Creating CL Outbound File-070308

1.	Navigate: **Financial Aid > File Management > Commonline Loans > Process CL4 Outbound Records.**
2.	You need a **Run Control ID** for this process. Either use an existing one or create a new one. To create a new Run Control ID, click the **Add a New Value** tab.
3.	Enter a name for the new Run Control ID.
4.	Click the **Add** button.
5.	Make sure the correct **Institution** and **Aid Year** are entered. Enter the **School Code** - if necessary use the look up button. Click the School Code look up button.
6.	Select the correct School Code from the search results.
7.	Click the **Version** pull-down list.
8.	Click the **CommonLine 4** list item.
9.	Use the **Orig Outbound** and/or **Orig Change Outbound** checkboxes to select the types of records to process (origination records and/or changes to origination records).
10.	Click the **Run** button.
11.	Click the **OK** button.
12.	Click the **Process Monitor** link.
13.	Click the **Refresh** button from time to time until the **Run Status** is ***Success*** and the **Distribution Status** is ***Posted***.
14.	Having successfully loaded the outbound records, the next step is to create the outbound file. In the menu, navigate as follows: **University of Maine Systems > Financial Aid > Batch Processing > Outbound EC Agent**. ***Note: Do not use the Outbound EC Agent item located immediately below the Process CL 4 Outbound Records item in the menu.***
15.	Either select an existing Run Control ID or create a new one. To create a new Run Control ID, click the **Add a New Value** tab.
16.	Enter a name (no blanks).
17.	Click the **Add** button.
18.	Enter your **Academic Institution**.
19.	Click the **Look up School Code** button.
20.	Select the correct **School Code**.
21.	Click the **EC Trans ID** option.
22.	Click the **Look up EC Trans ID** button.
23.	Select the correct type of transactions for this outbound file.
24.	Select the **Suppress EC 999 Record** checkbox.

25.	Click the **Run** button.
26.	Click the **OK** button.
27.	Click the **Process Monitor** link.
28.	Click the **Refresh** button until the Run Status is *Success* and the Distribution Status is *Posted*.
29.	Click the **Details** link.
30.	Click the **View Log/Trace** link.
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.	**End of Procedure.**