

Building FA Term in Batch-102607

1.	Navigate: Financial Aid > Financial Aid Term > Create FA Term Driver Records.
2.	<p>You need a Run Control ID. You can either use one you have already created or create a new one. To use an existing Run Control ID, click Search and select it from the list.</p> <p>To create a new Run Control ID, click the Add a New Value tab. Enter the name of the new Run Control ID. Do not use blanks. Click Add.</p>
3.	Make sure that you have the correct Institution and Aid Year entered.
4.	<p>For the Driver Creation Option field: Select Update Only if you want to build or rebuild only terms for which the student is currently enrolled. This means only those terms for which the student has enrollment data.</p> <p>Select Both Updates and Projections if you want to build or rebuild terms the student is currently enrolled for as well as terms with projected information. This means that all terms in the aid year are built regardless if the student has enrollment for the term.</p>
5.	<p>If the Institution has multiple careers that are eligible for financial aid, they will all be listed and you can select which careers to build.</p> <p>The Rebuild Projections checkbox is used to indicate that the financial aid term build process should rebuild projected terms as well as terms with enrollment data. Use this checkbox to rebuild terms when there is a change in career or program.</p>
6.	Click the Run button.
7.	Click the OK button.
8.	Click the Process Monitor link.
9.	Click the Refresh button from time to time until the Run Status is Success and the Distribution Status is Posted .
10.	If you want to review the messages from this process click the Details link.
11.	The Driver Records have been created. The next step is to run the Build FA Term process. Click the Build FA Term in Batch link in the menu.
12.	<p>Make sure that you have the same Institution and Aid Year here as for the Driver Records process.</p> <p>The Commit Level is used to control how often the records generated by the process are saved to the database. A low Commit Level is safe but inefficient. A high Commit Level runs the risk of data loss if the process errors out.</p>
13.	The Driver Creation Option value must match what you used in the Driver Records process.
14.	Click the Run button.
15.	Click the OK button.
16.	Click the Process Monitor link.

Quick Guide



17.	Click the Refresh button until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . You can use the Details link to view messages generated by the process.
18.	End of Procedure.