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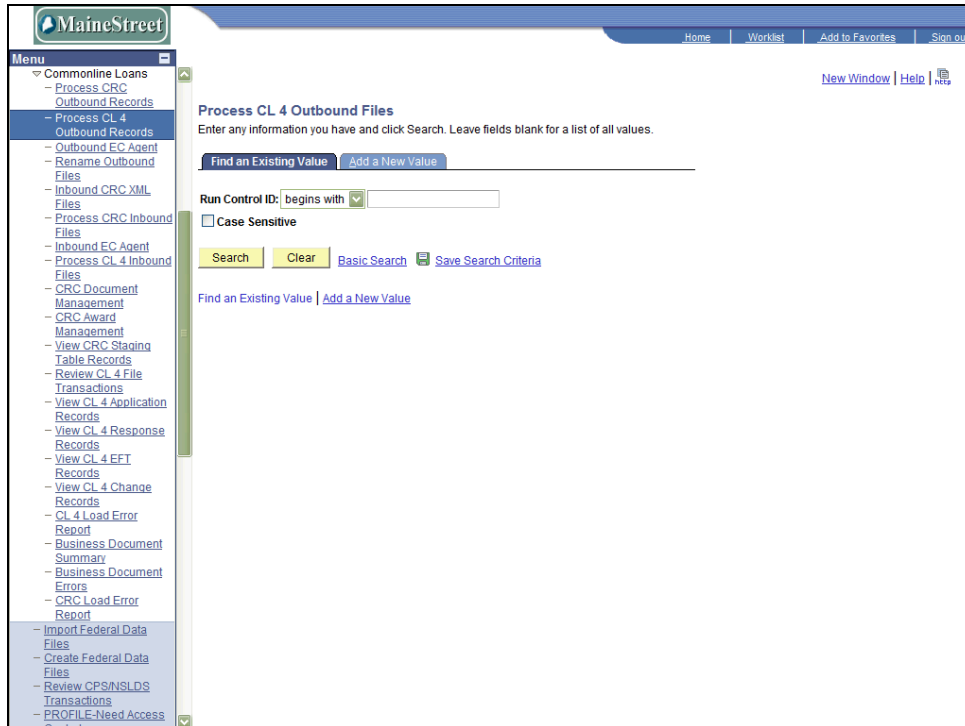
## **Creating CL Outbound File**


### **Concept**

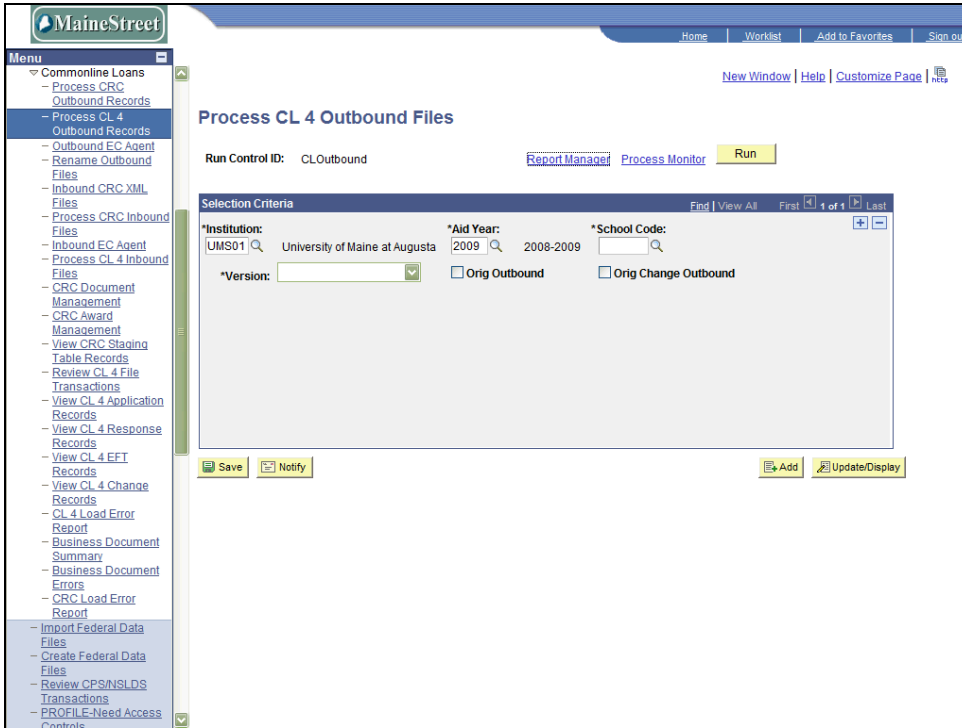
Once CommonLine loans have been validated, you need to process the loan records and place them in a staging table. You then run a process to create a file which you can download to your workstation for transmission to the loan servicer.


## Procedure

Step	Action
1.	Navigate: <b>Financial Aid &gt; File Management &gt; Commonline Loans &gt; Process CL4 Outbound Records.</b>



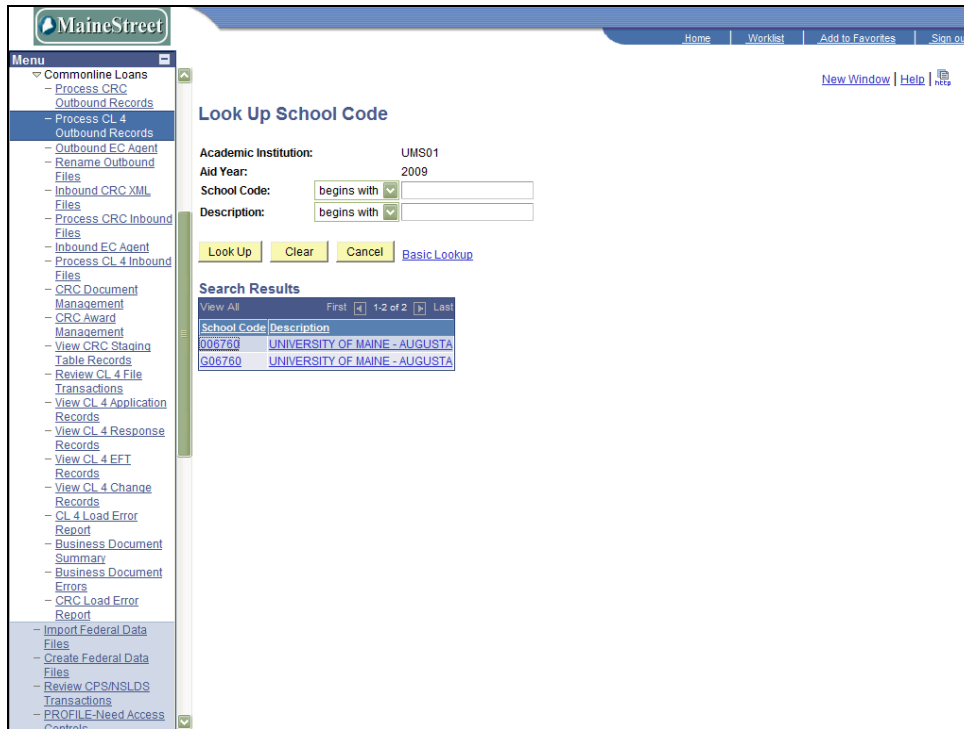
Step	Action
2.	You need a <b>Run Control ID</b> for this process. Either use an existing one or create a new one.  To create a new Run Control ID, click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>
3.	Enter a name for the new Run Control ID.
4.	Click the <b>Add</b> button. 




Step	Action
5.	<p>Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Enter the <b>School Code</b> - if necessary use the look up button.</p> <p>Click the School Code look up button.</p> 

# Process Document

## Financial Aid: Creating CL Outbound File-070308



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

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

**Menu**

- Commonline Loans
  - Process CRC Outbound Records
  - Process CL 4 Outbound Records
  - Outbound EC Agent
  - Rename Outbound Files
  - Inbound CRC XML Files
  - Process CRC Inbound Files
  - Inbound EC Agent
  - Process CL 4 Inbound Files
  - CRC Document Management
  - CRC Award Management
  - View CRC Staging Table Records
  - Review CL 4 File Transactions
  - View CL 4 Application Records
  - View CL 4 Response Records
  - View CL 4 EFT Records
  - View CL 4 Change Records
  - CL 4 Load Error Report
  - Business Document Summary
  - Business Document Errors
  - CRC Load Error Report
  - Import Federal Data Files
  - Create Federal Data Files
  - Review CPS/NSLDS Transactions
  - PROFILE-Need Access Controls

**Look Up School Code**



Academic Institution: UMS01  
 Aid Year: 2009  
 School Code: begins with   
 Description: begins with

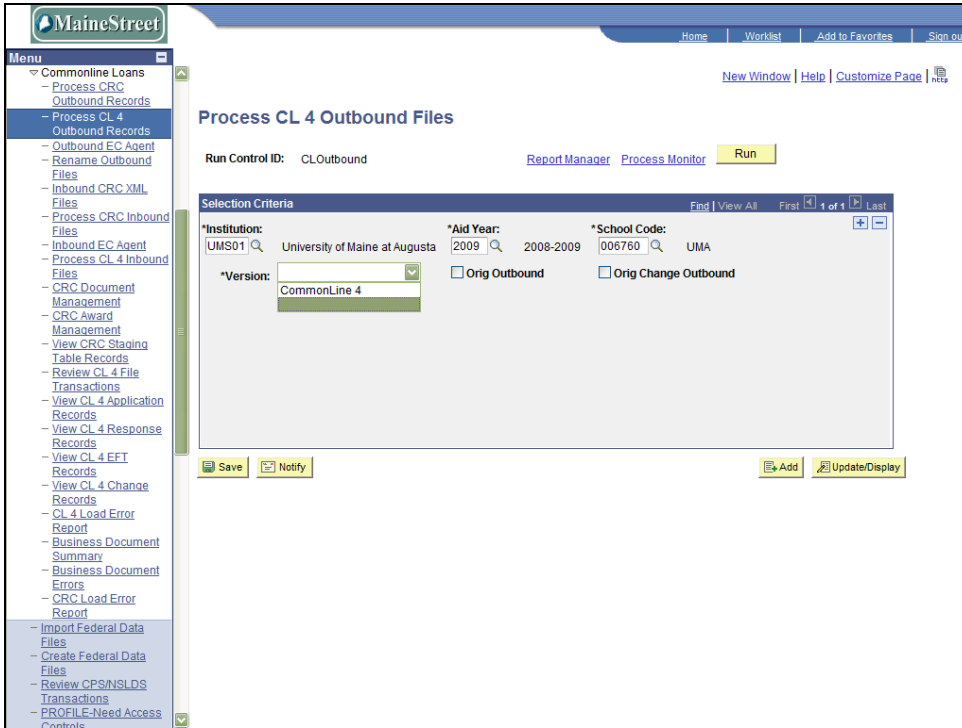
[Basic Lookup](#)

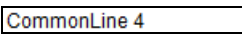
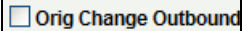
**Search Results**

View All First 1-2 of 2 Last

School Code	Description
006760	UNIVERSITY OF MAINE - AUGUSTA
G06760	UNIVERSITY OF MAINE - AUGUSTA

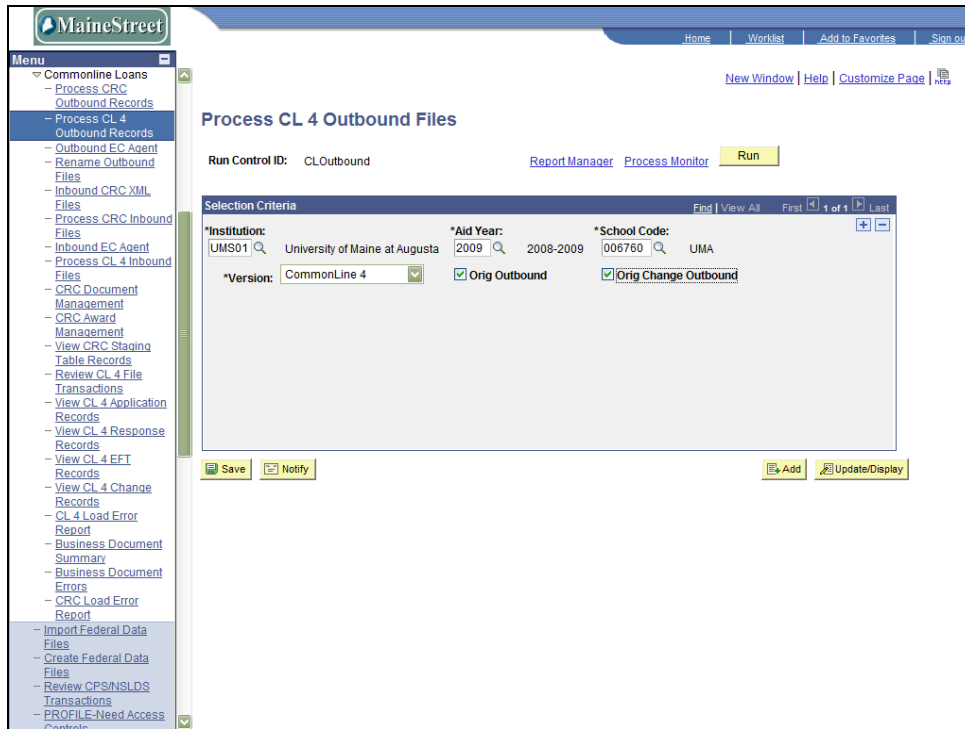
Step	Action
6.	Select the correct School Code from the search results. 
7.	Click the <b>Version</b> pull-down list. 



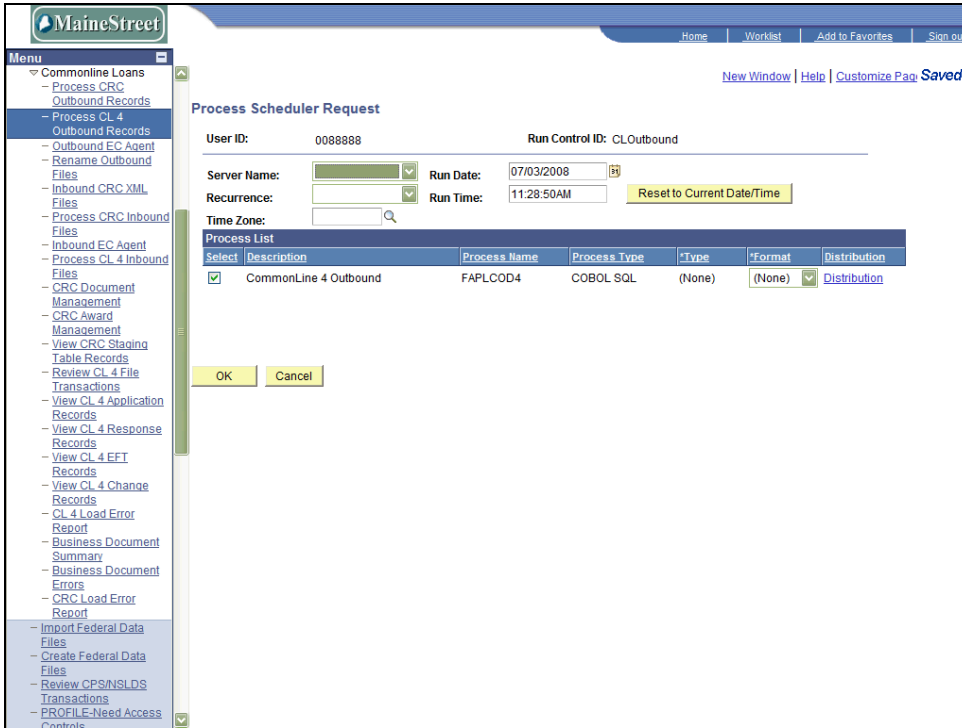
Step	Action
8.	Click the <b>CommonLine 4</b> list item. 
9.	Use the <b>Orig Outbound</b> and/or <b>Orig Change Outbound</b> checkboxes to select the types of records to process (origination records and/or changes to origination records). 

# Process Document

## Financial Aid: Creating CL Outbound File-070308



Step	Action
10.	Click the <b>Run</b> button. <div style="text-align: center; border: 1px solid black; width: 60px; margin: 5px auto; background-color: #ffffcc;">Run</div>



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

**Menu**

- Commonline Loans
  - Process CRC Outbound Records
  - Process CL 4 Outbound Records
  - Outbound EC Agent Files
  - Rename Outbound Files
  - Inbound CRC XML Files
  - Process CRC Inbound Files
  - Inbound EC Agent Files
  - Process CL 4 Inbound Files
  - CRC Document Management
  - CRC Award Management
  - View CRC Staging Table Records
  - Review CL 4 File Transactions
  - View CL 4 Application Records
  - View CL 4 Response Records
  - View CL 4 EFT Records
  - View CL 4 Change Records
  - CL 4 Load Error Report
  - Business Document Summary
  - Business Document Errors
  - CRC Load Error Report
  - Import Federal Data Files
  - Create Federal Data Files
  - Review CPS/NSLDS Transactions
  - PROFILE-Need Access Controls

**Process Scheduler Request**

User ID: 0088888 Run Control ID: CLOutbound

Server Name: [ ] Run Date: 07/03/2008 [ ]

Recurrence: [ ] Run Time: 11:28:50AM [Reset to Current Date/Time]

Time Zone: [ ]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CommonLine 4 Outbound	FAPLCO4	COBOL SQL	(None)	(None)	<a href="#">Distribution</a>

OK Cancel

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

# Process Document

## Financial Aid: Creating CL Outbound File-070308



MaineStreet

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[New Window](#) | [Help](#) | [Customize Page](#) | **Saved**

### Process CL 4 Outbound Files

Run Control ID: CLOutbound      [Report Manager](#)   [Process Monitor](#)   **Run**

Process Instance: 2793

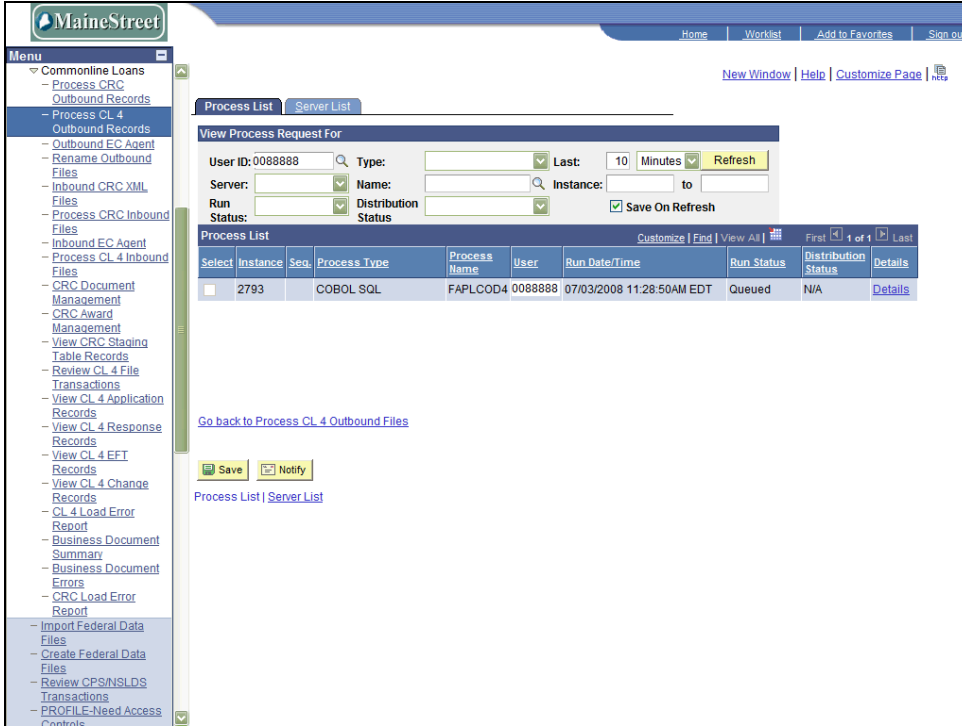
Find | View All | First | 4 of 4 | Last

\*Institution: UMS01 University of Maine at Augusta   \*Aid Year: 2009 2008-2009   \*School Code: 006760 UMA

\*Version: CommonLine 4    Orig Outbound    Orig Change Outbound

**Save**   **Notify**   **Add**   **UpdateDisplay**

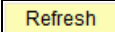
Step	Action
12.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with various options like 'Commonline Loans', 'Process CL 4 Outbound Records', etc. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' form with fields for 'User ID: 0088888', 'Type', 'Last' (set to 10 Minutes), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is visible. Below the form is a table with the following data:

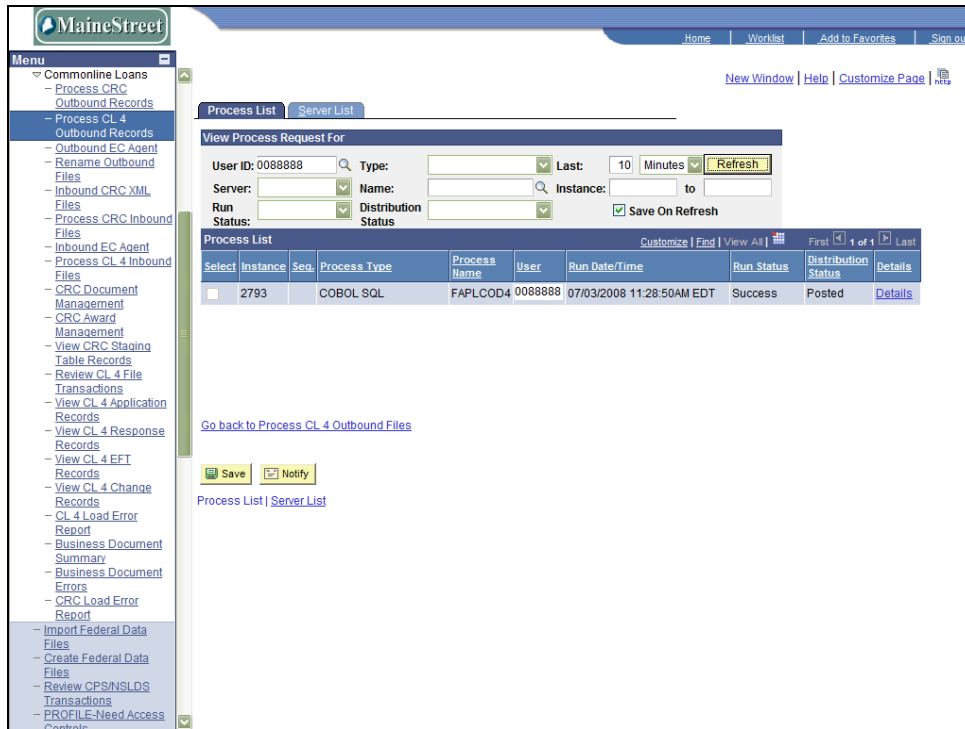
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2793		COBOL SQL	FAPLCOD4	0088888	07/03/2008 11:28:50AM EDT	Queued	N/A	<a href="#">Details</a>

Below the table, there are buttons for 'Save' and 'Notify', and a link 'Go back to Process CL 4 Outbound Files'. At the bottom, there are links for 'Process List' and 'Server List'.

Step	Action
13.	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 Document

## Financial Aid: Creating CL Outbound File-070308

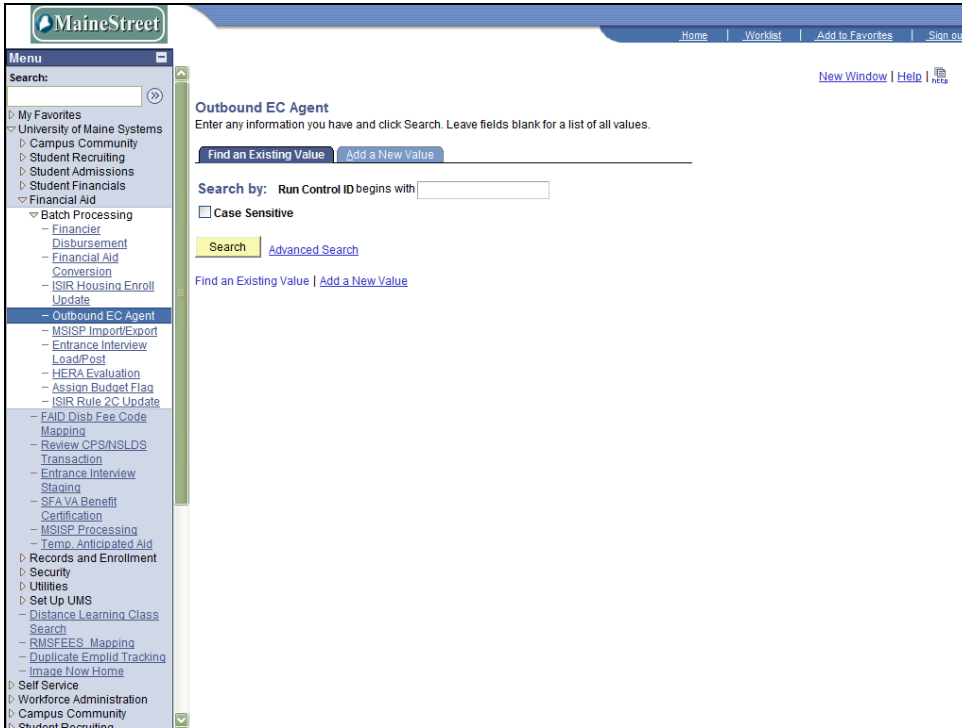


The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with the following items: Commonline Loans, Process CRC, Outbound Records, Process CL 4, Outbound Records, Outbound EC Agent, Rename Outbound Files, Inbound CRC XML Files, Process CRC Inbound Files, Inbound EC Agent, Process CL 4 Inbound Files, CRC Document Management, CRC Award Management, View CRC Staging Table Records, Review CL 4 File Transactions, View CL 4 Application Records, View CL 4 Response Records, View CL 4 EFT Records, View CL 4 Change Records, CL 4 Load Error Report, Business Document Summary, Business Document Errors, CRC Load Error Report, Import Federal Data Files, Create Federal Data Files, Review CPS/NSLDS Transactions, and PROFILE-Need Access Controls. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with fields for User ID (0088888), Type, Last (10 Minutes), Refresh, Server, Name, Instance, Run Status, and Distribution Status. 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"/>	2793		COBOL SQL	FAPLCOD4	0088888	07/03/2008 11:28:50AM EDT	Success	Posted	<a href="#">Details</a>

Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to Process CL 4 Outbound Files'. At the bottom, there are links for 'Process List' and 'Server List'.

Step	Action
14.	<p>Having successfully loaded the outbound records, the next step is to create the outbound file.</p> <p>In the menu, navigate as follows:  <b>University of Maine Systems &gt; Financial Aid &gt; Batch Processing &gt; Outbound EC Agent.</b></p> <p><i>Note: Do not use the Outbound EC Agent item located immediately below the Process CL 4 Outbound Records item in the menu.</i></p>

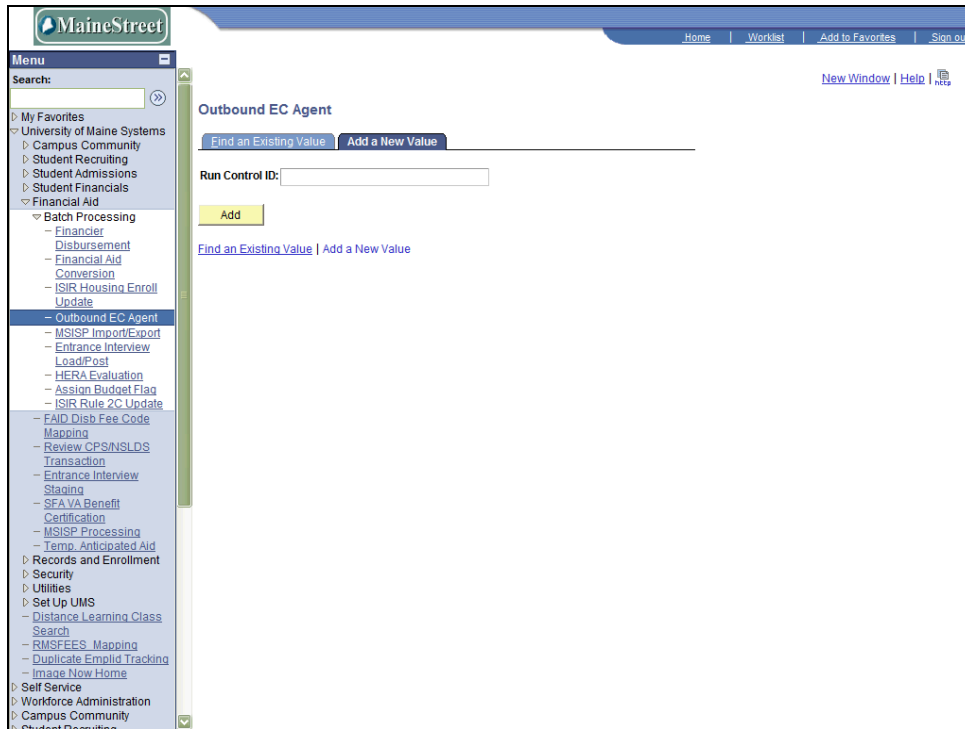



The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' sidebar with a search box and a tree view of navigation options. The 'Outbound EC Agent' option is selected. The main content area is titled 'Outbound EC Agent' and contains instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. A search field is labeled 'Search by: Run Control ID begins with' and is currently empty. There is a 'Case Sensitive' checkbox which is unchecked. Below the search field are 'Search' and 'Advanced Search' buttons. At the bottom of the search area, there are links for 'Find an Existing Value' and 'Add a New Value'.

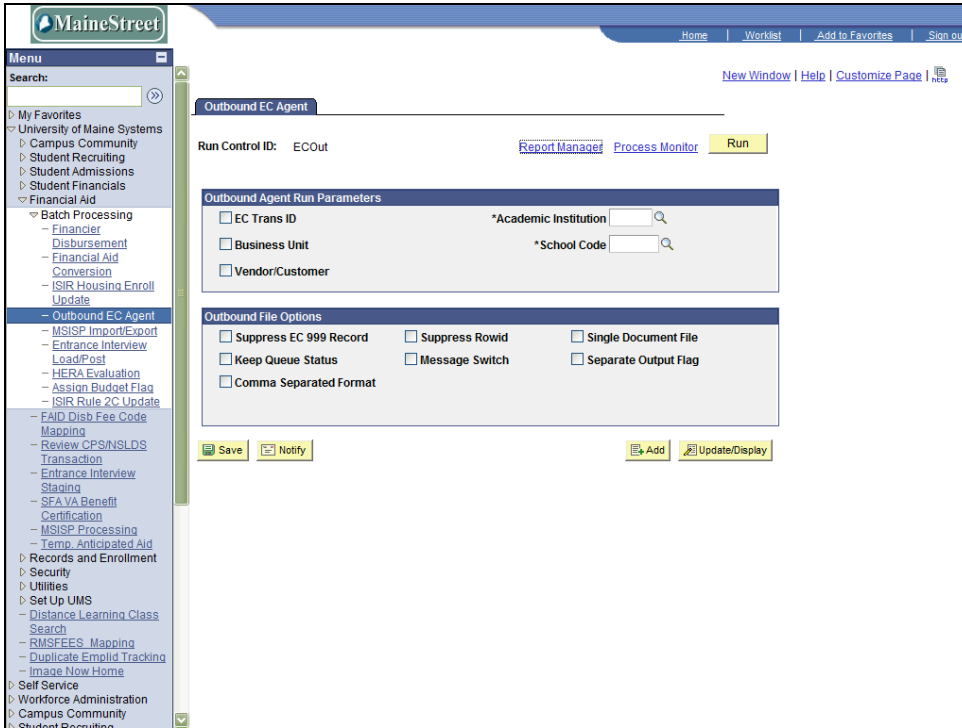
Step	Action
15.	Either select an existing Run Control ID or create a new one. To create a new Run Control ID, click the <b>Add a New Value</b> tab. 

# Process Document

## Financial Aid: Creating CL Outbound File-070308




Step	Action
16.	Enter a name (no blanks).
17.	Click the <b>Add</b> button. 



MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Menu

Search:


My Favorites


- University of Maine Systems
  - Campus Community
  - Student Recruiting
  - Student Admissions
  - Student Financials
  - Financial Aid
    - Batch Processing
      - Financier
      - Disbursement
      - Financial Aid Conversion
      - ISIR Housing Enroll Update
      - Outbound EC Agent
      - MSISP Import/Export
      - Entrance Interview Load/Post
      - HERA Evaluation
      - Assion Budget Flag
      - ISIR Rule 2C Update
      - FAID Disb Fee Code Mapping
      - Review CPS/NSLDS Transaction
      - Entrance Interview Staging
      - SFA VA Benefit Certification
      - MSISP Processing
      - Temp Anticipated Aid
    - Records and Enrollment
    - Security
    - Utilities
    - Set Up UMS
      - Distance Learning Class Search
      - RMSFEES Mapping
      - Duplicate Emplid Tracking
      - Image Now Home
    - Self Service
    - Workforce Administration
    - Campus Community
    - Student Recruiting

Outbound EC Agent

Run Control ID: ECOut [Report Manager](#) [Process Monitor](#) [Run](#)

Outbound Agent Run Parameters

EC Trans ID \*Academic Institution  

Business Unit \*School Code  

Vendor/Customer


Outbound File Options

Suppress EC 999 Record  Suppress Rowid  Single Document File

Keep Queue Status  Message Switch  Separate Output Flag

Comma Separated Format

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

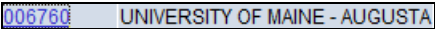
Step	Action
18.	Enter your <b>Academic Institution</b> .
19.	Click the <b>Look up School Code</b> button. 

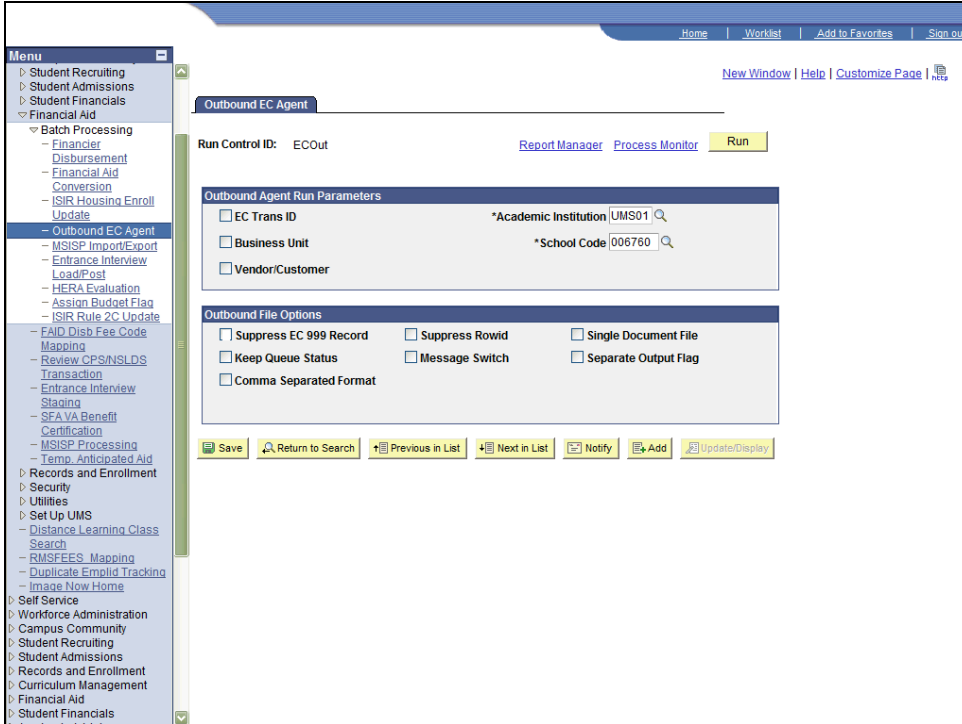
# Process Document

## Financial Aid: Creating CL Outbound File-070308



The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Look Up School Code'. It features a search box with a dropdown menu set to 'School Code' and a 'begins with' input field. Below the search box are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section displays a table with two columns: 'School Code' and 'Description'. Two results are shown, both for 'UNIVERSITY OF MAINE - AUGUSTA' with school codes '006760' and '606760'. The first result is highlighted with a blue background.

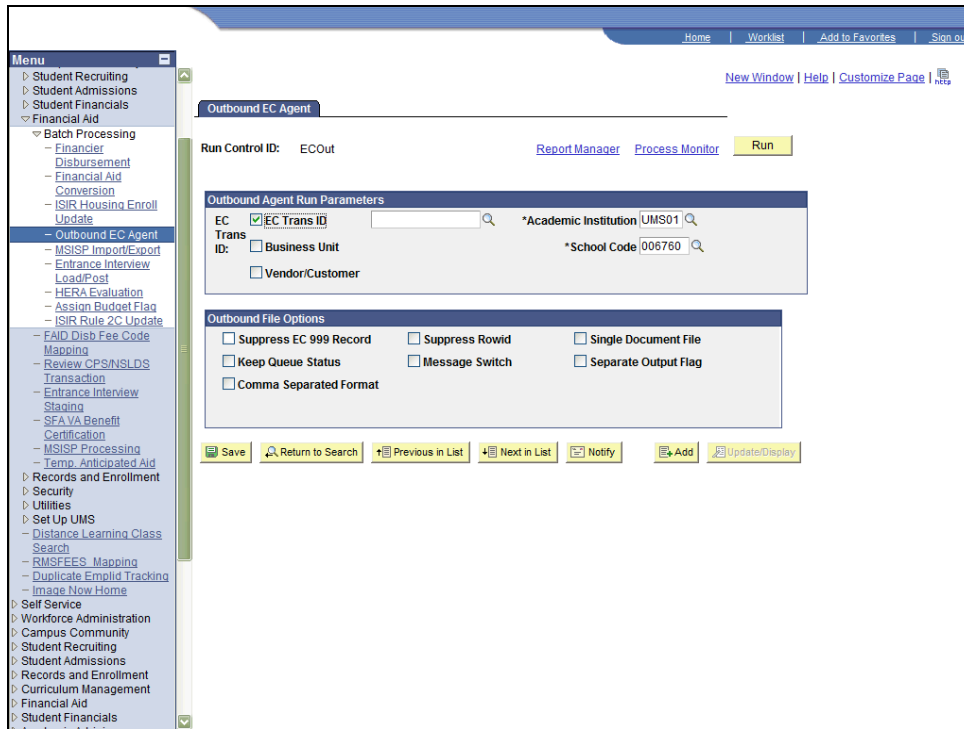
Step	Action
20.	Select the correct <b>School Code</b> . 




Step	Action
21.	Click the <b>EC Trans ID</b> option. <input type="checkbox"/> EC Trans ID

# Process Document

## Financial Aid: Creating CL Outbound File-070308



Step	Action
22.	Click the <b>Look up EC Trans ID</b> button. 



**Look Up EC Trans ID**

Search by: EC Transaction ID begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

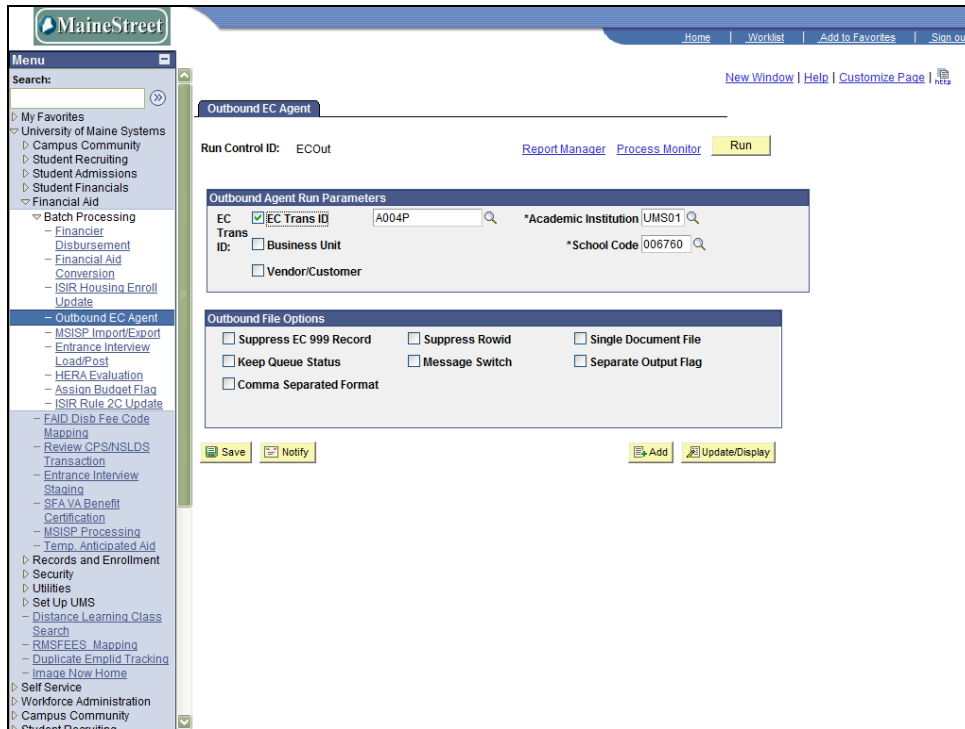
**Search Results**

EC Transaction ID	Description
A002P	CommonLine Application
A004P	CommonLine 4 App Send
AGRQ07IN	ACG Data Request 06/07
AGRQ08IN	ACG Data Request 07/08
C001P	CommonLine Change Transactions
C004P	CommonLine 4 Change Send
CPS_ISIR_2004	2003/2004 Inbound ISIRs
DEPF01IN	Full Loan Plus Origination
DEPF02IN	Full Load Plus Origination
DEPF03IN	Full Load Plus Origination
DEPF04IN	Full Load Plus Origination
DEPF98IN	DL Full Orig PLUS
DEPFM98IN	DL Promissory Note Manifest
DESC00IN	Loan Origination Change
DESC01IN	Loan Origination Chg 2000-2001
DESC02IN	Loan Origination Chg 2001-2002
DESC03IN	Loan Origination Chg 2002-2003
DESC04IN	Loan Origination Chg 2003-2004
DESC98IN	DL Origination Chg
DESD00IN	DL Disbursement
DESD01IN	DL Disbursement 2000-2001
DESD02IN	DL Disbursement 2001-2002
DESD03IN	DL Disbursement 2002-2003
DESD04IN	DL Disbursement 2003-2004
DESD98IN	DL Disbursement
DESF00IN	Full Loan Stafford Origination
DESF01IN	Full Loan Stafford Orig 00-01

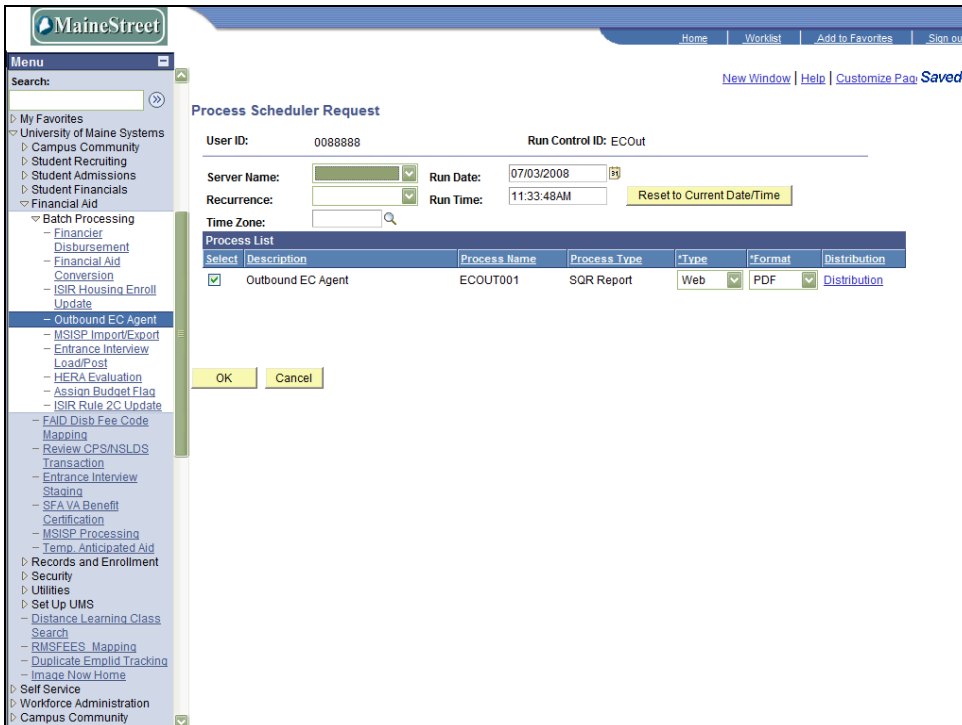
Step	Action
23.	Select the correct type of transactions for this outbound file. Select A004P for applications or C004P for changes.
	<u>A004P</u>

# Process Document

## Financial Aid: Creating CL Outbound File-070308



Step	Action
24.	Select the <b>Suppress EC 999 Record</b> checkbox. <input type="checkbox"/> Suppress EC 999 Record
25.	Click the <b>Run</b> button. <input type="button" value="Run"/>



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

New Window | Help | Customize Page | **Saved**

**Menu**

Search:

- My Favorites
  - University of Maine Systems
    - Campus Community
    - Student Recruiting
    - Student Admissions
    - Student Financials
    - Financial Aid
      - Batch Processing
        - Financier
        - Disbursement
        - Financial Aid Conversion
        - ISIR Housing Enroll Update
        - Outbound EC Agent
        - MSISP Import/Export
        - Entrance Interview Load Post
        - HERA Evaluation
        - Assign Budget Flag
        - ISIR Rule 2C Update
        - FAID Dist Fee Code Mapping
        - Review CPS/NSLDS Transaction
        - Entrance Interview Staging
        - SEAVA Benefit Certification
        - MSISP Processing
        - Temp. Anticipated Aid
    - Records and Enrollment
    - Security
    - Utilities
      - Set Up UMS
        - Distance Learning Class Search
        - RMSFEES Mapping
        - Duplicate Emplid Tracking
        - Image Now Home
      - Self Service
      - Workforce Administration
      - Campus Community

**Process Scheduler Request**

User ID: 0088888 Run Control ID: ECOut

Server Name:  Run Date: 07/03/2008

Recurrence:  Run Time: 11:33:48AM

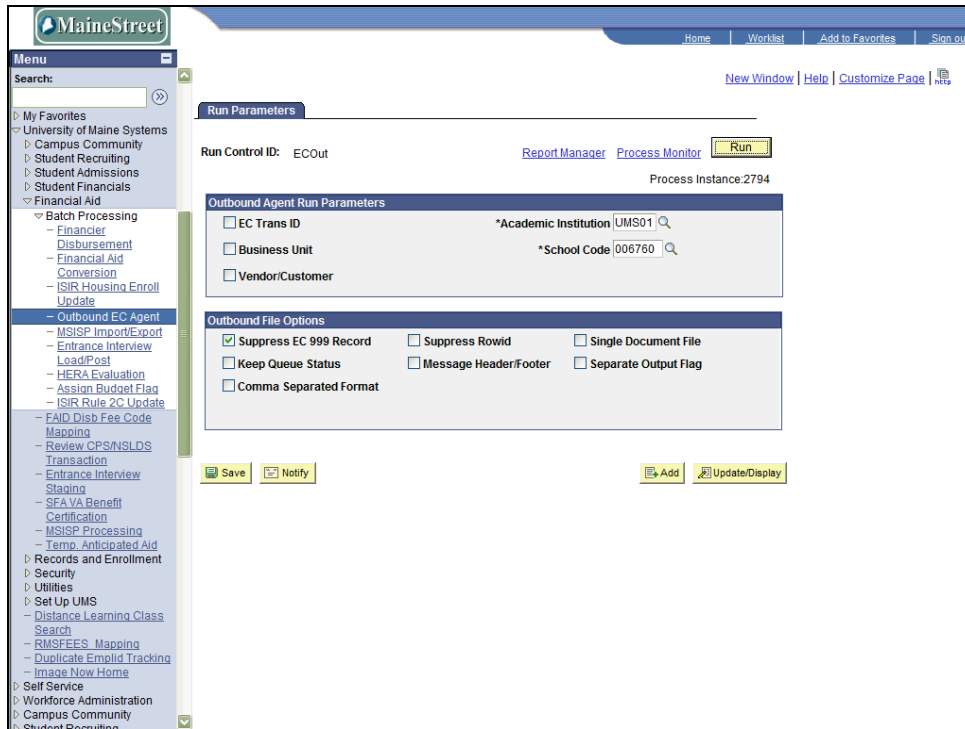
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Outbound EC Agent	ECOUT001	SQR Report	Web	PDF	Distribution

Step	Action
26.	Click the <b>OK</b> button. <input type="button" value="OK"/>

# Process Document

## Financial Aid: Creating CL Outbound File-070308




The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' sidebar with a search box and a tree view of navigation options. The main content area is titled 'Run Parameters' and contains the following elements:



- Run Control ID:** ECOut. Links for 'Report Manager' and 'Process Monitor' are visible, along with a 'Run' button.
- Process Instance:** 2794
- Outbound Agent Run Parameters:**
  - EC Trans ID
  - Business Unit
  - Vendor/Customer
- Outbound File Options:**
  - Suppress EC 999 Record
  - Suppress Rowid
  - Single Document File
  - Keep Queue Status
  - Message Header/Footer
  - Separate Output Flag
  - Comma Separated Format

At the bottom of the main content area, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

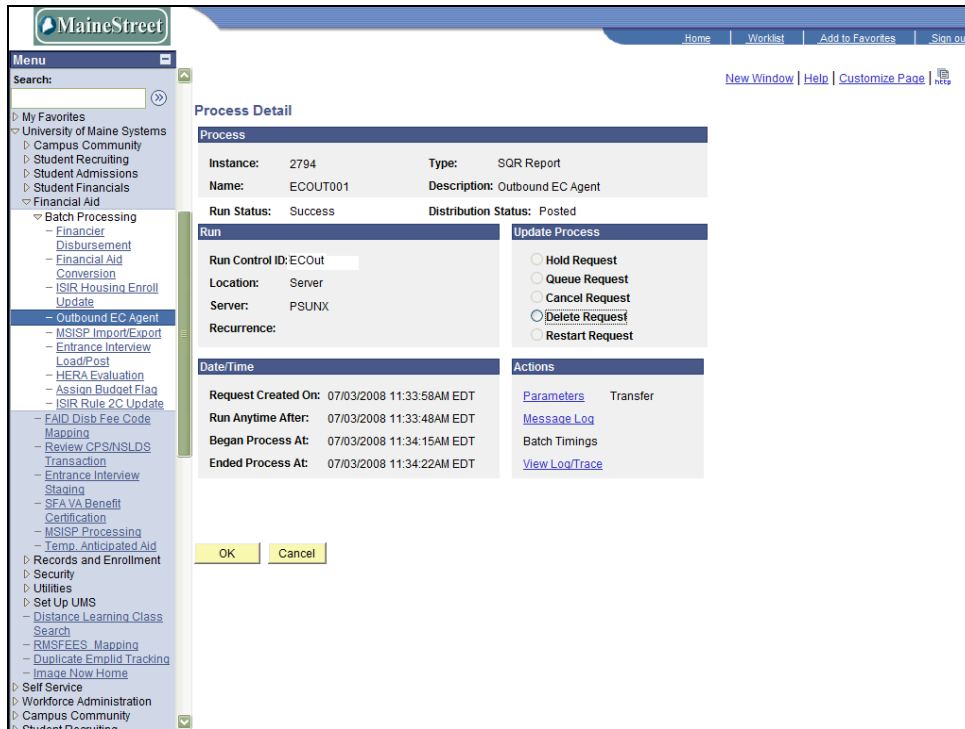


The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', 'Financial Aid', and 'Records and Enrollment'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' form with fields for 'User ID', 'Type', 'Last' (set to 10 minutes), 'Server', 'Name', 'Instance', 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 for 'SQR Report' (Instance 2794, Run Status 'Initiated', Distribution Status 'N/A') and one for 'COBOL SQL' (Instance 2793, Run Status 'Success', Distribution Status 'Posted'). There are also 'Save' and 'Notify' buttons and a 'Go back to Outbound EC Agent' link.

Step	Action
28.	Click the <b>Refresh</b> button until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> . 
29.	Click the <b>Details</b> link. 

# Process Document

## Financial Aid: Creating CL Outbound File-070308



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



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

New Window | Help | Customize Page |

**Menu**

Search: [ ]

My Favorites

- University of Maine Systems
  - Campus Community
  - Student Recruiting
  - Student Admissions
  - Student Financials
  - Financial Aid
    - Batch Processing
      - Financier
      - Disbursement
      - Financial Aid Conversion
      - ISIR Housing Enroll Update
      - Outbound EC Agent
        - MSISP Import/Export
        - Entrance Interview Load/Post
        - HERA Evaluation
        - Assion Budget Flag
        - ISIR Rule 2C Update
      - FAID Dish Fee Code Mapping
      - Review CPS/NSLDS Transaction
      - Entrance Interview Staging
      - SFAVA Benefit Certification
      - MSISP Processing
      - Temp. Anticipated Aid
    - Records and Enrollment
      - Security
      - Utilities
      - Set Up UMS
        - Distance Learning Class Search
        - RMSFEES Mapping
        - Duplicate Emp/Id Tracking
        - Image Now Home
      - Self Service
        - Workforce Administration
        - Campus Community
        - Student Recruiting

**View Log/Trace**

**Report**

Report ID: 1553 Process Instance: 2794 [Message Log](#)

Name: ECOUT001 Process Type: SQR Report

Run Status: Success

**Outbound EC Agent**

**Distribution Details**

Distribution Node: DEV Expiration Date: 07/13/2008

**File List**

Name	File Size (bytes)	Datetime Created
16.DAT	3,524	07/03/2008 11:34:22.000000AM EDT
CL_LIST.TXT	45	07/03/2008 11:34:22.000000AM EDT
<a href="#">Message Log</a>	1,341	07/03/2008 11:34:22.000000AM EDT
<a href="#">Trace File</a>	516	07/03/2008 11:34:22.000000AM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	0088888

[Return](#)

Step	Action
31.	The ".DAT" file is the outbound file. There will be a separate DAT file for each lender used in the outbound records. Save the DAT files to your hard drive for transmission.
32.	<b>End of Procedure.</b>