



UNIVERSITY OF MINNESOTA

# Scholarship Management

Scholarship Tracking and Reporting

Help/Questions: [asrSTAR@umn.edu](mailto:asrSTAR@umn.edu)

7/31/2018

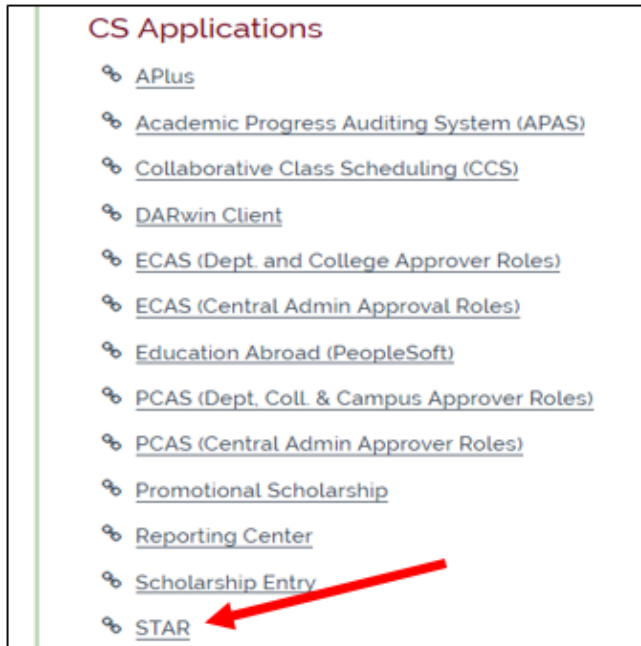
## Contents

Scholarship Tracking and Reporting (STAR).....	3
Requesting Access to STAR.....	5
STAR Overview.....	4
Scholarship Spending Plan and History.....	8
Scholarship Information and History.....	9
Combined Total for <xxx> Fund.....	10
Continuing Student Commitments (offered) .....	12
Freshman Commitments (offered).....	12
UMF Quasi Endowments.....	13
U of M Quasi Endowments.....	14
Renewable (Multi-Year) Award .....	16
Managing Renewable Student Commitments List .....	17
Summary and Spending Plan .....	18
Spending Plan .....	18
STAR EFS Budget Upload .....	19
Scholarship Student Selector (PRIVATE DATA!!) .....	20
Report Download Features .....	22
Scholarship Funds with No Item Type .....	27
Current Academic Year Recipients .....	28
Scholarship Management Performance .....	29
Previous Academic Year Recipients.....	29
Appendix.....	31
Spending U of M Quasi Endowments .....	31
Tasks .....	33
Glossary .....	35

## Requesting Access - Scholarship Tracking and Reporting (STAR)

**Requesting STAR Access:** Access to the STAR system requires two separate request forms.

1. Access Request Form (ARF) for “STAR” through OIT (for access to specific University Dept IDs)
  - Visit OIT Data Security’s web page: <https://it.umn.edu/service-details/enterprise-access-requests> and fill out an “Access Request Form” (ARF) for “STAR” by navigating to *CS StudentSystems and Data > CS Applications > STAR*.



- Complete the ARF, listing the Dept IDs for which you are requesting access, and submit to OIT Data Provisioning.
  - OIT will review and grant access to your requested Dept IDs
2. DMS Access Form (for access to University of Minnesota Foundation's Donor Management System (DMS) – where STAR is housed)
    - Visit the DMS Access Policy and Request Form page: [https://www.dms.umn.edu/pls/app/access\\_request\\_form.start\\_null](https://www.dms.umn.edu/pls/app/access_request_form.start_null) and fill out the DMS Access Form and submit to [DMShelp@umn.edu](mailto:DMShelp@umn.edu)
    - UMF will review and grant access to the DMS system
  3. After access is granted - Log into the MyU Portal and navigate to *Reporting Center > Student Services > Scholarship Tracking and Reporting (STAR)* (See screenshot on following page)

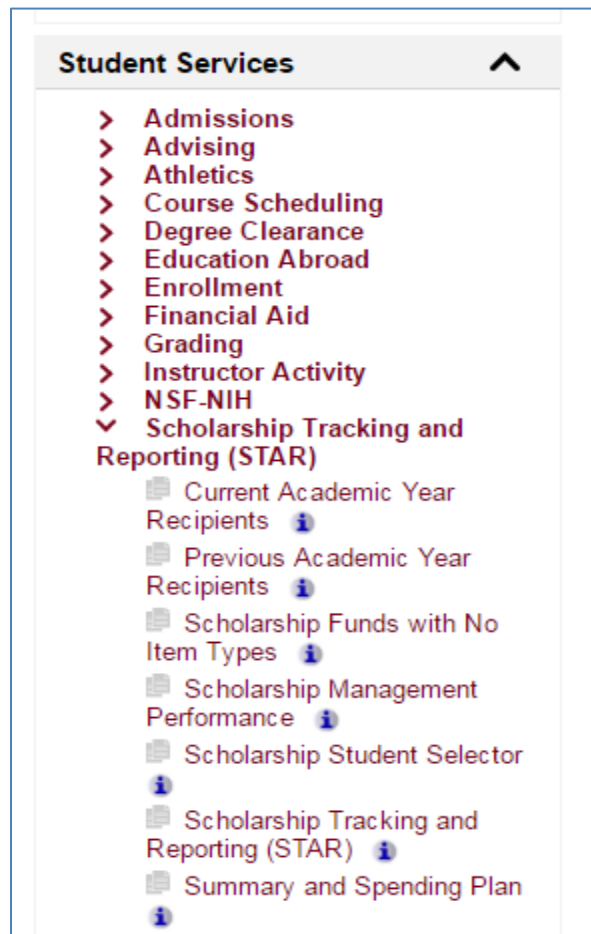
## Scholarship Tracking and Reporting (STAR) - Overview

The tool has many aspects, but all are aimed at efficiently and effectively awarding scholarships. The tool collects all information about a particular scholarship and displays the information. The tool provides history as well as forecasting for each scholarship.

Scholarship administrators can test different options for amounts and number of awards and accountants can be sure all monies are spent in accordance with the MOA's.

\*Even though everything says “scholarship” this tool is for scholarships and fellowships.

Go to MyU > Key Links > Reporting Center > Student Services



# STAR

STAR is the search engine that pulls data from multiple resources including UMF, EFS and PeopleSoft. This is where you determine spending plans, view students that have been OFFERED awards and enter scholarship criteria.

## Search Screen

FYI- the % is the wild card and can be used in many fields. Example: in Desc type: %waller% will return anything with “waller” in the name. Type waller% will return anything that starts with “waller”.

**Aid Year** An aid year runs from Sept 1 – Aug 31. “\*” means aid year rollover has not occurred to date

**Source** What area is the money coming from, UofM, UMF...

**DeptID** Identifies the department that is responsible for scholarship/grant/fellowship

**Item Type** PeopleSoft account identifier used to process payments in the student system. It links the student system to the EFS chart string

Example: Grant A is paid to student through item type 9400000000 and links to EFS Chartfield: 12012-1701-20451-UMF000XXX

**Description** The Name of scholarship/grant/fellowship

**Program** Five alphanumeric characters used in Chartfield string to track transactions on a particular activity (e.g. 20491 is for General scholarship awards & 20541 for PSM related awards)

**Chartfield1** Is a conditional centrally defined ChartField that consists of 10 alphanumeric characters (e.g. identifying UMF fund that supports a particular activity). *This system requires a unique CF1 for each scholarship fund.*

**Fund Type** Search by endowment, quasi, demand or other, defaults to ALL

**Remaining Balance** Total available + earnings + match - committed amount

**Order By** Sorting choices

**FS4I** Shows funds that are in the Fast Start 4 Impact program only

**Download** It includes each item type with dollar details and spending plans

The screenshot shows the STAR Search Screen interface. It features a dark red header with the word "STAR" in gold. Below the header is a form with various search criteria fields: "Aid Year" (a dropdown menu with "Select an Aid Year" as the placeholder), "Source" (a dropdown menu with "All" selected), "DeptID" (a text input field), "Item Type" (a text input field), "Description" (a text input field), "Program" (a text input field), "Chartfield1" (a text input field), and "Fund Type" (a dropdown menu with "All" selected). Below these fields is a section for "Remaining Balance" with two text input fields. Underneath is the "Order By" section with a dropdown menu showing "Remaining Balance". There are two checkboxes: "FS4I Funds ONLY" and "Download". At the bottom of the form are three buttons: "Search", "Clear", and "Cancel".

- \* indicates that Third Party Billing and Payroll commitments may be missing
- \$ indicates an overall spending plan has been set for the item type
- Q indicates a U of M Spending Plan has been entered for the Quasi-Endowment
- ? indicates that the EFS totals shown encompass multiple DeptID's - check UM Reports to see how much is allocated to your department
- 4 indicates Fast Start 4 Impact

Source	Fund Type Chartfield1	Item Type - Campus - DeptID - Description	Total	Committed Amount	Remaining Balance
O&M	SCHTC03862	940000007750- UMNTC- 12019- National Merit Scholarship U	\$512,588.18	\$0.00	\$512,588.18
UMF	Endowment UMF0007185	940000058332- UMNTC- 12019- PSM Bentson Family Scholarship	\$1,249,036.21	( \$775,000.00)	\$474,036.21
UMF	Demand UMF0002991	940000003000- UMNTC- 12019- PSM Bentson Family Scholarship 12019 20541 UMF0007185	\$976,152.12	( \$603,822.00)	\$372,330.12
U of M	Endowment END00E0727	940000003080- UMNTC- 12019- Alumni Freshman Scholarship	\$173,922.48	( \$10,250.00)	\$163,672.48
UMF	Endowment UMF0001212	935000000069- UMNMO- 10644- Morton S Katz Scholarship 9350000001105- UMNCR- 10685- Katz Scholarship 9400000001675- UMNTC- 12019- Morton S Katz Scholarship 9350000000022- UMNDL- 12027- Katz, Morton Scholarship	\$129,976.58?	( \$19,500.00)	\$110,476.58
O&M	SCHTC08419	940000009440- UMNTC- 12019- UHP Scholarship	\$243,722.00	( \$140,000.00)	\$103,722.00
UMF	Endowment UMF0003974	9350000000572- UMNMO- 10644- Ethel M Curry Indian Schol YR3 9350000000573- UMNMO- 10644- Ethel M Curry Indian Schol YR4 9350000000571- UMNMO- 10644- Ethel M Curry Indian Schol YR2 9350000000570- UMNMO- 10644- Ethel M Curry Indian Schol YR1 9350000000945- UMNCR- 10685- Curry American Indian Schol 940000000745- UMNTC- 12019- Curry Scholarship 9350000000036- UMNDL- 12027- Curry Am Indian Scholarship	\$154,961.94?	( \$52,573.00)	\$102,388.94
UMF	Endowment UMF0001004	940000000125- UMNTC- 12019- Alumni Incentive Scholarship	\$105,715.73	( \$12,000.00)	\$93,715.73
U of M	Endowment END00E1396	940000002535- UMNTC- 12019- Florence Sinclair Scholarship	\$100,102.86	( \$18,750.00)	\$81,352.86
UMF	Demand UMF0005696	940000052293- UMNTC- 12019- 3M Alumni Undergraduate Scho 940000002293- UMNTC- 12019- 3M Alumni Undergrad Scholarsh	\$95,276.70	( \$30,000.00)	\$65,276.70
UMF	Endowment UMF0001398	940000002515- UMNTC- 12019- A & B Sheehan Scholarship	\$80,486.95	( \$25,000.00)	\$55,486.95
UMF	Demand UMF0001074	940000009791- UMNTC- 10092- PSM WF/Jackie Robinson 940000009791- UMNTC- 12019- PSM WF/Jackie Robinson	\$60,142.59?	( \$6,000.00)	\$54,142.59
UMF	Endowment UMF0002996	940000001055- UMNTC- 12019- Finkelstein L&I Scholarship	\$56,136.24	( \$7,500.00)	\$48,636.24
UMF	Endowment UMF0006935	940000009786- UMNTC- 12019- Melvin Levin Fund	\$59,598.46	( \$14,000.00)	\$45,598.46

## Sample Search

Searching on DeptID 12019 returns a list of all Item Types associated with that Dept ID. Mouse over the Item Type and you will see the EFS Chart string for the Item Type. Those with multiple item types share same pool of money but have individual plans and information fields.

## PeopleSoft

'\*' in the Committed Amount column indicates that 3<sup>rd</sup> Party Billing and Payroll commitments may be missing

Next to an item type indicates that a Spending Plan has been entered

The "Q" will appear in the Total column after a dollar amount has been entered for a quasi-endowment

Green Shading indicates that the totals shown encompass multiple DeptIDs. You will need to check UM Reports to see how much is allocated to your department. The question mark '?' is what appears if you print the page, (green shading doesn't print).

4 Indicates Fast Start 4 Impact fund

**Total:** all available money in UMF, UofM, etc, EFS balances plus projected payout and matching money

**Committed:** scholarships that have been entered into

### Example of Item Type Funded by a UMF fund

Clicking on an Item Type will bring up details about that scholarship. Clicking on the arrow will take you back to your search results. If available, you'll see a View Documents link. Click on it to view documents such as memorandum of agreements, etc. An item may represent multiple EFS chart strings, if so, they will all be listed.

Data is updated daily!

**STAR**[View Documents](#)

**Item Type: 940000098778 - L Steven & Mary Goldstein Sch**  
UMF Fund 7503 - L. Steven and Mary Goldstein Scholarship  
Aid Year 2016-2017, UMNTC  
EFS Chart String: 1701-10932-20541-UMF0007503

- **UMF Fund Purpose:** To provide payment to full-time undergraduate students in the College of Liberal Arts who show academic promise and financial need. To be used for tuition, fees and academic books. Renewable for 4 years if remain in good standing.
- **Fund Type:** Endowment • **Fund Use:** Undergraduate Students - Need & Merit • **President Scholarship Match**
- **Establishing Donor:** Mrs Mary S Goldstein
- **Establishing Donor:** L Steven Goldstein
- **UMF Stewardship List:** L Steven Goldstein
- **UMF Stewardship List:** Mrs Mary S Goldstein

**Scholarship Spending Plan for Aid Year 2016-2017**[View History](#)

<b>Amount:</b> \$8,000	<b>Description:</b>	<b>Audit Trail</b> 26-MAY-2015 KPEDERSON
------------------------	---------------------	--

**Scholarship Administration Information**[View History](#)

<b>Award Priority:</b>	<b>Award Responsibility:</b>	<b>Audit Trail</b> 18-DEC-2013 RKERBER
<b>Application:</b>	<b>Thank You:</b>	
<b>Number of Years:</b> 4	<b>Amount:</b> \$2,500	
<b>Academic Career:</b> UGRD	<b>Academic Program:</b> 17UGR-College of Liberal Arts	
<b>Minimum GPA:</b> 3	<b>Residency:</b>	
<b>Need Based:</b>	<b>Student Type:</b> New	
<b>Gender Preference:</b>	<b>Ethnic Preference:</b>	
<b>Award Criteria:</b> Payments to new full-time undergrad CLA students with academic promise and financial need, accepted into CLA Honors Program. For the payment of tuition, fees and academic books. May receive scholarship for up to four years providing remain full-time (15 cr/semester) in CLA in good academic standing (3.0 GPA). If leave CLA, no longer eligible for the scholarship.		
<b>Administrative Notes:</b>		

**Combined Totals for L. Steven and Mary Goldstein Scholarship**

UMF Available and Operating EFS Chart String balance through 28-FEB-2017	( \$1,181.00)
Continuing Student Commitments (scholarships entered in PeopleSoft)	\$0.00
Freshman Commitments (scholarships entered in PeopleSoft)	\$0.00
<b>Total Available to Award</b>	<b>( \$1,181.00)</b>

Reflects data as of: March 01, 05:01.01

## Scholarship Spending Plan and History

This is where you enter the dollar amount that the awarder is supposed to offer students, i.e. 10,000. You can also enter a description such as "\$5000 to two students".

**Item Type: 940000098531 - May Orbeck Painter**  
UMF Fund 5382 - May Ohrbeck Painter Graduate Fellowship  
Aid Year 2012-2013, UMNTC  
EFS Chart String: 1701-10827-20462-UMF0005382  
EFS Chart String: 1750-10827-20462-UMF0005382

- UMF Fund Purpose:** To provide payments to full-time graduate students at the U of M according to the following guidelines: 1) full-time graduate students enrolled in the School of Architecture working toward a graduate degree, 2) in good academic standing, 3) with exceptional potential in their field, 4) a plus factor will be given to women.
- Fund Type:** Endowment      **Fund Use:** Fellowships - Merit      **21st Century Graduate Match**

Scholarship Spending Plan for Aid Year 2012-2013 

No spending plan exists for this aid year.

Clicking on the pencil icon will take you to an editable screen.

**Scholarship Spending Plan Maintenance**

Scholarship Spending Plan Information for Aid Year 2014-2015

Amount	Description
<input type="text"/>	<input type="text"/>

Scholarship Spending Plan for Aid Year 2013-2014 

<b>Amount:</b> \$4,000	<b>Description:</b> FY14: New Awards: \$4,000 Commitments: \$0.00 FY15: New Awards: \$0.00 Commitments: \$4,000 FY16: New Awards: \$4,000 Commitments: \$4,000 FY17: New Awards: \$0.00 Commitments: \$8,000	<b>Audit Trail</b> 27-MAR-2013 KPEDERSON
---------------------------	--	--

[View History](#)



View previous spending plans



## Scholarship Information and History

Review the fund documents to determine how the award is to be administered. Clicking on the pencil icon will take you to an editable screen. Clicking on View History will give you history details. The “\*” fields are used in selecting eligible students, (see Summary and Spending Plan for more info).

Review documents and enter information once and it remains until it needs editing.

Scholarship Administration Information 				View History	
Award Priority:		Award Responsibility:		Audit Trail	
Application:		Thank You:			
Number of Years: 4		Amount: \$2,500			
Academic Career:		Academic Program: -			
Minimum GPA:		Residency:			
Need Based:		Student Type:		19-MA KPEDE	
Gender  Scholarship Administration Maintenance					
Award (					
* Indicates fields which will be used to help select eligible students.					
Adminis Scholarship Administration Information					
Award Priority	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	Award Responsibility			
Application	<input type="radio"/> Yes <input type="radio"/> No	Thank You	<input type="radio"/> Yes <input type="radio"/> No		
Number of Years	4	Amount	2500		
Academic Career*	<input type="text"/>	Academic Program*	<input type="text"/>		
Minimum GPA*	<input type="text"/>	Residency*	<input type="text"/>		
Need Based*	<input type="text"/>	Student Type*	<input type="text"/>		
Gender Preference	<input type="text"/>	Ethnic Preference	<input type="text"/>		
Award Criteria	<input type="text"/>				
Administrative Notes	<input type="text"/>				
<input type="button" value="Update"/> <input type="button" value="Close Window"/>					

Scholarship Administration Changes		
Award Priority:	Award Responsibility: Keri Zweig Risic	Audit Trail 29-SEP-2011 RBALFOUR
Number of Years: 4	Amount:	
Application:	Thank You:	
Academic Career:	Academic Program: -	
Minimum GPA:	Residency:	
Need Based:	Student Type:	Audit Trail 25-MAY-2011
Gender Preference:	Ethnic Preference:	
Award Criteria: The Edelstein Family Foundation Scholarship is a 4-year need-based academic scholarship awarded by the University of Minnesota Office of Admissions to prospective CLA freshman students.		
Administrative Notes:		
Award Priority:	Award Responsibility:	Audit Trail 25-MAY-2011
Number of Years:	Amount:	
Application:	Thank You:	
Academic Career:	Academic Program: -	
Minimum GPA:	Residency:	

## Combined Total for <xxx> Fund

Each forecast has a mouse over explaining the calculation. These rows appear/disappear depending on the time of year and which aid year you are viewing.

UMF spendable is based on a five year trailing average of the cash balance of the fund. As allocation is run each month that calculated available will be added into the current available. The forecast will be decreased by one month. This is calculated up to September 1st.

<div>30-SEP-2013 spendable of \$261.16 x 11 months.</div> <b>Steven and Mary Goldstein Scholarship</b>	
Operating EFS Chart String balance through 21-NOV-2013	\$6,984.85
<u>UMF Spendable forecast through 01-SEP-2014</u>	\$2,870.00
Match forecast through 31-MAR-2014	\$3,186.45
Renewable Student Commitments (not yet entered in PeopleSoft)	( \$4,000.00)
Continuing Student Commitments (scholarships entered in PeopleSoft)	\$0.00
Freshman Commitments (scholarships entered in PeopleSoft)	( \$2,000.00)
<b>Total Available to Award</b>	<b>\$7,041.30</b>

The Matching forecast is calculated monthly except it is through March 31<sup>st</sup>. Matching programs run April 1<sup>st</sup> – March 31<sup>st</sup>.

<div>6 months of actual for a total of \$1,619.49, plus a forecast of \$1,566.96 (30-SEP-2013 spendable of \$261.16 x 6 months).</div> <b>Administrative Notes:</b>	
<b>Scholarships for L. Steven and Mary Goldstein Scholarship</b>	
Operating EFS Chart String balance through 21-NOV-2013	\$6,984.85
UMF Spendable forecast through 01-SEP-2014	\$2,870.00
<u>Match forecast through 31-MAR-2014</u>	\$3,186.45
Renewable Student Commitments (not yet entered in PeopleSoft)	( \$4,000.00)
Continuing Student Commitments (scholarships entered in PeopleSoft)	\$0.00

The U of M forecast is calculated quarterly and is through June 30<sup>th</sup>.

<b>Combined Totals for Edward &amp; Effie Johnson Award</b>	
Operating EFS Chart String balance through 21-NOV-2013	( \$819.59)
U of M Quasi Balance as of 30-SEP-2013 (has a True Endowment Supporting)	\$80,316.24
<u>U of M Income Distribution through 30-JUN-2014</u>	\$5,030.00
Renewable Student Commitments (not yet entered in PeopleSoft)	( \$18,000.00)
Continuing Student Commitments (scholarships entered in PeopleSoft)	( \$3,000.00)
Freshman Commitments (scholarships entered in PeopleSoft)	\$0.00
<b>Total Available to Award</b>	<b>\$63,526.65</b>

30-SEP-2013 payout of \$1,675.07 x 3 remaining quarters.

## Current Available (UMF and/or EFS Chart String balance)

Clicking on the dollar amount in the first line will give you the current available dollars.

Current Available Detail	
Carryforward	\$614,043.99
Revenues	\$590,298.00
<b>EFS Total Available Match - Fund Code 1000</b>	<b>\$1,204,341.99</b>
Carryforward	( \$3,750.00)
<b>EFS Total Available Gift - Fund Code 1701</b>	<b>( \$3,750.00)</b>
<b>EFS Total Available</b>	<b>\$1,200,591.99</b>
<b>UMF Available</b> (includes spendable through 30-JUN-11)	<b>\$1,469,140.83</b>
<b>Grand Total Available</b>	<b>\$2,669,732.82</b>
Close Window	

Reflects EFS data as of: August 03, 02:10.30  
UMF data is live on this drilldown.

Two different examples. Showing possibility of multiple funds, revenues, expenditures, transfer in (match money)...

Current Available Detail	
Carryforward	\$38,381.00
Expenditures	( \$506,889.00)
Transfer In	\$500,000.00
<b>EFS Total Available Gift - Fund Code 1701</b>	<b>\$31,492.00</b>
<b>EFS Total Available</b>	<b>\$31,492.00</b>
<b>UMF Available</b>	<b>\$693,427.47</b>
<b>Grand Total Available</b>	<b>\$724,919.47</b>
Close Window	

Reflects EFS data as of: September 09, 05:00.01  
UMF data is live on this drilldown.

## Continuing Student Commitments (offered)


This will give you a list of non-freshmen student commitments for the Aid Year chosen.

## Freshman Commitments (offered)

This will give you a list of freshman only commitments for the Aid Year chosen. Who are freshman? Admission data with Type New High School (NHS) for the given year who have matriculated or given intent.

Current Available through 25-OCT-2011	\$4,883.14
UMF Spendable through 01-SEP-2012	\$1,890.00
Match forecast through 31-MAR-2012	\$1,880.11
Continuing Student Commitments	\$0.00
Freshman Commitments	( \$3,000.00)
<b>Total Available to Award</b>	<b>\$5,653.25</b>

Clicking on the dollar amount will list the recipients:

						
Aid Year	Student / Status	Number of Years Received	Item Type	Offered Amount	Disbursed Amount	Balance
2013-2014	4 E [REDACTED]	3	940000009258	\$3,000	\$1,500	\$1,500
2013-2014	4 E [REDACTED]	2	940000009258	\$3,000	\$1,500	\$1,500
<b>2 Total Continuing Student Commitments</b>				<b>\$6,000</b>	<b>\$3,000</b>	<b>\$3,000</b>

[Download Students](#)

Recipient data is refreshed weekly.


## UMF Quasi Endowments

Only money in the EFS account will appear on quasi endowments

UMF	Quasi	940000050688- UMNTC- 10827- Leonard and Virginia Currie SA	\$0.00	\$0.00	\$0.00
	UMF0001864	940000001534- UMNTC- 10827- Currie Scholarship			

Click on an Item Type and in the Combined Totals it will also be \$0.00.

Click on the Pencil

Combined Totals for Leonard and Virginia Currie Experience Abroad Fund	
Current Available through 05-JAN-2012 (EFS only)	\$0.00
UMF Spending Plan for Aid Year 2012-2013 	\$0.00
Continuing Student Commitments	\$0.00
Freshman Commitments	\$0.00
<b>Total Available to Award</b>	<b>\$0.00</b>

The reasoning behind showing "0": we didn't want to show only the available when you can spend the principle and we also didn't want to show the 20%. Zero, gives you the opportunity to look at all the numbers to make the best spending decision.

UMF Spending Plan Maintenance	
Current UMF Position for Fund #1864 (as of 22-NOV-2013)	
Principal Balance	\$12,320.06
Available Balance	\$1,026.68
FY 2014 Beginning Balance	\$12,855.94
FY 2014 Quasi Annual Limit (20% of beginning balance)	\$2,571.19
*FY 2015 Quasi Annual Limit will be based on FY 2015 beginning balance.	

UMF Quasi-Endowment scholarships behave differently than an endowment in that you can spend the principal. Effective July 1, 2011, UMF quasi-endowment funds were limited to 20% annual spending based on the cash balance at the beginning of each fiscal year. The current fund information and the FY quasi annual limit (20%) are shown on your planning page but please note this is for reference only. The UMF spending plan you enter will be limited to 20% of the cash balance at the beginning of the fiscal year.

## U of M Quasi Endowments

There are two types of quasi endowments held at the University: stand-alone or a quasi that is supported by a True endowment.

### Stand Alone


It appears on the screen just like the UMF quasi. “Quasi” will show as the Fund Type and you MUST enter a spending plan for dollar amounts to appear.

U of M	Quasi END00E0885	940000500575- UMNTC- 11179- Bean Hospital and Healthcare	\$38,300.97	( \$12,235.00)	\$26,065.97
--------	---------------------	--	-------------	----------------	-------------

#### Combined Totals for Bean Hospital and Healthcare

Operating EFS Chart String balance through 21-NOV-2013	\$19,640.97
U of M Spending Plan for Aid Year 2014-2015 	\$0.00
U of M Income Distribution through 30-JUN-2014	\$18,660.00
Continuing Student Commitments (scholarships entered in PeopleSoft)	( \$12,235.00)
Freshman Commitments (scholarships entered in PeopleSoft)	\$0.00
<b>Total Available to Award</b>	<b>\$26,065.97</b>

After you enter your information click Update and it will take you back to the Item Type detail screen. Please note that dollar amounts entered have to **process overnight!!** After processing a “Q” will appear in the Total column.

**U of M Spending Plan Maintenance** 

Current UM Position for Fund #P000000885 (as of 30-SEP-2013)

UM Endowment Type	Sequence	Market Value
QR	1	\$613,196.24

U of M Spending Plan Information for Aid Year 2014-2015

Amount	Description
<input type="text"/>	<input type="text"/>

### Quasi Supported By a True Endowment

Fund shows only the available money to spend.

Fund Type appears as endowment.

U of M	Endowment END00E0438	935000000400- UMNTC- 12012- Teamster Local 320 Scholarship 935000000100- UMNDL- 12027- Teamsters Local 320 Schol	\$41,013.07	\$0.00	\$41,013.07
--------	-------------------------	---	-------------	--------	-------------

The amount listed in this type of quasi represents the spendable from the endowment and is **all available to spend**. A spending plan is **NOT** required for a Quasi supported by a True endowment.

Combined Totals for Teamster Local 320 Scholarship	
Operating EFS Chart String balance through 21-NOV-2013	\$22,062.97
U of M Quasi Balance as of 30-SEP-2013 (has a True Endowment Supporting)	\$17,220.10
U of M Income Distribution through 30-JUN-2014	\$1,730.00
Continuing Student Com (in PeopleSoft)	\$0.00
Freshman Commitments (Soft)	\$0.00
Total Available to Av	\$41,013.07

Amount represents spendable income from a True endowment that was reinvested into a quasi endowment

## Renewable (Multi-Year) Award

Enter the number of years it is to be awarded in Scholarship Administration Information.

Scholarship Administration Information	
Award Priority:	Award Responsibility:
Application:	Thank You:
Number of Years:	Amount:
Award Criteria:	
Administrative Notes:	

Scholarship Administration Information	
Award Priority	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Application	<input type="radio"/> Yes <input checked="" type="radio"/> No
Thank You	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of Years	4
Amount	3000
Award Criteria	renewable, MN, IA, ND, SE, WI; ME, ChemE, EE, Chem, CSci; extracurricular activities; 3.0 GPA, one semester to raise GPA to 3.0 if it falls below; students are to be involved in extra-
Administrative Notes	living donor; "CSE Merit Scholarship"; ok to use transfers if not enough freshmen accept

Update Close Window

The Amount is irrelevant to the calculation, it is for reference only. The calculation is based on the dollar amounts that have been entered into PeopleSoft for each student. IT NEEDS TO PROCESS OVERNIGHT!

**Renewable Student Commitments:** the system looks at students who are currently receiving the award and calculates how many years are remaining based on the Number of Years entered.

This is by item type. If you happen to have an award that can be a two year or four year, for example, setup two separate item types.

These remaining award years HAVE NOT been entered into PeopleSoft.

Combined Totals for 3M Scholarship Fund	
Current Available through 17-JAN-2012	\$11,183.44
UMF Spendable through 01-SEP-2012	\$34,040.00
Match forecast through 31-MAR-2012	\$45,609.38
Renewable Student Commitments (not yet entered in PeopleSoft)	( \$27,000.00)
Continuing Student Commitments (scholarships entered in PeopleSoft)	\$0.00
Freshman Commitments (scholarships entered in PeopleSoft)	\$0.00
Total Available to Award	\$63,832.82

You can click on the dollar amount to see and DOWNLOAD the student data. You can open the file in Excel make any edits you need and upload it into Scholarship Batch in PeopleSoft.



## Managing Renewable Student Commitments List

As stated above, you can click into the total to see those students that received the scholarship last year and are eligible this year based on how many times they've received the scholarship. These are then reviewed to verify that they are still eligible based on the other criteria for the fund (GPA requirement, etc).

You have the ability to remove those students that don't meet the requirements from the list and reflect that in the total.

Renewable Student Commitments (not yet entered in PeopleSoft)	( \$125,000.00)
---	-----------------

Click on the dollar amount and a screen listing the students will appear.

Aid Year	Student / Status	Number of Years	Item Type	Amount
2012-2013	<input type="text"/> Zachary Enrolled Fall 2011	1	940000009776	\$5,000
2012-2013	<input type="text"/> Callie R Enrolled Spr 2012		776	\$5,000

To remove a student from the list, click the X. The system will ask you if you really want to delete the record. Once it's gone there's no bringing it back!!

Are you sure you want to DELETE this scholarship recipient?

OK Cancel

They will be in the list for the next year. If after two years they don't receive the scholarship they will no longer appear in the list.

The dollar amount will update after overnight processing.

## Summary and Spending Plan

### Spending Plan

This report allows you to view and/or download a file any spending plans and administrative information that has been entered for an item type. As with the STAR tool, you can search by different criteria or just click Search to see all deptIDs and their item types that you have access to. Note the check box for Only Item Types with a Spending Plan.

Choose Download Type Spending Plan. The download has much more information than the view.

Summary & Spending Plan

Aid Year

2016-2017

DeptID

12012

Item Type

Program

Chartfield1

☐ Only Item Types with a Spending Plan

☐ FS4I Funds ONLY

Order By

Priority

Download Type

None

None

Spending Plan

EFS Budget

Clear

Cancel

Item Type - Description	Priority	Spending Plan Amount	Spending Plan Description	Spending Plan Author
940000500809 - Legacy Award		\$5,000.00	Add one scholarship; continue three (one will be done in 2013; one in 2014; and one in 2015). Note from Gracie Davenport (Nov 11, 2011): The re-evaluation did happen in 2010 and your new percentage is 11.1% of the spendable amount for fund 4105. This year your transfer was \$17,086. The amount will usually appear in your fund between August and October of each year. The percentage is re-evaluated every 4 years and last year the rate was not determined until November.	MSHAW 14-NOV-2011
<b>Award Criteria:</b> a. Merit and need based b. Students admitted into Family Social Science or Youth Studies majors c. Information sheet used in common with other participating colleges (so thank-you letters are not handled through our office at this point). <b>Admin Notes:</b> I would like to know the criteria used to determine our % as noted above in email from Gracie Davenport. Was YOST included in the estimate? Was it entering students, or all students, or all students entering at some point as NHS, in the majors?				
940000009505 - Howard & Venetia Johnson Schol		\$2,000.00	Give one new award to an incoming NHS student(this is a one-year award).	MSHAW 14-NOV-2011
<b>Award Criteria:</b> a. Merit and need b. Preference for graduate of Minneapolis North High; or any Minneapolis high school c. Plans a degree from CEHD <b>Admin Notes:</b> The fund plus match earns somewhat more than \$2,000 per year, so we can (every two or three years) give two awards instead of one.				
940000001641 - Dorothy Wandrey Hilligoss Scho		\$1,000.00	Plan for one scholarship to NHS student as below. Fund is being switched to \$25,000 endowment; earning should cover this.	MSHAW 15-NOV-2011
<b>Award Criteria:</b> a. Merit and need b. Student must come from one of the following Minnesota areas: Hibbing/Chisholm, Grand Rapids/Coleraine, Cook/Tower/Ely, Owatonna, Nashwauk/Keewatin, Owatonna, or Cherry. <b>Admin Notes:</b> This fund is being changed from a demand fund to an endowment. It should earn at least \$1,000 each year. Also, the donors are interested in making it renewable, but we won't do that this year while it is being established.				
940000000493 - Judy D Walter Scholarship		No spending plan has been entered for this Item Type.		
940000000502 - Lorena W Jacobson Scholarship		No spending plan has been entered for this Item Type.		
940000000591 - Halpeern Goldberg Scholarship		No spending plan has been entered for this Item Type.		

## STAR EFS Budget Upload

Go to Summary and Spending Plan and choose download type EFS Budget.

- All chartfields from STAR will populate into the file for budget purposes (even those with 0 or no spending plan set)
- The amounts are spending plan based, so if there is no spending plan set, all other budget rows will display 0's and you can manually update as needed
  - \*\*\*There is no verification at the time of file creation as to whether there are funds available to cover what is budgeted in the file - the assumption is that since it is all based on the spending plan that was set and that verification was done by whoever set the spending plan
- If it is a multiple deptID scenario (as indicated in STAR and the first column in the file), other than the spending plan the amount fields will require manual work
- As with the rest of STAR, chartfield2 is not applicable and rows will only budget down to the CF1 level
- Current EFS balances will be budgeted as carryforwards and will also decrease the 540100 Gift & Bequest budget line
  - \*\*Negative carryforwards be budgeted as 0 and not affect the 540100 Gift & Bequest budget line since the assumption will be that the deficit will be taken care of by June 30
- The first column will indicate if review is needed for any CF1s associated with a NULL field as well as multiple deptID scenarios
- Any unusual scenarios that do not fit the standard will still populate in, but will have NULL fields that will require manual intervention, so ALWAYS verify your file before upload
  - These include non-UMF and non-endowment funds
- Timing:
  - Spending plan changes will be reflected immediately
  - EFS financials are pulled from the data warehouse and updated on a nightly basis
- Prior to upload, remove the header and also the first column (the flag for more review needed)
- The only time the 'Exclude' flag will be set to 'Y' is on the 900100 budget lines when the current EFS balance is 0 (so row will appear as a budget line of 0 and the Exclude flag will = 'Y')

## Scholarship Student Selector (PRIVATE DATA!!)

### NOTE:

You will only be able use this report if you have access to Student Selector data in PeopleSoft

Scholarship Student Selector	
Institution	UMNDL - Duluth
Academic Career	UGRD
Academic Program	43UGR - School of Fine Arts
	<div>Select All Academic Plans</div> <div>0054MIN49 - American Indian Studies</div> <div>0080MIN49 - Anthropology</div> <div>009800043 - Art</div> <div>0098MIN43 - Art</div> <div>009820243 - Art B A</div>
Academic Year	Select an Aid Year
Home City	
Home County	
Home State	
Home Zip Code	
Cumulative GPA	
<div>Search</div> <div>Cancel</div>	

The Scholarship Student Selector produces a set of over 50 columns of demographic, admissions, academic performance and financial aid information for students selected using a series of dropdowns. The information may be used to qualify students for scholarships or other purposes. This report can be downloaded to Microsoft Excel. Data contained in this report changes each day.

You must select the criteria from the top down. The first choice changes the information available in the next dropdown, etc. You need to make specific choices for Institution, Academic Career, and Academic Program (academic plans are optional), the rest are all optional.

Both academic years are available. If you don't choose, you will still get a pool of students, but there won't be financial data.

**Scholarship Student Selector**

11415 student records found.

Go check your DMS Inbox for download results.

Open the file in Excel.

The Student Selector Criteria will be listed at the top. This is the criteria from the search screen along with any \* information from the Scholarship Administration Information screen that picked the students for the download.

Below that is Additional Administrative Information. This is other data from the Scholarship Administration Information screen that is **NOT USED** when pulling students for the download. It is considered PREFERENCE as opposed to REQUIRED information when selecting students. It is here for you to refer to so you can filter on the information.

To sort and filter: cut the rows above the student list (this example rows 1-18) and paste them into another sheet for reference. Then you can turn on the Filter (Data/Filter).

The screenshot shows two Excel worksheets. The left worksheet, 'M8', contains the following data:

Student Selector Criteria:	
Term:	Fall 2012
Run on:	7-Aug-12
Institution:	UMNTC
Academic Career:	UGRD
Academic Program:	All
Student Type:	All
GPA >=	3
Residency:	INST
Need Based:	Yes

ADDITIONAL ADMINISTRATIVE INFORMATION	
Item Type:	935000001900
Award Criteria:	Test-test
Gender:	F
Ethnicity:	Hawaiian
Administrative Notes:	Donor will decide on an annual basis the intent of awarding. Consult with Bob Burgett.

The right worksheet, 'student\_download', contains the following data:

Emplid	Name	Aid Year	Process St	FAFSA Date	Cost of At	Expect Far	Grants/Sci	Need bef	Depend	Career	Program	Plan	Sub Pla	Acad Le
1170511	O'Brien, Mary	2012-2013	Packaging	1-Feb-12	71082	0	0	71082	I	UGRD	Coll of Col	Non Degri	NDG	Non-deg
1231231	Dahl, Peter	2012-2013	Packaging	16-Mar-12	55292	0	0	55292	I	UGRD	Coll of Col	Non Degri	NDG	Non-deg
7897897	Jackson, Renee	2012-2013	Packaging	19-Mar-12	55292	0	0	55292	I	UGRD	Coll of Col	Non Degri	NDG	Non-deg

## **Report Download Features**

### **Filtering Your Report in Microsoft Excel**

Use of Microsoft Excel's filtering is recommended for this report.

Filtering a list means displaying only a part of it. You provide the criteria you want used, and then Excel displays only those list records that match the criteria. Filtering is especially useful if you have a large list and you want to work with only a subset of the records in the list.

The easiest way to filter your list is to use the Filter feature. You do this by following these steps:

1. Click on the Data menu
2. Click on Filter button
3. Pull-down arrows will appear to the right side of each label's cell. If you click on one of these pull-down arrows, Excel displays the unique values in that column (field). You can then select one of the values and Excel displays only those records that match that value for that field. (The pull-down arrow then turns blue.) All the rest of the records in the list will be hidden. You can continue to narrow your data by filtering other columns if you so choose.

### **Tips for Awarding Need-Based Scholarships**

In the spreadsheet turn on the Filter. You can use the filter to select a specific group of students based on the values found in the columns. For instance, if you were awarding a scholarship that requires that the student show Need, first determine if the student applied for aid and has been awarded aid by the Office of Student Finance. To make this determination, select the 'Packaging Completed' from the Process Status drop-down list. A 'Packaging Completed' status means that the student has been awarded financial aid. Other statuses such as 'Ready for Counselor Review' or 'Applied' mean that the student has not yet been awarded financial aid. 'No Electronic Application' or a blank field indicates that the student did not apply for financial aid.

Note that a date will appear in the FAFSA Date column if a student has completed an application for financial. You can use this date to determine when the student applied for financial aid.

There are four columns in the spreadsheet that will tell you if a student has need as determined by the Office of Student Finance. The columns are 'Cost of Attendance, Expect Family Cont' Grants/Schol' and 'Need before Work/Loan.' To sort the spreadsheet to list the students with the greatest amount of need, go to Data/Sort/Sort by: Need before work/loan, Order: Largest to Smallest.

The formula used to determine financial need is:

Cost of Attendance minus

- Expect Family Cont

- Grants/Schol

---

= Need before Work/Loan

**If a student's Expect Family Cont is greater than Cost of Attendance then the student has No Need.**

*Cost of Attendance* is a student budget established by the Office of Student Finance for the current year. Note that non-resident students tend to have a higher Need before Work/Loan amount because they have a higher cost of attendance as a result of paying non-resident tuition.

*Expect Family Cont* is the amount that the Federal government expects the family to contribute to the student's education for this year.

*Grants/Schol* is the total of all grants or scholarships awarded to the student to date for this year.

*Need before Work/Loan* (or unmet need) is the amount of scholarship money that the student may receive without affecting the student's other grant or scholarship awards. If a student receives awards beyond this amount, loan or work awards may have to be reduced. **If you intend to award an amount greater than the Need before Work/Loan amount consult with the Scholarship Staff in the Office of Student Finance to determine the impact on the student's other awards.**

## Column Definitions

Below is a description of each of the columns that are available.

1. EMPLID – Student's PeopleSoft ID
2. NAME – Student's name
3. AID YEAR – The Federal Financial Aid aid year you have selected to award your scholarships. This may be either the current year or the next Financial Aid Year.

4. PROCESS STATUS – This field shows whether the student has a completed financial aid application on file. Use the value 'Completed' when awarding Need-Based scholarships.
  - a. 'No Electronic Application' – the student did not complete the Free Application for Federal Student Aid (FAFSA).
  - b. 'Applied' – the student's application (FAFSA) has been received but not processed.
  - c. 'Ready for Counselor Review' – the student's application (FAFSA) has been received but additional information has been requested to complete the application.
  - d. 'Ready for Packaging' - the student has been offered financial aid
  - e. 'Packaging Completed' – means the student has a FAFSA on file and has been offered financial aid for the academic year
5. FAFSA (Free Application for Federal Student Aid) DATE – The date the financial aid application was received by the Office of Student Finance. This field can be used to determine the order in which students applied for financial aid.
6. COST OF ATTENDANCE – Standard cost of attendance as determined by the Office of Student Finance. If the student did not apply for financial aid via the FAFSA the Cost of the Attendance value displayed will be blank.
7. EXPECT FAMILY CONT – This is the amount that the family is expected to contribute to the student's education as determined by the Federal Need Analysis formula from the FAFSA.
8. GRANTS/SCHOL – The total of all grants and scholarships awarded to the student.
9. NEED BEFORE WORK/LOAN – The value will be the dollar amount of need the student has after subtracting the student's GRANTS/SCHOL and EXPECT FAMILY CONT from the COST OF ATTENDANCE. If the resulting calculation is less than zero the value displayed will be zero. The spreadsheet is sorted in the descending order of NEED BEFORE WORK/LOAN (e.g. the highest need students are at the top). Note that out of state students have higher need because their cost of attendance is higher. As a result they will tend to be at the top.
10. DEPENDENCY – Dependency status determined by the FAFSA. The values displayed will be either 'Dependent' or 'Independent' if the student has completed a FAFSA. If the value displayed is 'Not Available' that means the student has been awarded a Non-Need-Based institutional scholarship but has not filled out a FAFSA. These students will have a Cost of Attendance listed.
11. CAREER – Undergrad, Graduate, Law, Medicine, Dental, Pharmacy or Veterinary Medicine.
12. PROGRAM – The student's college of enrollment. If the student is enrolled in more than one college he or she will appear more than once.
13. PLAN – The student's major. If the student has more than one major he or she will appear more than once.
14. SUB PLAN – Depending on the student's Program and Plan this field may provide additional information useful in awarding a scholarship.
15. ACAD\_LEVEL\_DESCR – (e.g. Freshman, Sophomore ...)
16. CREDIT LOAD – The number of credits that the student has registered for during the current term (from the Office of the Registrar's (OTR) panels). This value is taken from the UNTS\_TAKEN\_PRGRSS field in PeopleSoft.
17. CUM GPA – The student's current Cumulative GPA from the OTR panels on PeopleSoft.
18. TOTAL CREDITS - Total credits passed from the OTR panels. This value is taken from the TOTAL\_PASSD\_PRGRSS field in PeopleSoft.
19. ADMIT TERM – The term that the student was admitted to the Program and Plan listed on the row. Students with multiple Programs or Plans may have more than one Admit Term.
20. ADMIT TYPE – The student's admission type (e.g. NHS, IUT, NAS...)
21. LAST ENRLD TERM – The last term during which the student enrolled for classes.



- 22. LAST REG STATUS – The student’s Admit Type during his or her last term of enrollment.
- 23. FERPA - The student selected level of data privacy. Do not give out information that the student has requested to not be disclosed.
- 24. PROG STATUS – This field indicates the student’s program status (e.g. Admitted, Active, Prematric, etc.).
- 25. HONORS – Indicates whether the student is in an Honors track within their college of enrollment.
- 26. GENDER - Male or Female.
- 27. RESIDENCY – The student state of residency from the ADMISSION\_RES field in PeopleSoft.
- 28. CITIZENSHIP – Citizenship status of the student from PeopleSoft.
- 29. ETHNICITY – The student’s self-reported ethnicity from PeopleSoft.
- 30. AGE – Age of the student.
- 31. LAST SCHOOL – The student’s school prior to attending the University. For new freshmen this is typically the student’s High School of graduation.  
For continuing or graduate students this may be a college within or outside of the University.
- 32. PROG ACTION – This field is used for New students to indicate where the student stands in the process of matriculation.
- 33. HOME CITY –. Home city from the address file.
- 34. HOME COUNTY - Home county is often blank.
- 35. HOME STATE – Home state from the address file.
- 36. HOME COUNTRY -- Home country from the address file.
- 37. HOME POSTAL CD – Zip code or foreign country postal code.
- 38. SELF REPORTED STATE -.The student’s self-reported state of residence.
- 39. EMAIL ADDR – Student’s email address.

## Dropdowns

Academic Year and Term - limited to the current year and one future year.

Institution

Academic Career

Academic Program

Academic Plan

Student Type

- New - Students who have an admit term equal to the Term prompt select above
- Continuing - Students whose admit term is prior to the term select above

Note that students whose admit term is in the future as compared to the current date will be included on the list if they are active in the Academic Program program selected. For example if today is August 15th and a student was in CLA during the spring and has been admitted to another college for Fall Semester the student will not be discontinued in CLA until the first day of Fall Semester and will appear on a list of CLA students until then.

Admit Type - displayed only when the 'New' Student Type is selected.

## Scholarship Funds with No Item Type

This report lists all funds you have access to with a Use Code of Scholarship and Fellowship and that do not have an Item Type setup in EFS.

Verify whether or not an item type should be setup

- Maybe item type was setup incorrectly or not at all

You can search by your unit, UMF department number or fund number. It will only return those you have access to. You don't have to enter anything. You can just click Search and it will return all. You can also Download a file.

Scholarship Fund Report		Scholarship Funds with no Item Types						
College	<input type="text"/>	Fund / Department	College	Purpose	Use	Fund Type	Available Amount	Quasi Principal Amount
Department	2111	5791 - Mechanical Engineering Fellowship Fund	CSE	Graduate fellowships at the discretion of the Mechanical Engineering Department Head.	Fellowships - Undesignated	E	\$303,074.62	N/A
Fund		2111 - Mechanical Engineering						
Order By		5825 - Medical Device Design Fellowship	CSE	Donors made gifts to the Medical Device Design Fellowship in the College of Science and Engineering to provide fellowships to graduate students in the College of Science and Engineering working in medical device design.	Fellowships - Undesignated	E	\$170,278.93	N/A
Available Amount	▼	2111 - Mechanical Engineering						
Download	<input type="checkbox"/>			To provide an annual award to a full-time graduate student				
Search	Clear	Cancel						

## Current Academic Year Recipients

1. Choose campus (i.e. Twin Cities)
2. Choose college (i.e. CLA)
3. Choose RRC level (do you want students in CLA and the scholarships they received ONLY from CLA and/or scholarships the CLA students received from other areas?) Use the Ctrl key to choose multiple areas.
4. Optional: choose deptID level
5. OR you can search for a specific fund/Chartfield1

Returns: DMS ID, PS ID, item type and description, name, program, plan, email, etc.

Current Academic Year Recipients	
Aid Year	2013-2014
Institution*	Select an Institution...
Students Currently Enrolled In*	CAH - Center for Allied Health CBS - College of Biological Sciences CCE - Coll of Continuing Education CDES - College of Design CEHSP - Education & Human Service Pro CFANS - Col of Food, Agr & Nat Res Sci
Scholarships Parented By (RRC Level)*	AAPRV - Acad Affairs&Provost, Sr VP AESXX - Ag Experiment Station AHCSH - AHC Shared Units ATHLX - Athletics, Dept of Intercolleg AUDIT - Internal Audit, Office of AUXSV - Auxiliary Services
Scholarships Parented By (Deptid Level - optional)	All AAPRV - 10103 - Acad Aff & Provost, Sr VP Ofc AAPRV - 11000 - Advanced Study, Institute for AAPRV - 12065 - Campus Club AAPRV - 11612 - Concerts & Lectures AAPRV - 10105 - Distrib Educ & Instruct
Chartfield1	

\*Required fields

Search Cancel

## Scholarship Management Performance

Based on your deptID access

1. Choose aid year
2. Choose RRC area or deptID
3. Choose report type
  - a. Overall Performance shows
    - i. Total # of funding sources
    - ii. Number and % of those with spending plans entered
    - iii. Total awarded according to plan (only viewable between 7/1-9/1)
    - iv. Number and % of those disbursed according to plan
  - b. Spending Plan Set
    - i. Shows all item types that have a spending plan issue
  - c. Awarded According to Plan (only viewable between 7/1-9/1)
    - i. Shows all item types that have an awarding issue
  - d. Disbursed According to Plan
    - i. Shows all item types that have a disbursement issue

The three sub reports can also be viewed by clicking the post-it note on the Overall Performance report.

**Aid Year**  
2013-2014

**Report Level**  
☒ RRC ☐ Deptid

**Report Type**  
☒ Overall Performance (Available to run only at the RRC Level)  
☐ Spending Plan Set ☐ Awarded According to Plan ☐ Disbursed According to Plan  
 (May 1st) (July 1st - Sept 1st) (Oct 1st)

Go Refresh Cancel

RRC	Total Funding Sources	Total Spending Plans	Total Awarded According to Plan (July 1st - Sept 1st)	Total Disbursed According to Plan
	534	76 (14%)	N/A	48 (9%)
<b>1 Total Records</b>				

Chartfield1	RRC/DeptID	Item Types	Spending Plan Total	Spending Plan Issue
UMF0004051		85000000000-10625-ABN S. C. B. S. Anderson Sch.	-	Y
UMF0005274		85000000000-10625-Charles Samuelsen Schol	-	Y
UMF0004328		85000000000-10625-Paradise Memorial Scholarship	-	Y
UMF0005337	UMF000	85000000000-10625-Paradise Memorial Scholarship	-	Y

## Previous Academic Year Recipients

Based on your fund access.

All fields are optional. You can view or download.

Returns: DMS ID, name, aid year, item type and description, fund# and name, dept, college, disbursed amount and Y/N flags for alumni, valid address/phone/email

**Previous Academic Year Recipients**

Aid Year

Select an Aid Year

Recipient ID Demo

College

Department

Fund

5251

☐ Download

Search

Clear

Cancel

**Previous Academic Year Recipients**

Name	Aid Year	Scholarship Item Type Description	Fund	Disbursed Amount	Alumni (Y/N)	Valid Address	Valid Phone	Valid Email
	2002-2003	940000008808 Hugo & Helen Pawek Intl Award	5251 - Hugo J. & Helen K. Pawek Undergraduate Assistantship for International Study	\$600	Y	Y	N	Y
	2004-2005	940000058207 Pawek International Award	5251 - Hugo J. & Helen K. Pawek Undergraduate Assistantship for International Study	\$1,420	Y	Y	Y	Y
	2004-2005	940000058207 Pawek International Award	5251 - Hugo J. & Helen K. Pawek Undergraduate Assistantship for International Study	\$215	Y	Y	Y	Y
	2010-2011	940000001076	5251 - Hugo J. & Helen K. Pawek Undergraduate	\$650	Y	Y	Y	Y

## Appendix

### *Spending U of M Quasi Endowments*

#### Goals\*

##### **Quasi Backed By a True Endowment**

The balance in this type of endowment is the result of reinvested income distribution and appreciation that has accumulated over the years. The principal of this endowment is held in a related true endowment. The goal is to bring the balance of the quasi endowment to zero. The balance may be spent over multiple years if the balance is vast or if the award is a multi-year award.

In a quasi backed by a true endowment the principal is held in the true endowment, so money in the quasi is available to spend.



Combined Totals for Horty Elvig Arch Endowment	
Operating EFS Chart String balance through 08-MAR-2012	\$1,362.26
U of M Quasi Balance as of 31-JAN-2012 (has a True Endowment Supporting)	\$9,349.37
U of M Income Distribution through 30-JUN-2012	\$510.00
Continuing Student Commitments (scholarships entered in PeopleSoft)	\$0.00
Freshman Commitments (scholarships entered in PeopleSoft)	\$0.00
<b>Total Available to Award</b>	<b>\$11,221.63</b>

##### **Stand-Alone Quasi**

The balance in this type of endowment is comprised of principal that has not been stipulated by the donor to be maintained in perpetuity.

The University of Minnesota appreciates the gifts from its donors, and it is the responsibility of the unit to respect and honor the donors wishes. Please review all available documents in PeopleSoft and in the Donor Management System (DMS), for details on endowment spending.

If the donor has stated that the principal and income are to be used for scholarships, then more than just the annual earnings are to be awarded each year. The spending plan should include a portion of the principal being spent.

If the donor has not given clear direction on holding the principal in perpetuity, the principal may be spent. If the unit intends to treat this endowment like a true endowment by not spending the principal, then **at a minimum**, the annual earnings should be spent each year. This type of stand-alone quasi endowment must have a Spending Plan and Scholarship Admin Info recorded in STAR.

\*We understand that some of the balances are quite large and will take multiple years to spend down. Please complete the Spending Plan to record the projected spending of the money.

Stand-alone shows \$0.00 until you enter a spending plan.

Combined Totals for Bety Poole Educational Fund	
Operating EFS Chart String balance through 08-MAR-2012	\$9,802.73
U of M Spending Plan for Aid Year 2012-2013 	\$0.00
U of M Income Distribution through 30-JUN-2012	\$1,910.00
Continuing Student Commitments (scholarships entered in PeopleSoft)	\$0.00
Freshman Commitments (scholarships entered in PeopleSoft)	\$0.00
<b>Total Available to Award</b>	<b>\$11,712.73</b>

### How do I find my quasi endowments so I can work on them?

In STAR, when you search choose:

Source: U of M

Fund Type: Quasi

**STAR**

Aid Year	2013-2014
Source	U of M
DeptID	
Item Type	
Description	
Program	
Chartfield1	
Fund Type	Endowment
Remaining Balance	
Order By	<div style="border: 1px solid black; padding: 2px;"> All  Endowment  <b>Quasi</b>  Demand  Other </div>
Remaining Balance	
<input type="checkbox"/> <b>FS4I Funds ONLY</b>	
<input type="checkbox"/> Download	

U of M	Quasi END00E0301	940000008426- UMNTC- 10827- Bety Poole Educational Fund	\$11,712.73	\$0.00	\$11,712.73
--------	---------------------	---	-------------	--------	-------------



## Tasks

There are multiple steps to verify that the money is spent and spent correctly (per donor intent).

### Step 1 – Item Type Name Verification

1. Login to STAR
2. Find scholarship by entering item type, CF1, scholarship description or dept ID
3. If not already entered, click on the item type linked to your department
4. Click on View Documents in the upper right hand corner
5. Review all documents and verify that the name on the Item Type is accurate

Scholarship Tracking and Reporting

**Item Type: 940000001448 - Horty Elvig Arch Endowment**  
U of M Participant ID P000000288 - Horty, Elving Architectural Fund  
Aid Year 2012-2013, UMNTC  
EFS Chart String: 1750-10827-20085-END00E0288  
EFS Chart String: 1750-10827-20471-END00E0288

**U of M Donor Intent:** The income is to be used for the benefit of the School of Architecture at the discretion of the faculty of the school.

### Step 2 – Item Type Award Criteria

1. After reviewing the documents enter the Award Criteria
2. If a multi-year award, enter number of years
3. There is a text field for additional information

**U of M Donor Intent:** The income is to be used for the benefit of the School of Architecture at the discretion of the faculty of the school.

Scholarship Spending Plan for Aid Year 2012-2013

No spending plan exists for this aid year.

Scholarship Administration Information

**Scholarship Administration Maintenance**

\* Indicates fields which will be used to help select eligible students.

Scholarship Administration Information	
Award Priority	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Application	<input type="radio"/> Yes <input type="radio"/> No
Number of Years	<input type="text"/>
Academic Career*	<input type="text"/>
Minimum GPA*	<input type="text"/>
Need Based*	<input type="text"/>
Gender Preference	<input type="text"/>
Award Responsibility	<input type="text"/>
Thank You	<input type="radio"/> Yes <input type="radio"/> No
Amount	<input type="text"/>
Academic Program*	<input type="text"/>
Residency*	<input type="text"/>
Student Type*	<input type="text"/>
Ethnic Preference	<input type="text"/>

Award Criteria

### Step 3 – Item Type Spending Plan

There are multiple steps for entering a spending plan.

Quasi backed by a true endowment:

1. Check balances
2. Enter Spending Plan

Scholarship Spending Plan for Aid Year 2012-2013

No spending plan exists for this aid year.

Scholarship Administration Information

Award Priority:	Award Responsibility:
Application:	Thank You:
Number of Years:	Amount:
Academic Career:	Academic Program:
Minimum GPA:	Residency:
Need Based:	Student Type:

Scholarship Spending Plan Maintenance

Scholarship Spending Plan Information for Aid Year 2012-2013

Amount	2000	Description	test, test
--------	------	-------------	------------

Update Close Window

Stand alone quasi:

1. Complete steps 1-3 and
2. Enter additional Spending Plan information so dollars appear in the total calculation

Combined Totals for Bety Poole Educational Fund

Operating EFS Chart String balance through 08-MAR-2012	\$9,802.73
U of M Spending Plan for Aid Year 2012-2013	\$0.00

U of M Income Distribution through 30-JUN-2012

Continuing Student Commitments (scholarships entered in PeopleSoft)

Freshman Commitments (scholarships entered in PeopleSoft)

Total Available to Award

U of M Spending Plan Maintenance

Current UM Position for Fund #P000000301 (as of 31-JAN-2012)

UM Endowment Type	Sequence	Market Value
QR	1	\$75,086.96

U of M Spending Plan Information for Aid Year 2012-2013

Amount		Description	
--------	--	-------------	--

Update Close Window

## Glossary

### **3<sup>rd</sup> Party**

An organization, not owned by a student or their family, makes a commitment to pay the student's educational expenses; they are considered a third party sponsor by the University of Minnesota.

### **Aid year**

An aid year runs from Sept 1 – Aug 31.

### **Carryforward**

Money in EFS that was not spent from the previous fiscal year.

### **Chart String**

Group of numbers and letters that identify DeptID, program and chartfield

### **ChartField 1**

Is a conditional centrally defined ChartField that consists of 10 alphanumeric characters (e.g. identifying UMF fund that supports a particular activity). This system requires a unique CF1 for each scholarship fund.

### **Committed Amount**

Scholarship that have been loaded into PeopleSoft.

### **Continuing Student Commitments**

Scholarships that have been loaded (awarded) into PeopleSoft, does not include Freshmen.

### **Current Available**

All available money to spend. This includes committed money that has not been disbursed to students.

### **Dept ID**

Identifies the department that is responsible for scholarship/grant/fellowship

### **Description**

The name of the scholarship, grant or fellowship that appears on a student's eFAN (electronic Financial Aid Notification statement).

**Expenditures**

Money that has been paid out.

**Freshman Commitments**

Scholarships that have been loaded (awarded) into PeopleSoft, includes Freshman who have matriculated.

**Item Type**

PeopleSoft account identifier used to process payments in the student system. It links the student system to the EFS chart string

Example: Grant A is paid to student through item type 9400000000 and links to EFS Chartfield: 12012-1701-20451-UMF000XXX

*Note: when new item types are created they will not appear in the tool until the following week. Data is only refreshed in the PeopleSoft data warehouse weekly.*

**Match Forecast**

Shows actual plus forecasted amount based on how many months until March 31<sup>st</sup>.

**O & M**

Funds allocated by the Board of Regents, which may be further distributed to a unit or department by a central, college, or administrative office.

**Program**

Five alphanumeric characters used in Chartfield string to track transactions on a particular activity (e.g. 20491 is for General scholarship awards & 20541 for PSM related awards)

**Remaining Balance**

Total available plus earnings plus match forecast minus committed amount

**Revenues**

Gifts, allocations, or income distributions that are made available to the scholarship

**Source**

What area is the money coming from, UM, UMF, etc.

**Spending Plan**

Plan for how the available money will be spent for a particular aid year. Plan history is maintained.

**Total (column)**

All available money, UMF, EFS balances, etc and projected match and spendable

**Transfers**

Matching money from the University or other funds that are journaled in or out of the scholarship's EFS Chartfield

**U of M**

Funds held at the University

**U of M Income Distribution**

States last's quarter's allocation date with the amount of money put into the available balance and how many quarters remain until June 30<sup>th</sup>. This tells you how much you can anticipate to be added to available through June 30<sup>th</sup>.

**UMF Available**

Money that is available to spend in Foundation fund.

**UMF Spendable**

States last's month's allocation date with the amount of money put into the available balance and how many months remain until Sept 1<sup>st</sup>. This tells you how much you can anticipate to be added to available through Sept 1<sup>st</sup>.

**UMF Spending Plan**

Place to enter what should be spent for a year from a UMF quasi endowment.