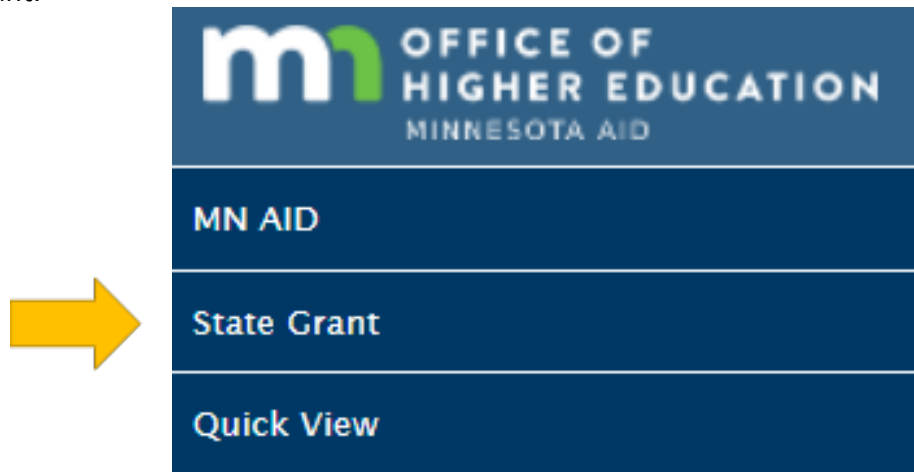


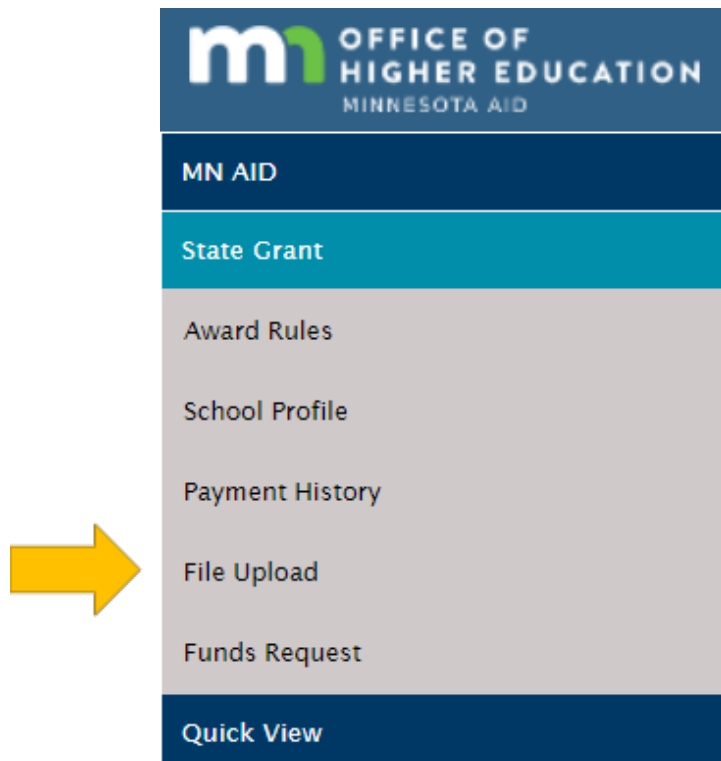
Uploading a State Grant File and Viewing Error Report

22-23 State Grant File layout [Minnesota State Grant Program Administration](#)

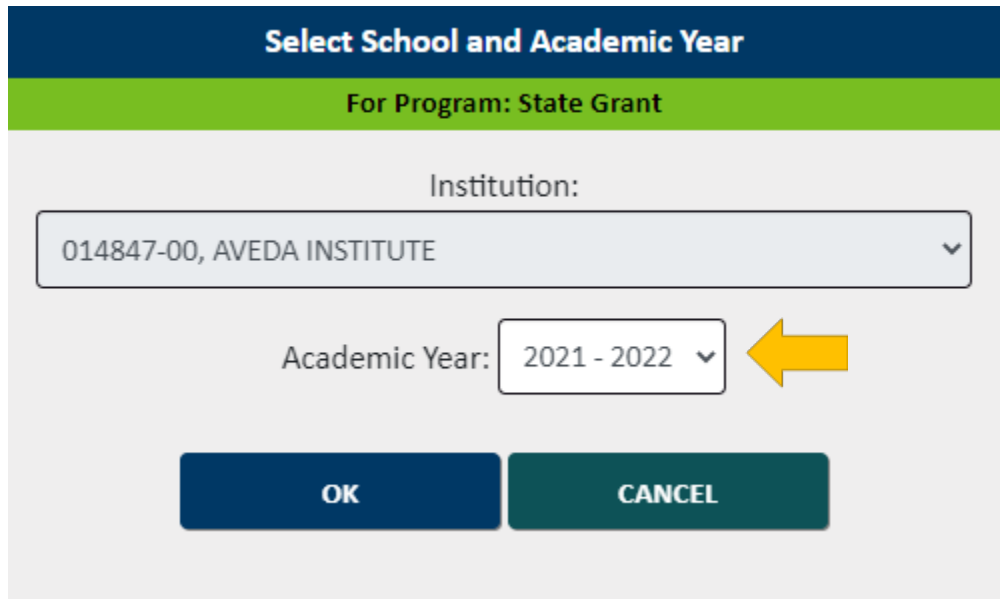
1. Log into MN Aid at [Login \(guarantorsolutions.com\)](http://guarantorsolutions.com)
2. Click on State Grant.



3. Click on File Upload.



4. Your institution will be preselected. Choose the correct academic year and click OK.



The screenshot shows a dialog box titled "Select School and Academic Year" for a "State Grant" program. It features a dropdown menu for "Institution" with "014847-00, AVEDA INSTITUTE" selected. Below it is a dropdown menu for "Academic Year" with "2021 - 2022" selected, indicated by a yellow arrow. At the bottom are "OK" and "CANCEL" buttons.

5. Click Choose File and select your previously generated State Grant File.



The image shows a file upload field. On the left is a "File" label. To its right is a "Choose File" button and the text "No file chosen".

6. Click Upload.



A dark blue button with the word "UPLOAD" in white capital letters.

7. The uploaded file's status is shown, as well as past files for the academic year. Users may click Refresh until the file shows as completed successfully.

REFRESH ←

ⓘ It may take a few minutes for the file to be processed and ready for download

SELECT A ROW TO VIEW FILE RESULTS AND ERRORS

Show Prior Academic Years Records

File Type	Request Date	Status	User Name	Aid Program	ACYear	Download
Upload State Grant File	01-01-2023	The File has completed successfully.	CONV	State Grant	2022-2023	
Upload State Grant File	05-20-2022	File request has been received and is awaiting processing.	olsonsaveda	State Grant	2021-2022	
Upload State Grant File	03-23-2022	The File has been processed but errors were found.	johnsonn	State Grant	2021-2022	
Upload State Grant File	03-15-2022	The File has completed successfully.	johnsonn	State Grant	2021-2022	
Upload State Grant File	03-15-2022	The File has completed successfully.	johnsonn	State Grant	2021-2022	
Upload State Grant File	03-02-2022	The File has completed successfully.	CONV	State Grant	2021-2022	

Status

- [The File has completed successfully.](#)
- [File request has been received and is awaiting processing.](#)
- [The File has been processed but errors were found.](#)
- [The File is being executed.](#)

Status once file has been processed successfully

Status shown while file is in the queue. Files are processed in the order they are received

File was processed, but there were formatting issues. Click to view errors.

Status shown once the file is at the top of the queue and is processing

Processing Messages

Line:1 Error:SSN has invalid format

Line:3 Error: Unable to insert a StateGrant record. Error code The conversion of a varchar data type to a datetime data type resulted in an out-of-range value.

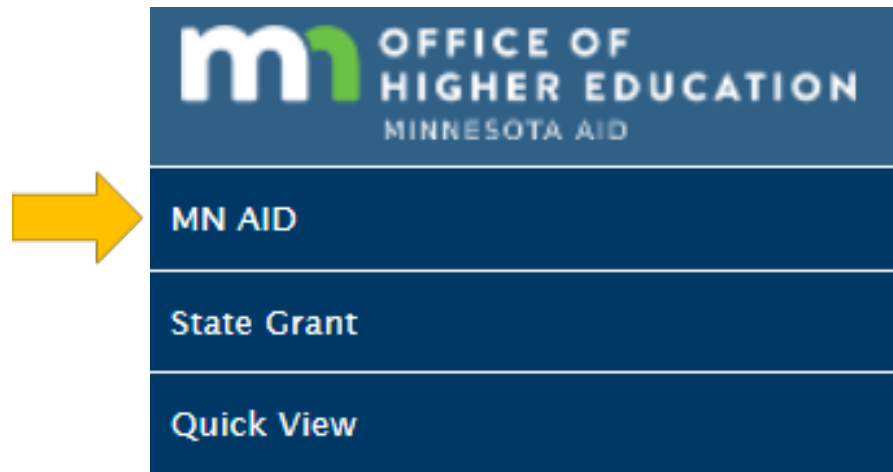
Number of Records Parsed from File = 403

Number of Records Uploaded = 401

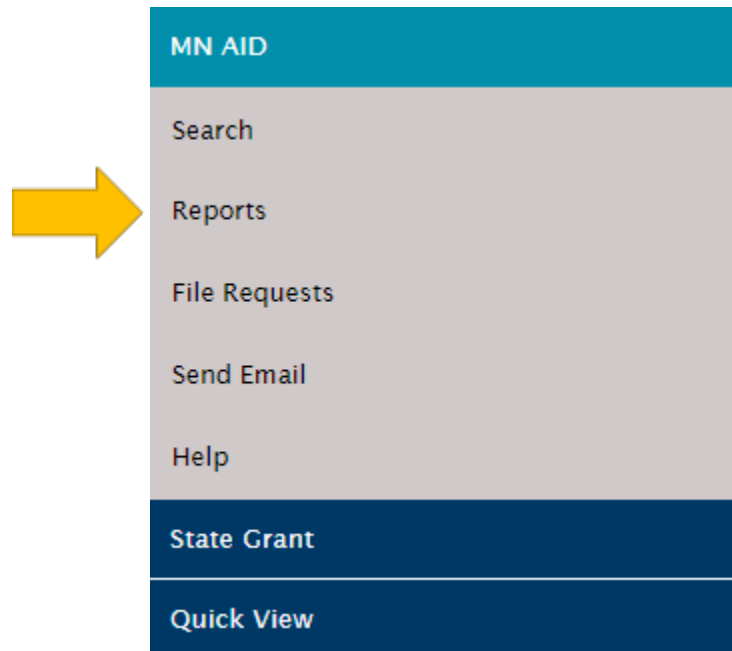
Number of Trailer Records Parsed from File = 1

FILE REQUESTS

8. Once the file has been successfully processed, the error report is available for viewing by clicking on MN Aid.




9. Click on Reports.



10. Click on State Grant File Output Report.

Activity Reports Rosters

Hold Report
School Totals Report
State Grant File Output Report
State Grant File Reconciliation Report
Units Greater Than 72



11. Select the academic year and program (State Grant). Users institution will be automatically selected. The file will generate in an Excel document. Hyphens will be excluded from the students' SSNs by default, but users can choose to include in the output by checking the box. Click Generate Report and open the Excel document from the Downloads in your browser. File name is PaymentFileOutput.xls

Academic Year: 2021-2022

Program: State Grant

School: ST. CLOUD STATE UNIVERSITY

Include Hyphens From SSNs:

GENERATE REPORT