

Using INAS Batch Calculations-102307

1.	Navigate: Financial Aid > File Management > INAS Batch Calculation.
2.	<p>You will need a Run Control ID for this process. If you have already created one, click Search and select it from the search results list.</p> <p>To create a new Run Control ID, click the Add a New Value tab. Enter the name of the new Run Control ID into the Run Control ID field. Click the Add button.</p>
3.	Make sure that the correct Institution and Aid Year are entered.
4.	Click the Look up Application Type button.
5.	The UMS Institutions are not using Profile. Click Federal .
6.	<p>The Clear Calc Requests? field can be set to either <i>Y</i> (Yes) or <i>N</i> (No).</p> <p>If you select <i>Y</i> in this field, the system removes files from the tables after performing the batch calculation. Selecting <i>Y</i> prevents you from running INAS batch calculation on these files again.</p> <p>If you select <i>N</i> in this field, the system retains the files in the tables after performing the calculation. Selecting <i>N</i> enables you to run a batch calculation on these files multiple times.</p>
7.	Click the Run button to run the process.
8.	The Server Name field should be blank. Click the OK button.
9.	Click the Process Monitor link.
10.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
11.	To view messages related to the process, click Details .
12.	Click the View Log/Trace link.
13.	The Message Log will tell you if there were errors and how many files were processed. Click the link to view the log. It will open in a new window.
14.	End of Procedure.