Financial Aid > Awards > Need Summary Validation

Run **Need Summary Validation** before repackaging to correct any need calculation errors.

Use Query **NDU_FA_NVL_CPKG** to find students whose packaging has been completed. Be sure to update **Edit Prompts**.

Set Up SACR > Financial Aid > Awards > Repackaging Plan

Review/Revise your **Repackaging after Rebudgeting Plan**.

Financial Aid > Awards > Repackaging > Select Students to Repackage

Select students to repackage. Select equation **RP_PKG_COMPL**
Financial Aid > Awards > Repackaging > View Selected Students

View selected students.

**Batch Repackaging Students**

- **Academic Institution:** UND01 University of North Dakota
- **Aid Year:** 2015 Federal Aid Year 2014-2015
- **Selection Definition:** EQUATION: RP_PKG_COMPL

Financial Aid > Awards > Repackaging > Assign Repackaging Plan

Assign Repackaging Plan

**Assign Repackaging Plan**

- **Run Control ID:** AssignRepackagingPlans_sma
- **Report Manager**
- **Process Monitor**

**Report Request Parameters**

- **Institution:** UND01 University of North Dakota
- **Aid Year:** 2015 Federal Aid Year 2014-2015
- **Selection Definition:** EQUATION: RP_PKG_COMPL

Financial Aid > Awards > Repackaging > View Assigned Plans

Review plan assignment.

**Batch Repackaging Plans Assigned**

- **Academic Institution:** UND01 University of North Dakota
- **Aid Year:** 2015 Federal Aid Year 2014-2015
- **Selection Definition:** EQUATION: RP_PKG_COMPL

Financial Aid > Awards > Repackaging > Process Batch Repackaging

Recommend running it initially in “Simulate” mode.

**Repackage Students in Batch**

- **Run Control ID:** Assign_Repack_Plan_sma
- **Report Manager**
- **Process Monitor**

**Report Request Parameters**

- **Institution:** UND01 University of North Dakota
- **Aid Year:** 2015 Federal Aid Year 2014-2015
- **Selection Definition:** EQUATION: RP_PKG_COMPL

Reporting Tools > Query > Query Viewer, NDU_FA_0174
Query Details

This query allows you to see which students had a change during a repackaging run. If you were to run a DL Repackaging Plan in “simulation” after grades are posted in the fall then you would have a list of the students who are eligible for additional loans. If you so choose, you could manually repackage from the report, or continue on to run the Repackaging Plan “live”.

Likewise, when you run the Pell Only repackaging plan at FA Census, this will give you a list of the student’s whose Pell was adjusted, including students who should have had a Pell award but didn’t.

If you “Repackage Original Plan”, because the repackaging process cancels all the prior awards, you will get a list of all the students packaged under that plan.

Reporting Tools > Query > Query Manager NDU_FA_0174, Repackaging Results

Either manually repackage these students or re-run the last step of Repackaging in “Live” mode.

NDU Applications > NDU Financial Aid >Process > NDU Award Letter Reprocess

This process gives you the opportunity to send letters or emails where the originals have become obsolete because of repackaging. The selection process does not check whether there has been a change in the offered/accepted amount since the date of the communication, and it does not check the FAN Letter Status, but the other edits remain (i.e., student must have an Aid Processing Status of “active” or “Restricted”; Disbursement Hold cannot be “Hold Federal Aid”; SAP cannot be “Not Met”; Total Fed Aid must be greater than zero).

Award Letter Reprocess

Run Control ID: NDU_Award_Ltr_reprocess_sma Report Manager

` Academic Institution: MISU1

` Letter Code: MMC

` Process Instance:

Campus Community > Communications > Communication Generation
The Repackaging process skips students who have a locked Pell award (normally as a result of the award amount being entered manually) or if the student has a class with a start date that is on or later than the date the process is run. This query is designed to find those exceptions.