



CampusVue

Managing Financial Aid

User Guide



Campus Management Corporation

Web Site

<http://www.campusmanagement.com/>

E-mail

Information: E-mail Form on Web Site

Support: support@campusmgmt.com

Phone

Sales/Support: 561.999.9904

Toll Free: 800.483.9106

Facsimile: 561.999.0096

Address

Campus Management Corp.

777 Yamato Road

Boca Raton, FL 33431 USA

Trademark Attributions

Campus Management and Campus Management Logo are trademarks, service marks, or registered trademarks of Campus Management Corp.

Microsoft, Windows, Win32, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation.

Adobe and *Acrobat* are registered trademarks of Adobe Systems Incorporated.

All other product, service, and company names are trademarks or registered trademarks of their respective owners.

Copyright

This document is covered by the terms and conditions of the license agreement and/or the non-disclosure agreement, and may not be reproduced according to the terms of that agreement, or without written consent from Campus Management Corporation.

© June 2008 by Campus Management Corp. All rights reserved.

Contents

Preface

Related References.....5

Document Conventions.....5

Introduction to Financial Aid in CampusVue

Exporting Application Data

Exporting FAFSAs.....7

Export ISIR Corrections.....9

Export Request for Duplicate ISIRs.....11

Importing Application Data

Importing ISIR Files13

Importing Error Report Files.....15

Review/Print Multiple Batches15

Working with ISIRs

Printing ISIRs.....17

Viewing ISIRs.....19

ISIR Matching.....20

ISIR Verification.....23

COD Processing Import/Export

Disbursement Schedules25

COD Grant Origination Export (Create New Batch).....27

COD Grant Export (Regenerate Batch).....29

COD Grant Disbursements Export (Create New Batch).....30

COD Grant Acknowledgement/Disbursements Import32

CommonLine Loan Processing

CommonLine Application Export.....34

CommonLine Disbursement Roster Import35

 Import File Validation.....36

 Error Report36

COD Processing

Importing COD Files.....38

Exporting COD39

Origination Changes.....41

Approve Disbursements to Pay43

Financial Aid Batch Processes

Direct Loan Batch Processing	46
Financial Aid Batch Packaging	48
Review Batch Package	50

Student Status Confirmation Report (SSCR)

SSCR Processing	51
-----------------------	----

Financial Aid General Ledger

Entering FA G/L Transactions	54
Award Year Settings	55
Maximum Award Amount per Fund Source	55

Title IV Credit Balances

Calculating Title IV Credit Balances	57
--	----

Financial Aid Reports

General Features of CampusVue Reports	59
Accessing Reports	60
Report Viewer	60
Report Viewer Controls	61
Report	61
Mail Merge	62
Excel	63
Navigation Tools	63
Report Printing	64
Cube Reports	65

Index

Preface

This document contains information about the how to use the advance features of the Financial Aid module in CampusVue. This document assumes that the reader knows the Windows environment, has used the CampusVue product, and understands basic school administration terminology.

Related References

Refer to the following references for more information about topics frequently discussed in this document.

Related Reference	Description
Help System	Describes how to use the CampusVue product.

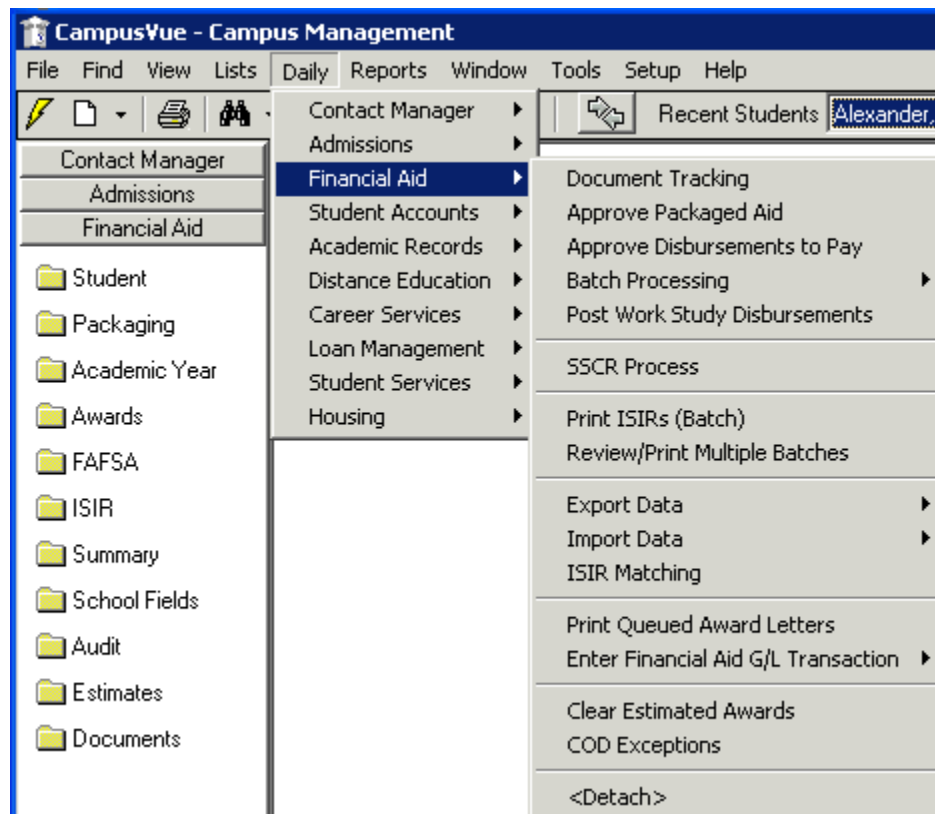
Document Conventions

The following conventions are used throughout the documentation to help guide the reader in finding information quickly.

Convention	Use
BOLD	Names of files, keys, forms, paths, and program components
<i>Italics</i>	Titles, hyperlinks, and special terms
>	Symbol used in paths to signify a shift to the next level of options
Note:	Important information

Introduction to Financial Aid in CampusVue

CampusVue offers features for packaging students, monitoring FA funds coming into your institution, and controlling the disbursement of funds to the students. The funds packaged in the Financial Aid module are credited to student ledgers in the Student Accounts module.



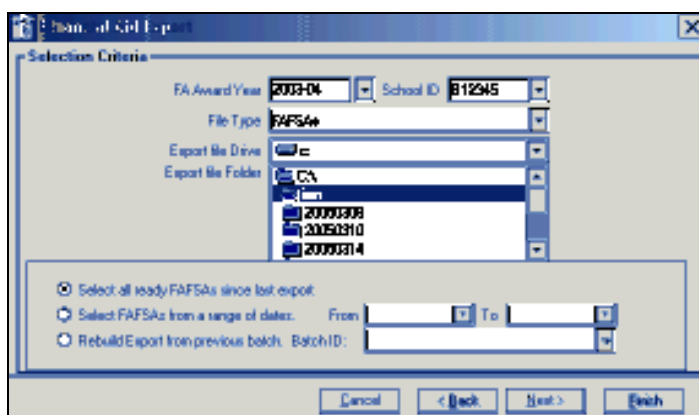
This user guide focuses on procedures and processes involved in import and export of Financial Aid files to the Department of Education.

Exporting Application Data

In this topic, you will learn how to prepare files to be exported to the Department of Education's (ED) Central Processing System (CPS). The files prepared here are related to Free Applications for Federal Student Aid (FAFSAs) and to Institutional Student Information Records (ISIRs). In CampusVue, files are created in a directory that is available to EDConnect (a program provided by the ED for transmitting and receiving files from the CPS). You can export FAFSAs, ISIR Corrections, or Requests for Duplicate ISIRs.

To export application data:

- 1 Select **Daily > Financial Aid > Export Data > Application Data** to open the **Financial Aid Export** wizard.



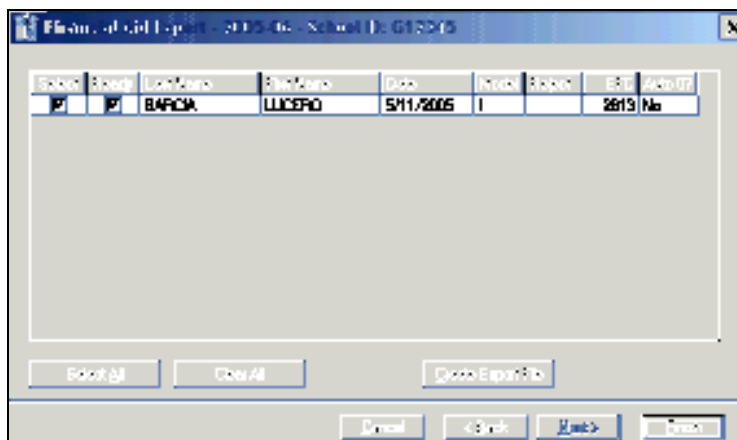
- 2 Select the **FA Award Year**, **School ID**, and **File Type**. The file types are **FAFSAs**, **ISIR Corrections**, and **Request for Duplicate ISIRs**. The bottom portion of the form will change depending on the file type you select. CampusVue will display the configured defaults for **Export file Drive** and **Export file Folder**. Changes are permitted but not recommended. If the directory as defined in the CampusVue setup does not exist, an error message will say that the directory does not exist on the specified drive.
- 3 Continue according to the **File Type** you selected in Step 2. See the descriptions below for the three file types.

Exporting FAFSAs

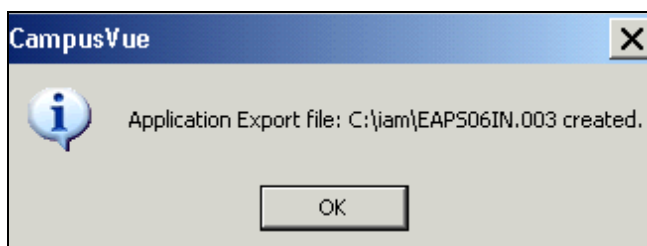
To export FAFSAs:

- 1-3 Complete steps 1 through 3 above (*Exporting Application Data*). Select **FAFSAs** in step 2.
- 1 Select either **Select all ready FAFSAs since last export**, **Select FAFSAs from a range of dates**, or **Rebuild Export from previous batch**.

- 2 Click **Next** to go to the next page of the wizard. The wizard will show a list of all the FAFSAs gathered for export. The listed records will have a check in the **Ready** box.
- 3 Select any record on the list and uncheck **Select** to prevent it from being exported with the others. You can also uncheck **Ready** to prevent the record from being gathered in subsequent batches.



- 4 Click **Select All** to export all records listed. If you want to exclude a few records out of a long list, click **Select All**, then hold down the **Ctrl** key and deselect the records you do not want to export.
- 5 Click **Create Export File** to process the selected records for export. When the export file has been created, CampusVue will display a confirmation message with the location and name of the export file.



The program will increment the file name extension each time you run the procedure. After this example, the next time you run the program, the file name will be EAPS06IN.004.

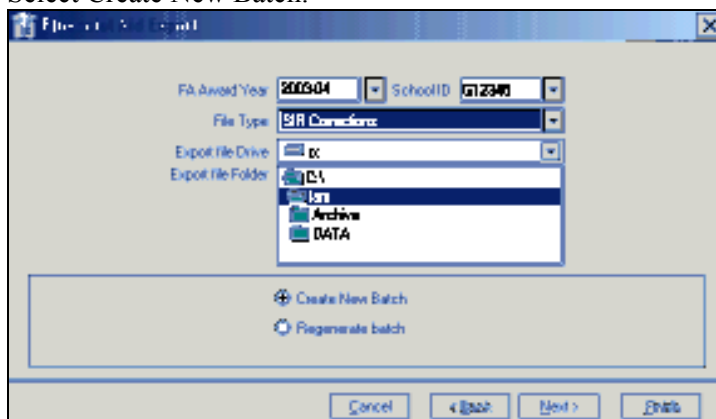
- 6 Click **OK** to close the message box and the wizard. Do not click **Finish**. Clicking **Finish** before clicking **Create Export File** will close the wizard without exporting any data. The **FAFSA Export Report** will open automatically.

Export ISIR Corrections

To export ISIR Corrections (Create New Batch):

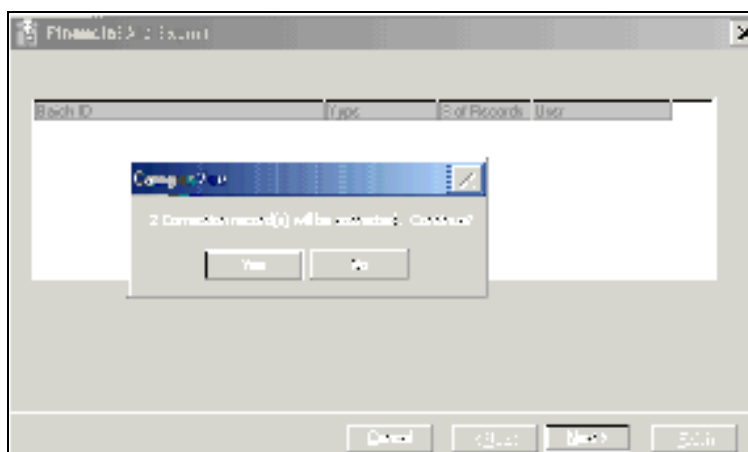
1-3 Complete steps 1 through 3 above (*Exporting Application Data*). Select **ISIR Corrections** in step 2.

1 Select Create New Batch.

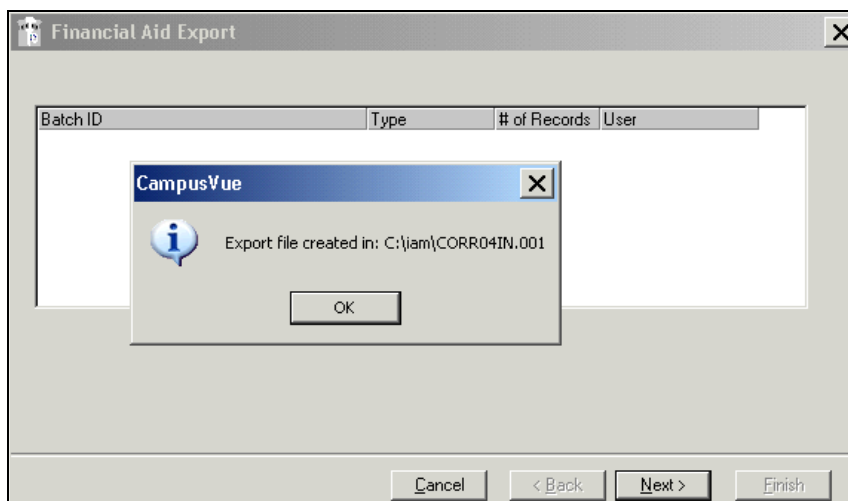


2 Click **Next** to go to the next page of the wizard.

3 The wizard will display a message containing the number of records that will be extracted for export. Click **Yes** to continue or **No** to abort the extract procedure.



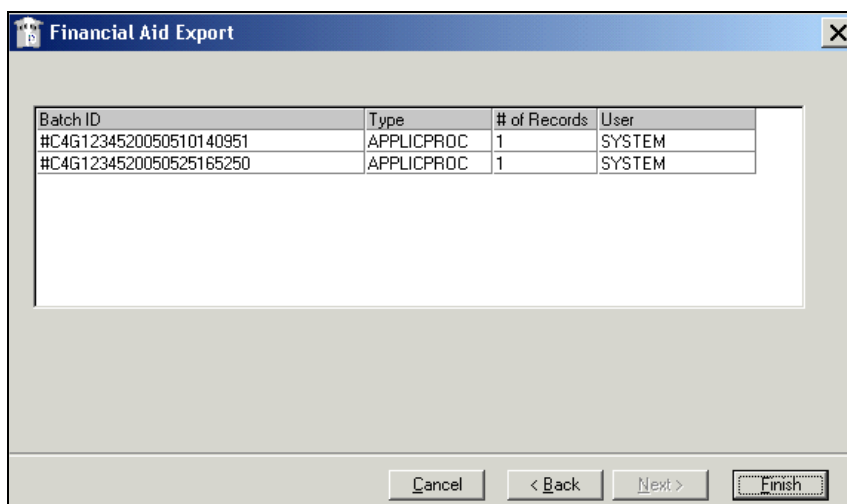
4 The program will display a message containing the directory path and name of the file containing the ISIR corrections. Click **OK** to acknowledge the message. The program will increment the file name extension each time you run the procedure. Note that files for ISIR corrections and requests for duplicate ISIRs have the same name structure, so their extensions are incremented in the same series.



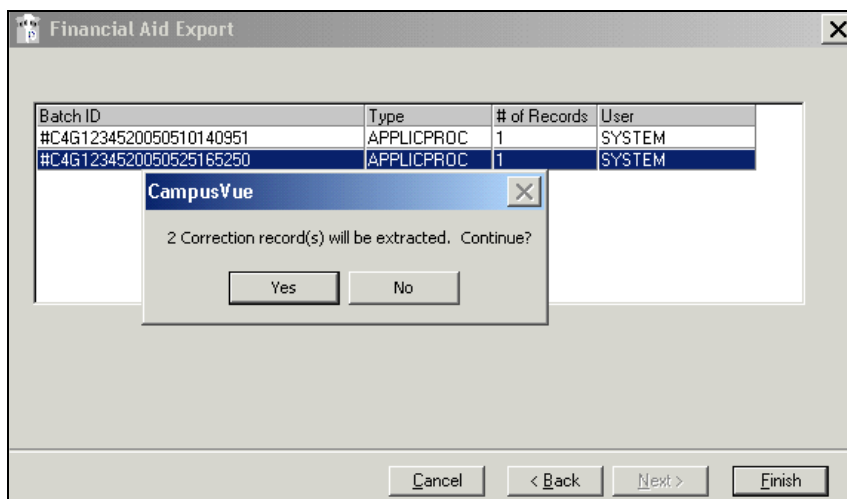
- 5 The program will display the ISIR Corrections Sent report. Print the report as necessary.

To export ISIR Corrections (Regenerate Batch):

- 1-3 Complete steps 1 through 3 above (*Exporting Application Data*). Select **ISIR Corrections** in step 2.
- 4 Click **Regenerate Batch** to regenerate a batch of ISIR corrections that was previously created. This may be necessary in the unlikely event that something has rendered the previously created file unusable.
- 5 Click **Next** to see the list of available batches.
- 6 Select the batch to be regenerated by clicking it once to highlight it.



- 7 Click **Finish**. The program will display a message indicating how many records will be extracted.



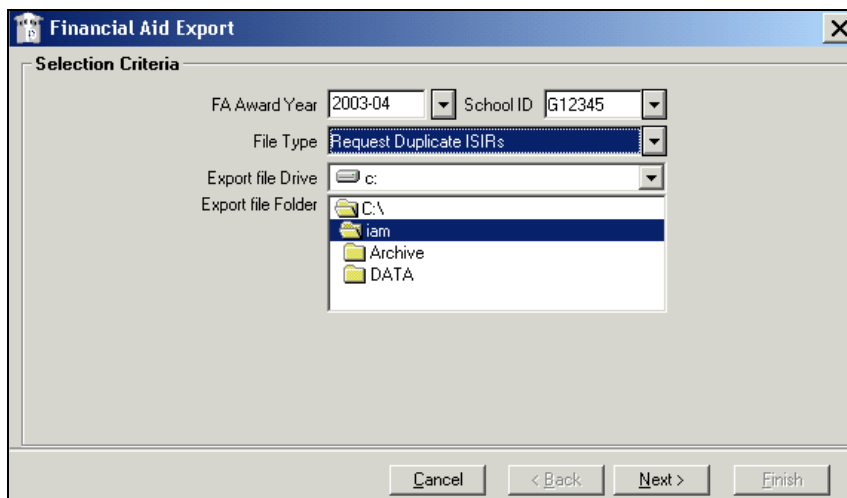
- 8 Click **Yes** to continue. The program will display the ISIR Corrections Sent report. Print the report if necessary.

Export Request for Duplicate ISIRs

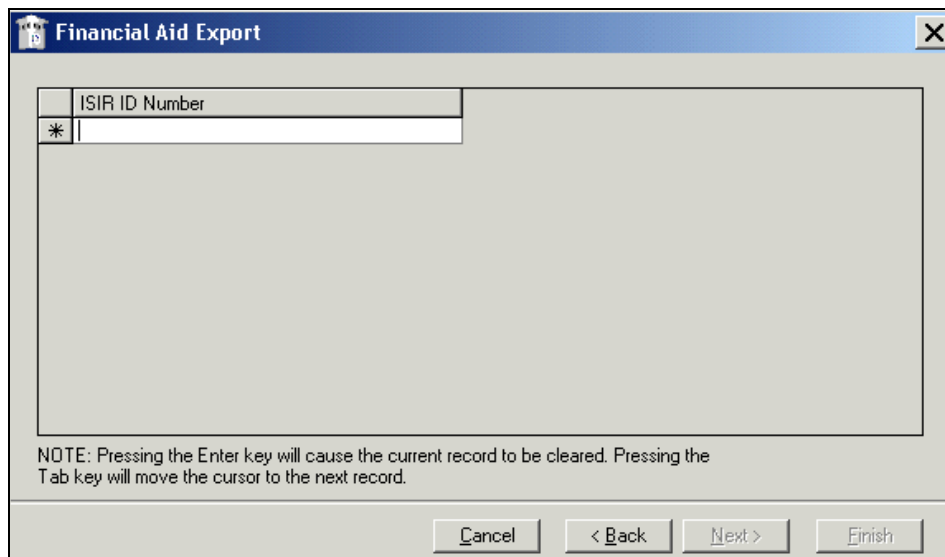
To export Request(s) for Duplicate ISIRs:

1-3 Complete steps 1 through 3 above (**Exporting Application Data**). Select **Request Duplicate ISIRs** in step 2.

- 1 Click **Next** to go to the next page of the wizard.

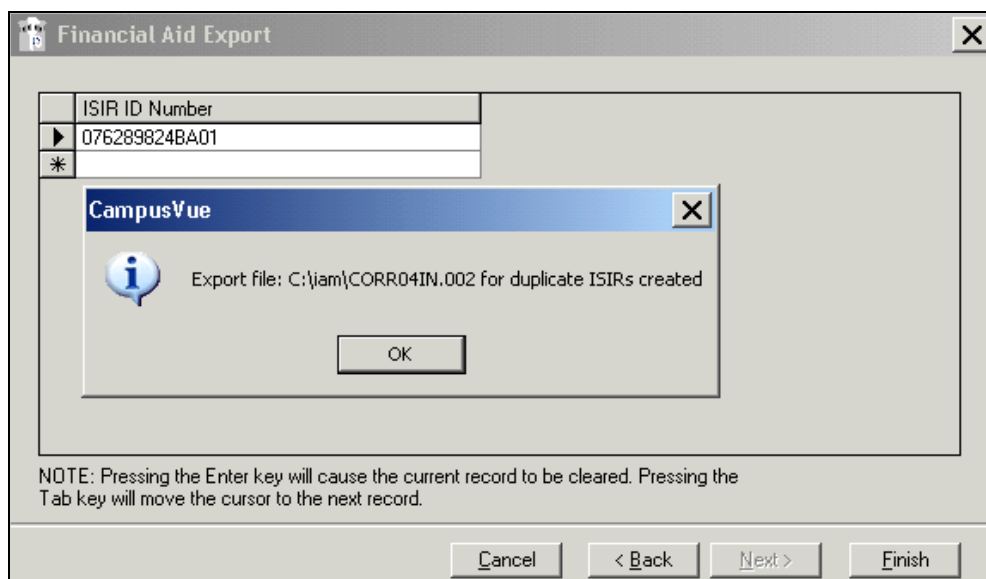


- 2 Enter one or more **ISIR ID Numbers** in the list on the second page of the wizard. Do not type spaces; apostrophes are allowed for names such as O'Toole. The ISIR ID can be found on the student's printed SAR or on a printed ISIR. If an ISIR has been imported into CampusVue, the ISIR ID number can be viewed by selecting the student and going to **View > Financial Aid > ISIR**.



The "Financial Aid Export" dialog box features a table with two columns: "ISIR ID Number" and an empty column. The first row contains an asterisk (*) in the first column and is highlighted. Below the table, a note states: "NOTE: Pressing the Enter key will cause the current record to be cleared. Pressing the Tab key will move the cursor to the next record." At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

- 3 Click **Finish**. CampusVue will display a message with the directory path and name of the file created for export. Click **OK** to acknowledge the message. The program will increment the file name extension each time you run the procedure. Note that files for ISIR corrections and requests for duplicate ISIRs have the same name structure so their extensions are incremented in the same series.



The "Financial Aid Export" dialog box is shown with the same table as before, but the first row now contains the ISIR ID "076289824BA01" in the first column and an asterisk (*) in the second column. A "CampusVue" message box is overlaid on top, displaying an information icon and the text: "Export file: C:\jam\CORR04IN.002 for duplicate ISIRs created". Below the message is an "OK" button. The note and buttons at the bottom of the "Financial Aid Export" dialog remain the same.

- 4 Click **OK** to acknowledge the message and complete the procedure.

Note: The next step after any of the three procedures described above is to use the EDConnect software provided by the Department of Education to transmit the export files to the CPS. Please refer to your EDConnect procedure manuals for help with this part of the process.

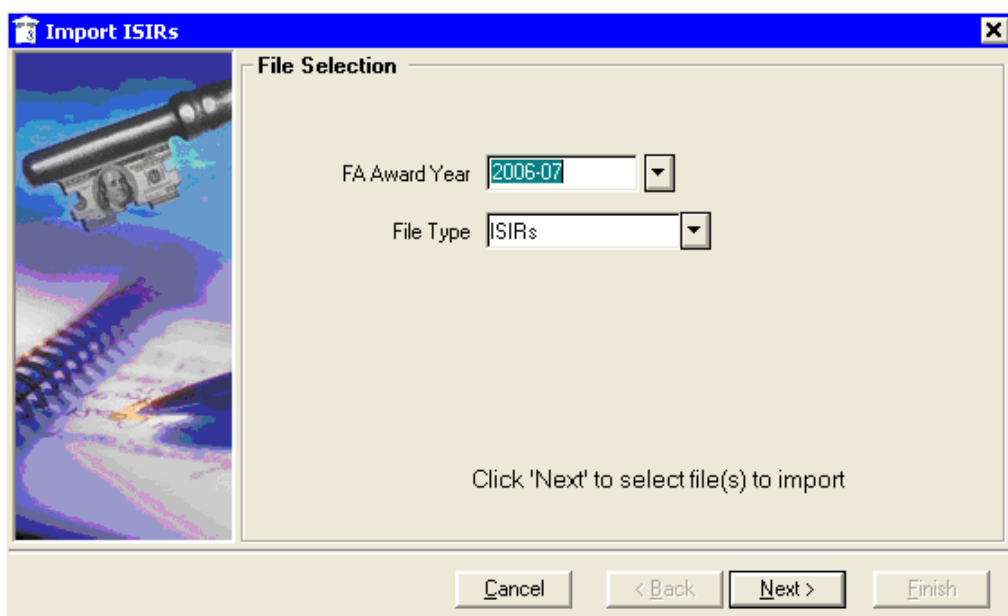
Importing Application Data

In this topic, you will learn how to import Institutional Student Information Records (ISIRs) into the CampusVue database.

Importing ISIR Files

To import ISIRs:

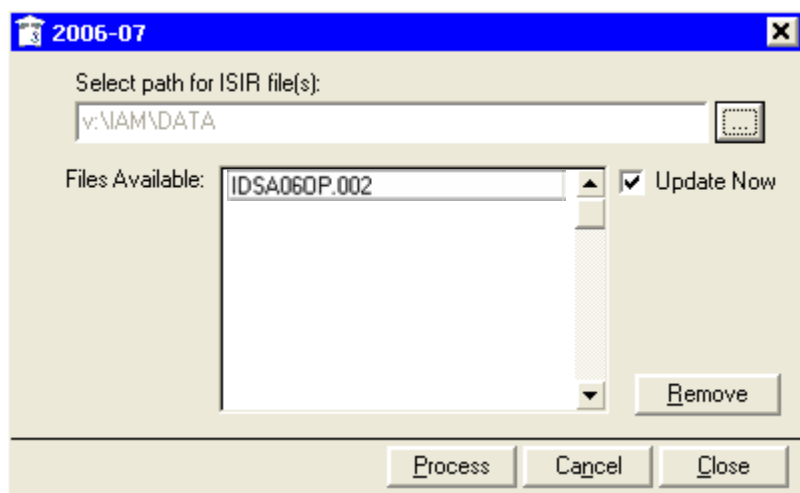
- 1 Select **Daily > Financial Aid > Import Data > Application Data** to open the **Import ISIRs** wizard.



- 2 Select the **FA Award Year** to be processed.
- 3 Select the **File Type: ISIRs** or **Error Report File**.

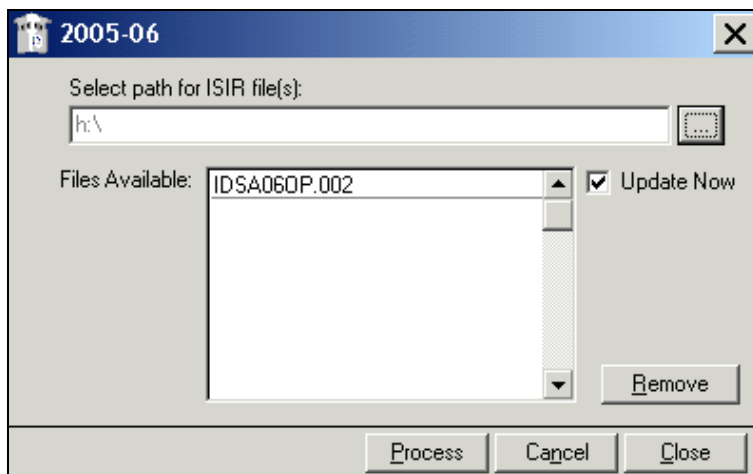
You will select the ISIR file to import on the next page of the wizard. The file name to look for is EAPS##OP.nnn or IDSA##OP.nnn where “##” is the award year and “nnn” is a sequential number.

- 4 Click **Next** to go to the **FA Award Year** form. A warning message will indicate a file that has already been imported; otherwise the FA Award Year form opens.



The FA Award Year form displays the path selected for ISIRs, if the path has already been set. If not, click the **Search** tool to the right of the **Select path for ISIR file(s)** field to select the path the system will use to import the files.

- 5 The **Files Available** field lists all files available in the selected folder. To prevent the system from importing a file, select the file and click **Remove**. If you remove files from the current batch, they will be displayed the next time this form is opened.



- 6 Select the **Update Now** check box if you wish to process the selected files immediately. If this check box is not selected, the default setting processing will occur during school-defined off hours, typically at night.

Note: It is recommended that you do not click **Update Now** unless you need to work with the student(s) today, or you are updating at the end of your shift. **Update Now** will tie up your workstation until the processing ends.

- 7 Click **Process** to begin processing. Click **Print** to generate an ISIR Import report.

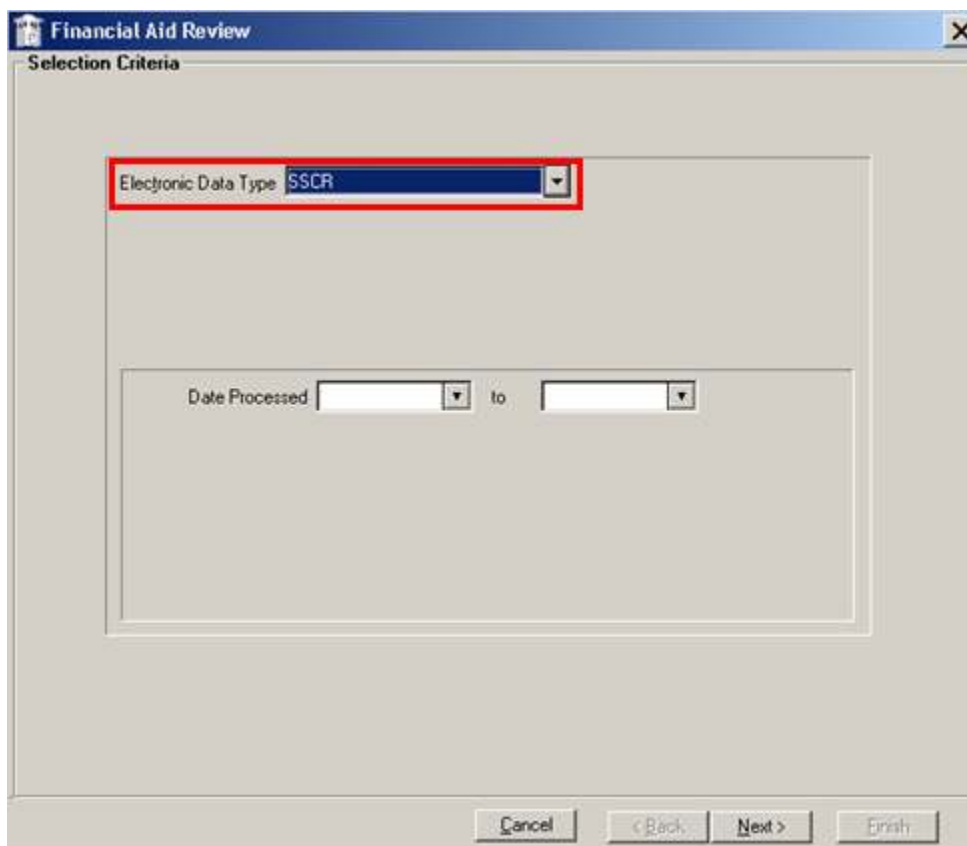
Importing Error Report Files

The procedure described above for Importing ISIR Files can also be used to import the Error Report File. The file name to look for is FDRE##OP.nnn where “##” is the award year and “nnn” is a sequential number.

Review/Print Multiple Batches

To review/print an imported/exported batch file:

- 1 Click **Daily > Financial Aid > Review/Print (Multiple Batches)** to open the Financial Aid Review wizard.

The image shows a screenshot of the 'Financial Aid Review' dialog box, specifically the 'Selection Criteria' tab. The dialog has a title bar with a close button. Inside, there is a section titled 'Electronic Data Type' with a dropdown menu currently set to 'SSCR'. Below this, there is a 'Date Processed' field with two date pickers separated by 'to'. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. A red rectangular box highlights the 'Electronic Data Type' dropdown menu.

- 2 Select the Electronic Data Type that you want to review. The data types available are Application Processing, Clearinghouse, Direct Loan, Pell/RFMS, CommonLine V4, COD, ACG Grants, SMART Grants, and SSCR.
- 3 Specify a Data range in the Date Processed field for retrieving the batches to review. If no date range is specified, all records are pulled.
- 4 Click **Next** to continue. The above example shows the **Electronic Data Type** for the **SSCR** records form. The resulting page shows a list of imported batches for the selected file types.

Electronic Data for SSCR Import Records

Batch Information

Batch ID	School ID	File Type	# Records	Award Year	Date Added	File Name	Regen	Regen. B
20040601021534074451	00		1346		6/2/2004	sscrxop.014	F	
20050201025007134661	03031400		51		2/1/2005	sscrxop.013	F	
20060201024232141004	02052000		377		2/1/2006	sscrxop.003	F	
20060301023639505878	01157400		826		3/1/2006	sscrxop.dat	F	
20060403035436212610	03044500		499		4/3/2006	sscrxop.003	F	
20060501025947392257	02091700		1222		5/2/2006	sscrxop.005	F	
20060515030502621890	03113100		291		5/18/2006	sscrxop.011	F	
20060901012112048867	03099800		660		9/13/2006	SSCR000P.236	F	
20060906012112048867	00749100		676		10/20/2006	E062\SSCR000	F	
20060907012112048867	00749100		676		10/20/2006	E062\SSCR000	F	
20070402042403067085	02083600		588		6/4/2007	sscrxop.001	F	

Print

Cancel < Back Next > Finish

- 5 Select the batch file that you want to review.
- 6 Click **Print** to print a report of the batch you selected. The report appears in the **Preview** window. Browse or print as necessary.

Note: You cannot review a batch that has been regenerated. You can, however, examine the file resulting from the regeneration.

- 7 Click **Close** to close the report.
- 8 Click **Finish** to close the Batch Review form or select and review another batch.

Working with ISIRS

This topic focuses on printing, viewing, and matching ISIRS.

Printing ISIRS

As batches of ISIRS are returned to the school from the CPS, you can print all the ISIRS in any given batch at the same time, rather than one at a time. After an ISIR has been imported from the CPS, you can print it individually by selecting the student and clicking **View > Financial Aid > ISIR**.

To print ISIRS:

- 1 Select **Daily > Financial Aid > Print ISIRs (Batch)** to open the Print ISIR Batch selection form. The form defaults to the **ISIR Batches** tab.

- 2 Use the optional criteria to filter the list of batches:

Pell ID: Select the Pell ID of the batches you want to review. The field defaults to the Pell ID of your session default campus.

Award Year: Select the award year of the batches you want to review.

Date Received: Select the beginning and ending dates of the batches received.

- 3 Click **Refresh** to display the filtered list of ISIR batches. The grid will show the **ISIR Batch ID**, the **Date Received**, the **Record Count**, and the **Award Year** for each of the imported batches. Click on a column header to sort the batch list in the order of that column.
- 4 Select the batch of ISIRs that you want to print.
- 5 Click **Print Selected ISIRs in Batch**. Check the box if you wish to print a signature page.

Select	ISIR Batch ID	Date Received	Record Count	Award Year
<input checked="" type="checkbox"/>	#A6323442020917506612590101	3/7/2005	5	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612590000	3/7/2005	4	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585959	3/7/2005	8	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585858	3/7/2005	23	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585757	3/7/2005	16	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585656	3/7/2005	18	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585555	3/7/2005	11	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585454	3/7/2005	6	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585353	3/7/2005	6	2005-06
<input checked="" type="checkbox"/>	#A6323442020917506612585252	3/7/2005	6	2005-06

CampusVue will start the Report Selection procedure and display a preview of all the ISIRs in the batch. You can browse through the list just as you would with any other report. You can search for a particular ISIR in a large batch by searching for the student's name or other recognizable data.

Print all or selected ISIR report files as required. Below is a sample selection of the first page of an ISIR to be printed.

```

2005-2006 Institutional Student Information Record
*****
* IMPORTANT: Read ALL information to find out what to do with this Report.
*****
AMANDA A MANCHA                                OMB
1725 SUNSHINE TER SE                            March 08, 2005
ALBUQUERQUE, NM 87106

EFC

047
There are issues with your application information that need to be
resolved before your eligibility can be
determined. Read this letter carefully and review any items marked

```

Close the report when you are finished printing.

- 6 Click **Close** to close the **Print ISIR Batch** form.

Viewing ISIRs

To view ISIRs:

- 1 Go to **Daily > Financial Aid > Print ISIRs (Batch)** to open the Print ISIR Batch selection form.
- 2 Click the **View ISIRs** tab.

- 3 Select a **Pell ID**.
- 4 Select an **Award Year** (optional).
- 5 Enter the **Date Received** range (optional).
- 6 Click **Refresh** to display the list of ISIRs that match your criteria.
- 7 Select the ISIRs you want to view or print. Click **Select All** to select all of the listed ISIRs. This is the default setting. Click **Clear All** to clear all selections.

Select	Student Name	Campus	ISIR ID	EFC	Reject
<input checked="" type="checkbox"/>	NEWLEADONISIR, IMPORT1	002	811111111NE01	47428	
<input checked="" type="checkbox"/>	NEWLEADONISIR, IMPORT2	002	811111112NE01	47428	

If you wish to print a signature page, select the **Print Signature Page** check box. Click **Print Selected** to view or print the selected ISIRs.

- 8 Click **Close** to close the form.

ISIR Matching

To perform ISIR matching:

- 1 Select **Daily > Financial Aid > ISIR Matching** to open the ISIR Matching form.
- 2 Select the **School Code** for which ISIRs are to be matched.
- 3 Select an **FA Award Year**.
- 4 If required, enable the **Include Previously Matched ISIRs** check box.

Databases that allow duplicate social security numbers need the ability to move an ISIR from one student record to another. To enable this functionality, check the **Include Previously Matched ISIRs** box.

- 5 Click **List ISIRs** to display all unmatched ISIRs for the selected award year. The first column indicates the number of matches found when CampusVue compared (1) the current Social Security Number, (2) the Original Social Security Number, (3) the Last Name and Date of Birth, and (4) the student Phone Number from the ISIR to the data in the student master file. The first column of the row displays the number of Matches found. For each student record examined, the program stops the process when it finds a direct match for any of the criteria.

ISIR Matching

School Code: 007481 FA Award Year: 2005-06 List ISIRs SSN Search

☒ Include Previously Matched ISIRs

Matches	Social Security Number	Orig. Social Security Number	Transaction ID	Last Name
1	015-66-2364	015-66-2364	015662364CA01	CABA
1	030-68-7349	030-68-7349	030687349CA01	CABRAL
1	025-72-5579	025-72-5579	025725579CA01	CALLAHAN
1	028-58-5980	028-58-5980	028585980CA01	CAMPBELL
1	072-74-6017	072-74-6017	072746017CA01	CASTRO
1	099-60-3853	099-60-3853	099603853CH01	CHEN
0	120-01-0028	120-01-0028	120010028ED02	EDIT
0	120-01-0029	120-01-0029	120010029ED02	EDIT
0	120-01-0030	120-01-0030	120010030ED02	EDIT
0	888-88-8881	888-88-8881	888888881FA01	FARFAN
1	028-64-1396	028-64-1396	028641396FE01	FELDER
1	025-80-3291	025-80-3291	025803291FE01	FERNANDES
1	011-70-6915	011-70-6915	011706915FI01	FITZPATRICK
1	260-21-7728	260-21-7728	260217728FL01	FLYNT
1	026-68-2398	026-68-2398	026682398FO01	FORD

Auto Match Search Select Unmatch Save Cancel Close

- Click **Auto Match**. CampusVue will populate the "Match IDs" column of the grid. For rows that have a count greater than 1, double-click the row to select from a list of possible matches. Double-clicking the row opens the ISIR Matching Selection form, which displays the last name, first name, school status, start date, social security number, campus, date of birth, and phone number for each potential student match. Select the student that matches the ISIR. The list is updated by setting the first column to 1.

ISIR Matching

School Code: 007481 FA Award Year: 2005-06 List ISIRs SSN Search

☒ Include Previously Matched ISIRs

Matches	Social Security Number	Orig. Social Security Number	Transaction ID	Last Name
1	015-66-2364	015-66-2364	015662364CA01	CABA
1	030-68-7349	030-68-7349	030687349CA01	CABRAL
1	025-72-5579	025-72-5579	025725579CA01	CALLAHAN
1	028-58-5980	028-58-5980	028585980CA01	CAMPBELL
1	072-74-6017	072-74-6017	072746017CA01	CASTRO
1	099-60-3853	099-60-3853	099603853CH01	CHEN
0	120-01-0028	120-01-0028	120010028ED02	EDIT
0	120-01-0029	120-01-0029	120010029ED02	EDIT
0	120-01-0030	120-01-0030	120010030ED02	EDIT
0	888-88-8881	888-88-8881	888888881FA01	FARFAN
1	028-64-1396	028-64-1396	028641396FE01	FELDER
1	025-80-3291	025-80-3291	025803291FE01	FERNANDES
1	011-70-6915	011-70-6915	011706915FI01	FITZPATRICK
1	260-21-7728	260-21-7728	260217728FL01	FLYNT
1	026-68-2398	026-68-2398	026682398FO01	FORD

Auto Match Search Select Unmatch Save Cancel Close

CampusVue

Auto Matching Complete. 16 new ISIR matches found.

OK

- Click **Search** to open the Search form. You can manually locate the student master that matches the current row of the list. This button will only be available when the match count is zero for the current row of the list. When you select a student, CampusVue updates the grid by setting the first column to 1.
- Double-click a row on the Search form to select the student as a match for the ISIR. The program will return to the ISIR Matching form and set the number of matches to one on the row for which you selected a student from the search form.

- 9 Click **Unmatch** to detach an ISIR from a student and attach it to another student.

Matches	Social Security Number	Orig Social Security Number	ISIR ID	Last Name
1	01588-2384	01588-2384	015882384C01	CABA
1	03068-7348	03068-7348	030687348C01	CABRAL
1	02572-5579	02572-5579	025725579C01	DALLAWAY
1	02808-0880	02808-0880	028080880C01	CAMPBELL
1	07274-8017	07274-8017	072748017C01	CASTRO
1	08860-3803	08860-3803	088603803C01	CHEN
0	12001-0068	12001-0068	20010028E002	EDYT
0	12001-0068	12001-0068	20010028E002	EDYT
0	12001-0068	12001-0068	20010028E002	EDYT
1	03355-3331	03355-3331	033553331C01	CAFFERY
1	02884-1366	02884-1366	028841366FE01	FELDER
1	02090-3291	02090-3291	020903291FE01	FERNANDES
1	01170-8915	01170-8915	011708915FE01	FITZPATRICK
1	26021-7728	26021-7728	260217728FL01	FLYNT
1	02888-2388	02888-2388	028882388F001	FORD

- 10 Click **Yes** on the **Unmatch the selected ISIR?** Prompt.
- 11 If more than one student master record matches the ISIR, select the row on the ISIR Matching form with multiple matches and click **Select** to open the ISIR Matching Selection form. From this form, you can select the student master record that matches the ISIR
- 12 Select a student on the ISIR Matching Selection form and click **Select** to assign the ISIR to the selected student

Match	Last Name	First Name	SSN	School Status	StartDate	Campus	DOB
<input checked="" type="checkbox"/>	Bartlett	Anita	888-88-8881	Cancel	10/9/2000	025	

- 13 Click **Save** to update the ISIR table with the selected student IDs
- 14 Click **Close** to close the ISIR Matching Selection form

ISIR Verification

An ISIR selected for verification will display a “Y” in the **Verification** column. An ISIR with a value of “N” is still available for other uses.

If you have already performed verification and receive another ISIR for the same award year, a “Y” will appear in the Verification column and an “X” in the **Verification Complete** column.

To perform ISIR verification for the current student:

- 1 Select **View > Financial Aid > ISIR** to open the **ISIRs Received** form.
- 2 Select an **Award Year**.

ISIR ID	Date Received	FAFSA ID	Verification	Verification Complete	Matched	Cost Date
0288266420401	3/7/2005	0000Y	N	X	Yes	N/A

ISIR Codes

Code Type	Code	Comments
G Code:		
Reject Code:		
Comment Code:	148.006	
School Code:	014444	

ISIR Search Award Year: 2005-06 Verification Correction Print ISIR Close

- 3 Select an ISIR to highlight it. The bottom half of the form displays the ISIR code types associated with the selected ISIR. When you click the ellipsis button in the **Comments** column, a box appears with more information.
- 4 Click **Verification**.

ISIR ID	Date Received	FAFSA ID	Verification	Verification Complete	Matched	Cost Date
0288266420401	3/7/2005	0000Y	N	X	Yes	N/A

ISIR Codes

Code Type	Code	Comments
G Code:		
Reject Code:		
Comment Code:	148.006	
School Code:	014444	

ISIR Search Award Year: 2005-06 **Verification** Correction Print ISIR Close

- 5 Enter your verification data in the column provided on the ISIR Verification form.

- 6 Click **Finish** to save your changes. After this point, no changes can be made using this form; you must use the ISIR Correction form to make further changes.

- 7 On the ISIR Verification Results form, click **Accept as Verified** to accept the ISIR as verified. Click **Cancel** to abort the verification process.

- 8 You are returned to the ISIR Verification form. Click **Close** to close the form and update the ISIRs Received form to show that verification is complete.

Note: The ISIR Corrections functionality works in a similar manner as the Verification functionality. If you need to edit/update ISIR information for a student, follow steps 1 through 4 above, then click **Corrections** to open the **ISIR Corrections** form (similar to the **ISIR Verification** form). When you have made all of your corrections, click **Save** and **Close**.

COD Processing Import/Export

CampusVue COD Processing automates the export/import of student records and disbursements.

Disbursement Schedules

Disbursements are portions of awards that can be scheduled for a specific fund source or academic year sequence. Pre-defined disbursement schedules support consistent business practices. Disbursement schedules that can be tied to academic years are important to schools which operate with non-term academic calendars and tie their financial aid disbursements to payment periods rather than terms.

The Disbursement Schedules list allows you to specify, by campus group and fund source, the disbursement dates and term codes for expected disbursements. Duplicate disbursement schedule codes are allowed in the database but not in the same campus.

Another advantage of pre-defined disbursement schedules is that they will contain dates configured by an authorized user, avoiding the confusion caused by a user's just entering a date that they feel is correct, and eliminating typographical errors. Your user permissions will determine whether you can edit disbursement schedules during the packaging process.

To enhance the speed and efficiency of packaging students, you can tie the disbursement schedules to a specific academic year sequence in addition to a fund source.

You can perform the following tasks to configure disbursement schedules:

- Individual users can be given or denied permission to edit disbursements in the Awards form. See your system administrator for more Information. You can force the selection of a disbursement schedule when adding a new fund source. Go to **Lists > Financial Aid > Fund Sources** and select a fund source to edit. Check the box labeled **Require Disb. Sched. When Awarding New Aid?**

Fund Source Code Setup

Code: ☒ Active

Description:

Type:

☒ Title IV? ☐ Other Non Federal Resource ☐ Institutional

Cancel/Drop Days: Grace Days:

Third Party Code:

Overpayments:

☐ SEOG Grant?

☒ Allow Posting Directly to Ledger Card ☒ Is the Student the Borrower?

☒ Always Post to next payment due? ☒ Require scheduled disbursement?

☐ Allow Editing of Payee for Refunds? ☐ Expect Disbursements within 30 days of LDA on Drop?

☐ Allow Editing of Payee for Stipends? ☒ Include Fund Source in 1098-T Calculations

☐ Apply Over Payments to interest before principal ☐ Round all Disbursements to whole dollars?

☐ Associate Courses To Payments ☒ Require Disb. Sched. when Awarding New Aid?

☐ Customize Refunds/Stipends Description

Interest Charges:

FA G/L Fund:

Comment:

Receipt Comments:

Refund Payable To:

- You can associate a specific academic year sequence with each disbursement schedule.

Disbursement Schedules Code Setup

Code: ☒ Active

Description:

Begin Ay Start Date: AY Sequence:

End Ay Start Date:

Schedule Detail

Description
Pell

- In the New Source of Aid form, the disbursement schedule drop-down list will contain only the disbursement schedules for the academic year that is being packaged. The list will also contain the disbursement schedules that are not mapped to any academic year sequence.

- If you are auto-packaging or repackaging aid for a student, CampusVue assigns the disbursement schedule for the academic year that is being packaged. Disbursement schedules not associated with any academic year sequence are available if your school uses non-term scheduling of aid.
- If you are batch-packaging students and selecting the auto-packaging method, the system assigns the disbursement schedule for the academic year that is being packaged. Disbursement schedules not associated with any academic year sequence are also used while packaging financial aid for a student.
- If you are editing a student's package and reassigning aid from one academic year to another, the system validates the disbursement schedule for the new academic year. If validation fails, the option to cancel or select a new disbursement schedule for that Academic Year can be chosen.

COD Grant Origination Export (Create New Batch)

To export a new batch:

- 1 Click **Daily > Financial Aid > Export Data > COD** to open the COD Export wizard.

- 2 Select values for FA Award Year, Rpt Entity ID, Grant Types to Process, and File Type. Select the **Originations** check box.

Note: You can select either **Create file** or **Regenerate file** for the File Type. You can also select Pell, ACG, or SMART as the value for Grant Type to Process.

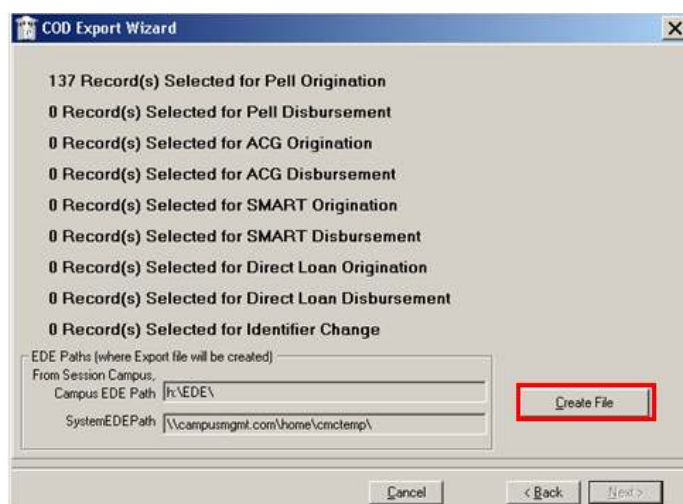
3 Click **Next**.



4 Click **Add Student** to add a student to the export, **Select All** to export all records, or **Clear All** to deselect all records.

5 Click **Next**.

6 Click **Create File** to create the export file.



7 Export the file using the EDConnect software.

COD Grant Export (Regenerate Batch)

To regenerate and export a batch:

- 1 Click **Daily > Financial Aid > Export Data > COD** to open the COD Export wizard.

COD Export Wizard

Rpt Entity ID: 88888888

FA Award Year: 2006-07

Campuses:

- ☒ Campus Management Institute

File Type:

☐ Create File ☒ Regenerate File

Buttons: Cancel, < Back, Next >

- 2 Select values for FA Award Year and Rpt Entity ID, and set File Type to **Regenerate File**. Click **Next**.
- 3 Highlight the proper batch to regenerate. Click **Next**.

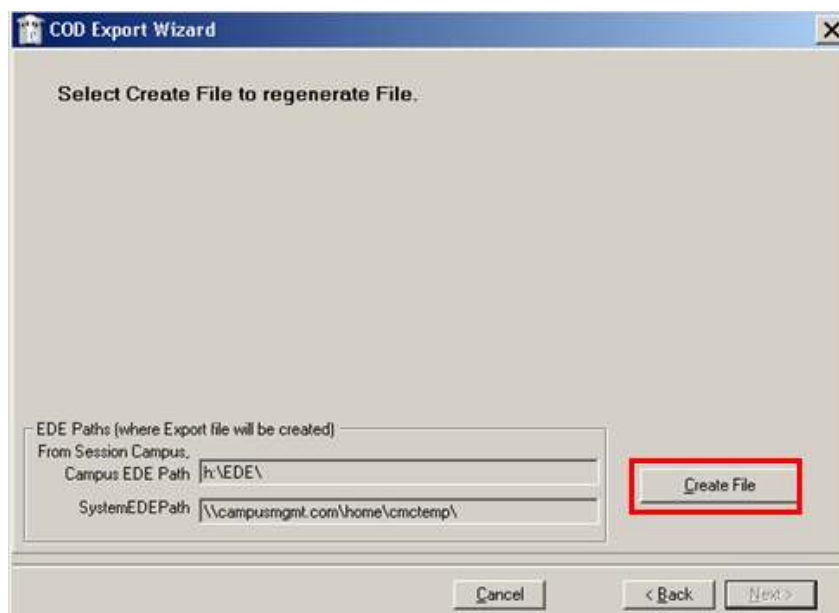
COD Export Wizard

Select Document to be Regenerated

Document ID	Date Created	Created By
2006-12-01T13:26:54.1288888888	12/1/2006	System Administrator
2006-12-01T13:25:47.1288888888	12/1/2006	System Administrator
2006-12-01T13:22:29.1288888888	12/1/2006	System Administrator
2006-12-01T13:22:11.1288888888	12/1/2006	System Administrator
2006-12-01T13:21:51.1288888888	12/1/2006	System Administrator

Buttons: Cancel, < Back, Next >

- 4 Click **Create File** to regenerate the file.

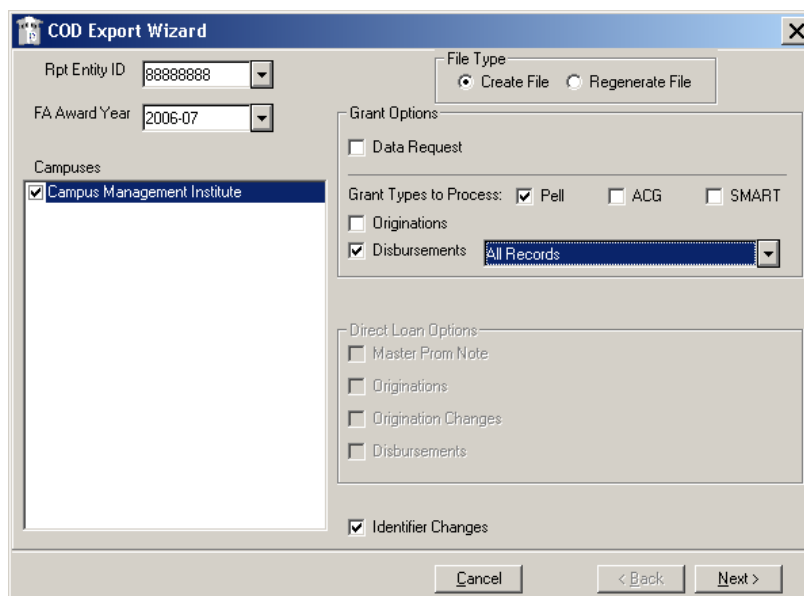


- 5 Export the file using the EDConnect software.

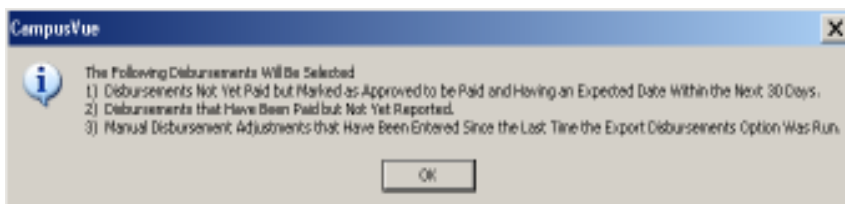
COD Grant Disbursements Export (Create New Batch)

To export a new disbursements batch:

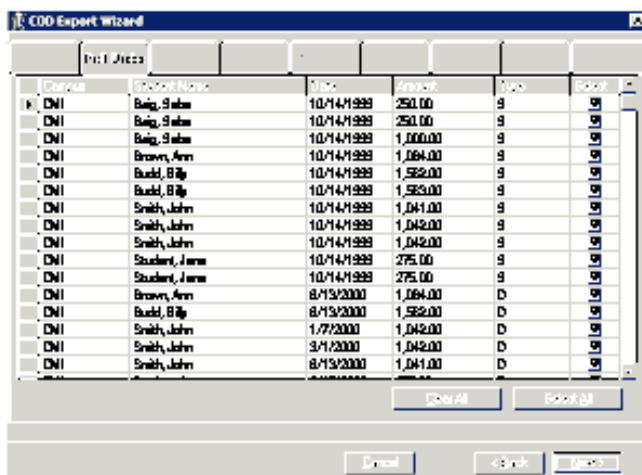
- 1 Select **Daily > Financial Aid > Export Data > COD** to open the COD Export wizard.



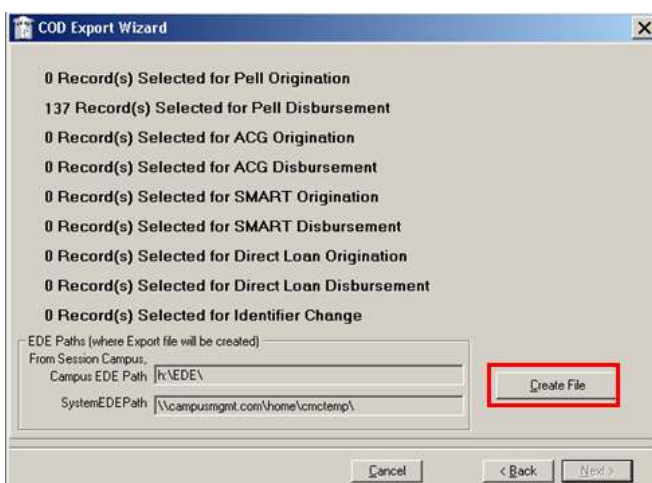
- 2 Select values for FA Award Year and Rpt Entity ID, and set File Type to **Create File**. Select Pell for the Grant Types to Process, select the Disbursements check box, and select **All Records** from the Disbursements drop-down list.
- 3 Click **Next**.
- 4 Click **OK** on the notifications box to continue.



- 5 Click **Select All** to export all records or **Clear All** to deselect all records.



- 6 Click **Create File** to create the new export file.

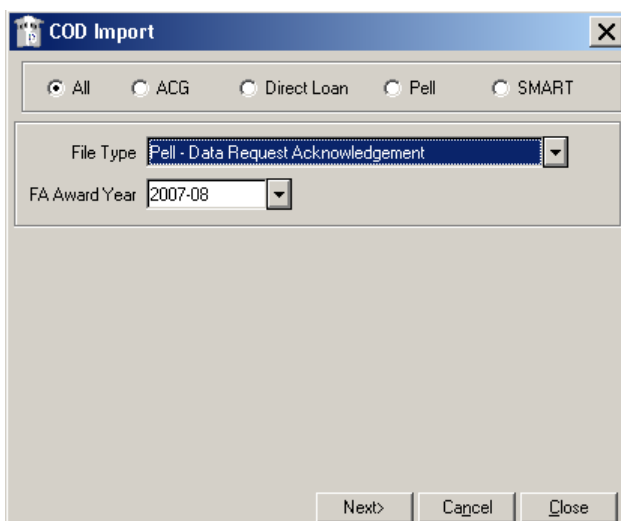


- 7 Export the file using the EDConnect software.

COD Grant Acknowledgement/Disbursements Import

To import acknowledgements/disbursements:

- 1 Select **Daily > Financial Aid > Import Data > COD** to open the COD Import.



The screenshot shows the 'COD Import' dialog box. At the top, there are five radio buttons: 'All' (selected), 'ACG', 'Direct Loan', 'Pell', and 'SMART'. Below these is a 'File Type' dropdown menu set to 'Pell - Data Request Acknowledgement'. Underneath is an 'FA Award Year' dropdown menu set to '2007-08'. At the bottom right are three buttons: 'Next>', 'Cancel', and 'Close'.

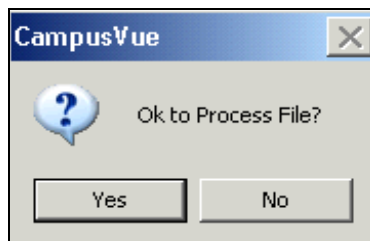
- 2 Click **Next**.



The screenshot shows the 'COD GRANT Import' dialog box. On the left is a graphic of a key. On the right, under 'Selection Criteria', there are three fields: 'FA Award Year' (dropdown set to '2007-08'), 'File Type' (dropdown set to 'Data Request Acknowledgement'), and 'File Name' (text box containing 'H:\PGRQ08IN.001'). At the bottom are four buttons: 'Cancel', '< Back', 'Import', and 'Finish'.

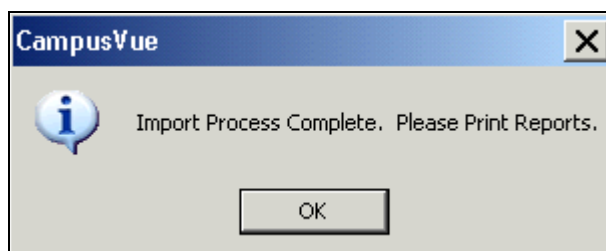
- 3 Select the value for FA Award Year.
- 4 Select one of the following values for File Type: Electronic Statement of Account, Data Request Acknowledgment, Multiple Reporting Records, Year to Date Records, Reconciliation File Report, SSN/Name/DOB change, POP/Pell Verification Status Report, Pending Disbursement list, ACG – Electronic Statement of Account, SMART – Electronic Statement of Account, and Funded Disbursement List.
- 5 Select a File Name.
- 6 Click **Import**.

- 7 Click **Yes** to proceed with the import process.



CampusVue will import the file and display a confirmation message. The program will also prepare a report listing the data that has been imported.

- 8 Click **OK** to acknowledge the message.



- 9 Click **Print** on the COD Import wizard form to print the report related to your file.



- 10 Click **Finish** to close the import wizard.

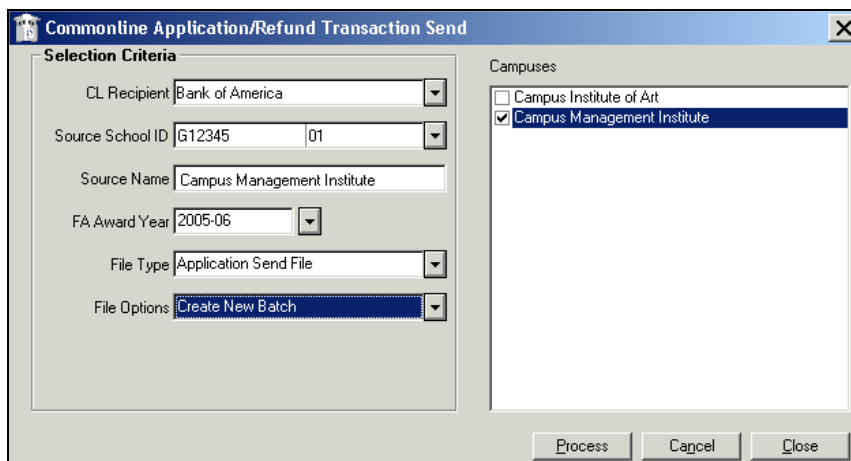
CommonLine Loan Processing

The CommonLine Version 4 Disbursement Roster file will automate the process of gathering and posting the receipt of FFEL loan disbursements.

CommonLine Application Export

To process CommonLine V4 export data:

- 1 Select Daily > Financial Aid > Export Data > CommonLine V4 to open the CommonLine V4 Import form.
- 2 Select the CL Recipient, the Source School ID, the Source Name, the FA Award Year, and the File Type (either Application Send File or Refund Transactions Send).
- 3 For **File Type**, select either Create New Batch or Regenerate Batch.
- 4 Select the Campus(es).



The screenshot shows a dialog box titled "Commonline Application/Refund Transaction Send". It has two main sections: "Selection Criteria" and "Campuses".

Selection Criteria:

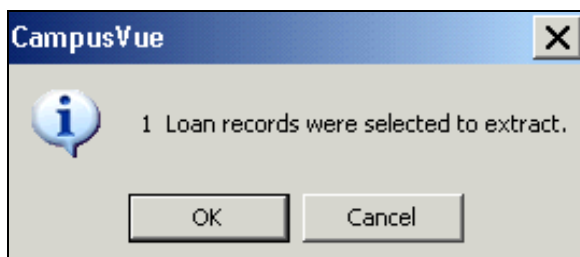
- CL Recipient: Bank of America (dropdown)
- Source School ID: G12345 (text) and 01 (dropdown)
- Source Name: Campus Management Institute (text)
- FA Award Year: 2005-06 (dropdown)
- File Type: Application Send File (dropdown)
- File Options: Create New Batch (dropdown)

Campuses:

- ☐ Campus Institute of Art
- ☒ Campus Management Institute

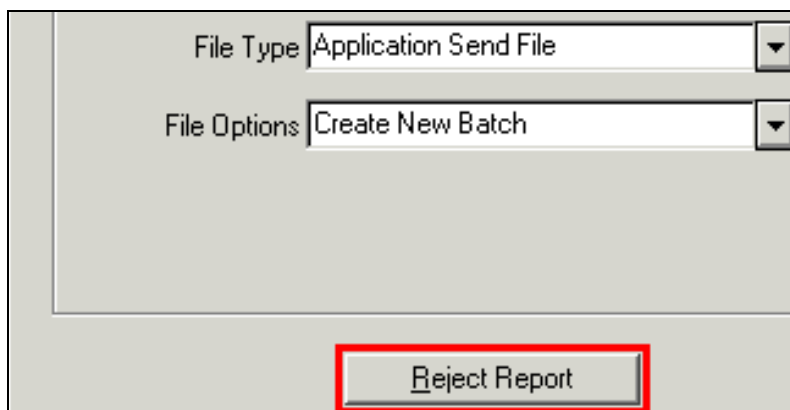
At the bottom are buttons for "Process", "Cancel", and "Close".

- 5 Click **Process**. The following message will appear stating the number of records for export. Click **OK** to continue.



After processing all detail records in the import file, the system displays the processing results. A message box directs you to "Click **Yes** or **No**" to send an email copy of the **Application Send File**.

- Click **Reject Report** to see rejected records or **Extract Report** to see students who were part of the extract.




File Type: Application Send File

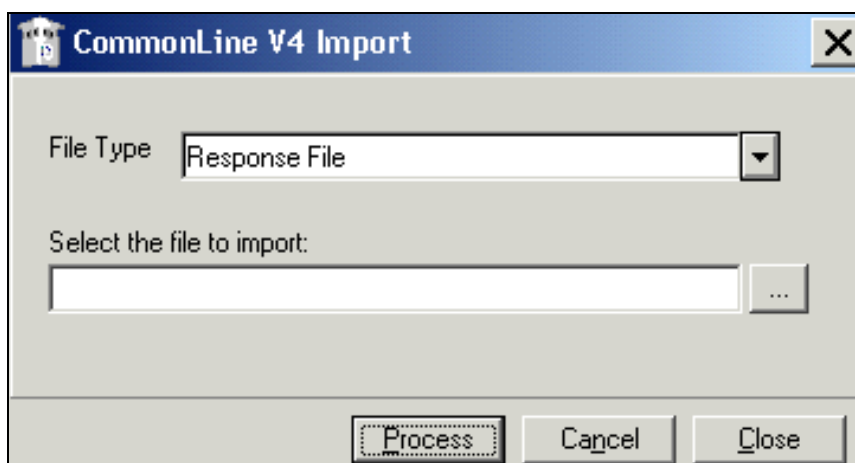
File Options: Create New Batch

Reject Report

CommonLine Disbursement Roster Import

To process CommonLine V4 import data:

- Select Daily > Financial Aid > Import Data > CommonLine V4 to open the CommonLine V4 Import form.
- Select the File Type to be imported, either Response File or Disbursement Roster.
- Click the ellipsis button  to locate the file to be imported.



CommonLine V4 Import

File Type: Response File

Select the file to import:

Process Cancel Close

- Click **Process**. If you are importing disbursement records, the detail records in the import file will be matched to scheduled disbursement records in CampusVue. After processing all detail records in the import file, CampusVue will display the results in a message box as follows:

File name imported: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Total number of detail records in file: #####

Number of records not processed: #####

Number of records processed: #####

The message box has three options – **Continue**, **Cancel**, and **Print Error Report**.

If the number of records not processed is greater than zero, the “**Continue**” button will be disabled and the **Cancel** and **Print Error Report** buttons will be enabled. If you click **Print Error Report**, when control returns to this form, the “**Continue**” button will be enabled only if the number of records processed is greater than zero.

If the number of records not processed is zero, the “**Print Error Report**” button will be disabled.

If the number of records processed is zero, the “**Continue**” button will be disabled.

- 5 Click **Print Error Report** to generate a report showing all detail records in the import file that were not processed.
- 6 Click **Print Batch** to print a report.
- 7 Click **Delete Batch** to delete this batch.
- 8 Click **Approve Batch** to approve this batch.
- 9 Click **Save Batch** to save this batch.

Import File Validation

When the file to import is selected, validation is performed on the file to verify that it is a valid CommonLine file. The following items will be verified:

The program checks to see if a valid header record exists. The first two characters of the first record in the file must be “**@H**”. If this test fails, the program suspends processing and displays the following message: “The header record in the selected file is invalid. Cannot process this file.”

Next, the program checks to see if the selected file has been previously imported. If a duplicate file is found, the program displays the following message: “It appears that this file has already been imported. Import cancelled.” Click **OK** to close the message box.

Finally, the program checks to see if a valid trailer record exists. The first two characters of the last record in the file must be “**@T**” and the file creation date and time in the trailer record must match the file creation date and time specified in the header record. If either of these conditions is not true, the program displays the following message: “The trailer record in the selected file is invalid. Cannot process this file.”

Error Report

The report layout will be as follows:

Report Header

The report title will be **CommonLine Version 4 Disbursement Roster Import Error Report**. The report header will include the following information:

File name imported: XXXXXXXXXXXXXXXXXXXX

File Creation Date/Time: lists the file creation date and file creation time from the header record

Source Name: lists the Source Name from the header record

Source ID: lists the Source ID from the header record

Total number of detail records: lists the Disbursement detail record count (field 2) in trailer record

Total net disbursement amount: lists the Total net disbursement amt in (field 3) in trailer record

Number of records not processed: lists the number of records that will be listed on this report

Report Detail

For each record listed on this report, the program lists the following information:

Borrower SSN – field 8 in detail record

Borrower Name – fields 5, 6 and 7 in detail record

Student SSN – field 21 in detail record

Student Name – fields 18, 19, and 20 in detail record

CommonLine Loan ID/Seq Num – fields 3 and 4 in detail record

Loan Period Begin Date – field 25 in detail record

Loan Period End Date – field 26 in detail record

Loan Type Code – fields 27 and 28 in detail record

Lender ID – field 29 in detail record

Disbursement # - field 35 in detail record

Net Disb Amount – field 44 in detail record

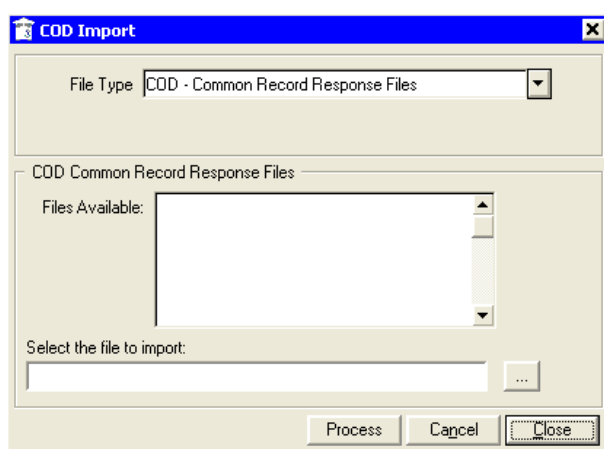
COD Processing

This section discusses how to import and export COD (Common Origination and Disbursement) files.

Importing COD Files

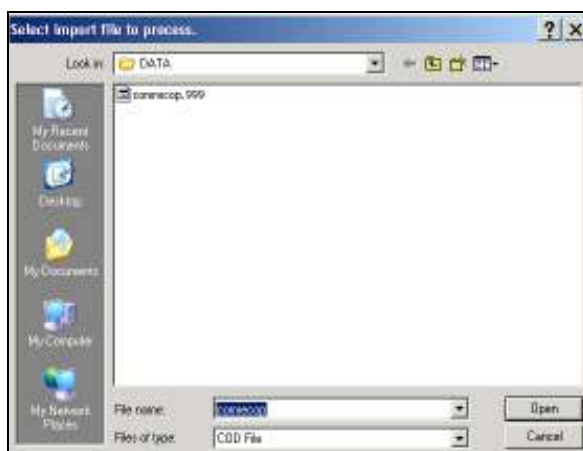
To import COD files:

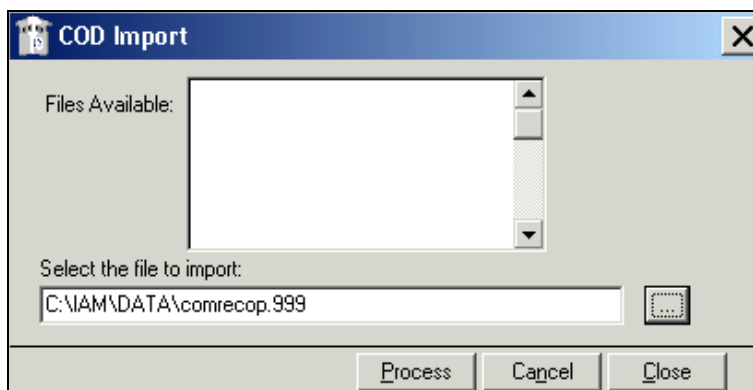
- 1 Select **Daily > Financial Aid > Import Data > COD** to open the COD Import form.



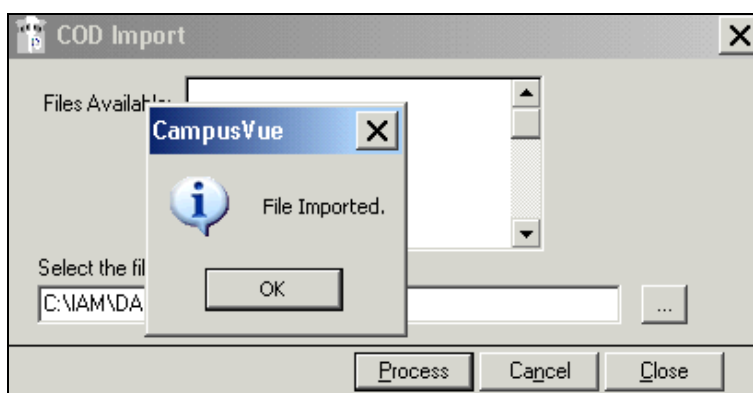
- 2 The **File Type** field defaults to COD – Common Record Response Files.
- 3 Select a Receipt file or Response file to import. In the list box titled **Files Available**, the system displays files named **COMRECOP** from the current directory.
- 4 Click **Process**.

The system can import a response file only once, but can import a receipt file multiple times. For the chosen file, the reporting entity ID in the file must match a campus to which you have access.





The system searches the database and updates loans or disbursements as required. When the process is completed a message indicates that the file has been imported.



- 5 Click **OK** to acknowledge the file import and review the **COD Import Notification** report, which summarizes the imported records.

The **COD Import Reject** report summarizes the records that were not imported. If the system determines that there is no student corresponding to the information in the document, the student information is presented on the **COD Import Reject** report labeled “No Student Found.” If the system determines that there is no existing loan corresponding to the information for the student contained in the document, the loan and disbursement information is presented on the **COD Import Reject** report labeled: “No Loan Found for Student.”

Three reports are available to help manage Master Promissory Notes: **MPN Discharge Report**, **Expired MPN Report**, and **MPN’s Due to Expire** report.

In addition you may run the **COD Response Import** report found under **Reports > Financial Aid**. This report displays information on the import of response files.

Exporting COD

To export COD files:

- 1 Select **Daily > Financial Aid > Export Data > COD** to open the COD Export wizard.

COD Export Wizard

Rpt Entity ID: 88888888

FA Award Year: 2005-06

Campuses:

- ☒ Campus Management Institute

File Type:

☒ Create File ☐ Regenerate File

Pell Options:

- ☐ Data Request
- ☐ Originations
- ☐ Disbursements

Direct Loan Options:

- ☐ Master Prom Note
- ☐ Originations
- ☐ Origination Changes
- ☐ Disbursements

☒ Identifier Changes

Buttons: Cancel, < Back, Next >

2 On the first screen of the COD Export wizard, select the **Rpt Entity ID**, **FA Award Year**, **Campuses**, and **File Type (Create File or Regenerate File)**.

3 Select the Pell Options or Direct Loan Options.

The **Direct Loan Options** functionality will appear based on system configuration of your school's **Rpt Entity ID** at **Setup > Campus Locations > Financial Aid** tab.

4 Click **Next**.

5 The next step is a panel with enabled tabs for the selected extract options. Select **Pell Origination** to display a list of students meeting the selection criteria for Pell. Students with valid data to extract display "Yes" in the **Validated** column and their **Select** check box is enabled; students not validated display a "Not" in the **Validated** column and will not allow you to check the **Select** checkbox.

COD Export Wizard - Pell Origination

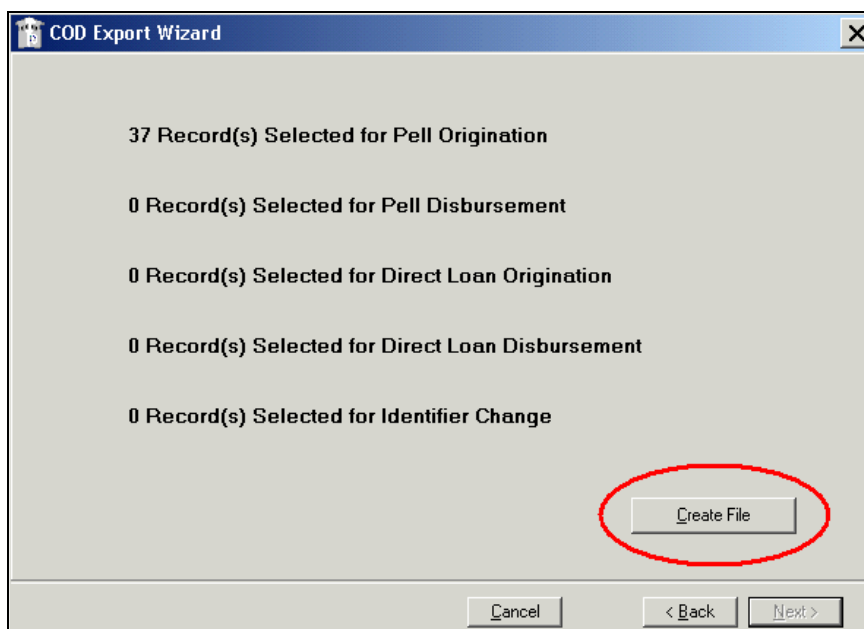
Student ID	Student Name	Pell Amount	SEC	Select	Validated
048	Panderguez, Kinky	3,300.00	732.00	<input checked="" type="checkbox"/>	Yes
048	Pyburn, Lory	3,100.00	930.00	<input checked="" type="checkbox"/>	Yes
048	Ramirez, Amy	4,000.00	84.00	<input checked="" type="checkbox"/>	Yes
048	Ramsey, Lavenda	2,587.00	0.00	<input type="checkbox"/>	Not
048	Ramsey, Lavenda	2,587.00	0.00	<input checked="" type="checkbox"/>	Yes
048	Ramsey, Rodrique	2,531.00	0.00	<input checked="" type="checkbox"/>	Yes
048	Ramsey, Javier	4,050.00	0.00	<input checked="" type="checkbox"/>	Yes
048	Rivera, Sonis	4,050.00	0.00	<input checked="" type="checkbox"/>	Yes
048	Smith, Brandi	4,050.00	0.00	<input checked="" type="checkbox"/>	Yes
048	Troupe, Bable	4,000.00	24.00	<input checked="" type="checkbox"/>	Yes
048	Valenciano, Corina	4,050.00	0.00	<input checked="" type="checkbox"/>	Yes
048	Villaverde, Hestencia	3,300.00	825.00	<input checked="" type="checkbox"/>	Yes
048	Wilborn, Daria	4,050.00	0.00	<input checked="" type="checkbox"/>	Yes

Invalid Work in AY: [dropdown]

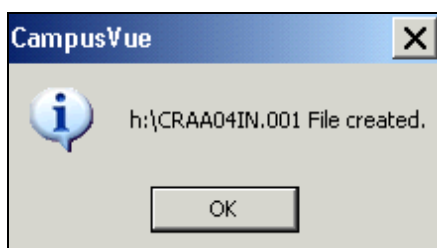
Buttons: Validate, Clear All, Reset All, Add Student, Load, < Back, Next >

A list of any validation problems appears in the **Validation** box at lower left. If you select to validate the student, click **Validate** to display that student's **Awards** form. Only students with the **Select** check box enabled are extracted. To add a student to the list, select **Add Student** and enter the student's SSN. **Clear All** disables the **Select** check box for all students on the grid. **Select All** enables the **Select** check box for all validated students on the grid.

- 6 Click **Next** to display a summary page of the record types selected for extract.



- 7 Click **Create File** to create the COD file and save one copy each in the Campus and System EDE Folders.
- 8 Click **OK** to close the confirmation message.



Upon successful file creation the **COD Extract Report** opens, containing the information on the extracted students.

Origination Changes

Loan origination changes are captured if the origination status of the loan being edited is **Accepted**, **Batched to Send**, or **Pending Credit Decision**. In these cases, an **Origination Changes** button will be added to the Direct Loan form.

To view/edit origination changes:

- 1 Select **View > Financial Aid > Awards** to open the student's package containing the direct loan fund source.
- 2 Double-click the direct loan fund source line to open the detail form

Financial Aid Direct Loan - Aguilar, Sandy Fund Source: DLUN

Award Year	2004-05	Lender	DEH	DEERE HARVESTER	Loan Period Start	9/30/2004	
Gross Amount	4,321.00	Servicer	COSTE	COSTEP	Loan Period End	8/12/2005	
Bank Fees	128.00	Guarantor			Orig. Extract Sent	4/11/2005 3:01:51	
Net Amount	4,257.00	Status	A	Approved	Orig. Ack. Date		
Rebate Amt	64.00	Grade Lvl	1		Origin Status	Batched to send to COD	
Loan ID		552699464U05G20917001		Orig Fee %	3.00	Int Rebate %	1.50
Origination Batch ID		2005-04-11T15:01:57.0481268448		Reject Codes			

Disbursements		Rcvd Refund/Stipend	Borrower/Stud. Info	Prom Note Info	Comments			
Disb#	Date	Acad Year	Term	Net Amount	Disb %	Fee	Rebate	Status
1	9/30/2004	1		2,129.00	50	64.00	32.00	Scheduled
2	3/7/2005	1		2,128.00	50	64.00	32.00	Scheduled

- 3 Click **Origination Changes** to open the Origination Changes form. It contains an audit of all origination changes pending and not sent, as well as previous changes recorded.

Orig. Changes

Field Description	Change #	Old Value	New Value	Date Added	Size
Borrower's Middle Initial	5008		J	5/27/2005	Mid
Borrower's Permanent Address	6008	624 SOUTH EWANS	624 SOUTH EWANS	6/27/2006	Mid
First Disbursement Anticipated Gross Amt	5039	2161	2500	5/27/2005	Mid

- 4 Click **Enter/Edit Origination Changes** to open the Origination Changes form.

Field Description	Current Value	New Value	Send Change Record?
▶ Academic Year End Date	8/12/2005		<input type="checkbox"/>
Academic Year Start Date	9/30/2004		<input type="checkbox"/>
Additional Unsub Eligibility for Dep Stud			<input type="checkbox"/>
Additional Unsub Eligibility up to HEAL	0		<input type="checkbox"/>
Borrower's Alien Registration Number			<input type="checkbox"/>
Borrower's Citizenship	1		<input type="checkbox"/>
Borrower's First Name	SANDY		<input type="checkbox"/>
Borrower's Loan Default/Grant Overpmt	N		<input type="checkbox"/>
Borrower's Middle Initial		J	<input checked="" type="checkbox"/>
Borrower's Permanent Address	624 SOUTH EVANS	62^ SOUTH EVANS	<input checked="" type="checkbox"/>
Borrower's Permanent Address City	SAN DIEGO		<input type="checkbox"/>
Borrower's Permanent Address State	CA		<input type="checkbox"/>
Borrower's Permanent Zip Code	92113		<input type="checkbox"/>
Borrower's Telephone Number	(619) 231-5826		<input type="checkbox"/>
Dependency Status	1		<input type="checkbox"/>
Disclosure Statement Print Indicator	Y		<input type="checkbox"/>
Eight Disbursement Anticipated Date			<input type="checkbox"/>
Eight Disbursement Anticipated Gross Amt			<input type="checkbox"/>
Eighteenth Disb Anticipated Date			<input type="checkbox"/>
Eighteenth Disb Anticipated Gross Amt			<input type="checkbox"/>
Eleventh Disb Anticipated Gross Amt			<input type="checkbox"/>
Eleventh Disbursement Anticipated Date			<input type="checkbox"/>
Fifteenth Disb Anticipated Date			<input type="checkbox"/>
Fifteenth Disb Anticipated Gross Amt			<input type="checkbox"/>

Enter/Edit Origination Changes Save Cancel Close

The form lists all rows that exist in the **Loan Changes** table for the loan being edited. The list is alphabetized by field description. Select and edit rows as required.

- 5 Click **Save** to update the form and **Close** to close the form.

Approve Disbursements to Pay

The Financial Aid Office approves disbursements for payment based on factors such as the disbursement schedules of individual students, satisfactory academic progress (SAP), and the receipt of funds from various fund sources. CampusVue provides an Approve Disbursements wizard to aid in the approval process. After the disbursements are approved, the wizard prepares a Disbursement Batch File for processing in the Student Accounts module. In Student Accounts, the Approved Disbursements are posted to the students' ledger cards.

The Approve Disbursements wizard gathers the disbursement information from the disbursement schedules for your review and approval. The system will process only the disbursements you approve. This section discusses how to approve a batch of students for payment of student financial aid.

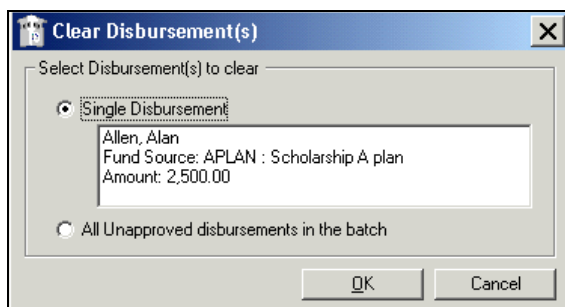
To perform the approve disbursements process:

- 1 Select **Daily > Financial Aid > Approve Disbursements to Pay** to open the Financial Aid - Approve Disbursements wizard.

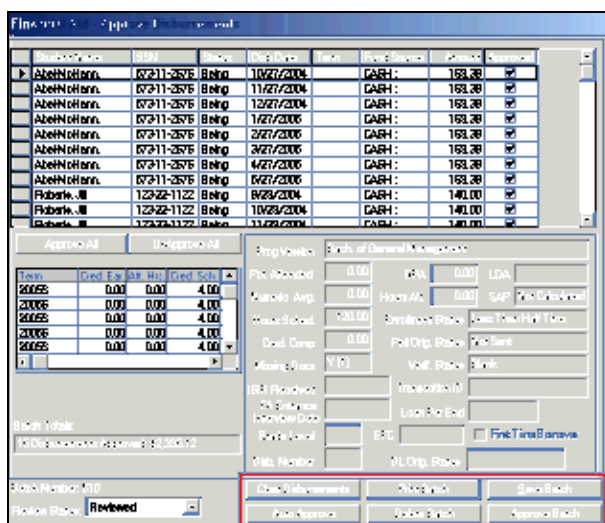
- 2 Select the **Campus** for which disbursements are to be approved.
- 3 Click **Start New Batch** to display a 'New Batch Selection Criteria' or **Select a Batch In Progress** to display a list of existing batches.
- 4 Select **Award Year**, **Fund Type**, **Fund Source**, **Disbursement Dates**, and **Lender** (if applicable).
- 5 Click **Continue** to go to Page 2 of the wizard, which displays a list of students that are scheduled for a disbursement according to the criteria you selected on page 1. Click a disbursement row in the grid and details about the selected student will appear on the two tabs at the bottom of the form.

Enable the **Approved** check box for each disbursement that is approved for posting.

- 6 Click **Clear Disbursements** to remove one or more unapproved disbursements from the batch. A notification will appear in your work area.



- 7 Select either **Single Disbursement** to clear the disbursement in the text box, or select **All Unapproved disbursements in the batch**.
- 8 Click **OK** to continue clearing the disbursement(s), or **Cancel** if you change your mind about removing the disbursement.



- 9 Click **Print Batch** to print the **FA Disbursements Batch Tracking** report. Click **Yes** if you want to save the batch before printing the report.
- 10 Click **Save Batch** to save the batch of disbursements for further review. Click **Cancel** if you wish to abandon the disbursement approval process. The batch **will be discarded**, making the disbursements available to gather at a later date.
- 11 Click **Approve Batch** to complete the processing of the current batch.
- 12 Click **Yes** to complete the approval process.



The wizard returns to Page 1, where you can change campus, **start a new** batch of approvals, select another batch from the list, or close the form.

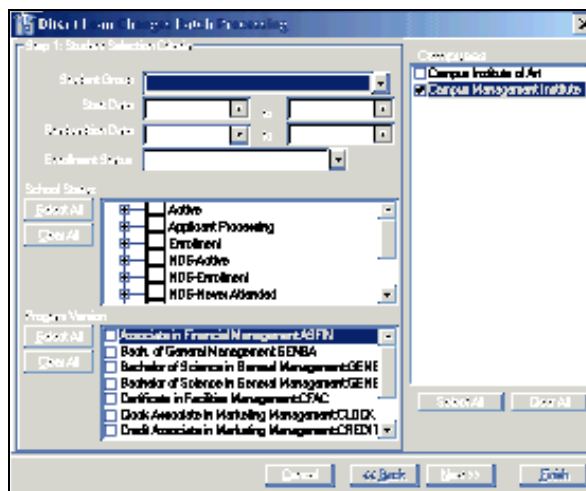
Financial Aid Batch Processes

This topic will illustrate the ability to process in batch. Included are Direct Loan batch processing, batch packaging, and review of the batch processing files.

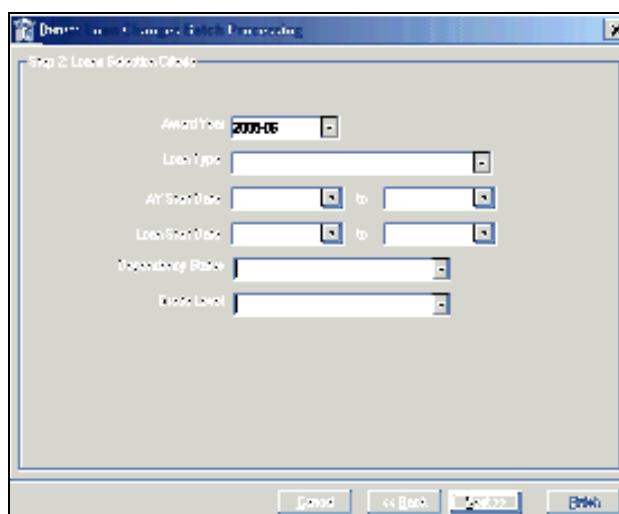
Direct Loan Batch Processing

To process Direct Loan batches:

- 1 Select **Daily > Financial Aid > Batch Processing > Direct Loan** to open the Direct Loan Changes Batch Processing wizard.



- 2 Select the **Student Selection Criteria** as required to define the students for processing. Click **Next**.
- 3 Select the **Loan Selection Criteria** as required.



- 4 Click **Next**.
- 5 Select the **Origination Changes** as required. The system displays all fields available for batch changes.

Step 3: Select Origination Changes

☐ Academic Year Start Date:
☐ Academic Year End Date:
☐ Loan Policy Start Date:
☐ Loan Policy End Date:
☐ Loan Amount Approved:
☐ Institutional Loan:
☐ PIN First Invoice Date:
☐ Disbursement First Invoice Date:
☐ Student Grade Level:
☐ Predecessor Note Status:
☐ Date Before PIN Approved:
☐ Original Invoice Date:

Disbursement

Disb. Num.	Disb. Date	Disb. Amount	Approved
			<input type="checkbox"/>

Loan Interest: 303

- 6 Click **Next**.
- 7 Select the **Students/Loans Selected**. The system displays all students/loans meeting the new criteria. Command buttons enable the user to remove individual records and print the Direct Loan Changes Batch Process report.

Step 4: Students/Loans Selected

Student Name	SSN	Program Version	AY	Award Year	Fund Source
Abakar, Umar	047-98-9391	42ASCJ.06	1	2004-05	DLSU
Abakar, Umar	047-98-9391	42ASCJ.06	1	2004-05	DLUN
Abbas, Rami	225-79-4187	42BSCJ.06	1	2004-05	DLUN
Abbatemarco, Christine	151-70-4905	42ASCJ.06	1	2004-05	DLSU
Abbatemarco, Christine	151-70-4905	42ASCJ.06	1	2004-05	DLUN
Abrahamsen, Frank	554-17-2116	42ASCJ.06	1	2004-05	DLSU
Abrahamsen, Frank	554-17-2116	42ASCJ.06	1	2004-05	DLUN
Adams, Cherie	226-29-9551	42ASCJ.06	1	2004-05	DLSU
Adams, Cherie	226-29-9551	42ASCJ.06	1	2004-05	DLUN
Adams, Destiny	521-23-8891	42BSCJ.06	1	2004-05	DLSU
Adams, Destiny	521-23-8891	42BSCJ.06	1	2004-05	DLUN
Adams, Scott	074-74-5388	42BSCJ.06	1	2004-05	DLSU
Adams, Scott	074-74-5388	42BSCJ.06	1	2004-05	DLUN
Adamson, Jacqueline	579-90-9067	42ASCJ.06	1	2004-05	DLSU
Adamson, Jacqueline	579-90-9067	42ASCJ.06	1	2004-05	DLUN
Adeen, Yusuf	580-08-3210	42BSCJ.06	1	2004-05	DLSU
Adeen, Yusuf	580-08-3210	42BSCJ.06	1	2004-05	DLUN
Agron, Marisol	394-82-8663	42ASCJ.06	1	2004-05	DLSU

3062 Records.

- 8 Click **Finish**.

Financial Aid Batch Packaging

To package students in batch:

- 1 Select **Daily > Financial Aid > Batch Processing > Packaging > Packaging** to open the FA Batch Packaging wizard.

Add New Student

Program/Version: **Personal Management**

School Group: **Personal Management**

Course: **Computer Management Institute**

Expected Start: **1999** to **1999**

Actual Start Date: **1999** to **1999**

As of Start Date: **1999** to **1999**

Adm. Fee: **0**

Participating School: **Personal Management**

School Group: **Personal Management**

Can GPA Change: **Yes**

Credit Award School: **Personal Management**

Student Group: **Personal Management**

Dep. School: **Personal Management**

ETD Group: **Personal Management** to **Personal Management**

Award Year: **1999**

Submit **Cancel**

Back **Next**

2. Populate the **Student Selection** fields as required to define the students for processing.
3. Click **Next**.
4. The system displays all students who meet the selection criteria. The user can add and delete students manually and select **Packaging Method (Use Auto-Package or Create FA Package)**, **Academic Year**, **Enrollment Status**, **Package Amount**, and **Packaging Method**.

Financial Aid

Selected Students

Student Name	Enrollment
Abbott, Victoria	GEHBA
Abbott, Vincent	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA
Abbott, William, Jacques	GEHBA

Packaging Method

☒ Use Auto Package ☐ Create FA Package

Select Academic Year to Package

Sequence to ☐ Use All Years on file

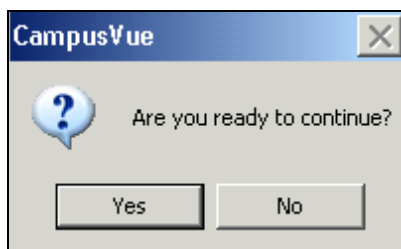
Auto Package

Enrollment Status:

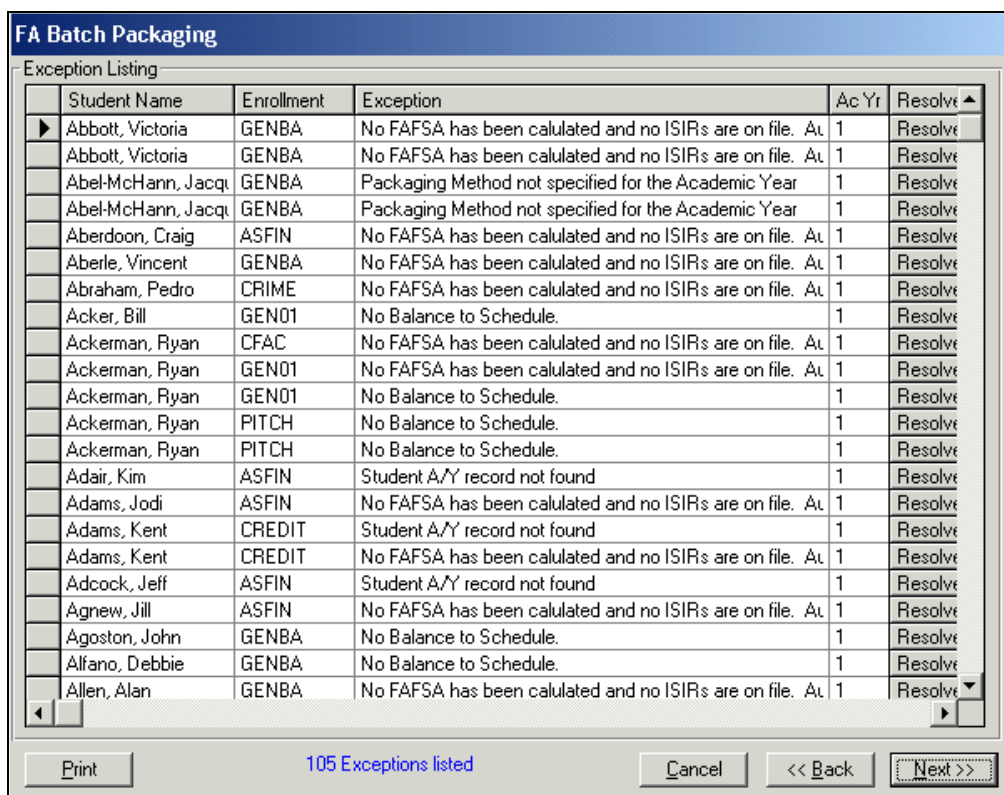
Package Amount:

Packaging Method:

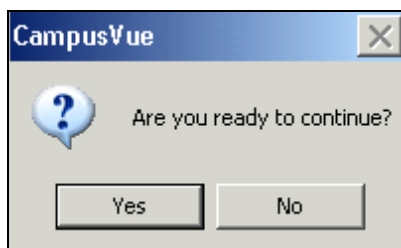
- 5 Click **Next**.
- 6 Click **Yes** to continue processing the selected students.



- 7 Select the **Exception Listing**. The system displays students, exceptions associated with these students and a **Resolve** function.
- 8 Click **Print** to generate an Exceptions report.



- 9 Click **Next**.
- 10 Click **Yes** to continue processing the selected students.



- 11 Select **FA Batch Packaging** to display the contents of the batch in a grid. You can edit aid amounts or exclude selected aid. The auto-packaging function uses the pre-defined disbursement schedules; where no disbursement schedule exists, the program calculates disbursements. All aid will be added on estimated status. The system posts to the students' Ledger Cards and displays a confirmation message.
- 12 Click **OK**.

Review Batch Package

To review a batch package:

- 1 Select **Daily > Financial Aid > Batch Processing > Packaging > Review Batch Packaging** to open the Review Batch Packaging wizard.

 A screenshot of the 'Review Batch Package' window. At the top, there is a 'Batch Pack ID' field with the value '1' and buttons for 'Review' and 'Delete'. Below this is a table with the following data:

	Student Name	Enrollment	Fund Source	Amount	Status	Award Year
▶	Toolittle, Tommy	GENBA	PELL	2300	A	2001-02
	Toolittle, Tommy	GENBA	SUB	2800	A	2001-02
	Toolittle, Tommy	GENBA	PERKINS	5000	A	2001-02

 At the bottom of the window, there are buttons for 'Print' and 'Close', and the text 'Campus Management Institute' is displayed in the center.

- 2 Select a **Batch Pack ID**.
- 3 Click **Review** to display, for the students in the batch, the Direct Loan batch processing information for loans being changed.
- 4 Click a line item to edit or delete the information as required.
- 5 Click **Print** to print the batch information.
- 6 Click **Close** to close the form.

Student Status Confirmation Report (SSCR)

Since the passage of the Higher Education Act of 1965, schools have been required to confirm and report the enrollment status of attending students who receive federal loans. This reporting process is called the Student Status Confirmation Report (SSCR). Because a student's enrollment status determines any applicable deferment privileges and grace periods, as well as the government's payment of interest subsidies, SSCR is critical for effective administration of Title IV loans. It is the primary means of verifying students' loan privileges and the federal government's monetary obligations. In 1994, the U.S. Department of Education (ED) began using the National Student Loan Data System (NSLDS) to track and monitor all student loan borrowers and grant overpayments. The ED has incorporated SSCR into the NSLDS to centralize and fully automate the enrollment verification system.

SSCR Processing

To process SSCR roster file:

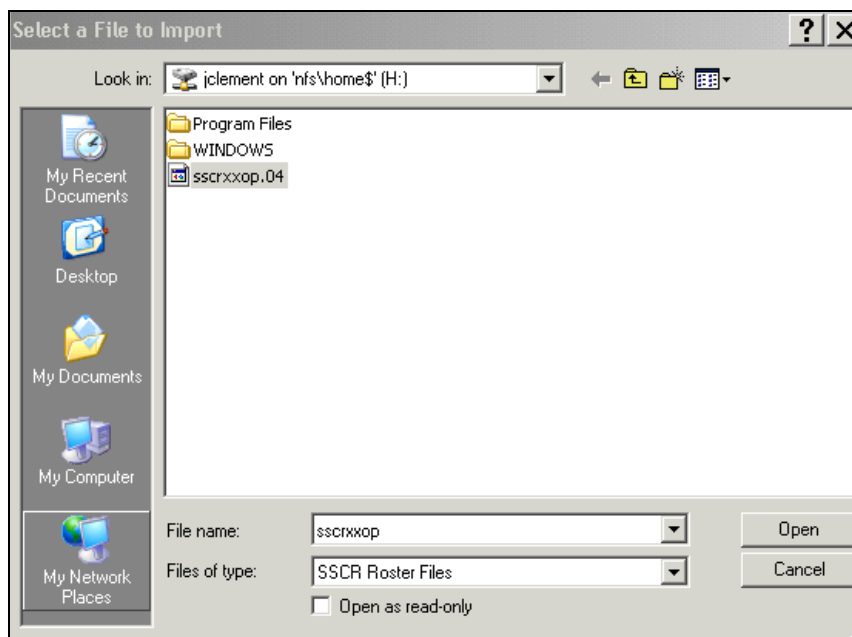
- 1 Select **Daily > Financial Aid > SSCR Process** to open the SSCR Processing wizard.



- 2 Select **Process SSCR Roster File** and click **Next** to advance the wizard.



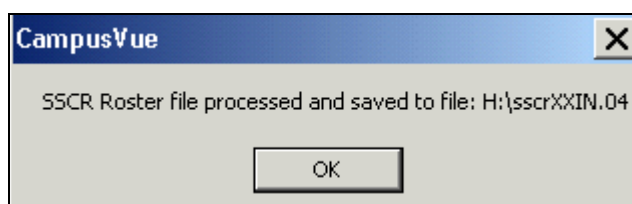
- 3 Click **1. Find Roster File**. The **Select a File to Import** form will open with the default folder for import and export files selected.



- 4 Select the roster file to be processed and click **Open**.



- 5 Click **2. Match Roster File** to start the matching process. CampusVue will examine the SSCR records from the NSLDS, comparing each one to the existing student records.



- 6 Click **OK** to acknowledge the message and complete the process. CampusVue will display the SSCR Import File Process Report. The report will show any anomalies detected in the processing of the file.

Import File H:\awerxxxp.04											
rpt_FaSSCRProcess Administrator											
Last Name	First Name	M	SSN	Old SSN	Old SSN	Old SSN	Old SSN	Old SSN	Old SSN	Old SSN	Old SSN
New Last Name	New First Name	New M	New SSN	New SSN	New SSN	New SSN	New SSN	New SSN	New SSN	New SSN	New SSN
ABBOTT	RHONDA		320-00-0070	00/10/1071	Fail - Time	12/01/2004	03/12/2008				
ABBOTT JR.	ERNEST	M	000-70-0000	07/02/1070	Fail - Time	12/12/2004	03/12/2008				
ADDIN	MURKIN		120-02-0000	00/04/1070	Fail - Time	00/11/2004	10/10/2008				
ADDI RAHMAN	ADDI FATA		477-00-7100	01/01/1070	Fail - Time	04/07/2004	12/14/2004				

- 7 Use EDConnect to export the correction file (SSCRxxIN) to the NSLDS. The xx represents the year code.

To process SSCR error notification:

- 1 Select **Daily > Financial Aid > SSCR Process** to open the SSCR Processing wizard.
- 2 Select **Process SSCR Error Notification** and click **Next** to advance the wizard.



- 3 Click **1. Find Roster File**. The **Select a File to Import** form will open with the default folder for import and export files selected.
- 4 Select the file to be processed from the directory and click **Open**.
- 5 Select **2. Match Error File**. CampusVue will process the error records and display a confirmation message upon completion.
- 6 Click **OK** to acknowledge the message and close the wizard.

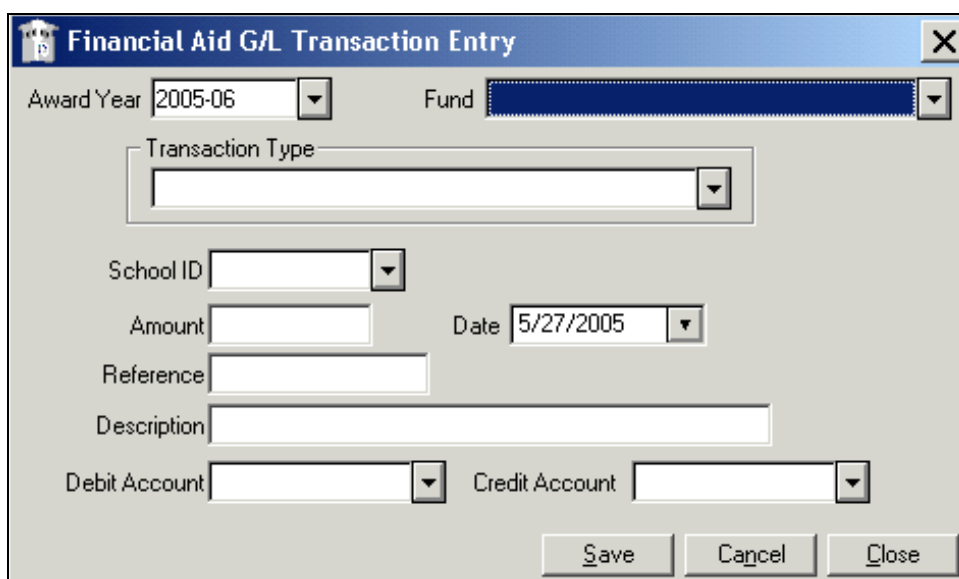
Financial Aid General Ledger

In this topic, you will learn how create journal entries for the CampusVue Financial Aid General Ledger (FAGL) system.

Entering FA G/L Transactions

To create FAGL journal entries:

- 1 Select **Daily > Financial Aid > Enter FA G/L Transaction > Journal Entry** to display the Financial Aid G/L Transaction Entry form.



The screenshot shows a window titled "Financial Aid G/L Transaction Entry". It contains several input fields and buttons. The "Award Year" is set to "2005-06" and the "Fund" is selected from a dropdown menu. The "Transaction Type" is also selected from a dropdown menu. Below these, there are fields for "School ID", "Amount", "Date" (set to "5/27/2005"), "Reference", and "Description". At the bottom, there are fields for "Debit Account" and "Credit Account", both selected from dropdown menus. At the bottom right, there are three buttons: "Save", "Cancel", and "Close".

- 2 Select the **Award Year** and **Fund**.
- 3 Select the **Transaction Type**. The list of transaction types will vary depending on the fund you select.
- 4 Select the **School ID** of the fund to which the transaction applies. The label on the **ID** field will vary according to the fund you select.
- 5 Enter the **Amount** and **Date** of the transaction.
- 6 Enter a Reference code and Description.
- 7 Select the **Debit Account** and **Credit Account**. CampusVue setup will display the default account numbers for the selected funds, but you may edit as required.
- 8 Click **Save** to save your journal entry. The program will save the transaction and clear the form for another entry.
- 9 Click **Close** to close the form.

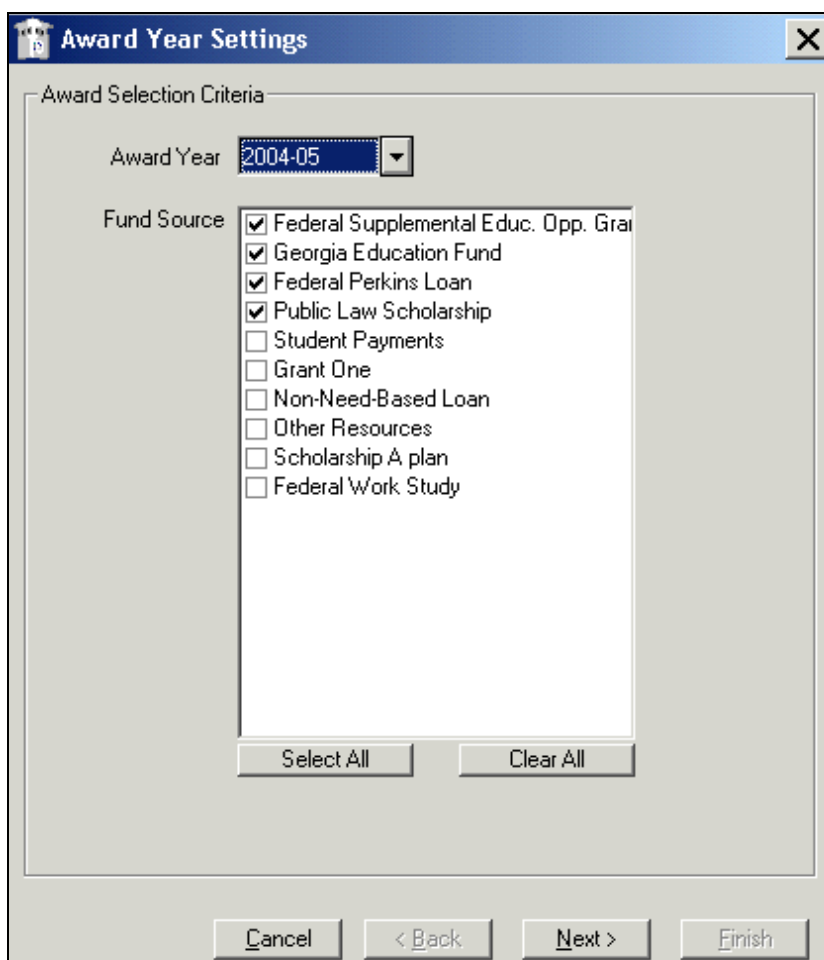
Award Year Settings

CampusVue permits selection of a maximum award amount per fund source in a given award year. The fund sources will be presented in a multi-select list. (Pell is not user-configurable, therefore the Pell fund source is excluded from this list.)

Maximum Award Amount per Fund Source

To enter/edit award year settings:

- 1 Select **Daily > Financial Aid > Award Year Settings** to open the Award Year Settings form.



The screenshot shows the "Award Year Settings" window. It has a title bar with a close button (X). The main area is titled "Award Selection Criteria". It contains an "Award Year" dropdown menu set to "2004-05". Below it is a "Fund Source" section with a list of fund sources, each with a checkbox. The checked fund sources are: Federal Supplemental Educ. Opp. Grai, Georgia Education Fund, Federal Perkins Loan, and Public Law Scholarship. The unchecked fund sources are: Student Payments, Grant One, Non-Need-Based Loan, Other Resources, Scholarship A plan, and Federal Work Study. At the bottom of the list are two buttons: "Select All" and "Clear All". At the very bottom of the window are four buttons: "Cancel", "< Back", "Next >", and "Finish".

- 2 Select an **Award Year** and the **Fund Source(s)** to be updated. Click **Next**.

Award Year Settings

Award Limits

Award Year: 2004-05

Fund Source Award Limits		
Fund Source	One Award Per Year	Maximum Amount
Federal Supplemental Educ.	<input checked="" type="checkbox"/>	1000
Georgia Education Fund	<input checked="" type="checkbox"/>	1500
Federal Perkins Loan	<input checked="" type="checkbox"/>	5000
Public Law Scholarship	<input checked="" type="checkbox"/>	500

☐ Keep New Input Values to Update Subsequent Years

Save

Cancel **< Back** **Next >** **Finish**

- 3 Enable the check box to signify that only one award is allowed for the fund source for the selected Award Year.
- 4 Specify a maximum limit for the fund source, as required. Limits entered here will prevent users from adding additional awards for the fund source in the student **Awards** folder, and will supersede maximum fund limits defined in packaging method setup. Validation is at the student level rather than the enrollment level.

You can copy these settings from one award year to another, making configuration of subsequent award years easier. In addition, the logic will validate the maximum award amounts for each fund source during Auto-Packaging to prevent an award from being packaged for an amount greater than the limit entered on the fund source, as well as validate the maximum award amounts for each fund source during Estimate Packaging to prevent an award from being packaged for an amount greater than the limit entered on the fund source.

- 5 Click **Save** to save your changes.
- 6 Click **Finish** to close the form.

Title IV Credit Balances

In this topic, you will learn how to review Title IV Credit Balances in CampusVue.

Calculating Title IV Credit Balances

To gather information on Title IV Credit Balances:

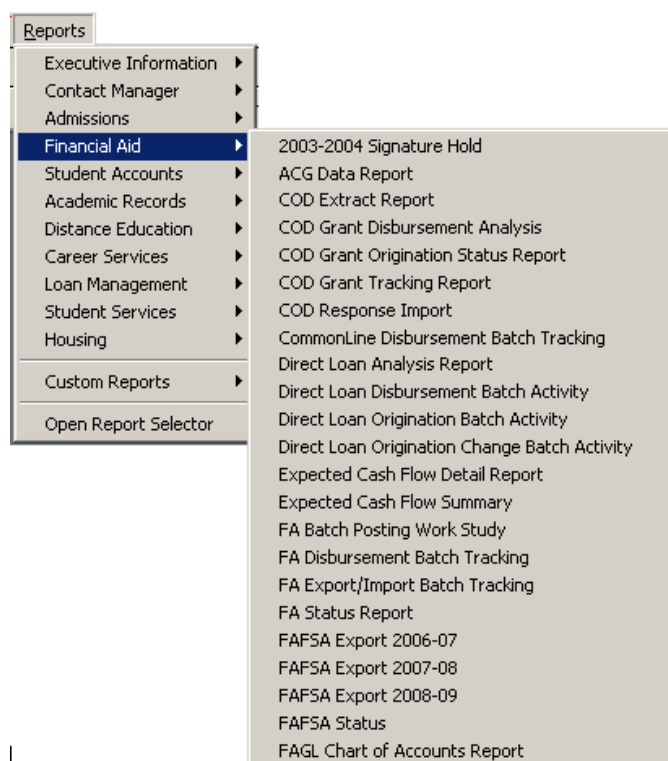
- 1 Select **Reports > Student Accounts > Title IV Credit Balance Report** to display the Title IV Credit Balance Report form.

- 2 Select the **Campus Group**, **Program Version**, **School Status**, **Status Category** and **Terms** of the students for which you would like to calculate a Title IV Credit Balance. The default for each of these selections is **All**. You must make a selection for each filter in order to proceed.
- 3 Select the **Academic Year date range**. The report is typically run for a 12-month period, ending with the current month's end date in the "to" field.
- 4 Select whether to **Include Students with or without waiver**, **Include Only Students without waiver**, or **Include Only Students with waiver**.
- 5 Check the **Only Students with Credit Balance** box, if applicable. S
- 6 Select or deselect the box for **Print selection criteria**.
- 7 Click **Preview**. The report will display as follows:

Student Name	Student ID	Enroll Status	Program Version	Start Date	Grad Date	Waiver on File
		Description	Term Code	Title IV Charges	Title IV Payments	Balance
Campus Management						
Adcock, Jeff	806-58-5555	Attending	Associate in Financial Management	9/4/2000	10/30/2002	
Academic Year 1	9/4/2001	4/2/2002				
		Federal Pell Grant Payment		\$0.00	\$1,000.00	No
		Federal Pell Grant Payment		\$0.00	\$1,000.00	No
		Federal Perkins Loan Payment		\$0.00	\$2,375.00	No
		Federal Perkins Loan Payment		\$0.00	\$2,375.00	No
		Food Service	2003S	\$23.00	\$0.00	No
		Total Academic Year	1	\$23.00	\$6,750.00	\$(6,727.00)
		Total Enrollment		\$23.00	\$6,750.00	\$(6,727.00)

Financial Aid Reports

The **Reports** drop-down menu is organized by departments. Each department has a list of reports that are relevant to the work done there. The list of reports is alphabetically sorted for each module and varies in length as new reports are added and old reports are replaced with newer versions. An asterisk (*) indicates a customized report designed for your institution(s). You can click **Reports > Financial Aid** to access reports associated with the Financial Aid module.



The Reports menu displays the following two menu items for each module:

Custom Reports

Custom Reports are designed especially for your campus. Such reports are developed by someone at your school who can use Crystal Reports®. These reports are created either by editing an existing CampusVue generic report or by creating a new report from scratch. Your System Administrator can use the **Setup > Report Maintenance** option to work with custom reports.

Open Report Selector

You can click this option to display a window in which all reports (for all modules) that you have permission to run are listed by going to **Reports > Open Report Selector** option.

- The **Title** of the report is in the upper-left corner of each page.
- The **Selection Criteria** are listed in the upper-left corner of the first page.
- The **Sort Order** is listed in the upper left corner of the first page.
- The **Name of the Program** that produced the report is listed in the upper-right corner of the first page.
- The **Date and Time** that the report was printed is listed in the upper right corner of each page.
- **Column headers** are shown at the top of each page.
- **Group headers** are listed on the left side of the report as required by your sorting criteria. Note that you can sort by all the available sort variables but group totals are available only for the high-order three sort variables.
- The **Total number of records** selected will be listed at the end of the report.
- The **Company name** will appear in the lower-left corner of each page. (This is the company name from the **Setup > System menu option**.)

Note: Reports from your system parameter tables can be printed in a similar manner from the **Lists** menu.

Some reports are displayed as HTML documents. To print these reports, right-click on the report and select **Print** from the context-menu.

Accessing Reports

The Financial Aid module contains multiple preformatted reports to serve the department's standard reporting requirements. You can run reports only if your user profile has been granted the proper permissions. Selecting **Reports > Open Report Selector** displays a window that lists by department all the reports that you are permitted to run.

To access a specific Financial Aid report:

- 1 Select **Reports > Financial Aid > specific report**.

On the Report Selection form that opens, select those filters and selection parameters that satisfy your reporting requirements (you may need only a few).

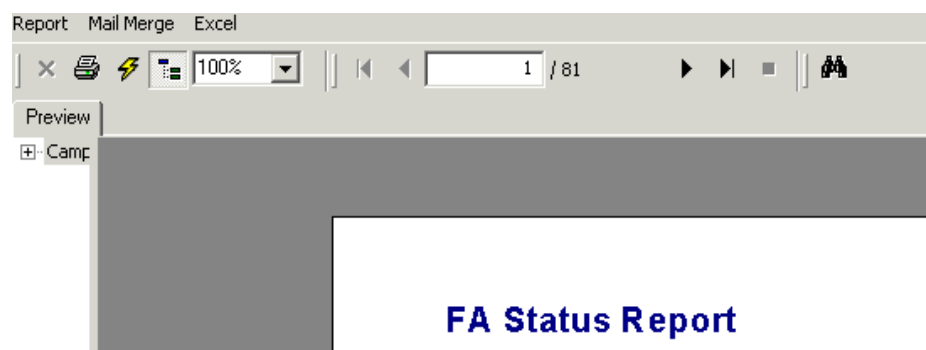
The following screen displays the Report Selection form for the FA Status report.

Click **Preview** to open the Report Viewer window and view your report.

Report Viewer

After selecting the appropriate parameters from the Report Selection form, click **Preview** to open the Report Viewer form and view your completed report.

The following screen displays the Report Viewer form for the FA Status report.



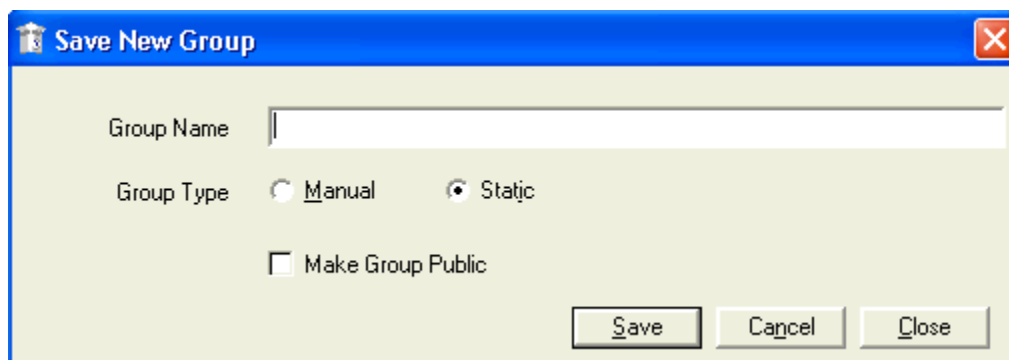
Report Viewer Controls

Report

The **Report** menu on the Report Viewer form provides for printing the report, printer setup, exporting the report to other applications such as Excel, and closing the viewer window. The following options are available on the Reports menu:

- **Print:** You can select this option when you are ready to print the report. A Print icon is also provided at the top of the Report Viewer form.
- **Print Setup:** This option calls the typical Windows printer setup form from which you can select a printer, set the number of copies to be printed, and access other reporting functions.
- **Save Student Group:** If the internal Campus Id and internal Student Id are contained in the record set for the report, you can save the students listed on the report as a group. Select this option and give your group a name.

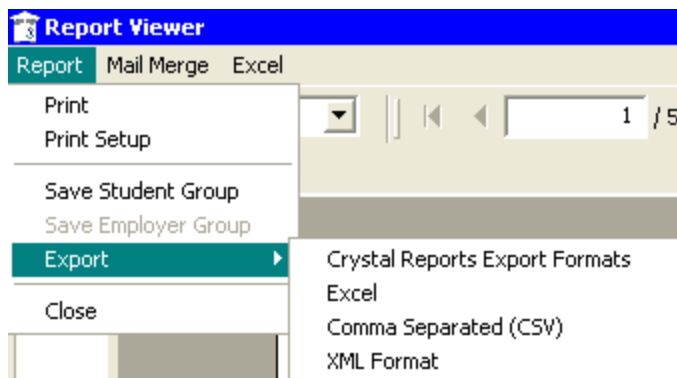
The following screen displays the Save New Group dialog:



In this example, the default definition for the new student group is a "Static" group, meaning that the list of names in the group can be refreshed on demand (your school can

also choose manual for the default group definition). You can also open the group via View/Student Groups and change the group type to Dynamic, Frozen, or Manual. For details refer to *CampusVue Help*.

- Save Employer Group: similar to Save Student Group.
- **Export:** Select this option to view different export formats. In the example given below, users can select from the following four export formats: **Crystal Reports Export Formats**, **Excel**, **Comma Separated (CSV)**, and **XML Format**.



With each report selection you can select the format and destination of your report. Several options are available for both Format and Destination. Click **OK** after you make your selections.



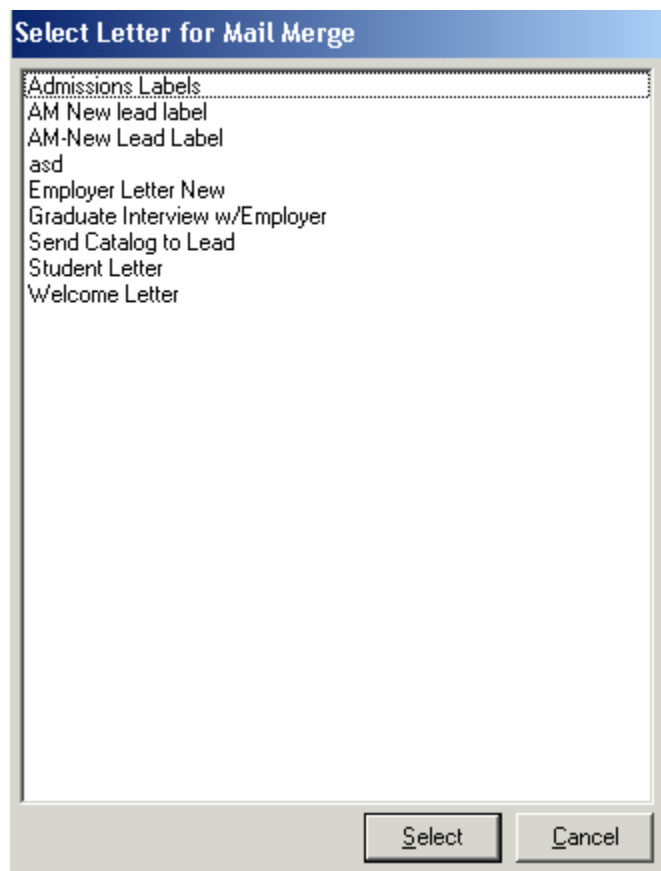
Close: You can select this option to close the Report Viewer form. You can do this before or after you print the report. The program will return to the Report Selection form.

Mail Merge

The **Mail Merge** option appears on the Report Viewer Menu Bar if the following conditions are met:

1. Your school has letter activities related to students.
2. The path to the letter is correctly designated in **Setup > System**.
3. The report being previewed lists students.

When you click the **Mail Merge** option, all letter activities are listed as options. You can select the one with which to merge the names from the displayed report.



When you select to use the Mail Merge feature, you will be able to run the selected report, use the Merge tool to combine and print letters and update the student's activity record after processing the letter. The system will prompt you with a dialog box asking if you would like to update the Financial Aid. If you select **Yes**, then the student's Financial Aid history will be updated after the Mail Merge is completed.

Excel

This option exports the data on the report to an Excel spreadsheet. This feature appears on every report. The export procedure uses column names for headings. A maximum of 65,000 rows can be exported. However, sub-reports are not exported.


Navigation Tools

At the top of the Report Viewer form, there is a set of navigation tools to help you maneuver in a multi-page report. By clicking the appropriate tool, you can go to the first page of the report, the next page, the previous page, and the last page.




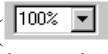
The following tools are available for selection:


Report Views: The report viewer provides a method of narrowing your view of the previewed report. By double-clicking on a report heading or sub-heading, you can open a view containing only that heading and the data below it. When you open a view of a heading, the program creates a view tab at the top of the report. You can alternate between views until you get the information you require. You can also print only a selected view of the report.

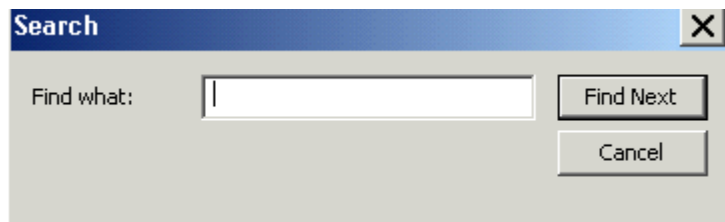
Close Current View: Click on the view to be closed and then click this control () to close it.

Group Tree: On the left side of the Report Viewer is a control known as the Group Tree. It is used to drill down to specific portions of your report. It is more significant in long reports and in those that have more than one or two groups. Click on the plus and minus boxes beside the group names to expand or contract the tree list. Click on a tree item to go to that portion of the report.

Toggle Group Tree: This tool () is used to show or hide the Group Tree. If you want to see more of the report page in your viewer window, hide the Group Tree by clicking this tool. Click it again to bring back the Group Tree.

Report Size: Use this tool () to size the image of the report to a convenient viewing size. Select one of the options from the drop down list or type in your own percentage value.


Text Search: Use this tool () to find the text that you need in the report preview by typing it in the Text Search box after clicking the binoculars. The program will find the first occurrence of the text in the report. If you click the binoculars again, it will find the next occurrence, and so on. Your search text entries are saved in a list so that you can go back to them by clicking the arrow beside the text box. When you close the report, your search entries are discarded.



Report Printing

Report Printing is performed from the Report Viewer window after you have selected the various filtering criteria and clicked **Preview** in the Report Selection window.

To print a report in CampusVue:

1 From the Report Viewer, click the **Print** icon () at the top of the window to open the **Print** dialog box. You can choose to print all of the report or selected pages. Indicate the number of copies of the report to be printed.

2 Click **OK** to send the report to the printer.

Alternatively,

1 Select **Print** from the Report menu at the top of the Preview window. The report will be sent to your designated printer.

2 If you want to change the destination printer, select a printer from the **Print Setup** dialog.

From the **Report** menu, select **Close** to close the Report Viewer window after the report is printed. You will return to the Report Selection window.

In the Report Selection window, you can choose to print another variation of the report by selecting different parameters. You can also save your previous selection of parameters by giving them a Preference Name and saving your preference for a later rerun.

Click **Close** on the Report Selection window to return to the CampusVue main window.

Cube Reports

The term "Cube Report" refers to a multidimensional, spreadsheet-style report that you can manipulate for the purpose of extracting data from the CampusVue database. An ordinary spreadsheet is two-dimensional in nature. As the term implies, a cube report can accommodate three or more (possibly hundreds of) dimensions in a report presentation. Each of the CampusVue modules has one or more cube reports associated with it. Data elements for the various cube reports are provided by the program in a form that you can readily manipulate to yield a particular view. Flexibility is the key characteristic of cube reports. You can move data around on the report, adding or removing horizontal and vertical data elements to achieve the precise combination of rows and columns you need to present the results in the desired format.

The program gathers data for a cube report each time the report is opened. The data is stored in a temporary file while the cube is open. For large databases, this data gathering effort can take a few minutes.

Output can be generated from cube reports in four forms:

- On-screen displays in which rows and columns can be rearranged to suit your needs
- Printed spreadsheets with optional horizontal and vertical cross footed totals
- Charts and graphs
- Export files to Excel

Cube reports are found below the horizontal line at the bottom of a department reports menu. The Financial Aid department currently does not include any canned cube reports. However, The SA cube report **Receipts by Source** can be used in the Financial Aid department. An example of this report is shown in the next section.

To view a Cube Report:

- 1 Select Reports > Student Accounts > Receipts by Source to open the Report Selection form.




The selection criteria available are **Term** and **Transaction Date**. Make your choices and click **Preview** on the Report Selection form to start the gathering of data for the cube report. The program will gather the basic building blocks of data for the cube. Be patient; this can take a few minutes. There's a lot of work going on that you can't see.

When the program has assembled the necessary data, a cube similar to the following screen will open:

Source	Campus	CIA	CMI	Total
APLAN			10,000.00	10,000.00
CASH		6,000.00	19,076.97	25,076.97
DIRPLUS			772.00	772.00
DIRSUB			22,094.98	22,094.98
DIRUNSUB			-25.00	-25.00
FSEOG			2,545.00	2,545.00
GEORGIA		1,000.00		1,000.00
GRANT1			1,000.00	1,000.00
LAW			1,234.00	1,234.00
OTHER		9,200.00	1,108.90	10,308.90
PELL			37,252.27	37,252.27
PERKINS			15,243.50	15,243.50
SUB			16,939.00	16,939.00
Student		-2,097.00	150,045.01	147,948.01
UNSUB			4,750.00	4,750.00
Total		14,103.00	282,036.63	296,139.63

Across the top of the cube window are some important controls.

- **Preview:** Shows you a preview of the printed report in spreadsheet format.
- **Graph:** Takes you to the graph design feature. Select the data elements you want in the graph *before* clicking Graph. Ordinarily, you would not want to graph the totals along with the data cells. To select data cells to be graphed, click one corner of the range with the left mouse button, hold the button down and "drag" to the diagonally opposite corner of the range. All selected cells except the first one will be darkened.
- **Excel:** Exports the cube report to an Excel spreadsheet. You can also select the parts of the report you want to export before clicking Excel. Totals will be exported unless you take action to do otherwise.

- **Save:**  Saves the cube report to the Web server.
- **Exit:**  Closes the report and returns to the CampusVue work area.
- **Show Totals:**  ☒ Show Totals Determines whether totals will show on the report.

The example cube shows a three-dimensional report in a two-dimension format. Each row represents a student record. Subtotals and totals are shown for each row and column.

Notice the other data elements that have not been used in this particular view of the array. Any of these other data elements can be "dragged" to the horizontal or vertical axis of the grid. By doing so, you can change the report to an entirely different result.

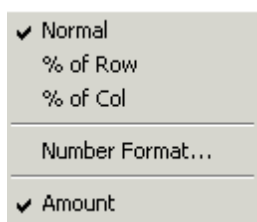


Another technique that you can use to tailor the cube is to select only portions of any one data element. For example, as we have done here, you can select only a few out of many selection fields. In this example, we have chosen **Source**:

Click on the arrow beside the data element name. The list of codes, names, and so on, will be dropped down for your selection. Click the box beside each desired code or name. Those with X in the box will be used in your report. Those with blank boxes will not be used. To select all choices or to deselect all choices hold the Ctrl (Control) key down while selecting.



Right Click Options: If you right-click anywhere in the data area of the cube report, a menu appears with some important features listed:



Normal: Causes the cube data to be displayed in its normal format. In the case of our example, it is contribution to the activity analysis sorted by student.

% of Row: Changes the data format to be a percentage of the row total.

% of Col: Changes the data format to be a percentage of the column total.

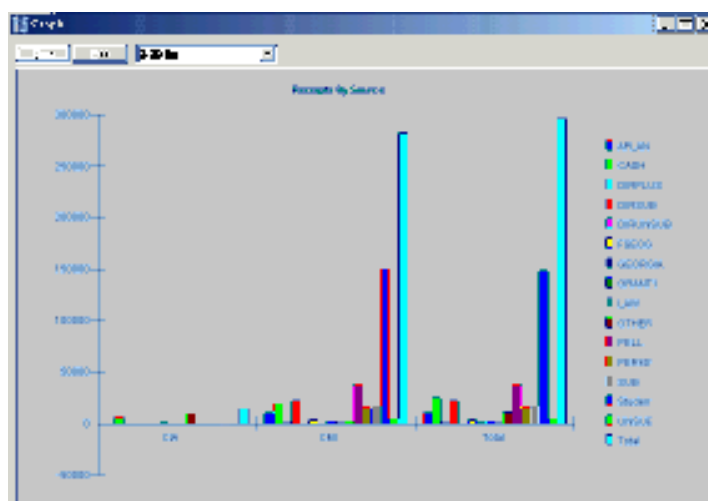
Number Format: Allows you to change the format of the numbers in the data cells.

Amount: In this example there is only one option for data to be displayed. In other cubes, there may be more options listed here.

Graphing Data: For our example, we have chosen to create a three-dimensional bar graph. The illustrations show the selected data from the cube (totals have been turned off to facilitate the data selection) and, below it, the resulting graph. To select data cells to be graphed, click one corner of the range with the left mouse button, hold the button down and "drag" to the diagonally opposite corner of the range. All selected cells except the first one will be darkened such as in the example below.

Source	CIA	CMI	Total
APLAN		10000	10000
CASH	6000	19077	25077
DIRPLUS		772	772
DIRSUB		22095	22095
DIRUNSUB		-25	-25
FSEOG		2545	2545
GEORGIA	1000		1000
GRANT1		1000	1000
LAW		1234	1234
OTHER	9200	1109	10309
PELL		37252	37252
PERKINS		15244	15244
SUB		16939	16939
Student	-2097	150045	147948
UNSUB		4750	4750
Total	14103	282037	296140

After you click the **Graph** icon, the resulting bar graph appears:










To change the type of graph, click the graph style list in the upper left corner of the graph screen. Select any of the listed styles. Maximize the graph screen to see the labels clearly when you are working with many elements.

Export to Excel: The same data can be exported to Excel. These column headers were formatted manually after the import to improve the look of the example.

	A	B	C	D	E	F
1	Source	CIA	CMI	Total		
2	APLAN	0	10000	10000		
3	CASH	6000	19076.97	25076.97		
4	DIRPLUS	0	772	772		
5	DIRSUB	0	22094.98	22094.98		
6	DIRUNSUB	0	-25	-25		
7	FSEOG	0	2545	2545		
8	GEORGIA	1000	0	1000		
9	GRANT1	0	1000	1000		
10	LAW	0	1234	1234		
11	OTHER	9200	1108.9	10308.9		
12	PELL	0	37252.27	37252.27		
13	PERKINS	0	15243.5	15243.5		
14	SUB	0	16939	16939		
15	Student	-2097	150045	147948		
16	UNSUB	0	4750	4750		
17	Total	14103	282036.6	296139.6		

Preview: The Preview of the cube report from the cube is shown here with totals included.

Print Preview 1 / 1			
      			
Receipts By Source			
Campuses:			
Campus Management Institute			
Campus Institute of Art			
Source	CIA	CMI	Total
APLAN		10,000.00	10,000.00
CASH	6,000.00	19,076.97	25,076.97
DIRPLUS		772.00	772.00
DIRSUB		22,094.98	22,094.98
DIRUNSUB		-25.00	-25.00
FSEOG		2,545.00	2,545.00
GEORGIA	1,000.00		1,000.00
GRANT1		1,000.00	1,000.00
LAW		1,234.00	1,234.00
OTHER	9,200.00	1,108.90	10,308.90
PELL		37,252.27	37,252.27
PERKINS		15,243.50	15,243.50
SUB		16,939.00	16,939.00
Student	-2,097.00	150,045.01	147,948.01
UNSUB		4,750.00	4,750.00
Total	14,103.00	282,036.63	296,139.63

Preview Controls: There are several controls on the preview form including Print, Print Setup, Margins and Columns, Page Change, Zoom In and Zoom Out.

Index

A

Application Data
 Exporting, 6
 Importing, 13
Approve Disbursements Process, 43

B

Batch Files
 Importing, 15
Batch Package
 Reviewing, 50

C

CampusVue Reports
 Features, 61
CampuVue Reports
 Printing, 67
COD
 Exporting, 39
 Importing, 37
Common Origination and Disbursement (COD), 37
CommonLine, 33
CommonLine Application
 Exporting, 33
CommonLine Disbursement Roster Import, 34
Cube Reports, 68

D

Direct Loan
 Batch Processing, 46
Duplicate ISIRs
 Exporting, 10

E

Error Report, 35
Error Report Files
 Importing, 15
Exporting Application Data, 6

F

FAFSAs
 Exporting, 7
FAGL Transactions
 Entering, 55
Financial Aid
 Batch Packaging, 48
Financial Aid Award Year, 56
Financial Aid Batch Processes, 46
Financial Aid G/L Journal Entry, 55

Financial Aid General Ledger(FAGL), 55

I

Import File
 Validating, 35
Importing Application Data, 13
ISIR Corrections
 Exporting, 8
ISIR Matching, 20
ISIR Verification, 23
ISIRs, 17
 Importing, 13
 Printing, 17
 Viewing, 19

L

Loan Processing
 CommonLine, 33

O

Open Report Selector, 61
Origination Changes, 41

P

Pell Acknowledgement/Disbursements Import, 31
Pell Data
 Creating New Batch, 26
 Regenerating Batch, 27
Pell Disbursements
 Creating New Batch, 28
 Regenerating Batch, 29
Pell Disbursements Export, 28
Pell Export, 26
Pell Processing Import, 26

R

Report Preview, 63
Report Viewer Controls, 64

S

SSCR Processing, 52
SSCR Processing Wizard, 52
Student Accounts Reports
 Accessing, 62
Student Status Confirmation Report (SSCR), 52

T

Title IV Credit Balances, 58
 Calculating, 58