

California Student Aid Commission

**Reports
and
Tools**





Disclaimer

All student data provided in the following reports are fictitious. Student names, Date of Births, GPAs and school information have been modified to protect all third parties. All material presented today is for training purposes only.





Reports

Making education beyond high school financially accessible to all Californians.

College Reports

California Student Aid Commission (SAPRD)
WebGrants System

[Tools](#) [Help](#) [Sign Out](#)



Welcome!
To the **CSAC Portal Menu**

The last time you logged on to this system was: 01/21/2015 01:10:27 pm
Number of failed attempts since your last login: 1

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

Portal Menu

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[User Administration](#)

Account Information

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[Help With Your Account](#)

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Revision: 9 Date: 12/14/2009 11:43:03 AM



College Reports

California Student Aid Commission (SAPRD)
WebGrants System

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Welcome!
To the [WebGrants Menu](#)

The last time you logged on to this system was: 01/21/2015 01:10:27 pm
Number of failed attempts since your last login: 1

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

WebGrants Menu

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Revision: 9 Date: 12/14/2009 11:43:03 AM





College Reports

California Student Aid Commission (SAPRD)

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WebGrants System

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[NON-SSN GPA](#)

[Data Transfer](#) [File Upload](#) [Report Download](#)

Data Transfer Menu

[File Upload](#)

[Report Download](#)

Report Download

- ✦ To download or display a report or data file click on the Retrieve File button.
- ✦ 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.
- ✦ To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

School ID = Acad Year = 2017-2018 ▼ Month = All ▼
Report = All ▼ Media Type = All ▼ 



What reports are available?

- Accept/Reject
- Award Status Extract
- Cal C Supplement Recipient
- E2 Verification
- Education Level (EL) Verification
- Education Level (EL) Verification
- Monthly Payment Activity
- School Change Upload
- Student Overlap
- Unable to Determine Remaining Eligibility
- Unclaimed Awards



Accept/Reject Report

1 SABRAR2 - 01 (EDE COPY)		CALIFORNIA STUDENT AID COMMISSION										PAGE : 1			
												ACCEPT/REJECT REPORT		RUN DATE: 10/28/2011	
														RUN TIME: 22:55:36	
REJECTED SECTION															
GRANT ID#	SSN	STUDENT LASTNAME	FIRST NAME	M I	PROCESS DATE	SRC CODE	ACT CODE	PGM CODE	NEED	ADJ NEED	PAY TYPE	TRM	AMOUNT	ADJ RSN	PAY STATUS
6785:		GONZALEZ	ELIDA		10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD
PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT															
6785:			ROBERT		10/28/2011	C	U	C	0	0	B&S	FL	288.00		PD
PAY TYPE B&S: SCHOOL HAS ALREADY REPORTED PAYMENT															
6785:			JOSE	A	10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD
PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT															

TOTALS															
BATCH -		PAYMENTS REJECTED:		0		AMOUNT REJECTED:		0.00							
ONLINE -		PAYMENTS REJECTED:				AMOUNT REJECTED:									
COMBINED -		PAYMENTS COMBINED:				AMOUNT COMBINED:									

1SABRAR2 - 01 (EDE COPY)		CALIFORNIA STUDENT AID COMMISSION										PAGE : 2			
												ACCEPT/REJECT REPORT		RUN DATE: 10/28/2011	
														RUN TIME: 22:55:36	
ACCEPTED SECTION															
GRANT ID#	SSN	STUDENT LASTNAME	FIRST NAME	M I	PROCESS DATE	SRC CODE	ACT CODE	PGM CODE	NEED	ADJ NEED	PAY TYPE	TRM	AMOUNT	ADJ RSN	PAY STATUS
		ACEVEDO	AMALIA		10/28/2011	C	U	B	18498	0	B&S	FL	216.00		TT
		ACEVEDO	WILBERTO		10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD
		ACEVES	MATEO	V	10/28/2011	C	U	B	9389	0	ACC	FL	388.00		HT
		ACEVES	RICARDO		10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD
		AGUILAR	JEANETTE		10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD
		AGUILERA	ANA	J	10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD
		ALBARRANSALINAS	MARIA	G	10/28/2011	C	U	C	0	0	B&S	FL	288.00		PD
		ALBRIGHT	MEGAN	R	10/28/2011	C	U	B	0	0	ACC	FL	776.00		PD



Award Status Extract

567898205MILTON	JENNIFER	E19711026NC175844418227.5	B 1670		ACSS	1670
565439833ROMAN	AMY	P19850516NC175861614100	B 7142T/F	5472	ACSS	1670
580816087REYES	ADRIANA	O19850330NC175931094100	B 7142T/F	5472	ACSS	1670
687672303LEO	JESUS	P19720519NC176013053200	B 7142T/F	5472	ACSS	1670
649002369CETE	JEREMY	L19860124NC175899323200	B 7142T/F	5472	ACSS	1670
550220979GOOD	TONI	P1980722NC175993414100	B 1670		ACSS	1670
569877455TOMAS	LEILA	P19790620NC175932902200	B 7142T/F	5472	ACSS	1670
595551556RAMIREZ	BRITTANY	P19870903NC175811773200	B 7142T/F	5472	ACSS	1670
603280114FOU	ARTA	P19890717NC175918411100	B 7142T/F	5472	ACSS	1670
629914380WEATHER	RICH	S19891229NC176005349200	B 7142T/F	5472	ACSS	1670

538068129	No record found or application not processed
556084282	No record found or application not processed
613187790	No record found or application not processed
625228110	No record found or application not processed
615160682	No record found or application not processed
512377814	No record found or application not processed
658208245	No record found or application not processed
564672006	No record found or application not processed
207600199	No record found or application not processed
388568270	No record found or application not processed
426272227	No record found or application not processed
466877382	No record found or application not processed
528895131	No record found or application not processed



Cal Grant C Supplement Recipient

CAL C SUPPLEMENT RECIPIENT REPORT
ACADEMIC YEAR 2014

FULLERTON COLLEGE - 00120100

08/15/2014

SSN	Last	First	MI	Address	City	State	Zip Code	CSupp Form
00000000	ORO	ED		320 VERMONT AVENUE	ANAHEIM	CA	928	N
00000000	VAZQUEZ	KEVIN		2432 CLIFHURST ST	ROWLAND HEIGHTS	CA	928	Y
00000000	RAMOS	FERNANDA		445 ARIEL PARK DRIVE	ANAHEIM	CA	928	Y
00000000	MENDEZ	JORGE		438 RASKIN DRIVE	ROWLAND HEIGHTS	CA	917	N
00000000	RAMIREZ	PETER		31 FIRST AVE	LA HABRA	CA	906	Y
00000000	CARRILLO	AL		533 WEST ST	PALM SPRINGS	CA	928	Y
00000000	SANTIAGO	ANIEE		3030 JACKSON AVE	YORBA LINDA	CA	928	N
00000000	PANH	JESS		13 MARIE DRIVE	FULLERTON	CA	928	N
00000000	TRAN	ANNE		1 EAST OLIVE AVE	ANAHEIM	CA	928	N
00000000	MARIN	CHRIS		322 WEATLH WAY APT A	LA HABRA	CA	928	N
00000000	SANCHEZ	FRANK		41 SUNRISE DR	PALM SPRINGS	CA	922	N
00000000	JAM	DON		20 S BAY WAY	YORBA LINDA	CA	928	N
00000000	HUY	DAN		162 BAKER AVE	LA HABRA	CA	928	N
00000000	VAL	REY		130 VALENCIA AVE	FULLERTON	CA	928	N
00000000	ESTRADAHERNANDEZ	ALEJANDRA		309 COMMON ST	FULLERTON	CA	928	N
00000000	TUAN	FAY		250 BROOK AVE	ANAHEIM	CA	928	N

E2 Verification

AHTN09	00131200	UNIV OF CA - BERKELEY	28apr17						
608202373	2016 00131200	NICOS		RICO	A	E15149070	B	1	150
611733155	2016 00131200	LOREN		BEN		E16356971	B	1	300
618388654	2016 00131200	MARTIN		LITA	A	E16365028	B	1	200
616216667	2016 00131200	BERNETT		SAM		E16346358	B	1	200
626748655	2016 00131200	GAZIZ		SHAE	S	E15166463	B	1	100



Monthly Payment Activity Report

1 SABRMPA1 - 01		CALIFORNIA STUDENT AID COMMISSION		PAGE NO: 1
		PAYMENT ACTIVITY REPORT		RUN DATE: 11/19/2011
		ACCOUNTING SUMMARY		RUN TIME: 03:40:30
		ACADEMIC YEAR 2011		
		00111100 - ALLAN HANCOCK COLLEGE		
DATE	ACTIVITY	FUNDS DISBURSED TO INSTITUTION	PAYMENT TRANSACTIONS	BALANCE
----	-----	-----	-----	-----
08-23-11	FALL ADVANCE	141,653.00		141,653.00
08-26-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
09-02-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
10-07-11	FALL RECONCILED PAYMENT TRANSACTIONS		0.00	141,653.00
10-28-11	FALL RECONCILED PAYMENT TRANSACTIONS		260,346.00	-118,693.00
10-28-11	RECONCILED PAYMENT TO INSTITUTION	118,693.00		0.00
11-04-11	FALL RECONCILED PAYMENT TRANSACTIONS		704.00	-704.00
11-04-11	RECONCILED PAYMENT TO INSTITUTION	704.00		0.00
11-18-11	FALL RECONCILED PAYMENT TRANSACTIONS		1,374.00	-1,374.00
11-18-11	RECONCILED PAYMENT TO INSTITUTION	1,374.00		0.00
	TOTAL FUNDS DISBURSED / TOTAL PAYMENTS	262,424.00	262,424.00	

	FALL	WINTER	YEAR-TO-DATE ACTIVITY			TOTAL
			SPRING	SUMMER		
CAT/F	0.00	0.00	0.00	0.00	0.00	0.00
CBT/F	0.00	0.00	0.00	0.00	0.00	0.00
CBACC	255,692.00	0.00	0.00	0.00	0.00	255,692.00
CBTOTAL	255,692.00	0.00	0.00	0.00	0.00	255,692.00
CCT/F	0.00	0.00	0.00	0.00	0.00	0.00
CCB/S	6,732.00	0.00	0.00	0.00	0.00	6,732.00
CCTOTAL	6,732.00	0.00	0.00	0.00	0.00	6,732.00
GFT/F	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	262,424.00	0.00	0.00	0.00	0.00	262,424.00
GRAND TOTAL						262,424.00



School Change Upload

SABCSCT	CALIFORNIA STUDENT AID COMMISSION	PAGE: 5
BATCH DATE: 06/20/2014	SCHOOL CHANGE DATA FILE UPLOAD REPORT	RUN DATE: 06/20/2014
	ACADEMIC YEAR 2014	RUN TIME: 17:38:05

00131300 - UNIV OF CA - DAVIS

00000000 FL Student is not present in the roster
 00000000 FL Invalid SSN
 00000000 FL Student is not present in the roster
 00000000 FL Student is not present in the roster
 00000000 FL Invalid SSN
 00000000 FL Invalid SSN
 00000000 FL Student is not present in the roster
 00000000 FL Invalid SSN
 00000000 FL Student is not present in the roster
 00000000 FL Student is not present in the roster
 00000000 FL There are no record in grant application table for this SSN
 00000000 FL Student is not present in the roster
 00000000 FL This Entitlement Transfer record is on-hold awaiting the return of the (G6) Transfer Entitlement Cal Grant Certification form. Once the information is verified the record will be released for school change by Commission staff.

Rejected Records

Record Counts

Number of records read.....	1382
Number of records converted to school change transactions.....	1213
Number of records that could not be converted to school change transactions	168
Number of blank records.....	1

Record Counts

*** END OF REPORT ***



Student Overlap

```
2019 . . . . . YOUR SCHOOL NAME HERE . . . . .
000138012JAQUELINE . . . . .CASTER . . . . . 20000514E1N2B
000147487RAUL . . . . . HUNTER . . . . . 20001027E1N1B
000153178CITLALY . . . . . ELIAS . . . . . 20010714E1N1B
000153215ADRIANA . . . . . SANTOS . . . . . J20010516E1N1B
000153301ENRIQUE . . . . . CHONG . . . . . 20010323E1N1B
000153411JOSSELIN . . . . . LOVE . . . . . 20010307E1N1B
000153589LUIS . . . . . DIAZ . . . . . A20010921E1N1B
000153594DANITZA . . . . . JOHNSON . . . . . G20010709E1N1B
000153649ADRIANA . . . . . WARNER . . . . . 20001121E1N1B
```




Unable to Determine Remaining Eligibility

UDHD09	YOUR SCHOOL NAME HERE		
GPUDABDULKHALIQ	AMEER	274026951B	FL, SP
GPUDABED	JENNA	M122820206A	FL, SP
GPUDABOYE	TEWODROS	E612855755B	FL, SP
GPUDABUSHANAB	NOOR	A635585848B	FL, SP
GPUDACOSTA	DOUGLAS	505390059B	FL, SP
GPUDADJEI	CHANEL	A616944623B	FL, SP
GPUDAGBALOG	ANGELICA	610260267B	FL, SP
GPUDAGEE	BENJAMIN	P602688363B	FL, SP



Unclaimed Awards

ucar-2016-00131300-21apr17.txt
BATCH DATE: 04/21/2017

CALIFORNIA STUDENT AID COMMISSION
UNCLAIMED AWARDS FOR UNIV OF CA - DAVIS (00131300)
ACADEMIC YEAR 2016

PAGE: 1
RUN DATE: 04/22/2017
RUN TIME: 01:35:27

SSN	LAST NAME	FIRST NAME	M I BIRTH DATE	CYCLE ID	PROG CODE	NEW/REN	CURRENT SCHOOL	LOA ADDRESS
000010524	NAVA	ARIA	G 12/01/1992	E2	B	R	Y	91 NORMINGTON CT STOCKTON, CA 95207 NAVAMARIA@GMAIL.COM
000040110	HERRON	FRED	C 08/31/1994	E1	B	R	Y	838 EUREKA AVENUE SPC. 20 YUBA CITY, CA 95991 HGNA@HOTMAIL.COM
000024311	AQUINO	ZAIR	Y 04/16/1993	E2	B	N	Y	280 GREENSBORO DRIVE SACRAMENTO, CA 95833 ZAIR@GMAIL.COM
000014612	RENO	ERIKA	C 01/01/1993	E2	B	N	Y	261 ADELA AVENUE DAVIS, CA 95616 VC21@GMAIL.COM
000066120	ANTON	VICTOR	12/31/1990	E2	B	N	Y	173 WILBUR STREET APT.8 CONCORD, CA 94520 APA 412@HOTMAIL.COM




Tools

Making education beyond high school financially accessible to all Californians.

Locating tools in WebGrants

California Student Aid Commission (SAPRD)
WebGrants System


[Tools](#) [Help](#) [Sign Out](#)

 **Welcome! SA3JXW**
To the CSAC Portal Menu

The last time you logged on to this system was: 03/30/2012 09:31:44 am
Number of failed attempts since your last login: 0

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

Portal Menu	Account Information
WebGrants Table Edit User Administration	View Your Account Details Help With Your Account





The Tools Page in WebGrants

Tools	
Tools	Description
<ul style="list-style-type: none">▶ *Note: Systems that have upgraded to Microsoft Office Excel 2007 will encounter a file format error while exporting HTML in Excel format with an extension (.xlsm). For best results download the "Template for Excel 2007" to your computer. *See under "Description" for saving the converted template to your computer▶ Each of these tools involves downloading files that use external software. Some require that additional software be resident on the user's computer▶ For best results, right click on the link and select the "Save" option.▶ A Users Guide containing further descriptions and instructions for each of these tools is located in the Help Center	
<ul style="list-style-type: none">▶ Roster Data File Compare -- Delphi	Provides comparisons between a previous roster data file and the current file
<ul style="list-style-type: none">▶ Excel Grant Roster Template -- for Excel '97	Formats roster data files into a Microsoft Excel spreadsheet
<ul style="list-style-type: none">▶ Excel Grant Roster Template -- for Excel 2000	Formats roster data files into a Microsoft Excel spreadsheet
<ul style="list-style-type: none">▶ Excel Grant Roster Template -- for Excel 2007	*Right-click the link "Excel Grant Roster Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save
<ul style="list-style-type: none">▶ Excel Grant Roster Template -- for Excel 2010	*Right-click the link "Excel Grant Roster Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save
<ul style="list-style-type: none">▶ Excel Grant Roster Template -- for Excel 2013	*Right-click the link "Excel Grant Roster Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save



The Tools Page in WebGrants

• [Excel Unclaimed Awards Template -- for Excel 2007](#)

*Right-click the link "Excel Unclaimed Awards Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xism) and save

• [Excel Unclaimed Awards Template --- Excel 2010](#)

Formats Unclaimed Award data files into a Microsoft Excel spreadsheet

• [Excel Unclaimed Awards Template --- Excel 2013](#)

Formats Unclaimed Award data files into a Microsoft Excel spreadsheet

• [Excel GPA Template](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants

• [Excel GPA Template -- for Excel 2007](#)

*Right-click the link "Excel GPA Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xism) and save

• [Excel GPA Template --- Excel 2010](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants

• [Excel GPA Template --- Excel 2013](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants

• [Excel NON-SSN GPA Template](#)

*Right-click the link "Excel NON-SSN GPA Template" and select "Save Link As" option to save the template to your computer.

• [NON-SSN GPA Template --- Excel 2010](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants



The Tools Page in WebGrants

• Excel Reconciliation Template	Formats reconciliation data files into a Microsoft Excel spreadsheet
• Excel Reconciliation Template -- for Excel 2007	*Right-click the link "Excel Reconciliation Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save
• Excel Reconciliation Template --- Excel 2010	Formats reconciliation data files into a Microsoft Excel spreadsheet
• Excel Reconciliation Template --- Excel 2013	Formats reconciliation data files into a Microsoft Excel spreadsheet
• Excel EL Verification Template	Formats EL Verification data files into a Microsoft Excel spreadsheet
• Excel EL Verification Template -- for Excel 2007	*Right-click the link "Excel EL Verification Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save
• Excel EL Verification Template --- Excel 2010	Formats EL Verification data files into a Microsoft Excel spreadsheet
• Excel EL Verification Template --- Excel 2013	Formats EL Verification data files into a Microsoft Excel spreadsheet
• Excel Unclaimed Awards Template	Formats Unclaimed Award data files into a Microsoft Excel spreadsheet



The Tools Page in WebGrants

<ul style="list-style-type: none">● Excel NON-SSN GPA Template -- Excel 2013	Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants
<ul style="list-style-type: none">● 2012-13 Cal ISIR Tool● 2013-14 Cal ISIR Tool● 2014-15 Cal ISIR Tool● 2014-15 Cal ISIR Tool -- Excel 2013	The Cal ISIR tools are used to open and view Cal ISIRs in a friendly format. Please note that tool instructions are included on the worksheet tabs. This can be used with Excel 2007 and 2010. <i>*Right-click the link "2014-15 Cal ISIR Tool -- Excel 2013" and select "Save Link As" option to save the template to your computer.</i>
<ul style="list-style-type: none">● 2015-16 Cal ISIR Tool -- Excel 2013	<i>*Right-click the link "2015-16 Cal ISIR Tool -- Excel 2013" and select "Save Link As" option to save the template to your computer.</i>
<ul style="list-style-type: none">● Excel MCS Roster Template -- for Excel 2010	<i>*Right-click the link "Excel MCS Roster Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save</i>
<ul style="list-style-type: none">● 	Links to the Adobe product website so users can download free software needed to read .PDF files



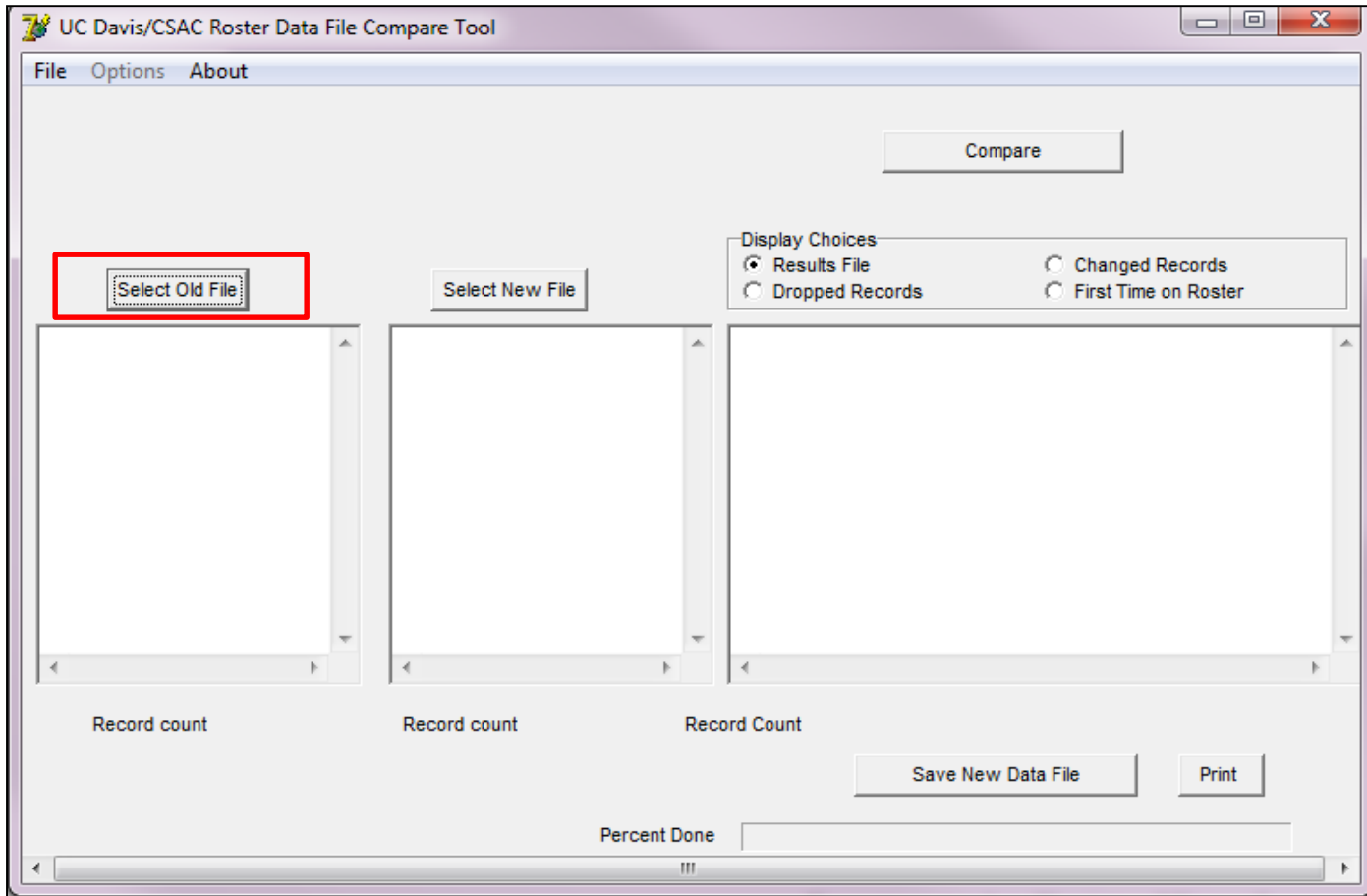
Available Tools in WebGrants

- **Roster Data File Comparison-** Provides comparisons between a previous roster data file and the current file
- **Grant Roster Template-** Formats roster data files into a Microsoft Excel Spreadsheet
- **Reconciliation Template-** Formats reconciliation data files into a Microsoft Excel spreadsheet
- **EL Verification Template-** Formats EL Verification data files into a Microsoft Excel spreadsheet
- **Unclaimed Awards Template-** Formats Unclaimed award data files into a Microsoft Excel spreadsheet

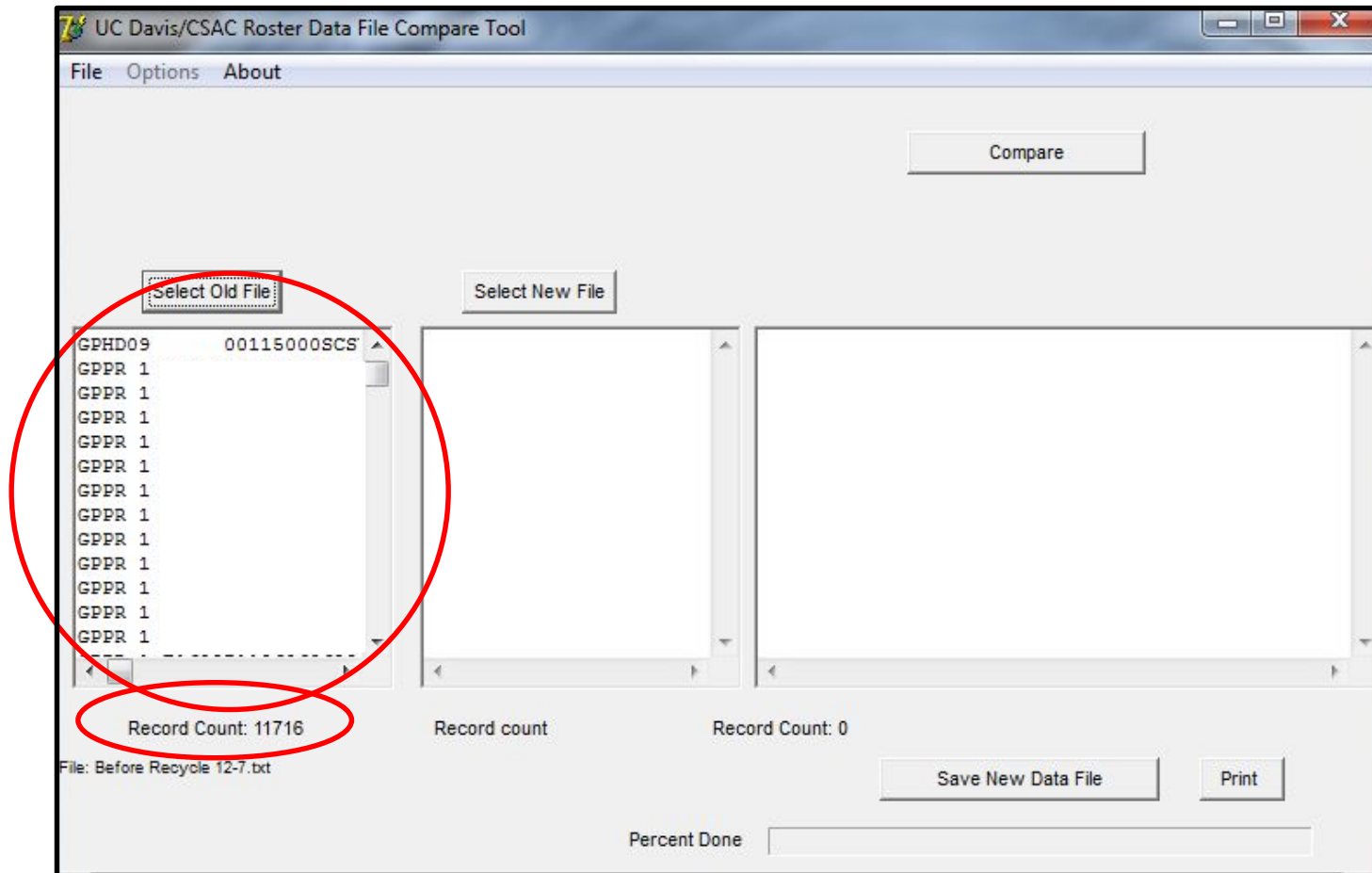


Roster Data File Compare

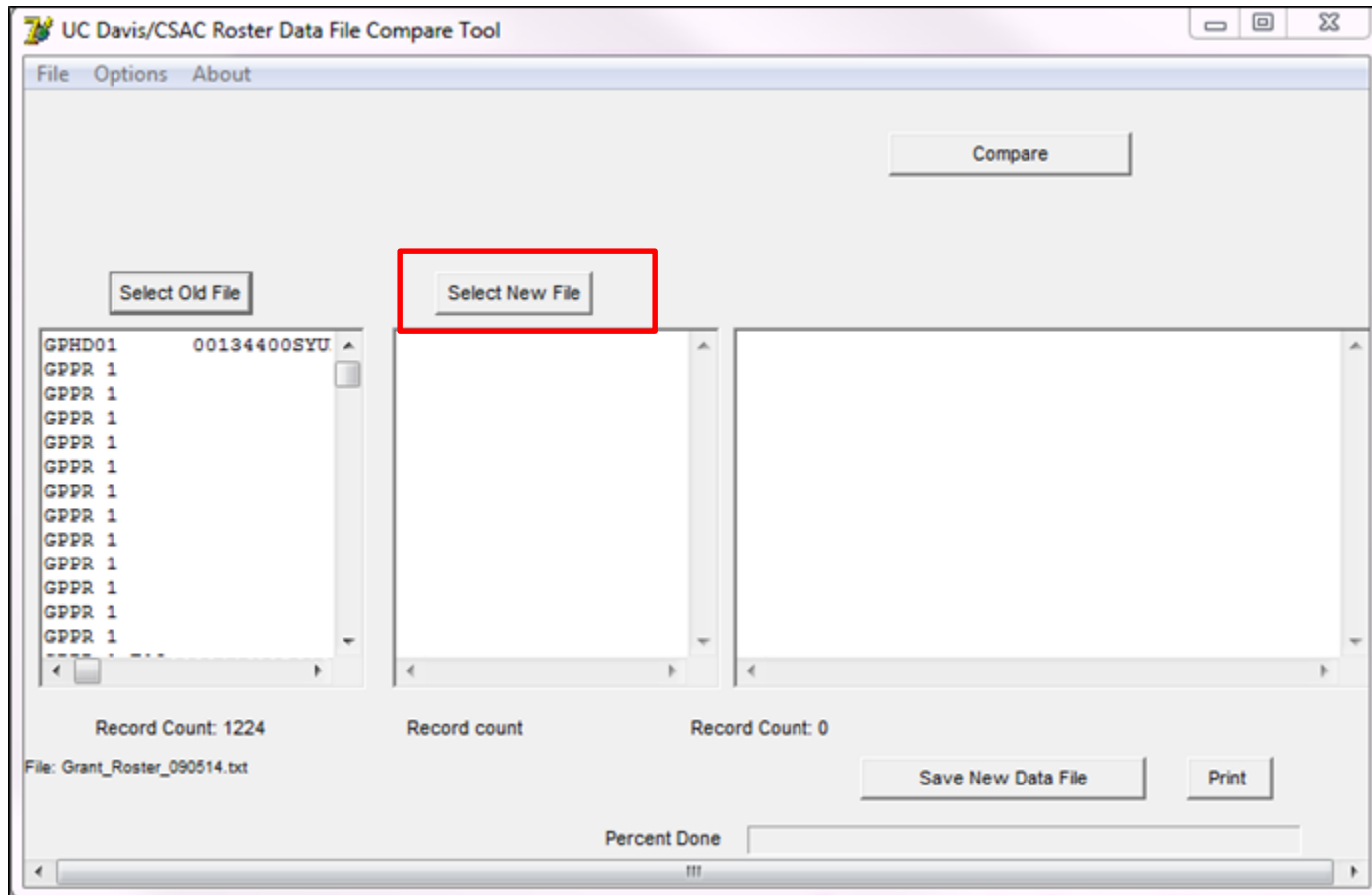
Roster Data File Compare



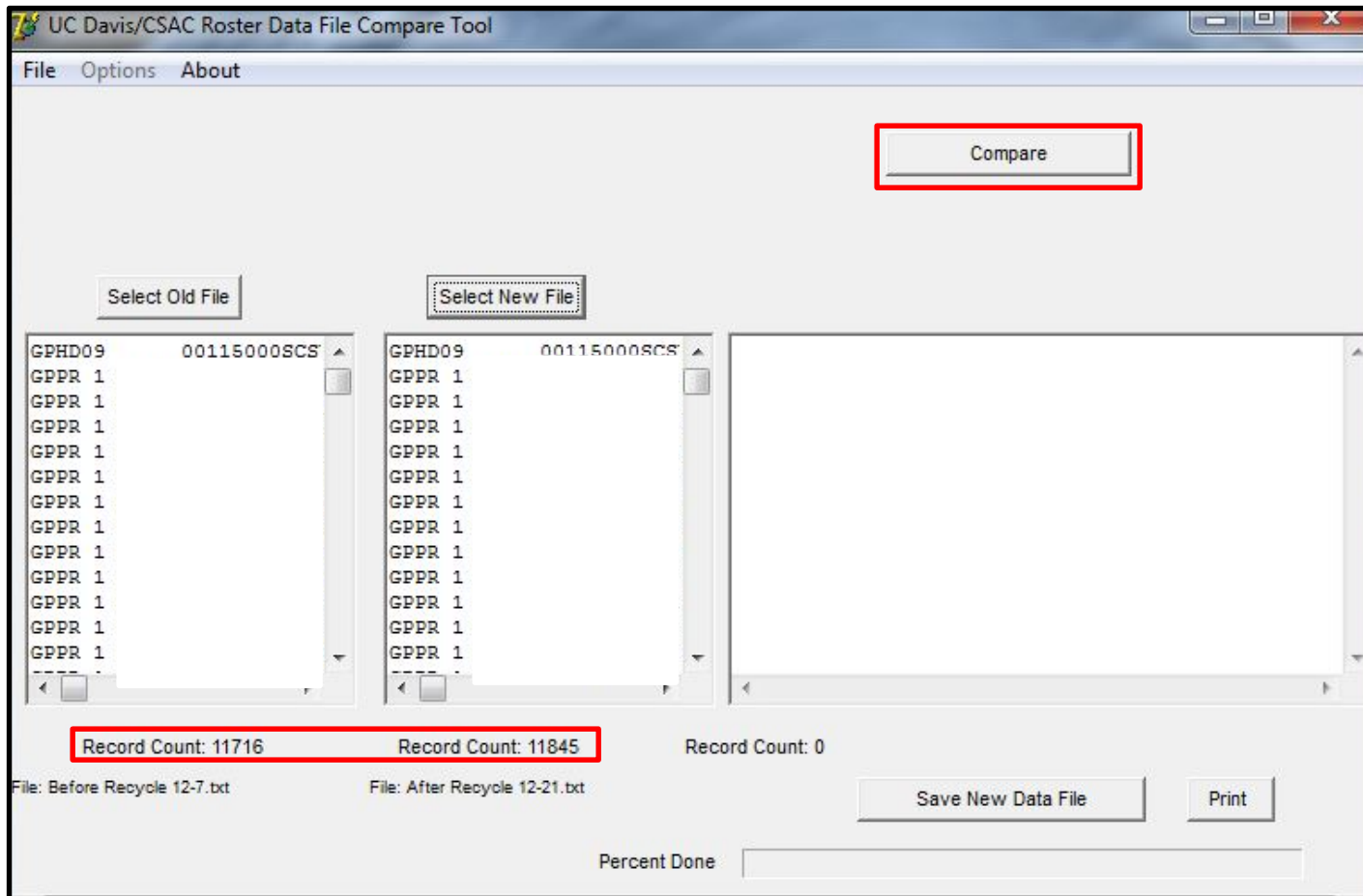
Roster Data File Compare



Roster Data File Compare

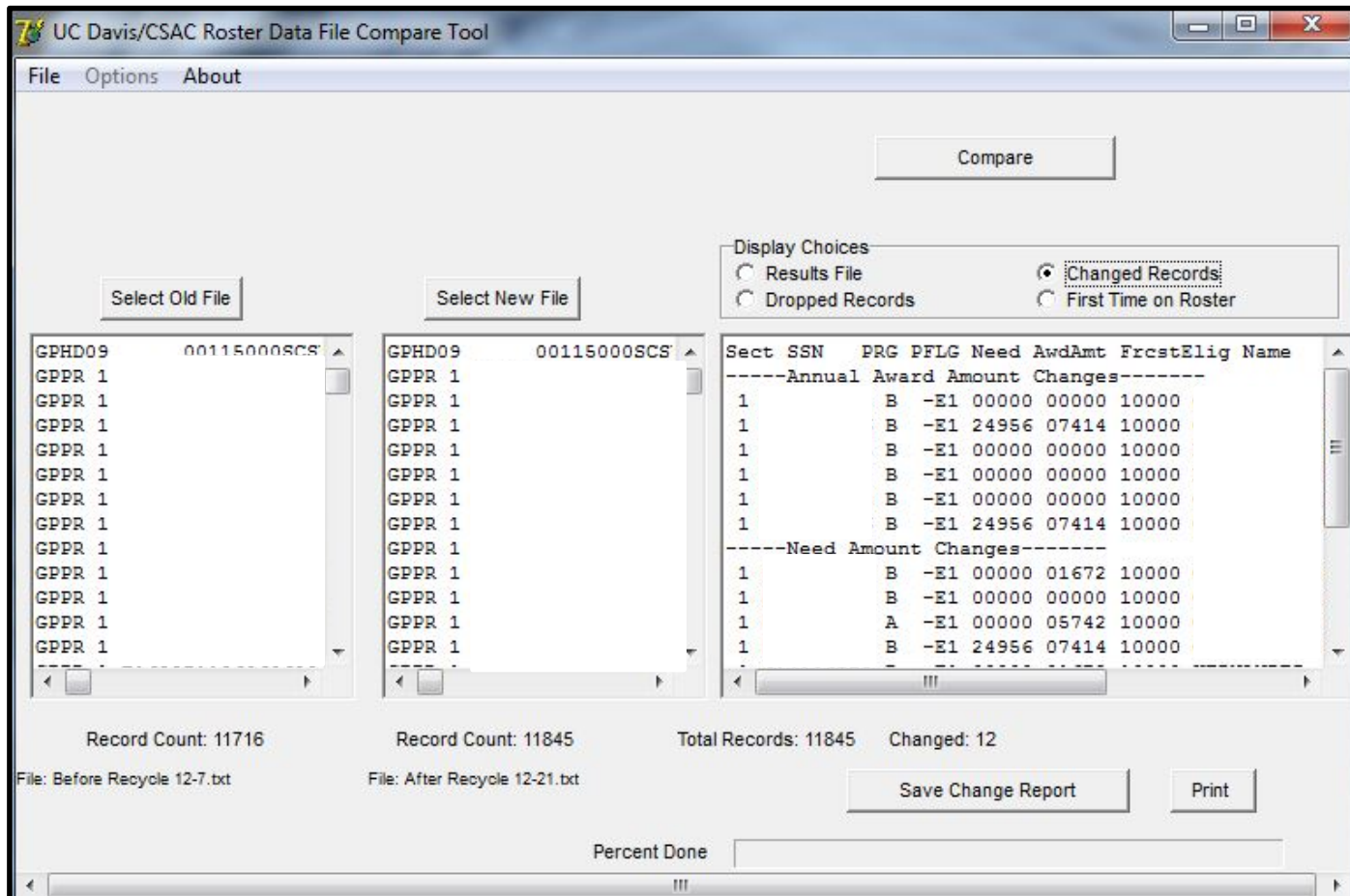


Roster Data File Compare



Making education beyond high school financially accessible to all Californians.

Roster Data File Compare- Changed Records



UC Davis/CSAC Roster Data File Compare Tool

File Options About

Compare

Select Old File Select New File

Display Choices

Results File
 Changed Records
 Dropped Records
 First Time on Roster

Sect	SSN	PRG	PFLG	Need	AwdAmt	FrctstElig	Name
----Annual Award Amount Changes----							
1		B	-E1	00000	00000	10000	
1		B	-E1	24956	07414	10000	
1		B	-E1	00000	00000	10000	
1		B	-E1	00000	00000	10000	
1		B	-E1	00000	00000	10000	
1		B	-E1	24956	07414	10000	
----Need Amount Changes----							
1		B	-E1	00000	01672	10000	
1		B	-E1	00000	00000	10000	
1		A	-E1	00000	05742	10000	
1		B	-E1	24956	07414	10000	

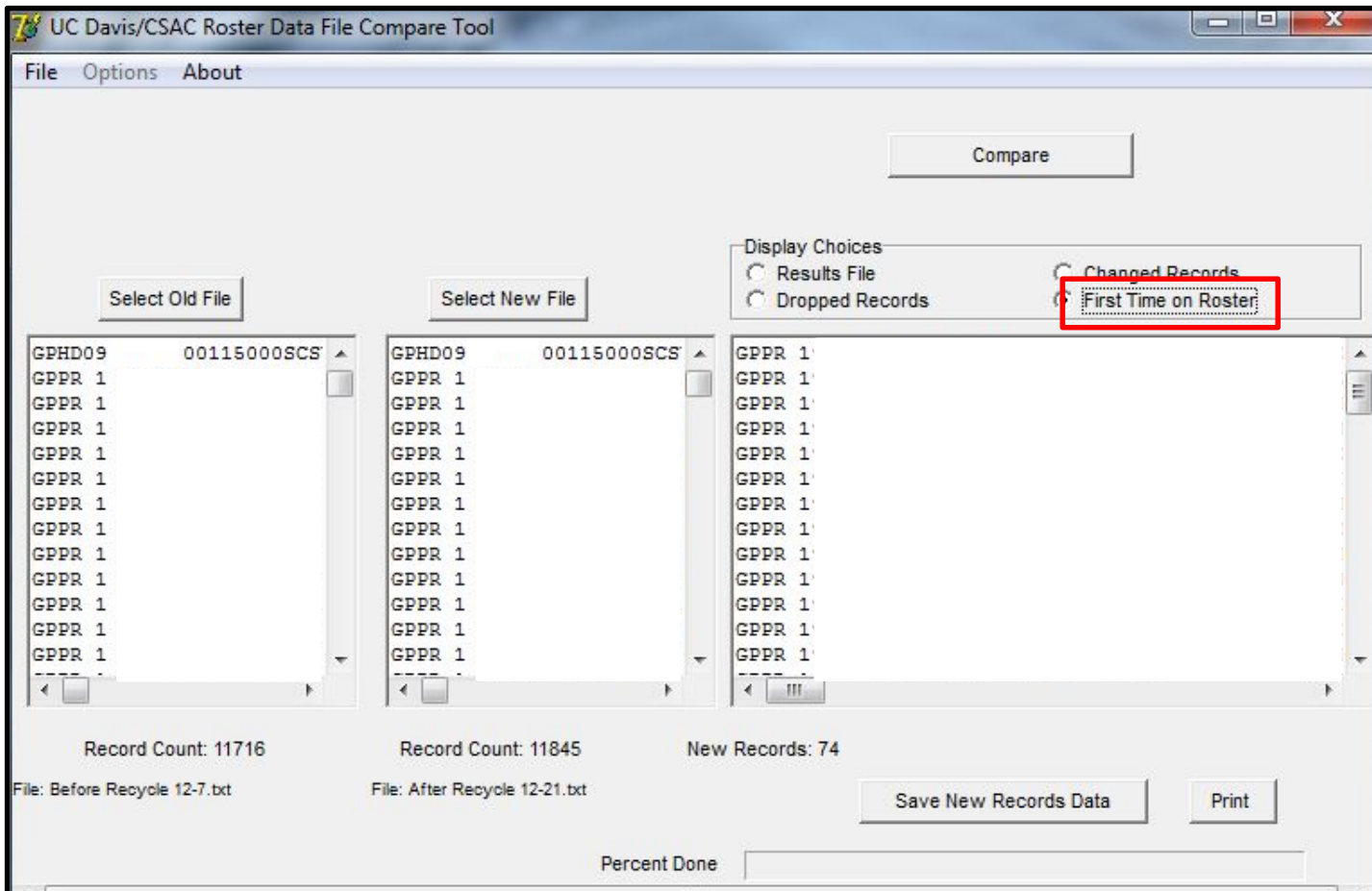
Record Count: 11716 Record Count: 11845 Total Records: 11845 Changed: 12

File: Before Recycle 12-7.txt File: After Recycle 12-21.txt

Save Change Report Print

Percent Done

Roster Data File Compare- First Time on Roster





Grant Roster Data File



Grant Roster Data File

- Report payments using batch upload process

**CALIFORNIA STUDENT AID COMMISSION GRANT PAYMENT SYSTEM CAL GRANT ROSTER
ELECTRONIC RECORD LAYOUT**

**GRANT ROSTER
HEADER RECORD**

For assistance on technical submission issues, please call the CSAC Technology Help Desk at (888) 294-0148.
For assistance on programmatic issues, please call CSAC School Support Services at (888) 294-0153.

FIELD DESCRIPTION	LENGTH	MODE	POSITION	DEFAULT / VALID VALUES
Transaction Code	4	A/N	1-4	GPHD
Data Media	2	N	5-6	09 = Data Transfer Facility
Filler	6	A/N	7-12	Blank
Submitter Identification	8	A/N	13-20	Required USDE code number
Submitter Source Code	1	A/N	21-21	Required S = School
Submitter Name	32	A/N	22-53	Required School name
Processing Date	8	N	54-61	Required CCYYMMDD
Academic Year	4	N	62-65	Required YYYY
Filler	415	A/N	66-480	Blank

Page 1

RecordLayout_GrantRoster.doc
Last layout change 04-01-13
Last edit descriptions 02/19/2014

**MISSION GRANT PAYMENT SYSTEM CAL GRANT ROSTER
ELECTRONIC RECORD LAYOUT**

**GRANT ROSTER
INPUT DETAIL RECORD**

MODE	POSITION	DEFAULT / VALID VALUES
A/N	1-4	Required GPPR
A/N	5-5	Required A = Add U = Update
A/N	6-7	Blank
A/N	8-16	Required First character will always be a C, E or G 0 - 9 for remaining characters
N	17-25	Required 001010001 - 999999999
A/N	26-26	Blank
A/N	27-45	Blank = no last name
A/N	46-56	Blank = no first name
A/N	57-57	Blank = no value reported
A/N	58-65	Required YYYYMMDD
	66-66	Required A = Cal Grant A B = Cal Grant B C = Cal Grant C
	67-74	Blank
	75-75	1 = On campus housing 2 = Off campus housing 3 = With par/relatives
	76-85	Blank
	86-90	Optional 00000 - 99999 (dollars only, no cents) Right justify, zero fill Blank = default

Page 2

RecordLayout_GrantRoster.doc
Last layout change 04-01-13
Last edit descriptions 02/19/2014



Grant Roster Data File

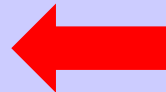
[Data Transfer](#) [File Upload](#) [Report Download](#) [SSN/ID Main](#)

Data Transfer Menu

[File Upload](#)

[Report Download](#)

[SSN/ID Main](#)





Grant Roster Data File

[Data Transfer](#) [File Upload](#) [Report Download](#) [SSN/ID Main](#)

Report Download

- ◆ To download or display a report or data file click on the Retrieve File button.
- ◆ 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.
- ◆ To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.


School ID = Acad Year = 2018-2019 ▼ Month = All ▼
Report = Grant Roster ▼ Type = All ▼ 

Note: A red arrow points to the 'Report' dropdown menu.

Grant Roster Data File

School ID =
 Acad Year =
 Month =

Report =
←
 Media Type =
GO!

Report Date	Description	Media Type	Month	
12-OCT-18	Grant Roster	Data File	OCT	<input type="button" value="Retrieve File"/>
05-OCT-18	Grant Roster	Data File	OCT	<input type="button" value="Retrieve File"/>
27-SEP-18	Grant Roster	Data File	SEP	<input type="button" value="Retrieve File"/>
21-SEP-18	Grant Roster	Data File	SEP	<input type="button" value="Retrieve File"/>
14-SEP-18	Grant Roster	Data File	SEP	<input type="button" value="Retrieve File"/>
07-SEP-18	Grant Roster	Data File	SEP	<input type="button" value="Retrieve File"/>
31-AUG-18	Grant Roster	Data File	AUG	<input type="button" value="Retrieve File"/>



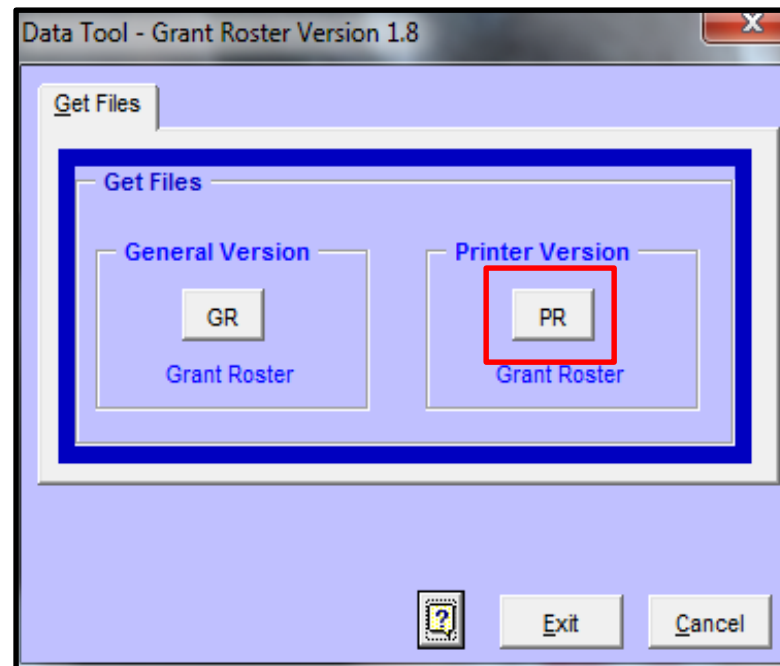
Grant Roster Data File

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- ▶ To view, select the Display/Download link.
- ▶ To download, right click on the Display/Download link and choose the "Save" option.

[Display/Download](#)

Grant Roster Data File

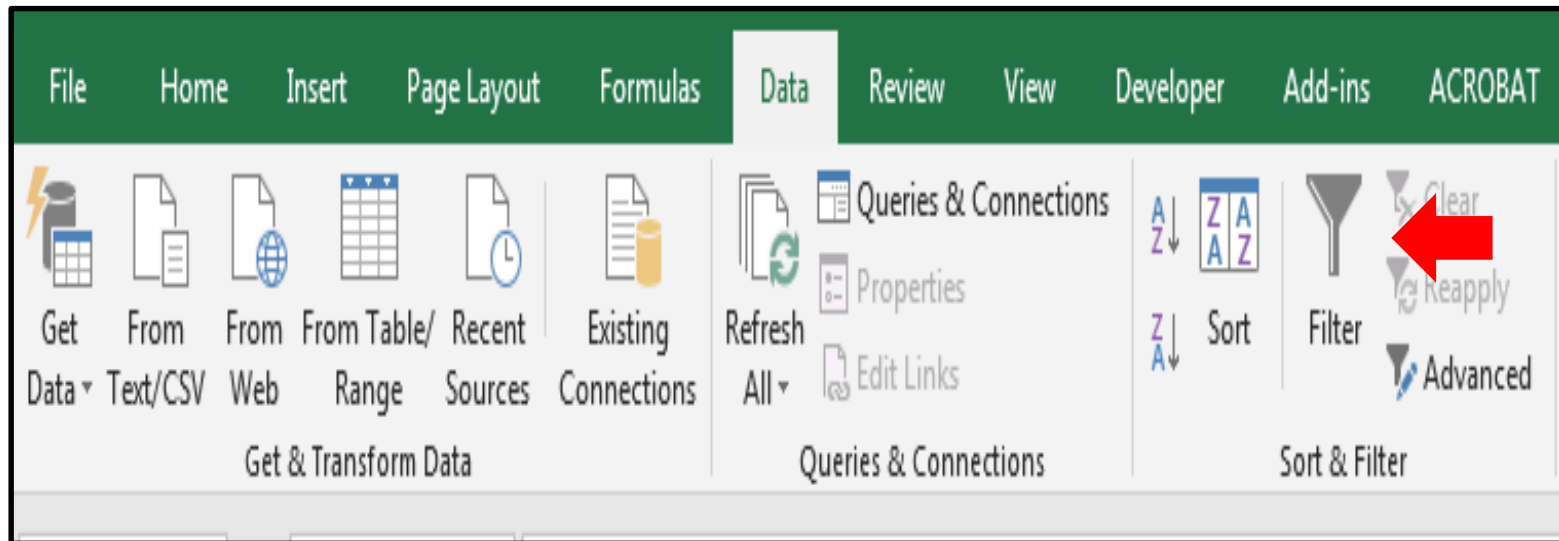




Grant Roster Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Transaction Code	Action Code Flag	Section Indicator	Grant ID Number	Grant ID Number	Social Security	Social Security Flag	Last Name	First Name	Middle Initial	Date of Birth	Program Code	Program Code Flag	Dependency Status	New-Renew Indicator	El Code
2	GPPR		1		E12	000000000						A	-E1	D	R	2
3	GPPR		1		E13	000000000						A	-E1	D	R	1
4	GPPR		1		E12	000000000						A	-E1	D	R	2
5	GPPR		1		E13	000000000						B	-E2	D	R	3
6	GPPR		1		E13	000000000						A	-E1	D	R	1
7	GPPR		1		E11	000000000						B	-E1	D	R	3
8	GPPR		1		E13	000000000						A	-E1	D	R	1
9	GPPR		1		E11	000000000						A	-E1	D	R	3
10	GPPR		1		E14	000000000						A	-E1	D	N	1
P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD		
El Code	El Code Flag	Housing Code	CSAC Amount	Budget Amount	EFC Need	Adjusted Need	Remaining Eligibility	Forecasted AY Eligibility	Annual Award Amount	Annual Tuition/Fee Amount	Annual Access Amount	Annual Books & Supplies Amount	Fall Total Amount	Fall Tuition/Fee Amount		
2	2		\$28,929	\$0	\$20,070		133.36%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00		
1	1		\$33,802	\$0	\$33,802		233.35%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00		
2	1		\$33,802	\$0	\$32,342		133.36%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00		
3	2		\$28,929	\$0	\$26,971		33.35%	100.00%	\$13,840	\$12,192	\$1,648	\$0	\$4,613.00	\$4,064.00		
1	1		\$33,802	\$0	\$31,600		400.00%	100.00%	\$12,192	\$12,192	\$0	\$0	\$0.00	\$0.00		
3	3		\$25,737	\$0	\$25,737		133.34%	100.00%	\$13,840	\$12,192	\$1,648	\$0	\$4,613.00	\$4,064.00		
1	1		\$33,802	\$0	\$30,641		233.35%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00		
3	1		\$33,802	\$0	\$33,802		100.03%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00		
1	1		\$33,802	\$0	\$33,802	*****	333.34%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00		

Grant Roster Data File



Grant Roster Data File

Transaction Code	Action Code Fl	Section Indicat	Grant ID Number Fl	Grant ID Number	Social Security	Social Security Fl	Last Name	First Name	Middle Initial	Date of Birth	Program Code	Program Code Fl	Dependency Status	New-Renew Indicator	El Code	El Code Fl	Housing Code	CSAC Amount	Budget Amount	EFC Amount	Need
GPPR		1									A	-E1	D	R	4	2			\$27,145	\$0	\$27
GPPR		1									A	-E1	D	R	4	3			\$17,931	\$0	\$13
GPPR		1									A	V-E2	D	N	3*	3			\$17,931	\$5,188	\$12
GPPR		1									A	-E1	D	R	2	2			\$27,145	\$0	\$18
GPPR		1									A	-E1	D	N	2	3			\$17,931	\$4,131	\$13
GPPR		1									A	-E1	D	R	2	1			\$28,166	\$0	\$13
GPPR		1									B	-E2	I	R	4	2			\$27,145	\$0	\$27
GPPR		1									B	-E1	D	R	2	3			\$17,931	\$0	\$17
GPPR		1									B	-E1	D	N	1	1			\$28,166	\$0	\$28
GPPR		1									B	-E1	D	N	1	3			\$17,931	\$0	\$17
GPPR		1									B	*-E2	D	N	3*	2			\$27,145	\$0	\$27
GPPR		1									B	-E1	D	N	1	1			\$28,166	\$113	\$28
GPPR		1									B	-C2	I	R	3	1			\$28,166	\$0	\$28
GPPR		1									B	*-E2	D	N	3*	2			\$27,145	\$0	\$27
GPPR		1									B	-E1	D	R	4	1			\$28,166	\$0	\$28
GPPR		1									B	-E2	I	R	4	1			\$28,166	\$0	\$28
GPPR		1									B	-C1	I	R	4	2			\$27,145	\$0	\$27
GPPR		1									B	-E1	D	R	2	3			\$17,931	\$0	\$17
GPPR		1									B	*-E2	D	N	3*	3			\$17,931	\$1,522	\$16
GPPR		1									B	-E1	D	R	2	2			\$27,145	\$0	\$26
GPPR		1									A	-E1	D	N	1	3			\$17,931	\$6,183	\$11
GPPR		1									B	-E1	D	N	1	1			\$28,166	\$1,832	\$26
GPPR		1									B	-E1	D	R	3	1			\$28,166	\$0	\$28
GPPR		1									B	-E1	D	R	4	1			\$28,166	\$0	\$28
GPPR		1									B	*-E2	D	N	3*	2			\$27,145	\$0	\$27
GPPR		1									A	-E1	D	R	3	1			\$28,166	\$0	\$23
GPPR		1									B	-E1	D	N	1	2			\$27,145	\$0	\$27
GPPR		1									B	-E1	D	R	4	2			\$27,145	\$0	\$26
GPPR		1									B	-E1	D	R	3	3			\$17,931	\$0	\$17
GPPR		1									B	-E2	I	N	3*	3			\$17,931	\$0	\$17
GPPR		1									B	*-E2	D	N	2*	2			\$27,145	\$1,078	\$26
GPPR		1									B	-E1	D	N	1	1			\$28,166	\$586	\$27
GPPR		1									A	-E1	D	R	3	3			\$17,931	\$0	\$9
GPPR		1									B	-E1	D	R	2	1			\$28,166	\$0	\$28
GPPR		1									B	-C1	I	R	3	2			\$27,145	\$0	\$27
GPPR		1									A	*-E2	D	N	3*	3			\$17,931	\$1,777	\$16
GPPR		1									A	-E1	D	R	2	1			\$28,166	\$0	\$21
GPPR		1									A	-E1	D	R	2	3			\$17,931	\$0	\$15
GPPR		1									B	-E1	D	R	4	1			\$28,166	\$0	\$27
GPPR		1									B	-C1	I	N	3*	2			\$27,145	\$0	\$27
GPPR		1									B	-E2	I	R	3	3			\$17,931	\$0	\$13
GPPR		1									B	-E1	D	R	2	1			\$28,166	\$0	\$27
GPPR		1									B	-E1	D	R	3	1			\$28,166	\$0	\$28
GPPR		1									B	-E1	D	N	1	1			\$28,166	\$504	\$27



Reconciliation Data File



Reconciliation Data File

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Reconciliation Data File

Reconciliation

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Reconciliation Data File

Display Reconciliation

- ✦ Select either Report or Data file from Display Type. For Report, selecting **Detail** will produce student level information; **Summary** will provide totals. You may select either or both of the **Report** boxes.
- ✦ Reports will display in a text file format. They can be printed using your Web browser.
- ✦ Data Files will display in a text file format and may be saved to your computer. The Tools Menu contains a program that will format the data file using Excel.
- ✦ If you are using Netscape, select the Display/Download link to view. Then use your browser **Save** option to download.


Display Type: Detail Report Summary Report **Detail Data**

School ID = Acad Year = 2018-2019 ▼ Format = CSAC Standard Reconciliation ▼ 

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 ▼ 



Reconciliation Data File

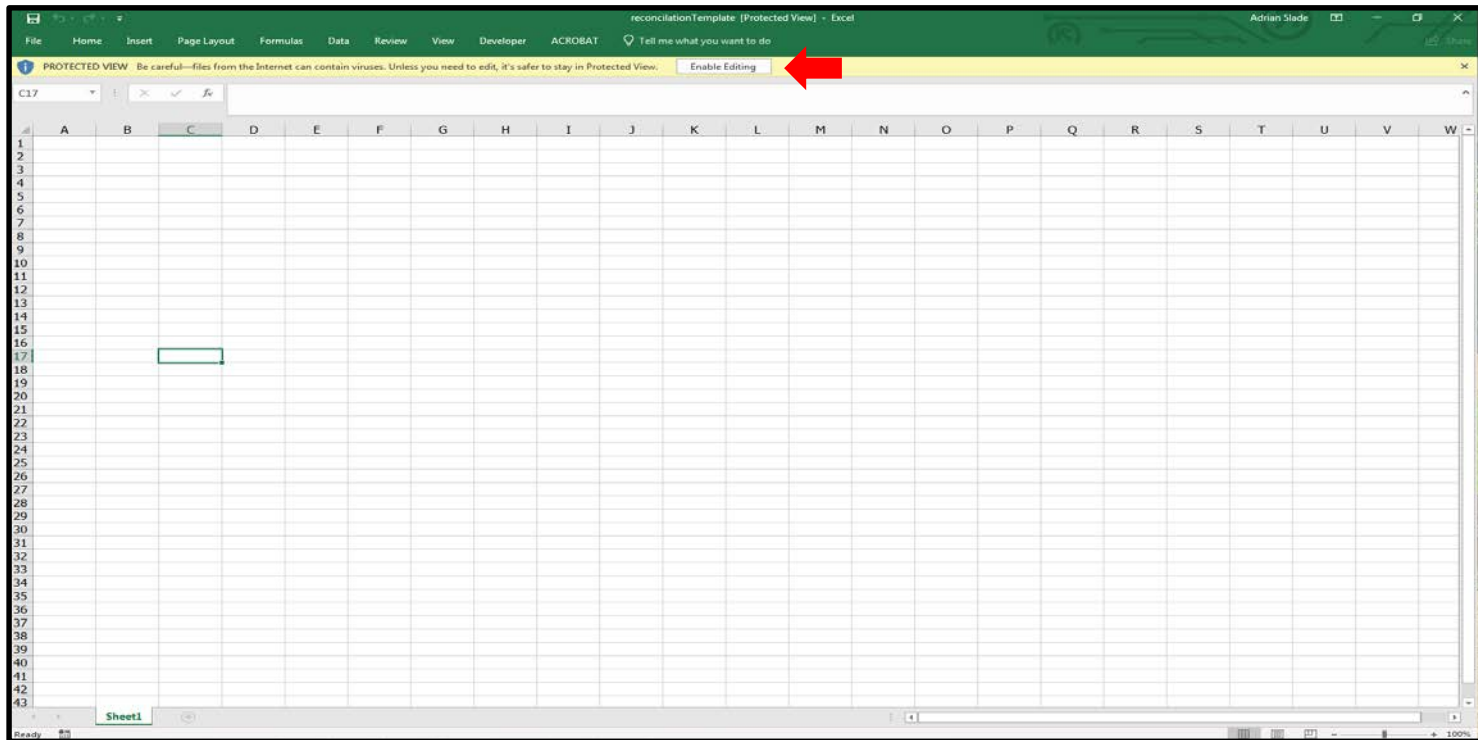
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- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- If you are using Netscape, select the Display/Download link to view. Then use your browser "Save" option to download.

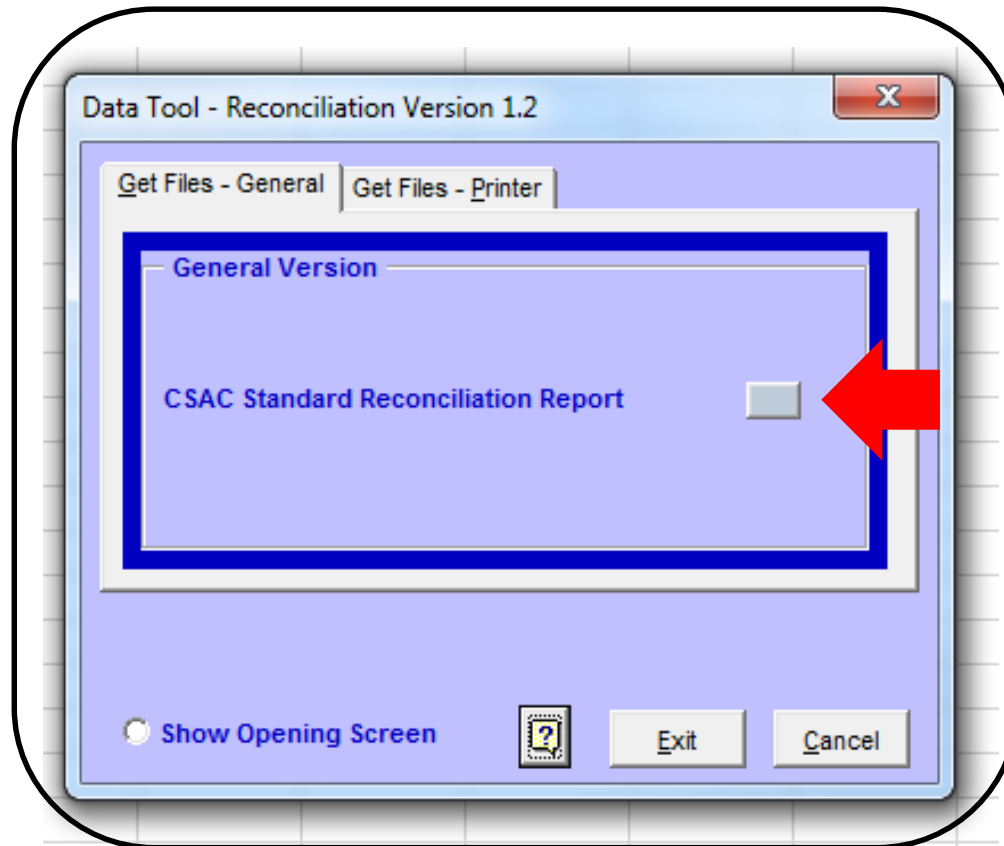
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close

Reconciliation Data File



Reconciliation Data File

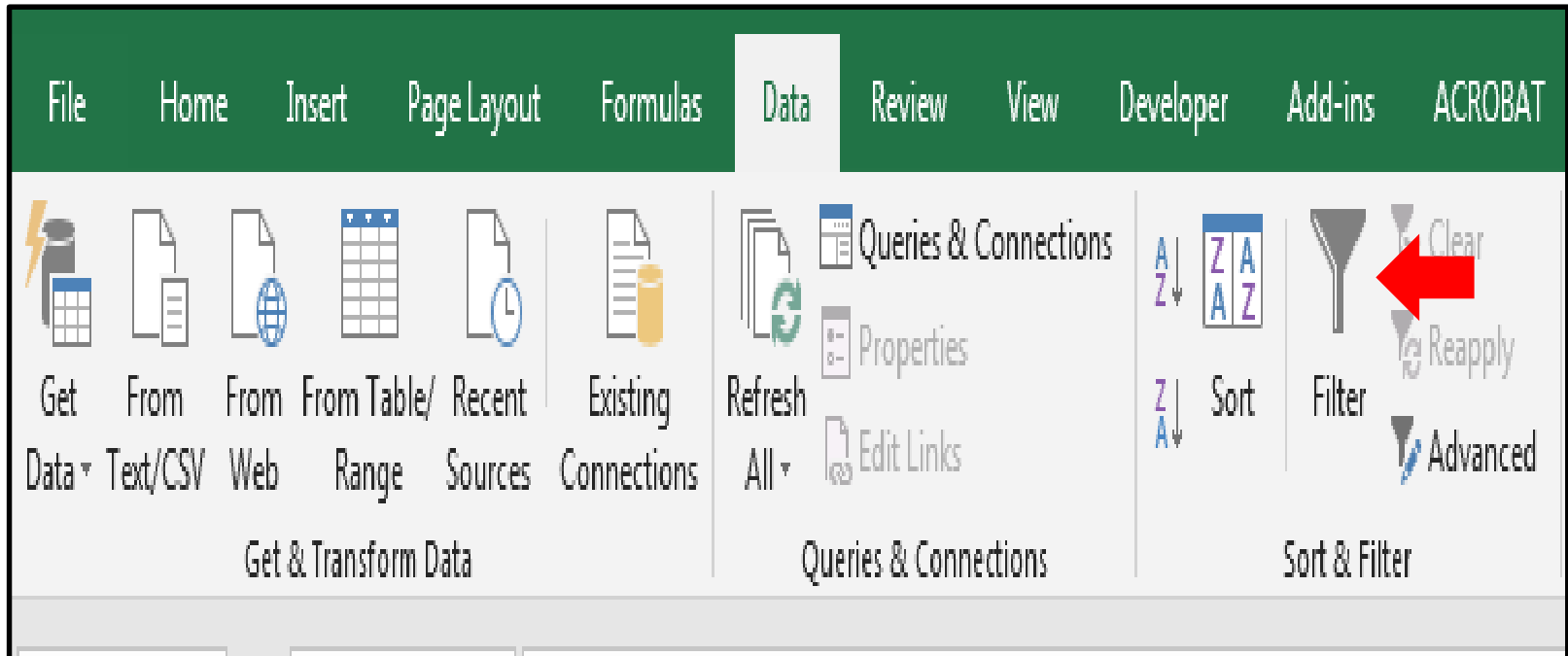




Reconciliation Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Last Name	First Name	Middle Initial	Social Security	Grant ID	Cycle	New/Renew	Student	School Progra	Ter	Grant Progra	Award Ty	Pay Stat	Adjustment Ar	Adjustment Reas	Adjustment Da	Disbursement Ar
2						E1	R	4	00	FL	B	T/F	RP	0			2,871
3						E1	R	4	00	FL	B	ACS	RP	0			836
4						E1	R	2	00	FL	B	T/F	RP	0			2,871
5						E1	R	2	00	FL	B	ACS	RP	0			836
6						E1	R	4	00	FL	A	T/F	RP	0			2,871
7						E1	R	5	00	FL	A	T/F	RP	0			2,871
8						E2	R	4	00	FL	A	T/F	RA	1,436	HT	101218	1,436
9						E2	R	4	00	FL	B	T/F	RA	2,153	TT	100818	2,153
10						E2	R	4	00	FL	B	ACS	RA	627	TT	100818	627
11						E1	R	3	00	FL	B	T/F	RP	0			2,871
12						E1	R	3	00	FL	B	ACS	RP	0			836
13						E1	R	4	00	FL	B	T/F	RP	0			2,871
14						E1	R	4	00	FL	B	ACS	RP	0			836
15						E1	R	4	00	FL	A	T/F	RA	0	SR	101218	0
16						E1	R	4	00	FL	B	T/F	RP	0			1,436
17						E1	R	4	00	FL	B	ACS	RP	0			418
18						E1	R	4	00	FL	B	T/F	RP	0			2,871
19						E1	R	4	00	FL	B	ACS	RP	0			836
20						E1	R	3	00	FL	B	T/F	RP	0			2,871
21						E1	R	3	00	FL	B	ACS	RP	0			836
22						E1	R	4	00	FL	B	T/F	RP	0			718
23						E1	R	4	00	FL	B	ACS	RP	0			209
24						E1	R	4	00	FL	B	T/F	RP	0			2,871
25						E1	R	4	00	FL	B	ACS	RP	0			836
26						E1	R	4	00	FL	B	T/F	RP	0			2,871
27						E1	R	4	00	FL	B	ACS	RP	0			836
28						E1	R	4	00	FL	B	T/F	RP	0			2,871
29						E1	R	4	00	FL	B	ACS	RP	0			836
30						E1	R	4	00	FL	B	T/F	RA	2,153	TT	101218	2,153
31						E1	R	4	00	FL	B	ACS	RA	627	TT	101218	627
32						E1	R	2	00	FL	B	T/F	RP	0			2,871
33						E1	R	2	00	FL	B	ACS	RP	0			836
34						E1	R	4	00	FL	A	T/F	RP	0			2,871
35						E1	R	4	00	FL	B	T/F	RP	0			2,871
36						E1	R	4	00	FL	B	ACS	RP	0			836
37						E1	R	4	00	FL	B	T/F	RP	0			2,871
38						E1	R	4	00	FL	B	ACS	RP	0			836
39						E1	R	4	00	FL	B	T/F	RA	539	TT	101218	539
40						E1	R	4	00	FL	B	ACS	RA	157	TT	101218	157
41						E1	R	4	00	FL	A	T/F	RP	0			2,871
42						E1	R	4	00	FL	A	T/F	RP	0			718
43						E1	R	2	00	FL	A	T/F	RP	0			2,871
44						E1	R	3	00	FL	B	T/F	RP	0			2,871
45						E1	R	3	00	FL	B	ACS	RP	0			836
46						E1	R	4	00	FL	B	T/F	RP	0			1,436

Reconciliation Data File





Reconciliation Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Last Name	First Name	Middle Init	Social Secur	Grant ID	Cycle	New/Renew	Student	School Progra	Ter	Grant Progra	Award Ty	Pay Stat	Adjustment Ar	Adjustment Reas	Adjustment Da	Disbursement Ar
1					E13515326	E1	R	4	00		FL B	T/F	RP	0			2,871
2					E13515326	E1	R	4	00		FL B	ACS	RP	0			836
3					E13588056	E1	R	2	00		FL B	T/F	RP	0			2,871
4					E13588056	E1	R	2	00		FL B	ACS	RP	0			836
5					E14844359	E1	R	4	00		FL A	T/F	RP	0			2,871
6					E13620346	E1	R	5	00		FL A	T/F	RP	0			2,871
7					E16370620	E2	R	4	00		FL A	T/F	RA	1,436	HT	101218	1,436
8					E16370229	E2	R	4	00		FL B	T/F	RA	2,153	TT	100818	2,153
9					E16370229	E2	R	4	00		FL B	ACS	RA	627	TT	100818	627
10					E13622849	E1	R	5	00		FL B	T/F	RP	0			2,871
11					E13622849	E1	R	5	00		FL B	ACS	RP	0			836
12					E15033928	E1	R	4	00		FL B	T/F	RP	0			2,871
13					E15033928	E1	R	4	00		FL B	ACS	RP	0			836
14					E13691657	E1	R	4	00		FL A	T/F	RA	0	SR	101218	0
15					E14829327	E1	R	4	00		FL B	T/F	RP	0			1,436
16					E14829327	E1	R	4	00		FL B	ACS	RP	0			418
17					E14850033	E1	R	4	00		FL B	T/F	RP	0			2,871
18					E14850033	E1	R	4	00		FL B	ACS	RP	0			836
19					E14850038	E1	R	3	00		FL B	T/F	RP	0			2,871
20					E14850038	E1	R	3	00		FL B	ACS	RP	0			836
21					E14813163	E1	R	4	00		FL B	T/F	RP	0			718
22					E14813163	E1	R	4	00		FL B	ACS	RP	0			209
23					E14855186	E1	R	4	00		FL B	T/F	RP	0			2,871
24					E14855186	E1	R	4	00		FL B	ACS	RP	0			836
25					E14807850	E1	R	4	00		FL B	T/F	RP	0			2,871
26					E14807850	E1	R	4	00		FL B	ACS	RP	0			836
27					E14849016	E1	R	4	00		FL B	T/F	RP	0			2,871
28					E14849016	E1	R	4	00		FL B	ACS	RP	0			836
29					E14764848	E1	R	4	00		FL B	T/F	RA	2,153	TT	101218	2,153
30					E14764848	E1	R	4	00		FL B	ACS	RA	627	TT	101218	627
31					E14837686	E1	R	2	00		FL B	T/F	RP	0			2,871
32					E14837686	E1	R	2	00		FL B	ACS	RP	0			836
33					E14818650	E1	R	4	00		FL A	T/F	RP	0			2,871
34					E14837469	E1	R	4	00		FL B	T/F	RP	0			2,871
35					E14837469	E1	R	4	00		FL B	ACS	RP	0			836
36					E14846279	E1	R	4	00		FL B	T/F	RP	0			2,871
37					E14846279	E1	R	4	00		FL B	ACS	RP	0			836
38					E15128121	E1	R	4	00		FL B	T/F	RA	539	TT	101218	539
39					E15128121	E1	R	4	00		FL B	ACS	RA	157	TT	101218	157
40					E14837230	E1	R	4	00		FL A	T/F	RP	0			2,871
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43					E14801325	E1	R	3	00		FL B	T/F	RP	0			2,871
44					E14801325	E1	R	3	00		FL B	ACS	RP	0			836
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Customizing Your Roster

Making education beyond high school financially accessible to all Californians.

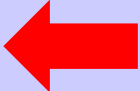


Customizing Your Roster

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Roster Menu	Reconciliation
Customize Roster 	Customize Reconciliation
Display Roster	Display Reconciliation
Print Roster	Display Accept / Reject Report



Customizing Your Roster


California Student Aid Commission (TEST1) [Portal Menu](#) [WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)


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[Roster/Reconciliation](#) [Customize Roster](#) [Display Roster](#) [Print Roster](#) [Customize Reconciliation](#) [Display Reconciliation](#) [Display Accept / Reject Report](#)
[Override Supplement Payment](#)

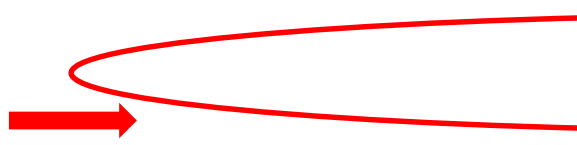
Customize Roster

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



Row #	Name	Preferred Format	Edit	Delete
1	CSAC Standard Roster	<input type="radio"/>		

Customizing Your Roster



Roster Format

Select

- "Data Elements Available" contains a list of all available roster elements.
- Click and highlight each data element that you wish to display on your roster.
- For multiple selections, click on the first element and then hold down the CTRL key to select additional elements.
- Once items are highlighted, click on "Add Data Element(s)".
- The "Data Elements Selected" box will reflect the column headings that will display on your roster format.
- "Remove Data Element(s)" will delete the selected elements from your selection list.
- Use the "Move Up" and "Move Down" to order the individual column headings for display.
- After selecting data elements, click "Continue" to choose sort options.

Data Elements Available

Roster Format Title

Roster Format: CSAC Standard Roster Preferred Yes No

Select Data Elements and Column Order

- "Data Elements Available" contains a list of all available roster elements.
- Click and highlight each data element that you wish to display on your roster.
- For multiple selections, click on the first element and then hold down the CTRL key to select additional elements.
- Once items are highlighted, click on "Add Data Element(s)".
- The "Data Elements Selected" box will reflect the column headings that will display on your roster format.
- "Remove Data Element(s)" will delete the selected elements from your selection list.
- Use the "Move Up" and "Move Down" to order the individual column headings for display.
- After selecting data elements, click "Continue" to choose sort options.

Data Elements Available	Data Elements Selected
<input type="checkbox"/> Add Data Element(s) <input type="checkbox"/> Remove Data Element(s)	<input type="checkbox"/> Move Up <input type="checkbox"/> Move Down

Select Terms

- Select the term(s) you wish to display.
- Selecting only one(1) term will allow users to sort records by term-specific data elements.
- After selecting term(s), click "Continue" to choose sort options.

Fall
 Winter
 Spring
 Summer

Define Sort Order Preferences

- Click drop down boxes to choose elements for sort.

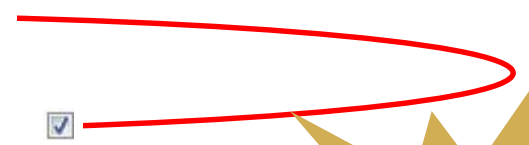
First Sort Preference	Roster Section	Ascending
Second Sort Preference	Last Name	Ascending
Third Sort Preference	First Name	Ascending
Fourth Sort Preference	Middle Initial	Ascending
Fifth Sort Preference	SSN	Ascending
Sixth Sort Preference		Ascending

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.)

Cycle ID	<input type="checkbox"/> E1	<input type="checkbox"/> E2	<input type="checkbox"/> C1	<input type="checkbox"/> C2	
Award Type	<input type="checkbox"/> Tuition/Fees	<input type="checkbox"/> Access	<input type="checkbox"/> Books & Supplies		
Housing Code	<input type="checkbox"/> On Campus (1)	<input type="checkbox"/> Off Campus (2)	<input type="checkbox"/> With Parents (3)		
Dependency Status	<input type="checkbox"/> Dependent	<input type="checkbox"/> Independent			
EL (Education Level)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5+
EL Status	<input type="checkbox"/> Verification Not Required (1)	<input type="checkbox"/> Not Paid, Verif Required (2)			

Data Elements Selected



Save Roster Format

Preferred Yes No

ster elements.

lay on your roster.

hold down the CTRL key to

eadings that will display on

is from your selection list.

al column headings for display.

ort options.



Customizing Your Roster

Online Roster

- Be sure to save all entries before exiting the Roster or changes will be lost.
- Please note that Leave of Absence (LA) payment transactions for newly awarded Competitive Cal Grant students will not be accepted. Only student initiated LA transactions will be accepted via WebGrants for Students or by contacting CSAC.**

School ID = Acad Year = 2017 - 2018 ▼ Format = CSAC Standard Roster ▼ Search = SSN ▼

CSAC Standard Roster

New Unpaid Comp CGB



Questions?

Making education beyond high school financially accessible to all Californians.