

Validating CommonLine Loans-070308

1.	Navigate: Financial Aid > Loans > CommonLine Management > Validate CL 4 Loans.
2.	The validation process requires a Run Control ID . Either use an existing ID 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 Add .
5.	Make sure that the correct Institution, Aid Year and Academic Career are entered. If you want to run validation in simulation to find validation errors without changing the status of any loan records, uncheck the Loan Edit Update Run checkbox. Once you have resolved any validation errors, you may rerun the process with the Loan Edit Update Run checkbox selected.
6.	Click Run .
7.	Click OK .
8.	Click the Process Monitor link.
9.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> . If desired, click the Details link and on the details page, click View Log/Trace to review the message log.
10.	To view validation errors run the Validation Error Report. Navigate: Financial Aid > Loans > Commonline Reconciliation > Validation Error Report.
11.	Create a new Run Control ID or use an existing one for this process.
12.	Make sure the correct Academic Institution and Aid Year are entered. Click Run .
13.	Click OK .
14.	Click the Process Monitor link.
15.	Click Refresh from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
16.	Click the Details link.
17.	Click View Log/Trace .
18.	The report is in the PDF file. Click it to open the report in a new window.
19.	End of Procedure.