Chapter _

Processing Pell Payments

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:

Process Type	***Pell Processing Status***	***Pell Transaction Status***	***Pell Origination Status***	***Pell Origination Action***	***Pell Disbursement Status***	***Action Code***	***Disbursement Detail***
After award not originated	Pending	NA	NA	NA	NA	Blank	NA
Origination	Selected	Ready	Originated	Originated	Originated	Blank	Originated
Origination without Originate Offered Awards option checked.	Pending	NA	NA	NA	NA	Blank	NA
Outbound origination	Reported	Transmitted	Transmitted	Origination transmitted	Originated	Blank	Originated

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Process Type	***Pell Processing Status***	***Pell Transaction Status***	***Pell Origination Status***	***Pell Origination Action***	***Pell Disbursement Status***	***Action Code***	***Disbursement Detail***
Inbound origination with action code of A.	Reported	Ready	Accepted	Origination acknowledgment received.	Originated	Blank	Originated
Inbound origination with action code of C.	Reported	Ready	Corrected	Origination acknowledgment with corrections.	Originated	Blank	Originated
Inbound origination with action code of C and Pell setup Option is Hold Corrections.	Reported	On Hold	Corrected	Origination acknowledgment with corrections.	Originated	Blank	Originated
Inbound origination with action code of E.	Reported	On Hold	Rejected	Origination acknowledgment rejected.	Originated	Blank	Originated
Outbound disbursement	Reported	Transmitted	Accepted	Origination acknowledgment received.	Trans.	Blank	Disbursement transmitted
Inbound disbursement with action code of A.	Reported	Ready	Dep. on origination status.	Dep. on origination status.	Disbursed	Accepted	Disbursement acknowledgment
Inbound disbursement with action code of C.	Reported	Ready	Dep. on origination status.	Dep. on origination status.	Disbursed	Corrected	Disb. Acc with Corrections
Inbound disbursement with action code of C and Pell setup option is Hold Corrections.	Reported	On Hold	Dep. on origination status.	Dep. on origination status.	Disbursed	Corrected	Disb. Acc with Corrections
Inbound disbursement with action code of E.	Reported	On Hold	Dep. on origination status.	Dep. on origination status.	Rejected	Rejected	Disbursement rejected

Note: A corrected status shows a new row indicating that the corrected row was replaced. A rejected disbursement record enables the Resend button which resets the Pell disbursement status to *Originated.*

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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

Page Name	*Definition Name*	*Navigation*	*Usage*
Origination	RUNCTL_PELLORIG	Financial Aid > Pell Payment > Originate Pell Payment > Origination	Generate Pell origination records.

Generating Pell Origination Records

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

Note: Only *one* Selection Criterion can be selected: Population Selection *or* Student Override List.

Population Selection

Population Selection

Select this check box to enable Population Selection for this process.

A Population Selection Context Definition (Context Name = Pell Origination, Process Name = SFA_PELLORIG) is delivered for use with this process.

Selection Tool

Select *External File* or *PS Query*.

Query Name

Appears only when PS Query is selected. Select a population selection query that joins with the bind record SCCPU_STDNT_BND.

Student Override List

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.

ID

Select to process an individual student or a group of students. Only students who have been awarded Pell and have a Pell process status of pending appear in the values.

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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

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

Reviewing Results of Pell Origination

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

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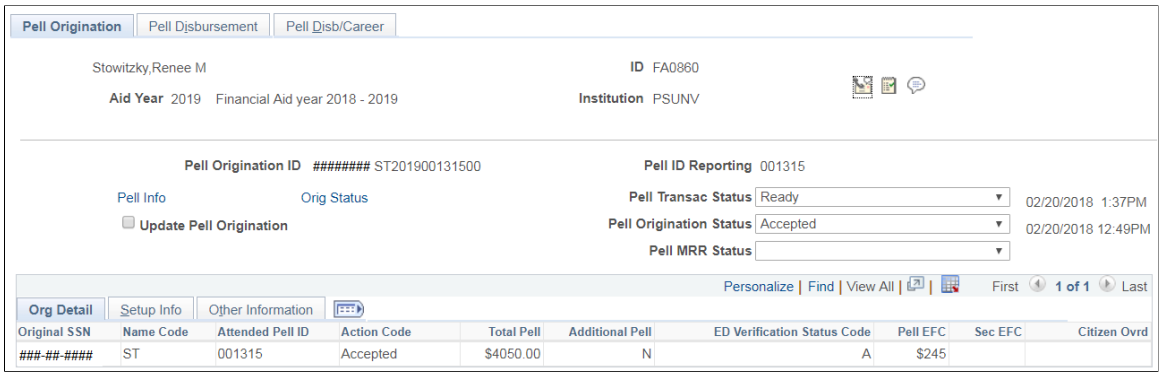
Image: Pell Origination page, Org Detail tab

This example illustrates the fields and controls on the Pell Origination page, Org Detail tab. You can find definitions for the fields and controls later on this page.



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 Transac Status (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 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.

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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.

Pell MRR Status (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 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 Code

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

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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

Bundle 51

Updated Additional Pell field description to reflect the new behavior of the Additional Eligibility Indicator.

Displays *Y* if the student has been awarded Pell Grant in an amount greater than 100% of their Scheduled Federal Pell Grant amount for the year. In the Pell outbound file, the Additional Eligibility Indicator displays as TRUE.

Displays *N* if the student has *not* been awarded Pell Grant in an amount greater than 100% of their Scheduled Federal Pell Grant amount for the year *or* if the Pell Grant award has been canceled in its entirety for the year. In the Pell outbound file, the Additional Eligibility Indicator displays as FALSE.

Only displayed for Aid Years 2010 through 2012 and 2018 and beyond.

ED Verfication Status Code (department of education verification status 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.

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Enroll Stat (enrollment status)

Note: This field is hidden beginning with the 2018 Aid Year. Enrollment status information is available via the Pell Disbursement page.

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:* No Load. This value is not evaluated for 2017 and earlier aid years.

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).

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.

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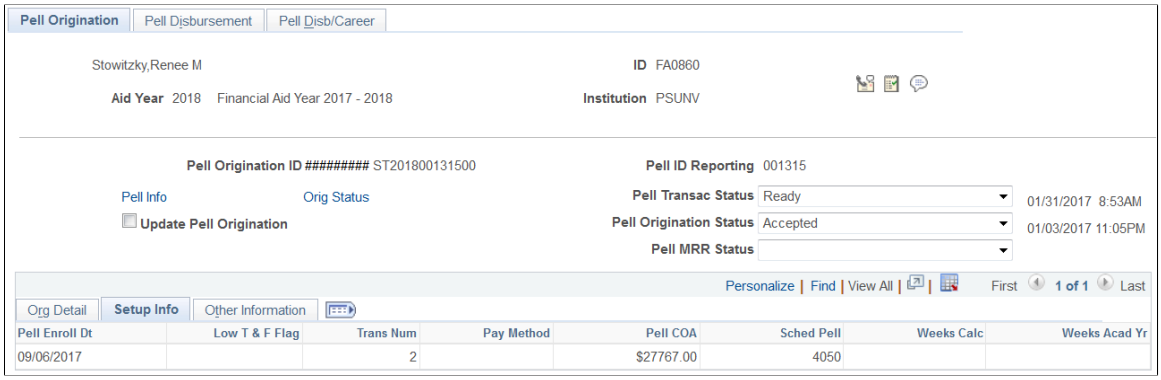
Image: Pell Origination page: Setup Info tab

This example illustrates the fields and controls on the Pell Origination page: Setup Info tab. You can find definitions for the fields and controls later on this page.



Pell Enroll Dt (Pell enrollment 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 Num (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.

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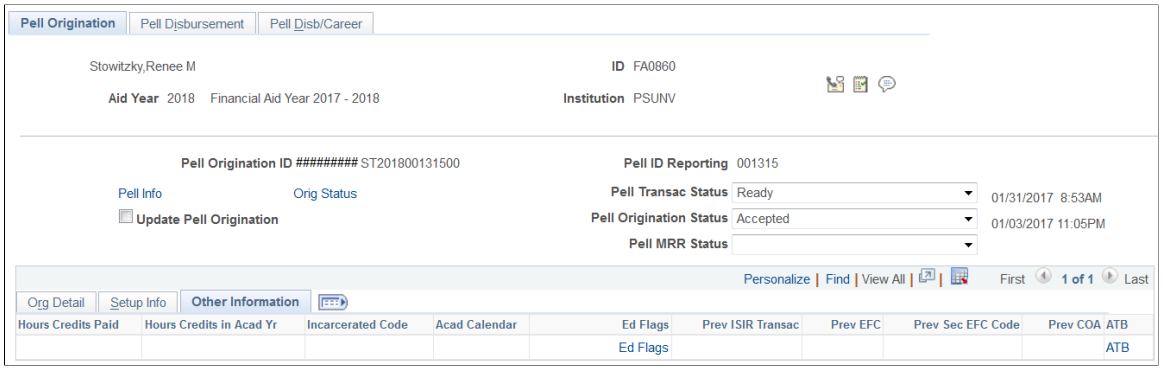
Image: Pell Origination page: Other Information tab

This example illustrates the fields and controls on the Pell Origination page: Other Information tab. You can find definitions for the fields and controls later on this page.



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.
Hours Credits in Acad Yr (hours credits in academic year)	Not required to be reported. Displays the number of hours or credits in the program's academic year.
Incarcerated Code	Displays one of these values: *N:* No longer incarcerated *Y:* Incarcerated (blank): Not incarcerated.
Acad Calender (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 (department of 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 Transac (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.

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Prev COA (previous cost of attendance)	Displays the previous cost of attendance based on a change to the student's cost of attendance.
ATB (ability to benefit)	Displays a link to Ability to Benefit information if present. Click the link to view Ability to Benefit data. See Managing Ability to Benefit.

Reviewing Pell Processing Status

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

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	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.

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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.

Viewing Pell Disbursement Data

This section discusses how to review Pell disbursement results.

Related Links

Understanding Pell Payment Processing

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Page Used to View Pell Disbursement Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Pell Disbursement	PELL_DISB_2	Financial Aid > Pell Payment > Manage Pell Payment > Pell Disbursement	Review Pell disbursement results.

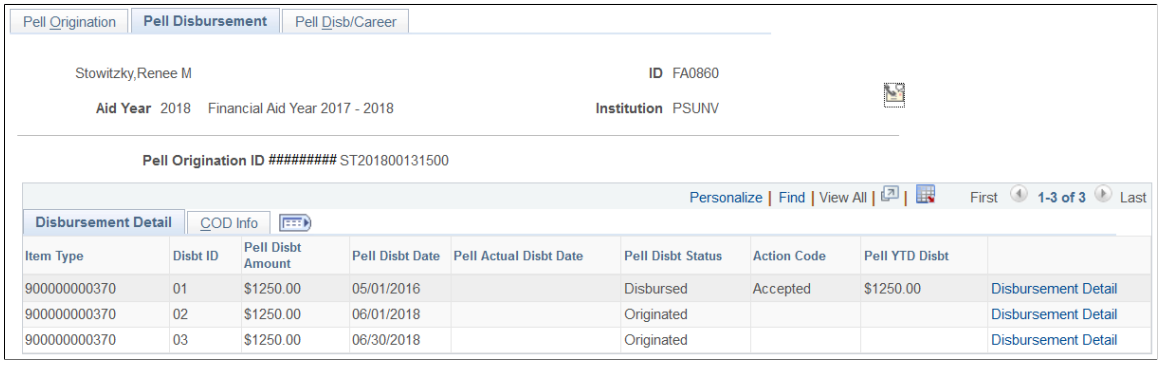
Reviewing Pell Disbursement Results

Note: Pell Grant disbursement information for Aid Years prior to the 2018 Aid Year is displayed differently.

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

Image: Pell Disbursement page: Disbursement Detail tab

This example illustrates the fields and controls on the Pell Disbursement page: Disbursement Detail tab. You can find definitions for the fields and controls later on this page.



Disbursement Detail

Item Type — Displays the code for the financial aid item type.

Disbt ID (disbursement ID) — Indicates the ID number assigned to the disbursement record.

Pell Disbt Amount (Pell disbursement amount) — Displays the amount of the disbursement.

Pell Disbt Date — Displays the disbursement date that is set up in your system for the disbursement ID.

Pell Actual Disbt Date (Pell actual disbursement date) — When you select Disb Prior to Transmitting Rec on the Pell Institution Address page, this field displays the actual date that Pell was disbursed to the student's account.

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

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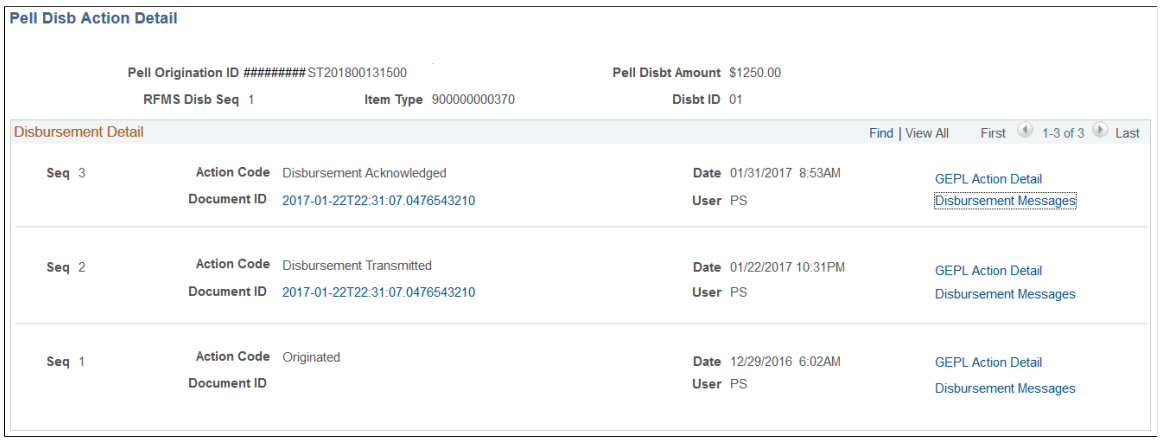
Action Code	Displays the action. The value is a result of the acknowledgment record. Values are: *Accepted:* All fields accepted. *Corrected:* One or more fields corrected. *Duplicate:* Duplicate record or field. *Rejected:* Record was rejected.
Pell YTD Dsbt (Pell year-to-date disbursements)	Displays the total year-to-date amount of Pell Grant disbursements received and accepted by your institution.
Disbursement Detail	Click this link to view the disbursement details.

Disbursement Detail

Click the Disbursement Detail link.

Image: Pell Disb Action Detail page

This example illustrates the fields and controls on the Pell Disb Action Detail page. You can find definitions for the fields and controls later on this page.



The fields on this page function similarly to the fields on the Pell Orig Action Detail page, except for:

Document ID	Displays the document identification that the system assigns to each student receiving a Pell Grant.
GEPL Action Detail (gainful employment Pell action detail)	Click to view GEPL Action Detail page.
Disbursement Messages	Click to view the Pell Disbursement Message Detail page.

COD Info

Select the COD Info tab.

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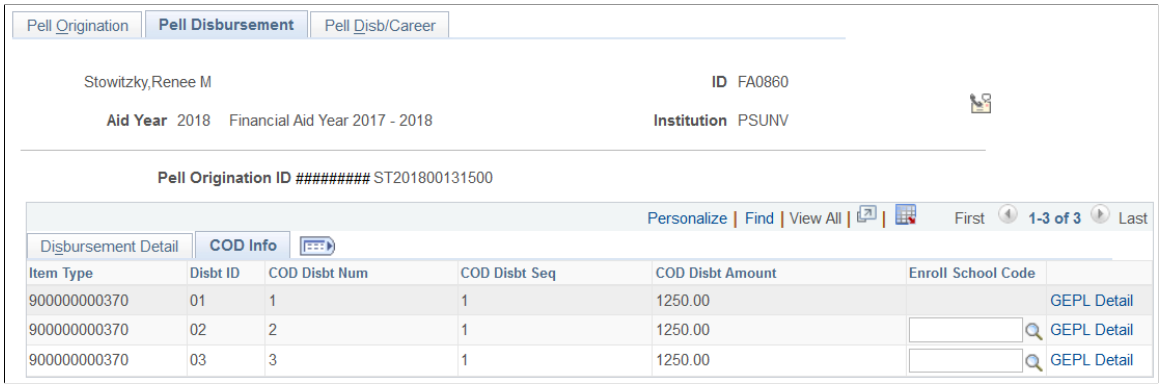
Image: Pell Disbursement page: COD Info tab

This example illustrates the fields and controls on the Pell Disbursement page: COD Info tab. You can find definitions for the fields and controls later on this page.



Item Type	Displays the code for the financial aid item type
Disbt ID (disbursement ID)	Indicates the ID number assigned to the disbursement record.
COD Disbt Num (common origination and disbursement number)	Displays the disbursement number reported for a particular disbursement sequence.
COD Disbt 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 Disbt Amt(common origination and disbursement amount)	Displays the amount of funds credited or expected to be credited to a student's account.
Enroll School Code (enrollment school code)	The Enrollment School Code represents the physical location of the student at the disbursement level. The Enrollment School Code reported is the OPEID of the Campus of the Financial Aid Term associated with the disbursement ID. • When the award is originated this field is blank and editable by default. • The Enrollment School Code can be overridden on the page or by Population Update for disbursements not yet reported to COD. • When a disbursement is transmitted to COD, the field becomes display only and is either *blank* to indicate that the setup value was used or displays the override value. See Defining Your Campus OPEID Codes.
GEPL Detail (gainful employment Pell action detail)	Click this link to access the GEPL Details page. You can enter override values in the GEPL Value fields on this page until Pell disbursement information is transmitted to COD. After transmission, the page is display-only. If override values are entered and transmitted, they display in these fields after transmission. GEPL Value fields that are not overridden display

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blank after transmission. If you run in Validate only mode regardless if the fields were overriden, the Validated GEPL Value fields are populated and display with the Validated value.

The Transmitted GEPL Value fields show the values transmitted to COD.

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

Page Name	*Definition Name*	*Navigation*	*Usage*
Pell Disb/Career (Pell disbursement and career)	PELL_DISB_1	Financial Aid > Pell Payment > Manage Pell Payment > Pell Disb/Career	Change a career on any disbursement row that was previously processed using an old career.

Changing a Student's Career

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

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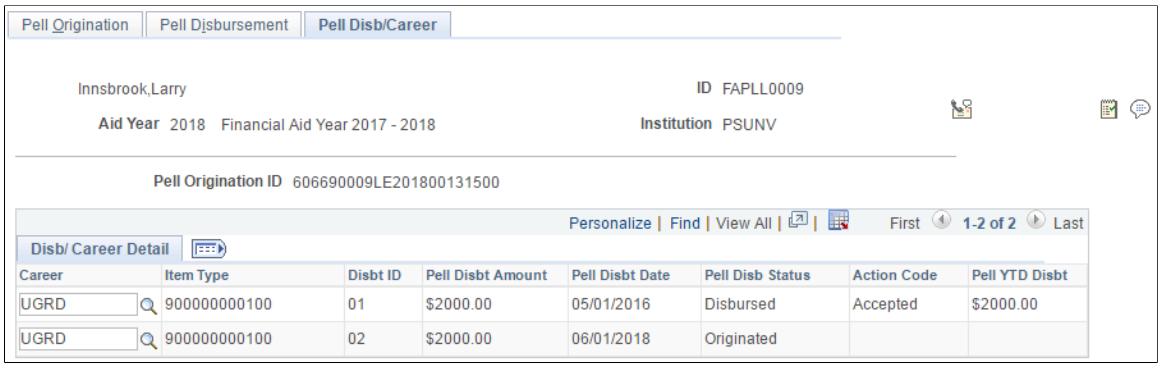
Image: Pell Disb/Career page

This example illustrates the fields and controls on the Pell Disb/Career page: Disb/Career Detail tab. You can find definitions for the fields and controls later on this page.



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 Dsbt Amount (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. *E:* Rejected, record was rejected.
Pell YTD Dsbt (Pell year-to-date disbursed)	Displays the total year-to-date number of disbursements received and accepted by your institution.

Related Links

Reviewing COD Data

Selecting Pell Data Request Types

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

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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 Pell Data Requestprocess, you then run the Pell Out process to stage the data before generating an outbound file.

Pages Used to Create Pell Data Request Types

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

Selecting Data Requests

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

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.

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.

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Multiple Report Request Code 1 (multiple reporting 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 (multiple reporting 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

This section discusses how to send Pell data requests.

Pages Used to Send Pell Data Requests

Page Name	*Definition Name*	*Navigation*	*Usage*
Pell Out	RUNCTL_PELLOUT0	Financial Aid > File Management > Pell Grants > Generate Pell Data Request > Pell Out	Create and populate request for data in the outbound staging table.

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Page Name	Definition Name	Navigation	Usage
FA Outbound	RUNCTL_FA_OUT	Financial Aid > File Management > Create Federal Data Files > FA Outbound	Generate outbound files.

Selecting Outbound Pell Data Requests

Access the Pell Out page (Financial Aid > File Management > Pell Grants > Generate Pell Data Request > Pell Out).

Running this process populates the staging table with your data request.

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

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

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

Page Name	Definition Name	Navigation	Usage
Pell Header	PELL_HEADER_00	Financial Aid > File Management > Pell Grants > View Pell Data Request > Pell Header	View Pell data requests.
Pell Data Request	PELL_DREQ_00	Financial Aid > File Management > Pell Grants > View Pell Data Request > Pell Data Request	Review Pell data requests.
Pell Trailer	PELL_TRAILER_00	Financial Aid > File Management > Pell Grants > View Pell Data Request > Pell Trailer	View the data that is reported and accepted from the inbound batch.

Reviewing Outbound 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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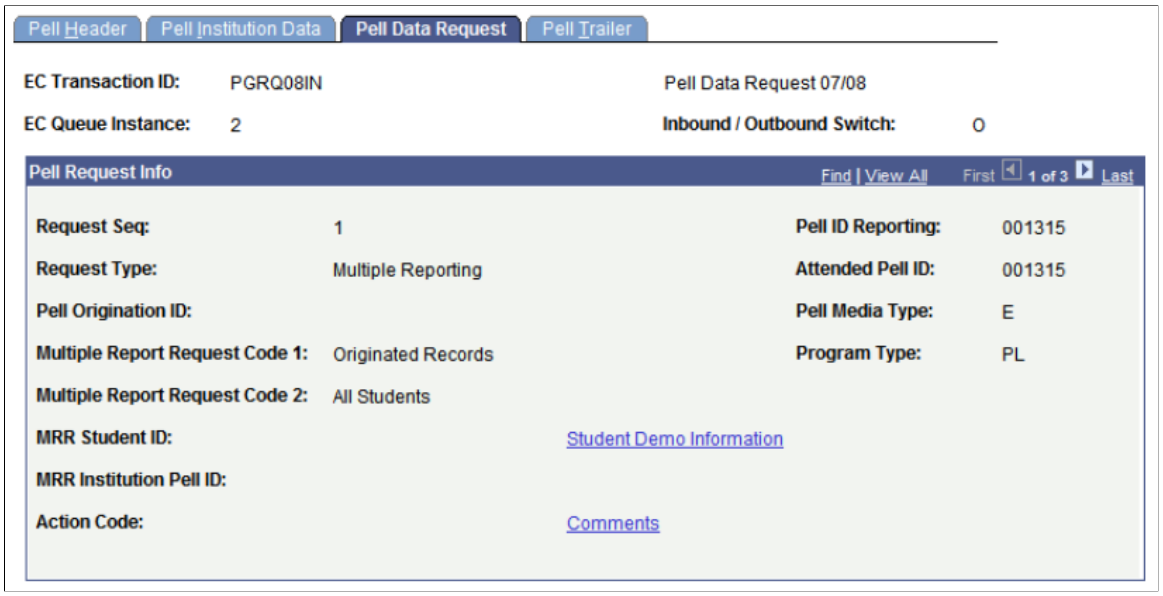
Image: Pell Data Request page

This example illustrates the fields and controls on the Pell Data Request page. You can find definitions for the fields and controls later on this 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 (multiple reporting 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 (multiple reporting 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.

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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.

Generating Outbound Pell Data Requests

Page Used for Generating Outbound Pell Data Requests

Page Name	*Definition Name*	*Navigation*	*Usage*
FA EC File Outbound	RUNCTL_FA_OUT	Financial Aid >File Management >Create Federal Data Files >FA EC File Outbound	Run this process to generate a data request file for submission to COD.

Generate the Outbound Pell Data Request

Running this process generates a data request file for submission to COD.

Access the FA EC File Outbound page (Financial Aid >File Management >Create Federal Data Files >FA EC File Outbound.

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.

Receiving Inbound Pell Data Requests

This section discusses how to import Pell data requests.

Pages Used to Receive Inbound Pell Data Requests

Page Name	*Definition Name*	*Navigation*	*Usage*
FA Inbound	RUNCTL_FA_INBOUND	Financial Aid >File Management >Import Federal Data Files >FA Inbound	Load inbound data request files from COD to staging tables.

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Page Name	Definition Name	Navigation	Usage
Pell Process In	RUNCTL_PELLIN0	Financial Aid >File Management >Pell Grants >Import Pell Multiple Reporting >Pell Process In	Move data from the staging tables to the database.

Loading Pell Acknowledgment Files

Navigation

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

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*.

Moving a Pell Data Request to the Database

Navigation

Access the Pell Process In page (Financial Aid >File Management >Pell Grants >Import Pell Multiple Reporting >Pell Process In).

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

Pell Multiple Reporting Record

Select to inbound any MRRs previously requested by more than one institution for the same student. This process is required only for MRR data requests.

Verifying Inbound Pell Data Requests

COD sends report files based on the data request files submitted by the institution for Multiple Reporting, Statement of Account, Year-To-Date and Reconciliation. Use the FA Inbound process (RUNCTL_FA_INBOUND) to load these files into their respective staging tables. The FA Inbound process determines the type of file based on the content of the Batch ID field in the header. Importing the Multiple Report Request requires running Import Pell Multiple Reporting Data for load completion. Use the provided inquiry pages to view the file data. Use the search record for these pages to search by EC

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Transaction ID, where the values match the file message classes. The field value is derived from the Batch ID by the FA Inbound process and is not intended to match the name of the physical file.

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

For detailed information about inbound data from COD:

See the U.S. Department of Education's *Common Origination and Disbursement (COD) Technical Reference*

Pages Used to Verify Inbound Pell Data Requests

Page Name	***Definition Name***	***Navigation***	***Usage***
Pell Header	PELL_HEADER_00	• Financial Aid > Pell Payment > Cash Management Reports > Review Statement of Account > Pell Header • Financial Aid > Pell Payment > Multiple Reporting > Review MRR > Pell Header • Financial Aid > Pell Payment > Cash Management Reports > Review Reconciliation > Pell Header • Financial Aid > Pell Payment > Year to Date Reports > Review YTD Records > Pell Header	View the values from the inbound process.
Pell Statement of Acct Summ (Pell statement of account summary)	PELL_SAR_00	Financial Aid > Pell Payment > Cash Management Reports > Review Statement of Account > Pell Statement of Acct Summ	Review statement of account summary and GAPS information.
Pell Statement of Acct Detail (Pell statement of account detail)	PELL_SARD_00	Financial Aid > Pell Payment > Cash Management Reports > Review Statement of Account > Pell Statement of Acct Detail	Review statement of account detail, including data about adjustment amount, report date, process date, batch number, and adjustment description.
Pell Multiple Report	PELL_MRR_00	Financial Aid > Pell Payment > Multiple Reporting > Review MRR > Pell Multiple Report	Review multiple reporting data for students for whom you originate awards and who might also have awards originated at other institutions.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Pell MRR Institution Info	PELL_MRR_00_INST	Financial Aid > Pell Payment > Multiple Reporting > Review MRR > Pell MRR Institution Info	View demographic and financial aid administrator data.
Pell YTD Originations (Pell year-to-date originations)	PELL_YTDORG_00	Financial Aid > Pell Payment > Year to Date Report > Review YTD Records > Pell YTD Originations	Review Pell year-to-date originations.
Student Demo Information	PELL_STDT_YTD_SEC	Click the Student Demo Information link on the Pell YTD Originations page.	View the student's name, date of birth, and SSN.
Estimated Disbursement Dates	PELL_YTDORG_00_SEC	Click the Estimated Disbursement link on the Pell YTD Originations page.	View approximate disbursement dates.
Pell YTD Disbursements (Pell year-to-date disbursements)	PELL_YTDSB_00	Financial Aid > Pell Payment > Year to Date Reports > Review YTD Records > Pell YTD Disbursements	Review Pell year-to-date disbursements.
Pell YTD Summary (Pell year-to-date summary)	PELL_YTDSUM_00	Financial Aid > Pell Payment > Year to Date Reports > Review YTD Records > Pell YTD Summary	Review Pell year-to-date summary of originations and disbursements.
Comment Code	PELL_YTDSUM_00_SEC	Click the Comment Codeslink on the Pell YTD Summary page.	View the number of times that a comment code was returned to your institution on an acknowledgment.
Pell Reconciliation	PELL_RECON_00	Financial Aid > Pell Payment > Cash Management Reports > Review Reconciliation > Pell Reconciliation	Review Pell reconciliation records. Reconcile the total disbursement amount per student.

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Page Name	Definition Name	Navigation	Usage
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.

Importing Pell Grant Reports

This section discusses how to:

- Import and Review Lifetime Eligibility Used (LEU) files.
- Import and Review School Account Statement (SAS) and SAS Disbursement on Demand files.

Warning! This report functionality utilizes File Parser back-end processing to import grant header, report detail, and grant trailer data into the system. The delivered Context Definitions and File Mappings should not be changed.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

Pages Used to Import Pell Grant Reports

Page Name	Definition Name	Navigation	Usage
Import Pell LEU Files (import pell lifetime eligibility used files)	SFA_PG_LEU_IMP	Financial Aid > Pell Payment > LEU Reports > Import Pell LEU Files	Import Pell Lifetime Eligibility Used files.
Review Pell LEU Records (review pell lifetime eligibility used records)	SFA_PG_LEU_HDR	Financial Aid > Pell Payment > LEU Reports > Review Pell LEU Records	Review a display of Pell Lifetime Eligibility Used information.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Generate Pell LEU Reports (generate pell lifetime eligibility used reports)	SFA_PG_LEU_RUN	Financial Aid > Pell Payment > LEU Reports > Generate Pell LEU Reports	Create a PDF of Pell Lifetime Eligibility Used report information.
Import SAS Files (import school account statement files)	SFA_PG_SAS_IMP	Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Import SAS Files	Import SAS and SAS Disbursement on Demand files.
Review Pell SAS Summary (review pell school account statement summary)	SFA_PG_SAS_HDR	Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Review Pell SAS Summary	Review a display of Pell SAS Summary information.
Generate SAS Reports (generate school account statement reports)	SFA_PG_SAS_RUN	Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Generate SAS Reports	Create a PDF of Pell SAS report information.
Review Pell SAS DOD Summary (review pell school account statement disbursement on demand summary)	SFA_PG_SASOD_HDR	Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Review Pell SAS DOD Summary	Review a display of Pell Disbursement on Demand Summary information.
Generate SAS DOD Reports (generate school account statement disbursement on demand reports)	SFA_PG_RUN_DOD	Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Generate SAS DOD Reports	Create a PDF of Pell Disbursement on Demand report information.

Importing and Reviewing Lifetime Eligibility Used (LEU) Files

Importing Pell LEU Files

Access the Import Pell LEU Files page (Financial Aid > Pell Payment > LEU Reports > Import Pell LEU Files).

Use the run control page to import Pell Lifetime Eligibility Used files from Common Origination and Disbursement (COD).

File Mapping ID

Select *Pell LE Import*. The Pell Lifetime Eligibility Report identifies Pell eligible CPS applicants for the award year that are approaching or have exceeded the 600.000% LEU limit. Records displayed on the Pell Lifetime Eligibility Used report are a snapshot of data on the COD System as of the report run time.

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Review Pell LEU Records

Access the Review Pell SAS Summary page (Financial Aid > Pell Payment > LEU Reports > Review Pell LEU Records).

This page displays data import detail for Pell LEU Records.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

Generate Pell LEU Reports

Access the Generate Pell LEU Reports page (Financial Aid > Pell Payment > LEU Reports > Generate Pell LEU Reports).

This page creates a PDF file of the Pell LEU reports.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

Importing and Reviewing School Account Statement (SAS) and SAS Disbursement on Demand Files

Importing SAS Files

Access the Import SAS Files page (Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Import SAS Files).

Use the run control page to select and import SAS and SAS Disbursement on Demand files from Common Origination and Disbursement (COD).

File Mapping ID	Select one: • *Pell SAS Import*: A monthly statement, similar to a bank statement, which summarizes your school's processing activity for that month and/or Year-to-Date (YTD). This statement can be used as a reconciliation tool to compare to both your financial aid and business office records. • *Pell SAS On Demand Import*: An on-demand report retrieved from requests made through the Reports Request page on the COD Website. The report is limited to the Disbursement Level Detail Section.

Review Pell SAS Summary

Access the Review Pell SAS Summary page (Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Review Pell SAS Summary).

This page displays data import detail for Cash Summary, Cash Detail, Disbursement Level, or Award Level information contained in the report provided by COD. Disbursement Level and Award Level display depends on school report option setup with COD. Award Level reporting is only available to

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schools that elect to receive YTD reports. If a school elects to receive both YTD Disbursement Level and Award Level the reports will come in separate message classes.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

Generate SAS Reports

Access the Generate SAS Reports page (Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Generate SAS Reports).

This page creates a PDF file of the Pell SAS YTD, Monthly, or YTD Award Level reports.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

Review Pell SAS DOD Summary

Access the Review Pell SAS DOD Summary page (Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Review Pell SAS DOD Summary).

This page displays an on-demand report retrieved from requests made through the Reports Request page on the COD Website. The report is limited to the Disbursement Level Detail Section.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

Generate SAS DOD Reports

Access the Generate SAS DOD Reports page (Financial Aid > Pell Payment > Cash Management Reports > SAS Reports > Generate SAS DOD Reports).

This page creates a PDF file of the Pell SAS DOD report.

Important! For detailed information regarding data received from Common Origination and Disbursement in these reports, reference the latest COD Technical Reference at www.fsadownload.ed.gov.

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.

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Pages Used to Track Requests for Funds From GAPS

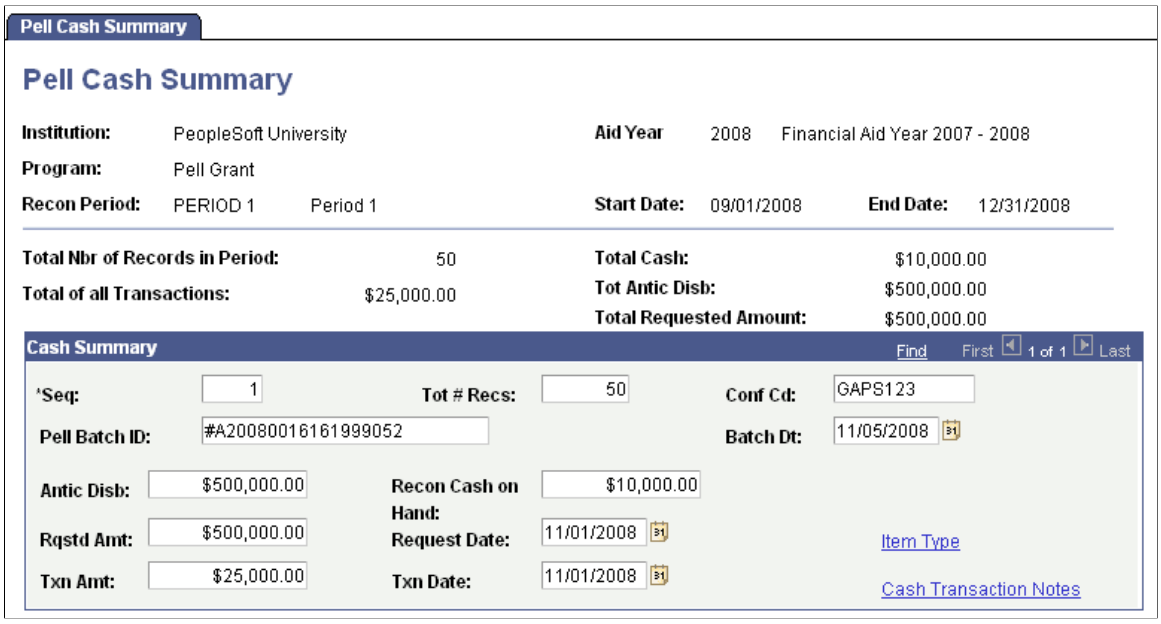
Page Name	*Definition Name*	*Navigation*	*Usage*
Pell Cash Summary	PROG_CASH_SUMM_PG	Financial Aid > Pell Payment > Cash Management Reports > Cash Summary > Pell Cash Summary	Track requests for funds from GAPS. Enter applicable cash management detail.
Item Type	PRG_CSH_ITM_PG_SEC	Click the Item Type button on the Pell Cash Summary page.	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.
Cash Transaction Notes	PROG_CSH_NT_PG_SEC	Click the Cash Txn Notes button on the Pell Cash Summary page.	Enter cash transaction notes specific to this cash summary detail.

Reviewing Requests for Funds From GAPS

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

Image: Pell Cash Summary page

This example illustrates the fields and controls on the Pell Cash Summary page. You can find definitions for the fields and controls later on this page.



Total Nbr of Records in Period (total number of records in period) Displays the total number of cash summary detail records included in this reconciliation period.

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Total of all Transactions	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

Seq (sequence)	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.
Tot # Recs (total number of records)	Indicates the total number of records in the reconciliation period. You can change this number to correct a mismatch with the data.
Conf Cd (confirmation code)	Displays the confirmation code for this cash drawdown request, which is received from GAPS.
Pell Batch ID	Displays the batch ID associated with this cash summary detail.
Batch Dt (batch date)	Displays the date on which the batch was created. This is recorded when you run outbound disbursements.
Antic Disb (anticipated disbursement)	Displays the amount that you anticipate to disburse to students for Pell Grants during the reconciliation period.
Recon Cash on Hand (reconciliation cash on hand)	Displays the amount of cash that you have on hand.
Rqstd Amt (requested amount)	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.
Request Date	Displays the date on which you request the amount.
Txn Amt (transaction amount)	Displays the amount of the transaction for this request.
Txn Date (transaction date)	Displays the date on which this cash summary detail occurred.
Item Type	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.
Cash Transaction Notes	Click to enter comments specific to this cash summary detail.

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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.

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