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Disbursing in Batch

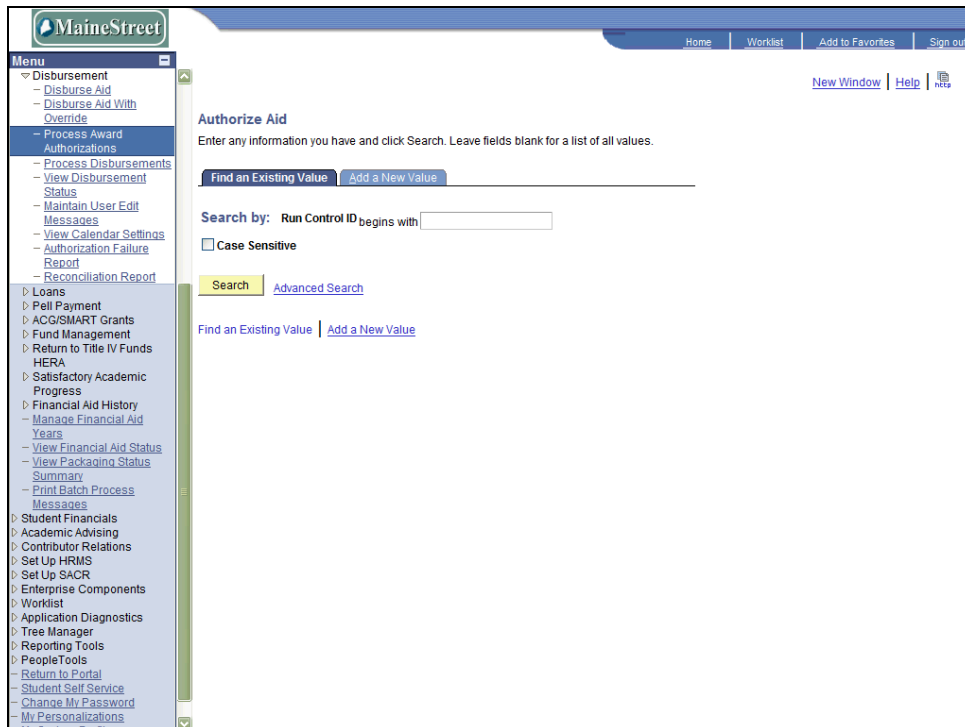
Concept

Using background processes to disburse aid occurs in two steps: processing authorizations and processing disbursement. This topic covers both steps.

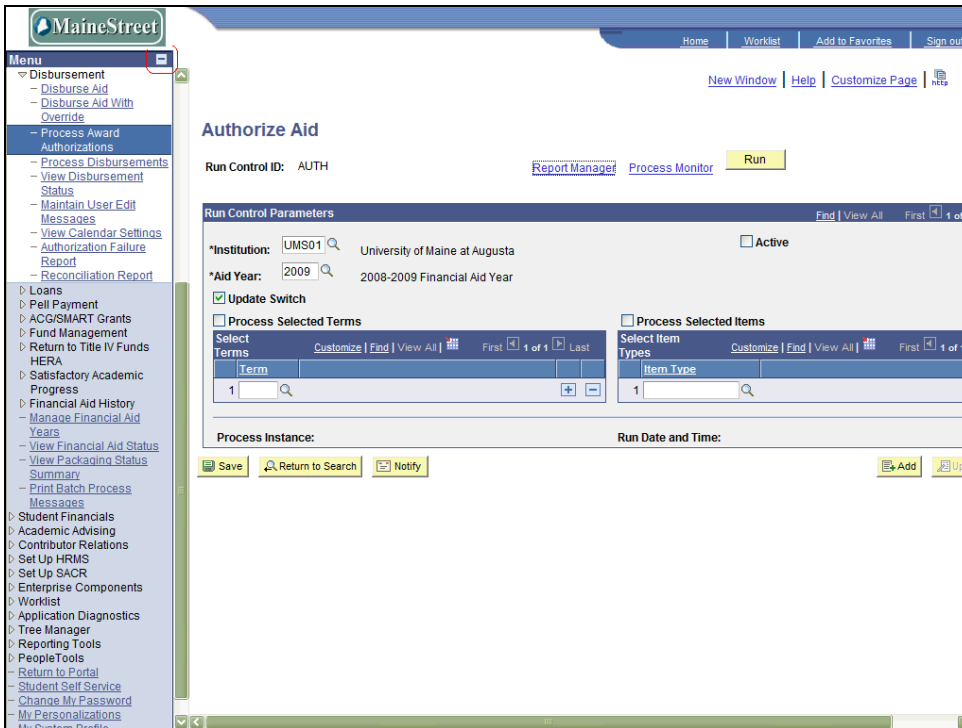
Disbursing financial aid funds in batch does not result in the funds being applied directly to a student's account. The disbursement process generates a file called a "group post" which Student Financials must then apply to the student accounts.



Procedure

Step	Action
1.	The first step is to process authorizations. Navigate: Financial Aid > Disbursement > Process Award Authorizations.



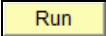
Step	Action
2.	As usual for processes, you need to select or create a Run Control ID . If you already have a Run Control ID to use, click the Search button and select it from the list. Otherwise, click the Add a New Value tab and create a new Run Control ID.



Step	Action
3.	To provide more screen space for the page, you can collapse the menu. Click the Collapse Menu button. 
4.	Make sure the correct Institution and Aid Year are entered. Note that you can have multiple rows of parameters - use the Add a New Row button to add more rows.
5.	You can have multiple rows of parameters for this process. Only those rows with the Active checkbox selected will be processed. Click the Active checkbox to select it. 
6.	If the Update Switch checkbox is selected, the process will update the database. To run the process in test mode (no database changes), clear the Update Switch checkbox. The Select Awards in Offered Stat check box is available when the Update Switch check box is cleared. Select to have the authorization process review only awards in Offered status. This option is only available when performing a test run, so that you do not inadvertently authorize and disburse offered awards.

Process Document

Financial Aid: Disbursing in Batch-051408

Step	Action
7.	If you want to limit the processing to certain terms of the aid year, you can check the Process Selected Term checkbox and then enter the desired term or terms below.
8.	If you only want to process certain item types, check the Process Selected Items checkbox and list the Item Type numbers in the "Select Item Types" area.
9.	To run the process, click Run . 



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Process Scheduler Request

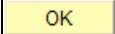
User ID: 0099999 Run Control ID: AUTH

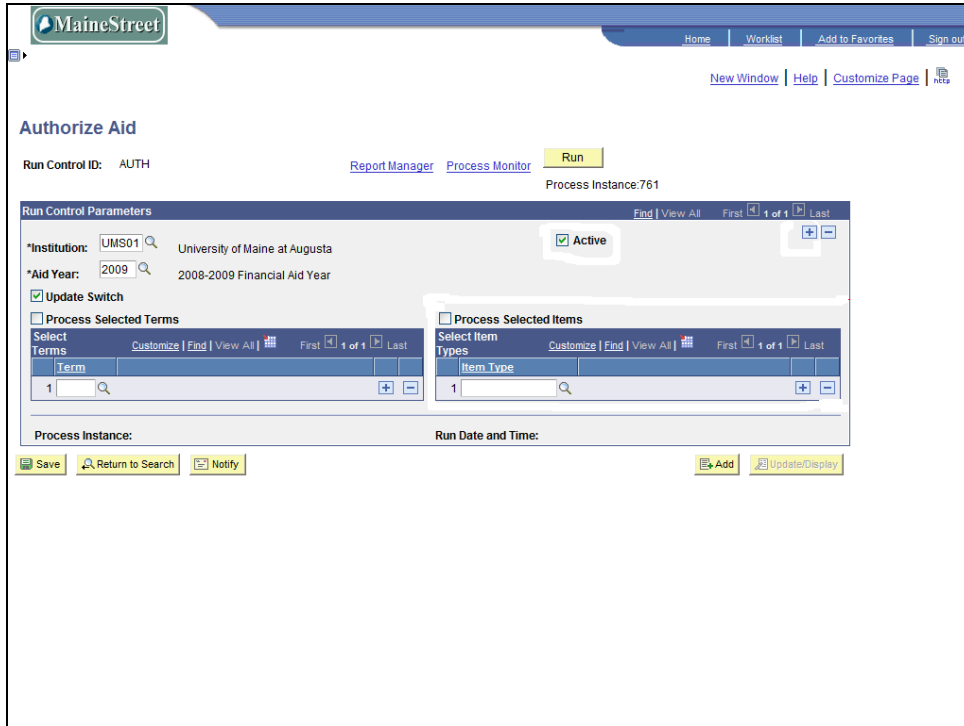
Server Name: Run Date: 05/14/2008

Recurrence: Run Time: 9:17:05AM

Time Zone:


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Background Mass Authorization	FAPAUTHS	COBOL SQL	(None)	(None)	Distribution

Step	Action
10.	Click OK . 



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Authorize Aid

Run Control ID: AUTH [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 761

Run Control Parameters Find | View All | First 1 of 1 | Last

*Institution: UMS01 University of Maine at Augusta Active

*Aid Year: 2009 2008-2009 Financial Aid Year

Update Switch

Process Selected Terms Process Selected Items

Term	Item Type
1	1

Process Instance: Run Date and Time:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

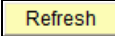
Step	Action
11.	Click the Process Monitor link. Process Monitor

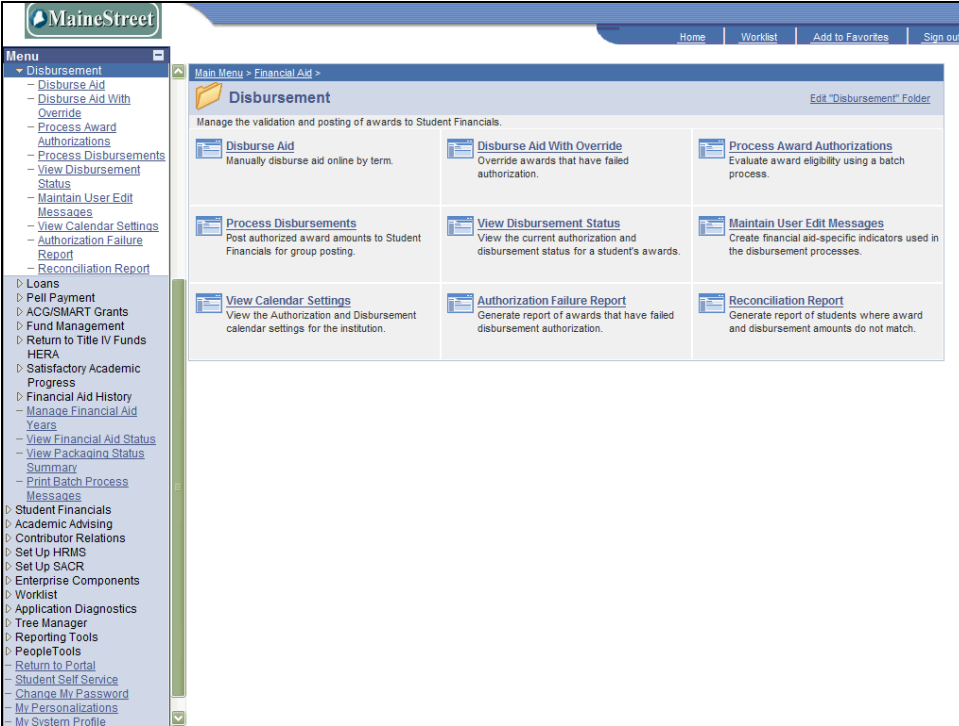
Process Document

Financial Aid: Disbursing in Batch-051408



The screenshot shows the 'MaineStreet' web application interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below these are links for New Window, Help, and Customize Page. The main content area is divided into two tabs: 'Process List' (selected) and 'Server List'. Under the 'Process List' tab, there is a 'View Process Request For' section with the following fields: User ID (0099999), Type (dropdown), Last (1 Days), Refresh button, Server (dropdown), Name (dropdown), Instance (dropdown), Run Status (dropdown), Distribution Status (dropdown), and a checked 'Save On Refresh' checkbox. Below this is a table titled 'Process List' with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 761, Process Type COBOL SQL, Process Name FAPAUTHS, User 0099999, Run Date/Time 05/14/2008 9:10:08AM EDT, Run Status Queued, and Distribution Status N/A. Below the table are links for 'Go back to Authorize Aid', 'Save' and 'Notify' buttons, and 'Process List | Server List' navigation.

Step	Action
12.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . 



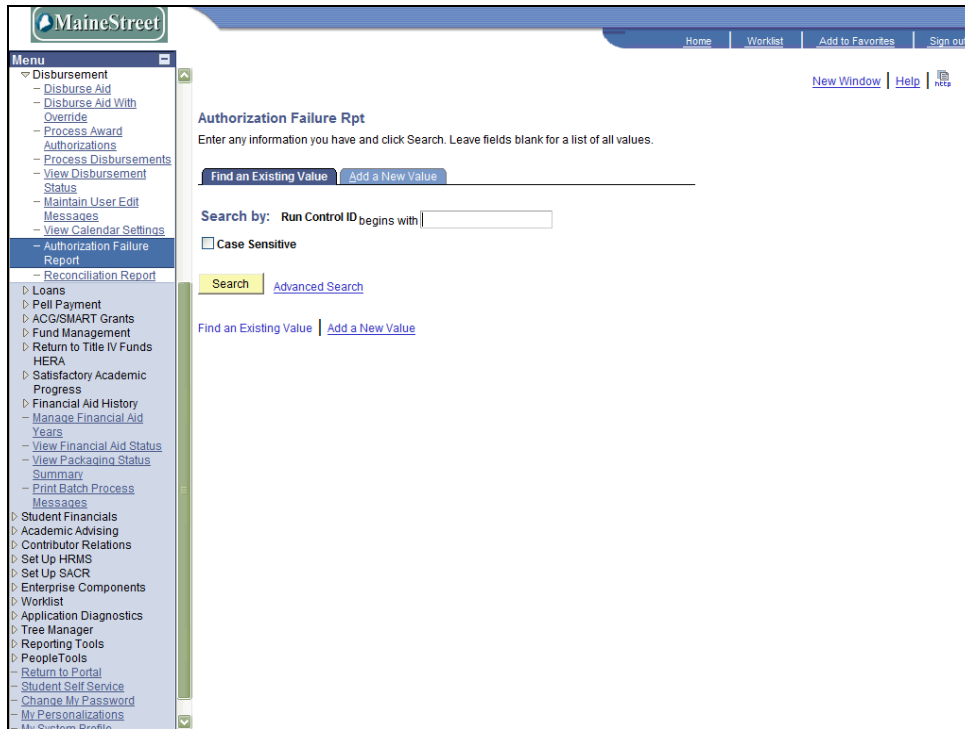
The screenshot shows the 'MaineStreet' interface for 'Financial Aid > Disbursement'. The left-hand menu is expanded to show 'Authorization Failure Report' under the 'Financial Aid History' section. The main content area displays a grid of disbursement-related actions:

- Disburse Aid**: Manually disburse aid online by term.
- Disburse Aid With Override**: Override awards that have failed authorization.
- Process Award Authorizations**: Evaluate award eligibility using a batch process.
- Process Disbursements**: Post authorized award amounts to Student Financials for group posting.
- View Disbursement Status**: View the current authorization and disbursement status for a student's awards.
- Maintain User Edit Messages**: Create financial aid-specific indicators used in the disbursement processes.
- View Calendar Settings**: View the Authorization and Disbursement calendar settings for the institution.
- Authorization Failure Report**: Generate report of awards that have failed disbursement authorization.
- Reconciliation Report**: Generate report of students where award and disbursement amounts do not match.

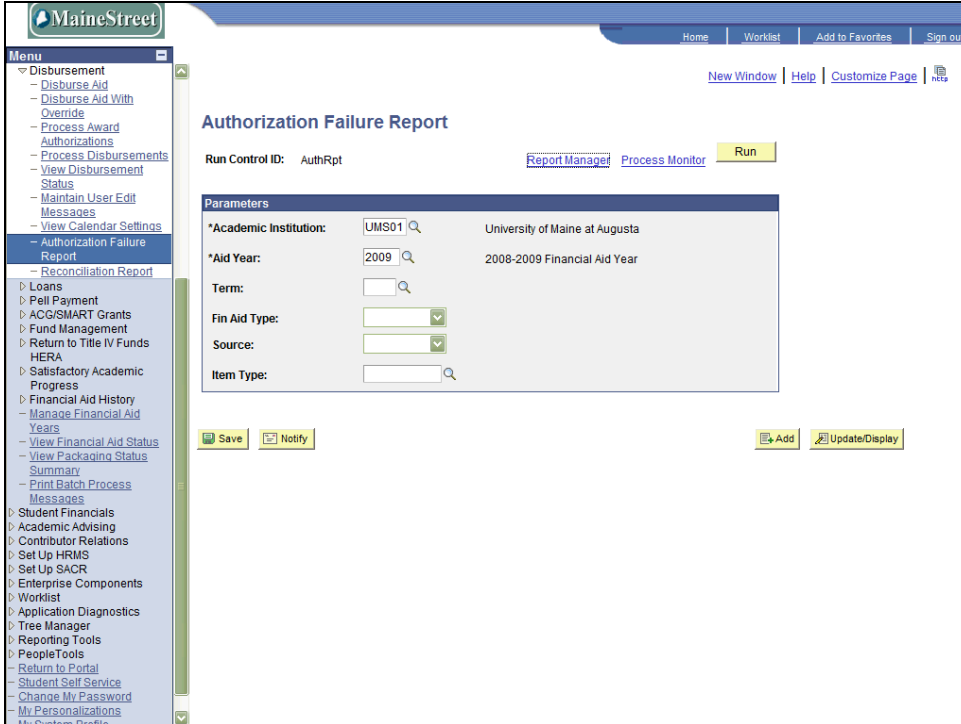
Step	Action
13.	<p>An excellent report is available to view the results of the batch authorization process. In the left-hand menu, click Authorization Failure Report.</p> <p>Authorization Failure Report</p>

Process Document

Financial Aid: Disbursing in Batch-051408



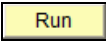
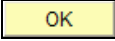

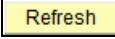
Step	Action
14.	<p>This report requires a Run Control ID. Either use an existing one or create a new one. To create a new Run Control ID, click the Add a New Value tab. Enter a name for the new Run Control ID. Click Add.</p> <div data-bbox="370 1167 483 1205" style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">Add</div>



The screenshot shows the 'Authorization Failure Report' interface in the MaineStreet system. The left sidebar contains a menu with options like 'Disbursement', 'Loans', 'Financial Aid History', and 'Student Financials'. The main content area has a title 'Authorization Failure Report' and a 'Run Control ID' of 'AuthRpt'. Below this is a 'Parameters' section with the following fields:

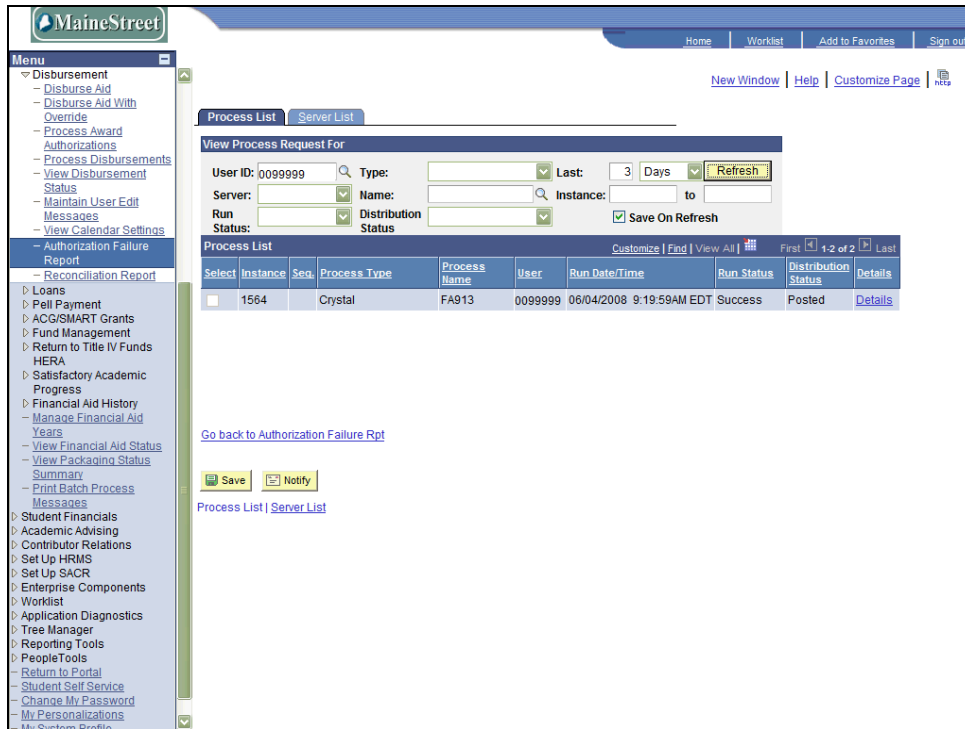
- *Academic Institution: UMS01 (University of Maine at Augusta)
- *Aid Year: 2009 (2008-2009 Financial Aid Year)
- Term: (blank)
- Fin Aid Type: (dropdown menu)
- Source: (dropdown menu)
- Item Type: (text input)

 At the bottom of the parameters section are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. A 'Run' button is located at the top right of the parameters section. Above the parameters section are links for 'Report Manager' and 'Process Monitor'.

Step	Action
15.	<p>Enter parameters for the report. The only required fields are Academic Institution and Aid Year.</p> <p>You can specify a single Term, a Financial Aid Type and/or Source, or a specific Item Type for the report. If you leave any of these fields blank, the report will include all values of the blank fields.</p>
16.	<p>Click Run.</p> 
17.	<p>Click OK.</p> 
18.	<p>Click the Process Monitor link.</p> 
19.	<p>Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i>.</p> 

Process Document

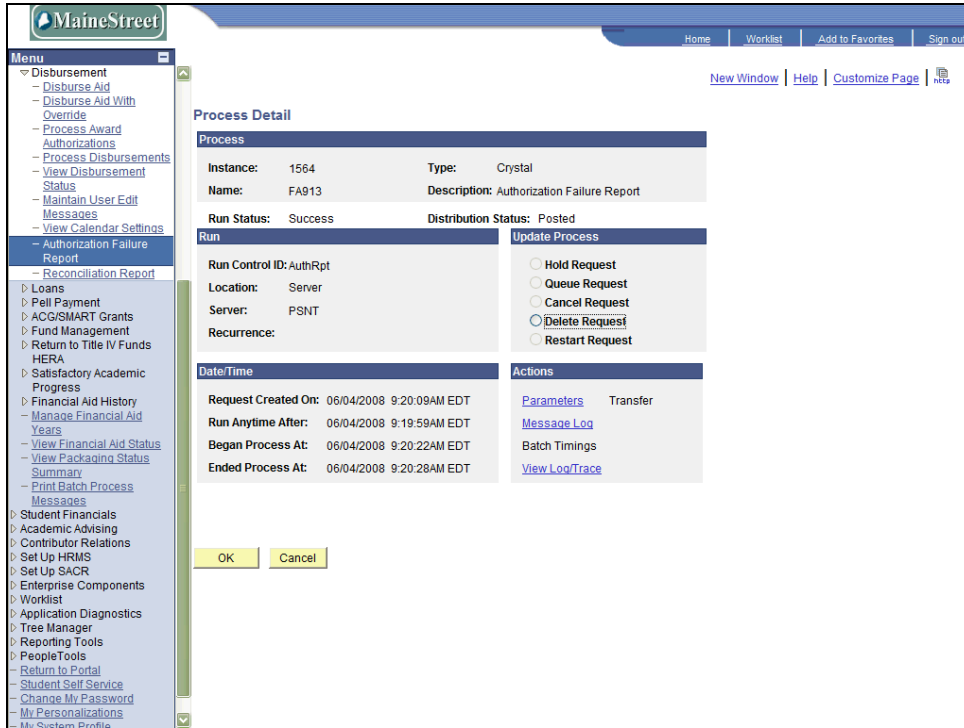
Financial Aid: Disbursing in Batch-051408



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' with various options like 'Disbursement', 'Loans', and 'Financial Aid History'. The main area is titled 'Process List' and 'Server List'. Below this is a 'View Process Request For' form with fields for User ID (0099999), Type, Last (3 Days), Server, Name, Instance, Run Status, and Distribution Status. Below the form is a table with the following data:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1564		Crystal	FA913	0099999	06/04/2008 9:19:59AM EDT	Success	Posted	Details

Step	Action
20.	Click the Details link. Details



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' tree with categories like Disbursement, Loans, Pell Payment, etc. The main area displays 'Process Detail' for instance 1564, type 'Crystal', and name 'FA913'. It shows a successful run status with a distribution status of 'Posted'. Below this are sections for 'Run' (control ID, location, server, recurrence), 'Date/Time' (request created, run anytime after, began process, ended process), and 'Update Process' (radio buttons for Hold, Queue, Cancel, Delete, Restart Request). An 'Actions' section contains links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. At the bottom are 'OK' and 'Cancel' buttons.

Step	Action
21.	Click View Log/Trace . View Log/Trace

Process Document

Financial Aid: Disbursing in Batch-051408



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View Log/Trace

Report

Report ID: 1093 Process Instance: 1564 [Message Log](#)

Name: FA913 Process Type: Crystal

Run Status: Success

Authorization Failure Report

Distribution Details

Distribution Node: DEV Expiration Date: 06/14/2008

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	06/04/2008 9:20:28.000000AM EDT
FA913_1564.PDF	61,120	06/04/2008 9:20:28.000000AM EDT
PeopleSoft Trace File	600	06/04/2008 9:20:28.000000AM EDT

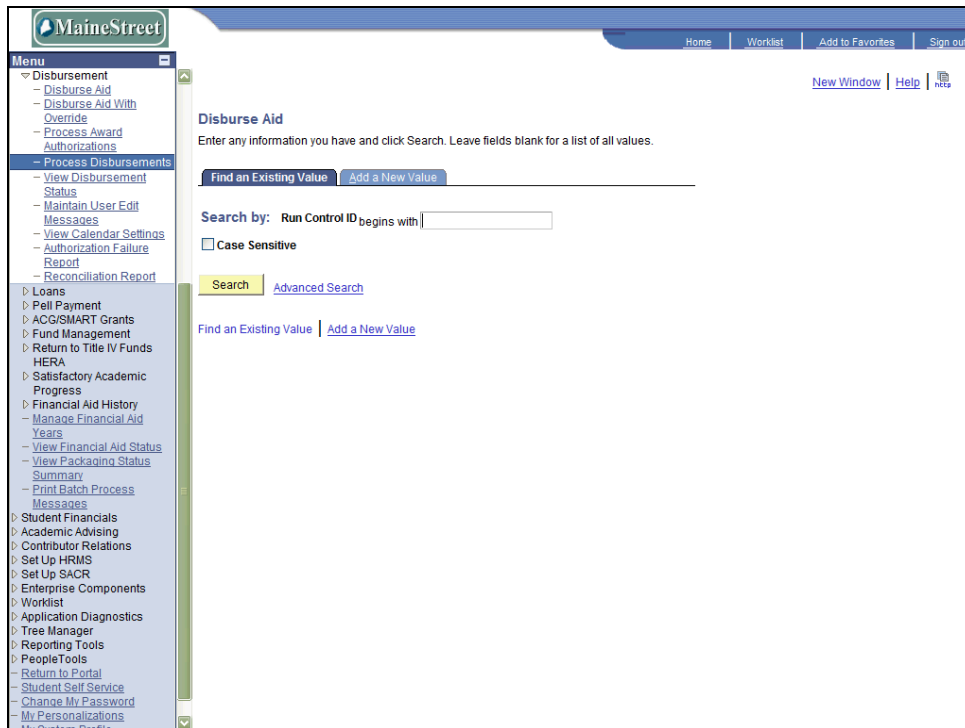
Distribute To

Distribution ID Type	Distribution ID
User	0099999

[Return](#)

Step	Action
22.	The report is a PDF file. Click it to view the report in a new window. FA913_1564.PDF

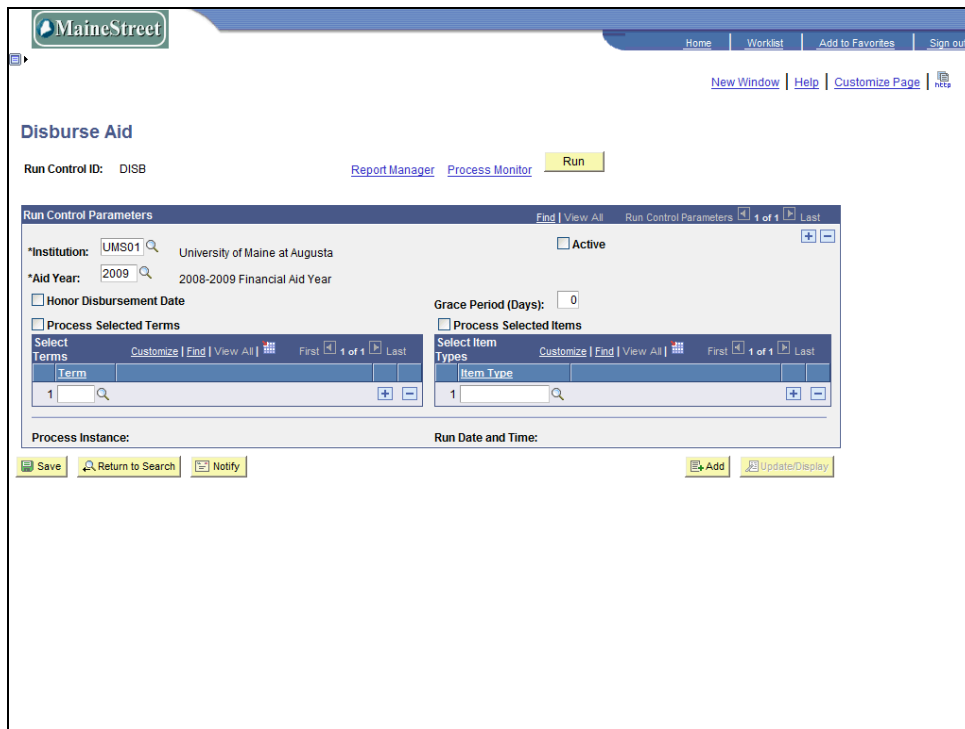
23.	<p>The second step is to process disbursements for the authorized awards.</p> <p>Navigate: Financial Aid > Disbursement > Process Disbursements.</p>
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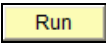
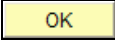
Step	Action
24.	Either create a new Run Control ID or use an existing one.

Process Document

Financial Aid: Disbursing in Batch-051408



Step	Action
25.	<p>Notice that this page is almost identical to the parameter page for the batch authorization process.</p> <p>You can have multiple parameter rows. Only those rows with the Active checkbox selected will be processed.</p> <p>Click the Active checkbox to select it.</p> <p><input type="checkbox"/> Active</p>
26.	<p>Select the Honor Disbursement Date checkbox to have the disbursement process compare the disbursement date on the Disbursement ID page against the current date for all selected financial aid item types. The process disburses only those awards that have a disbursement date earlier than or equal to the current date. Use the Grace Period (Days) field to allow disbursement dates within a specified number of days to be disbursed as well.</p> <p>For example, assume that you are running the disbursement process on 09/11/09, and you want to process all awards with disbursement dates of 09/15/09 and earlier. You would enter 4 in the Grace Period field for these disbursement dates to be processed.</p>
27.	<p>As for the authorization process you can choose to process only selected terms in the aid year and/or selected item types.</p>

Step	Action
28.	Click Run . 
29.	Click OK . 
30.	Click the Process Monitor link. Process Monitor



MaineStreet

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Process List | Server List

View Process Request For

User ID: 0099999 Type: Last: 1 Days Refresh

Server: Name: Instance: to


Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	771		COBOL SQL	FAPDISBS	0099999	05/14/2008 9:21:24AM EDT	Queued	N/A	Details
<input type="checkbox"/>	769		COBOL SQL	FAPAUTHS	0099999	05/14/2008 9:17:05AM EDT	Success	Posted	Details

Go back to Disburse Aid

Save Notify

Process List | Server List

Step	Action
31.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . 
32.	End of Procedure.