9.2 Generate Pell Data

Purpose: Use this document as a reference to select students who have been awarded a Pell Grant to be sent to COD for origination using ctcLink.

Audience: Financial Aid staff.

- You must have at least one of these local college managed security roles:
- ZD FA COD Prcs
- ZZ FA COD Prcs
- ZZ FA Direct Loan Processor
- ZZ FA Pell Processor

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

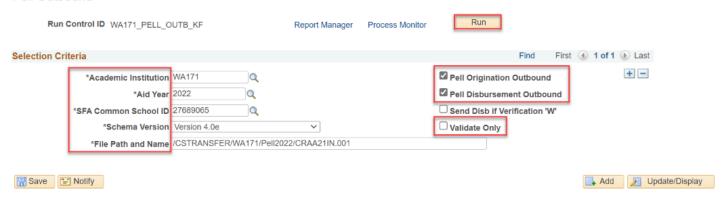
Generate Pell Data

Navigation: NavBar > Navigator > Financial Aid > File Management > COD Full Participant > Generate Pell Data

- 1. The COD Pell Grant Outbound search page displays.
- 2. Enter an existing or new Run Control ID.
- 3. The Pell Outbound page displays.
- 4. Enter the Academic Institution.
- 5. Enter the Aid Year use the Aid Year in which you are processing.
- 6. Enter **SFA Common School ID** (COD Entity ID).
- 7. Select **Schema Version** (ex: Ver 4.0e) for 21/22, (Ver 4.0d) for 20/21.
- 8. Enter **File Path** and **Name -** Suggested file name CRAAxxIN.001 (where xx represents the aid year).
- 9. Select the **Pell Origination Outbound** and **Pell Disbursement Outbound** check-boxes.
 - 1 The Validate Only box can be checked when users would like to run and verify outcomes before processing in final mode. To proceed in final mode simply un-check the Validate Only box and run the process.

10. Select the **Run** button.

Pell Outbound



- 11. The Process Scheduler Request page displays.
- 12. Select OK.

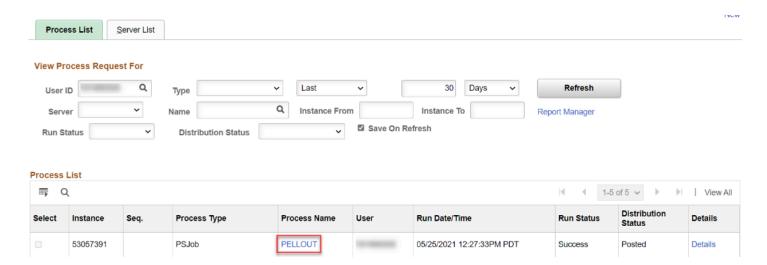
Process Scheduler Request



- 13. The Pell Outbound page displays.
- 14. Make note of the **Process Instance** number.
- Select the Process Monitor link.

Pell Outbound Run Process Monitor Run Control ID WA171_PELL_OUTB_KF Report Manager Selection Criteria Find First (1) 1 of 1 (1) Last Pell Origination Outbound *Academic Institution WA171 *Aid Year 2022 Q Pell Disbursement Outbound *SFA Common School ID 27689065 Q ☐ Send Disb if Verification 'W' *Schema Version Version 4.0e ☐ Validate Only *File Path and Name /CSTRANSFER/WA171/Pell2022/CRAA21IN.001 Save Motify Add Display

- 16. The Process Monitor page displays.
- 17. Select the **Refresh** button until the process runs to **Success** and **Posted**.
- 18. Select the blue **PELLOUT** link under the **Process Name** column to review processing status.



- 19. The Process Detail page displays.
- 20. Select the **FAPPLOUT** to review processing outcomes.

Process Detail

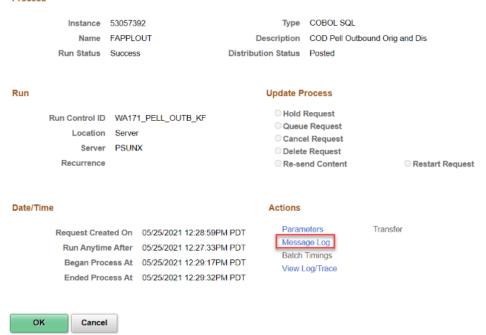
Return

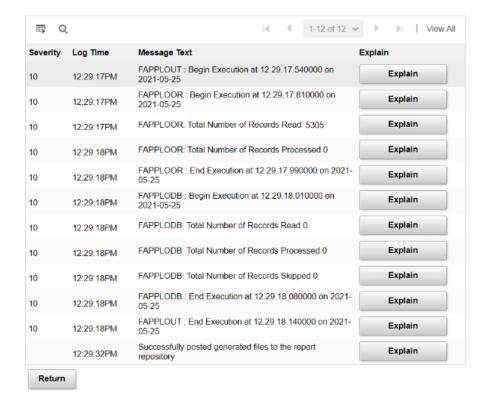


- 21. The Process Detail page displays.
- 22. Select the **Message Log** link.
- 23. The **Message Log** displays a variety of information. This shows number of records read, processed or skipped.

Process Detail

Process





① Other messages can include Disbursement or Enrollment issues. Student Empl ID's will be displayed and will need to be reviewed.

- 24. The process to generate PELL data is now complete.25. End of procedure.

Page 5 9.2 Generate Pell Data