

Importing A Federal Data File-032608

1.	Navigate: Financial Aid > File Management > Import Federal Data Files.
2.	To run the file import process, you need a Run Control ID . The first time you run the process, you may wish to create a new Run Control ID specifically for this process. Use the Add a New Value tab to create the new ID. Once you have a Run Control ID created, the next time you run the process you can search for the Run Control ID using this page and the Find an Existing Value tab.
3.	To create a new Run Control ID for this process, click the Add a New Value tab.
4.	Type in a name for the new Run Control ID . Choose a name that reflects the process it will be used for. No blanks are allowed in the name.
5.	Click the Add button.
6.	Enter the parameters for this process. There are two parameter fields: ISIR TG Number and Directory .
7.	Enter the TG5 number of your Institution into the ISIR TG Number field. Omit the letters "TG".
8.	The Directory corresponds to your Institution. To select the Directory, click the Look up button next to the Directory field.
9.	Select your Institution from the list.
10.	To select the file to upload click the Add Attachment button.
11.	Click the Browse... button to search your computer for the desired file.
12.	Browse the files on your hard drive until you find the file you want to upload. Click the filename to highlight it and click the Open button.
13.	Click the Upload button.
14.	Click Run .
15.	Click OK .
16.	Click the Process Monitor link.
17.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
18.	You may now view the ISIRs you have imported to the staging table. Use the Suspense Management component for this purpose. In order to use suspense management conveniently, you need the "EC Queue Instance" number of the batch of ISIRs you uploaded. There is a tool you can use to obtain this number.
19.	Navigate: University of Maine Systems > Financial Aid > Review CPS/NSLDS Transaction
20.	Fill in the TG Number for your Institution. If you don't know it, click the look up button.

Quick Guide



21.	Select your Institution in the list.
22.	Click Search .
23.	Select the Inbound choice in the list.
24.	The display shows all the sets of ISIRs that have been uploaded. Each set has a unique EC Queue Instance number which is used to refer to that set of ISIRs in the suspense table. You can use the date and time in the last column to identify the desired EC Queue Instance number.
25.	Armed with the EC Queue Instance number, you can look at the ISIRs you've just imported. Navigate: Financial Aid > File Management > ISIR Import > 20xx-20yy Suspense Management .
26.	Enter the EC Queue Instance number.
27.	Enter or look up the TG Number for your Institution.
28.	Click Search .
29.	The Search Results lists the ISIRs uploaded in this EC Queue Instance. Notice that the Load Status is "Unproc," which means that the data has been imported to the staging (suspense) table but no attempt has been made to load the ISIR data to the permanent tables.
30.	To view the information on a student's ISIR, click on a student in the list.
31.	End of Procedure.