



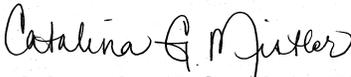
# OPERATIONS MEMO

Update of the California Student Aid Commission

April 7, 2010

GOM 2010-07

**TO:** Financial Aid Administrators

**FROM:** Catalina G. Mistler   
Chief, Program Administration & Services Division

**CONTACT:** Program Administration & Services Division

Phone: (888) 294-0153

Fax: (916) 464-8002

E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

**SUBJECT:** Real-Time Batch Payment Processing Now Available

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The California Student Aid Commission (Commission) is pleased to announce the implementation of real-time processing of batch payment uploads. As a result, schools will have the ability to correct rejected payment transactions within the same week to expedite the payment process.

As explained in Grant Operations Memo 2009-08 released on March 13, 2009, hand-keyed payment transactions are processed in real-time on the WebGrants Display roster screen. Institutions immediately know if payments are accepted or rejected. For a rejected transaction, the user has options to either delete the transaction and make a correction to process it again or leave it pending and let the weekly batch job record the results on the weekly Accept/Reject report.

Schools that use the batch payment upload method would have had to wait up to one week to see which payments accepted or rejected. With the real-time batch payment processing enhancement, accept/reject reports will generate the very next day after successfully uploading a payment file to the Commission. With daily accept/reject reports available, institutions can correct the rejected transactions and re-upload the payment file the next day. Institutions will no longer have to wait one week to make corrections, which will result in faster Cal Grants disbursements, accurate reconciliation, and up-to-date rosters in the WebGrants roster screen.

Schools that hand-key payments on the WebGrants roster will also benefit from this new real-time feature because daily accept/reject reports will generate as well. Although rejected payment transactions are real time, as mentioned earlier, some institutions may want to have the rejected payments appear on the accept/reject report before making any corrections.



State of California  
Arnold Schwarzenegger  
Governor

For more information you may contact us at:  
California Student Aid Commission, Program Administration & Services Division  
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 464-8002  
Website: [www.csac.ca.gov](http://www.csac.ca.gov) E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

The following illustration will demonstrate a sample timeline of the real-time batch process:

**TIMELINE**

<u><b>Institution Action</b></u>	<u><b>Commission Action</b></u>
<u>Monday</u>	
<ul style="list-style-type: none"> <li>▪ Upload Payment File to CSAC —————&gt;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Produce Upload Summary Report (Immediate)</li> <li>▪ Accept/Reject Report (Generates overnight)</li> <li>▪ Update Roster for Accepted Transactions</li> </ul>
<u>Tuesday</u>	
<ul style="list-style-type: none"> <li>▪ Review Accept/Reject Report</li> <li>▪ Correct Rejected Transactions</li> <li>▪ Upload Payment File w/Corrections —————&gt;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Produce Upload Summary Report (Immediate)</li> <li>▪ Accept/Reject Report (Generates overnight)</li> <li>▪ Update Roster for Accepted Transactions</li> </ul>
<u>Wednesday</u>	
<ul style="list-style-type: none"> <li>▪ Review Accept/Reject Report</li> </ul>	
<u>Thursday</u>	
	<ul style="list-style-type: none"> <li>▪ Weekly Reconciliation Process (Evening)</li> </ul>

All Commission generated reports can be found in WebGrants by clicking the Data Transfer link, then “Report Download,” and finally choosing the specific report on the drop down list. When reviewing the upload summary report described in the sample timeline, it is important to know the report does not process the payment transactions, but only checks to ensure the payment file meets the file record layout. Results for processed payments are reflected in the accept/reject report the following day. If an accept/reject report is not generated the next day, please contact Tom Panages immediately at (916) 464-2645 or [tpanages@csac.ca.gov](mailto:tpanages@csac.ca.gov).

If you have any questions, please contact the School Support Services Branch at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

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