. Verify that the WSOS BA Scholarship award amount listed for the student in status 2 is accurate, ensuring that no awards have been unintentionally copied into an ineligible session.
--	---	---

To ensure that the totals are correct for all need-based aid, compare the totals to information retrieved from the system budget reports in FAM: Award Summary Report (Reports > Application Config > Award Summary Rpt) and Award Inquiry by Aid Code (Reports > Award Inquiry).

Sample Award Summary Totals on Report WCC150A

AWARD SUMMARY TOTALS	
PELL GRANT	10,539,120.29
FEDERAL SEOG	161,739.75
CWSP - FEDERAL WORK STUDY	174,380.32
SUBSIDIZED STAFFORD LOAN	1,904,507.00
UNSUB. STAFFORD LOANS	2,376,826.00
WASHINGTON COLLEGE GRANT	6,341,861.99
WORK FORCE TRAINING	375,567.36
OTHER STATE FUND TUIT/FEE WAIV	145,991.02
OUTSIDE SCHOLARSHIPS	839,671.83
OTHER AGENCY ASSISTANCE	58,627.01
STATE WORK STUDY ON CAMPUS	245,095.11
SBCTC OPPORTUNITY GRANT	327,052.25
PASSPORT COLLEGE SCHOLARSHIP	33,960.00
COLLEGE BOUND SCHOLARSHIP	400,872.66
WSOSBA SCHOLARSHIP	138,554.00
NEED BASED INST GIFT AID	838,546.72
NON-NEED BASED INST GIFT AID	40,164.60
CONDITIONAL LOANS	4,000.00
PRIVATE LOANS	170,778.50
3,624 Students Processed	
320 Students with Errors	

Once you have resolved as many edits as possible and have the correct award totals in FAM (and have reviewed Report B), schedule the Unit Record Report in final mode to create the extract file that will be imported into the Unit Record Reporting Application website.

Reviewing Students Listed on Preliminary Report B

Before scheduling the Unit Record Report (SM9738J) in final mode, you should also review preliminary Report B (WCC150B). This report lists only students with need-based aid and no need on the Financial Aid Tab or no valid ISIR. The students appearing on this report may be included in the file. You may encounter edits on the Unit Record Reporting Application website for these students.

Sample: Error Report WCC150B

LOCO-WCC150B	19-20 STATE OF WASHINGTON UNIT RECORD REPORT	VERSION 048
09/01/20 08:04	160 - YAKIMA VALLEY COLLEGE	PAGE 1
ERROR RPT OF ELIGIBLE STUDENTS WITH NO ISIR, NO NEED OR NO FIN AID TAB (MAY LIST STUDENTS NOT INCLUDED IN FILE)		
999-99-9640	ANDERSON, GILLIAN	
999-99-9832	CAGE, NICOLAS	
999-99-9751	DAVIS, GEENA J	
999-99-9279	FARRIS, ANNA M	
999-99-9871	GOLDBERG, WHOPI	
999-99-9387	GRISSOM, GIL	
999-99-9534	GRAHAM, HEATHER	
999-99-9420	HAYEK, SELMA	
999-99-9841	REYNOLDS, RYAN	
999-99-9223	SILVERSTONE, ALICIA	
999-99-9243	STALLONE, SYLVESTER	
999-99-9519	TRUJILLO, MOE C	
999-99-9008	WALES, JOSIE	
TOTAL STUDENTS WITH NO FINANCIAL DATA:		13

Review each student's Financial Aid Tab to determine if the student was awarded need-based aid but had no need.

Sample: Student Financial Detail (Financial Aid Tab)

Financial Aid Data Edit ?

Student ID

Student Status Verify Flag Freeze Status

Session Start Session End COD Citizenship Status Code

Requirements Complete Institution Code 01

Budget Data

Budget Code Budget Amount Child Care

Budget Months Supplemental Program Costs

Package Code Add'l Amount Scheduled Costs 8896

Scheduled Sessions B901 B902 B903 B904 B905

Enrollment 5 1 1 X

Budget Code 02 02 02

Need Amount 0

IM Need Amount **99999845**

Income Data

Parent Income Student Income Parent/Student Children AFDC/TANF

Parent Contrib Student Contribution Dep/Indep Code

IM Parent Contrib IM Student Contribution Sub DL Usage Period 0.000

Year In School Parent/Student Marital Pell Elig Pell LEU Pct 0.000%

Pell Data

EFC Cost of Education Ed Cost Override Additional Pell Eligibility

Enrollment Code SAR Record ID

Hours Year Hours Exp Weeks Year

Student received need-based aid; but based on EFC and budget, the student had no need. This requires a resolution.

Sample Award Inquiry Data

AWARD DATA								
Session	Award	Status	Amount	Institution	Date-Last	Sub Code	Misc 1	Misc 2
B902	70 OUTSIDE SCHOLARSHIP	2	1580.50	01	01/24/2020	721	RDS	
B902	DS SUBSIDIZED DIRECT LOAN	2	975.00	01	08/26/2019			
	DISB# 1		965.00			0		
B902	DU UNSUBSIDIZED DIRECT LO	2	858.00	01	08/26/2019			
	DISB# 1		849.00			0		
	*SESSION		\$3,413.50					
B903	DS SUBSIDIZED DIRECT LOAN	6	975.00	01	08/26/2019		SAP	
	DISB# 2		0.00			0		
B903	DU UNSUBSIDIZED DIRECT LO	6	858.00	01	08/26/2019		SAP	
	DISB# 2		0.00			0		
	*SESSION		\$0.00					
B904	DS SUBSIDIZED DIRECT LOAN	6	976.00	01	08/26/2019		SAP	
	DISB# 3		0.00			0		
B904	DU UNSUBSIDIZED DIRECT LO	6	858.00	01	08/26/2019		SAP	
	DISB# 3		0.00			0		
	*SESSION		\$0.00					
	*OVERALL		\$3,413.50					

Once you have reviewed Report B and corrected any student errors in FAM (and have resolved errors shown on Report A), schedule the Unit Record Report in final mode.

Reviewing Edit Summaries on Preliminary Report C

The Error Summary Report provides a count of the individual edits from Report A, as well as a count of the number of students with an edit exception on Report A and a count of students with invalid FAF data or no ISIR from Report B. The report can also list students by error code or by student name.

Sample: Report WCC150C Error Summary Section

This summary is produced if a 'Y', 'E' or 'S' is entered in the FA-PRT-SUM job scheduling parameter. This summary displays first on the WCC150C report.

COCO-WCC150C		19-20 STATE OF WASHINGTON UNIT RECORD REPORT	VERSION 048
09/01/20 08:04		160 - HAPPY VALLEY COLLEGE	PAGE 1
ERROR SUMMARY REPORT			
ERROR CODE	DESCRIPTION		ERROR COUNT
001	NO AID TYPES LISTED (OR UNRECOGNIZED AID)		67 *
002	INVALID SOCIAL SECURITY NUMBER		0
003	INVALID RESIDENT CODE		4 *
004	NOT ENROLLED IN SESSIONS 1 TO 4		5 *
005	INVALID YEAR IN SCHOOL		0
006	INVALID GENDER CODE		0
007	DATE OF BIRTH IS OUT OF RANGE 1/1/1945-12/31/2005		1 *
008	INVALID INDEP/DEPEND CODE		0
009	INFO ONLY: MARITAL STATUS (REPORTED AS UNMARRIED)		152 *
010	FAMILY SIZE TOO SMALL OR > 20		1 *
011	NO/INVALID NEED DATA - DEFAULT FAMILY SIZE		0
012	FAMILY INCOME < -300,000 OR > 600,000		1 *
013	NEED AMOUNT EXCEEDS 250,000		0
014	INVALID BUDGET DURATION		0
015	CONTRIB (PAR + STUD) < ZERO OR > 250,000		0
016	PELL AMOUNT EXCEEDS 9,293 LIMIT		0
017	SEOG GRANT EXCEEDS 6,000 LIMIT		0
018	FEDERAL PERKINS LOAN EXCEEDS ZERO LIMIT		0
019	STAFFORD/GSL EXCEEDS 5,500 LIMIT		0
020	UNSUBSIDIZED STAFFORD EXCEEDS 12,500 LIMIT		0
021	WCG RECIPIENT NOT RESIDENT		0
022	WCG RECIPIENT NOT UNDERGRAD		0
023	WCG EXCEEDS 5,480 LIMIT. AWARDED SESSIONS < 5		1 *
024	WCG EXCEEDS 4,110 LIMIT. AWARDED SESSIONS < 4		64 *
025	WCG EXCEEDS 2,740 LIMIT. AWARDED SESSIONS < 3		13 *
026	WCG EXCEEDS 1,370 LIMIT. AWARDED SESSIONS < 2		9 *
027	NEED-BASED RECIPIENT MUST HAVE FAFSA ON FILE		0
028	FAMILY SIZE NOT > 1 FOR MARRIED/DEPENDENT STUDENTS		2 *
029	NUMBER IN COLLEGE TOO SMALL OR > FAMILY SIZE		1 *
030	NEED AMOUNT MUST BE > ZERO		14 *
031	NEED AMOUNT EXCEEDS COST OF ATTENDANCE		0
032	DURATION OF NEED ZERO FOR NEED-BASED RECIPIENT		0
038	SBCTC OPP GRANT EXCEEDS 10,000 LIMIT		0
039	TEACH GRANT EXCEEDS 4,000 LIMIT		0

040	PARENT PLUS EXCEEDS 99,999 LIMIT	0
041	GRAD PLUS EXCEEDS 99,999 LIMIT	0
042	PASSPORT SCHOOL EXCEEDS 6,750 LIMIT	0
043	GET READY MATH/SCIENCE EXCEEDS ZERO LIMIT	0
044	COLLEGE BOUND EXCEEDS 12,000 LIMIT	0
045	FED NON-NEED RECIPIENT (EXCL NURSE) HAS NO FAFSA	0
046	FED NON-NEED (NURSE) RECIPIENT HAS NO FAFSA	0
047	WORKFORCE AWARD RECIPIENT HAS NO FAFSA ON FILE	0
048	SBCTC-OPP-GRANT RECIPIENT HAS NO FAFSA ON FILE	0
049	SWS RECIPIENT NOT RESIDENT	0
050	FAFSA REQUIRED, BUT DATE OF BIRTH INVALID	0
051	FAFSA REQUIRED, BUT MARITAL STATUS NOT 1-5	0
052	FAFSA REQUIRED, BUT DEPENDENT STATUS INVALID	0
053	FAFSA REQUIRED, BUT FAMILY SIZE INVALID	0
054	FAFSA REQUIRED, BUT NUMBER-IN-COLLEGE INVALID	0
055	FAFSA REQ'D, BUT FAM INCOME< -300,000 OR > 600,000	0
056	FAFSA REQUIRED, BUT EFC INVALID	0
057	FAFSA REQUIRED, BUT COA INVALID	0
058	FAFSA REQUIRED, BUT NEED DURATION INVALID	0
059	FAFSA REQUIRED, BUT NEED AMOUNT INVALID	0
060	ACTIVE AWARD HAS \$0 (STD MAY NOT BE IN CSV FILE)	3 *
061	NO MATCH ON SID IN SMS	3 *
062	COA EXCEEDS 250,000 LIMIT	0
063	APPRENTICESHIP EXCEEDS ZERO LIMIT	0
064	PASSPORT TO COLLEGE INCENTIVE EXCEEDS 5,000 LIMIT	0
065	TEACHER CONDTNL SCHOLARSHIP EXCEEDS 8,000 LIMIT	0
066	TEACHER GRANT PROGRAMS EXCEEDS 10,000 LIMIT	0
067	WSOS CAREER TECH EXCEEDS 6,000 LIMIT	0
068	WASHINGTON COLLEGE GRANT AMT EXCEEDS 19,000 LIMIT	0
069	WSOS BA SCHOLARSHIP AMOUNT EXCEEDS 7,500 LIMIT	0
	TOTAL STUDENTS WITH ERRORS	320
	TOTAL STUDENTS MISSING FAF DATA	14

Sample: Report WCC150C - Error Detail Section Sorted By Error

This section prints if an 'E' is entered in the FA-PRT-SUM job scheduling parameter. Students with errors are listed alphabetically by error.

1COCO-WCC150C	19-20 STATE OF WASHINGTON UNIT RECORD REPORT	VERSION 048
09/01/20 08:04	160 - HAPPY VALLEY COLLEGE	PAGE 3
ERROR SUMMARY REPORT		
ERROR CODE	DESCRIPTION / STUDENTS	
001	NO AID TYPES LISTED (OR UNRECOGNIZED AID)	
	999-99-9775 ACKERMAN, AJ	
	999-99-9909 ACOSTA, AVERY	
	999-99-9960 AVALOS, LANI	
	999-99-9967 BAHENA, NURI	
	999-99-9939 BUCKHOLT, RON	
	999-99-9903 BUENO, BUCKY	
	999-99-9935 BURNS, MAJOR T	

Sample: Report WCC150C - Error Detail Section Sorted By Student

This section prints if an 'S' is entered in the FA-PRT-SUM job scheduling parameter. Students with errors are listed alphabetically. .

SSN	STUDENT / ERROR CODES AND DESCRIPTIONS
COCO-WCC150C 09/03/20 09:47	19-20 STATE OF WASHINGTON UNIT RECORD REPORT 160 - HAPPY VALLEY COLLEGE
	VERSION 048 PAGE 3
ERROR SUMMARY REPORT	
999-99-9993	ABARCA, ABBY R 025 WCG EXCEEDS 2,740 LIMIT. AWARDED SESSIONS < 3
999-99-9997	ABRAMS, ALVIN R 004 NOT ENROLLED IN SESSIONS 1 TO 4
999-99-9936	ABRAMS, RUSTY J 004 NOT ENROLLED IN SESSIONS 1 TO 4
999-99-9930	ABUNDEZ, JUNIOR 061 NO MATCH ON SID IN SMS
999-99-9966	ACEVEDO, DAISY 009 INFO ONLY: MARITAL STATUS (REPORTED AS UNMARRIED)
999-99-9909	ACOSTA, KENYA M 001 NO AID TYPES LISTED (OR UNRECOGNIZED AID)

Scheduling the Final Unit Record Report (SM9738J)

Once you have resolved as many error messages as possible, schedule the final Unit Record Report (SM9738J) with scheduling parameter FA-FILE-OPT set to 2 (final). When you schedule the final Unit Record Report, you can run it with an Execution Time as any of the following:

- I** Immediate) with approval of you operations staff
- B** Batch
- P** Production

Scheduling the job with an Execution Time of either Batch or Production will give you the report the next day.

Entering job scheduling parameters for FINAL URR (SM9738J)

JOB SCHEDULING SCREEN	
JM1001-002	
JOB NUM : SM9738J	TRANS NUM : 82885 RUN DATE : 082930 STATUS : REQUESTED
PRIORITY : 0	EXECUTION TIME : I HH:MM PROCESS LEVEL : FREQ :
COLLEGE : SPDEV	SEND TO : PRIOR TRANS : 0 NEXT JOB NUM :
PARAMETER:	VALUE:
FA-FILE-OPT	<u>2</u> ← 1 (Preliminary), 2 (Final - creates extract file)
FA-PRT-OPT	<u>A</u> ← E (Exceptions Only), A (All Students)
FA-PRT-SORT	<u>S</u> ← N (Sort in Name order), S (Sort in Student ID order)
FA-PRT-SUM	<u>Y</u> ← Print Error Summary Report (Report C): Y (yes), N (no), E (students by error) or S (errors by student)
FA-SES-BEG	<u>B901</u>
FA-SES-END	<u>B905</u> ← Or use B904 if you institution does not use B905.

The final URR job creates the extract file SM9738S that you will download from the HP-UX to your PC and use with the Unit Record Reporting Application provided located on the WSAC portal

Downloading the Unit Record Extract File

When the final URR job has completed, the reporting file SM9738S is created on the HP-UX. You download this file from the HP-UX to your PC or network drive using the online process SM9724 (Unit Record File Download). It is suggested that you download the file to the same folder that was initially created to hold the Unit Record Reporting Application files (for example, C:\URR1920). This gathers all URR-related files together and makes it easier to locate the final downloaded file on your PC or network drive. You also need to name the file SM9738S.CSV.

NOTE: If you are using Windows7, you must download the file into a folder on your PC or a network drive. You cannot download to the directory (i.e. C:\ or M:\).

How to download the Unit Record Extract File

1. Log onto the FAID menu from a PC using the HP-UX Reflections or MiniSoft software.
2. Select process SM9724 (Unit Record File Download).
3. Respond to the following prompts:

Enter Options (U=Upload, D=Download, P=Purge, E=Exit): **D**

Enter PC Filename to Download to: **C:\URR1920\SM9738S.CSV** (this is an **example** only)

OK to purge download file from the HP3000 (N/Y)?: **N**

Enter Options (U=Upload, D=Download, P=Purge, E=Exit): **E**

The message “Transfer in progress” is displayed. When the transfer is completed, you are prompted to purge the file. It is advisable to type **N** to not purge the file in case you need to download it again. At the next prompt type **E** to exit the download screen and return to the FAID menu.

The SM9738S.CSV file may be larger than files created in the past. The download process might take longer than in the past. Be patient.

Example: Unit Record File Download (SM9724) – Online

```
ZX4010.016      COPYRIGHTED (C) 1989 CTC

TURN TRACE MODE ON(N/Y)?

ENTER OPTION(U=UPLOAD,D=DOWNLOAD,P=PURGE,E=EXIT): D

HOST FILE:      SM9738S.FAS
CREATED:        THU, SEP 03, 2020
MODIFIED:       THU, SEP 03, 2020, 10:25 AM

DOWNLOAD COMPLETED
*****

OK TO PURGE DOWNLOAD FILE FROM THE HP3000(N/Y)? N

ENTER OPTION(U=UPLOAD,D=DOWNLOAD,P=PURGE,E=EXIT): E
```

Once you have downloaded the file SM9738S.CSV to a folder on your PC (or alternate network drive) you can then import the file into the Unit Record Reporting Application website. Follow the steps to login to the Unit Record Reporting Application website (see the section “WSAC Unit Record Reporting Application” on page 5) and upload your file.

Using the Unit Record Reporting Application website, manually continue to resolve any edits that may appear on the reports provided. If you determine that the data you uploaded to the Unit Record Reporting Application website is incorrect, you can remove it by selecting the Erase All Data button on the Unit Record Menu on the Unit Record Reporting Application website. You can then begin the URR process (SM9738J) again, starting with a preliminary report, if necessary, or final, if appropriate.

If you have questions on WSAC’s portal process contact please email unitrecord@wsac.wa.gov or contact Ann Voyles at 360-753-7843 (annv@wsac.wa.gov), Carla Idohl Corwin at 360-753-7847 (carlai@wsac.wa.gov) or Marla Skelley at 360-753-7851 (marlas@wsac.wa.gov).

Locating Biographic Data

For records with Student Identification (SID) numbers in SMS or in PeopleSoft that do not match the Social Security number (SSN) in financial aid, you must manually enter the required biographic data onto the Unit Record Reporting Application website. For colleges on the Legacy system, you can find race/ethnicity data and student impairment data on the SMS screens described below. For colleges in Dual Process, you will need to look in the PeopleSoft system. You then enter this information manually in a student's Unit Record Reporting Application record after the final URR extract file has been uploaded to reporting website.

Colleges on the Legacy System - Locating Race and Ethnicity Data in SMS

Ethnicity/Race information is taken from the SMS Admissions Screen (SM2001). Please confer with your registrar to determine the definition of each race code. The race codes are defined by the State Board for Community and Technical Colleges and are stored in the Table 3 database. If you are unable to secure the definition from the Registration/Admissions office you may call SBCTC-IT Customer Support and a FAS Functional Analyst can look the definition up for you.

Example: Admissions Screen (SM2001)

SM2001-008		ADMISSIONS		U T	
SID.. [888][00][4321]	SSN.. [***][**][****]				
Branch..... []	YRQ Plan Strt. [B451]	Stu Prg Appl.. [381]			
Time Pref..... []	Adm Num..... [381]	App Rcpt Date. [04/28/15]			
Adv Id..... [MOHS]	Sex..... [F]	Birth Date.... [02/08/83]			
Stu Name..... [RABBIT JESSICA M]					
Prev Name..... []		Prev Name 2.. []			
Stu Street.... [201 E HOME AVE]		Stu City..... [TOON TOWN]			
Stu St..... [WA]		Stu Zip..... [99999]			
Stu Day Phone. [509][999][1111]		Stu Eve Phone [509][555][1111]			
Census Race Cd [800]	Census Race Cd2 []	Census Hisp Cd [998]			
Citz Stat. [Y]	Res Stat..... [1]	Fee Pay Stat.. [01]	Vet Bene... []		
Hi Schl.. [972]	Hi Schl Last Yr [01]	Hi Schl Grad... [Y]	Hi Schl Tran... []		
Prev Col 1 []	Prev Col Yr 1.. []	Prev Col Grad 1 []	Prev Col Tran 1 []		
Prev Col 2 []	Prev Col Yr 2.. []	Prev Col Grad 2 []	Prev Col Tran 2 []		
Trnsfr Col Cr []	Stu Typ.... [M]	Adm Stat.... [3]	Reg Deposit Ind []		
BA Grad..... []	Rec Fee Ind []	Stu Enr Stat [3]	DSS..... []		

Please note that the Ethnicity/Race reporting requirements have changed and the Unit Record Report final extract file now contains new fields. A student will report whether or not they are of Hispanic origin and up to two ethnic/race categories. This information is taken from the Student Management System. Students who do not have their social security number stored accurately in the cross-walk will need to have their ethnicity/race information entered manually on the Unit Record Reporting Application website.

Appendix A: SM9431 (Preliminary Award Disbursement Reconciliation Report)

Run job group AG941A to produce report SM9431.

199 HAPPY VALLEY COMM COLLEGE										PAGE	1
AWARD DISBURSEMENT RECONCILIATION/UPDATE										REPORT	SM9431
STUDENT DETAIL										VER008	
PRELIMINARY RUN											
FAPC CODES: 001 002 008 021											
STUDENT NAME	SSN/SID	YRQ	FAPC CODE	AWRD DSBR IND	FINANCIAL AID TITLE	AWARD AMOUNT	DISBURSED AMOUNT	BALANCE AMOUNT	AWARD AMOUNT ADJUSTMENT	AWARD CODE ADDED	AWARD ADJUSTMENT WARNINGS
DUCK DAISY	999-77-5307 865-00-0001	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
DUCK DONALD	999-55-6681 865-00-0002	B902	021	7	TUITN WAIVER	.00	100.00	100.00-	100.00	21	5
DUCK DUEY	999-44-5546 865-00-0003	B902	002	1	SUPPL. GRANT	.00	100.00	100.00-	100.00	02	5
DUCK HUEY	999-22-8100 865-00-0004	B902	002	1	SUPPL. GRANT	150.00	100.00	50.00	50.00-		5
			008	4	FED COL WK STD	803.53	.00	803.53	.00		
			008	4	FED COL WK STD	798.14	.00	798.14	.00		
			008	4	FED COL WK STD	451.13	.00	451.13	.00		

Award Amount is taken from Student Award Detail (Award Tab).

Disbursed Amount is taken from FAEXP, which is updated with general ledger data from FMS.

If and when the report is run in final mode, the **Award Amount Adjustment** is the amount, positive or negative, by which the award screen will be adjusted.

Warning Codes: 1 = AWARD AMOUNT DOES NOT FALL WITHIN THE MINIMUM/MAXIMUM AWARD RANGE
 2 = STUDENT DOES NOT HAVE A FAF ON FILE
 3 = TOTAL DISBURSEMENTS EXCEED THE STUDENT BUDGET
 4 = TOTAL DISBURSEMENTS EXCEED THE STUDENT NEED
 5 = INCOMPLETE TRACKING ITEMS ON FILE
 6 = DUPLICATE AWARD ADDED
 7 - FAPC UPDATE EXCLUSION

NOTE: The requirement to modify the Award Disbursement Indicator (ADI) to reconcile work-study funds no longer applies. No changes are necessary to the Financial Aid Program Code Table (BM1002) in order for reconciliation to occur.

Appendix B: SM9432 (Final Award Disbursement Reconciliation Report)

Run job group AG942A to produce report SM9432.

WED, AUG 23, 2020, 9:24 AM		199 HAPPY VALLEY COMM COLLEGE		PAGE 1							
REPORT PERIOD: B902 B903 B904 B905		AWARD DISBURSEMENT RECONCILIATION/UPDATE		REPORT SM9432							
		STUDENT DETAIL		VER008							
		FINAL RUN									
FAPC CODES: 008											
STUDENT NAME	SSN/SID	YRQ	FAPC CODE	AWRD DSBR IND	FINANCIAL AID TITLE	AWARD AMOUNT	DISBURSED AMOUNT	BALANCE AMOUNT	AWARD AMOUNT ADJUSTMENT	AWARD CODE ADDED	AWARD ADJUSTMENT WARNINGS
DUCK DAISY	999-77-5307	B902	008	1	FED COL WK STD	803.53	703.00	100.53	100.53-		
	865-00-0001	B903	008	1	FED COL WK STD	798.14	.00	798.14	.00	08	
		B904	008	1	FED COL WK STD	451.13	.00	451.13	.00	08	
DUCK DONALD	999-55-6681	B902	008	1	FED COL WK STD		.00 1,032.00	1,032.00-	1,032.00	08	5
	865-00-0002										

Award Amount is taken from Student Award Detail (Award Tab).

Disbursed Amount is taken from FAEXP, which is updated with general ledger data from FMS.

When the report is run in final mode, **Award Amount Adjustment** is the amount, positive or negative, by which the award screen will be adjusted.

Warning Codes: 1 = AWARD AMOUNT DOES NOT FALL WITHIN THE MINIMUM/MAXIMUM AWARD RANGE
 2 = STUDENT DOES NOT HAVE A FAF ON FILE
 3 = TOTAL DISBURSEMENTS EXCEED THE STUDENT BUDGET
 4 = TOTAL DISBURSEMENTS EXCEED THE STUDENT NEED
 5 = INCOMPLETE TRACKING ITEMS ON FILE
 6 = DUPLICATE AWARD ADDED
 7 = FAPC UPDATE EXCLUSION

NOTE: The requirement to modify the Award Disbursement Indicator (ADI) to reconcile work-study funds no longer applies. No changes are necessary to the Financial Aid Program Code Table (BM1002) in order for reconciliation to occur.

Appendix C: SM9110 (FinAid Academic Attempted Hours Update Report)

Running job SM9110J produces report SM9110.

MON, AUG 21, 2020, 12:32 PM		199 HAPPY VALLEY COMM COLLEGE		PAGE 1		
REPORT PERIOD: B902 - FALL 2018		FINAID ACADEMIC ATTEMPTED HOURS UPDATE		REPORT SM9110		
				VER011		
STUDENT NAME	SID	SSN	QTR CR REG	HRS ATTEMPT	HRS FUNDED	MESSAGE
DUCK, DAFY	865-00-0066	999-21-1379	15.0	15	0	
DUCK, DAISY	865-00-0001	999-86-8279	.0	0	0	
DUCK, DONALD	865-00-0002	999-90-9199	15.0	15	0	
DUCK, DUEY	865-00-0003	999-36-5109	13.0	15	10	
DUCK, HUEY	865-00-0004	999-65-0919	15.0	15	15	
DUCK, LUEY	865-00-0006	999-06-7209	15.0	15	0	SMS SYSTEM LAST NAME (ROBERTSON) DOES NOT MATCH FINANCIAL AID SYSTEM LAST NAME

* INDICATES STUDENT IS NOT IN THE STUDENT MANAGEMENT SYSTEM

If the **Last Name** in FAM does not match the last name in SMS, a warning message will appear on the report. The student's Unit/Hour Attempted will still be posted to the Academic Tab.