



2001 HEI Users Conference
March 23, 2001

Training for
New Financial Aid Data Reporters
Session 1.1

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**Using the HEI Data Entry Screens
to create
Financial Aid data files**

Logging in

You must use Netscape 4.1 or higher in order for the HEI screens and encryption (security features) to work properly. It can be downloaded at no charge at <http://home.netscape.com/download>

You will first be prompted to provide your User Name and Password any time you have navigated to a page with restricted access. You must use your own account since any automated correspondence, such as edit results and payment notification, will be sent via e-mail to the address attached to the account used for each transaction.



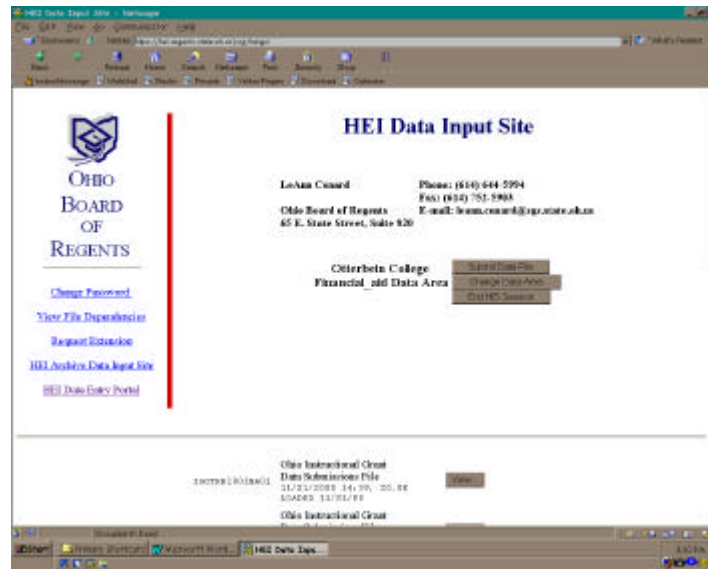
A screenshot of a dialog box titled "Username and Password Required". The dialog box has a close button (X) in the top right corner. The text inside reads: "Enter username for HEI Web account at hei.regents.state.oh.us:". Below this text are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

All administrators with an HEI account should have completed and returned the Campus User Authorization Form. It can be downloaded at <http://www.regents.state.oh.us/hei/form.PDF>

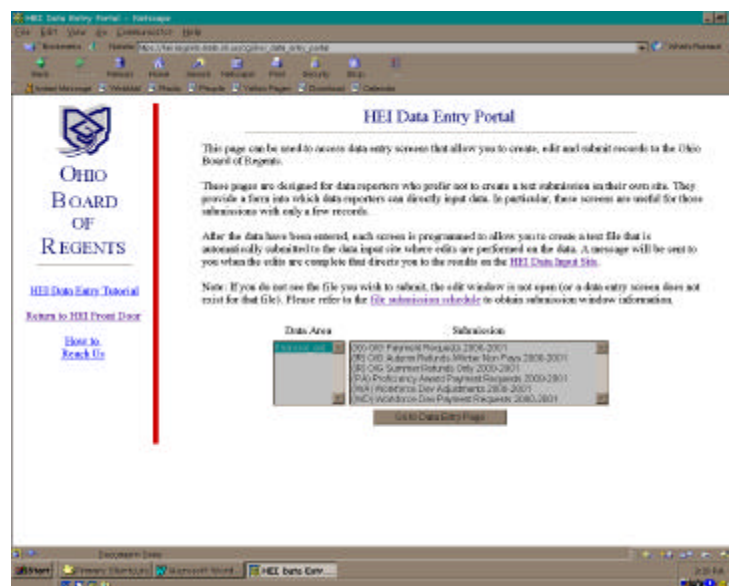
Using a query requires Restricted Output access for the specific data area. Access to the queries is assigned by each campus liaison or, for financial aid files, by the Financial Aid Contacts. Please note that HEI personnel do not create nor update accounts.

The Data Entry Portal

The Data Entry Portal is located inside the Data Input Site.

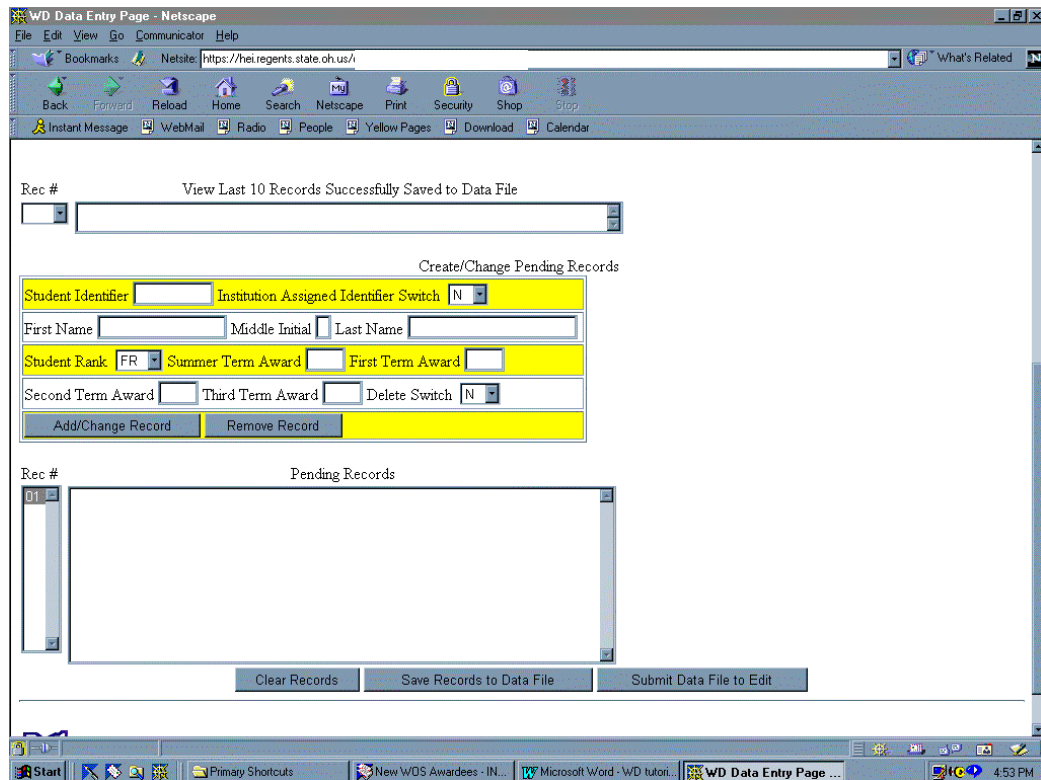


The portal provides a listing of only those files for which you have authorization to submit. To go to the portal for a particular file, select the data area for which you are trying to submit. Next, select the file name from the file menu.



Creating a file through the HEI Data Entry Page

The Data Entry Page provides a screen in which you can key records and save them to a file that is formatted for submission to HEI. The screen applies edits to each field as you enter the information. It also creates a proper header record for the file.



The screenshot shows a Netscape browser window titled "WD Data Entry Page - Netscape". The address bar shows "https://hei.regents.state.oh.us/". The browser toolbar includes buttons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. Below the toolbar, there are icons for Instant Message, WebMail, Radio, People, Yellow Pages, Download, and Calendar. The main content area is divided into two sections. The top section, titled "Create/Change Pending Records", contains a "Rec #" dropdown menu and a text input field. Below this is a form with several fields: "Student Identifier" (text input), "Institution Assigned Identifier Switch" (dropdown menu with "N" selected), "First Name" (text input), "Middle Initial" (text input), "Last Name" (text input), "Student Rank" (dropdown menu with "FR" selected), "Summer Term Award" (text input), "First Term Award" (text input), "Second Term Award" (text input), "Third Term Award" (text input), and "Delete Switch" (dropdown menu with "N" selected). At the bottom of this section are two buttons: "Add/Change Record" and "Remove Record". The bottom section, titled "Pending Records", contains a "Rec #" dropdown menu and a large empty text area. At the bottom of this section are three buttons: "Clear Records", "Save Records to Data File", and "Submit Data File to Edit". The Windows taskbar at the bottom shows the Start button, Primary Shortcuts, and several open applications: "New WDS Awardees - IN...", "Microsoft Word - WD tutor...", and "WD Data Entry Page ...". The system tray shows the time as 4:53 PM.

There are three steps to using the Data Entry Page:

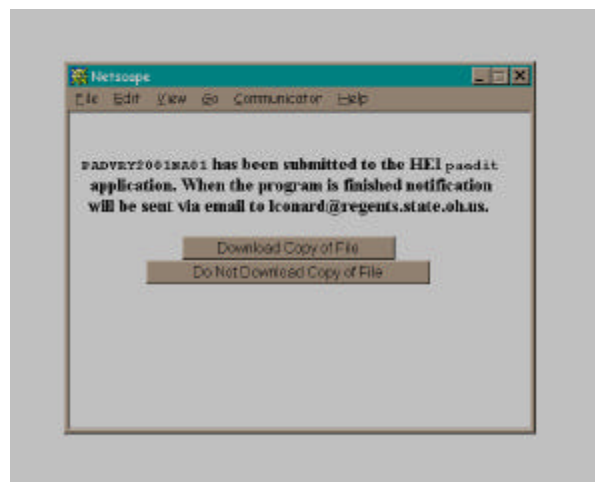
- 1) Add/Change Record - Click on this button after keying all the necessary fields for an individual record. This stores the record in your browser and displays it in the area labeled "Pending Records." Repeat for additional records. Note that these records are stored only in your browser and will disappear if you close your browser without saving them using step 2 below. (You can also use the 'Add/Change' button to change records you have already keyed: select a record number from the 'Rec #' box next to the 'Pending Records' box, change the relevant fields using the data entry boxes, and then click on the 'Add/Change Record' button).

- 2) Save Records to Data File - Click on this button after you have entered a batch of records (up to a maximum of 10). This allows you to save your work so that you can return to it later and either enter more records or submit it to HEI. You can go back to step 1 if you need to enter more records. Please note that once you have saved a record, you cannot change it using the Data Entry Page.

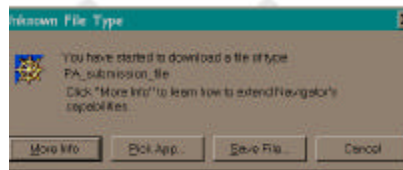
- 3) Submit Data File to Edit - Click on this button to perform system edits against all the records in your file. These edits include searching the HEI system for duplicates. After clicking on this button, you can go to the Data Input Site to view the results of these edits. Any additions or corrections must be submitted in a subsequent file. (Note that when you click the 'Submit Data File to Edit' button, you are given the option of downloading a copy of your file to your PC. If the edit results indicate that corrections are necessary, you can make the corrections to this file and submit it to the Data Input Site as described below).

Please note that the editing process is all or nothing with a file. All fields for all records in a file must pass the edits in order for HEI to process it.

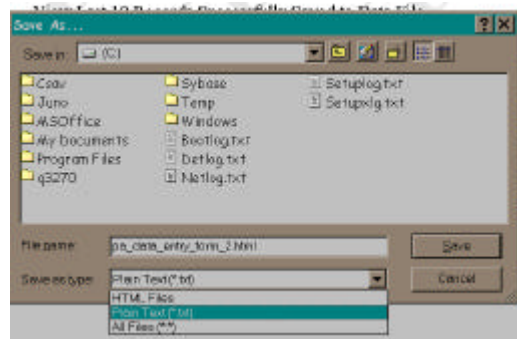
Once you have selected Submit Data File to Edit, you will see the following confirmation. You will also have the option to download a copy of the file. It is highly recommended that you do save a copy in case the file does not pass all of the edits and you need to edit and resubmit it. (This is covered in a later section.)



When you select Download a Copy of File, you will be prompted to continue. Select, Save File.



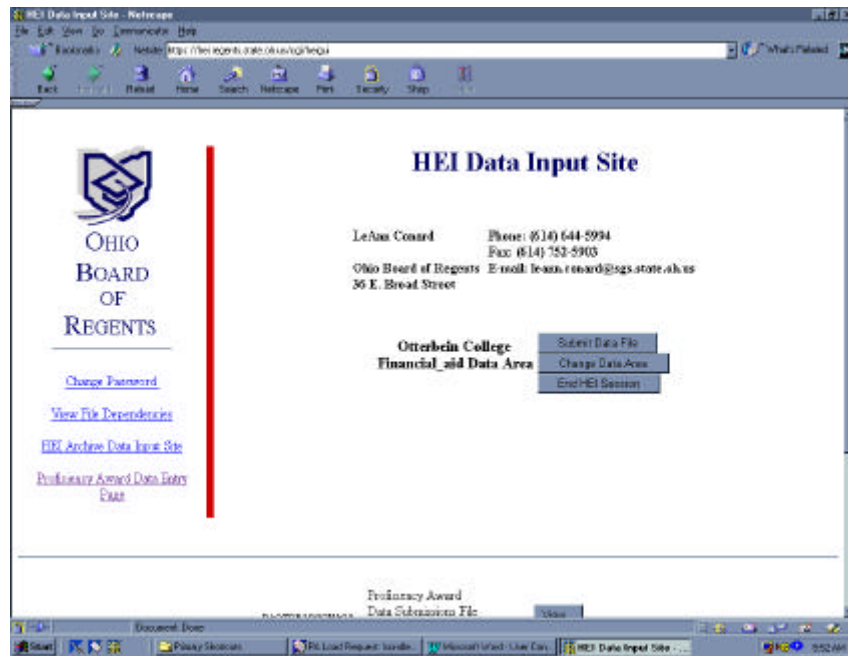
Be sure to save the record as a Text (.txt) file. You should also note the directory into which you are saving the file.



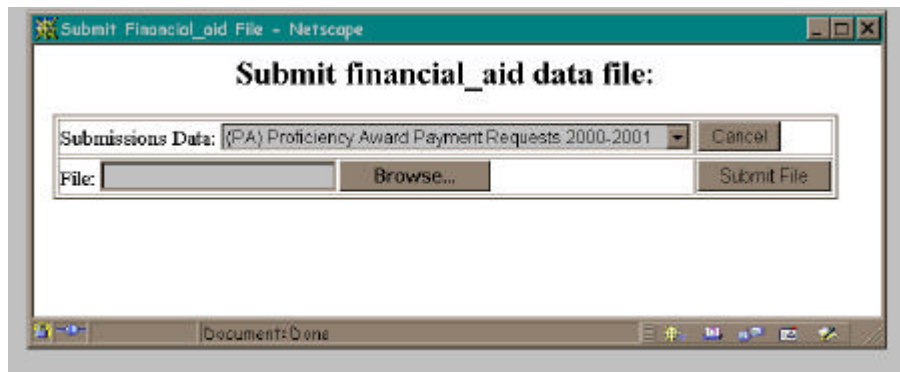
**Using the HEI Data Input Site
to edit
Financial Aid data files**

Submitting ASCII Text files through the HEI Data Input Site

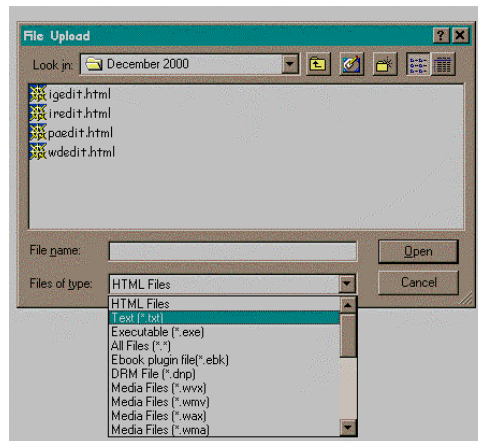
You can also create ASCII Text HEI files using your own software such as Excel or Word and then submit them through the HEI Data Input Site. The file formats and descriptions can be viewed in the data submissions documentation for each file. After you have created your ASCII Text file, access the Data Input Site and select the data area in which you will be submitting files and click on the “Continue” button. The screen below will appear.



Select “Submit Data File” to begin the file submission process for your ASCII Text file.

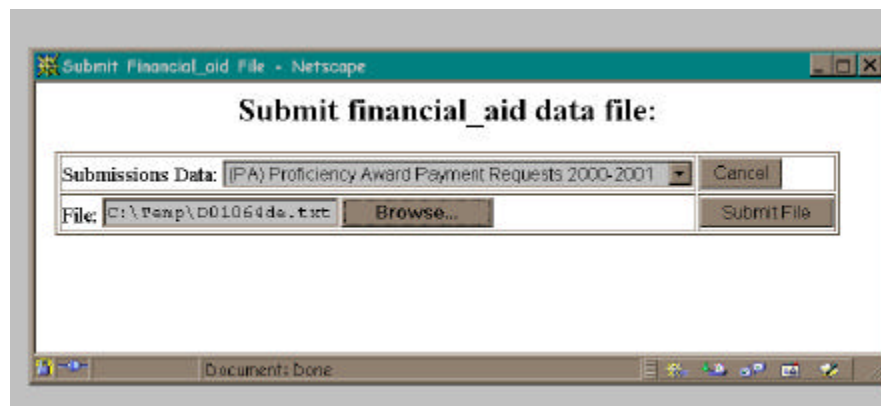


You must know where you have saved your file and it must be in a location that can be accessed through your PC. In the Submissions Data text box, select the type of file, term and year of the file you wish to submit. Then, select Browse in order to tell Netscape the location and file name that you are submitting.



Be sure that you have selected the correct File of type to be sure that you will be able to view your file. Select the file, then select Open.

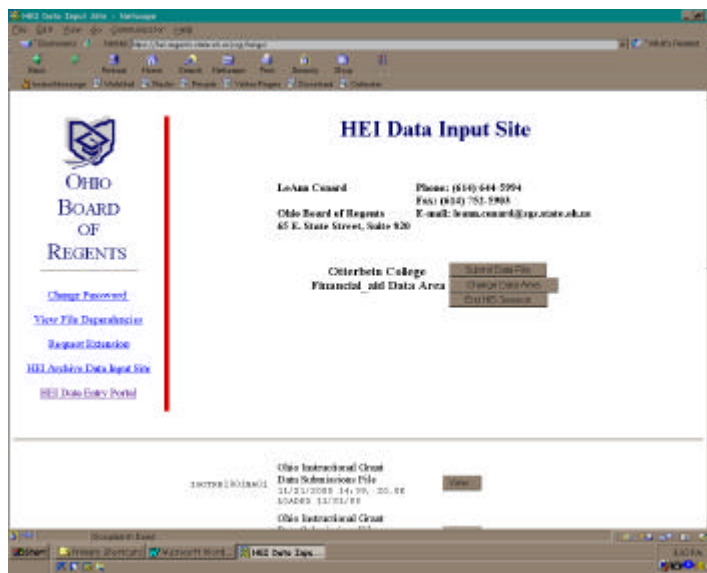
Verify that the name and type of file you are submitting are correct. Select Submit File to complete the process.



**Using the HEI Data Input Site
to upload
edited Financial Aid data files**

Request Load files from the Data Input Site

After you have created, saved and submitted a file for editing, you must still complete one more step - Request Load. This is the final confirmation that you give to request that HEI merges the new records and overwrites the replacement records in the HEI system.



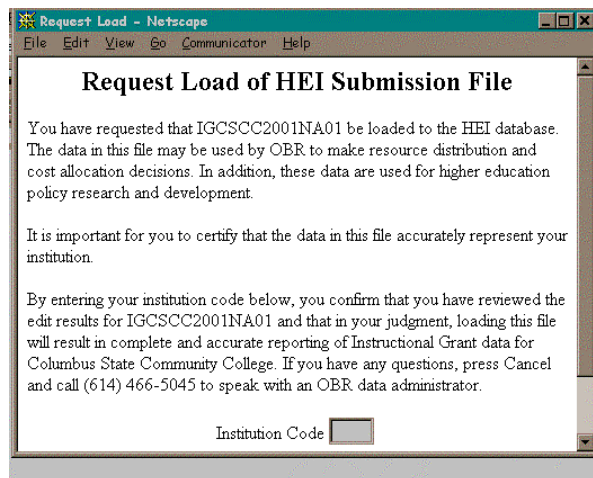
The list of files includes those submitted through Data Entry Page and those created independently and submitted through the Data Input Site.

In some cases, the number of files will exceed the space allowed on your screen. You may need to scroll down to view the more recent files.

WDDAVI2001NA01	Workforce Development Data Submissions File 08/14/2000 13:14, 2.3K	View...
WDDAVI2001NA02	Workforce Development Data Submissions File 08/15/2000 14:32, 0.3K	View... Delete
WDDAVI2001NA03	Workforce Development Data Submissions File 08/15/2000 15:13, 0.1K	View...
WDDAVI2001NA04	Workforce Development Data Submissions File 08/15/2000 16:32, 0.1K	View... Delete Request Load

Select Request Load next to each file that you wish to have loaded into the HEI system.

You will be prompted to enter your 4-character Institution Code as confirmation that you have read and agreed with the terms in the Request Load dialog box.



The files that you select are then reviewed by an HEI analyst and then approved for loading. This is performed midday and evening after the analyst's review

**Editing and troubleshooting
Financial Aid data files**

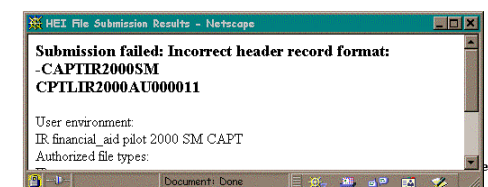
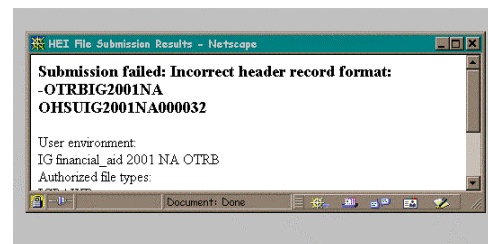
Header record errors

Before records within a file are evaluated, the header record is reviewed for the following:

- 1) The institution code in the header must be valid. For the correct code, you can refer to <http://www.regents.state.oh.us/hei/datasubdoc/vertables/instcamcodes.txt>
- 2) The institution in the header must be the institution for which the data reporter is authorized.
- 3) The type of file in the header corresponds with the type of file selected in the Submissions Data text box.
- 4) The year and term in the header corresponds with that selected in the Submissions Data text box.
- 5) The type of file in the header must be a type for which the data reporter is authorized. To confirm your authorization, you can refer to the list of data reporters at <http://www.regents.state.oh.us/hei/people.html>
- 6) The number of records within the file must correspond with the record count in the header.

If a header error is detected, the following message will appear. The first line displayed is the

Institution code
file type
submission year
submission term



The second line is the header record.

The complete header record can be viewed at <http://www.regents.state.oh.us/hei/datasubdoc/general/fileheader.html>

Errors in records within a file

If a header record is acceptable, the HEI system will review the records against a series of edits. These edits and the logic behind them are published as Edit and Load Specifications at <http://www.regents.state.oh.us/hei/datasubdoc/finaid/faeditload.html>

Some edits will review the data for valid information within a field. For example, a 9-character student identifier is an alphanumeric field and cannot contain punctuation.

Other edits will compare a record against the other records within the same file to prevent duplicates.

Another set of edits will compare each record against information already in the tables or databases for HEI. In some cases, this is to prevent duplicates where only unique records are permitted. In other cases, this is to determine that a corresponding record has been received in order to post an adjustment.

The summary of the results of the editing process will be sent to your email address.

```
Subject: Edit Statistics for IRCAPT2000SM01
Date: Tue, 05 Dec 2000 12:40:54 -0500 (EST)
From: Ohio Board of Regents <heid@regents.State.OH.US>
To: leann.conard@SGS.State.OH.US, rclay@regents.State.OH.US

Edit Statistics for IRCAPT2000SM01

PRIMARY EDIT

run began at: 12:40:52 on 12/05/00

total transaction records read = 000012
total number of errors = 000019
total number of warnings = 000000
repeat submissions = 000000

run ended at: 12:40:53 on 12/05/00
```

Identifying errors in records within a file

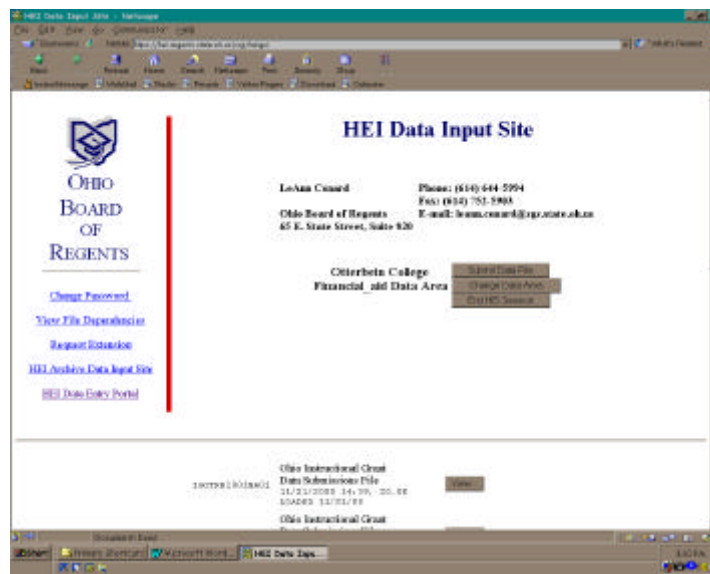
If a file had any errors, you will need to correct them and resubmit the file. None of the records will be processed by HEI. You have two options to continue processing.

You can delete the records that cannot pass the edits and submit the file containing the acceptable records.

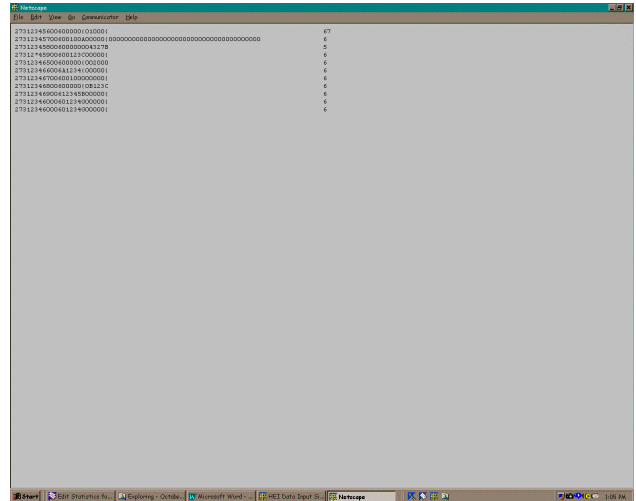
You can edit the records (as the header was edited above) and resubmit the entire file again.

Keep in mind that while editing the records within the file may be the most efficient way to create a file that can be submitted to HEI, you may be submitted data that are inconsistent with data in your own system. If your files were generated from a database, you may want to correct the information in your own system and then regenerate the file to submit to HEI.

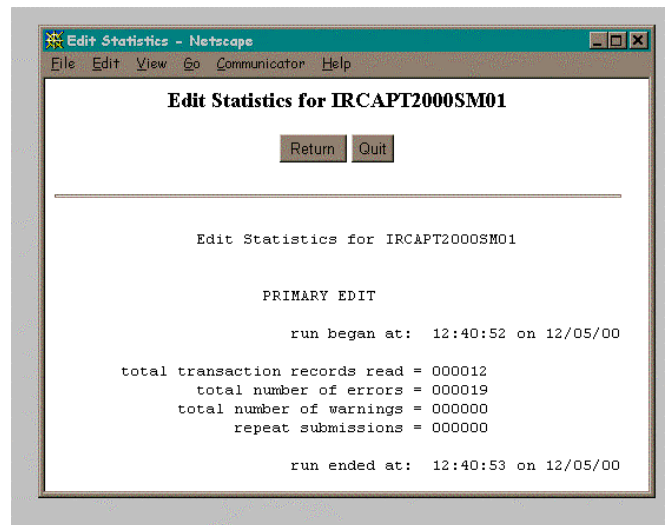
To determine which errors are associated with which records, review the files listed at your Data Input Site. Refer to the file name in your email message to find the correct file.



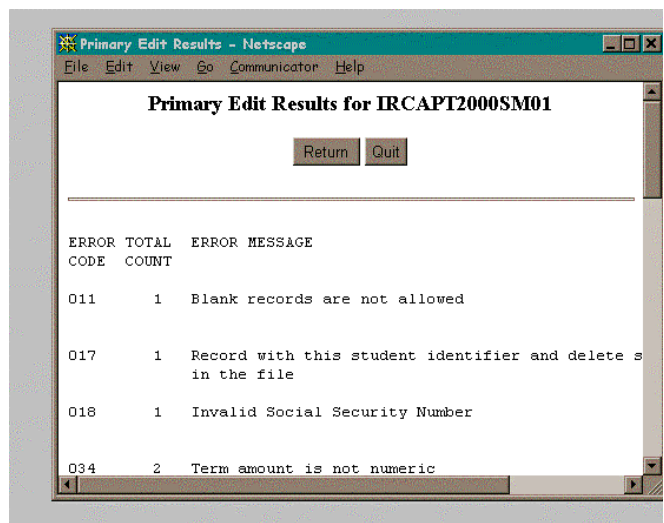
Select Entire file to view the full contents of the file



Select Edit Statistics to see a summary of the edit results for the file. This is the same information that was sent to you via e-mail.



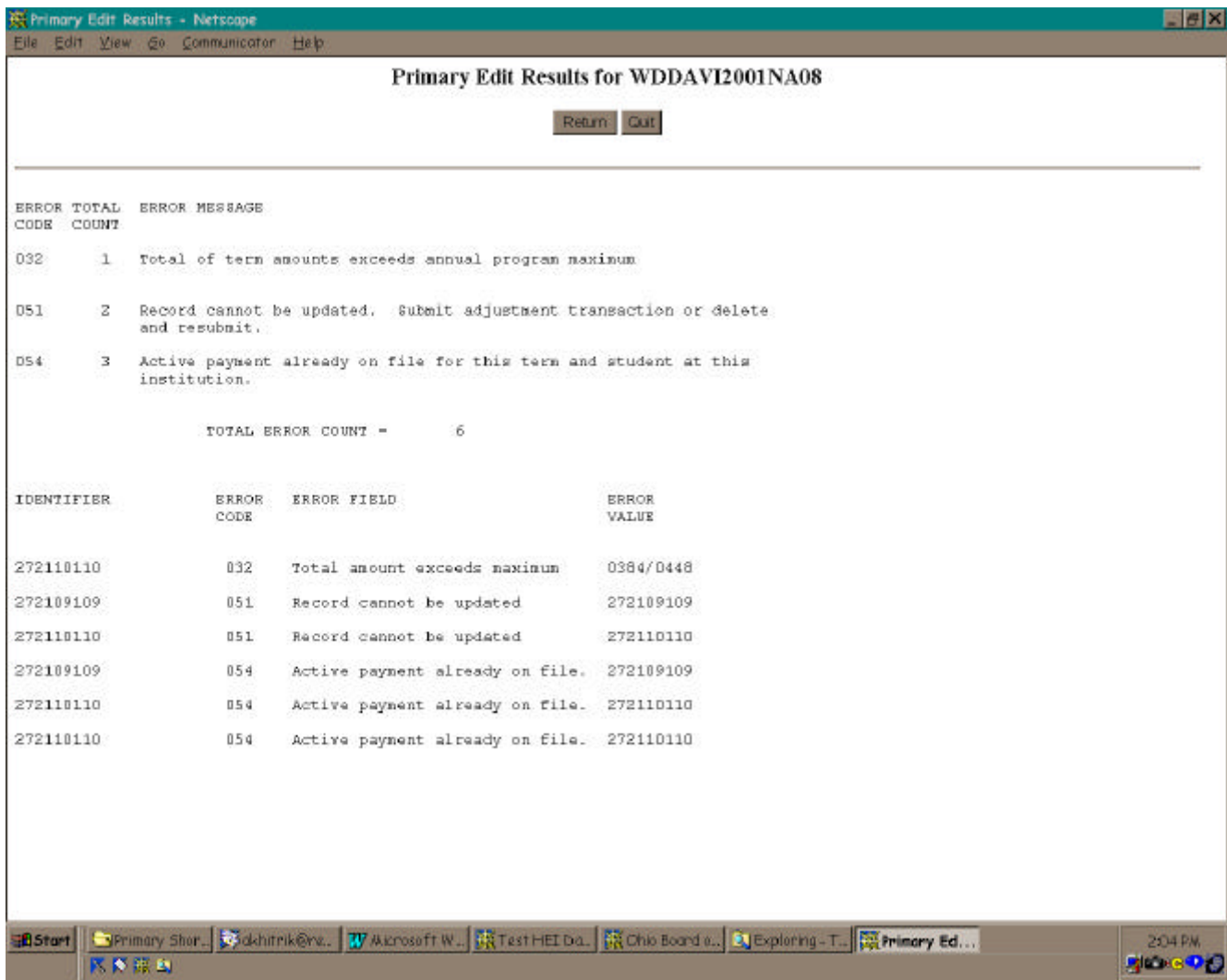
Select Primary Edit Results to view the detail regarding any errors.



Interpreting errors

The first portion of the Primary Edit results lists the types of errors detected and the number of records that have that error associated with it.

The second portion gives a list of each record and error combination, grouped by the errors. If a record has more than one error associated with it, it will be listed more than once.



Primary Edit Results - Netscape
File Edit View Go Communicator Help

Primary Edit Results for WDDAVI2001NA08

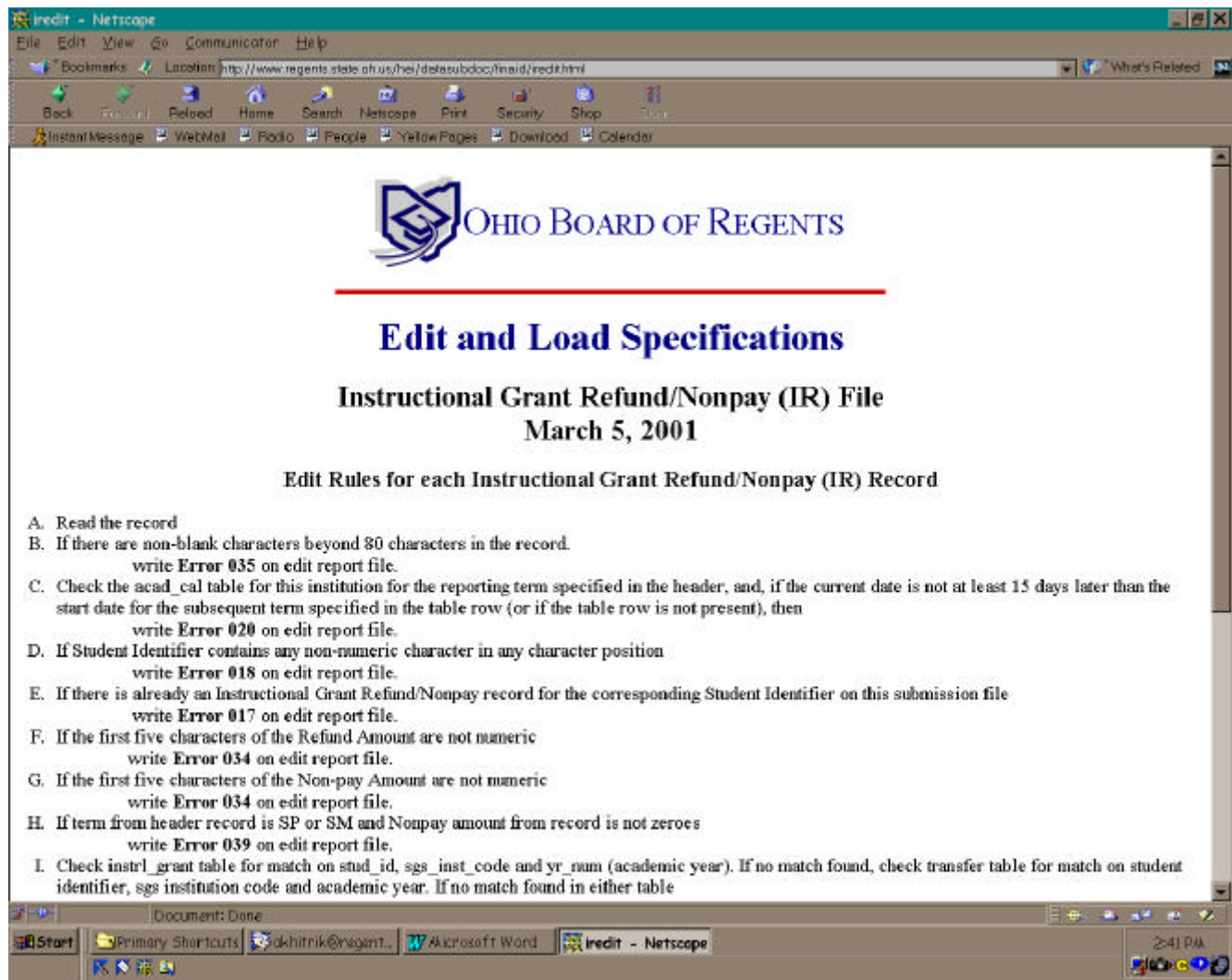
ERROR CODE	TOTAL COUNT	ERROR MESSAGE
032	1	Total of term amounts exceeds annual program maximum
051	2	Record cannot be updated. Submit adjustment transaction or delete and resubmit.
054	3	Active payment already on file for this term and student at this institution.

TOTAL ERROR COUNT = 6

IDENTIFIER	ERROR CODE	ERROR FIELD	ERROR VALUE
272110110	032	Total amount exceeds maximum	0384/0448
272109109	051	Record cannot be updated	272109109
272110110	051	Record cannot be updated	272110110
272109109	054	Active payment already on file.	272109109
272110110	054	Active payment already on file.	272110110
272110110	054	Active payment already on file.	272110110

Start Primary Star... dkhitrik@v... Microsoft W... Test HEI Da... Ohio Board e... Exploring - T... Primary Ed... 2:04 PM

For details on edits performed to submitted records, refer to the edit and load specifications. A complete listing of the edits and the prevailing logic for each can be found at <http://www.regents.state.oh.us/hei/datasubdoc/finaid/faeditload.html>



OHIO BOARD OF REGENTS

Edit and Load Specifications

Instructional Grant Refund/Nonpay (IR) File

March 5, 2001

Edit Rules for each Instructional Grant Refund/Nonpay (IR) Record

- A. Read the record
- B. If there are non-blank characters beyond 80 characters in the record.
write **Error 035** on edit report file.
- C. Check the acad_cal table for this institution for the reporting term specified in the header, and, if the current date is not at least 15 days later than the start date for the subsequent term specified in the table row (or if the table row is not present), then
write **Error 020** on edit report file.
- D. If Student Identifier contains any non-numeric character in any character position
write **Error 018** on edit report file.
- E. If there is already an Instructional Grant Refund/Nonpay record for the corresponding Student Identifier on this submission file
write **Error 017** on edit report file.
- F. If the first five characters of the Refund Amount are not numeric
write **Error 034** on edit report file.
- G. If the first five characters of the Non-pay Amount are not numeric
write **Error 034** on edit report file.
- H. If term from header record is SP or SM and Nonpay amount from record is not zeroes
write **Error 039** on edit report file.
- I. Check instrl_grant table for match on stud_id, sgs_inst_code and yr_num (academic year). If no match found, check transfer table for match on student identifier, sgs institution code and academic year. If no match found in either table

Using the HEI data query screens

Selecting criteria for a query

Enter as many fields as you wish to narrow your search for a specific student record or group of student records. The more fields you complete, the fewer records the query is likely to yield.

Some fields will only allow a default value, such as your institution. They cannot be changed.

Those fields noted as using the LIKE operator will allow you to enter a portion of the field with the percent sign % as a wildcard. For example, a query with the criterion of "%SMITH%" for the Last Name will result with records with "SMITH" anywhere within the last name such as "SMITH", "SMITHSON" or "KLINGENSMITH."

Acceptable date formats:

MM/DD/YY
MM/DD/YYYY
MM-DD-YY
MM-DD-YYYY

Query Criteria

Institution Christian College <small>(uses LIKE operator)</small>		Student Identifier <input type="text"/> <small>(uses LIKE operator)</small>	
First Name <input type="text"/> <small>(uses LIKE operator)</small>	Middle Initial <input type="text"/> <small>(uses LIKE operator)</small>	Last Name <input type="text"/> <small>(uses LIKE operator)</small>	
Voucher ID <input type="text"/> <small>(uses LIKE operator)</small>	School ID <input type="text"/> <small>(uses LIKE operator)</small>	Year Enrolled 2000 1999	Term Enrolled AU SP FA
Status Date <input type="checkbox"/> Current Status through <input type="text"/> (inclusive)		Status Code NS NR NN NC AS PR LD	

Some fields have links to keys or tables that further define the options. They are indicated by a blue, underlined font and can be opened by clicking on that link.

Status Code	
Code	Description
NS	Submitted to NCS
NR	Rejected by NCS
NN	Name Rejected by NCS
NC	Confirmed by NCS
AS	Submitted to Accounting
PR	Payment Requested
LD	Award Loaded

To select more than one criterion option in a specific drop-down box, hold down the left mouse button as you drag and highlight all of the consecutive fields you wish to use in your query. For non-consecutive fields, hold down the Ctrl key while you individually select and highlight the options.

Customizing the output from the query

Use Optional Attributes to limit the columns in your output.

Optional Attributes to Display

No Optional Attributes

Institution
First Name
Middle Initial
Last Name
VoucherID
School ID

Spreadsheet Include SQL at End
 Fixed Record ASCII Exclude SQL at End

Add Title & Text Information to Query Submit Query Clear Selections

Tamarata Query

Display Previously Run Queries

Starting: Month 01 Day 01 Year: 1999
Ending: Month 03 Day 15 Year: 2000

Output can be generated using one of two options: spreadsheet or ASCII

The advantages of the spreadsheet format are:

- You have the ability to sort rows.

- You have the ability to rearrange the order of columns.

- You have the ability to calculate subtotals and totals.

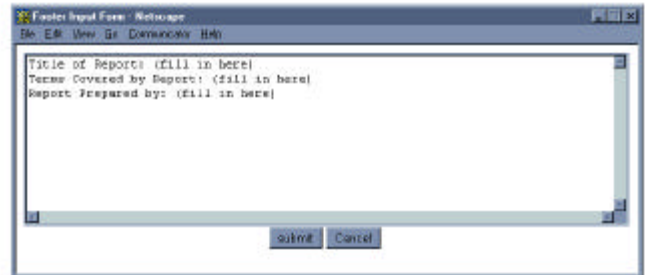
Note: You must have spreadsheet software on your PC and you must associate it through Navigator's Preference setup.

The advantage of the Fixed Record ASCII format are:

- You have a file without embedded formatting to better enable you to upload the data to a mainframe or other database or to paste to a wordprocessing document.

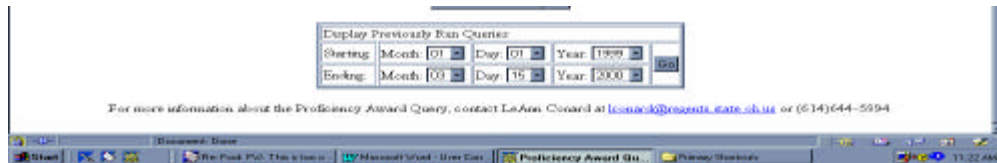
Select Include SQL at End if you wish to include the text defining the SQL (Structured Query Language) used for your query.

You may choose to Add Title if you plan to distribute the results of your query as a report.



Running a previous query

You may select to view all of the queries that you have run within a specific window of time. This is especially helpful when running comparisons from one term to the next, for those queries that are particularly complex or for those queries that are run on rare occasion.



Choose the Starting and Ending dates for the list of queries and select Go.

The dialog box will provide a list of all queries by date in reverse chronological order. Select the date and time of the query you wish to rerun, select Restore the Query, then select Submit the Query.

