

Processing ACG/SMART-050208

1.	Navigate: Financial Aid > ACG/SMART Grants > Originate ACG/SMART Grants.
2.	The origination process requires a Run Control ID . You can use an existing one or create a new one. To create a new Run Control ID, click the Add a New Value tab.
3.	Enter a name for the new Run Control ID.
4.	Click Add .
5.	Make sure the correct Institution and Aid Year are entered. Enter your School Code , or use the look up button if you don't know it.
6.	If the Student Override checkbox is checked, you can list the students you want to process. If you leave that box unchecked, the system will look at all students.
7.	In the Student Override List , if used, enter the IDs of the students you want to process. Use the Add a New Row button to add more students to the list.
8.	Click Run .
9.	Click OK .
10.	Click the Process Monitor link.
11.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
12.	To check the results of the origination process, look at the grant status for a student. Click the Manage ACG/SMART Grants link in the menu.
13.	Enter search criteria to identify a student.
14.	Click Search .
15.	Note that the Origination Status is "Originated" and the COD Transmit Status is "Ready." Because the data hasn't been transmitted to COD yet, you can edit the fields on this page. Once the data is transmitted, the fields are no longer available to edit.
16.	Click the Orig Status link.
17.	The Origination Action Detail page acts as an audit trail for the Origination record, recording the date and time of actions on this award, and the User ID of the person responsible. Click Return .
18.	Click the Disbursement tab.
19.	Check that the correct disbursement information is entered. Click the Action Detail link for more information.
20.	This page acts as an audit trail, recording the date and time of actions on this award, and the user ID of the person responsible. Click Return .
21.	Finally, to generate the file to send to COD, navigate to Financial Aid > File Management > COD Full Participant > Generate ACG/SMART Data.

Quick Guide



22.	Either select an existing Run Control ID , or create a new one using the Add a New Value tab. On the Add a New Value tab, enter a name for the new Run Control ID.
23.	Click Add .
24.	Use the ACG/SMART Outbound page to set up the parameters for the process. Make sure the correct Institution and Aid Year are entered.
25.	You can include both origination and disbursement records or just origination records. Select the appropriate checkbox.
26.	Fill in the Academic Career and SFA Common School ID fields. Note that you can use the Add a New Row button to specify several sets of run parameters.
27.	You must fill in a file path and name in the File Path and Name field . Please consult your Financial Aid director for the correct value to enter in this field.
28.	Click Run .
29.	Click OK .
30.	Click the Process Monitor link.
31.	Generating the file for COD is performed in two job steps. To view each step and its results, click the ASGOUT link (the Process Name).
32.	Click Refresh from time to time until both parts of the job are complete.
33.	To access the generated file, click the second part of the 2-part job: SFA_COD_OUT .
34.	Click View Log/Trace .
35.	The file to transmit to COD is listed following the Redirected Terminal Output. In this example, the file is named "acgtest.txt." Click the file to view it. Save it to your PC for later transmission to COD.
36.	End of Procedure.