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# IPEDS Part E—Scholarships and Fellowships: Documentation for the SR5020 Series of DataExpress Procedures

## Overview

The reports for Integrated Postsecondary Education Data System (IPEDS) Part E—Scholarships and Fellowships require both itemized and summarized information for financial aid and discounts and allowances.

To generate this information, use the SR5020 Series of DataExpress procedures. This series includes thirteen procedures that retrieve (1) financial aid information from the STD-AWD-DTL data set in the FAM database and (2) discounts and allowances information from the CUST-ACTV-D data set in the Customer Accounts (CA) database to produce a final report.

The final columned report includes:

- a subtotal of each required financial aid grant
- a total of all grants
- a subtotal of discounts and allowances applied to tuition and fees
- a subtotal of discounts and allowances applied to sales and services of auxiliary enterprises
- a total of all discounts and allowances
- a net scholarships and fellowships less total discounts and allowances

Two concerns arose during the development of these procedures: (1) The colleges use different systems to manage their award codes and award subcodes, and (2) They use either or both codes to track their financial aid awards. For example, some colleges might use only award codes or award subcodes to track their financial aid awards. Other colleges may use award codes or award subcodes to track some of their financial aid awards, and then use a combination of both codes to track other financial aid awards.

These same concerns also apply to discounts and allowances tracked by fee codes and the Financial Aid Program Code (FAPC). To accommodate these various processes with one set of DataExpress procedures, a multi-pass process is required.

The SR5020 series contains thirteen passes that are grouped into three sets:

- The first set of six passes is used to retrieve the required financial aid grants. It generates a file containing the required grants.
- The second set of four passes is used to retrieve the required discounts and allowances. It generates another file containing the required discounts and allowances.
- The last set of three passes is used to prepare these two files for linking. The linked file generates the final report.

Some of the passes function as a subset to a prior pass; the prior pass retrieves broader data using the award codes criteria, while the next pass narrows it by selecting award subcodes from the previous set of defined award codes. This process is based on the assumption that one award code may not have an award subcode or subcodes associated with it. The same process also applies to fee codes and FAPC.

Because some students receive financial aid for only a few quarters in a fiscal year, it is necessary to run the complete SR5020 series one quarter at a time. This avoids including the discounts and allowances from the quarters that the students do not receive financial aid.

## Getting Started

To run the SR5020 Series of DataExpress Procedures you will need:

- [SR5020 Series of DataExpress Procedures](#) - This describes in detail all thirteen procedures and what to do with the output generated by each procedure.
- [Financial Aid Crosswalk](#) - This lists financial aid programs and their associated award codes and subcodes, as well as their corresponding SR5020 pass numbers and IPEDS field numbers.

Before you run the procedures, it is recommended that you:

- Prepare a list of applicable award codes and award subcodes that you will use to enter selection criteria for the procedures.
- Identify how your college's financial aid awards are tracked. For example, are they tracked only by award codes or by award subcodes? Or are they sometimes tracked only by either code and sometimes by a combination of both award codes and award subcodes? The same preparation is also recommended for Customer Accounts fee codes and FAPC.
- Review the SR5020 Series of DataExpress Procedures before beginning the extract process. Depending on how your college tracks its data, there are several options you can use to enter selection criteria. Use the SR5020 Series of DataExpress Procedures table to identify the option that works best for you. Then, use the Selection Criteria column in the table to write down and track the selection criteria values you entered in each pass.

## SR5020 Series of DataExpress Procedures

To create your IPEDS report, complete SR5020 DataExpress passes 1 through 13. The first twelve passes retrieve the required information from the SAFERS and CA databases, and the final pass joins this information to create your final report. Note that, in the Selection Criteria column, the parameters in bold indicate required fields. Also included in this column are the embedded parameters that will not appear on the DataExpress screens.

Pass	Procedure	Description	Selection Criteria	Output Steps
Pass 1 of 13	SR5020A	<p>Extracts award amounts for Pell (AWD-CD=01), federal (AWD-CD=02), and State Need Grants (AWD-CD=09) for one quarter.</p> <p>Saves the extracted records as a KSAM file, IPEDSA.</p>	<p><b>YR-SES</b></p> <ul style="list-style-type: none"> <li>▪ One quarter</li> </ul> <p>The following parameters are embedded and hidden in the user screens:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Equal to 01 or 02 or 09</li> </ul> <p><b>AWD-STATUS</b></p> <ul style="list-style-type: none"> <li>▪ Equal to 2</li> </ul>	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. KSAM key selection: STD-ID-NO</li> <li>3. Name for generated file: <b>IPEDSA</b></li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>
Pass 2 of 13	SR5020B	<p>Extracts award amounts for State Need Grants tracked by AWD-CD other than 09 for one quarter.</p> <p>Appends the extracted records to Pass 1 and saves the file as IPEDSA.</p>	<p><b>YR-SES</b></p> <ul style="list-style-type: none"> <li>▪ Same quarter as in Pass 1</li> </ul> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Other applicable SNG award codes</li> <li>▪ Do not use 01, 02, or 09</li> </ul> <p>The following parameters are embedded and hidden in the user screens:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ NE 01 and NE 02 and NE 09</li> </ul> <p><b>AWD-STATUS</b></p> <ul style="list-style-type: none"> <li>▪ Equal to 2</li> </ul>	<ol style="list-style-type: none"> <li>1. Append file</li> <li>2. Name for generated file: <b>IPEDSA</b></li> <li>3. Local Group = Y</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
Pass 3 of 13	SR5020C	<p>Extracts award amounts for local government grants by all applicable award codes for one quarter.</p> <p>The next pass, SR5020D, further narrows the selections based on specified award subcodes.</p> <p>Saves the extracted records as a new file, IPEDSC.</p>	<p><b>YR-SES</b></p> <ul style="list-style-type: none"> <li>▪ Same quarter as in Pass 1</li> </ul> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Applicable award codes. (If your college uses only award subcodes to track awards, still enter award codes that are associated with the applicable award subcodes.)</li> <li>▪ Do not use 01, 02, or 09</li> <li>▪ Do not use award codes entered in Pass 2</li> </ul> <hr/> <p>The following parameters are embedded and hidden in the user screens:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ NE 01 and NE 02 and NE 09</li> </ul> <p><b>AWD-STATUS</b></p> <ul style="list-style-type: none"> <li>▪ Equal to 2</li> </ul>	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. KSAM key selection: STD-ID-NO</li> <li>3. Name for generated file: <b>IPEDSC</b></li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>
Pass 4 of 13	SR5020D	<p>Pass 4 is a subset of Pass 3. It narrows the selections from Pass 3 by selecting award subcodes for one quarter.</p> <p>Depending on the selection criteria you entered, there are three options you can choose from.</p> <p>Appends the Pass 4 results to Pass 1, and saves the file as IPDESA.</p>	<p><b>Option 1:</b> For colleges that only use award codes or award subcodes to track awards:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>AWD-SUB-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul>	<ol style="list-style-type: none"> <li>1. Append file</li> <li>2. Name for generated file: <b>IPEDSA</b></li> <li>3. Local Group = Y</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
			<p><b>Option 2:</b> For colleges that want to narrow the prior selections based on award subcodes across all the selected award codes:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>AWD-SUB-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Applicable award subcodes to narrow the selections</li> </ul> <p>This retrieves only the records from Pass 3 that meet the award subcodes criteria entered in this field.</p> <p><b>Option 3:</b> For colleges that sometimes only use award codes or award subcodes, and sometimes use a combination of both:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ The award codes entered in Pass 3 that are only used for tracking the grants, including the award codes associated with the award subcodes that are only used for tracking the grants.</li> </ul> <p><b>AWD-SUB-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Applicable award subcodes to narrow some selections that use a combination of award codes and subcodes.</li> </ul> <p>This retrieves the records from Pass 3 that are tracked only by award codes or subcodes and the records that are tracked by a combination of both.</p>	
Pass 5 of 13	SR5020E	<p>Extracts award amounts for institutional grants by all applicable award codes for one quarter.</p> <p>The next pass, SR5020F, further narrows the selections based on specified award subcodes.</p>	<p><b>YR-SES</b></p> <ul style="list-style-type: none"> <li>▪ Same quarter as in Pass 1</li> </ul> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Applicable award codes. (If your college uses only award subcodes to track awards, still enter award codes that are associated with the applicable award subcodes.)</li> <li>▪ Do not use 01, 02, or 09</li> </ul>	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. KSAM key selection: STD-ID-NO</li> <li>3. Name for generated file: <b>IPEDSE</b></li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
		Saves the extracted records as a new file, IPEDSE.	<ul style="list-style-type: none"> <li>▪ Do not use award codes entered in Pass 2</li> <li>▪ Do not use award codes entered in Pass 3</li> </ul> <hr/> <p>The following parameters are embedded and hidden in the user screens:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ NE 01 and NE 02 and NE 09</li> </ul> <p><b>AWD-STATUS</b></p> <ul style="list-style-type: none"> <li>▪ Equal 2</li> </ul>	Existing File = Y
Pass 6 of 13	SR5020F	<p>Pass 6 is a subset of Pass 5. It narrows the selections from Pass 5 by selecting award subcodes for one quarter.</p> <p>Depending on the selection criteria you entered, there are three options you can use.</p> <p>Appends the Pass 6 results to Pass 1 and saves the file as IPDESA.</p>	<p><b>Option 1:</b> For colleges that only use award codes or award subcodes to track awards:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>AWD-SUB-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <hr/> <p><b>Option 2:</b> For colleges that want to narrow the prior selections based on award subcodes across all the selected award codes:</p> <p><b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>AWD-SUB-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Applicable award subcodes to narrow the selections</li> </ul> <p>This retrieves only the records from Pass 5 that</p>	<ol style="list-style-type: none"> <li>1. Append file</li> <li>2. Name for generated file: <b>IPEDSA</b></li> <li>3. Local Group = Y</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
			<p>meet the award subcodes criteria entered in this field.</p> <hr/> <p><b>Option 3:</b> For colleges that sometimes only use award codes or award subcodes, and sometimes use a combination of both:  <b>AWD-CDE</b></p> <ul style="list-style-type: none"> <li>▪ The award codes entered in Pass 5 that are used only for tracking the grants, including the award codes associated with the award subcodes that are only used for tracking the grants.</li> </ul> <p><b>AWD-SUB-CDE</b></p> <ul style="list-style-type: none"> <li>▪ Applicable award subcodes to narrow some selections that use a combination of award codes and subcodes.</li> </ul> <p>This retrieves the records from Pass 5 that are only tracked by award codes or subcodes, and the records that are tracked by a combination of both.</p>	
Pass 7 of 13	SR5020G	<p>Extracts discounts and allowances applied to tuitions and fees by all applicable fee codes for one quarter.</p> <p>The next pass, SR5020H, will further narrow the selections based on specified FAPC.</p> <p>Saves the extracted records as a new file, IPEDSG.</p>	<p><b>YRQ</b></p> <ul style="list-style-type: none"> <li>▪ Same quarter as in Pass 1</li> </ul> <p><b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ Applicable fee codes. (If your college uses only FAPC to track discounts and allowances, still enter fee codes that are associated with the applicable FAPC.)</li> </ul>	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. KSAM key selection: CP_CUST_NUM</li> <li>3. Name for generated file: <b>IPEDSG</b></li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>



Pass	Procedure	Description	Selection Criteria	Output Steps
Pass 8 of 13	SR5020H	<p>Pass 8 is a subset of Pass 7. It narrows the selections from Pass 7 by FAPC for one quarter.</p> <p>Depending on the selection criteria you entered, there are three options you can choose from.</p> <p>Saves the Pass 8 results over Pass 7 as the file IPDESG.</p>	<p><b>Option 1:</b> For colleges that only use fee codes or FAPC to track discounts and allowances:</p> <p><b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>FAPC</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <hr/> <p><b>Option 2:</b> For colleges that want to narrow the prior selections based on FAPC across all the selected fee codes:</p> <p><b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>FAPC</b></p> <ul style="list-style-type: none"> <li>▪ Applicable FAPC to narrow the selections</li> </ul> <p>This retrieves only the records from Pass 7 that meet the FAPC criteria entered here.</p>	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. KSAM key selection: CP_CUST_NUM</li> <li>3. Name for generated file: <b>IPDESG</b></li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
			<p><b>Option 3:</b> For colleges that sometimes only use fee codes or FAPC, and sometimes use a combination of both:</p> <p><b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ The fee codes entered in Pass 7 that are used only for tracking the discounts and allowances, including the fee codes associated with the FAPC that are used only for tracking the discounts and allowances.</li> </ul> <p><b>FAPC</b></p> <ul style="list-style-type: none"> <li>▪ Applicable FAPC to narrow some selections that use a combination of fee codes and FAPC.</li> </ul> <p>This retrieves the records from Pass 7 that are tracked only by fee codes or FAPC and the records that are tracked by a combination of both.</p>	
Pass 9 of 13	SR5020I	<p>Extracts discounts and allowances applied to sales and services of auxiliary enterprises by all applicable fee codes for one quarter.</p> <p>The next pass, SR5020J, further narrows the selections based on specified FAPC.</p> <p>Saves the extracted records as a new file, IPEDSI.</p>	<p><b>YRQ</b></p> <ul style="list-style-type: none"> <li>▪ Same quarter as in Pass 1</li> </ul> <p><b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ Applicable fee codes. (If your college uses only FAPC to track discounts and allowances, still enter fee codes that are associated with the applicable FAPC.)</li> <li>▪ Do not use fee codes entered in Pass 7</li> </ul>	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. KSAM key selection: CP_CUST_NUM</li> <li>3. Name for generated file: <b>IPEDSI</b></li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
Pass 10 of 13	SR5020J	<p>Pass 10 is a subset of Pass 9. It narrows the selections from Pass 9 by FAPC for one quarter.</p> <p>Depending on the selection criteria you entered, there are three options you can choose from.</p> <p>Appends the Pass 10 results to Pass 7 and saves the file as IPDESG.</p>	<p><b>Option 1:</b> For colleges that only use fee codes or FAPC to track discounts and allowances:  <b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>FAPC</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <hr/> <p><b>Option 2:</b> For colleges that want to narrow the prior selections based on FAPC across all the selected fee codes:  <b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ Leave it blank</li> </ul> <p><b>FAPC</b></p> <ul style="list-style-type: none"> <li>▪ Applicable FAPC to narrow down the selections</li> </ul> <p>This retrieves only the records from Pass 9 that meet the FAPC criteria entered here.</p> <hr/> <p><b>Option 3:</b> For colleges that sometimes only use fee codes or FAPC, and sometimes use a combination of both:  <b>FEE-CD</b></p> <ul style="list-style-type: none"> <li>▪ The fee codes entered in Pass 9 that are used only for tracking the discounts and allowances, including the fee codes associated with the FAPC that are used only for tracking the discounts and allowances.</li> </ul> <p><b>FAPC</b></p> <ul style="list-style-type: none"> <li>▪ Applicable FAPC to narrow some selections that use a combination of fee codes and FAPC.</li> </ul> <p>This retrieves the records from Pass 9 that are tracked only by fee codes or FAPC and the records that are tracked by a combination of both.</p>	<ol style="list-style-type: none"> <li>1. Append file</li> <li>2. Name for generated file: <b>IPEDSG</b></li> <li>3. Local Group = Y</li> </ol>
Pass 11 of 13	SR5020K	Suppresses details for the discounts and allowances file IPEDSG to	None	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. Name for generated file:</li> </ol>

Pass	Procedure	Description	Selection Criteria	Output Steps
		<p>prepare it for linking with the financial aid grants file IPEDSA.</p> <p>Saves the suppressed results over Pass 7 as the file IPEDSG.</p>		<p><b>IPEDSG</b></p> <ol style="list-style-type: none"> <li>3. KSAM key selection: CP_CUST_NUM</li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>
Pass 12 of 13	SR5020L	<p>Suppresses details for the financial aid grants file IPEDSA to prepare it for linking with the discounts and allowances file IPEDSG.</p> <p>Saves the suppressed results over Pass 1 as file IPEDSA.</p>	None	<ol style="list-style-type: none"> <li>1. Save file</li> <li>2. Name for generated file: <b>IPEDSA</b></li> <li>3. KSAM key selection: STD-ID-NO</li> <li>4. Local Group = Y</li> <li>5. If prompted, Purge Existing File = Y</li> </ol>
Pass 13 of 13	SR5020R	Generates the final report by linking together the financial aid grants file IPEDSA and the discounts and allowances file IPEDSG.	None	Report output format

## IPEDS PART E—Scholarships and Fellowships Crosswalk

This table provides a list of financial aid programs and their associated award codes and subcodes, as well as their corresponding SR5020 pass numbers and IPED field numbers.

Financial Aid Program	Award Code/Sub Code (FAPC)	DataExpress Pass #	IPEDS Field #
Pell Grant	01	Pass 1 (embedded)	Part E, Line 1
		Pass 7 (001)	Part E, Line 8
		Pass 9 (001)	Part E, Line 9
			Total in Part E, Line 10
SEOG	02	Pass 1 (embedded)	Part E, Line 2
		Pass 7 (002)	
		Pass 9 (002)	
State Need Grant	09	Pass 1 (embedded)	Part E, Line 3
		Pass 7 (009)	Part E, Line 8
		Pass 9 (009)	Part E, Line 9
			Total in Part E, Line 10
<b>Other State Aid:</b> Trio/NEISP Gear-Up Promise ( system defined as 44) WorkFirst Tuition & Books WAVE Awards Washington Scholars Workforce Training Tuition Workforce Training TCA Health Professional Scholarships		Pass 2 (enter award code)	Part E, Line 3
		Pass 8 (enter FAPC)	Part E, Line 8
		Pass 10 (enter FAPC)	Part E, Line 9
			Total in Part E, Line 10
<b>Local Government Grants:</b>  3 ½ % (YourCCgrant) Scholarships from local government grants		Pass 3/4 (enter award code)	Part E, Line 4
		Pass 8 (enter FAPC)	Part E, Line 8
		Pass 10 (enter FAPC)	Part E, Line 9
			Total in Part E, Line 10
<b>Institutional Grants (restricted and unrestricted resources):</b> Need-based Tuition & Fee Waiver Matching portion of Fed/State/Local aid Institutional Scholarships (endowments) Athletic Scholarships Institutional Tuition and Fee Waivers	21 (most colleges)	Pass 5/6 (award code)	Restricted: Part E, Line 5
		Pass 8 (FAPC)	Unrestricted:
		Pass 10 (FAPC)	Totaled in Part E, Line 7