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Processing Outbound Files

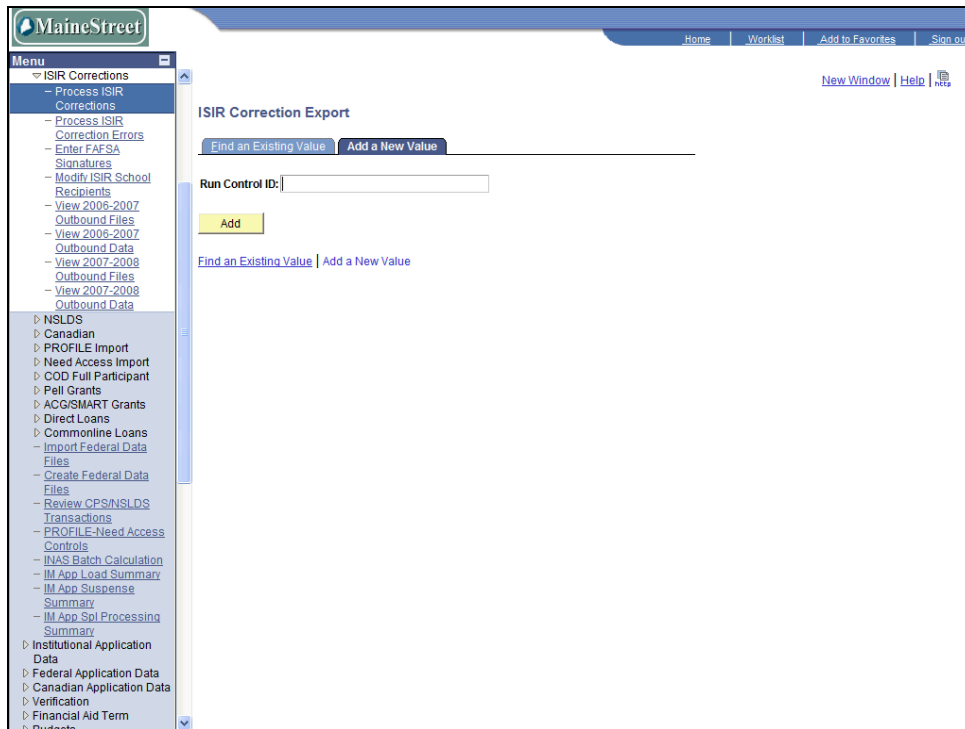
Concept

Once you have made your corrections, added signatures and/or added your school to a student's ISIR, you need to send the results to the CPS.

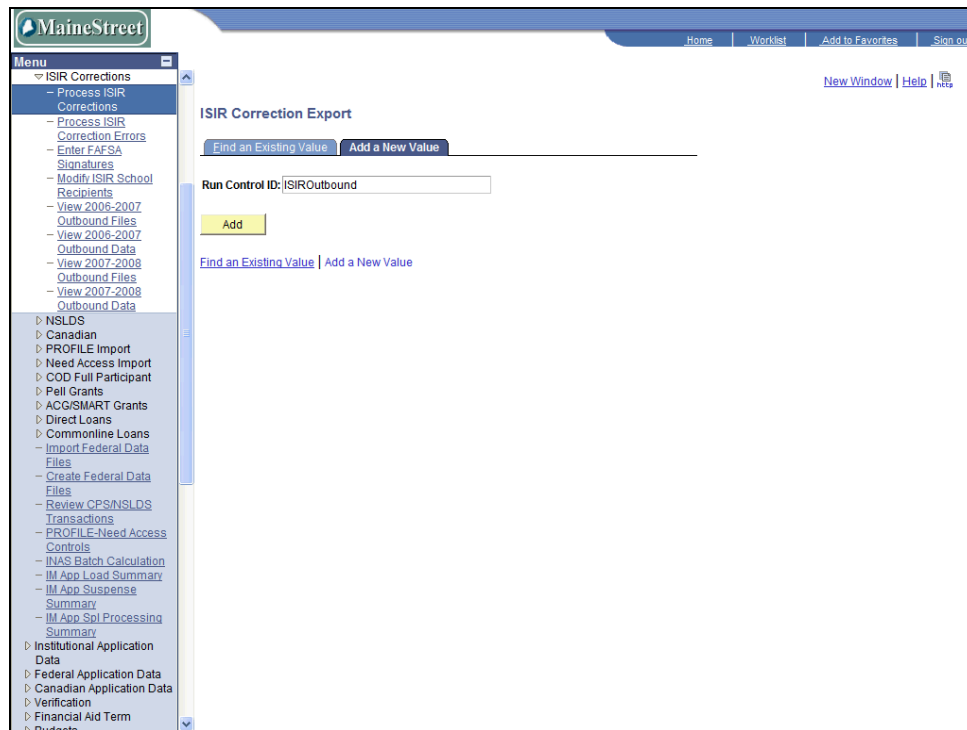
This is done in two steps: first collect the data, then generate an output file to send. This document covers both steps.


Procedure

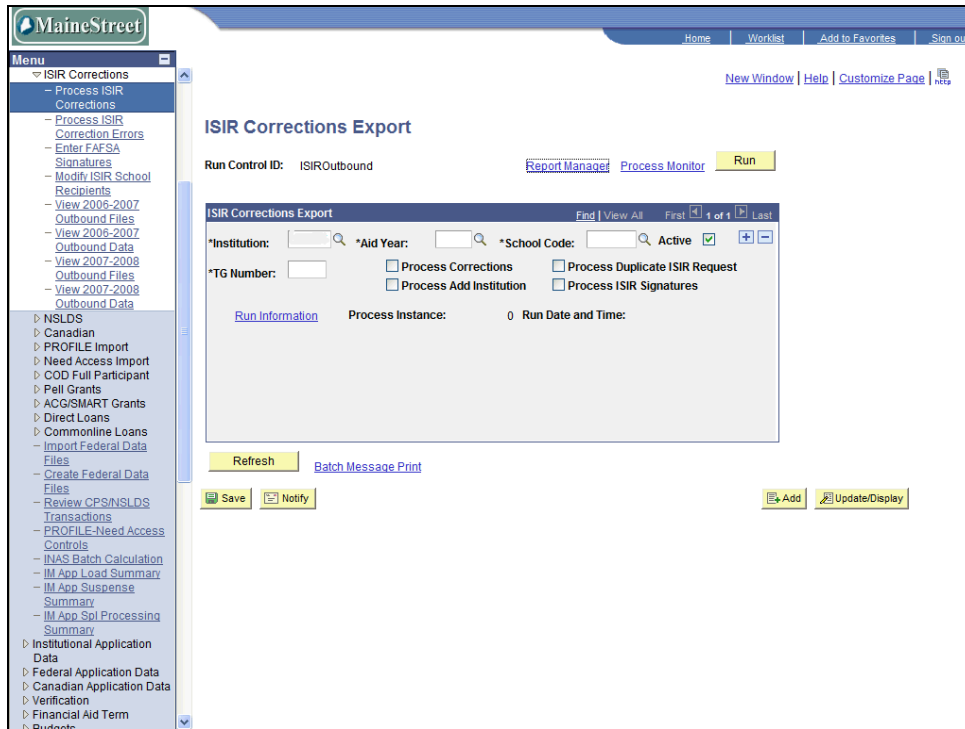
Step	Action
1.	Navigate: Financial Aid > File Management > ISIR Corrections > Process ISIR Corrections.
2.	You need a Run Control ID for this process. On the Find an Existing Value tab, you can search for an existing Run Control ID. If you don't have one, use the Add a New Value tab to create one.



Step	Action
3.	On the Add a New Value tab, enter a name for this Run Control ID . Do not use blanks.

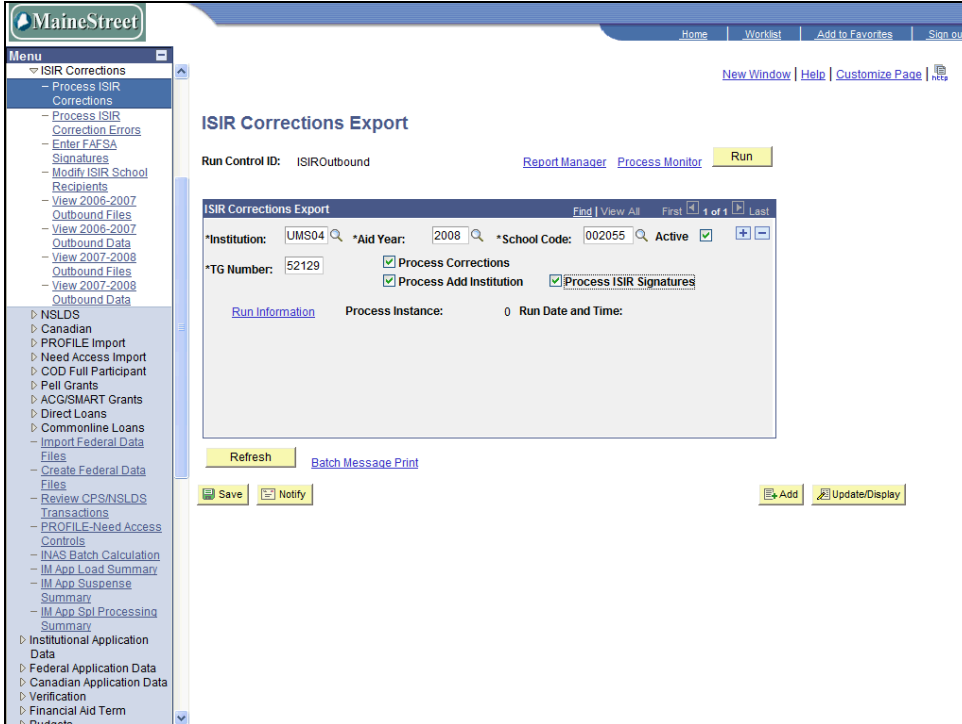


Step	Action
4.	Click the Add button. 

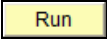


The screenshot shows the 'ISIR Corrections Export' page in the MaineStreet system. The left-hand menu includes options like 'Process ISIR Corrections', 'View 2006-2007 Outbound Files', and 'NSLDS'. The main area has a 'Run Control ID' of 'ISIROutbound' and a 'Run' button. Below this is a search form with fields for '*Institution:', '*Aid Year:', and '*School Code:'. The 'Active' checkbox is checked. There are also checkboxes for 'Process Corrections', 'Process Duplicate ISIR Request', 'Process Add Institution', and 'Process ISIR Signatures'. At the bottom, there are buttons for 'Refresh', 'Batch Message Print', 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
5.	<p>On the ISIR Corrections Export page, enter the Institution, Aid Year, School Code and TG Number. Some of these may be filled in automatically from your User Defaults.</p> <p>Make sure the Active checkbox is checked.</p> <p>Select which type of outbound file you want to process by checking the corresponding checkboxes.</p>

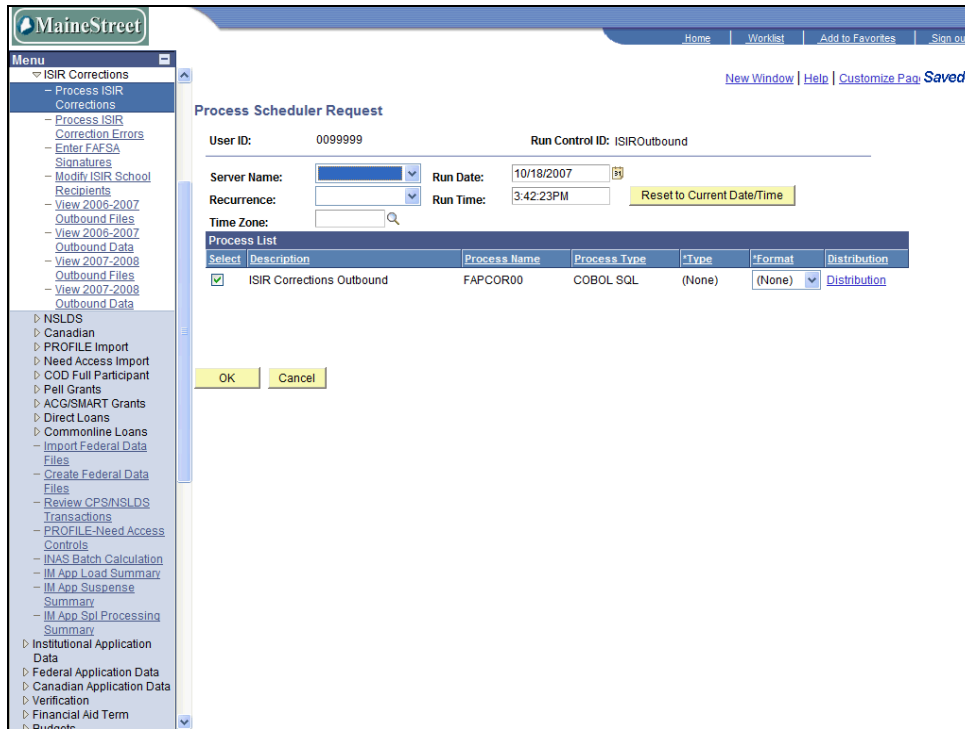


The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'ISIR Corrections', 'Recipients', and 'Institutional Application Data'. The main content area is titled 'ISIR Corrections Export' and contains a form for configuring the export process. The form includes fields for 'Institution' (UMS04), 'Aid Year' (2008), and 'School Code' (002055). There are three checked checkboxes: 'Process Corrections', 'Process Add Institution', and 'Process ISIR Signatures'. A 'Run' button is visible at the top right of the form area. Below the form are buttons for 'Refresh', 'Batch Message Print', 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
6.	Having specified all the parameters, you are ready to run the process. Click the Run button. <div style="text-align: center; margin-top: 10px;">  </div>

Process Document

Financial Aid: Processing Outbound Files-032608



Process Scheduler Request

User ID: 0099999 Run Control ID: ISIROutbound

Server Name: [dropdown] Run Date: 10/18/2007 [calendar icon]

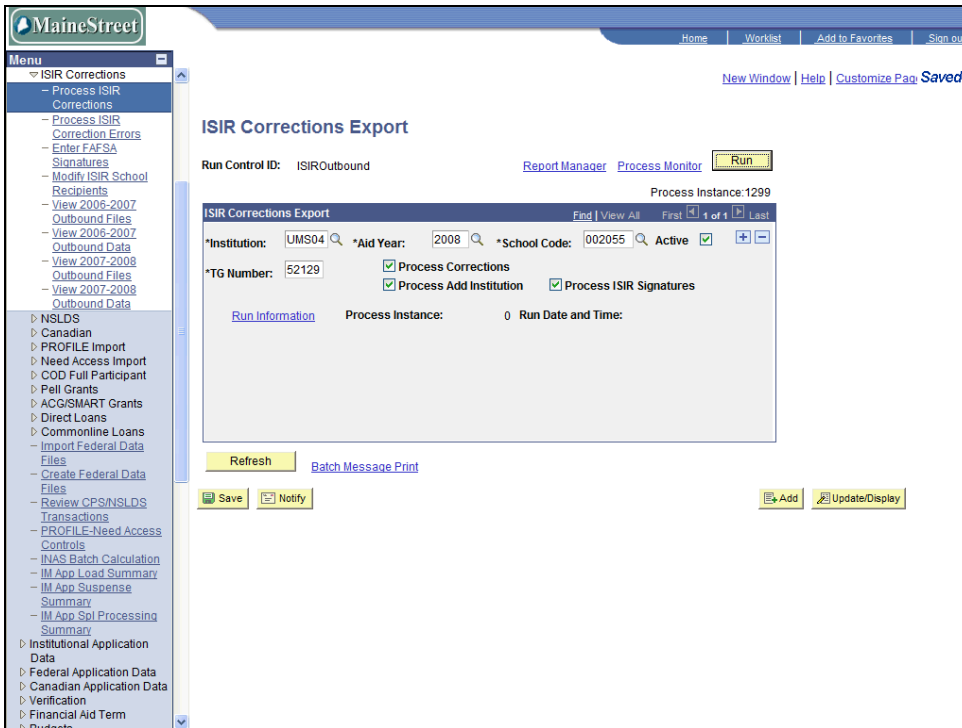
Recurrence: [dropdown] Run Time: 3:42:23PM [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	ISIR Corrections Outbound	FAPCOR00	COBOL SQL	(None)	(None) [dropdown]	Distribution

[OK](#) [Cancel](#)

Step	Action
7.	Click the OK button.

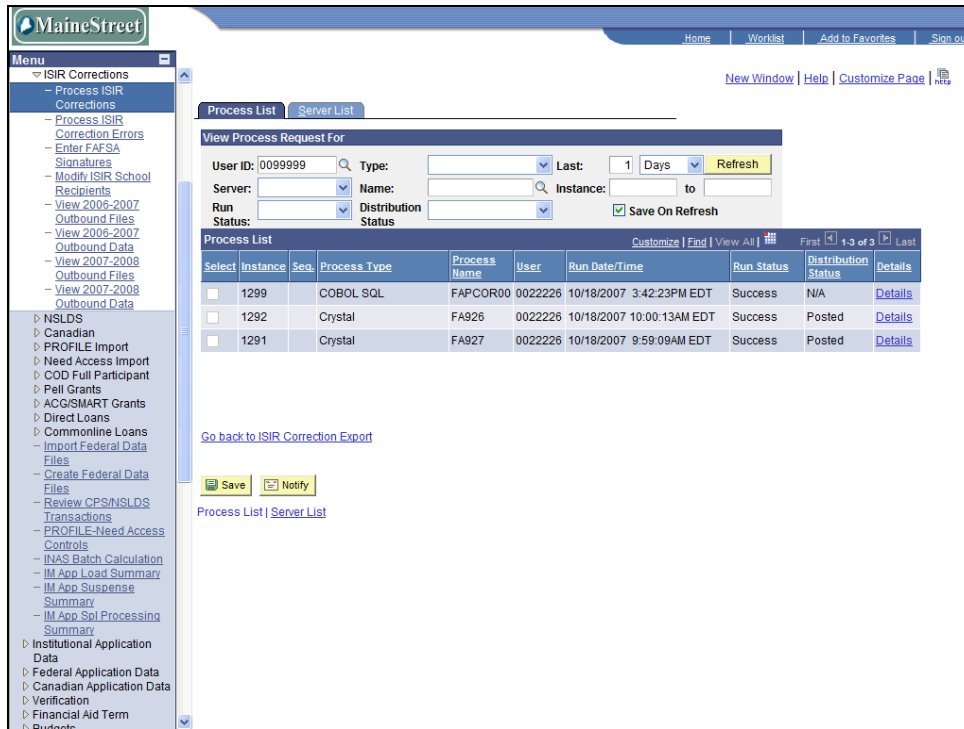


The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options under 'ISIR Corrections' and other categories. The main area is titled 'ISIR Corrections Export' and contains a 'Run Control ID: ISIROutbound' and a 'Run' button. Below this is a search and filter section with fields for '*Institution: UMS04', '*Aid Year: 2008', and '*School Code: 002055'. There are also checkboxes for 'Process Corrections', 'Process Add Institution', and 'Process ISIR Signatures'. At the bottom of the main area are buttons for 'Refresh', 'Batch Message Print', 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
8.	Click the Process Monitor link. Process Monitor


Process Document

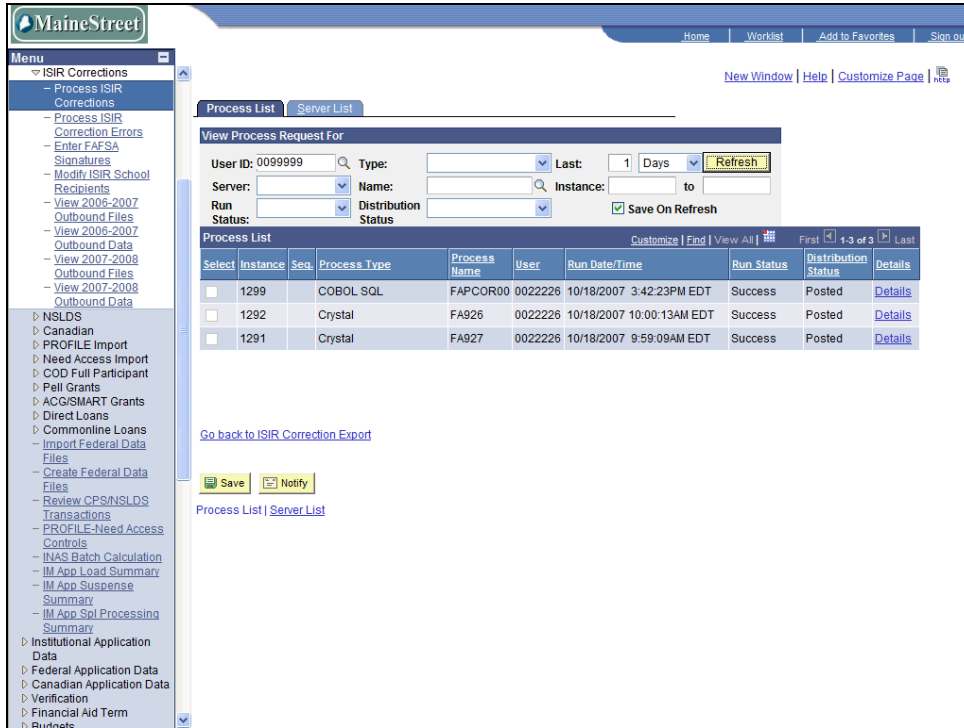
Financial Aid: Processing Outbound Files-032608



The screenshot shows the MaineStreet application interface. On the left is a navigation menu with 'ISIR Corrections' expanded. The main area displays a 'View Process Request For' form with fields for User ID, Server, Name, Instance, and Run Status. Below the form is a 'Process List' table with columns for Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, and Distribution Status. The table contains three rows of data, all with a 'Success' Run Status and 'Posted' Distribution Status.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1299		COBOL SQL	FAPCOR00	0022226	10/18/2007 3:42:23PM EDT	Success	N/A	Details
<input type="checkbox"/>	1292		Crystal	FA926	0022226	10/18/2007 10:00:13AM EDT	Success	Posted	Details
<input type="checkbox"/>	1291		Crystal	FA927	0022226	10/18/2007 9:59:09AM EDT	Success	Posted	Details

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



The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options under 'ISIR Corrections'. The main area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with search criteria: User ID (0099999), Type, Last (1 Days), and a Refresh button. Below this is a table of process instances.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1299		COBOL SQL	FAPCOR00	0022226	10/18/2007 3:42:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	1292		Crystal	FA926	0022226	10/18/2007 10:00:13AM EDT	Success	Posted	Details
<input type="checkbox"/>	1291		Crystal	FA927	0022226	10/18/2007 9:59:09AM EDT	Success	Posted	Details

Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to ISIR Correction Export'. At the bottom, there are links for 'Process List' and 'Server List'.

Step	Action
10.	To view the output from this process, click the Details link. Details

Process Document

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MaineStreet

Home | Worklist | Add to Favorites | Sign out

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

Menu

- ISIR Corrections
 - Process ISIR Corrections
 - Process ISIR Correction Errors
 - Enter FAFSA Signatures
 - Modifv ISIR School Recipients
 - View 2006-2007 Outbound Files
 - View 2006-2007 Outbound Data
 - View 2007-2008 Outbound Files
 - View 2007-2008 Outbound Data
- NSLDS
 - Canadian
 - PROFILE Import
 - Need Access Import
 - COD Full Participant
 - Fell Grants
 - ACG/SMART Grants
 - Direct Loans
 - Commonline Loans
 - Import Federal Data Files
 - Create Federal Data Files
 - Review CPS/NSLDS Transactions
 - PROFILE-Need Access Controls
 - INAS Batch Calculation
 - IM App Load Summary
 - IM App Suspense Summary
 - IM App Spl Processing Summary
- Institutional Application Data
- Federal Application Data
- Canadian Application Data
- Verification
- Financial Aid Term
- Budgets

Process Detail

Process

Instance: 1299 Type: COBOL SQL
 Name: FAPCOR00 Description: ISIR Corrections Outbound
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: ISIROutbound
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

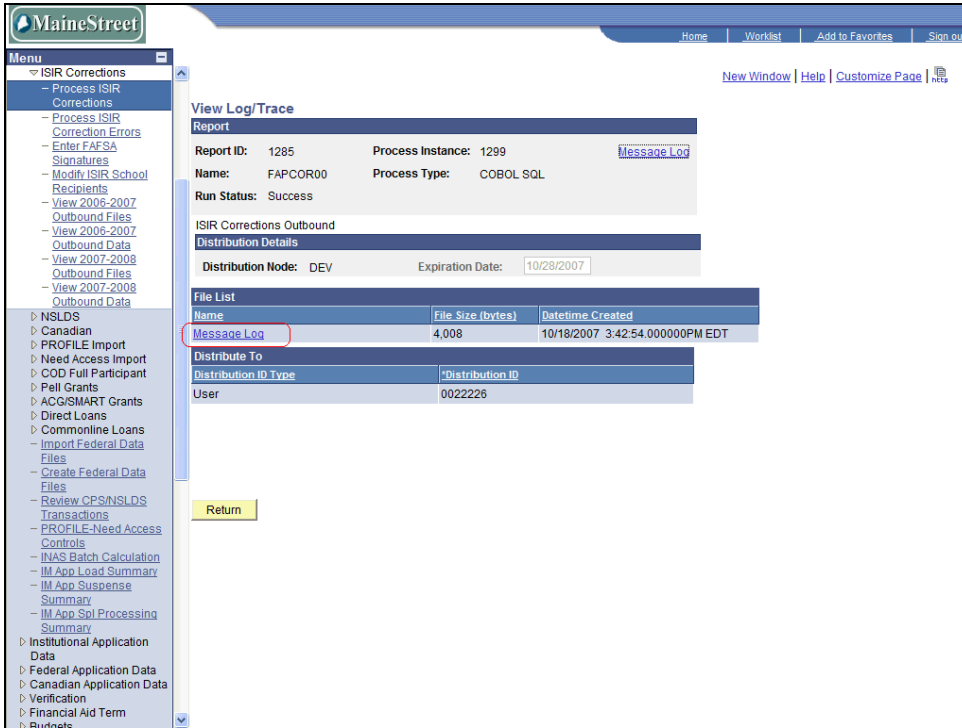
Request Created On: 10/18/2007 3:42:33PM EDT
 Run Anytime After: 10/18/2007 3:42:23PM EDT
 Began Process At: 10/18/2007 3:42:40PM EDT
 Ended Process At: 10/18/2007 3:42:54PM EDT

Actions

[Parameters](#) Transfer
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

OK Cancel


Step	Action
11.	Click the View Log/Trace link.



MaineStreet Home Worklist Add to Favorites Sign out

Menu

- ISIR Corrections
 - Process ISIR Corrections
 - Process ISIR Correction Errors
 - Enter FAFSA Signatures
 - Modify ISIR School Recipients
 - View 2006-2007 Outbound Files
 - View 2006-2007 Outbound Data
 - View 2007-2008 Outbound Files
 - View 2007-2008 Outbound Data
- NSLDS
 - Canadian
 - PROFILE Import
 - Need Access Import
 - COD Full Participant
 - Pell Grants
 - ACG/SMART Grants
 - Direct Loans
 - Commonline Loans
 - Import Federal Data Files
 - Create Federal Data Files
 - Review CPS/NSLDS Transactions
 - PROFILE-Need Access Controls
 - INAS Batch Calculation
 - IM App Load Summary
 - IM App Suspense Summary
 - IM App Sol Processing Summary
- Institutional Application Data
 - Federal Application Data
 - Canadian Application Data
 - Verification
 - Financial Aid Term
 - Budgets

View Log/Trace [New Window](#) [Help](#) [Customize Page](#) 

Report

Report ID: 1285 Process Instance: 1299 [Message Log](#)

Name: FAPCOR00 Process Type: COBOL SQL

Run Status: Success

ISIR Corrections Outbound

Distribution Details

Distribution Node: DEV Expiration Date: 10/28/2007

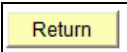
File List

Name	File Size (bytes)	Datetime Created
Message Log	4,008	10/18/2007 3:42:54.000000PM EDT

Distribute To

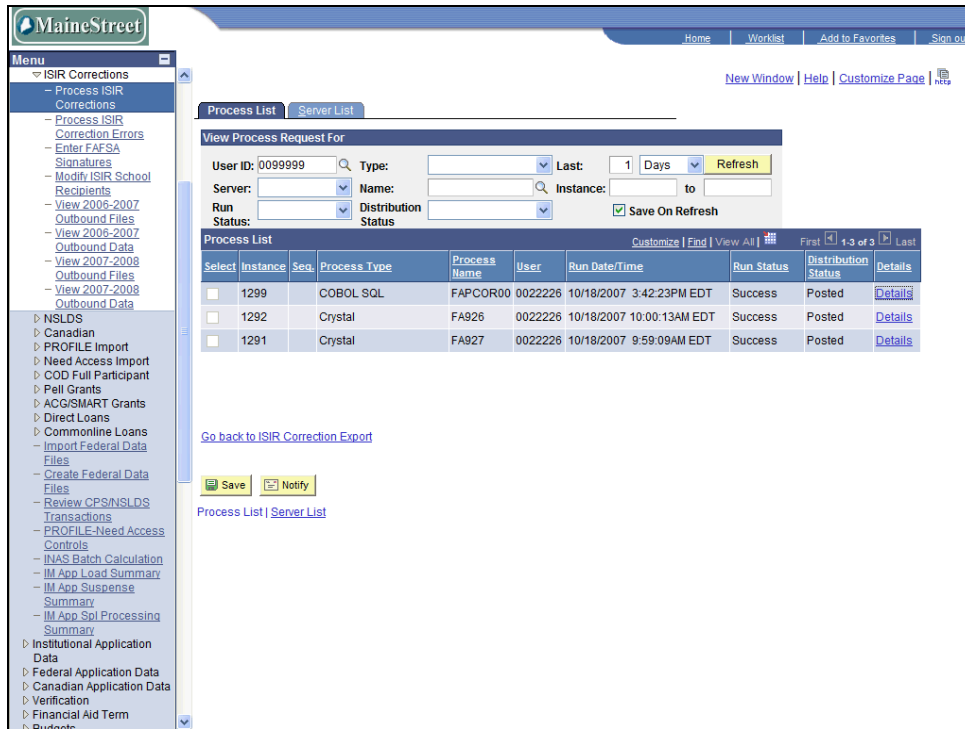
Distribution ID Type	Distribution ID
User	0022226

[Return](#)

Step	Action
12.	<p>The Message Log will tell you how many ISIRs were processed successfully.</p> <p>Return to the Process List screen. Click Return.</p> <p></p>
13.	Click OK .

Process Document

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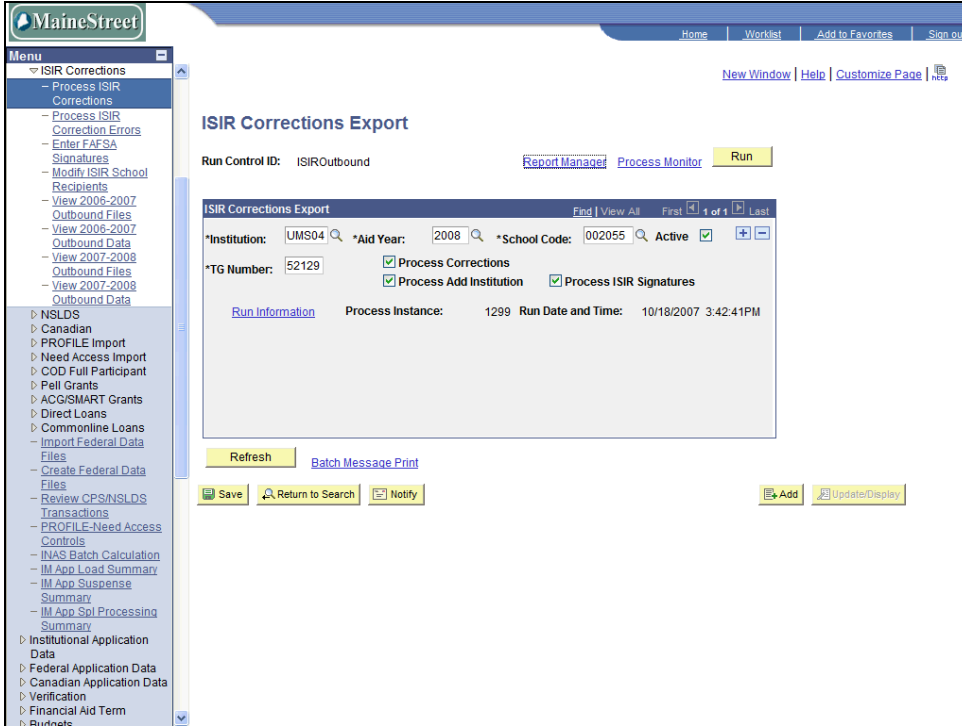


The screenshot shows the 'Process List' page in the MaineStreet application. The left-hand menu is expanded to show 'ISIR Corrections'. The main content area has a 'View Process Request For' section with search criteria for User ID (0099999), Type, Last (1 Days), Server, Name, Instance, Run Status, and 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"/>	1299		COBOL SQL	FAPCOR00	0022226	10/18/2007 3:42:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	1292		Crystal	FA926	0022226	10/18/2007 10:00:13AM EDT	Success	Posted	Details
<input type="checkbox"/>	1291		Crystal	FA927	0022226	10/18/2007 9:59:09AM EDT	Success	Posted	Details

Below the table, there is a link: [Go back to ISIR Correction Export](#). At the bottom of the main content area, there are 'Save' and 'Notify' buttons, and another 'Process List | Server List' link.

Step	Action
14.	On the Process List page, click the Go back to ISIR Correction Export link. Go back to ISIR Correction Export

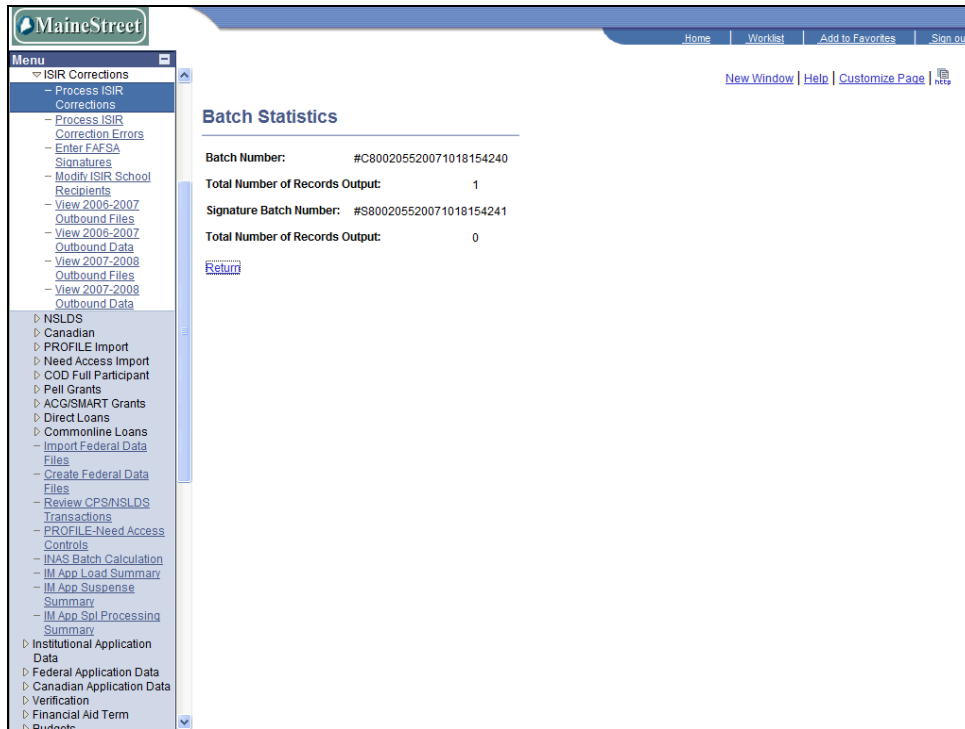


The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options like 'ISIR Corrections', 'NSLDS', and 'Institutional Application Data'. The main area is titled 'ISIR Corrections Export' and contains a 'Run Control ID: ISIROutbound' and a 'Run' button. Below this is a search and filter section with fields for 'Institution' (UMS04), 'Aid Year' (2008), and 'School Code' (002055). There are also checkboxes for 'Process Corrections', 'Process Add Institution', and 'Process ISIR Signatures'. A 'Run Information' link is visible below the filters. At the bottom of the main area are buttons for 'Refresh', 'Batch Message Print', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step	Action
15.	To see the Batch Statistics page, click the Run Information link.


Process Document

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MaineStreet

Home | Worklist | Add to Favorites | Sign out

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Menu

- ▼ ISIR Corrections
 - Process ISIR Corrections
 - Process ISIR Correction Errors
 - Enter FAFSA Signatures
 - Modifv ISIR School Recipients
 - View 2006-2007 Outbound Files
 - View 2006-2007 Outbound Data
 - View 2007-2008 Outbound Files
 - View 2007-2008 Outbound Data
 - ▷ NSLDS
 - ▷ Canadian
 - ▷ PROFILE Import
 - ▷ Need Access Import
 - ▷ COD Full Participant
 - ▷ Pell Grants
 - ▷ ACGIS/SMART Grants
 - ▷ Direct Loans
 - ▷ Commonline Loans
 - Import Federal Data Files
 - Create Federal Data Files
 - Review OPS/NSLDS Transactions
 - PROFILE-Need Access Controls
 - INAS Batch Calculation
 - IM App Load Summary
 - IM App Suspense Summary
 - IM App Spl Processing Summary
 - ▷ Institutional Application Data
 - ▷ Federal Application Data
 - ▷ Canadian Application Data
 - ▷ Verification
 - ▷ Financial Aid Term
 - ▷ Budgets

Batch Statistics

Batch Number: #C800205520071018154240

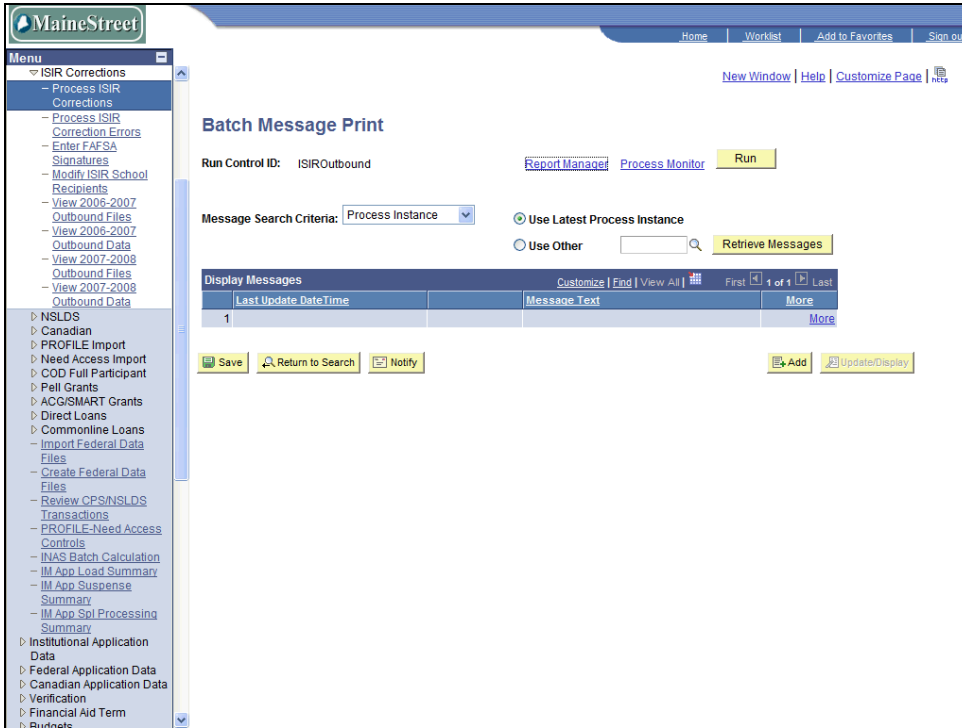
Total Number of Records Output: 1

Signature Batch Number: #S800205520071018154241

Total Number of Records Output: 0

[Return](#)

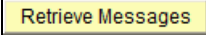
Step	Action
16.	Click the Return link. Return
17.	For detailed messages, click the Batch Message Print link.



The screenshot shows the 'Batch Message Print' screen in the MaineStreet application. The left-hand menu is expanded to show 'ISIR Corrections' and its sub-items. The main area contains the following elements:

- Run Control ID:** ISIRIOutbound
- Message Search Criteria:** Process Instance (dropdown menu)
- Options:**
 - Use Latest Process Instance
 - Use Other (with a search input field)
- Buttons:** Report Manager, Process Monitor, Run, Retrieve Messages
- Table:**

Last Update DateTime	Message Text	More
1		More
- Bottom Buttons:** Save, Return to Search, Notify, Add, Update/Display

Step	Action
18.	Click the Retrieve Messages button. 
19.	Review the messages.

Process Document

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MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

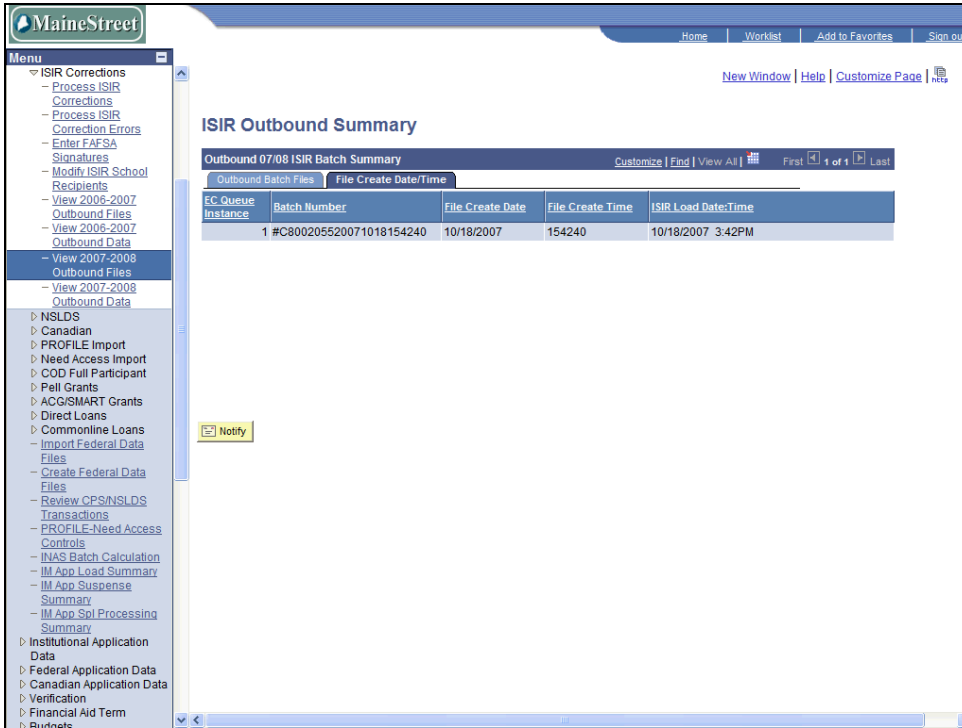
Batch Message Print

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

Message Search Criteria: Use Latest Process Instance Use Other [Retrieve Messages](#)

Display Messages			Customize Find View All #	First 1-15 of 15	Last
Last Update	DateTime	Message Text			More
1	10/18/2007 3:42:40PM	FAPCOR00 : Begin program execution at 15.42.40.170000 on 2007-10-18			More
2	10/18/2007 3:42:40PM	FAPCOR00 : Processing BATCH NUMBER #C800205520071018154240 Starting			More
3	10/18/2007 3:42:40PM	FAPCOR00 : ECQUEUEINST Rec Created for ECTRANSID = CORR08IN			More
4	10/18/2007 3:42:41PM	FAPCOR00 : TOTAL Number of Records Processed... 00001			More
5	10/18/2007 3:42:41PM	FAPCOR00 : TOTAL Number of Records In Error..... 00000			More
6	10/18/2007 3:42:41PM	FAPCOR00 : TOTAL Number of Add Institution Requests Processed... 00000			More
7	10/18/2007 3:42:41PM	FAPCOR00 : TOTAL Number of Add Institution Requests In Error... 00000			More
8	10/18/2007 3:42:41PM	FAPCOR00 : Processing For BATCH NUMBER #C800205520071018154240 completed			More
9	10/18/2007 3:42:41PM	FAPCOR00 : TOTAL Records Processed For BATCH NUMBER #C800205520071018154240 = 00001			More
10	10/18/2007 3:42:41PM	FAPCOR00 : Processing BATCH NUMBER #S800205520071018154241 Starting			More
11	10/18/2007 3:42:41PM	FAPCOR00 : No Records outbound for BATCH NUMBER #S800205520071018154241			More
12	10/18/2007 3:42:41PM	FAPCOR00 : Processing For BATCH NUMBER #S800205520071018154241 completed			More
13	10/18/2007 3:42:41PM	FAPCOR00 : TOTAL Records Processed For BATCH NUMBER #S800205520071018154241 = 00000			More
14	10/18/2007 3:42:41PM	FAPCOR00 : End program execution at 15.42.41.570000 on 2007-10-18			More
15	10/18/2007 3:42:54PM	Successfully posted generated files to the report repository			More

Step	Action
20.	To look at a summary of the outbound data, navigate to View 20xx-20yy Outbound Files (select the correct aid year). View 2007-2008 Outbound Files
21.	The ISIR Outbound Summary page provides information on the generated file. Note the EC Queue Instance number. You can use that number to view the data in the file.



ISIR Outbound Summary

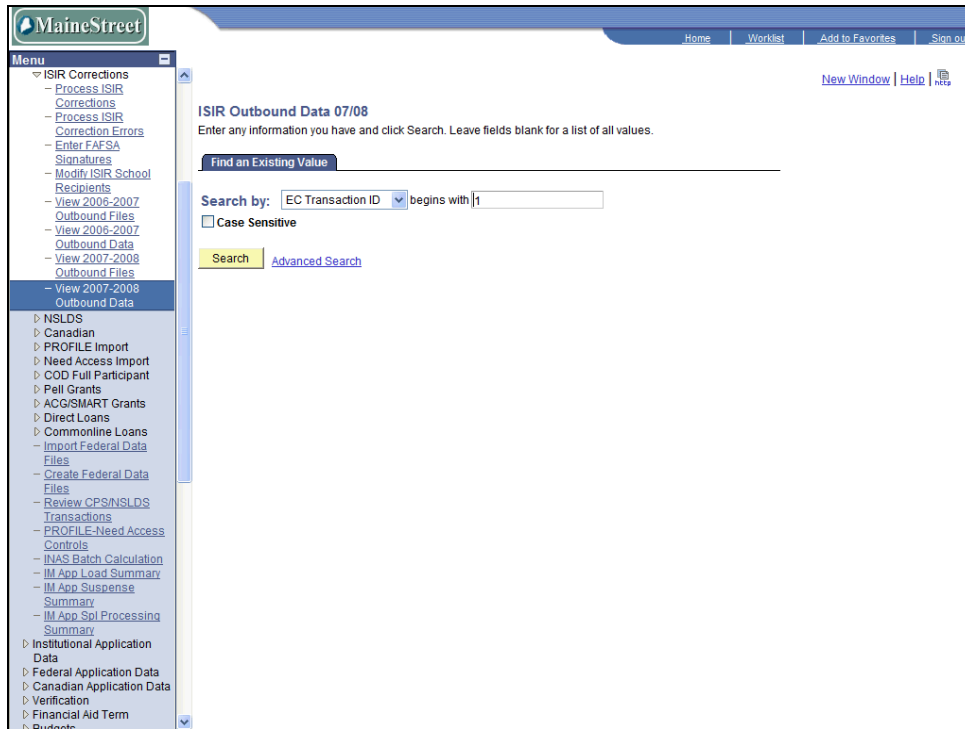
Outbound 07/08 ISIR Batch Summary

EC-Queue Instance	Batch Number	File Create Date	File Create Time	ISIR Load Date:Time
1	#C800205520071018154240	10/18/2007	154240	10/18/2007 3:42PM

Step	Action
22.	To view the data on specific students in the file, navigate to View 20xx-20yy Outbound Data . View 2007-2008 Outbound Data

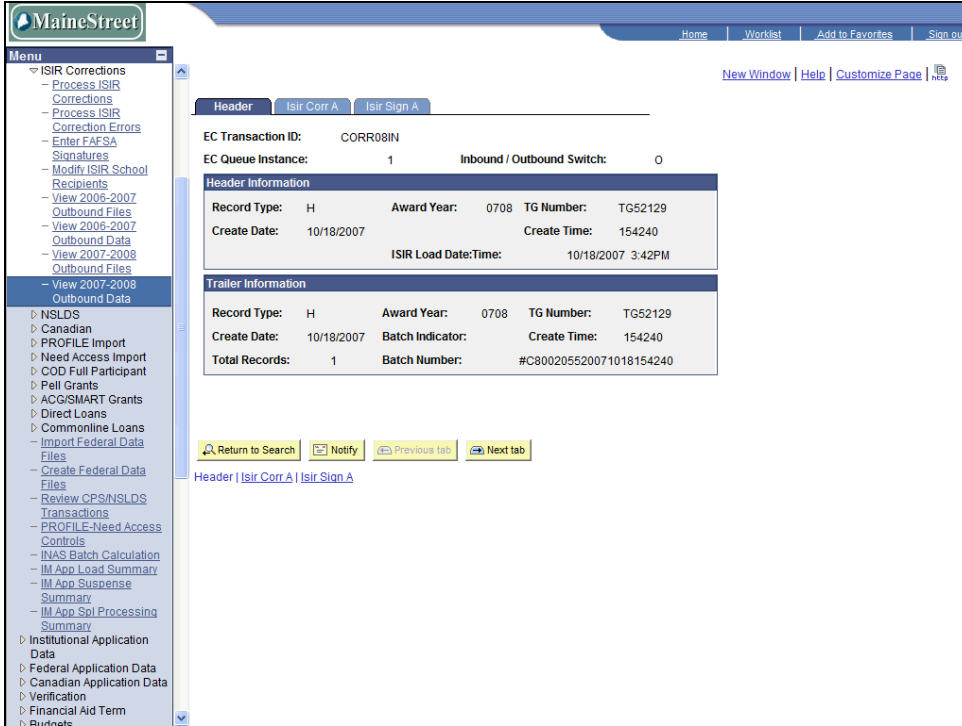
Process Document

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The screenshot shows the 'MaineStreet' web application. On the left is a 'Menu' sidebar with various options. The main area is titled 'ISIR Outbound Data 07/08' and contains a search interface. The search criteria is set to 'EC Transaction ID' and the search text is '1'. There is a 'Search' button and an 'Advanced Search' link.

Step	Action
23.	Enter the EC Queue Instance number if you know it. Click the Search button.



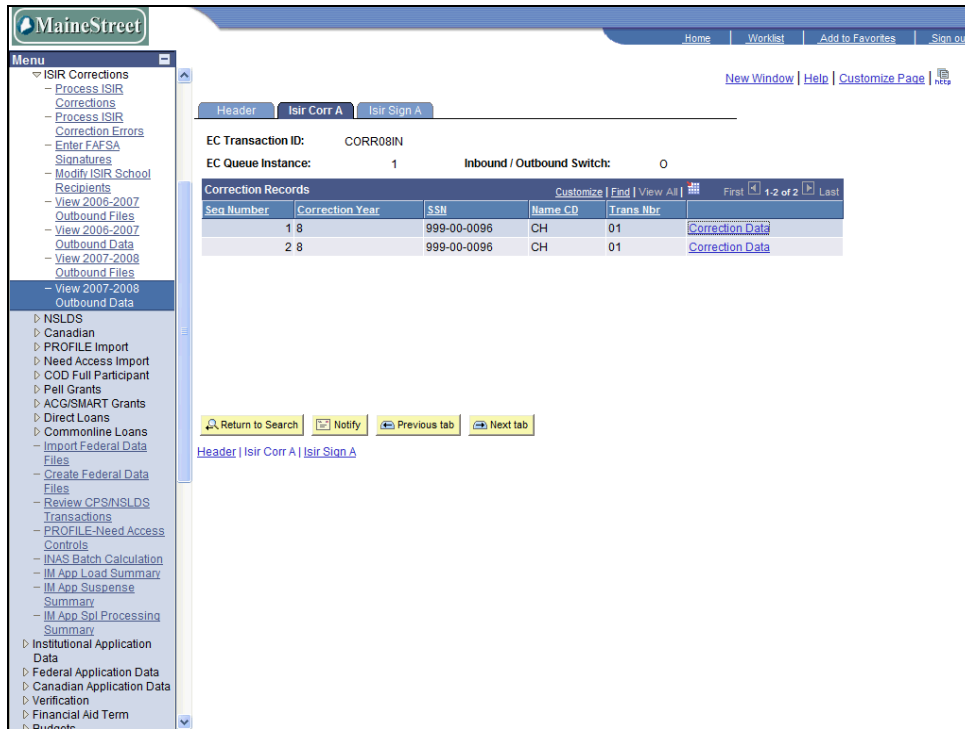
The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'ISIR Corrections', 'NSLDS', and 'Institutional Application Data'. The 'ISIR Corr A' tab is selected in the main content area. The page displays header information for a file, including transaction ID, queue instance, and record details.

Header			
EC Transaction ID:	CORR08IN		
EC Queue Instance:	1	Inbound / Outbound Switch:	0
Header Information			
Record Type:	H	Award Year:	0708 TG Number: TG52129
Create Date:	10/18/2007	Create Time:	154240
ISIR Load Date:Time:		10/18/2007 3:42PM	
Trailer Information			
Record Type:	H	Award Year:	0708 TG Number: TG52129
Create Date:	10/18/2007	Batch Indicator:	Create Time: 154240
Total Records:	1	Batch Number:	#C800205520071018154240

Step	Action
24.	This page displays the file Header. Click the ISIR Corr A tab.

Process Document

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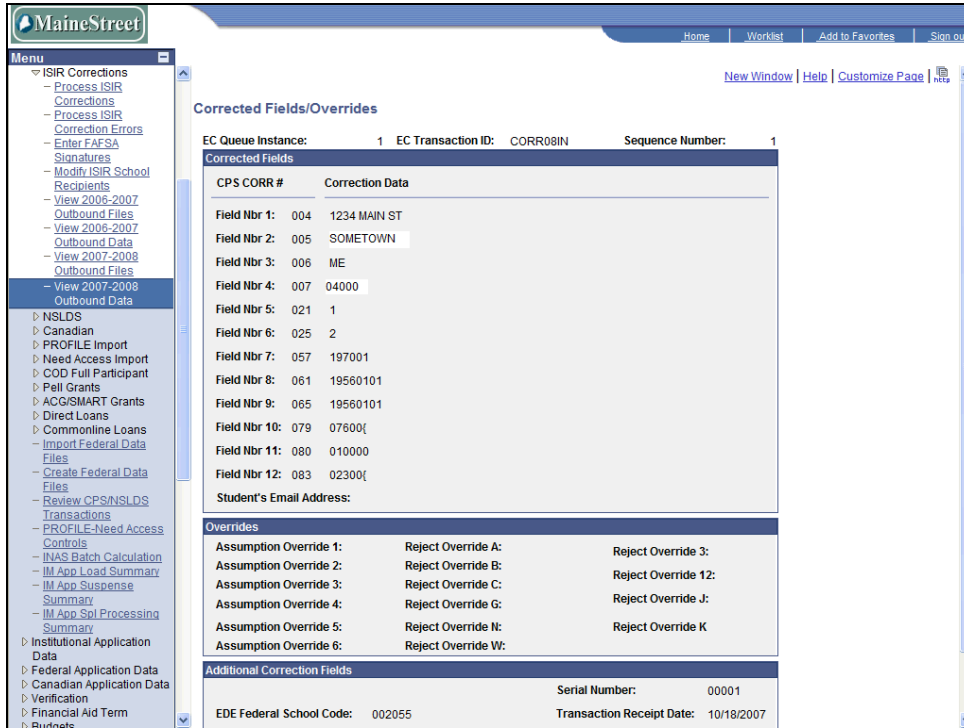
The screenshot shows the MaineStreet web application. On the left is a 'Menu' with various options under 'ISIR Corrections'. The main content area displays the following information:

EC Transaction ID: CORR08IN
 EC Queue Instance: 1 Inbound / Outbound Switch: 0

Seq Number	Correction Year	SSN	Name CD	Trans Hbr	Correction Data
1	8	999-00-0096	CH	01	Correction Data
2	8	999-00-0096	CH	01	Correction Data

Below the table are navigation buttons: Return to Search, Notify, Previous tab, and Next tab. At the bottom of the main content area, there are links for Header, Isir Corr A, and Isir Sign A.

Step	Action
25.	Click an entry in the Correction Data column. Correction Data



Corrected Fields/Overrides

EC Queue Instance: 1 EC Transaction ID: CORR08IN Sequence Number: 1

Corrected Fields	
CPS CORR #	Correction Data
Field Nbr 1:	004 1234 MAIN ST
Field Nbr 2:	005 SOMETOWN
Field Nbr 3:	006 ME
Field Nbr 4:	007 04000
Field Nbr 5:	021 1
Field Nbr 6:	025 2
Field Nbr 7:	057 197001
Field Nbr 8:	061 19560101
Field Nbr 9:	065 19560101
Field Nbr 10:	079 07600{
Field Nbr 11:	080 010000
Field Nbr 12:	083 02300{

Student's Email Address:

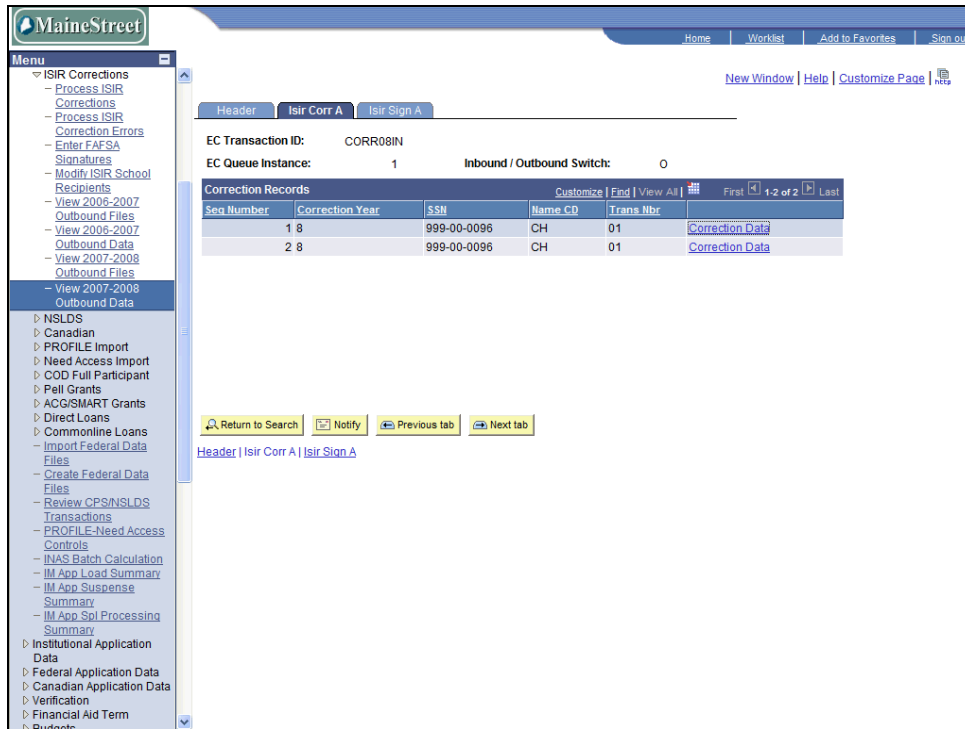
Overrides		
Assumption Override 1:	Reject Override A:	Reject Override 3:
Assumption Override 2:	Reject Override B:	Reject Override 12:
Assumption Override 3:	Reject Override C:	Reject Override J:
Assumption Override 4:	Reject Override G:	Reject Override K:
Assumption Override 5:	Reject Override N:	
Assumption Override 6:	Reject Override W:	

Additional Correction Fields	
EDE Federal School Code: 002055	Serial Number: 00001
	Transaction Receipt Date: 10/18/2007

Step	Action
26.	You can view the corrected data here. Click Return to return to the prior page.

Process Document

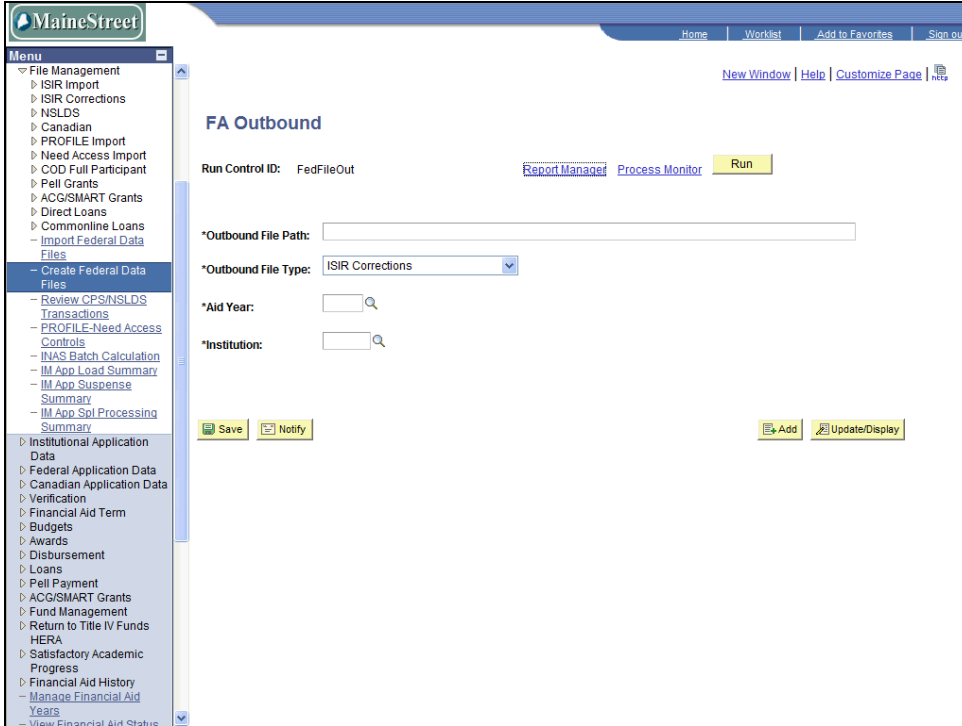
Financial Aid: Processing Outbound Files-032608



The screenshot shows the MaineStreet web application. On the left is a navigation menu with categories like 'ISIR Corrections', 'NSLDS', and 'Federal Application Data'. The main content area displays 'EC Transaction ID: CORR08IN' and 'EC Queue Instance: 1'. Below this is a table titled 'Correction Records' with columns for Seq Number, Correction Year, SSN, Name CD, and Trans Hbr. The table contains two rows of data. At the bottom of the main area are navigation buttons: 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'.

Seq Number	Correction Year	SSN	Name CD	Trans Hbr	Correction Data
1	8	999-00-0096	CH	01	Correction Data
2	8	999-00-0096	CH	01	Correction Data

Step	Action
27.	The next step is to actually generate an output file which you can send to the CPS. Navigate to Create Federal Data Files . Create Federal Data Files
28.	You need a Run Control ID. Either create one or search for an existing one.



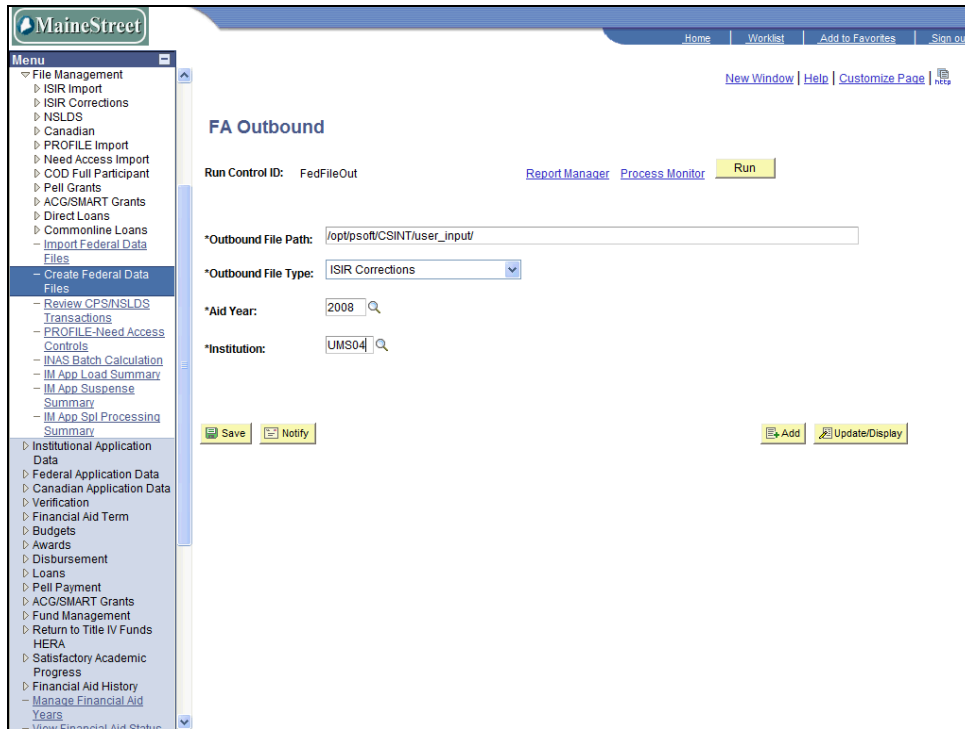
The screenshot shows the 'FA Outbound' configuration page in the MaineStreet system. The left menu lists various application management tasks. The main area contains the following fields and controls:

- Run Control ID:** FedFileOut
- Buttons:** Report Manager, Process Monitor, Run
- *Outbound File Path:** [Text Input Field]
- *Outbound File Type:** ISIR Corrections (Dropdown Menu)
- *Aid Year:** [Text Input Field]
- *Institution:** [Text Input Field]
- Buttons:** Save, Notify, Add, Update/Display

Step	Action
29.	<p>The FA Outbound process can be used to generate different types of outbound files. Make sure the correct Outbound File Type is selected.</p> <p>You must fill in an Outbound File Path, which tells the system where on the server to store the output file. Check with your financial aid director for this information. The value used in this demo will not be the same as the one you will need to use.</p> <p>Fill in the Aid Year and Institution.</p>


Process Document

Financial Aid: Processing Outbound Files-032608



MaineStreet

Home | Worklist | Add to Favorites | Sign out

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

Menu

- File Management
 - ISIR Import
 - ISIR Corrections
 - NSLDS
 - Canadian
 - PROFILE Import
 - Need Access Import
 - COD Full Participant
 - Pell Grants
 - ACG/SMART Grants
 - Direct Loans
 - Commonline Loans
 - Import Federal Data Files
 - Create Federal Data Files
 - Review CPS/NSLDS Transactions
 - PROFILE-Need Access Controls
 - INAS Batch Calculation
 - III App Lead Summary
 - III App Suspense Summary
 - III App Sol Processing Summary
- Institutional Application Data
 - Federal Application Data
 - Canadian Application Data
 - 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

FA Outbound

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

*Outbound File Path: /opt/pssoft/CSINT/user_input/

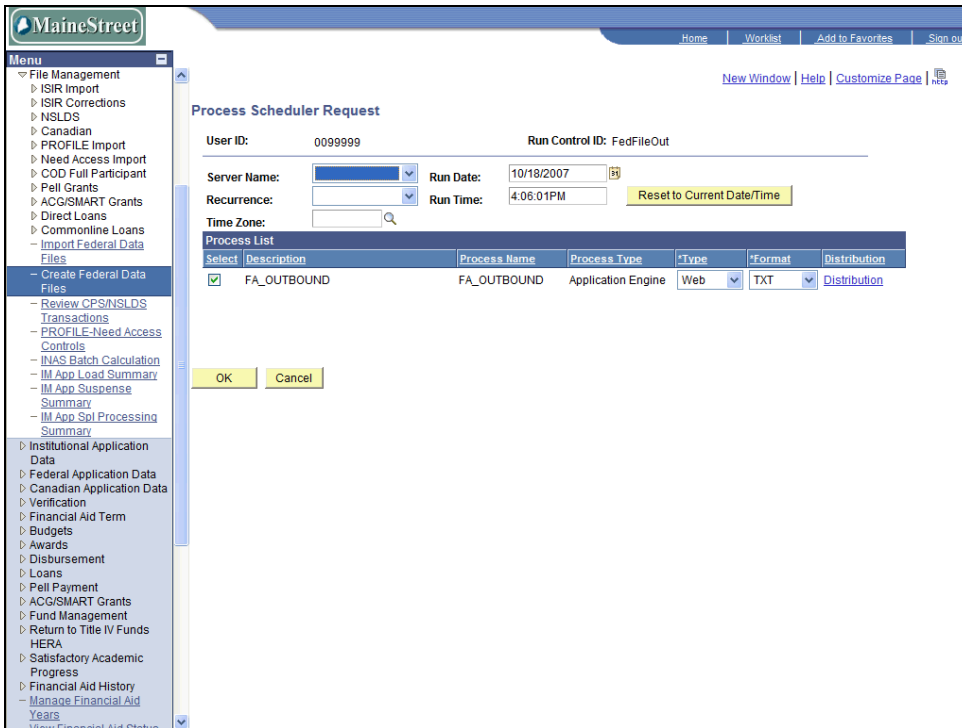
*Outbound File Type: ISIR Corrections

*Aid Year: 2008

*Institution: UMS04

Save **Notify** **Add** **Update/Display**

Step	Action
30.	Click the Run button.



MaineStreet Home | Worklist | Add to Favorites | Sign out

Process Scheduler Request

User ID: 0099999 Run Control ID: FedFileOut

Server Name: [Dropdown] Run Date: 10/18/2007 [IS]

Recurrence: [Dropdown] Run Time: 4:06:01PM [Reset to Current Date/Time](#)

Time Zone: [Search]

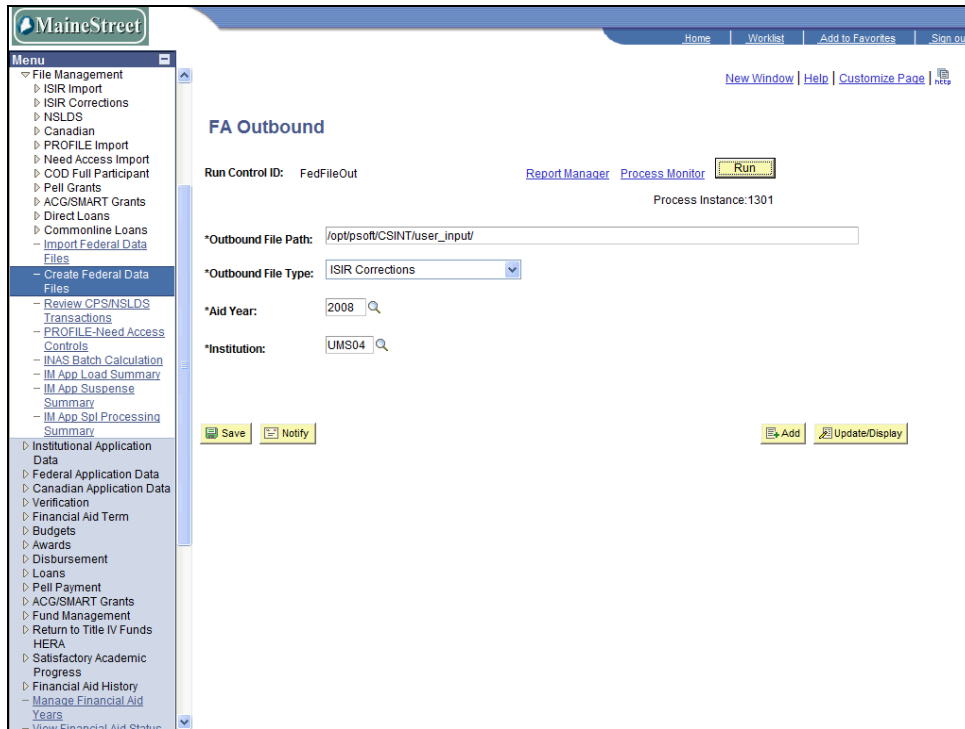
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	FA_OUTBOUND	FA_OUTBOUND	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Step	Action
31.	Click the OK button.

Process Document


Financial Aid: Processing Outbound Files-032608



The screenshot shows the 'FA Outbound' configuration page in the MaineStreet application. The left-hand menu is expanded to show various options under 'Institutional Application Data'. The main content area contains the following fields and controls:

- Run Control ID:** FedFileOut
- Report Manager:** [Report Manager](#)
- Process Monitor:** [Process Monitor](#)
- Run:**
- Process Instance:** 1301
- *Outbound File Path:** /opt/pssoft/CSINT/user_input/
- *Outbound File Type:** ISIR Corrections
- *Aid Year:** 2008
- *Institution:** UMS04
- Buttons:** Save, Notify, Add, Update/Display

Step	Action
32.	Click the Process Monitor link. Process Monitor



View Process Request For

User ID: 0099999 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"/>	1301		Application Engine	FA_OUTBOUND	0022226	10/18/2007 4:06:01PM EDT	Queued	N/A	Details
<input type="checkbox"/>	1299		COBOL SQL	FAPCOR00	0022226	10/18/2007 3:42:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	1292		Crystal	FA926	0022226	10/18/2007 10:00:13AM EDT	Success	Posted	Details
<input type="checkbox"/>	1291		Crystal	FA927	0022226	10/18/2007 9:59:09AM EDT	Success	Posted	Details

Go back to FAEC File Outbound

Save Notify

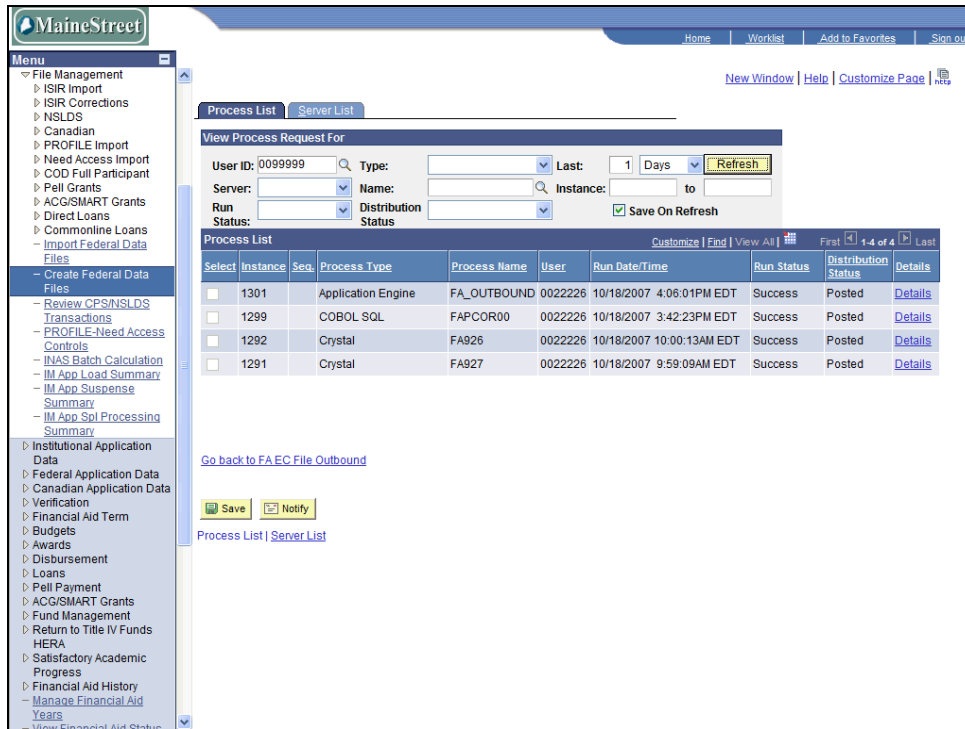
Process List | Server List

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

Refresh

Process Document

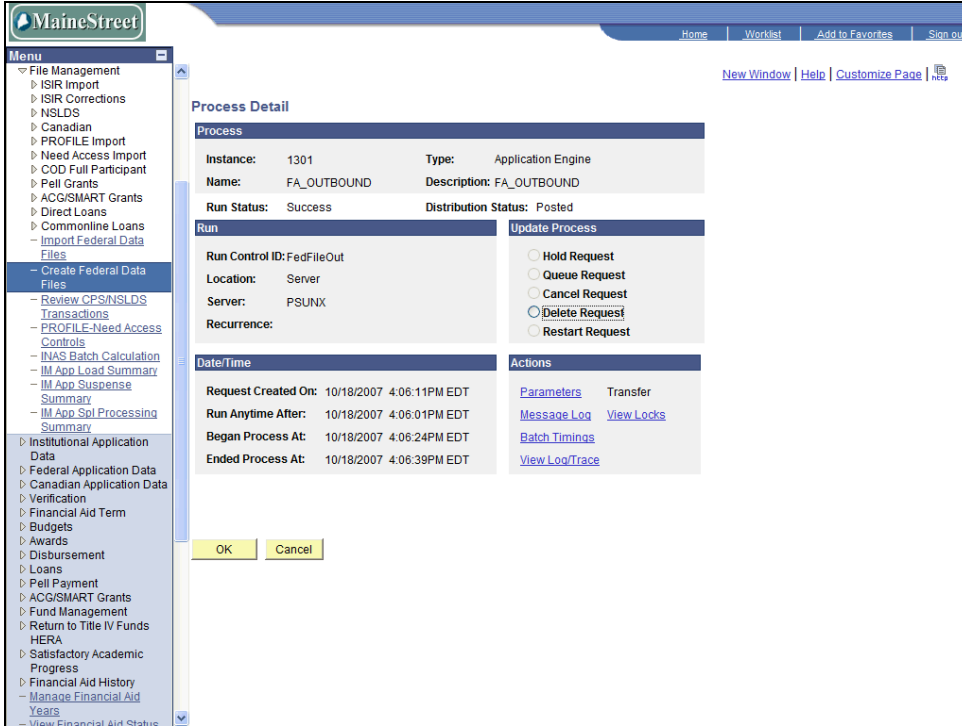
Financial Aid: Processing Outbound Files-032608



The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'File Management', 'Institutional Application Data', and 'Financial Aid'. The main content area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with search filters for User ID, Server, Name, Instance, Run Date, and Status. Below this is a table of process instances.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1301		Application Engine	FA_OUTBOUND	0022226	10/18/2007 4:06:01PM EDT	Success	Posted	Details
<input type="checkbox"/>	1299		COBOL SQL	FAPCOR00	0022226	10/18/2007 3:42:23PM EDT	Success	Posted	Details
<input type="checkbox"/>	1292		Crystal	FA926	0022226	10/18/2007 10:00:13AM EDT	Success	Posted	Details
<input type="checkbox"/>	1291		Crystal	FA927	0022226	10/18/2007 9:59:09AM EDT	Success	Posted	Details

Step	Action
34.	To view the output from this process, click Details .

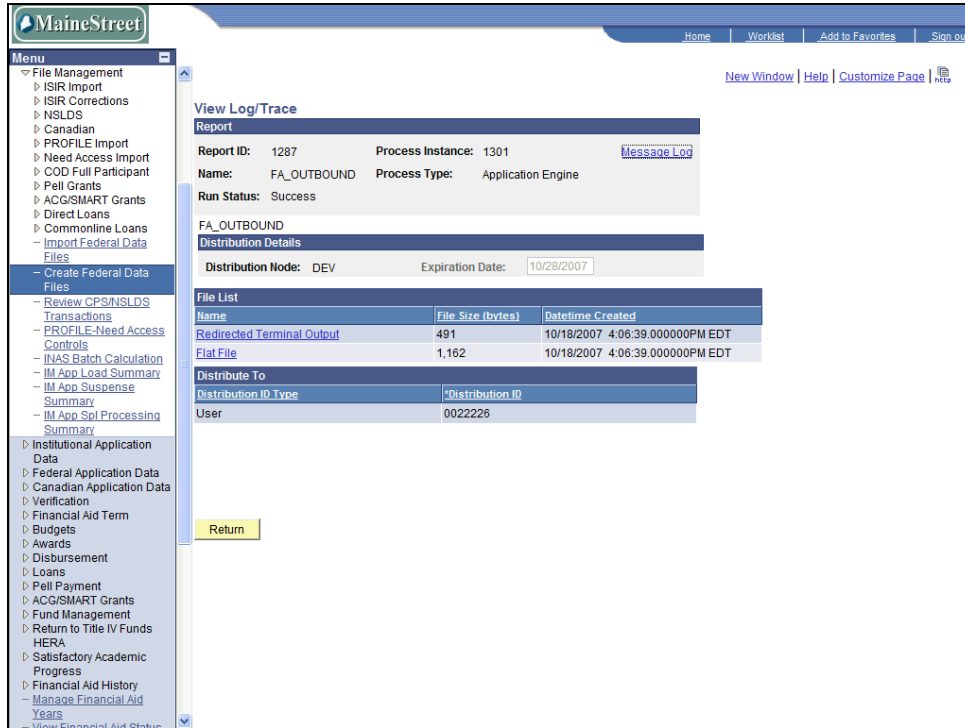


The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options like 'File Management', 'ISIR Import', 'NSLDS', etc. The main area is titled 'Process Detail' and shows information for instance 1301, including its name 'FA_OUTBOUND', type 'Application Engine', and status 'Success'. There are sections for 'Run' (with control ID 'FedFileOut'), 'Date/Time' (showing creation and completion times), and 'Actions' (with links for 'Parameters', 'Transfer', 'Message Log', 'View Locks', 'Batch Timings', and 'View Log/Trace'). At the bottom of the main area are 'OK' and 'Cancel' buttons.

Step	Action
35.	Click the View Log/Trace link. View Log/Trace

36. The **Flat File** is the file to send to CPS. Click the link to open the file. Do a “Save As” to save the file to your PC. From there the appropriate steps would be taken to transmit the file to the CPS.

Redirected Terminal Output contains message.



37. **End of Procedure.**