



Accept/Reject Screen

WebGrants User Guide

Updated: April 12, 2007

ROSTER/RECONCILIATION MAIN PAGE

Purpose

The Display Accept/Reject Report screen of WebGrants allows schools to run an accept/reject report query by filtering data elements like school code, academic year, and week. This data is generated by the weekly payment cycle process and after the report is displayed, the user can perform further sorting by clicking on underlined columns like Reject Code, Grant ID #, SSN, and Name. NOTE: The sort by column function only works on the page that is currently displayed, not the entire report.

Page Elements

1. **Roster/Reconciliation Bar** *This shortcut navigation bar contains links to all pages within the Roster/Reconciliation area of WebGrants.*
2. **Display Accept/Reject Report** *Link to the Accept/Reject Report Screen where users can enter the School ID, Academic Year, and Week to display the corresponding report. The dates shown in the "Week" drop-down list reflects the run date of the report.*

Access

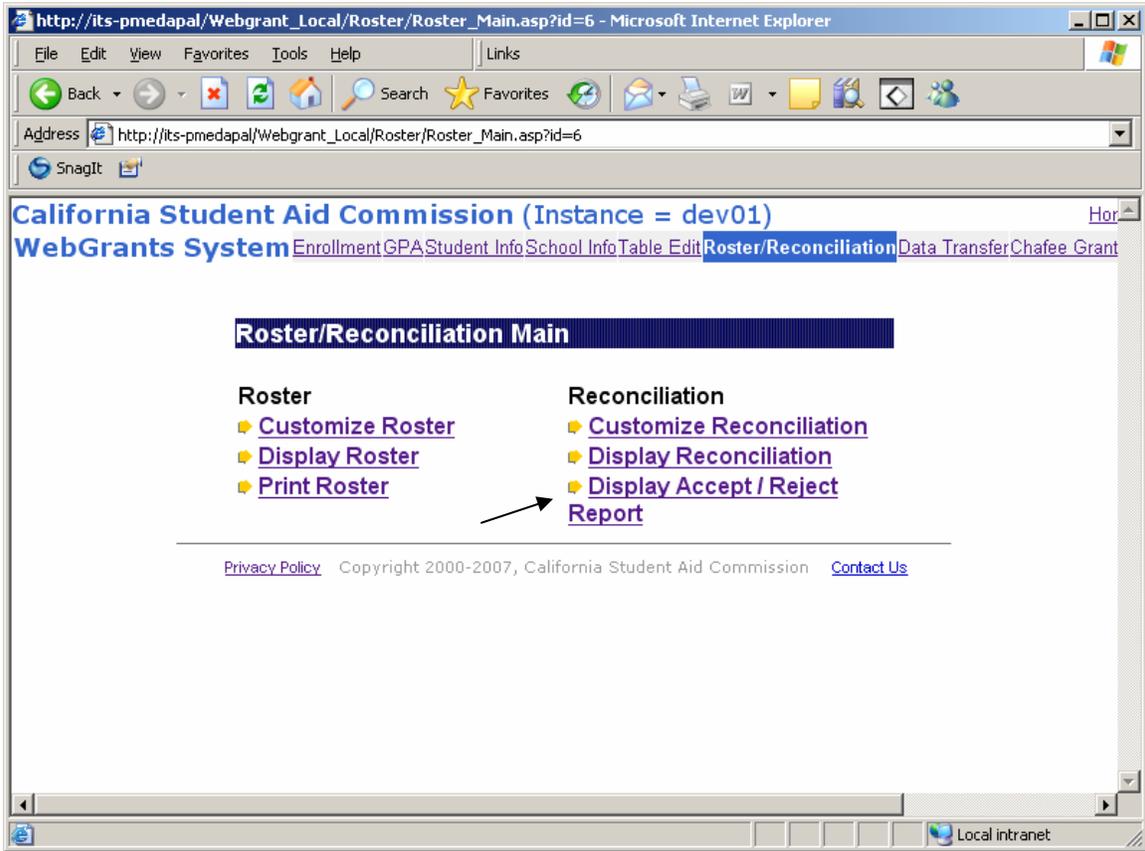
The Display Accept/Reject Report screen can be accessed by clicking the [Display Accept/Reject Report](#) link in the Roster/Reconciliation Main box under the Reconciliation section on the right-hand side. You can also click on the Roster/Reconciliation link on the Navigation Bar located on the top of all the WebGrants screens.

Online Accept / Reject Report

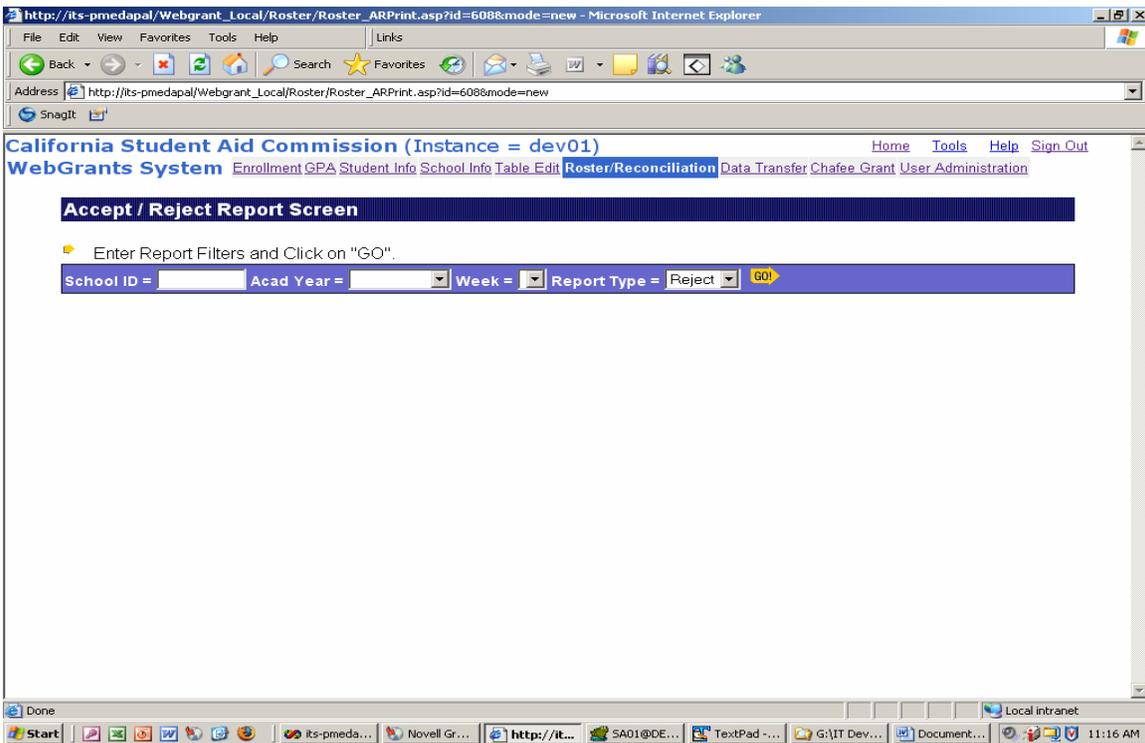
Online Accept / Reject Report, is a Web-based screen in WebGrants that displays the weekly Roster transactions. The original report is run on a weekly basis and the output is stored as text.

A request was made to make the report available on the Web with capabilities to query by School, Academic Year, Report run date and report type (accept or reject) and also be able to sort by Reject Code, Grant ID, SSN and Name. The following information provides user information on how to access and utilize this screen.

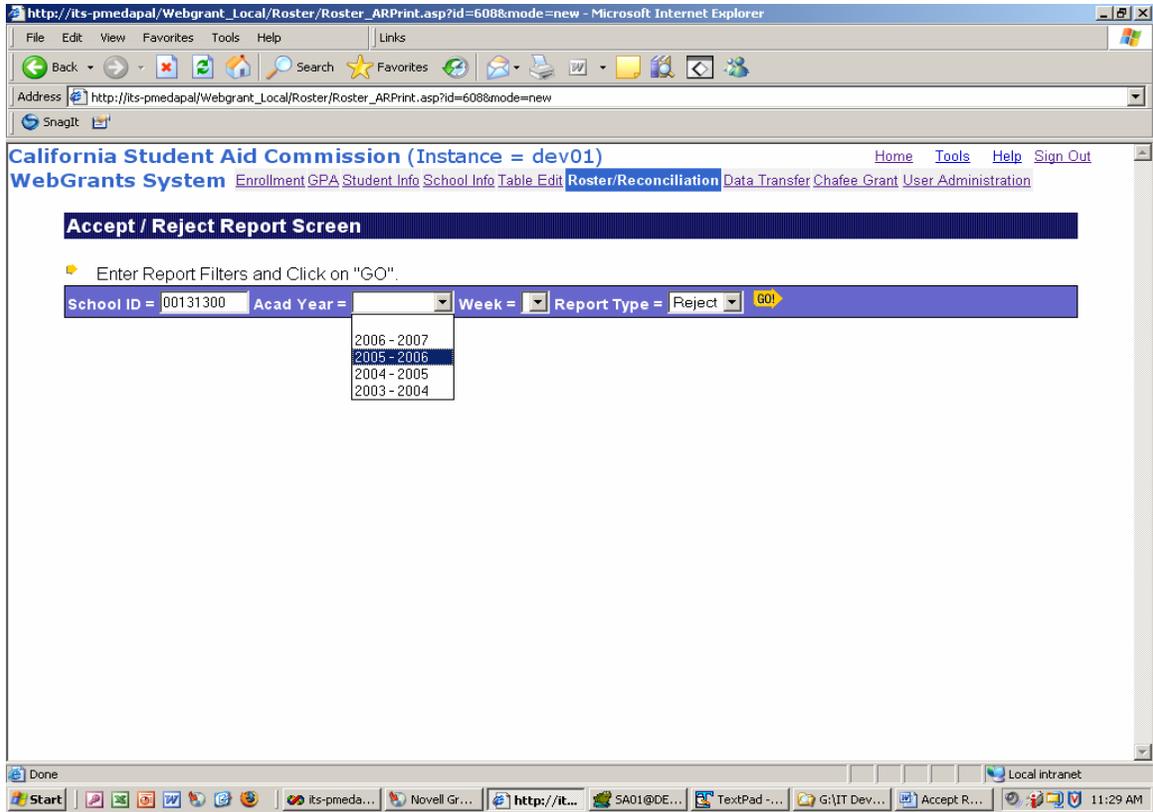
After logging-in to WebGrants, click on the Roster/Reconciliation link from the main menu screen to see the "Display Accept / Reject Report" link under Reconciliation.



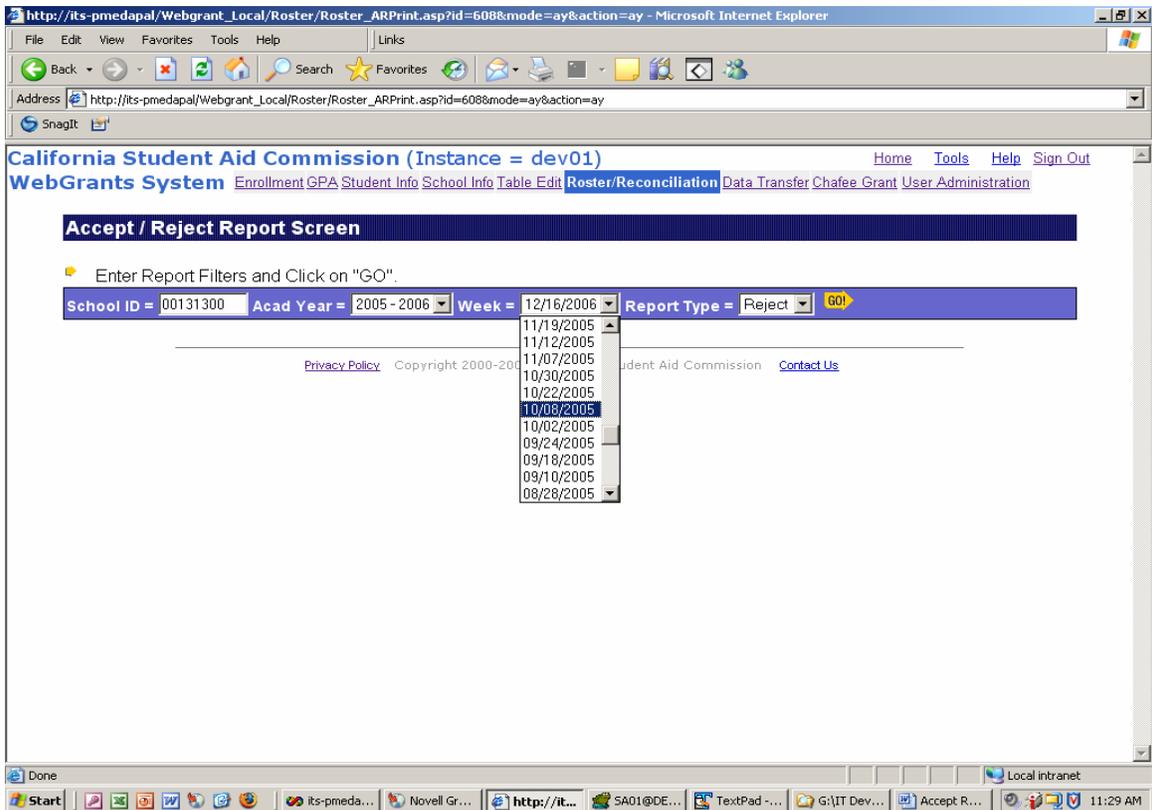
By clicking on this link the user navigates to the Accept Reject Report Filter screen:



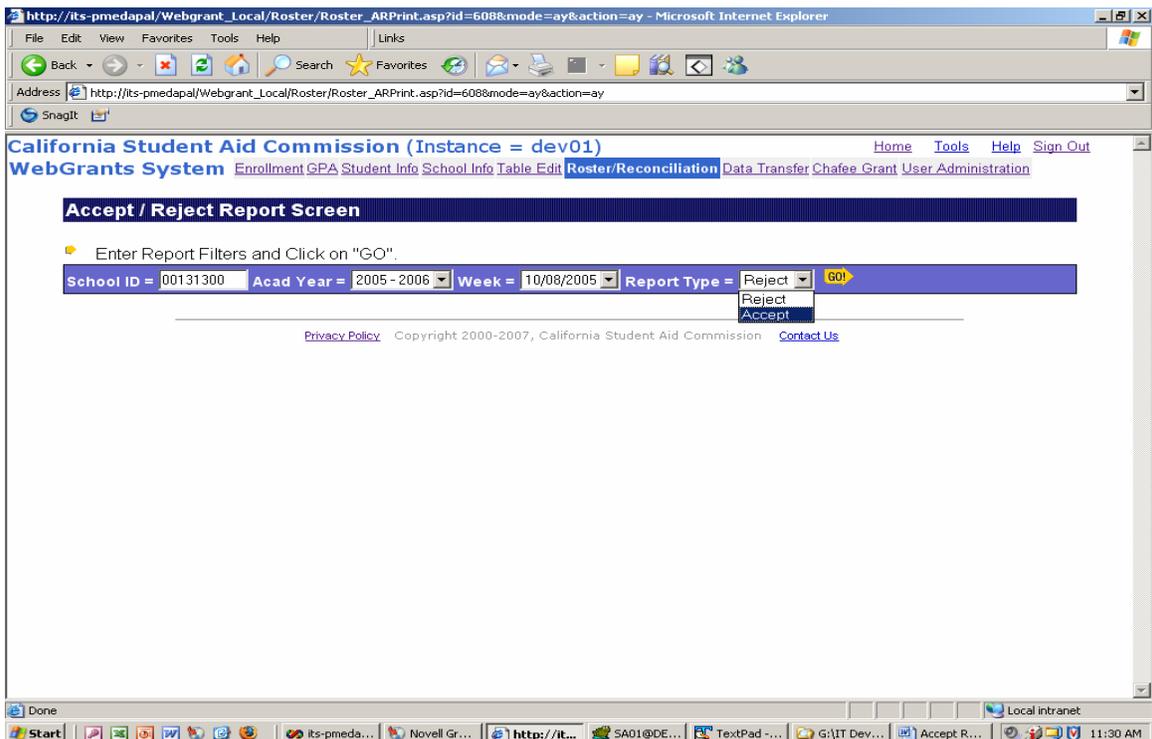
Enter the School Id and select the Academic Year from the academic year drop down list.



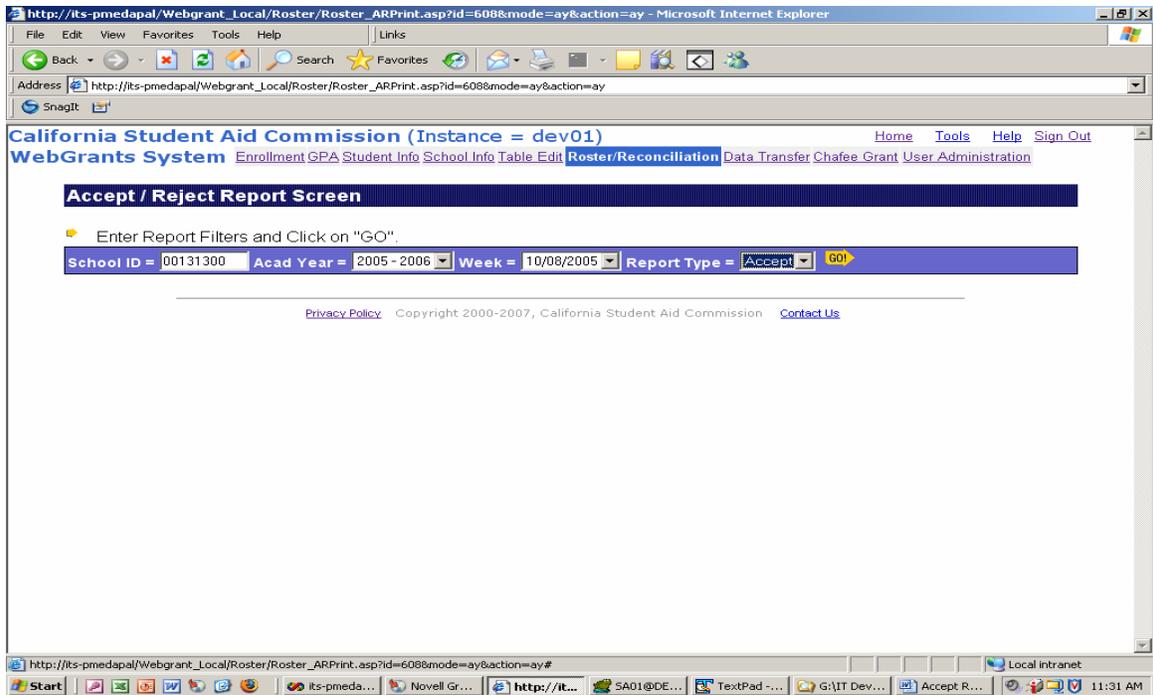
Based on School and Academic Year, the “Week“ drop-down list is populated with the list of available weekly reports for the school for the selected academic year.



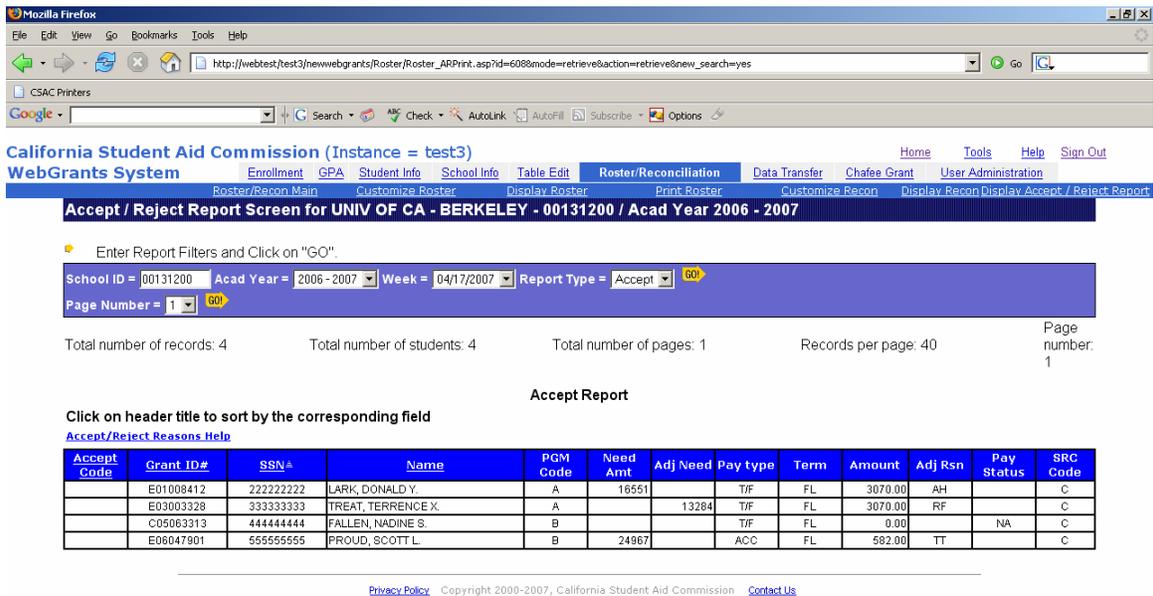
User can pick one of the weekly reports from the “week” drop down list. The dates shown in the “Week” drop down list reflect the run date of the report. Then the user will select which Report Type (i.e. Accept or Reject Report). The default choice is “Reject”.



Clicking on the “GO” icon will display the report.



The report output is shown below: (Accept Report).



Done

You can page through the report by selecting a desired page and clicking on the adjoining “GO” icon.

Reject Report

California Student Aid Commission (Instance = test3)
WebGrants System

Accept / Reject Report Screen for UNIV OF CA - BERKELEY - 00131200 / Acad Year 2006 - 2007

Enter Report Filters and Click on "GO".

School ID = 00131200 Acad Year = 2006 - 2007 Week = 04/17/2007 Report Type = Reject Page Number = 1

Total number of records: 1 Total number of students: 1 Total number of pages: 1 Records per page: 40 Page number: 1

Reject Report

Click on header title to sort by the corresponding field
[Accept/Reject Reasons Help](#)

<u>Reject Code</u>	<u>Grant ID#</u>	<u>SSN#</u>	<u>Name</u>	<u>PGM Code</u>	<u>Need Amt</u>	<u>Adj Need</u>	<u>Pay type</u>	<u>Term</u>	<u>Amount</u>	<u>Adj Rsn</u>	<u>Pay Status</u>	<u>SRC Code</u>
6780	E02012173	111111111	SMITH, MICKEY C.	B	17094		TF	FL	3071.00	FT		C

Done

The report page can be sorted by clicking on the underlined column headers for Reject Code, Grant ID#, SSN or NAME columns. **NOTE: Sort functions only work on the current page and not the entire report.**

Move your mouse over the Reject code, Accept Code or SRC Code and a short description (specific to the record) will be displayed. In the following screen, mouse-over on the reject code of a record and a detailed message for the reject code is displayed.

Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://webtest/test3/newwebgrants/Roster/Roster_ARPrint.asp?id=608&mode=retrieve&action=retrieve&new_search=yes

CSAC Printers

Google Search

California Student Aid Commission (Instance = test3) Home Tools Help Sign Out

WebGrants System

Enrollment GPA Student Info School Info Table Edit Roster/Reconciliation Data Transfer Chafee Grant User Administration

Roster/Recon Main Customize Roster Display Roster Print Roster Customize Recon Display Recon Display Accept / Reject Report

Accept / Reject Report Screen for UNIV OF CA - BERKELEY - 00131200 / Acad Year 2006 - 2007

Enter Report Filters and Click on "GO".

School ID = 00131200 Acad Year = 2006 - 2007 Week = 04/17/2007 Report Type = Reject 60

Page Number = 1 60

Total number of records: 1 Total number of students: 1 Total number of pages: 1 Records per page: 40 Page number: 1

Reject Report

Click on header title to sort by the corresponding field

[Accept/Reject Reasons Help](#)

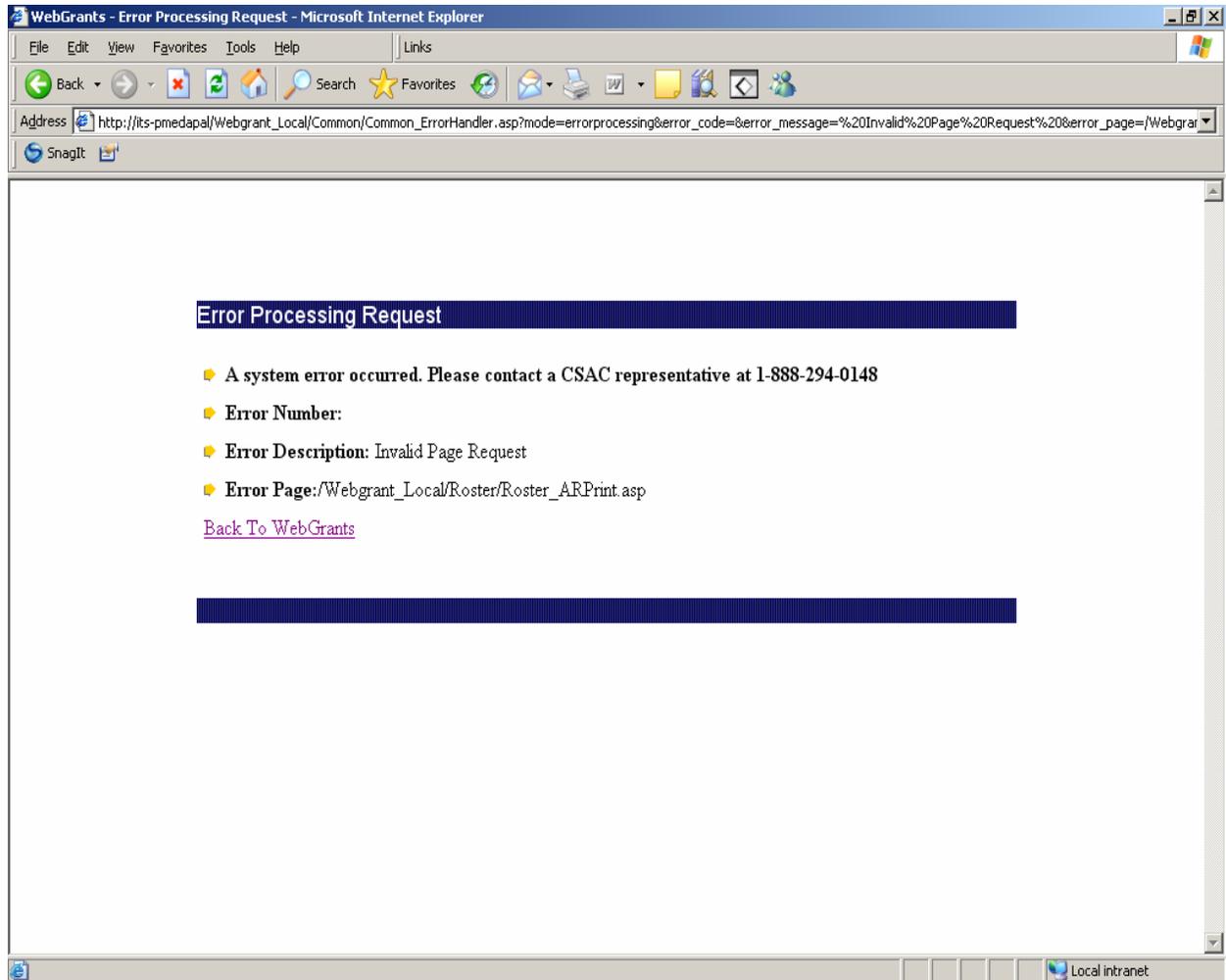
Reject Code	Grant ID#	SSN*	Name	PGM Code	Need Amt	Adj Need	Pay type	Term	Amount	Adj Rsn	Pay Status	SRC Code
6780	E02012173	111111111	SMITH, MICKEY C.	B	17094		T/F	FL	3071.00	FT		C

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Done

Detailed description of these codes can be seen by clicking on the link “Accept Reject Reasons Help” which displays a .PDF file with the Accept/Reject Reason Codes and Explanations:

Please note that the data file from which the report is pulling records is very large, so there may be a lag time of a few seconds when doing the initial query or while moving from one page to another page. If the user clicks multiple times on the GO icon while the report is in process of retrieving records, it may give an error message as follows:



If this happens, just click on the back icon on the browser and try the query or page navigation again and then click on the GO icon only once. The message bar on the bottom of the web page will display a progress bar while the query is in progress.

Sometimes the user may encounter a situation where, after entering a school ID and selecting an academic year from the drop down list, the “week” drop down list does not populate with the report dates of the available reports (please see following screen shot for an example). This may happen when there are no reports available for the school during the academic year that was selected.

