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ABSTRACT

This manual is a guide to handling data related to the federal student financial aid program through the electronic data exchange (EDE) system EDEXpress. The overview defines how data is exchanged and identifies key players in the exchange of data. The overall process for sending and receiving data is outlined, along with the overall processing schedule, and the role of EDEXpress and Edconnect, the computer software provided to institutions participating in the Student Aid Internet Gateway. Schools actually exchange information within five Student Financial Aid processors, and these are described. The second lesson sets forth the basics of EDE processing of student records, and the third explains how to import student data into the system. Lesson 4 discusses identifying records, and lesson 5 explains how to make corrections. Lesson 6 focuses on exporting data. Exercises are included to reinforce the messages of each lesson. (SLD)

ED 464 571

EDExpress Training

Apps 101

2002 - 2003

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Participant Guide

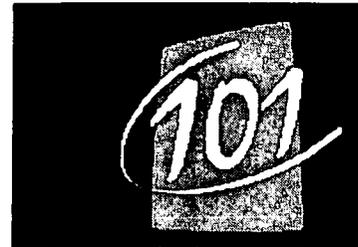
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FEDERAL STUDENT AID

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Apps 101

Lesson 1—Overview

Lesson 2—Getting Started

Lesson 3—Importing Data

Lesson 4—Identifying Records

Lesson 5—Making Corrections

Lesson 6—Exporting Data

Apps 101

Lesson 1: Overview

 <i>Lesson 1 Objectives</i>
<ul style="list-style-type: none">∪ Define how data is exchanged∪ Identify key players∪ Explain the overall process for sending and receiving data∪ Describe the overall processing schedule∪ Explain the role of EDExpress and EDconnect
1

Key Terms

EDconnect

EDconnect is personal computer software provided free of charge to schools who have an SAIG account. EDconnect allows schools to transmit student records to and from the SAIG. Schools who participate in the SAIG need two types of software: administrative software, like EDEExpress, to enter and manage student records; and communications software, like EDconnect, to handle the transmission of data records.

Export

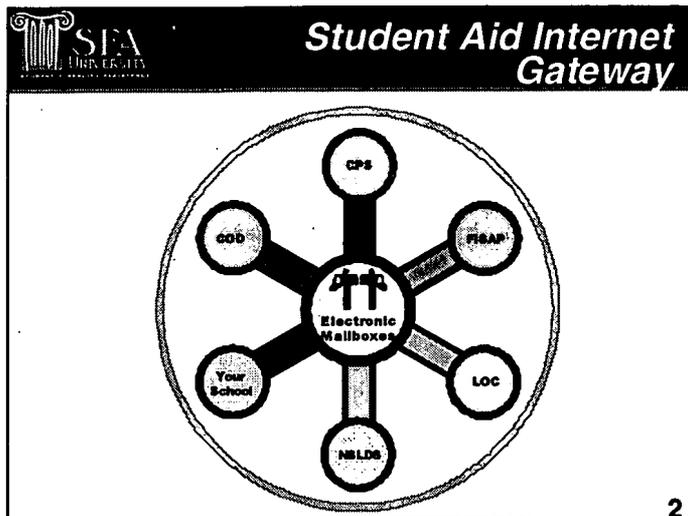
Export is an EDEExpress function that creates a file of data records that is ready to be transmitted by EDconnect to the SAIG.

Import

Import is an EDEExpress function that moves a file of data records that has been received from the SAIG into the EDEExpress database.

SAIG

The Student Aid Internet Gateway is a telecommunications network that handles the exchange of data between participating postsecondary schools and SFA's processing systems.



What is the Student Aid Internet Gateway?

The Student Aid Internet Gateway (SAIG) allows schools to send and receive Title IV student financial aid data to and from SFA's processing systems. The SAIG used to be called the Title IV Wide Area Network (TIVWAN). SAIG provides similar services as the TIV WAN. The TIV WAN provided a private communications network, while the SAIG makes use of the Internet for data transmissions.

How is Data Exchanged?

The SAIG is a store and forward communication network. Each school with an SAIG account has a mailbox. Schools transmit data records (such as electronic applications) to the SAIG over the Internet. At the SAIG, records are stored in each school's network mailbox. Each processing system retrieves the data records from the network mailboxes at least daily. Once the records are processed, they are placed back in the mailboxes for schools to retrieve.

 **Key Players**

- Central Processing System (CPS)
 - Applications
 - Corrections
- Common Origination and Disbursement (COD)
 - Common process, edits, and record for Direct Loan and Pell Grant programs (2002-2003 Program Year)

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Who Receives and Processes the Data?

Schools exchange data with five SFA processors.

The Central Processing System (CPS)

The Central Processing System (CPS) processes both paper and electronic student applications and corrections. CPS calculates a student's Expected Family Contribution (EFC), performs database matches with other federal agencies, and sends a processed Institutional Student Information Record (ISIR) to the school. Using the SAIG, schools are able to:

- Submit initial federal student application data electronically and receive results electronically in the form of an ISIR;
- Submit renewal application data electronically and receive results as ISIRs;
- Receive ISIRs for students who submitted a Free Application for Federal Student Aid (FAFSA) using FAFSA Express, FAFSA on the Web , or a paper FAFSA, and indicated your school as one of their six choices;
- Submit corrections to federal application data electronically and receive results as ISIRs; and
- Submit a request for duplicate ISIRs.

The Common Origination and Disbursement (COD) System

Beginning for the 2002-2003 award year, schools will report Pell Grant and Direct Loan origination and disbursement information to the COD System. COD provides a common process and an integrated system for both programs. It also provides a single customer service number for both programs. "Full Participants" in COD during 2002-2003 will use a new common record with common data elements, definitions, edits, and structure across Pell Grants and Direct Loans. "Phase In" participants, who will be participating in the future, will use current record layouts.



Key Players (continued)

- Loan Origination Center (LOC)
 - Direct Loan origination and disbursements
 - For award years up through 2001-2002
- National Student Loan Data System (NSLDS)
 - Grant overpayments
 - SSCR
- FISAP

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Who Receives and Processes the Data? (continued)

Loan Origination Center (LOC)

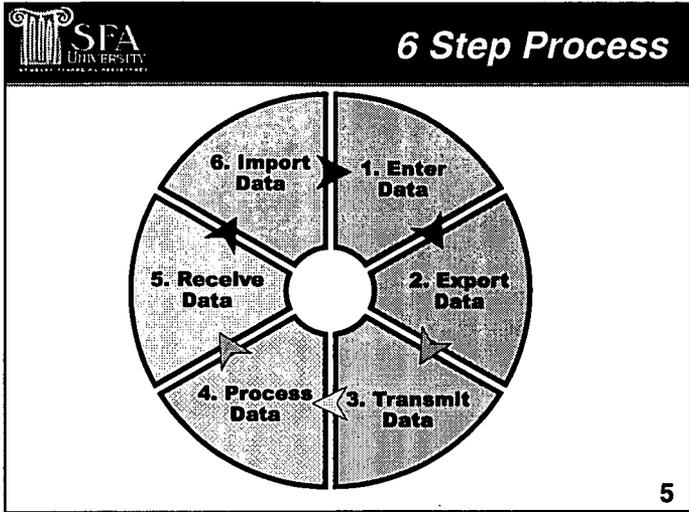
Schools participating in the Federal Direct Loan program will continue to use the SAIG to communicate electronically with SFA’s Direct Loan Origination Center *for award years up through 2001-2002*. COD replaces the LOC beginning in 2002-2003. Participants transmit various types of data records required for processing Direct Loans to the LOC, including loan origination records, changes, and disbursements. For all information sent to the LOC, the school receives an acknowledgement file containing the acceptance or rejection of the data.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is a national database of loan information and selected grant data. Schools, guaranty agencies, and other SFA Title IV participants provide data to NSLDS. Schools communicate electronically with NSLDS using the SAIG. Data provided by schools to NSLDS include grant overpayment information and enrollment status information about loan recipients. NSLDS supplies financial aid history information to CPS for ISIR data.

FISAP

The annual Fiscal Operations Report and Application to Participate (FISAP) is the annual report schools file to report their use of campus-based program funds for the most recently completed award year and to apply for new funds for the upcoming award year. The FISAP must be submitted electronically to the campus-based system.



6 Step Process

Exchanging data with the SAIG is a 6-step process:

1. Enter Data

Create and save data records using the EDEExpress software or your own data entry software. Data records that you might enter include applications, corrections, Pell Grant origination and disbursement records, and Direct Loan origination and disbursement records.

2. Export Data

Create a file of data records that you have entered using either EDEExpress or your own software. The file must be in a format that adheres to the standards established by each of SFA's processors.

3. Transmit Data

Use EDconnect to access the SAIG and send the data file to your mailbox.

4. Process Data

The appropriate SFA system retrieves the data from your SAIG mailbox, processes the data, and returns the processed results to your mailbox.

5. Receive Data

Use Edconnect to send an electronic request to the SAIG to receive your processed data.

6. Import Data

Import records stored in batch files on your PC into EDEExpress or your own software package.



Processing Schedule

- ∪ Schools control when they transmit data
- ∪ Each SFA system has its own processing schedule
- ∪ Applications and corrections sent to the CPS are returned within 24 to 36 hours

6

Overall Processing Schedule

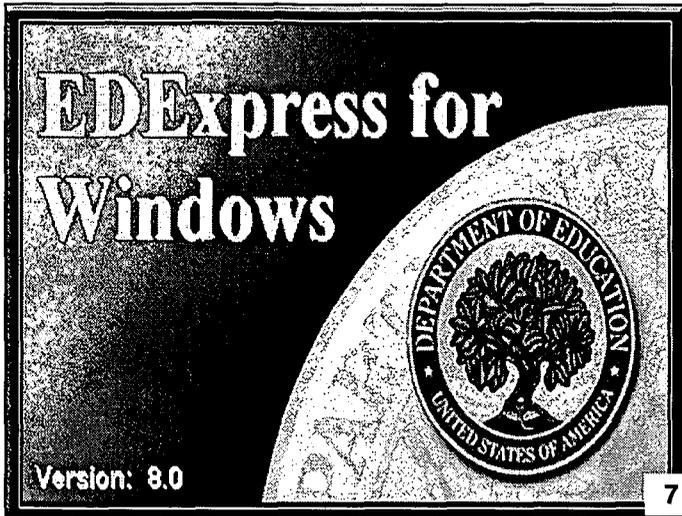
Schools have control over how often they transmit data to their SAIG mailbox. Some schools transmit daily; others transmit less often.

Each SFA system has its own schedule for processing the data submitted by schools. It's important to understand these schedules. The CPS, which processes applications and corrections, retrieves data once a day from each school's mailbox. It takes the CPS from 24 to 36 hours to return ISIRs to the school's mailbox.

Why does it take so long?

Once the CPS retrieves the application or correction data from the school's mailbox, it does the following:

- Edits the data;
- Computes an EFC;
- Transmits the records to several other computer systems for matching; (These systems include the Social Security Administration, NSLDS, Immigration and Naturalization Service, Selective Service, and Veteran's Administration.)
- Waits for the matching results to return from each system; and
- Creates ISIRs with the processing results and places them back into the school's mailbox.



What is EDEExpress?

EDEExpress is PC software that allows your school to manage student financial aid records. SFA provides EDEExpress free of charge to all schools who have an SAIG account.

EDEExpress has five modules. Schools have the option of using all, some, or none of the modules:

- **App Express:** Allows you to enter FAFSAs and corrections; edit the data; and create batch files to transmit to the CPS.
- **Packaging:** Allows you to package student financial aid awards.
- **Direct Loan:** Allows you to create loan origination records, print promissory notes, and post actual disbursements to be sent to the COD processor.
- **Pell:** Allows you to create Pell Grant origination and disbursement records and process Pell data to be sent to the COD processor.
- **Global:** Includes all of the functions within EDEExpress that affect all modules or do not relate to a specific module.

Schools who don't use EDEExpress must develop software, or acquire software from a vendor, to enter, edit, and create records to transmit to the SAIG.



What is EDconnect?

EDconnect is PC software that transmits the data records you created using EDExpress (or another software package) to the SAIG.

EDconnect manages your data files, keeps track of user IDs and passwords, dials the appropriate network telephone number, and initiates two-way communication with the SAIG.

EDconnect requires that you have a connection to the Internet. You must have either a direct connection to the Internet or a dial-up connection through an Internet Service Provider (ISP). Direct connections include DSL, T1, and cable modems. If you use a standard modem to connect to the Internet, you have a dial-up connection.

Lesson 1 Exercise #1

The 6 Step EDE Process

List the steps in the correct order (1 through 6)

_____ Process Data

_____ Import Data

_____ Enter Data

_____ Receive Data

_____ Export Data

_____ Transmit

Lesson 1 Exercise #2

Key Players

Match the key player with the correct description

- A. Central Processing System (CPS)
- B. Common Origination and Disbursement (COD)
- C. Loan Origination Center (LOC)
- D. National Student Loan Data System (NSLDS)
- E. FISAP Processor

_____ Beginning in 2002-2003, receives and processes origination and disbursement data for both the Pell Grant and Direct Loan programs.

_____ Sends enrollment confirmation records to schools. Supplies financial aid history information to CPS for ISIR data.

_____ Receives and processes data from schools applying for campus-based funds and reporting expenditures of campus-based funds.

_____ Receives and processes initial application and correction data and sends the results to your school as an Institutional Student Information Record.

_____ Receives and accepts or rejects 2001-2002 loan origination records, promissory notes and actual disbursements for Direct Loan participating schools. Sends electronic acknowledgements back to your school.

Lesson 2: Getting Started



Lesson 2 Objectives

- Log into EDExpress
- View a student record
- Navigate the software
- Use the help function
- Explain the importance of the Demo record

Key Terms

Demographic Record

A demographic record in EDEExpress stores a student's demographic information, such as address, telephone number, and SSN. Each student in the EDEExpress database has a demographic record. You can access all of the student's other financial aid records from the demographic record.

Hot Keys

Hot keys help you perform certain functions in place of the menu bar or the toolbar. These are commonly used hot keys in EDEExpress:

CTRL and N: New (create a new record)

CTRL and O: Open (open an existing record)

CTRL and P: Print (go to the print dialog box)

Menu Bar

The menu bar is the line just below the title bar that displays options horizontally across the top of the screen. Click an option to pull down its menu. When the menu is open, click an option to select it. Menus display only the options for the EDEExpress modules you've installed.

Toolbar

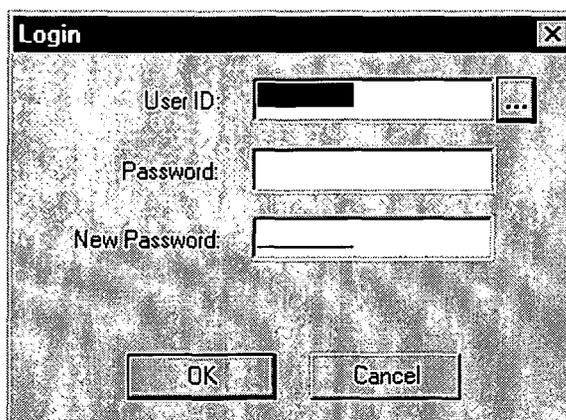
Toolbar provides buttons that you click on to access features that are also accessible via pull down menus.

Starting EExpress for Windows:

Instructor Demonstration

In this demonstration, you will learn how to log into EExpress.

Step	Action
1	From the Windows desktop, click Start .
2	Select Programs/EDESuite/EExpress 2002-2003/2002-2003 EExpress for Windows . The login dialog box displays. (See below)
3	Type your user ID. (If this is your first time logging in to EExpress, your user ID is SYSADMIN. SYSADMIN is the default user ID. We have already established a user ID for you. It's APPS.) Type APPS .
4	Type your password. (If this is your first time to log in to EExpress, your password is SYSADMIN. SYSADMIN is the default password. Also, if this is your first time logging in to EExpress, you need to type a new password in the New Password text entry box. You would then be asked to verify the password. We have already established a password for you. It's APPS. You don't need to change it.) Type APPS .
5	Click OK . You have logged into EExpress.

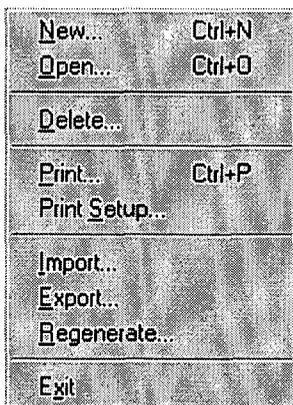


Navigation - Global: Instructor Demonstration

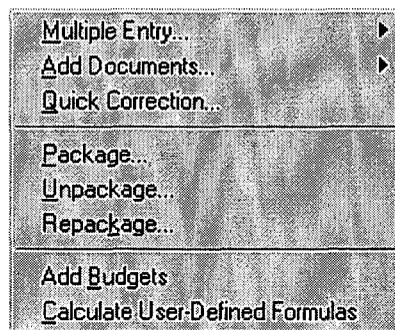
EDEExpress for Windows was developed using a standard Windows menu structure. If you use other Windows software packages, many of the menu options will be familiar to you. (Note: All illustrations in this guide show Windows NT.) EDEExpress uses a dynamic menu structure. This means the menu options will change according to where you are in the software. The main menu structure that appears when you open EDEExpress shows all functions available when there are no student records open. This is referred to as the global level. Another menu structure will display additional options when the student records are open. This is referred to as the record level.

Step	Action
1	Select File from the menu bar. The File pull-down menu includes many of the operations involved in creating and accessing records, including import, export, and print. The Print function uses the Windows printer drivers.
2	Select Process from the menu bar. The Process pull-down menu includes options that are specific to Global functions, such as Quick Correction (which will be covered in Lesson 5).
3	Select Tools from the menu bar. The Tools menu consists of options that are used to set up, define software functions, and view data.
4	Note: We'll discuss the fourth menu option, Help, later in this lesson.

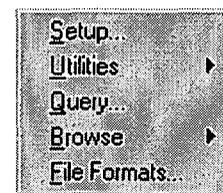
File:



Process:

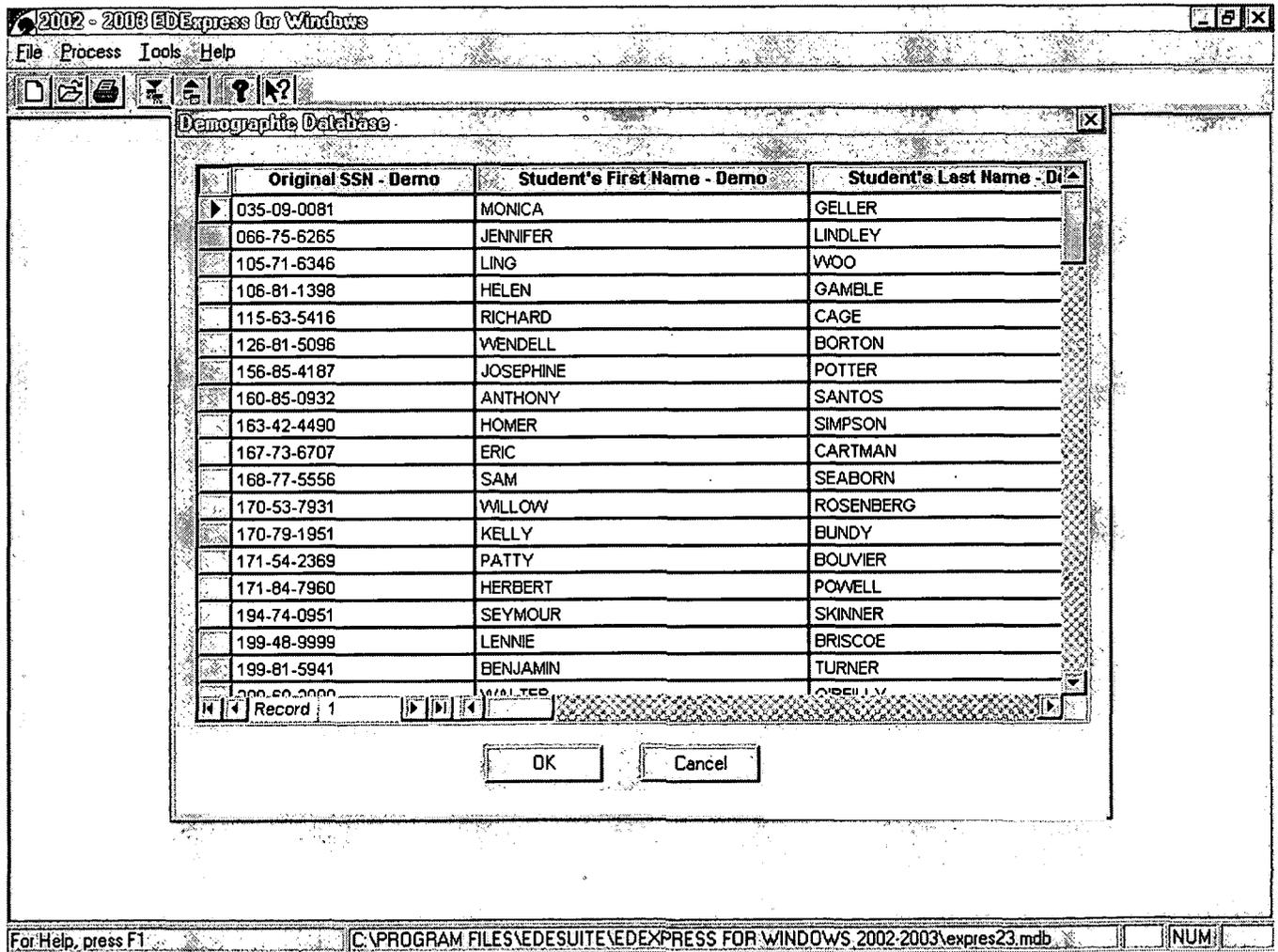


Tools:



Opening a Student Record: Instructor Demonstration

Step	Action
1	Select File/Open from the menu bar. The Open Student dialog box displays.
2	Click the ellipsis button:  A list of records on your database displays.
3	Click the SSN of the record you want to open. In this case, click 035-09-0081 , the SSN for Monica Geller.
4	Click OK . The Open Student dialog box redisplay. Click OK again.



The screenshot shows a window titled "2002 - 2003 EDExpress for Windows" with a menu bar (File, Process, Tools, Help) and a toolbar. The main area displays a "Demographic Database" dialog box containing a table of student records. The table has three columns: "Original SSN - Demo", "Student's First Name - Demo", and "Student's Last Name - Di". The first record is selected, showing SSN 035-09-0081, name MONICA GELLER. Below the table are "OK" and "Cancel" buttons. The status bar at the bottom shows "For Help, press F1" and the file path "C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb".

Original SSN - Demo	Student's First Name - Demo	Student's Last Name - Di
035-09-0081	MONICA	GELLER
066-75-6265	JENNIFER	LINDLEY
105-71-6346	LING	WOO
106-81-1398	HELEN	GAMBLE
115-63-5416	RICHARD	CAGE
126-81-5096	WENDELL	BORTON
156-85-4187	JOSEPHINE	POTTER
160-85-0932	ANTHONY	SANTOS
163-42-4490	HOMER	SIMPSON
167-73-6707	ERIC	CARTMAN
168-77-5556	SAM	SEABORN
170-53-7931	WILLOW	ROSENBERG
170-79-1951	KELLY	BUNDY
171-54-2369	PATTY	BOLVIER
171-84-7960	HERBERT	POWELL
194-74-0951	SEYMOUR	SKINNER
199-48-9999	LENNIE	BRISCOE
199-81-5941	BENJAMIN	TURNER

Demographic Record: Instructor Demonstration

The demographic - or demo - record is the default screen that appears each time you open a student record in EDEExpress. To create and save a demo record, you must enter only the last name or first name and current SSN.

A demographic record in EDEExpress stores a student's demographic information, such as address, telephone number, and SSN. Each student in the EDEExpress database has a demographic record. You can access all of the student's other financial aid records from the demographic record, including the FAFSA, SAR/ISIR, Direct Loans, Pell, and Awards.

Click on the tabs at the bottom of the screen - FAFSA, SAR/ISIR, etc., - to access other information about the student.

2002-2003 EDEExpress for Windows - [(035-09-0081) MONICA M. GELLER]

File Process View Help

Name: GELLER MONICA M

Last: First: M.I.

Permanent/Local Address:

Address: 1676 N GLENWOOD DR

City, State, Zip: SUMMERVILLE SC 29483

Phone: (843) 894-7147

Address:

City, State, Zip:

Phone:

E-mail Address: MONICA.GELLER@edeuniversity.edu

Current SSN: 035-09-0081

Original SSN: 035-09-0081

Date of Birth: 04/24/1981

Drivers License: H035090081 SC

Citizenship Status: 1

Alien Registration #: A

Dependency Status: D

Verification Status Code:

Loan Entrance Interview Date?:

Transaction Paid On:

Change Dates:

Permanent Address: / /

Local Address: / /

Social Security #: / /

Date of Birth: / /

Latest Original Student ID: 035090081GE04

Active Transaction: 04

Notes Upd:

Record Upd: 09/07/2002 11:50:24 APPS

Packaging Status: Record Source: I

Document Status: Loan Records?: N

Pell Records?: N

School Use:

Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Awards

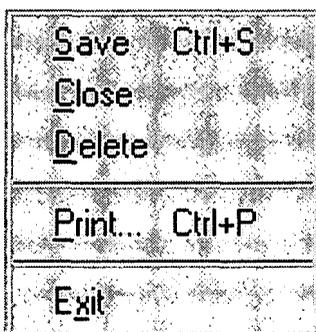
For Help: press F1 C:\PROGRAM FILES\VEDESUITE\VEDEXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM

Navigation - Student Record: Instructor Demonstration

The menu bar changes when a student's record is open. The menu bar options are specific to student records.

Step	Action
1	Select File from the menu bar. The File pull-down menu includes operations involved in updating and manipulating records, including Save, Delete, and Print.
2	Select Process from the menu bar. The Process menu option List Changes shows the corrections you have made to the record.
3	Select View from the menu bar. The View pull-down menu includes a list of the tabs that can also be accessed at the bottom of the screen.

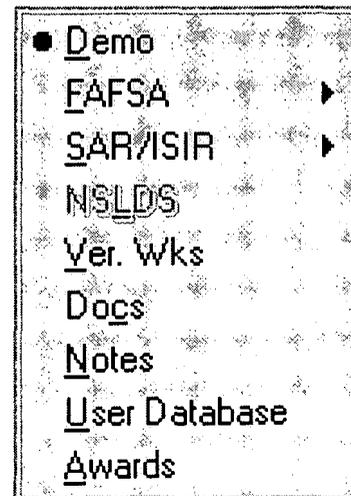
File:



Process:



View:



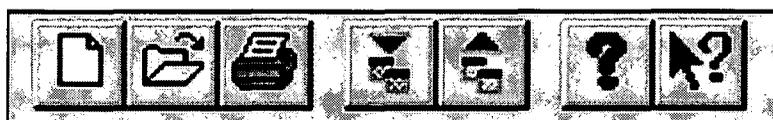
Closing a Student Record: Instructor Demonstration

Close the student's record to return to the global level.

Step	Action
1	Select File/Close from the menu bar.

Using the Toolbar: Instructor Demonstration

The toolbar at the top of the screen provides buttons that you click on to access features that are also accessible via pull down menus.



Step	Action
1	Click  Use this icon to create a new student record. (Click Cancel to return.)
2	Click  Use this icon to open a student record. (Click Cancel .)
3	Click  Use this icon to print reports. (Click Cancel .)
4	Click  Use this icon to import records. (Click Cancel .)
5	Click  Use this icon to export records. (Click Cancel .)
6	Click  Use this icon to find out what version of EDEExpress you are using. (Click OK .)
7	Click  Use this icon to get help about a particular field.

Using the Toolbar: Instructor Demonstration (continued)

Once a student record has been opened, each tab has its own customized toolbar. Some of the same buttons will be available in each toolbar. For example, the following toolbar appears at the top of the SAR/ISIR tab.



Below are most of the buttons available on the toolbars within EDEExpress.

- | | |
|---|--|
|  New record |  Calculate an EFC |
|  Open a record |  Package a record |
|  Close a record |  Go to page 1 |
|  Save a record |  Go to page 2 |
|  Print records |  Go to page 3 |
|  Add a record |  Go to first record |
|  Go to previous record |  Go to next record |
|  Go to last record |  About EDEExpress for Windows |
|  Retrieve a record |  Help |
|  Import records |  Export records |

Hot Keys: Instructor Demonstration

EDEExpress also lets you use hot keys to perform certain functions in place of the menu bar or the toolbar.

Step	Action
1	Press the CTRL and N keys at the same time to create a new record. (Click Cancel to return.)
2	Press the CTRL and O keys at the same time to open a record. (Click Cancel to return.)
3	Press the CTRL and P keys at the same time to print a report. (Click Cancel to return.)

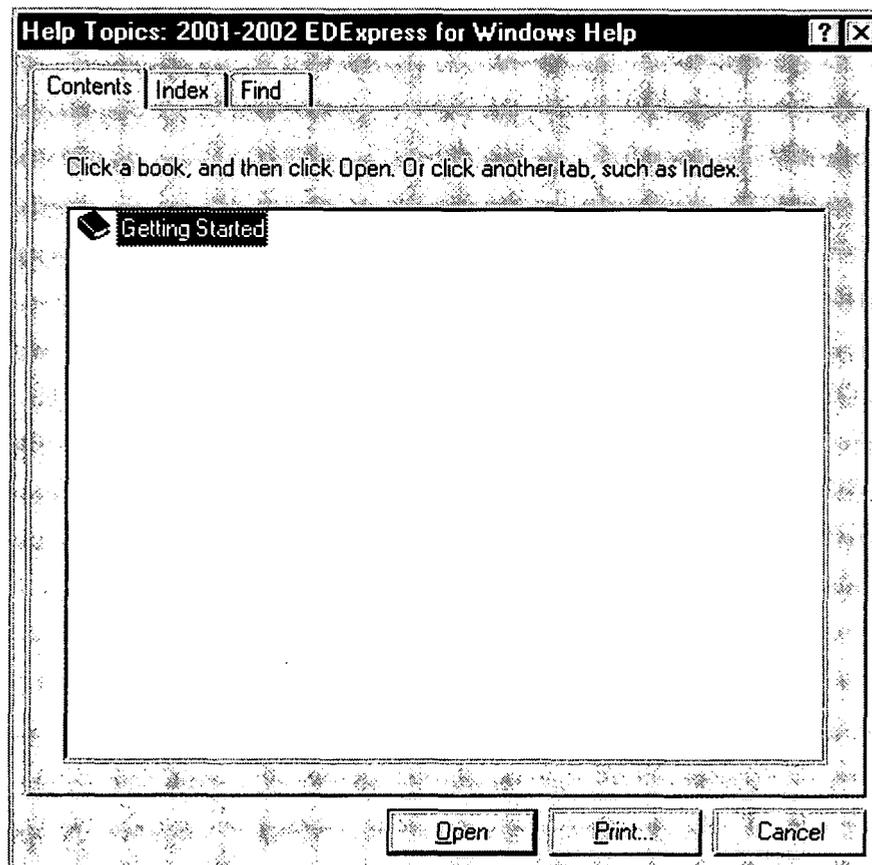
Exiting EDEExpress: Instructor Demonstration

Step	Action
1	Select File/Exit from the menu bar.
2	Click Yes to confirm.

Help - Getting Started: Instructor Demonstration

EDEExpress has an extensive on-line help system that will be particularly useful if you are a brand new user. Start by accessing the "Getting Started" help file.

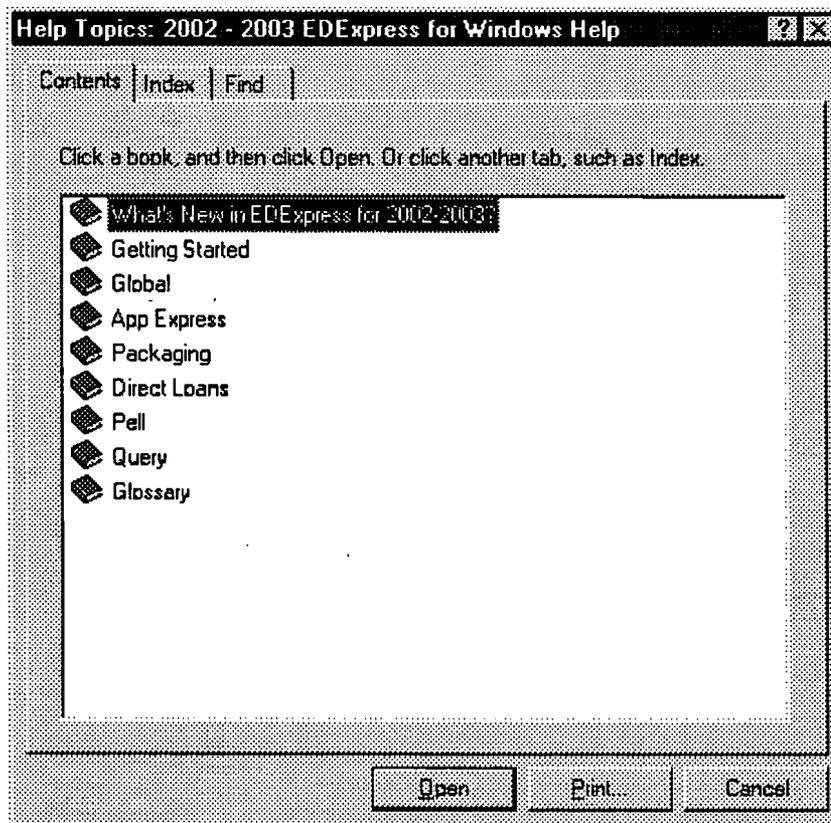
Step	Action
1	From the Windows desktop, click Start .
2	Select Programs/EDESuite/EDEExpress 2002-2003 . The Help Topic dialog box displays. Click 2002-2003 Getting Started . The Getting Started dialog box displays. (See below)
3	Click on the Getting Started icon to display a list of topics. Click on a topic. If you are looking for something specific, it may be easier to find it using the Index tab.
4	Click the Index tab. Type the word you want to find. The list will be displayed alphabetically based on the letters you type. To view the help text for your topic, you can double click on it directly from the index or you can click on it and then click the Display button.



Help EExpress: Instructor Demonstration

Help may also be accessed once you are logged into EExpress. You can access Help from the menu bar. Or, you can press the F1 key while a field is highlighted in a record or dialog box.

Step	Action
1	Log into EExpress. Remember: the User ID is APPS and the Password is APPS .
2	Select Help from the menu bar.
3	Select Help Topics from the pull-down list. Each topic in the Help Topics list represents a module in EExpress. If a topic has subtopics, these are listed when you click on the topic. Definitions are provided for each subtopic. Related topics are displayed below each topic description and are hypertext linked. Terms displayed in green with an underline are glossary terms. Click on them to see a definition.
4	Explore the help system. Click Cancel when you are done.



Lesson 2 Exercise

Scenario

You are a new work-study student in the financial aid office. Your supervisor has given you a list of Social Security Numbers for students who need researched. The first SSN on your list is:

XXXX

Instructions

Log into EDEExpress and open the student's record. Explore the available screens by clicking the tabs at the bottom of the screen. Answer the questions below.

Remember: The User ID is **APPS** and the Password is **APPS**

Review

1. What is the name of the student?

2. What is the name of the first screen that is accessed and what is the importance of this screen?

3. What tab(s) allows you to view the student/spouse income?

4. How did you open the student's record? Did you use the menu bar, toolbar, or hot keys?

5. Is a % sign an acceptable character to enter in the e-mail address field? How did you get your answer?

Lesson 3: Importing Data



Lesson 3 Objectives

- ∪ Explain the import function and describe the contents of the ISIR
- ∪ Identify different ISIR types
- ∪ Identify the use and function of message classes
- ∪ Identify the use and function of Batch IDs
- ∪ Explain the importance of various transactions
- ∪ Use the import function to add ISIR data to the EDEExpress database
- ∪ Use the Batch Activity Browse tool to view records of imported batches

10

Key Terms

Batch IDs

Batch IDs are a means of tracking a group of student records. They are 23 characters long. The batch ID is unique to that batch and its format is specified. CPS generates Batch IDs for files it creates (for example, files containing ISIRs). EDEExpress creates Batch IDs for files that the school creates to transmit to the CPS (for example, corrections.)

Message Classes

A message class is a filename that identifies the data contained within a file. The message class is six characters long, with the first four characters specifying the type of data, the next two indicating the processing year, and the last two describing whether the file is an output or input file.

Transactions

Each separate ISIR is known as a transaction. A student might have one transaction per award year; or a student might have more than a dozen transactions, depending upon how many corrections are submitted. A two-digit Transaction Number identifies the transaction, with 01 assigned to the first transaction, 02 to the second, and so on



ISIR Contents

- o Information reported on FAFSA and corrections
- o Processing results
- o Loan history as provided by NSLDS

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ISIR Contents

The ISIR is a fixed length record that contains 2,450 characters of information. The ISIR has:

- All of the information that the student reported on the FAFSA or on a subsequent correction;
- Official processing results, such as the EFC, reject reasons, SAR C Code, database match results, and Verification Flag; and
- Information about the student's loan history that has been provided by the NSLDS.

The detailed contents of the ISIR are found in the record description on the SFA download site:

SFAdownload.ed.gov

 **Types of ISIRs**

- ⌞ Automatic ISIRS
- ⌞ Electronic applications
- ⌞ Electronic corrections and duplicate requests
- ⌞ System-generated

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Types of ISIRs

ISIRs are classified by their source.

Each time a student completes a paper FAFSA, Renewal FAFSA or FAFSA on the Web and lists your school code, you will automatically receive an ISIR for that student. You will also receive an Automatic ISIR if the student completes a correction on a paper SAR, or submits the corrections on corrections on the web, or if another school completes an electronic correction for the student and lists your school code.

Also, each time you create and submit an electronic application, correction, or duplicate request, you will receive a corresponding processed ISIR.

Finally, the CPS will occasionally generate ISIRs without any input from a student or a school. For example, in certain cases the CPS completes matching student record data against outside databases after the initial ISIR is produced and transmitted to the school. In such cases, the CPS will systems-generate a new ISIR with the processing results.

 **Message Classes**

Cycle Year

SARA03OP

Type of Data Input or Output

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Message Classes

Each type of ISIR is placed in a separate file with a filename that identifies the type of data contained in the file. The filename is known as a message class.

The first four characters of the message class identify the type of data.

For example, SARA indicates that the file contains Automatic ISIRs.

The second two numbers refer to the last two characters of the award year cycle. In this example, the award year cycle is 03, for 2002-2003.

The last two characters indicate input or output data. "IN" refers to what is sent in by the user for the CPS to retrieve. "OP" refers to what the CPS has put back on the network for the user to retrieve.

All of the message classes for the 2002-2003 processing cycle are presented on the following page.

Message Classes

Message Class	Data Description	User Sends or Receives
CORR03IN	Electronic Corrections/Duplicates	Sends
CORE03OP	Electronic Correction/Duplicate Errors	Receives
CORR03OP	Electronic Correction/Duplicate ISIR	Receives
EAPR03OP	Electronic Application Reject	Receives
EAPS03IN	Electronic Applications	Sends
EAPS03OP	Electronic Application ISIRs	Receives
EDM003OP	ED Initiated Imports 0	Receives
EDM103OP	ED Initiated Imports 1	Receives
EDM203OP	ED Initiated Imports 2	Receives
EDM303OP	ED Initiated Imports 3	Receives
EDM403OP	ED Initiated Imports 4	Receives
EDM503OP	ED Initiated Imports 5	Receives
EDM603OP	ED Initiated Imports 6	Receives
EDM703OP	ED Initiated Imports 7	Receives
EDM803OP	ED Initiated Imports 8	Receives
EDM903OP	ED Initiated Imports 9	Receives
EREP03OP	PIN Mailer Request Errors	Receives
ESFN03OP	State Agency ISIR Nonresident	Receives
ESFR03OP	State Agency ISIR Resident	Receives
FDRE03OP	Rejected FDR Request	Receives
FDRF03OP	Processed FDRs	Receives
FDRS03IN	FDR Request	Sends
FDRU03OP	Unfulfilled FDRs After 30 Days	Receives
HOLD03OP	Signature Hold File	Receives
RADD03IN	PIN Mailer Requests	Sends
RADD03OP	RAPP/PIN Print Notification File	Receives
SARA03OP	Automatic ISIRs	Receives
SARA23TS	Electronic SAR - Test Mode	Receives
SIGA03OP	Signature Correction Acknowledgments & Errors	Receives
SIGS03IN	Signature Corrections	Sends
SYSG03OP	Systems Generated	Receives
YTDN03OP	State Agency YTD ISIR Nonresident	Receives
YTDR03OP	State Agency YTD ISIR Resident	Receives
YTDO03OP	Year-to-Date ISIRs	Receives

 **Transactions**

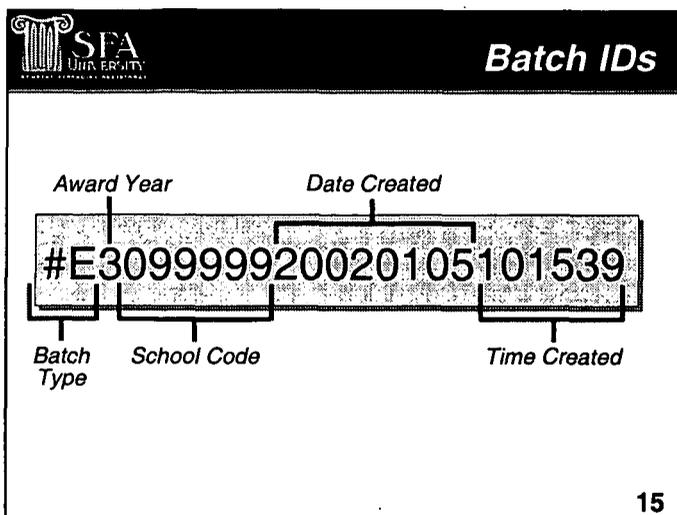
- u "Transaction" refers to each separate ISIR for a student
- u Identified by two digit number
- u Designate "Active" transaction

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Transaction

You might receive more than one ISIR for a student. The first ISIR will typically be the result of a FAFSA submission, either electronically or on paper. Subsequent transactions will reflect corrections to the student's application record. Each separate ISIR is known as a transaction. A student might have one transaction per award year; or a student might have more than a dozen transactions, depending upon how many corrections are submitted. A two-digit Transaction Number identifies the transaction, with 01 assigned to the first transaction, 02 to the second, and so on.

EDEXpress provides you the ability to store all ISIR transactions for a student. If a student has more than one transaction, you will need to identify the transaction on which you intend to pay the student. Some schools always pay on the highest transaction. Others designate an "active transaction." You can designate one of the transactions as "active" by opening the transaction on the SAR/ISIR tab and selecting **Process/Activate Transaction**.



Batch IDs

EExpress uses Batch IDs to keep track of student records. CPS has already assigned the Batch ID for files that you import into EExpress. Each time you export a file, EExpress assigns the Batch ID.

The first letter of a batch ID identifies the type of data contained in the batch. For example, “E” identifies this data as an Automatic ISIR batch.

The list of most commonly used batch types follow:

- E Automatic ISIRs
- A Electronic applications (includes electronic applications you have created and sent, as well as the resulting ISIR file)
- C Electronic corrections and duplicate requests (includes electronic corrections and duplicate requests you have created and sent, as well as the resulting ISIR file)
- G System-generated ISIRs

The next number in the Batch ID refers to the last digit in the award year cycle. In 2002-2003, the number will always be 3.

The following six digits is your school code that you have entered into EExpress.

The next eight digits refer to the date (four-digit year, month, and day) this batch was created. This batch was created on January 5, 2002.

The last six digits refer to the time (hours, minutes, and seconds) the batch was created. This batch was created at 10:15 and 39 seconds.

Importing ISIR Data – Instructor Demonstration (continued)

Step	Action
5	Click Open to return to the import screen.
6	Click Screen in the Report to: field. An Import Edit Report will display on the screen after you import the ISIR file.
7	Click Prompt for Duplicates? For all imports except errors, you can direct EDEExpress to prompt you when it encounters a record that you have already imported. Whether you mark this option or not, EDEExpress will not import a duplicate record.
8	Leave the Import NSLDS Data? marked. NSLDS Data is that portion of the ISIR that contains the student's loan history data as received from NSLDS. If you want to import ISIR data without NSLDS data, click this box to remove the default check.
9	Click Identify Activated Transactions? If you mark this option, EDEExpress notifies you when a new ISIR is imported for a student on your database that already has an active transaction. Also, the Import Edit Report displays both the Active ISIR's EFC, as well as the EFC of the incoming ISIR transaction. The NSLDS default flag also displays for both transactions.
10	Click Identify incoming ISIRs with Packaging, DL, or Pell Records? If you mark this option, EDEExpress notifies you when an ISIR is imported for a student on your database that already has a Packaging, Direct Loan, or Pell record. The information appears on the import edit report.
11	<p>Leave Compare Demographic Data? unmarked. You mark this checkbox if you want EDEExpress to print on the Import Edit Report a comparison of imported ISIR data and demographic data. This option is useful if you have ISIR transactions on your database and you want to see if any of the demographic data (name, address, etc.) on new transactions has changed.</p> <p>The default setting for this checkbox (always marked or not marked) is determined in the App Express setup. This option prints only the student records that are different from those in the demographic table.</p>

Importing ISIR Data – Instructor Demonstration (continued)

Step	Action
12	Leave Update Demographic Data? marked. Enable this checkbox if you want EDEXpress to automatically update the demographic fields of the records in your database when you import ISIRs. The default setting for this checkbox is determined in the App Express setup.
13	Click OK to begin to import the file. A batch report displays, showing the number of records that have been imported.
14	Click OK again. The Import Edit Report displays. This report also provides statistics about the imported records. If any records are in error or skipped, the student's SSN and name are listed. Note that the batch ID assigned at the CPS displays at the top of the report. In this case, 2 records were added to the database.
15	Click Close .

```

Report Date: 09/07/2002      U.S. DEPARTMENT OF EDUCATION      PAGE: 1
Report Time:  13:00:39      EDEXPRESS - 2002-2003
IMPORT RECORDS EDIT REPORT - ISIR Data (SARA, EAPS, CORR, YTDO, ESNF, ESFR, SYSG,
                               YTDN, YTDR, FDRF)
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Batch ID: #C309999920020725090038

```

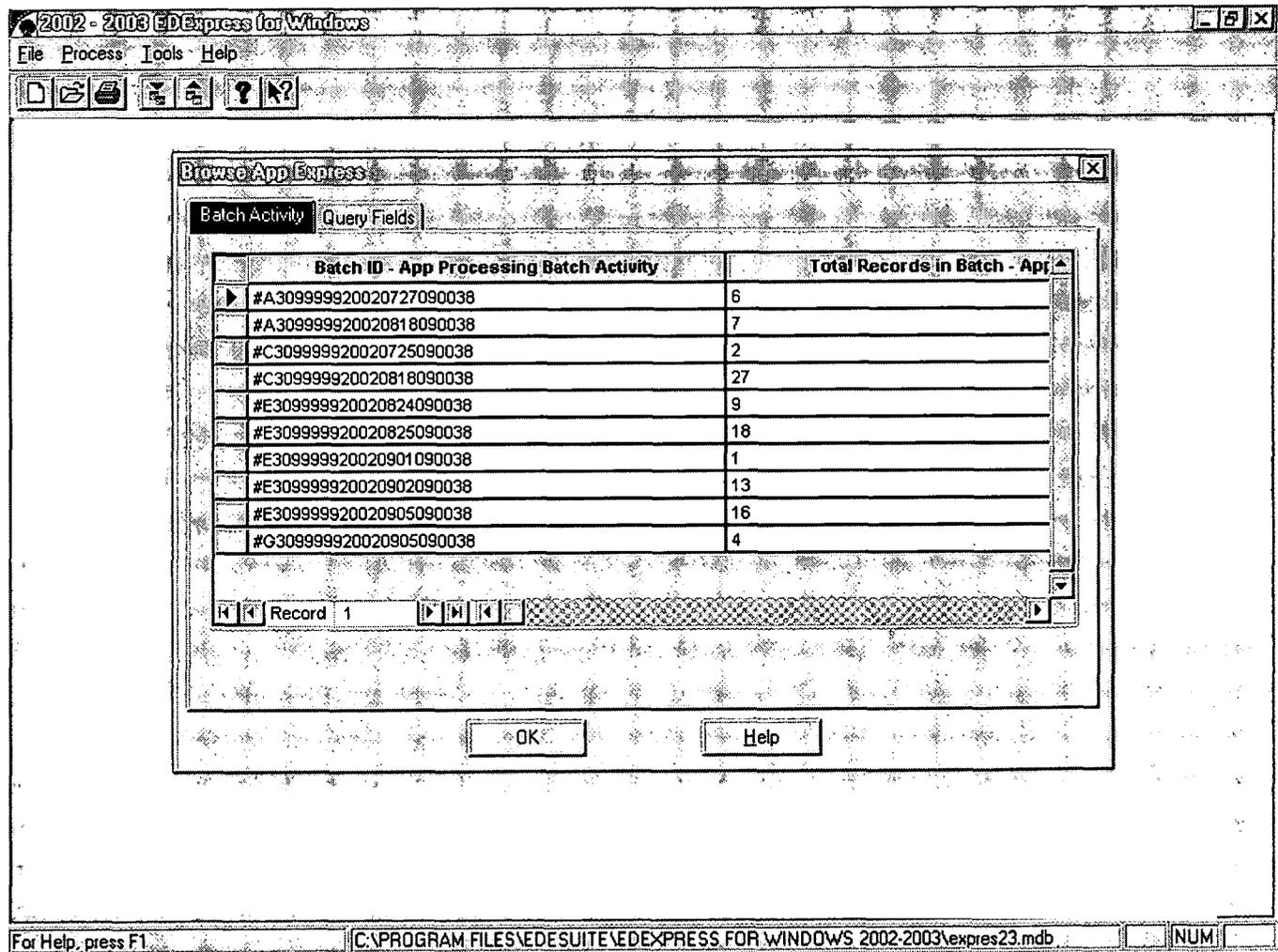
Student SSN	Trans	Name ID	Student Name	Existing Records	Skipped

Total Student Records Accepted:				2	
Total Student Records in Error:				0	
Total Student Records Skipped:				0	
Total Student Records in Batch:				2	

Browsing the Batch Activity Database: Instructor Demonstration

Each time you create an export file, an import file, or regenerate an existing batch, an entry is made on the Batch Activity Database. The batch activity browse tool helps you track the batches you have created and received by allowing you to view the records in the Batch Activity Database. Each row in the database represents a batch and includes such information as the batch ID, the number of records included, and the user who created it.

Step	Action
1	Select Tools/Browse/App Express from the menu bar. The Browse App Express dialog box displays, listing all of the batches that have been created. Move the horizontal scroll bar to display the information that is stored about each batch.
2	Click OK when you are finished browsing through the records.



Lesson 3 Exercise: #1

Scenario

One of your daily assignments is to import all of the files that have been received from the SAIG the night before. Last night you received two ISIR files, one resulting from corrections you submitted and the other resulting from FAFSAs that students filed.

Instructions

Import the ISIR file that was the result of FAFSAs that students filed. Browse the Batch Activity database to review information about all of the data files that have been imported and exported.

Review

1. What message class is used for the batch that you imported?

2. How many records were accepted?

3. Were there any skipped records in the imported batch?

4. On what day was the batch processed at the CPS?

5. Has a batch been imported before that had 27 records? If so, what was the message class of the imported file?

Lesson 3 Exercise: #2

True or False

1. _____ The "active" transaction is always the transaction with the highest Transaction Number.
2. _____ You cannot import NSLDS data during an ISIR Import.
3. _____ The Import Edit Report displays how many records were successfully imported into EDEExpress.
4. _____ You can tell the date and time the ISIR data was imported by reviewing the batch ID.
5. _____ You can tell the date and time the imported ISIR data was processed at the CPS by reviewing the batch ID.
6. _____ Use the Identify Activated Transactions? option if you want to see if the ISIR being imported has a lower EFC than the active transaction on your database.
7. _____ EDEExpress will always add all of the ISIRs on the imported file to the database, even if a duplicate ISIR already exists on the database.

Apps 101

Lesson 4: Identifying Records



Lesson 4 Objectives

- ∪ Print a list of ISIR records
- ∪ Print multiple ISIR records
- ∪ Use the ISIR Review tab
- ∪ Interpret key ISIR information

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Key Terms

Current SSN

Two Social Security Number fields are carried on the student's record: Current SSN and Original SSN. The Current SSN is the most recently reported Social Security Number. It will always equal the Original SSN, unless the student corrects the SSN.

FAA Comments

FAA Comments are the comments on the ISIR that are directed to the financial aid administrator.

Original SSN

The Original SSN is the Social Security Number the student first reports to the CPS. It never changes. If the student corrects the SSN, the corrected SSN is the Current SSN.

Trankey

The Trankey identifies the student's ISIR record. It consists of the student's Original SSN, first two letters of the last name, and transaction number.

Transaction Type

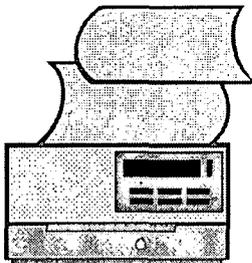
Transaction type indicates the source of the ISIR. The codes follow:

- 0 = Electronic initial application
- 1 = Automatic ISIR generated from a paper FAFSA or Renewal FAFSA
- 2 = Electronic correction
- 3 = Electronic duplicate request



Print a List of ISIR Records

- Identifies applicants on your ISIR database
- Options:
 - Sort Order
 - Different/Current SSN
 - Transaction Preference
 - Batch ID
 - FAA Comments
 - SAR Comments



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Print a List of ISIR Records

After you import a batch of processed ISIRs, you may want to print a list of the records contained in the batch.

For each ISIR record, the List - Processed ISIRs report displays the name, Social Security Number, Transaction Number, Processed Date, Transaction Type, EFC, and whether or not the applicant was selected for verification.

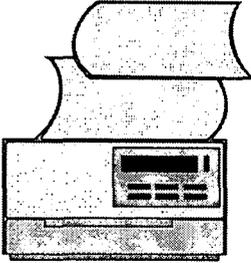
You can print a list of all ISIR records on your database or you can use a query to select certain records to print on your report.

The following other options are available when printing a list of ISIR Records:

- **Sort Order:** ISIRs can be sorted in either Last Name order or SSN order.
- **Different/Current SSN?:** Use this option to print a list of ISIRs where the student's current SSN is different than the original SSN.
- **Transaction Preference:** You can specify whether to print the highest transaction, active transaction, or all transactions for a student.
- **Batch ID:** You can specify to print all ISIR records associated with a particular batch. Use this option if you want to identify those records that you just imported.
- **FAA Comments?:** If you want EDEXpress to print FAA comment codes, click the checkbox to enable this option.
- **Print SAR Comments?:** If you want EDEXpress to print SAR comment codes, click the checkbox to enable this option.

 **Print ISIRs**

- o Reports all information on ISIR record
- o Options:
 - Single or Multiple
 - FAA Comments
 - SAR Comments
 - Loan Information
 - Certification/Signature Page



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Print ISIRs

The List - Processed ISIRs report, discussed previously, provides a limited amount of information from each ISIR record. EDEExpress also provides the option of printing the full ISIR record for each student.

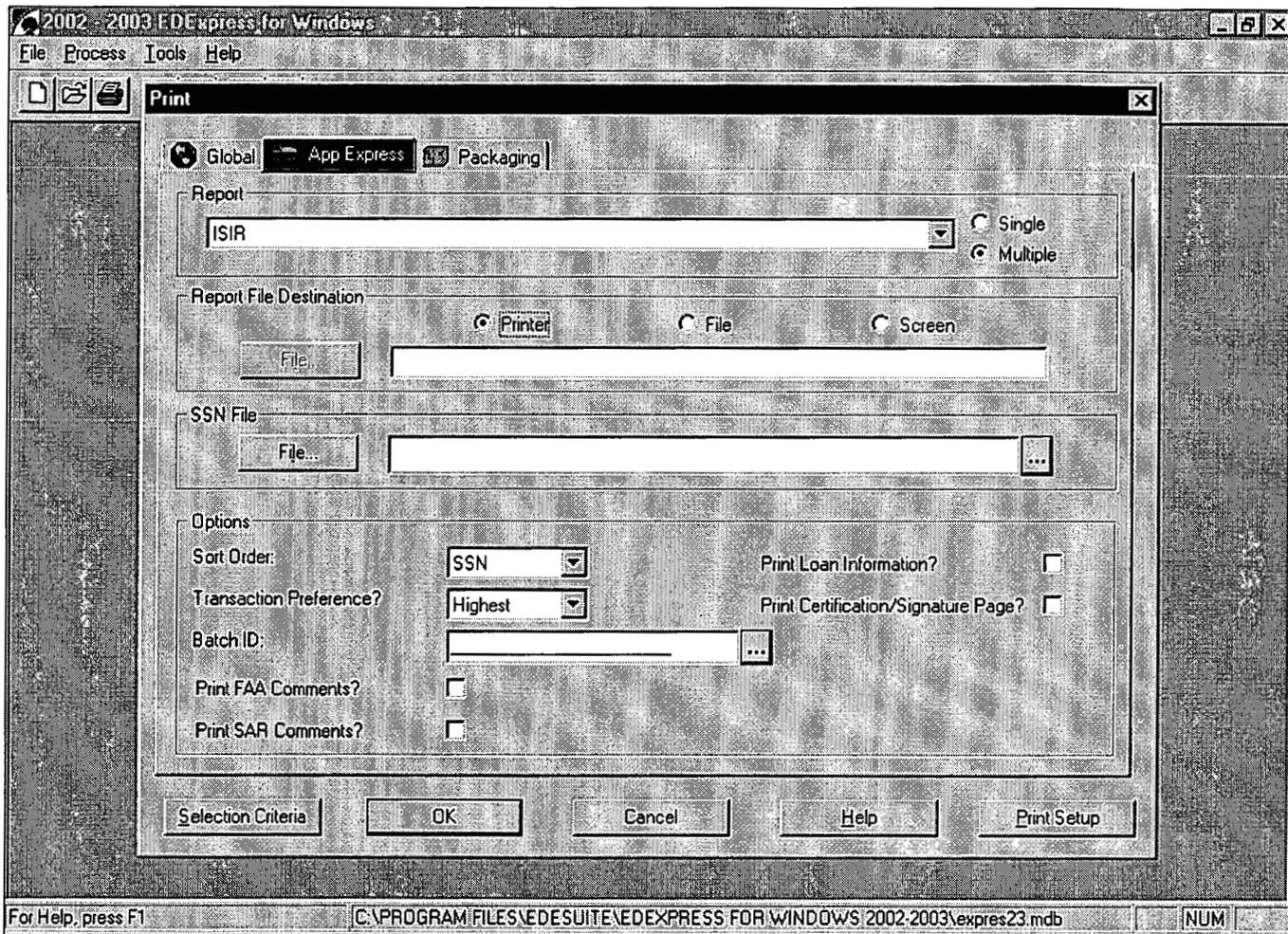
You can print a single ISIR for a specified student by entering the student's Trankey, which consists of the student's Social Security Number, first two letters of the last name, and transaction number.

EDEExpress also provides a multiple option, which allows printing of numerous ISIRs at one time. When you select multiple, you have the same options available to you that you have when printing the List - Processed ISIRs report. You can use a query to select certain records to print. You can also specify the sort order, transaction preference, and batch ID.

The basic ISIR report is two pages long. However, EDEExpress provides you the option of printing the following extra information:

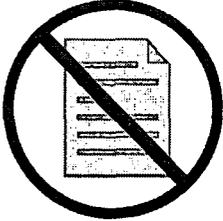
- **Print FAA Comments?:** If you want EDEExpress to print FAA comments when printing ISIRs, mark this box.
- **Print SAR Comments?:** If you want EDEExpress to print SAR comments when printing ISIRs, mark this box.
- **Print Loan Information?:** If you want EDEExpress to print the information on the ISIR that is received from NSLDS, mark this box.
- **Print Certification/Signature Page?:** If you want EDEExpress to print a certification page when printing ISIRs, mark this box.

The dialog box for printing multiple ISIRs is shown on the following page.



 **Resolving Rejected Data**

- o Identify the rejected records and reasons
- o Review the records
- o Make corrections to the appropriate fields
- o Submit



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Resolving Rejected Data

Once you import ISIRs you will want to identify those student records requiring follow-up.

Applications that have been rejected by the CPS are one type of student record that will require follow-up. Follow these steps when resolving rejected data:

1. Identify rejected records by printing a List - Processed ISIRs report. Use a query that identifies all rejected records, or records that meet a specific reject reason.
2. Review the full ISIR records of the rejected applicants using one or more of these methods:
 - Printing ISIR reports;
 - Viewing messages (a demonstration of how to view messages will be provided later in this lesson); and
 - Using the ISIR Review tab to review multiple transactions (a demonstration of how to use this feature will be provided later in this lesson).
3. Open the individual records and make corrections to the appropriate fields (how to make corrections is covered in Lesson 5).
4. Submit the corrections (how to export records is covered in Lesson 6).

 **Two Types of Rejected Data**



EDE Rejects



CPS Rejects

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Two Types of Rejected Data

You will encounter two types of rejected data: EDE and CPS.

- EDE rejects occur when information in a specific field or an incorrect Batch ID does not allow records to be processed. EDEExpress users will rarely encounter EDE rejects because the software contains edits to ensure that the conditions that create an EDE reject do not occur.
- CPS rejects occur when a record can be processed but errors in the data prevent the EFC from being calculated.

 **CPS Rejects**

- Verifiable
- Non-verifiable



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CPS Rejects

Verifiable and non-verifiable are the two types of CPS rejects. All of the verifiable and non-verifiable reject codes and reasons are displayed on the following pages.

Verifiable rejects occur when a questionable, but possible, condition exists. The data in question must either be corrected or verified before an EFC can be computed. For instance, a “W” reject code will display if a very high number of family members is reported. The high number of family members is a possibility, but more than likely an entry error was made that needs to be corrected. Verifiable rejects are identified by an alpha character code.

Schools have the ability to override certain verifiable rejects using EDEExpress. If the school is entering the FAFSA on behalf of the student, and the school knows that the reported information is correct, it can indicate that the verifiable reject(s) should be ignored at the CPS. Rejects B, N, and W are the rejects that can be overridden.

Non-verifiable rejects occur when critical data has not been reported, or data that is reported is inconsistent. The data in question must be provided or corrected before an EFC can be computed. Non-verifiable rejects are identified with a numeric code.

Verifiable Rejects

These are the only codes for rejected data that you or the student can change or verify as correct. You may revise these data or leave them unchanged.

Reject Code	Reject Reason	Resolution
A	Student's Date of birth equals 1900 through 1927	Verify or correct the following: - Date of birth
B	Independent Student Date of birth = to or greater than Sept. 1, 1986 and not equal to or greater than current year	Verify or correct the following: - Date of Birth
C	U.S. Taxes Paid equals Adjusted Gross Income	<i>If the applicant is dependent, verify or correct the following:</i> - Parent's U.S. Taxes Paid - Parent's Adjusted Gross Income <i>If the applicant is independent, verify or correct the following:</i> - Student's U.S. Taxes Paid - Student's Adjusted Gross Income
N	Either first name or last name blank	Verify or correct the following: - Student's Last Name - Student's First Name Student may have one name, but it must be verified.
P	Invalid SSN Range	Verify the following - Student's Current SSN
W	More than 15 family members reported	<i>If the applicant is dependent, verify or correct the following:</i> - Parents Number of Family Members <i>If the applicant is independent, verify or correct the following:</i> - Student's Number of Family Members

Non-Verifiable Rejects

Reject Code	Reject Reason	Resolution
1	Simplified needs test is not met and all asset data are blank.	<p><i>If the applicant is dependent, provide the following:</i></p> <ul style="list-style-type: none"> - Parents' Cash, Savings and Checking - Parents' Investments - Parents' Business and/or Investment Farms <p><i>If the applicant is independent, provide the following:</i></p> <ul style="list-style-type: none"> - Student's Cash, Savings, and Checking - Student's Investments - Student's Business and/or Investment Farms
2	Incomplete Application or Renewal Application	<p><i>If the applicant is dependent, provide the following:</i></p> <ul style="list-style-type: none"> - Parents' Taxed and Untaxed Income <p><i>If the applicant is independent, provide the following:</i></p> <ul style="list-style-type: none"> - Student's and Spouse's Taxed and Untaxed Income
5	Missing or invalid date of birth	<p>Correct the following:</p> <ul style="list-style-type: none"> - Date of Birth
8	SSN match with date of death	<p><i>If the SSN is correct, the applicant must contact the Social Security Administration</i></p> <p><i>If the SSN is incorrect, the applicant must correct the Social Security Number – See SAR/ISIR Guide Appendix B</i></p>
10	Missing marital status and number of family members	<p><i>If the applicant is dependent, provide the following:</i></p> <ul style="list-style-type: none"> - Parents' Marital Status - Parents' Number of Family Members <p><i>If the applicant is independent, provide the following:</i></p> <ul style="list-style-type: none"> - Student's Marital Status - Student's Number of Family Members
11	Marital status is inconsistent with base year income. (Not married, but two incomes reported.)	<p><i>If the applicant is dependent, correct one or more of the following:</i></p> <ul style="list-style-type: none"> - Parent's Marital Status - Father's 2001 Income - Mother's 2001 Income <p><i>If the applicant is independent, correct one or more of the following:</i></p> <ul style="list-style-type: none"> - Student's Marital Status - Student's 2001 Income - Spouse's 2001 Income
13	Missing Name	<p>Provide the following:</p> <ul style="list-style-type: none"> - Student's Last Name

Reject Code	Reject Reason	Resolution
		- Student's First Name
14	Missing student signature on FAFSA or SAR	The signature correction must be made on a printed Student Aid Report certification page and resubmitted; or the signature can be submitted electronically
15	Missing parent signature on FAFSA or SAR	The signature correction must be made on a printed Student Aid Report certification page and resubmitted; or the signature can be submitted electronically
16	Missing student signature on FAFSA on the Web, Renewal FAFSA on the Web, or FAFSA Express	Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically.
17	Unknown citizenship status or student is not a U.S. citizen or eligible non-citizen	Correct the following: - Citizenship Status
18	SSN not on Social Security Administration's database	Correct the following: - Student's SSN
19	An EFC cannot be calculated because a "hold" has been placed on the student by the Department of Education.	Comment 009, student needs to call (202) 377-3243 and ask for Debarment and Suspension Specialist.



Other Important ISIR Codes

- ↳ SAR C Code
- ↳ Comment Codes
- ↳ Assumption Flags
- ↳ Highlight Flags
- ↳ Verification Flag
- ↳ Correction Flags

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Other Important ISIR Codes

ISIRs that have not been rejected may require resolution if they display one of the following flags: C Code; Comment Codes; Assumption Flags; Highlight Flags; Verification Flag; and Correction Flags.

SAR 'C' Code (C): This indicates a data match problem that must be resolved. A "C" will print on the ISIR report to the right of the calculated EFC. The comment codes provide additional information about the nature of the problem.

Comment Codes: These three digit codes correspond to the text that is printed on the Student Aid Report. In many cases, the comment codes provide information about processing results.

Assumption Flags (*): Assumptions occur most often when students leave fields blank. When a value is assumed, it is used in the calculation of the EFC. An "*" will display to the left of the assumed field on the ISIR report.

Highlight Flags (h): An "h" displays to the left of the highlighted field on the printed ISIR. The "h" is used to mark inconsistent, missing, or contradictory information. On the SAR, the fields in question are in boldface.

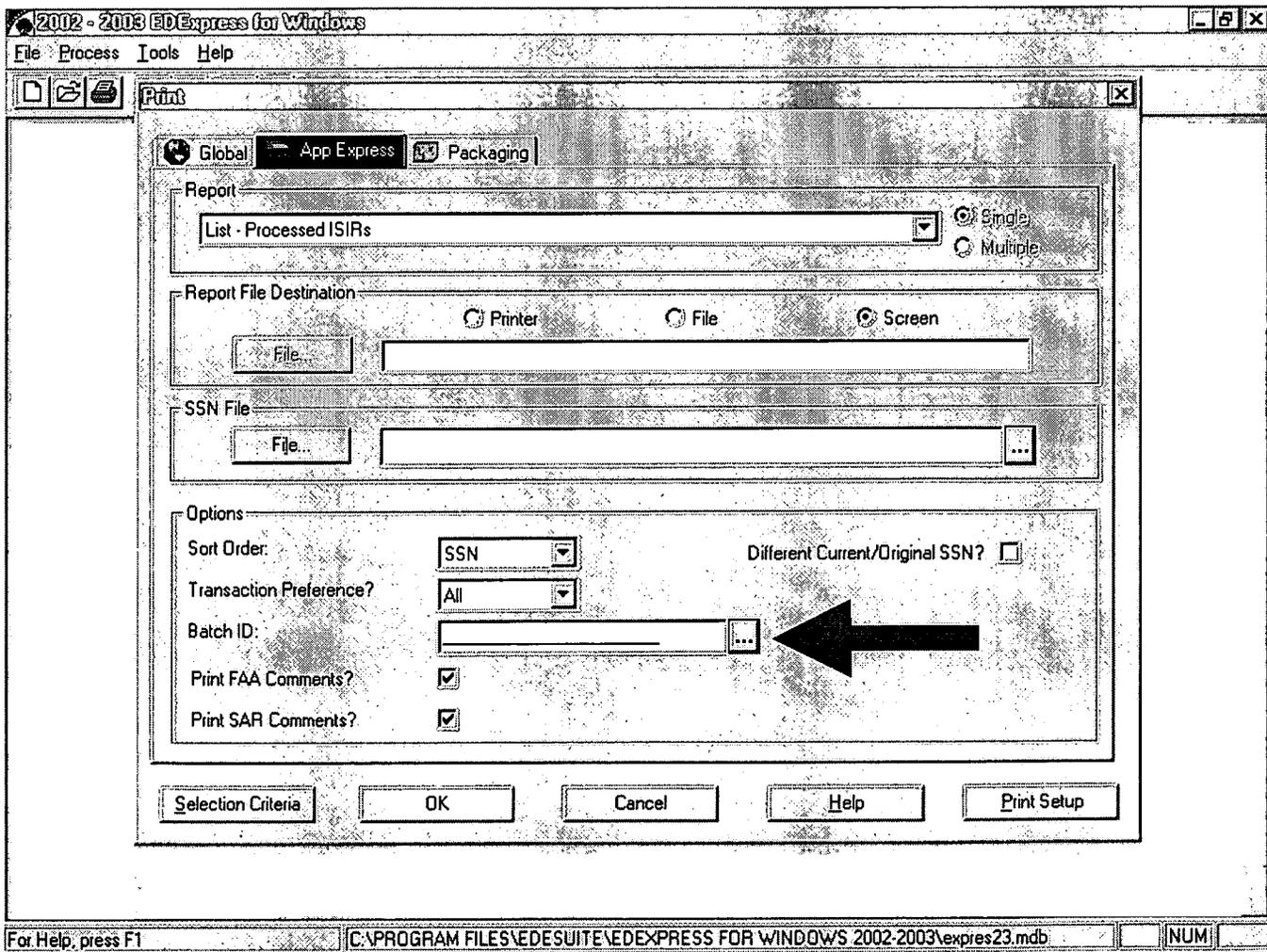
Verification Flag (*): When the transaction is selected for verification by SFA, an "*" will display to the right of the calculated EFC.

Correction Flags (# or @): An "#" to the right of the corrected field, indicates changes were made by CPS to the ISIR data or to the FAFSA on the current transaction. An "@" indicates that a correction was made on a previous transaction.

Identifying Rejected Records: Instructor Demonstration

In this demonstration, we identify a rejected record in a batch of imported records, and review the information on the rejected record.

Step	Action
1	Click File/Print on the menu bar.
2	Make sure that the App Express tab has been selected. Click the down arrow in the Report text box and choose the type of list you want to print. In this case, select List-Processed ISIRs .
3	Click Screen for the output destination.
4	Click the ellipsis button next to Batch ID.



Identifying Rejected Records: Instructor Demonstration (continued)

Step	Action
5	Select #E309999920020905090038.
6	Click OK.
7	Click OK again to run the report. The report shown below displays. Rejected records do not have an EFC. Ridge Forrester's record is the only one in the selected batch that was rejected.

2002-2003 EDExpress for Windows - [C:\TEMP\ARI17A.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date : 09/07/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time : 13:17:52 EDExpress - 2002-2003
 PROCESSED RECORDS LIST

ALL RECORDS SORT: SSN
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

LAST NAME	FIRST NAME	MI	SECIAL SECURITY NO	#	PROCESSED DATE	TRANS TYPE	EFC	VER
OMBLE	HELEN	J	106-81-1388	02	09/05/2002	1	163	Y
COMMENT CODES : 006, 149								
COE	RICHARD	E	115-63-6416	01	09/05/2002	1	6039	N
COMMENT CODES : 006, 112, 070, 117, 118, 163								
BRIDGES	ANTHONY	C	180-85-0832	01	09/05/2002	1	11221	N
COMMENT CODES : 006, 112								
LINDLEY	JENNIFER	M	086-75-6265	01	09/05/2002	1	0	Y
COMMENT CODES : 006, 149, 118, 159, 171								
BANDY	KELLY		170-79-1951	08	09/05/2002	1	0	Y
COMMENT CODES : 006, 149, 170								
HELFI	JENNIFER	E	254-87-8973	02	09/05/2002	1	0	N
COMMENT CODES : 006, 149								
HOLBY	DAFRYL	L	280-79-0351	01	09/05/2002	1	0	N
COMMENT CODES : 006, 149, 117, 118								
BRADY	AMY	L	351-64-6223	01	09/05/2002	1	1292	N
COMMENT CODES : 006, 149								
MCQUERRY	EDWARD	F	37-40-8950	02	09/05/2002	1	8781	Y
COMMENT CODES : 006, 112, 118								
CONNELL	MARY	M	009-59-4825	03	09/05/2002	1	1263	Y
COMMENT CODES : 006, 149								
FORRESTER	RIDGE	M	94-86-5495	01	09/05/2002	1		N
COMMENT CODES : 006, 047, 001								
MARVEY	STEVE	J	909-05-7036	01	09/05/2002	1	7439	N
COMMENT CODES : 006, 112, 070, 001								
BRAND	MADON	M	978-84-6497	02	09/05/2002	1	16780	N
COMMENT CODES : 006, 112								

Page 1 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM

Identifying Rejected Records: Instructor Demonstration (continued)

Step	Action
8	Click Close to exit.
9	Now learn more about the reasons why Ridge Forrester's record was rejected by printing his full ISIR record. From the menu bar, click the Print icon.
10	Click the down arrow in the report field, and select ISIR .
11	Click Screen for the output destination.
12	Click the ellipsis button next to the Trankey field. The records on the ISIR database display in Trankey order.
13	Click Ridge Forrester's record (Trankey = 474955475FO01)
14	Click OK .
15	Mark the Print SAR Comments? Box.
16	Click OK to run the report. The first page of the ISIR displays. (Note that the three pages of the ISIR are shown on the following pages.)
17	Click Zoom In to enlarge the report. Notice two things about the first page that indicate that Ridge Forrester's record is rejected: <ul style="list-style-type: none"> • No EFC is printed in the upper right corner of the report. • The comment indicates that information must be resolved before the student's eligibility can be determined.
18	Click Next Page . Notice the following on this page of the ISIR. <ul style="list-style-type: none"> • An assumption was made about the Parent's Number in College in 2002-2003 ("*") • The Parent State of Legal Residence is highlighted. ("h")
19	Click Next Page . Notice where the Reject Reason codes are listed. Ridge Forrester's record was rejected for reason 10, which means that his Parent's Marital Status and Number of Family Members are both missing. Click Prev Page to confirm that both of those items are missing.
20	Click Close .

2002 - 2003 EDExpress for Windows - [C:\TEMP\ART17C.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

2002-2003 Institutional Student Information Record

* IMPORTANT: Read ALL information to find out what to do with this Report.

RIDGE M. FORRESTER
5430 OAKBRANCH DR
AUGUSTA GA 30903

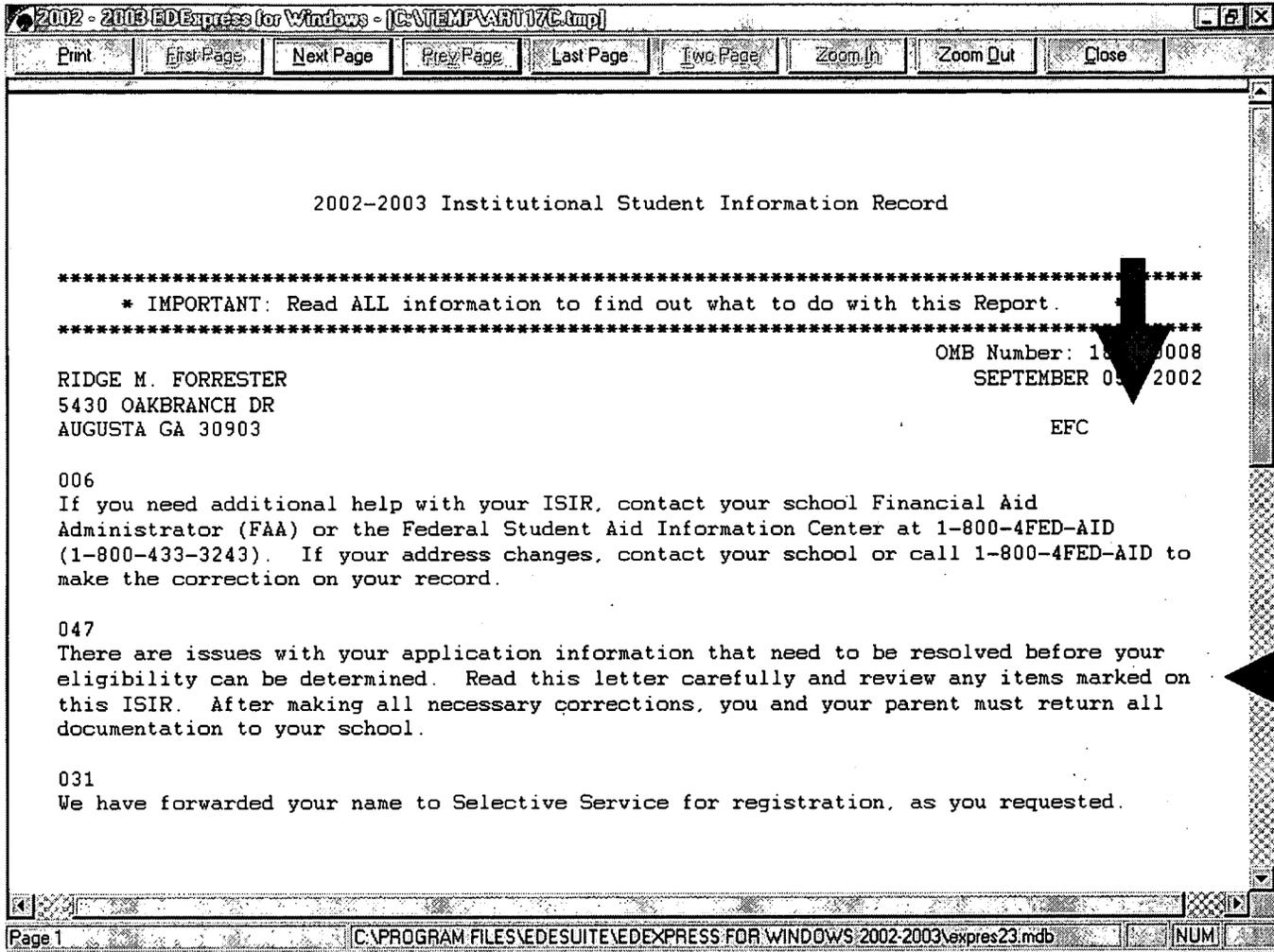
OMB Number: 1845-0008
SEPTEMBER 09 2002
EFC

006
If you need additional help with your ISIR, contact your school Financial Aid Administrator (FAA) or the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243). If your address changes, contact your school or call 1-800-4FED-AID to make the correction on your record.

047
There are issues with your application information that need to be resolved before your eligibility can be determined. Read this letter carefully and review any items marked on this ISIR. After making all necessary corrections, you and your parent must return all documentation to your school.

031
We have forwarded your name to Selective Service for registration, as you requested.

Page 1 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM



2002 - 2003 EDEpress for Windows - [C:\TEMP\ART17C.tmp]

Print First Page Next Page Prev Page Last Page Two Pages Zoom In Zoom Out Close

2002-2003 Institutional Student Information Record

Student ID	XXXX	FO 01	EFC
STEP ONE (THE STUDENT) (Q1 - Q35)		Dependency Status	
Name	RIDGE M. FORRESTER		X
Address:	5430 OAKBRANCH DR	Net Worth of Investments	0
	AUGUSTA GA 30903	Net Worth of Business/Farm	0
Social Security Number	XXXX	Cash, Savings, and Checking	148
Date of Birth	03/31/1979	No. of Months VA Benefits Received	0
Permanent Home Phone #	(706)077-2427	Monthly VA Educational Benefits	0
E-mail Address	RIDGE.FORRESTER@edeuniversity.edu		
Driver's License #	F766804892221-GA	STEP THREE (THE STUDENT) (Q52 - Q58)	
Citizenship Status	U.S. CITIZEN	Born Before 1-1-1979?	NO
Alien Registration Number		Master's/Doctorate Prog. in 2002-2003?	NO
Marital Status	UNMARRIED	Is Student Married?	NO
Marital Status Date		Have Children You Support?	NO
Enroll Plan Summer 2002	NOT ATTENDING	Dependents Other Than Children/Spouse?	NO
Enroll Plan Fall 2002	FULL TIME/NOT SURE	Orphan or Ward of the Court?	NO
Enroll Plan Wint 2002-3	FULL TIME/NOT SURE	Veteran of U.S. Armed Forces?	NO
Enroll Plan Spring 2003	FULL TIME/NOT SURE		
Enroll Plan Summer 2003	NOT ATTENDING	STEP FOUR (PARENTS) (Q59 - Q83)	
Father's Educational Level		Marital Status	
Mother's Educational Level		hFather's/Stepfather's SSN	
State of Legal Residence	GA	Father's Last Name	
Legal Resident before 1-1-1997?	YES	Mother's/Stepmother's SSN	XXXX
Legal Residence Date		Mother's Last Name	BROUNING
Are You Male?	YES	Number of Family Members	
Register for Selective Service?	YES	*Number in College in 2002-2003	1
Degree/Certificate	BA	hState of Legal Residence	GA

Page 2

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NUM

2002 - 2003 EDExpress for Windows - [C:\TEMP\ART17C.tmp]

Print First Page Next Page Prev Page Last Page Two Pages Zoom In Zoom Out Close

2002-2003 Institutional Student Information Record

Student ID	XXXX	FO 01	EFC
Last Name	FORRESTER		
STEP SIX (Q86 - Q97)			
School #1	099999	Housing #1	OFF CAMPUS
School #2		Housing #2	
School #3		Housing #3	
School #4		Housing #4	
School #5		Housing #5	
School #6		Housing #6	
STEP SEVEN (Q98 - Q102)			
Date Application Completed	08/16/2002	Application Source	
Signed By	APPLICANT AND PARENT	ISIR Transaction Type	AUTOMATIC ISIR
Preparer's SSN		Source of Correction	
Preparer's EIN		Federal School Code Indicator	09999
Preparer's Signature		Reject Override Codes:	
		B: N: W:	
		Assumption Override Codes:	
		1: 2: 3: 4: 5: 6:	

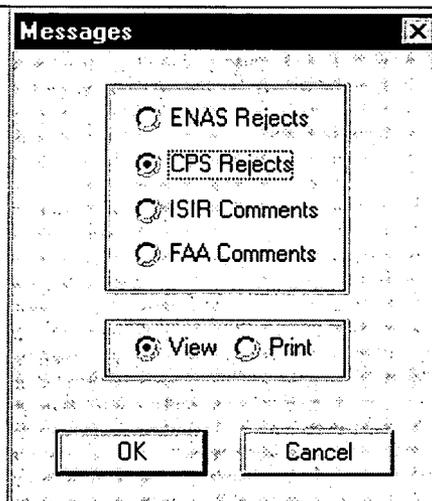
FAA Information		Early Analysis Flag	
Date ISIR Received	09/07/2002	Rejects Met:	10
Verification Flag	N		
System Generated Indicator		Dependency Override	
FAA Adjustment		Duplicate Request	
Transaction Receipt Date	09/05/2002	Correction # Applied To	
Reprocessing Code		Application Receipt Date	08/28/2002
Processed Record Type		Input Record Type	

Page 3 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM

Viewing Messages: Instructor Demonstration

Opening the individual student record and viewing the messages is another way of learning about what needs to be resolved.

Step	Action
1	Click the Open icon on the menu bar.
2	Click ISIR to list the records on your ISIR database.
3	Click Ridge Forrester's record (SSN = XXXX).
4	Click OK . Ridge Forrester's SSN displays.
5	Click OK . Ridge Forrester's demographic record displays.
6	Click the SAR/ISIR tab. The ISIR record displays.
7	Select View/Messages from the menu bar. A Messages dialog box displays. Four options are provided: <ul style="list-style-type: none"> • ENAS Rejects displays any edit failures caused by data you have entered. • CPS Rejects displays the reason(s) the record was rejected by the CPS and the data fields to review and correct. • ISIR Comments displays all comment text relevant to the record. • FAA Comments displays only those comments targeted to you in the financial aid office.
8	Mark CPS Rejects and click OK . A report displays with an explanation of the reject reason. Click Close to return to the ISIR record, and the Close icon to exit the record.



Using the ISIR Review Tab: Instructor Demonstration

The ISIR Review tab is another way to review a student's information. Use the ISIR Review tab to compare the student's active ISIR transaction with any other transaction. Remember: The active transaction is the transaction that will import into other modules of EDEExpress. You can make the current transaction the Active Transaction by selecting **Process/Activate Transaction** with the SAR/ISIR tab open.

Step	Action
1	Click the Open icon.
2	Type XXXX , the SSN for Ollie Klein. Click OK .
3	The demographic record displays. Click the ISIR Rvw tab . The student's active ISIR transaction displays, along with the previous transaction in the second column. The number of ISIRs on the database displays at the top of the screen. In this example, two transactions exist. If other transactions exist, you would click the ellipsis button next to Inactive Transaction, then make a selection. Note that differences between the Active and the Inactive transaction are noted in the column titled Diff.
4	Click the Close icon.

of Available Transactions: 2

Active Transaction: 12 Select Process: Activate Transaction on the menu to change the Inactive transaction to the Active Transaction

Inactive Transaction to Display: 11

FIELD	Active Trans: 340529889KL12	Inactive Trans: 340529889KL11	Diff
Student's Last Name	KLEIN	KLEIN	
Student's First Name	OLLIE	OLLIE	
Middle Initial	L	L	
Permanent Mailing Address	333 YORK LANE	3813 SOWARD AVENUE	Y
Student's Permanent City	SALT LAKE CITY	SILVER SPRING	Y
Student's Permanent State	UT	MD	Y
Student's Permanent Zip Code	84101	20902	Y
Student's Current Social Security Number	341529889	341529889	
Student's Date of Birth	10/11/1980	10/11/1980	
Student's Permanent Phone Number	8018986769	8018986769	
Student's Driver's License Number	255555778	255555778	
Student's Driver's License State Code	UT	UT	
Student's Citizenship Status	1	1	
Student's Alien Registration Number			
Student's Marital Status	1	1	
Student's Marital Status Date			
Enrollment Plan for Summer 2002			

Previously Active Transaction: Last Modified By: Update Date:

Lesson 4 Exercise: #1

Scenario

Earlier today you imported a batch of ISIRs. Now you need to identify if any of the imported records were rejected.

Instructions

Identify who got rejected in the batch that you imported during Lesson 3. Then find out why the records were rejected by either printing ISIRs or by viewing the messages associated with each imported record.

Hint: The Batch ID of the batch that you imported in Lesson 3 is #E30999920020901090038.

Review

1. How many ISIR records were rejected?

2. What is the name and the Social Security number of the student(s) whose record(s) was rejected?

3. Why was the record(s) rejected?

4. What field(s) on the record(s) need to be verified or corrected before the CPS will calculate an EFC?

5. Had the rejected record(s) been corrected before? How can you tell?

Lesson 4 Exercise: #2

Instructions

Review Samantha Stephen's record (she's one of the two students) to determine what follow-up, if any, is required.

Review

1. Is the student selected for verification? If so, how can you tell?

2. Has the student's record ever been corrected in the past? If so, how can you tell?

3. What is the record's Transaction Type?

Apps 101

Lesson 5: Making Corrections



Lesson 5 Objectives

- ∪ Correct records using three methods:
 - SAR/ISIR tab
 - Quick corrections
 - Verification Worksheet
- ∪ Calculate an EFC
- ∪ Use Professional Judgment
- ∪ Add a school code
- ∪ Use Notes

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Key Terms

Assumption Override

In the EDEExpress software, an FAA can override certain assumptions that would be made at the CPS. When an FAA sets an override code on an electronic application, the CPS accepts the data as reported and does not make an assumption about that item. For example, if a student indicates more than six family members are attending college, the CPS would assume “one” person in college during processing. If, in fact, the original number was correct, the FAA can eliminate the need for a correction by setting the appropriate override flag in the EDEExpress software.

Dependency Override

A dependency override is when, in an unusual circumstance, a student who does not meet any of the dependency criteria may still be considered to be independent based on your professional judgement. To make a dependency override, you set a flag in EDEExpress on either the initial application or on a correction.

DRN

The data release number (DRN) is a four-digit number assigned to all Title IV Federal student aid applicants. Electronic corrections to student records cannot be made if your institution has not been designated on the student's transaction. However, you can add your institution code through the Quick Correction function. You will need the student's DRN and your institution code.

FAA Adjustment

EDEExpress gives you the ability, on a case-by-case basis, to either increase or decrease one or more of the data elements used to calculate the EFC. The reason must be documented in the student's file. Entering a "1" in the FAA Adjustment field in EDEExpress indicates that you used professional judgment.

Reject Override

In addition, EDEExpress gives allows the FAA to override certain “verifiable rejects” by setting a reject override flag before transmitting the student's application. For example, a student may have an unusually large number of family members. If the FAA sets the appropriate override flag before sending the student's record, the student's record will not be rejected.

Status Code

EDEExpress assigns a Status Code to each entered record. Status Codes help keep track of which steps in the process have been completed. The Status Codes are:

N = Not Ready to Send

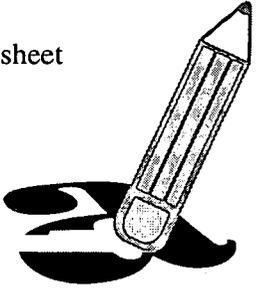
R = Ready to Send

B = Batched

I = Incomplete

 **Correction Methods**

- SAR/ISIR tab
- Quick corrections
- Verification worksheet



24

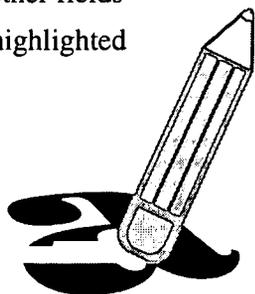
Correction Methods

EDEExpress provides three methods for correcting application data. You can open an existing record and use the SAR/ISIR tab to make corrections, you can use the Quick Correction feature, or you can make corrections using the Verification Worksheet tab.



SAR/ISIR Tab Corrections

- Cross-reference other fields
- Corrected fields highlighted
- List changes
- Calculate EFC



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Correct Records using the SAR/ISIR Tab

To correct records using the SAR/ISIR tab, open a student's record, click on the SAR/ISIR tab, and make corrections by replacing the existing data with the correct data. To verify that the current data is correct, place your cursor in the field and select **Process/Verify** from the menu bar.

What are the advantages of using this correction method?

- All of the student's information is displayed on three pages. You can use this information to see how your correction relates to the rest of the student's record. Also, when the record is saved the corrected values are edited to make sure that they are consistent with other values on the ISIR, reducing the possibility that the correction record will be rejected at the CPS.

You can also easily display other ISIR transactions for the student by using the previous and next buttons on the toolbar:



- Each correction you make is highlighted in blue on the screen, making it easier to keep track of what data fields have changed.
- You can view or print a list of all corrections you have made by selecting **Process/List Changes** from the menu bar.
- Once you make and save corrections, you can calculate an estimated EFC for the student.



Quick Corrections

- ↳ Use when no ISIR is available
- ↳ Allows rapid entry for a large number of student records
- ↳ Clear all corrected fields in case of mistakes

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Correct Records using Quick Corrections

Use Quick Correction when any of the following conditions apply:

- You don't have an ISIR for the student on your database and you need to add your school code to the record to receive an ISIR.
- You have many records to correct at one time. You don't have to navigate from page to page to locate the field or fields to correct like you do when you use the SAR/ISIR tab method.
- You need to clear a corrected field, if you have made a mistake.

To make a quick correction, select **Process/Quick Correction** from the menu bar.

Enter the SSN, Name ID and Transaction Number (Trankey), then enter the correct value in the value column for the fields you want to correct.

 **Verification Worksheet
Corrections**

- ↳ Compares ISIR values with verified data items
- ↳ Automatically calculates the difference between the ISIR and verified values

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Correct Records using Verification Worksheet

The Verification Worksheet feature is ideal for comparing and correcting ISIRs selected for verification by the CPS. Unlike Quick Corrections, you must have the student's ISIR on your database to use this feature.

Access the Verification Worksheet by clicking the **Ver. Wks** tab. After entering the student's Trankey, the values from the ISIR for the fields that are required for verification display in the ISIR columns on the worksheet. Enter the correct financial information from the student's tax return form or verification worksheet in the column labeled Tax/Wrksht. EDEExpress will automatically compute the difference between the ISIR's information and the data entered. You have the option to have EDEExpress automatically create a correction record using the entered documented values.



Special Features

- ↳ Editing
- ↳ Status Code
- ↳ EFC Calculation

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Editing

Once you have made corrections using either the SAR/ISIR tab or Verification Worksheet method, the software edits your data to ensure completeness and consistency. This process will identify any discrepancy between data fields, thereby preventing rejects by the CPS. If your data meets the conditions of an edit, EDEExpress will prompt you to make a correction before it saves your record. Note that this editing does not occur if you use the Quick Correction method.

Status Code

The Status Code is how EDEExpress keeps track of correction records. Four codes are used:

- N = Not Ready to Send
- R = Ready to Send
- B = Batched
- I = Incomplete

An entered correction first gets a status of "N", Not Ready to Send. When you save your correction, and it passes all edits, EDEExpress changes the status to "R", Ready to Send. As you'll see in Lesson 6, records must have a status of "R" to be exported to the CPS. Once records are exported, the status changes to "B," Batched. Note: An "I" status, Incomplete, is applied to application records selected to be saved without performing edits.

EFC Calculation

You can calculate an estimated EFC based on the correction data you have entered before the data is sent to CPS. This EFC is for information only; it may not be used for payment of Title IV funds. With the record open, select **Process/EFC Calculation**. Note that an EFC calculation is not an option if you use the Quick Correction method.

 **FAA Adjustment**

- Enter 1 in FAA Adjustment field
- Use only on transactions with an EFC
- Requires a change to a field that affects the EFC

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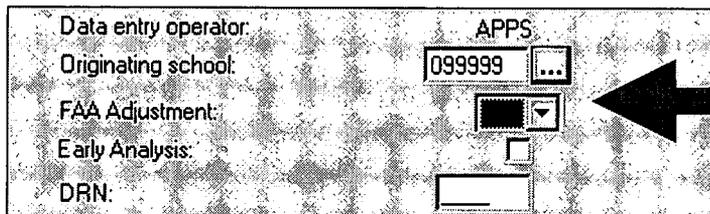
FAA Adjustment

You may use professional judgment on a case-by-case basis to either increase or decrease one or more of the data elements used to calculate the EFC. The reason must be documented in the student's file, and it must relate to that student's special circumstances that differentiate the individual student (not to conditions that exist for a whole class of students).

To make an EFC adjustment, enter 1 in the FAA Adjustment field on page 3 of the SAR/ISIR tab.

The following three rules apply to EFC adjustments:

- It must be applied to an ISIR transaction that has an EFC;
- You must make at least one correction to a field that is used in the calculation of the EFC on the same transaction;
- You cannot make an EFC adjustment on an initial application.



APPS

Data entry operator: []

Originating school: 099999 [...]

FAA Adjustment: [] ←

Early Analysis: []

DRN: []



Dependency Override

- Modify student's dependency status from dependent to independent
- Dependency overrides can be reversed by canceling the dependency override
- Can only modify status from dependent to independent

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Dependency Override

In unusual circumstances, a student who does not meet any of the dependency criteria may still be considered to be independent on the basis of the financial aid administrator's professional judgment. You, as the aid administrator, must make this decision on an individual (case-by-case) basis and must document the reason(s) for the decision. To allow the dependent student's application to be processed without the parents' information, you need to perform a dependency override.

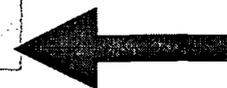
To perform a dependency override in EDExpress, go to page 2 of the SAR/ISIR tab and enter 1 as the value in the dependency override field.

You may also use EDExpress to cancel a dependency override that another school performed. To cancel an override, change the value in the dependency override field to 2.

A few things to note about dependency overrides:

- You can only override the status from dependent to independent.
- Dependency overrides can be performed on an initial electronic application or on an electronic correction. However, you can only cancel dependency overrides on a correction.
- You can submit a dependency override and an EFC adjustment on the same correction record.

Dependency Status (CPS Compute):	D
Dependency Status (EDExpress):	I
Dependency Override:	<input type="text" value="1"/>





Assumption and Reject Overrides

- ↳ Override codes instruct the CPS not to make assumptions or reject certain data
- ↳ 6 assumption and 3 reject overrides
- ↳ Codes can be set on either an initial application or a correction
- ↳ Set on page 3 of the SAR/ISIR Tab or on the Quick Corrections screen

31

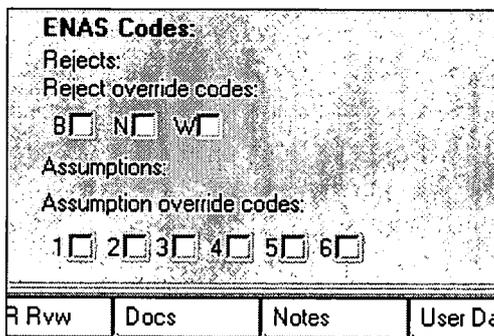
Assumption and Reject Overrides

EDExpress gives you the ability to override certain assumption and reject edits in the CPS if, in your judgement, the student's data is accurate.

Assumption edits occur when the student applicant supplies incomplete or implausible data and the CPS has enough information to make an assumption about what the student should have reported. The assumed value is used in calculating the student's EFC. The table on the following page lists the six assumption edits that can be overridden.

Three reject conditions can also be overridden. These rejects are described in the table on the following page.

Assumption and reject overrides are located on the lower right hand side of page 3 of the SAR/ISIR tab. The software edits will detect any data that can potentially create an assumption or reject at the CPS at the time you save the record. A warning dialog box will display a warning message asking you to set the corresponding assumption or reject override before saving the record. If the override is not selected, the software will not mark the record with an R status (ready for transmission). You have to correct data or set the flag before the record will be marked with an R status. If you save the record without setting any of the overrides, EDExpress will add the particular assumption or reject code to page three under the ENAS Codes section.



Assumption Overrides

Override	Condition
1	If the parents' reported number in college is greater than 6, the CPS assumes the number in college is 1 when calculating the EFC.
2	If the parents' reported Adjusted Gross Income (AGI) is blank or zero, the parents' tax return type is non blank, or is blank and the parents' tax return status is completed or estimated; and either the father or the mother reported earned income of greater than zero, the CPS assumes an AGI equal to the sum of the earned income portions when calculating the EFC.
3	If the independent student's reported number of family members equals the reported number attending college and both are greater than 2, the CPS assumes the student's number in college equals 1 when calculating the EFC.
4	If the student's reported Adjusted Gross Income (AGI) is blank or zero; the student's tax return type is non blank, or it is blank and the student's tax return status is completed or estimated; and the student reported having earned income, the CPS assumes the student's AGI equals the sum of the student's and spouse's earned income when calculating the EFC.
5	If the parent's total amount from Worksheet C is too high for the other income amounts reported, the CPS assumes zero for the amount from Worksheet C.
6	If the student's total amount from Worksheet C is too high for the other income amounts reported, the CPS assumes zero for the amount from Worksheet C.

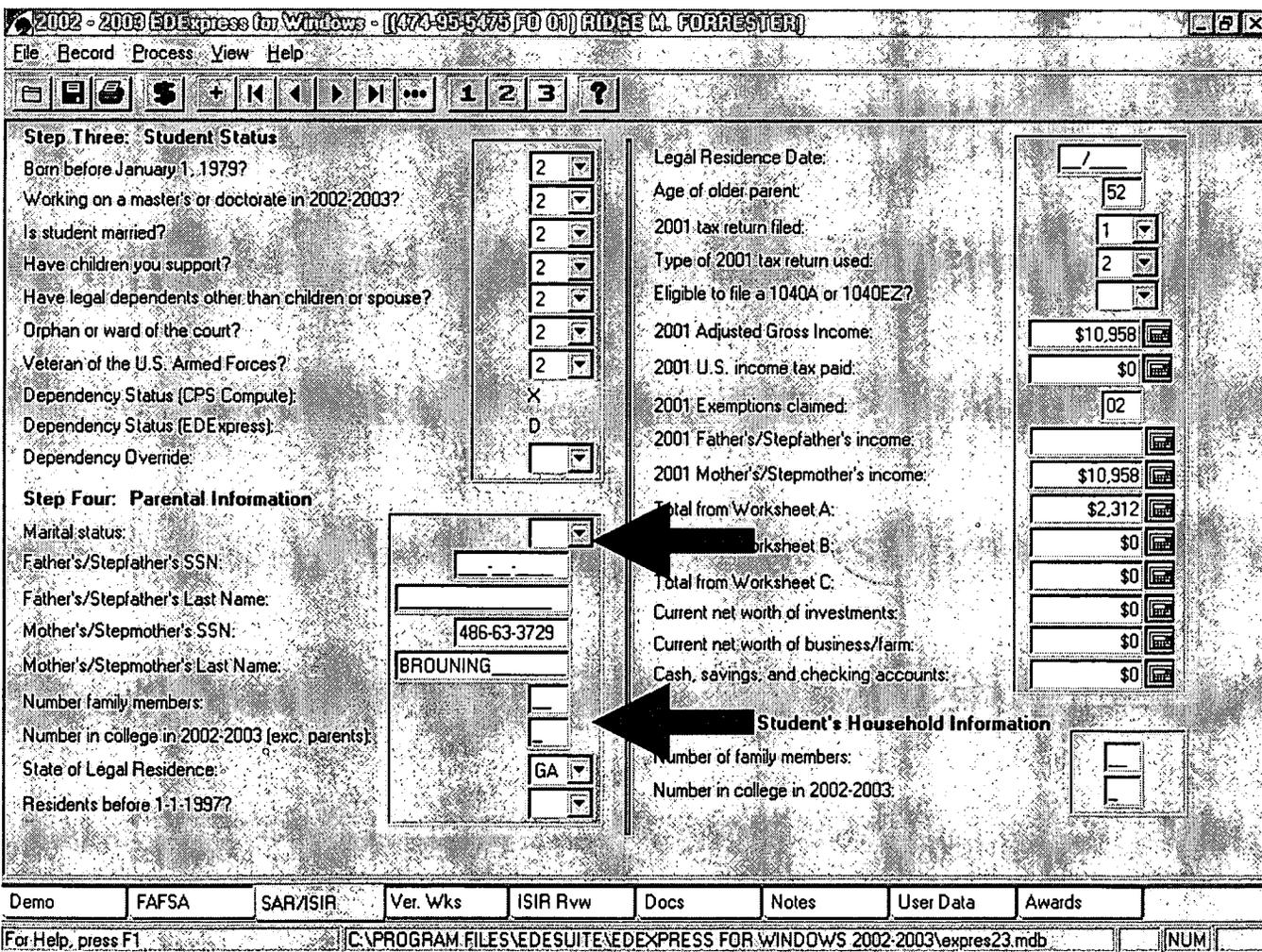
Reject Overrides

Override	Condition
B	If the student is independent and reports that he or she was born on or after September 1, 1986, the CPS rejects the applicant record for reason B.
N	If the student reports only one name, the CPS rejects the applicant record for reason N.
W	If the independent student (or parent, if dependent) reports more than 15 family members, the CPS rejects the applicant record for reason W.

Correct Records using the SAR/ISIR Tab: Instructor Demonstration

In this demonstration, we correct Ridge Forrester's record using the SAR/ISIR tab. Remember from Lesson 4 that his ISIR is rejected for reason 10. Three fields need updating: Parent's Marital Status, Number of Family Members, and Number in College.

Step	Action
1	Click the Open icon  on the menu bar.
2	Enter Ridge Forrester's SSN: XXXX
3	Click OK . The Demo tab displays.
4	Click the SAR/ISIR tab . The first page of the record displays.
5	Click 2 on the toolbar to move to the second page.



2002 - 2003 EDE Express for Windows - ((474-95-5/75 FD 01) RIDGE M. FORRESTER)

File Record Process View Help

Step Three: Student Status

Born before January 1, 1979? 2

Working on a master's or doctorate in 2002-2003? 2

Is student married? 2

Have children you support? 2

Have legal dependents other than children or spouse? 2

Orphan or ward of the court? 2

Veteran of the U.S. Armed Forces? 2

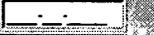
Dependency Status (CPS Compute): X

Dependency Status (EDE Express): D

Dependency Override:

Step Four: Parental Information

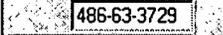
Marital status: 

Father's/Stepfather's SSN: 

Father's/Stepfather's Last Name: 

Mother's/Stepmother's SSN: 486-63-3729

Mother's/Stepmother's Last Name: BROUNING

Number family members: 

Number in college in 2002-2003 (exc. parents): 

State of Legal Residence: GA

Residents before 1-1-1997? 

Legal Residence Date: 

Age of older parent: 52

2001 tax return filed: 1

Type of 2001 tax return used: 2

Eligible to file a 1040A or 1040EZ? 

2001 Adjusted Gross Income: \$10,958

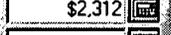
2001 U.S. income tax paid: \$0

2001 Exemptions claimed: 02

2001 Father's/Stepfather's income: 

2001 Mother's/Stepmother's income: \$10,958

Total from Worksheet A: \$2,312

Worksheet B: 

Total from Worksheet C: \$0

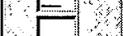
Current net worth of investments: \$0

Current net worth of business/farm: \$0

Cash, savings, and checking accounts: \$0

Student's Household Information

Number of family members: 

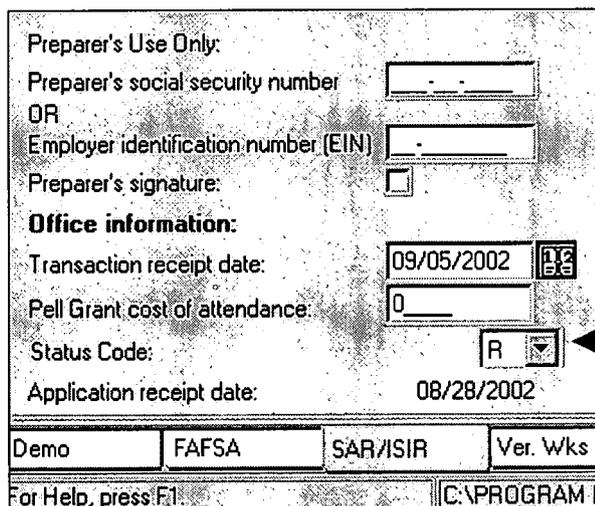
Number in college in 2002-2003: 

Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Awards

For Help, press F1 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM

Correct Records using the SAR/ISIR Tab: Instructor Demonstration (continued)

Step	Action
6	Enter 3, for Divorced/Separated, as the Marital Status. (Under Step 4: Parental Information)
7	Enter 3 as the Number of Family Members. (Under Step 4: Parental Information)
8	Enter 1 as the Number in College in 2002-2003. (Under Step 4: Parental Information) Note that each correction is highlighted on the screen.
9	Click  on the toolbar to move to the third page. Note that the Status Code equals N, meaning that it is not ready to be exported.
10	Select File/Save from the menu bar.
11	Click Yes to mark the record as ready for transmission. The record has been saved. Note that the status code now equals R, meaning that it is ready to be exported.



Preparer's Use Only:

Preparer's social security number

OR

Employer identification number (EIN)

Preparer's signature:

Office information:

Transaction receipt date: 09/05/2002

Pell Grant cost of attendance:

Status Code:

Application receipt date: 08/28/2002

Demo FAFSA SAR/ISIR Ver. Wks

For Help, press F1 C:\PROGRAM F

Correct Records using the SAR/ISIR Tab: Instructor Demonstration (continued)

Step	Action
12	Click Process/EFC Calculation from the menu bar. A dialog box displays.
13	Click OK .
14	The results of the student's unofficial EFC calculation displays. Click the Zoom In button to magnify the report. Note the Primary EFC is in the top left corner of the report.
15	Click the Close button to close the report.

2002 - 2003 EDE Express for Windows - [(474-95-5475 FO 01) RIDGE M. FORRESTER]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

FAA Estimated Need Analysis
Student's Name: FORRESTER, RIDGE M. Student ID: 474955475F001
Date Calculated: 09/07/2002

Calculated Values

Dependency Status (Calc.)	D	Prim Month 1	Sec Month 1
Formula Type	4	Prim Month 2	Sec Month 2
Primary EFC	0	Prim Month 3	Sec Month 3
Secondary EFC		Prim Month 4	Sec Month 4
Paid EFC Type	P	Prim Month 5	Sec Month 5
Reject Reason		Prim Month 6	Sec Month 6
		Prim Month 7	Sec Month 7
		Prim Month 8	Sec Month 8
		Prim Month 9	Sec Month 9
		Prim Month 10	Sec Month 10
		Prim Month 11	Sec Month 11
		Prim Month 12	Sec Month 12

Total Income	13270	Total Student Contribution	
Allowance Against Total Inc.		Adjusted Available Income	
State Tax Allowance		Par Contribution from Assets	
Employment Allowance		Total Parent Contribution	
Income Protection Allowance		Parent's Contribution	
Available Income		Student Total Income	4756
Cont From Avail Income		Stud Allowance Total Income	
Discretionary Net Worth		Stud Income Contribution	
Net Worth		Stud Discretionary Net Worth	
Asset Protection Allowance		Stud Asset Contribution	
		FISAP Total Income	18026

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Correct Records using the SAR/ISIR Tab: Instructor Demonstration (continued)

Step	Action
17	Click the Notes tab. A notepad displays. Use this feature to store information about the student's record.
18	Start typing your note. The software automatically tracks the user ID of the person who added the note, as well as the date and time it was added. Continue to add notes as needed by pressing the Enter key.
19	Click File/Save on the menu bar.
20	Click the Close icon  to close the record.

#	Notes	Mod. User	Mod. Date	Mod. Time
1	Submitted a correction to parent's marital status, number in family, and number in family attending college based on documentation received from the student.			

Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data Awards

For Help, press F1 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM

Correct Records using Quick Corrections: Instructor Demonstration

In this demonstration we use the Quick Correction method to make corrections to three data fields and to add your school code to a record so that you will receive the student's ISIR.

Step	Action
1	Select Process/Quick Correction from the menu bar.
2	Enter the student's Trankey. In this case enter: 111-11-1111 NE 01
3	Click Continue .
4	Scroll down to SAR #73, Parent's Adjusted Gross Income. Enter 12000 .
5	Enter 1000 for Parent's U.S. Income Tax Paid.
6	Point at Mother's Income Earned From Work and click Correct to Blank .

2002 - 2003 Quick Correction

File Process IC

SSN: Name ID: Trans #:

SAR #	Description	Value
61	Father's/Stepfather's Last Name	
62	Mother's/Stepmother's Social Security Number	
63	Mother's/Stepmother's Last Name	
64	Parents' Number of Family Members	
65	Parents' Number in College 2002-2003	
66	Parents' State of Legal Residence	
67	Residents Before January 1, 1997?	
68	If No, Parents' Legal Residence Date	
69	Age of Older Parent	
70	Parent's Tax Return Filed	
71	Parents' Type of 2001 Tax Return Used	
72	Parents Eligible to file 1040A or 1040EZ?	
73	Parents' Adjusted Gross Income	12000
74	Parents' U.S. Income Tax Paid	1000
75	Parents' Exemptions Claimed	
76	Father's Income Earned from Work	
77	Mother's Income Earned from Work	
78	Parents' Total from Worksheet A	
79	Parents' Total from Worksheet B	
80	Parents' Total from Worksheet C	
81	Parents' Investment Net Worth	

Originating School:

For Help, press F1 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS\2002-2003\expres23.mdb NUM

***Correct Records using Quick Corrections:
Instructor Demonstration (continued)***

Step	Action
7	<p>Scroll down to SAR #86, Federal School Code 1. Enter 099999 as your school code.</p> <p>Note:</p> <ul style="list-style-type: none"> • You can add your school code to any of the six Federal School Code fields. (If you are working from a paper SAR, we recommend adding your school code to a blank field.) • You can add another school's code. • The code you enter does not have to match the originating school code that is displayed at the bottom of the screen.
8	<p>Scroll down to SAR #112, DRN. Enter 0999.</p> <p>The data release number is a four-digit number assigned to all Title IV Federal student aid applicants that appears only on the paper SAR. It is unique to the student applicant. You must provide the student's DRN when adding your school code.</p>
9	<p>Click Save. The Quick Corrections screen redisplay, letting you create additional correction records.</p>
10	<p>Click Close.</p>

Correct Records using Verification Worksheet: Instructor Demonstration

In this demonstration we use the Verification Worksheet method to create a correction record for a student who was selected for verification.

Step	Action
1	Press the Ctrl and O keys at the same time. The Open dialog box displays.
2	Enter the student's SSN. In this case enter: XXXX
3	Click OK . The demographic tab displays.
4	Click the Ver. Wks tab.
5	Click the ellipsis button  on the toolbar to retrieve the appropriate transaction. A list of all ISIR transactions displays. In this case, only one exists on the database.
6	Click OK . The verification worksheet displays with relevant data from the ISIR.
7	The parents submitted a tax return. Enter 18000 for Parent's AGI and 1000 for Parent's U.S. Income Tax Paid in Tax/Wrksht columns. Note that the difference between the ISIR and Tax/Wrksht values is calculated.
8	Click the Correct button . A correction record will be created containing all of the documented values in the Tax/Wrksht column. Note that if no differences exist between the ISIR and Tax/Wrksht columns (or if differences are within the established tolerances) it won't be necessary to create a correction record. If such was the case, you would click the Save icon to save the record.
9	Click Yes to confirm.
10	Click OK . Note that the corrected values are highlighted on the Verification Worksheet.
11	Click File/Close from the menu bar.

Lesson 5 Exercise #1

Scenario

Earlier today you imported a batch of ISIRs and discovered a rejected record that required follow-up. (Carol Hathaway, SS# XXXX)

Instructions

- a. For the rejected record:
 - Enter the necessary correction(s) using the SAR/ISIR tab method (change the family members from 20 to 2).
 - Calculate an unofficial EFC for the student after you enter and save the correction(s).
 - Enter a Note for the student record that documents your action.
- b. For one other record on your database of your choosing, correct the Student's Income Earned from Work to \$5,000 using the Quick Corrections method.

Review

1. What are the benefits of using the SAR/ISIR tab to make a correction?

2. What are the benefits of using the Quick Correction method?

3. Could you have made an EFC adjustment on the rejected ISIR?

Lesson 5 Exercise #2

True or False

1. _____ The DRN is a four digit number that must accompany a school code correction.

2. _____ You have a greater chance of having the record rejected at the CPS if you use the Quick Correction method instead of the SAR/ISIR tab method of correcting data.

3. _____ The CPS would reject a record with only these two fields corrected:
 - FAA Adjustment flag
 - Student's Last Name

4. _____ You can override the student's dependency status from independent to dependent by entering a 1 in the dependency override field.

5. _____ You can now use the Quick Corrections method if you want to enter an assumption override.

6. _____ Once you've made and saved a correction record, you can access that record prior to batching it for transmission.

Apps 101

Lesson 6: Exporting Data



Lesson 6 Objectives

- Print a list of records ready to export
- Export a batch of records
- Print a list of batches

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Key Terms

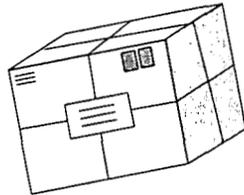
TG #

The five-character TG number is your user ID with the SAIG. It is assigned by the SAIG to your school upon receipt of your participation agreement.



Exporting

- ⌞ Records exported must have Status = R
- ⌞ Batch ID assigned during exporting
- ⌞ Exporting is not the same as transmitting
- ⌞ Print reports to monitor exporting



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Exporting

Exporting takes the records on your database that have an "R" (ready) status and creates a file that can be transmitted to the CPS. The status code on each exported record is changed to "B", for batched. Each exported file receives a message class (refer to Lesson 3) that identifies the type of records. Also, exporting assigns a batch ID to the file. Browse the batch activity database after exporting records to see what you have done.

Use the reporting capabilities of EDEExpress to keep track of what records you have exported. You are able to print lists of corrected records, as well as of exported batches.

Note: exporting is not the same as transmitting. After you've exported the records, you need to use EDconnect to transmit the file to the SAIG.

Print List of Corrected Records:

Instructor Demonstration

You should print a list of records ready to export before you send them to CPS. In this demonstration we show you how.

Step	Action
1	Click File/Print on the menu bar.
2	Make sure the App Express tab is highlighted. Click the down arrow in the Report text box and choose the type of list you want to print. In this case, select List - Entered Correction Records .
3	Click Screen for the output destination.
4	Click the down arrow in the Sort Order text box, and select Last Name .
5	Leave the batch ID field blank. (Since we haven't exported correction records yet, no batch ID has been created. This can be a useful print option after you've exported records.)
6	Click the down arrow in the Transaction Status text box, and select R - Ready to Batch .
7	Leave the Entry Date Range blank. (This can be a useful field to identify correction records that were entered on certain dates.)
8	Note that you can further specify the records to print by using a Query (Selection Criteria). In this case, we won't use a Query. Click OK . The report displays in Last Name order showing the correction records ready to be exported with the fields that were corrected.
9	Click Close .

```
*****
SOCIAL      NAME  TRAN  STAT      LAST      ADD      SAR  FIELDS  CORRECTED
SECURITY NO CODE  #  CODE      NAME      DATE      CORRECTED  VALUE
-----
  XXXX      FO   01   R   FORRESTER  09/07/2002  059      3
                                           064      03
                                           065      1
*****
```

Exporting Corrections: Instructor Demonstration

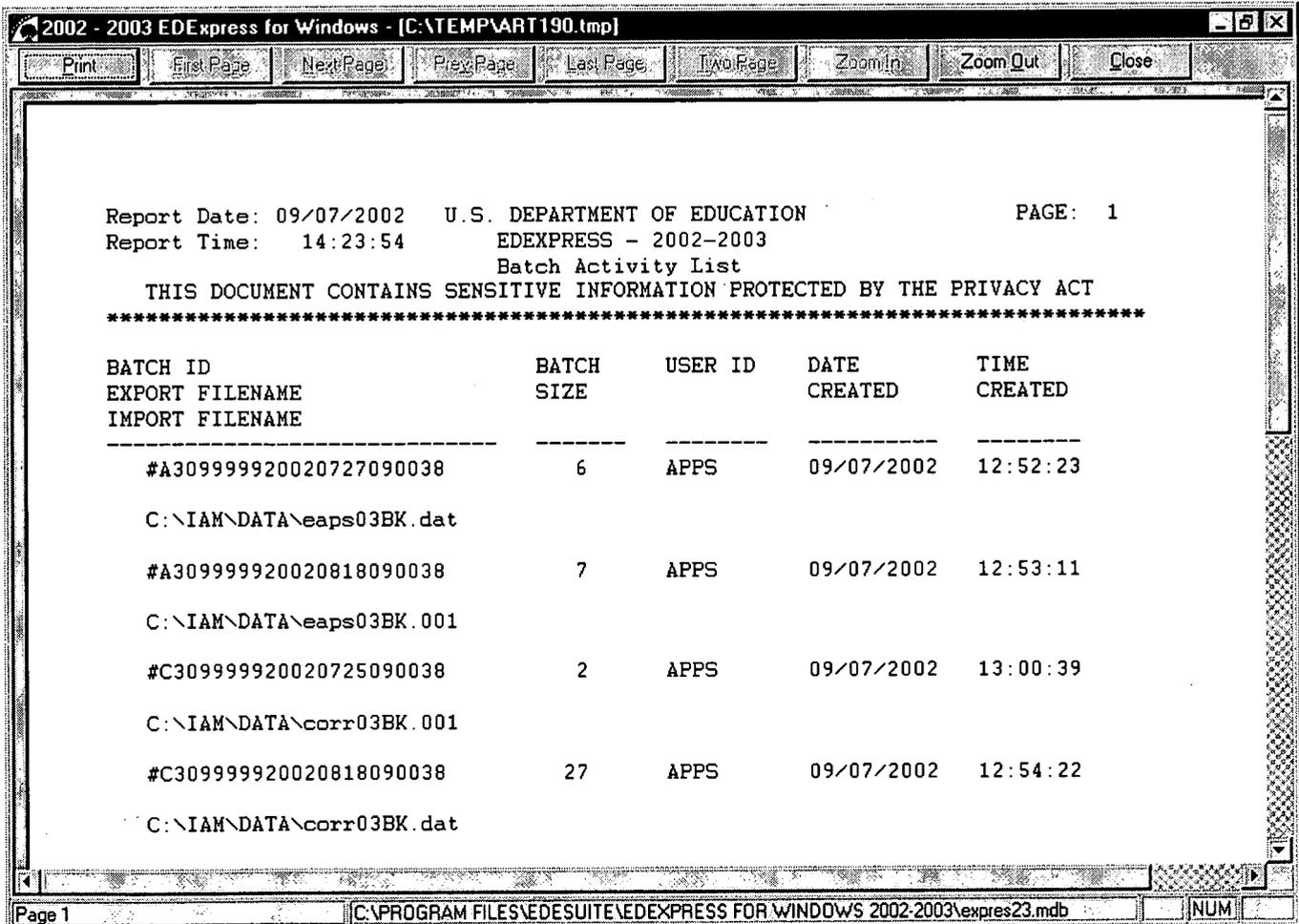
The next step, as we show in this demonstration, is to export the correction records.

Step	Action
1	Select the export icon  from the tool bar.
2	Make sure that the App Express tab is highlighted. Click the down arrow and select Corrections as the Export Type.
3	<p>The Export To: field specifies the filename that will be created (CORR03IN.DAT) and the folder where the file will be placed. These are default settings that you establish when you set up the software in Tools/Setup/Global/File Management. We recommend that you not change them.</p> <p>Note that your school code displays what you entered when you setup the software in Tools/Setup/Global/School. This school code will be placed on each correction record.</p> <p>Also, your TG # displays. This number is required. It is the number you established when you set up the software in Tools/Setup/Global/System.</p> <p>Note that you can export selected records by using a Query (Selection Criteria). In this case, we won't.</p> <p>Click OK to export the records. A batch export statistics box displays that shows the number of records exported.</p> <p>Note that the number of records exported will not always equal the number of ISIR records that you created. Each correction record that is sent to the CPS carries up to 12 corrections. If you make more than 12 corrections to an ISIR, an additional record(s) will be created to carry the additional corrections.</p>
4	Click OK .
5	Click OK again.

Print List of Batch Activity: Instructor Demonstration

Two ways are provided in EDEExpress for reviewing batch activity: you can browse the batch activity database as we did in Lesson 3 and you can print a list of batch activity. In this demonstration we show you how to print a list of batch activity.

Step	Action
1	Click the printer icon  on the tool bar.
2	Make sure that the App Express tab is highlighted. Click the down arrow in the Report text box and choose the type of list you want to print. In this case, select List - Batch Activity .
3	Click Screen as the Report File Destination.
4	Click OK . The report displays showing all import and export activity.
5	Click the Close button.



2002 - 2003 EDEExpress for Windows - [C:\TEMP\ART190.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 09/07/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 14:23:54 EDEXPRESS - 2002-2003
 Batch Activity List

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

BATCH ID EXPORT FILENAME IMPORT FILENAME	BATCH SIZE	USER ID	DATE CREATED	TIME CREATED
#A309999920020727090038 C:\IAM\DATA\eaps03BK.dat	6	APPS	09/07/2002	12:52:23
#A309999920020818090038 C:\IAM\DATA\eaps03BK.001	7	APPS	09/07/2002	12:53:11
#C309999920020725090038 C:\IAM\DATA\corr03BK.001	2	APPS	09/07/2002	13:00:39
#C309999920020818090038 C:\IAM\DATA\corr03BK.dat	27	APPS	09/07/2002	12:54:22

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Lesson 6 Exercise

Scenario

Your final assignment for the day is to export all of the correction records you entered today.

Instructions

- Print a list of correction records.
- Export the correction records.
- Print a list of batches that have been exported and imported.

Review

1. How many records were in the batch that you exported?

2. What was the message class? What does the "IN" in the message class indicate?

3. What was the batch status of the records before they were exported? After?

4. What was the date and time that you exported the batch?

5. Can you tell from the batch activity report who on your staff exported and imported each batch?

6. Will the number of student records you correct always equal the number of records exported? Why or why not?



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