



User Guide

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initialize DOUBLE-QUOTE as INIT<H' 22'>. All other (EBCDIC) users should initialize DOUBLE-QUOTE as INIT<H' 7F'>.

13. Issue a CATALL against the programs in the FNANCIER library. For the purposes of the CATALL process only, adjust the parameters as indicated below. Please note that if you use the MCG (code optimizer) option, you may need to increase these parameters, as the MCG option utilizes more buffer space.

DATSIZE=40

ESIZE=100

FSIZE=74

USIZE=54

14. Adjust NATURAL parameters for development and testing:

DATSIZE=100

ESIZE=75

FSIZE=30

USIZE=30

All programs except WWENVIRP are in Structured mode.

File Size

The following table shows average record lengths and frequencies to help in space planning. Please note that the compressed record lengths listed here are based on development experience and may not fully reflect production usage.

You can use the record frequencies to project total numbers of records. For example, in the WF-AWARD file, there will be one record per aid year for each award to each student.

Since processing for consecutive aid years will overlap, at least two, and often three, aid years are usually active at one time, meaning that two or three versions of most year-specific files (those with suffix -xxyy in the file ID) will be in use. For most year-specific files, three versions are delivered

on the tape.

Table 1-1: Average Record Length and Frequency

File Name	Average Compressed Record Length	Average Record Frequency
WF-ADD	130	One per student per aid year
WF-AIDYEAR	150	One per student per aid year
WF-AWARD	100	One per student per fund per aid year
WF-BUDGET	200	One per student per aid year per term
WF-CPS- <u>xyy</u>	100	One per student per aid year (Three year-specific files are delivered.)
WF-CSS- <u>xyy</u>	1,500	One per student per aid year (Three year-specific files are delivered.)
WF-ECAR	80	One per student per aid year
WF-ISIR- <u>xyy</u>	2,000	One per student (Only one file is maintained at a time.)
WF-FEDERAL- <u>xyy</u>	1,500	One per student per aid year (Three year-specific files are delivered.)
WF-FISAP	80	One per student per fund per fiscal year
WF-FUND	130	One per fund per fiscal year
WF-FUND-PACKAGE	300	One per fund per fiscal year
WF-LOANAPP	100	One per student per aid year per loan
WF-LOANDSB	20	One per disbursement per loan
WF-NSLDS- <u>xyy</u>	800	One per student per aid year (Three year-specific files are delivered.)
WF-PELL	16	One per cell in federal Pell tables per year (approximately 13,000 per year)
WF-REQUIREMENT	70	One per student per aid year per requirement type (The base system includes application requirements and disbursement requirements.)
WF-TRANSCRIPT	200	Average of three per student
WF-VERIFY- <u>xyy</u>	600	One per student per aid year (Three year-specific files are delivered.)
WW-AUDIT	120	Average of 60 per student per aid year; contains both audit and anecdotal detail
WW-EXTERNAL	90	Average of 2,000 records

c

- Demographic Information -

Student: 236010049 Elcks, Laura

FAO: UG Early decision

Name: Elcks _____ Laura _____ Ms. _____ Update

(Last) (First) (M) (S)

Birthdate: _____ Sex: _ VetTyp: _ Pell Lifetime El

Drivers Lic: _ PerkinsMPN: _

Prv Nm: _ Direct MPNs: _

Sp: _____ Par: _____

Special: Early decision

ATB: AidYear: _____ St: _ Adm: _

Date: _____ Cd: _ Tst: _

Addresses: _____

Electronic mail address: _____

Student ID and Social Security Number are different fields and can be different numbers

For Ability to Benefit students, enter an ATB aid year when ATB data is ready to report to COD

If you attempt to enter application data before a basic student record exists, you will be rerouted to the Demographic Information screen.

Most bio/demo information comes from a student system by way of the Student Interface

Master promissory note (MPN) IDs for Perkins loans are entered by the Promissory Note Print program; for Direct loans by the DL Import program; Pell LEU is entered by the Federal Grant Import program

If there is a note in the Special field, it is displayed with the student's name on any Student, Application or Award screen

on file in the interfacing student records or admissions system, much of the information on this screen is retrieved dynamically from the student system.

2. Type in values as appropriate. (Unless your system is set up to allow FINANCIER operators to update information retrieved by the Student Interface, you will not be able to enter or change values in those fields.)
 - The Special field enables you to attach a tag or brief message—such as **NCAA Athlete** or **Academic probation**—to be displayed with the student’s name at the top of all Student, Application and Award screens
 - If you are correcting the student’s name (updating any of the name component fields), you can store the “old” name as well, by typing a Y in the Update Previous Name field
 - If you are entering parent ID(s), put the father’s in the first Parent field, and the mother’s in the second. Press PF2 in a Parent field, select the parent name and press ENTER to retrieve the parent ID. If there’s no entry for that parent in the selection list you will need to create a record for the parent in the External file. Exit from the selection list via PF11, and (back on the Student Demographic screen) type the parent ID in the Parent field, then press PF9 to expand the field. The Parent Information screen is displayed; supply the name, SSN and other information and press ENTER. Press PF11 to return to the Student Demographic screen.
 - For an ability-to-benefit student, enter the ATB data as the information becomes available, then enter the ATB Aid Year when it is complete. The Federal Grant or Direct Loan Export program will then include the ATB fields on Pell, DL and TEACH originations.
3. Press ENTER to create the student’s record in FINANCIER.

Student ID. The fact that the Student ID and Social Security Number are different fields means that your institution may choose to use its own numbering scheme for student IDs and parent IDs if convenient.

Technically, both the Student ID and the SSN are attributes on the student record, and distinct from the internal ID by which the record is keyed. For technical information on student records and the Student Interface, see “Technical Note: Student ID” on page 4-3 and “Technical Note: The Student Interface” on page 4-4.

Parent Data Corrections. Changes made to federally correctable parent fields (SSN, name, date of birth) from the Student Demographic screen (by expanding to the Parent Information screen) will create correction (ECAR) records for subsequent Corrections Export processing.

Aid Notification Attributes

With the Aid Notification fields on the Fund Attributes screen, you can control whether awards are listed on an aid notification, and in what order.

- ▶▶ To suppress printing of awards from the fund on aid notification letters, type N in the Print on notifications field on the Fund Attributes screen. (Awards will be printed if the value is Y or blank.)
- ▶▶ To specify a place in the order in which awards are listed on the notification, type the number in the Order field on the Fund Attributes screen.

If you choose to order funds, order them all; otherwise funds with blank order numbers will be placed in front of funds with numbers specified. Order numbers needn't be unique; funds with the same order number will be sequenced within that order by fund name

-----Aid Notifications-----		-----Disbursement-----	
Print on notifications: _	Order: _	Student Accounts: Y 12222333344	
Awards on the fund are printed on aid notifications if the Print setting is Y or blank		Student Loans: _	
		Reqmts: _ _ _	
		Check: DStatus: _ SShot: _ CHrs: _	
		titions: NO	

Disbursement Attributes

In the Disbursements section of the Fund Attributes screen, you can distinguish disbursing and nondisbursing funds and set up requirements that must be fulfilled before aid can be disbursed from the fund.

- ▶▶ To enable the feeding of disbursements to the bursar or loans collection, set the Student Accounts or Student Loans feed flag to Y or R and specify the account number of the receiving account.
 - Use the Y value to allow disbursement by either the Disbursement process (WFDISBSB) or the Awards process (via the D award transaction, which can be entered online or applied in batch by WFAWARDDB).
 - Use the R value to restrict the fund to disbursement by the Awards process.
- ▶▶ To create fund-specific document requirements for disbursement, enter values in the Reqmts fields on the Fund Attributes screen. Type the code for the document or condition, its period (ST for one-time, AY for annual) and what it affects (A if it's required for disbursements from this fund only, S if it affects a student's total disbursement status). Examples of document requirements might include receipt of a work authorization for a job pro-

gram, or attending an entrance interview for a loan. The work authorization would have an annual (AY) period; the entrance interview a one-time (ST) period.

- ▶▶ To set other fund-specific disbursement requirements, use the Check fields on the Fund Attributes screen:
 - To allow disbursement only if a student's disbursement requirements are complete, type Y in the DStatus field
 - To require a "snapshot" match against student enrollment information for the terms being disbursed, type Y in the SShot field
 - For an institution that has implemented a clock-hour check, type Y in the CHrs field to include it as a disbursement requirement

Packaging Attributes

Packaging attributes are fund-specific settings that affect the selection of students and generation of awards by the batch Packaging Calculation program (WFPKPAKB).

- ▶▶ To enter packaging controls, tab to the expansion field labeled "Packaging attrbs/restrictions" on the Fund Attributes screen and press Expand (PF9) for the Packaging Attributes window.

Fields in the Packaging Attributes window under the Selection Criteria label determine student eligibility for the fund. A student must meet all the conditions you set in order to be considered for an award.

- To select students based on the FAFSA receipt date, specify the cutoff date in the CPS Received Date field. Students with a receipt date equal to or prior to the date specified can be considered for awards.
- To select only students who are Pell eligible, type Y in the Pell Eligible field.
- To select students based on their family contribution level, type Y in the EFC Check field and specify the eligibility range in the Minimum and Maximum fields. For example, to limit the fund to students with EFC under 1500, enter 0 to 1499 as the range.
- To select students based on a document submission, enter the document ID in the Document Check field and specify all statuses that qualify. For example, to require the student to complete a grant application unless a waiver is in effect, enter the document ID for the grant application and specify statuses C and W. (If no statuses are specified, any status qualifies a student who has the document posted.)

- To exclude students based on a document, enter the document ID in the Document Check field and type Y in the Exclude field. Only students who do NOT have this document posted can be selected.

Under the Calculation Logic heading,

- Specify the Category which identifies the packaging routine to be used to calculate an award on the fund. Values should be defined for any aid program with unique logic.
- For the Pell fund, enter conditions under which a student should be awarded an estimated rather than an actual Pell: the Lifetime Eligibility Use range and time status. For example if the LEU range is 501 minimum and 550 maximum, students with LEU of 500 or less may receive an actual Pell; students of 501–550 may receive an estimated Pell; students over 550 get no award. The amount of the estimated award depends on the enrollment time status specified: full-time, half-time, etc.

Estimated awards are posted to the PELL-EST fund, which is set up to be replaced when an actual Pell is offered. See instructions on page 3-109.

- Specify the Award Action to be on award transactions generated by packaging.

Monitoring Fund Activity

FINANCIER provides three screens for viewing fund totals:

- Fund Utilization, to monitor offer and disbursement totals within a fiscal year, and to set limits on total offers and disbursements
- Fund Historical Trends, to track fund utilization over longer spans of time
- Fund Roster, to review a list of award recipients

In addition, you can record and review miscellaneous notes and significant events, and you can audit the changes made to critical fund data.

Fund Utilization

The Fund Utilization screen displays a fund's dynamically maintained offer and disbursement totals within a fiscal year. (You can press PF10 to change

the fiscal year in context.)

The screen title includes the fiscal year that is currently in context			Fund Utilization -	11:25 AM
Fund:	SCHOL	Scholarship		
FAO:	UG			
			Unduplicated Headcounts	
Offer limit:	500,000.00			
Offered (gross):	250,000.00		100	
Cancelled:	2,000.00		1	
Rejected:				
Offered (net):	248,000.00		99	
Accepted:	233,000.00		40	
Outstanding offers:	15,000.00			
Available to offer:	250,000.00			
Disbursement limit:	500,000.00			
Disbursed:	100,000.00			
Outstanding accepts:	133,000.00			
Available to disburse:	400,000.00			

Offer Limit: The maximum amount that can be offered from the fund, used to calculate the Available to Offer amount. (If the fund has no offer limit, the Available to Offer field is also blank.)

Offered (Gross): The total of all award offers processed on the fund.

Cancelled: Total offers that were made and withdrawn by the institution

Rejected: Total offers that were rejected by students.

Offered (Net): Gross offer total minus the sum of canceled and rejected offers.

Accepted: Amount of the net offers that has been accepted by students

Outstanding Offers: Offers that have not yet been accepted or rejected, calculated as the difference between net offers and accepted amount.

Available to Offer: The amount of uncommitted dollars in the fund, equal to the offer limit minus gross offers, if the Limit Awards value on the Fund Attributes screen is G, or net offers, if the Limit Awards is N.

Disbursement Limit: The maximum amount that can be disbursed from the fund, used to calculate the Available to Disburse amount. (If the fund has no disbursement limit, the Available to Disburse field is also blank.)

Disbursed: The total amount of aid that has been disbursed from the fund.

Outstanding Accepts: The offers yet to be disbursed, calculated as the total accepted less the total disbursed

Available to Disburse: The difference between the disbursement limit and the amount disbursed

Fund Historical Trends

The Fund Historical Trends screen summarizes a fund's utilization infor-

mation from the Fund file—offered, accepted and disbursed amounts, with a utilization percentage (disbursements divided by gross offers)—by fiscal year. There is a line of information for each of the most recent 15 years.

Fund Roster

The Fund Roster summarizes fund activity by student. It consists of a list of students who have received awards from the fund. For each student you see the name, student ID and offered, accepted and disbursed amounts. This information is stored in the FISAP file.

Audit Information

Audit information includes a fund's event history, data maintenance history and miscellaneous notes that have been appended. You can view events, audit records and notes for a particular fiscal year or for all years of a fund's existence, and you can specify a begin date for the display. A future begin date positions the display at the latest entries.

Fund Event History. The Fund Event Display screen (Funds>Fund Event History) enables you to record and review events relative to the administration of your financial aid funds.

Your institution should establish the types of fund events that can be entered, by defining valid values for the field WW-AUDIT.WW-EV-TYPE.

►► To add an event to a fund's event history:

1. Go to the Fund Event Display screen (Funds>Fund Event History) with the fund in context.
2. Tab to the Add New Event field and press PF9.
3. Specify the event type (use PF2 for values) and supply a brief description. Press ENTER.
4. Press PF11 to return to the main screen.

To update, tab to and expand the item, overwrite the text and press ENTER, then PF11. To delete, expand and purge.

Data Audit. For data control purposes, critical fund information can be audited, meaning that an update causes an Audit file record to be generated, with the date of the update, the operator or process responsible, the field that was updated and the new value. A fund's data audit history is available on the Fund Audit Display screen (Funds>Fund Audit Display). Audit entries can be expanded for further detail.

Your institution can select fields for audit in the Fund file and Fund Packaging Information file. The flag that causes a field to generate an audit record is set in the field's Dictionary definition. For instructions on setting or removing an audit requirement on a field, see page 2-121 (Step 5 of the procedure for defining a field).

Notes. All fund screens provide access to FINANCIER's Notepad, where you can enter free-form notes about the fund in context. You can review and update notes on the Fund Notes Display screen (Funds>Fund Notes Display).

- ▶▶ To add a note for the fund in context on any fund screen:
 1. Press PF3 for the Notepad window.
 2. If useful, supply one or more tags to group notes for search purposes.
 3. Type the note text. (Notice that words do not wrap from line to line; use the Tab key after the last complete word at the end of a line to move to the next line.) When the text is complete, press ENTER.
 4. To exit the Notepad, press PF11.
- ▶▶ To review and update or delete fund notes:
 1. Go to the Fund Notes Display screen (Funds>Fund Notes Display) with the fund in context.

The first two notes for the fiscal year in context are displayed. To see all notes for a fund, type N (No) in the Limit Year field and press ENTER. Notes are presented in order by date.
 2. Locate the note to be modified. Change the fiscal year (in the Selection Box, via PF10) as needed, and use the Begin Date to specify a starting point within the year. Use PF7 and PF8 to navigate through the display.
 3. When the note is displayed, tab to it and press PF9 for the Notepad.
 4. To modify, type over the note text and press ENTER to update.

To delete, press PF5 to purge, then press ENTER to complete the delete operation. (To cancel, press PF11 instead of ENTER.)
 5. To exit the Notepad, press PF11.

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FUNCTIONS AVAILABLE IN BATCH

FINANCIER™ provides batch programs and jobs to perform the following financial aid functions. Programs are listed in functional order—the order in which they are likely to be used over the course of an aid year business cycle.

Application Processing

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Receive federal application data from CPS or PRO-FILE data from CSS into ADD file	ADD Import (WFADDIMB)	WFADDIMJ
Load ADD file data to Federal, Profile and other files; perform initial budget, need, application requirements and verification calculations	ADD Load (WFADDLDB)	WFADDLDJ
Notify student of incomplete application requirements	Application Requirement Notification (WFARNNTB/WWPRNTBB)	WFARNNTJ
Send federal data corrections to the CPS	EDE Corrections (WFECOEXB)	WFECOEXJ
Receive rejected federal data corrections from the CPS	EDE Rejected Corrections (WFECAIMB)	WFECAIMJ
Re-evaluate the status of students' aid applications	Application Requirements Calculation (WFAPPCLB)	WFAPPCLJ
Recalculate students' budgets	Budget Calculation (WFBGTCLB)	WFBGTCLJ
Recalculate students' need	Need Analysis Calculation (WFNANCLB)	WFNANCLJ
Verify the accuracy of students' federal data	Verification Calculation (WFVCNCLB)	WFVCNCLJ

Awarding Aid

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Import Pell tables for the aid year	Pell Tables Import (WFPELIMB)	WFPELIMJ
Select students for packaging	Packaging Selection (WFPFSELB)	WFPKSELJ
Calculate aid packages and format award transactions	Packaging Calculation (WFPKPAKB)	WFPKPAKJ
Apply award transactions to the Award file	Batch Award Process (WFAWARDB)	WFAWARDJ

Notify students of financial aid decisions	Aid Notification (WFANNNTB/ WWPRNTBB)	WFANNNTJ
	Aid Denial Notification (WFDNNNTB/WWPRNTBB)	WFDNNNTJ
Evaluate the status of students' disbursement requirements	Disbursement Requirements Calculation (WFDSBCLB)	WFDSBCLJ
Notify students of requirements for receiving aid disbursements	Disbursement Requirements Notification (WFDRNNTB/ WWPRNTBB)	WFDRNNTJ
Generate student "snapshot" data for comparison at disbursement time	Term Snapshot Calculation (WFTSSCLB)	WFTSSCLJ
Initiate posting of aid disbursements to students' accounts	Disbursement Process (WFDISBSB)	WFDISBSJ
Generate a disbursement summary report	Disbursement Summary (WFDISUMB)	WFDISUMJ

Managing Loans

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Approve Direct Loan originations	Loan Certification (WFLCRCLB)	WFLCRCLJ
Generate Direct Loan data for export to COD	Direct Loan Export (WFDLNEXB)	WFDLNEXJ
Format Direct Loan export data into XML	Direct Loan XML Create (WFDLEXPB)	WFDLEXPJ
Translate Direct Loan acknowledgment data from XML	Direct Loan XML Import (WFDLIMPB)	WFDLIMPJ
Record Direct Loan acknowledgments	Direct Loan Import (WFDLAIMB)	WFDLAIMJ
Print Perkins Loan notes	Perkins Loan Promissory Note Print (WFNPMNTB/WWPRNTBB)	WFNPMNTJ

Database Maintenance

<u>Function</u>	<u>Program</u>	<u>Job ID</u>
Apply transactions to update the database	Batch Maintenance Process (WFMAINPB/WFMAINTB)	WFMAINTJ
Delete inactive student records and related records	Student Purge (WWSPURGB)	WWSPURJ

Table 3-1: Summary of Job Setup Information (Cont.)

Member/Function	Parameters		Work Files	Lgth	Print Files
WFFLREXJ (WFFLREXB) Federal Grant Reporting Export Generate Pell, ACG, SMART and TEACH export data for input to XML create process	Aid Year Term FAO Runmode:Limit Date Export Selection	A4 A1 A2 A10 A10 A4	1 Summary 2 Student-specific export data	69 448	1 Processing Counts/Errors 2 Students in Error 3 Reported Students
WFFLYTDJ (WFFLYTDB) Federal Grant Year-to-Date Reconciliation Reconcile FINANCIER data with grant YTD file from COD	Aid Year Term FAO Runmode:Limit Date	A4 A1 A2 A10 A10	1 PGYR _{yy} OP (Pell YTD) 2 AGYR _{yy} OP (ACG YTD) 3 SGYR _{yy} OP (SMART YTD) 4 THRB _{yy} OP (TEACH Rebuild)	350 350 350 406	1 Processing Counts/Errors 2 Problem Records 3 Sample report
WFFNDRLJ (WFFNDRLB) Fund Roll-over Roll fund information from previous fiscal year	Aid Year Term FAO Runmode:Limit Date Fiscal Year	A4 A1 A2 A10 A10 A4	None		1 Processing Counts/Errors
WFFSPEXJ (WFFSPEXB) FISAP Reporting Export Generate FISAP report components	Aid Year Term FAO Runmode:Limit Date Fiscal Year	A4 A1 A2 A10 A10 A4	4 List of students included in each report, by cell 5 List of students excluded from Applicants report	120 120	1 Processing Counts/Errors 3 Applicant Report 4 Recipient Report
WFLCRCLJ (WFLCRCLB) Loan Certification Approve Direct Loan originations	Aid Year Term FAO Runmode:Limit Date	A4 A1 A2 A10 A10	None		1 Processing Counts/Errors 2 Uncertified Loans 3 Sample report
WFMAINTJ (WFMAINPB/WFMAINTB) Batch maintenance process Perform batch maintenance against non-sys-tem maintained files	Not applicable (drives off batch header)		1 Input transactions (to WFMAINPB) 2 Rejected transactions (output by both programs) 3 Sorted (interim) transactions (from WFMAINPB to WFMAINTB)	100 100 130	1 Processing Counts/Errors 2 Rejected Transactions

Table 3-1: Summary of Job Setup Information (Cont.)

Member/Function	Parameters	Work Files	Lgth	Print Files
WFNANCLJ (WFNANCLB) Need Analysis (Re)calc Perform mass Need Analysis calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample Report 4 EFC Mismatch
WFNPMNTJ (WFNPMNTB/WWPRNTBB) Perkins Loan Promissory Note Print Print promissory notes for Perkins loans	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Print Order A1 Address Type A1	4 Interim spool file	4882	1 Processing Counts/Errors 4 Promissory Notes
WFPELIMJ (WFPELIMB) Pell Tables Import Import aid year Pell award data to FINANCIER	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Pell tables CSV input	50	1 Processing Counts/Errors

Table 3-1: Summary of Job Setup Information (Cont.)

Member/Function	Parameters	Work Files	Lgth	Print Files
WFPKPAKJ (WFPKPAKB) Packaging Calculation Determine student eligibility, calculate awards and create award transactions	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Distribution Code A1 Student Report Detail A1 Fund Report Detail A1 Student Reports Order A1 <u>Beginning 2013-14:</u> Prior Year Pell A1 Fund Count A2 <i>up to 3 comma-separated records follow:</i> Fund IDs (max 7) Fund IDs (max 7) Fund IDs (max 6)	1 Selected students in priority order 2 Fund eligibility criteria (obsolete after 2012-13) 3 Award transactions 4 Batch maintenance transactions 5 Sort for Fund report 6 Sort in processing order for Student reports 7 Sort in name order for Student reports	131 80 80 100 80 137 137	1 Processing Counts/Errors 2 Students Selected but not Packaged (in processing order) 3 Students Packaged (in processing order) 4 Fund Statistics 5 Students Selected but not Packaged (in name order) 6 Students Packaged (in name order)
WFPKSELJ (WFPKSELB) Packaging Selection Select student population(s) for packaging	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10 Population A10 Report A1	1 Selected students in priority order 2 All students examined	131 131	1 Processing Counts/Errors 2 Bypass List 3 Selected Students
WFSPRCLJ (WFSPRCLB) Satisfactory Academic Progress Calculation Post academic progress evaluations	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample report
WFTSSCLJ (WFTSSCLB) Term Snapshot Calculation Update snapshot data for disbursement comparison	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 2 Snapshot Mismatch 3 Original Snapshot

Table 3-1: Summary of Job Setup Information (Cont.)

Member/Function	Parameters	Work Files	Lgth	Print Files
WFVCNCLJ (WFVCNCLB) Verification (Re)calc Perform mass verification calculation	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	None		1 Processing Counts/Errors 3 Sample report
WWDICLSJ (WWDICLSB) Dictionary Print Print Dictionary entries	PDA/File name A32	None		1 Dictionary Report
WWSPURGJ (WWSPURGB) Student Purge Remove student-specific records for students with no current ADD or ECAR activity and no award history	Aid Year A4 Term A1 FAO A2 Runmode:Limit A10 Date A10	1 Students to be deleted	80	1 Processing Counts/Errors 2 Deleted Students

WFFNDRLB (Fund Rollover)

Run the Fund Rollover job to create fund records for a new fiscal year.

Timing

Fund records must exist for each fiscal year in which aid is to be disbursed.

Include Fund Rollover in the schedule of tasks that must be performed to prepare for a new financial aid business cycle. After running WFFNDRLB to create funds you can enter opening balances online.

Control Parameters

The WFFNDRLJ parameter record consists of the five standard control parameters, followed by the program-specific parameter Fiscal Year:

aaaa , b , cc , dddddddddd , ee / ee / eeee , ffff

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
ffff	Fiscal year	The fiscal year (for example, 2012) for which fund records are to be created.

Database File Read

Fund file (WF-FUND), Packaging Information file (WF-FUND-PACKAGE)

Processing

Reads the Fund file and selects active funds (WF-FU-STATUS not set to Inactive) for the previous year (fiscal year from the control record minus 1). For each record selected, creates a fund record for the new fiscal year (the year on the control record). The new-year record has the same fund ID and attributes as the old-year record, with zeroes in all amount fields.

If there are related records in the Packaging Information file, creates corresponding records for the new year.

Database File Updated

Fund file (WF-FUND), Packaging Information file (WF-FUND-PACKAGE)

Reports Produced

Processing Counts/Errors (Print File 1)

WFFSPEXB (FISAP Reporting Export)

Run the FISAP Reporting Export job to generate the Eligible Aid Applicants Grid and Campus-Based Aid Recipients Grid components of the Fiscal Operations Report. This information can then be merged with information collected from other sources for delivery of the full report to the FISAP processor.

WFFSPEXB also generates supplementary work files containing detail in support of the applicant and recipient counts.

Timing

Schools that participate in campus-based aid programs are required to file a FISAP report by October 1. The Fiscal Operations Report summarizes aid applicant and recipient information for the fiscal year (July 1 through June 30) that has just ended; the Application to Participate requests funds for the next fiscal year (beginning next July 1, after the current year).

Implementation

Check that your system tables have been set up to support FISAP processing.

- Ensure that the FAO Status Decision Table has a FISAP row. (You can add the row if necessary; see instructions on page 2-139.)
- Ensure that your Schedule Table has all terms properly flagged as academic-year or non-academic-year.
- Ensure that fund IDs for SEOG grants are identified in the Grant Types Table; fund IDs for Perkins loans in the Loan Types Table; and fund IDs for Federal Work Study funds in the Work Types Table.

Control Parameters

The WFFSPEXJ parameter record consists of the five standard control parameters, followed by the program-specific parameter Fiscal Year:

aaaa,b,cc,dddddddddd,ee/ee/eeee,ffff

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
ffff	Fiscal year	The fiscal year (for example, 2012) for which the report is to be generated

Year-specific programs used in the process correspond to the fiscal year.

Database File Read

Loan Applications file (WF-LOANAPP), Student file (WW-STUDENT), FAO Table in the System file (WW-SYSTEM)

Processing

Reads through the Loan Applications file to select Perkins loans for printing. Selects a loan if all the following conditions are true:

- the print date (WF-LA-P-PRT-DATE) is blank and the prom note activity flag (WF-LA-P-ACT-the Prm field on the Loan screen) is not set to H (hold); or the prom note activity flag is set to P (Print)
- the loan meets criteria for print selection defined in the Loan Type Table (if selection is based on loan acceptance, the requested amount must be filled in)
- if the loan is set for MPN processing, no master promissory note ID is on record (WW-ST-N-MPN is blank)

For each award or term type loan selected, records the print date and print amount. (Does not enter a print date or amount for loans of the MPN type.) If the loan was flagged for printing (WF-LA-P-ACT set to P), resets the flag and the corresponding reason and date to blank. Generates a PNote event for the student in the Audit file. If an MPN was printed, stores the loan ID in the Student record.

Database File Updated

Audit file (WW-AUDIT), Loan Applications file (WF-LOANAPP), Student file (WW-STUDENT)

Work File Output

Work File 4 Spool file (created by WFNPMNTB and passed to WWPRNTBB)

Technical Note (Mainframe Printing). Work File 4 contains one record for each promissory note, with the line structure determined by an array defined in WFNPMyyB. Each array entry (maximum 60 occurrences) corresponds to a line. You can adjust the position of a line up or down on the printed page by changing the subscript number on the array entry.

Reports Produced

Processing counts/Errors (Print File 1, created by WFNPMNTB)

Promissory notes (Print File 4, created by WWPRNTBB)

WFPELIMB (Pell Tables Import)

Run the Pell Tables Import job to load the Award Year Federal Pell Grant Program Payment and Disbursement Schedules, as published by CPS and released for FINANCIER.

Timing

The Pell tables are published annually in late January/early February and prepared by WolffPack for FINANCIER release. The Pell tables must be loaded into FINANCIER before the year's packaging can commence.

Control Parameters

The WFPELIMJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see "Standard
b	Term	Control Parameters" on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

Work File Input

Work File 1 Pell table data, delivered by WolffPack as comma-separated values; each record contains enrollment level, high EFC, high COA, scheduled award amount

Processing

Formats the input data into WF-PELL records, taking the aid year from the control parameter.

Database Files Updated

Pell Tables file (WF-PELL)

Reports Produced

Processing Counts/Errors (Print File 1)

WFPKSELB (Packaging Selection)

Run the Packaging Selection job to specify the population(s) of students to be packaged for financial aid.

Timing

This is the first program in the four-stage award packaging process:

- **WFPKSELB identifies students ready for packaging and sorts them into priority order**
- The Packaging Calculation (WFPKPAKB) calculates aid packages for the selected students and creates award transactions and batch maintenance transactions (to update students' packaging status)
- The Batch Award Process (WFAWARDDB) applies the award transactions to the FINANCIER database
- The Batch Maintenance Process (WFMAINPB/WFMAINTB) applies the maintenance transactions

Packaging typically would begin after aid applications are complete – after ADD Load processing has performed need analysis, budget calculations and requirements analysis, students have been verified and applications have been manipulated as needed online.

Implementation

To allow for institutional criteria that may vary from one aid year to the next, the population selection process employs an institutional year-specific program, WXPKSyyN, which contains criteria that define packaging populations and student sort order.

Selection. A packaging population is a set of students to be packaged separately. For example, if you intend to package freshmen separately from returning students, you might code Population A to represent freshmen and Population B to represent other students. Batch operations staff will specify one or more of these populations in the WFPKSELB control record for each run of the program.

Sort. Students within the selected population can be prioritized for packaging based on up to five sort criteria which are defined in WXPKSyyN. For example, if early applicants should be packaged first, the first sort field might be associated with the CPS' application receipt date.

In preparation for packaging each year, you should ensure that population selection and student sort criteria are accurately defined in WXPKSyyN, and

note the population identifiers (A.B, etc.) that are available for use when the selection process is run.

Control Parameters

The WFPKSELJ parameter record consists of the five standard control parameters, followed by the program-specific Population and Bypass Report parameters:

```
aaaa,b,cc,dddddddddd,ee/ee/eeee,fffffffffff,g
```

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f(10)	Population	The set(s) of students to be packaged. Value is a string of up to 10 populations (ABCD...) each of which is defined within the institutional packaging selection program WXPkSyN. Default (blank) is to process all students.
g	Report	Whether to include a report of students that were bypassed (not selected) in the run. Values are: Y Yes, provide a list of bypassed students N Don’t report bypassed students (default)

Database Files Read

Aid Year file (WF-AID-YEAR); other files as needed to accommodate institutional selection or sort criteria

Processing

Reads through the Aid Year file, using Work File 2 to flag students as selected or bypassed. Selects students who have not yet been packaged (Packaging Status, WF-AY-P-STAT, is blank) and have complete applications (WF-AY-A-STAT is set to C). Further checks that a student belongs to a population specified in the run parameters (using the institutional program WXPkSyN) and has a status that meets the conditions set in the Package row of the FAO Status Decision table.

Sorts the students in Work File 2 according to institutional criteria. Writes selected students to Work File 1 and prints a report of selected students, with a report of bypassed students if requested.

Work Files Output

Work File 1, for input to the Packaging Calculation process; contains a record for each student selected, in order as sorted, with the student’s ID and name

Work File 2, all students processed, with detail information for bypass reporting

Reports Produced

Processing Counts/Errors (Print File 1)

Bypass List (Print File 2) of students that were processed but not selected, with bypass reason

Selected Students (Print File 3) listed in priority order

Program Maintenance

The logic that defines the populations and sort criteria in the institutional population selection program WXP~~K~~SyyN should be modified as appropriate for the aid year.

WFPKPAKB (Packaging Calculation)

Run the Packaging Calculation job to determine students' aid eligibility and award amounts on specified financial aid funds.

Timing

This is the second process in the four-stage award packaging process:

- The Packaging Selection process, WFPKSELB, identifies students ready for packaging and sorts them into priority order
- **WFPKPAKB calculates aid packages for the selected students and creates award transactions and batch maintenance transactions (to update students' packaging status)**
- The Batch Award Process (WFAWARDDB) applies the award transactions to the FINANCIER database
- The Batch Maintenance Process (WFMAINPB/WFMAINTB) applies the maintenance transactions

Implementation

Ensure that all funds to be packaged have attributes correctly set (particularly the Aid Program, Allow Awards, Meets Need and Replace FC flags), and that the year's Pell tables have been imported.

In batches produced by WFPKPAKB, the batch header record has a user ID field with the value WFPKPAKB. In order for these batches to pass the security validation check when they are processed, you must define WFPKPAKB as a user ID in the Security file, with file security for the Award and Aid Year files set to allow W (Write) access.

Beginning in 2013-14, ensure that

- The federal Pell fund is identified on the Fund Attributes screen with
 - Aid Source value of Federal
 - Aid Program value of Pell
 - Replace values of A and PELL-EST, to cause a Pell award to replace the entire amount of an estimated Pell award
 - Pell packaging attributes set on the Fund Attributes>Packaging

window to reflect your institution's criteria:

Packaging Attributes	
Pell Grant	
Aid Source: Federal	<i>As set on the Fund Attributes screen: Fund ID for your Pell fund, aid source and aid type</i>
Aid Type: Grant	
-----Selection Criteria-----	
CPS Received Date: _____	Category: PELL_____
Pell eligible: Y	
EFC check: -	Estimated Pell LEU Minimum: 5nn
Minimum EFC: _____	LEU Maximum: 5nn
Maximum EFC: _____	Time Status: F
Document Check: _____	
Statuses: _____	Award action: B_
Exclude: _____	
-----Calculation Logic-----	
Category value is PELL	
Pell Eligible is Y	
Enter your institution's values for the estimated Pell LEU range and time status	
If no award action is entered, default is O (offer)	

- The estimated Pell fund (PELL-EST) is set up as follows:

Fund Attributes -	
Fund: PELL-EST	Estimated Pell
FAO: UG	
Name: Estimated Pell_____ Acct: _____	
-----Attributes-----	
Aid source: F	Aid program: _____
Aid type: G	Transcript: _____
	FISAP: _____
-----Awarding-----	
Fund status: A	Meets need: Y
Freeze off/disb: _ _	Replaces FC: N
Limit awards: _	Offsets Stf: Y
Allow awards: Y	
Replace: _	
Roll-up: _____	Dflt distrb: _
-----Aid Notifications-----	
Print on notifications: Y	Order: _
-----Disbursement-----	
Student Accounts: N	Minimum/maximum award: _____
Student Loans: N	Program ann/life max: _____
Reqmts: _____	
Check: DStatus: _ SShot: _ CHrs: _	Packaging attribs/restrictions: NO

- Fund Category values for institutional aid programs are defined in the Dictionary under WFFPACKD.WF-FP-FUND-CATEGORY

Control Parameters (beginning 2013-2014)

The WFPKPAKJ parameter record consists of the five standard control parameters, followed by program-specific flags. Up to three additional records list the funds to be included (maximum of 20), by fund ID, in packaging priority order, with a maximum of seven fund IDs per record.

aaaa , b , cc , dddddddddd , ee / ee / eeee , f , g , h , i , j , k
 FUND1 , FUND2 , FUND3 , FUND4 , FUND5 , FUND6 , FUND7
 FUND8 , FUND9 , FUND10 , FUND11 , FUND12 , FUND13 , FUND14
 FUND15 , FUND16 , FUND17 , FUND18 , FUND19 , FUND20

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Distribution rule	How awards created in this run should be distributed; use a value defined for WFAWARD.DD.WF-AW-DIST.
g	Student Report detail	The level of packaging detail to print on the Students Packaged reports Values are: <ol style="list-style-type: none"> 1 For each student, print only funds awarded and award amounts 2 Also include diagnostics for ineligible funds (default) 3 Also include the level of family contribution and need remaining after each potential award offer
h	Fund Report detail	The level of packaging detail to print on the Fund Statistics report. Values are: <ol style="list-style-type: none"> 1 For each fund, print flag settings, beginning balance, potential award total and end balance (default) 2 Also include a roster of students and potential award amounts
i	Student Report sort order	Whether to produce the Students Packaged and Students Selected but not Packaged reports in processing order (as sorted by WFPKSELB). Values are: <p>Y Produce a set of reports in processing order (as well as a set in name order)</p> <p>N (default) Suppress the processing order reports; produce one set of reports only, in name order</p>
j	Prior Year Pell	Whether to include undisbursed Pell from the previous year when calculating the LEU to use for a student. Values are: <p>Y Yes, add undisbursed prior year Pell to the COD-reported or NSLDS-reported LEU</p> <p>N (default) Don’t include undisbursed prior year Pell</p>
k	Fund Count	The total number of funds to be packaged in the run, from 1 through 20. The funds themselves are listed by fund ID in priority order on subsequent record(s), with a maximum of seven fund IDs on up to three records.

Control Parameters (2012-2013)

The WFPKPAKJ parameter record consists of the five standard control parameters, followed by program-specific flags.

aaaa , b , cc , dddddddddd , ee / ee / eeee , f , g , h , i

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4.)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	
f	Distribution rule	How awards created in this run should be distributed; use a value defined for WFAWARD.DD.WF-AW-DIST.
g	Student Report detail	The level of packaging detail to print on the Students Packaged reports Values are: 1 For each student, print only funds awarded and award amounts 2 Also include diagnostics for ineligible funds (default) 3 Also include the level of family contribution and need remaining after each potential award offer
h	Fund Report detail	The level of packaging detail to print on the Fund Statistics report. Values are: 1 For each fund, print flag settings, beginning balance, potential award total and end balance (default) 2 Also include a roster of students and potential award amounts
i	Student Report sort order	Whether to produce the Students Packaged and Students Selected but not Packaged reports in processing order (as sorted by WFPKSELB). Values are: Y Produce a set of reports in processing order (as well as a set in name order) N (default) Suppress the processing order reports; produce one set of reports only, in name order

Work File Input

Work File 1 Students selected and sorted by WFPKSELB

Work File 2 (2012-13 only) Fund eligibility criteria, with a record for each fund, and funds listed in packaging priority order. (Beginning with 2013-14, the fund criteria are entered online, on the Fund Attributes>Packaging Attributes screen, and are stored in and retrieved from the Packaging Information file, WF-FUND-PACKAGE.)

Prepare the 2012-13 Work File 2 using the following record layout:

Field/Position	Explanation/Values
Fund ID 01-09	Fund identifier in the Fund file (WF-FUND-ID)
<i>delimiter</i> 10	: (delimiter is a colon in the template file as delivered; can be any character except a comma)
Fund Title 11-19	Fund name in the Fund File (WF-FU-NAME)
<i>delimiter</i> 20	:
Fund Category 21-29	Pointer to internal subroutine containing packaging logic for the fund; allows multiple funds to employ the same packaging logic. Values are: PELL logic is in PACKAGE-PELL DLSUB logic is in PACKAGE-DLSUB DLUNSUB logic is in PACKAGE-DLUNSUB GRADPLUS logic is in PACKAGE-GRADPLUS PLUS logic is in PACKAGE-PLUS SEOG logic is in PACKAGE-SEOG STGRANT logic is in PACKAGE-STGRANT TEACH logic is in PACKAGE-TEACH WORK logic is in PACKAGE-WORK additional values are defined for institutional aid programs
<i>delimiter</i> 30	:
Award Action 31-32	The type of award transactions to be created in this run. Values are: O (default) Create Offer transactions B Create Offer/Accept transactions BI Create Offer/Accept Increase transactions
<i>delimiter</i> 33	:
Pell Fund Flag 34	Indicates whether the fund is for Pell awards. Values are: Y Fund represents Pell N (default) Not Pell
<i>delimiter</i> 35	:
Pell-eligible Flag 36	Indicates whether eligibility for this fund is contingent on the student's CPS-determined eligibility for a Pell Grant. Values are: Y Student must be Pell-eligible N (default) No Pell eligibility requirement
<i>delimiter</i> 37	:

EFC Check Flag 38	Indicates whether eligibility is contingent on the student's CPS-calculated expected family contribution. Values are: Y Check the EFC N (default) EFC is not relevant
<i>delimiter</i> 39	:
Minimum EFC 40-44	If EFC Check is Y, the minimum EFC for eligibility (inclusive)
<i>delimiter</i> 45	:
Maximum EFC 46-50	If EFC Check is Y, the maximum EFC for eligibility (inclusive)
<i>delimiter</i> 51	:
Document 52-57	Eligibility is contingent on the existence or absence of a document from the student's list of required submissions; use values defined for WF-REQUIREMENT.WF-RE-DOC-ST-DOC. Default (blank) indicates no document requirement.
<i>delimiter</i> 58	:
Document Status 59-68	If eligibility depends on a document existing for the student, the comma-separated string of document status values that pass the document requirement. Use values defined for WF-REQUIREMENT.WF-RE-DOC-STAT: for example: C,D,W to mean "student is eligible if the document status is Complete, Deleted or Waived". If eligibility depends on a document NOT being in the student's list, specify EXCLUDE (upper case) for the status. If a document is specified but this status field is blank, student is eligible if the document is posted in the student's list.
<i>delimiter</i> 69	:
Include Fund Flag 70	Option to "turn off" packaging of the fund in this run. Values are: Y (default) Yes, include this fund in packaging N Bypass this fund
<i>delimiter</i> 71	:
filler 72-80	(blank)

Database Files Read

Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), Fund file (WF-FUND), Packaging Information file (WF-FUND-PACKAGE), Pell Tables file (WF-PELL), Student file (WW-STUDENT); other files as needed to

accommodate institutional packaging criteria

Processing

Loads fund criteria from the Packaging Information file (or Work File 2 for 2012-13) and builds a table of the funds to be packaged with their attributes and utilization values.

Sequentially processes through the pre-sorted students in Work File 1. For each student, loops through the input funds to assess the student's eligibility. For each fund, determines that

- the fund should be included in this packaging run
- the fund is active, is not frozen and allows awards
- the student meets any Pell-eligibility, EFC range or document conditions specified for the fund

Calls the institutional packaging program for the aid year (WXPKNnnN). Checks that the student meets aid-program-specific requirements such as tests for annual and lifetime loan limits or interest in work.

Calculates the award amount on each fund for which the student is eligible, subject to limitations imposed by accumulated Replace FC and Meet Need totals, and respecting the fund's minimum and maximum awards and offer limit. With each award, increments the student's running totals for packaged, Replace FC and Meet Need aid.

Formats the appropriate award and batch maintenance transactions. Generates student and fund reports.

Work Files Output

Work File 3, containing award transactions for input to WFAWARDDB

Work File 4, containing packaging update transactions for input to WFMAINPB/WFMAINTB

Work File 5, used to sort students for printing in name order on the Fund Statistics detail report

Work File 6, with students in processing order (prioritized as specified in the institutional program WXPKSyyN and sorted by WFPKSELB) for the Student reports

Work File 7, used to sort students for printing in name order on the Student reports

When applied, the award transactions will update multiple files with awards package information. The maintenance transactions will set the packaging status on students' aid year records (WF-AY-P-STAT field) to P (base system value for "packaged.")

For award transaction layouts, see the section on WFAWARDDB (Batch Award Process). For maintenance transaction layouts, see the section on WFMAINPB (Batch Maintenance Preliminary Processing).

Reports Produced

Processing Counts/Errors (Print File 1)

Students Selected but Not Packaged (Print File 2 for processing order or Print File 5 for name order)

StudentID	Name	
000001068	HENDERSON, DAVE M	Not packaged
		Academic and CPS information
		Not in Adm/Reg files; ISIR exists; Col=; Deg=; Cls=; TStat=F
		GPA=0.000; IOS=; Dep=I; DL Sub=17531; DL Cmb=17531; LEU= 0
Pell COA: 24150	Pell Need: 15932	Pell EFC: 8218
COA: 14150	Need: 5932	FC: 8218 PC: 0 SC: 0
		For full report detail (value 3): Pell COA/Need: FM(9) Initial COA/Need: FM(Dur)
PELL	: Not Pell eligible	
SEOG	: Not Pell eligible	
WPAINST	: Not Pell eligible	
TEACH	: Not Pell eligible	
FWS	: Fund not set for packaging	
DSUB	: Annual limit reached	
DUNSUB	: Annual limit reached	
		Reason fund was not considered or student was not awarded
Remaining =====>	Need: 5932	FC: 8218 PC: 0 SC: 8218

Students Packaged (Print File 3 for processing order or Print File 6 for name order)

StudentID	Name	
112334455	ANDERSON, MARIAN	Packaged
		Academic and CPS information
		Admission Approved; ISIR exists; Col=; Deg=AAS; Cls=FR; TStat=F
		GPA=0.000; IOS=1; Dep=D; DL Sub=0; DL Cmb=0; LEU= 0
Pell COA: 13050	Pell Need: 10468	Pell EFC: 2582
COA: 10550	Need: 7968	FC: 2582 PC: 2582 SC: 0
		For full report detail (value 3): Need and EFC levels before packaging Pell COA/Need: FM(9) Initial COA/Need: FM(Dur)
PELL	Awarded:	3,000.00
Meets need:	Y	Remaining Need: 4968
Replaces FC:	F	Remaining FC: 2582
		Need and EFC levels after packaging each eligible fund
SEOG	Awarded:	200.00
Meets need:	Y	Remaining Need: 4768
Replaces FC:	N	
WPAINST	: Program not found	
TEACH	: Invalid enrollment	
FWS	: Fund not set for packaging	
DSUB	Awarded:	3,500.00
Meets need:	Y	Remaining Need: 1268
Replaces FC:	N	
		Reason fund was not considered or student was not awarded
DUNSUB	: Fund limit exceeded	
		Need and EFC levels after packaging last fund
Remaining =====>	Need: 1268	FC: 2582 PC: 2582 SC: 0

Fund Statistics (Print File 4)

Fund ID

Name

PELL

Pell Grant

Meets Need: Y
 Replace FC/SC/PC: Replaces: FC
 Offer Limit: 0.00

 Beginning balance (offers): 15,050.00
 Amount Offered: 14,100.00
 Ending Balance: 29,150.00
 Students awarded: 3

*For full report detail (value 2):
summary statistics*

Fund parameters:

Fund settings specified

Fund ID: PELL

Category: PELL

Pell fund

(Fund considered this run)

Student must be Pell eligible (per ISIR)

Required document: ISIR (Document status must = C,W,,,)

** = Estimated Pell (PELL-EST)

ID	Name	Amount	Tran
112335511	AMBLIN, SARAH	3,000.00	B
000001115	ARMSTRONG, ERNIE A	5,645.00	B
000001141	DAVIS, IVANA J	5,645.00**	B

*Fund roster of students awarded
 ** indicates student was awarded
 estimated rather than actual Pell
 due to LEU range restrictions*

WFSPRCLB (Satisfactory Academic Progress Calculation)

Run the SAP Calculation job to post academic progress evaluations of students by term. The results of the calculation are displayed on the Satisfactory Progress screen (Applications menu).

Timing

If SAP is one of your FAO Checklist requirements for completing an aid application or authorizing disbursements, coordinate the running of SAP calculations so that the information is available to the ADD Load or Application Requirements Calculation or Disbursement Requirements Calculation process. You may wish to run WFSPRCLB prior to packaging, or periodically, to pick up late-arriving applications, mid-year transfers, etc.

Implementation

To provide SAP values for posting in FINANCIER, your institution must customize the calculation logic in the shell program WXSPrYyN, which contains notes about where and how to add institution-specific data areas and logic to calculate or retrieve SAP information.

Control Parameters

The WFSPRCLJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see “Standard Control Parameters” on page 3-4. <i>However, note that for this program, the Recover run mode <u>does</u> update files.</i>)
b	Term	
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

Database File Read

Aid Year file (WF-AIDYEAR)

Processing

Reads the Aid Year file for the specified year and selects students according to FAO Status Decision Table criteria (SAP Calc row). For each student selected, invokes the SAP calculation.

The calculation program performs FAO-specific logic to derive or retrieve the academic progress evaluation and compares the new value for each term to the existing value. If the new value is different and there is no override in place for that term, posts the new evaluation along with the date of calculation.

Database File Updated

Aid Year file (WF-AIDYEAR)

Reports Produced

Processing Counts/Errors (Print File 1)

Sample Report (for Sample:nn or Trial:nn run mode only; list of students calculated/updated, with unchanged evaluations noted; Print File 3)

WFTSSCLB (Term Snapshot Calculation)

Run this job to compare previously recorded “snapshots” of student enrollment data to current values, to accommodate fund-specific disbursement controls. Snapshots are recorded and compared by term. Data includes in/out of state, college, major, degree, class, enrollment and time status fields and up to three institution-specific fields.

Timing

If your institution has implemented a fund-specific snapshot check, you can run the program to record snapshots at the appropriate point(s) in the aid cycle, such as when budgets are calculated. (Snapshots are updated automatically when the packaging status is updated to a non-blank value.)

You can run the program in Trial mode just prior to disbursement, to get a preview of students who might fail the snapshot comparison. ***Important: if you have already recorded the appropriate snapshots*** for disbursement comparison, ***do not*** run the program in Update mode, or you will overlay snapshots with current data.

Control Parameters

The WFTSSCLJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4. <i>However, note</i>
cc	FAO	<i>that for this program, the Recover run mode</i>
d(10)	Run mode	<i><u>does</u> update files.</i>)
ee/ee/eeee	Date	

Database Files Read

Aid Year file (WF-AIDYEAR), Budget file (WF-BUDGET), Student file (WW-STUDENT)

Processing

For each student in the Aid Year file, reads the Budget file for each term in the student’s schedule. Bypasses terms for which there is no snapshot recorded and no corresponding student data.

In a Trial run, compares existing term snapshots to corresponding student data for the term and diagnoses any discrepancies in the Snapshot Mismatch report (Print File 2). In/Out of State, College, Major, Degree, Class

and the three institution-specific fields require an exact match to pass; Enrollment and Time Status must equal or exceed the snapshot values.

In an Update run, if the student has no snapshot for a term, copies snapshot values for the term from the Student file to the Budget file, and lists the student in the Original Snapshot report (Print File 3). If a snapshot already exists for the term, compares it to corresponding student data and diagnoses any discrepancies in the Snapshot Mismatch report (Print File 2), then updates the snapshot.

Database File Updated

Budget file (WF-BUDGET)

Reports Produced

Processing Counts/Errors (Print File 1)

Snapshot Mismatch (Print File 2)

Students that fail the snapshot comparison are listed by ID, name and term, followed by the mismatch fields:

StudentID	Name	Term	Mismatch
999999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXX/XXX/XXX/XXX/XXX/XXX/XXX/XXX

Abbreviations used for the snapshot fields are:

Col	College
Maj	Major
IOS	In/Out of State
Deg	Degree
Cls	Class
Tim	Time
Enr	Enrollment
SS1, SS2, SS3	Institution-specific fields

Original Snapshot (Print File 3); list of students for whom new snapshot data was stored, with name and ID for each term updated

WFVCNCLB (Verification Calculation) (Discontinued after 2012-13)

Run the Verification Calculation job to test the accuracy of students' federal data, in accordance with CPS requirements.

Timing

You can run a batch verification after entering students' verification data on the Verification screen, and whenever it's critical to ensure that federal data has been compared to the most recent verification data.

Implementation

As delivered, the verification process tests federally mandated fields for federally selected students. If your institution has additional requirements for the verification population and/or process, you may wish to make use of the following features:

- Flag to denote institutional selection for federal verification (WFVERYD.WF-VE-VER-INS).

Your institution can write a procedure to flag additional students for federal verification.

- Flag to denote selection for institutional verification (WFVERYD.WF-VE-INS-REQD).

Your institution can write a procedure to verify other federal data, and flag students for this extended processing.

Control Parameters

The WFVCNCLJ parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see "Standard
b	Term	Control Parameters" on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

Database Files Read

Aid Year file (WF-AIDYEAR), year-specific Federal file (WF-FEDERAL-xxyy) or CSS file (WF-CSS-xxyy), year-specific Verification file (WF-VERIFY-xxyy)

Processing

Reads the Aid Year file for the specified year to select students that have an adequate enrollment status (based on the VerfCalc criteria in the FAO Status Decision Table). Invokes the year-specific verification program which selects students that have been federally or institutionally flagged for federal verification and are not restricted to manual processing (Reverification flag, WF-VE-VER-REVER, is not set to M).

The calculation compares values for federally required verification data (such as number in family, adjusted gross income, federal tax paid, etc.) in the Federal file against the same values in the Verification file. Looks at parent and student financial data (if the student is dependent), or student financial data (if the student is independent), according to year-specific federal rules for exact match or tolerance limits. In aid year 2012-13, a student passes verification automatically if the ISIR indicates that financial data has been retrieved from the IRS and not subsequently changed, family size and number in college are the minimum for the dependency and marital statuses, and the student/parent did not receive food stamps and did not claim to have paid child support.

For fields that fail the comparison, applies overlay logic to overwrite the Federal file and/or CSS file with Verification file data. An institution which uses CSS data may choose to verify CSS data and overlay Federal data, or verify Federal data and overlay CSS data. If any critical Federal data was modified by the verification overlay, stores correction data in the ECAR file for EDE Correction Export processing by WFECOEXB.

If the student passes verification, sets the Federal Verification Status (WF-VE-VER) to P (pass with exact match, including pass by overlay) or T (pass by tolerance) and sets the Reverification flag (WF-VE-REVER) to A (permitting automated reverification).

Database Files Updated

Aid Year file (WF-AIDYEAR), ECAR file (WF-ECAR), Verification file (WF-VERIFY-xxyy); depending on overlay logic, Federal file (WF-FEDERAL-xxyy) and/or CSS file (WF-CSS-xxyy)

Reports Produced

Processing Counts/Errors (Print File1)

Sample Report (for Sample:nn or Trial:nn run mode only; Print File 3)

WWDICLSB (Dictionary Print)

Run the Dictionary Print job to get a listing of data descriptions and values as defined in the FINANCIER data Dictionary.

Timing

You may find this printout useful during implementation of FINANCIER, when you are defining valid values or adding fields to a file.

Control Parameters

You may request a single-file listing; the default is to report all files. To restrict output to a single file, specify the file PDA name (xxxxxxxD) or file ID in the JCL or command procedure, on a line after the statement that executes the program. (Note that the standard control parameters do not apply to this program.)

Database File Read

Dictionary (WW-DICTIONARY, a userview based on the System file, WW-SYSTEM)

Processing

Reads Dictionary entries for each field of each file to be reported, and generates the report in Print File 1. The report includes the field description (heading and extended description); technical characteristics (format, length, edit mask); valid values defined or retrieved by reference from another field.

Database Files Updated

None

Report Produced

Dictionary Report (Print File 1)

WWPRNTBB (Spool Print Utility)

The Spool Print Utility facilitates mainframe-driven printing of requirements notifications and aid notifications. The program is executed in the WFARNNTJ, WFANNNTJ, WFDNNNTJ, WFDPMNTB, and WFDNRNTJ and WFNPMNTJ jobs.

Work File Input

Work File 4 (spool file)

Processing

Reads and sorts Work File 4 according to the print order specified in the job's control parameters.

Prints each record as a separate page consisting of 80-byte lines.

Puts the formatted pages in Print File 1-7, based on the print file indicator set on each work file record. Refer to the program that generated the work file for the print file assignments.

WWSPURGB (Student Purge)

Run the Student Purge job to delete inactive students from FINANCIER. Typically you would use this program to delete a student added in error, or a student who is removed from admissions, enrollment and financial aid consideration before aid application processing and packaging has begun. You cannot delete a student who has any ADD records, corrections in process or award activity (even canceled) on file.

The ADD file cannot be purged using this program; use the online purge from the ADD File List screen or the batch ADD File Purge process (WFADDPGB) for this purpose.

Control Parameters

The WWSPURGB parameter record consists of the five standard control parameters:

aaaa , b , cc , dddddddddd , ee / ee / eeee

aaaa	Aid year	(For parameter descriptions and values see “Standard
b	Term	Control Parameters” on page 3-4.)
cc	FAO	
d(10)	Run mode	
ee/ee/eeee	Date	

Work File Input

Work File 1 (containing a record for each student to be purged, identified by WW-ST-SID, the external Student ID)

Database Files Read

ADD file (WF-ADD), Aid Year file (WF-AIDYEAR), Award file (WF-AWARD), Electronic Corrections file (WF-ECAR), Student file (WW-STUDENT)

Processing

For each student in Work File 1, checks for records in the ADD file, Electronic Corrections file and Award file. If there are no ADD records (for the Social Security Number linked with the Student ID), and no ECAR records in transit (marked with an X in the WF-EC-NEW-REJ field), and no award records (including canceled awards) for the Student ID, deletes the student's records for all aid years from all student-specific files.

Database Files Updated

Aid Year file (WF-AIDYEAR), Audit file (WW-AUDIT), Budget file (WF-BUDGET), CPS file (WF-CPS-xxyy), CSS file (WF-CSS-xxyy), Electronic Corrections file (WF-ECAR), Federal file (WF-FEDERAL-xxyy), ISIR file (WF-ISIR-xxyy), NSLDS file (WF-NSLDS-xxyy), Requirements file (WF-REQUIREMENT), Student file (WW-STUDENT), Transcript file (WF-TRANSCRIPT), Verification file (WF-VERIFY-xxyy)

Reports Produced

Processing Counts/Errors (Print File 1; lists students from the work file that were not processed because they did not pass the ADD file, in-process correction or award edits)

Deleted Students (Print File 2)

THE FINANCIER™ DATABASE

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DATABASE FILES (OR RELATIONAL TABLES)

FINANCIER stores information about students (and their aid applications, awards, loans and transcripts), financial aid funds and related external entities (such as other institutions, parents, lenders and guarantors). In addition the system contains audit information for data control purposes, and system data, which includes the data Dictionary, security records and processing control tables.

The diagram in Figure 4-1 on page 4-2 shows how this data is organized into files, and demonstrates the relationships that exist amongst the files (or relational tables—DB2 users should substitute “table” for “file” in the following discussion). Note that:

- All file IDs begin with the prefix WF- or WW-. WF-files contain information that is related exclusively to financial aid functions; WW-files contain more general information.
- Some file IDs end with the suffix -xxyy. These files apply only to the aid year that spans the calendar years xx and yy; for example, WF-FEDERAL-1213 is the Federal data file for the aid year 2012-13. WolffPack provides these files with your regulatory updates; the modular design simplifies implementation.

All data except system data (and the Pell table, which is federally defined) is specific to a Financial Aid Office (FAO), which is therefore a key field on all records except System file records. Partitioning data by FAO allows your institution to implement different sets of processing rules for each aid office. For example, if the College of Arts and Sciences and the Medical School have separate financial aid organizations and different decision-making criteria and requirements, you can accommodate the needs of both offices within FINANCIER by defining separate FAOs and assigning students and funds accordingly.

FINANCIER does not use database relationships, since it runs against multiple DBMSs. Referential integrity is maintained at the application code level.

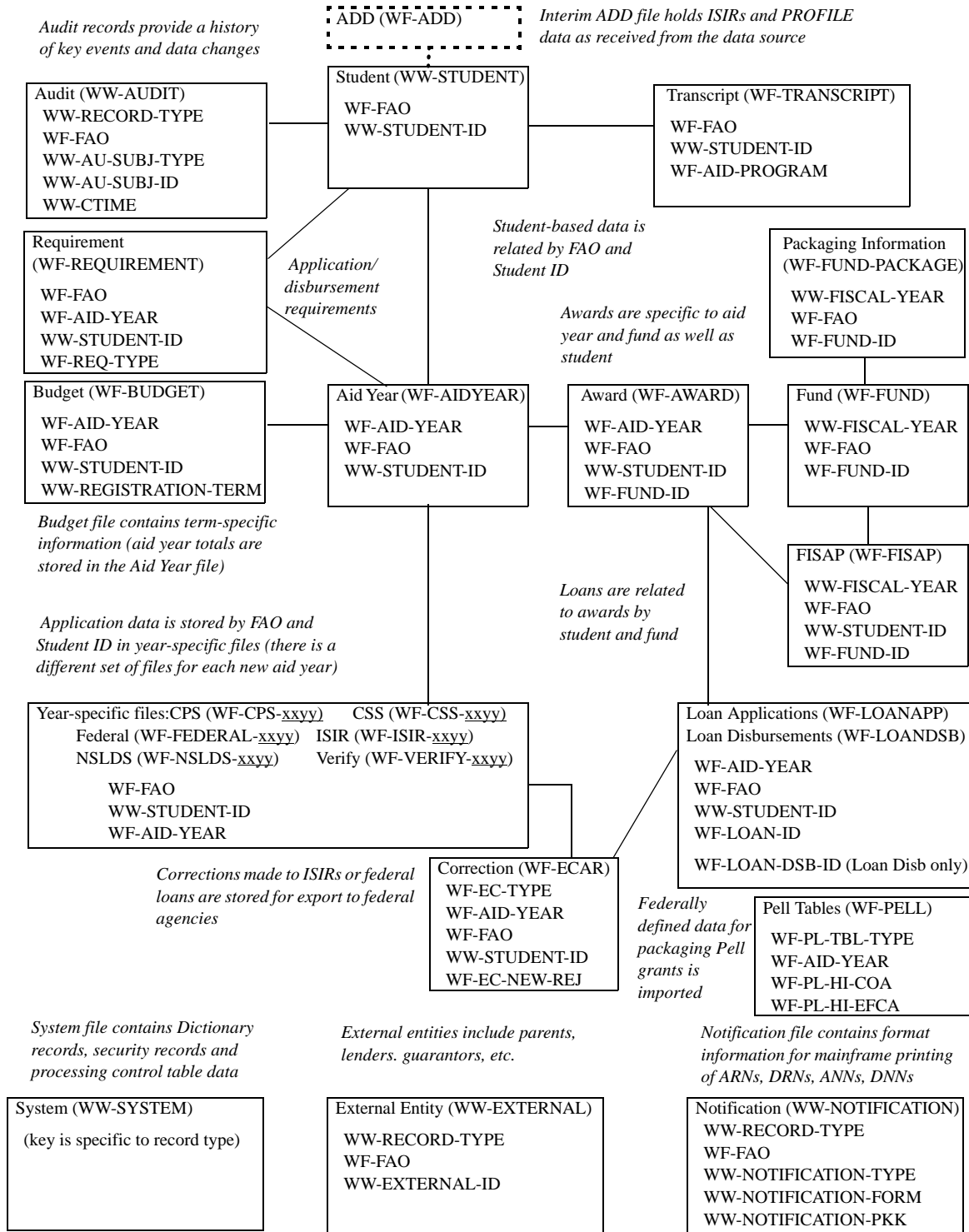
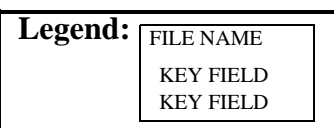


Figure 4-1. FINANCIER™ File/Table Relationships



(WFFNDRLB), which creates funds for a new fiscal year, based on records from the old year.

The Packaging Information file (WF-FUND-PACKAGE, with the same key fields as WF-FUND) contains parameters and controls for packaging awards on a fund. Records are created online using the Fund Attributes>Packaging Attributes screen. (For 2012-13, this information was entered into a work file associated with the Packaging Calculation program, WFPKPAKB, rather than entered online.)

Awards

A financial aid award links a student with a fund. Awards are entered online or packaged in batch and posted to the FINANCIER Award file (WF-AWARD) by the Batch Award process (WFAWARDDB). An award record is identified by fund ID as well as student ID, FAO and aid year.

Input to the Packaging process includes student data from student-based files and fund information from the Fund file and the Packaging Information file.

In award processing, the act of offering an award on a loan fund to a student creates a loan application record (in the Loan Applications file, WF-LOANAPP) and related loan disbursement records (Loan Disbursements file, WF-LOANDSB) that are synchronized with the award record. Similarly, adding a loan on the Loan screen generates both loan and award records. Loan records are keyed by student ID, loan ID (plus a disbursement ID in the loan disbursement records), FAO and aid year.

Award information is also stored in the FISAP file (WF-FISAP) for use in FISAP reporting, and the Transcript file (WF-TRANSCRIPT). FISAP records are organized by student and fund, transcript records by student.

Notification Data

If you print application or disbursement requirements notifications or award/denial notifications using the mainframe print driver (WWPRNTBB), the text components and structures you define for the notification letters are stored in the Notification file. Records are identified by record type, FAO, notification type (the purpose of the letter), notification format (some institutions specify different formats for freshmen and upperclass students), and text keys (for student-specific information).

External Data

External entities for which you can store information include other institutions, parents of students, lenders, guarantee agencies, fund donors, on-campus student employers and off-campus student employers. Information is entered online, using the screens under the External menu, and stored in the External file (WW-EXTERNAL).

External file records are keyed by record type (which identifies the entity), FAO and external ID. Record type values include:

D	Donor
E	Employer (on-campus)
G	Guarantee agency
I	Institution
L	Lender
O	Employer (off-campus)
P	Parent

Audit Data

Audit data comprises a history of the important changes and developments that take place in the course of financial aid processing. This information, which includes event history, award history, notes and data maintenance audit records, is stored in the Audit file (WW-AUDIT). Records are keyed by FAO and record type, subject type, subject ID and timestamp.

Record Type	Subject Type/Subject ID
A Audit	S Student/Student ID
E Event	F Fund/Fund ID
N Note	D Donor/External ID
	E Employer (on-campus)/External ID
	G Guarantor/External ID
	I Institution/External ID
	O Employer (off-campus)/External ID
	L Lender/External ID
	P Parent/External ID
W Award	S Student/Student ID

FINANCIER programs contain logic for generating student event and award history records during application, award and disbursement processing. Audit records are generated during online and batch maintenance

processing for fields that are flagged in their Dictionary definitions for auditing. Events can be entered manually from Student, Fund and External Event Display screens. Notes can be entered manually from any screen for the student, fund, parent, etc. in context.

System Data

System data includes Dictionary, Security and Table records, which are maintained on the screens under the System menu.

- The Dictionary contains data definitions for data editing and online Help
- Security records control operator access to FINANCIER
- The Institution table contains institution-level (cross-FAO) processing parameters
- The FAO table defines your institution's financial aid offices and each office's processing rules (based on student enrollment status) for financial aid functions
- The Schedule Table coordinates the financial aid calendar with the registration and fiscal year calendars and defines terms and disbursement points for awards processing
- The Calendar Table provides dates for functions such as loan disbursement and federal grant reporting
- The Loan Types Table defines your active loan programs and sets up loan program/fund associations
- The Distribution Codes Table defines award distribution rules by schedule
- The Grant Types Table defines your active grant programs and sets up grant program/fund associations
- The Work Types Table defines your active work programs and sets up work program/fund associations

Packaging Regulations Data

To support federal requirements for packaging Pell grants, FINANCIER imports the Pell tables published annually by the Education Department into a non-FAO-specific file, WF-PELL. Each record is an award amount keyed by aid year to a student's enrollment level (full-time, three-quarter-time, half-time, less than half-time) within a cost of attendance range and family contribution (EFC) range. (For 2012-13, the file is year-specific, named WF-PELL-xyyy.)

DATABASE ACCESS

All FINANCIER database access is accomplished through CALLNAT statements to I/O subprograms. There are no VIEW (or FIND, READ, UPDATE, DELETE, HISTOGRAM, STORE, etc.) statements in the application code. The “view” of the data is passed between the application code and the I/O code by means of file-specific PDAs.

File PDAs and I/O Subroutines

The following quick-reference table lists the PDAs and I/O subprograms associated with each database file or DB2 table, together with a description of the data it contains and the superdescriptor fields (key) by which records are identified.

Table 4-1: File PDAs and I/O Subprograms

Physical file/table name	Contents	Superdescriptor (key) components
WF-ADD PDA WFADDDSD I/O sub WFADDDSO	Interim file for holding student federal data received from CPS; populated by WFADDIMB; processed by WFADDLDB	WF-AID-YEAR A4 WF-FAO A2 WW-ST-SSN A9 WF-AD-SOURCE A1
WF-AIDYEAR PDA WFAIDYRD I/O sub WFAIDYRO	Contains students' notification data, need analysis totals, budget totals, etc. by year	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-AWARD PDA WFAWARD I/O sub WFAWARD	Contains students' award detail by year	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-FUND-ID A9
WF-BUDGET PDA WFBUDGTD I/O sub WFBUDGTO	Contains students' budget detail by term (yearly totals are stored in WF-AID-YEAR)	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WW-REGISTRATION-TERM A1
WF-CPS- <u>xyy</u> PDA WFCPS <u>yy</u> D I/O sub WFCPS <u>yy</u> O	Contains data communicated to and from CPS for the aid year span <u>xyy</u>	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9

Table 4-1: File PDAs and I/O Subprograms (Cont.)

Physical file/table name	Contents	Superdescriptor (key) components
WF-CSS- <u>xyyy</u> PDA WFCSSyyD I/O sub WFCSSyyO	Contains PROFILE application data from CSS for the aid year span <u>xyyy</u>	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-ECAR PDA WVECARS I/O sub WVECARSO Name search PDA WVECARN I/O sub WVECARSO	Contains application data from CSS for the aid year span <u>xyyy</u>	WF-EC-TYPE A1 WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-EC-NEW-REJ A1 WF-EC-TYPE A1 WF-AID-YEAR A4 WF-FAO A2
WF-FEDERAL- <u>xyyy</u> PDA WFFEDyyD I/O sub WFFEDyyO	Contains federal application data for the aid year span <u>xyyy</u> ; loaded by WFAD-DLDB from the ADD file	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-FISAP PDA WFFISAPD I/O sub WFFISAPO Name search PDA WFFISAND I/O sub WFFISANO	Contains student award data by fund; used primarily for FISAP reporting	WW-FISCAL-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-FUND-ID A9 WW-FISCAL-YEAR A4 WF-FAO A2 WF-FUND-ID A9 WW-ST-NAME A35 WW-STUDENT-ID A9
WF-FUND PDA WFFUNDSD I/O sub WFFUNDSDO Name search PDA WFFUNDND I/O sub WFFUNDNO	Contains fund attributes and utilization amounts	WW-FISCAL-YEAR A4 WF-FAO A2 WF-FUND-ID A9 WW-FISCAL-YEAR A4 WF-NAME-FUND A30 WF-FUND-ID A9
WF-FUND-PACKAGE PDA WFFPACKD I/O sub WFFPACKO	Contains fund-specific packaging options and controls	WW-FISCAL-YEAR A4 WF-FAO A2 WF-FUND-ID A9

Table 4-1: File PDAs and I/O Subprograms (Cont.)

Physical file/table name	Contents	Superdescriptor (key) components
WF-ISIR- <u>xyyy</u> PDA WFISRyyD I/O sub WFISRyyO	Contains federal ISIR data as supplied by CPS for the aid year span <u>xyyy</u> ; loaded by WFADDLDB from the ADD file; not updatable	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-LOANAPP PDA WFLOAPPD I/O sub WFLOAPPO	Contains students' loan application detail	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-LOAN-ID N2
WF-LOANDSB PDA WFLODSBD I/O sub WFLODSBO	Contains students' loan disbursement detail	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-LOAN-ID N2 WF-LOANDSB-ID N2
WF-NSLDS- <u>xyyy</u> PDA WFNSLyyD I/O sub WFNSLyyO	Contains NSLDS warehouse data as supplied by CPS for the aid year span <u>xyyy</u> ; loaded by WFADDLDB from the ADD file; not updatable	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9
WF-PELL no PDA or I/O subroutine (uses NATURAL FIND)	Contains Pell award data	WF-PL-TBL-TYPE A1 WF-AID-YEAR A4 WF-PL-HI-EFC N5 WF-PL-HI-COA N5
WF-REQUIREMENT PDA WFREQMTD I/O sub WFREQMTO	Contains information about students' application requirements and disbursement requirements—documents to be supplied and conditions to be fulfilled	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9 WF-REQ-TYPE A1
WF-TRANSCRIPT PDA WFTSCPTD I/O sub WFTSCPTO	Contains an aggregate history of students' awards	WF-FAO A2 WW-STUDENT-ID A9 WF-AID-PROGRAM A5
WF-VERIFY- <u>xyyy</u> PDA WFVERyyD I/O sub WFVERyyO	Contains verification data, traditionally tax return information, for the aid year span <u>xyyy</u>	WF-AID-YEAR A4 WF-FAO A2 WW-STUDENT-ID A9

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