

Banner Financial Aid Pell Processing Training Workbook

Release 8.4 - May 2009

Updated 4/28/2009



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Revision History Log

Publication Date	Summary
4/30/2008	New version that supports Banner 8 software.
9/19/2008	Updated version that supports Banner 8.2 software.
1/7/2009	Updated version that supports Banner 8.3 software.
04/28/2009	Updated version that supports Banner Financial Aid 8.4 software.

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Think before you print.

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Introduction



Course goal

The goal of this workbook is to provide you with the knowledge and practice to accurately process Federal Pell Grants according to the Department of Education's Common Origination and Disbursement (COD) process rules by using the various forms and processes in the Banner Financial Aid module. This workbook is divided into two sections:

- Introduction
- Day-to-day operations

Intended audience

Financial Aid office staff.

Note: Beginning with the 2004-2005 aid application year, all Banner clients who intend to process Federal Pell Grants and/or Federal Direct Loans must do so as COD participants.

Prerequisites

To complete this course, you should have

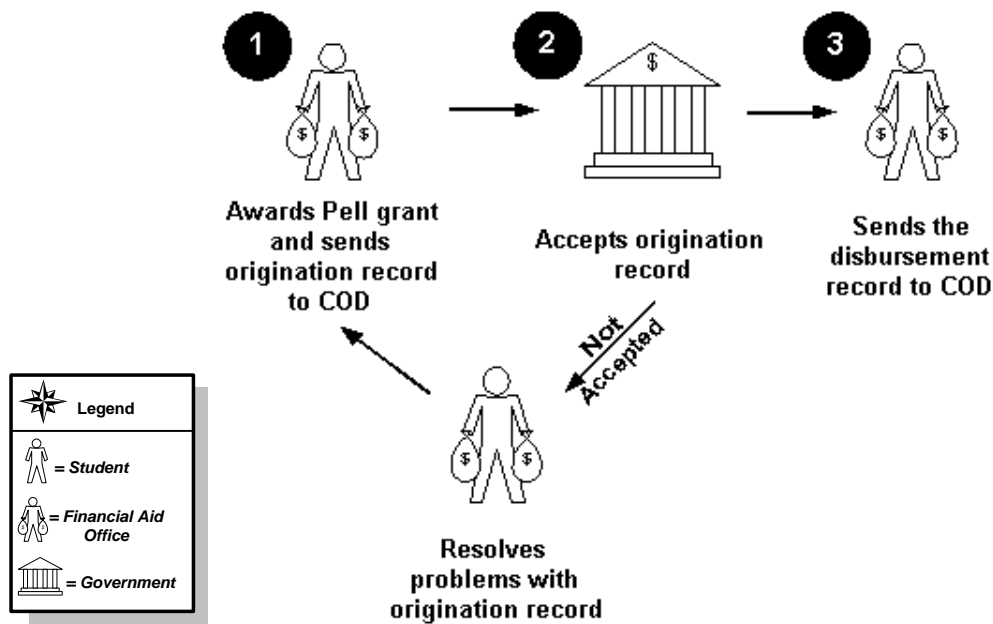
- completed the Training Services computer-based training (CBT) tutorial *Banner 8 Fundamentals* or have equivalent experience navigating in Banner
- completed the Financial Aid Overview training workbook, the Financial Aid Record Creation training workbook, the Financial Aid Need Analysis training workbook, the Financial Aid Funds Management training workbook, the Financial Aid Packaging training workbook, the Financial Aid Disbursement training workbook, and the Pell Setup training workbook.
- been granted administrative rights to create rules and setup validation codes in Banner.

Process Introduction

The Pell COD process involves exchanging data files with ED's COD System for students who receive Pell Grant awards at your institution.

Banner supports this process with a series of batch jobs to prepare and extract records for transmission to COD. Support is also provided for importing response files received from COD.

Flow diagram



About the process

The institution has awarded Pell Grants and is now ready to create and send origination records and student identifier records to COD.

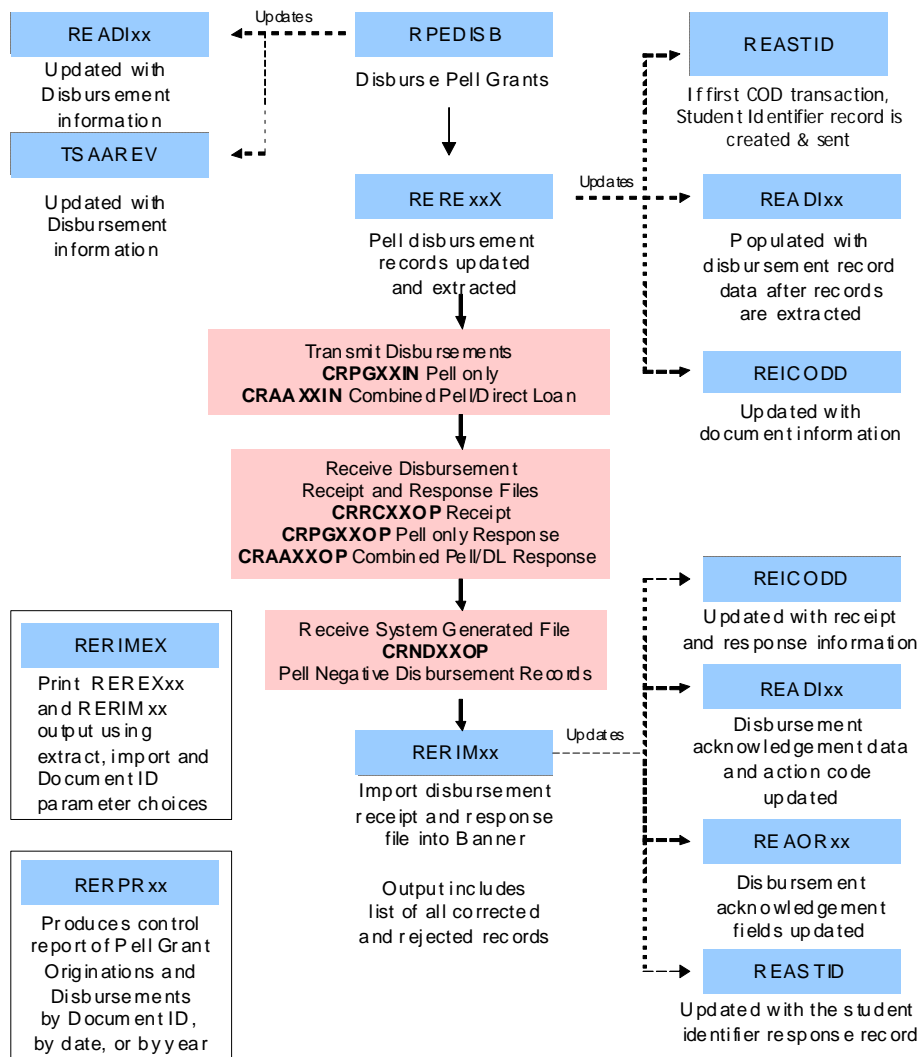
An origination record reports to COD information regarding a student's Pell Grant. Increases to the Pell award level will create a request for a subsequent origination record automatically. The school can optionally choose to have decreases flagged automatically.

A Student Identifier record validates a student's eligibility against the Central Processing System (CPS) when processing Pell and Direct Loan award records. The Student Identifier is common across the entire student record and is used in processing both Pell Grant and Direct Loans. It is the most recent data on the COD system that maps to data that exists in the CPS. Changes to the Identification Record Student Identifier record are not made automatically. The user must correct the Student's EDE record first and receive the corrected EDE record from CPS, and then correct the Student Identifier record. Once these changes have been made, the corrected student identifier record will extract.

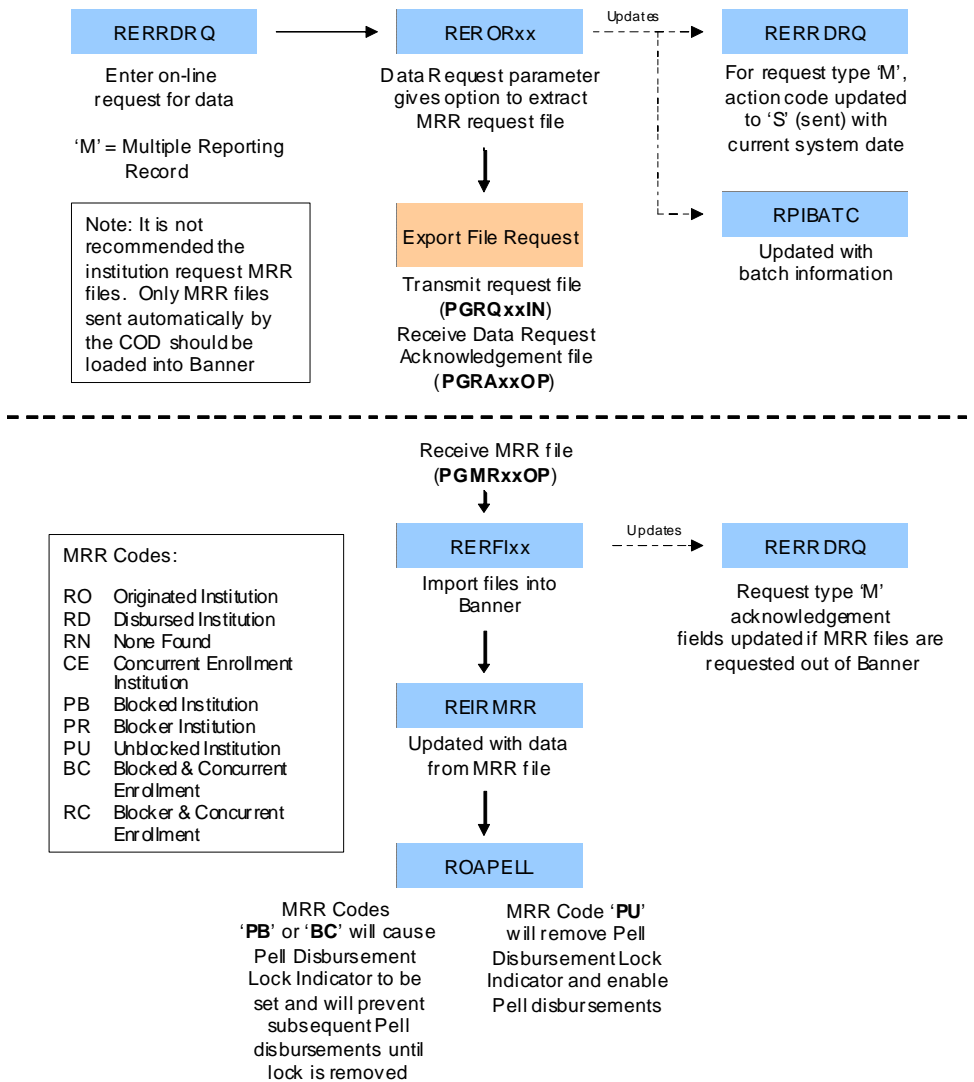
What happens

Once the Student Identifier record and origination record have been accepted, the institution can safely create and send disbursement records to COD. It is generally recommended to send disbursement records only after the origination records have been accepted, to reduce the number of disbursement corrections or rejects. Outside of this origination/disbursement processing, the institution can also request and load data request records that include Statement of Account, Year to Date and Reconciliation records.

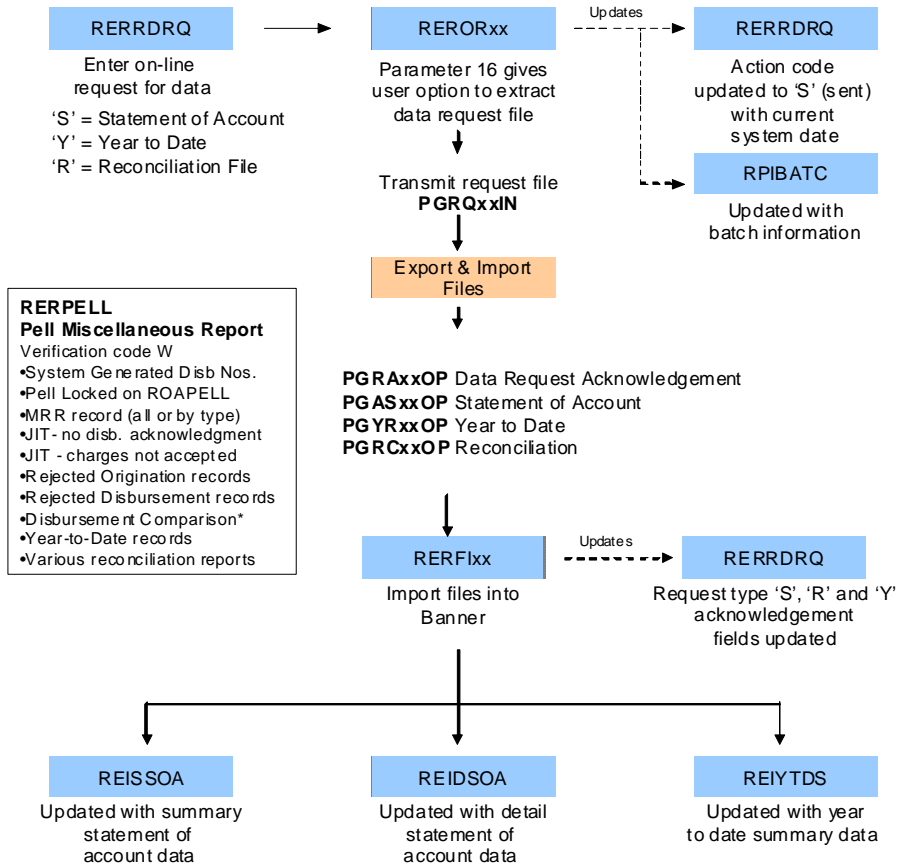
Disbursement record processing



Multiple Reporting Record (MRR) processing



Statement of account, year to date record processing



*The reconciliation file record (PGRCxOP), is included in the COD record layouts. This type of request can be for an individual student or an entire school. It provides one record of data for each student. The information from this file is loaded into the RERRREC table in Banner. Load this file to utilize RERPELL Report Parameter 14 Option D Disbursement.

Day-to-Day Operations



Introduction

The purpose of this section is to explain the day-to-day or operational procedures to handle Pell processing at your institution.

Objectives

At the end of this section, you will be able to

- create and send origination and disbursement records for all Pell recipients
- modify origination records prior to sending
- load COD acknowledgement data into Banner
- access and report data that is sent to and received from COD
- send and receive multiple record file types
- view Statement of Account data online
- produce control reports of Pell Grant originations and disbursements by batch, date, or year
- perform reconciliation of Banner to COD
- online identification of Multiple Reporting Records
- identify transactions requiring correction or resubmission
- improve turnaround time to institutions.

Common Procedures When Running Jobs

Selecting print options

Throughout this section in several Procedures you will be asked to select the destination for your output report in the **Printer** field. This is found in all processes that you will run. Rather than repeating these options each time, use this table for reference. The table is included in the first Procedure in this section where it is needed. After that, you will be asked to select the destination for your output report only.

Select the destination for your output report in the **Printer** field.

IF you...	THEN...
do not want to print the output	enter NOPRINT in the Printer field
want to review the output before printing it	enter DATABASE in the Printer field
do not know the name of your printer	double-click in the Printer field, find the printer you want to use, highlight it, and click OK

Reviewing output

Once you've selected your printer, you also will want to review the output. Again, rather than repeat these options in each Procedure, they are shown in the first Procedure in the section where it is needed. After that, you will be asked to review the output report only.

Select <u>Review Output</u> from the Options menu to access the Saved Output Review Form (GJIREVO) and review your output.	
IF you selected...	THEN...
NOPRINT	there is no output report.
DATABASE	click on 'Review Output' to navigate to the GJIREVO form and review the output document online.
a printer	the report should be at your printer.

About setting job parameters

If you have a parameter set saved for a process, you can select it by clicking on the **Search** icon next to the **Save Parameter Set As** field, which takes you to the GJRJPRM form. Highlight the parameter set you wish to use and either double-click in that field or click on **Select** to bring it back to the GJAPCTL form.

If you did not have a parameter set, you can save parameters on each job by clicking the **Save Parameters Set as** box, and entering the name of your parameter set in the **Name** field. You can do this prior to exiting GJAPCTL.

Award the Pell Grant

Purpose

The Pell Awarding Process (RPEPELL) calculates a Pell award based on the Pell Grant Payment Schedule Table (RORPELL). Pell awards are calculated outside of the normal Packaging process because of their special requirements. Either this process uses the estimated enrollment level reported by an applicant or a default estimated enrollment level for all applicants, as defined on the Packaging Options Form (RPROPTS).

Anytime an applicant is awarded a Pell Grant or the Pell Grant is increased, the Pell Origination Indicator on the award form is populated. The institution can optionally choose to have the system automatically set this flag for Pell decrease on ROAUSIO.

Pell online

Online, the Pell Awarding process is performed whenever the Pell EFC, the Pell budget, the estimated enrollment level, or the aid period changes for an applicant.

The Pell Awarding process also is performed when the **Year in College**, **Citizenship Status**, or **1st Bachelor's Degree by 01-JUL-YYYY** fields are changed for an applicant on the Need Analysis Form (RNANAx). In batch mode, all applicants with records on the Applicant Status table (RORSTAT) are processed.

Note: The institution can choose to prevent the automatic Pell calculation for either all students or students on a specific campus by choosing the **'Prevent Pell Calculation'** option on RPROPTS.

In addition, the institution can choose to calculate a Pell grant online without changing a student's information via the ROAIMMP form.

Need Analysis Form (RNANAxX)

2009-2010 Need Analysis RNANA10 8.3 (s10b80)

ID: Current Record: Transaction Number:
Source: Sequence Number: EDE Correction: Number of Applications:

Demographic | Plans and Educational Background | Status | Income and Assets | Information Release

Lock Current:

Last Name:
First Name:
Middle Initial:
Male or Female:
Address:
City:
State:
Zip:
Home Phone Number:
Legal Residence:
Resident Since:
Driver's License State:
Driver's License Number:
Social Security Number:
E-mail:

Date of Birth:
Citizenship Status:
Alien Registration Number:
Legal Resident Before 01-JAN-2004:
Current Marital Status:
Date of Status:
1st Bachelor's Degree by 01-JUL-2009:
Aid Eligibility Response or Drug Offense Conviction:

Procedure 1

Follow these steps to award the Pell Grant online.

1. Access the Need Analysis Form (RNANAx) (xx = aid year).
2. Enter the ID of your student in the **ID** field.
3. Perform a **Next Block** function.
4. Select the **Income and Assets** tab.
5. Make a small adjustment to this student's **Adjusted Gross Income**.
6. Click the **Save** icon.
7. Select **Calculate Need** from the **Options** menu.

Result: The Pell Calculation Process (RPEPELL) runs automatically each time need analysis is calculated or whenever a change is made to a student's COA budget.

Note: If the 'Prevent Automatic Pell Calculation' field is set on ROAUSIO's Pell and EDE Options tab, the calculation will not take place for any student. If the 'Prevent Automatic Pell Calculation' field is set on ROAUSIO's Campus Defaults block, the student may not calculate depending on the student's campus.

Note: Other forms where this calculation may be performed include:

- Need Analysis Processing (RNAPRxx)
 - Need Analysis Document Verification (RNAVRxx)
 - Applicant Override (RNAOVxx)
 - Applicant Budget (RBAABUD)
 - Immediate Process (ROAIMMP).
8. Click the **Exit** icon.

Applicant Immediate Process Form (ROAIMMP)

	Action Indicator	Term	Current Status	Completion Date
Tracking Group Assignment:	(None)			
Budgeting Group Assignment:	(None)			
Packaging Group Assignment:	(None)			
	<input type="checkbox"/> SAP			
Packaging Fund Assignment:	(None)			
Need Analysis Calculation:	(None)			
	<input type="checkbox"/> Immediate Pell Calculation			
	<input type="checkbox"/> Disbursement Date Update			
	<input type="checkbox"/> Authorize or Disburse Available Aid			

Letter Generation

Letter Code:

Term Code:

Wait Days:

Initial Code:

Procedure 2

Follow these steps to award the Pell Grant using the Applicant Immediate Process Form (ROAIMMP).

1. Access the Applicant Immediate Process Form (ROAIMMP).
2. Enter the **Aid Year** in the key block.
3. Enter the **ID** number of your student in the Key block.
4. Perform a **Next Block** function.
5. Select the **Immediate Pell Calculation** check box.
6. Click the **Save** icon.

Result: The process runs and you should receive a message on the Auto Hint line informing you that the Pell Calculation Process has completed successfully.

Notes: If you receive a message that the Pell Grant could not be awarded, follow the message's instructions to troubleshoot the problem with the student's record. Check with your instructor for further advice in resolving this problem.

7. Click the **Exit** icon.

Pell Calculation Process (RPEPELL)

Process: RPEPELL PELL Calculation Process Parameter Set:

Printer Control
 Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Process Indicator	B
03	Applicant ID	
04	Application Code	
05	Selection ID	
06	Creator ID	
07	User ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Valid/Active Aid Year Code

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure 3

Follow these steps to award the Pell Grant in batch.

1. Access the Pell Calculation Process (RPEPELL).
2. Select the destination for your output report in the **Printer** field.

IF you...	THEN...
do not want to print the output	enter NOPRINT in the Printer field.
want to review the output before printing it	enter DATABASE in the Printer field.
do not know the name of your printer	double-click in the Printer field, find the printer you want to use, highlight it, and click OK.

Note: In this case, enter *DATABASE*, so that you may review your output online.

- Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req ?	Parameter	Description
✓	01 Aid Year Code	Enter the four-digit code for your desired aid year. <u>Example:</u> 0809 for the 2008-2009 award year
✓	02 Process Indicator	Enter B.
	03 Applicant ID	Leave blank, used for online processing only.
	04 Applicant Code	If you used a Population Selection, you would enter FINAID here.
	05 Selection ID	If you used a Population Selection, you would enter its name here.
	06 Creator ID	If you used a Population Selection, you would enter the user ID of the person who created it here.
	07 User ID	If you used a Population Selection, you would enter the user ID of the person who used it here.

Reminder: If you have a parameter set saved for a process, you can select it by clicking on the **Search** icon next to the **Parameter Set** field, which takes you to the GJRJPRM form. Highlight the parameter set you wish to use and either double-click in that field or click on **Select** to bring it back to the GJAPCTL form.

- Click the **Save Parameter Set as** check box.
- Enter the name and description of your parameter set in the **Name** and **Description** fields.
- Select the **Submit** radio button and click the **Save** icon to submit your process.

7. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review your output document online.

IF you selected...	THEN...
NOPRINT	there is no output report.
DATABASE	click on 'Review Output' to navigate to the GJIREVO form and review the output document online.
a printer	the report should be at your printer.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Reminder: If you did not have these parameters set, you can save these parameters now by clicking the **Save Parameter Set as** check box, and entering the name of your parameter set in the **Name** field.

Procedure

Follow these steps to complete the process.

1. Access the Award Form (RPAAWRD)/(RPAAPMT).
2. Select or enter an **Aid Year** in the Key block.
3. Enter a valid ID in the **ID** field.
4. Perform a **Next Block** function.
5. Select the **Fund Awards By Term** tab.
6. Navigate the **Offered Amount** field for the Pell Grant fund.

Note: For Pell changes you must make all changes using the Offered Amount field.

7. To adjust the award amount, perform these steps:
 - Navigate to the **Amount Offered** field for the first term.
 - Perform a **Clear Field** function to delete the old amount.
 - Enter the new amount for that term.
 - Move your cursor to the **Amount Offered** field for the next term for the same fund.
 - Perform a **Clear Field** function to delete the old amount for the second term.
 - Enter the new amount for that term.

Note: You can enter "1000" and the system converts it to "\$1,000.00."

8. Click the **Save** icon.

Note: If the new total for the award is different from the total displayed on the **Award Maintenance** tab of RPAAWRD, a message displays asking if the award total should be repackaged to the new total. Click YES.

9. Perform a **Previous Block** function.

Note: This can be done on either the Fund Award block or the Fund Award By Term block.

10. Navigate to the Pell fund, **Lock** field, and perform a **Clear Field** function.

11. Type *Y* or *E* to lock the Pell fund.

- Y lock = Always pay the locked amount
- E lock = Adjust for enrollment decreases only (Pell only)

Result: The Pell fund is automatically awarded by the system. If the amount has been changed from the automatic award amount, the fund must be locked to prevent the system from recalculating the award.

12. Click the **Save** icon.

13. Click the **Exit** icon.

Note: If you wish to perform this function for additional students, perform the **Rollback** function instead of the **Exit** function.

Create and Modify Pell Origination Records

Creating origination records

All students who are receiving an initial Pell award or whose award is increasing will have the **Pell Orig Ind** field checked automatically on the Packaging Group Information window on the RPAAWRD, RPAAPMT, or ROARMAN forms. (This field is also checked if you reduce Pell awards — if you check the **Pell Reduced Eligibility Ind** field on the ROAUSIO form.) You can also manually set this field for students on the same three forms.

You may manually create origination records for one student at a time on the Grant Origination/Acknowledgement Form (REAORxx).

Banner form

2008-2009 Grant Origination/Acknowledgement REAOR09 8.2 0809

ID: 510000001 Mr. Matthew Lee Allen, Jr.

Pell ACG/SMART TEACH

Origination	Acknowledgement
Origination ID:	
Internal Sequence Number:	
SAR ID:	
Campus Pell ID:	
Current SSN:	
Birth Date:	
Attendance Cost:	
Verification Status:	
Date Enrolled:	
Incarcerated Student:	
Amount Due Student:	
<input type="checkbox"/> Origination Lock Indicator	
Action Code:	
Date Sent:	
Document ID:	
Edit Messages:	
	Scheduled Pell Grant:
	YTD Amount Paid:
	Percentage Eligibility Used:
	Negative Pending Amount:
	Shared SAR ID:
	Concurrent Enrollment:
	Verification Without Documentation Status:
	Potential Overpayment:

Procedure 1

Follow these steps to complete the process.

1. Access the Grant Origination/Acknowledgement Form (REAORxx).
2. Type in a valid **ID** or perform a **Search**.
3. Perform a **Next Block** function.
4. Manually enter the data as needed into the form.
5. Click the **Save** icon.

Note: The **Origination ID** field populates by the system.

6. Perform a **Rollback** function for additional students or you may click the **Exit** icon.

Creating records for a group

Although you can manually create origination records for one student at a time on the Grant Origination/Acknowledgement Form (REAORxx), this Procedure assumes that you want to create origination records for a larger group of students via the Grant Delivery System Process (RERORxx).

After the Origination Record has been created in batch using the REAORxx process, the Pell Origination Indicator on the award forms (RPAAWRD, RPAAPMT, ROARMAN) will be removed by the system.

Banner form

Number	Parameters	Values
01	Aid Year Code	0910
02	Create Pell Originations	N
03	Create ACG Originations	N
04	Create SMART Originations	N
05	Create Originations Award Stat	A
06	Proc Data Request Records	NO
07	Application ID	
08	Selection ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Procedure 2

Follow these steps to complete the process.

1. Access the Pell Delivery System Process (RERORxx).
2. Select the destination for your output report in the **Printer** field.

3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year Code	The current aid year code (or aid year you are processing)
✓	02 Create Pell Originations	Y 'Yes'
✓	03 Create ACG Originations	N 'No'
✓	04 Create SMART Originations	N 'No'
✓	05 Create Originations Award Stat	A 'Accepted awards only' O "Offered and Accepted"
✓	06 Proc Data Request Records	NO 'Do not proc'
	07 Application ID	FINAID (if you used a Population Selection)
	08 Selection ID	The name of the Population Selection
	09 Creator ID	The ID of the user who created the Population Selection
	10 User ID	The ID of the user who extracted the Population Selection
	11 Create TEACH Originations	N ('No' is default)

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review your output.

Note: To minimize the number of errors encountered, it is recommended that Originations be created and extracted before creating and extracting disbursements.

Deleting origination records

Origination records may be deleted on the Grant Origination/Acknowledgement Form (REORxx) only if the origination record has not yet been sent.

Banner form

2008-2009 Grant Origination/Acknowledgement REOR09 8.2

ID: 510000001 Mr. Matthew Lee Allen, Jr. 0809

Pell ACG/SMART TEACH

Origination

Origination ID: []

Internal Sequence Number: []

SAR ID: [] [] []

Campus Pell ID: []

Current SSN: []

Birth Date: [] [] [] [] [] []

Attendance Cost: []

Verification Status: (None) []

Date Enrolled: [] [] [] [] [] []

Incarcerated Student: (None) []

Amount Due Student: []

Origination Lock Indicator

Action Code: []

Date Sent: []

Document ID: []

Edit Messages: []

Acknowledgement

Scheduled Pell Grant: []

YTD Amount Paid: []

Percentage Eligibility Used: []

Negative Pending Amount: []

Shared SAR ID: []

Concurrent Enrollment: []

Verification Without Documentation Status: []

Potential Overpayment: []

Procedure 3

Follow these steps to complete the process.

1. Access the Grant Origination/Acknowledgement Form (REORxx).
2. Type in a valid **ID** or perform a **Search**.
3. Perform a **Next Block** function.
4. Perform a **Remove Record** function.

Note: A Pell origination record can only be deleted if it has not yet been extracted and sent to COD. The **Action Code** and **Date Sent** fields must be null.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Selecting a record manually

Selecting the **Pell Orig Ind** field (found on a number of forms) for a student creates a Pell origination for that student when the Grant Delivery System Process (RERORxx) runs. This field is automatically set by the system on all students who have received an original Pell Award, their award has increased, or you have chosen to create origination records when the award is reduced (via RPROPTS).

Banner form

The screenshot shows the Banner RPAAPMT 8.2 Package Maintenance form. At the top, the window title is "Package Maintenance RPAAPMT 8.2". Below the title bar, there are fields for "Aid Year" (0809), "ID" (51000001), and a name field (Mr. Matthew Lee Allen, Jr.).

The main form area has three tabs: "Award Maintenance", "Fund Awards by Term", and "Disbursement Schedule". The "Fund Awards by Term" tab is active. It contains several sections:

- Fund Information:** Fields for Fund, Status, and Status Date.
- Expiration Date:** A date field with a calendar icon.
- Lock:** A dropdown menu with "N" selected.
- System:** A dropdown menu with "M" selected.
- Original Offer Table:** A table with columns for "Amount" and "Date". Rows include Original Offer, Offered, Accepted, Declined, Cancelled, Memoed, Authorized, and Paid. There are checkboxes for "Reschedule" and "Information Access".
- Overrides Section:** A box containing dropdown menus for Unmet Need, Replace EFC, Tracking Requirement, Federal Limit, Fund Limit, Fund Award Rule, Year in College, and No Pell.

Below the main form area, there are two tabs: "Summary" and "Packaging Group". The "Packaging Group" tab is active. It contains fields for Budget, Resource, Offered, Group, Pell EFC, Aid Period, FM, IM, Subsidized Loan Exclusion Amount, EFC, Gross Need, and Unmet Need.

Procedure 4

Follow these steps to complete the process.

1. Access one of these forms.
 - Award Form (RPAAWRD).
 - Package Maintenance Form (RPAAPMT).
 - Financial Aid Record Maintenance Form (ROARMAN).
2. Type in a valid **ID** or perform a **Search**.
3. Perform a **Next Block** function.
4. Select the **Packaging Group** tab.
5. Click in the **Pell Origination** check box to indicate that a Pell origination should be created for the student.

Note: A check in the box indicates that a Pell origination is created for the student the next time that RERORxx is run to create grant originations.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Updating a record

The system does not allow you to create an updated origination record either manually or online if the current origination record has not yet received an acknowledgement. Changes to the origination record may need to be made if information on the origination record is incorrect or if the acknowledged origination record is corrected or rejected.

An updated Pell origination record can only be created if the initial Pell origination record has already been sent and acknowledged. If the initial Pell origination record has not been sent, then simply change the appropriate data on the initial origination record.

Banner form

The screenshot shows a web browser window titled "2008-2009 Grant Origination/Acknowledgement REAOR09 8.2". The address bar shows "0809". The main content area is divided into two panels: "Origination" and "Acknowledgement".

Origination Panel:

- ID: 510000001 (dropdown menu)
- Mr. Matthew Lee Allen, Jr. (text field)
- Buttons: Pell, ACG/SMART, TEACH
- Origination ID: [text field]
- Internal Sequence Number: [text field]
- SAR ID: [text field]
- Campus Pell ID: [text field]
- Current SSN: [text field]
- Birth Date: [text field] with calendar icon
- Attendance Cost: [text field]
- Verification Status: (None) (dropdown menu)
- Date Enrolled: [text field] with calendar icon
- Incarcerated Student: (None) (dropdown menu)
- Amount Due Student: [text field]
- Origination Lock Indicator
- Action Code: [text field]
- Date Sent: [text field]
- Document ID: [text field]
- Edit Messages: [icon]

Acknowledgement Panel:

- Scheduled Pell Grant: [text field]
- YTD Amount Paid: [text field]
- Percentage Eligibility Used: [text field]
- Negative Pending Amount: [text field]
- Shared SAR ID: [text field]
- Concurrent Enrollment: [text field]
- Verification Without Documentation Status: [text field]
- Potential Overpayment: [text field]

Procedure 5

Follow these steps to complete the process.

1. Access the Grant Origination/Acknowledgement Form (REAORxx).
2. Type in a valid **ID** or perform a **Search**.
3. Perform a **Next Block** function and a **Duplicate Record** function.
4. Revise any of the data on the first two windows of the form.
5. Click the **Save** icon.

Note: The **Origination ID** field populates by the system.

6. Click the **Exit** icon.

Result: This record will be extracted the next time the COD Extract Process (REREXxx) is run.

Creating an updated record in batch

Updated Pell origination records may be created via the year-specific Grant Delivery System Process (RERORxx).

The system does not allow you to create an updated origination record either manually or online if the current origination record has not yet received an acknowledgement. Furthermore, the system will perform a delete/replace function if the record has not yet been sent.

Procedure 6

Follow these steps to create an updated Pell origination record. This process will locate all records where the Pell Origination Indicator has been either set by the system due to an increase or decrease in the Pell award and where the institution has manually set the same indicator.

Note: An updated Pell origination record only is created if the initial Pell origination record has already been acknowledged. In addition, an updated origination record only is created if the RORSTAT_PELL_ORIG_IND field is set to 'Y'. All changes that increase the Pell award automatically set the RORSTAT_PELL_ORIG_IND to 'Y,' or the indicator can be manually set to 'Y' on the RPAAWRD, RPAAPMT, or ROARMAN forms. If an institution chooses to create a new Pell origination record when the Pell decreases for all records, the institution must check the **Pell Reduced Eligibility Indicator** check box on RPROPTS.

Banner form

Process Submission Controls GJAPCTL 8.2 (s10b80)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	Create Pell Originations	N
03	Create ACG Originations	N
04	Create SMART Originations	N
05	Create Originations Award Stat	A
06	Proc Data Request Records	NO
07	Application ID	
08	Selection ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure 6

1. Access the Grant Delivery System Process (RERORxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year Code	The current aid year code (or aid year you are processing)
✓	02 Create Pell Originations	Y 'Yes'
✓	03 Create ACG Originations	N 'No'

✓	04 Create SMART Originations	N 'No'
	05 Create Originations Award Stat	A 'Accepted awards only' O "Offered and Accepted'
	06 Proc Data Request Records	NO 'Do not proc'
	07 Application ID	FINAID (if you used a Population Selection)
	08 Selection ID	The name of the Population Selection
	09 Creator ID	The ID of the user who created the Population Selection
	10 User ID	The ID of the person using the sub-population rules.
	11 Create TEACH Originations	N ('No' is the default)

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Extract Pell Originations

Pell Originations that have been created must be sent to the COD for processing and review. This process extracts Pell and Direct Loan award and disbursement data from Banner and puts it into the appropriate XML format for transmission to COD.

The file that you send to COD is one of the following and is dependent upon whether you're sending a file that only contains Pell records:

- *crpg09in_jobsubnumber.xml* — (Pell data only)
- *craa09in_jobsubnumber.xml* — (Not one single type, but more than one type of some combination of Direct Loans - ACG, SMART, and Pell data.)

If this is the first time a file has been extracted from Banner to the COD, the Student Identifier record will also be created on REASTID and sent to the COD automatically. In addition, any changed student identifier records will also be sent to the COD.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GJAPCTL 8.2 (s10b80)".

Process: REREX10 | 2009-2010 COD Extract Process | **Parameter Set:** []

Printer Control

Printer: [] | Special Print: [] | Lines: [] | Submit Time: []

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	DL Fund Code(s)	
03	Extract Pell Funds	N
04	DL records to extract	
05	Promissory Note Print	
06	Extract ACG Funds	N
07	Extract SMART Funds	N
08	Attending School ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Submission

Save Parameter Set as | Name: [] | Description: [] | Hold | Submit

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year	The current aid year code (or aid year you are processing)
	02 DL Fund Code(s)	Blank
✓	03 Extract Pell Funds	Y
✓	04 DL Records to extract	B - Extract all records C - Extract Records w/changes O - Extract Records w/out changes
	05 Promissory Note Print	Blank
	06 Extract ACG Funds	Enter 'Y' to extract ACG funds
	07 Extract SMART Funds	Enter 'Y' to extract SMART funds
	08 Attending School ID	Enter the attending school Routing Number
✓	09 Response Type	F
	10 Resend Document ID	Blank
	11 Application Code	Enter population selection application code
	12 Selection ID	Enter population selection ID

	13 Creator ID	Enter username of population selection creator
	14 User ID	Enter username of person using the population selection
✓	15 Print RERIMEX Report	Y
	16 Update Student Identifier	Enter 'Y' to update the student identifier when REASTID and ISIR do not match
	17 Extract TEACH Funds	N ('No' is the default)

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Result: The output will contain no details provided in the reports except for errors encountered. The extracted XML files are named CRPGXXIN_jobsubno.xml or CRAAXXIN_jobsubno.xml. A CRAA file contains multiple types of awards such as ACG, PELL, SMART or DL. The file does not need to be renamed prior to export to COD.

The REAORxx form has now been updated with a 'Sent' status. No additional origination records will be created until the acknowledgement has been received back from COD.

If this is the first time an award record has been sent to the COD for the student, a student identifier record will also be created and sent. This record is recorded on the COD Student Identifier (REASTID) form.

In addition, the COD Document Control Form (REICODD) is updated with batch information.

Import Pell Origination Acknowledgements and Student Identifier

Purpose

The COD File Import (RERIMxx) loads the acknowledgement (response) files received from COD into Banner. The **CRPGXXOP** or **CRAAXXOP** files must be downloaded from the COD software to your local PC, then FTP in binary mode to the finaid/dataload directory.

This process will update the Grant Origination Acknowledgement Form (REAORxx). The file will also include Student Identifier acknowledgement records and update the COD Student Identifier Form (REASTID).

Banner form

The screenshot shows the Banner 'Process Submission Controls' window for GJAPCTL 8.2 (s10b80). The form is divided into several sections:

- Process:** RERIM10 (dropdown) and 2009-2010 COD File Import (text field).
- Parameter Set:** (empty dropdown).
- Printer Control:** Printer: (empty dropdown), Special Print: (empty text field), Lines: 60 (text field), Submit Time: (empty text field).
- Parameter Values:** A table with columns for Number, Parameters, and Values.

Number	Parameters	Values
01	Aid Year Code for 2009-2010	0910
02	XML Import Document Filename	
03	Print RERIMEX Report	B
04	TEACH Entrance Requirement	
05	Entrance Satisfied Status	
06	TEACH ATS Requirement	
07	ATS Satisfied Status	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter the aid year code for the 2009-2010 aid year.
- Submission:** Save Parameter Set as, Name: (empty text field), Description: (empty text field), Hold, Submit.

Procedure

Follow these steps to complete the process.

1. Access the COD File Import (RERIMxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req?	Parameter	Description
✓	01 Aid Year Code	Enter the current aid year code
✓	02 XML Import Document File Name	Enter the XML import document filename
✓	03 Print RERIMEX Report	Y

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Note: After importing an xml file into Banner, Banner stores the date of the document response and will not import the same document ID/Date combination to prevent the file from being re-imported. If one or more of the records is not imported into Banner the xml file must be edited to remove the imported record and updated to correct the incorrect records and the date of the response must be changed to another date so that the remaining records can be re-imported.

Output results

There are four output files. There will be two .lis and two .log files produced. One .lis file is a report listing each Pell origination. The other .lis file is a report of any document-level errors and warnings. The exact number of sub-reports within the .lis file can vary, depending on the contents of the XML file.

Review COD Document Control

Use the COD Document Control Form (REICODD) to monitor the status of all XML export and import files. The records display in Document ID order, with the most recent Document ID appearing first.

Banner form

Document ID	Receipt Date	Response Date	Attending ID	Resent As	Receipt Status	Response Status	Reporting ID	Extract File	Extract Date	Document Type	Source ID
2009-02-23T09:48:51.0077878261										AC	

Procedure

Follow these steps to complete the process.

1. Access the COD Document Control Form (REICODD).
2. Enter the aid year in the **Aid Year** field.
3. Perform a **Next Block** function.

Review Student Identifier Record

The COD Identifier Record is used to track and change the COD Student and Borrower Identifiers sent to COD for a student. Records on this form display in sequential number order for the identifier in the key block, with the highest sequential number appearing first.

The COD Identifier validates a student's eligibility against CPS when processing Pell and Direct Loan Records. This information will first populate when the REREXxx process based on the current EDE record extracts the student's first award.

The COD Identifier record response is imported via the RERIMxx process. The status of the sent record will be updated along with the User ID and Activity date.

Banner form

The screenshot shows a software window titled "COD Identifier REASTID 8.0 (s10b80)". At the top, there are input fields for "ID:" (containing "510000001"), a dropdown menu for "Type:" (set to "Student"), "Aid Year:" (empty), and "PLUS Number:" (empty). Below this is a table with three rows, each representing a student identifier record. Each row contains the following fields: "SSN" (with a calendar icon), "Date of Birth" (with a calendar icon), "Last Name", "First Name", "Middle Initial" (with a dropdown arrow), "Document ID", "Activity Date", "User ID", "Sequence", and "Status Code". A vertical scrollbar is visible on the right side of the table area.

Procedure

Follow these steps to complete the process.

1. Access the COD Identifier Form (REASTID).
2. Enter or select a student ID in the **ID** field.
3. Select *Student* in the **Type** field.
4. Enter the aid year in the **Aid Year** field.
5. Perform a **Next Block** function to view the student identifier record.

Correct and Send a Changed Student Identifier Record

Once the Student Identifier data has initially been extracted, you may need to change some of its elements at the student level and send those changes to COD to update that system.

When sending a change to the Student Identifier data, the Response Record received will still contain the original Student Identifier. If the change has been accepted, any subsequent records must use the new Student Identifier. If the change has been rejected, all subsequent records must use the last accepted Student Identifier record at COD.

You will not be allowed to create a subsequent student identifier until the original student identifier has been acknowledged.

You can save a new record on the COD Identifier Form (REASTID) after using the Duplicate Record function even if values are the same as the most recent record if the most recent record has a *Rejected* status.

Note: Changes must first be submitted and received on EDE Correction records before changes are made to the COD Identifier Record.

Banner form

2009-2010 Need Analysis RNANA10 8.3 (s10b80)

ID: Current Record: Transaction Number:
Source: Sequence Number: EDE Correction: Number of Applications:

Demographic | Plans and Educational Background | Status | Income and Assets | Information Release

Lock Current:

Last Name:
First Name:
Middle Initial:
Male or Female:
Address:
City:
State:
Zip:
Home Phone Number:
Legal Residence:
Resident Since:
Driver's License State:
Driver's License Number:
Social Security Number:
E-mail:

Date of Birth:
Citizenship Status:
Alien Registration Number:
Legal Resident Before 01-JAN-2004:
Current Marital Status:
Date of Status:
1st Bachelor's Degree by 01-JUL-2009:
Aid Eligibility Response or Drug Offense Conviction:

Procedure

Follow these steps to complete the process.

1. Access the Need Analysis Record (RNANAx) and make necessary changes to the student's record.
2. Click the **Save** icon.
3. Click the **Exit** icon.
4. Send the corrected EDE record to CPS for processing using the ISIR Correction Process.

Result: After the corrected record has been received, you may now correct the Student Identifier.

Note: The current need analysis record must contain the corrected information and the CPS transaction number must be updated on the Applicant Pell Grant Form (ROAPELL). Ensure that EDE corrections were accepted by reviewing the discrepancy report generated by RCRTPx.

5. Access the COD Identifier Form (REASTID).
6. Enter the Aid Year, Student ID, and Type in the key block.
7. Perform a **Duplicate Record** function to create a new Student Identifier record.

Result: The sequence number will increase by one, and the Status code will be null. You will not be allowed to create a Duplicate record until the previous record is in a status of (A)cccepted, (D)uplicate, or (R)ejected.

8. Update SSN, Date of Birth and/or Last Name.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Next steps

To extract the corrected Student Identifier, follow the steps detailed in the 'Extract Pell Originations and Student Identifier' section. This step uses the REREXxx process.

Student Identifier records are loaded via the RERIMxx process. The steps to load the response record are detailed in the 'Import Pell Origination Acknowledgement and Student Identifier' section.

Resend a Pell Origination Document

If you wish to resend an origination record document, you can do so with the REREXxx process (COD Export).

If a file is resubmitted, the Document ID is changed in the new document and all individual detail records updated in Banner.

Banner form

Process Submission Controls: GJAPCTL 8.2 (s10b80)

Process: REREX10 2009-2010 COD Extract Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	DL Fund Code(s)	
03	Extract Pell Funds	N
04	DL records to extract	
05	Promissory Note Print	
06	Extract ACG Funds	N
07	Extract SMART Funds	N
08	Attending School ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Select the destination for your output report in the **Printer** field.

3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year	The current aid year code (or aid year you are processing)
	02 DL Fund Code(s)	Blank
	03 Extract Pell Funds	N
	04 DL Records to Extract	Blank
	05 Promissory Note Print	Blank
	06 Extract ACG Funds	N
	07 Extract SMART Funds	N
	08 Attending School ID	Enter the attending school Routing Number
✓	09 Response type	F(ull)
✓	10 Resend Document ID	Enter document ID
	11 Application Code	Blank
	12 Selection ID	Blank
	13 Creator ID	Blank

	14 User ID	Blank
✓	15 Print RERIMEX Report	Y
	16 Update Student Identifier	Enter 'Y' to update the student identifier when REASTID and ISIR do not match

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Result: The output will contain no details provided in the reports except for errors encountered. The extracted XML files are named CRPGXXIN_jobsubno.xml or CRAAXXIN_jobsubno.xml.. A CRAA file contains multiple types of awards such as ACG, PELL, SMART or DL. The file does not need to be renamed prior to export to COD.

Print the Pell Origination Report

The COD Print Process (RERCDxx) prints a report of Pell origination and/or disbursement documents that have been sent to the COD. You may select specific documents, all documents for a specific date, or all documents for the aid year.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.2 (s10b80)". The form is divided into several sections:

- Process:** A dropdown menu set to "RERCD10" and a text field containing "2009-2010 COD Print Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** A "Printer:" dropdown menu, a "Special Print:" text field, a "Lines:" text field with the value "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains 8 rows of data:

Number	Parameters	Values
01	Aid Year Code	0910
02	Fund Type	AL
03	Fund Code	
04	Origination Report	N
05	Origination Document ID	
06	Disbursement Report	N
07	Disbursement Document ID	
08	Beginning Date Sent	

Below the table, it says: "LENGTH: 4 TYPE: Character O/R: Required M/S: Single Enter your aid year code for the 2009-2010 aid year."

- Submission:** A "Save Parameter Set as" checkbox, a "Name:" text field, a "Description:" text field, a "Hold" radio button, and a "Submit" radio button.

Steps

1. Access the COD Print Process (RERCDxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.
4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.

6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Extract Pell Disbursement Records

The COD Export Process (REREXxx) extracts COD disbursement records for all Pell records where there is a payment and the COD disbursement has not yet been reported.

The REREXxx process also extracts expected Pell disbursements for schools that have checked the **Just-in-Time Indicator** check box on the U.S. Specific Institution Financial Aid Options Form (ROAUSIO). This is based on the **# Number of Days for Just InTime** that is also documented on ROAUSIO.

Once the REREXxx Process performs these activities and the record is sent, you can see on the READIxx Form that the **Action Code** field is set to S (Sent), the **Document ID** field is assigned a document id, and the **Date Sent** field is populated.

If a Pell disbursement record is sent without a corresponding set of award information, the COD Student Identifier will be extracted from the COD Student Identifier Table (RERSTID). In order for the disbursement record to extract, the origination record must have a status of Sent or Accepted.

Updating a record

The disbursement record is automatically updated each time you disburse the Pell Grant (either credit or debit the account.) The first disbursement record will always be a positive record. The subsequent disbursement records may be either positive or negative records. The user cannot create manual disbursement records. You can only update the information on the READIxx form automatically when creating, extracting, or importing data using the REREXxx and RERIMxx processes.

The REREXxx process no longer reports the amount of the adjustment for subsequent disbursement activity but is instead the net amount for the particular Pell disbursement. The extract process calculates the value to be sent by totaling all of the sequence numbers and associated values for any disbursement. This calculation excludes records on READIxx that are locked.

Banner form

Process Submission Controls GJAPCTL 8.2 (s10b80)

Process: REREX10 2009-2010 COD Extract Process Parameter Set:

Printer Control
 Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	DL Fund Code(s)	
03	Extract Pell Funds	N
04	DL records to extract	
05	Promissory Note Print	
06	Extract ACG Funds	N
07	Extract SMART Funds	N
08	Attending School ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
 Enter your aid year code for the 2009-2010 aid year.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year	The current aid year code (or aid year you are processing)
	02 DL Fund Code(s)	Blank
✓	03 Extract Pell Funds	Y

✓	04 DL Records to Extract	D 'Disbursement'
	05 Promissory Note Print	Blank
	06 Extract ACG Funds	Enter 'Y' to extract ACG funds
	07 Extract SMART Funds	Enter 'Y' to extract SMART funds
	08 Attending School ID	Enter the attending school Routing Number only if it is different than what is set on ROAINST
✓	09 Response type	F
	10 Resend Document ID	Blank
	11 Application Code	Enter population selection application code
	12 Selection ID	Enter population selection ID
	13 Creator ID	Enter username of population selection creator
	14 User ID	Enter username of person using the population selection
✓	15 Print RERIMEX Report	Y

	16 Update Student Identifier	Enter 'Y' to update the student identifier when REASTID and ISIR do not match
--	------------------------------	---

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Result

The READIxx record has now been updated with a (S)ent status and other origination data.

The extracted XML files are named CRPGXXIN_jobsubno.xml or CRAAXXIN_jobsubno.xml. A CRAA file contains multiple types of awards such as ACG, PELL, SMART or DL. The file does not need to be renamed prior to export to COD.

Import Pell Disbursement Acknowledgements

The COD Import Process (RERIMxx) handles the incoming data from message class CRPGXXOP or CRAAXXOP and updates the corresponding acknowledgement columns with the correct values.

This process will update your disbursement records on READIxx with acknowledgement data.

Banner form

Process: RERIM10 | 2009-2010 COD File Import | **Parameter Set:** []

Printer Control
Printer: [] | **Special Print:** [] | **Lines:** 60 | **Submit Time:** []

Parameter Values

Number	Parameters	Values
01	Aid Year Code for 2009-2010	0910
02	XML Import Document Filename	
03	Print RERIMEX Report	B
04	TEACH Entrance Requirement	
05	Entrance Satisfied Status	
06	TEACH ATS Requirement	
07	ATS Satisfied Status	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter the aid year code for the 2009-2010 aid year.

Submission
 Save Parameter Set as | **Name:** [] | **Description:** [] | Hold | Submit

Procedure

Follow these steps to complete the process.

1. Access the COD File Import (RERIMxx) via the Process Submission Controls Form (GJAPCTL).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req?	Parameter	Description
✓	01 Aid Year Code	Enter the current aid year code
✓	02 XML Import Document Filename	Enter the XML Import Document Filename
✓	03 Print RERIMEX Report	Y

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Note: After importing an xml file into Banner, Banner stores the date of the document response and will not import the same document ID/Date combination to prevent the file from being re-imported. If one or more of the records is not imported into Banner the xml file must be edited to remove the imported record and updated to correct the incorrect records and the date of the response must be changed to another date so that the remaining records can be re-imported.

Output results

There are four output files. There will be two .lis and two .log files produced. One .lis file is a report listing each Pell origination. The other .lis file is a report of any document-level errors and warnings. The exact number of sub-reports within the .lis file can vary, depending on the contents of the XML file.

Resend a Pell Disbursement Document

If you wish to resend a disbursement record document, you can do so with the REREXxx process (COD Export Process).

If a file is resubmitted, the Document ID is changed in the new document and all individual detail records updated in Banner.

Banner form

The screenshot shows the 'Process Submission Controls' window for GJAPCTL 8.2 (s10b80). The 'Process' dropdown is set to 'REREX10' and the 'Parameter Set' dropdown is empty. The 'Printer Control' section includes a 'Printer' dropdown, 'Special Print', 'Lines', and 'Submit Time' fields. The 'Parameter Values' section is a table with 8 rows, each with a 'Number' column, a 'Parameters' column, and a 'Values' column. The values entered are: 01: 0910, 02: (empty), 03: N, 04: (empty), 05: (empty), 06: N, 07: N, 08: (empty). Below the table, it states 'LENGTH: 4 TYPE: Character O/R: Required M/S: Single' and 'Enter your aid year code for the 2009-2010 aid year.' The 'Submission' section has a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and 'Hold' and 'Submit' radio buttons.

Number	Parameters	Values
01	Aid Year Code	0910
02	DL Fund Code(s)	
03	Extract Pell Funds	N
04	DL records to extract	
05	Promissory Note Print	
06	Extract ACG Funds	N
07	Extract SMART Funds	N
08	Attending School ID	

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year	The current aid year code (or aid year you are processing)
	02 DL Fund Code(s)	Blank
	03 Extract Pell Funds	N
	04 Records to Extract	Blank
	05 Promissory Note Print	Blank
	06 Extract ACG Funds	N
	07 Extract SMART Funds	N
	08 Attending School ID	Enter the attending school Routing Number only if it is different than what is set on ROAINST
✓	09 Response Type	F
✓	10 Resend Document ID	Enter document ID
	11 Application Code	Enter population selection application code
	12 Selection ID	Enter population selection ID
	13 Creator ID	Enter username of population selection creator
	14 User ID	Enter username of person using the population selection
✓	15 Print RERIMIX Report	Y

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Result: The output will contain no details provided in the reports except for errors encountered. The extracted XML files are named CRPGXXIN_jobsubno.xml or CRAAXXIN_jobsubno.xml.. A CRAA file contains multiple types of awards such as ACG, PELL, SMART or DL. The file does not need to be renamed prior to export to COD.

Print the Pell Disbursement Report

The COD Print Process (RERCDxx) prints a report of COD origination and/or disbursement batches that have been sent to the COD. You can select specific documents, all documents for a specific date, or all documents for the aid year.

Banner form

Process: RERCD10 2009-2010 COD Print Process Parameter Set:

Printer Control
Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	Fund Type	AL
03	Fund Code	
04	Origination Report	N
05	Origination Document ID	
06	Disbursement Report	N
07	Disbursement Document ID	
08	Beginning Date Sent	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the COD Print Process (RERCDxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req?	Parameter	Description
✓	01 Aid Year Code	Current aid year code (or aid year being printed)
✓	02 Fund Type	PL
	03 Fund Code	Change to specific fund codes or leave blank
✓	04 Origination Report	S – Sent U - Unsent
	05 Origination Document ID	Blank
	06 Disbursement Report	Y

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Create a Data Request for MRR Records

Purpose

Multiple Reporting Records (MRRs) provide information to an institution about a student's origination and disbursement status at other institutions and the amount of the scheduled award disbursed.

This allows you to identify the two primary types of multiple reporting conditions:

- concurrent enrollment
- eligibility over award

Requesting an MRR

MRRs may be requested from the COD at any time by submitting a data request record.

Warning

It is highly recommended that discretion be used when requesting MRR data.

Example: Never request all origination records for all of your students or all institutions. Many schools originate every ISIR they receive. Therefore, if you request this data, you might receive thousands of irrelevant records.

Submitting a data request record

If you want to find out whether other schools have submitted origination and disbursement records for your students, you can request such information in the form of MRRs from the COD at any time by submitting a data request record. These requests are designed to provide you with information to identify and resolve both potential over awards and concurrent enrollments before they occur.

You can request records identifying institutions that have originated or disbursed for specific Federal Pell Grant recipients, specific institutions, or for all students originated at your school.

How data is extracted and returned

The Grant Delivery System Process (RERORxx) extracts the data that you request on the Data Request Record Form (RERRDRQ). When the acknowledgement data is returned, you use the RERFIxx process to update the appropriate request record as well as load the associated corresponding data.

Creation of a new record

The Data Request Record Form (RERRDRQ) prevents the creation of a new record if a record exists that either has not yet been sent or if the record has been sent but not yet acknowledged for the same **Request Type**.

Example: You cannot create another record requesting year-to-date records if one exists that has not yet been sent or that has been sent and not yet acknowledged.

However, if the **Request Type** is M (Multiple Reporting) and the **MRR Student/ Institution** field is set to S (Student), the RERRDRQ form allows multiples of this combination to be created and sent.

It is limited, though, based on the unique **MRR SAR ID** values.

Example: You can create a second M request type, with the **MRR Student/ Institution** field is set to S (Student), but for a different **MRR SAR ID**. If it is for the same combination, the RERRDRQ form prevents the creation unless the prior record has been acknowledged.

Procedure

Follow these steps to complete the process.

1. Access the Data Request Record Form (RERRDRQ).
2. Enter the **Aid Year** code in the Key block.
3. Select the type of grant in the **Program Type** field.
4. Perform a **Next Block** function.
5. Enter the necessary information to request the records needed from COD.

Note: These data requests can be submitted through this form:

- Replacement batch
- MRR data
- Year to Date records
- Statement of Account records.

The request for information is entered on this form. However, the RERORxx process must be run to extract the request and send it to COD. When the requested information is received from COD, use the RERFIxx process to load the data into Banner. The data requested loads into Banner, and an acknowledgement of the data request appears on this form.

The example we are using is for MRR data. However, records can also be requested for Year to Date, Statement of Account, and Reconciliation Records.

6. Click the **Exit** icon.

Extract Data Request Records

Purpose

The Grant Delivery System Process (RERORxx) performs many COD-related functions based on your parameter settings.

Enter the required **Aid Year Code** parameter and enter Y for the **Proc Data Request Records** parameter. The RERORxx process extracts the MRR requests from Banner.

Banner form

Process Submission Controls GJAPCTL 8.2 (s10b80)

Process: REROR10 2009-2010 Grant Orig Creation Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	Create Pell Originations	N
03	Create ACG Originations	N
04	Create SMART Originations	N
05	Create Originations Award Stat	A
06	Proc Data Request Records	NO
07	Application ID	
08	Selection ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the Grant Delivery System Process (RERORxx).
2. Select the destination for your output report in the **Printer** field.

Procedure, continued

- Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year Code	The current aid year code (or aid year you are processing)
✓	02 Create Pell Originations	N
✓	03 Create ACG Originations	N
	04 Create SMART Originations	N
	05 Create Originations Award Stat	
	06 Proc Data Request Records	Y
	07 Application ID	Blank
	08 Selection ID	Blank
	09 Creator ID	Blank
	10 User ID	Blank

- Click the **Save Parameter Set as** check box.
- Enter a name and description for your parameter set in the **Name** and **Description** fields.

6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.
10. FTP the pgrqxxin_jobsubnumber.dat file from your jobsub directory to your local PC, then to the COD software in binary mode.

Load Additional File Types

Purpose

The Pell File Import Process (RERFIxx) loads multiple types of files received from COD into Banner.

Additional file types loaded by RERFIxx include

- Data Request Acknowledgements (PGRAXxOP)
- Year-to-Date Records (PGYRxxOP)
- Statements of Account (PGASxxOP)
- Multiple Reporting Records (PGMRxxOP)
- Reconciliation Files (PGRCxxOP).

Data Request Acknowledgements (PGRAXxOP)

Data requests are either accepted by COD with the requested file returned to the institution or rejected with a data request acknowledgement returned to the institution.

Data request acknowledgements are only returned if COD rejects a request. Data requests are rejected when the requesting institution submits incomplete data in its request or when the data requested cannot be found on the COD database. The data request acknowledgements include codes that note the reason for the rejection.

The data from the PGRAXxOP.DAT file updates the acknowledgment data on RERRDRQ. The reject codes display on the Edit/Reject Codes window of the same form.

Year-to-Date Records (PGYRxxOP)

When year-to-date records are requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGYRxxOP file.

Statements of Account (PGASxxOP)

When ESOA records are requested, summary statement of account and detail statement of account information is included in this file.

You can view summary information in these places:

- online on the Summary Statement of Account Inquiry Form (REISSOA)
- on the Detail Statement of Account Inquiry Form (REIDSOA).

Multiple Reporting Records (PGMRxxOP)

When Multiple Reporting records have been requested, the student detail is sent to this file. The data from this file can be viewed online on the Multiple Reporting Record Inquiry Form (REIRMRR).

Reconciliation Files (PGRCxxOP)

The reconciliation file record is included in the COD record layouts. This type of request can be for an individual student or an entire school. It provides one record of data for each student. The information from this file is loaded into the RERREC table in Banner but is not 'seen' on any of the Banner forms or reports. You must extract these to a report writer or write your own Banner report.

Banner form

Process Submission Controls GJAPCTL 8.2 (s10b80)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Grant filename with extension"/>	<input type="text"/>
<input type="text" value="02"/>	<input type="text" value="Accepted Records Print Option"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 12 TYPE: Character O/R: Required M/S: Multiple
Enter Grant filename with extension

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the Pell File Import Process (RERFIxx).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req?	Parameter	Description
✓	01 Grant filename with extension	Enter grant file name with extension
✓	02 Accepted Records Print Option	Y

4. Click the **Save Parameter Set as** check box.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the **Options** menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Note: After importing a file into Banner, the header changes to include the word 'PROCESSED' to prevent the file from being re-imported. If the file must be re-imported, the header must be edited to remove 'PROCESSED.'

Print the Pell COD Miscellaneous Report

The Grant COD Miscellaneous Report (RERGRNT) lets you access COD data stored in the database. This can be used to help identify exception-processing requirements.

Types of data

The types of available data include:

- all students with Verification Code = W
- system-generated disbursement reference numbers
- RFMS Pell disbursement locked records
- just in time, no disbursement acknowledged
- just in time, no charge accepted
- all MRR records
- rejected origination records
- rejected disbursement records
- Year-to-date reporting.

Output

If you select more than one option simultaneously, a page break between each set of students appears with the option selected clearly identified at the top of each page.

However, the output only displays the relevant sections of the report. If you only select one parameter, only that section of the report is generated. If you select two parameters, two sections are generated, and so on, with a page break between each section.

Banner form

Process: RERGRNT Grant COD Miscellaneous Report Parameter Set:

Printer Control
 Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Grant Type	
03	Select Verif. Code = "W"	N
04	Select System Gen Disbs.	N
05	Select COD Grant Disb Locked	N
06	Select MRR Record Types	
07	Select JIT/AP No Disb Ack	N
08	Select JIT/AP No Charge Accept	N

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
 Valid/Active Aid Year Code

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the Grant COD Miscellaneous Report (RERGRNT).
2. Select the destination for your output report in the **Printer** field.
3. Enter these parameters for this process. You may click the **Search** icon to view valid values for each parameter field.

Req	Parameter	Description
✓	01 Aid Year	The current aid year code (or aid year you are processing)
✓	02 Grant Type	AG (ACG) PL (PELL) SC (SMART)

	03 Select Verif Code = 'W'	Y or N
	04 Select System Gen Disbs.	Y or N
	05 Select COD Grant Disb Locked	Y or N
	06 Select MRR Record Types	
	07 Select JIT No Disb Acknowledge	Y or N
	08 Select JIT No Charge Accept	Y or N
	09 Select all Rejected Orig. Recs	Y or N
	10 Select all Rejected Disb. Recs	Y or N
	11 Year to Data Reporting	A (all disbursements) B (Banner Orig, no COD Record) C (COD Record, No Banner orig) D (disbursement differences) O (Offer Amount Differences) T (Transaction Number differences) V (Verification Status differences)
	12 Application ID	
	13 Selection ID	The name of the Population Selection)
	14 Creator ID	The ID of the user who created the Population Selection)
	15 User ID	The ID of the user who extracted the Population Selection)

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Select **Review Output** from the Options menu to access the Saved Output Review Form (GJIREVO) and review the output report.

Review Multiple Reporting Record Data

Multiple reporting records occur when more than one school has submitted disbursement records for the same student. The Multiple Reporting Record Inquiry Form (REIRMRR) enables you to view a student's multiple reporting record status and to identify any open issues for the student. The data for this form, which is query-only, is loaded via the RERFIxx process from the PGMRxxOP message class files.

Banner form

ID	Last Name	First Name	Original SAR ID	Award ID	Program Type	Record Type
					(None)	

Procedure

Follow these steps to complete the process.

1. Access the Multiple Reporting Record Inquiry Form (REIRMRR).
2. Enter aid year in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Scroll through the students using the scroll bar.
5. Select the student to review by highlighting that student's name, and then perform a **Next Block** function.

Note: The record selected on the first window drives the information displayed on the rest of the form. To view another record for the same student, return to the first window of the form and select that record. Then perform a **Next Block** function to view the rest of the data.

6. Click the **Exit** icon.

Review the Summary and Detail Statements of Account

Purpose

An Electronic Statement of Account (ESOA) details your school's Federal Pell Grant spending authorization and the amount expended (the total amount submitted on Pell disbursement records) to date.

Requesting an ESOA

If you request an ESOA, you receive the last statement produced at the end of the last accounting cycle for which the institution had transactions processed. The ESOA includes both summary and detail data.

Summary Data: The summary reports the current status of your account, as well as the status of the account when the last Electronic Statement of Account was delivered and the total disbursements processed since the receipt of the last statement.

Detail Data: The detail data provides institutions with the batch numbers processed since the last statement was received, as well as the corresponding funding amounts.

Account data online

Summary Data: The REISSOA form accesses the summary statement of account data online. The sort order displays by the most recent record first as defined by the activity date. All data on this form is loaded via the RERFIxx process through the upload of PGASxxOP message class files. The data on this form is stored in the REBSSOA table.

Detail Data: The REIDSOA form accesses the detail statement of account data online. The sort order displays by the most recent record first as defined by the adjustment process date. All data on this form is loaded via the RERFIxx process through the upload of PGASxxOP message class files.

Summary Statement of Account

Summary Statement of Account Inquiry REISSOA 8.0 (s10b80)

Aid Year: 0809 2008-2009 aid year Program Type: All Grants

Campus Pell ID:	640004	Previous Payment Amount:	100,000,000.04
Entity ID:	22222222	Total Obligation Adjustment Amount:	100,000,000.02
Grantee DUNS Number:	DUNS11111111	Total Payment Adjustment Amount:	100,000,000.05
Payee DUNS Number:		Current Obligation Amount:	100,000,000.03
GAPS Award Number:	111111111111111111	Current Payment Amount:	100,000,000.06
Date of Last Activity in GAPS:	12-MAR-2008	YTD Total Unduplicated Recipients:	2,000,000
Payment Control Number:		YTD Accepted Disbursement Amount:	200,000,000.01
Accounting Schedule Date:	01-JAN-2008	YTD Posted Disbursement Amount:	200,000,000.02
Accounting Schedule Number:		YTD Administrative Cost Allowance:	200,000,000.03
Previous Obligation Amount:	100,000,000.01	GAPS Expenditure Amount:	20,000,000,000.04
Program Type:	PL=Pell	Batch Number:	#A200962000420080312130909
Campus Pell ID:	640004	Previous Payment Amount:	100,000,000.04
Entity ID:	22222222	Total Obligation Adjustment Amount:	100,000,000.02
Grantee DUNS Number:	DUNS11111111	Total Payment Adjustment Amount:	100,000,000.05
Payee DUNS Number:		Current Obligation Amount:	100,000,000.03
GAPS Award Number:	111111111111111111	Current Payment Amount:	100,000,000.06
Date of Last Activity in GAPS:	02-FEB-2008	YTD Total Unduplicated Recipients:	2,000,000
Payment Control Number:		YTD Accepted Disbursement Amount:	200,000,000.01
Accounting Schedule Date:	01-JAN-2008	YTD Posted Disbursement Amount:	200,000,000.02
Accounting Schedule Number:		YTD Administrative Cost Allowance:	200,000,000.03
Previous Obligation Amount:	100,000,000.01	GAPS Expenditure Amount:	20,000,000,000.04
Program Type:	SG=SMART	Batch Number:	SA200962000420080312130909

Procedure: Summary

Follow these steps to display the Summary Statement of Account.

1. Access the Summary Statement of Account Inquiry Form (REISSOA).
2. Enter the aid year in the **Aid Year** field.
3. Select the type of grant to display in the **Program Type** field.
4. Perform a **Next Block** function.
5. Scroll through the statements using the scroll bar or the **Next Record** and **Previous Record** functions.

Note: The most recent record displays first as defined by the activity date. Therefore, it is important that the PGASxxOP message class be loaded in the correct order.

6. Click the **Exit** icon.

Detail Statement of Account

Detail Statement of Account Inquiry REIDSOA 8.0 (s10b80)

Aid Year: 0809 2008-2009 aid year Program Type: All Grants

Adjustment Process Date:	<input type="text"/>	Adjustment Report Date:	<input type="text"/>
Campus Pell ID:	<input type="text"/>	Sign Indicator:	<input type="text"/>
Entity ID:	<input type="text"/>	Adjustment Amount:	<input type="text"/>
GAPS Award Number:	<input type="text"/>	Adjustment Batch Number:	<input type="text"/>
Grantee DUNS Number:	<input type="text"/>	Adjustment Document ID:	<input type="text"/>
Payee DUNS Number:	<input type="text"/>	Adjustment Description:	<input type="text"/>
Program Type:	(None)	ESOA Batch Number:	<input type="text"/>
Adjustment Process Date:	<input type="text"/>	Adjustment Report Date:	<input type="text"/>
Campus Pell ID:	<input type="text"/>	Sign Indicator:	<input type="text"/>
Entity ID:	<input type="text"/>	Adjustment Amount:	<input type="text"/>
GAPS Award Number:	<input type="text"/>	Adjustment Batch Number:	<input type="text"/>
Grantee DUNS Number:	<input type="text"/>	Adjustment Document ID:	<input type="text"/>
Payee DUNS Number:	<input type="text"/>	Adjustment Description:	<input type="text"/>
Program Type:	<input type="text"/>	ESOA Batch Number:	<input type="text"/>
Adjustment Process Date:	<input type="text"/>	Adjustment Report Date:	<input type="text"/>
Campus Pell ID:	<input type="text"/>	Sign Indicator:	<input type="text"/>
Entity ID:	<input type="text"/>	Adjustment Amount:	<input type="text"/>
GAPS Award Number:	<input type="text"/>	Adjustment Batch Number:	<input type="text"/>
Grantee DUNS Number:	<input type="text"/>	Adjustment Document ID:	<input type="text"/>
Payee DUNS Number:	<input type="text"/>	Adjustment Description:	<input type="text"/>
Program Type:	<input type="text"/>	ESOA Batch Number:	<input type="text"/>

Procedure: Detail

Follow these steps to display the Detail Statement of Account.

1. Access the Summary Statement of Account Inquiry Form (REIDSOA).
2. Enter the aid year in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Scroll through the statements using the scroll bar or the **Next Record** and **Previous Record** functions.

Note: The most recent record displays first as defined by the adjustment process date.

5. Click the **Exit** icon.

Review the Year-To-Date Pell Summary

When year-to-date records have been requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGRxxOP file.

All records with O in the first position are loaded into the Origination Data table (REBYTDO).

All records with D in the first position are loaded into the Disbursement Data table (REBYTDD).

All records with S in the first position continue to be loaded into the Summary Data table (REBYTDS).

Note: This process loads and stores all records without overlaying data in each subsequent file. When selecting which data to extract for reconciliation purposes, the activity date is critical for ascertaining which records are the most recent.

Summary online

You can view the summary year-to-date information online on the Year To Date Pell Summary Inquiry Form (REIYTDS).

Currently, the year-to-date origination and disbursement detail records are only loaded to their respective REBYTDO and REBYTDD tables so that you can extract this information for your own reporting purposes.

Banner form

COD Year to Date Grant Summary REIYTDS 8.0 (s10b80)

Aid Year: 0809 2008-2009 aid year **Program Type:** All Grants

Total Unduplicated Recipients: 1000000
Program Type: SG=SMART

Originations		Comments	
		Code	Count
Accepted:	1110000	1	1
Corrected:		2	2
Rejected:	1111100	3	3
Total:	1100000	4	4
		5	5
		6	6
		7	7
		8	8
		9	9
		10	10

Disbursements

Accepted:	1011000
Corrected:	
Rejected:	1011110
Total:	1010000

Batch Number: SY200962000420080311140909
Activity Date: 24-MAR-2008

Procedure

Follow these steps to complete the process.

1. Access the COD Year to Date Grant Summary Inquiry Form (REIYTDS).
2. Enter the aid year in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Scroll through the statements using the scroll bar or the **Next Record** and **Previous Record** functions.

Note: The most recent record displays first as defined by the activity date.

5. Click the **Exit** icon.

Self Check

Question 1

You would manually create a Pell origination record on this form.

- a) Grant Origination Acknowledgement Form (REAORxx)
- b) Grant Disbursement Acknowledgement Form (READIxx)
- c) Multiple Reporting Record Inquiry Form (REIRMMR)
- d) Pell COD Miscellaneous Report (RERGRNT)
- e) Pell Calculation Process (RPEPELL)

Question 2

A Pell origination record can only be deleted if it has not yet been extracted and sent to COD.

True or False

Question 3

When year-to-date records have been requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGYRxxOP file.

True or False

Question 4

Match each process with a 7-character name from the word bank below.

Word Bank:

RERGRNT

RERCDxx

RERIMxx

RERIMxx

RPEPELL

RERORxx

#	Process	Answer
1	Allows you to import Pell Disbursement Acknowledgements.	
2	Award the Pell Grant in Batch.	
3	Create origination records for a larger group of students.	
4	Loads the origination, disbursement, and student identifier acknowledgement (response) files received from COD into Banner.	
5	Prints a report of Pell origination and/or disbursement batches that have been sent to the COD.	
6	Report used to access COD data stored in the database. This can be used to help identify exception-processing requirements.	

Answer Key for Self Check

Question 1

You would manually create a Pell origination record on this form.

- a) **Grant Origination Acknowledgement Form (REAORxx)**
- b) Grant Disbursement Acknowledgement Form (READIxx)
- c) Multiple Reporting Record Inquiry Form (REIRMMR)
- d) Pell COD Miscellaneous Report (RERGRNT)
- e) Pell Calculation Process (RPEPELL)

Question 2

A Pell origination record can only be deleted if it has not yet been extracted and sent to COD.

True

Question 3

When year-to-date records have been requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGYRxxOP file.

True

Question 4

#	Process	Answer
1	Allows you to import Pell Disbursement Acknowledgements.	RERIMxx
2	Award the Pell Grant in Batch.	RPEPELL
3	Create origination records for a larger group of students.	RERORxx
4	Loads the origination, disbursement, and student identifier acknowledgement (response) files received from COD into Banner.	RERIMxx
5	Prints a report of Pell origination and/or disbursement batches that have been sent to the COD.	RERCDxx
6	Report used to access COD data stored in the database. This can be used to help identify exception-processing requirements.	RERGRNT

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
RPEPELL	Pell Awarding Process	calculate a Pell award based on the Pell Grant Payment Schedule Table (RORPELL), or the RORAPEL table if the Alternate Pell Schedule is used.
RNANAx	Need Analysis	perform the Pell Awarding process when the Year in College, Citizenship Status, or 1st Bachelor's Degree by 01-JUL-YYYY fields are changed for an applicant on this form.
ROAIMMP	Applicant Immediate Process	award the Pell Grant.
RPEPELL	Pell Calculation Process	award the Pell Grant in batch.
RPAAWRD/RPAAPMT	Award	adjust Existing Pell Grant awards
RPAAWRD	Award	check the Pell Orig Ind field automatically for all students who are receiving an initial Pell award or whose award is increasing on the Packaging Group Information window on the forms.
RPAAPMT	Award	
ROARMAN	Financial Aid Record Maintenance	
RERORxx	Grant Delivery System Process	<ul style="list-style-type: none"> • create origination records for a larger group of students. • delete Origination records only if the origination record has not yet been sent.
REREXxx	COD Extract Process	<ul style="list-style-type: none"> • send Pell Originations that have been created to the COD for processing and review. • resend a disbursement record batch.

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RERIMxx	COD File Import	<ul style="list-style-type: none"> load the acknowledgement (response) files received from COD into Banner. handle the incoming data from message class COMRECOP and update the corresponding acknowledgement columns with the correct values.
REICODD	COD Document Control	monitor the status of all XML export and import files.
REASTID	COD Identifier Form	validate a student's eligibility against CPS when processing Pell and Direct Loan Records.
RERCDxx	Pell Print Process	<ul style="list-style-type: none"> print a report of Pell origination and/or disbursement documents that have been sent to the COD. print a report of COD origination and/or disbursement documents that have been sent to the COD.
RERRDRQ	Data Request Record	prevent the creation of a new record if a record exists that either has not yet been sent or if the record has been sent but not yet acknowledged for the same Request Type .
RERFIxx	Pell File Import Process	load multiple types of files received from COD into Banner.
RERGRNT	Grant COD Miscellaneous Report	access COD data stored in the database.
REIRMRR	Multiple Reporting Record Inquiry	view a student's multiple reporting record status and to identify any open issues for the student.
REISSOA	Summary Statement of Account Inquiry	display the Summary Statement of Account.

Form	Full Name	Use this Form to...
REIDSOA	Summary Statement of Account Inquiry	display the Detail Statement of Account.
REIYTDS	Year To Date Pell Summary Inquiry	view the summary year-to-date information online.