



## ***Financial Aid System***

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***Loading ISIR Applicant  
Data into FAM 2019-20***

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# 1. Overview

The purpose of this document is to help financial aid offices load Institutional Student Information Records (ISIRs) into the Financial Aid Management (FAM) system. ISIRs come to colleges through a PC application called EDconnect, which is provided by the Department of Education (DOE). You use EDconnect to send and receive batches of records between the Student Aid Internet Gateway (SAIG) mailbox (provided by the DOE) and your PC or network drive. The following instructions assume that your office has already received the ISIR batches, which have accumulated thus far in your SAIG mailbox. You must have an SAIG mailbox before you can receive ISIR batches to load into FAM. For instructions and assistance about retrieving your ISIR batches, refer to the *SAIG Desk Reference* for EDconnect or contact EDconnect Technical Support at 1-800-330-5947.

Please refer annually to the DOE *Technical Reference Guide* for changes to message classes.

Once you have received ISIR batches and have completed your Award Year Setup, you can begin the process of uploading the ISIR batches from your PC or network drive in to the FAM system. If you are unsure as to whether you have completed the necessary steps in the Award Year Setup process, use the setup checklist, provided in this manual prior to uploading ISIR data (section 2.1).

Uploading ISIR data to the FAM system consists of four main tasks:

1. Load the ISIRs: upload the individual ISIR batches from the PC or network drive to the FAM system.

To load multiple batches, see *Uploading Multiple ISIR Batches Using a Temp File* (section 2.2).

2. FAF Load (Process ISIRs): post the ISIR records into FAM, making sure to save and review the output for any errors.
3. If needed, run automatic tracking (FAM057) to assign tracking items based on the student's status.

**Note:** Automatic tracking is available during the FAF Load process so you do not have to run this process separately. It can be setup to run automatically.

4. Run a series of reports, both online and using DataExpress to resolve errors and clean up data.

This document also includes basic troubleshooting procedures for determining why a record is not where you expect it to be. With these procedures, you should be able to ensure a clean upload of your ISIR applicant data each time.

## **2. Preparation for Loading ISIR Applicant Data**

Before you can upload the ISIR applicant data, you must first complete the award year setup. This chapter contains a checklist for your use in ensuring that the award year setup tasks have been completed before you load ISIRs.

This chapter also describes how to upload multiple ISIR batches using a temporary file.

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## 2.1 Checklist – Completing Award Year Setup Tasks Before Loading ISIR Data

Before uploading ISIRs, you must first complete the following steps. Complete instructions for these tasks are available in the *FAM Award Year Setup* documentation available on the SBCTC web site.

- ❑ Create the sessions for the new year – B901, B902, B903, B904, and B905 (if applicable). (Section 3.1 of the *FAM Award Year Setup* documentation.)
- ❑ Create the 2019-20 NEED Award Year entry to define the session range for the Financial Aid Tab. (Section 5.1 of the *FAM Award Year Setup* documentation.)
- ❑ Setup NEED Processing Table Items. (Section 5.1 of the *FAM Award Year Setup* documentation.)
  - ❑ Update Year in School Conversions. (Section 5.2 of the *FAM Award Year Setup* documentation.)
  - ❑ If applicable, assign the ISIR Comment Codes that cross-reference to specific track codes. (Section 5.3 of the *FAM Award Year Setup* documentation.)
  - ❑ Setup State Need Grant amounts. If 2019-20 amounts are not available from WSAC, use the 2018-19 amounts. (Section 5.4 of the *FAM Award Year Setup* documentation.)
  - ❑ Update Student Address and Emails (optional). (Appendix A of this document.)
- ❑ Confirm WA is setup as the state of residence. (Section 5.2 of the *FAM Award Year Setup* documentation.)
- ❑ Create or revise Budget Code Items:
  - ❑ Review Student Budget Code processes. (Begins on Section 3.2 of the *FAM Award Year Setup* documentation.)
  - ❑ Add Budget Year/Sessions. (Section 4.1 of the *FAM Award Year Setup* documentation.)
  - ❑ Review Student Budget Code Conversions. (Section 4.3 of the *FAM Award Year Setup* documentation.)

- ❑ Specify the due dates for the tracking items that post automatically by the FAF Load process. To specify the due dates, use the FAF Setup page or the Processing Table pages (CTL051) to create the following entry:

**System:** SAF

**Table ID:** TRACKAUTO

**Value:** CALC-DUE-DAYS

**Description:** Number of days between 0 and 999.

The system calculates the due date for the tracking items by adding the number of days specified in the Description to the date the FAF Load posts. When there is no CALC-DUE-DAYS entry present, the tracking items still post to the Tracking Data page, but the Due Date field will be blank (you must manually enter a date in the Due Date for Tracking Items field on the FAF Load process page).

- ❑ Review automatic tracking items for the upcoming year. (See Appendix A of this document and Section 4.2 of the *FAM Award Year Setup* documentation for table entries.) If any tracking items to be loaded for the new year differ from the current year, make sure to add a separate line for each standard student status (DE, DV, IN, and IV) followed by the year session (for example, DEB901).
- ❑ Carry forward current-year award program allocations (budgets) by session and modify them to match the allocations for the upcoming year. (See section 3.4 of the *FAM Award Year Setup* documentation.)
- ❑ Update or create new student notification letters for the upcoming year using the Tracking Letter Template. Make sure to add any new track codes to the relevant tracking letters that correspond to C codes (comment codes denoting a reject on an ISIR) from the ISIR records or the Auto File Review program. (See the *FAM Tracking Letters* documentation, available on the SBCTC-IT website.)

Once all these steps are completed, refer to Chapter 4 for instructions on uploading your ISIR batches.

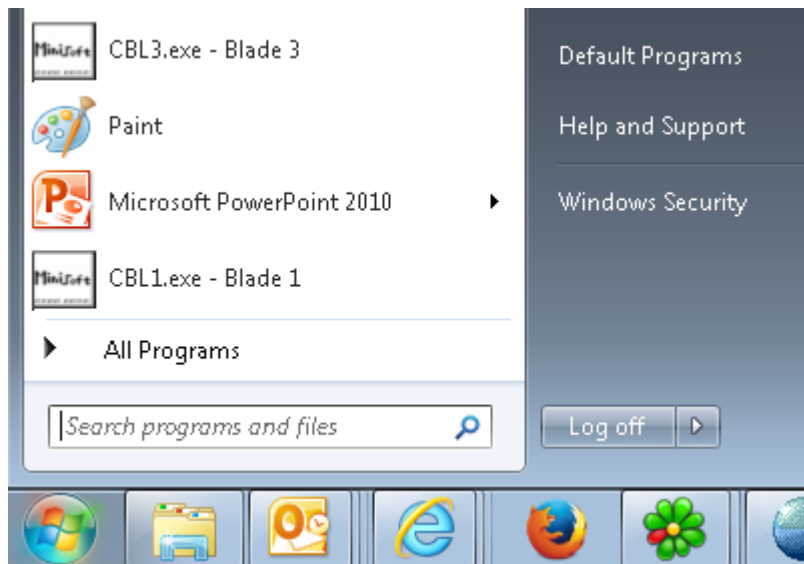
## 2.2 Uploading Multiple ISIR Batches Using a Temporary File

This section explains how you upload ISIR information to FAM in one temporary batch file instead of uploading individual IGSA200P files. Uploading information in one batch file is generally more accurate than uploading the information in individual files.

You can also use this procedure a second time to upload your IDCO200P, IDSA200P, IDAP200P files in one batch file. To use this procedure to upload the other named files, wherever IGSA200P occurs in the following steps, substitute IDCO200P, IDSA200P, or IDAP200P.

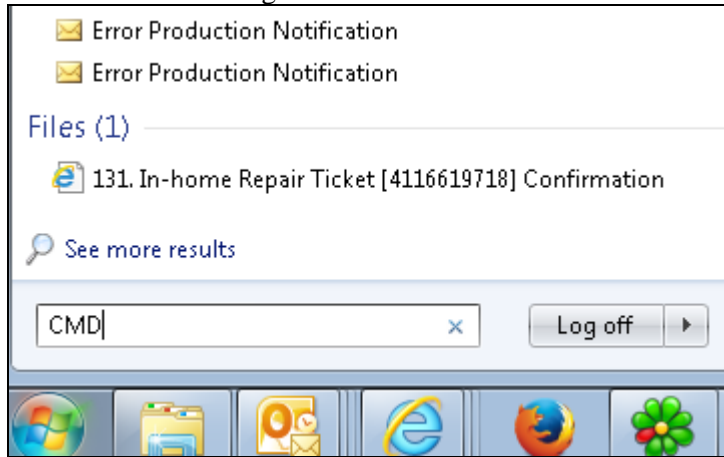
### Copy IGSA200P Files to a Temporary ISIR File

1. Download the ISIR files from EdConnect and save them to a network drive.
2. Create a folder on your C drive to store the temporary file and ISIR files. In this example, the folder on the C drive is named ISIR.
3. Copy the ISIR files just downloaded from the network drive to the ISIR folder on your C drive.
4. Windows 7 instructions: click the Start button. Type CMD in the open field above the Start button. This field will have *'Search programs and files'* in it.

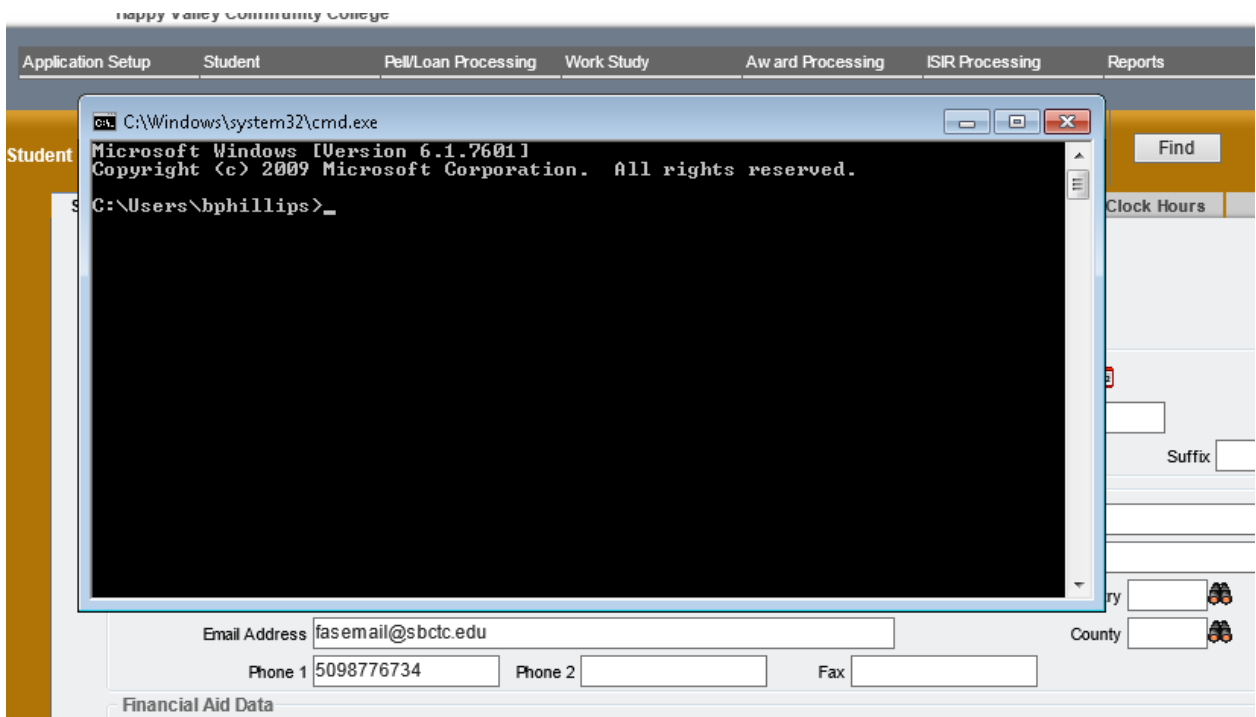


5. Type in CMD in the open box. The items displayed above the open box may change. Press the inside Enter key.

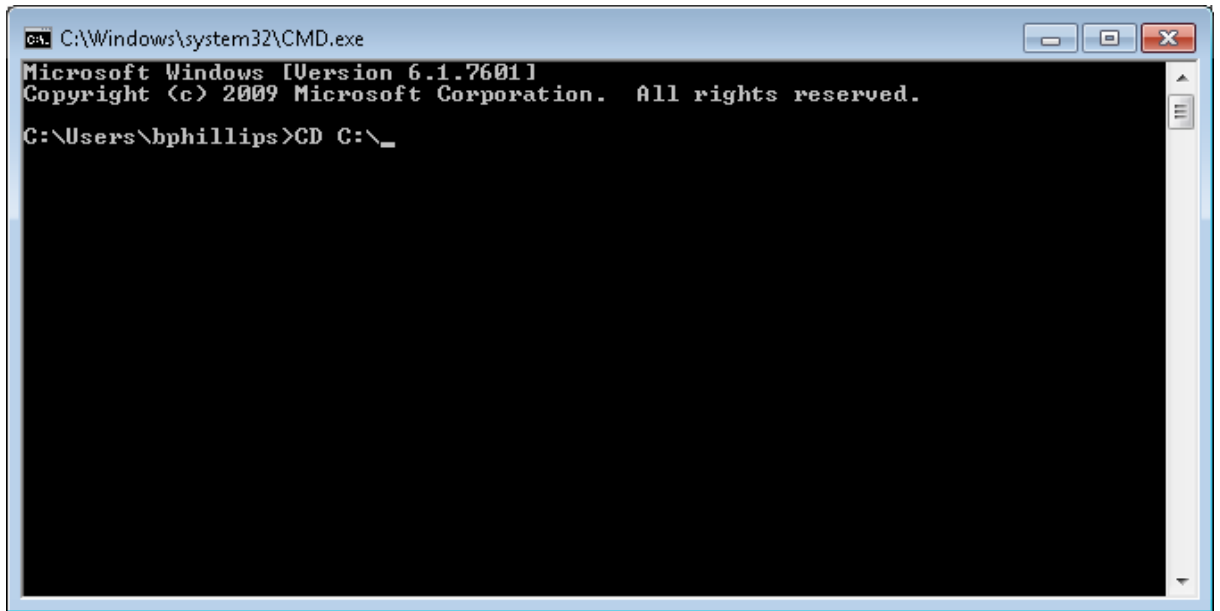
**Note:** DO NOT click the 'Log off' button.



6. A MS-DOS window displays. You should see either a C:\Users\username>, C:\WINDOWS> or a C:\ prompt.

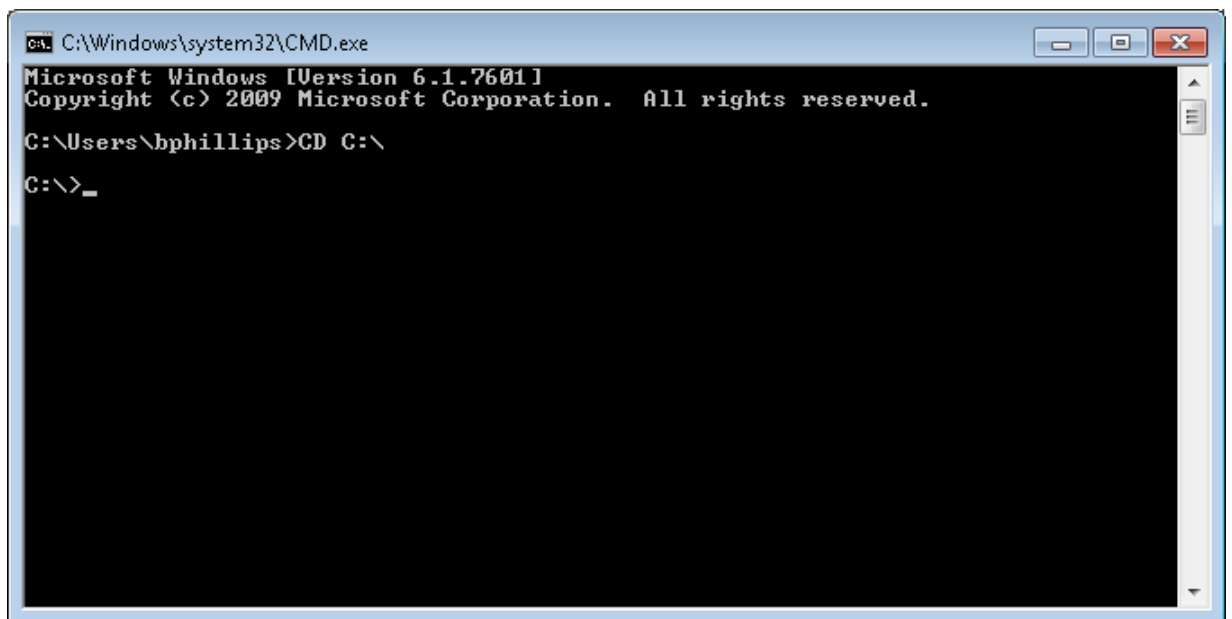


7. If the window displays anything other than the C:\ prompt, type **CD C:\** next to the existing prompt, then press Enter. The C:\ prompt displays.



```
ca. C:\Windows\system32\CMD.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

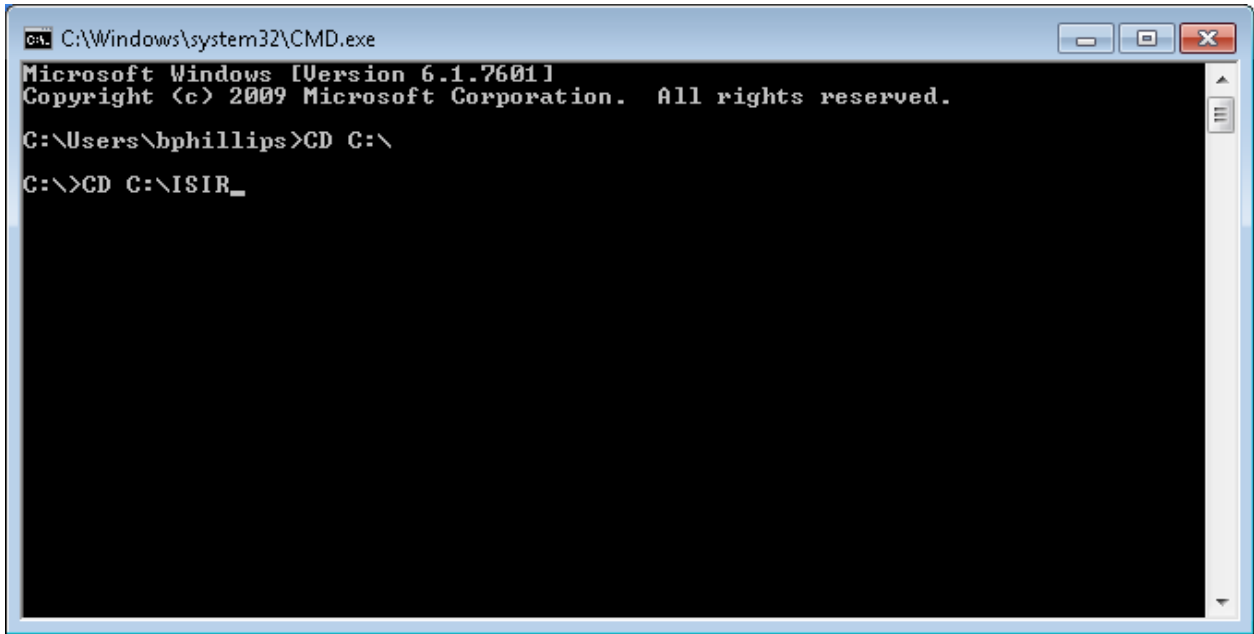
C:\Users\bphillips>CD C:\_
```



```
ca. C:\Windows\system32\CMD.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bphillips>CD C:\
C:\>_
```

8. At the C:\> prompt, type CD C:\ISIR (or the name of your folder on your C drive where the copies of the ISIR files have been placed) and press the inside Enter key. This accesses the ISIR folder on your C drive.

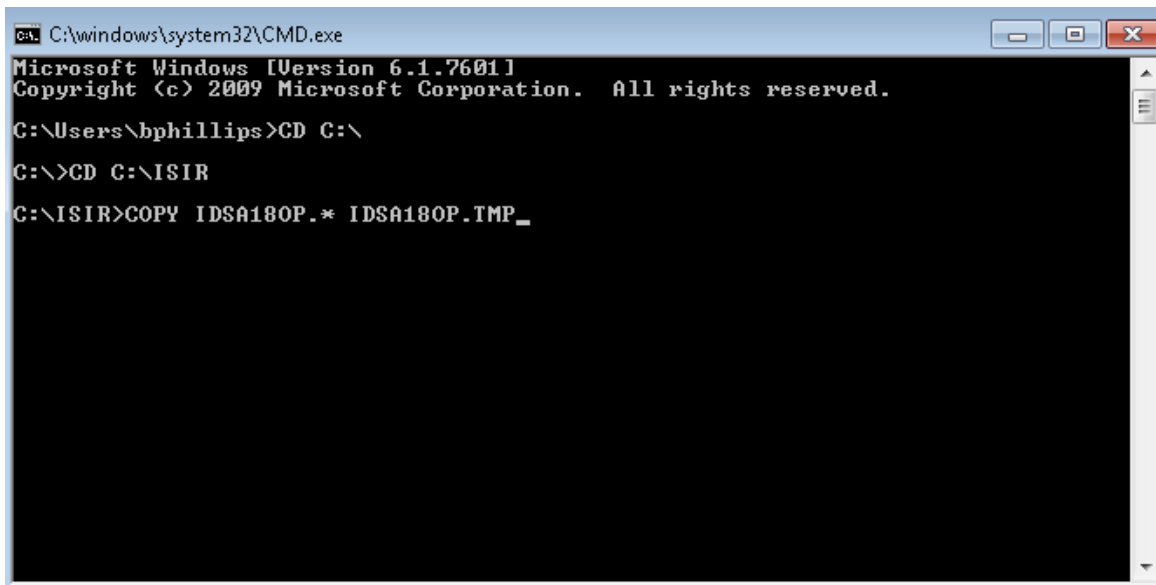


```
C:\Windows\system32\CMD.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bphillips>CD C:\
C:\>CD C:\ISIR_
```

9. Copy similar type files into temporary folders. You may end up with 4 different temporary files (idsa, igsa, igsg and igco) depending on the ISIR files you have copied to your C drive. To copy the files type `COPY IDSA20OP.* IDSA20OP.TMP` at the `C:\ISIR>` prompt and press the inside Enter key.

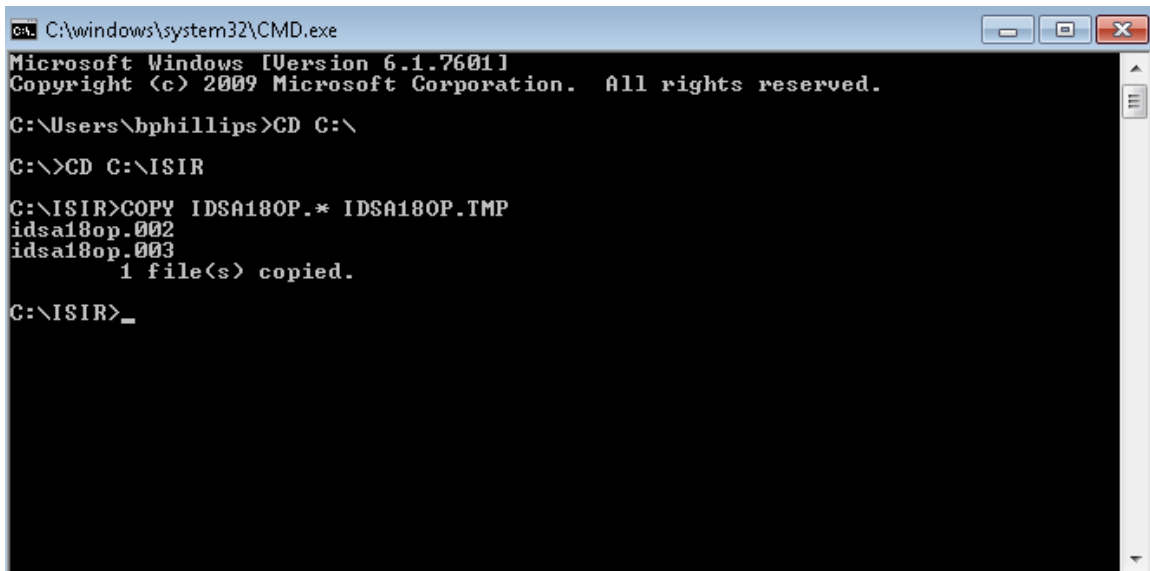
Note: the screen shots below displays 2017-18 ISIR files.



```
C:\windows\system32\CMD.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bphillips>CD C:\
C:\>CD C:\ISIR
C:\ISIR>COPY IDSA18OP.* IDSA18OP.TMP_
```

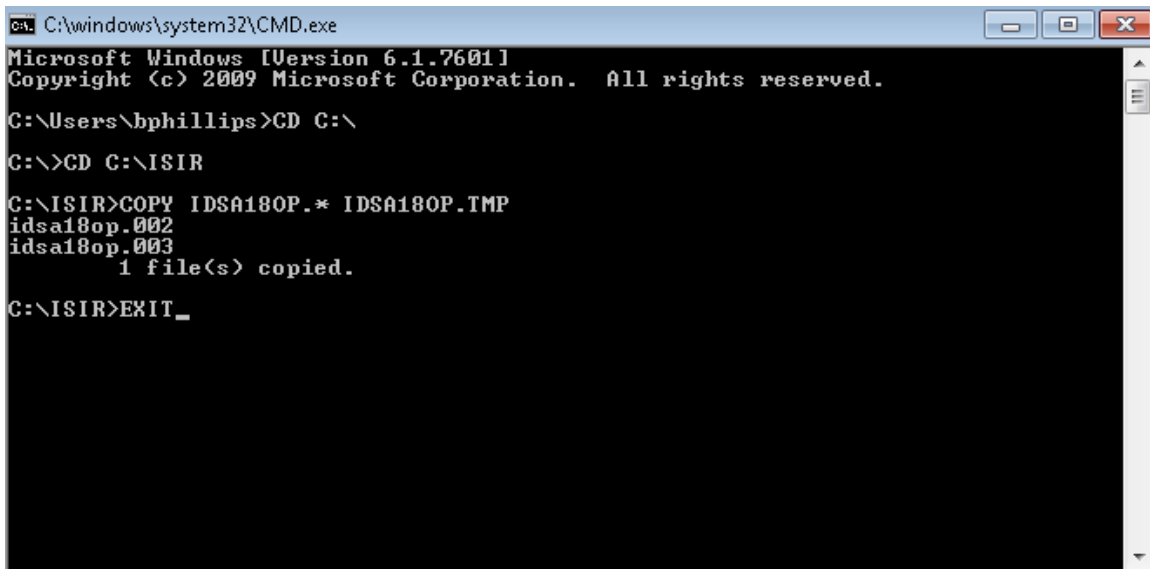
The files copy into the temporary file.



```
C:\windows\system32\CMD.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bphillips>CD C:\
C:\>CD C:\ISIR
C:\ISIR>COPY IDSA18OP.* IDSA18OP.TMP
idsa18op.002
idsa18op.003
        1 file(s) copied.
C:\ISIR>_
```

10. Type Exit at the c:\ISIR> prompt and press the inside Enter key. The MS DOS window closes.



```
C:\windows\system32\CMD.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\bphillips>CD C:\
C:\>CD C:\ISIR
C:\ISIR>COPY IDSA18OP.* IDSA18OP.TMP
idsa18op.002
idsa18op.003
        1 file(s) copied.
C:\ISIR>EXIT_
```

## Uploading the Temporary ISIR File to FAM

1. Log on to FAM.
2. To upload ISIR records into FAM, follow the steps detailed in section 4.1.
3. To upload the appended (TMP) batch files just created, browse to the file on your C drive where the temporary files reside. Be sure and select the file or files ending in **.TMP**.

## Processing ISIR Files and Temporary files

1. Create a backup copy of the temporary files on a separate network drive or other backup storage device.

**Caution:** Creating a backup is very important in the event that your network drive or PC becomes corrupted by a virus.

2. Using Windows Explorer, delete the ISIR files and the temporary files by highlighting them and pressing Delete.

**Note:** The folder should be empty before you copy newly received ISIR files into it.



# 3 Checklist - Loading ISIR Applicant Data

To load your ISIRs successfully follow the steps in the checklist below.

- ❑ Receive the IGSA20OP, IDSA20OP, and IDAP20OP files from the Central Processing System (CPS) using EDconnect.
- ❑ Upload the ISIR files. You have two options:
  - Create a temporary file for multiple batches (section 2.2) or
  - Load each ISIR file individually.
- ❑ Load the Applicant File. FAF Load post records into NEED (section 4.2).
  - Run the ISIR Load and FAF Load process for **each** ISIR batch file, unless you are creating a temporary file for multiple batches. You can run the FAF Load after loading multiple ISIR files individually.
- ❑ Review and resolve any errors on the FAF Load into Financial Aid (NED002) report.
- ❑ Run Auto Tracking (FAM057) optional (sections 4.3 and 4.8).
- ❑ Run and review the FAF Report (FAM070) and ISIR Report (NED015) optional (section 4.9).
- ❑ Run and review the EFC Compare Report (NED037). Review and resolve any discrepancies. If you are choosing not to award on the most recent transaction number, note the student's file (section 4.10).
- ❑ Run and review DataExpress SM9897R: State Need Grant (SNG) Archival file procedure (Chapter 5) to check for students:
  - In repayment
  - Who have exhausted their five-year eligibility
  - Nearing the end of their five-year eligibility
  - Who have received an AA degree. They are not eligible to receive SNG.
- ❑ Optional but recommended - run and review the College Bound Scholarship Tracking procedure to post your CBS Tracking code and information from WSAC's CSAW. See the FAM College Bound Scholarship Tracking document for further information and instructions on this process.

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# 4. ISIR File Upload Processes

This chapter describes the processes and steps for loading ISIR data into the FAM database. These processes include:

- ISIR File Upload process
- FAF Load (Process ISIRs). In addition to posting the ISIRs into FAM the FAF Load also does the following:
  - Assign Student Budget Codes
  - Run Automatic Tracking
- FAF Report, ISIR Report and EFC Compare Report generation

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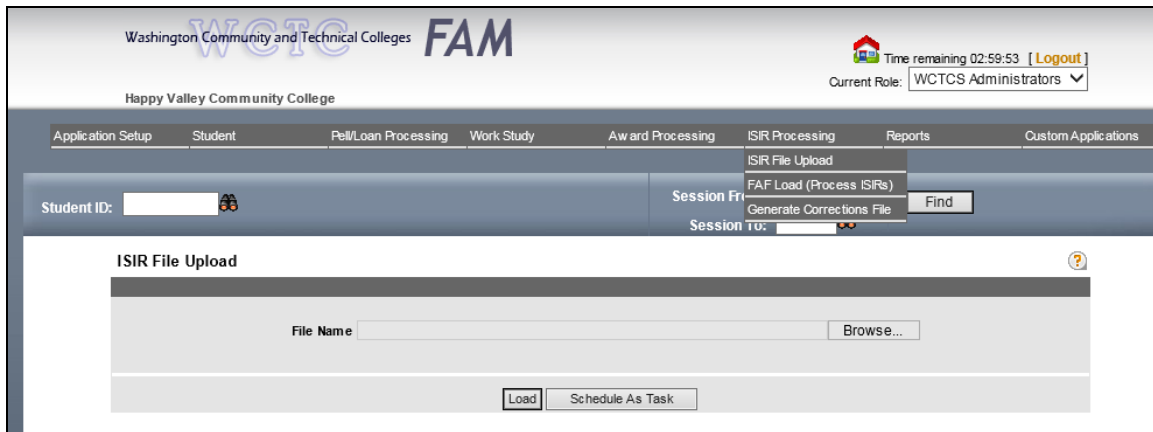
## 4.1 ISIR File Upload Process

### How It Works

You first must upload the Institution Student Information Record (ISIR) files that you received from the DOE and are stored on your PC or network drive. The ISIR File Upload process loads and stores the ISIR files in to a holding area within the FAM database.

You process the ISIR file data into FAM using the FAF Load (Process ISIRs) function. You can find the directions for the FAF Load process in the next section of this document.

**Navigation: ISIR Processing → ISIR File Upload**



The screenshot displays the FAM (Financial Aid Management) system interface. At the top, it shows "Washington Community and Technical Colleges FAM" and "Happy Valley Community College". The user's current role is "WCTCS Administrators" and the time remaining is "02:59:53". The navigation menu includes "Application Setup", "Student", "Pell/Loan Processing", "Work Study", "Award Processing", "ISIR Processing", "Reports", and "Custom Applications". The "ISIR Processing" menu is expanded, showing options: "ISIR File Upload", "FAF Load (Process ISIRs)", and "Generate Corrections File". The "ISIR File Upload" option is selected. Below the navigation, there are fields for "Student ID:", "Session Fr:", and "Session Tu:". The "ISIR File Upload" dialog box is open, showing a "File Name" field with a "Browse..." button. At the bottom of the dialog, there are "Load" and "Schedule As Task" buttons.

### Running the ISIR File Load Process

1. Navigate to the ISIR File Upload page, and click the Browse button. The File Load dialog box displays. Locate the ISIR file on your PC or network drive, for example, C:\IAM\DATA\IGSA20OP.DAT.
2. After locating the file, click the Open button in the File Upload dialog box. This inserts the path to the file in the File Name field.
3. Click the Schedule as Task button.

**Note:** The SBCTC-IT recommends always selecting the Schedule As Task button if available. Scheduling as a task processes the file on the background server and notifies you via email when the file load completes.


Once the file loads, FAM generates the ISIR Load report. The report includes a summary of each student record in the file and indicates whether the information was successfully entered into the database.

- To view the report, select one of the format options from the drop-down list. Then click the Submit button.

## ISIR Load Report

Once the ISIR Upload process completes, a report is generated (the ISIR Load Report). The report lists all students who loaded and who failed to load.

### Example ISIR Load Report

		CO-N07006 07/25/18 14:51		<b>ISIR Load Report</b> WCTC		Version 12/27/05 Page 1 of 1	
STUDENT NAME	SSN	PELL ID	REJECT CODES	VERIFICATION FLAG			
MYMY, CARSTOP NO PRIOR TRANSACTION - ISIR ADDED.	333333333	333333333MY01		N			
MYMY, CARSTOP NO PRIOR TRANSACTION - ISIR ADDED.	333333333	333333333MY02		N			
MYOMY, WHYNO NO PRIOR TRANSACTION - ISIR ADDED.	222222222	222222222MY01		N			
<b>REPORT TOTALS</b>	3 RECORDS READ		3 STUDENTS ADDED				
	0 STUDENTS UPDATED		0 DUPLICATES - NO UPDATE				
	0 STUDENTS WITH SSN CHANGES						

## 4.2 FAF Load (Process ISIRs)

### How It Works

The FAF Load (Process ISIRs) uses the information loaded by the ISIR File Upload process (see section 4.1) to populate the FAM database. It then compares each record in the database with the conversion table in the Processing Table entries (System: SAF, Table ID: CSS) or on the FAF Setup Page. When a match is found on the conversion table, the process then assigns the student a corresponding budget code. If the process cannot match all records, the process generates a report which lists the records not matched that requires resolution by the financial aid office.

There are two options for running the FAF Load process; you can run the process based on:

1. A date or a range of dates, or
2. Student Identification Numbers (SIDs)

### Updates Resulting From the FAF Load Process

The following updates occur as a result of the FAF Load process:

- The Financial Aid Data (FAM503) Tab Income and Pell Data sections are updated when a subsequent ISIR is loaded unless the FA Data Tab is frozen.
- The Loan History Summary and Detail (FAM601) page updates, except when the Override Load Flag checkbox is check marked for an individual student (located at Loan History Tab; click Insert icon; the Loan History Summary Create page displays containing the Override Load Flag checkbox). If the box is not check marked, then the Loan History and Detail updates for that student.
- The Tracking Data Maintenance (FAM505) Tab updates with the track code pertaining to the student's WA State Need Grant eligibility (for example, WA) and any Comment Codes listed on the ISIR. Comment Codes post as long as you have the appropriate track codes set up in System: N20, Table ID: AGENCY. In addition, track codes post for IRS Request Flag, Tax Return Filing Status, Verification Groups and Pell LEU if you have those options established on your Processing Table.
- The Student Data (FAM501) Tab updates with the Student's Status of "NE" and Session Applied of "B901". This page is also updated with the Student Eligibility Code (former ATB) that is translated from the "HS Diploma or Equivalent" field value on the ISIR:

HS Diploma or Equiv = 1 (Diploma) – Student Eligibility Code set to 06  
HS Diploma or Equiv = 2 (GED) – Student Eligibility Code set to 07  
HS Diploma or Equiv = 3 (Home Schooled) – Student Elig Code set to 04  
HS Diploma or Equiv = 4 (Other) or Blank – Student Elig Code is not set



**Note:** Students with rejected ISIRs may have a different value (such as “OV”) placed in the Student Status field.

- The ISIR Tab populates with the student’s ISIR data.

**FAM Student ISIR Import** (Program: NED002)  
**Navigation: ISIR Processing → FAF Load (Process ISIRs)**

The screenshot displays the FAM Student ISIR Import interface. At the top, it shows 'Washington Community and Technical Colleges FAM' and 'Happy Valley College'. The user's current role is 'FamAdministrator' and the time remaining is 02:59:46. The navigation menu includes 'Application Setup', 'Student', 'Fell/Loan Processing', 'Work Study', 'Award Processing', 'ISIR Processing', 'Reports', and 'Custom Applications'. The main form is titled 'FAF Load (Process ISIRs)' and is divided into two sections: 'Date Based' and 'Student Based'. The 'Date Based' section includes fields for 'Academic Year' (2019-20), 'Institution Code', 'Start Date', 'End Date', and 'Due Date for Tracking Items' (07/25/2018). It also has 'Update Options' with radio buttons for 'Update (list All Updated)' and 'Update (list Errors Only)', and buttons for 'Load' and 'Schedule As Task'. The 'Student Based' section includes fields for 'Student ID', 'Session Start', and 'Session End', with a 'Get ISIRs' button.

## Option 1: Running the FAF Load Process Using a Date or Date Ranges

1. Navigate to the FAF Load (Process ISIRs) page and locate the Date Based section on that page. In the Date Based section of the page, select the academic year for the FAF Load from the Academic Year drop-down list.
2. Complete the Institution Code field. Your entry will usually be **01**.
3. Complete the Start Date and End Date fields for when ISIR transactions were loaded. Entries can be in MMDDYY or MM/DD/YYYY format or click the Calendar icon  to specify the date range. All students with ISIR transactions loaded within the date range specified are selected to load into FAM.
4. Complete the Due Date for Tracking Items field (in MMDDYY or MM/DD/YYYY format) or click the Calendar icon . The due date specified in this field populates the Due Date field for tracking items that are populated automatically by this process.




5. Select a report option by clicking one of the radio buttons:
  - *Update (list All Updated)*: Selecting the Update (list All Updated) option updates student data in FAM and generates a report that lists the updated students as well as students whom had errors.
  - *Update (list Errors Only)*: Selecting the Update (list Errors Only) option updates student data in FAM and generates a report that lists ONLY those students with errors.
6. Click the Schedule As Task button as recommended by SBCTC-IT.

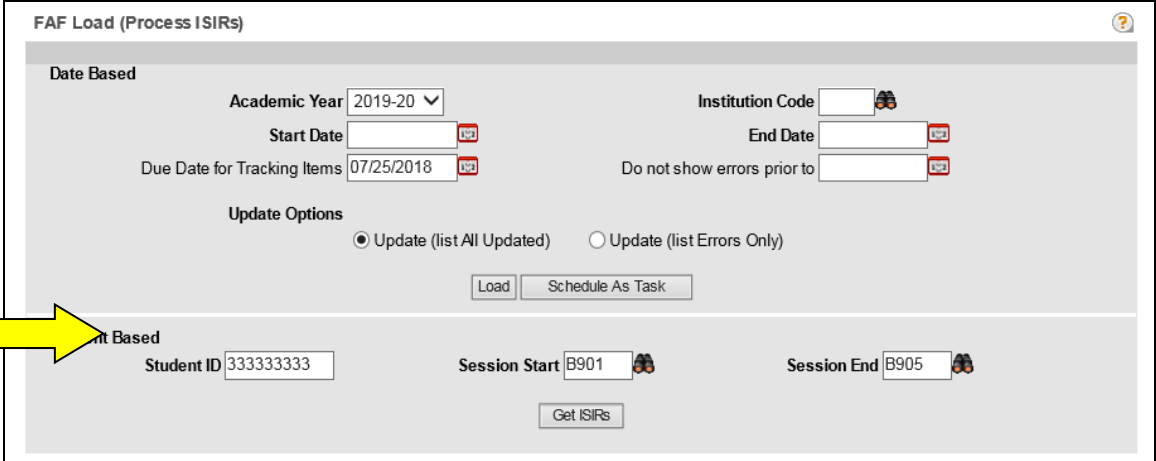
**Note:** Clicking the Schedule As Task button schedules the FAF Load (Process ISIRs) process to run on a background server. Once completed, the system generates a report. If you select the “Load” button the FAF Load (Process ISIRs) process runs based on the parameters selected, however you will not be able to navigate away from the page until the FAF Load completes nor access the report at a later time.

## Option 2: Running the FAF Load Process Using SIDs

Complete the following procedure to run the FAF load process for a single student. Use this process for students who do not fall into the typical budget categories. For students who had no match on the table, you can enter specific budgets and packaging codes.

**Navigation:** ISIR Processing → FAF Load (Process ISIRs)

1. Navigate to the FAF Load (Process ISIRs) page, and in the Student Based section of the page, enter the SSN in the Student ID field.
2. Complete the Session Start and Session End fields. You can enter session codes directly into the fields or click the Lookup icons  to specify the session range.
3. Click the Get ISIRs button and the Select ISIR page displays.



**FAF Load (Process ISIRs)**

**Date Based**

Academic Year: 2019-20

Institution Code:

Start Date:

End Date:

Due Date for Tracking Items: 07/25/2018

Do not show errors prior to:

**Update Options**

Update (list All Updated)     Update (list Errors Only)

---

**Student Based**

Student ID:


Session Start:


Session End:


**Select ISIR ?**

Student ID 33333333



(Note: The following Budget and Package Code will be used if automatic assignment fails. Automatic assignment might fail due to an invalid CSS table setup.)

Budget Code  

Package Code  

Due Date for Tracking Items  

	SAR Record ID	EFC	Reject Code	Verify	Apply Corr
<input type="radio"/>	33333333MY01	60		N	
<input type="radio"/>	33333333MY02	60		N	

4. Complete the Budget Code field or click the Lookup icon  to display the Budget Code lookup window, which allows you to search by Budget Code or Description.
5. Complete the Package Code field or click the Lookup icon  to display the Package Codes lookup window, which allows you to search by Package Code or Description.
6. Change the Due Date for Tracking Items if needed.
7. Select the radio button that corresponds to the ISIR to be loaded and used for the student's financial aid data.
8. Click the Load Selected ISIR button or, click the Cancel button to return to the previous screen without updating the student's financial aid data.

Note: During an individual FAF Load process if you encounter the error message "Student is already on file with a different SSN" this can mean a different Name, Date of Birth, or Student Status on the Financial Aid Tab.

# FAF Load Report

The FAF Load generates a report called FAF Load into Financial Aid. Depending on the report option chosen, this report lists either all students **updated** in that run or just the students with errors.

Note: if a student has an existing record in FAM and their record was not updated during the FAF Load, they will not appear on the report.


To list all students updated, select Update (list All Updated) in the Update Options section of the FAF Load (Process ISIRs) page. This is the default.

To list only students who were updated but contained errors, select Update (list Errors Only).

The FAF Load report lists the student's Name, Student Id, Pell Id and EFC. Informational, warning and error messages will appear below the student's name.

Total students updated, errors, and reported errors appear at the end of the report

## Example of a FAF Load Report

Student Name	Student ID	Pell ID	EFC
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <b>FAF Load into Financial Aid</b>  <b>Management System 2019 - 2020</b>            WCTC         </div> <div style="text-align: right;">           Version 01/09/12            Page 1 of 1         </div> </div>			
Institution: 01    Select: 07/25/2018 – 07/26/2018    Option: Update and Errors    Error Cutoff:			
MYMY, CARSTOP	333333333	333333333MY02	60
WARNING: FAM STD ELIG CODE UPDATED FROM blank TO 07 FAF DATA ADDED			
MYOMY, WHYNO	222222222	222222222MY01	5284
WARNING: FAM BIRTH DATE = 19970702 WARNING: FAM LAST NAME = MOOSEY FAF DATA ADDED			
<b>REPORT TOTALS</b>	<b>0</b>	<b>TOTAL ERRORS</b>	<b>2 STUDENTS UPDATED</b>
	<b>0</b>	<b>REPORTED ERRORS</b>	

## Another Example of a FAF Load Report

CO-NED002  
11/27/17 16:36

**FAF Load into Financial Aid  
Management System 2018 - 2019**  
WCTC

Version 01/09/12  
Page 1 of 3

Institution: 01 Select: 11/27/2017 -11/27/2017 Option: Update and Errors Error Cutoff:

Student Name	Student ID	Pell ID	EFC
ADAME, AL	999999991	999999991AD50	0
INVALID BUDGET CONVERSION CODE 'IHPSGSR' - STUDENT NOT POSTED			
ALEMAN, AL	999999540	999999540AL50	7246
STUDENT EFC UPDATED FROM - 7246			
ALVARADO, AL	999999352	999999352AL50	689
WARNING: FAM STD ELIG CODE UPDATED FROM blank TO 06			
FAF DATA ADDED			
AVILA, AL	999999524	999999524AV02	0
STUDENT EFC UPDATED FROM - 0			
BAUTISTA, AL	999999175	999999175BA50	0
WARNING: FAM STD ELIG CODE UPDATED FROM blank TO 06			
FAF DATA ADDED			

This error message occurs when the Processing Table Master (**System:** SAF, Table ID: CSS) does not have a conversion code that matches a certain type of record in NEED20. If this code is missing, you may want to enter it into your CSS conversion code table to clean up this data in the future. All records matching the conversion code string will then automatically be assigned a student budget code when the FAF Load process is re-run.

For instructions on setting up the CSS table, see section 4.3 of the *FAM Award Year Setup* documentation.

See Appendix B for a list of messages that can appear on the FAF Load report.

# Student ISIR Report

Navigation: Reports → Students Reports → ISIRs

The Student ISIR Report provides a list of Students who have ISIRs in the system, not just students with ISIRs loaded into FAM. The Student ISIR report allows users to obtain students in a particular ISIR processing status, as well as the student’s most recent ISIR transaction loaded into the system. Once the ISIR files are uploaded into FAM, you have the option to run and view this report.

The screenshot shows the 'Student ISIR' configuration interface. It includes a dropdown menu for 'ISIR Processing Status' with options: blank-Initial ISIR not Loaded to Financial Aid Data, H -Corrected ISIR not Loaded to Financial Aid Data, IS-ISIR Loaded Directly to Financial Aid Data, CA-Calculated and Loaded to Financial Aid Data, OV-FA Override and Loaded to Financial Aid Data, and ALL-All Statuses (which is selected). There are date pickers for 'ISIR Loaded From Date' and 'ISIR Loaded To Date', both in (mm/dd/yyyy) format. An 'Award Year' dropdown is set to '2019-20'. A 'Report Sort Sequence' section has radio buttons for Student Name (selected), Institution Code, Student ID, Processing Status, SSN, and Processing Date. At the bottom are 'Get Report' and 'Schedule As Task' buttons.

You may want to periodically run the option of BL(Blank Initial ISIR Not Loaded to Financial Aid Data) to help you locate the ISIRs that, for whatever reason did not load into FAM as they should have.

You can identify these types of ISIRs groups:

- ALL-All Statuses
- OV-FA Override and Loaded to Financial Aid Data
- CA-Calculated and Loaded to Financial Aid Data
- IS-ISIR Loaded Directly to Financial Aid Data
- H-Corrected ISIR Not Loaded to Financial Aid Data
- BL-Blank Initial ISIR Not Loaded to Financial Aid Data

The report can display in several different formats. Choose the format you are most comfortable using and review the report for error messages.

**Note:** If your selection criteria will result in a large report, many times the task will never finish generating the data and the task times out or the report is too large to open. The SBCTC-IT recommends the generation of smaller reports, for example using one day or one-week periods for generating data.

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## 4.3 Auto Tracking Process (FAM057)

An option is available to run the Automatic Tracking (FAM057) feature whenever the FAF Load/(Process ISIRs) is run. You can use one of two methods to setup Auto Tracking. Use either the:

- FAM Load Setup page or the
- Processing Table

These methods are interconnected which means as one is setup or changed the other method mirrors the setup or change.

### Option 1: Using the FAF Load Setup Page

To setup Auto Tracking using the FAF Load Setup page, navigate to the page.

**Navigation: Application Setup→Processing Config→ FAF Load Setup**

1. From the FAF Load Setup page, make sure the Run Auto-Tracking box at the bottom of the page is check marked.

When this box is check marked, the SAF/TRACKAUTO Processing Table entry NEED-AUTO-TRACK contains the value of Y. When this box is not checked the SAF/TRACKAUTO Processing Table entry NEED-AUTO-TRACK contains the value of N.

All	All	All						
All	With Parent	All	Non Resident	All	04	NA		
All	All	All						
All	With Parent	All	State Resident	All	02	NA		
All	All	All						
All	Off Campus	All	Non Resident	All	03	NA		
All	All	All						
All	Off Campus	All	State Resident	All	01	NA		
All	All	All						
All	On Campus	All	Non Resident	All	06	NA		
All	All	All						
All	On Campus	All	State Resident	All	01	NA		
All	All	All						

Run Auto-Tracking  Due Date Days

Default Race Code  Default Sex Code

Default Name Type  Default Address Type  Default Email Type

Default Name Code  Default Address Code  Default Email Code

Auto-generated Student ID Prefix  Auto-generated Student ID  Add Students that are not in SIS?

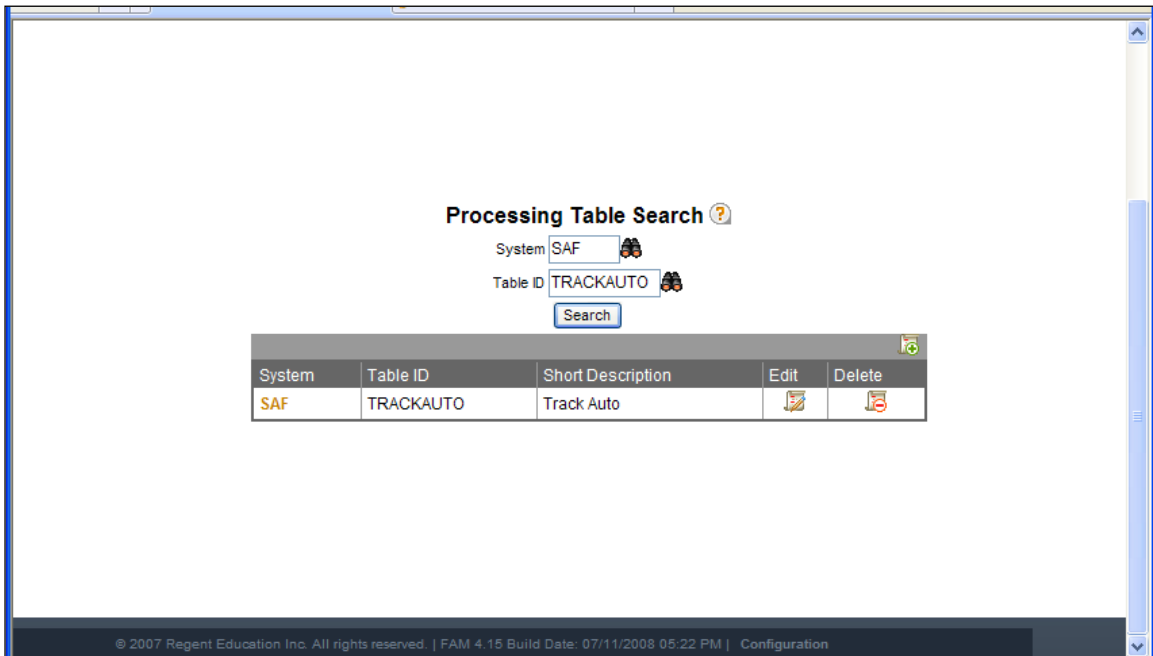
© 2007 Regent Education Inc. All rights reserved. | FAM 4.17 Build Date: 02/11/2009 06:16 PM |

## Option Two: Using the Processing Table

To setup Auto Tracking using the Processing Table entry navigate to the Processing Table.

**Navigation: Application Setup→Processing Config→ Processing Table**

1. Navigate to the table by selecting or typing SAF into the System field and selecting or typing TRACKAUTO into the Table ID field and then selecting the Search button



2. Then update or add the following Processing Table (CTL051) entry:

**System:** SAF  
**Table ID:** TRACKAUTO  
**Value:** NEED-AUTO-TRACK  
**Description:** Y

When this Processing Table entry is set to Y, Automatic Tracking is enabled, the Run Auto-Tracking box will show checked at the bottom of the FAF Load Setup General page. When this option is missing or set to N, the Run Auto-Tracking box will not be checked on the FAF Load Setup General page.



# Student Status and Track Code Assignments

## How it Works

By default, Automatic Tracking uses the Student Status field value on the Student Tab (FAM501) to determine which track codes are assigned to each student.

The FAF Load automatically assigns and posts the Student Status value “NE” (for new) students on the Student Tab or “OV” (for a Rejected ISIR) whenever a new ISIR loads into FAM. The value from that field also displays on the Tracking Summary Data page.

Additionally the FAF Load automatically posts **the ISIR’s student status** value to the Student Status field on the Financial Aid tab, for example, “DV” stands for the an dependent student selected for verification.

Because of the differing data in the two different Student Status fields, the SBCTC recommends you use the Student Status value from the Financial Aid tab (FAM503). The Student Status field on the Financial Aid tab more accurately reflects the student’s dependency and verification status. That Student Status field will more accurately assign the correct track codes to the Tracking Data Maintenance page (FAM505) on the Tracking Tab.

## Setting Up Auto Tracking to Use the Student Status on the Financial Aid Tab

When this table entry is setup and the Description field is blank, the Automatic Tracking process uses the Financial Aid Data page (FAM503) Student Status value to post track codes.

When this table entry is not setup, (meaning not being used), the Auto Tracking process uses the Student Status field on the Student Data page (FAM501) to post track codes.

In order to use the Student Status from the Financial Aid Tab, access the Processing Table Maintenance (CTL051) and establish the following entry:

**System:** SAF  
**Table ID:** TRACKAUTO  
**Value:** SAF057-STD-STAT  
**Description:** Blank (no entry)

## Setting Up Auto Tracking to Post Track Codes

Auto Tracking posts predefined or default track codes for each ISIR based on the Student Status field values. These track codes are set up in the Processing Table. To setup the Automatic Tracking function, type these values into the fields:

**System:** SAF

**Table ID:** TRACKAUTO

**Value:** *ssnnnn* where “*ss*” is the student status code and “*nnnn*” is the year session, for example, IVB901

**Description:** A maximum of 10 track codes. Each track code is followed by the two-position tracking notation code, for example,

09NRCONR1LNR2LNRFRNRADRQ

Additional information about these entries can be found in the Award Year Setup documentation, Section 4.2.

## Setting Up Auto Tracking to Post Received Dates When ISIRs Load

Automatic Tracking posts a Received Date for the track code parameter listed on the Processing Table. To setup this feature type these values into the fields:

**System:** SAF

**Table ID:** TRACKAUTO

**Value:** SAF057-FAF-TRK

**Description:** Two-character track code. (example 09)

The Received Date field stores the date the ISIR was loaded into FAM. The Received Date field date does not change even if there is a date assigned in the Date Due field for that item. This is important when attempting to identify records uploaded in a specific batch. Make sure the track code parameter is predefined in the Validation Config Table (Table Name: SAF\_TRACK\_CODE) or the track code will not post.

## 4.4 Tracking IRS Request Flags

### How It Works

You can setup FAM to post track codes based on the ISIR IRS Request Flag values for students selected for verification. Activating this feature involves adding two Processing Table entries and creating, or recycling a few track codes.

After completing the setup for the IRS Request Flag tracking feature, the FAF Load adds the designated track codes to the Tracking Tab for students selected for verification. For example, if a student's first ISIR is not selected for verification, the IRS Request Flag track codes will not post. If that same student's second ISIR is selected for verification, the IRS Request Flag track codes post after the second ISIR is loaded into FAM via the FAF Load.

The IRS Request Flag tracking feature posts additional data to the Tracking Data Maintenance screen. The additional data that posts comes from the Student and Parent Request Flag values off the ISIR. You can find additional information about this data in the following section called "Data Posting from the IRS Request Flags".

**Note:** The SBCTC-IT recommends you setup two different track codes on the N20/AGENCY Processing Table, one for the student and one for the parent. If only one track code is used for both student and parent, then the parent's value posts for all Dependent students.

### Setting Up IRS Request Flag Tracking

IRS Request Flag Tracking consists of adding two entries to your yearly Processing Table (N20/AGENCY). You can use the same track codes each year or use different ones for different years. The IRS Request Flags on the 2019-20 ISIR are field 176 (for Student) and field 177 (for Parent).

**Navigation:** Application Setup→Processing Config→ Processing Table

Create these table entries by selecting the insert icon on the Processing Table Search page.

#### **Student IRS Flag:**

**Value:** IRS-FLAG-STD-POST

**Description:** XX-YY or XX where XX is the Track Code and YY is the optional Notation Code. If no YY (optional Notation Code) is entered, the value of RQ posts.

**Example:** TS-NR (TS is the track code used for the student's IRS Request Flag status; NR for the Notation code to be posted.)

**Parent IRS Flag:**

**Value:** IRS-FLAG-PAR-POST

**Description:** XX-YY or XX where XX is the Track Code and YY is the optional Notation Code. If no YY (optional Notation Code) is entered, the value of RQ posts.

**Example:** TP (TP is the track code used for the parent's IRS Request Flag status; RQ will be automatically posted as the Notation code.)

## **Definitions of the IRS Request Flag Values**

The Department of Education defined the IRS Request Flag values as:

Blank = IRS Data Retrieval Tool was not available (example paper FAFSA)

00 = Ineligible to use the IRS Data Retrieval Tool

01 = IRS Data Retrieval selected to use, but IRS data NOT transferred

02 = IRS data transferred from IRS (and not changed later)

03 = IRS data transferred from IRS but user changed prior to submission

04 = IRS data transferred from IRS and user changed on a subsequent transaction

05 = IRS Data Retrieval Tool was not used

06 = IRS data transferred from IRS, but subsequent change made Tool ineligible to use

07 = IRS data transferred from IRS, but amended tax return filed later

## **Data Posting From the IRS Request Flags**

The process looks at the IRS Student Request Flag for both Dependent and Independent students on the first ISIR selected for verification. As you load new, corrected or changed ISIRs into FAM, any ISIR selected for verification receives the track codes you setup for IRS Request Flag feature, or the track code fields update when IRS Flag Value has changed and more information from the student is required.

As corrected and changed ISIRs are loaded into FAM, the fields that update are the Due Date, Date Notified, Date Received, and Comment Code fields.

## Data Posting for the First ISIR Selected for Verification

The table below details the information that posts to fields on the Tracking Data Maintenance page as *new* ISIRs are loaded into FAM.

### Data Posting From the IRS Request Flag Process

<b>IRS Flag Values</b>	<b>Track Codes</b>	<b>Notation Code Field</b>	<b>Due Date Field</b>	<b>Date Notified Field</b>	<b>Date Received Field</b>	<b>Comment Code Field</b>
<b>02</b>	Post	RQ Posts or Your Setup Selection	Date ISIR Loaded Posts	Date ISIR Loaded Posts	Date ISIR Loaded Posts	ISIR Trans No. Posts IRS Flag Value Posts for Students and Parents
<b>OT02*</b>	Post	RQ Posts or Your Setup Selection	Default Due Date Posts or Your Setup Selections	No Date or Data Posts	No Date or Data Posts	ISIR Trans No. Posts IRS Flag Values Post for Students and Parents

\***OT02** stands for the values “Blank”, 00, 01, 03, 04, 05, 06 or 07. OT02 stands for all values “Other Than 02”.

## Data Posting for Corrected or Changed ISIRs Selected for Verification

The table below details the fields and the information that updates as corrected or changed ISIRs are loaded into FAM.

<b>IRS Flag Values From and To</b>	<b>Due Date Field</b>	<b>Date Notified Field</b>	<b>Date Received Field</b>	<b>Comment Code Field</b>
<b>02 to 02</b>	Date Retained	Date Retained	Date Retained	New IRS Flag Value Posts for Students and Parents New ISIR Transaction No. Posts
<b>02 to OT02*</b>	Default Due Date Posts	Date Removed	Date Removed	New IRS Flag Values Post for Students and Parents Previous Value Moves Left ISIR Transaction No. Posts
<b>OT02 to OT02</b>	Date Retained	Date Retained	Date Retained	New IRS Flag Values Post for Students and Parents Previous Value Moves Left ISIR Transaction No. Posts
<b>OT02 to 02</b>	Date Retained	Date Removed	Date ISIR Loaded Posts	New IRS Flag Values Post for Students and Parents Previous Value Moves Left ISIR Transaction No. Posts

\***OT02** stands for all values “Other Than 02”. OT02 stands for the values “Blank”, 00, 01, 03, 04, 05, 06, or 07.

## Understanding the Formatting for the IRS Flag Values and ISIR Transaction Numbers

The ISIR transaction number(s) and IRS Student Request Flag value(s) post into the Comment Code field. The format is T#nn-ZZNN where nn is the ISIR Transaction Number. ZZ indicates if it is the Parent or Student Request Flag displaying, and NN is the IRS Request Flag value. A Blank value displays as ‘BL’. Here is how those values appear in the Comment Code field: ‘T#04St03’ for ISIR Transaction #04 and IRS Student Request Flag value of 03.

When another ISIR selected for verification loads, the two most recent ISIR transactions where the student or parent was selected for verification display in the Comment field as do the IRS Flag Values. Those values display in the field like this:

T#04-Pr02 T#03-PrBL

The value from the Parent IRS Request Flag on the new ISIR is posted into the first position of the Comment field and the previous value moves right and the new value posts in the left position.

You can also setup FAM to post track codes based on the IRS Request Flag field values for students selected for verification.

The IRS Request Flag Tracking code and information can be suppressed when the student has been assigned Verification Group 3, 4 or 6 (*note: Group 3 was retired by the FSA starting in 2015-16 and Group 6 has been retired by FSA starting in 2017-18*). If enabled, the IRS Request Flag track codes and information will not post to the Tracking Tab for students assigned Verification Groups 4 since these Verification Groups do not require verification of income or tax information. The IRS Request Flag track codes and information will continue to post for students assigned Verification Groups 1 or 5. The Verification Group value is field 390 on the 2019-20 ISIR record.

To activate this option, enter the following on the Processing Table:

System:	N20
Table ID:	AGENCY
Value:	IRS-FLAG-SUPPRESS
Description:	<i>nothing is required in the description</i>

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## 4.5 Tax Return Filing Status Tracking

### How It Works

Starting in 2015-16, there are two ISIR fields that provide information about the students' and parents Tax Return Filing Status. These two fields (field 41 on the 2019-20 ISIR for the student and field 105 on the 2019-20 ISIR for the parents) contain one of the following values (based on the numeric value shown):

1 = Single	(SI)
2 = Married, filing jointly	(JT)
3 = Married, filing separately	(SP)
4 = Head of Household	(HH)
5 = Qualifying Widow(er)	(WI)
6 = Don't Know	blank

The ability to track the ISIR IRS Tax Return Filing Status values from the FAF Load (Process ISIRs) process is set in the Processing Table. The track values you set up can be year specific and are entered in each NEED Year's Control Table (such as N20).

To activate this feature you need two specific Processing Table entries in your Processing Table. In addition, you may want two specific track codes for the Tax Return Filing Status Flag value; one for the parents' flag value and one for the student's flag value. If the same track code is used for both student and parent, then the parents' value will be posted for Dependent students. **Do not** enter these track codes in the SAF/TRACKAUTO Status entries.

Once activated, the designated track codes post when the ISIR loads into FAM (this option does not require the student to be in verification). If used, the ISIR Transaction Number and a two character abbreviation (see chart above) posts into the Tracking record Comment Code field. (Example: T#01-SI). Track codes do not post if the numeric value is 6 (Don't Know).

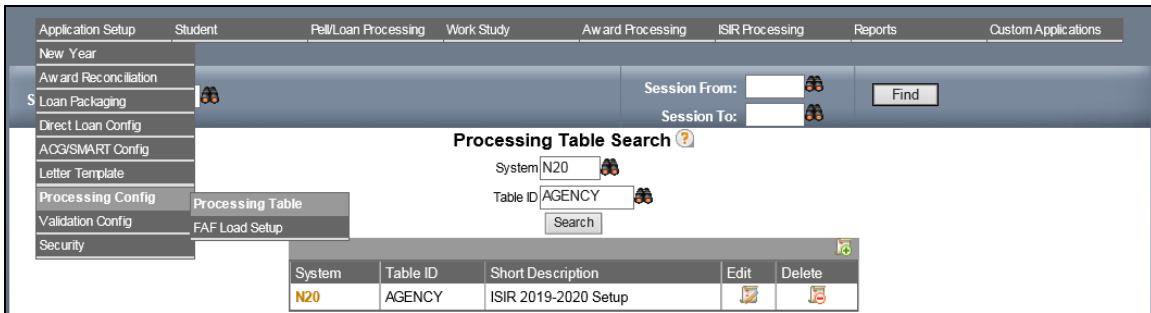
To activate the automatic tracking of the Tax Return Filing Status Flag when ISIRs are loaded and the FAF Load program is run add the following (if they do not already exist):

**Navigation:** Application Setup → Processing Config → Processing Table

**System:** N20

**Table ID:** AGENCY





**Parent Tax Return Filing Status Flag:**

**Value:** IRS-TAX-RTN-PAR

**Description:** XX-YY or XX where XX is the track code and YY is the optional Notation Code. If the YY (optional Notation Code) is entered, the value of **NR** posts.

**Example:** XR is the track code used for the parent’s Tax Return Filing Status Flag status then NR automatically posts as the Notation code.

**Student Tax Return Filing Status Flag:**

**Value:** IRS-TAX-RTN-STD

**Description:** XX-YY or XX where XX is the Track Code and YY is the optional Notation Code. If no YY (optional Notation Code) is entered, the value of **NR** will be posted.

**Example:** XQ-RQ (XQ is the track code used for the student’s Tax Return Filing Status Flag status; RQ for the Notation code to be posted.)

Example (if used):

Value	Description	Edit	Delete
IRS-TAX-RTN-PAR	XR		
IRS-TAX-RTN-STD	XQ-RQ		

## 4.6 NSLDS Pell LEU Tracking

### How It Works

Starting in 2013-14, there are three ISIR fields that display the student's Pell lifetime limit information that comes from NSLDS. These three fields are:

- NSLDS Pell Lifetime Limit Flag,
- NSLDS Pell Lifetime Eligibility Used and
- NSLDS Unusual Enrollment History Flag

The ISIR comment codes provide additional NSLDS Pell LEU information. You can track the NSLDS Pell LEU comment codes through NSLDS Pell comment code tracking process.

Based on input from FAST, the FAF Load was modified to optionally post a track code that displays the percentage from the NSLDS Pell Lifetime Eligibility Used ISIR field if the NSLDS Pell Lifetime Limit Flag contains a value of 'C' or 'E'. The NSLDS Pell Lifetime Limit Flag ISIR field contains the following values:

C = Close to Pell limit  
E = Met or Exceeded Pell limit  
H = High Pell percent  
N = No Problem

You can have the same Track code posted for a C or E value in the Pell Lifetime Limit flag or you can have different track codes posted for each value.

### Setting Up Auto Track for Pell LEU Tracking

Create this Processing Table entry in the SAF/AGENCY Table by selecting the insert icon on the Processing Table Search page. The description field contains the track code and the assigned status. If this entry is not on the table, the track code record is not created or updated.

To post the same Track code for both C or E value:

**Value:** PELL-LEU-PCT

**Description:** XX-YY (where XX is the track code, YY is the Notation Code). If no YY (Notation Code) is specified, NR will be posted.

**Note:** The track code specified must be in the Validation Table SAF\_TRACK\_CODE

To post a Track code for the C value:

**Value:** PELL-LEU-PCT-C

**Description:** XX-YY (where XX is the track code, YY is the Notation Code). If no YY (Notation Code) is specified, NR will be posted.

**Note:** The track code specified must be in the Validation Table SAF\_TRACK\_CODE

To post a different Track code for the E value:

**Value:** PELL-LEU-PCT-E

**Description:** XX-YY (where XX is the track code, YY is the Notation Code). If no YY (Notation Code) is specified, NR will be posted.

**Note:** The track code specified must be in the Validation Table SAF\_TRACK\_CODE

When the FAF Load runs, the track codes you set up post with the percentage from the NSLDS Pell Lifetime Eligibility Used field. The information posts in the Tracking Tab Comment field if the value in the NSLDS Pell Lifetime Limit Flag field is 'C' or 'E'. The track codes will not post if the NSLDS Pell Lifetime Limit Flag field is 'H' or 'N'.

**Example:**

LE	Pell Lifetime Elig Used	04/16/2015			NR	: 587.281%
----	-------------------------	------------	--	--	----	------------

**Note:** The ':' (colon) in the Comment field is required for formatting purposes.

If the percentage changes on the ISIRs that are loaded after the initial ISIR is received, the new or changed percentage posts in the Comment field and the original percentage moves to the right. The two most recent percentages display. The Comment Code field is 17 characters in length and is accessible through DataExpress.

**Example:** (this example shows a track record updated by a subsequent ISIR)

EU	PELL LIFETIME ELIG USED	03/19/2015			NR	: 575.035%: 541.696%
----	-------------------------	------------	--	--	----	----------------------

## Setting Up Auto Track to Update the Pell LEU Track Code Data

An option to update the Pell LEU track code if a subsequent ISIR is loaded after the student is frozen is also available. To allow updates of the Pell LEU track code, add the following Processing Table entry to the SAF/AGENCY table. If this entry is on the table, any later ISIR that is loaded that has a different Pell LEU percentage updates the track code. If this entry is not on the table, the track code is not updated on a frozen record when any subsequent ISIR is loaded.

**System:** SAF  
**Table ID:** AGENCY  
**Value:** PELL-FREEZE-UPDATE  
**Description:** Y

The NSLDS Pell LEU Percentage from the most recent ISIR loaded is viewable in the following locations in FAM:

- ISIR
- Financial Aid Data Summary Page (field displays 'na' for years prior to 2013-14)
- Financial Aid Tab (next to Pell Eligibility Field)
- Award Tab (below Pell EFC field)
- If percentage is less than 600%, the value will display in black
- If percentage is 600% or greater, the value will display in red and a message will appear in red at the top of the page. The message is Student has Met or Exceeded Pell LEU Limit.

**Note:** The most recent ISIR loaded into FAM may not be the ISIR transaction on the FA tab.

## 4.7 Verification Group Tracking

### How It Works

Starting in 2013-14, the ability to track required items based on a Verification Group was added to the FAF Load for students selected for verification. In addition, you can track required items based on whether the student or parent (if dependent) is a tax-filer (Calculated Tax Status =1,2,3) or a Non-filer (Calculated Tax Status = 4,5). Only students selected for verification will have these track codes posted.

The Verification Group value is field 390 on the 2019-20 ISIR record and the Calculated Tax Status on the 2019-20 ISIR are fields 252 (for Parents) and 253 (for Students). .

To activate this feature, you will need to have entries in your N19/AGENCY Processing Table for the different verification groups and tax-filer status. If you do not already have tracking items defined for the various required items, you will need to create them on the Validation Table.

Once activated, the designated track codes from the Processing Table entries will post based on the value entered in the Verification Tracking Flag field on the student's ISIR record. The track codes will post with a RQ status. If a subsequent ISIR is loaded and the student or parent's verification group or tax-filer status has changed, the track codes associated with the new group and status will be posted. The track codes associated with the original verification group or tax filer status will remain on the student's record.

When verification group track codes are posted, information about the ISIR record is posted to the Comment field. What is posted is the verification group number, whether the student is dependent or independent, whether the student or parent is a tax filer or non-tax filer and the value of the student or parent's tax-filer field.

The format is V#-XXX-YYYFILE (where # is 1-6, XXX is DEP or IND, and YYY is TAX or NON. Information from the ISIR transaction is posted to the Comment Field.

**Example 1:** A student is selected for verification and assigned verification group 1. The student is independent and a tax-filer (Tax Status=1,2, or 3) and will have the following posted to the Comment field for each track code associated with verification group 1 and tax filer status – 'V1-IND-TAXFILE'.

**Example 2:** A student is selected for verification and assigned verification group 5. The student is dependent and their parent is a non-tax filer (Tax Status=4 or 5) will have the following posted to the Comment field for each track code associated with verification group 5 and non-tax filer status – 'V5-DEP-NONFILE'.

## Processing Table Entries

If desired, add the following to your **N20/AGENCY** Processing Table for each verification group and optionally tax filer status. You will need to setup a minimum of two entries for each Verification Group; one for Dependent Students and a second one for Independent Students.

**System:** N20

**Table ID:** AGENCY

**Value:** V#-DEP (# is the number of the verification group)

**Description:** XXYYZZ where XX, YY, ZZ are the track codes. Up to 20 track codes can be entered in the description field. Be sure there is no punctuation or spaces between the track codes.

**System:** N20

**Table ID:** AGENCY

**Value:** V#-IND (# is the number of the verification group)

**Description:** XXYYZZ where XX, YY, ZZ are the track codes. Up to 20 track codes can be entered in the description field. Be sure there is no punctuation or spaces between the track codes.

If you want to also track by Tax Filer status, you would set up the following Processing Table entries.

**System:** N20

**Table ID:** AGENCY

**Value:** V#-IND-TAXFILER (# is the number of the verification group)

**Description:** XXYYZZ where XX, YY, ZZ are the track codes. Up to 20 track codes can be entered in the description field. Be sure there is no punctuation between the track codes

**System:** N20

**Table ID:** AGENCY

**Value:** V#-IND-NONFILER (# is the number of the verification group)

**Description:** XXYYZZ where XX, YY, ZZ are the track codes. Up to 20 track codes can be entered in the description field. Be sure there is no punctuation between the track codes

Unless otherwise indicated, all of the track records added use the “RQ” Notation Code. Should you want any of these entries to have an “NR” Notation Code you would need to add a corresponding Processing Table entry. For example:

**System:** N20  
**Table ID:** Agency  
**Value:** V1-DEP-NONFILER-NC  
**Description:** RQNRNRRQRQ

(5 track codes in V1-DEP-NONFILER would require 5 Notation Code entries in V1-DEP-NONFILER-NC)

Additional information about these entries can be found in the Award Year Setup documentation, Section 4.2.

There is a Processing Table option which, when used, would only post the Verification Group/Tax Filer information into the Comment field for one track code when multiple track codes are defined for a Verification Group. The Verification Group/Tax Filer information will be posted to the first track code entered in the description for the Verification Group Tracking N20/AGENCY Processing Table entry.

To activate this option enter the following on the Processing Table:

**System:** N20  
**Table ID:** AGENCY  
**Value:** VERIFY-GROUP-COMMENT  
**Description:** *nothing is required in the description*

### **Update Frozen Students Update a Track Record**

There is one additional Processing Table option available for Verification Tracking which allows the FAF Load to add or update a track record if the student’s FA Tab is frozen.

**System:** N20  
**Table ID:** AGENCY  
**Value:** VERIFICATION-FRZ-UPD  
**Description:** Y

## Assigning Track Codes based on ISIR Verification Selection Change Flag

Starting with 2016-17 ISIRs, a 'C' entered in the Verification Selection Change Flag field indicates the student's Verification Group had changed (the Verification Change Flag is field 239 on the 2019-20 ISIR). FAST requested that the ability to assign a track code or codes to students with a 'C' in the Verification Selection Change Flag field be added to FAM. This ability has been added to FAM.

Once activated, the designated track code(s) will post if a value of 'C' is entered in the Verification Selection Change Flag field on a subsequent ISIR. In addition, the track codes associated with the new Verification Group will post.

Based on input from the FAST group, the ISIR transaction number will post to the Comment field. The format is 'CPS TRANS#: *nn*' – where *nn* is the transaction number and *ab* is the abbreviated value.

Note: the previous Verification Group's track codes will remain on the student's Tracking Tab.

To activate Tax Return Filing Status tracking, add the following to your Processing Table. You may want to create new track codes before adding this new entry.

System: N20  
Table ID: AGENCY  
Value: VERIFY-GROUP-CHANGED

Description: WWXXYYZZ or WW YY where WW is the track code, XX is the optional notation code for that track code, YY is a track code and ZZ is the optional notation code for that track code. If no XX or ZZ (optional Notation Code) are entered, the value of RQ will be posted.

Example:

VERIFY-GROUP-CHANGED	TCNRTD
----------------------	--------

This setup will post a TC track code with a NR notation code and a TD track code with a RQ notation code.



## 4.8 How to Run Auto Tracking Separately

If needed, you can run Auto Tracking as a separate process. However, it is not necessary as long as the Run Auto-Tracking box on the FAF Setup General page is checked. When this box is checked it allows Auto Tracking to run during the FAF Load process.

The Auto Tracking process will just update tracking based on the Student's Status. It does not update track codes based on ISIR data such as IRS Request Flag.

To run Auto Tracking navigate to the Auto Tracking Program.

Auto Tracking (Program: FAM057)

**Navigation:** Award Processing → Automatic Tracking

The screenshot displays the FAF Setup General page with the 'Award Processing' tab selected. The 'Automatic Tracking' option is highlighted with a yellow arrow. The page includes various sections such as 'Processing' with gauges for 'Received/Awarded' (58.386% Last Year, 4.47% This Year) and 'Selected/Verified' (0% both years). It also features 'Documents Received' and 'Communications Sent' bar charts, and a 'Funds Management' section with a progress bar. The 'Award Processing' sidebar contains a table of metrics:



Metric	05-06	06-07
Default Rates	05-06	06-07
Perkins	34.5%	32.4%
FFEL	34.5%	32.4%
Average Indebtedness	\$15,388	\$15,450
Audit Rates	05-06	06-07
Federal	12,950	TBD
State	0/80	TBD
Administration	05-06	06-07
Students per staff member	12,950	TBD
Cost per recipient	\$65.21	\$52.96
Cost as % of dollars admin	82%	.75%
Staff Turnover	26%	14%
Customer Service	05-06	06-07
Overall Rating	3.86	4.09
Compared to other offices	3.48	3.55

The 'Funds By Source' section shows a pie chart with a legend for 'Intentional Blank = 100'. The 'Reference Websites' section lists links for Regent, IFAP, Federal Student Aid Handbook, Code of Federal Regulations, INSLDS, Guarantee Agency, ELM Resources, FISAP, FERPA, and NASFAA.


## To run Auto Tracking

The screenshot shows a web form titled "Automatic Tracking" with a help icon. It contains the following fields and controls:

- Institution Code:** A text box containing "01" with a binoculars icon to its right.
- Session:** A text box containing "B901" with a binoculars icon to its right.
- Date Due:** A date picker showing "08/29/2018" with a calendar icon to its right.
- Include Students:** A section containing:
  - Student ID:** A text box with a binoculars icon to its right.
  - A large empty list box.
  - "Add" and "Remove" buttons.
- At the bottom, there are two buttons: "Get Report" and "Schedule As Task".

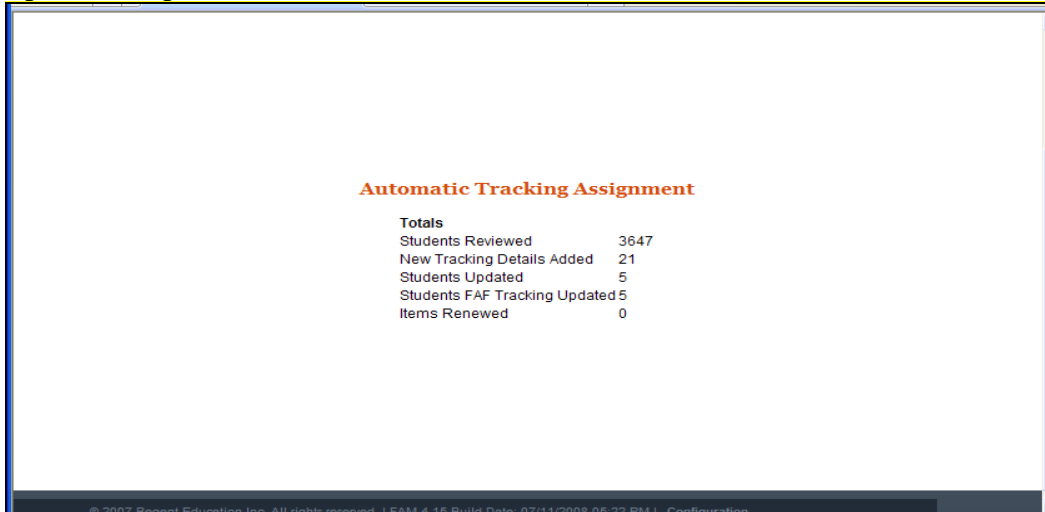
1. Complete the Institution Code field. Enter the code directly into the field, or click the Lookup icon  to display the Institution Code window and choose a value. Usually, this value is 01.
2. In the Session field, type the code for the session to which the *tracking items* pertain (for example, B901), or click the Lookup icon  to display the Session window and choose a value.
3. Enter the due date for the items in the Date Due field (required). The date entered here populates the Due Date column on the Tracking Tab. You may use the calendar to select a date.
4. To run auto tracking for all students leave the Include Students section blank.

—or—

To run auto tracking for a specific student or students, enter an SSN in the Student ID field and click the Add button. Repeat until all the students you want to include display in the list box. (You can click the Lookup icon  to display the FAM Name Lookup window and find SSNs based on last name, first name, SSN, or alternate ID.) To remove an SSN from the list box, click on the item and then click the Remove button.

- Click the Schedule As Task button (always recommended if available). A message displays stating that the background task has been accepted and an email notification will be sent when it finishes.

When the program finishes, the results look similar to the following screenshot. A report is not produced.



The following screenshot is an example of student's record updated by Auto Tracking specifying 01/25/2016 in the Due Date field:

**Tracking Data Maintenance** ?

Save successful.

Student ID: 195 BARNES, A 195  
 Student Status: NE STUDENT AD  
 Session: B671 2016-17 Year

Track Code	Track Description	Due Date	Date Notified	Date Received	Notation Code	Comment	Attachment	Delete
09	ELECTRNIC STU AID REPORT	01/06/2016		01/06/2016	NR		Attach	<input type="checkbox"/>
1L	Welcome Letter	01/06/2016			NR		Attach	<input type="checkbox"/>
26	HOW PARENT LIVING ON LOW INCOM	01/25/2016			RQ		Attach	<input type="checkbox"/>
2L	Letter 2	01/06/2016			NR		Attach	<input type="checkbox"/>
50	VERIFICATION STATUS	01/06/2016			RQ	V1-DEP-TAXFILE	Attach	<input type="checkbox"/>
55	V1 - Standard Ver - Dep	01/06/2016			RQ		Attach	<input type="checkbox"/>
AD	APPLY FOR ADMISSION	01/06/2016			RQ		Attach	<input type="checkbox"/>

- A track code (26 in the above example) with a Due Date of 01/25/2016 posted as a result of the Auto Tracking (FAM057) process based on the date entered in the Date Due field on the Auto Track page. This posting is based on the Student Status Code list on the Financial Tab.

- A track code with a Due Date of 01/06/2016 (AD in this example) was posted as the result of the FAF Load process based on either the CALC-DUE-DAYS value on the Processing Table or the date entered in the Due Date for Tracking Items field on the FAF Load (Process ISIRs) page.

## 4.9 Student FAF Listing Report (FAM070) and Student ISIR Report (NED015)

This report provides information on the student's financial aid form (FAF) data. You can also generate a report of students who are missing FAF data.

### Student FAF Listing Report (Program: FAM070)

**Navigation:** Reports → Student Reports → Student FAF Listing

The screenshot shows the 'Student FAF Listing Report' web interface. At the top, there are input fields for 'Student ID', 'From', and 'Find'. The main area is titled 'Student FAF Listing Report' and contains several selection panels:

- Institution Code:** A text input field.
- Financial Aid Session Start:** A text input field.
- Totals Only:** A checkbox.
- Option Selection:** Three radio buttons: 'Print All Data' (selected), 'Print All and Note Missing FA', and 'Only Print those Missing FA Data'.
- Sequence Selection:** Five radio buttons: 'Student Name' (selected), 'Pell Index', 'Package Code', 'Budget Code', and 'School Year'.
- Award Selection (check for missing FA):** A text input field for 'Award Code'.
- Race Selection:** A text input field for 'Race' and an 'Add/Remove' button.
- Misc Code Selection:** A text input field for 'Misc Code' and an 'Add/Remove' button.
- Sex Selection:** A text input field for 'Sex' and an 'Add/Remove' button.
- Citizenship Selection:** A text input field for 'Residence' and an 'Add/Remove' button.
- Student Status Selection:** A text input field for 'Status' and an 'Add/Remove' button.

At the bottom of the interface, there are two buttons: 'Get Report' and 'Schedule As Task'.

You can sequence this report by student name, Pell index, package code, budget code, or year in school. You can report based on a selected award code and on selected race, sex, student status, miscellaneous, or residence codes. Finally, a Totals Only option prints the statistical total data without printing the detail.

**Note:** Use the Schedule As Task button to run this process on a background server. Once completed, the system generates a report and an email notification is sent.



CO-FAM070

### Student FAF Listing

Version 09/22/04

08/09/18 15:16

WCTC

Page 2 of 2

Student Name	ID Number	Inst	Race	Sex	Status	Year	Pac Code	Suppl	Award			
Session End	Dep Inp	No Dep	Mar Stat	<-----Pell-----> EFC	<-----Parent-----> Std Cost	<----Student----> Income	<--Budget--> Contrib	CD	Amount	Student Need		
MOOSEY	DAME			222222222	01	4	M	IN	2	9L	0	\$0.00
B905	I	00	SG	5284	0	0	0	24629	5284	06	18843	13559
MYMY	CARSTOP			333333333	01	0	F	DE	2	9L	0	\$0.00
B905	D	03	WI	60	0	26294	0	4383	60	01	18417	18357

#### Total

ALL STUDENTS

DEPENDENT

TOTAL

AVERAGE

STUDENT COUNT

1

STUDENT INCOME

4,383

4,383

STUDENT CONTRIBUTION

60

60

PARENT INCOME

26,294

26,294

PARENT CONTRIBUTION

0

0

STUDENT NEED

18,357

18,357

NEED SUPPLEMENT

0

0

AWARD TOTAL

0

0

UNMET NEED

18,357

18,357

## Student ISIR Report (Program: NED015)

### Navigation: Reports → Student Reports → ISIRs

The Student ISIR Report (NED015) creates a list of students who have ISIRs in the system, not just students with masters on file in FAM. The report allows you to obtain students in a particular ISIR processing status, as well as the students' most-recent ISIR transaction loaded into the system.

**Student ISIR**

blank-Initial ISIR not Loaded to Financial Aid Data  
H-Corrected ISIR not Loaded to Financial Aid Data  
IS-ISIR Loaded Directly to Financial Aid Data  
CA-Calculated and Loaded to Financial Aid Data  
OV-FAOverride and Loaded to Financial Aid Data

ISIR Processing Status ALL-AI Statuses

ISIR Loaded From Date  (mm/dd/yyyy)

Award Year 2019-20

ISIR Loaded To Date  (mm/dd/yyyy)

**Report Sort Sequence**

Student Name

Institution Code

Student ID

Processing Status

SSN

Processing Date

Use this page and the drop down menu to select

- An ISIR processing status
- The award year
- A range of ISIR Loaded From Date and ISIR Loaded To Date

You have the option to sort the report by:

- Student Name
- Student ID
- SSN
- Institution Code
- Processing Status
- Processing Date

ISIRs are selected from the database based on their status, the specified date range, and the specified award year.

The report includes:

- Student Name
- Student ID on FAM
- SSN
- Institution Code
- ISIR Status
- Dependency Status
- Pell EFC
- Reject Code
- Verification Flag
- Pell Flag
- Name Code/Trans#
- ISIR Date Updated
- Total Number of Students
- Average EFC

The included records sort by the selected sort option. You have the option to suppress all or a portion of the student's SSN. If the student exists in FAM, the system displays the Student ID and the Institution Code. If the student does not exist in FAM, the system displays the data from NEED.

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## 4.10 EFC Compare Report (NED037)

The EFC Compare Report compares the Pell ID numbers, Pell eligibility flags, and EFCs found in the ISIR records with the Pell ID numbers, Pell eligibility flags, and EFCs in the FAM system (from having been posted through a previous FAF Load process or manually updated) and lists students with discrepancies. Additionally this report checks for mismatches of student's names and birthdates. You can exclude students with OV status (rejected ISIRS) from the report.

### EFC Compare Report (Program: NED037)

Navigation: Reports → Student Reports → EFC Compare

The screenshot shows the 'EFC Compare Report' interface. At the top, there is a title bar with the text 'EFC Compare Report' and a help icon. Below the title bar is a dropdown menu for 'Academic Year' set to '2019-20'. Underneath, there are two sections: 'Sequence Selection' and 'Report Options'. 'Sequence Selection' has three radio buttons: 'Student ID', 'Student Name' (which is selected), and 'Error, Student Name'. 'Report Options' has a checkbox labeled 'Exclude Students with OV Status'. At the bottom of the form are two buttons: 'Get Report' and 'Schedule As Task'.

The report is an exception report, meaning that only those students who have discrepancies appear on the report. If a discrepancy is found, the report displays a message indicating the fields that do not match. The report includes the following information:

The student's SSN and the student's name (from the ISIR). The word Frozen appears under the ID Number field if the students FA Tab is Frozen.

If the EFCs do not match, the report displays the EFC in FAM and the EFC from the ISIR. Message is: EFC'S NOT =

If the Pell IDs do not match, the report displays the Pell ID in FAM and the Pell ID from the ISIR. Message is: PELL ID'S NOT =

If the SSN on the Pell ID does not match the student's SSN, the Pell ID from the ISIR is displayed and the student's SSN is display. Message is: Student SSN differs from Pell ID SSN

If the Pell Eligibility Flags do not match, the report displays the Pell Eligibility Flag in FAM and the Pell Eligibility Flag from the ISIR. Message is: ELIG'S NOT =

If the Student name (or Birthdate) in FAM do not match the name (or birthdate) on the ISIR, the report displays the message: Student on file with different name/DOB

Reasons for possible discrepancies between the ISIR data and the FAM data include, but are not limited to:

- Failure to load the most recent files from the Department of Education.
- Failure to run FAF Load process to post the changes to FAM.
- Manual entry of data on the Financial Aid Data (FAM503) screen that does not correspond to the ISIR data.

The reasons for the discrepancies determine how to resolve them. It is possible to enter an EFC, Pell eligibility flag, and Pell ID number on the Financial Aid Data tab (FAM503) to match the federal data. Otherwise, determine if it is necessary to change the table option that has been set to control the update of the Financial Aid Data (FAM503) page.

## **Generating the EFC Compare Report**

1. Select the desired academic year from the drop-down list.
2. Select the desired Sequence Selection for how the records will appear on the report.
3. Click the Exclude Students with OV Status if you do not want to include these students.
4. Click the Schedule as Task button (always recommended if available). A message displays saying that the background task has been accepted and an email notification will be sent when it finishes.
5. Select the desired report format from the drop-down list and click the Submit button.

# 5. Using DataExpress for SNG Record Resolution

This chapter describes how to use the DataExpress procedure, SM9897R (State Need Grant Archival Create File), to resolve record discrepancies for State Need Grant.

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## 5.1 State Need Grant Archival Create File SM9897R

Due to a change in processing by the Washington Student Achievement Council (WSAC) in 2012, the SBCTC-IT can no longer provide the SNG Archive file directly to the community and technical colleges. Instead, you will need to upload a file of your applicants to the WSAC website to obtain the State Need Grant Archive information for those applicants.

The process consists of the following steps:

- Run the State Need Grant Archival Create File DataExpress Procedure (SM9897R) to create a file of your applicants
- Download the file to your PC or a network drive
- Upload the file to the WSAC Secure Portal
- Run the SNG Archive Process
- Save the results to your PC or network drive

### Running the State Need Grant Archival Create File DataExpress Procedure (SM9897R)

This procedure creates a file of SSNs for the students you select. This procedure will select students with a WA track code with the EL status for a specified Session. You can also select by a Due Date or Due Date ranges.

1. Go into DataExpress and run SM9897R from the ../../PLIB/INFORM catalog directory.
2. Type in the selection criteria:  
  
YR-SES: enter the quarter code; ex: B901  
DUE-DATE: leave blank or type in a specific date (CCYYMMDD format). You can also enter in date ranges (ex: 20190118 TO 20190218) or use other qualifiers such as GT (greater than) or LT (less than). **Example:** GT 20190218 will select records with a Due Date of 02/19/2019 to the current date.
3. The procedure runs. When it has completed, you will be prompted to download, save or append the file. Select D for download.

4. At the next prompt, enter the location of the network drive or your PC where you want to save the file. You can name the file anything that is meaningful to you but you **must** use a .txt extension. You might name your file something like this:

PC FILE NAME: c:\SNGARCVFILE.txt

5. A file transfer box displays and closes when the transfer is complete. At the DOWNLOAD COMPLETED REUSE EXTRACT FILE (N/y)? prompt enter N. Also enter N at the next prompt.

## Running the WSAC SNG Archive File Process

Upload the file created by the SM9897R DataExpress procedure to the WSAC Secure Portal where you will run a process that compares your applicants with the SNG Archival Data. You can then download the results. The resulting file is produced in Comma Separated Value format (.csv) and can be viewed using Excel.

**Note:** If you encounter any problems while in the WSAC secure portal or differences in the following steps, contact WSAC for assistance.

1. Log onto the WSAC secure portal.
2. Select SNG from the Program menu.
3. Select ARCHIVE from the SNG menu.
4. Select Search by File Upload tab.
5. Upload the file and click the CSV button.
6. Click the Save option at the bottom of the screen to save the results file to your PC or network drive.
7. Follow WSAC's instructions on reviewing the file.

# 6. Troubleshooting & Missing Records

There are a number of possible failure points to check if a record is not created in FAM or does not have the most recent transaction number on the Financial Aid Data pages (FAM503). This chapter describes some common scenarios and their resolutions.

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## 6.1 Records Missing in NEED20

If the record is missing in FAM, it is likely due to a missed upload batch.

1. Check for the student's ISIR in the batches you have on your PC or network drive by searching for the SSN in all IGSA20OP or IDCO20OP batches.
2. Use Window's Search function to search for files **IGSA20OP.\*** and **IDCO20OP.\*** As part of the search criteria you specify, look for files that contain the SSN of the student whose record you are looking for. Also, point the search utility to the drive and file path where your ISIR batches are stored.

**Note:** The asterisk in these file names functions as a wildcard for the filename extension. Refer to Window's online help for information about using Search.

3. When the search results display, find the *highest ISIR batch number* and follow the upload steps to upload the ISIR applicant data into FAM (section 4.1). The batch number is the three-digit extension to the filename; for example, file IGSA20OP.**099** has a higher batch number than IGSA20OP.**075**.

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## 6.2 ISIRs Not Loading

If an ISIR will not load, look at the error message that is posted on the FAF Load report.

If the student's name does not match (name changed occurred since last time applied), the user must first update the student's name on the Student Tab and then load the ISIR.

**Caution:** Verify that the name change is valid and matches with the Social Security Administration (SSA).

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## Appendix A: Optional Table Items

### Change Name/Address to Upper/Lower Case

This option changes the address data when moved from the ISIR to FAM to upper and lower case in the FAM database. This process uses a standard routine in which the first position remains in upper case. In addition, the Change Name/Address to Lowercase process allows for routine exceptions such as O'Brien. However, there may be exceptions and the data may need some minor revisions on the Student Data page (FAM501). This option only works when the student is in FAM and has no information in the FAM database for the current year; in other words, the year/session applied field on the Student Data page (FAM501) must not contain the session start for the current school year.

To initiate this option, use the Processing Table pages (CTL051) to add the following entry:

**System:** N20 (2019-2020 award year)

**Table ID:** AGENCY

**Value:** LOWER-CASE

**Description** (optional): Example: Chg Name/Address to Upper/Lower Case

**Important Item To Remember:** The Note field on a Processing Table entry can only have a total of 70 characters

### Update Email Address in FAM

An option is available that updates the email address that currently exists on FAM from the ISIR when the FAF Load process runs. This option only works when the student's email address on the Student Data page (FAM501) is blank, or the student is in the FAM database for prior years and has not had a Financial Aid Data record (FAM503) added to FAM for the current year (in other words, the year/session applied field on Student Data page (FAM501) must not contain the session start for the current school year).

To initiate this option, use the Processing Table pages (CTL051) to add the following entry:

**System:** N20 (2019-2020 award year)

**Table ID:** AGENCY

**Value:** STD-EMAIL

**Description** (optional): Example description – Update FAM Email address

When you run FAF Load process for the first time for the student and the email address on the ISIR does not match the email address in FAM, the ISIR email address is moved to FAM. This may help with data entry on email address changes submitted to the central processor and coming in on the ISIR when the

student has not yet informed the financial aid office about the email address change.

## Update Address from ISIR to FAM

An option is available that updates the address that currently exists on FAM from the ISIR information when the FAF Load process is run. This option only works when the student is in the FAM database for prior years and has not had a Financial Aid record (FAM503) added to FAM for the current year, that is, the year/session applied field on the Student Data page (FAM501) does not contain the session start for the current school year.

To initiate this option, use the Processing Table pages (CTL051) to add the following entry:

**System:** N20 (2019-2020 award year)

**Table ID:** AGENCY

**Value:** ADDRESS

**Description** (optional): Example: Update FAM address

When you run FAF Load (Process ISIRs) for the first time for the student and the address from the ISIR does not match the address in FAM, the ISIR address is moved to FAM. This should help with data entry on address changes submitted to the central processor and coming in on the ISIR when the student has not yet informed the financial aid office about the address change.

Keep in mind that at certain times of the year, you may be processing data for the previous award year and for the new award year. It may be that the student is using one address for the old year but has already put the new address on the new FAFSA. When using the Update Address from ISIR to FAM option, the address in FAM is changed when the FAF Load (Process ISIRs) is run for the new year, since there is only one address record in FAM. Since the FAF Load automatically updates the session applied on the Student Data screen (FAM501) with the current start session, this feature only updates FAM the first time FAF Load is run for the student. After that point, address and phone number changes must be entered manually on the Student Data page (FAM501).

## Freezing the EFC and Preventing Updates on Financial Aid Data (FAM503) Page

Normally, every time the FAF Load (Process ISIRs) runs, the Expected Family Contribution (EFC) updates on the Financial Aid Data page (FAM503). However, at some point, it may be necessary to freeze the EFC because the student has been paid. There are several ways to control the update of the EFC. One option stops the update of the EFC and Pell student ID for **ALL** students.

To initiate this option, use the Processing Table pages (CTL051) to add the following entry:

**System:** N20 (2019-2020 award year)

**Table ID:** AGENCY

**Value:** NO-UPDATE-EFC

**Description** (optional): Example: “No Update of FAM503 EFC”

Once this processing table entry is setup, it will prevent any EFC recalculation, which was performed on the ISIR tab from populating the Financial Aid tab. Therefore, if you want to change the EFC, you need to manually input a newly calculated EFC on the Financial Aid tab.

## Automatic Federal Reject Override

You can implement an automatic override (that is, load a rejected ISIR in to FAM by using the following entry on the Processing Table pages (CTL051)):

**System:** N20 (2019-2020 award year)

**Table ID:** AGENCY

**Value:** FA-OVERRIDE

**Description:** *ss* where *ss* is a valid student status code. The SBCTC recommends you use the value of OV. This status code is placed on the Student Data screen (FAM501) when FAM is updated. The student status must be a valid value on the SAF\_STAT validation table (CTL050). (Navigation: Application Setup → Validation Config)

When the student's ISIR data is rejected by the DOE, student master data is added with the student status code defined in the table (for example, OV). In addition, track codes for verification are posted and additional track codes through the Auto Track process (FAM057) may be added for the rejected student. This provides for the generation of students' tracking letters to indicate that there is a problem with their ISIR data. The SBCTC-IT recommends using OV as the FAM student status, if possible.

**Note:** If the FAF Setup, year-specific tab, has the Student Status for federal rejects option as “Do not use” and the FA-OVERRIDE value is on the SAF/AGENCY Processing Table it automatically posts an OV as the student status, (even if there isn't any data in the

description field). The ISIR Tab populates with the ISIR data for students who already exist in the Student Master Data. If the student does not exist in student master, rejected ISIRs will not populate the ISIR Tab.

Currently if no FAF data exists on the Financial Aid Tab, then the student status of 'OV' posts on the Student Tab, which allows Auto Track to occur based on the status located on the Student Tab. You must process Auto Track separately because this will not post through FAF Load process.

Currently if a student status exists on the Financial Aid Tab (eg: SC, WR, OG), the 'OV' will not post to Student Tab, nor will Auto-Tracking work. You will need to temporarily change the student status on the Financial Aid Tab to OV and then run Auto-Tracking separately. The program will look at the status on the Financial Aid Tab. When you are finished running Auto-Tracking you will need to change the student status back to what it was on the Financial Aid Tab.

**Note:** Make sure the Session Applied on the Student Tab is correct (eg: B901).

**Tip:** If you decide to use the automatic override feature, you can use the Labels/Letters program (FAM055) to write letters to students to clean up the federal error rejects. This is because Labels/Letters (FAM055) provides for the generation of letters via the student status code. It is also possible to generate tracking letters (FAM056) for the student based on the track codes associated with the OV student status (for example, ER).

## Move Forward and Delete Track Codes

A feature is available in the Auto Track process (FAM057) to automatically move forward, from year to year, the track codes that might only need to be requested once (such as high school diploma).

This option moves forward the track code from any older session in which it exists into the new session. The track code is not retained in the old session (it is deleted) unless the **DUPLICATE** option is specified. For information on moving the items forward *and* retaining them in the old session, see the ***Carry Forward (Renew) Track Codes*** and the ***Retain Prior Year Track Codes*** sections later in this document. For this feature to be most useful, the renewable track codes should be in the student's tracking data only once. If a renewable tracking item is found in more than one session (such as B451, B561, etc), the item is carried forward only once. If someone has manually added the item to the current session and it already appears in a prior session, the program does nothing. Since the item is already in the current session it does not have to be added. However, you should delete it from the prior session.



## Carry Forward (Renew) Track Codes

To define the track codes to be carried forward for future use, use the Processing Table pages (CTL051) to establish the following entry:

**System:** SAF

**Table ID:** TRACKAUTO

**Value:** SAF057-RENEW

**Description:** A maximum of twenty (20), two-character track codes that are to be moved forward.

When any of these items are found on the student's tracking detail for any prior year session, the entry is deleted from the prior session (unless the DUPLICATE option is used) and added to the current applied session's Tracking pages (FAM505). If there are more than 20 tracking items to move forward, an additional 20 items can be defined using a value of SAF057-RENEW2. The description would contain up to 20 more two-character track codes for renewal.

The four table values on the Processing Table Edit page that determine the tracking codes to be renewed for the upcoming year:

- SAF057-RENEW,
- SAF057-RENEW2,
- SAF057-RENEW3, and
- SAF057-RENEW4

These entries accommodate up to 20, two-character track codes (no commas or spaces) to be carried forward to the Tracking Summary Data page in a student's record for the next session for example B891. Be sure the SAF/TRACKAUTO Processing Table Value DUPLICATE is on your table if you want to retain the track codes in the prior year sessions. Otherwise, they will be deleted from the prior year Tracking Summary Data page.

**Note:** If you have more than 20 renewable track codes you will need to list the first 20 on the **RENEW** value line before you set up the RENEW2, RENEW3 and RENEW4 values or those track codes will not carry forward to B901.

## Retain Prior Year Track Codes

To setup the option that retains items in the old year and moves them forward as well, use the Processing Table pages (CTL051) to establish the following entry:

**System:** SAF

**Table ID:** TRACKAUTO

**Value:** DUPLICATE

**Description:** *(nothing required)*

Entering information here is optional, but you could for example enter a comment such as DUPLICATE RENEW TRACK CODES. Any of these items found on the student's tracking detail for the prior session remain in the prior session and are also added to the current applied session's Tracking data (FAM505).

## Appendix B: FAF Load Report Messages

A student may have one or multiple messages on the FAF Load report. Some messages may contain specific information about the ISIR such as a reject code or Pell-ID.

COLLEGE CHOICES DO NOT MATCH

STUDENT FAF UPDATE FROZEN

CURRENT PELL-ID = " " - NOT UPDATED

STUDENT REJECT CODE = " " - STUDENT NOT POSTED

STUDENT MASTER STATUS = " " - STUDENT NOT UPDATED

STUDENT DOES NOT EXIST - ADD NEW STUDENT SET TO 'N'

INVALID BUDGET CONVERSION CODE " " - STUDENT NOT POSTED

BUDGET CODE " " NOT ON FILE FOR SESSION -

PACKAGING CODE " " NOT ON FILE

STUDENT SSN ALREADY ON FILE WITH DIFFERENT DOB

STUDENT DOES NOT EXISTS IN SIS - PUSHED TO SIS - FAM NOT ADDED

STUDENT DOES NOT EXIST IN SIS - NOT PUSHED TO SIS - FAM NOT ADDED

NEW TRACK CODE ADDED BASED ON STATUS CODE

NEW TRACK CODE ADDED BASED ON COMMENT CODE

NEW TRACK CODE ADDED BASED ON COMMENT CODE AND STATUS CODE

TRACK CODE ADDED/UPDATED DUE TO STATUS OR COMMENT OR PELL LEU

TRACK CODE ADDED/UPDATED DUE TO STATUS OR COMMENT OR PELL LEU OR

VERIFICATION

FAF DATA ADDED

WARNING: FAM BIRTH DATE =

WARNING: STUDENT IRS REQUEST FLAG CHANGED FROM

WARNING: PARENT IRS REQUEST FLAG CHANGED FROM

WARNING: STUDENT TAX RETURN FILING STATUS CHANGED FROM

WARNING: PARENT TAX RETURN FILING STATUS CHANGED FROM

WARNING: FAM ATB CODE UPDATED FROM blank

WARNING: FAM ATB CODE DIFFERS FROM STD-MAS

FAF DATA UPDATED : REJECT CODE =

FAF DATA ADDED : REJECT CODE =

MULTIPLE STUDENTS WITH THE SAME SSN OF

FAF SESSIONS OVERLAP

VERIFICATION GROUP HAS CHANGED – VIEW ON ISIR TAB