



U.S. Department of Education  
1998 Electronic Access Conferences



## ***Session 50***

# ***The Campus-Based FISAP***

## ***Past, Present, and Future***



# ***The FISAP***



## ***What is the FISAP?***

It is the Fiscal Operations Report and Application Software that allows institutions to request funds in the Campus-Based programs and to report their prior year expenditures.



# ***The FISAP Components***

- Instructions Booklet
- Software Application
- Prior Year Data



# *The FISAP Cycle*

- August 1 - Software distributed
- October 1 - Completed FISAP due
- November 15 - FISAP edits distributed
- December 15 - FISAP edit corrections due
- February 1 - Tentative Awards issued
- April 1 - Final Awards issued



# ***The Past FISAP***

## ***DOS Software and “Snail Mail”***



**1998-1999**  
**FISAP SOFTWARE**

You will not be missed!





# ***The Present FISAP***

## ***16-bit Window's Software and TIVWAN***



# ***Technical Specifications***

- Windows 3.1, 95, or NT
- 486 DX2 66 MHz Processor
- 16 MB of RAM
- HP LaserJet Compatible Printer



# ***Distribution***

- Sign-up with Title IV WAN
- Software Mailed to Institutions
- Download Prior Year Data



# *Installation*

- Load Software

# Installing *FISAP for Windows* Version 1.0

## FISAP for Windows Version 1.0 Setup



Welcome to the FISAP for Windows Setup program. This program will install FISAP for Windows on your computer.

It is strongly recommended that you exit all Windows programs before running this Setup program.

Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.

**WARNING:** This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.



# Getting Started

## ■ Run Software





# *Getting Started*

- Run Software
- First Login



**Login**

User ID:

Password:

New Password:



Login

User ID: FISAPADM

Password: \*\*\*\*\*

**FISAP for Windows**

 Please Enter a New User Id and Password.

OK

OK Cancel



# *Getting Started*

- Run Software
- First Login
- Security Profiles

FISAP 1999-2000 FISAP for Windows 1.0

File Process **Tools** View Help



Browse ▶

Utilities ▶

**Setup ▶**



Funding Levels...

**Security...**

Global Settings...

View Security

C:\FISAP0\FISAP9.MDB

NUM



**User Security** [X]

User

User ID:   Logged In

Access Level:

Password:

Password Date:

1 of 1



### User Security

User

User ID:   Logged In

Access Level: **System Administrator -- All functions**  
All functions except utilities and security  
Report functions only  
Export functions only

Password:

Password Date:

Password Verification:

1 of 1

Add Delete Save Retrieve

OK Cancel Help



### User Security

User

User ID:   Logged In

Access Level:

Password:

Password Date:

Password Verification:

1 of 1



**User Security** [X]

**User**

User ID:   Logged In

Access Level:

Password:

Password Date:

**FISAP for Windows** [X]



Record updates saved.



# *Getting Started*

- Run Software
- First Login
- Security Profiles
- Prior Year Data



**Import**

System

FISAP 

Import Type: **Prior Year Data**

Import From:

C:\IAM\DATA\FISA000P.\*

Report To:

Printer  File  Screen



# *Getting Started*

- Run Software
- First Login
- Security Profiles
- Prior Year Data
- Funding Levels

1999-2000 FISAP for Windows 1.0

File Process **Tools** View Help



Browse ▶

Utilities ▶

**Setup ▶**



**Funding Levels...**

Security...

Global Settings...

View Funding Levels

C:\FISAP0\FISAP9.MDB

CAP NUM



**Funding Levels** [X]

Name : FISK UNIVERSITY \_\_\_\_\_

Address : 1000 17TH AVENUE NORTH \_\_\_\_\_

City : NASHVILLE \_\_\_\_\_ State : TN ZIP : 37208

Serial Number : 003879

Entity Number : 1-62-020-2000-A1 OPEID Number : 00349000

	1997-98	REVISED
Federal Perkins Loan FCC :	0 _____	0 _____
FSEOG Authorization :	233350 _____	233350 _____
FWS Authorization :	241955 _____	241955 _____

Schools ... Update Close



# *Getting Started*

- Run Software
- First Login
- Security Profiles
- Prior Year Data
- Funding Levels
- Open File



**Fiscal Operations Report and Application to Participate (FISAP)**

Application: Award Period July 1, 1999 - June 30, 2000

Report: Award Period July 1, 1997 - June 30, 1998

**Part I. Identifying Information, Certifications and Warning**

**Section A. Identifying Information**

OMB No. 1840-0073

**1a. Name and Address of Institution**

Name: FISK UNIVERSITY  
 Address: 1000 17TH AVENUE NORTH  
 City: NASHVILLE State: TN Zip: 37208

**1b. Mailing Address (if different from 1a)**

Name:   
 Address:   
 City:  State:  Zip:

2a. Serial Number: 003879

2b. OPEID#: 00349000

3. Entity No. 1-62-020-2000-A1

**Name and/or Address Change**

EIN Change:   
 OPEID# Change:   
 Name:   
 Address:   
 City:  State:  Zip:

4. Type of Institution: 2 - Private/Non-Profit

Proprietary Sub-type:

5. Length/Type of Longest Program : 6

Last Updated By: 10/19/1998 17:50:57 FISAP



**Institutions with separately eligible additional locations which will be funded under this application must list these locations and their addresses and OPEID#'s on this screen. You may not file a separate application for any separately eligible institution listed herein.**

We have entered a list of separately eligible additional locations included in this application.  Yes  No

**Additional Locations Information**

	OPEID #	Name	Address	City	State
1					

**Part I, Section B - Certifications and Warning**

**6. Chief Executive Officer (President, Chancellor, Owner, etc.)**

Typed Name: CHARLES W. JOHNSON \_\_\_\_\_  
 Date Signed: \_\_\_/\_\_\_/\_\_\_  
 Phone: (\_\_\_) \_\_\_-\_\_\_\_  
 Fax: (\_\_\_) \_\_\_-\_\_\_\_

**7. Financial Aid Administrator**

Typed Name: MARK ADKINS \_\_\_\_\_  
 Date Signed: \_\_\_/\_\_\_/\_\_\_  
 Phone: (\_\_\_) \_\_\_-\_\_\_\_  
 Fax: (\_\_\_) \_\_\_-\_\_\_\_

**8. Chief Fiscal Officer**

Typed Name: DALLAS W JOSEPH \_\_\_\_\_  
 Date Signed: \_\_\_/\_\_\_/\_\_\_  
 Phone: (\_\_\_) \_\_\_-\_\_\_\_  
 Fax: (\_\_\_) \_\_\_-\_\_\_\_

**9. Name/Address of Private Financial Aid Consultant Firm**

Name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: [ ] Zip: \_\_\_\_\_



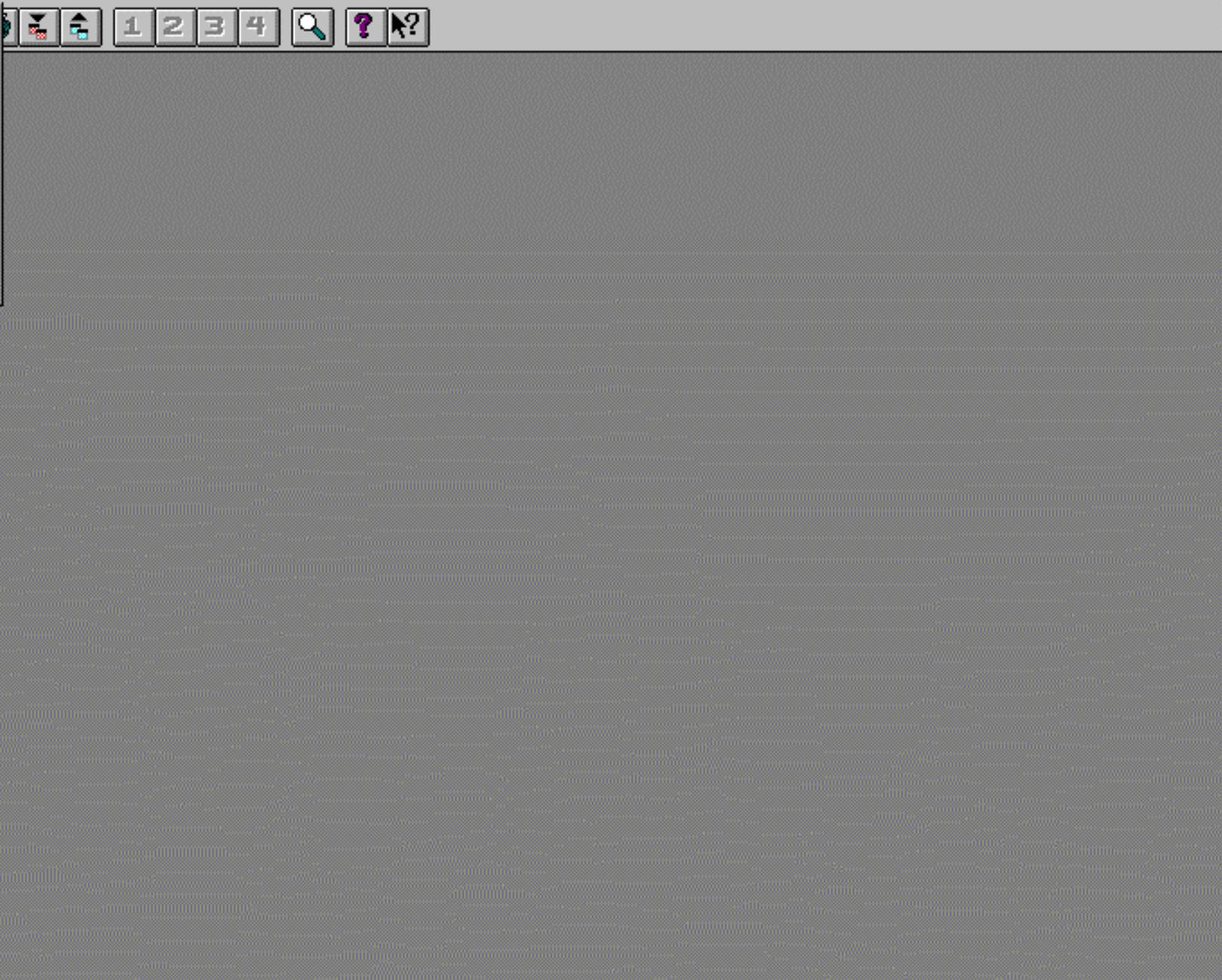
# ***Submission***

- Export Data

1999-2000 FISAP for Windows 1.0

File Process Tools View Help

- New... Ctrl+N
- Open... Ctrl+O
- Save Ctrl+S
- Close
- Print... Ctrl+P
- Import...
- Export...**
- Exit



Export records C:\FISAP0\FISAP9.MDB NUM



**Export** [X]

System  FISAP 

Export Type FISAP Data

Export To:  C:\IAM\DATA\FISA00IN.DAT

OK  
Cancel  
Help



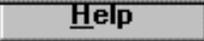
**Certification** [X]

We certify that information contained in this FISAP is in compliance with governing legislation and regulations and is true and accurate to the best of our knowledge. We understand that the information is subject to an audit and program review by representatives of the Secretary of Education.

**WARNING:** Any person who knowingly provides false or misleading information on this FISAP will be subject to a fine of up to \$10,000 or to imprisonment of up to 5 years or to both under the provisions of the United States Criminal Code Title 18, Section 1001.

Check if you agree to these terms.

OK Cancel Help





**Export**

System

FISAP 

**Progress**

Validating FISAP Data

89%

Record 123 of 137

Cancel

Cancel

Help



Export

**Validation Errors - 16 Errors**

	Error #	Error Description		
1	04110	Part III, Sect A, line 26, column c and line 7, column d must both be equal to zero or both be greater than zero. If greater than zero, line 26c must be greater than or equal to line 7d.		
2	04130	Part III, Sect A, line 28, column c and line 9, column d must both be equal to zero or both be greater than zero. If greater than zero, line 28c must be greater than or equal to line 9d.		
3	04180	Part III, Sect A, line 36, column c and line 6, column d must both be equal to zero or both be greater than zero. If greater than zero, line 36c must be greater than or equal to line 6d.		
4	04360	Part III, Sect A, line 26, column c, is not equal to or greater than Part III, Sect A, line 26, column c of last year's report.	Prior Year Data	Log

Print

Cancel



Export

Validation Errors - 16 Errors

	Error #	Error Description		
3	04110	Part III, Sect A to zero or both be greater the		
4	04130	Part III, Sect A to zero or both be greater the		
5	04180	Part III, Sect A to zero or both be greater the		
6	04360	Part III, Sect A Sect A, line 26		

**Prior Year Data**

Field	Value
Part III, Sec. A, line 26, col. c	258439

OK

Data Log

Print Cancel



Export

Validation Errors - 16 Errors

	Error #	
3	04110	Part III, Sect A, to zero or both to be greater than
4	04130	Part III, Sect A, to zero or both to be greater than
5	04180	Part III, Sect A, to zero or both to be greater than
6	04360	Part III, Sect A, Sect A, line 26,

Log Validation Error - 04360

The prior year data has been revised.

Save Cancel

ar Data Log



Export

**Validation Errors - 16 Errors**

	Error #	Error Description		
1	04110	Part III, Sect A, line 26, column c and line 7, column d must both be equal to zero or both be greater than zero. If greater than zero, line 26c must be greater than or equal to line 7d.		
2	04130	Part III, Sect A, line 28, column c and line 9, column d must both be equal to zero or both be greater than zero. If greater than zero, line 28c must be greater than or equal to line 9d.		
3	04180	Part III, Sect A, line 36, column c and line 6, column d must both be equal to zero or both be greater than zero. If greater than zero, line 36c must be greater than or equal to line 6d.		
4	04360	Part III, Sect A, line 26, column c, is not equal to or greater than Part III, Sect A, line 26, column c of last year's report.	Prior Year Data	Log

Print Cancel



Validation Errors - 16 Errors

	Error #	
1	04110	Part III, S to zero o be greate
2	04130	Part III, S to zero o be greate
3	04180	Part III, S to zero o be greate
4	04360	Part III, S Sect A, li

Export

Progress

Fisap Data Export

97%

Cancel

Log



Validation Errors - 16 Errors

	Error #	
1	04110	Part III, S to zero o be greate
2	04130	Part III, S to zero o be greate
3	04180	Part III, S to zero o be greate
4	04360	Part III, S Sect A, li

**FISAP for Windows**

Export Complete.

-----

Batch ID: KE000387919981027163034  
File: C:\IAM\DATA\FISA00IN.DAT

-----

OK

Log



# ***Submission***

- Export Data
- Batch Activity

1999-2000 FISAP for Windows 1.0

File Process **Tools** View Help



- Browse ▶
- Utilities ▶
- Setup ▶

Batch Activity...



Browse Batch Activity Database

C:\FISAP0\FISAP9.MDB

NUM



**Browse Batch Activity Database**

	Batch	Serial Number	Records	Confirm Date	
▶	KF000387919981027165253	003879	1	10/27/1998	
	KI000387919981020165737	003879	1	10/27/1998	C:\IAM\DATA\

Record 1

Close Help



**Browse Batch Activity Database**

	Batch	Import File Name
▶	KE000387919981027165253	
	KI000387919981020165737	C:\VAM\DATA\PRIOR.DAT

Record 1

Close Help



**Browse Batch Activity Database**

	Batch	Export File Name
▶	KE000387919981027165253	C:\AM\DATA\FISA00IN.DAT
	KI000387919981020165737	

Record 1

Close Help



**Browse Batch Activity Database**

	Batch	User ID - Create	Batch Date	Time - Create	Us
▶	KF000387919981027165253	FISAP	10/27/1998	16:53:04	FISAP
	KI000387919981020165737	FISAP	10/27/1998	16:51:56	FISAP

Record 1

Close Help



**Browse Batch Activity Database**

	Batch	User ID - Update	Date Update	Time Update
▶	KF000387919981027165253	FISAP	10/27/1998	16:53:04
	KI000387919981020165737	FISAP	10/27/1998	16:51:56

Record 1

Close Help



# ***Submission***

- Export Data
- Batch Activity
- Net Query

Connect Close Exit Edit Print Screen Setup Help

W010 TITLE IV AREA WIDE NETWORK CURRENT DATE: 11/05/1998  
NETWORK TRAFFIC QUERY PAGE: 1 OF 1

DEST ID: TG61925  
APPL. SYSTEM: FISAP MESSAGE CLASS: ITEM NO:  
FROM: 09 15 1998 THRU: 10 08 1998 BATCH ID:

ENTER (S) VIEW DETAIL

SEL	MESSAGE CLASS	--SENT TO NETWORK-- DATE TIME	--RECEIVED BY USER-- DATE TIME	CHARACTERS	RESTORE STATUS
-	FISA00IN	1998-10-02 16.21.00	1998-10-03 00.34.55	2,460	
-	FISA00IN	1998-10-02 16.20.57	1998-10-03 00.34.53	2,460	
-	FISA00OP	1998-07-14 17.23.25	1998-09-22 16.18.59	1,074	

PF3-MENU PF15-DESTINATION PF7-PREV PAGE PF8-NEXT PAGE

CAPS NUM 14:30:43 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
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# ***Data Issues***

1999-2000 FISAP for Windows 1.0

File Process **Tools** View Help



Browse ▶



**Utilities** ▶

**C**ompact...

Setup ▶

R<sub>e</sub>pair...

Clear Record Locks

Compact Database

C:\FISAP0\FISAP9.MDB

NUM



# ***Data Issues***

- Compact
- Repair
- Clear Record Locks
- Replacement YTD



**Import** [X]

**System**

FISAP 

**Import Type:** Replacement YTD

**Import From:**

C:\IAM\DATA\FISA000P.\*

**Report To:**

Printer  File  Screen



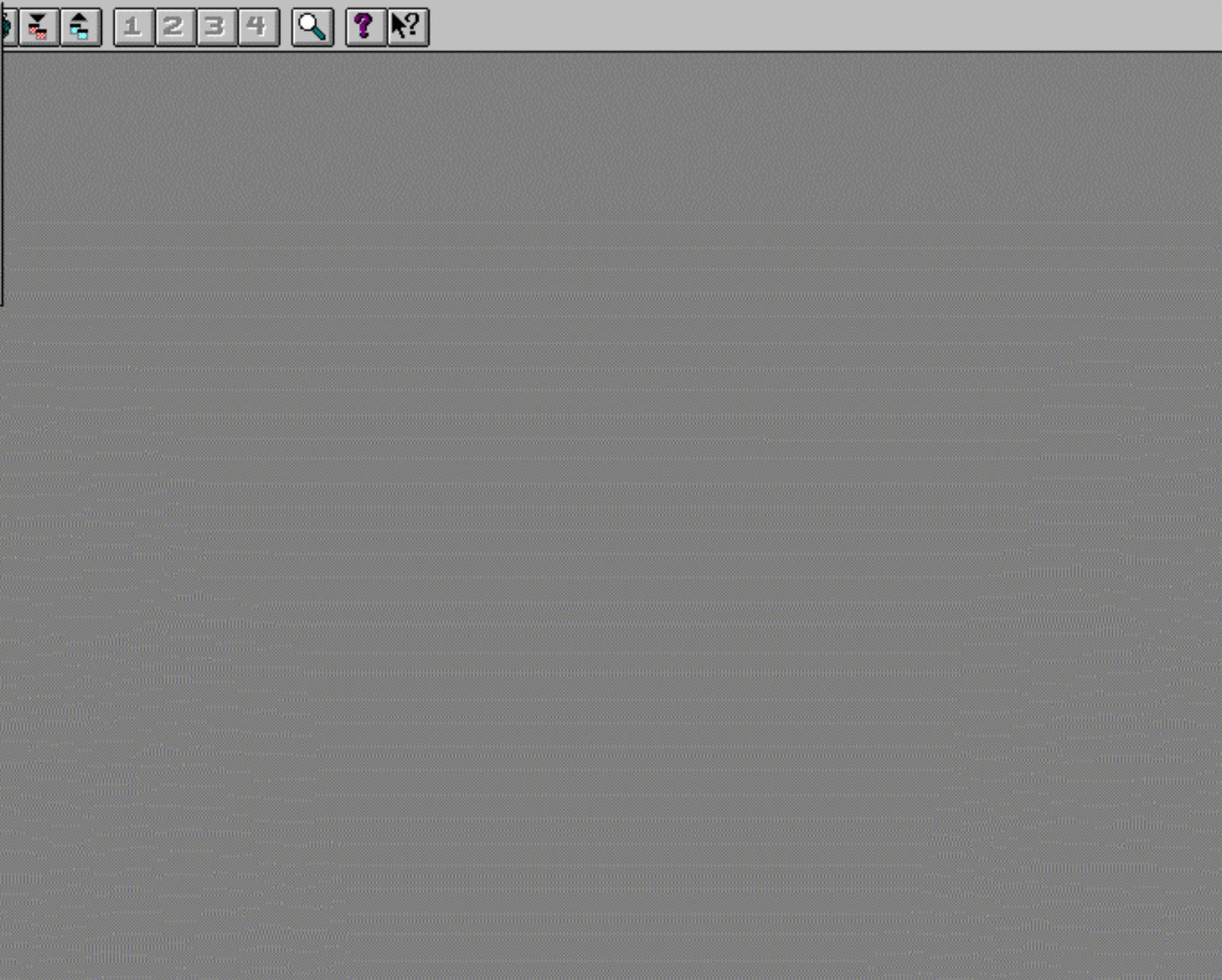
# ***Edit / Process***

- Edit Report

1999-2000 FISAP for Windows 1.0

File Process Tools View Help

- New... Ctrl+N
- Open... Ctrl+O
- Save Ctrl+S
- Close
- Print... Ctrl+P
- Import...**
- Export...
- Exit



Import records C:\FISAP0\FISAP9.MDB NUM



**Import**

System

FISAP 

Import Type: Edit Report

Import From:

File... C:\IAM\DATA\FISA000P.\*

Report To:

Printer  File  Screen

File...

Overwrite Current FISAP Data?

Print Edit Compare Report?

OK

Cancel

Help



**Import**

System

FISAP 

Import Type: Edit Report

Import From: **Progress**

Report To: **93%**

Overwrite Current FISAP Data?

Print Edit Compare Report?

OK

Cancel

Help



**FISAP for Windows**

 Import Complete.  
Processed 8 records from  
C:\IAM\DATA\EDIT.DAT

Header Records: 1  
Trailer Records: 1  
Data Records: 6

OK



Report Date: 10/27/98 U.S. DEPARTMENT OF EDUCATION Page: 1
Report Time: 17:16:04 FISAP - 1999-2000
IMPORT EDIT COMPARE REPORT

\*\*\*\*\*

SERIAL NO: 003879
NAME: FISK UNIVERSITY
1000 17TH AVENUE NORTH
NASHVILLE, TN 37208

Table with 3 columns: Field Name, Current FISAP, Edit Report FISAP. Rows include President's Name, FAA's Name, CFO's Name, and various Part II and Part III sections.



C:\WINDOWS\TEMP\EDE6

Report Date: 10/27/98 U.S. DEPARTMENT OF EDUCATION Page: 1

Report Time: 17:16:19 FISAP - 1999-2000

IMPORT EDIT ERROR MESSAGES REPORT

\*\*\*\*\*

BATCH ID: KI000387919981027171152

SERIAL NO: 003879

NAME: FISK UNIVERSITY  
1000 17TH AVENUE NORTH  
NASHVILLE, TN 37208

Error Code Error Message

03025 WARNING! WHEN ELIGIBLE AID APPLICANT DATA IS ON PART II,  
LINE 43, COLUMN A AND/OR LINE 43 COLUMN B, THERE NORMALLY  
SHOULD BE AN ENTRY ON PART II, LINE 43, COLUMN C. EXPLAIN  
OR CORRECT.

04220 WARNING! PART III, SECT A, LINE 4, COLUMN C, IS NOT EQUAL  
TO THE SUM OF PART III, SECT. B, LINE 5 OF THIS YEAR'S  
REPORT AND PART III, SECT. A, LINE 4, COLUMN C, OF LAST  
YEAR'S REPORT. EXPLAIN OR CORRECT.

05110 WARNING! PART III, SECTION B, LINE 1 MINUS LINE 3 EQUALS  
YOUR EXPENDITURES AND MUST AGREE WITH YOUR 9/30/98 QUARTERLY  
CONFIRMATION REPORT, AND THE AMOUNT REPORTED ON LINE 3 WILL  
BE DEOBLIGATED NEXT YEAR.

12030 WARNING! THE AMOUNT REPORTED AS EXPENDED MUST AGREE WITH  
YOUR 9/30/98 QUARTERLY CONFIRMATION REPORT, AND THE AMOUNT  
REPORTED UNEXPENDED WILL BE DEOBLIGATED NEXT YEAR.



**Import** [X]

**System**

FISAP 

**Import Type:** Edit Report

**Import From:**

C:\IAM\DATA\FISA000P.\*

**Report To:**

Printer  File  Screen

[Empty text box]

Overwrite Current FISAP Data?

Print Edit Compare Report?



# ***Suppressed Edits***

- # 08185 - Prior Year Recovery
- # 09245 - Prior Year Recovery
- # 05110 - Quarterly Confirmation Report
- # 12030 - Quarterly Confirmation Report



# ***Forgotten Edit***

- # 04005 - Cash on Hand as of 10/31/1998



# ***The Future FISAP***

## ***32-bit Window's Software and the Enterprise Gateway***



# ***Technical Specifications***

- Windows 95, 98, or NT
- 200 MHz Processor
- 64 MB of RAM
- HP LaserJet Compatible Printer



# ***Distribution and Submission***

- Enterprise Gateway
  - Mailboxes Transferred
  - User Interface Maintained
  - Transmissions Automatically Redirected
  - Electronic Distribution
  - Electronic Submission



# *Improvements*

- Reallocation Form
  - Return of Unexpended Funds
  - Expenditure Certification
  - Supplemental FWS Request



# *Improvements*

- Reallocation Form
- Prior Year Data
  - Additional Locations



# *Improvements*

- Reallocation Form
- Prior Year Data
- Additional FWS Requests
  - Pell Grant Student Certification
  - Request Amount



# *Improvements*

- Reallocation Form
- Prior Year Data
- Additional FWS Requests
- Edits
  - Quarterly Confirmation Edits
  - Percent Change Edits
  - Restricted Export Edits



# ***HEA Changes***

## ■ Allocations

- \$619m FSEOG
- \$870m FWS
- \$100m Federal Perkins Loan
- \$ 30m Teacher/Military Cancellation



# ***HEA Changes***

- Allocations
- FSEOG Authority
  - 10% Carry Forward
  - 10% Carry Back
  - Additional Summer Carry Back



# ***HEA Changes***

- Allocations
- FSEOG Authority
- Elimination of Expanded Lending Option
  - Annual and Aggregate Limits Increased



## ***Who Do I Contact?***

- **Software**
  - CPS (800) 330-5947 option #2
- **Transmission**
  - TIVWAN (800) 615-1189
- **Files**
  - UAL (301) 565-0032
- **FISAP**
  - CB Specialists (202) 708-7741