

Processing CL Inbound Files-081908

1.	Step 1: upload the inbound file. Navigate: Financial Aid > File Management > CommonLine Loans > Inbound EC Agent.
2.	You must use a Run Control ID for the process. Either select 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.	Enter parameters for the process. Specify whether you are uploading one file or a set of files. Click the Single File option for one file. For a set of files, prepare a file list, click the File List Driven option and upload the list. The system will automatically upload each file on the list from your PC.
6.	Click the Look up Directory button.
7.	Click an entry in the Academic Institution column.
8.	Click the Force with Map Information (998) option. This will bring up additional parameter fields in the Inbound Agent Forced Parameters area of the page.
9.	Click the Look up EC Map ID button.
10.	For an acknowledgements file, click CL_APP_V4 entry in the EC Map ID column. For an EFT file, click CL_EFT_V4 .
11.	Click the Look up EC Profile ID button.
12.	Click the CL_DESTIN entry in the EC Profile ID column.
13.	Click the Look up EC Convert Profile ID button.
14.	Click the COMMONLINE entry in the EC Convert Profile ID column.
15.	Click the Add Attachment (paperclip icon) button.
16.	Click the Browse... button. This will open a popup window that lets you browse through your local files and select the file you want to upload (either the acknowledgement file or a file list of several acknowledgement files).
17.	Selecting a local file fills in the path and file name. Click the Upload button.
18.	Click Run .
19.	Click the OK button.
20.	Click the Process Monitor link. On the Process Monitor page, click Refresh from time to time until Run Status is <i>Success</i> and Distribution Status is <i>Posted</i> . Click the Details link and on the next page, View Log/Trace to view the process messages.
21.	Step 2 is to process the uploaded records. Click the Process CL 4 Inbound Files link.
22.	The process requires a Run Control ID . Select an existing one or create a new one.

Quick Guide



23.	This process is used to process acknowledgements and EFT. Select which type of records is being processed.
24.	The Version should always be <i>CommonLine 4</i> . Click the Run button.
25.	Click the OK button. Click the Process Monitor link on the next page. On the Process Monitor page, click Refresh until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . You can view the process messages by clicking the Details link and then View Log/Trace .
26.	End of Procedure.