



ROSTER/ RECONCILIATION

WebGrants User Guide

Updated: June 9, 2008

ROSTER/RECONCILIATION MAIN PAGE

Purpose

The Commission's Grant Roster (roster) is the current comprehensive list of all Cal Grant recipients, and their grant information, for a particular school during a specified academic year. Reconciliation is the balancing of all reported payment transactions on the roster with the school's actual disbursement of Cal Grant funds. The Roster/Reconciliation area of WebGrants allows users to view, print and update their school rosters and payment activity reports electronically in customized formats that best suit their individual needs. Each customized roster is unique to each user's computer. A customized roster cannot be shared with other users. To use a particular roster view, each user must create his or her own customized roster that is then saved only to their user profile.

Page Elements

1. **Roster/Reconciliation Navigation Bar** This shortcut navigation bar contains links to all pages within the Roster area of WebGrants.

2. **Customize Roster** Link to the Customize Roster Page where users can select specific data elements and filtering and sorting criteria for displaying the roster (see page 3).

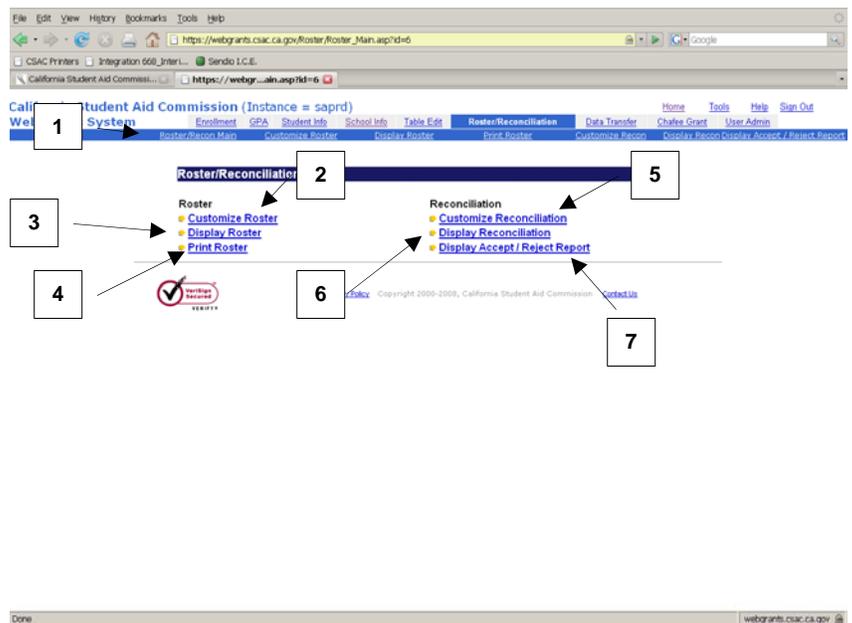
3. **Display Roster** Link to the Customize Roster Page where users can select specific data elements and sorting criteria for displaying the roster (see page 8).

4. **Print Roster** Link to the Print Roster Page where users can print the CSAC Standard roster or any customized roster they may have created (see page 15).

5. **Customize Reconciliation** Link to the Customize Reconciliation Page where users can select specific data elements and filtering and sorting criteria for displaying the payment activity report (see page 17).

6. **Display Reconciliation** Link to the Display Reconciliation Page where users can select specific data elements and sorting criteria for displaying the payment activity report (see page 21).

7. **Display Accept Reject Report** Link to the Accept/Reject Report of the accepted and rejected transactions from the weekly Cal Grant Roster batch processing (see page 23)



Access

This page can be accessed by clicking on the [Roster/Reconciliation Main](#) link in the Options box on the WebGrants Home Page or by clicking on the [Roster/Reconciliation Main](#) link in the WebGrants Navigation Bar located in the upper right of all WebGrants pages.

ROSTER/RECONCILIATION MAIN PAGE

Page Functions

Navigating to all other pages within the Roster area of WebGrants

The main page of each WebGrants area contains links to the pages included in that area. In addition, each area within WebGrants has its own submenu navigation bar that is located in the blue bar directly under the WebGrants Navigation Bar. This submenu navigation bar allows the user to move from page to page within the same area of WebGrants without continually going through the Main Page of each area.

Click the [Customize Roster](#) link to view the Customer Roster Page (see page 3).

OR

Click the [Display Roster](#) link to view the Display Roster Page (see page 8).

OR

Click the [Print Roster](#) link to view the Print Roster page (see page 15).

OR

Click the [Customize Reconciliation](#) link to view the Customer Reconciliation Page (see page 17).

OR

Click the [Display Reconciliation](#) link to view the Display Reconciliation Page (see page 21).

OR

Click the [Display Accept/Reject Report](#) link to view the Display Reconciliation Page (see page 23).

OR

Click a link on the Roster navigation bar to view the indicated page.

Note: For instructions on confirming a new Entitlement Cal Grant participant's high school graduation status, go to page 25 of this user guide.

Customize Roster Page

Purpose

Depending on their needs, users may find it necessary to view rosters that exclude or include certain data elements as well as modify the filtering and sorting of records. After customizing a roster view, users can enter and save their display criteria into **roster formats** that can be selected later for easier and quicker access to data.

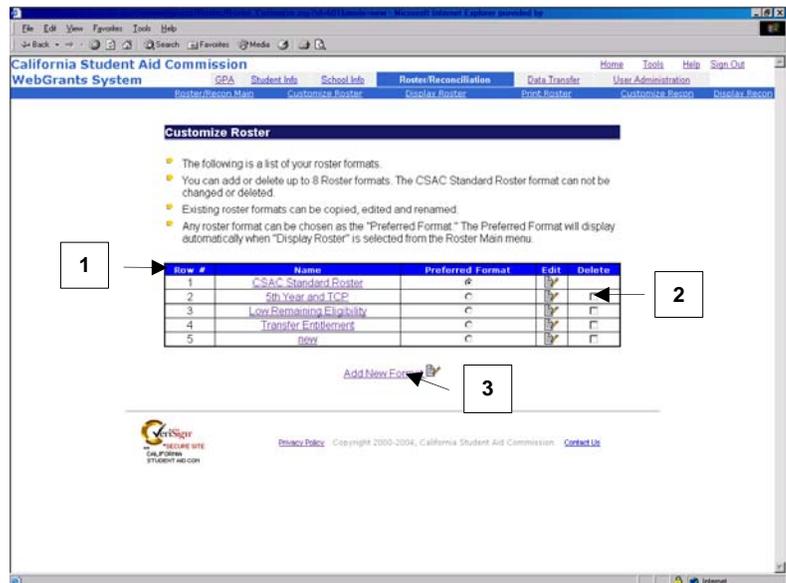
Page Elements

1. **Column Headers** Indicates the type of information contained in each column.

2. **Record Display Table** Lists the CSAC Default Roster Format (CSAC Standard Roster) as well as the saved roster formats for the current user (users can save up to 5 different formats at one time).

- **Preferred Format** The selected roster format that will be displayed automatically when clicking on the [Display Roster](#) link on the Roster Home Page or on the blue submenu navigation bar.
- **Edit** Click the icon in this column for a particular roster format to modify the display criteria of that format (see page 5).
- **Delete** Checking the box in this column for a particular roster format will delete the saved format.

3. **Add New Format** Link to create a customized roster format (see page 5)



Access

The Customize Roster Page can be accessed by clicking the [Customize Roster](#) link on the Roster Main Page (see page 1) or by clicking the [Customize Roster](#) link on the blue submenu navigation bar.

Page Functions

Users may approach creating a customized roster in several ways. Depending on their needs, users may choose to modify an existing roster, including the CSAC Standard Roster, or create a new roster with whatever data elements they wish to view. Deletion of rosters may be necessary when the need no longer exists for that roster or when the maximum number of customized rosters is about to be exceeded.

The Preferred Roster Format is the default roster view that will display if no customized view is selected.

Editing an Existing Roster Format

1. Click the roster name of the roster to edit
2. Follow instructions for editing and saving a roster format on page 5.
3. A step-by-step example of editing an existing roster format is listed on page 7.

Create a New Roster Format

1. Click the [Add New Format](#) link.
2. Follow instructions for editing and saving a roster format on page 5.

Delete an Existing Roster Format

1. Check the box in the delete column of the roster to be deleted.
2. The delete confirmation pop-up box will appear.
3. Click the <Yes> button to confirm the deletion.

Change the Preferred Format Roster Format

1. Check the box in the preferred format column of the preferred format roster.
2. The change default confirmation pop-up box will appear.
3. Click the <OK> button to complete the change.

Add/Edit Roster Page

Purpose

The Add/Edit Roster Page allows the user to create a new roster format or to modify an existing format.

Page Elements

1. **Roster Format Title** Indicates current name of the roster format and whether or not it is the preferred format (the preferred format will automatically display when the [Display Roster](#) link is clicked).

When naming a roster format, use alpha or numeric characters. Avoid using any special characters.

2. **Select Data Elements and Column Order**

- **Data Elements Available** All the data fields available to appear on the grant roster on the green bar under each student's name.
- **Data Elements Selected** Users can set up a roster format to include one or more of the data elements listed in the Data Elements Available list. To add one of the available data elements to a roster format, click the <Add Data Element> button to move it from the Available list to the Selected list. To remove one of the data elements selected for a roster format, click the <Remove Data Element> button to move it from the Selected list to the Available list. The order of the data elements in the Data Elements Selected List will be the same order they appear in on the roster. Use the <Move Up> and <Move Down> buttons to change the order of the selected data elements. The student's name will always be included. Multiple data elements can be selected by holding down the <Ctrl> button as the elements are selected.

3. **Select Terms** One or multiple terms within a single award year can be displayed for each student record. Check the box for each term to be displayed and click the <Continue> button.

4. **Define Sort Order Preference** Users can select up to 6 data elements to sort on, in cascading order, with the First Sort Preference being the primary sort field. Each data element selected for sorting can be sorted in either ascending or descending order.

The screenshot shows the 'Add/Edit Roster Page' interface with seven numbered callouts:

- 1** Points to the 'Roster Format Title' section, which includes a text input for 'Roster Format' (currently 'Preferred') and radio buttons for 'Yes' and 'No'.
- 2** Points to the 'Select Data Elements and Column Order' section, which contains instructions, a list of 'Data Elements Available' (SSN, DOB, Grant ID, Cycle ID, Housing Code, Dep Status, New/Plan, EL, CSAC Budget, EPC), and buttons for 'Add Data Element(s)', 'Remove Data Element(s)', 'Move Up', and 'Move Down'.
- 3** Points to the 'Select Terms' section, which has checkboxes for 'Fall', 'Winter', 'Spring', and 'Summer', and a 'Continue' button.
- 4** Points to the 'Define Sort Order Preferences' section, which has five rows for 'First Sort Preference' through 'Fifth Sort Preference', each with a dropdown menu and an 'Ascending' button.
- 5** Points to the 'Define Selection Criteria' section, which has a list of criteria with checkboxes, such as 'Cycle ID', 'Award Type', 'Housing Code', 'Dependency Status', 'EL (Education Level)', 'EL Status', 'New/Renewal Students', 'Program Code', 'Section', 'Extra Eligibility', 'Graduation Date Verification', 'Annual Need', 'Annual Award Amount', 'Remaining Eligibility', and 'Forecast Eligibility'.
- 6** Points to the 'Custom Codes' section, which has five rows for 'Custom Code1' through 'Custom Code5', each with a dropdown menu and 'or' buttons.
- 7** Points to the 'Save Roster Format' button at the bottom of the page.

5. **Define Selection Criteria** Use the data elements listed here to filter the student records to be included on the roster. Check the boxes of the data you wish to include. Only data that matches the selected values will be displayed.
6. **Custom Codes** If values have been placed in the custom code fields (see page 9 for instructions on entering values for custom codes) they can be used as additional filtering criteria here by including or excluding certain values. Wildcards (*) can be used here. For example, filtering for a ** in a custom code field will display all records that have a null value in that field. Filtering for an A* in a custom code field will return AZ and A1. Users can select up to 3 values to include or exclude for each custom code field. Users can also use the “And” or “Or” features when selecting multiple custom code fields:
 - “And” means that only records that contain all of the selected criteria will be displayed.
 - “Or” means that a record that contains any of the selected will be displayed.
7. **<Save Roster Format> Button** Click to add this new roster format to the roster list on the Customize Roster Page (see page 3) or to save the edits made to an already existing roster format.

Access

The Add/Edit Roster Page can be accessed by clicking the [Add New Roster](#) link on the Customize Roster Page (see page 3) or by clicking on the edit icon next to an already saved roster format listed in the records display box on the Customize Roster Page (see page 3).

Page Functions

Edit and Save a Roster Format

1. **Roster Format Title:** Type a name for the customized roster in the Name of Roster field. Remember to not use special characters such as apostrophes, hyphens or slashes in the Name of Roster field. Only letters and numbers should be used.
2. Click the round “yes” or “no” button to indicate if this format will be the preferred, or default, format.
3. **Select Data Element and Column Order:** Move the data elements to include on the roster display from the Data Elements Available box to the Data Elements Selected box by using the <Add Data Elements> button.
4. **Select Terms:** Select the terms to display.
5. Click the <Continue> button.
™ Do not forget this step. The customized roster format will not save without clicking this button.
6. **Define Sort Order Preference:** Select the sort order preference which will determine in which order the student records will be displayed. To sort records by term specific data such as “Pay Code” or “Adjustment Reason Code”, users must select only a single term for display in Step 5 above.
7. **Check boxes in the Define Selection Criteria:** Check boxes here to limit the records to be displayed. A checked box means only records with that value will be displayed. For example, leaving all Program Code boxes unchecked will result in all Cal Grant A, B, and C’s being displayed. Clicking the A box will result in only Cal Grant A’s being displayed.
8. Click the <Save Roster Format> button. If all the entered fields are valid, the message “Roster Format Successfully Saved” will appear at the top of the page.

Roster Customization Example

The following are step-by-step instructions on how to use the WebGrants “Customize Roster” feature. This method starts with the CSAC Standard Roster. The CSAC Standard Roster format cannot be deleted but if starting with the CSAC Standard Roster it can be renamed then edited. This method is a very quick way to create a customized roster. The user would make any desired changes and rename the roster before saving. Only a limited number of customized roster formats can be saved at any one time.

Any roster format can be chosen as the “Preferred Format.” The Preferred Format will display automatically when “Display Roster” is selected from the Roster Main menu.

1. From the Roster Reconciliation Main page, click on “Customize Roster”
2. Click on CSAC Standard Roster. If there is already the maximum number of customized rosters created, you will not be able to save another roster without deleting an existing roster.
3. Where it says “CSAC Standard Roster,” change the name to your new roster name. Choosing a descriptive title will help you remember the function of the roster.
4. Selected whether you want this roster to be the “preferred” roster format. Selecting “Yes” will make this roster display first on the display roster field.
5. In the “Select Data Elements and Column Order” section, you will notice that all the fields such as SSN, DOB, Grant ID, etc. are already located in the right column. Like the CSAC Standard Roster, these fields will be displayed on this roster version. To move a field off this roster select the field name and hit “Remove data element(s).”
6. In the “Select Terms” section, choose the term information that you want to see. If you select no terms, all terms will be displayed. Be aware that if you later want to sort the roster by any of the following fields: Annual Award, Term Amount, Adj (Adjusted) Amount, Adj Reason or Pay code, choose only one term.
7. Hit “Continue.” You must hit continue before proceeding or your roster will not correctly be saved.
8. Choose the sort order for your roster. You can sort your roster by any of the fields. Since in this example we started with the CSAC standard roster, that sort order has been retained. As stated in number 6 above, some sorting capabilities require that only one term be selected at a time. To sort by pay status, for example, you can only choose one term at a time.
9. In the Define Selection Criteria section, check those boxes to display only records with those values. Since we are modifying the CSAC standard roster, the “Eligible,” “CC Reserve” and “Ineligible” boxes are already checked. We suggest that you practice with different selection criteria. The possible combinations are nearly endless. Careful attention to whether “new” or “renewal” records are selected and the Cycle ID are very important. Note: (If no box or every box is checked in a category, you will see all those records for your school.)
10. If you are sorting by Custom Codes as described on page 10 of this guide, select the sort order in the bottom section.
11. Hit the “Save Roster Format” button to save your roster.

Display Roster Page

Purpose

The roster is a working list of a school's current Cal Grant recipients and the primary means of exchanging grant information between the Commission and the schools. Schools can view and update their rosters or print the current screen through the Display Roster Page.

Page Elements

1. **Roster Display Criteria** The fields on this blue bar allow users to select which roster to displayed. Fields include school ID, award year (either the current award year or the prior award year), the roster format (see page 3 for information on roster formats) or search for a specific student's record using the social security number.

2. **Search Criteria** Once a roster is displayed, users may search the roster for specific records. Once a search field is selected in the search field selection box, enter the criteria for searching the roster here. For example, if SSN is selected as the search field criteria, type the Social Security number of the student record you want to view and click the <GO!> button.

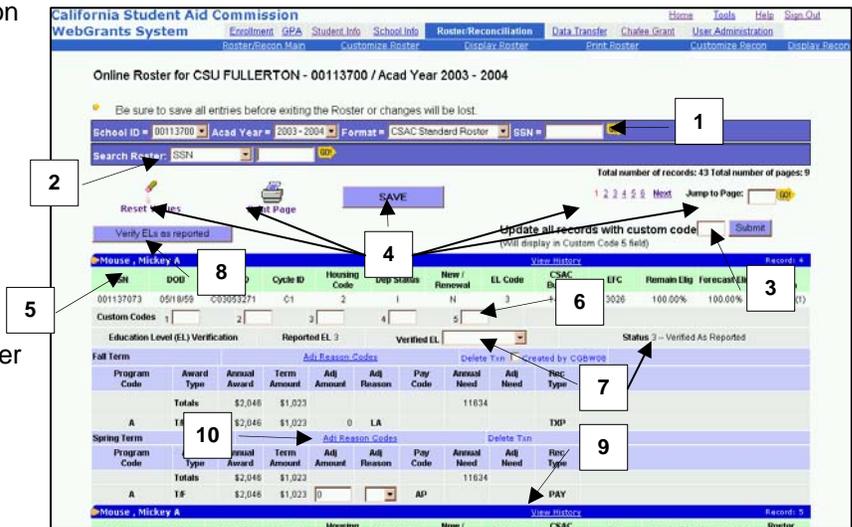
3. **Update All Records with Custom Codes** Entering a value in this field and clicking the <Submit> button next to it, will update the #5 custom code field of every student on the CSAC standard roster with the entered value. Only WebGrants users with "write" access to the roster will be able to view and use this function.

4. Function Buttons

- <Reset Values> deletes all unsaved data entered on the current page.
- <Print Page> prints all records displayed on the current page only.
- <SAVE> Clicking the <SAVE> button will save all data entered on the page. Records are not permanently updated until after the Commission's weekly processing cycle. It is important to note that when updates student records on a page, the <SAVE> button must be clicked before leaving the roster page or moving to the next roster page. Data entered and then not subsequently saved will not be processed.
- *Navigation Links* The roster can display 5 student records per page. Click a number link to navigate to that page of the roster. If the total number of students on the roster cannot be displayed in less than 11 pages, click the [next](#) link to display links for the next 11 pages.
- *Jump Field* To navigate to a specific display page in the roster, type the page number here and click the <Go!> button.

5. **Student Record** Each student record on the roster will only display the data fields and term information selected for the currently displayed roster format (see Appendix A for field descriptions).

6. **Custom Codes** Each student record has 5 data fields for schools to enter their own codes for selection and sorting. The data fields are school specific (meaning a custom code entered on a student's record by one school will not appear when another school views the same student's record.) Each of the 5 custom code fields are limited to 2 alpha/numeric characters.



Display Roster Page

7. **Education Level** Schools are required to verify that the Commission has the correct education level listed for new Cal Grant participants. A verified EL ensures the proper amount of program eligibility is assigned to the student so that the appropriate award amount can be paid to a Cal Grant recipient. Individuals without access to the full payment roster can view the EL Verification roster (check with your WebGrants User Administration about access) by clicking on the EL Verification link on the Roster/Reconciliation main page.
 - **<Verified EL>** Use this drop down field to report an education level different than what is listed in EL Code field of the student's roster record.
 - **<EL Status>** EL Verification Status Codes are:
 - "1" = The school is not required to verify this student's education level
 - "2" = The school must verify the student's education level
 - "3" = The school has confirmed that the education level of record for this student is correct
 - "4" = The school has changed this student's education level.
 - "5" = The school is unable to verify the student's education level at this time.
 - "6" = The school has posted a FALL payment for this student but still must verify the EL.
9. **<Verify ELs as Reported> Button** Click this button to confirm that all EL Codes listed for the students on the current page (that require verification) are correct as listed.
10. **[Adj Reason Code](#) Link** Click this link to view a pop-up window listing adjustment reason codes and their descriptions.
9. **[View History](#) Link** Click this link to view the complete historical Cal Grant payments history for the listed student in a separate pop-up window.

Access

The Display Roster Page can be accessed by clicking the [Display Roster](#) link on the Roster Main Page (see page 2) or by clicking the [Display Roster](#) link on the blue submenu navigation bar.

Custom Codes

Each student record displayed on the roster has 5 potential custom code fields attached to it. The Student Aid Commission performs no edits or validation on the entries in these fields, they are for school use only. Each

custom code field can accommodate 2 alpha or numeric characters. No special characters such as * or ; should be used. These custom code fields are specific to the school, meaning if one user at a particular school inputs a custom code into field #1, all other users at the same school will see the same code in field #1 when they view the student roster using their user ID. Once a student is transferred to another schools roster, any custom codes entered into these fields by the previous school will be erased.

There are many practical uses for the custom codes. Schools are encouraged to explore different ways to utilize this functionality. Here are some additional examples of how flagging and then filtering (see page 7 regarding filtering) on custom code fields can assist users in customizing their rosters:

Custom Code (example)	Filter	Resulting Display
NA = student is not attending school here Blank = student is attending school here	Exclude "NA"	Only students attending your school
Rosters are updated every week. Typing a code such as "OR" for "on roster" into a specified custom code field on every student on the CSAC Standard roster (see Update All Records with Custom Codes , page 8) can be used to establish a baseline from which to determine students new to the roster from that point on.	Exclude "OR"	Students new to the roster since the last time all students were updated with an "OR" custom code.

Display Roster Page

Custom Code	Filter	Resulting Display
R = California residency verified Blank = Residency not yet verified	Exclude "R"	Students needing verification of California residency
D = Disbursed/not yet reconciled RC = disbursed and reconciled Blank = not disbursed or reconciled	Include "RC"	Already reconciled student
ON = student is housed on-campus OF = student is house off-campus PN = student lives with parents	Include "OF" or "PN"	All students living off-campus

The codes above are only examples. CSAC does not track these codes so you may choose any codes you want as long as you remember what they mean. Schools are encouraged to establish institution wide standards regarding custom codes. For example, if a school wants to use Custom Code Field 4 for flagging a student as either attending or not attending, all other users at the schools should be made aware that Field 4 is to be used exclusively for this purpose.

To maximize use it is recommended that schools utilize custom codes to sort or filter information no available through the standard customize roster options.

Page Functions

Display a Customized Roster

1. Select your school ID from the **School ID** drop down field
2. Select the appropriate academic year from the **Academic Year** drop down list
3. Select a customized roster format to display from the **Format** drop down list
4. Click the <Go!> button

™The selected roster format will be displayed

Report a Renewal Student's Annual Cal Grant Need

1. Select your school ID from the **School ID** drop down field
2. Select the appropriate academic year from the **Academic Year** drop down list
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the **SSN** field and click the <Go!> button **OR** select a roster format to display from the **Format** drop down list and click the <Go!> button and locate the appropriate student's record.
4. Type the annual need amount in the **Annual Need** field located on the renewal student's record.
5. Click the <SAVE> button

If the entered data is valid, the change will save and the updated field will become text.

If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.

Making Corrections to Roster Updates

There are several different options available to WebGrants users for making corrections to roster updates. The process used depends on when the correction is being made.

Making corrections before clicking the <SAVE> button

Click the <RESET VALUES> icon to clear all the populated fields on the current screen.

Making corrections before CSAC weekend processing

Check the <DELETE TRANSACTION> checkbox (see figure 11-1) for the student to delete any school reported transactions that have not yet been processed by CSAC.

NOTE: student's with no pending transactions will not have the <DELETE TRANSACTION> checkbox available.

Making corrections before Final Reconciliation

See "Adjust a Renewal Student's Annual Cal Grant Need" (page 11) and "Report an Adjusted Term Payment for a Student" (page 12).

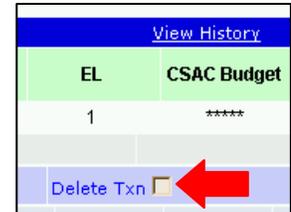


Figure 11-1: Delete Transaction Checkbox

Adjust a Renewal Student's Annual Cal Grant Need

1. Select your school ID from the School ID drop down list.
2. Select the appropriate academic year from the Academic Year drop down list
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's Social Security number in the SSN field and click the <Go!> button OR select a roster format to display from the Format # drop down field and click the <Go!> button and locate the appropriate student's record.
4. Type the adjusted annual need amount in the Adjusted Need field located on the renewal student's record.
5. NOTE: Schools should only report an adjusted annual need amount for a renewal student if it affects the Cal Grant payment amount.
6. Click the <SAVE> button
7. If the entered data is valid, the change will save and the updated field will become text.
8. If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.

Display Roster Page

Report a Listed Term Payment for a Student

1. Select your school ID from the school ID drop down field
2. Select the appropriate academic year
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the SSN field and click the <Go!> button
4. Select "PD" from the Pay Code drop down list for each of the students that you are paying for each of the terms you are paying.
NOTE: Selecting "PD" in the total line will pay all award components for that student. Selecting "PD" from a single component line will pay only that component of the award.

Report an Adjusted Term Payment for a Student

1. Select your school ID from the school ID drop down field
2. Select the appropriate academic year
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the SSN field and click the <Go!> button.
4. Type an adjusted amount in the adjusted payment field for each award component you are paying for each term you are paying.
5. Select an adjustment reason code from the adjustment reason drop down list for each award component you are paying for each term you are paying.
NOTE: To determine which adjustment reason to use, click the [Adj Reason Code](#) link for a list of reasons and their descriptions.

Request a School Change for a Student

1. Select your school ID from the school ID drop down field
2. Select the appropriate academic year NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the SSN field
4. Click the <GO!> button
5. The selected student record will appear.
6. Select "SC" from the Pay Code drop down list on the total line of the student's record
7. Click the <SAVE> button
8. If the entered data is valid, the change will save and the updated field will become text.
9. If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again. NOTE: Once the school change has been requested by the school, the Commission will verify the recipient' eligibility at the new school and initiate the calculation of the recipient's annual award amount. If the Commission determines that the recipient is eligible at the new school the recipient and the recipient's award information will be added to the new school's roster. Schools may only request school changes for their school.

Report a Student as Not in Attendance (move to Section 5, Not in Attendance)

1. Select your school ID from the school ID drop down field
2. Select the appropriate academic year
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the SSN field
4. Click the <GO!> button (The selected student record will appear.
5. Select "NA" from the Pay Code drop down list on the total line of the student's record
6. Click the <SAVE> button
7. If the entered data is valid, the change will save and the updated field will become text.
8. If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again. NOTE: Once the NA transaction is processed, the student will not appear on the eligible section of the school's roster. Schools may use the individual student look-up to access the student's record or create a custom roster that includes Section 5, Not in Attendance. A "YA" transaction can be used to move the student back into the eligible section. NA transactions may only be posted for student's who have not had a payment transaction reported.

Display Roster Page

Verify a Student's Educational Level

1. Locate on the roster the student whose EL must be verified.

NOTE: Individuals without access to the full payment roster can view the EL Verification roster (check with your WebGrants User Administration about access) by clicking on the EL Verification link on the Roster/Reconciliation main page (see figure 14-1).

2. Select the correct education level from the Verified EL drop down box located on the student's roster record (see page 7) or EL Verification display page (see figure 14-2).

NOTE: Students whose EL Status is "2", "5", or "6" must have their education level verified before a second payment for the year can be posted.

3. Click the <Save> button

NOTE: You can click the <Verify ELs as Reported> button to confirm that all EL Codes listed for the students on the current page (that require verification) are correct as listed.

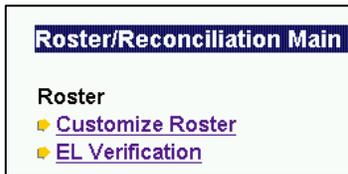


Figure 14-1: EL Verification Link



Figure 14-2: EL Verification Display

Purpose

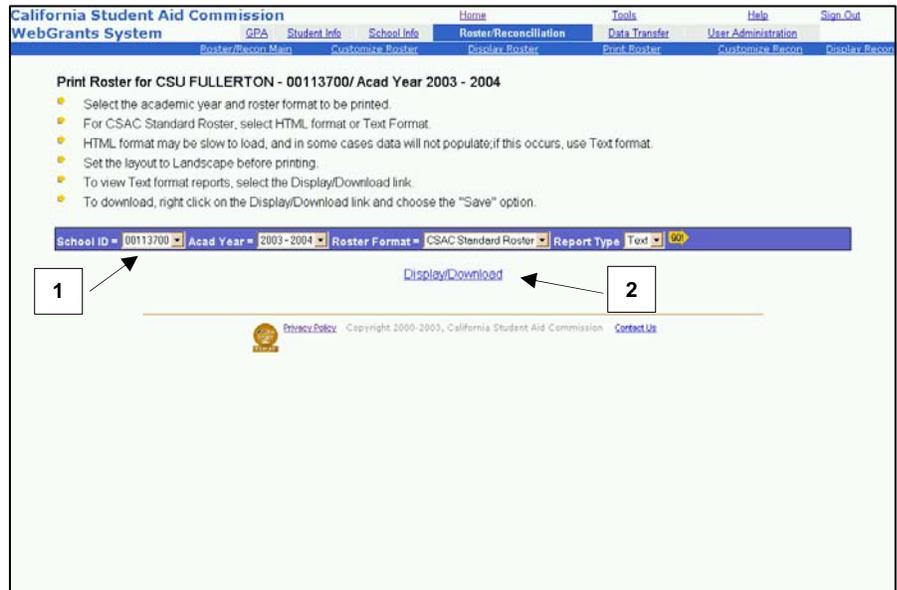
Through the Print Roster Page users can display, download or print the CSAC Standard roster or the data results from any customized roster that they have created. These reports can be printed on standard printers (landscaped on 8 ½ x 11 paper). They can be viewed on the screen and/or downloaded in text format (CSAC standard roster can also be displayed on the screen and printed in HTML format).

Page Elements

1. Record Display Criteria Bar

The fields on this blue bar allow users to select which type of roster to display/print.

- **School ID** Users select the school by selecting the 8-digit school code in this field. Only the schools to which the user is authorized will be viewable.
 - **Academic Year** Users select the academic year for which to display/print a roster by selecting a year from the drop down box (either the current award year or the prior award year).
 - **Roster Format** The CSAC Standard Roster format and any customized roster format that the user has created will be listed here (see page 3). Users select the roster to be displayed, downloaded or printed.
 - **Report Type** Users select the format in which to display the roster.
 - To download, print or display a customized roster, select TEXT.
 - To print, download or display the CSAC standard roster, select TEXT or HTML.
 - To display the CSAC standard roster, select HTML for a clearer display image.
2. **Display/Download Link** Users left click (click with the left mouse button) this link to display the roster in a separate pop-up window. Users right click (click with the right mouse button) to download the roster and save to their hard-drive or network drive.



Access

The Print Roster Page can be accessed by clicking the [Print Roster](#) link on the Roster Main Page (see page 2), or by clicking the [Print Roster](#) link on the blue submenu navigation bar.

Print Roster Page

Page Functions

Display or Print a Roster in TEXT format (including CSAC Standard Roster)

1. Select the school ID in the school ID field.
2. Select the academic year for the roster to be displayed.
3. Select a roster format from the roster drop down field.
4. Select TEXT from the report type drop down field.
5. Click the <GO!> button.
6. The Display/Download link will be displayed below the Record Display Criteria Bar.
7. Click the Display/Download link with the left mouse button.
8. The roster will appear in a separate pop-up window.
9. To print the roster, click the pop-up window with the right mouse button and select "Print" from the shortcut menu.

Display or Print the CSAC Standard Roster in HTML format

1. Select the school ID in the school ID field
 2. Select the academic year for the roster to be displayed
 3. Select a roster format from the roster drop down field
 4. Select HTML from the report type drop down field
 5. Click the <GO!> button
 6. The Display/Download link will be displayed below the Record Display Criteria Bar
 7. Click the Display/Download link with the left mouse button.
 8. The roster will be displayed on the same page below the Display/Download link.
 9. Use the Print function on your browser toolbar to print the roster
- NOTE: Results are best when using a printer with a large cache memory. Printing the CSAC Standard Roster in this format may not work well for large rosters and is best used with small to medium sized rosters.

Download a Roster in Text Format

1. Select the school ID in the school ID field.
2. Select the academic year for the roster to be downloaded.
3. Select a roster format from the roster drop down field.
4. Select TEXT from the report type drop down field.
5. Click the <GO!> button.
6. The Display/Download link will be displayed below the Record Display Criteria Bar.
7. Click the Display/Download link with the right mouse button.
8. A shortcut menu will appear next the mouse cursor.
9. Select the "Save Target As..." option from the shortcut menu.
10. The "Save As" pop-up box will appear.
11. Select a location on your PC or network drive to which the roster can be saved and click the <Save> button.

Customize Reconciliation Page

Purpose

Depending on their needs, users may find it necessary to view and/or print various payment reports to assist in Cal Grant reconciliation. These reports are customizable and can exclude or include certain data elements and can be sorted or grouped in certain orders. After customizing a report view, users can enter and save the report criteria into **report formats** that can be selected later for easier and quicker access to data.

Page Elements

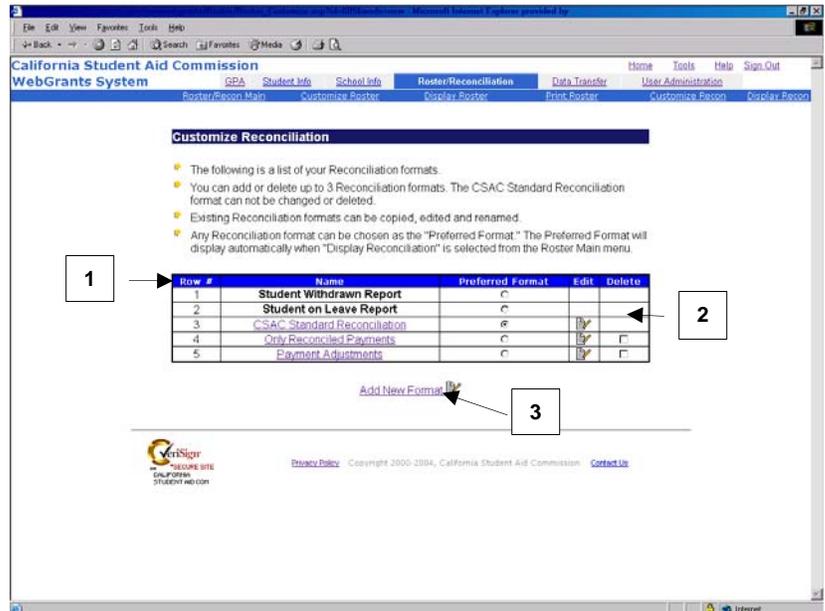
1. **Column Headers** Indicates the type of information contained in each column.

2. **Record Display Table** Lists the CSAC Standard Reconciliation Report Format, Student on Leave Report, Student Withdrawal Report (see page 19 for descriptions of these reports) as well as the saved reconciliation report formats for the current user (users can save up to 5 different formats at one time).

- **Preferred Format** The selected reconciliation report format that will be displayed automatically when clicking on the [Display Reconciliation](#) link on the Roster/Reconciliation Main Page or on the [Display Recon](#) link on the blue submenu navigation bar.

- **Edit** Click the icon in this column for a particular report formats to modify the display criteria of that formats.
- **Delete** Checking the box in this column for a particular report format will delete the saved format.

3. **Add New Format** Link to create a customized report format (see page 18)



Access

The Customize Reconciliation Page can be accessed by clicking the [Customize Reconciliation](#) link on the Roster Main Page (see page 2) or by clicking the [Customize Recon](#) link on the blue submenu navigation bar.

Page Functions

Edit an existing report format

1. Click the report name of the report to edit.
2. The only roster formats that can be edited are those created and saved by the user. CSAC standard reports cannot be edited.
3. Follow instructions for editing and saving a report format on page 18.

Customize Reconciliation Page

Create a new report format

1. Click the Add New Reconciliation Format link.
2. Follow instructions for editing and saving a report format on page 20.

Delete an existing report format

1. Check the box in the delete column of the report to be deleted.
2. The delete confirmation pop-up box will appear.
3. Click the <Yes> button to confirm the deletion.

Change the Preferred Report Format

1. Check the box in the preferred format column of the report format to become the default.
2. The change default confirmation pop-up box will appear.
3. Click the <OK> button to complete the change.

Add/Edit Reconciliation Page

Purpose

The Add/Edit Reconciliation Page allows the user to create a new reconciliation report format or to modify an existing format.

Page Elements

1. **Report Format Title** Indicates current name of the report format and whether or not it is the preferred format (the preferred format will automatically display when the [Display Reconciliation](#) link on the Roster/Reconciliation Main Page is clicked).

2. **Select Data Elements and Column Order**

- *Data Elements Available* All the data fields available to appear on the reconciliation report.
- *Data Elements Selected* Users can set up a report format to include one or more of the data elements listed in the Data Elements Available list to a report format, click the <Add Data Element> button to move it from the Available list to the Selected list. To remove one of the data elements selected for a report format, click the <Remove Data Element> button to move it from the Selected list to the Available list. The order of the data elements in the Data Elements Selected List will be the same order they appear in on the report. Use the <Move Up> and <Move Down> buttons to change the order of the selected data elements.

3. **Define Sort Order Preference** Users can select up to 6 data elements to sort on, in cascading order, with the First Sort Preference being the primary sort field.

4. **Define Selection Criteria** Use the data elements listed here to filter the student records for inclusion on the report.

- *School Program Code* For schools with multiple federal OPE-ID numbers, typing the last two digits of the federal ID number here will allow users to filter for student records associated with just that school code.
- *Terms* A single or combination of terms may be selected.
- *Program Code* Type of Cal Grant award
- *New/Renewal* A New student is one who has been newly awarded a Cal Grant for the academic year selected.
- *Cycle ID* The cycle ID refers to the award process through which the student was awarded a Cal Grant:
 - E1 – Entitlement award cycle

Add/Edit Reconciliation Page

- C1 – March 2nd competitive cycle
 - E2 – Transfer Entitlement award cycle
 - C2 – September 2nd competitive award cycle
- *EL (Education Level)* Students education level as reported on FAFSA or as reported by school.
 - *Award Type* Refers to the award component, the portion of the Cal Grant that can be used for the type of expenses indicated.
 - *Pay Stat Code* The payment status code which indicates whether or not the Cal Grant payment has been reported and processed by CSAC.
 - RA – School has reported an adjusted term payment that has been processed by CSAC.
 - RP – School has reported a listed term payment that has been processed by CSAC.
 - AA – School has reported an adjusted term payment that has **NOT** yet been processed by CSAC.
 - AP – School has reported a listed term payment that have **NOT** yet been processed by CSAC.
5. **<Save Reconciliation Format> Button** Click to add this new report format to the report list on the Customize Reconciliation Page (see page 15) or to save the edits made to an already existing report format.

Access

The Add/Edit Reconciliation Page can be accessed by clicking the [Add New Reconciliation](#) link on the Customize Reconciliation Page (see page 15) or by clicking on the edit icon next to an already saved roster format listed in the records display box on the Customize Reconciliation Page (see page 15).

Page Functions

Edit and Save a Report Format

1. **Roster Format Title:** Type a name for the customized report in the Reconciliation Format field. Remember to not use special characters such as apostrophes, hyphens or slashes in the Reconciliation Format Title. Only letters and numbers should be used.
2. Click the round “yes” or “no” button to indicate if this format will be the preferred, or default, format.
3. **Select Data Element and Column Order:** Move the data elements to include on the report from the Data Elements Available box to the Data Elements Selected box by using the <Add Data Elements> button.
4. **Select Terms:** Select the terms to display.
5. Click the <Continue> button. Do not forget this step. The customized report format will not save without clicking this button.
6. **Define Sort Order Preference:** Select the sort order preference which will determine in which order the student records will be displayed.
7. **Check boxes in the Define Selection Criteria:** Check boxes here to limit the records to be displayed. A checked box means only records with that value will be displayed. For example, leaving all Program Code boxes unchecked will result in all Cal Grant A, B and C’s being displayed. Clicking the A box will result in only Cal Grant A’s being displayed.
8. Click the <Save Roster Format> button.
9. If all the entered fields are valid, the message “Reconciliation Format Successfully Saved” will appear at the top of the page.

Display Reconciliation Page

Purpose

The reports in the Display Reconciliation Page can be used by schools to reconcile posted Cal Grant payment transactions to actual Cal Grant disbursements.

Page Elements

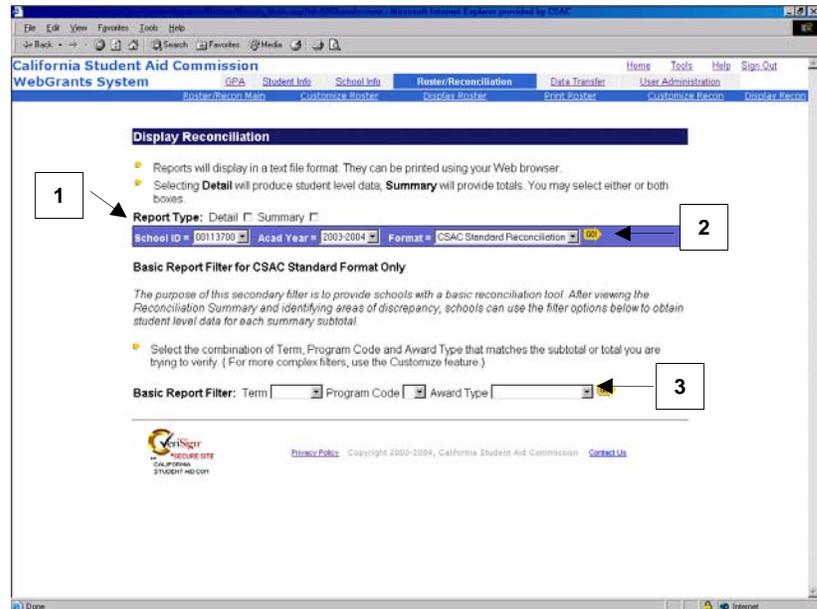
1. **Report Type** The report type can either be a detail or summary or both. A detailed report will list all payment information for each student while the summary will give the relevant totals.

2. **Report Display Criteria** The fields on this blue bar allow users to select which report to be displayed. Fields include school ID, academic year (either the current award year or the prior award year), and the report format. The report format will include any customized reports (see page 15) as well as the following standard reports:

- **CSAC Standard** Details and totals of all reported Cal Grant payment amounts by type and term for the selected academic year. This format will have all the students present in the roster for the academic year selected on the web page with pay stat code of RA, RP, AA, and AP. Student level sub-totals will be present in this format.
- **Student on Leave** Lists students that have had a Leave of Payment or Leave of Absence reported for any term during the selected academic year. This format will include all the students present in the roster for the academic year selected on the web page with a pay stat code on the roster of either LA or LP.
- **Student Withdrawn** Lists students on the identified school's roster that have been withdrawn from the Cal Grant program during the selected academic year.

3. **Basic Report Filter** The CSAC Standard report format can be further filtered by term, program code or award type. **The filtering will only be allowed if the report format is "CSAC Standard."** An attempt to use the filter with any other report formats will cause an error message to pop-up, the text of which is "Filtering only allowed for the CSAC Standard Report".

- **Terms** A Limits the CSAC Standard report to a specific term.
- **Program Code** Limits the CSAC Standard report to a specific type of Cal Grant.
- **Award Type** Limits the CSAC Standard report to a specific award component.



Display Reconciliation Page

Access

The Display Reconciliation Page can be accessed by clicking the [Display Reconciliation](#) link on the Roster Main Page (see page 2) or by clicking the [Display Recon](#) link on the blue submenu navigation bar.

Page Functions

Display and Print a Reconciliation Report

1. Select Detail and/or Summary in the **Report Type** field
2. Type your school ID in the **School ID** field
3. Select the appropriate academic year from the **Academic Year** drop down list
4. Select a report format to display from the **Format #** drop down list
NOTE: If the CSAC Standard format was selected in Step 4, further filtering is allowed by choosing a specific term, program code and/or award type in the **Basic Report Filter** field.
5. Click the <Go!> button
6. The selected report format, with any selected filters, will be displayed in a pop-up window
7. To print this report, select PRINT from your browser's toolbar or menu.

Display Accept/Reject Report Page

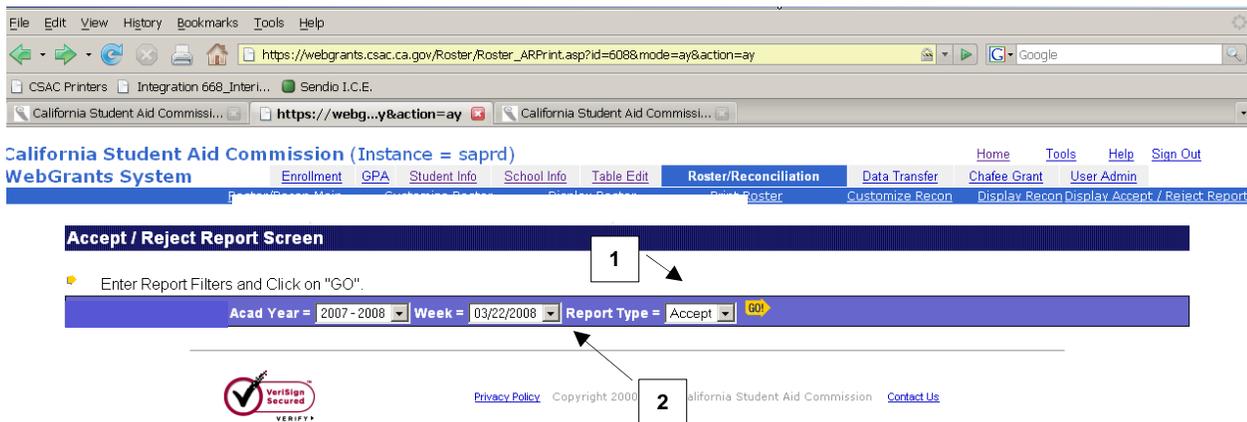
Purpose

The information on the Display Accept/Reject Report Page is a user viewable version of the Accept/Reject report produced after a weekly Cal Grant roster processing.

Page Elements

1. **Report Type** The display can either be for accepted payment transactions or rejected transactions.
2. **Report Display Criteria.** The fields on this blue bar allow users to select the processing year and week of the Accept/Reject information.

Chose the type you want to see and the week of the report from the drop down boxes in items 1 and 2 below.



Display Accept/Reject Report Page

Access

The Display Accept/Reject Page can be accessed by clicking the [Display Accept/Reject](#) link on the Roster Main Page (see page 2) or by clicking the [Display Recon](#) link on the blue submenu navigation bar.

Page Functions

Display and Print a Reconciliation Report

1. Select Accept or Reject in the Report Type field
2. Select the appropriate academic year from the Academic Year drop down list
3. Click the <Go!> button
4. The selected report format, with any selected filters, will be displayed in a pop-up window
5. Sort a column by clicking on the column name. This will sort only the data on that page.
6. To print this report, select PRINT from your browser's toolbar or menu.

California Student Aid Commission (Instance = saprd)
WebGrants System

Home Tools Help Sign Out

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

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

You only have Read Access on this screen. No updates allowed.

Accept / Reject Report Screen for Acad Year 2007 - 2008

Enter Report Filters and Click on "GO".

Acad Year = 2007 - 2008 Week = 03/22/2008 Report Type = Accept GO!

Page Number = 1 GO!

Total number of records: 11 Total number of students: 11 Total number of pages: 1 Records per page: 40 Page number: 1

Accept Report

Click on header title to sort by the corresponding field

[Accept/Reject Reasons Help](#)

Accept Code	Grant ID#	SSN [▲]	Name	PGM Code	Need Amt	Adj Need	Pay type	Term	Amount	Adj Rsn	Pay Status	SRC Code
	C07105020			B	17574		T/F	FL	0.00	AT		C
	E04079380			B	14727		T/F	FL	0.00	LA		C
6746	E03001893			B	15757		T/F	SP	693.00	AT		C
	C06073724			B	14714		T/F	FL	0.00	LA		C
	E06046860			B	17140		ACC	FL	582.00	AT		C
	E03065220			A	14680		T/F	FL	890.00	AF		C
	C03056137			B	8793		T/F	FL	1386.00	AH		C
	C03056310			B	14979		T/F	SP	804.00	HT		C
	E05001128			B	7750		T/F	FL	0.00	LA		C
	E04014243			B	15373		T/F	FL	0.00	LA		C
	E04062646			B	8015		T/F	SP	804.00	HT		C

High School Graduation Confirmation

Purpose

The confirmation of a student's graduation from high school is required for almost all Entitlement Cal Grant participants. This can be done by colleges on the Cal Grant roster. Confirmation is not required for students who are renewing an existing Cal Grant award.

Page Elements

1. **High School Graduation confirmation** drop down box. Choose the statement that best fits the student's current status.
2. **Yes – Graduated on a Diff. Date** Choosing this statement will cause a "New Grad Date" field to appear. Enter the student's actual month and year of high school graduation. See figure 26 -1
3. **Save** As with all roster transactions; be sure to save your work prior to exiting the page.

Online Roster for CSU FULLERTON - 00113700 / Acad Year 2006 - 2007
Updated On 09/10/2007

Be sure to save all entries before exiting the Roster or changes will be lost.

School ID = 00113700 Acad Year = 2006-2007 Format = CSAC Standard Roster Search = SSN 624160194 GO

Total number of records: 1 Total number of pages: 1

Verify ELs as reported

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
624160194	05/03/88	E06011785	E1	3	D	N	1	11666	0	250.00%	100.00%	ELIGIBLE(1)

Custom Codes 1 2 3 4 5

Education Level (EL) Verification Reported EL 1 Verify 1 Status 1 -- Verification Not Required

High School Grad Date Verification Status: Not Verified Verify As 2

Fall Term Adi Reason Codes

Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Ret Type
Totals		\$4,071	\$2,036				11666		
B	TF	\$2,520	\$1,260	1260	FT	RA			PAY

If a user selects “Graduate with Diff. Date”, a user will be asked to key in a new graduation date which can not be a future date. Be sure to hit the “SAVE” button.

Verify ELs as reported

ABARCA, ELIZABETH CSAC ID: 103274929 View History Record: 1

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
127453789	05/03/88	E06011785	E1	3	D	N	1	11866	0	250.00%	100.00%	ELIGIBLE(1)
Custom Codes		1	2	3	4	5						
Education Level (EL) Verification				Reported EL 1	Verified EL			Status 1 -- Verification Not Required				
High School Grad Date Verification				Status: Not Verified	Verify As	Yes - Graduated on Diff. Date		New Grad Date:	Aug	2007		
Fall Term			Adj Reason Codes				Pay Status Codes			D		
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type			
Totals		\$4,071	\$2,036				11866					
B	T.F	\$2,520	\$1,260	1260	FT	RA			PAY			
B	ACSS	\$1,551	\$776	0		RP			PAY			
Spring Term			Adj Reason Codes				Pay Status Codes			D		

(Figure 26 – 1)

To upload a file to confirm a batch of students for high school graduation, prepare the upload file per the high school graduation file specification available on the WebGrants Help Menu. Go to the File Upload Page from the Data Transfer Menu as seen below.

File Upload - Mozilla Firefox

https://webgrants.csac.ca.gov/DataTransfer/File_Upload.aspx?id=701

California Student Aid Commission (Instance = saprd)

WebGrants System

Data Transfer File Upload Report Download SSN/ID Main

File Upload

- The dropdown box below lists the file types you can upload.
- Report Descriptions, File Headers, and Record Layouts are available in the [Help Menu](#)
- You may check any student's award status by uploading a file of SSN's. Files will be processed weekly and the results will be available on the Report Download screen the following Monday.
- Please make sure that all uploaded files are of the type *.txt* (Instructions for converting an Excel file are available in the [Help Menu](#))
- For "Audit File and Secure Transfer" file types only, the following file types will be accepted: *.txt, *.csv, *.xml, *.xls, *.doc, *.pdf, *.zip, *.jpg and *.bmp

School ID = 00115000 Type of Upload = [Dropdown] GO!

VeriSign Secured

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Select "HS Grad Date Verification" from the Type of Upload Drop down list. Hit the <GO> button.

File Upload

- The dropdown box below lists the file types you can upload.
- Report Descriptions, File Headers, and Record Layouts are available in the [Help Menu](#)
- You may check any student's award status by uploading a file of SSN's. Files will be processed weekly and the results will be available on the Report Download screen the following Monday.
- Please make sure that all uploaded files are of the type "*txt" (Instructions for converting an Excel file are available in the [Help Menu](#))
- For "Audit File and Secure Transfer" file types only, the following files types will be accepted: *.txt, *.csv, *.xml, *.xls, *.doc, *.pdf, *.zip, *.jpg and *.bmp

School ID = 00115000 Type of Upload = Type of Upload **GO!**

APLE Applications
 Audit File
 Award Status Extract
 Chafee ILP Eligibility Verification Form
 Education Level Verification
 Grant Roster
 HS Grad Date Verification
 School Change Upload
 Secure File Transfer
 Student Program Change Upload

Hit "Browse" to locate the upload file on your system. When selected, hit "Upload."

File Upload

- The dropdown box below lists the file types you can upload.
- Report Descriptions, File Headers, and Record Layouts are available in the [Help Menu](#)
- You may check any student's award status by uploading a file of SSN's. Files will be processed weekly and the results will be available on the Report Download screen the following Monday.
- Please make sure that all uploaded files are of the type "*txt" (Instructions for converting an Excel file are available in the [Help Menu](#))
- For "Audit File and Secure Transfer" file types only, the following files types will be accepted: *.txt, *.csv, *.xml, *.xls, *.doc, *.pdf, *.zip, *.jpg and *.bmp

School ID = 00115000 Type of Upload = HS Grad Date Verification **GO!**

Browse and select files to upload		
1		Browse...
2		Browse...
3		Browse...
4		Browse...