

July 2000

Re: FISAP for Windows Version 3.1

FISAP for Windows Version 3.1 is now available.

Do You Need to Install This Software

If you have already installed FISAP for Windows Version 3.0 successfully, you do not need to install Version 3.1.

Version 3.1 does not differ from Version 3.0 in its FISAP functionality; no features, options, or functionality change. Version 3.1 does resolve an installation error encountered by some schools when they attempted to install the software on PCs which do not have another Department of Education software, such as EDEExpress Version 6.2, loaded.

What This Letter Contains

This letter covers general changes to FISAP for Windows and enhancements to some of the components of the software: Login, Entry, Edits, Import, Export, Help, Print, and Message Classes. These enhancements make managing your school data easier and provide you with more options and greater flexibility.

This letter includes the following information:

- A list of FISAP enhancements,
- The FISAP Processing Overview and Checklist,
- Instructions for downloading FISAP for Windows from the Web,
- Instructions for installing FISAP for Windows on your computer, and
- A reminder to back up and optimize your FISAP database.

What the Software Contains

The FISAP for Windows software includes:

- The Fiscal Operations Report for program participation during the Award Year July 1, 1999 through June 30, 2000. Federal regulations state that if you spent funds in 1999-2000 or have a Federal Perkins Loan Fund, you must submit a Fiscal Operations Report.
- The Application to Participate for the Award Year July 1, 2001 through June 30, 2002, in the following three campus-based programs:
 - Federal Perkins Loan
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Federal Work-Study (FWS)
- Reallocation Form

Note: If your institution plans to release unexpended Campus-Based Program funds, or request supplemental Federal Work-Study funds, the Reallocation Form **must** be completed and transmitted to the Department of Education by **August 25, 2000**.

How to Obtain the Software

Beginning with this version, you can download the software and related user documentation via the Internet at the new SFAdownload Web site, **<http://www.SFAdownload.ed.gov>**

You can find the instructions for downloading FISAP for Windows from the Web and installing it on your computer in this letter. You can also find these instructions in the “Downloading Software/Paper Documentation” chapter of the *2001-2002 FISAP for Windows Installation Guide*.

Note: If you do not have access to the Internet or you do have FTP download rights and still cannot open the SFAdownload Web site, call TIVWAN Customer Service to request diskettes.

If You Need Further Information

The EDEExpress Customer Service staff of the Central Processing System (CPS) can handle all of your FISAP for Windows questions regarding:

- Installation issues,
- Software problem resolution,
- Software functionality, and
- Technical assistance.

You can reach them Monday through Friday, 7 a.m.–7 p.m. (Central Time), at **800/330-5947**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM** and a representative will respond within 24 hours.

If you have access to the Internet and cannot open the SFAdownload Web site, call your technical support staff to ensure you have full FTP download rights.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading FISAP for Windows, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** to request diskettes.

If you have technical questions about our SFA systems and software, you may want to subscribe to our e-mail listserv, SFATECH. For more information about SFATECH, including how to subscribe, look online at the **<http://www.ed.gov/offices/OSFAP/sfatech/listserv.html>** Web site.

CPS Customer Service

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How to Download Your FISAP Prior Year Data File

The Campus-Based contractor will place the Prior Year Data file (FPYD02OP) in your Title IV Wide Area Network mailbox by **August 1, 2000**. Use EDconnect to access your mailbox and download the prior year data file to your hard drive. Use FISAP for Windows to import the FISAP prior year data file.

If you need assistance with receiving the FISAP Prior Year Data file, refer to your *EDconnect Desk Reference* or call TIVWAN Customer Service at **800/615-1189**, Monday – Friday, 7 a.m.– 10 p.m. (CT). You can also e-mail your questions to **T4WAN@NCS.COM** or fax them to 319/339-6983. You must send the completed 2001-2002 FISAP data to the campus-based contractor via EDconnect for Windows by **October 1, 2000**.

When to Submit the Reallocation Form

You must complete and transmit the Reallocation Form to the Department of Education (ED) by **August 25, 2000** if your institution plans to release unexpended Campus-Based Program funds or request supplemental Federal Work-Study funds.

Note: You **must** set up your Funding Levels before you begin to complete your current year FISAP data. You can set up your Reallocation Form at any time prior to August 25, 2000; after August 25, this option will not be available and will be grayed out. Please refer to the FISAP for Windows Help text for complete information.

How to Obtain Compliance Certifications

You must print the 2001-2002 Drug-Free Workplace, Anti-Lobbying, and Debarment Certification forms directly from the FISAP for Windows software. Refer to the *FISAP Instruction Booklet* and online Help within the software for specific instructions on how to print these compliance certification forms and for mailing instructions.

How to Request Underuse of Funds Waiver

If your institution is returning more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 1999-2000 award year, you will receive a reduction of that program's 2001-2002 allocation in the same amount of the 1999-2000 funds that were returned.

You may request a waiver of the "Underuse of Funds" penalty by selecting the "Yes" box in Part II, Section C, Line 6. You must also provide a written explanation of the circumstances that caused the underuse of your allocation on the FISAP for Windows Additional Information Screen. If you need to send additional documentation to support your written explanation, please attach that documentation to your signature page and certification forms.

A review panel will consider each waiver request and ED will send the approval or denial decision to institutions by **November 18, 2000**.

What Is a Complete FISAP Submission

A complete FISAP submission to the campus-based contractor consists of the following items:

- Transmission of a completed electronic FISAP via EDconnect;
- Receipt of the following documents printed from the FISAP for Windows software with original signatures:
 - FISAP signature page, and
 - Compliance certifications forms.
- Any additional documentation you are submitting with your “Underuse of Funds” waiver request (if applicable).

Refer to the *FISAP Instruction Booklet* on the IFAP Web site for complete mailing instructions. Your FISAP signature page and compliance certifications **must be postmarked** no later than **October 1, 2000**. Your electronic FISAP data must also be transmitted by **October 1, 2000**. If you have any questions concerning the preparation of your FISAP contact an SFA Campus-Based Operations staff member or e-mail your questions to them at **CBFOB@ed.gov**. A list of the SFA Campus-Based Operations staff and their phone numbers is available online in the FISAP Help menu and is also included in the *FISAP Desk Reference*.

How to Update/View FISAP Edit/Verification Files

The campus-based contractor will place the edit report files (FIDT02OP) in your mailbox within five working days of receipt of your current FISAP data or edit data files. Using the FISAP for Windows software to update the FISAP data, you must return the edited FISAP data to the campus-based contractor via EDconnect by **December 15, 2000**. All institutions that applied for funds will receive their tentative awards from the U. S. Department of Education by **February 1, 2001** and final awards by **April 1, 2001**.

How to View Acknowledgement Files in EDconnect

The campus-based system will return an acknowledgement for every file that it receives from you. The file will be sent over Student Aid Internet Gateway (SAIG) as a text file and may be viewed from within the EDconnect software.

You may open the file within EDconnect using either the Activity Log View or the Text File View.

To open the file from the Activity Log, go to **File, New** and select **Activity Log View**. Next, find the entry for the received acknowledgement file (the entry will be in blue). Tab or scroll to the right until you find the File Name column. Double-click on the name of the acknowledgement file (for example, C:\IAM\Data\FEDA02OP.DAT). When you double-click on the name, the file will open within a text window. You may then print the file by selecting **File, Print**.

To open the file from EDconnect's Text File View, go to **File, New** and select **Text File**. This will open up a blank text editor. Then, go to **File, Open**, and select the file you wish to open, then click **Open**. The file will then appear in the text window. You may print the file by selecting **File, Print**.

ENHANCEMENTS TO FISAP FOR WINDOWS

The following product enhancements are included in FISAP for Windows, Version 3.1.

General Changes

- We updated entry screens and reports to be consistent with the 1999-2000 FISAP form.
- We updated year indicators and date ranges for the 2001-2002 award year.

Login

- When you log in to FISAP, you can select your user ID from a drop-down list instead of typing it in.

Set Up

- We changed the deadline date for transmitting the Reallocation Form to August 25, 2000.

Entry

- We added 'Page 1 of x' to each screen page within a tab indicating that there are more pages on the form to be completed.
- We increased the number of branch campuses that can be entered and saved on the Identification tab from 50 to 100.
- We increased the character length for e-mail fields from 30 to 50.
- We moved the non-traditional data fields to a separate worksheet, accessed via an ellipsis button.

Edits

- We deleted the following edits: 3025, 4100, 4600, 8181, 8182, 8183, 8184, 8186, 9187, 9241, 9242, 9243, 9244, and 9246.
- We added the following edits: 3320, 4610, 4620, 5110, 8210, 8220, 8230, 9300, and 9310.

Import

- The Compare report now prints fields in part and field number order instead of random order.
- We added the ability for import to handle records with multiple header/trailers and detail records.

Export

- We added a new export type to request up to 13 data types.
 - Tentative worksheet and cover letter 2000-2001
 - Tentative worksheet and cover letter 2001-2002 (Not available until February 2001)
 - Final worksheet and cover letter 2000-2001
 - Final worksheet and cover letter 2001-2002 (not available until April 2001)
 - Statement of Account 1995-1996
 - Statement of Account 1996-1997
 - Statement of Account 1997-1998
 - Statement of Account 1998-1999
 - Statement of Account 1999-2000
 - Statement of Account 2000-2001
 - Statement of Account 2001-2002 (not available until April 2001)
 - Teacher Cancellations award letter and worksheets 1998-1999
 - Teacher Cancellations award letter and worksheets 1999-2000 (not available until April 2001)
- We included a mark grid that allows users to request some or all 13 data types at the same time.

Help

- F1 help on the state field provides a link to a list of state codes.
- We added a link to the SFA handbook in online Help.

Print

- We added an option to select and print the Signature Page and Debarment Form in one step.

Message Classes

- The new message classes for 2000-2001 cycle are:
 - FTEN01OP - Tentative Award Notification
 - FFIN01OP - Final Award Notification
 - FHOL01OP - Hold Status Notification
 - FAWD01OP - Award Adjustment / ESOA Notification
 - FTCP01OP - Teacher Cancellation Payment Notification
- The new message classes for the 2001-2002 cycle are:
 - FCUA02OP - FISAP Receipt Acknowledgement file
 - FCUR02IN - Current FISAP Data
 - FEDA02OP - FISAP Edit File Acknowledgement File

FEDT02IN - FISAP Edit Data
FIDT02OP - FISAP Edit Report Data
FPYD02OP - FISAP Prior year Data
FREA02OP - Reallocation Acknowledgement File
FREQ02IN - FISAP Report Request
FREL02IN - FISAP Reallocation Data
FYTD02OP - FISAP Replacement YTD Data
FEXT02OP – FISAP External Data

ISSUE FIXED IN FISAP VERSION 3.1

2936 The software installs on PCs that do not have another Department of Education software program installed without provoking a “componentmovedata” error.

DOWNLOADING FISAP FROM THE WEB

FISAP for Windows, Version 3.1 and its documentation are distributed via the Internet using the Student Financial Assistance (SFA) Download Web site, <http://www.SFAdownload.ed.gov>

If you do not have access to the Internet, or you have trouble opening the SFAdownload Web site to download the FISAP for Windows software, call TIVWAN Customer Service to request diskettes.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

FISAP for Windows, Version 3.1, is available on the SFAdownload Web site in two formats. You can download the entire software in one file (FISAP03.exe), or in separate installments, which can then be copied to a network drive or diskettes.

To Download the Software as One File

1. Go to the URL field located at the top of your browser’s screen and type SFAdownload Web site address: <http://www.SFAdownload.ed.gov>
2. Follow the instructions provided and click the **Continue** button. You will be taken to a “Privacy on Our Web Sites” Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **FISAP 2001-2002** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.

6. Click the **Full Download** link to download the program that allows you to do the full installment. A **Save As...** dialog box will appear.
7. Choose the location on your hard disk to save the file, then press the **Save** button. The length of time it takes to download the software depends largely on the speed of your Internet connection. The installation process automatically creates the program directory: C:\PROGRAMFILES\EDESUITE\FISAP for Windows v3\.

To Download the Software in Separate Installments

1. Go to the URL field located at the top of your browser's screen and type the SFAdownload Web site address: **http://www.SFAdownload.ed.gov**
2. Follow the instructions provided and click the **Continue** button. You will be taken to a "Privacy on Our Web Sites" Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **FISAP 2001-2002** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click **Disk 1** to download only disk 1's data. A **Save As...** dialog box will appear.
7. Choose the location on your hard drive to save the file. Click **Save**. The length of time it takes to download the software depends largely on the speed of your Internet connection. The installation process automatically creates the program directory: C:\PROGRAMFILES\EDESUITE\FISAP for Windows v3\.
8. Click **Disk 2** to download only disk 2's data. When the **Save As...** dialog box appears again, make sure you are saving Disk 2's data to the same location as you saved Disk 1's data.
9. Click on each of the succeeding disks until all of them have been saved to the same location on your hard disk.
10. Once the software disk files are downloaded to your hard disk, go to that location and double-click on **Disk 1**. Then double-click on the Setup.exe file to open and install the software.

*Disk 1 and Disk 6 are self-extracting zip files. After downloading, self-extract the files from each of these disks onto your hard drive, then copy the extracted files onto floppy disks labeled Disk 1 through 6, respectively.

INSTALLING FISAP FOR WINDOWS ON YOUR HARD DRIVE

Downloading the software from the SFAdownload Web site does not install it. Once you have downloaded the software to your network or hard drive, you must install it.

1. Once the software file is downloaded to your hard disk, go to the program directory.
2. Double-click on the file to open and/or install it.
3. FISAP for Windows asks you a series of questions during the installation. These questions verify the location of the software on your hard drive and each question has a default answer.
4. If the default answer is correct, click **Next** to go to the next screen.
5. You can change the default answer, if you wish. If you do, make sure you remember the directory where the software is located.
6. Continue this process until you reach the last installation screen, which prompts you to click the **Finish** button.
7. You must shut down and restart your computer for the installation process to be complete.

To Install FISAP for Windows from Diskettes

The primary method for installing FISAP on your computers is by downloading the software from the SFAdownload Web site. If that method is unavailable to you, call CPS Customer Service and request diskettes.

Installing FISAP for Windows from Diskettes to a Stand-alone Computer

1. Turn on your computer and start Microsoft Windows.
2. Close all Windows applications, including screensavers, e-mail notifiers, etc.
3. Insert Diskette #1 in the A: drive.
4. Select **Start** from the Task bar.
5. Select **Run** from the Start pop-up menu.
6. Type **a:\setup** at the Open entry field and click **OK**. The software is installed to the default directory C:\PROGRAM FILES\EDESUITE\FISAP for Windows v3, unless you choose another location.
7. When prompted, insert diskettes in numerical order and click **OK**.
8. FISAP for Windows asks you a series of questions during the installation. Each question has a default answer.
 - If the default is correct, click **Next** in response to each question.
 - If the default is not correct, select the correct answer and click **Next**.
9. When the installation program is finished installing the files, it updates your Start menu.
10. You must restart your computer to complete the installation and to begin using FISAP.

Installing FISAP for Windows on a Local Area Network

When you perform a workstation installation, the program files for FISAP (FISAP03.EXE) installs to a workstation's local hard drive; the FISAP database is stored on your network. This method improves the speed and performance of the software while allowing the database to be available to more than one PC.

1. Use the Network Server installation option, which installs the FISAP database (FISAP1.MDB), but not the FISAP program files, on the file server.
2. Enter the Network server location where you want to install FISAP database files. Type the path or click the **Browse** button.
3. Follow the prompts provided by the Setup program.
4. Do *Full* Network Workstation installations on *all* workstations. Choose the Network Workstation installation option, then select **Full**. The Full option installs the executable file (FISAP1.EXE) in the local hard drive directory.
5. Enter the Network Server location of the database installed during the Network Server installation (see step 2).

For further information regarding the FISAP installation process, consult the *2001-2002 FISAP Installation Guide*. If you have questions, call CPS Customer Service.

DOWNLOADING THE PAPER DOCUMENTATION FROM THE WEB

You can download the paper documentation from the Internet in both Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Installation Guides
- Cover Letters
- Technical References

Each of these documents have the date they were posted, file size, and approximate download time. However, the length of time it takes to download a paper document depends on the speed of your Internet connection.

To download paper documentation:

1. Go to the URL field located at the top of your browser's screen and type the SFAdownload Web site address: **http://www.SFAdownload.ed.gov**
2. Follow the instructions provided and click the **Continue** button. You are taken to a "Privacy on Our Web Sites" Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the document(s) you want to download. A brief description of the documentation's software is provided.
5. Click **FISAP 2001-2002** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click on the type of documentation you want to download.

- If you select an Adobe PDF formatted file, click **File , Save As** from the menu bar, select a location on your hard disk, and then click the **Save** button to save the file.
 - If you select a Microsoft Word formatted file, a dialog box will appear. Click on **Save it to disk**, choose a location to save the file and press the **Save** button.
7. For either type of file, the Web site is designed to give it a default name; however, you may choose another name for the file if you want.
 8. Once the paper document has been downloaded on your hard disk, go to that location and double-click on the file to open and/or print it.

FISAP SUPPORTS THESE PRINTERS

For Windows 95 and Windows NT users, go to **Start, Settings, Printers** and highlight the printer you wish to use, and click once using the right mouse button. A pop up menu will appear with a 'Rename' option. Select **Rename** and change the printer name to add the HP3, HP4, or HP5 to the printer name depending on the printer model you will use for FISAP printing. For Windows NT users, if the Rename option does not appear, this is an NT networked printer and the network printer queue name must be changed. See your network system administrator to have the printer queue name changed.

We tested the following printers that are Windows NT 4.0, Windows 95, and Windows 98 compatible:

- HP LaserJet 4
- HP LaserJet 4000N
- HP LaserJet 4M
- HP LaserJet 4M Plus
- HP LaserJet 4 si
- HP LaserJet 5M
- HP LaserJet 5 si
- HP Laser Jet III si
- HP LaserJet 5 si MX
- HP LaserJet 6 MP
- HP LaserJet 8000N

ELECTRONIC FISAP PROCESS

The following is a simplified overview of the steps required to complete the electronic FISAP using EDconnect for transmission over the Title IV WAN. Detailed information about the data that is to go into each field can be found in the *FISAP Instruction Booklet* and by accessing the software's online Help.

Note: New schools will not have prior year data.

Step One: Installation and Setup

To install FISAP for Windows, follow the downloading and installation instructions beginning on page 13 of this letter. You can also find these instructions in the "Downloading Software/Paper Documentation" chapter of the *2001-2002 FISAP for Windows Installation Guide*.

The software is installed in the FISAP for Windows V3 folder. Next, add and modify user information for those who will access FISAP. Users of the software **must** have a security access level of all functions except utilities and security, or higher. To modify users, you must know their passwords.

Install the software (see *Installation Guide* for more instructions).

1. Select **Tools, Setup, Security**.
2. Select **Add or Modify**.
3. Enter **User ID, Password, and Access level**.
4. Select **Save**.
5. Select **File, Close** (or click the Close icon).

Step Two: Transmission Setup

Users may choose to have the FISAP automatically prepare the export files for transmission. To set for automatic creation of export files:

1. Select **Tools, Setup, Security Users**.
2. Click the **Export to EDconnect** checkbox.
3. Click **OK**.

Step Three: Importing

New schools will not have prior year data to import and will need to select **File, New** from the main menu and enter their data in Parts I & II.

Continuing schools initiate school files by importing the **Prior Year Data** electronic FISAP file.

1. Select **File, Import** (or click the Import icon).
2. Select **Prior Year Data** from the Import type list.
3. Verify that the correct message class (FPYD02OP.*) appears in the **Import From:** dialog box.
4. Choose the output destination by selecting **Printer, File, or Screen**.

Note: New schools skip steps four and five.

Step Four: Funding Level Setup

Continuing schools will have the Funding Levels set by importing the Prior Year data file (see Step Three). New schools will enter their funding level requests on the Application Tab.

1. Select **Tools, Setup** from the menu bar.
2. Click **Funding Levels**.
3. Click your **School's ID** if more than one school is defined on your database.
4. Click **OK**.
5. View funding levels and, if incorrect, use the **revised** column to change the information.
6. Click **Update**.
7. Click **OK**.
8. If more than one institution is defined, click on **Schools** and repeat steps 4 through 7 until complete.
9. Click **Close**.

Step Five: Reallocation Form Setup

Continuing schools will need to complete Section A of this form if they have unexpended 1999-2000 FSEOG, FWS, and/or Perkins Loan funds. If a continuing school wishes to request supplemental FWS funds for the 2000-2001 award year, they must complete Section B.

1. Select **Tools, Setup** from the menu bar.
2. Click **Reallocation Form**.
3. Click your **School's ID** if more than one school is defined in your database.
4. Click **OK**.
5. Enter the **unexpended fund amounts** in Section A, or the **supplemental FWS funds request** in Section B.

6. Click **Update**.
7. Click **OK**.
8. If you have more than one institution on your database, click on **Schools** and repeat steps 4 through 7 until complete.
9. Click **Close**.

Step Six: Updating

Once the first file has been imported, you can enter your FISAP data. The steps for updating data in the FISAP file will be the same each time an edit file is imported. The software allows the submission of the electronic FISAP as many times as needed.

FISAP allows a user to prepare multiple FISAPs (for multiple campuses). If multiple school files are set up, the software will prompt for which file is needed when functions, such as Open, Print, Export, etc., are selected.

1. Select **File, Open**(or click the Open File icon).
2. Choose the desired school (only if multiple school files are set up).
3. Select the section of the FISAP to be completed by clicking on the appropriate Tab at the bottom of the screen, such as **Application**.
4. Enter data or data changes on each page. To switch between pages click the large, bolded number icons at the top of the screen.
5. Upon completion of each section, select **File, Save** (or click the Save icon) then click **OK** and respond to edits (if applicable) by changing data or providing answers.
6. Click **OK**.

Step Seven: Validation Process

Before exporting the file, run the validation process.

1. Select **File** and click **Close**.
2. Select **Process** from the menu bar.
3. Click on **Validate**.

The Validation process allows you to run the edits against your current FISAP data. This process can be run at any time, with the record closed, by selecting **Validate** from the Process menu. If you have more than one school on your database, select the school you want to validate and then click **OK**. This process is also run automatically before an export file is created.

Step Eight: Exporting

You export and transmit FISAP data, Edits, Reallocation data, and FISAP Report Request via EDconnect.

1. Select **File, Export** (or click the Export icon).
2. Select the export type.
3. Verify that the correct file name appears in the **Export To:** field.
4. Select **OK**.
5. Click to agree with the terms indicated in the agreement dialog box.
6. Select the School to export.
7. Click **OK**.
8. If export edits that require correcting appear, you must open the FISAP record and make the corrections before the export process can continue. Repeat this step again until you have resolved the corrections.
9. Open EDconnect and transmit the data.

Step Nine: Signature Page

You **must** print the signature page for the current FISAP data.

1. Select **File, Close** (or click the Close icon).
2. Select **File, Print** (or click the Printer Icon).
3. Select **FISAP Form** and check **Identification** or click on your **down** arrow beside **Reports** and select **Signature Page**.
4. Select **Printer** as the output destination.
5. Click **OK**.

Step Ten: Certification Forms

Along with the original copy of the FISAP signature page, you **must** print your combined Drug-Free Workplace, Anti-Lobbying, and Debarment certification for the 2001-2002 award year.

1. Select **File, Close** (or click the Close icon).
2. Select **File, Print** (or click the Printer Icon).
3. Select a form, e.g. **Debarment Form**.
4. Select **Printer** as the output destination.
5. Click **OK**.

Note: You can now print Steps 9 and 10 in one step.

Step Eleven: Mail

You **must** mail completed **signature page** and **certification forms** with all required original signatures to:

UAL

8300 Colesville Road

Suite 500

Silver Spring, MD 20910-3289

Step Twelve: Corrections

You **must** resolve all edits that are returned to you and retransmit them.

1. Import **FISAP** edit file (FIDT02OP.*).
2. Make necessary corrections on each tab.
3. Save the file.
4. Run **Process, Validate** to make sure all edits are resolved (if applicable).
5. Export the file and transmit.

You are not required to re-send the signature page and certification forms with the edit file.

ELECTRONIC FISAP CHECKLIST

Continuing Schools

Setup

- Security Groups: Define specific security groups and task levels under **Tools, Setup, Security Groups**.
- Security Users: Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconnect** checkbox to have files automatically sent to EDconnect for transmission.

Import Prior Year Data File (FPYD02OP.*)

- Import your electronic FISAP file.
- Review your funding levels under **Tools, Setup, Funding Levels** and adjust if necessary.
- Reallocation Form: Complete Section A and/or B as appropriate for your institution under **Tools, Setup, Reallocation Form**.

Reallocation Form

- Print out the FISAP form, if you wish, to review and distribute (if more than one office is working on the FISAP).
- Complete Section A if you had unexpended 1999-2000 FSEOG, FWS, or Federal Perkins Loan funds.
- Complete Section B if you wish to request supplemental FWS funds for the 2000-2001 award year.

Export the FISAP Form (FREL02IN.*)

- Select **File, Export** from the main menu.
- Select **Reallocation data** as the export type.
- Transmit your FISAP data via **EDconnect**.

Update FISAP Data File

- Choose **File, Open** and select your school.
- Enter the required information on each tab applicable to your school.
- Resolve or explain any edits met in the dialog box.
- Click **File, Save** (or click the Save icon).
- Print the form for your records.

Export the FISAP Data File (FCUR02IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Current Year data** as the export type.
- Transmit your FISAP data via **EDconnect**.

Print

- Print, sign and mail your **signature page** and **certification forms** to the correct address.

Import FISAP EDIT File (FIDT02OP.*)

- Select **File, Import** from the main menu.
- Select **Edit Report Files** as the import type.
- Resolve all edits returned to you (if applicable) and retransmit. Follow this procedure for each stage of edits

Export the Edit File (FEDT02in.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Edit data** as the export type.
- Transmit your FISAP data via **EDconnect**. You are not required to re-send the signature page and certification forms with the edit file.

New Schools

Setup

- Security Groups: Define specific security groups and task levels under **Tools, Setup, Security Groups**.
- Security Users: Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconnect** checkbox to have files automatically sent to EDconnect for transmission when exporting.

Update

- Choose **File, New** and enter your school's name and address.
- Click **File, Save** (or click the save icon).
- Complete Part I - Identification tab and Part II - Application tab, and any additional information that may be necessary on the additional information tab.
- Print the form for your records.

Export the FISAP Data File (FCUR02IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Transmit your FISAP data via **EDconnect**.

Print

- Print, sign and mail your **signature page** and **certification forms** to the correct address.

Import FISAP EDIT File (FIDT02OP.*)

- Resolve all edits returned to you (if applicable) and retransmit. Follow this procedure for each stage of edits.

Export the Edit File (FEDT02IN.*)

- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Edit data** as the export type.
- Transmit your FISAP data via **EDconnect**. You are not required to re-send the signature page and certification forms with the edit file.

REMINDERS

Back Up Your Database Weekly

You should back up your FISAP database file, FISAP1.MDB, regularly. We recommend that you back up your files at least weekly.

FISAP for Windows does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

Optimize Your Database by Using Software Utilities

The FISAP for Windows software contains utilities that allow you to optimize your database if you encounter problems. We recommend that you verify, repair and compact your database once a week. If both are successful, back up the database (see section above).

Run the database utilities in the following order:

- Verify database
- Repair database
- Compact database

For specific information regarding repair and compact, see the appropriate section below.

Prevent Problems by Using the Verify Database Utility

The verify database function checks for data relationship integrity in your database. If EDEExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

Warning: Before using this utility, be sure you have hard drive space available at least equal to three times the current size of the database.

Run the Repair Database Utility

The Repair Database utility resolves inconsistencies (also called database corruption) in records storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while FISAP for Windows updates your records.

FISAP may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

Warning: Before using this utility, be sure you have space on your hard drive that is at least three times the current size of the database.

Improve Performance by Using the Compact Database Utility

The Compact Database utility improves the performance of FISAP for Windows by optimizing the database (FISAP1.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in FISAP for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance. It can also significantly reduce the size of your database. This does not mean that records were removed; only that the database is more compact.

Warning: Before using this utility, be sure you have hard drive space available at least three times the current size of the database.