CHAPTER 1

Processing Pell Payments

This chapter provides an overview of Pell payment processing and discusses how to:

• Create Pell origination records.
• Manage Pell origination.
• View Pell disbursement data.
• Change career statuses.
• Select Pell data request types.
• Send Pell data requests.
• Verify outbound Pell data requests.
• Receive Pell data requests.
• Verify inbound Pell data requests.
• Track requests for funds from the Grants Administration and Payment System (GAPS).
• Send Pell payment records for phase-in.
• Verify outbound payment data.
• Receive Pell records for phase-in.
• Load and move Pell acknowledgment data.
• Verify inbound payment data for phase-in.

Understanding Pell Payment Processing

This section discusses:

• Pell payment processing.
• Pell processing action codes.

Pell Payment Processing

The Pell payment process begins with the submission of an origination or origination and disbursement record for payment. You use origination data to verify a student’s eligibility, identify possible conflicts with other institutions, and initiate disbursement record processing. After the origination record is received and processed, you can import an acknowledgment and response into the Campus Solutions system. The response contains the status, such as accepted, accepted with corrections, duplicate, or rejected.
Use the disbursement record to report a disbursement or expected disbursement for each student. After origination is accepted, you can process a disbursement record. If you send both records simultaneously, the system processes originations before disbursement.

**Pell Processing Action Codes**

This table lists Pell processing action codes:
<table>
<thead>
<tr>
<th>Process Type</th>
<th>Pell Proc Status</th>
<th>Pell Trans Status</th>
<th>Pell Orig Action</th>
<th>Pell Orig Status</th>
<th>Pell Disc Status</th>
<th>Pell Disb Status</th>
<th>Disc Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>After award not originated</td>
<td>Pending</td>
<td>Ready</td>
<td>Reported</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>NA</td>
</tr>
<tr>
<td>Origination</td>
<td>Pending</td>
<td>NA</td>
<td>Reported</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>NA</td>
</tr>
<tr>
<td>Origination without Originate Offered Awards option checked</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Original Disbursement</td>
<td>Originated</td>
</tr>
<tr>
<td>Outbound origination</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound origination with action code of A</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound origination with action code of B</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound origination with action code of C</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound origination with action code of C and Pell setup Option is Hold Corrections</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Outbound disbursement</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound disbursement with action code of A</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound disbursement with action code of B</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
<tr>
<td>Inbound disbursement with action code of C</td>
<td>Reported</td>
<td>Reported</td>
<td>Originated</td>
<td>Originated</td>
<td>NA</td>
<td>Transmitted</td>
<td>Originated</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Process Type</th>
<th>Pell Proc Status</th>
<th>Pell Trans Status</th>
<th>Pell Orig Status</th>
<th>Pell Disb Status</th>
<th>Action Code</th>
<th>Disb Detail</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbound disbursement</td>
<td>Reported</td>
<td>On Hold</td>
<td>Dep. on origination status</td>
<td>Disbursed</td>
<td>Corrected</td>
<td>Disb. Acc with Corrections</td>
<td></td>
</tr>
<tr>
<td>Inbound disbursement</td>
<td>Reported</td>
<td>On Hold</td>
<td>Dep. on origination status</td>
<td>Rejected</td>
<td>Rejected</td>
<td>Disbursement rejected</td>
<td></td>
</tr>
</tbody>
</table>

Inbound disbursement with action code of C and Pell setup option is Hold Corrections.
Creating Pell Origination Records

The origination record establishes a student’s eligibility for a specific annual award of federal Pell Grant program funds. It includes the student’s annual amount calculated by your institution and cost of attendance.

This section discusses how to generate Pell origination records.

Page Used to Create Pell Origination Records

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origination</td>
<td>RUNCTL_PELLORIG</td>
<td>Financial Aid, Pell Payment, Originate Pell Payment, Origination</td>
<td>Generate Pell origination records.</td>
</tr>
</tbody>
</table>

Generating Pell Origination Records

Access the Origination page (Financial Aid, Pell Payment, Originate Pell Payment, Origination).

Origination page

Use this page to initiate the Pell Origination COBOL SQL process (FAPPLBLO). You can insert a new row to process additional students.

Student Override

Select to originate a Pell Grant for an individual student or a select group of students.
Managing Pell Origination

The origination process creates a unique ID for the student, sets the Pell processing status to selected, sets the Pell transaction status to ready, and displays the date and time that the process was run.

This section discusses how to:

- Review results of Pell origination.
- Review Pell processing status.
- Review Pell origination action detail.
- Review Pell origination message detail.

Pages Used to Manage Pell Origination

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Origination</td>
<td>PELL_ORIG_1</td>
<td>Financial Aid, Pell Payment, Manage Pell Payment, Pell Origination</td>
<td>Review results of Pell origination.</td>
</tr>
<tr>
<td>Pell Information</td>
<td>PELL_INFO_SEC</td>
<td>Click the Pell Info button on the Pell Origination page.</td>
<td>Review or change the Pell processing status.</td>
</tr>
<tr>
<td>Origination Ed Use Flags (origination education use flags)</td>
<td>PELL_ORG_EDUSE_SEC</td>
<td>Click the Ed Flags link on the Pell Origination page.</td>
<td>View notification that modifications have been made to your database.</td>
</tr>
<tr>
<td>Pell Orig Action Detail (Pell origination action detail)</td>
<td>PELL_ORIG_SEC</td>
<td>Click the Orig Status link on the Pell Origination page.</td>
<td>Review Pell origination action detail, including the ID, action sequence, and batch number.</td>
</tr>
<tr>
<td>Pell Orig Message Detail (Pell origination message detail)</td>
<td>PELL_ORIG_MSG_SEC</td>
<td>Click the Origination Message link on the Pell Orig Action Detail page.</td>
<td>Review Pell origination message detail.</td>
</tr>
</tbody>
</table>

Reviewing Results of Pell Origination

Access the Pell Origination page (Financial Aid, Pell Payment, Manage Pell Payment, Pell Origination).

**Bundle 15 / Bundle 22**

Added the “Citizen Ovrd” column to and relabeled some of the existing columns in the “Org Detail” tab of this page.
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Pell Origination page, Org Detail tab

**Pell Info** (Pell information)
Click to access the Pell Information page to view or change the Pell processing status.

**Orig Status** (origination status)
Click to access the Pell Orig Action Detail page to view the Pell origination ID, action sequence, and batch number.

**Update Pell Origination**
Select to run origination again. This changes the Pell processing status back to pending. The origination process does not pick up anything with a status other than pending. The Pell Trans Status field must be set to Ready to run origination again.

**Pell Trans Stat** (Pell transaction status)
Select a value to reset the status. Values are: Review, On Hold, Ready, Transmitted, and Cancel.

For example, if you receive a rejected record, the Pell transaction status is set to On Hold. You can correct the record, change the status to Ready, and resend the origination. After the system has transmitted the record, this field is unavailable until you receive an acknowledgment of the process.

**Pell Orig Stat** (Pell origination status)
Displays the Pell origination status when the system transmits records. Values are:
- Accepted: Indicates an accepted acknowledgment record.
- Canceled: Indicates a canceled Pell award from the system. Run origination again to resend.
- Change to Origination: Indicates that a change was made to the student’s origination record. The origination build program sets this status after you run origination. This occurs if you cancel an award or if you select the student’s record using the Update Pell Origination check box.
- Corrected: Indicates an accepted record with corrections.
- Originated: Indicates that the origination process ran successfully.
- Rejected: Indicates a rejected record. If the record is rejected, the system sets the processing status to Review and the transmitted status to On Hold.
- Transmitted: Indicates that a transmit record has been built and can be exported. A corresponding response record for the student must be received.
before you can run another process for the student. This includes running the origination build program, requesting an outbound of a subsequent origination record, or running the outbound disbursement process.

**MRR Stat (multiple reporting record status)**

Displays originations and disbursements reported by more than one institution for the same student. Use this information to identify and resolve potential over award payments and concurrent enrollments before they occur. When you request multiple reporting records and load them into the system, the status of the data updates this field.

Values are:

- Blocked Institution
- Blocked and Concurrent
- Blocker Institution
- Blocker/Concurrent Enrlm (blocker and concurrent enrollment)
- Concurrent Enrollment Institution
- Disbursed Institution
- None Found
- Originated Institution
- Shared SAR ID (shared student aid report ID)
- Unblocked Institution
- Verification W (verification without documentation)

**Org Detail**

**Original SSN (original social security number)**

Displays the student’s social security number from the original Free Application for Federal Student Aid (FAFSA).

**Name CD (name code)**

Displays the student’s name code from the original FAFSA. If the social security number and name code do not match the origination ID, the system rejects the record.

**Attended Pell ID**

Displays the Pell ID of the campus that the student is attending.

**Action Cd (Action Code)**

Displays a code to indicate the status of an acknowledgment record. Values are:

- **A**: Accepted—all fields accepted.
- **C**: Corrected—one or more fields corrected.
- **D**: Duplicate.
- **E**: Rejected—record was rejected.

**Total Pell**

Displays the student’s total award amount for the school year.
**Additional Pell**

Displays the additional eligibility indicator. The Common Origination and Disbursement process reports additional eligibility as a result of a second Pell (Pell2) item type. Values are:

- **N**: No additional Pell eligibility
- **Y**: Additional Pell eligibility

**ED Verf Cd** (education verification code)

Displays the verification status of the applicant’s data. Values are:

- **A**: Accurate
- **C**: Calculated
- **T**: Tolerance
- **R**: Reprocessed
- **V**: Verified
- **W**: Without documentation
- **S**: Selected but not verified
- **Blank.**

**Note.** When the system builds origination, it builds the value defined on the student aid attribute record or Packaging Status Summary. When you outbound the data, the system sets the value to that required by the technical reference record layout. The system sets the values V, W, S, or Blank.

**Bundle 15 / Bundle 22**

Renamed “Enroll Status” to “Enroll Stat”.

**Enroll Stat** (Enroll Status)

Not required to be reported. Displays the code that applies to the student’s expected enrollment status for the award year. Values are:

- **1**: Full-time
- **2**: Three-quarter-time
- **3**: Half-time
- **4**: Less than half-time
- **5**: Other

**Pell EFC** (Pell expected family contribution)

Not required to be reported. Displays the student’s EFC from the Institutional Student Information Record (ISIR) or Student Aid Report (SAR).

**Bundle 15 / Bundle 22**

Renamed “Sec EFC Flag” to “Sec EFC”.

**Sec EFC** (secondary expected family contribution)

Displays a code to indicate which expected family contribution value is used to determine the award amount. Values are:

- **0**: Pell award was reported previously based on the secondary EFC. Award is now based on the original EFC.
- **S**: The Pell Grant award is based on the secondary EFC.
Citizen Ovrd (Citizenship Override) Select to report a local override of the student’s citizenship status. This field is display only when the record is transmitted, corrected, or acknowledged or when a Multiple Reporting Record file is loaded. Valid values are Ineligible, NonCitizen and, US Citizen.

Setup Info
Select the Setup Info tab.

Pell Enroll Dt (Pell enroll date) Displays the first date on which the student was enrolled in an eligible program for the designated school year.

Low T&F Flag (low tuition and fees flag) The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are: (none), O, Range 1, Range 2, Range 3, and Range 4.

Trans Nbr (transaction number) Displays the transaction number from an eligible ISIR or SAR used to calculate the award.

Pay Method Not required to be reported. Displays the payment method formula.

Pell COA (Pell cost of attendance) Displays the cost of attendance used to calculate the Pell award amount. It must equal the COA calculated by the institution following the Pell Grant payment regulations.

Sched Pell (schedule Pell) Displays the maximum amount of the Pell award for which a student is eligible based on full-time enrollment. The student cannot exceed the scheduled Pell award amount.

Weeks Calc (weeks calculated) Not required to be reported. Displays the number of weeks of instructional time in which the student is enrolled and paid, as part of the academic year or program as defined for each payment methodology.

Weeks Acad Yr (weeks academic year) Not required to be reported. Displays the number of weeks of instructional time in the program’s academic year.
Other Information

Select the Other Information tab.

**Hrs Credits Pd** (hours credits paid)
Not required to be reported. Displays the number of credit or clock hours that the student is expected to complete and receive payment.

**HrsCredAc** (hours credit accepted)
Not required to be reported. Displays the number of accepted credit hours.

**IncarcerCD** (incarcerated code)
Displays one of these values:
- N: No longer incarcerated
- Y: Incarcerated
- blank: Not incarcerated.

**AcadCalend** (academic calendar)
Not required to be reported. Indicates the calendar that applies to the student’s educational program and determines which payment methodology is accepted. Credit hours with standard terms of quarters or credit hours with standard terms of semesters or trimesters are examples of academic calendars.

**Ed Flags** (education flags)
The system activates this link when a record is inbound. Click to view the education use flags from the inbound record. These are set to inform you of modifications that were made to your database. Education use flags are also activated when the record is rejected, and they require immediate action.

**Prev ISIR Txn** (previous institutional student information record transaction)
Displays the previous ISIR transaction, if a change has been made.

**Prev EFC** (previous expected family contribution)
Displays the previous expected family contribution, if a change has been made.

**Prev Sec EFC Cd** (previous secondary expected family contribution code)
Displays the previous secondary expected family contribution.
**Prev COA** (previous cost of attendance) Displays the previous cost of attendance based on a change to the student’s cost of attendance.

## Reviewing Pell Processing Status

Access the Pell Information page (click the Pell Info button on the Pell Origination page).

### Pell Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Processing Status</td>
<td>Pending</td>
</tr>
<tr>
<td>Transaction Nbr</td>
<td>2</td>
</tr>
<tr>
<td>Effective Date</td>
<td>05/12/2008</td>
</tr>
<tr>
<td>Effective Sequence</td>
<td>0</td>
</tr>
<tr>
<td>Academic Career</td>
<td>UGRD</td>
</tr>
<tr>
<td>Primary Academic Program</td>
<td>FAU</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>ART/PHYS</td>
</tr>
<tr>
<td>Hours/Credits in Acad Year</td>
<td></td>
</tr>
<tr>
<td>Weeks in Program Acad Year</td>
<td></td>
</tr>
<tr>
<td>Incarcerated Code</td>
<td>Not Incar</td>
</tr>
</tbody>
</table>

### Pell Information page

The origination process defines the students for Pell payment processing, sets the Pell processing status to selected, sets the Pell transaction status to ready, and displays the date and time that the process was run. You can override the transaction after you originate, but you must do this before you run any outbound process.

### Pell Processing Status

Displays the Pell processing status. The system changes this field based on the process that you run for a student. Values are:

- **Pending**: When a student is awarded a Pell Grant, the system sets the status to pending, regardless of whether the award is in offer status or accepted status. When you run origination, the system looks for students whose status is set to pending and whose Pell Grant is accepted.

- **Reported**: When you outbound the Pell origination record, the system changes the status from selected to reported.

- **Send**: The system changes the status from pending to send if the process was successful.

### Transaction Nbr (transaction number)

Select the transaction number. The system retrieves the latest effective-dated row for the student. You can override this by selecting the ISIR transaction number to originate. For example, if you have multiple official ISIRs for a student, you can select the ISIR transaction to send. If you know that the student is eligible for more Pell awards using a prior ISIR, you can enable the system to use that transaction instead of the last official one.
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**Note.** When you initially run Pell origination, the system retrieves the latest effective-dated row with an official EFC status for the student. After you originate, but before you run any outbound processes, you can override the transaction by selecting a value, setting the students’ Pell processing status to pending and running origination again.

The system reoriginates the record with the data from the selected transaction. The record includes the appropriate student identifier such as SSN, date of birth, and last name.

**Effective Date**  
Select an effective date that matches the transaction number that you selected. For example, if a student has three official ISIRs, a transaction number is assigned to each effective date. If you decide to use transaction 2, select the effective date from the values with the matching transaction number.

**Effective Sequence**  
Select an effective sequence that coincides with the ISIR transaction number and effective date.

**Academic Career**  
Select the student’s academic career defined by your institution.

**Primary Academic Program**  
Select the primary academic program defined by your institution.

**Academic Plan**  
Select the academic plan defined by your institution.

**Pell Student Level Override**  
Select to override the payment information at the student level that you set up on the Payment Setup page.

**Low T&F Flag** (low tuition and fees flag)  
The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are: (none), O, Range 1, Range 2, Range 3, and Range 4.

**Academic Calendar**  
Not required to be reported. Select the academic calendar type. Values are:  
- *Clock Hour*
- *Crdt Hr NS* (credit hour nonstandard terms)
- *Quarter*
- *Semester*
- *Trimester*
- *Hr w/o Terms* (hour without terms)

**Payment Methodology**  
Not required to be reported. Select the payment methodology or the formula used to calculate the student’s Pell Grant award. Values are: *Formula 1*, *Formula 2*, *Formula 3*, *Formula 4*, *Formula 5*, and (none).

**Hours/Credits in Acad Year** (hours or credits in academic year)  
Not required to be reported. Enter the number of hours or credits in the program’s academic year.

**Weeks in Program Acad Year** (weeks in program academic year)  
Not required to be reported. Enter the number of weeks of instructional time in the program’s academic year.
**Incarcerated Code**
Enter one of these values:

- \( N \): No longer incarcerated
- \( Y \): Incarcerated
- (blank): Not incarcerated.

**Use Fulltime Enrollment**
Select to use full-time enrollment. The system builds the field for all originated students using full-time enrollment, regardless of the student’s actual enrollment. For example, if you select this check box and a student is enrolled part-time, the system reports the student as full-time. To report and originate a student as full-time with maximum Pell, you must also select the Originate Max Pell Award check box.

**Originate Offered Awards**
Select to originate Pell awards with an award status of offered. If this check box is cleared, the system only originates Pell awards when the award status is accepted.

**Originate Max Pell Award**
*(originate maximum Pell award)*
Select to originate Pell awards based on the maximum Pell award defined on the Pell Payment Setup page. The system originates the maximum Pell amount regardless of how much the student was offered for the Pell award.

**Reviewing Pell Origination Action Detail**
Access the Pell Orig Action Detail page (click the Orig Status link on the Pell Origination page).

This page displays the history of the student’s origination record. If the student’s record has been originated, the system displays the status as originated. If the record has been transmitted, the system displays the status as transmitted. The system maintains a historical record of the action that you take when processing a student and increases the Pell origination sequence number for each action. The first sequence is when you originate the record, the second sequence is when you transmit the origination, and the third sequence is when the origination is received or acknowledged. If a change occurs to the origination record, the system inserts a new sequence with an appropriate description of the action.
**Seq (sequence), Code, and Date**
Displays the action sequence number, the description of the action, and the date and time that the action was performed. Whenever an action takes place that affects the student with regard to a process, the system inserts a row. For example, the system inserts a row for the outbound origination and for an origination.

**User**
Displays the name of the person who performed the action.

**Origination Message**
Click this link to access the Pell Origination Message Detail page, where you can view Pell origination action messages.

### Reviewing Pell Origination Message Detail
Access the Pell Orig Message Detail page (click the Origination Message link on the Pell Orig Action Detail page).

![Pell Orig Message Detail page](image)

### Viewing Pell Disbursement Data
This section discusses how to:
- Review Pell disbursement results.
- Review Pell disbursement action detail.
Pages Used to View Pell Disbursement Data

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Disbursement</td>
<td>PELL_DISB_2</td>
<td>Financial Aid, Pell Payment, Manage Pell Payment, Pell Disbursement</td>
<td>Review Pell disbursement results.</td>
</tr>
<tr>
<td>Pell Disb Action Detail (Pell disbursement action detail)</td>
<td>PELL_DISB_SEC</td>
<td>Click the Disbursement Detail link on the Pell Disbursement page (Other Information tab).</td>
<td>Review Pell disbursement action detail.</td>
</tr>
</tbody>
</table>

Reviewing Pell Disbursement Results

Access the Pell Disbursement page (Financial Aid, Pell Payment, Manage Pell Payment, Pell Disbursement).

![Pell Disbursement page: Disbursement Detail tab](image)

**Disbursement Detail**

**Item Type**

Displays the code for the financial aid item type.

**Disb ID** (disbursement ID)

 Indicates the ID number assigned to the disbursement record.

**Pell Dsb Amt** (Pell disbursement amount)

 Displays the amount of the disbursement.

**Pell Act DisbDt** (Pell actual disbursement date)

 Displays the actual date that Pell was disbursed to the student’s account.

**Pell Disb Status** (Pell disbursement status)

 Displays the Pell disbursement status, based on origination, disbursement, or any other outbound process. Values are: Originated, Disbursed, and Transmitted.

**Action Code**

 Displays the action. The value is a result of the acknowledgment record. Values are:

- **Accepted**: All fields accepted.
- **Corrected**: One or more fields corrected.
- **Duplicate**: Duplicate record or field.
Rejected: Record was rejected.

**Pell YTD Dsb’d (Pell year-to-date disbursed)**
Displays the total year-to-date number of disbursements received and accepted by your institution.

**COD Info**
Select the COD Info tab.

- **Pell Disbursement page: COD Info tab**

<table>
<thead>
<tr>
<th>Pell Origination</th>
<th>Pell Disbursement</th>
<th>Pell Disbursement ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money: Harry</td>
<td>ID: FAPLL0013</td>
<td></td>
</tr>
<tr>
<td>Aid Year: 2010</td>
<td>Financial Aid Year 2009-2010</td>
<td>Institution: PSUNY</td>
</tr>
<tr>
<td>Pell Origination ID: 606690013LE291000131500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Disb ID</th>
<th>COD Disb Num</th>
<th>COD Disb Seq</th>
<th>COD Disb Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>900000000389</td>
<td>01</td>
<td>1</td>
<td>1</td>
<td>2000.00</td>
</tr>
<tr>
<td>900000000393</td>
<td>01</td>
<td>2</td>
<td>1</td>
<td>1600.00</td>
</tr>
<tr>
<td>900000000393</td>
<td>02</td>
<td>3</td>
<td>1</td>
<td>1600.00</td>
</tr>
</tbody>
</table>

**Item Type**
Displays the code for the financial aid item type

**Disb ID** (disbursement ID)
Indicates the ID number assigned to the disbursement record.

**COD Disb Num** (common origination and disbursement number)
Displays the disbursement number reported for a particular disbursement sequence.

**COD Disb Seq** (common origination and disbursement sequence)
Displays the number that determines the order in which transactions must be processed for a particular disbursement number.

**COD Disb Amt** (common origination and disbursement amount)
Displays the amount of funds credited or expected to be credited to a student’s account.

**Other Information**
Select the Other Information tab.
Processing Pell Payments

Chapter 1

Item Type
Displays the code for the financial aid type.

Disb ID (disbursement ID)
Indicates the ID number assigned to the disbursement record.

Payment Period Start Date
Displays the beginning date of the payment period. This is not a required field. The system displays this field if you select the Payment Period Start Date Req option on the Pell Institution Address setup page.

Disbursement Detail
If available, click to view Pell disbursement action detail, such as the origination ID, disbursement amount, date of the action, and batch number.

Ed Flags (education flags)
If available, click to view the education use flags from the inbound record. These are set to inform you of modifications that were made to your database. Education use flags are also activated when the record is rejected, and they require immediate action.

Reviewing Pell Disbursement Action Detail

Access the Pell Disb Action Detail page (click the Disbursement Detail link on the Pell Disbursement page (Other Information tab).
Chapter 1 Processing Pell Payments

### Document ID
Displays the document identification that the system assigns to each student receiving a Pell Grant.

### Disbursement Messages
Click to view the Pell Disbursement Message Detail page.

---

## Changing Career Statuses

This section provides an overview of changing career statuses and discusses how to change a student’s career.

### Understanding Changing Career Statuses

You change a student’s Pell award based on changes in the student’s career. For example, assume that after you award a student a Pell Grant using an undergraduate career for the year—fall and spring terms, the student changes to an undergraduate engineering career for the spring term. You must cancel the spring Pell under the undergraduate career and award the spring Pell again, this time with the undergraduate engineering career on the award entry page. You can then use the Pell Disb/Career page to make the change to the career for the spring term before running the origination process.

After you revise the student’s Pell award, the system resets the Pell processing status to pending. However, because no changes have been made to the student’s origination or disbursement detail, the origination process does not find this student. Career is not used by Pell for payment acceptance, so the system does not outbound this data.

If you do not correct the Career field after a career change, the system picks up the cancelled award under the old career, and if that award was disbursed, the Pell process returns a negative disbursement.
Note. You should correct the Career field after a career change. Otherwise, the system sends a disbursement request under the new career. This can result in confusion with the Department of Education, because you are simultaneously cancelling a disbursement and requesting a disbursement for the same disbursement period for the same student.

### Page Used to Change Careers

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Disb/Career (Pell disbursement and career)</td>
<td>PELL_DISB_1</td>
<td>Financial Aid, Pell Payment, Manage Pell Payment, Pell Disb/Career</td>
<td>Change a career on any disbursement row that was previously processed using an old career.</td>
</tr>
</tbody>
</table>

### Changing a Student’s Career

Access the Pell Disb/Career page (Financial Aid, Pell Payment, Manage Pell Payment, Pell Disb/Career).

#### Pell Disb/Career page: Disb/Career Detail tab

- **Career**
  - Displays the code that represents the type of academic work done by the student.

- **Item Type**
  - Displays the code for the financial aid item type.

- **Pell Dsb Amt (Pell disbursement amount)**
  - Displays the amount of the disbursement.

- **Pell Disb Status (Pell disbursement status)**
  - Displays the Pell disbursement status based on the origination, disbursement, or any other outbound process. Values are: *Originated*, *Disbursed*, and *Transmitted*.

- **Action Code**
  - Displays the action code, which indicates an action to be taken. The action code value is a result of the acknowledgment record. Values are:
    - **A**: Accepted, all fields accepted.
    - **C**: Corrected, one or more fields corrected.
    - **D**: Duplicate.
Chapter 1 Processing Pell Payments

$E$: Rejected, record was rejected.

**Pell YTD Dsbd** (Pell year-to-date disbursed) Displays the total year-to-date number of disbursements received and accepted by your institution.

**Other Information**

Select the Other Information tab.

![Pell Disb/Career page: Other Information tab](image)

<table>
<thead>
<tr>
<th>Pell Origination</th>
<th>Pell Discoursement</th>
<th>Pell Disb/Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Name</td>
<td>ID: FAPLLDCT3</td>
<td></td>
</tr>
<tr>
<td>Aid Year: 2010</td>
<td>Financial Aid Year 2009 - 2010</td>
<td>Institution: PSUNN</td>
</tr>
<tr>
<td>Pell Origination ID: 606800013LE201000131500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career</th>
<th>Item Type</th>
<th>Disb ID</th>
<th>RMS Disb Seq</th>
<th>Disb Detail</th>
<th>Ed Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGRO</td>
<td>90000000399</td>
<td>01</td>
<td>2</td>
<td>Disbursement Detail</td>
<td>Ed Flags</td>
</tr>
<tr>
<td>DGRO</td>
<td>90000000393</td>
<td>01</td>
<td>1</td>
<td>Disbursement Detail</td>
<td>Ed Flags</td>
</tr>
<tr>
<td>DGRO</td>
<td>90000000393</td>
<td>02</td>
<td></td>
<td>Disbursement Detail</td>
<td></td>
</tr>
</tbody>
</table>

**Item Type** Displays the code for the financial aid type.

**Disb ID** (disbursement ID) Indicates the ID number assigned to the disbursement record.

**Disbursement Detail** If available, click to view Pell disbursement action detail such as the origination ID, disbursement amount, date of the action, and batch number.

**Ed Flags** (education flags) If available, click to view the education use flags from the inbound record. These are set to inform you of modifications that were made to your database. Education use flags are also activated when the record is rejected, and they require immediate action.

**See Also**

Isfa, Using Common Origination and Disbursement, Reviewing COD Data

---

**Selecting Pell Data Request Types**

This section provides an overview of Pell data requests and discusses how to select data requests.

**Understanding Pell Data Requests**

Use the data request record to request multiple reporting, statement of account, year-to-date information, and reconciliation. You can also use the data request record to receive multiple reporting information concerning students for whom you originate awards and who might also have awards originated at other institutions.
After you select the type of data request and run the process, the process for sending this data is the same as for selecting, viewing, and generating other outbound files.

### Pages Used to Select Pell Data Request Types

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Data Request</td>
<td>PELL_DATA_REQUEST</td>
<td>Financial Aid, File Management, Pell Grants, Create Pell Data Request, Pell Data Request</td>
<td>Select the type of data request that you want.</td>
</tr>
<tr>
<td>By Institution</td>
<td>PELL_DATA_INST_SEC</td>
<td>Click the Institution button on the Pell Data Request page.</td>
<td>Request multiple reporting from other institutions.</td>
</tr>
<tr>
<td>Year to Date Request IDs</td>
<td>PELL_DATA_ORIG_SEC</td>
<td>Click the YTD Request ID button on the Pell Data Request page.</td>
<td>List students for whom to review year-to-date data.</td>
</tr>
<tr>
<td>By Student</td>
<td>PELL_DATA_STDT_SEC</td>
<td>Click the Student button on the Pell Data Request page.</td>
<td>Request multiple reporting by student.</td>
</tr>
</tbody>
</table>

### Selecting Data Requests

Access the Pell Data Request page (Financial Aid, File Management, Pell Grants, Create Pell Data Request, Pell Data Request).

#### Pell Data Request

<table>
<thead>
<tr>
<th>Academic Institution:</th>
<th>PSUNV</th>
<th>PeopleSoft University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell ID Reporting:</td>
<td>001315</td>
<td>UNIVERSITY OF CALIFORNIA (UCLA)</td>
</tr>
<tr>
<td>Attended Pell ID:</td>
<td>001315</td>
<td>UNIVERSITY OF CALIFORNIA (UCLA)</td>
</tr>
</tbody>
</table>

**Request Type**

Select the request type. Values are:

- **Multiple Reporting**: Select for multiple reporting information.
- **Reconciliation Request**: Select for reconciliation information.
- **Statement of Account**: Select to receive your funding levels and transactions with GAPS.
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Year-to-Date: Select to receive a summary of how many originations and disbursements were sent out and how many rejections and message codes you received based on year-to-date.

You can run multiple requests. Insert a row for the next request and select the type. Each record consists of one request with a header and a trailer.

Multiple Report Request Code 1
Select Disbursed Records or Originated Records. For example, to determine whether a student or all of your students are conflicting with other schools, you can base the request on disbursements to see if another school has disbursed to a student.

Multiple Report Request Code 2
Select All Students, Selected Institution, or Selected Students. To determine whether a student or all of your students are conflicting with other schools, you can base the request on disbursements to see if another school has disbursed aid to a student.

Reset
Click to refresh the page and to display the Multiple Report Request Code 1 and Multiple Report Request Code 2 fields.

Institution, YTD Request ID (year-to-date request ID), and Student
These fields are available depending on the criteria that you set in the Request Type, Multiple Report Request Code 1, and Multiple Report Request 2 fields. For example, if you select Multiple Reporting as the request type, Disbursed Records or Originated Records as the multiple report request code 1, and Selected Students as the multiple report request code 2, then the Student field is available. If you select Selected Institution as the multiple report request code 2, then the Institution field is available. If you select Year-to-Date as the request type, then the YTD Request ID field is available.

Click Institution to request multiple reporting from other institutions. You can select the institution for which you are requesting data.

Click YTD Request ID to list students for whom you want year-to-date data.

Click Student to request multiple reporting by student.

Sending Pell Data Requests

The process for sending Pell data requests is the same as for Phase-In origination and disbursement.

This section discusses how to send Pell data requests.

See Also
Isfa, Processing Pell Payments, Sending Pell Payment Records for Phase-In
Isfa, Processing Pell Payments, Sending Pell Payment Records for Phase-In, Understanding Sending Pell Records for Phase-In
### Pages Used to Send Pell Data Requests

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Out</td>
<td>RUNCTL_PELLOUT0</td>
<td>Financial Aid, File Management, Pell Grants, Generate Pell Phase-In Data, Pell Out</td>
<td>Create and populate request for data in the outbound staging table.</td>
</tr>
<tr>
<td>FA Outbound</td>
<td>RUNCTL_FA_OUT</td>
<td>Financial Aid, File Management, Create Federal Data Files, FA Outbound</td>
<td>Generate outbound files.</td>
</tr>
</tbody>
</table>

### Sending Pell Data Requests

Access the Pell Out page (Financial Aid, File Management, Pell Grants, Generate Pell Phase-In Data, Pell Out).

**See Also**

lsfa, Processing Pell Payments, Sending Pell Payment Records for Phase-In, Selecting Pell Outbound Files

### Verifying Outbound Pell Data Requests

You can review data in the staging tables for Pell data requests and make corrections before sending these records.

This section discusses how to review Pell data requests.

### Pages Used to Verify Outbound Pell Data Requests

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Header</td>
<td>PELL_HEADER_00</td>
<td>Financial Aid, File Management, Pell Grants, View Pell Data Request, Pell Header</td>
<td>View Pell data requests.</td>
</tr>
<tr>
<td>Pell Data Request</td>
<td>PELL_DREQ_00</td>
<td>Financial Aid, File Management, Pell Grants, View Pell Data Request, Pell Data Request</td>
<td>Review Pell data requests.</td>
</tr>
<tr>
<td>Pell Trailer</td>
<td>PELL_TRAILER_00</td>
<td>Financial Aid, File Management, Pell Grants, View Pell Data Request, Pell Trailer</td>
<td>View the data that is reported and accepted from the inbound batch.</td>
</tr>
</tbody>
</table>

### Reviewing Pell Data Requests

Access the Pell Data Request page (Financial Aid, File Management, Pell Grants, View Pell Data Request, Pell Data Request).
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Pell Data Request page

**Request Seq** (request sequence) Displays the number of times that the data request was run.

**Request Type** Displays a code identifying the type of request. Values are:
- Multiple reporting
- Statement of account
- Year-to-date
- Reconciliation

**Multiple Report Request Code 1** Indicates whether the institution is requesting originated or disbursed institutions. Values are: Originated Records or Disbursed Records.

**Multiple Report Request Code 2** Indicates whether the institution is requesting by selected student, selected institution, or all students. Values are: All Students, Selected Students, and Selected Institutions.

**MRR Student ID** (multiple reporting record student ID) Displays the student’s social security number and name code for which a multiple report is requested.

**MRR Institution Pell ID** (multiple reporting record institution Pell ID) Displays the code for which multiple report listings are requested.

**Pell ID Reporting** Displays the ID of the reporting institution.

**Attended Pell ID** Displays the attending campus ID code assigned to your institution by the Department of Education.

**Pell Media Type** Displays the code for the type of tape to use when sending output data. This is available for aid years prior to 2001.

*E*: Send output by electronic file
Student Demo Information  Click to view the student’s first name, last name, middle initial, date of birth, and social security number.

Comments  Click to view the message codes on the Pell Data Request Comment page.

---

Receiving Pell Data Requests

The process for receiving Pell data requests is the same as for Phase-In origination and disbursement.

See Also

Isfa, Processing Pell Payments, Receiving Pell Records for Phase-In

---

Verifying Inbound Pell Data Requests

After you request origination, disbursement, multiple reporting, statement of account, or year-to-date acknowledgment files, you can review the data received before loading the files to the database.

This section discusses how to:

• Review statement of account summary.
• Review statement of account detail.
• Review Pell multiple reporting data.
• Review Pell year-to-date originations.
• Review Pell year-to-date disbursements.
• Review Pell year-to-date summary.
• Review Pell reconciliation records.
## Pages Used to Verify Inbound Pell Data Requests

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Header</td>
<td>PELL_HEADER_00</td>
<td>• Financial Aid, Pell Payment, Cash Management Reports, Review Statement of Account, Pell Header&lt;br&gt;• Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Header&lt;br&gt;• Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation, Pell Header&lt;br&gt;• Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell Header</td>
<td>View the values from the inbound process.</td>
</tr>
<tr>
<td>Pell Statement of Acct Detail</td>
<td>PELL_SARD_00</td>
<td>Financial Aid, Pell Payment, Cash Management Reports, Review Statement of Account, Pell Statement of Acct Detail</td>
<td>Review statement of account detail, including data about adjustment amount, report date, process date, batch number, and adjustment description.</td>
</tr>
<tr>
<td>Pell Multiple Report</td>
<td>PELL_MRR_00</td>
<td>Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Multiple Report</td>
<td>Review multiple reporting data for students for whom you originate awards and who might also have awards originated at other institutions.</td>
</tr>
<tr>
<td>Pell MRR Institution Info</td>
<td>PELL_MRR_00_INST</td>
<td>Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell MRR Institution Info</td>
<td>View demographic and financial aid administrator data.</td>
</tr>
<tr>
<td>Pell YTD Originations</td>
<td>PELL_YTDORG_00</td>
<td>Financial Aid, Pell Payment, Year to Date Report, Review YTD Records, Pell YTD Originations</td>
<td>Review Pell year-to-date originations.</td>
</tr>
<tr>
<td>Student Demo Information</td>
<td>PELL_STDST_YTD_SEC</td>
<td>Click the Student Demo Information link on the Pell YTD Originations page.</td>
<td>View the student’s name, date of birth, and SSN.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Estimated Disbursement Dates</td>
<td>PELL_YTDORG_00_SEC</td>
<td>Click the Estimated Disbursement link on the Pell YTD Originsations page.</td>
<td>View approximate disbursement dates.</td>
</tr>
<tr>
<td>Pell YTD Disbursements (Pell year-to-date disbursements)</td>
<td>PELL_YTDSB_00</td>
<td>Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell YTD Disbursements</td>
<td>Review Pell year-to-date disbursements.</td>
</tr>
<tr>
<td>Pell YTD Summary (Pell year-to-date summary)</td>
<td>PELL_YTDSUM_00</td>
<td>Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell YTD Summary</td>
<td>Review Pell year-to-date summary of originations and disbursements.</td>
</tr>
<tr>
<td>Comment Code</td>
<td>PELL_YTDSUM_00_SEC</td>
<td>Click the Comment Codeslink on the Pell YTD Summary page.</td>
<td>View the number of times that a comment code was returned to your institution on an acknowledgment.</td>
</tr>
<tr>
<td>Pell Reconciliation</td>
<td>PELL_RECON_00</td>
<td>Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation</td>
<td>Review Pell reconciliation records. Reconcile the total disbursement amount per student.</td>
</tr>
</tbody>
</table>
| Pell Trailer                                  | PELL_TRAILER_00       | • Financial Aid, Pell Payment, Cash Management Reports, Pell Statement of Acct, Pell Trailer  
• Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Trailer  
• Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation, Pell Trailer  
• Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell Trailer | View inbound data. |

**Reviewing Statement of Account Summary**

## Pell Statement of Acct Summ page

<table>
<thead>
<tr>
<th>Record Indicator</th>
<th>Indicates whether the record is summary data. The value is: S: Summary data.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell ID</td>
<td>Displays the unique ID of the reporting institution.</td>
</tr>
<tr>
<td>Payee DUNS</td>
<td>Displays the number assigned to the payee institution.</td>
</tr>
<tr>
<td>Previous Obligation Amount</td>
<td>Displays the amount of your institution’s previous obligation balance.</td>
</tr>
<tr>
<td>Current Obligation Amount</td>
<td>Displays the amount of your institution’s current obligation balance.</td>
</tr>
<tr>
<td>Total Obligation Adj Amount (total obligation adjustment amount)</td>
<td>Displays a total of all adjustments to obligations for the GAPS award number.</td>
</tr>
<tr>
<td>YTD AcptDisbAmt</td>
<td>Displays the year-to-date total of disbursements.</td>
</tr>
<tr>
<td>YTD TotUndRep</td>
<td>Displays the year-to-date number of unduplicated recipients at your institution.</td>
</tr>
<tr>
<td>GAPS Expenditure Amount (Grants Administration and Payment System expenditure amount)</td>
<td>Displays the current expenditure amount in GAPS.</td>
</tr>
<tr>
<td>PG Trans Dttm</td>
<td>Displays the Pell Grant transaction date and time generated by the transmission.</td>
</tr>
</tbody>
</table>

### Pell Statement

<table>
<thead>
<tr>
<th>Record Indicator</th>
<th>Pell ID</th>
<th>Payee DUNS</th>
<th>Previous Obligation Amount</th>
<th>Current Obligation Amount</th>
<th>Total Obligation Adj Amount</th>
<th>YTD AcptDisbAmt</th>
<th>YTD TotUndRep</th>
<th>GAPS Expenditure Amount</th>
<th>PG Trans Dttm</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>001616</td>
<td>Acct Sched Seg</td>
<td>123456789.12</td>
<td>3185427.00</td>
<td>123456789.12</td>
<td>123456789.12</td>
<td>7777777</td>
<td>13131313131.31</td>
<td>10/27/08 10:15:24AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Processing Pell Payments

**Pell Grantee DUNS Nbr**  
(Pell grantee data universal numbering scheme number)  
Displays the number assigned to the reporting institution by the Department of Education.

**Acct Sched Seq** (account scheduled sequence)  
Displays the sequence number to track accounting schedules.

**Acct Sched Dt** (account scheduled date)  
Displays the date of your current accounting schedule.

**Previous Payment Amount**  
Displays the amount of your institution’s previous payment balance. This does not apply to advance funding institutions.

**Current Payment Amount**  
Displays the amount of your institution’s current payment balance. This does not apply to Advance Funding Institutions.

**Total Payment Adj Amount**  
(total payment adjustment amount)  
Displays the total adjustments to payment for the GAPS award number. This does not apply to Advance Funding Institutions.

**YTD PostDisbAmt**  
(year-to-date posted disbursement amount)  
Displays the year-to-date total posted disbursement amount.

**YTD AdmCostAllw**  
(year-to-date administration cost allowance)  
Displays the year-to-date amount paid to your institution.

**GAPS Lst Act Dt** (Grants Administration and Payment System last account date)  
Displays the date on which GAPS last posted a transaction for the GAPS award number.

**GAPS Awd Nbr** (Grants Administration and Payment System award number)  
Displays the GAPS award number, which is used to identify a unique funding transaction for an institution.

**See Also**

*Common Origination and Disbursement (COD) Technical Reference*

**Reviewing Statement of Account Detail**

Access the Pell Statement of Acct Detail page (Financial Aid, Pell Payment, Cash Management Reports, Review Statement of Account, Pell Statement of Acct Detail).
### Pell Statement of Acct Detail page

<table>
<thead>
<tr>
<th>Record Indicator</th>
<th>Pell ID</th>
<th>Payee DUNS Number</th>
<th>Pell Trans Date/Time</th>
<th>Adjustment Process Date</th>
<th>Pell Staging Record Proc Stat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D</td>
<td>031615</td>
<td>10/27/09 10:15:24AM</td>
<td>05/28/2007</td>
<td>N</td>
</tr>
</tbody>
</table>

**Record Indicator**
Indicates whether the record is the YTD origination or YTD Disbursement. The values are:
- **O**: Origination
- **D**: Disbursement

**GAPS Award Number**
Displays the GAPS award number, which is used to identify a unique funding for an institution.

**Adjustment Report Date**
Displays the date adjustment batch reported.

**Adjustment Amount**
Displays the amount of your institution’s adjustment batch.

**Positive / Negative**
Indicates an adjustment value of **P** for positive or **N** for negative.

**Adjustment Process Date**
Displays the date on which GAPS processed the adjustment batch.

**Adjustment Batch Number**
Displays the batch number that generated the adjustment.

**Adjustment Description**
Describes the type of batch.

**Pell ID**
Displays the unique ID of the reporting institution.

**Payee DUNS Number**
Displays the data universal numbering scheme number assigned to the payee institution.

**Pell Grantee DUNS Nbr**
Displays the Pell grantee data universal numbering scheme number assigned to the reporting institution.

**Pell Trans Date/Time** (Pell transaction date and time)
Displays the date and time of the Pell transaction generated by the COBOL or EDI Manager process.
Process Instance

Displays the occurrence number assigned by the inbound acknowledgment process.

Pell Staging Record Proc Stat (Pell staging record processing status)

Displays the values:

- E: Error
- N: Not Processed
- P: Processed

See Also

*Common Origination and Disbursement (COD) Technical Reference*

**Reviewing Pell Multiple Reporting Data**

Access the Pell Multiple Report page (Financial Aid, Pell Payment, Multiple Reporting, Review MRR, Pell Multiple Report).

<table>
<thead>
<tr>
<th>Report Information</th>
<th>Find</th>
<th>View</th>
<th>Edit</th>
<th>First</th>
<th>1 of 23</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC Transaction ID:</td>
<td>PGMR090P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC Queue Instance:</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inbound / Outbound Switch:</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Pell Reporting Campus ID: | 605666 | MFR Institution Pell ID: | 059666 |
| MRR Student ID: | 123456789 | Original Name Code: | BC |
| Student Original SSN: | 887568799 | Pell ID Reporting: | 001315 |
| Student Current SSN: | 123456789 | Orig Awd Amt: | 2000.00 |
| Scheduled Fed Pell Grant: | 3125.00 | EFC: | 995 |
| Transaction Number: | 1 | Total of Disbursement Accept: | 1900.00 |
| Enrollment Date: | 08/27/1999 | Origination Create Date: | 08/27/1999 |
| Next Est Disbursement Date: | 01/30/2000 | Last Activity Date: | 09/01/1999 |
| Eligibility Used: | 800000 | Process Instance: | 1228 |
| Pell Stg Proc: | N | Pell Trans Date/Time: | 10/27/03 10:10:00AM |

**Record Type**

Displays a code indicating the reason that the institution is receiving the record. Values are:

- RO: Originated institution
- RD: Disbursed institution
- RN: None found
- CE: Concurrent enrollment institution
- PB: Blocked institution
- PR: Blocker institution
### Multi Rpt Req 1 (multiple reporting request 1)
Displays a code indicating whether your institution is requesting originated or disbursed institutions. Values are:
- **O**: Send originated institutions
- **D**: Send disbursed institutions

### Multi Rpt Req 2 (multiple reporting request 2)
Displays a code indicating whether your institution is requesting by selected student, selected institution, or all students. Values are:
- **A**: Send list of other institutions for all students.
- **S**: Send other institution for students listed in record.
- **I**: Send student for listed institutions listed in record.

### Pell Reporting Campus ID
Displays the ID of the requesting institution.

### MRR Student ID (multiple reporting record student ID)
Displays the student’s social security number and name code for which a multiple report is requested. This field is blank for concurrent enrollment and potential overaward records.

### Student Original SSN (student original social security number)
Displays the student’s original social security number from the origination record.

### Student Current SSN (student current social security number)
Displays the student’s current social security number.

### Scheduled Fed Pell Grant
Displays the maximum amount of Pell aid for which a student is eligible based on full-time enrollment. The student cannot exceed the scheduled Pell award.

### Transaction Number
Displays the transaction number from the eligible ISIR or SAR used to calculate the award.

### Enrollment Date
Displays the first date on which the student was enrolled in an eligible program for the designated school year.

### Next Est Disbursement Date (next estimated disbursement date)
Displays the estimated date of the next disbursement.

### Eligibility Used
Displays the percentage of the student’s eligibility used by the institution.

### MRR Institution Pell-ID (multiple reporting record institution Pell ID)
Displays the institution code for which multiple reporting listings are requested. This field is blank for concurrent enrollment and potential overaward records.

### Original Name Code
Displays the student’s name code from the origination record.

### Orig Awd Amt (origination award amount)
Displays the annual award amount that appears on the origination record.
Total of Disbursement Accepted
Displays the total amount of all disbursements accepted for the student.

Origination Create Date
Displays the date on which the origination was created.

Last Activity Date
Displays the date on which the last payment was received from the institution.

Pell Trans Date/Time (Pell transaction date and time)
Displays the date and time of the Pell transaction generated by the COBOL or EDI Manager process.

See Also
Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Year-to-Date Originations
Access the Pell YTD Originations page (Financial Aid, Pell Payment, Year to Date Report, Review YTD Records, Pell YTD Originations).

The following fields are common to this component.

**EC Transaction ID**
Indicates the actual process run and is the same as the message classes on the record layout.

**EC Queue Instance**
Displays a unique number generated by the Pell outbound process. This number is associated with the batch to which this record belongs.

**Inbound/Outbound Switch**
Displays whether the process is I (inbound) or O (outbound).

**Org Detail**

**Pell Origination ID**
Identifies a specific origination.

**Original SSN** (original social security number)
Displays the student’s social security number from the origination record.

**Name CD**
Displays the student’s name code from the origination record.

**ID**
Displays the student’s institutionally defined unique identification number.

**Attended Pell ID**
Displays the attending school identification.

**Action Code**
Displays a code that indicates an action to be taken. The action code value is a result of the acknowledgment record. The code values are:
Chapter 1  Processing Pell Payments

A: Accepted, all fields accepted
C: Corrected, one or more fields corrected
D: Duplicate
E: Rejected, record was rejected

**Total Pell Amt** (total Pell amount)
The amount of the Pell award for the student’s entire school year.

**ED Verf Cd** (education verification code)
Displays the verification status of the student’s data by the school. Values are:
- V: Verified.
- W: Without documentation.
- S: Selected, but not verified.
- blank.

**Enroll Stat** (enrollment status)
Displays the enrollment status code which applies to the student’s expected enrollment status for the award year. Values are:
- 1: Full time
- 2: 3/4 time
- 3: 1/2 time
- 4: Less than half time
- 5: Enrollment change from one pay period to another or student attends more than the number of terms in the full academic year.

**Pell EFC** (Pell expected family contribution)
Displays the Pell expected family contribution, which must equal the student’s EFC from the ISIR or SAR.

**Sec EFC Flag** (secondary expected family contribution flag)
Displays a code to indicate which expected family contribution value is used to determine the award amount. Values are:
- 0: Pell award was reported previously based on the secondary EFC. Award is now based on the original EFC.
- S: The Pell Grant award is based on the secondary EFC.

**Setup Info**
Select the Setup Info tab.
**Pell Enroll Dt (Pell enrollment date)**
Displays the first date that the student was enrolled in an eligible program for the designated school year.

**Low T&F Flag (low tuition and fees flag)**
The system uses this field to identify tuition ranges when the annual tuition falls into the low tuition category as mandated by the Department of Education for each award year. Values are: (none), O, Range 1, Range 2, Range 3, and Range 4.

**Trans Nbr (transaction number)**
Displays a transaction number from an eligible ISIR or SAR that is used to calculate the award.

**Pay Method**
Displays the formula code used to calculate the student’s federal Pell Grant award. It determines the data required for enrollment status, weeks of instructional time, and clock hours in the academic year, and credit/clock hours that the student is expected to complete.

**Pell COA (Pell cost of attendance)**
Displays the cost of attendance used to calculate the Pell Award amount. This value must equal the COA calculated by the institution following the Pell Grant Payment regulations.

**Sched Pell (schedule Pell)**
Displays the scheduled Pell amount for a full-time student.

**Weeks Calc (weeks calculation)**
Displays the number of weeks of instructional time that the student is to be enrolled and paid. The number of weeks is used to calculate payment.

**Weeks Acad Yr (weeks academic year)**
Displays the number of weeks of instructional time in the program’s academic year.

**Other Information**
Select the Other Information tab.

---

**Orig Seq# (origination sequence number)**
Represents the number of times that the Pell origination has been run for the student.

**Pay Periods**
Displays the number of terms or payment periods in the student’s school year.

**YTD Dsb Amt (year-to-date disbursement amount)**
Displays the total amount of processed disbursements by the processor.

**Hrs Credit Pd (hours credit paid)**
Displays the number of hours that you expect the student to complete and to be paid for the award year.

**Hrs Credit Ac (hours credit academic)**
Displays the total number of credit/clock hours in the academic year for the student’s program of study.
Chapter 1 Processing Pell Payments

**IncarcerCd** (incarcerated code)
Displays a code to indicate the student’s incarcerated status. Values are:
- **N**: No longer incarcerated
- **Y**: Incarcerated
- **(blank)**: Not incarcerated

**AcadCalend** (academic calendar)
Displays the calendar that applies to the student’s educational program. Values are:
- **1**: Credit hour (nonstandard terms).
- **2**: Use standard quarters.
- **3**: Use standard semesters.
- **4**: Use standard trimesters.
- **5**: Academic progress by clock hours.
- **6**: Credit hour without terms.

**CPS Verif Cd** (Central Processing System verification code)
Indicates whether the CPS selected the student for institutional verification of applicant data as of the transaction number reported.

**Batch Info**
Select the Batch Info tab.

**Pell Batch ID**
Displays a unique number generated by the institution to identify a specific batch of records.

**Pell RFMS Process Dt**
(Pell Recipient Financial Management System process date)
Displays the date that this record was processed by the processor.

**Instance**
Displays the process number associated with the specific occurrence of the process.

**Student Demo Information**
Click this link to access the Student Demo Information page, on which you can view the student’s name, social security number, and date of birth.

**Estimated Disb Date**
(estimated disbursement date)
Click this link to access the Estimated Disbursement Date page, on which you can view estimated disbursement dates.
See Also

*Common Origination and Disbursement (COD) Technical Reference*

**Reviewing Pell Year-to-Date Disbursements**

Access the Pell YTD Disbursements page (Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell YTD Disbursements).

Pell YTD Disbursements page: Disbursement Detail tab

**Disbursement Detail**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Displays the student’s institutionally defined unique identification number.</td>
</tr>
<tr>
<td>Pell Origination ID</td>
<td>Displays a unique number used to identify an origination.</td>
</tr>
<tr>
<td>Pell Orig Seq # (Pell origination sequence number)</td>
<td>Displays the number of times that the Pell origination has been run for the student.</td>
</tr>
</tbody>
</table>
| Action Cd (action code)       | Displays a code that indicates an action to be taken. The action code value is a result of the acknowledgment record. The code values are:  
A: Accepted, all fields accepted.  
C: Corrected, one or more fields corrected.  
D: Duplicate.  
E: Rejected, record was rejected. |
| Dsb Ref Nbr (disbursement reference number) | Displays the number of the disbursement per student for the award year. |
| Pell Dsb Amt (Pell disbursement amount) | Displays the amount of disbursement for the student’s payment period. This is the accepted amount that comes from the processor. |
| Db/Cr Ind (debit or credit indicator) | Indicates whether the disbursement amount is P (positive) or N (negative). |
| Pell Disb Dt (Pell disbursement date) | Displays the date that the disbursement was or will be made to the student. |
| Pay Per Start (payment period start) | Displays the beginning date of the payment period. |

**Other Information**

Select the Other Information tab.
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Pell YTD Disbursements page: Other Information tab

**Common ID**
Displays the common school identifier that is a randomly generated eight digit number assigned by the Department of Education.

**Attended Pell ID**
Displays the Pell ID of the campus that the student attended.

**Batch Info**
Select the Batch Info tab.

Pell YTD Disbursements page: Batch Info tab

**Pell Batch Nbr** (Pell batch number)
Indicates a number generated by the institution to identify a specific batch of records.

**Instance**
Displays the process number associated with the specific occurrence of the process.

**See Also**
*Common Origination and Disbursement (COD) Technical Reference*

**Reviewing Pell Year-to-Date Summary**
Access the Pell YTD Summary page (Financial Aid, Pell Payment, Year to Date Reports, Review YTD Records, Pell YTD Summary).
YTD TotUndRep (year-to-date total unduplicated recipients) Displays the year-to-date number of recipients not duplicated for your institution.

Pell Tot Orig (Pell total originations) Displays the total number of originations received for your institution.

Pell Orig Accept (Pell originations accepted) Displays the number of originations received and accepted for your institution.

Pell Orig Corr (Pell originations corrected) Displays the number of originations received and corrected for your institution.

Pell Orig Rej (Pell originations rejected) Displays the number of originations received and rejected for your institution.

Pell Total Disb (Pell total disbursements) Displays the number of disbursements received and accepted for your institution.

Pell Disb Corr (Pell disbursements corrected) Displays the number of disbursements received and corrected for your institution.

Pell Disb Rej (Pell disbursements rejected) Displays the number of disbursements received and rejected for your institution.

Instance Displays the process number associated with the specific occurrence of the process.

Comment Codes Click to view the number of times that a comment code was returned to your institution on an acknowledgment.

See Also

Common Origination and Disbursement (COD) Technical Reference

Reviewing Pell Reconciliation Records

Access the Pell Reconciliation page (Financial Aid, Pell Payment, Cash Management Reports, Review Reconciliation, Pell Reconciliation).
### Pell Reconciliation page

<table>
<thead>
<tr>
<th><strong>Transaction Number</strong></th>
<th>Displays the transaction number from the eligible SAR or ISIR used to calculate the award.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Family Contribution</strong></td>
<td>Displays the amount that the family is expected to contribute toward the student’s cost of attendance.</td>
</tr>
<tr>
<td><strong>Origination Award Amount</strong></td>
<td>Displays the annual award amount on the origination record.</td>
</tr>
<tr>
<td><strong>Scheduled Award Amount</strong></td>
<td>Displays the award amount that the student is scheduled to receive.</td>
</tr>
<tr>
<td><strong>Year to Date Disbursement Amt</strong> (year-to-date disbursement amount)</td>
<td>Displays the year-to-date disbursement amount that the student received.</td>
</tr>
<tr>
<td><strong>POP Flag</strong> (potential overaward payment flag)</td>
<td>Indicates that more than one institution is requesting payment for the same student.</td>
</tr>
</tbody>
</table>

### See Also

*Common Origination and Disbursement (COD) Technical Reference*

---

### Tracking Requests for Funds From GAPS

This section discusses how to:

- Review requests for funds from GAPS.
- Manage item type detail.
- Enter cash transaction notes.
### Pages Used to Track Requests for Funds From GAPS

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Cash Summary</td>
<td>PROG_CASH_SUMM_PG</td>
<td>Financial Aid, Pell Payment, Cash Management Reports, Cash Summary, Pell Cash Summary</td>
<td>Track requests for funds from GAPS. Enter applicable cash management detail.</td>
</tr>
<tr>
<td>Item Type</td>
<td>PRG_CSH_ITM_PG_SEC</td>
<td>Click the Item Type button on the Pell Cash Summary page.</td>
<td>Manage item type detail. Enter specific item type information for this cash summary. This enables you to divide each cash summary into the item types for which it is associated.</td>
</tr>
<tr>
<td>Cash Transaction Notes</td>
<td>PROG_CSH_NT_PG_SEC</td>
<td>Click the Cash Txn Notes button on the Pell Cash Summary page.</td>
<td>Enter cash transaction notes specific to this cash summary.</td>
</tr>
</tbody>
</table>

### Reviewing Requests for Funds From GAPS

Access the Pell Cash Summary page (Financial Aid, Pell Payment, Cash Management Reports, Cash Summary, Pell Cash Summary).

**Pell Cash Summary**

**Institution:** PeopleSoft University  
**Program:** Pell Grant  
**Recon Period:** PERIOD 1  
**Aid Year:** 2008  
**Financial Aid Year 2007 - 2008**

| Total Nbr of Records in Period: | 50  
| Total of all Transactions: | $25,000.00  
| Total Cash: | $10,000.00  
| Total Antic Disc: | $500,000.00  
| Total Requested Amount: | $500,000.00  

**Cash Summary**

| *Seq:* | 1  
| Tot # Rec: | 50  
| Conf Ctl: | GAP5123  
| Pell Batch ID: | W2008001816199052  
| Batch Dt: | 11/08/2008  
| Antic Disc: | $500,000.00  
| Recon Cash on Hand: | $10,000.00  
| Reqstl Amt: | $500,000.00  
| Request Date: | 11/01/2008  
| Tnx Amt: | $25,000.00  
| Tnx Date: | 11/01/2008  

**Pell Cash Summary page**

**Total Nbr of Records in Period** (total number of records in period)

**Total of all Transactions**

Displays the total number of cash summary detail records included in this reconciliation period.

Displays the total of all the transaction amounts for this reconciliation period for each cash summary detail record.
### Total Cash
Displays the total of all cash on hand amounts for this reconciliation period for each cash summary detail record.

### Tot Antic Disb (total anticipated disbursement)
Displays the total of all anticipated disbursement amounts for this reconciliation period for each cash summary detail record.

### Total Requested Amount
Displays the total of all requested amounts for this reconciliation period for each cash summary detail record.

## Cash Summary

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq (sequence)</td>
<td>Displays a number that increases each time that you insert a new row. The sequence counts each cash summary detail record in this reconciliation period.</td>
</tr>
<tr>
<td>Tot # Recs (total number records)</td>
<td>Indicates the total number of records in the reconciliation period. You can change this number to correct a mismatch with the data.</td>
</tr>
<tr>
<td>Conf Cd (confirmation code)</td>
<td>Displays the confirmation code for this cash drawdown request, which is received from GAPS.</td>
</tr>
<tr>
<td>Pell Batch ID</td>
<td>Displays the batch ID associated with this cash summary detail.</td>
</tr>
<tr>
<td>Batch Dt (batch date)</td>
<td>Displays the date on which the batch was created. This is recorded when you run outbound disbursements.</td>
</tr>
<tr>
<td>Antic Disb (anticipated disbursement)</td>
<td>Displays the amount that you anticipate to disburse to students for Pell Grants during the reconciliation period.</td>
</tr>
<tr>
<td>Recon Cash on Hand</td>
<td>Displays the amount of cash that you have on hand.</td>
</tr>
<tr>
<td>Rqstd Amt (requested amount)</td>
<td>Displays the amount of money that you requested for this disbursement period. The requested amount typically equals the anticipated disbursement minus your cash on hand.</td>
</tr>
<tr>
<td>Request Date</td>
<td>Displays the date on which you request the amount.</td>
</tr>
<tr>
<td>Txn Amt (transaction amount)</td>
<td>Displays the amount of the transaction for this request.</td>
</tr>
<tr>
<td>Txn Date (transaction date)</td>
<td>Displays the date on which this cash summary detail occurred.</td>
</tr>
<tr>
<td>Item Type</td>
<td>Click to enter specific item type information for this cash summary. You can divide each cash summary into the item types with which it is associated.</td>
</tr>
<tr>
<td>Cash Transaction Notes</td>
<td>Click to enter comments specific to this cash summary detail.</td>
</tr>
</tbody>
</table>

## Managing Item Type Detail
Access the Item Type page (click the Item Type button on the Pell Cash Summary page).
Select an item type. Edit the other fields as needed. The system updates the User and Cash Action Datetime (cash action date and time) fields when you insert a new row.

### Entering Cash Transaction Notes

Access the Cash Transaction Notes page (click the Cash Txn Notes button on the Pell Cash Summary page).

**Note Seq** (note sequence)  
Displays a number that increases each time that you add a row for a new note. The system updates the User and Cash Action Datetime (cash action date and time) fields when you insert a new row.

**Note Text**  
Enter comments about the requests that you made. For example, you can enter a notation about sending a memo to the main accounting office requesting an electronic funds transfer.
Sending Pell Payment Records for Phase-In

This section provides an overview of sending Pell records for phase-in and discusses how to:

- Select Pell outbound files.
- Generate Pell outbound files.

See Also

Isfa, Using Common Origination and Disbursement, Creating COD Files

Understanding Sending Pell Records for Phase-In

Pell Phase-In functionality has been retained to allow outbound and inbound transmissions for reconciling phase-in payment transactions. The process of sending Pell records for phase-in is the same for origination, disbursement, and Pell data requests.

Sending files for phase-in is a two-step process. The first step is to run a process that moves your outbound files to the Application Engine staging tables. The second step is a process that creates a flat file from the data in the staging tables. When the data is in the staging tables, you can verify the data. After you are satisfied with the data for the flat file, you can transmit it. This process moves the data from the staging tables to the Pell Grant Record Layout Format using Application Engine.

The FA_OUTBOUND Application Engine process replaces EDI Manager to generate files for transmission. The FA_OUTBOUND process selects records in the outbound staging tables and generates files ready for transmission. If the system generates multiple files of the same message class at one time, the system increments the file name extension to ensure that file names are unique. If previously generated files of the same message class exist in the output directory, the process ensures that those files are not overwritten.

Pages Used to Send Pell Payment Records for Phase-In

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Out</td>
<td>RUNCTL_PELLOUT0</td>
<td>Financial Aid, File Management, Pell Grants, Generate Pell Phase-In Data, Pell Out</td>
<td>Select Pell outbound files. Send Pell origination records, disbursement records, or Pell data requests to the outbound staging tables.</td>
</tr>
<tr>
<td>FA Outbound</td>
<td>RUNCTL_FA_OUT</td>
<td>Financial Aid, File Management, Create Federal Data Files, FA Outbound</td>
<td>Generate Pell outbound files. Run the process that retrieves the records in Pell outbound staging tables and builds a flat file for transmission.</td>
</tr>
</tbody>
</table>

Selecting Pell Outbound Files

Access the Pell Out page (Financial Aid, File Management, Pell Grants, Generate Pell Phase-In Data, Pell Out).
Pell Out

**Run Control ID:** PS

<table>
<thead>
<tr>
<th>Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution:</td>
</tr>
<tr>
<td>P8UNV</td>
</tr>
</tbody>
</table>

- Pell Origination Outbound
- Pell Disbursement Outbound
- Pell Data Request Outbound

**Pell ID**
Select the institution ID.

**Send Disb if Verification "W"**
Select to send the disbursement if the verification status code is "W" (without documentation). This value is used only for disbursement.

**Pell Origination Outbound**
Select to move the Pell origination outbound records to the staging tables where the flat files are created.

**Pell Disbursement Outbound**
Select to move the Pell disbursement outbound records to the staging tables where the flat files are created.

**Pell Data Request Outbound**
Select to move Pell data request records to the staging tables where the flat files are created.

Save the page. Then click the Run button, which initiates the Pell Outbound Driver process (FAPP0DRO) to move the selected files from the database to the staging tables.

After you select the institution, aid year, Pell ID reporting number, and one of the check boxes, and then run the Pell Outbound Driver process, the system selects students whose Pell Grant is accepted and identified as ready. The system sets the Pell processing status to reported and the Pell transaction status to transmitted.

**Generating Pell Outbound Files**
Access the FA Outbound page (Financial Aid, File Management, Create Federal Data Files, FA Outbound).
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**FA Outbound**

Run Control ID: ORIG_05

Outbound File Path: `/bureqa01/sqa/sqa302/dPellFlatdata`

Outbound File Type: PELL Origination

Aid Year: 2005

Institution: PSUNV

FA Outbound page

**Outbound File Path** Enter the path where the file is to be stored.

**Aid Year** Select the aid year for which to run the process.

**Institution** Select the institution for which to run the process.

---

**Verifying Outbound Payment Data**

You can review data in the staging tables for origination, disbursement, institution data requests, and Pell data requests and make corrections before sending these records.

**See Also**

lsfa, Using Common Origination and Disbursement

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**Receiving Pell Records for Phase-In**

The process for receiving Pell records is the same for origination, disbursement, and Pell data requests.

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**Loading and Moving Pell Acknowledgment Data**

The FA_INBOUND Application Engine process automatically determines the type of file and loads the file into the inbound staging tables.

This section discusses how to:

- Load Pell acknowledgment files for phase-in.
- Move Pell acknowledgment data to the database.
See Also

lsfa, Using Common Origination and Disbursement, Loading COD XML Files, Loading a COD XML File

Pages Used to Load and Move Pell Acknowledgment Data

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Inbound</td>
<td>RUNCTL_FA_INBOUND</td>
<td>Financial Aid, File Management, Import Federal Data Files, FA Inbound</td>
<td>Load inbound files from the Department of Education.</td>
</tr>
<tr>
<td>Pell Process In</td>
<td>RUNCTL_PELLIN0</td>
<td>Financial Aid, File Management, Pell Grants, Import Pell Phase-In Data, Pell Process In</td>
<td>Move data from the staging tables to the database.</td>
</tr>
</tbody>
</table>

Loading Pell Acknowledgment Files for Phase-In

Access the FA Inbound page (Financial Aid, File Management, Import Federal Data Files, FA Inbound).

FA Inbound page

The system provides two run options on the FA Inbound page: Single File and File List.

**Run Option**

Select one of the following run options:

*Single File:* The FA Inbound process expects the file listed in the Inbound File field to be one of the supported EDI files.

*File List:* The FA Inbound process expects the file listed in the Inbound File field to be a list of files to be processed.

The default option is Single File.

The file list contains the data path and name of the file to be processed. For example, the file list file LIST1.TXT might contain the following files to be processed:

\JSERVER1\2003\SARA03OP.001
\FILESERV\2003\SARA03OP.002
C:\ISIR\2004\SARA04OP.001
D:\PELL\2003\PGOA03OP.001
\DLSERVER\INBOUND\2003\DIPA03OP.001
Describing the FA EC File Inbound Process

If the system processes a file list, the FA Inbound reads the file list and searches for the listed files using the path defined in the file list. When the system processes the file list, it creates a new file in the same directory as the original file. The new file has the name of the file list with an appended date/time stamp. For example, if LIST1.TXT were processed September 1, at 9 A.M., the new file would be called LIST1.TXT20020901090000.

This new file lists the files that were processed during that run of the FA_INBOUND process. If a problem occurs with any of the files in the file list, the file indicates all files that were successfully processed and the file that generated the error. The error file is always the last row and has the message *Error not processed* appended to the file path. You can use the message log to view the specific error reason. If, for example, the system processed LIST1.TXT, but a problem occurred with the SARA04OP.001 file, the LIST1.TXT20020901090000 file would appear like the following example:

```text
\JSERVER\2003\SARAOP03.001
\FILESERV\2003\SARAOP03.002
Error not processed: C:\ISIR\2004\SARA04OP.001
```

**Note.** The remaining two files defined in the file list were not processed.

You can use the message log to view the files that the system loaded successfully or unsuccessfully. The system displays specific error messages in the log. Use the File/Log Viewer to read these messages.

If a problem occurs with a file in the list file, the FA Inbound process stops processing. The system loads the files that were processed before the error occurred into the database. All subsequent files in the file list are not processed. You can verify whether all files in a file list were successfully processed by opening the date-stamped list file and verifying that the last row in the file does not read, *Error not processed*.

**Note.** If a problem occurs with the load process, the system might still display the run status in the Process Monitor for the FA_INBOUND process as Success.

Review the message log for any errors that occurred and verify the files that were not processed.

Moving Pell Acknowledgment Data to the Database

Access the Pell Process In page (Financial Aid, File Management, Pell Grants, Import Pell Phase-In Data, Pell Process In).
Pell Process In

Run Control ID: 1

Report Request Parameters

☑ Pell Origination Acknowledgment
☐ Pell Disbursement Acknowledgment
☐ Pell Multiple Reporting Record

Pell Process In page

Use this page to run the Pell Inbound Driver COBOL SQL process (FAPPIDRO).

Pell Origination Acknowledgment (Pell origination acknowledgment)

Select to move the Pell origination acknowledgment files from the staging tables to the database.

Pell Disbursement Acknowledgment (Pell disbursement acknowledgment)

Select to move the Pell disbursement acknowledgment files from the staging tables to the database.

Pell Multiple Reporting Record

Select to inbound any MRRs previously requested by more than one institution for the same student.

Verifying Inbound Payment Data for Phase-In

After you request origination, disbursement, or multiple reporting, you can review the data before loading the files to the database.

This section discusses how to:

• Review Pell origination acknowledgments.
• Review Pell disbursement acknowledgments.
Pages Used to Verify Inbound Payment Data for Phase-In

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
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<tbody>
<tr>
<td>Pell Header</td>
<td>PELL_HEADER_00</td>
<td>Financial Aid, File Management, Pell Grants, View Pell Phase-In Inbound, Pell Header</td>
<td>View the values from the inbound EC Agent process.</td>
</tr>
<tr>
<td>Pell Origination Ack</td>
<td>PELL_ORGACK_00</td>
<td>Financial Aid, File Management, Pell Grants, View Pell Phase-In Inbound, Pell Origination Ack</td>
<td>Review Pell origination acknowledgment data. The system displays the action code of the record as accepted, corrected, duplicate, or rejected.</td>
</tr>
<tr>
<td>Pell Orig Ack Detail Sec</td>
<td>PELL_ORACK_DTL_SEC</td>
<td>Click the Pell Orig Ack Detail link on the Pell Origination Ack page.</td>
<td>View rejected or corrected items.</td>
</tr>
<tr>
<td>Student Demo Information</td>
<td>PELL_STDT_OA_SEC</td>
<td>Click the Student Demo Information link on the Pell Origination Ack page.</td>
<td>View date of birth and name.</td>
</tr>
<tr>
<td>Pell Orig Ack Message Sec</td>
<td>PELL_ORACK_MSG_SEC</td>
<td>Click the Acknowledge Message Code link on the Pell Orig Acknowledge Dtl page.</td>
<td>View messages.</td>
</tr>
<tr>
<td>Pell Orig Ack Disb Date Sec</td>
<td>PELL_ORACK_EST_SEC</td>
<td>Click the Estimated Disbursement Date link on the Pell Orig Ack Detail Sec page.</td>
<td>View estimated disbursement dates.</td>
</tr>
<tr>
<td>Pell Disbursement Ack</td>
<td>PELL_DISBACK_00</td>
<td>Financial Aid, File Management, Pell Grants, View Pell Phase-In inbound, Pell Disbursement Ack</td>
<td>Review Pell disbursement acknowledgment records. This data represents the results of edits and corrections.</td>
</tr>
<tr>
<td>Pell Trailer</td>
<td>PELL_TRAILER_00</td>
<td>Administer Financial Aid, Process Pell Payment, Inquire, Pell Student Inbound, Pell Trailer</td>
<td>View inbound data.</td>
</tr>
</tbody>
</table>

Reviewing Pell Origination Acknowledgments

Access the Pell Origination Ack page (Financial Aid, File Management, Pell Grants, View Pell Phase-In Inbound, Pell Origination Ack).
### Pell Origination Ack Detail (Pell origination acknowledgment detail)

Click to view rejected or corrected items.

### Student Demo Information

Click to view the student’s first name, last name, middle initial, date of birth, and social security number.

### See Also

Isfa, Processing Pell Payments, Managing Pell Origination, Reviewing Results of Pell Origination

### Reviewing Pell Disbursement Acknowledgments

Access the Pell Disbursement Ack page (Financial Aid, File Management, Pell Grants, View Pell Phase-In inbound, Pell Disbursement Ack).
Chapter 1 Processing Pell Payments

Pell Disbursement Ack page

| YTD Dsb Amt (year-to-date disbursement amount) | Displays the year-to-date total amount disbursed to the student for the award year. |
| Pell Orig Seq # (Pell origination sequence number) | Identifies the origination sequence for the disbursement acknowledgment. |
| Process Instance | Displays the occurrence number assigned by the inbound acknowledgment process. |
| Pell Trans Date/Time (Pell transaction date and time) | Displays the date and time that the system generated the Pell transaction. |
| Processing Status | Displays the acknowledgment processing status. Values are:
| Ed Use Flag (education use flag) | Click to view education use flags 1-10. These are set to notify you of modifications that have been made to your database. The system uses education use flags when the acknowledgment is rejected. These flags require immediate action. |

Acknowledgement Message Codes | Click to view disbursement acknowledgment message codes 1-25. |

See Also

Isfa, Processing Pell Payments, Managing Pell Origination, Reviewing Results of Pell Origination