

Oracle Fusion Cloud Student Financial Aid

How do I manage configuration workbooks?



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Contents

Get Help	i
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1 Overview of Configuration Workbooks	1
Overview of Configuration Workbooks	1
2 Configuration Workbook Structure	3
Configuration Workbook Structure	3
3 Required Permissions to Manage Configuration Updates	11
Required Permissions to Manage Configuration Updates	11
4 Update Configuration Workbooks	13
Update Configuration Workbooks	13
5 Tips for Updating Your Configuration	15
Tips for Updating Your Configuration	15

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1 Overview of Configuration Workbooks

Setting up your instance of Student Financial Aid (SFA) is largely done through the management of Configuration Workbooks. To update your Configuration, Oracle recommends:

- Download your current Configuration. This download is a compressed file containing every .csv and Groovy script that makes up your institution's latest Configuration.
- Making changes to the Workbook Comma-Separated Value (CSV) files and Groovy scripts, as needed.
- Upload the entire updated Configuration back into your environment.

This automatically enforces the correct file loading hierarchy.

If you want to upload partial updates, you must follow the prescribed hierarchy and dependencies.

For example, if you want a new document to clear a particular ISIR C-Code, update the Document and Document Metadata Workbooks files before you update the ISIR C Code Workbook to reference the new document. When uploading only the files needed to clear the particular ISIR C-Code, upload the Document and Document Metadata files before you upload the ISIR C Code file.

Note:

- If the Configuration files change structure from one release to the next, the structure is automatically updated when you download the current Configuration.
- It's important to look at updates to Baseline Configuration in the release notes to determine how you may want to implement the new Configuration for your institution; for example, new fields.

2 Configuration Workbook Structure

Here's some information about the Configuration Workbook table columns:

- **Group Category** - The Group Categories are used as buckets for grouping Configuration Workbooks into processing areas to help with troubleshooting and prioritizing during implementation. The compressed file containing the Workbooks can include one or any combination of categories as the application sequences them automatically in hierarchical order during the upload process.
- **Workbook/Naming Standard** - The column includes the name of the workbook and the naming standard to use when saving the CSV files. You must strictly adhere to the .csv naming standard in the Configuration File workbook for the application to recognize and accept the request to load the Configuration.
- **Description** - This is what the Workbook is used for in SFP processing.
- **Workbook Dependency** - This column indicates what Workbook, if any, needs to be populated before populating this Workbook.
- **Annual Updates** - This column indicates which Workbooks require updating due to US Department of Education (ED) annual Award Year updates.

This table illustrates the hierarchy structure with dependencies of Configuration Group Categories you must follow when updating your Configuration Workbooks. Each CSV file requires a standard naming convention and a .csv file type extension.

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
Documents	Documents workbook / DOCUMENTS.csv	Use this workbook to define your institutional documents and set additional related parameters; for example, manual review required, student notification messages, and so on.	NA	Yes
Documents	Doc Metadata workbook / DOCMETADATA.csv	Use this workbook to define associated metadata fields for Document Codes based on the Documents workbook, and set additional related parameters; for example, data type, enumeration values, and so on.	Documents	Yes
ISIR	ISIR Reject Codes workbook / ISIR_REJECT_CODES.csv	Use this workbook to define code clearing logic and associate any additional	NA	Yes

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
		student notification messages per SAR reject code.		
ISIR	ISIR C Codes workbook / ISIR_C_CODES.csv	Use this workbook to define code clearing logic, any document requests, and any additional student notification messages per SAR c-code.	NA	Yes
ISIR	ISIR Reject Codes To Fields workbook / ISIR_REJECT_CODES_TO_FIELDS.csv	Use this workbook to associate SAR reject codes to ISIR field names.	NA	Yes
ISIR	ISIR Reject To C-Codes workbook / ISIR_REJECT_TO_C_CODES.csv	Use this workbook to associate SAR reject codes to SAR comment codes.	NA	Yes
ISIR	ISIR C Codes to Fields workbook / ISIR_C_CODES_TO_FIELDS.csv	Use this workbook to associate SAR c-codes to ISIR field names.	NA	Yes
ISIR	ISIR Verification Codes workbook / ISIR_VERIFICATION_CODES.csv	Use this workbook to define verification clearing logic, any document requests, and any additional student notification messages per verification comment code and tracking group.	NA	Yes
ISIR	ISIR Discrepancy workbook / ISIR_DISCREP.csv	Use this workbook to define logic per ISIR field to determine discrepancies, for example, conflicting information, that should trigger ISIR corrections.	NA	Yes
ISIR	ISIR Assumptions workbook / ISIR_ASSUMPT.csv	Use this workbook to define code clearing logic and associate any additional student notification messages per ISIR assumption field. Note: Applicable to the 2023–2024 and prior Aid Years only.	NA	Yes

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
ISIR	ISIR Management workbook / ISIR_MGMT.csv	Use this workbook to define material change criteria for determining what record should be flagged when subsequent ISIR transactions are received and to define which ISIRs should be selected by the packaging engine.	NA	Yes
ISIR	ISIR Highlights workbook / ISIR_HIGHLIGHT.csv	Use this workbook to define code clearing logic and associate any additional student notification messages per ISIR highlight field.	NA	Yes
ISIR	Professional Judgment workbook / PJ.csv	Use this workbook to define their Professional Judgment types, and associate any initiating documents and criteria for each PJ process.	NA	Yes
Packaging	Fund Priority workbook / FUND_PRIORITY.csv	(Applies only to SFP) Use this workbook to set the order at which SFP evaluates the student's eligibility for funds; for example, Pell is first, then other grants, and finally loans.	NA	Yes
Packaging	FAS Fund Config workbook / FAS_FUND_CONFIG.csv	(Applies only to SFP) Use this workbook to configure/define specific details around each fund, such as went to freeze the fund, the criteria required to be met before originating Title IV funds, and so on.	Fund Priority	Yes
Packaging	Non Federal Fund Attributes workbook / NFR_ATTRIB.csv	(Applies only to SFP) Use this workbook to configure any non-federal fund they would like to package students for (whether automated or manual).	Fund Priority	Yes

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
Packaging	Package Schedule workbook / PACKAGE_SCHEDULE.csv	(Applies only to SFP) For non-term institutions, this configuration determines whether a student's payment period or academic year can end in the middle of a course.	NA	No
Packaging	Package Schedule Attributes workbook / PKGSCHEDATTRIB.csv	(Applies only to SFP) Use this workbook to configure calculation to determine the number of months for a student, and how to treat the summer term if there is enrollment in the summer.	NA	No
Packaging	COA workbook / COA.csv	(Applies only to SFP) This workbook is where institutions configure the Cost of Attendance items.	NA	Yes
Packaging	COA Term Academic Year workbook / COA_TERM_ACY.csv	(Applies only to SFP) This workbook defines what makes a student a full-time full year student. This will be used when determining the Pell COA.	NA	No
Packaging	Title IV Criteria workbook / T4_CRIT.csv	(Applies only to SFP) Use this workbook to configure the awarding criteria for Title IV funds.	NA	Yes
Packaging	Origination Property workbook / ORIGINATION_PROPERTY.csv	(Applies only to SFP) Use this workbook to configure the origination criteria for Title IV funds requiring COD communication.	NA	No
Packaging	CIP Code Rules workbook / CIP_CODE_Rules.csv	(Applies only to SFP) This workbook defines which CIP codes have changed from the 2010 to the 2020 year. Any changed CIP codes from 2018–2019 to 2019–2020 should include a row in this workbook. This configuration enables the correct CIP code for an academic program to be	NA	No

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
		communicated to COD if its CIP code has been changed from the 2010 year CIP classification to the 2020 year CIP classification		
Packaging	COA College Financing Plan workbook / COA_CFP.csv	(Applies only to SFP) This workbook maps Cost of Attendance (COA) item types from your COA.csv workbook to defined COA categories within the College Financing Plan (CFP). It has a dependency on the COA.csv workbook.	Cost of Attendance	Yes
Packaging	Fund CFP workbook / FUND_CFP.csv	(Applies only to SFP) This workbook associates application Fund Codes with College Financing Plan (CFP) categories.	NA	Yes
Disbursements	Disbursements workbook / DISB.csv	(Applies only to SFP) Use this workbook to define disbursement criteria per fund code. This is used with regulatory disbursement rules in the application. You can also define how long a disbursement has to meet the criteria before it's canceled and whether a disbursement message should be triggered upon disbursing the fund.	NA	No
Disbursements	Late Disbursement PWD Criteria workbook / LATE_DISBURSEMENT_PWD_CRITERIA.csv	(Applies only to SFP) This workbook defines how to disburse late disbursements and post-withdrawal disbursements.	NA	No
School	School workbook / SCHOOL.csv	Use this workbook to establish general school level details necessary for processing financial aid. Some parameters defined here include: Federal School ID, OPEIDs, Right to	NA	No
		Cancel Deadline, and so on.		

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
School	Regulatory Deadlines workbook / REGULATORY_DEADLINE.csv	Use this workbook to define the regulatory dates that should be considered per award year for transmitting files with FPS/CPS and COD; for example, ISIR Correction Start/End Dates and COD Origination Start/End Dates.	NA	Yes
School	Roles workbook/ ROLE.csv	Use this workbook to define permissions for each user account role that should be established for accessing the application.	NA	No
School	Student Hold workbook / STUDENT_HOLD.csv	Use this workbook to define types of student record holds, and whether the valid ISIR process will run for each student on the respectively defined type of Student Record Hold.	NA	No
School	SAML Attribute workbook / SAML_ATTRIBUTE.csv	Use this workbook to define user-friendly names for data items used in the Security Assertion Markup Language (SAML) single sign-on feature for student self-service.	NA	No
R2T4	R2T4 Charges workbook / R2T4_CHARGE.csv	(Applies only to SFP) Use this workbook to define the charge types that should be used when determining charges in the R2T4 calculation.	NA	No
R2T4	R2T4 workbook / R2T4.csv	(Applies only to SFP) Use this workbook to define any time delay to consider when triggering an R2T4 calculation, based on the type of withdrawal; for example, Official versus Unofficial withdrawal.	NA	No

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
R2T4	R2T4 Break Type workbook / R2T4_BREAK_TYPE.csv	(Applies only to SFP) Non-term schools use this workbook to define how breaks should be treated when calculating the R2T4 Rate of Progression; in other words, whether unapproved course breaks are considered or whether LOA breaks should be inclusive of the LOA start date.	NA	No
R2T4	R2T4 SAFI Request workbook /R2T4_SAFI_REQUEST.csv	(Applies only to SFP) Use this workbook to define how many days after a student withdraws that the application requests the R2T4 SAFI; in other words, the SAFI that's flagged to trigger the R2T4 calculation.	NA	No
R2T4	R2T4 CHBD workbook / R2T4_CHBD.csv	(Applies only to SFP) Use this workbook to set additional criteria that should be considered when determining Could Have Been Disbursed criteria per fund code, based on Admissions and/or Academic statuses from the SAFI.	Fund Priority, FAS Fund Config	No
R2T4	Grant Repay workbook / GRANTREPAY.csv	(Applies only to SFP) Use this workbook to define the repayment fund code that should be used to indicate a grant overpayment repayment in the SAFI.	Fund Priority, FAS Fund Config	No
Notifications	Common Process Messaging workbook / CCM.csv	Use this workbook to define message content that should be populated in outbound messages for defined processes; for example, ISIR Verification.	NA	No

Group Category	Workbook/Naming Standard	Description	Workbook Dependency	Annual Updates
Notifications	Trigger workbook / TRIGGER.csv	Use this workbook to define criteria and student messaging for financial aid notifications' for example, when a Master Promissory Note or Entrance Counseling Completion is required.	NA	No
Notifications	Letter workbook / LETTER.csv	Use this workbook to associate letter codes that have been defined in the reporting tool, to the appropriate message triggering action.	NA	No
Notifications	Exit Counseling workbook / EXIT_COUNSELING.csv	(Applies only to SFP) Use this workbook to define criteria and student messaging for exit counseling notifications.	NA	No

3 Required Permissions to Manage Configuration Updates

To manage configuration updates, you need these permissions:

- Administration
- Configuration Administration

For more information on permissions, see [Manage General Permissions Matrix](#)

4 Update Configuration Workbooks

Any time you'd like to update your configuration, Oracle automatically updates the baseline configuration as part of the product updates.

Here's how you update configuration workbooks:

1. In Oracle Fusion Student Financial Aid (SFA), go to **Administration > Configuration Administration > Download**.
2. If necessary, click **Generate Configuration ZIP File**.
3. Click **Download Current Configuration**.
4. Open the .csv file you want to update.
5. Format columns with Dates. This means converting dates to the YYYY-MM-DD format.
6. Confirm columns that reference Groovy files have the correct file path.
7. Save the .csv file. Ensure you follow the naming convention and file structure.
8. Open the Groovy files you want to update.
9. Update the Groovy script as needed, and then save the file. The file name and path need to match the .csv file.
10. Select all updated .csv files and all folders that contain dependent Groovy files.
11. Compress files to a file with a .zip file extension. But don't compress the parent folder.
12. From Configuration Administration, click **Load Files**.
13. Click **Select Files** or drag and drop the files you want to upload.
14. Click **Submit**.
15. Enter a comment.
16. Click **Save** to proceed and upload the Configuration files.
17. Click **Load History** to view process status. If one file errors out, none of the .csv or Groovy files are uploaded to the environment.
18. Click **View Details** to see details by status.
19. Correct errors as needed.
20. Repeat steps 4–16 until the configuration is uploaded successfully.

5 Tips for Updating Your Configuration

- Baseline Configuration is uploaded to your environment during the provisioning process.
- At a minimum, you must update the following .csv files for your school:
- SCHOOL.csv
 - Federal School Code
 - OPEIDs
 - COD Routing ID
- COA.csv: COA Breakdown
- The Configuration Administration page only accepts compressed files with a ".zip" file extension.
- You must strictly adhere to the .csv naming standard in the Configuration File workbook for the application to recognize and accept the request to load the Configuration. You can add data where the percent (%) symbol exists.
- All dependent .csv files and Groovy directories must be included in the compressed file being uploaded.
- Don't compress a parent folder. Select only the .csv files and Groovy directories you want to upload, and only compress those files. Compressing a parent folder will break the path to the Groovy script that is documented in the .csv file.
- Don't remove Groovy scripts from their directory, change the directory name, or directory structure. This breaks the path to the Groovy script that is documented in the .csv file.
- You can't upload just a .csv file that references Groovy files. You must also provide all the relevant Groovy directories with the .csv file in the compressed folder.
- You can't upload just an updated Groovy file. The compressed file must contain the associated .csv file that references the Groovy script in the full Groovy directory.
- When you open a .csv file, some columns are automatically reformatted by Microsoft Excel. The format must be updated before you attempt to upload the Configuration or an error will be returned, and the upload will fail. Known data impacted by auto formatting:
 - Number values with leading zeros (for example, C-Codes, Reject Codes, OPEIDs)
 - Dates
- All Date columns in the .csv files must be converted to YYYY-MM-DD. Example .csv files:
 - FAS_FUND_CONFIG
 - FUND_PRIORITY
 - NFR_ATTRIB
- The CODE_NUMBER in these .csv files must be converted to 3 digits in length, or the application returns an "Invalid code length for entry" error:
 - ISIR_C_CODES
 - ISIR_C_CODES_TO_FIELDS
 - ISIR_REJECT_TO_C_CODES

- These .csv files contain a CODE_NUMBER, but don't update the format to a 3-digit value:
 - ISIR_REJECT_CODES
 - ISIR_VERIFICATION_CODES
 - ISIR_REJECT_CODES_TO_FIELDS
- If you copy or type any data onto a new blank line in the .csv file and then clear the field/row contents, you must delete the entire row. Even if the .csv shows a blank record, Microsoft Excel stores hidden data within that row, which can result in an error.
- If you want the latest Baseline Configuration, download it from the latest Product Release Notes > Latest Release > Baseline Configuration Release Extract. See Document ID 2613016.1 on [My Oracle Support](#).
- Don't upload the Baseline Configuration you download from the release notes in a Production environment, as it will overwrite important institutional data contained in your SCHOOL.csv. Extract the data or script from the baseline .csv or Groovy you want to implement and update your local Configuration files downloaded from the Configuration Administration screen.
- In SCHOOL.csv, provide your school's OPEID. If your school has multiple OPEIDs, it is important that your main OPEID is listed first as it sets the SCHOOL_CONFIGURATION.
 - In the csv provide all OPEIDs in the following format: opeid main~opeid2~opeid3 and so on.
 - Make sure the main OPEID is first and then enter all other OPEIDs; understanding that the first one on the list has additional significance, and the SCHOOL_CONFIGURATION.