Using the Financial Aid Program Code Table (BM1002)

Use the FMS Financial Aid Program Code Table (BM1002) to assign codes and account structures to each financial aid program. In order to interface with the Financial Aid System, FAPCs 001-099 need to match award codes 01-99 (assigned in FAS). FAPCs 100 and above should be assigned to scholarships only and match award sub codes 100-999 (assigned in FAS).

When you create a FAPC on the Financial Aid Program Code Table (BM1002), you must give it a FAPC Acronym (short name) and FAPC Title (long name). In addition, you must enter specific definitions for the following fields:

- Award Package Indicator controls whether an award is required in financial aid for the FAPC.

- Award Disbursement Indicator controls the type of disbursement allowed in the Cashiering module (for example, check only, charge only, transferable waiver).

- Prorate Indicator controls whether a student's financial aid award will be prorated on the student's current enrollment level.

- Fee Class Exclusions allow only specific fee classes to be paid by a specific award.

Although the primary responsibility for maintaining the Financial Aid Program Code Table (BM1002) belongs with the Business Office, it is important for the Financial Aid Office to understand its function. The Financial Aid Office should provide guidance to the Business Office for creating FAPCs to ensure that they meet state and federal regulations, as well as institutional policy, for disbursing aid.

Note: The Business Office will not be able to add a FAPC to correspond with an award code that starts with a digit of 0 to 4 and an alpha character (for example, 1B or 4B). Such awards fall in the range of the first 50 award codes, which are system defined.

Sample: Financial Aid Program Code Table (BM1002)

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BM1002-004              FINANCIAL AID PROGRAM CODE TABLE            FYR 00-01


                FAPC  [074]            COL  [999]    REVISION DATE [001227]

        FAPC ACRONYM  [TEST ]  FAPC TITLE  [TEST AWARD     ]
TRNS   TRNS   APPR   PRG    ORG                   REIM   SRC
 CD    RVRS   INDX   INDX   INDX   SOBJ   SSOBJ   CD     REV    SSRC   AR ID
[   ]  [  ]   [    ] [    ] [    ] [   ]  [    ]  [   ]  [     ][    ] [      ]
                                          DEBT TYPE [   ]  CUST ID [      ][ ]

    AWARD PKG IND [1]  AWARD DISBURSEMENT IND [1]  REV IND [ ]  PRORATE IND [N]


        FEE CLASS
        EXCLUSION                    FEE CLASSES
          [ ]       [  ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]
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To define a financial aid program code:

1. In FMS access the Financial Aid Program Code Table (BM1002).

2. In the FAPC field, type a 3-digit code identifing a financial aid program. Key field. Required field.

3. In the Col field, type the 3-digit code representing your college (the college to which the financial aid program belongs). Key field. Required field.

4. In the FAPC Acronym field, type a 5-character, short (abbreviated) title identifying the financial aid program (for example Pell). Required field.

5. In the FAPC Title field, type a complete title of up to 14 characters that identifies the financial aid program (for example Pell Grant). Required field.

6. The Trns Cd field is no longer used.

7. In the following fields, type the **accounting structure** (shaded fields in above example) for an individual financial aid program:

Appr Indx	Appropriation Index	3 characters	Required field
Prg Indx	Program Index	3 characters	Required field
Org Indx	Organization Index	4 characters	Required field
Sobj	Subobject	2 characters	
SSobj	Sub-subobject	2 characters	
Reim Cd	Reimbursable Code	2 characters	
Src Rev	Source of Revenue	4 characters	
SSrc	Subsource of Revenue	2 characters	

8. The AR ID field is no longer applicable.

9. In the Debt Type field, type a 2-character code identifying the transaction codes to be used when generating financial aid accounting transactions.

   Dept Type codes are college defined. The Debt Type table (BM1020) allows the Business Office to view the transaction code that is assigned to a particular Debt Type code.

10. In the Cust ID (Customer ID) field, type a code up to to 9 characaters identifying a customer (third party) assigned to the FAPC, followed by a one-character code identify the customer type, for example **S** (student).

    This allows you to set up emergency loans or sponsorships directly attached to the FAPC.

11. In the Award Package Ind (API) field, type a code indicating whether an award is required in FAM in order to pay open charges. Valid entries are:

Y	Yes, perform SAFER edits; post expenditure to FAEXP.
N	No, do not perform SAFER edits; post expenditure to FAEXP.
X	No, do not perform SAFER edits or post expenditure to FAEXP. — *doesn't require FIN AID.*
J	International Students Only; will perform SAFER edits and post expenditure to FAEXP if SSN is not in cross-walk and has the international student fee pay status.

12. In the Award Disbursement Ind (ADI) field, type a code identifying the type of disbursement allowed in the Cashiering module. Valid entries are:

1	Charge or Check
2	Charge Only
3	Check Only
4	Payroll Only
5	Disbursement not allowed
6	Bill to third party
7	Transferable waiver
8	Nontransferable waiver

    ADI impacts the order of payment in Cashiering. Only ADIs of 6, 7, 2, or 1 will pay.

13. The Rev Ind (Revenue Indicator) is by default blank or **Y** (yes).

    Enter **N** (no) only if you specifically do not want revenue generated for a FAPC (for example, waivers).

14. In the Prorate Ind (Prorate Indicator) field, enter a code indicating whether a student's financial aid award will be prorated to the student's current enrollment level. Valid entries are:

Y	Yes
N	No
I	Pay regardless of credits
R	Round to nearest dollar
T	Truncate pennies
U	Round up to nearest whole dollar

Note: Give careful consideration before deciding to prorate an award. If you choose a prorate indicator of **Y**, you must ensure that all related awards are posted on the award screen as full-time; otherwise, awards could be increased by default without those increases being reflected automatically on the award screen. Careful and timely reconciliation is a must when prorating.

15. In the Fee Class Exclusion field, indicate whether fee classification codes in the fields that follow should be **excluded** from payment or **included** for payment for the FAPC. Valid entries are:

E	Exclude the fee class or classes indicated from payment.
I	Include the fee class or classes indicated for payment.

16. Use the Fee Classes fields to enter up to ten, 2-character codes to identify the fee class codes that can be excluded from payment or fee class codes that can be included for payment.

The FAPC that is **most restrictive** pays first (within the same ADI).

Example 1: For Fee Class Exclusions (Fee Class Exclusion field is **E**)

- If the FAPC 055 (ADI is 1) is defined with a Fee Class Exclusion of E (exclude) for Fee Classes 30, 97, 99, and BK (**four** fee classes), and
- If the FAPC 065 (ADI is 1) is defined with a Fee Class Exclusion of E (exclude) for Fee Classes 30 and 97 (**two** fee classes),
- Then FAPC 055 would pay first, since it is more restrictive.

Example 2: For Fee Class Inclusion (Fee Class Exclusion field is **I**)

- If the FAPC 075 (ADI is 2) is defined with a Fee Class Exclusion of I (include) for Fee Classes 10, 20, and 99 (**three** fee classes), and
- If the FAPC 085 (ADI is 2) is defined with a Fee Class Exclusion of I (include) for Fee Classes 10 and 20 (**two** fee classes),
- Then FAPC 085 would pay first, since it is more restrictive.

Understanding What Pays First in FMS

Two major factors determine the order in which awards are paid:

- Award Disbursement Indicator (ADI)
- Fee class exclusions (or inclusions)

The Award Disbursement Indicator (ADI) determines that awards are paid in the following order:

1. Aid supported by sponsorships (ADI of 6) is paid first.

2. Aid supported by waivers (ADI of 7) is paid second.

3. Aid that is "Charge Only" (ADI of 2) is paid third.

4. Finally, aid that is "Charge or Check" (ADI of 1) is paid last.

Sample: FMS Financial Aid Inquiry Screen (BM1614)

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BM1614-002                    FINANCIAL AID INQUIRY                    04/18/09


         CUST NUM  TYPE              CUSTOMER NAME            YRS    COL
         [999999999][S]    [DUCK DON Q           ]  [A902]  [160]

   FAPC/                             ACCPT DSBR CALC BLK   AWARD      AWARD
   SPONSOR      DESCRIPTION    YRS    IND  IND  IND  IND  AMOUNT    BALANCE
   F249537  O STUDENT SUPPORT SERV  A342   Y    6    N    N    500.00       7.10

   001        PELL GRANTS            A902   Y    1    N    N    550.00     550.00

   123        SCHOLARSHIP            A902   Y    1    N    N    100.00     100.00
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> FMS pays sponsorships first (ADI Dsbr Ind is 6).

After the ADI is considered, fee class exclusions are taken into consideration next. Financial aid program codes that use Fee Class Exclusion of **E** (exclude) for one or more fee classes will be sorted and paid for those FAPCs that **exclude the highest number** of fee classes (the most restrictive).

Fee Class Exclusion Sample:

- If the FAPC 055 is defined with a Fee Class Exclusion of **E** (exclude) for Fee Classes 30, 97, 99, and BK (**four** fee classes), and

- If the FAPC 065 is defined with a Fee Class Exclusion of **E** (exclude) for Fee Classes 30 and 97 (**two** fee classes),

- Then FAPC 055 would pay first, since it is more restrictive.

Financial aid program codes that use Fee Class Exclusion of **I** (include) will be sorted and paid for those FAPCs that **include the lowest number** of fee classes (the most restrictive).

Fee Class Inclusion Sample:

- If the FAPC 075 is defined with Fee Class Exclusion of **I** (include) for Fee Classes 10, 20, and 99 (**three** fee classes), and

- If the FAPC 085 is defined with Fee Class Exclusion of **I** (include) for Fee Classes 10 and 20 (**two** fee classes),

- Then FAPC 085 would pay first, since it is more restrictive.

Colleges using a combination of both methods, fee class exclusions and inclusions, will need to find a balance that works for them.