



12.01A04     **#Sex**

Codes: 1 = Male; 2 = Female; 9 = Not applicable

12.01A05     **#Ethnic Group**

Codes 01 through 05 apply only to United States citizens and students classified as resident aliens. Ethnic codes are:

01 = Black	04 = Spanish American
02 = American Indian	05 = Other
03 = Asian American	09 = Not applicable

12.01A06     **#Family Income Group**

The dollar range identifying the gross annual income of the student and the members of his family who contribute to his support. Codes are:

01 = Up to \$2,999	05 = \$9,000 to \$11,999
02 = \$3,000 to \$5,999	06 = \$12,000 or more
03 = \$6,000 to \$7,499	09 = Not applicable
04 = \$7,500 to \$8,999	

12.01A07     **CWSP Amount Certified**

The amount of CWSP pay the student may earn during the fiscal year. Up to 6 digits (X,XXX.XX).

12.01A08 through 12.01A11     **HEW Codes**

Four one-position codes are required for all records. When a field should be blank or zero, an "X" must be placed in its position.

12.01A08     **#National Defense Student Loan (NDSL) Frequency**

The number of times the student has had a National Defense Student Loan. Valid codes are: X, 1, 2, 3, 4, 5, 6, 7, 8, 9.

12.01A09     **#Educational Opportunity Grant (EOG) Frequency**

The number of times the student has received an Educational Opportunity Grant. Valid codes are: X, 1, 2, 3, 4, 5.

12.01A10     **#College Work Study Program (CWSP) Frequency**

The number of years the student has been in the CWSP. Valid codes are: X, 1, 2, 3, 4.

12.01A11     **#Independent Student**

Indicates that the student is financially independent from his parents. Valid codes are:

I = Independent student
C = Independent student converted from dependent
X = Dependent student

## 12.01A12 **Institution Coding**

A 2-position field that may be used as determined by the institution.

Both positions may be blank, or a code may be entered in either or both positions.

"X" is used to delete a code.

## 12.01A13 **Account Number**

The 9-digit account number to which Student Financial Aid Transactions are recorded. Must be on the Chart of Accounts or a valid "memo" account number. "Memo" account numbers are used to record financial aid received by students from sources outside the State System of Higher Education. Valid "memo" account numbers are:

<u>Account No.</u>	<u>Account Name</u>	<u>Short Name</u>
XX-999-0001	Guaranteed Student Loan - U.S. National Bank	GSL-US
XX-999-0002	Guaranteed Student Loan - First National Bank	GSL-FIRST
XX-999-0003	Guaranteed Student Loan - Other	GSL-OTHER
XX-999-0004	GI Benefits	GI-BEN
XX-999-0005	Veteran's Benefits	VA-BEN
XX-999-0006	Social Security	SOC-SEC
XX-999-0007	Vocational Rehabilitation	VOC-REHAB
XX-999-0008	Other Standard Accounts	
-XX-999-0099		
XX-999-0100	Institutions Non-Standard	
-XX-999-9999	Accounts	

## 12.01A14 **Amount**

Two 7-digit (XX,XXX.XX) amount fields are maintained for each SSN/Account Number: Current month total and fiscal year-to-date total.

# = Required element on all master records.

## 12.01B **STUDENT FINANCIAL AID DATA ENTRY**

Data is entered on the Student Financial Aid master file from four sources which are described in paragraphs 12.01B01 through 12.01B04. These sources are:

1. Automatic inputs from accounting transaction inputs to the General Ledger.
2. The Incomplete Master Records Worksheet which is used to enter required data missing from master records.
3. New and Changes Data Input Documents, form CO-715, which is used to set up new master records, and to change or delete existing master records.
4. Beginning Yearly Balance Data Input Documents, form CO-716, which is used to change account amounts on the master file.

### 12.01B01 **General Ledger Data Inputs**

Payroll, Journal Voucher, invoice and check cancellation accounting transactions entered on the General Ledger also update the Student Financial Aid master file when they are identified as student financial aid transactions.

When there is no master file record for the student, an incomplete master record is created if the Transaction Code is one of the following:

0198	Fee Remissions
1501	(Inst. 18, OIT only) Undergraduate Students
1502	(Inst. 18, OIT only) Graduate Students
1503	CWSP Undergraduate Students
1504	CWSP Graduate Students
5XXX	Student Aid
8201	Loan Payments to Students

When there is a master file record for the student, transactions with the above Transaction Codes plus all payroll transactions update the master record.

Student Financial Aid master records created from accounting transactions lack required coding and are printed on the Incomplete Master Records Worksheet (see paragraph 12.01B02) or, if SSN is also missing, on the Transactions Without Social Security Numbers report (see section 16.12A04). All payroll transactions for the month the master record is created are recorded, but pay items for prior months must be entered on form CO-716 (see paragraph 12.01B04) for a complete record.

#### 12.01B02 **Incomplete Master Records Worksheet**

This worksheet is a monthly report produced from the Student Financial Aid System. It lists all student master records which lack any required coding (i.e., Name, Year in School, Sex, Ethnic Group, Income Group, or any of the 4 HEW Codes). For a complete description of the Worksheet, see section 16, Reports, paragraph 16.12A05.

The Worksheet can be used as an input document for entering missing data, changing elements, or deleting the complete master record. When all corrections are entered on the Worksheet, it is returned to the Controller's Office for input to the Student Financial Aid master file.

Any missing element can be entered on the Worksheet except Account Number which can only be entered with form CO-716 (see paragraph 12.01B04).

Any element can be changed except Social Security Number and Account Number. These elements are changed by deleting the master record (see item 4 below) and re-entering the complete record using forms CO-715 and CO-716.

Corrections are entered on the Worksheet as follows. See paragraphs 12.01A02 through 12.01A12 for element descriptions.

(Note: The Incomplete Master Records Worksheet form is not available in the on-line version; contact the Controller's Division for a copy.)

1. When no correction is made to a record, draw a line through the SSN.
2. To change an element of a record, draw a line through the incorrect data and print the correct data directly above. Enter a "1" in the CHG-CODE field. SSN and ACCOUNT NUMBER cannot be changed (see item 4 below).

3. Enter missing data directly above the printed dashes. Enter a "1" in the CHG-CODE field. Missing ACCOUNT NUMBERS cannot be entered with the Worksheet; use Form CO-716.
4. To delete a master record, enter a "2" in the CHG-CODE field. Do not make any other changes to that master record; do not line out the SSN. The complete record for that SSN is deleted. It can be re-entered with forms CO-715 and CO-716 when appropriate.
5. HEW CODE: A code or "\_" is printed on the Worksheet in each of the four HEW Code positions. A "\_" indicates that nothing was entered for that position. To add a code, enter it above the appropriate "\_." To change a code on the master file, enter the correct code above the code printed on the Worksheet. HEW Codes are listed in paragraphs 12.01A08 through 12.01A11.
6. INST CODE: Not a required element. To add a code, enter it above the appropriate "\_." To change a code, enter the correct code above the code printed on the Worksheet. To delete a code, enter "X" above it.

12.01B03 **New and Changes Data Input Document, Form CO-715**

This form is used to create records on the Student Financial Aid master file, and to change or delete existing records.

To enter a new record, all elements are required except "CWSP Amount Certified" and "Inst. Code," which are optional, and "Change Code," which must be blank. If required elements are missing, an incomplete master record is created and printed on the Incomplete Master Records Worksheet (see paragraph 12.01B02); the incomplete record will also appear on the monthly Student Financial Aid report.

To add to or change data on an existing record, enter the Social Security Number, the data to be added or changed, and Change Code "1." All elements except SSN can be changed.

To delete a record, enter the Social Security Number and Change Code "2." The complete master record is deleted, including Account Numbers and amounts.

An incorrect Social Security Number or account number can only be corrected by a combination of a 'delete' transaction to remove the master record with the incorrect number, and a 'new' transaction to re-enter the complete master record. A form CO-716 is also required to re-enter any account numbers and amounts that were recorded under the incorrect SSN.

(Note: Student Financial Aid New and Changes Data Input Document example not available in the on-line version; contact the Controller's Division for a copy.)

Form CO-715 data elements are described in paragraphs 12.01A01 through 12.01A12. The following table identifies the data elements which are required, those which can be entered, and those which must be blank on New, Change and Delete transactions.

	SSN	NAME	Year in School	Sex	Ethnic Group	CWSP Amount Certified	Change Code	HEW Code	Inst. Code
New	#	#	#	#	#	*	--	#	*
Change	#	*	*	*	*	*	#	*	*
Delete	#	--	--	--	--	--	#	--	--

# = Required element  
\* = May be entered

-- = Must be blank

12.01B04      **Beginning Yearly Balance Data Input Document, Form CO-716**

This form is used to enter account numbers and amounts, and to change amounts on Student Financial Aid master records. All elements are required on each transaction.

Account Numbers are added under three circumstances: 1, when it is desired to add past regular pay to a student's master record; 2, to add "memo" account numbers and amounts to a student's master record; and 3, to re-enter account numbers and amounts for a master record that was deleted.

When no master record for a SSN exists, a partial master record is created and will appear on the Incomplete Master Records Worksheet (see paragraph 12.01B02) and the monthly Student Financial Aid report.

The Beginning Yearly Balance Data Input Document is prepared as follows:

(Note: The Student Financial Aid Beginning Yearly Balance Data Input Document example is not available in the on-line version; contact the Controller's Division for a copy.)

1.      INSTITUTION NO.: The number of the entering institution.
2.      SSN: The student's Social Security Number.
3.      TYPE CODE: The type of account.  
            01 = Any non-payroll account  
            04 = Regular pay; i.e., all non-CWSP pay.  
            05 = CWSP pay.
4.      ACCOUNT NUMBER: The account to which the AMOUNT is to be recorded. See paragraph 12.01A13.
5.      AMOUNT: The amount to be added to or subtracted (enclosed in parentheses) from the amount on the master record for this SSN/Account Number. If the account is not on the master record, an incomplete master record will be established for the amount entered. Up to 7 digits (i.e., XX,XXX.XX) may be entered.
6.      DATE: The date prepared