UNIVERSITY OF SOUTHERN CALIFORNIA
Student Information System

FAO.U.FMAP
Award Profile Update

OVERVIEW

FAO.U.FMAP, the Award Profile Update, is the process where award codes are set up by the Financial Aid Office to be used by departments to make awards in the financial aid system via the FAO.U.DAFC, FAO.U.DAST and FAO.U.DAGA processes. The parameters of each award are set up on page one by Financial Aid based on the information provided by the department via the Account Access Request Form. The budget and sub-authorization sections on page two are completed by the departmental staff that have Business Office Authorization on page one. The Financial Transaction Code (FT code) on page one is created by the Financial Services Office and is necessary for an award to credit to the student's account in the Bursar System.

Overall, the FAO.U.FMAP process ensures that awards are input by authorized personnel; that the funds are authorized by the business office; and that the student meets general eligibility requirements of the various awards. This process also provides the basis for other processes that the award may be a part of, such as financial aid packaging, award disbursement and funds management.

PROCEDURE

From the Departmental Aid Menu, enter No. 10, FAO.U.FMAP.
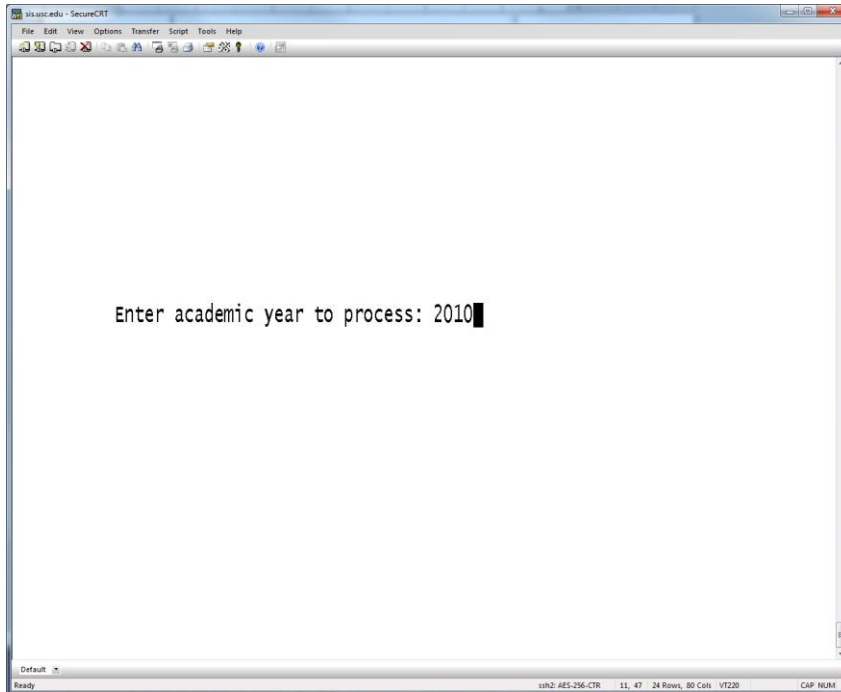
1. Type in the Academic Year and press the Enter key. Remember, the Academic Year includes the fall, spring and summer semester. For example, the Academic Year 2010 begins fall 2010 and ends summer 2011.
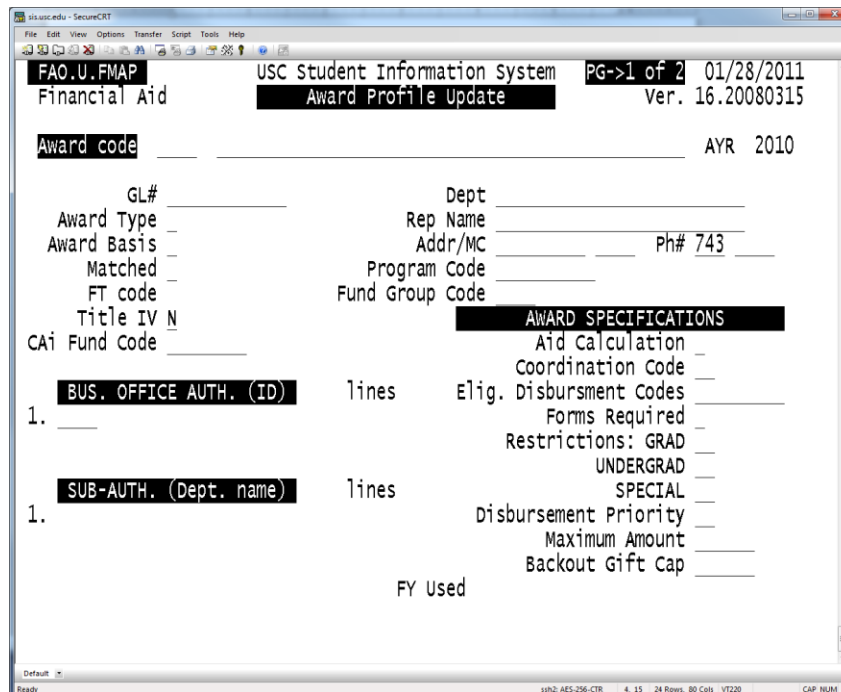
2. Enter the Award Code.

PROCEDURE: PAGE 1 OF 2

On page one all of the details of the award, as they were set up via the Student Aid Account Access Request Form, appear.

The boxed areas are sections to review: The GL number, the Award Type, Award Specifications; who is the Business Office Authorizer, and therefore, in charge of this award; which departments have been sub-authorized to disburse the award. For a field by field description, please refer to REFERENCE: PAGE 1 OF 2.

> <u>*Note*</u>: *The fields numbered 11-13 are considered "legacy" fields. Please refer to the Business Office Authorizer instead.*

REFERENCE: PAGE 1 OF 2

1. AWARD CODE Enter the Award Code in this field. For example, "UMD4" would be entered in this field if the student were offered a Dean's Scholarship Award.

If you do not know the Award Code, you can enter a "pound sign" (#) in the field and press Enter. The following message will display: "Please enter GL number." You may enter the General Ledger Account Number associated with the award and a list of all Award Codes associated with that GL Number will display; if there is only one award associated with the GL Number, the award information will immediately display. Remember, do not enter dashes; for example, the GL Number "18-9000-1234" should be entered as "1890001234".

If a list is displayed, enter the number listed adjacent to the award you wish to access. If a GL Number is entered incorrectly, or is not found in the record, the following message will display: "Sorry, ALTERNATE-KEY could not find a record." Press the Enter key and re-enter the GL Number. Assigned by Financial Aid.

Note: Entering a "#" in this field will allow you to enter a GL# and see any alpha code associated with that GL#.

2. AWARD NAME displays the name associated with the Award Code. Assigned by the department.

3. AYR indicates the academic year to which the student's fee bill credit applies. For years after 2000, enter the complete year. For years before 2000, enter only the last two digits of the first year of the academic period. For example, "2010" is entered for the academic year starting fall 2010 and ending spring 2011; "94" is entered for the academic year starting fall 1994 and ending spring 1995.

4. GL# displays the General Ledger Account Number to which the financial transaction will be posted when the award is expensed. The system checks the chart of accounts when the number is entered to ensure that the account is valid. Assigned by department.

5. AWARD TYPE displays an alpha code, classifying the award into one of the four groups. Assigned by the department, the following groupings specify which process a department can use to disburse the award.

Award Type	Process
A = Assistantship	FAO.U.DAGA
G = Grant	FAO.U.DAFC,
	FAO.U.CALG,
	FAO.U.DAOA,
	FAO.U.DAST,
L = Loan	FAO.U.DAFC
E = Employment	FAO.U.CWJA

6. AWARD BASIS indicates the reason, or upon what criteria, the award is given. Assigned by the department.

The account profile can indicate one or a combination of the following codes:

N =Need
M=Merit
U=Unknown
O=Other

7. MATCHED indicates whether the fund is part of the University's matching programs administered by Financial Aid ("Y" = YES; "N" = NO).

8. FT CODE identifies all transactions from a particular account as entered on department and student correspondence. These FT CODES are created by Student Financial Services after Financial Aid has assigned an alpha code to an account.

9. TITLE IV

10. CAI FUND CODE

11. DEPT identifies the name of the department responsible for the award.

12. REP NAME displays the department representative for the award.

13. ADDR/MC displays the campus address and mail code of the award representative.

14. PH# displays the phone number of the award representative.

15. PROGRAM CODE displays the ten-digit code that identifies the placement of the account into one of the major revenue center groups at the University.

16. FUND GROUP CODE indicates the type of fund the award has been assigned by the USC Revenue Center.

CA=Current Account (Non-University)
CE=Current Endowment
CG=Current Government Contract
CP=Current Contract/Grant-Non-Government Source
CPI=Current Private Gifts with Federal Fringe Rate
CR=Current Restricted
CSL=Current State/Local Contract
CSLF=Current State/Local Grant with Federal Fringe Rate
CU=Current Unrestricted Financial Aid Notification (No GL Account)

17. BUS OFFICE AUTH(ID) displays the names of authorized signers on the account. Authorized by department.

To enter the Senior Business Administrator or authorized signer on the account, type in the operator code (usually the person's first, middle and last name initials). If you incorrectly enter the initials, or if the person you have identified has not been set up on the system, the following message will display: "Warning, lookup for SYS_OPERATOR not found!"

At this point, enter the correct initials and continue; the person's name will automatically display. Once the award record is updated, the letters "XXXX" will display in place of the person's initials (as a security precaution).

Once that person is set up on the account, he or she can authorize others to enter the award in the Departmental Aid Processes by entering the person's information in the Sub-Authorization section on page two, field 22, of this process.

18. SUB-AUTH (Dept. Name) Enter, or view, the department(s) authorized by the Business Office to input the award (for example, Mechanical Engineering). The value that displays to the right of the department name is called the "Sub-Authorization Number" (SA#). The specific individuals allowed to do disburse the award for the department may be viewed, or entered, on page two, field 22, of this process.

AWARD SPECIFICATIONS This section identifies particular aspects of an award, including aid calculation, coordination code, eligibility disbursement codes, forms required, restrictions and disbursement priority.

19. AID CALCULATION displays a one-letter code that indicates how an award is applied in the student's package (Assigned by Financial Aid.):

    F=Add toward FEDERAL need
    B=Add toward BUDGET only
    N=Add toward BUDGET and NEED
    S=Add toward BUDGET, NEED and STATE

20.COORDINATION CODE displays a two-letter code indicating how an award is coordinated into a financial aid package (Assigned by Financial Aid):

    GF=Repackage GIFT FIRST
    GM=Repackage GIFT to MERIT
    GP=Repackage GIFT to GIFT POOL
    LF=Repackage LOAN FIRST
    SF=Repackage SELF HELP FIRST
    SH=Repackage SELF HELP
    WF=Repackage WORK FIRST

21.ELIGIBILITY DISBURSEMENT CODE indicates which charges on the student's fee bill are credited by the displayed award. Assigned by the department, the available codes are:

    A=ALL USC Charges (T, F, M, H)
    F=Mandatory FEES

    G=GENERAL (Can release a refund of the remaining balance to the student)
    H=HOUSING
    M=MANDATORY Charges
    O=OTHER Fees/Non-Mandatory
    S=STIPEND Checks (Payments go directly to student. May only be entered in FAO.U.DAST process.)
    T=TUITION Charges
    U=UNIVERSITY Charges (T, F, L, H)

22. FORMS REQUIRED identifies whether an account requires the signing of a promissory note before award disbursement ("Y" = YES; "N" = NO).

23. RESTRICTIONS (GRAD, UNDERGRADUATE and SPECIAL) indicates restrictions on who may receive the award and the minimum number of units of enrollment required to receive the award. Assigned by the department, these fields may contain the following entries:

    N=NO Eligibility
    FT=FULL TIME enrollment (min 7 units graduate or 12 units undergraduate)
    PT=PART TIME enrollment (min 4 units graduate or 6 units undergraduate)

A numerical value indicates the minimum number of units of enrollment required (not listed above).

24. DISBURSEMENT PRIORITY displays a numerical value that indicates the priority of disbursement of funds from this account according to general ledger number. Assigned by Financial Aid.

**25. MAXIMUM AMOUNT** is an amount determined by Financial Aid.

26. BACKOUT GIFT CAP is an amount determined by Financial Aid.

27. FY USED is no longer an active field.

PROCEDURE: PAGE 2 OF 2

Page two shows how much money has been budgeted for the award; how much has been committed; and how much of the committed has been used. (Sometimes larger amounts of money are committed than budgeted, as not all awards are used.) The people sub-authorized to disburse the award are also listed on this page.

The budget and sub-authorization sections on this page are entered by the departmental staff that have been given Business Office Authorization on page one. Those sub-authorized to disburse the award by the Business Office Authorizer can be viewed via the No. field.
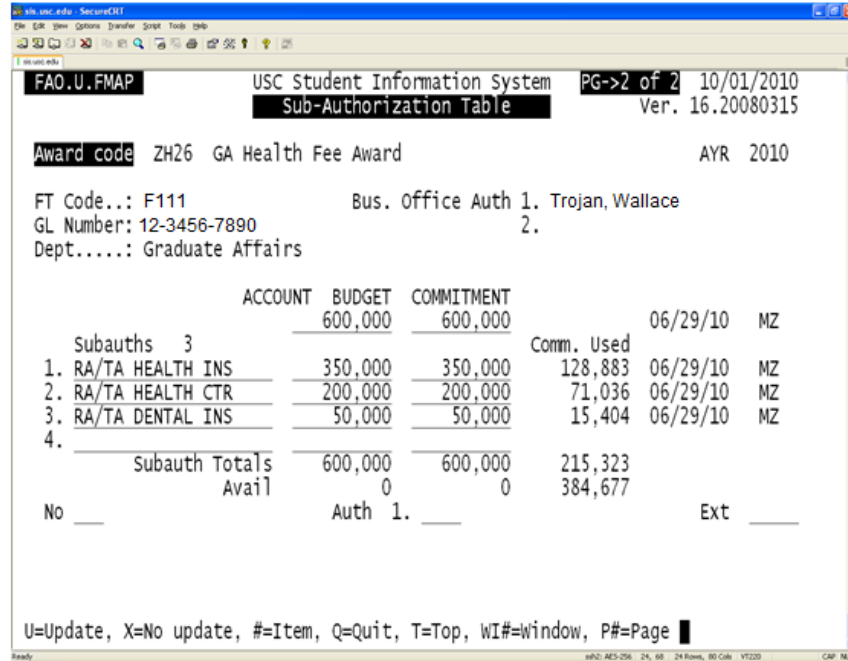
1. To see who the Business Office Authorizer sub-authorized (SubAuths) to disburse the award money, enter "22" at the Command Line. That will get you to the No field.

2. Enter a "1" in the No. field and a list of the people sub-authorized to disburse the award monies designated for Health Insurance will appear to the right in the Auth column. Similarly, you could type in the number "2" and/or "3" to see which individuals are sub-authorized to disburse those pools of money.
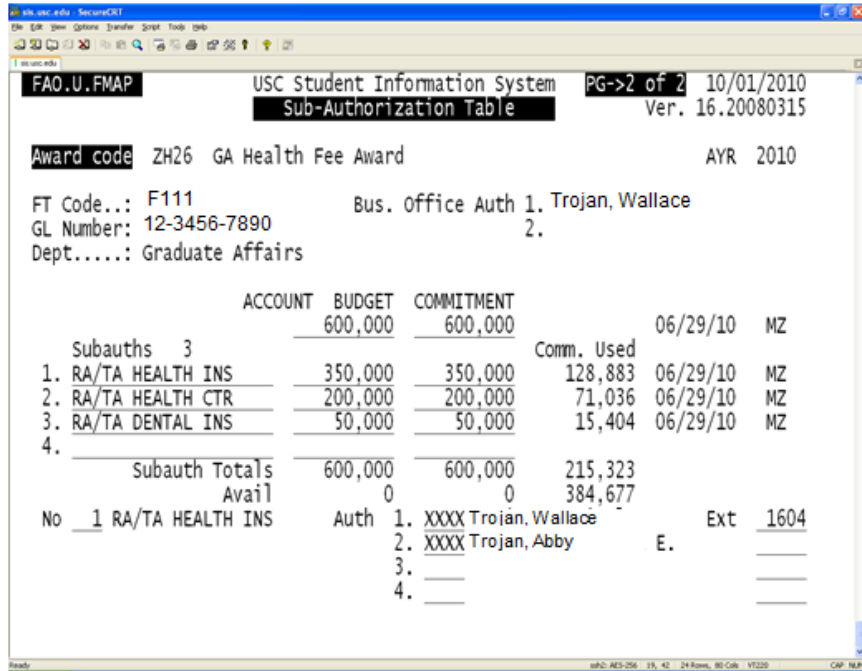
Note: If you are not listed, and believe that you need to be, contact the award's listed Business Office Authorizer.

REFERENCE: PAGE 2 OF 2
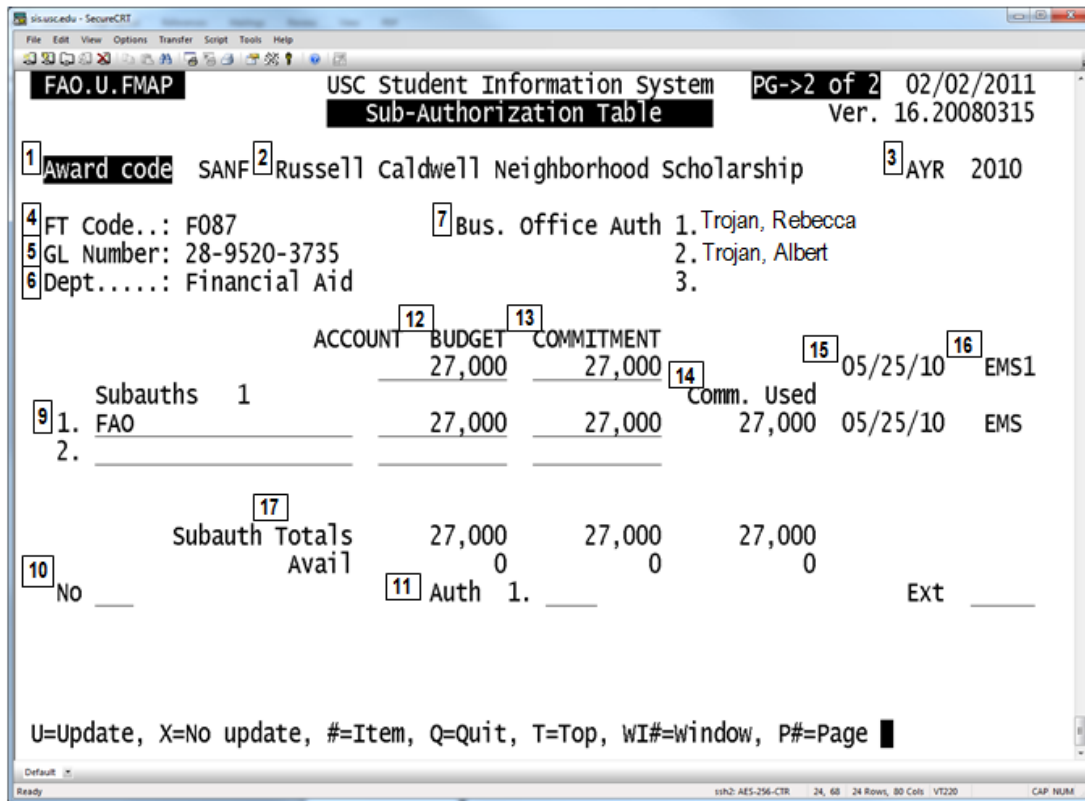
1. AWARD CODE displays the Award Code entered on page one.

2. AWARD NAME displays the name associated with the Award Code.

3. AYR displays the Academic Year of the award being reviewed.

4. FT CODE identifies the FT Code on the account.

5. GL Number shows the General Ledger number assigned to the award.

6. DEP identifies department responsible for the award.

7. BUS OFFICE AUTH displays the name(s) of authorized signer(s) on the account.

This person can authorize another person to enter the award in the Departmental Aid Processes: FAO.U.DAFC, FAO.U.DAST and

FAO.U.DAGA by entering the person's SIS Operator Initials in the AUTH field.

9. SUB-AUTHS displays the department(s) authorized by the Business Office to disburse the award. The value that displays (for example 1, 2 or 3) to the right of the department name is called the "Sub-Authorization Number" (SA#).

The specific individuals allowed to disburse the award for the department may be viewed by entering the number "22" from the command line. You will come to the NO field. There, enter the SA# listed under the Subauths field. A list of persons allowed to distribute the award will appear in the Auth field.

10. NO allows you to enter the sub-authorization number of a department allowed to distribute the award, as listed in the Subauths field. The individuals from the department allowed to disburse the award will be listed in the AUTH field.

11. AUTH lists the individuals from the department allowed to disburse the award as well as their extensions (EXT).

If a person who needs to disburse the award is not listed, contact the Business Office Authorizer for the award. The Business Office Authorizer can add a sub-authorizer by entering the person's SIS operator initials and phone extension in this area.

12. ACCOUNT BUDGET identifies, or allows you to enter, the total dollar amount available for this account.

13. ACCOUNT COMMITMENT identifies the total dollar amount committed from this account. This field also allows the business officer, or sub-authorized person, to enter the amount to be awarded.

14. COMMITMENT USED lists the dollar amount committed that was accepted.

15. DATE displays when the Account Budget, Commitment or Commitment Used fields were last modified.

16. OPERATOR INITIALS displays which USC employee with SIS access last modified the Account Budget, Commitment or Commitment Used fields.

17. SUBAUTHS TOTALS identifies the total dollar amounts budgeted, committed and used by the sub-authorized department(s).

REFERENCE: STUDENT AID ACCOUNT ACCESS REQUEST FORM

STUDENT AID ACCOUNT ACCESS REQUEST FORM

This form must be completed in order to process departmental awards using a student aid account through the Direct Aid Modules of the Student Information System (SIS). The following conditions must be met before an account can be created or updated on the system:

- Complete this form, including the appropriate expenditure card and signature(s).
- The Financial Aid Office must be able to verify on the Budget Administration System (ais-b) that you have expenditure access to the indicated account, that the account is active, that it will not expire prior to the end of the fiscal year and if the account is Current Unrestricted (CU), it has been appropriately budgeted under the 1600 object code for student aid.
- Submit this form at least one week before awards need to be input in order to allow for processing time.

A copy of the reverse side of this form will be returned when it has been processed. The Alpha Code to be used in processing awards on the account will be indicated at the bottom. The business administrator will have access to input the budget and commitment levels to sub-authorize access to the appropriate departmental staff. Once the sub-authorization is complete, the designated users may begin entering.

INSTRUCTIONS

1. Complete every item to ensure prompt processing.
2. Imprint the appropriate expenditure card. If an expenditure card does not exist for the account, the appropriate signatures will suffice.
3. The appropriate official(s) must sign the certification statements below.
4. Forward completed form to:

        Financial Aid Office
        Aid Coordination, SAS 324
        MC 0914; Ext 08647

CERTIFICATIONS
Business Administrator(s)

I certify that all of the information on the reverse is true and accurate to the best of my knowledge. I understand that I am responsible for the accurate maintenance of the account budget and commitment levels as well as the sub-authorization information. I will monitor all student aid activity on this account including all transactions performed by those I sub-authorize.

Name _____ **Signature** _____ **Date** _____

Name _____ **Signature** _____ **Date** _____

Name _____ **Signature** _____ **Date** _____

Senior Business Officer
I authorize the use of this for student aid awards and have delegated the Business Administrator level authority to the Person(s) indicated above.

Name _____

Signature _____

UNIVERSITY OF SOUTHERN CALIFORNIA
FINANCIAL SYSTEM EXPENDITURE CARD

1

UPDATE EXISTING ACCOUNT (COMPLETE EVERY ITEM)

ALPHA CODE: _____   AWARD TERM: _____

NEW INFORMATION: CONTACT INFORMATION:
GL #: _____   Department
        (General Ledger Number)   Representative: _____
AWARD NAME: Address: _____ MC ____
_____   Phone: _____

AWARD TYPE: (choose type)   AUTHORIZED BUSINESS ADMINISTRATOR(S):
_____ Grant, Scholarship, Fellowship, Dept. Assist.   Name   Operator Initials
_____ Assistantship   1. _____ _____
_____ TA _____ RA _____ AL   2. _____ _____
_____ Loan   3. _____ _____

AWARD BASIS: DISBURSEMENT CODES: (check all that apply)
_____ Need   _____ Merit   _____ 1. General (May release to student)
_____ Unknown   _____ Other   _____ 2. Tuition
                                        _____ 3. Fees (Mandatory)
ENROLLMENTS RESTRICTIONS: _____ 4. Mandatory Charges (2 & 3)
(indicate number of units required for student to receive award)   _____ 5. Housing (USC Billed)
Graduate _____ Minimum # of units   _____ 6. University Charges (2-5)
Undergraduate _____ Minimum# of units _____ 7. Other Fees (Non-mandatory)
Special* _____ Minimum # of units   _____ 8. All USC Charges (2-7)
        *(Non-degree candidates)   _____ 9. Stipend Checks

CREATE NEW ACCOUNT (COMPLETE EVERY ITEM)

GL#: _____   Term award will begin: _____
        (General Ledger number)

AWARD INFORMATION: CONTACT INFORMATION:
                                        Department:
AWARD NAME: Representative: _____
_____   Address: _____ MC _____
                                        Phone: _____
AWARD TYPE:
_____ Grant, Scholarship, Fellowship, Dept. Assist.   AUTHORIZED BUSINESS ADMINISTRATOR(S):
_____ Assistantship   Name   Operator Initials
_____ TA _____ RA _____ AL   1. _____ _____
_____ Loan   2. _____ _____
                                        3. _____ _____
AWARD BASIS:
_____ Need   _____ Merit   DISBURSEMENT CODES:
_____ Unknown   _____ Other   _____ 1. General (May release to student) – (G)
                                        _____ 2. Tuition – (T)
ENROLLMENT RESTRICTIONS: (indicate number of units   _____ 3. Fees (Mandatory) – (F)
required for student to receive award) _____ 4. Mandatory Charges (2 & 3) – (M)
Undergrad _____ Minimum # of units   _____ 5. Housing (USC Billed) – (H)
Graduate _____ Minimum # of units   _____ 6. University Charges (2-5) – (U)
Special * _____ Minimum # of units   _____ 7. Other Fees (Non-mandatory) – (O)
        *(Non-degree candidates)   _____ 8. All USC Charges (2-7) – (A)
                                        _____ 9. Stipends Checks – (S)
                                        _____ 10. Health Insurance – (I)
                                        _____ 11. Health Center – (K)
                                        _____ 12. Dental Insurance – (Q)

FAO use only   Alpha Code (U/G) _____ Input by _____ Date _____ Ext. (0)9530

2