

Implementation Guide

Introduction

This section assists FISAP custom schools, Third Party Servicers, and Software Providers with implementing system changes for the 2002–2003 FISAP cycle. These changes will enable you to create FISAP data files for submission directly to the FISAP processing mailbox. This guide provides:

- 2002-2003 Modifications at a Glance
- 2002-2003 FISAP Message Classes
- FISAP Data Processing Flow
- Processing Error Messages
- Batch Edit/Reject Codes
- Field Edit Error Messages
- What Each Message Means
- How to Fix Each Error

We provide FISAP record layouts, validation edits, and error messages at the end of this section.

If you have questions regarding the material in this document, please call FISAP Technical Support between the hours of 8 a.m. and 5 p.m. (ET) at 877/801-7168.

2002–2003 Modifications at a Glance

The record length of the FISAP data file remains at 3730 for the 2002-2003 FISAP.

The DUNS number field (9 bytes), which was not part of the form but remained in the file for 2001-2002, has been removed for 2002-2003.

Additionally, field 302 (9 bytes) in the layout, which represents Part V, Section H, Line 27A, is new for 2002-2003.

We have deleted the following message classes:

- FEDA03OP (FISAP Edit File Acknowledgement)
- FEDT03IN (FISAP Edit Data)
- FHOL02OP and FHOL03OP (Hold Status Notification)

We have added the following message class:

- FRQA03OP (Report Request Acknowledgement File)

2002-2003 FISAP Message Classes

Message Class	Description
FPYD03OP	Import Prior Year Data
FIDT03OP	Import Edit Data
FYTD03OP	Import Year to Date Replacement Data
FEXT03OP	Import External Data
FCUR03IN	Export Current/Edit FISAP Data
FCUA03OP	Current/Edit FISAP Data Acknowledgement
FREL03IN	Reallocation Data
FREA03OP	Reallocation Acknowledgement
FREQ03IN	FISAP Report Request
FRQA03OP	Report Request Acknowledgement File
FTEN02OP	2001-2002 Tentative worksheets
FTEN03OP	2002-2003 Tentative worksheets. <i>Not available until February 2002.</i>
FFIN02OP	2001-2002 Final worksheet
FFIN03OP	2002-2003 Final worksheet. <i>Not available until April 2002.</i>
FTCP02OP	1999-2000 Teacher Cancellations – award letter and worksheets.
FTCP03OP	2000-2001 Teacher Cancellations – award letter and worksheets. <i>Not available until May 2002.</i>
FAWD02OP	1995-1996 Statement of Account
FAWD02OP	1996-1997 Statement of Account
FAWD02OP	1997-1998 Statement of Account
FAWD02OP	1998-1999 Statement of Account
FAWD02OP	1999-2000 Statement of Account
FAWD02OP	2000-2001 Statement of Account
FAWD02OP	2001-2002 Statement of Account
FAWD03OP	2002-2003 Statement of Account. <i>Not available until April 2002.</i>

File Creation Requirements – FISAP Data Processing Flow Requirements

Each file transmitted from a school to ED and each file received and imported into the school's local system from ED must have a header record as the first record of the file. The last record of each file will be the trailer record. The appropriate data records will appear between the header and trailer records.

Servicers and schools reporting FISAP data for multiple schools may send and receive multiple sets of data in a single file; for example:

School A Header Record
School A Data Records
School A Trailer Record
School B Header Record
School B Data Records
School B Trailer Record

The record layouts for the export and import of data are the same but are identified by separate message classes.

Five data record types may or may not be included in the export/import file. The five data record types are:

Record Type	Description
01	Current/Edit FISAP Data
02	Branch Campuses
03	Additional Information Text
04	FISAP Prior Year Data
05	Edit Error Codes and Suppressions

Note: Data records must be created in the order shown above.

Detailed record layout descriptions of each of the data types can be found at the end of this document.

Export Message Classes

FCUR03IN - Current/Edit FISAP File

Data Type	Min/Max Records	Description
Header Record	Required	Header Record
Record Type 01	Required – Max 1	Current/Edit FISAP Data
Record Type 02	Optional – Max 100	Branch Campuses
Record Type 03	Optional – Unlimited	Additional Information Text
Record Type 04	Not Applicable	FISAP Prior Year Data
Record Type 05	Not Applicable	Edit Error Codes and Suppressions
Trailer Record	Required	Trailer Record

Note: Data records must be created in the order shown above.

Import Message Classes

FPYD03OP – FISAP Prior Year File

Data Type	Min/Max Records	Description
Header Record	Required	Header Record
Record Type 01	Not Applicable	Current/Edit FISAP Data
Record Type 02	Optional – Max 100	Branch Campuses
Record Type 03	Not Applicable	Additional Information Text
Record Type 04	Required – Max 1	FISAP Prior Year Data
Record Type 05	Not Applicable	Edit Error Codes and Suppressions
Trailer Record	Required	Trailer Record

Note: Data records must be created in the order shown above.

FIDT03OP – FISAP Edit File

Data Type	Min/Max Records	Description
Header Record	Required	Header Record
Record Type 01	Required – Max 1	Current/Edit FISAP Data
Record Type 02	Optional – Max 100	Branch Campuses
Record Type 03	Not Applicable	Additional Information Text
Record Type 04	Required – Max 1	FISAP Prior Year Data
Record Type 05	Optional – Unlimited	Edit Error Codes and Suppressions
Trailer Record	Required	Trailer Record

Note: Data records must be created in the order shown above.

FYTD03OP – FISAP Year-to-Date File

Data Type	Min/Max Records	Description
Header Record	Required	Header Record
Record Type 01	Required – Max 1	Current/Edit FISAP Data
Record Type 02	Optional – Max 100	Branch Campuses
Record Type 03	Optional – Unlimited	Additional Information Text
Record Type 04	Required – Max 1	FISAP Prior Year Data
Record Type 05	Optional – Unlimited	Edit Error Codes and Suppressions
Trailer Record	Required	Trailer Record

Note: Data records must be created in the order shown above.

An acknowledgement file (FCUA03OP) is sent back within 24 hours **for each** FISAP data record received (FCUR03IN). The acknowledgement file is a free-form 80-byte text file that indicates whether a school's FISAP submission has been accepted or rejected.

If **accepted**, the following message is sent in the acknowledgement file (FCUA03OP):

```
THE FISAP RECEIVED FROM:  
SCHOOL NAME  
SCHOOL ADDRESS  
SCHOOL CITY, STATE & ZIP  
SERIAL NO #: NNNNNN  
BATCH ID #: NE3NNNNNNCCYYMMDDHHMMSS  
MM/DD/YY HH:MM:SS  
WAS ACCEPTED AND HAS BEEN SUCCESSFULLY PROCESSED.  
An edit report file (message class FIDT03OP)  
corresponding to your FISAP or edit data  
submission will be sent to your SAIG mailbox  
within 5 workdays.
```

Note: If no response is received within 24 hours, please call FISAP Technical Support at 877/801-7168.

If **rejected**, the following message is sent in the acknowledgement file (FCUA03OP) followed by a list of reasons why the school's FISAP is rejected. See the section, Batch Edit/Reject Codes, for a listing of valid reject codes.

```
THE FISAP RECEIVED FROM:  
SCHOOL NAME  
SCHOOL ADDRESS  
SCHOOL CITY, STATE & ZIP  
SERIAL NO #: NNNNNN  
BATCH ID #: NE3NNNNNNCCYYMMDDHHMMSS  
MM/DD/YY HH:MM:SS  
WAS REJECTED
```

Errors Found:

Error Code	Error Text Message
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.
. .
. .
. .

Error Code	Error Text Message
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Note: If no response is received within 24 hours, please call FISAP Technical Support at 877/801-7168.

An edit file is generated and sent back to the school's or servicer's mailbox within five (5) days of receipt of the FISAP data file for all accepted Current/Edit FISAP Data (FCUR03IN) files. The edit file is returned in the message class FIDT03OP and contains data record types 01, 02, and 04. Additionally, the file may contain record type 05. Record type 05 indicates to the school that an error exists. The three possible error code types are:

- If the code is "blank," the school has an existing error.
- If the code is "Y," the error has been suppressed.
- If the code is "E," the school has submitted an explanation for the specific edit.

Reallocation/Supplemental FWS Record Processing Flow/Requirements

FREL03IN - Reallocation/Supplemental FWS Export File

Data Type	Min/Max	Description
Header Record	Required	Header Record
Data Record	Required – Max 1	Data Record
Trailer Record	Required	Trailer Record

An acknowledgement file (FREA03OP) is sent back within 24 hours for each Reallocation/Supplemental FWS Record (FREL03IN). The acknowledgement file is a free-form 80-byte text file that contains a message indicating whether a school's reallocation file submission has been accepted or rejected.

If **accepted**, the following message appears:

```
THE REALLOCATION FILE RECEIVED FROM:  
SCHOOL NAME  
SCHOOL ADDRESS  
SCHOOL CITY, STATE & ZIP  
SERIAL NO #: NNNNNN  
BATCH ID #: NE3NNNNNNCCYYMMDDHHMMSS  
MM/DD/YY HH:MM:SS  
WAS ACCEPTED AND HAS BEEN SUCCESSFULLY PROCESSED.
```

Note: If no response is received within 24 hours, please call FISAP Technical Support at 877/801-7168.

If **rejected**, the following message appears:

```
THE REALLOCATION FILE RECEIVED FROM:  
SCHOOL NAME  
SCHOOL ADDRESS  
SCHOOL CITY, STATE & ZIP  
SERIAL NO #: NNNNNN  
BATCH ID #: NE3NNNNNNCCYYMMDDHHMMSS  
MM/DD/YY HH:MM:SS  
WAS REJECTED
```

If rejected, the preceding message is followed by a list of reasons the school's reallocation file was rejected. See the section, Batch Edit/Reject Codes, for a listing of valid reject codes.

Errors Found:

Error Code	Error Text Message
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Error Code	Error Text Message
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Note: If no response is received within 24 hours, please call FISAP Technical Support at 877/801-7168.

Report Request File Processing Flow/Requirements

FREQ03IN - FISAP Report Request File

Data Type	Min/Max	Description
Header Record	Required	Header Record
Data Record	Required – Max 1	Data Record
Trailer Record	Required	Trailer Record

The corresponding report file and an acknowledgement file are sent back for each FISAP Report Request File (FREQ03IN) received. The report and acknowledgement files (FRQA03OP) are both free-form 80-byte text files.

Note: If no response is received within 24 hours, please call FISAP Technical Support at 877/801-7168.

The report file contains the report requested and may include any of the following message classes:

Message Class	Description
FTEN03OP	Tentative Allocation Worksheets for 2002-2003 (Available February 2002)
FTEN02OP	Tentative Allocation Worksheets for 2001-2002
FFIN03OP	Final Allocation Worksheets for 2002-2003 (Available April 2002)
FFIN02OP	Final Allocation Worksheets for 2001-2002
FTCP03OP	Teacher Cancellation Payments Worksheets for 2000-2001 (Available May 2002)
FTCP02OP	Teacher Cancellation Payments Worksheets for 1999-2000
FAWD02OP	Statement of Account for an Award Year
FAWD03OP	Statement of Account for an Award Year (Available April 2002)

The acknowledgement file (FRQA03OP) contains a message indicating whether a school's report request has been completed or cannot be processed.

See the section, Batch Edit/Reject Codes, for a listing of valid reject codes.

Batch Edit/Reject Codes

Edit Code	Message	What It Means	How to Fix it
101	Missing Header	The data record received has no valid Header Record.	Recreate batch to include a valid Header Record.
102	Missing Trailer	The data record received has no valid Trailer Record.	Recreate batch to include a valid Trailer Record.
103	Missing 01 Record	The data record received has no valid Record Type 01 – Current/Edit FISAP File.	Recreate batch to include a valid 01 record.
104	Duplicate 01 Record	Two Record Type 01s were included between a single Header & Trailer Record.	Recreate batch to remove the additional 01 record. Each 01 record must have its own Header and Trailer Record.
105	Duplicate Batch Header	The batch identifier has been used in a previous FISAP submission.	Resubmit batch with a unique batch identifier.
106	Invalid Message Class	The message class in the Header Record does not correspond to any of the valid message classes.	Resubmit batch with a valid message class. Valid message classes are FCUR03IN, FREL03IN, and FREQ03IN.
107	Missing Serial Number in Header Record	Campus-Based Serial Number in Header Record is missing or non-numeric.	Resubmit batch with valid Campus-Based Serial Number. Campus-Based Serial Numbers are 6 digits with the first 2 digits as 00.
108	Missing Serial Number in Current/Edit FISAP File record (Record Type 01)	Campus-Based Serial Number in Record Type 01 is missing or non-numeric.	Resubmit batch with valid Campus-Based Serial Number. Campus-Based Serial Numbers are 6 digits with the first 2 digits as 00.

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What It Means	How to Fix it
109	Invalid Serial Number in Header Record	Campus-Based Serial Number in Header Record is not valid.	Resubmit batch with valid Campus-Based Serial Number. Campus-Based Serial Numbers are 6 digits with the first 2 digits as 00.
110	Invalid Serial Number in Current FISAP Data record (Record Type 01)	Campus-Based Serial Number in Record Type 01 is not valid.	Resubmit batch with valid Campus-Based Serial Number. Campus-Based Serial Numbers are 6 digits with the first 2 digits as 00.
111	Serial Number in Header must match the 01 Record Serial Number	The Serial Number in Header Record batch identifier does not match the Serial Number in the Record Type 01.	Verify the correct Serial Number and resubmit batch.
112	Serial Number and OPEID do not match in 01 Record	The Serial Number and OPEID in the 01 record do not match (based on Campus-Based records).	Verify the correct Serial Number or OPEID. Call FISAP Technical Support at 877/801-7168 to verify OPEID if unable to correct problem.
113	Creation Date must be numeric	Creation Date in Header Record is missing, non-numeric, or invalid format.	Resubmit batch with a valid Creation Date. Creation Date must be CCYYMMDD format.
114	Creation Time must be numeric	Creation Time in Header Record is missing, non-numeric, or invalid format.	Resubmit batch with a valid Creation Time. Creation Time must be HHMMSS format.
115	Invalid Record Type	Batch contains a record with an invalid or missing record type.	Resubmit batch with all records assigned a valid record type.

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What It Means	How to Fix it
Fnnn	Invalid Field Entry – FIELD NUMBER	The value provided for field number NNN, (where NNN is the field number assigned to the FISAP field as listed in the field number column of the Current/Edit FISAP Data Layout) is not consistent with the edits and/or calculations defined in the programmer notes column of the same layout.	Review programmer notes column in the Current/Edit FISAP Data layout section to ensure that all edits and calculations have been complied with for the field in question.
201	Invalid Unexpended FSEOG 2000-2001 amount	The Unexpended FSEOG amount is non-numeric or exceeds the amount of the school's 2000-2001 FSEOG allocation in the Reallocation Record.	Resubmit batch with zero filled fields or verify amount being reported as unexpended.
202	Invalid Unexpended FWS 2000-2001 amount	The Unexpended FWS amount is non-numeric or exceeds the amount of the school's 2000-2001 FWS allocation in the Reallocation Record.	Resubmit batch with zero filled fields or verify amount being reported as unexpended.
203	Invalid Unexpended Perkins FCC 2000-2001 amount	The Unexpended Perkins FCC amount is non-numeric or exceeds the amount of the school's 2000-2001 Perkins FCC allocation in the Reallocation Record.	Resubmit batch with zero filled fields or verify amount being reported as unexpended.
204	Serial Number in Header must match the Serial Number in the Reallocation Record	The Serial Number in Header Record batch identifier does not match the Serial Number in the Reallocation Record.	Verify the correct Serial Number and resubmit the batch.

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What It Means	How to Fix it
205	Invalid response to Question 4, 10% FWS matching	The response to question 4 is not a Y or N in the Reallocation Record.	Resubmit batch with valid response.
206	Invalid Supplemental FWS request amount	The Supplemental FWS request amount is non-numeric or a request amount is entered and response to question 4 is "N" in the Reallocation Record.	Resubmit batch with valid supplemental request amount or zero filled field.
207	Reallocation file submitted past deadline	The reallocation file is received past the 8/24/2001 deadline.	None.
208	Serial Number and OPEID do not match in Reallocation Record	The Serial Number and OPEID do not match (based on Campus-Based Records) in the Reallocation Record.	Verify the correct Serial Number or OPEID. Call FISAP Technical Support at 877/801-7168 to verify OPEID if unable to correct problem.
301	Invalid or Missing Serial Number	Campus-Based Serial Number in Header Record is not a valid number in the Report Request Record.	Resubmit batch with valid Campus-Based Serial Number. Campus-Based Serial Numbers are 6 digits with the first 2 digits as 00.
302	Serial Number does not match in Report Request Record and Header Record	The Serial Number in Header Record batch identifier does not match the Serial Number in the Report Request Record.	Verify the correct Serial Number and resubmit batch.
303	Report requested not available	The report you are requesting is not available in the Report Request Record.	Verify and resubmit report request year or check availability of report with FISAP Technical Support.

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What It Means	How to Fix it
304	Invalid or Missing Report Request Type	The report type you have specified is not 01 or 02 or 03 or 04 in the Report Request Record.	Correct report type and resubmit.
305	Invalid or Missing Request year supplied	The request year is missing or invalid (refer to record layout for complete list of valid years and year/report type combination) in the Report Request Record.	Correct and resubmit request.
306	Serial Number and OPEID do not match in Report Request Record	The Serial Number and OPEID do not match (based on Campus-Based Records) in the Report Request Record.	Verify the correct Serial Number or OPEID. Call FISAP Technical Support at 877/801-7168 to verify OPEID if unable to correct problem.