

## Processing Outbound Files

1.	Navigate: <b>Financial Aid &gt; File Management &gt; ISIR Corrections &gt; Process ISIR Corrections.</b>
2.	You need a <b>Run Control ID</b> for this process. On the <b>Find an Existing Value</b> tab, you can search for an existing Run Control ID. If you don't have one, use the <b>Add a New Value</b> tab to create one.
3.	On the <b>ISIR Corrections Export</b> page, enter the <b>Institution, Aid Year, School Code</b> and <b>TG Number</b> . Make sure the <b>Active</b> checkbox is checked. Select which type of outbound file you want to process by checking the corresponding checkboxes.
4.	Click the <b>Run</b> button.
5.	Click the <b>OK</b> button.
6.	Click the <b>Process Monitor</b> link.
7.	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> .
8.	Click the <b>Go back to ISIR Correction Export</b> link.
9.	To see the Batch Statistics page, click the <b>Run Information</b> link.
10.	Click the <b>Return</b> link.
11.	For detailed messages, click the <b>Batch Message Print</b> link.
12.	Click the <b>Retrieve Messages</b> button.
13.	Review the messages.
14.	The next step is to actually generate an output file which you can send to the CPS. Click the <b>Create Federal Data Files</b> link.
15.	You need a Run Control ID. Either create one or search for an existing one.
16.	<p>The <b>FA Outbound</b> process can be used to generate different types of outbound files. Make sure the correct <b>Outbound File Type</b> is selected.</p> <p>You must fill in an <b>Outbound File Path</b>, 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 <b>Aid Year</b> and <b>Institution</b>.</p>
17.	Click the <b>Run</b> button.
18.	The <b>Server Name</b> field should be blank. Click the <b>OK</b> button.
19.	Click the <b>Process Monitor</b> link.
20.	Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> .
21.	To view the output from this process, click <b>Details</b> .
22.	Click the <b>View Log/Trace</b> link.

## Quick Guide



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23.	The <b>Flat File</b> is the file to send to CPS. If you open it you can then save it to your PC. <b>Redirected Terminal Output</b> contains messages.
24.	<b>End of Procedure.</b>