


9.2 Pell COD Origination & Disbursement Reports

Purpose: Use this document as a reference on how to run Pell COD Origination and Disbursement Reports using ctcLink.

Audience: Financial Aid staff.

The Pell Origination Report provides the status of whether or not records have been imported or exported.

 You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA Pell Orig Reports
- ZZ FA Pell Orig Reports
- 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.

Pell COD Origination & Disbursement Reports

Pell Origination Report

Navigation: NavBar > Navigator > Financial Aid > Pell Payment > Origination Reports > Origination Import and Export

1. The Pell Origination Records search page displays.
2. Enter an existing or new **Run Control ID**.
3. Select the **Search** or **ADD** button.

Pell Origination Records

Find an Existing Value **Add a New Value**

Run Control ID

Add

Find an Existing Value | Add a New Value

4. The Pell Originations page displays.
5. Enter the **Academic Institution**.
6. Enter the **Aid Year**.
7. Select the **Run** button.

Pell Originations

Run Control ID PELL_ORIG [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*Academic Institution	WA171	Spokane CC
*Aid Year	2019	2018-2019 Financial Aid Year

Save
 Notify
 Add
 Update/Display

8. The Process Scheduler Request page displays.
9. Select the **Pell Originations** item in the **Process List** table for the **Process Type = BI Publisher**.
10. Select the **OK** button.

Process Scheduler Request

User ID CTC_JMERRILL Run Control ID PELL_ORIG

Server Name Run Date 02/03/2019

Recurrence Run Time 7:42:47AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pell Originations	FA878	BI Publisher	Web	PDF	Distribution

11. The Pell Originations page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

Pell Originations

Run Control ID PELL_ORIG Report Manager

Process Instance: 27012981

Report Request Parameters

*Academic Institution	WA171 <input type="button" value="Q"/>	Spokane CC
*Aid Year	2019 <input type="button" value="Q"/>	2018-2019 Financial Aid Year

14. The Process Monitor page displays.
15. Locate **Process Instance** number assigned in previous step.
16. Select the **Refresh** button until the **Run Status** is **Success** and **Distribution Status** is **Posted**.
17. Select **Go back to Pell Origination Records** link.

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012961		BI Publisher	FA878	CTC_JMERRILL	02/03/2019 7:42:47AM PST	Success	Posted	Details

[Go back to Pell Origination Records](#)

[Process List](#) | [Server List](#)

18. The Pell Originations page displays.

19. To view the report, from the Pell Originations page, select the **Report Manager** link.

Pell Originations

Run Control ID: PELL_ORIG **Report Manager** | Process Monitor |

Report Request Parameters

*Academic Institution: Spokane CC

*Aid Year: 2018-2019 Financial Aid Year

20. The Report Manager page displays.

21. In the **File List** tab, select the **PDF** link to open and view the report.

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize Find View All First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
FA878 - Pell Origination Records.pdf	FA878 - PELL ORIGINATION RECORDS.PDF	General	02/03/19 7:44AM	1141345	27012961

22. The Pell Origination Records report displays.

ORACLE PeopleSoft
Report ID: FA878
Pell Origination Records


Page No.: 1 of 232
Run Date: 02/03/2019
Run Time: 07:44:14 AM

Institution: WA171 Aid Year: 2019

EMPLID	Name Trans key	Origination Id School Code	Transaction Status Origination Status	Status Date MRR Status	Pell EFC Verif Status Code	AEI
201306105	Adams, Kennedy 200948490 NI 2	533435661NI201201306105 003793	Transmitted Accepted	2018/09/13 11:59:42:00	\$1,000 Verified	N
201352180	Adams, Kennedy 201016290 NO 3	537064659NO201201352180 003793	Transmitted Accepted	2018/09/13 12:00:04:00	\$0 Verified	N
201354639	Adams, Kennedy 195158490 SC 1	298968572SC201201354639 003793	Transmitted Accepted	2018/09/13 12:00:05:00	\$100 Not Selected	N
201355265	Adams, Kennedy 200515790 MC 1	510846158MC201201355265 003793	Transmitted Accepted	2018/09/13 12:00:05:00	\$0 Not Selected	N
201005174	Adams, Kennedy 201013990 HU 2	536941150HU201201005174 003793	Transmitted Accepted	2018/09/13 11:59:04:00	\$0 Not Selected	N
201009697	Adams, Kennedy 201009490 SI 1	539929446SI201201009697 003793	Ready Accepted	2018/07/13 09:37:39:00	\$0 Not Selected	N
201001417	Adams, Kennedy 202272390 BO 2	608945314BO201201001417 003793	Transmitted Transmitted	2018/09/13 11:59:00:00	\$0 Verified	N
201035916	Adams, Kennedy 201699190 HA 2	575022124HA201201035916 003793	Transmitted Transmitted	2018/09/13 11:59:01:00	\$0 Not Selected	N
201037151	Adams, Kennedy 201020490 JO 3	537290288JO201201037151 003793	Ready Accepted	2018/07/02 07:31:59:00	\$0 Not Selected	N
201048746	Adams, Kennedy 200835990 ZI 1	517023564ZI201201048746 003793	Transmitted Accepted	2018/09/13 11:59:14:00	\$0 Not Selected	N
201061710	Adams, Kennedy	519396993KA201201061710	Ready	2018/06/28 14:59:54:00	\$0	N

23. The process to run the Pell Origination report is now complete.

Pell Disbursement Report

 The Pell Disbursement Records Report basically provides the status of whether or not records have been disbursed and its status.

! You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA Pell Disb Reports
- ZZ FA Pell Disb Reports
- 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.

Navigation: NavBar > Navigator > Financial Aid > Pell Payment > Disbursement Reports > Disbursement Records

1. The Pell Disbursement Records search page displays.
2. Enter an existing or new **Run Control ID**.
3. Select the **Search** button.

Pell Disbursement Records

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID begins with ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. The Pell Disbursement Records page displays.
5. Enter the **Academic Institution**.
6. Enter the **Aid Year**.
7. Select the **Run** button.

Pell Disbursement Records

Run Control ID PELL_DISB Report Manager Process Monitor **Run**

Report Request Parameters

*Academic Institution **WA171** Spokane CC

*Aid Year **2019** 2018-2019 Financial Aid Year

Save Notify Add Update/Display

8. Select the **Pell Disbursements** item in the **Process List** table for the **Process Type = BI Publisher**.
9. Select **OK** button.

Process Scheduler Request

User ID CTC_JMERRILL Run Control ID PELL_DISB

Server Name Run Date **02/03/2019**

Recurrence Run Time **10:53:02AM** **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pell Disbursements	FA883	BI Publisher	Web	PDF	Distribution

OK **Cancel**

10. The Process Scheduler Request page displays.
11. Make note of the **Process Instance** number.
12. Select the **Process Monitor** link.

Pell Disbursement Records

Run Control ID PELL_DISB Report Manager **Process Monitor** **Run**

Process Instance: 27012962

Report Request Parameters

*Academic Institution **WA171** Spokane CC

*Aid Year **2019** 2018-2019 Financial Aid Year

Save Notify Add Update/Display

13. The Process Monitor page displays.
14. From the Process List tab, locate **Process Instance** number assigned in previous step.
15. Select the **Refresh** button until the **Run Status** is **Success** and **Distribution Status** is **Posted**.
16. Select **Go back to Pell Disbursement Records** link.

Process List | **Server List**

View Process Request For

User ID: Type: Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27012962		BI Publisher	FA883	CTC_JMERRILL	02/03/2019 10:53:02AM PST	Success	Posted	Details
<input type="checkbox"/>	27012961		BI Publisher	FA878	CTC_JMERRILL	02/03/2019 7:42:47AM PST	Success	Posted	Details

[Go back to Pell Disbursement Records](#)

[Process List](#) | [Server List](#)

17. The Pell Disbursement Records page displays.
18. To view the report, from the Pell Disbursement Records page, select the **Report Manager** link.

Pell Disbursement Records

Run Control ID: PELL_DISB [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Academic Institution: Spokane CC

*Aid Year: 2018-2019 Financial Aid Year

19. The Report Manager displays.
20. Select the **Administration** link.
21. Select the **PDF** link in the **Report List** table.

[List](#) | [Explorer](#) | **[Administration](#)** | [Archives](#)

View Reports For
 User ID Type Days
 Status Folder Instance to

Report List [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Export](#) First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1141347	27012982	FA883 - Pell Disbursement Records.pdf	02/03/2019 10:54:08AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1141345	27012981	FA878 - Pell Origination Records.pdf	02/03/2019 7:44:25AM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All
 Click the delete button to delete the selected report(s)

[Go back to Pell Disbursement Records](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

22. The Pell Disbursement Records report displays in a new window.
23. Scroll through the report to review the various records and data.

ORACLE PeopleSoft
 Report ID: FA883 Pell Disbursement Records
 Page No.: 1 of 365
 Run Date: 02/03/2019
 Run Time: 10:53:43 AM

Institution: WA171 Aid Year: 2019

EMPLID	Name	Origination ID	Pell EFC	Origination Status	MRR Status	AEI
Disb ID	RFMS Disb Seq Nbr	Disbursement Amount	Disb Date	YTD Disb Amount	Disbursement Status	Status Date
101000002	Klee, Paul	518131834KJ201101000002	\$0	Accepted		N
02 0		\$2,032.00	09/09/2018		Originated	06/28/2018
03 0		\$2,032.00	12/23/2018		Originated	06/28/2018
04 0		\$2,031.00	03/21/2019		Originated	06/28/2018
101000035	Cook, Nico	238755970JE201101000035	\$0	Accepted		N
03 0		\$2,032.00	12/23/2018		Originated	08/09/2018
04 0		\$2,031.00	03/22/2019		Originated	08/09/2018
02 1		\$2,032.00	09/09/2018		Transmitted	08/09/2018
101000088	Crawford, Lumi	532637033HE201101000088	\$0	Accepted		N
03 0		\$2,032.00	12/23/2018		Originated	09/12/2018
04 0		\$2,031.00	03/22/2019		Originated	09/12/2018
02 1		\$1,524.00	09/09/2018		Transmitted	09/12/2018
101000104	Cook, Nico	533080257WY201101000104	\$0	Accepted		N
02 0		\$2,032.00	09/09/2018		Originated	06/28/2018
03 0		\$2,032.00	12/23/2018		Originated	06/28/2018
04 0		\$2,031.00	03/21/2019		Originated	06/28/2018
101000148	Rogers, Madison	539354028KR201101000148	\$0	Accepted		N
03 0		\$2,032.00	12/23/2018		Originated	08/15/2018
04 0		\$2,031.00	03/22/2019		Originated	08/15/2018
02 1		\$2,032.00	09/09/2018		Transmitted	08/15/2018
101000438	Murray, Scout	539234491GO201101000438	\$0	Accepted		N
03 0		\$2,032.00	12/23/2018		Originated	08/14/2018
04 0		\$2,031.00	03/22/2019		Originated	08/14/2018
02 1		\$1,524.00	09/09/2018		Transmitted	08/12/2018
101000945	Green, Hayden	536370723KU201101000945	\$517 \$462.00	Accepted 06/22/2018	Disbursed	N 07/02/2018

FA883 - Pell Disbursements Page 1 of 365 Run Date: 02/03/19 Run Time: 10:53:43 AM

24. The process to run the Pell Disbursement Records report is now complete.
25. You have successfully run both the Pell Origination and Pell Disbursement reports.
26. End of procedure.