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## **Consolidation & Verification in Batch**

### **Concept**

Batch verification consists of:

- Processing batch consolidation.
- Using batch consolidation detail.
- Viewing consolidated tax data.
- Processing batch verification.
- Using batch verification summary.
- Using batch verification detail.

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407

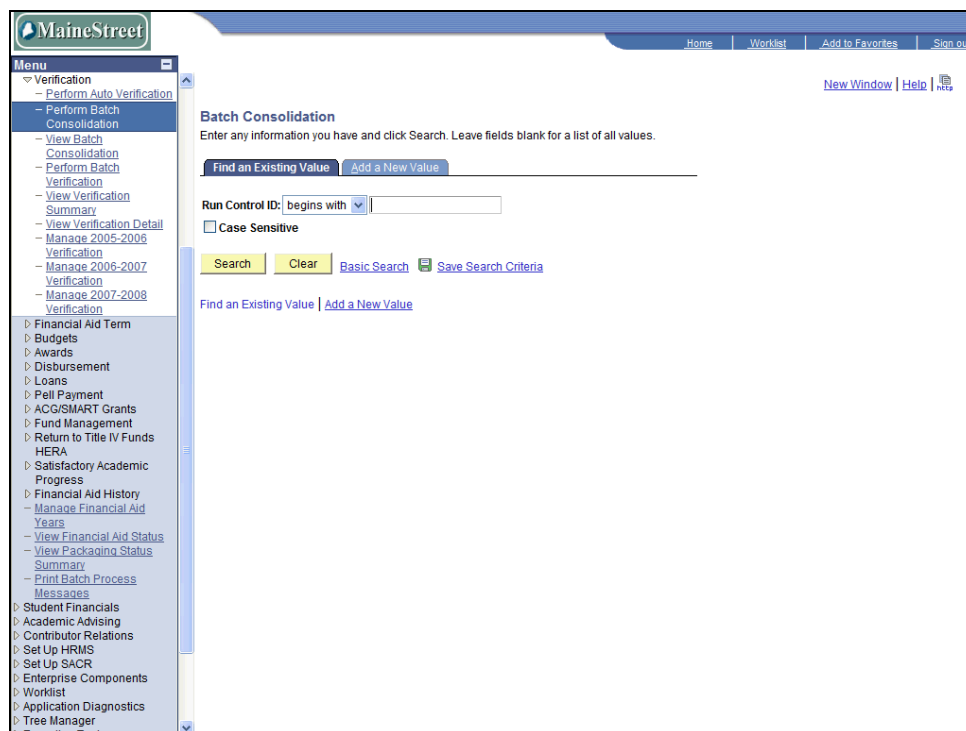


### Procedure

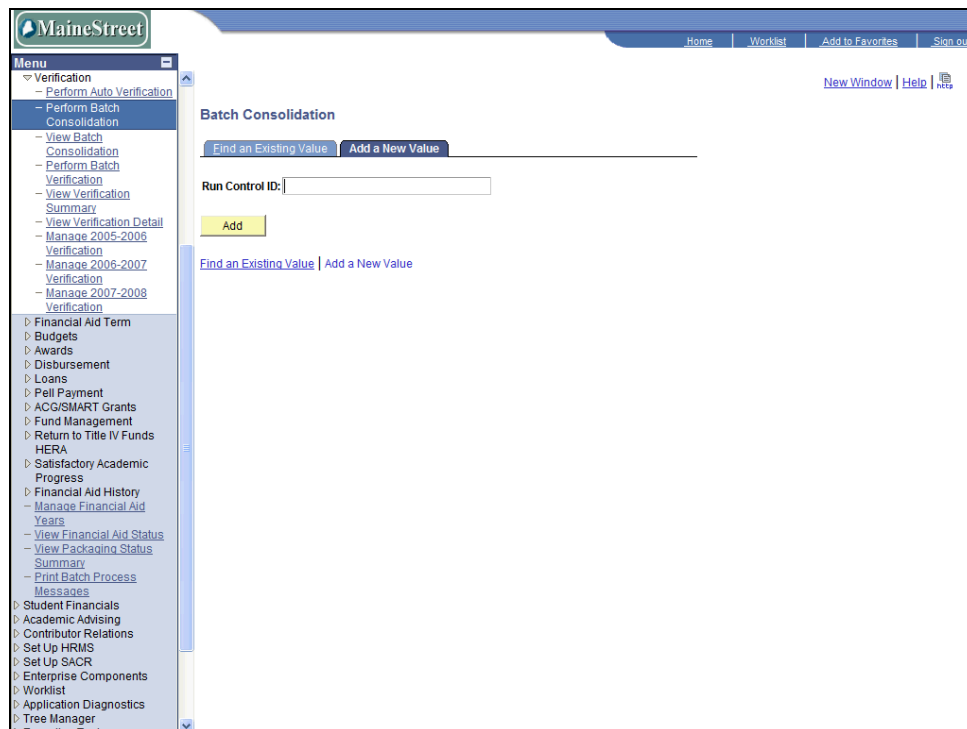
You may have entered verification data for several students, but did not consolidate the data. Perhaps your Institution's business process is to have the data entered and saved, and later have senior staff review the data before consolidation. This allows for changes to be made, additional documents to be requested, etc. before finalizing the changes.

Once the students are ready for consolidation and verification, you run the batch processes covered in this document.

Step	Action
1.	Begin by navigating to the <b>Batch Consolidation</b> page: <b>Financial Aid &gt; Verification &gt; Perform Batch Consolidation.</b>



Step	Action
2.	<p>You need a <b>Run Control ID</b> for this process. You can either search for and use an existing Run Control ID, or create a new one.</p> <p>Once you use a Run Control ID to run a process, the system saves your parameter settings for use next time. For this reason, you may want to create Run Control IDs specific to each process. This ensures that when a process runs in the background (for example, as part of a scheduled job), the system does not prompt you for additional parameter values.</p>

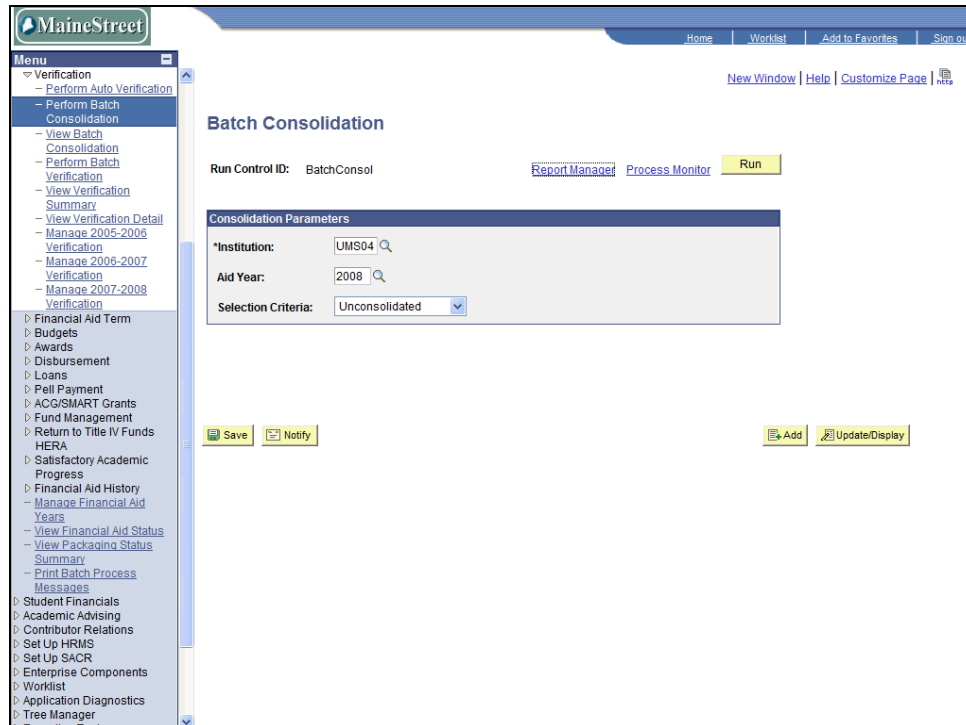


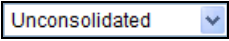
Step	Action
3.	<p>To create a new <b>Run Control ID</b>, click the <b>Add a New Value</b> tab.</p> <p>Enter the name of the new Run Control ID. Do not use blanks. Click <b>Add</b>.</p>

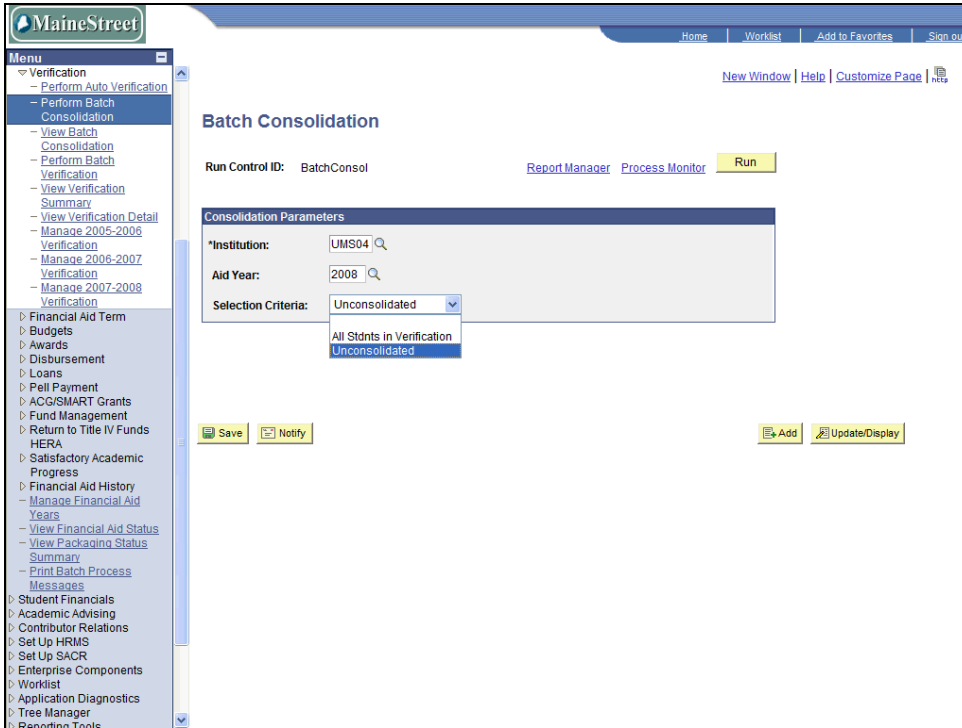
# Process Document

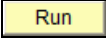
## Financial Aid: Consolidation & Verification in Batch-102407

Step	Action
4.	Use the <b>Batch Consolidation</b> page to set consolidation parameters for batch consolidation and to run the process.



Step	Action
5.	Make sure that the correct Institution and Aid Year are entered.  Click the <b>Selection Criteria</b> list. 



Step	Action
6.	You have a choice between processing all students in verification, or just the unconsolidated.
7.	Click the <b>Run</b> button. 
8.	Use the <b>Process Scheduler Request</b> page to enter or update parameters such as the <b>Server Name</b> and output format.  For this process, the <b>Server Name</b> should be blank.

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



MaineStreet

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New Window | Help | Customize Page | Saved

**Process Scheduler Request**

User ID: 0022226      Run Control ID: BatchConsol

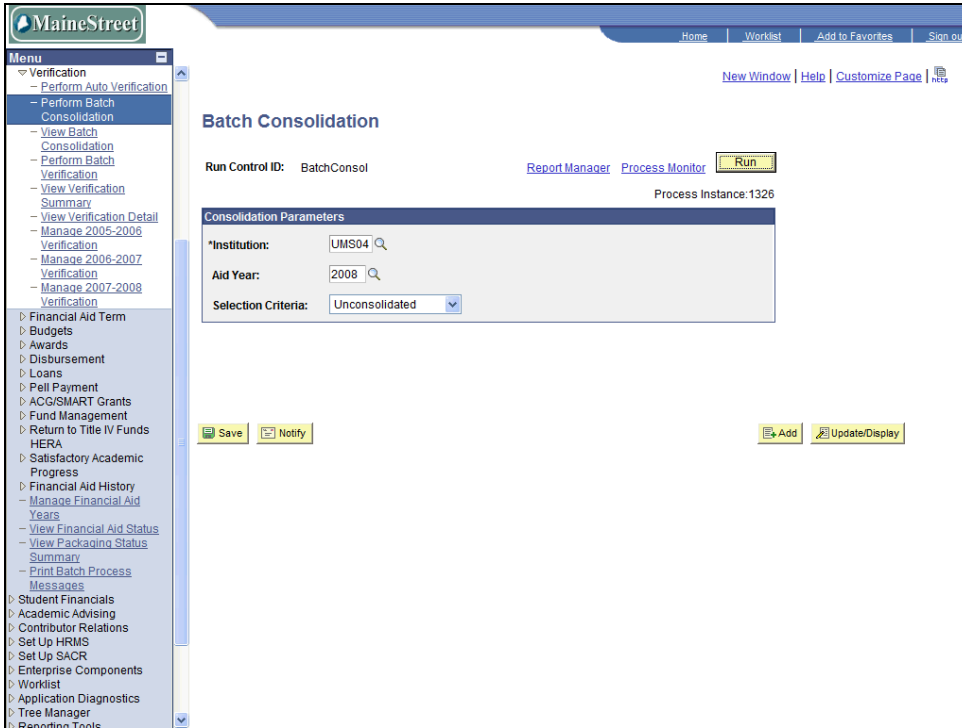
Server Name:       Run Date: 10/24/2007

Recurrence:       Run Time: 10:22:03AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Batch Tax Data Consolidation	FAPTFCSL	COBOL SQL	(None)	(None)	<a href="#">Distribution</a>

Step	Action
9.	Click the <b>OK</b> button.



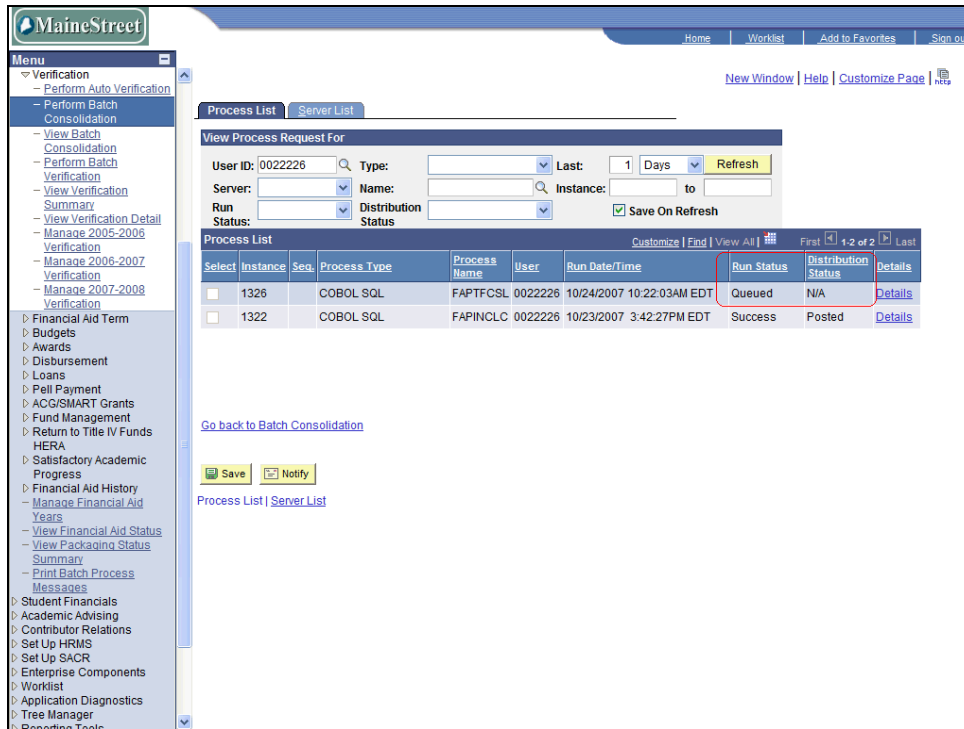
The screenshot shows the 'Batch Consolidation' page in the MaineStreet application. The left-hand menu lists various navigation options under 'Verification' and 'Financial Aid Term'. The main content area features a 'Consolidation Parameters' form with the following details:

- Run Control ID:** BatchConsol
- Report Manager:** [Report Manager](#)
- Process Monitor:** [Process Monitor](#)
- Run Button:**
- Process Instance:** 1326
- Consolidation Parameters Form:**
  - \*Institution:** UMS04
  - Aid Year:** 2008
  - Selection Criteria:** Unconsolidated
- Buttons:**

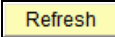
Step	Action
10.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

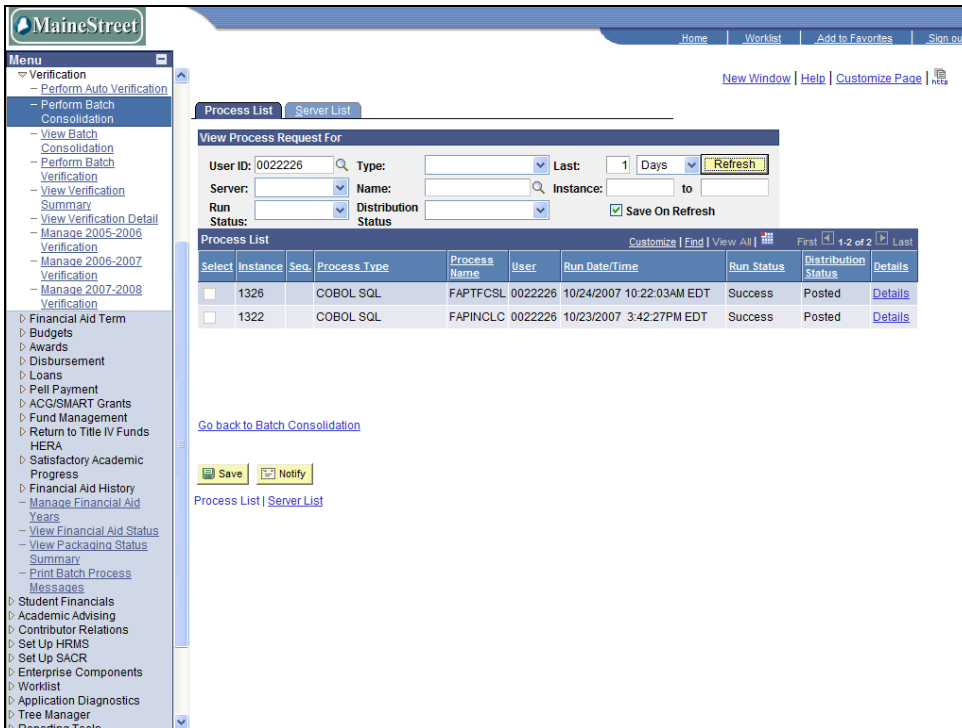
# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



The screenshot shows the 'MaineStreet' web application. On the left is a navigation menu with categories like 'Verification', 'Financial Aid Term', 'Budgets', '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', and 'Reporting Tools'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' form with fields for 'User ID: 0022226', 'Type', 'Last: 1 Days', 'Server', 'Name', 'Instance', 'Run', and 'Distribution Status'. A 'Refresh' button is visible. Below the form is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains two rows: one with Instance 1326, Process Type COBOL SQL, Process Name FAPTFCSL, User 0022226, Run Date/Time 10/24/2007 10:22:03AM EDT, Run Status Queued, and Distribution Status N/A; and another with Instance 1322, Process Type COBOL SQL, Process Name FAPINCLC, User 0022226, Run Date/Time 10/23/2007 3:42:27PM EDT, Run Status Success, and Distribution Status Posted. There are also 'Save' and 'Notify' buttons and a 'Go back to Batch Consolidation' link.

Step	Action
11.	Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> .
	



**Process List** | **Server List**

**View Process Request For**

User ID: 0022226 | Type: | Last: 1 Days | Refresh

Server: | Name: | Instance: to |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1326		COBOL SQL	FAPTFCSL	0022226	10/24/2007 10:22:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1322		COBOL SQL	FAPINCLC	0022226	10/23/2007 3:42:27PM EDT	Success	Posted	<a href="#">Details</a>

Go back to Batch Consolidation

Save | Notify

Process List | Server List

Step	Action
12.	To view messages from this process, click the <b>Details</b> link.

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407

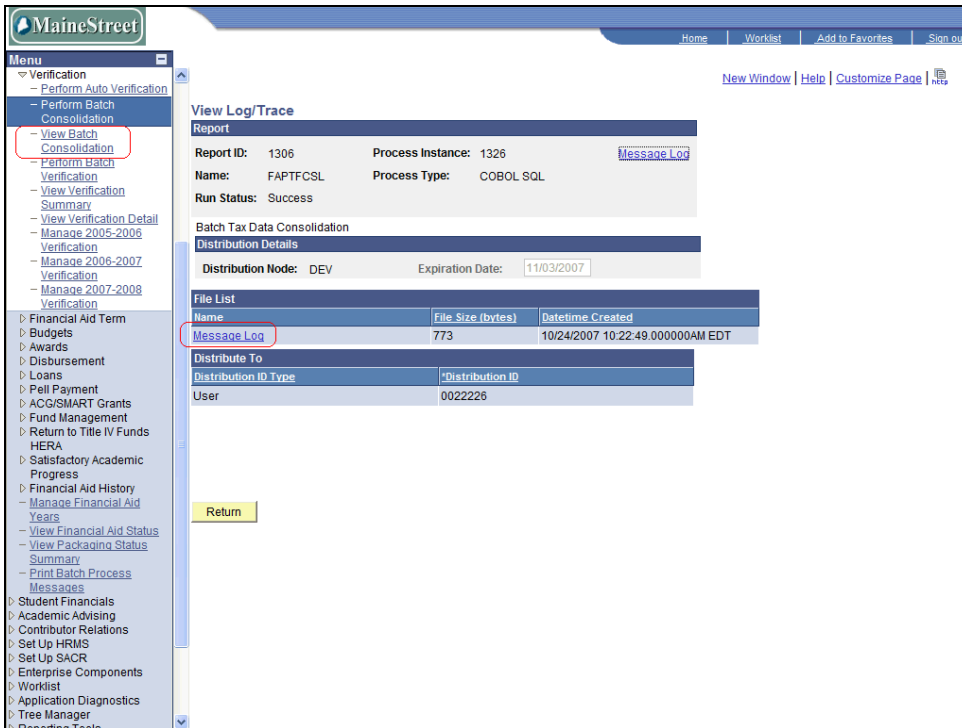


The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' with various options under 'Verification' and 'Financial Aid Term'. The main area is titled 'Process Detail' and contains the following information:

- Process:** Instance: 1326, Type: COBOL SQL, Name: FAPTFCSL, Description: Batch Tax Data Consolidation, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: BatchConsol, Location: Server, Server: PSUNX, Recurrence: (empty).
- Date/Time:** Request Created On: 10/24/2007 10:22:14AM EDT, Run Anytime After: 10/24/2007 10:22:03AM EDT, Began Process At: 10/24/2007 10:22:35AM EDT, Ended Process At: 10/24/2007 10:22:49AM EDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

At the bottom of the process detail section are 'OK' and 'Cancel' buttons.

Step	Action
13.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>



The screenshot shows the 'View Log/Trace' report in the MaineStreet application. The report details are as follows:

Report ID:	1306	Process Instance:	1326
<b>Name:</b>	FAPTFCSL	<b>Process Type:</b>	COBOL SQL
<b>Run Status:</b>	Success		

Batch Tax Data Consolidation

Distribution Details

<b>Distribution Node:</b>	DEV	<b>Expiration Date:</b>	11/03/2007
---------------------------	-----	-------------------------	------------

File List

Name	File Size (bytes)	Datetime Created
Message Log	773	10/24/2007 10:22:49.000000AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	0022226

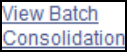
A 'Return' button is visible at the bottom of the report area.

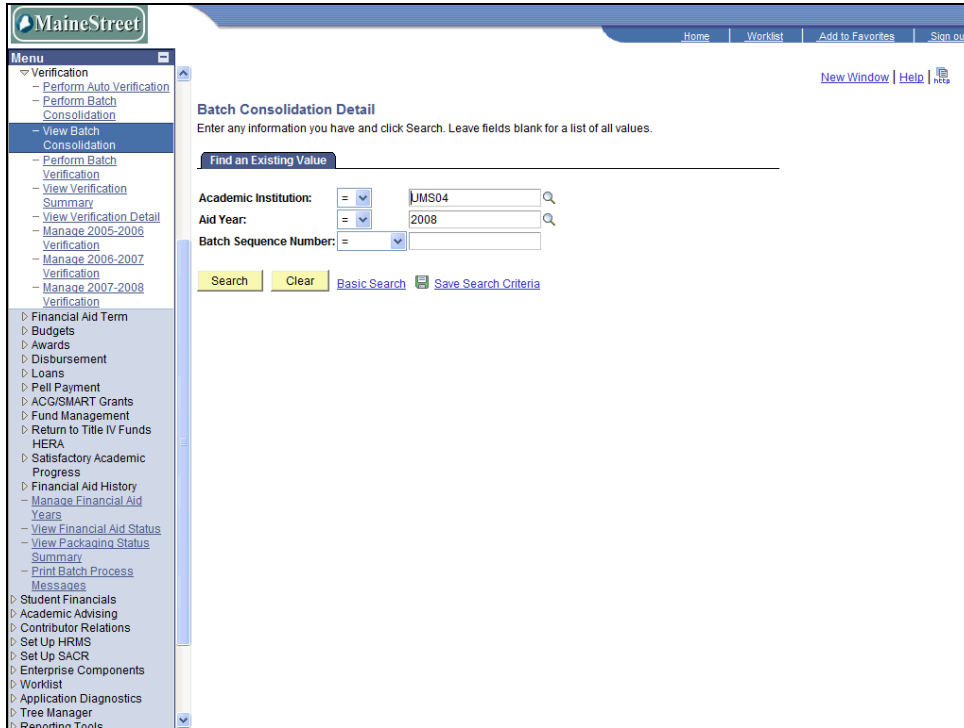
Step	Action
14.	<p>The <b>Message Log</b> will give you some information about success or failure of consolidation for the selected students.</p> <p>The <b>Message Log</b> will open in a new window. The message log format may make it difficult to view. You can get a better view of the results using the <b>View Batch Consolidation</b> page.</p>

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



Step	Action
15.	Click the <b>View Batch Consolidation</b> link. 



**MaineStreet** Home Worklist Add to Favorites Sign out

**Menu**

- Verification
  - Perform Auto Verification
  - Perform Batch Consolidation
  - View Batch Consolidation
  - Perform Batch Verification
  - View Verification Summary
  - View Verification Detail
  - Manage 2005-2006 Verification
  - Manage 2006-2007 Verification
  - Manage 2007-2008 Verification
- Financial Aid Term
  - Budgets
  - Awards
  - Disbursement
  - Loans
  - Pell Payment
  - ACG/SMART Grants
  - Fund Management
  - Return to Title IV Funds
  - HERA
  - Satisfactory Academic Progress
  - 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

**Batch Consolidation Detail**

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

**Find an Existing Value**

Academic Institution:

Aid Year:

Batch Sequence Number:

[Basic Search](#)

Step	Action
16.	<p>Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered.</p> <p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



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### Batch Consolidation Detail

**Institution:** UMS04 University of Maine at Machias      **Batch Sequence Number:** 1

**Aid Year:** 2008 2007-2008 Financial Aid Year

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**Run Date and Time:** 10/24/2007 10:22:34AM      **Students Selected:** 3

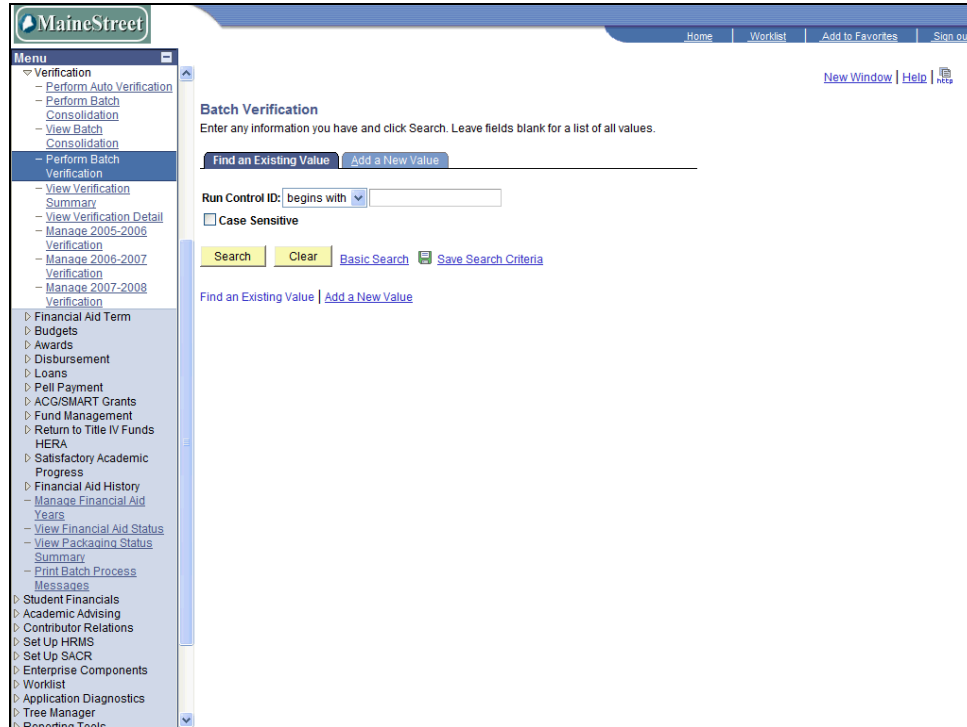
**User ID:** 0099999      **Students Processed:** 3

Selected Population			Customize	Find	View All	First	1-3 of 3	Last
ID	Name	Processing Status						
1 0999991	Foofram, Hiram	Processed	<a href="#">Consolidated Tax Data</a>					
2 0999992	Washington, George	Processed	<a href="#">Consolidated Tax Data</a>					
3 0999993	Lincoln, Abraham	Processed	<a href="#">Consolidated Tax Data</a>					

[Return to Search](#)   [Notify](#)

Step	Action
17.	<p>You see a list of the students whose data was consolidated. You can view the consolidated data in detail using the <b>Consolidated Tax Data</b> links.</p> <p>This is the same view you would have had if you had used the <b>Consolidate</b> button on the student's <b>Manage 20xx-20yy Verification - Tax Data Consolidation</b> page.</p> <p>The <b>User ID</b> of the staff person who ran the Batch Consolidation process is displayed along with the Date and Time.</p>

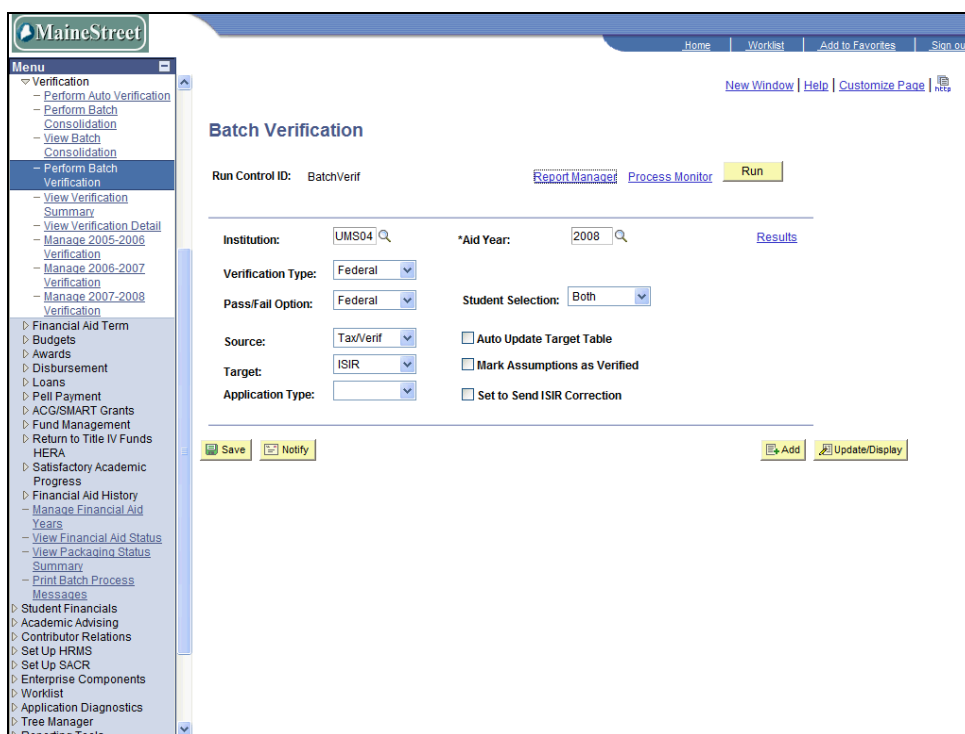
Step	Action
18.	<p>The next step is to run the verification process.</p> <p>Click the <b>Perform Batch Verification</b> link.</p> <p><a href="#">Perform Batch Verification</a></p>



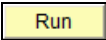
Step	Action
19.	<p>Create a new <b>Run Control ID</b> or use an existing one.</p> <p>To create a new one, click the <b>Add a New Value</b> tab. Enter the name of the <b>Run Control ID</b>. Click the <b>Add</b> button.</p>

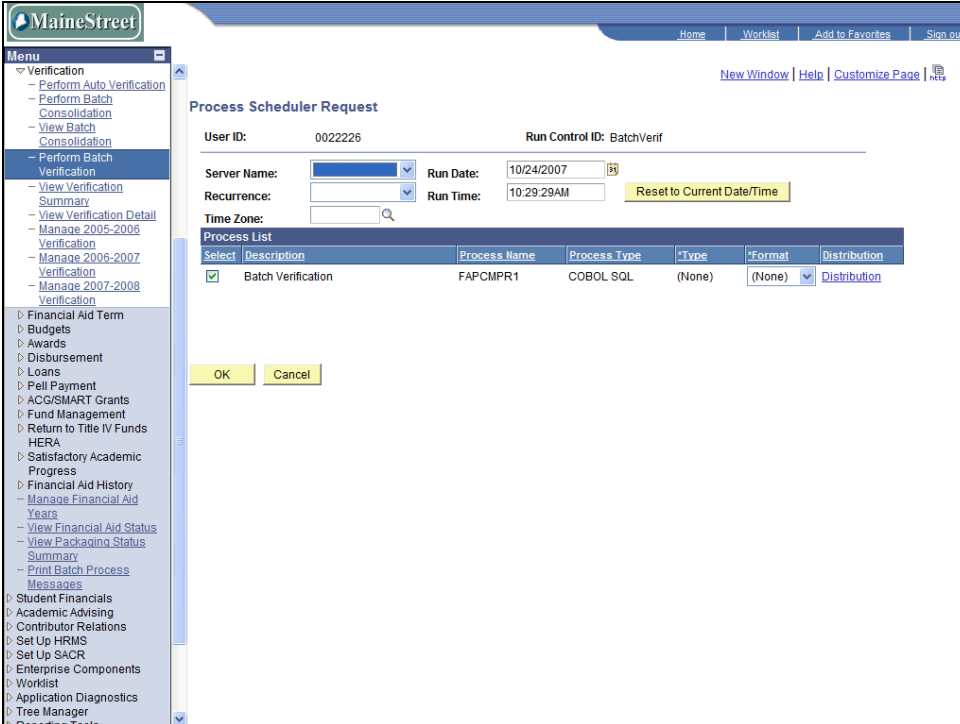
# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



Step	Action
20.	<p>On the <b>Batch Verification</b> page, set the parameters you will use to verify the selected students.</p> <p>Make sure that the correct <b>Institution</b> and <b>Aid Year</b> are entered.</p> <p>The <b>Verification Type</b> should be <i>Federal</i>.</p> <p>To perform field-level compare if you have any non-zero tolerances set up, change the <b>Pass/Fail Option</b> to <i>Field</i>. If all the tolerances are zero, then use either <i>Federal</i> or <i>Field</i> in the <b>Pass/Fail Option</b> field.</p> <p>Normally, the <b>Source</b> will be <i>Tax/Verif</i> and the <b>Target</b> will be <i>ISIR</i>.</p> <p>The <b>Application Type</b> is only used for Institutional Apps. Leave it blank.</p>
21.	<p>Select a value for the <b>Student Selection</b> field. The choices are:</p> <p><b>Both</b>: Processes records with a verification status of either pending or required.  <b>Pending</b>: Processes records with a verification status of pending only.  <b>Required</b>: Processes records with a verification status of required only.</p>

Step	Action
22.	<p>Select the <b>Auto Update Target Table</b> checkbox to automatically update the target table with verified data when there is a variance.</p> <p>Select the <b>Set Verification Complete</b> checkbox. Select to automatically set the Verification Status to Complete.</p> <p>Set the <b>Mark Assumptions as Verified</b> checkbox. When you select this option, the system tags fields originally identified as assumption fields to a field status of verified.</p> <p>Select the <b>Set to Send ISIR Correction</b> checkbox to set the corrections status to Send on ISIR Corrections when the system uses the Auto Update Target Table.</p>
23.	<p>Click the <b>Run</b> button.</p> <div style="text-align: center;">  </div>



**MaineStreet** Home | Worklist | Add to Favorites | Sign out

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**Process Scheduler Request**

User ID: 0022226 Run Control ID: BatchVerif

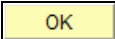
Server Name: [Blank] Run Date: 10/24/2007 [B]

Recurrence: [Blank] Run Time: 10:29:29AM [Reset to Current Date/Time]

Time Zone: [Blank]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Batch Verification	FAPCMR1	COBOL SQL	(None)	(None)	Distribution

OK Cancel

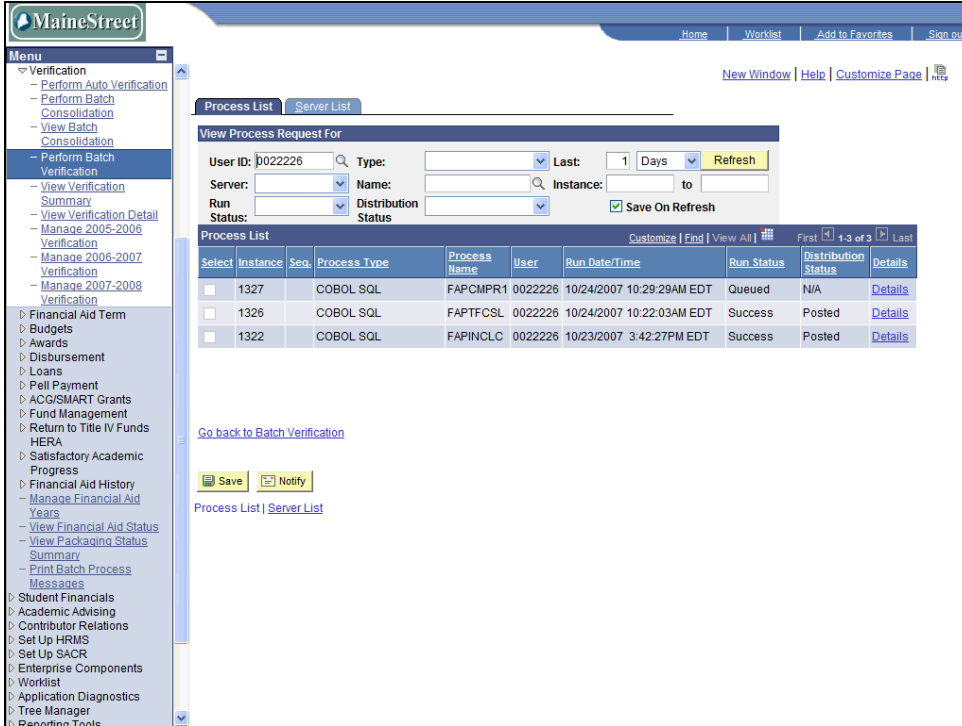
Step	Action
24.	<p>Select blank for the <b>Server Name</b>.</p> <p>Click the <b>OK</b> button.</p> <div style="text-align: center;">  </div>

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407





Step	Action
25.	<p>Note the <b>Process Instance</b> number. You may use this later when checking the Verification Details from this process.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>



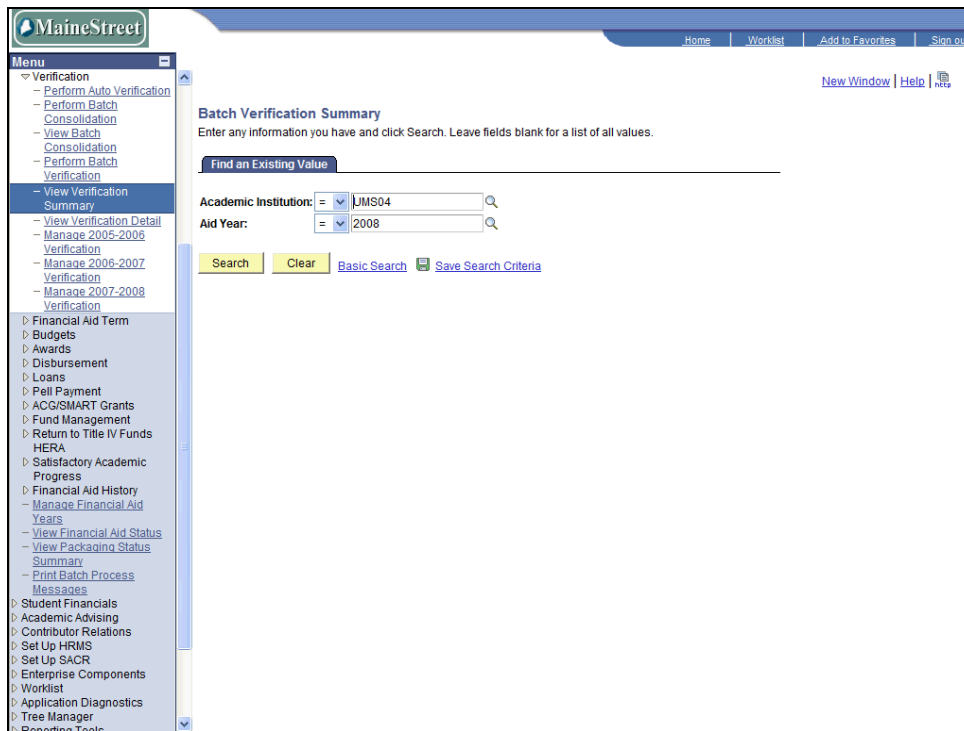
The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'HERA', 'Satisfactory Academic Progress', 'Financial Aid History', 'Student Financials', 'Academic Advising', 'Contributor Relations', 'Set Up HRMS', 'Set Up SACR', 'Enterprise Components', 'Worklist', 'Application Diagnostics', 'Tree Manager', and 'Reporting Tools'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with search criteria: User ID (0022226), Type, Last (1 Days), and a Refresh button. Below this is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains three rows of data. At the bottom, there are 'Save' and 'Notify' buttons, and a link to 'Go back to Batch Verification'.

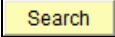
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1327		COBOL SQL	FAPCMR1	0022226	10/24/2007 10:29:29AM EDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1326		COBOL SQL	FAPTFCSL	0022226	10/24/2007 10:22:03AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1322		COBOL SQL	FAPINCLC	0022226	10/23/2007 3:42:27PM EDT	Success	Posted	<a href="#">Details</a>

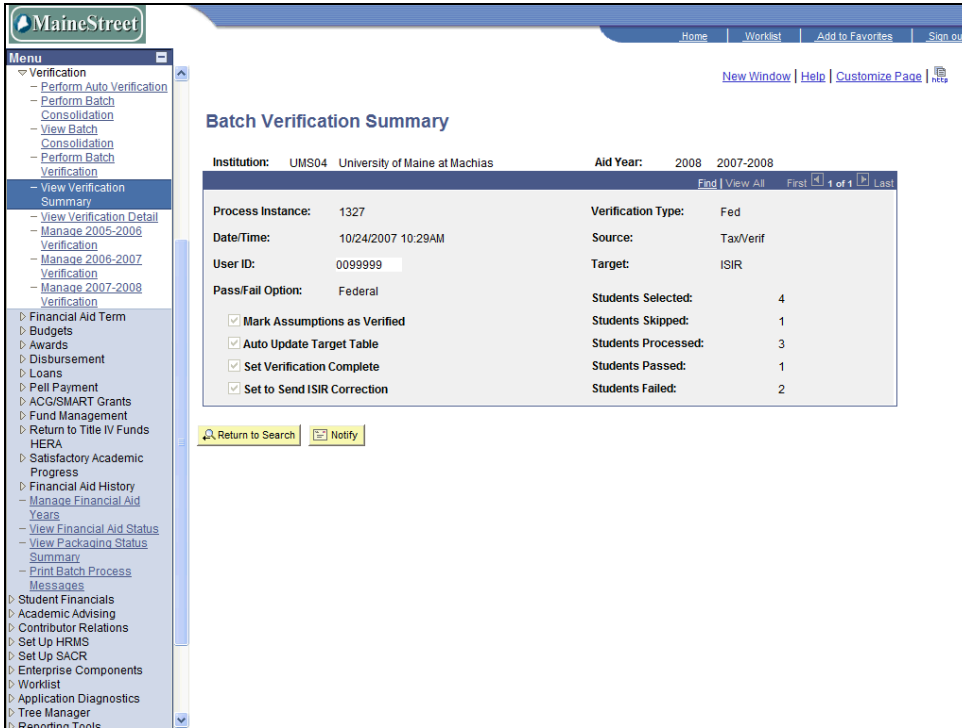
Step	Action
26.	Click <b>Refresh</b> from time to time until the <b>Run Status</b> is <i>Success</i> .  
27.	To see the results of the process, use the <b>View Verification Summary</b> and <b>View Verification Detail</b> components.
28.	Click the <b>View Verification Summary</b> link. 

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



Step	Action
29.	Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Click the <b>Search</b> button. 
30.	Use the <b>Batch Verification Summary</b> page to view summary information such as the number of students selected, skipped, processed, passed and failed.  Note the <b>Process Instance</b> number. You can use it when searching for the Verification Detail.



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**Batch Verification Summary**

Institution: UMS04 University of Maine at Machias      Aid Year: 2008 2007-2008

Find | View All    First 1 of 1 Last

Process Instance:	1327	Verification Type:	Fed
Date/Time:	10/24/2007 10:29AM	Source:	TaxVerif
User ID:	0099999	Target:	ISIR
Pass/Fail Option:	Federal	Students Selected:	4
<input checked="" type="checkbox"/> Mark Assumptions as Verified		Students Skipped:	1
<input checked="" type="checkbox"/> Auto Update Target Table		Students Processed:	3
<input checked="" type="checkbox"/> Set Verification Complete		Students Passed:	1
<input checked="" type="checkbox"/> Set to Send ISIR Correction		Students Failed:	2

[Return to Search](#)    [Notify](#)

Step	Action
31.	Click the <b>View Verification Detail</b> link. <a href="#">View Verification Detail</a>

# Process Document

## Financial Aid: Consolidation & Verification in Batch-102407



**MaineStreet** Home Worklist Add to Favorites Sign out

New Window | Help |

**Menu**

- ▼ Verification
  - Perform Auto Verification
  - Perform Batch Consolidation
  - View Batch Consolidation
  - Perform Batch Verification
  - View Verification Summary
  - **View Verification Detail**
  - Manage 2005-2006 Verification
  - Manage 2006-2007 Verification
  - Manage 2007-2008 Verification
- ▷ Financial Aid Term
- ▷ Budgets
- ▷ Awards
- ▷ Disbursement
- ▷ Loans
- ▷ Pell Payment
- ▷ ACG/SMART Grants
- ▷ Fund Management
- ▷ Return to Title IV Funds HERA
- ▷ Satisfactory Academic Progress
- ▷ 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

**Batch Verification Detail**

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

**Find an Existing Value**

ID:

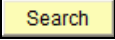
Academic Institution:

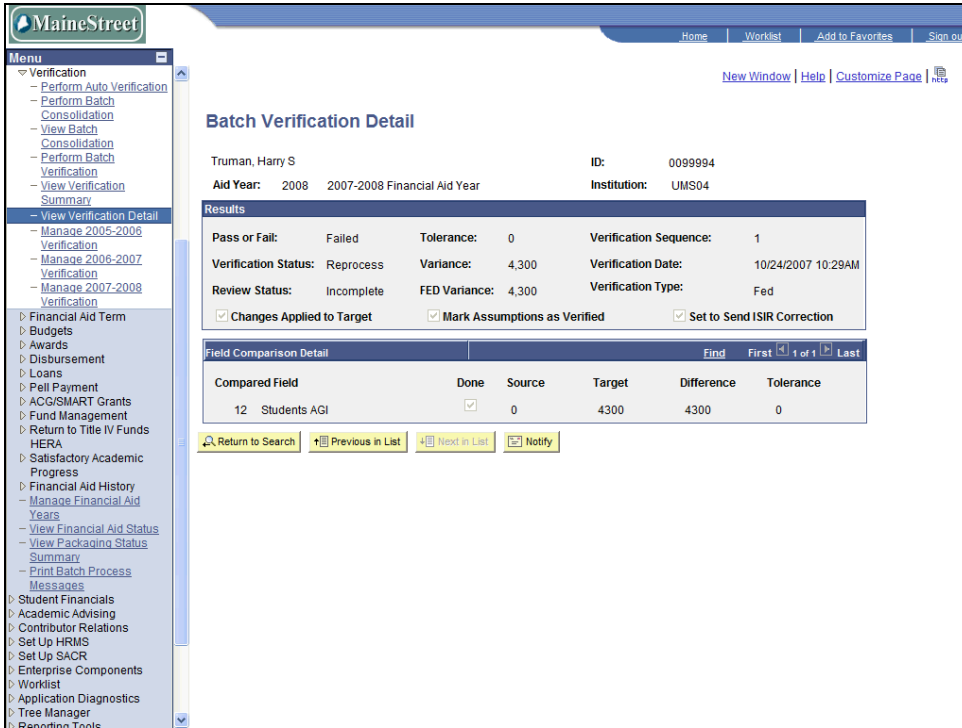
Aid Year:

Process Instance:

Verification Sequence Number:

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

Step	Action
32.	<p>You could enter a student's <b>ID</b> here or do a more general search. Make sure the correct Institution and Aid Year are entered. Use the <b>Process Instance</b> number to narrow the search.</p> <p>Click the <b>Search</b> button.</p> <p></p>
33.	<p>Here is a list of all the students processed in our <b>Batch Verification</b> run.</p> <p>Click on a student to view the details.</p>



**MaineStreet** Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

**Batch Verification Detail**

Truman, Harry S ID: 0099994  
 Aid Year: 2008 2007-2008 Financial Aid Year Institution: UMS04

**Results**

Pass or Fail: Failed Tolerance: 0 Verification Sequence: 1  
 Verification Status: Reprocess Variance: 4,300 Verification Date: 10/24/2007 10:29AM  
 Review Status: Incomplete FED Variance: 4,300 Verification Type: Fed

Changes Applied to Target  Mark Assumptions as Verified  Set to Send ISIR Correction

Field Comparison Detail		Find	First	1 of 1	Last
Compared Field	Done	Source	Target	Difference	Tolerance
12 Students AGI	<input checked="" type="checkbox"/>	0	4300	4300	0

Return to Search Previous in List Next in List Notify

Step	Action
34.	<p>This page tells you why this student failed verification.</p> <p>Because of your settings, an ISIR correction row has been added for this student with Status <i>Send</i>. When you process the corrections and create the flat file to send to the feds, this student's correction will be included.</p>
35.	<b>End of Procedure.</b>