Reporting for Cal Grant Duty

Presented By:

Bryan Dickason
California Student Aid Commission

Cal Grant Reports

- Accept/Reject
- Automatic Leave
- Award Status Extract
- EL Accept/Reject
- EL Upload Summary
- Education Level Verification
- Grant Roster
- Cal Grant C Supplement
- Payment Activity Report
- School Change Upload
- Unable to Determine Renewal Eligibility
- Unclaimed Awards
- Reconciliation Reports

https://webapps.csac.ca.gov/newwebgrants/default.asp?id=99 - Microsoft Internet Explorer provided by CSAC

File Edit View Favorites Tools Help

Back Search Favorites Media Address http

California Student Aid Commission
WebGrants System

Home Tools Help Sign Out

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

Welcome! smenzel
To the WebGrants System

Please contact your School's System Administrator if you need access to additional screens.

Options	Account Information
Enrollment	View Your Account Details
GPA	Help With Your Account
Student Info	
School Info	
Roster/Reconciliation	
Data Transfer	
Chafee Grant	
User Administration	

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Internet

http://webapps.csac.ca.gov/newwebgrants/DataTransfer/Data_Transfer_Main.asp?id=7 - Microsoft Internet Explorer provided by CSA

File Edit View Favorites Tools Help

Back Search Favorites Media Address http

California Student Aid Commission
WebGrants System

Home Tools Help Sign Out

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

Data Transfer Main | File Upload | Report Download

Data Transfer

- File Upload
- Report Download

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Done Internet

California Student Aid Commission
WebGrants System

Report Download

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.

School ID = 00807300 | Acad Year = [illegible] | Month = All
Report = All | Media Type = All | GO!

All
Accept/Reject
Automatic Leave
Award Status Extract - Awarded
Award Status Extract - Non Awarded
Cal C Supplement Recipient
EL Verification Accept/Reject
EL Verification Upload Summary
Education Level Verification
GPA Summary
Grant Roster

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Accept/Reject Report

- Status of week's reported transactions
- Using the report for reconciliation
  - Download or print report once a week
  - Compare to your list of reported transactions
  - Review reject reason of rejected transactions
  - Correct and re-report rejected transactions

Accept/Reject Report (cont.)

- Some common transaction reject reasons
  - Need must be reported for renewal student
  - Student already paid at another school
  - No transaction reported for Fall term
  - Payment rejected due to award status of XX
  - Payment more than prorated amount of $XX

Automatic Leave

- A monthly report generated from approximately July until December.
- Lists Cal Grant recipients who have had their awards renewed for the next academic year, but have not had all terms of the previous academic year accounted for.
- WebGrants users should work to insure that student payment transactions are posted for all applicable terms of the previous academic year prior to CSAC's Final Reconciliation in December.

Award Status Extract

- Students now only show on one roster at a time.
- Generated when schools upload an Award Status File which requests award status information for the requested list of students.

Award Status Extract (cont.)

- Award Status Upload
  - First line – Header
  - Second line and below - Detail
- Semi-monthly processing
- Downloadable Report
  - Award Status Extract – Awarded
  - Award Status Extract – Not Awarded
- This report is available only as a data file.

Education Level Verification

- Schools required to report Education Level (EL) to establish duration of Cal Grant program eligibility
- Schools should verify and report the educational level of each recipient on the report
  - On the WebGrants roster
  - Through the EL Datafile upload process

Education Level (EL) Verification

- Education Level (EL)
  - EL1 - Freshman 400%
  - EL2 - Sophomore 300%
  - EL3 - Junior 200%
  - EL4 - Senior 100%
- As of the beginning of the first term for which payment is made.

EL Accept/Reject

- Weekly report
- Generated to inform schools of the accepted and rejected status of that week's reported EL transactions.

EL Upload Summary

- Generated when schools upload an EL Verification data file
- This report lists any students for which EL verification was included in the uploaded data file but that cannot be processed due to insufficient data, error in layout, etc.
- Also includes a total number of records successfully uploaded, and the number of records that could not be processed.

Grant Roster

- A weekly report that contains the comprehensive list of Cal Grant recipients and their grant information for a particular school and a particular academic year.
- Changes to the grant roster can be made through the WebGrants online roster or schools can submit grant roster changes through the file upload process.

Grant Roster Compare Tools

- Students New or Changed on Roster
  - Returns the @ and * special identifiers to the roster data file
  - Can be used to compare any two rosters within the same award year
  - WebGrants and new compare program tool
- Students Removed from Roster
  - Students formerly on your roster who have been transferred to another school's roster

Cal C Supplement Recipient

- Annual report containing a list of Cal Grant C candidates who may be attending a particular school and have been sent a supplemental application.
- Awarding of a Cal Grant C is dependent on the applicant completing and returning the supplemental application.

Payment Activity Report

- Summary of the school's cumulative payment activity for the current award year including:
  - Funds disbursed to institutions
  - Total reconciled payment transactions for each month
  - Running Cal Grant fund balance
- Use report to track balances
- Semi-monthly report

Payment Activity Report (cont.)

- Detail and summary of the institution's:
  - Term advances;
  - Accepted and reconciled payment transaction, &
  - Cal Grant fund balance.
- Divided into two sections:
  - Accounting Summary
  - Payment Transaction Summary

School Change Upload

- Generated when schools upload a School Change Upload data file.
- Lists any students for which a school change was requested via the uploaded data file for which insufficient data was provided.
- Also includes the total number of records successfully uploaded, and the number of records that could not be processed.

Unable to Determine Renewal Eligibility Report

- Sent to schools from July through November
- Students NOT renewed
- Lists all Cal Grants recipients that the Commission believes were enrolled at the school for the prior year for whom at least one term has yet to be accounted for by the reporting of a payment, a leave of absence or another transaction.
- Informational only and is not to be returned to the Commission through the file upload process.

Unclaimed Award

- Cal Grant recipients who have had no payments reported during the selected academic year at any of the six participating California school choices indicated on the student's ISIR.
- Generated periodically throughout the year beginning with the October month-end cycle of the award year and through final reconciliation for that year.

Unclaimed Award (cont.)

- Each time the report is created it will overwrite the previous report.
- Recipients with a Cal Grant award issued for the September award cycle will only appear on the reports for Community Colleges.
- Recipients of Transfer Entitlement awards will only appear on schools with Bachelor degree programs.

Reconciliation Reports

- WebGrants Roster/Reconciliation page
- Customizable
  - Detail or Summary
  - Sorting & Filtering
- Compare to Accounting/Bursar reports

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

Display Reconciliation

- Reports will display in a text file format. They can be printed using your Web browser.
- Selecting **Detail** will produce student level data; **Summary** will provide totals. You may select either or both boxes.

Report Type: Detail ☐ Summary ☐

School ID = [ ] **Acad Year =** 2004-2005 **Format =** CSAC Standard Reconciliation GO!

- CSAC Standard Reconciliation
- Student Withdrawn Report
- Student on Leave Report
- hjkjkl
- test

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with [illegible] fter viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term [ ] Program Code [ ] Award Type [ ] GO!

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Customize Reconciliation

- The following is a list of your Reconciliation formats.
- You can add or delete up to 3 Reconciliation formats. The CSAC Standard Reconciliation format can not be changed or deleted.
- Existing Reconciliation formats can be copied, edited and renamed.
- Any Reconciliation format can be chosen as the "Preferred Format." The Preferred Format will display automatically when "Display Reconciliation" is selected from the Roster Main menu.

Row #	Name	Preferred Format	Edit	Delete
1	CSAC Standard Reconciliation	◉		
2	**Student Withdrawn Report**	○		
3	**Student on Leave Report**	○		
4	hjkjkl	○		☐
5	test	○		☐

Add New Format

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Term
Award Type
Adjustment Amount
Disbursement Amount
Eligibility Used
Adjustment Reason Code

Remove Data Element(s)

Move Down

Continue

Define Sort Order Preferences

- Click drop down boxes to choose elements for sort.

First Sort Preference		Ascending
Second Sort Preference		Ascending
Third Sort Preference		Ascending
Fourth Sort Preference		Ascending
Fifth Sort Preference		Ascending
Sixth Sort Preference		Ascending

Define Selection Criteria

- Check boxes below to limit the records you wish to display.
- A checked box means that only records with those values will be included. *(If no box or every box is checked in a category, you will see all those records for your school.)*

School Program Code					
Terms	☐ Fall	☐ Winter	☐ Spring	☐ Summer	
Program Code	☐ A	☐ B	☐ C	☐ T	
New/Renewal Students	☐ New	☐ Renewal			
Cycle ID	☐ E1	☐ E2	☐ C1	☐ C2	
EL (Education Level)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5+
Award Type	☐ Tuition/Fees	☐ Access	☐ Books & Supplies		
Pay Stat Code	☐ RA	☐ RP	☐ AA	☐ AP	

Save Reconciliation Format

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Pay Stat Codes

RA = Reconciled Adjustment

RP = Reconciled Payment

AA = Accepted Adjustment Transaction

AP = Accepted Payment Transaction

Move Down

Ascending

Ascending

Ascending

Ascending

Ascending

Ascending

Sixth Sort Preference

Define Selection Criteria

- Check boxes below to limit the records you wish to display.
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School Program Code					
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EL (Education Level)	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5+
Award Type	☐ Tuition/Fees	☐ Access	☐ Books & Supplies		
Pay Stat Code	☐ RA	☐ RP	☐ AA	☐ AP	

Save Reconciliation Format

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https://webgrants.csac.ca.gov/Roster/Recon_Main.asp?id=606&mode=new - Microsoft Internet Explorer provided by CSAC

File Edit View Favorites Tools Help

Back Search Favorites Media Address

California Student Aid Commission (Instance = saprd)

WebGrants System

Home Tools Help Sign Out

GPA | Student Info | School Info | Roster/Reconciliation | Data Transfer | Chafee Grant

Roster/Recon Main | Customize Roster | Display Roster | Print Roster | Customize Recon | Display Recon

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

Display Reconciliation

- Reports will display in a text file format. They can be printed using your Web browser.
- Selecting **Detail** will produce student level data, **Summary** will provide totals. You may select either or both boxes.

Report Type: Detail ☐ Summary ☒

School ID = **Acad Year =** 2004-2005 **Format =** CSAC Standard Reconciliation GO!

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Program Code Award Type GO!

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Done Internet

ACADEMIC YEAR **2003-2004**

RECONCILIATION REPORT (SUMMARY)
00113700 - CSU FULLERTON

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	6,306.00		2,580.00		8,886.00
B T/F	4,284.00		8,568.00		12,852.00
B ACC	4,462.00		7,942.00		12,404.00
B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
C T/F					0.00
C B/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
TOTAL	15,052.00	0.00	19,090.00	0.00	
GRAND TOTAL					34,142.00

*** END OF REPORT ***

viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term [ ] Program Code [ ] Award Type [ ] GO!

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ACADEMIC YEAR **2003-2004**

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*** END OF REPORT

viewing the Reconciliation Summary and i
filter options below to obtain student level d

Select the combination of Term, Progran
you are trying to verify. (For more compl

Basic Report Filter: Term Pro

Privacy Policy Copyright 2000

Accounting Report
2003-04 Cal Grant Disbursements

Cal Grant A: $ 8,886.00

Cal Grant B: $24,481.00

Total: $33,367.00

ACADEMIC YEAR **2003-2004**

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B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
C T/F					0.00
C B/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
TOTAL	1		0	0.00	
GRAND TOTAL					34,142.00

Accounting Report
2003-04 Cal Grant B Disbursements

Fall: $ 8,746.00

Spring: $15,735.00

Total: $24,481.00

unting Report
Grant Disbursements

A: $ 8,886.00

B: $24,481.00

$33,367.00

ACADEMIC YEAR **2003-2004**

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00113700 - CSU FULLERTON

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B ACC	4,462.00		7,942.00		12,404.00
B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
C T/F					0.00
C B/S					0.00
C TOTAL	0.00	0.00	0.00	0.00	0.00
TOTAL	[illegible]		[illegible]	0.00	
GRAND TOTAL					34,142.00

Accounting Report
2003-04 Cal Grant B Disbursements

Fall: $ 8,746.00

Spring: $15,735.00

Total: $24,481.00

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Grant Disbursements

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TOTAL	1			0.00	
GRAND TOTAL					34,142.00

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2003-04 Cal Grant B Disbursements

Fall: $ 8,746.00

Spring: $15,735.00

Total: $24,481.00

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TOTAL	1			0.00	
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Basic

Accounting Report
2003-04 Cal Grant B Disbursements

Fall: $ 8,746.00

Spring: $15,735.00

Total: $24,481.00

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B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
					0.00
					0.00
		00	0.00	0.00	0.00
				0.00	
					34,142.00

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

Tuition & Fees:	$ 8,568.00
Access:	$ 7,167.00
Total:	$15,735.00

g Report
Grant B
ments

46.00

35.00

81.00

unting Report
Grant Disbursements

A: $ 8,886.00

B: $24,481.00

$33,367.00

ACADEMIC YEAR **2003-2004**

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	FALL	WINTER	SPRING	SUMMER	TOTAL
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B T/F	4,284.00		8,568.00		12,852.00
B ACC	4,462.00		7,942.00		12,404.00
B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
					0.00
					0.00
		00	0.00	0.00	0.00
				0.00	
					34,142.00

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

Tuition & Fees: $ 8,568.00

Access: $ 7,167.00

Total: $15,735.00

g Report
Grant B
ments

46.00

35.00

81.00

unting Report
Grant Disbursements

A: $ 8,886.00

B: $24,481.00

$33,367.00

ACADEMIC YEAR **2003-2004**

RECONCILIATION REPORT (SUMMARY)
00113700 - CSU FULLERTON

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	6,306.00		2,580.00		8,886.00
B T/F	4,284.00		8,568.00		12,852.00
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B TOTAL	8,746.00	0.00	16,510.00	0.00	25,256.00
					0.00
					0.00
		00	0.00	0.00	0.00
				0.00	
					34,142.00

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

Tuition & Fees: $ 8,568.00

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ACADEMIC YEAR **2003-2004**

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00113700 - CSU FULLERTON

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					0.00
					0.00
		00	0.00	0.00	0.00
				0.00	
					34,142.00

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

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Grant Disbursements

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

Display Reconciliation

- Reports will display in a text file format. They can be printed using your Web browser.
- Selecting **Detail** will produce student level data; **Summary** will provide totals. You may select either or both boxes.

Report Type: Detail ☒ Summary ☐

School ID = 00113700 **Acad Year =** 2003-2004 **Format =** CSAC Standard Reconciliation GO!

Basic Report Filter for CSAC Standard Format Only

The purpose of this secondary filter is to provide schools with a basic reconciliation tool. After viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

- Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term Spring Program Code B Award Type Access GO!

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ACADEMIC YEAR **2003-2004**

RECONCILIATION REPORT (DETAIL)
00113700 - CSU FULLERTON

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
SORT CRITERIA : SSN ASCENDING , TERM ASCENDING , AWARD TYPE DESCENDING
DATES SHOWN IN THIS REPORT ARE IN MMDDYY FORMAT

SSN	SCH PRG	GRANT ID	PG CD	TM	AWD TYP	ADJ AMT	DISB AMT	ELIG USED	ADJ RSN	LAST NAME	FIRST NAME (10 Char)	M I	CREATE DATE	PAY DATE	PS	ADJ DATE	N R	CI	EL
001137016	00	C01044794	B	SP	ACS	581	581	37.5	TT	SCONTRERAS	SALMAMAE	A	020702	050202	RA	050202	N	C1	4
						581	581												
001137020	00	C01078382	B	SP	ACS	581	581	37.5	TT	UYEN	MAIJ	T	051602	053002	RA	051602	N	C2	2
						581	581												
001137022	00	C01079423	B	SP	ACS	387	387	25.0	HT	SMAIN	SAM	H	052302	053002	RA	052302	N	C2	3
						387	387												
001137025	00	C01078880	B	SP	ACS	0	775	50.0		MILLEN	LAURIEST	J	041102	050202	RP		N	C2	2
						0	775												
001137030	00	C98009394	B	SP	ACS	0	775	50.0		SNIED	MEG	B	030702	032802	RP		R		4
						0	775												
001137036	00	C01079767	B	SP	ACS	0	775	50.0		SOUZA	TERRINE	M	041102	050202	RP		N	C2	2
						0	775												
001137038	00	C01047110	B	SP	ACS	0	775	50.0		SQUEZADA	BALONSO		041802	050202	RP		N	C1	4
						0	775												
001137039	00	C01074590	B	SP	ACS	775	775	50.0	FT	FANTUNA	LETTERMAN		031402	032802	RA	031402	N	C2	2
						775	775												
001137050	00	C01051703	B	SP	ACS	581	581	37.5	TT	JAGUILAR	MARINANNA		020702	032802	RA	030702	N	C1	3

ACADEMIC YEAR **2003-2004**

RECONCILIATION REPORT (DETAIL)
00113700 - CSU FULLERTON

PAGE NUMBER: 1

FILTER CRITERIA : PAY STAT CODE IN ('RA','RP','AA','AP') AND TERM (FL,WN,SP,SU)
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001137016	00	C01044794	B	SP	ACS	581	581	37.5	TT	SCONTRERAS	SALMAM								
						581	581												
001137020	00	C01078382	B	SP	ACS	581	581	37.5	TT	UYEN	MAIJ								
						581	581												
001137022	00	C01079423	B	SP	ACS	387	387	25.0	HT	SMAIN	SAM								
						387	387												
001137025	00	C01078880	B	SP	ACS	0	775	50.0		MILLEN	LAURIE								
						0	775												
001137030	00	C98009394	B	SP	ACS	0	775	50.0		SNIED	MEG								
						0	775												
001137036	00	C01079767	B	SP	ACS	0	775	50.0		SOUZA	TERRIN								
						0	775												
001137038	00	C01047110	B	SP	ACS	0	775	50.0		SQUEZADA	BALONS								
						0	775												
001137039	00	C01074590	B	SP	ACS	775	775	50.0	FT	FANTUNA	LETTER								
						775	775												
001137050	00	C01051703	B	SP	ACS	581	581	37.5	TT	JAGUILAR	MARINA								

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

Scontreras, S	$581
Uyen, M	$581
Smain, S	$387
Millen, L	$775
Snied, M	$775
Souza, T	$775
Squezada, B	$775
Juguilar, M	$775

ACADEMIC YEAR **2003-2004**

RECONCILIATION REPORT (DETAIL)
00113700 - CSU FULLERTON

PAGE NUMBER: 1

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001137016	00	C01044794	B	SP	ACS	581	581	37.5	TT	SCONTRERAS	SALMAN								
						581	581												
001137020	00	C01078382	B	SP	ACS	581	581	37.5	TT	UYEN	MAIJ								
						581	581												
001137022	00	C01079423	B	SP	ACS	387	387	25.0	HT	SMAIN	SAM								
						387	387												
001137025	00	C01078880	B	SP	ACS	0	775	50.0		MILLEN	LAURIE								
						0	775												
001137030	00	C98009394	B	SP	ACS	0	775	50.0		SNIED	MEG								
						0	775												
001137036	00	C01079767	B	SP	ACS	0	775	50.0		SOUZA	TERRIN								
						0	775												
001137038	00	C01047110	B	SP	ACS	0	775	50.0		SQUEZADA	BALONS								
						0	775												
001137039	00	C01074590	B	SP	ACS	775	775	50.0	FT	FANTUNA	LETTER								
						775	775												
001137050	00	C01051703	B	SP	ACS	581	581	37.5	TT	JAGUILAR	MARINA								

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

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ACADEMIC YEAR **2003-2004**

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						581	581												
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						581	581												
001137022	00	C01079423	B	SP	ACS	387	387	25.0	HT	SMAIN	SAM								
						387	387												
001137025	00	C01078880	B	SP	ACS	0	775	50.0		MILLEN	LAURIE								
						0	775												
001137030	00	C98009394	B	SP	ACS	0	775	50.0		SNIED	MEG								
						0	775												
001137036	00	C01079767	B	SP	ACS	0	775	50.0		SOUZA	TERRIN								
						0	775												
001137038	00	C01047110	B	SP	ACS	0	775	50.0		SQUEZADA	BALONS								
						0	775												
001137039	00	C01074590	B	SP	ACS	775	775	50.0	FT	FANTUNA	LETTER								
						775	775												
001137050	00	C01051703	B	SP	ACS	581	581	37.5	TT	JAGUILAR	MARINA								

Accounting Report
2003-04 Cal Grant B
Spring Disbursements

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Millen, L	$775
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Squezada, B	$775
Juguilar, M	$581

Cal Grant payment reported to CSAC but not disbursed to student

Other Reconciliation Reports

- Students on Leave Report
- Withdrawn Students Report

Format Guide for Report Downloads

Report Type	Data File	Formatted Text File
Grant Roster	✓	✓
“Compared” Rosters	✓	
Removed From Roster	✓	
Accept/Reject	✓	✓
Unable to Determine Renewal Eligibility	✓	✓
Payment Activity		✓
Reconciliation Reports		✓
Automatic Leave	✓	✓
Award Status Extract (Upload & Download)	✓	
Education Level Verification	✓	
EL Accept/Reject		✓
EL Upload Summary		✓
Cal Grant C Supplement	✓	✓
Unclaimed Awards	✓	✓

Data File Layout Specifications

Report Type	File Layout	Header Required
Grant Roster Upload	**Helpdesk**	🖱
Grant Roster Download	**Helpdesk**	
Award Status Extract Upload	WebGrants	🖱
Award Status Extract Download	WebGrants	
CCC Enrollment Data Upload	WebGrants	🖱
School Change Data File	WebGrants	🖱
Unclaimed Awards Report	WebGrants	

Report Type	File Layout	
GPA Upload	WebGrants	Special Upload Screens
EL Verification	WebGrants	

Cal Grant Contact Numbers

Training	(888) 294-0153 otdtraining@csac.ca.gov
School Help Line	(888) 294-0153 custsvcs@csac.ca.gov
Technology Help Desk	(888) 294-0148 csachelpdesk@csac.ca.gov

Questions?