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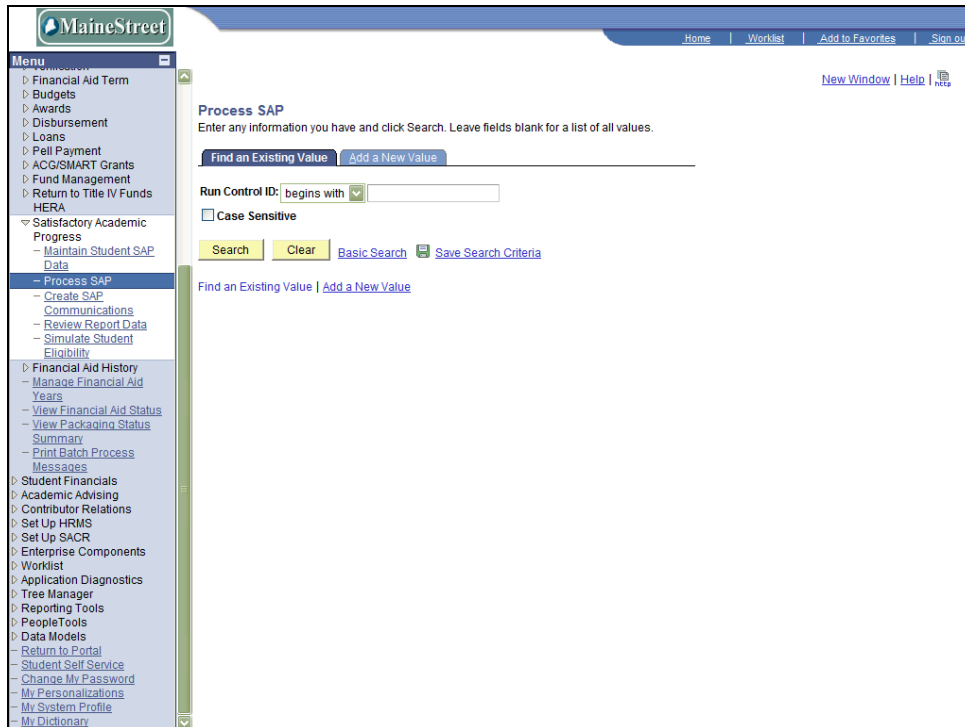
Batch SAP Evaluation

Concept

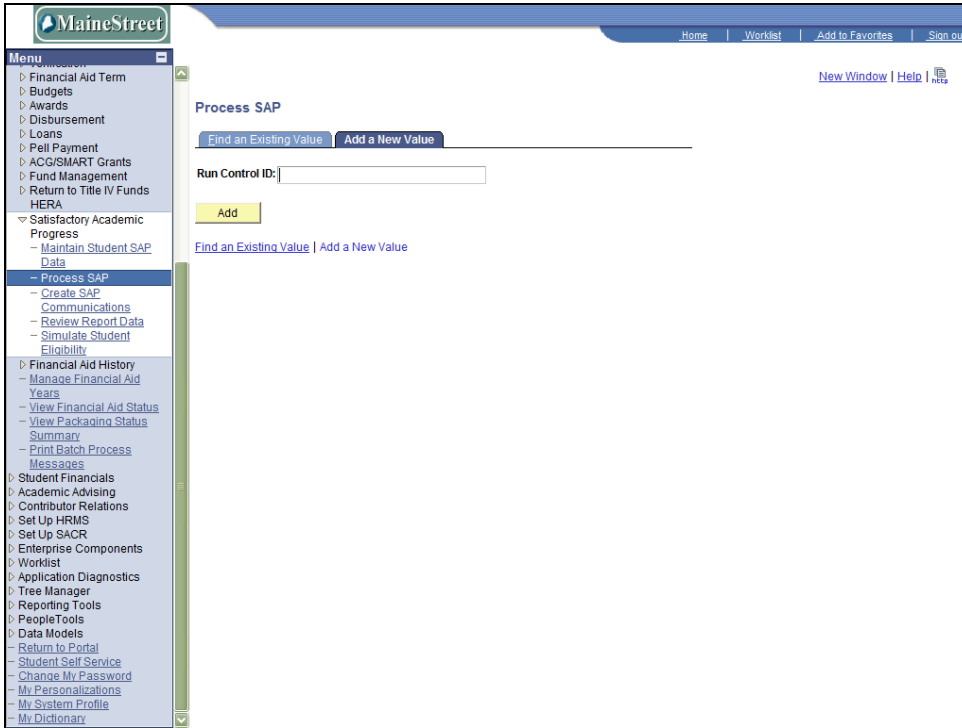
The SAP online or batch process determines a student's Satisfactory Academic Progress status by comparing student information against specified SAP tests. The institution chooses which of the standard tests to use in the calculation and sets the rules for each test. The process calculates a status code for each individual test and then calculates an overall status code. The overall status displays in the Satisfactory Academic Progress field on the Packaging Status Summary.

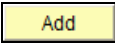
Procedure

Step	Action
1.	Navigate: Financial Aid > Satisfactory Academic Progress > Process SAP.



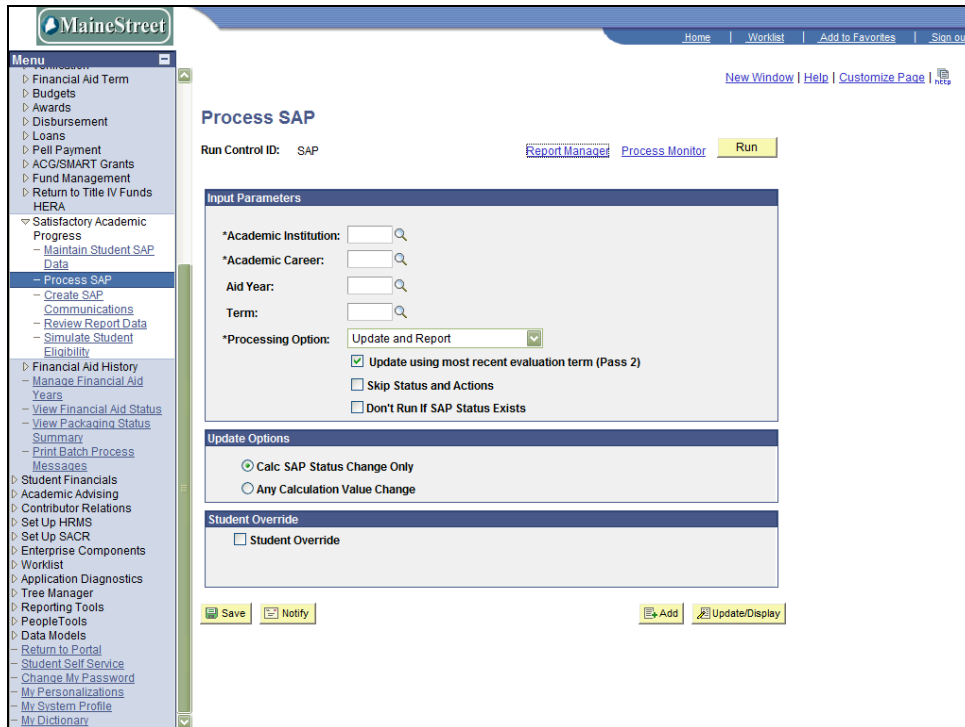
Step	Action
2.	The process requires a Run Control ID . Either use an existing one or create a new one. To create a new Run Control ID, click the Add a New Value tab. Add a New Value



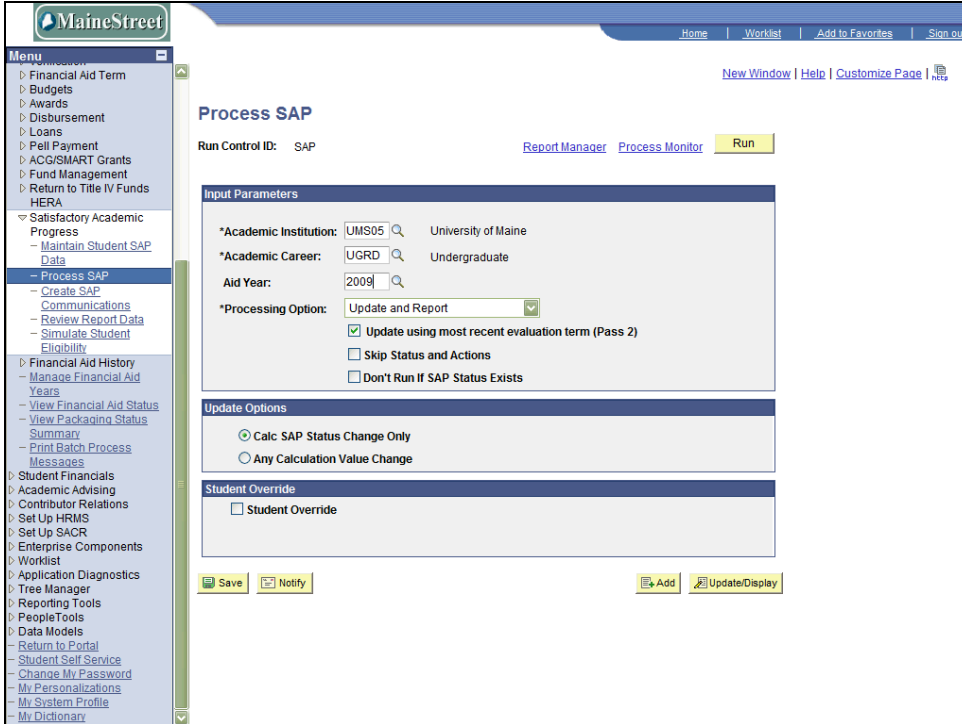
Step	Action
3.	Enter a name for the new Run Control ID.
4.	Click the Add button. 

Process Document


Financial Aid: Batch SAP Evaluation-081108



Step	Action
5.	<p>Enter your Institution in the Academic Institution field. Enter the Academic Career.</p> <p>If your institution processes SAP by aid year, the Term field will disappear. Alternatively, if you set up SAP processing by term, the Aid Year field will not be available. Fill in the Aid Year or Term field - whichever is available.</p>

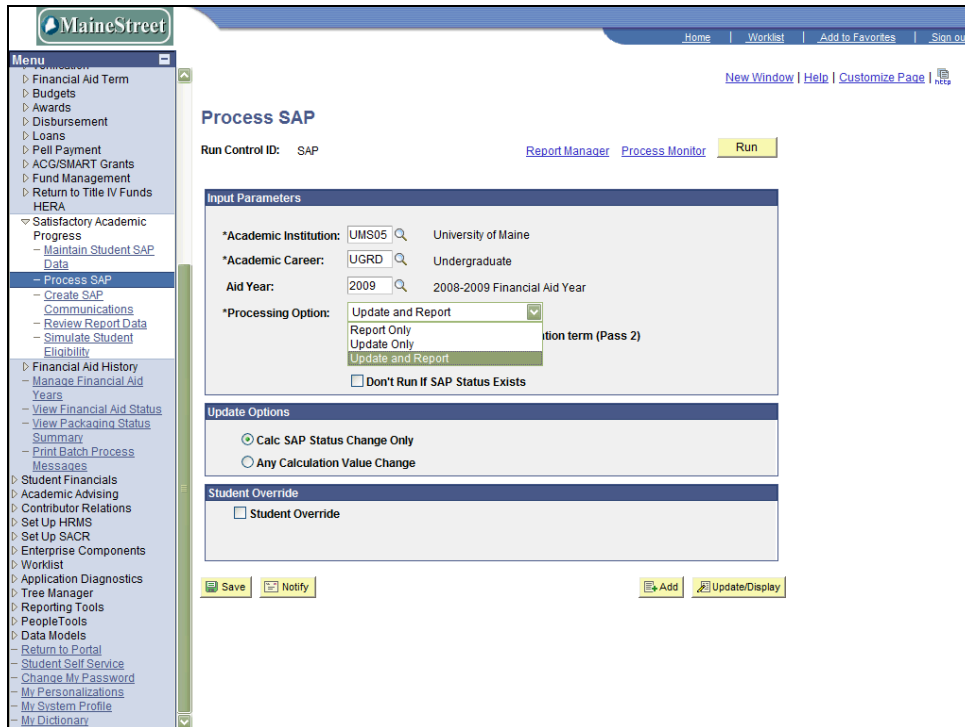


The screenshot shows the 'Process SAP' configuration page in the MaineStreet system. The left-hand navigation menu includes categories like 'Financial Aid Term', 'Satisfactory Academic Progress', and 'Financial Aid History'. The main content area is titled 'Process SAP' and shows 'Run Control ID: SAP'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is the 'Input Parameters' section with fields for 'Academic Institution' (UMS05 - University of Maine), 'Academic Career' (UGRD - Undergraduate), and 'Aid Year' (2009). A 'Processing Option' dropdown menu is set to 'Update and Report'. There are also checkboxes for 'Update using most recent evaluation term (Pass 2)', 'Skip Status and Actions', and 'Don't Run If SAP Status Exists'. The 'Update Options' section has radio buttons for 'Calc SAP Status Change Only' (selected) and 'Any Calculation Value Change'. A 'Student Override' checkbox is also present. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

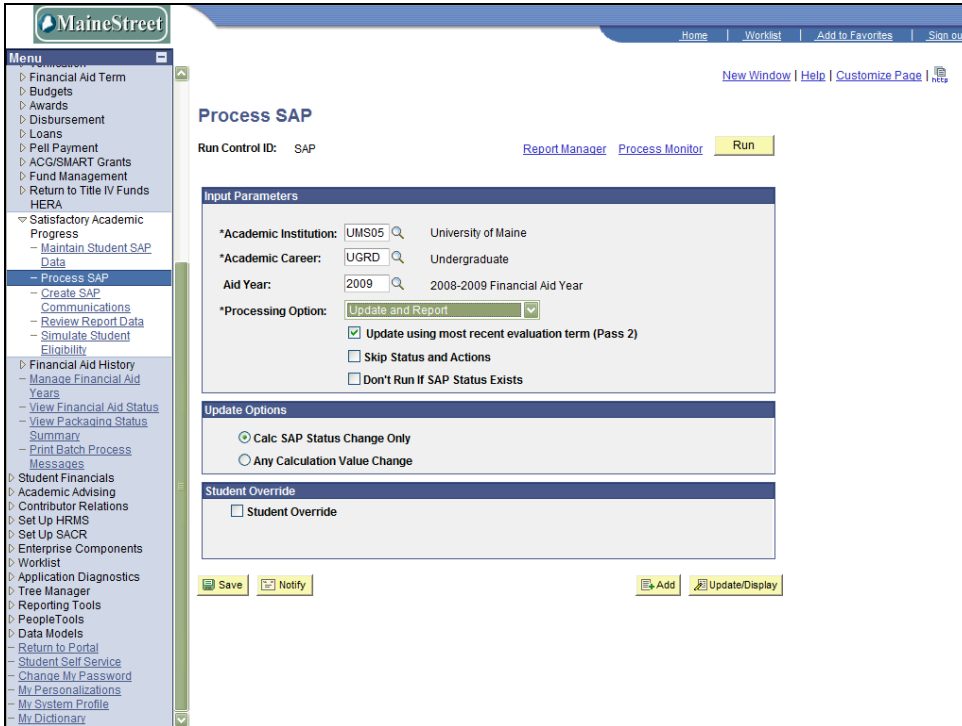
Step	Action
6.	<p>You can run the SAP process in report only mode, in update mode or in update and report mode. Click the Processing Option pull-down menu to select the mode.</p> <p>Update and Report </p>

Process Document

Financial Aid: Batch SAP Evaluation-081108



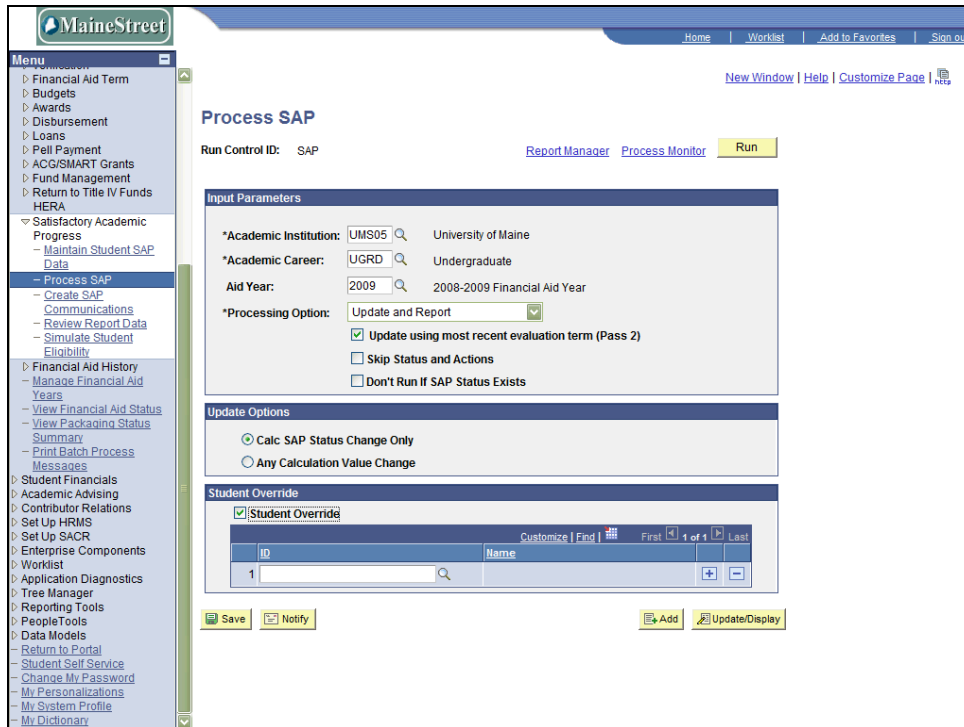
Step	Action
7.	<p>If you select Report Only mode, the Update Using Most Recent Evaluation Term checkbox disappears.</p> <p>Report Only mode does not change any student's SAP value. Instead it reports on the calculated SAP for each student considered, enabling you to review the failures and perhaps take remedial actions before updating the students' records. Once you are ready to update, rerun the process using either Update Only or Update and Report.</p>

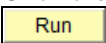


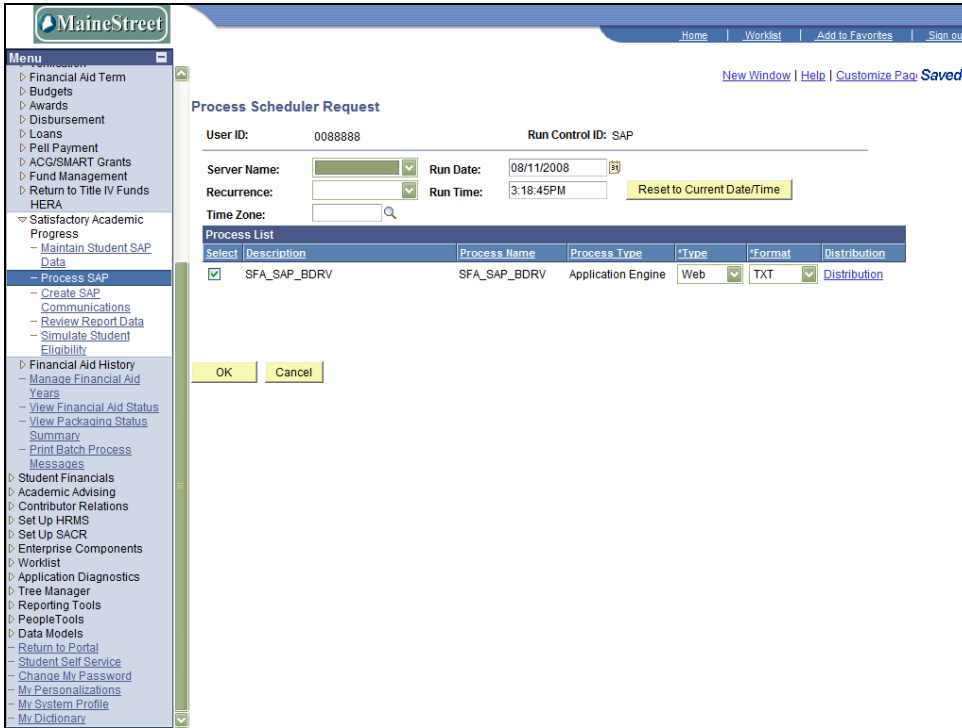
Step	Action
8.	<p>Select the Update using most recent evaluation term (pass 2) checkbox to use the most recent term with data, in the case where the student does not have data for the evaluation term specified in set up.</p> <p>Select Skip Status and Actions if you don't want to include the set up status and actions rules in the calculation.</p> <p>Select Don't Run if SAP Status Exists if you don't want to reevaluate students who already have SAP status. If you select this option, the two Update Options are not available.</p> <p>Select the Calc SAP Status Change Only option to update the student's record if there is no SAP status or if the Calc SAP status code changes.</p> <p>Select the Any Calculation Value Change option to calculate a new SAP record if none exists or if any value has changed regardless of whether the Calc SAP status code changes.</p>
9.	<p>To process a selected set of students rather than all eligible students, click the Student Override checkbox.</p> <p><input type="checkbox"/> Student Override</p>

Process Document

Financial Aid: Batch SAP Evaluation-081108



Step	Action
10.	<p>The Student Override option enables you to enter a list of student IDs to process.</p> <p>If you do not check Student Override, all students ready to be processed will be picked up.</p>
11.	<p>Click the Run button.</p> <p style="text-align: center;"></p>



Process Scheduler Request

User ID: 0088888 Run Control ID: SAP

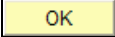
Server Name: Run Date: 08/11/2008

Recurrence: Run Time: 3:18:45PM [Reset to Current Date/Time](#)

Time Zone:

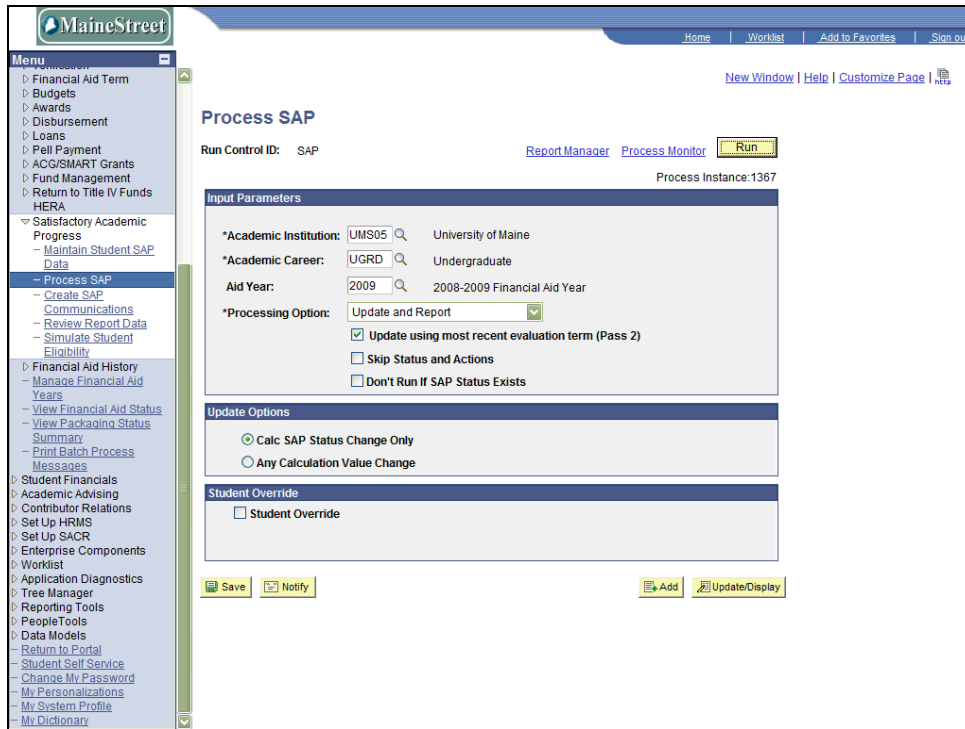
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SFA_SAP_BDRV	SFA_SAP_BDRV	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

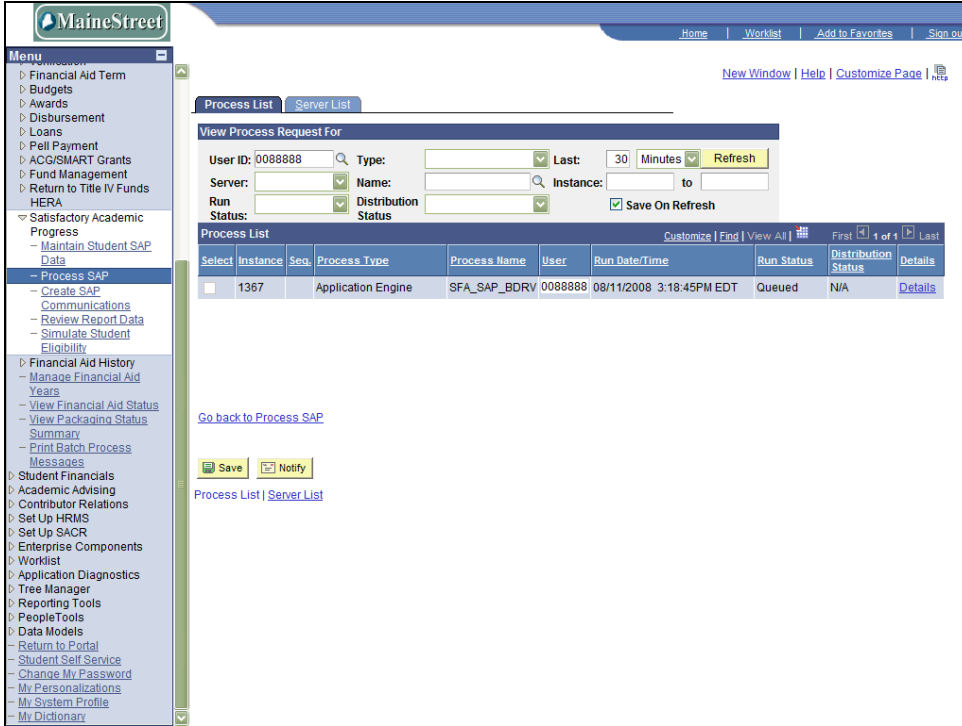
Step	Action
12.	Click the OK button. 

Process Document

Financial Aid: Batch SAP Evaluation-081108



Step	Action
13.	Click the Process Monitor link. Process Monitor





The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like Financial Aid Term, Awards, Disbursement, Loans, Pell Payment, ACG/SMART Grants, Fund Management, Return to Title IV Funds, HERA, Satisfactory Academic Progress, Financial Aid History, Student Financials, Academic Advising, Contributor Relations, Set Up HRMS, Set Up SACR, Enterprise Components, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, Data Models, Return to Portal, Student Self Service, Change My Password, My Personalizations, My System Profile, and My Dictionary.

The main content area is titled "Process List" and "Server List". It includes a "View Process Request For" section with fields for User ID (0088888), Type, Last (30 Minutes), Refresh, Server, Name, Instance, Run Status, and Distribution Status. There is a "Save On Refresh" checkbox.

Below this is a table with the following data:

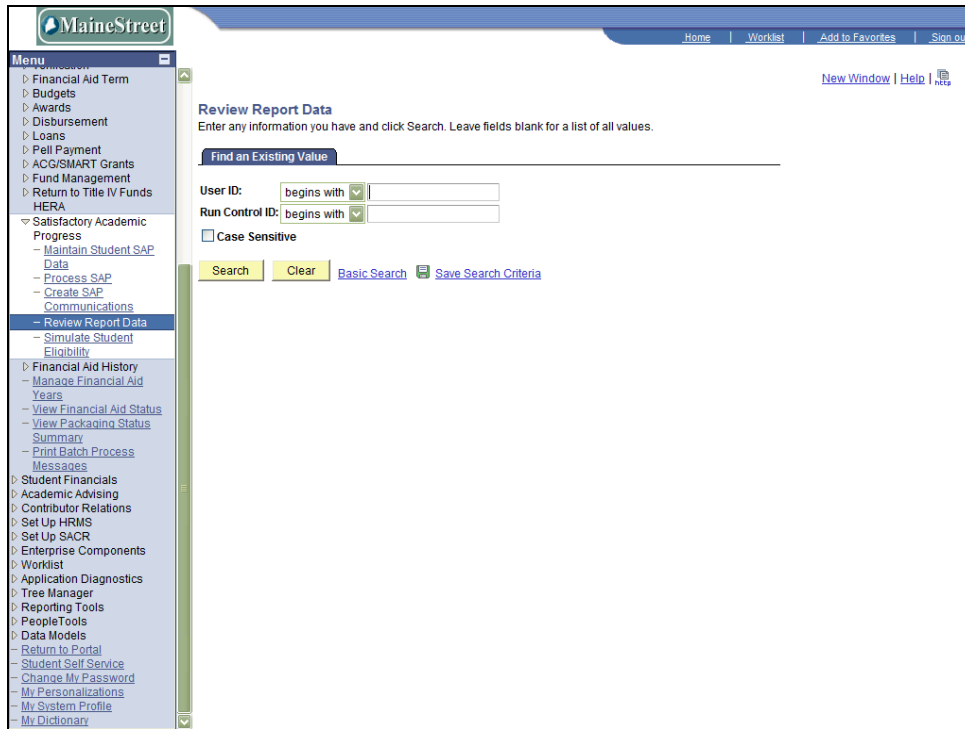
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1367		Application Engine	SFA_SAP_BDRV	0088888	08/11/2008 3:18:45PM EDT	Queued	N/A	Details

At the bottom of the table area, there are "Save" and "Notify" buttons, and a link "Go back to Process SAP".


Step	Action
14.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . 
15.	If you ran in either Report Only or Update and Report, you can view the process results in the report. Click the Review Report Data link. 

Process Document

Financial Aid: Batch SAP Evaluation-081108



MaineStreet Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 


Review Report Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

User ID: begins with

Run Control ID: begins with

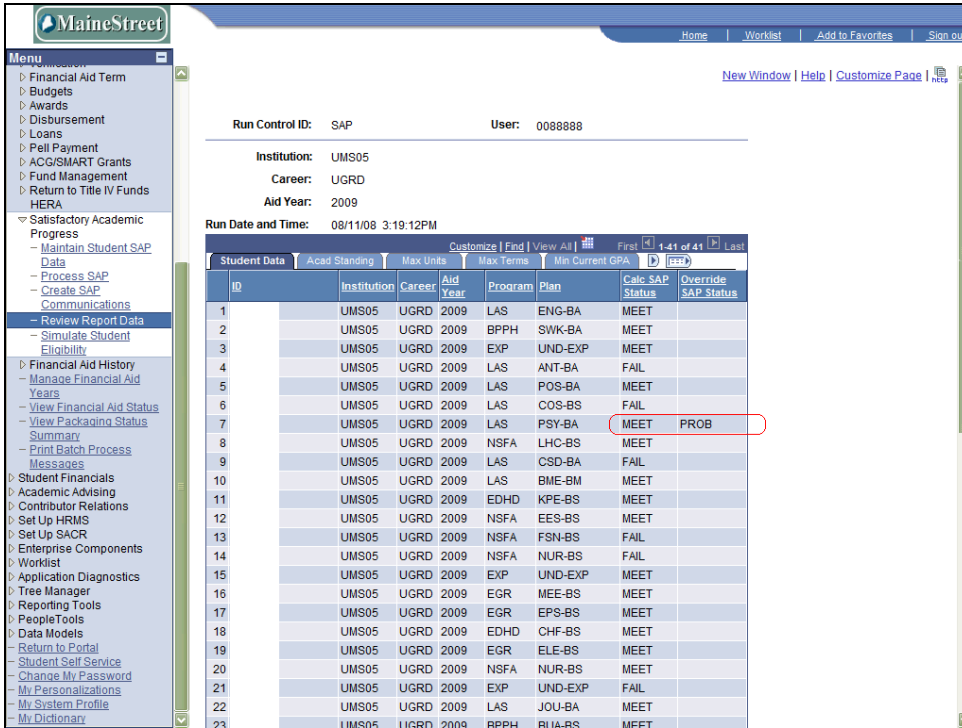
Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Menu

- ▷ Financial Aid Term
- ▷ Budgets
- ▷ Awards
- ▷ Disbursement
- ▷ Loans
- ▷ Pell Payment
- ▷ ACG/SMART Grants
- ▷ Fund Management
- ▷ Return to Title IV Funds
- HERA
- ▼ Satisfactory Academic Progress
 - Maintain Student SAP
 - Data
 - Process SAP
 - Create SAP
 - Communications
 - Review Report Data
 - Simulate Student Eligibility
- ▷ Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status
 - Summary
 - Print Batch Process Messages
- ▷ Student Financials
- ▷ Academic Advising
- ▷ Contributor Relations
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Application Diagnostics
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ Data Models
- Return to Portal
- Student Self Service
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Step	Action
16.	Enter the ID of the staff person who ran the process or the Run Control ID used and click the Search button.



Run Control ID: SAP User: 0088888

Institution: UMS05
Career: UGRD
Aid Year: 2009

Run Date and Time: 08/11/08 3:19:12PM

ID	Institution	Career	Aid Year	Program	Plan	Calc SAP Status	Override SAP Status
1	UMS05	UGRD	2009	LAS	ENG-BA	MEET	
2	UMS05	UGRD	2009	BPPH	SWK-BA	MEET	
3	UMS05	UGRD	2009	EXP	UND-EXP	MEET	
4	UMS05	UGRD	2009	LAS	ANT-BA	FAIL	
5	UMS05	UGRD	2009	LAS	POS-BA	MEET	
6	UMS05	UGRD	2009	LAS	COS-BS	FAIL	
7	UMS05	UGRD	2009	LAS	PSY-BA	MEET	PROB
8	UMS05	UGRD	2009	NSFA	LHC-BS	MEET	
9	UMS05	UGRD	2009	LAS	CSD-BA	FAIL	
10	UMS05	UGRD	2009	LAS	BME-BM	MEET	
11	UMS05	UGRD	2009	EDHD	KPE-BS	MEET	
12	UMS05	UGRD	2009	NSFA	EES-BS	MEET	
13	UMS05	UGRD	2009	NSFA	FSN-BS	FAIL	
14	UMS05	UGRD	2009	NSFA	NUR-BS	FAIL	
15	UMS05	UGRD	2009	EXP	UND-EXP	MEET	
16	UMS05	UGRD	2009	EGR	MEE-BS	MEET	
17	UMS05	UGRD	2009	EGR	EPS-BS	MEET	
18	UMS05	UGRD	2009	EDHD	CHF-BS	MEET	
19	UMS05	UGRD	2009	EGR	ELE-BS	MEET	
20	UMS05	UGRD	2009	NSFA	NUR-BS	MEET	
21	UMS05	UGRD	2009	EXP	UND-EXP	FAIL	
22	UMS05	UGRD	2009	LAS	JOU-BA	MEET	
23	UMS05	UGRD	2009	BPPH	BLA-BS	MEET	

Step	Action
17.	<p>The report lists all the students processed (the IDs have been deleted in the example), along with their calculated SAP status. The various tabs show details on which tests the students met or failed.</p> <p>In the example shown, one student had his SAP status overridden manually prior to the batch run. The recalculation during the batch process did not change the overridden value.</p>

Process Document

Financial Aid: Batch SAP Evaluation-081108



Run Control ID: SAP User: 0088888

Institution: UMS05
Career: UGRD
Aid Year: 2009

Run Date and Time: 08/11/08 3:19:12PM

ID	Process Date/Time	Process User Id	Processing Message
1	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
2	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
3	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
4	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
5	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0810
6	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
7	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
8	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
9	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
10	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
11	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
12	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820
13	08/11/08 3:19:23PM	SFA_SAP_BDRV	Statistics Calc Pass 1, Term 0820

Step	Action
18.	The Process Info tab tells you which term provided the statistics for the calculation.
19.	End of Procedure.