

## 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.

 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

Run Control ID WA171\_PELL\_OUTB\_KF      Report Manager      Process Monitor      **Run**

**Selection Criteria**      Find      First      1 of 1      Last

*Academic Institution	WA171	<input checked="" type="checkbox"/> Pell Origination Outbound
*Aid Year	2022	<input checked="" type="checkbox"/> Pell Disbursement Outbound
*SFA Common School ID	27689065	<input type="checkbox"/> Send Disb If Verification 'W'
*Schema Version	Version 4.0e	<input type="checkbox"/> Validate Only
*File Path and Name	/CSTRANSFER/WA171/Pell2022/CRAA21IN.001	

**Save**      **Notify**      **Add**      **Update/Display**

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

## Process Scheduler Request

User ID      Run Control ID WA171\_PELL\_OUTB\_KF

Server Name      Run Date 05/25/2021      **Reset to Current Date/Time**

Recurrence      Run Time 12:27:33PM

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	COD Pell Outbound Orig and Dis	PELLOUT	PSJob	(None)	(None)	Distribution

**OK**      **Cancel**

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

## Pell Outbound

Run Control ID WA171\_PELL\_OUTB\_KF      Report Manager      **Process Monitor**      Run

Process Instance: 53057391

**Selection Criteria**      Find      First      1 of 1      Last

*Academic Institution	WA171	<input checked="" type="checkbox"/> Pell Origination Outbound
*Aid Year	2022	<input checked="" type="checkbox"/> Pell Disbursement Outbound
*SFA Common School ID	27689065	<input type="checkbox"/> Send Disb if Verification 'W'
*Schema Version	Version 4.0e	<input type="checkbox"/> Validate Only
*File Path and Name	/CSTRANSFER/WA171/Pell2022/CRAA21IN.001	

**Save**      **Notify**      **Add**      **Update/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.

Process List

Server List

View Process Request For

User ID

Type

Last

30

Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

☒ Save On Refresh

Process List

1-5 of 5

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	53057391		PSJob	<a href="#">PELLOUT</a>		05/25/2021 12:27:33PM PDT	Success	Posted	<a href="#">Details</a>

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

## Process Detail

Process Name

PELLOUT

Refresh

Main Job Instance

53057391

Left

Right

53057391 - PELLOUT Success

53057392 - FAPPLOUT Success

53057393 - SFA\_COD\_OUT Success

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

Instance	53057392	Type	COBOL SQL
Name	FAPPLOUT	Description	COD Pell Outbound Orig and Dis
Run Status	Success	Distribution Status	Posted

### Run

Run Control ID	WA171_PELL_OUTB_KF
Location	Server
Server	PSUNX
Recurrence	

### Update Process

- ☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Re-send Content  
☐ Restart Request

### Date/Time

Request Created On	05/25/2021 12:28:59PM PDT
Run Anytime After	05/25/2021 12:27:33PM PDT
Began Process At	05/25/2021 12:29:17PM PDT
Ended Process At	05/25/2021 12:29:32PM PDT

### Actions

[Parameters](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)  
[Transfer](#)

OK

Cancel

Severity	Log Time	Message Text	Explain
10	12:29:17PM	FAPPLOUT : Begin Execution at 12.29.17.540000 on 2021-05-25	<button>Explain</button>
10	12:29:17PM	FAPPLOOR : Begin Execution at 12.29.17.810000 on 2021-05-25	<button>Explain</button>
10	12:29:17PM	FAPPLOOR: Total Number of Records Read 5305	<button>Explain</button>
10	12:29:18PM	FAPPLOOR: Total Number of Records Processed 0	<button>Explain</button>
10	12:29:18PM	FAPPLOOR : End Execution at 12.29.17.990000 on 2021-05-25	<button>Explain</button>
10	12:29:18PM	FAPPLODB : Begin Execution at 12.29.18.010000 on 2021-05-25	<button>Explain</button>
10	12:29:18PM	FAPPLODB: Total Number of Records Read 0	<button>Explain</button>
10	12:29:18PM	FAPPLODB: Total Number of Records Processed 0	<button>Explain</button>
10	12:29:18PM	FAPPLODB: Total Number of Records Skipped 0	<button>Explain</button>
10	12:29:18PM	FAPPLODB : End Execution at 12.29.18.080000 on 2021-05-25	<button>Explain</button>
10	12:29:18PM	FAPPLOUT : End Execution at 12.29.18.140000 on 2021-05-25	<button>Explain</button>
	12:29:32PM	Successfully posted generated files to the report repository	<button>Explain</button>

Return

! 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.