



FISAP Report Review Guide for 2004

Jenzabar TE



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Table of Contents

INTRODUCTION	4
THE JENZABAR TE FISAP REPORT REVIEW GUIDE.....	4
HOW TO USE THIS DOCUMENT	4
SPECS USED IN THE 2004 FISAP REPORT	6
<i>Detail of selection specs used in the FISAP Report</i>	<i>6</i>
<i>Selection specs to change to 2004.....</i>	<i>7</i>
<i>Step by Step Instructions.....</i>	<i>7</i>
FISAP CONFIGURATION FILES	9
FISAP REPORT CONTROL FILE	9
<i>Step by Step Instructions.....</i>	<i>9</i>
FISAP DIVISION TYPES FILE	9
<i>Step by Step Instructions.....</i>	<i>10</i>
RELEASE CODES USED IN THE FISAP REPORT	11
<i>Step-by-Step Instructions.....</i>	<i>11</i>
WORK STUDY.....	12
<i>Step by Step Instructions.....</i>	<i>12</i>
<i>Suggested Queries.....</i>	<i>13</i>
<i>Step by Step Instructions.....</i>	<i>14</i>
FISAP DATA ITEMS MAINTAINED MANUALLY.....	15
PART TIME/FULL TIME STATUS	15
<i>Suggested Query.....</i>	<i>15</i>
UNDERGRADUATE/GRADUATE STATUS	15
<i>Suggested Query.....</i>	<i>15</i>
FISAP DATA ITEMS FROM THE NEED ANALYSIS DOWNLOAD.....	16
AUTOMATIC ZERO EFC	16
<i>Suggested Query.....</i>	<i>16</i>
DEGREE STATUS.....	16
<i>Suggested Query.....</i>	<i>17</i>
DEPENDENCY STATUS	17
<i>Suggested Query.....</i>	<i>17</i>
FISAP INCOME	17
FUND MANAGEMENT AND FUND STATUS REPORTS	18
FUND MANAGEMENT REPORT	18
<i>Step by Step Instructions.....</i>	<i>18</i>
FUND STATUS REPORT	18
<i>Step by Step Instructions.....</i>	<i>18</i>
FISAP AUDIT TRAIL AND FISAP DETAIL REPORTS.....	20
FISAP AUDIT TRAIL REPORTS.....	20
<i>Step by Step Instructions.....</i>	<i>20</i>
THE FISAP DETAIL INFO REPORT	21
<i>Step by Step Instructions.....</i>	<i>21</i>

THE FISAP REPORT.....	22
<i>Step by Step Instructions.....</i>	22
<i>Running the FISAP Report select specs separately</i>	22
<i>Step by Step Instructions.....</i>	22
<i>Print detail or summary on the FISAP Report</i>	23
<i>Step by Step Instructions.....</i>	23
SUPPLEMENTAL UPDATES RELATED TO FISAP.....	24
UPDATE FISCAL YTD TOTALS.....	24
<i>Step by Step Instructions.....</i>	24
UPDATE THE AE TABLE FROM THE AID ELEMENT MASTER FILE.....	24
<i>Step by Step Instructions.....</i>	24

Introduction

The Jenzabar TE FISAP Report Review Guide

The Fiscal Operations and Application to Participate (FISAP) report is required by the Department of Education for all organizations that participate in Perkins Loans, Federal Work-Study and SEOG. While Jenzabar provides an update every year (if necessary) to address changes to the report, it is also important that you review and verify your FISAP-related data ahead of time so changes can be made if necessary. This *Guide* is designed to give you step-by-step instructions on how to verify your FISAP-related data. Taking a little time now to work through this *Guide* before the FISAP Report is due, will save you a lot of time (and stress) later.

For specific details about FISAP requirements and instructions for filling out the report, navigate to the IFAP Web site at www.ifap.ed.gov and browse through the "Dear Colleague" letters.

How to Use This Document

This *Guide* takes you through the tasks necessary to ensure an accurate FISAP Report. Sections are placed in the *Guide* in task order, so it is recommended that you work through the document in the order presented. Keep in mind that you may not have access to view or modify data on your system. If this is the case, you may want to have your system administrator help you with these tasks.

Certain sections in this *Guide* contain queries that may be useful to you when troubleshooting your data. If you have access to a command line, the following step-by-step procedure will help you in perform a basic query on a file:

How to use RQ (run query) to look at a data on the AS/400:

NOTE: An example of a basic query is on page 5.

1. **Log into the Financial Aid module.**
2. **Type RQ <filename> (not case sensitive) on the command line and press ENTER. For example, if you wanted to query the FINADL file, you would type RQ FINADL and press ENTER. Physical files are queried in this document, so the entry would actually be RQ FINADP.**
3. **The Select Records screen appears. Enter the name of the first field that you want to use in the query. A list of the fields in the file displays in the lower half of the screen. To scroll through this list, move your cursor to the lower half of the screen and press PAGE DOWN/PAGE UP. If only a list of field names appear at the bottom of the screen, press F11 to display the field name and its description.**
4. **Enter a value in the Test column. Examples of Test values are EQ (equal), NE (not equal), LE (less-than or equal to), GE (greater-than or equal to), LT (less-than), GT (greater-than), RANGE, etc.**

5. Enter a value in the Value column. The value is the actual data in the file. Values can be alphanumeric which requires an apostrophe around the value ('A'), a number (5500), or blank ' ' (apostrophe space apostrophe).
6. If your query has more than one line, enter an AND or an OR in the AND/OR column. A value of AND is assumed and does not need to be entered.

Example of a basic query - find missing (blank) FA Division Code values for 2004.

1. Log into the Financial Aid module.
2. On the command line type RQ FINADP (not case sensitive) and press ENTER. The Select Records screen appears.
3. Type ACYR70 in the Field column, and then press TAB.
4. Type EQ in the Test column, and then press TAB.
5. Type 2004 in the Value column, and then press TAB.
6. On the second line of the query, AND can be left blank because it is the assumed value. Press TAB.
7. Type GDUD70 in the Field column, and then press TAB.
8. Type EQ in the Test column, and then press TAB.
9. Type ' ' (apostrophe space apostrophe) in the Value column and press ENTER. All records matching the query criteria display in the Display Report screen.
10. Press F12 to return to the Select Records screen, or press F3 to exit the query.

Specs Used in the 2004 FISAP Report

The following specs are used by TEAMMATE to select records and print the FISAP Report and the FISAP Audit Trail Reports. The detail of each selection spec is listed below in the same order.

Spec used to:	Prefix	Spec Name	Section/Column on FISAP Report
Select the year for the FISAP Report	@@P	@A210	Part VI/A
Select records for the FISAP Report	@@P	@FSPD3N	Part II/F - Col. A
	@@P	@FSPD3P	Not used in 2004 FISAP
	@@P	@FSPD3Y	Part II/F - Col. B
	@@P	@FSPIUN	Part II/F - Col. C
	@@P	@FSPIUY	Part II/F - Col. D
	@@P	@FSPI3G	Part II/F - Col. E
Print the FISAP Report	@@R	#FSPD	
	@@R	#FSPI	
Select records for the FISAP Audit Trail:			
<i>Select missing information</i>	@@P	@FSPRPN	
<i>Select all information</i>	@@P	@FSPRPT	
Print the FISAP Audit Trail Report	@@R	@FSPRPT	

Detail of selection specs used in the FISAP Report

@@P@A210 FY 02: FISAP Section VI/A
FISCAL YEAR EQ 2004

@@P@FSPD3N Dependent, Undergrad, No prior degree
(Academic Year EQ 2004) AND (01Rec deg by 7/96? NE 'Y' AND 01Rec deg by 7/96? NE '1') AND (02Depend. status EQ 'D' OR 02Depend. status EQ 'X') AND (04DIV type EQ 'U')

NOTE: The field **Rec deg by 7/96?** is correct, even though the date in the description is 7/96. The implied date is 7/04.

@@P@FSPD3Y Dependent, Undergraduate, With prior degree
(Academic Year EQ 2004) AND (01Rec deg by 7/96? EQ 'Y' OR 01Rec deg by 7/96? EQ '1') AND (02Depend. status EQ 'D' OR 02Depend. status EQ 'X') AND (04DIV type EQ 'U')

@@P@FSPIUN Independent, Undergraduate, No prior degree
(Academic Year EQ 2004) AND (01Rec deg by 7/96? NE 'Y' AND 01Rec deg by 7/96? NE '1') AND (02Depend. status EQ 'I' OR 02Depend. status EQ 'Y') AND (04DIV type EQ 'U')

@@P@FSPIUY Independent, Undergraduate, With prior degree
(Academic Year EQ 2004) AND (01Rec deg by 7/96? EQ 'Y' OR 01Rec deg by 7/96? EQ '1') AND (02Depend. status EQ 'I' OR 02Depend. status EQ 'Y') AND (04DIV type EQ 'U')

@@P@FSPI3G Independent, Graduate

(01Depend. Status EQ 'I' OR 01Depend. Status EQ 'Y') AND Academic Year EQ 2004 AND (02DIV type EQ 'G')

@@P@FSPRPN FISAP Tracking/Will not print

Academic Year EQ 2004 AND ((PT/FT package EQ ' ') OR (Undergrad/Grad EQ ' ') OR (Depend. status EQ ' '))

@@P@FSPRPT FISAP Tracking/Will print

Academic Year EQ 2004 AND ((PT/FT package GT ' ') AND (Undergrad/Grad GT ' ') AND (Depend. status GT ' ')) AND MN>Total Aid GT 0

Selection specs to change to 2004

Change the year in the following selection specs from 2003 to 2004 (4 digits).

@A210

@FSPD3N

@FSPD3Y

@FSPIUN

@FSPIUY

@FSPI3G

@FSPRPN

@FSPRPT

NOTE: The FISAP programs and reports use specs in your **XXXFAUSR** library. Any modifications made to Selection or ReportWriter specs must be made in this library. If you do not want to overwrite an existing spec, make a copy of the original spec and then modify the copy.

Step by Step Instructions

How to view Selection and ReportWriter specs:

1. From the **USER1** menu, select the **TMATE** menu and press **ENTER**. The **TMATE** menu appears.
2. From the **TMATE** menu, select the **TMATE2** menu and press **ENTER**. The **TMATE2** menu appears.
3. From the **TMATE2** menu, select the **Spec Utilities** option and press **ENTER**. The **Spec Utilities** screen appears.
4. Enter **5** in the **Action** field to view a spec without changing it.
5. In the **Specification Name** field, enter the spec name without the prefix. For example, enter **@FSPD3N** to view the **@@P@FSPD3N** Selection spec.
6. Since **@FSPD3N** is a Selection spec, **P** will default into the **Specification Type Letter** field. Use the displayed list to know which letter to use for each type of spec.

7. In the Library field, enter a specific library or use the default of *LIBL to use your library list.
8. Press ENTER to view the spec.
9. Press F3 to exit the spec and return to the Spec Utilities screen.

How to modify Selection and ReportWriter specs:

1. From the USER1 menu, select the TMATE menu and press ENTER. The TMATE menu appears.
2. From the TMATE menu, select the TMATE2 menu and press ENTER. The TMATE2 menu appears.
3. From the TMATE2 menu, select the Spec Utilities option and press ENTER. The Spec Utilities screen appears.
4. Enter 2 in the Action field to modify the spec.
5. In the Specification Name field, enter the spec name without the prefix. For example, enter @FSPD3N to view the @@P@FSPD3N selection spec.
6. Since @FSPD3N is a selection spec, P will default into the Specification Type Letter field. Enter an R for a ReportWriter spec. Use the displayed list to know which letter to use for each type of spec.
7. In the Library field, enter a specific library or use the default of *LIBL to use your library list.
8. Press ENTER to view the spec.
9. When you are finished modifying the spec, press F3 to exit. The Exit screen will appear, and a Y will display in the Change/create Member field. Press ENTER to accept the changes, or change the Y to N and press ENTER to not accept the changes.

FISAP Configuration Files

FISAP Report Control File

The FISAP Report Control file tells the system which aid elements to use in FISAP calculations.

NOTE: If any aid element descriptions are incorrect when working with this file, see the instructions for "Update the AE Table from the Aid Element Master File" on page 24. This update will correct the descriptions.

Step by Step Instructions

How to display the FISAP Report Control file values:

1. From the **USER1** menu, select the **Prepare FISAP & Fund Management Reports** menu and press **ENTER**. The **MNGRPT** menu appears.
2. From the **MNGRPT** menu, select the **FISAP Report Control** option and press **ENTER**. The **FISAP Control File Update** screen appears.
3. Press the **PAGE DOWN/PAGE UP** key to scroll through the control file values of **C1**, **C2** and **C3**.
4. When **C1** is displayed in the **SCT Code** field, press **ENTER**. On the following screen, verify that the aid element(s) listed is the aid element(s) your organization uses for Perkins Loans. If not, type over the aid element number listed with the correct aid element number.
5. If changes were made, press **F10** to save the changes. If no changes were made, press **F12** to return to the prompt screen.
6. Follow steps 3, 4 and 5 to verify the aid element number(s) for **SEOG** and **Federal Work-Study**.

NOTE: Include all aid elements for all campus sites. If multiple aid elements exist for Perkins Loans, use only those aid elements that are used to transfer aid to the Business Office. **Do not count Institutional or State Work-Study aid elements in the FISAP Report Control file.**

FISAP Division Types File

The **FISAP Division Type** screen enables you to cross-reference your organization's division codes to the FISAP Division Types of **U** and **G**. This means that the FISAP-related selection specs contain a **U** or **G**, not specific division codes for your organization. An example follows.

NOTE: This file was included in the 1999 FISAP update; therefore, your organization may have already filled it out. However, it should be checked to ensure that correct values are present.

For example, if your organization uses a division code of **UG** for undergraduates, the **FISAP Division Type** screen will cross-reference your division code of **UG** with the FISAP Division Type of **U**. This means that when a select spec is run with a FISAP Division Type of **U** in it, the system will look for Division Codes of **UG**.

Step by Step Instructions

How to display FISAP Division Types:

1. From the **USER1** menu, select the **Prepare FISAP & Fund Management Reports** menu and press **ENTER**. The **MNGRPT** menu appears.
2. From the **MNGRPT** menu, select the **FISAP Division Types** option and press **ENTER**. The **FISAP Division Code Update** screen appears.
3. Press the **PAGE DOWN/PAGE UP** key to scroll through the values. If no values display, use the following directions for "How to enter FISAP Division Types"

How to enter FISAP Division Types:

1. From the **USER1** menu, select the **Prepare FISAP & Fund Management Reports** menu and press **ENTER**. The **MNGRPT** menu appears.
2. From the **MNGRPT** menu, select the **FISAP Division Types** option and press **ENTER**. The **FISAP Division Code Update** screen appears.
3. In the **DIV Code** field, enter the division code corresponding to **Undergraduate** at your organization, and then press **ENTER**. On the next screen, enter **U** in the **FISAP Division Type** field and press **F10** to save and return to the original screen.
4. In the **DIV Code** field, enter the division code corresponding to **Graduate** at your organization and press **ENTER**. On the next screen, enter **G** in the **FISAP Division Type** field and press **F10** to save and return to the original screen.

Release Codes Used in the FISAP Report

For the FISAP Report to be accurate, aid must be awarded in the Financial Aid Money (FINMNL) file for Perkins, SEOG, and Federal Work-Study. For Perkins and SEOG, the FISAP program uses release codes, which are also on the FINMNL file. The following release codes will either be counted or ignored by the FISAP program when compiling the report. The Fund Management Report (page 18) and the Fund Status Report (page 18), provide information to help you manage your funds.

Release Code	FISAP program count the award?
* (transferred to account)	Yes
Blank (no release code)	Yes
C (canceled)	No
D (declined)	No
E (estimated)	Yes
User-defined release code(s)	Yes
W (transfer by check)	Yes
Y (transferred as check)	Yes

WARNING: If an unused award does not have a C or D release code (cancel or decline) that award will be counted by the FISAP program, even if the award has not been transferred (blank release code) or if a check has been written for a Perkins Loan (W release code).

Step-by-Step Instructions

How to view and/or modify release codes on the Budget/Aid Plan screen:

1. From the USER1 menu, select the Package and Award Aid menu and press ENTER. The AWARD menu appears.
2. From the AWARD menu, select the Budget/Aid Plans option and press ENTER. The Budget/Aid Plans screen appears.
3. Enter the student's SSN or ID number and then press FIELD EXIT.
4. Enter 2004 as the academic year.
5. Press F2 to access the award section of the Budget/Aid Plan screen.
6. Press F6 to access release codes.
7. Press F10 to accept and save changes or press F3 to exit the Budget/Aid Plans screen without saving changes.

WARNING: Before changing any release codes, please review Chapter 12 in the Financial Aid User's Guide.

Work Study

The FISAP program uses either the **Total Earned** or **Total Awarded** field to calculate Federal Work-Study. The **Total Earned** field, which is field **TLAC71** in the FINMNL file, contains the amount earned year-to-date by a work-study employee as posted by the Jenzabar TE Payroll module. Please see "If your organization uses the Jenzabar TE Payroll module to post work-study" on page 12 for more information.

If your organization does **not** use the Jenzabar TE Payroll module, the FISAP program uses the amount in the **Total Awarded** field, which is field **TLAW71** in the FINMNL file. Please see "If your organization does not use the Jenzabar TE Payroll module to post work-study" on page 13 for more information.

If your organization uses the Jenzabar TE Payroll module to post work-study

1. The Aid Element Master record(s) for Federal Work-Study **must** have a value of **J** in the **Aid Category** field, which is field **TYAD73** in the AIDELL file.
2. The FISAP Report will look at the **Total Earned** field in the FINMNL file.

Step by Step Instructions

How to verify the value in the Aid Category field:

1. From the **USER1** menu, select the **Prepare Budgets** menu and press **ENTER**. The **BUDGET** menu appears.
2. From the **BUDGET** menu, select the **Aid Element Master** option and press **ENTER**. The **Aid Element Master** screen appears.
3. Change the year value to **2004**, and press **ENTER**.
4. Position to or press **PAGE DOWN** to find the work-study aid element (will probably be **6101**). Type a **2** beside the aid element and press **ENTER**. The **Aid Element Master File** screen appears.
5. Press the **PAGE DOWN** key to go to the second page of the screen. If your organization uses the Jenzabar TE Payroll module to post work-study, enter a **J** in the **Aid Category** field, press **ENTER**, and then press **F10**.

- OR -

If your organization does not use the Jenzabar TE Payroll module to post work-study, make sure the **Aid Category** field is blank. If not, delete the **J** and press **F10** to save the record and return to the **Aid Element Master** screen.

Suggested Queries

RQ FINMNP - Query the FA Money file to look for students who were awarded work-study for 2004 but have a value of **0** in the **Total Earned** field (**TLAC71**).

AND/OR	Field	Test	Value
	ACYR71	EQ	2004
AND	ADEL71	EQ	6101
AND	TLAC71	EQ	0 (zero)
AND	TLAW71	GT	0

AND/OR

Query the FA Money file to look for students who have a work-study award of **0** for 2004 but have a value greater than **0** in the **Total Earned** field (**TLAC71**).

AND/OR	Field	Test	Value
	ACYR71	EQ	2004
AND	ADEL71	EQ	6101
AND	TLAW71	EQ	0
AND	TLAC71	GT	0

RQ WSEDTP - Query the unposted Work-Study Edit file to look for unposted work-study transactions for 2004. If you find unposted transactions, verify if they should be posted prior to posting them.

AND/OR	Field	Test	Value
	ACYRFJ	EQ	2004

If your organization does not use the Jenzabar TE Payroll module to post work-study

1. The Aid Element Master record(s) for Federal Work-Study must **not** have a value of **J** in the **Aid Category** field, which is field **TYAD73** in the AIDELL file. See "How to verify the value in the Aid Category field:" on page 12 for instructions on how to verify this value.
2. The FISAP Report looks at the **Total Awarded** field in the FINMNL file, which is a system-calculated summary of work-study awards for 2004. Because the original award amount is not the actual amount the student received, work-study amounts must be manually changed from the **awarded** amount to the **actual** amount the student earned in 2004.

For example, if John Doe was awarded \$1,000 for Fall and \$1,000 for Spring but actually earned \$789.50 for Fall and \$826.75 for Spring, you need to change the work-study award amounts on the **Budget/Aid Plans (AID020)** screen from \$1,000 to \$789.50 for Fall and from \$1,000 to \$826.75 for Spring.

Step by Step Instructions

How to manually change work-study awards from the awarded amount to the actual earned amount:

- 1. From the USER1 menu, select the Prepare Budgets menu and press ENTER. The BUDGET menu appears.**
- 2. From the BUDGET menu, select the Budget/Aid Plans option and press ENTER. The Budget/Aid Plans screen appears.**
- 3. Enter the SSN or ID Number and Year: 2004. Press F2 to display awards.**
- 4. Change the amount of work-study awarded in each term for 2004 to the actual amount earned by the student for that term. Press F10 to save the record.**

FISAP Data Items Maintained Manually

Part Time/Full Time Status

The **PT/FT Package** field, which is field **PTFT70** in the FINADL file, must be populated for 2004. This field can be maintained manually via the **Student Aid Master (STDNT menu, Student Aid Master option)** screen or via Mass Maintenance.

Acceptable values are:

Full time: F or 1
Part-time: H, L, O, T, Q, 2, 3, or 4

Suggested Query

RQ FINADP - Query the FA Student Information file to look for records with a missing **PT/FT Package** value for 2004.

AND/OR	Field	Test	Value
	ACYR70	EQ	2004
AND	PTFT70	EQ	' '

(apostrophe space apostrophe looks for blanks)

Undergraduate/Graduate Status

The **FA Academic Division** field, which is field **GDUD70** in the FINADL file, must be populated for 2004. This field can be maintained manually via the **Student Aid Master (STDNT menu, Student Aid Master option)** screen or via Mass Maintenance.

Acceptable values are:

Your organization's division codes for Undergraduate and Graduate students (e.g., **U, UG, G, or GR**).

Suggested Query

RQ FINADP - Query the FA Student Information file to look for records with a missing **FA Academic Division** status for 2004.

AND/OR	Field	Test	Value
	ACYR70	EQ	2004
AND	GDUD70	EQ	' '

(apostrophe space apostrophe looks for blanks)

FISAP Data Items from the Need Analysis Download

Automatic Zero EFC

The **Aut Zero EFC** field, which is field **F22879** in the FNEEDL file, is populated via Need Analysis download; otherwise, you can populate this field manually by selecting the **Enter Need Analysis Data** option on the **Perform Need Analysis (NEED)** menu, and then scrolling to page 8.

Acceptable values are:

Y or ' ' (blank)

Suggested Query

RQ FNEEDP - Query the FA Calculated Need file to look for records with a value other than 'Y' or ' ' (blank) in the **Aut Zero EFC** field for 2004.

AND/OR	Field	Test	Value
	ACYR79	EQ	2004
AND	F22879	NE	' '
			(apostrophe space apostrophe looks for blanks)
AND	F22879	NE	'Y'

Degree Status

The **Rec deg by 7/96?** field, which is field **F026FP** in the FAAPLL1 file, must be populated for 2004. This field is populated via Need Analysis download; otherwise, you can populate this field manually by selecting the **Enter Need Analysis Data** option on the **Perform Need Analysis (NEED)** menu and scrolling to page 2.

NOTE: The field **Rec deg by 7/96?** is correct, even though the date in the description is 7/96. The implied date is 7/04.

Acceptable values are:

1 or 2 if populated via Need Analysis download
Y or N if populated manually

Suggested Query

RQ FAAPLP - Query the FA Application file to look for records with a value other than '1', '2', 'Y', or 'N', which will include records that are missing a prior degree status for 2004.

AND/OR	Field	Test	Value
	ACYRFP	EQ	2004
AND	F026FP	NE	'1'
AND	F026FP	NE	'2'
AND	F026FP	NE	'Y'
AND	F026FP	NE	'N'

Dependency Status

The **Dependency Status** field, which is field **F03579** in the FNEEDL file, must be populated for 2004. This field is populated via Need Analysis download; otherwise, you can populate this field manually by selecting the **Enter Need Analysis Data** option on the **Perform Need Analysis (NEED)** menu. This field is on the first page.

Acceptable values are:

Independent students: I or Y
Dependent students: D or X

Suggested Query

RQ FNEEDP - Query the FA Calculated Need file to look for records with a value other than 'I', 'Y', 'D', or 'X', which will include records that are missing a dependency status for 2004.

AND/OR	Field	Test	Value
	ACYR79	EQ	2004
AND	F03579	NE	'I'
AND	F03579	NE	'Y'
AND	F03579	NE	'D'
AND	F03579	NE	'X'

FISAP Income

The **FISAP Income** field, which is field **F70379** in the FNEEDL file, is used by the FISAP program to place students in the FISAP Income grid. This field is populated via Need Analysis download; otherwise, you can populate this field manually by selecting the **Enter Need Analysis Data** option on the **Perform Need Analysis (NEED)** menu. The **FISAP Income field** (labeled **FTI**) is located on page 7 of the **Need Analysis** screen, in the bottom right corner. After entering a value, press **F10** to save it.

Fund Management and Fund Status Reports

Fund Management Report

This report provides you with a list of all aid elements, with totals by term and showing how much was budgeted for the year. Totals are listed for the report year for each aid element by release code. This report can be run at any time during the year.

Step by Step Instructions

How to run the Fund Management Report:

1. From the USER1 menu, select the Prepare FISAP & Fund Management Reports menu and press ENTER. The MNGRPT menu appears.
2. From the MNGRPT menu, select the Fund Management Report option and press ENTER. The Print Fund Management Report screen appears.
3. In the Fiscal Year for this Run field, enter 2004.
4. In the Sort By: section enter an X in the Type field, and then clear the X in the Source field.
5. In the Include: section, use the default value of X in the All Students field.
6. Enter a title for the report (optional).
7. Enter Y or N for job queue. (JOBQ = Y is recommended)
8. Press ENTER to run the report or press F3 to exit without running the report.

Fund Status Report

This report provides you with a list of all awards, detailing which students received the award, for which terms, and giving totals for each release code type. It can be run any time during the year.

Step by Step Instructions

How to run the Fund Status Report:

1. From the USER1 menu, select the Prepare Transcripts and Student Aid Reports menu and press ENTER. The STURPT menu appears.
2. From the STURPT menu, select the Fund Status Report option and press ENTER. The Print Fund Status Report screen appears.
3. In the Fiscal Year for this Run field, enter 2004.
4. Use the default value of @AD60 as the Select Specification. NOTE: The @AD60 spec must be modified to use the year 2004 before running it.
5. Enter a title for the report (optional).
6. Enter Y or N for job queue. (JOBQ = Y is recommended)

7. Press ENTER to run the report or press F3 to exit without running the report.

FISAP Audit Trail and FISAP Detail Reports

FISAP Audit Trail Reports

This FISAP Audit Trail consists of two reports. One will tell you all the students who will appear when you run the FISAP program, and the other will tell you which students are missing pertinent data and will not be incorporated into the FISAP calculations.

Step by Step Instructions

How to print the FISAP Audit Trail Report for all FISAP data:

1. From the USER1 menu, select the TMATE menu and press ENTER. The TMATE menu appears.
2. From the TMATE menu, select the Use Specs - ReportWriter option (13) and press ENTER. The ReportWriter screen appears.
3. Enter @FSPRPT as the selection spec.
4. Enter @FSPRPT as the report spec.
5. Leave the Forms field blank.
6. Enter N for Override forms print parameters?
7. Enter the number of copies.
8. Enter Y or N for job queue. (JOBQ = Y is recommended)
9. In the Schedule Date and Schedule Time field, use the default value of *CURRENT.
10. Press ENTER to run the report or press F3 to exit without running the report.

How to print the FISAP Audit Trail Report for missing FISAP data:

1. From the USER1 menu, select the TMATE menu and press ENTER. The TMATE menu appears.
2. From the TMATE menu, select the Use Specs - ReportWriter option (13) and press ENTER. The ReportWriter screen appears.
3. Enter @FSPRPN as the selection spec.
4. Enter @FSPRPT as the report spec.
5. Leave the Forms field blank.
6. Enter N for Override forms print parameters?
7. Enter the number of copies.
8. Enter Y or N for job queue. (JOBQ = Y is recommended)
9. In the Schedule Date and Schedule Time field, use the value of *CURRENT.
10. Press ENTER to run the report or press F3 to exit without running the report.

The FISAP Detail Info Report

This report provides you with an up-to-date snapshot of your FISAP data. The report breaks down into sections the data that will print on the FISAP Report. It can be run at any time during the year.

Step by Step Instructions

How to run the FISAP Detail Info Report:

1. From the USER1 menu, select the Prepare FISAP & Fund Management Reports menu and press ENTER. The MNGRPT menu appears.
2. From the MNGRPT menu, select the FISAP Detail Info Report option and press ENTER. The FISAP Detail Information screen appears.
3. In the Year to be Used field enter 2004.
4. Enter Y or N for job queue. (JOBQ = Y is recommended)
5. Press ENTER to run the report or press F3 to exit without running the report.

The FISAP Report

After you have verified your FISAP data, you are ready to create the FISAP Reports. These reports contain the actual numbers to be used for Part II/F. Part VI/A requires the income grid to be applied against Undergraduate Dependent and Independent students. The Part VI/A program prints this report in two parts. The first part prints the report with a single totaled line for Undergraduate Independent students. The second part provides the detailed income grid for the Undergraduate Independent students. When you choose the option to produce the FISAP Reports, you will get:

1. Dependent Income Grid
2. Independent Income Grid
3. TEAMMATE reports for Part II/F

Step by Step Instructions

How to run the FISAP Report:

1. From the USER1 menu, select the Prepare FISAP & Fund Management Reports menu and press ENTER. The MNGRPT menu appears.
2. From the MNGRPT menu, select the FISAP Report, Parts VI/A and II/F option and press ENTER. The Print FISAP Report screen appears.
3. In the Fiscal Year for this Run field enter 2004.
4. Use the default selection spec for section VI/A (@A210).
5. Enter a title for the section VI/A report (optional).
6. Use the default selection specs for section II/F.
7. Enter Y or N for job queue. (JOBQ = Y is recommended)
8. Press ENTER to run the report or press F3 to exit without running the report.

Running the FISAP Report select specs separately

It is possible to run the FISAP Report Selection specs one at a time, which allows you to work with results from individual select specs.

Step by Step Instructions

How to run FISAP Report select specs separately:

1. From the USER1 menu, select the TMATE menu. The TMATE menu appears.
2. From the TMATE menu, select the Use Specs - ReportWriter option (13). The ReportWriter screen appears.
3. Enter the Selection spec without the prefix.

4. Enter the ReportWriter spec without the prefix. For example, if you wanted to print the report for the Selection spec @FSPD3N, you would enter @FSPD3N in the Name of Selection Specification field and #FSPD in the Name of Report Specification field. The following table lists corresponding Selection and ReportWriter specs.

For Selection spec:	Use ReportWriter spec:
@FSPD3N	#FSPD
@FSPD3Y	#FSPD
@FSPIUN	#FSPI
@FSPIUY	#FSPI
@FSPI3G	#FSPI

1. Leave the Forms field blank.
2. Enter N for Override forms print parameters?
3. Enter the number of copies.
4. Enter Y or N for job queue. (JOBQ = Y is recommended)
5. In the Schedule Date and Schedule Time field, use the default value of *CURRENT.
6. Press ENTER to process the job or press F3 to exit without running the report.

Print detail or summary on the FISAP Report

It is possible to have the FISAP Report show details (i.e., student names and ID#'s) or only print summary information. Print Level 0 prints detailed information, whereas Print Level 1 prints a summary.

Step by Step Instructions

How to change the detail level of the FISAP Report:

1. From the USER1 menu, select the TMATE menu and press ENTER. The TMATE menu appears.
2. From the TMATE menu, select the Create Specs - ReportWriter option (3) and press ENTER. The ReportWriter screen appears.
3. Enter the ReportWriter specification name without the prefix. Your choices are #FSPD and #FSPI. Remember to change both specs.
4. Type Y or N on the Print Specification field and then press ENTER.
5. Type 2 to modify the existing spec and then press ENTER. The ReportWriter spec will open.
6. At the bottom of the screen is Prt Lvl. Enter 0 if you want detail on the FISAP Report. Enter 1 if you only want a summary to print.
7. Press F10 to save changes or press F3 to exit without saving changes.

Supplemental Updates related to FISAP

Listed below are two update programs that may help you correct issues when working with your FISAP reports. It is not necessary to run these programs to obtain an accurate FISAP Report.

Update Fiscal YTD Totals

This procedure updates awarded and earned YTD totals on the Aid Element Master file (AIDELL) from information on the FA Money file (FINMNL). An error report will print. Running this update verifies the accuracy of the information on the Fund Management and Fund Status reports.

Step by Step Instructions

How to Update Fiscal YTD totals for 2004:

1. From the USER1 menu, select the Prepare FISAP & Fund Management Reports menu and press ENTER. The MNGRPT menu appears.
2. From the MNGRPT menu, select the Fiscal YTD Totals on Aid Element Master option and press ENTER. The Update Fiscal YTD Award Totals screen appears.
3. Enter 2004 for the fiscal year to update. Enter Y or N to job queue the procedure. (JOBQ = Y is recommended)
4. Press ENTER to begin the procedure or press F3 to exit without running the procedure.

Update the AE Table from the Aid Element Master File

This procedure updates the AE table with aid element codes and descriptions from the Aid Element Master file (AIDELL). Running this update corrects the aid element description on the FISAP Report Control file if the aid element description is incorrect.

Step by Step Instructions

How to Update the AE Table from the Aid Element Master:

1. From the USER1 menu, select the Maintain FA Configuration Controls menu and press ENTER. The FACTL menu appears.
2. From the FACTL menu, select the Maintain FA Configuration Controls menu and press ENTER. The FACTL1 menu appears.
3. Select the AE Table from Aid Element Master option and press ENTER. The Update AE Table from Aid Element Master screen appears.
4. Enter Y for each of the three prompts and press ENTER to begin the procedure, or press F3 to exit the screen without running the update procedure.