Scholarship Management
Scholarship Tracking and Reporting

Help/Questions: asrSTAR@umn.edu

7/31/2018
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 and fill out the DMS Access Form and submit to 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
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 3rd 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

<table>
<thead>
<tr>
<th>Source</th>
<th>Fund Type Chartfield</th>
<th>Item Type - Campus - DeptID - Description</th>
<th>Total</th>
<th>Committed Amount</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSM</td>
<td>SCHC08386</td>
<td>9400000007750-UMMTC-1219-:National Merit Scholarship</td>
<td>$12,508.16</td>
<td>$0.00</td>
<td>$12,508.16</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX000185</td>
<td>9400000005333-UMMTC-1219:PSM Benson Family Scholarship</td>
<td>$1,249,026.21</td>
<td>($775,000.00)</td>
<td>$474,026.21</td>
</tr>
<tr>
<td>UMF</td>
<td>Demand</td>
<td>9400000003333-UMMTC-1219-Dave Larson Scholarship</td>
<td>$978,152.12</td>
<td>($403,822.00)</td>
<td>$574,330.12</td>
</tr>
<tr>
<td>U of M</td>
<td>Endowment END0E9777</td>
<td>9400000003383-UMMTC-1219:Alumni Freshman Scholarship</td>
<td>$173,822.48</td>
<td>($19,256.00)</td>
<td>$154,566.48</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX000121</td>
<td>935000000986-UUMRMO-16444-Morton S Katz Scholarship</td>
<td>$129,970.50</td>
<td>($19,590.00)</td>
<td>$110,380.50</td>
</tr>
<tr>
<td>UMF</td>
<td>Demand</td>
<td>9350000001105-UUMRMR-1005-T. Katz Scholarship</td>
<td>$129,970.50</td>
<td>($19,590.00)</td>
<td>$110,380.50</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX000121</td>
<td>9400000008175-UMMTC-1219-Morton S Katz Scholarship</td>
<td>$129,970.50</td>
<td>($19,590.00)</td>
<td>$110,380.50</td>
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<tr>
<td>UMF</td>
<td>Endowment UMFX000121</td>
<td>9350000009202-UMMTC-1219:Katz, Morton Scholarship</td>
<td>$129,970.50</td>
<td>($19,590.00)</td>
<td>$110,380.50</td>
</tr>
<tr>
<td>OSM</td>
<td>SCHC08418</td>
<td>935000000440-UMMTC-1219:UHP Scholarship</td>
<td>$243,722.00</td>
<td>($149,000.00)</td>
<td>$94,722.00</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>935000000572-UUMRMO-16444-Elbert M Curry Indians Schoo YR3</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>935000000573-UUMRMO-16444-Elbert M Curry Indians Schoo YR4</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>935000000574-UUMRMO-16444-Elbert M Curry Indians Schoo YR2</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>935000000575-UUMRMO-16444-Elbert M Curry Indians Schoo YR1</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>935000000546-UUMRICR-10905-Curry American Indian Soc</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>940000000745-UUMTC-1219-Curry Scholarship</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>935000000535-UUMRICR-12027-Curry Am Indian Scholarship</td>
<td>$164,041.04</td>
<td>($52,673.00)</td>
<td>$101,368.04</td>
</tr>
<tr>
<td>U of M</td>
<td>Endowment END0E51296</td>
<td>940000000125-UMMTC-1219:Alumni Incentive Scholarship</td>
<td>$165,715.73</td>
<td>($12,000.00)</td>
<td>$153,715.73</td>
</tr>
<tr>
<td>U of M</td>
<td>Endowment END0E51296</td>
<td>9400000002535-UMMTC-1219:Florence Sinclair Scholarship</td>
<td>$10,102.06</td>
<td>($18,750.00)</td>
<td>$58,352.86</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX000650</td>
<td>9400000002283-UMMTC-1219:J M Arami Undergraduate Scho</td>
<td>$95,276.70</td>
<td>($33,000.00)</td>
<td>$62,276.70</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>9400000002515-UMMTC-1219:A &amp; B Shaheen Scholarship</td>
<td>$80,466.95</td>
<td>($25,000.00)</td>
<td>$55,466.95</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX000650</td>
<td>9400000009791-UMMTC-10032-PSM WF:Jackie Robinson</td>
<td>$90,142.97</td>
<td>($8,000.00)</td>
<td>$82,142.97</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX000650</td>
<td>9400000009791-UMMTC-1219:PSM WF:Jackie Robinson</td>
<td>$90,142.97</td>
<td>($8,000.00)</td>
<td>$82,142.97</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>9400000001095-UMMTC-1219:Finkenstein LDI Scholarship</td>
<td>$59,126.24</td>
<td>($7,500.00)</td>
<td>$51,626.24</td>
</tr>
<tr>
<td>UMF</td>
<td>Endowment UMFX0003974</td>
<td>9400000009785-UMMTC-1219:Meirin Levy Fund</td>
<td>$59,508.46</td>
<td>($14,000.00)</td>
<td>$45,508.46</td>
</tr>
</tbody>
</table>
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!
Scholarship Spending Plan and History

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

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

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.
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.

<table>
<thead>
<tr>
<th></th>
<th>Steven and Mary Goldstein Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-SEP-2013 spendable</td>
<td>5,984.85</td>
</tr>
<tr>
<td>UMF Spendable forecast through 01-SEP-2014</td>
<td>$2,870.00</td>
</tr>
<tr>
<td>Match forecast through 31-MAR-2014</td>
<td>$3,188.45</td>
</tr>
<tr>
<td>Renewable Student Commitments (not yet entered in PeopleSoft)</td>
<td>( $4,000.00)</td>
</tr>
<tr>
<td>Continuing Student Commitments (scholarships entered in PeopleSoft)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Freshman Commitments (scholarships entered in PeopleSoft)</td>
<td>( $2,000.00)</td>
</tr>
<tr>
<td>Total Available to Award</td>
<td>$7,041.30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Operating EFS Chart String balance through 21-NOV-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match forecast through 31-MAR-2014</td>
<td>$2,870.00</td>
</tr>
<tr>
<td>Renewable Student Commitments (not yet entered in PeopleSoft)</td>
<td>( $4,000.00)</td>
</tr>
<tr>
<td>Continuing Student Commitments (scholarships entered in PeopleSoft)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Available to Award</td>
<td>$3,860.00</td>
</tr>
</tbody>
</table>

The U of M forecast is calculated quarterly and is through June 30th.

<table>
<thead>
<tr>
<th></th>
<th>Edward &amp; Effie Johnson Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating EFS Chart String balance through 21-NOV-2013</td>
<td>( $819.59)</td>
</tr>
<tr>
<td>U of M Endowment as of 30-SEP-2013 (has a True Endowment Supporting)</td>
<td>$30,316.24</td>
</tr>
<tr>
<td>U of M Endowment Distribution through 30-JUN-2014</td>
<td>$5,030.00</td>
</tr>
<tr>
<td>Renewable Student Commitments (not yet entered in PeopleSoft)</td>
<td>( $18,000.00)</td>
</tr>
<tr>
<td>Continuing Student Commitments (scholarships entered in PeopleSoft)</td>
<td>( $3,000.00)</td>
</tr>
<tr>
<td>Total Available to Award</td>
<td>$63,526.65</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Current Available Detail</th>
<th>Carryforward</th>
<th>Revenues</th>
<th>EFS Total Available Match - Fund Code 1000</th>
<th>Carryforward</th>
<th>EFS Total Available Gift - Fund Code 1701</th>
<th>EFS Total Available</th>
<th>UMF Available (includes spendable through 30 JUN 11)</th>
<th>Grand Total Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,204,341.99</td>
<td></td>
<td></td>
<td>$1,200,591.99</td>
<td>$1,469,140.83</td>
<td>$2,669,732.82</td>
</tr>
</tbody>
</table>

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

Reflects EFS data as of: August 03, 02:10:30
UMF data is live on this drilldown.

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.

Clicking on the dollar amount will list the recipients:

Recipient data is refreshed weekly.
UMF Quasi Endowments

Only money in the EFS account will appear on quasi endowments

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

Click on the Pencil

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 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 END000085 | 940000500575- UMNTC- 11179- Bean Hospital and Healthcare | $38,390.97 | ($12,235.00) | $26,056.97 |

| 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 |
| Total Available to Award | $26,056.97 |

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.
**Quasi Supported By a True Endowment**

Fund shows only the available money to spend.

Fund Type appears as endowment.

<table>
<thead>
<tr>
<th>U of M</th>
<th>Endowment</th>
<th>9350000000400- UMNTC- 12012- Teamster Local 320 Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>END00E0438</td>
<td>9350000000100- UMNDL- 12027- Teamsters Local 320 Schol</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$41,013.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$41,013.07</td>
</tr>
</tbody>
</table>

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.
Renewable (Multi-Year) Award

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

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.

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.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Student / Status</th>
<th>Number of Years</th>
<th>Item Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>[Student Name]</td>
<td>1</td>
<td>94000009776</td>
<td>$5,000</td>
</tr>
<tr>
<td>2012-2013</td>
<td>[Student Name]</td>
<td>1</td>
<td>94000009776</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

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.
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’)
NOTE:
You will only be able use this report if you have access to Student Selector data in PeopleSoft

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.
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).
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 contribution 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 student 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 award 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](image)

### Scholarship Funds with no Item Types

<table>
<thead>
<tr>
<th>Fund / Department</th>
<th>College</th>
<th>Purpose</th>
<th>Use</th>
<th>Fund Type</th>
<th>Available Amount</th>
<th>Quasi Principal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5791 - Mechanical Engineering Fellowship Fund</td>
<td>CSE</td>
<td>Graduate fellowships at the discretion of the Mechanical Engineering Department Head</td>
<td>Fellowships - Undesignated</td>
<td>E</td>
<td>$303,074.62</td>
<td>N/A</td>
</tr>
<tr>
<td>5825 - Medical Device Design Fellowship</td>
<td>CSE</td>
<td>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.</td>
<td>Fellowships - Undesignated</td>
<td>E</td>
<td>$170,270.92</td>
<td>N/A</td>
</tr>
<tr>
<td>2111 - Mechanical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Order By**

- Available Amount
- Download

[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.

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Select an Institution...</td>
</tr>
</tbody>
</table>
| 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 & Natl Res Sci |
| Scholarships Parented By (RRC Level)* | AAFRV - Acad Affairs & Provost, Sr VP  
AESXX - Ag Experiment Station  
AHCSH - AHC Shared Units  
ATHLX - Athletics, Dept of Intercolleg  
AUDIT - Internal Audit, Office of  
AUXSV - Auxillary Services |
| Scholarships Parented By (DeptID Level - optional) | AAFRV - 10163 - Acad Affairs & Provost, Sr VP Ofc  
AAFP - 11000 - Advanced Study, Institute for  
AAFP - 12065 - Campus Club  
AAFP - 11612 - Concerts & Lectures  
AAFP - 10105 - Distrib Educ & Instruct |

*Required fields
**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.
**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

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Scholarship Item Description</th>
<th>Fund</th>
<th>Disbursed Amount</th>
<th>Alumni</th>
<th>Valid Address</th>
<th>Valid Phone</th>
<th>Valid Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-2003</td>
<td>Hugo J. &amp; Helen K. Pawelk Undergraduate Assistance for International Study</td>
<td>5251</td>
<td>$600</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>2004-2005</td>
<td>Hugo J. &amp; Helen K. Pawelk Undergraduate Assistance for International Study</td>
<td>5251</td>
<td>$1,420</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>2004-2005</td>
<td>Pawelk International Award</td>
<td>5251</td>
<td>$2,150</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>2010-2011</td>
<td>Hugo J. &amp; Helen K. Pawelk Undergraduate Assistance for International Study</td>
<td>5251</td>
<td>$650</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
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.

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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.

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
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

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
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

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

3rd 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 31st.

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 lasts quarter’s allocation date with the amount of money put into the available balance and how many quarters remain until June 30th. This tells you how much you can anticipate to be added to available through June 30th.

UMF Available
Money that is available to spend in Foundation fund.

UMF Spendable
States lasts month’s allocation date with the amount of money put into the available balance and how many months remain until Sept 1st. This tells you how much you can anticipate to be added to available through Sept 1st.

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